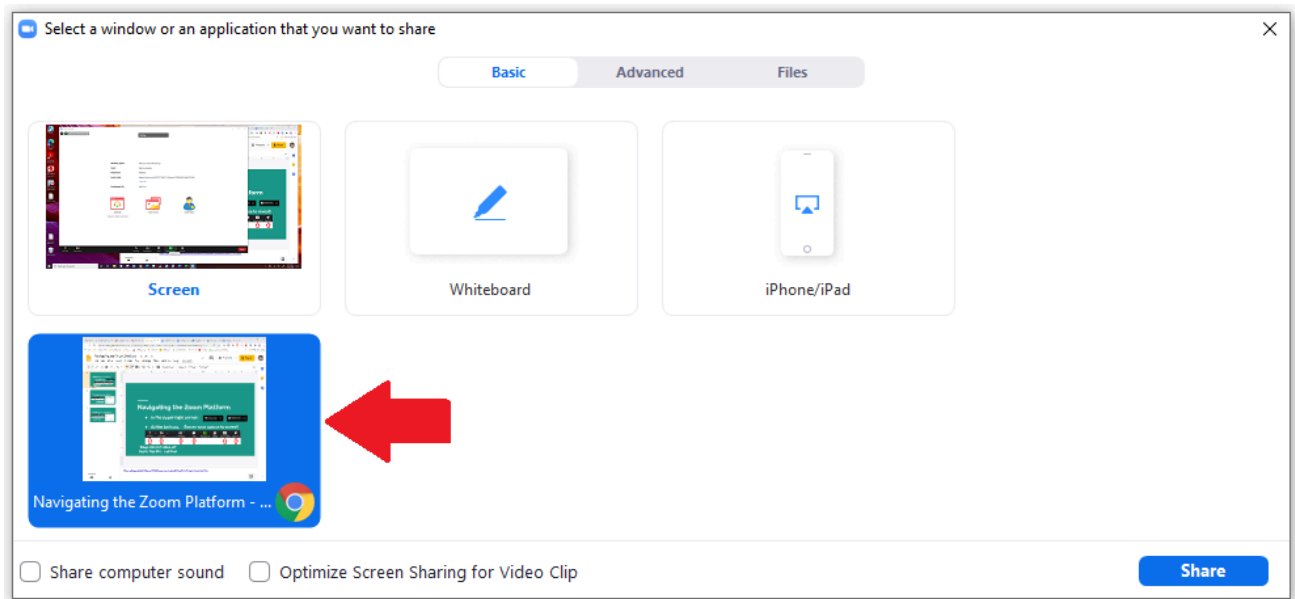# Screen Sharing PowerPoint or Google Slides

1. Open your presentation slides; if using Google Slides, **open them in a separate window.**

2. Click the green **Share Screen button in the Zoom toolbar; share only the window that has your slides**, not your whole screen (as seen below with *Navigating the Zoom Platform*)**.**


- If using **Google Slides**, this enables you to see the rest of the items open on your computer (including the taskbar at the bottom of your screen) in case you need access to additional applications. To make this work, click on the **"Exit full screen"** button in the Slides toolbar**:**

- If using **PowerPoint**, set up your slide show as **"Browsed by an individual (window)"** rather than *"Presented by a speaker (full screen)."* This enables you to see the rest of the items open on your computer (including the taskbar at the bottom of your screen) in case you need access to additional applications. In **Set Up Slide Show**, click on **"Browsed by an individual":**
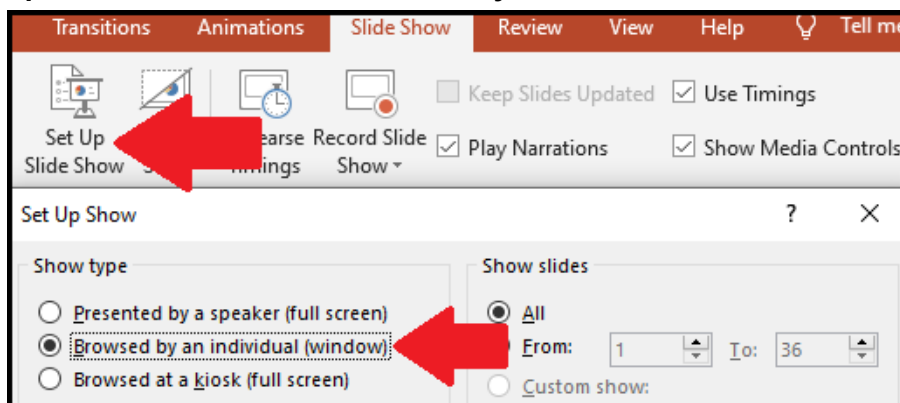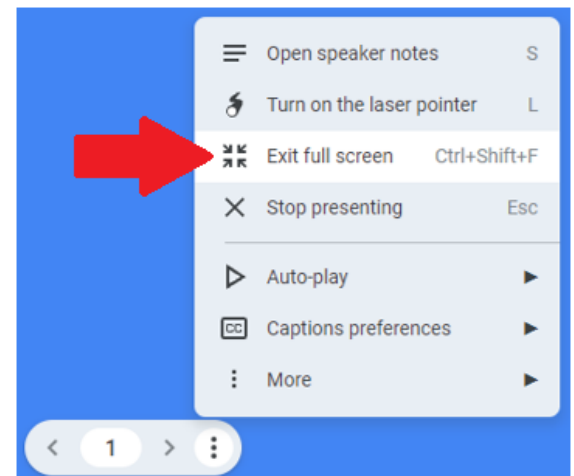
3. To **import the Welcome slide** into your slide deck, you will add it in different ways depending on whether you're using Google Slides or PowerPoint. Refer to **these instructions** to either IMPORT the slide into Google or REUSE the slide in PPT.

