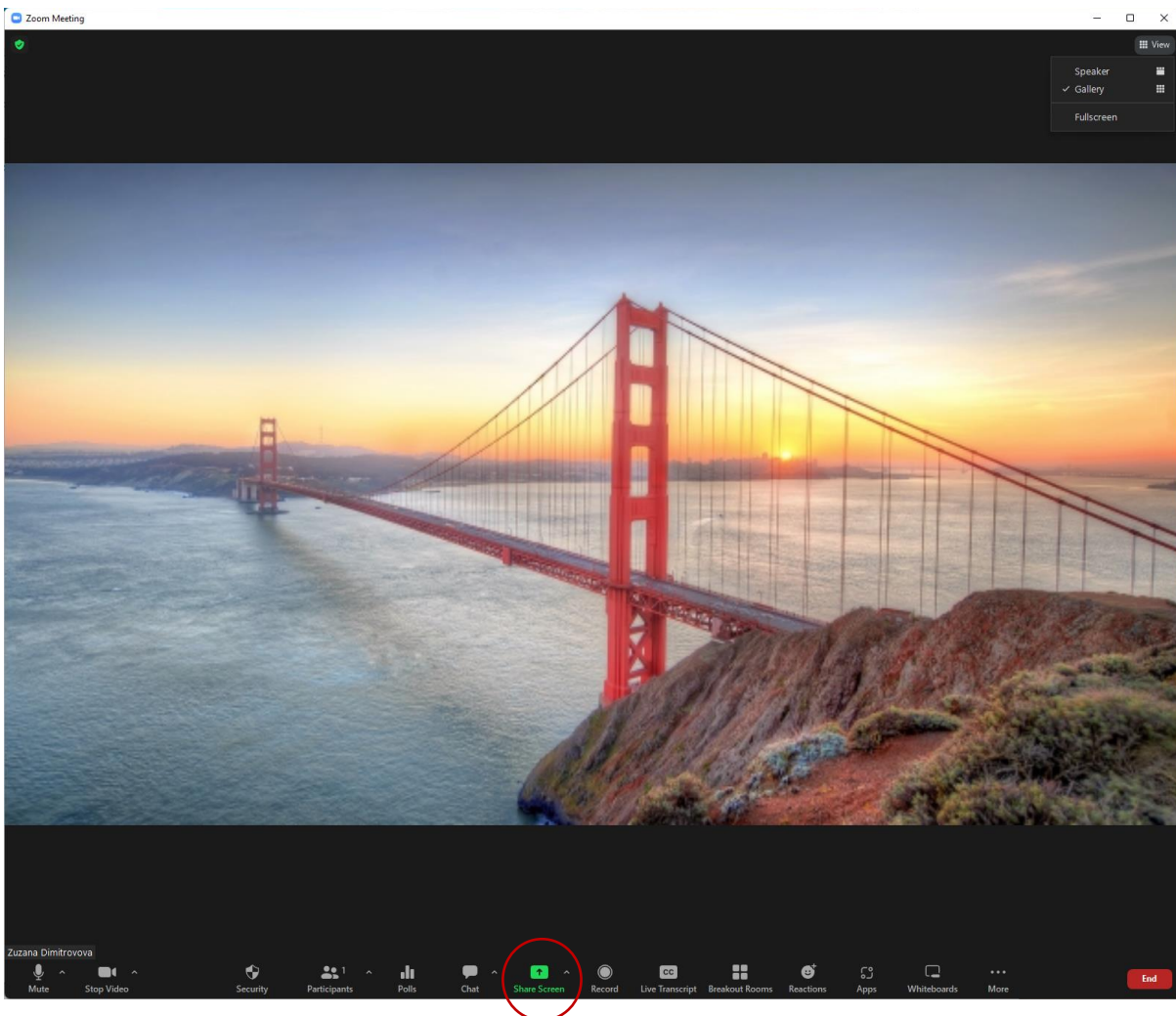


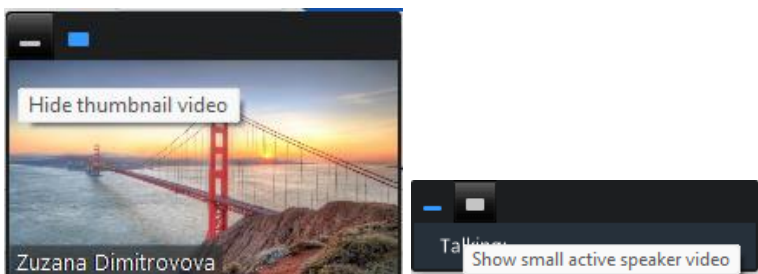
Download and install Zoom on your computer (<https://zoom.us/download>)

1. Open the Zoom session on your computer
2. Click on Share Screen and select your presentation. You will see your presentation and your image will be reduced and placed on the right-hand side. Use Esc to remove full screen.



