



An introduction to Adobe Acrobat Connect

This manual describes how you can use Adobe Acrobat Connect and how you can use it together with a headset and a web camera.

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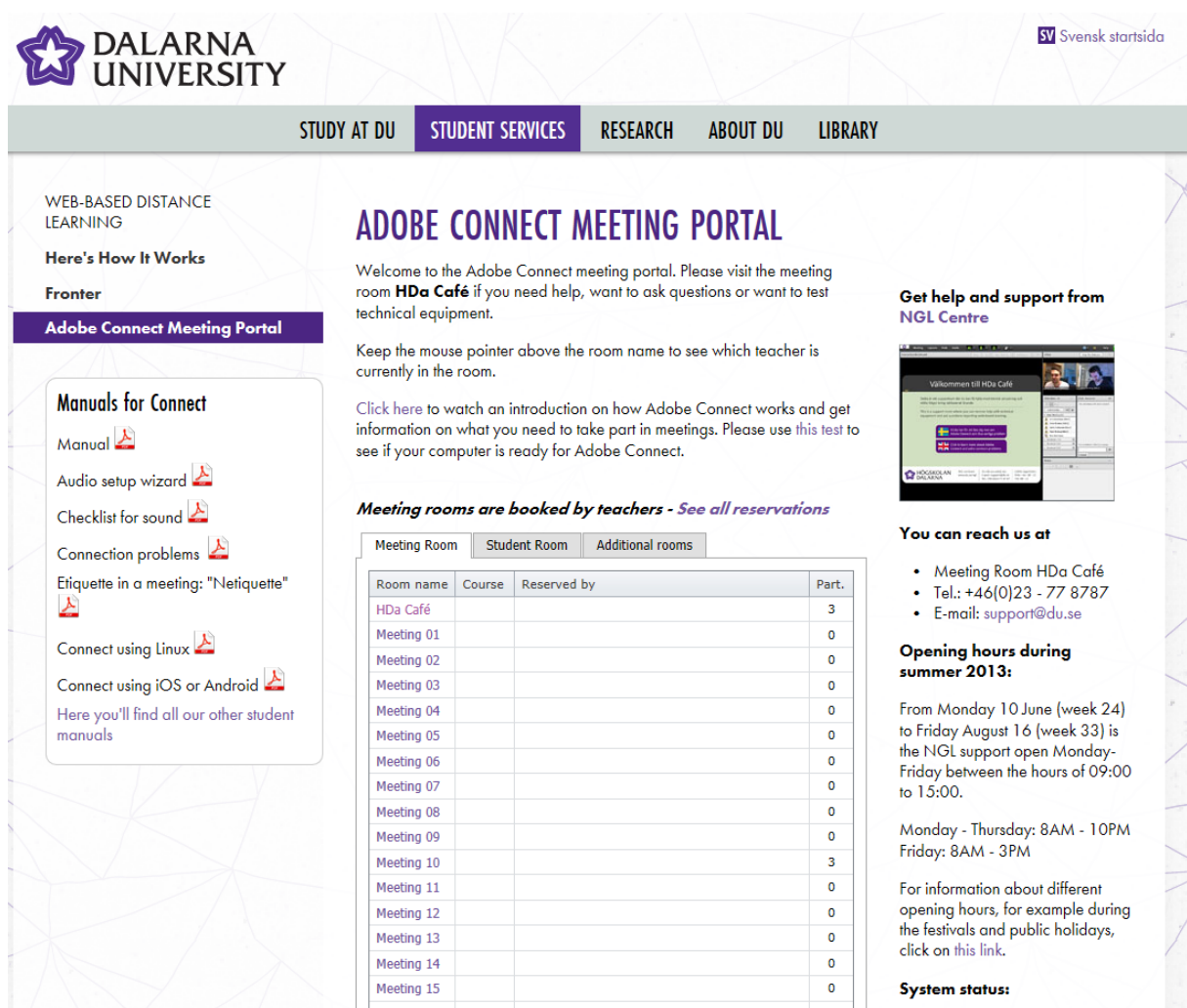
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How do I start a meeting in Adobe Connect Pro?



Go to the web page <http://meeting.du.se> to get to the Connect portal at Dalarna University.



