Recording Guide

For zoom

What You Need

Laptop or desktop computer

A **working desktop or laptop** computer with a high-speed Internet connection (at least 1.5 Mbps; you can test your speed at www.speedtest.net). Enough memory to save an MP4 file up to **300 MB** in size (mostflash drives can accomodate this).

Webcam

A **webcam** (your computer may already have an integrated webcam. We will discuss how to check it later in this document).
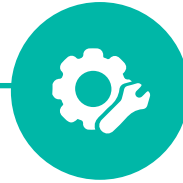
Microphone

A **microphone** that can connect to your computer (your computer may already have an integrated microphone. We will discuss how to check it later in this document).

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The Ideal Space

1. **Find a comfortable spot with natural light.**
2. **You should be facing a light source,** e.g a window. A daylight curtain can help to soften the light.
3. For good sound, **avoid rooms with lots of hard surfaces.**
4. **Put a sign at the door** to ensure no one barges in while you are in the midst of recording.

Set Up and Checks

1. Use an **ethernet cable** for a more stable connection. **Ensure that your microphone is turned on b**efore you start speaking.
2. We recommend using **a good wired microphone** to ensure your voice is clearly captured.
3. **Frame yourself tight and close,** Preferably visible from chest up.
4. **Elevate your screen** so that the camera is level with your eyes.
5. **Please refrain from wearing striped** or checkered clothing.

# Preparation
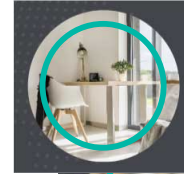
Presenting Well

1. **Keep it natural.** Do not worry about 'mistakes' such as clearing your throat.
2. **Project your voice as your speak.** Turn off any sound emitting devices nearby, e.g. TV, fan etc.
3. **Focus on sharing your content.** Look directly at the camera when speaking. It is fine to look away now and then.
4. **Have sticky notes** on your screen if you need prompts during the session
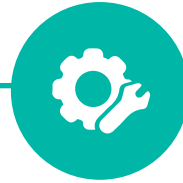
Exporting Content

Where applicable, please adhere to the following content export format:
· Video Format: 1080p, MP4/MOV
· Audio: normalize to 0db
· Encoding: ProRes
· FPS: 30

Preparation
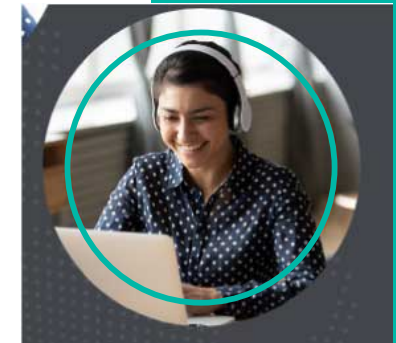
Messy background

Overexposed

Plain white virtual background

No gap from top of frame to head

TO AVOID
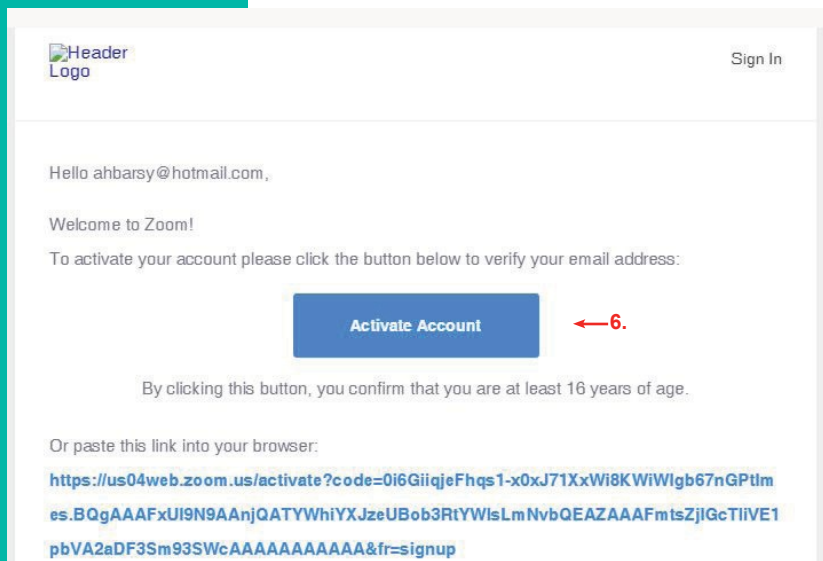
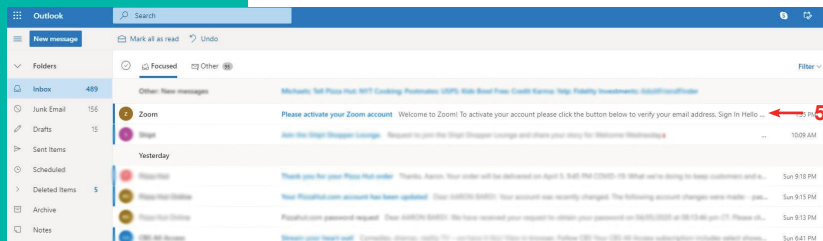HOW TO RECORD
VIDEOS WITH ZOOM

