How to record your presentation using Zoom

Virtual Presentation Recording

When creating your presentation...

- Use a title slide as your opening slide for the presentation
- Include any Social Media handles on your individual title slide as well as any logos

EXAMPLE:

- #myConferenceSuite

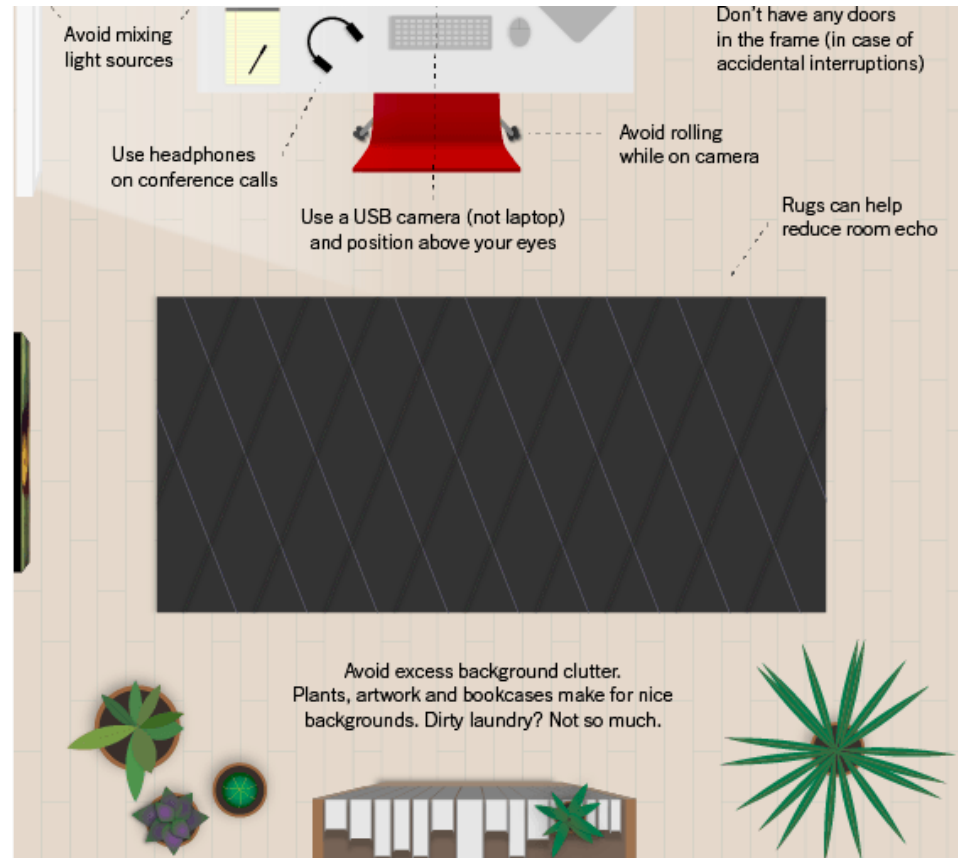# Equipment

Types of Equipment:
- Webcam
- Headset with microphone, plug-in ideal

# Suggested Room Layout & Recording Tips

Avoid mixing light sources

Use headphones on conference calls

Use a USB camera (not laptop) and position above your eyes

Don't have any doors in the frame (in case of accidental interruptions)

Avoid rolling while on camera

Rugs can help reduce room echo

Avoid excess background clutter. Plants, artwork and bookcases make for nice backgrounds. Dirty laundry? Not so much.

Try adding a red dot sticker on your camera so you can look at that while presenting instead of at yourself.

Alternatively, drag your own video to the middle of the screen directly beneath your camera.
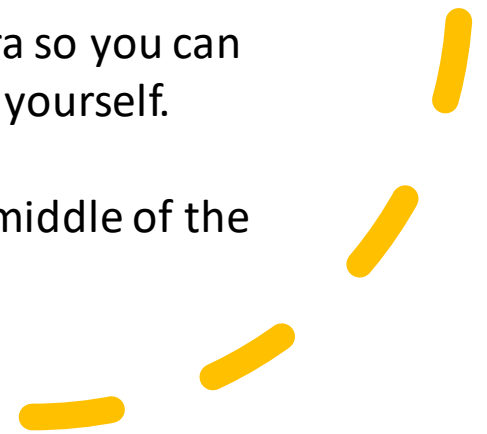
Zoom Preferences MAC iOS Audio/Video

AUDIO

1) Open System Preferences


2) Click on Sound

3) Click the Input tab.

