

# PEPR 21

## Directions & Best Practices to record a video

### Overview

All pre-recorded videos are due by **Friday, May 21st**. Speakers will still need to be present for their scheduled session in order to be live for Q&A at the end of their talk.

For our virtual event, speakers must pre-record a video of their talk. This video will be played live for you by the PEPR team during the event at your designated time slot in the program. Speakers are expected to be present in the Zoom meeting when their video is played and to take live audience questions immediately following their video (5–7 minutes of Q&A). Both the video and slides will also be posted on the PEPR website).

### Zoom Instructions:

#### Preparing

1. Video length: 18–20 minutes. Talks over the specified length are subject to being returned for further editing.
2. Use books to lift up your laptop so that it is at eye level or use a separate webcam placed at eye level.
3. Try to use multiple indirect light sources, rather than a spotlight. If you are recording near a window during the day, it is best to face the window so that you are not backlit.
4. Turn off any alerts on your computer and phone.

#### Recording via Zoom

1. Open the Zoom desktop application and select **Start a meeting**.
2. Select **Join with computer audio** if prompted. Please use headphones, a headset equipped with a microphone, or an external microphone for high-quality audio. Be sure you are unmuted.
3. Open your presentation on your computer and maximize it so that it is in full-screen mode.
4. Click on the green **Share Screen** button on the bottom toolbar of Zoom.
5. Select the screen containing your presentation. Check **"Share computer sound" and "Optimize Screen Share for Video Clip."** Click **Share** (located at the bottom left)
6. Your video will automatically place itself in the top right-hand corner. We ask that you please click through your presentation slides with your video window in the top right corner to ensure that your webcam footage does not cover any pertinent information on

your slides. If so, we ask that you please edit your slides with the top right-hand video footage box in mind.

7. Hover your mouse over the "You are screen sharing" green bar so that the menu bar above appears. Select **More**.
8. When you are ready to record your presentation, select **Record** from the dropdown menu. You may be given a choice to "**Record on this computer**" or "**Record to the Cloud**," please choose what works best for you.
9. When you have finished recording, hover your mouse over the "**You are screen sharing**" green bar so the menu appears again. Select **More**.
10. From the drop-down menu, select **Stop recording**. You may also **Pause recording** if you are not finished and resume when you are ready.
11. Your video will export once your meeting has ended. Select **Stop Share** to end your screen share.
12. Select **End Meeting For All** in the bottom right corner of your Zoom meeting.
13. Your video will now automatically convert, and your computer may prompt you for access to the Documents folder to save your video. Click **OK**. Or you will receive an email when your recording is available to download from the cloud. To download from the cloud, login to your Zoom account and select **Recordings** from the left-hand side. Then click the recording session and download the two files. Please save to your computer the file with BOTH audio and video.
14. Your video is now saved to your computer in the Documents folder. Be sure to review the footage of your presentation for any technical issues such as lapses in audio or lost webcam or slide footage. Please title your mp4 file as **pepr21\_video\_[yourlastname].mp4 (e.g. pepr21\_video\_zadok.mp4)** Please note that slides will also need to be submitted and should be **titledpepr21\_slides\_[yourlastname].pdf** (e.g. pepr21\_slides\_zadok.pdf). Upload your **video and slides**(PDF) to the box folder here:  
<https://cmu.app.box.com/f/cf228663f96640d1b0b97760e0e00dcc>

\*Alternatively, slides or a link may be emailed to Jamie Scanlon [jlscanlon@andrew.cmu.edu](mailto:jlscanlon@andrew.cmu.edu)

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## **Loom Instructions:**

### **Preparing**

1. Sign up for Loom.
  - a. You can use Loom as a Desktop app or via the Google Chrome extension.
  - b. If using the Chrome extension, you can activate the extension by clicking on the red pinwheel Loom logo in the upper right corner of the browser and load its user interface.
2. Video length: 18–20 minutes. Talks over the specified length are subject to being returned for further editing
3. Use books to lift up your laptop so that it is at eye level or use a separate webcam placed at eye level.
4. Try to use multiple indirect light sources, rather than a spotlight. If you are recording near a window during the day, it is best to face the window so that you are not backlit.
5. Turn off any alerts on your computer and phone.

### **Using Loom recording with Slides**

1. When ready to record, load Loom on Chrome or desktop app and use the following settings:
  - a. Screen + Cam
  - b. Full Desktop
  - c. Move the camera circle around to make sure it will not interfere with your slides.When ready to record click start recording, and share the entire screen.
2. Start recording
3. Once you stop recording, your video will appear in a new tab. Please review your video to make sure the quality is good. You can use the editing tools to trim any parts you wish.
4. Copy the link and send it to [jlscanlo@andrew.cmu.edu](mailto:jlscanlo@andrew.cmu.edu). \*Please note that slides will also need to be submitted and should be titled **pepr21\_slides\_[yourlastname].pdf (e.g. pepr21\_slides\_zadok.pdf)**. Upload your **video and slides**(PDF) to the box folder here: <https://cmu.app.box.com/f/cf228663f96640d1b0b97760e0e00dcc>

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# Other recording options

If you use PowerPoint on a Windows computer, you can record audio and video directly in PowerPoint. See

<https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c> for instructions. Recordings are stored on a per slide basis, so it is easy to go back and re-record a particular slide and also move the position of your video.

If you use a Mac you can use QuickTime Player to record your video. Set up your webcam and then open QuickTime. Select “New Movie Recording” from the file menu. This will open a video window. You can size it and position it wherever you want it on the screen. You don’t actually need to press the record button unless you want a separate recording of just your audio and video without the slides. Select “Float on top” from the View menu. Then open your slides (PowerPoint, Keynote, whatever....) and put them in full-screen mode. You can continue to reposition the video window. When you are ready to record, select “New Screen Recording” from the File menu or use the keyboard shortcuts and it will start recording your screen with the slides and your video floating over it. You can also use QuickTime’s tools to trim the beginning and end of your presentation so you don’t include yourself turning on and off QuickTime.

There are many other options for recording and editing your talk, but most require you to purchase a software license. For example, Camtasia is a popular option used by those who record and edit videos frequently.

Once saved, please title your mp4 file as **pepr21\_video\_[yourlastname].mp4** (e.g. **pepr21\_video\_zadok.mp4**). Please note that slides will also need to be submitted and should be titled **pepr21\_slides\_[yourlastname].pdf** (e.g. **pepr21\_slides\_zadok.ppt**). Upload your **video and slides**(PDF) to the box folder here:

<https://cmu.app.box.com/f/cf228663f96640d1b0b97760e0e00dcc>

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