



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).



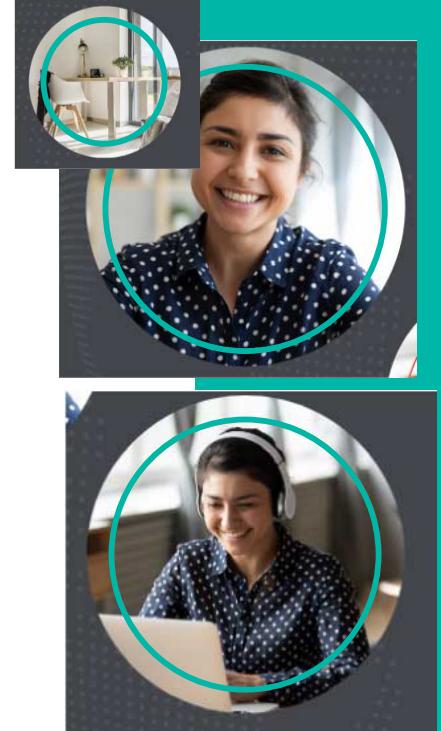
The Ideal Space

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.**



Preparation



Presenting Well

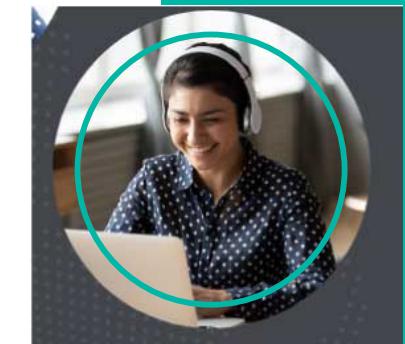
- Keep it natural.** Do not worry about ‘mistakes’ such as clearing your throat.
- Project your voice as you speak.** Turn off any sound emitting devices nearby, e.g. TV, fan etc.
- Focus on sharing your content.** Look directly at the camera when speaking. It is fine to look away now and then.
- Have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

