



## IUPAC 2021 - Recording and Speaking: Setup and Tips

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# Recording Setup Guides:

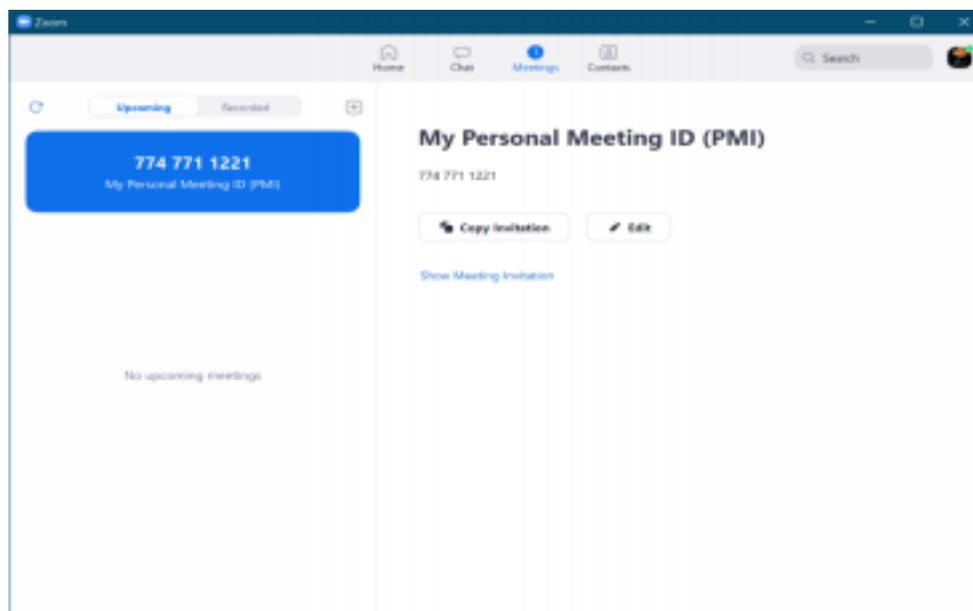
No matter what software you use to record, we suggest that you do a quick 30-second test recording and then watch it back to ensure everything is working properly to prevent the need for multiple recording sessions. All file formats should be in mp4.

Please consider turning on automatic closed-captioning for your recording to make it as accessible as possible.

