# Presenting a PowerPoint Slide Show in a Zoom Meeting

Using the appropriate settings in PowerPoint

First, change the settings in PowerPoint so that the slide show displays in a smaller window instead of taking up your full screen. This will allow you to be able to see the Zoom meeting window and any other windows you have open while the slide show is going on.

Open up your PowerPoint file and select the **Slide Show** tab. Make sure **Use Timings** is unchecked if you don't want the slide show to progress automatically from slide to slide. Then select **Set Up Slide Show.**
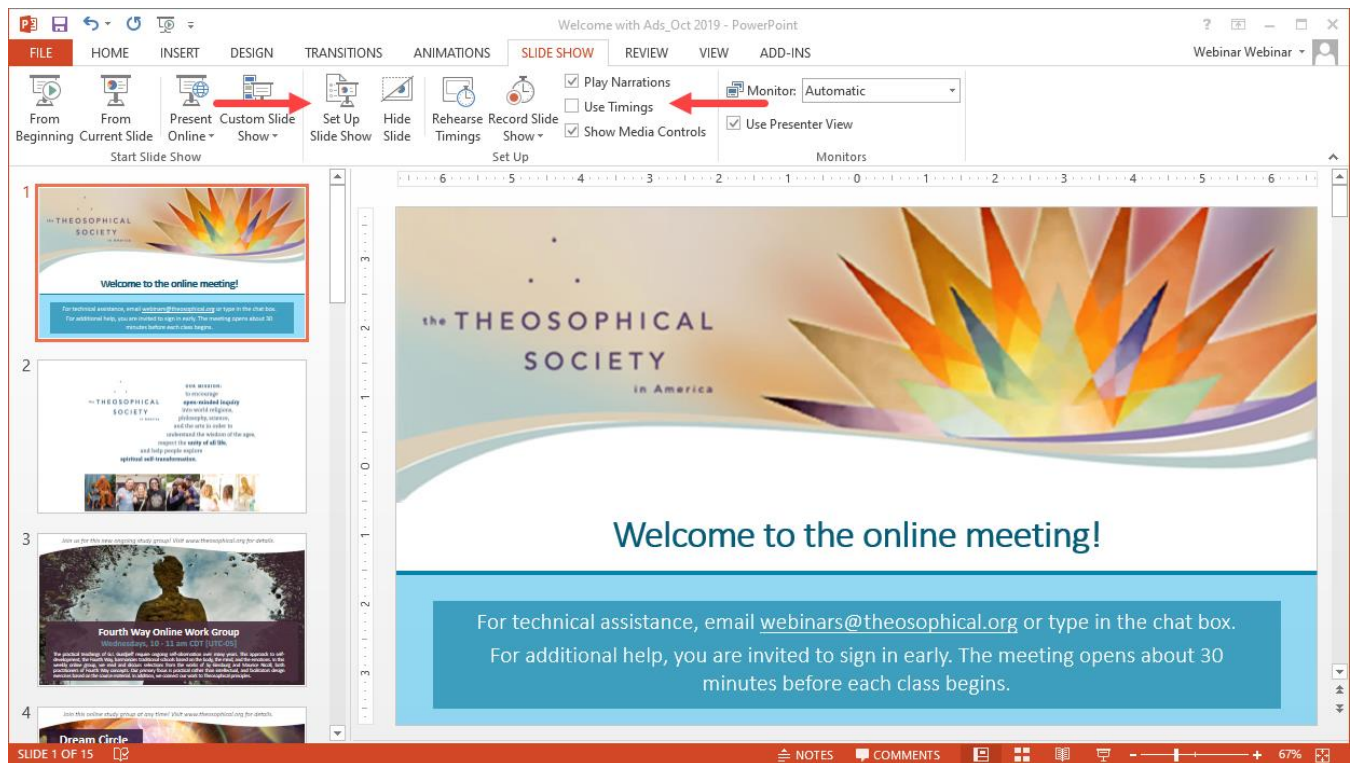
In the **Set Up Show** window that appears, under **Show Type**, select **Browsed by an individual (window)**. Then click OK.
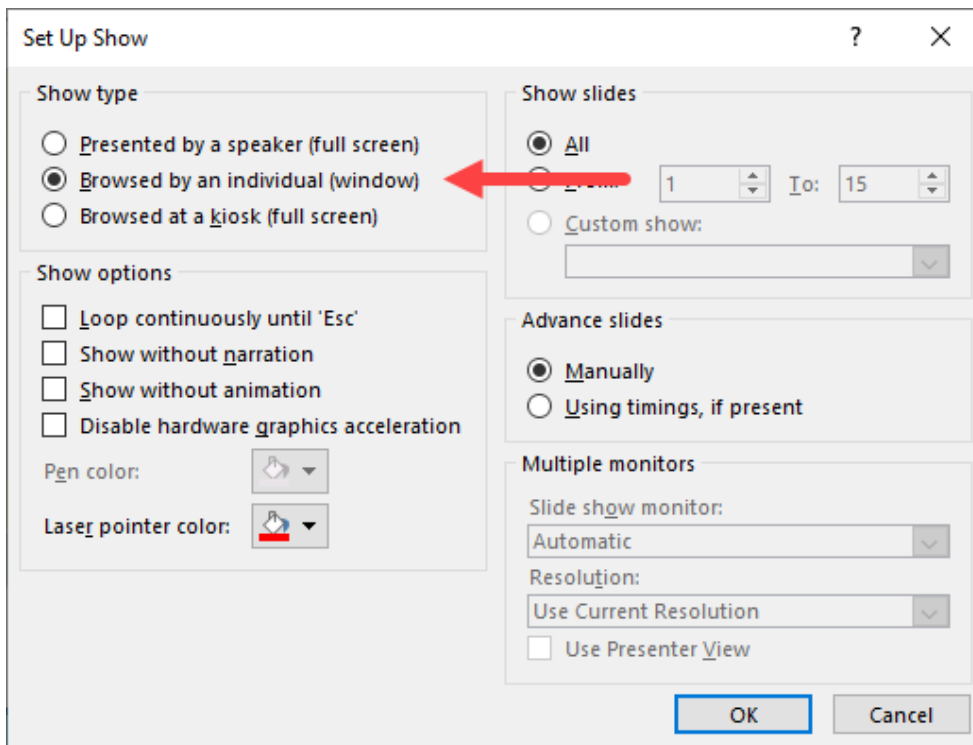

