



15 Tips and Tricks in 30 Minutes

Adobe Connect



Agenda

- Enhanced Participant Rights
- Prepare Mode
- Using Notes and Chat pods effectively
- PPT tips
- Screen resolution
- Mapping layouts to the agenda
- Cleaning house
- Extensions
- Using pictures
- Lobby ideas
- Room background
- Q&A vs Chat
- Polls on separate layouts
- Interaction timing
- Connectusers.com

A decorative graphic consisting of several vertical bars of varying heights and shades of green and teal, creating a modern, abstract background.

Adobe® Connect™ &
Tips and Tricks

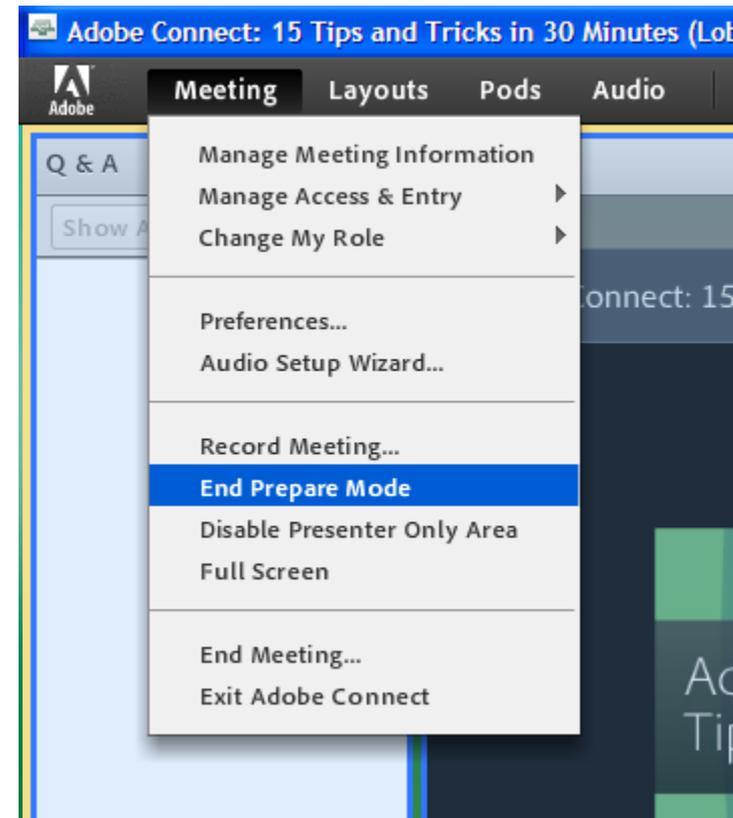
Enhanced Participant Rights

- Give access to the tools you want your attendees to use during your presentation

The screenshot shows a presentation software interface with a sidebar on the left and a central dialog box. The sidebar, titled 'Attendee List (2)', has sections for 'Hosts' (Margaret Vike), 'Presenters', and 'Participants' (Thom Green). The dialog box, titled 'Enhanced Participant Rights', contains the following text: 'Select the type of pods you would like the participants to be able to control as a presenter. All instances of selected pod types are affected.' Below this text are six checkboxes arranged in two columns: 'Share Pod', 'Notes Pod', 'Poll Pod' on the left; and 'File Share Pod', 'Web Link Pod', 'Q&A Pod' on the right. A red arrow points to the 'Notes Pod' checkbox. At the bottom right of the dialog box are 'OK' and 'Cancel' buttons. The background interface is partially obscured by the dialog box.

