

# Capturing a PaperShow session with Adobe Acrobat Connect Pro – a detailed guide

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## The necessary stages in brief:

1. Switch on the computer
2. Connect the microphone
3. Start PaperShow
4. Start Adobe Acrobat Connect Pro and make sure the microphone is active
5. Start recording your shared screen
6. Write using PaperShow
7. Save the PaperShow session and close the application
8. Stop sharing your screen in Adobe Acrobat Connect Pro
9. Stop the recording in Acrobat Connect Pro
10. Shut down your computer and e-mail Dragos for the link to your recording

## The necessary stages in detail:

### Switching on the computer and preparing to capture the sound

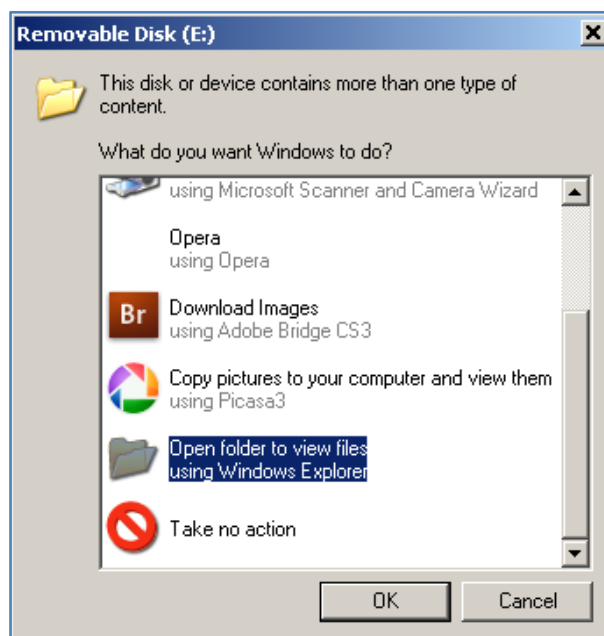
1. Switch on the computer
2. Plug in the external microphone you will be using to record the sound for your session

### Starting Papershow

1. Plug in the PaperShow USB receiver.

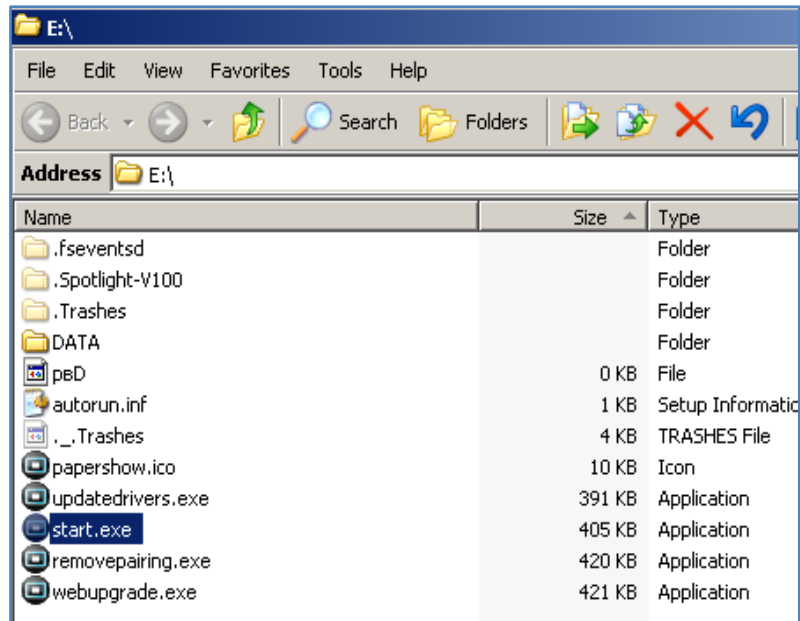
If prompted to run PaperShow in the new pop-up window, do so.

If prompted to **Open folder to view files using Windows Explorer**, click **OK**.



