

HOW TO SCREENSHARE A KEYNOTE WITH EMBEDDED VIDEO ON MAC AND STILL SEE PARTICIPANTS, GALLERY AND CHAT

1. Open your Keynote on your desktop. (Behind your Zoom screen)
2. Have your chat, participants list and gallery open and to the side to avoid participants viewing the gray boxes if you open them after you have started your Keynote.
3. Press the green “Share Screen” button.
4. Click on your Keynote (where desktop, whiteboard, etc. are.) If you don’t see it, click on “Basic” and it will appear. (If you stop share and go back to share your Keynote it may still be in “Advanced”, and you won’t see your Keynote as an option.)
5. After clicking your Keynote, click on “Advanced.”
6. Go to “Portion of screen.” Make sure to **OPTIMIZE** now! (To optimize once in the slide show go to “More...” You Can hide floating “Zoom Meeting Controls here too.”)
7. Click the blue “Share” button.
8. First slide will show.
9. Click on “play” and then “play in window” on blue tool bar on the very top. (If you don’t see “play” click just inside or outside the green line and it will appear.) (Don’t frame your slide with the green lines yet! Again, make sure the gallery, chat, etc. are out of participant’s view and off to the side before framing. If you move it afterward, the green frame will move.) If your gallery or participants list bleed into your slideshow inside the green lines and you can’t move them out of the way you may have to go back and reduce the size of your Keynote on your desktop.
10. Move the green lines (orange at first) around the first slide. What is in the green box is the only thing participants will see. (Not sure if this can be done ahead of class, but it doesn’t take long to do it. It’s a bit tricky moving the green lines. Do it slowly.) Once you have set the green frame it should hold for your entire slide presentation.
11. **DO NOT PRESS THE PLAY BUTTON OR THE LEFT, RIGHT ARROWS TO ADVANCE SLIDES!** (If you press the Play button the green lines will not be in the correct location.) Move slides by placing your mouse cursor just inside the green line and clicking. This is the way to start videos also. (Limitations doing it this way: You will not see your thumbnails, but you will see your “time slide bar” and you will not have the little white boxes around your videos that participants can see.)

12. Another way of doing it: You can also use your thumbnails to advance slides. by clicking on each slide in your keynote from the thumbnails. (If you don't see the thumbnails and decide to use them, click on the red button on the upper left and they will reappear. If you don't see the red, yellow, green dots, hover your cursor over the upper left corner and they will reappear. You will then have to reframe your slide with the green lines.) To start a video in this mode, move your cursor to the actual slide and click on the arrow in the middle of the slide. You may have to click twice. (Do not press the "play" arrow on top!) But by doing it this way, participants will see your cursor briefly and small white boxes on the edge of the video slide will show when you play it. Also, you won't see your "time slide bar" on videos. Make sure the video is edited as you want it. (You can still stop it at any time by advancing to the next slide in your thumbnails.)
13. Limitations of "playing in window" (whichever of the 2 methods above that you use): Things like animations, transitions, and showing bullets one at a time won't work. You need to decide which method is best for you based on whether you want to see your thumbnails, your "time scroll bar" on videos, and avoid the little white editing squares on videos.
14. If this doesn't work in the middle of class you can always go to "Basic" and full screen to avoid participants seeing the gray boxes, but you won't be able to see the participants, list, chat, gallery. You then need to rely on your assistant if there are questions or comments.
15. I have gotten this to work on my MacBook Pro with the Zoom and Apple updates (as of March 22, 2021) and using a mouse. Individual problems may appear depending on your computer and settings.

I hope this is helpful!

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