1

00:00:00,000 --> 00:00:04,000

Ok so moving on to the share pod, where we can share powerpoints

2

00:00:04,000 --> 00:00:08,000

our desktop, and our white board

3

00:00:08,000 --> 00:00:12,000

First off again lets go back into our meeting

4

00:00:12,000 --> 00:00:16,000

and we see here the share pod, and this is a drop down box

5

00:00:16,000 --> 00:00:20,000

Share My Scree, if you hit the drop down arrow thats where you have the options

6

00:00:20,000 --> 00:00:24,000

for sharing screen, sharing document, and sharing white board

7

00:00:24,000 --> 00:00:28,000

we recomend that if you share powerpoints to use

8

00:00:28,000 --> 00:00:32,000

the share document. If you share excel sheets or word documents

9

00:00:32,000 --> 00:00:36,000

thats where you need to share my screen, thats where its compatable with.

10

00:00:36,000 --> 00:00:40,000

First off lets go ahead and demonstrate how to share a powerpoint

11

00:00:40,000 --> 00:00:44,000

You go to share document, and if you have uploaded

12

00:00:44,000 --> 00:00:48,000

it before hand or a time or two its going to show up in the recent history

13

00:00:48,000 --> 00:00:52,000

if not, it shows I dont have anything here, you just go

14

00:00:52,000 --> 00:00:56,000

to browse your computer and open up one where you have

15

00:00:56,000 --> 00:01:00,000

one located, we recomend that you use PPT's as

16

00:01:00,000 --> 00:01:04,000

apposed to PPTX's, I have a PPTX

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00:01:04,000 --> 00:01:08,000

Again I know this PPTX will work but again we recomend PPT

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00:01:08,000 --> 00:01:12,000

just because of fonts, animations, and things like that. So once you select one

19

00:01:12,000 --> 00:01:16,000

and you open it after browsing, its going to show up here saying Adobe Connect

20

00:01:16,000 --> 00:01:20,000

your powerpoint is converting, give it a sec

21

00:01:20,000 --> 00:01:24,000

and if you have converted it once it wont take as much time as

22

00:01:24,000 --> 00:01:28,000

the next time to open up. Remember the longer

23

00:01:28,000 --> 00:01:32,000

you are in powerpoint the longer it will take to convert

24

00:01:32,000 --> 00:01:36,000

this right now is only about a 10 to 12 slide power point

25

00:01:36,000 --> 00:01:40,000

and again it didnt take that long to upload

26

00:01:40,000 --> 00:01:44,000

and convert, so this is what it looks like to your

27

00:01:44,000 --> 00:01:48,000

participants and you. Your participants right now are seeing the

28

00:01:48,000 --> 00:01:52,000

talking head, their seeing this intire template, and thats fine

29

00:01:52,000 --> 00:01:56,000

they will see the talking head and they will see the attendies list, the chat

30

00:01:56,000 --> 00:02:00,000

and again remember if you dont want them to see the attendies list at any time

31

00:02:00,000 --> 00:02:04,000

you can hide that if you want, you can hide the chat

32

00:02:04,000 --> 00:02:08,000

but then that takes away you being able to see it as well

33

00:02:08,000 --> 00:02:12,000

just FYI, ok

34

00:02:12,000 --> 00:02:16,000

Ill go ahead and bring those back that way the

35

00:02:16,000 --> 00:02:20,000

chat, bring up the chat, and bring out

36

00:02:20,000 --> 00:02:24,000

my attendies list.

37

00:02:24,000 --> 00:02:28,000

Ok a few things with the power point, again once

38

00:02:28,000 --> 00:02:32,000

we actually convert the power point the way you advance and go back

39

00:02:32,000 --> 00:02:36,000

are your arrows here on the bottom left

40

00:02:36,000 --> 00:02:40,000

simple enough you go ahead and click them that way

41

00:02:40,000 --> 00:02:44,000

if you want to show the side bar you hit that icon right

42

00:02:44,000 --> 00:02:48,000

there and you can go specifically straight to one of the

43

00:02:48,000 --> 00:02:52,000

power point slide, if you dont want it you can

44

00:02:52,000 --> 00:02:56,000

actually hit that back again and there you go

45

00:02:56,000 --> 00:03:00,000

Full view and

46

00:03:00,000 --> 00:03:04,000

the next thing you need to know would be these two functions up here

47

00:03:04,000 --> 00:03:08,000

the draw and arrow feature, yes you have my mouse icon

48

00:03:08,000 --> 00:03:12,000

that might work but if you want to grab the

49

00:03:12,000 --> 00:03:16,000

attention of your participants you can go ahead and move the green arrow

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00:03:16,000 --> 00:03:20,000

