

## **Académie de Nantes/Nottingham City School Link**

### ***TRAINING NOTES FOR Adobe® Acrobat® Connect™ Pro Meeting***

- **This user guide was compiled by Monsieur Christian Butteau, Maître Animateur TICE, Académie de Nantes**
- **The translation was a group effort (Christian Butteau and Vincent Beckman – Nantes Academie, Marie-Line Antoine and Paul Billam – Nottingham e-Learning Centres and L.A.)**
- **The Nantes Academie has purchased the Adobe Acrobat Connect Pro Meeting licence and put it at our disposal for web conferencing and sharing of resources and documents.**
- **Here are some of the advantages – you can:**
  - **enter the meeting instantly through your internet browser – there is no software to download - you'll use the same URL every time and it's secure**
  - **access content instantly**
  - **share your screen (window, application or entire desktop)**
  - **collaborate in real time (whiteboard, chat) and record your meeting for playback**
- **The user guide takes you through setting up and making the most of some of the facilities.**
- **Please note that the first time you use Adobe Connect on your computer, you'll be asked to install an add-in to enable you to access Adobe Connect. Make sure you also have Flash installed on your computer**

**Nottingham City Council, International Dimension – Nottingham/Nantes Link**

**USEFUL LINK: <http://www.adobe.com/resources/acrobatconnect/>**

# Use Adobe® Acrobat® Connect™ Pro Meeting

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### INTRODUCTION

#### **1 - Connect in a meeting :**

To take part in a meeting you must have a browser, a copy of Flash® Player 8 or higher, and an Internet connection

To connect to a meeting, launch your browser and then click on the url (web link) sent to you by the administrator before the meeting.

The administrator can create two types of users:

1. guest user. A host will need to be present in the meeting in order to accept your request of participation. The host can modify your status if needed.
2. Participant to log in with username and password given to you by the administrator before the meeting.

In the session there are three meeting roles: host, presenter and participant, explained below.

#### Host:

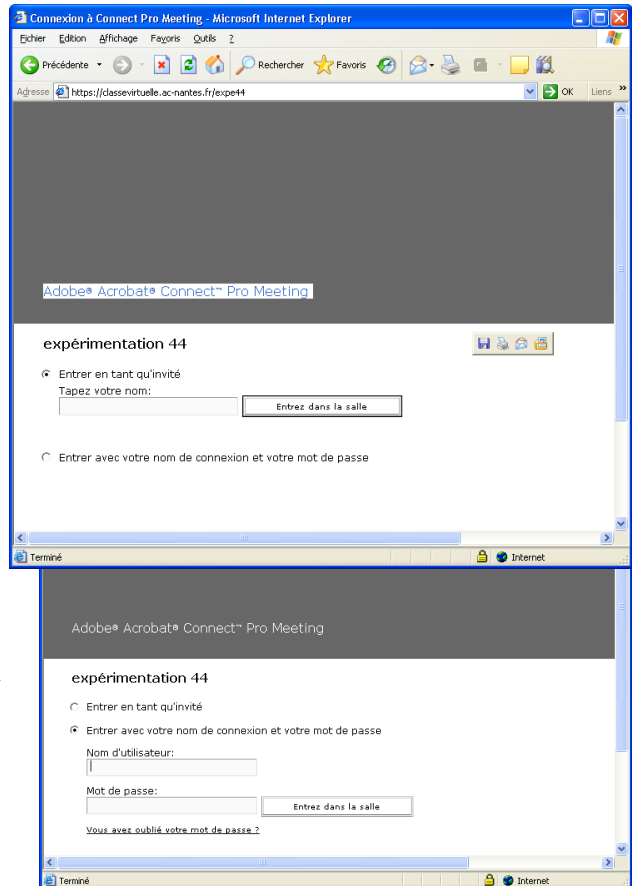
Hosts can set up a meeting, invite guests, add content to the library, share content, and add or edit layouts in a meeting room. They can promote other participants to the role of meeting room host or presenter, or give enhanced permissions to a participant without promoting the participant. Hosts are able to create and manage small group breakout rooms within a meeting. They can also perform all the tasks that a presenter or participant can.

