

The recording feature in Elluminate Live! can be used to capture presentations, software overviews and demonstrations for viewing anytime.

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Review the tips and tricks at:

<http://www.elluminate.com/Training/Documentation/Detail/58/?id=227>

Review your presentation notes, run through the clicks or steps of your slides or desktop software and practice timings from your virtual office. The recording cannot be edited afterwards so you may want to limit the duration to 15 minutes or less (e.g. to circumvent making an error @ 35 minutes and having to re-record). You might find reading directly from your notes results in a flat, low-energy presentation; experiment with different intonations to add energy and retain interest.

Schedule the session. Recordings are named and password protected as per the session so use a relevant, topic-related title for your session rather than make numerous recordings from your virtual office which would be distinguishable only by the date and time stamp.

**Critical Tasks**

Join your session, mute your cell phone or PDA, put your office phone on hold, place a "do not disturb" sign on the office door.

Close all non-essential applications running on your PC/Mac (to prevent pop-ups such as email notification or calendar reminders during the session.)

Run the **Audio Setup Wizard** (Tools, Audio) to check your microphone and speakers.

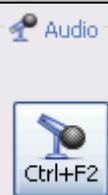
Load your content e.g. PowerPoint/OpenOffice/StarOffice presentations, whiteboard files and images.

Navigate to the first slide in the presentation and ensure that **Follow Moderator** is checked.

Open any web pages and applications needed for sharing and screen captures (**DON'T MINIMIZE these apps**). Use the presentation mode if desired.

If desired, protect the whiteboard content in order to prevent attendees from saving and printing the whiteboard screens.

Start the timer if desired (this will not be captured in the recording).



Click the icon in the Audio section to activate your microphone (it should display yellow in the participant window.)



Click the record icon to start (or resume) recording.



Pause/Stop the recording anytime by clicking the blue bars.

If you make a mistake and decide you'd like to start over: Stop recording and then select Tools, Recorder, Erase (all you have recorded so far). You're ready to start again.



N.B. Use the File Transfer tool to distribute related documents such as handouts, surveys/quizzes and notes with the recording.