



To pre-record a PPT presentation with video:

1. Open your PowerPoint presentation
2. Start Zoom meeting (no additional participants necessary)
3. Adjust your camera, microphone, lighting
4. Click Share Screen (up green arrow at the bottom options bar)
5. Select PowerPoint application
6. Start PowerPoint Slide show to enter Full Screen
7. Video icon will appear in top right corner in the recording (even if you move it on your screen)
8. Select from top options bar or Alt+C or Alt+R to start/stop recording to cloud or your computer (depends on your license)
9. Run a test to make sure you like what you see/hear

Talking:

Select a window or an application that you want to share

Basic Advanced

Screen Whiteboard iPhone/iPad

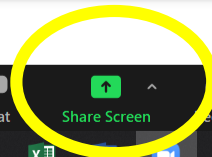
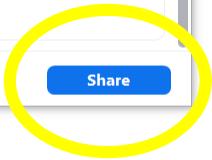
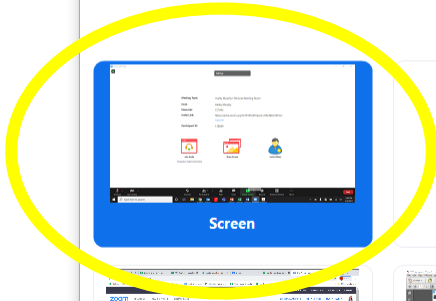
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Share



Clipboard Slides Font Paragraph Drawing

Clipboard: Cut, Copy, Paste, Format Painter
Slides: New Slide, Layout, Reset, Section
Font: B, I, U, S, abc, AV, Aa, A
Paragraph: Align Text, Convert to SmartArt
Drawing: Arrange, Quick Styles, Shape Fill, Shape Outline, Shape Effects

1

2



VIRTUAL

INTERNATIONAL CONFERENCE ON
**ACCELERATING
BIOPHARMACEUTICAL
DEVELOPMENT**

MARCH 8-10, 2021

Click to add notes

The banner features a teal and white hexagonal pattern. Inside the hexagons are images of a scientist in a lab coat, a molecular model, and laboratory glassware. The text is centered and uses a mix of teal and dark blue colors.

More

- Breakout Rooms
- Record on this Computer** (Alt + R)
- Record to the Cloud** (Alt + C)
- More Info
- Disable Annotation for Others
- Hide Names of Annotators
- Hide Floating Meeting Controls (Ctrl + Alt + Shift + H)
- Live on Facebook
- Live on Workplace by Facebook
- Live on YouTube
- Live on Custom Live Streaming Service
- Share computer sound
- Optimize Screen Sharing for Video Clip
- End (Alt + Q)