

PC & Laptop Screen Control

The Participants



Tom on an iPad

Hairy the "Speaker" on a laptop

Richard on THIS Pc

These screen shots were all taken from Richard's P.C.



You will probably not be in "Full Screen" mode when you join the meeting. Click on the small square icon in the top right corner of the Zoom window to enter "Full Screen".

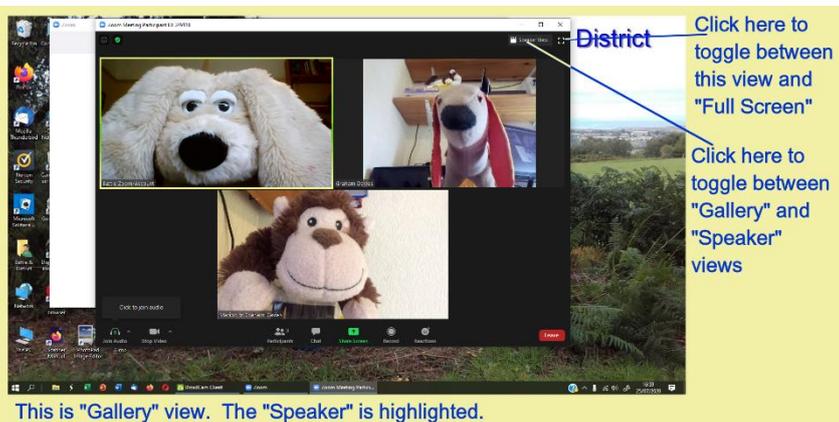
Adjust your audio/video settings to suit by using the upward arrows alongside the Audio and Video icons.

1



This is "Full Screen" and in "Speaker" view.

2



When you join the meeting, you may be in "Gallery" mode. Note the speaker is in the highlighted picture. This view is best for a group talking amongst themselves but for the talk, switch to "Speaker" view and "Full Screen"

3



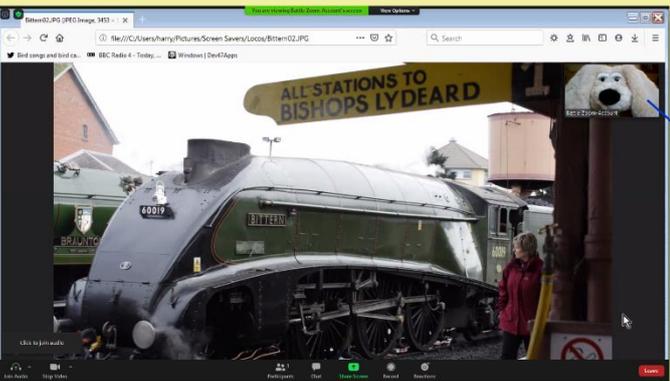
Click here to exit "Full Screen"

Click here to toggle between "Gallery" and "Speaker" views

This is "Full Screen" in "Gallery" view. The "Speaker" is highlighted

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Here is the "Gallery" view in "Full Screen" mode. The "Speaker" is highlighted.



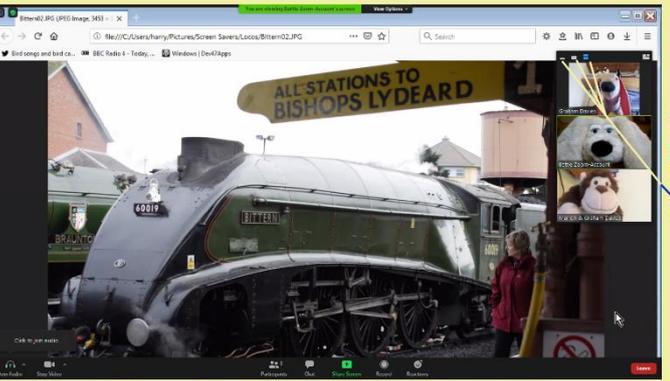
This is the "Speaker"

This is the "Screen Share" from the "Speaker's" computer

5

When the "Speaker" wishes to show their slides, they will enter "Screen Share" mode. This means they will take some control of your screen. The "Speaker" will be in a thumbnail.

The image being used is a picture from a web page.

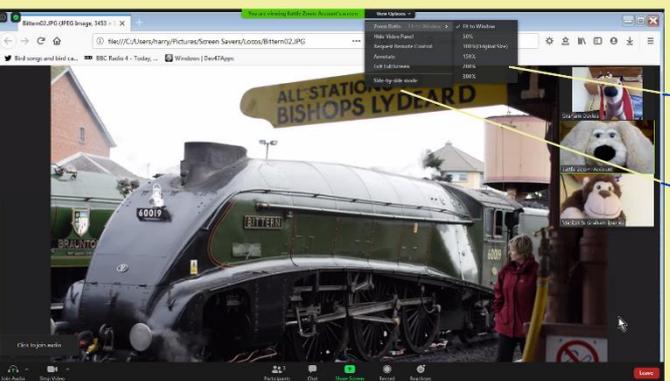


Click on these icons to select the number of thumbnails shown

This is the "Screen Share" picture from the "Speaker's" computer

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You can add or remove thumbnails. Move the cursor over the "Speakers" thumbnail and three icons will appear. The small one removes all thumbnails, the middle one is the "Speaker" only and the large is everyone.



