# Editing Recorded Adobe Connect Sessions

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Once your Adobe Connect Meeting recording is showing in your My Recordings tab, use the built-in editor to fine-tune it for your viewers. Remove unnecessary information or periods of silence, add bookmarks and chapter markers, or anonymize participation by hiding pods or just attendee names. You can also convert and download your recording in MP4 or FLV formats for offline viewing.

To edit a recording, find it in your My Recordings tab or from the list of recordings for the session and then click on the **Edit Recording** icon in the Actions column.
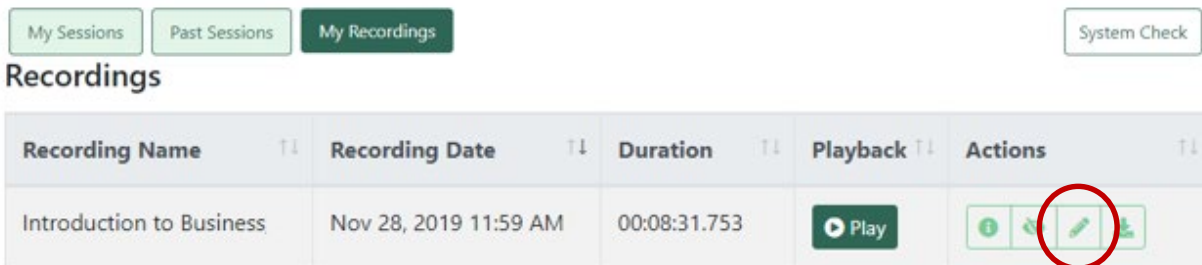
The recording will open and begin to play just as it would if you were viewing it, however there a few more options available in edit mode: **sliding timeline markers**, **edit functions** (cut, undo), a **settings** icon, as well as an **index** setup tool.
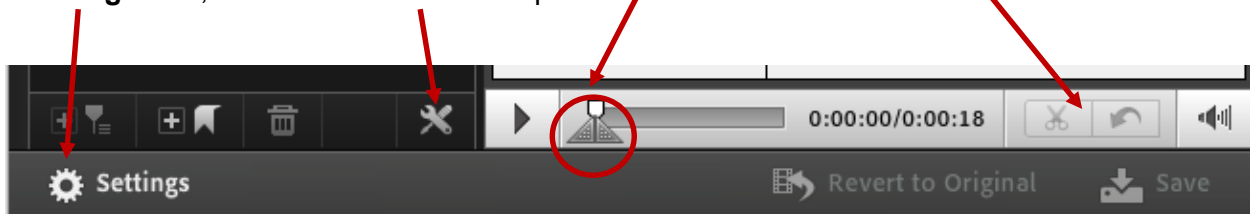

Removing Sections

To remove a section of your recording move the left marker to the beginning of what you want eliminated (you can click where you want to begin cutting and then double-click the left section marker to move it accordingly).   Drag the right section mark to the end of the section to be deleted.

Click the **Scissors** icon to cut that section from the recording. The section to be deleted will show in red.
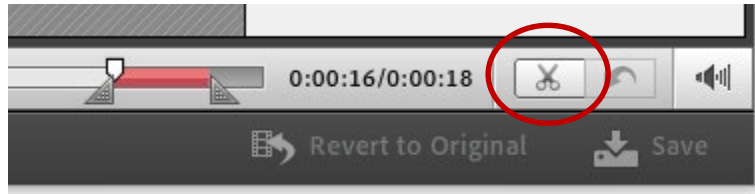

You can cut more sections in the same way. All cut sections will show in red until you **Save** the changes.
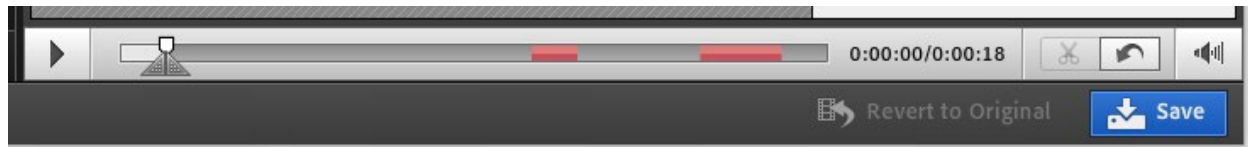
Editing the Index

