TIPS ON RECORDING YOURSELF FROM YOUR COMPUTER

Recording your virtual testimony is a great way to ensure you don't have to worry about any mistakes, missed calendar reminders, unstable internet connections and more. Below are a few of our recommended methods to help make this process simple and stress free.

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Option 1: Use a web-based screen recording tool to record. Note you will need to sign up for a free account with this service.

❏ Download Google Chrome, or, if already installed, launch the browser from your toolbar. Download the Vimeo Record Chrome extension. Once saved, pin the extension to your top bar for easy access!

❏ Click the Vimeo "V" in your top bar and hit "Start recording." Allow the extension access to your camera and microphone, and select to include footage of yourself in your video.

❏ Choose which window you want to record. You can share your entire screen, a specific application window, or jump to an existing Google Chrome tab. Once you select "Share," your screen will countdown from three and begin capturing your video.

❏ To end and save your video, hit the "Stop sharing" button at the bottom left of your screen. (If you do not have an existing Vimeo account, you will be prompted to create one.)

❏ Once you've ended your recording, a pop up will appear as your video is converted. Once converted, select privacy settings for your video (located in the top left of the window) and add a title and description.

❏ To share your video, you can copy the link generated at the bottom of the window or select one of our many distribution options from the Vimeo interface, including download.

Option 2: Use a free Zoom account to record your camera and slides or photos if you choose to include them.

Prepare Your Settings in Zoom

1. When you start the Zoom Meeting Application, you will see a settings wheel icon in the top right of the application window:

2. Click the Settings button.

3. Click the "Video" menu on the settings column on the left hand side of the screen.

   • To record your webcam, uncheck "Stop my video when joining".

4. Click the "Audio" menu on the settings column on the left hand side of the screen.

   • Test your speaker and microphone to make sure you can hear yourself in your microphone. Ensure the correct Speaker and Microphone is selected in the dropdown list if you have trouble hearing yourself.

5. Click the "Recording" menu on the settings column on the left hand side of the screen.

   • Make note of the location where your Zoom recordings are stored. You can change this by selecting "Choose a new location".

   • Optional: There is an option to choose where to store your recordings after each meeting ends.

   • To record your webcam, check the "Record video during screen sharing" checkbox, this will reveal another checkbox "Place video next to the shared screen in the recording", check this checkbox as well.

6. Close the Settings window.

Record in Zoom

1. Click the "New Meeting" button on the Zoom Meeting Application home screen.

2. If requested, click the "Join with Computer Audio" button.

3. If you will be presenting slides, click the "Share Screen" button on the bottom of your screen. You may need to move your mouse to see the bottom menu.

4. Ensure the Screen you wish to share is highlighted in blue.

5. Check the box "Share Sound" in the bottom left corner.

6. DO NOT check the box "Optimize Screen Sharing for Video Clip." This will prevent you from recording your mouse activity and your Webcam.

7. Click the "Share" button in the bottom right corner.

8. To begin recording there are several ways to do this depending on the type of computer you have:

   • **On Windows PC** we recommend this for a smooth recording: Press and hold down ALT + R to start the recorder. To pause recording at any time press and hold down ALT + P. To unpause the recording press and hold down ALT + P again.

   • **On Mac** we recommend this method for a smooth recording: Press and hold Shift + Command + R to start the recorder. To pause recording at any time press and hold down Shift + Command + P. To unpause the recording press and hold down Shift + Command + P again.

   • **Alternate method on Mac or PC** that may require video editing afterwards: Drag your mouse to the bottom of the screen and click the "Record" button.

9. When you are finished with your testimony there are several ways to stop recording and they depend on the type of computer you have:

   • **On Windows PC** we recommend this for a smooth recording: Press and hold down ALT + R to stop the recorder.

   • **On Mac** we recommend this method for a smooth recording: Press and hold Shift + Command + R to stop the recorder.

   • **Alternate method on Mac or PC** that may require video editing afterwards: Drag your mouse to the bottom of your screen and click the "Stop Recording" button.

10. Drag your mouse to the top of the screen and click the red "Stop Share" button.

11. Click the red "End" button in the lower right corner of the screen.

12. Click end meeting for all.

13. Wait for the Zoom Meeting App to finish converting your recording.

14. Click on the mp4 file to review your recording.

There are other methods of Pre-Recording your session however, these are our recommendations. As always, please refer back to the speaker tips documents to provide a successful presentation.