

ADOBE CONNECT 8

USER GUIDE

Colorado Department of Labor & Employment



Enter a Meeting Room

ADOBE CONNECT™

Login:

Password:

[Forgot your password?](#)

e-COLORADO

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Getting Started - Enter a Meeting Room

ADOBE CONNECT

The screenshot shows the Adobe Connect web interface. At the top, there is a navigation menu with links for Home, Content, Training, Meetings, Seminar Rooms, Event Management, Reports, and Administration. Below this is a 'Create New' section with buttons for MEETING, CONTENT, VIRTUAL CLASSROOM, COURSE, and CURRICULUM. The main area is divided into two panes. The left pane, titled 'My Meetings', contains a table with columns for Name, Start Time, and Role. The right pane, titled 'Practice Room', shows an overview of the selected meeting, including its name, URL, start time, duration, and language.

Name	St...	Role
Workforce Develo...	11...	Host
Under 26 Transiti...	11...	Host
SESP Steering Me...	10...	Host
CRC Website upd...	10...	Host
Workforce Develo...	10...	Host
OJT-NEG Team M...	10...	Host
Practice Room	10...	Host
Rapid Response	10...	Host
Workforce Develo...	09...	Host
IQor	09...	Host

Practice Room Overview

Name: Practice Room
URL: <http://connect.e-colorado.org/r4smkpx02a8/>
Summary
Start Time: 10/12/2011 10:00 AM
Duration: 01:00
Language: English

Conference Numbers:
Participant Code:

DO ONE OF THE FOLLOWING:

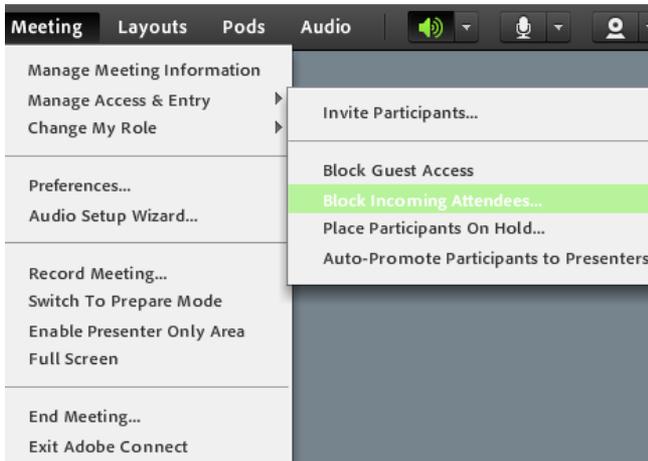
1. From the Home Page in Adobe Connect Central, click My Meetings, and click the Open button for the desired meeting.
2. In Adobe Connect Central, navigate to the Meeting Information page for a specific meeting and click Enter Meeting Room.
3. Click the meeting URL in the e-mail invitation that you have received. Type your Adobe Connect login and password, and then click Enter Room.
4. Enter the meeting URL in your browser. Type your Adobe Connect login and password, and then click Enter Room.

Adobe Connect Admin Link:

<http://connect.e-colorado.org/admin>

Tip: The first time you visit a meeting room, bookmark it for quick access the next time you want to start a meeting.

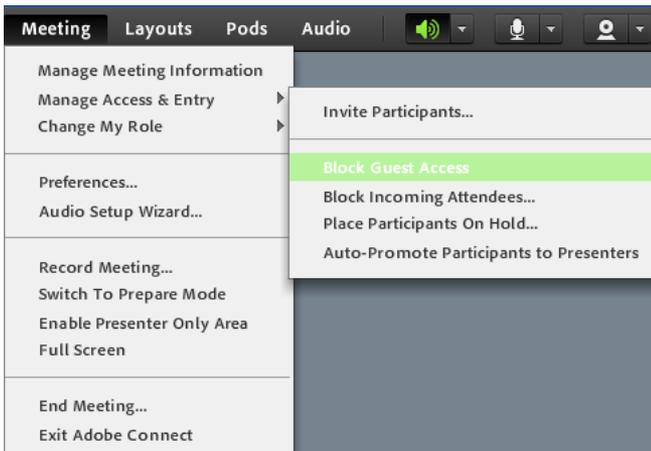
Blocking Guests



Block incoming attendees

In the menu bar, select Meeting > Manage Access and Entry > Block Incoming Attendees

