

# Video Presentation Recording Manual

For Keynote

**Deadline: November 30, 17:00 JST**

\*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 or 4:3
- File name: presentation no.\_your name (e.g. S01-01 Jane Smith)
- File format: mp4
- 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

<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 Narration

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

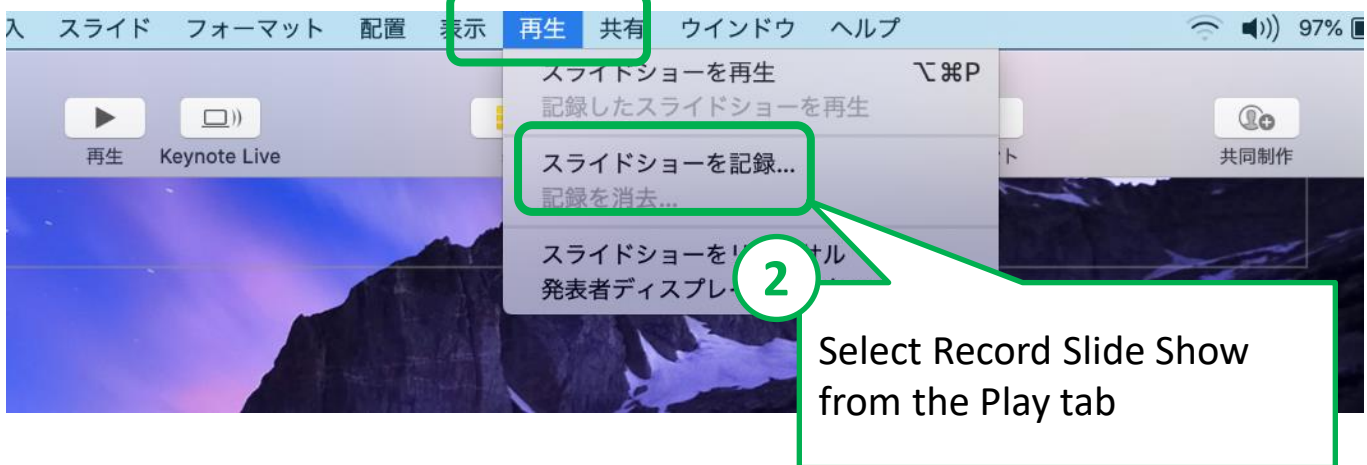
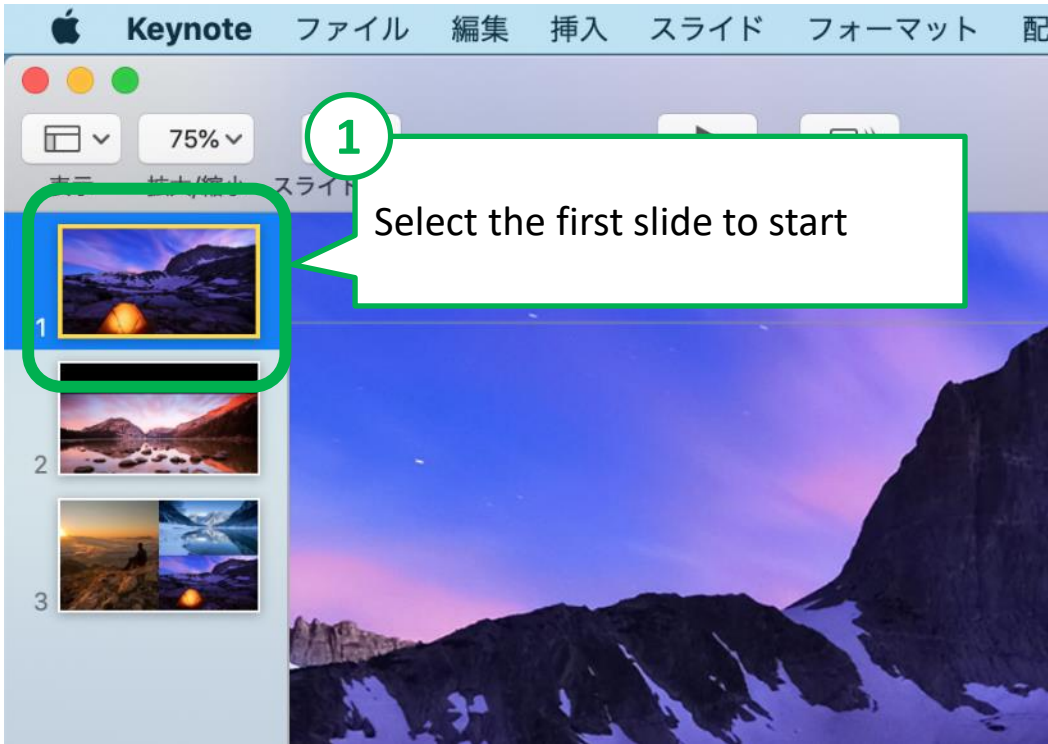
Please note that **menu layout, descriptions, or workflow may be slightly different from those described in the following instructions depending on the version of your OS.**

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

Keynote does not have a laser pointer function. Please use the mouse pointer (arrow). When you switch to the slide show screen, the pointer is hidden, so press “C” to display the pointer.

