Viewing the Speaker in the Large Portion of the Zoom Window/Screen

Several people have asked if Rev. Kent can be shown in a larger view during the sermon, the meditation, etc. The answer is yes and it just takes a few clicks. The first part of this document outlines a procedure for PCs and Macs. The procedure for iPads follows.

PCs and Macs

There is one prerequisite—your PC view must not be set to Side-by-side mode. To check for this move your mouse over the Zoom window and you will see a green & black bar at the top of your Zoom screen. If you then click on View Options you will see a drop-down menu:

The bottom menu item is for Side-by-side mode. If there is a check mark to the left of the text “Side-by-side mode” you will need to turn it off. Just click on the SxS menu item and the check mark will go away as shown above.

With Side-by-side mode turned off you’re ready to switch the screen so that you can see the speaker in the large portion of the Zoom screen. Locate the rectangle icon in the upper right corner of your Zoom screen. Again, to do that, move the mouse over the Zoom window to “wake up” the menu and icons. In the image below you can see a rectangle with the upper right quadrant cut out.

If you move your mouse over this rectangle icon you will see a pop-up tooltip that says “Swap shared screen with video.” Click this button and that should do the trick.

Clicking this icon alternates between two views: one view displays the PowerPoint slide in the large portion of the screen. This is the default display arrangement. In this view you can see a large view of the Welcome slides showing the flaming chalice, the hymn titles & lyrics, the words of the Covenant, etc. In this mode you see the speaker in a small thumbnail rectangle at the top of the screen. To switch so that the speaker becomes large and the PowerPoint slide becomes small click this cut-out rectangle button. Clicking it more than once toggles back and forth between the two views. If you don’t see what you want the first time click it again.
This procedure is independent of the Speaker View and Gallery View that you may also be familiar with. Speaker View and Gallery View are only enabled before the service starts and again after it ends. And, to be clear, before and after the service the “Swap shared screen with video” feature is unavailable.

**iPads**

This procedure describes how to switch between a shared screen and video when in a Zoom meeting on an iPad.

The photo below illustrates the default view on an iPad when the meeting host is sharing their screen. In this example, what you’re seeing in the large view is my PC desktop. During a Tapestry service you would be seeing one of the PowerPoint slides; e.g., with the flaming chalice photo and the sermon title.

In the lower right corner you’re seeing a thumbnail of myself viewing my iPad. In a regular Sunday service you would be seeing the speaker; e.g., Rev. Kent or the worship associate.

Sometimes, you would prefer to see the speaker in the large view and the PowerPoint slide in the thumbnail view. To do that simply tap on the thumbnail. This will switch the views as shown below. In the screenshot on the next page you can see me (standing in for the speaker) in the large view and my PC screen in the thumbnail.

To switch back to the original view simply tap the small thumbnail image again. Repeatedly tapping that small view switches back and forth between the two views.