The screenshot shows the Adobe Connect Meeting Portal website. At the top, there is a navigation bar with links for STUDY AT DU, STUDENT SERVICES, RESEARCH, ABOUT DU, and LIBRARY. The main content area is titled "ADOBE CONNECT MEETING PORTAL" and includes a welcome message, instructions on how to use the portal, and a list of meeting rooms. A sidebar on the left contains links to manuals and setup guides. A sidebar on the right provides contact information for the NGL Centre and opening hours for summer 2013.

Manuals for Connect

- Manual
- Audio setup wizard
- Checklist for sound
- Connection problems
- Etiquette in a meeting: "Netiquette"
- Connect using Linux
- Connect using iOS or Android
- Here you'll find all our other student manuals

Meeting rooms are booked by teachers - See all reservations

Room name	Course	Reserved by	Part.
HDA Café			3
Meeting 01			0
Meeting 02			0
Meeting 03			0
Meeting 04			0
Meeting 05			0
Meeting 06			0
Meeting 07			0
Meeting 08			0
Meeting 09			0
Meeting 10			3
Meeting 11			0
Meeting 12			0
Meeting 13			0
Meeting 14			0
Meeting 15			0
Meeting 16			0

Get help and support from NGL Centre

You can reach us at

- Meeting Room HDA Café
- Tel.: +46(0)23 - 77 8787
- E-mail: support@du.se

Opening hours during summer 2013:

From Monday 10 June (week 24) to Friday August 16 (week 33) is the NGL support open Monday-Friday between the hours of 09:00 to 15:00.

Monday - Thursday: 8AM - 10PM
Friday: 8AM - 3PM

For information about different opening hours, for example during the festivals and public holidays, click on this link.

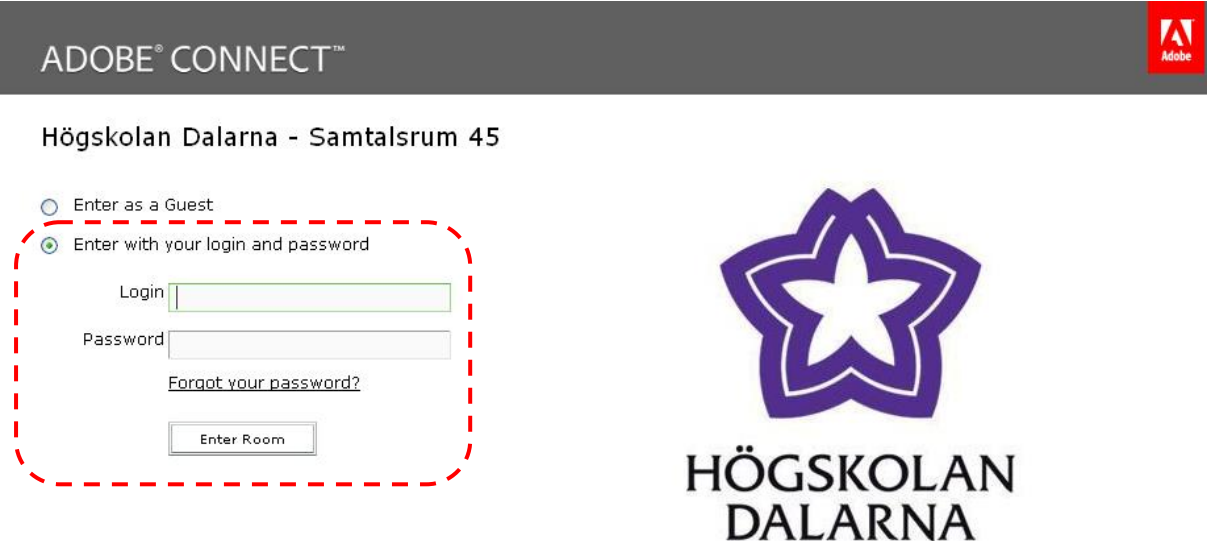
System status:

To participate in a meeting, you normally do not need to install any software but you need Adobe Flash Player. This particular program is normally already installed in all computers

Would you still be missing it, a link to the program can be found at the bottom of the page.

