



Instructions for oral presentation video recording

Pre-Recordings using Zoom

PREREQUISITES

- Laptop/desktop computer with Windows or MacOS
- Webcam, speaker, microphone (please test if build-in or additional microphone should be used) 0 Internet connection

GET STARTED - ZOOM DESKTOP CLIENT

- Download and install the "Zoom Client for Meetings" Software from https://zoom.us/support/download .
- Double click on Start Zoom to launch the application.
- Sign In. If you don't have an account, click Sign Up Free.
- After signing in, you will see the Home tab.

SETTINGS BEFORE RECORDING

Click on the gear icon in the top- right corner to open the settings

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	Zoom



- adjust the settings to match those shown below
- Video:
 - Camera: Select the camera; Select "16:9 widescreen" 0
 - My Video: Select "Enable HD" \cap
 - You can download the Digital ILC virtual background from: 0

https://easl.eu/wp-content/uploads/2020/07/Digital-ILC-2020-ZOOM-background.png







Recording:

- Verify the location for your local recordings and change it if necessary
- Select "Optimize for 3rd party video editor"
- Select "Record video during screen sharing"
- IMPORTANT: Select "Place video next to the shared screen in the recording"

Settings	×
General	Local Recording Location:
🖸 Video	821 GB remaining.
Audio	Choose a location for recorded files when the meeting ends
Share Screen	 Record a separate audio file for each participant who speaks Optimize for 3rd party video editor (3)
Chat	Add a timestamp to the recording ③
Virtual Rackground	Record video during screen sharing Place video next to the shared screen in the recording
Recording	☐ Keep temporary recording files ⑦
Profile	

• Audio:

o Set your microphone and speaker, test them, and adjust their volume

🖸 Sett	ings			\times				
Θ	General							
0	Video	Speaker	Test Speaker Lautsprecher (Realtek(R) Audio)					
$\left(\cap \right)$	Audio		Output Level:					
•	Share Screen		Volume: 4					
0	Chat		Click Test Mic to make sure others can hear you					
	Virtual Background	Microphone	Test Mic Mikrofonarray (Realtek(R) Audio) ~					
0	Recording		Input Level:					
8	Profile		Volume: 🝕 🛑 🔹 📢					
٠	Statistics		Automatically adjust volume					
	Keyboard Shortcuts	Use separate audio device to play ringtone simultaneously						
t	Accessibility	Automatically join audio by computer when joining a meeting						
		 Mute my microphone when joining a meeting 						
		✓ Press and hold SPACE key to temporarily unmute yourself						
		🗹 Sync buttons o	on headset					

PREPARE RECORDING:

- Close all applications except Zoom and your presentation application (Powerpoint...)
- In the Zoom Client, start a new meeting from the Home tab
- Have your camera and microphone enabled.
- Click Share Screen in the meeting controls.

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Security	Participants	Chat	Share Screen	Record	Breakout Rooms	Reactions	More





 Select your presentation app window (Blue Border indicates selection), select the "Share computer sound" checkbox and click the "Share" button on the right.



Important:

please maximize the window of your video (webcam) by dragging the edge of the window as wide as possible.

Note:

This setting has a direct impact on the quality of your webcam video and absolutely must be executed.



Switch the presentation software (e.g. PowerPoint) into slide show / presentation mode.







 Arrange your two windows (speaker & presentation) so that you can hold your presentation - please make sure that the speaker picture remains open and maximized *1, *2

START RECORDING:

- All set up and ready?
 - o Camera position/background/lighting ok?
 - Screensharing is active
 - Powerpoint is open in presentation mode
 - → Then start the recording in Zoom at the top of the screen (meeting control \rightarrow More \rightarrow Record)



- Hold your presentation.
- Once you finished your presentation, simply leave the Zoom meeting by closing the Zoom Meeting Window. The recording stops automatically.
- After the meeting has ended, Zoom will convert the recording so you can access the files. If you have troubles finding your recorded video file please return to the Zoom Home tab, select meetings and your recorded files on the left.

Zoom					- 🗆 X
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Ljifjana (haraslah's Doors Kinating Tari Barin Kinatina) Hal May D	Open		Play	Play Audio Only	Delete

Locate the .mp4 file (e.g. zoom_0.mp4) of the recording and open it.

- Is both the small camera video on the right and big presentation video on the left visible?
- Can you hear yourself talking?
- Do you like the video? Were there any mistakes?
- If you are fine with the recording, please open the link provided to you and upload the mp4 file on the server of EASL provider for the event, meta-fusion.

¹ if the speaker video window interferes with your presentation, we recommend connecting a second monitor

² the arrangement of your windows has no influence on the recorded 2in1-file, but make sure the speaker video window is always maximized