

INSTRUCTION

Preparation of presentation data(MP4)

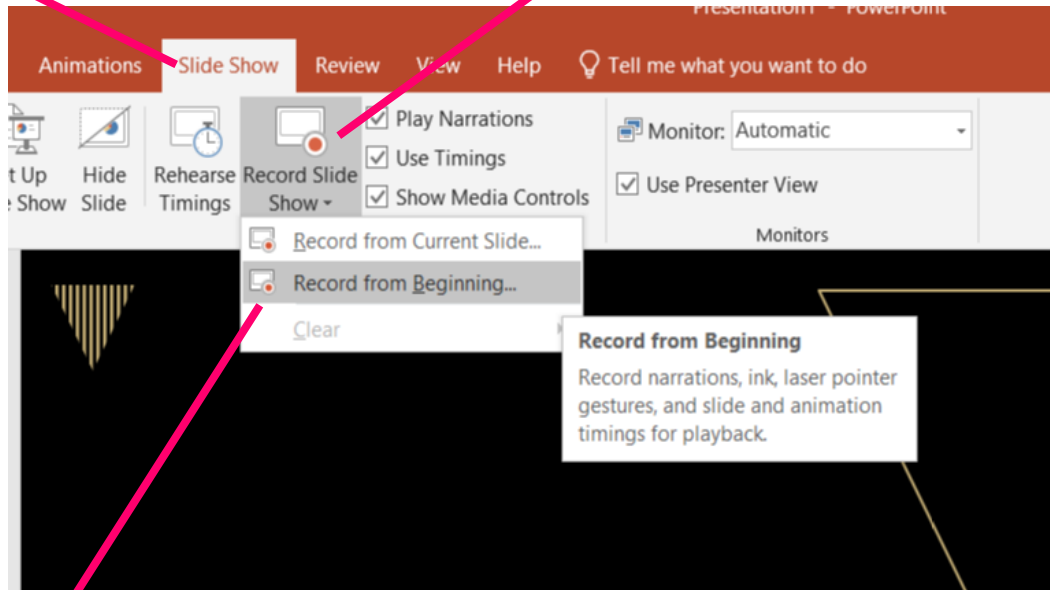
Save the file as a name of “Submission No_Author’s name”

◆ Before recordings

- Prepare PowerPoint slides, computer and microphone
- Disclose the COI associated with your abstract on the second slide (after the title slide).
- Before recording audio, make sure that a microphone or headset is connected to the computer. You may use the built-in microphone of the computer.
- If you are using a computer not equipped with a microphone, connect an external microphone and record your voice.
- Record in a quiet place to avoid noise.

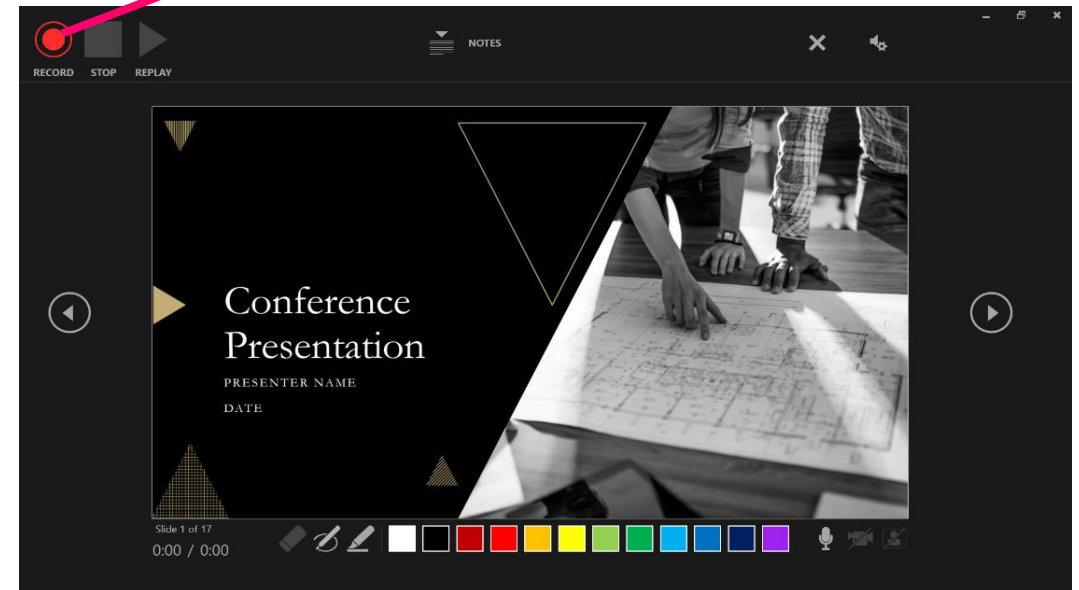
① Click “Slide Show”
(Click “Recording” if you use PowerPoint 2016.)

