

RISIS



RESEARCH INFRASTRUCTURE FOR SCIENCE
AND INNOVATION POLICY STUDIES

Online training Guidelines: *About sharing*

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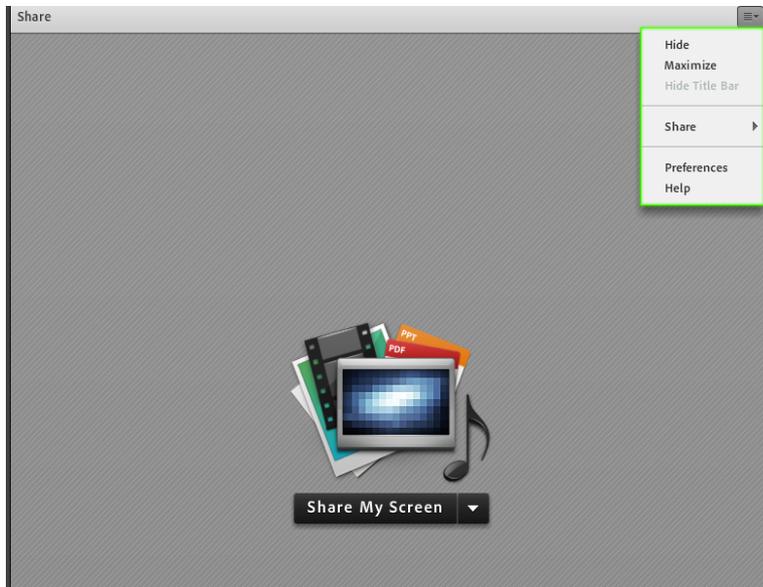
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The software chosen for online training is [Adobe Connect 10.2](https://helpx.adobe.com/adobe-connect/connect-support.html), a web conferencing platform that enables collaborative experiences including video, audio, screen-sharing, polls, chat, Q&A, document sharing. Official support for the software are available at the link:

<https://helpx.adobe.com/adobe-connect/connect-support.html>

1 About sharing: the Share pod of Adobe Connect



The share pod

The Share pod controls let Hosts and Presenters share content in various ways. You can maximize the pod to make contents larger. All activities you do in a shared mode are visible to attendees.

The **file formats supported** in the Share pod are JPG, PNG, SWF, PPT, PPTX, PDF, FLV, F4V, MP3, MP4, and ZIP.

In the upper-right corner of the **Share pod**, click the menu icon , select **Share**, and **choose My Screen, Document, or Whiteboard**. You can also share items that you recently shared.

Using **My Screen** option, you can choose to share your entire desktop, the open applications, or some or all of the currently open windows.

Using the **Document option**, you can share **whiteboards, previously uploaded files**, content from the **content library**, and **content shared** with them.

- You can maximize the pod in **full screen mode**, by clicking Full Screen in the upper-right corner of the pod.
- You can use a pointer to focus on particular areas: in the upper-right corner of the Share pod, click the Pointer .

1.1 Share the screen

When you share anything on your computer screen, actions you take in the shared region are visible to all participants in the meeting. Participants follow the progress of your cursor as you move it across your screen. The **Share pod** can be opened in full screen mode for all attendees for a better viewing experience.

Screen sharing options are Desktop (shares the contents of your desktop), **Windows** (shares one or more windows opened on your computer), **Applications** (shares an application opened on your computer).

For a screen share tutorial, please watch the video:
https://www.youtube.com/watch?v=m7e_Tv9quuY

1.2 Share a document or PDF

Documents, such as a presentation, Adobe PDF file, a JPEG, or other file format. Presenters can share documents that have been uploaded to the Content library, or share documents directly from their computer.

