

How to Convert WebEx™ Recordings

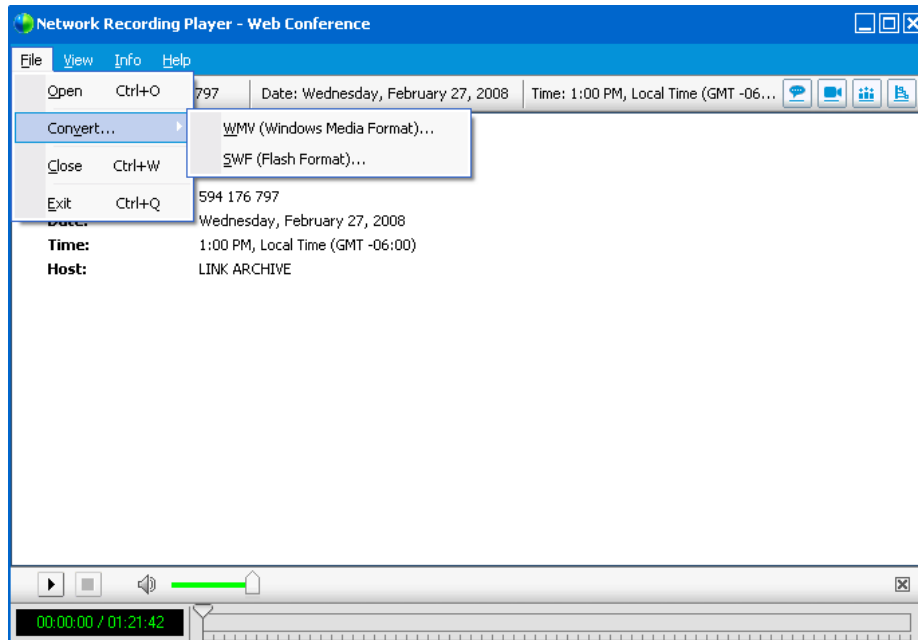
WebEx recordings are captured in a WebEx proprietary format referred to as *arf*. In order to view these recordings you must download the WebEx Network Based Recording Player. Because not all end-users of recordings have the recording player, WebEx has provided a way to convert these files to a more widely accepted and used file format. To assist with converting WebEx recordings, ConferencePlus has created this user guide that explains how to convert your file formats to either *wmv* Windows Media format or Flash format.

PLEASE NOTE: Converting WebEx recordings may use a significant portion of your desktop computer's resources and the amount of time required depends on the length of the content being recorded, therefore you should plan to convert WebEx files at a time when you are not using your computer resources for other purposes.

If you need additional assistance, or would like ConferencePlus to convert your WebEx recording for you, please contact the ConferencePlus™ reservations helpdesk at **1 800 866 0888**. Additional charges may apply.

Converting Recordings to Windows Media Format

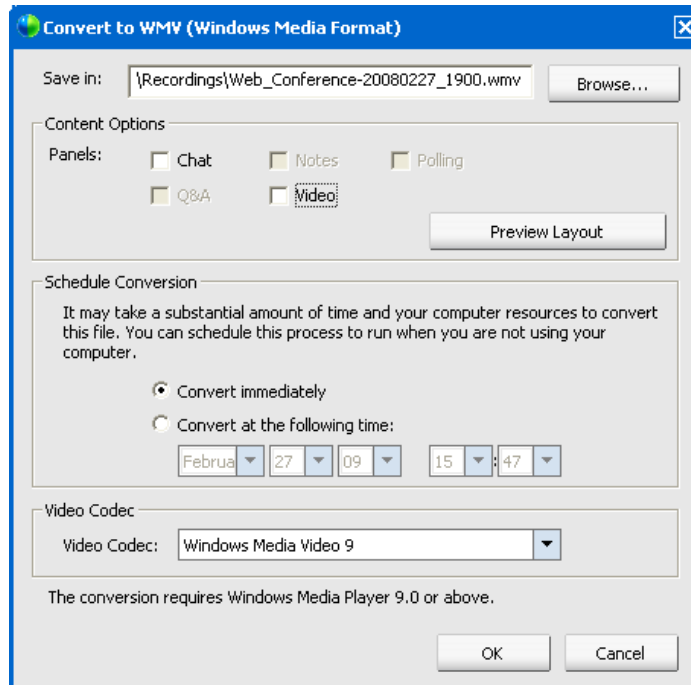
- + Go to MyAccount Dashboard and login.
- + Go to Share Portal
- + Go to Content Library
- + Download the WebEx .arf file
- + Go to edit content (pencil icon)
- + Download the NBR player in the description field
- + Use the NBR player to open the .arf file
- + While playing the meeting in the WebEx Network Recording Player, click **File, Convert, WMV (Windows Media Format)**.



