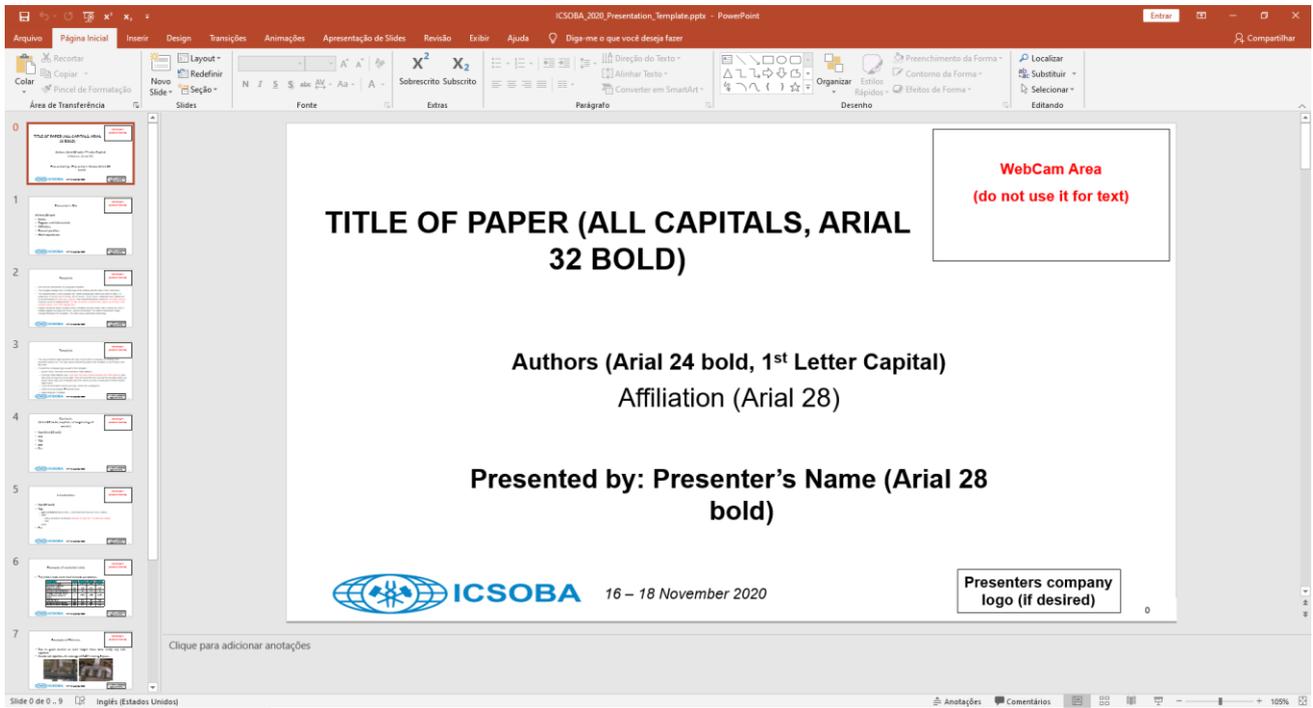
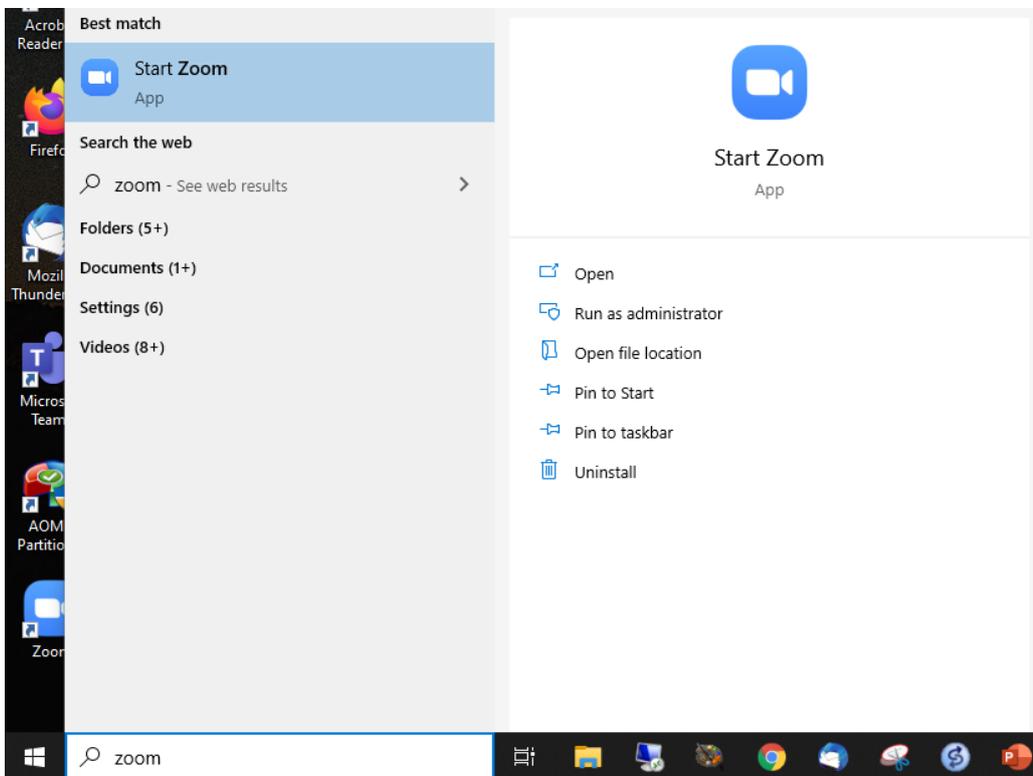


