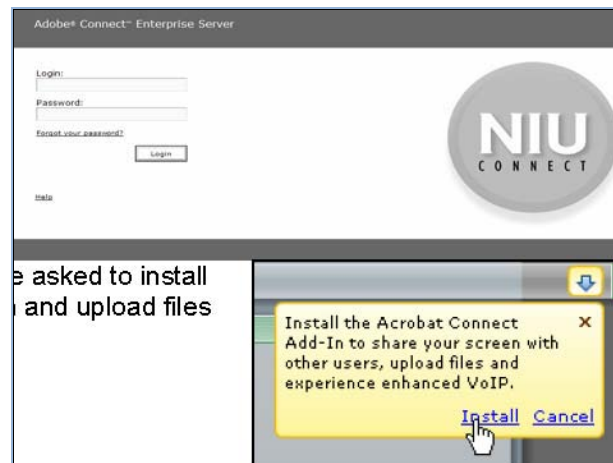


Adobe Connect 9 Help for Meeting Presenters

1. Both host and presenter can present a meeting. A meeting participant with a presenter role can share content already loaded into the meeting room from the library and share content from their computer, including Adobe Presenter presentations, flash application files, images (JPEG files), Adobe PDF files, MP3 files, and FLV files. They can share their screen with all attendees, chat, and broadcast live audio and video. Presenters can mute and unmute audio broadcasts on their computers. This job aid is a guide for hosts and presenters on how to conduct a meeting.
2. Log in to the meeting room using the URL you created in the Create New Meeting process. Select "Enter with your login and password." Enter your Connect username in the Login textbox and your password in the password textbox, then click "Enter Room."



3. The first time you host a meeting on your computer, you may be asked to install the Acrobat Connect Add-In to enable you to share your screen and upload files to the meeting. Click *Install* in the dialog box that appears.



4. Run the *Audio Setup Wizard* to optimize your audio settings. To do this, click the *Meeting* drop-down menu, and select *Audio Setup Wizard*. Follow the steps on the wizard and troubleshoot your headset microphone or speakers if your computer fails any of the tests. Click *Finish* when you are done.

If you have difficulty, see the separate Help document for Advanced Audio Setup.



The first time you configure the audio settings you will be asked to install an audio “add-in” for best audio experience. It is recommended that you install the “add-in”.

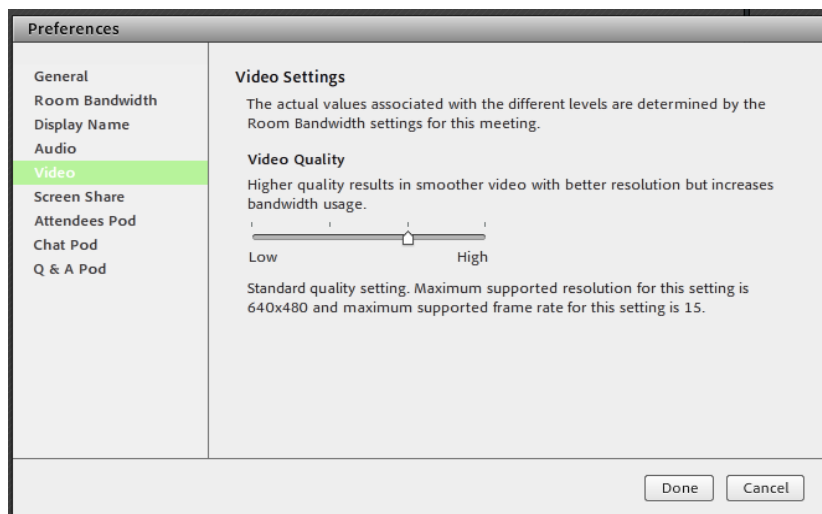
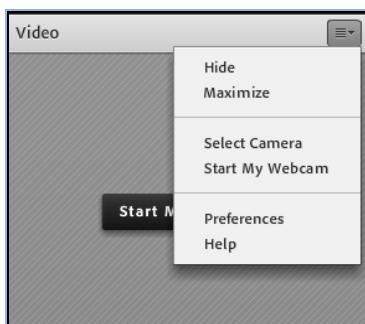


Once the “add-in” is installed click again *Meeting* drop-down menu, and select *Audio Setup Wizard*. Follow the steps on the Wizard and troubleshoot your headset microphone or speakers if your computer fails any of the tests. Click *Finish* when you are done.

