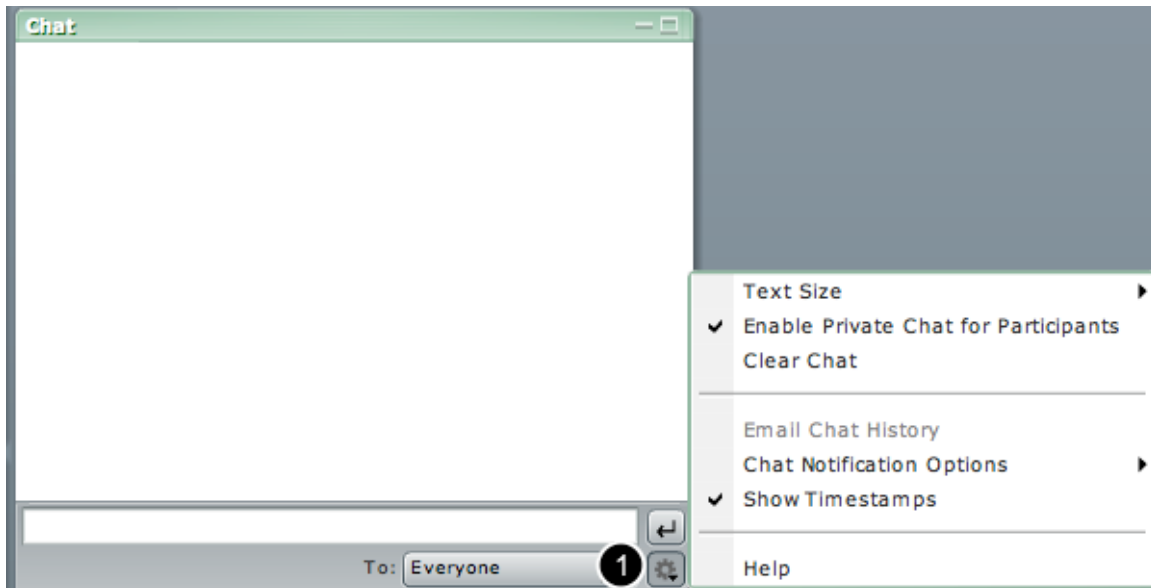# Adobe Connect FAQ

Frequently asked questions about Adobe Connect

How can the date/time be indicated in the chat functions (as is done in Skype chat)?

In the chat pod, in the lower right hand corner you'll find a button with a cog icon on it.

Press the button and from the menu, select Show Timestamps.

How can the look of the Adobe Connect page be customized to fit the needs/wants of the particular RALO?
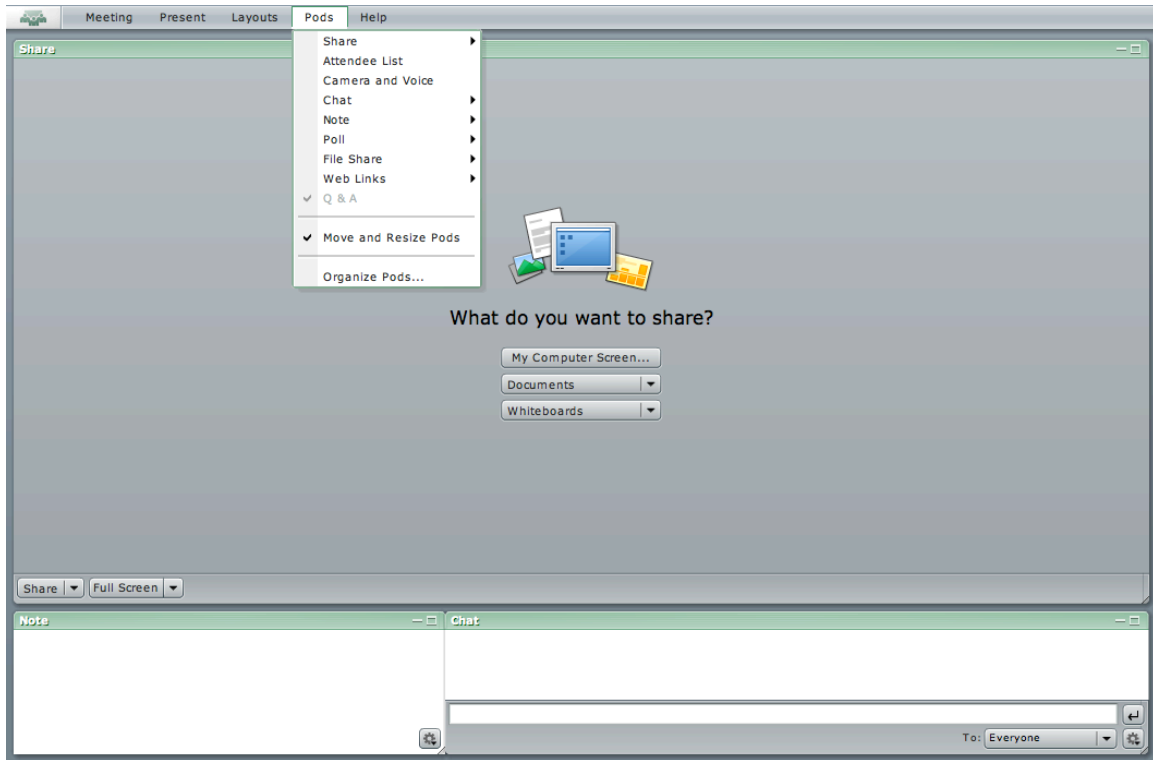
Adobe connect comes with a wide variety of options for presenting a meeting or coordinating a project.

Above is a sample of picks from the Pods menu for Collaboration.

