

## Basic Editing in Connect

Adobe Connect will allow you to do some very basic editing to the recordings made within a meeting room. The following steps will take you through the process of locating, editing and distributing your recording.

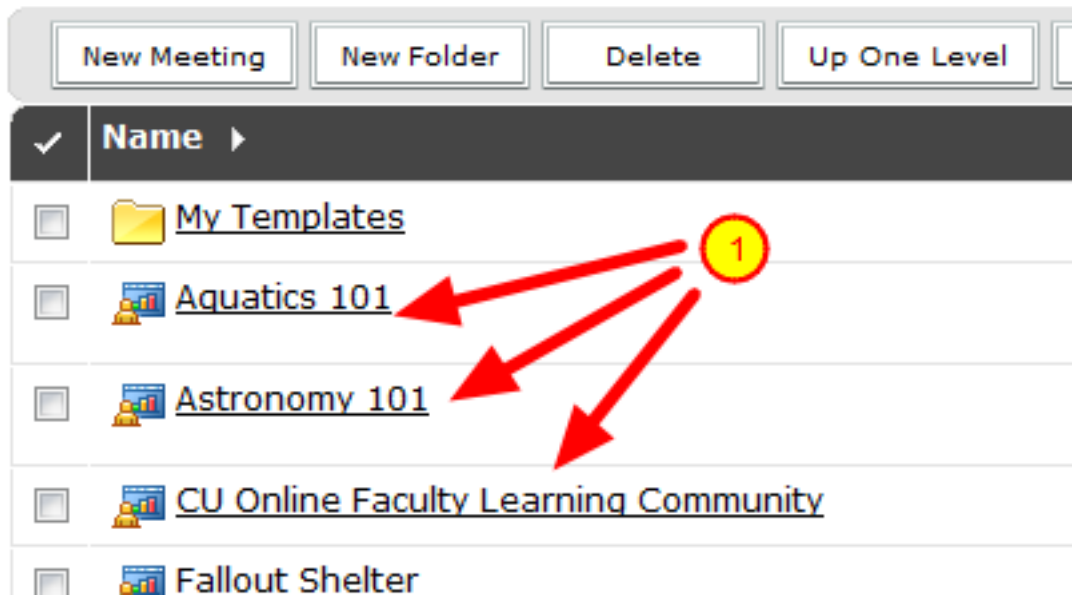
### The Adobe Connect Home Screen

The screenshot shows the Adobe Connect Home Screen for the University of Colorado Denver. The navigation menu includes Home, Content, Meetings (highlighted with a red circle and the number 1), Seminar Rooms, Event Management, Reports, and Administration. Below the navigation menu, there is a 'Create New' section with three buttons: MEETING, CONTENT, and EVENT. The main content area is divided into four tabs: My Calendar, My Training, Training Catalog, and My Meetings. The My Meetings tab is active, displaying a calendar for November 09, 2008 - November 15, 2008. The calendar shows a meeting titled 'Flickr Dres' scheduled for Monday, November 10, 2008, at 04:30 PM. The meeting is scheduled for 9:00 AM on Sunday, November 9, 2008, and ends at 10:00 AM on Monday, November 10, 2008.





1. After logging into your Adobe Connect account, select the "Meetings" tab.

## My Meetings

Meeting List | [Edit Information](#) | [Set Permissions](#)




New Meeting | New Folder | Delete | Up One Level

✓	Name ▶
<input type="checkbox"/>	My Templates
<input type="checkbox"/>	 <a href="#">Aquatics 101</a>
<input type="checkbox"/>	 <a href="#">Astronomy 101</a>
<input type="checkbox"/>	 <a href="#">CU Online Faculty Learning Community</a>
<input type="checkbox"/>	 <a href="#">Fallout Shelter</a>

1. Select the meeting room that the recording you would like to edit was recorded in.

## Meeting Detail Page

>  [Aquatics 101](#)

[nts](#) | [Invitations](#) | [Uploaded Conte](#) **1** [Recordings](#) | [Reports](#)

