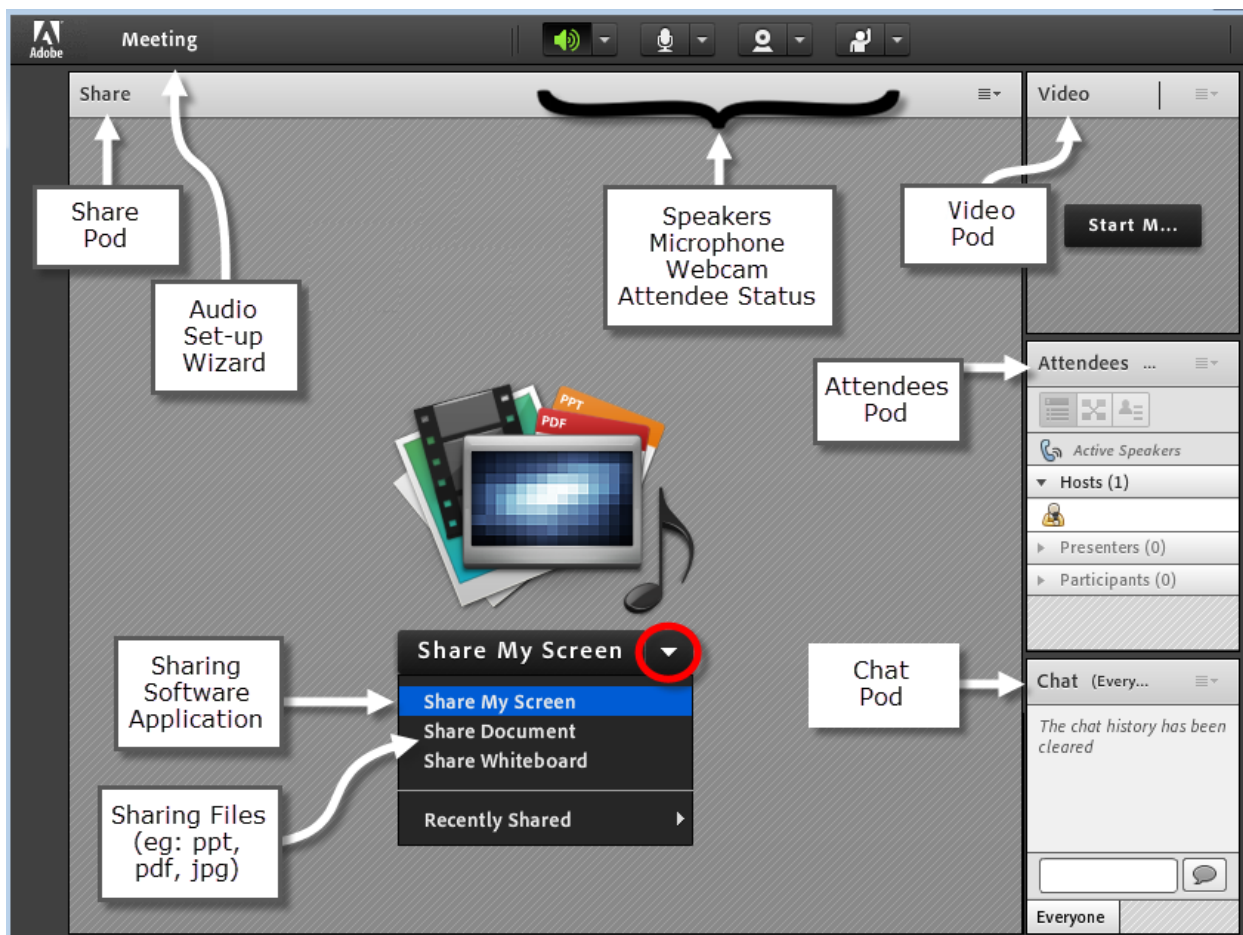


Share PowerPoints Documents in Adobe Connect Meeting

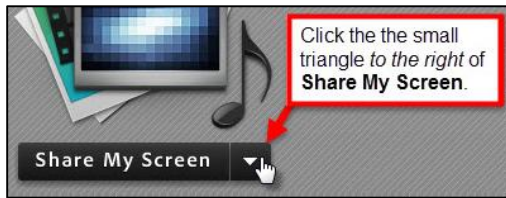
Adobe Connect is an ideal platform for sharing electronic files and documents. The following steps explain the process for sharing these types of files. Learners must be assigned 'Presenter' Role in order to share documents.

After joining an Adobe Connect Meeting, check the Attendees Pod to ensure that your name appears in the Presenter section. Contact your instructor if your name appears in the 'Participant' section.

Step 1: Join the **Adobe Connect Meeting** room. Explore the Presenter Role user interface.



Step 2: Click the small triangle to the right of **Share My Screen**.



