# Record with Express Capture 2.0 in Rich Media CMS

Content updated: 11/01/2026

This article is designated for administrators.

## About

**Express Capture 2.0** lets you record yourself, your screen, or both, directly from your browser, without installing any software. In the Rich Media Content Management System (Rich Media CMS), it's one of the options in the **+Create** menu.

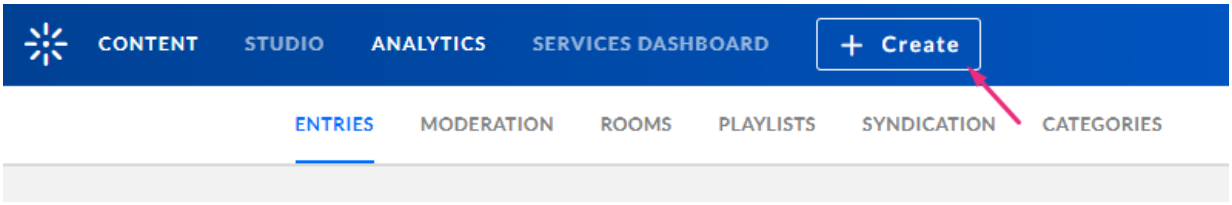
All the controls work with a keyboard and have screen-reader labels. For more information, see Express Capture keyboard shortcuts.

## Before you start

- Use a supported desktop browser. For details, see Express Capture supported browsers and devices.
- Allow your browser to access your camera and microphone when it asks. If you blocked access before, see Troubleshoot camera and microphone access in Express Capture.