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Setting Up Your Free Zoom Account

Once you have your equipment installed and set up, you'll need to create your Zoom account:

1. Type **zoom.us** in your web browser.
2. Click on the blue button in the top right, labelled "**Sign Up, It's Free**".
3. Confirm your date of birth and click "**Continue**".
4. Provide an email address or sign up using your Google or Facebook account.

Setting Up Your Free Zoom Account

5. Check the email account you provided for the confirmation email from Zoom (if you don't see it, check your spam or junk mail folder before having Zoom resend the confirmation link).
6. Open the email and click on the blue "**Activate Account**" button or copy and paste the provided link into your browser.
7. Enter your first and last name and create and confirm your password before clicking on the orange "**Continue**" button.

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Setting Up Your Free Zoom Account

8. The next page will ask you to invite colleagues and friends to Zoom. For the purposes of recording your presentation, you can skip this step. (*NOTE: Zoom's free account services will not allow you record for more than 40 minutes if you have 3 or more people in your meeting. For this reason, we recommend having no more than 2 accounts participate your presentation recording.*)

9. Well done! You're all set up! Now you can start a test meeting (instructions on following page) to check your audio and video connections and to familiarize yourself with Zoom's controls.

Scheduling a meeting for recording purposes
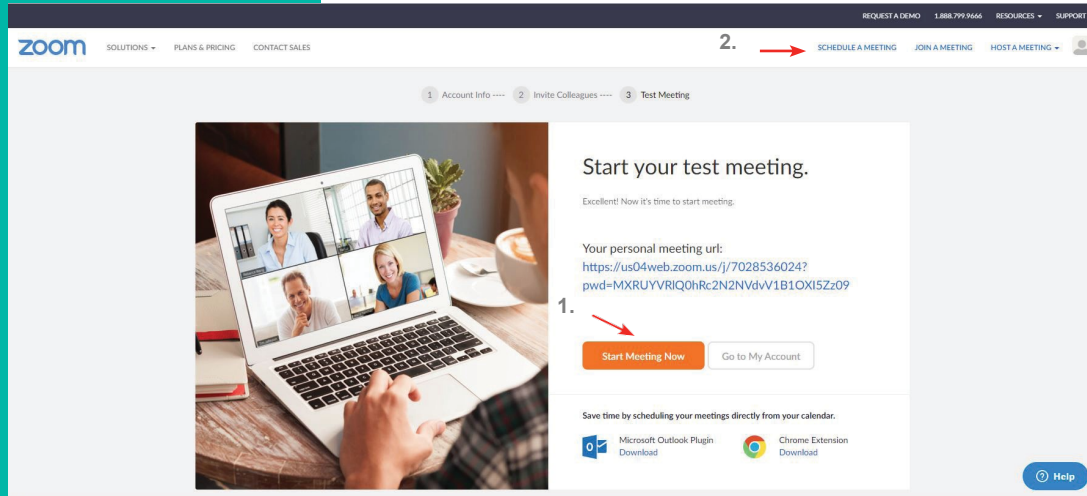
Now that you've set up your Zoom account, it's a good idea to run a test meeting to check your microphone and camera connections and to familiarize yourself with the Zoom controls. To do this:

1. Click the orange "**Start Meeting Now**" button on the confirmation screen **or**
2. click the "**Schedule a Meeting**" link in the upper right. (*NOTE: this is how you will schedule future meetings and recordings.*)

On the following screen, fill out the information about your presentation:

1. **Topic**: Your presentation title, as displayed in the convention program
2. **Description**: A few sentences (up to a paragraph) on what your presentation is about.
3. **When**: Can really be any time; you can start the meeting whenever you'd like, **even before or after the specified time.** Typically, people just set it to start 30 minutes from the current time and begin recording whenever they are ready.
4. **Duration**: You have to set a duration for your "meeting," but you **are not** restricted to keeping your recording to that length of time; **Zoom does allow you run over**. Keeping it at 1 hr 0 min is fine, but you can also increase or decrease the duration setting if it helps give you peace of mind.
5. **Ignore the orange box** that says *"Your Zoom Basic plan has a 40-minute time limit..."* As long as you are only recording yourself and an optional second person, this restriction won't apply to you.
6. **Time Zone, Recurring Meeting**, and **Meeting ID**: Leave the time zone and Meeting ID setting as is and the box unchecked-they aren't relevant to an individual recording.

You are now ready to start recording.
The following screen gives you one final chance to review your meeting details.

6. **Leave** (see previous page)

7. **Leave**

8.

9. **Leave**

10.

11.

Scheduling a meeting for recording purposes

If you notice something you're like to change or that you forgot to check the "**Record The Meeting Automatically**" box, click the "**Edit This Meeting**" button (A) to make changes. Otherwise, click on the blue "**Start This Meeting**" button (B) to start recording.
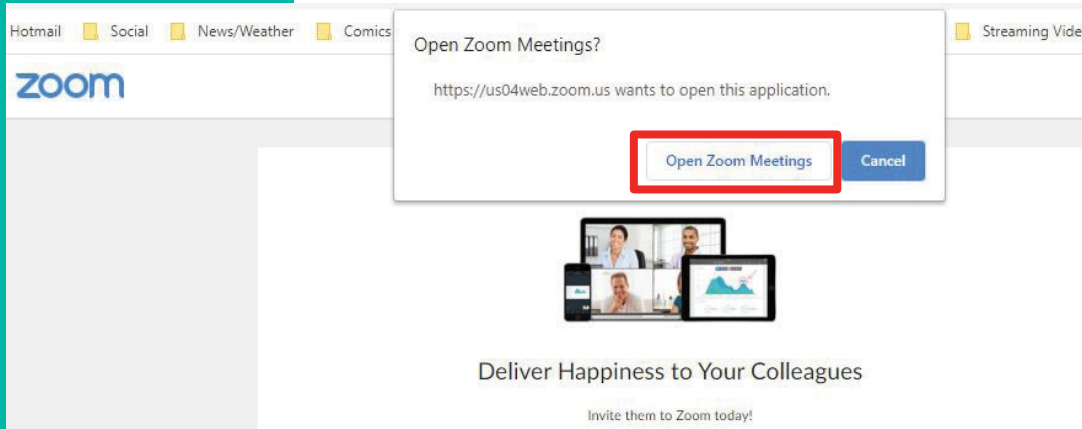
Once you've started your meeting, the next screen will feature a pop-up window titled "Open Zoom Meetings?" Click the "**Open Zoom Meetings**" button to begin.

