

# Controlling what you see when attending a Zoom meeting in the iPad app

When you attend a Zoom meeting, you have options that can make it easier to focus on the content during the meeting, whether that is the other attendees or content that a presenter is sharing. This guide shows you how to control what you see in the Zoom window when attending a meeting using the Zoom iPad app.

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*This guide is published by virtual presentation expert Dave Paradi of ThinkOutsideTheSlide.com. His articles and videos on virtual presenting have been viewed over 3.5 million times and liked over 14,000 times on YouTube.*

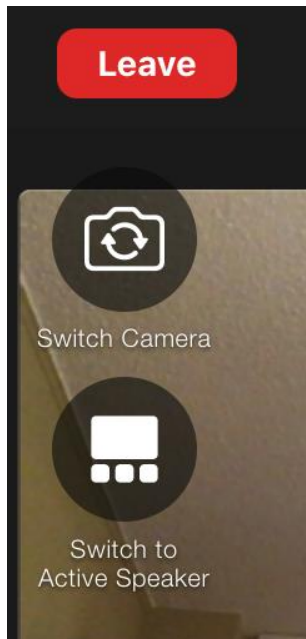
*This guide is provided so that you can get the most from the virtual meetings you attend.*

*If you are a presenter in virtual meetings, you can get notified of new articles and videos at <https://www.ThinkOutsideTheSlide.com/vpnotify>.*

