



# How to Create Video with Narrated Presentation

For Windows 10 with PowerPoint2019/365

## STEP 1) Notes on Recording Narration

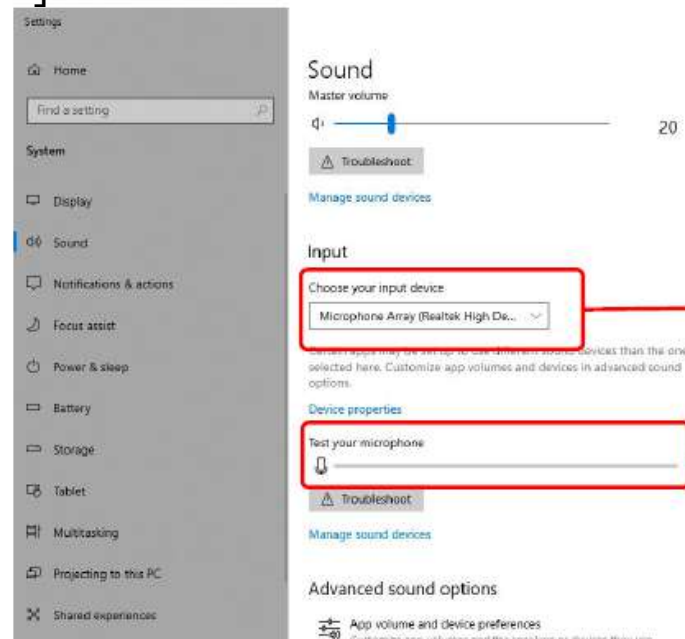
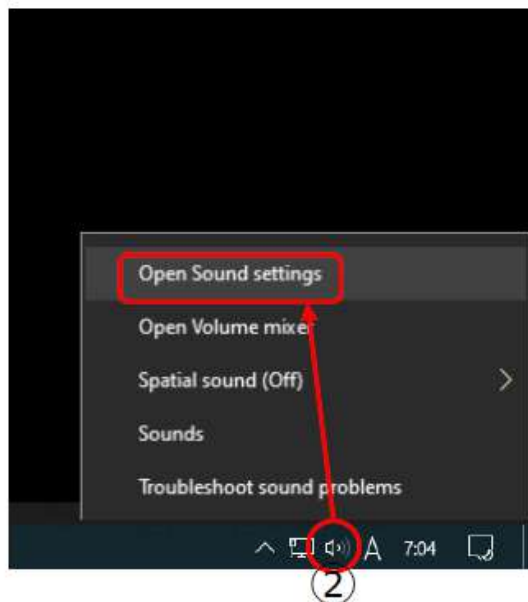
- You can record audio narration by using the microphone built into your laptop PC.
- ✧ As most laptop PCs have a microphone built into the monitor, we recommend that you record audio narration 30 to 40 cm away from the monitor.
- Use of earphones with microphone and USB cable/4-pole mini stereo earphone microphone/or 4-pole headset ensures better quality recording of audio narration.
- If you are talking when you change slides, your audio may be clipped. Try and finish your sentence before you advance your slide.
- Make sure that your laptop PC is equipped with a built-in web camera or you have an external USB camera.



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

# STEP 2-1) Setting Devices(Sound devices)

- 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.



