



Insert documents in Connect with "FlashPaper"

This manual describes how you can insert documents in Connect with the help of "FlashPaper". FlashPaper allow you to share most kinds of documents by converting them to flash.

Created: 2009-05-27

Version: 1.1



How can I upload documents with .doc, .docx, .odt, .pdf, .xls and more on the share pod in Connect?

.doc and .docx are the most common file types from Microsoft Word.

.odt is the most common file type from OpenOffice.org

.xls and .xlsx are the most common file types from Microsoft Excel.



Several file types can be open directly in Connect. Those who can't needs to be converted into flash format (.swf). This guide will show you the installation of the program, the converting and finally the opening of document in Connect.



For now, this program is only available for Microsoft Windows. There are other programs that does almost the same thing but we can't give support on those programs.

Start at samtal.du.se.

Click on **“Download”** under **“Adobe Flash Paper”**.



The screenshot shows the meeting.du.se website. On the left is a navigation menu with options like 'Home', 'About', and 'Help'. The main content area displays a list of meeting rooms with columns for Room name, Room ID, Roomed by, and Place. Below the list are sections for 'Installing Adobe Flash', 'Installing Adobe Connect Add-in', and 'Adobe Flash Paper'. The 'Adobe Flash Paper' section is highlighted with a red dashed box and contains the text: 'Adobe Flash Paper lets you share any type of document in meetings by converting it into a Flash (SWF) file format. (Only for Windows)'. Below this is a link to 'Install for Windows'.

Room name	Room	Roomed by	Place
ITCa Cafe			4
Meeting Room 01	011044		3
Meeting Room 02	011035		4
Meeting Room 03			0
Meeting Room 04			0
Meeting Room 05	011033		0
Meeting Room 06	011034		7
Meeting Room 07			0
Meeting Room 08			0
Meeting Room 09			0
Meeting Room 10	011012		0
Meeting Room 11	011030		14
Meeting Room 12			0
Meeting Room 13			0
Meeting Room 14	011027		0
Meeting Room 15			14
Meeting Room 16			0
Meeting Room 17			0
Meeting Room 18	011036		1
Meeting Room 19	011012		0
Meeting Room 20			0
Meeting Room 21			0
Meeting Room 22	011013		14
Meeting Room 23	011030		0
Meeting Room 24	011029		0
Meeting Room 25	011019		0
Meeting Room 26			0
Meeting Room 27			0
Meeting Room 28	011034		4
Meeting Room 29			0
Meeting Room 30	012002		0
Meeting Room 31			0
Meeting Room 32			0
Meeting Room 33			0
Meeting Room 34			0
Meeting Room 35			0
Meeting Room 36	011012		1
Meeting Room 37			0
Meeting Room 38	011039		5
Meeting Room 39			0
Meeting Room 40			0

Currently 222 persons are using Connect

Installing Adobe Flash
If you do not have Adobe Flash included 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 link. This will just take a few seconds and only needs to be done once.
Install for Windows

Adobe Flash Paper
Adobe Flash Paper lets you share any type of document in meetings by converting it into a Flash (SWF) file format. (Only for Windows)
Install for Windows

Convert
Would you like to play a movie in Connect and it has wrong format, you can use the page to convert your movies to the right format (.FLV)
<http://www.convert.com/>
With the tool you can also download movies from YouTube.

Type in your user name and password. Click on **"Login"**.

Note: You may already be logged in and can skip this step.

Adobe® Acrobat® Connect™ Pro

Login:

h09abcde

Password:

••••••••

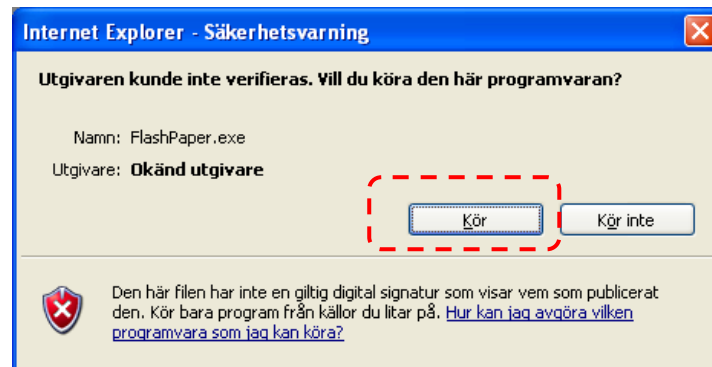
[Forgot your password?](#)

Login

Click on **"Kör"** (run) or choose **"Spara"** (save) so you can run it later.