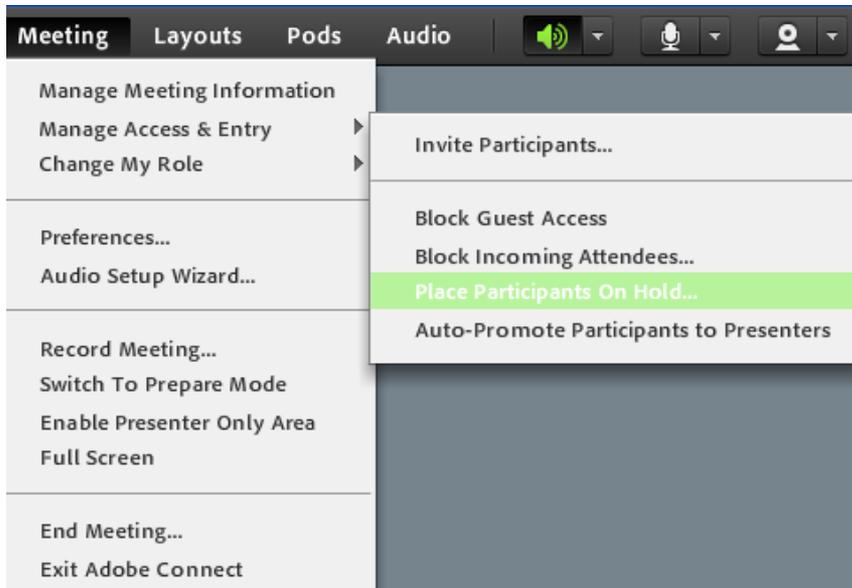
To allow incoming attendees to request entry to the meeting, select Incoming Attendees Can Request Entry (Optional). In the text box, edit the message for incoming attendees. Select Save Message to save the message for future use.



Block guests who lack registered Adobe Connect accounts

In the menu bar, select Meeting > Manage Access and Entry > Block Guest Access

Blocking Guests Continued



Hosts can place participants on hold to temporarily restrict meeting room access to hosts and presenters, letting them prepare materials. Hosts can end a meeting to remove everyone, including hosts, presenters, and participants.

Place participants on hold

In the menu bar, select Meeting > Manage Access And Entry > Place Participants On Hold.

Revise the message to participants if you want, and click OK to place the meeting on hold.

Attendees who log in to a meeting that is on hold automatically enter when the meeting resumes.

Restarting a meeting that is on hold or ended

In the upper-right corner of the meeting room, click Start Meeting in the Participants On Hold window.

If you've closed that window, choose Meeting > Manage Access And Entry, and deselect Place Participants On Hold.

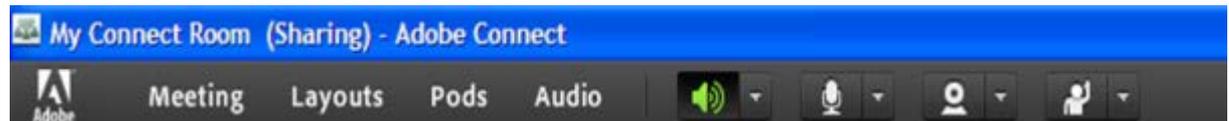
Adobe Flash Player Settings



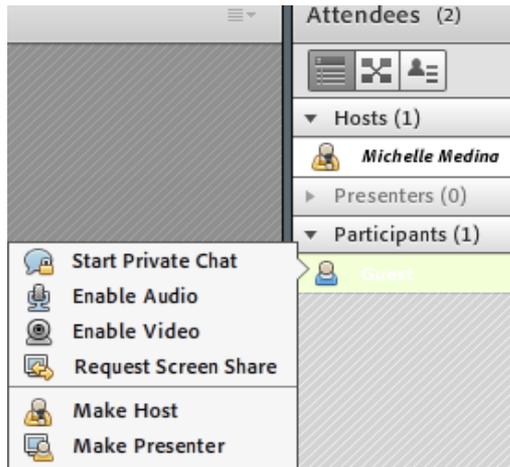
**Always Select
Allow**



Managing Audio



Managing Audio



Enable microphone for participants using computers

By default, only hosts and presenters can broadcast audio using their microphones. However, hosts can enable participants to broadcast by doing any of the following:

1. To enable audio for all participants, choose Audio > Microphone Rights For Participants. Icon displays for all participants in the Attendees pod.
2. To enable audio for specific participants, select one or more in the Attendees pod. Then choose any of the following from the pop-up menu: Enable Audio, Make Host, or Make Presenter. Icon displays next to the participant in the Attendees pod.

