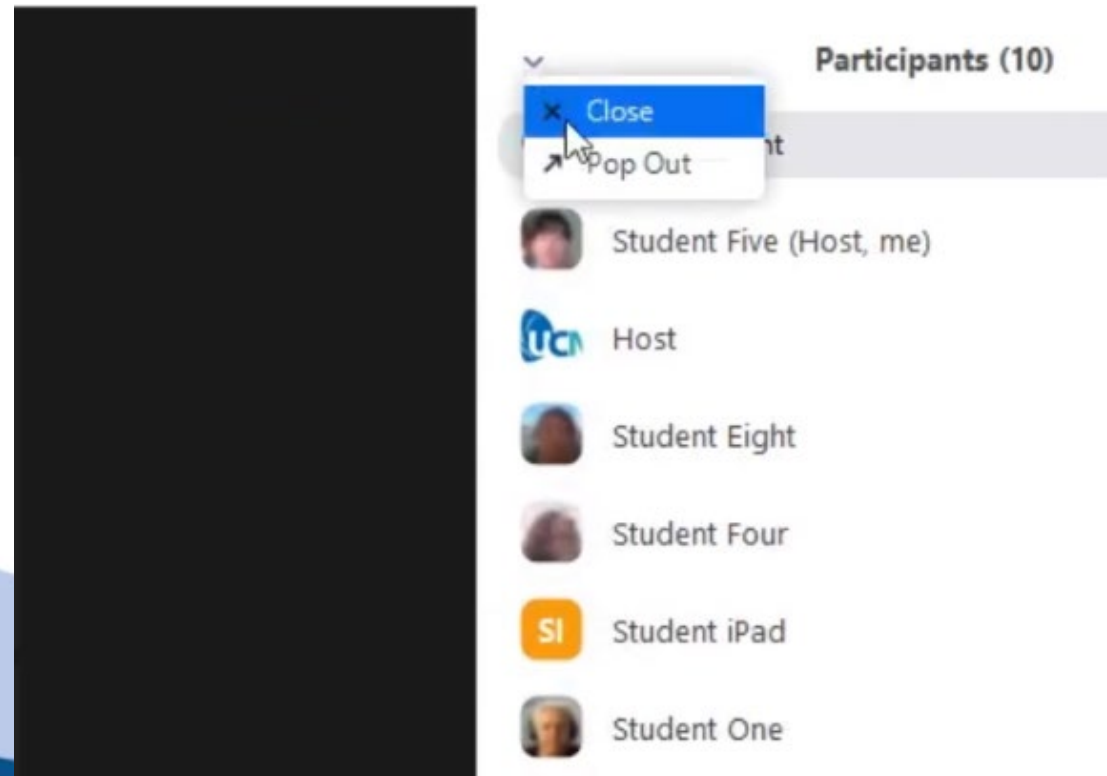# zoom

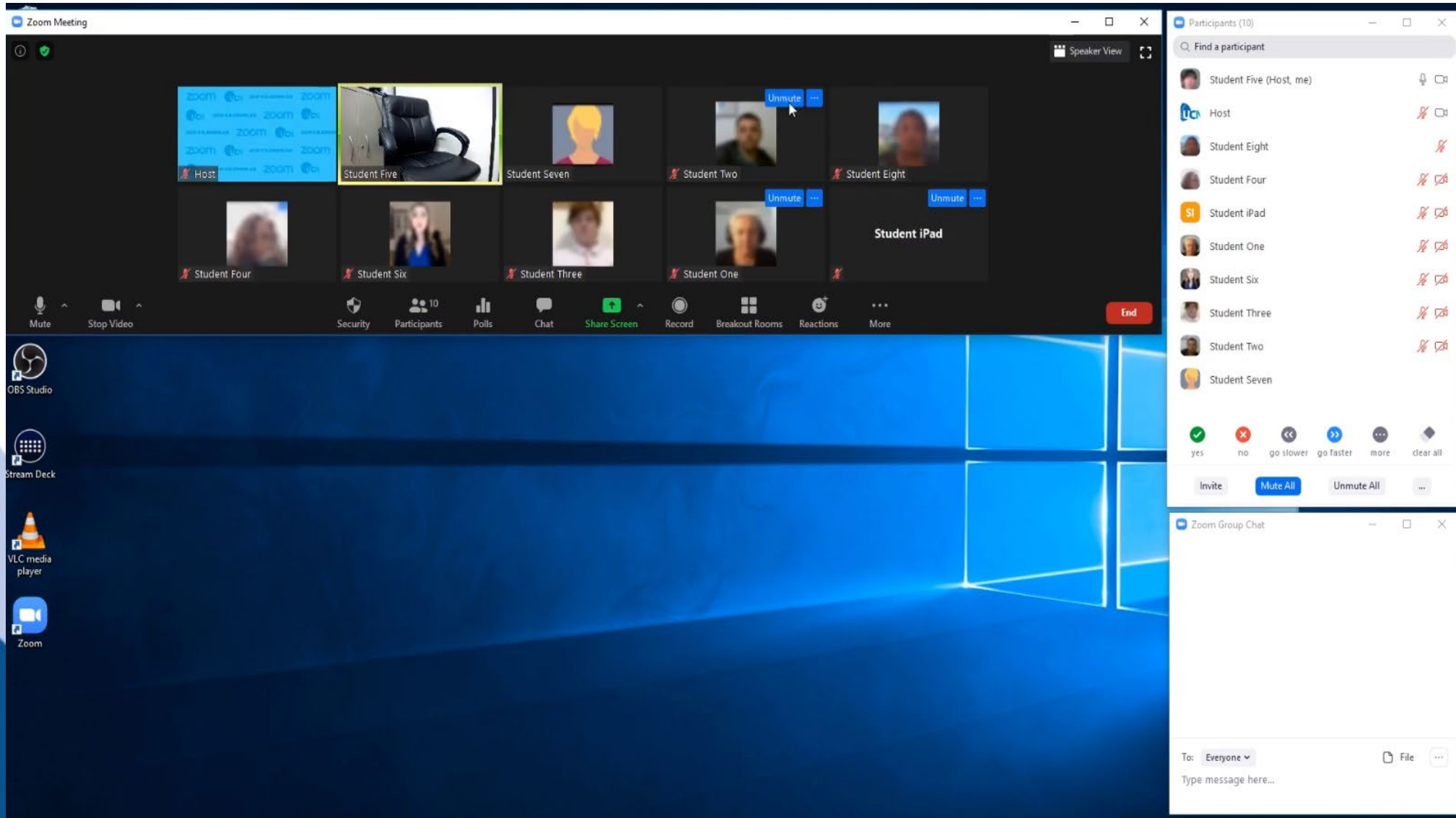## *Single monitor settings with Power Point Presenter View, Gallery View, Participant & Chat Windows*