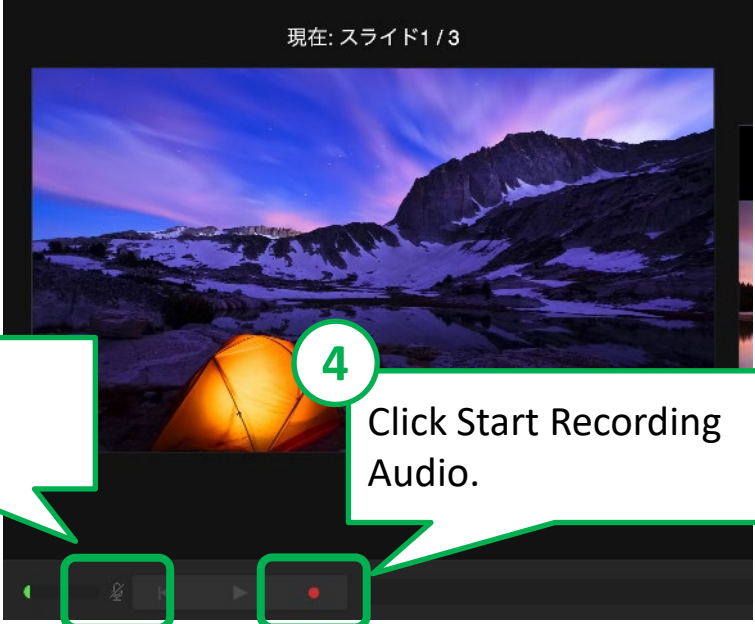
# Record Narration

## Step 1: Prepare for Recording



## Record Narration

### Step 2: Start Recording




現在: スライド1 / 3

3 Unmute while recording.

4 Click Start Recording Audio.

5 After the count down, the recording begins. Please narrate into the microphone as you run through the slides. The timing you actually advance the slides (the length of each slide being displayed) is being recorded.



#### [NOTE]

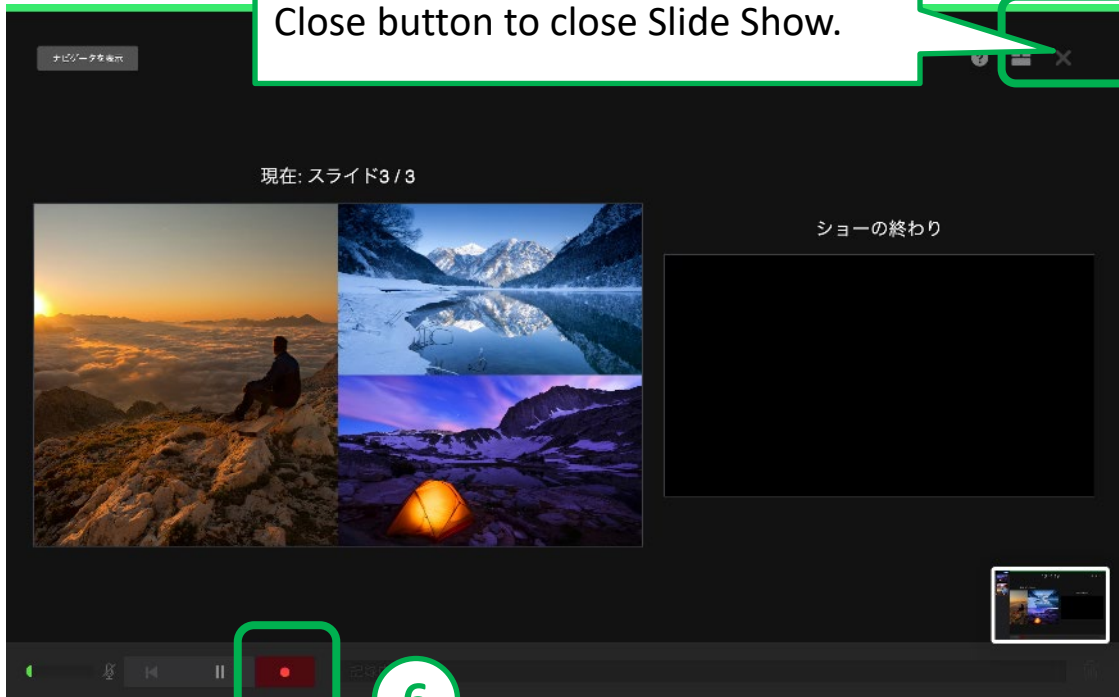
What you have said while you are advancing the slides may not be recorded successfully. Start to talk after the next slide is displayed on the screen.

