

SELF RECORDING INSTRUCTIONS

USING ZOOM



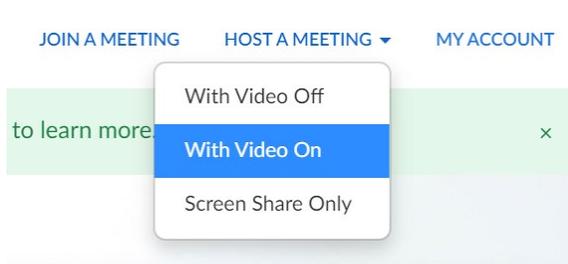
BEFORE YOU BEGIN:

Please close out of any already open applications, other than your presentation itself. This will disable notifications for the duration of your presentation and help minimize disruption during the recording.

SETTING UP A MEETING:

Log in to your Zoom account if you have one already.

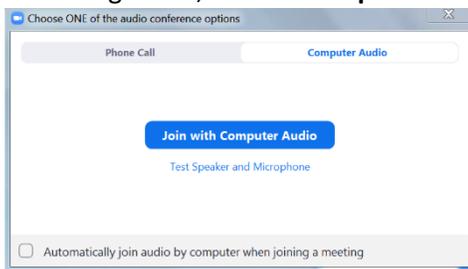
If you don't already have a Zoom account set up, visit [Zoom](#) and create an account. Once logged in select **Host A Meeting** and choose **With Video On** in the top right of the navigation bar.



You may be prompted by the program to launch Zoom or it will already open in the background of your computer while it loads. You will see the Zoom blue camera icon on your taskbar.

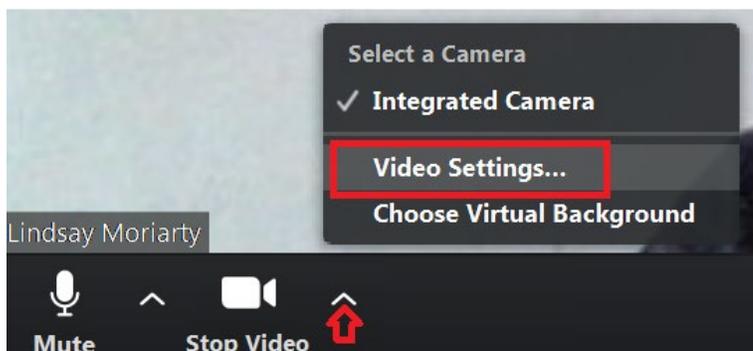
ZOOM SET UP INSTRUCTIONS:

Upon logging into Zoom you will see a pop-up window asking you to join with two different options. If this is your first-time using Zoom, select **Test Speaker and Microphone**. If you are already familiar select **Join with Computer Audio**.

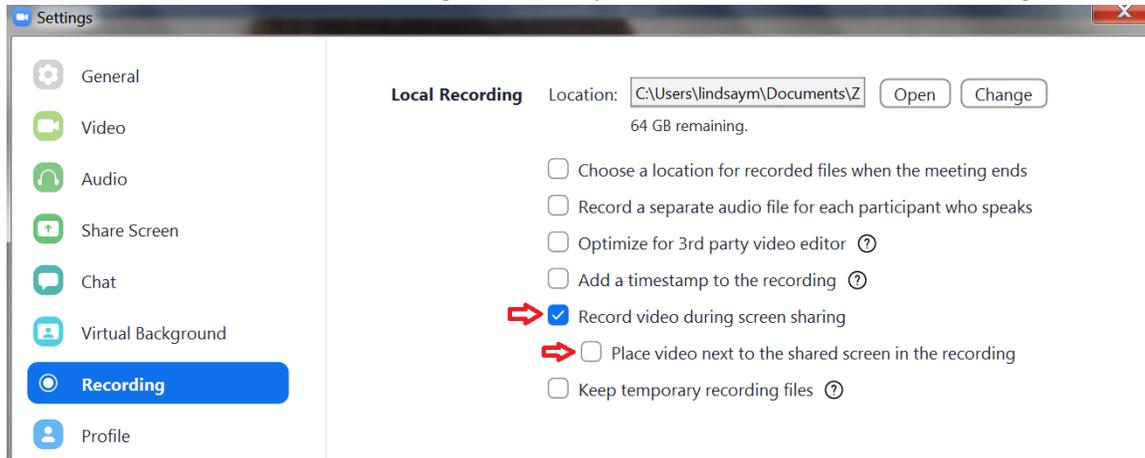


In the bottom left corner of the Zoom screen, click the chevron (^) next to **Start Video** to see **Video Settings...**

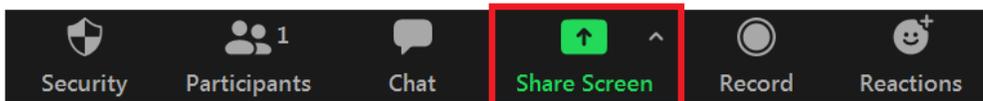
Hint: If you don't see yourself on video, click the chevron next to Start Video to turn on your webcam.



