



## Adobe Connect Training Class

*In this instructor-led Adobe Connect training, you learn how to create Adobe Connect presentations and host Adobe Connect meetings. This course covers recording and editing slide narration; publishing locally and to an Acrobat Connect server; adding quizzes, animations, links, files, Flash, and video content to a presentation. Once the presentation has been created, this Adobe Connect training course provides the skills necessary to create and manage a live Adobe Acrobat Connect Internet meeting. The course also covers how to create and manage training courses using Adobe Connect.*

### What you'll learn in this training course

- Adding, editing and importing audio into a presentation
- Customizing Adobe Connect presentations with presenter information, videos, themes
- Setting slide navigation names
- Setting presentation properties, and package presentations for distribution.
- Publishing presentations locally as well as to the Adobe Connect server, and edit on the server
- How to add Flash content using Adobe Connect, sharing this content with meeting rooms you create and manage
- How to share and control screen sharing options within Adobe Connect
- Adding audio with Adobe Connect
- Managing and recalling meeting archives

### Audience for this training course

This Adobe Connect training class is for students looking to utilize Adobe Connect to host and create more engaging and expansive meetings.

### Training course duration

This class is a two-days in length. It runs from 9:30 am- 4:30 pm. Lunch is approximately from noon - 1:00 pm.

### Training course curriculum

This training course uses provided lesson files and instructor selected resources.

### Enrolling in this Connect training course

You can register for this training class online at [agitraining.com](http://agitraining.com), or by calling 781-376-6044 or 800-851-9237.

### Locations for this Connect training course training course

You can attend classes at your training centers located in Boston, New York City, Philadelphia, on site at your office, or on-line. You can select the course location at the time of your registration.

### Private and customized training course options

This training course can be offered as a private class for groups or individuals, and the content can be customized to meet your specific needs. You can call to speak with a training representative at 781-376-6044 or 800-851-9237 to discuss customizing this training course.

### Goals and objectives for this training course

American Graphics Institute is focused on providing high-quality training courses for your professional development. We provide regularly scheduled small group courses along with private or customized training.



## Connect class topics:

**Lesson 1: Introducing Adobe Connect**  
Adding audio to presentations using Adobe Connect  
Recording slide narration  
Editing and importing audio

**Lesson 2: Adding animations, links, and files using Adobe Connect**  
Customizing Adobe Connect presentations  
Setting slide navigation names  
Adding presenter information  
Adding slide videos  
Changing the presentation theme  
Creating custom themes

**Lesson 3: Publishing Adobe Connect presentations**  
Publishing locally  
Setting presentation properties  
Packaging a presentation for distribution  
Publishing to a Acrobat Connect server  
Updating a Acrobat Connect presentation on the server

**Lesson 4: Adding Flash content**  
Adding quizzes using Adobe Connect  
Creating and managing an Adobe Connect Meeting Room  
Sharing presentations and quizzes in Adobe Connect

**Lesson 5: Sharing static text and images**  
Maximizing pod contents in Adobe Connect  
Using a whiteboard in Adobe Connect

**Lesson 6: Screen sharing**  
Controlling the screen share view as a participant  
Sharing one or more applications  
Pausing and annotating  
Previewing your screen share  
Granting remote control of applications  
Sharing Flash content in Adobe Connect  
Managing the Connect meeting library

**Lesson 7: Using audio and video**  
Broadcasting presenter audio  
Using voice over IP (VOIP) for conversations  
Broadcasting presenter video

**Lesson 8: Managing text messages and questions in Adobe Connect**  
Sending text messages  
Moderating chat

**Lesson 9: Sharing files, polls, and web links**  
Opening web pages in attendee browsers

**Lesson 10: Recording Adobe Connect meetings**  
Locating and playing meeting archive  
Searching and managing meeting archives  
Understanding archive storage requirement

