

Recording Interviews via ZOOM

ZOOM has an excellent written and video tutorial here, which will answer most questions about how to do this. Strongly suggest you view it at least once:

<https://support.zoom.us/hc/en-us/articles/201362473-Local-recording>

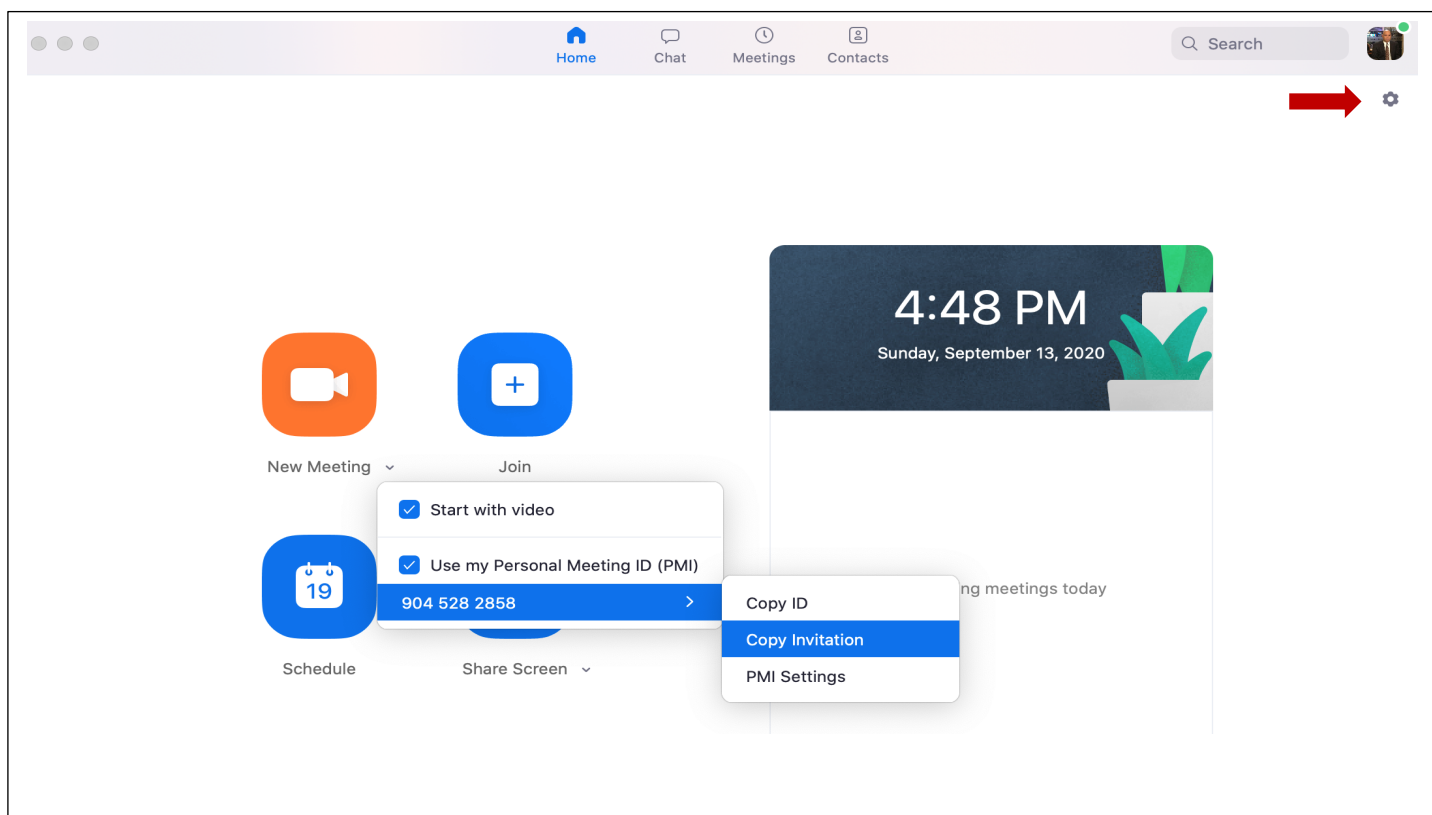
ZOOM automatically records both video and audio by default. You'll have the highest quality audio if you use a plug-in mic (if you have one).

Please ask your guests to also use a plug-in mic, if they have one. They should NOT use the Apple-style earbuds with a built-in mic as this is generally lower quality audio.