4. When **sharing a video,** be sure to **check the box next to "Share computer sound":**
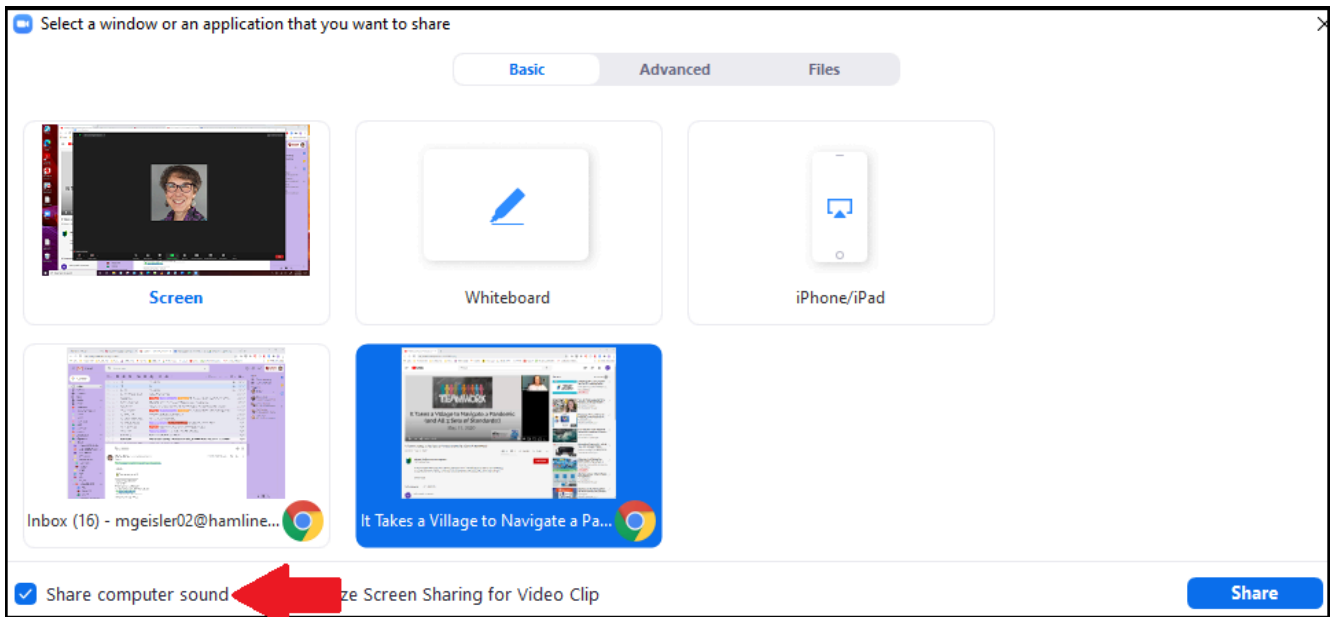
- Did you realize mid-presentation that you forgot to share your computer sound? No sweat! Check out page 6 below for information on the **Magic "More" Menu**!

