

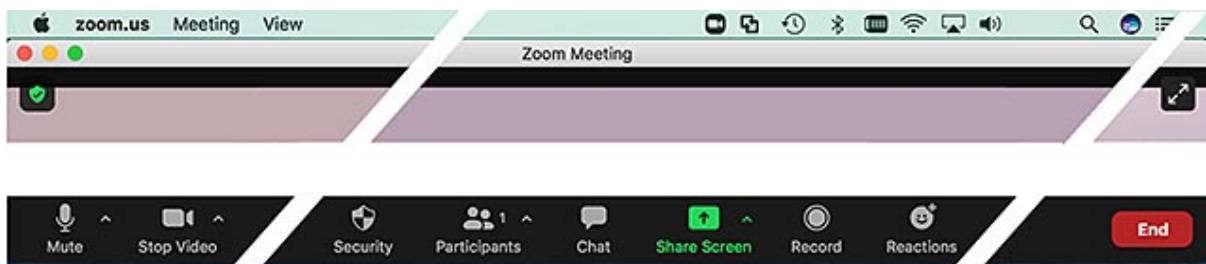
ZOOM FOR LACE CLASSES – JEAN & DAVID LEADER

This document is written for lacemakers who are taking classes remotely with a tutor who is using Zoom. It is about two things — *how to show your face*, and *how to show your lace*. By showing your face, I mean how to make sure that you can see, be seen, and communicate with the tutor and others; by showing your lace I mean how to make sure that the tutor can see the details of your lace in order to help you. This latter can be trickier than it may appear.

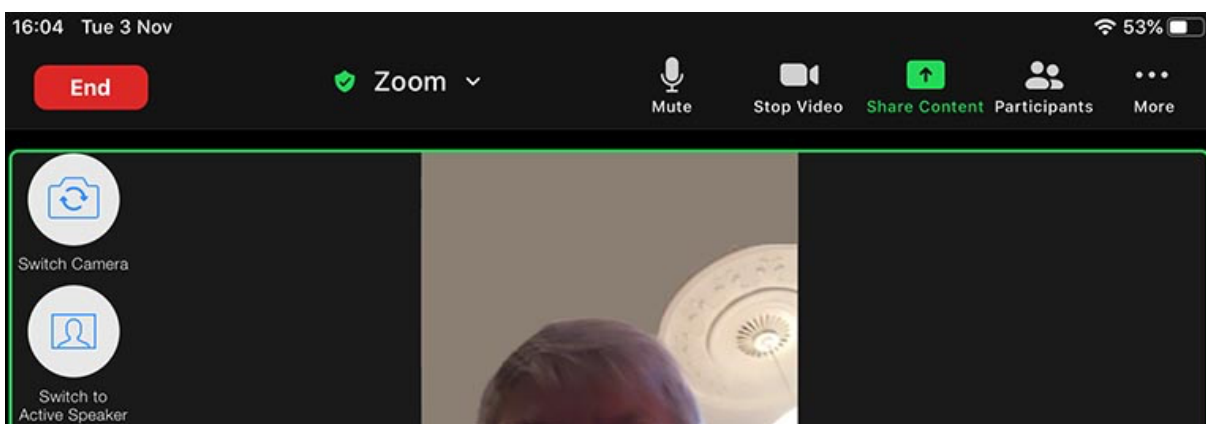
I am not going to describe the very basics of downloading Zoom software and connecting to a session as I assume you will have successfully passed that stage. Most tutors arrange practice sessions for this purpose. The document may appear a little lengthy because of having to give instructions for the different ‘devices’ and operating systems people use — desktops/laptops, tablets and smartphones — Apple or Android. You need only concern yourself with your own setup.

Showing your Face

First you should make sure that you know where the various Zoom controls that I shall be mentioning are to be found on your device(s). Many of you will already know this, but others may have only participated in sessions where all they had to do was turn on sound and video. For the computer (shown for the Mac, below) most of the controls are at the bottom. However the full-screen and Gallery/Speaker controls are on the top right. The top left menu gives you access to Zoom preferences (may be different for Windows).



For a tablet (shown for the iPad, below) most of the controls are along the top, with circular icons for camera switching and changing views at the top left.

