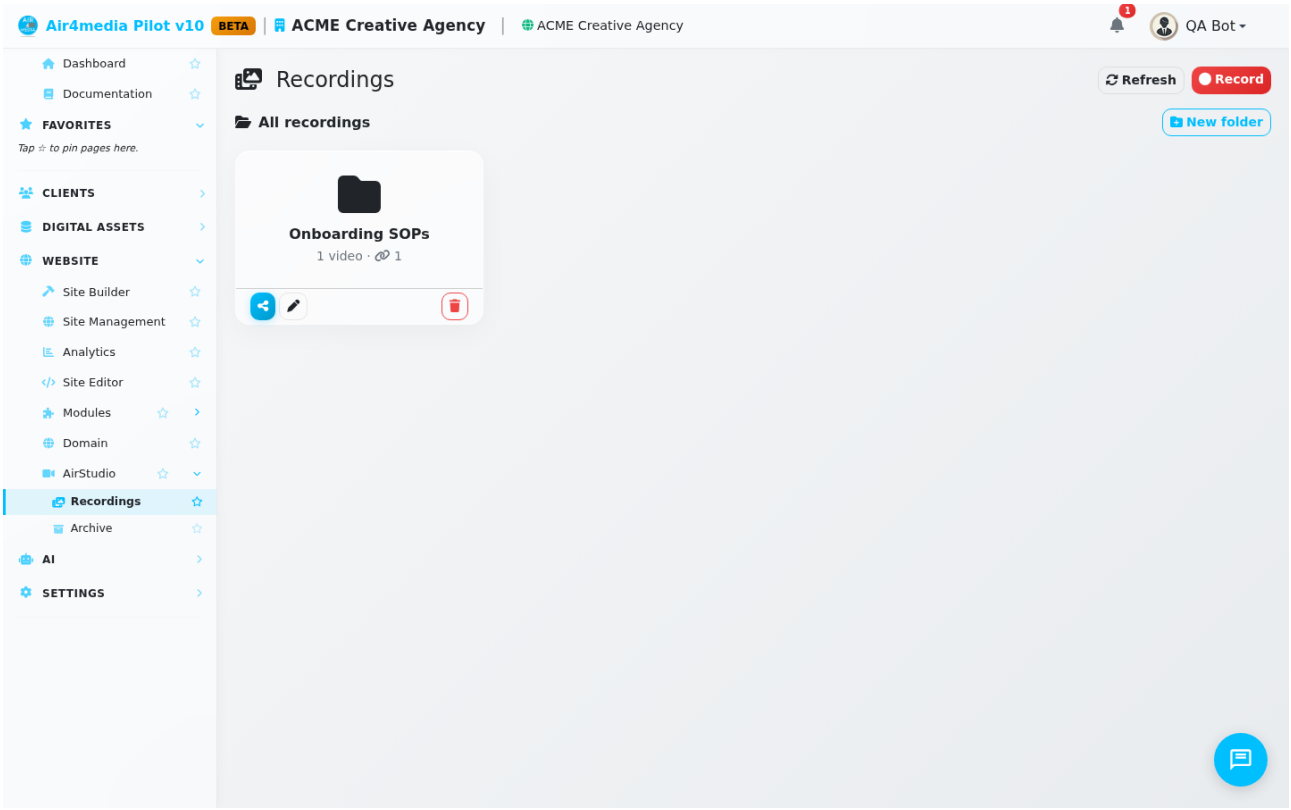

Recordings

The Recordings library is where all your AirStudio videos live after a session. ACME Creative Agency's videos appear here as thumbnail cards the moment a recording finishes processing — ready to preview, download, or send to a client.

Key Features

- **Card grid view**: Each video shows a thumbnail, title, date recorded, resolution, and duration at a glance. A "Ready" badge confirms the file is fully processed.
- **Instant playback**: Click any thumbnail to open a full-size player. If a transcript was generated during recording, it appears beneath the video and captions are shown on-screen automatically.
- **Notes**: While watching a recording, type a note in the panel below the player and click Add. Notes show the author's name and timestamp, and any team member can add one.
- **Private share links**: Hit Share on any ready video to generate a private, unlisted link — only people you send it to can watch. No login required. A badge on the card shows how many times the link has been opened. You can stop sharing at any time.
- **Folders**: Organize recordings into named folders — for example, ACME might keep a "Q3 Campaign" folder for all videos from that shoot. Folders appear as cards in the grid. Click one to browse its videos. A whole folder can be shared as a single link so a client receives the

entire set at once.

- **Download**: Save any ready video to your computer as an MP4 file. Title, creator, and copyright are embedded in the file automatically.
- **Archive**: Move older recordings out of the main view without deleting them. Archived videos move to the Archive page and can be restored anytime.
- **Video info**: Click the button on any card to see full details — length, resolution, format, transcript status, notes count, and share statistics.

How to Use

1. Open **Recordings** from the sidebar to see the video library.
2. Click any thumbnail to watch the video in the built-in player. If a transcript exists, expand it below the video or read the on-screen captions.
3. To share a single video, click **Share** on its card. Copy the private link and send it to whoever needs to watch it.
4. To organize videos, click the folder button on any card and choose an existing folder or create a new one on the spot. Use **New folder** in the toolbar to create folders at any time.
5. To share a whole folder, open it and click **Send folder** — one link covers all the videos inside.
6. To keep the library tidy, click the archive icon on recordings you no longer need front and center. Find them later under Archive in the sidebar.
7. To delete a video permanently, click the trash icon on the card and confirm. This cannot be undone.

Tips

- The video count in the top-right updates as you navigate into folders.
- If a card shows "Processing," the page refreshes automatically every few seconds — no need to keep clicking Refresh.
- Notes are a great way to leave time-stamped feedback on a recording. Your name is attached automatically so the team knows who wrote each one.
- Stopping a share link does not delete the video. You can always re-share later and the same link URL is reused, so any bookmarks your client saved still work.