#### Presenters:

Presenters can share content already loaded into the meeting room from the library and share content from their computer, including Adobe® Presenter presentations (PPT files), Flash® application files (SWF files), images (JPEG files), and FLV files. They can share their screen with all attendees, chat, and broadcast live audio and video. Presenters cannot accept participants or modify the displays.

#### Participant

Participants can view the content that the presenter is sharing, hear and see the presenter's audio and video broadcast, and use text chat.



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### THE INTERFACE

#### 1 – The host's screen:

The display below shows the discussion mode:

**Menu bar**

**Module « liste des participants »**  
List of attendees.

**Module « caméra et voix »**  
The lower left button allows you to activate the microphone and webcam.

**Module « sondage »**  
survey pod

Click this button for full screen and again to restore.

**Module « conversation »**  
"chat pod" allows you to send messages independent of the meeting

**Module « note »**  
Note pod where hosts and presenters take meeting notes

**Module « notes de discussion »**  
Note pod where hosts and presenters take meeting notes

**Bouton « options d'état »**  
Button which allows you to request something as follows:

- Lever la main
- Accepter
- Refuser
- Sortir
- Parler plus fort
- Parler moins fort
- Accélérer
- Ralentir
- Rires
- Applaudir
- Effacer mon état

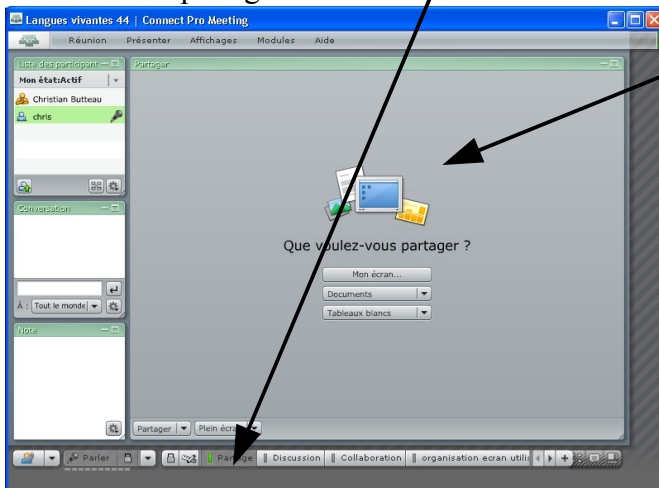
**Boutons module « voix »** Voice pod:  
On clear background (i.e. Not greyed out), the microphone is inactive.  
When you click on the button and hold it down the microphone becomes active (grey background)  
When you click on this Button the microphone is permanently active.

The Recording level gauge underneath indicates the sound level of recording.

**Meeting room layout:**  
There are three templates: Sharing, discussion, collaboration.  
Do not change the layout created by the administrator.  
If you wish to change the layout, click on the button to create a new layout.  
Click on the padlock icon to lock the pods (panels)

## 2 – « module partage »: The display below shows the sharing mode:

click on «partage» as shown below. There are 4 pods « liste des participants », « conversation », « note » and «partager»:



*It is also possible to be in mode " full screen "*

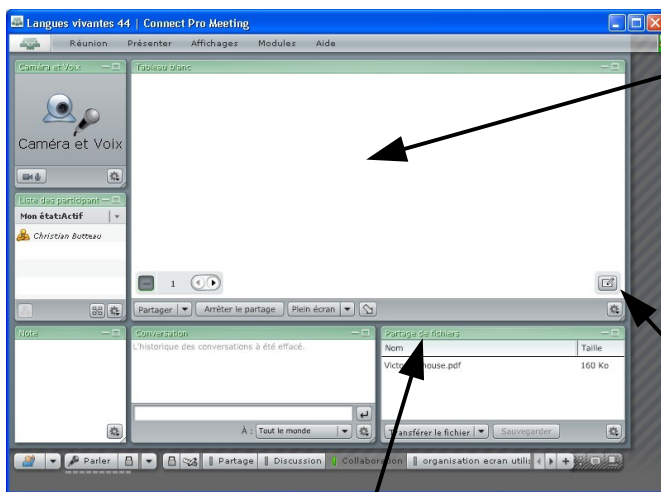
This new pod « partager » allows you to share:

- « Mon écran » - My screen. When you click on my screen
- Click on APPLICATIONS: You can share an open application such as Word for collaboration
- "Documents" go to « choisir sur mon ordinateur » (browse my computer) to select any document as follows: formats ppt, pptx, swf, flv, mp3. The whiteboard tools can be used with these documents.
- White boards

*In the case of sharing the screen, another member of the meeting can ask to take the control. It is then possible to collaborate on the shared application.*

## 3 – The screen of the host, « module collaboration » :

There are two new pods: tableau blanc (whiteboard) and partage de fichiers (file sharing).



The "Whiteboard" pod

*This pod is for sharing annotations and drawings. What is shared in this pod cannot be saved but the information on this board will remain there even when the session is terminated and will not be deleted unless you decide.*

*You access the tools panel for the whiteboard by clicking on this button*

*The pod « partage de fichiers » allows you to share documents. A member of the meeting can share his or her files from anywhere on their computer which other members can access straightaway..*

*Please note: you should not confuse this pod « partage de fichiers » with the pod « partager » seen previously. Any type of files can be transferred.*

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### CAMERA AND AUDIO

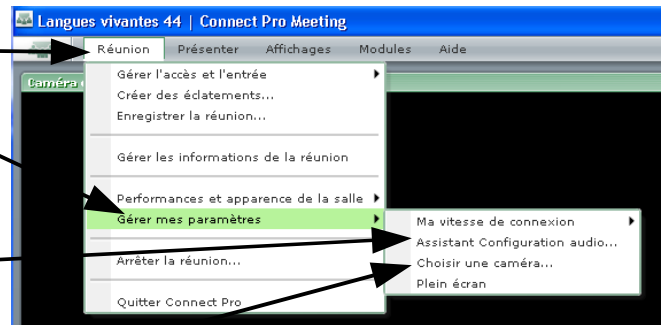
#### 1 - Use of the pod «caméra et voix»

It is vital that you calibrate your camera and audio settings before the session.

By clicking « réunion », then « gérer mes paramètres », you can:

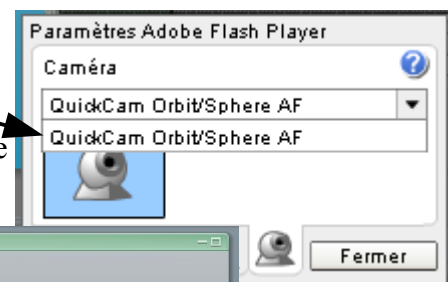
– calibrate the sound with « assistant de configuration audio... » see «Fiche No 7»

– select the webcam « choisir une caméra... »



#### 2 – Choose a camera...

choose the camera you wish to use (if you have an internal webcam and an external webcam at the same time). Make sure that you have tested your webcam before the session.