## HOW TO RECORD A ZOOM SESSION TO SEND TO ICSOBA 2020

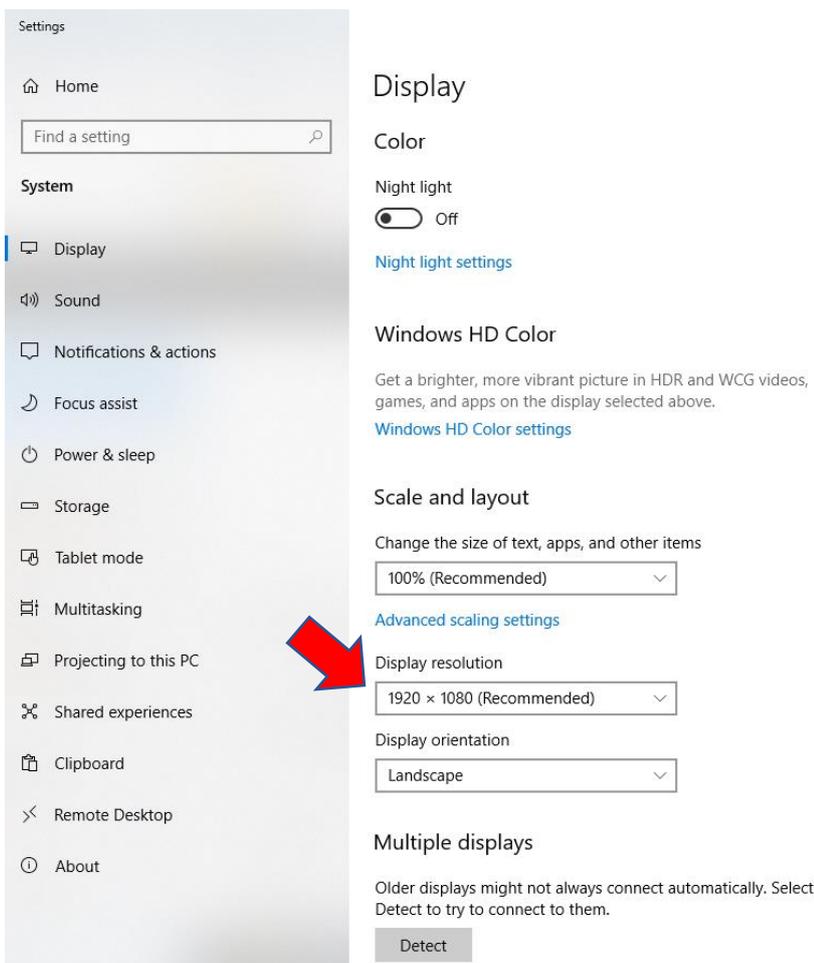
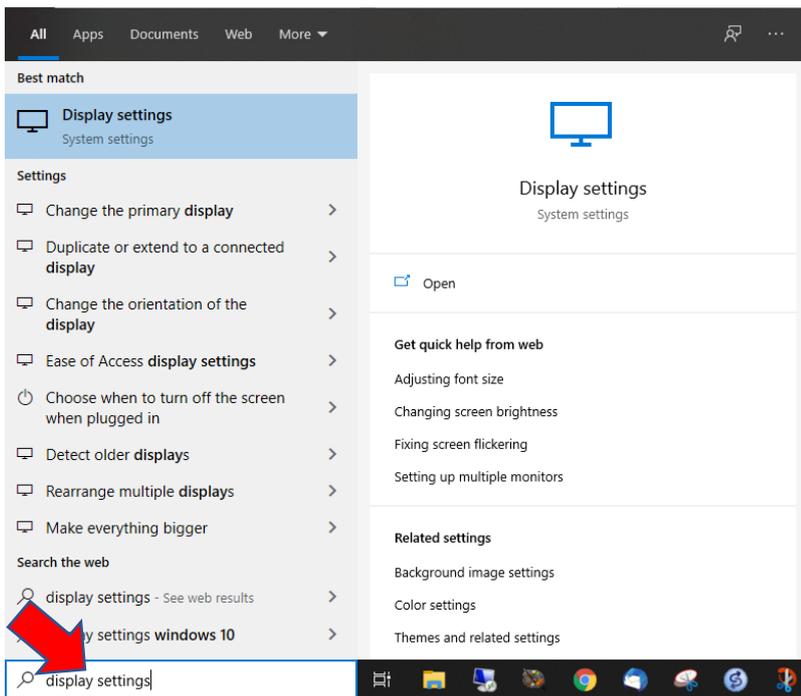
1. First open your presentation in the Powerpoint software like below. Don't go to presentation mode yet.



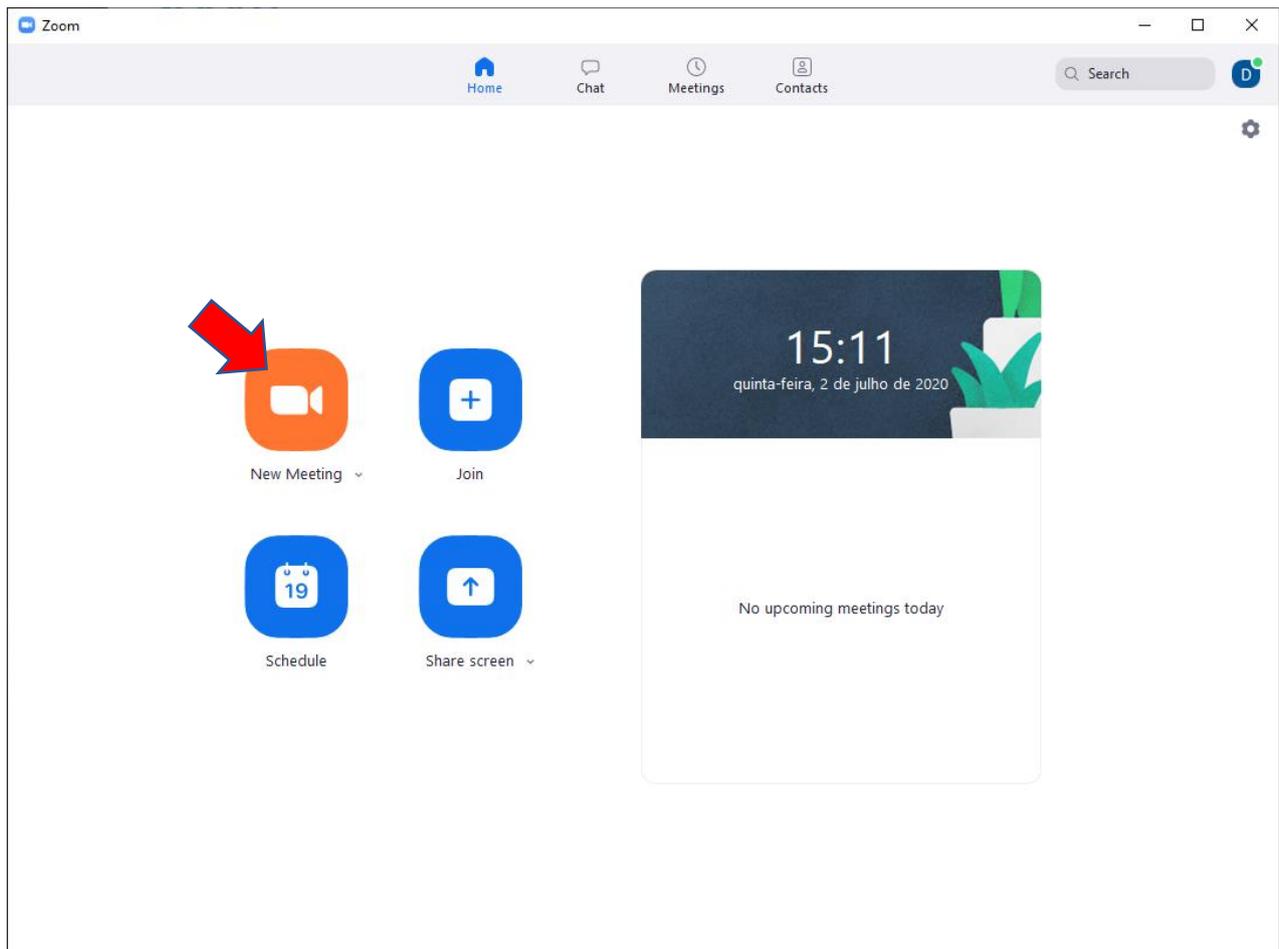
2. Start the Zoom App



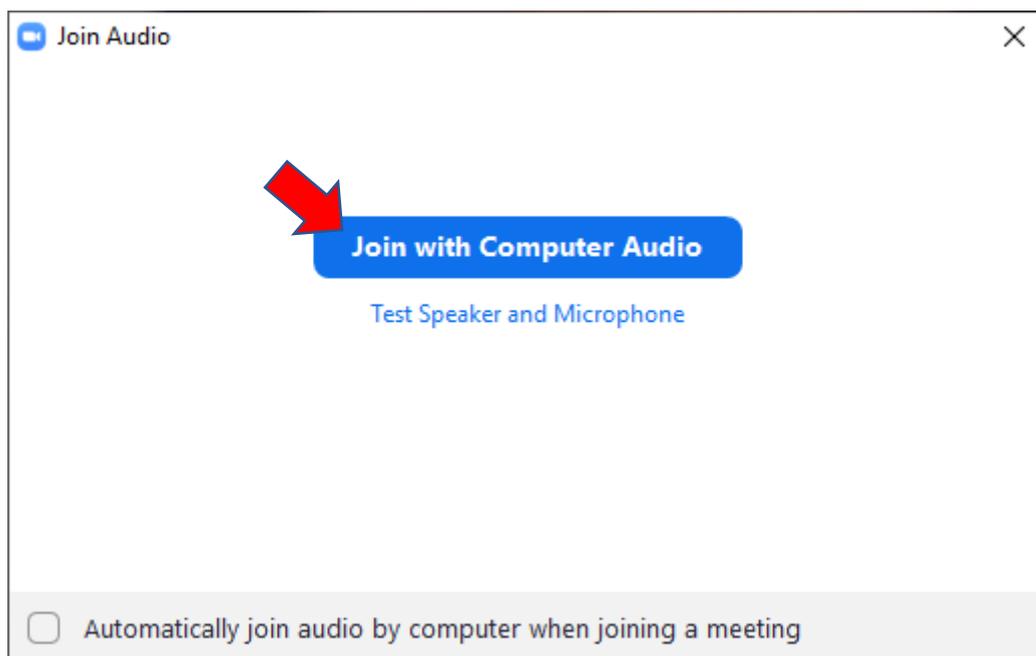
3. Zoom will record the file with the resolution of your monitor. So please be sure of using at least 1280x720 resolution. Also, you should use a 16:9 ratio, i.e. 1920x1080 or 1280x720.



