

ACS2020

The 7th Asia Cornea Society Biennial Scientific Meeting

How to record a slide show with narration and slide timings with PowerPoint

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Minimum User Requirements

1. Computer capable of audio recording

- Setup is simple if you use the computer's built-in mic, but unwanted ambient noise will be a problem.

Therefore, we recommend using a mic-equipped headset or external mic.

2. Compatible version of PowerPoint

- If using Windows: PowerPoint 2010, 2013, 2016 or 2019, or Office 365
- If using macOS: PowerPoint 2019 for Mac or Office 365

Recommended versions: PowerPoint 2016, PowerPoint 2019 or Office 365 (for Windows) / PowerPoint 2019 or Office 365 (for macOS)

Important Details

- Slide size: both standard (4:3) and wide (16:9) are usable, but wide (16: 9) is recommended.
- File size: up to 900 MB per presentation
- For your presentation adhering to the above rules, make sure to keep it within the permitted video time limit for a single session. Creating a video file for a presentation takes about the same amount of time as the presentation length itself.
- If you do not hide any slides, all slides will be included in the video. **For slides you do not include in your presentation or do not want included in the video, either delete or hide those slides.**
- After creating the video, make sure to personally check that all audio, animations, and video elements are correctly integrated.
- Submit your completed video file (in MP4 format) to the Congress Secretariat. The Secretariat will e-mail information on how to submit data.

Contact Point

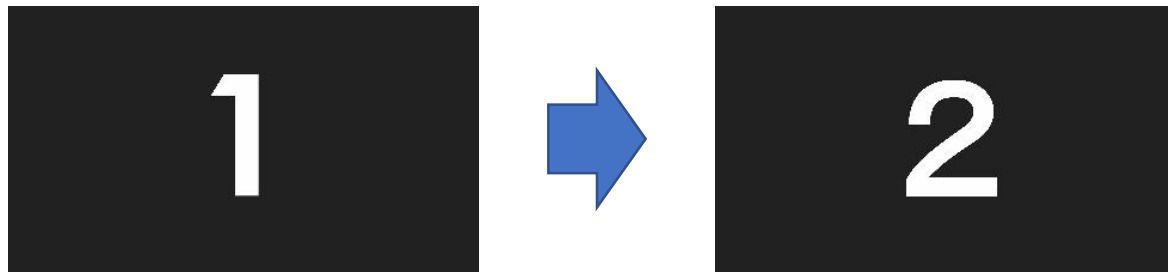
ACS2020 Congress Secretariat (inside Congrès Inc.)

E-mail: acs2020@congre.co.jp

Narration Recording Tips

◆ Stop and take a breath before continuing to the next slide

PowerPoint audio recordings are separated on a slide-by-slide basis, so continuing to speak as you switch between slides will cause your narration to be cut off in the middle. Before proceeding to a new slide, we recommend that you stop and take a breath—even a short one—in order to create a blank space in the audio before the next slide.



Continuing to speak as you switch between slides will cause the audio to be cut off during the slide transition



This causes sudden audio cut-outs between each slide, resulting in poor overall narration quality

Stop and take a breath at each slide transition

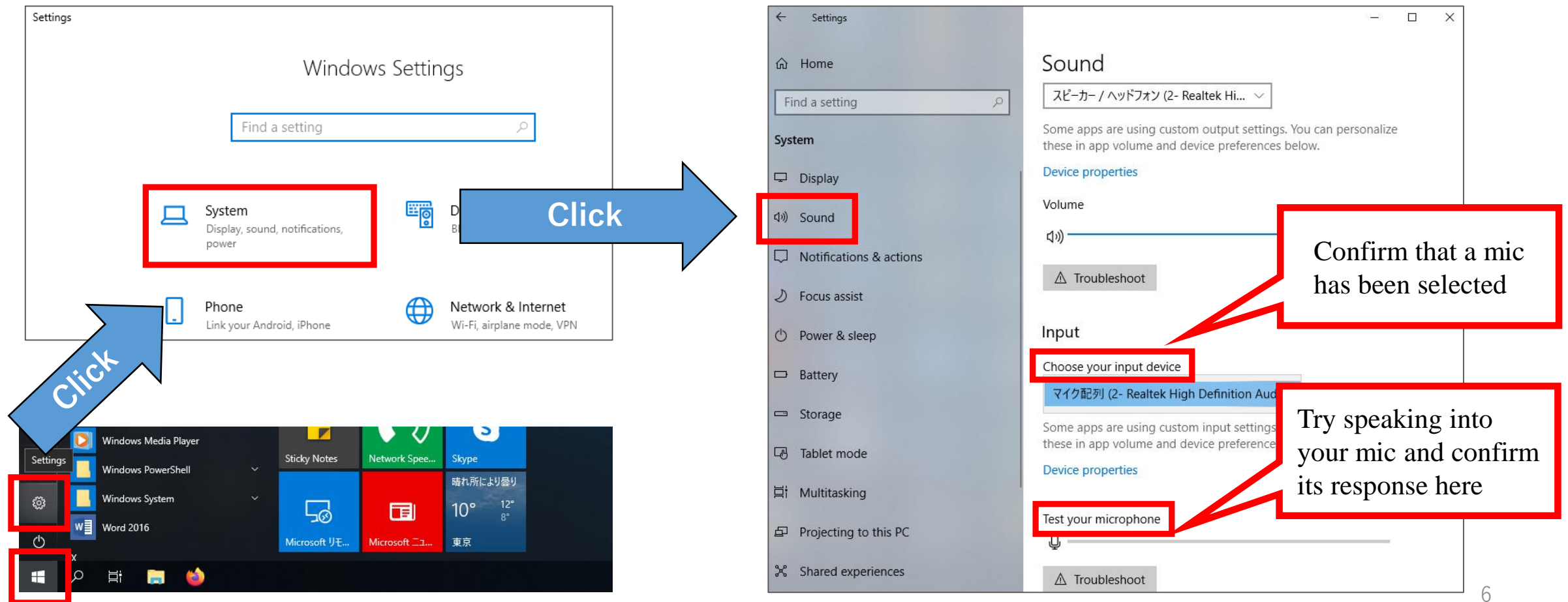


✓ This results in a clear and understandable narration

Important Note: If possible, try to record your entire narration in one take. (Going back to make corrections and then combining multiple recording takes may result in problematic transitions between takes.) If you do re-record any section of your narration, check to make sure there are no audio problems with transitions between takes.

