

The 80th Annual Meeting of the Japanese Cancer Association

How to Record Narrated Presentation and Create Video

[For Mac 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 Mac laptop or iMac.
 - ※ As most Mac laptops have a built-in microphone on the left side of the keyboard and iMacs have one around the camera, 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 Headset with Microphone

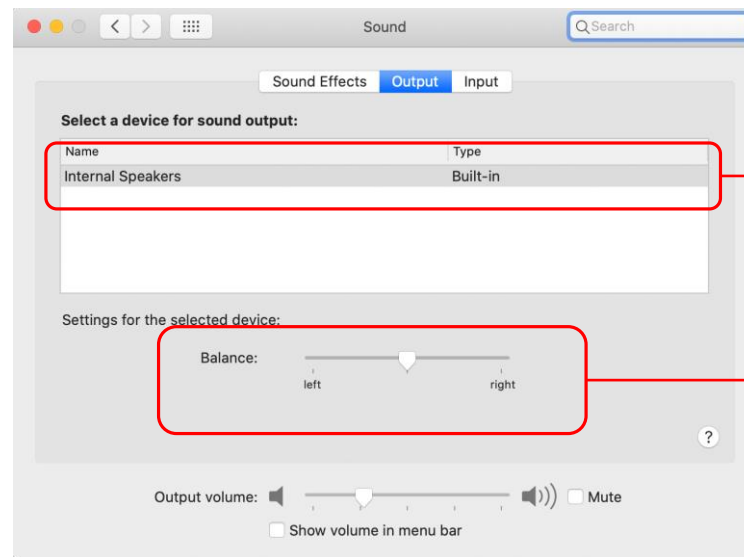
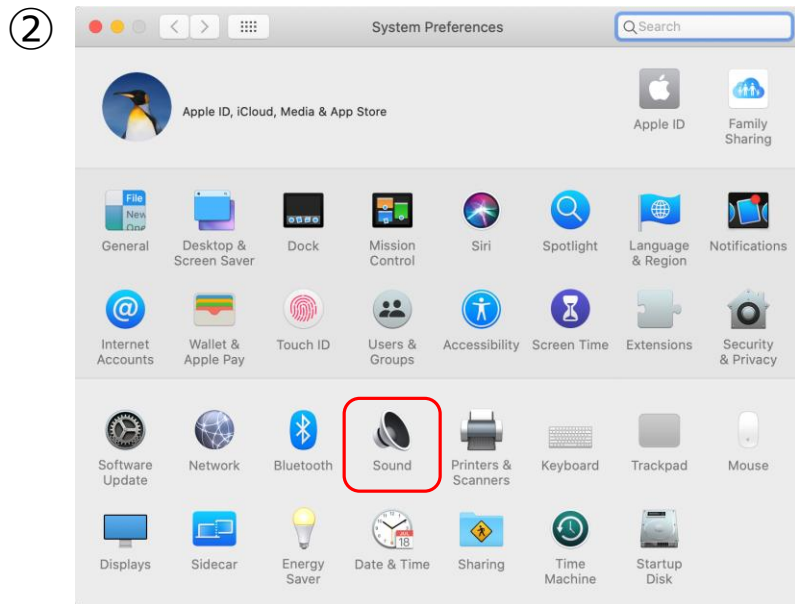


- If you are talking when you change slides, your audio may be clipped. Try and finish your sentence before you advance your slide.

※ **We recommend you rehearse slide show for a few slides to check whether narration recording is done successfully.**

Setting PC (Mac)

- 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 sound output level of the external or built-in microphone, click on your Apple menu in the top-left corner and select [System Preferences], then select [Sound]. In [Sound] window, click [Output] tab.
- ③ Check that either external microphone or built-in microphone is selected as the input device.
- ④ Test your microphone by talking actually to check the output level.
- ⑤ To adjust the output level, move the slider to the right or left, as necessary.



③ Check that either external microphone or built-in microphone is selected as the input device.

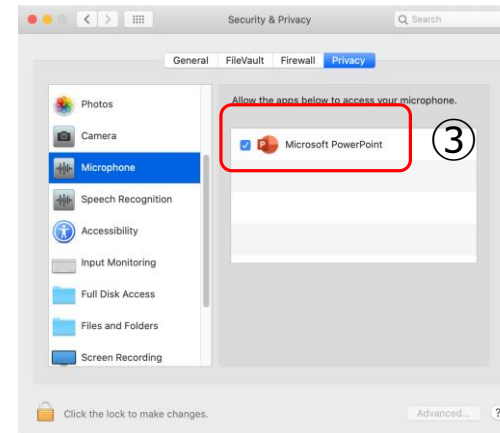
④ Test your microphone to check the output level. If the level is lower or higher, adjust it by moving the slider to the right or left, as necessary.

