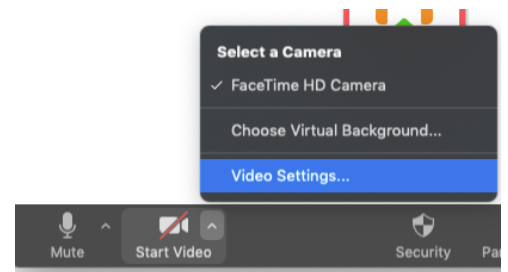


Recording Presentations using Zoom

Many applications can be used to record video, but Zoom offers a simple solution that provides solid results. The settings described in this document are specific to Zoom, although the basic guidance should work for any app you choose.

1. Zoom Settings

- A. Click the ^ icon to the right of the [Start Video](#) button on the toolbar at the bottom of the screen, and select “[Video Settings...](#)”



- B. For best results, use the following options:

Camera

FaceTime HD Camera

☐ Original ratio ☒ HD ☒ Mirror my video

My Video

☒ Touch up my appearance

☒ Adjust for low light Auto

☐ Always display participant name on their videos

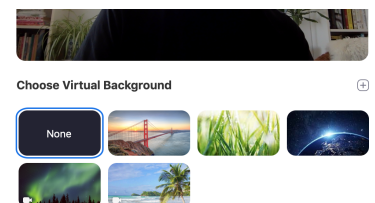
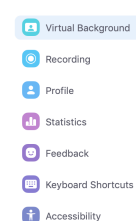
☐ Turn off my video when joining a meeting

☐ Always show video preview dialog when joining a video meeting

☒ Hide non-video participants

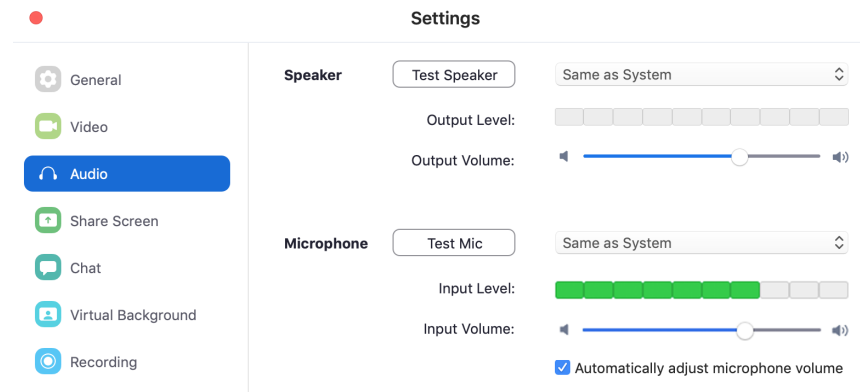
☒ See myself as the active speaker while speaking

- C. Click the “[Virtual Background](#)” link in the left-hand column in the Settings dashboard. Choose “[None](#)” under the options.

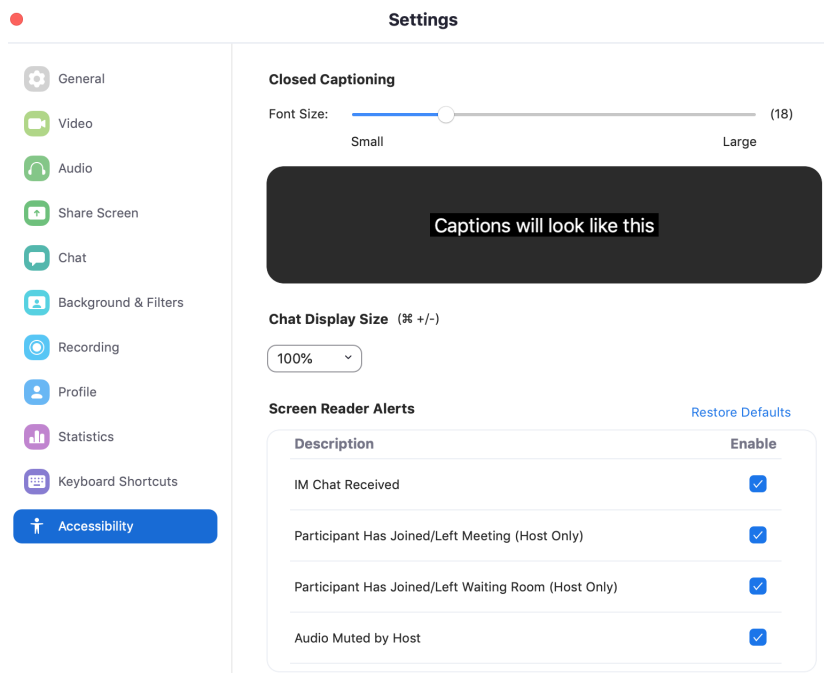


D. Click the “Audio” link in the left-hand column.

1. Check that your input source is correct. If possible, use a clip-on lavalier microphone, headset, or external USB mic for the clearest recordings.
2. Test your Input Level to ensure a clear, loud signal without clipping.
 - Try clapping your hands in front of the mic to test the level.
 - The Input Level bar should max out about 70-80%