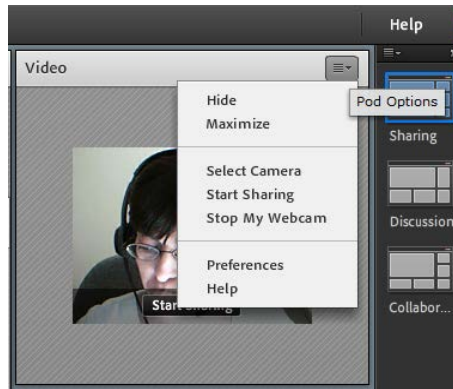
If you have difficulty, see the separate Help document for Advanced Audio Setup.



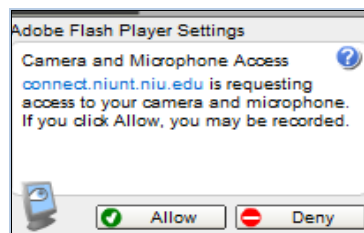
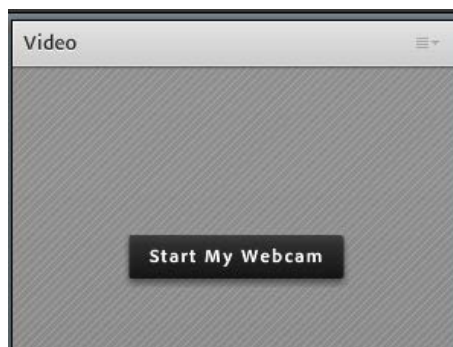
5. By default, only hosts and presenters can broadcast video. Hosts, presenters, and participants with enhanced rights can simultaneously share video from webcams connected to their computers.
 - a. If you are a host, presenter, or participant with video rights, you can adjust the quality of your webcam video. In the upper right of the Video pod, click the menu icon and choose *Preferences*. Adjust the Video Quality setting to optimize the tradeoff between image quality and bandwidth usage. For example, if shared screens update slowly, choose a lower Video Quality setting. This setting interacts with the meeting room bandwidth set by the host. Click *Done* after setting the video quality.



- b. To broadcast your video you will need to configure your web camera. Click the Video pod menu and choose *Select Camera* in the pop-up menu. An Adobe Flash Player Settings window opens, with the Camera tab selected. Select your camera from the drop-down list, then click *Close*.



Now click the *Start My Webcam* button in the main menu bar or select from the Video pod. The first time you broadcast your video an Adobe Flash Player Settings window will appear. Click *Allow* for request for access to your camera and microphone. In the Video pod, a preview image appears so you can adjust camera position.



To broadcast your video to all participants click *Start Sharing*. To pause video, hover the mouse over Video pod, and click the *Pause* icons. When video is paused, the last image broadcast from your camera remains static in the Video pod until you click *Play* to resume broadcasting. To stop the video click *Stop My Webcam* or in the video pod menu ≡- select *Stop My Webcam* in the pop-up menu. When video is stopped, the broadcast image disappears entirely.

Tip: To cancel video sharing, click outside the preview image in the Video pod.

Step 1:



Step 2:



Step 3:

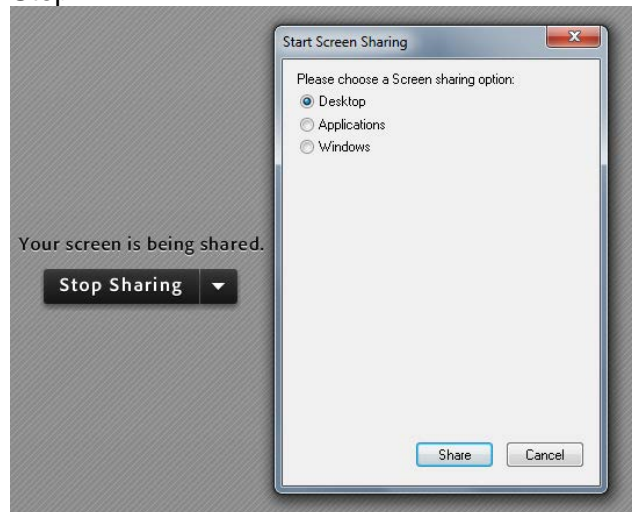


6. As a host you can share your computer screen, documents, and whiteboard with participants using the Share Pod. To share your computer screen, click *Share My Screen*. You can either share your Desktop, Applications, or Windows on your computer. To see the same view as the participants click on the Share pod menu ≡ icon and select *Preview Screen* in the pop-up menu. To stop sharing your computer screen, click *Stop Sharing*.

