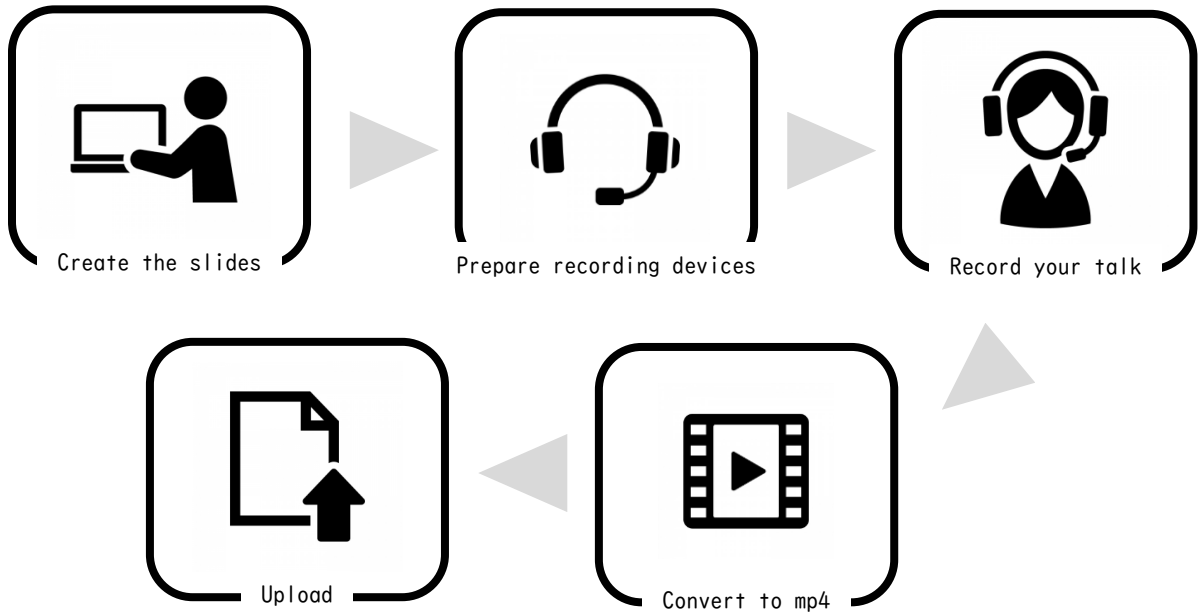


# Procedure to convert Power Point to MP4

---

## Process to upload your PowerPoint



### -Before recording-

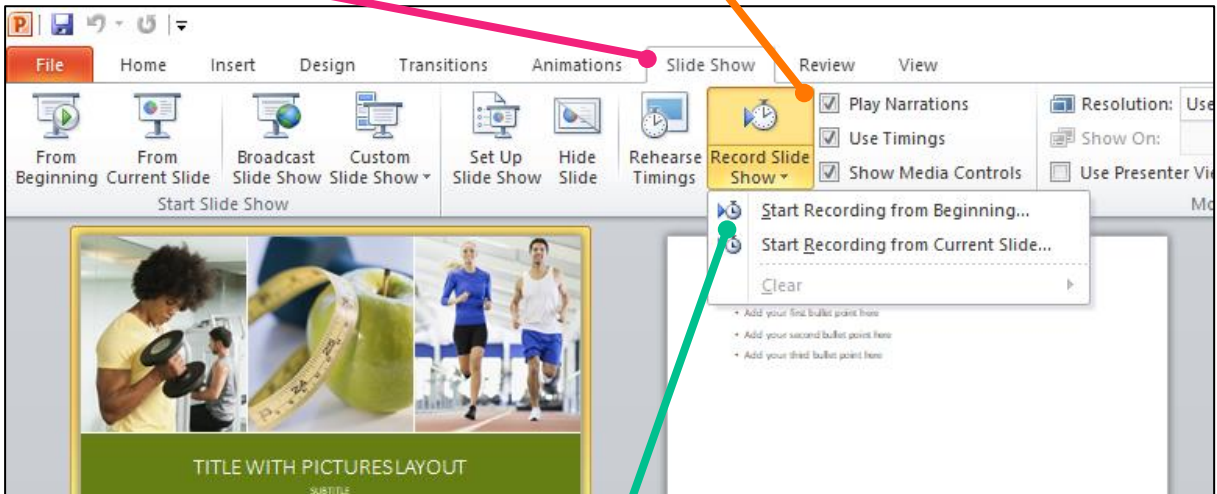
- Include following information to relevant page
  - 1<sup>st</sup> page . . . . . Title, presenter' s name, and affiliation
  - 2<sup>nd</sup> page . . . . . Conflict of interest slide (COI)
- Make back up slide just in case
- Use headset mic or earphone mic for better recording
- Select a quiet place for recording as much as you can

