How to record your presentation for SAN2020

In this guide you will find instructions for recording your presentation. We explain one method of assisted recording and two methods of self-recording. The first method shown, recording using Zoom + your presentation software is usually the easiest and yields the best results.

Self Recording:

Here we present two methods (Zoom + Presentation software, and Powerpoint only) to record the lecture by yourself.

Zoom + Presentation Software Method:

For this method you will need the Zoom desktop client (you can use the free Zoom version) and the presentation software of your choice (this tutorial will illustrate how to do it using PowerPoint). You should make sure you have enough free space in your hard disk drive to save the video (around 300MB is usually enough).

Proceeding:

1. Start a Zoom meeting by yourself (you don't need anyone else to join in). Please test that your microphone and camera are working properly.
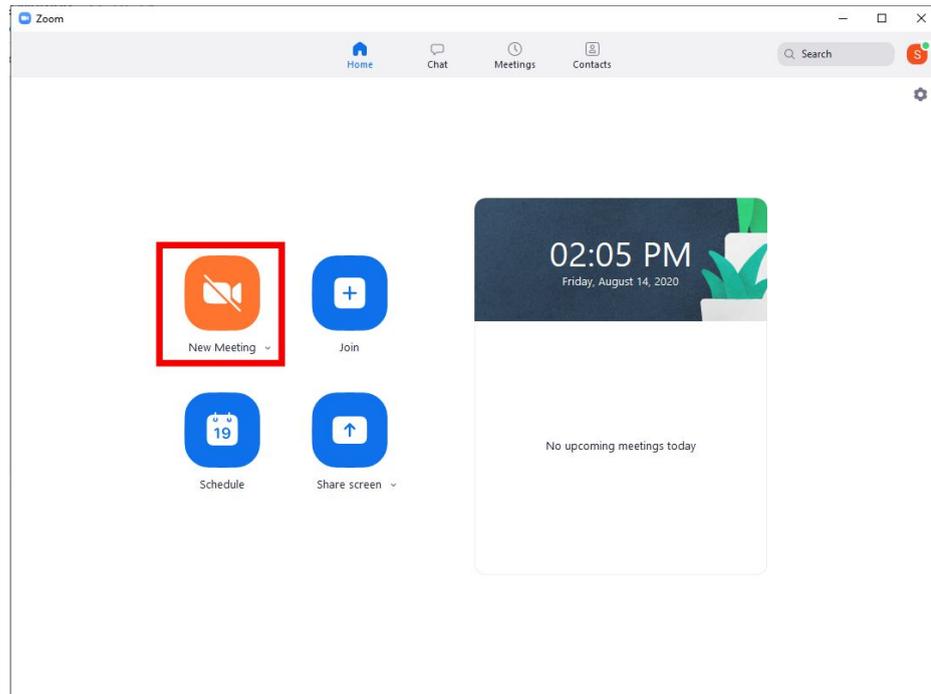
2. You will have to share your PowerPoint presentation, so please make sure you already have it open. Once you are in the Zoom meeting, click on the 'Share Screen Button'. Select the PowerPoint window to share.
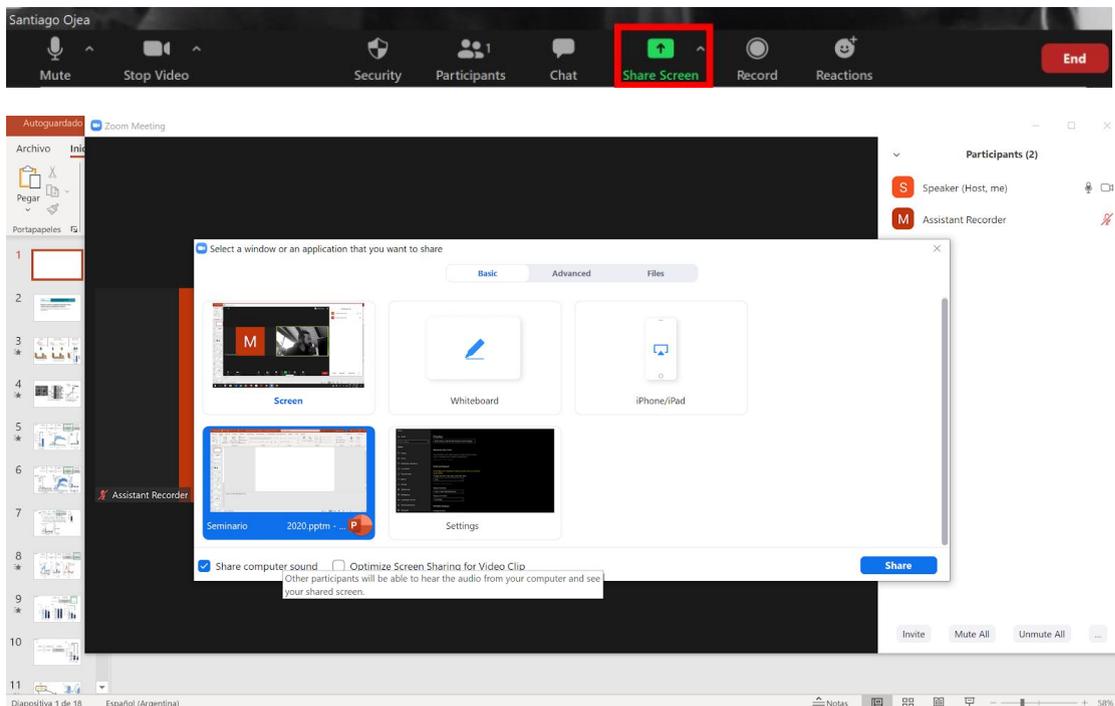

