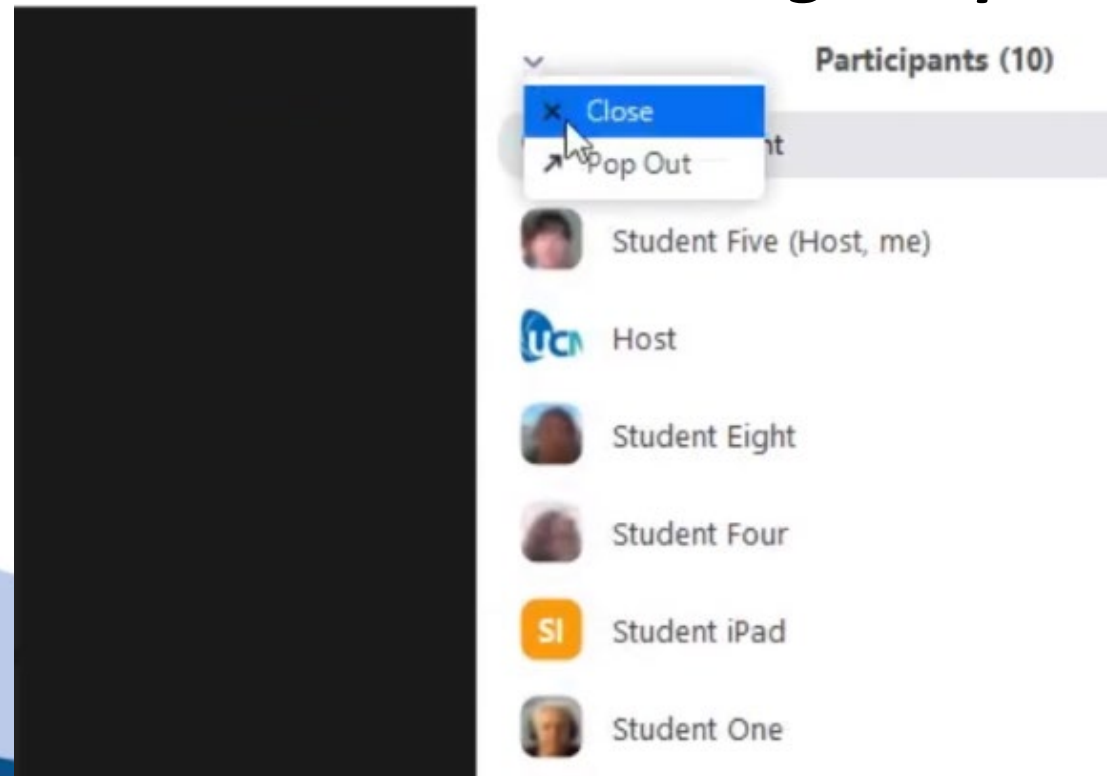


zoom

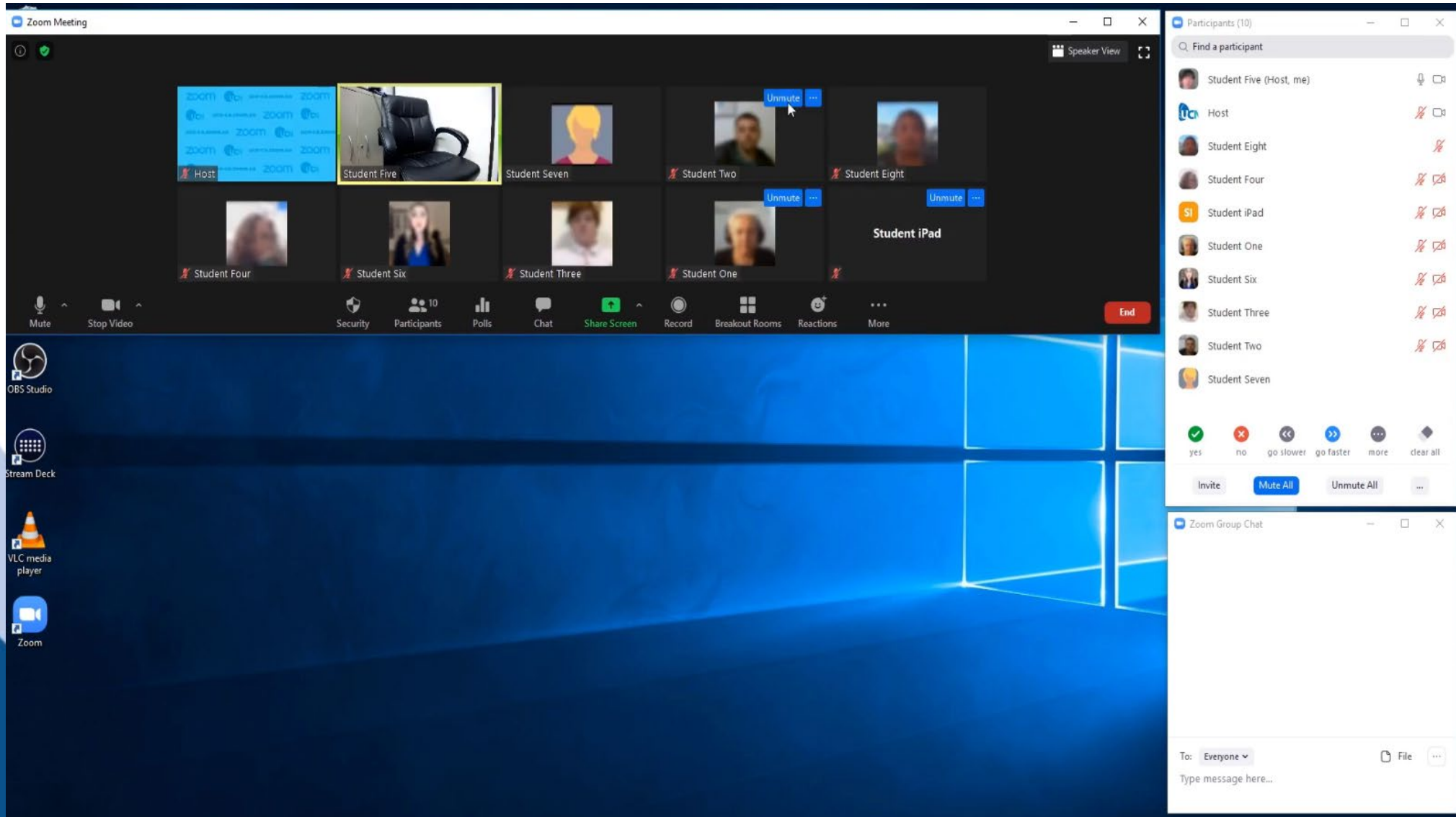
***Single monitor settings
with Power Point (Non-
Presenter View) or
Document Camera with
Gallery View, Participant &
Chat Windows***