5. Use **New Share** to seamlessly change what you're sharing during a presentation; there's no need to Stop Share and then start sharing again!
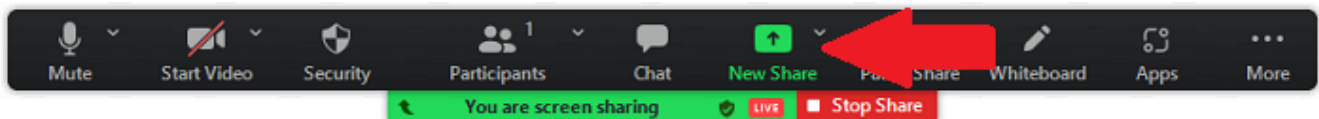
Alternative Sharing Method: Portion of Screen (GAME CHANGER!)

Another way of screen sharing is to **choose a specific portion** of your screen to share. This enables you to share just the slide and still see the slide preview thumbnails on the side, as well as the rest of your desktop applications.

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1. Click the green **Share Screen** button in the toolbar as usual, then go to the **Advanced** tab.

2. Choose **Portion of Screen** and click the blue **Share** button in the lower right corner.
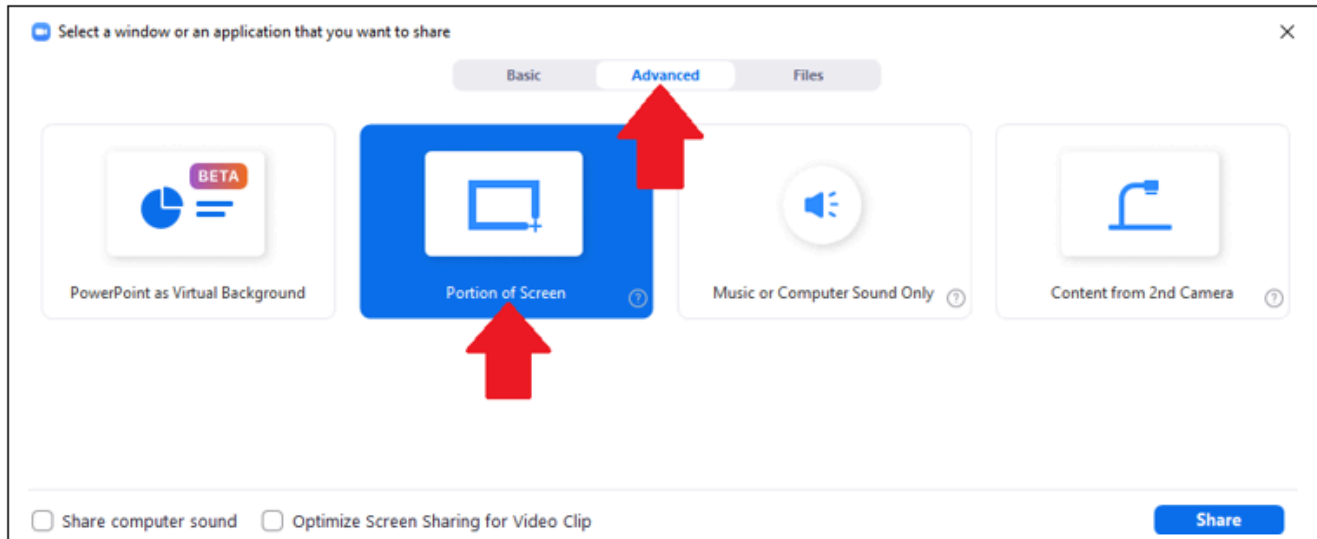
3. A **green box** will appear that you can drag around whatever you want to share.

