Zoom Share Screen & Engaging Slideshows

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Share Screen

Zoom share screen allows us as a host to share on the screen any of the other applications that are open on your device. You can choose to share a slideshow, document, image, video, or website. All of the participants will see what you selected on their device.

As the host, you have the option to allow the participations to also be able to share. When they do, it will be shown to all of the participants including the host.

The website below has links to many aspects of Screen Sharing
https://support.zoom.us/hc/en-us/sections/201740106-Screen-Sharing
The ones with the **arrows** are important for everyone.

- The **PP** is for PowerPoint – most people will want to use the 3rd option on the website, "Single-monitor setup with slide show in full screen."
- The **KN** is for Keynote.

Before Meeting

- Have apps open that you want to share
- Close unneeded apps
- You might be able to look at your toolbar and see which applications you have open
- You should also turn off your notifications (like email)

Screen Sharing

- Sharing your screen, content, or second camera
- Sharing slides as a Virtual Background
- Video layout options while screen sharing
- Switching Windows During Screen Sharing
- Optimizing a shared video clip in full screen
- Sharing computer sound during screen sharing
- Screen sharing a PowerPoint presentation **PP**
- Screen sharing a Keynote presentation **KN**
- Requesting or giving remote control
- Sharing a whiteboard
- Side-by-side Mode for screen sharing
- Sharing multiple screens simultaneously
- Using annotation tools on a shared screen or whiteboard
- iOS screen sharing
- Sharing your screen (iOS) with the Zoom desktop client
- Share an iOS device screen using a cable
- Adding a watermark
- Follow presenter's pointer during screen sharing
- Black screen during screen sharing
- Protocols for Apple screen mirroring (AirPlay)

Begin Sharing

- Click Share Screen button.
- Here you select what you want to share.
- If you want to share your desk top, select the image in the top right corner. It might be different if you are using dual monitors.
- Some people don't want to share this because something personal might show up.
- If you want to share a single application, click that application.
- Usually, the last item open will be on the second row on the left.
- You can also have internet sites open to share.

Note: Share screen does not work in table mode.

