

## Adobe Connect

**Length:** 1 Day

**Summary:** In this instructor-led training, students will learn how to create and host an Adobe Acrobat Connect Pro meeting, and will cover topics including scheduling meetings; displaying content in meetings; using audio and video during meetings; customizing the meeting room; interacting with participants; recording, editing, and downloading meetings, using breakout rooms, using the Outlook Add-In, administrating an Acrobat Connect Pro account; and creating and managing Adobe Connect Events. In addition to teaching methodology, the course focuses strongly on best practices for hosting meetings and managing associated content. The course also includes optional content for recording a demonstration and interactive simulation using the Adobe Captivate application.

**Audience:** This course is for people who plan on creating and hosting Adobe Acrobat Connect Pro meetings.

### COURSE CONTENT

#### Unit 1: Introducing Adobe Acrobat Connect Pro Applications

- Introducing Adobe Connect Pro Applications
- Introducing Adobe Acrobat Connect Pro Meeting
- Introducing Adobe Presenter
- Navigating an Adobe Presentation
- Introducing Adobe Acrobat Connect Pro Training
- Introducing Adobe Acrobat Connect Pro Events
- Introducing the Adobe Acrobat Connect Pro Central

#### Unit 2: Creating an Adobe Acrobat Connect Pro Meeting Room

- Creating a Meeting Room
- Selecting Participants
- Sending Invitations
- Navigating Within a Meeting Room

#### Unit 3: Managing an Adobe Acrobat Connect Professional Meeting Room

- Controlling Access to a Meeting Room
- Managing Attendees
- Setting and Viewing Connection Properties

#### Unit 4: Sharing Presentations

- Loading PowerPoint Slides
- Using Presentation Controls
- Changing a Participant's View
- Sharing an Adobe Presentation
- Sharing a Quiz in an Adobe Presentation
- Sharing an Image

#### Unit 5: Customizing the Viewing Experience

- Maximizing Pods within the Acrobat Connect Professional Application Window
- Maximizing the Acrobat Connect Pro Meeting Application Window on the Computer Screen
- Maximizing the Share Pod on the Computer Screen
- Reviewing Full Screen Best Practices
- Reviewing Ways to Maximize Pods

### **Unit 6: Using a Whiteboard**

- Using a Whiteboard
- Collaborating Using a Whiteboard
- Using a Whiteboard Overlay
- Saving Whiteboard Content

### **Unit 7: Using Screen Sharing**

- Introducing Screen Sharing
- Sharing your Desktop
- Controlling the Screen Share View as a Participant
- Sharing an Application
- Sharing Multiple Applications or Windows
- Pausing and Annotating a Snapshot
- Previewing your Screen Share
- Granting Remote Control of Applications
- Reviewing Best Practices for Optimizing the Experience

### **Unit 8: Sharing Flash Content**

- Using FlashPaper to Share a Document
- Sharing Adobe Captivate Content
- Showing Videos in an Acrobat Connect Pro Meeting
- Sharing Other Types of Flash Content

### **Unit 9: Managing the Meetings Library**

- Understanding the Structure of the Meeting Library
- Managing and Organizing Meetings
- Viewing and Editing Meeting Information
- Managing Associated Meeting Room Content
- Viewing Meeting Reports
- Introducing Seminars

### **Unit 10: Customizing Pod Display**

- Customizing Pods
- Hiding and Showing Pods
- Deleting and Adding Pods
- Renaming Pods
- Making Pods Visible Only to Presenters
- Reviewing Best Practices for Customizing Meeting Rooms

### **Unit 11: Customizing and Saving Layouts**

- Customizing Layouts
- Reordering Layouts
- Creating, Renaming, and Deleting Layouts
- Adding a Background Image
- Preparing Other Layouts During a Meeting
- Saving a Room as a Template

### **Unit 12: Using Audio and Video**

- Using Audio and Video
- Broadcasting Presenter Audio
- Using Voice Over IP for Conversations
- Reviewing Best Practices for Broadcasting Audio
- Broadcasting Presenter Video
- Broadcasting Multiple Videos
- Reviewing Best Practices for Broadcasting Video