


## Play and Navigate an Archive Recording

Moderators can record sessions and provide you with a link to the recording so you can play the recording. This is useful for those who have missed a session or to those who attended but would like to review the session.

All activity that occurs in the main room of the session will be recorded,<sup>22</sup> except for private Chat messages, the Timer and personal Notes. As the recording progresses, Elluminate *Live!* inserts index entries to mark significant events within the session (see *Using the Recording Index* on page 211 for further details). Anyone viewing the recording can navigate through the recording to points marked with index entries.

You can tell when a session is being recorded by the presence of the  Recording icon in the status bar at the bottom of the window.

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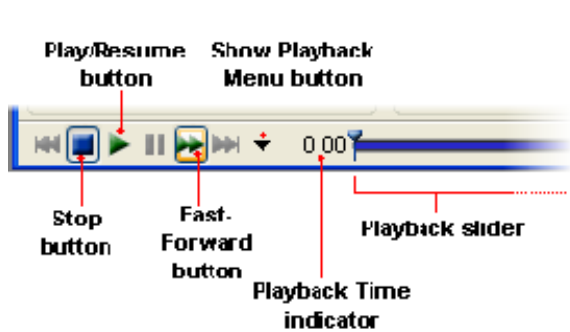
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## Playing a Recording

Recordings are played by clicking on a recording link. The access to your recordings will be dependent on your organization's administrative interface. Please contact your system administrator for more information on accessing recording links.



1. Click on the recording link. A new window will open. The Playback Controller panel is at the bottom left corner of the window in the Status Bar:



2. To begin playing the recording, do one of the following:

- a. Click on the Play/Resume icon  to play the recording at normal speed.
- b. Click the Fast-Forward icon  to play the recording at an accelerated speed.

Note: Video and Multimedia are not displayed when you fast-forward through a recording. The Video window will be blank, the Multimedia file window will not open and the audio is muted.

3. To stop playing the recording, do one of the following:
  - a. Click on the Pause button  to stop playing the recording and maintain your current place in the recording. (To begin playing where you left off, click on the Play/Resume button.)
  - b. Click on the Stop button  to stop playing the recording and return to the beginning of the recording.

## Navigate Within a Recording

When you play a recording, you are not required to play it from start to finish. You can skip ahead or move back to areas of particular interest by navigating through a list of index entries. When a meeting is recording, it automatically creates index entries for the following events:

- Change slide in the Whiteboard
- Change topic in the Whiteboard
- Start a Web Tour
- Start an Application Sharing session
- Stop an Application Sharing session
- Start playing a Multimedia file
- Load a file for transfer
- Start a Quiz

There are four ways to navigate within a recording:

To...	Use...
Move to a general area within the recording, not associated with an index entry	Playback slider
Move to the previous or next index entry	Previous Index Entry and Next Index Entry buttons
Move to a nearby index entry	Prior Indices and Upcoming Indices menu options in the Playback menu
Move to any index entry by selecting it from, or searching for it in, a detailed list of index entries	Recording Index

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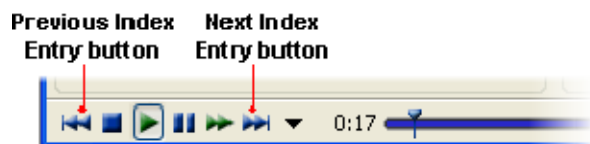
## Use the Playback Slider

If you don't need to move to a specific index entry but just want to move back or ahead in the recording to some undefined place, you can do so using the Playback slider. Simply grab the slider with your cursor and move it to the left or right.




