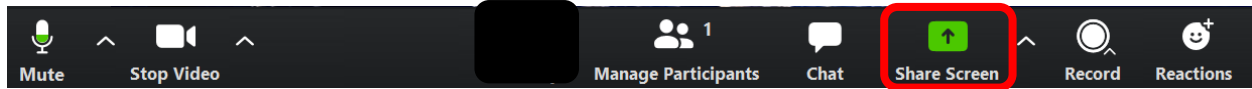




Tips for Giving a Zoom Presentation

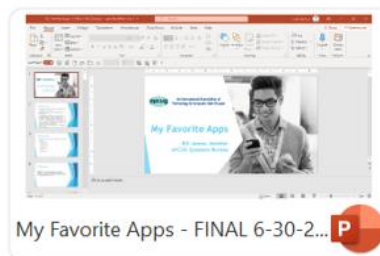
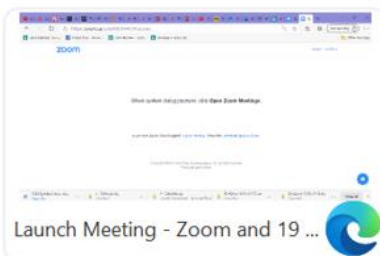
Presenter

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



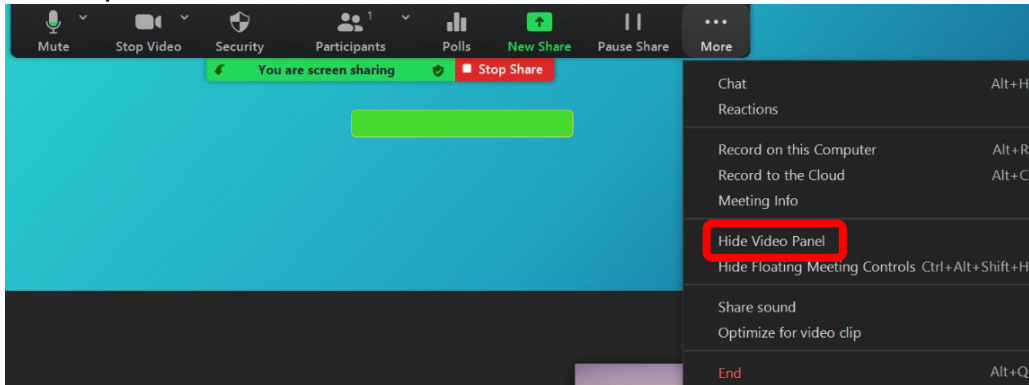
Share Screen

- 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 you are sharing a video, select *Share computer sound*.
- It is suggested it be downloaded to your hard drive. Some videos can be downloaded directly from YouTube with Avast's Secure Browser https://youtu.be/_9sSKifrMHE or captured with SnagIt or Applian software.
- Or, Zoom suggests using Google Chrome, Firefox, and Chromium Edge when sharing a video
- Suggest using VLC media to play 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.



Recording your presentation and don't want to see Thumbnails? Click on More > Hide Video Panel.

Hint: Before you share your screen, click on the video camera to stop your video. Attendees will not be able to see you, just your presentation.

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. The default fonts are sometimes too small for attendees to see during the presentation.

Use a non-busy design that doesn't distract from the content and/or doesn't have room for the content. Don't have text or graphics over the design elements.

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.

See the below examples.