Checking Your Mic in Windows 10

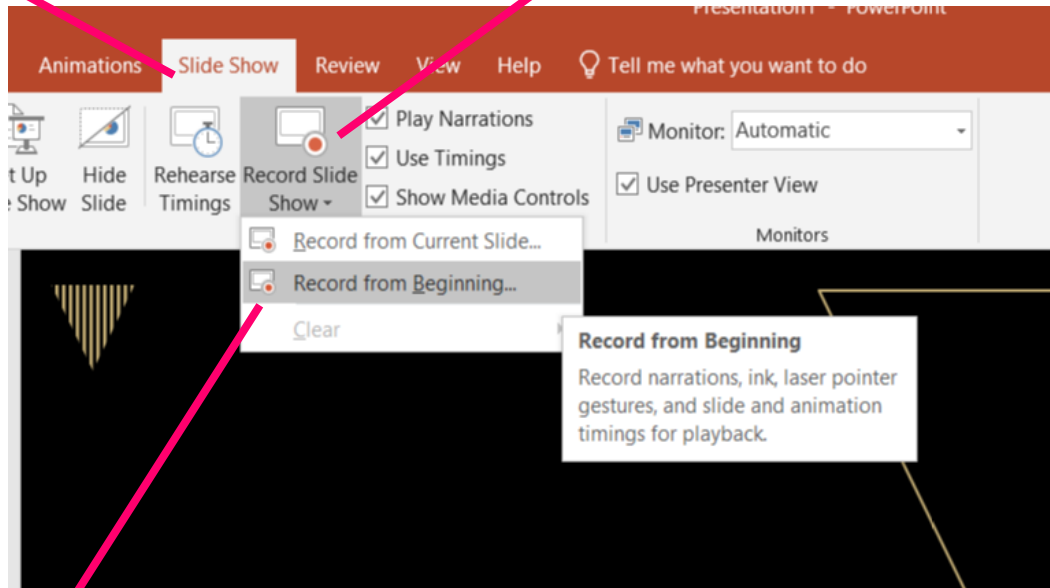
Click the “Start” button, then select “Settings,” “System” and “Sound.” Confirm that an input device has been selected. Under “Test your microphone,” test your mic by speaking into it and checking for a response.



Instructions for Windows PowerPoint 2019 or Office 365

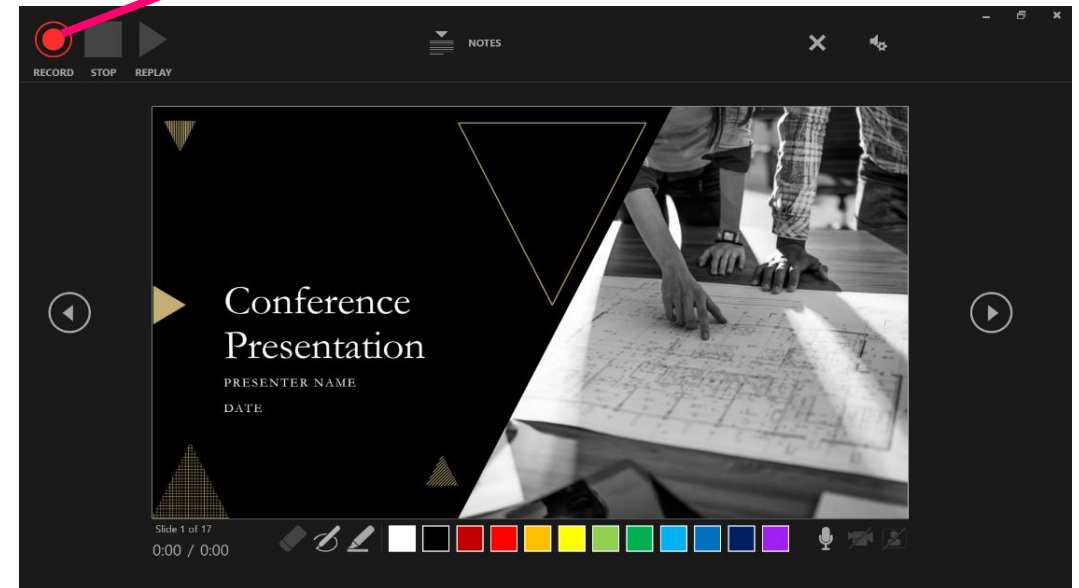
① Click “Slide Show”

② Click “Record Slide Show”



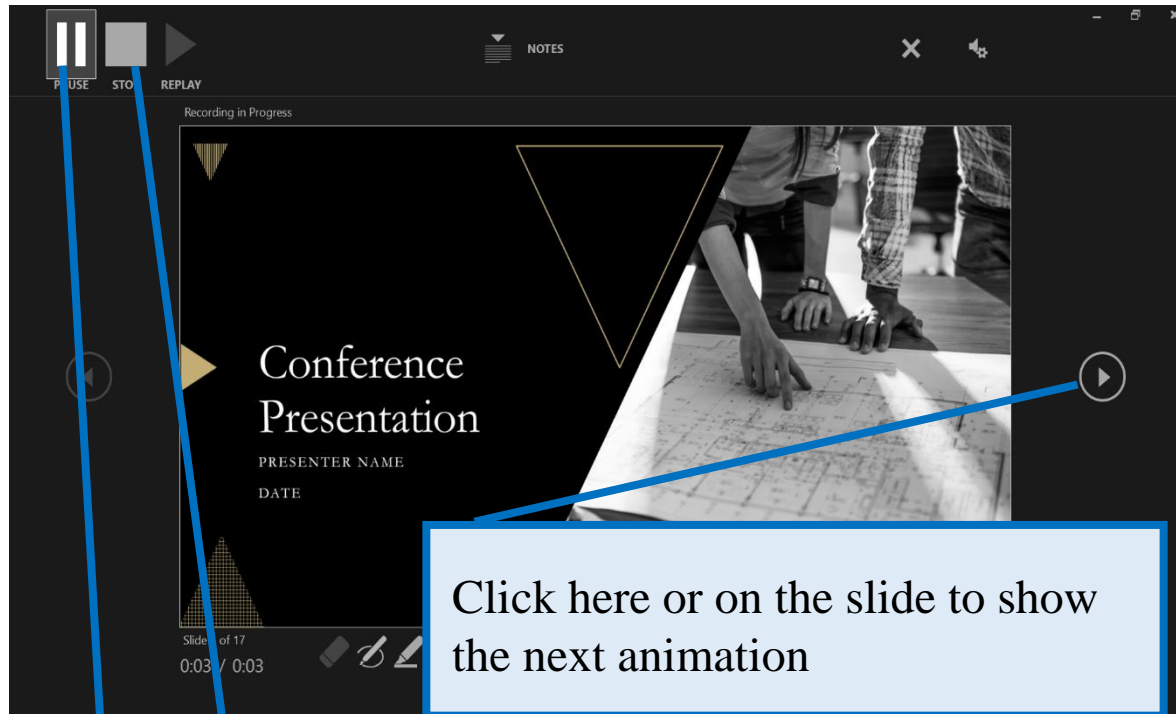
③ Click “Start Recording from Beginning” to start recording

