



Screen sharing hints and tips

Photos and documents work completely differently from videos!

To share a photo or document:

- Before the event starts, open the file in Windows
- When you are ready to share, in Zoom
 - click Share Screen
 - Basic
 - <chose the file you want to share>
 - Share

- Stop share when you have finished

You will still be able to see your file, but to the remote audience and on the large screen it will be full screen. Each person can choose whether they still see the camera image or not, you can't control that.

To share a video:

You do not need to open the video before the event starts, but it should be downloaded onto the laptop. If it is a YouTube video try WinX YouTube Downloader to get it. It must be an MP4 or MOV file.

In Zoom

- Click Share Screen
- Advanced
- Video
- Share
- Find the video file you want to share
- Click Open
- Start the video playing

- Closing the video player will stop the share (or you can stop share manually)

To share computer sound:

In Zoom

- Click Share Screen
- Advanced
- Computer Audio
- Share

This shares your computer sound without sharing your screen, for example to play a music track.

To share a PowerPoint presentation:

- Before the event starts, open the presentation in Windows
- Choose Slide Show / Set Up Slide Show / Browsed by an Individual (window)
- Put it in Presentation mode – Slide Show / From Beginning (shortcut key: F5)
- Go back to your Zoom meeting

- When you are ready to share, in Zoom
 - click Share Screen
 - Basic
 - <chosed the file you want to share>
 - Share

- Stop share when you have finished

- PowerPoint tip – type in a slide number to go straight to it.

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