



Using Zoom to Record a Presentation Video

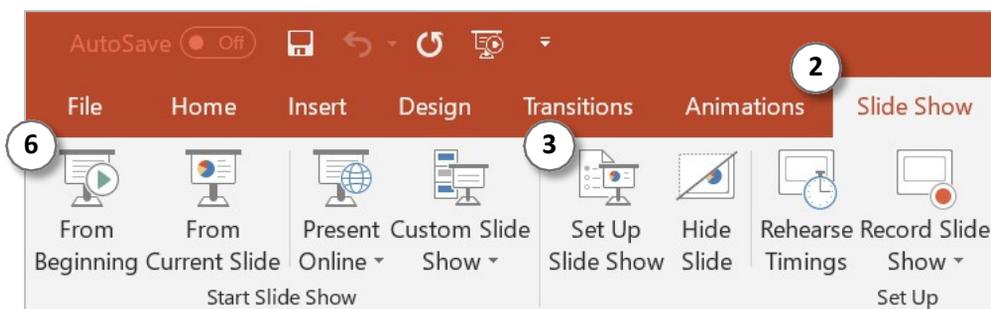
Zoom is not only an excellent tool for online video meetings and lectures, it can also be used as a powerful tool for recording video presentations. You can initiate a Zoom meeting without any other participants and you still have all of Zoom's presentation tools at your disposal, as well as the ability to record. Best of all, all these features are available with a free Zoom account.

[Click here to download Zoom](#)

- ✓ Before you record, make sure to adjust your microphone correctly. Correctly setting your microphone volume is one of the most important improvements you can make in your recordings.
- ✓ Be sure to turn off phones and notifications that could cause distractions during recording.
- ✓ If you wish to use a webcam to record yourself during the presentation, plug in the webcam before opening Zoom.
- ✓ It is highly recommended that you practice using Zoom before recording so that you are comfortable with the controls before you record your presentation.

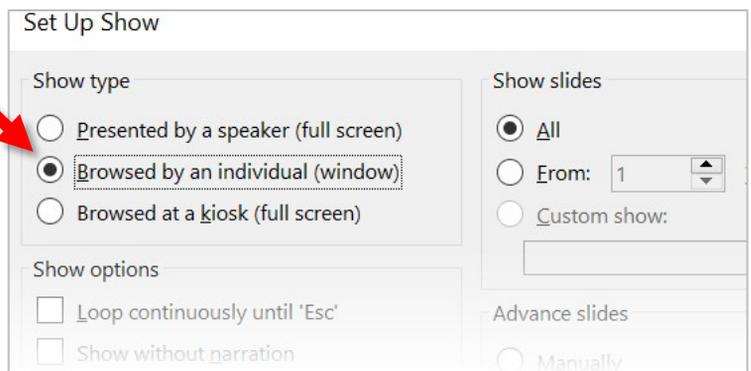
IF YOU WILL BE USING POWERPOINT:

1. Open the Powerpoint file
2. Click **Slide Show**
3. Click **Set Up Slide Show**



4. Under **Show Type**, click **Browsed by an individual (window)**

This will allow you to present in slideshow view without being in fullscreen mode. Fullscreen mode can make recording with Zoom more difficult.

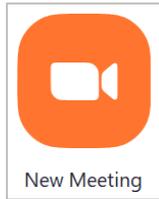


5. Click **OK**
6. Click **Play from Start** or **From Beginning** to begin the slideshow.



GETTING READY IN ZOOM

1. Open the Zoom app
2. Click **New Meeting**



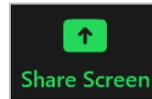
Zoom will begin a video conference session. If asked to choose an audio conference option, click **Join with Computer Audio**.

3. Click the **^** next to the **Mute** button in the lower-left corner of the Zoom window to open audio options.

At the top of the menu that appears, select your recording microphone if you are using something other than your computer's built-in microphone.



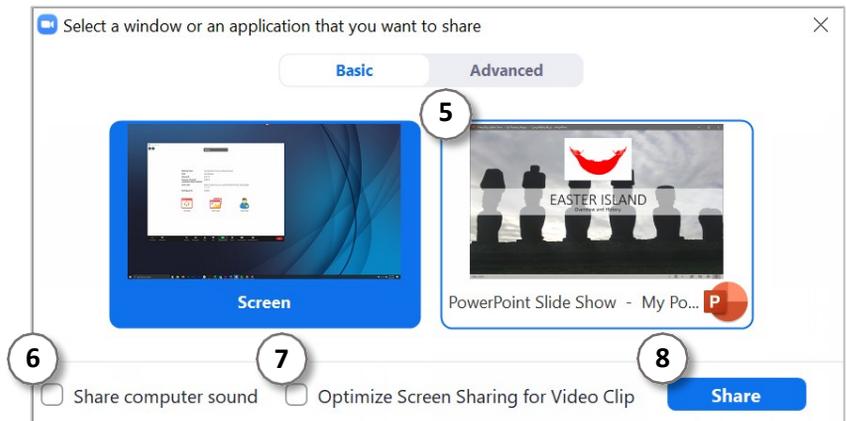
4. At the bottom of the Zoom window, click **Share Screen**.



