



9th Biennial
Australian and New Zealand

Falls Prevention Conference

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Speaker Pre-Recording Guide

How to pre-record your presentation in Zoom or PowerPoint

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How to record via Zoom with a screen share

If you will be using a PowerPoint presentation:

1. Open the PowerPoint file you are presenting first
2. Click **Slide Show**
3. Click **Set Up Slide Show**
 - a. Tip: Under **Show Type**, click **Browsed by an individual (window)** This will allow you to present a slideshow without having it full screen which - Click **OK**
4. Click **Play from Start** or **From Beginning** to begin the slideshow

Open Zoom

1. Open the Zoom app (if you do not have a Zoom app you can create a free account [here](#) or follow the instructions for recording in PowerPoint)
2. Once in Zoom, click **New Meeting**
3. If you are sharing slides, at the bottom of the Zoom Window, click **Share Screen** and select the window you wish to use in the recording
4. If your presentation includes a video, audio or another person, make sure you select the checkbox to for **Optimize Screen Sharing for Video Clip** and **Share computer sound**
5. The window that is being shared/recorded will have a green outline
6. You can move and resize your video as needed
 - a. In Zoom in **Settings/Share Screen** Select Side by Side mode if you want the video to be to the right of the presentation, otherwise the video
7. The webcam feed will be recorded regardless of whether it is position within the green recording border

Recording in Zoom

1. To begin recording, click ... **More** in the Zoom control bar at the top of the screen. (note that in record mode the control bar moves to the top of the screen and you need to hover over it to show the controls)
2. Click either:



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- a. **Record to this computer** – this will save directly to the computer
 - b. **Record to the Cloud** – this will save directly to Zoom’s website
3. You may have some automated setting that mute you upon entering a meeting so make sure to **Unmute**
4. You are now recording
5. You can pause recording at any time by clicking the **...more** in the Zoom control bar (or **Alt +P** on Windows or **⌘+Shift+P on Mac**)
6. Do you need to switch screens? Click **New Share** in the Zoom control bar at the top of the screen.
7. When you are finished click **...more** and **Stop Recording** in the Zoom control bar at the top. (or press **Alt+C** on Windows or **⌘+Shift+C on Mac**)
8. Click **Stop Share** in the Zoom bar at the top of the screen
9. Zoom will prepare your recording and upload it to your account or computer as an **MP4** and it may take a few minutes. You do not need to keep Zoom open but keep your computer on and connected to the internet while the video uploads
10. Watch your video and make sure it appears how you wish for all the delegates to see you

How to record via PowerPoint with video

1. Open the PowerPoint file you wish to present
2. Click **Slide Show**
3. Then click **Record Slide Show**
4. When that opens, you should be able to see these icons at the bottom of the screen



- a.
 - b. You can click the person icon to turn the preview off if you prefer
 - c. You can also use the colours and pens at the bottom to highlight certain areas of your slides you wish to draw attention to.
5. When you are ready, click **Record**
 - a. Tip: Try not to talk during slide transitions as these are not recorded
6. When you are finished, click **Stop**
7. You will now see your slides with the video clip of you in the bottom right corner
 - a. You can move this video clip on the page, you will have to change each slide separately. You can also change the shape of the video clip
8. When you are ready to save the video, go to **File** then **Export -> Create Video and use the Recorded timings and narrations** as we have just created those and select **Create Video** and save the file it will save as a **MP4**. It will take a few minutes to save to your computer



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Presentation tips

Set up

Quiet space: Find a location free from distractions. Make sure everyone in your home knows you are presenting to ensure there are no interruptions.

Background: Find a spot with a plain background, free from clutter. If you are using the Zoom method, you can use a background.

Lighting: Make sure your face has some good lighting on it and that you are not too dark. Avoid light sources behind your head.

Camera: Position your camera to be as level with your face as possible. Avoid any weird angles and be sure to sit far enough away to keep your entire head in the camera window.

Audio: Wired headset if possible and try to limit background noises. Wireless headphones work but often let in more background noise and uses more resources of your computer to connect. If you're using your computer's built-in mic, you'll need to sit as close as possible to avoid any echo and muffled audio.

Exit out of all unnecessary app's and disable all notifications: Quit all software not related to giving your presentation. Software running in the background may interrupt your recording with pop-up or sound notifications. Close unneeded tabs and documents, turn phones and notifications to silent.

Presenting

Slow down: Attendees need time to interpret the data that you present. While you are very familiar with the data displayed, they are not.

Be yourself: Be yourself and present as though there is an audience. Eye contact is important, and you want to speak to your audience, not just recite your presentation to a computer.

Be consistent: Using a uniform background colour, text size, text colour, and font throughout your presentation makes it easier for the attendees to follow the flow of your ideas.

Practice: Set aside enough time run through your presentation a few times before you submit your final version.