## Use the Previous and Next Index Mark Buttons

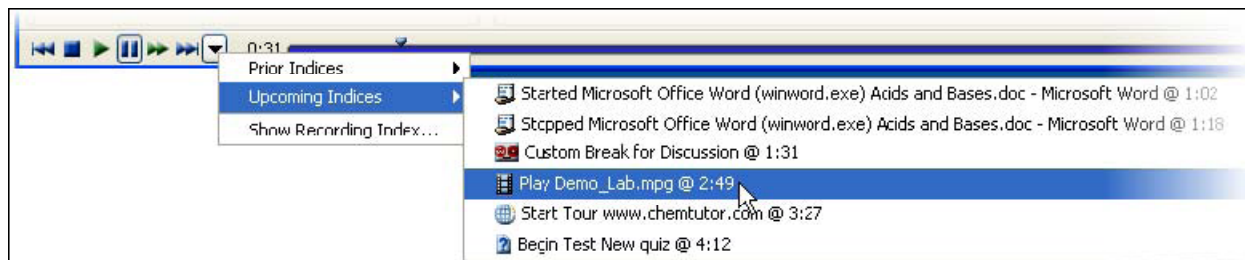
If you want to move to the previous or next index entry, click on the Previous Index Entry button or the Next Index Entry button.



## Use Prior and Upcoming Indices

If you want to move to a specific index entry, you can select it from one of two sub-menus: Prior Indices and Upcoming Indices.

1. Click on the Show Playback Menu button  in the Playback Controller panel. The playback menu will open.
2. From the Playback menu, select either Prior Indices or Upcoming Indices.
3. Select the desired index entry.



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## Use the Recording Index

The Recording Index window displays a complete list of all index entries in your recording. You can navigate to any index entry in the list.

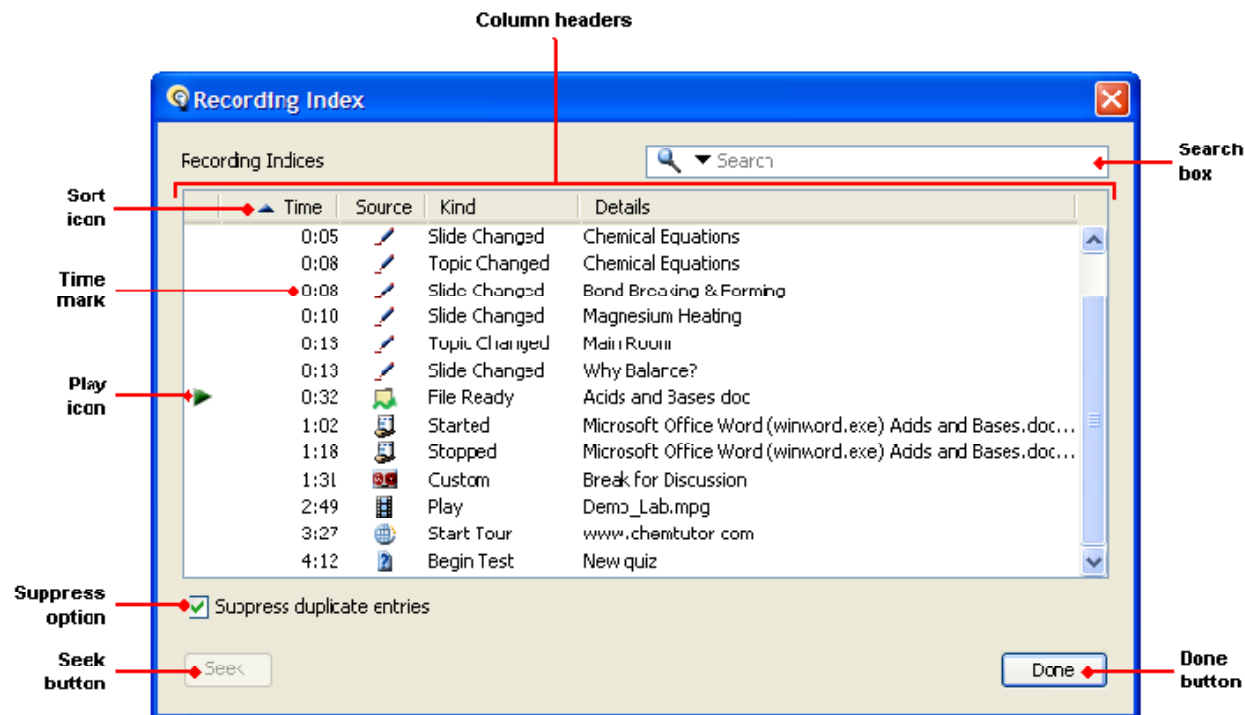
### Opening the Recording Index

To open the Recording Index window, do one of the following:

