

Any Lengths

Online Group of Alcoholics Anonymous

Screen-Share Training – Any Lengths Group

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

1. Clear your PC so nothing is open but Zoom
2. Open a browser
3. Go to our meeting web page at <http://any-lengths.org> (bookmark it)
4. 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)
5. Repeat for **How it Works** and the **Daily Reflection** (and closing reading)
6. Now you should have a browser pre-loaded with the day’s readings (the closing reading you’ll get from the chairperson)
7. Go back to Zoom now...
8. Click or touch the “Share Screen” icon:
 - **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.
 - **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
- For book reading/discussion meetings, all the above applies the same using PDFs

The following Screen-Share tasks are copied from the [Service Descriptions Document](#):

- The screen sharer role requires a minimum of 30 days of sobriety and enough time in the group to understand how a normal online meeting flows. Your role is to pre-load and then share our daily readings on the screen, like the AA Preamble, How it Works, the Twelve Traditions, Daily Reflections and closing readings. All of these files are available to pull up and pre-load into your browser from the any-lengths.org page, under the sections **“AA Literature”** and **“Closing Readings”** (near the page bottom).
- Open a browser on whichever device you use to connect to our Zoom meetings. Load the daily readings in each of four separate tabs in order. In the first three tabs load the Preamble, How It Works (chairperson may choose The Twelve Traditions instead) and the Daily Reflection. *Ask the chairperson prior to the meeting* to know ahead of time which closing reading s/he will prefer for the day (it's good to join ~10 minutes early).
 - AA Preamble
 - How it Works and/or The Twelve Traditions
 - Daily Reflection
 - A closing reading chosen by the chairperson
- Early on after the beginning of the meeting, listen to the chairperson just after the Serenity Prayer for when to turn on the Zoom **“Share Screen”** function and begin sharing each document, in the order matching the chairperson as they call readers.
- Always try if you can to have everything loaded in advance. Everyone will have a better meeting experience if you show up at meeting time and know which documents to share that day and already have them open and ready to go as people are ready to read.

**NOTE: Training on sharing and a practice run will be done with each volunteer beforehand. These notes are just a quick refresher/reminder.*