



# 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...

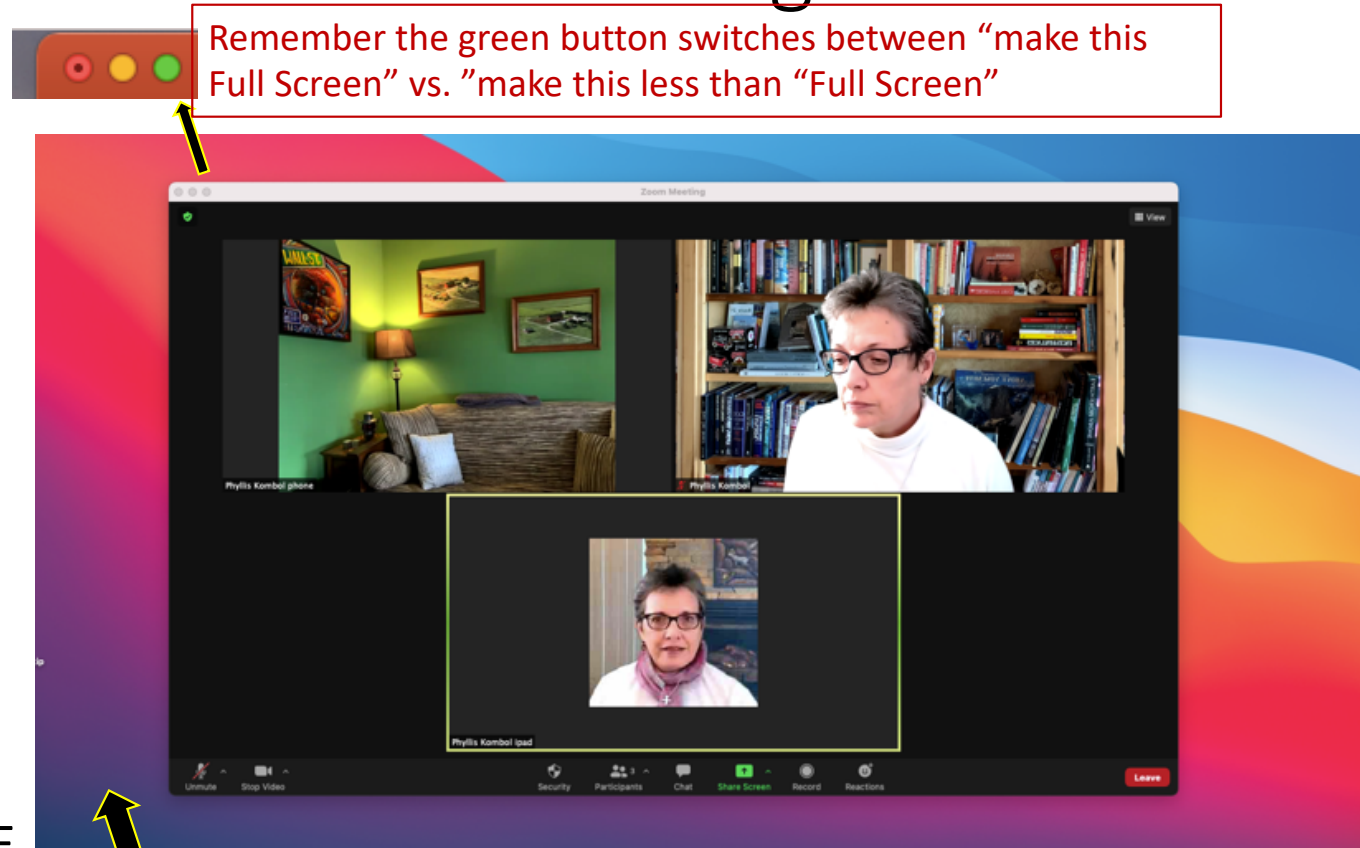
- Minimize the number of things (tabs) you have open as you get ready for the meeting
- Have your presentation, photo, or document ready

# When you are in the Zoom meeting ...

- 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)



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

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.

