# Using Zoom as a screen recorder for Presentations

Zoom is a free program that can easily be used as a screen recording tool.

To download the Zoom application click here.

If you choose to use Zoom's built-in and effective recording feature you will need to do the following to achieve the best results.
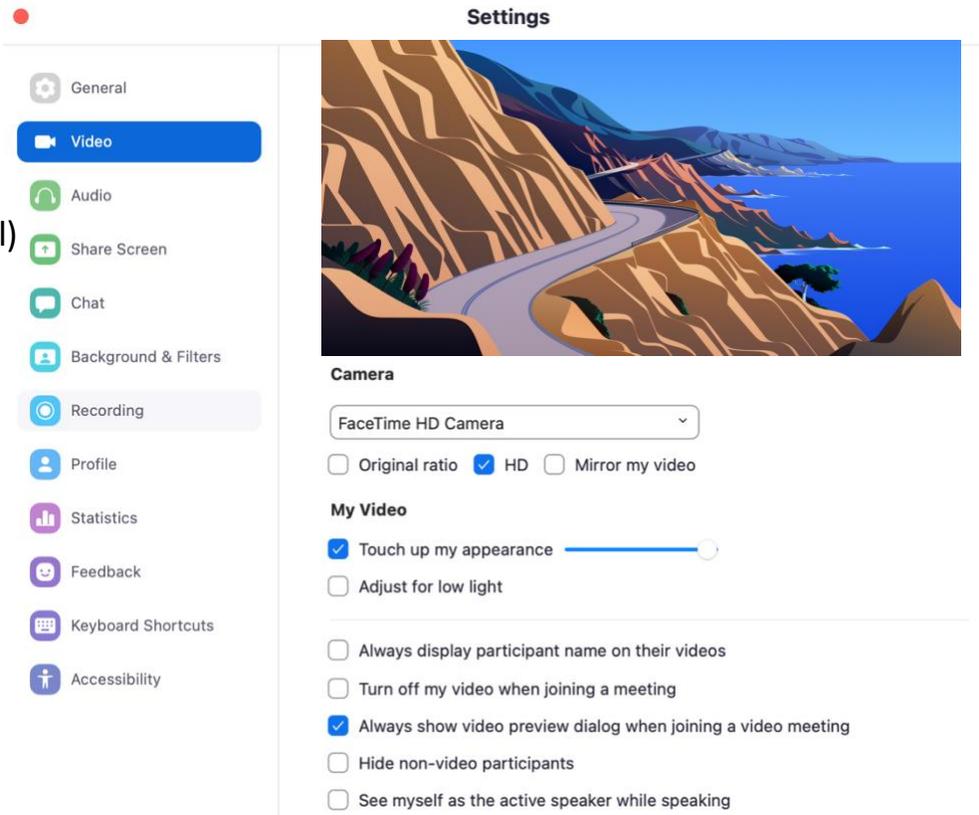
Toggle on a few different settings in the Zoom desktop app preferences panel.
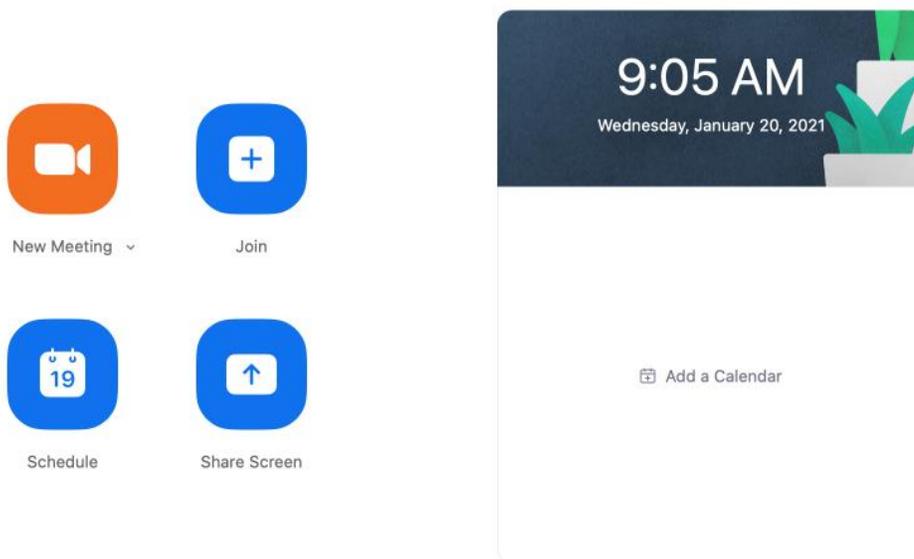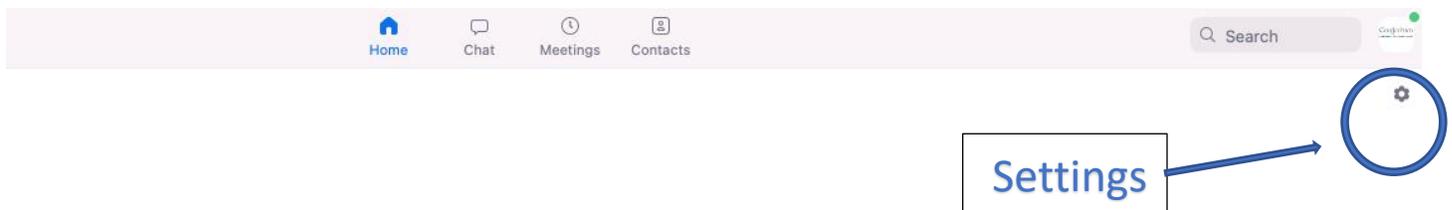
