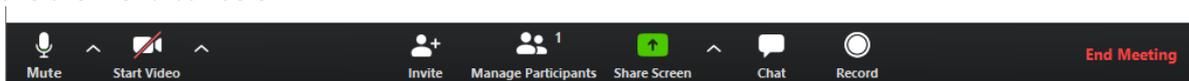# Video Recording Instructions

Option 1. Record Audio & Video synced with your slides in ZOOM

1. Install the Zoom.us ("Zoom Client for Meetings") software or application on your computer or device from http://zoom.us/download . One the application has installed, click **Sign In** (for existing account users) or **Sign up free** to create an account.

2. From the Zoom home screen, click **Meetings** in the top navigation menu.

3. In your **Personal Meeting** window, click **Start.**

4. **Join Audio** by either using a microphone or headset through your computer or calling in through your cell phone.

5. With the Zoom meeting window open, once your mouse over the bottom of the window, you should have the menu bar below.

6. Click the **Start Video** button to capture yourself on video while speaking.

7. Click the **Record** button to start your audio and video recording. If you see an upward triangle, that indicates you have additional options. Make sure you **select Record to this Computer**.

8. You can pause or stop your recording at any point during the presentation. Clicking **End Meeting** will stop the recording as well.

9. Either before or after you start your recording, select **Share Screen** to select and start sharing the screen with your presentation file. Once you start sharing your screen, the menu will move to the top of your screen. You can start your recording after sharing your screen by going to **More** and selecting **Record**.
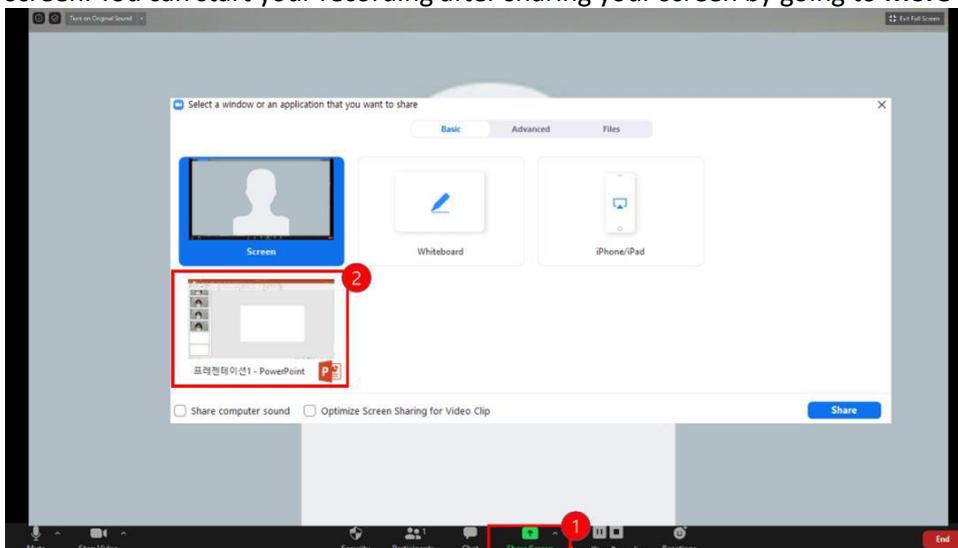
10. After your recording is complete, go to **Meetings** at the top of the Zoom window. To see your recordings, click on the tab labeled **Recorded**. After you select the presentation you want to view, click **Open**. This will open the folder where the recording is saved. By default, the recordings are saved in your *Documents* folder in a sub-folder called Zoom.
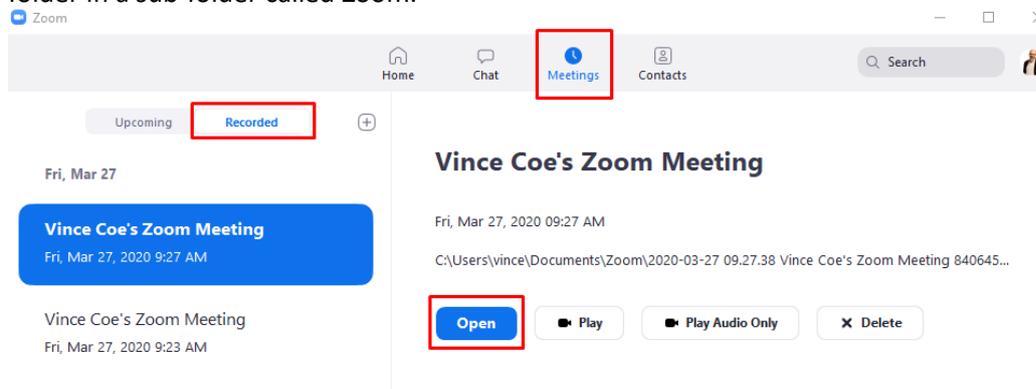
11. If you recorded to the Zoom Cloud, clicking open will redirect you to your Zoom web account. Verify that your client has been upgraded to a supported version before you start the meeting.