4. Recommended:
   a. Immediately click **Pause Share** so you can resize and position this box.
   b. When ready, click **Resume Share**. *(see screenshots below)*
   c. NOTE: Sharing is automatically paused when you move the green box.]
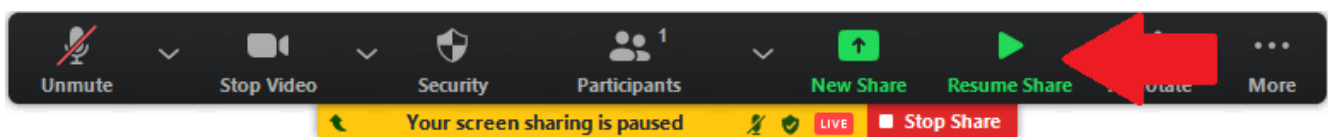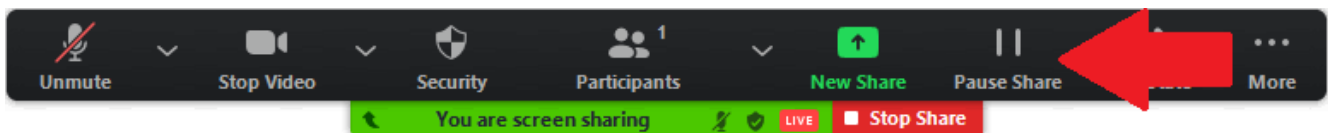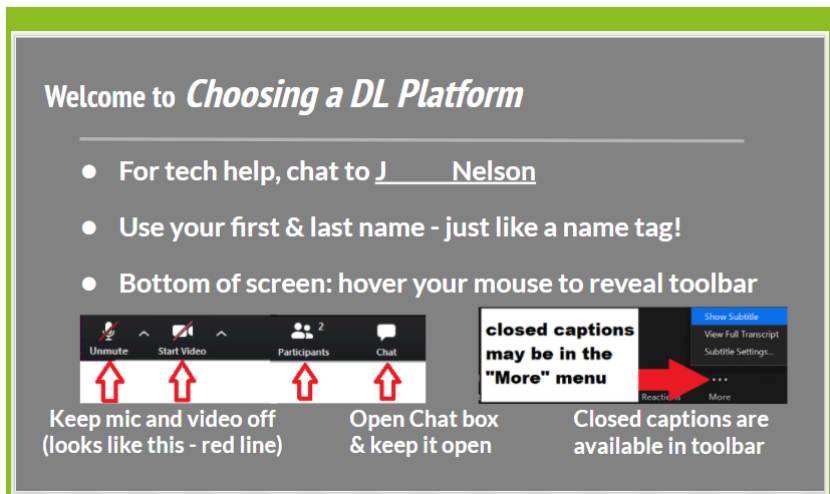
Remote Control: a Tool for Multiple Presenters (GAME CHANGER!)

If multiple presenters are using the same slide deck, the first presenter can share their screen and the others can **Request Remote Control** when it's time to present their slides. This enables them to take control of the screen sharing and advance the slides themselves. The person sharing their screen can also give Remote Control to others. [Note: This will **NOT** work when using "*Share Portion of Screen*."]

NOTE: Once Remote Control is given, presenters can take turns controlling the screen by simply clicking on it. [*Caution: Do not click on anything after giving remote control, as this will bring control back to you!*] To stop allowing someone to control your screen, just **Stop Remote Control**.

To Request Remote Control:

1. Go to **View Options** and click **Request Remote Control**.
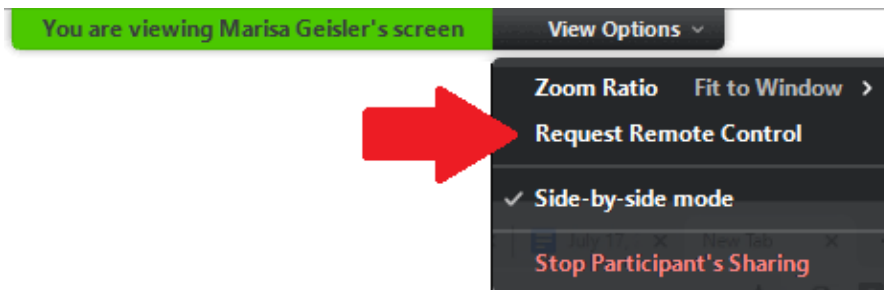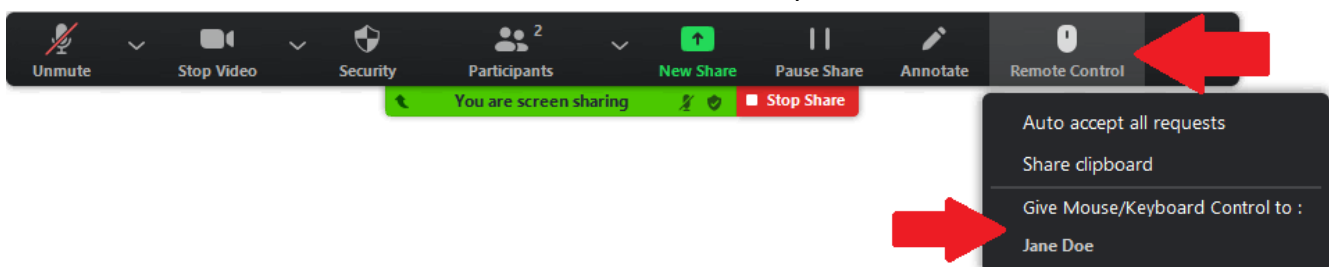

