Adding Content to the Content Collection
Adobe Connect Beginners

Create a Folder in the Content Collection

1. Click the Content link on the menu bar.
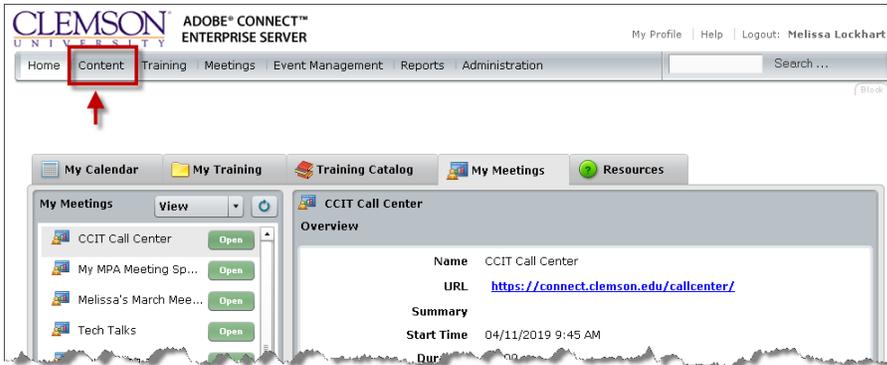
2. The User Content area will be displayed.
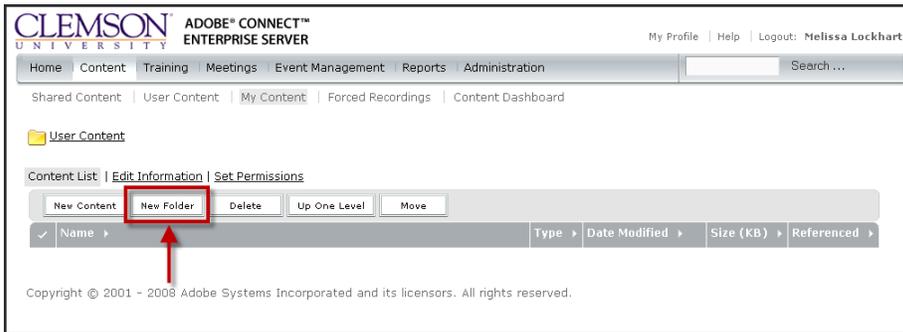
3. Create a New Folder for the content of each curriculum.
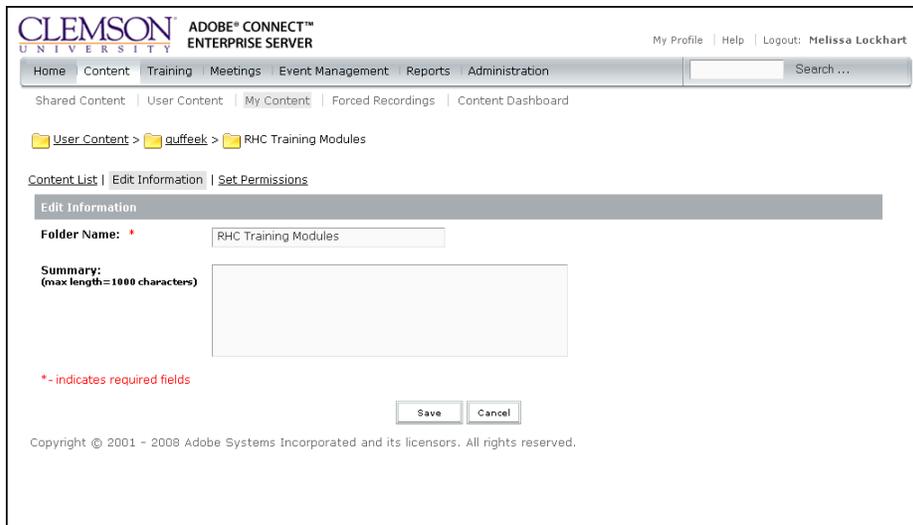
4. Then click the Save button.

