

# HOW TO RECORD PRESENTATIONS

For playback during virtual meetings

# TIPS FOR SPEAKER/PRESENTER

- Set your web cam up at eye height. Use books or boxes to lift laptop camera or create a shelf.
- Check lighting, background and clothing.
- Mute anything else in your office that rings, beeps or buzzes so you don't distract yourself or others in the audience.
- Logout of email or any other program that could pop up notifications on your screen

# WHO IS RECORDING?

- Presenter?
- Staff Member?

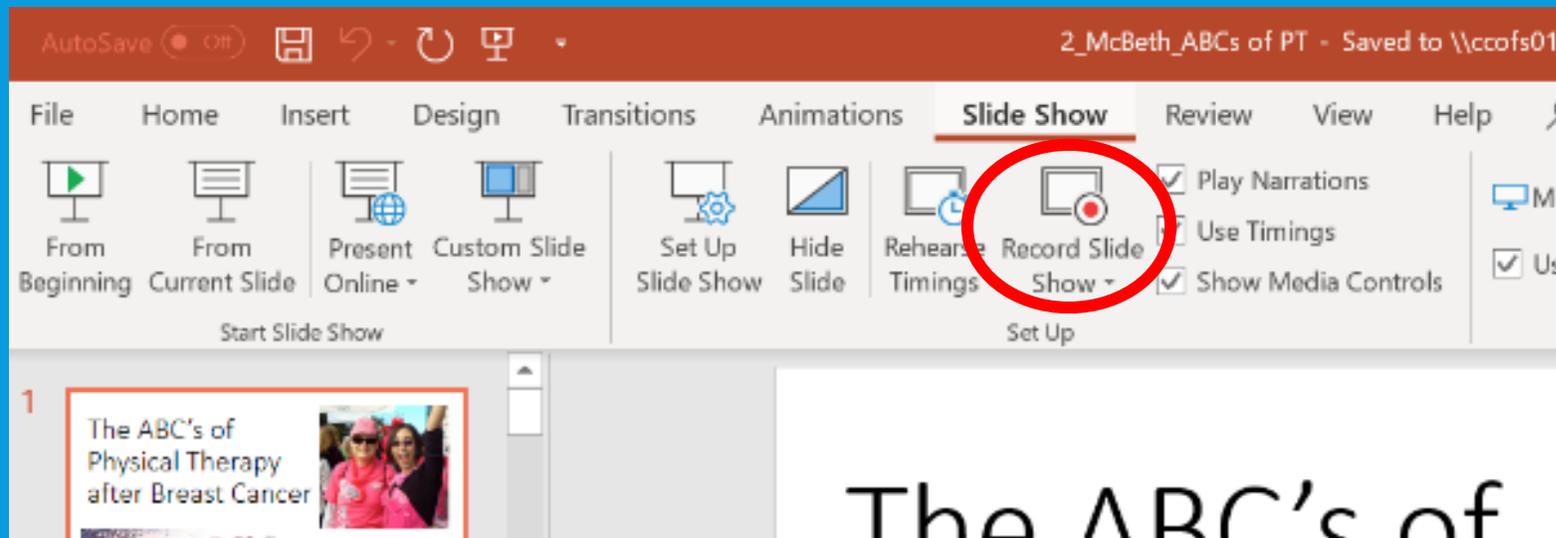
# SPEAKERS WHO RECORD THEMSELVES

PowerPoint

(or use professional A/V company)

