

A Guide to Showing Slideshows, Videos and Documents in Zoom's Screen Share

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Note: In this set of directions, these definitions apply.

“App” – A software program that runs on a computer, such as PowerPoint, MS Word, Excel, Adobe Photoshop, etc. Web-based apps include browsers like Chrome, Safari, Firefox, etc.

“Item” – A single thing produced by an app, for example, a slideshow, a document, an image, etc., or a single thing seen in a browser, for example, a video clip, a website, a photo, etc.

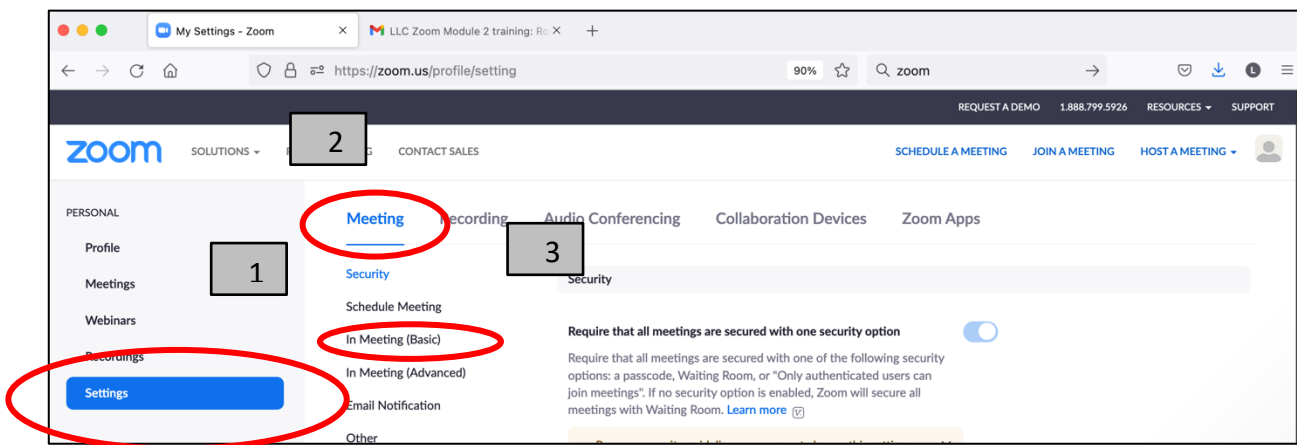
Instructions for LLC Members: Sharing a Screen in Zoom

Important: These instructions assume you are using a computer for Zoom, not a tablet or a phone.

Part I – Zoom Settings for Screen Share

Before the start of the first class:

1. Open a Zoom account if you do not have one already. The basic Zoom account is free, and it is sufficient for participating in Zoom classes and making presentations. (Note: You do not need to have a Zoom account to participate in a Zoom meeting or class, but if you plan to make presentations, share videos or images, etc., you should have a Zoom account. The account will allow you to set up a Zoom meeting—a meeting of just yourself is fine—and to practicing Screen Share, and to practicing your presentation in a Zoom environment.
2. Once you have a Zoom account, go to the Zoom website, and click on “My Account.” Explore the options listed in the menu along the left side of the page. For screen sharing, check your Zoom Settings to enable “All participants” to screen share during a Zoom meeting. *You need to do this only once.* Start this check here. In “Settings” in the sidebar menu, click on “In Meeting (Basic)”



