MONASH University

MONASH
ART
DESIGN &
ARCHITECTURE

Quick guide: Presenting your art folio on Zoom

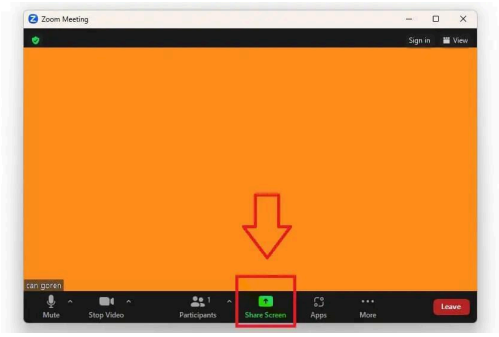
The aim is to help the interviewer see your work clearly, understand your creative thinking and hear you talk about your process. You don't need a perfect presentation: preparation, clear images and a confident explanation of your work are what matter.

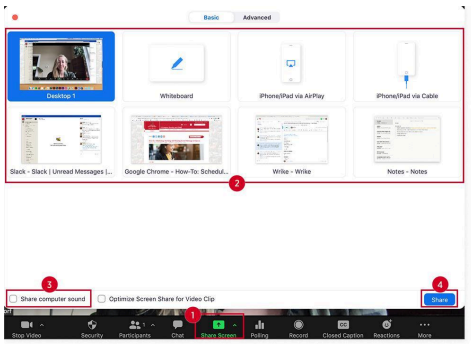
1. Before your presentation

- Prepare your folio: Have your work ready as a PDF, PowerPoint or presentation file on your computer.
    - The file you share can be prepared using any software you'd like, for example:
      PDF
      PowerPoint
      Google Slides
      Canva
      Keynote
      Word Document
      Figma
      Or any other software you are comfortable using.
- Choose your strongest works: Select a few projects that demonstrate your interests, creativity, experimentation and range.
- Check your images: Make sure they are clear, correctly oriented and large enough to see.
- Practise what you'll say: Be ready to explain what inspired each work, how you developed it, what materials or techniques you used and what you learned.
- Test Zoom: Check your internet connection, microphone and camera. Join from a quiet, well-lit space.
- Close other applications: This reduces distractions and helps your computer run smoothly.

Tip: Have your portfolio open before joining the meeting so you don't have to search for files while presenting.

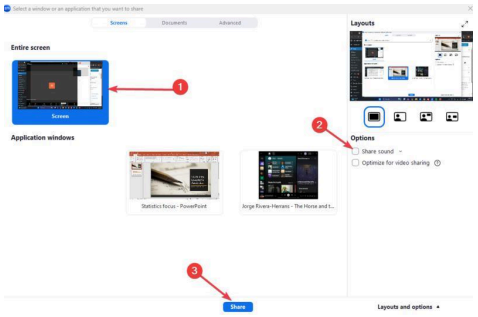
2. How to share your portfolio on Zoom - step by step

	Step 1: Join the meeting Open the Zoom link and check that your camera and microphone are working. Keep your camera on unless the interviewer says otherwise.



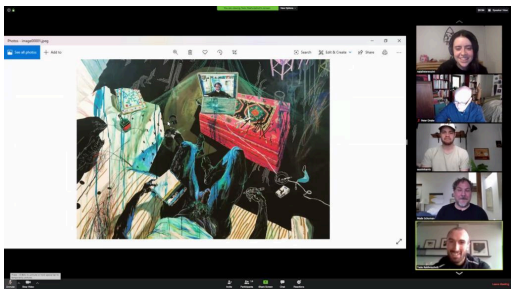
Step 2: Click “Share” or “Share Screen”

In the meeting toolbar at the bottom of the Zoom window, click the green Share Screen button.



Step 3: Select your portfolio

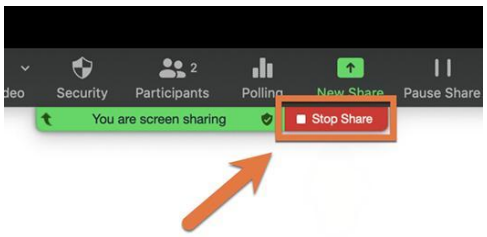
Choose the window containing your PDF, PowerPoint or other presentation. Sharing just that window is usually best, as it avoids showing your desktop, notifications or other open applications.



Step 4: Open your portfolio in full-screen mode

Start the slideshow or presentation mode, or enlarge the PDF to fit the window. This makes your artwork easier to see.

Move through your portfolio at a steady pace. Pause on each project, explain your thinking and allow time for questions.



Step 5: Finish sharing

Click Stop Share in the Zoom toolbar when you've finished. You will return to the regular meeting view and can continue the conversation.

Note: Zoom's interface may look slightly different depending on your computer and version. You generally don't need to share your computer's audio for a portfolio presentation.

3. How to talk about each artwork

You don't need to memorise a script. The goal is to have a natural conversation about your work and your creative interests. Use this simple structure to guide your explanation.

Inspiration: What ideas, experiences, artists or questions inspired the work?

Process: How did you develop the idea? What materials, techniques or experiments did you use?

Decisions and reflection: What choices did you make, what worked well, and what would you change or explore further?

Common mistakes to avoid

- Sharing your entire desktop when you only need to show your portfolio.
- Using images that are too small or blurry.
- Reading long blocks of text from your slides.
- Rushing through the work without explaining your thinking.
- Being afraid to discuss unfinished work, challenges or mistakes – these can reveal a lot about your creative process.
- Panicking if the technology doesn't work immediately. You can stop sharing, reopen the file and try again.

Final checklist

Ready for your folio presentation?

- ☐ Portfolio open and ready before joining
- ☐ Internet, camera and microphone tested
- ☐ Zoom screen-sharing tested
- ☐ Images clear and easy to navigate
- ☐ Quiet space with good lighting
- ☐ Water nearby and notes ready
- ☐ Backup PDF available if the presentation fails

Remember: The portfolio is a starting point for a conversation, not a test of your presentation skills. Be ready to talk about why you made the work, what interests you and what you would like to explore next.