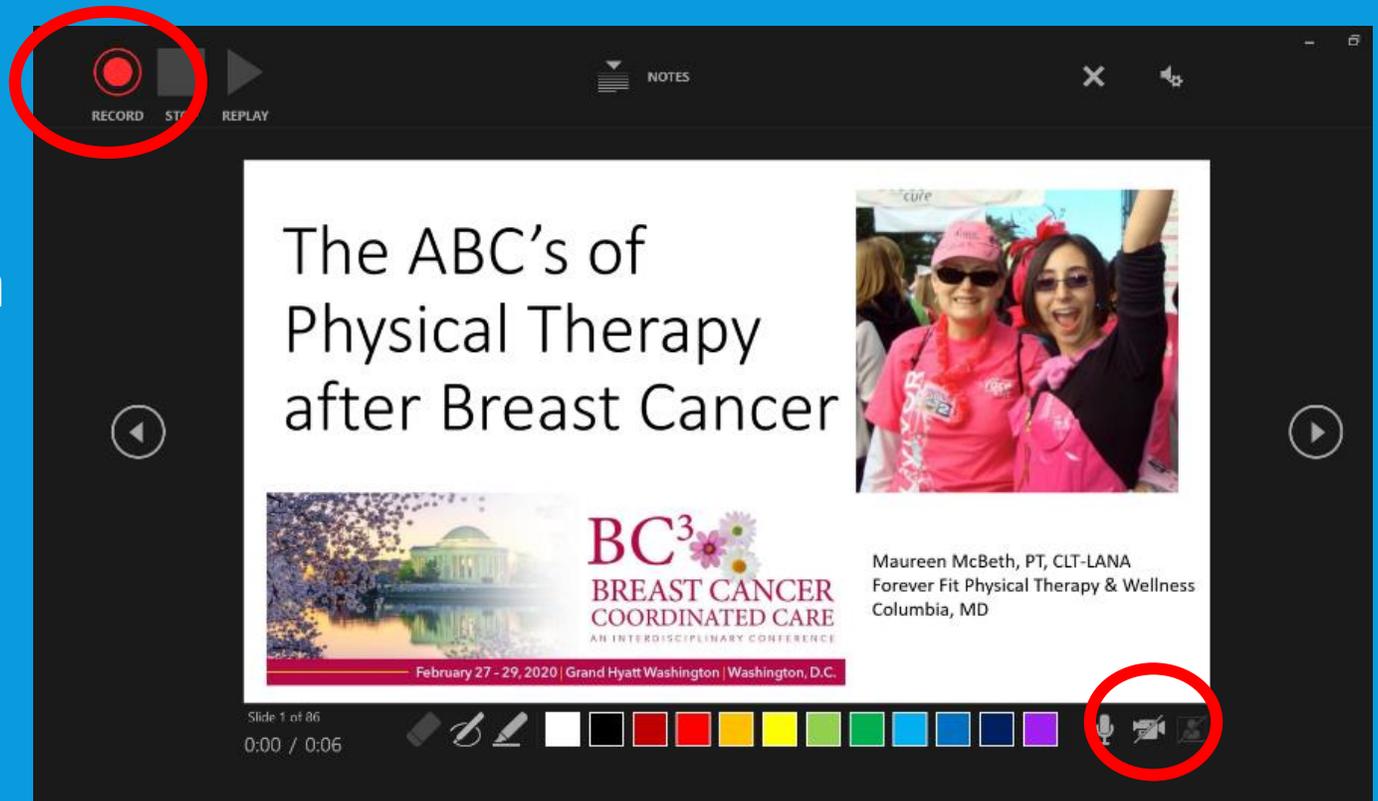
# RECORDING WITH POWERPOINT

1. Open Presentation
2. Click "Slide Show" Ribbon
3. Click "Record Slide Show"



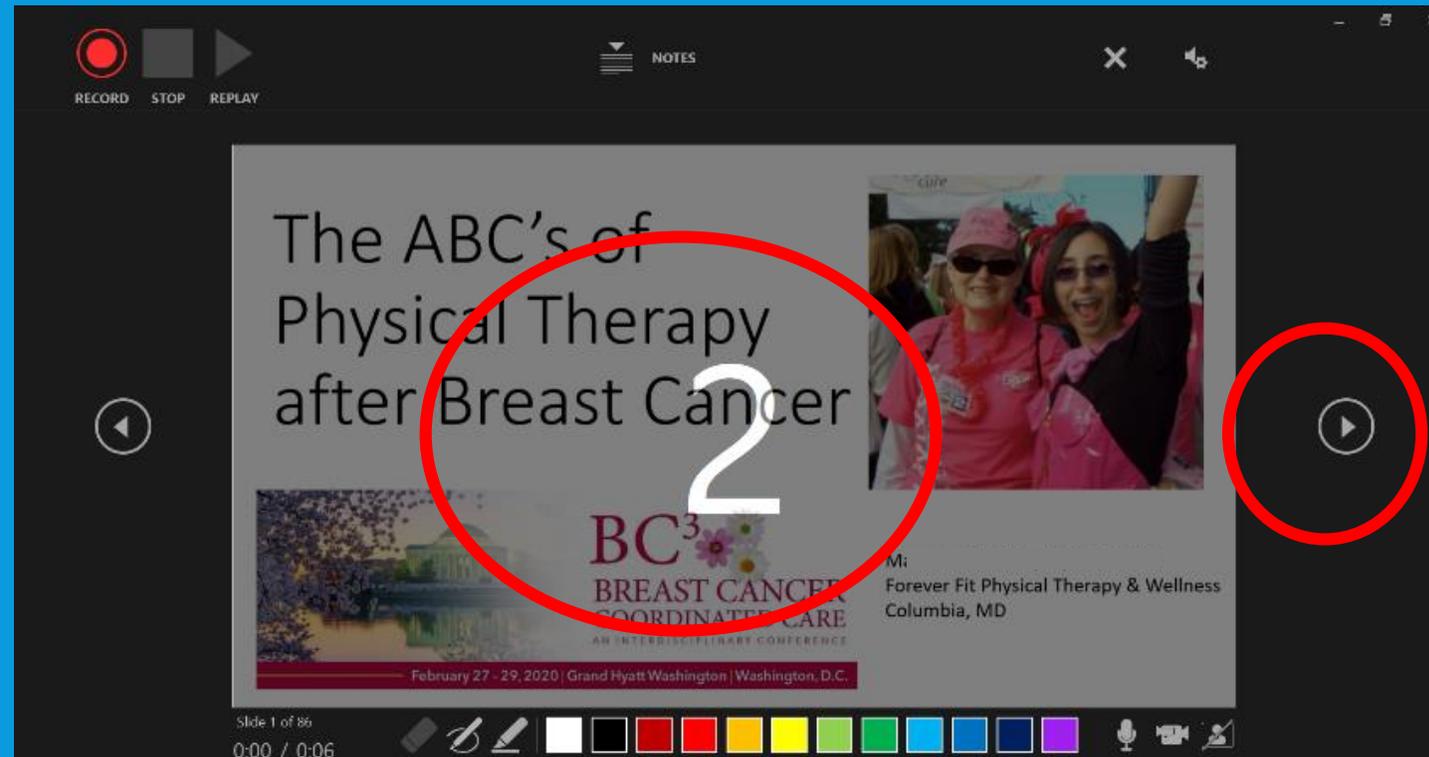
# RECORDING WITH POWERPOINT

4. You will see Presenter view. That's ok.
5. Make sure you see your camera/video in the lower right corner
6. hit "record"



