

Create a Layout in Prepare Mode


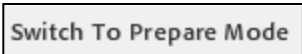
Concept

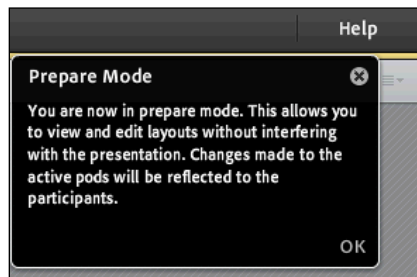
Adobe Connect provides three pod layout options for its meeting rooms. You have the option of creating new meeting room layouts before the meeting begins or during the meeting. To create a new layout before the meeting, see the document called "Creating a New Layout." If you choose to create a new layout or update an existing layout during a meeting, you can use Prepare Mode to prepare the layout without your meeting participants being able to see what you're doing. Prepare mode allows you to create or update a layout in the meeting room, even if another presenter is using it, without interfering with the meeting. This topic will explain how to use Prepare Mode to create a layout during a meeting in Adobe Connect.

Procedure

Use these directions to create a new meeting room layout in prepare mode.

Begin by logging into *connect.case.edu* with your CWRU Network ID and password, and opening a meeting for which you are a host.



Step	Action
1.	Click the Meeting menu. 
2.	Click the Switch to Prepare Mode list item. 

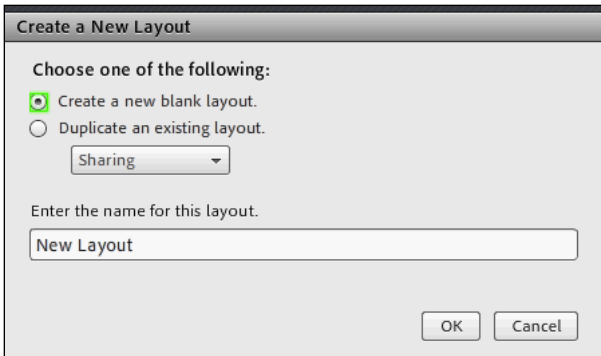


Step	Action
3.	A pop-up appears to alert you that prepare mode is active. Prepare mode allows you to make changes to or create a layout, even while another presenter is using the meeting room, without the presenter or guests seeing the changes until prepare mode is turned off.

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Step	Action
4.	To add a layout, click the Layout menu. 
5.	Click the Create New Layout list item. 

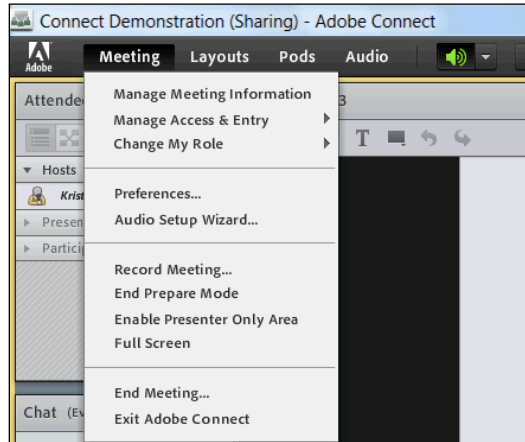


The dialog box titled "Create a New Layout" contains the following elements:

- Header: "Create a New Layout"
- Instruction: "Choose one of the following:"
- Radio button (selected): "Create a new blank layout."
- Radio button: "Duplicate an existing layout."
- Dropdown menu: "Sharing" with a downward arrow.
- Text field: "Enter the name for this layout." with the text "New Layout" entered.
- Buttons: "OK" and "Cancel" at the bottom right.

Step	Action
6.	The Create a New Layout window appears. You are given the choice to create a blank layout or start with a duplicate of an existing layout. If you choose to duplicate an existing layout, select the layout you wish to copy from the list.
7.	Enter a name for the layout in the text field. You may want to name the layout after a class, lesson, or date depending on how you intend to use the layout in the future.
8.	Click the OK button. 
9.	You can now begin adding pods and making changes to existing pods, if you copied a layout. See the topic called "Add, Change or Hide a Meeting Pod" for information on how to do those things.
10.	When you are done preparing the new layout, click the Meeting menu. 

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Step	Action
11.	<p>Click the End Prepare Mode list item. This will turn off preparation mode and return you to the layout in which your meeting is currently operating. If you made changes to existing pods, the changes will take effect for other meeting participants.</p> <p style="text-align: center;">End Prepare Mode</p>
12.	<p>If you created a new layout, click the Layouts menu when you're ready to activate it.</p> <p style="text-align: center;">Layouts</p>
13.	Select your new layout to transform the meeting room.
14.	The meeting participants can immediately see the chosen layout.
15.	<p>This completes the process of preparing a layout in prepare mode.</p> <p style="text-align: center;">End of Procedure.</p>