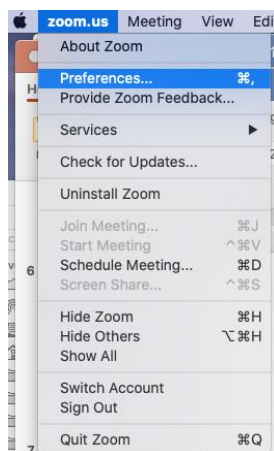


Zoom info for ACTOR Workshop presentations

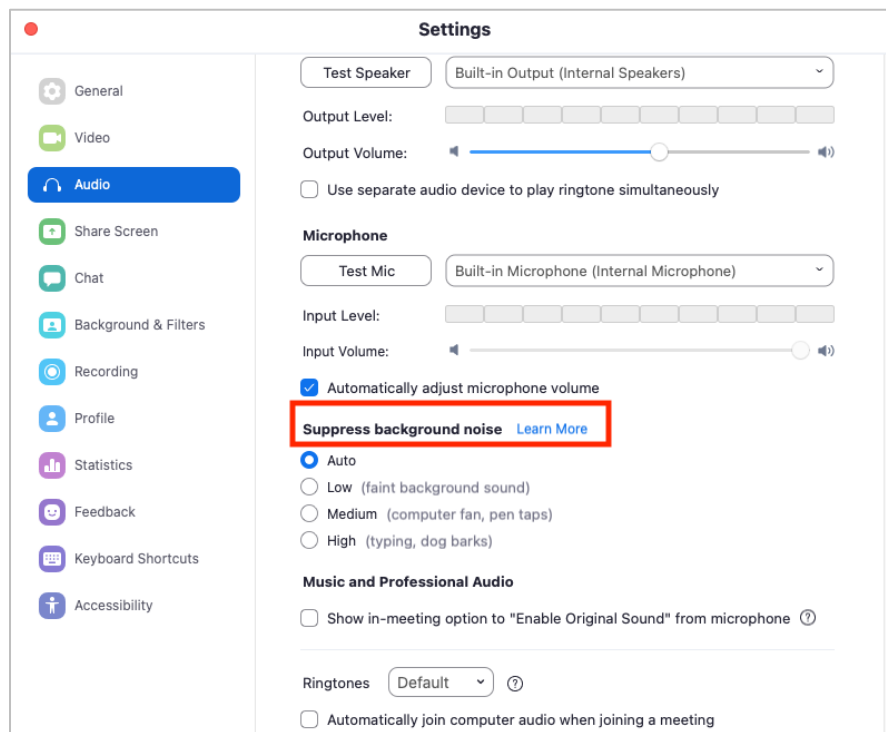
I hope your preparations for your talks are going well. Here is some important information about getting the right settings in Zoom for your talks.

Please check that your laptop internal mic or external mic provide good sound by testing with a remote colleague.

Make sure to use settings that maximize audio quality. To do that, go to the zoom menu and select "Preferences."

