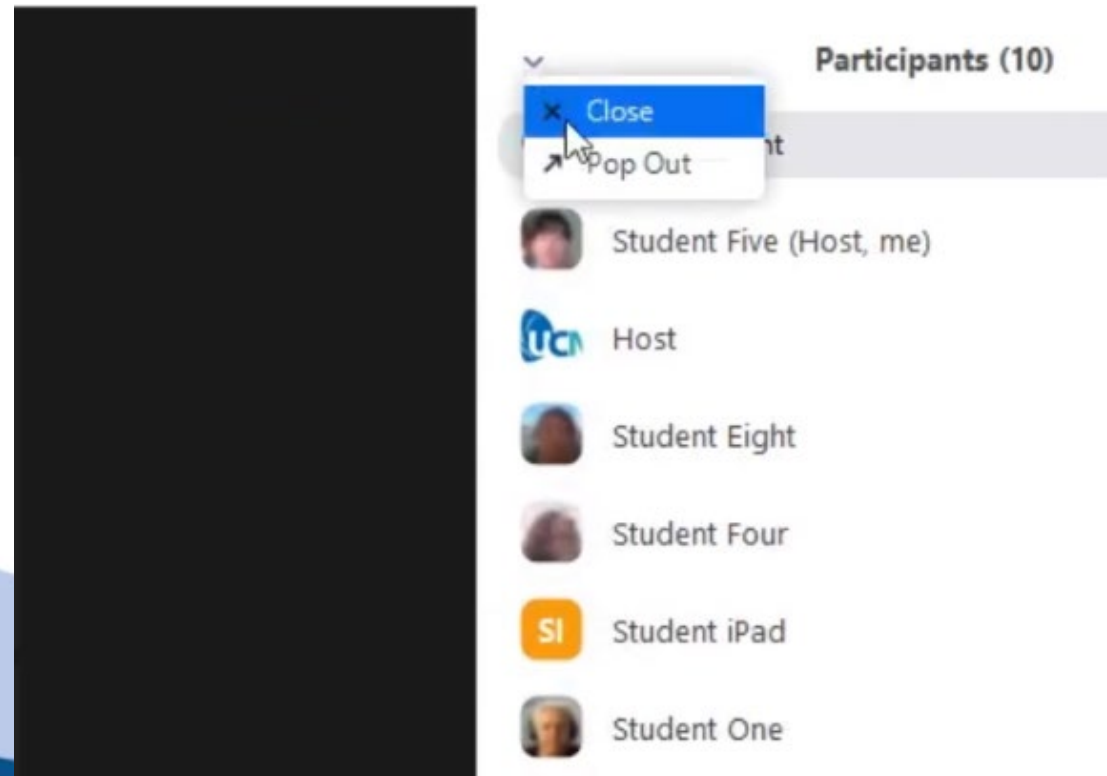


# zoom

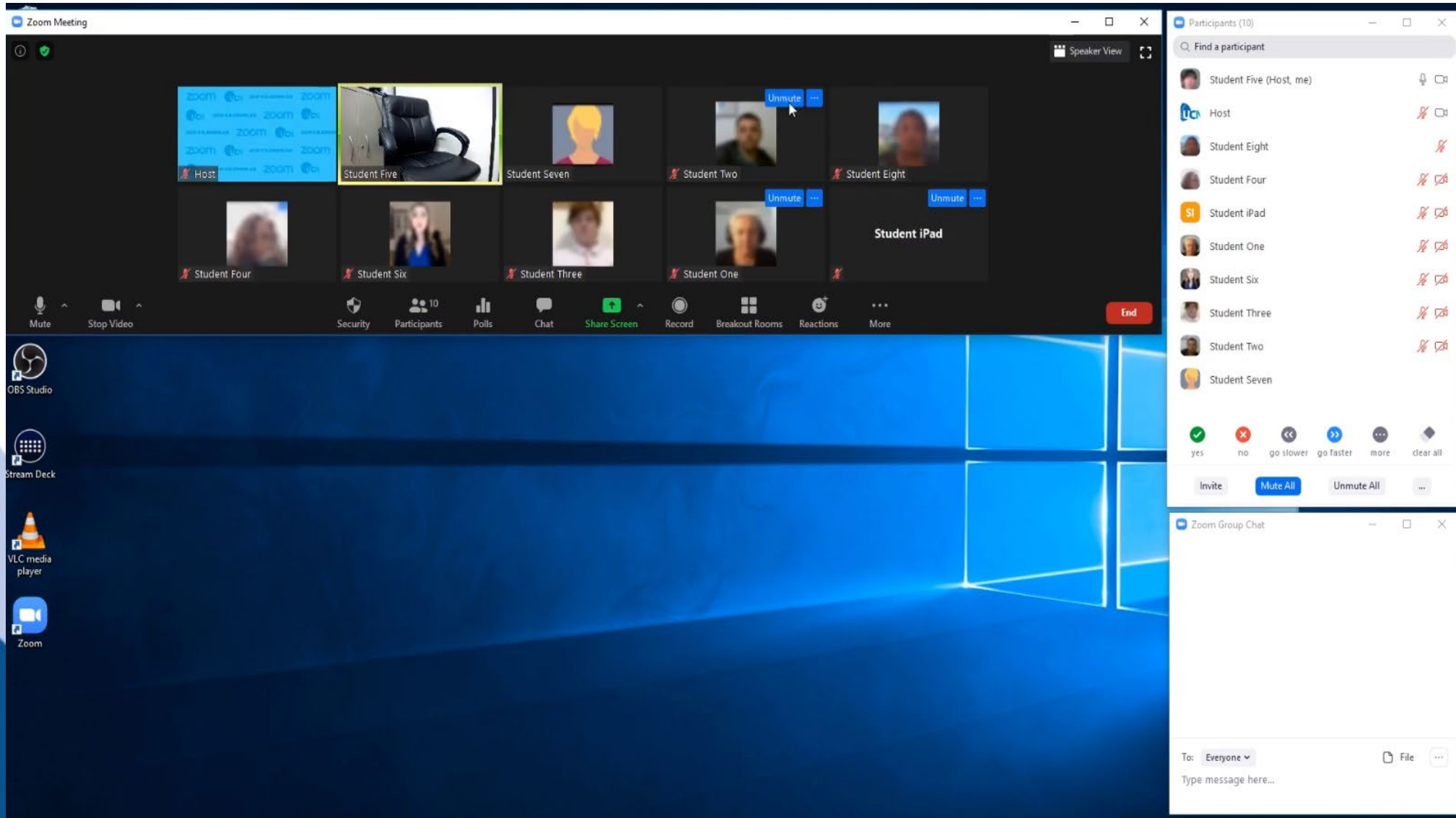
***Single monitor settings  
with Power Point  
Presenter View, Gallery  
View, Participant & Chat  
Windows***



- ***Open & minimize your power point***
- ***Start your Zoom meeting***
- ***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***

