

Ruth Stryker Training



CERTIFIED EXPERT
CERTIFIED INSTRUCTOR

Adobe Acrobat Connect Professional Meeting (2 days)

No prerequisite

Introducing Adobe Connect Enterprise Applications

Introducing Adobe Acrobat Connect Pro Meeting, Presenter, Training, and Events
Introducing Connect Pro Central

Creating a Meeting Room

Creating a Meeting Room
Sending Invitations
Navigating Within a Meeting Room

Managing a 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

The Viewing Experience

Maximizing Pods
Maximizing the Application Window
Using the Full Screen Option

Using a Whiteboard

Using a Whiteboard
Collaborating Using a Whiteboard
Using a Whiteboard Overlay

Using Screen Sharing

Introducing Screen Sharing

Sharing your Desktop
Sharing Multiple Applications or Windows
Pausing and Annotating a Snapshot
Granting Remote Control of Applications

Sharing Flash Content

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

Managing the Meetings Library

Understanding the Meeting Library
Viewing and Editing Meeting Information
Managing Associated Content
Viewing Meeting Reports

Customizing Pod Display

Resizing, Moving, Hiding, Showing, Deleting, Adding, and Renaming Pods
Making Pods Visible Only to Presenters

Customizing and Saving Layouts

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

Using Audio and Video

Using Audio and Video
Using Voice Over IP for Conversations
Broadcasting Presenter Video
Broadcasting Multiple Videos

Managing Chat and Questions

Sending Text Messages
Moderating Chat

Sharing Files, Polls, and Web Links

Sharing Files
Running a Poll
Opening Web Pages in Attendee Browsers
Sharing Text in a Note Pod

Recording Meetings

Recording Meetings
Locating Meeting Recordings
Editing Meeting Recordings
Downloading Meeting Recordings as FLV

Using Breakout Rooms

Setting Up Breakout Rooms
Managing Breakout Rooms
Starting and Ending Sessions

Administrating Connect Pro

Managing Account Settings, Users, Groups, Cost Centers, and Compliance Settings
Customizing All Meeting Rooms

Creating and Managing Adobe Acrobat Connect Pro Events

Creating a New Connect Event
Performing Pre-Event Tasks
Managing Connect Events
Performing Post-Event Tasks