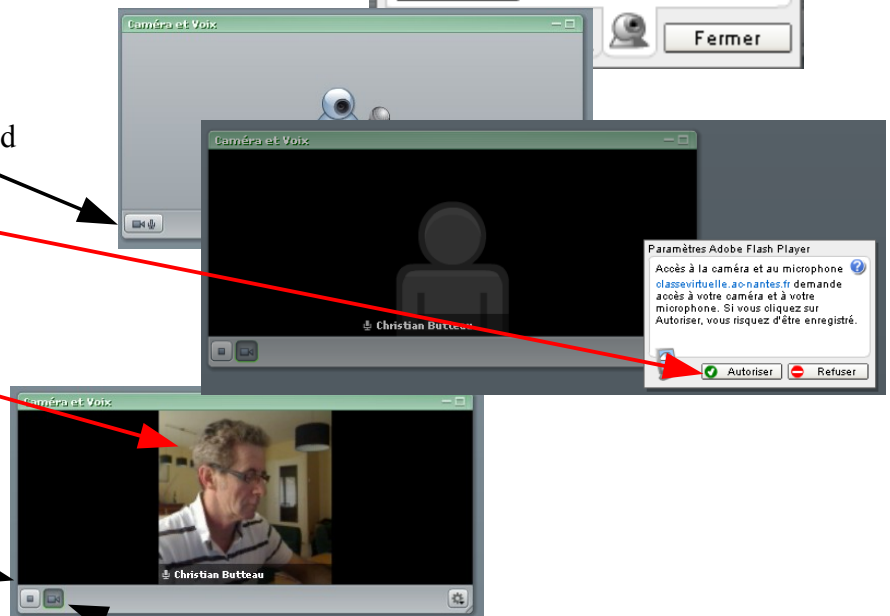
#### 3 – Enable your webcam

Click this button which is in the pod «Camera et voix»  
Click on «Autoriser» to accept

The image appears.

You can de-activate the webcam

or pause it



This can be very useful to free up more bandwidth which will speed up the use of the other pods.

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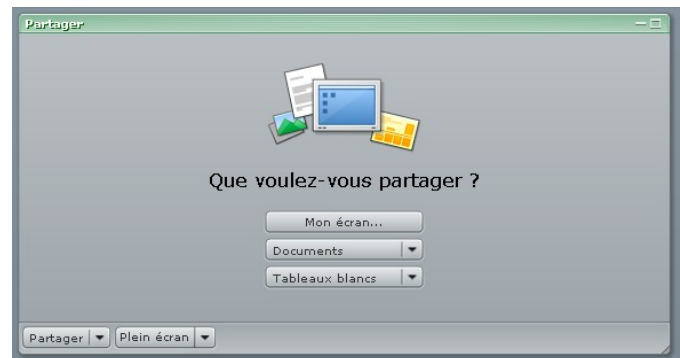
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### SHARING DOCUMENTS AND PROGRAMS

#### 1 - Use of the pod « partager »

In this module, you can choose to share:

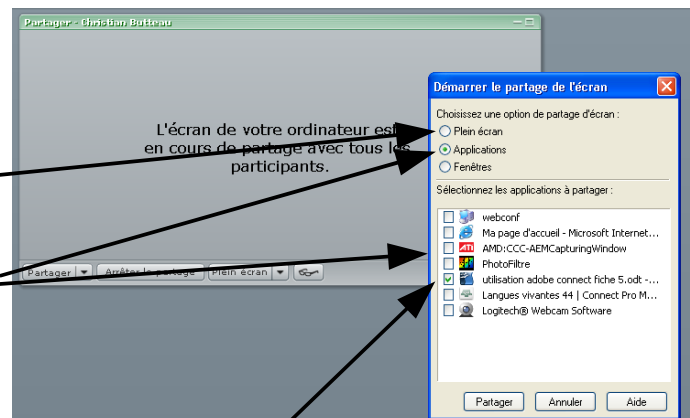
- your screen
- Documents
- White boards



#### 2 – Sharing the screen

when you click «mon écran» you will have to choose one of the following:

- «plein écran» (full screen)
- «application» (all the programs listed in the screen grab have already been launched by the participant)
- «fenetres » one or several opened windows



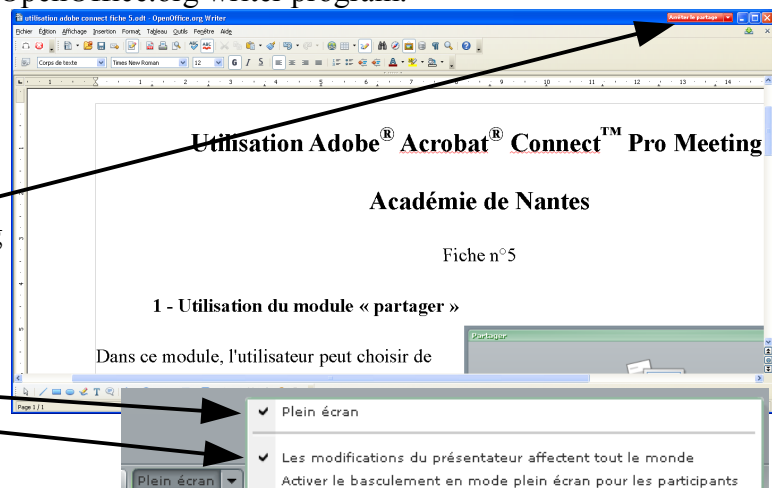
#### 3 – Sharing programs

In this example, we choose to share the OpenOffice.org writer program.

