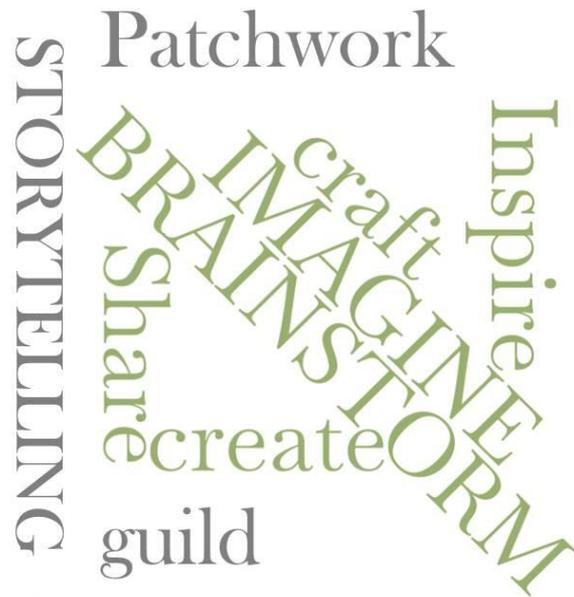


Patchwork: A Storytelling Guild

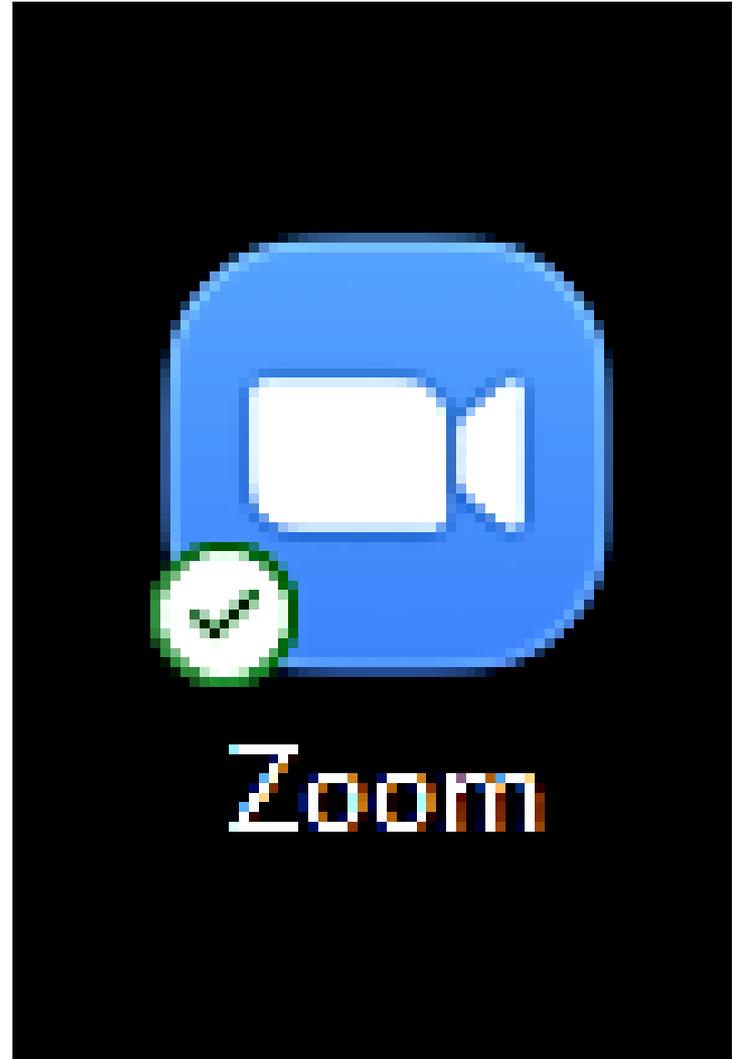


How to Use Zoom Controls.