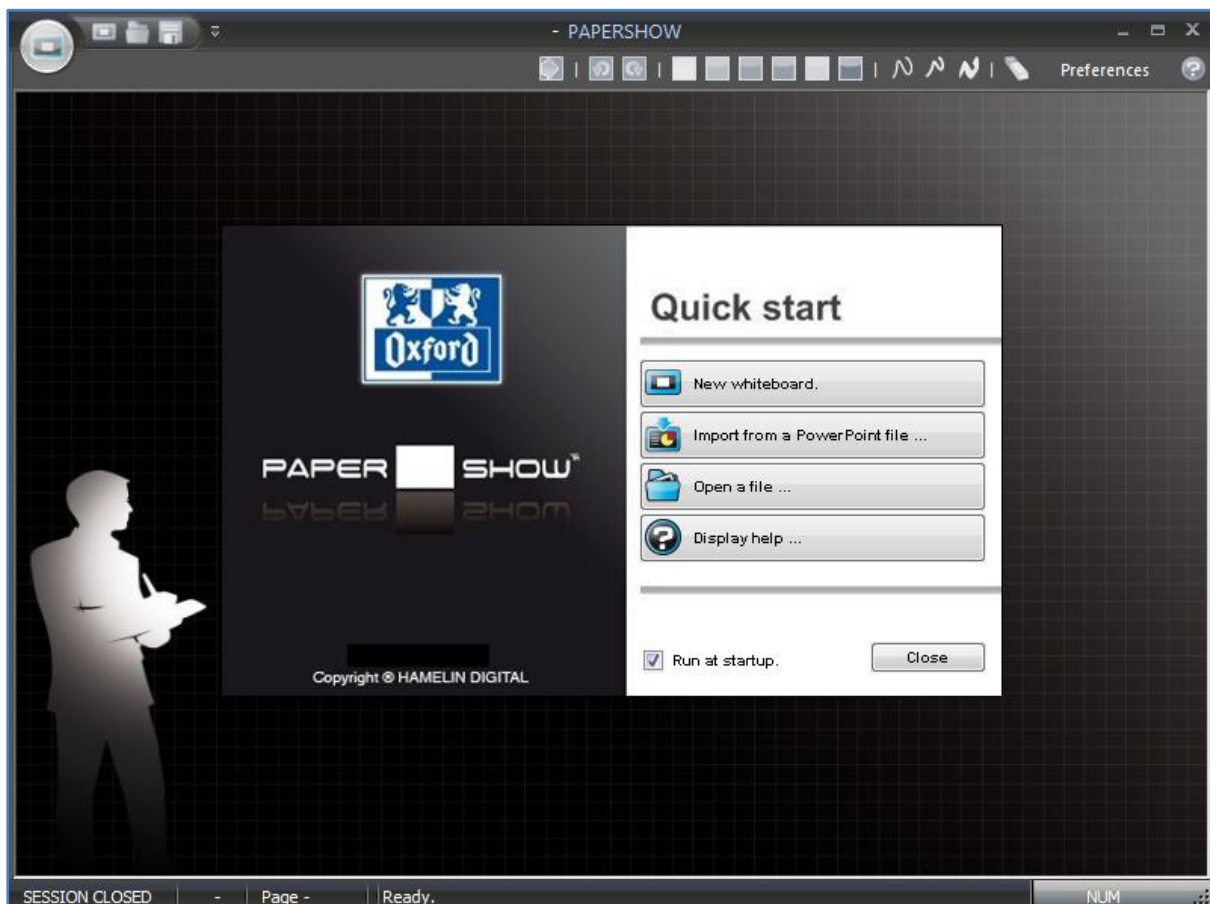
If there is no prompt, open **Windows Explorer** or **My Computer** and browse to the USB device:





Launch **start.exe**.

- In the new window, choose **New whiteboard** to start a new session from scratch, or **Open a file** to continue one you have already been working on before. Maximise the PaperShow window to view the application in full screen.



3. Follow any more instructions on the screen – you are likely to be prompted to remove the pen's lid and wait for a few seconds for the pen to connect to the USB receiver



You can always put the lid back on the pen when you are not using it in order to save battery life.

**IMPORTANT: Don't shut down the PaperShow application before the end of the class.**

**Starting Adobe Acrobat Connect Pro and preparing to record the session (this section is modified and reprinted with permission – full guide by Dr. Dragos Ciobanu available at [http://www.sddu.leeds.ac.uk/uploaded/learning-teaching-docs/tech/connect\\_pro\\_manual\\_uol.pdf](http://www.sddu.leeds.ac.uk/uploaded/learning-teaching-docs/tech/connect_pro_manual_uol.pdf))**

#### **How do I connect to an online session?**

If you are part of the University of Leeds pilot project, you will have received a username and a password for Connect Pro. Keep them safe.