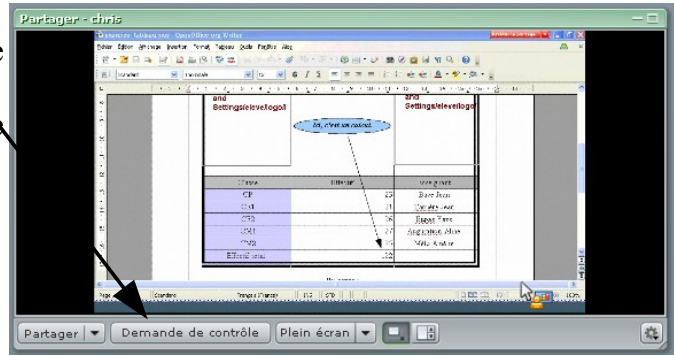
**This window shows what the participant who has activated the sharing can see.**

He or she can choose to stop the sharing at any time by clicking on the red tab.

Full screen can be chosen for one or all participants.



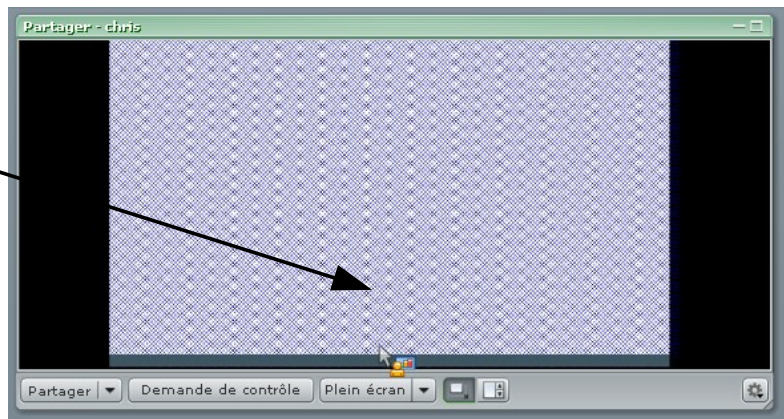
**For the participant accepting the sharing, he or she can ask to take control of the shared program. A message will warn the owner of the application of this request which he/she can accept or refuse.**



In case of acceptance, both members can then use this program but do agree when each person can do so.

full screen can be chosen for himself or herself only or for all the participants.

If the person sharing his or her program clicks on another pod or window, this is the screen which is seen by the other participants.



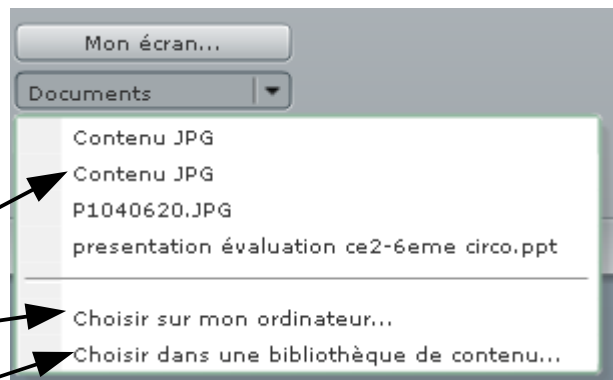
Everything is back to normal again soon as he or she clicks on the green strip at the top of the pod « partager » to re-enable it.

**Warning:** the quality of sharing will depend on the connection and the program used.

#### 4 – Sharing documents

You can:

- find and choose a document among those already used in this meeting room
- load one with it from the computer
- choose it in a library



**Warning:** only the formats PPT, SWF, MP3, JPEG or FLV can be shared. PPT files will be converted into a slideshow without animation.

When a document is shared (here a JPEG image), it is possible to overlay the whiteboard and the tools will appear for annotations.



**Warning:** it is not possible to record nor to export these annotations (if you wish to do so, use "print screen" which can then be pasted into a document). These will be kept in the meeting room until someone deletes them.