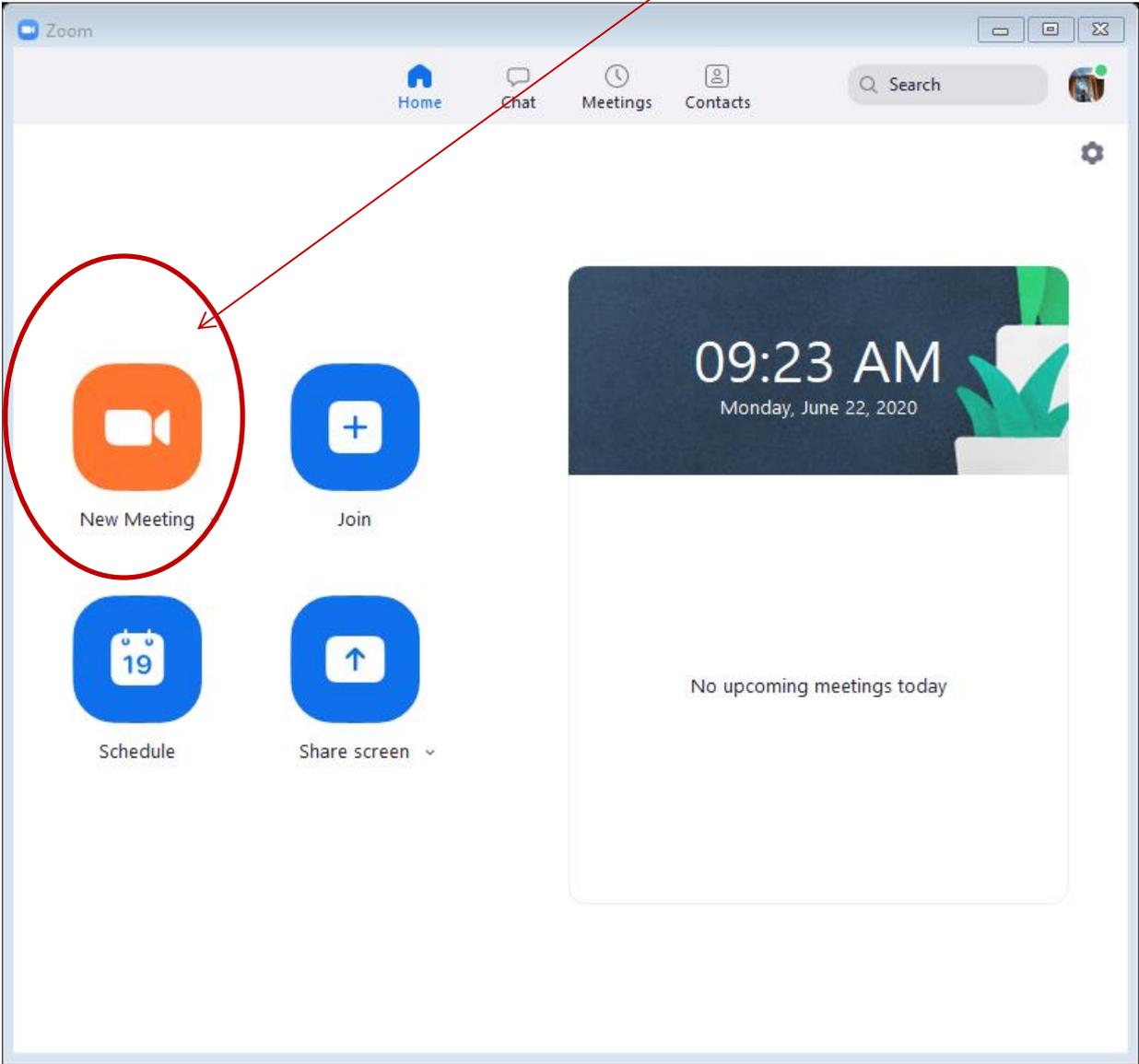
Mac information also available.

Visit: <https://patchworkstorytelling.org/>

From your desktop, find and open your Zoom Icon.



Your Zoom controls will appear. Click on New Meeting.



Your video screen will appear, usually with controls at the bottom of the page.
The microphone is muted.



Here, the video camera is off. A photo or your name will appear in place of you.

NOTE: Storytellers prefer to see the smiling, rapt faces of their listeners.

