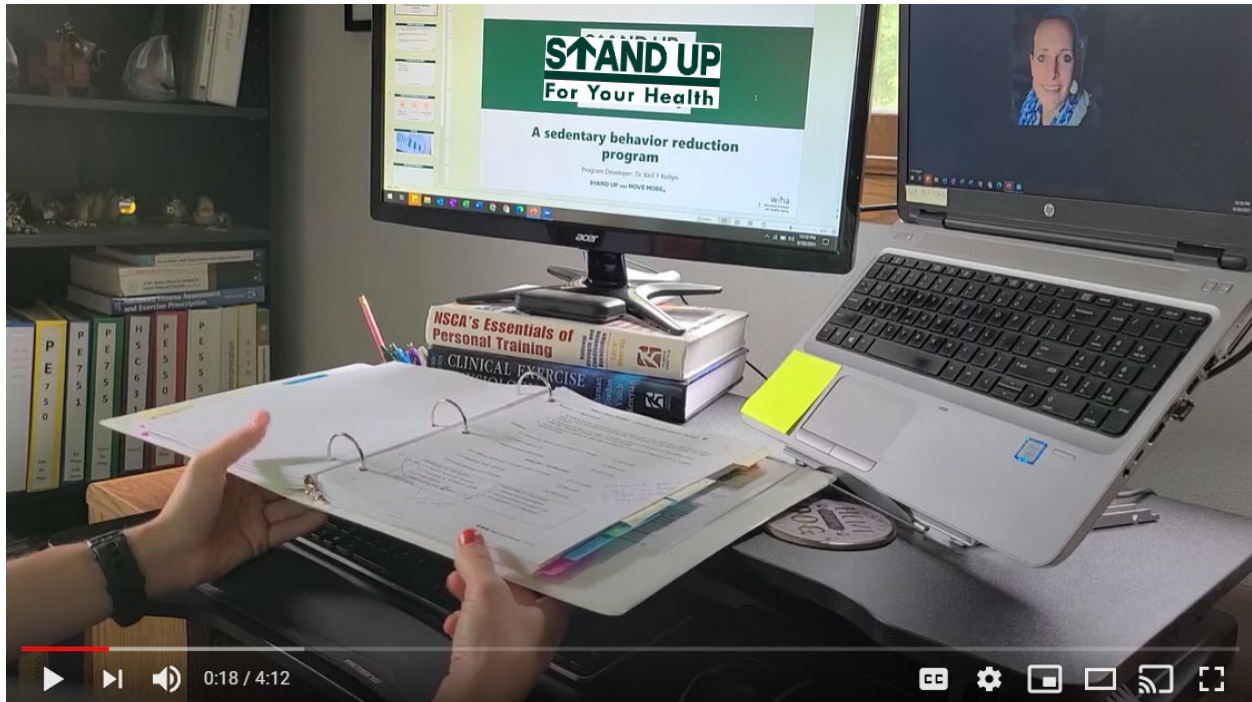


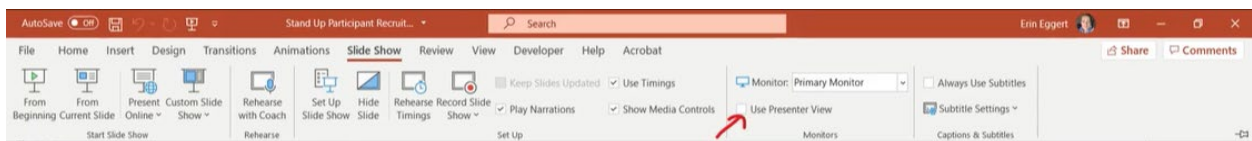
Virtual Workspace Set Up

For Stand Up for Your Health Program



With TWO SCREENS

Screen 1: The PowerPoint presentation. Share in Slide Show mode by unchecking “Use Presenter View” on the slide show tab in the ribbon:



