

The 80th Annual Meeting of the Japanese Cancer Association

How to Record Narrated Presentation and Create Video

[For Windows 10 with PowerPoint 2019/365]

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 2019/365 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.

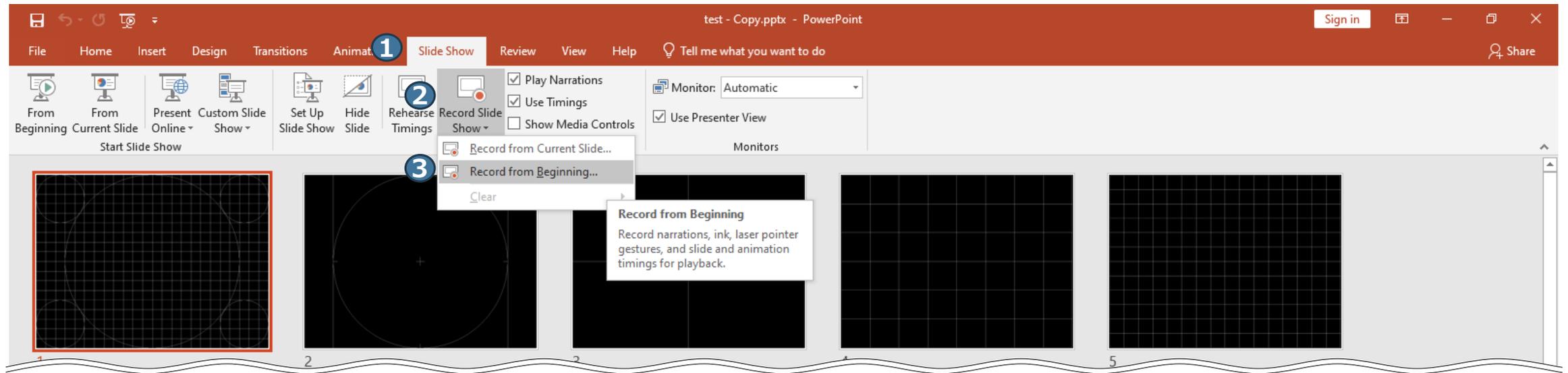
The image illustrates the process of adjusting microphone input level in Windows 10 through several screenshots:

- Taskbar Context Menu:** A right-click on the system tray sound icon opens a menu. The option "Open Sound settings" is highlighted with a red box and labeled with a circled "2".
- Windows Settings App:** The "Settings" app is open to the "System" > "Sound" page. The "Input" section shows "Microphone Array (Realtek High De...)" selected in a dropdown menu, highlighted with a red box and labeled with a circled "3".
- Sound Settings Page:** Below the input device selection, the "Test your microphone" button is highlighted with a red box and labeled with a circled "4".
- Device Properties Page:** The "Device properties" window for the selected microphone is shown. The "Volume" slider is highlighted with a red box and labeled with a circled "5".

Red text annotations provide further instructions:

- ③ 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.

1) Recording Slide Show (Steps before recording narration)



