

GWYBODAETH DEFNYDDIOL - ZOOM USEFUL INFORMATION -

Dyma'r botymau pwysig ar gyfer cynadledda fideo trwy Zoom. / *These are the important buttons for video conferencing via Zoom.*



CODI LLAW

I godi'ch llaw mewn cyfarfod Zoom mae angen i chi glicio ar y botwm 'participants' Bydd hwn yn agor blwch ychwanegol gydag enwau pawb sy'n mynychu'r cyfarfod wedi'u rhestru ar y brig ac amryw opsiynau ar y ddeuwslen ar y gwaelod.

I godi'ch llaw, cliciwch ar yr opsiwn Raise hand Gallwch glicio eto i ostwng eich llaw.

RAISE HAND

To virtually raise your hand in a Zoom meeting you need to click on the participants button This will bring up a pop box with the names of all meeting attendees listed at the top and various menu options at the bottom.

To raise your hand, simply click on the raise hand option You can click again to lower your hand.

Participants - Screen



- **Raise hand – Use this button to ask a question or make a comment.**
- **Yes / No - We will be using the Yes button for voting.**

Info buttons only (not to be used for public meetings)

- *Go slower / go faster – Some of us talk too fast, or sometimes you're presenting something your audience already knows about. These indicators will let you know if you need to slow down or move on.*
- *Thumbs up or down – no explanation needed here.*
- *Applause – we all love getting some big-time approval!*
- *Coffee – It's time to take a break*
- *Clock – It might be time to wrap it up! Keep an eye on the time or you're going to lose your audience soon.*

CYFIEITHU - Ar gyfer cyfarfodydd gyda chyfieithydd bydd botwm 'interpretation'

ychwanegol, cliciwch ar y botwm hwn a dewis naill ai 'Llawr / Floor neu English. Os oes angen cyfieithiad Cymraeg i Saesneg arnoch, dewiswch 'English' bydd y cyfieithiad yn dod drwodd yn awtomatig.

TRANSLATION - For meetings with a translator available there will be an additional 'interpretation' button, click on this button and choose either 'Llawr/Floor or English. If you need Welsh to English translation pick 'English' the translation will come through automatically.

