

# **The 80th Annual Meeting of the Japanese Cancer Association**

How to Record Narrated Presentation and Create Video

[ For Windows 10 with PowerPoint 2013/2016 ]

JCA2021 Congress Secretariat  
Congrès Inc.

# **The 80th Annual Meeting of the Japanese Cancer Association**

How to Record Narrated Presentation and Create Video

[ For Windows with PowerPoint 2013/2016 ]

JCA2021 Congress Secretariat  
Congrès Inc.

# Notes on Recording Narration

- You can record audio narration by using the microphone built into your laptop PC.
  - ※ As most laptop PCs have a microphone built into the monitor, we recommend that you record audio narration 30 to 40 cm away from the monitor.
- Use of earphones with microphone and USB cable, 4-pole mini stereo earphone microphone, or 4-pole headset ensures better quality recording of audio narration.

Earphone Jack for 4-Pole Mini Stereo Earphone Microphone



4-Pole Mini Stereo Earphone Microphone



4-Pole Headset



USB Port



Earphones with Microphone and USB Cable



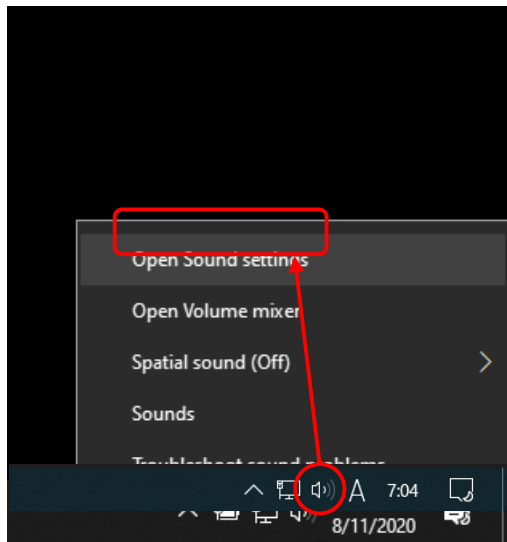
USB Headset with Microphone



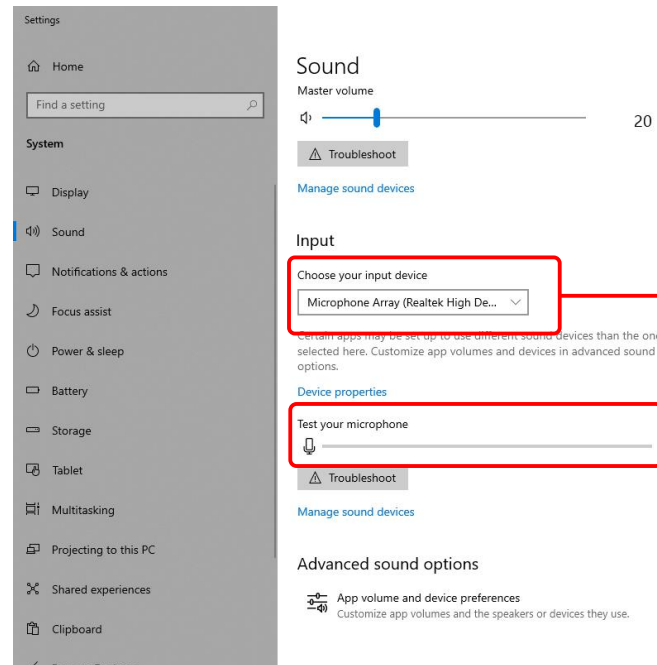
- If you are talking when you change slides, your audio may be clipped. Try and finish your sentence before you advance your slide.
- ※ **We recommend you rehearse slide show for a few slides to check whether narration recording is done successfully.**

# Setting PC (for PowerPoint 2013/2016 on Windows 10)

- ① Plug the USB connector of the earphone with microphone into the USB port, or plug the 4-pole mini stereo earphone microphone or headset into the earphone jack.
- ② To adjust the input level of the external or built-in microphone, right-click the Sound icon on the taskbar and select [Open Sound settings].
- ③ Check that either external microphone or built-in microphone is selected as the input device.
- ④ Test your microphone to check the input level.
- ⑤ To adjust the input level, select [Settings] ⇒ [System] ⇒ [Sound], then select [Device properties]. In [Device properties] window move the slider under [Volume] to the level you need.