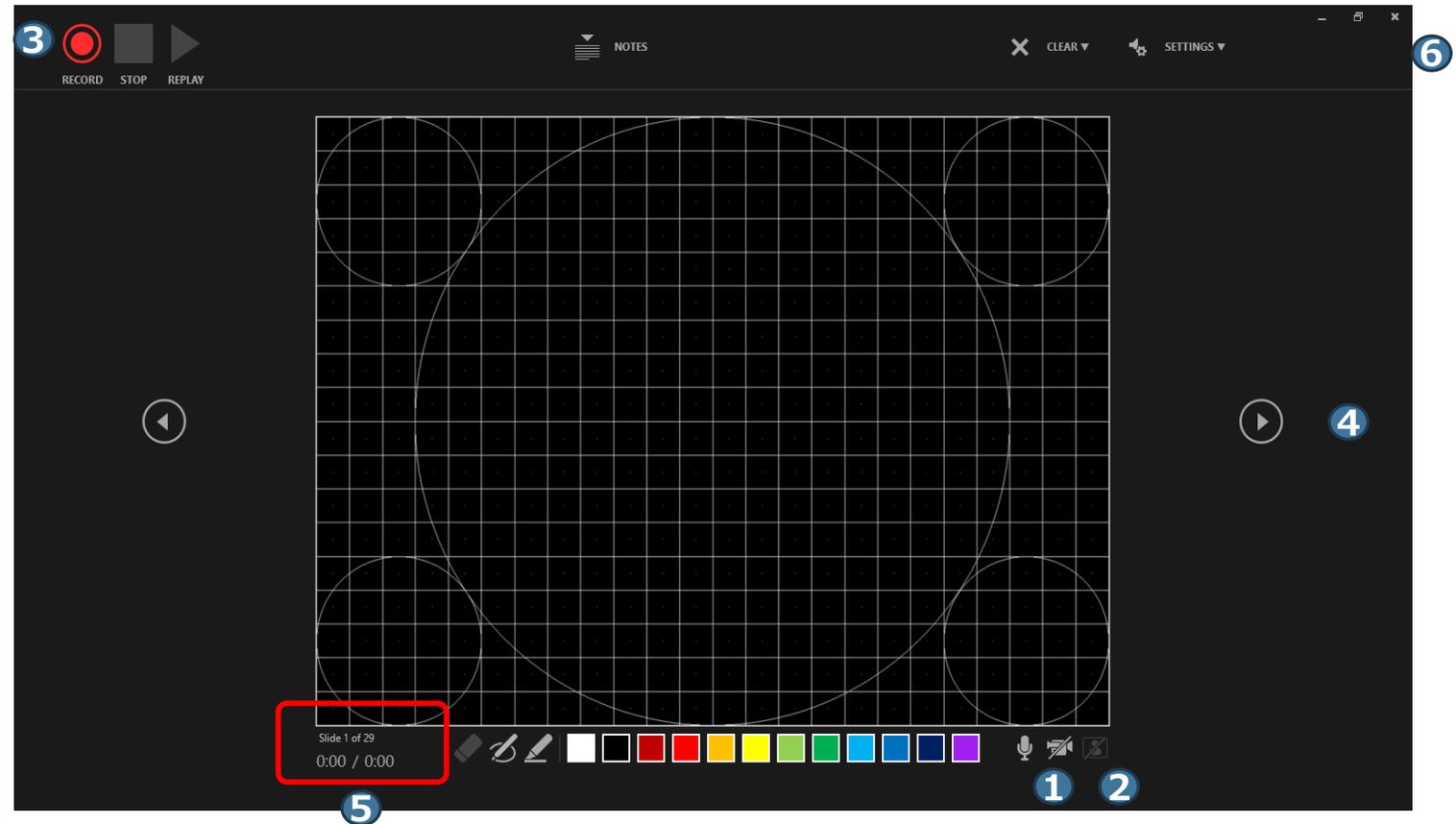
Select ① [Slide Show] ⇒ ② [Record Slide Show] ⇒ ③ [Record from Beginning].

※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.

- 1 Make sure that the microphone is turned ON.
- 2 Check that the camera is turned ON or OFF.
※If it is ON, the camera preview window appears in the bottom right of the slide.
- 3 Click [Record] to start recording slide show. As you talk, click 4 button to advance your slides.
※After recording, you can change or re-record the narration page by page.
- 5 Elapsed time and slide number is displayed.
- 6 To quit recording, click X to close the window.

