



## Video Presentation Recording Manual

### for Mac PowerPoint

**Deadline : October 25, 17:00 JST**

**Uploading Site :** <https://confit-vas.atlas.jp/jbs2021/video/login>

\*Uploaded video will be played on the day of the meeting as it is. Please make sure your narrations and timings are recorded correctly.

## Create Presentation Slides

Please record your voice on your presentation slides and create a video with narration.

### 1. Format

- Slide aspect ratio: 16:9 is recommended
- File name: presentation no.\_your name (e.g. P-999 Jane Smith)
- File format: mp4, mov, wmv, avi
- File size: 1GB or smaller

### 2. Presentation Slot

Please prepare a video according to the allotted time, which was informed via email by the secretariat.

## Prepare Equipment for Recording

You can create a video using PowerPoint 2019 or Office 365 subscription for Mac.

\*2011 and 2016 do not support video recording.

<Steps>

1. Prepare a computer and a microphone.

2. Test the performance of the microphone.

Use the built-in microphone when your laptop computer has one. When you use a laptop computer without a microphone or a desktop computer, connect an external microphone to record audio.

3. During the recording, make the environment as quiet as possible to reduce background noise.

## Record a Narration

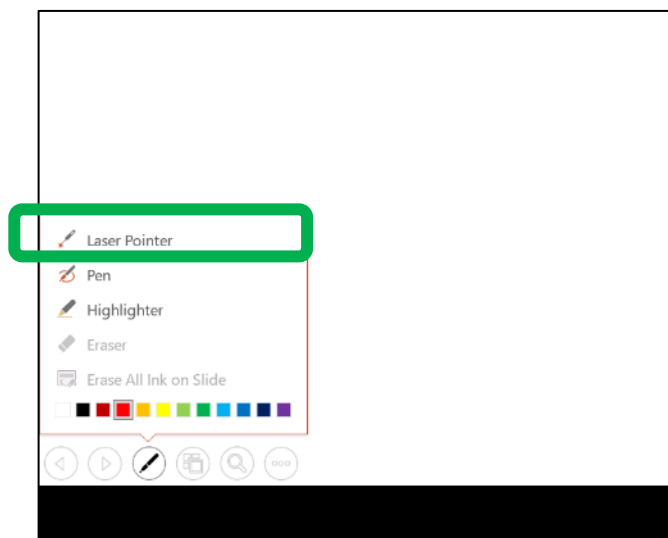
Please record your narration of your presentation as you advance the slides.

Please note that **menu layout, descriptions, or workflow may be slightly different from those described in the following instructions depending on the version of your PowerPoint.**

### <Getting Started> How to Use a Laser Pointer

There are two ways:

1. Click on Slide Show and display your slide show. Right click on the screen and select Pointer Option > Laser Pointer from the menu.
2. Click on Slide Show and display your slide show. A menu bar is displayed at the left bottom of the slide. Click the pen icon and select Laser Pointer from the menu.