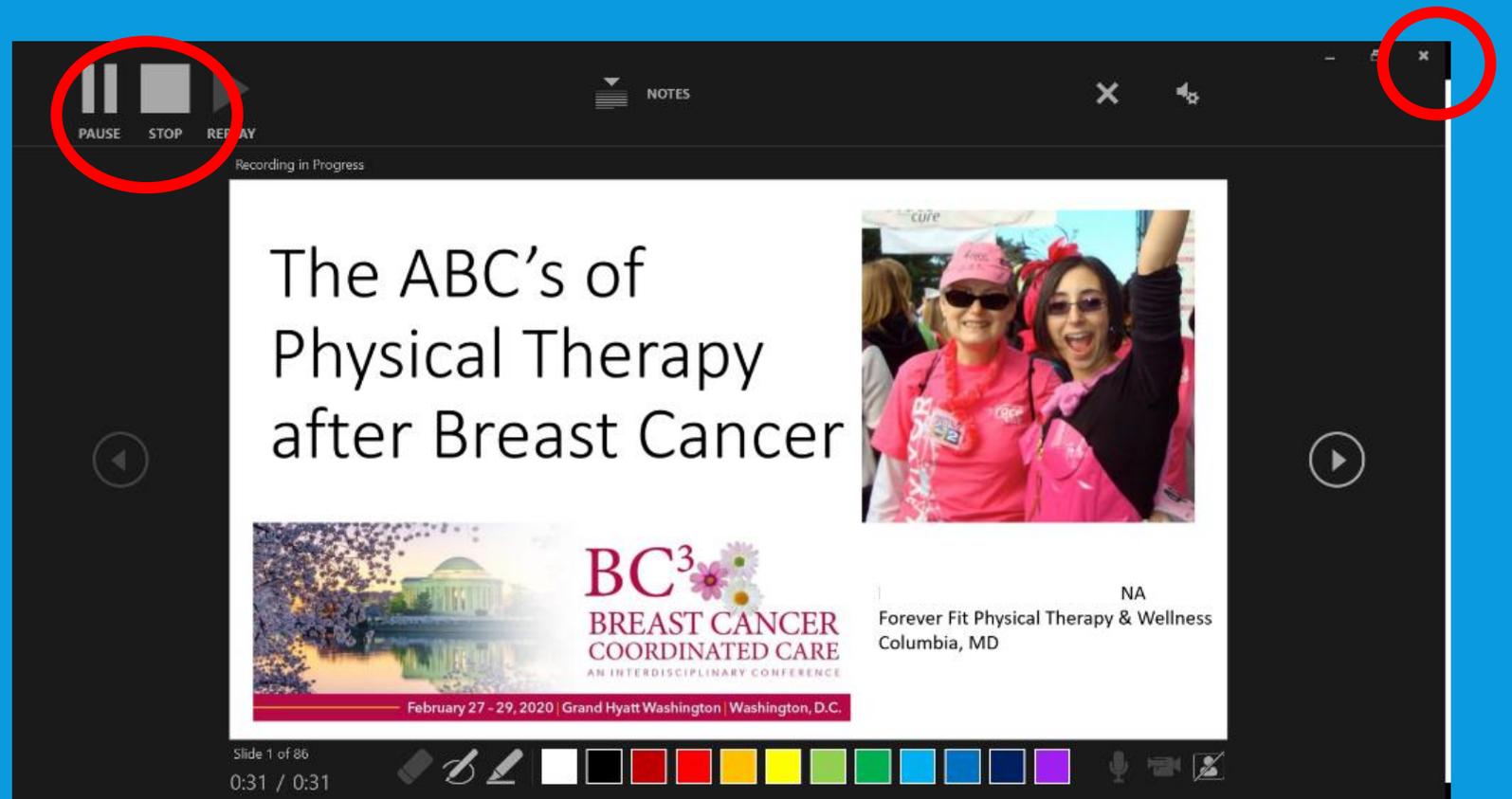
# RECORDING WITH POWERPOINT

7. Wait for 3 second countdown
8. Present as normal. Use Arrow icons to advance.



# RECORDING WITH POWERPOINT

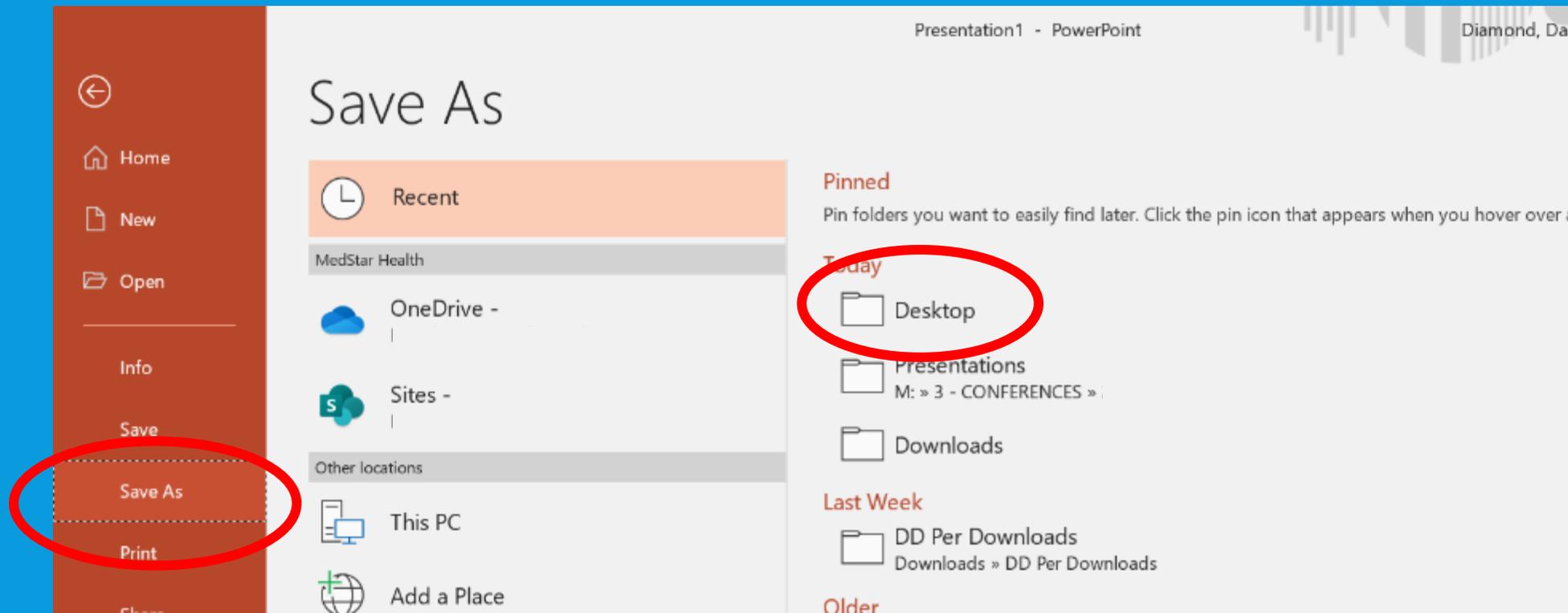
9. At end: Hit "Stop"
10. Close presentation mode and go back to main screen



