# Zoom
# Screen  Sharing on a Mac
# best practices

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# How to:
## Make your screen share "clean"
(no clutter visible or behind)
## and professional
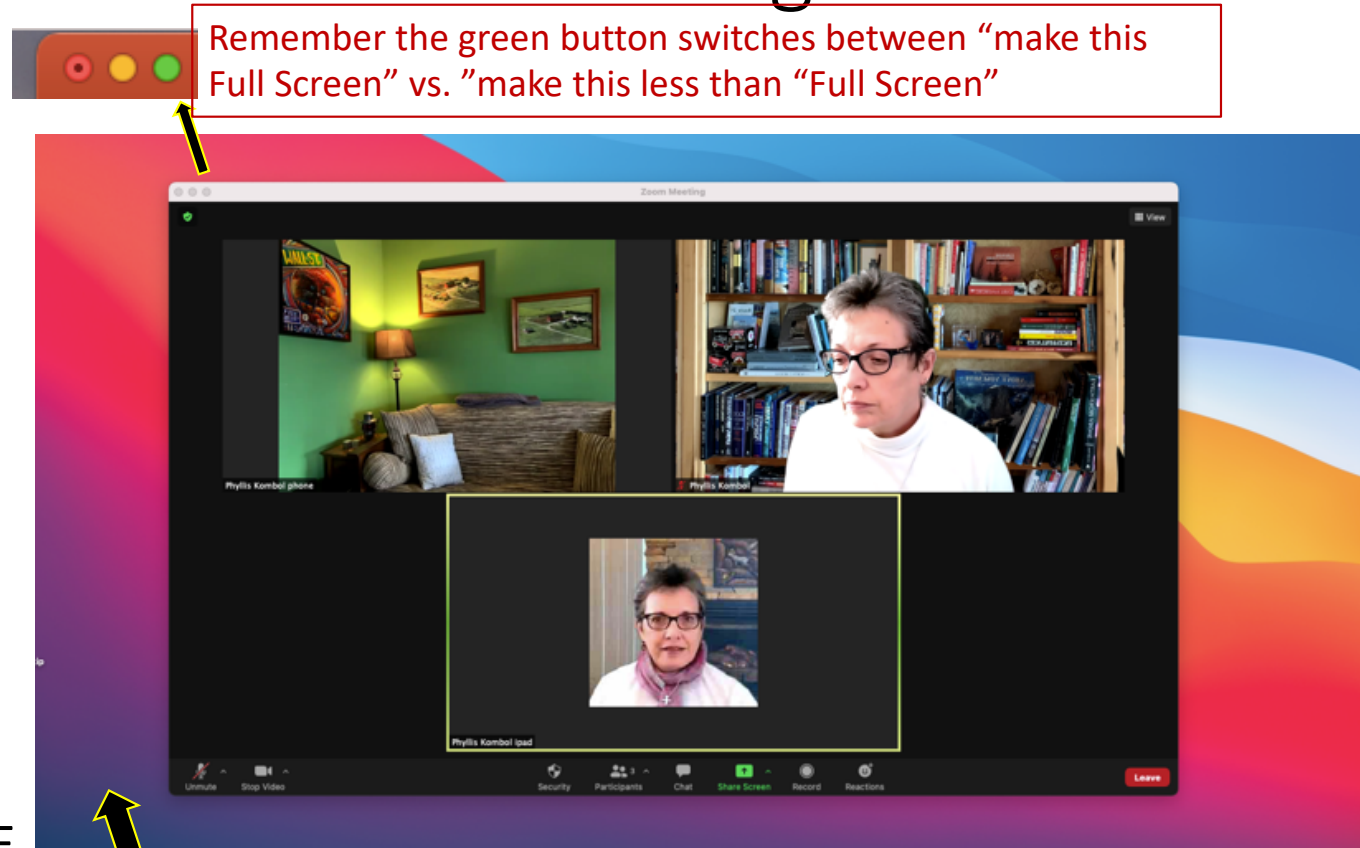
## You probably may want to...

- Minimize the number of things (tabs) you have open as you get ready for the meeting

- Have your presentation, photo, or document ready

# When you are in the Zoom meeting …

Remember the green button switches between "make this Full Screen" vs. "make this less than "Full Screen"

- Use the top left corner green button to make Zoom "less than full screen"

    *[You might have to hover your mouse over top left corner to see the red/yellow/green buttons.]*

- Click outside of the Zoom screen to prepare what you want to share—MAKE IT FULL SCREEN *("slideshow" in powerpoint)*

Click out here somewhere to go prepare what you are getting ready to share.

