

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

How to Record Narrated Presentation and Create Video

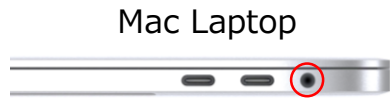
[ For Mac with Keynote]

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

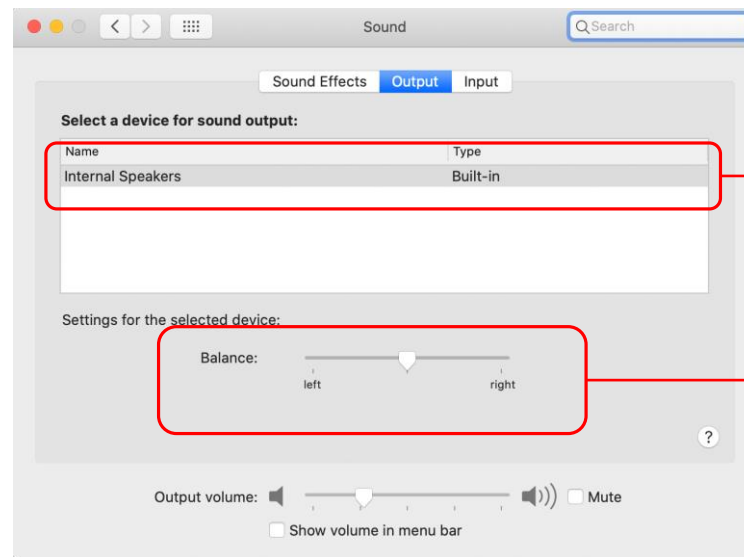
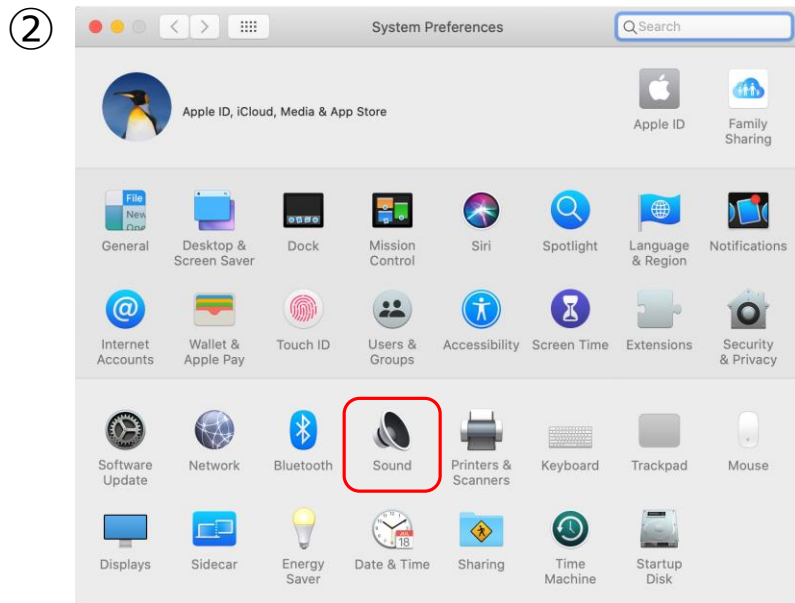


- If you are talking when you change slides, your audio may be clipped. Try and finish your sentence before you advance your slide.

※ **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.

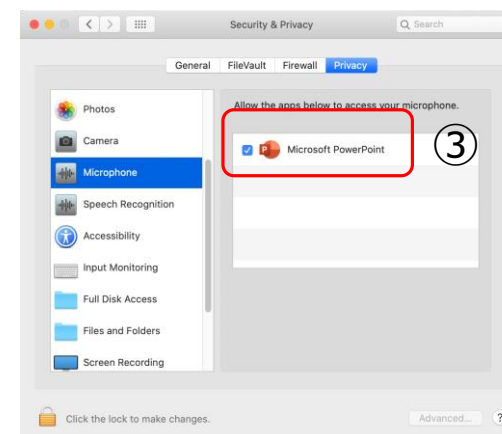
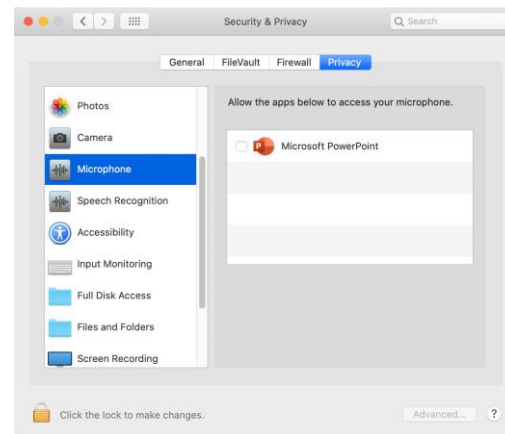
④ Test your microphone to check the output level. If the level is lower or higher, adjust it by moving the slider to the right or left, as necessary.