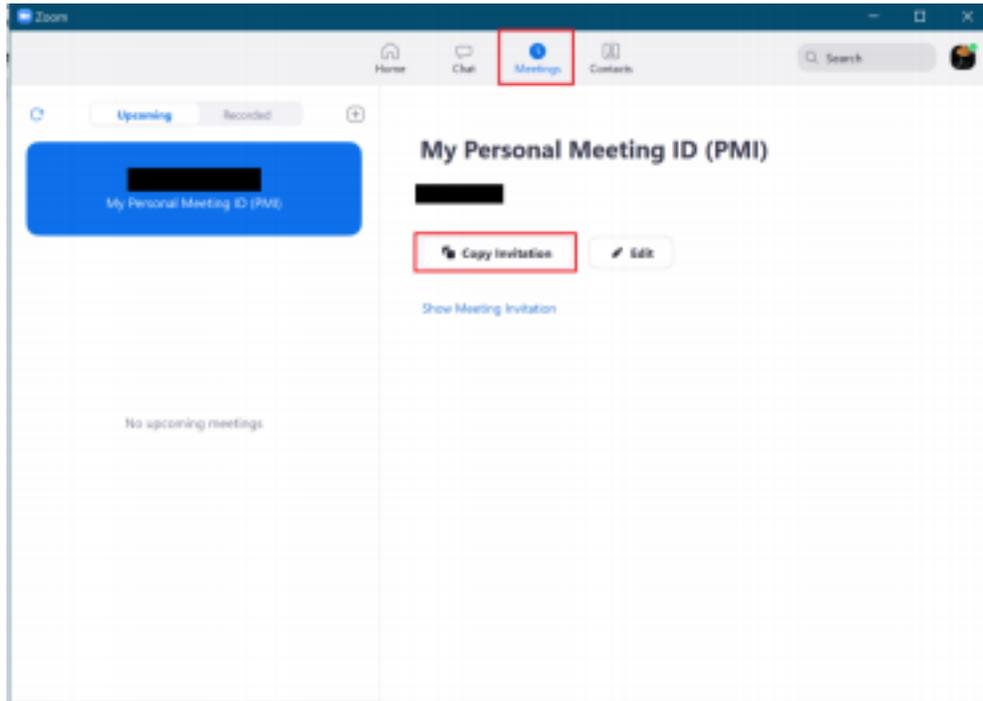
## Zoom

Step by step:

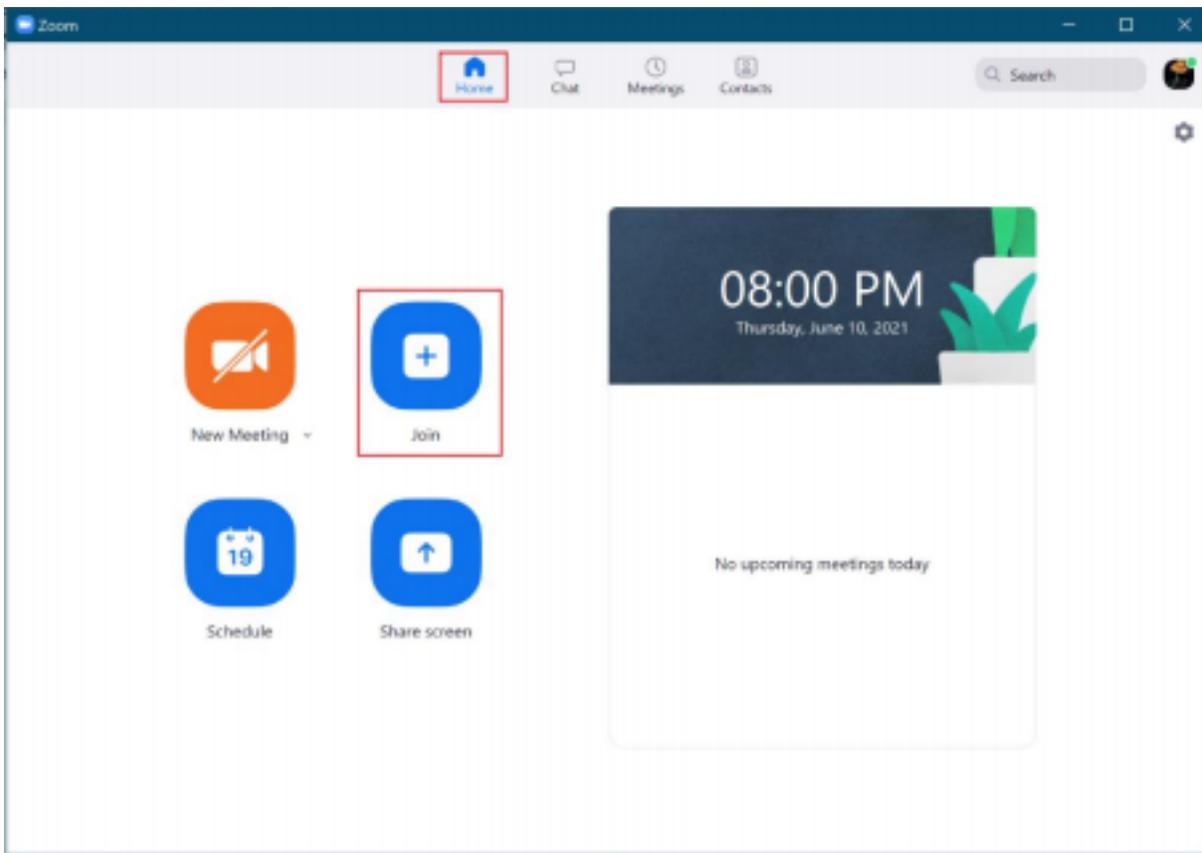
Ensure you have Zoom opened on your computer