# Outside of the Zoom screen, make your shared material "Full Screen"

- In **PowerPoint**, make it **"slideshow"** or **"Presenter view"** so the audience will not see you editing screen

- If you are sharing a **document**, make it as large as possible so viewers can see the text

- If sharing a **photo/screenshot**, expand it to full size of your screen by grabbing a corner and tugging it to the size you want.
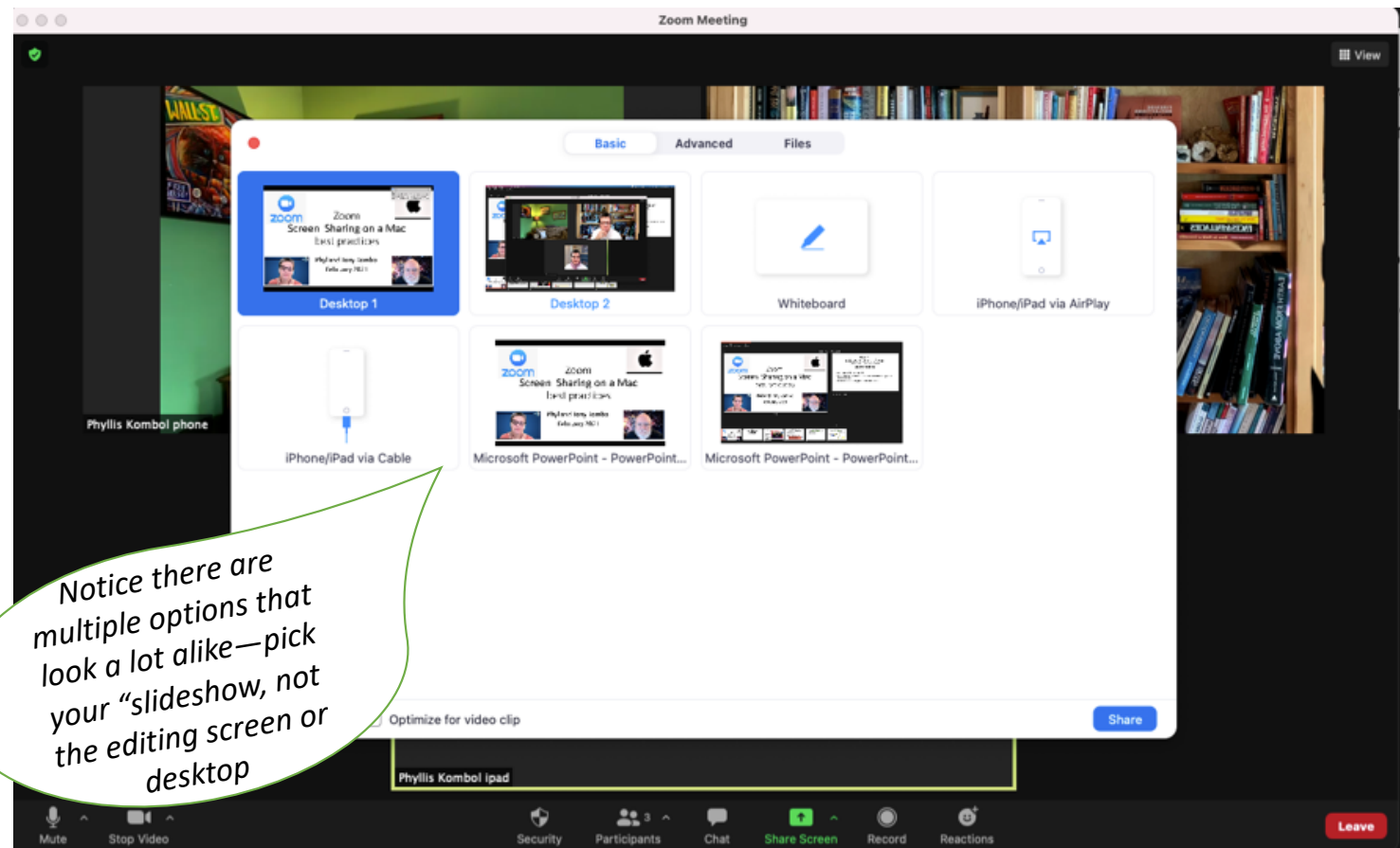
*NOW…use "Command" (held down) and "Tab" to circle through the applications you have open to get you back to the Zoom screen*

