

FAQ re Webex Sharing

These instructions are for the Webex app on a computer. All other sharing methods will have limited functionality. Download the app [HERE](#).

Note: There are multiple ways to share in Webex. These instructions cover what we consider to be the most straightforward methods.

Sharing:

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- [How do I let someone else annotate what I'm sharing in Webex?](#)

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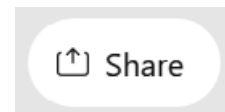
How do I share in Webex?

Note: At this time, shared files cannot be viewed by participants using Cisco TVs. This includes courts and correctional facilities. Therefore, these instructions are for sharing applications. (This is the difference between sharing a single PDF (file) and sharing Adobe (application).

Privacy Note: When sharing an application, please only have open the file/s you want to share. For example, if you will be sharing in Adobe, please only have open the specific PDF you want to share. Tabs for multiple documents will be seen. If you switch to look at another PDF that will also be seen. Anything you do within a shared application will be seen by others.

1. Before the hearing begins, open the file that you would like to share on your computer. Note the application that runs the file (ex. Word, Adobe, Windows Media Player, etc.).
2. When you are ready to share, ask the court for permission to share.

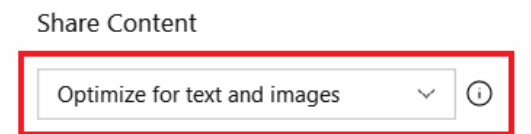
3. Once the judge grants permission, the Webex host will pass you the presenter icon. You will see it next to your name in the participants tab. You will see a brief pop-up that says “You are now the presenter.” The “Share” button at the bottom of your Webex screen (previously greyed out) will now be active.



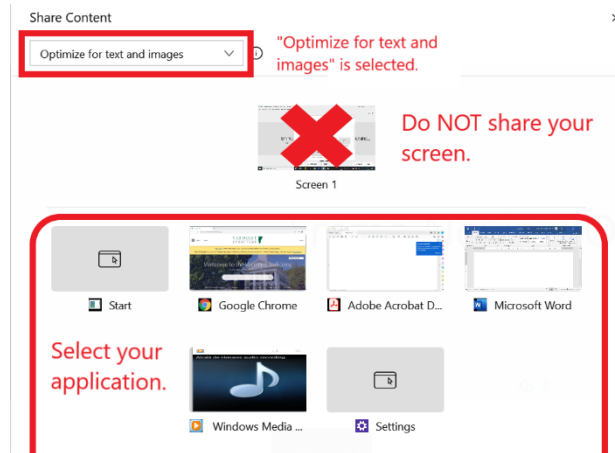
4. Click the “Share” button. If you are sharing an audio or video file, skip to [Sharing Audio or Video](#).

A. Sharing without audio or video:

- I. Look in the upper left corner of the share menu for your optimization options. Make sure the option “Optimize for text and images” is selected.



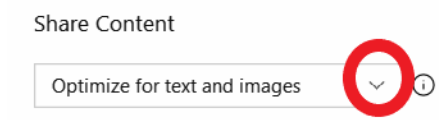
- II. All the open applications on your computer will be shown in the share menu. Select the application you would like to share and click “Share.” **Note:** Do not select your screen/s to share.



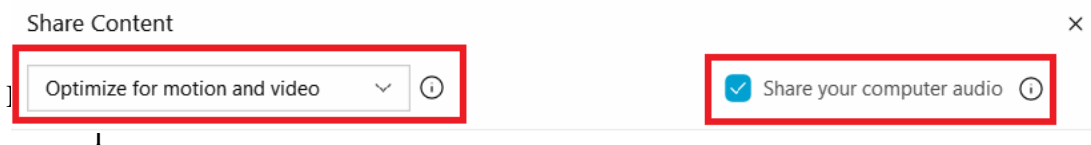
- III. You will start sharing the application. Maximize the application you are sharing to provide the best view for all participants. Your view determines the view for all other participants. If you do not see the application, make sure it is not minimized.

