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

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	✓ zoom - See web results	>	Арр
5	Folders (5+)		
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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.

All Apps Documents Web More		R
Best match		
Display settings System settings		_
Settings		Display settings
Change the primary display	>	System settings
Duplicate or extend to a connected display	>	C Open
Change the orientation of the display	>	
Ease of Access display settings	>	Get quick help from web
Choose when to turn off the screen when plugged in	>	Adjusting font size Changing screen brightness
Detect older displays	>	Fixing screen flickering
Rearrange multiple displays	>	Setting up multiple monitors
Make everything bigger	>	Related settings
Search the web		Background image settings
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Settings		
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	otifications & actions	Windows HD Color
ۍ کې	ocus assist	Get a brighter, more vibrant picture in HDR and WCG videos, games, and apps on the display selected above.
() Po	ower & sleep	Windows HD Color settings
📼 Ste	orage	Scale and layout
다. Ta	blet mode	Change the size of text, apps, and other items
Ħ м	ultitasking	Advanced scaling settings
다 Pr	rojecting to this PC	Display resolution
⊁ Sh	nared experiences	1920 × 1080 (Recommended) ~
ഭവ	inhoard	Display orientation
шс	ipboard	Landscape ~
>< Re	emote Desktop	Multiple displays
① Ał	bout	Older displays might not always connect automatically. Select Detect to try to connect to them.
		Detect

4. Start a New Meeting

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	New Meeting ~	+ Join		quint	larteira, 2 de juino de 2020		
	Schedule Sh	are screen v		No	upcoming meetings today		

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 to high to avoid capturing background noise.

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Θ	General		
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\bigcirc	Audio	Output Level:	
•	Share Screen	Volume:	
0	Chat		
	Virtual Background	Microphone Test Mic Microfone (2- High Definition Au ~	
0	Recording	Input Level:	
8	Profile	Volume: ()	
0	Statistics	Automatically adjust volume	
	Keyboard Shortcuts	Use separate audio device to play ringtone simultaneously	
t	Accessibility	Automatically join audio by computer when joining a meeting	
		Mute my microphone when joining a meeting	
		Press and hold SPACE key to temporarily unmute yourself	
		✓ Sync buttons on headset	
		Advanced	

You may go to the Advance screen to try different settings

😑 Settings

General	< Back	
Video	Show in masting option to "Enable Original Sound"	from microphono
Audio	Audio Processing	Restore Defaults
Share Screen		
Chat	Suppress Persistent Background Noise ⑦	Auto ~
Virtual Background	Suppress Intermittent Background Noise ⑦	Auto ~
Recording	Echo cancellation	Auto ~

 \times

9. Go to "Settings" and <u>unmark</u> 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.

Settings			×
General			Enable Global
🖸 Video	Description	Shortcut	Shortcut ⑦
Audio	Mute/Unmute Audio for Everyone Except Host (Host Only)	Alt+M	\Box
Share Screen	Start/Stop Screen Sharing	Alt+S	\Box
Chat Chat Virtual Background	Show/Hide Windows and Applications Available to Share	Alt+Shift+S	0
Recording	Pause/Resume Screen Sharing	Alt+T	
Profile	Start/Stop Local Recording	Alt+R	
Statistics	Start/Stop Cloud Recording	Alt+C	
Keyboard Shortcuts	Pause/Resume Recording	Alt+P	\Box
Accessionity	Switch Camera	Alt+N	\Box
	Enter/Exit Full Screen Mode	Alt+F	\Box
	Show/Hide In-meeting Chat Panel	Alt+H	
			Restore Defaults

11. Go to presentation mode in your ppt



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

ICSOBA 16 – 18 November 2020



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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:



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, 1st Letter Capital) Affiliation (Arial 28)

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



Presenters company

logo (if desired)

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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.



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.

Conclusions

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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.

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	Schedule	Share screen ~									

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 <u>https://www.youtube.com/watch?v=f8u_QDZLqMs</u>

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 <u>https://www.youtube.com/watch?v=03NRbHpm-JE</u>

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/