2. Click the blue **Request** button in the dialog box that appears.

3. The person sharing their screen will then need to **approve** the request (a dialog box will appear on their screen).
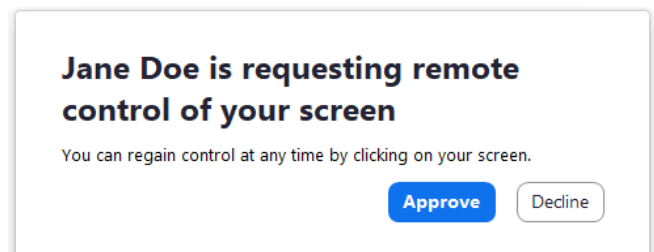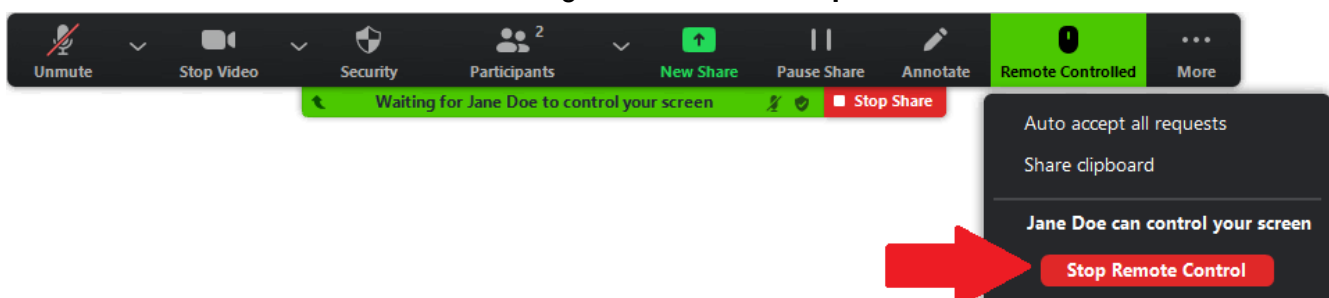

To Give Remote Control:

1. Click **Remote Control** on the toolbar and choose the person to receive remote control.
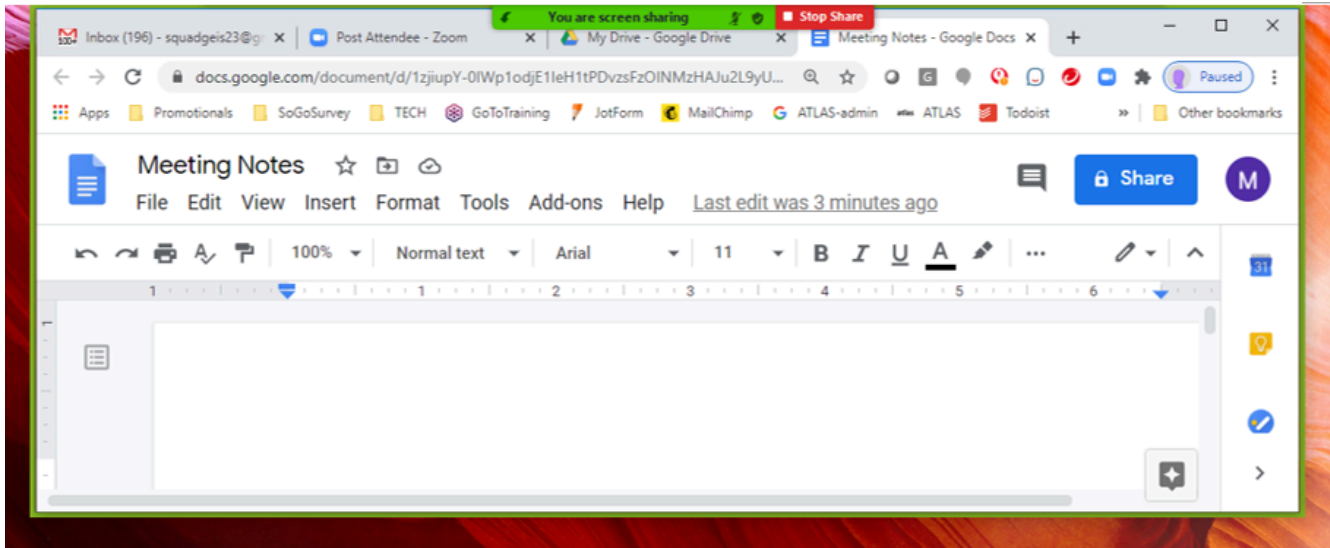

To Stop Remote Control:

1. Go to the **Remote Control** button again and choose **Stop Remote Control.**

Troubleshooting Tips & Tricks

1. **FIRST: <u>Close any unneeded applications, windows, and tabs on your computer;</u>** this will make screen sharing easier.

