



# Recording with Zoom

Record a Zoom Presentation locally on your personal device with Zoom recording functionalities

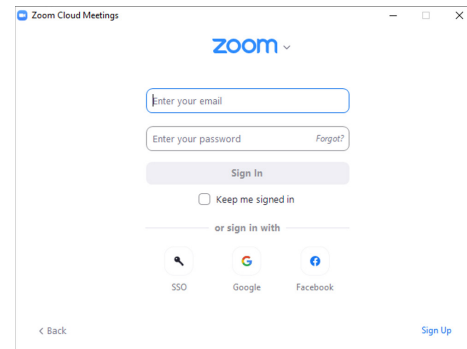
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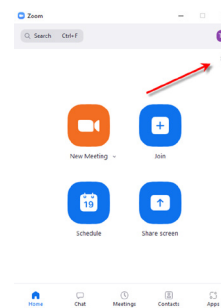
Download [Zoom Client for Meetings](#) and launch it.

To record with Zoom, you need to create an account, using SSO, Google, Facebook or your email.



Login:

Once logged in, adjust your settings:



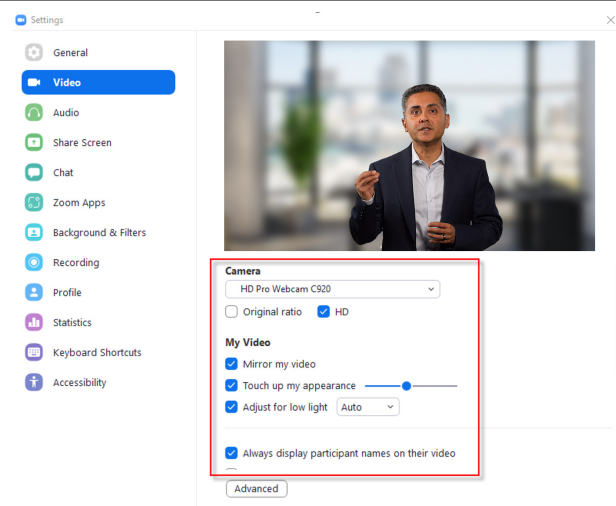
## First, Video settings:

Select preferred Camera (mounted on PPT presentation monitor, to have front view)

Camera ratio: HD

Mirror video: Medium touch up

Adjust for low light: Auto



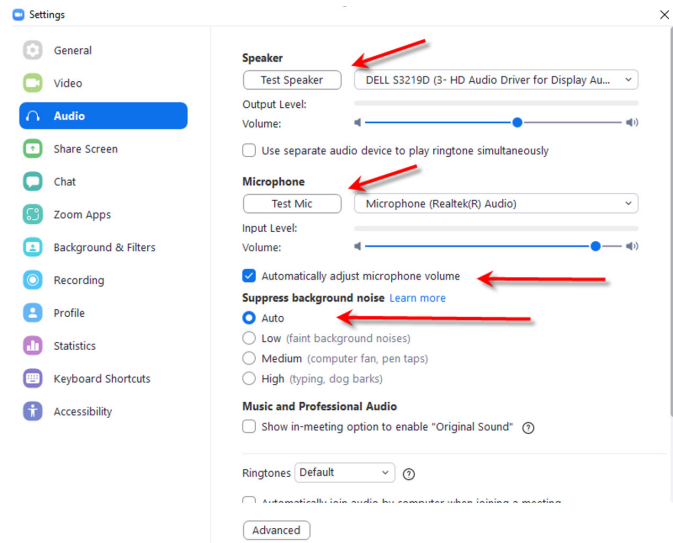
## Next, check Audio settings:

Select speaker & test

Select preferred microphone & test

Select **Automatically adjust microphone volume**

Set Background noise suppression to **Auto**



## Background & Filters:

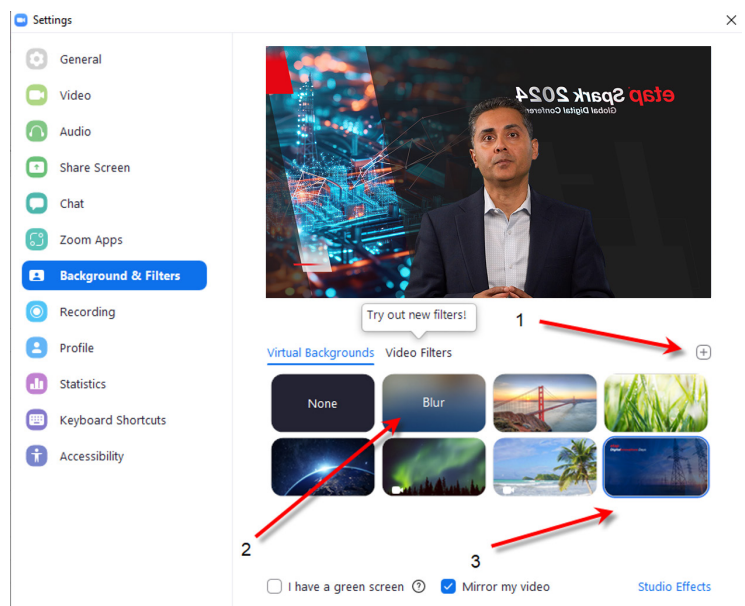
Download and use a Spark 2024 background from our Conference resource page. Alternatively, choose None or a blurred neutral background.

