

**\*\*Adobe Connect 8\*\***  
**Sharing a PDF File in a Meeting**

**Adobe Connect 8** allows you to share pdf files in your meetings. The following instructions will enable you to share pdf files in your meetings.

**To share pdf files in your meetings:**

- a. Log into your **Adobe Connect** account. You will be automatically taken to the meeting environment where you will be prompted to install the **Adobe Connect Add-in**.
- b. Click the down arrow for the **Share My Screen** button located in the center of the meeting environment. A menu displays.
- c. Select the **Share Document** option from the menu. The **Select Document to Share** dialog box appears.
- d. Click the **Browse My Computer** button at the bottom of the **Select Document to Share** dialog box.
- e. Navigate to the pdf file you would like to share.
- f. Select the file.
- g. Click the **Open** button of the **Select Document to Share** dialog box.
- h. Wait for the pdf file to load. Once loaded, the pdf file can be viewed by all participants.