



Guidelines for recording your presentation using Zoom

1. Preparation

1.1. Technical Equipment

- Your computer with either Windows or MacOS.
- Your PowerPoint or Keynote presentation.
- Internet connection.
- Headphones and a microphone.
- Webcam.

1.2. Install Zoom

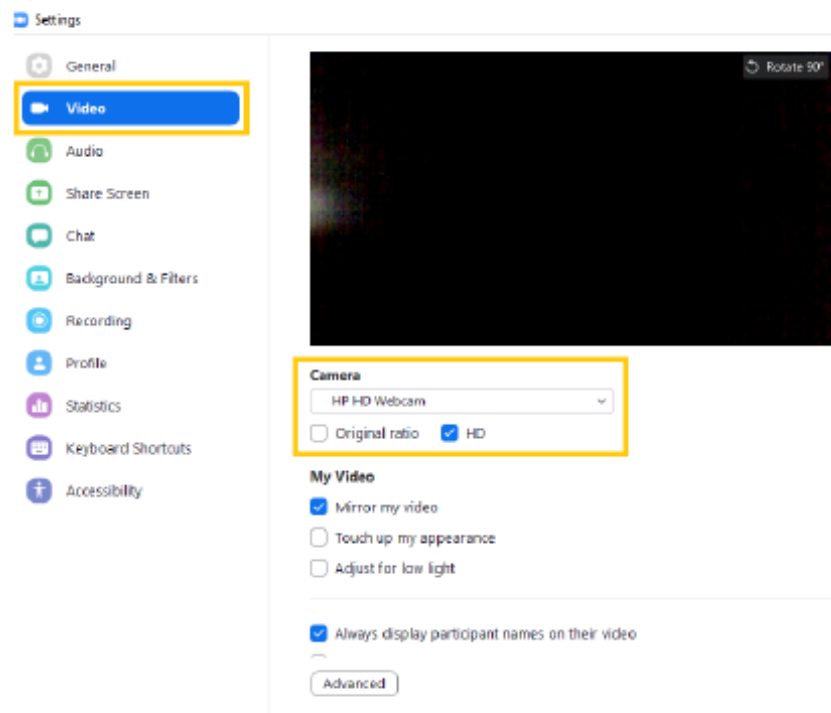
- Download and install the „Zoom Client for Meetings“ Software from <https://zoom.us/support/download> if you haven't already.
- Double click on „Start Zoom“ to launch the application.
- Sign in. If you don't have an account click „Sign Up Free“.
- After signing in, you will see the Home tab.
- **IMPORTANT:** Before starting a meeting please go to settings on the gear icon on the top-right corner.



1.3. Zoom Settings

- Camera:
Select the camera you want Zoom to use. The videos will be displayed as a 16:9 image format and in full HD resolution. Optimum quality is archived if your presentation video is also available in this form.

Select „HD“





- **Audio:**
Set your microphone and speaker, test them, and adjust their volume.

Settings [X]

Audio

Speaker

Test Speaker Speakers/Headphones (Realtek High Definition ...)

Output Level: [Slider]

Volume: [Slider]

Use separate audio device to play ringtone simultaneously

Microphone

Test Mic Microphone (Realtek High Definition Audio)

Input Level: [Slider]

Volume: [Slider]

Automatically adjust microphone volume

Suppress background noise Auto ⓘ

Select the default noise suppression level (low) to optimize for music

Ringtone Default ⓘ

Automatically join audio by computer when joining a meeting

Mute my microphone when joining a meeting

Press and hold SPACE key to temporarily unmute yourself

Sync buttons on headset

Advanced



- **Recording:**
Verify the location for your local recordings and change it if necessary.
Select „Optimize for 3rd party video editor“.
Select „Record video during screen sharing“.
Select „Place video next to the shared screen in the recording“.

Settings

- General
- Video
- Audio
- Share Screen
- Chat
- Virtual Background
- Recording**
- Profile
- Statistics
- Keyboard Shortcuts
- Accessibility

Local Recording Location:
78 GB remaining.

- Choose a location for recorded files when the meeting ends
- Record a separate audio file for each participant who speaks
- Optimize for 3rd party video editor [?](#)
- Add a timestamp to the recording [?](#)
- Record video during screen sharing
- Place video next to the shared screen in the recording
- Keep temporary recording files [?](#)

Close the settings.

