

Preparing For Your Presentation...

Hello!

Here are some quick tips that could help improve your Zoom presentations...

Internet Connection:

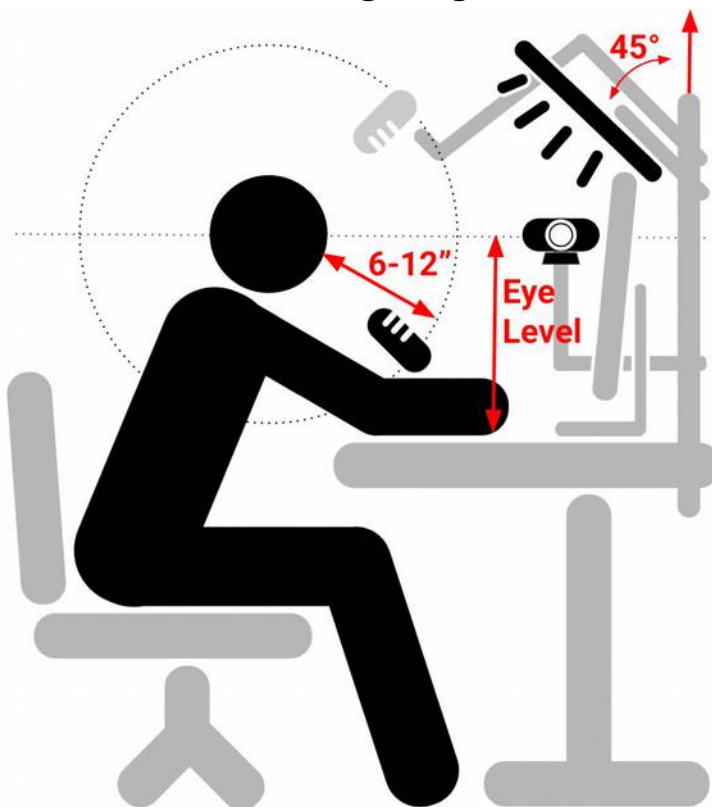
If possible, make sure the computer you are presenting from is directly connected to your Router via Ethernet cable, rather than Wi-Fi.

This should minimise Wi-Fi signal drop outs or sound/picture lagging during your presentation.



Make sure that no one else is streaming movies or using the internet at the same time!

Lighting, Webcams & Microphones:



Microphone

Position 6 -12" from the speaker's mouth.



Webcam

Position at the speaker's eye level.



Key Light

Place in front and slightly above speaker's head at 45° angle.

Make sure the light behind you is not brighter than the light in front of you, otherwise - you'll be in shadow. I bounce a desk light off the white wall above and in front of me like a giant soft-box!

If you are the Host, Co-Host or sharing photos, you will definitely find it easier to use Two screens.

Headphones are also considered essential!



If your Windows PC has USB 3.0 sockets
 (usually blue inserts or the SS symbol on laptops)
 You can purchase a very cheap (less than £10)
 USB to VGA adapter on eBay to run a second monitor
 through it's VGA port at Full HD (1920x1080) output.



Test your Headset/Speakers & Microphone in Zoom
Make sure you hear everything clearly!

In Zoom: Click the small up arrow on the Mute/Unmute button,
 and Click Test Speakers & Microphone.

Ensure the room is quiet with no background noise, such as a tv/music playing.

You may find it easier/better to use Headphones with a Microphone attached.
 (Especially if you are softly spoken)



****Be sure to buy the correct headset for your computer or you may need a splitter.**
 I also recommend a wired headset connection not Wireless or Bluetooth.

Have a Prompt List of important things in front of you, so you don't forget.
(My prompt-list is on the tablet in the photo above!).

And Finally: Be sure to Manually Check for Zoom Updates Frequently,
 as older versions may cause issues connecting to, or hosting meetings.

GOOD LUCK!