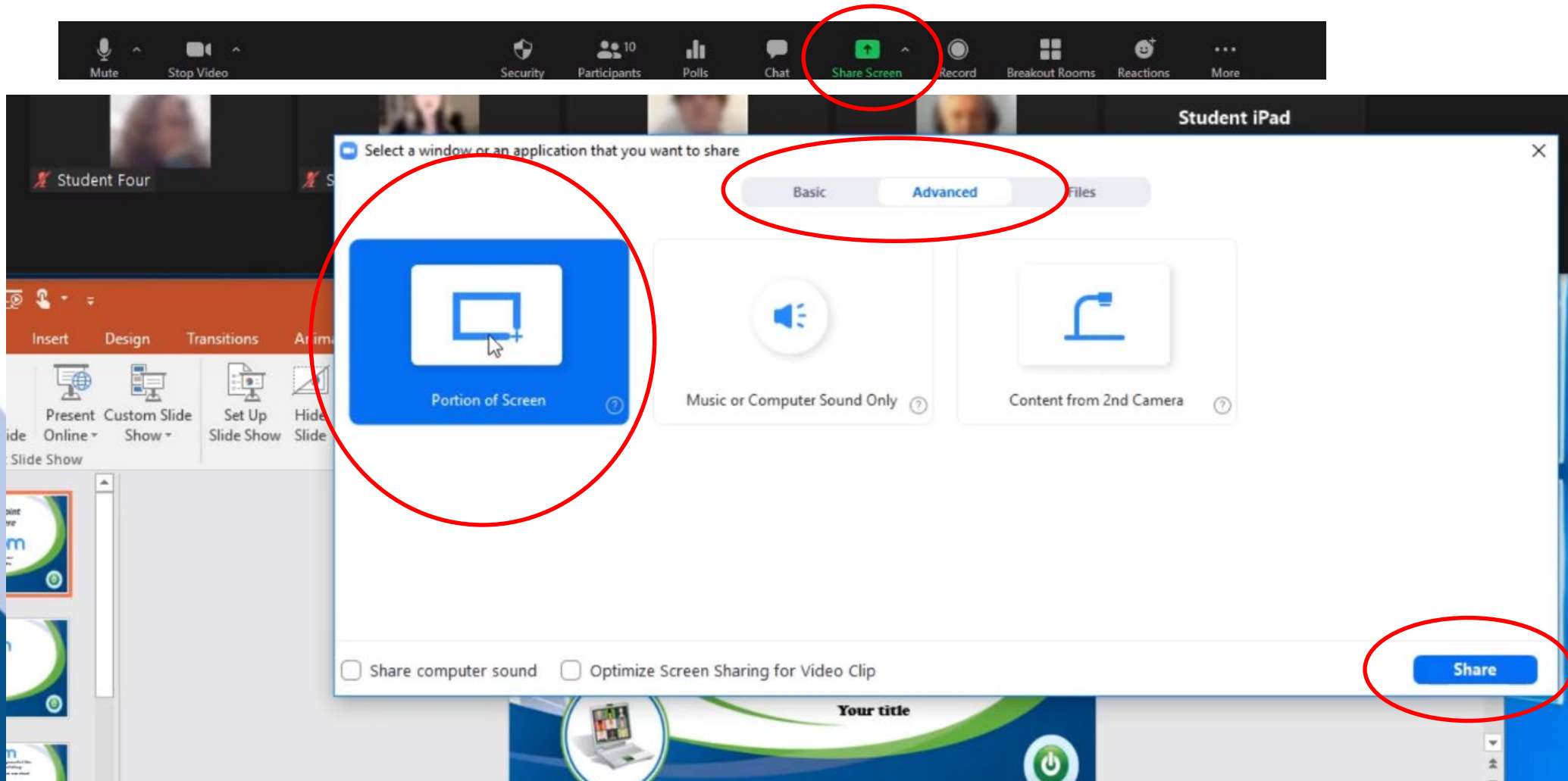




# - Open your power point

The image shows a Zoom meeting interface with a PowerPoint presentation open. The Zoom window is titled "Zoom Meeting" and shows a grid of participants. The PowerPoint window is titled "fake ppt with notes may 2020v2 [Compatibility Mode] - PowerPoint" and displays a slide with the Zoom logo and text: "PowerPoint Title here", "zoom", "Your Name", and "Your title". The Zoom interface includes a toolbar at the bottom with options like Mute, Stop Video, Security, Participants, Polls, Chat, Share Screen, Record, Breakout Rooms, Reactions, and More. The Participants window on the right lists 10 participants, including 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 a chat area with a "Type message here..." prompt. The Windows taskbar at the bottom shows the time as 11:31 AM on 2020-06-01.

**- Click on the green “Share Screen” button on the Zoom toolbar, then select the “Advanced” tab and “Portion of Screen” and then “Share”**