- 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"

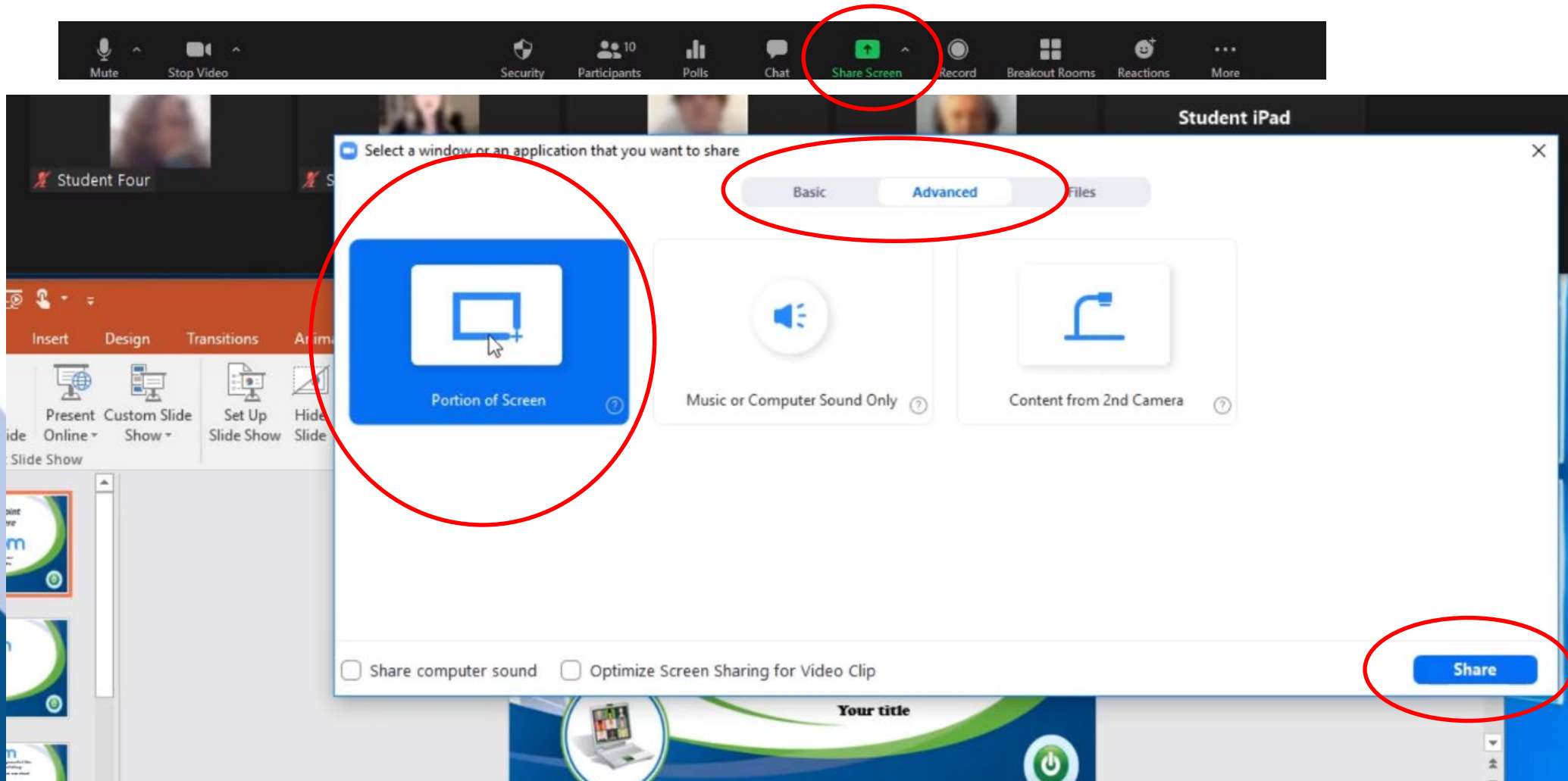# - Arrange your windows so they are similar to the picture below