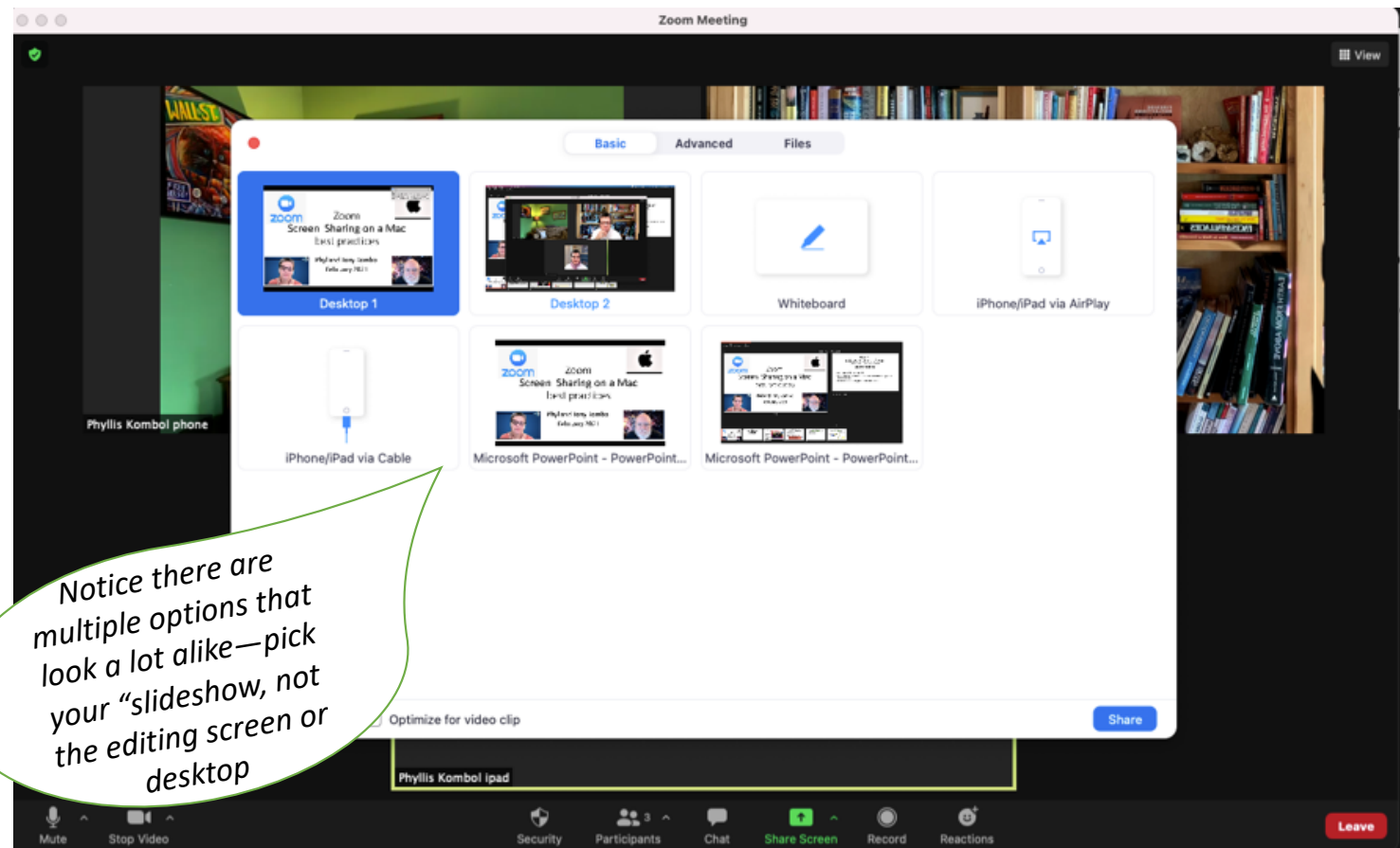
***NOW...use “Command” (held down) and “Tab” to circle through the applications you have open to get you back to the Zoom screen***

