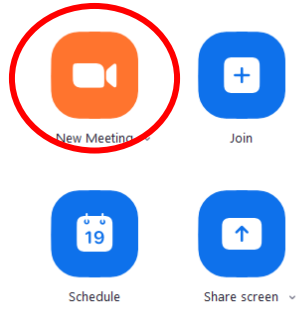
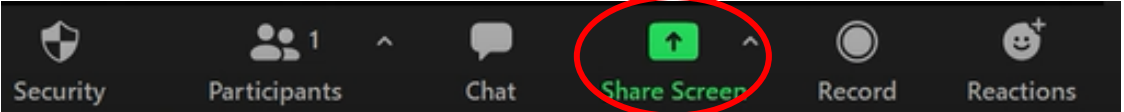
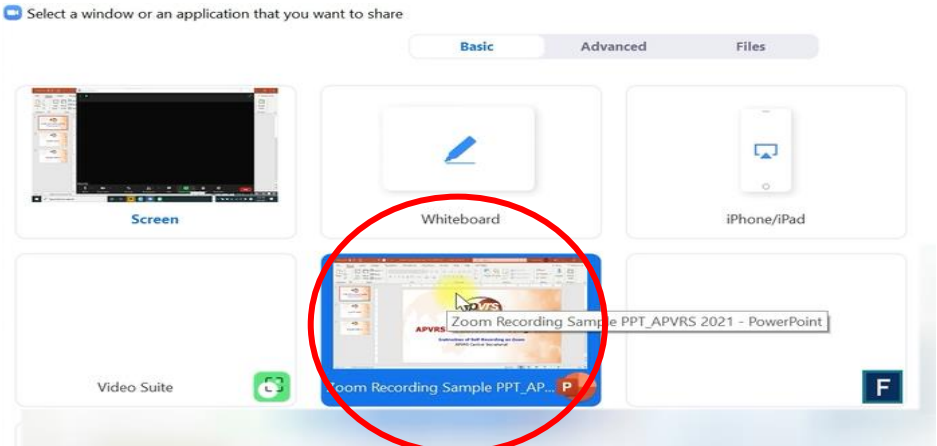
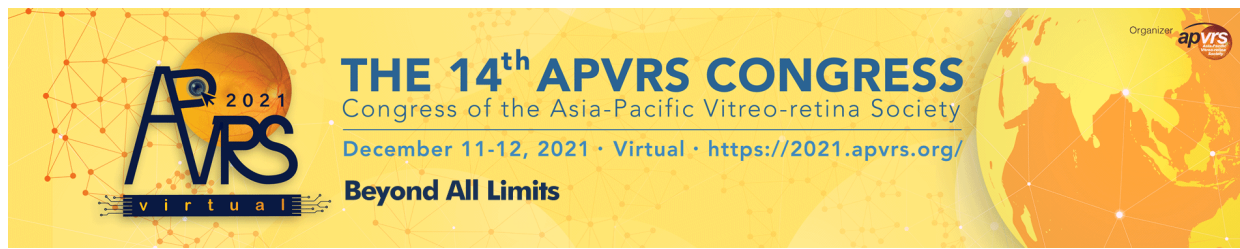
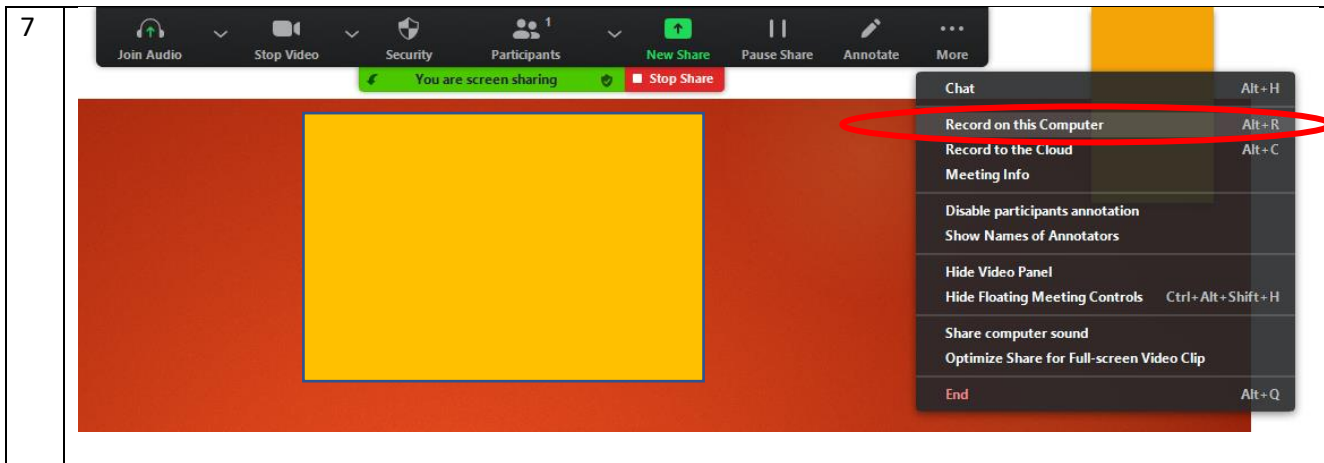
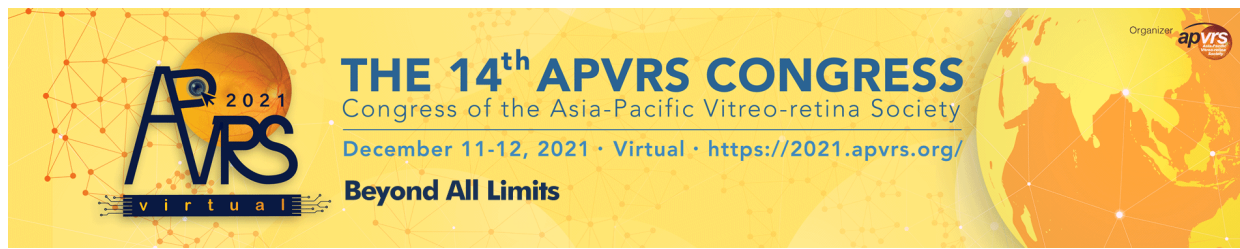