Step 1:



Step 2:



Step 3:



7. As a host you can share the PPT, PPTX, Adobe PDF, SWF, FLV, JPEG, and MP3 file types from the Content library or your computer. When shared in a meeting room, PDFs are converted to SWF files to enable synchronized navigation and white board capabilities. From the Share pod, hosts and presenters can download PDFs.

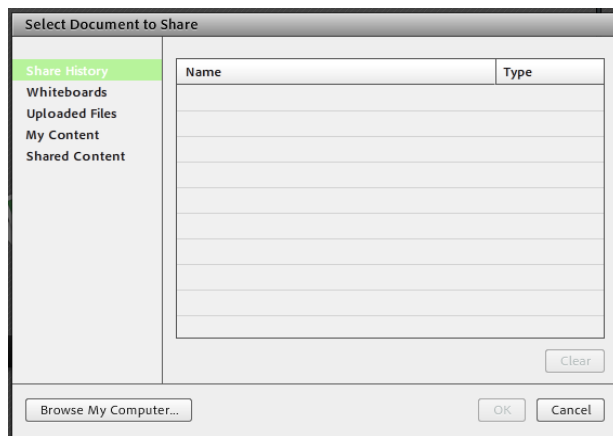
PDF Portfolios and PDF files that are password protected cannot be converted into SWF files, preventing them from being shared in Connect. In addition, objects such as comment text, attachments, bookmarks, audio clips within the PDF are either dropped, or only a simple image preview is displayed.

- a. In an empty Share pod, click the drop down menu *Share My Screen* in the center, and select *Share Document*.

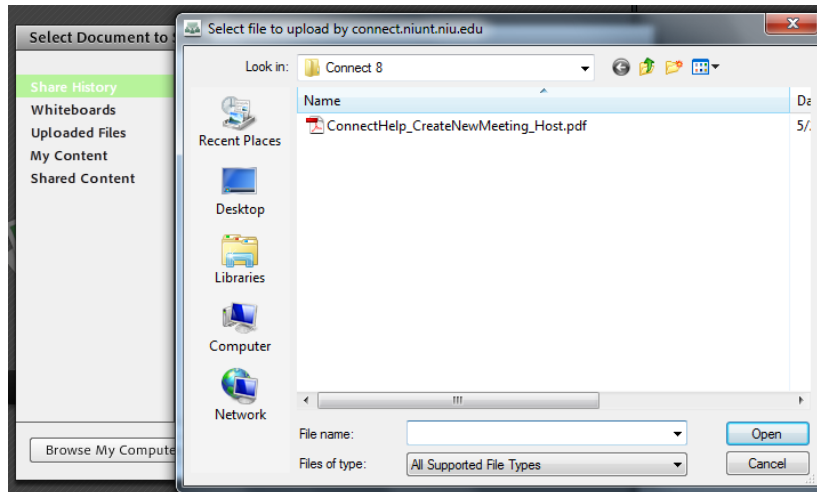


- b. Or in the upper-right corner of the Share pod, click the menu icon ≡, and choose Share > Document.

Select an option from, Whiteboards or Uploaded Files (Displays content uploaded for the current meeting). Click *Browse My Computer* to upload content for the current meeting; My Content; Shared Content.



Select the document that you want to share, and click *Open*. The selected document appears in the Share pod. The document name appears in the title bar of the pod.

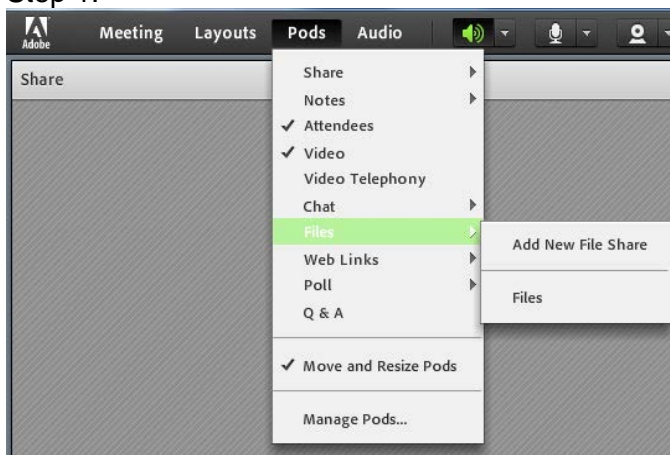


- All documents shared in the Share pod can be viewed but not downloaded by attendees. To enable attendees to download documents, a host or presenter must instead upload documents in the File Share pod. Presenters and hosts must install the Connect Add-in the first time they attempt to upload content or share a screen.