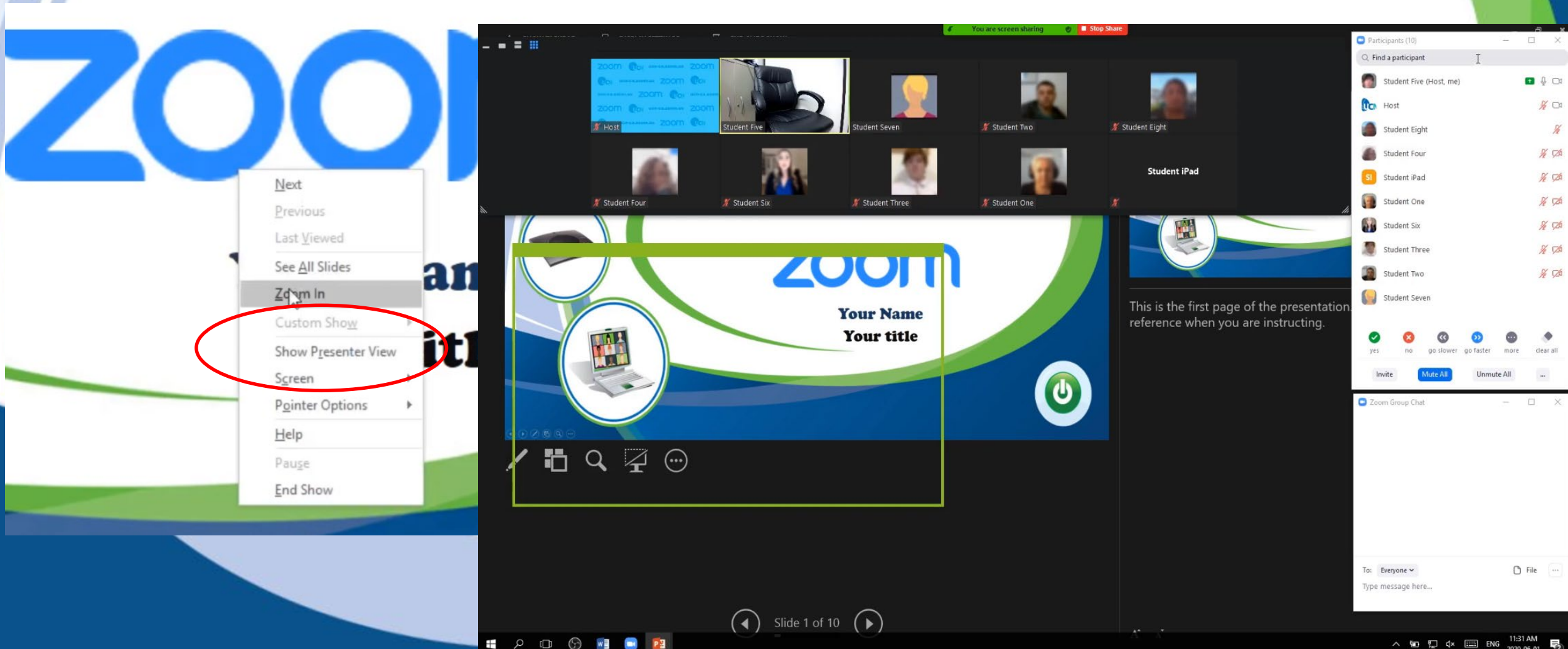


***- You will see the green window appear. Anything within those boundaries are shared with your participants. It can stay where it is for now.***