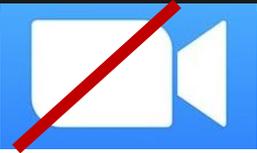
Zoom Meeting

00:05:28 Enter Full Screen

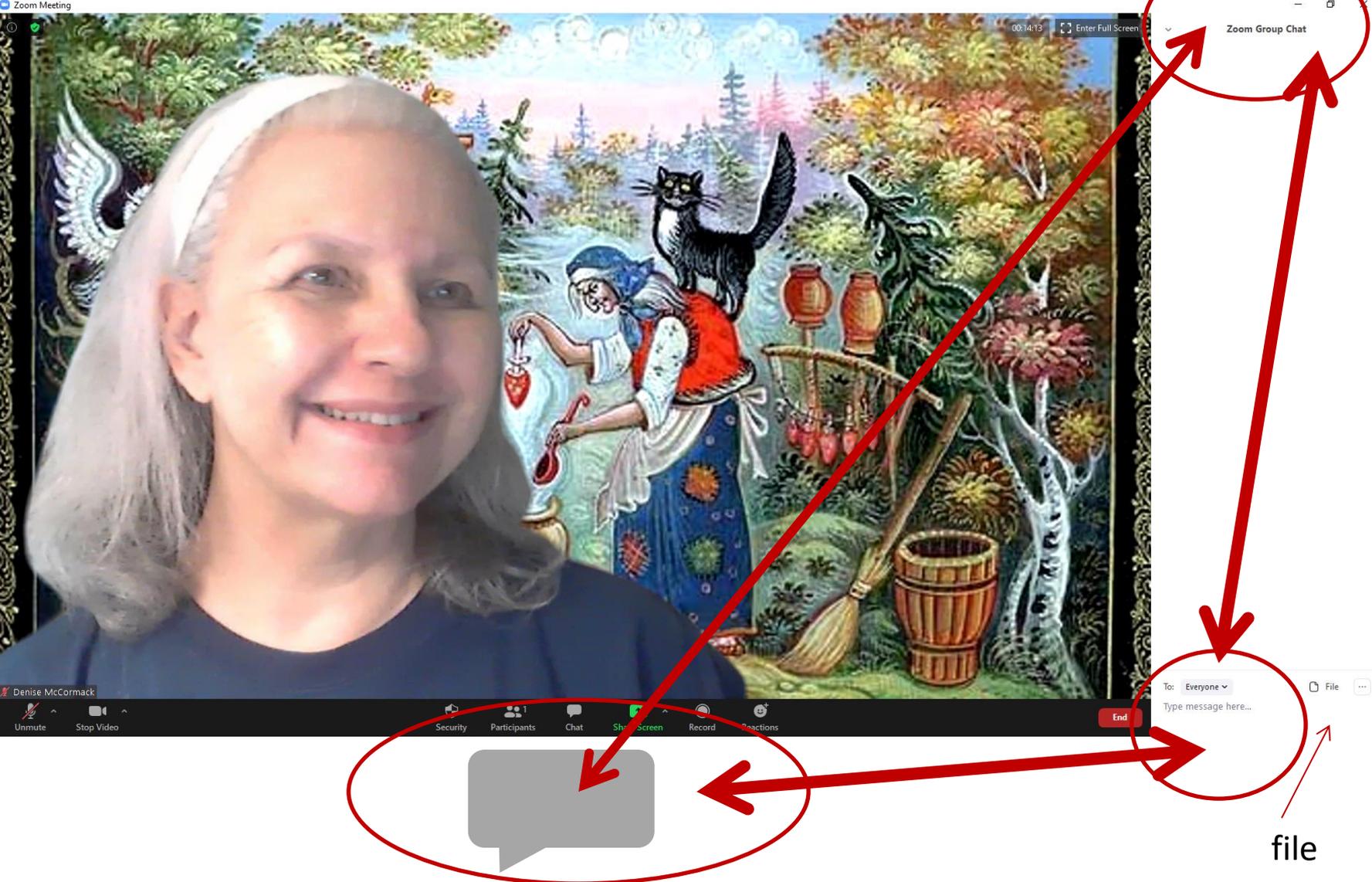


