Adding and removing content in a Connect Pro meeting room

When you create a new Adobe Acrobat Connect Pro meeting room, it opens with one empty Share pod **(Figure 1)**. You can easily add more Share pods from the Pods menu in the meeting room window.
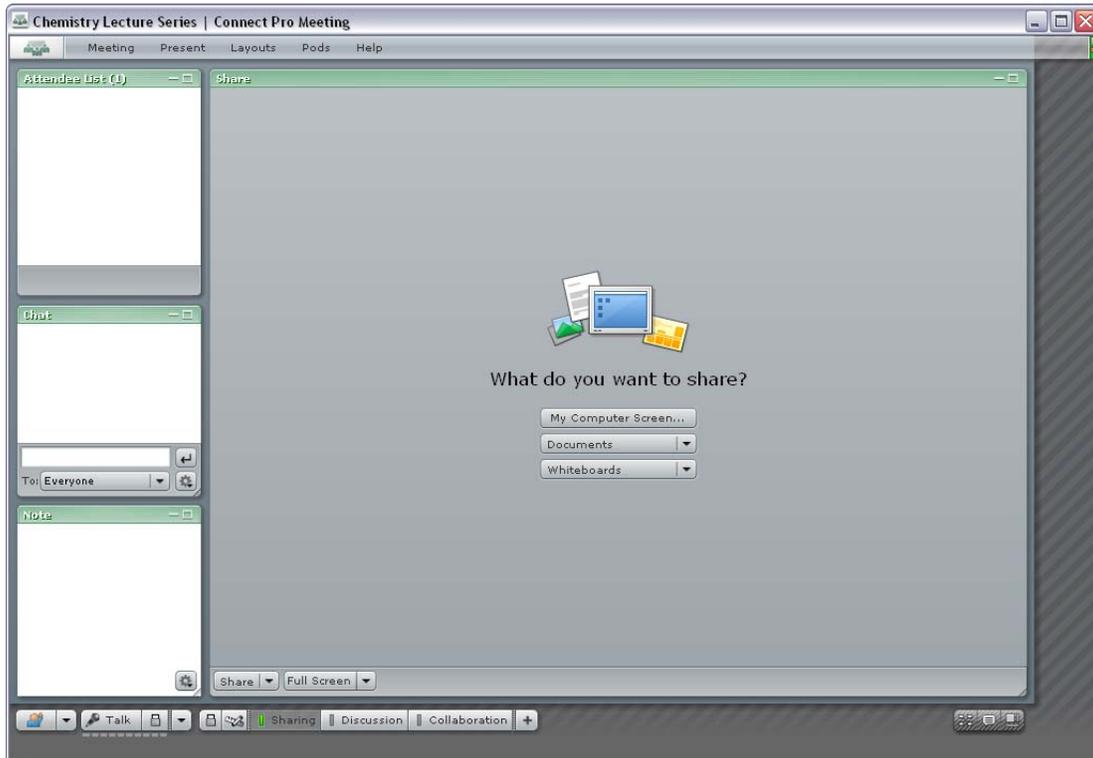
Figure 1 Sharing layout with blank Share pod

If you are a meeting host or presenter, you can use a Share pod to share your computer screen or any applications you have running on your computer. You can also store and display documents in a Share pod, including presentations, graphics, and video files. You can upload files to the meeting room from your personal computer or the Connect Pro Content library.

You can add new Share pods and upload content at any time before the meeting or during the meeting. When planning for an online meeting or class, a good idea is to prepare your meeting room ahead of time. In fact, because meeting rooms persist after the initial meeting, preparing your meeting room can be an ongoing process involving one or more meeting hosts. This may include customizing layouts, creating new pods, adding breakout rooms, and preparing and adding all the content you plan to share during the next meeting or class.

The following table shows the types of content files you can add to your Connect Pro meeting rooms.