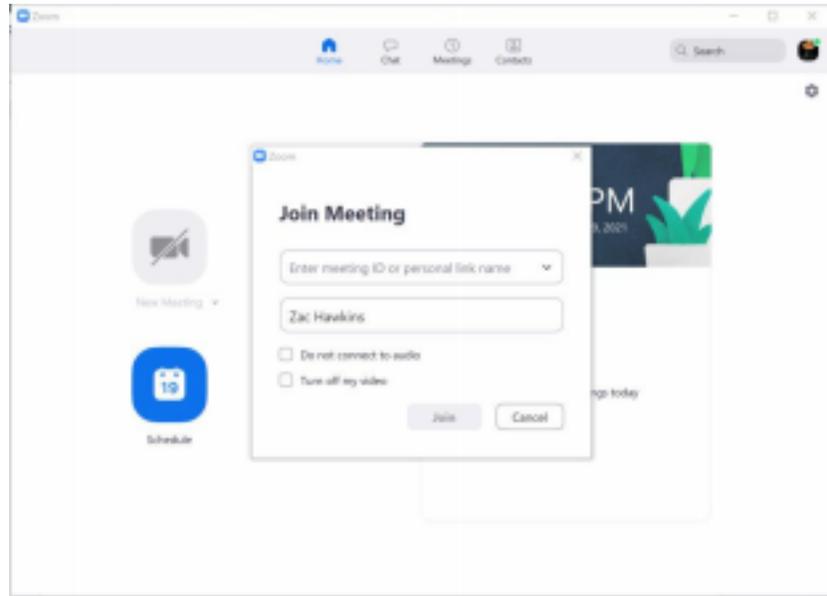
Select the "Meetings" tab at the top of the application, then select "Copy Invitation"



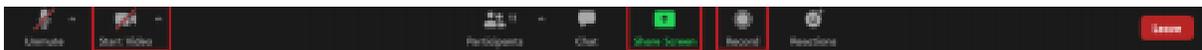
Select the "Home" tab at the top of the application, then select "Join"



Paste the meeting ID into the top text field. This can be done by either right-clicking into the text field and select “Paste” from the menu or using Ctrl+V (Cmd + V for Mac), then click “Join”



After you have started the private meeting, you will see the following bar at the bottom of your screen:



You can use the screen share option to show your presentation and any associated visual content for your talk.

The “Start Video” button at the bottom left of the bar turns on your webcam for the presentation. Increase your visibility by putting a face to your voice, while webcams are not required, we encourage you to use them during your presentation so that you can use facial gestures and non-verbal cues in your presentation.

In a Zoom meeting or webinar that you are hosting, click Closed Caption  or Live Transcript  to enable transcription and allow optimal accessibility for your talk.

After you have finished your recording, you can press the “Record” button again to stop recording.

**The video files can be found in the following locations after you have finished recording:**

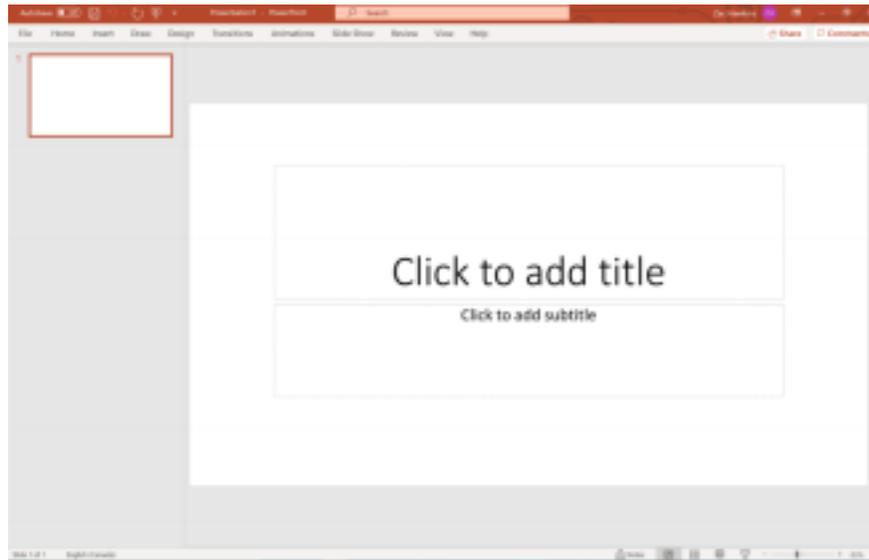
- Documents folder
- Zoom
- Select the video file