Use it to download the latest version of Adobe Flash Player.

To participate in a meeting, just click on the link for the meeting room that you want to connect to. A logon box will appear. Choose **"Enter with your login and password"** and enter your username and password and then click on **"Enter Room"**.



You will then enter the meeting room



Advice! Install the add-in at the bottom of the page. It allows you to upload documents, share your screen and more. Select your operating system and then click **"Install Adobe Connect ..."**.

- The Adobe Flash Player software. Install using [this link](#).
- To get more advanced features in Adobe Connect, such as screen sharing, you will need the Adobe Connect add-in. The add-in also fixes certain audio problems for some users.

[Install Adobe Connect add-in for Windows](#)

[Install Adobe Connect add-in for Macintosh](#)



What does a meeting room look like?



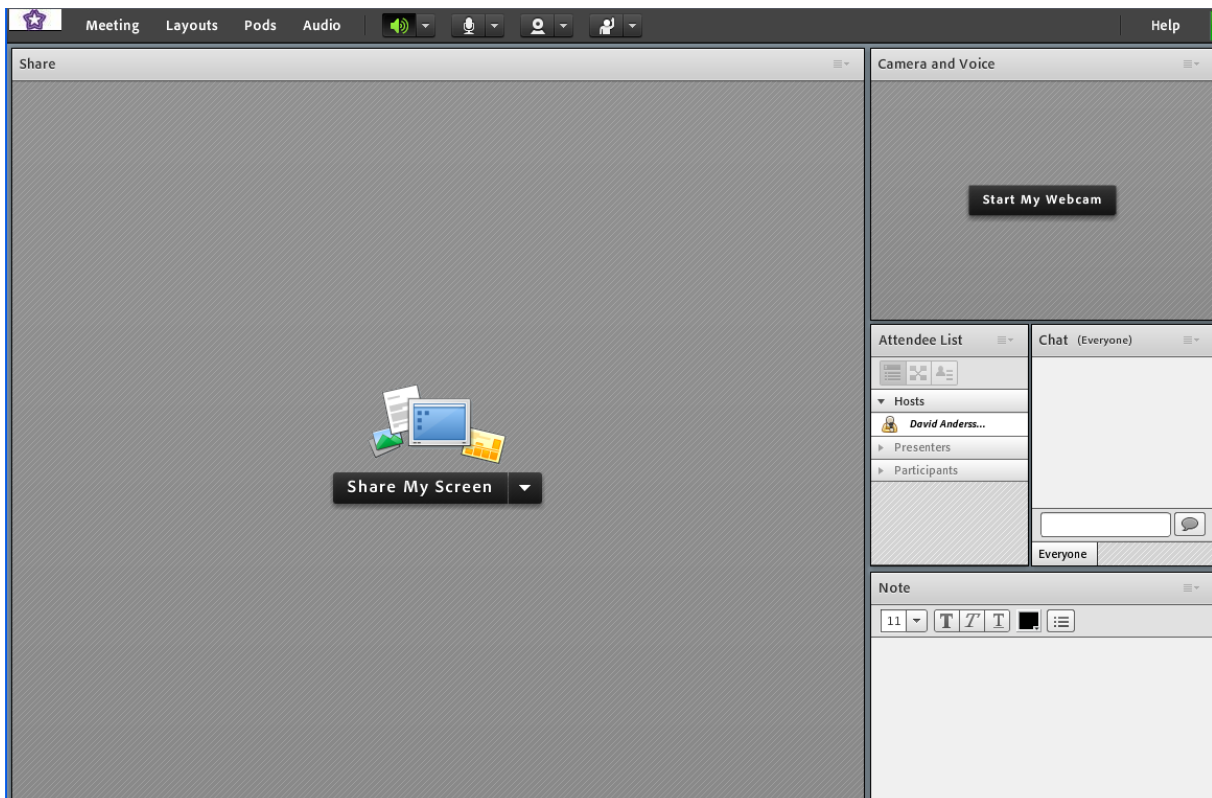
A meeting room is by default made up of five squares or the program itself calls it, "pods".

Top right, we have the camera and video pod. This is the place where the participants who have their webcam on appear.