Now click **From Beginning** under the **Slide Show** tab, and the slide show will begin. It will be confined to a single window instead taking up your entire display.
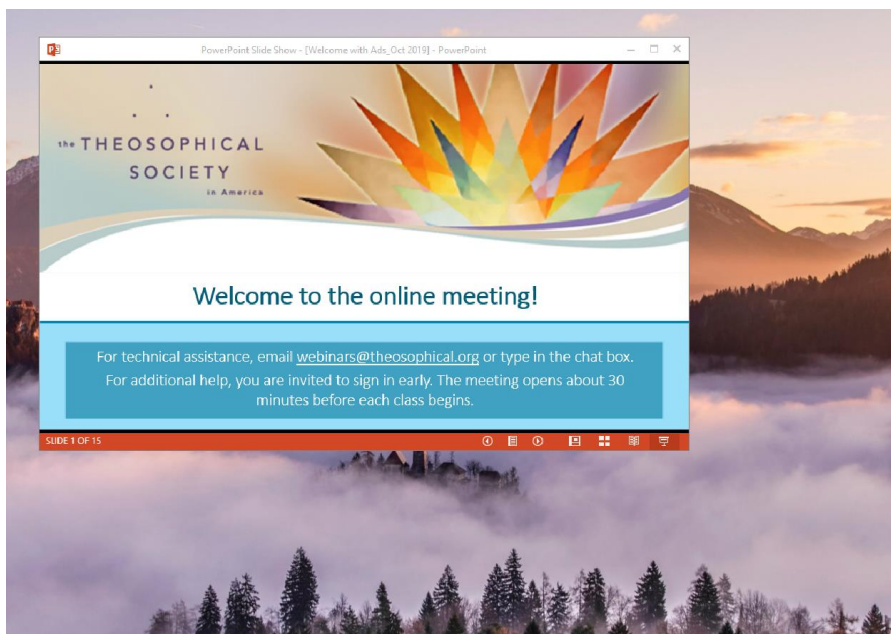
Return to the Zoom meeting window and select **Share** from the menu bar at the bottom. You