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# PowerPoint

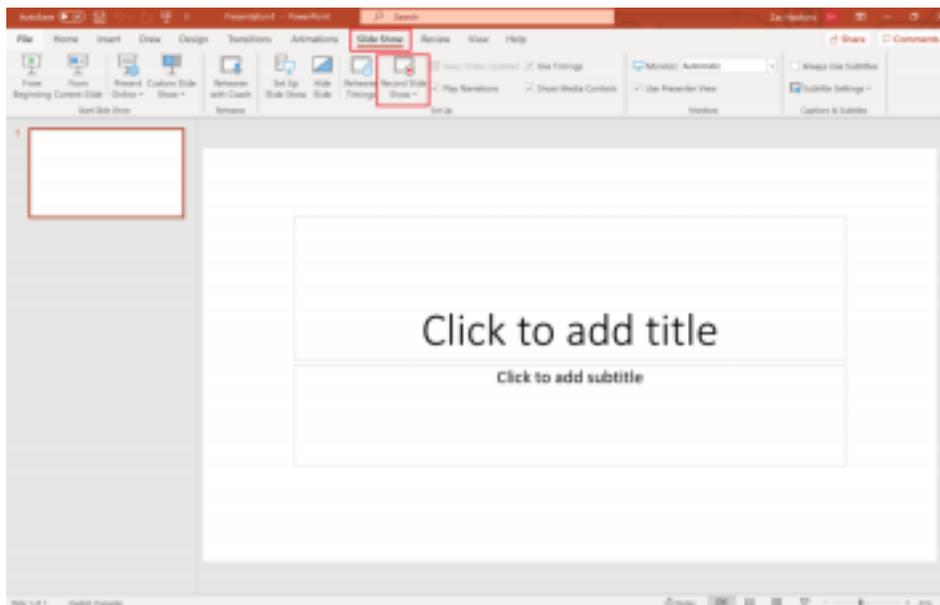
Step by step:

Open the PowerPoint Application on your computer.

