



An introduction to Adobe Acrobat Connect Pro

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

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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.

meeting.du.se

Welcome to meeting.du.se. *Click on the name of the room you want to connect to.*

If you can not connect to the rooms, [click here](#) and try again.

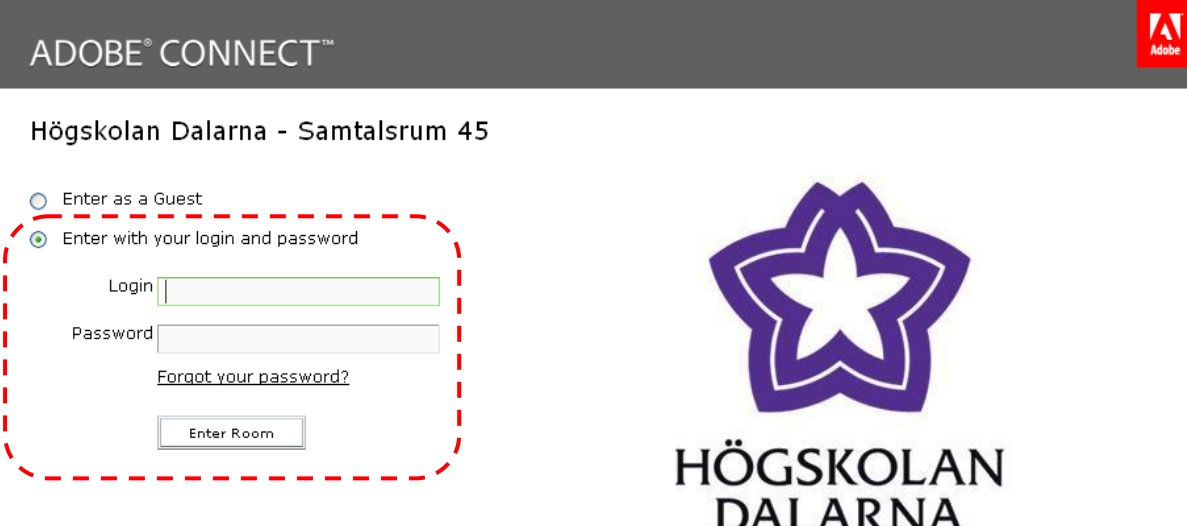
If you want to see which teacher is in the room, hold your mouse over the name of the room. Do you also want to see which students are in the room, then you have to log in to "My pages" first.

Room name	Course	Reserved by	Part.
HDa Café			1
Meeting Room 01			8
Meeting Room 02			0
Meeting Room 03			0
Meeting Room 04			0
Meeting Room 05			0
Meeting Room 06			11
Meeting Room 07			5

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

Would you still be missing this, the program can be found at the bottom of the page with a link where you can 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



One tip is to 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 ..."**.

Installing Adobe Flash

If you do not have Adobe Flash installed or have an older version then click [here](#).

Installing Adobe Connect Add-in

If you want to share your screen view and upload files you need an add-in. This can be installed from within the meeting room or from the following links. This will just take a few seconds and only needs to be done once.

[Install for Windows](#)

[Install for Macintosh](#)



What does a meeting room look like?