Sharing documents from the Content library has the following advantages over sharing your screen:

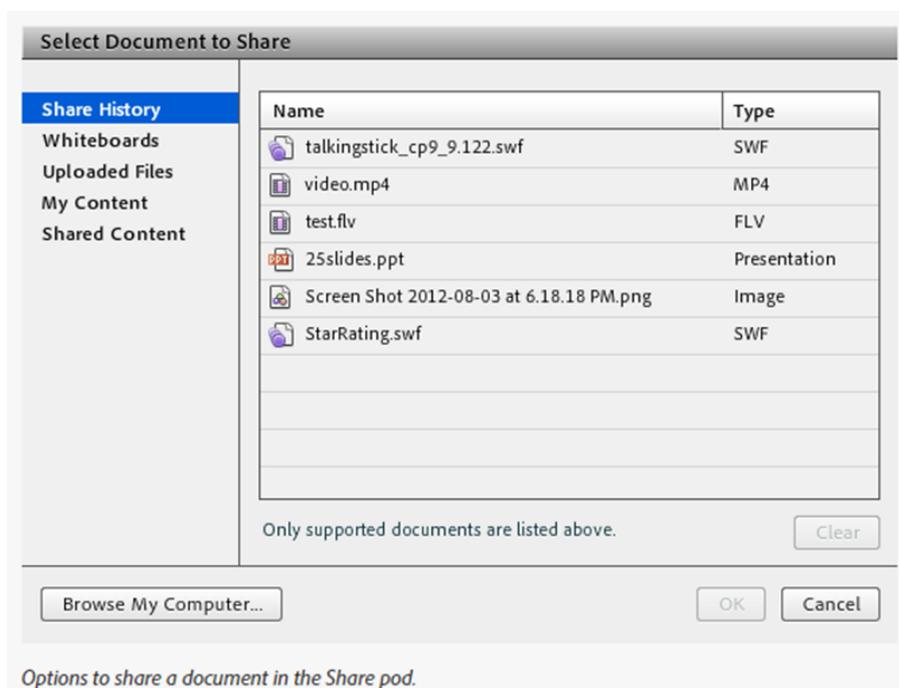
- Better and higher fidelity viewing experience for participants.
- Lower bandwidth requirement for presenters and participants.
- More navigation options with the Adobe Presenter sidebar.
- Pre-loading and organizing documents in the meeting room.
- Easier presentation when multiple presenters are involved.

To **share a document**, click the **menu icon** ≡ in the upper-right corner of the Share pod, and choose **Share > Document**.

Select one of the following: **Uploaded Files** (content uploaded for the online training); **Browse My Computer** (to upload content); **My Content** (content in your user folder in Adobe Connect Central); **Shared Content**; **Share History**

Select the document that you want to share, and click Open.

The selected document appears in the Share pod. The document name appears in the title bar of the pod.



For more information about sharing a document, please watch the tutorial:
<https://www.youtube.com/watch?v=MRb0fQJqpkk>

1.3 Share a presentation

For hosts or presenters who share a presentation in the Share pod, special controls are available for navigating and displaying the presentation. A presentation layout has the following areas:

Presentation

The main part of the window, which displays the presentation slides.