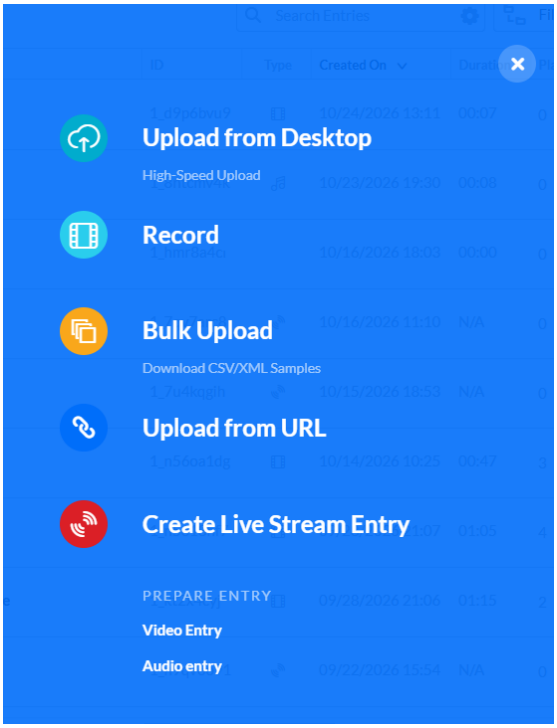
## Open Express Capture

1. Log in to your Rich Media CMS.
2. Select **+Create** at the top of the page.

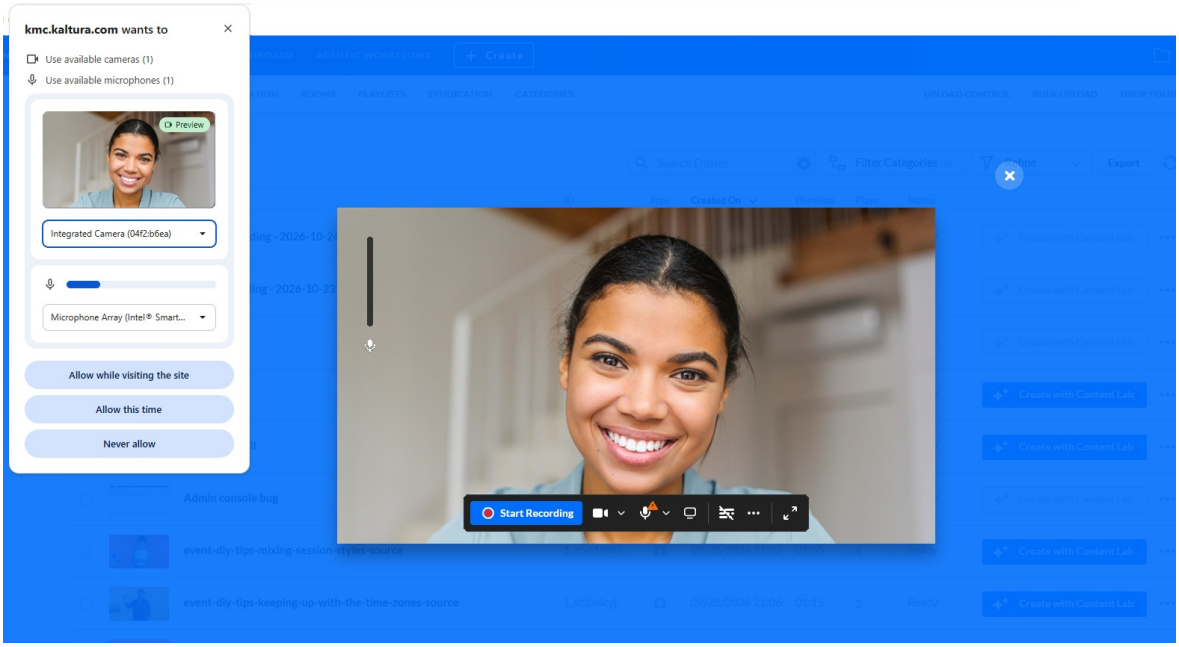



3. Select **Record**.

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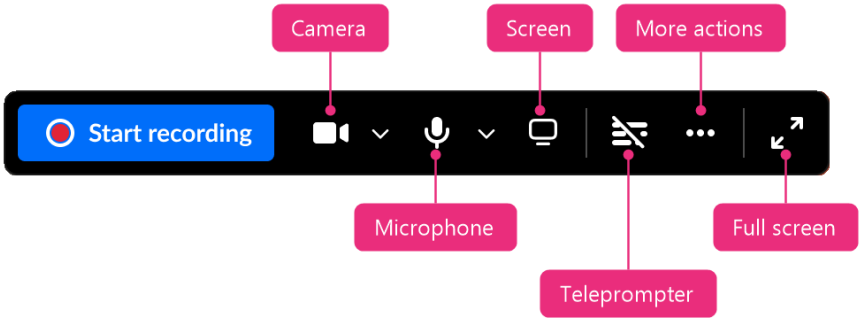



Express Capture opens in a window over the **Entries** page, with a preview of your camera and a toolbar at the bottom. If your browser asks to use your camera and microphone, allow it.




Use the toolbar to set up and start your recording.

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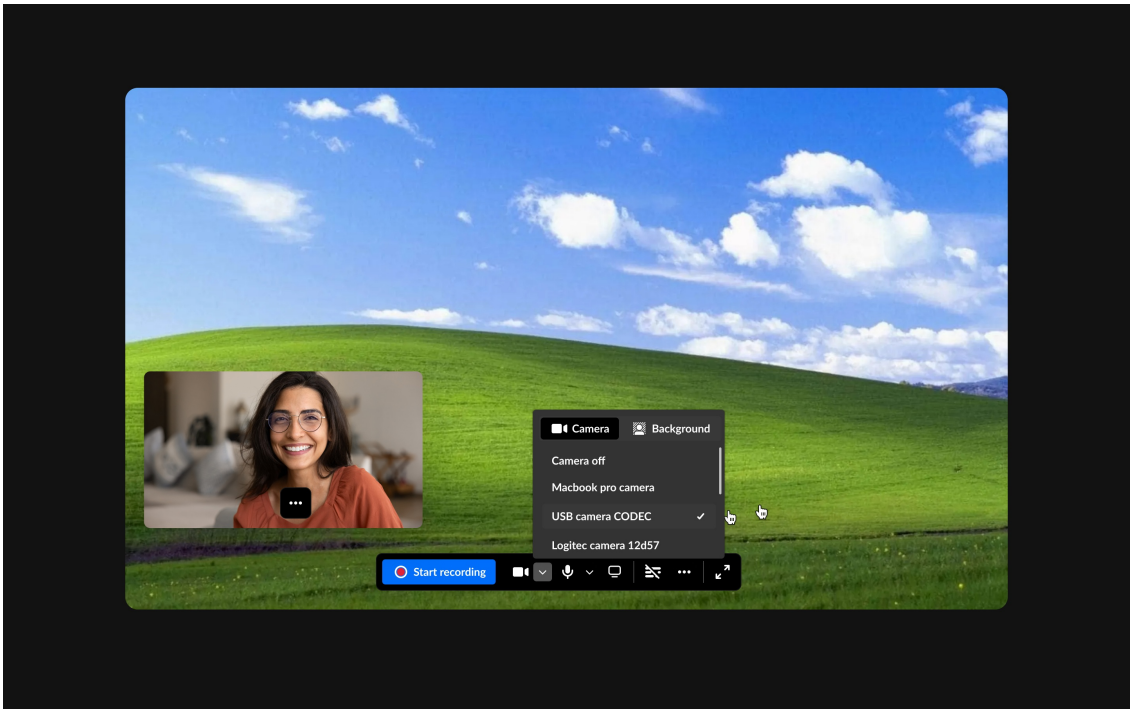