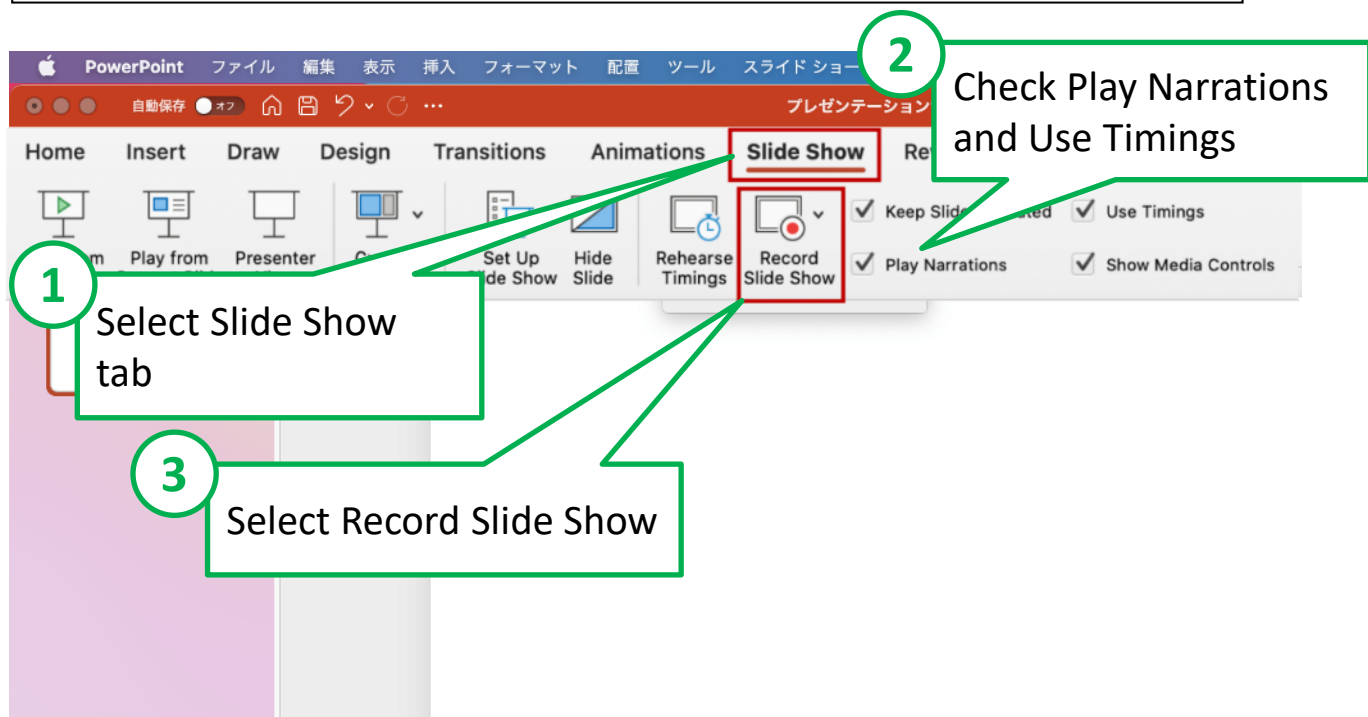


#### [Note]

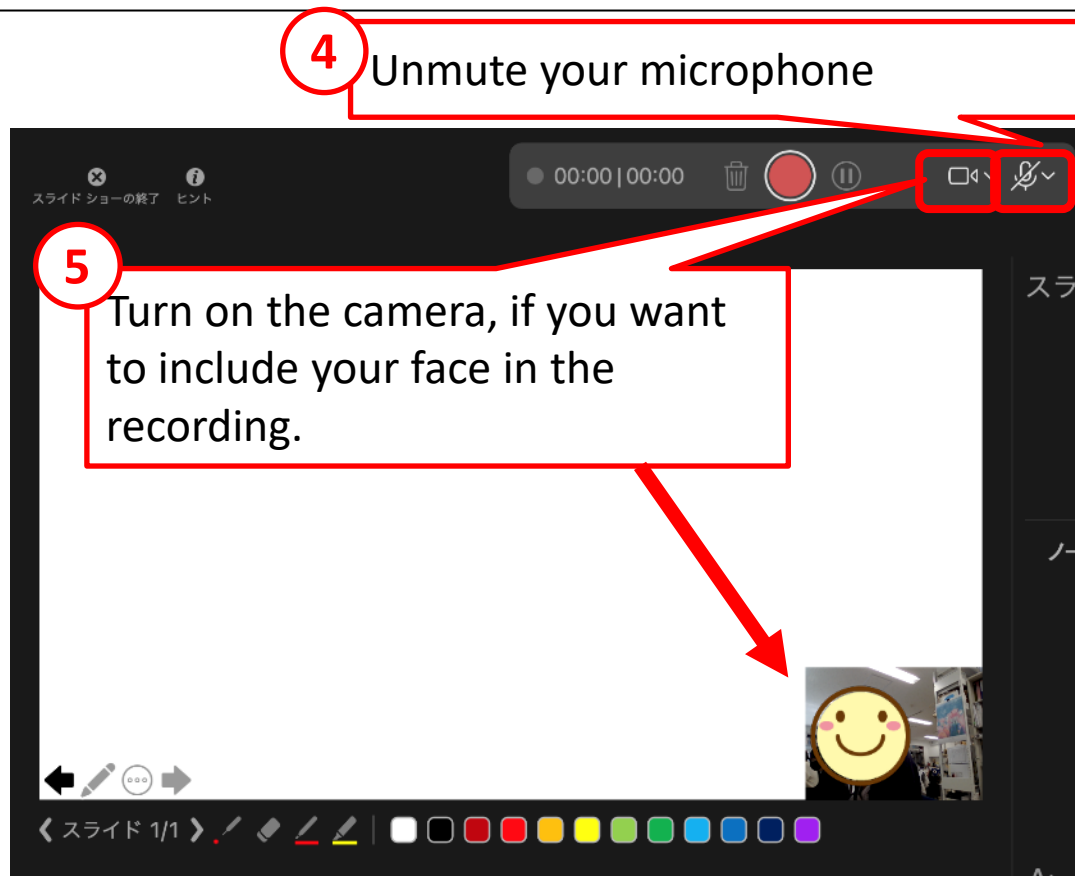
When you use your mouse as a Laser Pointer, you are not able to left click to advance the slides. Please use the cursor keys to advance the slides.