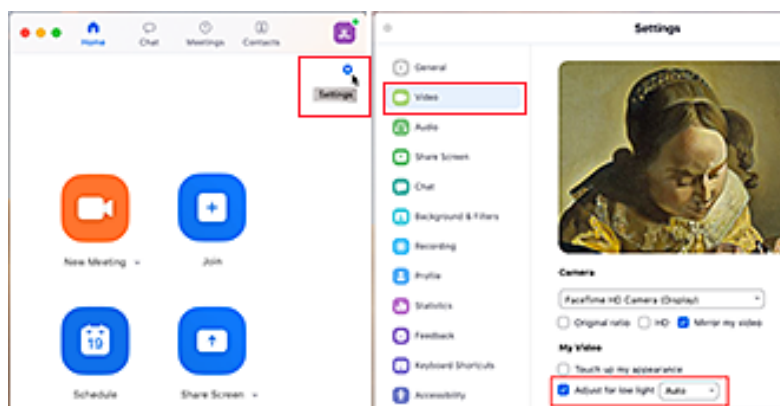


One thing that can be disconcerting to those new to Zoom is that *the controls may disappear* during the session! This is to maximize the screen area for the image. To get the controls to reappear: on a computer you ‘hover’ (position the mouse cursor and then wait) over the part of the screen where the controls should be; on a mobile device you tap in the middle of the screen. (This is similar to the way the controls for videos behave.)

Shine a ever lovin' light on me

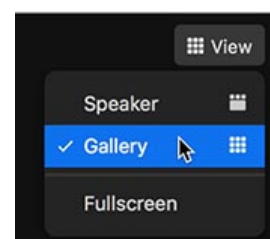
When making lace your concern is that you can see what you are doing — that your pillow is well lit. However this can result in your face being in a shadow. In daytime it is best to set your device up so that you are facing a window with your face illuminated by daylight. However, this is not always possible, in which case a table lamp can be set up behind a laptop or mobile screen. (Less easy for a desktop, unless you have an Anglepoise lamp or similar.)

Another thing that may help on a computer is the setting 'Adjust for low light'. The settings are accessed from the gear icon at the top right of the Zoom window shown. Select 'Video' in the new window and then 'Adjust for low light'. This option does not seem to be available on tablets, perhaps because they tend to give a better image as they are actually using the selfie camera.



To see ourselves as others see us — Gallery or Speaker View

Zoom has two alternative ways of presenting views of participants for computer or tablet. In 'Gallery' view images of participants are tiled across the screen; in 'Speaker' view a large image of whoever is currently speaking takes up most of the screen, with a set of smaller images of the other participants at the side. The controls for switching views are at the top right of the computer screen, under 'View'. On the tablet, the control is a circle at the top left, as can be seen on the previous page.

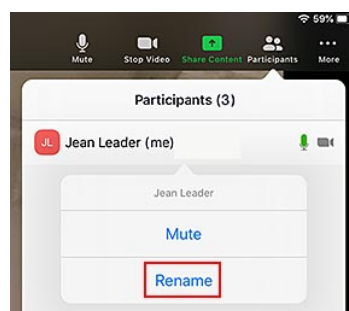
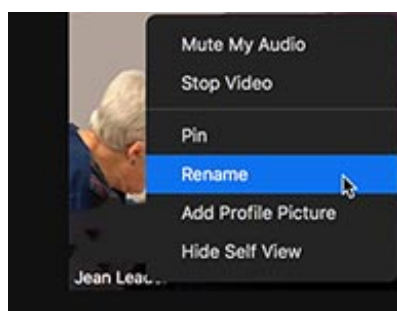


I'll never forget whatshername

This is not very important, but you may wish to change your name as it appears by your image on Zoom. This could be if you share a computer with someone whose name appears instead of yours, or if you need to add your surname so others can distinguish you from that other Mary.

On the computer you just click on the current name and the menu shown on the left will appear. Select rename, and edit the name in the text box.

On the tablet, tap 'Participants' and you will see an option, 'Rename'.



