How to Create Meeting Layouts
Adobe Acrobat Connect Pro

**Step 1**: From the meeting room, there are 3 default layouts.
(circled in red in the image to the right).

By default, the Share Pod should load. Click to move between each of the 3 default layouts to decide which meets your needs.

**Step 2**: Each of the 3 default layouts can be edited, deleted, renamed, etc.

- Click Pods in the toolbar at the top. From the drop down menu, click to add or remove desired pods to the layout.
- OR, Click Layouts in the Toolbar at the top. From the drop down menu, select Organize Layouts...

(circled in red and highlighted in tan in the images to the right)
Create Layouts (cont’d)

**Step 3:** An Organize Layouts dialog box will open.

Click on a default layout listed to make changes.

After selecting a layout, edit options will be listed along the right side of the dialog box for you to choose from and use.

(Layout highlighted in tan in the image to the right, options circled in red)

Click Done after edits are complete.

**Step 4:** If you decide none of the 3 default layouts meet your needs, create your own layout from scratch.

Click the + button to the left of the Collaboration layout.

OR, click Layout in the top toolbar and select New Layout from the drop down menu.

(illustrated in the images to the right)

**Step 5:** A New Layout dialog box will open, giving you two different options.

To duplicate an existing layout, select that option and select the layout to duplicate and name it. Click OK.

(Circled in red in the image to the right)
**Step 6:** The duplicate layout will have the same basic layout and functions. The new layout will appear in the layout Toolbar at the bottom. Click to move between layouts.

(Circled in red in the image to the right)

**Step 7:** If you do not wish to duplicate an existing layout, from the New Layout dialog, select Create a new blank layout.

Give the layout a name and Click OK.

(Circled in red in the image to the right)

**Step 8:** A blank layout will appear. Select Pods from the top toolbar.

From the drop down menu, click to add desired pods to the blank layout.

(Illustrated in the image to the right)

The new layout will also appear in the layout Toolbar at the bottom. Click to move between layouts.