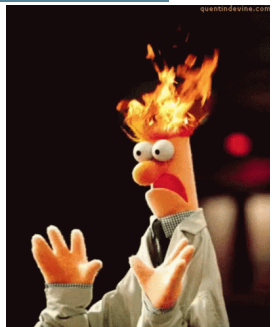




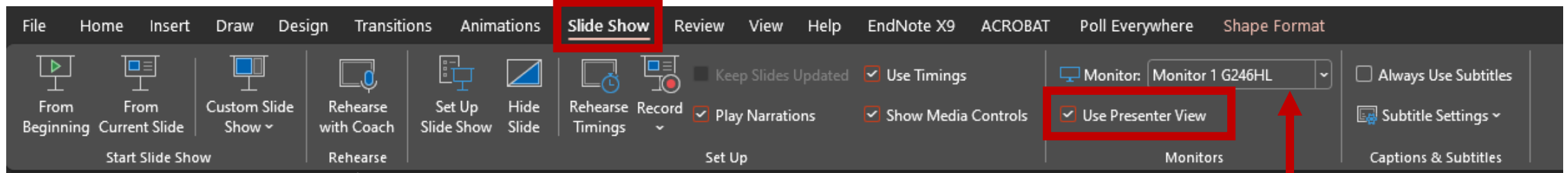
How to present a  
powerpoint on  
Zoom and still see  
your notes!

(A presentation on zoom  
about presentations on zoom)



# Step 1 - Set up to have your slides in presenter view

- If you have two monitors:



- Make sure to test in advance which monitor gets presenter view!
- If you have one monitor (e.g. on the road, on your laptop):
  - Open the powerpoint (design view) and hit **Alt+F5** to present.
    - *If your F5 key has another shortcut, it might be **Fn+Alt+F5***

# Now you should see this on the screen under your camera!

0:00:13 || 10:35 AM

## Step 1 - Set up to have your slides in presenter view

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  - Open the powerpoint (design view) and hit **ALT+F5** to present.
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Next animation

Here are the talking points I want to make sure to share with everyone!

Slide 2 of 3

## Step 2- Set up your screenshare on Zoom

- First, make sure your slides are already open in presenter view.
- In a Zoom meeting, click “Share screen” but pick the ADVANCED tab.

3

Select a window or an application that you want to share

Basic **Advanced** Files

Screen 1 Screen 2 **Screen 3** Whiteboard

iPhone/iPad

How to present a powerpoint on ... Slack | !jen | Facente Consulting |... Microsoft Word - PARC@LMU D1... Inbox - Google Workspace - shell...

Share sound  Optimize for video clip **Share**



helley Facente, Facente Consulting (she/her)

Mute Stop Video Security Participants Polls Chat **Share Screen** Record Live Transcript Breakout Rooms Support Reactions Apps Whiteboards More **End**

Windows taskbar with icons for Chrome, Edge, Word, PowerPoint, and other applications. System tray shows time 10:45 AM and date 5/10/2022.

## Step 2- Set up your screenshare on Zoom

- First, make sure your slides are already open in presenter view.
- In a Zoom meeting, click “Share screen” but pick the ADVANCED tab.
- Then select “Portion of screen.”



Select a window or an application that you want to share

Basic **Advanced** Files

PowerPoint as Virtual Background **BETA**

**Portion of Screen**

Computer Audio

Video

Content from 2nd Camera

Share sound  Optimize for video clip

Share

Shelley Facente, Facente Consulting (she/her)

Mute Stop Video Security Participants Polls Chat **Share Screen** Record Live Transcript Breakout Rooms Support Reactions Apps Whiteboards More **End**

Windows taskbar with icons for Start, Search, Chrome, Edge, Teams, Word, Excel, PowerPoint, OneNote, and other applications. System tray shows time 10:47 AM and date 5/10/2022.

## Step 2- Set up your screenshare on Zoom

- First, make sure your slides are already open in presenter view.
- In a Zoom meeting, click “Share screen” but pick the ADVANCED tab.
- Then select “Portion of screen.”
- Then highlight just the portion of presenter view that is your slides.





## Step 2- Set up your screenshare on Zoom

- In a Zoom meeting, click "Share screen" but pick the **ADVANCED** tab.
- Then select "Portion of screen."
- Then highlight just the portion of presenter view that is your slides.

Next slide



Here are my talking points! What a great way to see your notes while you present!!



## Step 2- Set up your screenshare on Zoom

- First, make sure your slides are already open in presenter view.
- In a Zoom meeting, click “Share screen” but pick the ADVANCED tab.
- Then select “Portion of screen.”
- Then highlight just the portion of presenter view that is your slides.
  - You only have to do this once, if you don’t use this feature for anything else!
  - *If you set it up beforehand on the monitor you plan to use, it will be seamless.*

## Step 3- Give a great presentation!!

- Now people only see your slides, but you're seeing presenter view, including all your notes (still pretty near your camera).
- Have fun!

### TIPS:

1. Use your notes as a helper, don't read them just because you can!
2. You can use `Alt+Tab` to return to the zoom window after you open your slides in presenter view, if you're on one screen (so don't have icons in your Taskbar when presenting).
3. `Esc` gets you out of presenter view when you're done sharing.