STS 2021 January 29–31 EMBRACING INNOVATION Learn more!

sts.org/annualmeeting



RECORDING YOUR PRESENTATION USING ZOOM

RECORDING YOUR PRESENTATION USING ZOOM

- Open the Zoom Application.
- Select "**New Meeting**", you can choose to start the meeting/ recording with or without your camera by clicking on the arrow to access a pull down menu.



- You should get a pop-up window asking if you want to "**Join** with Computer Audio", click Yes.
- Click on the arrow next to the video camera icon and click
 "Video Settings"





RECORDING YOUR PRESENTATION USING ZOOM Cont.

 \times

 Once in Settings select "Recording" on the menu on the left. Under "Local Recording" make sure the following boxes are checked "Record video during screen sharing" and "Place video next to the shared screen in the recording".

💷 Sett	ings					
Θ	General	Less Peserding				
0	Video	Store my recording at: C:\Users\joefa\Documents\Zoor Open Change				
\bigcirc	Audio	83 GB remaining.				
•	Share Screen	Choose a location for recorded files when the meeting ends				
0	Chat	 Record a separate audio file for each participant who speaks Optimize for 3rd party video editor ③ Add a timestamp to the recording ③ 				
	Background & Filters					
0	Recording	Record video during screen sharing				
8	Profile	Place video next to the shared screen in the recording Keep temporary recording files ③				
	Statistics					
C	Feedback					
	Keyboard Shortcuts	0.1 GB used Manage You have 1 GB of cloud record storage.				
t	Accessibility					

• Close the Settings menu.

• Click "Share Screen" in the Zoom window.

	Basic Adv	anced Files	
	2	-	
Screen 1	Whiteboard	iPhone/iPad	
Share computer sound Optim	ize Screen Sharing for Video Clip		Share

- If you have audio in any video within your presentation make sure in the Share screen to check "Share computer sound" in the lower left of the window.
- Choose the screen you want to share.
- Select your presentation on the screen in slideshow mode so it fills the screen.





02

RECORDING YOUR PRESENTATION USING ZOOM Cont.

• At the bottom right of the Zoom window you should see a button marker "**Record**". Click it and then select "**Record on** this Computer"

		Zoom Meeting			
0					
	~ (O [†]	End
Mute Stop Video	Security P	articipants Chat	Share Screen Record	Reactions	

• You are now recording. You can pause and/or stop the recording with the buttons on the Zoom window.



• After you stop the recording, end the meeting and Zoom will create an MP4 video file for you to upload. This may take a few minutes. Please do not cancel the rendering process while the video is finalizing or you will lose your recording.



03

RECORDING YOUR PRESENTATION USING ZOOM Cont.

• We recommend making a short test video and checking your results before recording your full presentation. Your recording should look as follows.



• If you have another recording software you are familiar with please feel free to use it. The recording should be in MP4 format, with a resolution of 1920x1080.



For further assistance please email: STSvirtual@projection.com