# Record a Narration

## Step 1: Set up and Prepare for Recording



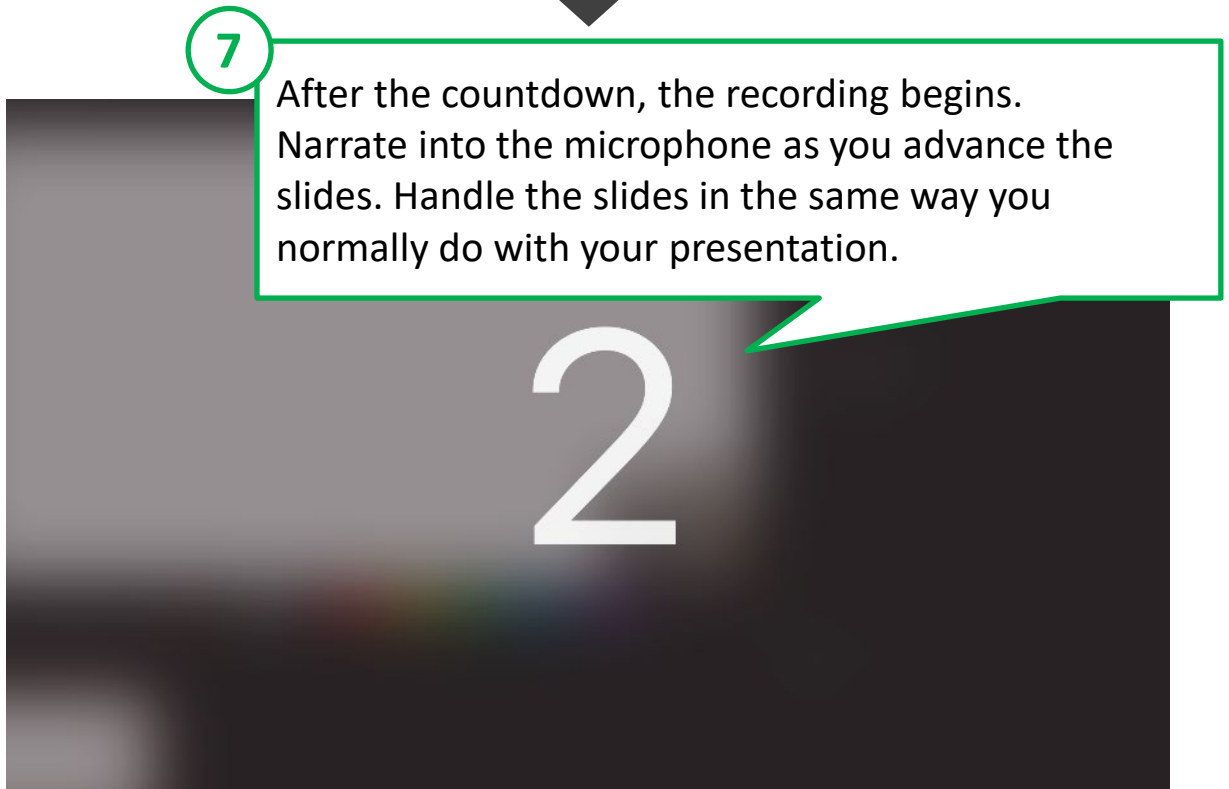
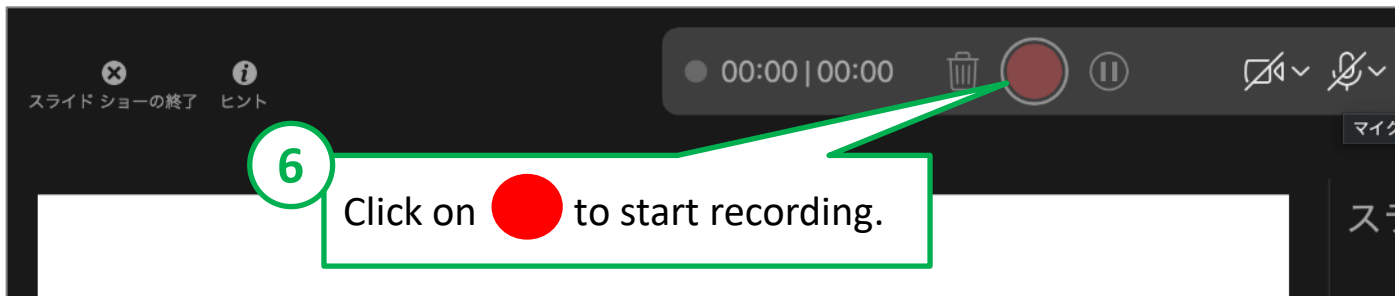
## Step 2: Set up Microphone and Camera