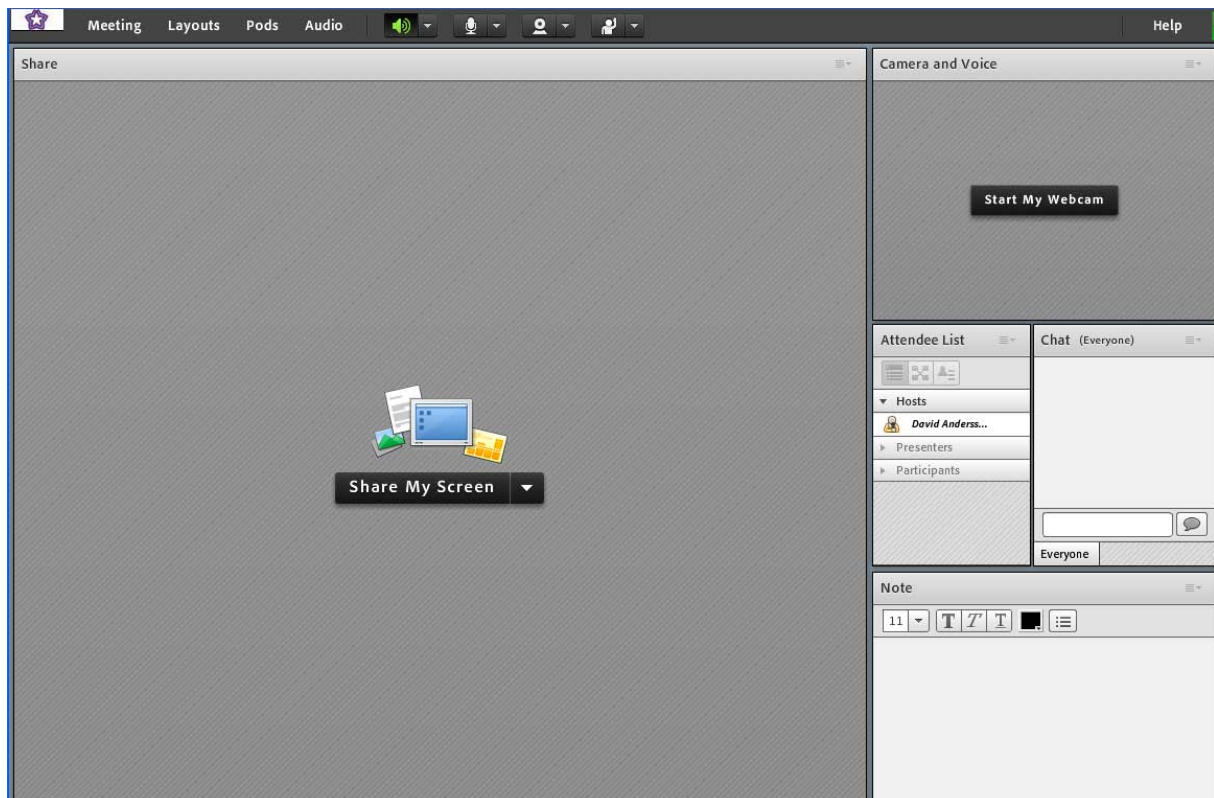
A meeting room is by default made up of five squares or the program itself calls it, "pods".

Top right, we have the camera and video pod. Here will the participants who have their webcam on appear.

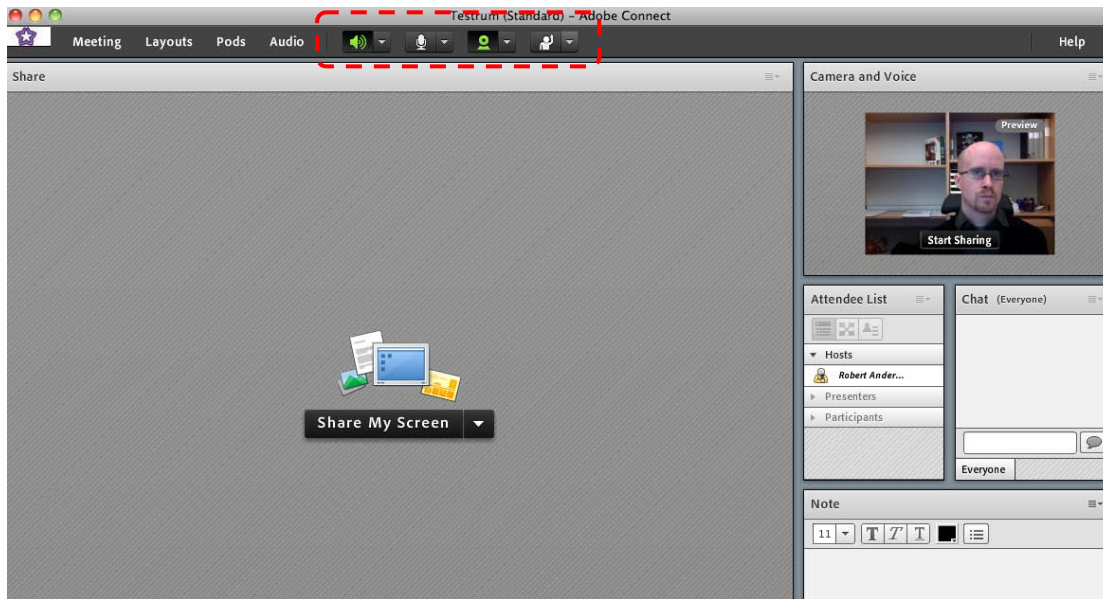
Below it we find the attendee list and the chat pod. You are chatting with all participants that are currently in the room.


