

Instructions for Presentation Recording using Zoom

- Launch Zoom program as a meeting. Do not send this link to anyone as you are self recording. If you have a second computer you can log in to same meeting and record a backup copy with a different view.
- Position the camera angle so it is eye level and position your presentation and your notes so it is natural for you to look towards the camera and presentation/notes.
- It is okay for you to look down occasionally to glance at notes, please do not make it a habit as you are presenting to an audience.
- Click on the ^ by the microphone icon and select audio settings.
 - Ensure "automatically adjust microphone" is NOT checked.
 - Ensure that the volume on the microphone is on the higher side and do a test and make sure that the bar is always around the middle or above.
 - Make sure it is not too loud where it always to the max. If that happens, turn the microphone volume down. Please consider using a good headset for best audio quality.
- Lighting: Make sure there is adequate lighting is in the room. Get a ring light or a gaming overhead light that has warm color temperature so the flesh tones appear natural. Natural lighting is good, as long as you have blinds and curtains to reduce the halo effect.
- Once your video and audio are set, go ahead and start sharing your power point. Make sure your PowerPoint is open. Click on the share button in Zoom and select the screen or PowerPoint you want to share. Go ahead and launch PowerPoint at this time and make sure that the full slide and your picture-in-picture (PIP) are visible. If you have presenter mode running make sure the right screen is being shared so you are recording the slide and not presenter view.
- Go ahead and hit record and begin recording your presentation. We recommend local recording. Once the recording is done, stop record and end meeting. It will take some time to convert the file.
- Once file is done converting, go to documents folder, Zoom folder, and find the date you recorded your presentation. There will be several files listed in here. Only one has video and audio both in it. It is usually the largest file in this folder.
- If you have a video editor that is not QuickTime, you will be able to trim your video here to get your video clean. If you are using QuickTime, let the production company know so they can convert the file so that changes are saved since Quicktime does not alter the file, just the settings.
- Recommended format for all video recordings is 720p or 1080p, h.264 MP4 format. Please do not export as MOV or AVI as those files are extremely large and will not play well over stream platform.