

# Video Presentation Recording Manual

## for Windows PowerPoint

**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

You can create a video using PowerPoint 2013 for Windows and later versions.

<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.**

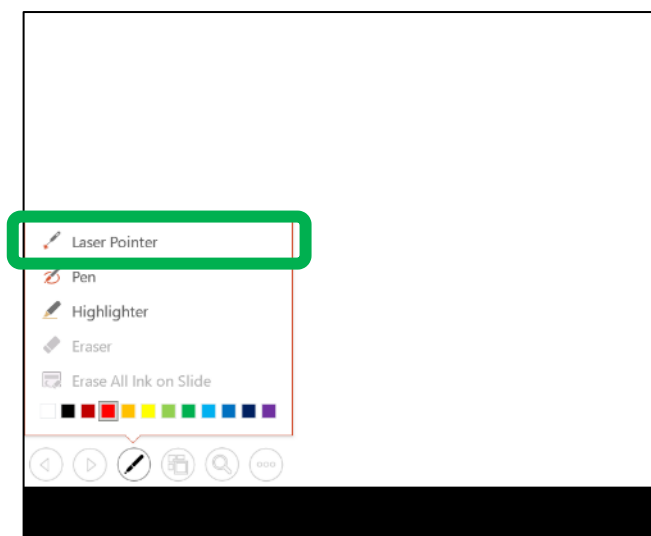
### <Getting Started> How to Use a Laser Pointer

There are two ways:

1. Click Slide Show and display your slide show. Right click on the screen and select Pointer Option > Laser Pointer from the menu.

2. Click 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.

\* PowerPoint 2010 does not have the Laser Pointer functionality but a pen that enables you to draw on your slides.



[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.