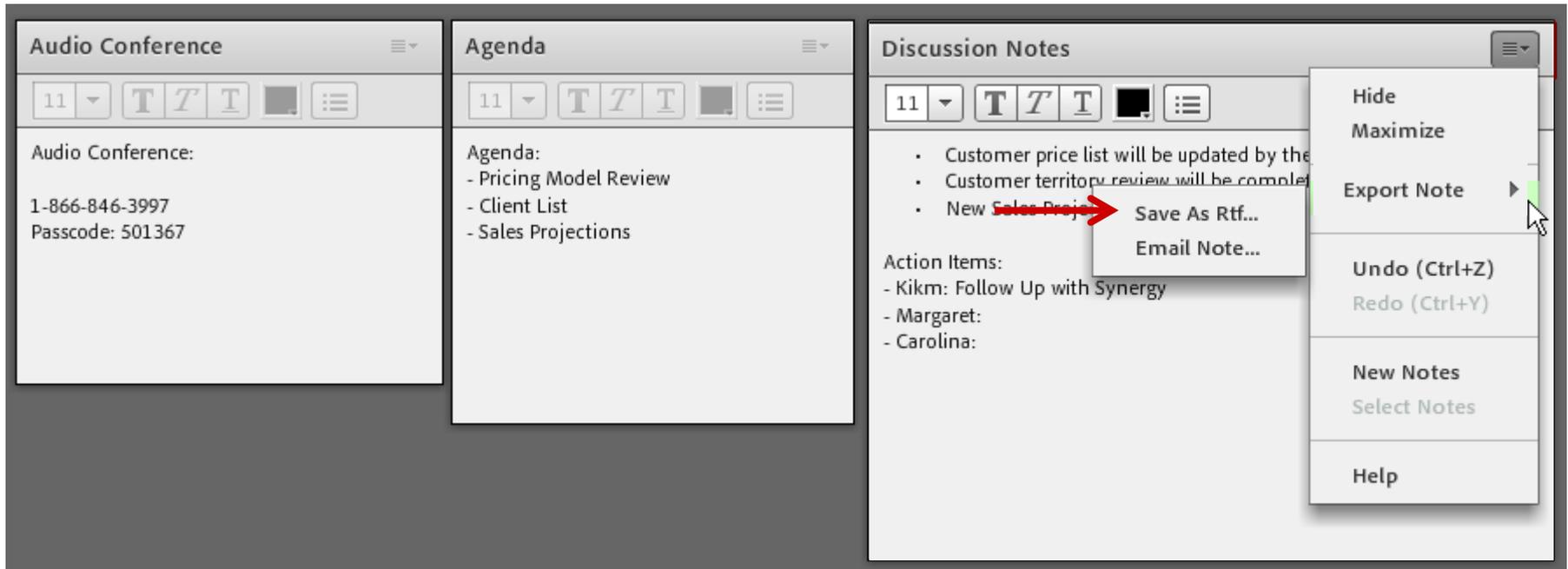
Be Sneaky!

- Adobe Connect offers a Prepare Mode so you can go behind the scenes during a live event and make changes without anyone knowing!



Use Note pods effectively

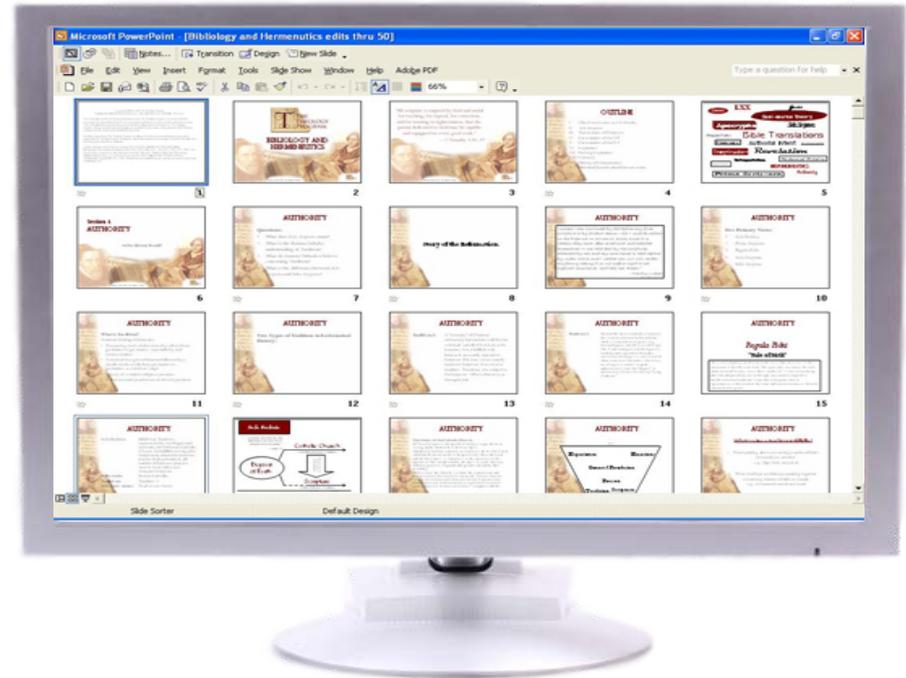
- Display audio conference number
- Insert agenda
- Assign someone to take notes
- Email notes from Adobe Connect meeting room