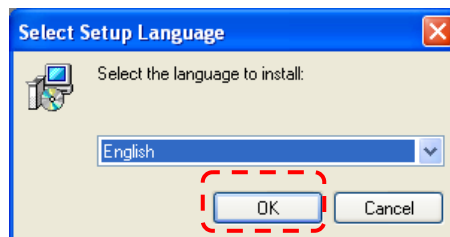


Klicka on **"Kör"** (run) again.



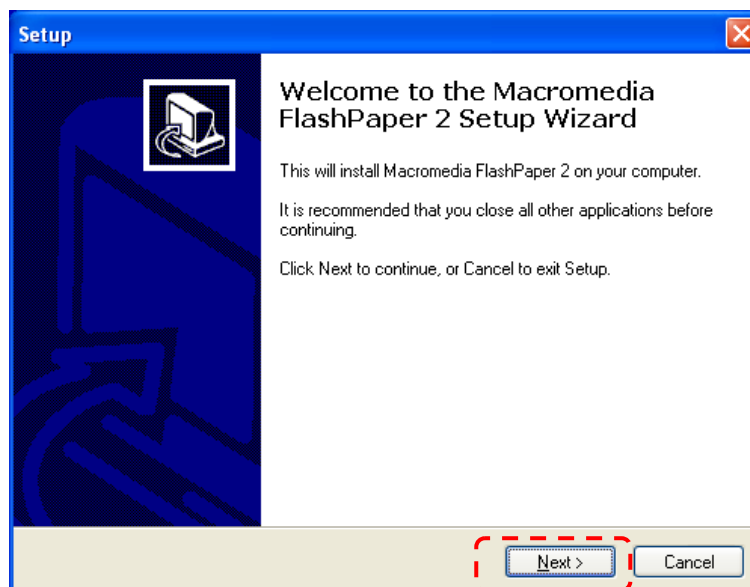
Choose language. As a suggestion, choose **"English"**.

Click on **"OK"**.

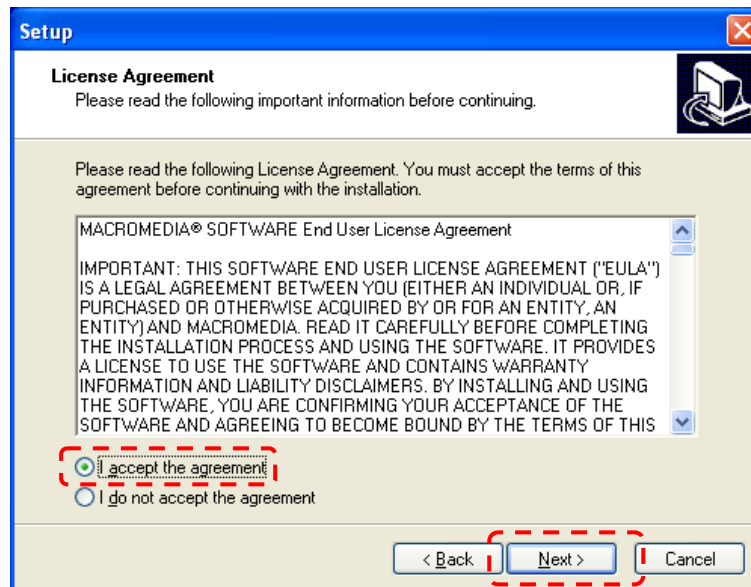


The installation program starts.