2. You'll always see a **green box around the item you are sharing:**

3. If you're having issues, **try putting your slides in presentation mode first, and THEN share your screen.**

4. To locate your **TOOLBAR**, **find the green & red screen sharing bar and hover your mouse there until the full toolbar appears** (see screenshots below of before and after hovering)**:**
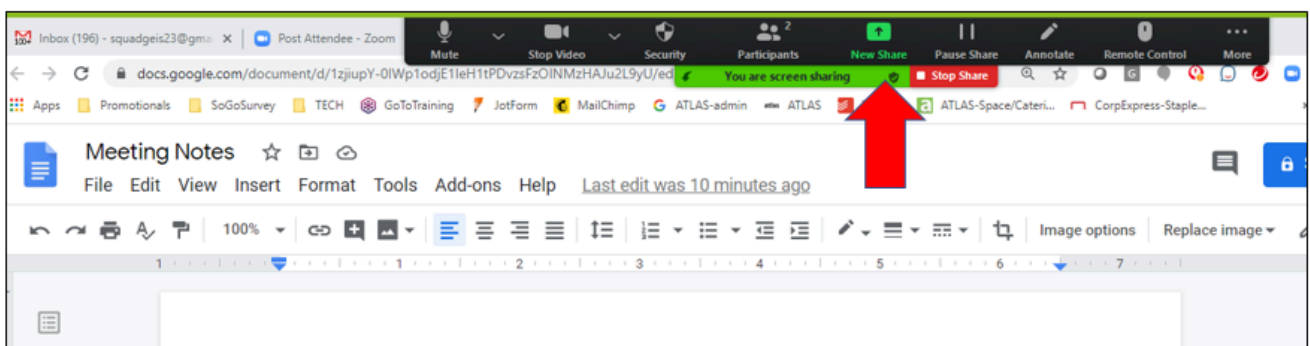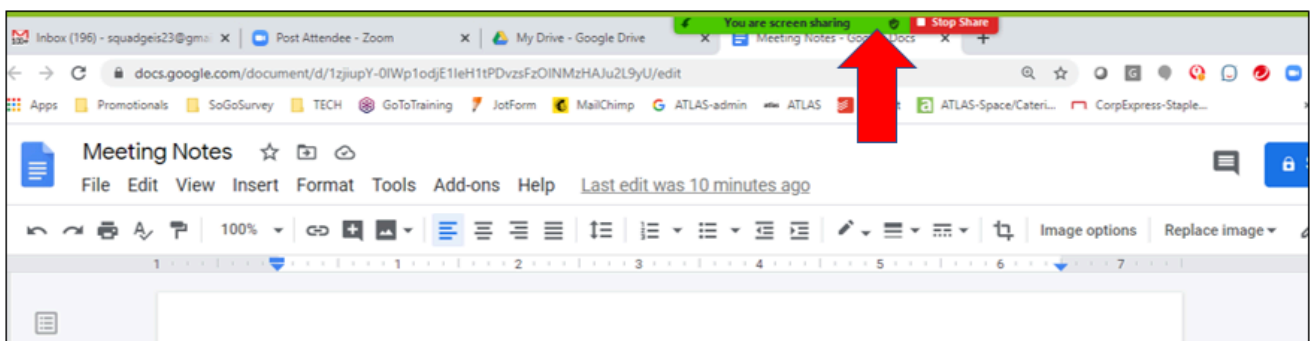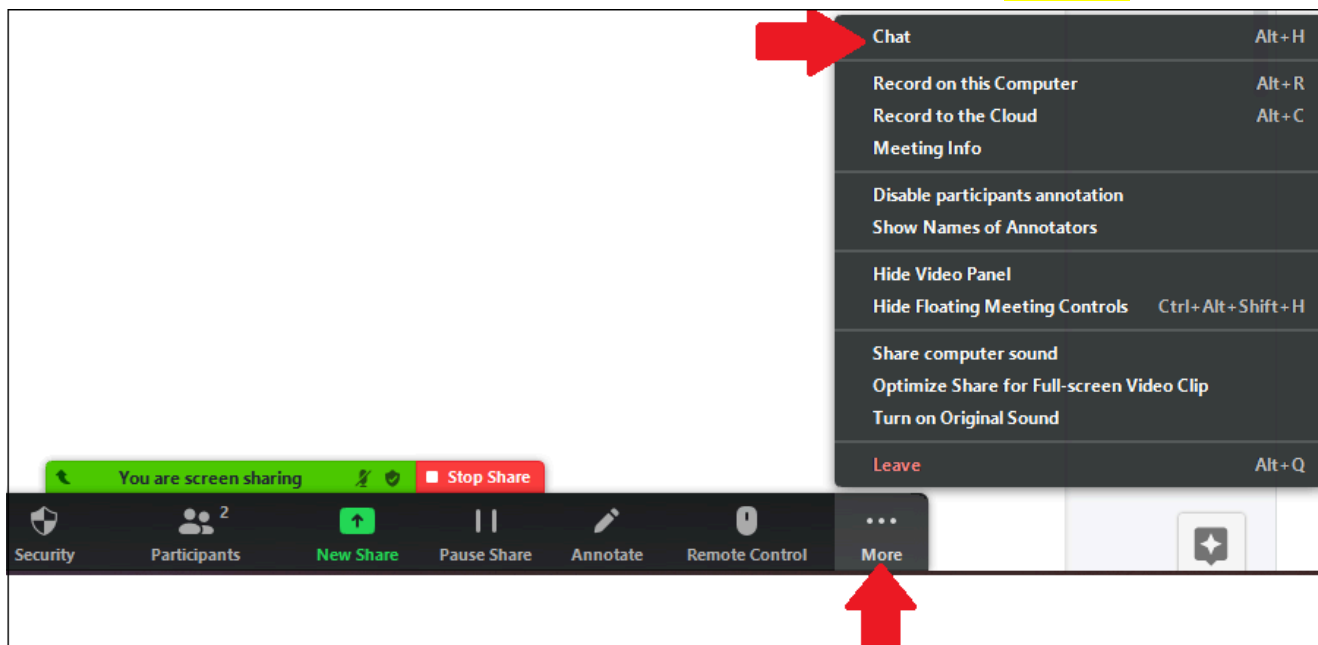
5. If somehow the green & red Zoom sharing bar completely disappears:
   ● **Look for a blue Zoom icon in the taskbar at the very bottom of your screen and click it.** *NOTE: This will only work if you've downloaded the Zoom Client.*
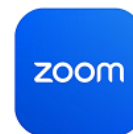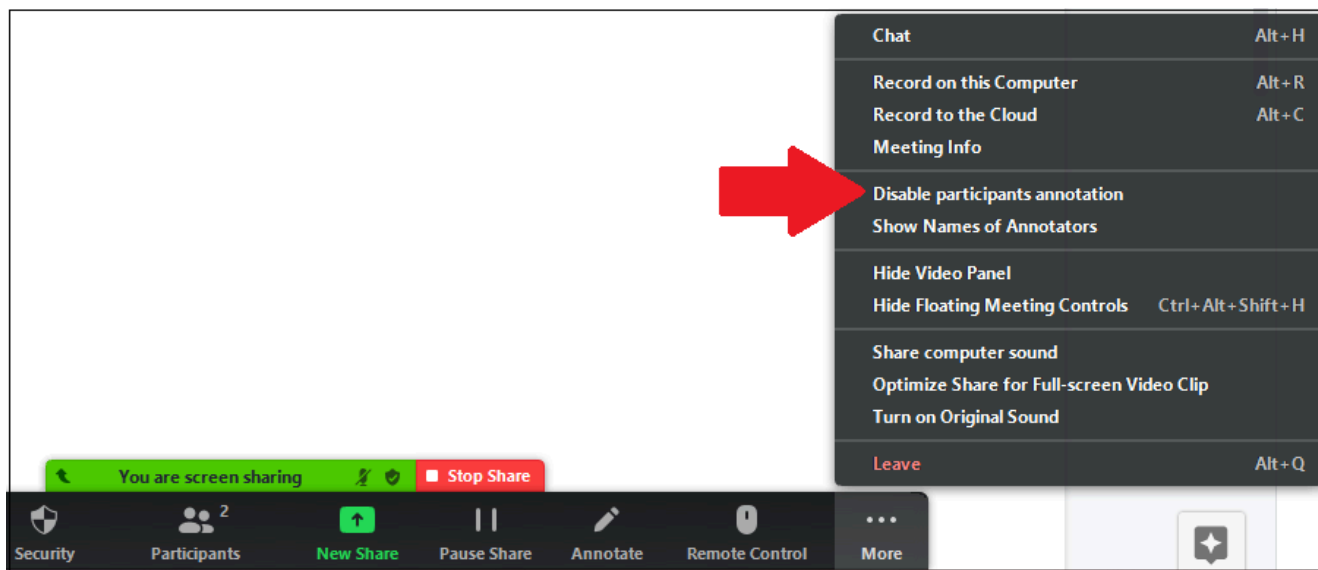
The Magic "More" Menu:

6. When screen sharing, **click "More" in the Zoom toolbar to find the** Chat box:

7. In the **"More" menu**, you can also **disable participants' ability to** annotate (*highly recommended for large groups*, especially if annotation will not be used; you can always re-enable annotation in this menu when needed): *

   * **Note:** Participant annotation should be disabled by default, but **check this setting before the webinar starts just to make sure**.