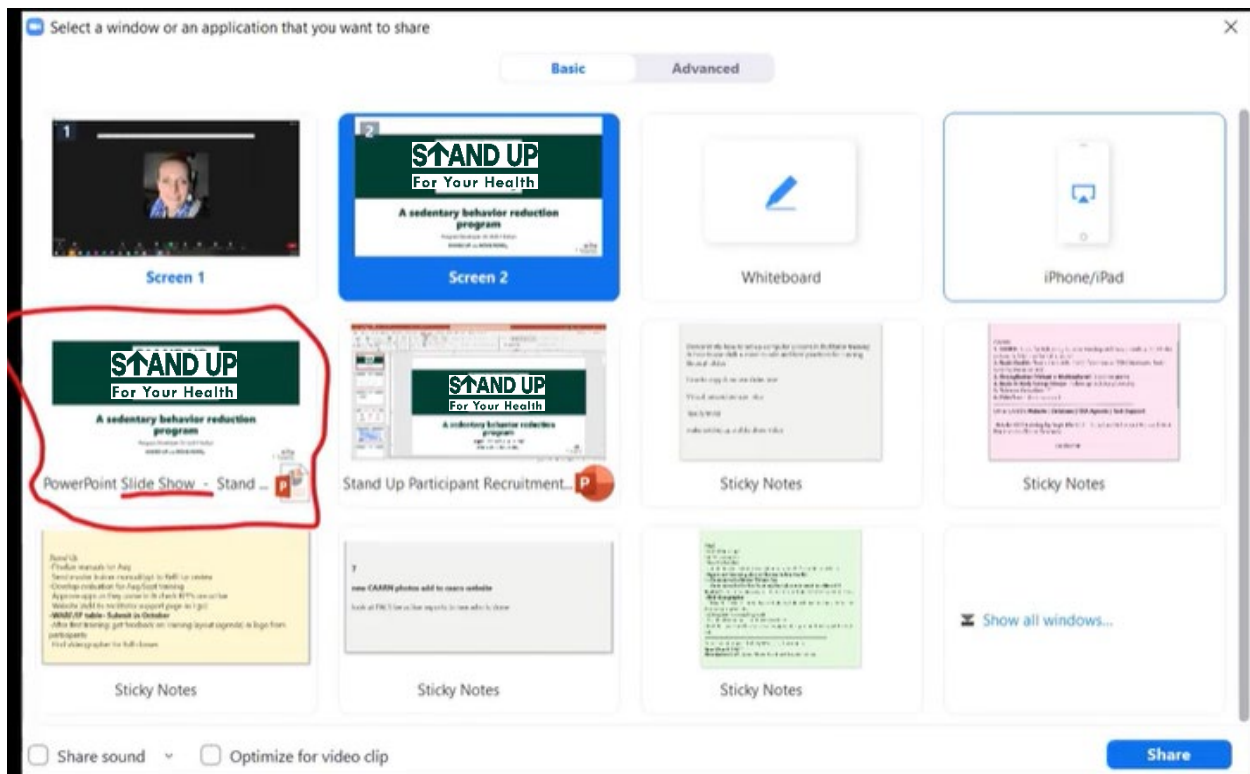
This will make it so you have the presentation mode of the Slide show and just on one screen.

*Make sure to jot down any notes in the PowerPoint notes section as you will not be able to see these in this setting.

Screen 2: Zoom Platform to see all participants



When you go to Zoom, click share screen. Then select the “PowerPoint SlideShow”



This will make it so that participants can ONLY see the slide show. They can't see anything on your desktop or any other window that may pop up.

With ONE SCREEN:

Option A:

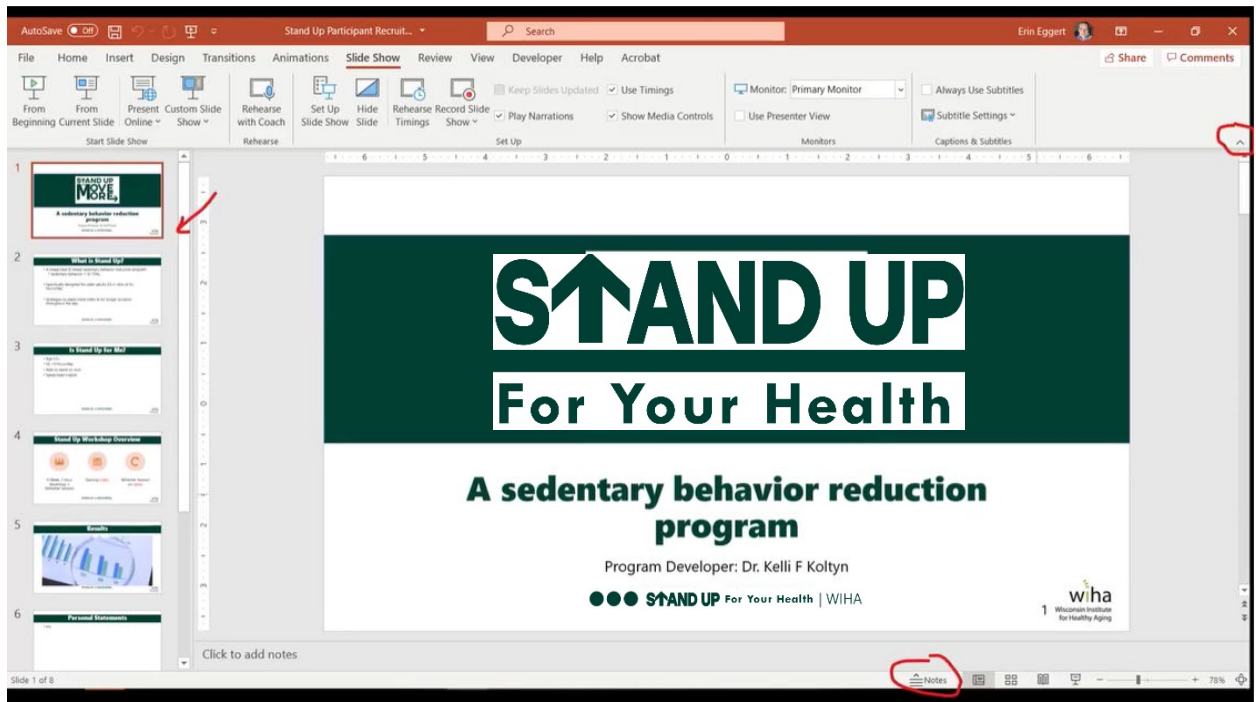
Use “PowerPoint Slide Show” as described above. The problem with this method is you will not be able to see the participants or the chat box; you'll only see the PowerPoint.

Thus, if you use this method you must have a second facilitator or tech person to watch the participants, monitor chat box, and watch for problems.

Option B:

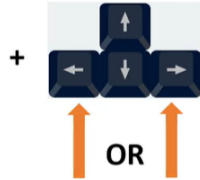
Use the PowerPoint in Edit mode*** by collapsing the notes section, collapsing the slides bar (on the left; do this by dragging and dropping to the left) and the splitting the screen:

To collapse (3 places)

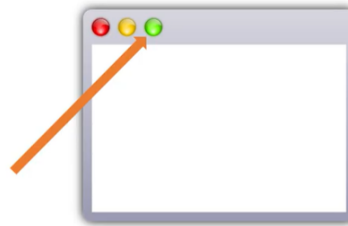


To split the screen:

Shortcuts to split the screen



- Windows PC:
 - Press windows button + left/right arrow at the same time to “snap” the window to one side.
 - Select the program you want to appear on the opposite side from the pop-up window.

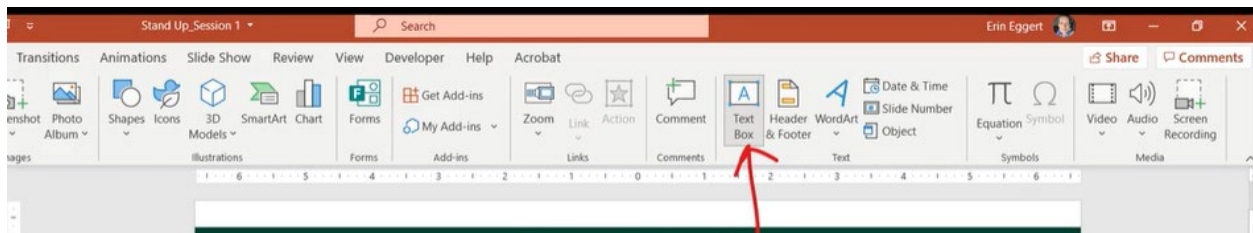


- Mac
 - Press & hold green button and drag to left or right to “snap” to one side.
 - Select the program you want to appear on the opposite side from the pop-up window.

Have PowerPoint on Left and Zoom on the Right.

When you share your screen, just share PowerPoint (the application) rather than the full screen. So the participants just see the PowerPoint on the screen, they don’t see the zoom platform too.

***Please note, if you choose to share PowerPoint in edit mode, you will need to replace the text boxes on the screen. The text boxes that are currently on the slides are specially formatted to allow text entry in Slide Show format. Thus, if you’re sharing in edit mode, you will need to delete the text boxes, go to the “Insert” tab on the ribbon, and click “text box”. Drag and drop this to allow text entry in the edit mode.



Questions?

Contact Erin at erin.eggert@wihealthyaging.org or 608-852-4303.