3. Now start your presentation as you would normally do. You will see your presentation in full screen mode and the Zoom toolbar minimized on top of the screen (pictured below in the red frame). If you have a webcam and you are sharing video, you should

also see your video feed (pictured below, on the left of the screen). You can move it anywhere you want (top right is usually the best place for it).
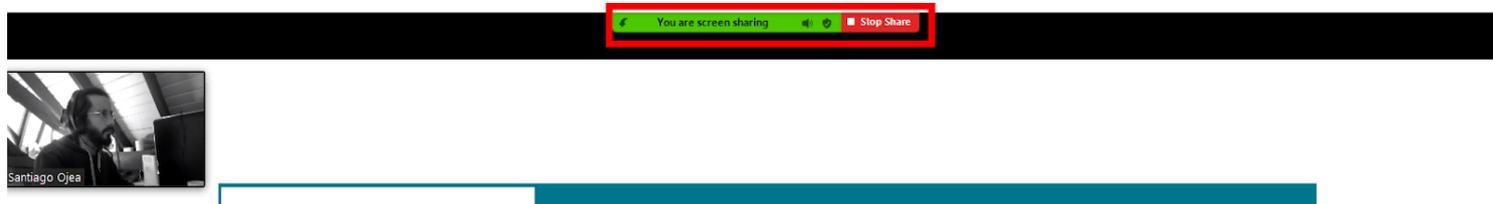
Put the cursor over the Zoom toolbar to see all the options available. Go to 'More' and once you are ready to start your presentation hit 'Record' (shortcut: Alt+R). Please make sure you are sharing video and audio (and you are not muted).
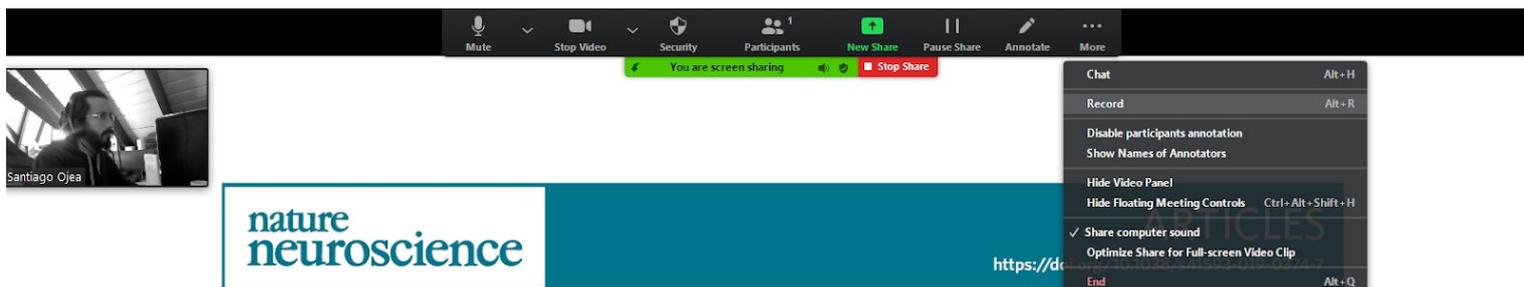

