



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 (most flash drives can accommodate this).



Webcam

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



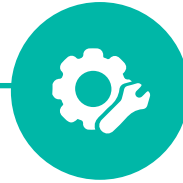
Microphone

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).



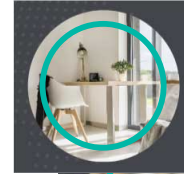
The Ideal Space

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

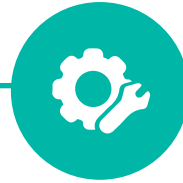
1. Use an **ethernet cable** for a more stable connection. **Ensure that your microphone is turned on** before you start speaking.
2. We recommend using **a good wired microphone** to ensure your voice is clearly captured.
3. **Frame yourself tight and close**, Preferably visible from chest up.
4. **Elevate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





Presenting Well

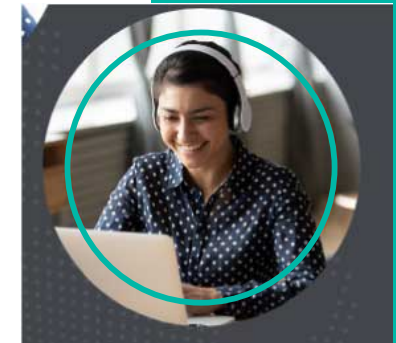
1. **Keep it natural.** Do not worry about 'mistakes' such as clearing your throat.
2. **Project your voice as you speak.** Turn off any sound emitting devices nearby, e.g. TV, fan etc.
3. **Focus on sharing your content.** Look directly at the camera when speaking. It is fine to look away now and then.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





Messy background



Overexposed



Plain white virtual
background



No gap from top of frame to head

TO AVOID

The image shows a person's hands on a laptop keyboard, with the laptop screen displaying a Zoom video call. A woman with glasses is the main focus on the screen, and a smaller window shows another participant. The entire image is covered with a teal-colored overlay. The title 'HOW TO RECORD VIDEOS WITH ZOOM' is written in white, bold, uppercase letters across the center of the image.

HOW TO RECORD VIDEOS WITH ZOOM

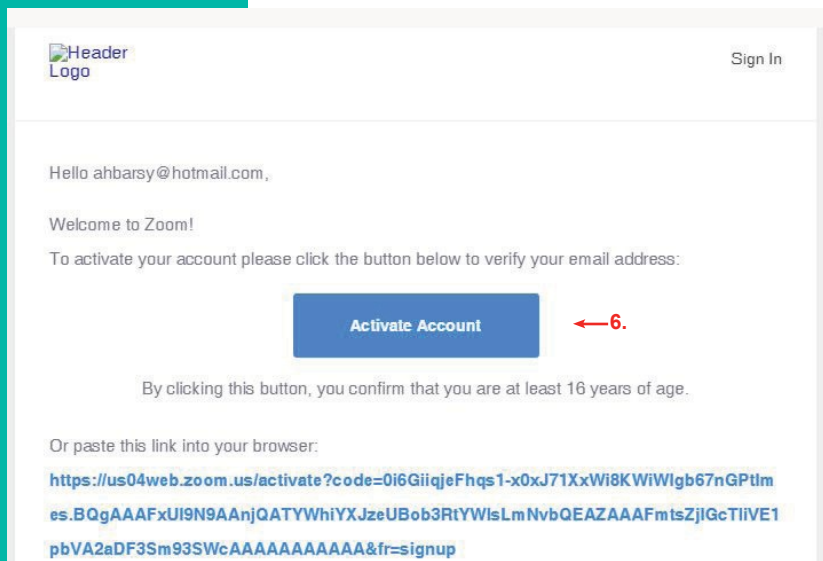
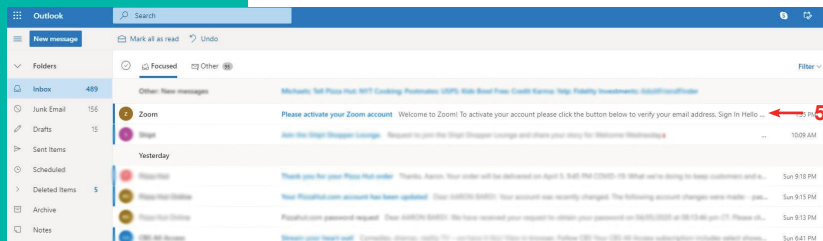
Setting Up Your Free Zoom Account

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.