# How to Record with PowerPoint ver.2010( 1/4 )

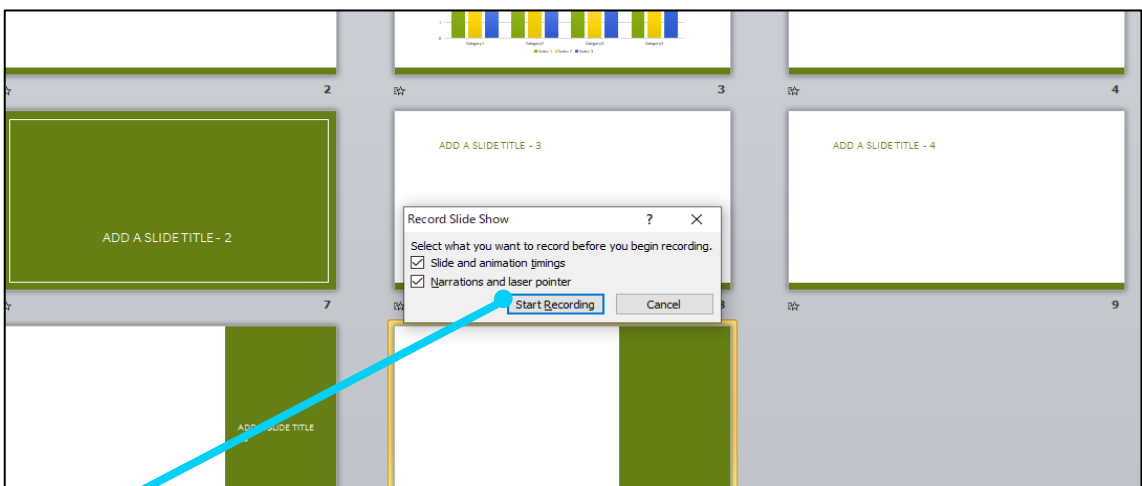
When Recording please connect headset mic with your PC.  
If you don't have headset, please use built-in mic.

1 Click [Slideshow]

2 Click [Record Slide Show]



3 Click [Record from Beginning]

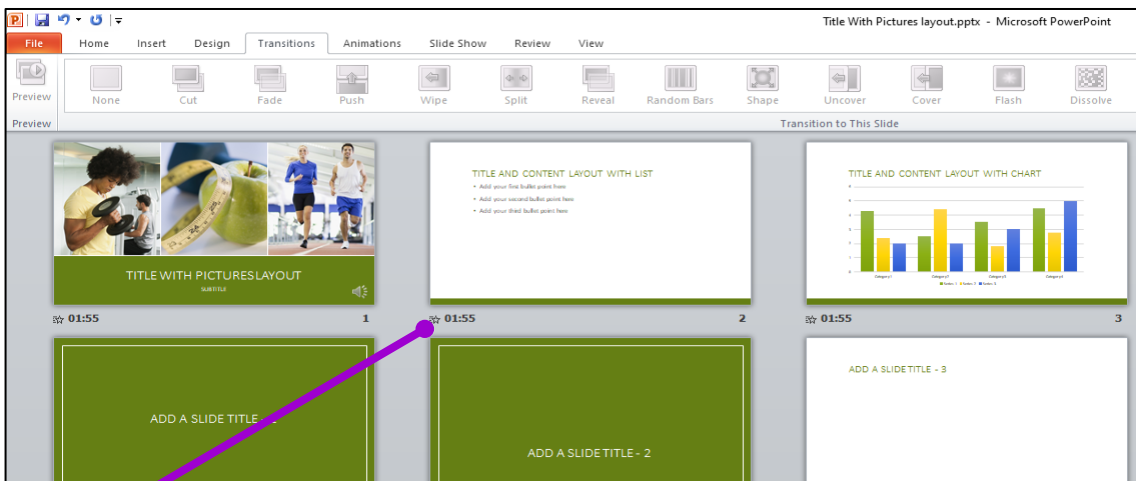


4 Check [Slide and animation timings] and [Narrations and laser pointer]  
Click [Start Recording]

## How to Record with PowerPoint ver.2010( 2/4 )

5

- When Recording is started timer will be displayed at the left top of your slide window.
- Please add narration to each slide and then complete the next one.
  - It is not possible to add narration when switching pages.  
(Audio may be interrupted)
  - You can pause the recording by pressing Pause icon at the left top of the slide window.
  - Press Resume to start recording again.