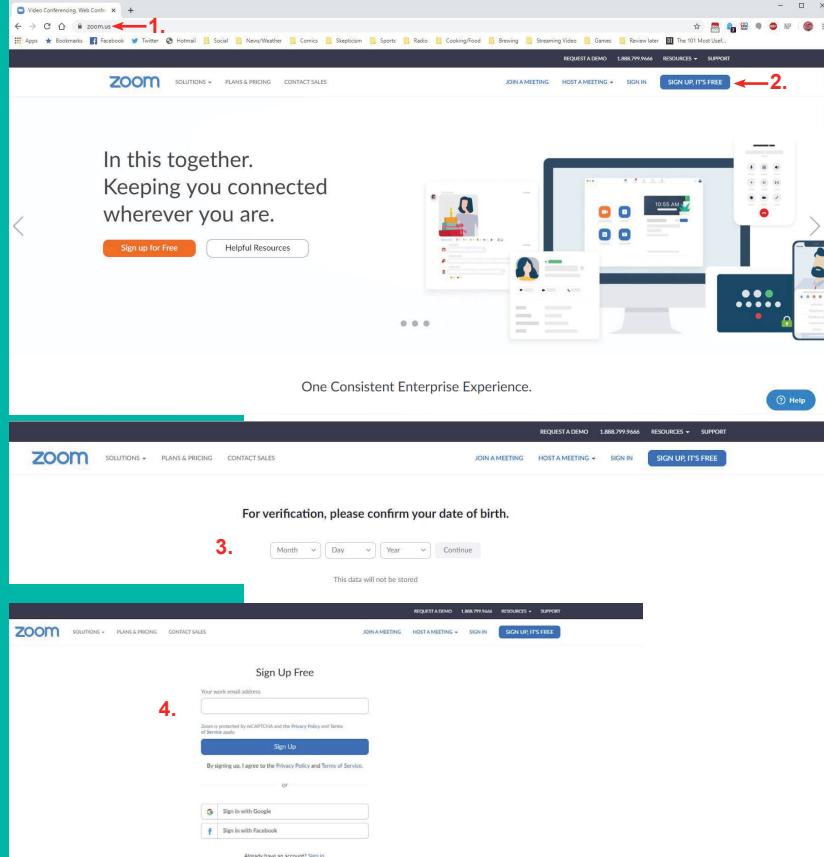


No gap from top of frame to head

TO AVOID



HOW TO RECORD VIDEOS WITH ZOOM



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 screenshot shows the Microsoft Outlook inbox with several messages listed. One message from "Zoom" is highlighted, containing a link to activate the account. A red arrow labeled "5." points to this link. Below the inbox, there is a large, semi-transparent placeholder area for a Zoom registration page. This placeholder includes a header with a logo and "Sign In" button, followed by a greeting, a welcome message, and instructions to click a blue "Activate Account" button. A red arrow labeled "6." points to this button. At the bottom, there is a note about age confirmation and a long URL for pasting into a browser.

Header Logo

Sign In

Hello ahbarsy@hotmail.com,

Welcome to Zoom!

To activate your account please click the button below to verify your email address:

Activate Account ← 6.

By clicking this button, you confirm that you are at least 16 years of age.

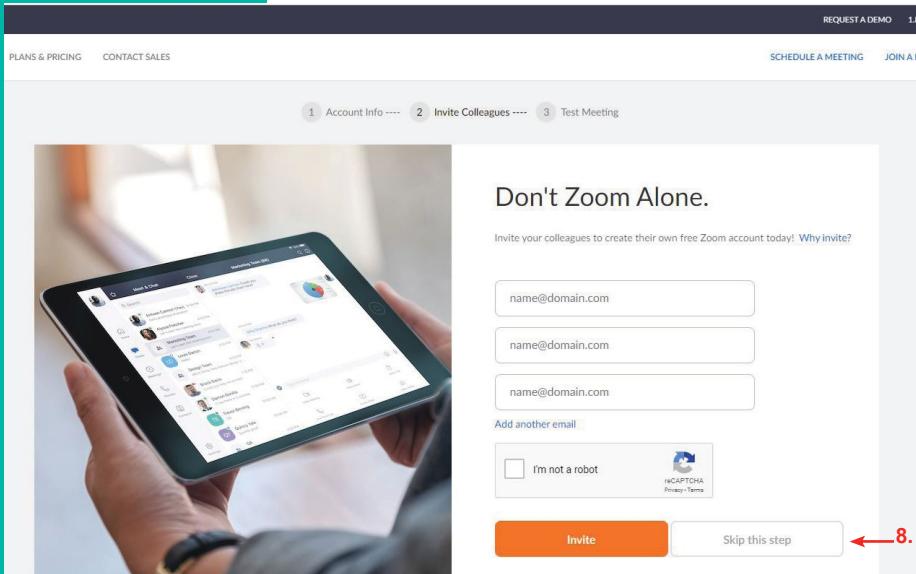
Or paste this link into your browser:

[https://us04web.zoom.us/activate?code=0i6GiiqjeFhqslx0xJ71XxWi8KWlgb67nGPtim
es.BQgAAAFxUI9N9AAAnjQATYWhiYXJzeUBob3RtYWlsLmNvbQEAAFAntsZjlGcTlIVE1
pbVA2aDF3Sm93SwcAAAAAAAAAAAA&fr=signup](https://us04web.zoom.us/activate?code=0i6GiiqjeFhqslx0xJ71XxWi8KWlgb67nGPtimes.BQgAAAFxUI9N9AAAnjQATYWhiYXJzeUBob3RtYWlsLmNvbQEAAFAntsZjlGcTlIVE1pbVA2aDF3Sm93SwcAAAAAAAAAAAA&fr=signup)