The image shows a sequence of three screenshots from the Zoom website illustrating the sign-up process. The first screenshot shows the Zoom homepage with a red arrow labeled '1.' pointing to the address bar containing 'zoom.us' and another red arrow labeled '2.' pointing to the 'SIGN UP, IT'S FREE' button in the top right navigation bar. The second screenshot shows a verification step with the text 'For verification, please confirm your date of birth.' and a form with dropdown menus for 'Month', 'Day', and 'Year', followed by a 'Continue' button; a red arrow labeled '3.' points to the 'Month' dropdown. The third screenshot shows the 'Sign Up Free' form with a red arrow labeled '4.' pointing to the 'Your work email address' input field. Below this field is a 'Sign Up' button and links for 'Sign in with Google' and 'Sign in with Facebook'.

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.

Setting Up Your Free Zoom Account

REQUEST A DEMO 15

PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING

1 Account Info 2 Invite Colleagues 3 Test Meeting

Don't Zoom Alone.

Invite your colleagues to create their own free Zoom account today! Why invite?

name@domain.com

name@domain.com

name@domain.com

[Add another email](#)

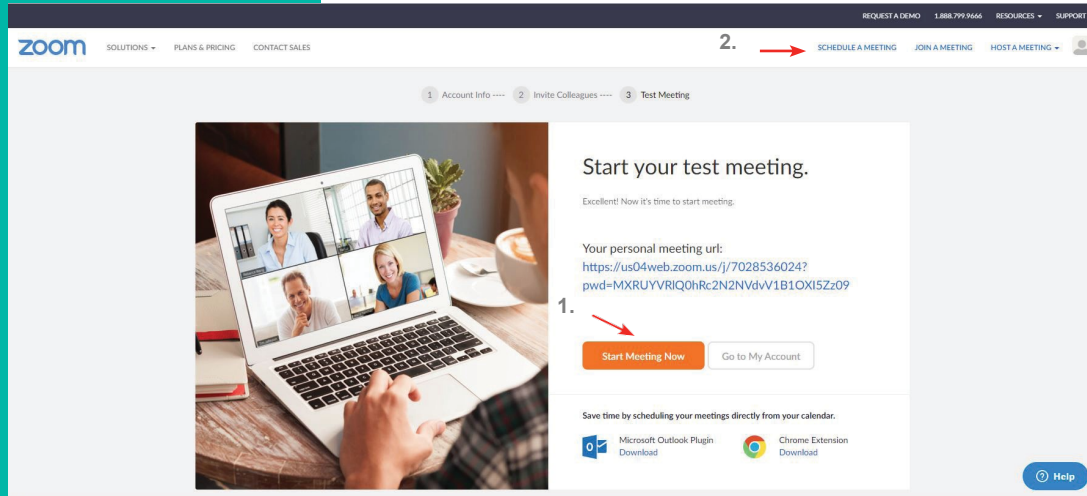
☐ I'm not a robot

reCAPTCHA Privacy Terms

Invite Skip this step 8.

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 to 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 in 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:

The screenshot shows the Zoom 'Schedule a Meeting' page. The interface includes a sidebar with 'PERSONAL' and 'ADMIN' sections. The 'PERSONAL' section has 'Meetings' highlighted. The 'ADMIN' section includes 'User Management', 'Room Management', 'Account Management', and 'Advanced'. The 'Schedule a Meeting' form has the following fields and annotations:

- 1.** Topic: My Presentation Recording
- 2.** Description (Optional): A recording to show how to record using Zoom
- 3.** When: 04/07/2020, 9:00 AM
- 4.** Duration: 1 hr 0 min
- 5. Ignore** (points to an orange box): Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. Upgrade Now. Do not show this message again.
- 6. Leave** (points to the Time Zone dropdown): (GMT-4:00) Eastern Time (US and Canada)

At the bottom, there is a checkbox for 'Recurring meeting' and a 'Help' button.

- 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.

The screenshot shows the Zoom meeting setup interface. At the top, there are navigation links: SOLUTIONS, PLANS & PRICING, and CONTACT SALES. On the right, there are links for SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. The main content area is divided into sections for Meeting ID, Meeting Password, Video, Audio, and Meeting Options. Each section has specific settings and checkboxes. A red arrow points to the 'Save' button at the bottom left, and a blue 'Help' button is at the bottom right.

