

# Recording Content Tutorial Notes

## Zoom

- Getting Started
  - Desktop app
  - Log in to zoom
  - Adjust your settings as needed
    - Where do you want the recording saved?
    - Do you want your video thumbnail “in” the screen or “next to” the screen?
  - Start a new meeting
- Adjust Meeting Preferences
  - Manage audio preferences
    - Select microphone
    - Select speaker
  - Manage video preferences
    - Select camera
  - Choose background
    - Adjust video settings
- Share Screen
  - Choose which screen to share
    - Take caution in sharing your “desktop” screen
  - Optimize the screen share for a video clip
  - Make sure the content you’re sharing looks the way you want
  - Adjust your video thumbnail
    - Small – always located in upper right corner
    - Large – always located in upper right corner
    - None – minimize the thumbnail
- Record Meeting
  - Begin recording (Shift + Command/Control +R) – Must enable in Shortcut settings
    - Your computer will function as normal
  - You can pause the recording whenever necessary (+P)
  - End recording (Shift + Command/Control + R)

## PowerPoint

- Getting Started
  - Open PPT file
  - Go to “Slide show” on the tool bar and adjust settings
    - Play narrations
    - Use timings or manually
    - Show media controls

- How It Works – Record Slideshow
  - Records narration for each individual slide
  - DOES NOT record narration during slide transitions
  - Will record from any slide
  - Clicking on “ESC” on keyboard will automatically end the presentation and recording
  - Export as an MP4 file
- Record Slideshow
  - Click on “record slideshow” button on toolbar
    - It will automatically begin recording
    - Click the rewind button to start over on each side
  - Go through presentation as planned
  - Press “ESC” to end recording
  - Clear any timings and narration if you need to start over
  - If you have the full version of PPT (not instructional version) there are more features, including a webcam
- Editing Tips
  - On each slide, you can adjust the narration
  - Click on “speaker icon” to hear it
  - Click on the “playback” tool in the toolbar
    - Trim audio
    - Adjust volume
    - Adjust when narration starts
    - Hide during show
  - Delete audio and insert new narration
- Insert Screen Recording
  - \*\*\*Windows only
  - Allows you to record any screen on your computer and embed into PPT
  - Make sure to remember the keyboard shortcut to stop recording (otherwise you’re stuck)
    - Windows key + shift + Q
- Save File
  - Export file as an MP4
  - Upload to any platform
    - YouTube, Webpage, WyoLearn, etc.

## QuickTime (Mac only)

- Getting Started
  - Open the QuickTime player
  - Open programs you would like to record
  - If you want to include your webcam
    - File → new movie recording
    - View → float on top
    - Move and adjust window to your liking
  - To include your screen recording
    - File → new screen recording
    - Choose to record entire screen or selected portion
    - Choose where to save recording
    - Click record
  - QuickTime will automatically begin recording

- Record Content
  - Go through your lecture, how-to guide, presentation, etc.
  - If using ppt, start slideshow and proceed as normal
  - When finished, click on the “stop record” button
  - Use the QuickTime player to trim the video as needed
  - Automatically saves as a video file
- Edit and Save Video
  - Use the QuickTime player to trim the video as needed
  - Automatically saves as a video file
  - Upload to any platform

### **Screencast-o-matic**

- Getting Started
  - Open a web browser
  - [www.screencast-o-matic.com](http://www.screencast-o-matic.com)
  - Click “download”
    - Follow system process
  - Open program and “launch free recorder”
  - Open content to record
- Record Content
  - Adjust screen and video settings
  - Record webcam if desired
  - Maximum video length is 15 min. - free
  - *(also, best practice)*
  - Click “record”
    - 3 second count down
    - Press same button to pause
  - Click “done”
- Edit and Save Video
  - Edit video
    - Trim
    - Other options (paid)
  - Choose where to save and publish file
- Paid Features - \$1.65/mo.
  - Record longer videos
  - No watermark logo
  - Desktop audio
  - Video editing tools