At the bottom right is the pod **"Note"** where 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.

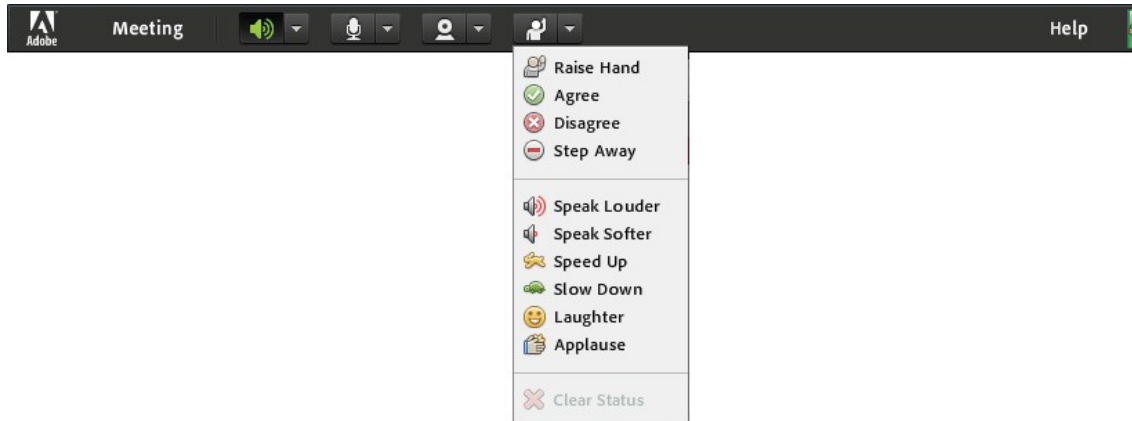
Click on the microphone icon  to start your microphone.

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.

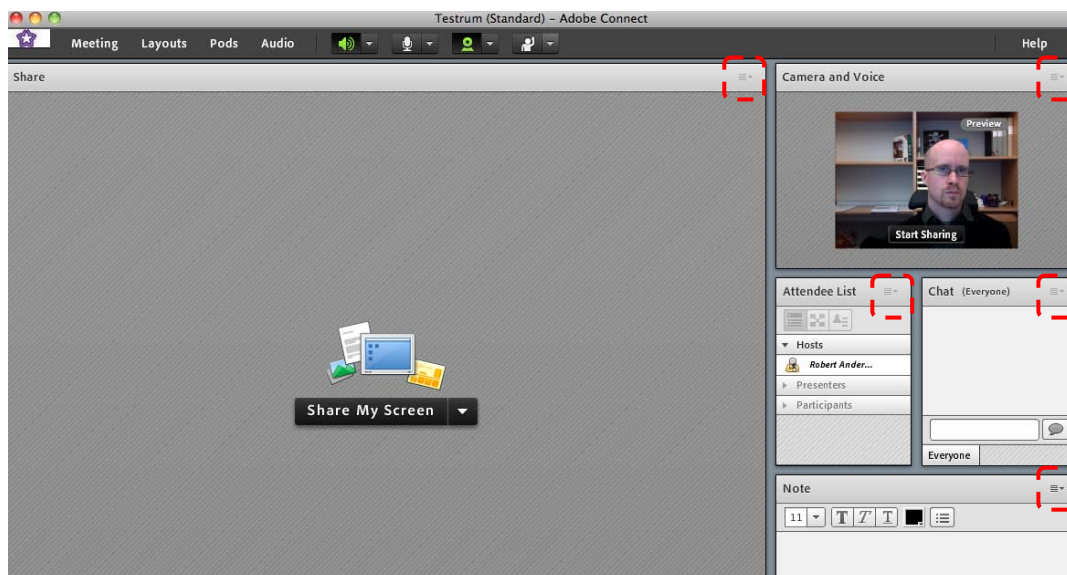
First time in a meeting when you either click the microphone icon or the webcam icon the following screen will appear, click on **"Allow"**, otherwise, your equipment will not work in the meeting.



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



"Pod options" are on the top right of each pod. Here you can adjust settings for just that current pod. How much settings you see depends on the authorization you have in the room. In earlier versions of Connect, there were more options under **"Pod options"**. They have now moved and a lot of them can be found in **"Preferences"** in the menu **"Meeting"**.

