Video Presentation Recording Manual

for Mac 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 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.

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.
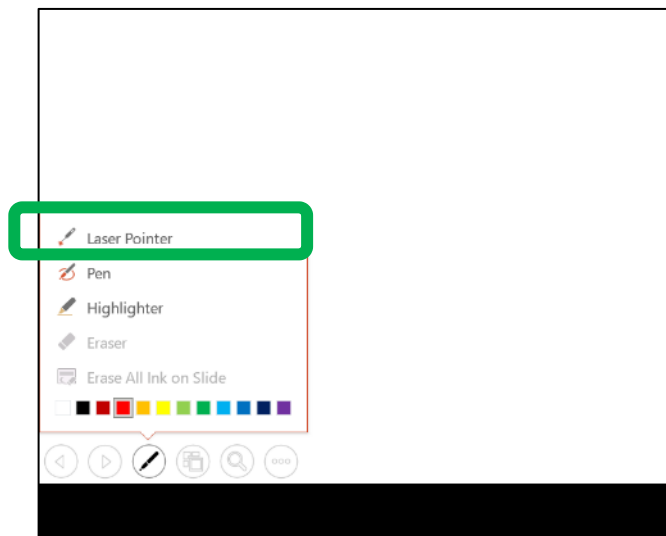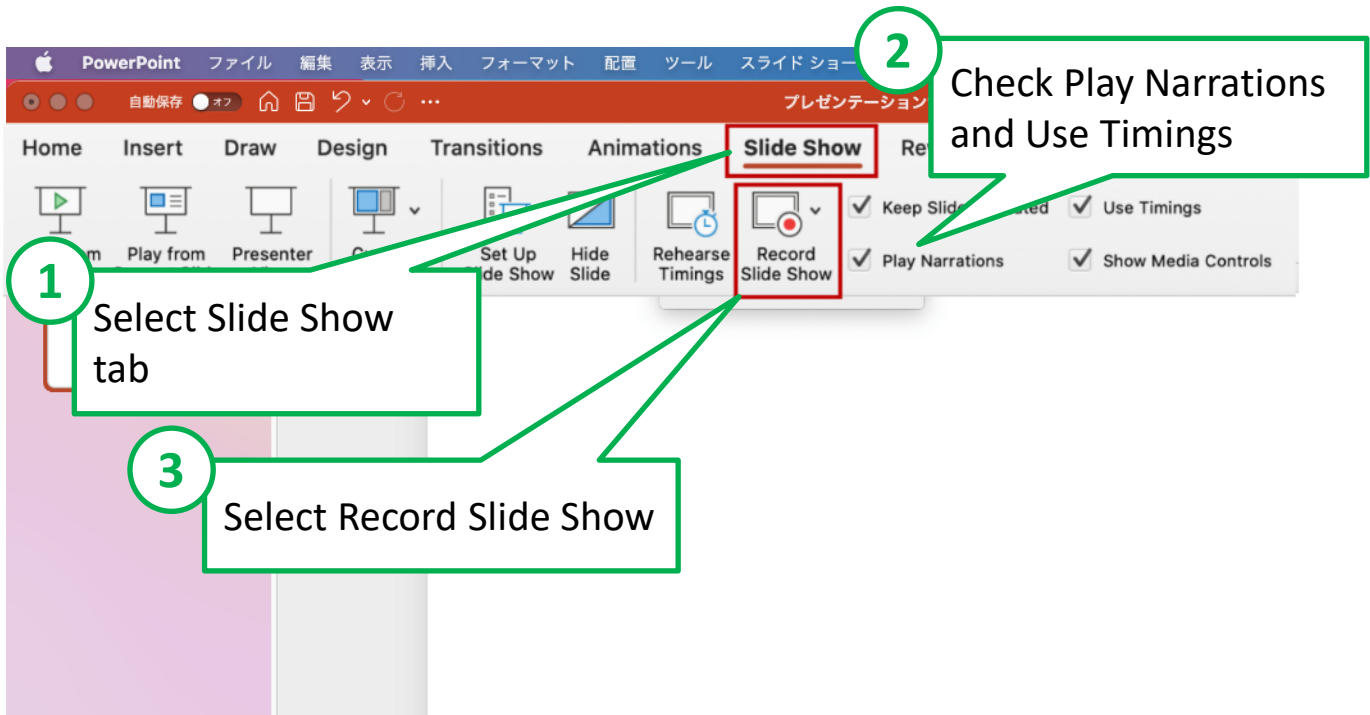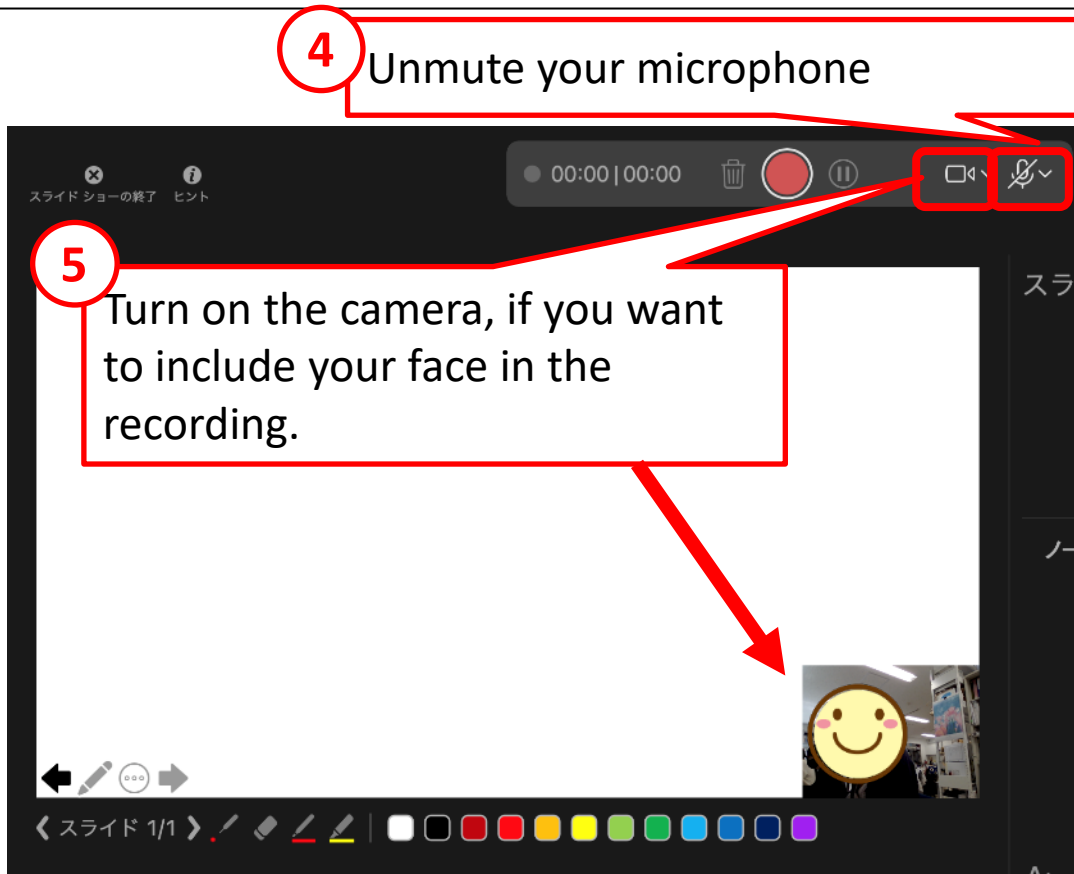

