Add Content to a Meeting

Concept

Adobe Connect defines "content" as any media that are loaded into Connect, such as word or PDF documents, Power Point presentations, pictures and movies. Content is viewed by participants in meeting in the Share pod. Content can be uploaded to meetings in either of two ways: by loading the content directly into the meeting from the host's computer, or by loading the content into Connect's library and then sharing it during a meeting. The latter method is the fastest way to prepare content for sharing in a meeting. This document will demonstrate how to load content into Adobe Connect and then select it for use in the Share pod during a meeting.

Supported file types: *.ppt, *.pptx, *.flv, *.swf, *.pdf, *.gif, *.jpg, *.png, *.mp3, *.html, *.zip

Procedure

Use these directions to load content (e.g. documents, presentations, movies, pictures) into Adobe Connect and add it to a meeting.

Begin by logging into *connect.case.edu* with your CWRU Network ID and password.

Step	Action
1.	Your Connect homepage appears. Click the **Content** button.
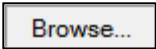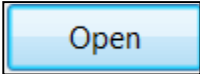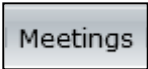
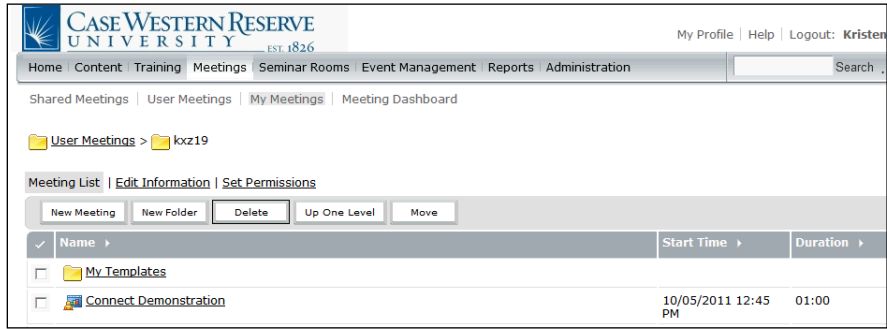| Step	Action
2.	The Content screen appears. Click the **Browse** button to select a file to load into Connect. Browse...
3.	A search screen appears. Locate the file you wish to upload.
4.	When you locate the file, select it and click the **Open** button. Open
5.	Enter a name for the content into the **Title** field.
6.	**Optional:** Enter a custom URL for this content that can be used to access it outside of a meeting.
7.	Click the **Save** button. Save

Step	Action
8.	The content is saved. Next you will add the content to your meeting. Click the **Meetings** tab. Meetings