② Click “Record Slide Show”



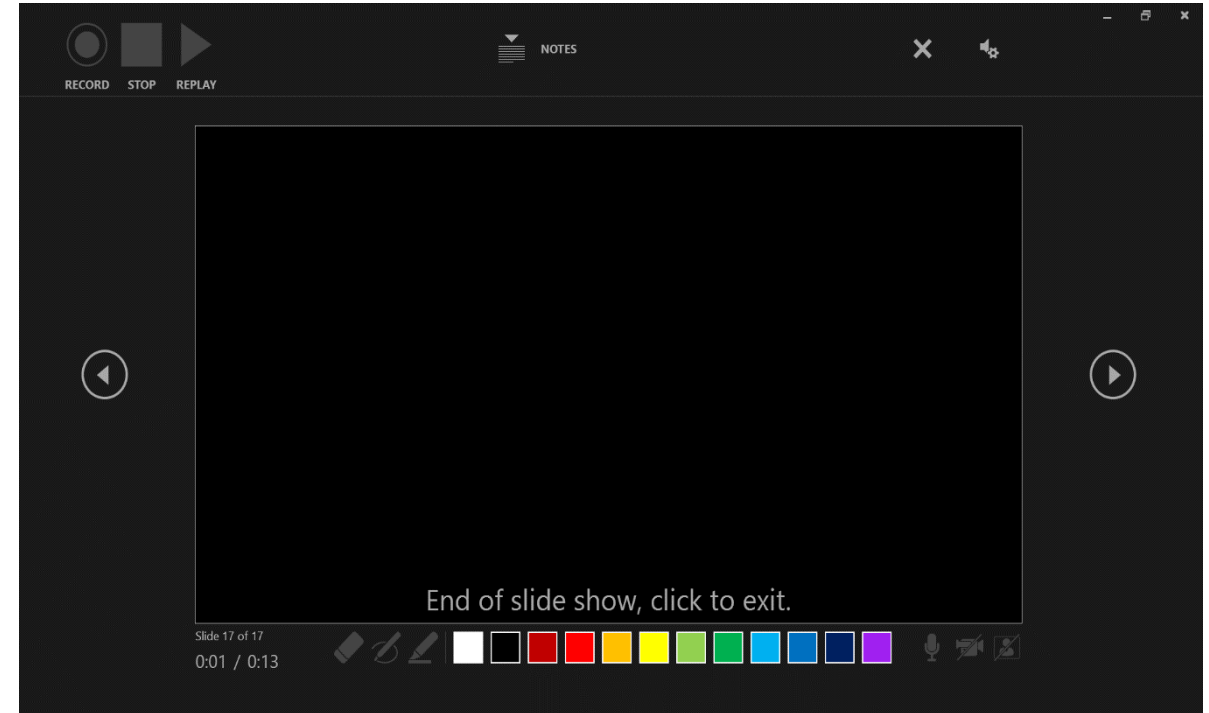
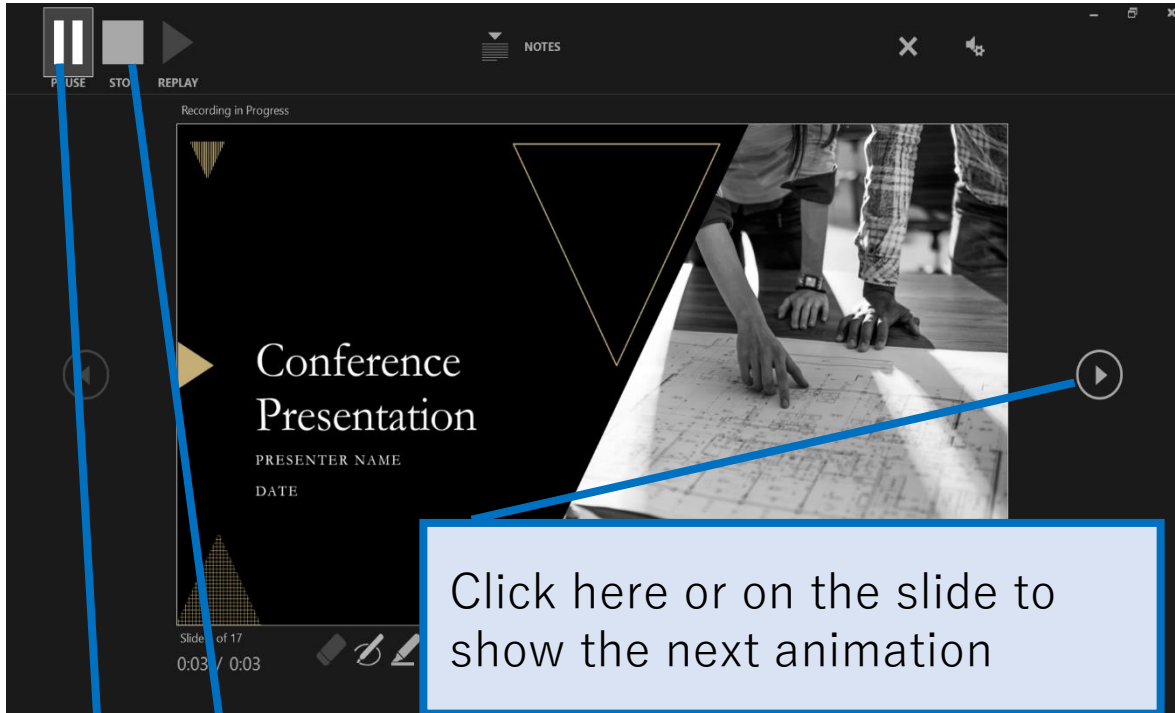
③ Click “Start Recording from Beginning”
to start recording