Zoom Meeting Control

You've now started your Zoom meeting and are recording! Take a minute to familiarize yourself with the meeting controls:
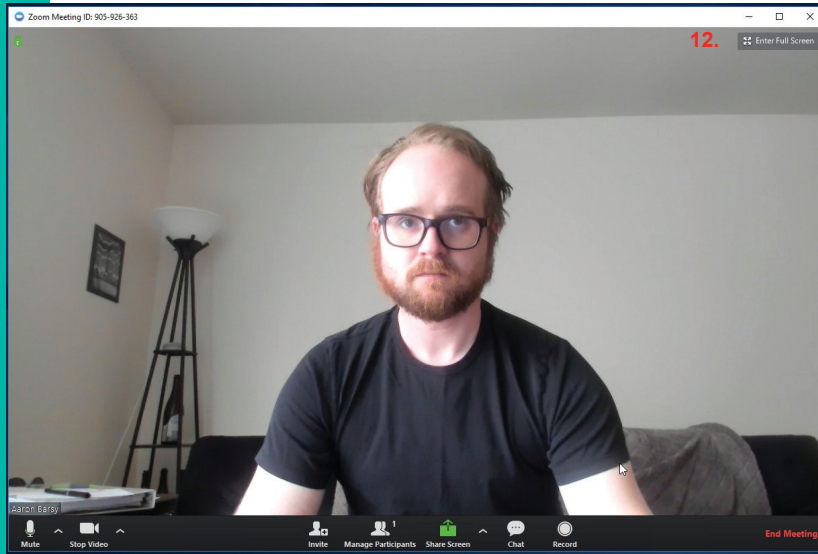
1. **Mute/Unmute:** Use this button to toggle your sound on and off without dirupting the recording.
2. **Audio options:** Allows you change microphones/speakers and adjust other audio settings.
3. **Stop/Start Video:** Use this button to toggle your video on and off without dirupting the recording.
4. **Video options:** Allows you to change cameras (**not share screen**), set a virtual background, and adjust other visual settings.
5. **Invite**: Allows you to invite another person to your recording
6. **Manage Participants:** Allows you to adjust what other participants in your recording are allowed to do in Zoom.
7. **Share Screen:** Switches your recording from your webcam to your computer screen or a specific app (e.g.,PowerPoint).
8. **Sharing Options:** Allows you to adjust the screensharing abilities of other participants.
9. **Chat**: Opens the chat window.
10. **Record**: Allows you to pause, stop, and restart your recording.
11. **End Meeting:** Ends your meeting and exports your video.
12. **Enter/Exit full screen**: Expands/ minimizes the Zoom window.

Testing Your Equipment

Active Tool Bar

Micophone and camera are on.

Session is currently recording.

Inactive Tool Bar

Micophone and camera are off.

Session is NOT recording.
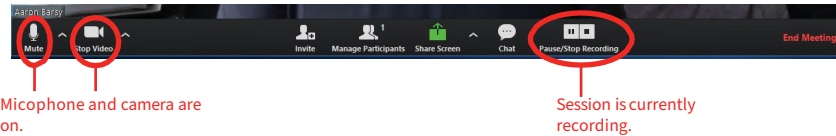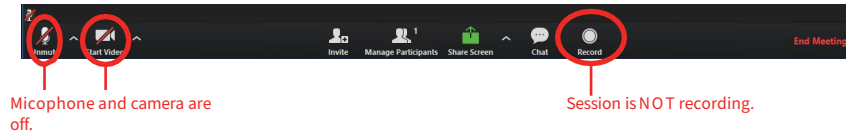
Visual Settings

Video Settings
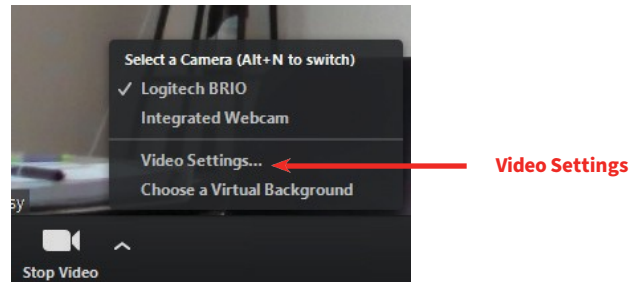
Once you're familiar a bit with the Zoom meeting controls, take a moment to test you audio/visual equipment and make you that your camera is working.

