

Using Zoom and powerpoint

Powerpoint

PP presentation includes video and calls a second presentation with a looped set of pictures. The link relies on both being stored in the same folder.

In slideshow view, both of them occupy full screen and everything works fine.

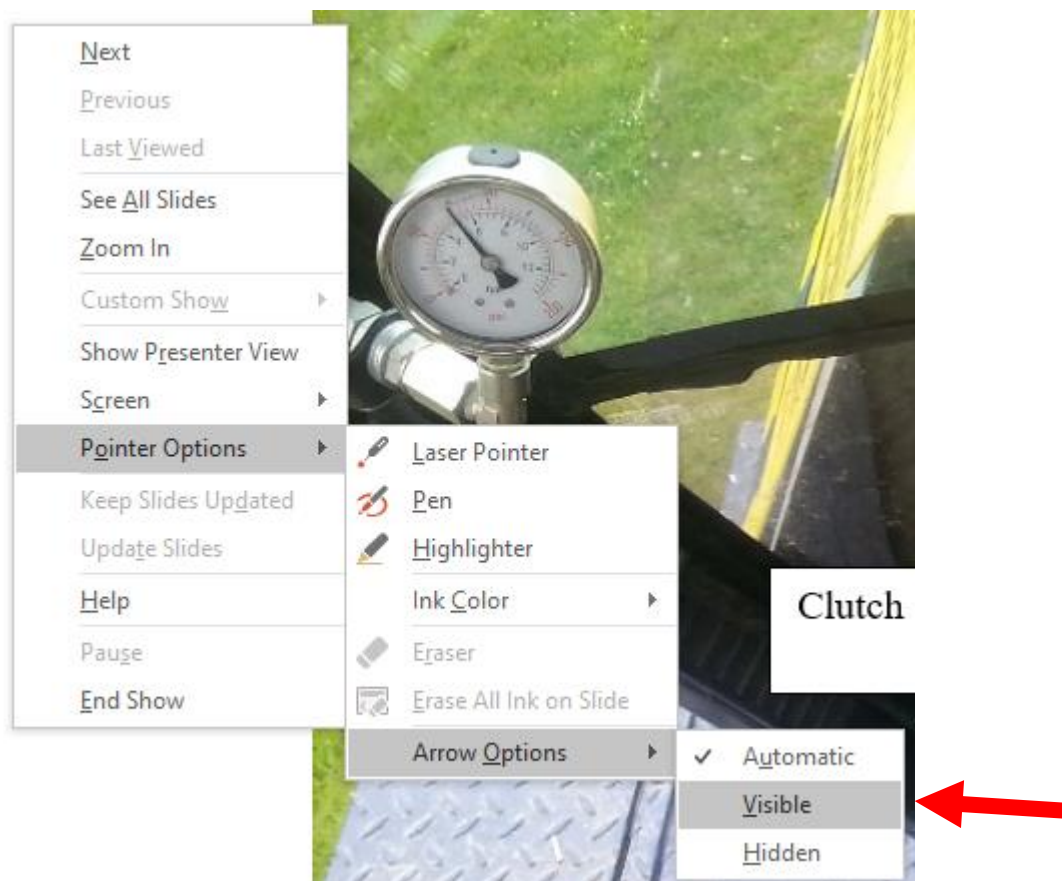
I can switch to single-screen presenter mode from the main powerpoint screen by using Alt F5 or from slideshow view by right click and select.

If I switch to single-screen presenter mode, so that I can see the presenter notes, and use Zoom to display part of the screen to the audience, the main presentation works OK, but the linked presentation still plays in full-screen mode, so the audience only sees part of it.

I fixed this by limiting the pictures in the linked presentation to that part of the slide which will lie within the shared part of the screen.

