

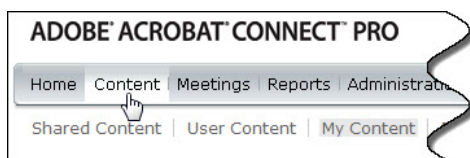
Adobe Connect - How to Upload Content

You get the best results in an Adobe Connect session when you prepare as much as possible in advance. To this end, it is recommended that you upload all of the files you wish to use in the session at this stage. The file types supported by ACP include ppt, pptx, flv, swf, pdf, gif, jpg, png, mp3, html, zip. To share Word and excel files, use the share My Computer Screen option or convert documents to pdf format if non-interactive.

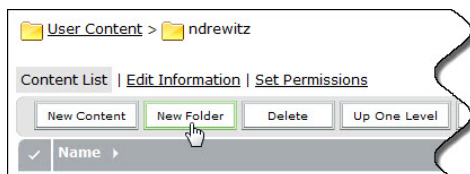
When uploading content to ACP, it is recommended that you create a folder for each unit you teach. Although this is not compulsory, it makes for good housekeeping that will pay dividends down the track.

Upload files to the content library

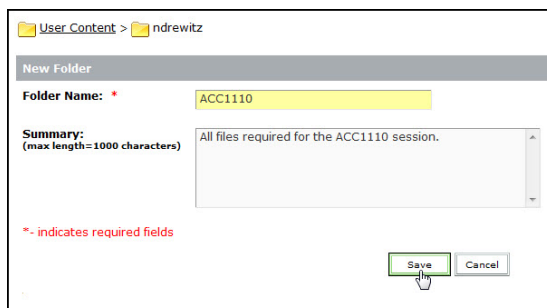
1. On the main menu at the top-left of the screen, click **Content**.



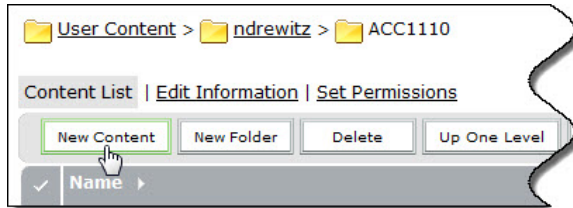
2. In the *Content List* window, click **New Folder**



3. In the *New Folder* dialog box, enter the name of your unit, e.g. ACC1110, and a summary if you so wish (optional).



4. Within the new folder you have created, click **New Content**.

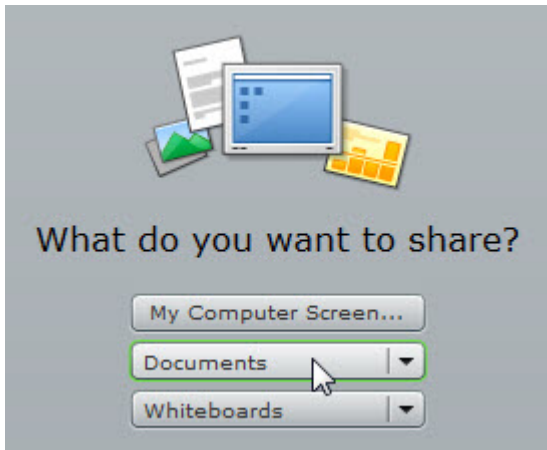


5. Click **Browse...** for the Select Content File. In the Choose file to upload dialog box, select the file on your computer you wish to upload, and then click **Open**.
6. Enter a *Title* for the content item.
7. You can also set up a direct URL to the file you are uploading. If so, enter the required details as shown in below, then click **Save**.

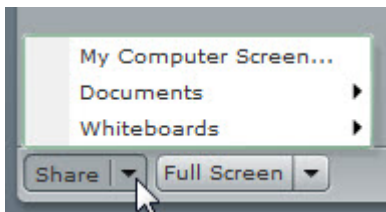
8. To return to the main content screen, click **Content** on the menu to the top-left of screen.
9. Repeat this process for all the files you wish to upload in preparation for your meeting.

Use files from the content library

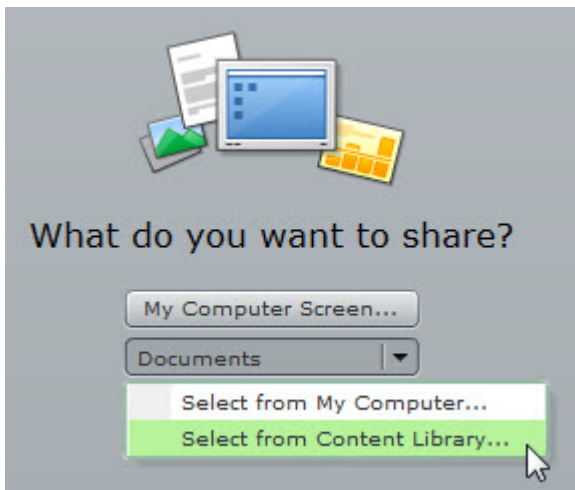
1. Enter your Adobe Connect Meeting Room.
2. In the Share pod, select the **Documents** button under 'What do you want to share?'



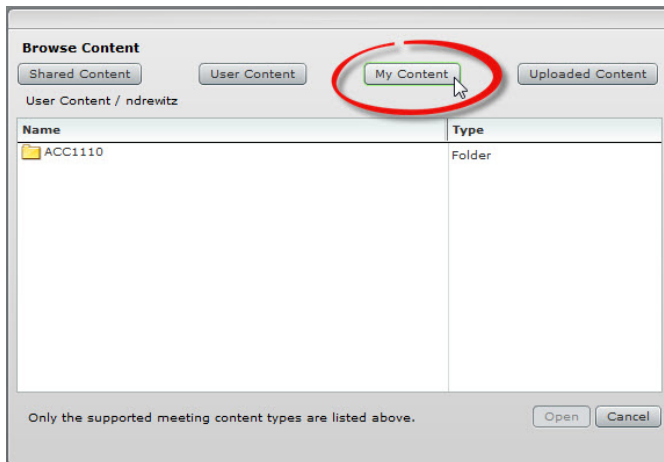
3. You can also access Documents from the 'Share' button in the bottom left corner of the Share pod.



4. Click on the option 'Select from Content Library...'



5. Select the **My Content** button to display the list of folders and files in your Content library.



6. Select the desired folder / file and click on the Open button.
7. To stop sharing the document, click on the Stop Sharing button in the bottom left corner of the Share pod.

