

Using Google Slides Speaker Notes while Presenting Online



You may be giving a presentation over Zoom soon! You can share your Google Slides and still use your speaker notes.

Here's how to show your audience only your slides (not your speaker notes).

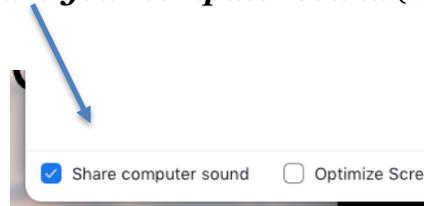
It's as easy as 1, 2, 3:

1. First, get your slides and speaker notes pulled up in **Google Slides**.
2. Then share your screen over **Zoom**.
3. Ask your audience if they can see your slides.

Watch a short video going over these steps [here](#). (4 min.)

Some Tips:

- Use Google Chrome, if possible.
- If you will show a video, don't forget to **share your computer sound** (in Zoom) when you share your screen.



- **Practice presenting with a tutor.** Make an [appointment with the Writing Center](#).
- If you are presenting on a tablet/iPad, **do a practice run over Zoom** (e.g., with a classmate or Writing Center tutor), since the process might differ.
- Another option is to reach out to your instructor – in advance of the presentation day – and ask if they would be willing to screen share your slides for you while you present.

The steps in the video are re-capped below:

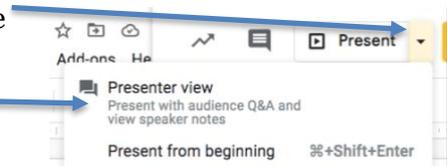
GOOGLE SLIDES: Get your slides and speaker notes ready in advance

1. Open up your Google Slides

You should still be in editing mode. Adjust your browser window to take up just a portion of your computer screen (not full screen). Even though you'll put it only on one side of your screen, make sure your browser window is still the shape of a rectangle (wide, not tall).

2. Open up your Speaker Notes:

- In the top right corner, next to "Present," click the Down arrow
- Click "Presenter view"
 - This will open your Speaker Notes in a separate window
 - If the Speaker Notes open in a new tab, drag that to a separate window.



3. Move your speaker notes **side-by-side** to your slides. You will be sharing just the part of your computer screen that has the Google Slides. **It's ok if your speaker notes are covering a portion of your slides (your audience won't see them!).**

For Speaker notes in a Google Doc or Word doc:

The process is really similar: Put your notes document on one side of the screen and your slides next to them. You will have to be sure that your notes (document) and slides don't overlap.

ZOOM: Share your screen

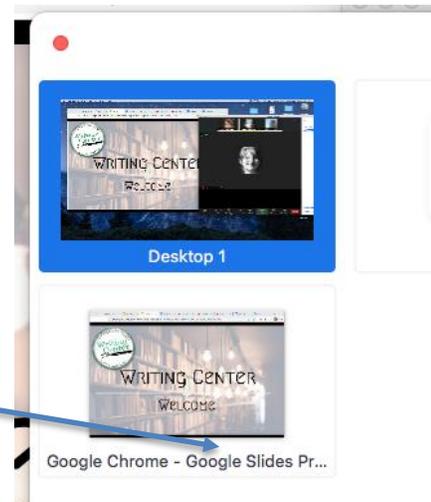
Click “Share screen”



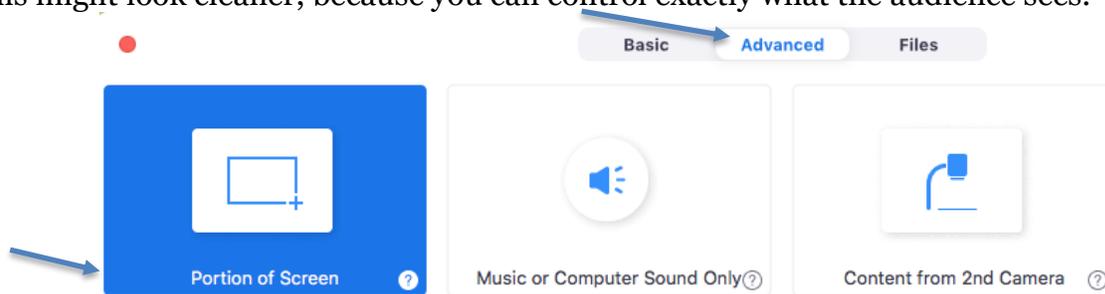
Two good options for screen-sharing:

Option 1. Select **only the window with your slides** (not your whole desktop).

Then look for the area surrounded by a green box. This is what your Zoom participants can see. Anything not in that green box is hidden from their view.



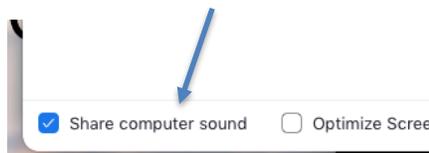
Option 2. Use the “Advanced” tab to **select just a “Portion of Screen”** to share. This might look cleaner, because you can control exactly what the audience sees.



But be careful: Anything in that shared portion is viewable by your audience. So be careful not to put your speaker notes in that area.

Reminder: Select “Share computer sound”

If you are playing a video as part of your presentation, click the box that says, “Share computer sound”



Final step: ask your audience if they can see your slides!

Enjoy presenting your amazing content!

Want to practice? Make a [Writing Center](#) appointment! We are here to help.