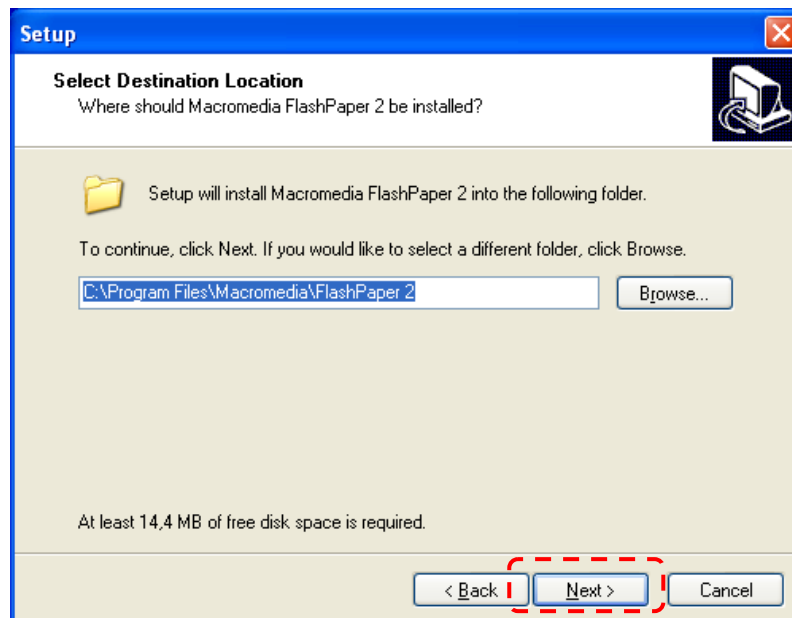
Click on **"Next >"**.



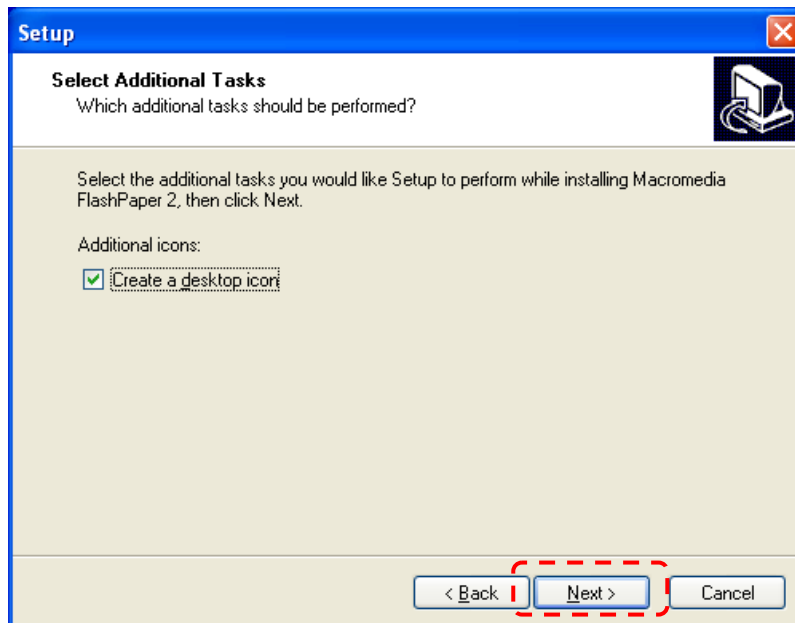
Read the license agreement. Accept it by clicking in **"I accept this agreement"** and then on **"Next >"**.



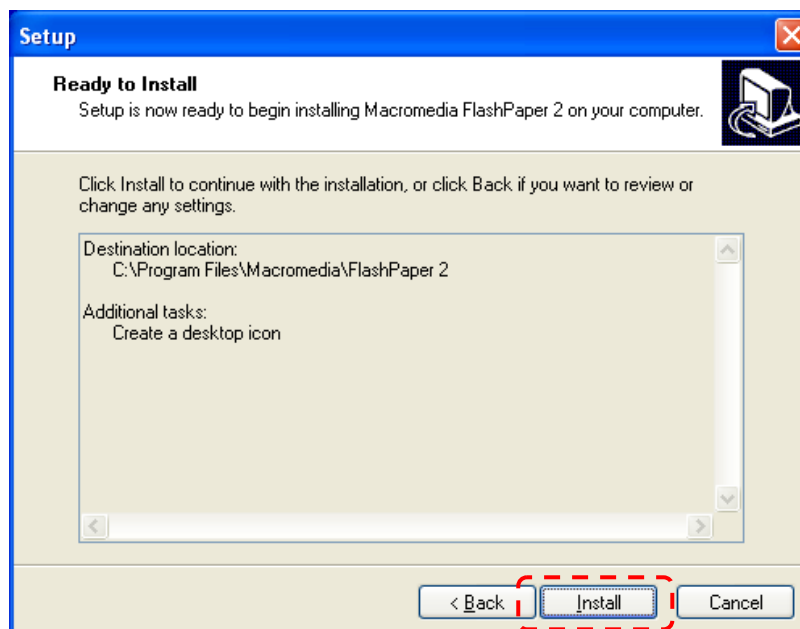
Choose where you want to install the program. Then, click on **"Next >"**.



