



VIRTUAL

COBRA

MARCH 1-2, 2021

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

Organized by the International Metabolic Engineering Society

Select a window or an application that you want to share

Basic

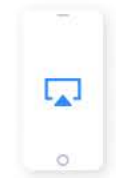
Advanced



Screen



Whiteboard



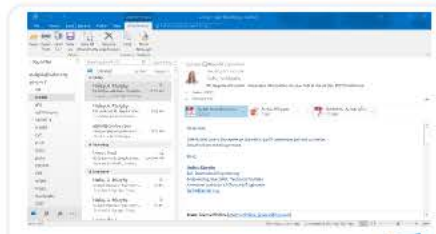
iPhone/iPad



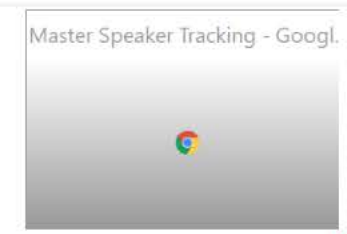
5755_20_COBRA2021_Virtual_Pre...



Accbio Recording Instructions (00...



AccBio - dejuk@aiche.org - Outlo...



Master Speaker Tracking - Google...



Share computer sound

Optimize Screen Sharing for Video Clip

Share

Clipboard Slides Font Paragraph Drawing

You are screen sharing Stop Share

Align Text Convert to SmartArt

Arrange

Chat Alt+H

Breakout Rooms

Record on this Computer Alt+R

Record to the Cloud Alt+C

Disable participants annotation

Show 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 Share for Full-screen Video Clip

End Alt+Q

VIRTUAL

COB

MARCH 1-2, 2021

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

Organized by the International Metabolic Engineering Society

Click to add notes