

# How to record a presentation video

## Tips before you get started

- [Test your computer or device audio](#). Best audio quality is achieved by limiting distractions, so make sure your phone and emails are set to silent or off.
- [Test your video](#). If you wish to use a webcam to record yourself during the presentation, plug in the webcam before opening Zoom.
- Click here to [download Zoom](#).
- To avoid showing your background, you can utilise [Zoom virtual background](#).
- Do not forget to [record your presentation](#).

## Best practice tips for filming virtual presentations

- Have the camera at eye level, so you aren't looking down (prop your laptop on some books or a stool)
- Make sure the camera frames your face, neck, and shoulders.
- Stand up when you are filming as this provides a higher energy level and puts you into more of a presentation-mode. If you must sit down, lean forward as if you were presenting at a meeting.
- Make sure you are in the centre of the screen and look directly into the camera when you are filming, this will make your audience feel more engaged
- Avoid the sun or bright lights on your back, so you aren't over exposed and back lit
- Try to have the source of light coming from the front
- Find a quiet space, without any distracting background audio - tie the dog up and put the kids outside!
- Avoid recording in hard surfaces like bathrooms or toilets, and try recording in a bedroom or area with soft textiles to avoid an echo
- Try to use a background that enhances your professional image and is aligned with your message. Avoid a cluttered background or anything that can be distracting
- Wear a colour that is contrasted to your background. Avoid bright white, green, and dark black as well as plaid and busy patterns.

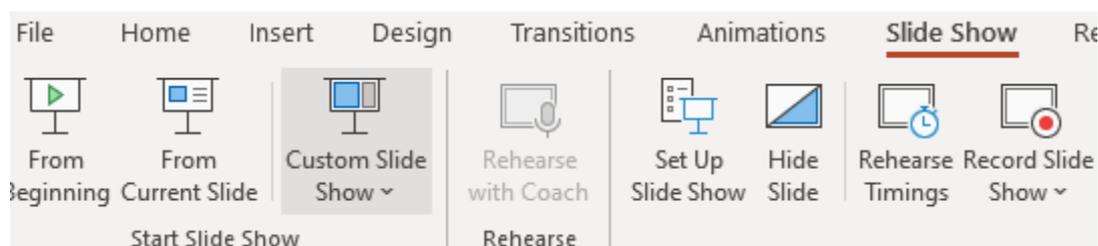
## How to record using Zoom

If you find it easier to follow instructions via video, then you might find it helpful to watch this [VIDEO TUTORIAL](#) about using Zoom (it was made by a university unrelated to our summit).

You can record yourself using Zoom 'meeting' or Zoom 'webinar'.

### STEP-BY-STEP INSTRUCTIONS:

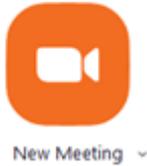
Open the PowerPoint presentation. Click **Slide Show**. Click **Set Up Slide Show**.



Under **Show Type**, click **Browsed by an individual (window)** and click **OK**. This allows you to present in slideshow view without being in full-screen mode.

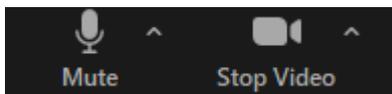
## Setting up your presentation on Zoom

Open the Zoom app, login, and click **New Meeting**.

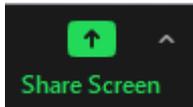


When asked to choose an audio conference option, click **Join with Computer Audio**.

You can click ^ the next to the **Mute** and **Stop Video** button in the lower-left corner of the Zoom window to open audio options to make sure your audio and video are set up correctly.



Click **Share Screen** to start sharing your presentation on PowerPoint.

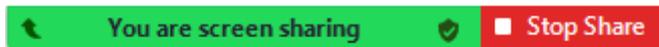


In the Share window, click the screen you would like to use in the recording.

If your presentation includes audio, check the box for **Share computer sound**. If your presentation includes a video, check the box for **Optimize Screen Sharing for Video Clip**.

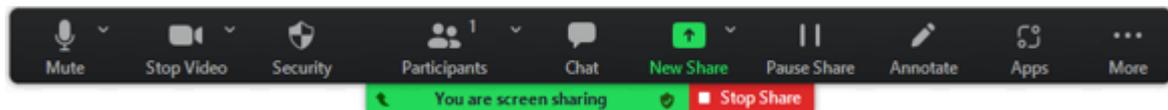
Click **Share**. The window that is being shared/recorded will have a green outline.

You can reposition and resize the webcam video window as needed. When a window is being “shared” and recorded, the Zoom control bar will minimize and move to the top of the screen. Hover over the minimized control bar to reveal the full set of Zoom controls.



## Recording your presentation on Zoom

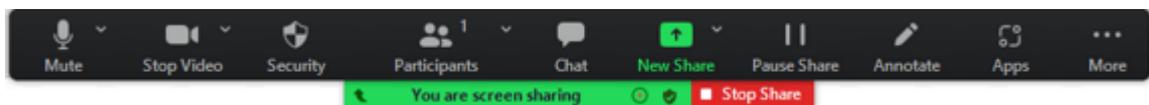
To begin recording, click **...More** in the Zoom control bar at the top of the screen.



Click **Record on this Computer** in the dropdown menu that appears.

You are now recording and ready to give your presentation.

You can pause or stop the recording at any time by clicking the pause button at the top of your screen (**ALT+P** on Windows or **⌘+Shift+P** on Mac)



*\*\* If you are unable to control PowerPoint or Zoom with your keyboard, first click the PowerPoint or Zoom window to focus your keyboard commands on that window.*

You can change the window being recorded by clicking **New Share** in the Zoom control bar at the top of the screen and selecting the window you wish to record.

When you are finished, click **...More** and click **Stop Recording** in the Zoom control bar at the top of the screen.

Click **Stop Share** in the Zoom control bar at the top of the screen.

Click **End Meeting** then click **End Meeting for All**

Zoom will prepare your recording and open the file that your recording is saved under.