Denise McCormack

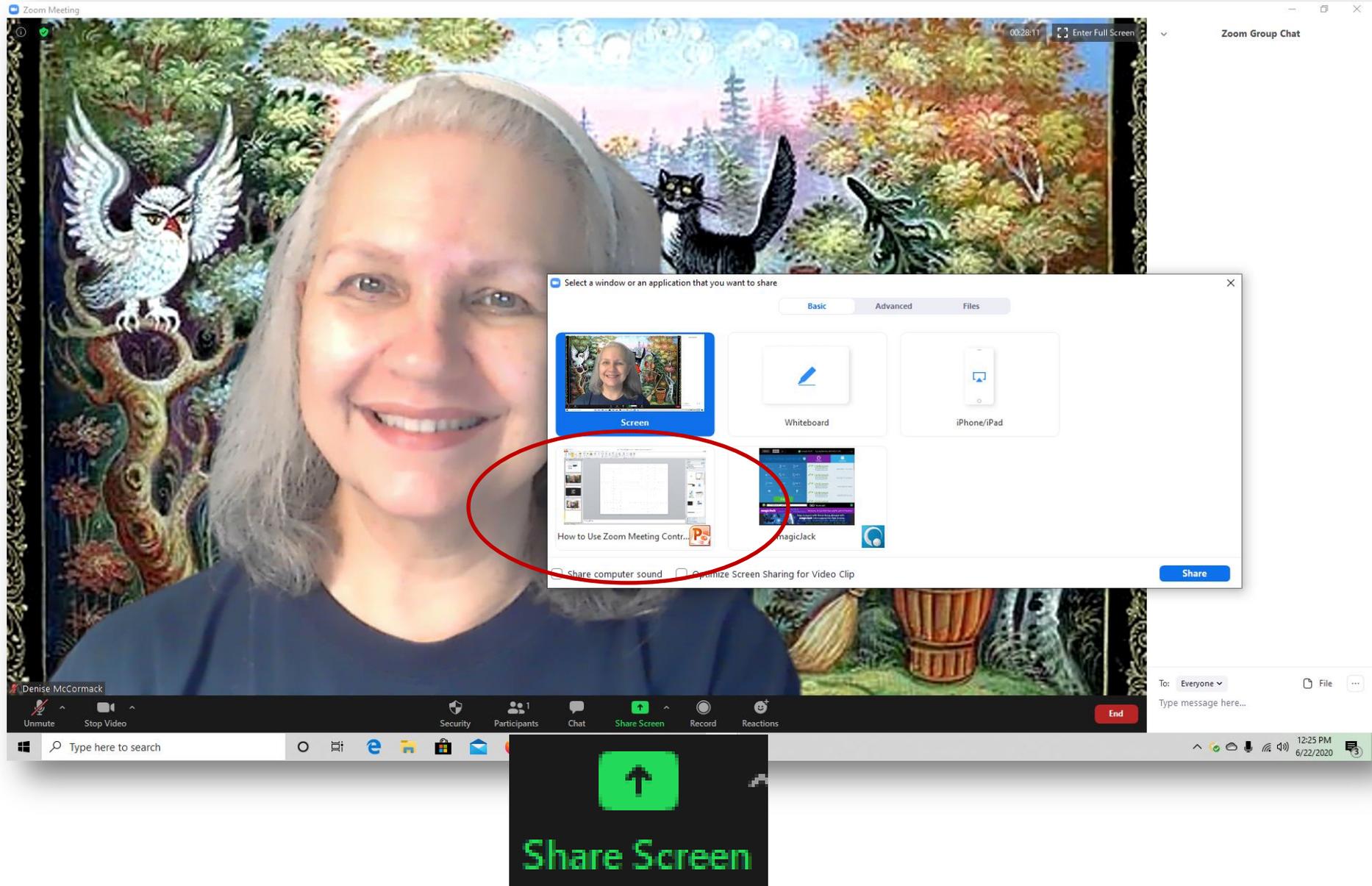
Unmute Start Video Security Participants Chat Share Screen Record Reactions End