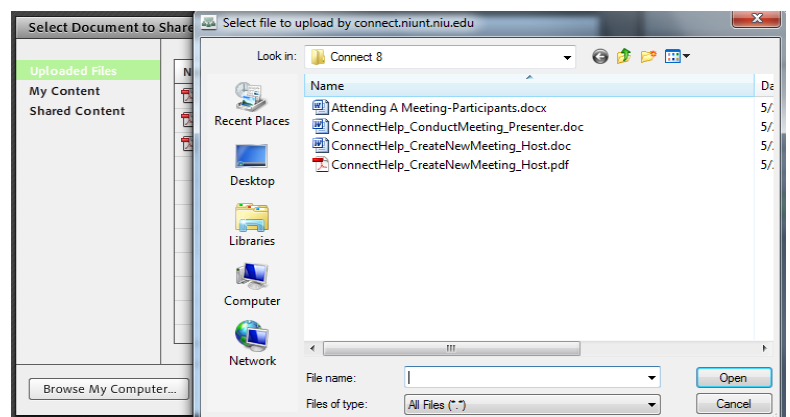
Note: If you have a pop-up blocker enabled in your browser, the dialog box for downloading the Add-in will not appear. To correct this problem, temporarily disable the pop-up blocker.

If you do not have a File Share pod in your meeting room, click Pods > Files Share > Add New File Share. In the File Share pod, you can either click *Upload File*, or choose that command from the pod menu ≡. Select *Browse My Computer*, navigate to the file, and click Open.

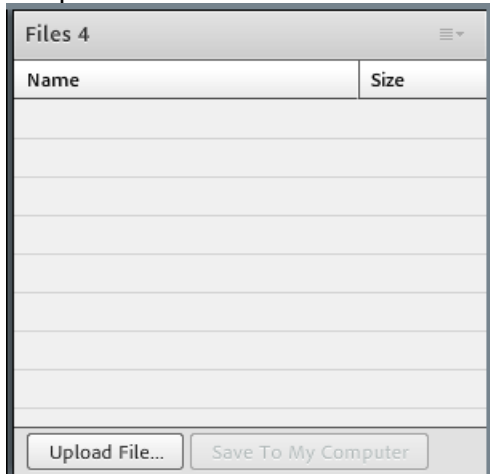
Step 1:



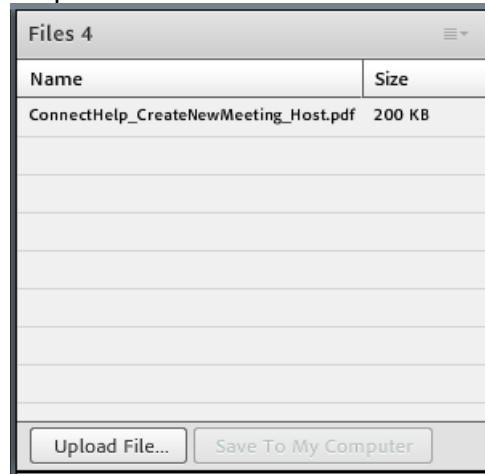
Step 2:



Step 3:



Step 4:

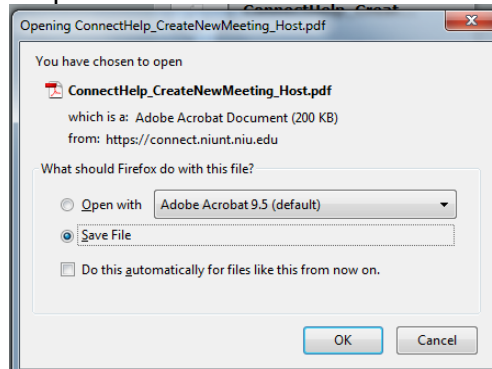


To download file(s) (uploaded by another host or presenter) select the file in the File Share pod and click *Save To My Computer*. A browser window opens with the Save to My Computer dialog box. (If this window does not appear, adjust the browser's pop-up blocker settings.) Click the *Click to Download* link. In the pop-up menu select *Save File* and click *OK*. Select a folder on your computer and save file in that folder.