5. In the Share window, click the window you wish to use in the recording.

6. If your presentation includes sound, check the box for **Share computer sound**.

7. If your presentation includes a video, check the box for **Optimize Screen Sharing for Video Clip**.



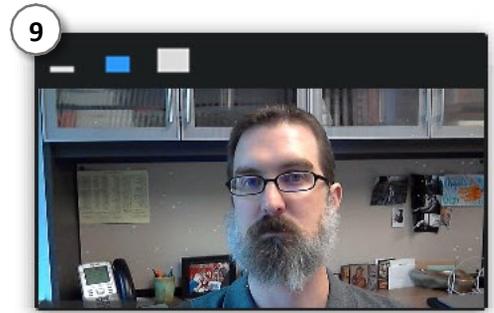
8. Click **Share**

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



9. You can reposition and resize the webcam video window as needed.

The webcam feed will be recorded regardless of whether it is positioned within the green recording border.

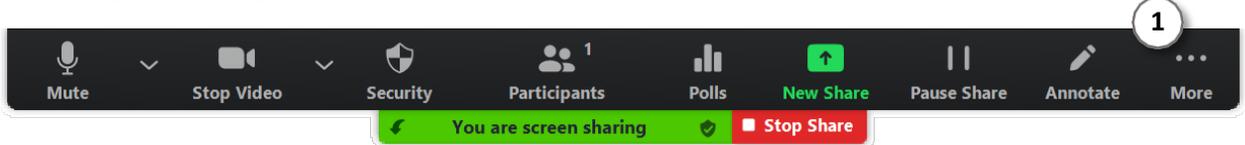


When a window is being “shared” in Zoom (i.e. recorded), the Zoom control bar will minimize and move to the top of the screen. Hover over the minimized control bar to reveal the full set of Zoom controls.



RECORDING IN ZOOM

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



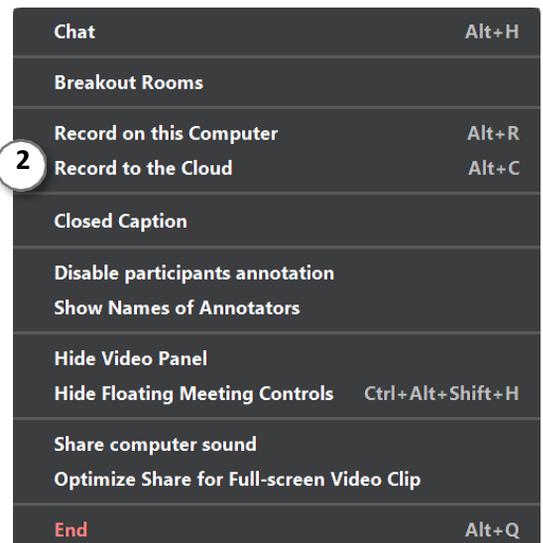
2. Click **Record to the Cloud** in the dropdown menu that appears.
(or press **Alt+C** on Windows or **⌘+Shift+C** on Mac)

If you are muted, click **Unmute myself** in the window that appears.

You are now recording and ready to give your presentation.

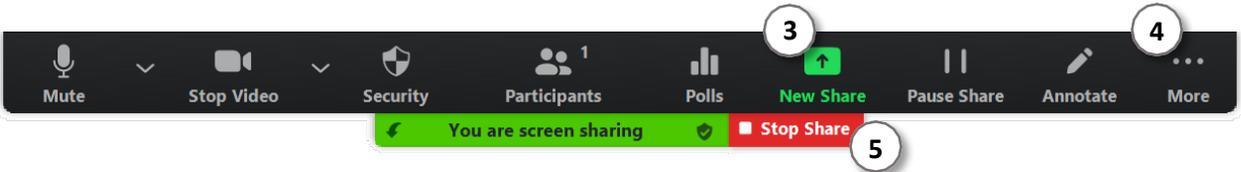
You can pause recording at any time by clicking **...More**, in the Zoom control bar, then **Pause Recording**.
(or press **Alt+P** on Windows or **⌘+Shift+P** on Mac)

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.