④ Click “Record”



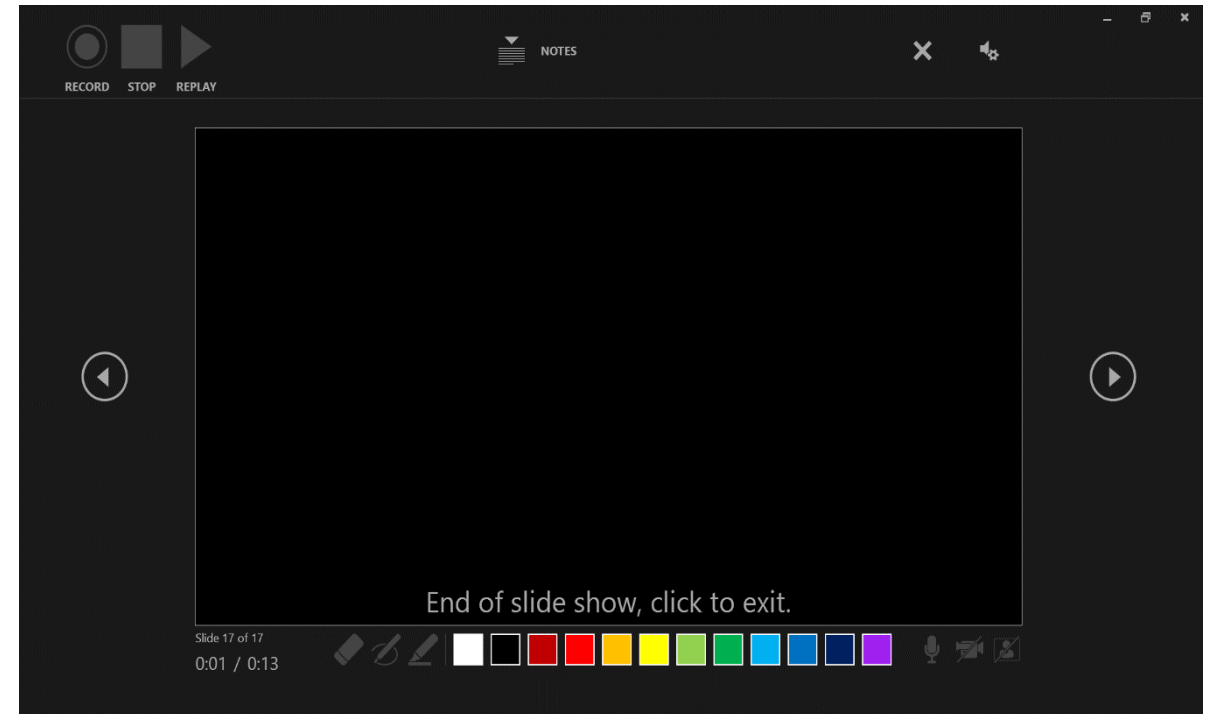
⑤ You can record audio or video narration as you run through your presentation

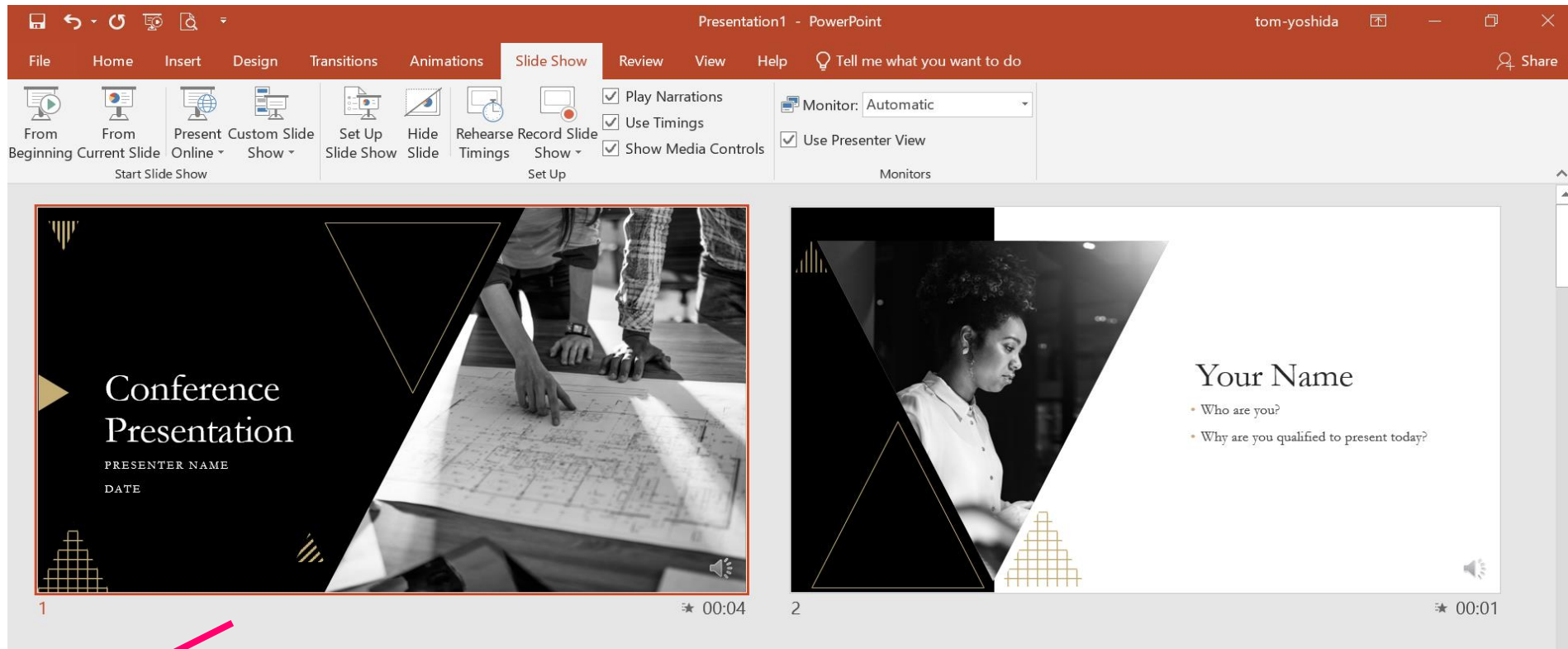
⑥ Recording will stop automatically when you proceed to the screen below.
Click to quit and return to Slide Sorter View.