# RECORDING WITH POWERPOINT

11. Go to "File" ribbon

12. Save As (Choose location)

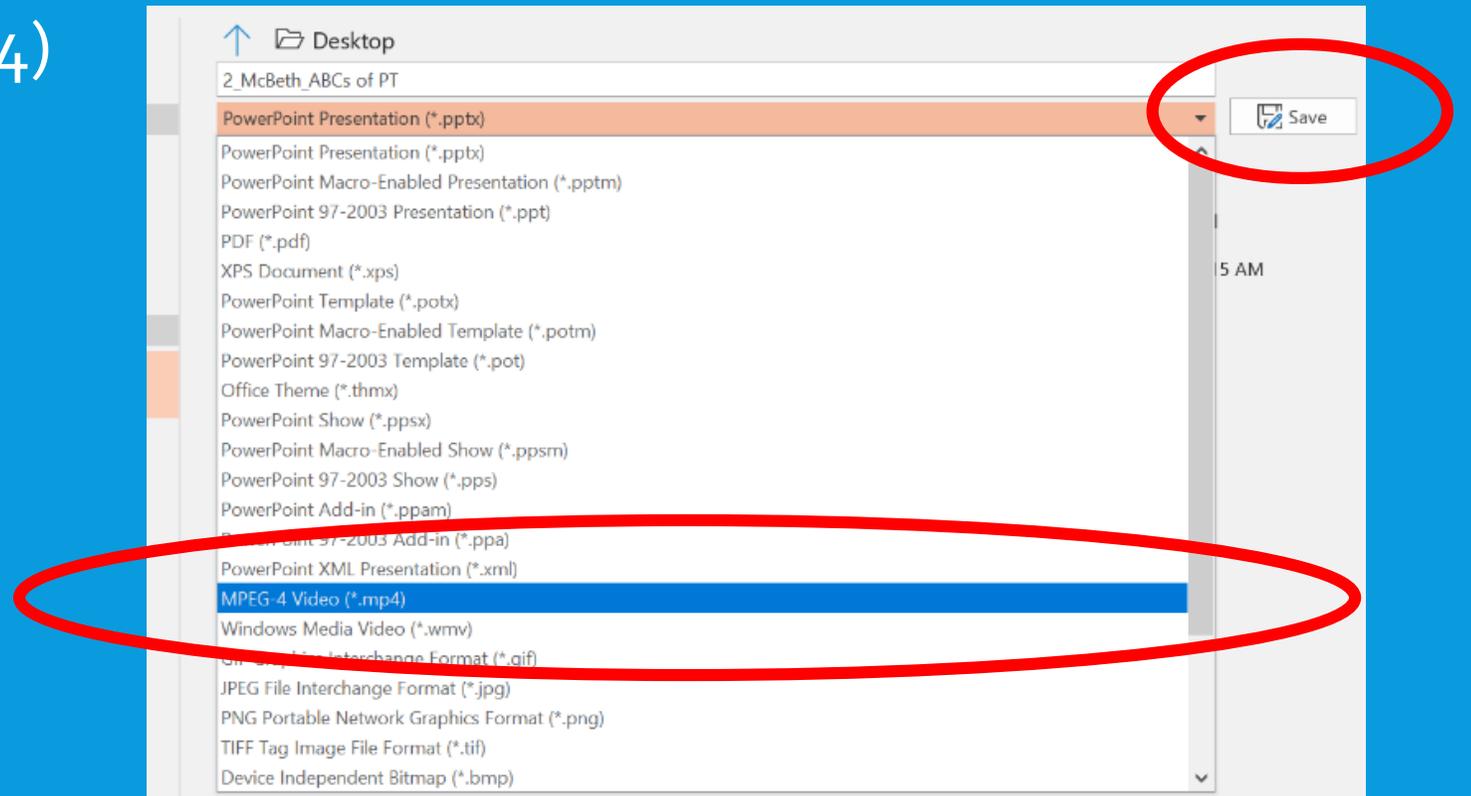


# RECORDING WITH POWERPOINT

13. File Name: last name\_presentation title  
"Diamond\_HowToRecordZoomMeetings"

14. MPEG-4 Video (\*.mp4)

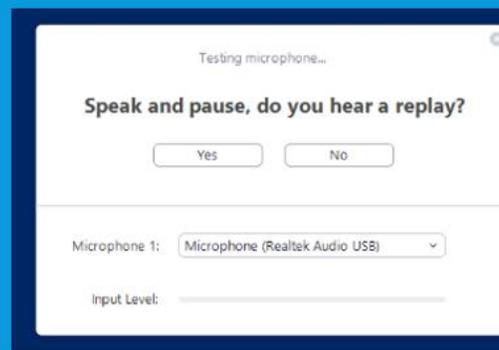
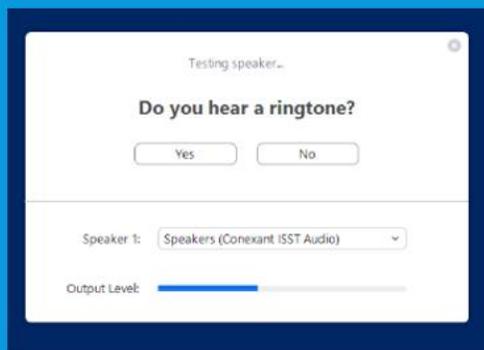
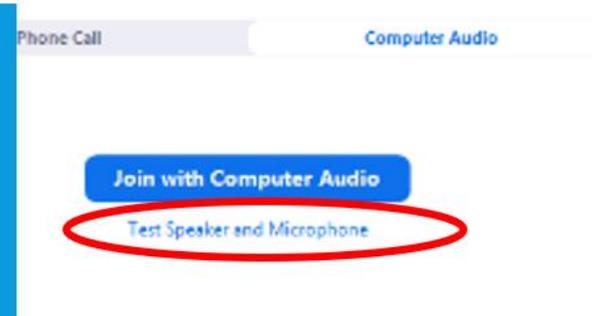
15. "SAVE"



# WHAT THE FINAL PRODUCT LOOKS LIKE

## RECORDING WITH ZOOM

4. Testing speaker and microphone (if needed)
  - a) *Test Speaker*
  - b) *Test Microphone*

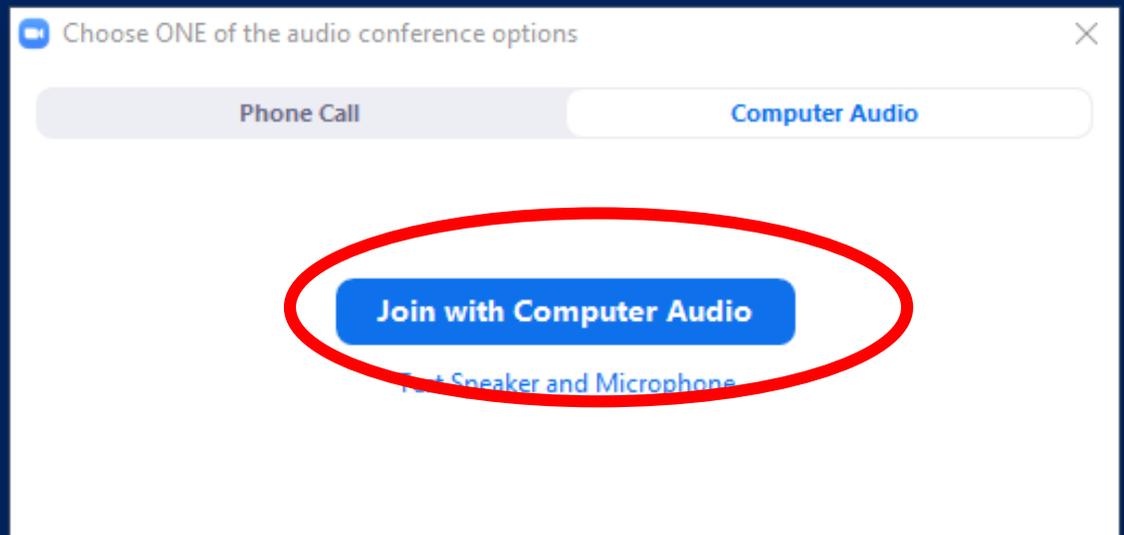


# MEETINGS TEAM RECORDS SPEAKER

Zoom

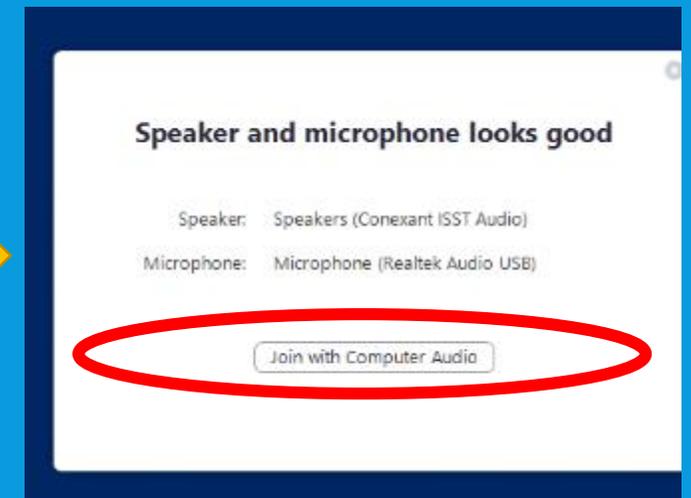
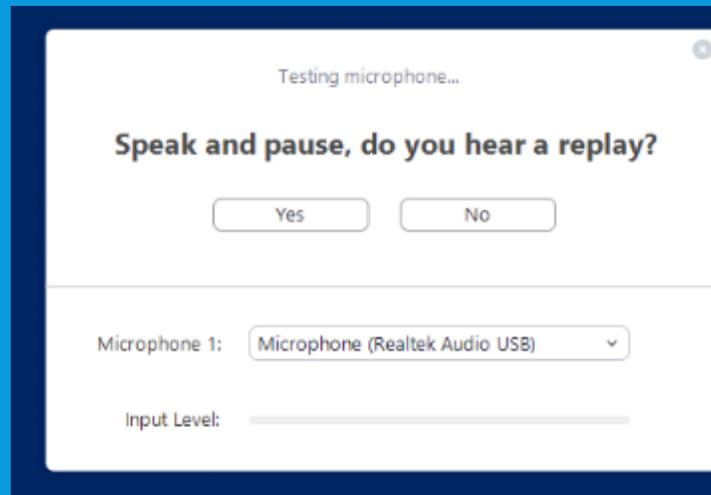
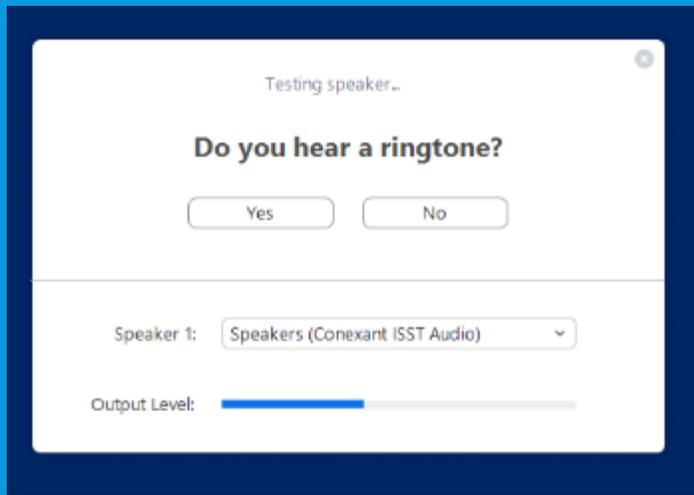
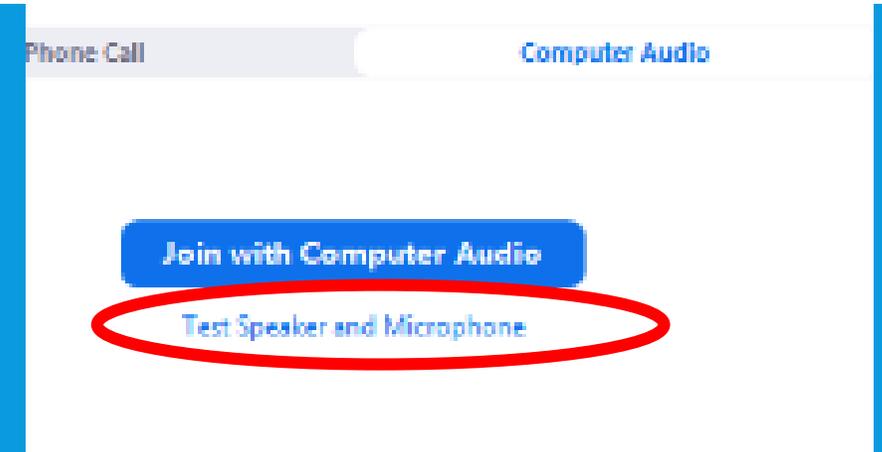
# RECORDING WITH ZOOM