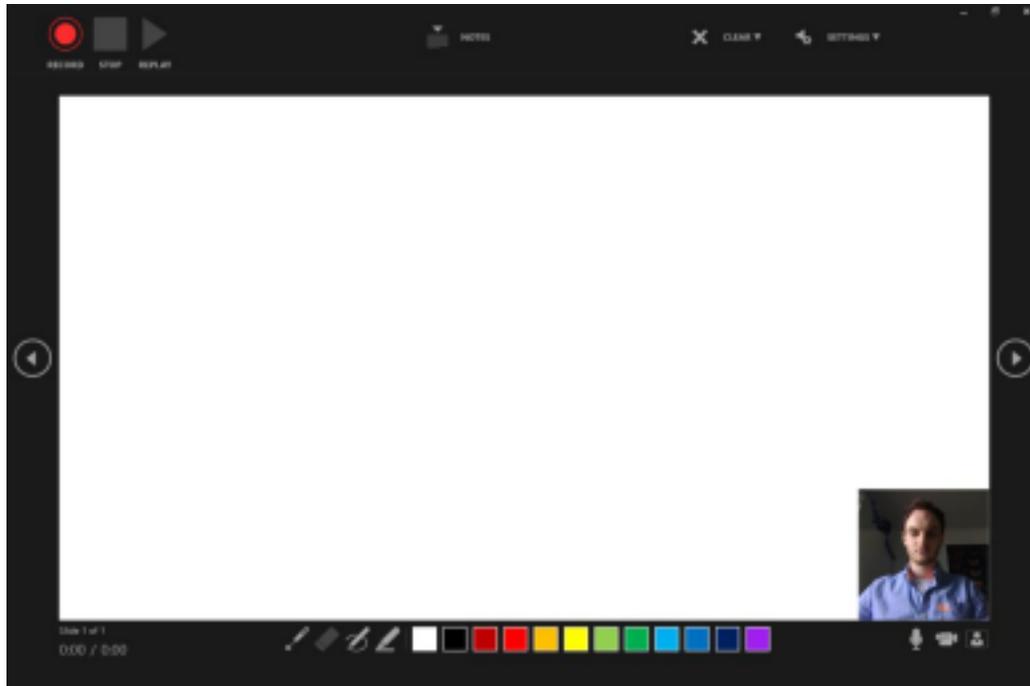


After you have opened the correct presentation, click on the “Slide Show” tab at the top of the screen to open the options for presenting.

Click “Record Slide Show” at the top of the screen. This will open a dropdown menu asking if you want to “Record from Current Slide” or “Record from Beginning”. Select the option that applies to you. Most presentations will want to start from the beginning.



Once you have selected the appropriate option, you will be brought to the following screen:



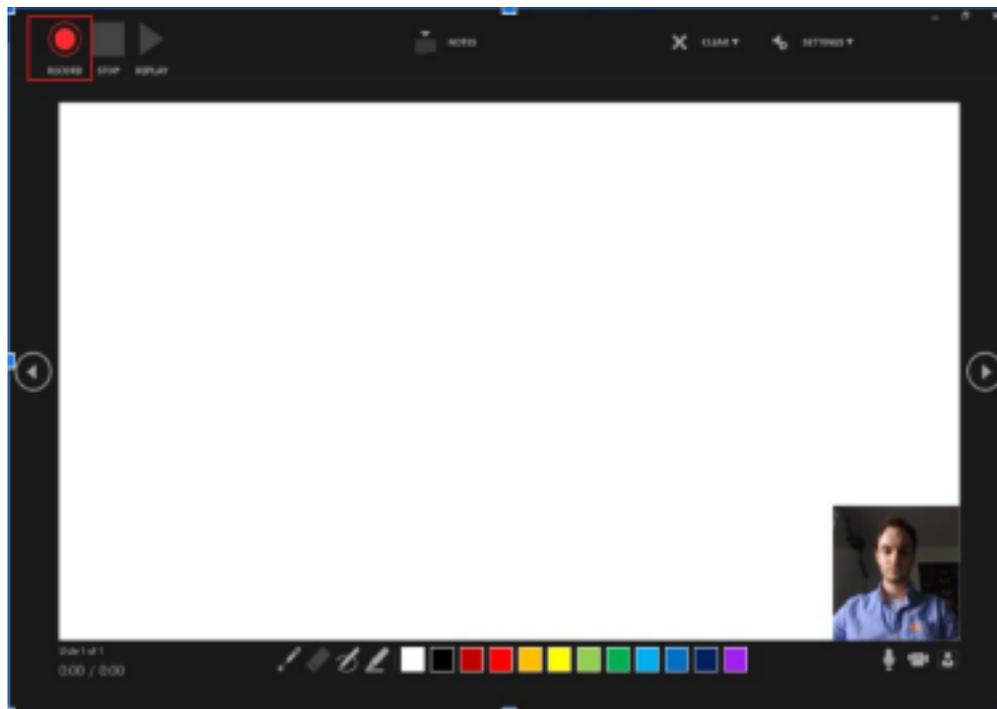
PowerPoint will automatically use your webcam on your presentation. If you do not wish to use a webcam, click the camera icon on the bottom right of your presentation to turn it off.

Increase your visibility by putting a face to your voice. While webcams are not required, we encourage you to use them during your presentation so that you can use facial gestures and non-verbal cues in your presentation.

