

STEP-BY-STEP SESSION RECORDING GUIDANCE

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Pre-session checklist



ENSURE THAT YOU
HAVE ALL
PROGRAM AND
SYSTEM UPDATES
INSTALLED



USE A WIRED
INTERNET
CONNECTION, IF
POSSIBLE



TURN OFF ALL
PROGRAMS EXCEPT
THOSE NEEDED TO
PRESENT AND RUN
YOUR
PRESENTATION



CLEAR YOUR
DESKTOP



CLOSE OUT
OUTLOOK AND
TURN OF ALL
NOTIFICATIONS SO
YOU DON'T GET
DINGS OR
DISRUPTIONS WHEN
RECORDING



SET YOUR DISPLAY
SCREEN SCALING
AND LAYOUT. WE
SUGGEST STARTING
AT 1920X1080
AND THEN TESTING
TO SEE IF ALL
CONTENT THAT YOU
ARE PRESENTING IS
CLEARLY LEGIBLE.

Tips and Tricks to Make You Shine on Camera

There's nothing quite like a high-quality video to make both you and your company look really good. Filming this kind of quality from the webcam of your computer is challenging, but not impossible. We've put together this brief guide to help you turn that under-chin shot into a stellar video portrayal.

STEP 1 - Lighting

Good lighting is the MOST essential factor in creating a high-quality video. We're putting it first for a reason. The ideal setup is to sit in front of a well-lit window. The reverse, your back to a window, is the worst setup. Just don't do it. If you don't have access to a window, a lamp or light in front of you can work as well. Just make sure the light is shining at you from about eye level (unless you want some spooky shadows).

STEP 2 - Framing

The underchin view is the most common result of using your normal work setup without any adjustments. It's easy to prevent this by simply raising your laptop so the webcam is at eye level. Stack a couple of books under your laptop or lower your seat. Then sit about the length of your arm from the webcam. If you can just barely give yourself a high-five without leaning forward, then you should be at a perfect distance from the camera. Finally, when your speaking, make sure to look directly at the camera.

Tips and Tricks to Make You Shine on Camera

STEP 3 – Background

The main rule is to avoid clutter. A few items, whether it's some books on a shelf, a painting, or souvenirs, are great to add some texture and interest to your background. Just make sure the background isn't more interesting than you. At the same time, try to avoid entirely blank beige walls. And always do a quick 180 before you turn on the camera to make sure you didn't miss anything. If you have a custom Zoom background for your company or event, that is an excellent option, as well.

STEP 4 – Audio

If you have a microphone like a Blue Yeti, use it. Don't use AirPods or other Bluetooth earbuds as they tend to create an echo. The next best thing is a pair of earbuds with an integrated mic, but don't worry, your computer's mic often works just fine. Set up in a quiet room, ideally with carpet and not too many hard surfaces that can bounce around sound. Finally, make it as much of a do-not-disturb zone as possible. We love our pets, but their collar tags can disrupt a recording's audio.

Recording Kit Suggestions

The Stand

A great accessory to bring your web camera to eye level



The Light + Stand

Get rid of those shadows on your face with this dimmable (and color adjustable) light



Recording Kit Suggestions

The Mic

Bypass poor sound with this lavalier microphone. Now your ideas will come across in high fidelity.



The Adapter

In case more USB ports are needed.