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

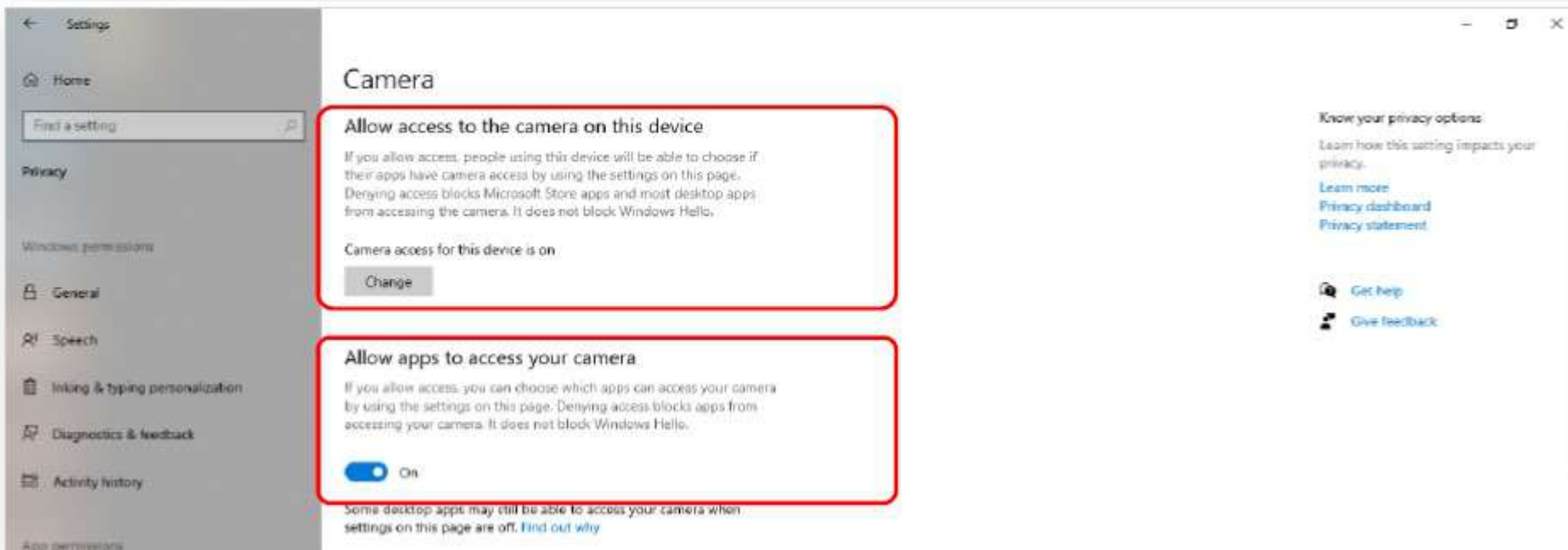
Check that either external microphone or built-in microphone is selected as the input device.

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.

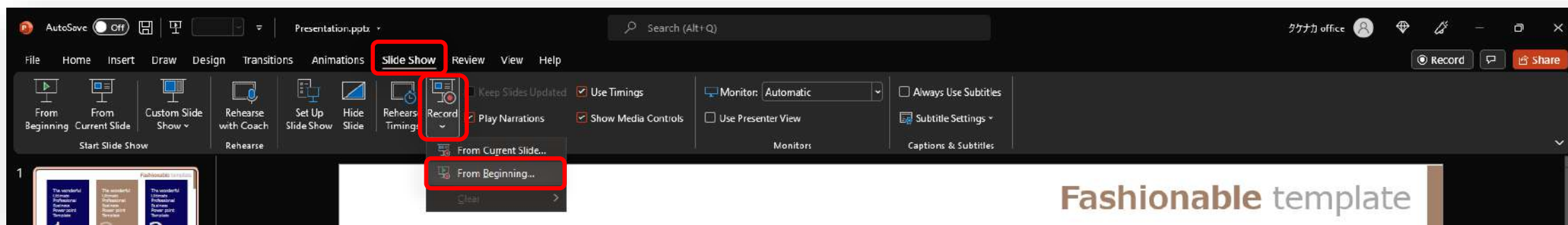


## STEP 2-2) Setting Devices(Camera devices)

- ① Plug the external USB camera connector into the USB port.
- ② To check whether access to the camera is allowed, select [Settings] ⇒ [Privacy] ⇒ [Camera] and make sure [Camera access for this device is on] is displayed under [Allow access to the camera on this device] and [Allow apps to access your camera] is set to On.



## STEP 3) Recording Slide Show (Steps before recording narration)



Select...