Click "STOP" to save recording

Click "PAUSE" to stop the animation on screen

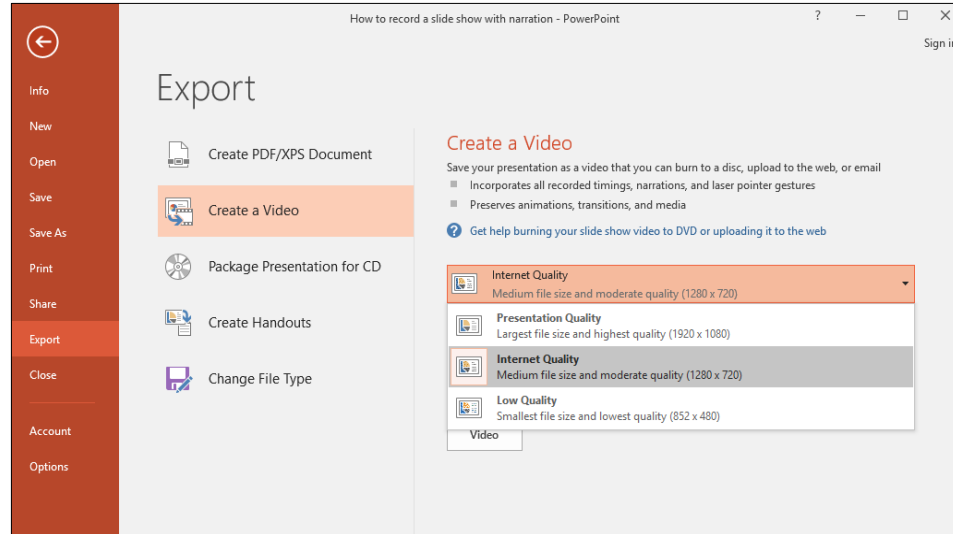




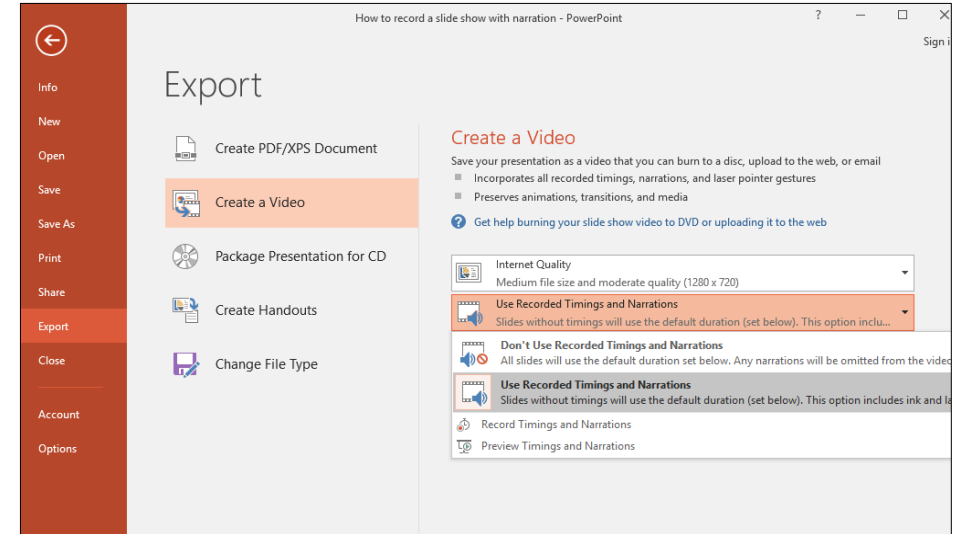
⑦

- 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 If you have checked the slides and found no problem, create the video file. This can be done by clicking “File,” then “Export,” then “Create a Video.”