12. Please rename the "ZOOM" file (MP4 format) to "***Abs.No_Your Name.mp4***" then upload to MYPAGE of Microneedles 2020 conference website.

[Troubleshooting Common Issues in Zoom]

● Audio Issues

: Before starting your presentation, test the audio by selecting **Test Speaker and Microphone**, and follow the instructions on the screen.

● Video Issues

: Make sure your camera is turned on, plugged in and selected in Zoom by choosing the video icon. If it is not, use the drop-down menu to select the correct camera. If the camera is turned on, make sure nothing is blocking the camera view. If using an external web camera, try connecting it to a different USB port and repeat steps.

Option 2 . Record Audio & Video to your presentation in MS PowerPoint
(MS Office 365, MS Office 2019 Only)

1. Setup Your Microphone
    Before you start to record audio inside PowerPoint, start off by making sure that your microphone is plugged in and ready to record. Whether you're on Windows or macOS, you'll want to access the audio device settings and set your default microphone.

2. To get ready to record, select **Record Slide Show** on either the **Recording** tab or the **Slide Show** tab of the ribbon.
    Click on the Slide Show tab to change the available options. The **Clear** command deletes narrations or timings, so be careful when you use it. Clear is grayed out unless you have previously recorded some slides.

3. The slide show opens in the Recording window (which looks similar to Presenter view), with buttons at the top left for starting, pausing, and stopping the recording. Click the round, red button (or press R on your keyboard) when you are ready to start the recording. A three-second countdown ensues, then the recording begins.

4. You can record audio and video narration as you run through your presentation. The buttons at the lower-right corner of the window allow you to toggle on or off the microphone, camera, and camera preview. You can also re-record by going to **Slide Show** > **Record Slide Show**.

5. To end your recording, select the square Stop button (or press S on your keyboard). The recorded slide show timing is automatically saved. (In **Slide Sorter** view, the timings are listed beneath each slide.) In this process, what you record is embedded in each slide, and the recording can be played back in Slide Show. A video file is not created by this recording process. However, if you need one, you can save your presentation as a video with a few next steps.

6. Preview the Recorded Slide Show
On the **Slide Show** tab, click **From Beginning** or **From Current Slide**. During playback, your animations, inking actions, audio and video will play in sync.
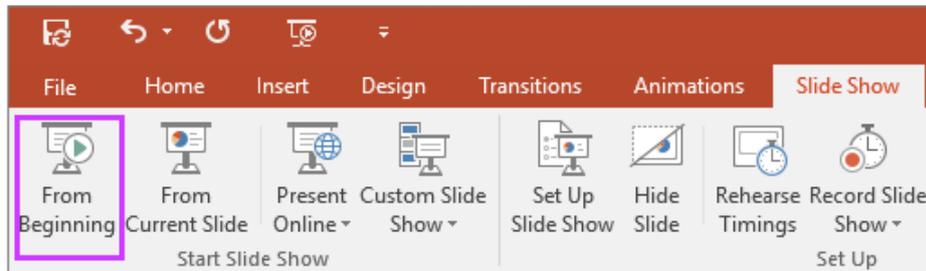
7. Save as a Video File

① On the **File** menu, select **Save** to ensure all your recent work has been saved in PowerPoint presentation format (.pptx).

② Click **File** > **Export** > **Create a Video**. (Or, on the **Recording** tab of the ribbon, click **Export to Video**.)

③ In the first drop-down box under the **Create a Video** heading, select the video quality, **Full HD (1080p)**.

④ Click **Create Video**.

⑤ In the **File name** box, enter a file name for the video as below, browse for the folder that will contain this file, and then click **Save**. In the **Save as type** box, choose **MPEG-4 (.mp4)**.
The video creation process can take up to several hours depending on the length of the video and the complexity of the presentation.
Ex) ***Abs.No_Your Name.mp4***

8. Please upload your video file to MYPAGE of Microneedles 2020 conference website.

Check more tips at MS office resources