②



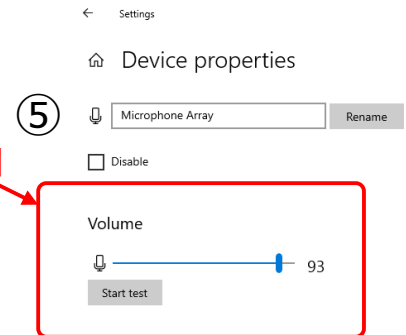
③

④

Select [Settings] ⇒ [System] ⇒ [Sound], then select [Device properties]. In [Device properties] move the slider under [Volume] to the level you need.

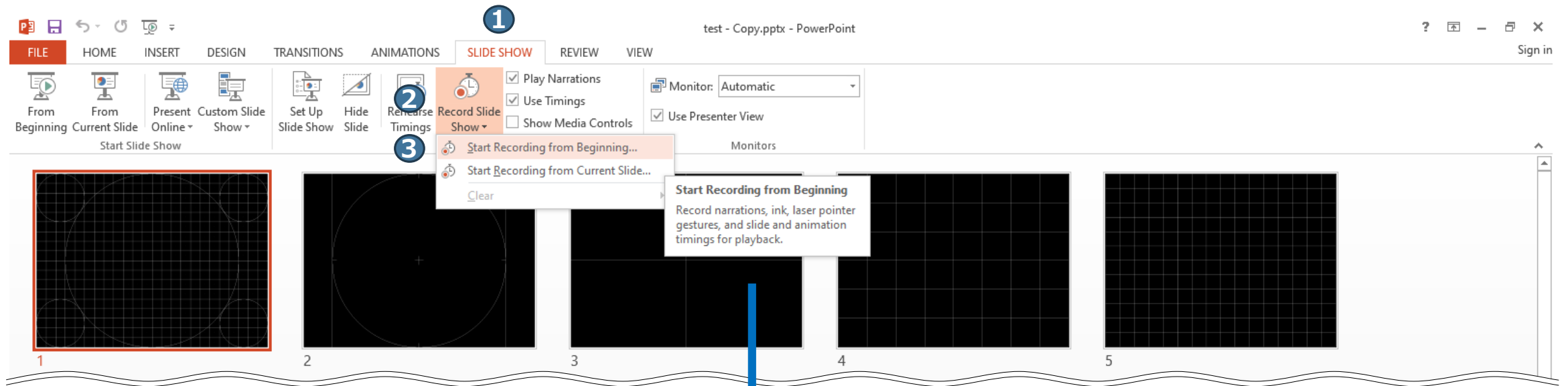
Check that either external microphone or built-in microphone is selected as the input device.

Test your microphone to check the Input level.  
If the level is lower or higher, adjust it by moving the slider in [Device properties] window.



⑤

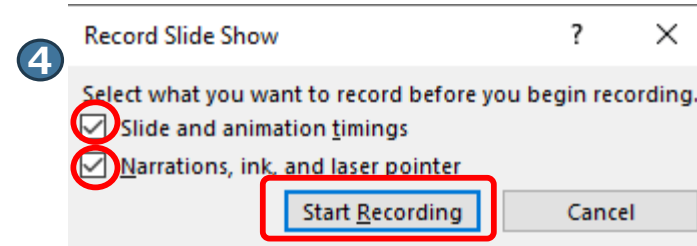
# 1) Recording Slide Show (Steps before recording narration)



Select ① [SLIDE SHOW] ⇒ ② [Record Slide Show] ⇒ ③ [Record from Beginning].

In ④ [Record Slide Show] window, check the following checkboxes and click [Start Recording].

- Slide and animation timings (T)
- Narrations, ink, and laser pointer (N)



※ Position of the buttons displayed varies depending on PowerPoint version.

