

Sharing Screen (2) with Resizing Application Window Tips

Sharing Screen is an important skill when you are hosting a class and want to show a PowerPoint, a Word document, photograph or YouTube video.

But it feels difficult when you are using a University of Maine Zoom account!

- **WHY?**
 - Because you must **pre-open** what you want to share and have it sitting ready on your desktop.
 - After you have opened it ***you can click on Zoom's Share Screen button!***

TIP – To make it easier to Share Screen in Zoom *and* have an additional window open learn how to resize your windows!

Here are some useful YouTube videos that will help you learn how to resize your computer windows.

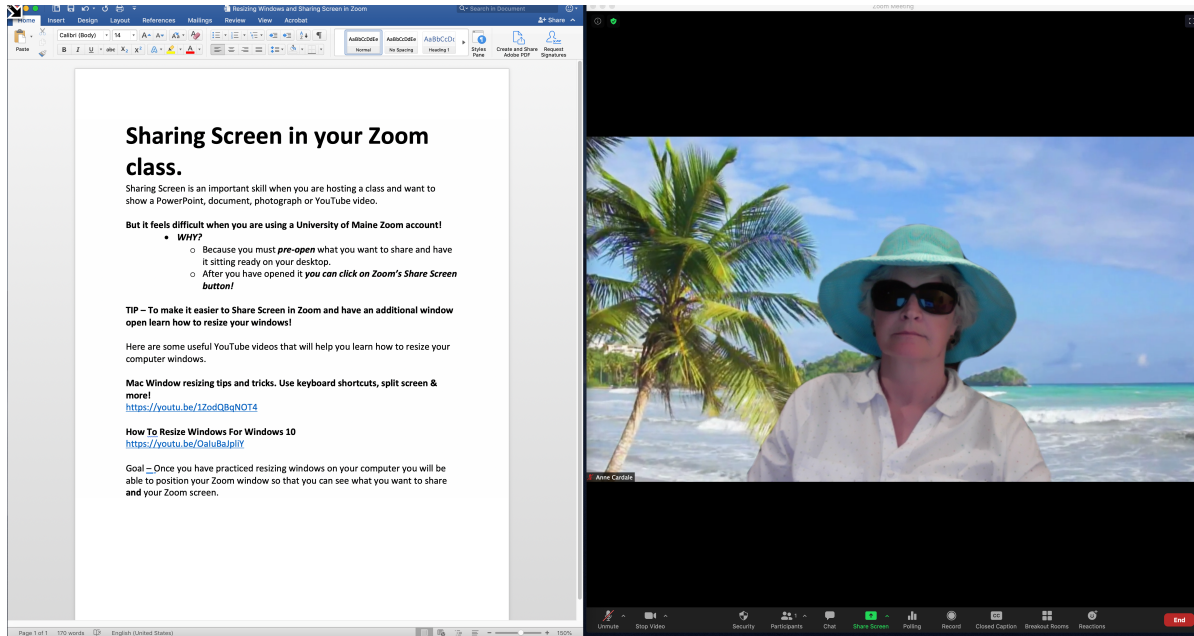
“Mac Window resizing tips and tricks. Use keyboard shortcuts, split screen & more!”

<https://youtu.be/1ZodQBqNOT4>

“How To Resize Windows For Windows 10”

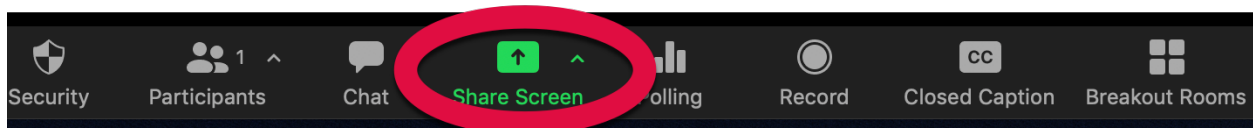
<https://youtu.be/OaluBaJpliY>

Goal – Once you have practiced resizing windows on your computer you will be able to position your Zoom window so Zoom plus what you want to share. You can position them side by side.



Use your resizing tips and tricks to line up the document you want to share and place it next to your Zoom window.

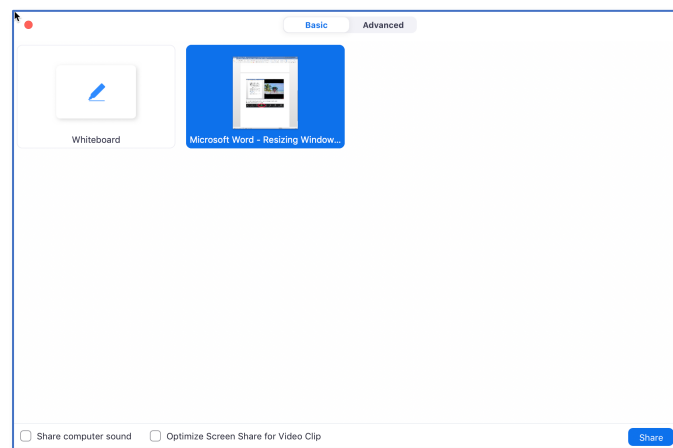
Step1: Now click on the Share Screen button.



