



“AY, CHIHUAHUA!: BECOMING AN ACROBAT CONNECT NERD”

Working with Layouts

Background: A layout is almost like a “mini-meeting room” inside your overall Acrobat Connect Pro meeting room. It is primarily a content organization/meeting flow tool.

Default Layout Settings

- By default, a meeting room has 3 layouts with specific pod configurations: Sharing, Discussion, Collaboration

The Layout Navigation Bar

- The Layout Navigation Bar
 - Used to navigate between different layouts
 - Appears at the bottom of the meeting room and is visible only to hosts (*it is not visible to presenters or participants*)
 - Displays the names of the meeting room layouts
- The host clicks on the layout button in the layout navigation bar to navigate to that layout

Creating a New Layout

- Click *Layout > New Layout* OR Click the *+ sign* to the right of your layout buttons
- Select *Create a new blank layout* or *Duplicate the selected layout*
 - With a new blank layout, you start from scratch with no visible pods
 - With a duplicated layout, you can select to duplicate an existing layout that you’ve created to give your meeting room a uniform look (*this is usually what I do*)
- Type the name you want for your new layout
- Click *OK*
- Your new layout appears on the screen and a button for the layout with its name appears in the layout navigation bar

Renaming an Existing Layout

- Click *Layout > Organize Layouts*
- Select the layout you want to rename and click the *Rename* button
- Type the new name you want for the layout
- Click *OK > Done*

- The new name of your layout appears in the layout navigation bar

Deleting an Existing Layout

- Click *Layout > Organize Layouts*
- Select the layout you want to delete and click the *Delete* button
- *INSIDER TIP:* *Pods that were in the deleted layout still exist “behind the stage”; pods do not disappear unless you delete them specifically, they are just hidden from view

Changing Layout Button Order

- Click and drag the layout button to the place in the layout navigation bar where you want it to appear
- “Drop” the button when the double yellow arrows appear where you want to move the button