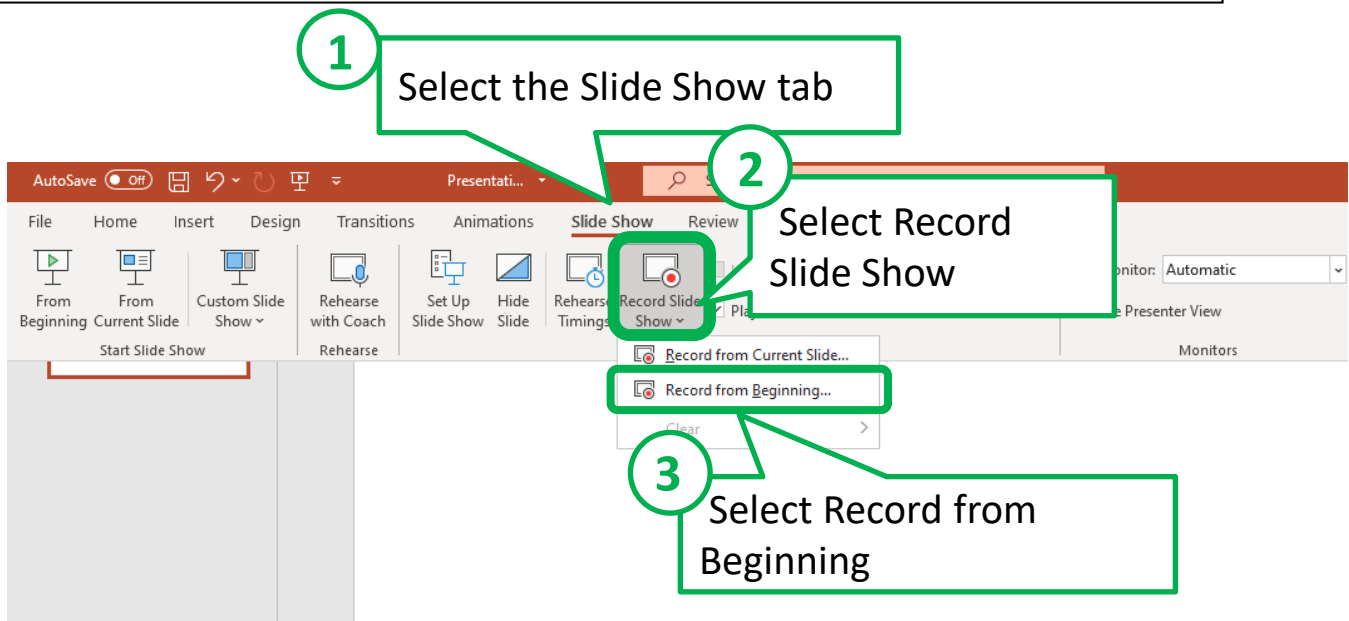
# Record a Narration

## Step 1: Set up and Prepare for Recording

1 Select the Slide Show tab

2 Select Record Slide Show

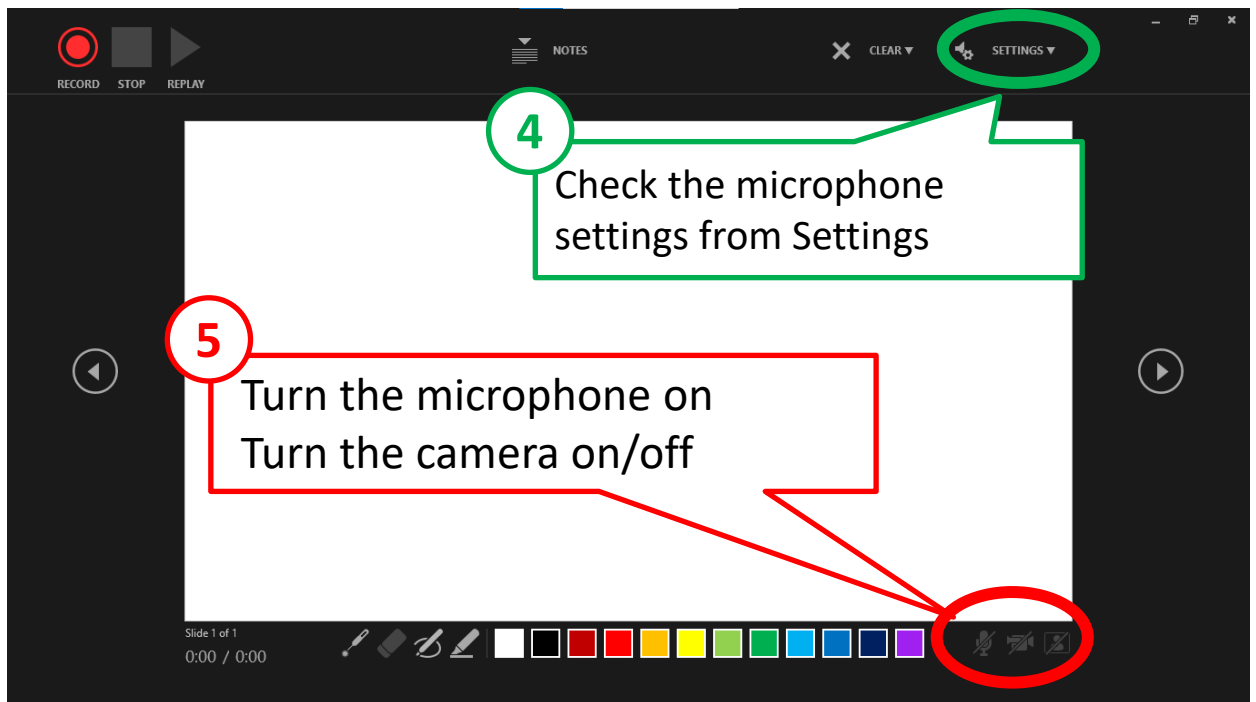
3 Select Record from Beginning