B. Sharing audio or video:

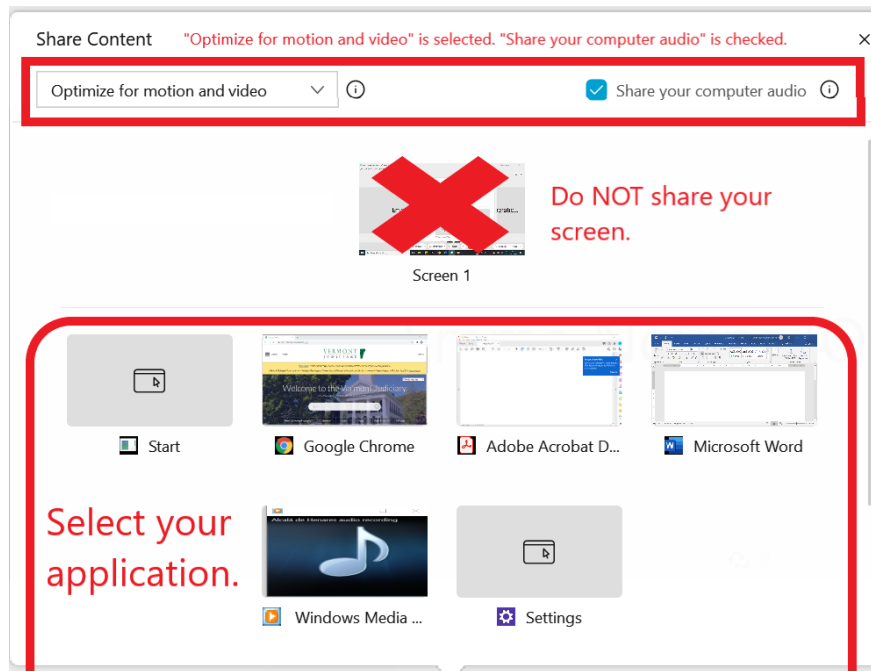
- I. Look in the upper left corner of the share menu for your optimization options and click the drop-down arrow.



- II. Select “Optimize for motion and video.” Make sure the blue box to the right (“Share your computer audio”) is checked.



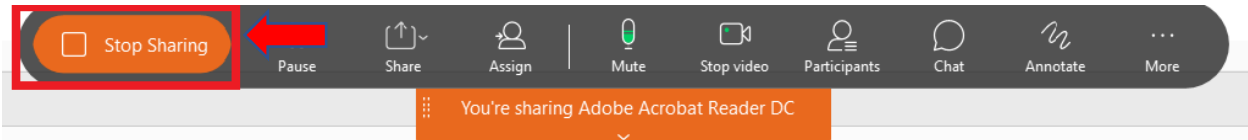
1 the open applications on your computer will be shown in the share menu. Select the application you would like to share and click “Share.” **Note:** Do not select your screen/s to share.



- IV. You will start sharing the application. Maximize the application you are sharing to provide the best view for all participants. Your view determines the view for all other participants. If you do not see the application, make sure it is not minimized.

How do I stop sharing in Webex?

1. Move your cursor to the very top middle of your computer screen and the Webex toolbar will appear. You will see an orange rectangle at the bottom that says: “*You’re sharing [name of application].*”
2. Click the “Stop Sharing” button.



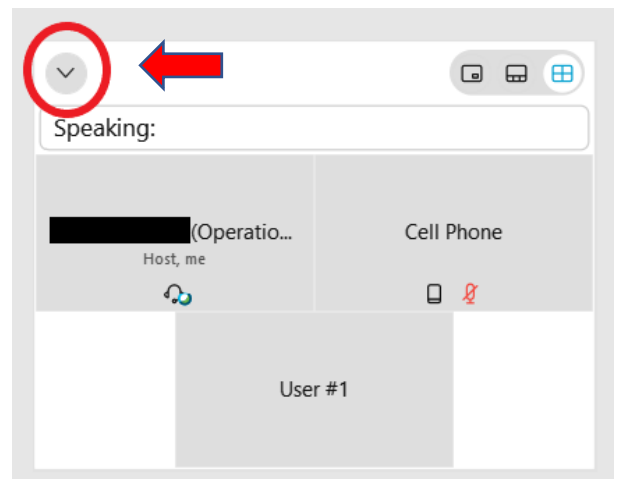
Note: If you are still having trouble, you can simply close the application you are sharing on your computer or ask the Webex host to take away the presenter ball. Without the ball, you will automatically stop sharing.

I'm sharing in Webex. Where did all the Webex features go?

