

Adobe Presenter (formerly Macromedia Breeze)

Unit 1: Introducing Adobe Presenter

- Introducing Adobe Presenter
- Introducing Adobe Connect
- Navigating presentations
- Introducing Training
- Introducing Events
- Introducing the Adobe Web Manager

Unit 2: Adding Audio

- Installing Adobe Presenter 6
- Recording slide narration
- Editing audio
- Importing audio

Unit 3: Publishing Presentations

- Publishing locally
- Setting presentation properties
- Packaging a presentation for distribution
- Publishing to an Adobe Connect server
- Updating a Adobe Connect presentation on the server

Unit 4: Customizing Presentations

- Setting slide navigation names
- Adding presenter information
- Adding slide videos
- Changing the presentation theme
- Creating a custom theme

Unit 5: Adding Animations, Links, and Files

- Adding PowerPoint animations
- Synchronizing audio and animations
- Adding PowerPoint links
- Attaching files

Unit 6: Adding Flash Content

- Embedding Flash content
- Enabling complete playback of non-interactive Flash SWF files
- Enabling Flash content with the presentation control bar

- Enabling sufficient slide time for interactive Flash SWF files

Unit 7: Adding Quizzes

- Adding quiz questions
- Setting quiz navigation
- Customizing the appearance of quiz slides
- Customizing feedback messages
- Scoring and reporting quiz results
- Adding audio to quiz slides

Unit 8: Managing the Content Library

- Navigating the Content Library
- Viewing and editing presentation information
- Downloading presentations
- Searching presentations
- Uploading content to the Content Library
- Viewing content reports

Unit 9: Creating Training Courses

- Creating a course
- Taking a course
- Viewing course reports

Unit 10: Creating Training Curricula

- Creating a training curriculum
- Adding external training items to a curriculum
- Organizing a curriculum into folders
- Assigning learning object dependencies
- Setting up curriculum enrollment
- Viewing curriculum reports

Adobe Acrobat Connect Professional**Unit 1: Introducing Adobe Connect**

- Introducing Adobe Connect
- Introducing Adobe Presenter
- Navigating presentations
- Introducing Training
- Introducing Events
- Introducing the Web Manager

Unit 2: Creating a Meeting Room

- Creating a meeting room
- Using the Meeting Wizard
- Entering meeting information
- Selecting participants
- Sending invitations
- Navigating a meeting room

Unit 3: Managing a Meeting Room

- Controlling access to a meeting room
- Managing attendees
- Setting and viewing connection properties

Unit 4: Sharing Presentations

- Loading PowerPoint slides
- Using presentation controls
- Changing a participant's view
- Sharing a presentation
- Sharing a quiz in a presentation

Unit 5: Maximizing Pod Contents

- Maximizing pod contents within the Adobe Connect application window
- Maximizing the Adobe Connect application window on the computer screen
- Maximizing the Share pod on the computer screen

Unit 6: Using a Whiteboard

- Using a whiteboard
- Collaborating using a whiteboard
- Using a whiteboard overlay
- Saving whiteboard content

Unit 7: Screen Sharing

- Sharing your desktop
- Controlling the screen share view as a participant
- Sharing an application
- Sharing multiple applications
- Pausing and annotating
- Previewing your screen share
- Granting remote control of applications
- Optimizing the experience

Unit 8: Sharing Static Text and Images

- Displaying static text
- Sharing images

Unit 9: Sharing Flash Content

- Using FlashPaper to share documents
- Sharing Captivate content
- Showing videos
- Sharing other Flash content

Unit 10: Managing the Adobe Connect Library

- Navigating the Connect Library
- Managing and organizing meetings
- Viewing and editing meeting information
- Managing associated meeting room content
- Viewing meeting reports
- Introducing seminars

Unit 11: Customizing Pod Display

- Controlling pods
- Rearranging, resizing, and locking pods
- Hiding and showing pods
- Deleting and adding pods
- Renaming pods
- Making pods visible only to presenters

Unit 12: Customizing and Saving Layouts

- Reordering layouts on the layout navigation bar
- Creating, renaming, and deleting layouts
- Adding a background Image
- Preparing other layouts during a meeting
- Saving a room as a template
- Customizing all meeting rooms

Unit 13: Using Audio and Video

- Broadcasting presenter audio
- Using voice over IP for conversations
- Broadcasting presenter video
- Broadcasting multiple videos

Unit 14: Managing Text Messages and Questions

- Sending text messages
- Moderating chat

Unit 15: Sharing Files, Polls, and Web Links

- Sharing files
- Running a poll
- Opening web pages in attendee browsers

Unit 16: Recording Meetings

- Recording a meeting
- Locating a meeting archive
- Playing meeting archives
- Searching meeting archives
- Managing meeting archives
- Understanding archive storage requirements