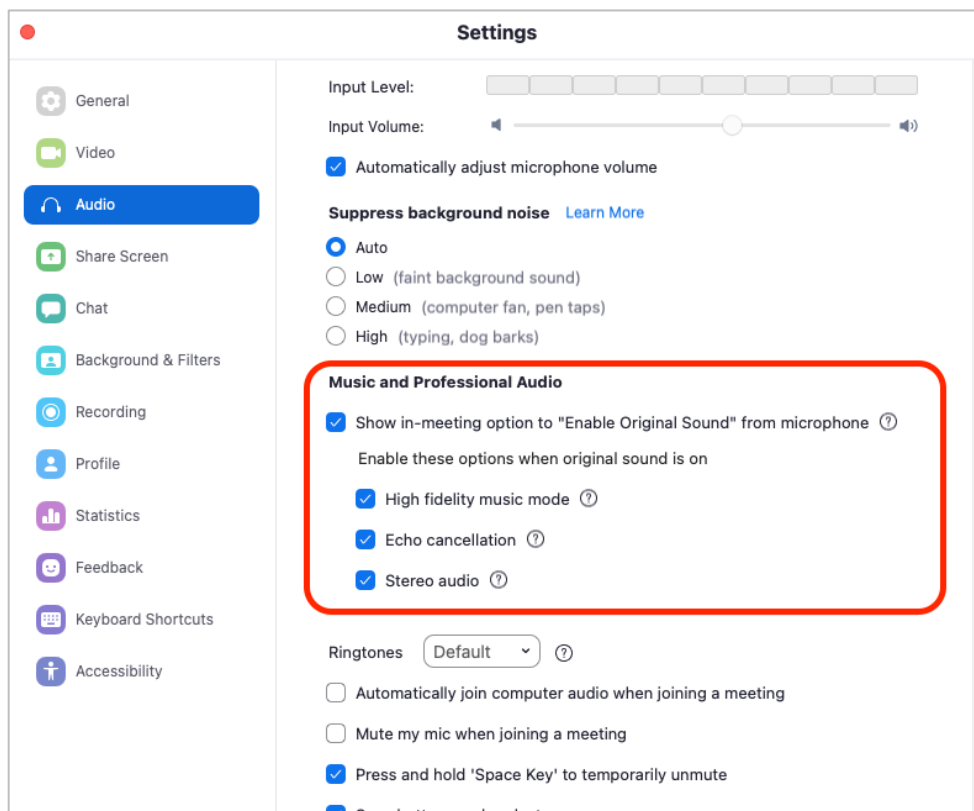


Click on the Audio tab on the left and scroll down until you see the ‘Suppress background noise’ section.



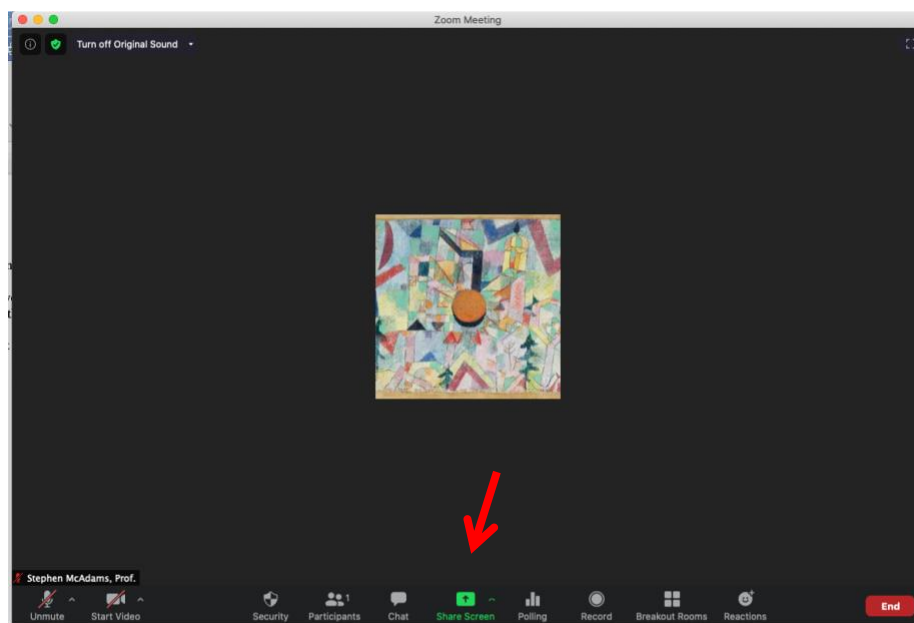
Change the ‘Suppress background noise’ default setting from ‘Auto’ to ‘Low.’ In the Low level, noise reduction will be minimal, i.e., Zoom will block low levels of persistent background noise. This setting

is best for casually playing music, as it will preserve as much of the original sound as possible. For highest fidelity when playing music, consider using the [Enable Original Audio](#).

