

How to Screen-Share Daily Readings

On your device, (Zoom already on and connected)...

1. Open a browser
2. Go to our meeting web page at <http://any-lengths.org> (bookmark it)
3. Scroll down to the **AA Literature** section, locate the **AA Preamble**
 - a. If using a PC, right-click the link and choose "Open in New Tab"
 - b. If using an iPad, just touch the link (need to repeat 4X, once per reading)
4. Repeat for **How it Works** and the **Daily Reflection** (and closing reading)
5. Now you should have a browser pre-loaded with the day's readings (the closing reading you'll get from the chairperson)
6. Go back to Zoom now...
7. Click or touch the "Share Screen" icon:
8. **For iPad users:**
 - a. Tap the **Start Broadcast** icon
 - b. Dbl-tap the Home button so you can select/return to your browser (should see note on your browser that *you are sharing your screen*)
 - c. Start at the Preamble first, then move to How It Works (**here it's important to scan and scroll along with the reader!**) then, move to Daily Reflection
 - d. Copy today's Reflection to paste it in the Chat box upon return to Zoom
 - e. Tap on the Stop Sharing red icon after readings are read
 - f. Tap the "Stop Share" red icon
 - g. Sharing is over
 - h. In a live meeting, you'll also have the closing reading pre-loaded and would repeat the sharing steps for that at the end of the meeting also.
9. **For PC users,** it is essentially the same process, only simpler. When you click the "Share Screen" icon, a window opens up and you simply select the browser from among the options that display in the window. Similarly, you end screen sharing by clicking the Stop Sharing icon.

Misc Things to Remember::

- Remember to follow along and **scroll** long readings (like **How It Works**) for the reader - what you see is what they see
- You will want to increase (+) the view larger on readings with smaller text, (again, like **How It Works** – text is usually hard to read at 100%)
- It can be handy to print out a meeting script to follow along with the chairperson until you get used to the normal timing for when in the meeting to initiate the share feature
- Download the Service Position PDF for additional info on roles and other reminders