

# Recording Your Presentation

## Virtual Format

**We're incredibly excited to have you be a part of the event! As virtual conferences have unique requirements to be successful, we've composed this document to act as a guide to make the most of your presentation recording session.**

### **Note About Your Slide Deck**

Limit content on screen to "NEED TO KNOW". There is an opportunity to cut any "NICE TO KNOW" content to narrow the learners focus to the most important takeaway from that slide. Consider making any "NICE TO KNOW" content into an additional resource.

Limit animations in your presentation, if you do have any animations please note that audio WILL NOT RECORD OR PLAY while animations are happening.

## Recording Your PowerPoint/Keynote Presentation in Zoom

In order to have a smooth virtual meeting, we ask that you record your presentation with audio prior to the event and **submit no later than the specified DUE DATE**. This will help to minimize technical difficulties and allow you to focus on the questions being asked from participants. Use the following guide to record your presentation.

### System and Browser Requirements

- Modern laptop or desktop with Windows 7/8/8.1/10 or Mac laptop or desktop with Mac OS 10.7 or later.
- Use the latest version of PowerPoint and Keynote. *Recommended*
- Zoom Supported browsers: Firefox 27+, Chrome 30+, or Safari 7+ (It is not recommended for Mac users to use safari – screen sharing is not supported.)
- It is highly recommended you use the **Zoom App** (icon shown to the right) to record your presentation. The web browser does not have all the same capabilities as the application.
- A dialogue box will appear when joining a meeting from zoom.us. Click **Open Zoom Meetings (PC)** or **Open zoom.us (Mac)**. You will know if you are using the Zoom application if this icon appears in your taskbar.

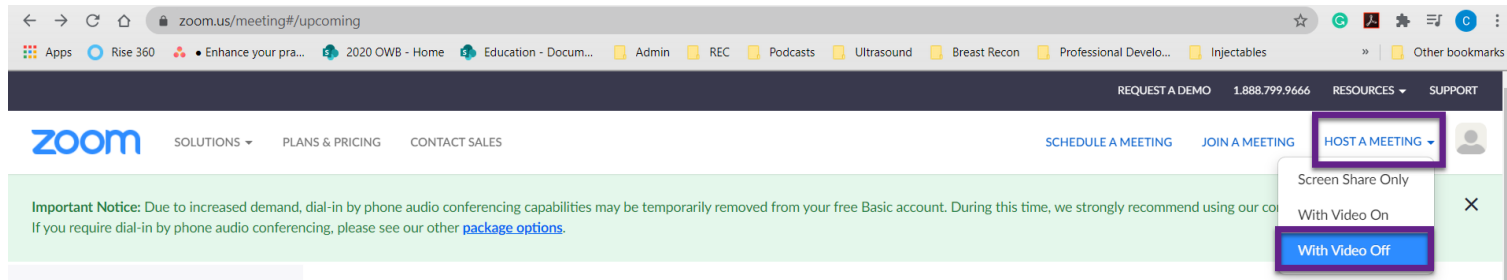


### What Do You Need?

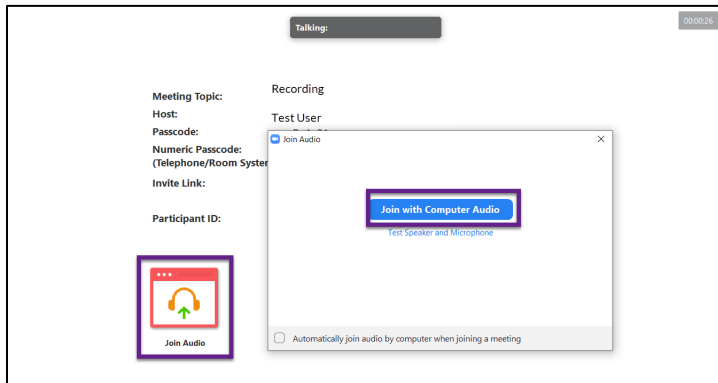
- Completed slide deck – Keynote or Powerpoint
- Quiet/disruption-free environment
- Background should be solid backdrop or limited movement (ie don't record with your back to a door or window)
- Silenced cell phone
- USB or plug in microphone (preferably headset)
- Webcam – built in or USB
- An internet connection – wired or wireless broadband

## How do I record my presentation in Zoom?

Login to your Zoom account via [Zoom.us](https://zoom.us). Accounts are free to create; however, you are limited on your time. Select the **Host a Meeting** tab and **With Video Off** from the drop-down menu.