[Slide Show]



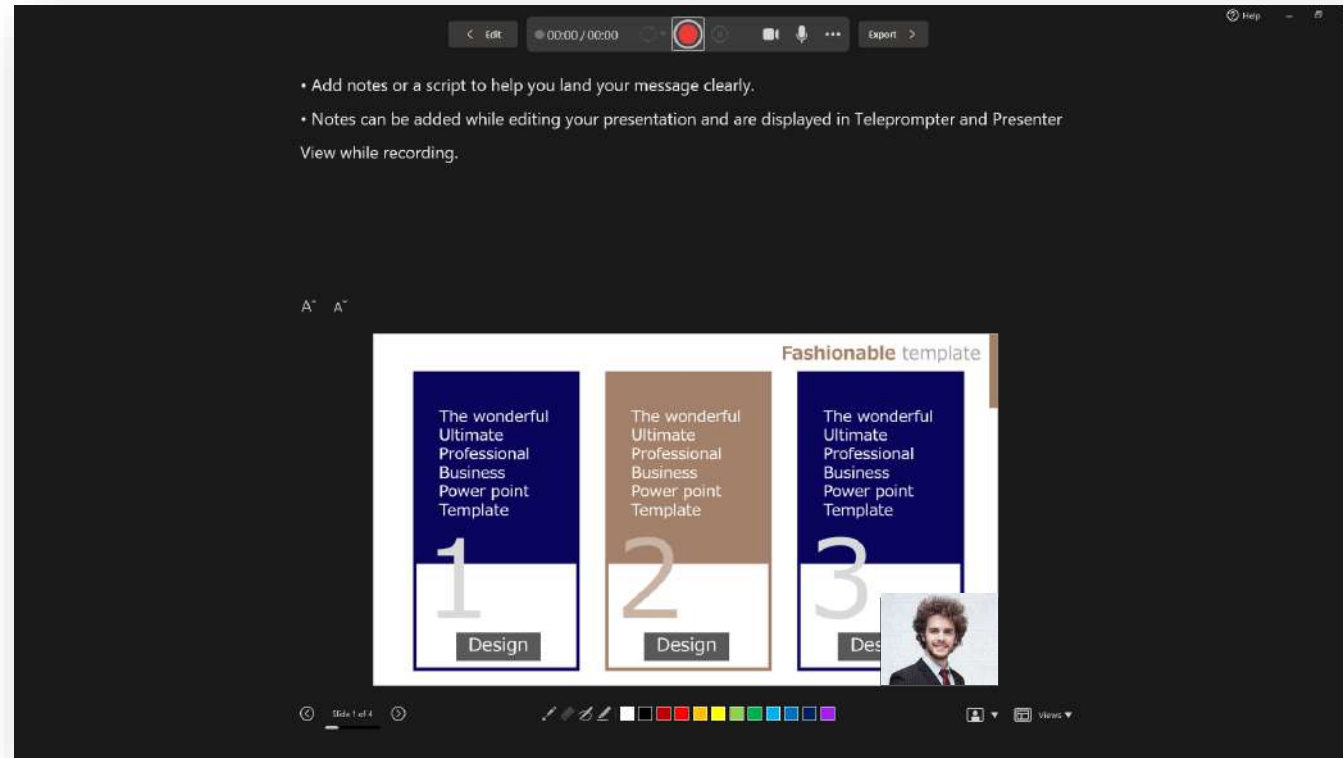
[Record Slide Show]



[Record from Beginning]

# STEP 4) 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.



Make sure that the microphone is turned ON.

Make sure that the camera and camera preview are turned ON.

※If they are ON, the camera preview window appears in the bottom right of the slide.