<https://etap.com/events/conferences-summits/global/2024/etap-spark-2024-resources>

Set up your Recording settings:

- The recordings will be stored in the Zoom Recording Cloud.

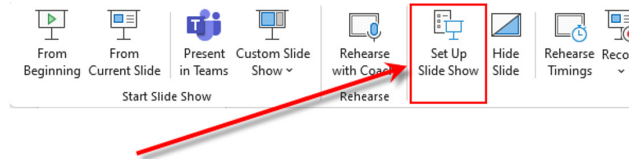
Follow the guide below to ensure you are starting the Cloud Recording



## Setting up Slide Show:

1. Click Slide Show

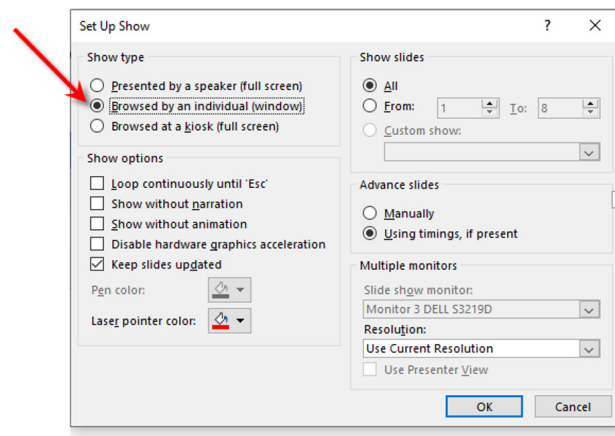
2. Click Set Up Slide Show



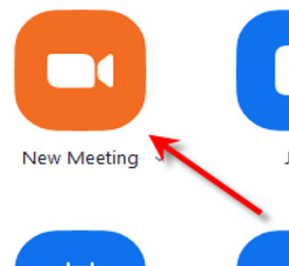
Under Show Type, click Browsed by an individual (window)

This will allow you to present in slideshow view without being in full screen mode.

Full screen mode can make recording with Zoom more difficult



Click New Meeting

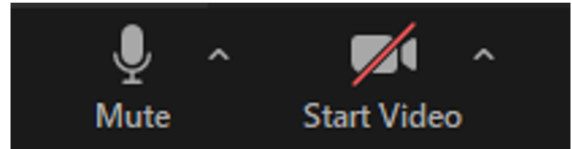


Zoom will begin a video conference session. If asked to choose an audio conference option, click Join with Computer Audio

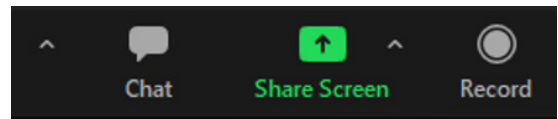
## Setting up Slide Show:

Click the ^ next to the **Mute** button in the lower-left corner of the Zoom window to open audio **options**.

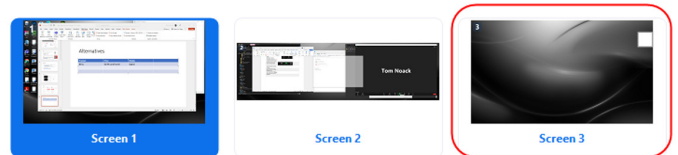
At the top of the menu that appears, select your recording microphone if you are using something other than your computer's built-in microphone



At the bottom of the Zoom window, click Share Screen

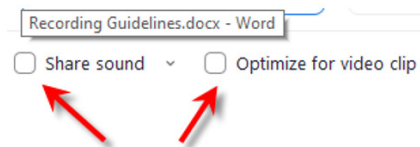


In the Share window, click the window you wish to use in the recording



If your presentation includes sound, check the box for **Share sound**.

If your presentation includes a video, check the box for **Optimize Screen Sharing for Video Clip**



Click Share

The window that is being shared/recorded will have a **green** outline.

