

# Recording Presentations using Zoom

Many applications can be used to record video, but Zoom offers a simple solution that provides solid results. The settings described in this document are specific to Zoom, although the basic guidance should work for any app you choose.

## 1. Zoom Settings

- A. Click the ^ icon to the right of the [Start Video](#) button on the toolbar at the bottom of the screen, and select “[Video Settings](#).”



- B. For best results, use the following options:

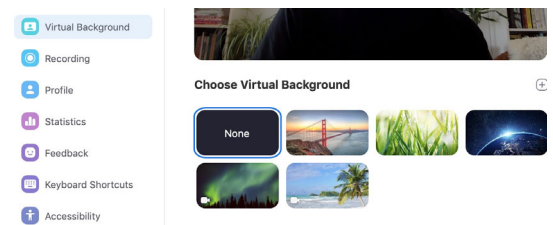
**Camera:** FaceTime HD Camera

☒ 16:9 (Widescreen) ☐ Original ratio

**My Video:** ☒ Enable HD  
☒ Mirror my video  
☒ Touch up my appearance

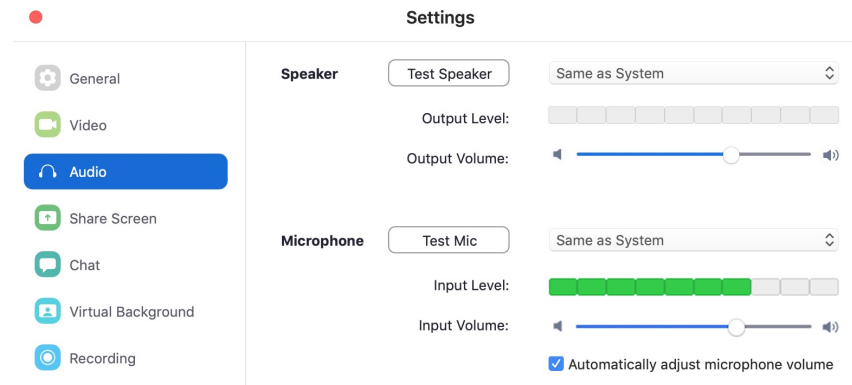
**Meetings:** ☐ Always display participant name on their videos  
☐ Turn off my video when joining a meeting  
☐ Always show video preview dialog when joining a video meeting  
☒ Hide non-video participants  
☒ Spotlight my video when speaking  
☐ Display up to 49 participants per screen in Gallery View

- C. Click the “[Virtual Background](#)” link in the left-hand column in the Settings dashboard. Choose “[None](#)” under the options.



D. Click the “Audio” link in the left-hand column.

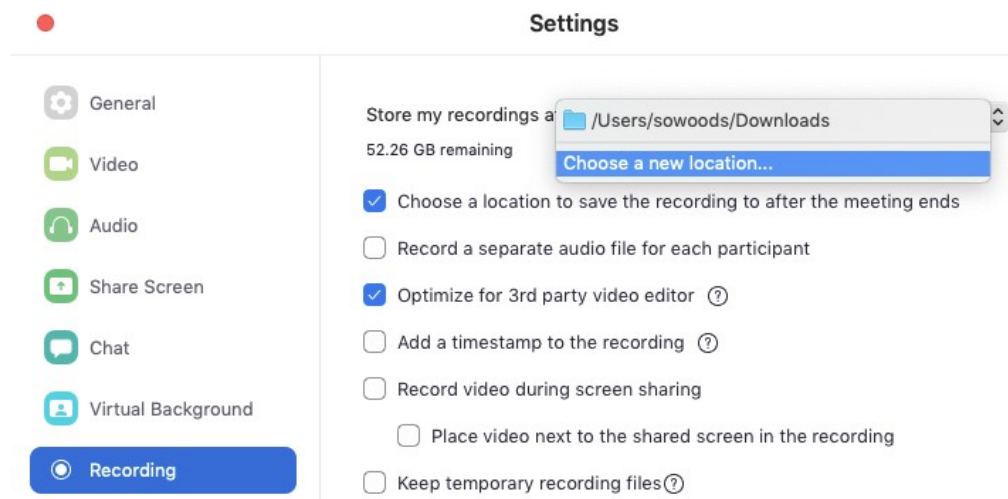
1. Check that your input source is correct. If possible, use a clip-on lavalier microphone, headset, or external USB mic for the clearest recordings.
2. Test your Input Level to ensure a clear, loud signal without clipping.
  - Try clapping your hands in front of the mic to test the level.
  - The Input Level bar should max out about 70-80%