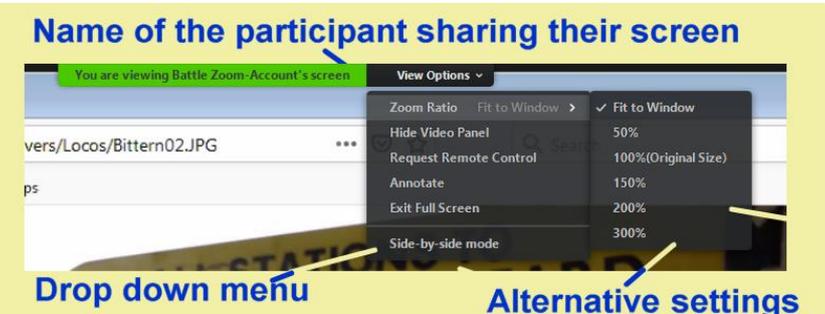
List of alternative settings

Drop down menu

This is the "Screen Share" picture from the "Speaker's" computer

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There is a drop-down menu available from the top of the "Screen Share" window. Click on "View Options" to see menu.



Name of the participant sharing their screen

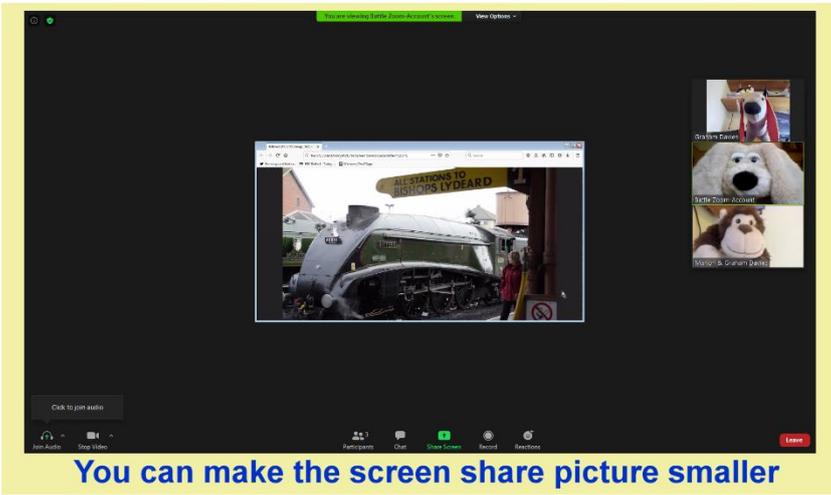
Drop down menu

Alternative settings

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You can change the size of the picture: -

You can make it smaller.



You can make the screen share picture smaller

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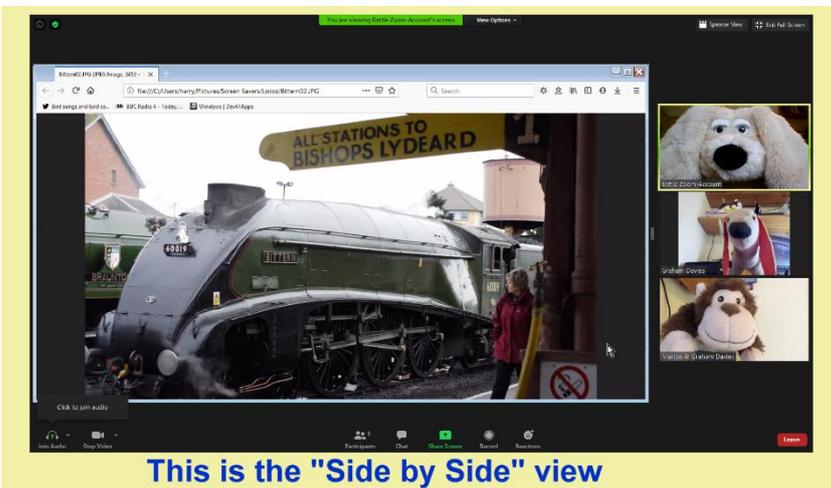
Or you can make it bigger.



Or bigger

10

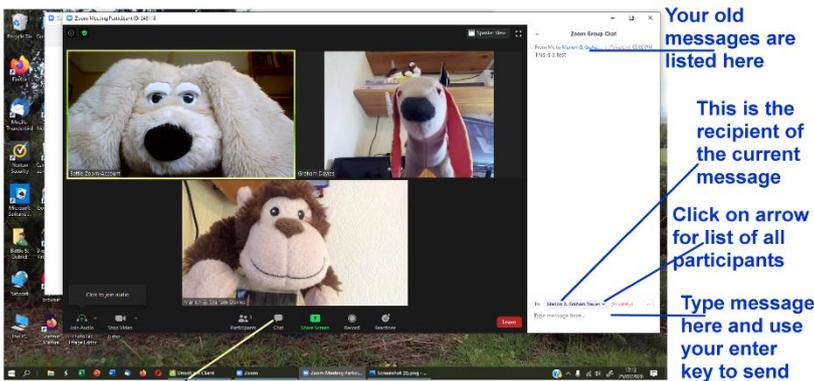
Or change to "Side by Side" view



This is the "Side by Side" view

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To send a message click the "Chat" button. On the side panel select recipient. The default is Everyone. To send to an individual use the downward arrow to see list of participants. Type message in box and use your enter key to send it.



Click chat to show the "Zoom Group Chat" side panel

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I hope these notes are of some use. They will be on the web site and will be updated as necessary. GFD.