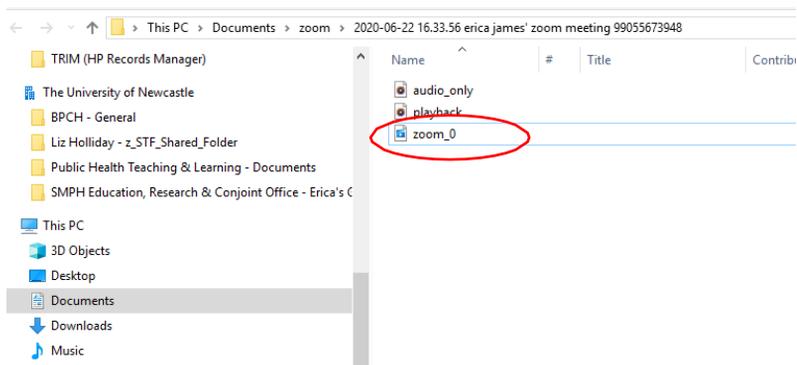
3. You can change the window being recorded by clicking **New Share** in the Zoom control bar at the top of the screen and selecting the window you wish to record.



4. When you are finished, click **...More** and click **Stop Recording** in the Zoom control bar at the top of the screen. (or press **Alt+C** on Windows or **⌘+Shift+C** on Mac)
5. Click **Stop Share** in the Zoom bar at the top of the screen.
6. Click **End Meeting** then click **End Meeting for All** to initiate the zoom recording conversion.

SAVE THE RECORDING

If you opted to save the recording on to your computer the file will be saved in the folder This PC/documents/zoom and will automatically be named with the date and zoom meeting details. You may wish to rename the file so it is easier to retrieve. Double click on the 'zoom' file to view your recording.



If you opted to record on 'cloud', you will get an email notification that your recording is ready. There will be an option for 'host only' with a link. Click on that link and sign in using your zoom credentials.

Now you will have several options.



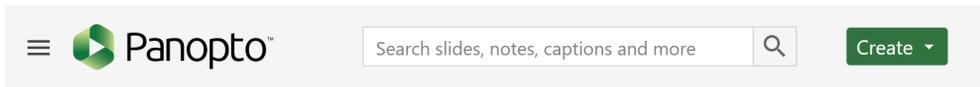
Check your video by clicking on option '**Shared screen with speaker view**'.

EDIT THE RECORDING

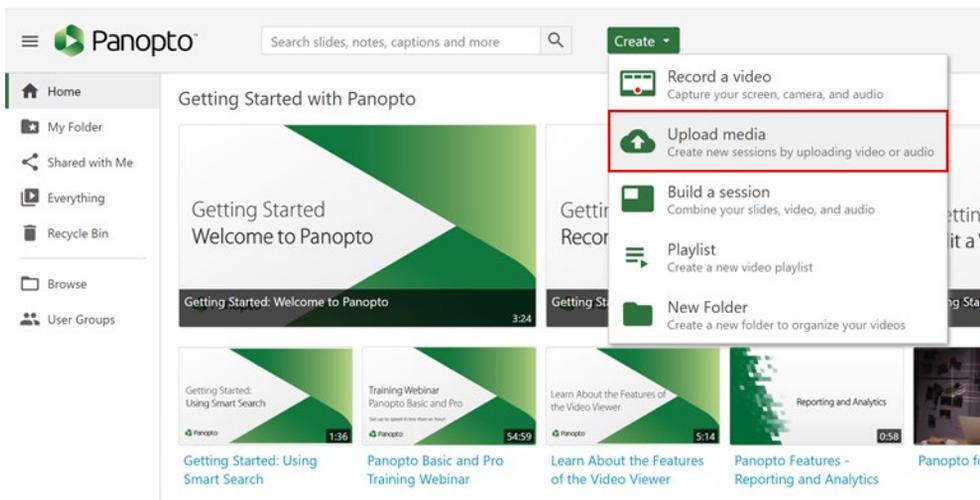
You may need to edit your recording (to tidy up the front and the end and get rid of any clumsy bits). If you saved your recording to the cloud you download it for editing by clicking on 'Download'. Now you can edit your recording using any editing software.

There are lots of free software available for video editing. We recommend Panopto so that is what we have described here as a similar process will be required for any software.

