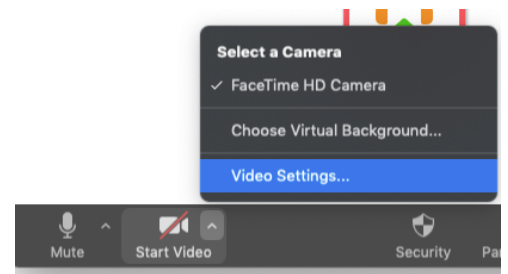


Recording Presentations using Zoom

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:

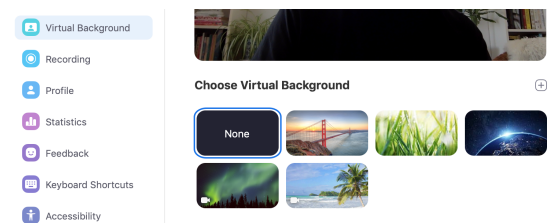
Camera: FaceTime HD Camera

☒ 16:9 (Widescreen) ☐ Original ratio

My Video: ☒ Enable HD
☒ Mirror my video
☒ Touch up my appearance

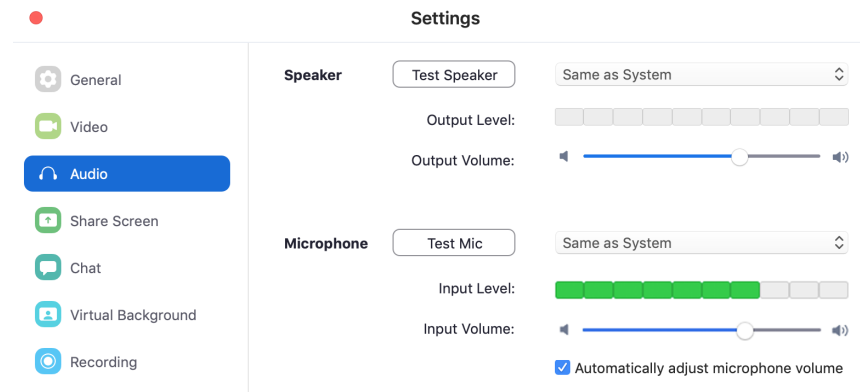
Meetings: ☐ Always display participant name on their videos
☐ Turn off my video when joining a meeting
☐ Always show video preview dialog when joining a video meeting
☒ Hide non-video participants
☒ Spotlight my video when speaking
☐ Display up to 49 participants per screen in Gallery View

- 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.

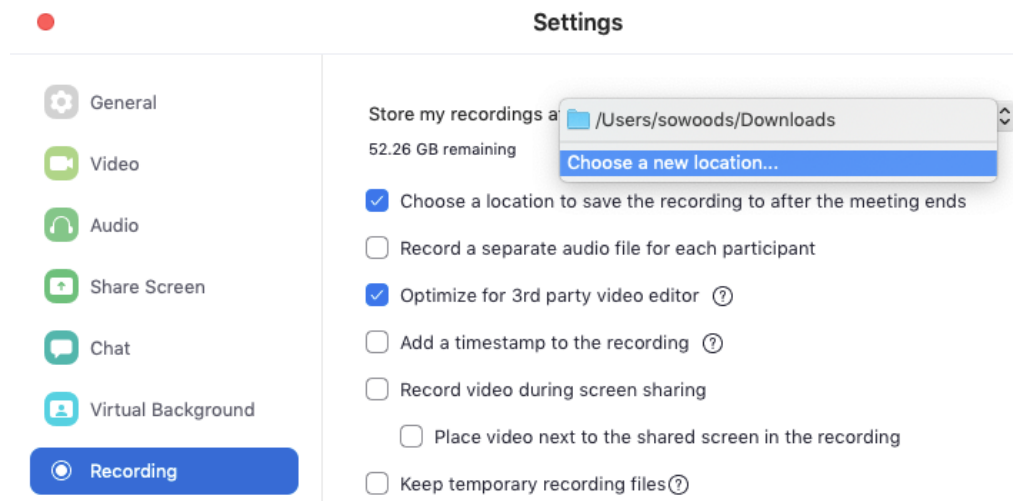
1. Check that your input source is correct. If possible, use a clip-on lavalier microphone, headset, or external USB mic for the clearest recordings.
2. Test your Input Level to ensure a clear, loud signal without clipping.
 - Try clapping your hands in front of the mic to test the level.
 - The Input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