In addition, Dragos will have set up an online room for you to use and you will have also received the web address for that room. Keep it in a safe place, too.

That address is in this format: <http://adm-leeds.adobeconnect.com/aaa/>, where aaa is the name of your online room.

One of the SDDU online rooms, for instance, has this address:

<http://adm-leeds.adobeconnect.com/sddu/> .



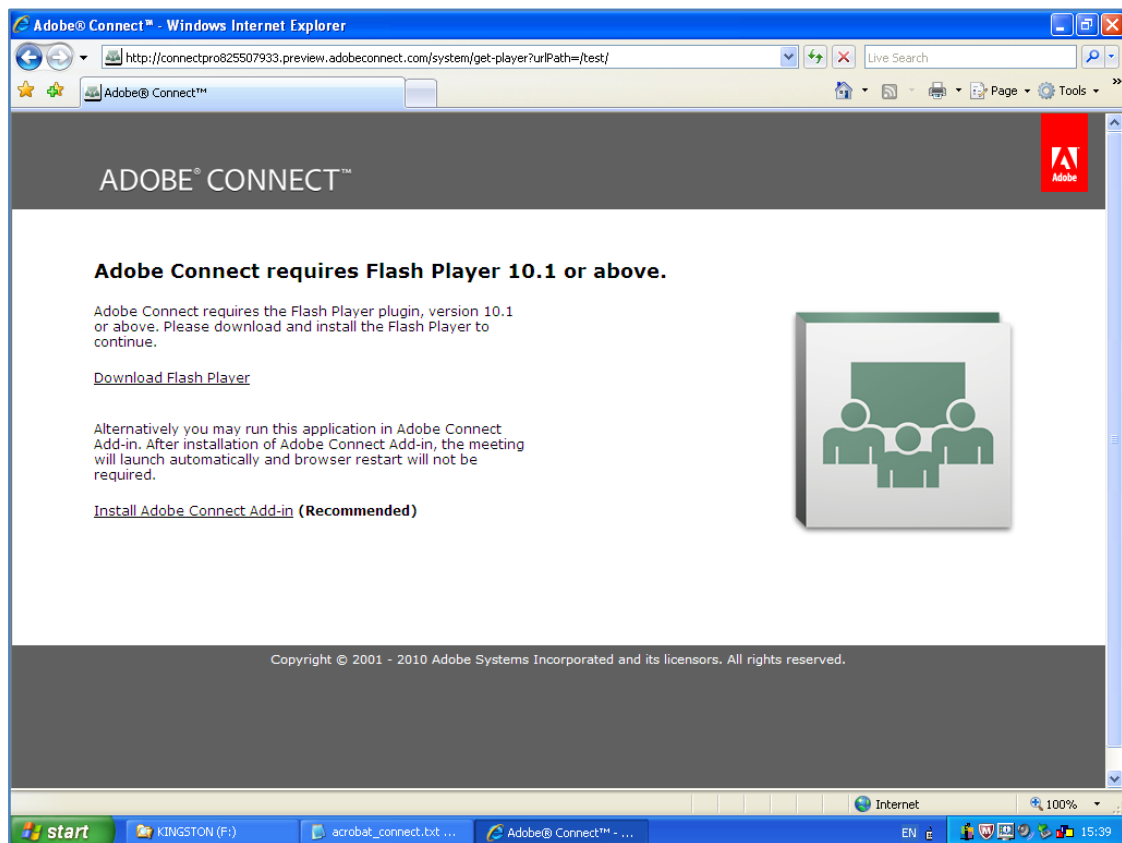
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Once you know the web address of your room, you can use it to connect to your room from anywhere, as well as share it with colleagues, invited guests and students to whom you would like to give access to your live online session.

**NOTE:** If you joined the Pilot Project in 2010 you may have an address which looks like <http://adm-leeds.emea.acrobat.com/aaa/> These addresses have been shortened after the upgrade to version 8 of Connect Pro and an automatic redirect has been put in place by Adobe.

