Didier Picard, 27.11.2020
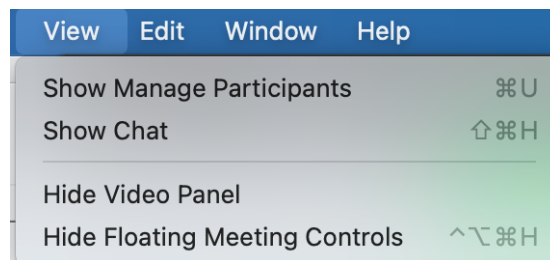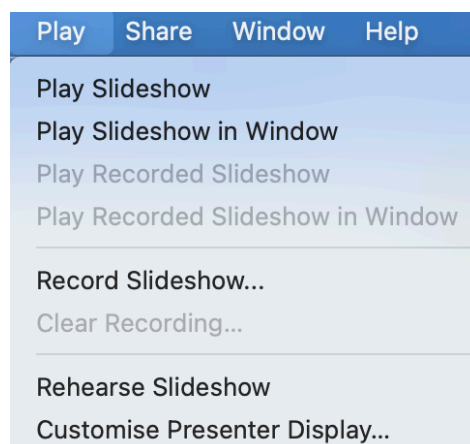
Controlling your Zoom window when showing slides

Issues:

- with the current version of Zoom, upon sharing your screen it takes over the entire screen (Full screen) when you play your slides with either PowerPoint or Keynote. It seems to do that even if you change the settings in Zoom itself.

- what's worse is that the "Floating meeting controls", the additional tools that are called up if you click on "Annotate" in the former panel, and the "Video panel" cover up part of your slides if you have slides in the <u>widescreen (4:3) format</u>. Although you can move these panels, you cannot completely avoid some annoying overlap as you play your slides.

- You could hide the two panels (see image below) by going to the menu "View" in Zoom, but then, obviously, you won't have an easy access to their functions anymore.

Solution for Keynote (Apple):

- open your Keynote file.

- start your slide show by selecting "Play Slideshow in Window" from the Keynote "Play" menu (you could also add that command to the toolbar by default for all of your Keynote files).
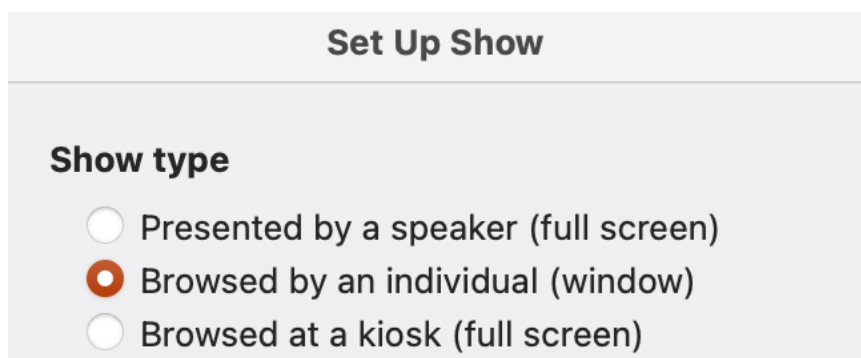

- adjust the size of the Keynote window to leave no margins left and right of the slides (they would shrink the max width of the slide in Zoom); this could also be done after starting screen sharing in Zoom.

- start screen sharing in Zoom.

- in Zoom, the slides are now in a smaller window, surrounded by a green rectangle, whose size and position on your screen you can adjust by clicking on the edge or a corner of the green rectangle.

- by the way, Keynote does not have a laser pointer, but Zoom does (look for it in the "Annotate" options of the "Floating meeting controls").

Solution for Powerpoint:

- open your Powerpoint file.

- go to the Powerpoint menu "Set Up Show" and select "Browsed by an individual (window)".

- start the slide show

- adjust the size of the Powerpoint window to leave no margins left and right of the slides (they would shrink the max width of the slide in Zoom); this could also be done after starting screen sharing in Zoom.

- start screen sharing in Zoom.

- in Zoom, the slides are now in a smaller window, surrounded by a green rectangle, whose size and position on your screen you can adjust by clicking on the edge or a corner of the green rectangle.

- you can still access the laser pointer of PowerPoint by a Ctrl click on a slide.

Alternative with a second screen:

- If you have a second screen available (as a second display, not mirrored), you can select the second screen upon "sharing the screen", and then trigger the slide show. You should then have the full slides on the second screen (and that's what others should see) and the presenter's display and the zoom controls on the first one. Not sure, though, that the size of the slide is optimized for the zoom window of the viewers.