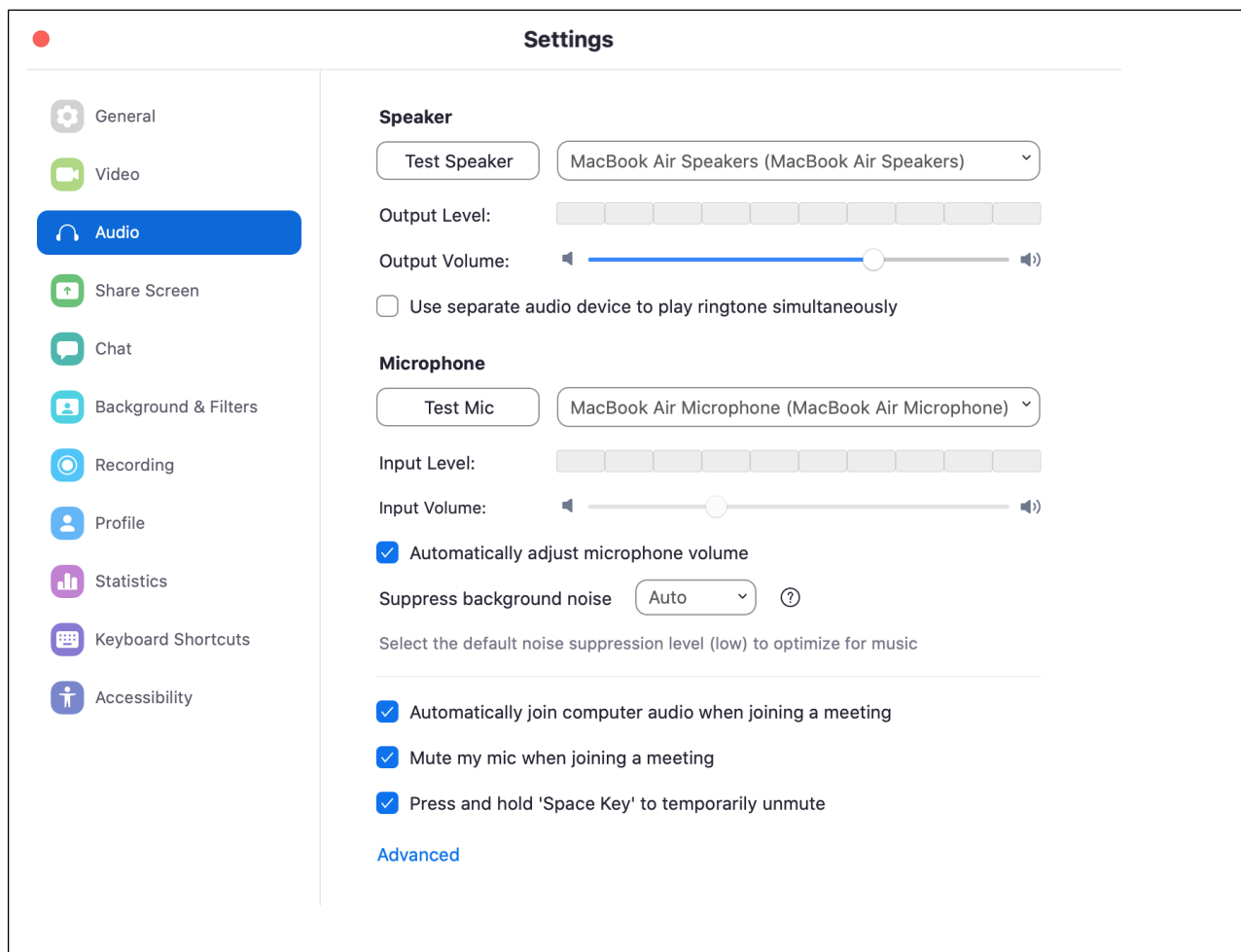
To use ZOOM via SU -- setup your SU ZOOM account here, signing in with your SU NetID:

<https://syracuseuniversity.zoom.us/>

In the ZOOM app, you should see a screen with an orange icon for "New Meeting." There is a drop-down menu that will allow you to "Copy Invitation." This will allow you to copy and paste an invitation to your ZOOM meeting into an email that will include the link your guest will need.



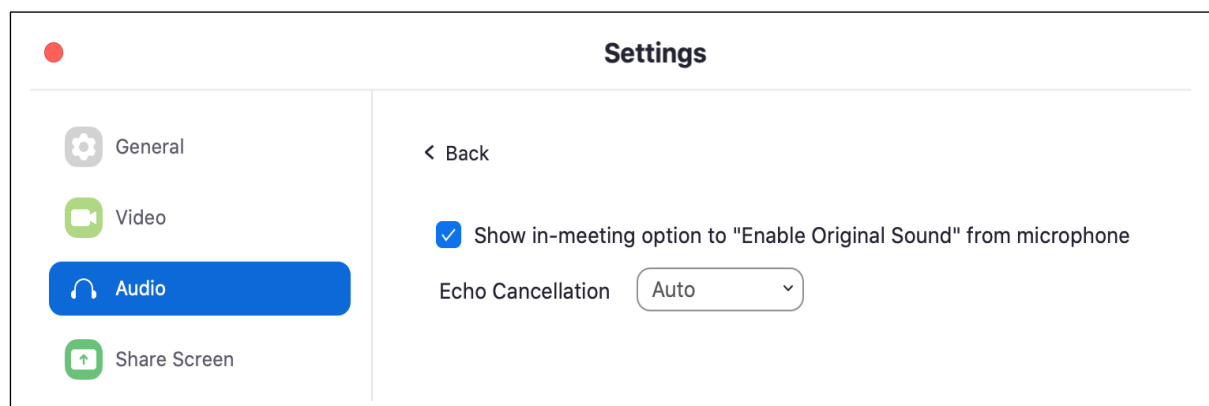
In the upper right corner of the main ZOOM screen, you should see a gear icon. This will enable you to check your ZOOM settings:



Speaker – usually set the jack where your headphones are plugged in, if you are using them, or your device speakers. Test your system in advance to make sure you can hear!

Microphone – should be set to your external mic (if you have one) or else your webcam mic.

Click on the blue “Advanced” link to go a second page of audio settings. We recommend making sure “Enable Original Sound from Microphone” is checked for better audio quality.

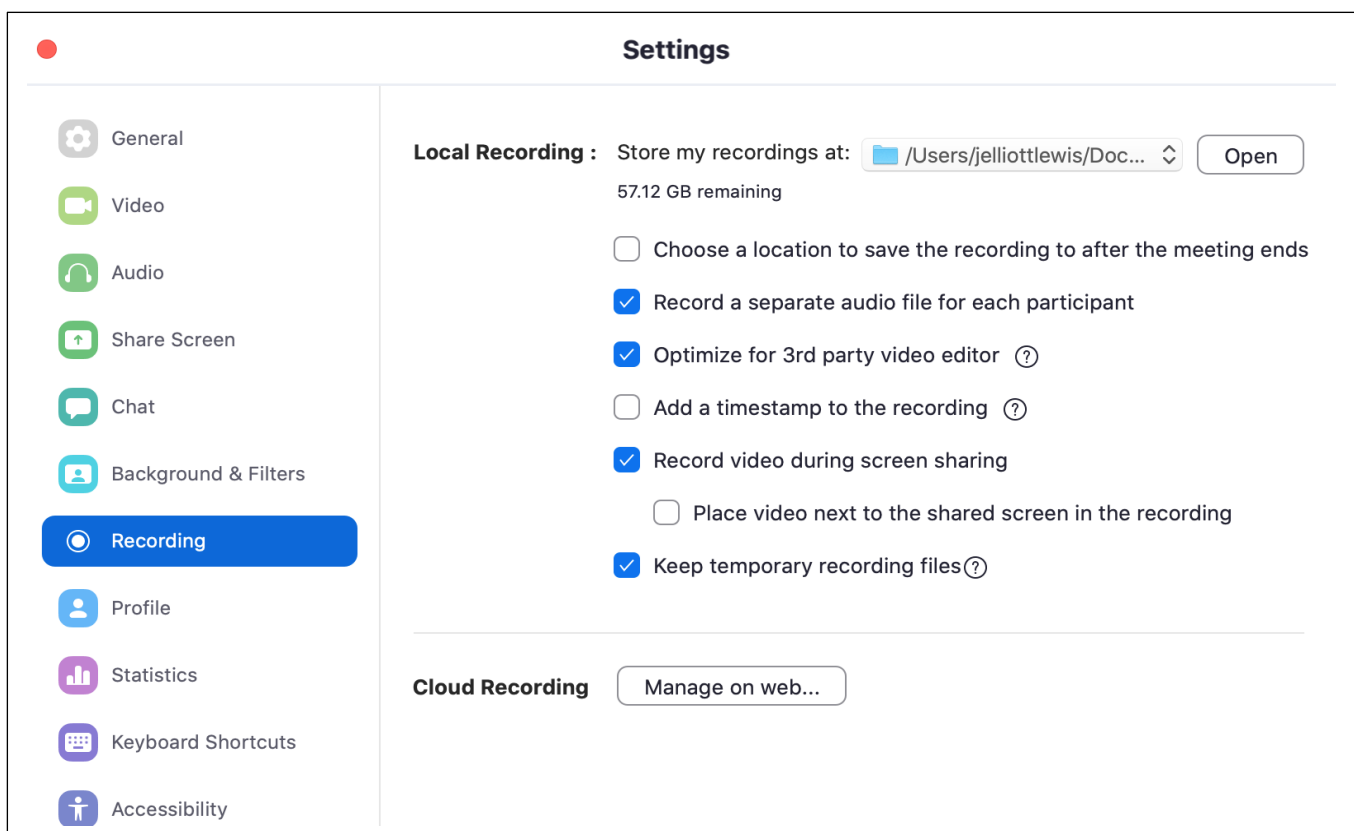


Recording Settings – “Local Recording” will default to your Documents folder on your computer where a “Zoom” subfolder will be created. This is consistent with the explanation in the video tutorial referenced earlier.