3. Test your Speakers to ensure that the Output Level is clear without distortion.

E. Click the “Recording” link in the left-hand column.

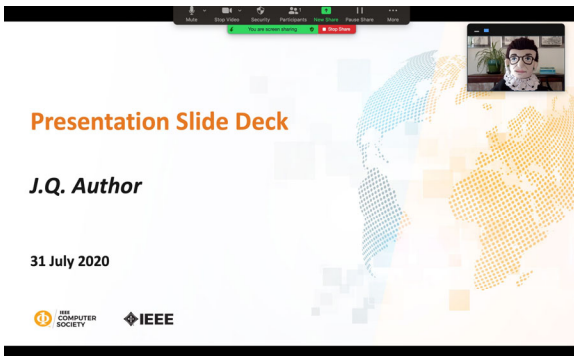
1. Select the location to which you want to save your file.



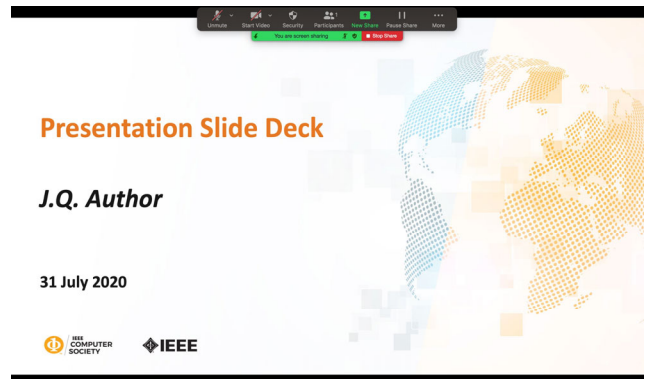
## 2. Select Your Approach

Choose whether to record yourself speaking so that the audience sees you as a frame-in-frame thumbnail or to record just the slide deck with a voiceover.

### Option 1 - With Video



### Option 2 - No Video



## Location

Whichever approach you choose, **be sure that the room in which you record is quiet.** Ideally, it should be closed to other people, pets, etc.

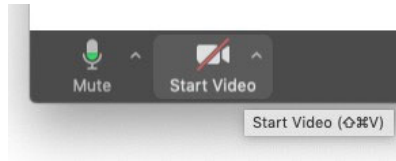
**If you decide to film yourself, take a moment to set up the room so that:**

- **The background is appealing.**
  - Avoid cluttered locations and empty walls.
  - Perhaps opt for something like a bookcase, a wall with a few pictures, or a plant.
- **A good light source is facing you,** so that your face is well lit.
  - A window or a lamp generally works well.
  - Avoid sitting with a light source behind you, as that puts your face in shadow.
- **The webcam should be at about eye level.**
  - Try putting your laptop on a box or stack of books to raise the camera if needed.
- Sit so that you're framed within the screen with just a little space between the top of your head and the top of the screen. Something like this:

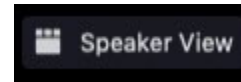


### 3. Starting the Talk

- Click the [Start Video](#) button.

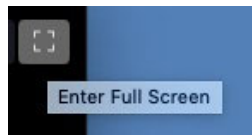


- Select Speaker View (usually near the top of the screen).

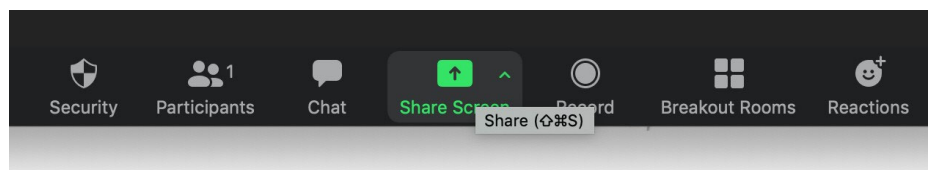


- Be sure the Participants list and Chat window are both closed. Click on those buttons in the toolbar if they're open.