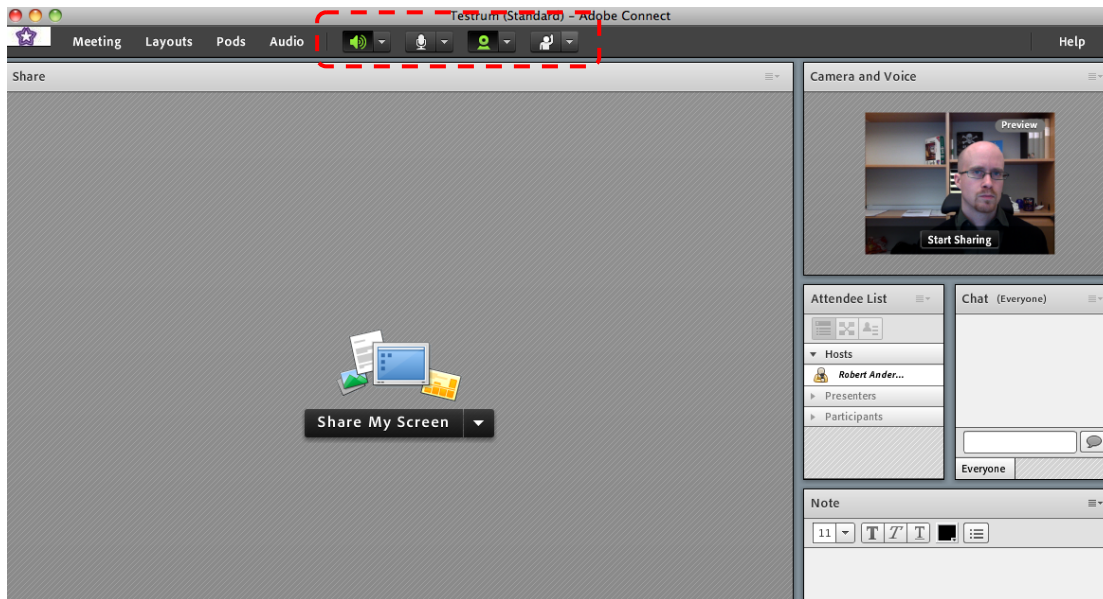
Below it we find the attendee list and the chat pod. You are chatting with all participants that are currently in the room.


At the bottom right is the pod **"Note"** . Here you can enter text, notes and so on.

In the big pod to the left, **"Share"**, you can share your computer screen, various documents and an interactive whiteboard.




Camera and sound is divided in a central location at the top center.



Click on the speaker icon  to mute the speakers. Use the speaker icon menu (the arrow just to the right of the speaker) to turn off the call audio and adjust volume.

Click on the microphone icon  to start your microphone.

Click on the webcam icon  to start your webcam. You will first see a preview of your image and if you want to show the image to everyone in the meeting, click on **"Start Sharing"** in the camera pod.

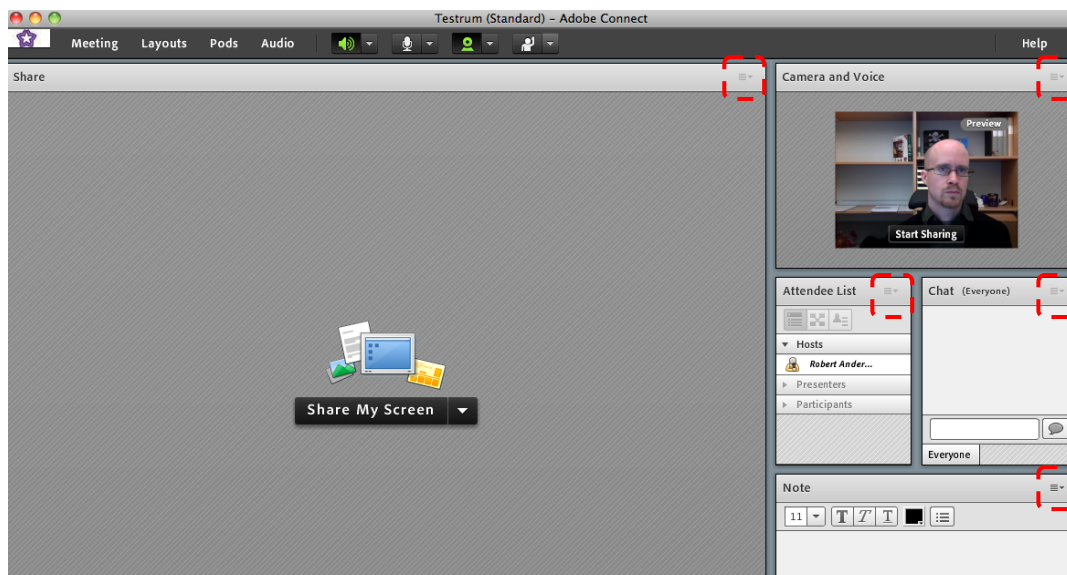
First time in a meeting when you either click the microphone icon or the webcam icon the following screen will appear, click on **"Allow"**, otherwise, your equipment will not work in the meeting.