Instruction of Self-Recording on Zoom

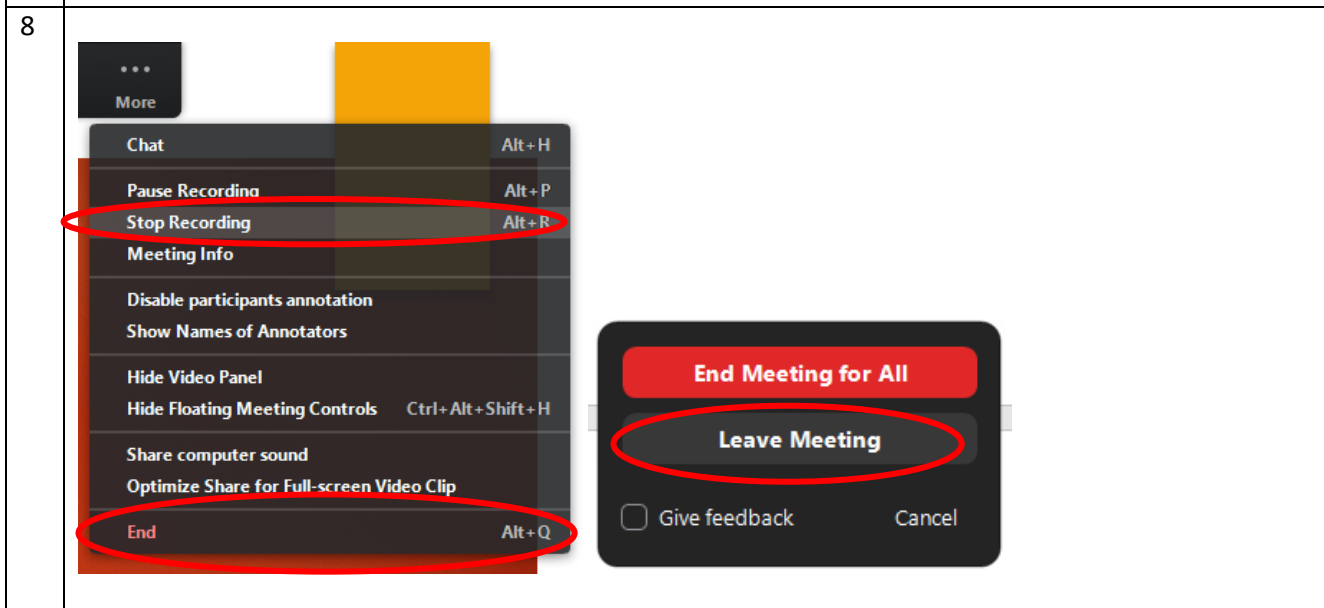
| | Instruction | Description |
|---|--|--|
| 1 |  | <ul style="list-style-type: none"> ▪ Create a Zoom meeting by clicking “New Meeting” ▪ Open the presentation PPT file that you have prepared for recording at the same time |
| 2 |  | <ul style="list-style-type: none"> ▪ Click “Shared Screen” at the bottom of the Zoom meeting |
| 3 |  | <ul style="list-style-type: none"> ▪ Choose the PPT file you have previously opened for recording, then click “Share” |