3. Next, scroll down to “Screen sharing.”

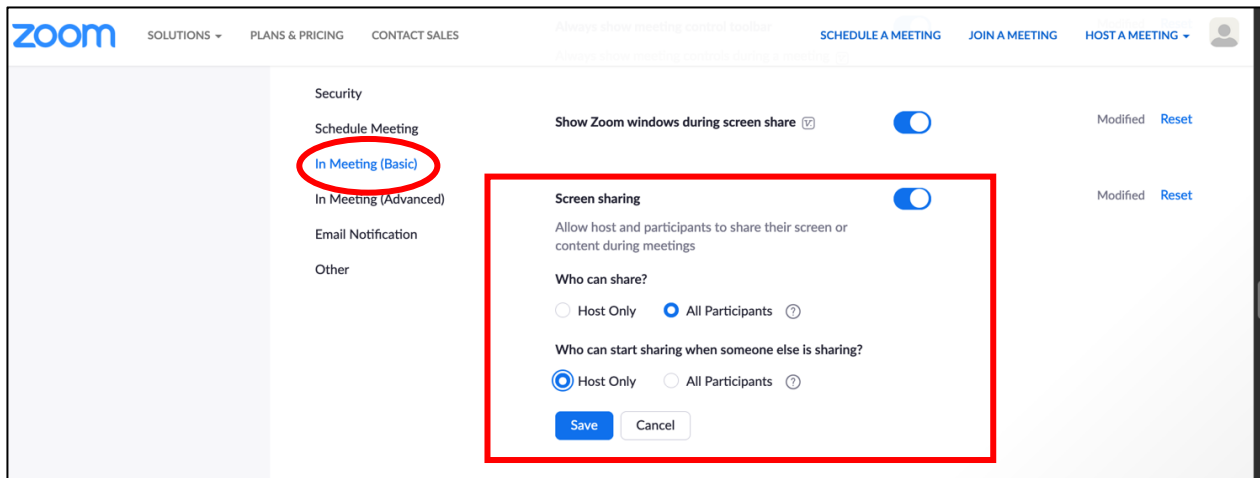
First, turn on the button opposite the words “Screen sharing.” (Blue = on. Gray = off)

Next, in response to “Who can share?” click “All participants”

Next, in response to “Who can share when someone else is sharing?” click “Host only”

Next, push “Save,” if it is highlighted.

(See next page for image.)



Part II: Screen Share, one item

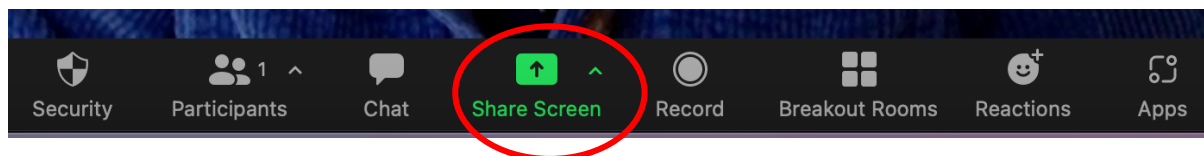
Before the start of the Zoom class or session:

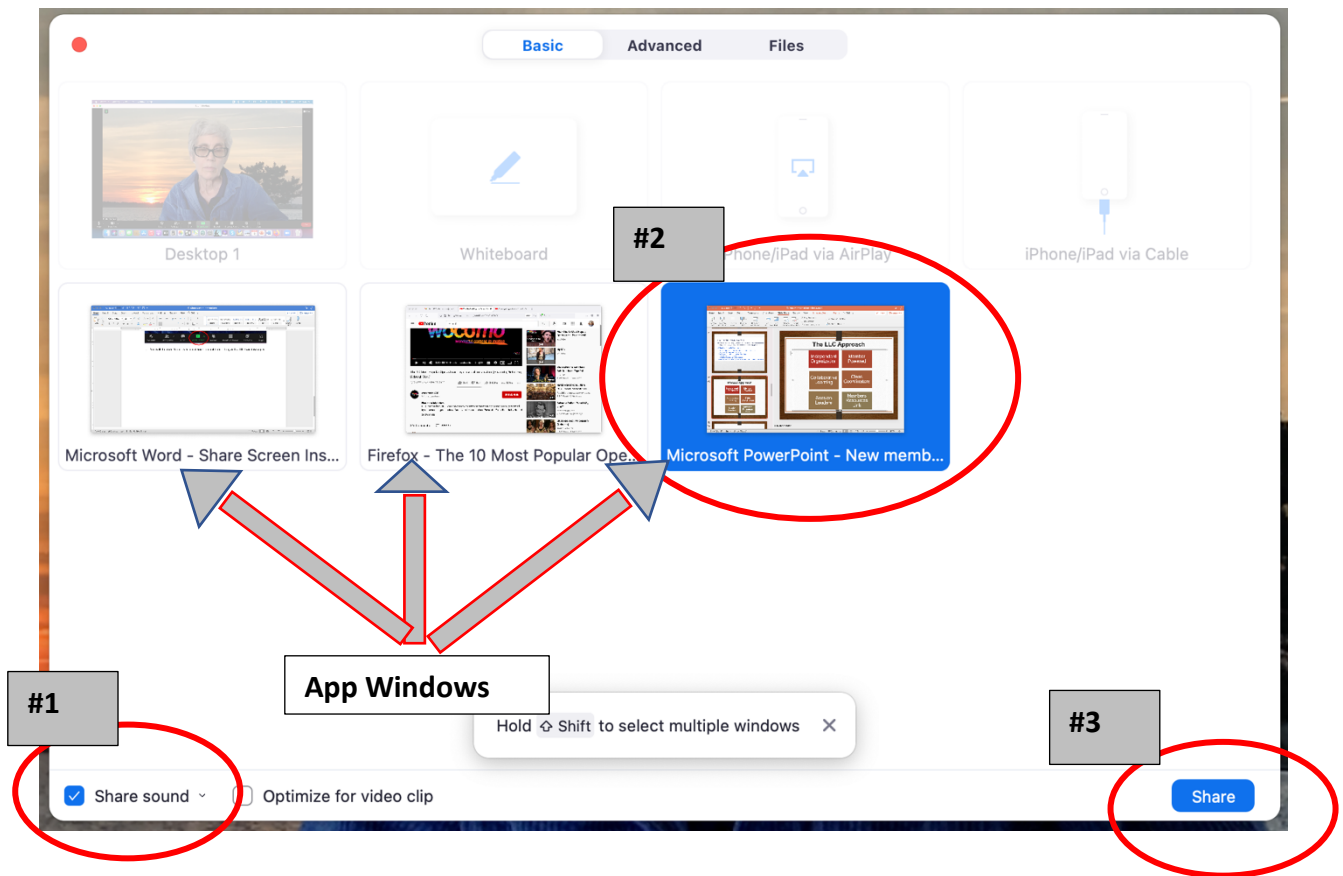
- Open on your computer desktop the one item or all the items you will share during class, such as
 - Slide shows: PowerPoint and Google Slides shows.
 - Web browser items, each in its own tab within your browser, including video clips, websites, other web content
 - Other apps to display items like photos, images, documents, etc.
 - Note: Apple Keynote does not work as smoothly in Zoom as do other slideshow apps. But an Apple Keynote slideshow can easily be converted to PowerPoint via “Save As” under the File menu.

Join the Zoom session or class

Screen Share during class:

1. First, click the green Share Screen button, located in the control bar at the bottom of the Zoom window.
2. Next, you will see Zoom’s version of your computer desktop, with the one app you just opened or with the several apps you just opened, each one showing in the little windows.