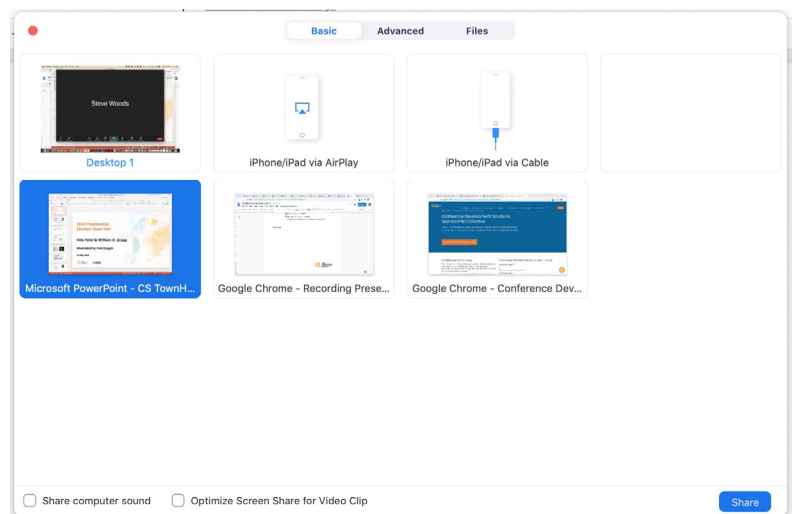
- Click **Full Screen** view.

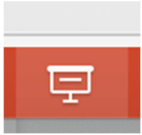


- With your presentation file open, click the **Share Screen** button in the toolbar.



- Select the application to share. (For example, Acrobat Reader or PowerPoint.)





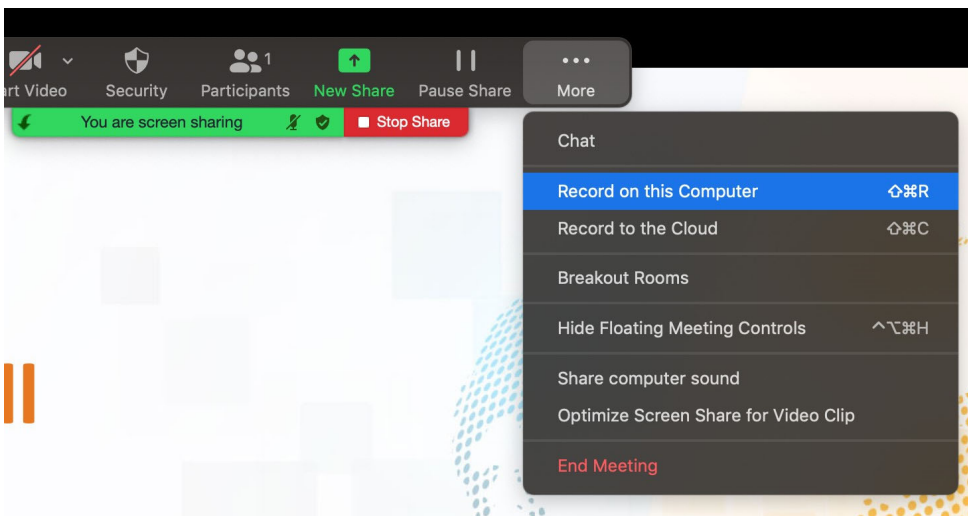
If you're using PowerPoint, you can use the Slide Show view and Fullscreen mode.

**Note:** To read the presenter notes, you'll need a second monitor, or else print out the text to read for the voiceover track.

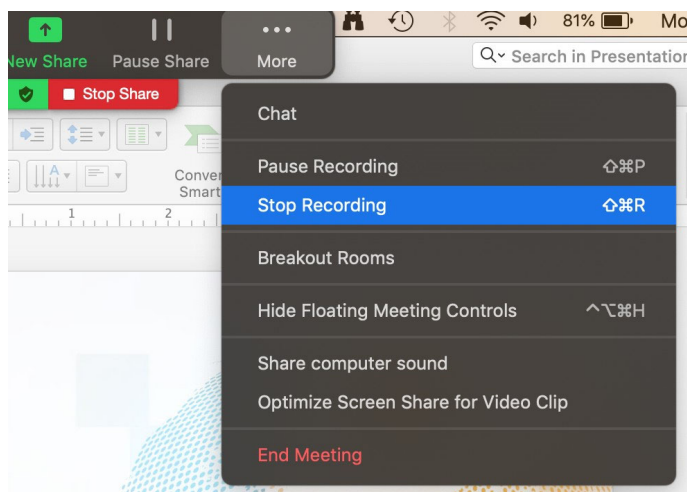
If you print them, remember that the mic will capture the sound of rustling paper.

## Record

When ready to begin, click the **... More** button in the toolbar and select **"Record on this Computer."**



It's best to hit Record after you have everything in place, so that you can start the presentation within a few seconds.



Once you're done, click the **... More** button in the toolbar and choose **"Stop Recording."**

The file will be saved to your computer after you click the **End Meeting** button.