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

PowerPoint example

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

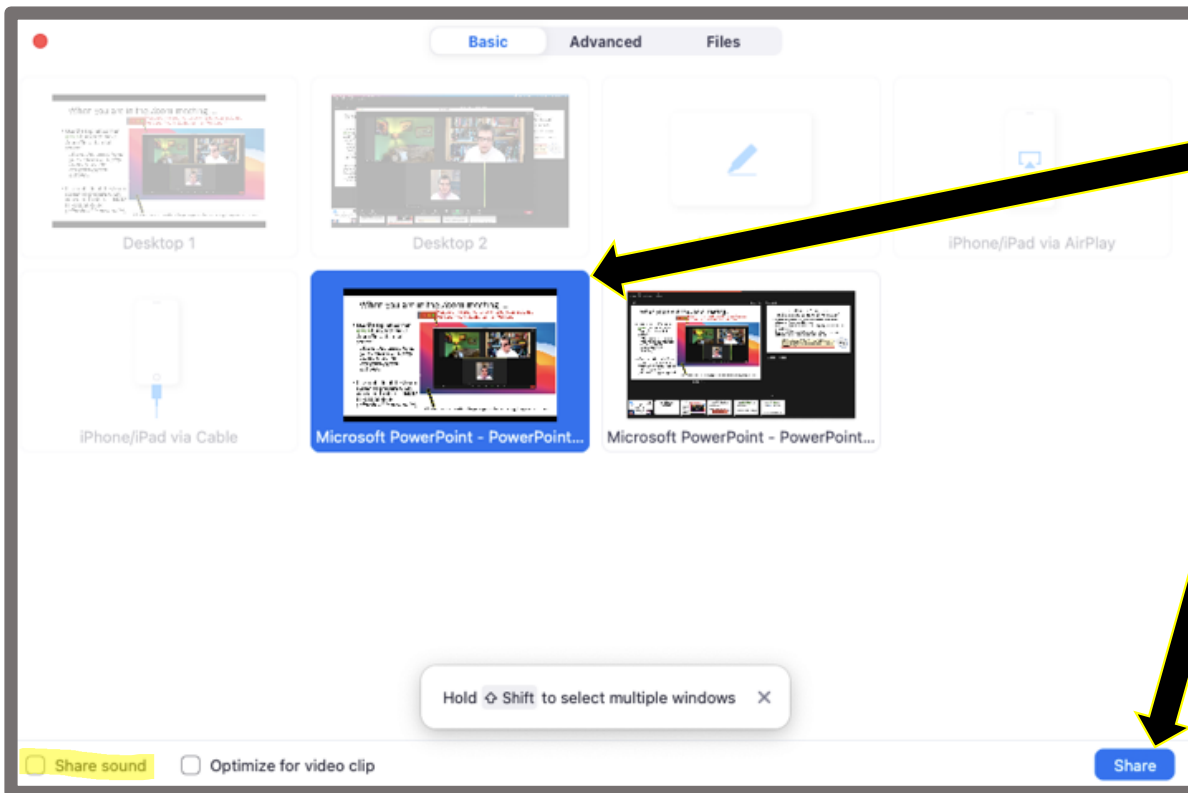
In the big white “Sharing options” screen, you will see all the options of what you can choose to share



PowerPoint example

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.*




AutoSave OFF | Home | Insert | Draw | Design | Layout | References | Tell me | Share | Comments

Print Layout | Web Layout | Focus | Immersive Reader | Ruler | Gridlines | Navigation Pane | Zoom | Zoom to 100% | Arrange | Switch Windows | Macros

### Lent 2021 at St. Paul's Episcopal Church

Parish Hall at 1865 N. Powerhouse Rd. Morganton  
Zoom: Meeting ID 458 064 831 Passcode 283037