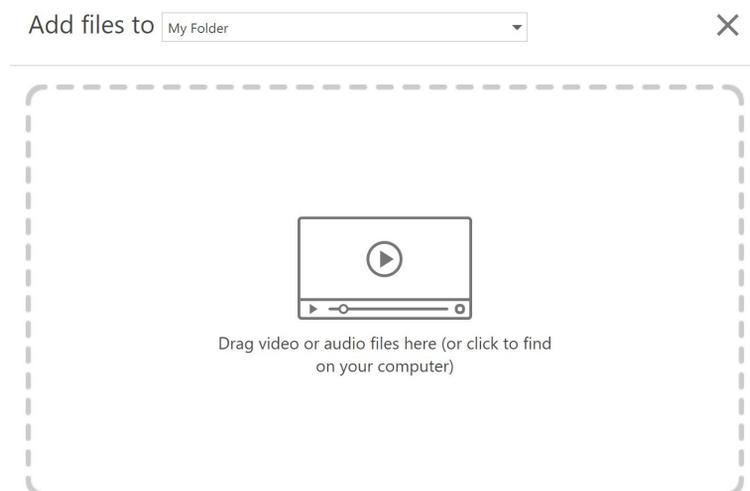
1. Open Panopto → Click on create → some options will come up.



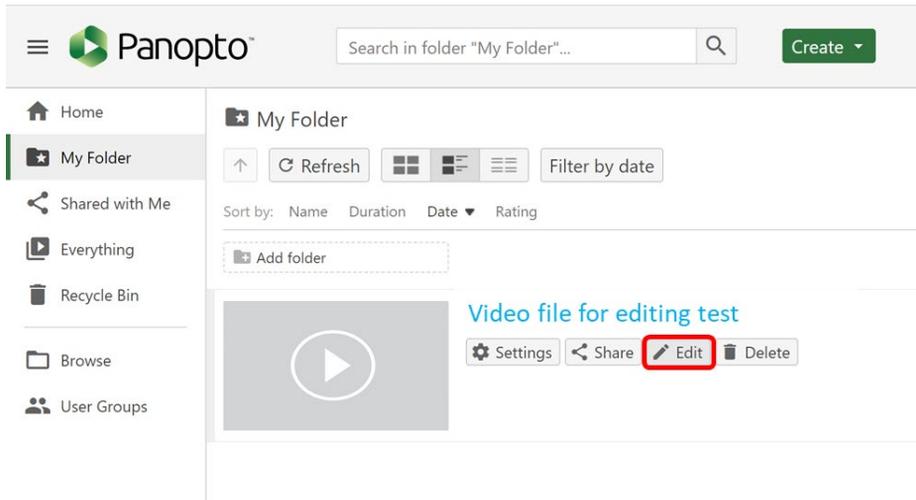
2. Select 'upload media'



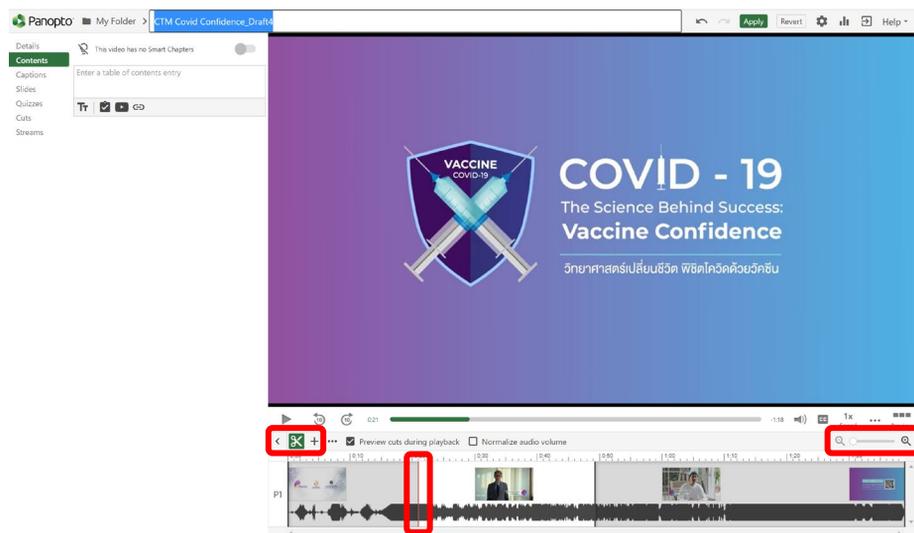
3. Now select your recording from your downloads and follow the prompts



4. After the recording is processed, you can open it to edit the video.



In the edit window, maximise the zoom (see pic below) using the + sign. Then click on the ✂ sign and drag the thin grey bar to cut areas off. The areas which appear shaded grey will be deleted.



Always double check by clicking on 'play button' to see if you have the end result you want. Save your changes by clicking on 'Apply' at the top right-hand corner.