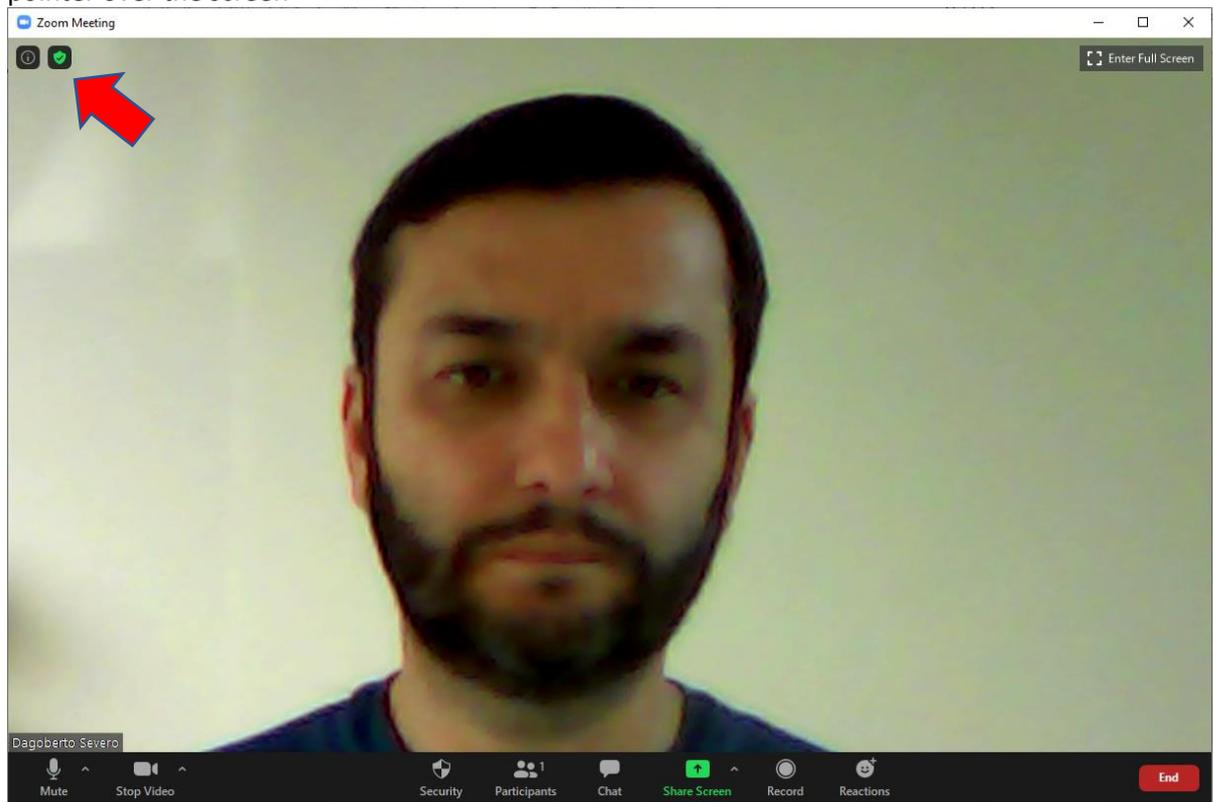
#### 4. Start a New Meeting



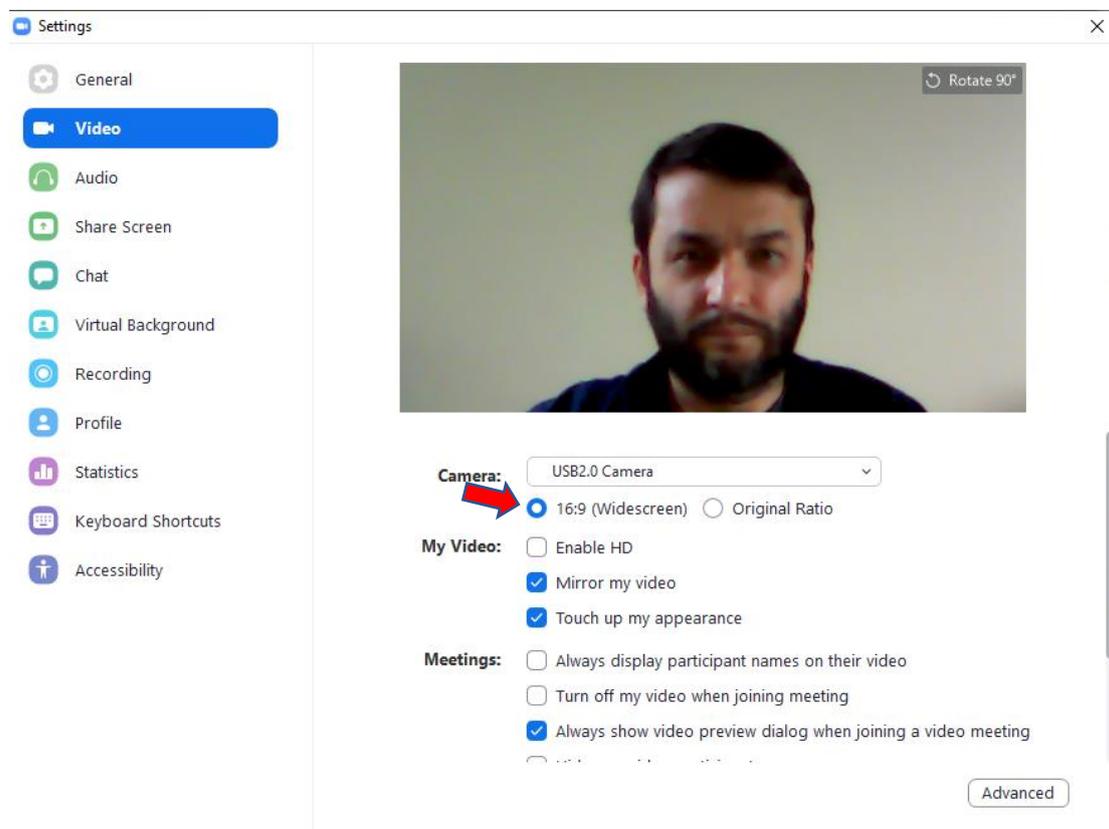
#### 5. Join with computer audio



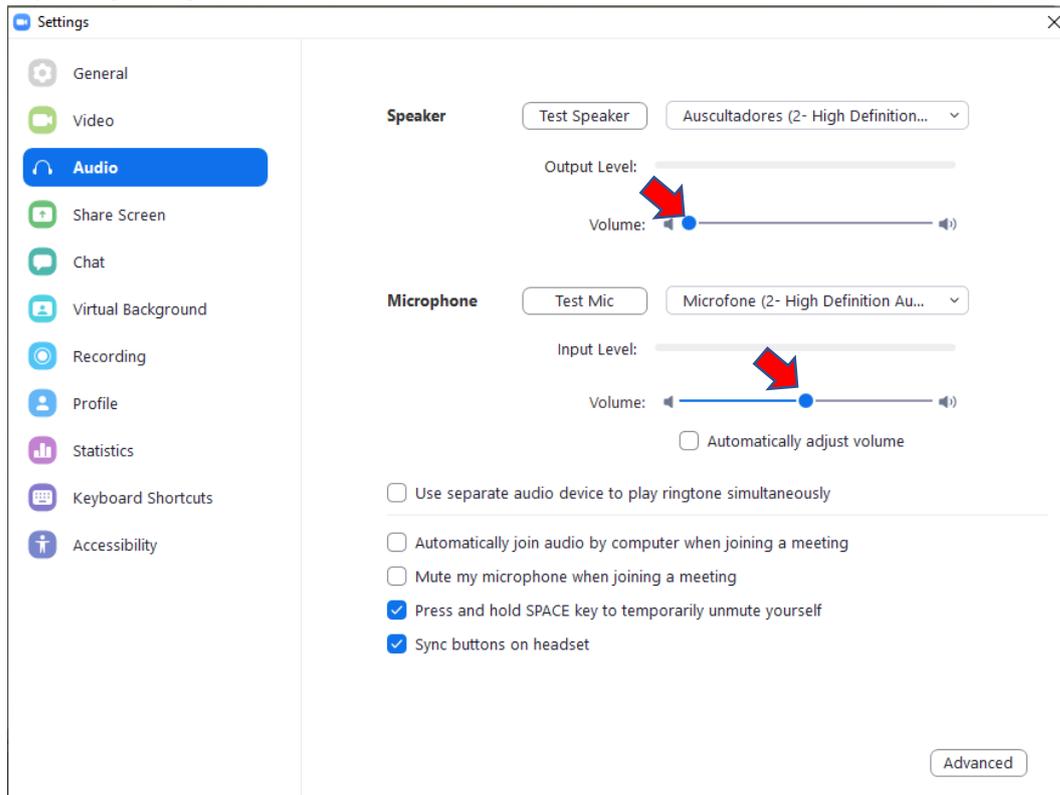
6. The screen should be like below. The red arrow shows the “Settings” button when you move the pointer over the screen



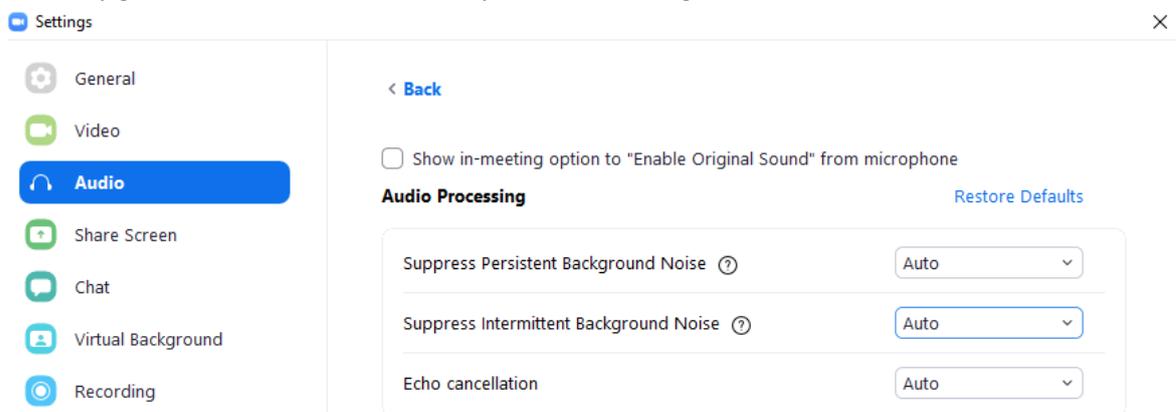
