

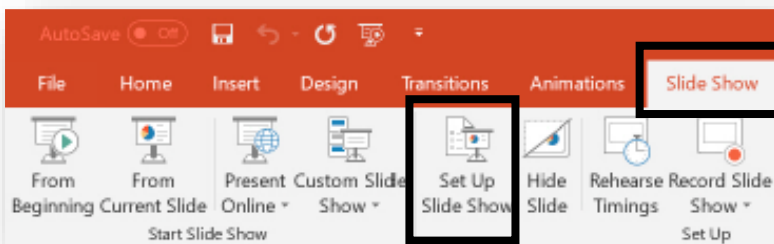
AAC 2022



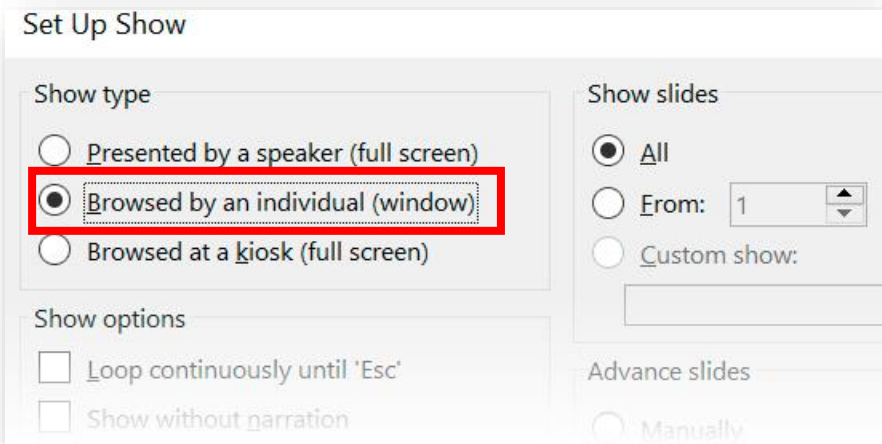
The 12th Asian Aerosol Conference

Using Zoom to Record a Presentation Video

Step 1: Open your PowerPoint file, click “Slide Show” and choose “Set Up Slide Show”.

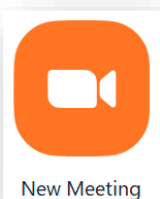


Step 2: Under “Set Up Show”, click “Browsed by an individual (window)”



Step 3: Click “OK” and “Play from start” or “From Beginning” to begin the slideshow.

Step 4: Open Zoom App and click “New Meeting”. Zoom will begin a video conference session. If asked to choose an audio conference option, click “Join with Computer Audio”.

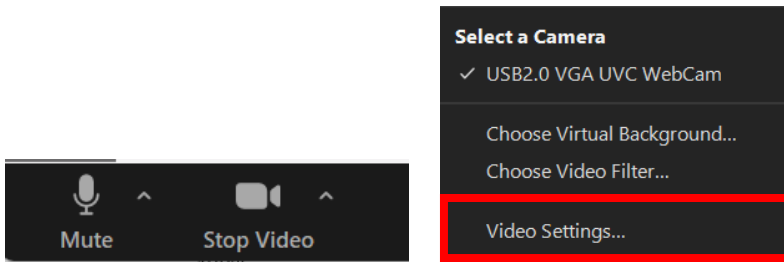


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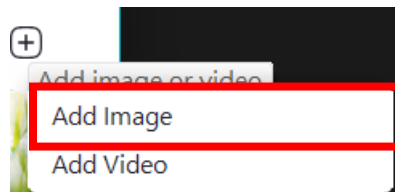
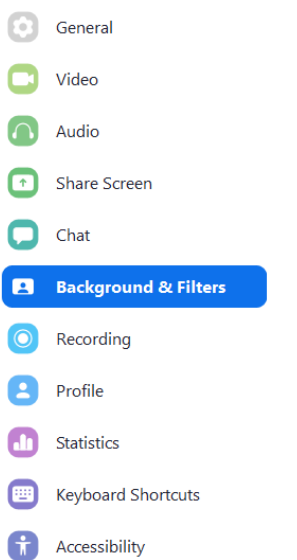


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Step 5: Open your microphone and camera. Click ^ next to the “Stop Video” button, and choose “Video Settings”

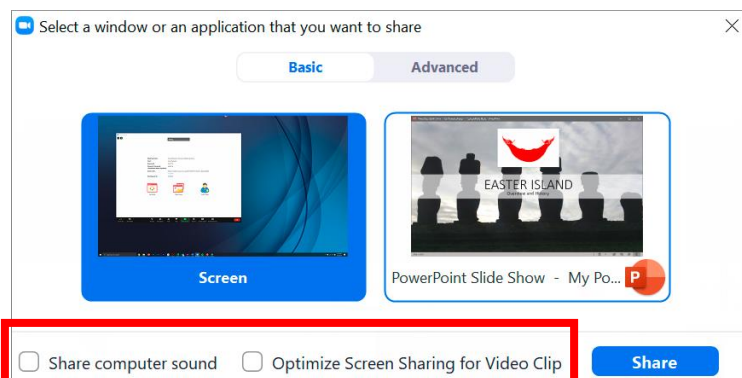


Step 6: Click “Background and Filter” and “+” to add image we provided. (AAC 2022 Zoom bg. jpg)



Step 7: At the bottom of the Zoom window, click “Share Screen”.

Step 8: In the Share window, click your presentation file in the recording. If your presentation includes sound, check the box for “Share computer sound”. If your presentation includes a video, check the box for “Optimize Screen Sharing for Video Clip”. And click “Share”.



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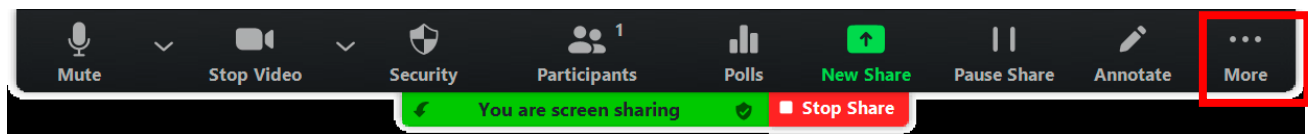


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Step 9: When a window is being “shared” in Zoom, the Zoom control bar will minimize and move to the top of the screen. Hover over the minimized control bar to reveal the full set of Zoom controls.



Step 10: To begin recording, click “...More” in the Zoom control bar at the top of the screen. Click “Record on this computer”. After the recording is finished, Zoom will convert the recording file and save it on your computer. Please check your video and send it to us before the deadline.



Chat	Alt+H
Breakout Rooms	
Record on this Computer	Alt+R
Record to the Cloud	Alt+C
Closed Caption	
Disable participants annotation	
Show Names of Annotators	
Hide Video Panel	
Hide Floating Meeting Controls	Ctrl+Alt+Shift+H
Share computer sound	
Optimize Share for Full-screen Video Clip	
End	Alt+Q