1. Send speaker zoom meeting link
2. *For Speaker: Open Zoom link via email*
3. "Join with Computer Audio"



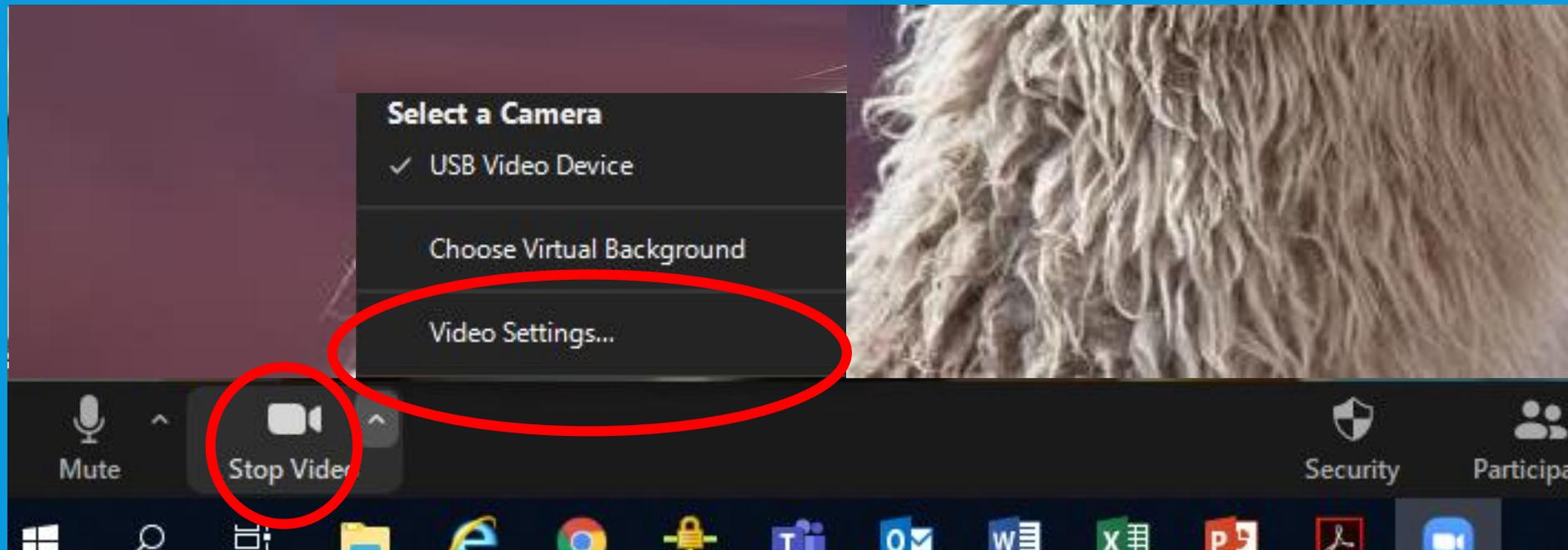
# RECORDING WITH ZOOM

4. Testing speaker and microphone (if needed)
  - a) *Test Speaker*
  - b) *Test Microphone*



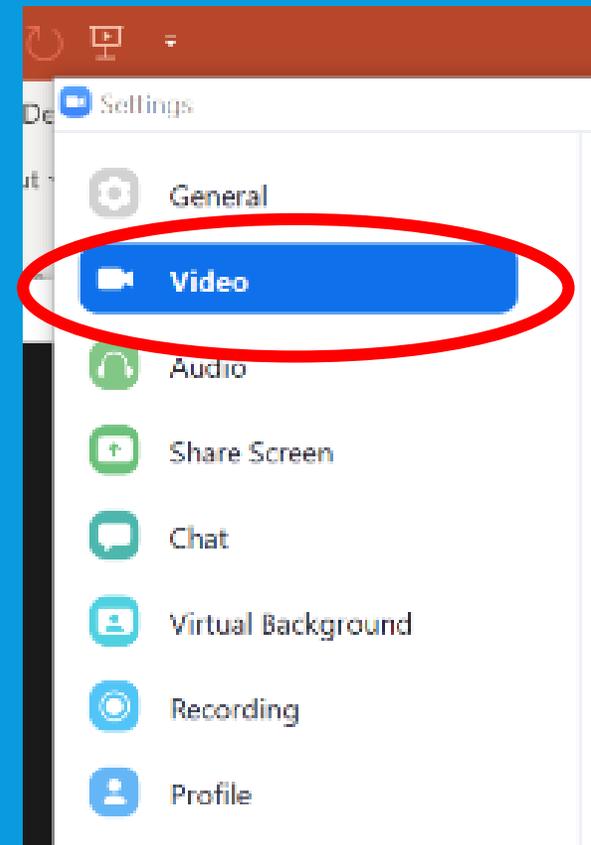
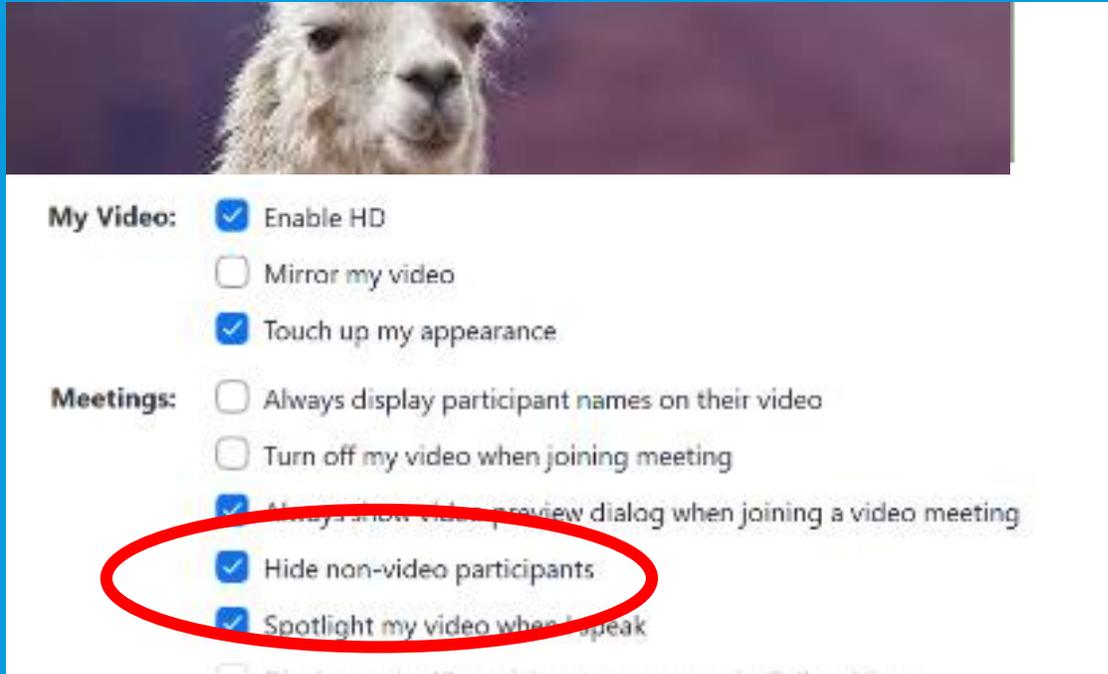
# RECORDING WITH ZOOM