Acceptable content for Connect Pro meeting rooms

File type	Description
Microsoft PowerPoint (PPT)	Connect Pro converts your PowerPoint files in the same way Adobe Presenter does—supporting all the same animations and builds.
Flash (SWF)	Flash files provide an excellent way to demonstrate concepts and add interest to your Connect Pro meetings. You can add Flash files and play them in a Share pod; however, they may include code that disrupts Connect Pro. If your meeting suddenly restarts repeatedly after you load a Flash movie, chances are your Flash movie includes some forbidden commands and is not safe to use in a Connect Pro meeting. If you have access to the source (FLA) file, you can use the tech note located at www.adobe.com/cfusion/knowledgebase/index.cfm?id=tn_16818 to analyze and correct this issue.
Flash Video (FLV)	As a presenter, you can upload and control Flash Video files directly from a Connect Pro meeting. While using these files, you need only consider the bit rate in which they are encoded. You can create FLV files in Flash, Sorenson Squeeze, or most any other video production tool. These tools let you create video files with settings that change the quality of audio and video. Unfortunately, high-quality audio and video require high encoding rates, which produce large files. If you present a video file from within an online meeting, consider the connection bandwidth of your participants to ensure a good experience. Participants on dial-up connections may be unable to view extremely high-quality content that has been encoded for broadband or LAN use.
HTML	You can load a single HTML file (a web page, not a web directory) into a meeting for sharing.
JPEG and GIF	Some JPEG encoding methods are incompatible with Connect Pro. If your JPEG file is not converted after you load it into Connect Pro, open it in an application such as Adobe Photoshop and use Save As to save the JPEG with a different name. If you have Flash, you can be more sure of compatibility if you open the JPEG in Flash and publish it as a SWF file.
MP3 audio	You can import a single MP3 audio file that includes recorded speech or music. Much like listening to books on tape, you may find this a useful way to present recorded audio during a meeting. To do this, load the file into a new Share pod in the meeting room.
Adobe Captivate movies	You can create software demos and presentations by using Adobe Captivate and then upload these files to share during a meeting.
Zip files	In addition to the files previously listed, you can upload Zip files that contain Adobe Presentations, customized pods (pod.swf, pod.asc), a file that contains multiple SWF files and extra files (images, XML files, and so on), one file called index.swf that will be loaded first, simple Adobe Authorware content (one HTM file, one AAM file, and extra Authorware files), multiple HTM or HTML files and extra files (images, SWF, and so on), and one file called index.htm or index.html.
Printable documents	You can also upload any printable document (such as .doc, .xls, .pdf) into a File Share pod and make these files available for participant download.

To add content to a meeting room:

1. Open a new meeting room, and change to the Sharing layout.

    A new Share pod is added automatically. If you need to add a new blank Share pod, click the Pods menu, point to Share, and select New Blank Share Pod (**Figure 2**).

    You can use the pod to add new content for the meeting, share your computer screen, or display a whiteboard.

    To add new content to the meeting room, use the Documents button. You can add documents from your computer/local area network or from the Content library (**Figure 3**).

    Adding new content places it in the meeting room. This content will remain in this meeting room for every meeting unless you remove it.

2. Click Documents and select the location of your document.

3. Navigate to the folder that contains your content, select it, and click Open (**Figure 4**).

    The content is uploaded to Connect Pro Central and added to the new Share pod (**Figure 5**).

    The pod's title bar now displays the name of the selected content. You can size the pod by using the size handle in the lower-right corner. Use the controls within the pod to test the content.

4. Click the Hide button (the small minus symbol in the pod's title bar) to hide the pod.
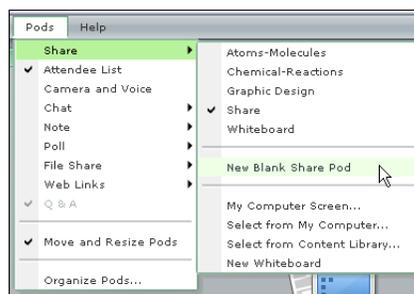
Figure 2 Pods menu

Figure 3 Options for document source
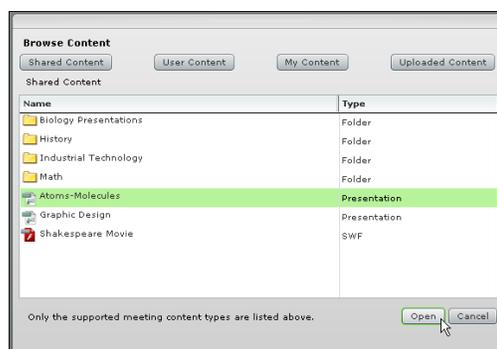
Figure 4 Content to upload
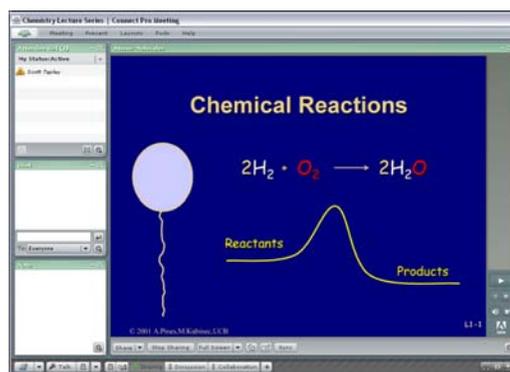
Figure 5 New content in Share pod

5. Click the Pods menu, point to Share, and select the name of the Share pod you want to open (**Figure 6**).
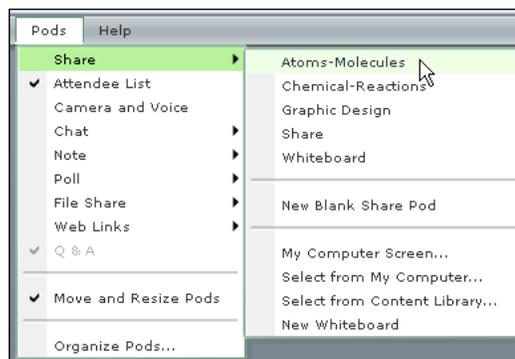
Figure 6 Pods menu

Use the Pods menu to delete content you no longer need.

