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Autore	Franzese, Lucio
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2. Record Nr.	UNINA9910961063303321
Autore	Radovanovic Milos
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Nota di contenuto	Cover; Copyright; Credits; About the Authors; About the Reviewer; www.PacktPub.com; Table of Contents; Preface; Chapter 1: Starting with Adobe Connect Application; Basics of Connect meetings; Login to the Connect application; User interface of the Connect application; Main Menu area; Shortcut Menu area; Main area; Summary; Chapter 2: Creating an Adobe Connect Meeting Room; Meeting room roles; The Meeting Management page; Shared Meeting; User Meetings; My Meetings; Meeting Dashboard; The Enter Meeting Information page; Meeting Information section; The Select Participants page Example 1 - granting administrators group participant permission Example 2 - granting presenter permission to a specific user; The Send Invitations page; User interface of the Send Invitations page; Summary; Chapter 3: Managing Adobe Connect Meeting Room; The Meeting Information page; The Edit Information page; The Edit Participants page; Example 1 - changing roles; Example 2 - removing a user; Example 3 - adding a specific user; The Meeting Invitations page; The Uploaded Content page; The Meeting Recordings page; The Meeting Reports page; Summary; Chapter 4: Customizing the Viewing

Experience

Meeting room templates Information preserved in a template; Creating a meeting room template; Converting a meeting room into a template; Applying a template to a new meeting; Customizing the login page, central page, and meeting appearance; How to customize the central page; How to customize the login page; How to customize the meeting room look; Summary; Chapter 5: The Content Library; Working with library files and folders; The supported file types in the Content library; Uploading content to the Content library; Viewing content in the Content library

Permission settings in the Content library Summary; Chapter 6: Meeting Room Overview; Meeting room main menu navigation features; Meeting; Layout; Pods; Audio; Keyboard shortcuts and navigating between pods; Shortcuts for audio and recordings; Shortcuts for attendee management; Shortcuts for dialog boxes; Managing attendees through the Attendees pod; Example 1 - changing user roles; Example 2 - removing participants; Example 3 - editing participant names; Example 4 - granting enhanced participant rights; Example 5 - changing meeting attendee status; Using Presenter Only Area Using Prepare Mode Summary; Chapter 7: Sharing Presentations; The Share pod; Presentation toolbar options; Navigation through presentations; Summary; Chapter 8: Using a Whiteboard Feature in the Meeting Room; Create and display a whiteboard; Standalone whiteboard; Adding an overlay whiteboard in a share pod; Whiteboard drawing tools; The Shapes tool; The Selection tool; The Pencil tool; The Text tool; The Delete Selected button; The Undo button; The Redo button; Summary; Chapter 9: Using Screen Sharing; Starting screen sharing; Desktop sharing; Changing control of a shared screen Applications and window sharing

Sommario/riassunto

Written in an engaging, easy-to-follow style, Learning Adobe Connect 9 is a practical guide that will help you master the use of this web conferencing platform and its most important features. This book is ideal for users who would like to start utilizing Adobe Connect for web meetings, e-learning, and webinars. Those who are looking to learn Connect and get up to speed with using all of its features would find this book extremely useful.