7. Video settings - In the Zoom Video settings you should use the 16:9 option in Camera.



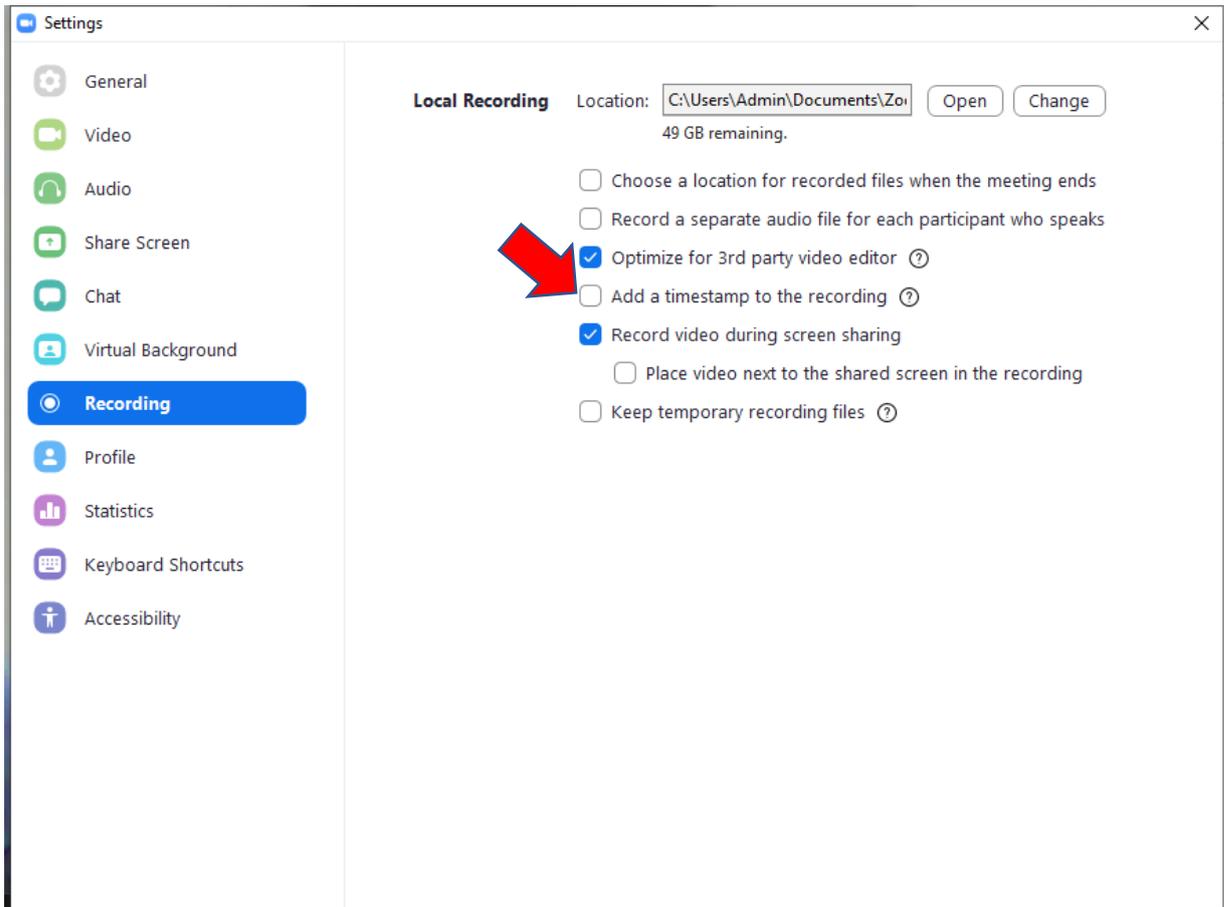
8. Audio settings - In the Zoom Audio Settings you may try different options of audio processing. You should turn off the Speaker to avoid echo. Do not use the microphone volume too high to avoid capturing background noise.