④ Click “Record”



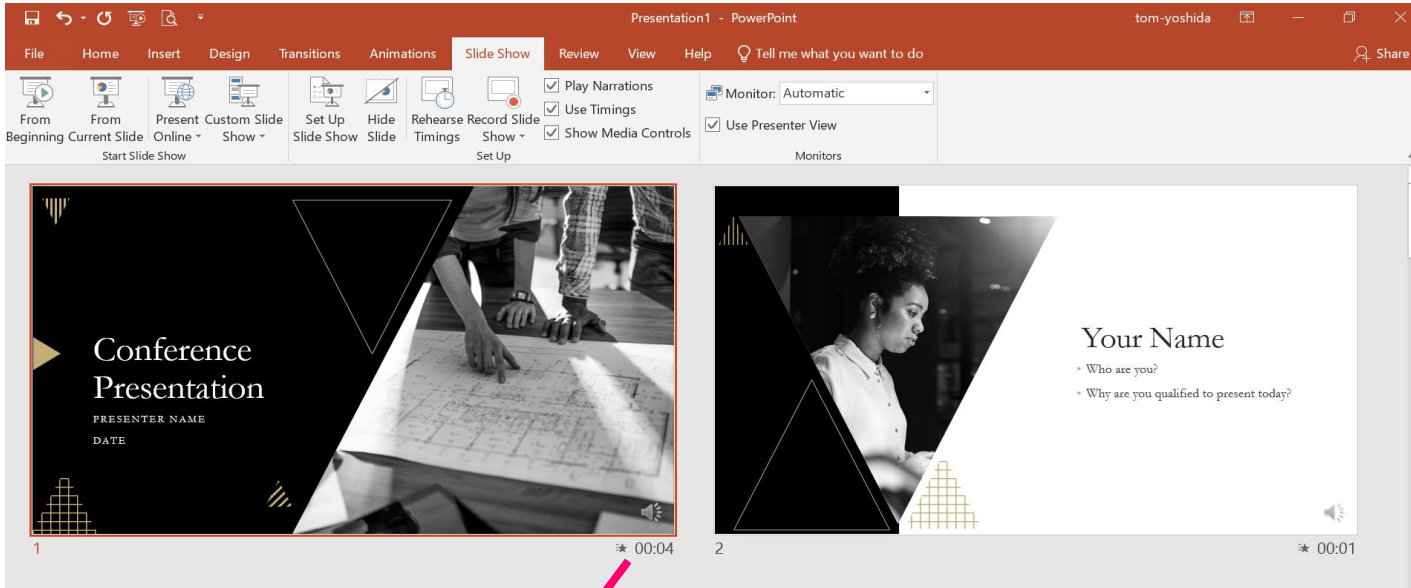
⑤ You can record audio or video narration as you run through your presentation as you run through your presentation