You can re-position and resize the webcam video window as needed. The webcam feed will be recorded regardless of whether it is positioned within the green recording border



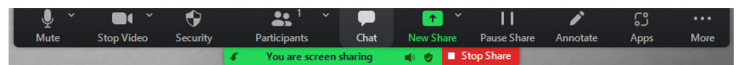
## Setting up Slide Show:

When a window is being “shared” in Zoom (i.e. recorded), the Zoom control bar will minimize and move to the top of the screen. Hover over the minimized control bar to reveal the full set of Zoom controls



To begin recording, click **...More**

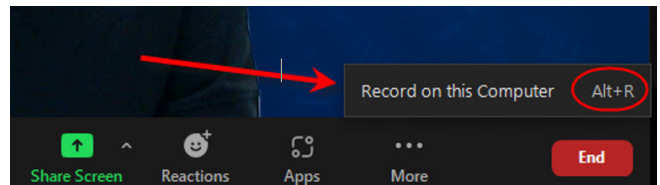
in the Zoom control bar at the top of the screen



Click on Record on this computer

or

**Alt+R**



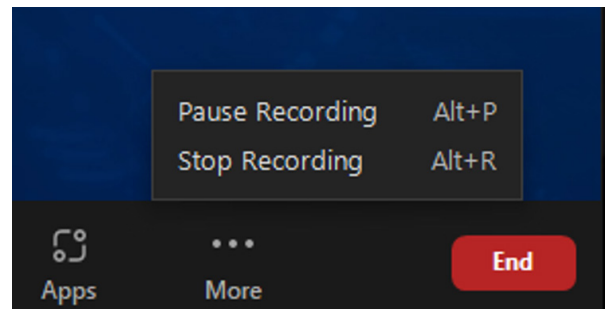
To stop recording, click **...More**

in the Zoom control bar at the top of the screen, then select

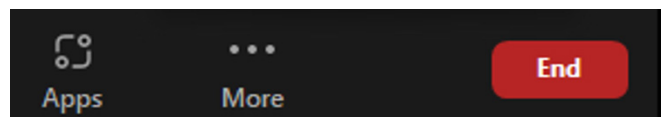
**Pause Recording** or **Alt+P**

or

**Stop Recording** or **Alt+R**



To end your recording session click End

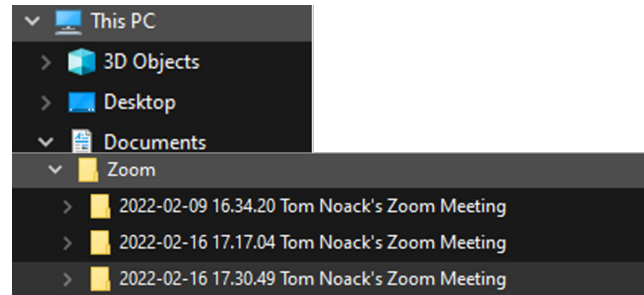


## Setting up Slide Show:

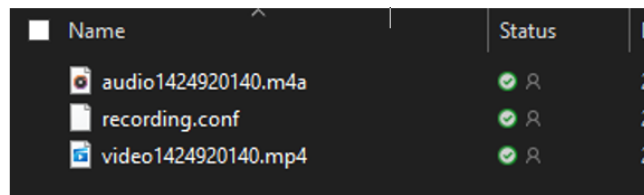
Once you are done recording and have left the meeting, Zoom will convert your recording to a viewable .mp4 video file and will also create a separate audio.mp4A file.

The file is located on your computer under:

Documents/Zoom/



Once the conversion is completed, upload your files to the file share platform of your choice (Dropbox, OneDrive, Bo etc.) and send us the link with permission to download the files to [user.conference@etap.com](mailto:user.conference@etap.com)



## Share your presentation with us

Please feel free to contact me if you have any questions. You can call me at 949-900-1081, or reach me via Teams or e-mail [thomas.noack@etap.com](mailto:thomas.noack@etap.com)

**Have fun!**

## Recording Tips

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You need to have a good microphone or noise cancellation speaker headphones, which are expensive. I suggest setting up the computer in a quiet room and use a silent keyboard or mouse when recording.

Cancel all system sounds and silence all phones.

To reduce noise even more, you could hang heavy curtains in the area where you are recording. A good microphone is the key.

This is the microphone we are currently using for best recording quality:

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[Blue Yeti USB Mic for Recording & Streaming on PC and Mac, 3 Condenser Capsules, 4 Pickup Patterns, Headphone Output and Volume Control, Mic Gain Control, Adjustable Stand, Plug & Play – Blackout](#)

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