Add Content to a folder

1. Click the Content link on the menu bar.

2. The User Content area will be displayed.

3. Click the link for the folder.
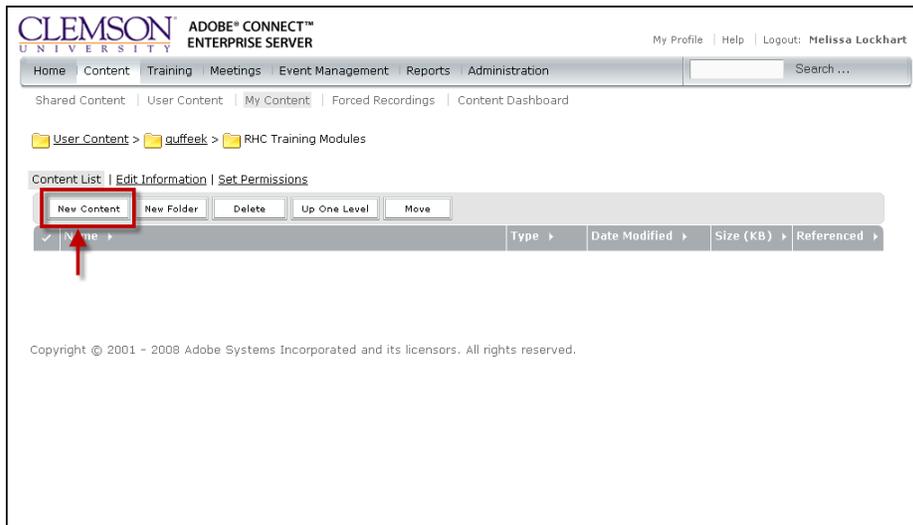
4. Click the New Content button.
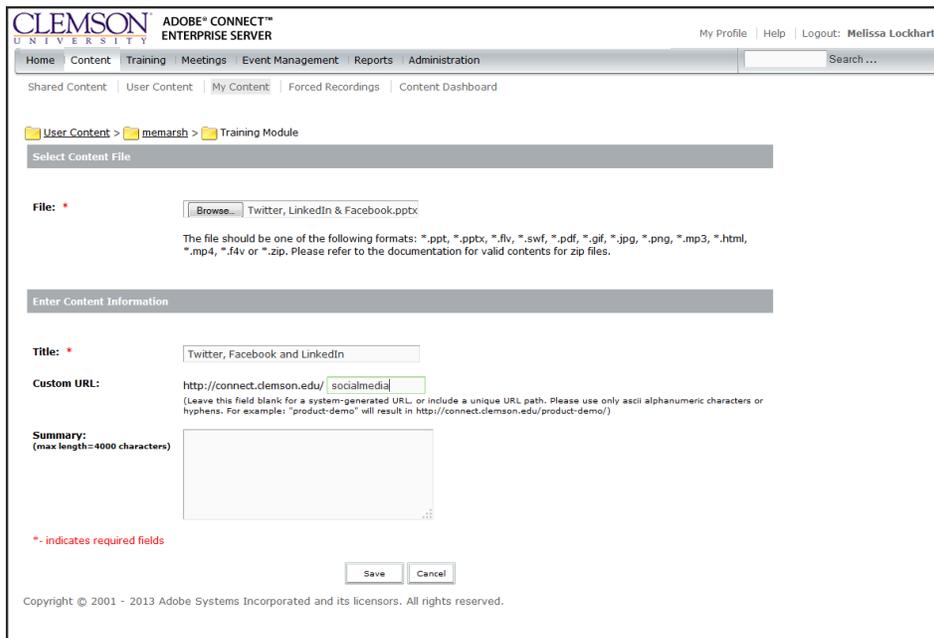
5. Click the Browse button and select the file to upload. NOTE: Adobe Presenter files should be published as zip files if you are going to upload them to the Adobe Connect Content Collection.
6. Enter the Title and Summary for the Content.
7. Then click Save.
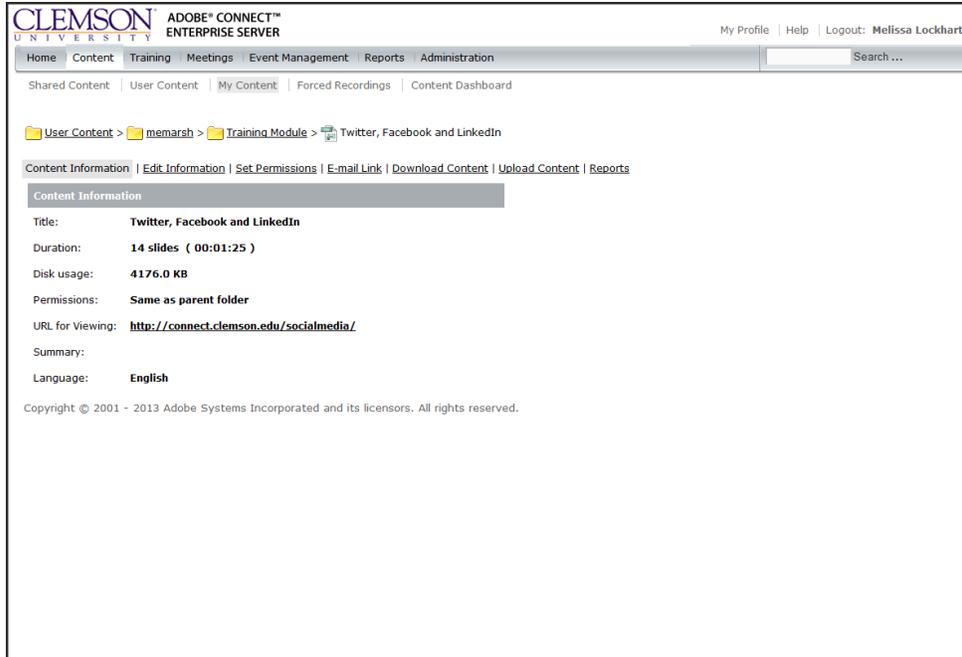
8. The information about the content and the URL for viewing is displayed.

