



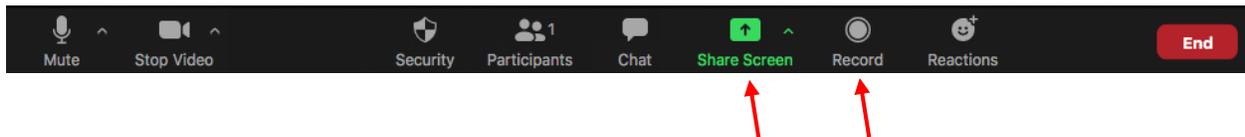
## APSI Guide for Preparation of Video Seminars or Interviews using Zoom

### Basic Instructions

- Preliminary considerations:
  - Discuss your video project (interview, lessons) with Paolo Zannetti ([zannetti@envirocomp.org](mailto:zannetti@envirocomp.org)) to reach a preliminary agreement
  - If you have a budget, use a professional videographer. Otherwise use the easy steps in this guide.
  - Examine our first video product as an example: <https://youtu.be/MINyVmNUINQ>
  - All videos are copyrighted as APSI + author(s)
- Use Zoom with recording option
  - If recording is not already enabled in your Zoom application, you will need to enable local recording in the online version of your account settings:  
<https://us04web.zoom.us/profile/setting?tab=recording>

A screenshot of the Zoom web interface. The top navigation bar includes the Zoom logo, 'SOLUTIONS', 'PLANS &amp; PRICING', 'CONTACT SALES', and buttons for 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. On the left, a sidebar menu lists 'PERSONAL', 'Profile', 'Meetings', 'Webinars', 'Recordings', and 'Settings' (highlighted in blue). The main content area shows the 'Recording' tab selected, with a sub-tab 'Local recording' active. A blue toggle switch is turned on, and a red arrow points to it from the right. Below the toggle, the text reads 'Allow hosts and participants to record the meeting to a local file'. A checkbox is checked, with the label 'Hosts can give participants the permission to record locally'. To the right of the toggle are the words 'Modified' and 'Reset'.

- Preparing your scene:
  - Use good lighting
    - Diffuse lighting with the same color tone from multiple angles works well
  - Use a good microphone and test your sound with Zoom prior to recording
  - Check your background for any clutter or inappropriate items and remove from view
  - Make a short test recording and review it to determine if further changes are needed to your setup
- Preparing your attendees:
  - Inform your attendees/guests (if any) of the purpose of the video, and make them aware that the recorded video will be eventually hosted publicly on the APSI YouTube channel: [https://www.youtube.com/channel/UCjsINQJbCtOzvsqdFfn\\_tNA/](https://www.youtube.com/channel/UCjsINQJbCtOzvsqdFfn_tNA/)
  - Create an outline (e.g., a bullet point list) of prepared questions or discussion topics days before taping and share it with attendees (if any) so that they may have time to come up with answers/talking points prior to the recording
- During your Zoom meeting interview/seminar:
  - Select the “Record” button in the Zoom toolbar to start (or stop) the recording. The full video will be created by Zoom and saved to your computer only after you end the Zoom meeting.
  - Use Zoom’s “Share Screen” option in the toolbar to show visuals on your computer screen (slides, websites, documents, etc.). Screens can also be shared by other attendees, though we recommend that screen sharing be handled only by one person.
    - Note that visuals can also be added later during the editing phase.
  - Speak clearly and slowly, and avoid talking over one another, to facilitate auto-generation of captions when later we will upload the video to YouTube.