## Choose what to record

Use the **Camera**, **Microphone**, and **Screen** controls in the toolbar to choose your sources.

### Use your camera

Select the arrow next to the **camera** icon to display the menu. The menu has two tabs:

- **Camera** - Select the camera you want to use, or select **Camera off** to record without your camera. A sound wave shows in place of your camera preview.

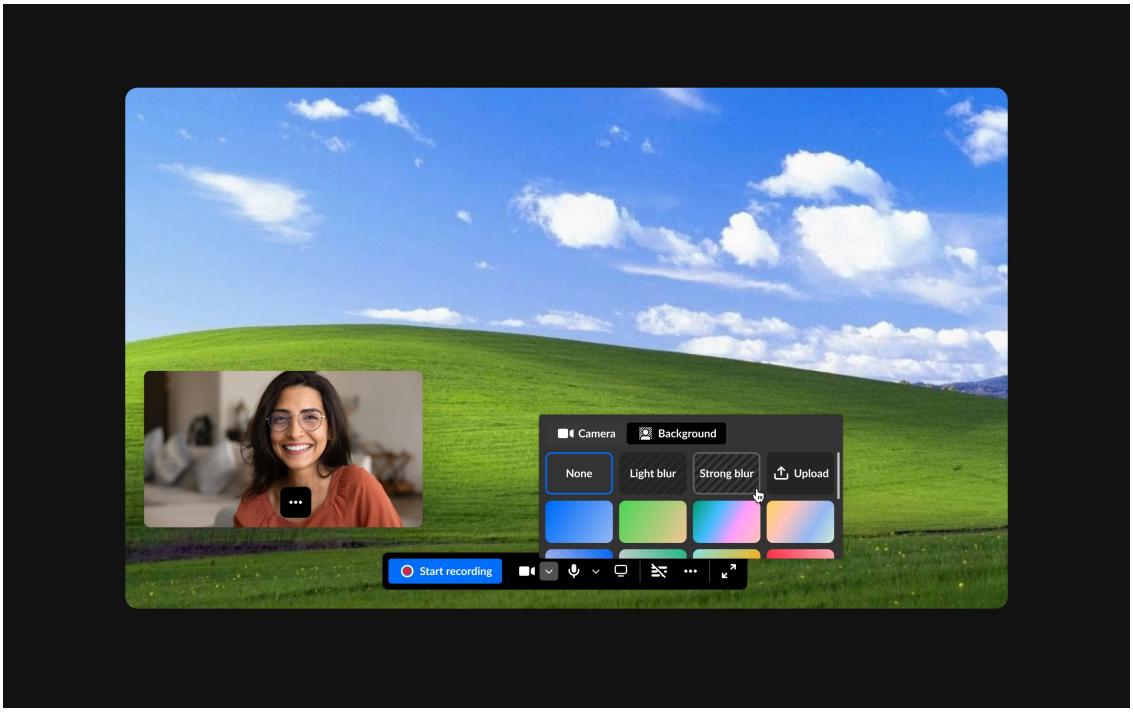



- **Background** - Select **None**, **Light blur**, **Strong blur**, or one of the background images. To use your own image, select **Upload**. You can upload a JPEG, PNG, GIF, or WebP image.

  The next time you record in the same browser, Express Capture remembers your

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background and any images you uploaded.




## Use your microphone

Select the arrow next to the **microphone** icon to display the menu. Select the microphone you want to use, or select **Mute microphone** to record without sound.

## Share your screen

Select the **screen** icon, choose a browser tab, window, or entire screen, and select **Share**. The options depend on your browser.

