Using Layouts

Changing the layout
Adobe connect includes three preset layouts. Each layout contains a series of windows or ‘pods’.

1. Select **Layouts** from the top menu bar.
2. Select either **Sharing**, **Discussion**, or **Collaboration**.

![Layouts Menu]

Create a New Layout
1. Select **Layout**
2. Select **Create New Layout**.
3. Choose **preexisting layout** or a **blank layout**.
4. Use the Layout menu on the side of the screen to show or hide different layouts.

![Create New Layout]

Prepare Mode
During a meeting, creating or adjusting a new layout will affect the active layout being seen by attendees.

1. Select **Meeting**.
2. Select **Switch to Prepare Mode** to make adjustments without disrupting the current layout seen by participants.
3. When finished select **End Prepare Mode**.

**Presenter Area Only**
A secondary display area can be made visible to the only host and presenters in order to prepare, share or divvy out responsibilities in confidence.

1. Select **Meeting**.
2. Select **Enable Presenter Area Only**.

3. When finished, select **Meeting** and **Disable Presenter Only Area**.