4) Click on the microphone or headset you wish to use for recording.

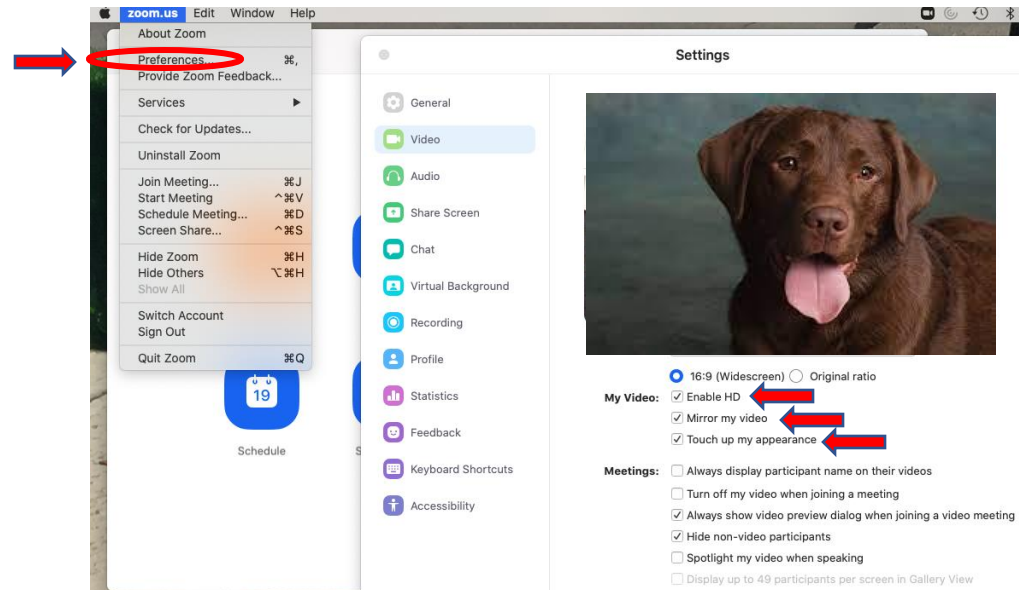5) Speak into the microphone at the same volume and distance you will use when recording.

6) While you are speaking, watch the Input Level.

7) Adjust the Input Volume so that the Input Level reaches about two-thirds of the maximum.