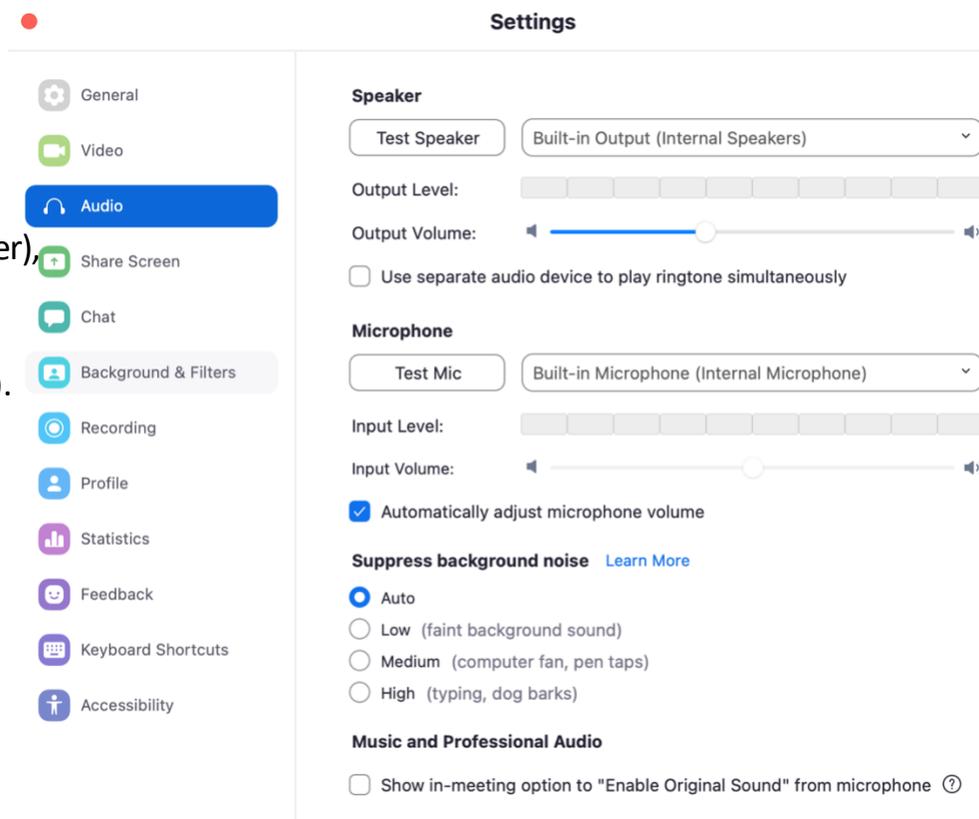## Setting > Video

Click on these options:
- Enabled HD
- Touch up my appearance (Optional)
- Always show video preview


Setting > Audio

- Check that your microphone works properly. It is recommended to use a microphone (other than the one on your computer), but make sure you do not adjust the volume too high otherwise your audio will be bad (saturation). You can test in the audio section before you start recording.