Select HD (1280 × 720) video quality



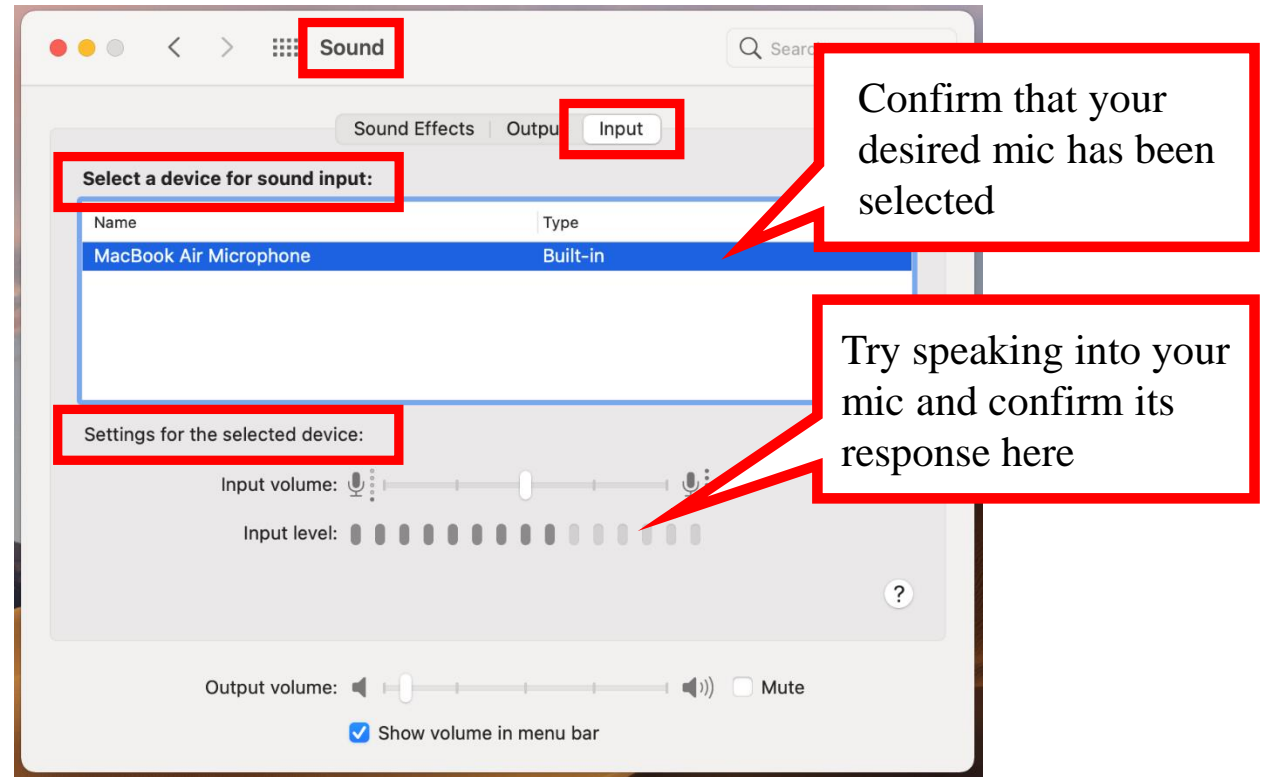
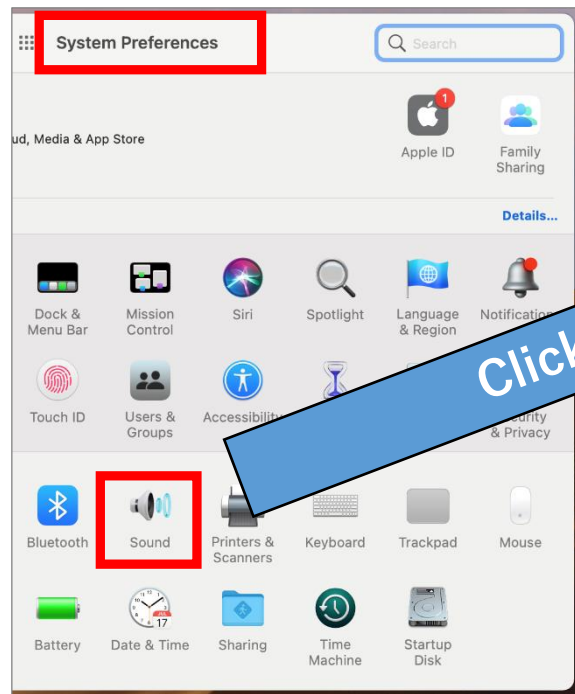
Select “Use Recorded Timings and Narrations”

After selecting the above, click “Create a Video,” at which point the “Save As...” window will appear. Enter a filename and select **MP4** as the file format. Once you click the “Save” button on the bottom-right of the window, the program will automatically create and save your video file.

Video creation progress will be shown on the bottom-right. For a 20-minute presentation saved at medium quality (1280 × 720), the video will take about 20 minutes to create.

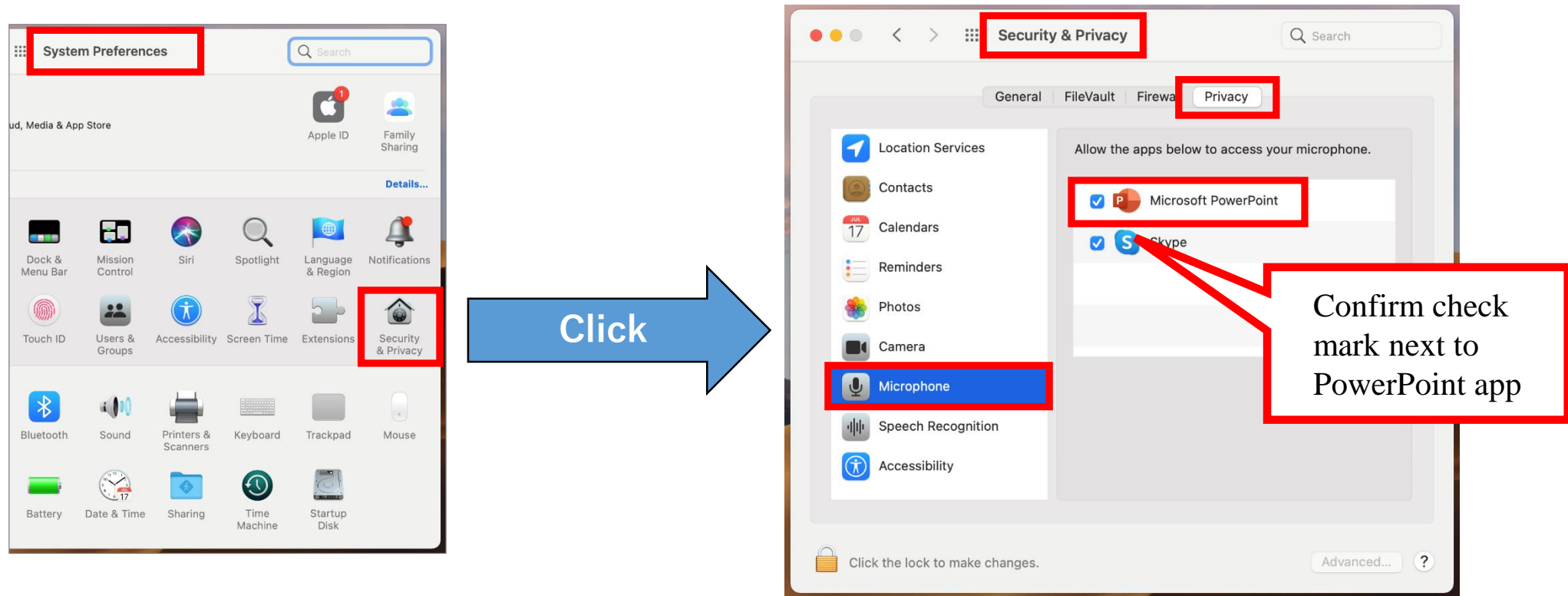
Checking Your Mic in macOS

Click “System Preferences,” then “Sound,” then “Input.” Confirm that an input device has been selected. Under “Settings for the selected device,” test your mic by speaking into it and checking for a response.



