

## Pre-Recording Considerations

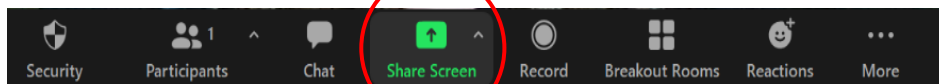
- Download Zoom from [here](#)
- Make sure you have between 10-100MB space in your computer for saving your recording
- Make sure both your camera view and lighting are appropriate. Having a source light in front of you, or on the side, and a white wall behind you are good ways to improve your image.
- Make some distance between you and your computer. In your image we should see some of your chest and not only your head. Below is an example. Note lighting is in front, avoiding shadows on the face.



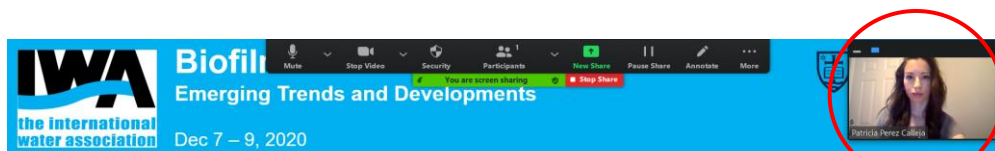
- Record a test before doing the final recording to check that the video and audio levels are appropriate.

## Recording your presentation with Zoom

- Open the Zoom on your computer and create a “new meeting”
- Click on “Share screen” in the zoom toolbar and select the screen where your PowerPoint presentation is



- Start your PowerPoint in presentation mode
- Place your video image in the top right-hand side of the screen frame (See image below)

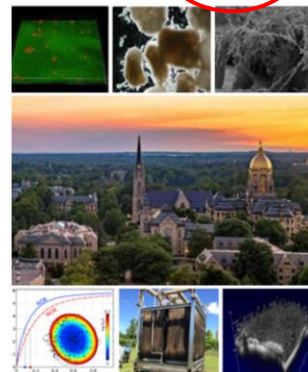


**Name of presenter**

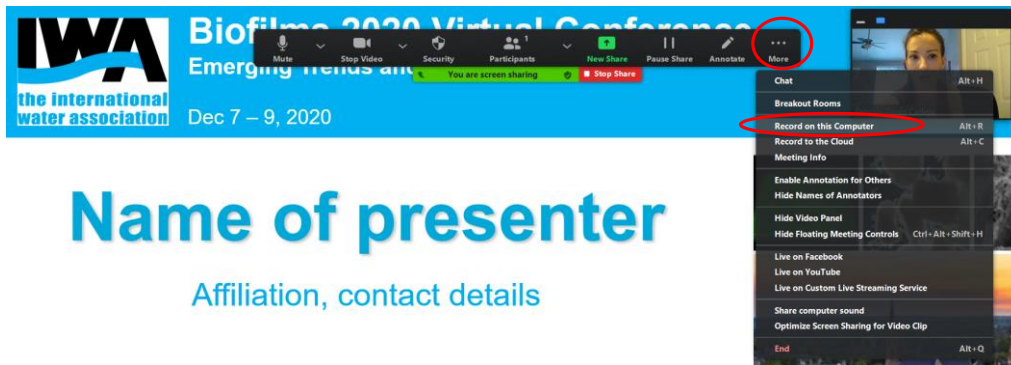
Affiliation, contact details

**Title of the presentation**

Below you can put logos of your university/company/organisation



- In the Zoom toolbar go to “more” and click on “record on this computer”



## Name of presenter

Affiliation, contact details

- Wait a couple of seconds until you hear a zoom audio “This meeting is being recorded” to start your presentation.

*Note: even though you can see the zoom toolbar during your recording it will not be present in the generated video*

- When you are done recording, you can go to “more” and click on “stop recording” or you can end the meeting and the recording will automatically be saved to your computer. Please allow zoom to convert meeting recording to MP4 file. This can take several minutes, depending on the file size and your computer.