Click on the menu icon for **"Raise Hand"**  to access the various status options.



"Pod options" are on the top right of each pod. This is the place to adjust settings for the current pod. You will access various of settings in the room, depending on your authorization.

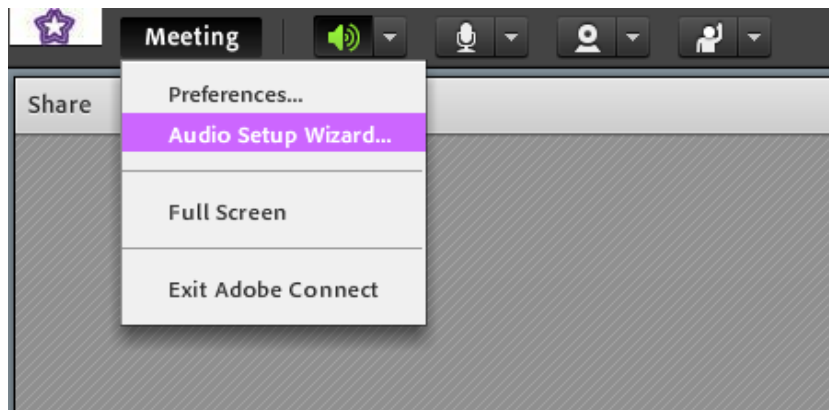




If my sound doesn't work, what should I do?



If the sound does not work or if the other meeting participants experience that your sound is bad, use the audio setup wizard. You find it under **"Meeting"** -> **"Audio Setup Wizard"**. For information on how to use it, see the separate manual about the audio setup wizard.





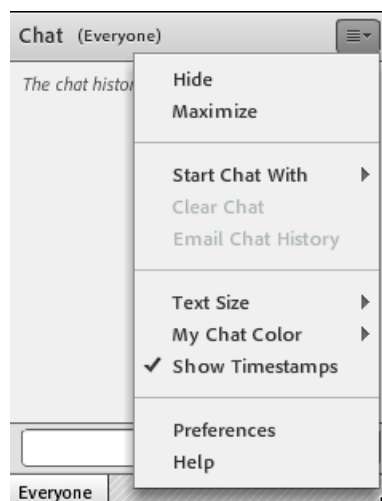
How does the chat and note pod work?



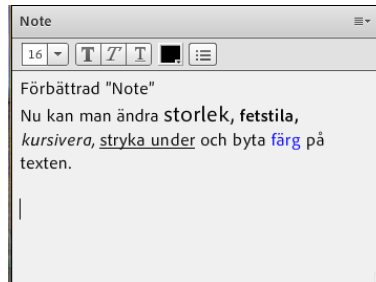
To the right you will find a chat pod. You simply write to the other participants by clicking in the text field, write your text and then press the "**Enter Button**".



If you change the text size it will only affect yourself and not the others in the room. You can also choose the color of the text, therefore, different users may have different colors.



In **“Note”** you can change the texts appearance: size, bold, italics, underline and change the color of the text. It is possible to email yourself the text in **“Note”** and also save it as a .rtf document. This type of file can be opened by any text editor such as Word and more and the formatting will be still there.