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Setting > Background & Filters

- Choose a wallpaper/virtual
Background or select "None".
- You can add other funds
screen by clicking on the small
icon + to fetch a saved file
on your computer (the organizers
of events sometimes offer them,
they will provide you with the file).
- Note: the ideal format for a
wallpaper in Zoom is
1920 x 1080 pixels, in jpeg
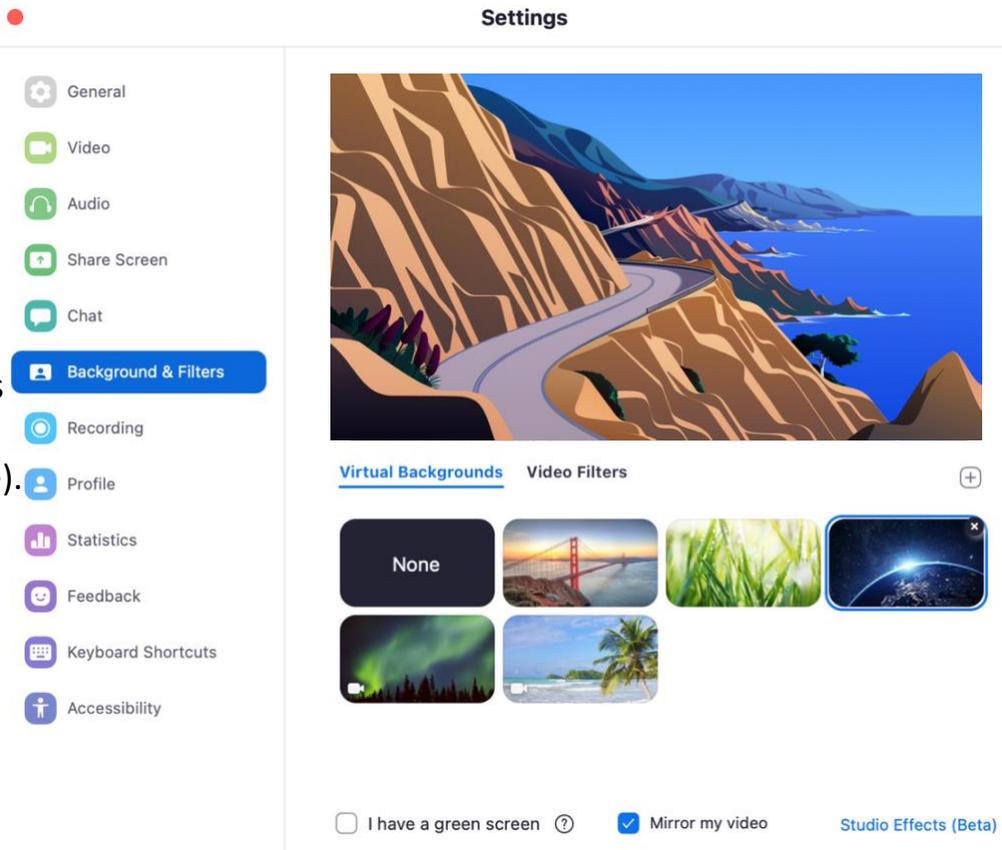
Setting > Recording

Click on these options:
- Optimize for 3rd party video editor
- Record video during screen sharing