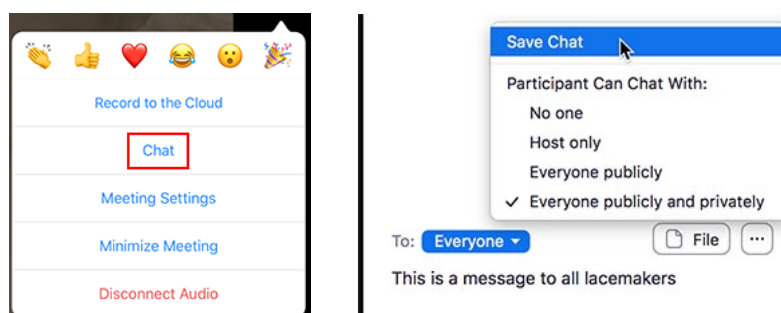
None of your usual chitchat

Zoom has a facility with the — perhaps somewhat misleading — name ‘Chat’ that may sometimes be useful. This allows you to write messages to other members of the class or send them a document. You might want to write, rather than just talk, for something like a web address. Likewise you could always send people a document as an email attachment, but you may find it easier to do it while it is fresh in your mind.

On the computer the ‘Chat’ speech-bubble icon is easily accessible near the centre of the bottom menu. Just type your message and hit the return key.

On a tablet it is an option in a menu accessible from the More icon.

One thing you need to remember is to save messages to your device, as the text does not persist after the session is finished. The text is saved to a Zoom folder, the position of which will differ between devices.



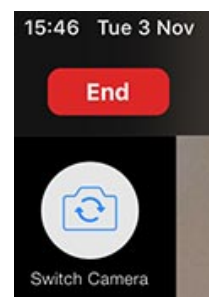
Showing your Lace

In addition to talking to your tutor about the progress of your lace, you will also want to show it to her so that she can advise on how to proceed. There is a problem here because holding up your lace to a computer screen does not generally give an image with the necessary sharpness to see details. This is because built-in computer cameras are set to focus on people sitting in front of them.

To show lace in close-up you really need a mobile device, as the cameras on these are designed to allow a much wider range of focus, and can do this automatically or allow you to pinch and zoom in. Of course, if you don't have a smartphone or tablet in addition to your laptop or desktop, you'll just have to manage with that. However this section deals with how best to work with different devices or combinations in which one is a mobile. From experience the main device people use is a computer or a tablet, and this results in three types of combination to consider.

Tablet (Apple iPad or Android) alone

- Connect to the Zoom session.
- Tap on the ‘Switch Camera’ icon at the top left of the screen. You are not actually taking photos with the camera of the tablet, just replacing your image with what can be seen in the viewfinder.
- The view will switch. Focus on your lace. If your lace appears in just one frame, you need to ‘pin’ it, by first making sure that you are in ‘Gallery View’ and then double-tapping on the frame. This will enlarge it allowing you to focus more easily. (Double-tap again to unpin.)
- Then ask the tutor to pin your frame on her device to make it fill most of her screen — locked into ‘Speaker View’, as it were — so she can discuss it with you.



It is clearly not ideal to have to lift up a tablet and position it over your lace, so if you can prepare some sort of stand on which to place it, this will make things easier. There is a photo of my own improvised setup at the end of this document.

Desktop/Laptop (Mac or Windows) + Android tablet or phone

At present it is not possible to connect Android mobile devices to either a Mac or Windows computer in the convenient manner available for Apple mobiles, described below. In order to take advantage of their cameras you must start a separate Zoom session on the Android mobile device and proceed in a similar way for a single tablet (above). This has the slight disadvantage that an additional window will appear on everyone's screen.

- Connect to the Zoom session on your Android device using the URL in the invitation.
- *Turn off the sound* on your Android device using the physical button on the side. This is important to prevent an unpleasant echo when you speak into your main device.
- Set the sound control for the Zoom session with your Android device on *mute*.
- Tap on the 'Switch Camera' icon (here shown for a phone).
- The view will switch. If your lace appears in just one frame, you need to 'pin' it, by first making sure that you are in 'Gallery View' and then double-tapping on the frame. This will enlarge it allowing you to focus and pinch-zoom more easily. As stated above, you are not actually taking photos with the camera of the mobile, just replacing your image with what can be seen in the viewfinder.
- Then ask the tutor to pin your frame on her device to make it fill most of her screen — locked into 'Speaker View', as it were — so she can discuss it with you.