Step	Action
9.	The **Meeting List** appears. Select your meeting.
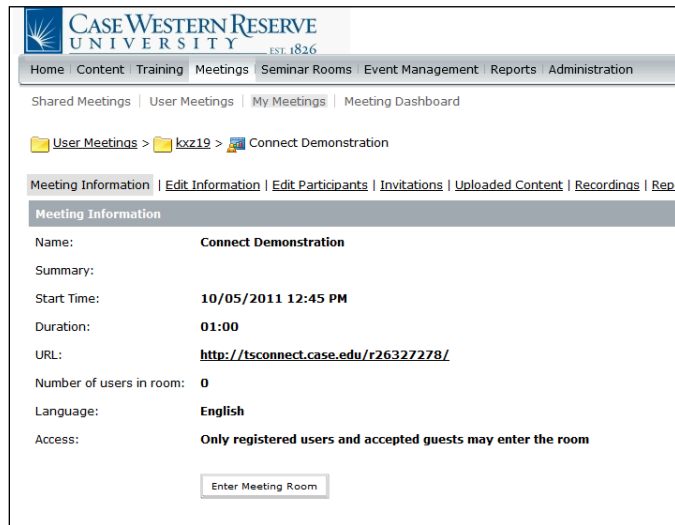
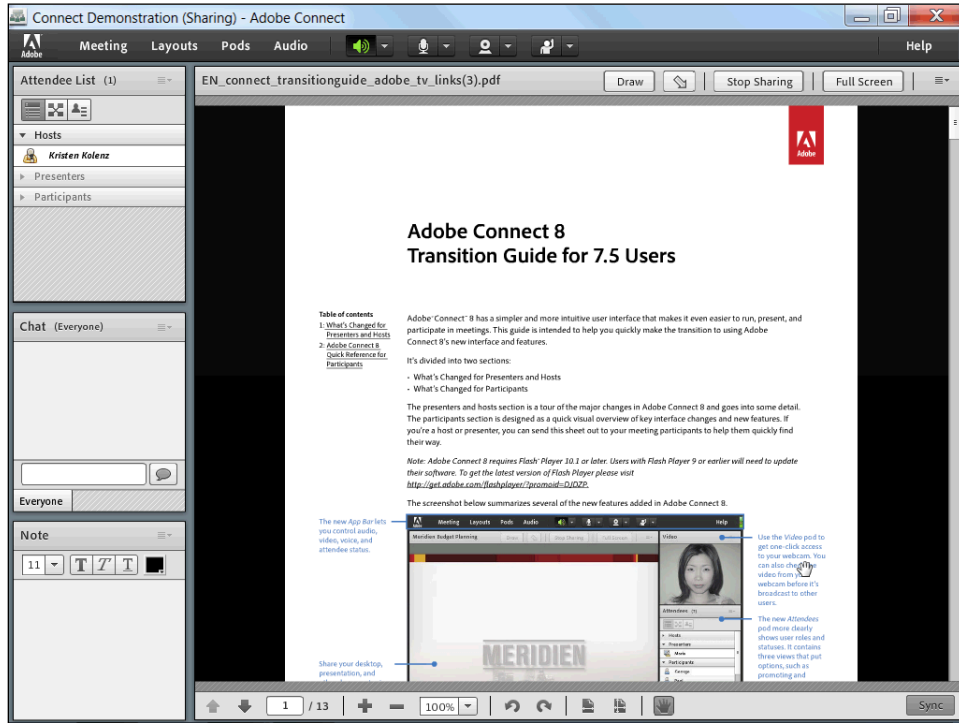| Step	Action
10.	The Meeting Information screen appears. Click the **Enter Meeting Room** button. Enter Meeting Room
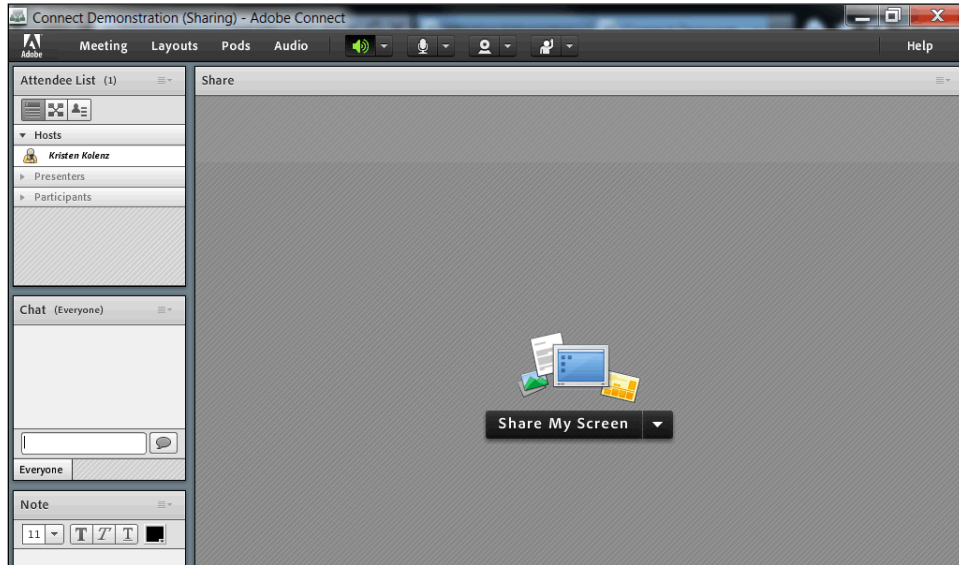
Step	Action
11.	The Meeting Room appears. Locate the Share pod. Typically, this is in the center of the meeting room. Click the **Share My Screen** dropdown button to activate the menu.
12.	Click the **Share Document** list item. Share Document
13.	The Browse Content window appears. Select the content that you wish to load into the meeting. Recently added content will appear in the Share History tab. You can also add additional content to the meeting by clicking the Browse My Computer button and locating the appropriate file.

Step	Action
14.	The content appears in the Share pod. It will be viewable by all participants in the meeting. If it is a PDF file, it can also be downloaded by participants. Non-PDF files can be shared with participants through the File Share pod.
15.	If you need to remove the content from the sharing pod, click the **Stop Sharing** button. Stop Sharing
16.	This completes the process of adding content to a meeting. **End of Procedure.**

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