

## Getting the Best Out of a Zoom Presentation

Not all Zoom users are familiar with the Zoom controls. This note may help some members get the best experience in a Zoom presentation. (This does not apply to those who join Zoom using an iPad or Android Tablet,)

On a PC the Zoom controls are not visible all the time. You must move your mouse to make them appear and they will disappear after a few seconds. If when you join a Zoom meeting you press the "Alt" key on your keyboard the zoom controls will remain visible all the time. (for Apple it's the Command key).

Most of the Zoom controls are on a bar along the bottom of your screen. An important set of controls are in the top right-hand corner where there is the word "View"

At the left hand end of the Control Bar is "Mute" or "Unmute". This refers to your microphone; your speaker output is controlled elsewhere in your PC.

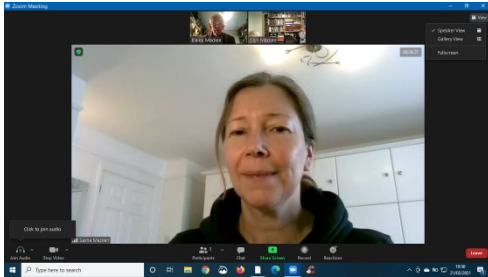
While everyone is joining the meeting, you should use "View" (top right) to select "Gallery view" to enjoy finding and making contact with friends.

At the start of the presentation the host will mute all microphones and "Spotlight" the speaker. This will switch your view to "Speaker view" and the speaker will fill your screen.

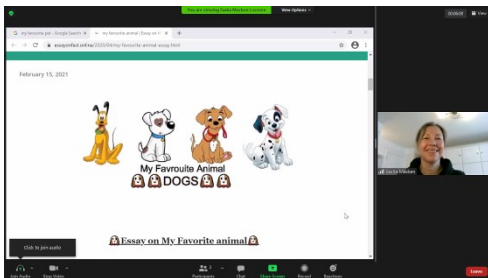
When the speaker "Shares screen" to show a picture, your view will change to "Speaker view – side by side". The picture and speaker will be side by side – the picture larger than the speaker.

Between the two images is a "grab Handle". Left click and hold this handle while dragging left or right to change the relative size of the two images on screen.

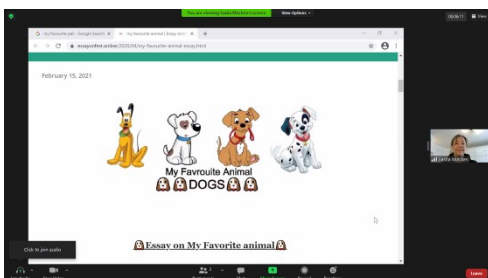
The relative size of the images can be adjusted throughout the presentation. If the speaker draws attention to a particular picture you could drag the handle to the right to see detail. When the speaker is talking about something else but a picture remains on screen you may wish to make the speaker larger. You may wish to set the images to the same size and only enlarge the picture when necessary.



**Spotlight**



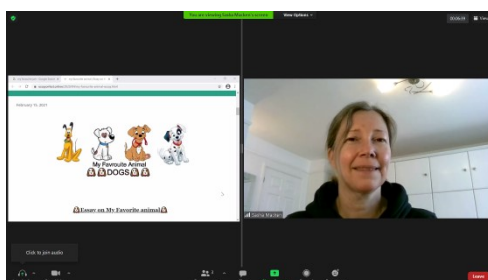
**Initial Share Screen**



**Drag right**



**Drag left**



**Balanced**