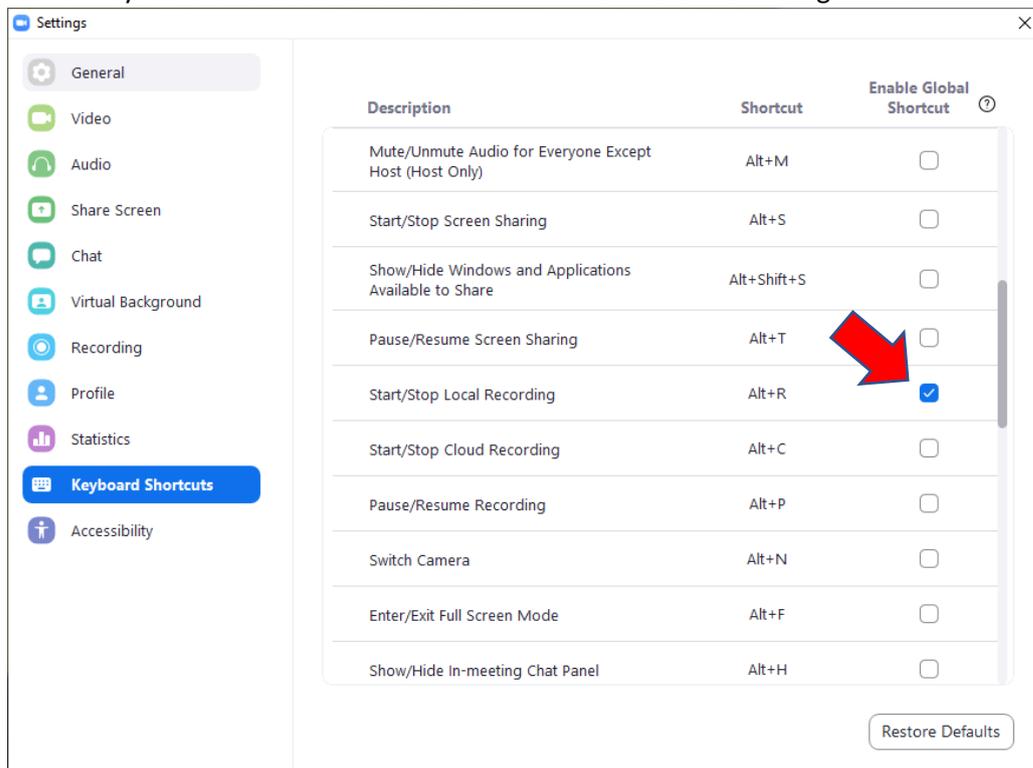
You may go to the Advance screen to try different settings



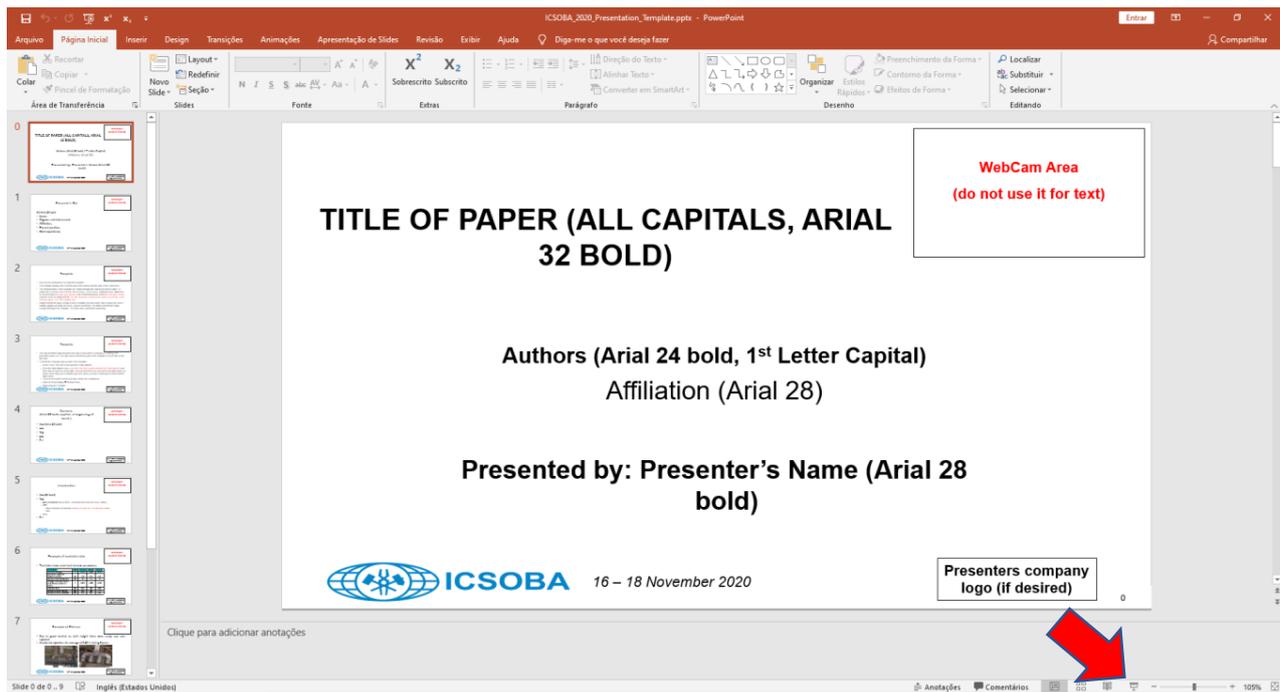
9. Go to “Settings” and unmark the option “Add a timestamp to the recording”. This will remove the default timestamp that appears in the playback file.



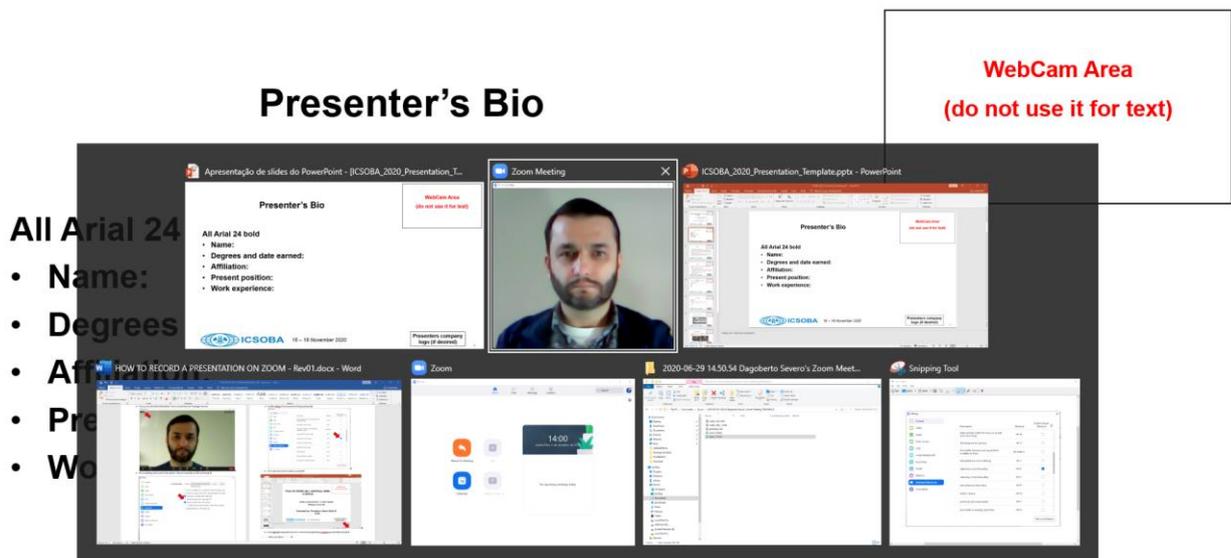
10. Go to “Keyboard Shortcuts” and enable Alt+R. Then close the Settings window.