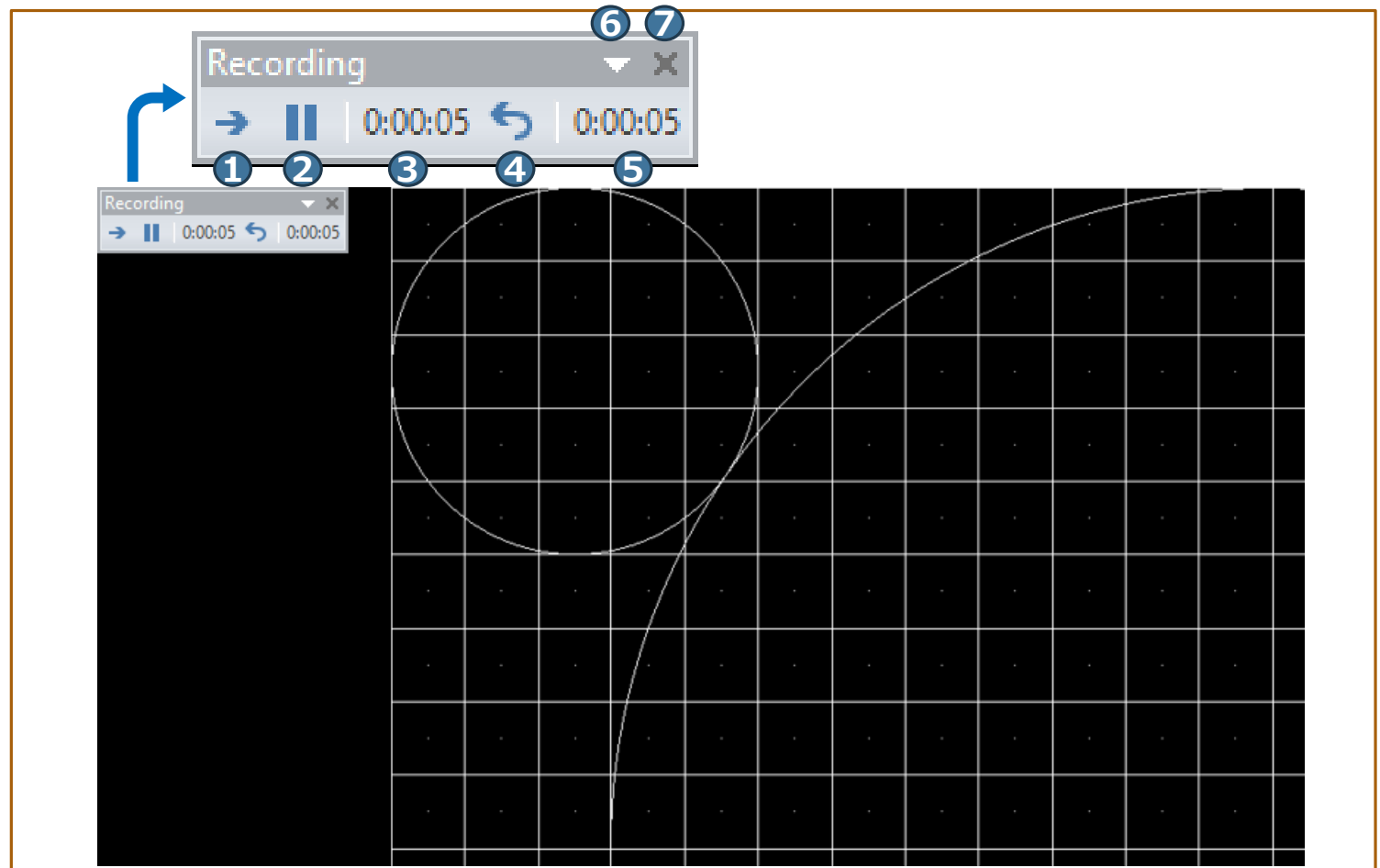
## 2) Recording Slide Show (Recording narration)

As most laptop PCs have a microphone built into the monitor, we recommend that you record audio narration 30 to 40 cm away from the monitor.

When the screen switches, recording of slide show begins.

As you talk, use [→] at the top left corner of the screen, [→] or [Enter] key of the keyboard or left-click the mouse to advance your slides.

