



Adobe Connect Share Pods

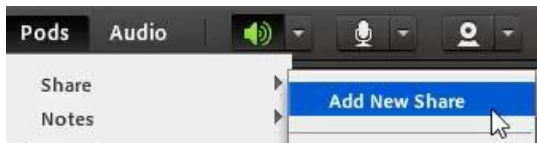
Share Document

Adobe Connect Meeting's Share Pod has four common content and classroom tools within it. This document focusses on sharing a document. Please see the other documents in this series to learn about sharing your screen, whiteboards, and YouTube videos.

Uploading documents in the Share pod, rather than sharing through screen sharing, requires lower bandwidth, provides more navigation options, and results in a better viewing experience. You can share a variety of file types using Share Document: image files, audio and video files, PowerPoint, PDF, and ZIP files are all supported.

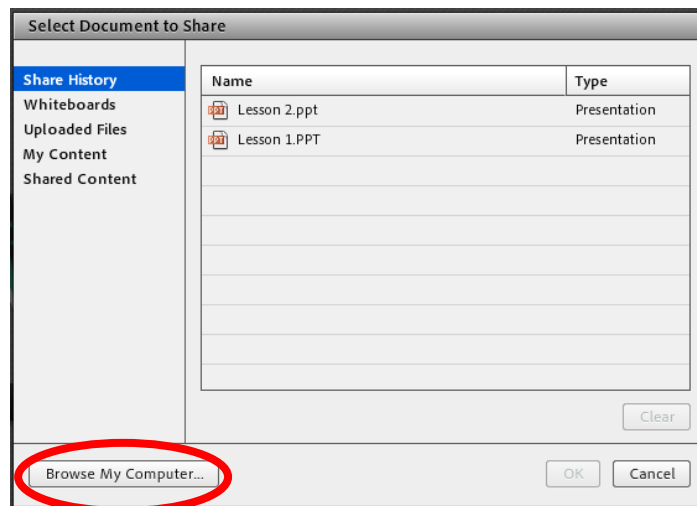
Supported File Types:

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



If you do not have an open Share pod, click Pods in the menu bar and select Share > Add New Share.

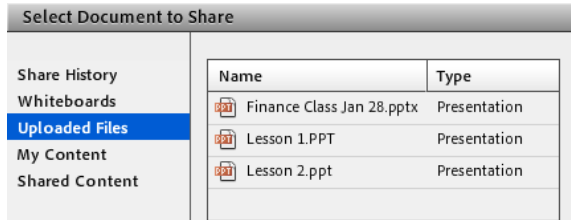
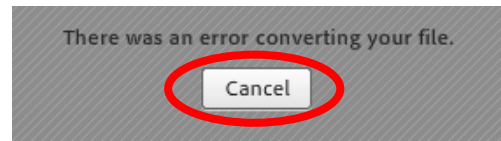
Then click the centre Share My Screen drop-down menu and select Share Document.



Choose the file you want to share from the Select Document to Share pop-up window. You can select content from the Share History, Whiteboard, or Uploaded Files folder, or click Browse My Computer to upload a new document.

The document or file will take time to upload and then appears in the Share pod with its name in the title bar of the pod.

With some PowerPoint file uploads you may encounter an “error in converting” message, however the file will still be accessible.

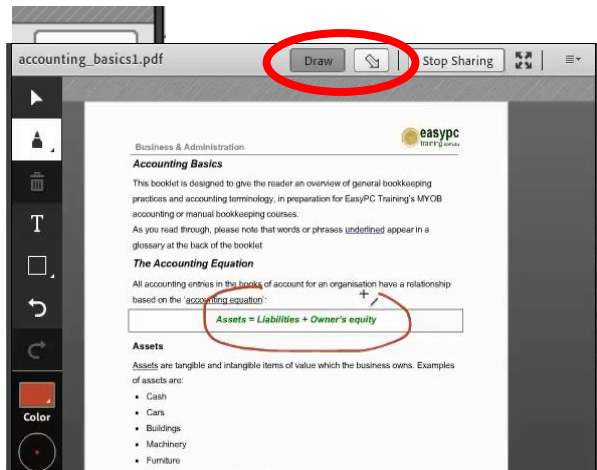


Cancel the error message and then select Share Document again, and find and select the PowerPoint file from the Uploaded Files folder.

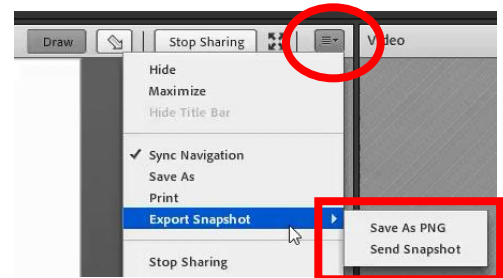


For documents with multi-frame or screen content, controls for navigation and display will appear at the bottom of the Share pod. These controls will vary with the type of document.

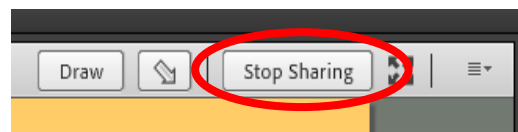
By default, your document display is *synchronized* so that attendees see what you see. Use the Sync button in the lower right corner of the Share pod to turn off this feature when you want participants to navigate documents at their own pace individually.



Finally, you can use the Pointer and Draw tools to add markups to individual frames or screens and then save or email a snapshot of the frame or screen.



IMPORTANT: Be sure to click Stop Sharing when you're done with each file that you have open in a Share pod. Having more than one PowerPoint open at a time can increase the bandwidth draw.



For more information about Adobe Connect Meeting and to see additional resources about the Share Pod features, please visit the host resource page at channelconnect.contactnorth.ca/help/host.

For technical assistance call the Contact North Helpdesk, Monday to Friday 7:30 am to 10:30 pm at **1-888-850-4628**.