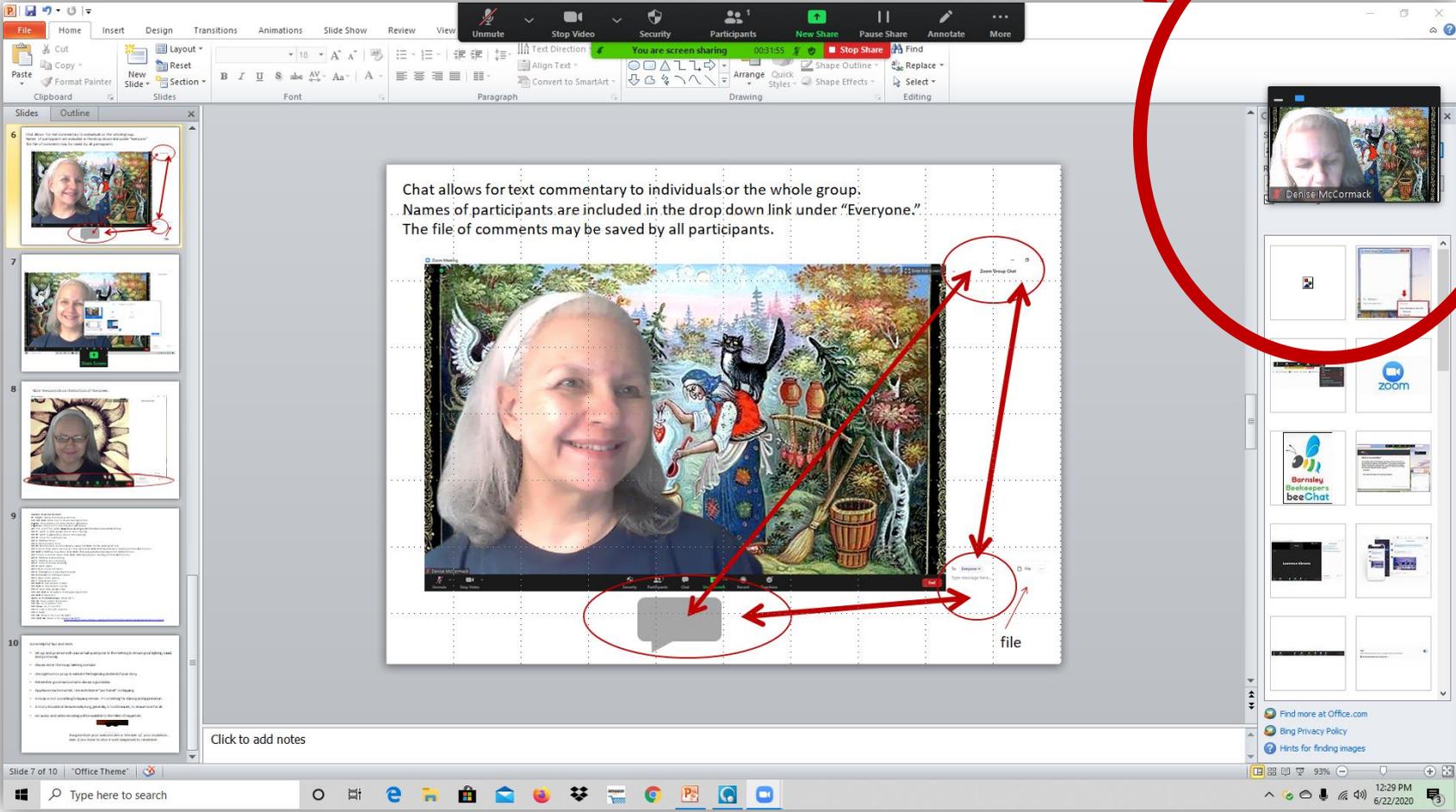
Chat allows for text commentary to individuals or the whole group. Names of participants are included in the drop down link under “Everyone.” The file of comments may be saved by all participants.



When I select "Screen Share," a box showing available windows opens. I select the view of my powerpoint.



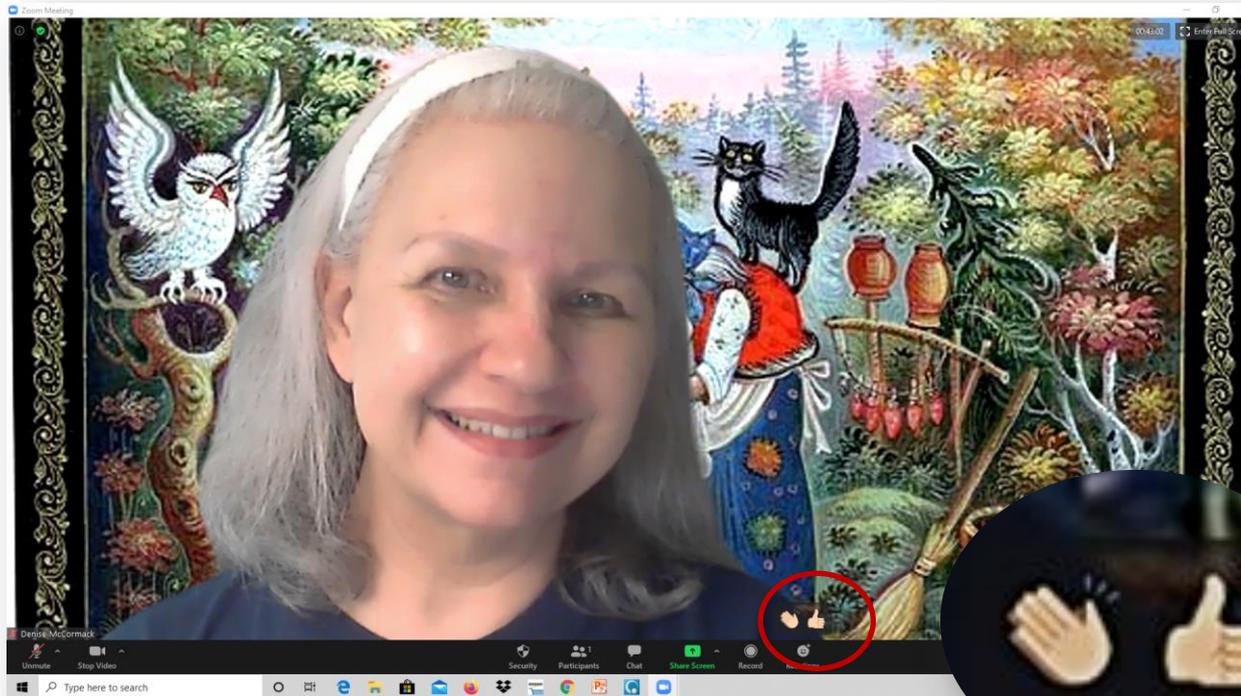
This is the "Screen Share" view of my powerpoint. The actual zoom feed is in the upper right hand corner.