- Post-production / Editing:
  - Examine the video to assure that it is good quality and meets your expectations.
  - **If you or your team has video editing capabilities, please proceed to the Advanced Instructions listed below.**  
**Otherwise, you can send the video(s) to Paolo Zannetti’s Hightail dropbox account: <https://www.hightail.com/u/Drop-to-PZ> (max 25 GB) for further processing.**

## Advanced Instructions

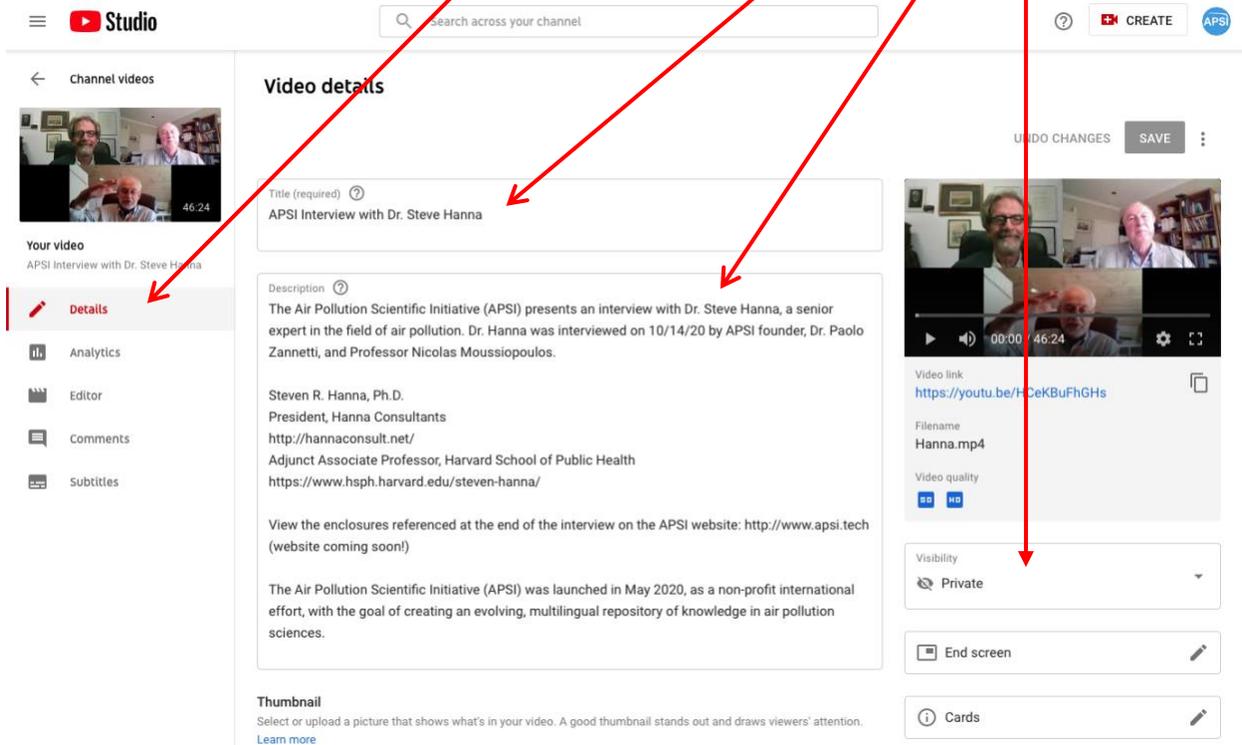
- Post-production / Editing:
  - Add titles, final ending/credits, and (if desired) music using a video editor of your choice<sup>1</sup>
    - Ensure that there is not a long duration of silence at the beginning of the video, or else YouTube may think there is no audio and will not generate captions
    - Export the video as one of the supported YouTube video file formats (though we recommend to keep it as the .mp4 format that Zoom generates):  
<https://support.google.com/youtube/troubleshooter/2888402?hl=en>
    - Review the exported video on your computer (e.g., using QuickTime or VLC Player) to make sure it exported as expected
  - Any copyrighted music or visuals must be properly licensed for distribution
    - For example, if a music piece is licensed under Creative Commons 3.0, you would be able to use it so long as you attributed the work to the creator:  
<https://creativecommons.org/licenses/by/3.0/>
    - YouTube Studio has an Audio Library with free to use music and sound effects

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<sup>1</sup> We used Movavi Video Editor Plus for the initial video editing and later used iMovie to add intro and outro music.