Create a powerful PowerPoint

Best practices for creating an effective presentation:

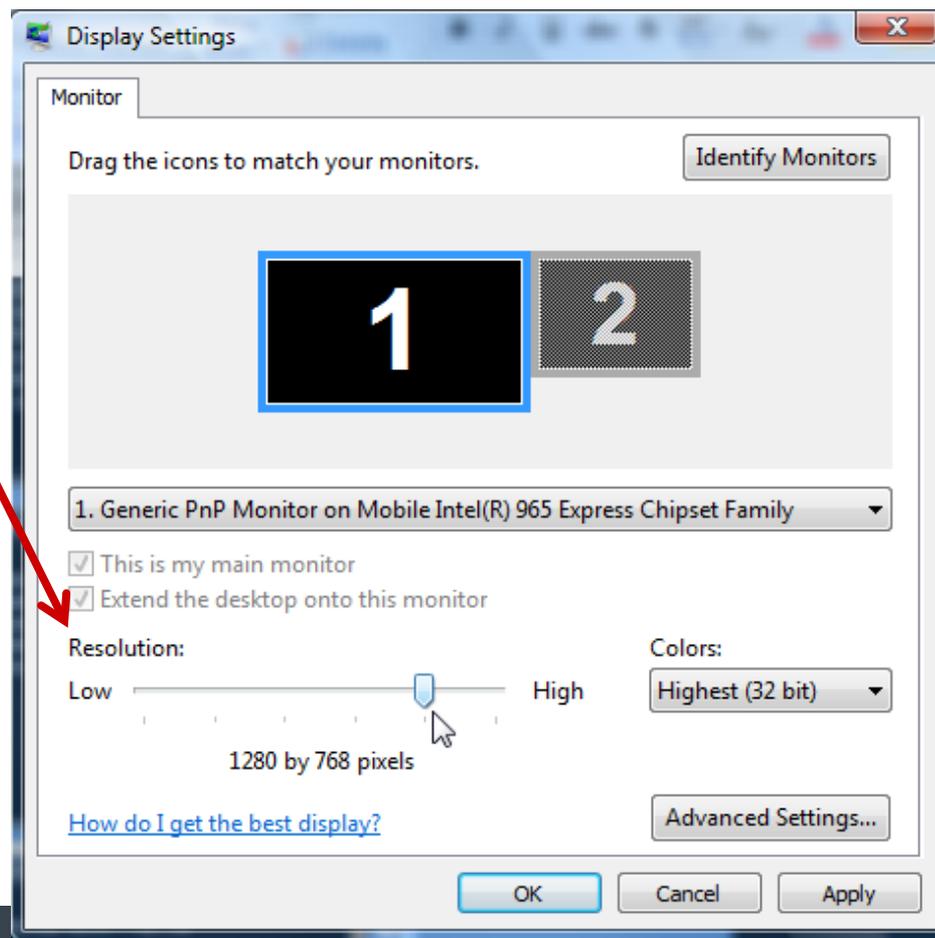
- Compress graphics
- Keep animations simple
- Use standard fonts, not smaller than 18 pt
- Keep text brief
- The more slides the better
- Save your PowerPoint in ppt format