- + Select the location to save the file.
- + You have the option to choose the content you want to save, click any of the following content to save in the new format.
 - o **Chat:** includes all chat conversations.
 - o **Q&A:** if you are recording a Training Center session, this includes any Q&A sessions.
 - o **Notes:** includes any notes entered into the Notes panel.
 - o **Video:** includes the meeting video.
 - o **Polling:** if you are recording a Training Center session, this includes any polls.
- + Click preview layout to preview your content settings.
- + Then indicate when you want the file to be converted, your choices are:
 - **Convert immediately:** Converts the file as you save it to your computer.
 - **Convert at the following time:** Saves the file and then converts it at the date and time you select.
- + Specify the video codec you want to use:
 - **Windows Media Video 9:** this codec creates output that is compatible with the following players:
 - Windows Media Player 6.4+
 - Windows Media Player 9 for Mac OS X
 - Windows Media Player 9 Series and Windows Media Player 9.1 for Pocket PC*
 - Windows Media Player 9 Series and Windows Media Player 9.1 for SmartPhone*

- **Windows Media Video 9 screen:** this codec is optimized for compressing sequential screenshots and highly static video that is captured from computer displays, which makes it ideal for delivering demos or demonstrating computer use for training. The codec takes advantage of the typical image simplicity and relative lack of motion to achieve a very high compression ratio. This codec creates files that can be played with Windows Media Player 7 or later.

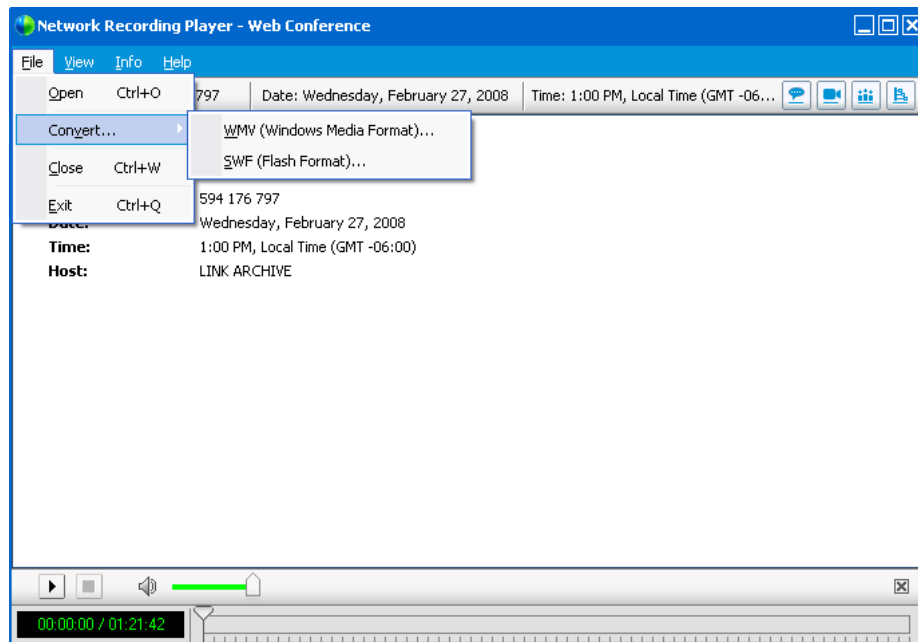
+ Click **OK**.