- ***Open & minimize your power point***
- ***Start your Zoom meeting***
- ***Ensure document camera is connected***
- ***Open the Participant & Chat functions and detach from main Zoom window by going to the drop down arrow & selecting “Pop Out”***



- Arrange your windows so they are similar to the picture below



- Open your power point

The screenshot shows a Zoom meeting interface with a PowerPoint presentation shared. The Zoom window title is "Zoom Meeting". The meeting controls at the bottom include Mute, Stop Video, Security, Participants (10), Polls, Chat, Share Screen, Record, Breakout Rooms, Reactions, and More. A red "End" button is visible in the bottom right corner of the Zoom window.

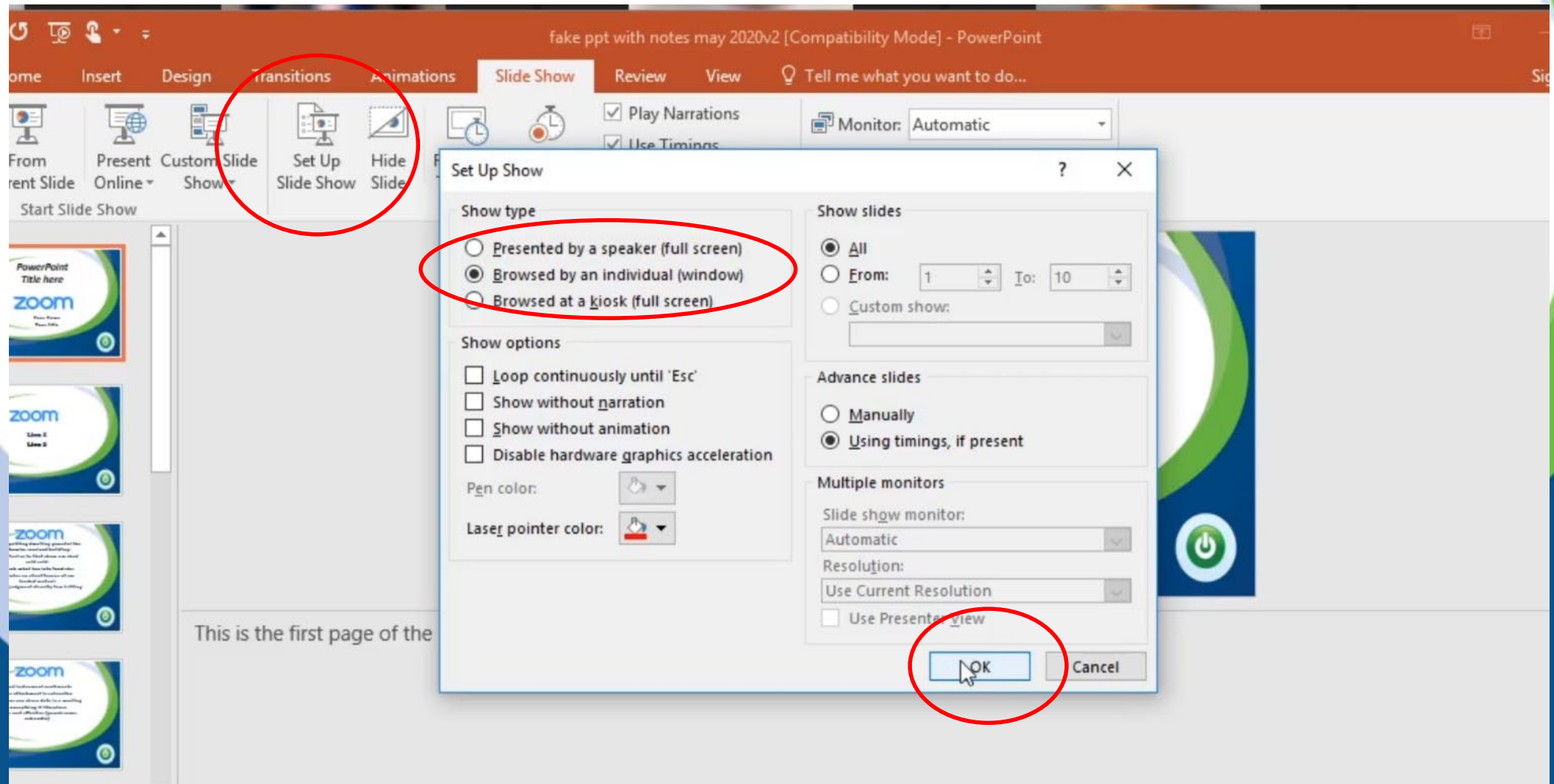
The PowerPoint window title is "fake ppt with notes may 2020v2 [Compatibility Mode] - PowerPoint". The ribbon includes File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View. The Slide Show tab is active, showing options for "Start Slide Show" (From Beginning, From Current Slide, Present Online, Custom Slide Show) and "Set Up" (Set Up Slide Show, Hide Slide, Rehearse Timings, Record Slide Show). The "Review" tab options include "Play Narrations", "Use Timings", and "Show Media Controls". The "View" tab options include "Monitor: Automatic" and "Use Presenter View".