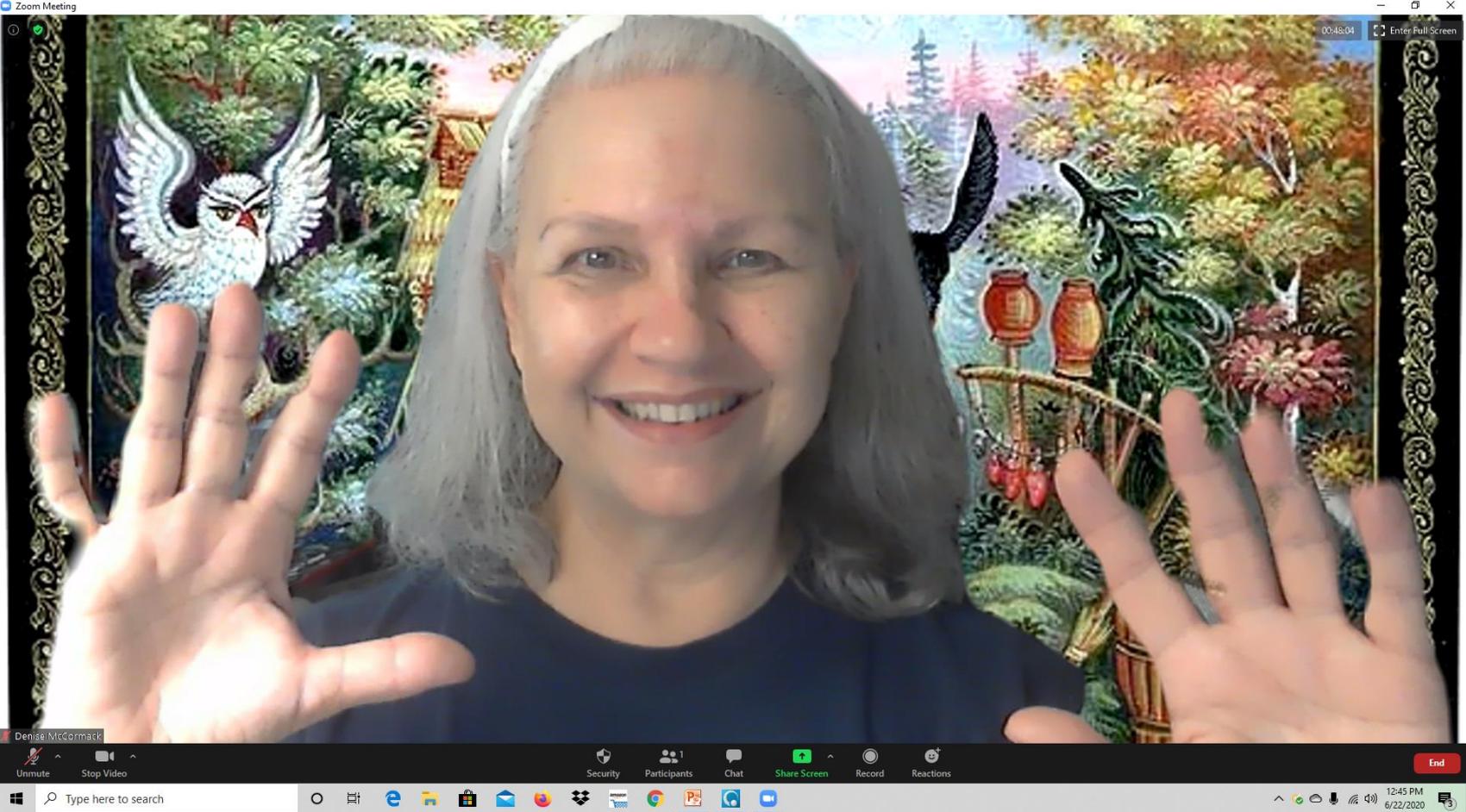
The controls and tools for the screen share on at the top of the page.

