

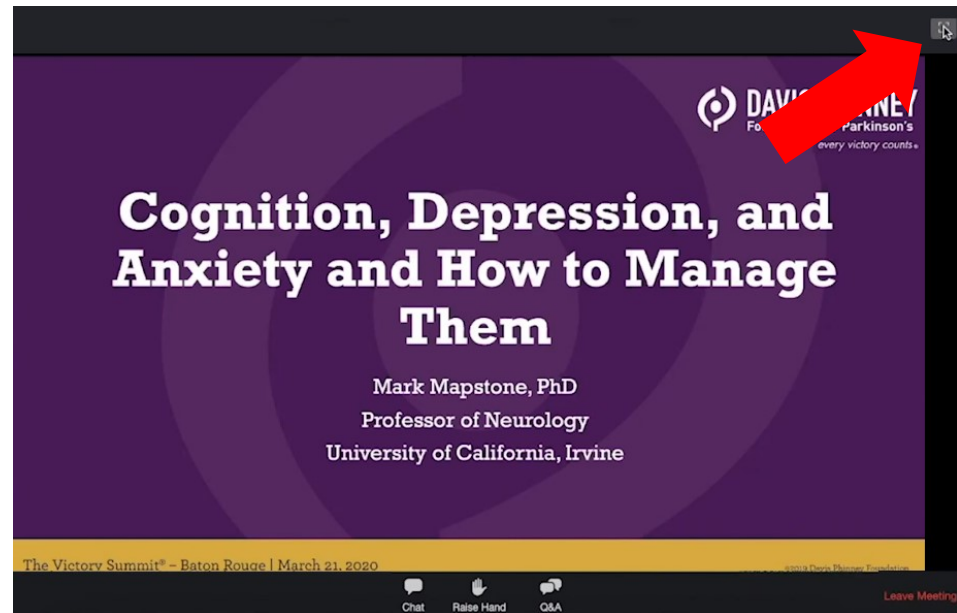
# How to Adjust Screen Size



This tutorial will help you adjust the screen size of a video.

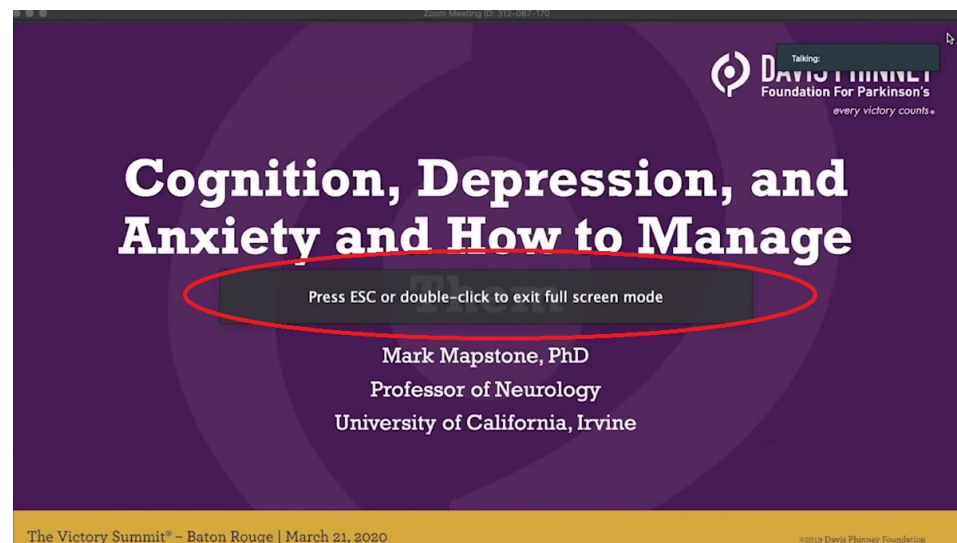
## Make the screen full size

Click on the small box in the upper right hand corner to make the video full size.

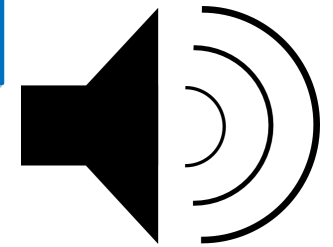


## Make the screen size smaller

Press the ESC button in the top left of your keyboard, or double-click in the middle of the screen to exit full screen and make the screen smaller.



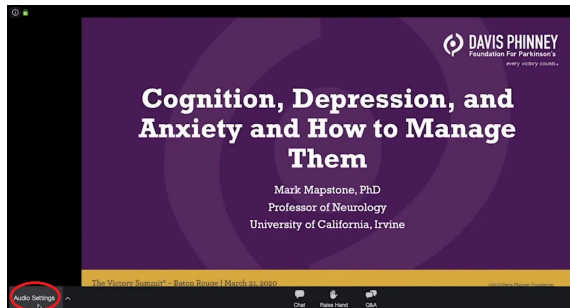
# How to Check Your Sound



In this tutorial, you will learn how to test your speakers to make sure they are working and that you can hear them.

1

Go to bottom left hand corner where it says Audio Settings.