- 1 Next (to the next slide)
- 2 Pause recording
- 3 Elapsed time of the current slide
- 4 Undo (Re-record the narration of the current slide) )
- 5 Total elapsed time from beginning
- 6 Show/Hide buttons
- 7 Close (Quit recording slide show)

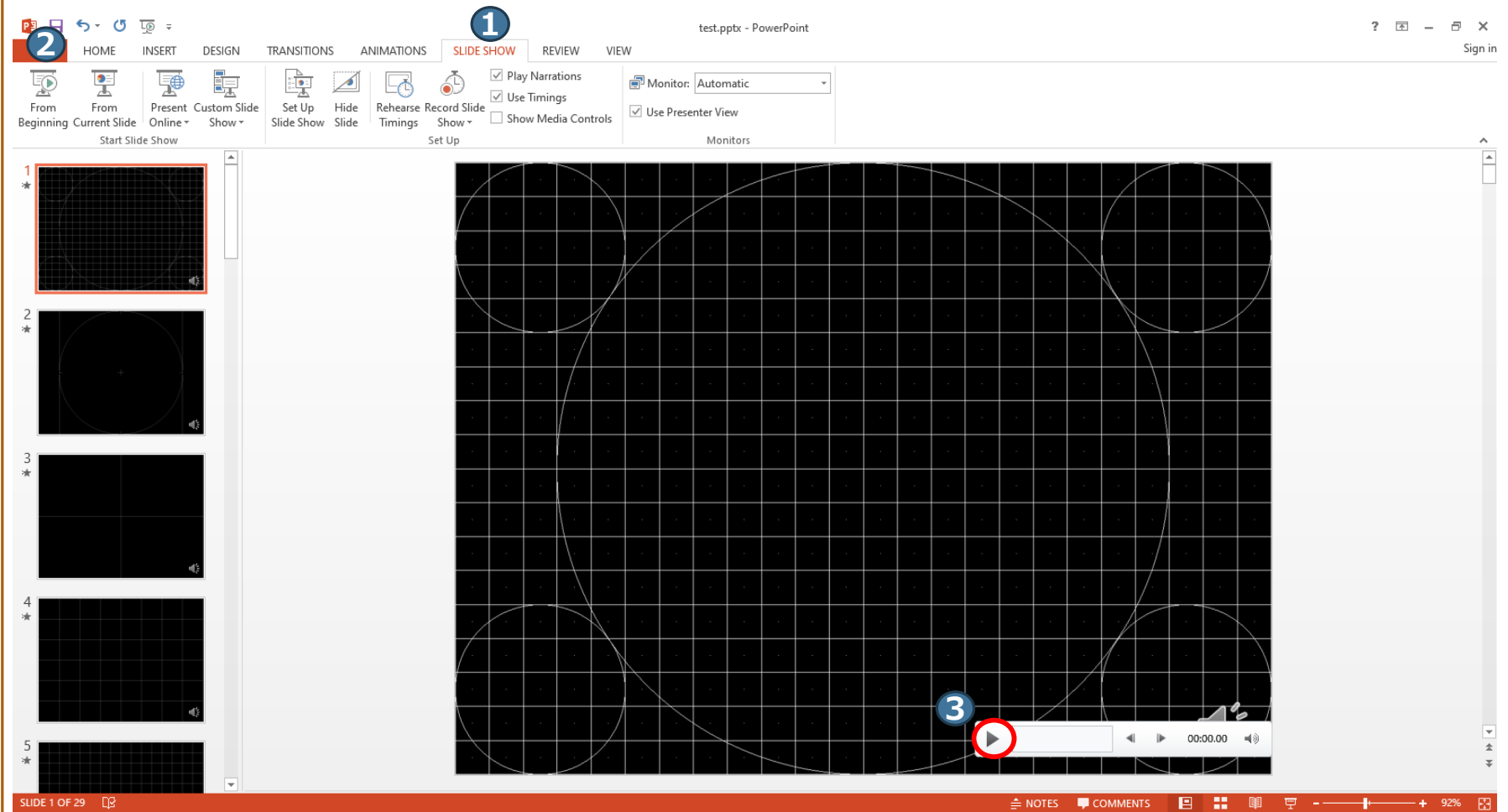


※ Position of the buttons displayed varies depending on PowerPoint version.