Adapt and develop content experiences that optimize a digital delivery



**CONTENT
DELIVERY**



**SESSION
TYPES**



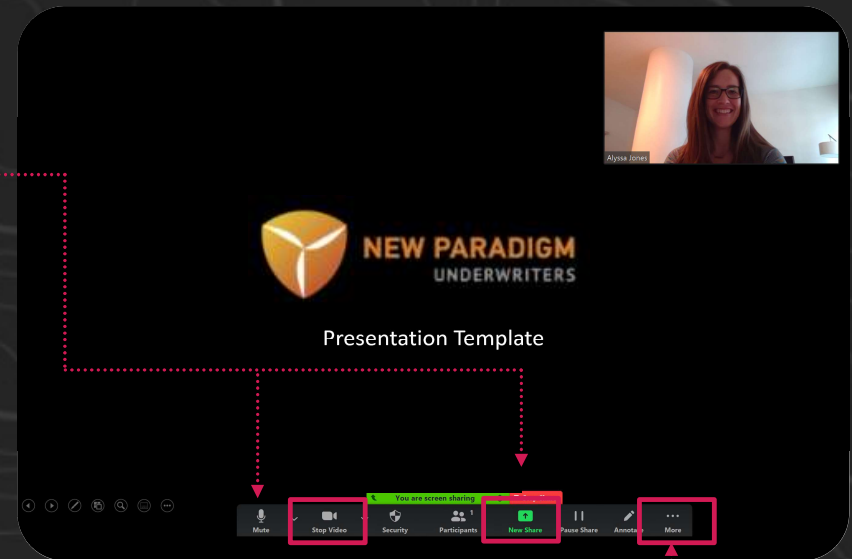
**CREATE
INTEREST**



**POST
EVENT**

Recording in Zoom – Option 1

1. Create a Zoom meeting
2. Share your presentation and start your video feed. You can adjust your video position on the slide by clicking on the box and moving it around to your desired location. You can adjust the size of the video by clicking on the lower left corner and pulling the video down and to the left or up and to the right.
3. Put the presentation in slide show mode (F5) and start recording (**Alt + R** or **Start recording** under the **More** button)
4. When you're done recording, stop the recording (**Alt + R** or **Stop recording** under the **More** button)



Recording in Zoom – Option 1

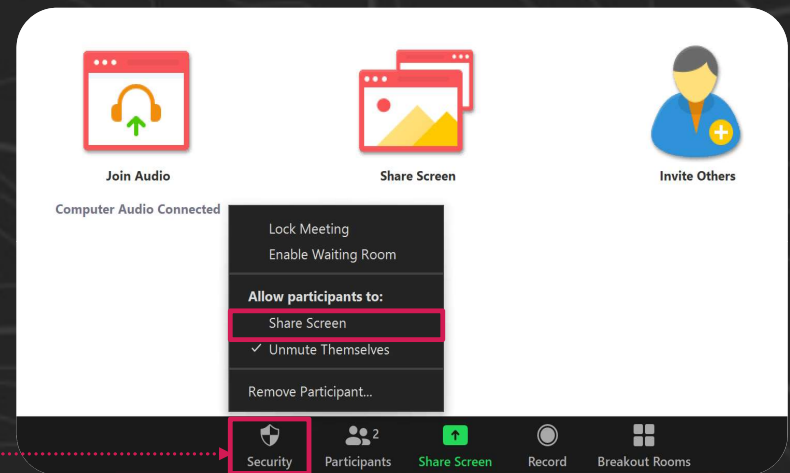
5. At anytime, if you need the buttons at the bottom and they've disappeared, roll your mouse over the green "You are screen sharing" bar and it will reappear.
6. End the meeting and Zoom will save the recording either to your computer or the cloud which you will determine when you hit Stop.
7. The recording will save to your Zoom folder which should be in your Documents folder. You can search your computer for "Zoom" if needed.
8. Once you have your session recorded, upload it to the speaker portal.