All recordings automatically include an events index to the left of the content, displaying all events that occur during the session (chat messages, layout changes, slide changes, etc.). This index can be hidden from view to allow for a larger display of the session content and can be edited to provide a more effective index or table of contents. You can select which types of events are included – for example you may wish to not include chat items in the index (removing them from the index will not remove the actual chat messages).
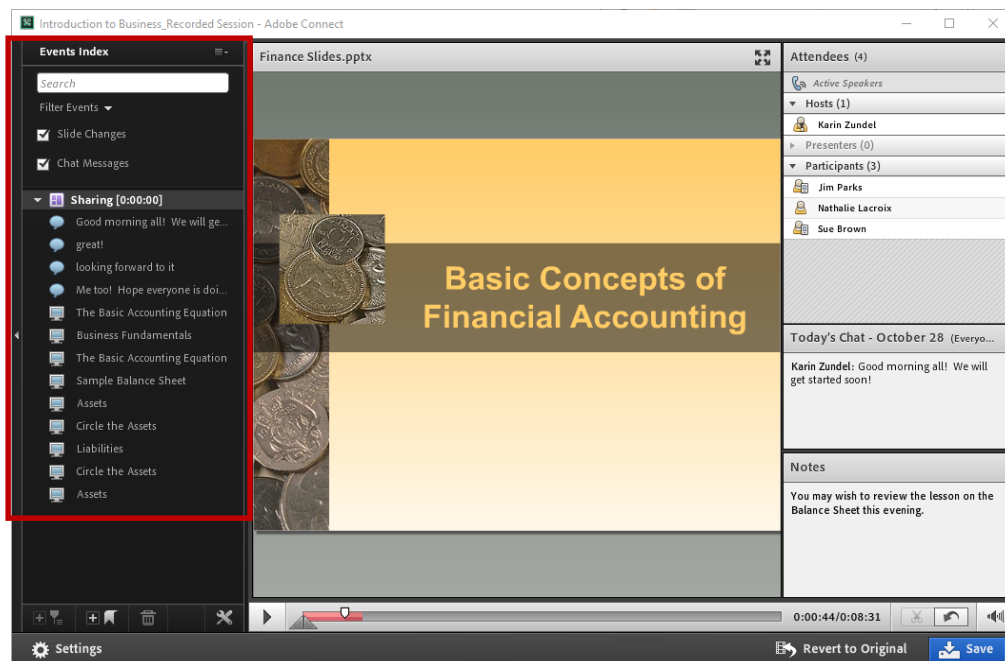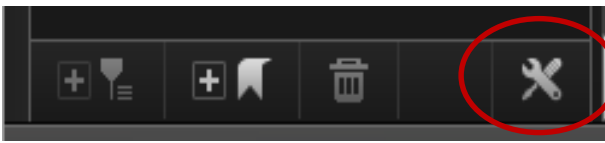
Edit the index by clicking on the tools icon below the index. Add **Bookmarks** and **Chapter** markers, **Delete** an event heading from the index, or edit the names of each index item.

To add a bookmark, place the slider where you want the index point and then click the **Add Bookmark** icon. Give the bookmark a name and fine tune the timing if needed. Click Done. The bookmark appears in the events index.
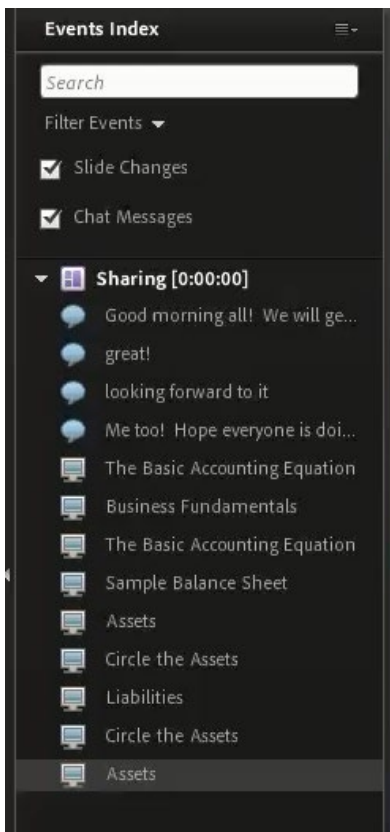
To partition the indexed events into sections (or chapters), click on the first event you want in a chapter and then select the add chapter marker icon (or click **Add Chapter Marker** from the popup menu). The chapter heading will be added just before the event.
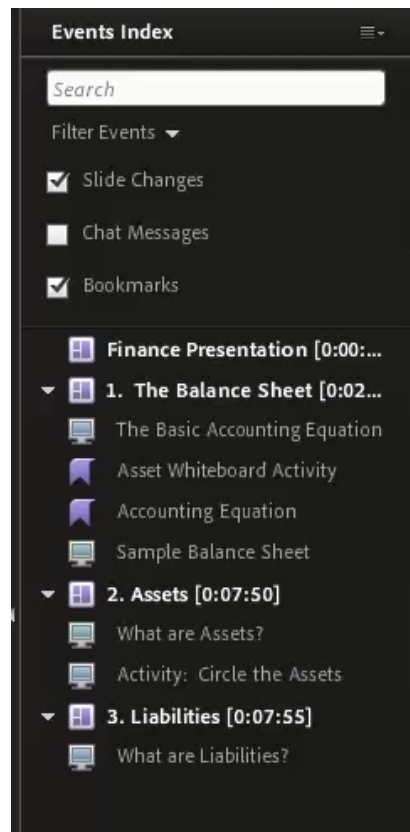
You can create a functional and helpful table of contents by editing index item names or deleting them from the index altogether. Note that deleting an item from the index does not remove it from the recorded content.
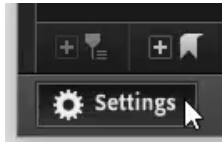
Before Editing   **After Editing**

