

# 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 sign in to your Zoom free 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. [Click here to view the guide to properly setting your microphone volume.](#)

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.

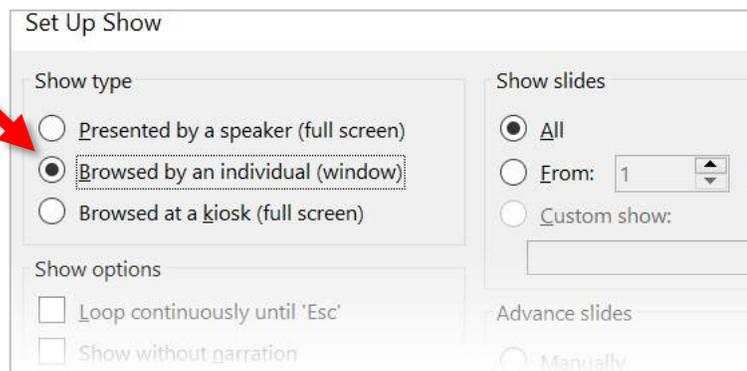
## IF YOU WILL BE USING POWERPOINT:

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)**

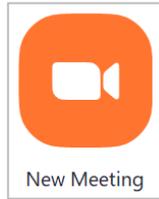
This will allow you to present in slideshow view without being in fullscreen mode. Fullscreen mode can make recording with Zoom more difficult.



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**

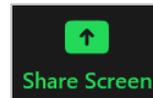


Zoom will begin a video conference session. If asked to choose an audio conference option, click **Join with Computer Audio**.

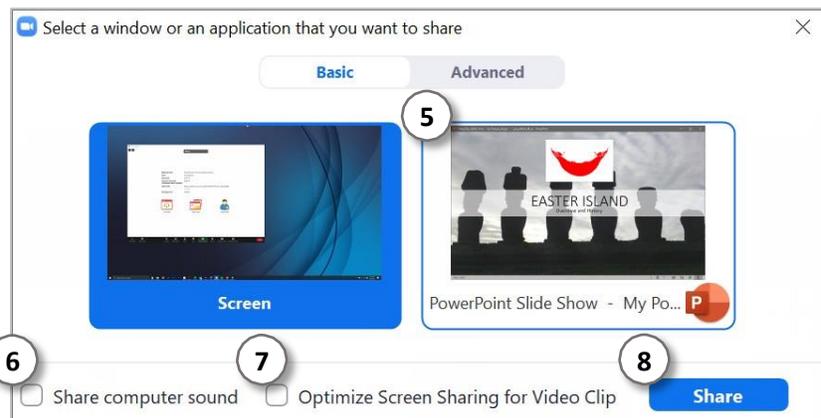
3. Click the **^** next to the **Mute** button in the lower-left corner of the Zoom window to open audio options.  
At the top of the menu that appears, select your recording microphone if you are using something other than your computer's built-in microphone.



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**.

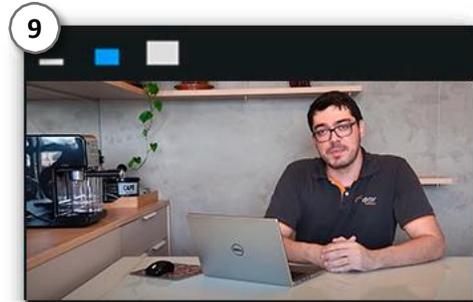


8. Click **Share**

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

- 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.

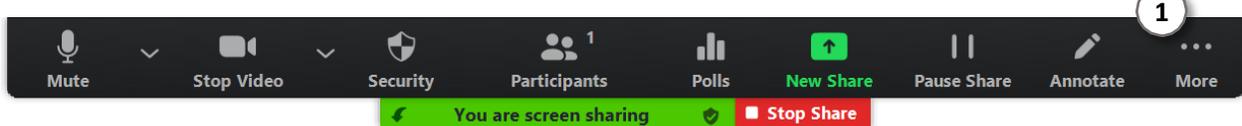


When a window is being “shared” in Zoom (i.e. recorded), the Zoom control bar will minimize and move to the top of the screen. Hover over the minimized control bar to reveal the full set of Zoom controls.



## RECORDING IN ZOOM

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



- Click **Record on this Computer** in the dropdown menu that appears.