Choose if you want an icon on your desktop. It's recommended. Click on **"Next >"**.

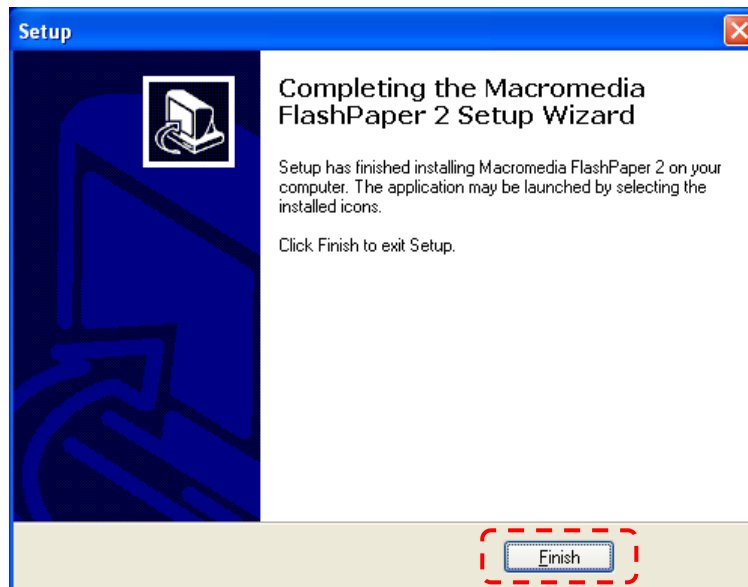


Click on **"Install"**.

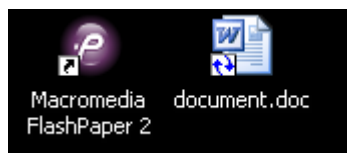


Now a black small box can appear but it will disappear in a short while (10-15 seconds).

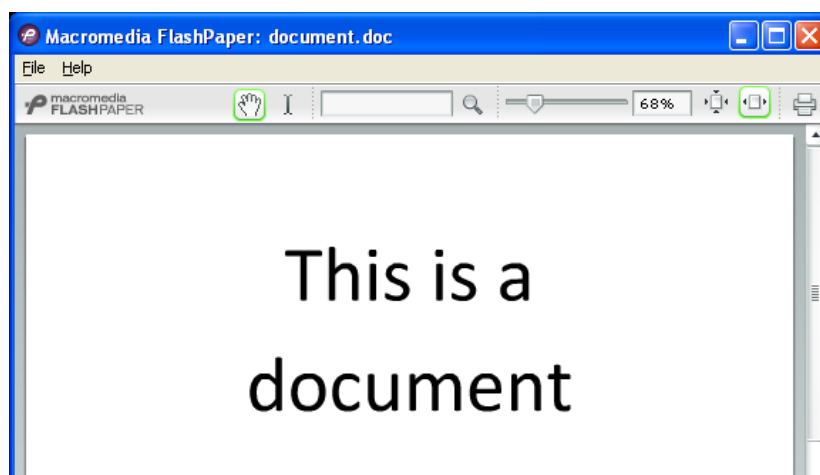
Click on **"Finish"**.



