

## Adding Content to the Content Collection

Adobe Connect Beginners

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## **Create a Folder in the Content Collection**

1. Click the Content link on the menu bar.



2. The User Content area will be displayed.

ADOBE* CONNECT** ENTERPRISE SERVER	rofile   Help   Logout: Melissa Lock
Home Content Training Meetings Event Management Reports Administration	Search
Shared Content   User Content   My Content   Forced Recordings   Content Dashboard	
User Content	
Content List   Edit Information   Set Permissions	
New Content New Folder Delete Up One Level Move	
✓ Name → Type → Date Modified	→ Size (KB) → Referenced →
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3. Create a New Folder for the content of each curriculum.



	OBE° CONNECT™ FERPRISE SERVER	My Profile   Help   Logout: Melissa Lockhart
Home Content Training	Meetings   Event Management   Reports   Administration	Search
Shared Content   User Conte	nt   My Content   Forced Recordings   Content Dashboard	
📴 <u>User Content</u> > 📴 guffeek	> 🦳 RHC Training Modules	
Content List   Edit Information	Set Permissions	
Edit Information		
Folder Name: *	RHC Training Modules	
Summary: (max length=1000 characters)		
*- indicates required fields		
Copyright © 2001 – 2008 Adol	Save Carcel	

4. Then click the Save button.

## Add Content to a folder

1. Click the Content link on the menu bar.

ADOBE® CONNEC	T** ER My I	Profile   Help   Logout: Melissa Lockhart
Home Content Training Meetings Ev	ent Management   Reports   Administration	Search
•		(Block)
📄 My Calendar 🛛 🔁 My Training	🥞 Training Catalog 🛛 👰 My Meetings 🛛 📀 Resourc	es
My Meetings View 🔹 🔿	🚂 CCIT Call Center	
🚰 CCIT Call Center 🛛 📭 🔺	Overview	
My MPA Meeting Sp Open	Name CCIT Call Center	
🚈 Melissa's March Mee Open	URL <u>https://connect.clemson.ec</u> Summary	du/callcenter/
💯 Tech Talks 🛛 🛛 Open	Start Time 04/11/2019 9:45 AM	
Aline Marine and Aline and Al	Dur Dur	and the second sec

2. The User Content area will be displayed.

CLEMSON UNIVERSITY ADOBE* CONNECT** ENTERPRISE SERVER	My Profile   Help   Logo	ut: Melissa Lockhart
Home Content Training Meetings Event Management Reports Administrat	tion	Search
Shared Content   User Content   My Content   Forced Recordings   Content Dash	hboard	
📴 <u>User Content</u> > 🛅 guffeek		
Content List   Edit Information   Set Permissions		
New Content New Folder Delete Up One Level Move		
Name ▶	Type → Date Modified → Size (KB) →	Referenced >
RHC Training Modules	Folder 04/10/2009 2:50 PM	
Copyright © 2001 - 2008 Adobe Systems Incorporated and its licensors. All rights re	eserved.	



3. Click the link for the folder.

CLEMSON, ADOBE* CONNECT** ENTERPRISE SERVER		My Profile   Help   L	.ogout: Melissa Lockhart
Home Content Training Meetings Event Management Reports Admir	istration		Search
Shared Content   User Content   My Content   Forced Recordings   Conten	: Dashboard		
📴 <u>User Content</u> > 河 <u>auffeek</u> > 📴 RHC Training Modules			
Content List   Edit Information   Set Permissions			
New Content New Folder Delete Up One Level Move			
l ✓ N me →	Type → Date Mi	odified 🕨 Size (KB	) > Referenced >
I.			
Copyright © 2001 - 2008 Adobe Systems Incorporated and its licensors. All rig	nts reserved.		

4. Click the New Content button.

	OBE <sup>®</sup> CONNECT™ TERPRISE SERVER	My Profile	Help Logout: Melissa Lockhart
Home Content Training	Meetings   Event Management   Reports   Administration		Search
Shared Content User Conte	ent   My Content   Forced Recordings   Content Dashboard		
User Content > 📁 memars	± > 🤁 Training Module		
Select Content File			
File: *	Browse Twitter, LinkedIn & Facebook.pptx The file should be one of the following formats: ".ppt, ".pptx, ".fiv, ".swf, ".pdf, ".gif, ".jpg, ".png, ".n ".mp4, ".fiv or ".zp. Please refer to the documentation for valid contents for zip files.	np3, *.html,	
Enter Content Information			
Title: *	Twitter, Facebook and LinkedIn		
Custom URL:	http://connect.demson.edu/ socialmedia (Leave bih field blank for a system-generated URL or include a unique URL path. Please use only ascil alphanum hyphens. For example i "product-demo" will result in htp://connect.demson.edu/product-demo/)	eric characters	or
Summary: (max length=4000 characters)	je.		
*- indicates required fields			
	Save		
Copyright © 2001 - 2013 Ado	be Systems Incorporated and its licensors. All rights reserved.		