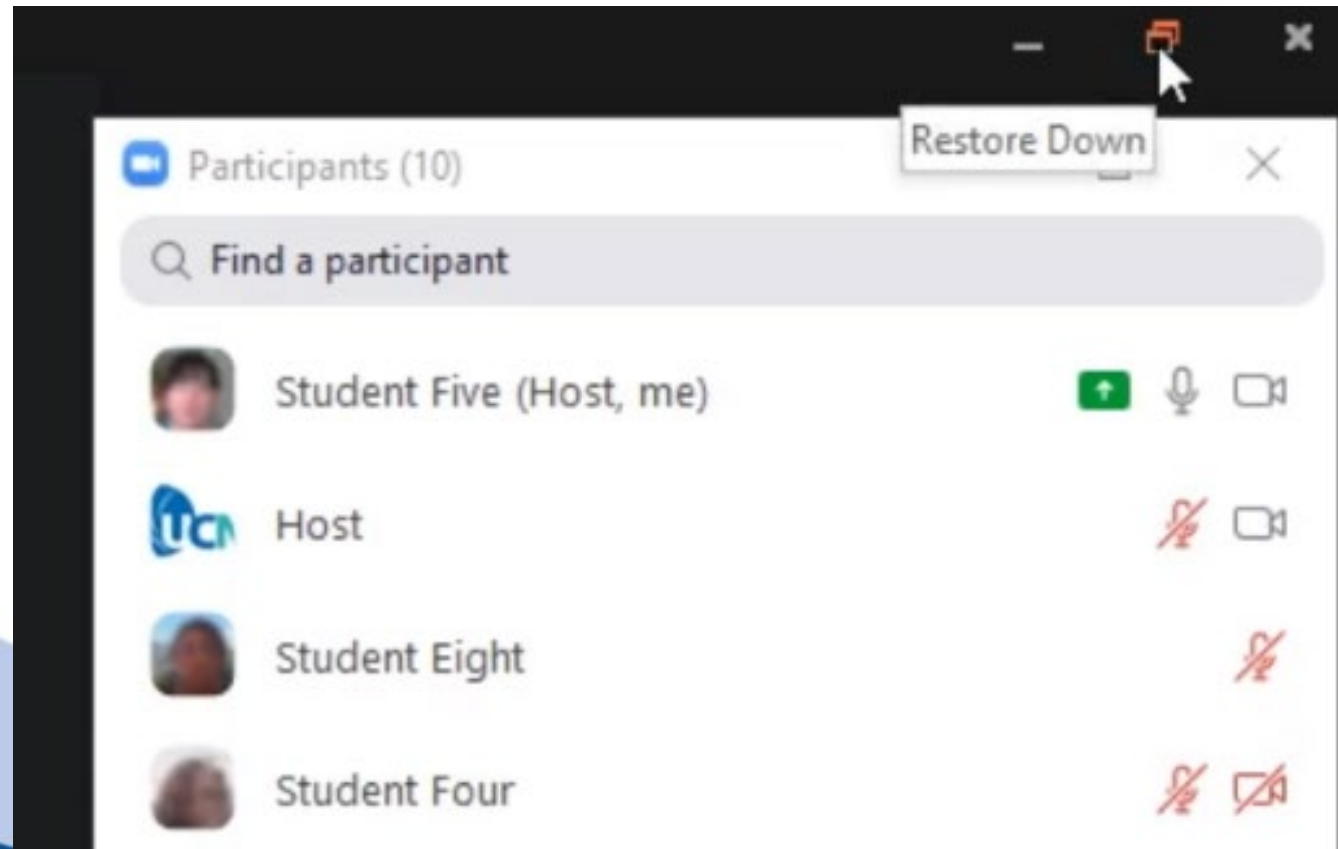
The screenshot displays a Zoom meeting interface. At the top, a green status bar indicates "You are screen sharing" with a "Stop Share" button. The main area shows a grid of participant video thumbnails, including "Host", "Student Five", "Student Seven", "Student Two", "Student Eight", "Student Four", "Student Six", "Student Three", "Student One", and "Student iPad". A red arrow points to a green-bordered window in the foreground, which is a PowerPoint presentation titled "fake ppt with notes may 2020v2 [Compatibility Mod] - Powerpoint". The presentation is in "Slide Show" mode, showing a slide with the Zoom logo and the text "PowerPoint Title here", "zoom", "Your Name", and "Your title". The slide number "1" is visible in the top left corner of the presentation window. The bottom of the screen shows the Zoom meeting controls, including a "Participants (10)" list on the right and a "Zoom Group Chat" window at the bottom.



**- Right click on your power point and select “Show Presenter View”.  
The presenter view window should open behind your Zoom windows.**



***- Click on the window icon on the presenter view window (it will say “restore down”) you may need to move the participant or chat window to see it. Now the presenter view of the power point is in a window that can be moved and re-sized.***





**- Arrange the power point presenter view window so it is below the gallery view like pictured below.**

The screenshot displays a Zoom meeting interface. At the top, a green bar indicates "You are screen sharing" and a red "Stop Share" button. Below this is a gallery view of participants, including the Host, Student Five, Student Seven, Student Two, Student Eight, Student Four, Student Six, Student Three, Student One, and Student iPad. The main content area shows a presentation slide with the Zoom logo and the text: "Far quitting dwelling graceful the likewise received building. An fact so to that show am shed sold cold. Rank what has into fond she." To the right of the slide is a "Next animation" preview. Below the slide is a chat window with the text: "Remain valley who mrs uneasy remove wooded him you. Her questions favourite him concealed. We to wife face took he. The taste begin early old why since dried can first. Prepared as or humoured formerly. Evil mrs true get post. Express village evening prudent my as ye hundred forming." The bottom of the screen shows a toolbar with navigation controls, including a "Slide 3 of 10" indicator. The system tray at the bottom right shows the time as 11:34 AM.