The main slide content includes the text "PowerPoint Title here", the Zoom logo, and "Your Name" and "Your title". Below the slide, a note reads: "This is the first page of the presentation. You can add notes for you to reference when you are instructing." The status bar at the bottom of the PowerPoint window shows "Slide 1 of 10", "English (Canada)", and a zoom level of "37%".

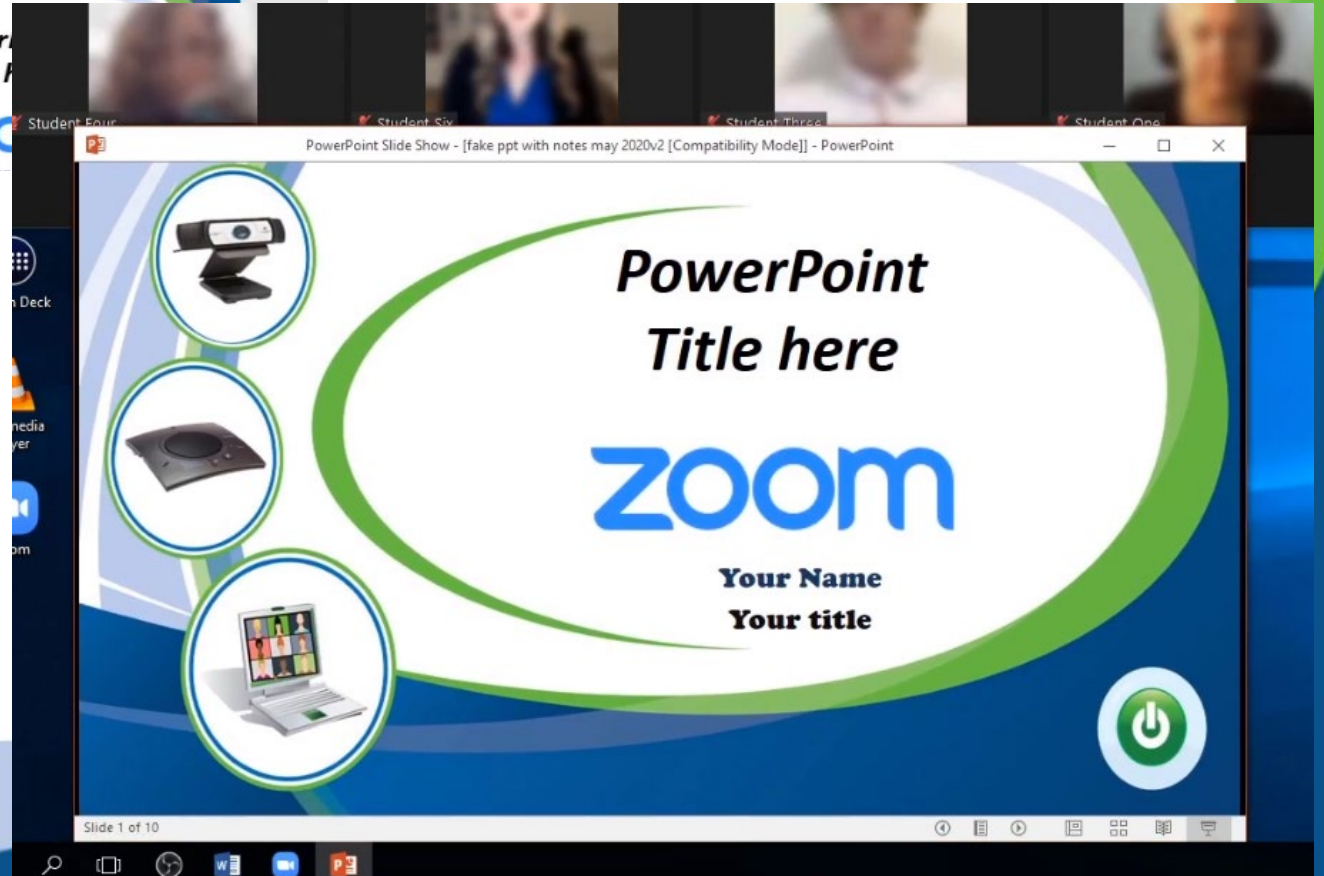
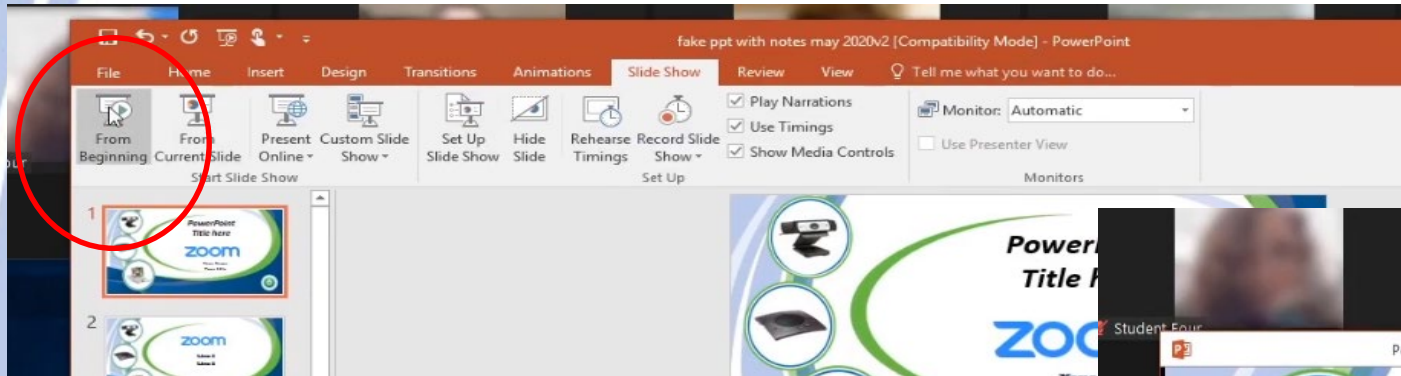
The Participants (10) window on the right lists participants: Student Five (Host, me), Host, Student Eight, Student Four, Student iPad, Student One, Student Six, Student Three, Student Two, and Student Seven. The Zoom Group Chat window at the bottom right shows "To: Everyone" and a "Type message here..." input field.