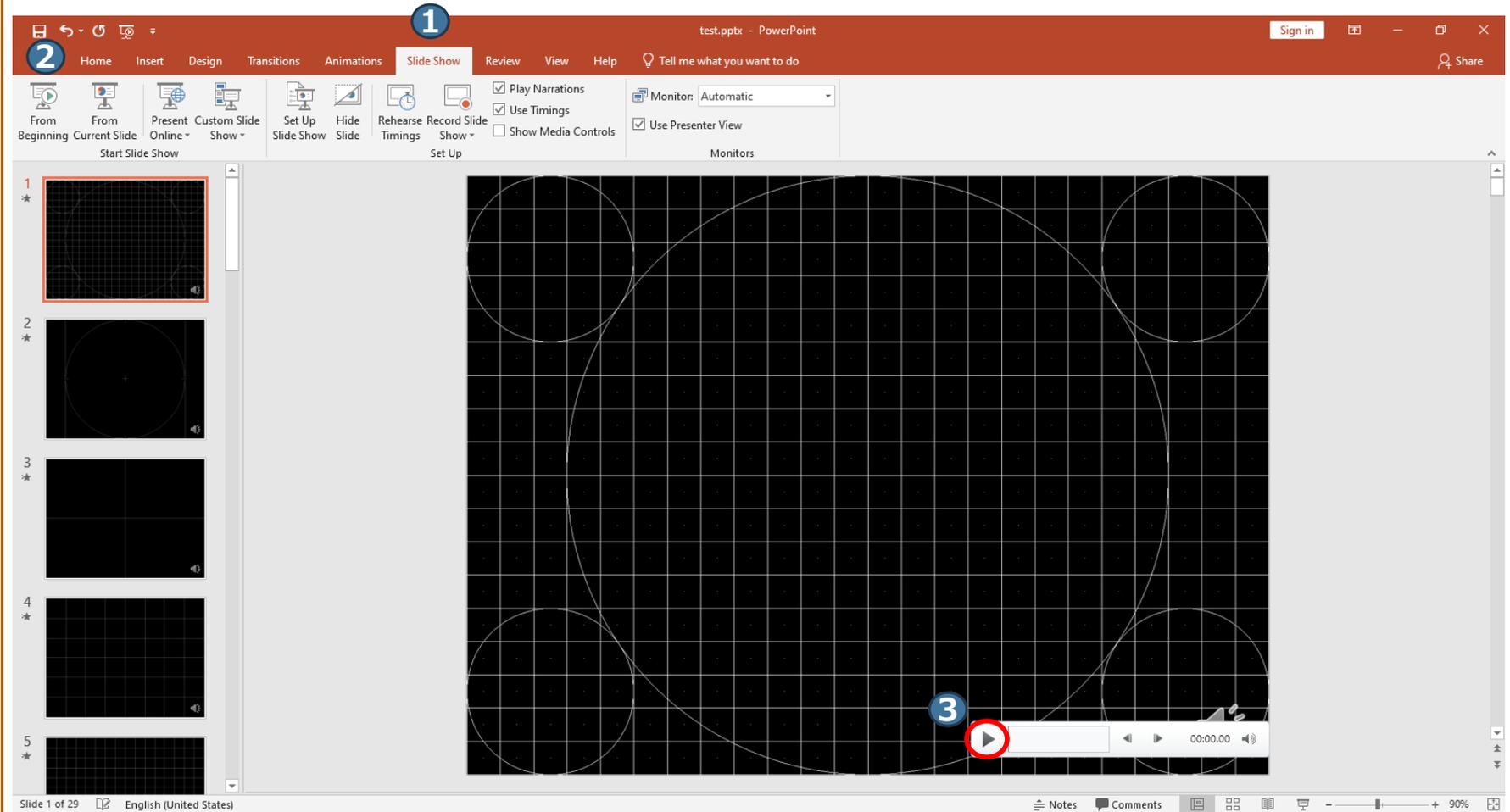


※Position of the buttons displayed varies depending on PowerPoint version.

3) Checking Recorded Narration

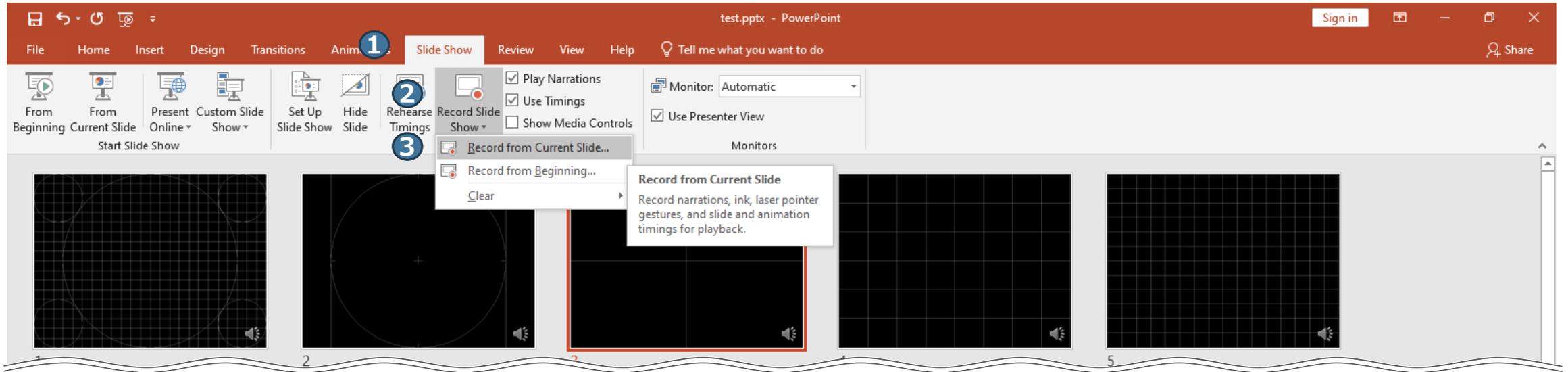
To check the recorded narration, select **1** [Slide Show], then **2** [From Beginning].