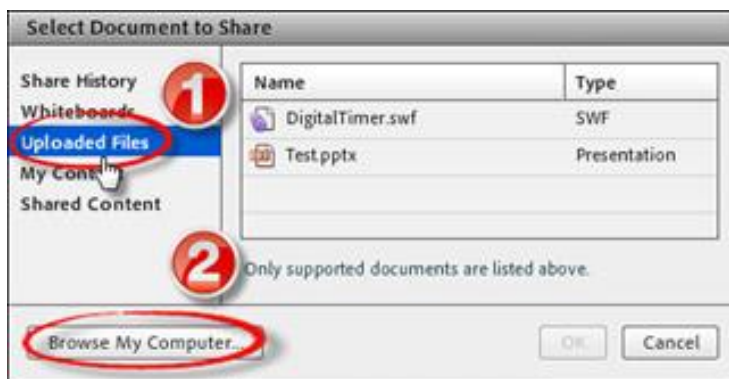
Step 3: From the dropdown menu, select **Share Document**



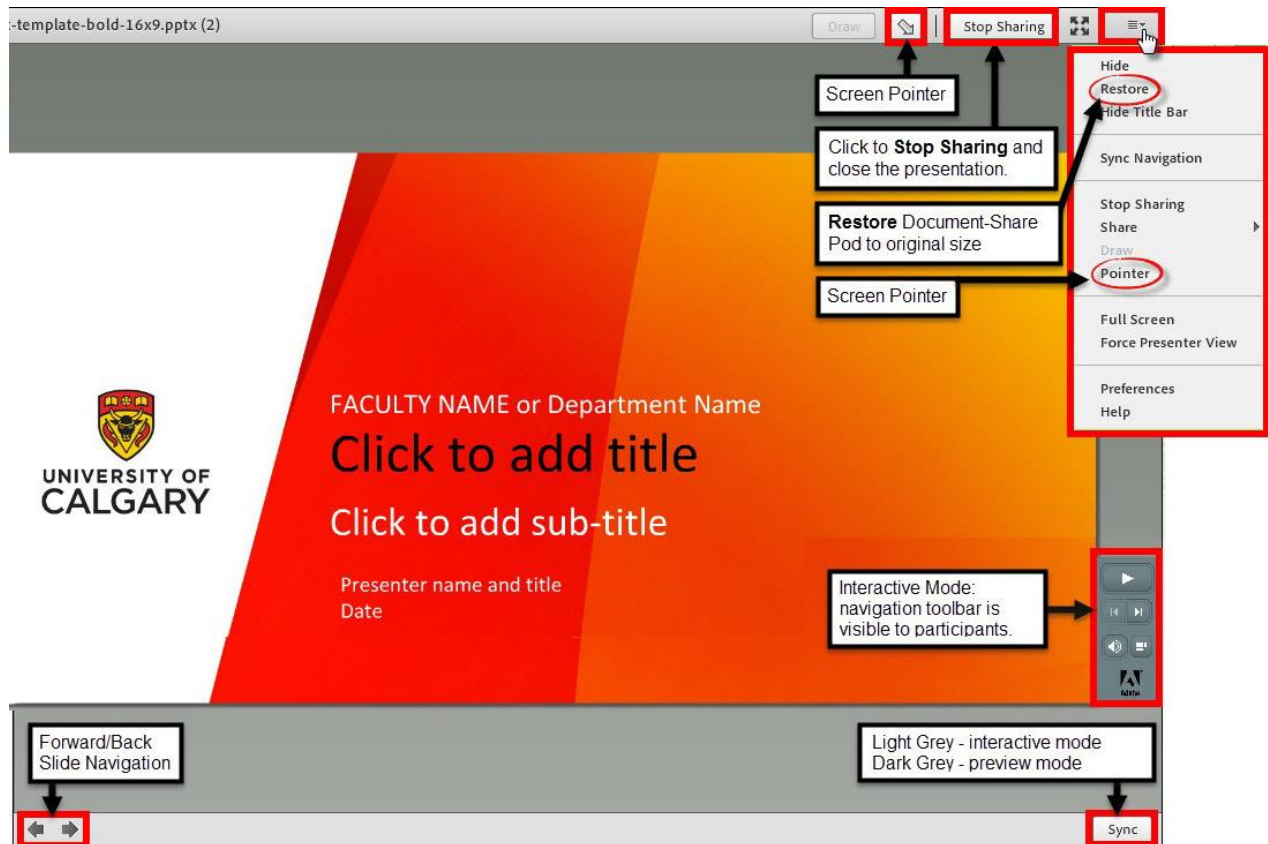
Step 4: This opens a dialogue box (content may appear differently in different browsers). The following file types can be shared using the Share Documents feature (large files may take a minute to load):

- PDF
- PPT
- PNG
- ZIP
- PPTX
- JPG
- FLV
- MP3
- SWF
- PNG
- MP4
- F4V

1. Click **Uploaded Files** to view a complete list of previously share files, or
2. Click **Browse My Computer** to upload a file from your computer hard drive.