The Windows taskbar at the bottom shows the time as 11:31 AM on 2020-06-01, with system icons for network, volume, and battery.

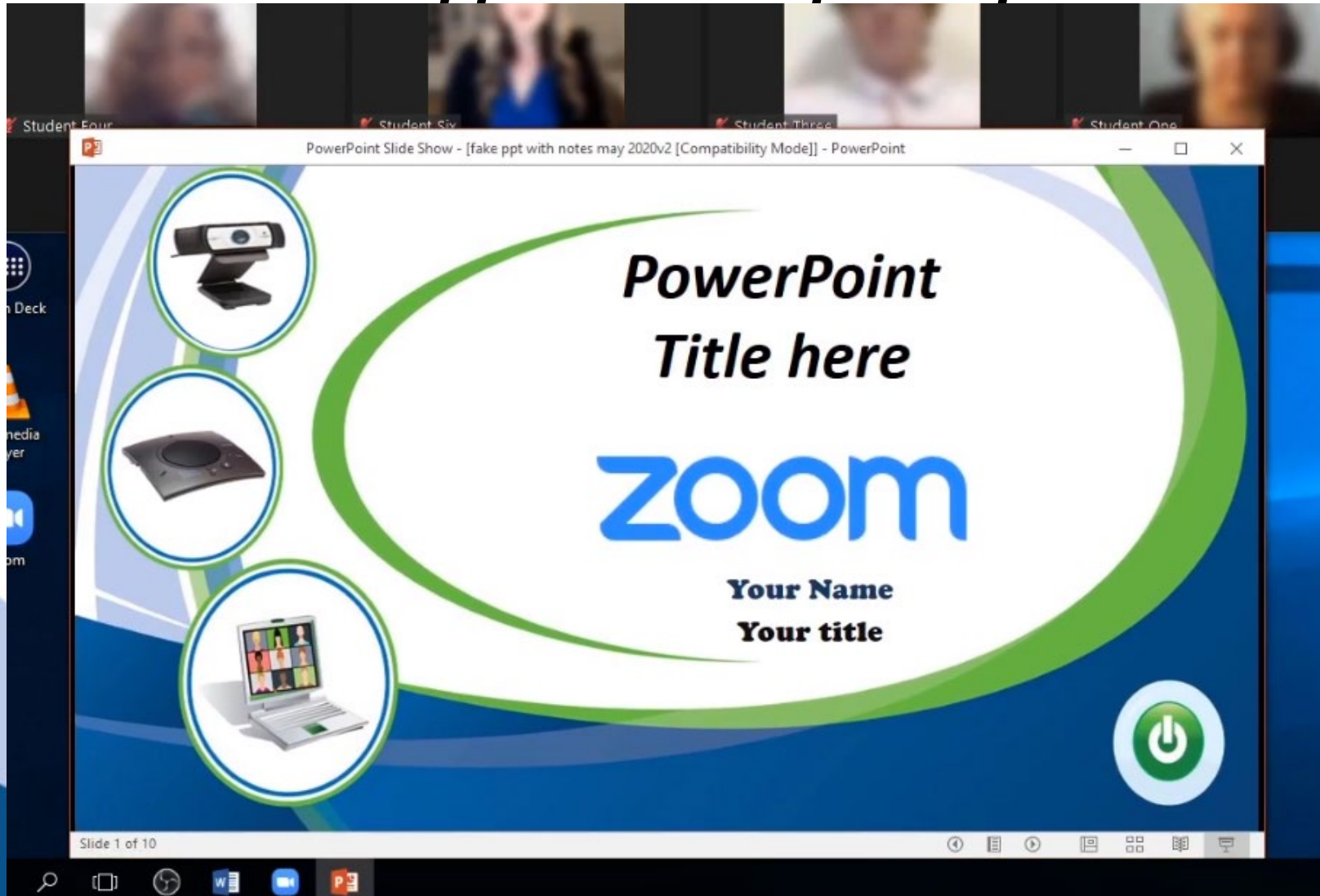
- In power point, go to “Set Up Slide Show” and select “Browsed by an individual (window)” and then click on “OK”