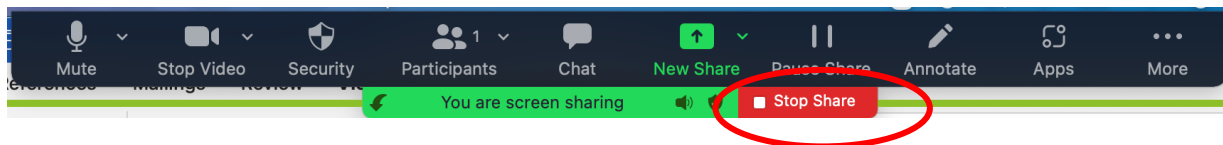


3. While viewing Zoom's version of your desktop, do the following:
 - a. First, click on the **Share Sound** button (aka **Share Computer Sound**) at the bottom left corner of your desktop.
 - b. Next, **ONLY IF YOU WILL BE SHARING A VIDEO CLIP**, click on the "Optimize video clip." Do not click on this if you will share other items, like a slide show.
 - c. Next, click on the app you want to share. Its window will turn blue.
 - d. Next, click on the "Share" button in the bottom right corner of your desktop.
 - e. Note: *If you do not see the desired app on the desktop, you cannot share it during class.* In this case:
 - Stop share screen (but do not leave or turn off Zoom),
 - Go to your *computer* desktop.
 - Open the desired app and the desired slideshow, video, photo, etc.
 - Return to your Zoom window and try "Share Screen" again. You should now see the desired app among the windows on your Zoom desktop.

4. Now, the app you selected should appear in your share screen and it should be visible to the class. Ask everyone if they can see the app window. (i. e., Can you see PowerPoint? Can you see Safari? etc.)
5. Next, with the app open, navigate to the slideshow or video or photo, etc., that you want to share. Show that item as you normally would display it.

Next, when you are done sharing or done sharing for the moment:

6. Select “Stop Share” in the control bar at the top of the Share window. You will be returned to the classroom.



Later in the class if you want to share another item:

7. Click on the green Share Screen button again and proceed through this protocol again. You can do this for each new app and item you want to display throughout the class meeting.

Part III: Screen share multiple items during one share session

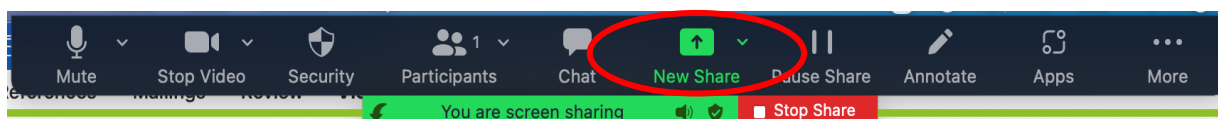
During a screen share session, you may want to share more than one slideshow, or more than one video, or a mix of slides and videos etc. You can do this kind of sharing without closing and then starting a new screen share session for each item, if you have opened and lined up *ahead of time* all the items you want to share. Please follow one of these two procedures.

Procedure 1: Screen share multiple items IN THE SAME APP during one screen share session.

1. Share your first item (a slideshow or a video, for example). Follow the protocol described above.
2. When you are finished, close that item, BUT DO NOT CLOSE THE APP. (For example, close the specific slide show, but do not close PowerPoint; close the specific video, but do not close Safari, etc.)
3. Now, within that same app, you should be able to select the next item you have lined up and want to share. For example, share the next slide show in PowerPoint, or share the next video in Safari. Just call up or click on that next item in the app as you usually do when viewing multiple items within the same app.
4. Check that your audience can see the next item. (i. e., Can you see the new slideshow? Can you see this next video? etc.) If the answer is yes, then proceed as above. If the answer is no, then go to “New Share,” as explained in the next procedure.

Procedure 2: Screen share multiple items IN DIFFERENT APPS during one screen share session.

1. Share your first item (a slideshow or a video, for example). When done, close the item, but do not close the app.
2. Next, go to the control bar at the top of the share window. Click on “New Share.”



3. Now you should see your Zoom desktop with all the available apps, each in their own window. Click on the app you want to share; it should turn blue. Click on the “Share” button at the bottom right of your screen.
4. Now you should see the selected app on your share screen (i. e. PowerPoint or Safari, etc.). Check with your audience that they see it, too. Select the item you want to share, as you normally would, and show that item. Proceed as usual until the end of that item. When done, select either “Stop Share,” or “New Share,” or the next item in the same app, as appropriate.