To delete content from the meeting room:

1. From within the meeting room, click the Pods menu and select Organize Pods.

The Organize Pods dialog box appears, with a list of the content you've added to this meeting room, including the pods that come with every meeting room by default.

2. Click to select the item you want to delete and click Delete (**Figure 7**).

You can also rename your pods by selecting them, clicking the Rename button, entering a new name, and clicking OK.

Figure 7 Deleting content

3. Click Done to close the Organize Pods dialog box.

Sharing printable files that participants can download

If you want participants to be able to download a document, you need to add the document to a File Share pod. For example, you may have a Microsoft Word or Excel document you want students to download and work on after the meeting or class.

The Collaboration meeting room layout automatically includes one File Share pod, but you can add new File Share pods to any layout from the Pods menu.

Meeting hosts and presenters can upload files to a meeting room, but participants can only download files.

To share files:

1. With your meeting room open, change to the Collaboration tab by clicking Collaboration in the layout bar (bottom of the window).

   The Collaboration layout appears. This layout includes a File Share pod **(Figure 8)**. You can upload files to the meeting room from your computer or the Connect Pro Content library.

2. Click Upload File in the File Share pod and select the location of the file **(Figure 9)**.

3. Locate the file you want to upload, select it, and click Open.

   The file you upload is added to the File Share pod. Participants can now download this file.

4. To download a file from the File Share pod, select it and click Save To My Computer **(Figure 10)**.

   A download link appears in a new browser window **(Figure 11)**.

5. Click the download link.

   You have the choice of opening the file or saving it to your computer.

6. To save the file, click the Save To Disk option, and click OK.
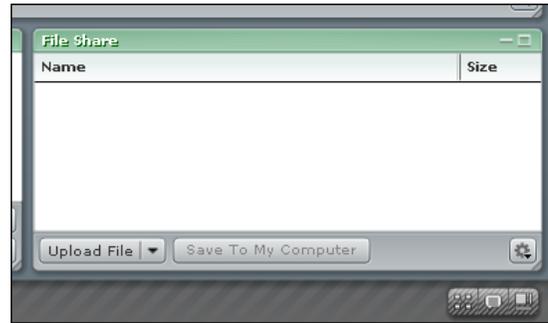
Figure 8 File Share pod
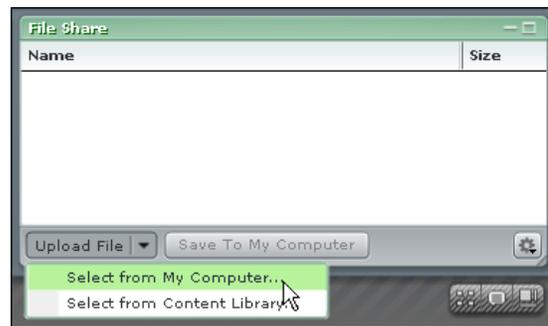
Figure 9 Upload File menu
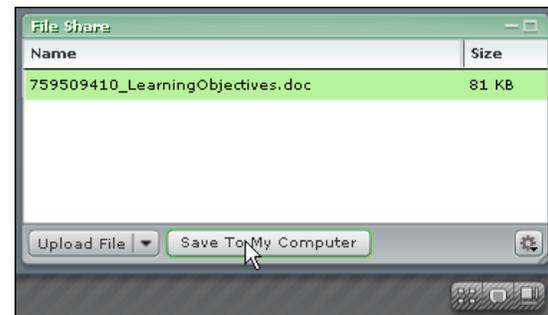
Figure 10 Save To My Computer button

Figure 11 Download link

To remove documents from a File Share pod:

In the File Share pod, select the document to remove, click the Pod Options button, and click Remove Selected **(Figure 12).**

The file is no longer available for download.
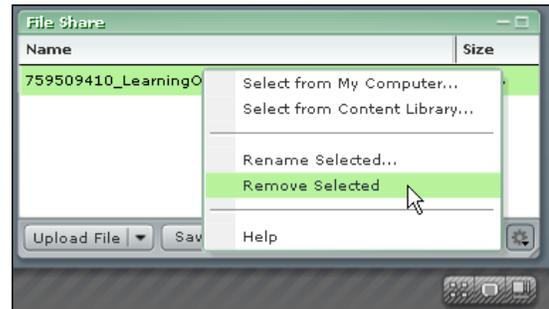
Figure 12 Pod Options menu