

PowerPoint Presentation Tip for Video-conference Presentations

Share PowerPoint in a window instead of full screen

Why share your PowerPoint in a **window** instead of full screen?

- Instead of the presentation filling the entire screen, you control the size and placement of your presentation on your screen when you start your presentation. With a window, you can **resize** your presentation window, like you would do any window.
- By controlling your presentation window's size, you can **more easily see meeting features**, like the participants and chat windows. This allows you to take advantage of all the features of full screen features - e.g. animation, transitions, and more easily play videos, sound clips, and use links – while also having easier access to the meeting software's features.

Single Monitor Setup with Slide Show View in a Window

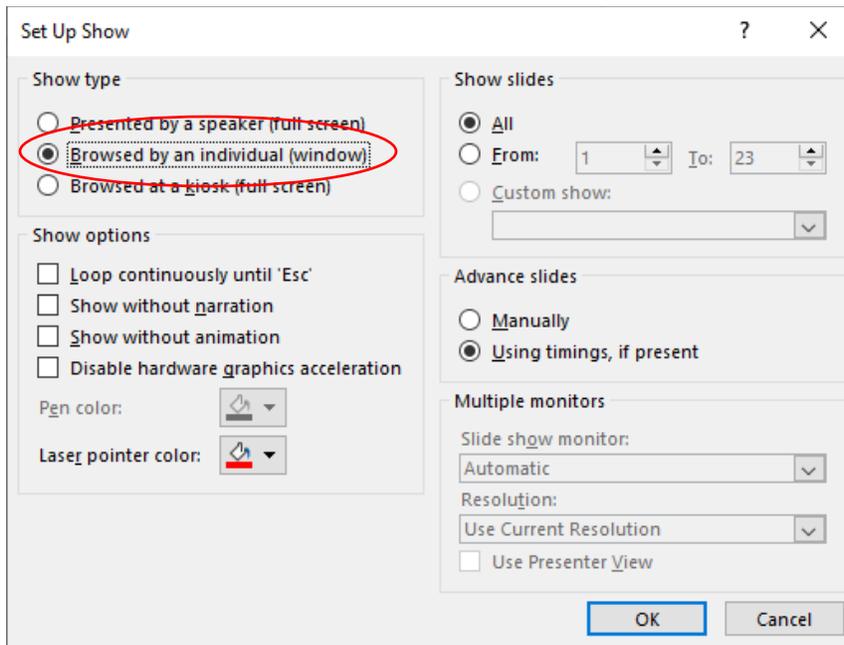
Follow these steps if you have a single monitor and want to share your PowerPoint presentation in slide show view, but have it contained in a window rather than in full screen. This is useful if you need to access meeting features like in-meeting chat or managing participants while sharing your PowerPoint presentation.

1. Open the PowerPoint file you want to present.
2. Click the **Slide Show** tab > **Set Up Slide Show**.

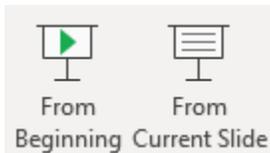


3. Under **Show type**, select **Browsed by an individual (window)**, then click **OK**.

Notice – Selecting this option will automatically **grey out** the Use Presenter View option.



4. Switch PowerPoint to slide show mode by clicking the **Slide Show** tab > **From Beginning** or **From Current Slide**.



PowerPoint will display the slide show in a window.

5. Click **Share** in the meeting controls.



6. Select the PowerPoint window then click **Share**. **Resize your window** to allow you to see features like chat and participants.

For dual screens, see <https://support.zoom.us/hc/en-us/articles/203395347-Screen-Sharing-a-PowerPoint-Presentation>