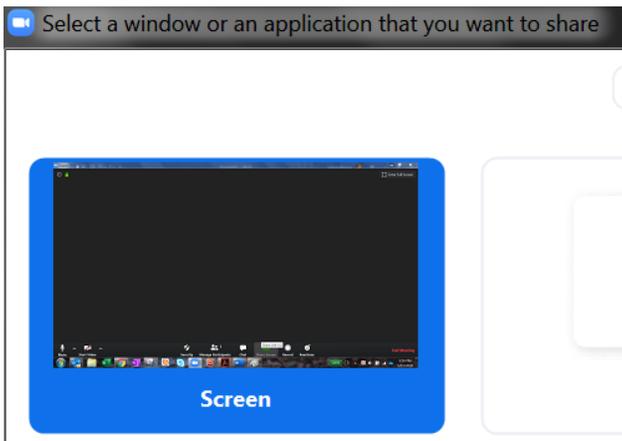
Next, under Video Settings open your **Recording** tab. Make sure your selections look like the below screenshot, where there is a checkmark showing **Record video during screen sharing**, but there is not a checkmark under **Place video next to the shared screen in the recording**. Once completed, close out of the Video Settings.



When you are ready to present, chose the green **Share Screen** on the bottom taskbar of your Zoom window.



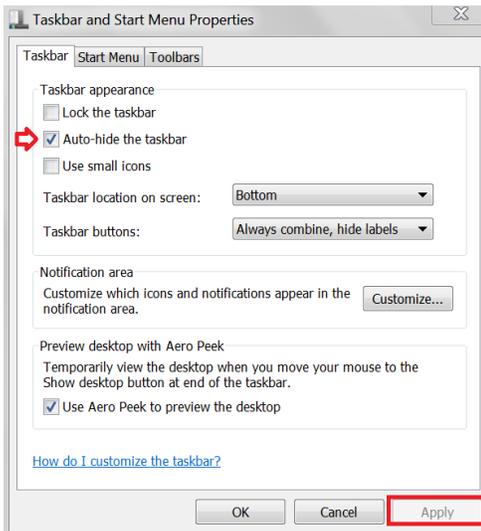
You will then choose which window you would like to share for your presentation. The default window will share your full **Screen**.



You are now successfully sharing your screen, noted by the bright green box that has appeared around the edges of your screen and the dropdown menu like below.

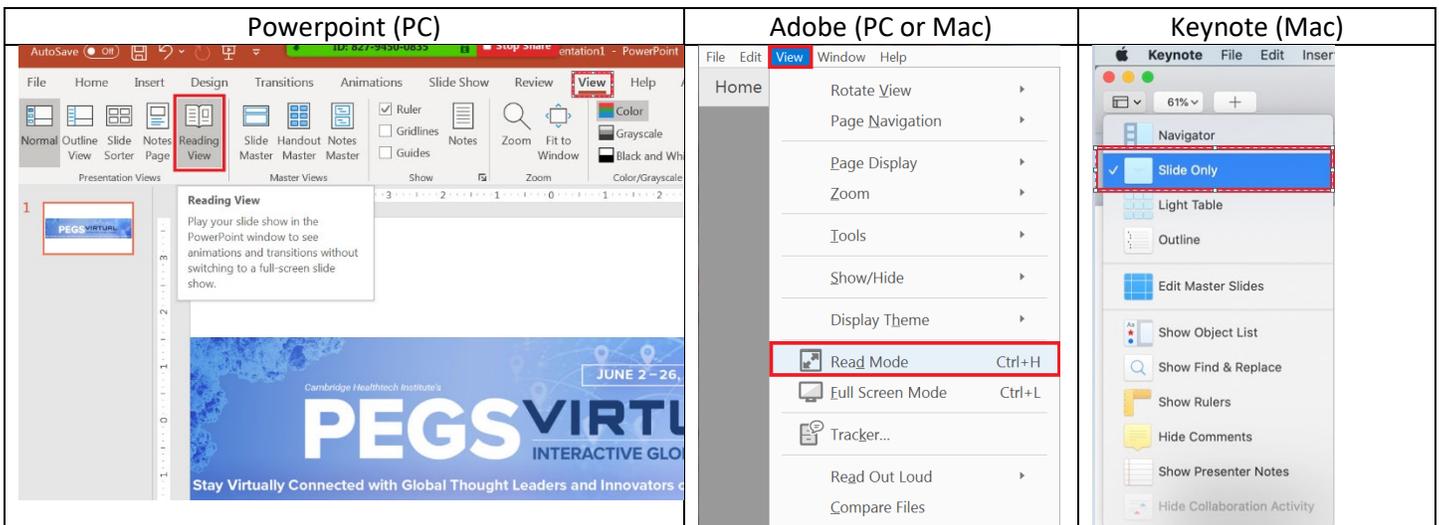


When sharing your screen, you may notice your taskbar is still visible at the bottom of the screen (if not on auto-hide already). To hide this during your presentation, right click on the taskbar itself and go to **Properties**. Make sure that **Auto-hide the taskbar** has a check box next to it. Click **Apply** and your taskbar will now only appear when you hover your mouse over it.