The screenshot displays a Zoom meeting in progress. At the top, the Zoom toolbar is visible, with the 'More' menu open. The 'More' menu includes options such as 'Chat', 'Record', 'Meeting Info', 'Disable participants annotation', 'Show Names of Annotators', 'Hide Video Panel', 'Hide Floating Meeting Controls', 'Share computer sound', and 'Optimize Share for Full-screen Video Clip'. The 'Stop Share' button is also visible in the toolbar. The main content area shows a PowerPoint slide with the text 'The controls and tools for the screen share on at the top of the page'. The slide also features a video thumbnail of a woman and a chat window. The Zoom interface includes a video gallery on the right and a chat window at the bottom. The system tray at the bottom shows the time as 12:38 PM on 6/22/2020.

Reactions include “clapping” and “thumbs up” hands.



Using your own jazz hands, clapping, and a smile are always welcome!



Available Keyboard Shortcuts

F6: Navigate among Zoom popup windows.

Ctrl+Alt+Shift: Move focus to Zoom's meeting controls

PageUp: View previous 25 video stream in gallery view

PageDown: View next 25 video stream in gallery view

Alt: Turn on/off the option **Always show meeting control toolbar** in Accessibility Settings

Alt+F1: Switch to active speaker view in video meeting

Alt+F2: Switch to gallery video view in video meeting

Alt+F4: Close the current window

Alt+V: Start/Stop Video

Alt+A: Mute/unmute audio

Alt+M: Mute/unmute audio for everyone except host **Note:** For the meeting host only

Alt+S: Launch share screen window and stop screen share **Note:** Will only work when meeting control toolbar has focus

Alt+Shift+S: Start/stop new screen share **Note:** Will only work when meeting control toolbar has focus

Alt+T: Pause or resume screen share **Note:** Will only work when meeting control toolbar has focus

Alt+R: Start/stop local recording

Alt+C: Start/stop cloud recording

Alt+P: Pause or resume recording

Alt+N: Switch camera

Alt+F: Enter or exit full screen

Alt+H: Display/hide In-Meeting Chat panel

Alt+U: Display/hide Participants panel

Alt+I: Open Invite window

Alt+Y: Raise/lower hand

Alt+Shift+R: Gain Remote Control

Alt+Shift+G: Stop Remote Control

Ctrl+2: Read active speaker name

Ctrl+Alt+Shift+H: Show/Hide floating meeting controls

Alt+Shift+T: Screenshot

Switch to Portrait/Landscape View: Alt+L

Ctrl+W: Close current chat session

Ctrl+Up: Go to previous chat

Ctrl+Down: Go to next chat

Ctrl+T: Jump to chat with someone

Ctrl+F: Search

Ctrl+Tab: Move to the next tab (right)

Ctrl+Shift+Tab: Move to the previous tab (left)

Some Helpful Tips and Hints:

- Set up and practice with your virtual space prior to the meeting to ensure good lighting, sound, and posturing.
- Always enter the swap meeting on mute.
- Use a gesture or prop to indicate the beginning and end of your story.
- Remember good eye contact is always a good idea.
- Applause may be muted. Use and observe “jazz hands” or clapping.
- A swap is not a coaching/critiquing session. It’s a meeting for sharing and appreciation.
- A story should not be excessively long, generally, 5 to 10 minutes, to ensure time for all.
- An audio and video recording will be available to the tellers if requested.



Imagine that your webcam lens is the eyes of your audience... even if you have to don it with eyeglasses to remember.

For more information, visit <https://patchworkstorytelling.org/>