[Note]
When you use your mouse as a Laser Pointer, you are not able to left click to advance the slides. Please use the cursor keys to advance the slides.

Record a Narration
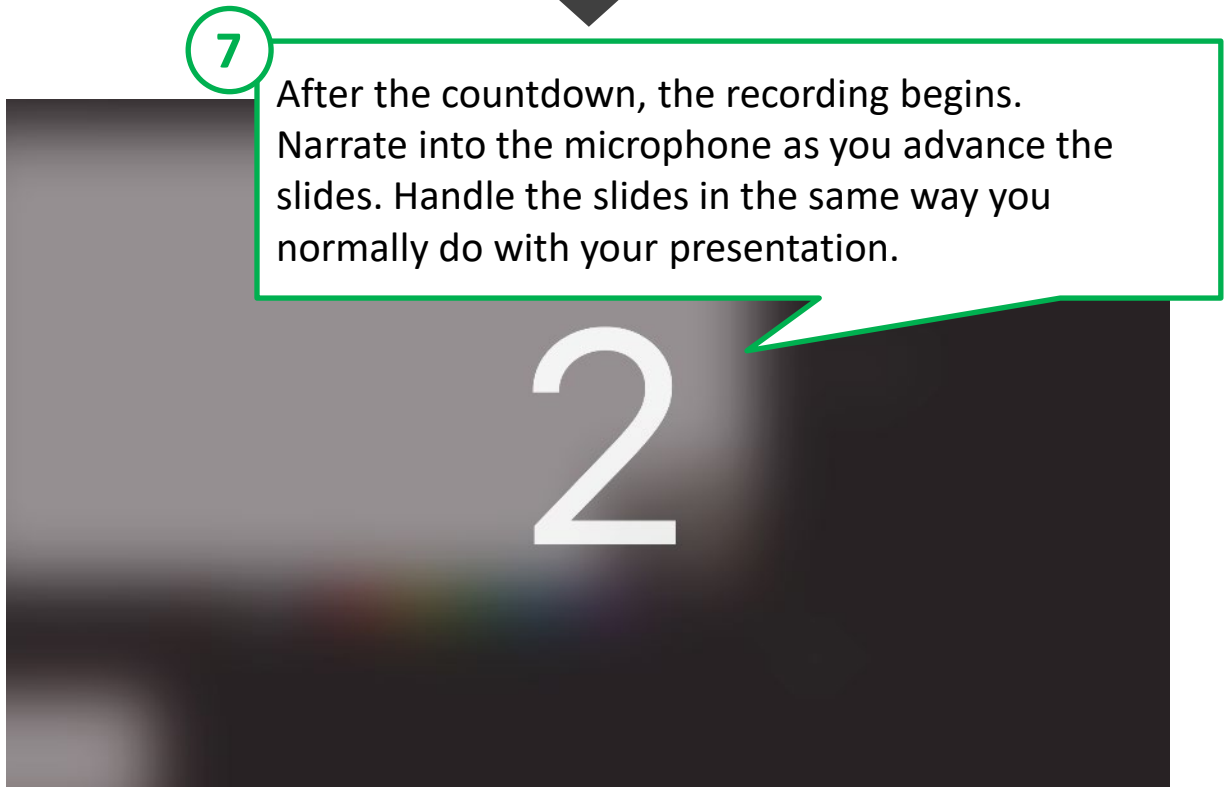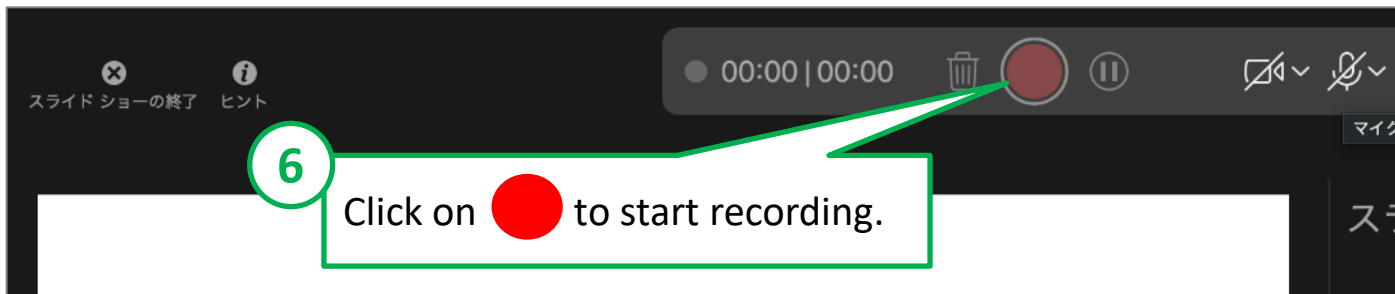
Step 1: Set up and Prepare for Recording

2 Check Play Narrations and Use Timings

1 Select Slide Show tab

3 Select Record Slide Show

Step 2: Set up Microphone and Camera

4 Unmute your microphone

5 Turn on the camera, if you want to include your face in the recording.

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 ● to start recording.

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.
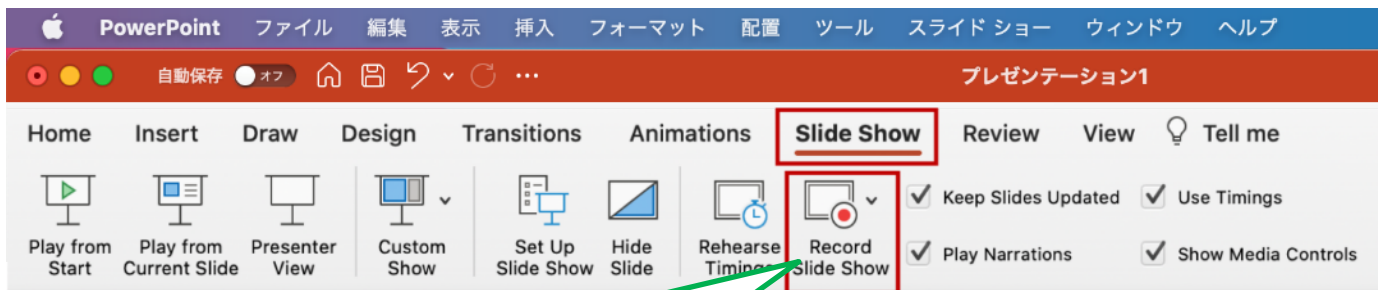
Record a Narration