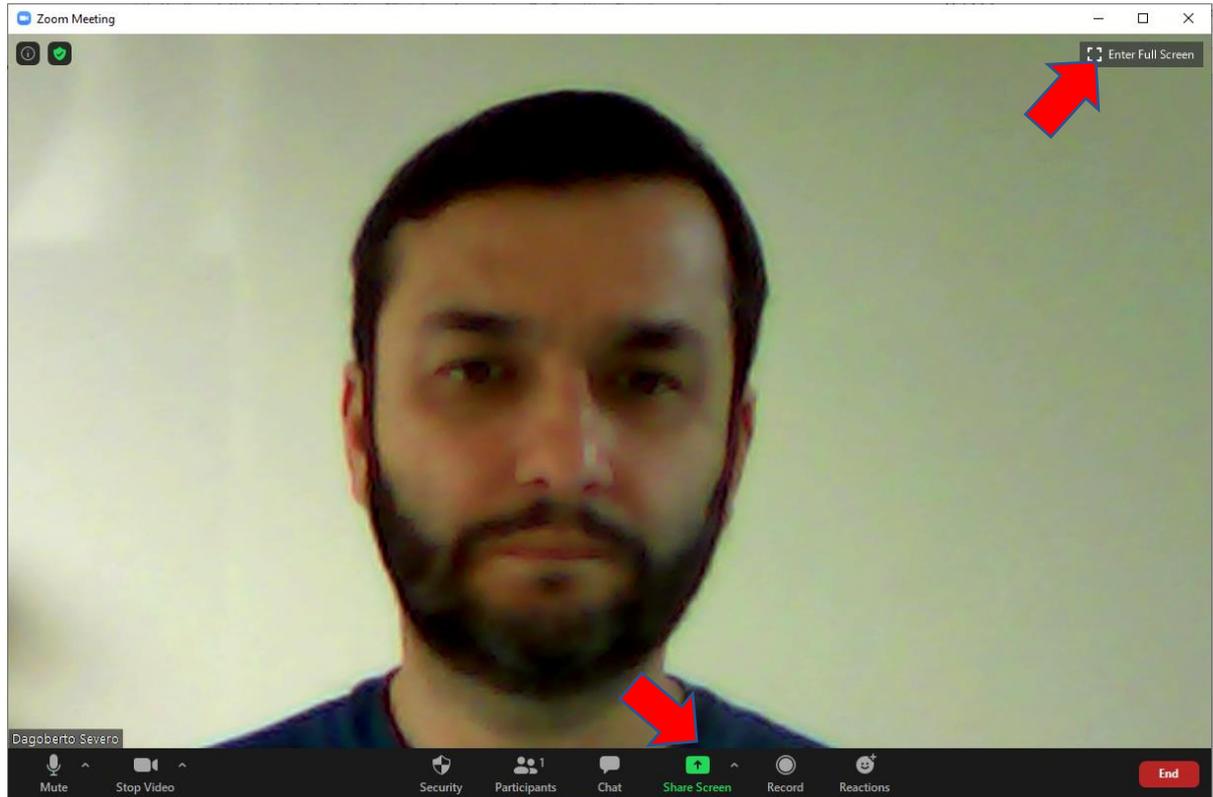
11. Go to presentation mode in your ppt



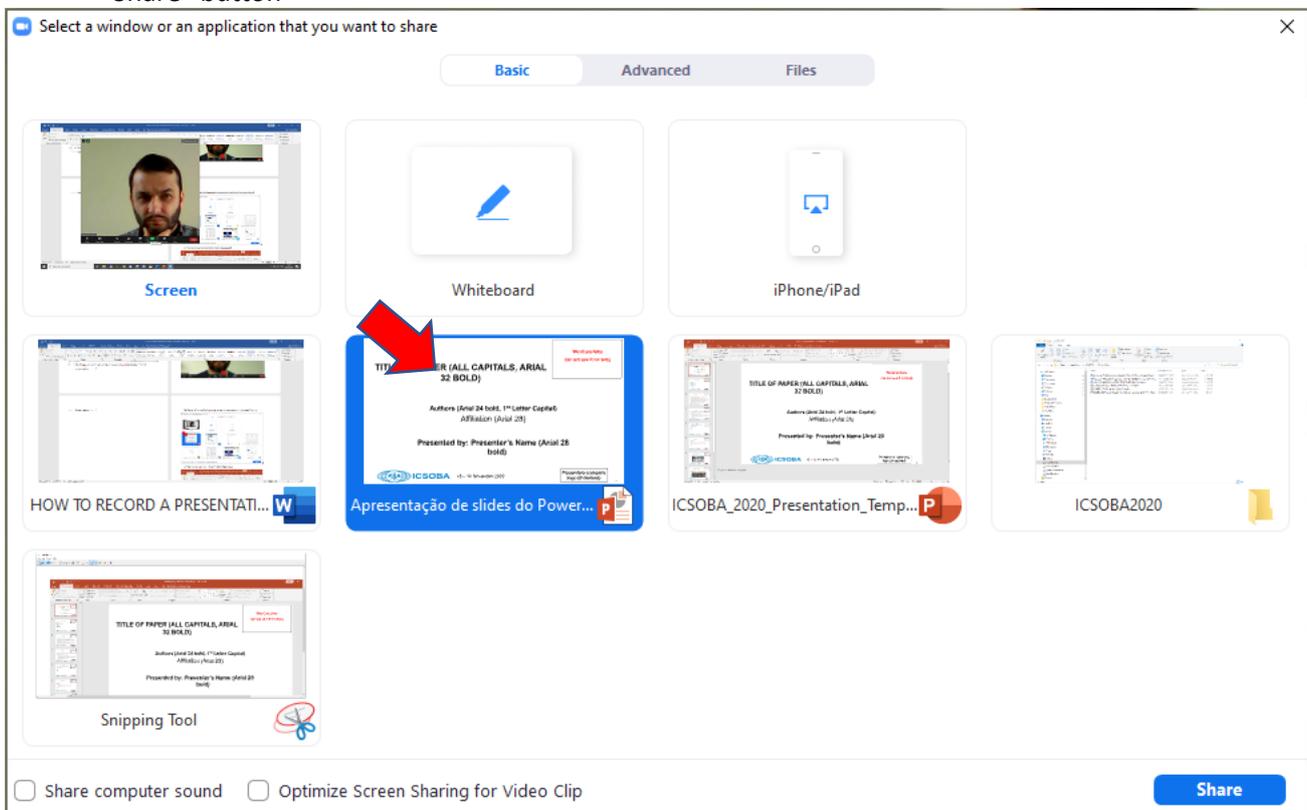
12. Use Alt+Tab to go back to Zoom without closing the Powerpoint presentation mode.



13. Go to full screen mode click in "Enter Full Screen" and then click in the "Share Screen" button.



14. You should choose the Powerpoint in presentation mode like in the screen below then click on "Share" button



15. The camera with you will appears in the top right of the screen. First you must adjust the size of the camera image by clicking/holding in the left bottom corner of the window and dragging it. Then you might move the window by clicking/holding in its middle and moving to the right top position. You should cover the rectangle “WebCam Area” with your image. Don’t go bigger than the area reserved.

## Presenter’s Bio

**All Arial 24 bold**

- **Name:**
- **Degrees and date earned:**
- **Affiliation:**
- **Present position:**
- **Work experience:**

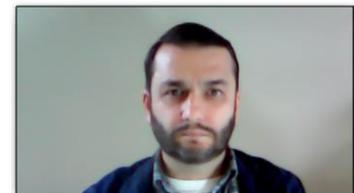


Presenters company  
logo (if desired)

1

16. To begin recording click in the “Record” button or use Alt+R. You may start your talking and go through your slides. Please before starting to record your presentation, place a stopwatch in front of you to better control your presentation duration and ensure you comply with requested specification.