- If sharing the sound from the device, like a video or audio clip, click **Share computer sound**. (Note: if this is on, they will not hear you speak on your microphone while you are sharing a sound from our device.)
- Click **Optimize** for Video if you are showing a video.
- Click the **Share** button in the bottom right after you have made all of you selections
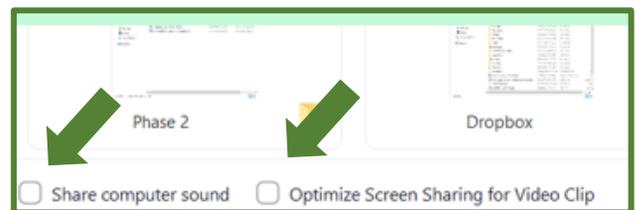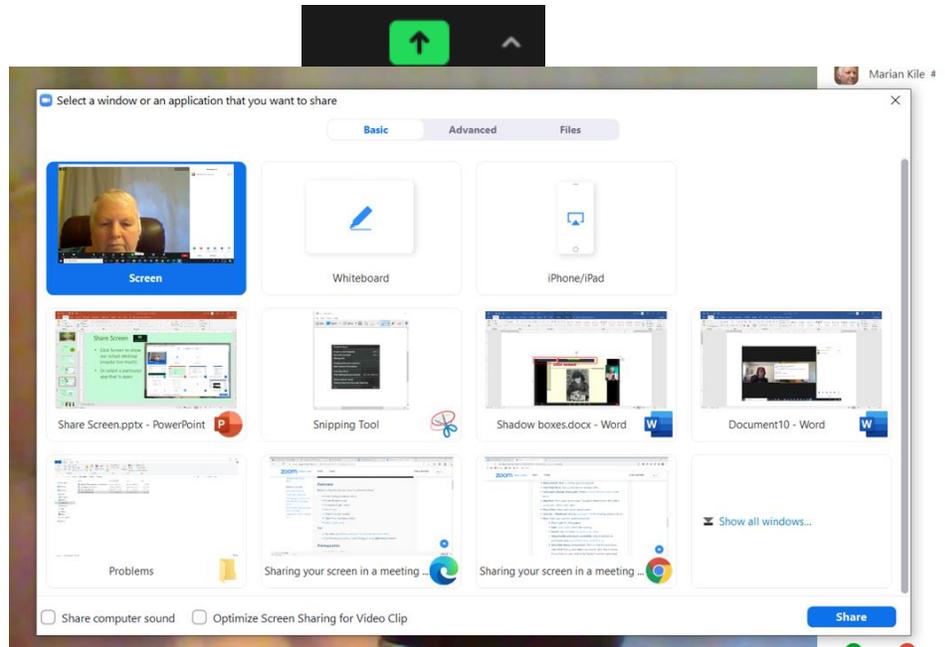
Share Screen Toolbar
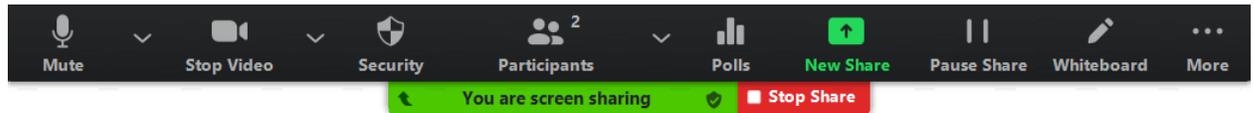
- When the Share Screen Toolbar comes up, you can still access your other Zoom tools on it.
- If you click on the far right on the **More** button, you have access to additional Zoom tools. Depending on your setting, you might have more options.
- If you forgot to turn on the audio setting when you got into Share Screen, you can do that here instead of having to end the session (see bottom of the list).
- After a little while the tool bar shrinks, but you can hover over the top of it and all of the tools become available again.
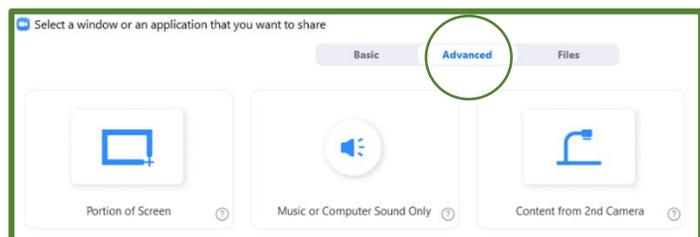

- You can also drag the toolbar around on your screen.
- If you want to share something else, you can click on the green, **New Share** and make your selection,
- When you are done, you can click on the red **Stop Share**.
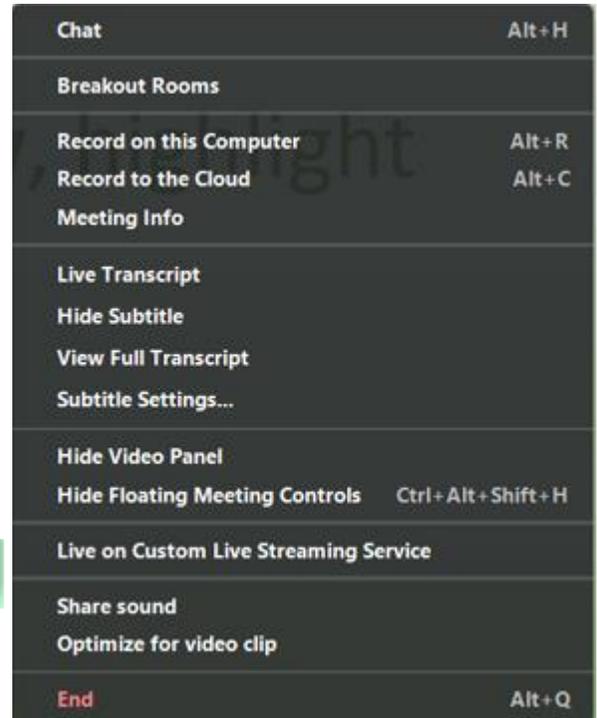
Showing a Portion of the Screen

Before the meeting:
- Click on the item you want to share
- Go back over to Zoom
- Click on Share Screen
- Click on Advanced tab