# Setting PC (Mac)

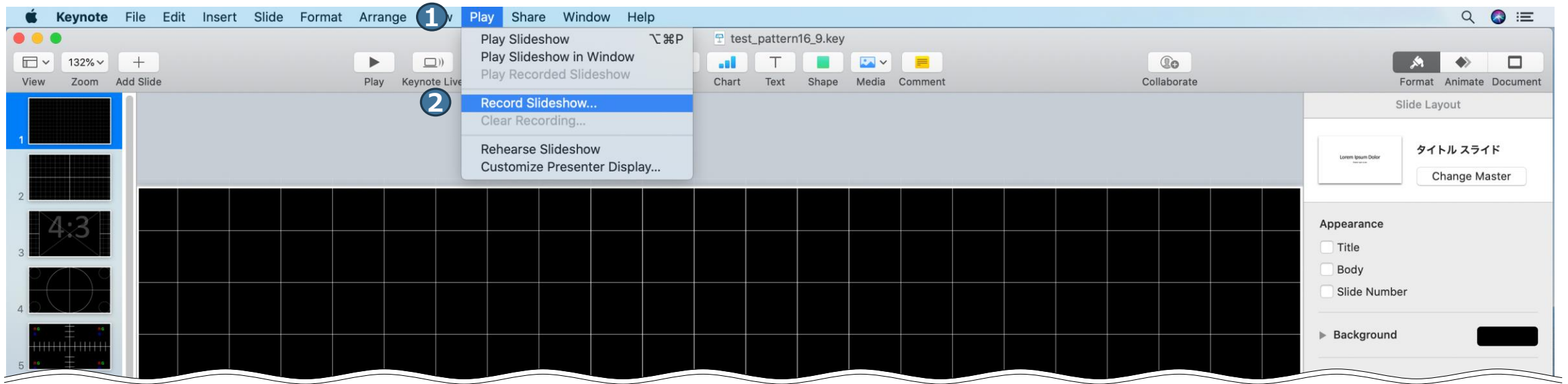
- ① If the message window as shown below pops up, click [OK] to allow audio recording.



- 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. From Menu Bar, click ① [Play] ⇒ ② [Record Slideshow].