around to where ever your talking about to keep

51

00:03:20,000 --> 00:03:24,000

them in focus. Again thats just a

52

00:03:24,000 --> 00:03:28,000

little simple little feature. If you want to draw, if you want to make

53

00:03:28,000 --> 00:03:32,000

some notes on your power points well you go to the draw button and down here

54

00:03:32,000 --> 00:03:36,000

is where it provides you with some extra tools, here is the

55

00:03:36,000 --> 00:03:40,000

selections tool, pencil, eraser and

56

00:03:40,000 --> 00:03:44,000

the text box. Those are the main four youll prolly need right now

57

00:03:44,000 --> 00:03:48,000

notice how you cant select the eraser right now, thats the only

58

00:03:48,000 --> 00:03:52,000

tricky thing about drawing on your power points or using the

59

00:03:52,000 --> 00:03:56,000

white board and things like that in Adobe Connect you have to

60

00:03:56,000 --> 00:04:00,000

use the selection tool and then erase, which ill show you here in a second. Say

61

00:04:00,000 --> 00:04:04,000

you are here and you want to make some notes, well get your

62

00:04:04,000 --> 00:04:08,000

pencil, there you can select what color you want to use

63

00:04:08,000 --> 00:04:12,000

how thick you want your pencil to be

64

00:04:12,000 --> 00:04:16,000

and there you go im drawing with the mouse. This is where if you had a tablet

65

00:04:16,000 --> 00:04:20,000

PC making notes would really come in handy

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00:04:20,000 --> 00:04:24,000

again having a tablet pc if you have it, your department supplies them, or what not

67

00:04:24,000 --> 00:04:28,000

using a white board or using it to mark up your power point

68

00:04:28,000 --> 00:04:32,000

and save those notes. A tablet pc would come in handy

69

00:04:32,000 --> 00:04:36,000

or some type of device where you can actually write with a stylest

70

00:04:36,000 --> 00:04:40,000

So you have that right there say

71

00:04:40,000 --> 00:04:44,000

this is for face to face online

72

00:04:44,000 --> 00:04:48,000

and your happy with that

73

00:04:48,000 --> 00:04:52,000

so notice if you move on, your

74

00:04:52,000 --> 00:04:56,000

markings will go away, but say wait a minute I forgot to tell you something

75

00:04:56,000 --> 00:05:00,000

very important, then go back and say they are also for on-demand environment

76

00:05:00,000 --> 00:05:04,000

when you go back to it your markings will be there

77

00:05:04,000 --> 00:05:08,000

say you dont want your markings tho say you want to erase

78

00:05:08,000 --> 00:05:12,000

thats where I told you its a little tricky, go to the selection tool

79

00:05:12,000 --> 00:05:16,000

and then you have to point and create a box, so you

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00:05:16,000 --> 00:05:20,000