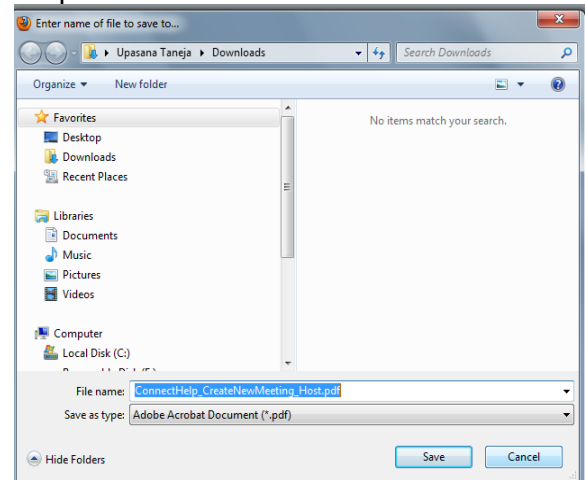
Step 1:



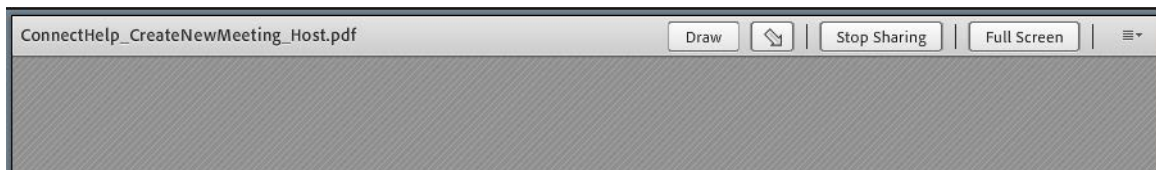
Step 2:



Step 3:




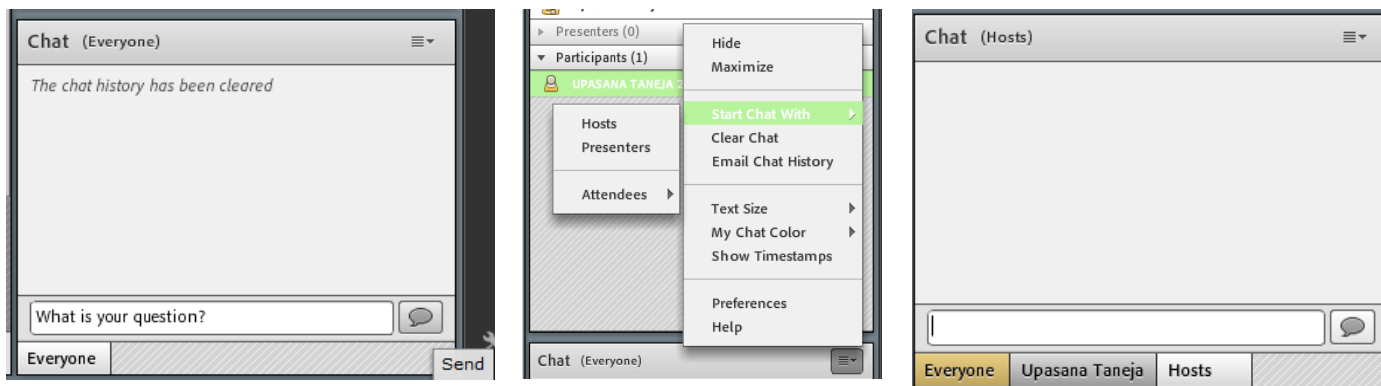
- If you wish to display the document in full screen, click the *Full screen* button in the bottom menu of the Share Pod. Click the *Full screen* button again to restore to normal view. To stop sharing the document, click *Stop Sharing*.



- If a participant has a request or question, or would like to indicate his/her status to the host or

presenter, a status icon will appear next to the participant's name on the Attendee List pod.

- If the Chat pod is available, the host or the presenter can also use this to communicate with each other. Type your message in the blank textbox and click the *Send* icon or press enter or return. Your name and your message will then appear on the Chat pod. By default, everyone will see the message. If you wish to send a private message to a specific person (participant, presenter, or host), in the upper-right corner of the Chat pod, click the menu icon  and select the intended recipient of your message. At the bottom of the Chat pod, tabs appear that let you view different conversations.



- To end a meeting, click the *Meeting* drop-down menu and select *End Meeting*. The *End Meeting* window appears. You can customize the message that will be shown to everyone. Click *OK*. The meeting window will close.

