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	<b>Title: Tips on Viewing Breeze Archived Recordings</b>		

**Product: Breeze**

**Category: All Products**

**Department Name: World Wide Services and Support**

**Title: Tips on viewing recorded Breeze Archived Recordings**

**Technical Tip Overview**

This technical tip describes how you can select the topic or item that you want to listen to and learn more about.

**Problem:**

Listening to a 1 hour recording patiently waiting for the Instructor to mention something about the particular item you want to learn about or searching for a single bit of information is laborious and time consuming.

**Resolution**

When listening to a recorded session, a user can select the "**Archive Transcript**" feature, which allows the listener to scan the entire recorded presentation and choose which topics they would like to review.

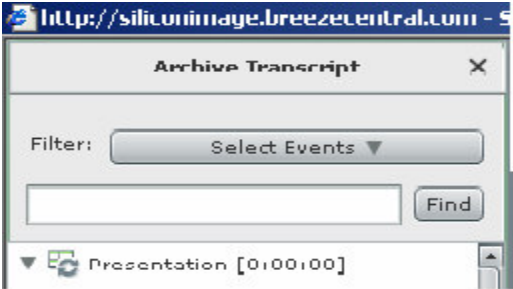
Click the link to open the recoded Breeze presentation and when the recording begins playing open the "**Presentation Archive**" to see all the slide topics. Next select the topic you want to hear about and go directly to it. After getting just the particular piece of information you want from the recording you can continue to listen to the entire recording or you can end the session at any time.

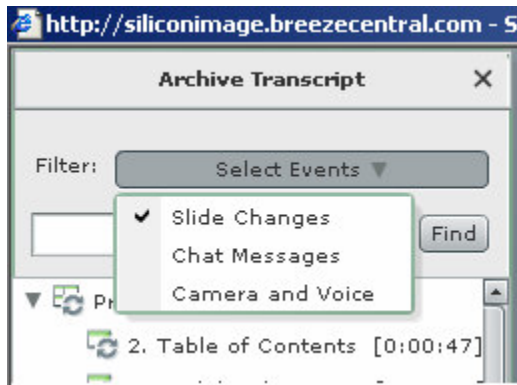
**Viewing recorded Webinars**

Users viewing the archive should click on the "**View Archive Transcript**" button located at the bottom left hand corner of the archive play bar. This will cause a new window to appear, displaying the archive transcript.

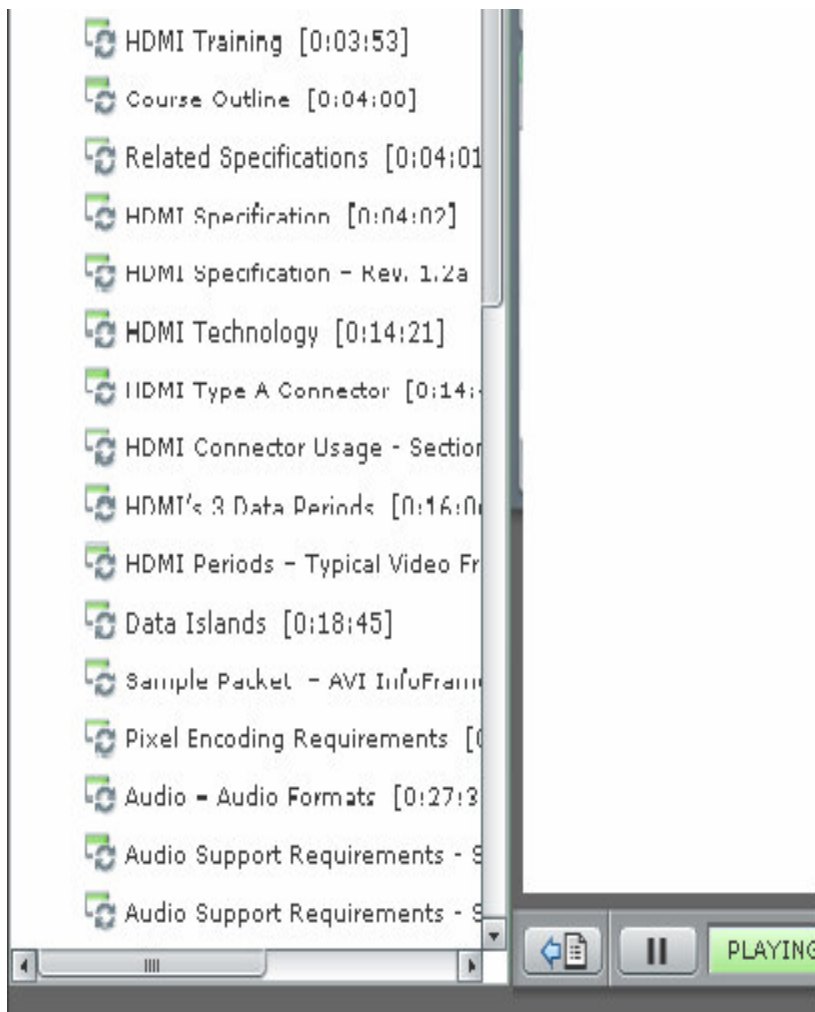



When the Archive Transcripts opens use the "**Select Events Filter**" to select only the events you want to listen to. Usually you will select only the "**Slide Changes**" option





You may select only the Slide changes, as noted above, and not the Chat messages or camera and voice information. 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 key word or topic you are interested in learning more about.



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**Referenced Products**

N/A

**Referenced Documents**


N/A

**Internal Documents**

N/A

**External Documents**

N/A

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**Application Information**

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**Revision history**

REV.	DATE	ECN	TYPE	ORIGINATOR	DESCRIPTION
A00	02/17/06	000000000	TT	Michael Hundt	Initial release