### My web browser tells me I need to install the Connect Pro Add-In

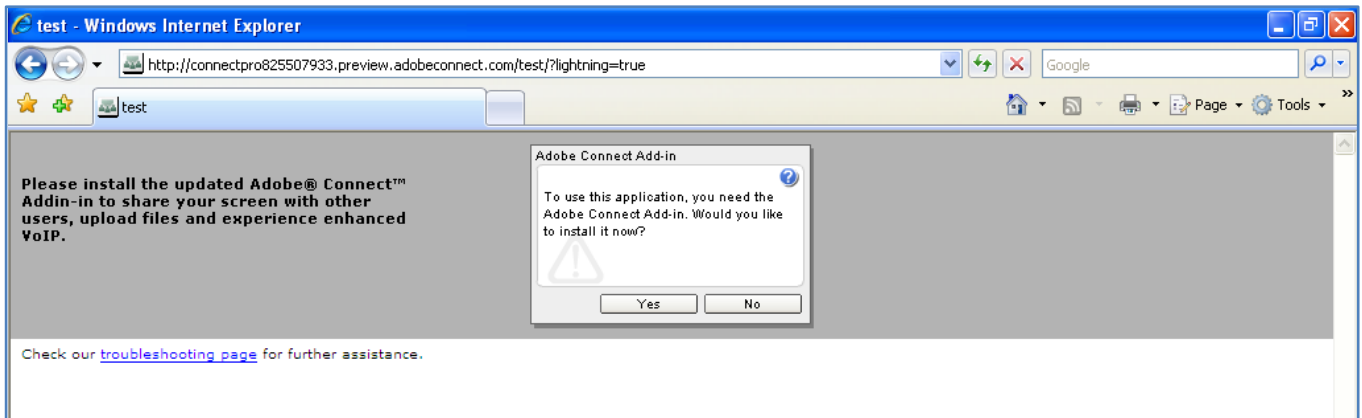
When you open a web browser and type in the address of your room, you may see the following message:



Choose the second option in order to run your session: **Install Adobe Connect Add-in**. Next, you will see this screen:



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Click on **Yes**. You do not need Admin rights to install this Add-in and the installation takes a few seconds.

**Troubleshooting:** If you do not see any of these screens and you cannot use the online room after you type in its address in your favourite browser, download and install the Connect Pro Add-In for version 8 manually. At the time of writing this guide, the support page with the downloads was: <http://www.adobe.com/support/connect/updaters.html>

### I see the log-in page now. How do I enter the online meeting?

You should now see the name of your online room and two options for entering: one as **Guest** and the other one **With your login and password**. Choose the second one and use the credentials you have received from the Pilot Project coordinator.

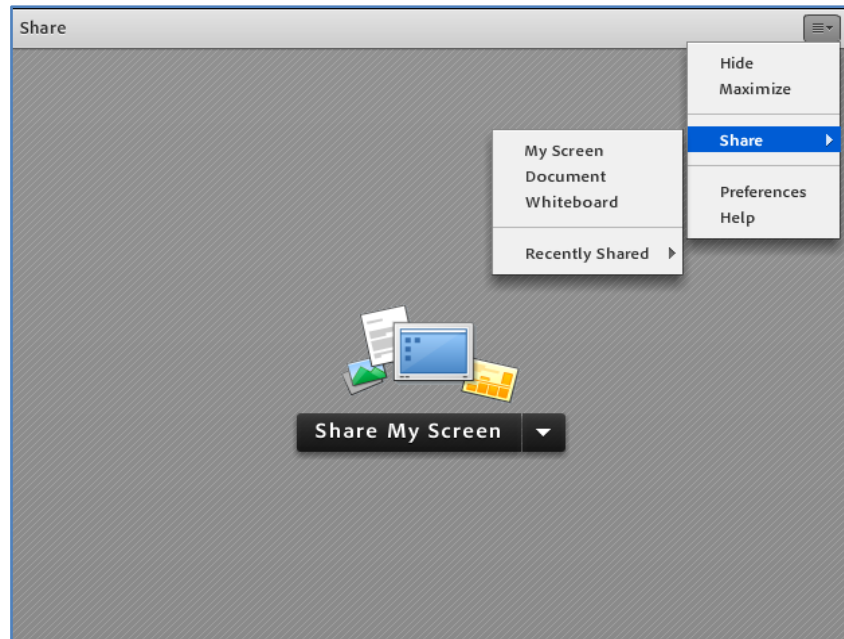
### I'm connected: what am I looking at?