You should see a red circle shining on the Zoom Toolbar that will indicate that you are recording.

4. Once you are done with your presentation, hover your cursor over the Zoom Toolbar, go to 'More' again and hit stop recording.

5. Now you can End the Meeting. Once you end the meeting the video will start converting and saving to your computer. This process **must not** be interrupted, and it may take a couple of minutes (if you are using a notebook, please ensure you have enough battery or are connected to power). Note that Zoom saves 3 files for each recording. We only need the file with the '.mp4' extension.

Don't worry if there are a couple of seconds at the beginning or end of the video when you are setting everything up, that shouldn't appear in the final recording. We can easily edit them for you as long as the videos are sent at least two weeks before the congress.
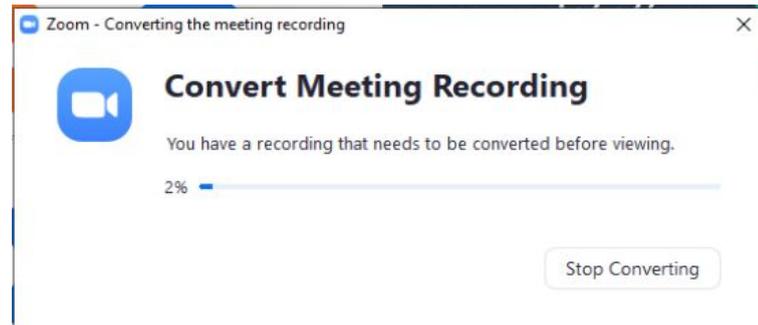
PowerPoint Only Method:

For this you will only need your PowerPoint presentation,a microphone and a webcam (if possible). Please note that this method doesn't always yield the best results. We strongly recommend doing a 5 minute test recording to check the quality of the video and sound. You can see **Microsoft's tutorial [here](#)**. Note that this feature is only available in PowerPoint 2010 and later versions.

Proceeding:

1. Open your presentation and go to the 'Slide Show Tab'. Then go to the 'Record Slide Show' button and select 'Record from Beginning'.
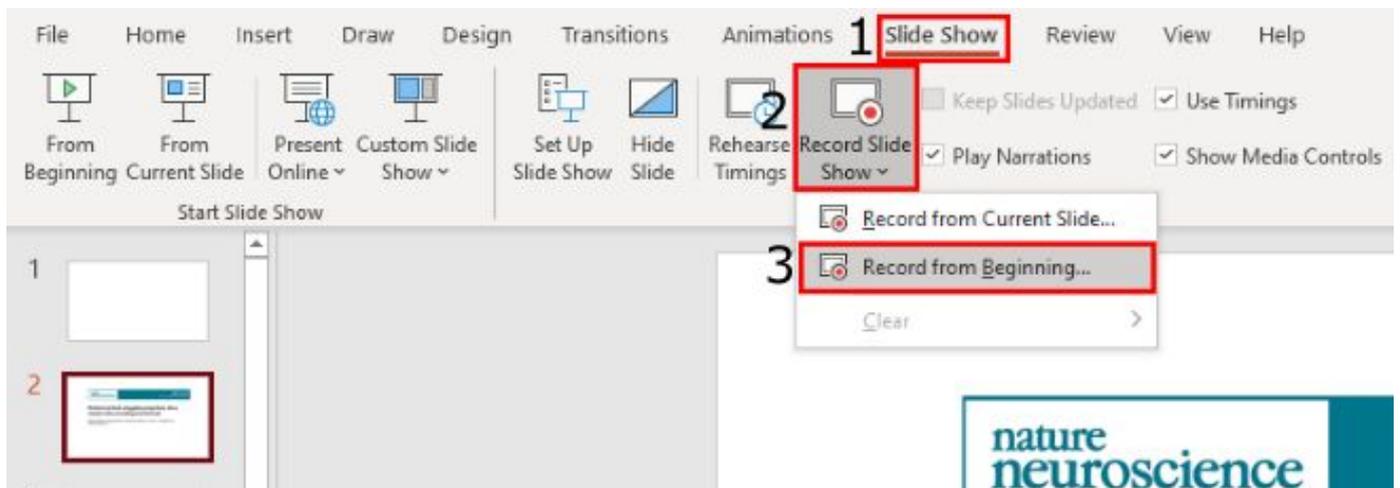
2. On the recording Screen you can go to the 'Settings' option on the top right and pick your camera and microphone (PowerPoint usually selects the camera and mic automatically and you don't need to choose anything in that window).
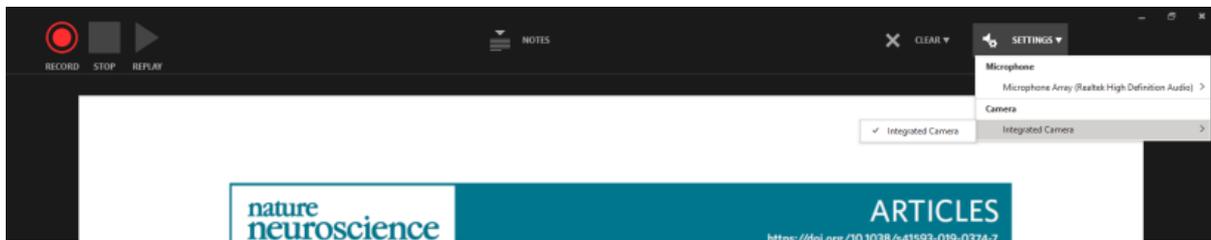

The pointer options appear at the bottom of the screen. On the bottom right, you will find your mic, camera and camera preview buttons. If any of those buttons are crossed out, it means that audio or video is not being recorded.

Once you are ready to start your presentation, hit the red 'Record' button on the top left of the screen. You can pause the recording at any time. If you make a mistake you can stop the recording, clear the record for that slide (the button is on the top left of the screen) and then re-record video for that slide only and carry on with your video, without the need to re-record everything up to that point.

3. Once you finish recording you can return to your PowerPoint presentation, the camera (if you had one) will appear on your presentation slides. By default it's on the bottom left of your screen, but you can change its size and move it anywhere you want (top left is usually a good place, as it doesn't interfere with information displayed on the slide). You will also see the playback buttons (pictured below the camera