*FYI:
On a PC,
it's Alt Tab*

# From within Zoom,
## click the Green Share Screen button...

In the big white "Sharing options" screen, you will see all the options of what you can choose to share



Notice there are multiple options that look a lot alike—pick your "slideshow, not the editing screen or desktop

# From within Zoom, click the Green Share Screen button…



- Click on the desired item so the **thick blue box** shows around it, then hit the blue Share button on the bottom right

- *If you are sharing something with sound, (video/audio), remember to click the "Share Sound" button on the bottom left of the "Sharing options screen so that the audience will hear the audible portion.*

Maximized a Word document using "Focus" so the editing toolbar is no longer visible

**Once again, when you have it looking like you want, use Command Tab to go back to the Zoom screen**

# From within Zoom,
# click the Green Share Screen button to see this...



- Click on the desired item so the **thick blue box** shows around it, then hit the blue Share button on the bottom right
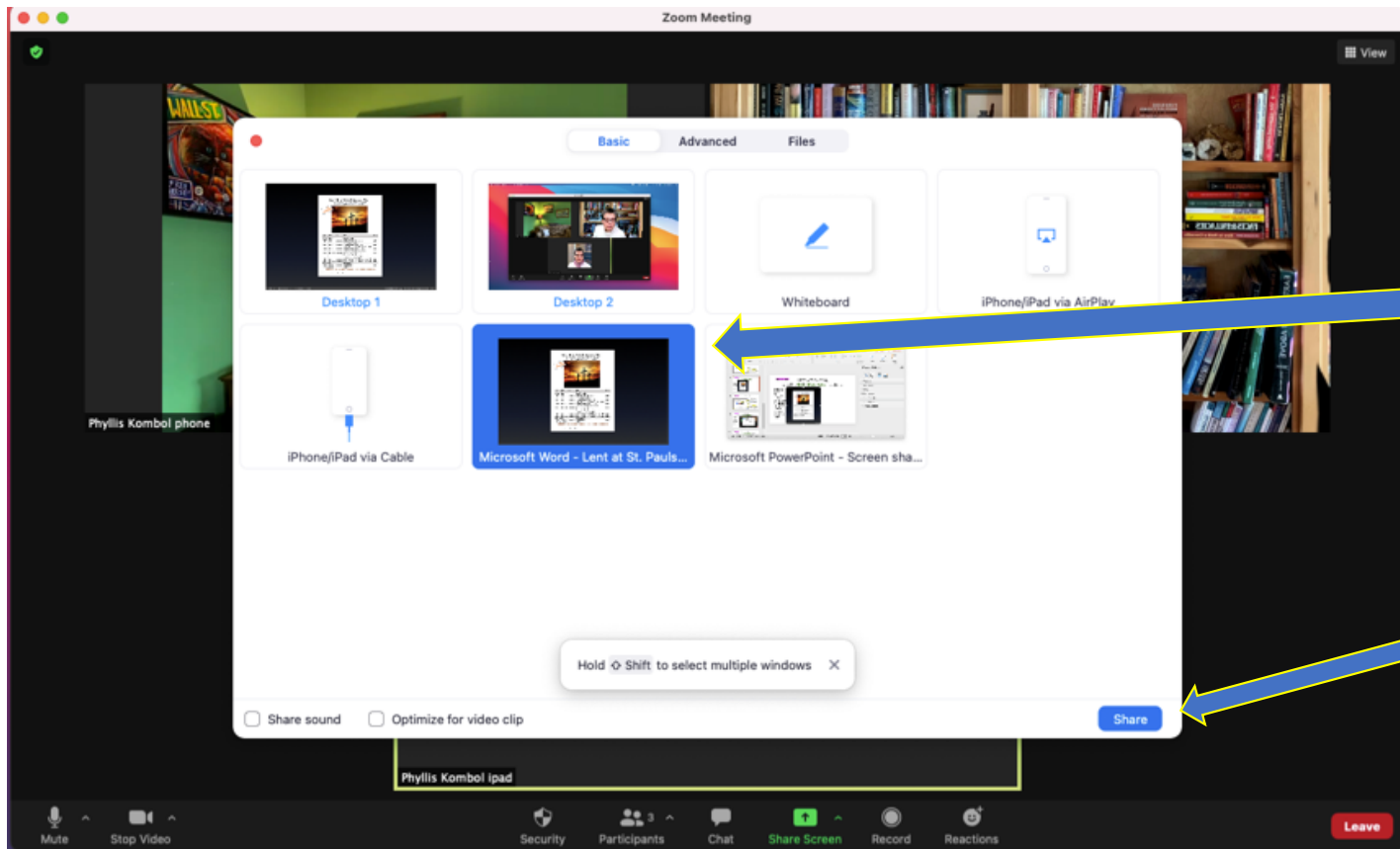
I selected a photo I want to share. Rather than showing it surrounded by the photo editing screen (left) and my desktop mess, I clicked the green button in the top left corner to make it full screen (right).