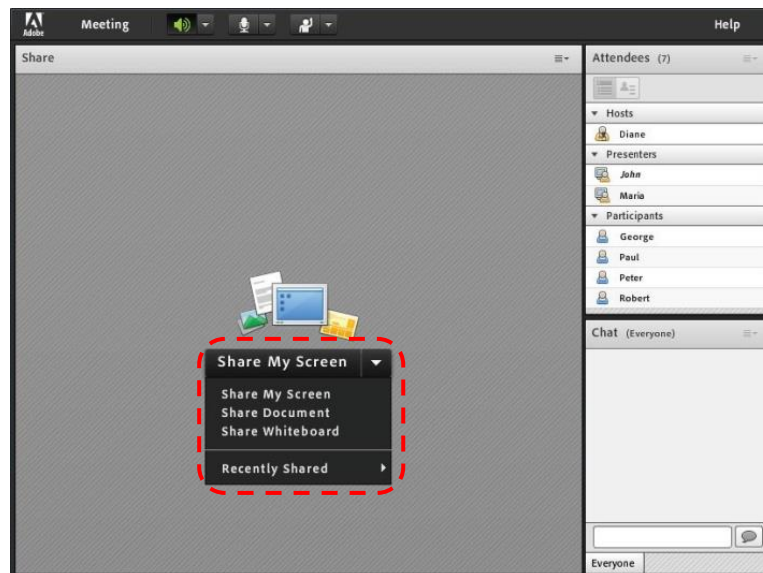




How do I share documents, my computer screen or the Whiteboard?

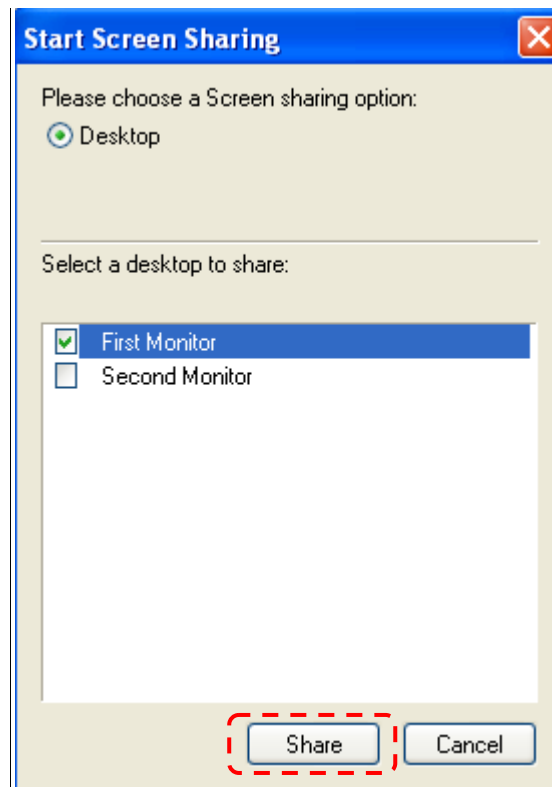


This is done in the big pod, the **"Share"**. In the middle of **"Shar"** it says **"Share My Screen"** (share your computer screen) and if you want to share documents or a whiteboard, you must click on the arrow to the right of **"Share My Screen"** and then choose what you want to share.



To be able to share things, the add-in has to be installed. If it's not, the program will tell you that you need to install it. Follow the instructions and it will install automatically. You can also install this add-in at <http://meeting.du.se> You only need to install this add-in once.

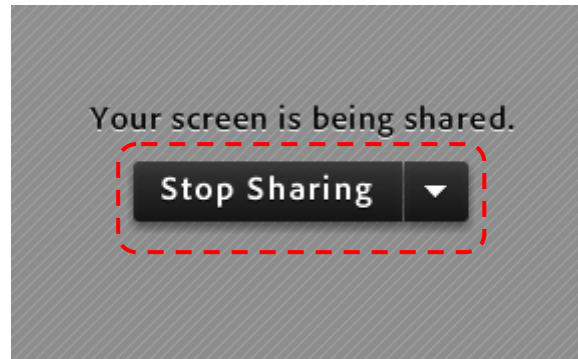
When you press on **"Share My Screen"** this box will be shown. You will show your entire desktop, if you have multiple computer screens connected to your computer, you also get to choose which one you want to share.