click and drag over your intire markings, see how then it

81

00:05:20,000 --> 00:05:24,000

creates a box with your markings in it. Then that eraser comes forward

82

00:05:24,000 --> 00:05:28,000

then all you got to do click on it and erase, so

83

00:05:28,000 --> 00:05:32,000

selection tool, let me make some markings for you

84

00:05:32,000 --> 00:05:36,000

let me make several markings, then you go selection

85

00:05:36,000 --> 00:05:40,000

tool. Click away from it, make a big box

86

00:05:40,000 --> 00:05:44,000

around it all, which is you click on the open area and then you drag

87

00:05:44,000 --> 00:05:48,000

to a corner, see how it highlights everything, brings up the eraser

88

00:05:48,000 --> 00:05:52,000

you hit the eraser and it goes away

89

00:05:52,000 --> 00:05:56,000

that is how you can make

90

00:05:56,000 --> 00:06:00,000

notes on your power point. If you want to stop

91

00:06:00,000 --> 00:06:04,000

sharing your power point, then you would just hit stop sharing

92

00:06:04,000 --> 00:06:08,000

I will tell you right now if you say you stop right here

93

00:06:08,000 --> 00:06:12,000

and you stop sharing, it goes back to the share screen

94

00:06:12,000 --> 00:06:16,000

and then no one can see it, say you go back to share document

95

00:06:16,000 --> 00:06:20,000

notice how my power point is still up there, you hit ok

96

00:06:20,000 --> 00:06:24,000

it brings it back to right where you left off

97

00:06:24,000 --> 00:06:28,000

so if you need to go back to the begining you can

98

00:06:28,000 --> 00:06:32,000

and there you go `

99

00:06:32,000 --> 00:06:36,000

and i will stop sharing that. The next thing we will talk about

100

00:06:36,000 --> 00:06:40,000

is sharing a white board

101

00:06:40,000 --> 00:06:44,000

ok again it comes in handy if you have a tablet pc or some device

102

00:06:44,000 --> 00:06:48,000

that you can actually write on with a stylist or maybe

103

00:06:48,000 --> 00:06:52,000

even with your fingers better than a mouse, same concept

104

00:06:52,000 --> 00:06:56,000

though, you click on the pencil and I will

105

00:06:56,000 --> 00:07:00,000

write, hello with the mouse

106

00:07:00,000 --> 00:07:04,000

if you dont want to use it

107

00:07:04,000 --> 00:07:08,000

you select your selection tool

108

00:07:08,000 --> 00:07:12,000

highlight it all then hit erase.

109

00:07:12,000 --> 00:07:16,000

Text box, if you want to place your text box somewhere

110

00:07:16,000 --> 00:07:20,000

you can choose your font size,

111

00:07:20,000 --> 00:07:24,000

the type that you have there,

112

00:07:24,000 --> 00:07:28,000

make it bigger.

113

00:07:28,000 --> 00:07:32,000

"hello and welcome"

114

00:07:32,000 --> 00:07:36,000

same thing, if you dont want to use it

115

00:07:36,000 --> 00:07:40,000

selection tool, highlight it, then hit erase

116

00:07:40,000 --> 00:07:44,000

and it will come pretty quick after you get used to the

117

00:07:44,000 --> 00:07:48,000

way of have to select the selection tool after if you want to erase

118

00:07:48,000 --> 00:07:52,000

the text box or any annotations you make with pecil

119

00:07:52,000 --> 00:07:56,000

and thats the white board, if you want to

120

00:07:56,000 --> 00:08:00,000

stop sharing agian you come up to stop sharing, it will go back to there

121

00:08:00,000 --> 00:08:04,000

and this will pop back up, all they will see is

122

00:08:04,000 --> 00:08:08,000

if you have the web cam activated, if not they will see

123

00:08:08,000 --> 00:08:12,000

your meeting session with nothing being shared

124

00:08:12,000 --> 00:08:16,000

next up we actually have

125

00:08:16,000 --> 00:08:20,000

the last one call share my screen. This one is a little

126

00:08:20,000 --> 00:08:24,000

bit, its not tricky but you have to keep in mind

127

00:08:24,000 --> 00:08:28,000

once you share your screen its going to ask you desktop,

128

00:08:28,000 --> 00:08:32,000

applications, or windows. I recomend that you share desktop

129

00:08:32,000 --> 00:08:36,000

because if you have to go back and forth from web

130

00:08:36,000 --> 00:08:40,000

page to a work document, or excel you can go ahead and

131

00:08:40,000 --> 00:08:44,000

just move around like you normally would, so we recomend desktop

132

00:08:44,000 --> 00:08:48,000

If you have dual monitor like I do its going to ask you first monitor, or second monitor

133

00:08:48,000 --> 00:08:52,000

so im going to go ahead and select second monitor

134

00:08:52,000 --> 00:08:56,000

because thats where my meeting room is right now and if you only have one monitor its going to

135

00:08:56,000 --> 00:09:00,000

show up like this, so if I hit second monitor, share

136

00:09:00,000 --> 00:09:04,000

ok, notice you do not see

137

00:09:04,000 --> 00:09:08,000

the meeting room any more

138

00:09:08,000 --> 00:09:12,000

keep in mind your participants, your students do.