may have to move your mouse around to the get the menu bar to appear.
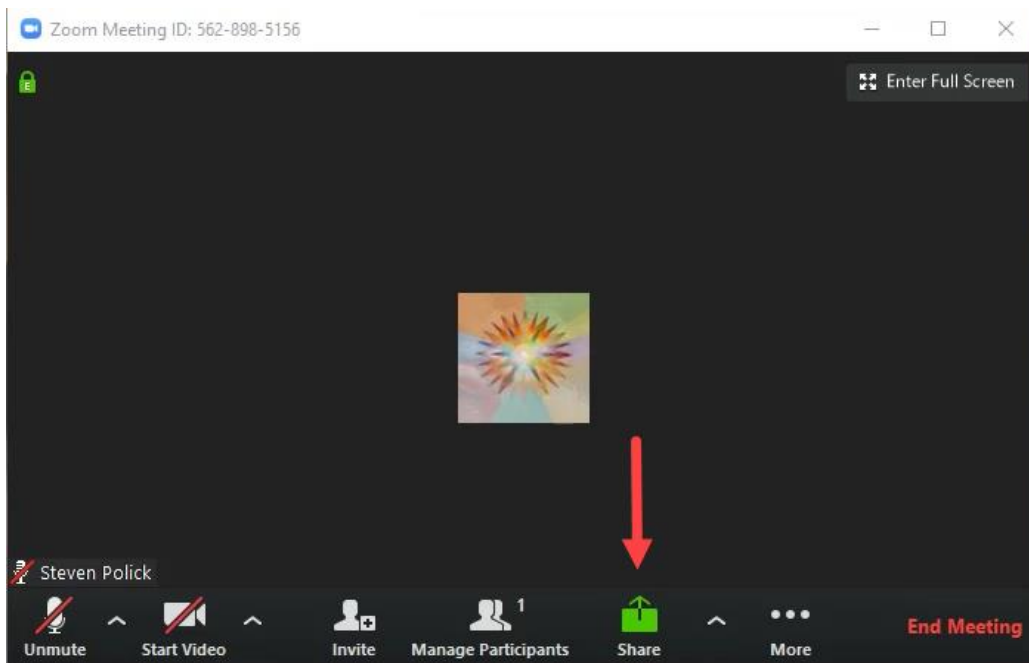
In the window that appears select **PowerPoint Slide Show**. <u>**Do not select the first option, Screen, since this will share your entire screen instead of just your PowerPoint.**</u>
