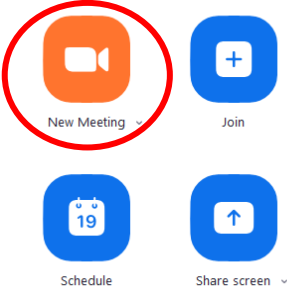
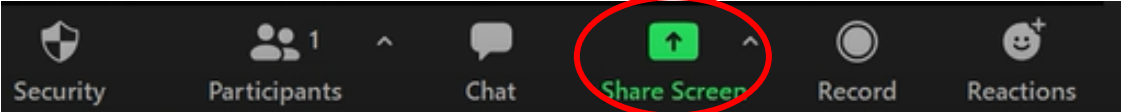
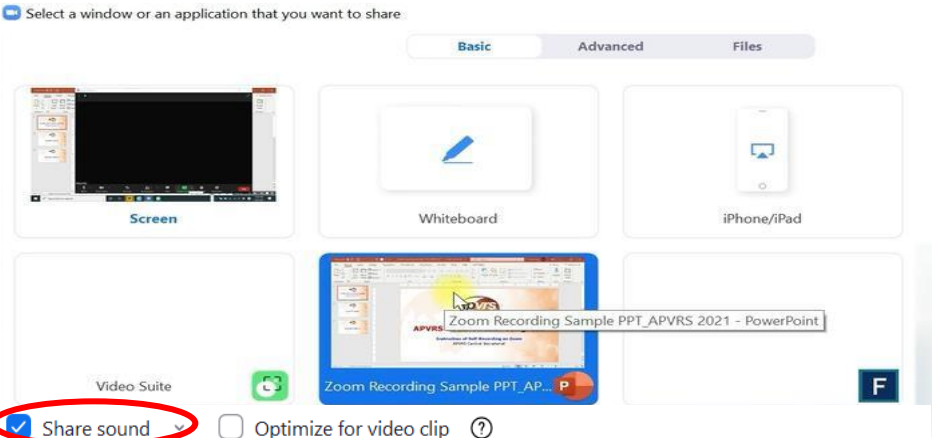




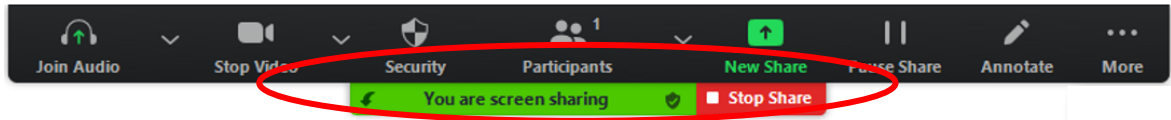
## Instruction of Self-Recording on Zoom

For the full tutorial video, please refer to [the video from APVRS 2021 Virtual](#).

	Instruction	Description
1		<ul style="list-style-type: none"> <li>▪ Create a Zoom meeting by clicking <b>“New Meeting”</b></li> <li>▪ Open the presentation PPT file that you have prepared for recording at the same time</li> </ul>
2		<ul style="list-style-type: none"> <li>▪ Click <b>“Share Screen”</b> at the bottom of the Zoom meeting</li> </ul>
3		<ul style="list-style-type: none"> <li>▪ Choose the PPT file you have previously opened for recording, then click <b>“Share”</b></li> <li>▪ Remember to click <b>“Share Sound”</b> to ensure that the audio elements in your PowerPoint, if any, can be displayed during the presentation</li> </ul>