Allow only one speaker to use the microphone at a time

Hosts can avoid overlapping conversations by doing the following: Choose Audio > Enable Single Speaker Mode. An asterisk appears next to the microphone button in the main menu bar. When one speaker clicks the button, it's disabled for other users until the current speaker clicks the button again.



PODS

Podcasts interface showing a menu with options:

- Pods
- Audio
- Share
- Notes
- ✓ Attendees
- Video
- Video Telephony
- Chat
- Files
- Web Links
- Poll
- Q & A
- Breakout Pods
- Move and Resize Pods
- Manage Pods...

Pods

Show or hide a pod

To show a pod: Select it from the Pods menu. (For pods that can have multiple instances, select the instance name from the submenu) A check mark appears next to the name of pods that are currently visible in the meeting

To hide a pod: Deselect it in the Pods menu Or click the menu icon in the upper-right corner of the pod, and choose Hide.

Add a pod

In the menu bar, select Pods and select the name of a pod

From the pod submenu, select New *[pod name]* Pod

Move and resize pods

In the menu bar, select Pods > Move And Resize Pods. A check mark appears next to the option when it is selected.

To move a pod, drag it by its title bar. To resize a pod, drag the lower-right corner.

Display a pod at maximum size

When you maximize a pod, it expands to fill the current browser window.

In the upper-right corner of the pod, click the menu icon , and select Maximize.

To restore the pod to its original size, click the menu icon again, and select Restore.

To expand the Share pod beyond the current browser window to the edge of the display, click the Full Screen button.

Organize pods

In the menu bar, select Pods > Manage Pods

Do one of the following:

- To delete pods, select them from the list, and click Delete
- To rename a pod, select it from the list, and click Rename
- To locate all unused pods, click Select Unused. Any unused pods are highlighted in the list on the left.
- Click Delete if you want to remove the unused pods. Click Done.



Record a Meeting

Record a Meeting

Choose Meeting > Record Meeting

In the Record Meeting dialog box, enter a name

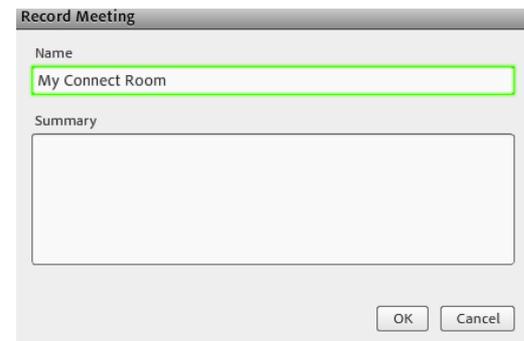
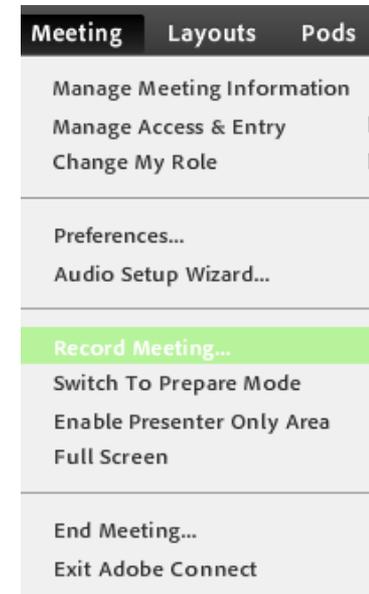
- A recording icon (red circle) appears in the menu bar to indicate that the meeting is being recorded.

Note: If a problem occurs during the recording, an error message appears in the upper-right corner of the window.

- You can try to reconnect to the conference audio, record the meeting without audio, or stop recording the meeting.

Stop recording a meeting

From the Meeting menu, deselect Record Meeting. The meeting recording is saved and is available for playback at any time.