## 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.

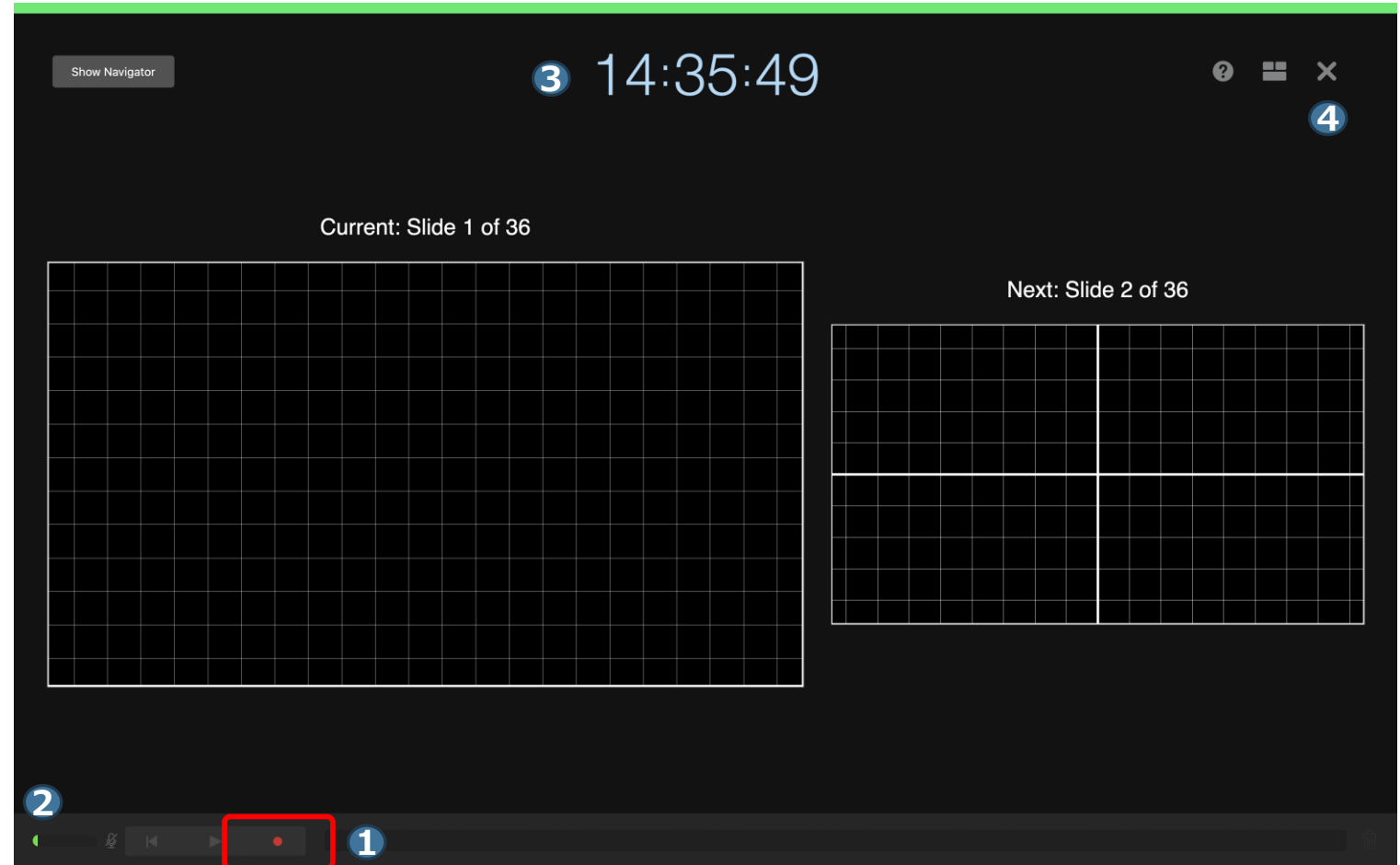
① Click the red [Record] button to start countdown. When countdown has finished, advance your slides by left-clicking a slide or using the cursor key of the keyboard while giving a presentation.  
※After recording, you can re-record the narration.

② shows the output volume, where you can check your voice level.

③ shows the current time.

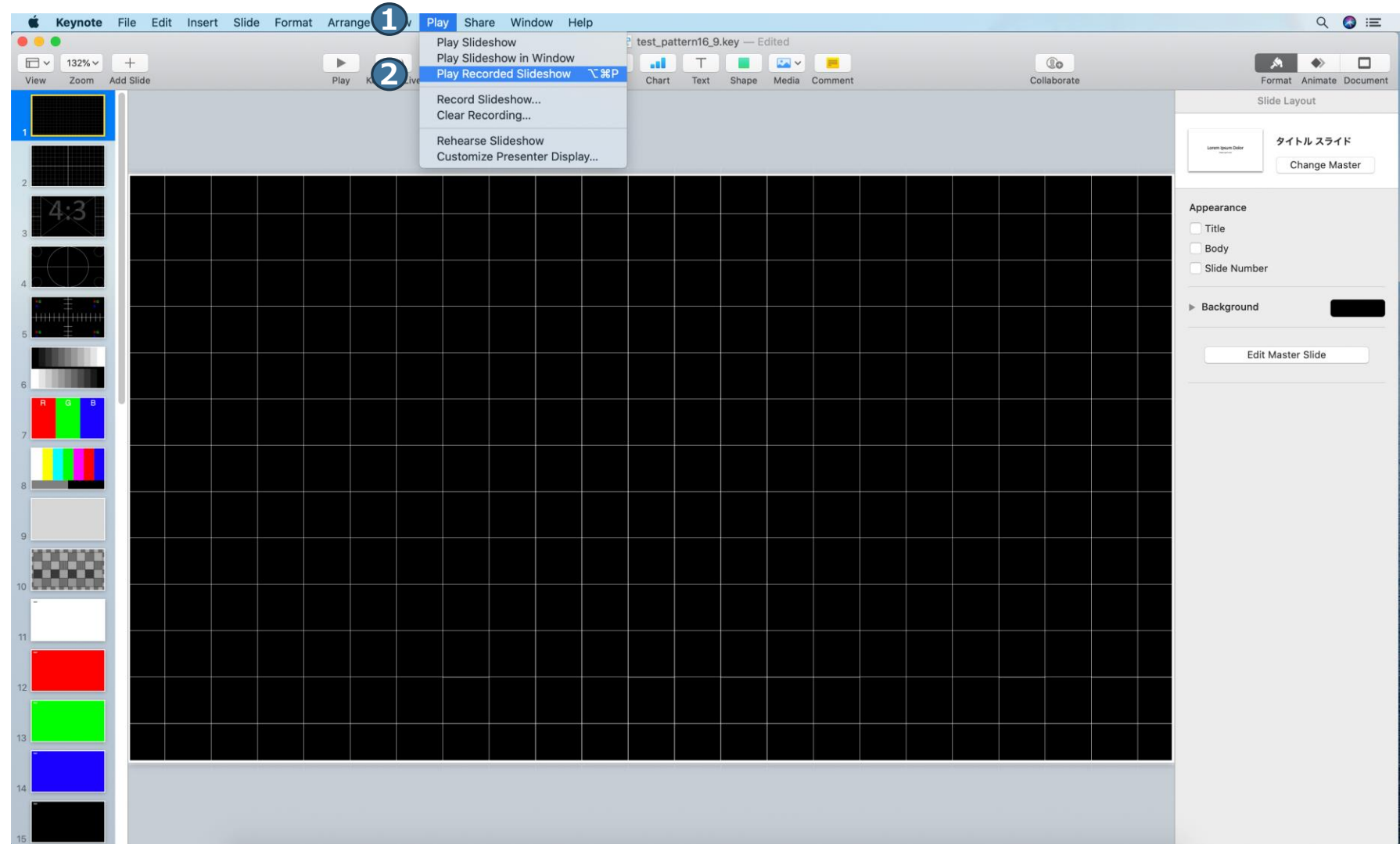
To quit recording, click [Record] button again to stop recording, then click X to close the window.