6

- When recording is finished, make sure the time is displayed at the bottom left of each slides.

Save PowerPoint (Save As new file).

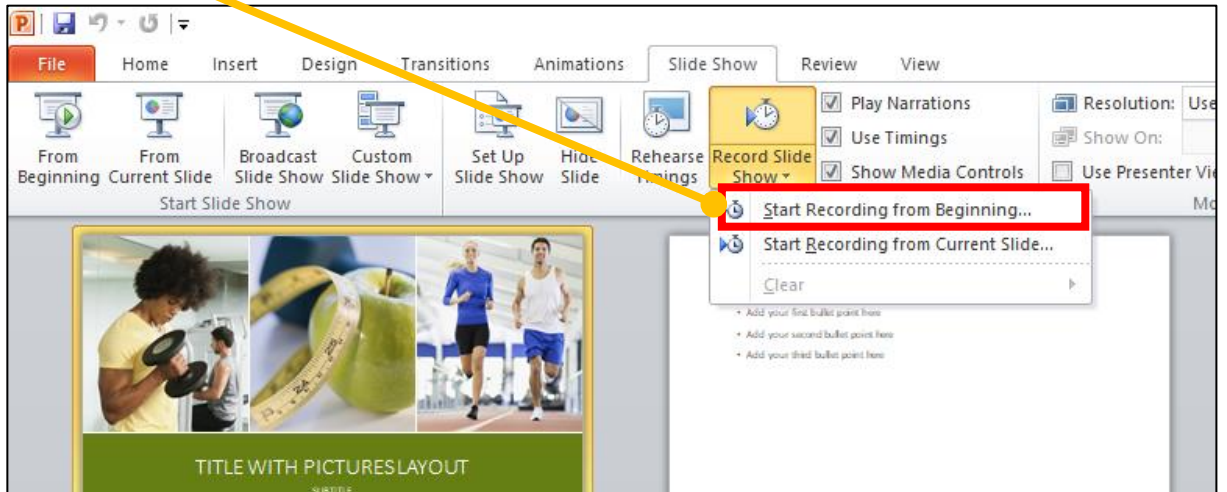
Open the file again, check it in the slide show.

Check if there are any problems with audio or slide timing.

## How to Record with PowerPoint ver.2010( 3/4 )

7

If you want to partially re-record the narration, Select the slide you want to retake and click [Record from Current Slide]