## Step 2: Set up Microphone and Camera

4 Check the microphone settings from Settings

5 Turn the microphone on  
Turn the camera on/off



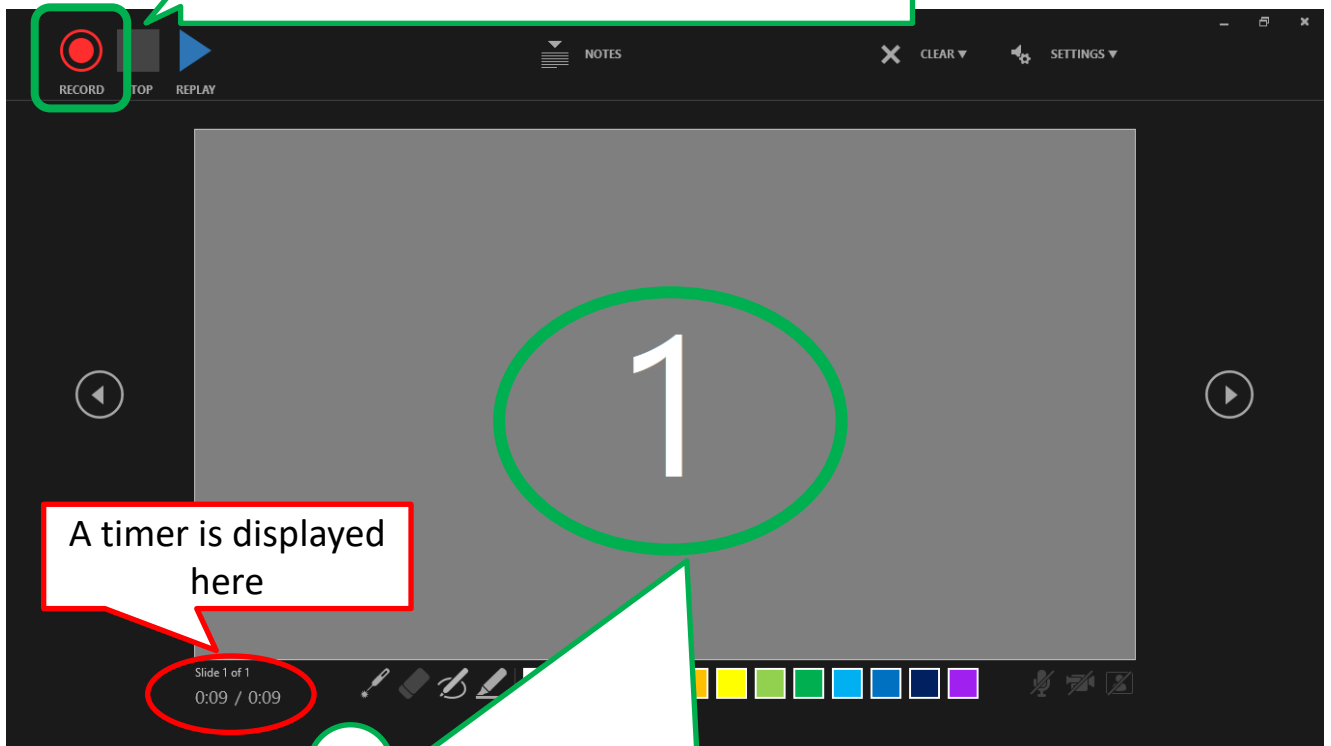
# Record a Narration

## 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.

6

Click on Record to start recording.