1. Pause or stop your recording.
2. Make sure your audio is **on**.
3. Make sure your video is **on**.

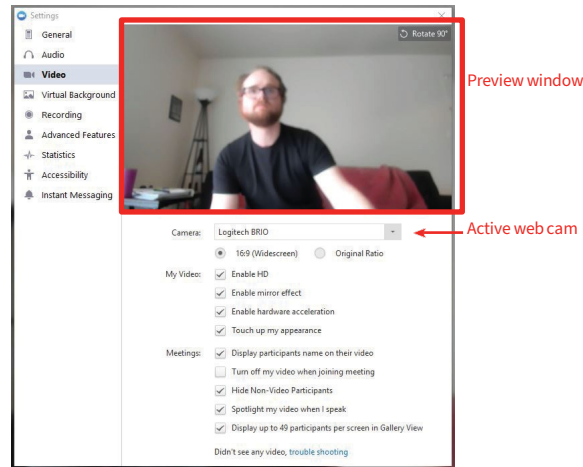Once this is done, open the visual options (the **"^"** symbol next to the camera icon) and select "**Visual Settings**". This will open the "Settings" window.

Video Settings

Preview window

Active web cam

Audio Settings

Test/change speakers

Test/change microphone

Testing Your Equipment

At this point, you should be looking at the **Video Settings** options. If the preview window above the these options is showing what you want, then your camera is working correctly.

If not, you may want to change the active web cam or toggle on/off the other settings available. Every computer, screen, and camera is different, so explore these settings until you find something you like.

Once you've settled on your video options, click on the **Audio Settings** options
just above. Be sure to run a test of your microphone and speakers, using the drop- down menu to change active devices if necessary. If you can't hear the test, it means your sound is not being recorded.
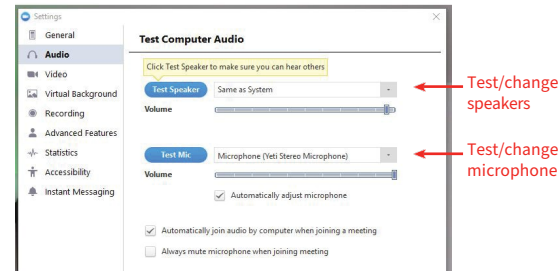
If your audio/visual equipment does not seem to be working, remember to check the switches and buttons on the devices themselves, as well as the cables connecting them to the machine. If the problem(s) persist(s), both of these menus have links to troubleshooting your device with Zoom.

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Recording Setting

Video Settings

Make sure option is selected.

Uncheck box.

Uncheck box.
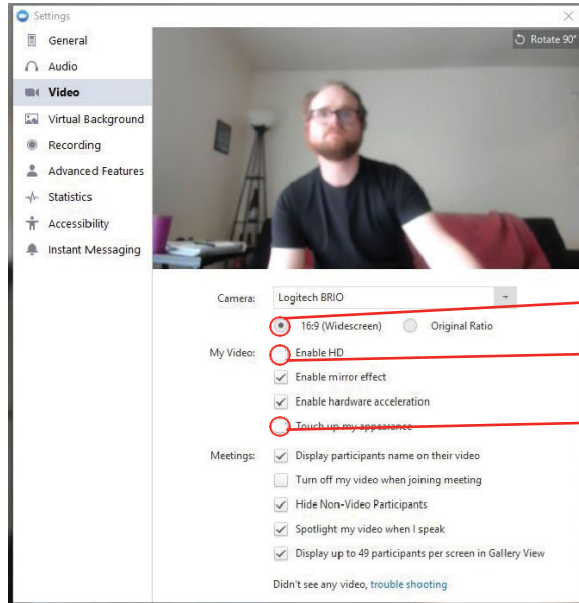
While you are testing your equipment, this is also a good time to adjust your video settings to ensure a smaller file size for when you export your video from Zoom.

To do this, we recommend **unchecking** the "Enable HD" and "Touch up my appearance" options in the video settings menu.

Additionally, make sure your camera is set to 16:9 (widescreen).