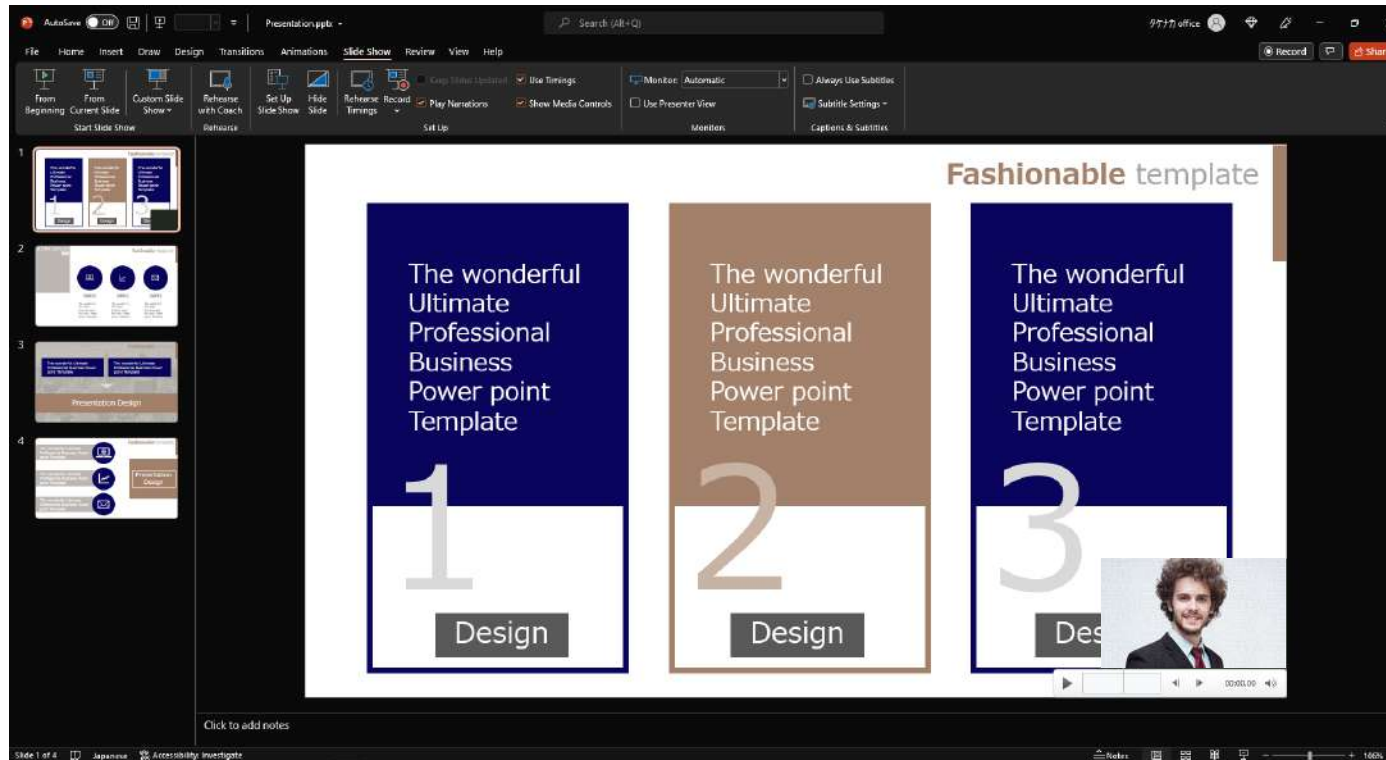
Click [Record] to start recording slide show.

As you talk, click button to advance your slides.

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

Elapsed time and slide number is displayed. To quit recording, click X to close the window.

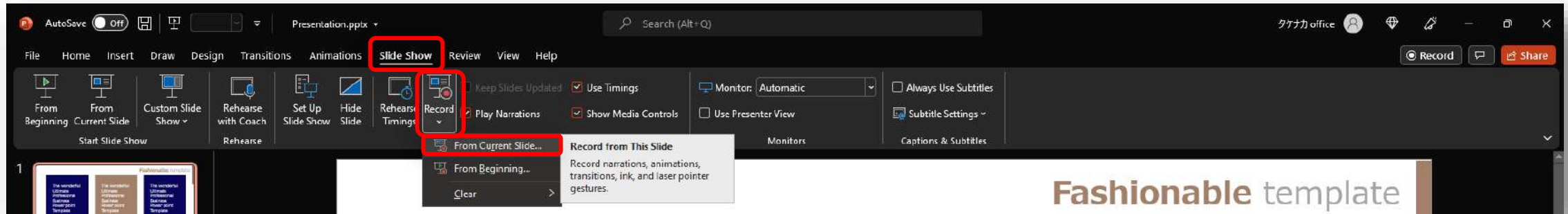
# STEP 5) Checking Recorded Narration



To check the recorded narration,  
Select [Slide Show]→ [From Beginning].  
To check the narration on each page,  
Click [▶] button.

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

# STEP 6) Re-recording Narration (Setting)



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

Select...

