



RELATED TRAINING :

It isn't enough to know one piece of software. Most software utilize graphics or elements from other software. And now Adobe has made them easier than ever to work together. We'll show you how easy it is to make your project the best it can be. Here are a few additional classes you would benefit from.

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Presenter Comprehensive



Captivate Essential Skills I

Connect Professional: Comprehensive

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.

Lumenbrite's instructors are Industry Experts as well as Adobe Experts. We use official Adobe training curriculum and add supplemental courseware and learning to offer you the practical, real world techniques that we use in our own projects. Courses are offered monthly at our regular locations, in addition we provide training to clients at their location across the United States. We can customize training for your organization to meet your specific needs. We encourage you to bring in your projects so that we can answer your specific questions.

Recommended Prerequisites: Basic computer skills on Windows or Mac

Duration: 2 Days

Connect Professional: Comprehensive Lesson Plan

INTRODUCING ADOBE CONNECT ENTERPRISE APPLICATIONS

- Introducing Adobe Connect Enterprise Applications
- Introducing Adobe Acrobat Connect Professional
- Introducing Adobe Presenter
- Navigating an Adobe Presentation
- Introducing Adobe Connect Training
- Introducing Adobe Connect Events
- Introducing the Adobe Connect Enterprise Manager

CREATING AN ADOBE ACROBAT CONNECT PROFESSIONAL MEETING ROOM

- Creating a Meeting Room
- Selecting Participants
- Sending Invitations
- Navigating Within a Meeting Room

MANAGING AN ADOBE ACROBAT CONNECT PROFESSIONAL MEETING

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

SHARING PRESENTATIONS

- Loading PowerPoint Slides
- Using Presentation Controls
- Changing a Participant's View
- Sharing an Adobe Presentation
- Sharing a Quiz in an Adobe Presentation

CUSTOMIZING THE VIEWING EXPERIENCE

- Maximizing Pods within the Acrobat Connect Professional Application Window
- Maximizing the Acrobat Connect Professional Application Window on the Computer Screen
- Maximizing the Share Pod on the Computer Screen
- Reviewing Full Screen Best Practices

- Reviewing Ways to Maximize Pods

USING A WHITEBOARD

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

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

SHARING STATIC TEXT AND IMAGES

- Displaying Static Text
- Sharing Images

SHARING FLASH CONTENT

- Using FlashPaper to Share a Document
- Sharing Adobe Captivate Content
- Showing Videos in an Acrobat Connect Professional Meeting
- Sharing Other Types of Flash Content

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

CUSTOMIZING POD DISPLAY

- Customizing Pods
- Hiding and Showing Pods

Connect Professional: Comprehensive

Lesson Plan

- Deleting and Adding Pods
- Renaming Pods
- Making Pods Visible Only to Presenters
- Reviewing Best Practices for Customizing Meeting Rooms

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
- Customizing All Meeting Rooms (Administrator Only)
- Reviewing Best Practices for Customizing Meeting Rooms

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

MANAGING TEXT MESSAGES AND QUESTIONS FILES, POLLS, AND WEB LINKS

- Sending Text Messages
- Moderating Chat
- Sharing Files
- Running a Poll
- Opening Web Pages in Attendee Browsers

RECORDING ADOBE ACROBAT CONNECT PROFESSIONAL MEETINGS

- Recording Acrobat Connect Professional Meetings
- Locating Meeting Recordings

- Playing Meeting Archives
- Searching Meeting Archives
- Managing Meeting Archives
- Understanding Archive Storage Requirements

INTEGRATING WITH MICROSOFT OUTLOOK

- Integrating Adobe Acrobat Connect with Microsoft Outlook
- Installing the Adobe Acrobat Connect Add-in for Microsoft Outlook
- Creating Instant Meetings
- Creating Scheduled Meetings

CREATING AND MANAGING ADOBE CONNECT EVENTS

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

INTRODUCING ADOBE CAPTIVATE 3 (OPTIONAL)

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

RECORDING A DEMONSTRATION (OPTIONAL)

- 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

RECORDING A SIMULATION (OPTIONAL)

- Recording an Assessment Simulation
- Importing PowerPoint Slides
- Inserting Buttons
- Inserting a Question Slide and Creating Multiple Paths