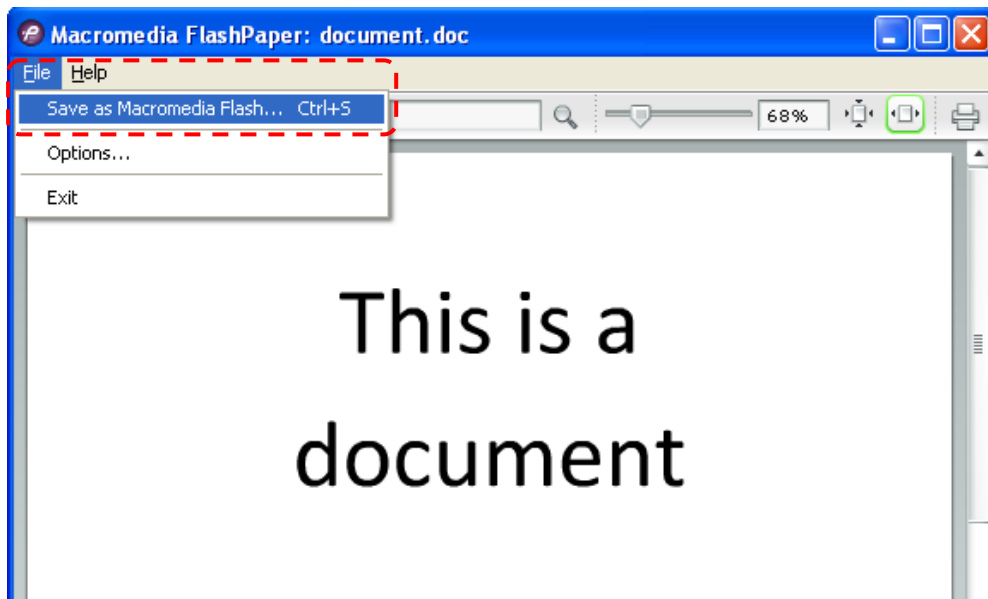
The icon "Macromedia FlashPaper 2" is now available on the desktop. Mark your document and drag/move it with the left mouse button to the icon so it will turn blue, then release the left mouse button. You can also start the program and you will get a white box where you can drag and drop your documents.



The program starts and you can see your document.

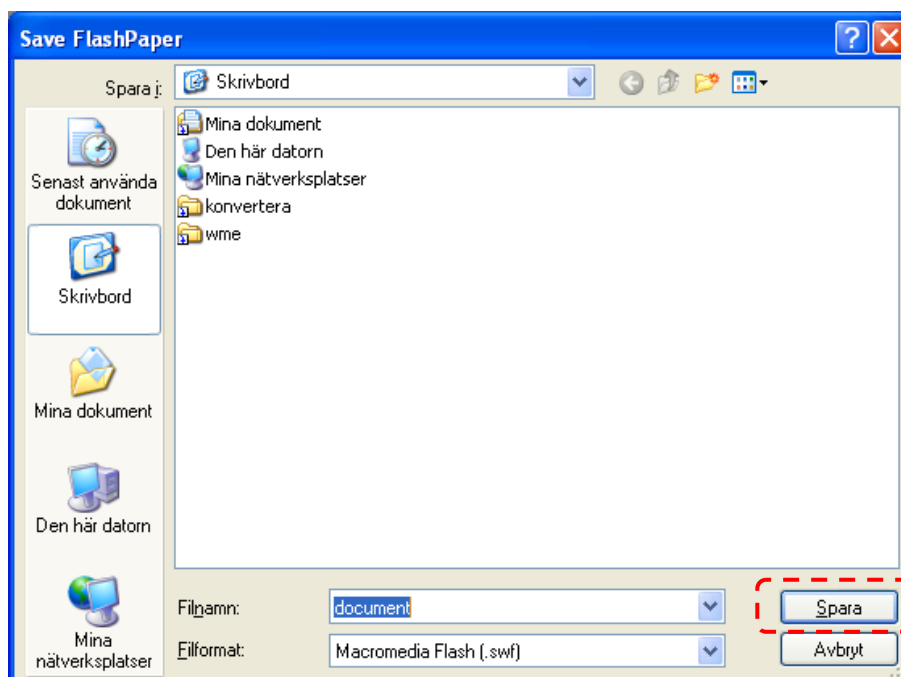


Choose **"Save as Macromedia Flash..."** which you find under **"File"**.

