



The Fountain Green Group

10416 22nd Side Road, Limehouse, Ontario, Canada L0P 1H0

Web: www.fountaingreen.com E-mail: fgg@fountaingreen.com

GTA: 905.873.7552

Toll Free: 877.873.7552

Fax: 905.877.3129

Acrobat Connect Professional Essential Training - 02NYL565 - lynda.com



Product Description

Time

Acrobat Connect Professional Essential Training

Approximately 6 Hours

Good business depends on good communication, and Acrobat Connect Professional can help facilitate the process. Instructor **Tim Plumer** has spent more than a decade teaching people how to best utilize Acrobat in business. In these tutorials, he demonstrates in detail how to use Adobe's latest professional-level meeting, presentation, and instructional tool to its fullest potential. He shows how to use the application to bring people together via online meetings in real time, with the ability to collaborate at various levels with other participants and control content flow. He also covers how to deliver smart presentations with or without audience participation, and how to use Acrobat Connect Professional with work teams in various locations to share files and streamline communication.



lynda.com



Tim

Plumer

Note: Exercise files accompany the tutorials.

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1. Using the Web to Collaborate	26:34
2. A Tour of Acrobat Connect	33:49
3. Acrobat Connect and Acting as a Participant	16:21
4. Basic Presenting	32:31
5. Advanced Presenting	1:16:34
6. Best Practices	42:03
7. Collaborating	24:15
8. Using Adobe Presenter (Windows Only)	23:51
9. Stand-Alone Presentations	39:51
10. eLearning	36:42
Conclusion	1:08

Welcome

Welcome	1:27
Using the Exercise Files	0:41
1. Using the Web to Collaborate	
Using the Web to Collaborate	3:44
Meeting	4:00
Collaborating	6:38
eLearning	2:28
Data Collection	4:12
Summary	1:04



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2. A Tour of Acrobat Connect

The Acrobat Connect Family of Products 8:01

Pods 8:09

Layouts 4:07

Organizing Layouts and Pods 3:36

Presenter Area 6:17

Menus 3:35

3. Acrobat Connect and Acting as a Participant

Distractions 4:39

Permissions 4:58

A Better Set-Up 4:28

Hearing the Presentation 2:16

4. Basic Presenting

Setting Up for a Presentation 4:35

Loading Content 8:42

Using the Full Screen 7:44

Whiteboarding 5:12

Styling Mark-Ups 6:18

5. Advanced Presenting

Creating an Effective Layout 5:10

Setting Up 6:55

Adding Layouts 8:16

Polling 9:56

Managing Questions 7:17

Screen Sharing 6:53

Adding File Sharing and Web Links 6:14

The Camera and Voice Pods 6:36

Cleaning Up 6:05

Managing Attendees 10:21

6. Best Practices

Starting a Meeting 4:16

Preparing to Present 6:00

Loading Content 3:17

The Lobby 4:41

Knowing Your Audience 6:14

Knowing Your Purpose 5:17

Engaging Your Audience 5:55

Wrapping Up 6:23



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Product Description	Time
7. Collaborating	3:19
Inviting People to Your Room	6:21
Whiteboarding	8:38
Sharing	5:57
Sharing Documents with FlashPaper	
8. Using Adobe Presenter (Windows Only)	5:44
Getting Started	6:22
Publishing Content	5:35
Setting Preferences	6:10
Editing Themes	
9. Stand-Alone Presentations	9:14
Creating a Self-Running Presentation	8:19
Adding Audio	8:12
Adding Flash Files	3:46
Adding Video	5:10
Adding Attachments	5:10
Distributing Presentations	
10. eLearning	7:15
Building a Quiz	8:29
Types of Questions	5:38
Question Options	4:44
Customizing Quizzes	6:54
Structuring Your Quiz	3:42
Integrating with an LMS	
Conclusion	1:08
Goodbye	