④

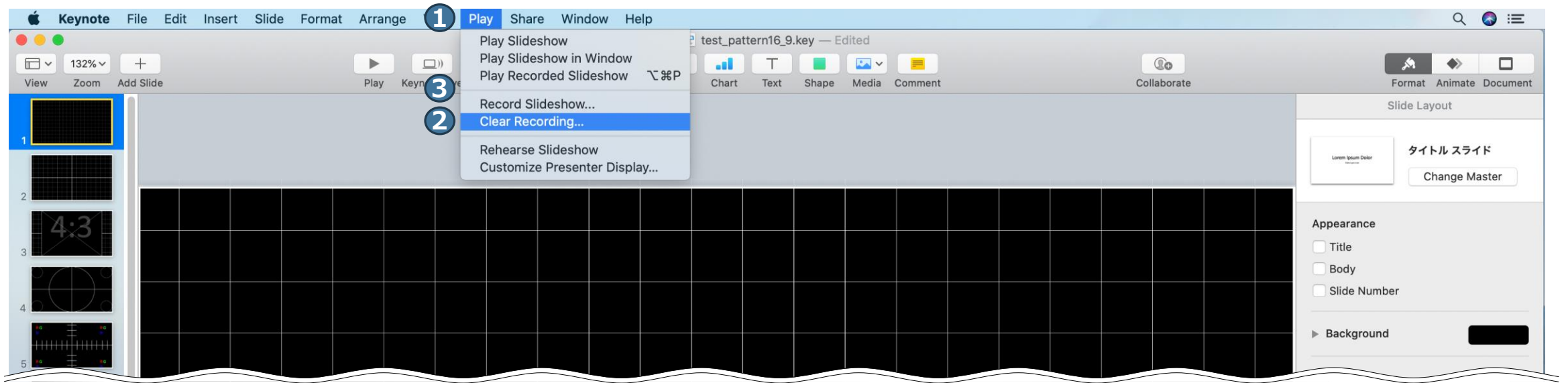


# 3) Checking Recorded Narration

To check the recorded narration, click ① [Play] ⇒ ② [Play Recorded Slideshow] from Menu Bar to start slide show.



## 4) Re-recording Narration (Setting)



From Menu Bar, click ① [Play] ⇒ ② [Clear Recording] to clear the recorded data.

Again, select the first slide and click ① [Play] ⇒ ③ [Record Slideshow] from Menu Bar.