## Video grid options when no content is being shared

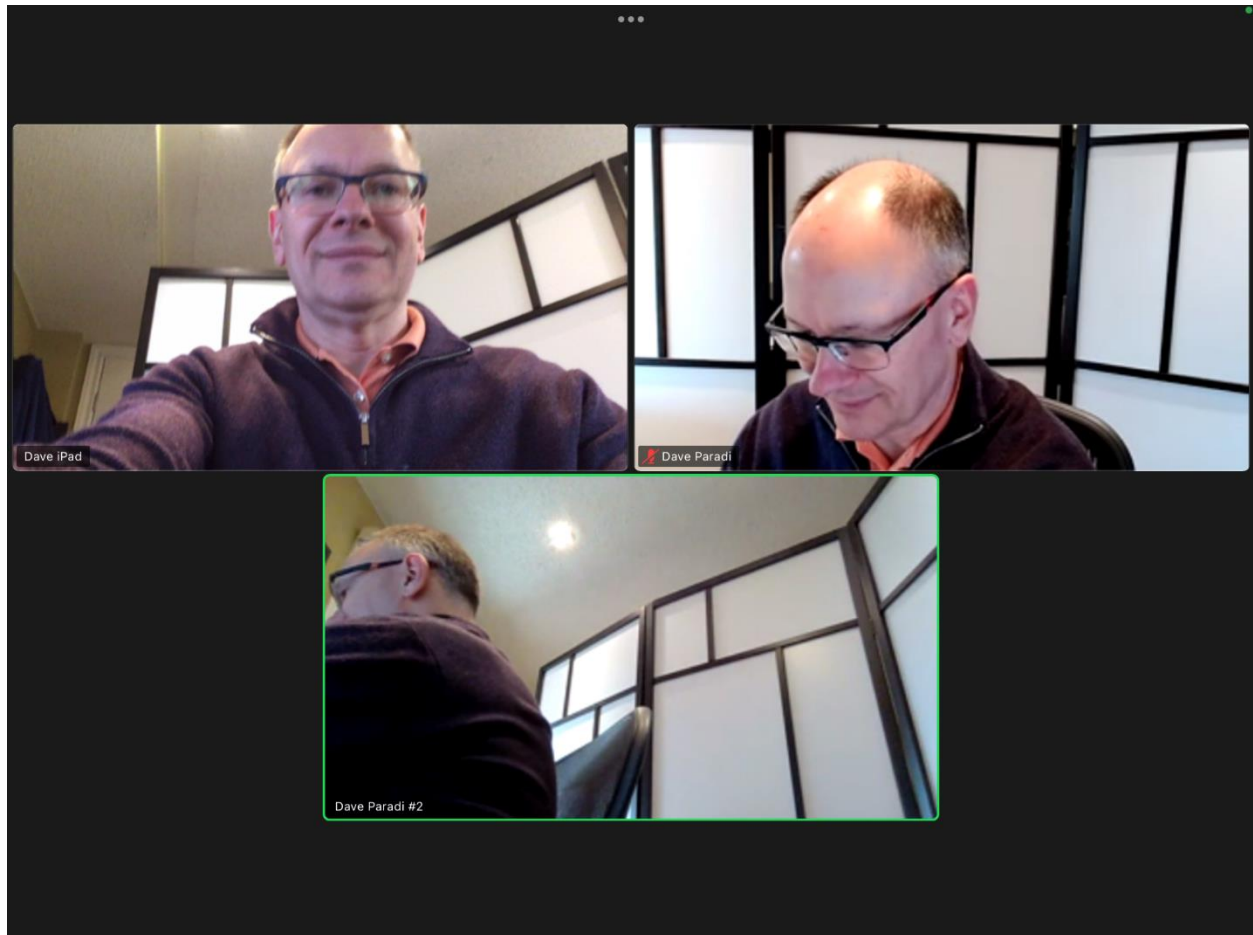
### How to switch views

There are two views available, Gallery view and Active Speaker view. Tap on the Zoom window and in the upper left corner of the screen you will see a button to switch to the view you are not currently using.



## Gallery view

Gallery arranges all videos on the screen and the current speaker has a green rectangle around their video.



The advantage of Gallery view is that you always see all of the people who have their video turned on (to the limit of the number of videos that can be viewed on the screen) and you can see everyone's facial expressions or reactions. The disadvantage is that each video may be small if many people are attending the meeting.

In Gallery view you can rearrange the position of the videos by dragging the video tile with your finger to the spot you want it to be. Rearranging the video tiles helps you move the most important people in the meeting to the top row so you can focus on them. Rearranging your grid does not change the view for anyone else.

## Active Speaker view

Active Speaker view shows the current speaker as a large video in the center of the Zoom window and shows your video in a small window in the lower right. This view does not show the other videos. If Zoom determines that you are the current speaker it does not make your video large, it shows the last speaker's video in the large current speaker position. The current speaker video changes as Zoom detects who is speaking in the meeting. If multiple people are speaking at once it may not be able to accurately switch quickly between the different speakers.



The advantage of Active Speaker view is that you see the person speaking large on your screen. This is an advantage if there are many people attending the meeting and the video thumbnails in Gallery view are small. The disadvantage of Active Speaker view is that you lose the ability to see facial expressions from other attendees as their videos are not shown. Another disadvantage is that the current speaker video may not switch quickly if multiple people are speaking or Zoom is slow in detecting that someone else has started speaking.

## Immersive view

The host of the meeting can put everyone into an immersive view, which makes it appear that everyone is together in a particular setting, like a boardroom or classroom.



When this view mode has been activated by the meeting host, you cannot change the view on your screen.

## Video grid options when content is being shared

When content is shared in Zoom on an iPad, adjusting the view is not through an on-screen view option button. When content is shared, it takes up almost the entire screen and the current speaker's video is shown in the lower right corner possibly covering up some of the shared content.