3. Chose whether your image will be visible on your recording (preferential) or not.

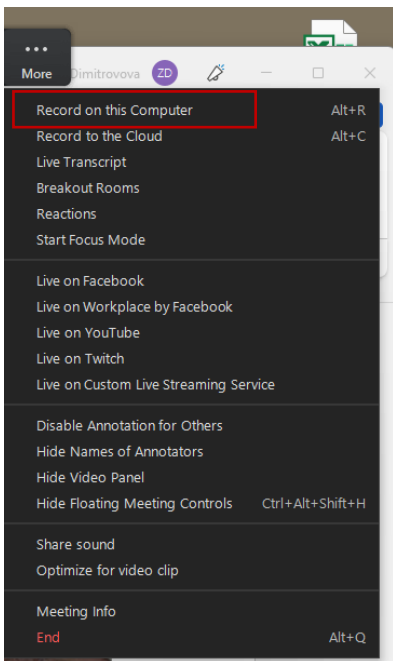
For this select either “show small active speaker video” or “hide thumbnail video”



Left image shows the speaker, so you can hide it, right image is with the speaker hidden, so you can show it.

4. Make sure that no external noise will affect your recording.

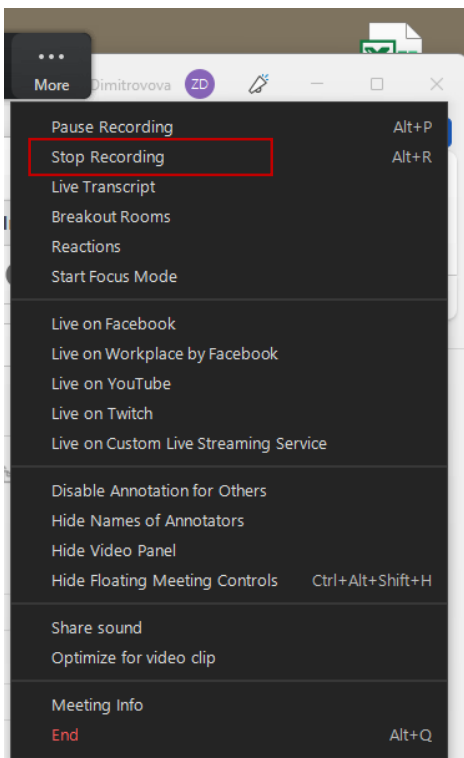
Click on “More” and select “Record on this Computer” (or “Record to the Cloud”)



5. Start your presentation.

You can pause and resume recording if necessary.

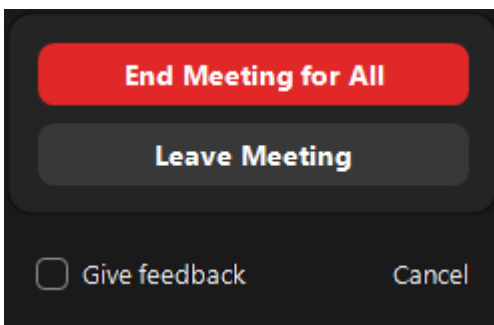
6. Stop recording when finished



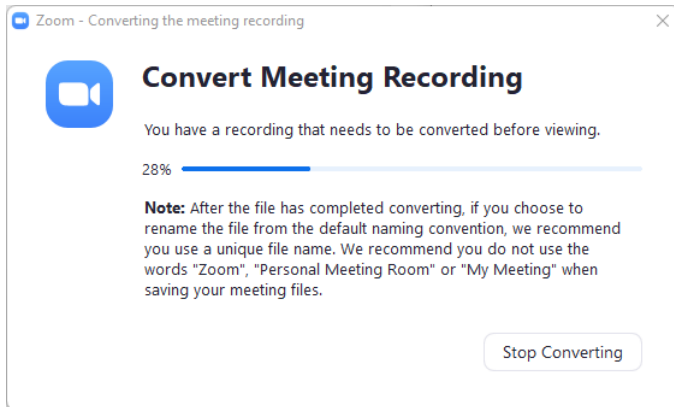
7. Stop share and click on “End”



8. Click on “End Meeting for All”



9. Wait until the conversion is done (this starts automatically)



10. After that you can find a folder with the date and the session identification in

Documents/Zoom

where the video is stored.

11. Listen to your presentation by double click on \*.mp4

12. If you find it convenient, cut off unnecessary parts using on-line free tools like this one

<https://online-video-cutter.com/>

13. Name the file by your submission number and send the xxx.mp4 file to:

[zdim@fct.unl.pt](mailto:zdim@fct.unl.pt)

As the file size is expected to be large, you can either use some on-line service for sending large files (usually for fee), or, place the file in a google drive and we will download it.

If this does not work for you, we can grant you access to our google drive.