You are looking at a **Layout** in Connect Pro terminology – you could think of it as a stage. Each Layout is made up of a number of **Pods** – you could think of them as props or elements.

Confused? You don't need to be, as things are quite simple: this entire application is built on the idea of modularity. The smallest functioning component is the **Pod**. It is like a prop in theatre if you like. There are individual pods for individual functionalities - e.g. a Camera and Voice pod, a Chat pod, a Share pod, a Notes pod, a Web Links pod, a File Share pod, a Poll pod, etc. Pods can be hidden, resized and repositioned at any point by the room host. Below you can see a Share pod with the options menu on its top right-hand side open.



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You can mix and match these pods when working with Connect Pro to suit your needs. You can position them wherever you need within your Layout. To avoid overcrowding your Layouts, as a Host you could create several Layouts to be used at specific times in your presentation: e.g. one layout with a Share pod to share a PowerPoint presentation with the online audience; one layout with several Poll pods to ask questions and make sure the audience follows you; a different layout with a different Share pod to share a Whiteboard and work on an ad-hoc mindmap, for instance, or ask the audience to work collaboratively on a brainstorming task. The possibilities are endless.

There are separate menus for **Layouts** and **Pods** within the Connect Pro room menu. Feel free to explore.



### What do I need to record the audio of my lecture?

You will need a microphone. Some lecture theatres have lapel microphones that feed into the computer – you can use them. Otherwise, you will need an external microphone – USB ones are better; some colleagues use Samson C01U microphones, some have other preferences. Please see this JISC online session for a more detailed discussion of hardware:

<http://www.jiscdigitalmedia.ac.uk/surgery/session/2011-01-19>

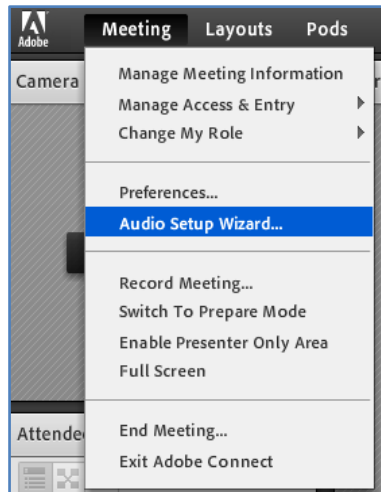


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If you are conducting online sessions from your office, a normal microphone headset will be sufficient.

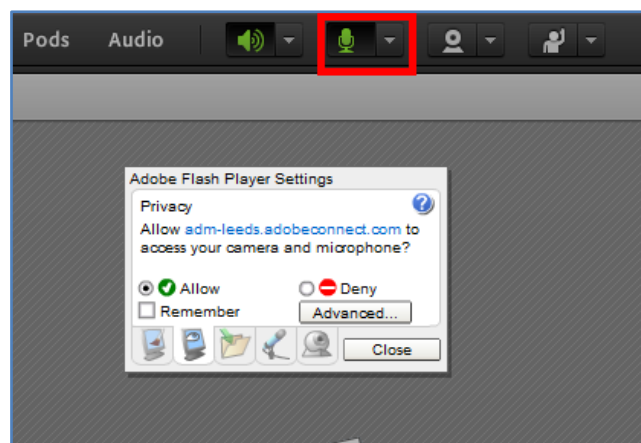
### How do I make sure my microphone works within Adobe Acrobat Connect Pro?

1. Take a minute (it actually takes less than a full minute) to configure the **Audio Setup Wizard** from the **Meeting** menu. **Important:** don't press the **Cancel** button during the set-up or your changes will not be stored. Advance by using the **Next** button and end with **Finish**.



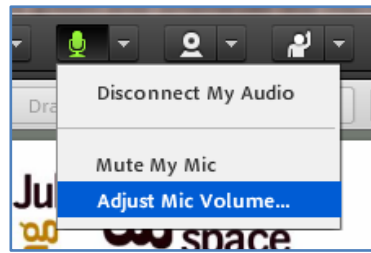
2. Click on the microphone button to activate it. Click **Allow** in the Adobe Flash Player Settings pop-up if prompted. If the microphone is active, the button is green and whenever the microphone picks up any sound, there is an animation of green bars next to it.