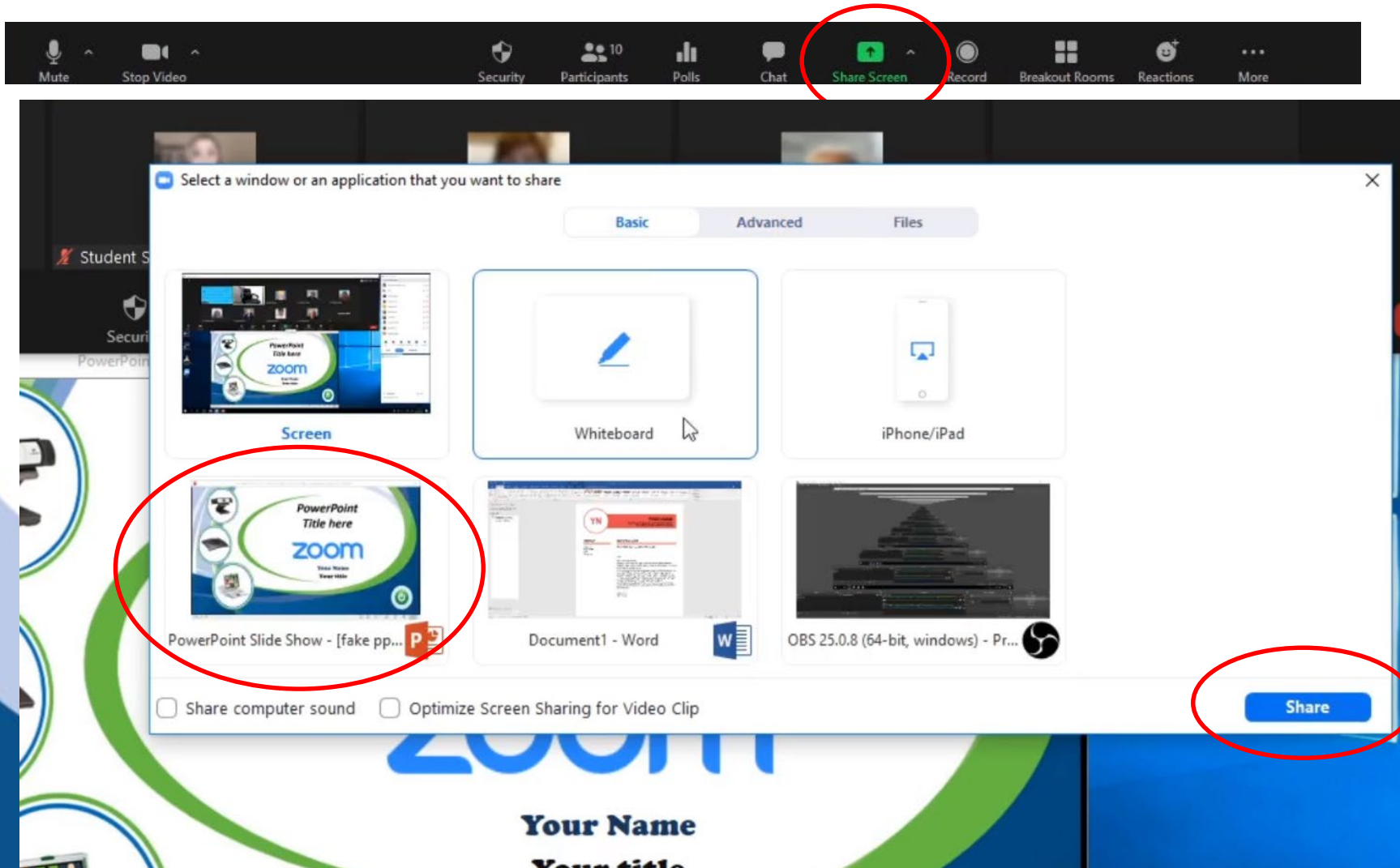
- Start your power point. It will show up in a window with your first slide in it.



- ***Re-size the power point window to take up around 1/3 of the screen. The larger this window, the better the slides will appear to the participants.***



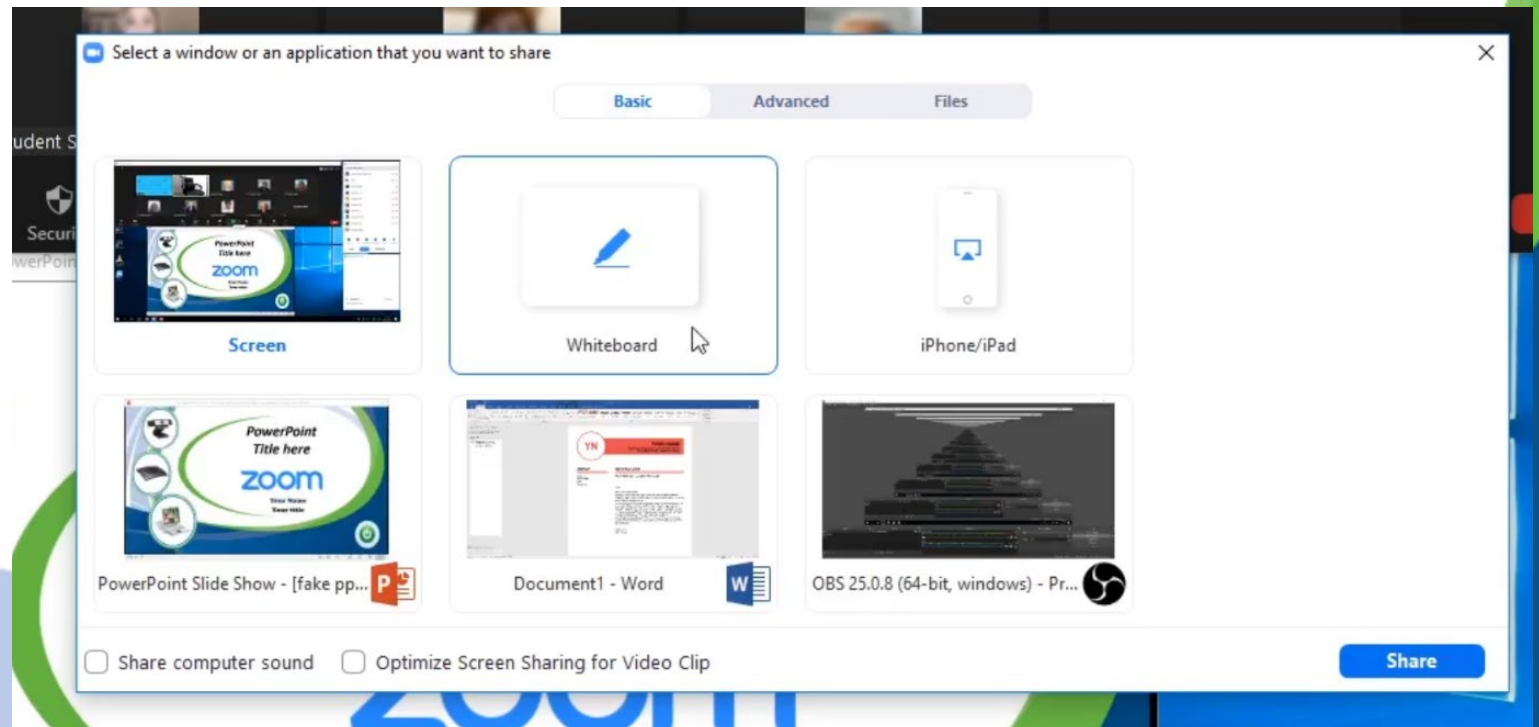
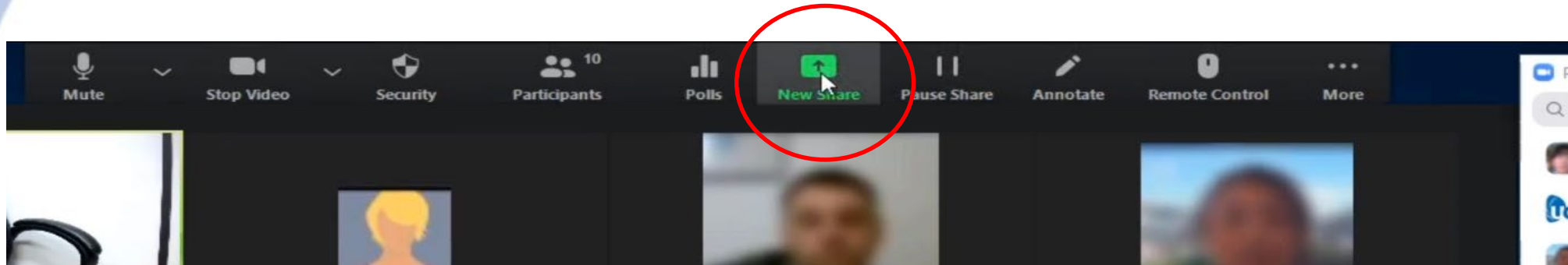
- Click on the green “Share Screen” button on the Zoom toolbar, then select the full screen view of the power point active slide and select “Share”.



