

Saving a Recording to your Desktop

Adobe Connect will allow you to save recordings made within a meeting room to your desktop. The recordings are saved to a Flash Video (.flv) format. Once on your desktop the saved recordings can be burned to a cd-rom, dvd or editing in an application such as Adobe Premiere. The following steps will take you through the process of saving your recordings.

The Adobe Connect Home Screen

ONLINE
UNIVERSITY OF COLORADO DENVER

Home | Content **1** | Meetings | Seminar Rooms | Event Management | Reports | Adminis

Create New: MEETING CONTENT EVENT

My Calendar **My Training** **Training Catalog** **My Meetings**

Calendar

7 Weekly
31 Monthly
Activity

← **November 09, 2008 - November 15, 2008**





Sunday	Monday	Tuesday
	04:30 PM 10 Flickr Dres	


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"/>	 Aquatics 101
<input type="checkbox"/>	 Astronomy 101
<input type="checkbox"/>	 CU Online Faculty Learning Community
<input type="checkbox"/>	 Fallout Shelter




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

Meeting Detail Page




>  [Aquatics 101](#)

[Notes](#) | [Invitations](#) | [Uploaded Content](#) | **1** [Recordings](#) | [Reports](#)



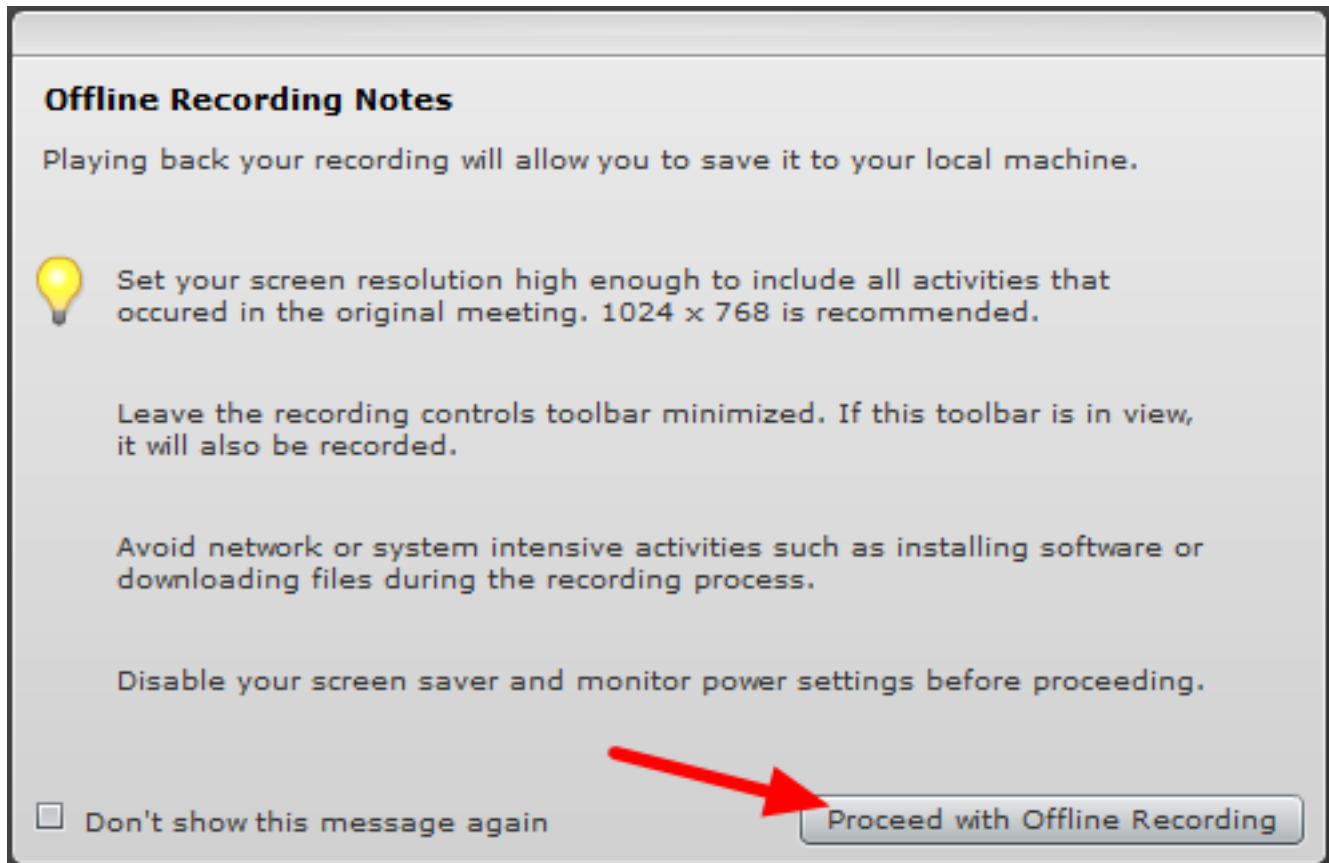
1. Select The "Recordings" Tab

Meeting Recordings Page

<input type="checkbox"/>	 Aquatics week 1 lecture 1	Edit - 	Make Offline	 Private
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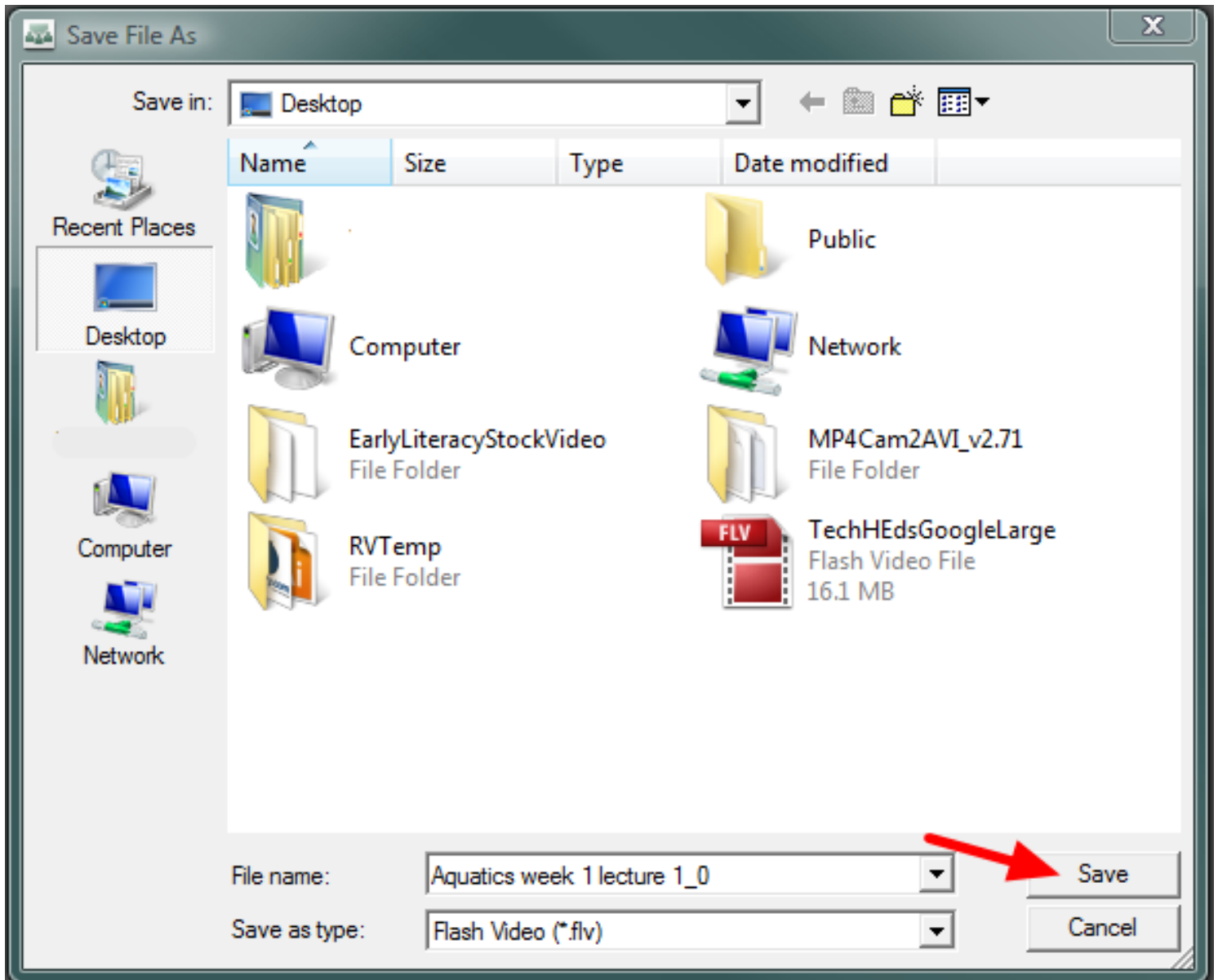
This page will list every recording made within the meeting room.