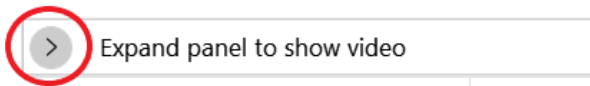
Note: When you are sharing an application in Webex, you'll notice the Webex layout changes.

Videos:

1. When you are sharing an application, the participants' videos will be in a pop-out box. To minimize the video screen, hover over the box and click the drop-down arrow that will appear (circled in red).

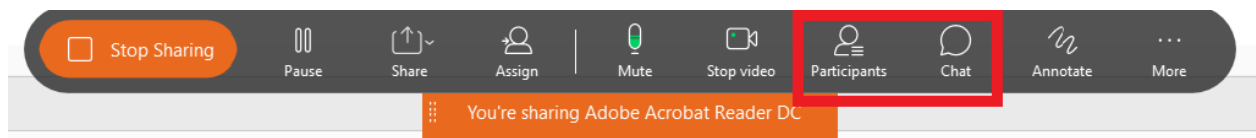


led in red.

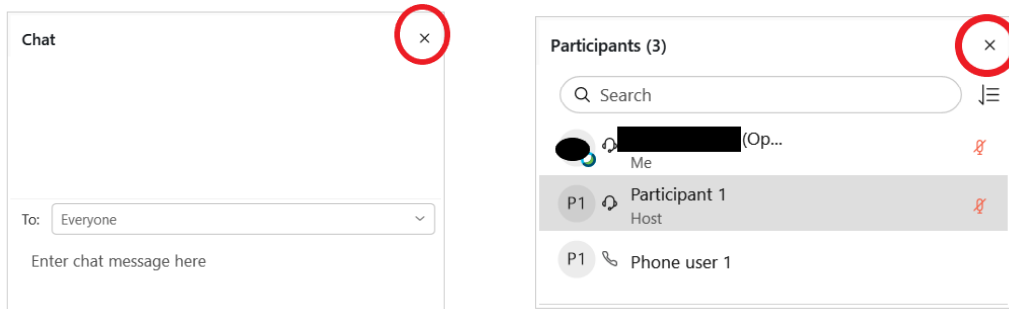


Participants & Chat features:

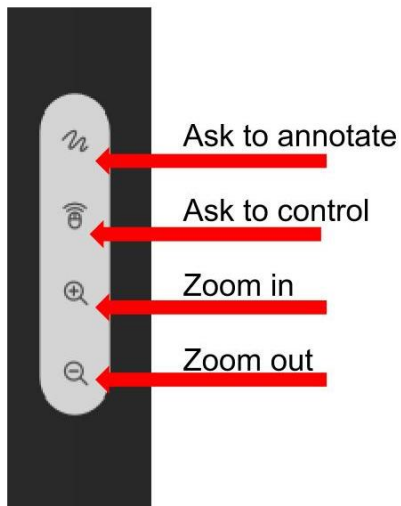
1. Move your cursor to the very top middle of your computer screen and the Webex toolbar will appear.



2. Click on the "Participants" or "Chat" buttons to have them appear as pop-out windows (indicated in red above).
3. Click on the "X" (circled in red below) in the pop-out windows to make them disappear.



How do I zoom in or zoom out on something someone else is sharing in Webex?

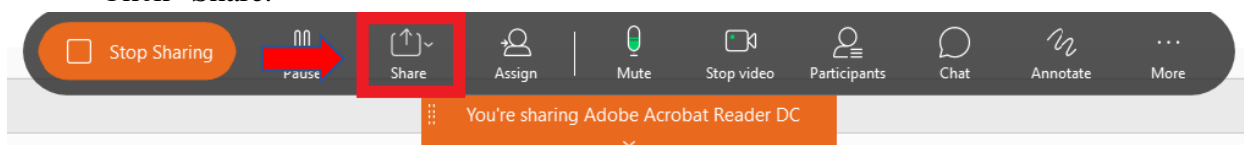


1. While someone is sharing, look to the left side of your Webex screen for a toolbar.
2. Click the “Zoom in” and “Zoom out” buttons to change your view.

