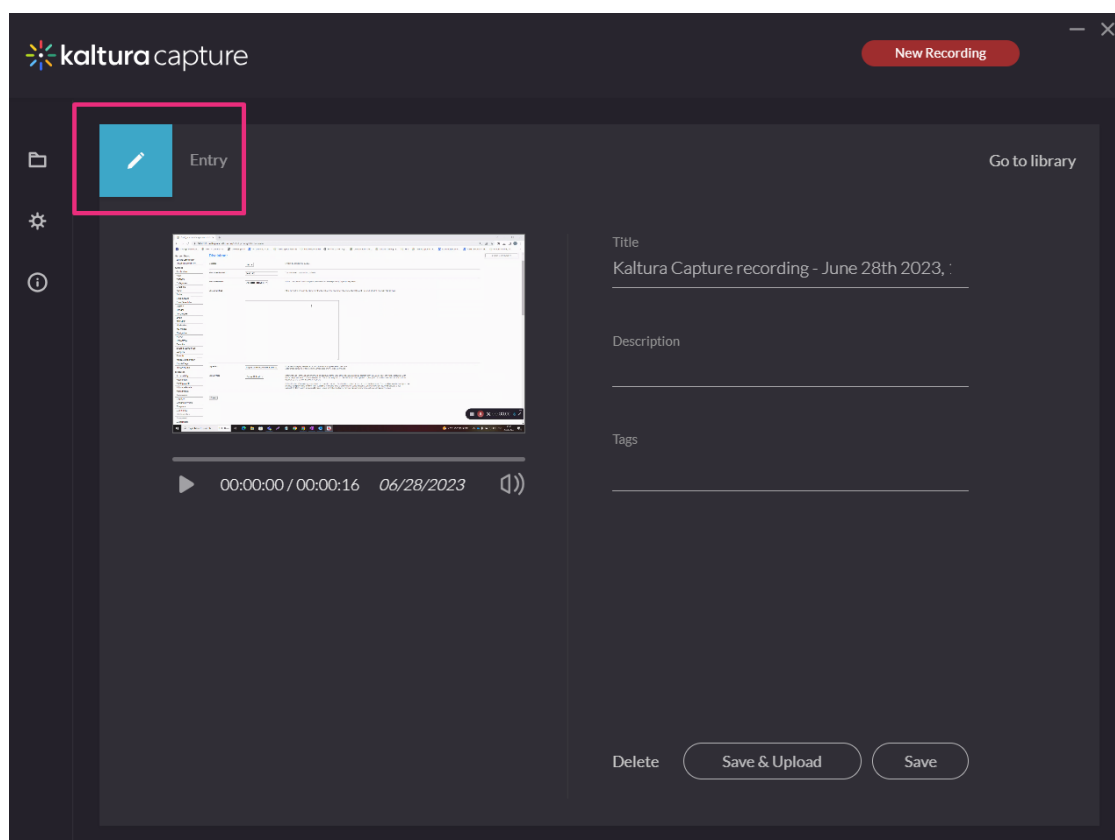# Complete and upload your recording

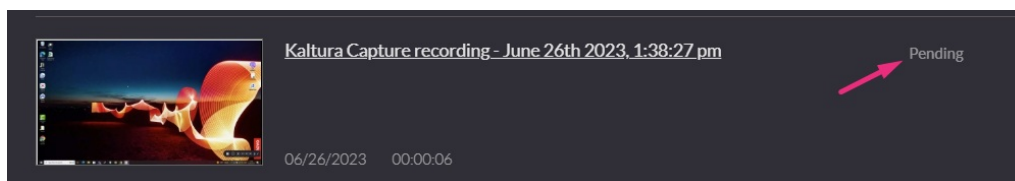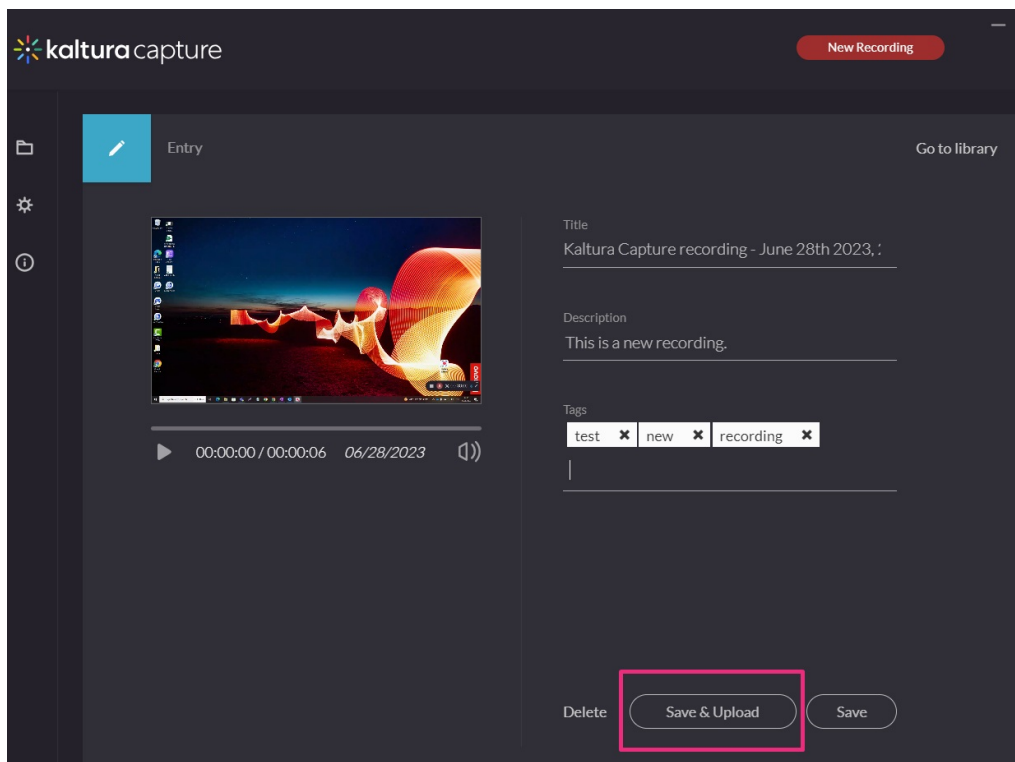> 👥 **This article is designated for all users.**

Save and upload

1. Once you stop your recording, you'll be directed to the entry page to enter the recording details, as follows:
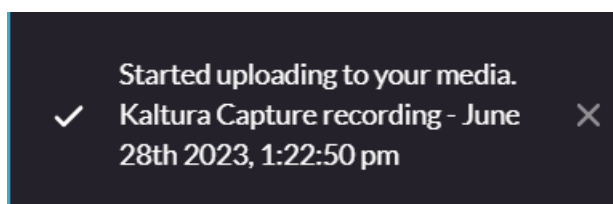