4



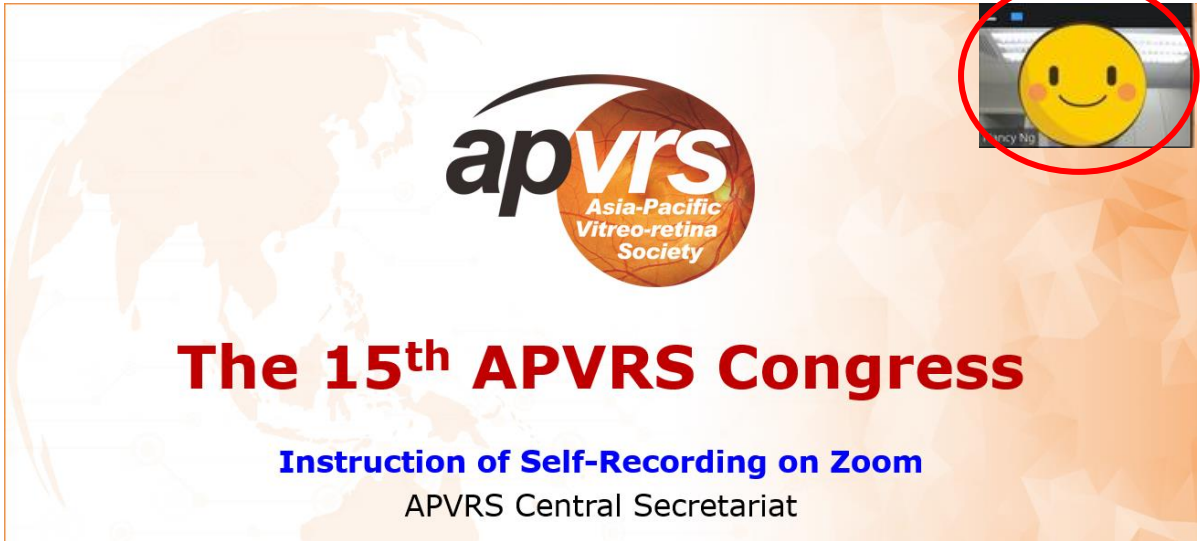
- You shall see “You are screen sharing” beneath the menu bar at the top of Zoom window

5

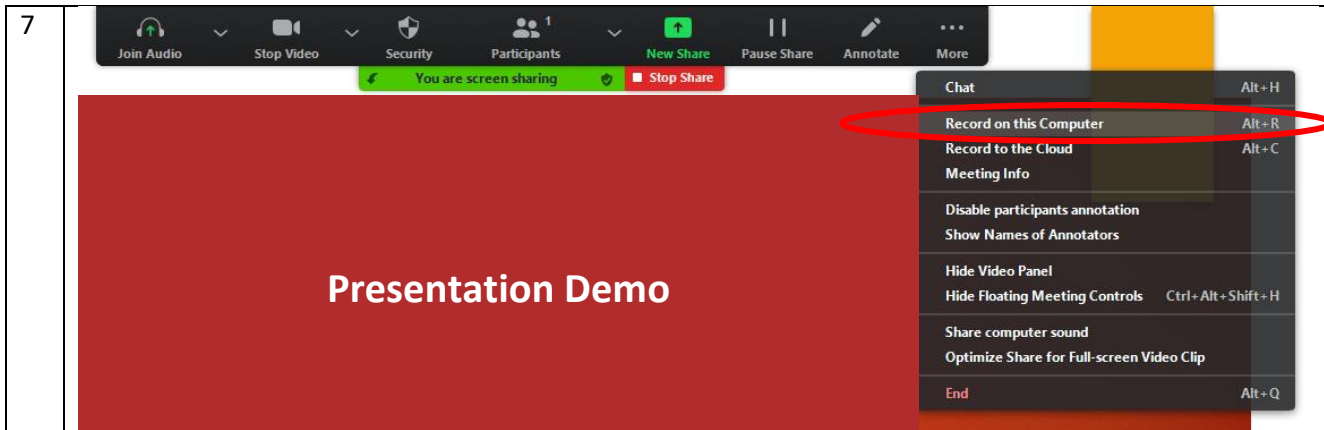


- Click “Slide Show” at the bottom right of the PPT file
- Make sure your Zoom has entered a full screen mode