Screen Resolution

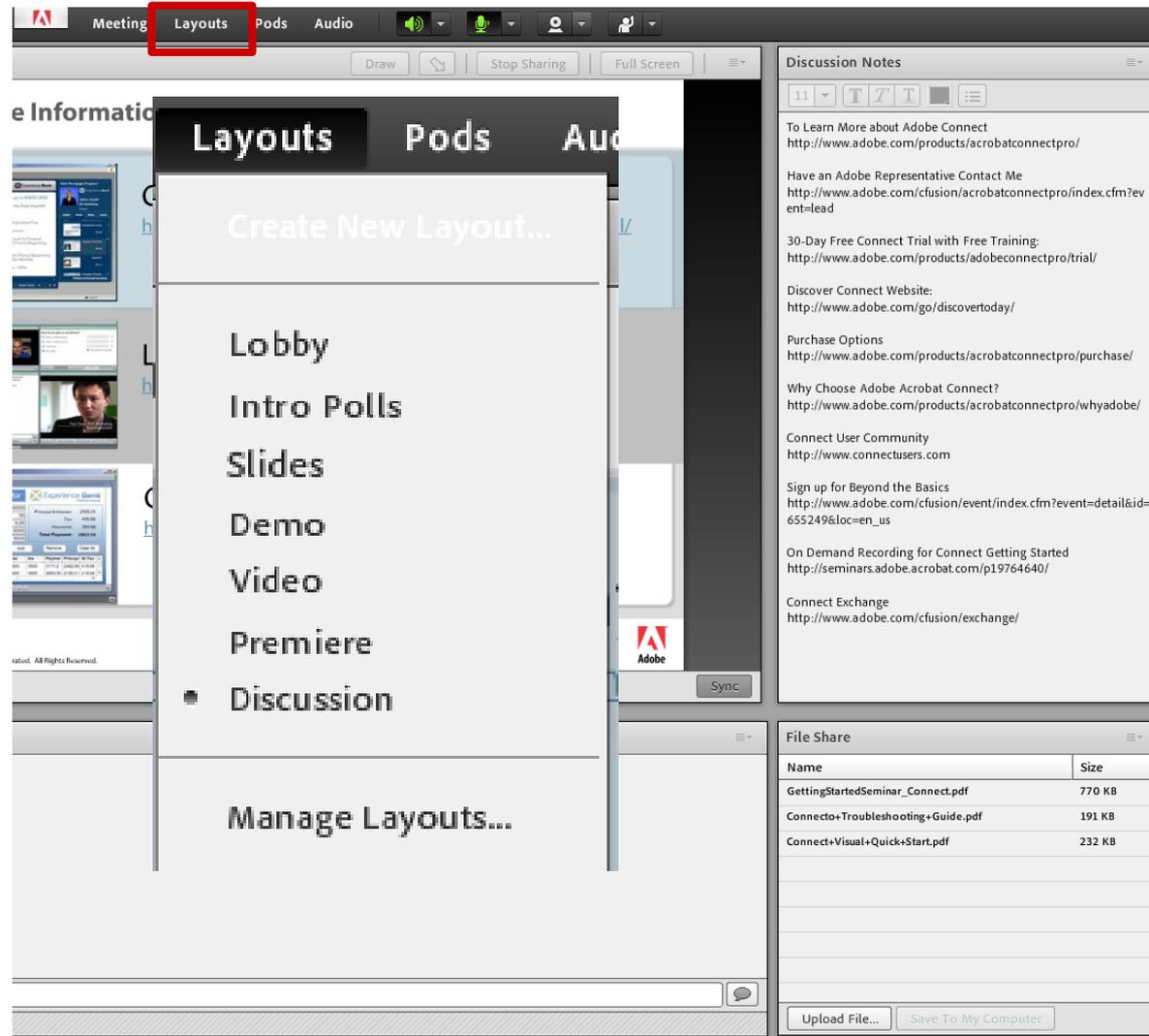
- Adjust your screen resolution:
If you have an extra large monitor, go to your Control Panel and adjust your screen resolution, if you plan to screen share during your meeting.