Step 5: Familiarize yourself with the Adobe Connect PowerPoint user interface.



Step 6: When **Sync** is on; dark grey, the presentation is in **Preview Mode**. Participants have no control over the presentation. The host must use arrows in the bottom left corner, and other interactive features of the presentation, to navigate between slides.

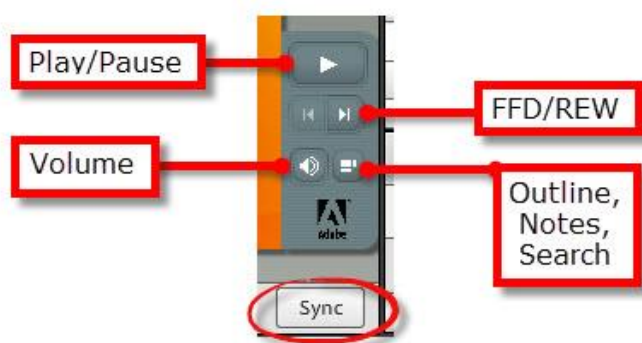


Note: When sharing the PowerPoint presentation with students, **Sync must be on**; Dark Grey, in order for students to see the instructor advance from one slide to the next.

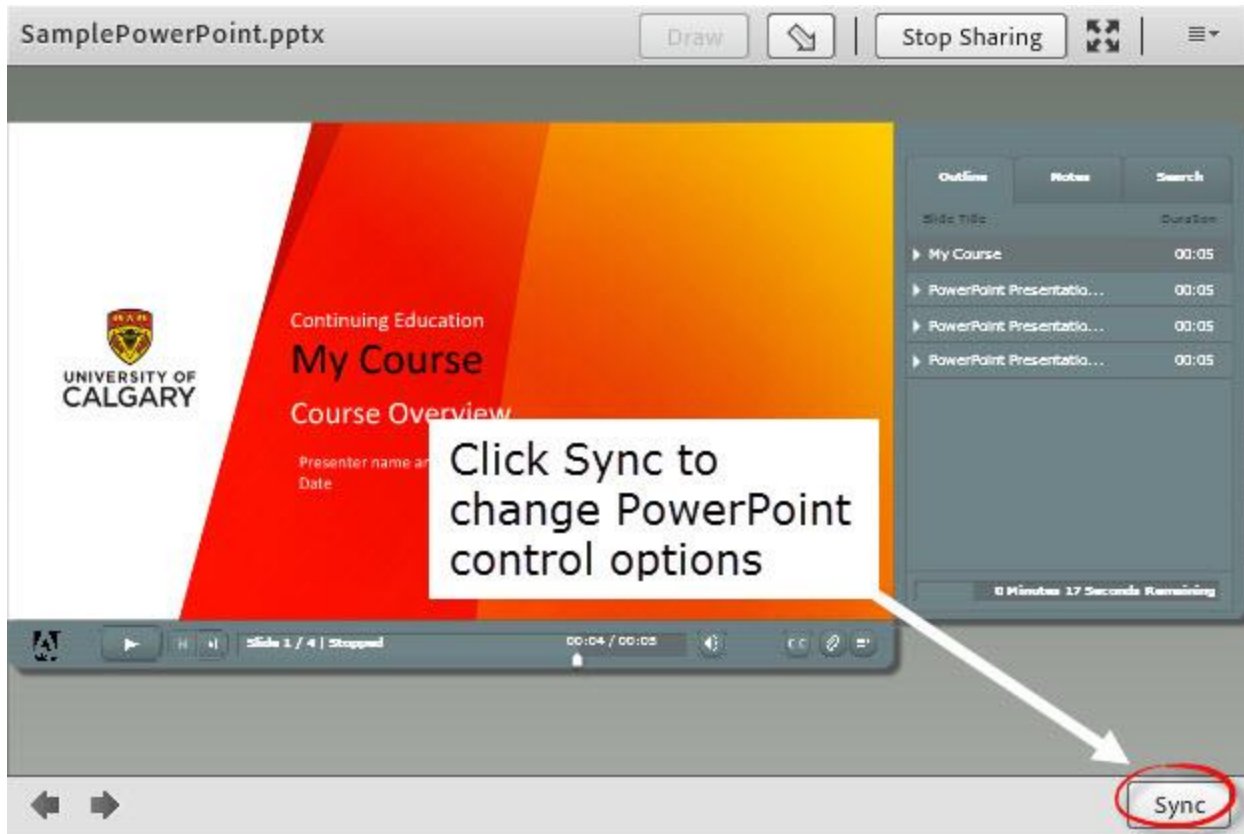


When **Sync** is light grey, participants can independently navigate the presentation.

Step 7: Click **Sync** to view PowerPoint controls, such as volume, play, presentation notes, and search feature.



Step 8: Click Outline, Notes, Search Icon in above illustration to view presentation details.



Note: The same process is used for sharing any type of file