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)



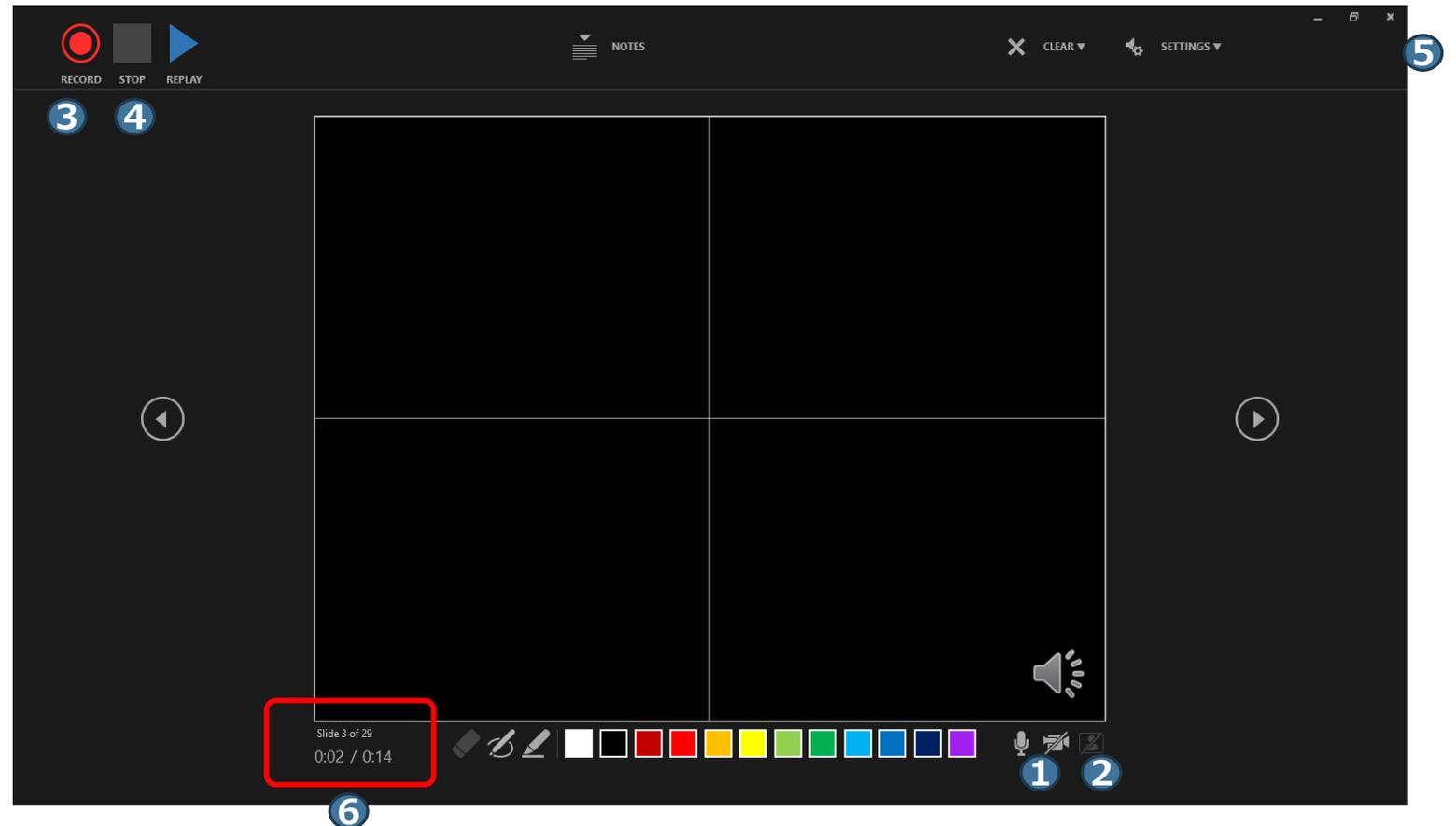
Go to the slide for which you want to re-record the narration.