Setting Up Your Free Zoom Account

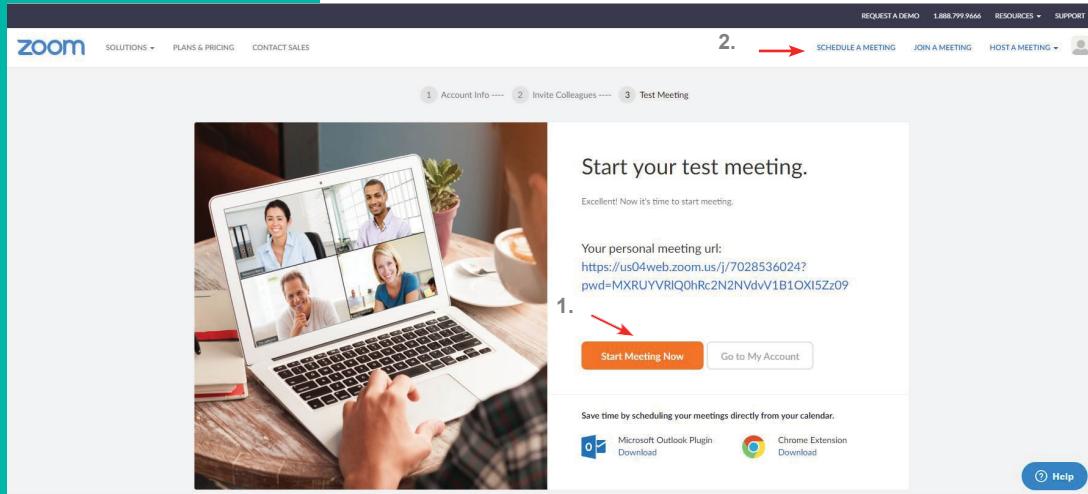
5. Check the email account you provided for the confirmation email from Zoom (if you don't see it, check your spam or junk mail folder before having Zoom resend the confirmation link).
6. Open the email and click on the blue "**Activate Account**" button or copy and paste the provided link into your 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



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 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



The screenshot shows the Zoom website's confirmation page for a test meeting. At the top, there are navigation links: REQUEST A DEMO, 1.888.799.9666, RESOURCES, SUPPORT, SOLUTIONS, PLANS & PRICING, and CONTACT SALES. Below these are three numbered tabs: 1. Account Info, 2. Invite Colleagues, and 3. Test Meeting. A red arrow points from the number '2.' to the 'SCHEDULE A MEETING' link in the top right. The main content area features a photograph of a laptop displaying a video call with four participants. The text 'Start your test meeting.' is displayed above a message: 'Excellent! Now it's time to start meeting.' Below this is a 'Your personal meeting url:' field containing the URL <https://us04web.zoom.us/j/7028536024?pwd=MXRUUVRIQ0hRc2N2NVdV1B1OXI5Zz09>. A red arrow points from the number '1.' to the 'Start Meeting Now' button. Other buttons include 'Go to My Account' and a 'Help' link at the bottom right.

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 web interface for scheduling a meeting. On the left, there's a sidebar with 'PERSONAL' and 'ADMIN' sections. Under 'PERSONAL', 'Meetings' is selected, highlighted with a blue bar. Under 'ADMIN', there are links for User Management, Room Management, Account Management, and Advanced. The main area is titled 'Schedule a Meeting'. It has fields for 'Topic' (containing 'My Presentation Recording'), 'Description (Optional)' (containing 'A recording to show how to record using Zoom'), 'When' (set to 04/07/2020 at 9:00 AM), and 'Duration' (set to 1 hr 0 min). A red box highlights the 'Duration' field with step 4. Below these fields is an orange message box containing text about a 40-minute time limit for group meetings. A red box highlights this message with step 5. At the bottom, there are dropdowns for 'Time Zone' (set to '(GMT-4:00) Eastern Time (US and Canada)') and 'Recurring meeting' (unchecked). Red arrows point from step 6 to the 'Time Zone' dropdown and the 'Recurring meeting' checkbox. The top navigation bar includes links for 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and a user profile icon.

- 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 'HOST A MEETING' settings page. The steps are numbered 6 through 11:

- 6. Leave (see previous page)
- 7. Leave
- 8.
- 9. Leave
- 10.
- 11. → Save Cancel

Key settings visible on the page include:

- Meeting ID:** Generate Automatically (radio button selected) or Personal Meeting ID 702-853-6024.
- Meeting Password:** Require meeting password (checkbox checked) with value 8czlqR.
- Video:** Host (radio button selected) on or off; Participant (radio button selected) on or off.
- Audio:** Telephone, Computer Audio, Both (radio button selected).
- Meeting Options:** Enable join before host (checkbox), Mute participants upon entry (checkbox), Enable waiting room (checkbox checked), Record the meeting automatically on the local computer (checkbox checked).

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.