- Preparing the video on YouTube

- If you do not already have a YouTube channel, follow the instructions here to create one: <https://support.google.com/youtube/answer/1646861?hl=en>
- Upload the video to your YouTube channel using the Create button (sometimes shown as just a camera icon with “+” sign)
- Set the video’s “Visibility” to “Private” while you prepare it
- Under the Video details page, write out a video title and description

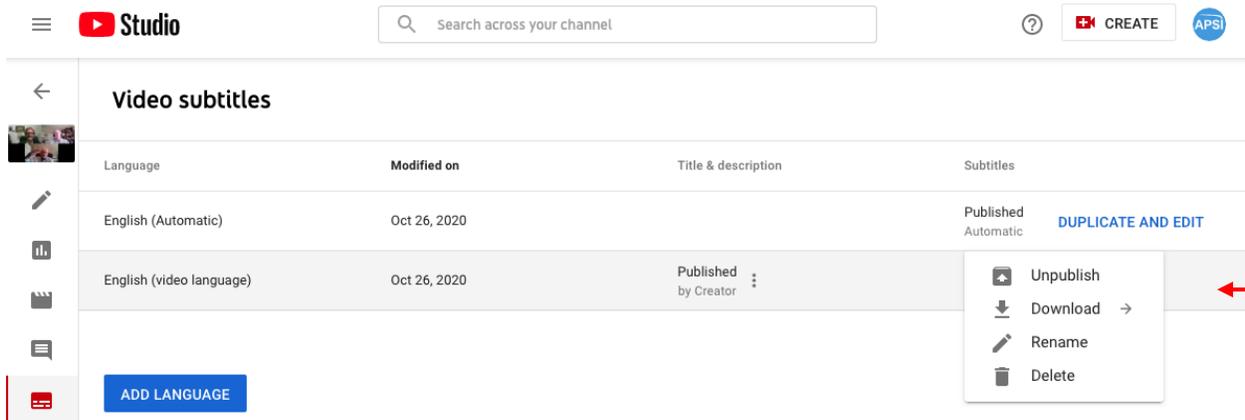


- YouTube will automatically generate captions
  - It may take several hours and up to a day for captions to generate for a 40-minute video
  - Captions will be listed under the Subtitles page
- Once auto-generated captions are created:
  - Select the “Duplicate and Edit” link
  - In the new subtitles row, select “Edit” to review and clean them up
    - There are no capitalizations or punctuation with the auto-generated captions, so you will need to add those manually
    - **IMPORTANT:** by following these instructions, the video will be ready to be viewed with captions auto-translated into any language

YouTube Studio interface showing video subtitles management. The interface includes a search bar, "Channel videos" navigation, a video thumbnail, and a "Video subtitles" table with columns for Language, Modified on, Title & description, and Subtitles. Two subtitle entries are shown: "English (video language)" and "English (Automatic)". The "English (Automatic)" entry has a "DUPLICATE AND EDIT" link. A blue "ADD LANGUAGE" button is at the bottom. A red box highlights the "Subtitles" menu item in the left sidebar, and red arrows point from the text instructions to the "EDIT" and "DUPLICATE AND EDIT" links in the table.

- Once the video is in its final draft:
  - In the video’s Details page, change the “Visibility” of the video to “Unlisted”
  - Email the link of the final draft video to [zannetti@envirocomp.org](mailto:zannetti@envirocomp.org) and the attendees (if any) to get publication approval

- When all have approved:
  - Download the clean captions file (.sbv) from YouTube by hovering over the captions “Edit” link until you see the 3 dots, then click the dots and select the “Download” option



- Send the video file to Paolo Zannetti’s Hightail dropbox account: <https://www.hightail.com/u/Drop-to-PZ> (max 25 GB)
- We will upload the video and captions to the APSI YouTube channel, and duplicate any video description from the final draft link

If any questions, email Paolo Zannetti at [zannetti@envirocomp.org](mailto:zannetti@envirocomp.org).