

Capture recording controls

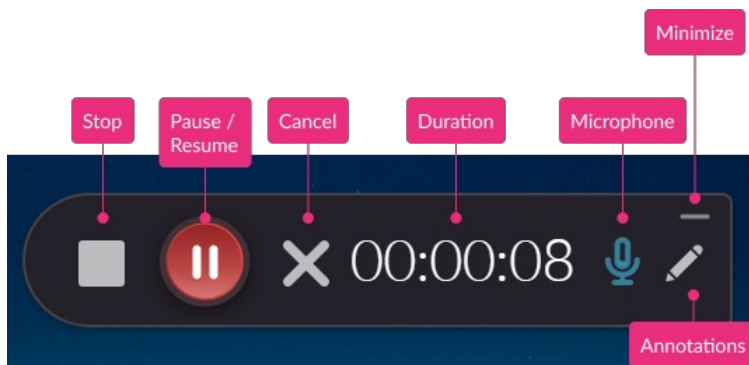
Last Modified on 07/10/2026 11:21 am IDT

 This article is designated for all users.

About

This article describes the controls available in the Capture recorder and explains how to use them while recording.

Recording controls



Record

Click the **red record button** to start recording.

A three-second countdown is displayed before recording begins.

For step-by-step instructions, see [Create your first recording in Capture](#).

Stop

Click the **gray stop button** to end the recording.

The Recording Management window opens, where you can preview, save, upload, or delete the recording.

Pause / Resume

Click the red pause button to temporarily stop recording.

Click the red resume button to continue recording from where you paused.

Cancel



Click the X to discard the current recording.

If you confirm the action, the recording is permanently deleted and can't be recovered.

Recording timer

The timer displays the elapsed recording time.

Microphone indicator

The microphone indicator displays the current microphone input level, helping you verify that Capture is receiving audio.

If the indicator doesn't respond while you're speaking, verify that the correct microphone is selected.

Minimize

Click the minimize icon to hide the recorder while recording continues.

Recording continues while the recorder is minimized.

Click the Capture icon to restore the recorder.

Screen annotations

Click the pencil icon to open the annotation toolbar while recording.

You can use the annotation tools to highlight or mark content on your screen during the recording.

For more information, see [Screen Annotations](#).
