

Edit a Meeting Room's Layout

Concept

Each Adobe Connect meeting room is comprised of a selection of pods. A pod is a panel that contains media, such as files for sharing, a list of attendees, a blank area for notes, and poll questions. There are three layouts in Connect that place a selection of pods into a logical group based on their uses for sharing, discussing and collaborating on items. These layouts can be edited at any time by adding, removing and moving pods. Users may also create custom layouts that can be accessed over and over in a meeting room. This topic will explain how to create a new pod layout or edit an existing one.

Procedure

Use these directions to create a new meeting room layout.

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

Step	Action
1.	Adobe Connect contains three pre-built layouts: Discussion, Collaboration, and the default layout, Sharing. Each layout contains different pods. These layouts can also be changed as desired by adding, removing, resizing or moving pods.

The Sharing view includes the following pods:

- Attendee List
- Note
- Chat
- Sharing

Pods can be added or removed from this view.

The Collaboration view includes the following pods:

- Camera and Voice
- Attendee List
- Note
- Whiteboard
- Chat
- Fileshare

Pods can be added or removed from this view.

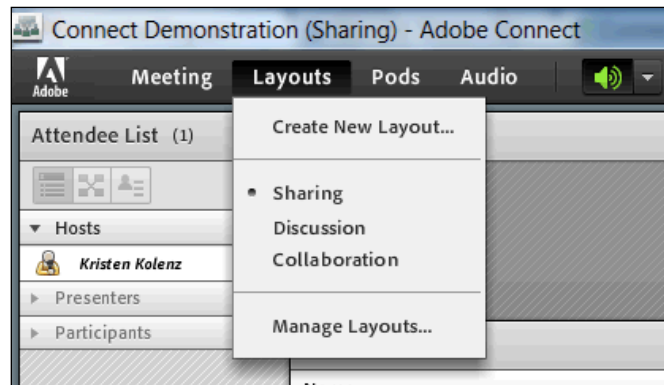
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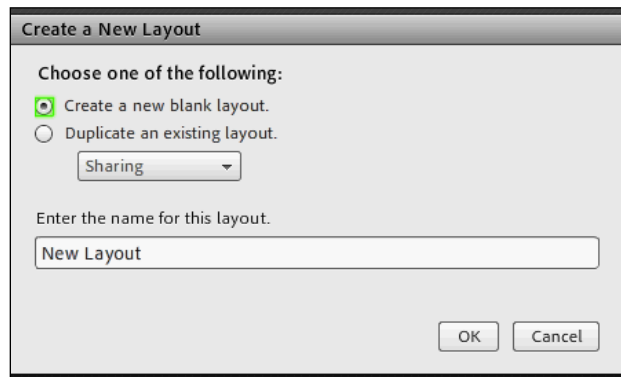
The Discussion view includes the following pods:

Attendee List
 Note
 Camera and Voice
 Chat
 Poll
 Discussion Notes

Pods can be added or removed from this view.



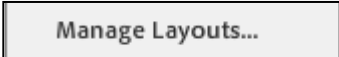


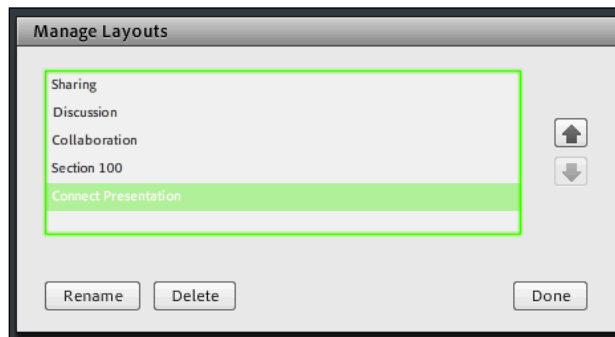
Step	Action
2.	To change layouts, click the Layouts menu and click on the desired layout.
3.	The Layouts menu also contains menu items for creating a new layout and managing layouts. Click the Create New Layout list item to create a new layout. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Create New Layout...</div>



Step	Action
4.	The New Layout window appears. You are given the choice to create a blank layout or start with a duplicate of an existing layout.

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Step	Action
5.	Enter a name for the layout in the New layout name 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.
6.	Click the OK button. 
7.	A new layout appears. Depending on if you chose to create a blank layout or copy an existing layout, you may or may not see pods in the new layout.
8.	Create your layout by opening, moving, reshaping, and closing pods. For directions on how to add, change, or hide a meeting pod, please see the topic called "Add, Change or Hide a Meeting Pod."
9.	To remove a layout from your options, click the Layouts menu. 
10.	Click the Manage Layouts list item. 



Step	Action
11.	The Organize Layouts window appears. Select a layout from the list to delete, rename or move it using the buttons provided.
12.	This completes the process of using predefined layouts and creating a new layout. End of Procedure.