Setting PC (Mac)

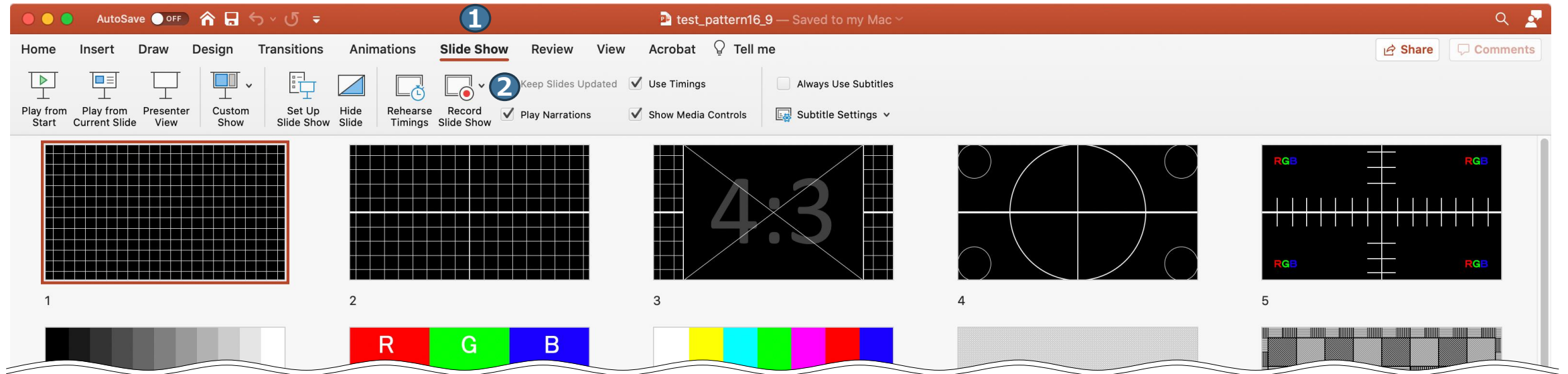
- ① If the message window as shown below pops up, click [OK] to allow audio recording.



- ② Allowing access to your microphone or not can be changed. Click on your Apple menu and select [System Preferences] ⇒ [Security & Privacy] tab, then select [Microphone].
- ③ Check the box next to [Microsoft Powerpoint].



1) Recording Slide Show (Steps before recording narration)



Select the first slide. Select ① [Slide Show] ⇒ ② [Record Slide Show] to start recording from the first page.

