Changing the Layout

- Adobe Connect includes three preset layouts. Each layout contains a series of windows or "pods." To change the current layout, click the **Layouts** button at the top of the screen, and then select **Sharing**, **Discussion**, or **Collaboration**.

Create a New Layout

- To create a new layout, click the **Layouts** button at the top of the screen and select **Create New Layout**.
- Use the **Layout menu** on the side of the screen to show or hide layouts.
Adobe Connect: Using Layouts

Prepare Mode

- During a meeting you may want to adjust or create a new layout without affecting the active layout seen by attendees.
- To do this, click the Meeting button at the top of the screen and select **Switch to Prepare Mode**. You can then make adjustments to layouts and pods without disrupting the current layout seen by participants.
- When finished editing the layout, click the Meeting button at the top of the screen again, and select **End Prepare Mode**.

Presenter Area Only

- A secondary display area can be made visible to hosts and presenters only. It can be used to prepare content, share confidential information, or divvy out responsibilities in confidence. To display, click the Meeting button at the top of the screen and select **Enable Presenter Area Only**.
- When finished, click the Meeting button again and select **Disable Presenter Only Area**.