# INSTRUCTIONS FOR RECORDING IN ZOOM

The AREMA 2021 Virtual Conference will use pre-recorded content generated by speakers such as yourself. The information below provides linked resources of how you can use Zoom to record it.

If you are presenting with a group of speakers, you can record your individual presentations that would play subsequently or you can record the meeting as a group on your own time.

## RECORDING RESOURCES / TIPS

The Virtual Conference provider has created a web page that has resources for speakers on how to self-record their presentations using Zoom. This is a multi-page wiki with step-by-step instructional content (including videos) and also includes **tips on lighting** and **backdrop recommendations**.

**Visit Resources**

The shorthand version of the above website on how to self-record your presentation is as follows:

1. Make sure you record/upload your presentation in adherence to any specified file upload deadline dates
2. Open your PowerPoint Presentation
3. Go to  zoom.us
4. Sign in and Host a meeting/ with video (You can create an account for free)
5. Hit Record (look at the bottom toolbar of your screen for the round button that says record)
6. Next hit Share Screen at the bottom of your Zoom screen (big green button that says screenshare) and share PowerPoint.
   - If you have video clips within your presentation - select these options at the bottom of your Zoom share dialog prior to sharing your PowerPoint
     - ☑ Share Computer Sound
     - ☑ Optimize Screen Sharing for Video Clip
7. Put your PowerPoint into slideshow mode
8. Begin your presentation
9. If you have a rocky start, stop recording in Zoom and **start a brand new recording**

10. When you are finished, stop recording in Zoom
11. Close out of Zoom (hit End Meeting for All)
12. You may see a pop up that says converting. (At this point, your recording is being converted to an .mp4 file. Once it is done converting you will see a pop up box that asks where to save recording. By default this will be saved in a folder called zoom under your documents)
13. The file you will upload to Dropbox is the one that says zoom_0.mp4
14. Review/scan through the Zoom recording to make sure the video looks right and you can hear audio.
15. Upload appropriately labeled file to the specified Dropbox File Request link

You don't have to use Zoom to record your presentation. You can record yourself in any other application that you are familiar with that will record screen share and webcam simultaneously, such as PowerPoint (see other AREMA instructions posted online) or GoToMeeting. Simply needed is an mp4 file with your presentation and webcam video.