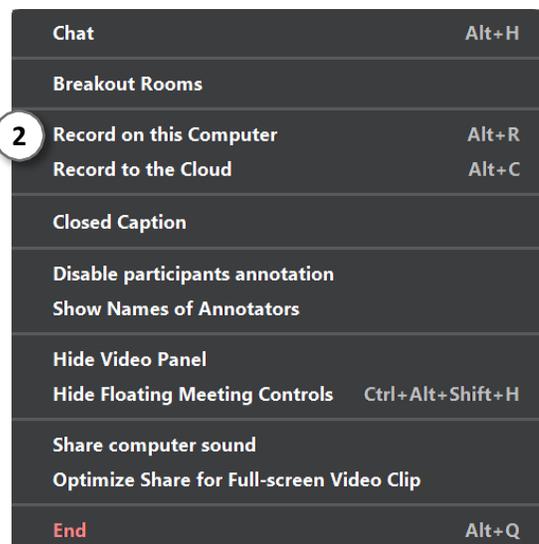
(or press **Alt+R** on Windows or **⌘+Shift+R** on Mac)

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

You are now recording and ready to give your presentation.

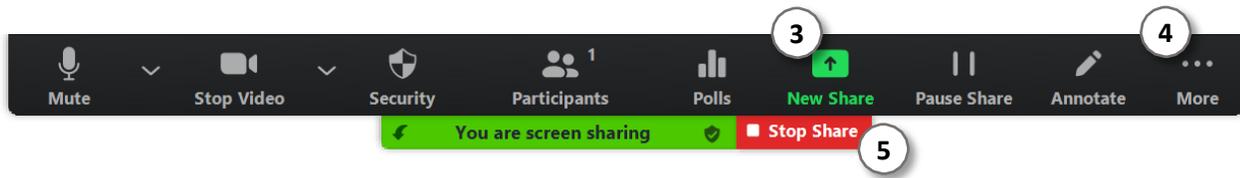
You can pause recording at any time by clicking **...More**, in the Zoom control bar, then **Pause Recording**.

(or press **Alt+P** on Windows or **⌘+Shift+P** on Mac)



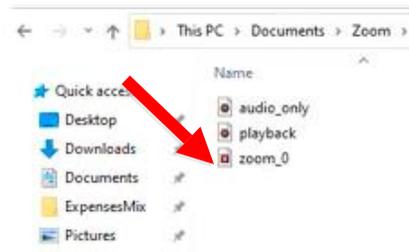
*If you are unable to control Powerpoint or Zoom with your keyboard, first click the Powerpoint or Zoom window to focus your keyboard commands on that window.*

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**

Zoom will prepare your recording and save it to your computer.



The mp4 file (name zoom\_x.mp4) will be used to upload on the EventWeb system.

If you want to see more about how to record a presentation using Zoom, [click here](#).

# Adjusting Microphone Volume

Correctly setting your microphone volume is one of the most important improvements you can make in your narrated powerpoint lectures or course videos. If the volume is too low, your viewers won't be able to hear you well. If the volume is too high, the sound will be distorted and harsh.

It is highly recommended that you use a headset or desktop microphone or for recording. Headset microphones are very good at reducing background noise and maintaining a consistent volume. Desktop microphones produce a professional sound without the distraction of wearing a headset. Contact our office for microphone recommendations or to obtain a headset or desktop mic.