preview). These buttons won't appear on the final recording, but you can use them to review what you just recorded. Note that PowerPoint records on a single slide basis (each slide has its own short video), so if you made a mistake you can re-record only that specific slide. Also note that PowerPoint doesn't record sound during slide transitions.
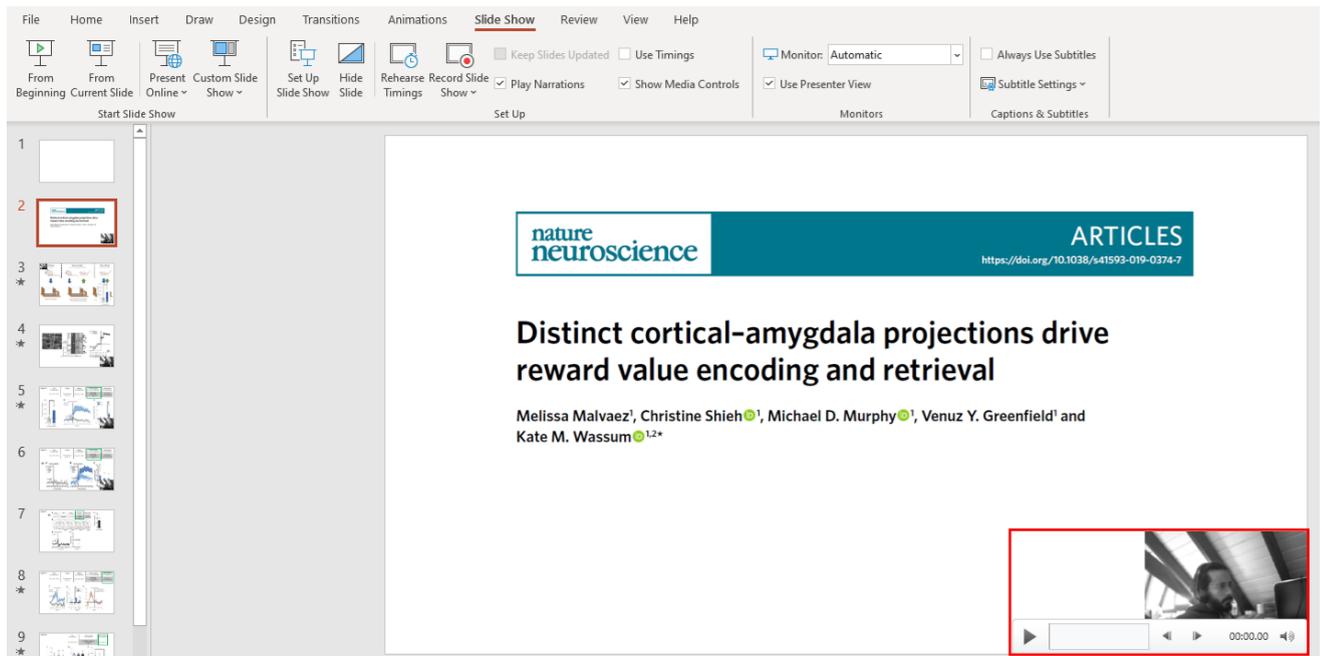
Notes:

- As mentioned above, recordings are added to the presentation on a per-slide basis, so if you want to change a recording, you only have to re-record the affected slide or slides. Also, you can rearrange the order of slides after recording without having to re-record anything. This also means it's easy to pause for a break while recording a presentation.

- PowerPoint doesn't record audio or video during transitions between slides, so we encourage not to speak while advancing the slide. Also, include a brief buffer of silence at the beginning and the end of each slide to make the transitions smooth and ensure that you don't cut off audible narration while transitioning from one slide to the next.

4. Once you finish the recording and are ready to save the file, go to File-> Export->Create a Video. The default option on quality (Full HD 1080p) is usually good enough; higher quality will make the videos files too big. You should also select 'Use Recorded timings and narrations' (it's selected by default). Then click 'Create Video' and select where you want to save it.
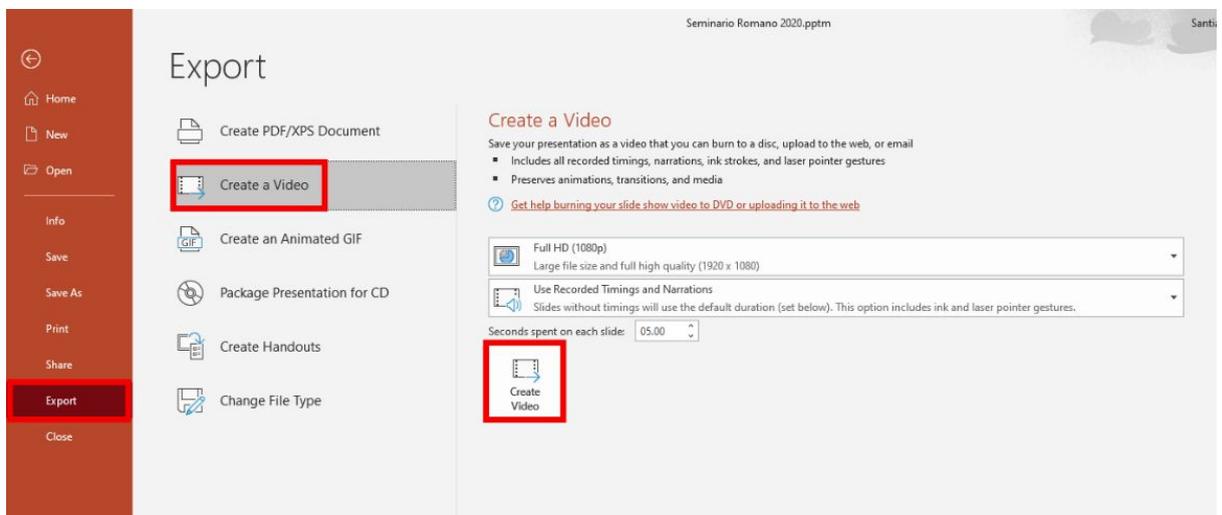
Assisted Recording Method:

This tutorial shows how to use the Zoom platform to assist the speakers in the recording of their talks. Both speaker and assistant should have the Zoom platform installed, and schedule a meeting for the recording.

You will need:

- Your presentation (made with PowerPoint, Keynote, OpenOffice or any software of your choice).
- A computer with a microphone. A webcam is not needed, but we strongly encourage you to have one.
- Someone to assist you in the recording (this person will be recording the presentation).
- Free space in your hard disk. You should make sure you have enough space to save the video (around 300MB would be enough).

Before the recording:

- We recommend setting yourself up in a well-lit and quiet place.
- Before doing the whole presentation, we strongly recommend trying a short test run to ensure everything is working as intended.
- When setting up the Zoom meeting, the person who will be recording should be the Host. If that's not the case, the Host needs to "allow" the assistant to record.
- You can further check the **Zoom Help Center** for a guide on recording.
- Please check that your name is properly written, as this is the name that will appear in the video. If you need to rename, you can do it while logging into zoom, or during the meeting. In the "Participants" button, click on your name and then rename. You can also rename yourself by clicking on your own video feed and choosing rename.

<u>Proceeding</u>:

1. Start a Zoom meeting between the Speaker and the person doing the recording (henceforth referred to as 'Assistant'). Since the presentation should be 20 to 25 minutes long, this can be done using the free Zoom version (which allows for 40 min long meetings). Either the Speaker or the Assistant can start the meeting, but keep in mind that if the Speaker starts it, they should give the Assistant permission to record. They can do that by clicking on the option menu next to the participant name and selecting 'Allow Record'.
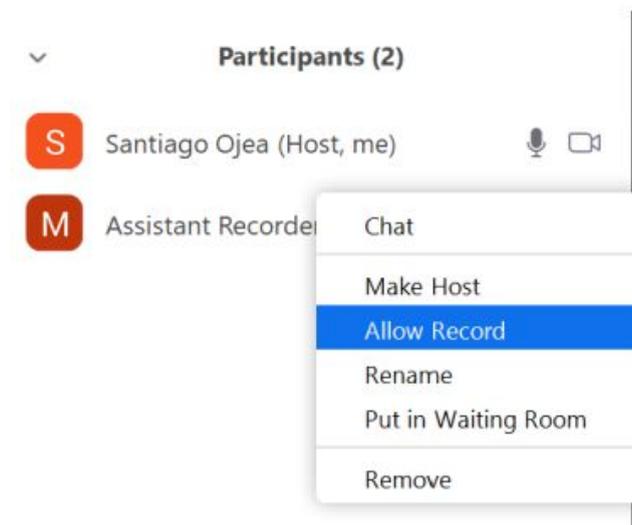
2. Speaker: Once you have checked that your microphone and camera are working properly and you are ready to start giving your presentation, hit the Share Screen button on Zoom. By this point your presentation file should already be open. Make sure you are sharing audio and video (if you have a webcam), and are not muted.