[Slide Show]



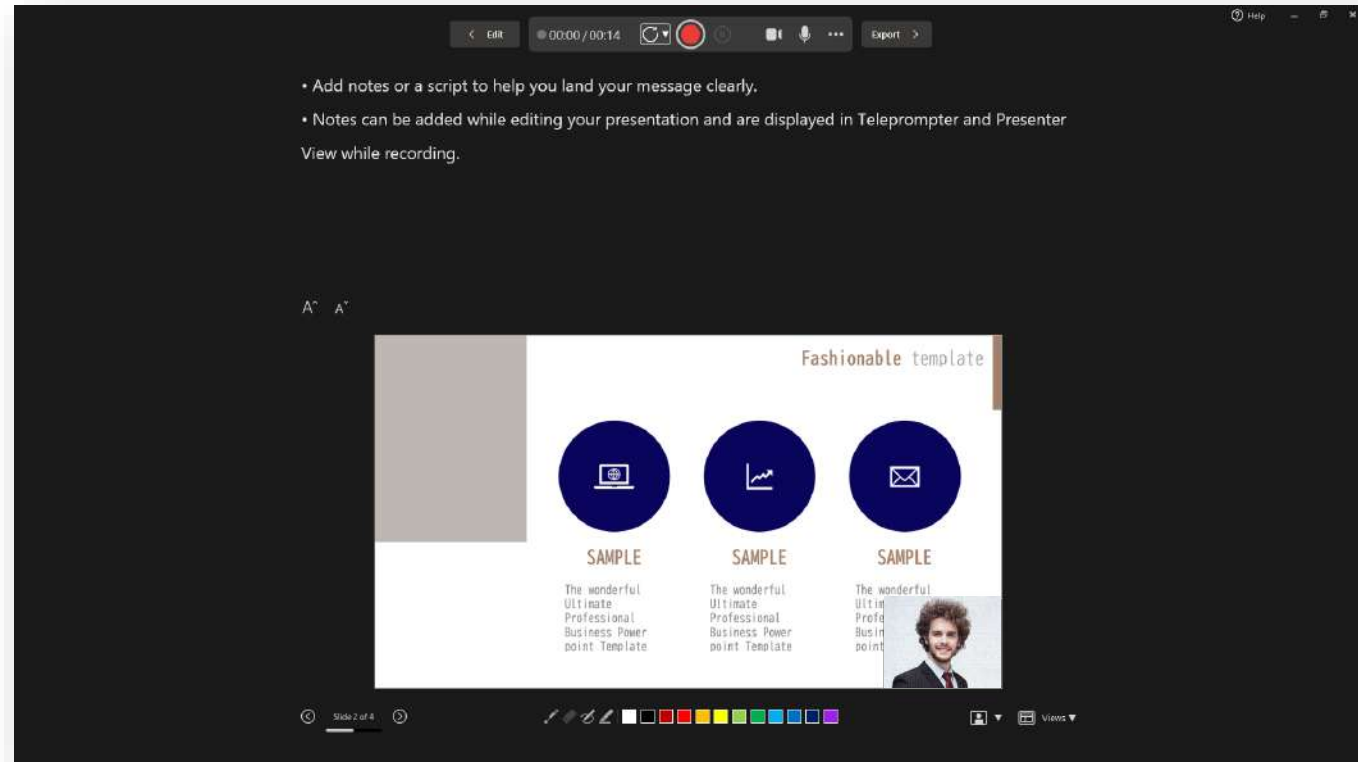
[Record Slide Show]



[Record from Current Slide]



## STEP 7) Re-recording Narration(Recording)



Make sure that the microphone is turned ON.

Make sure that the camera and camera preview are turned ON.

※If they are ON, the camera preview window appears in the bottom right of the slide.