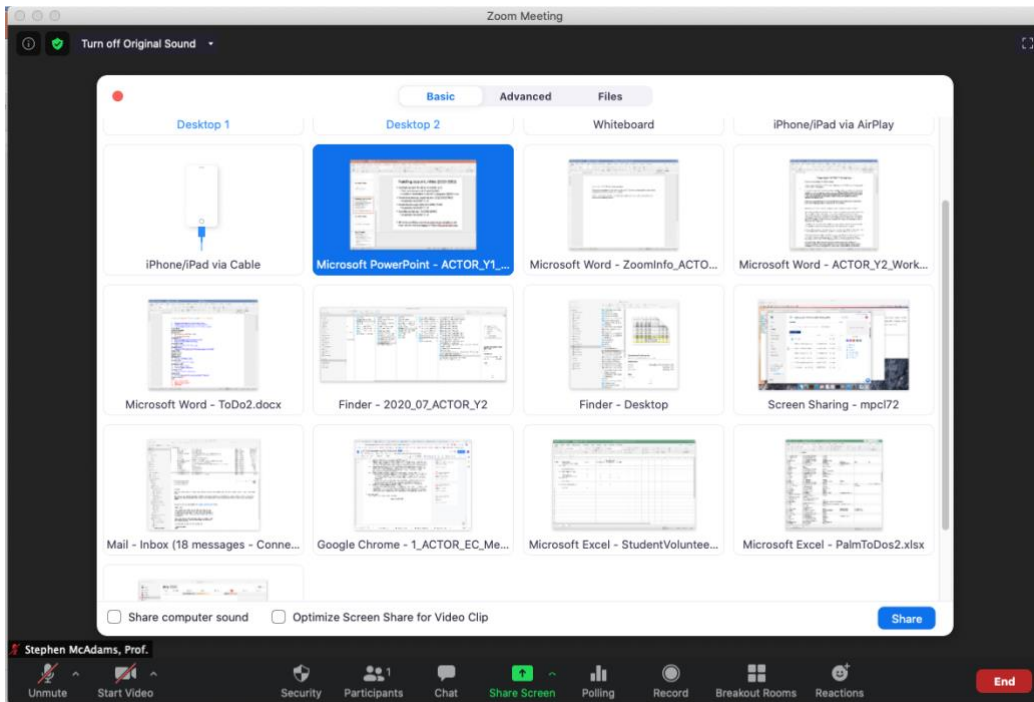


Once you have enabled the feature to preserve original sound, check the options ‘high fidelity music mode,’ ‘Echo cancellation,’ and ‘Stereo audio.’ You will be able to turn this setting (Enable Original Sound) on and off in your meetings as needed.

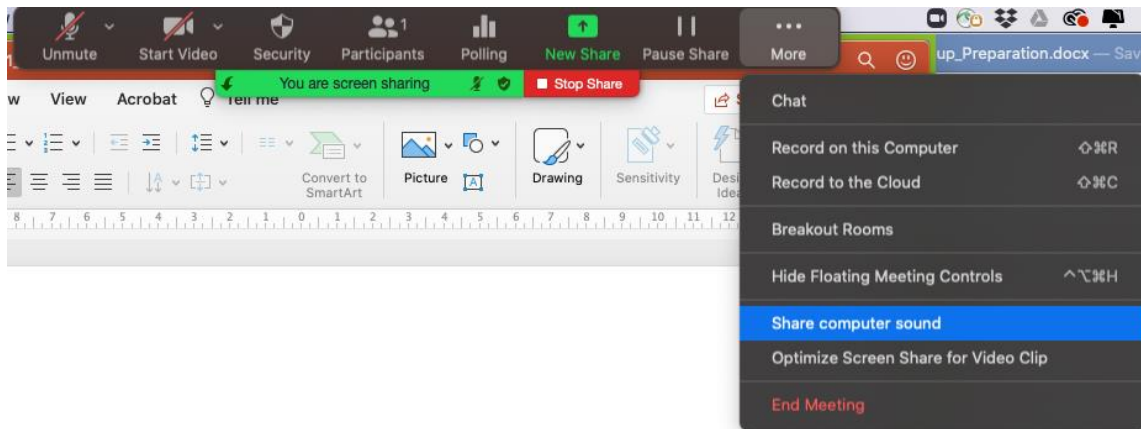
At the beginning of the session, the chair will make you co-host so that you can do screensharing. When it is your turn to present, activate screen sharing by clicking on the green "Share Screen" box at the bottom.



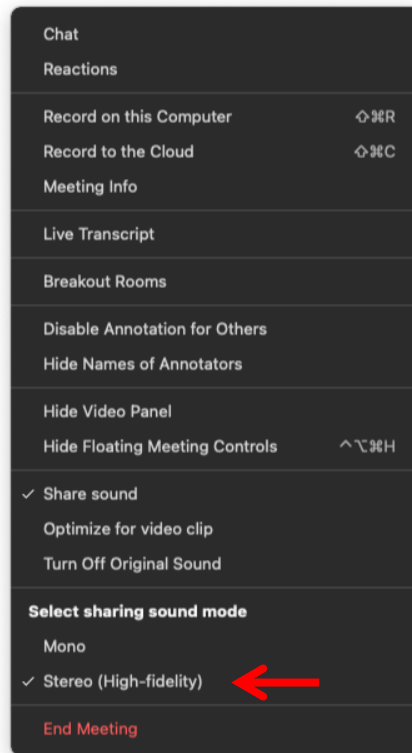
Then select the window with your presentation (PowerPoint, Keynote, Acrobat Reader, etc.) and click on the blue "Share" button.



Now click on the "More" item at the top with three dots below it and select "Share computer sound". This is crucial for playing sound examples in your presentation program.



In some versions, you can then specify Stereo (high-quality) sound.



Put your program in presentation mode and you are ready to go!