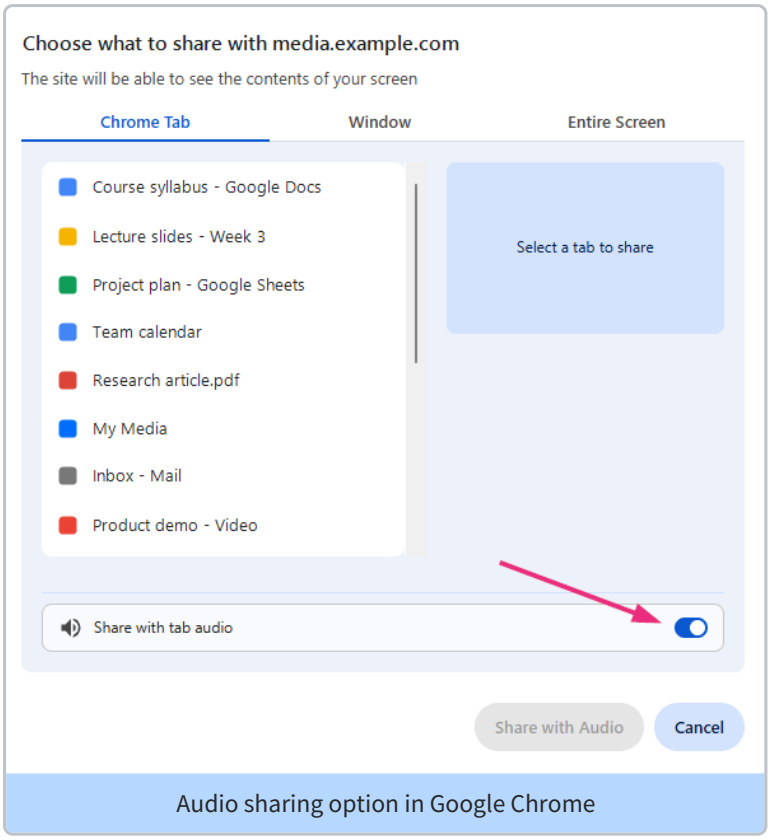
> You can’t add or stop screen sharing during a recording. If you want to record your screen, share it before you select **Start recording**.

When you record your camera and your screen together, your camera appears in a small window in the lower-left corner.

### Include sound from your screen

To include browser audio, turn on the audio-sharing option in the share window. On Windows, this is available when you share a browser tab or your entire screen, but usually not a single application window. On Mac, it’s available when you share a window or a browser tab, but not your entire screen.

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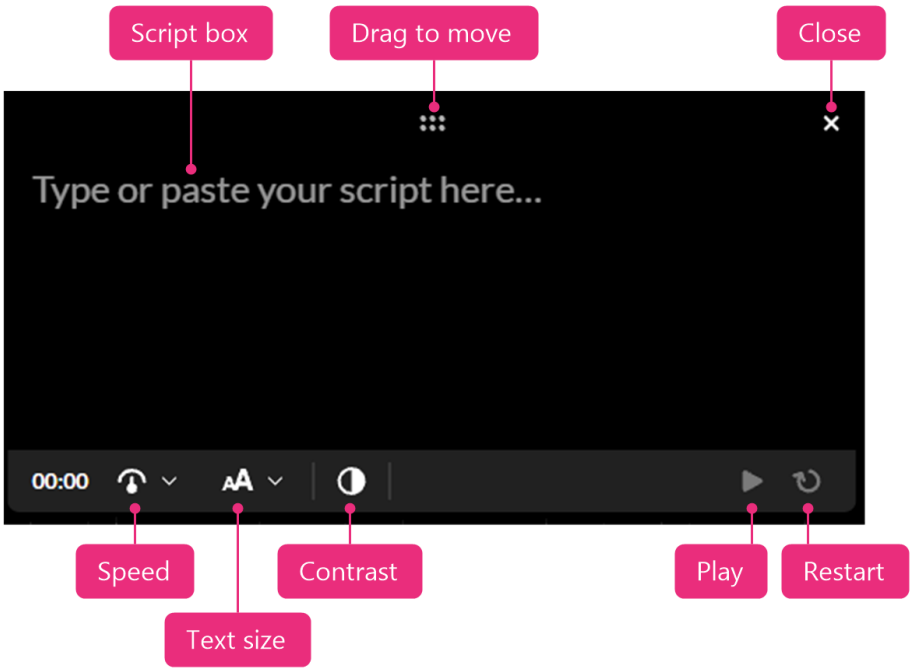

Audio sharing option in Google Chrome

Availability depends on your browser and operating system. Chrome and Edge on desktop offer it; Firefox and Safari mostly don’t. If audio sharing is unavailable or turned off, the recording continues with microphone audio only.