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

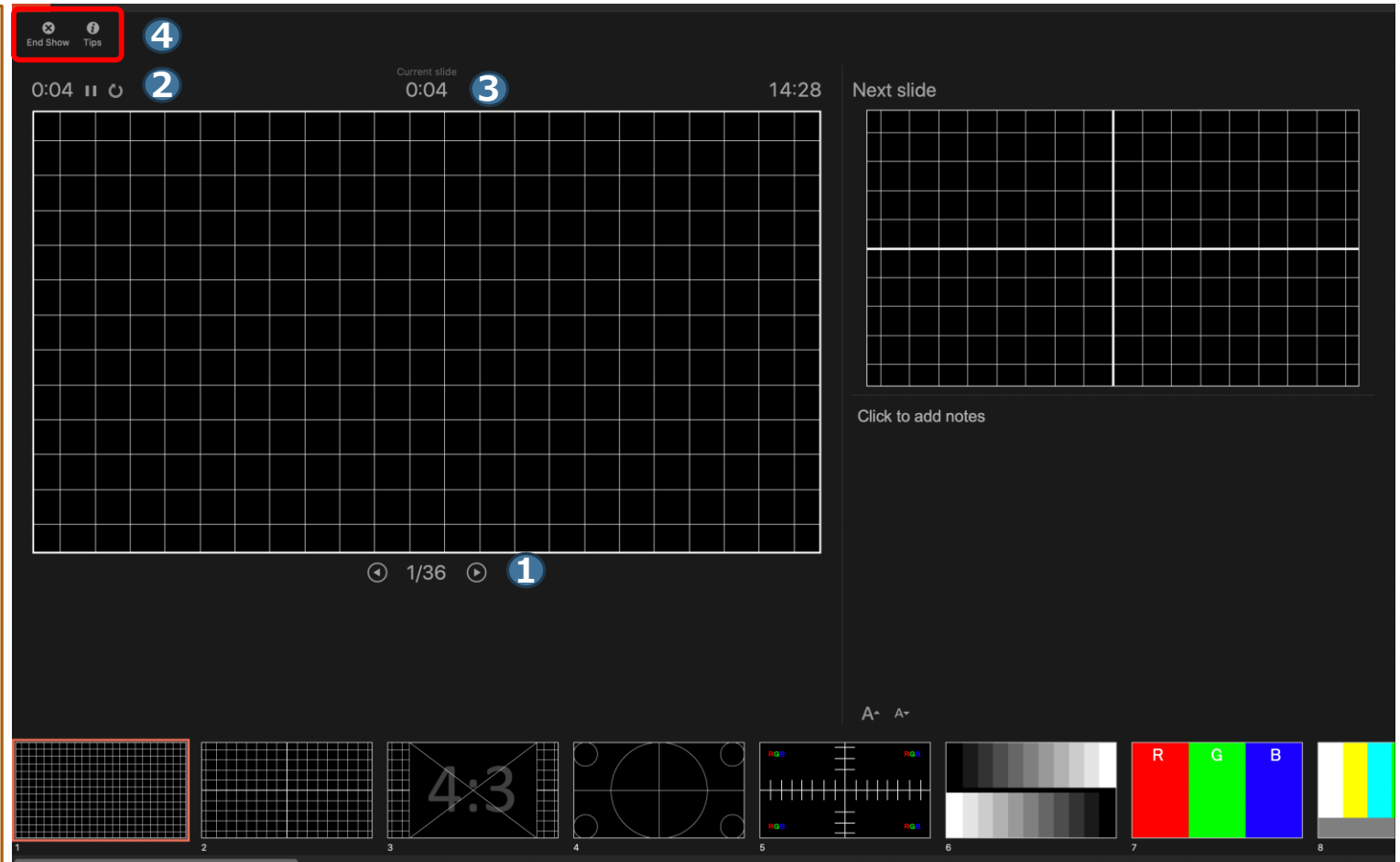
2) Recording Slide Show (Recording narration)

As most Mac laptops have a built-in microphone on the left side of the keyboard and iMacs have one around the camera, we recommend that you record audio narration 30 to 40 cm away from the monitor.

As you talk, click **1** button to advance your slides.

※After recording, you can change or re-record the narration page by page.

- 2** Elapsed time and slide number is displayed.
- 3** shows the elapsed time of the current page.
- 4** To quit recording, click X to close the window.