Step 4: End Recording

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.
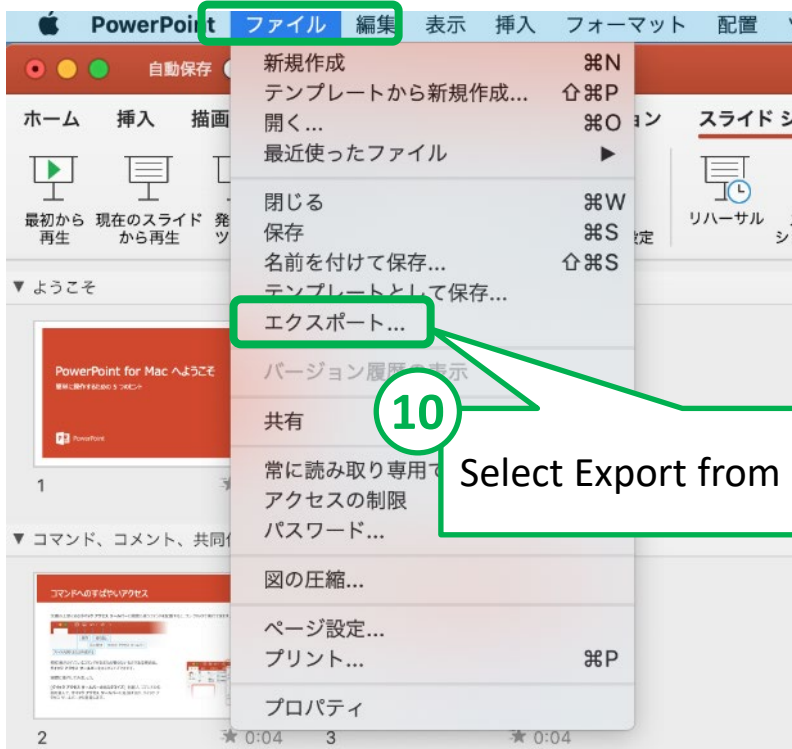3. If you want to revise a slide, click on Record Slide Show, select the slide to be revised and record again.
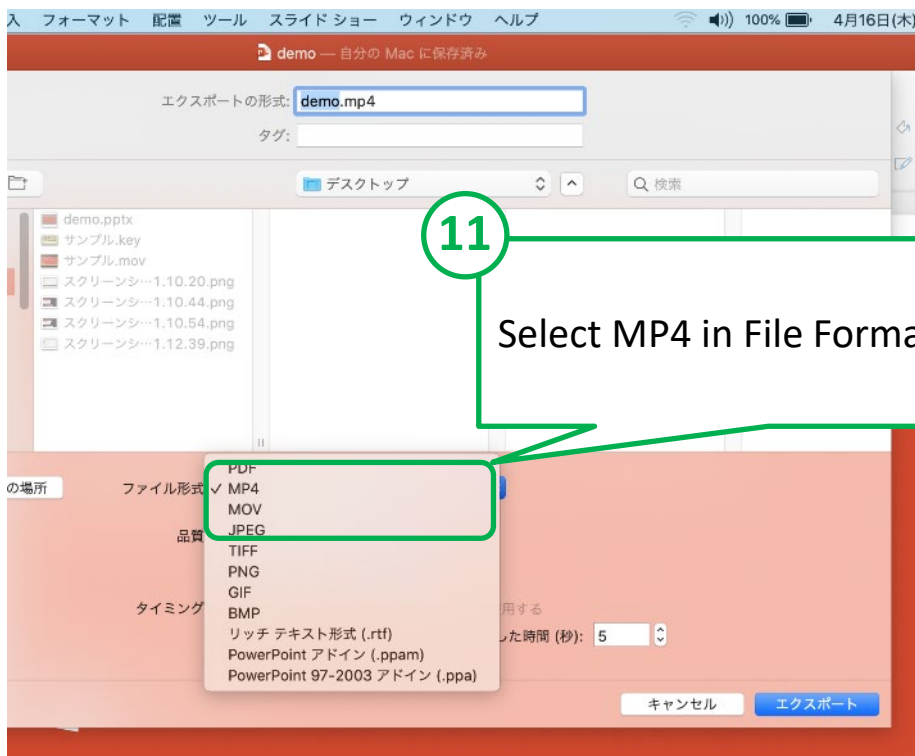