- By default, on a Mac and PC Zoom
stores your recording files in the
current user's document's directory:
example - /Jonny/Documents/Zoom
You can change the location if desired
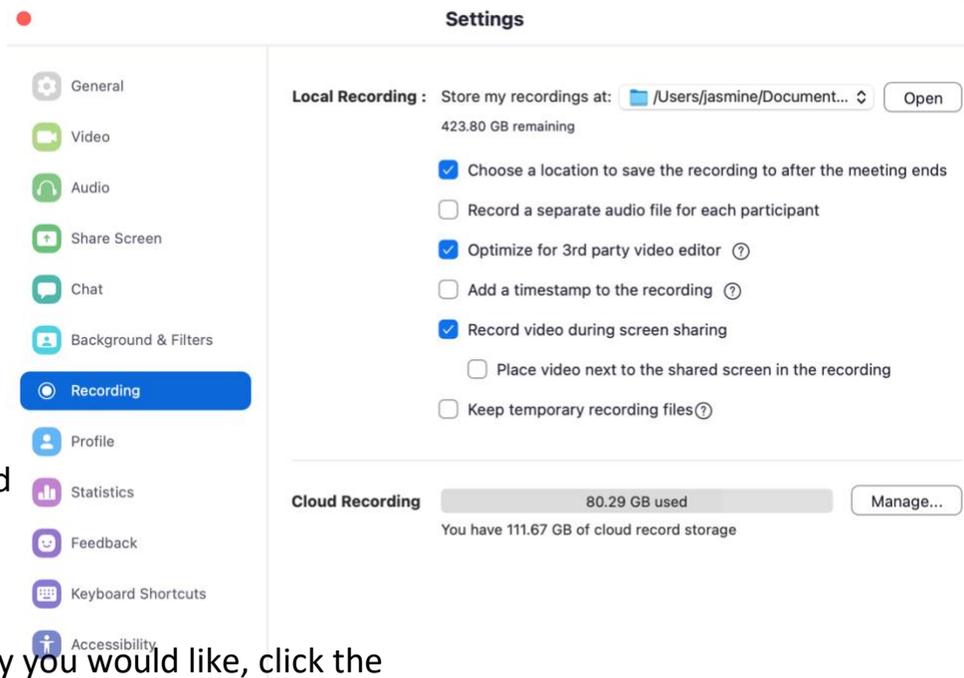
Once you have your settings the way you would like, click the

New meeting icon

New Meeting ⌄

Join with computer Audio

Join with Computer Audio

Test Speaker and Microphone

You can also now test the speaker and microphone if you haven't already done so.

Share Screen
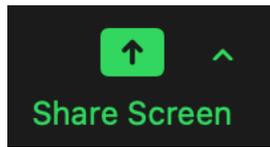
Share Screen

To include a PowerPoint presentation or other visual support to your presentation:

Choose your desktop

At the bottom of that screen check 'share sound' and 'optimize for video clip'

→ ☑ Share sound   ☑ Optimize for video clip   Share

Click **Share**

Hover your mouse over the green recording strip and this menu will appear.

Explore the menu to become familiar with the options
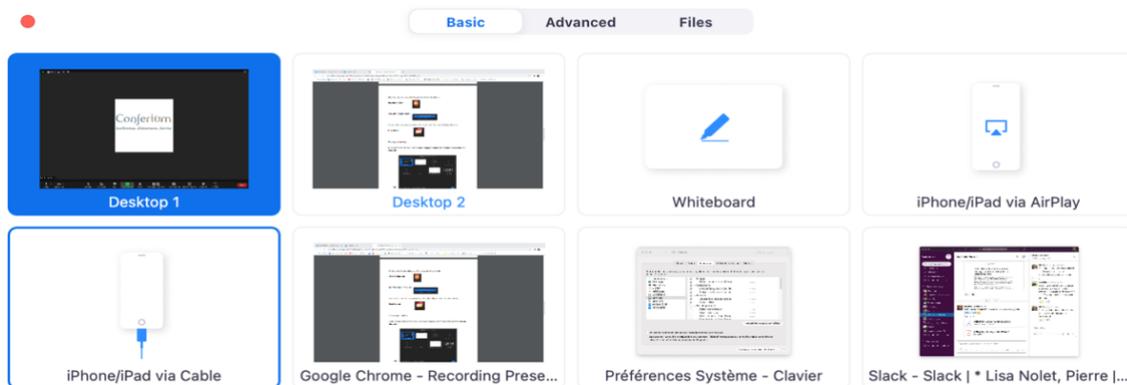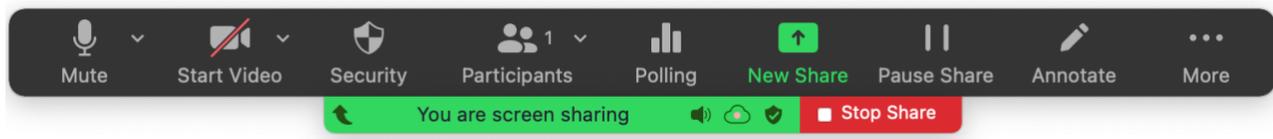
Click **Start Video** to include a video of yourself via webcam.

