

## TIPS & TRICKS FOR PRE-RECORDED ZOOM SESSIONS

<http://www.michelleslantz.com/resources>

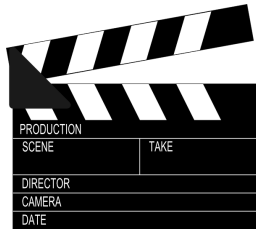
### PRE-RECORDING CHECKLIST

#### Video:

- Make sure the area within the camera is clear of clutter, distraction, and anything you don't want seen.
- Are you wearing a tiny-print shirt? Switch to a solid or large print.
- Use a flat surface (desk or table) and not a couch or bed.
- Raise your laptop and then slightly angle the lid/camera.
- Face a window or set up a lamp facing you and slightly above.
- Place a white sheet of paper in front of your laptop for bounce.
- Make sure you are in a good position in a desk chair or on a stool, without a nose pose or bobblehead.
- Turn off the ceiling fan.
- In the Zoom Video Settings:
  - Test your video in the Video Preview box.
  - Choose original or HD/16:9.
  - Choose appearance touchup (optional).
- In the Zoom Share Screen Settings:
  - Choose Side-by-Side mode.
- As soon as you start screen sharing, choose More ... Hide Floating Meeting Controls.

#### Audio:

- Test your microphone in Zoom.
- Turn off all computer notifications (email, IM, etc).
- Place your mobile phone on silent (not vibrate).
- Put up a sign to curtail knocking and noise interruptions.



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### Practice:

- Run through the presentation multiple times without Zoom. Know your lines. Be authentic.
- Express your words using your voice.
- Record the session in Zoom, and continue, even if you stumble.
- Watch your recording. What can you change?
- Make any necessary adjustments.

**LIGHTS ... CAMERA ... ACTION!**