1. Find the recording you want to save to your desktop and click the corresponding "Make Offline" link



After clicking the "Make Offline" link, the recording will open up in a separate window. There will also be a preface window. Please read the "offline recording notes" and click the "Proceed with Offline Recording"

Save File As



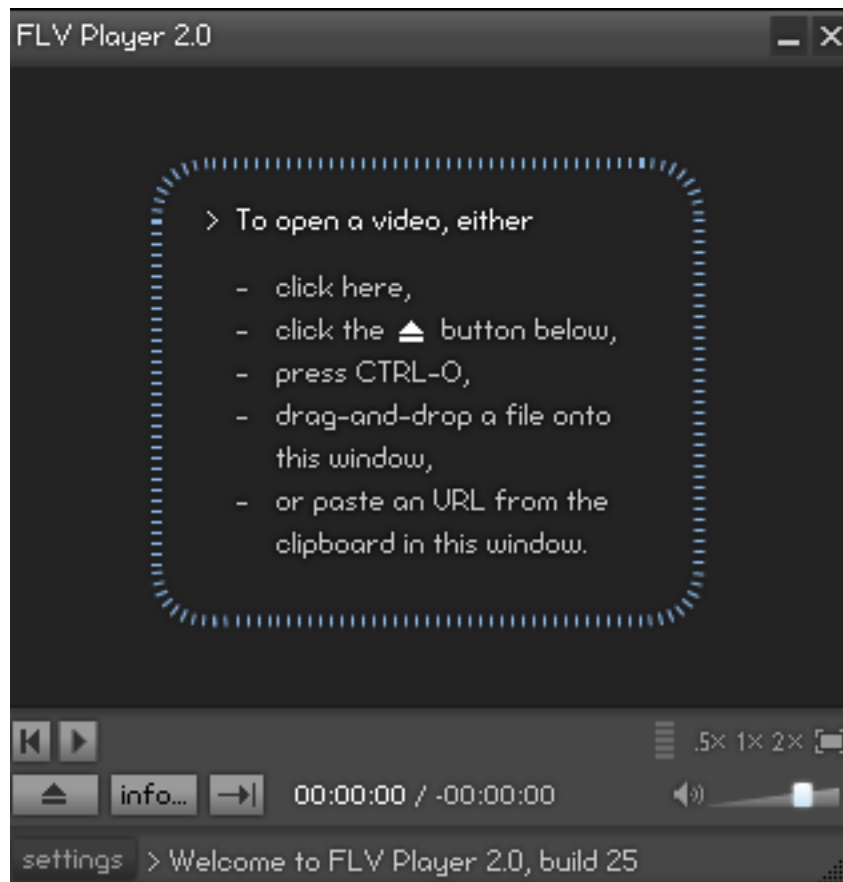
A window will appear asking for a destination and name for the file . Choose where you would like to save it and create a name or leave the default. The default will be based on the name of the recording. Click "Save"

Saving Process Begins



As soon as you click "save" The recording will begin. This is a real time process so, if the recording is 60 minutes long the saving process will take 60 minutes. Once complete, a notification box will appear at the bottom left corner of the recording. You can close the recording window at this point.

View File



At this point you can locate the file, *play it, burn it to media, upload it to a service such as YouTube or edit it in video software such as Adobe Premeire.

*Most media players will not play Flash Video (.flv) files. FLVPlayer (pictured above) is a great free lightweight player built to view Flash files. It can be downloaded it at <http://applian.com/flvplayer/>