

## ARCHIVES: PREPARING A RECORDING

Moderators can record a session and create an archive which posts on the CCC Confer website. Archives are a complete playback of the audio, content, and public text chat that took place during the meeting; timers and personal notes do not appear in the archive.

Follow archiving instructions located on our CCC Confer website:

- Go to [www.cccconfer.org](http://www.cccconfer.org) > SUPPORT > FEATURES > Archive – Telephone Users *or* Archive – Telephone & VoIP Users *or* Archive - VoIP Users

---

### How can I add an index entry to my recording?

As the recording progresses, CCC Confer inserts index entries to mark significant events within the session. (Slide changes, Application Sharing, etc.) If the automatic indexing does not mark a spot in your session that you want to be able to reference later when you play the recording (such as when you begin a discussion or take a break), you can manually add an index mark.

1. Open the Enter Description of Index dialog box in one of two ways:
  - From the Tools menu select Recorder > Add Index Entry.
  - Enter Control+Shift+I (⌘+Shift+I on Macintosh)
2. Enter a description for your index entry.
3. Click on OK to add the index entry or Cancel to close the dialog without saving an index entry.

*The index entry is created when you click on OK – not when you open the Enter Description of Index dialog.*

### How do I erase my recording and begin again? **This must be done before you exit your room.**