Sharing Your Screen

Sharing your Screen

As a host or presenter in a meeting, you can share windows, applications, or your entire desktop. As a participant in a meeting, to share your screen, a host must give you permission or promote you to a presenter or host. When you share anything on your computer screen, actions you take in the shared region are visible to all participants in the meeting. Participants follow the progress of your cursor as you move it across your screen. Hosts can show their cursors without sharing their screens. Choose Meeting > Preferences, and select a Host Cursors option.

The region or regions that you share must be visible on your desktop to be visible in the Share pod to other participants. Overlapping windows on the desktop appear as a blue crosshatched pattern in the Share pod.

Share your screen (Host or Presenter)

Do one of the following to open a Share pod:

- Choose Layouts > Sharing.

- Choose Pods > Share > Add New Share.

Click the pop-up menu in the center of the Share pod, and select Share My Screen.

Note: If the Share Pod is empty, you are a participant and do not have permission to share.

Set [Screen sharing options](#).

Click the Share button at the bottom of the Start Screen Sharing window to begin sharing.

Share your screen (Participant)

Ask a host to select your name in the Attendees pod and click Request Screen Share.

An alert appears on your screen that says “Begin Sharing Desktop?” Click Start.

Set [Screen sharing options](#).

Click the Share button at the bottom of the Start Screen Sharing window to begin sharing.

Sharing your Screen Options

Screen sharing options

Desktop (or Secure Desktop Sharing)

Shares the contents of your desktop. If you have more than one monitor connected to your computer, a desktop appears for each monitor. Choose the desktop that you want to share.

The Secure Desktop Sharing option appears only if the account administrator has restricted the applications and processes that you can share. The Desktop option allows you to share authorized contents on your desktop.

Share control of your screen

While screen sharing, you can pass control of the shared desktop, window, or application to another host or presenter.

Start sharing your screen.

A host or presenter clicks Request Control on the Share pod title bar.

You see a request message in the upper-right corner of the meeting room window. Do one of the following:

- Click Accept to grant control of your screen.
- Click Decline to deny control of your screen.

Request control of a shared screen

Hosts and presenters can request control of the screen, but the request must be granted. Control cannot be taken without permission.

- Click the Request Control button on the Share pod title bar.

If the request is accepted, a message informs you that you have been granted control of the screen. The Request Control button becomes a Release Control button. You can now take control of the shared screen.

Release control of a shared screen

Click the Release Control button on the Share pod control strip (or in the notification window) to return control of the shared screen to the original Host or Presenter.

Change the view of a shared screen

If you're viewing a screen shared by another presenter, you can scale the screen to fit entirely within the Share pod, or zoom in for a clearer image.

In the upper-right corner of the Share pod, choose Change View, and then select either Scale To Fit or Zoom In.

Preview your shared screen

When sharing an application, window, or desktop on your computer, you can see a preview that shows what participants see in their Share pod.

In the upper-right corner of the Share pod, click the menu icon , and select Preview Screen.

Sharing your Screen

Sharing documents from the Content library has the following advantages over sharing your screen:

- Better and higher fidelity viewing experience for participants
- Lower bandwidth requirement for presenters and participants
- More navigation options with the Adobe Presenter sidebar
- Preloading and organizing documents in the meeting room
- Easier presentation when multiple presenters are involved

If you turn off sharing, change the content in a Share pod, or close the Share pod, the document is still part of the meeting room and can be displayed again. To edit a shared document, you must edit the source document and reload it into the meeting.

PDFs in Adobe Connect

In the Content library, PDFs are stored as PDF files. 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. Participants can download PDFs if hosts and presenters click the Sync button to turn off display synchronization.

PDF Portfolios and PDF files that are password protected cannot be converted into SWF files, preventing them from being shared in Connect. In addition, certain PDF features are not supported when sharing PDFs in Connect. In some cases objects within the PDF are either dropped, or only a simple image preview is displayed.

The following objects can be dropped in Connect:

- Comment text (only the sticky note icon is shown)
- Attachments
- Bookmarks
- Audio clips (only the play button icon is shown)
- The following objects retain a simple image preview (an image representing the object) in Connect:
 - Forms & 3D objects
- Multimedia objects (audio, video, and SWF files)

Sharing Documents

Share documents

As a host or presenter, you can share the following file types from the Content library or your computer:

PPT, PPTX, Adobe PDF, SWF, FLV, JPEG, and MP3

Note: You create presentations from PowerPoint presentations using Adobe Presenter. Adobe Connect does not support progressive-scan JPEG files

Do any of the following:

In an empty Share pod, click the pop-up menu in the center, and select Share Document. In the upper-right corner of the Share pod, click the menu icon , and choose Share > Document.