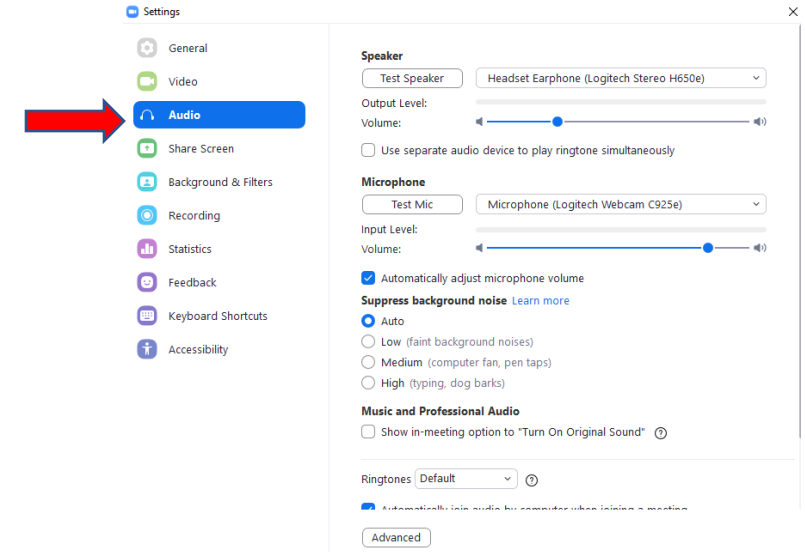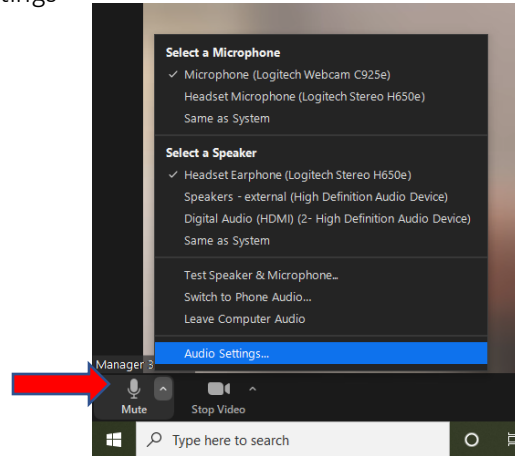8) Close the System Preferences window. Your microphone volume is now set correctly
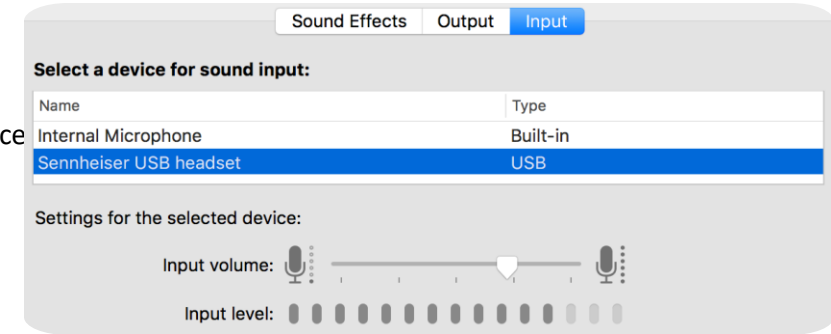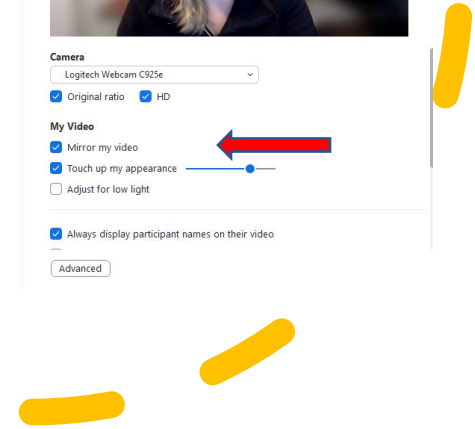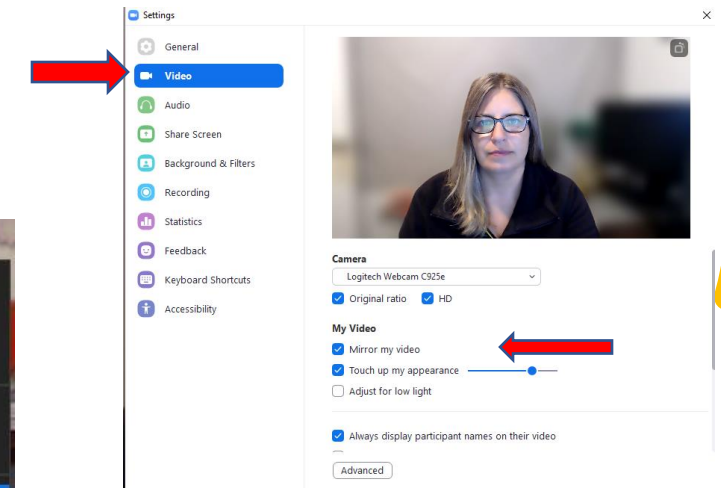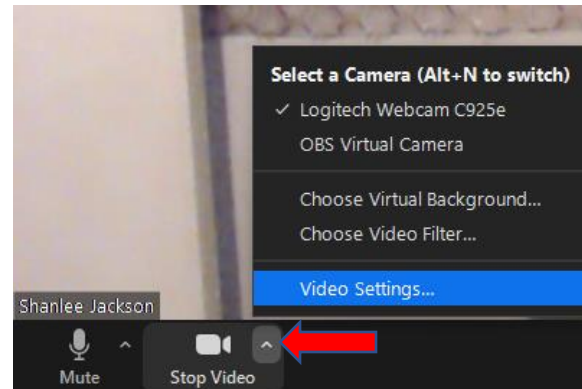