A timer is displayed here

7

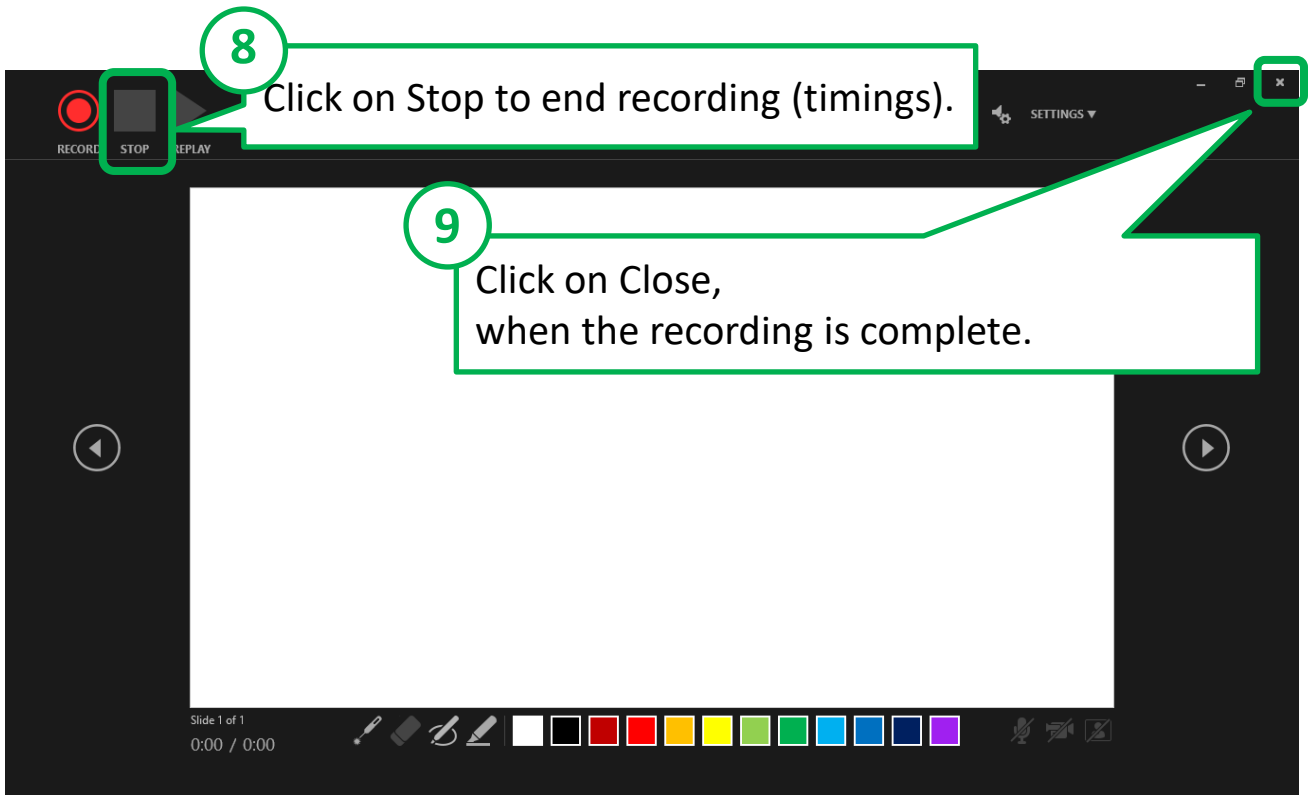
After the countdown, the recording begins. Narrate into the microphone as you advance the slides. Handle the slides in the same way you normally do with your presentation.