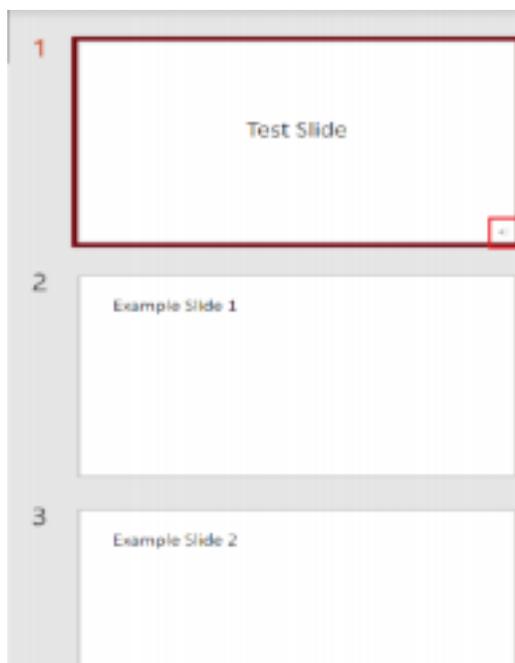
If you're in the middle of giving a presentation and want to turn the transcription feature on or off, click the **Toggle Subtitles** button from Slide Show View or Presenter View, on the toolbar below the main slide:



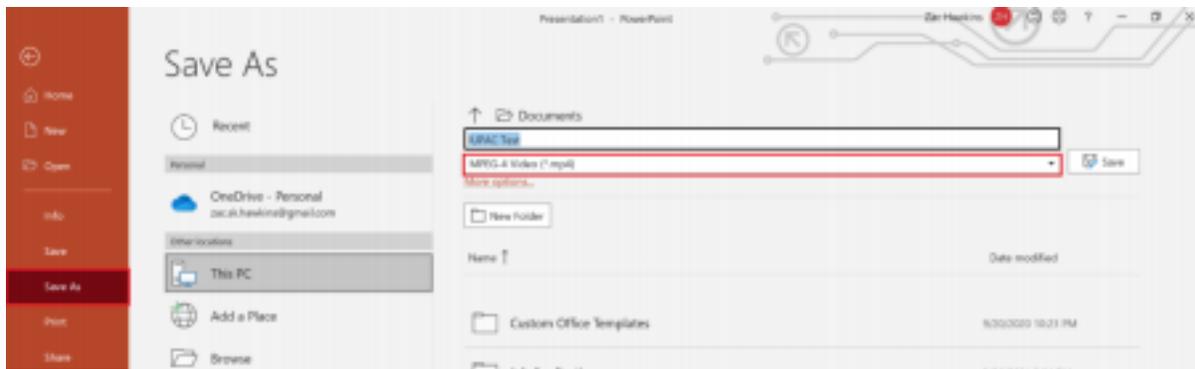
From here you want to select the "Record" button in the top left of the application. Complete your presentation and then hit "Stop" once you have finished.



After you have finished with your recording you can close the presentation screen on PowerPoint and confirm that the recording was successful by checking the bottom right corner of the slides in PowerPoint, you will see a speaker icon in the bottom right corner of each slide that has a recording associated with the slide (ex. any slides you went over in your presentation).



Afterward, you should save your file by going to File > Save As and save the file as an mp4 file. You can select mp4 from the dropdown menu circled in the picture below:



After you save the file it should save in your documents folder by default or another folder you have specified. When you first save your file DO NOT CLOSE POWERPOINT as the file needs time to convert to a video format. The progress bar can be found at the bottom of the application as seen below:

**The video files can be found in the following locations after you have finished recording:**

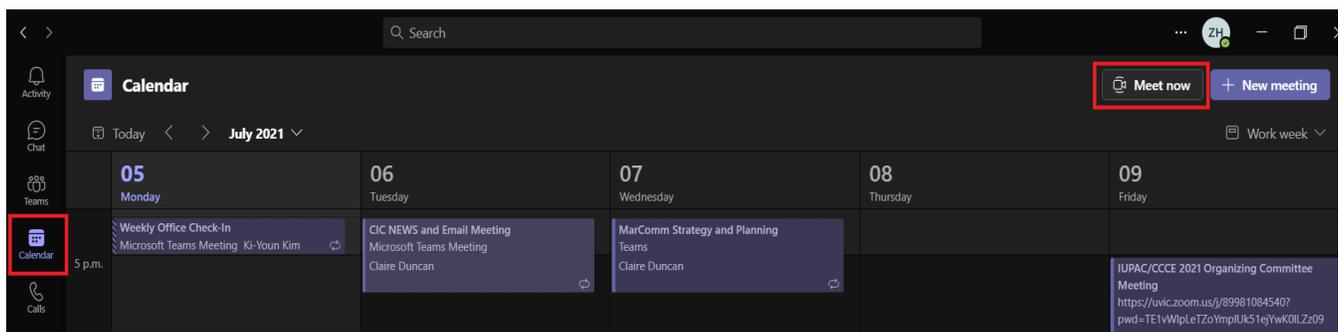
- Documents folder
- Select the video file

