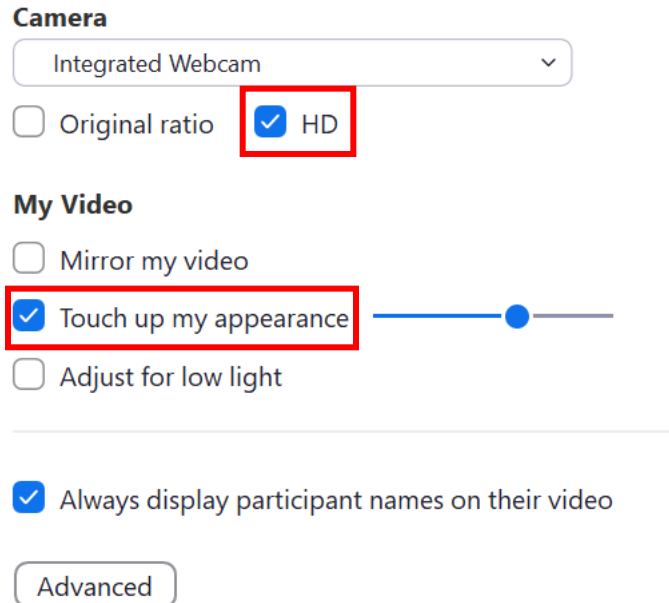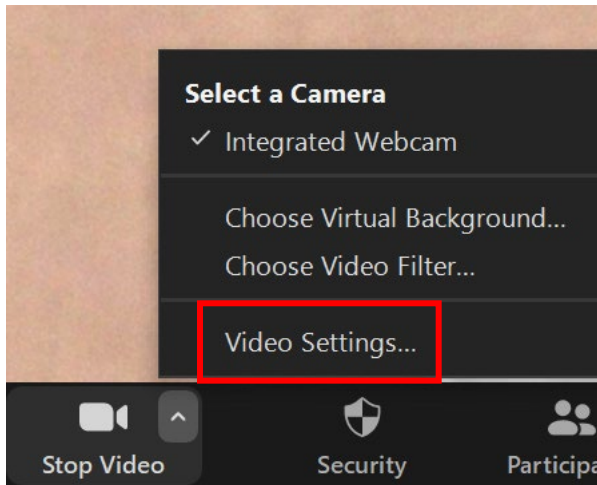# *Recording on Zoom: Best Practices*
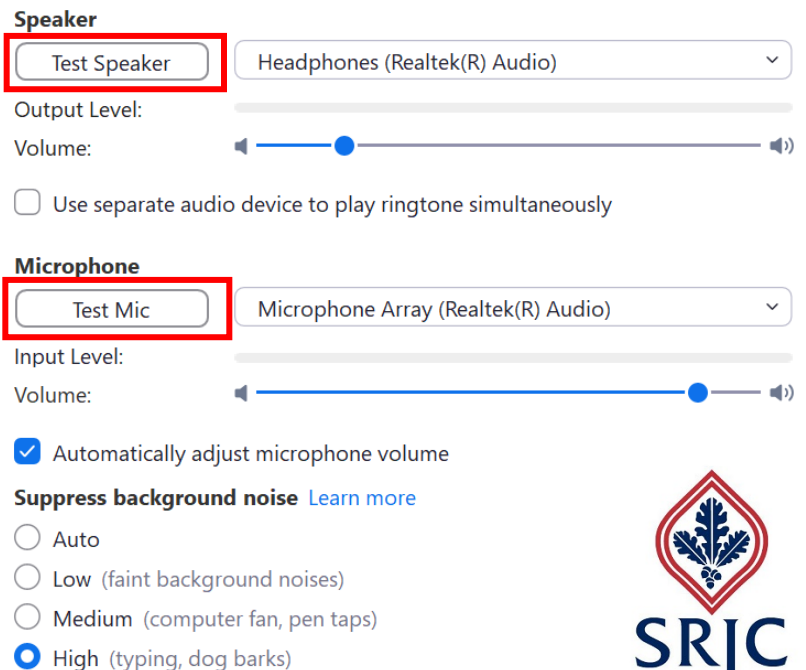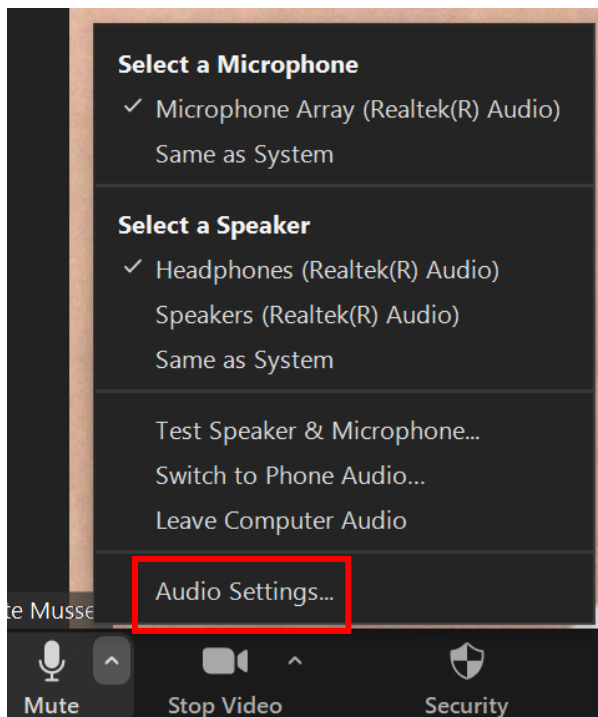
There are two settings in the **Video Tab** that might be of interest to anybody who will be filmed in the recording:

1) The **Touch up my appearance** option. This will put a slight blur on the image to smooth out skin tones.
2) Be sure to **enable HD.**

In the **Audio Settings Tab,** the speaker and microphone you're using can be directly tested for input and output. Pressing **Test Speaker** will play a ringtone that will illustrate how you will hear other attendees. The **Test Mic** button will allow you to record your voice, and playback how it will sound to others. You can adjust the input/output on the sliding bar below each.

You can also **Suppress Background Noise** at a higher level, or just leave it as **Auto** to cut out ambient noise.

Recording Settings

Before starting to record, you'll want to re-visit your recording settings. It's important to distinguish which versions of video you want to record. First, select **Optimize for 3rd party video editor** so that post-production is easier.

Record active speaker with shared screen: Most recordings should be done this way. It allows for any shared content to be the primary focus, while also highlighting who's speaking.

Record gallery view with shared screen: Same as above, except all attendees are recorded in a gallery view. Can be distracting.

Record active speaker, gallery view and shared screen separately: Quite complex, and should only be used in specific instances.

Beyond those three, you're able to customize the remaining check-boxes to your liking, but keep in mind that each recording variant is its own file, and it will take up Cloud Recording space.

Equipment for Recording

You'll want to make sure you have a **webcam** that can display in HD, and a **microphone** that adequately catches your voice. **Natural lighting** is recommended, but you may also want to experiment with how different lighting appears on camera. (avoid backlighting; basic lightning technique link)

If you're in need of any equipment, you may visit IT's Equipment Loaner page.

For additional help, contact media@santarosa.edu or call a Media Tech at (707) 527-4771

To sign up for a focused workshop, visit our SRJC Zoom Training page.