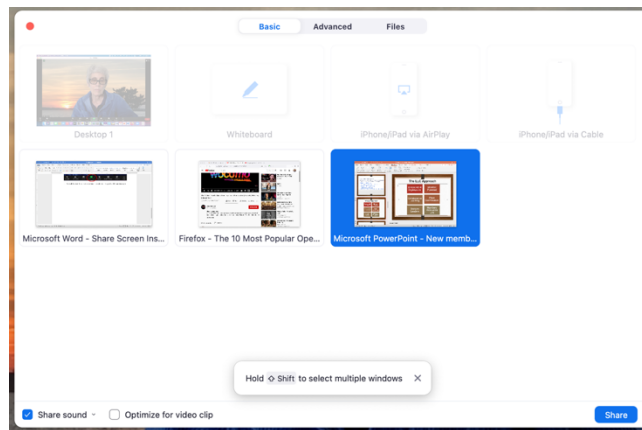
- If you cannot get the next item to display in screen share, then push “Stop Share.” Exit the screen share function. Once you have returned to the classroom, take a deep breath, pause, and start again. Press the green Share Screen button, review the Zoom desktop, and proceed to show one item at a time, as described above. All will be well.

Part IV: View Options

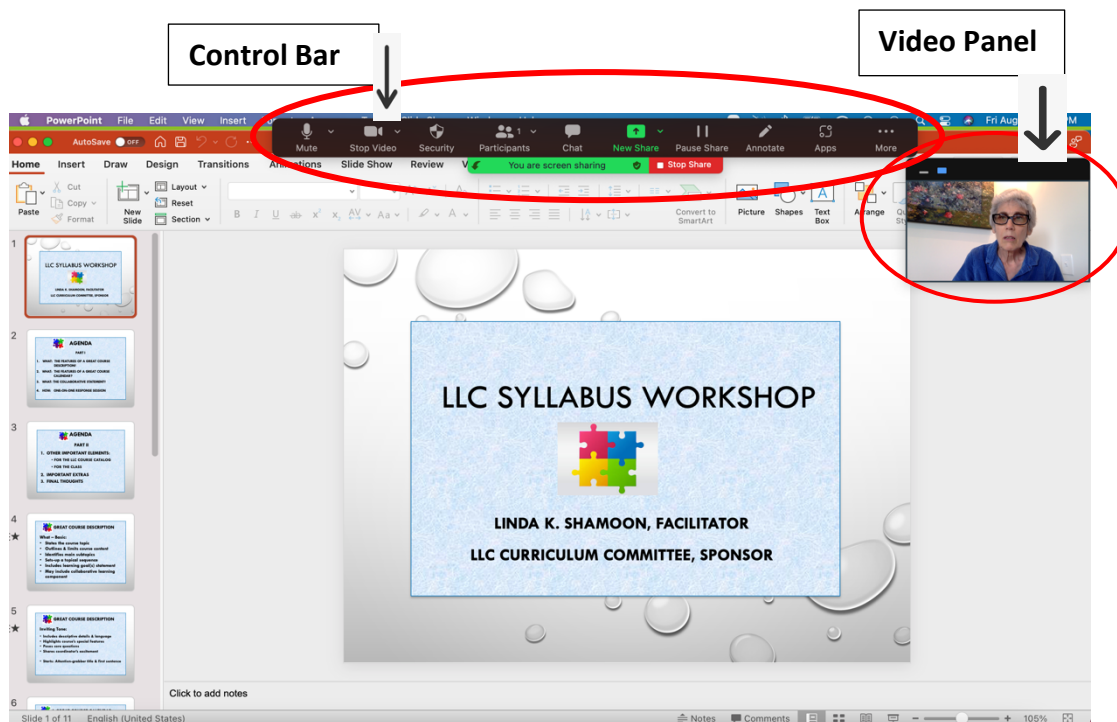
During Screen Share, the presenter and the audience see different things. The audience sees a split screen, presenters do not. Presenters sees Zoom’s version of their desktop, the audience does not. Let’s sort out these Zoom quirks.

