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)

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



REPLAY

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

The ABC's of Physical Therapy after Breast Cancer





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



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



11. Go to "File" ribbon12. Save As (Choose location)



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

Phone Call **Computer Audio** 4. Testing speaker and microphone (if needed) Join with Computer Audio a) Test Speaker Test Speaker and Microphone b) Test Microphone Testing microphone... Testing speaker. Speak and pause, do you hear a replay? Speaker and microphone looks good Do you hear a ringtone? No. Ves No Speaker Microphone: Mi Speaker 1: Speakers (Conexant ISST Audio) Microphone (Realtek Audio USB) Microphone 1: Outout Level Input Level

MEETINGS TEAM RECORDS SPEAKER

Zoom

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



Output Level:

4. Testing speak (if needed) a) Test Speaker b) Test Microph	cer an	d microphone	Phone Call Join with Test Spea	Computer Audio
Testing speaker Do you hear a ringtone? Yes		Testing microphone Speak and pause, do you hear a replander of the second s	ay?	Speaker and microphone lo Speaker: Speakers (Conexant ISST A Microphone: Microphone (Realtek Audio
Speaker 1: Speakers (Conexant ISST Audio)		Microphone 1: Microphone (Realtek Audio USB)	0	Join with Computer Audio

Input Level:

one looks good t ISST Audio) ek Audio USB) Audio

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



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





9. Recording Options
10. Record Video When Screen Sharing/ Place Video next to....



11.Participants
12.Rename Speaker (if needed)
13.Click on More/Rename
Speaker: Darryl Diamond, CMP or Darryl A. Diamond, MD, PhD.





14. FOR SPEAKER

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





PROTIP: MOVEYOUR CONTROL PANEL

If using multiple screens, you can move the Zoom recording over the slides themselves (on the screen that doesn't have the webcam) and use the slide presenter view (with notes) on the screen that does have the webcam



15. Mute Audio
(Recorder only)
15. "Record"
16. For Speaker: Take a Breath and then begin



18. Stop Recording19. End Meeting





- 21. Find Video: in Documents/Zoom/meeting date/time folder
- 22."zoom_o"
- 23. Right click to rename (last name_presentation title) "Diamond_HowToRecordZoom Meetings"
- 24.Post file in *Meeting Name\Faculty\Presentations\Vide os*

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WHAT THE FINAL PRODUCT LOOKS LIKE