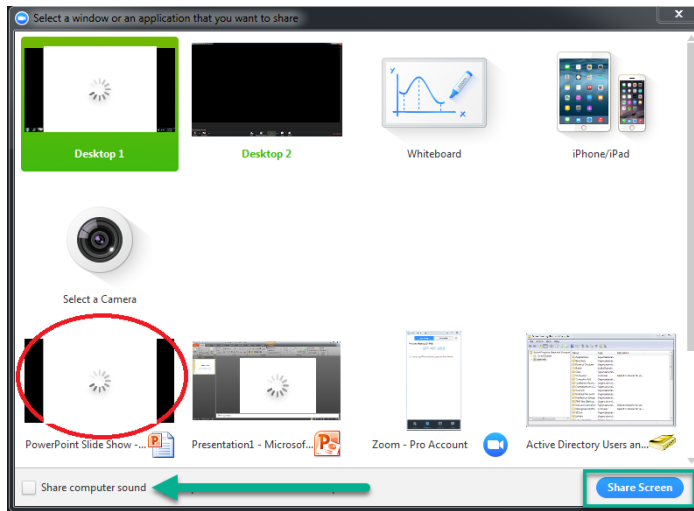
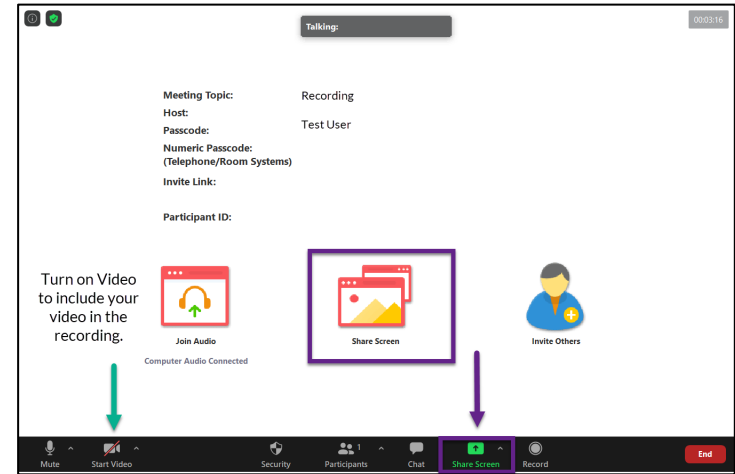
When the dialogue box appears, click **Open Zoom Meetings (PC)** or **Open zoom.us (Mac)**.



The zoom application will immediately start and you will see the Join Audio Box. Select **Join with Computer Audio** from this dialogue box or on the zoom meeting itself.

Whether you are using a Mac (presenting in Keynote) or Windows (presenting in PowerPoint) have your presentation open to the first slide so it is ready to play once you hit record.

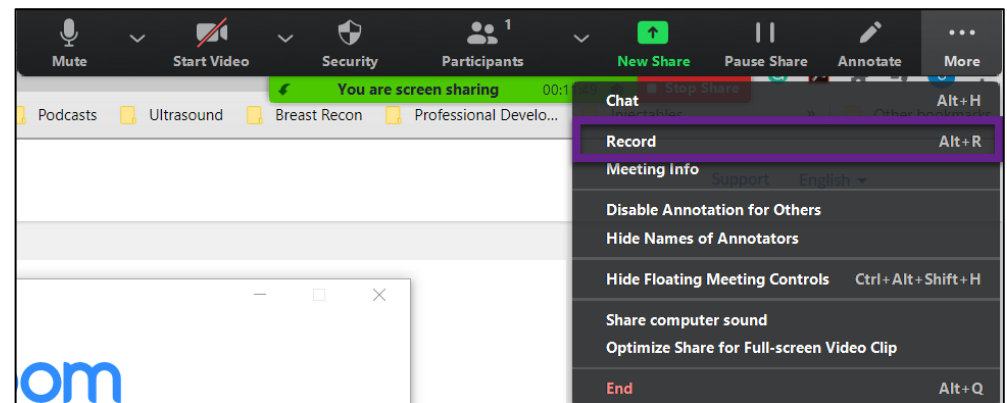
Select **Start Video** to include a video of yourself in the recording, this is optional. Select **Share Screen** from the Zoom bar at the bottom of your Meeting Screen or on the Zoom meeting itself.



The Share Screen box will appear.

- If you are using **one monitor** share the desktop.
- If you are using **dual monitors**, you want to **choose the your powerpoint/keynote presentation**, rather than the screen it's playing on.
- If you have a video in your presentation and you want the audio heard by the end user, you must check the box in the bottom left corner **Share Computer Sound**. If you do not want the audio to play and you would just like to speak while the video is playing do not check this box. Click the Share button in the right corner.

