**How can a Host/Presenter share a word document?**

1. To share a word document **first a Host needs** to:
   a. choose “Pods” from the main menu bar;
   b. select “Share” then “Add New Share”.

   Please note that:
   i. Chrome is not recommended for use with Adobe Connect;
   ii. neither Chrome NOR Safari allow Screen Sharing in Adobe Connect.

2. Then the Host or Presenter can open the word document and minimise it; and, if they have the [Adobe Plug in](http://www.adobe.com/support/connect/downloads-updates.html#meeting-add-ins):
   a. click on the Arrow button ☐ to the right of “Share My Screen”
   b. select “Share My Screen”

3. When the following screen appears:
   a. select “Applications”,
   b. tick the relevant word document that you wish to share; and
   c. click “Share”.

3. The word document is now being shared. At the top right hand corner of:
   i. on a PC computer Hosts will see a red “Stop Sharing” box.
   Clicking the drop down arrow will bring up other options including:
- "Pause and Annotate", choosing this captures an image of what was showing on the screen and brings it onto the Adobe Connect whiteboard for Hosts to draw on.
- "Choose Window to Share" allows Hosts to change what they are displaying.

ii. on a Mac computer (using Firefox as the browser) Hosts will see a small Adobe Room icon in the top right hand corner of the screen just to the left of the recording button (if recording the meeting). Selecting this small Adobe Room icon will allow Hosts to bring up other options including:
- "Pause and Annotate", choosing this captures an image of what was showing on the screen and brings it onto the Adobe Connect whiteboard for Hosts to draw on.
- "Choose Window to Share" allows Hosts to change what they are displaying.

4. There are two ways a Participant can share. Hosts can:
   i. click on a participant’s name in the Attendees pod and then go to the Attendee pod options and from the dropdown pod options choose “Enhanced Participant Rights” and on the screen that comes up tick the type of pods that Hosts would like the participants to be able to control as a presenter. Then select “OK”.

An icon to the far right of the Participant name in the Attendee pod indicates that the Participant has enhanced rights.
ii. hover over the participant’s name and select “Request Screen Share”.

The Participant will then receive a request to start sharing their screen.

The Participant just needs to click on “Start” to share their screen.

5. Watch the following video “Sharing screens and applications” from Adobe Connect TV.

Source: Adobe® TV (2010). Sharing screens and applications

For more information:
1. select the help option from the dropdown box in the pod.
2. visit:
   - Adobe Connect Pro YouTube channel
   - Learn Adobe Connect
   - Adobe® TV