How to View the Archived Transcripts of an Adobe Connect Meeting Recording

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This technical tip describes how to select a specific topic or section of a recorded Adobe Connect Meeting by accessing the Archive Transcript.

It is not necessary to listen to or view an entire Adobe Connect Meeting recording linearly. The listener can skip around in the recording by accessing the “View Advanced Options” button and then choose which topics they would like to review.
1. Open the recording by selecting the web address.

2. Click on the “View Advanced Options” button which is located on the bottom left of the recording window.

When the “Archive Transcript” opens, use the “Select Events” filter to select only the events you want to listen access. Usually you will select the “Slide Changes” option.

This will simplify the “Archive Transcript” display and allow you to easily find the topic you are most interested in. You can also use the “Search” function to find a particular keyword or topic.
The first title that is displayed depends on which type of layout was used in the original meeting i.e. Sharing, Discussion or Collaboration. In this example the “Sharing” layout was used in the meeting. Click the “Sharing” link to expand the Adobe Connect Meeting recording archive to see all the slide topics. The archive titles are based on PowerPoint slide titles.

Next, select the recorded meeting topic you want to hear/view and go directly to it. You can skip around from section to section, continue to listen to the entire recording or you can end viewing the recording at anytime.

For more information on Adobe Connect Meeting consult the training links below.

1. Introduction to Adobe Connect Meeting
2. Setting up Audio and Video for Your Connect Meeting
3. Managing Meeting Pods and Sharing Content
4. Conducting a Successful Connect Meeting
5. Management Tips for Learning and Communicating with Adobe Connect Meeting
6. Optimizing Meeting Performance
7. Adobe Connect User Community
8. Adobe Connect Meeting User Guide for Hosts and Presenters (HTML | PDF)
9. Adobe Connect Meeting User Guide for Participants