1. Select The "Recordings" Tab

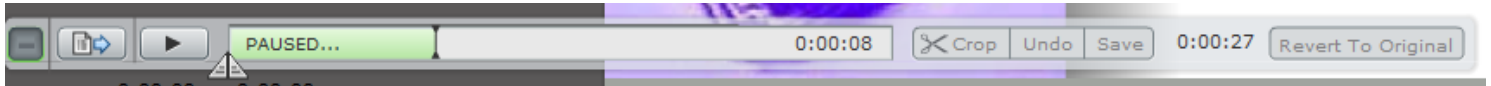
## Meeting Recordings Page

<input type="checkbox"/>	Name ▶	Edit	View Or
<input type="checkbox"/>	 <a href="#">Aquatics 101</a> 3	 <a href="#">Edit</a>	-

This page will list every recording made within the meeting room.

1. Find the recording you want to edit and click the corresponding "Edit" link

## Edit Recording Interface



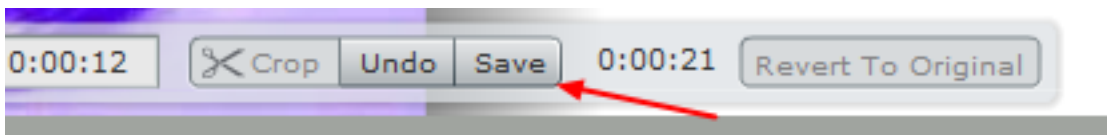
The recording will open up in a new window. At the bottom of the recording you will see the editing interface

## Select the region to be "cropped" out



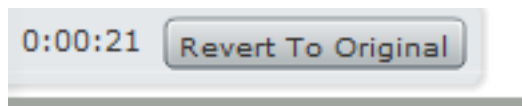
1. Slide the triangles to select the area to be cropped from recording
2. Click the "Crop" button to make the edit. This will remove the selected area from your recording

## Save Your Edit



Click the "Save:" button to save editing you have made.

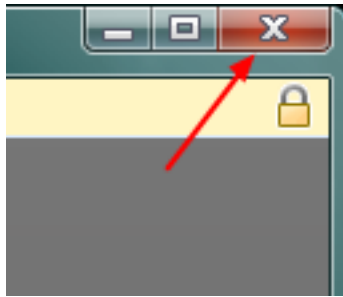
## Revert at anytime



You can revert to the original recording anytime by clicking the "Revert To Original" button on the far right hand side of the editing interface.

\* Note: Reverting back to the original will delete any prior edits you have made to the recording.

**Close out of the recording when you are done editing.**



Continue to make edits and saving. When you are satisfied and have saved a final time, exit the recording by clicking the close button at the top right hand corner of the recording screen.

## Meeting Recordings Page

Name ▶	Edit	View Original	Offline	Access	Recording Date ▶	Current Duration	Duration ▶
Aquatics 101 3 ← 1	Edit	View Original	Make Offline	Private	09/03/2008 3:15 PM	0:00:21	00:00:28

Return to and refresh the meeting recordings page which should still be open. If not log in and navigate to your meeting recordings page. Notice the "Current Duration" of your recording. This is the length of the recording with the edits. You also have the ability to "View the Original" recording

1. Click the title of the recording to see specific details on the edited recording.

## Recording Details

[Meeting Information](#) | [Edit Information](#) | [Edit Participants](#) | [Invitations](#) | [Uploaded Content](#)

### Recording Information [ [Edit](#) [Return To Recordings](#) ]

Title: **Aquatics 101 \_3**

Duration: **00:00:28**

Disk usage: **299.1 KB**

Permissions: **Same as parent folder**

URL for Viewing: **<https://connect.cuonline.edu/p57523700/>**

Summary: **asdfsdfsdfsdcx**

Language: **English**

Uploaded on: **11/10/2008 10:50 AM**

[Edit Recording](#)

[View Original](#)

[Make Offline](#)

Copy and Paste the "URL for Viewing" into your web page, Blackboard / eCollege course or email to distribute the recording.