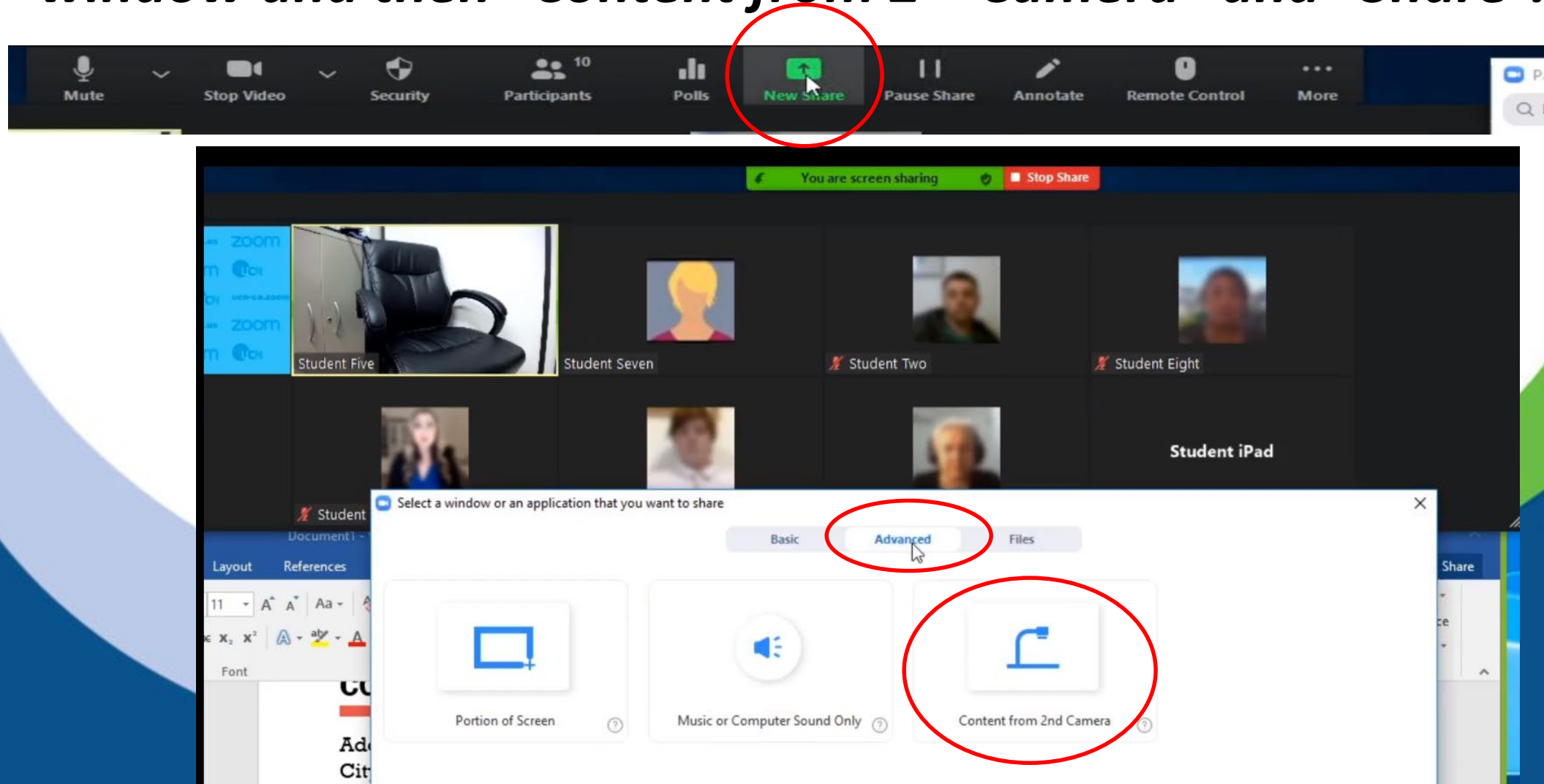
- You will see the green window around the power point window to indicate that is what is being shared. Advance the slides of the power point with the arrows on the slide.

The image shows a Zoom meeting interface. On the left, a gallery view displays several participants, including 'Host', 'Student Five', 'Student Seven', 'Student Two', 'Student Eight', 'Student Four', 'Student Six', 'Student Three', 'Student One', and 'Student iPad'. In the center, a PowerPoint slide titled 'PowerPoint Slide Show - [fake ppt with notes may 2020v2] (Compatibility Mode) - PowerPoint' is displayed. The slide content includes the Zoom logo and four bullet points: '- Far quitting dwelling graceful the likewise received building.', '- An fact so to that show am shed sold cold.', '- Rank what has into fond she.', and '- Winter an silent favour of am tended mutual.' A red arrow points from the slide to the right. On the right, a 'Participants' list shows names like 'Student Five (Host, me)', 'Host', 'Student Eight', 'Student Four', 'Student iPad', 'Student One', 'Student Six', 'Student Three', 'Student Two', and 'Student Seven'. Below the list are controls for 'yes', 'no', 'go slower', 'go faster', 'more', and 'clear all'. At the bottom right, a 'Zoom Group Chat' window is visible. The bottom of the screen features a control bar with icons for back, forward, and refresh. A yellow arrow points from the slide to the refresh icon, which is circled in red. The background of the slide shows a blue and green abstract design with a power button icon.