⑥ Recording will stop automatically when you proceed to the screen below. Click to quit and return to Slide Sorter View.



Click "STOP" to save recording

Click "PAUSE" to stop the animation on screen

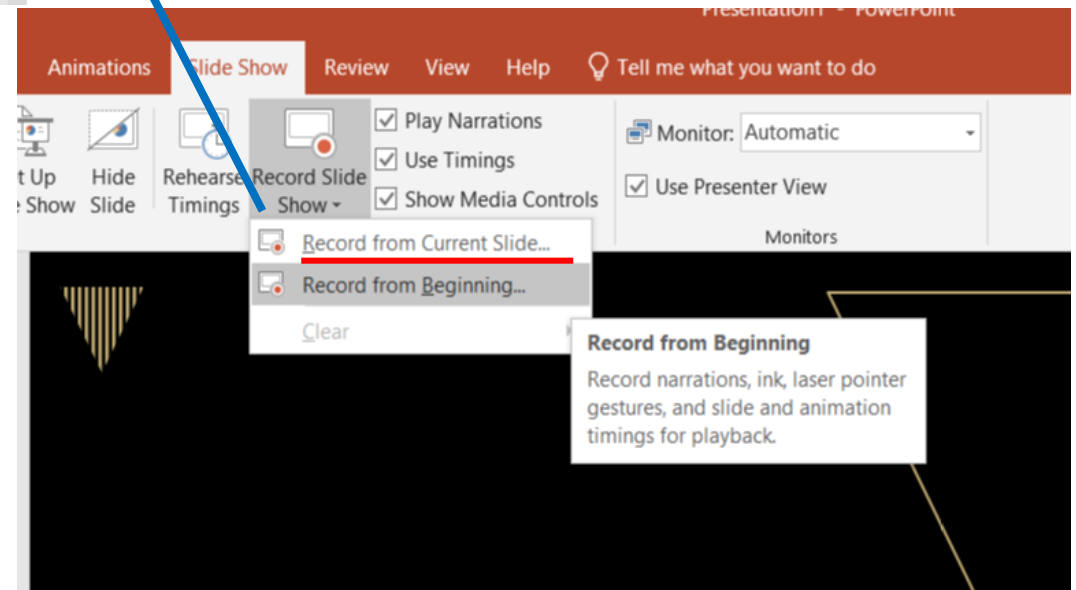


To modify the recordings, select the slide you want to re-record and click "Record from Current Slide" to start recording.

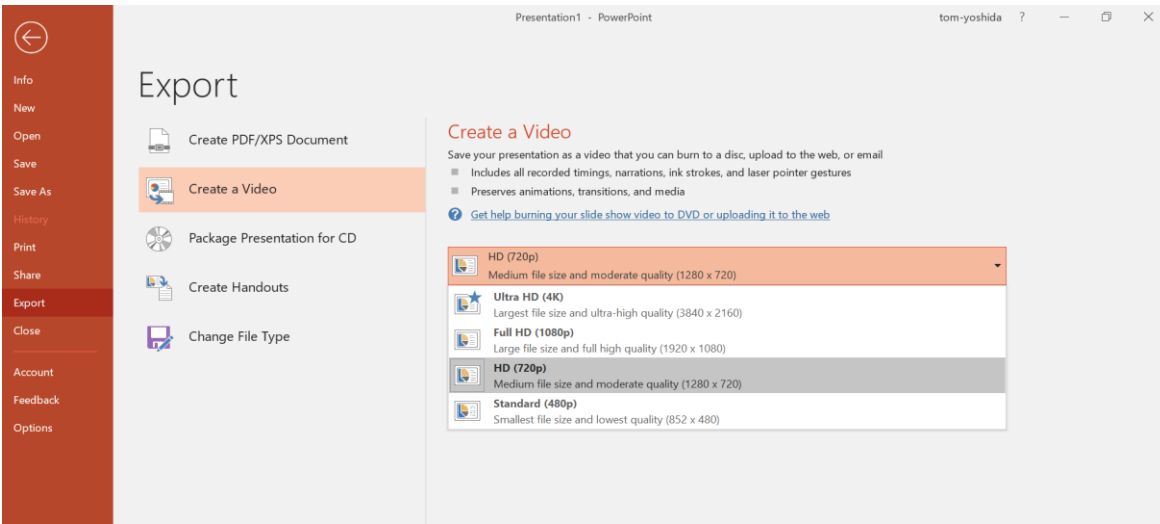
When you have finished recording, press the Stop button.