For extra large monitors, set your monitor to 1024 x 768 if you plan on screen sharing



Map layouts to event agenda

- Customize each layout according to what you're doing at that point in the meeting
- Organize the layouts in order of your planned agenda



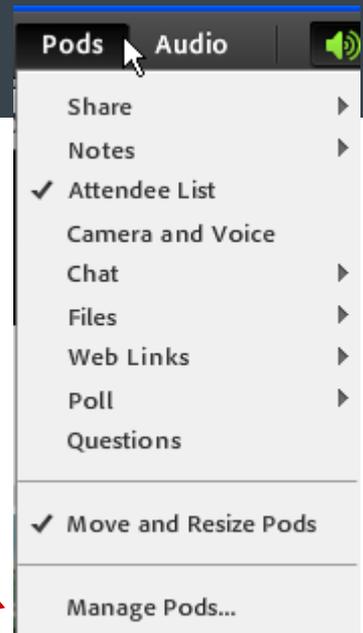
Clean house

- Keeping a room clean
 - Renaming pods
 - Deleting unused pods
 - Clearing out chat and Q&A

Double-click on a pod name to rename it



Use Manage Pods to clean up your pods



Manage Pods

Type	Name
Notes	Note 19
Chat	Questions
Attendees	Attendee List
Video	Camera and Voice
Poll	Are you calling in from a country outside the US and Canada?
Share	Whiteboard
Files	File Share
Q & A	Questions

Rename

Delete

Select Unused

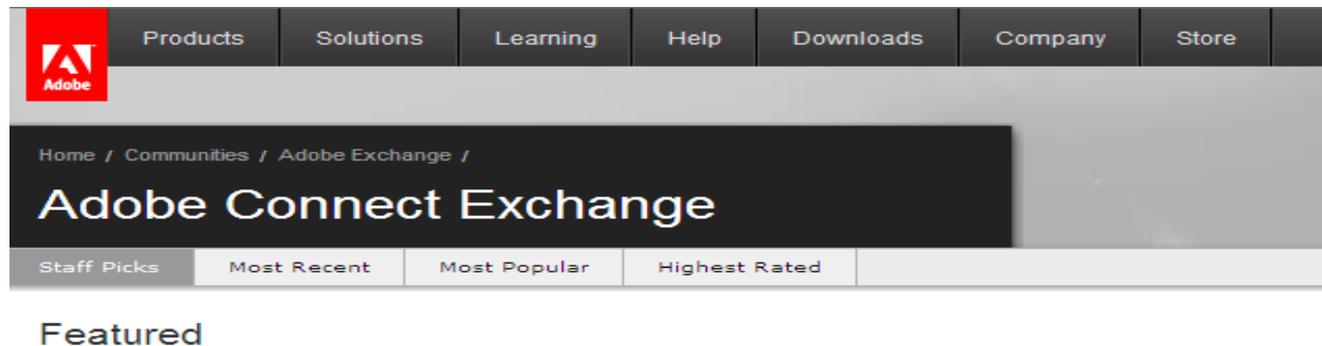
Done

Liven things up!

Connect Exchange

- Visit and download maps, games & interactive tools:

<http://www.adobe.com/cfusion/exchange/index.cfm?from=2&event=ductHome&exc=14>





Interact every 5-7 minutes

The screenshot displays a virtual meeting interface with three chat windows and a central instructions panel. The left window is titled "Coffee? (Everyone)", the middle window is "Anything but Coffee! (Every...", and the right window is "Cats or Dogs?". The instructions panel in the center provides the following text:

Instructions

11 [Text formatting icons]

If you like Coffee, tell us why in the Chat Pod on the Left.

If you don't, tell us what you prefer to energize yourself during the day?

The "Cats or Dogs?" window shows a poll with the following options and results:

Option	Percentage
<input type="checkbox"/> Cats Rule!	0%
<input type="checkbox"/> Dogs are Awesome!	0%
<input type="checkbox"/> Animals? Not in my house!	0%

Additional controls in the "Cats or Dogs?" window include "Prepare", "View Votes", "Close", and a checked "Broadcast Results" option.



Use Pictures



Make your lobby interesting and fun!