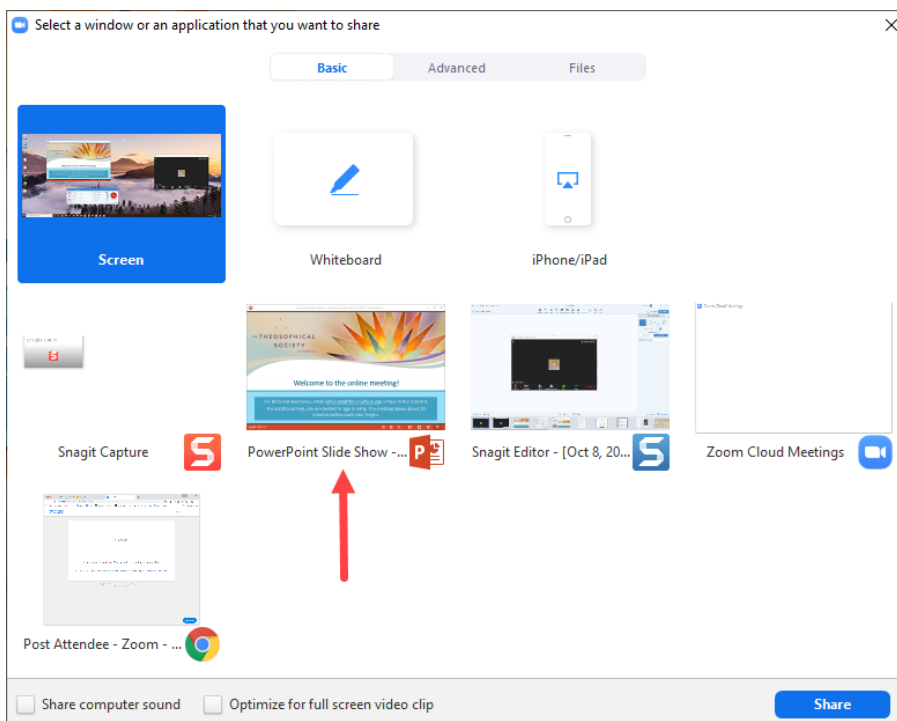
Now the PowerPoint slide show will be shared in the meeting. On your screen, you will see a green bar appear around the PowerPoint window. This tells you that you are sharing only what appears within that green outline.
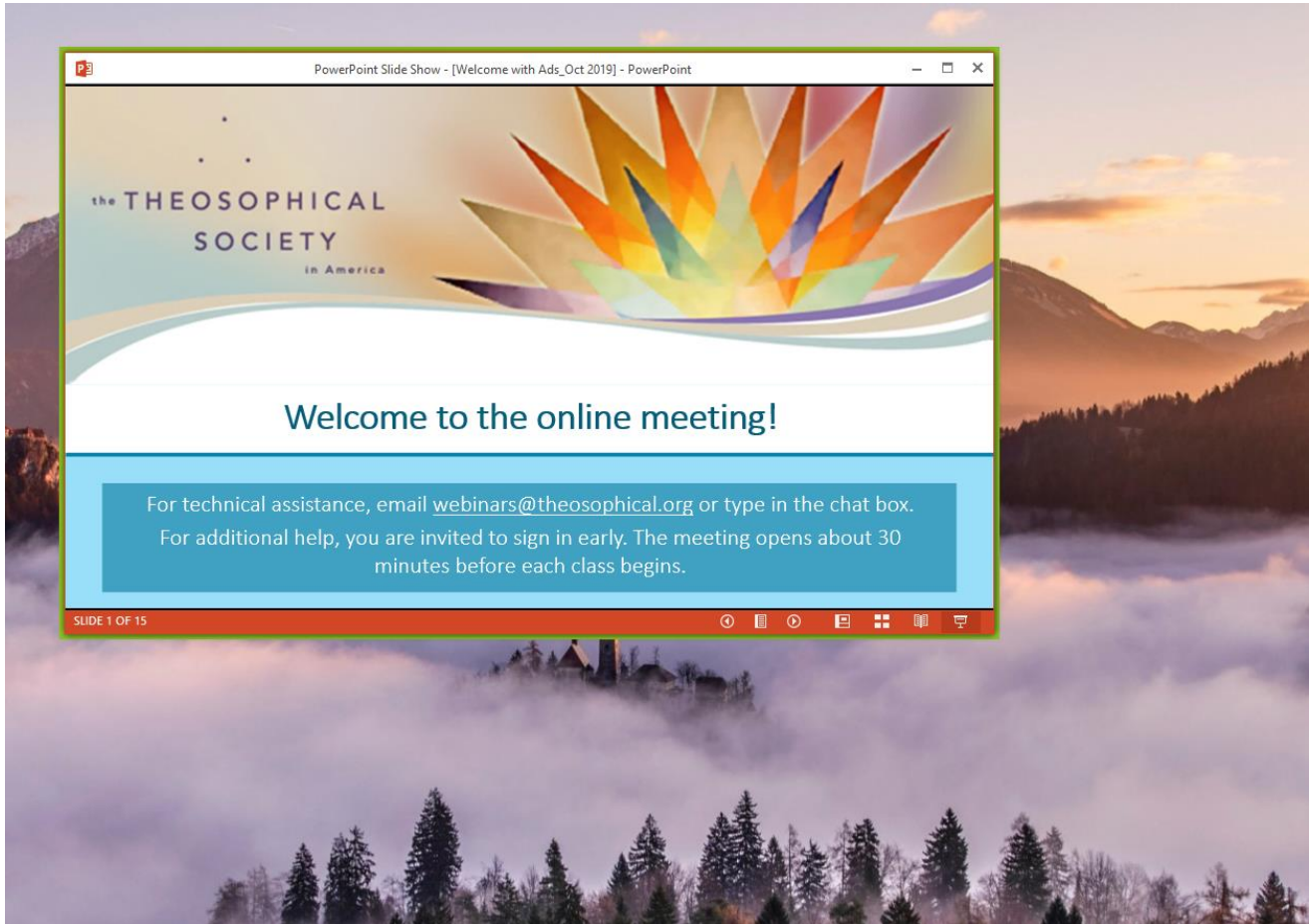