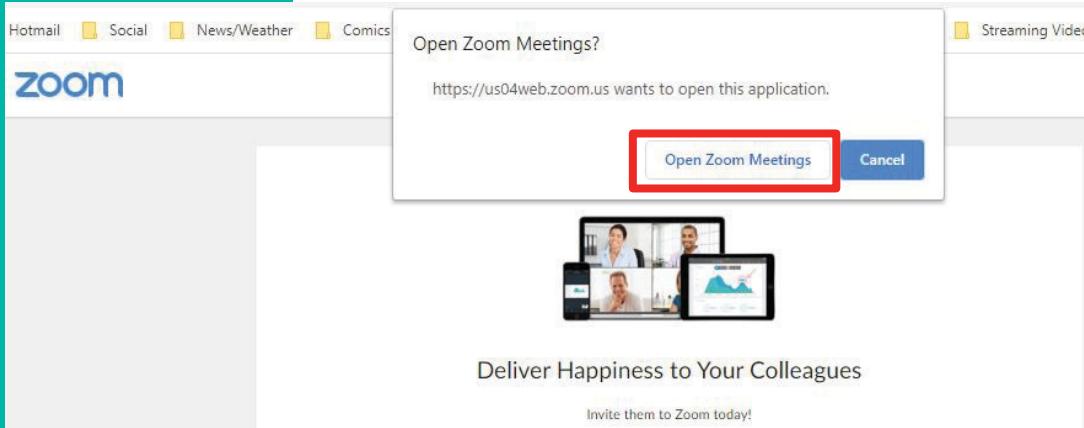
Scheduling a meeting for recording purposes

The screenshot shows the Zoom web interface for scheduling a meeting. The left sidebar has sections for PERSONAL (Profile, Meetings, Webinars, Recordings, Settings) and ADMIN (User Management, Room Management, Account Management, Advanced). The main area is titled "My Meetings - Manage 'My Presentation Recording'". It shows the following details:

- 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 (local), Yahoo Calendar
- Meeting ID:** 905-928-363
- Meeting Password:** meeting password: RctlgR
- Join URL:** <https://us04web.zoom.us/j/905926363?pwd=SnldHZDRfOHITOKBsd2lcv5uMFIzJ09>
- Video:** Host: On, Participant: On
- Audio:** Telephone and Computer Audio, Dial from: _____
- Meeting Options:**
 - Enable join before host
 - Mute participants upon entry
 - Enable waiting room
 - Record the meeting automatically on the local computer
- Buttons at the bottom:** Edit this Meeting (greyed out), Start this Meeting (blue button), Help (blue button).

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.

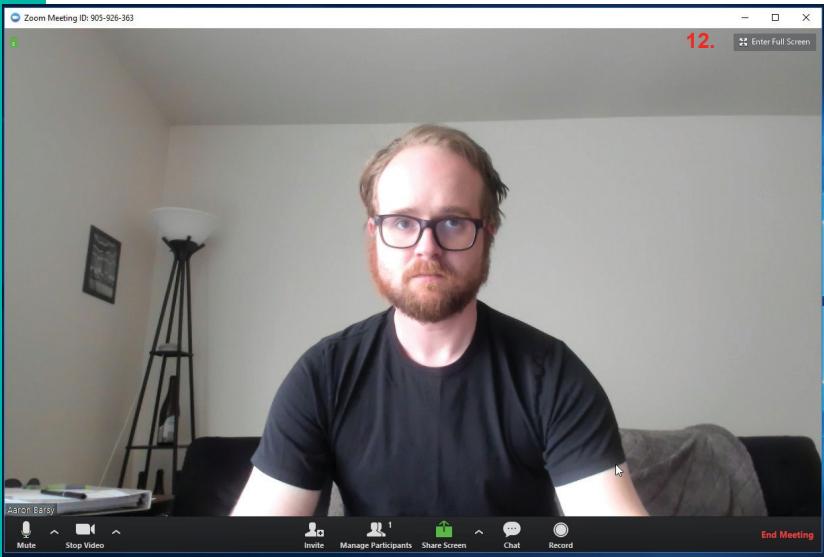
Start a meeting



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.

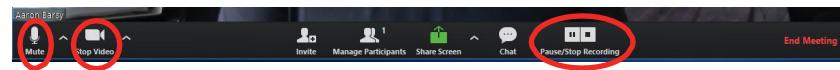
5. 6. 7. 8. 9. 10.