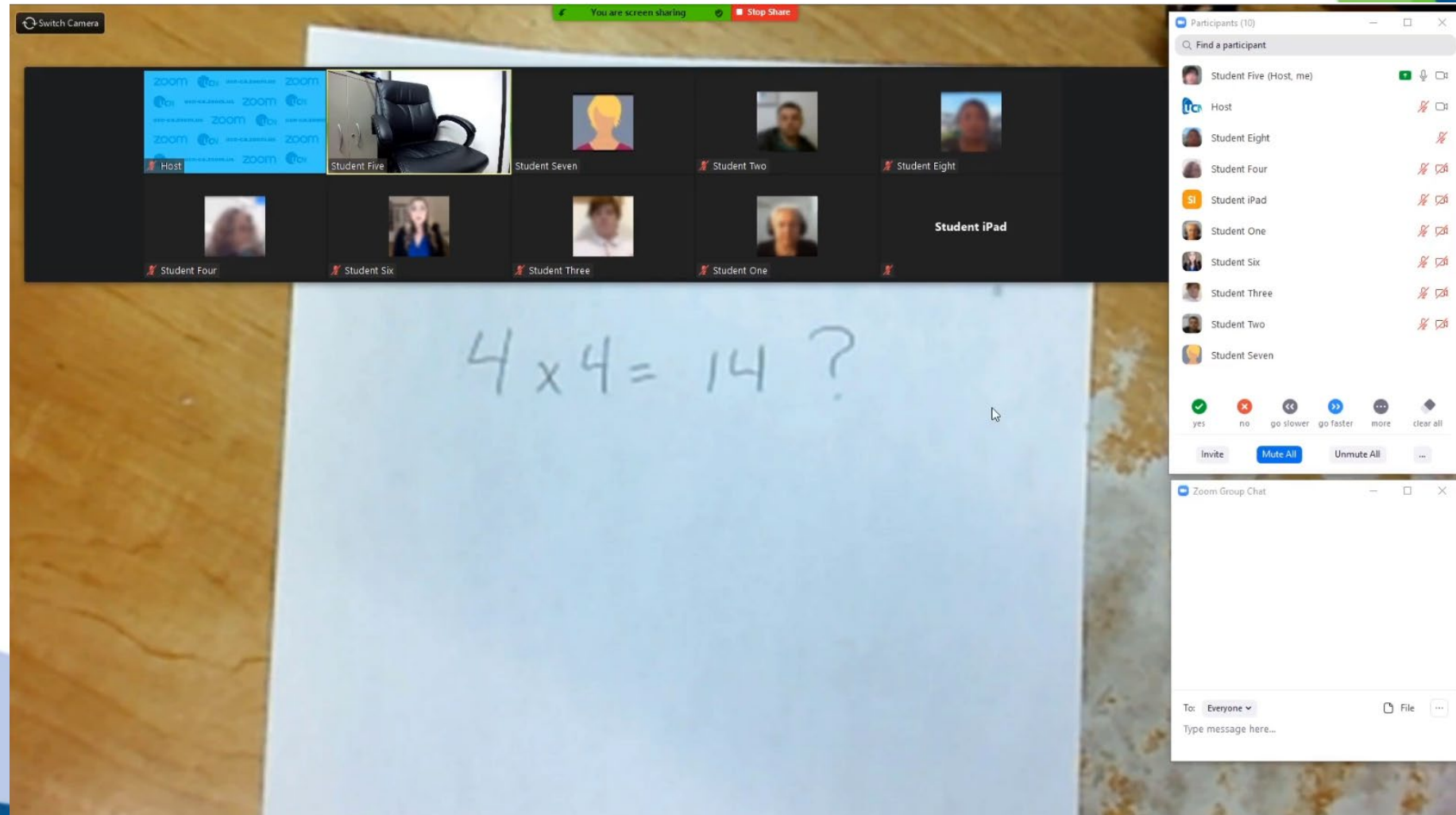
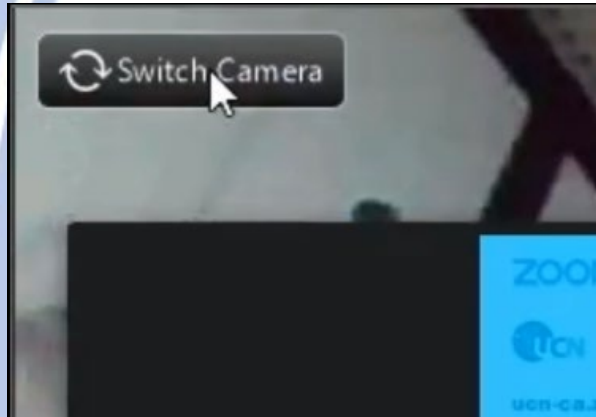
- To switch to another document, click on “New Share” on the toolbar, select your new document and click on “Share”



