



## **WORKSHOP TOPICS**

### **1. Creating a Swivl Account...or Not**

- a. [www.swivl.com](http://www.swivl.com)
- b. Videos - Stored Online
- c. Different Types of Accounts - Free vs. Pro
- d. Use Log-In with App on iPad

### **2. Equipment**

- a. [Instructional Video](#)
- b. Swivl Base
- c. Swivl [Marker](#)
- d. iPad with Swivl [App](#)
- e. Cables
- f. Extra: Expand Lens (Coming Soon!)
- g. Tip: Be sure all devices are fully charged before using...especially the iPad.

### **3. The Video Process**

- a. Open the Swivl App and sign into your account.
- b. Make sure your devices are fully charged and powered on, then place the iPad into the base and connect it via the white cable.
- c. The iPad should ask if you want to allow Swivl to connect. Allow it.
- d. You can go to capture to record or click the record button on the marker.
- e. The Swivl will record as you walk around the room. It works from 3-30 feet.
- f. Stop recording by pressing the record button on the marker.
- g. The video will then be available in the Library on the Swivl App.
- h. Where you go from here is determined by your settings and what you want to do with the video.

### **4. Settings**

- a. *App Settings*
  - i. Depending on your settings you can store the video on the iPad and/or on the cloud. This is controlled by Auto-upload and Auto-delete.
  - ii. If you choose auto-upload, you will get an email notification when it is ready.
  - iii. If you choose auto-delete, you will only be able to watch the video at swivl.com.
  - iv. Pay close attention to Max recording time. HD quality will reduce this amount.
- b. *Swivl Settings*
  - i. These provide indicators of proper functionality of the devices.
  - ii. Other than battery levels, the only one you might choose is Auto tilt.

### **5. The Videos**

- a. *Stored in Library on Swivl.com*
  - i. Can be Edited (only trimmed), shared, and/or downloaded
  - ii. Very Basic even if you upgrade to a Pro Account
- b. *Stored on the iPad*
  - i. Must Save them from the Library to the iPad before looking at options.
  - ii. Option 1: Edit with iMovie or other video editing app on iPad
  - iii. Option 2: Save them to your Mac or PC to edit with iMovie (Mac), Windows Movie Maker (PC), or video editing program of your choice.