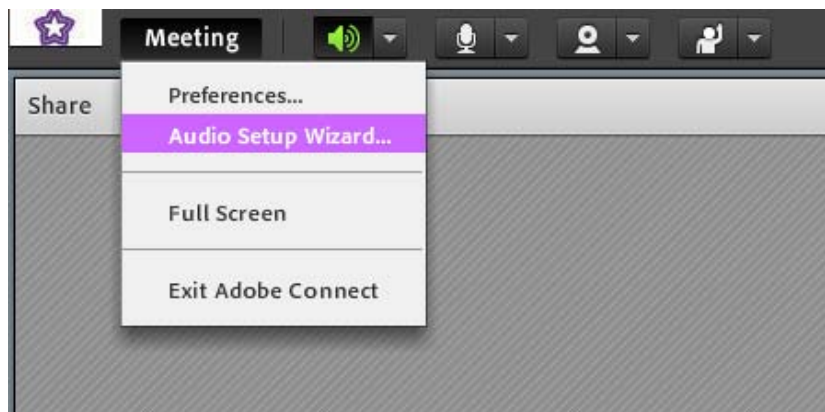




If my sound doesn't work, what should I do?



If the sound does not work or if the other meeting participants experience that your sound is bad, then you should go through the audio setup wizard. It's always good to go through the audio setup wizard to get the best sound. You find it under **"Meeting"** -> **"Audio Setup Wizard"**. For information on how you go through it, see the separate manual about the audio setup wizard.





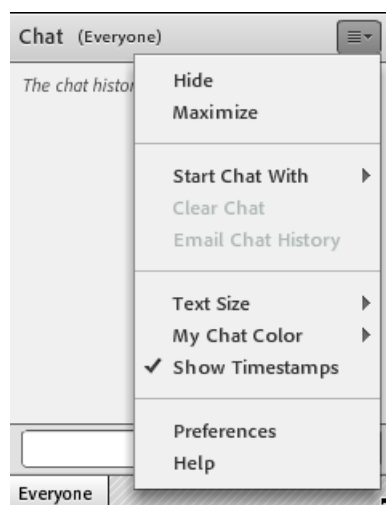
How does the chat and note pod work?



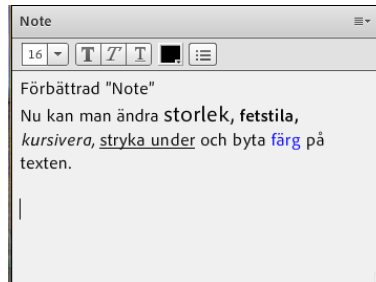
To the right you will find a chat pod. You simply write to the other participants by clicking in the text field, write your text and then press the **"Enter Button"**.



The chat is also changed so now when 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 now change the texts appearance: size, bold, italics, underline and change the color of the text. As before, you can email yourself the text in **“Note”** and now you can also save it as a .rtf document. This type of file can be opened by any text editor such as Word and more. Then the formatting will be there.

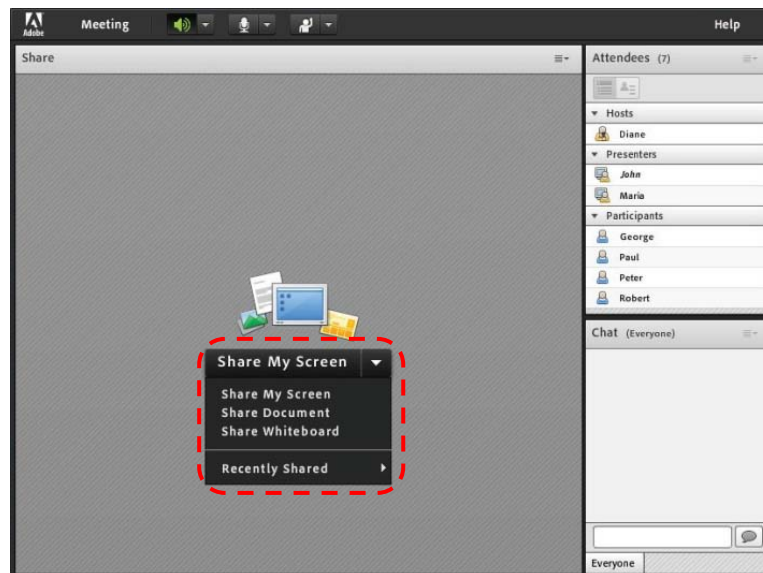




How do I share documents, my computer screen or the Whiteboard?