5. Stop Video (Recorder only!!)
6. *Video Settings*



# RECORDING WITH ZOOM

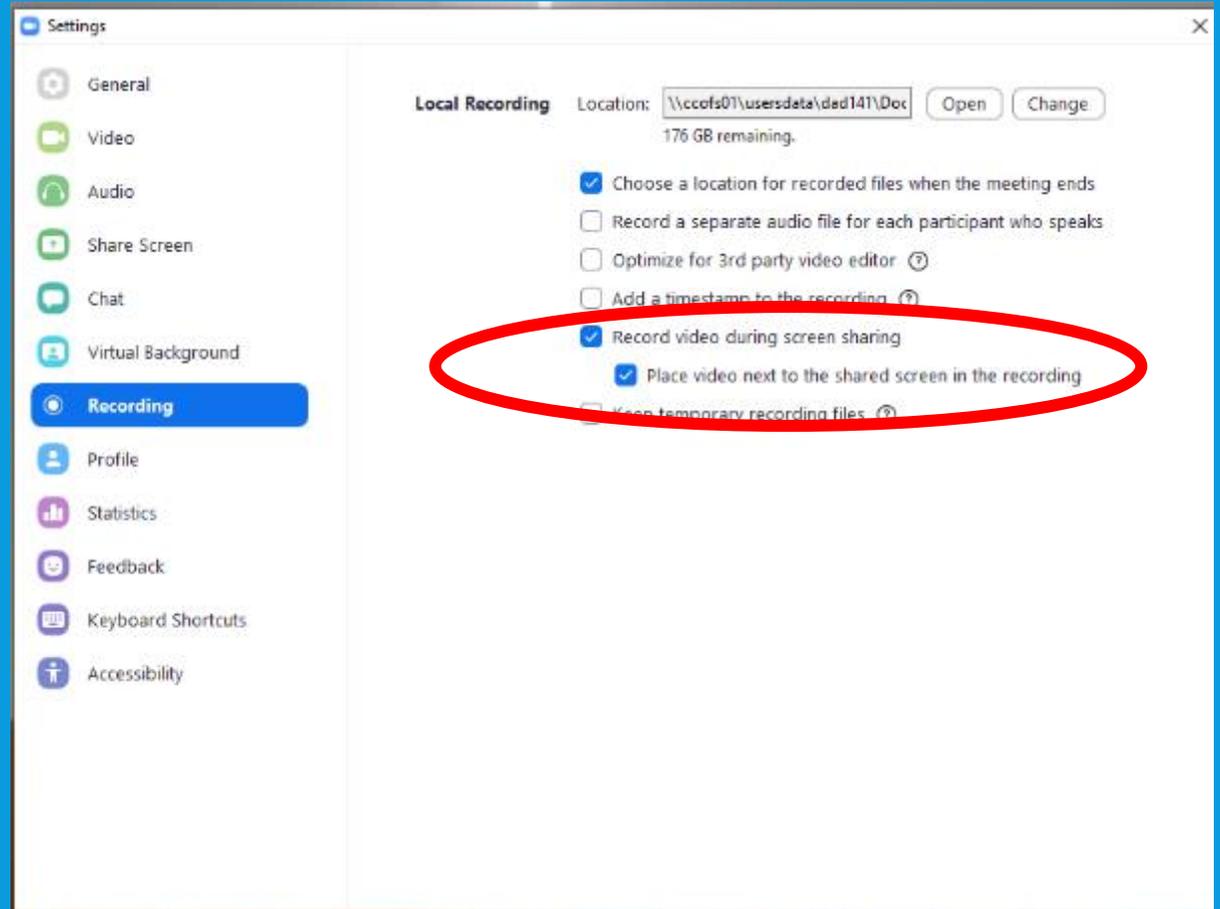
7. Video Options (Recorder Only)
8. Hide non-video participants



# RECORDING WITH ZOOM

9. Recording Options

10. Record Video When Screen Sharing/  
Place Video next to....



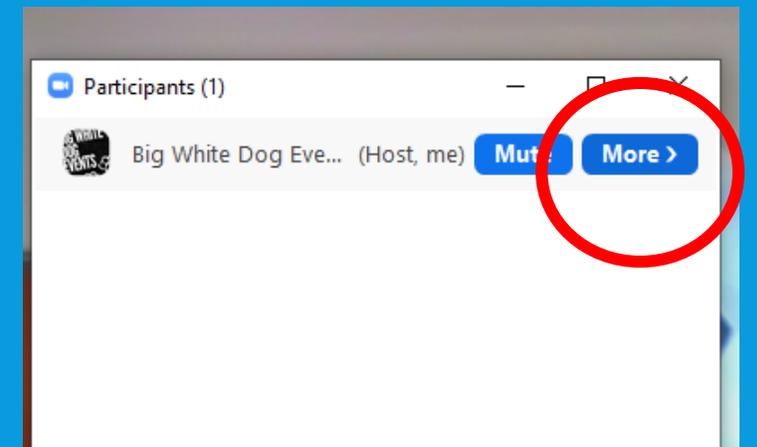
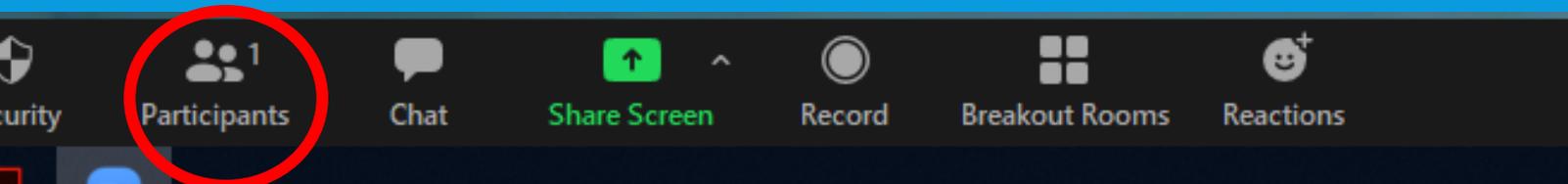
# RECORDING WITH ZOOM