**ALL ARE WELCOME**



Day of week	Date	Time	Focus	Led by
Weds	Feb. 17		<b>Ash Wednesday</b>	
Friday	Feb. 19	10-11 AM	<b>Discussion:</b> meaning of ashes <b>Intro:</b> What's to come	Dok <sup>1</sup>
Friday	Feb. 26	10-11 AM	<b>Contemplation:</b> Stations 1-5 <b>Discussion:</b> "Carrying the cross with Jesus"	DoK
Friday	Mar. 5	10-11 AM	<b>Contemplation:</b> Stations 6-10 <b>Discussion:</b> "Women with Jesus"	DoK
Friday	Mar. 12	10-11 AM	<b>Contemplation:</b> Stations 11-14 <b>Discussion:</b> "The Annunciation... Mary receives the body of Jesus"	Dok
Friday	Mar.19	10-11 AM	Traditional Stations of the Cross (1st half)	DoK
Friday	Mar. 26	10-11 AM	Traditional Stations of the Cross (2nd half)	DoK
Sunday	Mar.28		<b>Palm Sunday</b>	
Friday	April 2	10-11 AM	<b>Good Friday</b>	DoK
Sunday	April 4		<b>Easter</b>	

Questions or need Zoom practice? Phyllis Kombal 704-763-1970 (cell) Phyllis.kombal@gmail.com

<sup>1</sup> Daughters of the King, St. Mary Magdalene chapter

Page 1 of 1 | 7 of 158 words | Focus Mode


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

Document example

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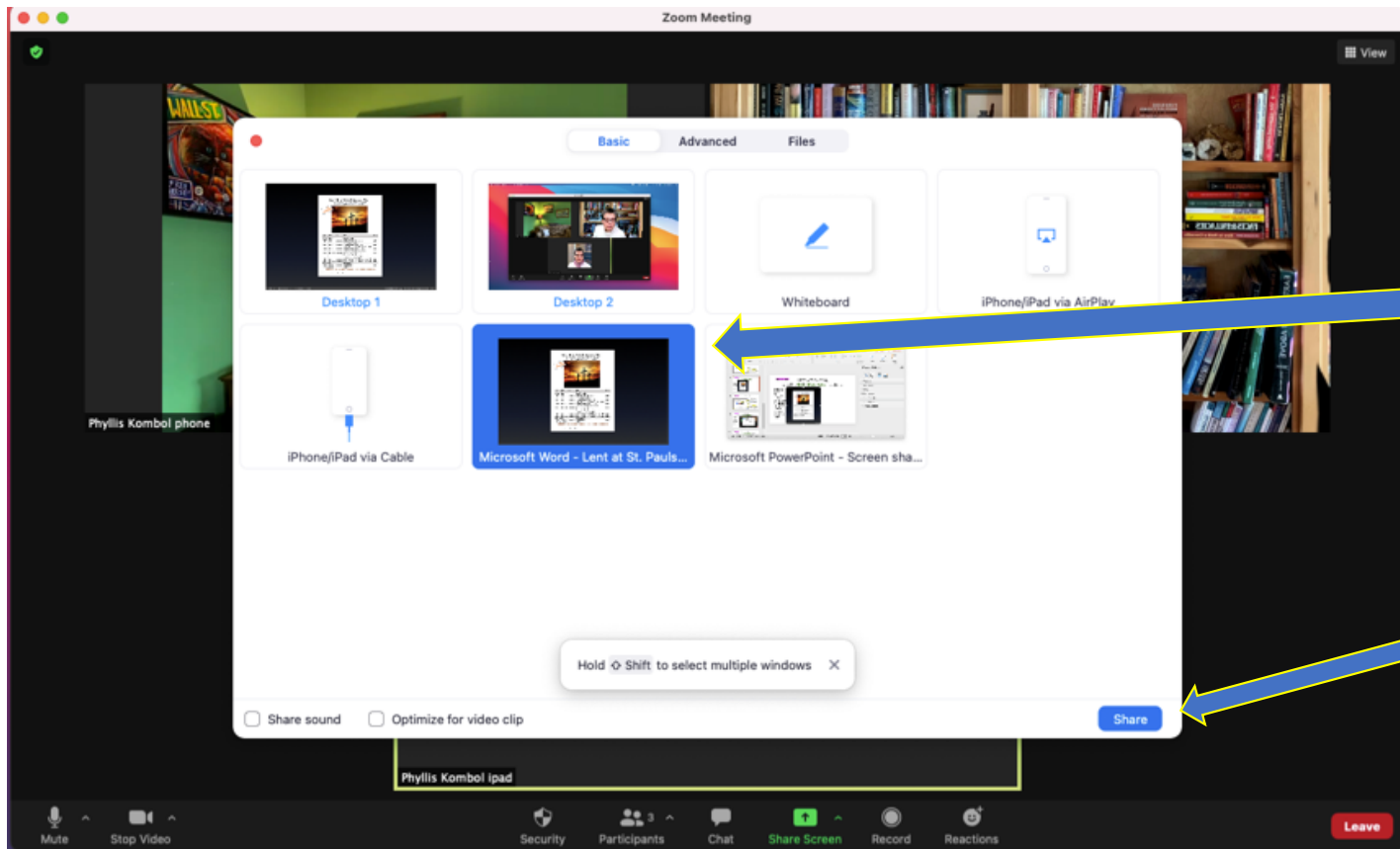
<sup>1</sup> Daughters of the King, St. Mary Magdalene chapter