## Use the teleprompter

The teleprompter shows your script on screen, so you can read it while you record. It has a script box, and controls for how your script looks and scrolls.

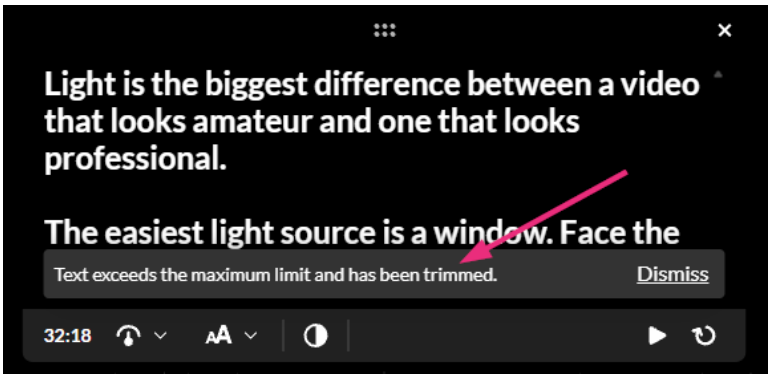
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## Add your script

1. Select the **teleprompter** icon in the toolbar.
   The teleprompter opens over your camera preview.
2. Type or paste in your script.

Your script can be up to 27,000 characters, about 30 minutes of speech. If you paste a longer script, it's trimmed to the limit, and the message *Text exceeds the maximum limit and has been trimmed.* appears.




Select **Dismiss** to close it.

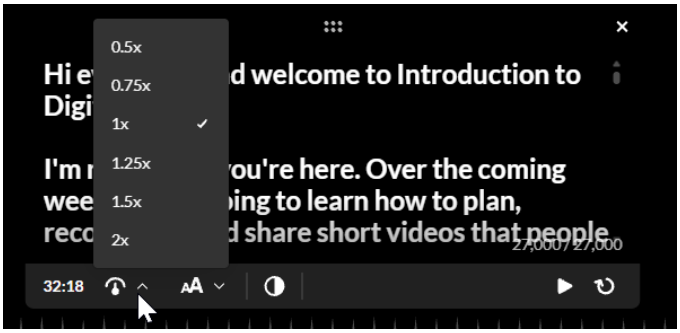
Your script isn't saved: closing or refreshing the page clears it, so keep long scripts in a document and paste them in.

Your script appears only on your screen. It isn't part of your recording.

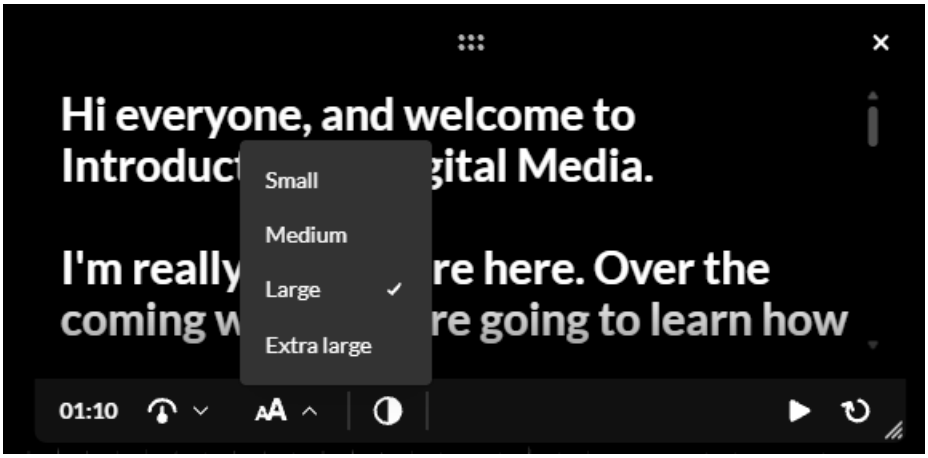
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Adjust how your script looks and scrolls

- To change the scrolling speed, select the arrow next to the **Speed** icon, and then select a speed:
  - **0.5x**
  - **0.75x**
  - **1x** (the default, about 150 words per minute)
  - **1.25x**
  - **1.5x**
  - **2x**