**TITLE OF PAPER (ALL CAPITALS, ARIAL  
32 BOLD)**



**Authors (Arial 24 bold, 1<sup>st</sup> Letter Capital)**  
Affiliation (Arial 28)

**Presented by: Presenter’s Name (Arial 28  
bold)**



Presenters company  
logo (if desired)

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17. In this mode if you move the mouse cursor to the top of the screen over the green bar, the top bar menu will drop down.



# TITLE OF PAPER (ALL CAPITALS, ARIA 32 BOLD)

Authors (Arial 24 bold, 1<sup>st</sup> Letter Capital)  
Affiliation (Arial 28)

Presented by: Presenter's Name (Arial 28 bold)



Presenters company logo (if desired)

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18. In the end of your presentation you may stop recording using Alt+R. Then end the Share using the Stop Share button.



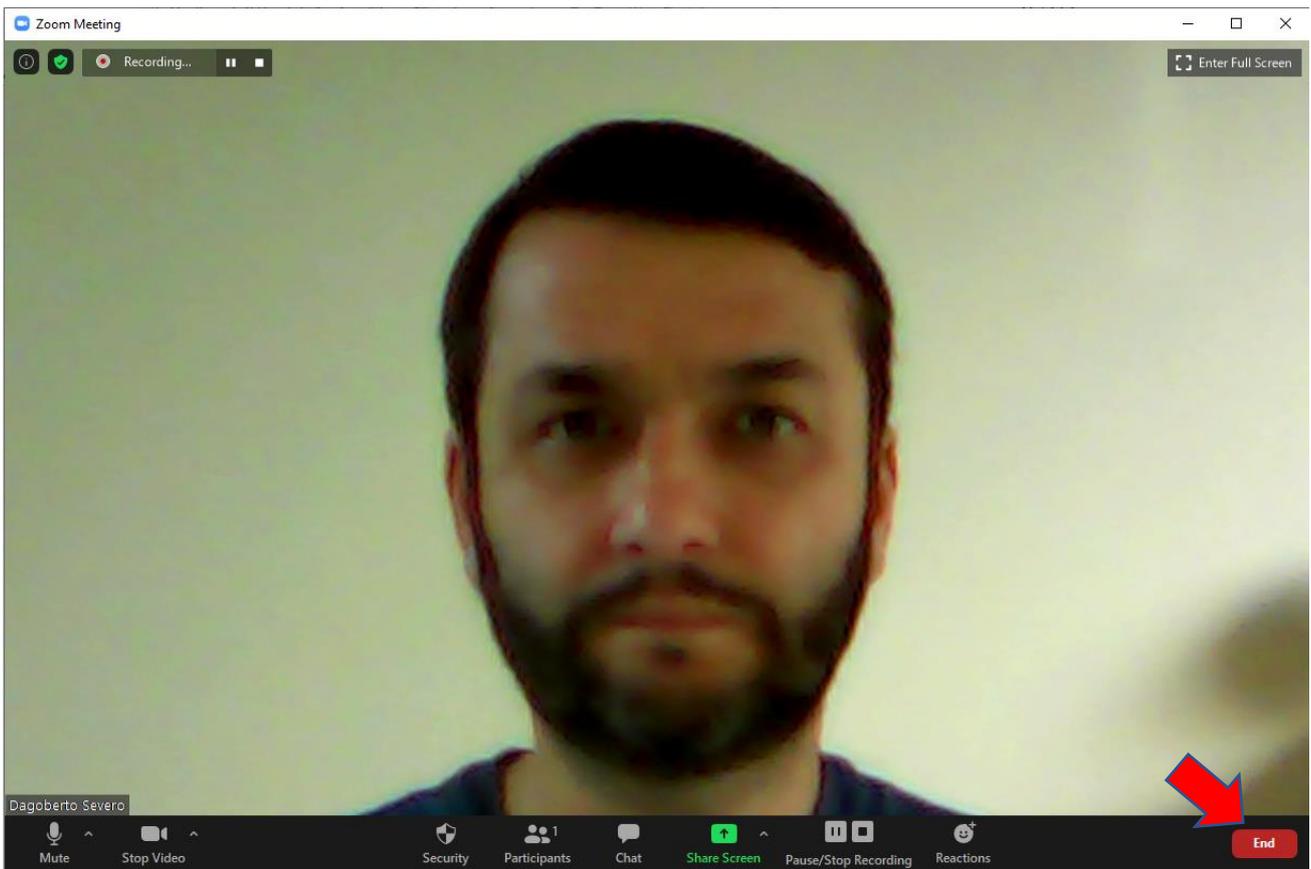
- Xxxx
- Yyyy
- Zzzz



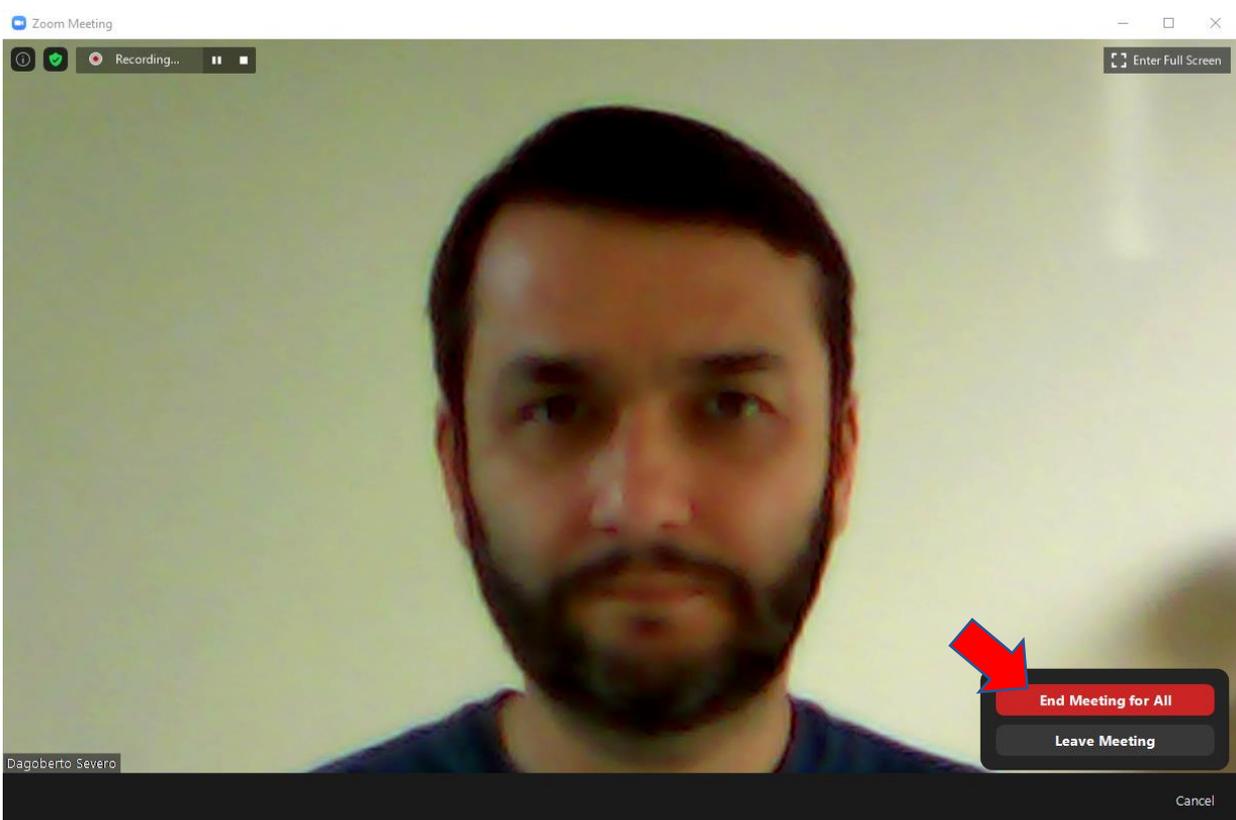
Presenters company logo (if desired)