Presenter’s views and options during Screen Share.

- First, the presenter sees Zoom’s version of the desktop.

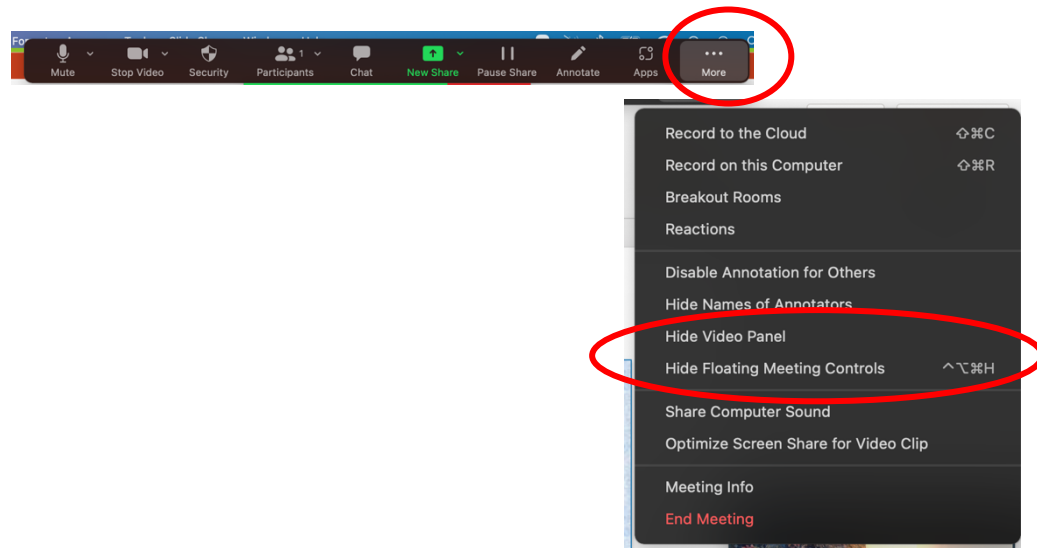


- Next, when the presenter pushes the Share button, the presenter’s shared screen appears. Notice: The control bar is at the top and a video panel of audience members is on the right.



3. Next, the presenter has *the option to hide the control bar and the video panel*. This is an important option, especially when showing a video, because these items can interfere with presenter's and the audience's view of the slideshow or a video.

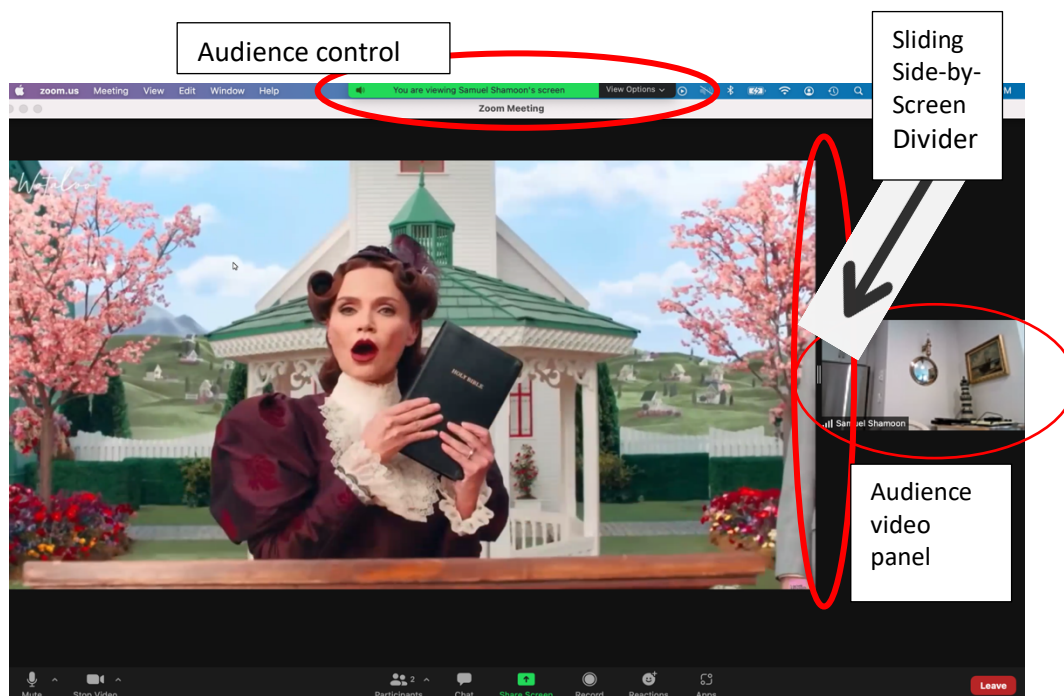
- a. To hide the Control Bar and the Video Panel, click on the "More" menu in the Control Bar, then click on "Hide Control Bar" and on "Hide Video Panel."