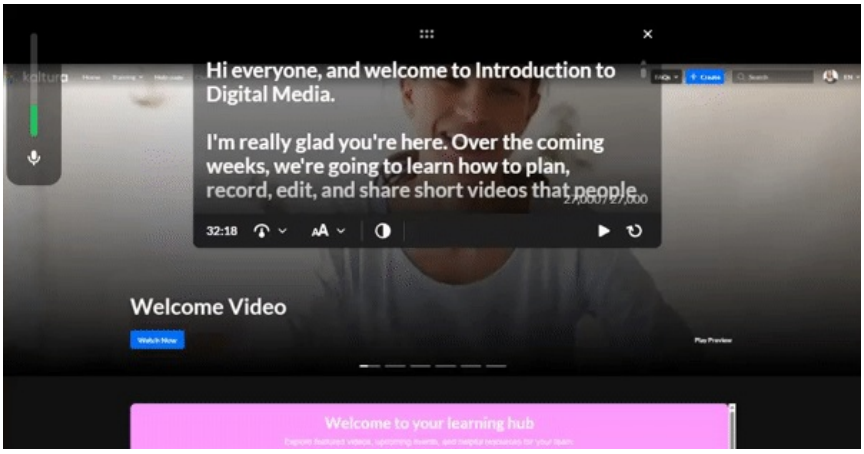



- To change the text size, select the arrow next to the **text size** icon. Select **Small**, **Medium**, **Large** (the default), or **Extra large**. The teleprompter remembers your choice for the next time you record.




- To change the contrast of your script, select **Contrast**. By default, the control bar is see-through, so your camera preview shows through it. With contrast on, the bar is solid.
- To move the teleprompter, drag the dots at the top of it. If you use a keyboard, tab to the dots, and then use the arrow keys. Hold Shift to move in bigger steps. The teleprompter opens in the same place the next time you record.

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- To resize the teleprompter, drag the handle in its lower-right corner. If you use a keyboard, tab to the handle, and then use the arrow keys. Hold Shift to resize in bigger steps. Your text stays the same size and rewraps. The new size lasts until you reload the page.

### Scroll your script

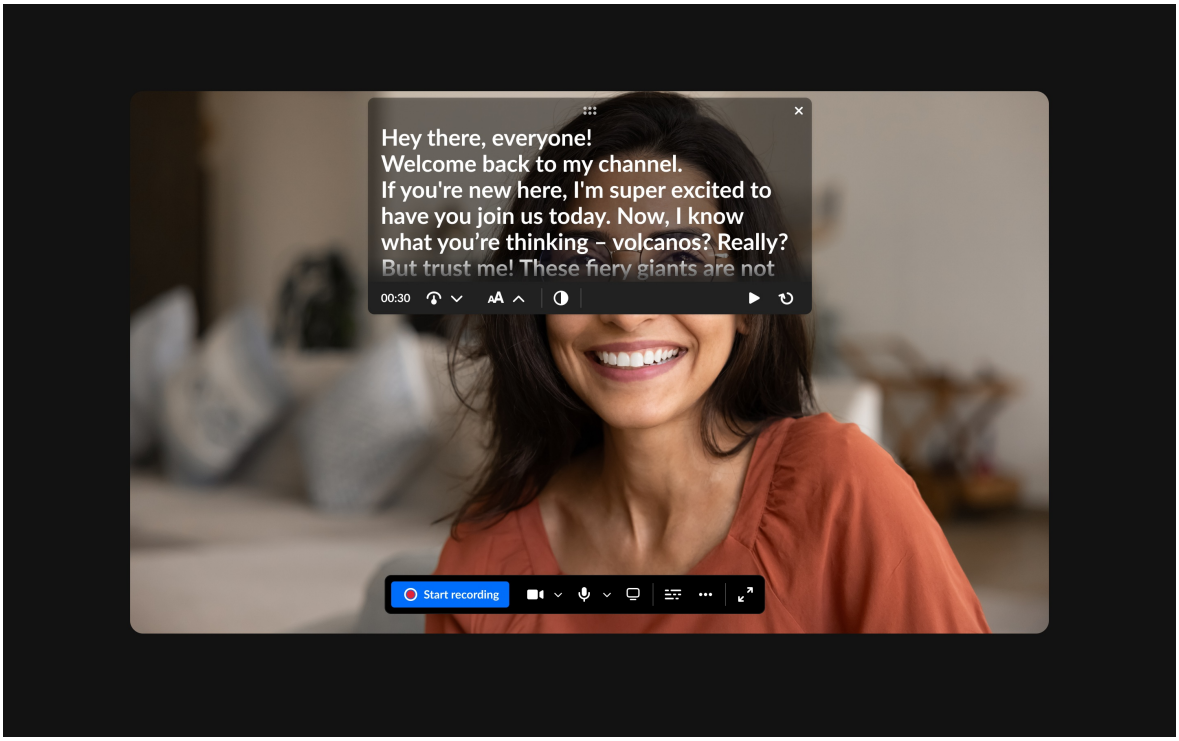
The timer in the teleprompter shows how long your script takes to scroll from start to finish at the current speed.