## Record a Narration

### Step 3: Start Recording

Start recording your presentation and run through the slides. The timing you advance the slides (the length of each slide being displayed) is being recorded.



### [NOTE]

**What you have said while you are advancing the slides may not be recorded successfully. Start to talk after the next slide is displayed on the screen.**

# Record a Narration

## Step 4: End Recording

8

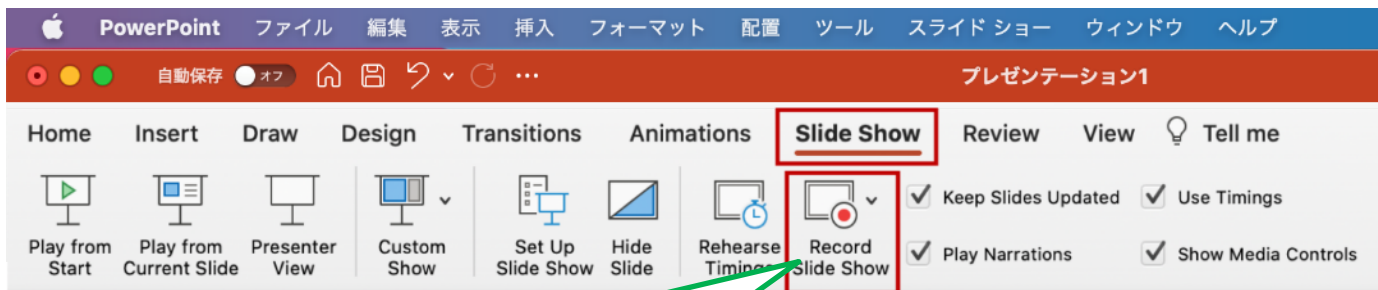
Click on ● to end recording.

9

Click on End Show

## Step 5: Review and Revise

1. Save the PowerPoint slides.
2. Open the file and play slideshow to check your narration and timing are recorded correctly.
3. If you want to revise a slide, click on Record Slide Show, select the slide to be revised and record again.