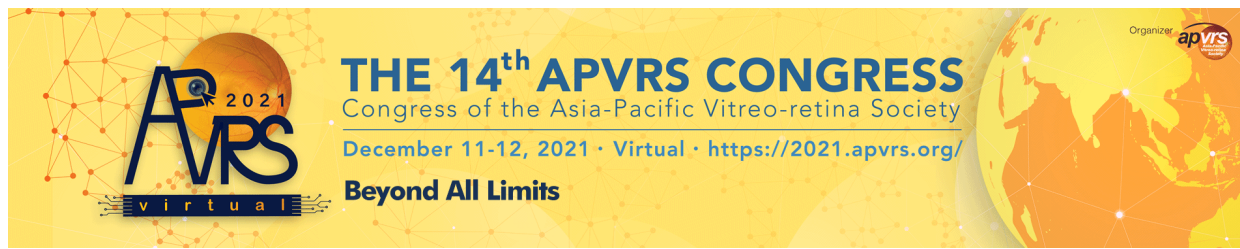
| | | |
|---|--|--|
| 4 | | <ul style="list-style-type: none"> You shall see “You are screen sharing” beneath the menu bar at the top of Zoom window |
| 5 | | <ul style="list-style-type: none"> Click “Slide Show” at the bottom right of the PPT file Make sure your Zoom has entered a full screen mode |
| 6 | <p style="text-align: center;">APVRS 2021 Virtual Congress</p> <p style="text-align: center;">Instruction of Self-Recording on Zoom</p> <p style="text-align: center;">APVRS Central Secretariat</p> | <ul style="list-style-type: none"> Please check whether you can see yourself in a small window on the top right corner of your monitor |

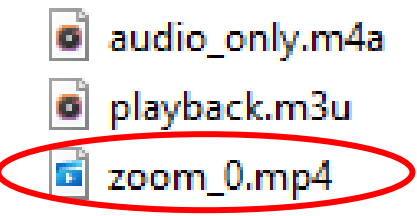


- Put your cursor over the top of the Zoom, a hidden menu bar will show up
- Click "More" → "Record on this computer" OR "Record"
- You may now start your presentation
- Please **strictly adhere to your allocated time**. The Secretariat will trim your video if you have exceeded the allocated time.



- Click "More" → "Stop recording" when you have finished your presentation
- Click "End" → "Leave Meeting" to leave Zoom meeting.



| | | |
|----|--|--|
| 9 | <p>Zoom - Converting the meeting recording</p>  <p>Convert Meeting Recording</p> <p>You have a recording that needs to be converted before viewing.</p> <p>8%</p> <p>Stop Converting</p> | <ul style="list-style-type: none">Your recording would be automatically converted to MP4 |
| 10 |  <p>audio_only.m4a</p> <p>playback.m3u</p> <p>zoom_0.mp4</p> | <ul style="list-style-type: none">The MP4 file is now ready for your viewing. |