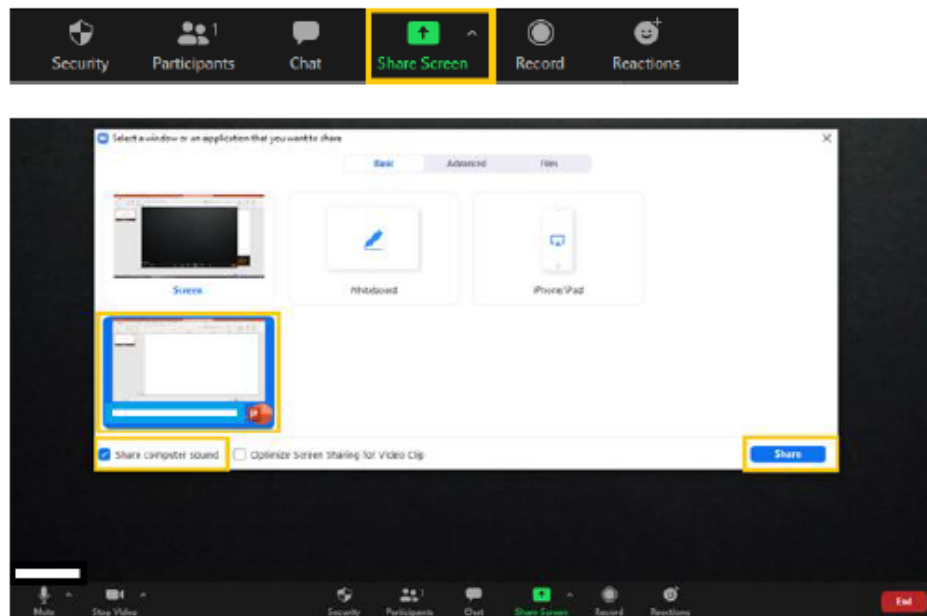


2. Schedule enough time to test (Zoom can cut your session short if you're using a free account)

- Close all applications except Zoom and your presentation.
- In the Zoom Client, start a new meeting from the „Home Tab“.
- Click „Share Screen“ in the meeting controls.

2.1. Share Screen

- Select your presentation window, select the „Share Computer Sound“ checkbox and click the „Share“ button on the right. A green border.



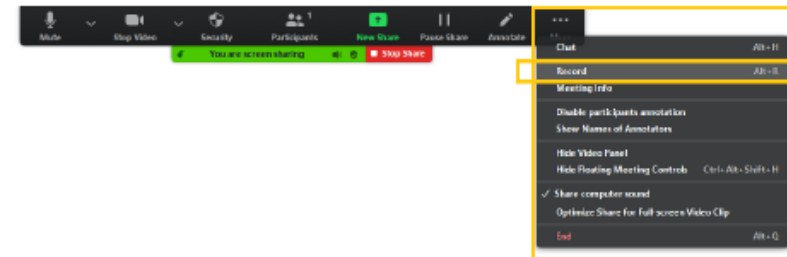


2.2. Select Presentation

- **IMPORTANT: Please be sure to maximize the small floating window showing the webcam video to make it as large as possible. Do so by dragging the bottom-left corner of the window as wide as it can go.**
Note: This setting has a direct impact on the recorded video layout and will have a negative impact on the recording if not set properly.
- While sharing, switch the presentation software into slide show/ presentation mode.
- To ensure that the webcam video does not overlap with your view to the slides, click in the centre of the black bar at the top of the video screen and drag it to the bottom-right corner of your screen. Do not simply minimise this screen as this will affect the recording of you in the final video. Having the webcam video partially off screen will not impact on the recording of you in the final video. The final video will display your slides to one side of the screen and the recording of your webcam to the other.

3. Recording (we recommend starting a new Zoom session to record)

- Start the recording in the Meeting Control -> More-> Record.



- Give your lecture and please **make sure you do not go over your allotted time.**
- Once you finish your lecture, end the meeting by clicking on the right-bottom corner red button „END“>“End Meeting for all“. The recording will stop automatically.
- After the meeting has ended, Zoom will convert the recording so you can access the files. If you have trouble finding your recorded video file, return to the Zoom Home tab, select „Meetings“ and your recorded files on the left.



3.1. Locate Recording

- Locate the mp4 file of the recording and open it.
- Review your lecture.
 - Are both the video on the right and the presentation on the left visible?
 - Is the audio clear?
 - Are you happy with the overall lecture?
- If you are not happy with your video, please go back to the beginning of this section and record it again.
- After the recording, please send the final mp4 file to eahp-sh@wearemci.com

A screenshot of a Zoom meeting management interface. The top navigation bar includes "Home", "Chat", "Meetings" (highlighted with a yellow box), and "Contacts". A search bar and a user profile icon "JR" are on the right. Below the navigation bar, there are two tabs: "Upcoming" and "Recorded" (highlighted with a yellow box). Under the "Recorded" tab, a meeting titled "MR 2021 Zoom Meeting" is listed for "Thu, November 19". A blue button with the same title and date is shown. To the right, the meeting details are displayed: "MR 2021 Zoom Meeting", "Thu, November 19, 2020 12:32", and the file path "C:\Users\jr\Desktop\2020-11-19 12.32.15 MR 2021 Zoom Meeting 87570535778". Below the details, there are three buttons: "Open" (highlighted with a yellow box), "Play", and "Play Audio Only". A "Delete" button is also present.