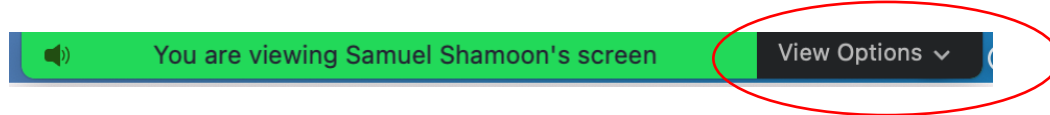
- b. To bring back the Control Panel, press the Escape Key on your keyboard. To bring back the Video Panel, go to the More menu in the Control Bar and click on Show Video Panel.

Audience views

1. Remember: The audience does not see the desktop screen.
2. The audience usually sees a split screen version of the presenter's shared screen, for example:



3. The audience control panel, at the top of the shared screen, looks like this:



Under the “View Options” menu, an audience member may change the split screen to a full screen display with an adjustable video display panel.

4. The Sliding Side-by-Side Divider looks like this. The audience member may click and drag the double line and adjust the width of the Video Control Panel, allowing for more or fewer participants to be displayed.



Part V: Important Options and Trouble Shooting

Always keep the following in mind:

1. When screen sharing: If any protocol or display doesn’t work, push the red button at the top of the screen share window to “Stop Share.” Take a deep breath and try again. Follow the protocol in “Part II: Screen Share: One Item.”
2. The most common problem is that a link in the slideshow does not work. When this occurs, there are two options.
 - a. Skip the link and then share it in email after class or share it next class.
 - b. If you insist on taking the time (midstream or at the end) to navigate to the link in a web browser, then you will have to copy the link, call up a browser, paste in the link (url) and navigate to the site, and when ready, reenter screenshare.
 - c. To prevent such problems:
 - i. Test all links in a slideshow several days before the class meeting and *test them within a Zoom setting*. Links within a slideshow sometimes do not work in a Zoom setting.
 - ii. Send a copy of your presentation to your coordinator, who should test the links in a Zoom setting and who should be ready to show the slideshow and its links.

- iii. If a slideshow has embedded links to videos or other material, then *these linked items should be open on the computer desktop before the start of class*. Then if a link fails, you can use the “New Share” button to shift to the video that is available in an app other than the slideshow app.
 - iv. In general, the presenter and the coordinator should have the slideshow AND the various linked items (videos, images, etc.) open on her computer desktop before the start of class. This assures that all items are available to screen share.
3. If a video isn't clear or if the sound is not clear and in sync with the video, go the Control Bar at the top and click on the “More” drop-down menu.
- a. To fix a blurry video, click on “Optimize Screen Share for Video Clip.” *When you are done with showing the video, disable this setting.*
 - b. To fix sound or audio problems in a video, click on “Share Computer Sound.” This setting may remain in place.