The screenshot displays the Adobe Connect lobby interface. At the top, there is a navigation bar with tabs for Meeting, Layouts, Pods, and Audio, along with icons for audio, user, and meeting controls. Below this, the main lobby area is titled "Lobby" and contains a video player. The video player is currently displaying a slide titled "Adobe Connect: 15 Tips and Tricks in 30 Minutes" with a large graphic that says "Adobe Connect & Tips and Tricks". The video player includes standard playback controls (play, stop, previous, next, volume, full screen) and a "Sync" button. To the left of the video player is a "Q & A" panel with a "Show All Questions" dropdown and a list of questions. Below the Q & A panel is a "Today's Audio" section with a volume control (set to 11), a "T" icon, and a "Turn up your computer speakers to listen via VoIP or call the phone number below:" message. The audio section also lists a toll-free dial-in number (855) 870-5454, an international dial-in number (408) 773-6768, and a conference code 380 653 9517. At the bottom of the lobby, there is a "Lobby Music" section with a "Full Screen" button and a music player showing a progress bar and a duration of 0:00:00 / 0:19:41. The Adobe logo is visible in the bottom left corner of the interface.

Spice up your room background!

Adobe Connect: 15 Tips and Tricks in 30 Minutes (New Layout) - Adobe Connect

Preferences

- General**
- Room Bandwidth
- Display Name
- Audio
- Video
- Screen Share
- Attendees Pod
- Chat Pod
- Q & A Pod

Room Appearance

Background

Alignment: Bottom-Left



Select Document to Share

Uploaded Files

My Content

Shared Content

Host Cursors

- Off
- Show
- Show
- Show

Name	Type
 countdown.swf	SWF
 Doorbell.swf	SWF
 stageLights.swf	SWF
 TwitterConnect.swf	SWF
 Vista-Green.jpg	Image

Browse My Computer... **OK** **Cancel**

ADOBE® CONNECT™

Chat vs Q&A

Q & A

Shelby Britton: Is there a dial in number for this meeting?

Shelby Britton: Is there a dial in number for this meeting?

Shelby Britton: Yes, it is 800-888-8888



Q & A

Show All Questions

✓ Shelby Britton:
Is there a dial in number for this meeting?

Shelby Britton:
Yes, it is 800-888-8888

Assign To | Delete

Coffee? (Everyone)

Shelby Britton: Can't do without it!



Everyone

Polls on their own layout

What web conferencing produ... ☰

Prepare View Votes Close

What web conferencing product do you use?

<input checked="" type="radio"/> Adobe Connect	<div style="width: 100%;"></div>	100%	(1)
<input type="radio"/> WebEx	<div style="width: 0%;"></div>	0%	(0)
<input type="radio"/> GoToMeeting	<div style="width: 0%;"></div>	0%	(0)
<input type="radio"/> Lync	<div style="width: 0%;"></div>	0%	(0)
<input type="radio"/> Other	<div style="width: 0%;"></div>	0%	(0)
<input type="radio"/> No Vote			

Broadcast Results

What do you use web conferenci... ☰

Prepare View Votes Close

What do you use web conferencing for?

<input checked="" type="checkbox"/> Webinars	<div style="width: 100%;"></div>	100%	(1)
<input type="checkbox"/> Team meetings	<div style="width: 0%;"></div>	0%	(0)
<input type="checkbox"/> Sales demos	<div style="width: 0%;"></div>	0%	(0)
<input type="checkbox"/> Training	<div style="width: 0%;"></div>	0%	(0)
<input type="checkbox"/> eLearning	<div style="width: 0%;"></div>	0%	(0)
<input type="checkbox"/> Customer support	<div style="width: 0%;"></div>	0%	(0)

Broadcast Results

What is your biggest challenge when presenting online? ☰

Prepare View Votes Close

What is your biggest challenge when presenting online?

Keeping the audience's attention 📄

Answer is submitted. Broadcast Results

Answers (1)

Keeping the audience's attention

Next Steps

- **To Learn More about Connect**
<http://www.adobe.com/ducts/acrobatconnect/>
- **Have an Adobe Representative Contact Me**
<http://www.adobe.com/cfusion/acrobatconnect/index.cfm?event=lead>
- **30-day Free Trial**
<http://www.adobe.com/ducts/acrobatconnect/trial/>
- **Connect User Community**
<http://www.connectusers.com>
- **Connect Exchange**
http://www.adobe.com/cfusion/exchange/index.cfm?event=ductHome&exc=14&loc=en_us



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