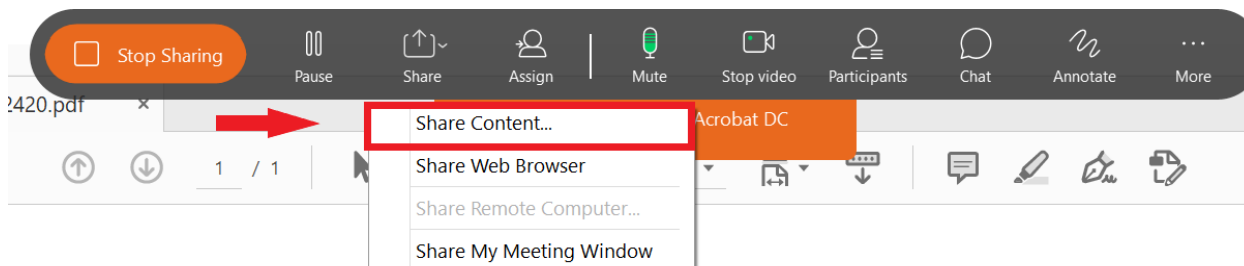
Can I share more than one application in Webex at the same time?

Yes, you can share more than one application at a time. To share another application in addition to the application you are already sharing:

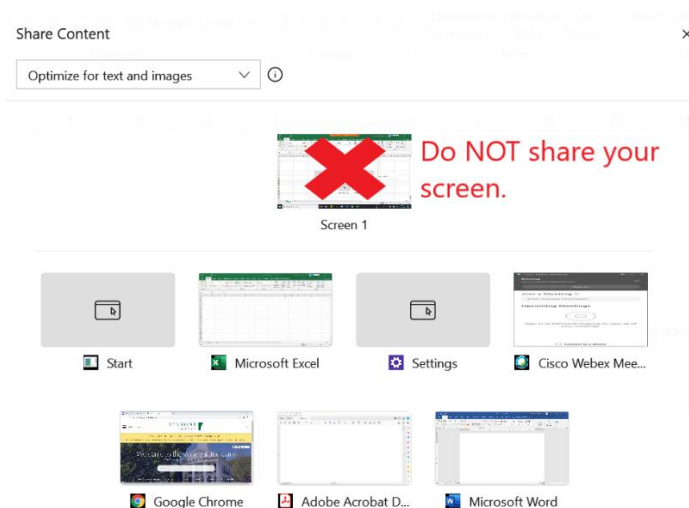
1. Open the file you would like to share on your computer and note the application running it (ex. Adobe, Word, etc.).
2. Move your cursor to the top middle of your screen and the Webex toolbar will appear. Click “Share.”



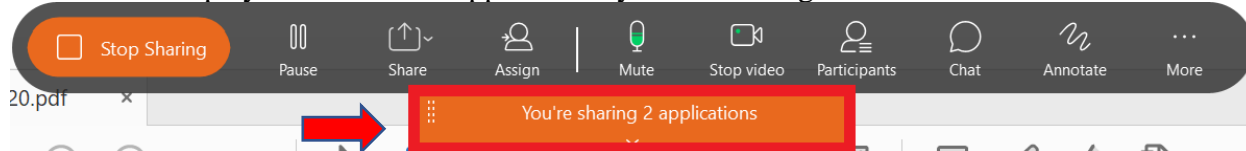
3. Click “Share Content”



4. Select the application you would like to share. **Note:** Do not select your screen/s to share.



5. You can then switch back and forth between your shared applications. Your Webex toolbar will display the number of applications you are sharing.



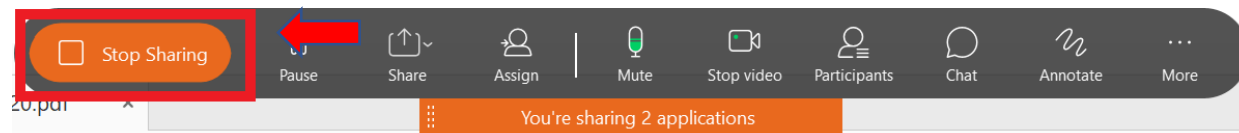
Note: To share your web browser, we recommend following the above steps, and not selecting the “Share Web Browser” option under “Share.”

To stop sharing 1 application:

1. Close the particular application you would like to stop sharing on your computer.

To stop sharing everything:

1. Move your cursor to the very top middle of your computer screen and the Webex toolbar will appear.
2. Click “Stop Sharing.”



3. You will see a pop-up asking you to confirm you want to stop sharing all of your applications. Click “Stop Sharing.”

How do I annotate what I'm sharing in Webex?