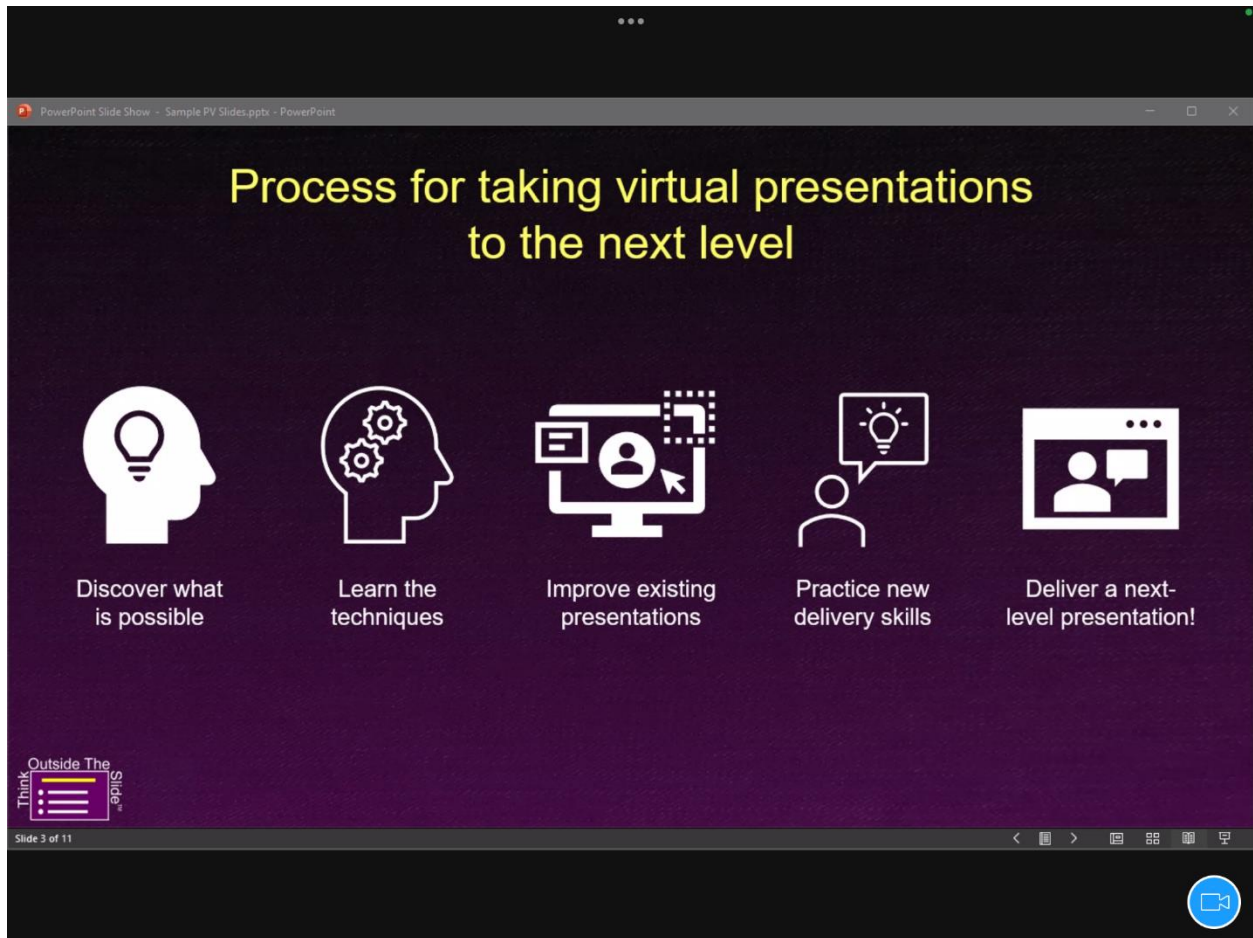
The screenshot shows a Zoom meeting interface on an iPad. The main content is a shared PowerPoint slide with a dark purple background and yellow text. The slide title is "Process for taking virtual presentations to the next level". Below the title are five icons representing a process: a lightbulb in a head, a head with gears, a computer monitor with a person icon, a person with a lightbulb in a speech bubble, and a video call window with a person icon. Below each icon is a corresponding step: "Discover what is possible", "Learn the techniques", "Improve existing presentations", "Practice new delivery skills", and "Deliver a next-level presentation!". In the bottom left corner of the slide, there is a logo for "Think Outside The Slide" and the text "Slide 3 of 11". In the bottom right corner of the Zoom window, there is a video grid showing a single video feed of a man with glasses, identified as "Dave Paradi".



You can swap the shared content and the speaker video by tapping on the video in the lower right corner. To return to the shared content being large tap on the shared content that is now in the lower right corner.



The video has '+' and '-' buttons. The '-' button will minimize the video to an icon so you just see the shared content. Tapping on the icon restores the current speaker's video.





The '+' button expands the video section to show all videos on top of the lower portion of the shared content area. The position of the '+' icon is replaced with an icon that allows you to reduce the video to just the current speaker's video. The '-' button will minimize all videos.

The screenshot shows a PowerPoint slide titled "Process for taking virtual presentations to the next level" in yellow text on a dark purple background. The slide contains five icons and their corresponding descriptions:

- Discover what is possible**: Icon of a head with a lightbulb.
- Learn the techniques**: Icon of a head with gears.
- Improve existing presentations**: Icon of a computer monitor with a person icon and a cursor.
- Practice new delivery skills**: Icon of a person with a speech bubble containing a lightbulb.
- Deliver a next-level presentation!**: Icon of a video call window with two people.

At the bottom of the slide, there is a video gallery with three video thumbnails, each labeled "Dave Paradi" or "Dave Paradi #2". The gallery includes a "+" icon on the left and a "-" icon on the right. The top of the slide shows a window title bar with "PowerPoint Slide Show - Sample PV Slides.pptx - PowerPoint".