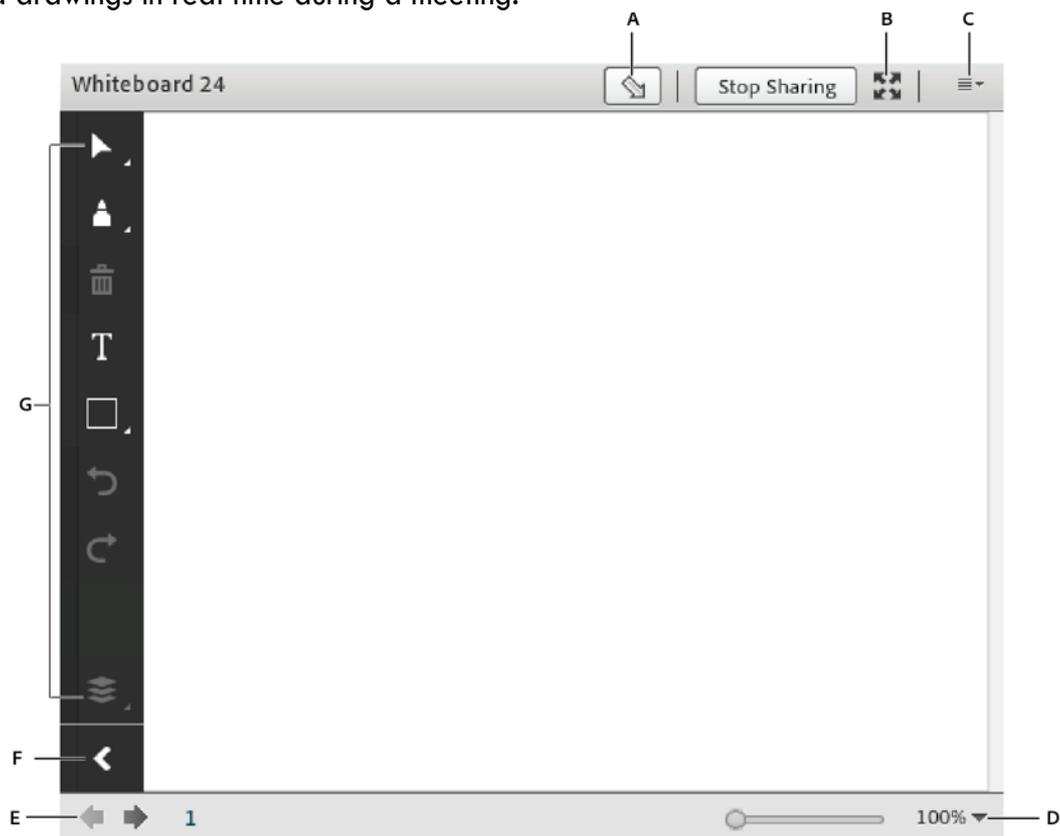
Presentation sidebar

Area on the right of the browser window that shows the name of the presentation, the presenter information, Outline, Thumb, Notes, and Search tabs. If you cannot see the sidebar, click Show Sidebar  to the lower left of the presentation.

1.4 Share a whiteboard

A whiteboard with various writing and drawing tools. A host or presenter (or a participant with the necessary rights) can use a whiteboard to create collaborative text, drawings, and annotations in a meeting.

A whiteboard allows hosts or presenters to create text, shapes, insert some symbols, and draw freehand drawings in real time during a meeting.



Available controls in an Adobe Connect whiteboard

- A.** Show/Hide whiteboard overlay **B.** Make full screen **C.** Pod options and help **D.** Zoom controls **E.** Access various pages of a Whiteboard **F.** Hide toolbar **G.** Drawing tools

Whiteboard drawing **tools** are:

Selection

Pen and Pencil (to create a free-form line in different colors),

Marker and Highlighter (to create a free-form thick marker line)

Delete

Text

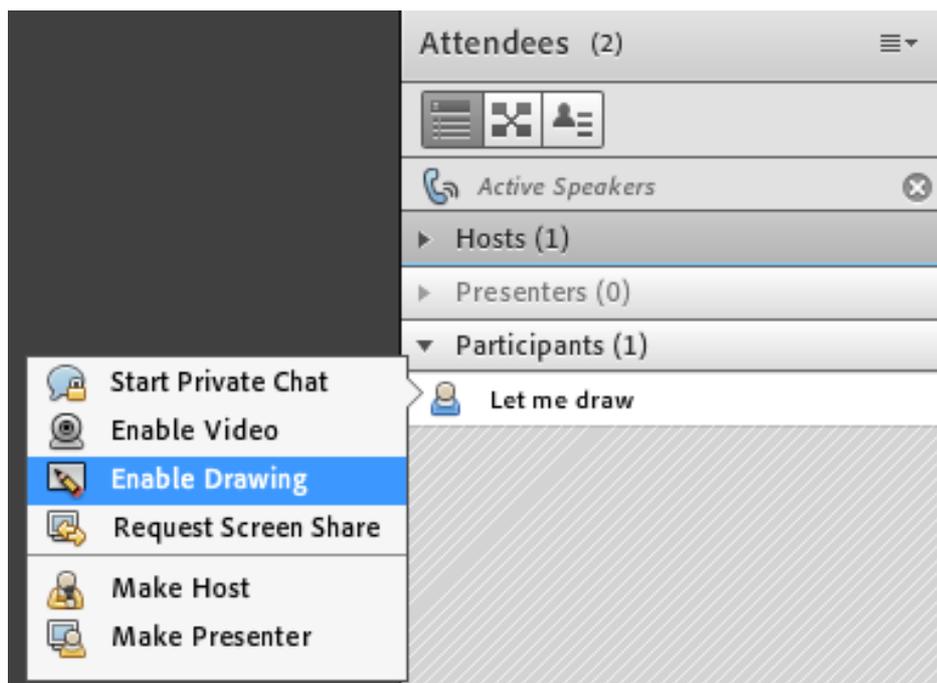
Shapes (rectangles, ellipses, lines, arrows, and more)