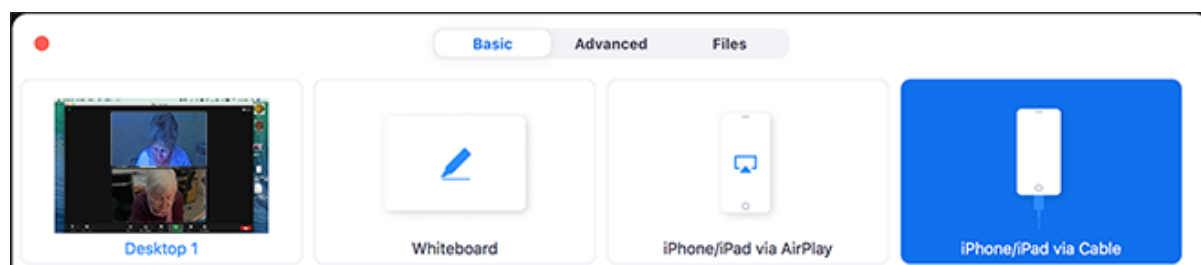
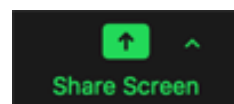


It is easier if your mobile device is held in position — see possibilities on the next page.

Desktop/Laptop (Mac or Windows) + Apple iPad or iPhone

If you connect an Apple mobile device (but *not* an Android one) by a standard cable to the USB port of *either* a Mac or Windows computer, you can access this from Zoom on your computer. You can switch from showing a view of yourself to showing the view from the iPad or iPhone camera *without* needing to make a separate connection to the Zoom session.

- Connect to the Zoom session on your desktop or laptop using the URL in the invitation.
- Ask your tutor to check that the option to allow participants to share their screens is enabled under 'Security'.
- On your iPad or iPhone, select the camera.
- Focus on your lace with your iPad or iPhone, zooming in if necessary. As stated above, you are not actually taking photos with the camera of the mobile, just replacing your image with what can be seen in the viewfinder.
- Select 'Share Screen' on your computer (right), which will bring up a view similar to that below.
- Click on the option 'iPhone/iPad via Cable'. ('iPhone/iPad via AirPlay' is also possible.)



- Connect your iPad or iPhone to your computer by its USB cable (unless using AirPlay).
- Click the 'Share' button at the bottom right. The image of your face will be replaced by that of your lace on the iPhone or iPad, and will appear large in everyone's screen.
- To switch back from your lace to your face, exit 'Share Screen'.

It is easier if your mobile device is held in position — see possibilities on the next page.

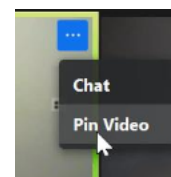
Physical Support for Mobile Devices

Illustrated below are two ways I have used to support my mobile devices for showing details of my lace during Zoom sessions. On the left is my iPhone attached to a stand bought on-line for about £15. It is clamped to the table and has a flexible arm and a ball/socket for rotating it at the top. I was a little wary of the similar stands available for tablets, and have used the improvised stack of books shown on the right to support my iPad. (There are couple of more robust-looking dedicated iPad document stands on-line, but they cost over £100.)



Pinning

As already mentioned, each participant in a Zoom session can ‘pin’ any frame seen in ‘Gallery View’ to lock it in something similar to ‘Speaker View’. This can serve either of two purposes: (1) it allows you to focus on your lace using the ‘Switch Camera’ option on a mobile device to show it to your tutor, (2) it allows any participant to lock lace being shown by another participant (tutor or student) in this larger view. On a mobile you double-tap to pin, and then again to unpin. On a computer you click in the frame and select ‘Pin Video’ from the pop-up menu that appears (and click again for the ‘unpin’ option).



Postscript

This guide focusses on showing your face and showing your lace (and getting them in focus). There are many other things you can do on Zoom, such as showing photos or videos of your lace, but they are not described here. If your tutor cannot tell you how, there are details in my notes for tutors, available from the same page of my website as these notes:

www.jeanleader.net/teaching/zoom.html

We are only human. These notes may contain mistakes or omissions. I can try to correct and improve them if any deficiencies are pointed out to me by email at jean.leader@gmail.com.

Jean and David Leader, 18th November 2020