6. Leave (see previous page)

7. Leave

8.

9. Leave

10.

11. →

- 7. Meeting Password:** You likely won't need this, but it is a good idea to leave this box checked and to write down the automatically generated password. This will provide some security and allows you to invite *one* other person to help.
- 9. Video:** As you will be recording yourself, set this option to “on” (you can always change this setting once the meeting has begun). If you are having someone else help you and would like them to appear in the video with you, set the participant option to “on” as well. **Audio:** Leave this field as is.
- 10. Meeting Options:** You can leave the first three boxes as they are, but **please make sure you check “Record the meeting automatically on the local computer”**. Otherwise, you will not get a video file to submit to ABAI!
- 11.** Review your meeting settings and click the blue “**Save**” button at the bottom.

[SOLUTIONS](#)
[PLANS & PRICING](#)
[CONTACT SALES](#)

SCHEDULE A MEETING

JOIN A MEETING

HOST A MEETING

B.

Start This Meeting

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

User Management

Room Management

Account Management

Advanced

Attend Live Training

Video Tutorials

Knowledge Base

My Meetings | Manage "My Presentation Recording"

Topic: My Presentation Recording

Description: A recording to show how to record using Zoom

Time: Apr 7, 2020 09:00 AM Eastern Time (US and Canada)

Add to: [Google Calendar](#) [Outlook Calendar Link](#) [Yahoo Calendar](#)

Meeting ID: 905-926-3423

Meeting Password: ☒ Require meeting password Bz1qk8

Join URL: <https://us04web.zoom.us/j/9097263623?pwd=SmRlVkdHVDFOHTk0SzZlc2lnZWZlZDQo> Copy the Invitation

Video: Host On Participant On

Audio: Telephone and Computer Audio Dial In

Meeting Options:

- ☐ Enable join before host
- ☐ Mute participants upon entry (I)
- ☒ Enable waiting room
- ☒ Record the meeting automatically on the local computer

Delete This Meeting

Save as a Meeting Template

A.

Edit This Meeting

Start This Meeting

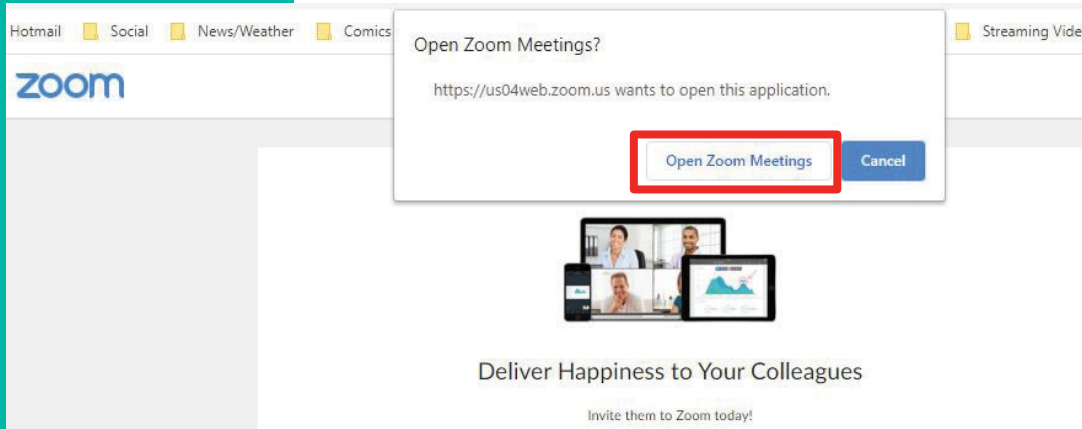
B.

*Note to hosts: View only participants or broadcast the screen to up to 1000 participants? [Click here to learn more about this feature.](#)

Help

[illegible]