**NOTE:** If there is no animation, then Connect Pro does not know which microphone to use. You need to run the **Audio Setup Wizard** again, make sure you go through all the steps, and end with the **Finish** button.

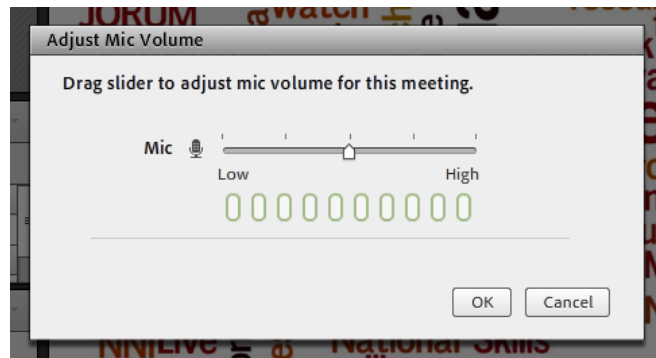


**NOTE:** If the sound picked up by the microphone is quite low (this is indicated by only one animated bar next to the microphone icon when you speak rather than three), you may wish to **Adjust the Mic Volume**



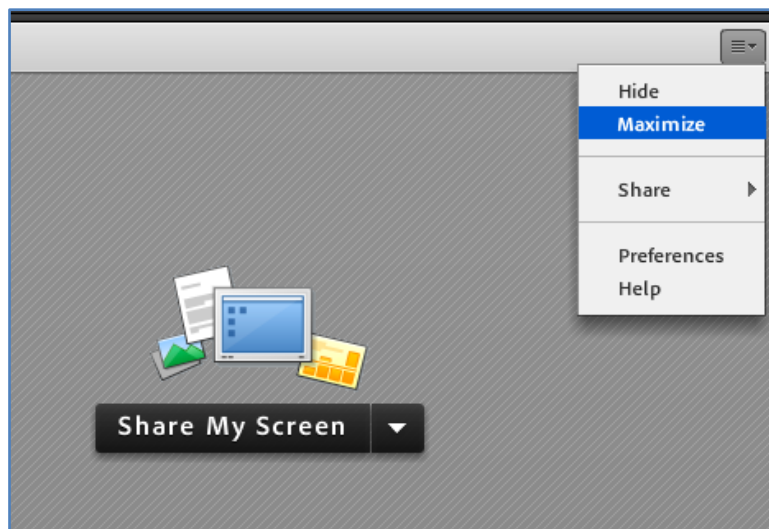


The default setting will be medium, but you can drag the slider to **High** to make the microphone more sensitive. After you have done that, click **OK**.



### How do I ensure my PaperShow session will be available in full screen in the recording?

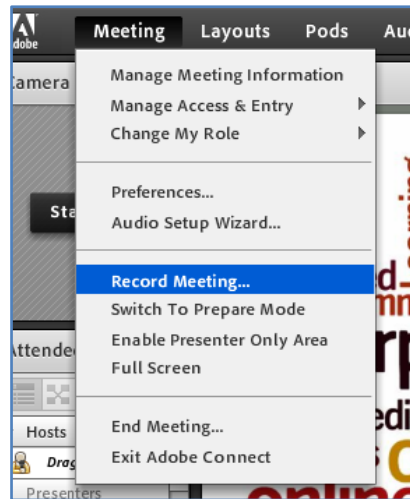
Maximise the **Share** pod so that your session recording is as clear and useful as possible.



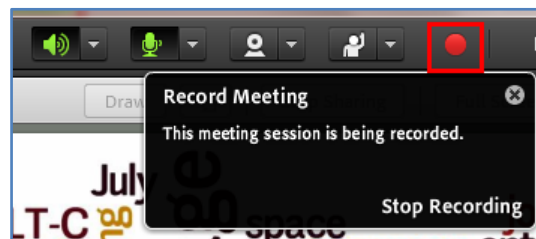
### How do I start the Connect Pro Recording?

Now that the microphone is set up, the **Share** pod is as big as it can get, you can start recording your meeting. Use the **Meeting** menu and select **Record Meeting**.



