

Using the Presenter Only Area


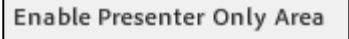
Concept

Because meetings are often dynamic in nature, Adobe Connect provides resources for updating and changing the layout of the meeting room without interfering with the flow of the meeting or drawing participants' attention away from it. The Presenter Only area opens on the right side of the meeting room and can only be seen and used by the host or presenter. It is used to open new or existing pods so that they can be prepared out of sight of the meeting participants. This topic will explain how to use the Presenter Only area to prepare changes to a meeting's layout.

Procedure

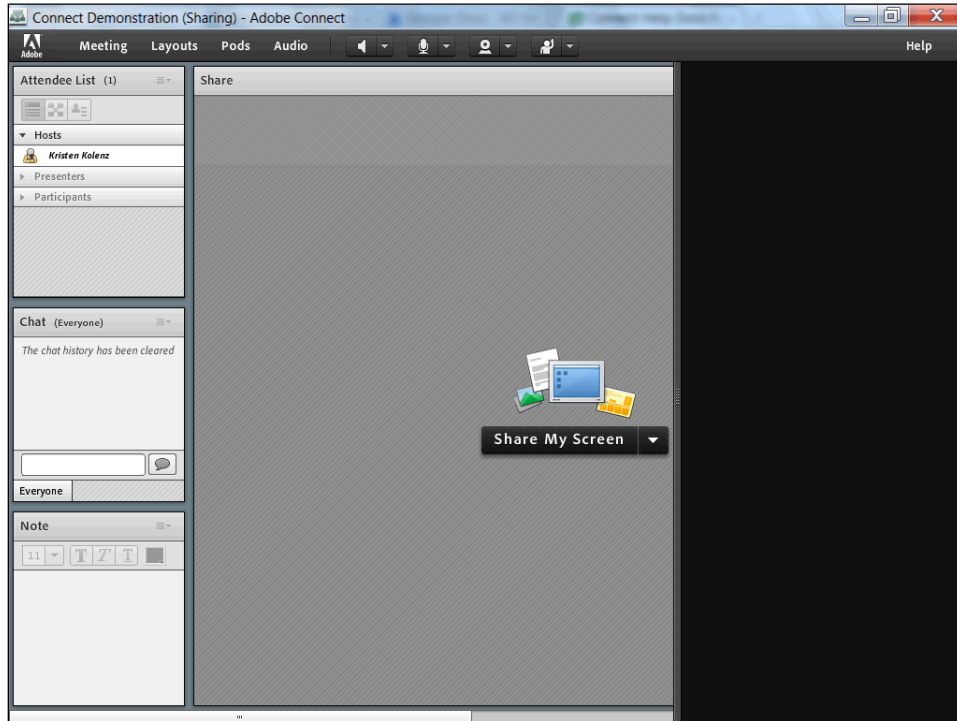
Use these directions to utilize the presenter only area in Adobe Connect.

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 Enable Presenter Only Area list item. 

Information Technology Services Reference Guide

Using the Presenter Only Area



Step	Action
3.	<p>A black area appears at the right side of the meeting room. Participants cannot see this area. Its primary use is to prepare new pods.</p> <p>The area can be resized as needed. Pods can be dragged from the meeting into the Presenter Only area, or added from the Pods menu.</p>
4.	<p>Pods added while the Presenter Only area is active will appear in it rather than the meeting room.</p> <p>Click the Pods menu.</p> <p>Pods</p>
5.	<p>Select a pod from the list.</p> <p>Poll</p>
6.	<p>The new pod will appear in the presenter-only area.</p> <p>Prepare the pod here, e.g., set up poll questions, upload content to share in a new Share pod, or upload files to a File Share pod.</p>

Information Technology Services Reference Guide
Using the Presenter Only Area

Step	Action
7.	<p>When you have prepared the pod, move it into the meeting area by clicking on it and dragging it with your mouse cursor to its desired location in the meeting room.</p> <p>The meeting participants can then see the pod in the meeting window.</p> <p>You can also remove a pod from view by clicking on its title and dragging it into the presenter-only area.</p>
8.	<p>To disable the Presenter Only area, click the Meeting menu.</p> <p>Meeting</p>
9.	<p>Click the Disable Presenter Only Area list item.</p> <p>Disable Presenter Only Area</p>
10.	<p>This completes the process of using the presenter-only area in an Adobe Connect meeting.</p> <p>End of Procedure.</p>