Test out the Annotate button and options, you can draw, use stamps, clear your screen etc.

Under the ellipses (… **More**) you will find the '**Record**' button. Once you click this your presentation recording will be under way. Take a few moments to try a few tests runs and ensure that the program is working the way you want it to.
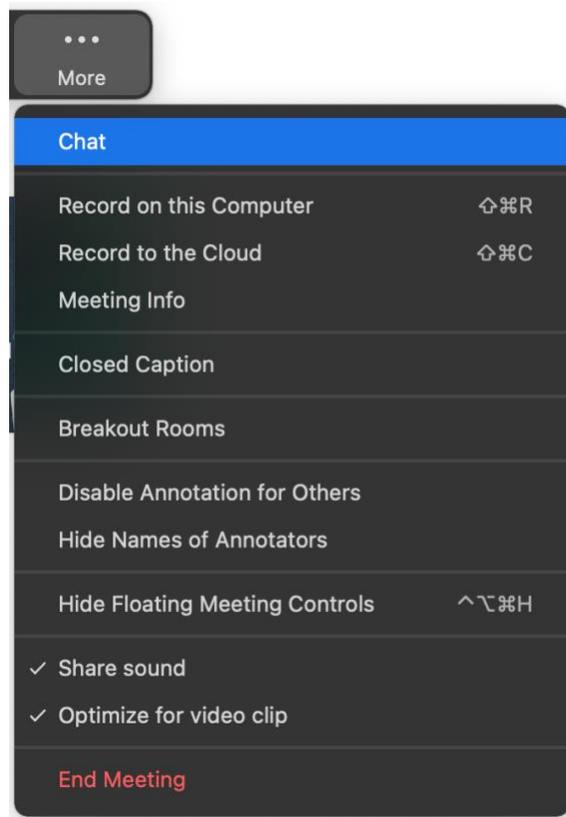
If you will be pulling up more than one window (visuals support) during the presentation it will be helpful to have those extra screens or documents open, but minimized, to ensure a smooth transition.

Within the same '… **More**' menu, you will also see a **Pause Recording** option. Use this to gather your thoughts if needed, or to pull up a new window, or to grab a quick drink.
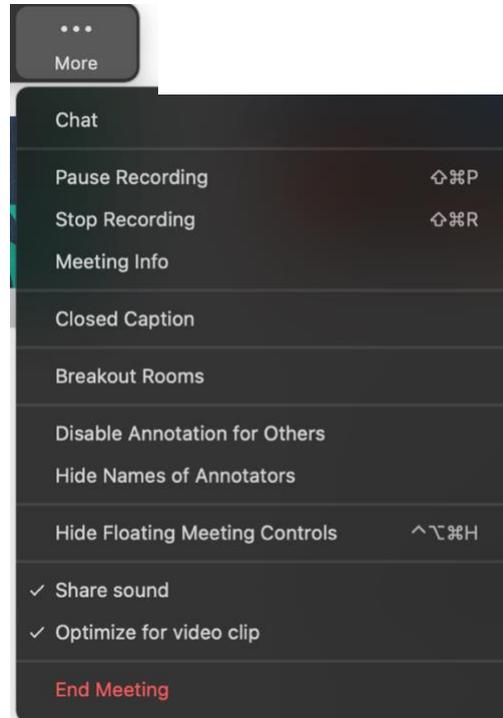
Once you have finished recording

Stop Recording (button menu '… More')
Stop Share
End
End Meeting For All

A window will appear to let you know that Zoom is converting your recording
Once converted (this may take some time depending on the length of the recording) a window will ask you where to save the recording, this is up to you, just be sure to note the location for later.

Click **Save**

The file **.mp4** is the important one. You can click on it to watch your recording.

Once you are satisfied with your video, save your file naming it according to the following
model:

You can now upload that file to the (**website link**) and we will do the rest!

To get more information please contact:

Event contact details
E-mail: event email

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