You can change the size of the PowerPoint window and move it wherever you want to on your screen. **However, if you change the size of the window, keep in mind that everyone in the meeting is going to see exactly what is contained within the green outline.** The exact contents of the green outline will also appear on the meeting recording. For example, if you were to make the PowerPoint window very tall, black space would appear in the window above and below the slide, and that would show up in the Zoom meeting. We recommend you size the window so there is a minimum of black space around the slides.

Annotating

The annotation tool in Zoom allows you to add shapes such as arrows, lines, text boxes, and other markings to a document that you are sharing.

Once you are sharing something in the meeting, select **Annotate** from the menu bar which is now located at the top of your screen. **You will have to move your mouse around to get this menu bar to appear.**
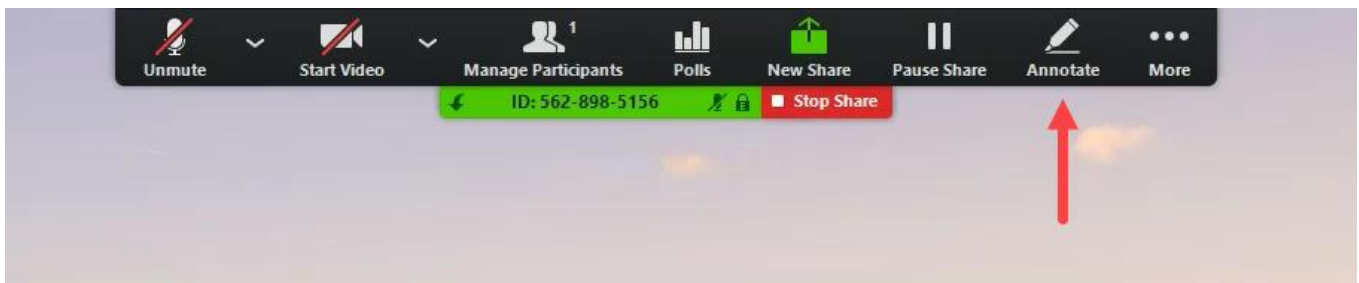
The annotation toolbar will appear. This allows you to choose and customize the type of markings you want to apply. Select the desired annotation, then click on the spot on the shared document where you want the annotation to appear.

Please remember that when you are done adding annotations, you need to click on the Mouse button above. This will take your mouse out of annotation mode so you can continue clicking through your slide show.