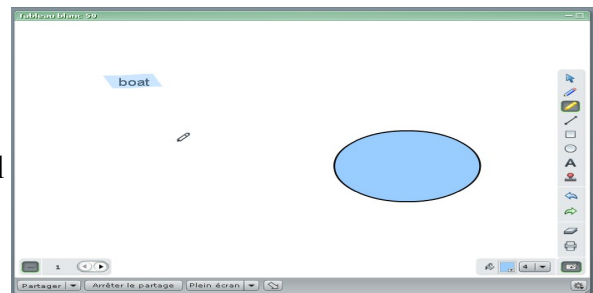
## 5 – Sharing the whiteboards

This allows you to:

- choose a board already in use in the meeting room
- or
- To create a new whiteboard

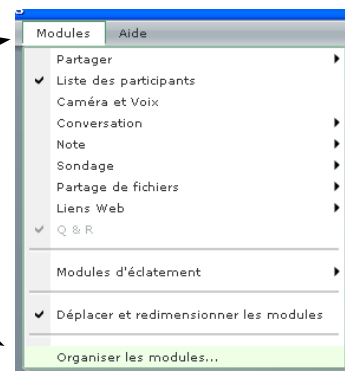


**Warning:** it is not possible to record nor to export these annotations (if you wish to do so, use "print screen"). These will be kept in the meeting room until someone deletes them.

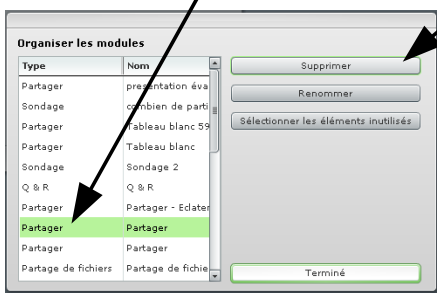


To delete the whiteboard or shared document pod «modules», click on "modules",

then select «organiser les modules»,



to select the module to be deleted and then confirm the deletion.





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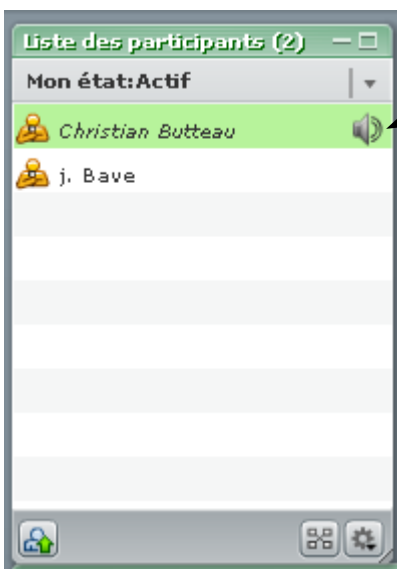
### AUDIO SETTINGS - CALIBRATION

Your audio settings must be calibrated beforehand to minimise the risk of echoing and to ensure a successful Web-conference.

Once you have calibrated your audio settings, these will remain unchanged unless you change your microphone or computer.

Ensure that the Adobe Connect meeting is done under the same conditions as those carried out for the test beforehand i.e. with the same equipment, internet connection and room.

A first observation:



When a participant speaks, the speak icon appears to the right of his/her name.

If this icon still appears after the speaker has finished talking, there is a risk of echoing. The solution to this problem if it arises is as follows, in order of relevance:

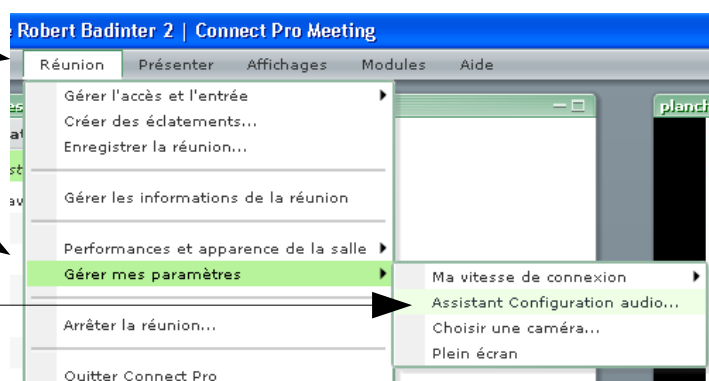
#### **1 – check the sensitivity of the microphone:**

Click on "Réunion"

then,

"Gérer mes paramètres",

"Assistant Configuration audio..."