- Click on Portion of Screen
- Click Share button
- Adjust the green box to fit by dragging corner or side
- Stop sharing till you are ready to share in the meeting
- By adjusting it ahead of time, they don't see you lining this all up.
- When you share screen new, click back to Basic first.
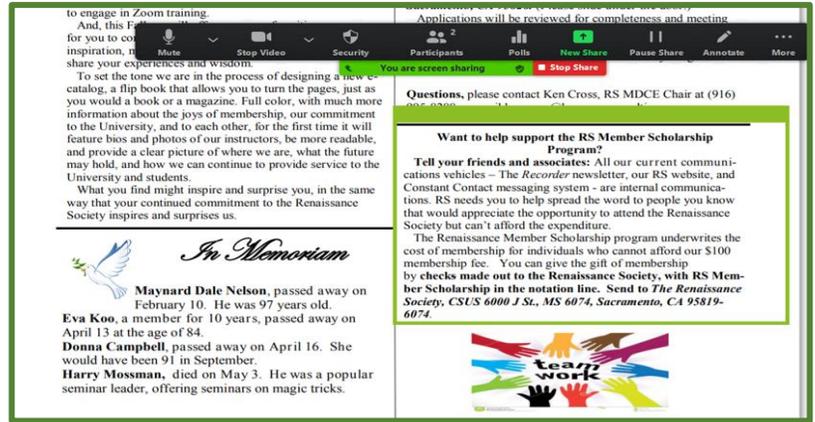
Hyperlink Vs Embedded in Slideshows

- Embedded means the source becomes part of the file
  - Your file is larger
  - Changes to the source item will not be reflected
- Hyperlinking means connecting to your source file (address only)
  - If you move the source file, your link will not work
  - Update your source file, it will be reflected
- ★ Hyperlinks do not work in Zoom Share Screen

Another Method Without Embedding

If you don't want to embed a link to a video on your device or on the internet, you can:

- Have everything open that you want including the internet video or your file
- Click on the Share Screen and start slideshow
- In the middle of slideshow, click New Share, highlight what you want and click Share (like the web)
- When you are done, you can click Share New, highlight the next (like your document
- Note: when you go back to the slideshow, you will have to click once to tell the device you are there and then click again to advance the slide.

Those Pesky Gray Boxes

"Hello Dolly"

Louis Armstrong – 1901-1971
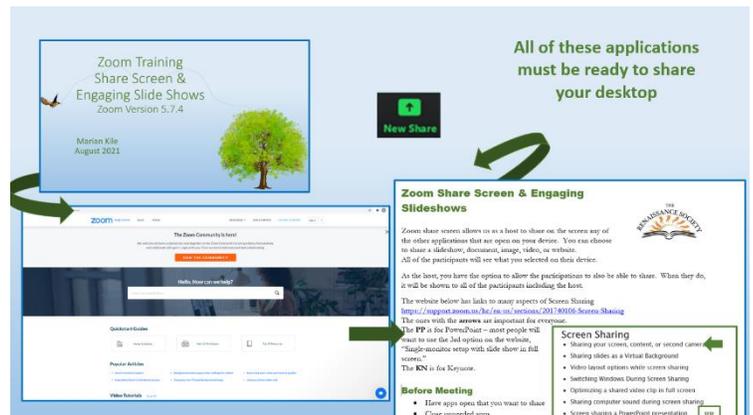
When we select optimize to show our embedded video in our slideshows, we sometimes get gray boxes on the screen. This used to just happen on PCs but now it does show up on Macs as well.

⭐ The person sharing does not see them but all of the participants do.

These appear because Zoom is *masking* other items on the desktop of the sharer. This can include the chat box, participants panel and share screen toolbar.

One of the follow ways might help you eliminate them showing.

⭐ Be sure to join the meeting with another device to check if the gray boxes are showing.

Try not to have anything for Zoom to Mask

Try using a second monitor for the share screen

Or, try not to have the chat box, participants panel or share screen tool bar on the screen.