8. **The "More" menu** also allows you to ==**Share computer sound**== in case you are playing a video or music and forgot to do this up front.
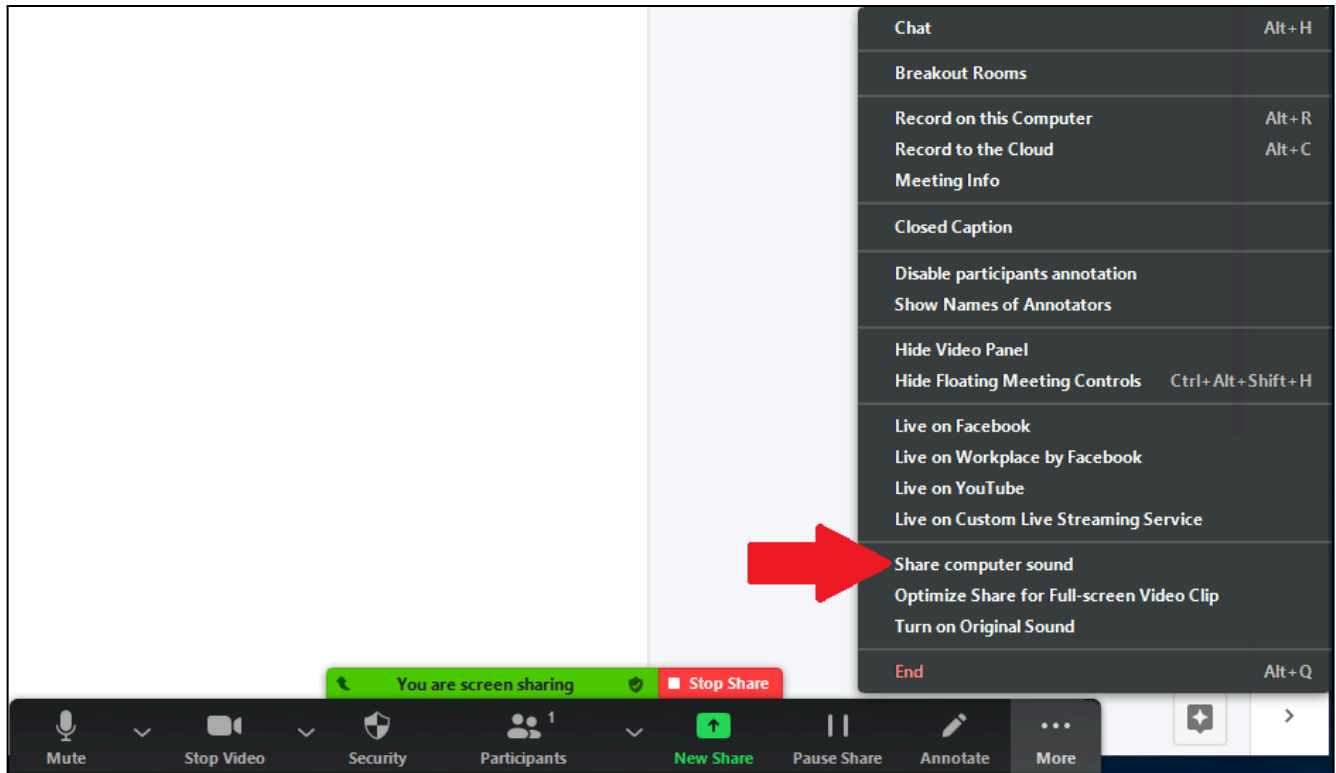
Backup plan for internet connectivity issues:

9. **Download the Zoom app to your phone**. Then, if your internet goes down while you're presenting, you can simply call into the meeting. Your meeting host/co-host will project your slides for you and you can continue presenting!

   ● **Here is a step-by-step guide** for connecting to the meeting through the Zoom app, or by dialing in audio-only (if nothing else is working). You may want to print it out and have it handy.

10. **Print out your slide deck beforehand** so that you can continue presenting no matter what happens!