

# Reed College

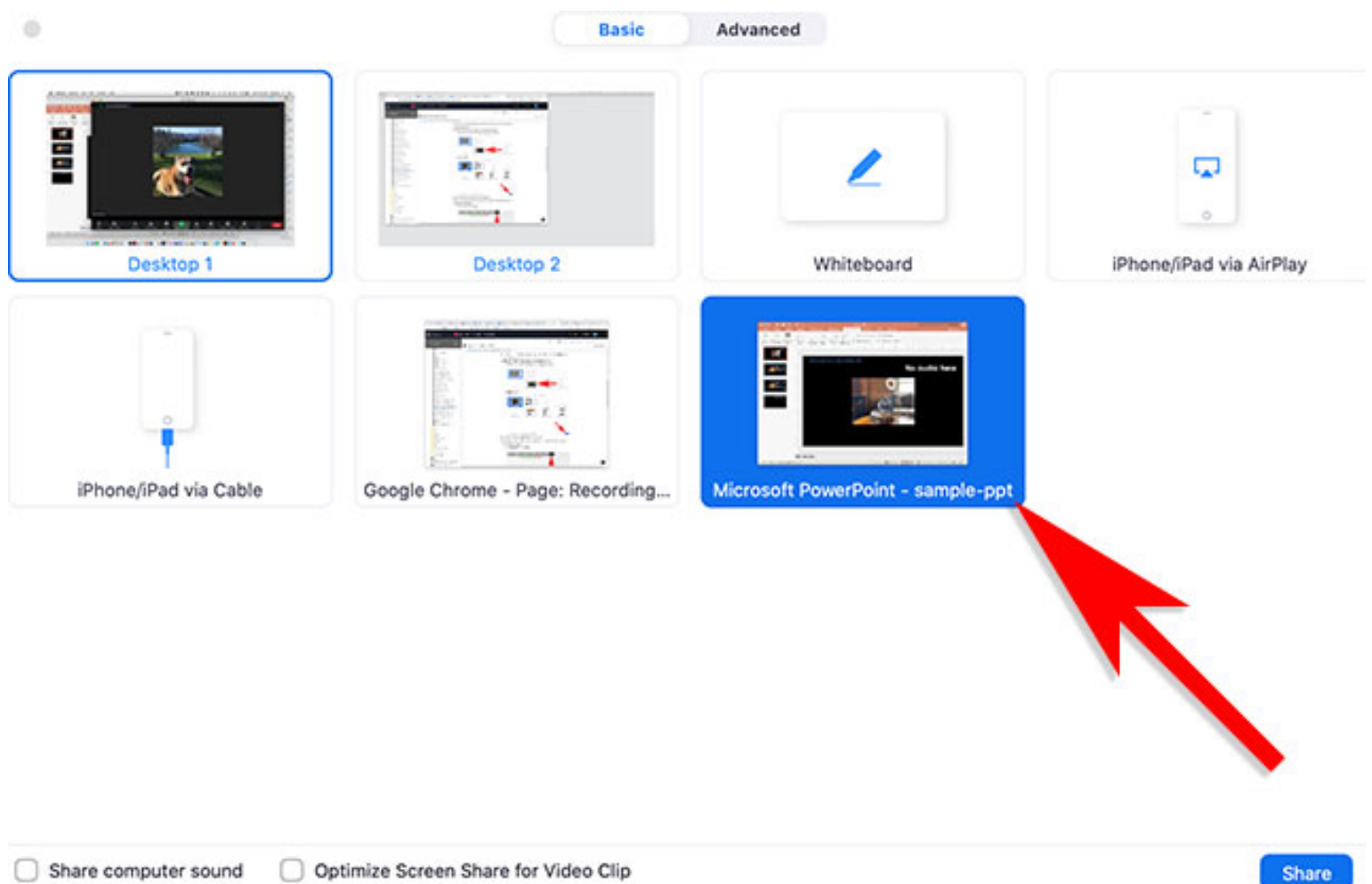
## Computing & Information Services

<https://www.reed.edu/cis/remote-teaching/video-recording-zoom-powerpoint-no-picture-in-picture.html>