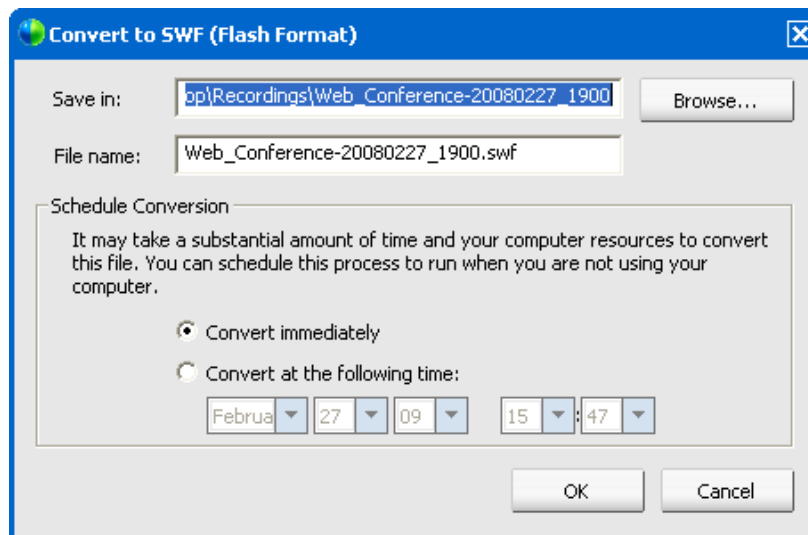
Converting Recordings to Flash Format

NOTE: If you convert the recording to the SWF format and your recording contains panels, you will not be able to move the panels in your saved recording.

- + Go to MyAccount Dashboard and login.
- + Go to Share Portal
- + Go to Content Library
- + Download the WebEx .arf file
- + Go to edit content (pencil icon)
- + Download the NBR player in the description field
- + User the NBR player to open the .arf file
- + While playing back the meeting in the Network Recording Player, click **File, Convert, SWF (Flash Format)**.

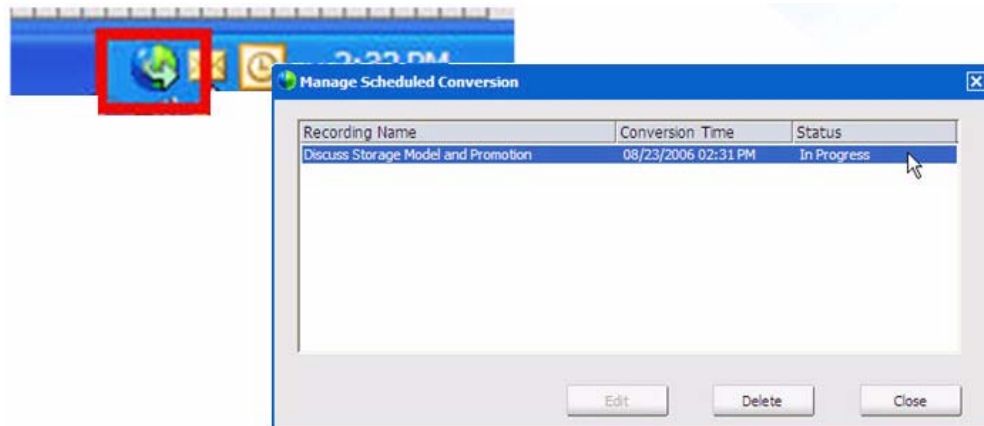


- + Select the location to save the file.
- + Then indicate when you want the file to be converted, your choices are:
 - **Convert immediately:** Converts the file as you save it to your computer.
 - **Convert at the following time:** Saves the file and then converts it at the date and time you select.
- + Click **OK**.

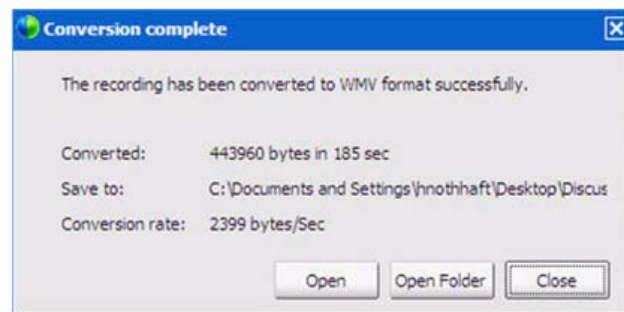


Checking the status of converted files

- + If you scheduled your recording to be converted at a later time, use this procedure to view information about and manage scheduled recording conversions.
- + Double-click the Conversion Manager icon in your Windows taskbar. The Manage Scheduled Conversion window appears.



- + *Optional.* Click **Edit** to edit the scheduled conversion time for a pending conversion.
- + *Optional.* Click **Delete** to delete a pending conversion.
- + When the conversion process is complete, the following window appears.



- + Hit close or open to view the recording in its new format.