“Optimize for 3rd party video editor” is recommended, though this will result in larger file sizes.

“Record a separate audio file for each participant,” if multiple guests.

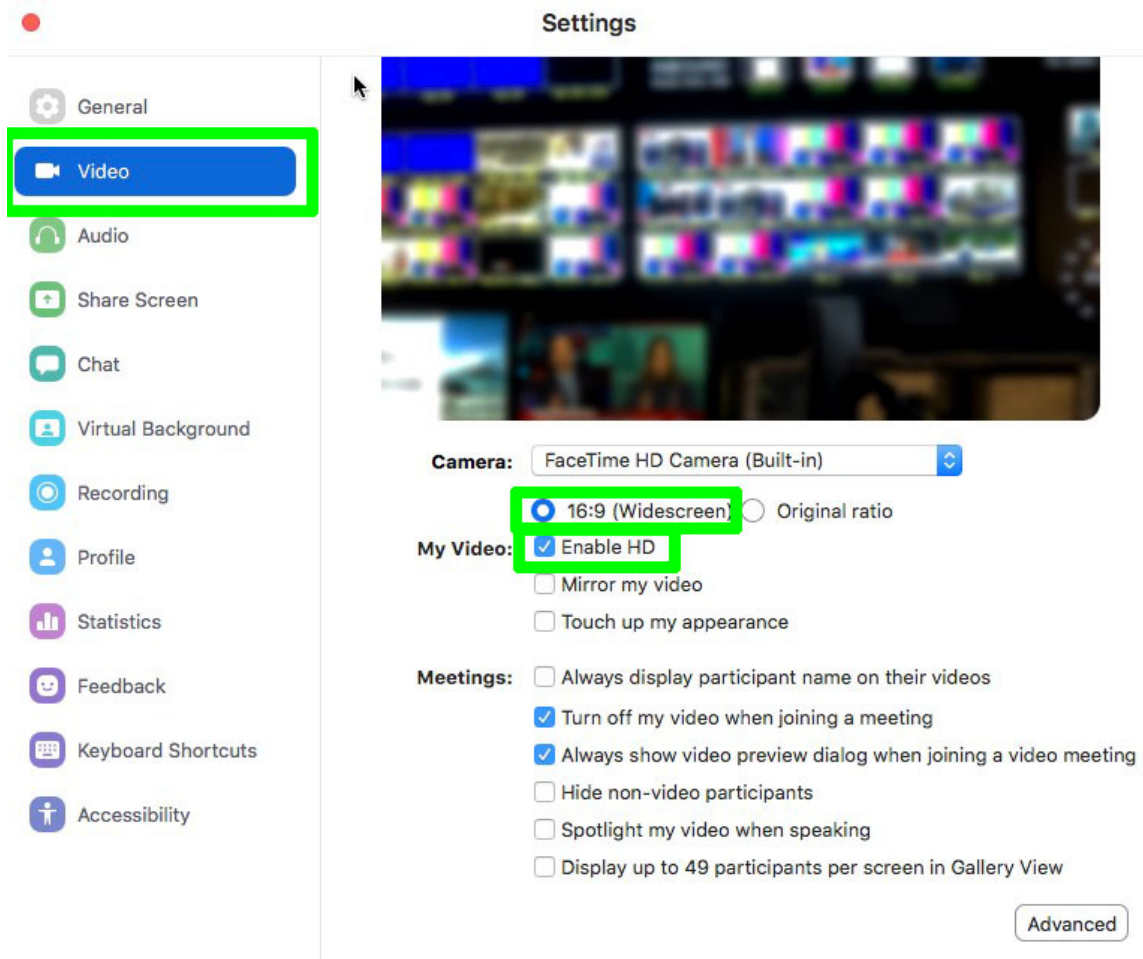
Check “Keep temporary recording files.” If something happens to your computer during the call, this may help you recover the files and not lose a valuable interview.



Video Settings – Make sure you have set this to the right camera, either the one built into your computer or secondary camera.

“16 X 9 Widescreen” should be checked.

“Enable HD” should be checked.



Setting the Shot

When it's time for the interview, you may need to spend a few minutes coaching your guest on how to frame the shot. Here's a link to a short video that explains things. You may even want to share this with your sources ahead of time so that they are seen with the most favorable lighting and background.

<https://twitter.com/SRuhle/status/1243853311813484546>

Toward the end of the presentation, the reporter is more back-lit than we normally like to see because the window shade on the side of her lets in too much light. But her general point about having the natural light work for you, rather than against you, is the takeaway here.