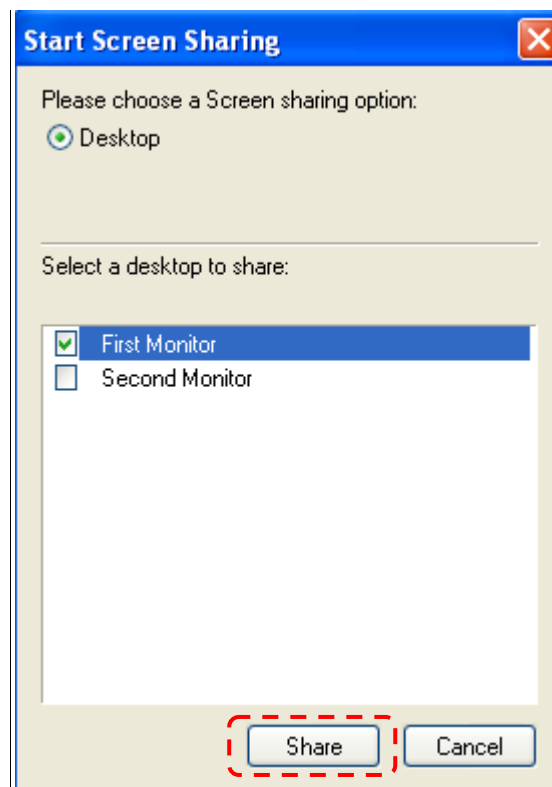


This is done in the big pod, the **"Share"**. In the middle of **"Shar"** it says **"Share My Screen"** (share your computer screen) and if you want to share documents or a whiteboard, you must click on the arrow to the right of **"Share My Screen"** and then choose what you want to share.



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.

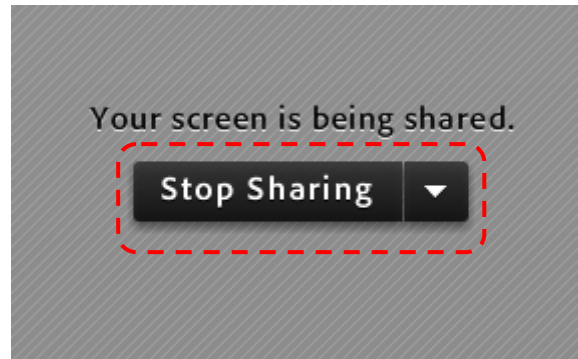
When you press on **"Share My Screen"** this box will be shown. You will show your entire desktop, if you have multiple computer screens connected to your computer, you also get to choose which one you want to share.



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**".