- To hide the share screen toolbar, as soon as you share, either hit the Ctrl+Alt+Shift+H or click on the *More* at the end of the tool bar and select **Hide Floating Meeting Controls**
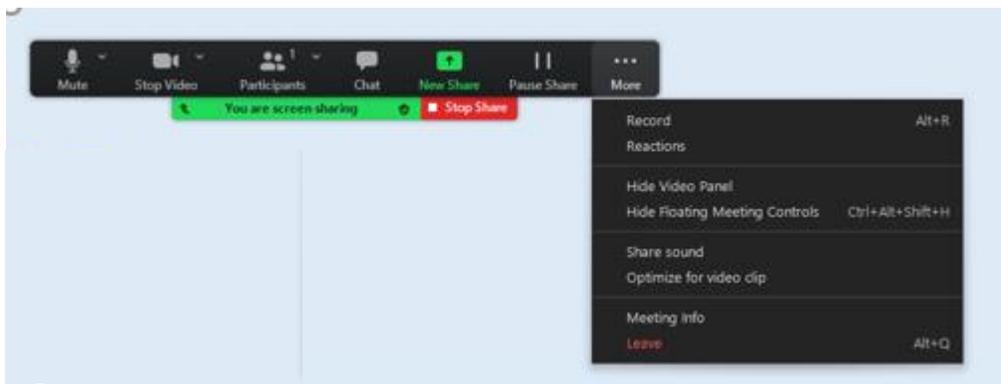
As soon as you hide the meeting controls, you will get this message in the middle of your screen but it goes away after about three seconds.
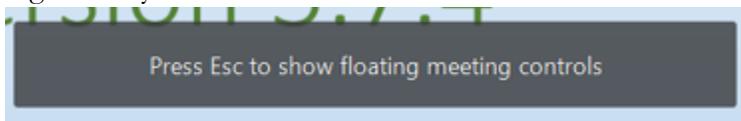
Since you have to hit the Esc button to get the tool bar back, it means that if you share screen again, you have to hide the meeting controls again.

Another Possible Work Around for Shadow Boxes

(Doesn't work for everyone)

- Use the Showing a Portion of the screen on the prior page
- Before the meeting, get it set up with the green box around your video or slideshow in presentation mode
- So, you get your online video ready to go or your slideshow open in presentation mode
- You use the steps above to get the green box around what you want to show
- When you are in the meeting, it will just show that portion of the that screen
  It might not show gray boxes from opening Chat, Participants, etc.
- If you have your closed caption on for your device, that will have a gray box.
- Keep the toolbar up as far as you can because it might also have a gray box

Note: Originally, this only happened on Windows PC but now it also shows up on some Mac's

Using iPad or iPhone

- Click on Share Screen than click on iPad/iPhone in the top right
- First time, need to install a plug in
- Each time, need to set Mirroring on device
- Can then show anything that is on your device that is tethered or available through AirPlay on a Mac
- Can also use as camera

You might have other options

White Board

- Click on Share Screen than click on White Board in the top middle
- Host and participants can make notes to share
- There are a variety of annotation tool
- Saved as one JPG file.
- Some folks prefer to use a document
- It is fun to play around with
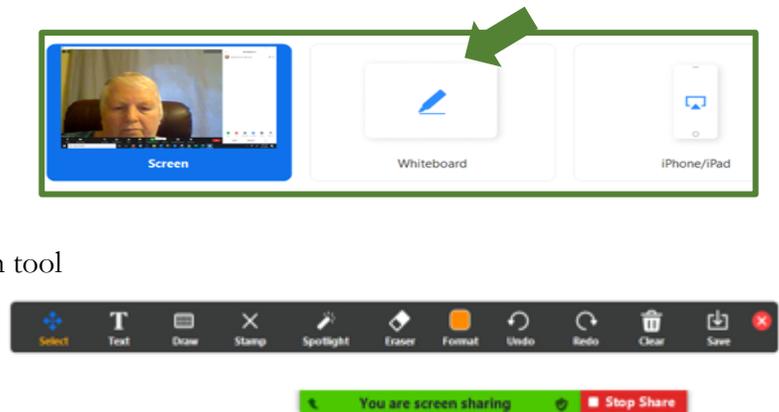
Settings for Share Screen

- The settings default to what is in the setting at the CSUS portal
- To see the setting, the host can click the up **arrow** next to the icon and click on **Advanced Sharing Options**

✓ One participant can share at a time

Multiple participants can share simultaneously

Advanced Sharing Options…
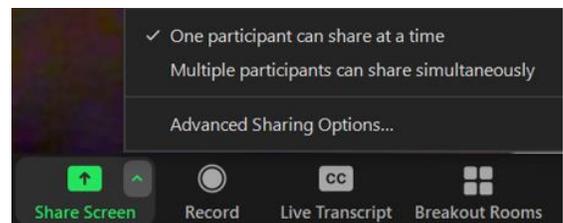
- Depending on your meeting, you can have **Only Host** (which includes co-hosts) or you can allow **All Participants** can share.