3. Speaker: When you click on the Share Screen button, a window will pop up. In this window you have to select the screen you want to share (you should pick your presentation). It's very important that the 'Share computer sound' option is checked if your presentation has sound (for example in an embedded video). Keep in mind that with this option marked, other sounds such as application notifications will be heard too, so you may want to close any application or program that is not necessary for your presentation. Once you are ready hit the 'Share' button.
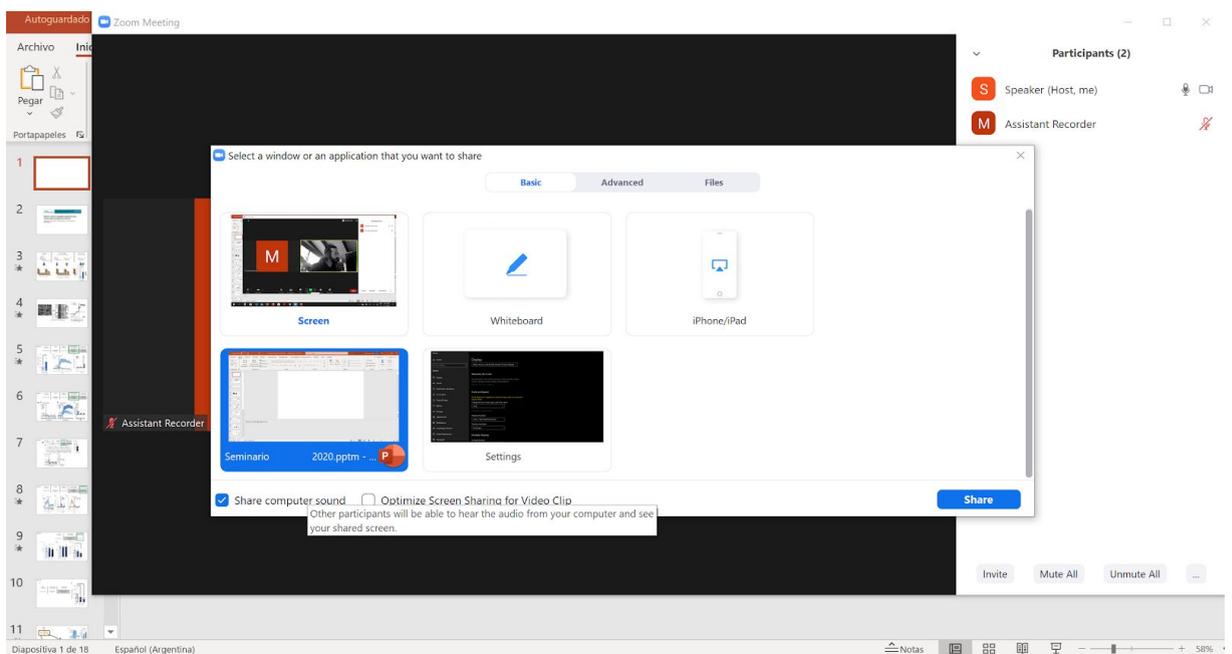

Note: If you have more than one monitor you can use PowerPoint Presenter Mode. Your presentation will be shown in the primary monitor in full-screen (and this is the one you should select in the Zoom's Share Screen window) and the presenter view (your notes and next slide) will be shown in the secondary monitor. If you have only one monitor you should use Slide Show mode in PowerPoint. For detailed information see [Zoom Help Center](#). A workaround to use Presenter Mode with only one monitor can be found [here](#).

