

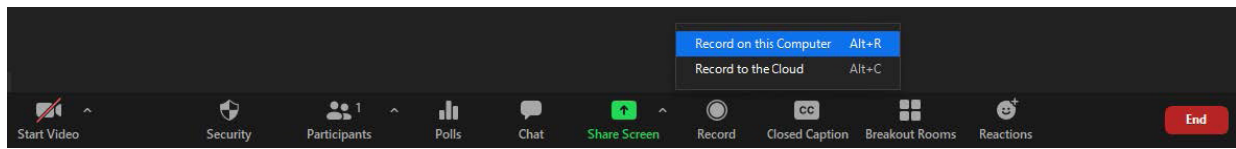
Recording Best Practices

Page 1

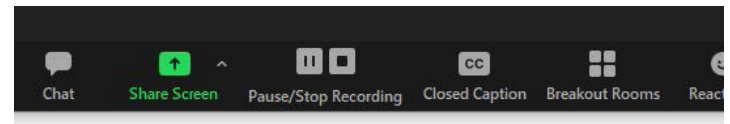
Zoom can be an effective tool for recording video of yourself. In order to obtain the best results from this, here are some helpful tips.

Basic Recording

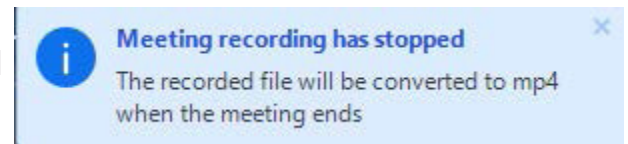
1. On the bottom toolbar in a Zoom meeting, click on the Record button and select “Record on this Computer”.



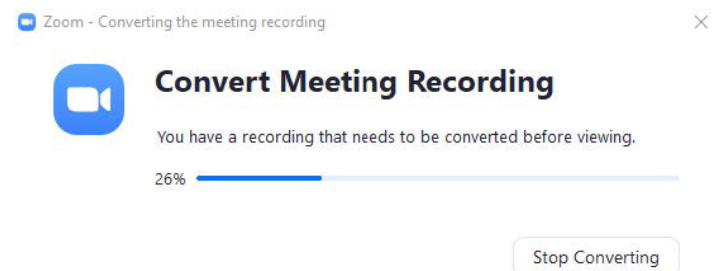
- At any time during recording, you can **Pause** (stop recording, but not end the process) or **Stop** (end the recording entirely).



2. When you finish recording, you will see a prompt letting you know that the recording will be processed once the meeting ends.

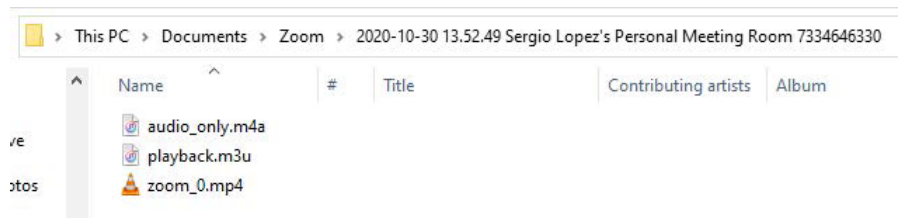


3. When the meeting ends, you should see a progress bar letting you know that the recording is being processed. The longer the recording, the longer the processing time.



- Please let this process finish to ensure the file is kept.

4. Once it has finished processing, the recording file will be saved to your computer. It is usually stored in the Zoom folder in “Documents”, and is labeled with today’s date and the time the recording ended.



Lighting

1. Make note of all reflective surfaces in the room you are recording in, such as mirrors, walls, and windows. Try to pull blinds down to block any natural light.
2. You may wish to invest in ring lights or small LCD photo lights in recording. The following models can be found on Amazon.com and cost no more than \$45:
 - Neewer 2 Packs Dimmable 5600K USB LED Video Light with Adjustable Tripod Stand/ColorFilters
 - UBeesize 10" Selfie Ring Light with Tripod Stand & Cell Phone Holder
 - TASMOR 8W USB Flexible Clamp Desk Lamp with Remote