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

Document example

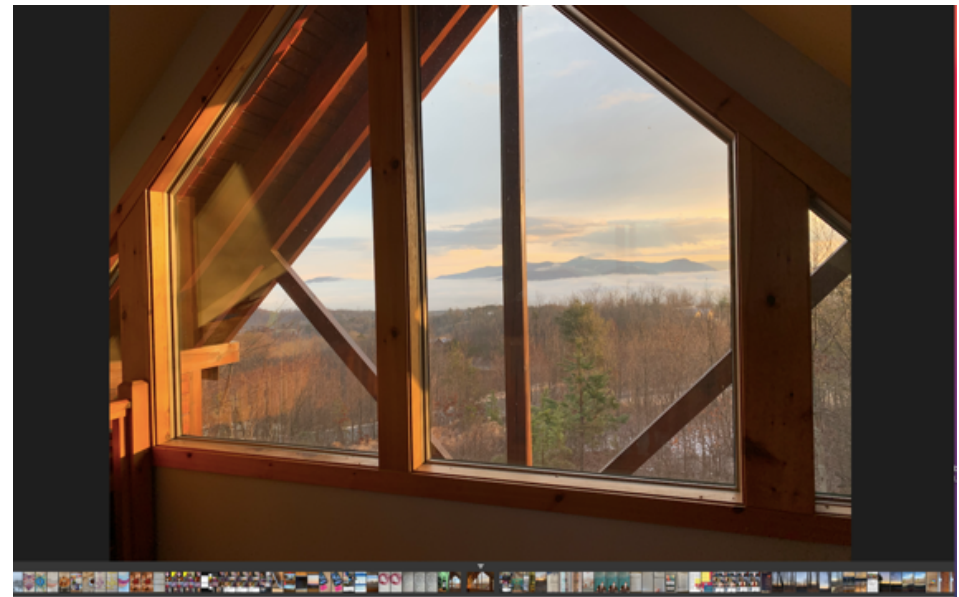
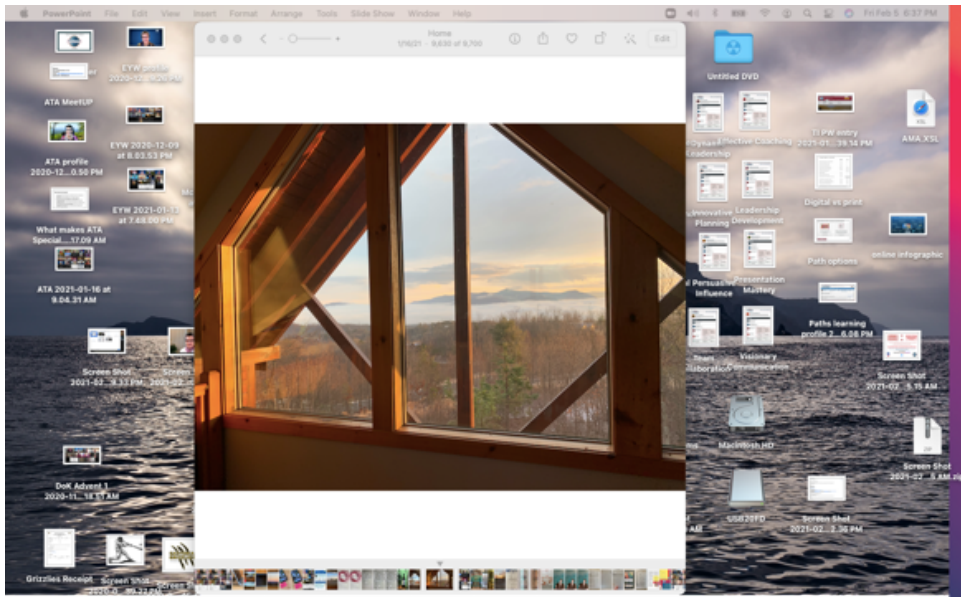
From within Zoom,  
click the **Green Share Screen** button to see this...

