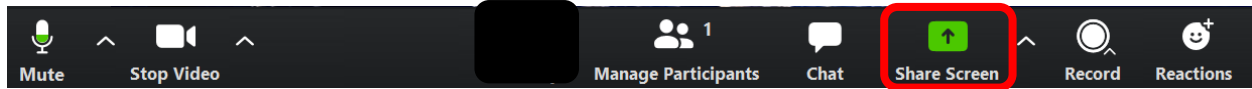




Tips for Giving a Zoom Presentation

Presenter

Ask the host if you, as the presenter, has been elevated to a Co-host. The default might be only the Host can share his/her screen.



Share Screen

- The presenter can choose to share his/her Desktop or an individual application/window – website, PowerPoint presentation, video....
- It is recommended the presenter have only few things open to choose from. If sharing a PowerPoint presentation, it should be open.
- If sharing a video, it is suggested it be downloaded to your hard drive. Some videos can be downloaded directly from YouTube or Computer Hope, Applian, SnagIt, and avast's Secure Browser.

Computer Hope - <https://www.computerhope.com/issues/ch001002.htm>

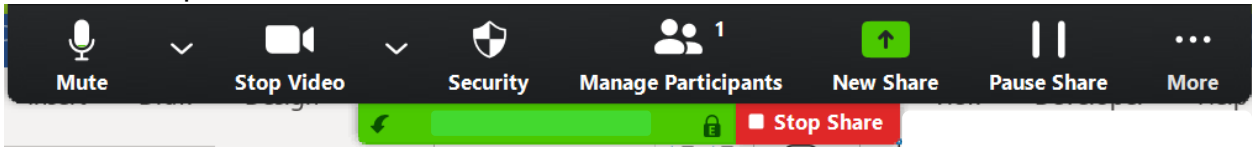
avast's Secure Browser - <https://www.avast.com/en-us/secure-browser#pc>

Select a window or an application that you want to share

The screenshot shows the Zoom 'Share Screen' dialog box with the 'Basic' tab selected. The dialog displays a grid of windows to share, including 'Screen', 'iPhone/iPad', and several open applications like 'Digital Spring Cleaning -1.ppt', '5-2-20 RT Slides.pptx - PowerPoint', and 'Giving a Zoom Presentation 4'. At the bottom, the 'Share computer sound' checkbox is highlighted with a red box, and the 'Share Screen' button is visible.

- Select what you want to share.
- If you are playing a video, select *Share computer sound*.
- Suggest using VLC media to show the video.
- Start playing the video in full screen while sharing your screen.

- After the presenter shares his/her screen, the *Share Screen* bar appears at the top of the window.
- It can be accessed by moving the mouse pointer to the top of the screen where it will drop down.



New Share - Start a new screen share. Presenter will again be prompted to select which screen to share.

Pause Share - Pause current shared screen.

Click on *Stop Share* for Q&A.

PowerPoint tips

Heading size – 44

Text size – 28 black san serif font (some of the designs are not the default (Automatic) black, this isn't as easy to see.

Use a non-busy design that doesn't distract from the content.

Try not to use eye charts no one can see. If needed, use the snipping tool to put the information on more than one slide.