Confirm Mic Usage Permission for PowerPoint

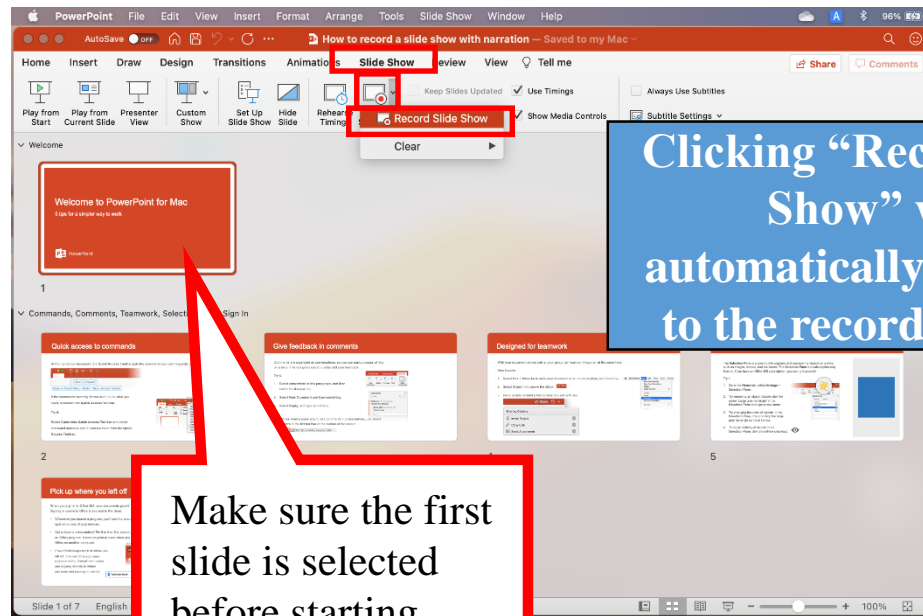
Click “System Preferences,” then “Security & Privacy,” “Privacy” and “Microphone.” Confirm that a check mark (indicating permission) is present next to the PowerPoint app.



Instructions for PowerPoint 2019 for Mac

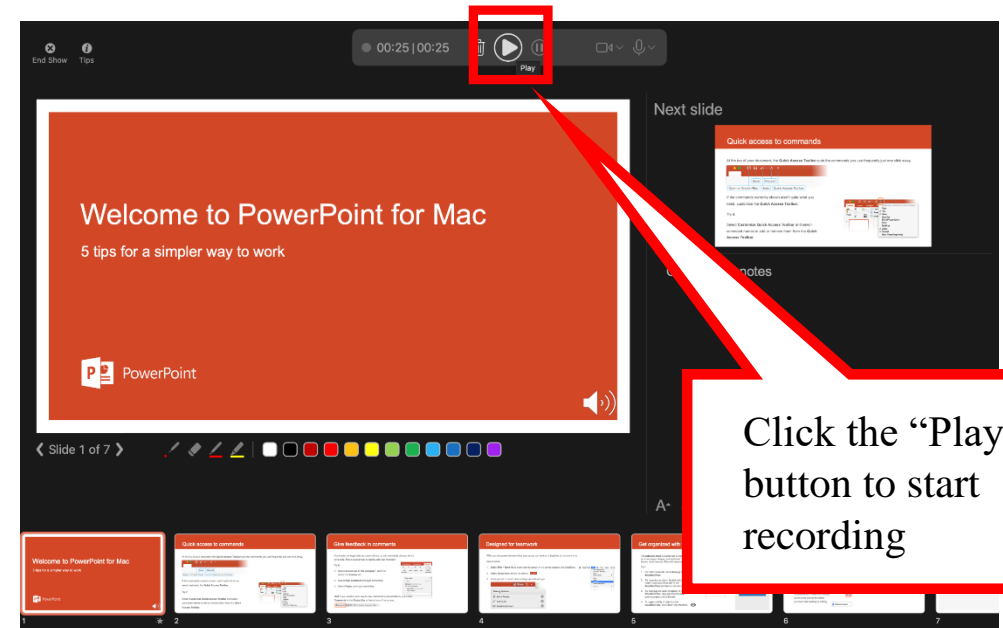
Preparing for Recording in PowerPoint

After opening the presentation file for editing in PowerPoint, confirm that the first slide is selected. Under the “Slide Show” menu, click “Record Slide Show.” You will be automatically taken to the **recording view**. Click the “Play” button at the top of the screen to begin recording.



Clicking “Record Slide Show” will automatically take you to the recording view

Make sure the first slide is selected before starting

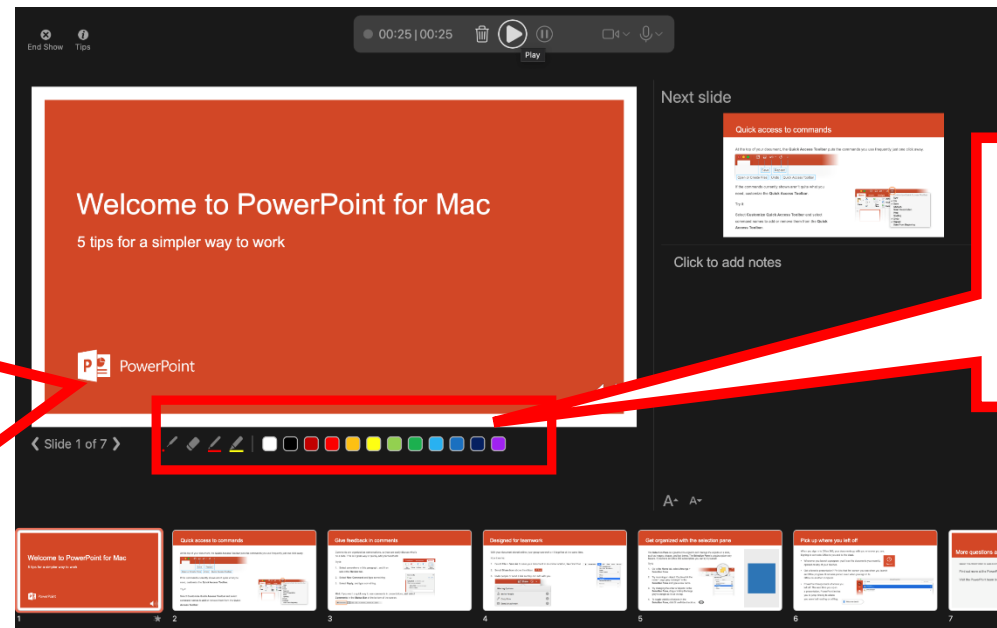
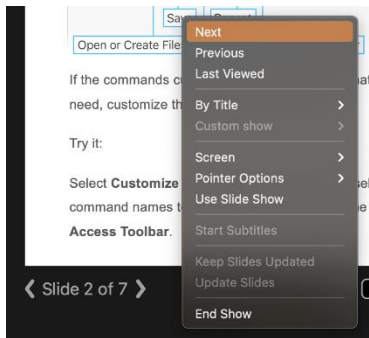