VIDEO

Zoom Preferences WINDOWS Audio/Video

AUDIO

1) Click the ^ beside the MUTE/Microphone icon
2) Click Audio Settings
3) This is where you can adjust and test your audio settings

VIDEO

1) Click the ^ beside the Stop Video/Camera icon
2) Click on Video Settings
3) This is where you can ensure your video preferences are set accordingly

Using Zoom to Record Your Presentations

Zoom is not only an excellent tool for online video meetings and lectures, it can also be used as a powerful tool for recording video presentations. You can initiate a Zoom meeting without any other participants, and you still have all of Zoom's presentation tools at your disposal, as well as the ability to record. Best of all, all these features are available with a free Zoom account.

[Click here to download Zoom](#)

Be sure to turn off phones and notifications that could cause distractions during recording.

If you wish to use a webcam to record yourself during the presentation, plug in the webcam before opening Zoom.

It is highly recommended that you practice using Zoom before recording so that you are comfortable with the controls before you record your presentation.

IF YOU WILL BE USING POWERPOINT:

1. Open the Powerpoint file 2. Click **Slide Show** 3. Click **Set Up Slide Show**
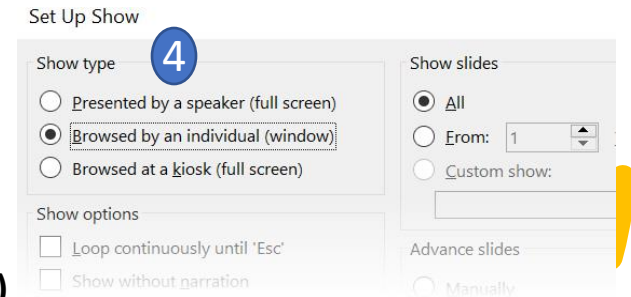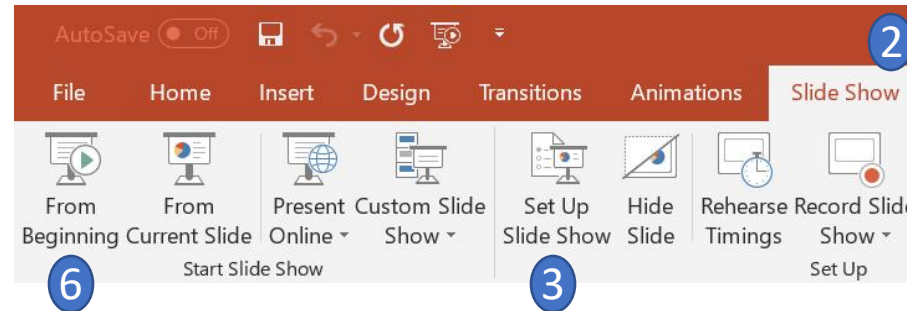
4. Under **Show Type**, click **Browsed by an individual (window)**
This will allow you to present in slideshow view without being in fullscreen mode. Fullscreen mode can make recording with Zoom more difficult.
5. Click **OK**
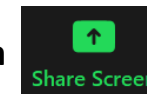6. Click **Play from Start** or **From Beginning** to begin the slideshow.

Getting ready in ZOOM

Zoom will begin a video conference session. If asked to choose an audio conference option, click **Join with Computer Audio**
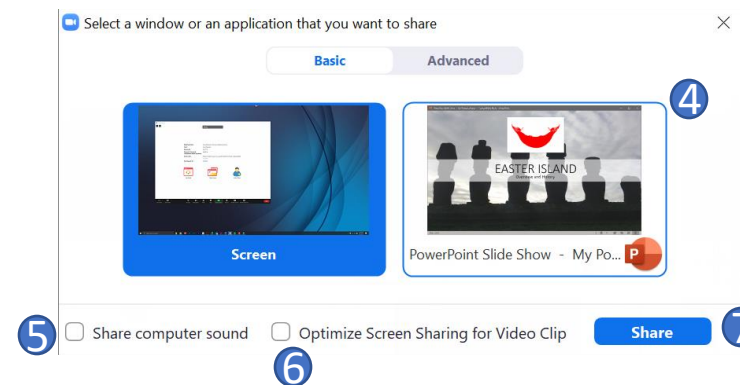
1) Open the Zoom app
2) Click **New Meeting**
3) At the bottom of the Zoom window, click **Share Screen**

4) In the Share window, click the window you wish to use in the recording.