- title of the recording
- description
- tags

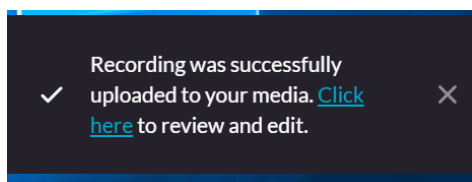2. Click **Save & Upload**, and a pending status displays next to the entry.

This uploads the video to your Kaltura MediaSpace (**My Media**) or your KAF application.

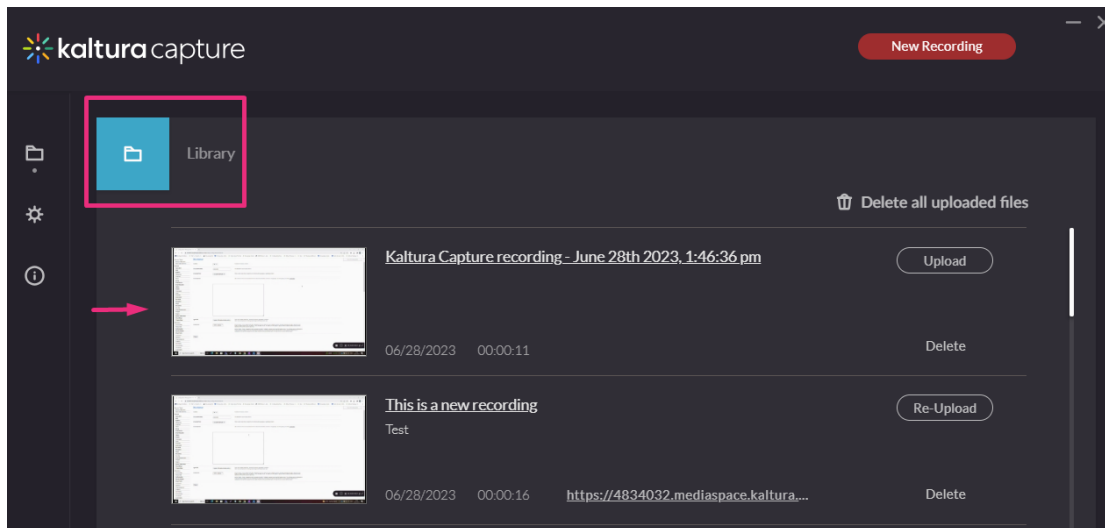The following message is displayed when the upload has started:

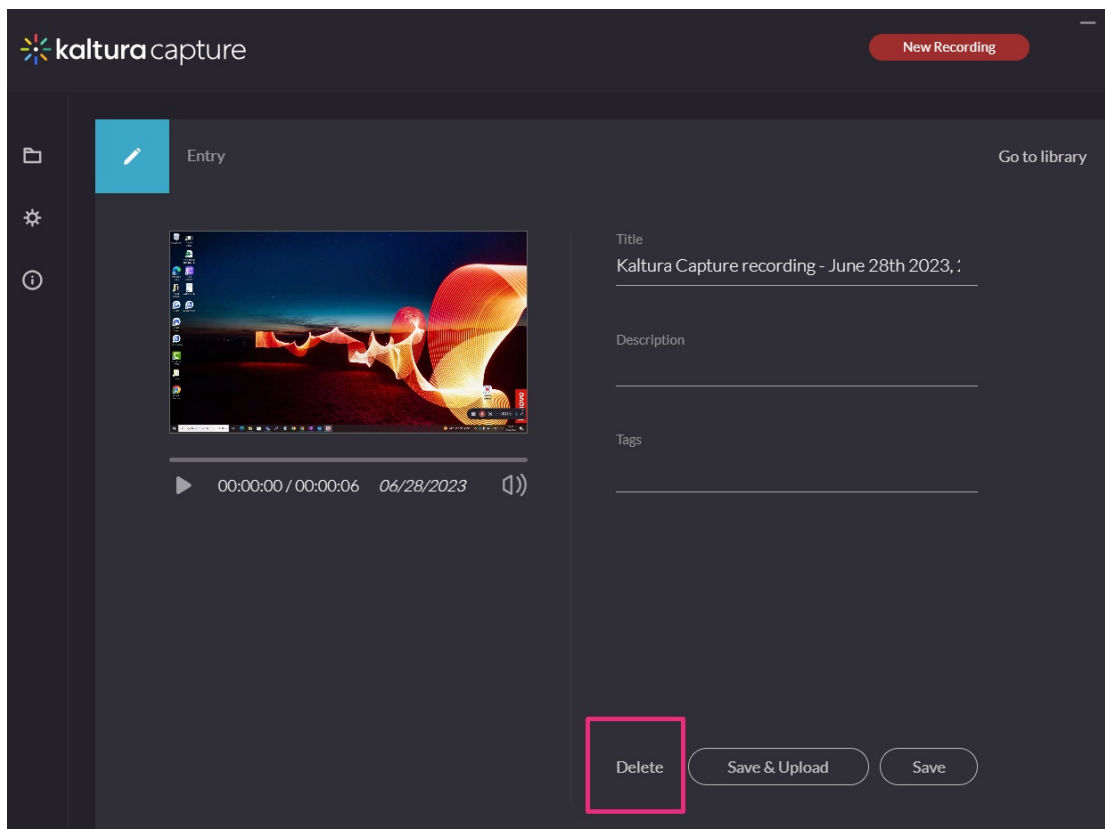The following message is displayed when the upload has finished:|

💡 You can close the application in the middle of an upload and your recording will be uploaded in the background. The uploading should continue as long as the user is logged into the computer. The user can lock the computer but not sign out. The uploading should interrupt when the user logs off.