1. Click on the Show Playback Menu button in the Playback Controller panel and select Show Recording Index... from the Playback menu.
2. From the Session menu, select Show Recording Index...

The Recording Index has five columns:

1. **Play icon column:** is the left-most column (it has no text in the column header). It is used to hold the Play icon, which indicates the current playback position in the recording.
2. **Time column:** lists the times in the recording that index entries were created, either automatically or manually by you.
3. **Source column:** shows the icon being used when the index entry was created. For manually created index entries, the column will show the Recording icon.
4. **Kind column:** gives a description of the event that triggered the index entry.
5. **Details column:** describes the specific screen, file, application or web address associated with the event that triggered the index entry.



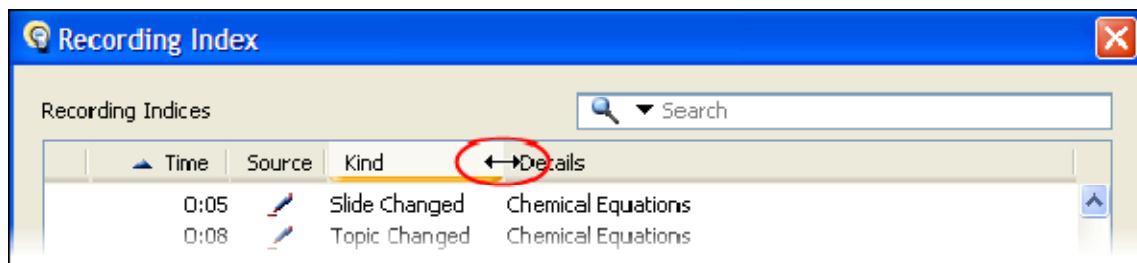
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## Moving to an Index Entry

From the Recording Index, you can move to any place in the recording that is marked by an index entry. You can do so in one of two ways:

1. Double-click on the desired index entry.
2. Select the desired index entry (by clicking on it or using the Up and Down Arrow keys) and click on the Seek button.

The recording will begin playing at the point you specified. (If the recording was in a paused state when you selected an index entry, you will have to click on Play to resume playback.)



## Sorting the Recording Index

The Recording Index can be sorted by the Time, Source, Kind and Details columns.

**Time:** sorts numerically by time mark

**Source:** sorts by grouping all entries related to the same modules (with the same Source icon) together

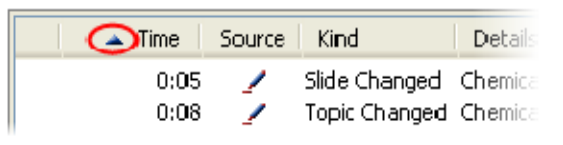
**Kind:** sorts alphabetically

**Details:** sorts alphabetically

The sort direction is indicated in the column header by the ascending and descending Sort icons.

To sort by a column, click on the column header. Each successive click on the same header advances the sorting status through a sequence of ascending, descending and unsorted.

The default sort order is by Time, in ascending order chronologically from the beginning of the recording to the end.



Click on the Kind column header to sort by Kind in ascending alphabetical order. Click again to sort in descending order.



Click on the Kind column header again to stop sorting by Kind and return to default sorting order of Time.