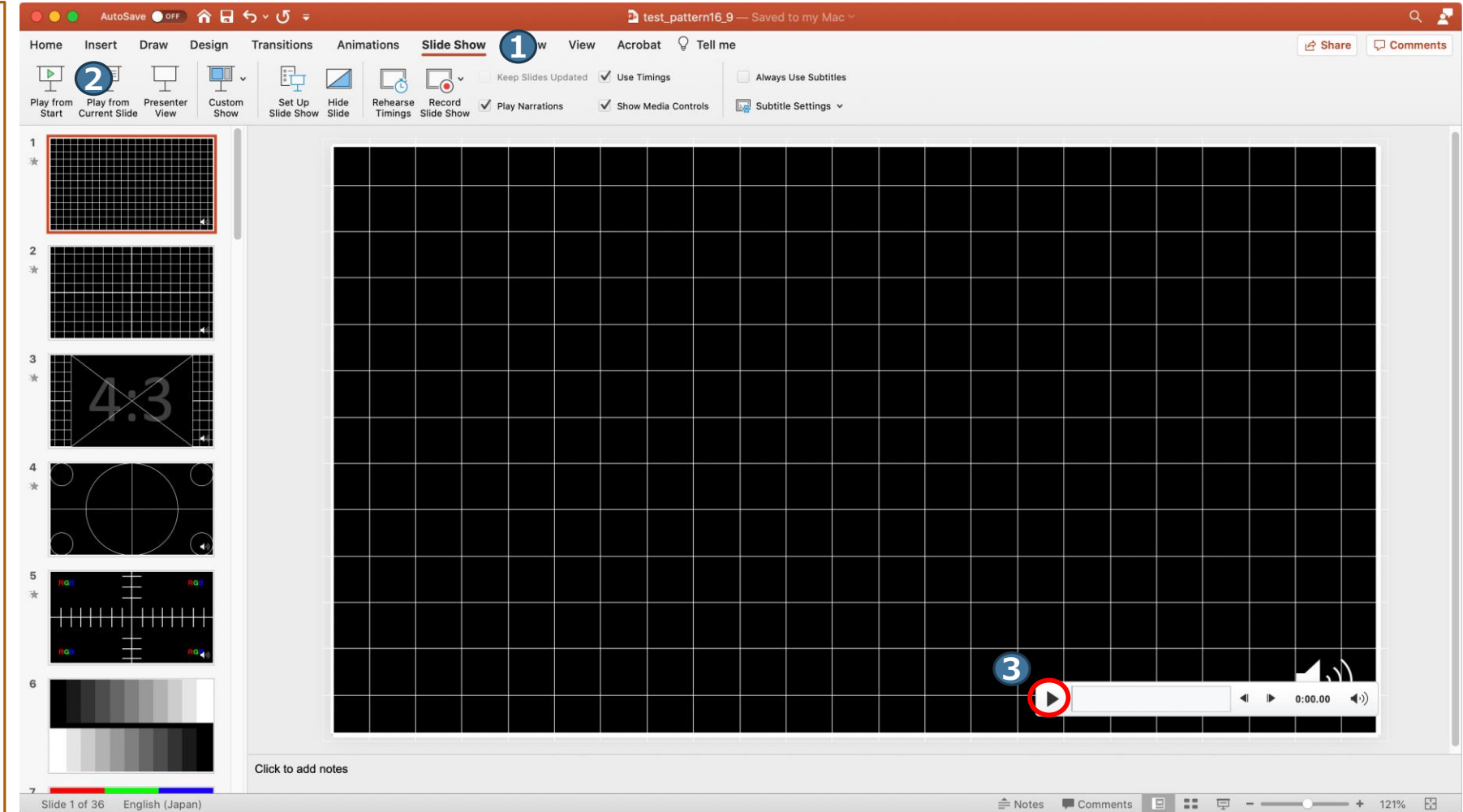


※ Position of the buttons displayed varies depending on PowerPoint version.

3) Checking Recorded Narration

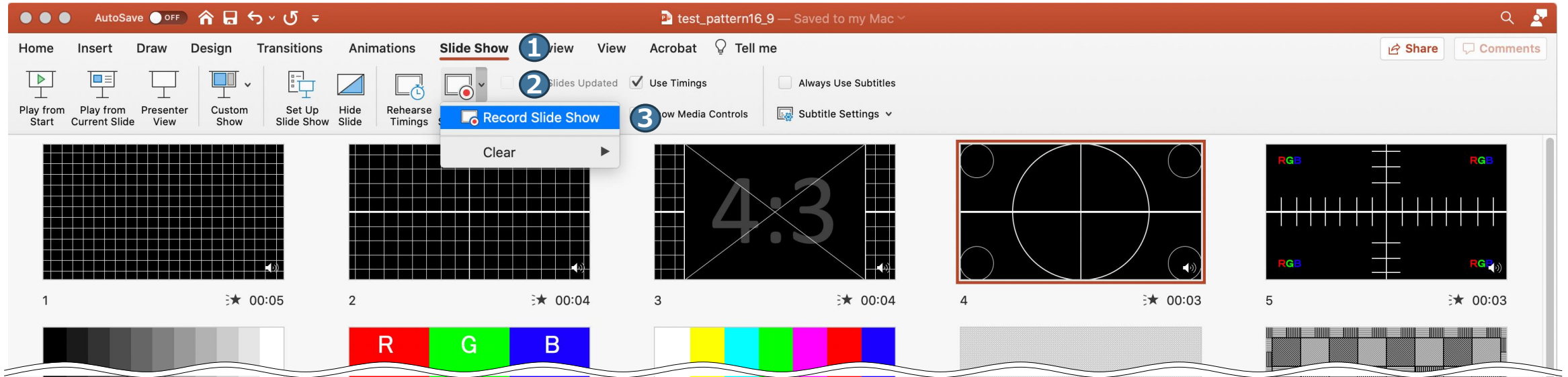
To check the recorded narration, select ① [Slide Show], then ② [Play from Start].

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 Slide Show].

