

# How to Use Zoom Script

## For pacing:

All Caps are used is used for Section Titles.

Bold for list titles within sections

Italics for emphasis. Emphasize that word.

Vertical lines for pacing| Slow down when seeing a vertical line.

Presenter: There will be two PowerPoint presentation. One is titled Completed PPT will be complete with all the sections created and the zoom section summary completed. The other is titled Unfished PPT with an unfinished presentation. Which presentation should be used for the onscreen action will be noted.

If you make a mistake, misspeak, or otherwise need to repeat an action while recording, pause for a count of three and start again at the most logical point. This will allow the editor to edit more easily. Any transition between presentations will be edited out.

SlideTitle/ Number	Audio	Actions	Notes
Title	If you'd like to make your presentations more dynamic and exciting, try using zoom for PowerPoint.	Open Finished presentation have in presentation mode. Stay on main title.	Use video of a camera focusing
1	What is the zoom feature in PowerPoint?	What is Zoom Slide	
1	It is a function that allows the presenter to go to multiple places in a presentation without having forward through irrelevant slides.		

2	Let me show you a quick demonstration.	Have presentation in slideshow mode, then navigate to Zoom section, click on each icon in this order, Duck, Dog, Cat.	Do not click on the Cat slide. Stop and stay on that slide. window.
2	Looks professional, right? Not only that, it allows a presenter to present things in any order in the presentation.	Stay on Cat slide	
2	Setting up a Zoom isn't complex, but it does require some thinking up front. Let's set up a zoom and what you can do to customize.	Stay on cat slide.	
Title Text	Setting up a zoom.	Screen: Presentation Slide mode on Unfished PPT. Show Setting up a Zoom slide.	
4	There are two methods for doing a Zoom. I'm going to show you what I think is the easiest method. The first step is to complete your presentation in PowerPoint. How complete is totally up to you.	Stay on title slide.	
4	First, I'm going to add sections. Sections can be as long or as short as you'd like. For this demonstration, my sections are one slide long.	Run mouse over the slide section on the left-hand side of the screen.	

4	<p>To add a section, I go to the slide view on the left side of the screen. Right-click between slides and select Add Section.</p> <p>An untitled Section is added in the thumbnail pane, and the Rename Section dialog box opens.</p>	<p>Navigate to the area just above the Duck slide.</p> <p>Right-click between slides and select Add Section.</p>	
4	<p>Type a name in the Section Name box. Select <i>Rename</i>.</p>	<p>In the dialog box that opens, type in a Duck in the section name box. Select rename.</p>	
4	<p>To collapse a section, click the triangle next to the section name. The numeral by the section name shows the number of slides in that section.</p>	<p>Click on the triangle next to the added section and demonstrate how the slide collapses. Click on the triangle and show the slide.</p>	
4	<p>Once you've completed that for all the sections, you are ready to create the Section Zoom on your presentation.</p>	<p>Stay on current slide.</p>	
5	<p>Create a blank slide and then go to Insert   zoom   Section Zoom.</p>	<p>Select the area above the duck slide and add a blank slide. Then Insert, zoom, section zoom.</p>	
5	<p>Select all the Sections you'd like to "travel to" from this main slide. Click Insert.  </p>	<p>From the dialog box that opens, select Duck section. Select next.</p>	

5	What you'll see is an image of the slide. You get to decide! Would you like to keep that as the default image or change it?  To change it, left click to bring up the floating menu and select Change Image. From there select from a file, stock images, online pictures or icons.	Dialog box closed and slide will show a screenshot of the slide. Move it to the middle of the slide.  Then left click on the image and select Change image from floating menu.	
5	I'm going to select the duck icon.	Go to Icon and search and select a duck icon. Click Insert.	
5	Let's try that out.  Select presentation view and navigate to the Zoom Section.   Click on the duck icon  and Viola! You should have been transported to the duck slide.	Select Presentation view icon on bottom right corner of PowerPoint screen. When presentation is up click on the duck icon.	
	If you mouse click (or hit the N on your keyboard), you'll automatically advance to the rest of the slides.	Click the mouse to advance to the next slide.	
	Now, I've set up the rest of the sections and let's see how that works.	Close Unfinished PPT and open Finished PPT. Go the Section Zoom Slide. Then start narration.	Editor: cut out the transition from Unfinished to Finished PPT. Start video after presenter goes to Zoom Slide.
	I've dressed up the slide a little bit to make it match with the rest of the presentation. All the zoom functions will still work.		
	As you can see, when you have multiple sections, you are returned to the Section Summary after you've navigated to the section and completed all the slides.	Open presentation mode and navigate to Zoom slide. At beginning of narration, click on the duck icon, click the mouse (will be sent back to the Zoom slide), click on the Dog icon,	Show the actions of opening presentation.

		click the mouse (to be sent back to the zoom slide) and then click Cat cion.	
	The last section,  the cat, advanced me to the next slide and the rest of the presentation.	When on the cat slide, click to advance slide and show the last slide.	
	The zoom function in PowerPoint is a great way to make your presentation more polished and visually interesting as well as allowing you to navigate quickly and, in any order, to slides on the presentation.	Stay on last Slide	
Last Slide	Now, it is your turn to try!	Stay on last slide	