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## Filter the Recording Index

Sometimes in a session you might rapidly repeat events, such as quickly skipping through presentation screens in the Whiteboard. You have the option of filtering from view any consecutive duplicate index entries (same Kind and from the same Source) that occur within a couple of seconds of each other. Filtering can help you eliminate “noise” from your Recording Index.

In the example, a number of index entries were triggered by slide changes in the whiteboard. The duplicates are highlighted in yellow. To filter out the duplicate index entries in the Recording Index, select the option *Suppress duplicate entries*. In the second example, the index entries that were highlighted in yellow are no longer shown.

Time	Source	Kind	Details
0:00		Slide Changed	Chemical Reactions
0:00		Topic Changed	Main Room
0:01		Slide Changed	Chemical Equations
0:01		Slide Changed	Why Balance?
0:02		Slide Changed	Balancing Points
0:02		Slide Changed	The Meaning of Balance
0:03		Slide Changed	Types of Reactions
0:05		Slide Changed	The Meaning of Balance
0:05		Slide Changed	Balancing Points
0:05		Slide Changed	Why Balance?
0:07		Slide Changed	Bond Breaking & Forming
0:07		Topic Changed	Chemical Equations
0:09		Slide Changed	Magnesium Heating
0:10		Slide Changed	Bond Breaking & Forming
0:11		Slide Changed	Magnesium Heating
0:13		Slide Changed	The Meaning of Balance
0:13		Topic Changed	Main Room
0:14		Slide Changed	Bond Breaking & Forming
0:14		Topic Changed	Chemical Equations
0:16		Slide Changed	Thermal & Electrolytic Reactions
0:16		Topic Changed	Main Room
0:17		Slide Changed	Single-Displacement Reactions

Suppress duplicate entries

Time	Source	Kind	Details
0:00		Slide Changed	Chemical Reactions
0:00		Topic Changed	Main Room
0:03		Slide Changed	Types of Reactions
0:05		Slide Changed	Why Balance?
0:07		Slide Changed	Bond Breaking & Forming
0:07		Topic Changed	Chemical Equations
0:13		Slide Changed	The Meaning of Balance
0:13		Topic Changed	Main Room
0:14		Slide Changed	Bond Breaking & Forming
0:14		Topic Changed	Chemical Equations
0:16		Slide Changed	Thermal & Electrolytic Reactions
0:16		Topic Changed	Main Room
0:17		Slide Changed	Single-Displacement Reactions

Suppress duplicate entries

Cancel Done

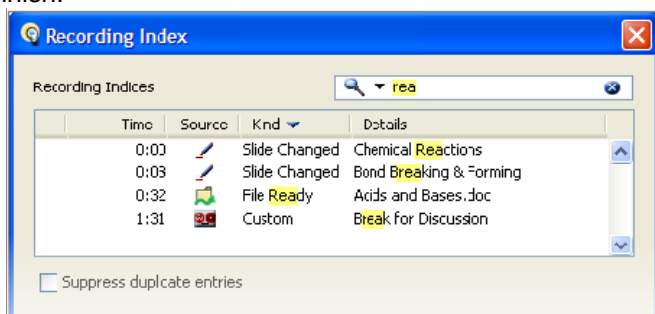
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## Search for an Index Entry

If you have a large recording, it may not be easy to find a particular index entry by scrolling through the list in the Recording Index. You can quickly find index entries by searching for specified text in the Kind and Details fields of the index entry.

To search for an index entry, type your search term in the Search box. For example, if you want to search for index entries containing the term “reaction”, start typing the word in the Search box.



Note that the search begins almost immediately as you type so you will start getting matching index entries before you finish!



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## Search History

The Recording Index keeps a history of your recent searches so you can go back and repeat the searches. You can open the History pop-up menu in one of several ways:

1. Click on the History icon 
2. Click on the Search icon 

To select a search term from the History pop-up menu, do one of the following:

1. Click on the search term.
2. Navigate to the search term using your Up and Down Arrow keys and then press Enter.

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