Undo (no time limits) and **Redo**

Hide toolbar

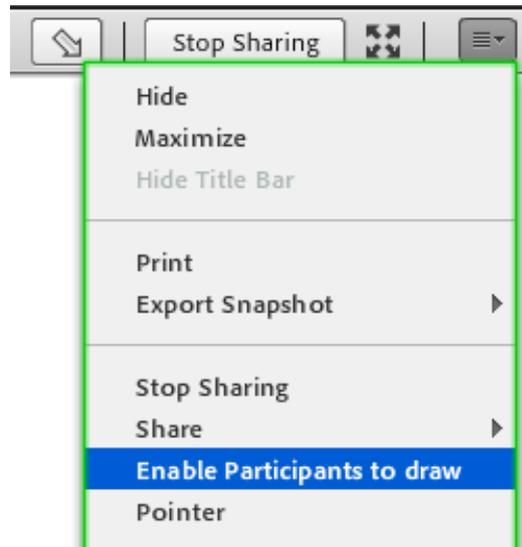
Hosts and Presenters can give to participants drawing rights:

- **to individuals**, by selecting the name from the **Attendee list** and from the **pop up menu**, and then selecting **Enable Drawing** (you can revoke the rights by selecting Disable Drawing).



Individual enable drawing rights from the Attendees pod

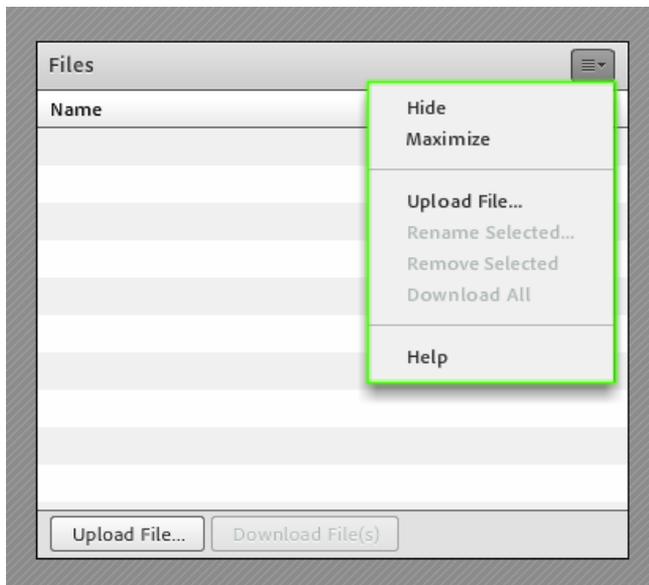
- **to all participants**, selecting **Enable Participants** to draw from the pod's context menu. Deselect the option to revoke the rights in the whiteboard, for all the participants.



Enable drawing rights in a Share pod for all participants

For many information about Whiteboard, you can watch this video:
<https://www.youtube.com/watch?v=zJsJFB40x8>

2 About sharing: File Share pod of Adobe Connect



File share pod

Attendees can view all documents shared in the Share pod but cannot download them. To enable attendees to download documents, a host or presenter must share them through the **File Share pod instead**.

Hosts and presenters can upload files to share with meeting attendees either from their computers or from the Content library.

Upload a file

In the File Share pod, click Upload File, or choose that command from the pod menu ≡. Navigate to the file, and click Open.

Download a file

Meeting attendees can download files from the File Share pod to their computers.

1. In the File Share pod, select the files to download.
2. Click Download File.
3. Click the Click to Download link.

3 About sharing: Add a web link with Adobe Connect

- If you do not have a Web Links pod in your meeting room, click **Pods > Web Links > Add New Web Links**.
- In the upper-right corner of the web links pod, click the menu icon  and select **Add Link**.
- Type the URL path, and if desired a URL name.
- Click OK.

Display a web page to all attendees

- Select a link in the Web Links pod, or enter a URL in the Browse box;
- click Browse To;
- on your screen and each attendee's individual screen, the URL opens in a new instance of the web browser.