Share screen

Share screen tool bar

Annotation options

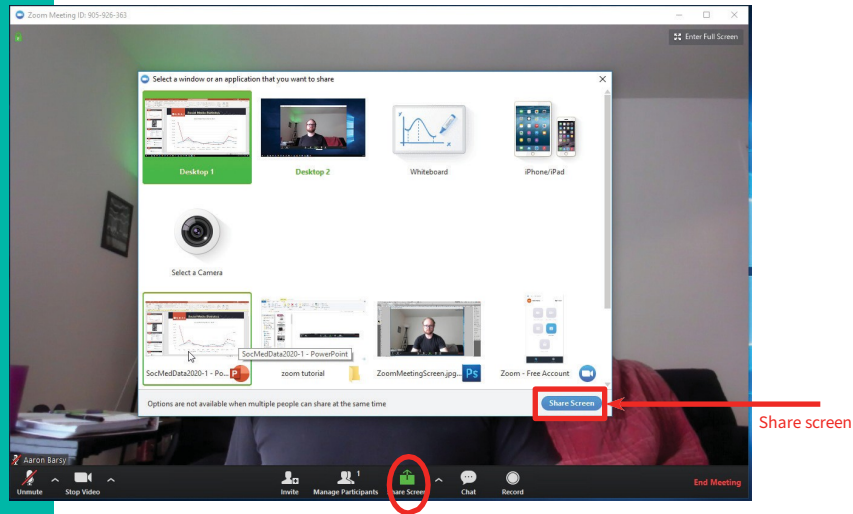# Recording Your Presentation and Screen Share

Once you've confirmed that your audio and video are to your satisfaction, it's time to start recording your presentation. Make sure recording is on (*see the Active Bar on page 12*) and begin!

You may have slides, video, or other visuals on your computer that you'll want to incorporate into your presentation. For these materials, you can use the green "**Share Screen**" button in the tool bar to switch between recording from your webcam to your computer screen. Simply open the application or file you wish to share, click "**Share Screen**" in Zoom, and select from the pop-up window. Then click on the blue "**Share Screen**" button in the lower right of the window.
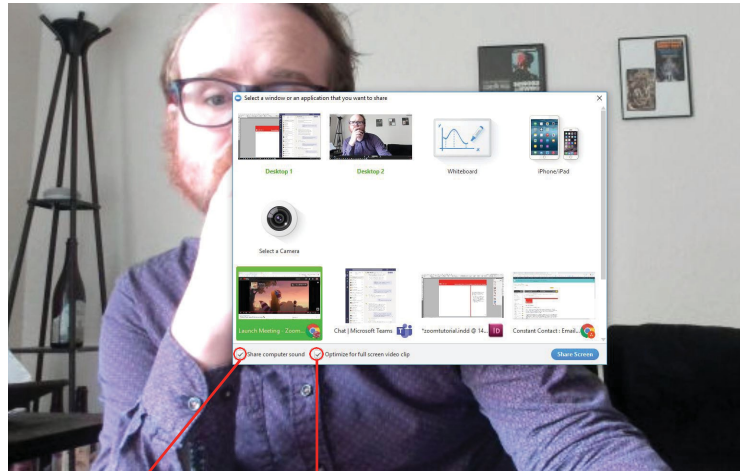
Once you are sharing your screen, you'll notice a slightly different, floating tool bar that will enable you switch to a **new share**, **pause/stop your screen share**, and make **annotations** on you presentation.

Recording Your Presentation and Screen Share

Make sure this box is checked.

Make sure this box is checked if sharing video.

In order to share computer audio, make sure to set share screen to "one participant can share at a time."

If the file you would like to share includes audio and/or video (i.e., YouTube or PowerPoint), there are some additional steps to follow:

1. Once you've opened the file you'd like to share and clicked the "Screen Share" button in Zoom, select the application from the options provided in the pop- up window.
2. Make sure that the "Share computer sound" and "Optimize for full screen video clip" (if file to be shared contains video) are checked. (NOTE: This options will not be available unless your share screen options are set to "one participant can share at a time"
3. In order to create clearer sound, we recommend muting your microphone while sharing your computer audio, unless you wish to talk over the clip you are sharing.