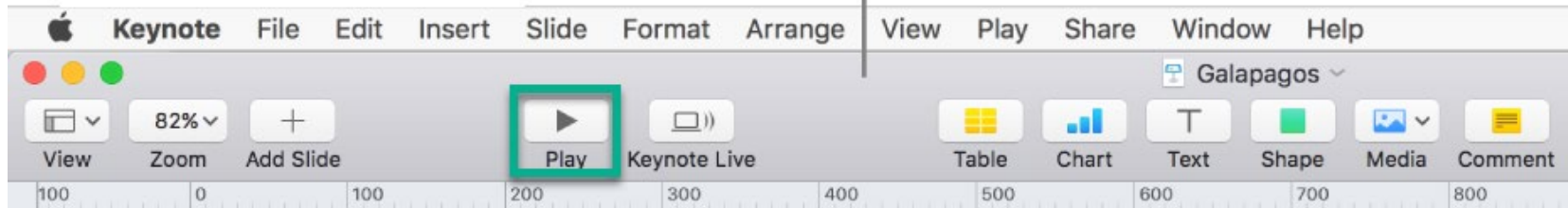
When you are ready to record, select **Record** from the **...More** tab on your zoom bar. Please note this is usually at the top of your screen.



## Presenting in Keynote

Select the **Play** button on the Keynote toolbar.

## Keynote toolbar

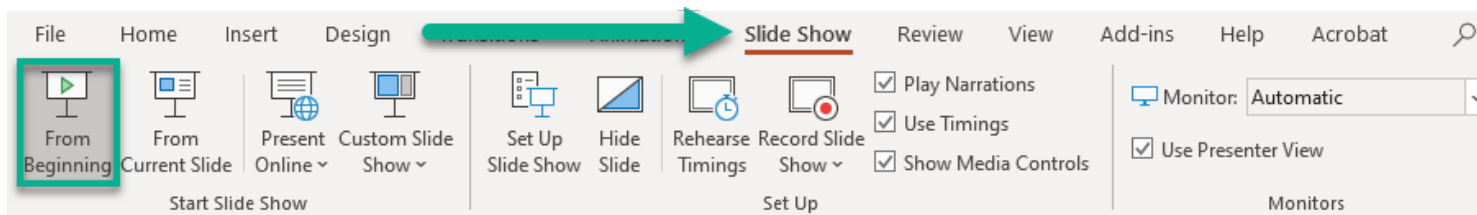


Your computer will go into presentation mode, if you have an external monitor your presentation may appear on the other screen. If you want to switch the screen where the full screen presentation is located select the **swap icon**.

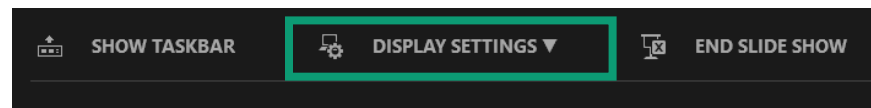


## Presenting in PowerPoint

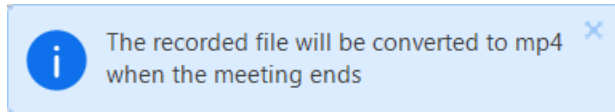
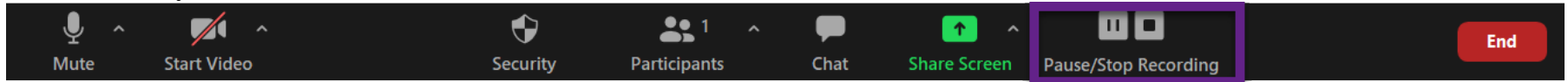
Open the **Slide Show** tab and select **From Beginning** on the far left.



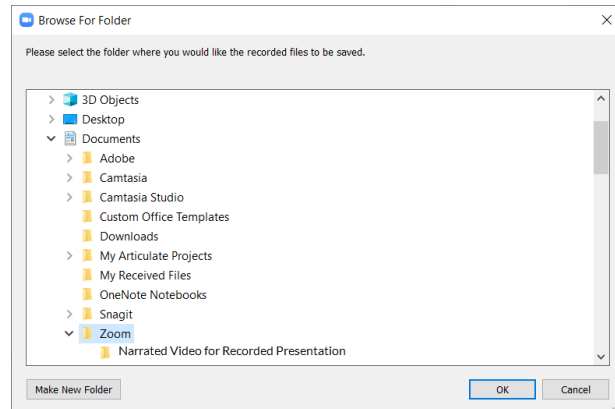
Your computer will go into presentation mode, if you have an external monitor, you will see a presenter view. If you want to switch the screen where the full screen presentation is located select the **display settings drop-down** menu and choose **swap presenter view and slide show**.



When you are finished select **Stop recording** from your Zoom bar. You can make multiple recordings, just be aware that all will save to the folder and you will have to determine which is the correct video.



A dialogue box will appear notifying you that the recorded file will be uploaded once the meeting ends. Select **End** from the Zoom bar to close your meeting.



Select the folder where your recording will save to. Please note: it will automatically be saved under the zoom folder unless you choose another location. The file will save with the date at the beginning , so if you are unsure of where it has saved search for the recording date. Example 2020-08-25 on your computer.

## Helpful Links

[A-Z Zoom Guide](#)