The Share pod - hosts

The share pod is designed to allow hosts and presenters to share content. Click on the down arrow next to **Share My Screen** to share your **Screen**, a **Document** or a **Whiteboard**. Whatever you do in the screen share pod, the participants see.

The document formats supported in the share pod are JPG, PNG, SWF, PPT, PPTX, PDF, FLV, F4V, MP3, MP4, and ZIP. If you want to share a document of a different format (e.g. a .docx document) you will need to share your screen rather than the document (or convert it to a PDF).


If you choose **Share My Screen** you will be able to share your whole **Desktop**, a specific **Application** or a specific **Window**. You can also give control of the screen being shared to another participant in the room. Please be aware if you use this function and are sharing the whole desktop, that the other participant will have full access to everything on the computer.

- Use the **Desktop** option when you need to demonstrate several applications and/or windows.
- Use the **Application** option when you want to demonstrate a particular application (e.g. Word) and open more than one file in that application.
- Use the **Window** option to demonstrate something in a particular window (e.g. a browser window).

Make your choice and then click on the **Share** button to complete the process. You can also **Make** [the] **Share Pod Full Screen to Attendees** but we do not recommend this as it hides other pods and makes communication within the room more difficult.

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The host or presenter screen will then look like this:
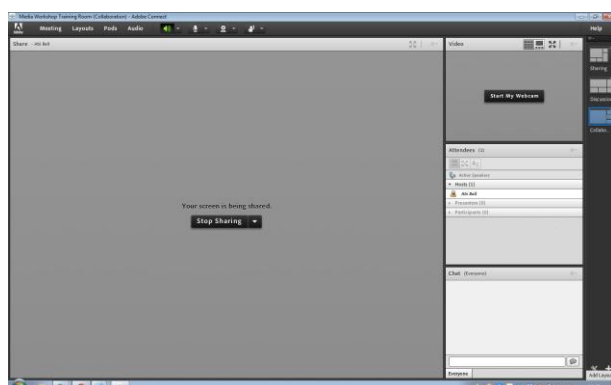
Whatever window or application you are sharing will have a red button at the top right hand corner; you will have to click on the **Sharing Screen** pop-up message that says show more information to display it.

You can pause and annotate the screen, choose windows to share, stop sharing this window or stop screen sharing.
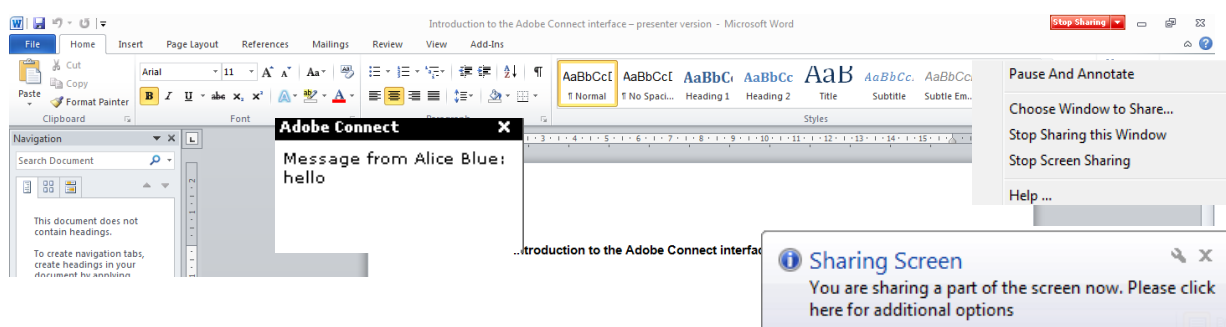

Pause And Annotate allows you to pause the screen share and return to the whiteboard interface in Adobe Connect.

A smaller version of the shared screen will appear in the whiteboard and the annotate tools will become active. This allows you to highlight or write comments on particular sections of the document to save. This will not affect the original document.

When you are ready to resume sharing, click on the **Resume** button at the top of the whiteboard.

The **Choose Windows to Share…** option will allow you to change the window you are sharing. It displays the **Start Screen Sharing** dialogue box again.

Stop Sharing this Window will effectively stop the screen share, hiding the screen from the other participants. The red button in the top right of the screen will change to a green button which you click when you are ready to resume sharing again.