8

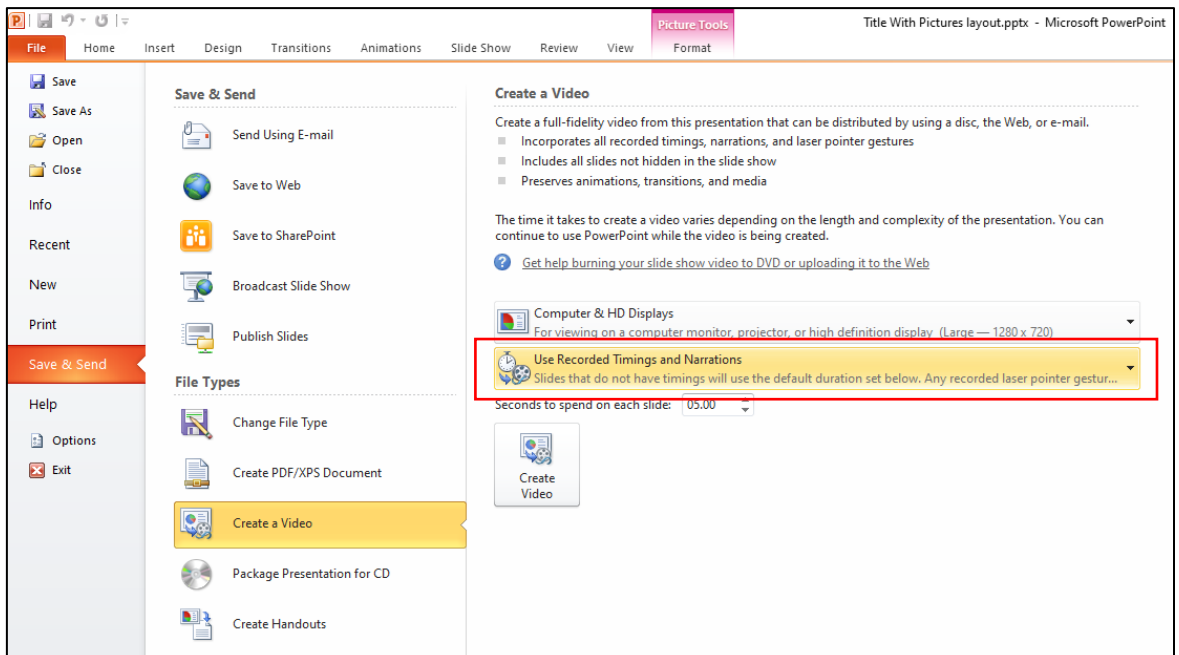
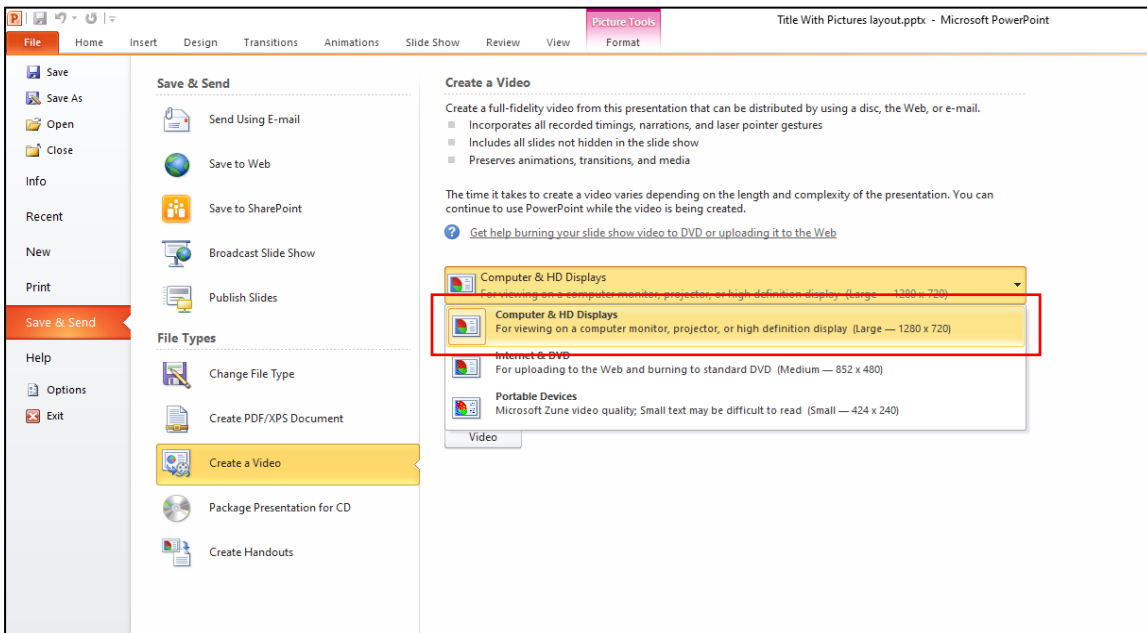
When re-recording is finished click [×].  
The sound from the start of recording to the point when you press stop is recorded.

# How to Record with PowerPoint ver.2010( 4/4 )

9

If there are no problems with your slide and narration, please export as mp4. Click as following procedure.

[File] → [Save & Send] → [Create Video] → [Computer & HD Displays]