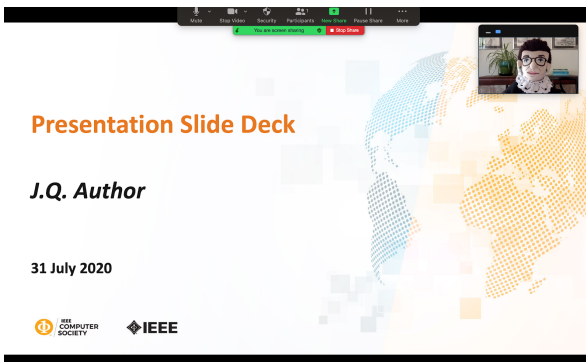
E. Click the “Accessibility” link in the left-hand column to adjust size for automated captions.



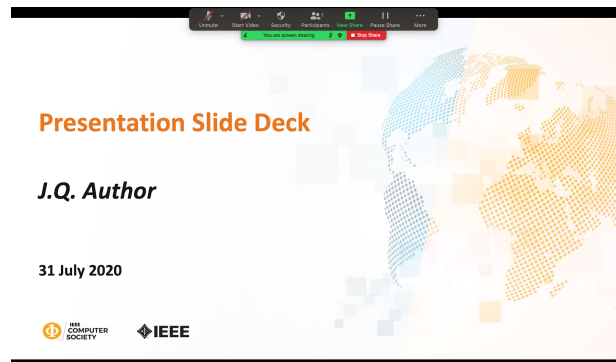
2. Select Your Approach

Choose whether to record yourself speaking so that the audience sees you as a frame-in-frame thumbnail or to record just the slide deck with a voiceover.

Option 1 - With Video



Option 2 - No Video



Location

Whichever approach you choose, **be sure that the room in which you record is quiet.** Ideally, it should be closed to other people, pets, etc.

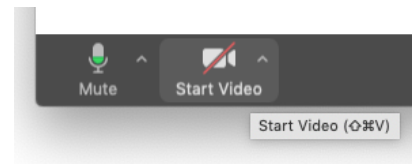
If you decide to film yourself, take a moment to set up the room so that:

- **The background is appealing.**
 - Avoid cluttered locations and empty walls.
 - Perhaps opt for something like a bookcase, a wall with a few pictures, or a plant.
- **A good light source is facing you,** so that your face is well lit.
 - A window or a lamp generally works well.
 - Avoid sitting with a light source behind you, as that puts your face in shadow.
- **The webcam should be at about eye level.**
 - Try putting your laptop on a box or stack of books to raise the camera if needed.
- Sit so that you're framed within the screen with just a little space between the top of your head and the top of the screen. Something like this:

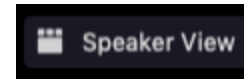


3. Starting the Talk

- Click the [Start Video](#) button if you want to go with Option 1.



- Select Speaker View (usually near the top of the screen).

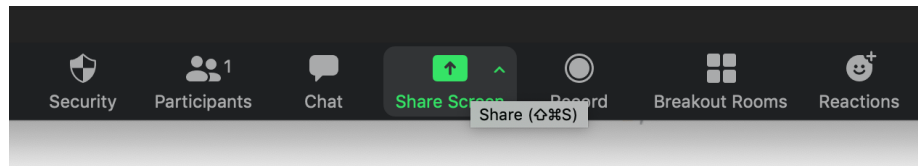


- Be sure the Participants list and Chat window are both closed. Click on those buttons in the toolbar if they're open.

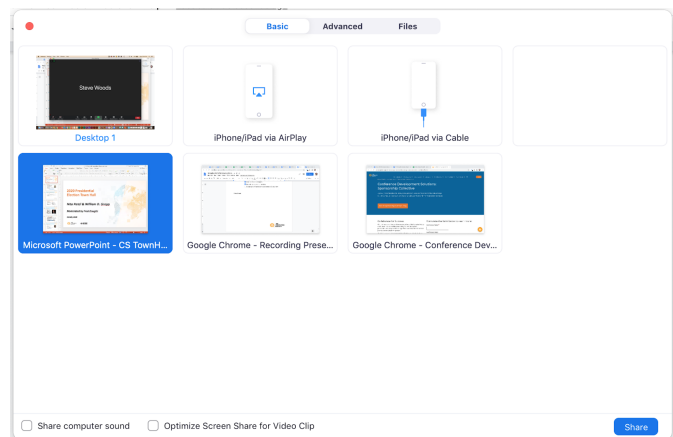
- Click **Full Screen** view.