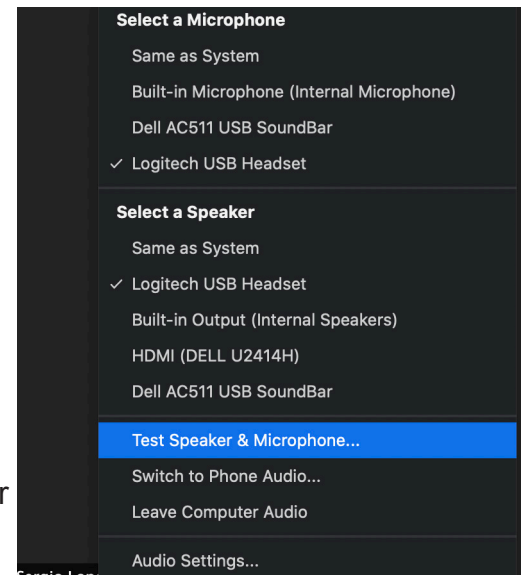
Desirable Lighting



Undesirable Lighting

Audio

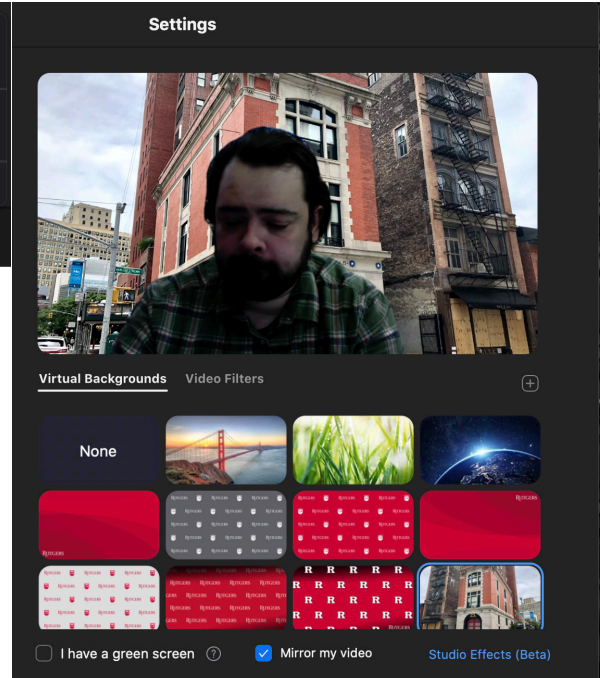
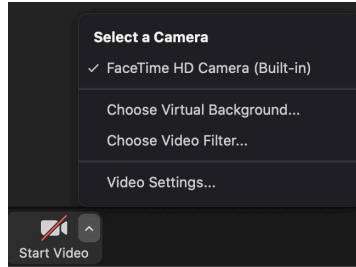
1. At the beginning of the meeting, click on the caret (^) next to the Microphone icon on the bottom left of the Zoom window. This is where you can test the output and input of whatever audio devices are connected to your machine.
2. While you are recording, make sure there are no external noises that would otherwise be distracting, such as dogs barking, TV sound, etc.
3. You may also wish to invest in an external microphone. Here are some affordable options, all available on Amazon.com for under \$50:
 - Fifine Metal Condenser Recording Microphone for Laptop MAC or Windows
 - Blue Snowball iCE USB Mic
 - Samson Go Mic Portable USB Condenser Microphone



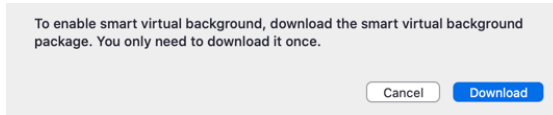
Virtual Backgrounds

It is highly recommended that the background in your video is as simple and appropriate as possible. However, if you find yourself not having any access to a proper setting, you may also utilize Virtual Backgrounds, which Zoom offers. Here is how to enable a Virtual Background.

1. In a Zoom meeting, click on the caret ^ next to the Camera icon on the Zoom toolbar and select "Virtual Background". This will open the Virtual Background setting.



- If this is your first time using Virtual Backgrounds, you will be prompted to download the "smart virtual background package".



2. You will be presented with an assortment of backgrounds to choose from, including a handful that include the Rutgers logo and other identifiers. Selecting any background will show you a preview of your video with the background.
3. You are also able to add your own background by clicking on the "plus" icon to the bottom right of the preview window. Here you can select an image (preferably at least 1920x1080) to display behind you.
 - We highly recommend you choose an appropriate background that is not too distracting. Try to select one that is appropriate to the message you plan to send in this recording.