- *Open your power point*

- Click on the green "Share Screen" button on the Zoom toolbar, then select the "Advanced" tab and "Portion of Screen" and then "Share"
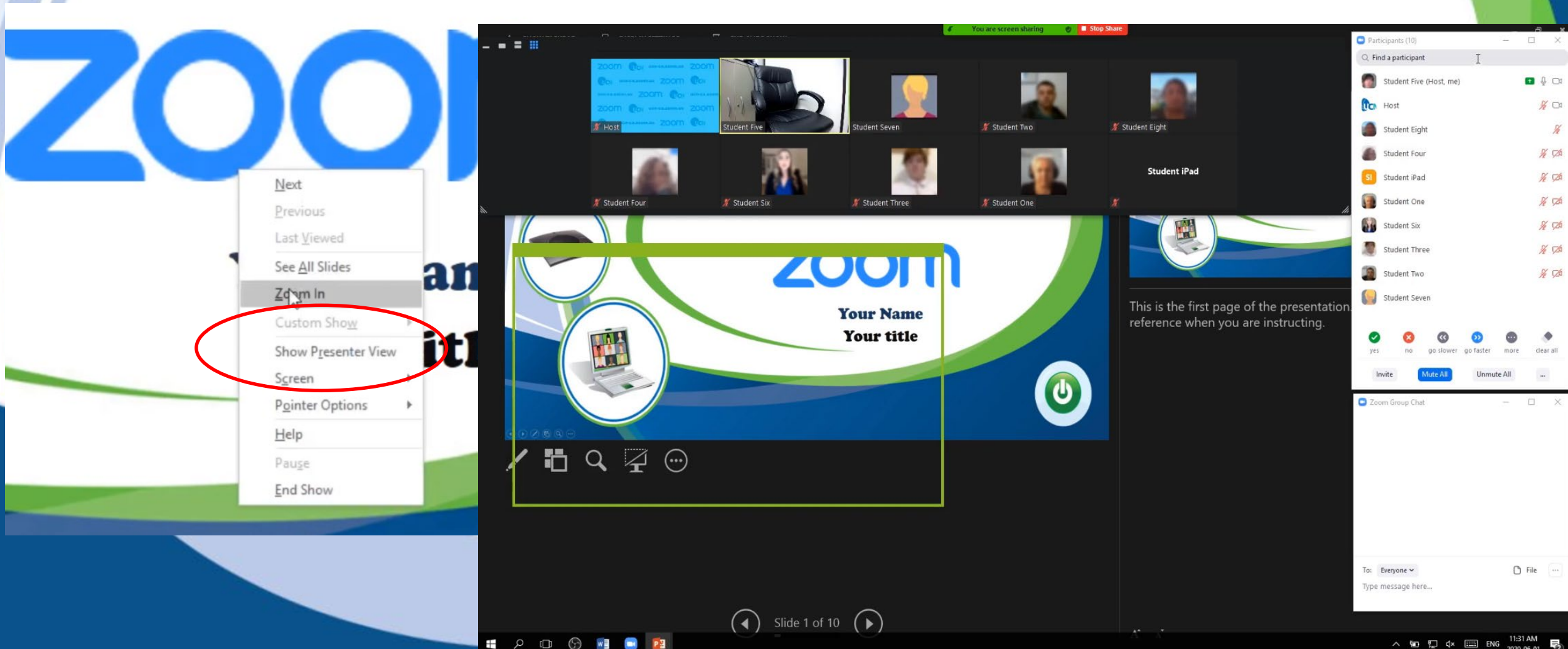
- You will see the green window appear. Anything within those boundaries are shared with your participants. It can stay where it is for now.
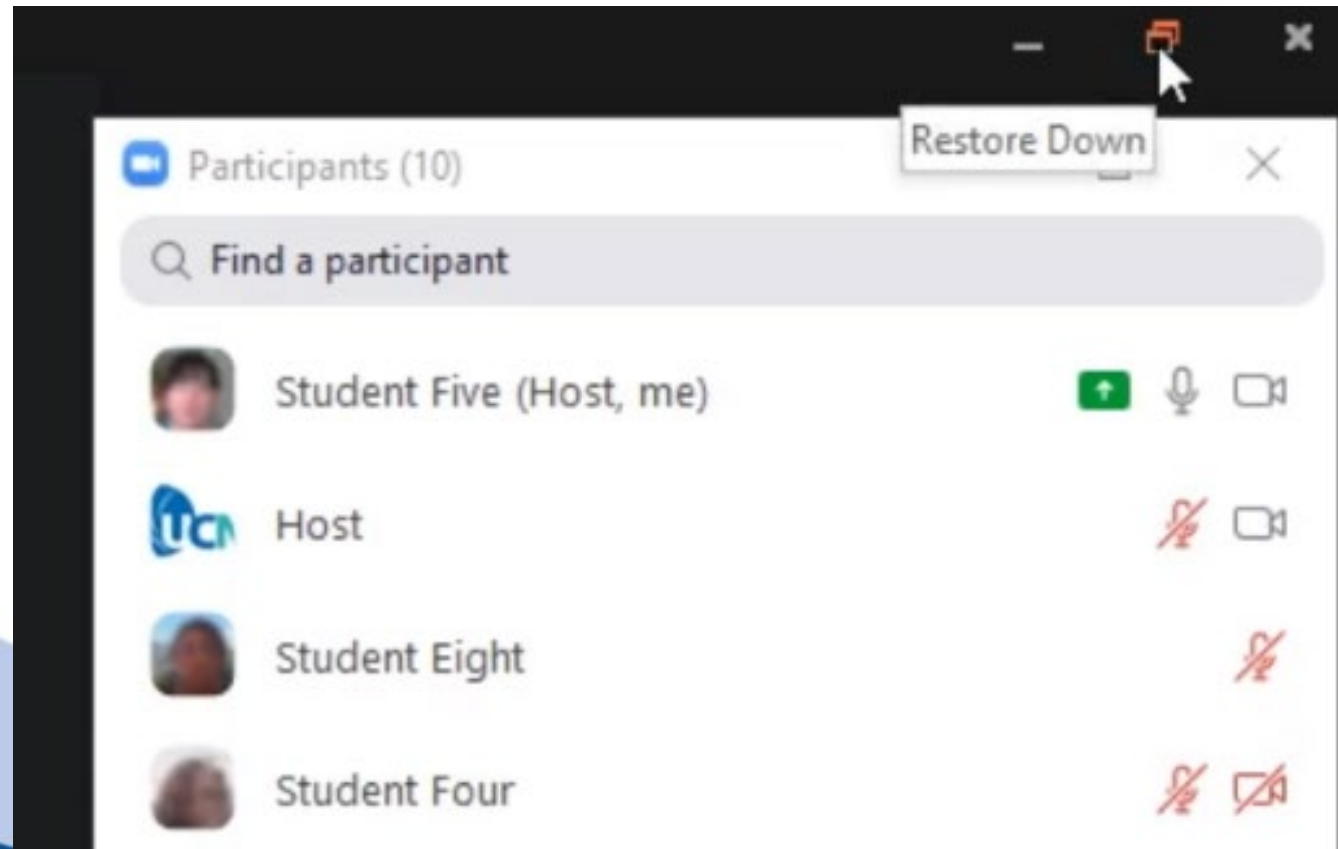
- Right click on your power point and select "Show Presenter View". The presenter view window should open behind your Zoom windows.

- 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.*

- 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 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.

- 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.