- If you leave the last one as **Only Host**, it includes co-host. If you want **All Participants** to share over someone else, you need to click the one above and this one as well. (Good if panel of people are showing their own slides.)

Breakout Rooms

- We can now Share screen from the main room and have it shown in all of the breakout rooms.
- If share screen is done within a breakout room it only shows in that room.
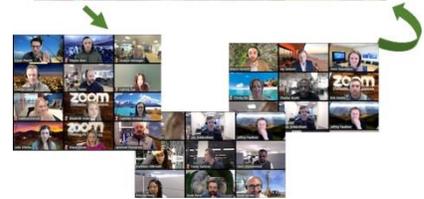
Share Screen Side-by-Side

- Participants set their own view
- They click on their View button, and select Side-by side Speaker or Side-by-side Gallery
- They can also drag the little bar between the screen and the speaker and move it to the right to see a bigger screen
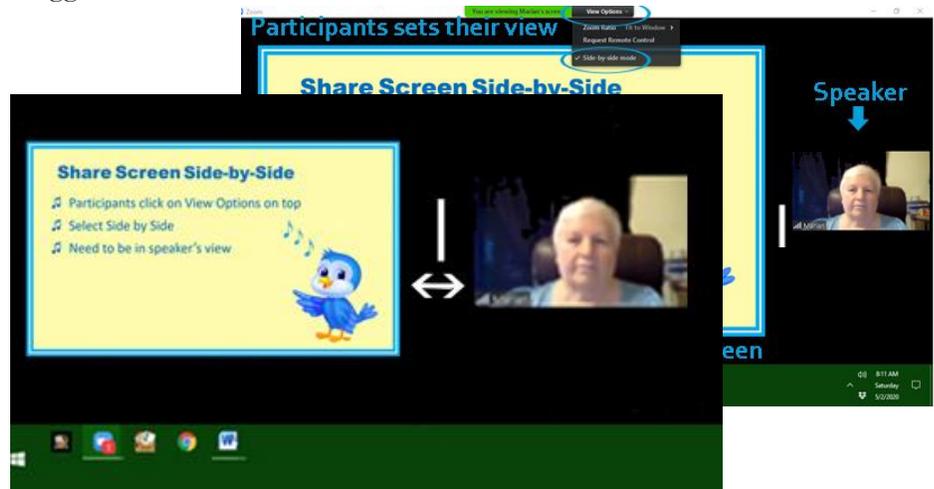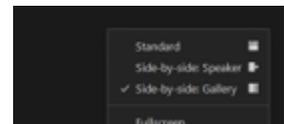
Tips for Share Screen

1. When you share screen videos in high definition, what the participants will see depends on their bandwidth.
2. If you are in a slideshow and click anywhere else, like chat, when you get back to your slideshow, you need to click twice.
3. It is best to have your slideshow in widescreen size (16:9)
4. It is easier for the participants to see your pointer/mouse if you change the size.
5. Keep in mind that it can be distracting if you move your mouse around a lot for no purpose.

Engaging Slideshows for Zoom

The participants are not in the physical classroom so they can easily get distracted with what is going on in their own surroundings. Additionally, you cannot use your body language to help deliver your message. You need to make your slides more engaging.

PowerPoints is aptly named – it is points that inform with power.
Keynote also is fitting – it is the key points of the information you are sharing.

> Any *how-to instructions* below are for PowerPoint but most of what can be done can be applied to other slideshow applications.

Keep it Simple

1. Avoid having too much on a slide (either text or images),
2. In person presentations use the 6x6 rule – no more than six points per slide and no more than six words per line (unless it is a quotation or something similar) – some use 7x7.
3. For presentations in the virtual world like Zoom, it is recommended to use 3x6 rule – only three points per side with a limit of six words per line.
4. Clean, clear fonts – at least 36 points – maybe one font for titles and a different one for bullets.
5. No periods unless there is a purposeful sentence.
6. Only one number in a line (example: Current membership is 12,428).
7. If there are lots of numbers, try for graphs.
8. In Zoom, you might want to go show the slide for 45 to 90 seconds.
9. Try to keep the design consistent throughout the whole slide show – otherwise it can be distracting.