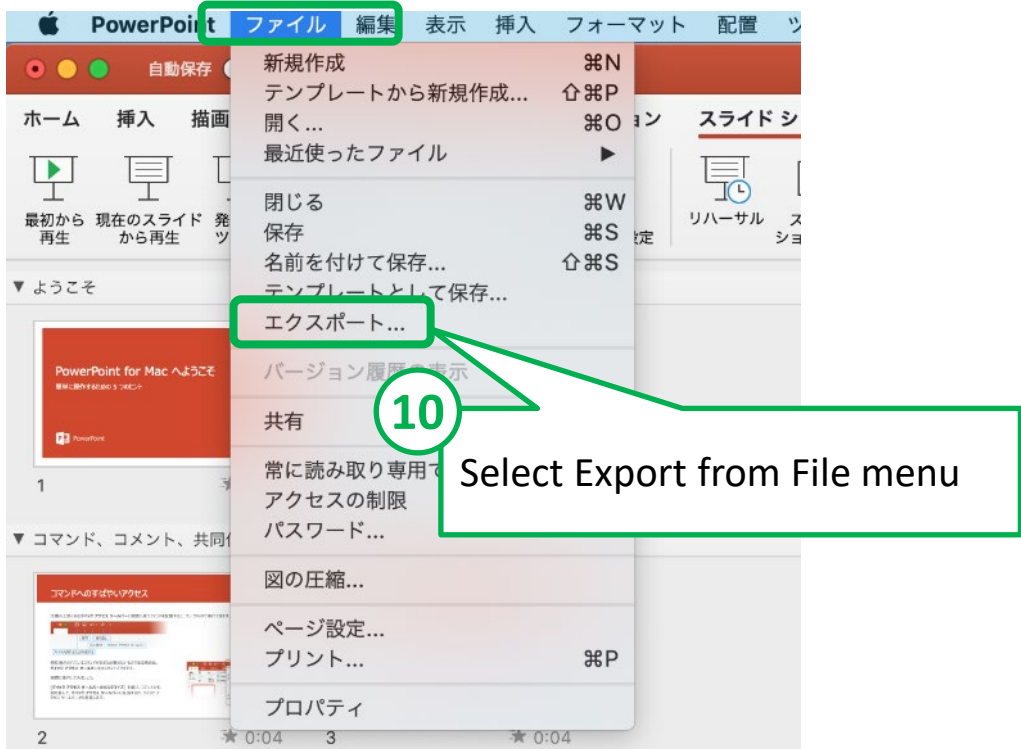


Select Record Slide Show

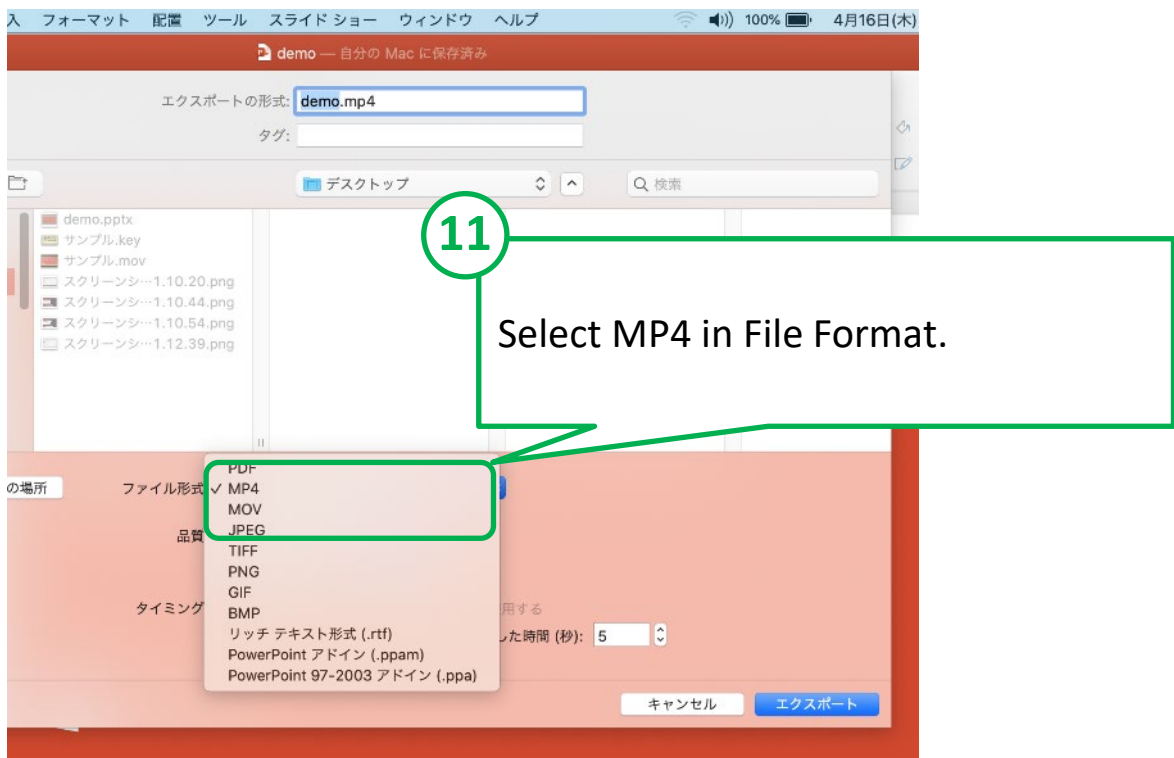
4. Click on End Show to end recording.