⑦

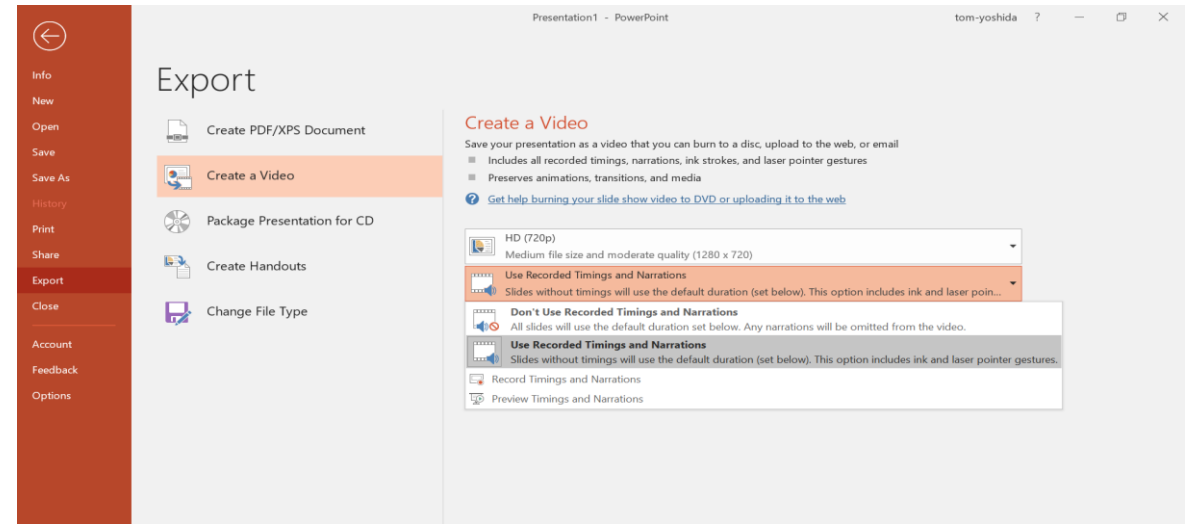
- After switching to Slide Sorter View, ensure that timings are shown at the bottom right of each slide.
- Select "Save As" to save the file.
- Open the file again and check "Slide Show" to make sure there is no problems with the audio and the timing of the slides etc.



⑧ [File] → [Export] → [Create a Video]
to export



Choose moderate quality [1280 × 720]



Choose [Use Recorded Timings and Narrations]

At the end, as soon as you click “Create a Video”, a “Save As” window will pop up. Specify the file name as “Submission No_Author’s name” and select MPEG4 (MP4 format) for the file format. Click “Save” at the bottom right to create the video and it will be automatically saved to the device.

The progress of the movie being created will be displayed in the lower right corner.

It takes about 6 minutes to create a video from a 6 minutes slide show of medium quality [1280 × 720]

◆ Recording Tips

Recordings in PowerPoint are separate recording data for each slide. Therefore, if you switch slides while speaking, audio may be interrupted on when switching between slides. We recommend that you take a breath when moving on to the next slide, even if it is only for a moment, and make sure to create a blank where nothing is recorded.



Slide



Slide



Each time a slide is switched, the sound is abruptly cut off, resulting in poor sound quality data.



Blank



Take a breath when switching slides to make the data easier to hear.