Add Music to Set the Stage
You can embed an audio clip right on your slide. Very effective at the beginning to engage the audience or at the end to send them off with something memorable.

Google your product with the version to find out how to do it on your device
> Sample: *Embed audio PowerPoint 2010*

Add Video Clips
You can embed a video clip right on your slide so there is seamless transition between the slideshow and the video.
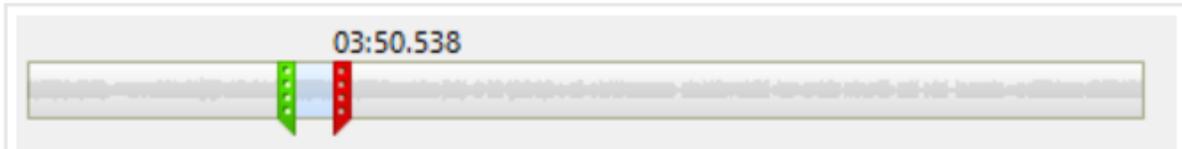
Google your product with the version to find out how to do it on your device
> Sample: *Embed video PowerPoint 2010*

Edit & Format Videos
Depending on the version of your slideshow application, once you have embedded the video, you can edit and format it

- Trim, fade in and out
- Set a book mark and more
- See website below
 [PowerPoint 2013: Inserting Videos (gcfglobal.org)](#)

Download an App so You Can Download Videos

1. To be able download videos from the internet, you need to acquire an app (application) that does this for you.
2. The most recommended online **free** app is ***youtubedownloader*** but another good one is ***Realplayer***.
3. Once you have installed either ***youtubedownloader*** or ***Realplayer*** on your devise, you open up that app and then access the video you want to download. The application will download the video to your device.
4. You only have to get the download app one time in order to use it to download the videos.
5. You can embed the video files to your slideshow.
6. Some leaders like to purchase Wondershare UniConverter so the YouTube videos don't have the advertisements in the front. You can use it for free one time and then get it for a lifetime for $80 or one year for $40. It appears that it is usually on sale for 20% off. It also does other conversions.

Animate to Accent a Point

- Animation is great to make a particular point clearer or add a little flourish.
- Too much animation becomes annoying.
- It is available in PowerPoint, Keynote and most other slideshow applications.
- You can animate the text, pictures, shapes, tables, and other objects in your Microsoft PowerPoint presentation to give them visual effects, including entrances, exits, changes in size or color, and even movement.

  1. Click on the item that you want to be shown, removed, or moved around
  2. Click on the Animation tab
  3. Select the animation you want: Entrance, Emphasis or Exit
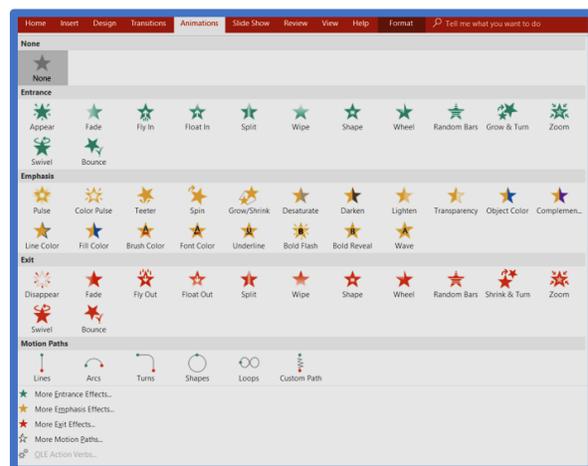
Use Images

