



2.1.1 Adding Folders and New Sessions

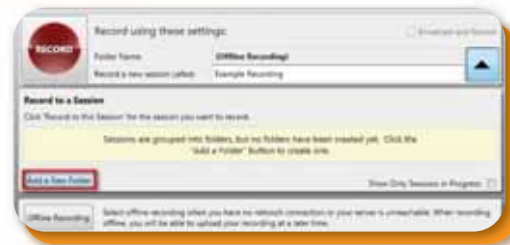
1



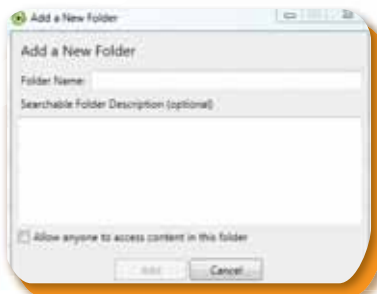
To complete an Online Recording, click the down arrow as highlighted in the picture.

2

Click on "Add a New Folder"



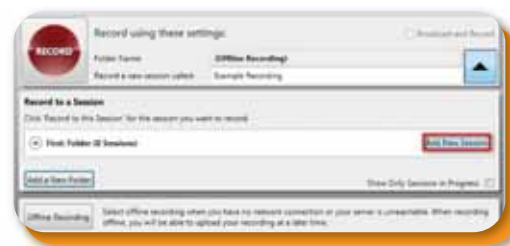
3



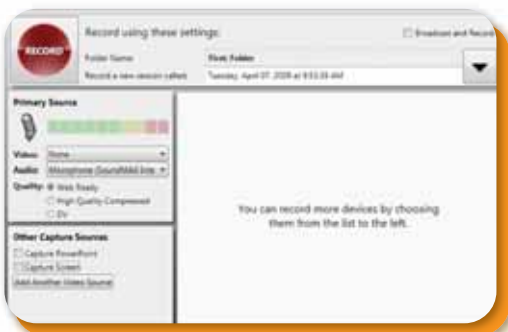
Type in Folder Name. Adding description is optional.

4

Now that the Folder has been created, you may create a new Session. To do this, click on "Add New Session" to the right of the Folder name.



5



The Recorder will allow you to immediately select recording devices and start recording.

The date and time are entered as the Session Name by default. You may change the text of the Session name if preferred.

Please continue on to [2.1.2 Choosing Recording Devices - Windows](#).