- With your presentation file open, click the **Share Screen** button in the toolbar.

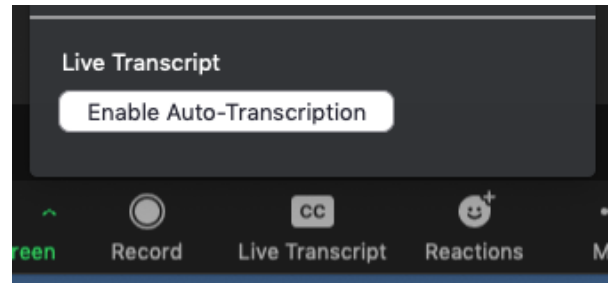


- Select the application to share. (For example, Acrobat Reader or PowerPoint.)



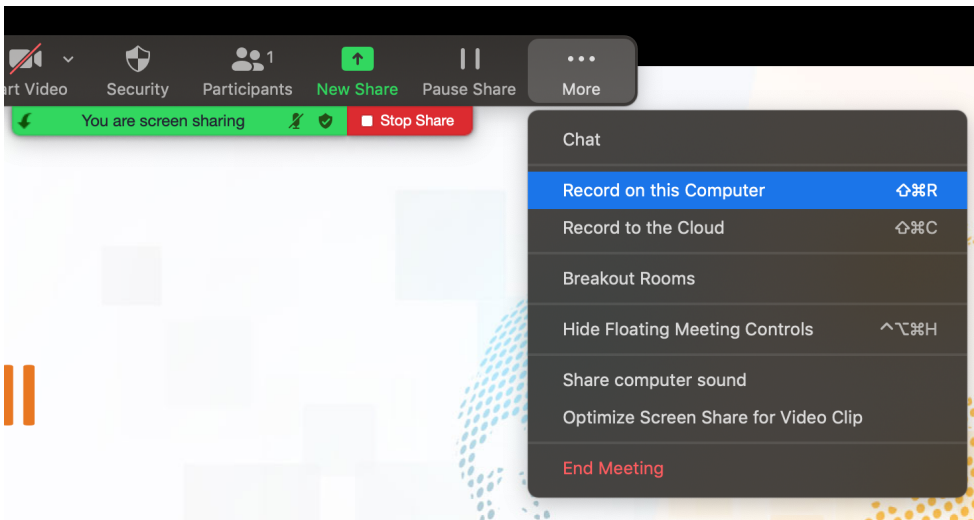
Note: To read the presenter notes, you'll need a second monitor, or else print out the text to read for the voiceover track. If you print them, remember that the mic will capture the sound of rustling paper.

- If enabled on your account, you can turn on automated captioning by clicking the **Live Transcript** button and selecting **Enable Auto-Transcription**.

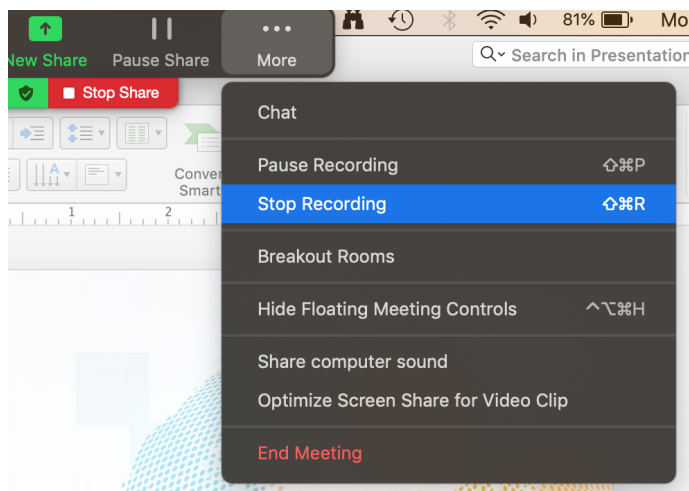


Recording

When ready to begin, click the **... More** button in the toolbar and select “**Record on this Computer.**”



It's best to hit Record after you have everything in place, so that you can start the presentation within a few seconds.



Once you're done, click the **... More** button in the toolbar and choose “**Stop Recording.**”

The file will be saved to your computer after you click the **End Meeting** button.