One point about slideshow view, though it has no effect in conjunction with Zoom: By default the mouse cursor disappears unpredictably in slideshow view, so you can't point at anything. To make it visible:

while in slideshow view, right click



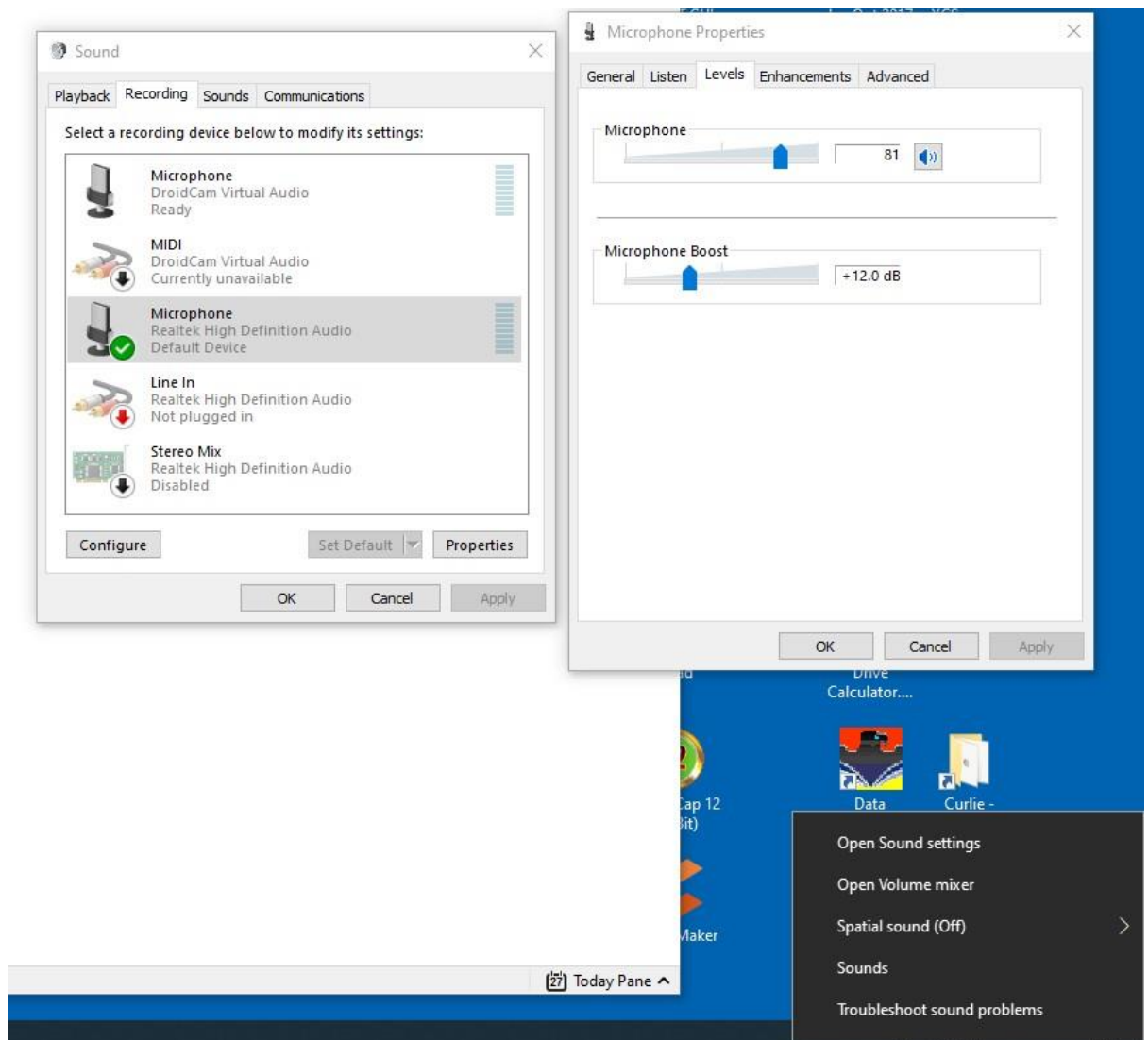
Zoom

Microphone

I needed to boost microphone level.

Rt click speaker on taskbar > sounds > recording > set default microphone if not already correct > properties > Levels > set level and, if needed, boost.

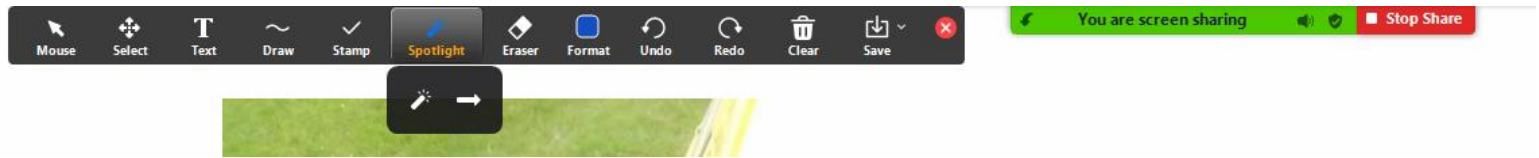
NB Not all mics offer boost. Depends on soundcard and which input the mic is plugged into.