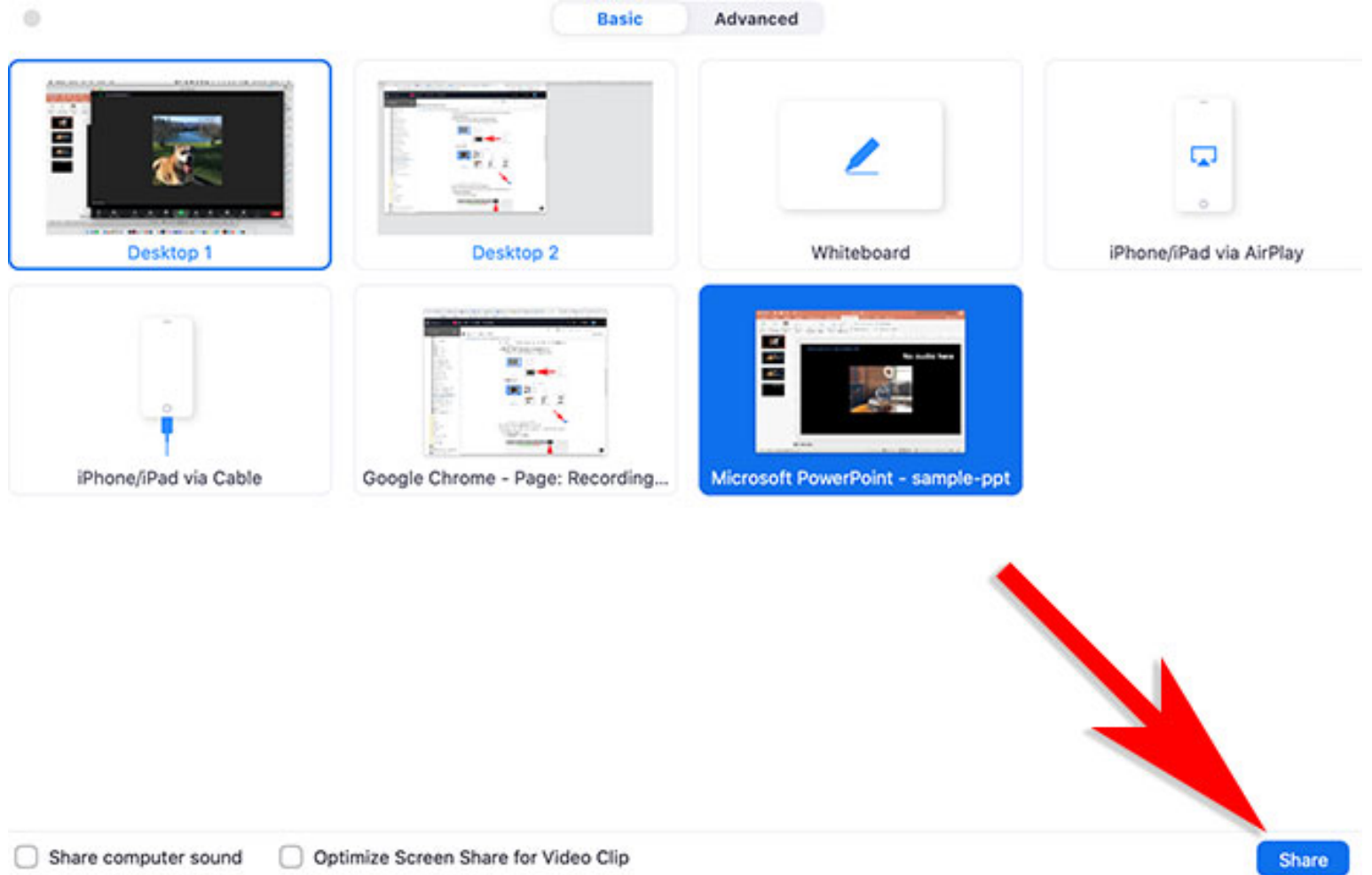
## Recording a lecture with Zoom and a slidedeck without yourself in the video

If you want to record your slidedeck (e.g. PowerPoint presentation) without yourself in the video, follow these steps:

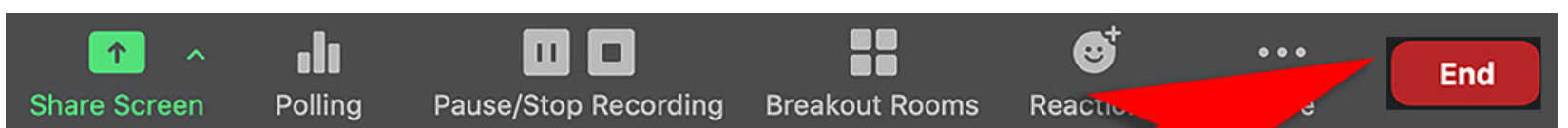
1. Open the Zoom app and your PowerPoint file. Close all other files and applications.
2. In Zoom, click "New Meeting" (orange icon); make sure your microphone is on. Do not turn on your camera.
3. Click the "Share Screen" button on the bottom toolbar.
  1. Choose your open PowerPoint file from the options



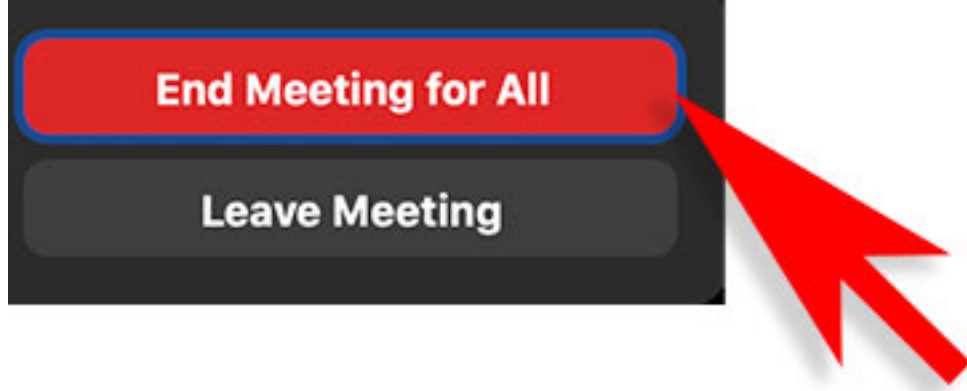
2. Click "Share".



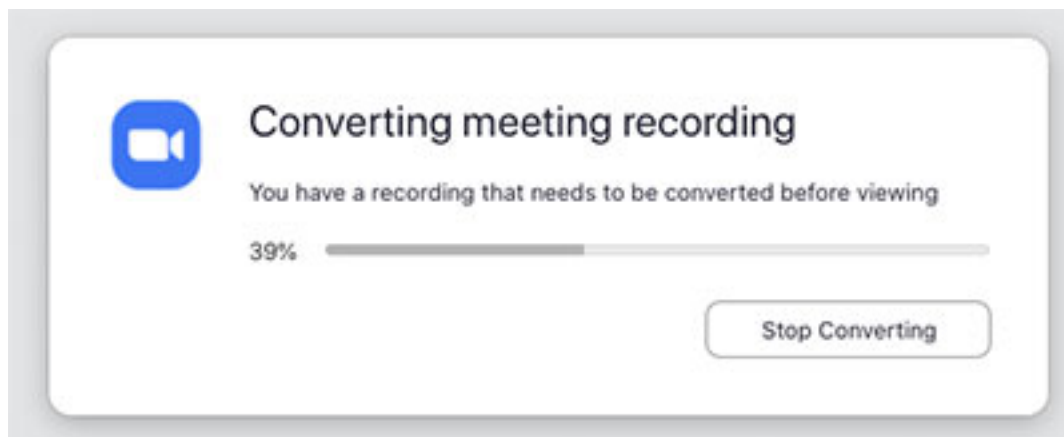
4. Go to PowerPoint and launch your slide show.
5. At the bottom toolbar, choose Record, then choose "Record on this Computer" from the menu that pops up. Your lecture is now recording. *Note: if you don't see the Record button, you may need to click on the "More" button in the Zoom toolbar, and choose the "Record on this Computer" option there.*
6. Start your lecture. Advance your slides with the right arrow key; return to a previous slide with the left arrow key.
7. When you are finished, click on the "Stop Recording" button in the bottom toolbar. *Note: if you don't see the Stop Recording button, you may need to click on the "More" button in the Zoom toolbar, and choose the "Stop Recording" option there.*
8. Click "End Meeting" on the bottom right of the meeting screen.



Then click "End Meeting for All."



A box will pop up telling you that Zoom is converting your meeting recording.



When the conversion is complete, the recording will be saved on your hard drive; on a mac, the files are stored in Documents/Zoom, then in a folder labeled by the date of your recording.

9. Trim the beginning and ending of your video (if needed)