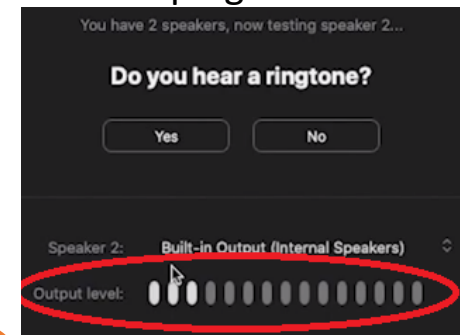
2

Click the arrow to the right of Audio Settings. Click on Test Speaker & Microphone.



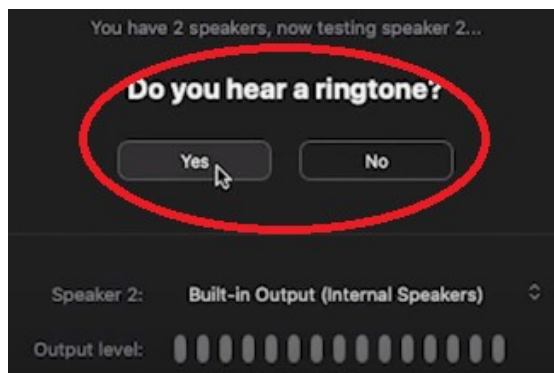
3

Look to see if the white bars are moving & listen for a chirping sound.



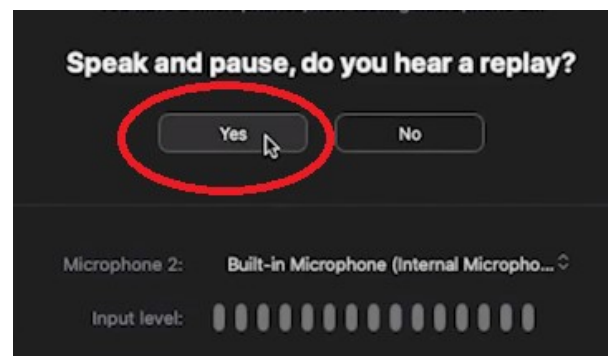
4

If your speakers work, click **Yes**. If they aren't, click No & you'll be prompted to change speakers.



5

On the next screen, click **Yes** since you will not need to test use your microphone.



6

If your speaker works properly, click **Finish**. You are good to go!



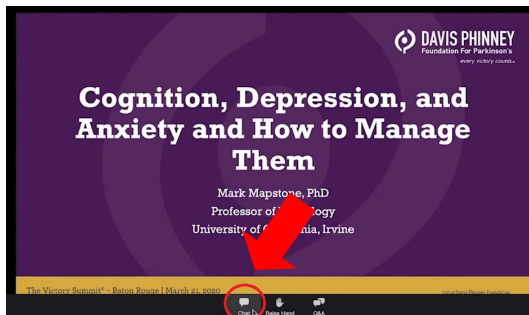
# How to Interact with Speakers



In this tutorial, you will learn how to interact with the speakers and ask questions during the video using the Chat and Q&A tools.

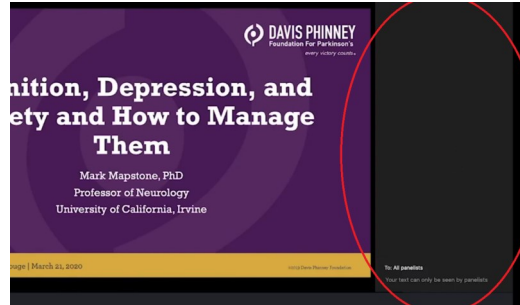
1

Navigate to the bottom middle of your screen & click the Chat icon.



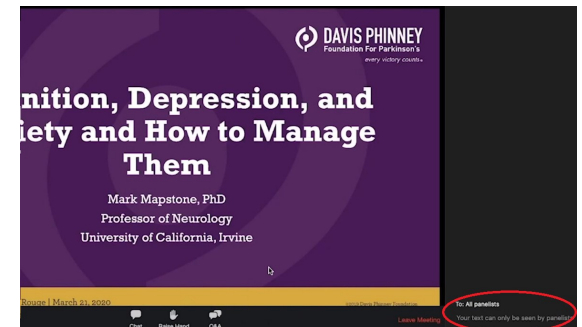
2

A chat bar will open on the right side of the screen.



3

Type your questions in the chat bar. *Chat questions are only seen by the speakers.*



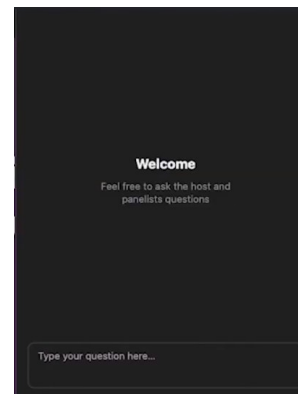
4

Navigate to the bottom of your screen & click Q and A icon.



5

Type in your question in the provided box. *Q&A questions are visible to all.*



6

Ask anonymously by checking the **Send Anonymously** box. Then click **Send**.