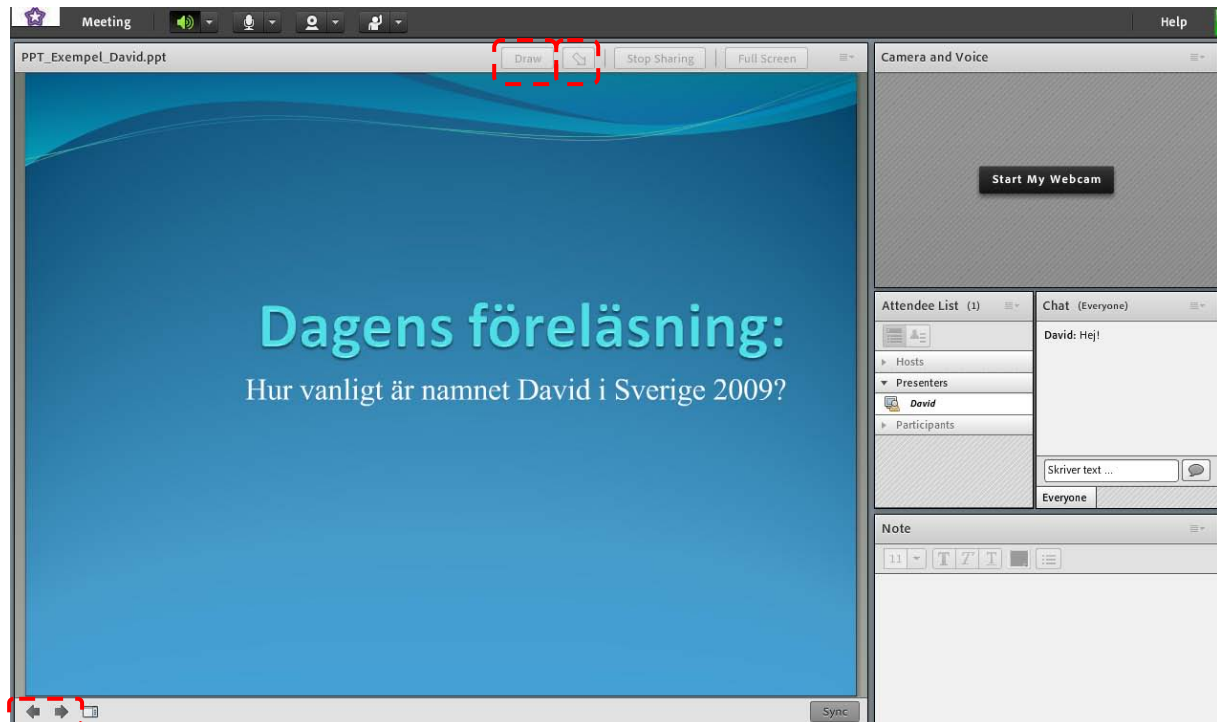


You can upload these types of files in Connect:

- 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.



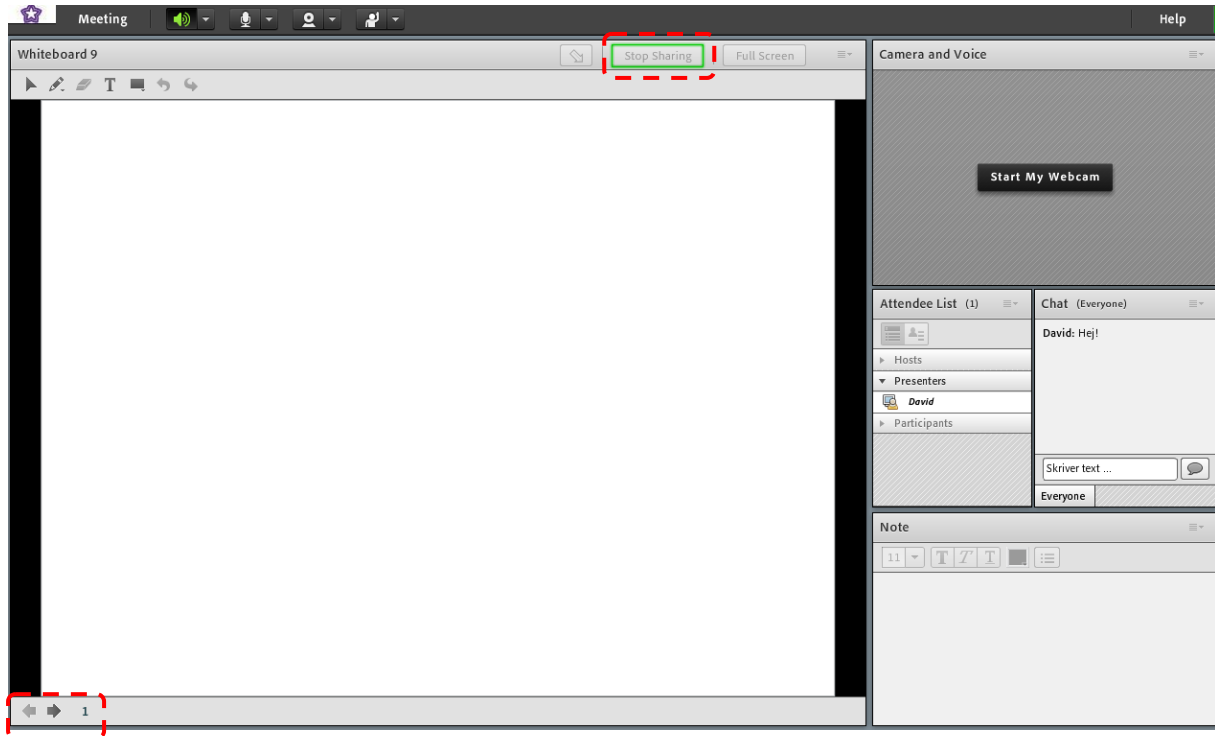
You flip through your pages and animations with arrows at the bottom left (you can use the keyboard arrow keys as well) and press the button just to the right of the arrows you'll see a table of contents.

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"**.



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