

Zoom & Slides

Tips for Presenters

Ways to present within zoom using different slide/presentation software.

(Last updated: Feb 15, 2021)

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Keynote

TBD

PowerPoint

I use PowerPoint to create slides because they at least have an accessibility checker and the slides within PowerPoint can be accessible. Since I tend to include demos within my talks I find PowerPoints presentation mode annoying. I dislike having to go in and out of presentation mode to switch to a browser for a recorded or live demo. There is an option within zoom to switch share screens while you are presenting. I can't seem to make that work, I have two screens and I am never sure which one is "active" and I get flustered. This process seems to work for me using the Chrome browser. It probably works in other browsers but the key strokes may be different. For people who rely on presenter notes from PowerPoint, this set up likely won't work for you.

PowerPoint and Chrome on Mac Setup

- Save the slides to PDF from Powerpoint.

Presenting Setup

- Open a new chrome window and open the PDF in the first tab.
- Add other resources in additional tabs.
- Turn OFF the View > Always Show Toolbar in Fullscreen so the toolbar is not visible
- Select the fit to width button via the hover/ popup in the lower right of the screen.

Presenting

I have two screens. I put the Chrome window that I will be sharing on my external monitor and the zoom controls on my laptop. I put the laptop in front of the monitor so I am looking at the camera when I present. I can also see the zoom chat and Q&A on the laptop screen while presenting if necessary.

- When sharing from zoom select your chrome window with the PDF and other resources. Select the share sound option as necessary.
- Turn on full screen mode in chrome.
 - Mac: Ctrl + Cmd + f
 - This also toggles full screen mode off. Note this is the key combo for Chrome rather than the OS X shortcut.
- Use the page up and down keys to go from slide to slide.
 - Mac pagedown: Fn+ right arrow
 - Mac pageup: Fn + left arrow
- Navigate from tab to tab using the Chrome keyboard shortcut
 - Mac: option/alt + cmd + left and right arrows

When presenting just use the keyboard commands to switch between the open tabs while remaining in full screen mode. Note that cmd + ` to switch between open Chrome windows doesn't work in full screen mode (and it sometimes doesn't work when I leave full screen mode until I use the mouse to switch at least once, ymmv).

HTML/Firefox

Some presentation software supports exporting slides as HTML, which can be run in the browser. This approach can be useful for presenters who open web pages during their presentations and don't like to toggle between the presentation software and the browser.

However, the address bar displays in Zoom. This is true for all major browsers. The only way to not display the address bar (for some browsers) is in full screen mode. Yet full screen mode may not be feasible if you have a single monitor, and need to see both your slides and your notes while presenting.

Suppress address bar

- Create custom user CSS for Firefox
 - [How to create userChrome.css](#)
 - [How to suppress the address bar](#)
- Create an HTML file (e.g. *presenting.html*) that opens your slide HTML using `window.open()`
- Open *presenting.html* in Firefox and select the link to your slides
- Slides will open in a new Firefox window without the address bar or other chrome
- Any links you click in those slides, will open in a regular Firefox window