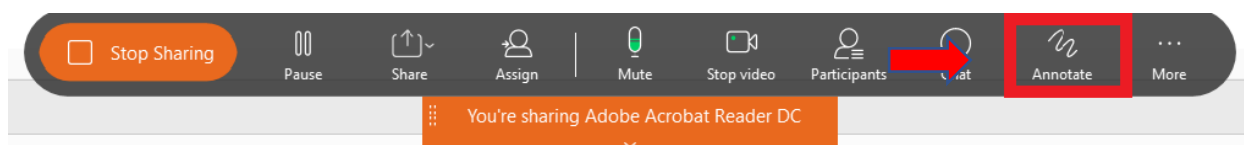
Note: Webex offers an annotation feature, but at this time it is difficult to save files annotated with the Webex annotation tool.

Formal Annotation (you wish to save annotations): We recommend annotating through an application, and not utilizing the Webex annotation feature. For example, if you need to draw on an exhibit, we recommend you share an application with a drawing tool (like Paint) and draw using the Paint tools.

If you need to save the annotations after they have been made, simply save the file in the application you shared (in this example, Paint).

Informal Annotation (you do not need to save annotations):

1. While you are sharing an application, move your cursor the very top middle of your screen and the Webex tool bar will appear. Click "Annotate."



2. An annotation toolbar will appear on the left-hand side of your screen.
3. **Note:** Your mouse is now in the annotation mode. To use your cursor again, click the cursor button at the bottom of the annotation toolbar (indicated in red square).
4. When you are done annotating, click the "X" at the top of the annotation toolbar (circled in red). **Note:** When you close the annotation toolbar, your annotations will disappear.

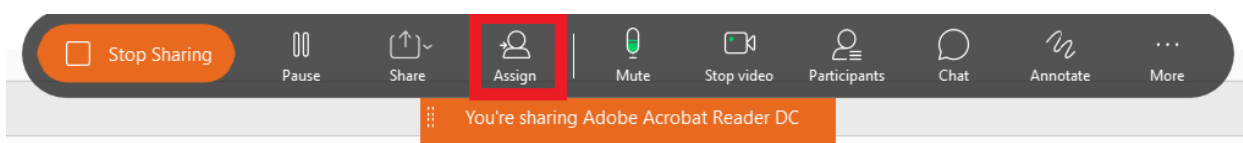
How do I let someone else annotate what I'm sharing in Webex?

Note: Webex offers an annotation feature, but at this time it is difficult to save files annotated with the Webex annotation tool.

Formal Annotation (you wish to save annotations): Please see the [instructions on controlling](#) someone else's shared application. If you give someone control of your application which has drawing tools (like Paint), they can annotate.

Informal Annotation (you do not need to save annotations):

1. Move your cursor to the very top middle of your screen and the Webex toolbar will appear. Click "Assign."



2. Click "Allow to Annotate." A drop-down menu will appear. Select the participant you would like to be able to annotate.



3. The annotation toolbar will appear on the left side your screen and the annotator's screen.
4. **Note:** Your mouse is now in the annotation mode. To use your cursor again, click the cursor button at the bottom of annotation toolbar (indicated in red square).

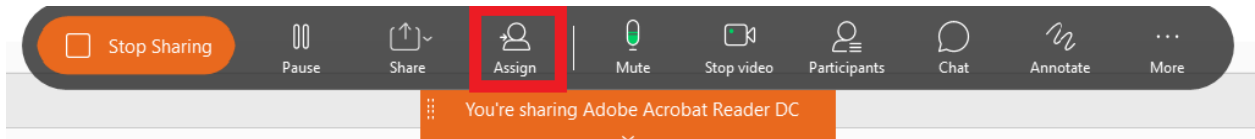
To revoke annotation control:

Option A: Remove control, annotations, & annotation toolbar

1. Click the "X" at the top of the annotation toolbar (circled in red). This will also remove your annotation toolbar and any annotations.

Option B: Remove control, but keep annotations & your annotation toolbar:

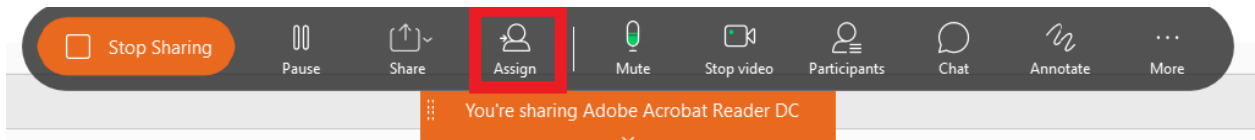
1. Move your cursor to the top middle of your screen and the Webex tool bar will appear. Click “Assign.”