### [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.**

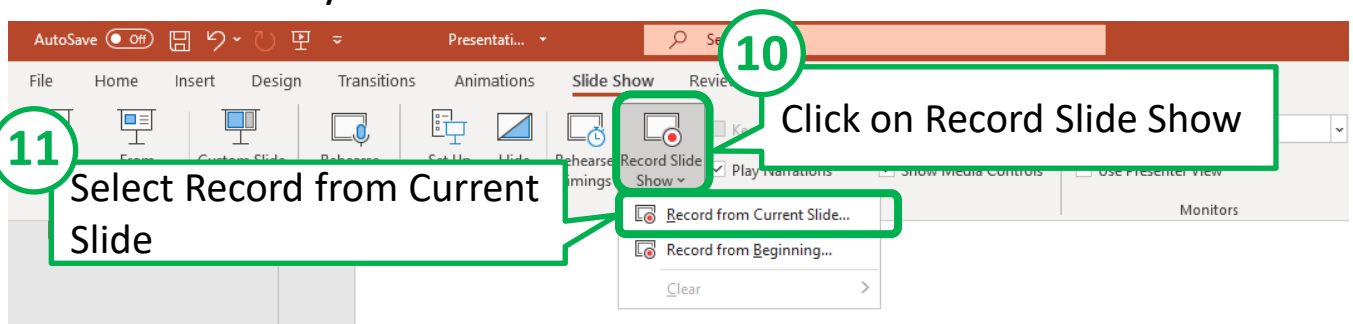
# Record a Narration

## Step 4: End Recording



## Step 5: Review and Revise

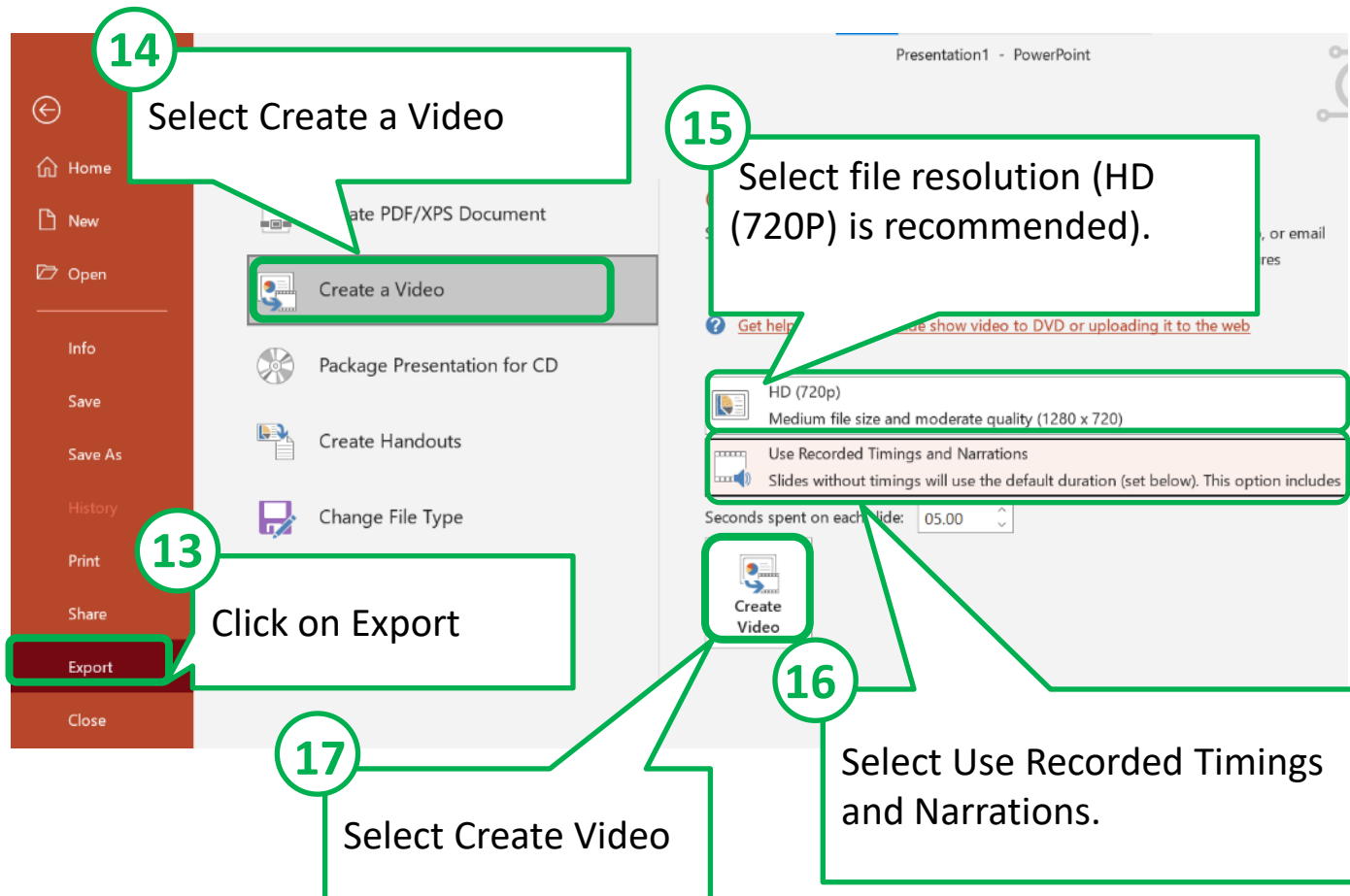
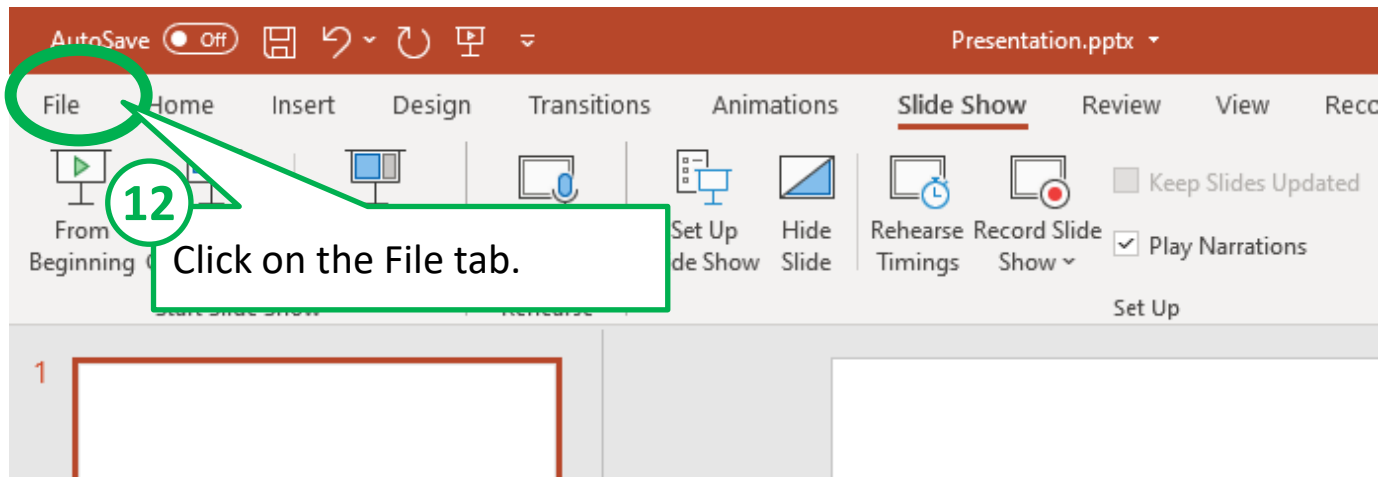
1. Save the PowerPoint slides.
2. Open the file and play slideshow to check your narration and timing are recorded correctly.
3. If you want to revise a slide, select the slide and record again. Noted that you should select "Record from Current Slide".