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

5) Re-recording Narration (Recording)

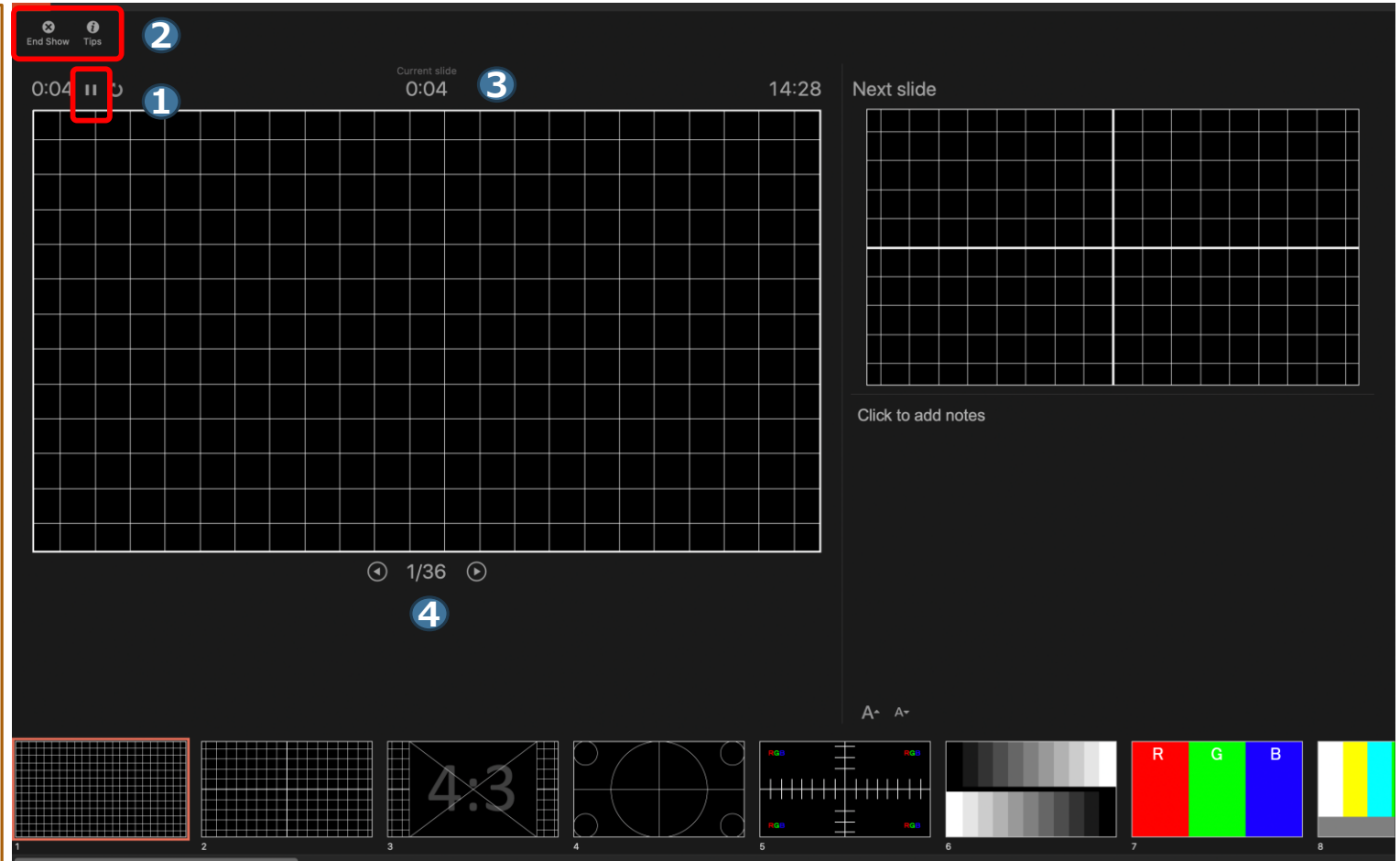
As most Mac laptops have a built-in microphone on the left side of the keyboard and iMacs have one around the camera, we recommend that you record audio narration 30 to 40 cm away from the monitor.

Recording starts.

Do not advance your slides and click ① button to stop recording, then click ② X to close the window.

③ shows elapsed time.

④ shows slide number.



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

6) Creating a Video

❖ Exporting video is not available in the version 2016 or earlier.

Select ① [File] ⇒ ② [Export].

③ For [File Format] select [MP4] and for [Quality] select [Presentation Quality].

④ For [Timing] make sure that [Use Recorded Timings and Narrations] is checked.

⑤ [Export] to save the file.