3. Test your Speakers to ensure that the Output Level is clear without distortion.

E. Click the “Recording” link in the left-hand column.

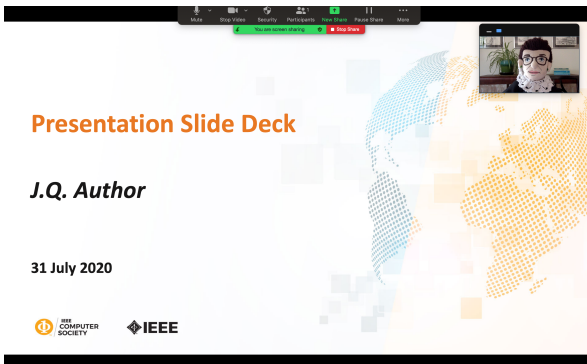
1. Select the location to which you want to save your file.



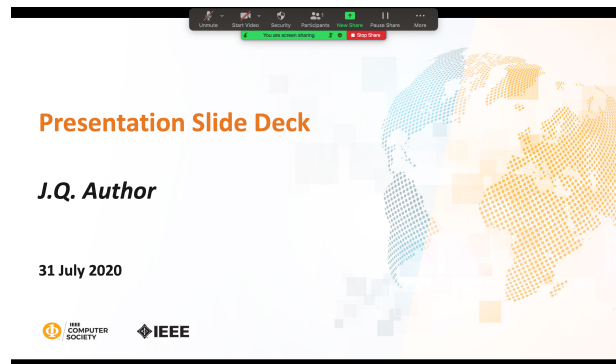
2. Select Your Approach

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.

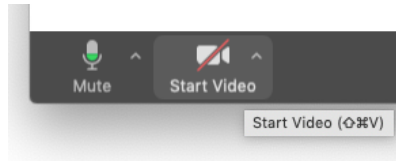
If you decide to film yourself, take a moment to set up the room so that:

- **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.



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

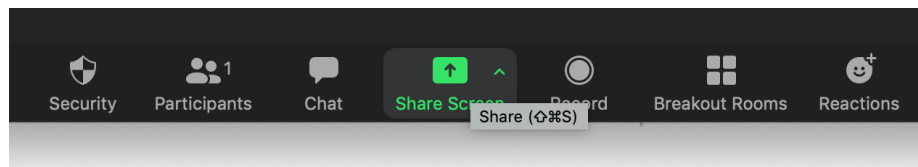


- Be sure the **Participants** list and **Chat** window are both closed. Click on those buttons in the toolbar if they're open.

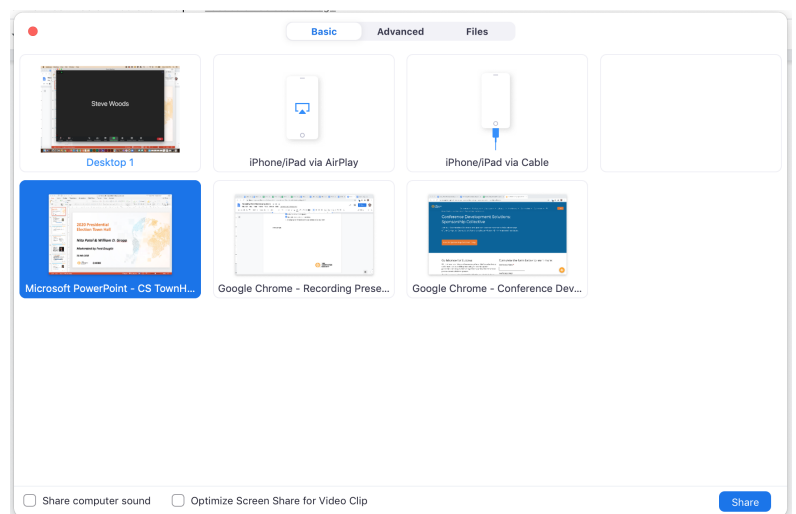
- Click **Full Screen** view.

