

Recording your Presentation Guidelines

It is recommended to use [Zoom Meeting Application](#) (free account is available), to record your presentation.

INSTRUCTIONS FOR RECORDING YOUR SCREEN ALONG WITH WEBCAM VIDEO

The first step is to set your Zoom options. The second step is to actually record your presentation.

FIRST STEP: Setting Zoom Meeting App Options to successfully record your presentation

IMPORTANT: Do not record your screen with a higher resolution than 1920 x 1080. If your computer's resolution is higher than that, please change this to a maximum of 1920 x 1080. Instructions for changing computer resolution [in Mac](#) and [in Win 10](#).

When you start the Zoom Meeting Application, you will see a settings wheel icon in the top right of the application window:

1. Click the Settings button.
2. Click the "Video" menu on the settings column on the left hand side of the screen.
 - If you would like to record your webcam along with your presentation, Uncheck "Turn off my video when joining meeting".
 - If you don't want to record your webcam along with your presentation, Check "Turn off my video when joining meeting".
3. Click the "Audio" menu on the settings column on the left hand side of the screen.
 - Check your speaker and microphone to make sure you can hear yourself in your microphone. Ensure the correct Speaker and Microphone is selected in the dropdown list if you have trouble hearing yourself.
4. Click the "Recording" menu on the settings column on the left hand side of the screen.
 - Make note of the location where your Zoom recordings are stored, you can change this by clicking the "Change" button.
 - Optional: There is an option to choose where to store your recordings after each meeting ends.
 - If you would like to record your webcam along with your presentation, Check the "Record video during screen sharing" checkbox, this will reveal another checkbox "Place video next to the shared screen in the recording", check this checkbox as well.
 - If you don't want to record your webcam along with your presentation, uncheck "Record video during screen sharing."
5. Close the Settings window.

[\[Next page for second step of recording\]](#)

SECOND STEP: Recording your presentation with the Zoom Meeting App

1. Click the "New Meeting" button on the Zoom Meeting Application home screen.
2. Click the "Join with Computer Audio" button.
3. Click the "Share Screen" button on the bottom of your screen.
4. Ensure "Screen" is highlighted in blue.
5. Check the box "Share Computer Sound" in the bottom left corner.
6. DO NOT check the box "Optimize Screen Sharing for Video Clip" this will prevent you from recording your mouse activity and your Webcam.
7. Click the "Share" button in the bottom right corner.
8. To begin recording there are several ways to do this depending on the type of computer you have:
 - On Windows PC we recommend this for a smooth recording: Press and hold down ALT + R to start the recorder. To pause recording at any time press and hold down ALT + P. To unpause the recording press and hold down ALT + P again.
 - On Mac we recommend this method for a smooth recording: Press and hold Shift + Command + R to start the recorder. To pause recording at any time press and hold down Shift + Command + P. To unpause the recording press and hold down Shift + Command + P again.
 - Alternate method on Mac or PC that may require video editing afterwards: Drag your mouse to the Zoom Meeting Control panel. Hover over the "more" menu and select the "Record" option.
9. If you selected to record your Webcam, you can hide the webcam while you give your presentation at any time by hovering over the webcam video and clicking the grey minimize button. The webcam will disappear and will now only be a small black bar. You can show the webcam again by hovering over the black bar and clicking the grey maximize button. note: Whenever you hide the webcam video it will disappear in the recording, whenever the webcam is visible you will see it in the recording in it's own area outside of your presentation. So at no point in your presentation recording will the presentation be obscured by your Webcam video.
10. When you are finished with your presentation there are several ways to stop recording and they depend on the type of computer you have:
 - On Windows PC we recommend this for a smooth recording: Press and hold down ALT + R to stop the recorder.
 - On Mac we recommend this method for a smooth recording: Press and hold Shift + Command + R to stop the recorder.

- Alternate method on Mac or PC that may require video editing afterwards: Drag your mouse to the Zoom Meeting Control panel. Hover over the "more" menu and select the "Stop Recording" option.

11. Drag your mouse to the top of the screen and click the red "Stop Share" button.
12. Click the red "End Meeting" button in the lower right corner of the screen.
13. Click end meeting for all.
14. Wait for the Zoom Meeting App to finish converting your recording.
15. Click on the mp4 to review your recording.