11. Participants

12. Rename Speaker (if needed)

13. Click on More/Rename

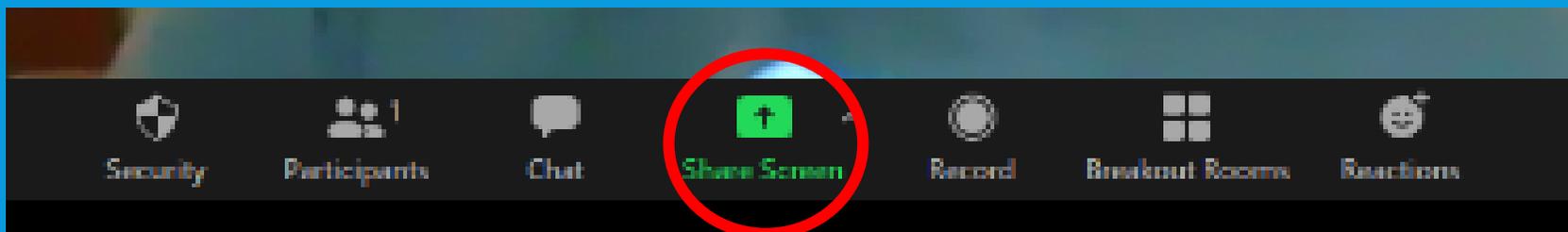
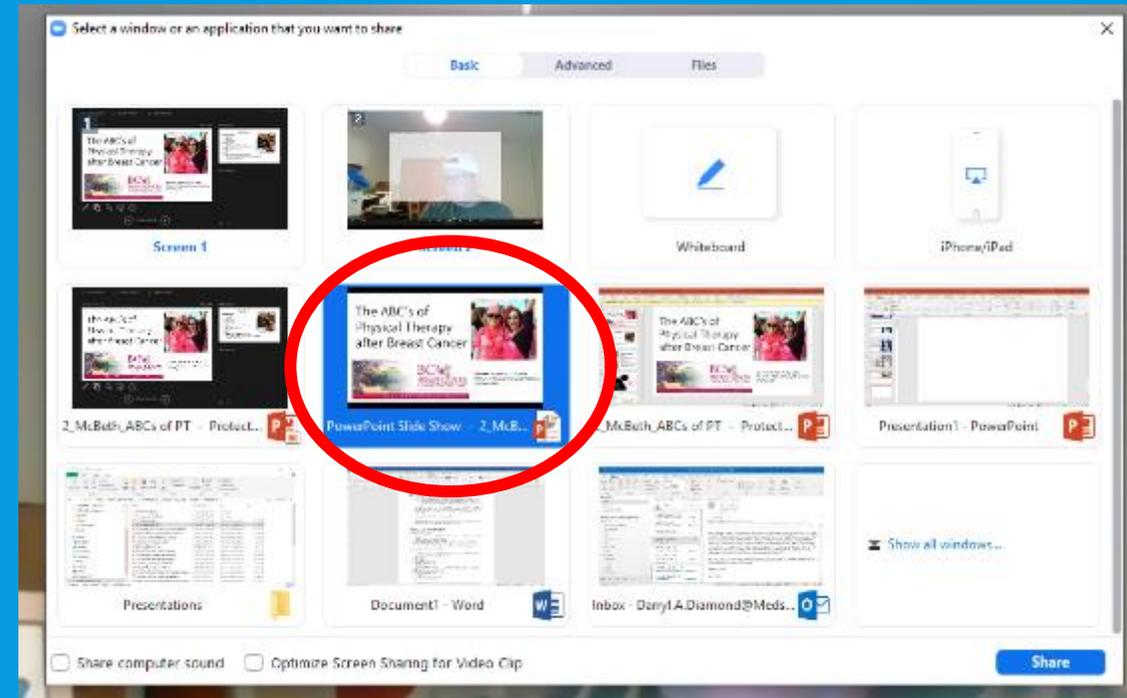
*Speaker: Darryl Diamond, CMP or Darryl A. Diamond, MD, PhD.*



# RECORDING WITH ZOOM

## 14. FOR SPEAKER

- a) Open Powerpoint/Keynote/ presentation
- a) Go into presentation mode
- b) Share Screen (Zoom)
- c) Select the actual presentation/show





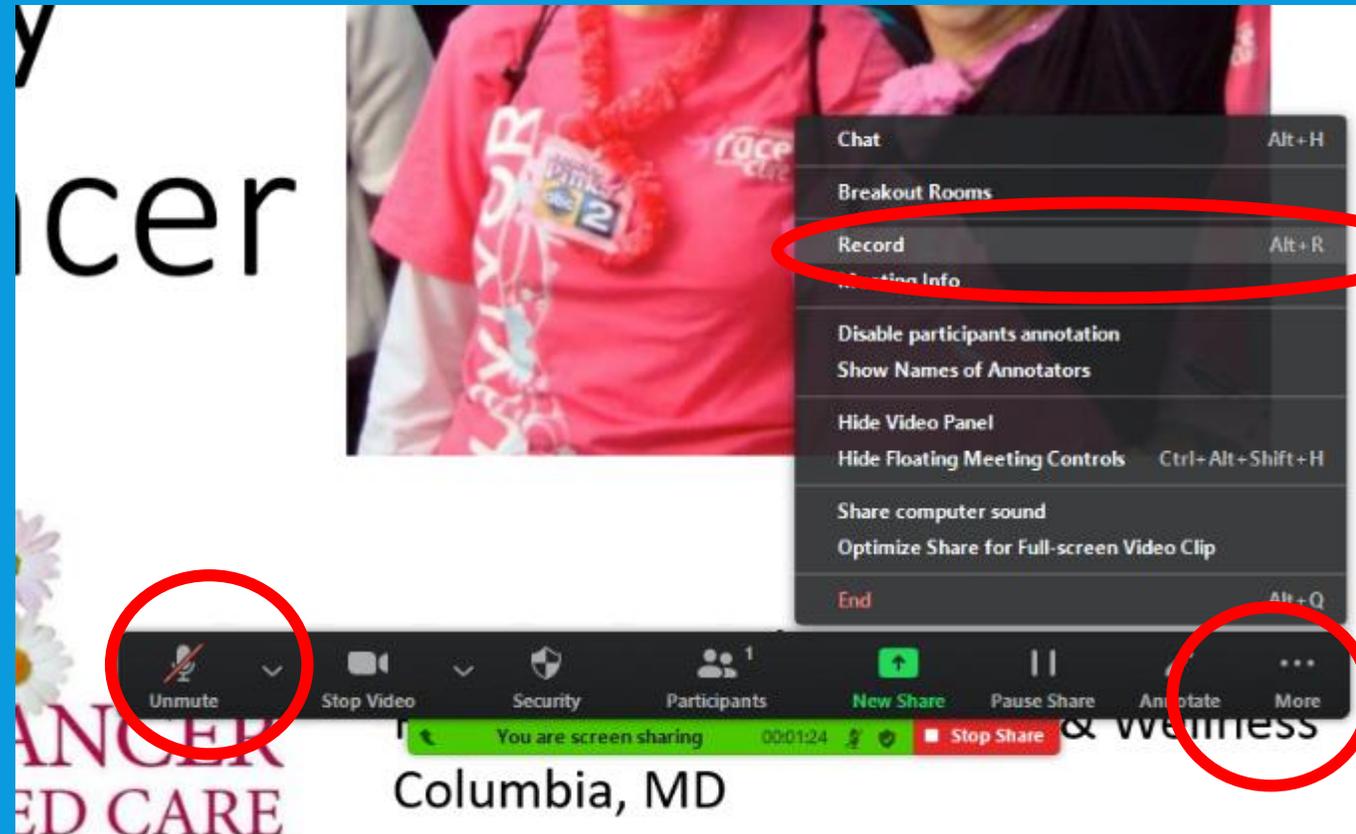
# RECORDING WITH ZOOM

15. Mute Audio

(Recorder only)