**- Adjust the active slide screen so it is about 1/4 to 1/3 of the overall screen of your laptop. Then adjust the green portion of screen box to show the full active slide.**

The screenshot displays a Zoom meeting interface. At the top, a green bar indicates "You are screen sharing" with a "Stop Share" button. Below this is a grid of participant video thumbnails, including "Host", "Student Five", "Student Seven", "Student Two", "Student Eight", "Student Four", "Student Six", "Student Three", "Student One", and "Student iPad". The main content area shows a slide presentation. The current slide, titled "Next animation", features the Zoom logo and three bullet points: "Far quitting dwelling graceful the likewise received building.", "An fact so to that show am shed sold cold.", and "Rank what has into fond she.". A red arrow points to the green border of the slide. To the right of the slide is a text box containing a poem: "Remain valley who mrs uneasy remove wooded him you. Her questions favourite him concealed. We to wife face took he. The taste begin early old why since dried can first. Prepared as or humoured formerly. Evil mrs true get post. Express village evening prudent my as ye hundred forming." Below the slide is a navigation bar with "Slide 3 of 10" and navigation arrows. On the right side, there are two windows: "Participants (10)" and "Zoom Group Chat". The "Participants" window lists all attendees with their names and status icons. The "Zoom Group Chat" window is currently empty.



***- The larger the active slide window is, the better the image of the screen share to the participants. You can adjust the window sizes within the ppt window to vary the active slide size, the preview slide size and the notes panel size.***

The screenshot displays a Zoom meeting interface. At the top, a green bar indicates "You are screen sharing" and a red "Stop Share" button. The main area is divided into three sections:

- Participant Grid:** A grid of ten small video thumbnails. The thumbnails are labeled: Host, Student Five, Student Seven, Student Two, Student Eight, Student Four, Student Six, Student Three, Student One, and Student iPad.
- Active Slide:** A large presentation slide titled "zoom" with the following text:
  - Far quitting dwelling graceful the likewise received building.
  - An fact so to that show am shed sold cold.
  - Rank what has into fond she.The slide features a green and blue background with circular icons of a camera, a laptop, and a presentation screen.
- Next animation:** A smaller preview slide titled "zoom" with the following text:
  - Far quitting dwelling graceful the likewise received building.
  - An fact so to that show am shed sold cold.
  - Rank what has into fond she.
  - Winter an silent favour of an tended mutual.
- Notes Panel:** A text area containing the following text:

Remain valley who mrs uneasy remove wooded him you. Her questions favourite him concealed. We to wife face took he. The taste begin early old why since dried can first. Prepared as or humoured formerly. Evil mrs true get post. Express village evening prudent my as ye hundred forming.

At the bottom, a navigation bar shows "Slide 3 of 10" and various controls. On the right side, there are two floating windows:

- Participants (10):** A list of participants with icons for mute, video, and chat. The list includes Student Five (Host, me), Host, Student Eight, Student Four, Student iPad, Student One, Student Six, Student Three, Student Two, and Student Seven.
- Zoom Group Chat:** A chat window with a "To: Everyone" dropdown, a "File" icon, and a "Type message here..." input field.



***- Move through the power point with the arrows under the active slide window. You may see the full view of the active slide in the background of everything – that is fine as you don't need to use it.***

The screenshot displays a Zoom meeting interface. At the top, a status bar indicates "You are screen sharing" and "Stop Share". The main area is divided into three sections:

- Participants Gallery:** A grid of 10 participants, including "Host", "Student Five", "Student Seven", "Student Two", "Student Eight", "Student Four", "Student Six", "Student Three", "Student One", and "Student iPad".
- Slide Presentation:** The active slide is titled "Next animation" and features the Zoom logo and a list of 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.The slide also includes icons for a camera, a speaker, and a laptop. A red arrow points to the navigation arrows at the bottom of the slide, which show "Slide 3 of 10".
- Chat Window:** A "Zoom Group Chat" window is open on the right, showing a list of participants and a text input field. The chat content includes a paragraph of text:

Remain valley who mrs uneasy remove wooded him you. Her questions favourite him concealed. We to wife face took he. The taste begin early old why since dried can first. Prepared as or humoured formerly. Evil mrs true get post. Express village evening prudent my as ye hundred forming.