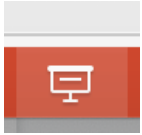


- With your presentation file open, click the **Share Screen** button in the toolbar.



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





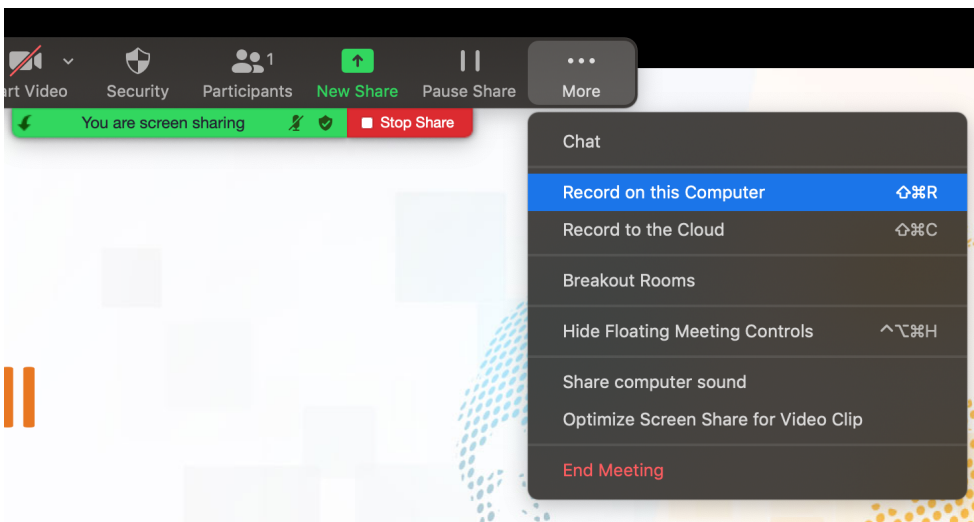
If you're using PowerPoint, you can use the Slide Show view and Fullscreen mode.

Note: To read the presenter notes, you'll need a second monitor, or else print out the text to read for the voiceover track.

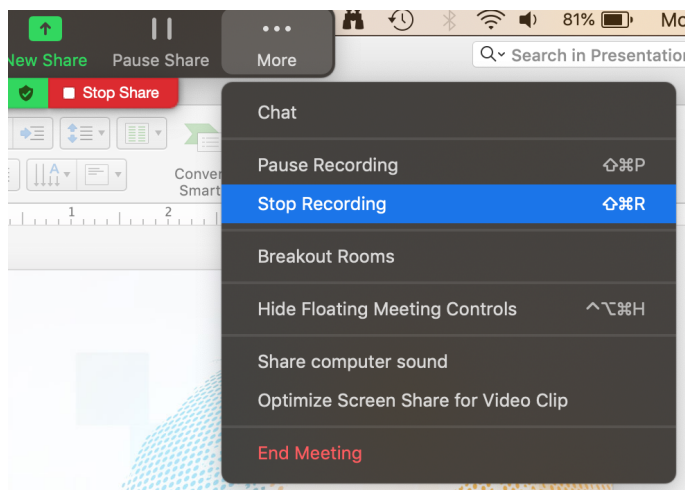
If you print them, remember that the mic will capture the sound of rustling paper.

Record

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.