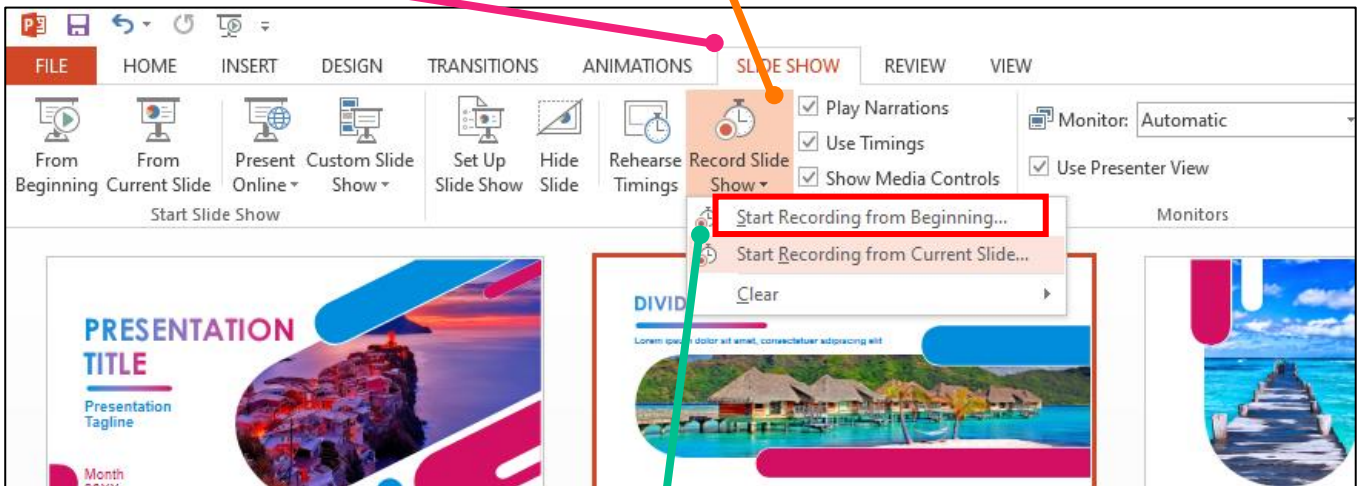
Video resolution must be HD(720).  
Select **[Use Recorded Timings and Narrations]**

# How to Record with PowerPoint ver.2013( 1/4 )

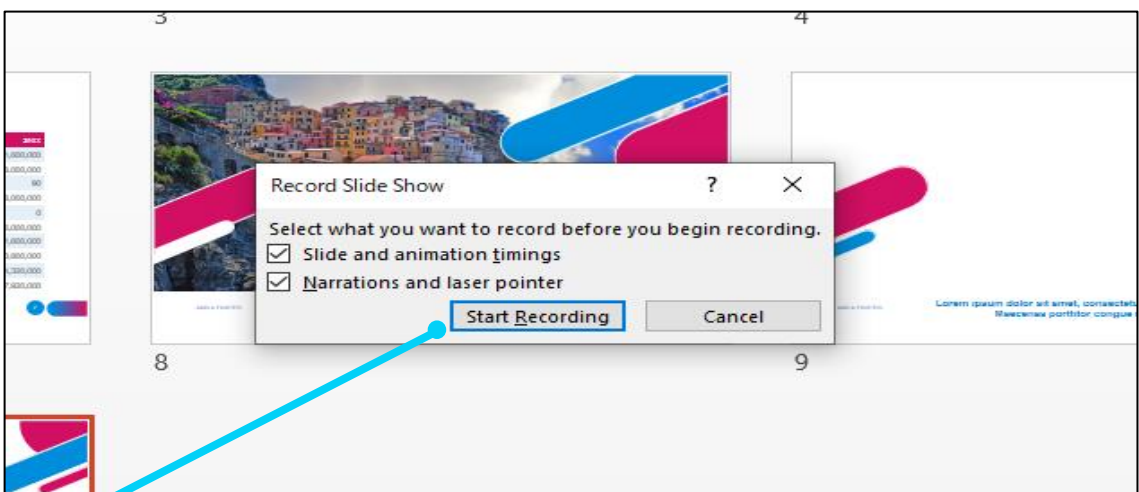
When Recording please connect headset mic with your PC.  
If you don't have headset, please use built-in mic.