Select Record Slide Show

4. Click on End Show to end recording.
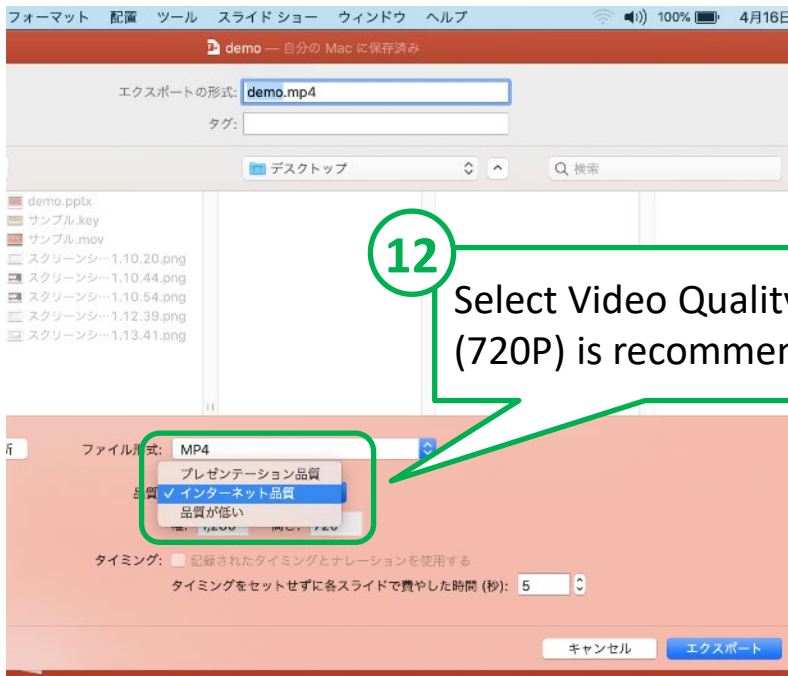
Step 6: Convert to Video File and Save (1)

10 Select Export from File menu

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

11 Select MP4 in File Format.

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

12 Select Video Quality. HD (720P) is recommended.

Step 6: Save Video File in Your PC

13 Save with a file name: [presentation No.]_[your name]

14 Check the Use Recorded Timings and Narrations box.

15 Click on Export.
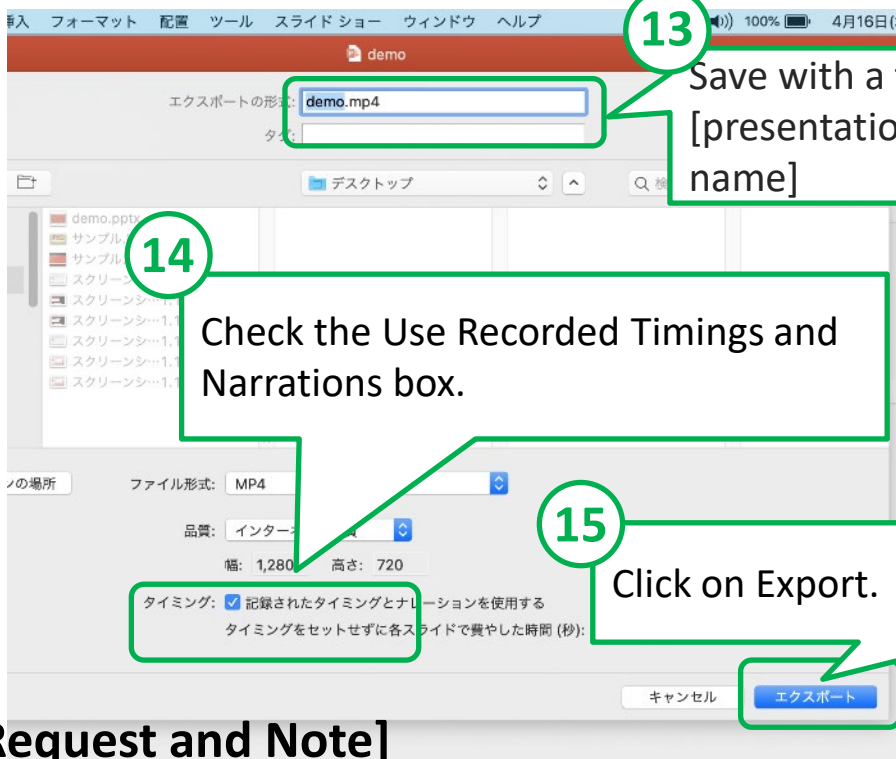
[Request and Note]

- 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 several hours.