4. Assistant: Now that the speaker is ready to start their presentation, the Assistant should hit the Record button. The assistant should have their camera and microphone muted.
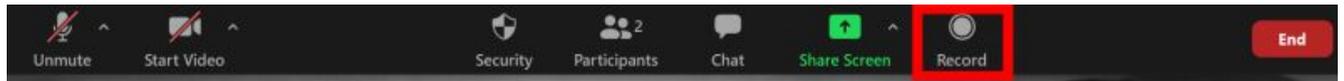

Note: Assistants should select the 'Hide Non-Video Participants' option (this is done by clicking the 3 dots that appear on the top left of your image). This ensures that the Assistant who is doing the recording doesn't show up on the final video and only the speaker is visible. Under 'view options' you can also select the 'Side by Side' mode (this is optional, and will only appear once the speaker is sharing their screen).
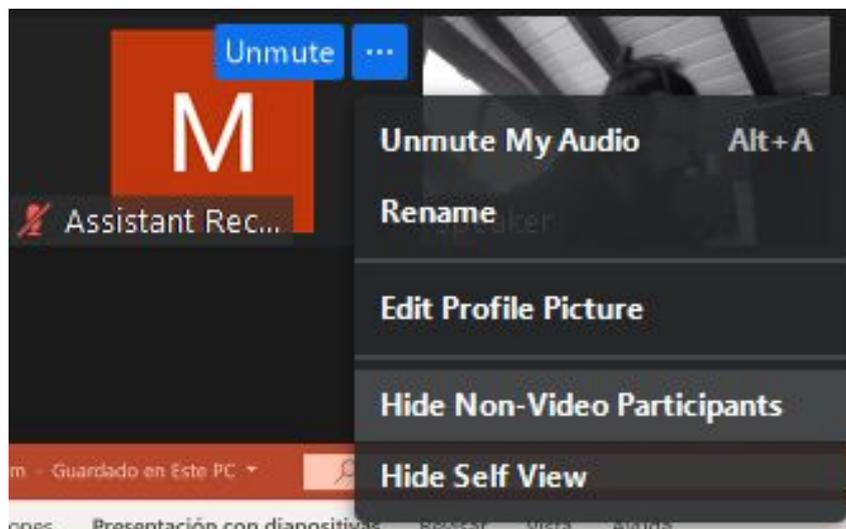
5. Once the presentation is finished, the Assistant should hit the Stop Recording button to end the recording.
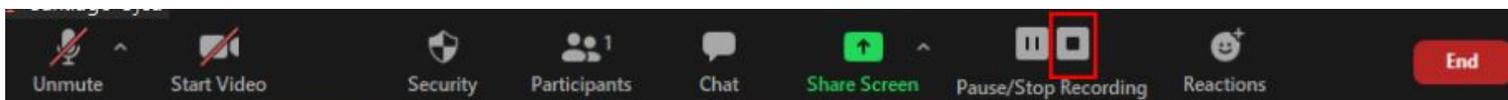
6. The Zoom meeting can be ended now. Once the meeting ends, the video will start converting and will be saved in the computer of the person who recorded. This process **must not** be interrupted, and it may take a couple of minutes (if a notebook is being used, please ensure it has enough battery or is connected to power). Note that Zoom saves 3 files for each recording. We only need the file with the '.mp4' extension.
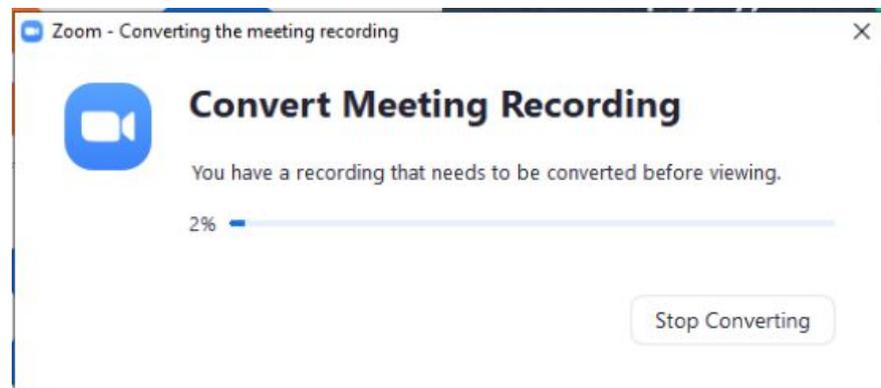
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