| Events Index		Events Index
Search		Search
Filter Events ▾		Filter Events ▾
☑ Slide Changes		☑ Slide Changes
☑ Chat Messages		☐ Chat Messages
		☑ Bookmarks
▾ Sharing [0:00:00]		Finance Presentation [0:00:...]
Good morning all! We will ge...		▾ 1. The Balance Sheet [0:02...]
great!		The Basic Accounting Equation
looking forward to it		Asset Whiteboard Activity
Me too! Hope everyone is doi...		Accounting Equation
The Basic Accounting Equation		Sample Balance Sheet
Business Fundamentals		▾ 2. Assets [0:07:50]
The Basic Accounting Equation		What are Assets?
Sample Balance Sheet		Activity: Circle the Assets
Assets		▾ 3. Liabilities [0:07:55]
Circle the Assets		What are Liabilities?
Liabilities		
Circle the Assets		
Assets		

Make it Anonymous

 If you want to anonymize the recording, click on **Settings**. You can hide names of attendees during the recording and they will be replaced with User1, User 2, etc. in all pods that include participant names. Alternatively, you can hide these pods in the recording altogether.
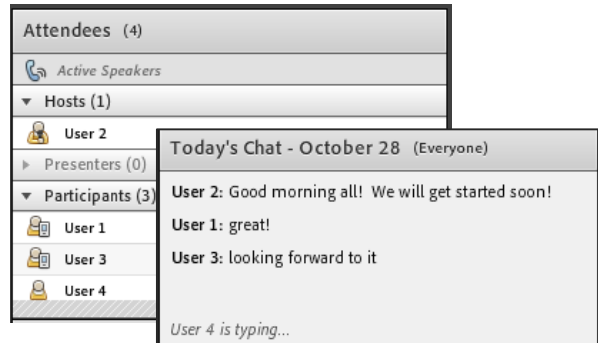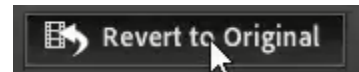

Saving Your Changes
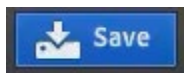
 Click **Save** when you are finished editing the recording. Viewers will see the new version of the recording when they access the recording from their My Recordings tab or click the provided URL (no need to change it)

If you want to revert back to the original recording, simply edit the recording again and select **Revert to Original**.

Note that you will have the option to keep your new bookmarks and chapter markers in the original recording, however all removed content, pods, and participant names, will be restored.
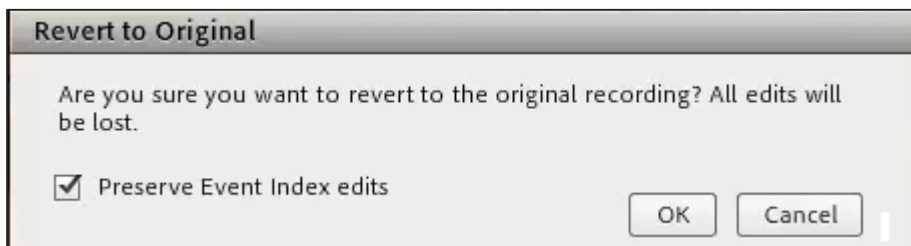
To learn how to record your Adobe Connection session and how to download in MP4 or FLV format, please visit the resource page at echannelconnect.contactnorth.ca/help.

For technical assistance, please call the Contact North Helpdesk, Monday to Friday, 7:30am to 10:30pm at 1-888-850-4628.