The set-up of the Adobe Connect page seems to move around quite a bit when changes to the format are being made. How can this be prevented?
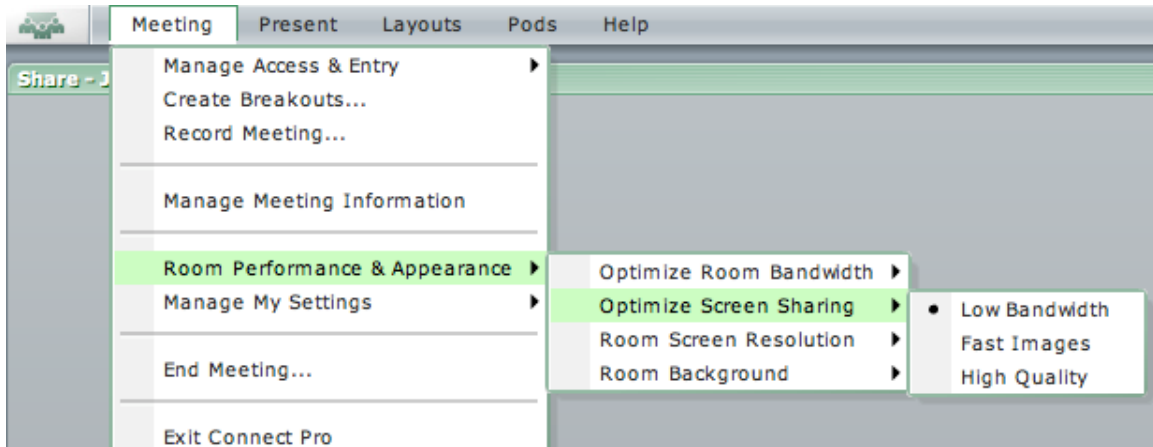
Low bandwidth may be a cause for lag seen in a meeting and cause it to appear that the pods are jumping around.

From the Meeting menu, there are options for areas where there is low bandwidth.

How can the white board be used effectively?
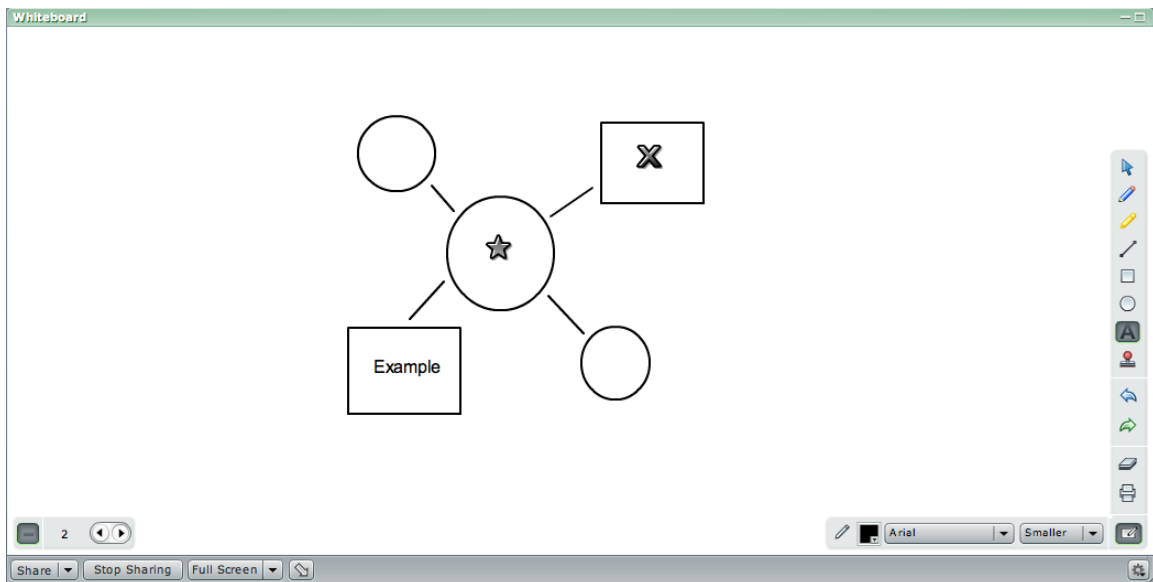
White board tools are good for drawing diagrams in examples.
White board tools as shown above are also available for uploaded PowerPoint and Word documents.

How can people be made hosts and presenters? What are the functions of each?
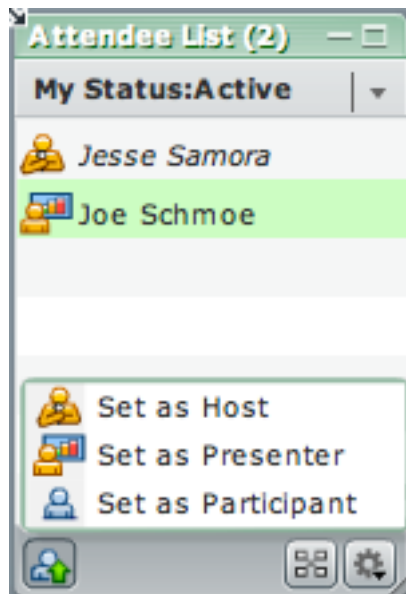
Select a name from the Attendee List. The button with a charicature and an arrow pointing up will become available. From here you'll be able to set a role for the attendee you've selected.
In the menu you can see the icons next to the roles that idenify the roles of the participants in the list.

A host has access to every option available in the meeting.

A presenter may only operate within a layout, such as Sharing, Discussion, Collaboration or a custom layout. But may not switch between layouts.

The function of the presenter is to show the material in the meeting, such as following bullet points or moving between slides in a PowerPoint presentation.

If there are are multiple presenters in a single meeting the Host retains ability to promote the roles.