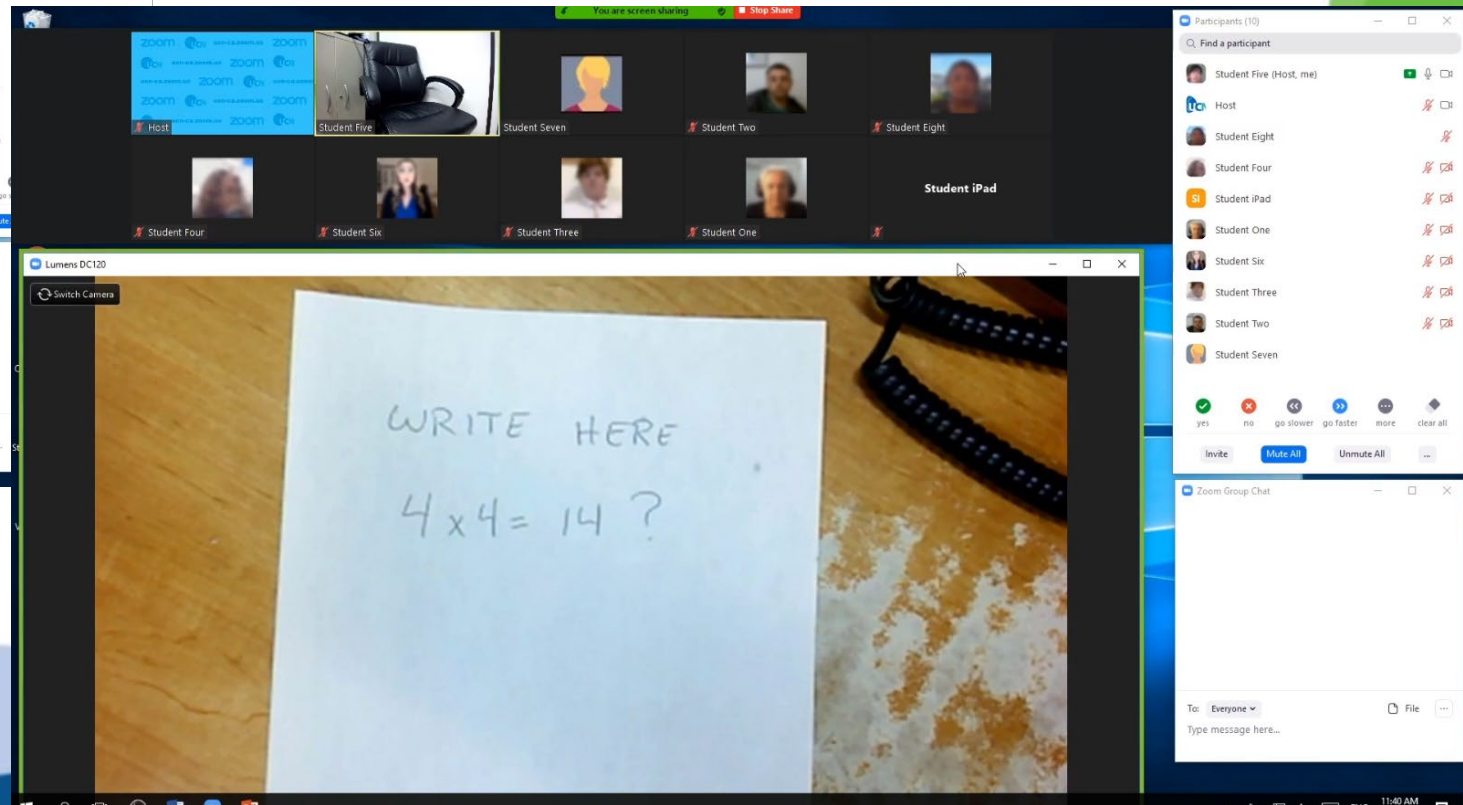
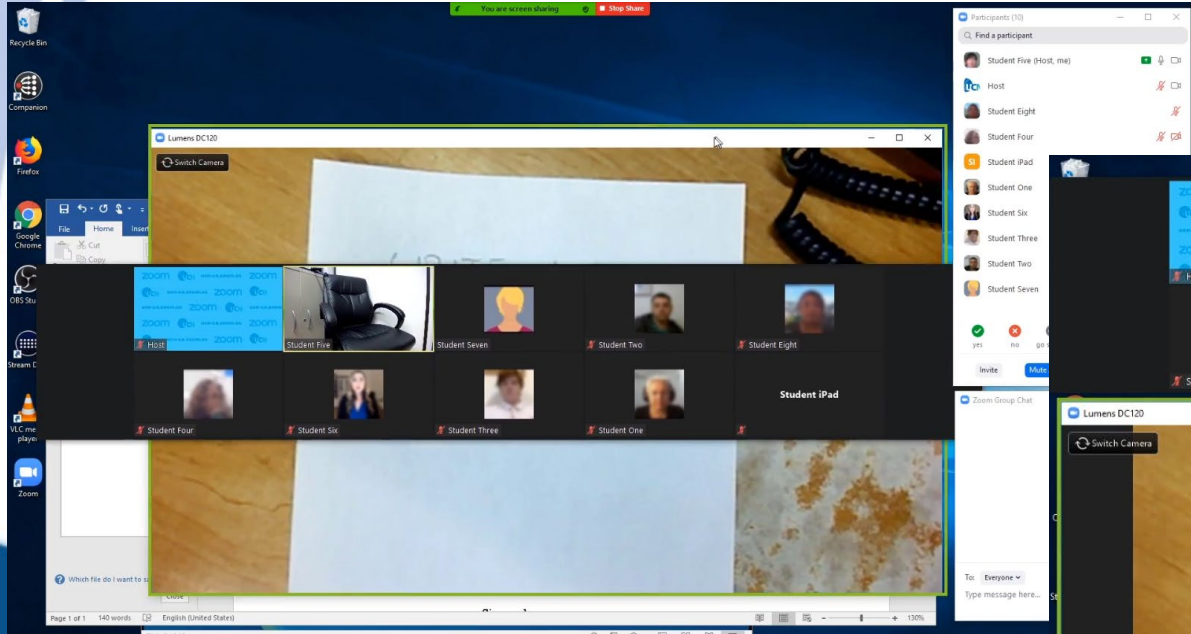
- To switch to the document camera, click on the “New Share” icon on the toolbar, then select the “Advanced” tab on the screen share window and then “Content from 2nd Camera” and “Share”.



- You may have to click on “Switch Camera” until the document camera appears. Then the document camera will most likely appear full screen behind the Zoom windows.



- If you double click in the document camera window, it will become a regular window you can move & resize. You can then arrange your windows so the document camera window is below the gallery view as shown below.



- Click on “Stop Share” when you are done sharing, and then you can re-size the gallery view window if you want to.