Laser Pointer

When used in conjunction with powerpoint, mouse becomes invisible to audience regardless of powerpoint pointer settings.

In Zoom **while sharing screen** Annotate > Spotlight > choose pointer



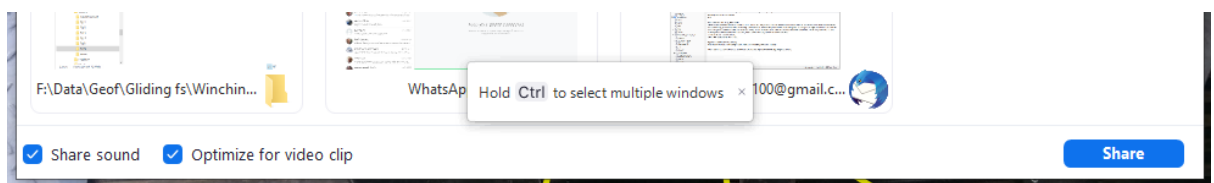
NB it resets each time you stop sharing

One man trial

This can be achieved by starting a meeting, switching on recording, switching it off and ending meeting. The recording(s) will then be converted and stored (I chose on my pc). When viewed, they show what the audience would have seen. Could also use a second device and register as audience.

Hearing audio on video

BEFORE sharing, select “share sound” or, better, “optimize for video” on bottom of share window



NB audience will hear all computer sound, including incoming message beeps etc.

Sharing screen

Zoom shortcut Alt S

Normally choose one of the open programs to share.

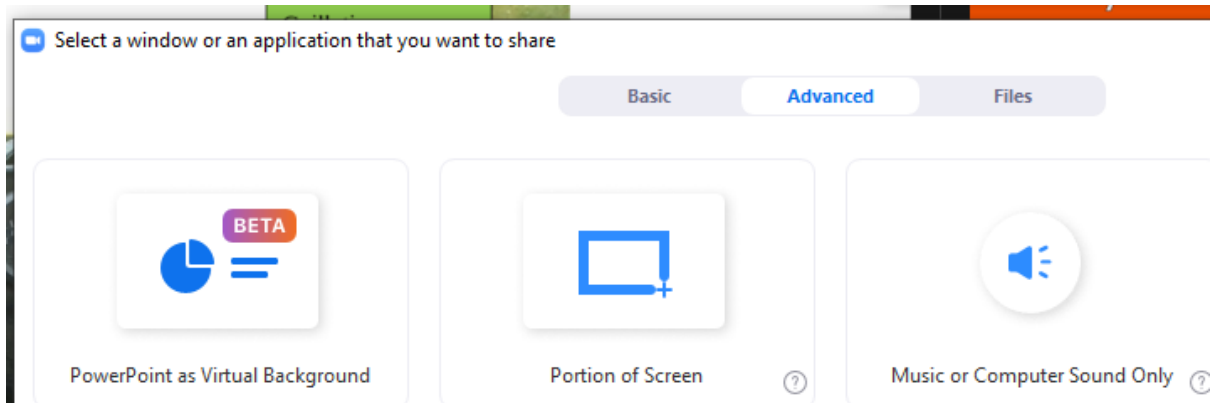
Complication with powerpoint slideshow or anything else that grabs full screen – Zoom is hidden behind it. Pressing windows logo key reveals taskbar and can open Zoom from there on top of powerpoint slideshow.

It's a particular problem with powerpoint presenter view – you can't open it from within Zoom and it grabs full screen once it's open, so then you

can't access Zoom because it's hidden. Pressing windows logo key reveals taskbar and can open Zoom from there on top of powerpoint slideshow presenter view.

Having done that, you don't want to share the whole screen, just the slideshow so you see the presenter notes and the audience doesn't.

Zoom > share > advanced > portion of screen > share



Once you hit the share button, a green frame will be displayed.

You can move and stretch it to suit, but audience will see whatever is currently within it except while it is moving. It would be better if you could position it first, then hit share. It seems to remember the last position so you could set it up before admitting the audience.

It doesn't seem to degrade the image seen by the audience, despite using only part of your screen.

