



**Rapid E-Learning
Essentials
Training**

ADOBE ACROBAT CONNECT PRO

ADOBE ACROBAT CONNECT PRO

A. Instructor-Led Curriculum

- Adobe Presenter
- 1 Day Class



Course Synopsis:

In this (1) Day instructor-led training, students will learn how to create and host a 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; and recording meetings. In addition to teaching methodology, the course focuses strongly on best practices for hosting meetings and managing associated content.

Who Should Attend:

Professionals who are using Adobe Presenter for e-learning content development purposes. Product Managers, Marketing & Communication Professionals, Training Managers, Instructional Designers, Training Developers, and Trainers are welcome to attend.

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.

To participate in this course, you must be able to:

- Create a PowerPoint presentation
- Locate, move and copy files on your PC
- Quickly learn user-friendly PC applications

What You Will Learn:

- Managing a Acrobat Connect Pro Meeting Room;
- Sharing Presentations;
- Using a Whiteboard;
- Screen Sharing;
- Using Audio and Video;
- Managing Text Messages and Questions;
- Sharing Flash Content;
- Sharing Static Text and Images;
- Customizing and Saving Layouts;
- Sharing Files, Polls, and Web Links;
- Recording Acrobat Connect Pro Meetings;
- Managing the Acrobat Connect Pro Meeting Library

Instructor-Led Curriculum

Course Outline:

Module 1: Introducing Acrobat Connect Pro

- Introducing Acrobat Connect Pro
- Introducing Acrobat Connect Pro Meeting
- Introducing Adobe Presenter
- Navigating Acrobat Connect Pro Presentations
- Introducing Acrobat Connect Pro Training
- Introducing Acrobat Connect Pro Events
- Introducing the Acrobat Connect Pro Web Manager

Module 2: Creating a Acrobat Connect Pro Meeting Room

- Creating a Meeting Room
- Using the Meeting Wizard..
- Entering Meeting Information
- Selecting Participants
- Sending Invitations
- Navigating a Meeting Room

Module 3: Managing a Acrobat Connect Pro Meeting Room

- Controlling Access to a Meeting Room
- Managing Attendees
- Setting and Viewing Connection Properties

Module 4: Sharing Presentations

- Loading PowerPoint Slides
- Using Presentation Controls
- Changing a Participant's View
- Sharing a Acrobat Connect Pro Presentation
- Sharing a Quiz in a Acrobat Connect Pro Presentation

Module 5: Maximizing Pod Contents

- Maximizing Pod Contents 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

Module 6: Using a Whiteboard

- Using a Whiteboard
- Collaborating using a Whiteboard
- Using a Whiteboard Overlay
- Saving Whiteboard Content

Module 7: Screen Sharing

- Sharing your Desktop
- Controlling the Screen Share View as a Participant
- Sharing an Application
- Sharing Multiple Applications
- Pausing and Annotating
- Previewing your Screen Share
- Granting Remote Control of Applications
- Optimizing the Experience

Module 8: Sharing Static Text and Images

- Displaying Static Text
- Sharing Images

Module 9: Sharing Flash Content

- Using FlashPaper to Share Documents
- Sharing Captivate Content
- Showing Videos
- Sharing other Flash Content

Module 10: Managing the Acrobat Connect Pro Meeting Library

- Navigating the Meeting Library
- Managing and Organizing Meetings
- Viewing and Editing Meeting Information
- Managing Associated Meeting Room Content
- Viewing Meeting Reports
- Introducing Seminars

Module 11: Customizing Pod Display

- Controlling Pods
- Rearranging, Resizing, and Locking pods
- Hiding and Showing Pods
- Deleting and Adding Pods
- Renaming Pods
- Making Pods Visible Only to Presenters

Module 12: Customizing and Saving Layouts

- Reordering Layouts on the Layout Navigation Bar
- Creating, Renaming, and Deleting layouts
- Adding a Background Image
- Preparing Other Layouts During a Meeting
- Saving a Room as a Template
- Customizing All Meeting Rooms

Module 13: Using Audio and Video

- Broadcasting Presenter Audio
- Using voice over IP for Conversations
- Broadcasting Presenter Video
- Broadcasting Multiple Videos

Module 14: Managing Text Messages and Questions

- Sending text messages
- Moderating chat

Module 15: Sharing Files, Polls, and Web Links

- Sharing Files
- Running a Poll
- Opening Web Pages in Attendee Browsers

Module 16: Recording Acrobat Connect Pro Meetings

- Recording a Meeting
- Locating Meeting Archive
- Playing Meeting Archives
- Searching Meeting Archives
- Managing Meeting Archives
- Understanding Archive Storage Requirements

Module 17: Integrating with Microsoft Outlook

- Installing the Macromedia Acrobat Connect Pro Add-in for Microsoft Outlook
- Creating a Acrobat Connect Pro Instant Meeting
- Creating a Acrobat Connect Pro Scheduled Meeting