



Adobe Acrobat Connect Professional

Duration: 2 days

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.

Locations:

We have company-operated facilities in Atlanta, Chicago, Denver, San Diego and Washington DC. We also work with a network of rental facilities to offer our classes regularly across the United States and in Canada. Please double-check the location of your class with our office to make sure you get to the right location.

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.ledet.com>.

Goals:

Sterling Ledet and Associates 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 (770) 414-5007 if you have any special questions or e-mail us at sales@ledet.com.

Registration:

Please fill out our registration form and fax it to us at (312) 896-9094.

URL: <http://www.ledet.com> • Local: (770) 414-5007 • Toll Free: 1-877-819-COOL



Adobe Acrobat Connect Professional

LESSON PLANS

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



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LESSON PLANS (2 DAY COURSE)

LESSON 13

Managing Text Messages and Questions
Sending Text Messages
Moderating Chat

LESSON 14

Sharing Files, Polls, and Web Links
Sharing Files
Running a Poll
Opening Web Pages in Attendee Browsers
Sharing Text in a Note Pod

LESSON 15

Recording Acrobat Connect Pro Meetings
Recording Acrobat Connect Professional Meetings
Locating Meeting Recordings
Playing Meeting Archives
Editing Meeting Recordings
Downloading Meeting Recordings as FLV
Searching Meeting Archives
Managing Meeting Archives
Understanding Archive Storage Requirements

LESSON 16

Using Breakout Rooms
Setting Up Breakout Rooms
Managing Breakout Rooms
Starting and Ending Breakout Room Sessions

LESSON 17

Administrating Adobe Acrobat Connect Pro
Managing Account Settings
Managing Users and Groups
Managing Cost Centers
Managing Compliance and Control Settings
Customizing All Meeting Rooms (Administrator Only)

LESSON18

Integrating with Microsoft Outlook
Integrating Adobe Acrobat Connect Pro Meeting with Microsoft Outlook
Installing the Adobe Acrobat Connect Pro Add-in for Microsoft Outlook
Creating Meetings Using the Adobe Acrobat Connect Pro Add-in
Managing Adobe Acrobat Connect Pro Add-in Preferences

LESSON19

Creating and Managing Adobe Acrobat Connect Pro Events
Introducing Adobe Acrobat Connect Pro Events
Performing Pre-Event Tasks
Creating a New Connect Event
Performing In-Event Tasks
Performing Post-Event Tasks
Managing Events
Reviewing Best Practices for Creating Events

LESSON 20

Introducing Adobe Captivate 3
Previewing a Sample Project
Exploring Adobe Captivate's Working Environment

LESSON 21

Recording a Project
Understanding the Workflow Process
Recording an Application Demonstration
Previewing and Saving a Demonstration
Reviewing Best Practices for Recording Projects
Working with Text Captions
Recording Audio for an Existing Project
Importing Audio Files
Publishing Your Project
Inserting Buttons