To practice before you record, select the **play** icon to start scrolling your script. To start your script again from the beginning, select **Restart**.

You don't need to select **play** while you record. Your script starts scrolling automatically when recording starts, after the countdown. It pauses when you pause the recording, and continues from the same place when you resume.

Scrolling stops at the end of your script. You can also scroll your script by hand at any time, and automatic scrolling continues from there.

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To close the teleprompter, select the **teleprompter** icon again, or select the **X**.

## Adjust your recording settings

To adjust how your recording looks and sounds, select the **three dots** in the toolbar to open the actions menu.




## Get recording assistance

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Under **Assistance**, turn on feedback that helps you get ready to record:

- **Framing assistance** - Shows lines on your camera preview to help you position yourself. The lines appear only when you record just your camera, not when you share your screen, and they aren't part of your recording.
  - **Landscape** - Keep your face between the left and right lines, with your eyes on the *Recommended eye level* line.
  - **Portrait** - Keep your head just below the top line.

- **Lighting assistance** - Shows your lighting status in the upper-left corner, for example *Looks good* or *Too bright*.
- **Audio level feedback** - Shows a microphone level meter in the upper-left corner, so you can see how loud you are.




## Choose video settings

Video settings, such as orientation, resolution, and frame rate, apply only to your camera. Your browser sets the quality of your screen recording.

- **Mirror preview** - Turn on to flip your camera preview, like a mirror. (Your recording isn't flipped.)
- **Video orientation** - Select **Landscape** or **Portrait**.
- **Video resolution** - Select a resolution:
  - **4K (3840×2160)**
  - **2K (2560×1440)**

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- **Full HD (1920×1080)**
- **HD (1280×720)**
- **SD (640×480)**

  Only the resolutions your camera supports are listed.
- **Video frame rate** - Select a frame rate:
  - **24 fps**
  - **25 fps**
  - **30 fps**
  - **50 fps**
  - **60 fps**

  Only the frame rates your camera supports are listed.
- **Video format and codec** - Select the file format and codec of your video:
  - **WebM - VP9**
  - **WebM - AV1**
  - **WebM - H.264**
  - **MP4 - H.264**
  - **MP4 - H.265**
  - **MP4 - VP9**
  - **MP4 - AV1**

  Only the formats your browser can record are listed, so you might see only one or two, for example **WebM - VP9** in Chrome or **MP4 - H.264** in Safari.

### Choose audio settings

Under **Audio settings**, turn any of these on or off:

- **Auto echo cancellation**
- **Auto noise suppression**
- **Automatic gain control**

### Use full screen

To make Express Capture fill your screen, select the **full-screen** icon at the end of the toolbar.

## Record

1. Select **Start recording**.

   A countdown starts, with the message *Get ready to record*. To stop before recording starts, select **Cancel**.