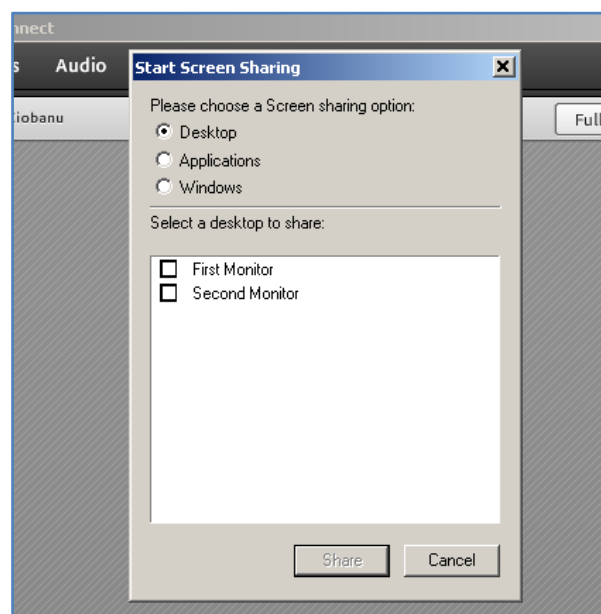


You will now see a red button and a confirmation message that your meeting is being recorded. The confirmation message will disappear after a few seconds. To end the recording, click on the red button and then on **Stop Recording**



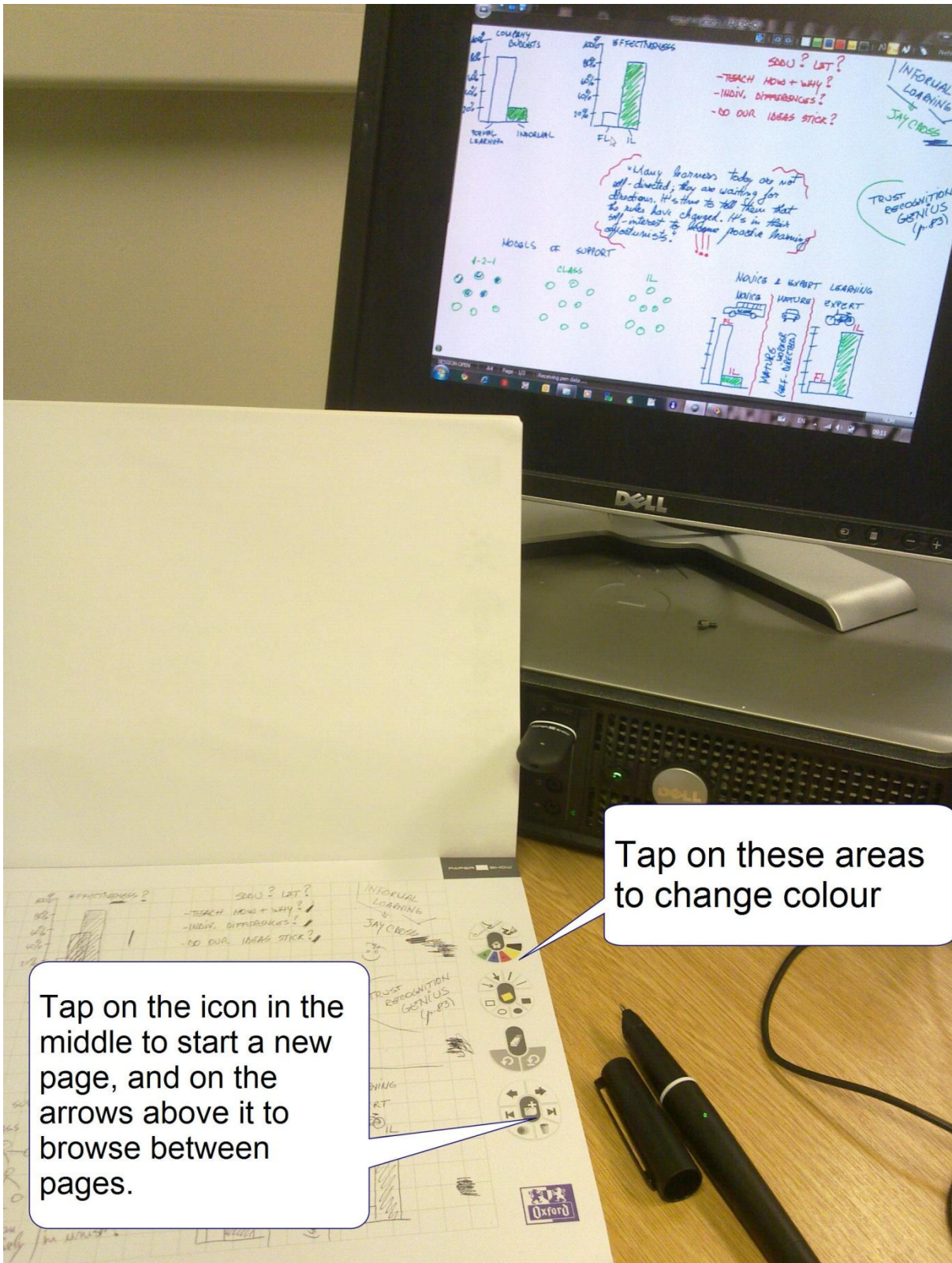
### How do I share my screen with Connect Pro?