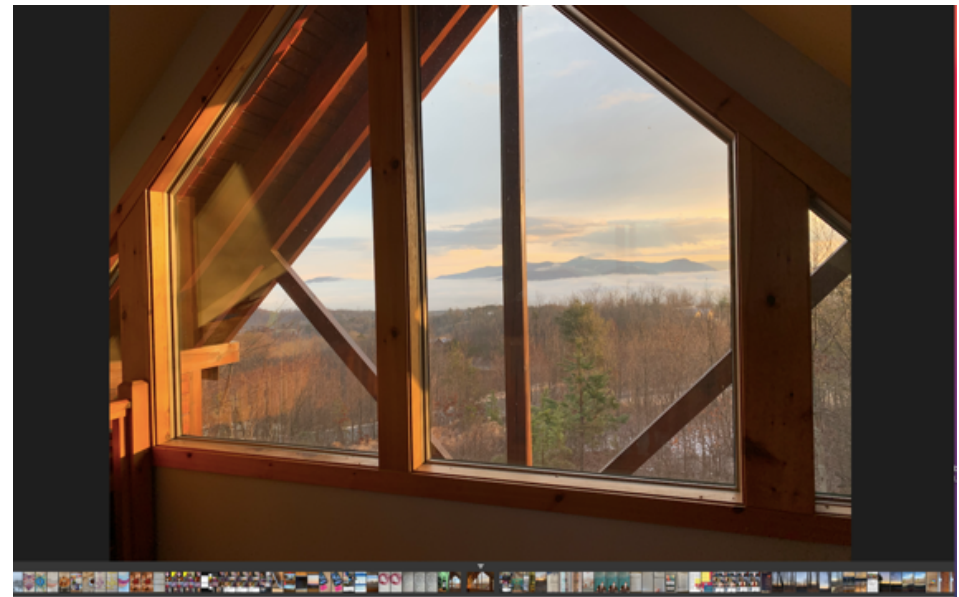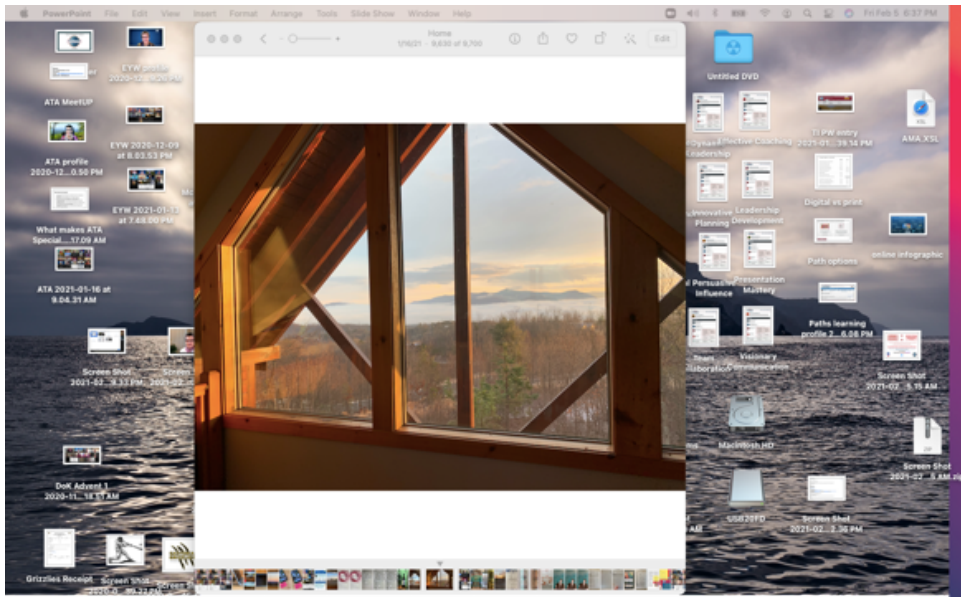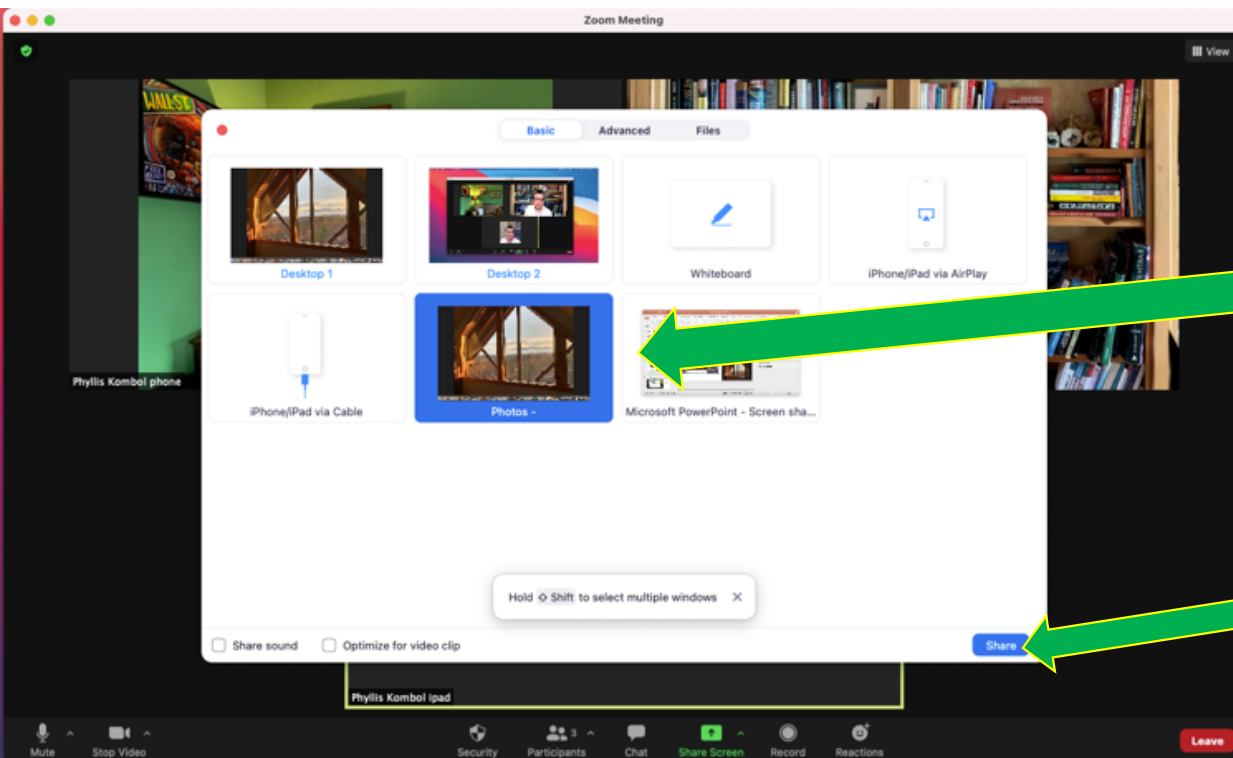


**Once again, when you have it looking like you want, use Command Tab to go back to the Zoom screen**

# From within Zoom,
# click the Green Share Screen button...



- Click on the desired item so the **thick blue box** shows around it, then hit the blue Share button on the bottom right

Rather than taking my audience on a journey onto my desktop to look for a screenshot, I can click on it, expand to make it full screen… (green dot)

**Once again, when you have it looking like you want, use Command Tab to go back to the Zoom screen**

# Then use Desktop 1 or Preview to share