# 3) Checking Recorded Narration

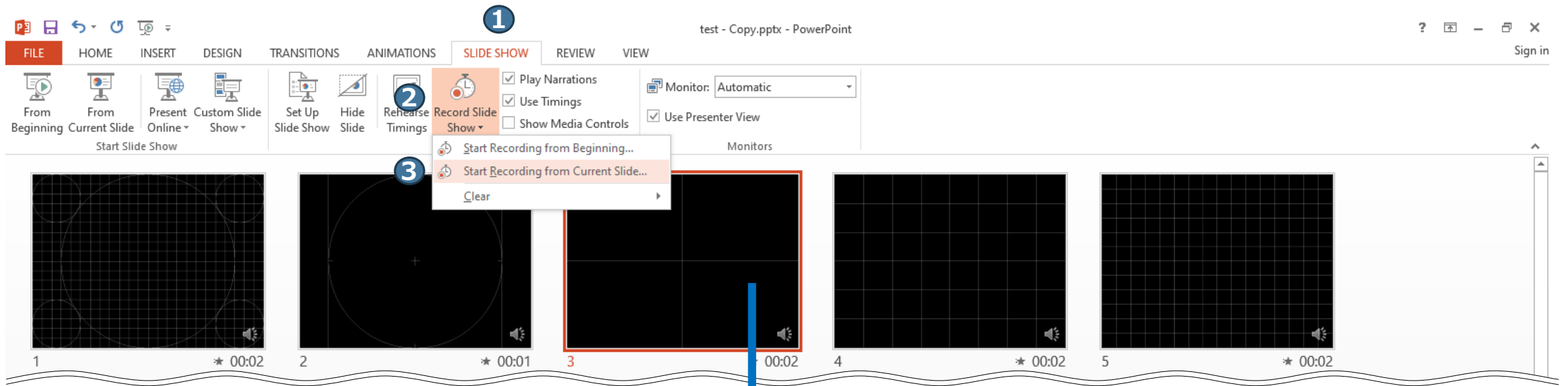
To check the recorded narration, select **1** [SLIDE SHOW], then **2** [From Beginning].

To check the narration on each page, click **3** [▶] button.



※ Position of the buttons displayed varies depending on PowerPoint version.

# 4) Re-recording Narration (Setting)

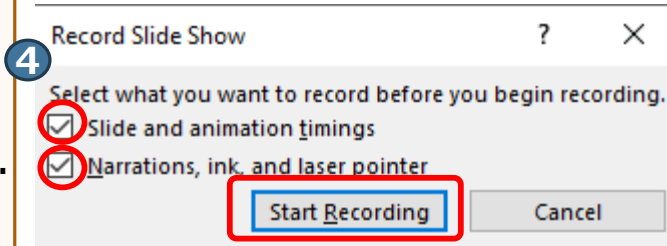


Go to the slide for which you want to re-record the narration.

Select ① [SLIDE SHOW] ⇒ ② [Record Slide Show] ⇒ ③ [Start Recording from Current Slide].

In ④ [Record Slide Show] window, check the following checkboxes and click [Start Recording].

- Slide and animation timings
- Narrations, ink, and laser pointer



※ Position of the buttons displayed varies depending on PowerPoint version.