When you are ready, open your presentation if not already open. If using PowerPoint, select **View** from the navigation bar and then **Reading View**. This will allow your headshot to be seen side by side to your presentation slides in the next step.

****Note for Mac users or anyone using Adobe or Keynote to present, you may have to navigate to Read Mode (Adobe) or Slide Only (Keynote) to achieve the same result. Examples below.**



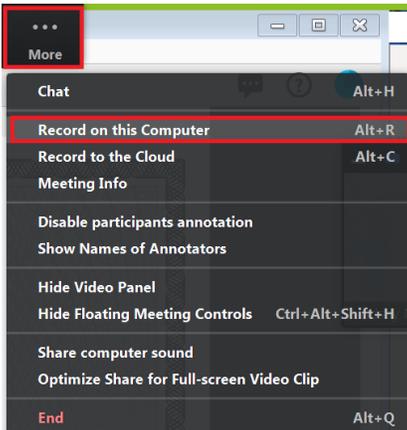
Next, re-size the presentation window so it fits roughly **75%** of your screen to the left side of your desktop background. (You will manually have to click and drag to do this, and you may need to minimize the presentation on your screen first). Then move your existing Zoom headshot so it exists to the right of your presentation window, roughly **25%** of your screen, like the example shown below.



Your screen should mimic the above image, with your picture to the right of your presentation, not covering any of the slides. **Note:** your desktop background will be slightly visible, so we recommend changing to a solid color temporarily if your existing background is too distracting (ex. blue). Instructions on how to change your desktop background can be found [here](#) if needed.

RECORDING YOUR PRESENTATION:

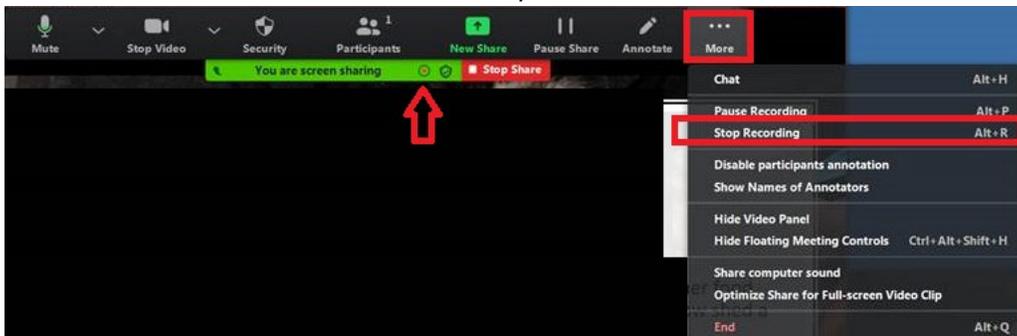
Last step (**and most important of them all**), don't forget to hit **Record** on the taskbar. Navigate to the **More...** and you will see the option to select **Record on this Computer**. This will begin your recording.



Please keep your presentation to **the time allotted per your agreement**.

You will know you are actively recording when you see a small red blinking circle (red arrow below) on your screen.

When you have finished recording, navigate to the **More...** dropdown and press the **Stop Recording** button on your Zoom taskbar and close out of Zoom entirely.



SENDING YOUR FINISHED RECORDING

After you have successfully closed out of Zoom, you will then see your file being automatically converted to a .mp4 presentation. No additional action is required to start the conversion. When completed, your file will open in the background of your **Windows Explorer** application.

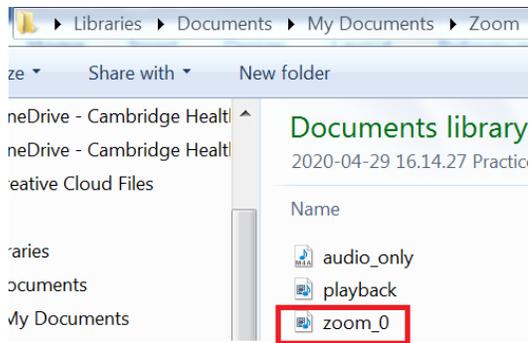
1. Zoom will create an MP4 document called **"zoom_0"**
2. Please **re-name** the zoom_0 file using the following naming convention:
LAST NAME-FIRST NAME-DATE.OF.RECORDING-LENGTH.OF.RECORDING MMm.SSs

Ex./ **LINCOLN-ABRAHAM-6.20.20-40m.00s**

3. Send the completed re-named final recording file to the following **WeTransfer** address:
cii-presentations.wetransfer.com -- please put the name of the conference and the track in the message box.

For reference in Windows, the default file will open in:

://Windows Explorer/ Libraries / Documents / My Documents / Zoom



You will receive a confirmation email from noreply@wettransfer.com saying your files have successfully been sent.

Thank you again for your participation. We look forward to seeing your presentation.

CII Recording Team