Your meeting window will be minimized and you will get a new icon on the bottom right that shows that you sharing your desktop.



You can either stop your screen sharing by right clicking on the icon and select "**Stop Screen Sharing**" or go back to the meeting room and click on "**Stop Sharing**".

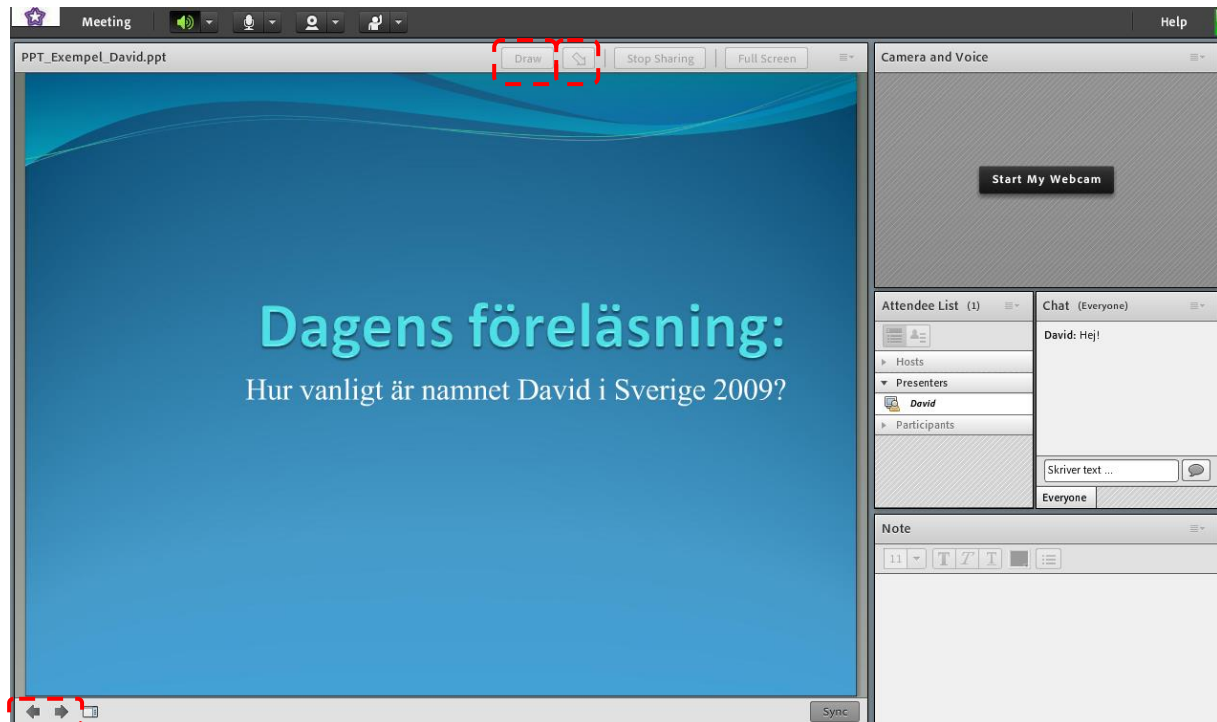


It is possible to upload these types of files in Connect:

- Image Files (JPG, PNG)
- Flash Movie Files (SWF)
- PowerPoint Files (PPT, PPTX)
- PDF Files (PDF)
- Flash Video Files (FLV)
- MP3 Audio Files (MP3)
- Zip Files (ZIP) (Note that there must be a format in the zip file which it supported)

One change is that if you upload a sound clip or a movie, all participants themselves can control the volume of the clip directly in the pod.

Should you for example share a PowerPoint presentation, instead of "**Share My Screen**", you need to click on the arrow to the right of "**Share My Screen**" and then on "**Share Documents**". Then you click on "**Browse My Computer**" and you will then be able to browse your computer and select the file types supported by the program. If we choose a PowerPoint presentation, it will look like below.