139

00:09:12,000 --> 00:09:16,000

You do not see it but you have to be deligent enough to remember that they still

140

00:09:16,000 --> 00:09:20,000

see you on web cam if you have it on and they still see the

141

00:09:20,000 --> 00:09:24,000

web cam pod, attendes pod, chat pod, along with your

142

00:09:24,000 --> 00:09:28,000

desktop, we will show you that once we go into

143

00:09:28,000 --> 00:09:32,000

munipulate the recording after we get done with this. So

144

00:09:32,000 --> 00:09:36,000

we have here is your desktop, and they see what your doing on your desktop

145

00:09:36,000 --> 00:09:40,000

say I pull up a word document,

146

00:09:40,000 --> 00:09:44,000

ok there is my word document you can go through there

147

00:09:44,000 --> 00:09:48,000

and move how you need to. Same thing with

148

00:09:48,000 --> 00:09:52,000

excel sheets, say I need to go to the website

149

00:09:52,000 --> 00:09:56,000

or a web page and you can just

150

00:09:56,000 --> 00:10:00,000

have them follow along, a lot of instructors do like the fact,

151

00:10:00,000 --> 00:10:04,000

and use this capability for browsing

152

00:10:04,000 --> 00:10:08,000

the web, say for the library,

153

00:10:08,000 --> 00:10:12,000

how to search the data bases, this is a good way

154

00:10:12,000 --> 00:10:16,000

to show them how and again its kinda on demand

155

00:10:16,000 --> 00:10:20,000

cant remember how to go to this data base, cant remember how to

156

00:10:20,000 --> 00:10:24,000

move around the libraries web page, so then you can be like "oh"

157

00:10:24,000 --> 00:10:28,000

I can go to this recording and

158

00:10:28,000 --> 00:10:32,000

my professor has shown me how to do so.

159

00:10:32,000 --> 00:10:36,000

again move around like you normally would with share my screen

160

00:10:36,000 --> 00:10:40,000

just remember that even though you dont see the

161

00:10:40,000 --> 00:10:44,000

web cam, the chat pod, the attendies pod, and the share pod

162

00:10:44,000 --> 00:10:48,000

they do, with in that share pod instead of seeing

163

00:10:48,000 --> 00:10:52,000

that power point like you see, they would see the desktop but they also see those other pods

164

00:10:52,000 --> 00:10:56,000

you do not, just remember they are there and they are recording.

165

00:10:56,000 --> 00:11:00,000

Another thing is, notice how you

166

00:11:00,000 --> 00:11:04,000

dont see those pods that I mentioned but if someone had a question in a

167

00:11:04,000 --> 00:11:08,000

live meeting, in the bottom right hand

168

00:11:08,000 --> 00:11:12,000

corner I do believe it would say John Doe

169

00:11:12,000 --> 00:11:16,000

says, and he might be chating something, please go into furture detail

170

00:11:16,000 --> 00:11:20,000

say someone raised their hand you would see those type of things.

171

00:11:20,000 --> 00:11:24,000

Once you do that

172

00:11:24,000 --> 00:11:28,000

after you share your desktop, say your wanting to stop sharing

173

00:11:28,000 --> 00:11:32,000

your screen, well that case thats where you pop this back up

174

00:11:32,000 --> 00:11:36,000

now remember your still sharing your screen so they are actually seeing

175

00:11:36,000 --> 00:11:40,000

this pod and in this sharing area they are actually seeing

176

00:11:40,000 --> 00:11:44,000

the pod again, it can get really confusing really

177

00:11:44,000 --> 00:11:48,000

crazy look, so just remember you need to hit stop sharing

178

00:11:48,000 --> 00:11:52,000

once you stop sharing they are going to see this again they are going to see this

179

00:11:52,000 --> 00:11:56,000

blankness in here, ok keep in mind.

180

00:11:56,000 --> 00:12:00,000

So we have went ahead and discussed the share pod a little more in detail

181

00:12:00,000 --> 00:12:04,000

and next we will show you how to end

182

00:12:04,000 --> 00:12:08,000

the meeting and go in and set up the

183

00:12:08,000 --> 00:12:11,400

information on the recordings and how to make it public.