

Recording a narrated presentation using Zoom

Using Zoom allows you to record a PowerPoint slideshow, audio narration and a 'talking head' video of your presentation and convert this to an MP4 (video) file.

Pre-recorded presentations can be a useful resource for careers fairs as they often request presentations in this format.

Prepare your presentation

Prepare a presentation in PowerPoint. If you included any animations, ensure they start at the correct time, or set them to 'start on click'.

If you are going to use notes or a script, then place these into the notes sections in your PowerPoint – the notes will then appear when you open your presentation in 'slide show' mode.

Please also refer to the presentation guidance sheet which gives you some tips on preparing your presentation, and tips on audio and visual settings.

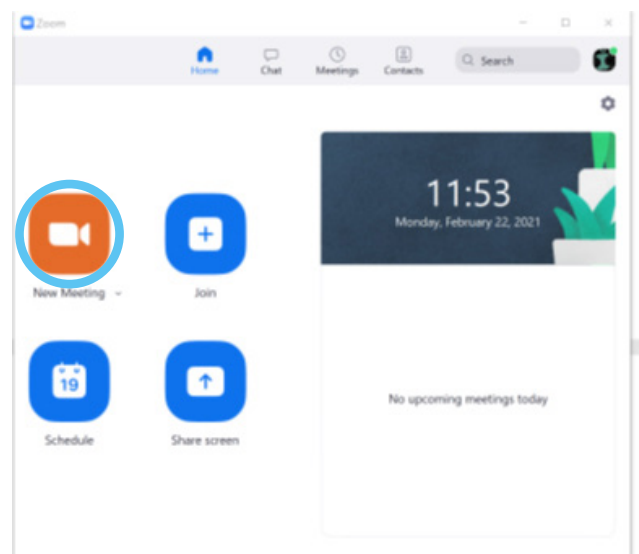
Download Zoom

Download Zoom if you don't already have this on your PC, and create an account.

Get ready for recording

Open the Zoom app. Click on 'new meeting'.

If you have notes that you wish to use whilst you are presenting, then in PowerPoint, select <slide show>, and tick 'presenter view'. This will bring up a little box with your notes in when you are presenting.





TIP! It's easier to not have any animations on your PowerPoint, or to have them set up to advance on mouse click so that you can manually advance them as you go through your presentation.

Record your presentation

Open your presentation, and select <slide show>, <from beginning>

Go back to Zoom



TIP! Hovering or moving over your screen will bring up the Zoom options toolbar.

Click <share screen> and choose your full screen presentation (either double click this or select it and click 'share').

To start recording, select the three little dots, and choose 'start recording', or if it appears on your toolbar, just click 'record'.



TIP! Make sure you're ready before you start recording!

To **stop** recording, hover over the screen, find the option and click 'stop recording'

Convert and save

Once you have finished recording, close the meeting, and the recording will be converted to MP4 (video file) and saved either in documents > Zoom - or wherever you have told Zoom to save the recordings

Name your video so that it can be easily identified – for example, your name, and the name of the presentation. (for example, Jane Doe – presentation to Leafy Lane High School, Sept 2022)



TIP! To change where your recordings are saved, you can go to <settings> in Zoom, then 'recordings'.

Sending presentations

MP4 files of presentations can be quite large, and too bulky to send by email. Completed videos can be sent using WeTransfer.



You can download and create an account (creating an account means you can see what you have sent when, so is preferable) here:

<https://wetransfer.com/>

Further guidance:

There is a more comprehensive guide here:

www.ou.edu/cas-online/website/documents/Using%20Zoom%20to%20Record%20Presentations.pdf

Google also brings up lots of help and video guides.