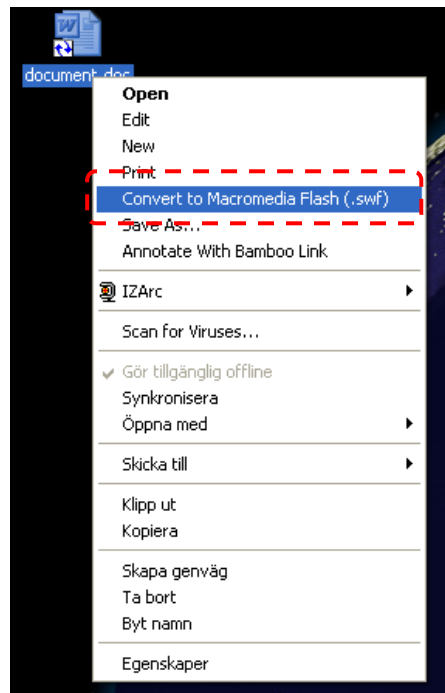


Choose where you want to save the document and give it a name.

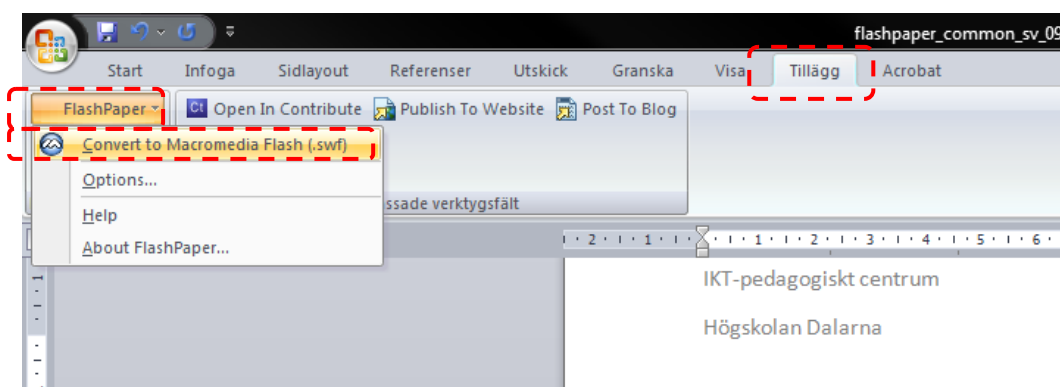
Click on **"Spara"**.



You can also right click on the document that you want to convert, you will then find a text **“Convert to Macromedia Flash (.swf)”**. If you choose this, the same procedure as shown previously in the document will take place. FlashPaper will start and you get an opportunity to save your document.

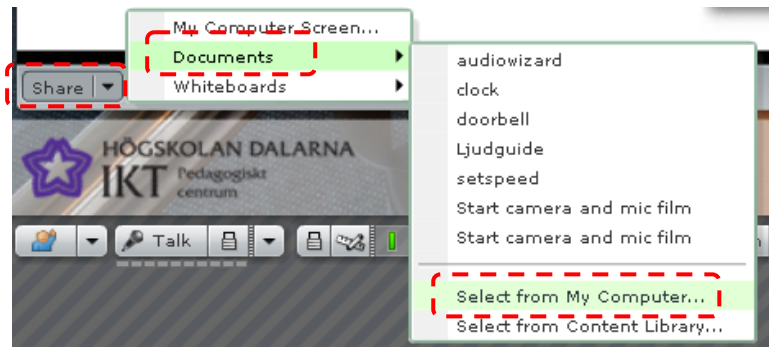


Except these two options, FlashPaper is available as an add-in in the Office package so if you want to convert for example a word document you can choose it (in Office 2007) under Add-in and then under FlashPaper.