Follow the guidelines provided by the wizard carefully (please note that no audio communication is possible during this procedure).



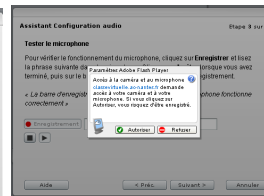
1 - intro



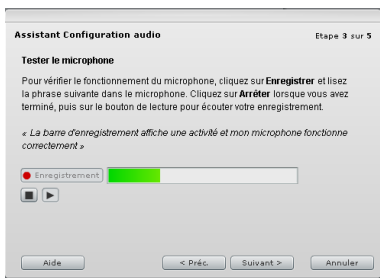
2 – test that speakers are working normally



3 – select correct microphone (it's preferable to use an external microphone)



4 – allow the test to take place (click on the « autoriser » button)



4 a – Press the red button then read a sentence in English (or French!). When finished press the playback button to check that your voice has been recorded.



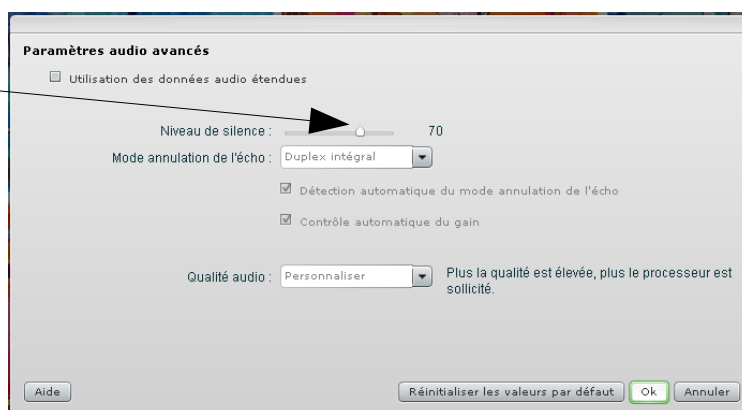
5 – test the background noise by click on the button « tester le silence ». Please do not talk when this is being done.



6 – click on « paramètres avancés » and check out the details below.

Use "paramètres avancés" to increase the sensitivity of the microphone.

Slide to about 50



## 2 – Using the microphone during the session.

During the conversation, please wait for the speaker icon to disappear – the icon which is next to the other participant's name.

If you are not successful using one of the above two steps, you will need to use the off switch on your microphone when you are not talking.

It is recommended to use a microphone with an on/off switch, which is also directional.

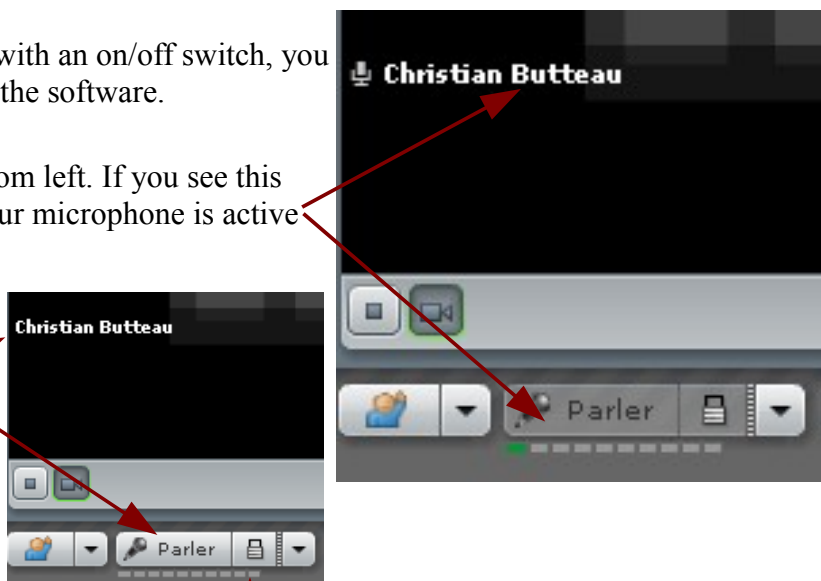


### 3-You can also use the dedicated button included in Adobe Connect

If the microphone is not equipped with an on/off switch, you can find the equivalent function in the software.

