

# Video Record Instruction



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The Zoom program must be installed on the device to be used to record your presentation video,

If the program is not installed; click on the link below to download.

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Use the e-mail address and password while registering to log in to the Zoom program..



Open your presentation file, which you have prepared before and made the last checks, and make it ready in the background.

### **CONSIDERATIONS WHILE RECORDING A VIDEO PRESENTATION**

- 1. Laptops have a built-in camera and microphone. If you are using a desktop computer system, check before the meeting that your external camera and microphone are connected to your computer and working.
- 2. We recommend that you use an external headset microphone to get a better sound recording. Especially in cases where there is more than one person in the same room, the headset microphone will provide you a comfortable recording environment.

**NOTE:** It can share only 1 document simultaneously. If you need to share a file other than your presentation file, you will need to end the current share and open a new file for sharing.



Open the video screen by pressing the **Start** button from the screen that opens..



On the next screen, start your camera by pressing the **Start Video** button in the lower left corner.





## **CONSIDERATIONS WHEN USING YOUR CAMERA**

- It would be the most ideal pose to have your face appear exactly centered in the frame.
- For this, make sure that the camera you use is at the same height and center as your face position.
- Especially in the case of using a computer camera, elevating it under the computer often helps us to achieve the ideal pose.
- As long as the light comes from behind you, your face will appear dark. Therefore, make sure that the light comes from the front.
- There should be no bright light source (such as sunlight) or reflection behind you.
- There should be no bright light source (such as sunlight) or reflection behind you.



1- Press the **Share Screen** button, which you will see in <u>green</u> at the bottom center of the screen below.

2- On the screen that appears, mark your presentation that you have already opened.

3- Open your presentation to share by clicking the **Share** button at the <u>bottom</u> <u>right</u>.





You will see your presentation.

1- Move your mouse to the top center of the screen.

2- Click the **More** button on the far right from the gray panel that will open from top to bottom.

3- When you press the **Record** button from the panel that opens, your recording will start. Make your presentation during the time allotted to you by making the file full screen.



After completing your presentation, re-open the top panel and click the **End Meeting** button to complete the process.

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Then you will see the following screen, the system will complete the recording of your video, and after it is finished, the file where the video was recorded will open automatically. The file with the **.mp4** extension in the relevant folder is your presentation that you have recorded.

Converting meeting recording You have a recording that needs to be converted before viewing 18% Stop Converting	
PRESENTATION FILE	



To send your file, open the page by clicking the link below

# https://wetransfer.com/

Add your presentation file saved in mp4 format to the page..

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#### 1- Click the Send e-mail transfer option.

2- Carefully fill in the relevant spaces.3- You can send the file by pressing the transfer button.



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