9

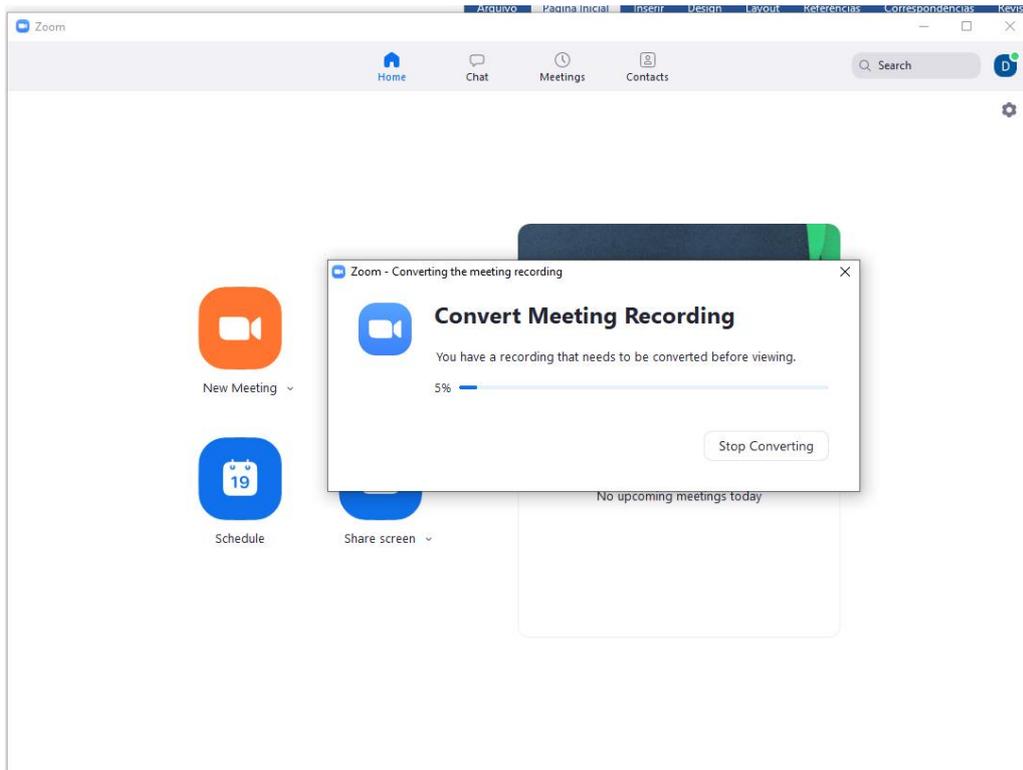
19. Then you should end the meeting by pressing the End button.



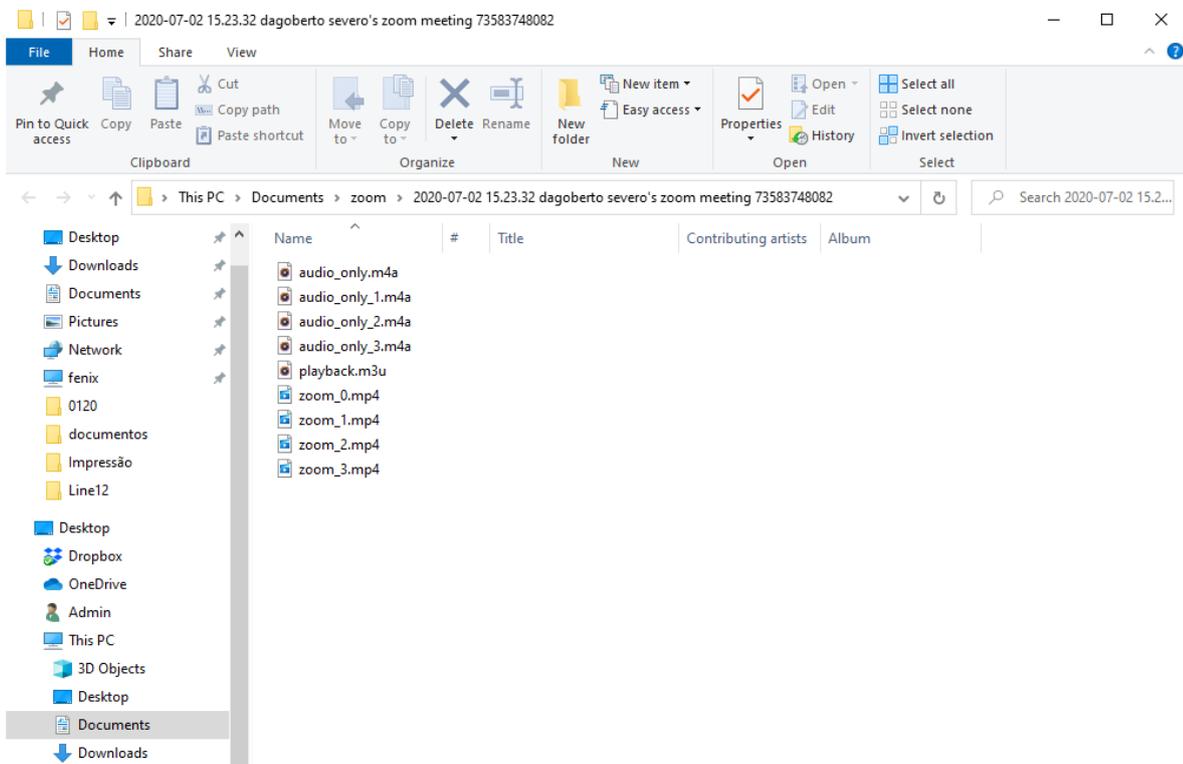
20. Then press "End Meeting for All".



## 21. The App will convert the meeting record.



## 22. And the App will open in the Documents folder where you will find the .mp4 file with your presentation.



23. You should play the file and check the video and sound quality before uploading to ICSOBA conference.
24. The file will be too large to be attached in an email. when you are satisfied of your recording quality (video background, sound quality) and the duration of your presentation strictly comply with the duration specification you received, you need to upload your presentation to ICSOBA repository by using upload instructions you received in the same mail as this document.
25. References  
Zoom Tutorial 2: Recording a PowerPoint & Video with the Zoom Video Conferencing Tool  
<https://www.youtube.com/watch?v=WmMSXOQVQs4>
26. Is it possible to record the presentation direct in Powerpoint?

Yes, it is. However not all versions of Powerpoint are capable of doing it. See below two videos about this procedure.

- A. How to record yourself speak in PowerPoint - Record Slide Show  
[https://www.youtube.com/watch?v=f8u\\_QDZLqMs](https://www.youtube.com/watch?v=f8u_QDZLqMs)

This tutorial was recorded in PPT 2016 but with the Microsoft365 subscription (which gave it this black recording menu as an update). If you use PowerPoint 2016 or 2019 stand-alone versions you won't have this black menu for the recording screen! Only if you have the Microsoft365 subscription from what I know!

- B. PowerPoint recording video with webcam Issues explained  
<https://www.youtube.com/watch?v=03NRbHpm-JE>

This screen is for Microsoft365 subscription, PowerPoint 2019 and above. The stand-alone 2016 and older versions had a white screen with less options. There is no way to "get it" if you use 2016, 2013 or older PPT's.

27. Webcam Video Recording Tips
  - Use a quiet room to record your video.
  - Use good lighting
  - Use a good high-resolution webcam

See more at: <https://otl.du.edu/knowledgebase/video-recording-tips/>