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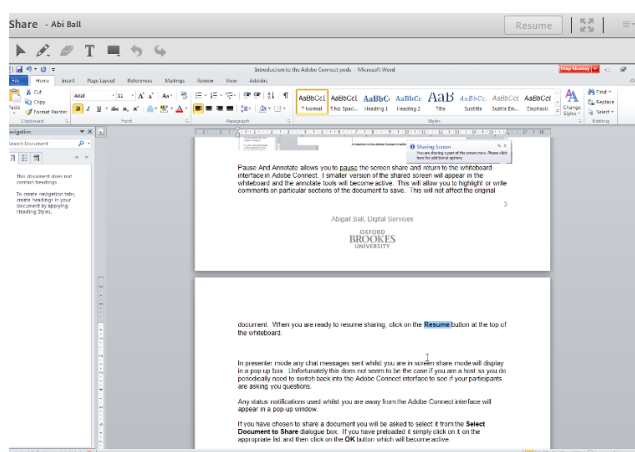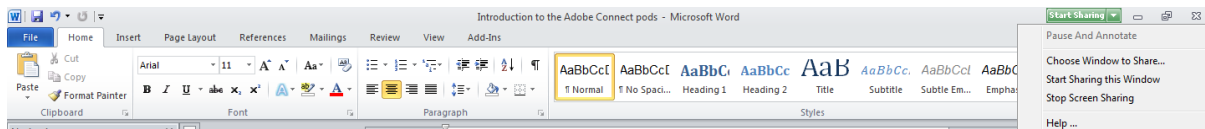
The **Stop Screen Sharing** option stops the screen share completely and returns you to the Adobe Connect room.
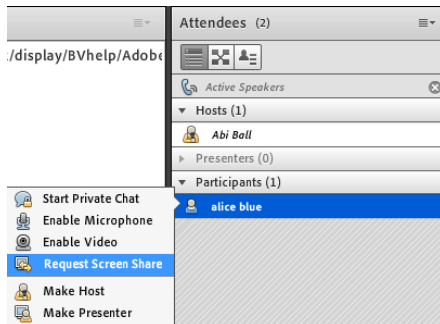

If you are a host you can request a screen share with a participant using the attendees pod. Simply click on their name and choose **Request Screen Share** from the pop-up menu.

You will receive a pop-up message saying that your request is pending.
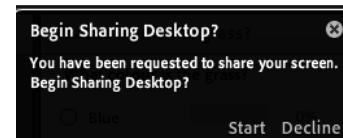
The participant will receive a pop-up request asking them to share their screen; they need to click the **Start** link to do so. They will then get a screen similar to the one below where they can choose the screen they want to share (essentially they now follow the instructions above on screen sharing as a host).
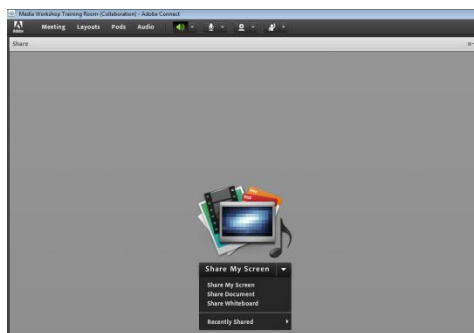
A screen share emoticon will then appear next to the participant's name in the attendees pod.


If they choose to **Share My** [their] **Screen** the host will be able to ask them for cursor control using the **Request Control** button that will appear. They get a pop-up message asking for their consent and if they give it then the host will be able to control whatever they are sharing with the rest of the room.

This is not possible with the **Share Document** or **Share Whiteboard** options (as these belong to the room rather than the individual).

In presenter mode any chat messages sent whilst you are in screen share mode will display in a pop-up box.

Unfortunately this does not seem to be the case if you are a host so you do periodically need to switch back into the Adobe Connect room to see if your participants are asking you questions.
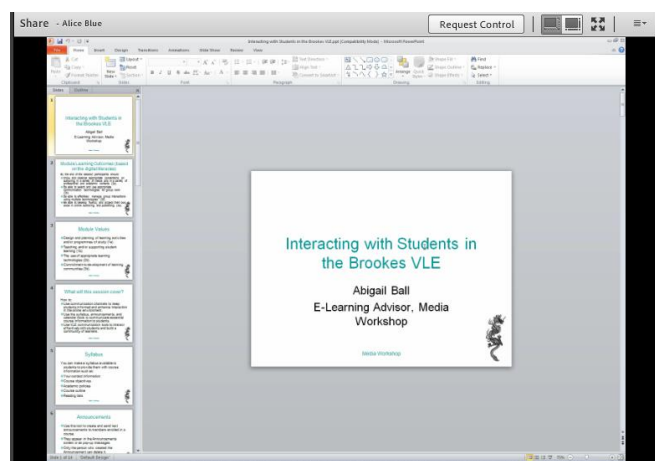
Any status notifications used whilst you are away from the Adobe Connect interface will appear in a pop-up window.