Save

When you click **Save**, you are taken to the media library in the Recorder Management window, and your video is at the top of the list. Your video will stay in the Library until you choose to upload it to My Media or delete it. If you have not changed the Recordings directory during the installation, the default recording directory is C:ProgramFiles/KalturaCapture/Recordings.
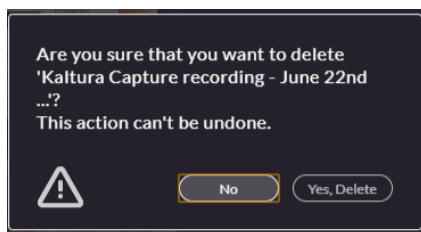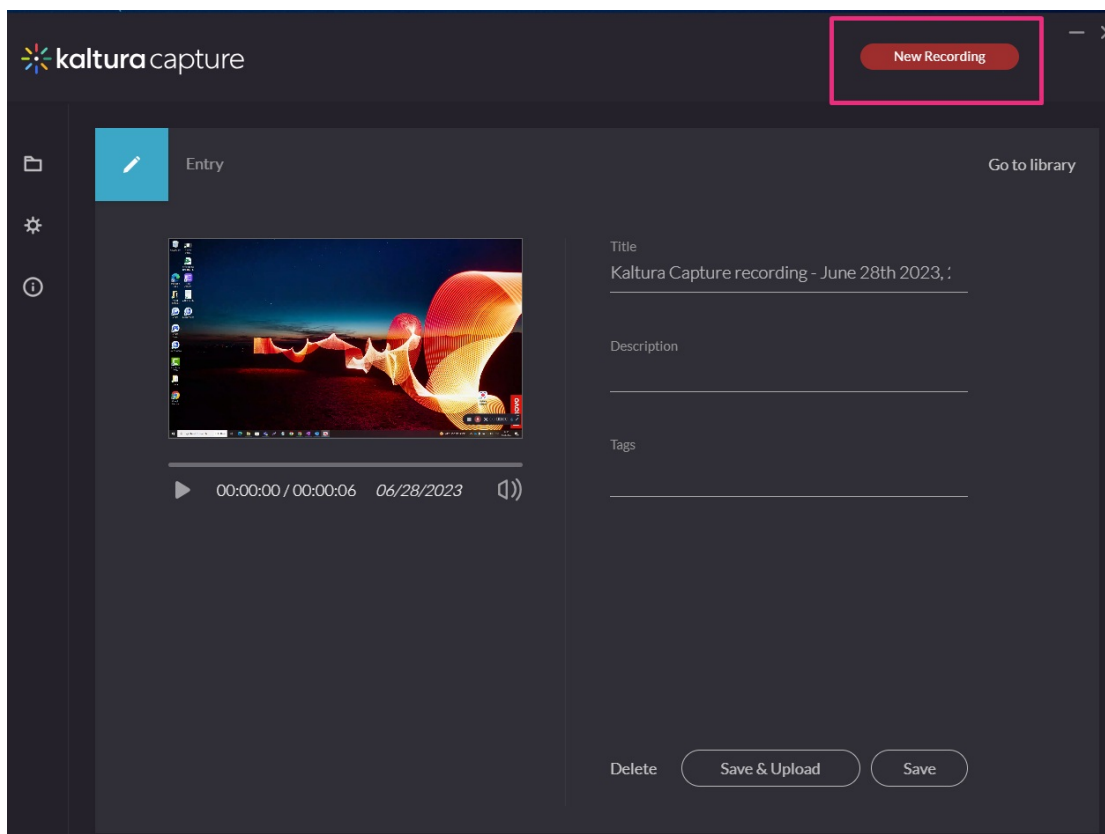

Delete

When you choose to delete your entry, a warning message displays. Click **Yes, Delete**
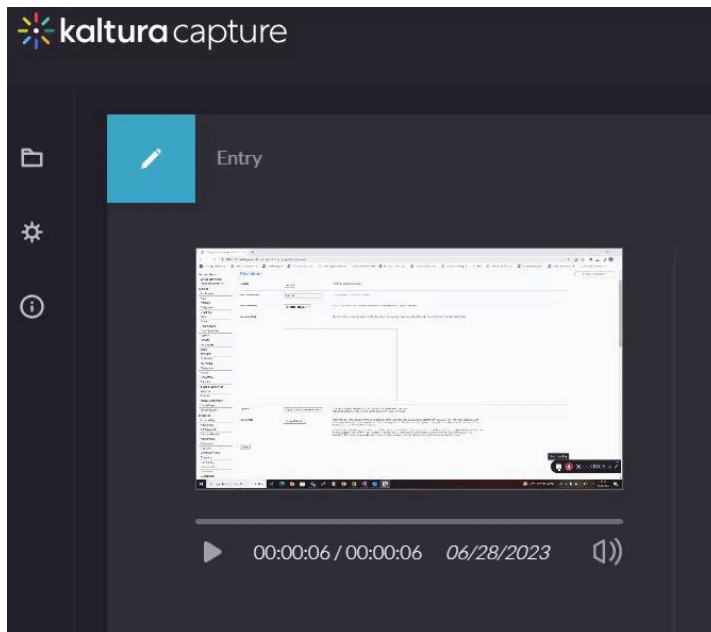
or **No**.

New recording

When you click **New Recording**, you will leave the entry page and the recorder launches automatically on your screen.

Playback your recording

When you click the play button on the thumbnail, your recording plays.

[template("cat-subscribe")]