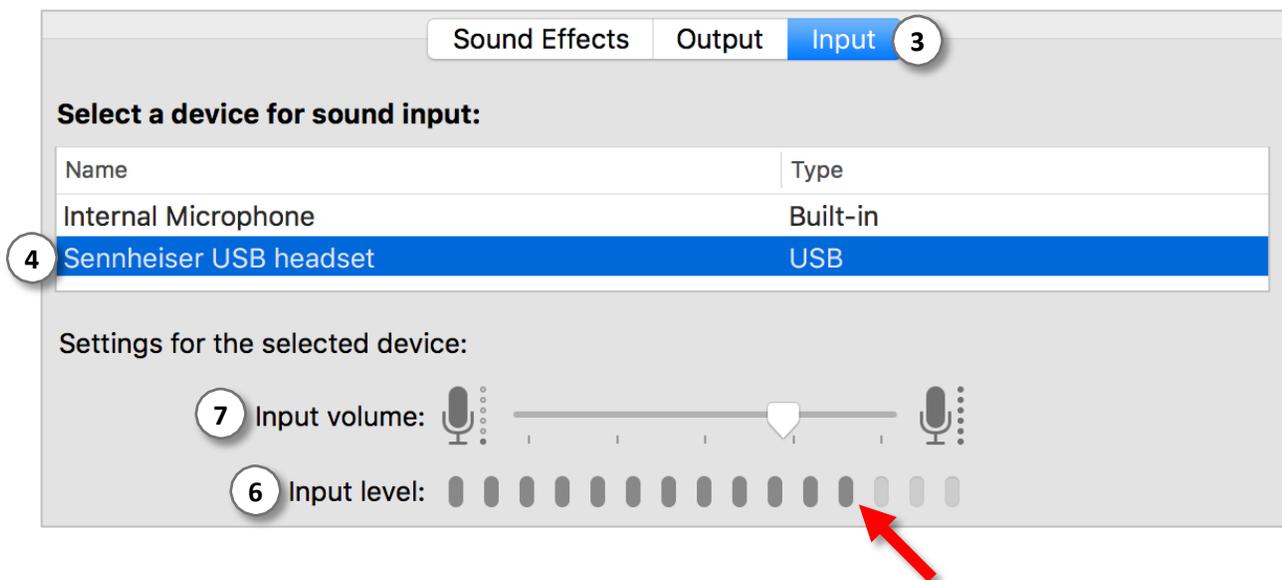
## MAC

Make sure your headset or microphone is plugged in.

- 1) Open System Preferences.
- 2) Click on Sound.



- 3) Click the Input tab.
- 4) Click on the microphone or headset you wish to use for recording.
- 5) Speak into the microphone at the same volume and distance you will use when recording.
- 6) While you are speaking, watch the Input Level.
- 7) Adjust the Input Volume so that the Input Level reaches about two-thirds of the maximum.



- 8) Close the System Preferences window.

Your microphone volume is now set correctly.

## WINDOWS

**IMPORTANT: Be sure to check your microphone volume each time you open your recording application (e.g. Powerpoint, CaptureSpace, etc). Windows often resets the microphone volume when a recording application is opened.**



Make sure your headset or microphone is plugged in, then right-click the speaker icon in the lower-right corner of the Windows taskbar. Click Recording Devices.



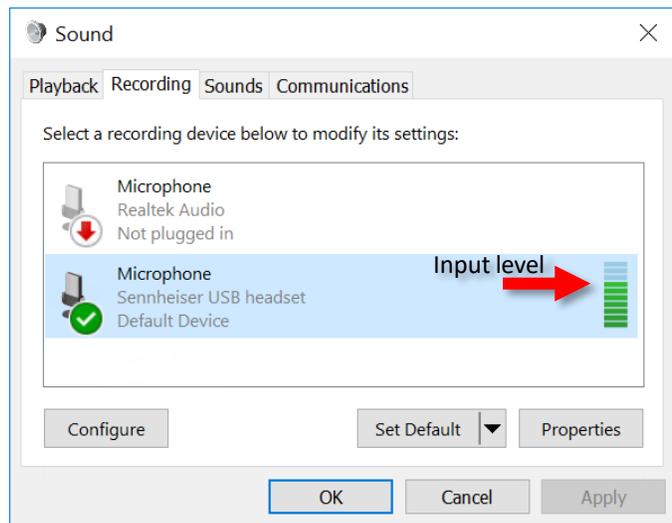
Speak into the microphone at the same volume and distance you will use when recording.

While you are speaking, watch the Input Level for the microphone.

The input level should reach about two-thirds of the way to the top.

Take note if the volume needs to be raised or lowered.

If the input volume needs to be changed, double click the microphone icon.



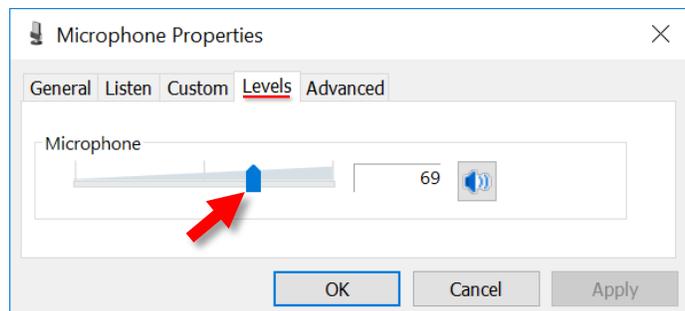
Click "Levels"

Adjust the volume slider.

Click "OK"

Speak into the microphone again and watch the input level to see if it is correct.

Repeat the previous steps to adjust the input volume if an adjustment needs to be made.



Don't worry about getting it perfect, just make sure the input volume is not in the lower third, or reaching all the way to the top.

When the input volume is set, click "OK". Your microphone volume is now set correctly.