11.

1. **Mute/Unmute:** Use this button to toggle your sound on and off without disrupting the recording.
2. **Audio options:** Allows you to 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.

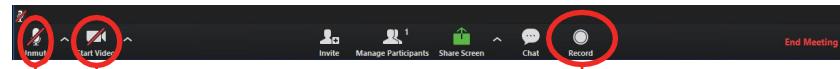
Testing Your Equipment

Active Tool Bar



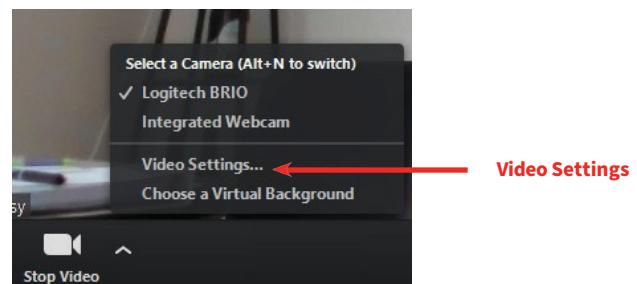
Session is currently recording.

Inactive Tool Bar



Session is NOT recording.

Visual Settings

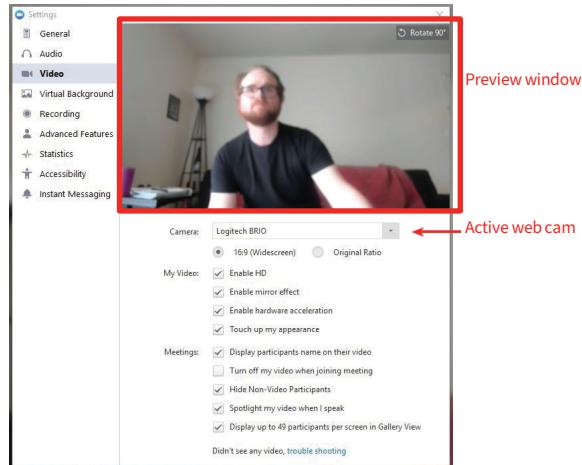


Once you're familiar a bit with the Zoom meeting controls, take a moment to test your audio/visual equipment and make sure that your camera is working.

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 "^A" symbol next to the camera icon) and select "**Visual Settings**". This will open the "Settings" window.

Video Settings



Audio 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.

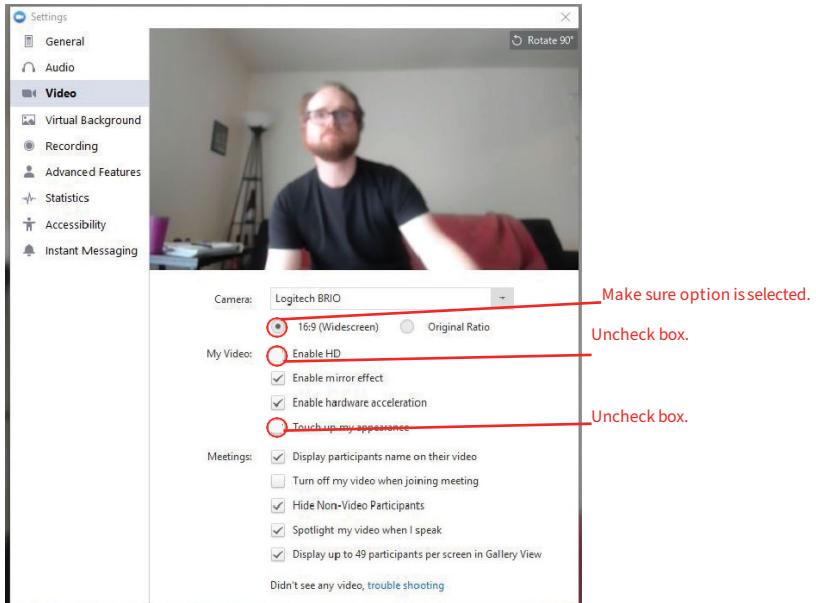
If not, you may want to change the active web cam or toggle on/off the other settings available. Every computer, screen, and camera is different, so explore these settings until you find something you like.

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.