The button "Parler" is always bottom left. If you see this button greyed out, it means that your microphone is active (on).

If this button is not greyed out, your microphone is not active



This button allows your microphone to be on permanently

If you don't want your microphone to be on permanently, click again to deselect. You can then control when to make your microphone active by clicking on "parler" to speak or unclicking when you don't want the microphone to be active.



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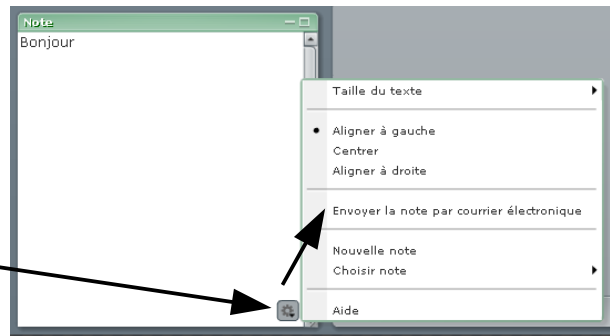
### CHAT

#### 1 - Use of the pod "note"

The pod « note » (as in «note de discussion») is a shared notepad zone.

Each person writes on this notepad and interacts with the contents as he/she wishes.

Click on this icon to open a pull-down menu. Among the available options, this one allows you to send the contents of the notepad by e-mail.

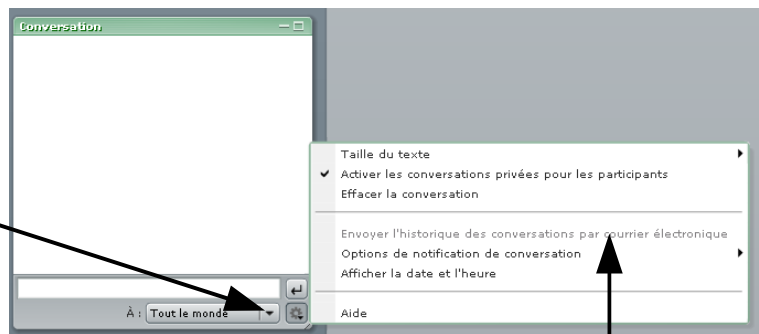


#### 2 - Use of the pod "conversation"

The pod "conversation" is for chat «clavardage». Take it in turn to have a «conversation»

You can select who is able to read your chat.

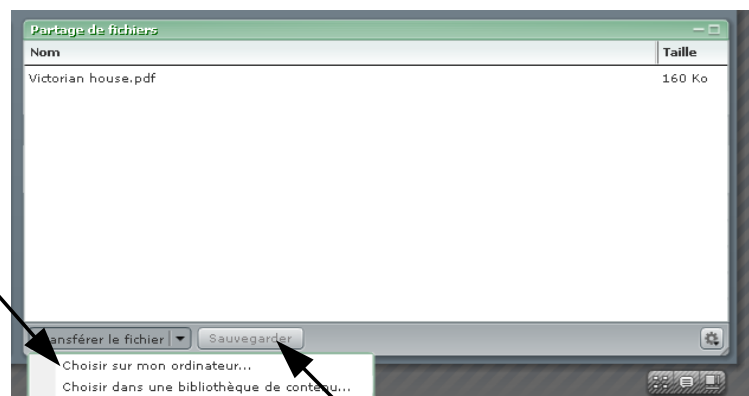
You can also send the contents of the chat by e-mail.



#### 3 - Use of the pod « partage de fichiers »

The pod « partage de fichiers » allows every member to transfer files to the other participants.

Contrary to the pod« partage » which accepts only jpegs, ppt, swf, there is no format restriction. It is simply a sharing folder in which each participant can upload files from his/her computer.



After selection, you can also choose to save these files on your computer.