- 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).

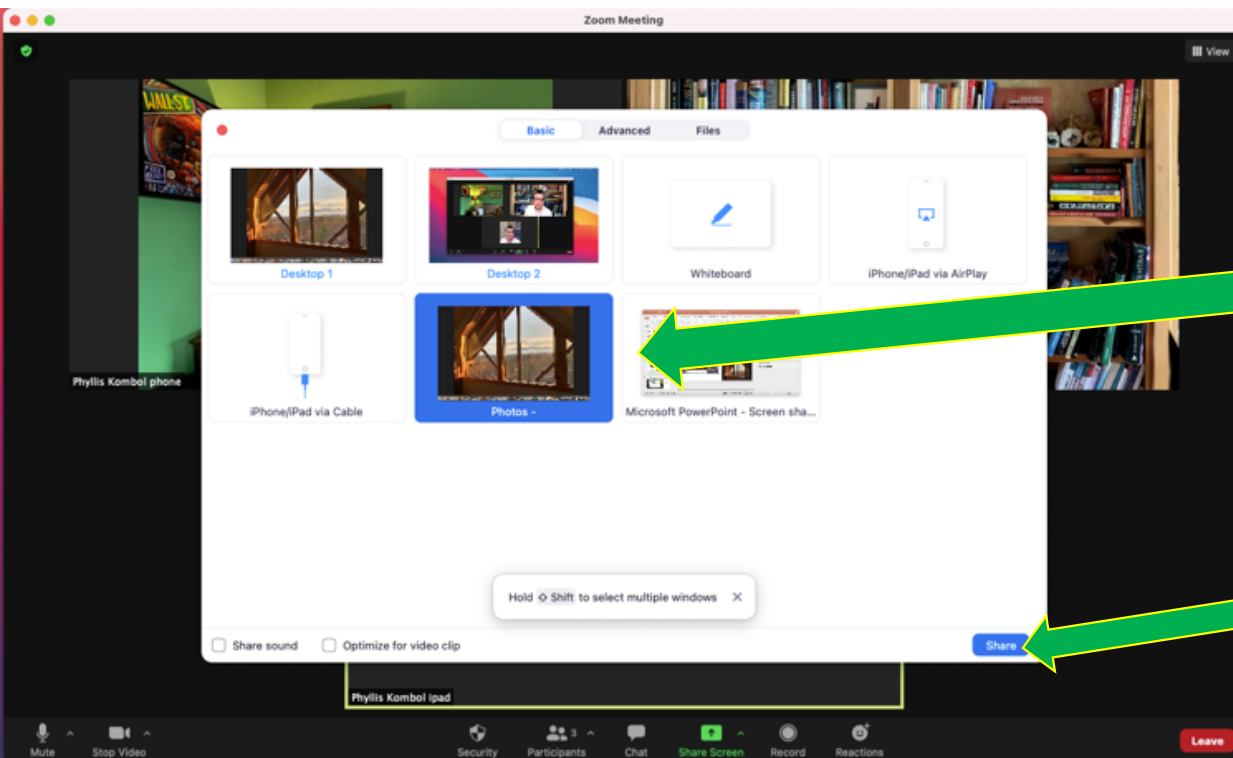


Once again, when you have it looking like you want, use **Command Tab** to go back to the Zoom screen

Screenshot/Photo example

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