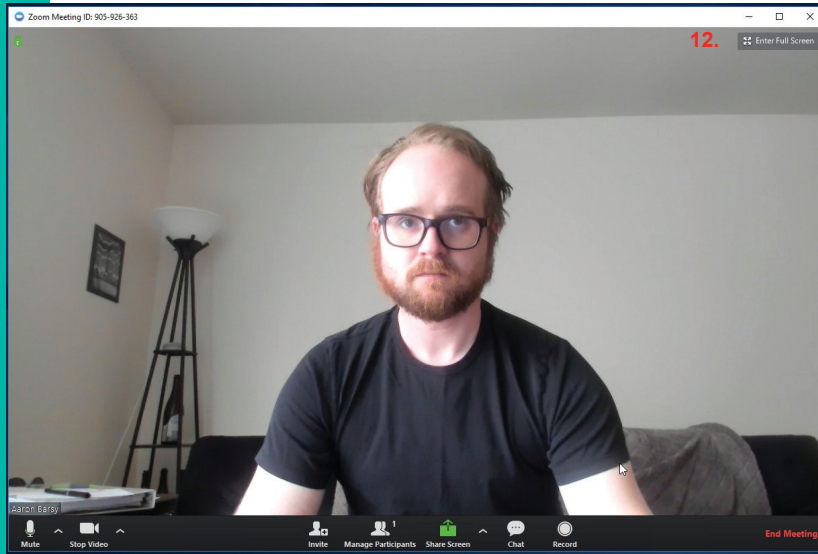
Start a meeting



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. 2. 3. 4.

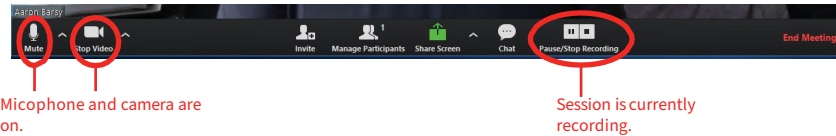
5. 6. 7. 8. 9. 10.

11.

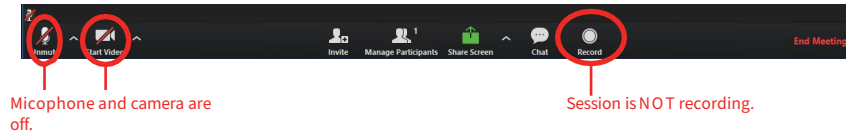
- 1. Mute/Unmute:** Use this button to toggle your sound on and off without disrupting the recording.
- 2. Audio options:** Allows you change microphones/speakers and adjust other audio settings.
- 3. Stop/Start Video:** Use this button to toggle your video on and off without disrupting the recording.
- 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

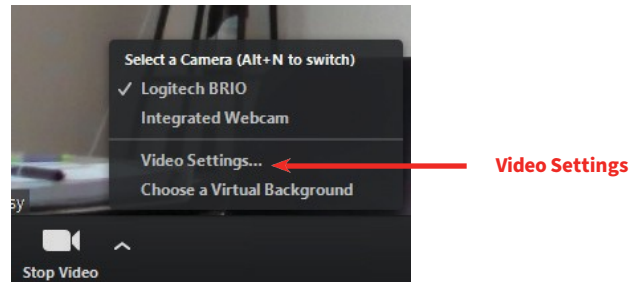
Active ToolBar



Inactive ToolBar



Visual Settings

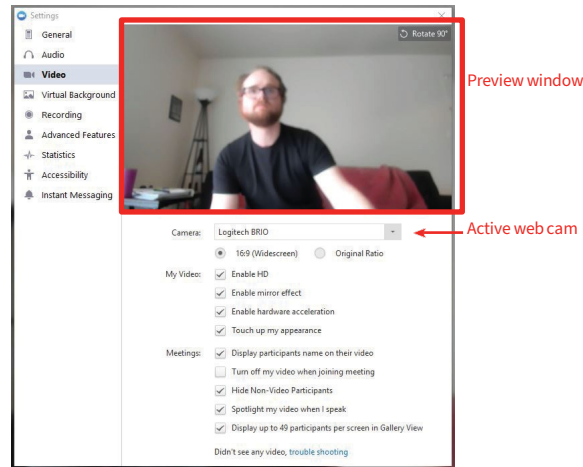


Once you're familiar a bit with the Zoom meeting controls, take a moment to test your audio/visual equipment and make sure that your camera is working.

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



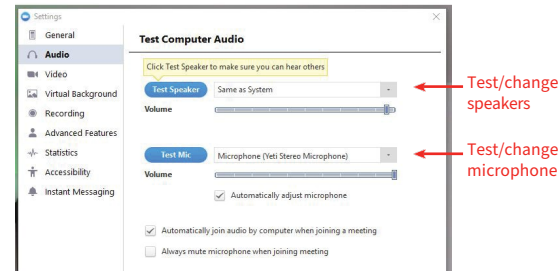
Testing Your Equipment

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.