Click on the **Share my Screen** button and, in the next window, choose **Desktop** (there are other options, but it's a good idea to start with Desktop before you learn more about how to use these other options).



## Working with PaperShow

### How do I start writing with PaperShow?

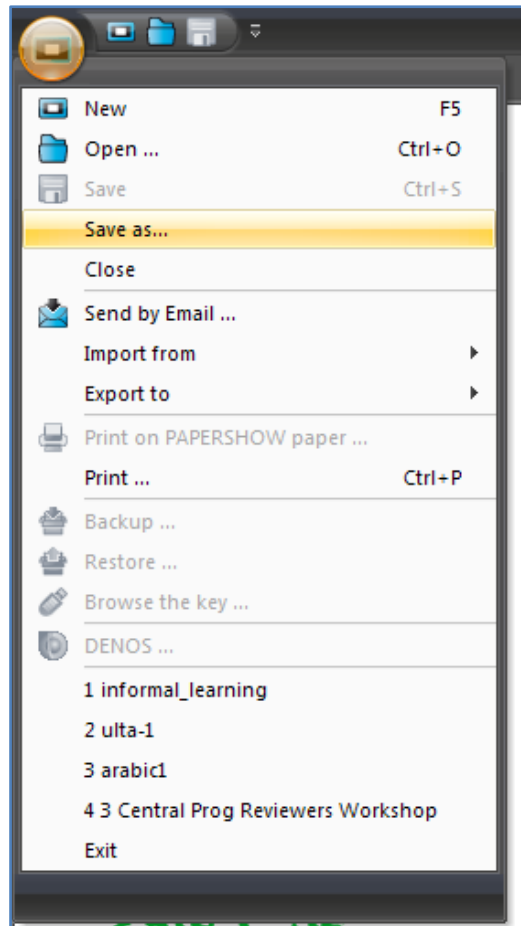


### How do I save a session in PaperShow?

There are many options for saving and sharing sessions available from the PaperShow menu:



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Once the session has been saved at the end, before stopping the recording, you may as well close down the PaperShow application.

## Back in Connect Pro: stopping the screen share and ending the recording

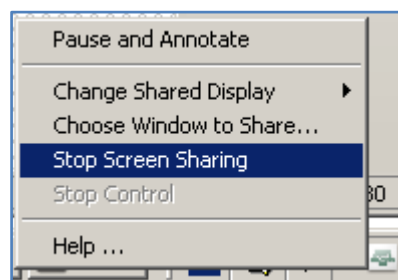
### How do I stop Screen Sharing with Connect Pro?

Either go back into Connect Pro and click on the **Stop Sharing** button



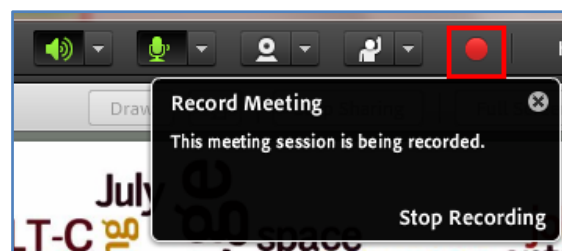


Or click on the little Connect Pro Screen Sharing icon at the bottom right area of your screen and then select **Stop Screen Sharing** from the available options.



### How do I stop the recording?

In Connect Pro, to end the recording, click on the red button and then on **Stop Recording**.



# Good luck and have fun 😊