4. Click on "Stop" to end recording.

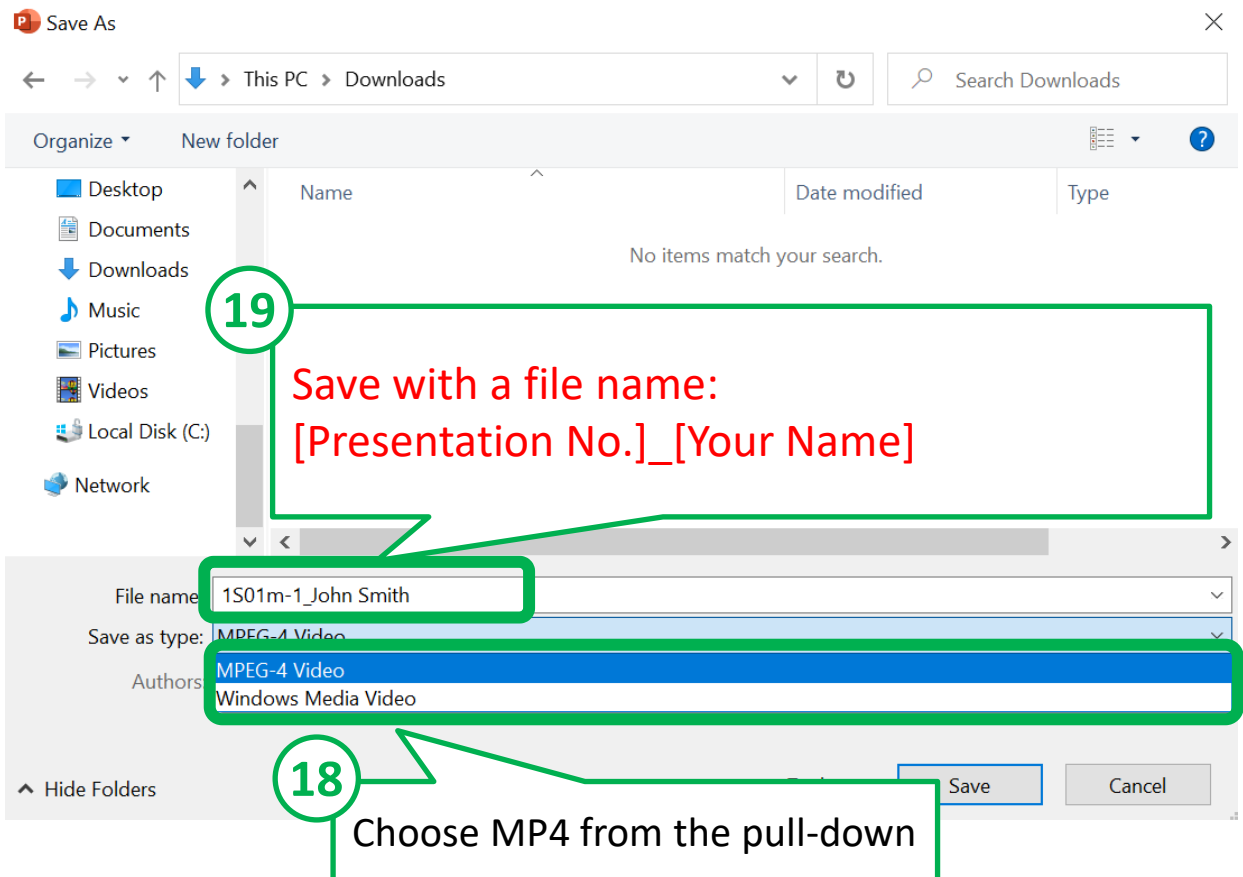
# Record a Narration

## Step 4: Save Data as a Video File



# Record a Narration

## Step 7: 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.