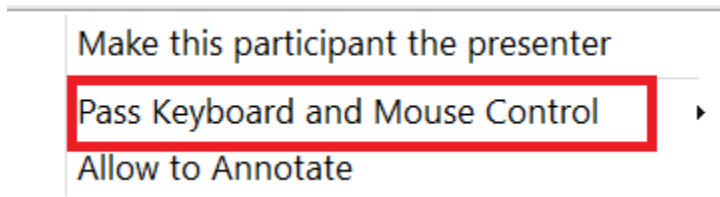
2. Click “Allow to Annotate.” A drop-down menu will appear. Uncheck the participant you previously selected. Their annotation toolbar and ability to annotate will disappear.

How do I let someone else control an application I'm sharing Webex?

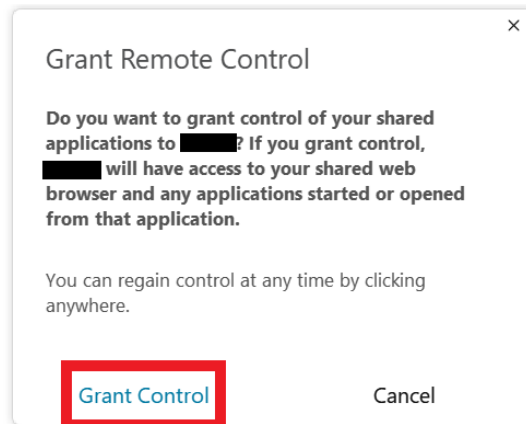
1. Move your cursor to the very top middle of your screen and the Webex toolbar will appear. Click "Assign."



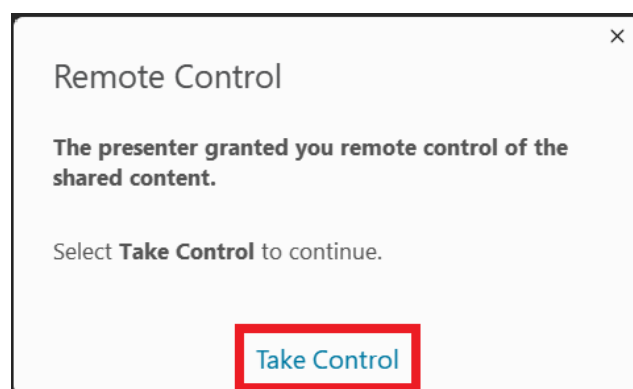
2. A drop-down menu will appear. Click "Pass Keyboard and Mouse Control" and then select the participant to whom you want to grant control.



3. You will see a pop-up on your screen regarding granting remote control. Click "Grant Control."



4. The participant chosen will see regarding They should Control."



you have a pop-up control. click "Take

To Regain (temporary) Control of Your Shared Application:

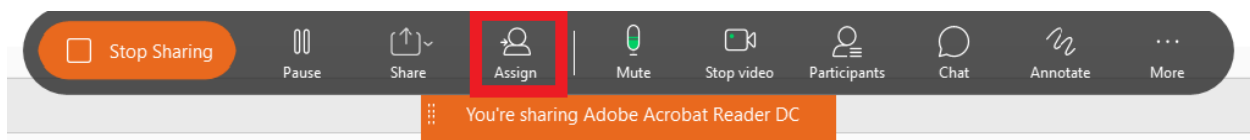
Click anywhere on your screen. Only one person may control the shared application at a time. However, if the person to whom you granted control clicks again on their screen, the control will then go back to them.

To Revoke External Control of Your Shared Application:

***Note:** If you no longer need to share your application/s, click the “Stop Sharing” button on the Webex toolbar. External control is terminated when you stop sharing.*

If you would like to revoke external control, but continue to share your application/s:

1. Click anywhere on your screen to gain control of the mouse.
2. Move your cursor again to the very top middle of your screen and the Webex toolbar will appear. Click “Assign.”



3. Click “Pass Keyboard and Mouse Control” and uncheck the participant you previously selected.