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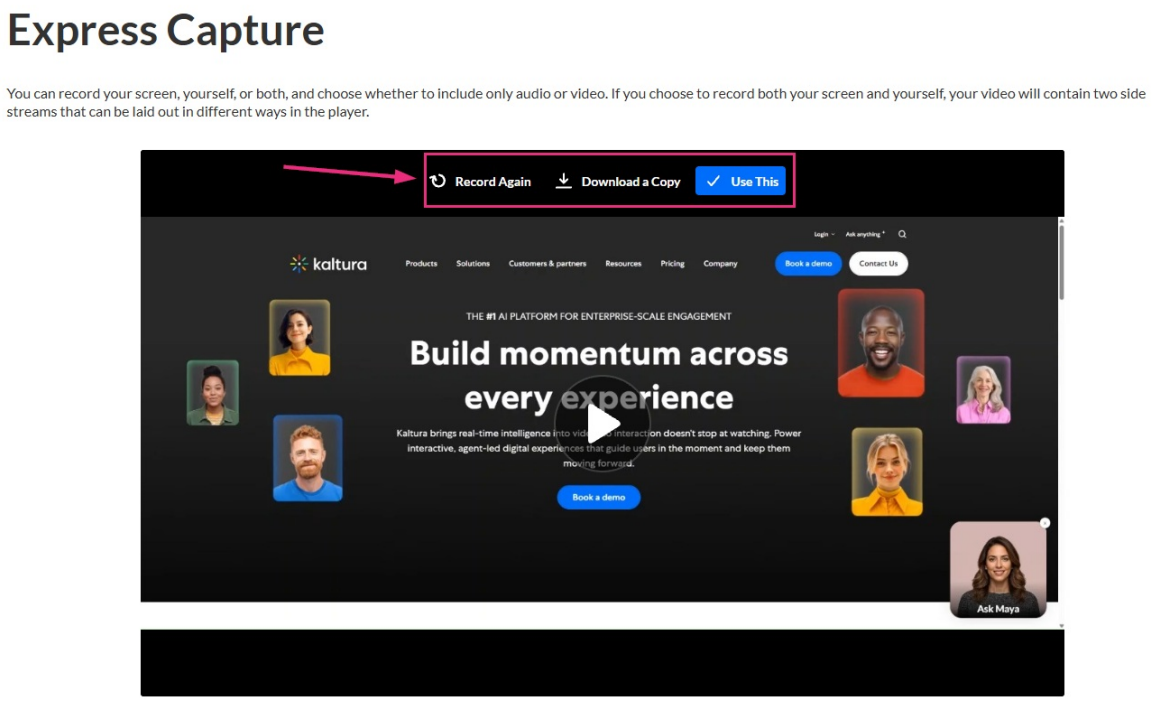
2. Record your video.
   A timer next to the **Finish** button (the stop button) shows how long you've been recording.
3. To take a break, select the **pause** button. To continue, select **Resume**.
4. Select the **Finish** button when you're done.

A preview of your recording opens.

## Preview and save your recording

### Check your recording

The options for your recording are at the top of the screen.




Play your recording to check it, and then choose one of the following:

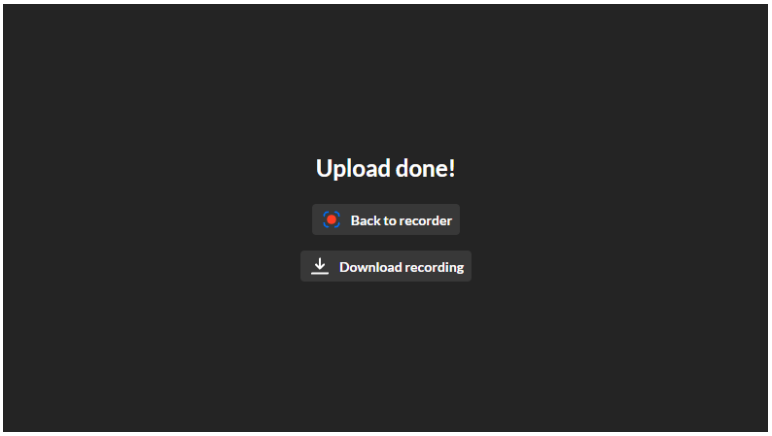
- **Record again** - Discard this recording and start again.
- **Download a copy** - Download the recording to your computer. If you recorded your camera and your screen, each one downloads as a separate file, and your browser might ask you to allow multiple downloads. Files are named with the date and time you finished recording, for example `rec-20261023-1443.webm`. When there are two files, their names end in `-screen` and `-camera`.
- **Use this** - Upload the recording to your Rich Media CMS.

### Upload your recording

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Nothing is uploaded until you select **Use this**. Everything before that, including background effects, assistance, and the teleprompter, happens in your browser.

After you select **Use this**, your recording uploads. When the upload finishes, the message *Upload done!* appears.




Your recording appears in your **Entries** list. It gets a default name with the date and time, for example *Screen Recording - 2026-10-24T10:09:31.473Z* or *Audio Recording - 2026-11-01T12:07:37.065Z*.

You can also choose one of the following:

- **Back to recorder** - Return to the recorder.
- **Download recording** - Download the recording to your computer.

### Recordings with your camera and screen

When you record your camera and screen together, Express Capture uploads them separately and links them as one video. All the sound is on the screen recording, and the camera recording has no sound.

The screen recording is the main media entry, and the camera recording is a related entry. Viewers can switch between layouts in the player, such as screen only, camera only, or side by side.

For more information, see Dual screen plugin.

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