Recording in Zoom side by side mode

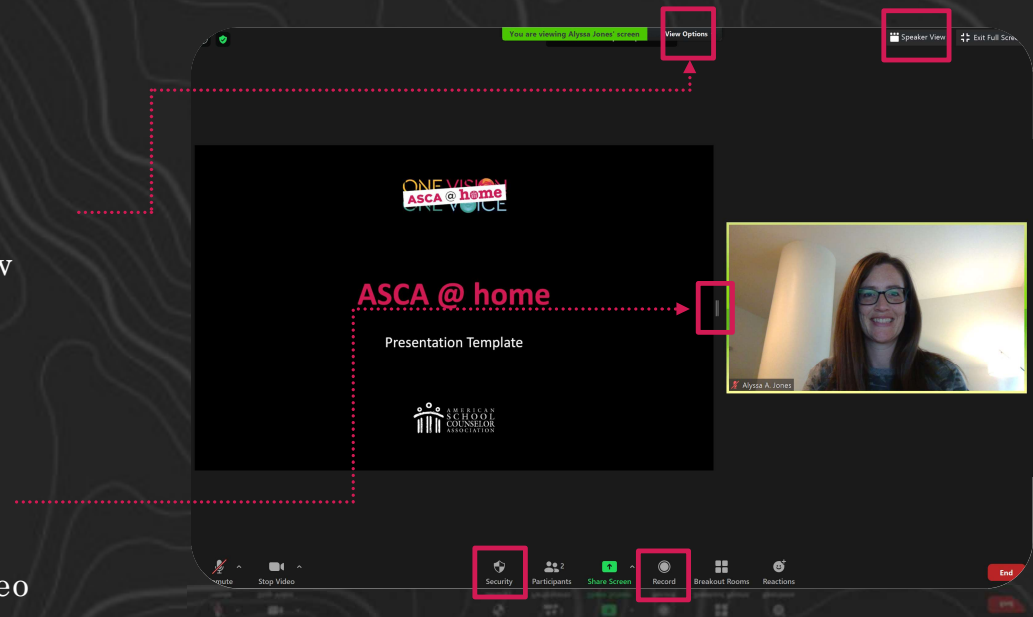
Option 2

1. Create a Zoom meeting
2. Log into the Zoom meeting on **two different devices**. Device 1 should host the meeting and be the device that you use to show video and record sound. Device 2 should be used to share your slides and should log in as a participant. You will most likely have to grant participants access to share screen under the **Security** button from Device 1.
3. Set the Zoom window to **full screen**



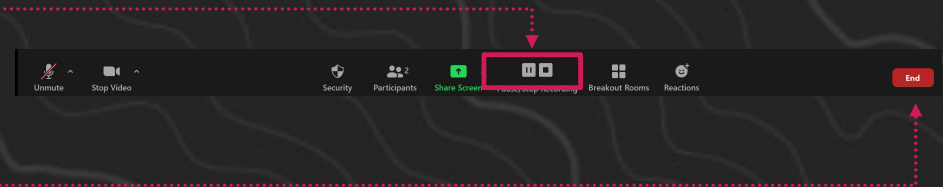
Recording in Zoom side by side mode Option 2

4. Make sure both devices have the **Side by side mode** checked under the **Shared Screen** options in **Settings**. You can also select that under the **View Options** tab at the top of the screen.
5. Select the **Gallery View** option at the top of the screen. When selected it will show **Speaker View**
6. There will be a bar between the two boxes that can be moved to the left or right to change the size of the host video box. Size the video to your desired proportions.
7. When you're all set up and ready, hit **Record**.



Recording in Zoom side by side mode Option 2

8. When you are done recording, hit Stop Recording.
9. End the meeting and Zoom will save the recording either to your computer or the cloud which you will select when you hit Stop.
10. The recording will save to your Zoom folder which should be in your Documents folder. You can search your computer if it doesn't appear there.
11. Once you have your session recorded, upload it to the speaker portal.



Recording in Zoom w/multiple speakers

1. To record with two or more speakers, create a Zoom meeting.
2. Identify who will share the presentation and who will record the presentation. If possible, have the speaker who isn't sharing their screen, record the meeting. This will record the meeting in the side by side mode seen to the right.
3. Everyone should turn on their video and unmute while talking.
4. Be aware that Zoom can only pick up one microphone at a time, so avoid talking on top of each other and try to remain muted when not speaking to avoid unintentionally covering up the person speaking.
5. Make sure that Gallery View is selected in the upper right corner so Zoom stacks the videos of each speaker participating.
6. When you are done with your session, stop the recording and end the meeting. This will save the recording on the computer of the one who was recording.



Have a great event!