Step2: This will open “Share Screen” and you will see your document ready for sharing.

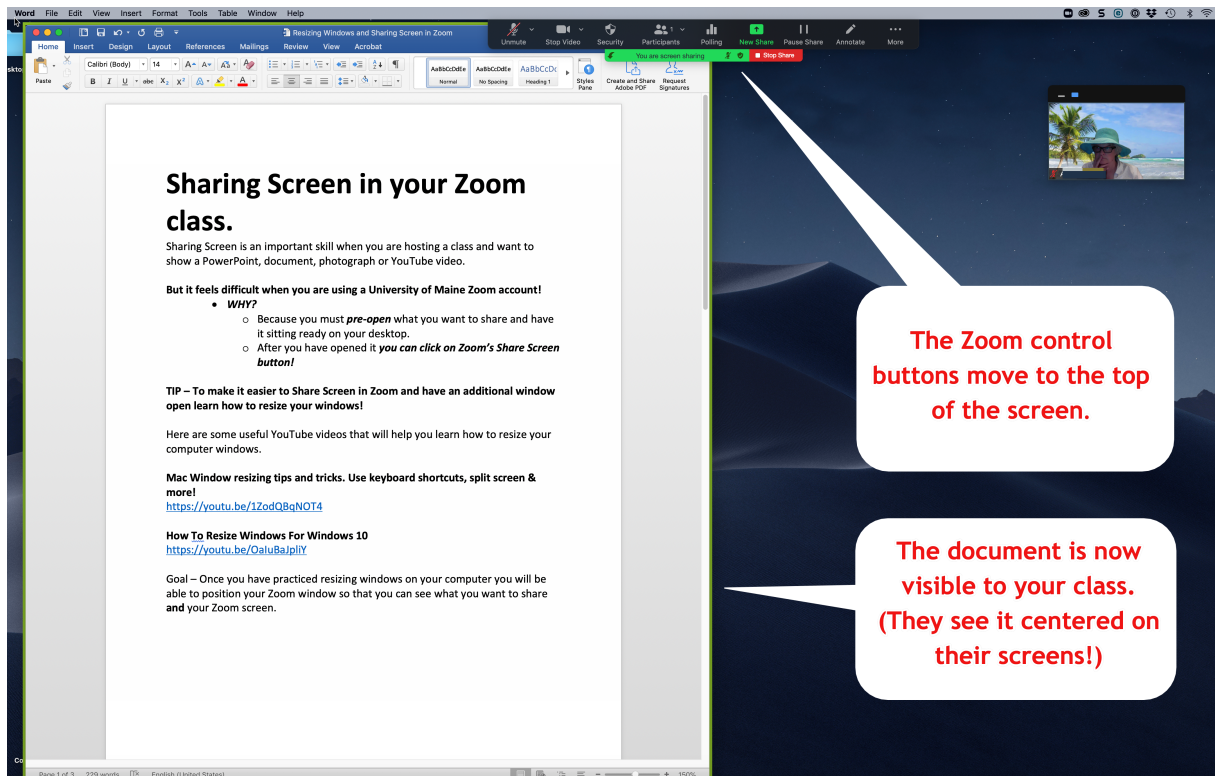
Step 3: Select the document you have prepared to share. (The blue border shows it is selected.)

Step 4: Now click on the blue “Share” button in the bottom left corner of the white panel

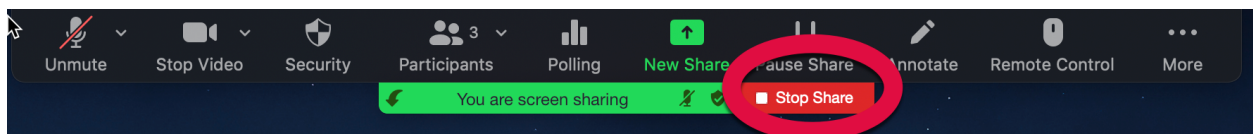


When you share your screen, it looks like Zoom disappeared!

- If you look carefully you will see your Zoom control buttons are now at the top of your screen.



Note: Your viewers see whatever you are sharing *centered* on their screen even though it is to one side of your screen!



When you are ready to stop sharing just click the red “Stop Share” at the top of your screen.

Also read the tip sheet titled “Share Screen and Sharing YouTube.pdf”

This is available at <https://www.maineseniorcollege.org/zoom-tipsheets>