



Acrobat Connect Professional

Adobe Connect Professional is a two-day, hands-on course that provides you with the knowledge and practice to create and host effective Connect meetings.

Target Student: This course is designed for anyone who is currently using or is planning to use Connect Professional to host meetings.

Prerequisites: Before taking this course, you should have a basic understanding of your computer's operating system. For example, you should know how to launch an application, create and save files, and copy files from CDs and other media.

Delivery Method: Instructor-led, classroom-delivery learning model with structured hands-on activities.

Benefits: After completing this course, you will be able to employ best practices for using Connect Professional including scheduling meetings, displaying content in meetings, and using audio and video during meetings. Additionally you will know how to customize the meeting room, interact with participants, record meetings, and create and manage Connect events.

What's Next:

Flash Rich Content Creation Add animation and additional content to your Connect meetings using Flash.

Captivate Build dynamic simulation based eLearning modules which can stand alone or integrate directly into Connect or other LMS systems.

Adobe Presenter Learn to turn PowerPoint files into dynamic, self contained eLearning modules which can be delivered on their own, or integrated with Connect or other LMS systems.

Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- Create a meeting room, including selecting participants and sending invitations.
- Manage a meeting room, through controlling access to the room and managing attendees.
- Share presentations such as PowerPoint slides and Adobe Presentation.
- Customize meetings by maximizing Pods and saving layouts.
- Use a whiteboard and share screens, text, images and Flash content.
- Use audio and video in meetings.
- Manage text messages and moderate chat.
- Create and manage events including pre-event, in-event and post-event tasks.





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Introducing Adobe Connect

Adobe Connect, Presenter and Training
Navigating an Adobe Presentation
Events and Connect Manager

Creating a Connect Meeting Room

Creating a Meeting Room
Selecting Participants
Sending Invitations
Navigating within a Meeting Room

Managing a Connect Meeting Room

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

Sharing Presentations

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

Customizing the Viewing Experience

Maximizing Pods within Connect
Maximizing Connect on the Computer Screen

Using a Whiteboard

Using, Collaborating and Saving a Whiteboard

Using Screen Sharing

Sharing Your Desktop
Controlling the Screen Share View as a Participant
Sharing Applications or Windows
Pausing and Annotating a Snapshot
Previewing your Screen Share
Granting Remote Control of Applications
Optimizing the Experience

Sharing Static Text and Images

Displaying Static Text
Sharing Images

Sharing Flash Content

Using FlashPaper to Share a Document
Sharing Captivate Content
Showing Videos
Sharing Other Types of Flash Content

Managing the Meetings Library

Managing and Organizing Meetings
Viewing and Editing Meeting Information
Managing Associated Meeting Room Content
Viewing Meeting Reports
Introducing Seminars

Customizing Pod Display

Hiding and Showing Pods
Deleting and Adding Pods
Renaming Pods
Making Pods Visible only to Presenters

Customizing and Saving Layouts

Reordering Layouts
Creating, Renaming and Deleting Layouts
Preparing Other Layouts During a Meeting
Saving a Room as a Template

Using Audio and Video

Broadcasting Presenter Audio and Video
Using Voice Over IP for Conversations

Managing Text Messages and Questions

Sending Text Messages and Moderating Chat

Sharing Files, Polls, and Web Links

Sharing Files and Running a Poll
Opening Web Pages in Attendee Browsers

Recording Connect Meetings

Recording a Meeting
Locating Meeting Recordings
Playing, Searching and Managing Meeting Archives

Integrating with Microsoft Outlook

Installing the Connect Add-in for Microsoft Outlook
Creating Instant and Scheduled Meetings

Creating and Managing Connect Events

Performing Pre-Event Tasks
Creating a new Connect Event
Performing In-Event and Post-Event Tasks
Managing Connect Events