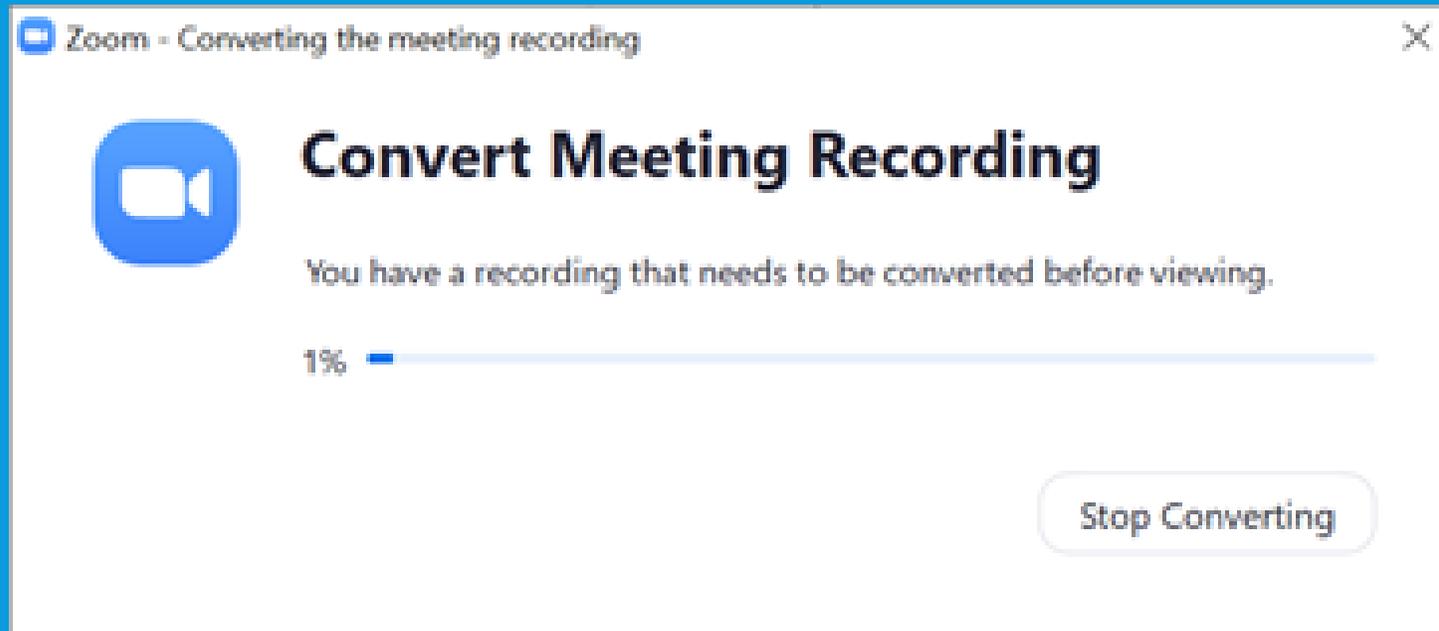
15. "Record"

16. For Speaker: Take a  
Breath and then begin





# RECORDING WITH ZOOM



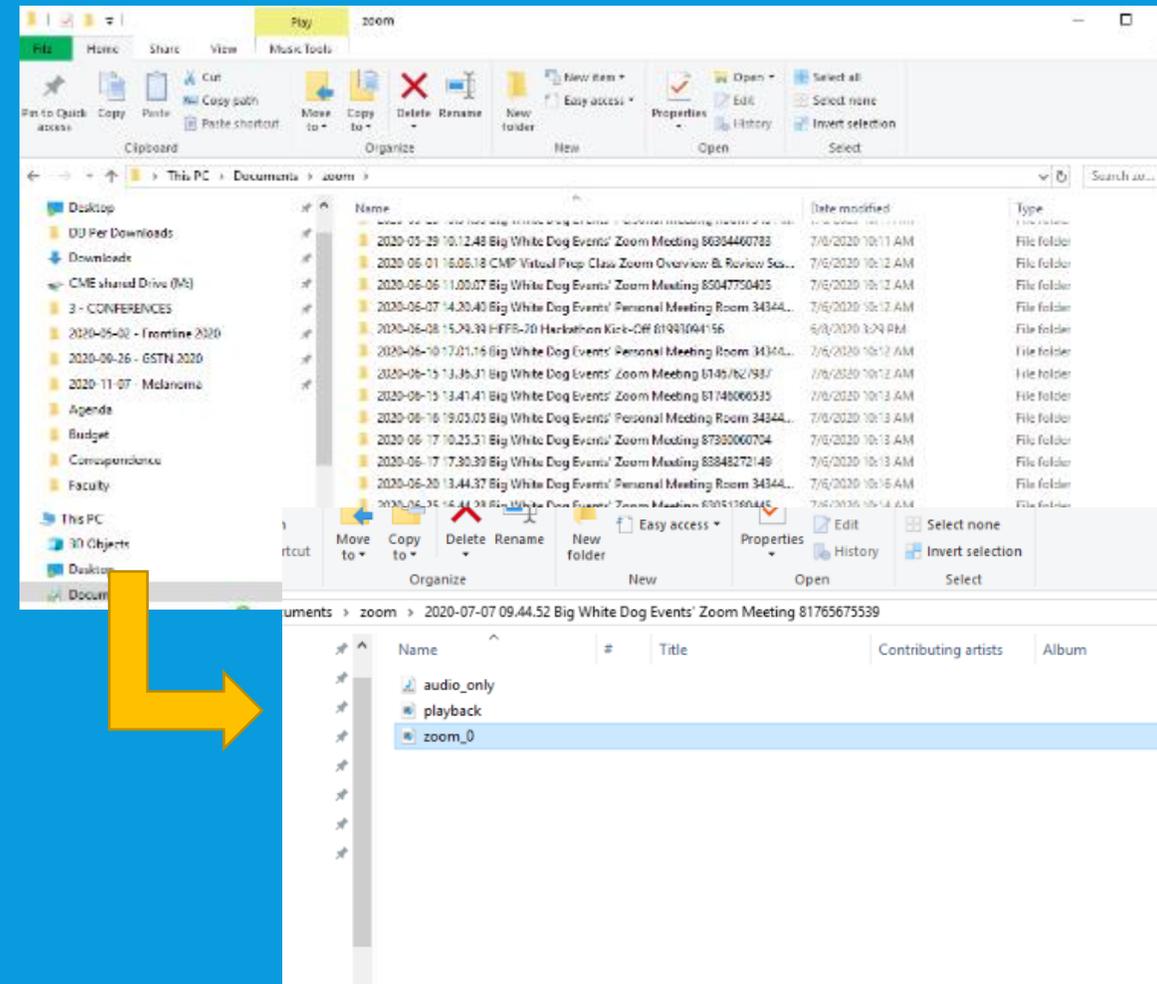
# RECORDING WITH ZOOM

21. Find Video: in Documents/Zoom/meeting date/time folder

22. "zoom\_0"

23. Right click to rename (last name\_presentation title)  
"Diamond\_HowToRecordZoom Meetings"

24. Post file in Meeting Name\Faculty\Presentations\Videos



# WHAT THE FINAL PRODUCT LOOKS LIKE