Select ① [Slide Show] ⇒ ② [Record Slide Show] ⇒ ③ [Record from Current Slide].

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.

- 1 Make sure that the microphone is turned ON.
- 2 Check that the camera is turned ON or OFF.
※If it is ON, the camera preview window appears in the bottom right of the slide.
- 3 Click [Record] to start recording slide show. Do not advance your slides and click 4 [Stop] to stop recording, then click 5 X to close the window.
- 6 Elapsed time and slide number is displayed.



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

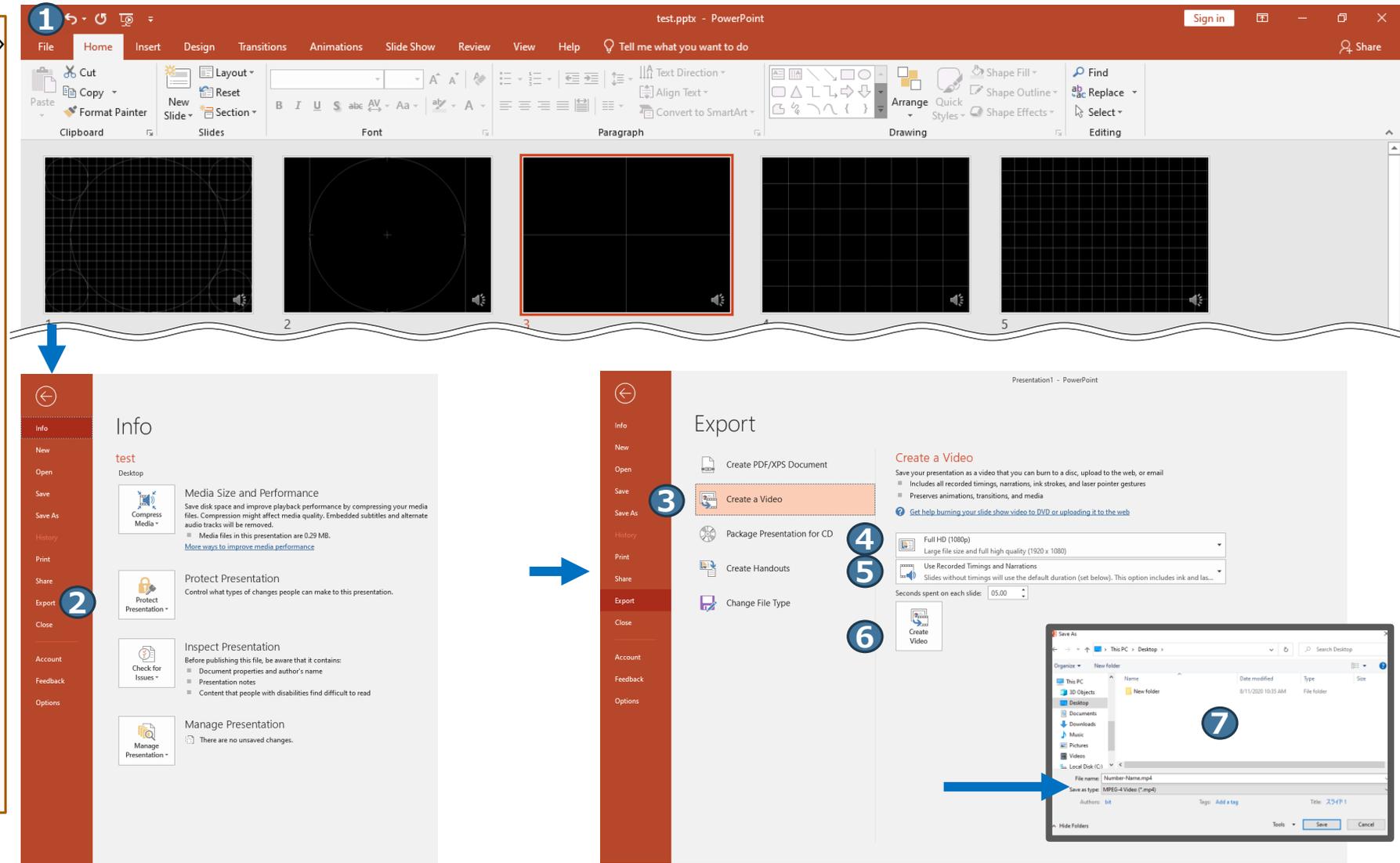
6) Creating a Video

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

For **4** , select [Full HD].

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.



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