Set Permissions for Public Viewing

1. Click the link for the content for which to modify permissions.
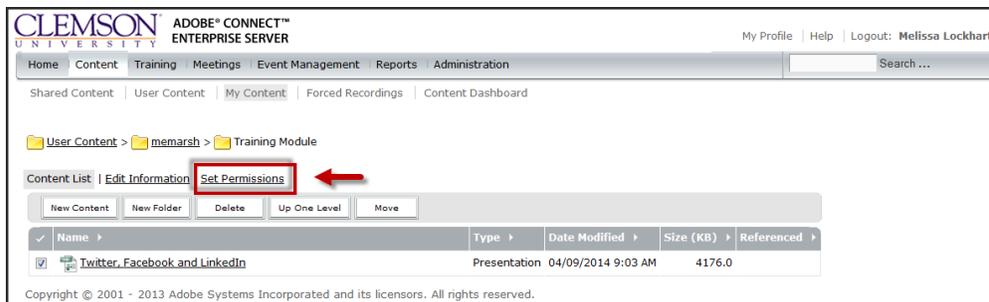
2. Then click the **Set Permissions** link.
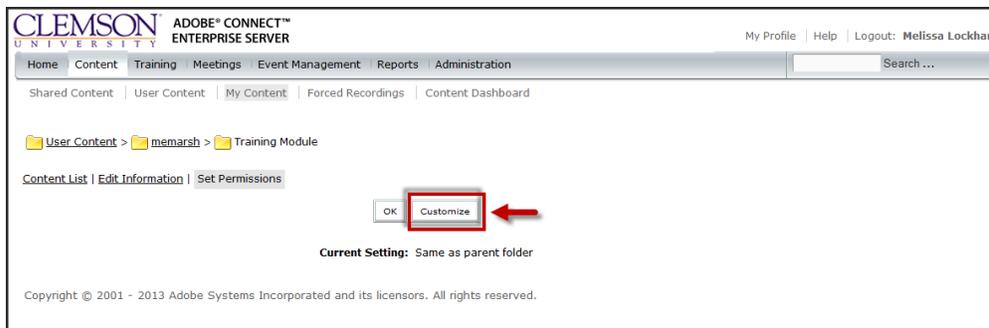
3. Click the **Customize** button.
4. Select the **Yes** radio button to Allow public viewing.
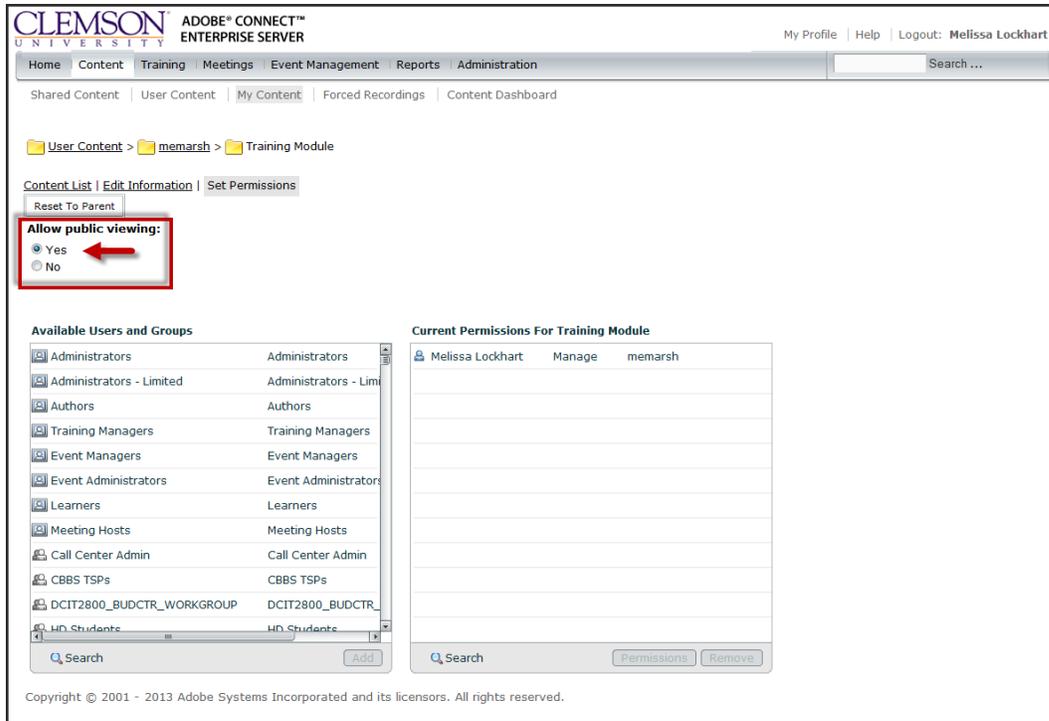
5. The files should now be accessible if you provide the URL to your students or guests without Adobe Connect accounts.