# Convert to Video

## Step 6: Convert to Video File and Save (1)

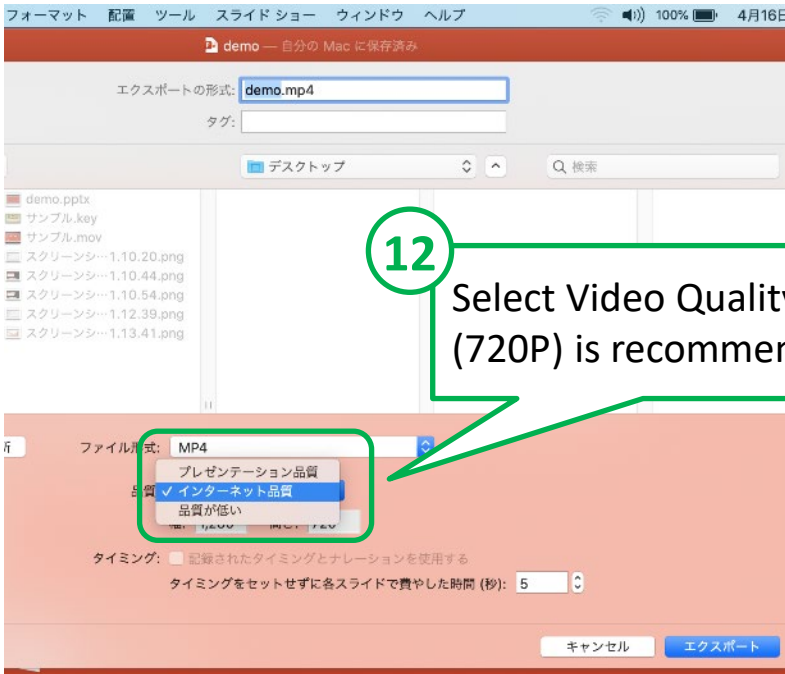


## Step 7: Convert to Video File and Save (2)

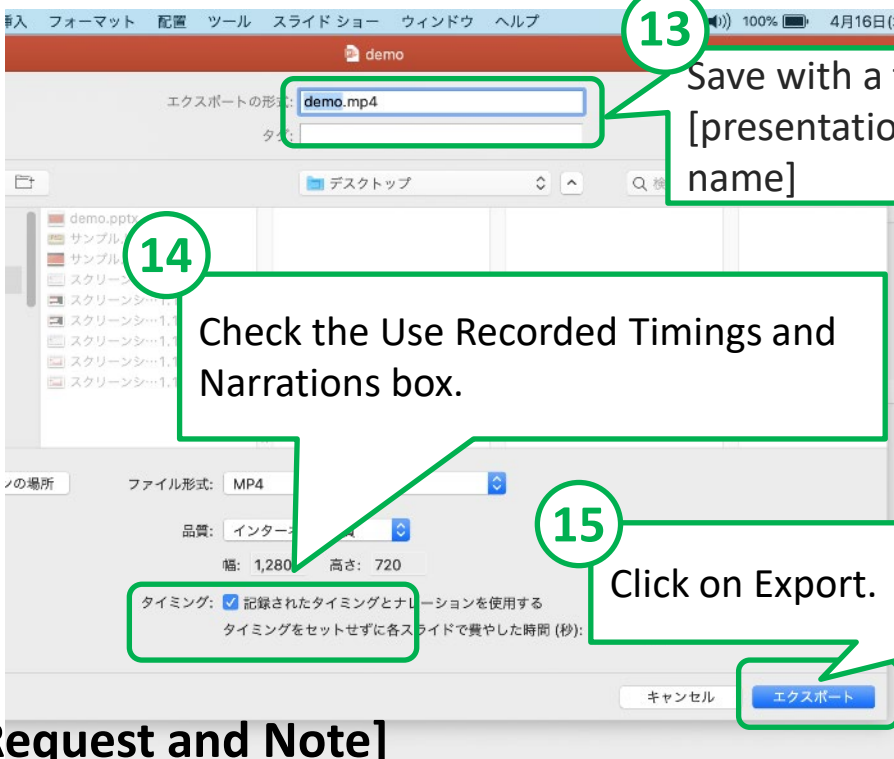


# Convert to Video

## Step 7: Convert to Video File and Save (3)



## Step 6: Save Video File in Your PC



### [Request and Note]

- Please play back the created video file on another PC in addition to the PC you used to create it for testing.
- It may take time to save the video file depending on its size. Please note that it may take several hours.