



# Acrobat Connect Professional

Duration: 2days

**Course Synopsis:** In this instructor-led training, students will learn how to create and host an Adobe Acrobat Connect Professional 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 meetings; 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.

**Who Should Attend:** This course is for people who plan on creating and hosting Adobe Acrobat Connect Professional meetings. New features will be discussed and hands-on exercises will give the student the ability to see the many features of Acrobat Connect Professional in action.

**Prerequisites:** Because of the amount of material we cover in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up without slowing down the rest of the class.

## What You Will Learn:

- Managing Acrobat Connect Meetings
- Using Screen Sharing
- Customizing Pod Display
- Recording Acrobat Connect Meetings
- Sharing Presentations
- Sharing Flash Content
- Using Audio and Video
- Questions Files, Polls, and Web Links

**Time:** Class time is 9:00 a.m. - 4:00 p.m.

Breaks are scheduled throughout the day and lunch is typically scheduled 12-1. Students provide their own lunch.

**Course Materials:** Course materials are provided. Our goal is to make sure your class meets your objectives, not ours. Therefore, all of our outlines are treated as guides to help steer the workshop. We may change or alter course topics to best suit the classroom situation.

**Related Courses:** We recommend the following courses that relate to this class: Adobe Captivate and Adobe Acrobat 8 Professional. Please take a look at our other course outlines at our web site, <http://www.trainingobjectives.com>.

**Goals:** Training Objectives realizes the importance of education and we take pride in being able to offer you classes that are more custom fit to your needs. Call us at (503) 245-3387 if you have any special questions or e-mail us at [info@trainingobjectives.com](mailto:info@trainingobjectives.com).

# Lessons:

## LESSON 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

## LESSON 2

Creating an Adobe Acrobat Connect Pro Meeting Room  
Creating a Meeting Room  
Selecting Participants  
Sending Invitations  
Navigating Within a Meeting Room

## LESSON 3

Managing an Adobe Acrobat Connect Pro Meeting Room  
Controlling Access to a Meeting Room  
Managing Attendees  
Setting and Viewing Connection Properties

## LESSON 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

## LESSON 5

Customizing the Viewing Experience  
Maximizing Pods within the Acrobat Connect Pro Meeting 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

## LESSON 6

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

## LESSON 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

## LESSON 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

## LESSON 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

## LESSON 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

## LESSON 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

## LESSON 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