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

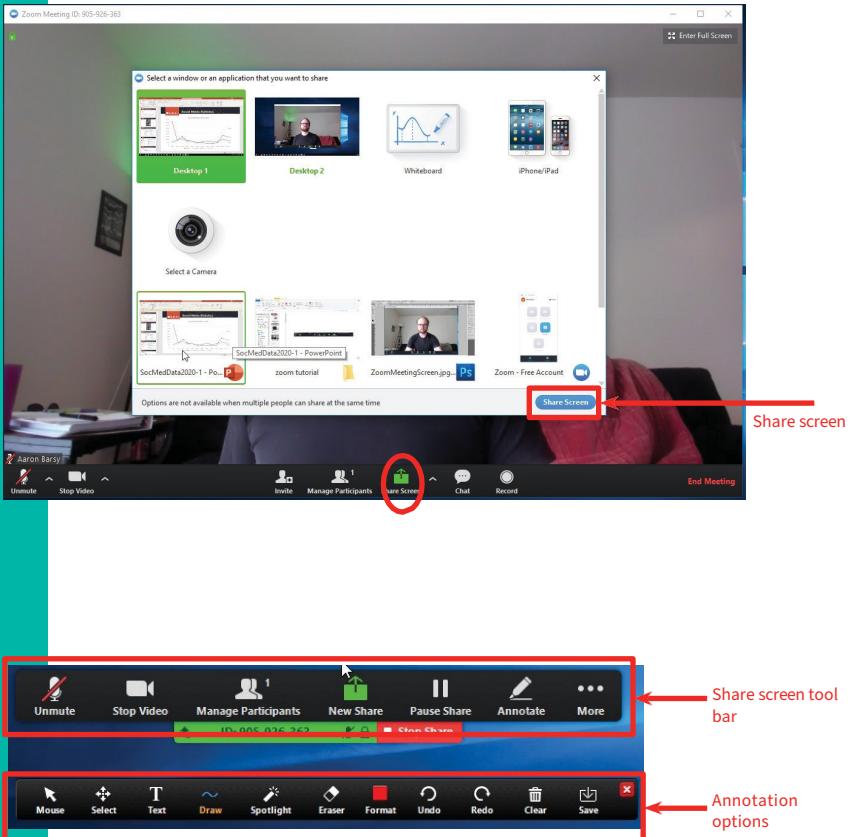
Video Settings



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 **unchecked** 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).



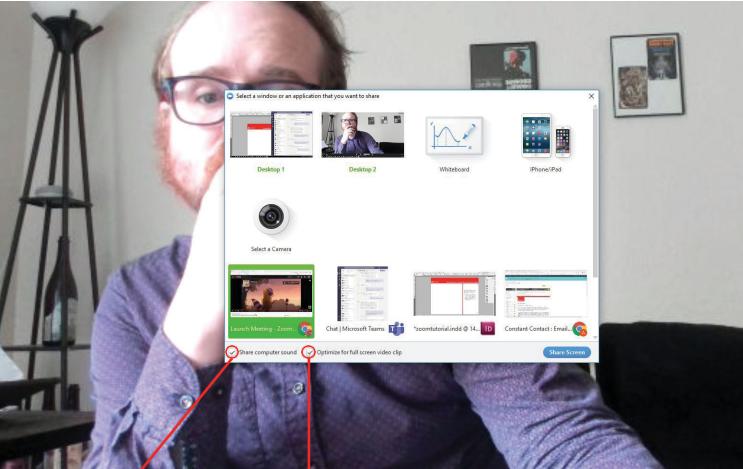
Recording Your Presentation and Screen Share

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.

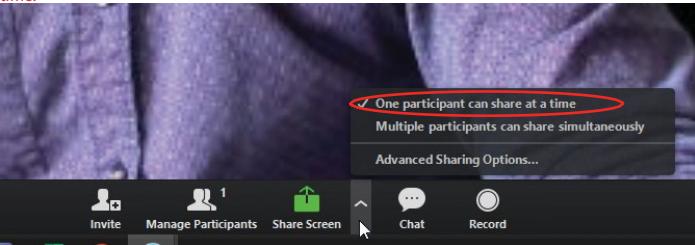
Recording Your Presentation and Screen Share



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.