Select one of the following:

Whiteboards

Displays whiteboards created for the current meeting.

Uploaded Files

Displays content uploaded for the current meeting.

Click Browse My Computer to upload content for the current meeting. The document is added to the Uploaded Content folder for the meeting in Adobe Connect Central. An administrator can move the document to the Shared Content folder to make the document available for other meetings.

My Content

Displays content in your user folder in Connect Central.

Shared Content

Displays content in Connect Central that is available to all account holders with the appropriate permissions.

User Content

Displays content in other user folders in Connect Central. To view the content in another user's folder, you must have View permission from that user.



Default Layout

The screenshot displays the Adobe Meeting application interface. The top navigation bar includes the Adobe logo, menu items for Meeting, Layouts, Pods, and Audio, and a Help button. The main workspace is divided into three primary sections:

- Share:** A large central area with a grey textured background. It features a central icon representing screen sharing (a monitor, a mouse, and various document icons like PPT and PDF) and a "Share My Screen" button with a dropdown arrow.
- Video:** A panel on the right side containing a "Start My Webcam" button.
- Attendees (2):** A panel on the right side listing participants. It includes a "Hosts (1)" section with *Michelle Medina* and a "Participants (1)" section with *Guest*.
- Chat (Everyone):** A panel at the bottom right with a text input field and a send button.

The bottom status bar shows "Everyone" as the current view.

Example Layout 1

The screenshot displays the Adobe Meeting application interface. At the top, a dark navigation bar contains the Adobe logo, menu items for 'Meeting', 'Layouts', 'Pods', and 'Audio', and icons for audio, video, and user management. A 'Help' button is located in the top right corner. The main window area is titled 'Share' and features a large grey textured background with a central icon of a computer monitor, a musical note, and a stack of documents labeled 'PPT' and 'PDF'. Below this icon is a prominent 'Share My Screen' button with a dropdown arrow. On the right side, a sidebar contains several panels: 'Attendees (1)' with a list of participants including 'Michelle Medina'; 'Notes' with a text editor showing 'Bridge Line Information' and contact details: 'Number: 1-877-820-7831' and 'Pin: 742840#'; and 'Chat (Everyone)' with an empty text input field. At the bottom of the sidebar, a 'Everyone' label is visible.

Example Layout 2

The screenshot displays the Adobe meeting interface with the following components:

- Top Bar:** Adobe logo, Meeting, Layouts, Pods, Audio, and Help.
- Attendees (2):** A list showing Hosts (1) with Michelle Medina, Presenters (0), and Participants (1) with Guest.
- Chat (Everyone):** A large central area for text chat with a text input field at the bottom and a 'Everyone' label.
- Web Links:** A section titled 'e-Colorado' with a 'Browse To' search box.
- Files:** A table listing files with columns for Name and Size.

Name	Size
Job Application.doc	27 KB

Buttons for 'Upload File...' and 'Save To My Computer' are located below the table.
- Poll:** A section titled 'Do you plan on applying at our company?' with buttons for 'Prepare', 'View Votes', and 'Close'. It features three radio button options: 'Yes' (0%), 'No' (0%), and 'No Vote'. A 'Broadcast Results' checkbox is at the bottom.

Example Layout 3

The screenshot displays the Adobe Meeting interface with a dark blue header bar. The header contains the Adobe logo, navigation tabs for "Meeting", "Layouts", "Pods", and "Audio", and four control icons: a speaker (muted), a microphone (muted), a person icon, and a person icon with a plus sign. Below the header, the interface is split into two main panels. The left panel, titled "Attendees (2)", lists participants: "Hosts (1)" with "Michelle Medina", "Presenters (0)", and "Participants (1)" with "Guest". The right panel, titled "Chat (Everyone)", is currently empty. At the bottom of the chat panel, there is a text input field and a send button. A "Everyone" label is visible at the bottom left of the chat area.

Pre-Recorded Clips

- » <http://connect.e-colorado.org/p2f76ult3lt/>
- » <http://connect.e-colorado.org/p46amx2rmmx/>

Additional Help & Questions



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