Click the “Play” button to start recording

Slide Show Recording

Record your narration along with the slide show. Although you can use on-screen features such as the pen and pointer, **only the audio and slide switch timings will be saved to the final video file.** Also, be aware that **returning to a previous slide during recording will erase all previously recorded narrations from that slide onward.**

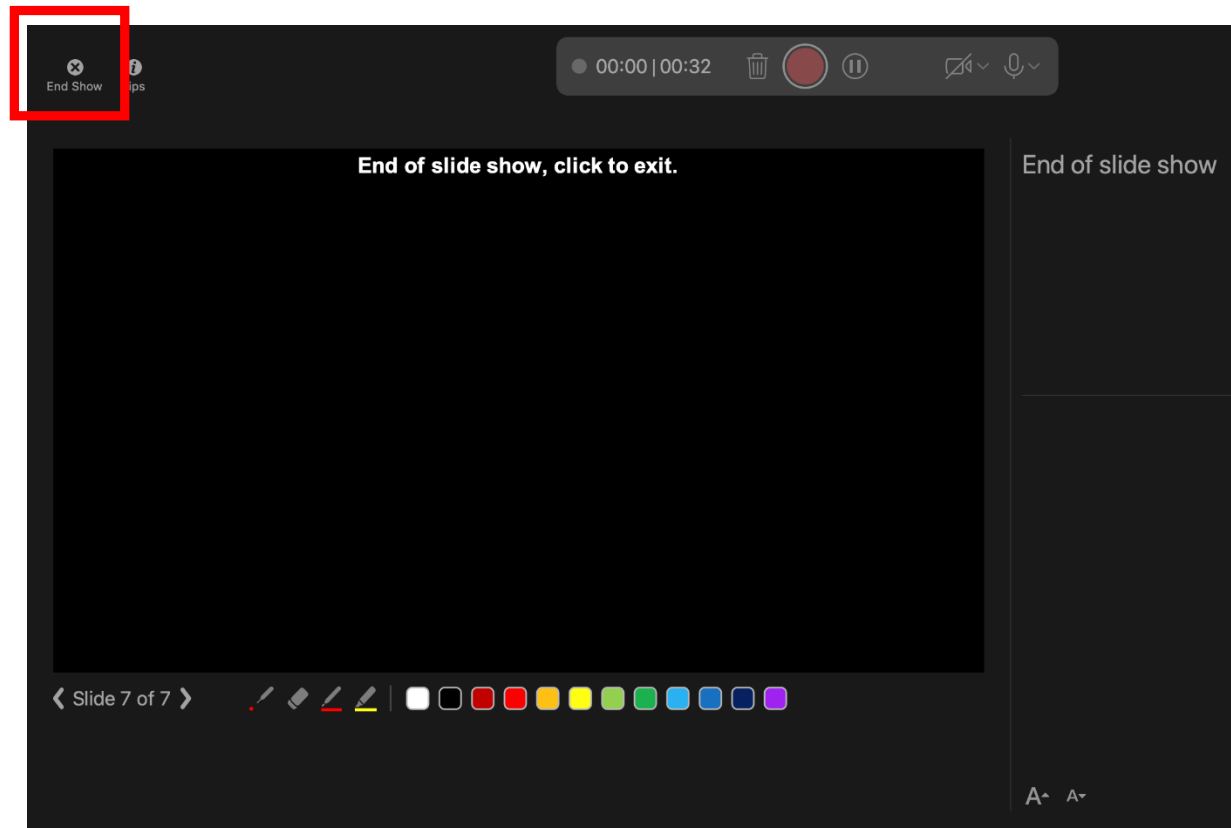
Using the toolbar menu, it's possible to return to a previous slide during recording, but this is not recommended as doing so will erase previously recorded data



Features such as the pen and pointer can be selected for use from the menu below the slide, but these elements will not be included as part of the video file