1. You can use your own images or get images (including maps) from the internet.
2. If you are using clipart from the internet, try to get PNG (Portable Network Graphics) files. These have transparent backgrounds so it doesn't contrast with the slide. Example: *clipart clowns png*
3. If you cannot find a PNG and get a JPG with a background that is distracting, like white when you have a light blue canvas, you can frame the image with a coordinating color.
4. You might want to use a GIF (**Graphics Interchange Forma)** that has animation. They can be distracting from the message but it is usually fine to use at the beginning or end of the slideshow.
5. Sometime you can start with a map that gives us an overview then you can have another cropped map. You then bring in (animation tool) that shows that cropped image much larger, so the audience can see it easily.
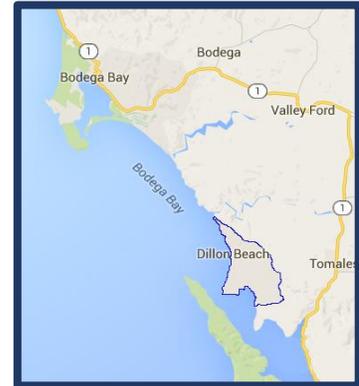
Add a Border or Frame to Image to Make it Pop

Keep it Exciting

1. Spark their interest right away with your first slide with the title, graphic and/or design.
2. Also make titles for teach slide that will grab their attention.
3. Use more images, screen shots graphs, and maps that are relevant - not as much text.
4. Make sure your text and your background have effective contrasting colors – don't have the text blend into the background. Use dark on light or reverse.
5. Use colors to add interest. The website below provides basic information about understanding the color wheel
   Learning to Use Color on Your Web Site | CreativePro Network
6. The website below gives some other great pointers
   https://presentationpanda.com/uncategorized/how-to-design-an-amazing-webinar-presentation/

Border in PowerPoint

1. Right click on the picture
2. Click on Format Picture
3. Click on Colors and Lines
4. Click on Line
5. Select the Color/Style/Dashed and Weight (I usually always use weight 3 on everything so I don't have to think about it.)
6. Click again and select the color

Frame in PowerPoint
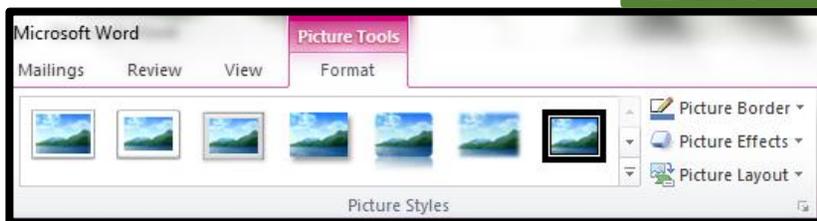
1. Click on picture in your document and the Picture tool bar should appear at the top of the ribbon
2. Select the frame you want
3. You can change the color of the frame
4. You can also play with the Picture Effects (Shadow, Reflection, Glow, Soft Edges, Bevel or 3-D Rotation)

Add Humor for a Chuckle

- Social laughter triggers the release of endorphins, feel good hormones
- Most participants relate more to the speaker when they share even a chuckle
- This can be a cartoon that works for your audience and your message
- It might even be a funny sign
- You might have one or two in a 45-minute presentation
- This does not replace the humor within your verbal presentation which also helps the audience relate to you and your presentation.
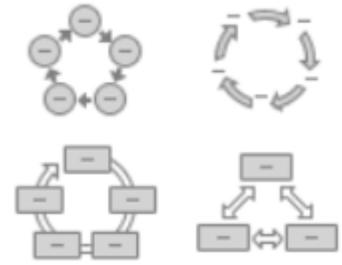
Add SmartArt to Give it More Distinction

SmartArt graphs can be used in all of the MS Office programs: Word, Excel, PowerPoint and Outlook. For a very short but effective video, click the link below:
Create a SmartArt graphic in PowerPoint - PowerPoint (microsoft.com)

It is a good idea to play with SmartArt in any of the MS products. Have some fun.

Powerful Presenting

1. Test the slideshow out before the day of the presentation.
2. Practice, practice, practice – practice using the slideshow as well as giving the presentation.
3. Know your timing for the whole slideshow.
4. Once you know the timing is okay, you should figure out where you should in your slideshow at half of your allotted time (40-minute presentation – where should you be in slideshow at 20 minutes?)
5. Give yourself time prior to the presentation so everything is set up and working effectively
6. Look directly into your camera. If you have speaking notes, have them upright if possible – you don't want to be looking down. Speaking to the camera appears that you are speaking directly to each person.
7. Smile – you not only look more friendly but it changes your voice.
8. Try to use your voice to help convey your message.
9. Try not to get off track during the presentation because you might run out of time and not cover what you have prepared.