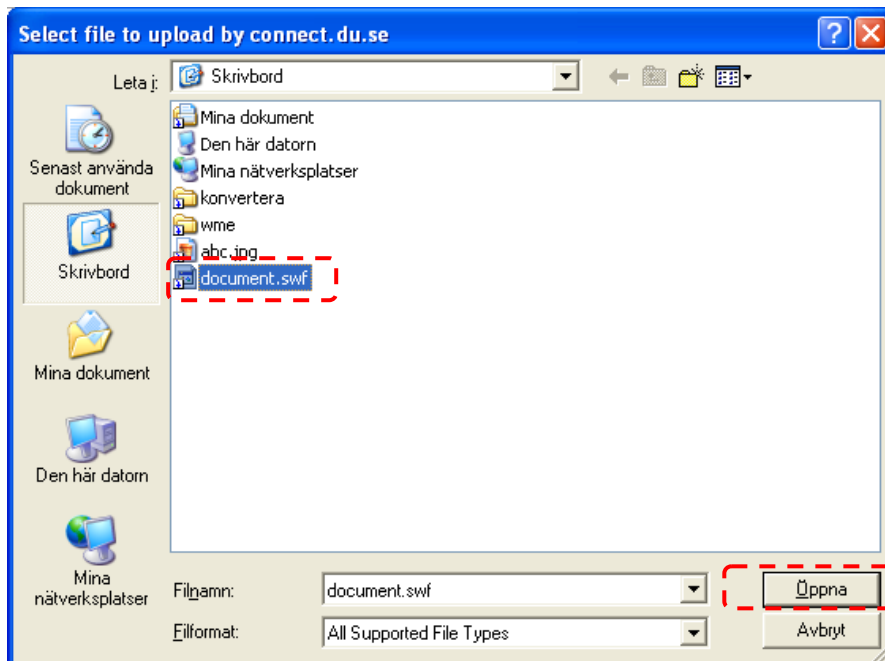
Then, to share your document in Connect, go to your room in Connect.

Choose **"Share"**, **"Documents"** and **"Select from My Computer..."** alternative under **"What do you want to share?"** you choose **"Documents"** and **"Select from My Computer..."**.

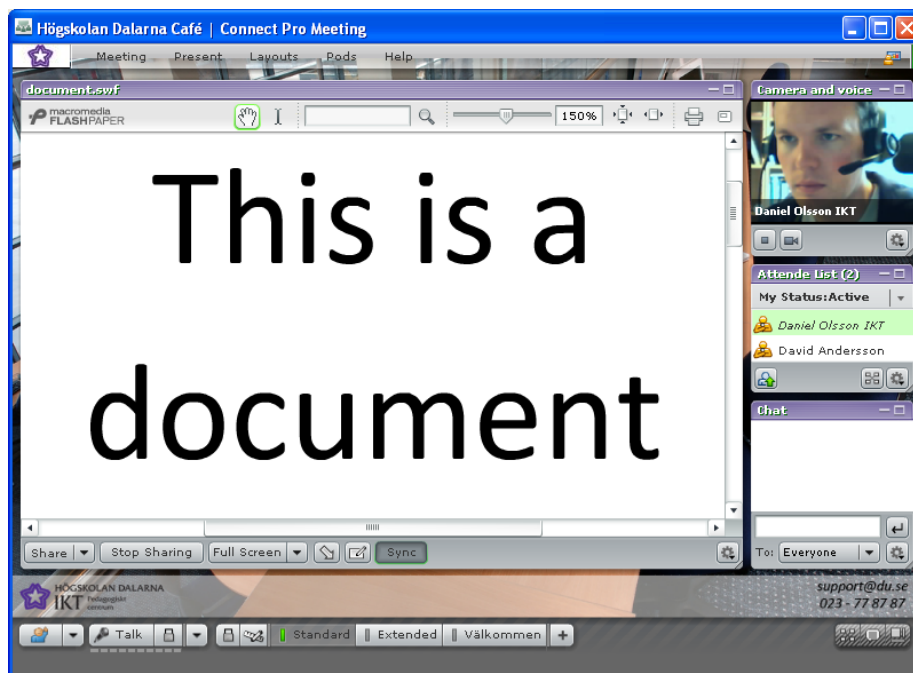


Find your document and mark it.

Click on **"Open"**.



Done!



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