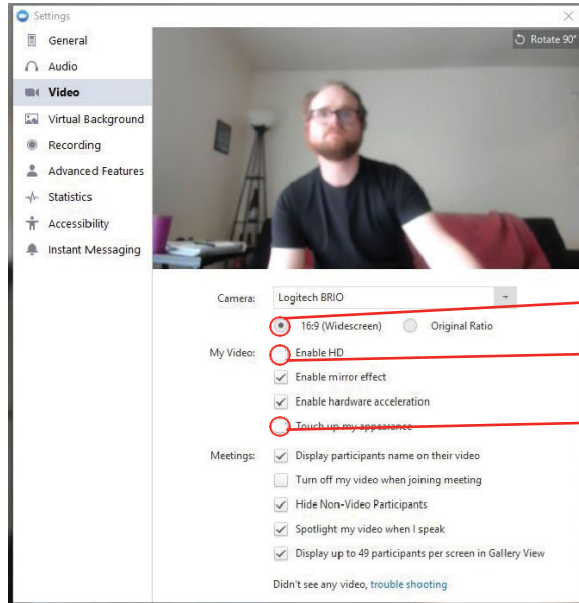
Audio Settings



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.

Recording Setting

Video Settings



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.

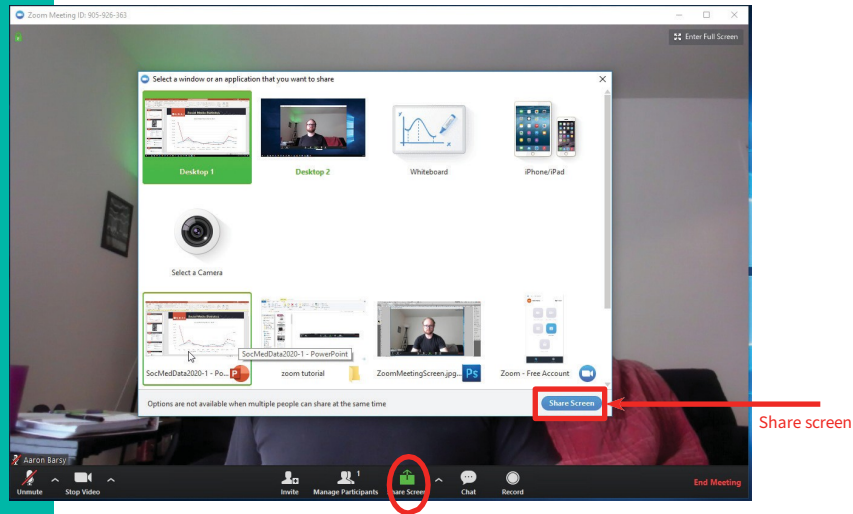
To do this, we recommend **unchecking** the “Enable HD” and “Touch up my appearance” options in the video settings menu.

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

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.

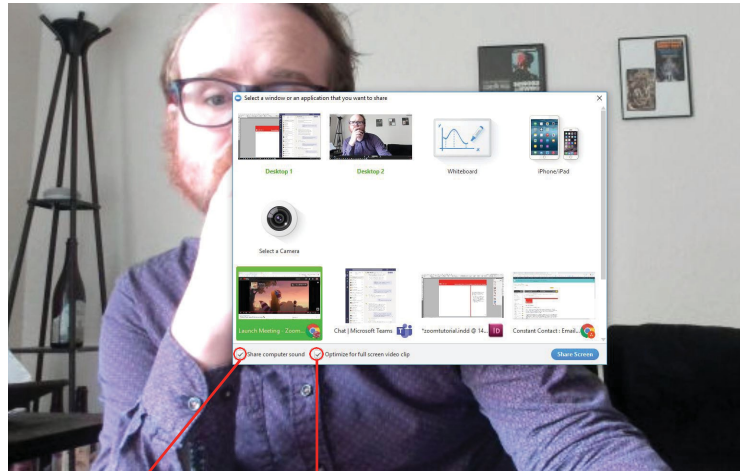


Once you are sharing your screen, you'll notice a slightly different, floating tool bar that will enable you to switch to a **new share**, **pause/stop your screen share**, and make **annotations** on your presentation.

Recording Your Presentation and Screen Share

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: These 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.



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."