- 5. Click the Browse button and select the file to upload. NOTE: Adobe Presenter files should be published as zip files if you are going to upload them to the Adobe Connect Content Collection.
- 6. Enter the Title and Summary for the Content.
- 7. Then click Save.



CLEMSC U N I V E R S I	ADOBE* CONNECT** ENTERPRISE SERVER	My Profile	Help   Logout: Melissa Lockhart
Home Content	Training   Meetings   Event Management   Reports   Administration	[	Search
Shared Content	User Content   My Content   Forced Recordings   Content Dashboard		
Content >	memarsh > Iraining Module > Twitter, Facebook and LinkedIn		
Content Informatio	n   Edit Information   Set Permissions   E-mail Link   Download Content   Upload Content   Reports		
Content Informat	ion		
Title:	Twitter, Facebook and LinkedIn		
Duration:	14 slides ( 00:01:25 )		
Disk usage:	4176.0 KB		
Permissions:	Same as parent folder		
URL for Viewing:	http://connect.clemson.edu/socialmedia/		
Summary:			
Language:	English		
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8. The information about the content and the URL for viewing is displayed.

## Set Permissions for Public Viewing

1. Click the link for the content for which to modify permissions.

UNIVERSITY ADOBE CONNECT ENTERPRISE SERVER				My Profile   He	elp   Logout: Melissa Lockhart
Home Content Training Meetings Event Management Reports Admin	istration				Search
Shared Content   User Content   My Content   Forced Recordings   Content	: Dashboard				
User Content > i memarsh > i Training Module					
Content List   Edit Information Set Permissions					
New Content New Folder Delete Up One Level Move					
✓ Name →	Туре 🕨	Date Modified →	Size (KB) →	Referenced >	
🗵 👘 Iwitter, Facebook and LinkedIn	Presentation	04/09/2014 9:03 AM	4176.0		

2. Then click the **Set Permissions** link.

	My Profile   Help   Logout: Melissa Lockhart
Home Content Training Meetings Event Management Reports Administration	Search
Shared Content   User Content   My Content   Forced Recordings   Content Dashboard	
User Content > 🦰 memarsh > 🦰 Training Module	
Content List   Edit Information   Set Permissions	
Current Setting: Same as parent folder	
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- 3. Click the **Customize** button.
- 4. Select the **Yes** radio button to Allow public viewing.



ADOBE® CC	DNNECT™ E SERVER			My Profile	e   Help   Logout: Melissa Lockhai
Home Content Training Meetings	Event Management	R	eports Administration		Search
Shared Content User Content My	Content Forced Rec	ordi	ngs   Content Dashboard		
User Content > 🦲 memarsh > 🦲 1	Fraining Module				
Content List   Edit Information   Set Peri Reset To Parent	missions				
Allow public viewing:					
• Yes					
© No					
Available Users and Groups			Current Permissions For Training Module		
Administrators	Administrators	<b></b>	A Melissa Lockhart Manage memarsh		
Administrators - Limited	Administrators - Limi				
🖾 Authors	Authors				
🖾 Training Managers	Training Managers				
🖾 Event Managers	Event Managers				
Event Administrators	Event Administrators	Ŀ			
🕰 Learners	Learners	Ŀ			
A Meeting Hosts	Meeting Hosts	Ŀ			
🕰 Call Center Admin	Call Center Admin	Ŀ			
A CBBS TSPs	CBBS TSPs				
A DCIT2800_BUDCTR_WORKGROUP	DCI12800_BODCIR_				
DCIT2800_BUDCTR_WORKGROUP	HD Students	Ŧ			
DCIT2800_BUDCTR_WORKGROUP UD Students U Search	HD Students	•	Q Search Permissions Remove		

5. The files should now be accessible if you provide the URL to your students or guests without Adobe Connect accounts.