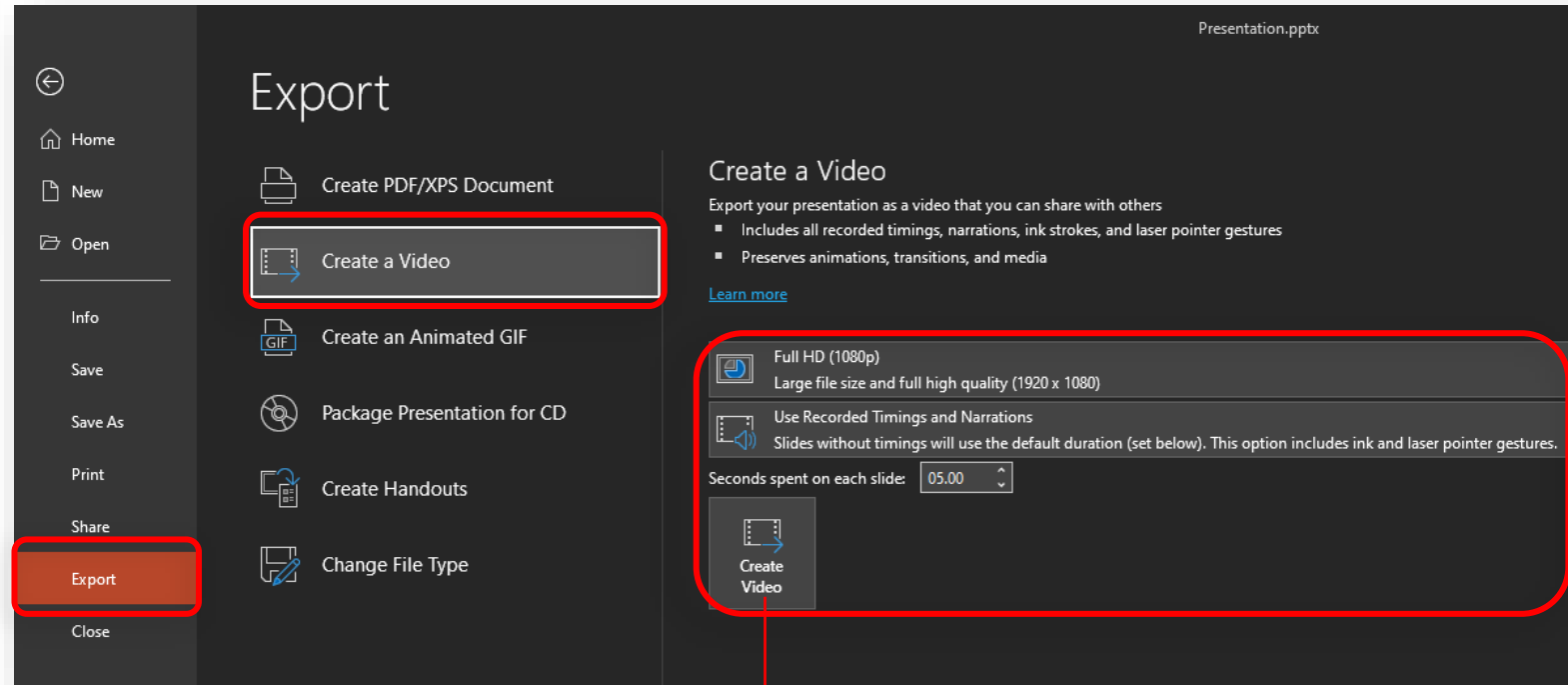
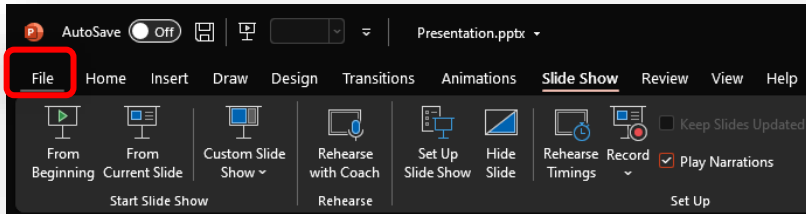
Click [Record] to start recording slide show.

Do not advance your slides and click [Stop] to stop recording,

then click X to close the window.

Elapsed time and slide number is displayed.

# STEP 8) Creating a Video



- Select [File]
- [Export]
- [Create a Video]
- Select [FullHD]
- Select [Use Recorded Timings and Narrations]
- Select [Create Video] to display [Save As] window and type a filename
- [Save] to save the file