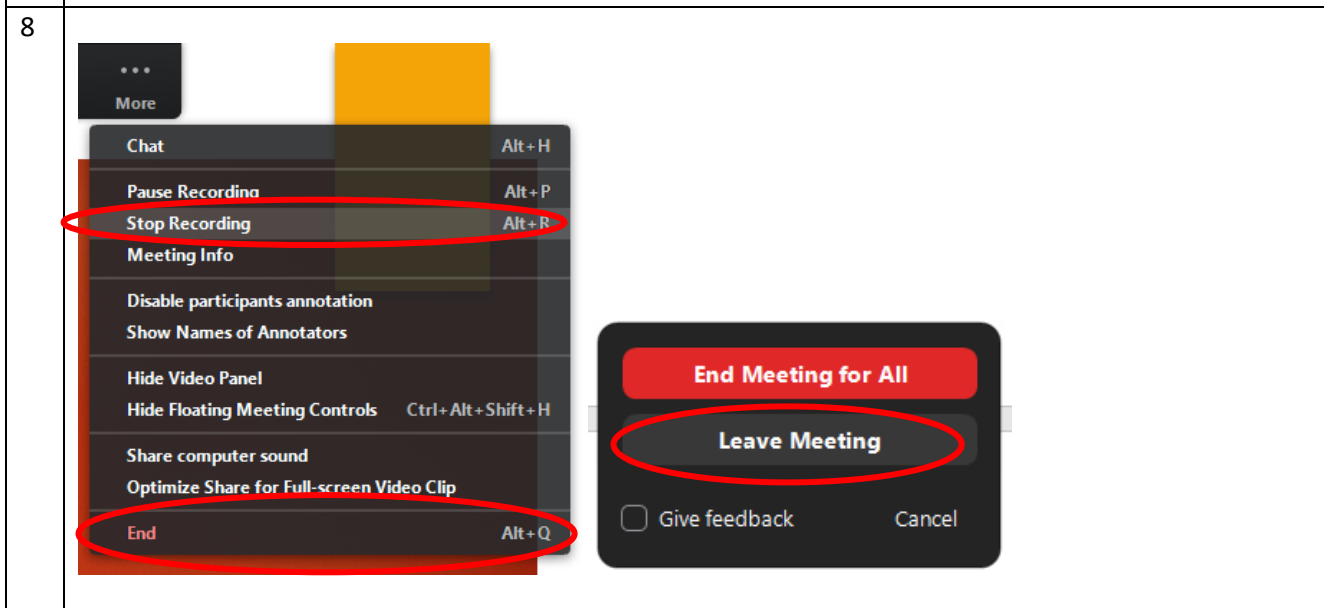
6



- Please check whether you can see yourself in a small window on the top right corner of your monitor

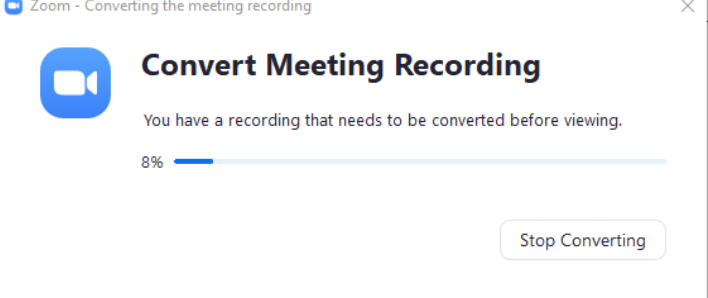

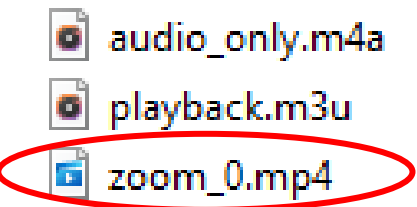


- Put your cursor over the top of the Zoom, a hidden menu bar will show up
- Click "More" → "Record on this computer" OR "Record"
- You may now start your presentation**
- Please strictly adhere to your allocated time. The Secretariat will trim your video if you have exceeded the allocated time



- Click "More" → "Stop recording" when you have finished your presentation
- Click "End" → "Leave Meeting" to leave Zoom meeting



9	 <p>Zoom - Converting the meeting recording</p> <p><b>Convert Meeting Recording</b></p> <p>You have a recording that needs to be converted before viewing.</p> <p>8% </p> <p>Stop Converting</p>	<ul style="list-style-type: none"><li>Your recording would be automatically converted to MP4</li></ul>
10	 <p>audio_only.m4a</p> <p>playback.m3u</p> <p>zoom_0.mp4</p>	<ul style="list-style-type: none"><li>The MP4 file is now ready for your viewing</li></ul>