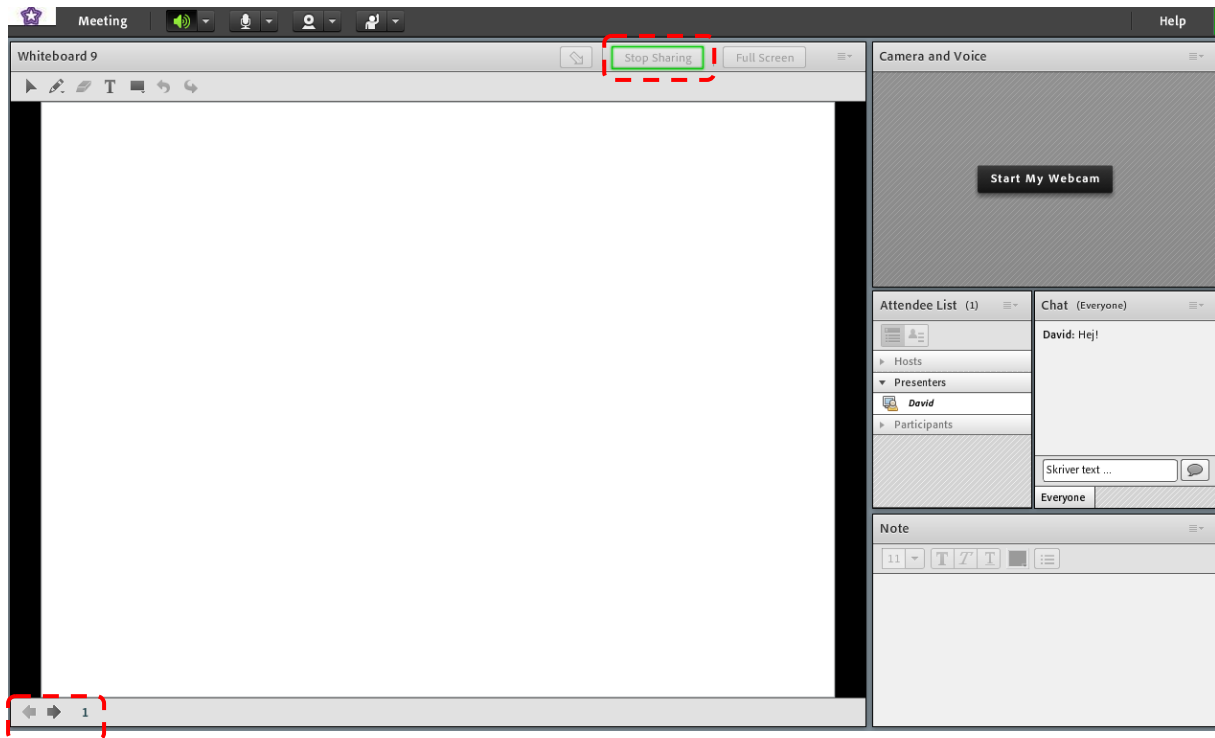
You flip through your pages and animations with arrows at the bottom left (you can also use the keyboard arrow keys as well) and press the button just to the right of the arrows you'll see a table of contents.

If you want, you have the opportunity to draw in your Power Point presentation, click on **"Draw"** at the top right and you will get a tool palette at the top left corner. The button with an arrow at the top right, allows you to point in your presentation.

Once you have shown your PowerPoint presentation, click on **"Stop Sharing"** at the top right and you will get back to the original position. Your PowerPoint presentation will now remain under the **"Recently Shared"** which is under the arrow just to the right of **"Share My Screen"** and you can quickly get them back up again.

If we click on **"Share Whiteboard"** which is the arrow that is just to the right of **"Share My Screen"**, there is an interactive whiteboard. You can draw and write on it and all participants will see it while you write or draw. In the upper left corner is the tool palette. At the bottom

left, you can also create new whiteboard pages by clicking on the arrows. To return to the original position, press **"Stop Sharing"**.



NGL Centre

This manual has been developed by the NGL Centre at Dalarna University.

Please email us if you find it to have mistakes: support@du.se.

If you would like to read other such manuals, please go to:

<http://www.du.se/teachermanuals> (teachers)

<http://du.se/manuals> (students)

If you would like to learn more about the NGL Centre, please go to: www.du.se/nglc.