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## Teams

Step by step:

Start a solo meeting to make a solo recording for your presentation. You can do this by selecting the “Calendar” on the left-hand menu and then selecting “Meet now” at the top right of the application. As shown below:

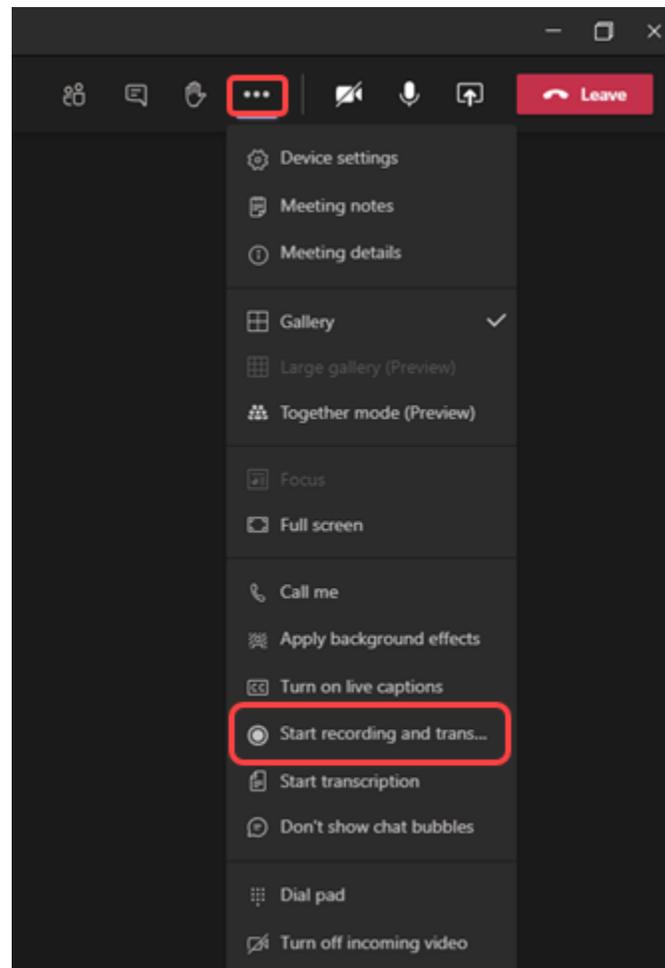


Once you have the meeting started, you can share the screen that has your presentation by clicking the icon of the box and an arrow within the box as highlighted below:

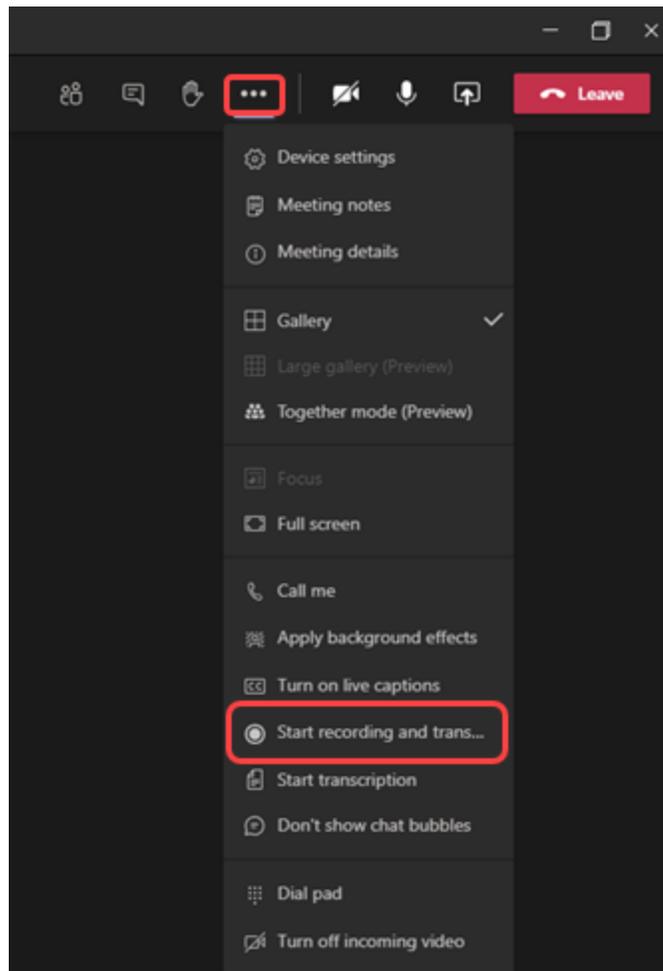


To make your talk as accessible as possible, please consider turning on live transcription so that everyone can follow along more easily.

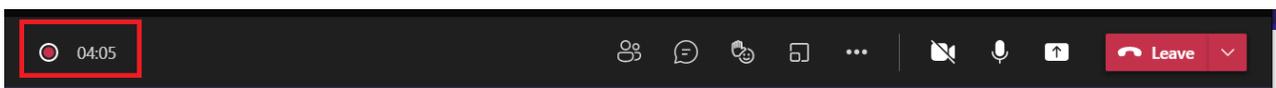
Select **More options** in your meeting controls and then select **Start transcription**.



Click on the three horizontal dots at the top right and then select start recording from the dropdown menu.



You can confirm your recording has started when there is a red recording circle with a timer in the top left corner of the application.



To stop recording go to the three horizontal dots at the top right of the screen and select "Stop Recording" which will be where the "Start recording" button was before starting your recording from the drop-down menu.

The video files can be found in the following locations after you have finished recording:

**Solo recordings are saved in OneDrive, while group recordings (recordings with other people present in the meeting) are saved in SharePoint**

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# Tips and Best Practices

## Recording Best Practices

If you have a USB microphone available to you, we suggest that you use it for your recording. USB microphones provide better sound, use fewer computer resources, and record far better audio than built-in and analog microphones.

Generally speaking, your mouth should be between four to six inches from the front of the microphone (touch your thumb to your chin, and then touch the microphone with your stretched-out pinky). If you happen to speak more loudly than most, move farther away from the microphone to avoid the distorted sound caused by overloading the microphone. If you speak quietly, you should move closer to the microphone to avoid the pickup of excessive room reverberation, which can cause you to sound distant, and lowers the intelligibility of speech.

However, we recognize that most people will be using the microphones built into their computers and these will suffice.

Record in a quiet location. It is usually a good idea to turn off air conditioning units and fans during your recording. Make a test recording and review for ambient noise.

Remember to mute your computer while recording so you don't get application sounds ('You have new mail'), looped audio, or noise.

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## Speaking Tips

Be natural. It is important to always speak slowly and clearly in a normal voice when using a microphone. There is no reason to whisper or shout, speak normally and let the microphone work for you. Microphones enable a person to speak to a large audience with ease, but the sound quality of the speech is entirely up to the presenter.

Project, and enunciate, and be aware of your tone. This helps your voice recording sound clear and crisp on replay. Imagine that you are addressing a small audience in a large room.

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## Post-Recording Checks

Listen to your recordings with headphones, not just through the speakers. It will reveal sounds you might not hear otherwise. Keep in mind that a large percentage of your audience will be listening to the audio that way.

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# Upload your video to the XCD platform

To upload your video recording, follow the link below to submit your video recording:

[Click here to go to the video upload portal](#)

If the link takes you to the member portal after signing in, copy and paste the link into your browser again after you have logged in.

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