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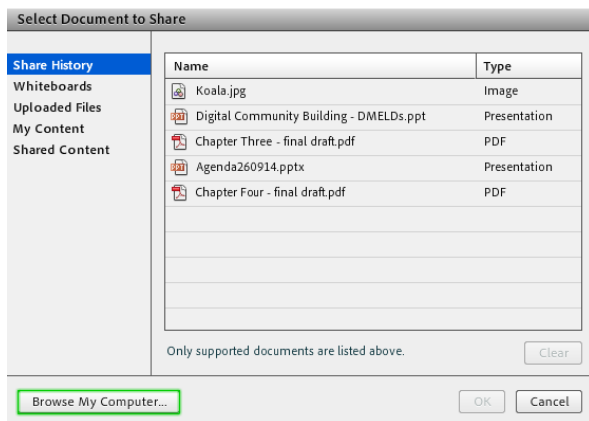
If you have chosen to share a **document** you will be asked to select it from the **Select Document to Share** dialogue box. If you have preloaded it simply click on it on the list and then click on the **OK** button which will become active.

If you have not loaded the document before, you can click on the **Browse My Computer…** button and search for it.

Share History will display the documents you have shared since you created the Adobe Connect room.

Whiteboards will display any whiteboard content that you have saved from previous sessions.

Uploaded Files will display content uploaded for the current meeting.

My Content is content that you have uploaded into your user file in the Adobe Connect Admin Interface.

Shared Content displays content in the Adobe Connect Admin Interface that is available to all account holders with the appropriate permissions

Once you select an item from the list you can also **Clear** it as the button will become active. You cannot delete any items from the **Select Document to Share** dialogue box. To do this you will need to login to the Adobe Connect Admin Interface.

In the example below I have shared a PowerPoint presentation.

To navigate between the slides you will need to use the back and forward arrow buttons at the bottom left of the pod. You will not be able to use your mouse buttons or the keyboard arrows to do this.

You can see the whiteboard tools at the top left of the screen which will allow you to draw and write over the slides. You can draw lines, add text, erase content and draw shapes on the board

If you want to activate the whiteboard tools click on the **Draw** button at the top of the pod.

If you want to give the participants access to the whiteboard tools you will need to promote them to presenters; either as a group from the **Meetings>Manage Access**

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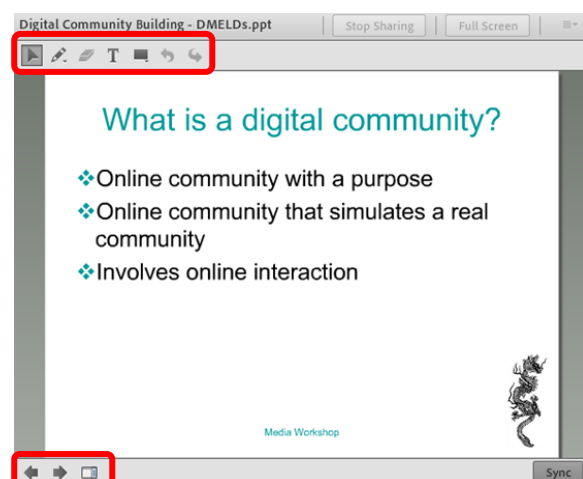
& Entry> Auto-Promote Participants to Presenters menu or individually from the attendees pod.

Click on the **Stop Sharing** button to stop sharing the document. You can also maximise the share pod using the **full screen** button.

If you want to share a blank whiteboard (e.g. for brain storming sessions) simply choose **Share Whiteboard** and then use it as above.

The **Options** menu in the top right of the share pod will allow you to:

- **Hide** or **Maximise** the pod.
- **Hide** [the pod] **Title Bar**.
- **Sync Navigation** – by default participants see the same slide or page as the host or presenter (i.e. sync is turned on).   If you choose not to use the sync feature then participants can navigate through a document at their own pace.
- **Show** [the] **Presentation Playbar** (only really necessary if you choose not to sync the navigation).
- **Stop Sharing**.
- **Share** a different document.
- Show the whiteboard tools (**Draw**).
- Display a **Pointer**.
- Display the pod as **Full Screen**.
- **Force** [the] **Presenter View** on the participants rather than allowing them to choose how they want to view the pod.
- Change the share pod **Preferences** – this is the same as the share pod preferences menu under **Meeting>Preferences**.
- Gain specific **Help** on using the share pod.

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