5) If your presentation includes sound, check the box for **Share computer sound**.

6) If your presentation includes a LIVE video, check the box for **Optimize Screen Sharing for Video Clip**.

7) Click **Share**

The window that is being shared/recorded will have a green outline. The webcam feed will be recorded regardless of whether it is positioned within the green recording border.
When a window is being "shared" in Zoom (i.e. recorded), the Zoom control bar will minimize and move to the top of the screen. Hover over the minimized control bar to reveal the full set of Zoom controls.

The webcam feed will be recorded regardless of whether it is positioned within the green recording border. It will default to the top right of your screen. Your image can be moved to any area of your presentation that will not cover your information. The size of the image can also change by hovering over and expanding a corner.
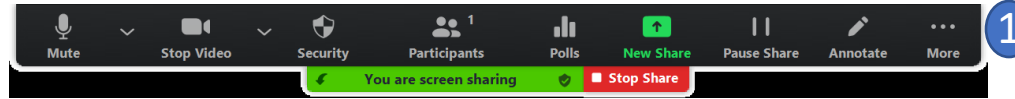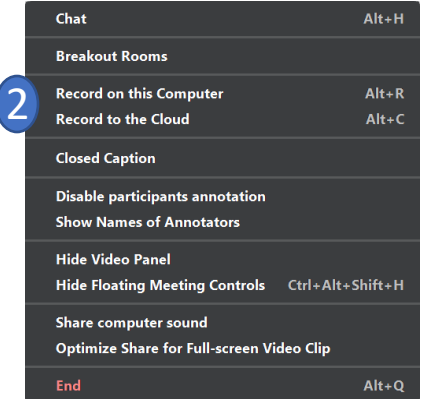
Getting your image ready in ZOOM

Recording in ZOOM

Once you have all your setting set to your preference, you are ready to record!

1) To begin recording, click **…More** in the Zoom control bar at the top of the screen.

2) Click **Record to the Cloud** in the dropdown menu that appears. (or press **Alt+C** on Windows or ⌘**+Shift+C** on Mac)

If you are muted, click **Unmute myself** in the window that appears.

You are now recording and ready to give your presentation.

You can pause recording at any time by clicking **…More**, in the Zoom control bar, then **Pause Recording**. (or press **Alt+P** on Windows or ⌘**+Shift+P** on Mac)

If you are unable to control Powerpoint or Zoom with your keyboard, first click the Powerpoint or Zoom window to focus your keyboard commands on that window.

3) You can change the window being recorded by clicking **New Share** in the Zoom control bar at the top of the screen and selecting the window you wish to record.
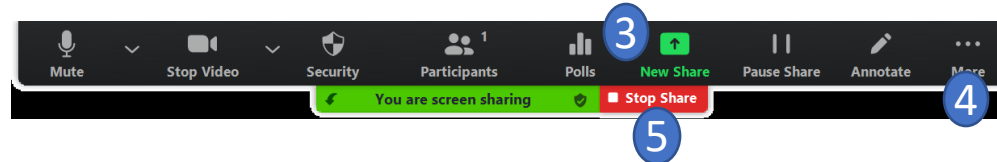
4) When you are finished, click **…More** and click **Stop Recording** in the Zoom control bar at the top of the screen. (or press **Alt+C** on Windows or ⌘**+Shift+C** on Mac)
5) Click **Stop Share** in the Zoom bar at the top of the screen.
6) Click **End Meeting** then click **End Meeting for All**
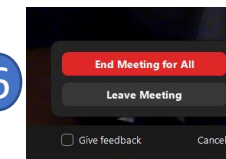
Please feel free to contact us if there's anything we can do to support you through this!

support@myconferencesuite.com

We look forward to "seeing" you soon!