# Record Narration

## Step 3: End Recording

7

After you stop recording, click the Close button to close Slide Show.

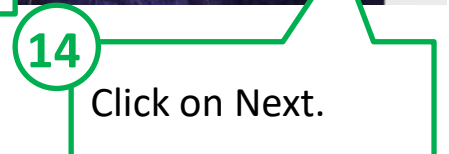
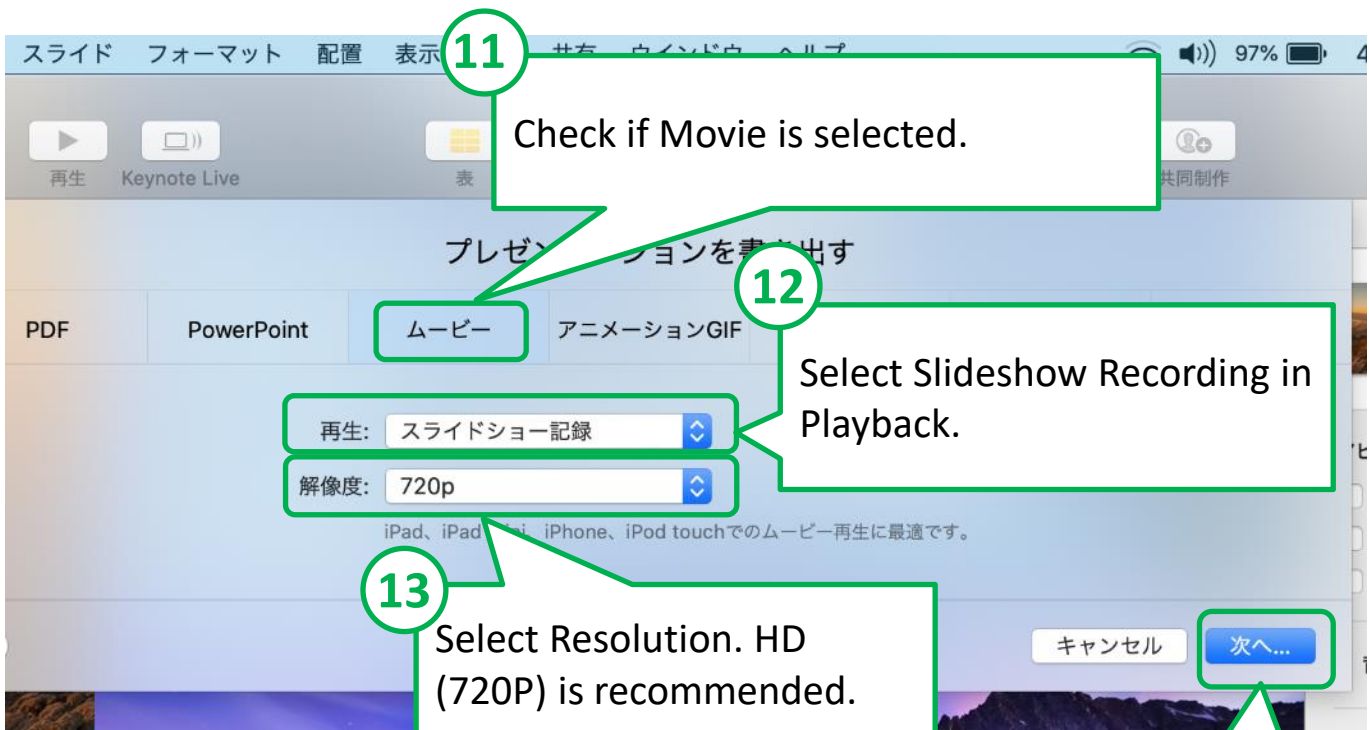


6

When your presentation is finished, click Record button to stop recording.

# Record Narration

## Step 4: Convert to Video File and Save



## Step 5: Save File in Your PC



15

Save with a file name:  
[Presentation No.]\_[Your Name]

16

Click on Export.

### [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 a few hours.