# 5) Re-recording Narration (Recording)

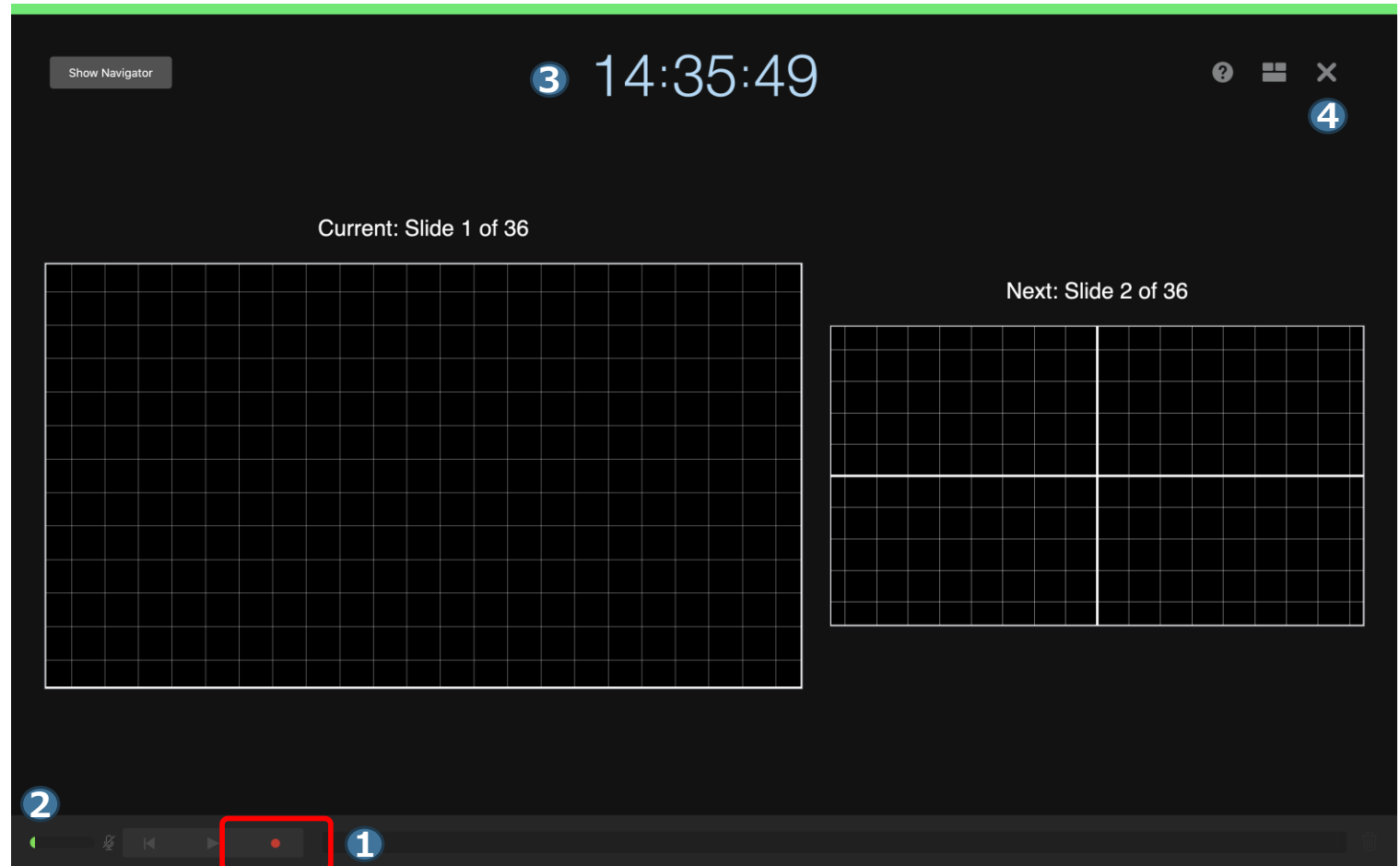
As most Mac laptops have a built-in microphone on the left side of the keyboard and iMacs have one around the camera, we recommend that you record audio narration 30 to 40 cm away from the monitor.

① Click the red [Record] button to start countdown. When countdown has finished, advance your slides by left-clicking a slide or using the cursor key of the keyboard while giving a presentation.  
※Re-recording narration must be started from the first page.

② shows the output volume, where you can check your voice level.

③ shows the current time.

To quit recording, click ① [Record] button again to stop recording, then click ④ X to close the window.



# 6) Creating a Video

Select ① [File] ⇒ ② [Export To] ⇒ ③ [Movie].

④ For [Playback] select [Slideshow Recording] and for [Resolution] select [1080p], then click [Next].  
[Export] to save the file.