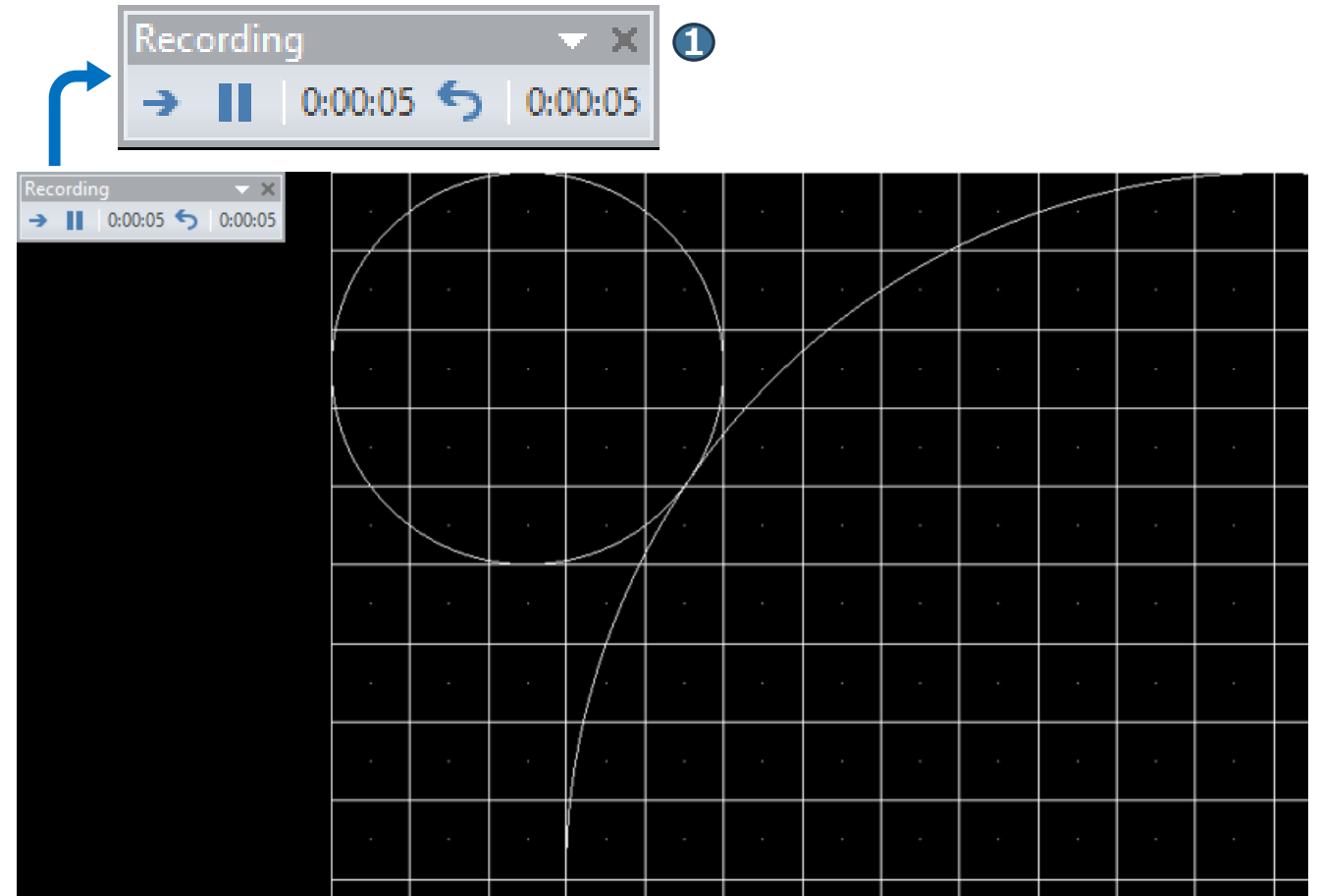
## 5) Re-recording Narration (Recording)

As most laptop PCs have a microphone built into the monitor, we recommend that you record audio narration 30 to 40 cm away from the monitor.

When the screen switches, recording of slide show begins.

Record the narration of only the current slide to be re-recorded. When re-recording is complete, click ① to close the window.

① Close (Quit recording of slide show)



※Position of the buttons displayed varies depending on PowerPoint version.

# 6) Creating a Video

Select ① [FILE] ⇒ ② [Export] ⇒ ③ [Create a Video].

For ④, select [Presentation Quality].

For ⑤, select [Use Recorded Timings and Narrations].

Select ⑥ [Create Video] to display ⑦ [Save As] window and type a filename. [Save] to save the file.

The image shows a sequence of steps in Microsoft PowerPoint to create a video from a presentation. The top part of the image shows the PowerPoint ribbon with the 'FILE' tab selected. The 'Export' group is expanded, and the 'Create a Video' option is highlighted. The bottom part of the image shows the 'Export' pane on the right side of the screen. The 'Create a Video' option is selected, and the 'Create a Video' dialog box is displayed. In the dialog box, the 'Presentation Quality' is set to 'Largest file size and highest quality (1920 x 1080)' and the 'Use Recorded Timings and Narrations' checkbox is checked. The 'Save As' dialog box is also shown, with the file name 'Number-Name.mp4' and the save type 'MP4-4 Video (FMP4)'. The 'Save' button is highlighted.

※ Position of the buttons displayed varies depending on PowerPoint version.