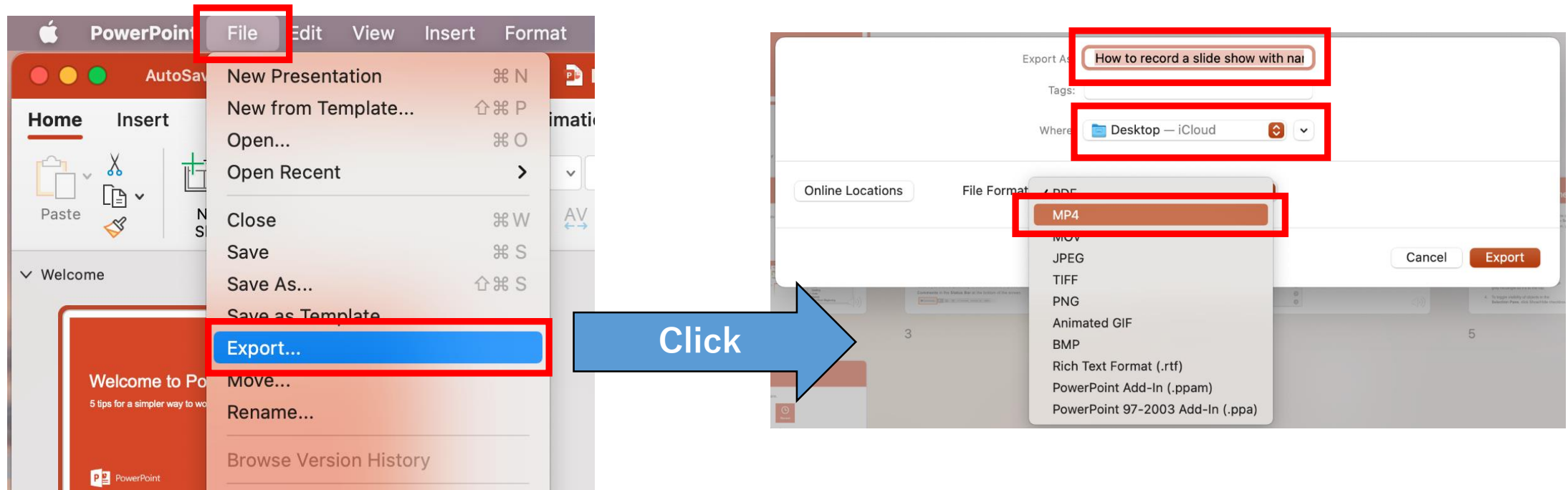
Completing the Slide Show

After you have finished recording your presentation, click the “End Show” button on the top-left of the screen (or press the “Enter” key on your keyboard) to end the show. When the “**Save current slide timings?**” dialogue pops up, click “Yes.”



Saving to Video (MP4) File (1/2)

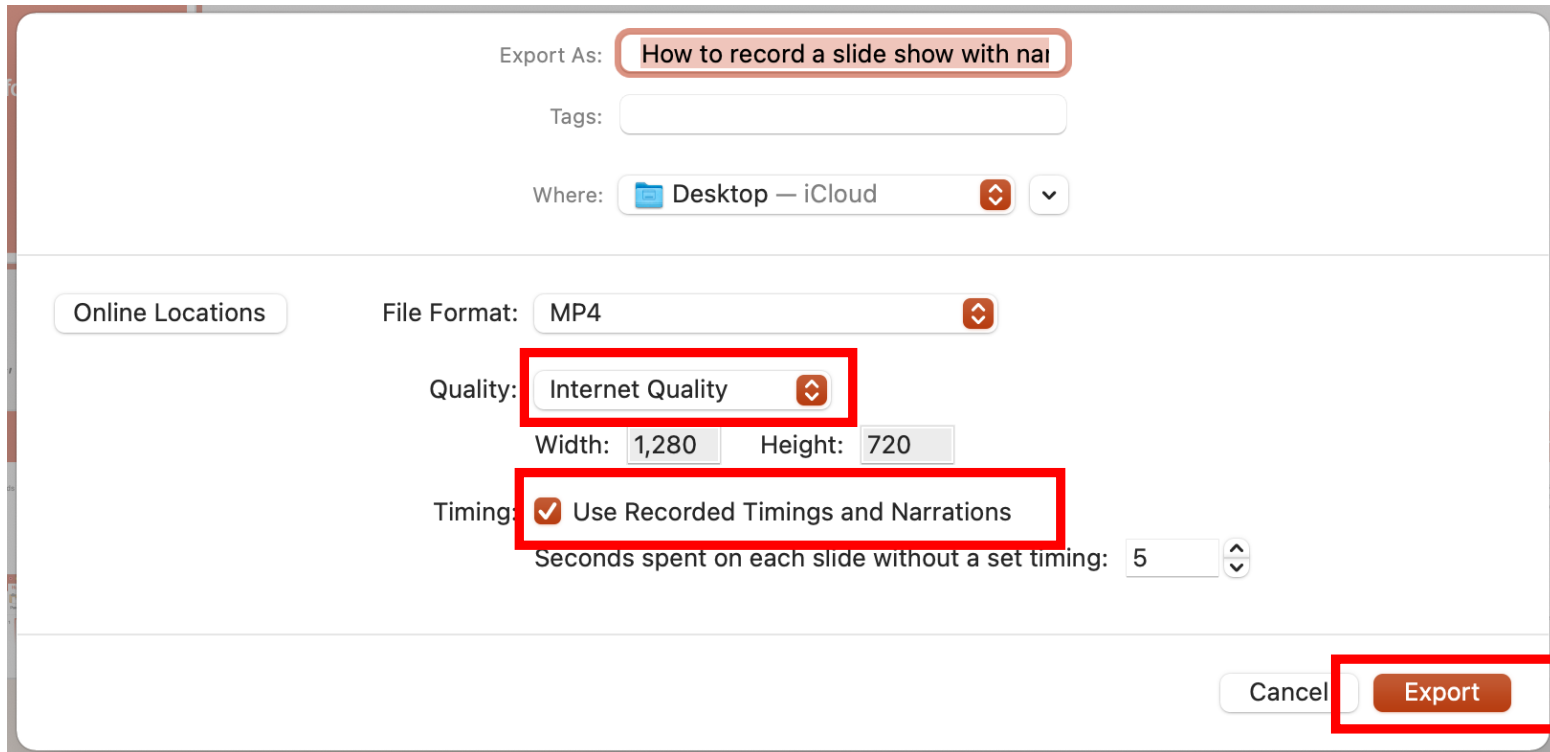
Under the “File” menu, click “Export” to open the save window.
Enter a filename and select a save location. Select **MP4** as the file format.



Saving to Video (MP4) File (2/2)

Under “Quality,” select “Internet Quality” (1280 × 720), and make sure that the “Use Recorded Timings and Narrations” box is checked.

Click the “Export” button to begin creating the video file. For a 20-minute presentation saved at “Internet Quality,” the video will take about 10 minutes to create.



The screenshot shows a dialog box for exporting a presentation to a video file. The settings are as follows:

- Export As:** How to record a slide show with nai
- Tags:** (empty field)
- Where:** Desktop — iCloud
- File Format:** MP4
- Quality:** Internet Quality
- Width:** 1,280 **Height:** 720
- Timing:** ☒ Use Recorded Timings and Narrations
- Seconds spent on each slide without a set timing:** 5
- Buttons:** Cancel, Export

Red boxes highlight the "Export As" field, the "Quality" dropdown, the "Use Recorded Timings and Narrations" checkbox, and the "Export" button.