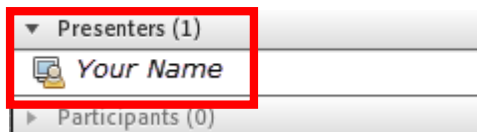




Uploading Files for Presentations A Guide for Participants

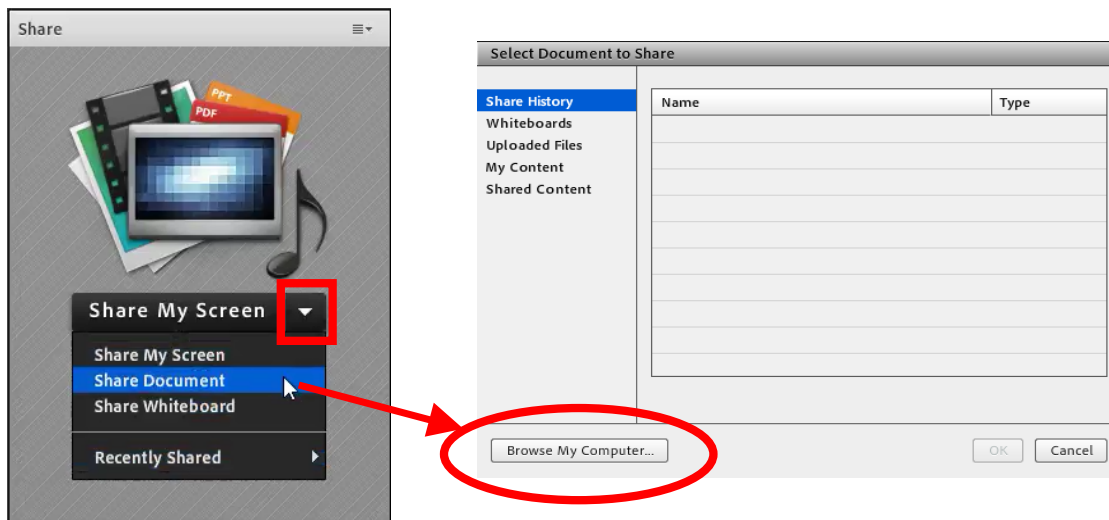
When you are required to make a presentation in the Adobe Connect meeting room, your host/instructor can give you presenter control so that you can upload files using the Share pod. This document describes how to use the Share Document feature of Adobe Connect's Share pod.

Your host/instructor can give you the ability to use the Share Pod by promoting you to a Presenter.



If promoted to Presenter, you will see your name under Presenters in the Attendee Pod.

When promoted to Presenter, you will now see the Share My Screen options in the Share pod. From the drop-down menu, select **Share Document**, and then click **Browse My Computer** to locate and upload your file.



You can share a variety of file types using Share Document: image files, audio and video files, PowerPoint, PDF, and ZIP files are all supported.

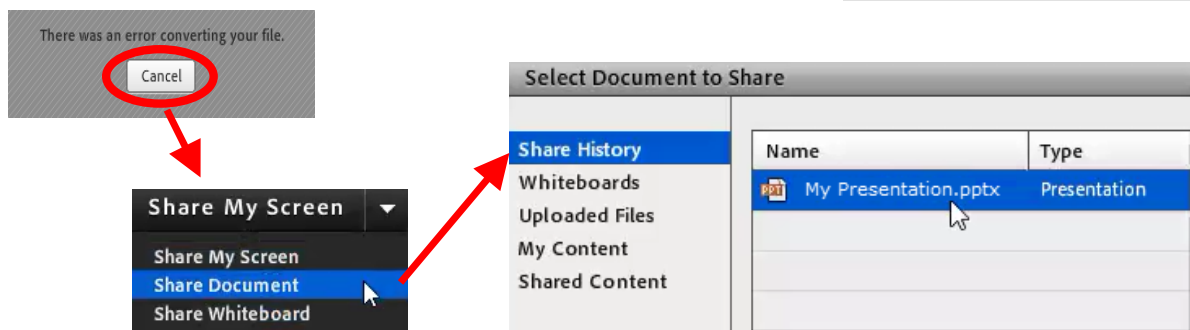
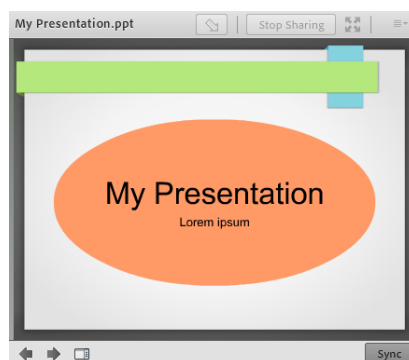
Supported File Types:

F4V, FLV, JPG, MP3, MP4, PNG,
PDF, PPT, PPTX SWF, ZIP

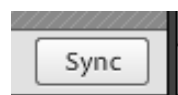
The recommended file **maximum file size is 25MB**.

The document or file will take time to upload and then appears in the Share pod with its name in the title bar of the pod.

With some PowerPoint file uploads you may encounter an “error converting” message. The file will still be accessible by cancelling the error message and selecting Share Document again. Then select the PowerPoint file from the Uploaded Files folder.



For documents with multi-frame or screen content, controls for navigation and display will appear at the bottom of the Share pod. These controls will vary with the type of document.



By default, your document display is *synchronized* so that other attendees see what you see as you go through your presentation. Use the Sync button in the lower right corner of the Share pod to turn off this feature when you want participants to navigate documents at their own pace individually.

Tip: In the upload and conversion process, columns and graphics may sometimes be affected. The following workarounds can be used if this happens:

- Save your file as a .pptx file rather than .ppt
- Save and upload your file in PDF format
- Screen share your content from your computer (requires permission).

For more information about Adobe Connect Meeting and to see additional resources about the Share Pod features, please visit the host resource page at eclassesconnect.contactnorth.ca/help/participant.

For technical assistance call the Contact North Helpdesk, Monday to Friday 7:30 am to 10:30 pm at **1-888-850-4628**.