1 Click [Slideshow]

2 Click [Record Slide Show]



3 Click [Record from Beginning]



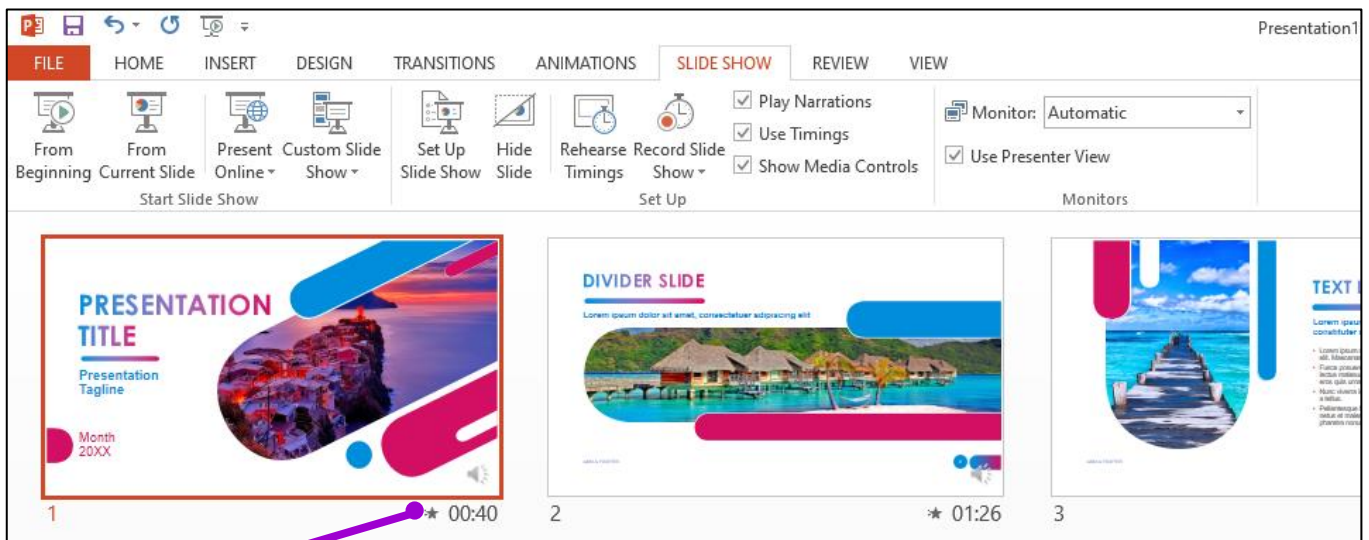
4 Check [Slide and animation timings] and [Narrations and laser pointer]  
Click [Start Recording]



## How to Record with PowerPoint ver.2013( 2/4 )

5

- When Recording is started timer will be displayed at the left top of your slide window.
- Please add narration to each slide and then complete the next one.
  - It is not possible to add narration when switching pages.  
(Audio may be interrupted)
  - You can pause the recording by pressing Pause icon at the left top of the slide window.
  - Press Resume to start recording again.



6

- When recording is finished, make sure the time is displayed at the bottom left of each slides.

Save PowerPoint (Save As new file).

Open the file again, check it in the slide show.

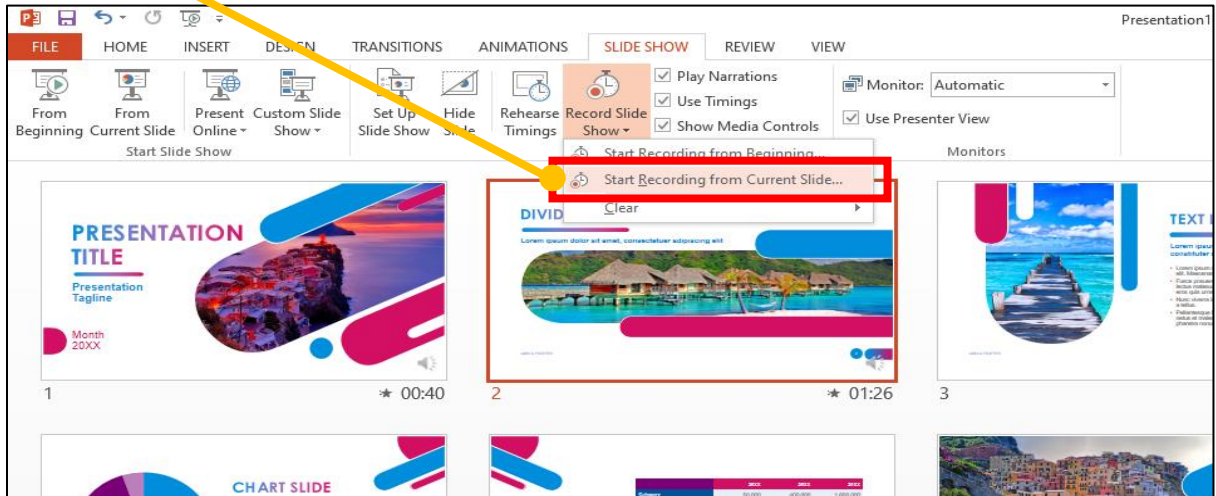
Check if there are any problems with audio or slide timing.



## How to Record with PowerPoint ver.2013( 3/4 )

7

If you want to partially re-record the narration, Select the slide you want to retake and click [Record from Current Slide]



8

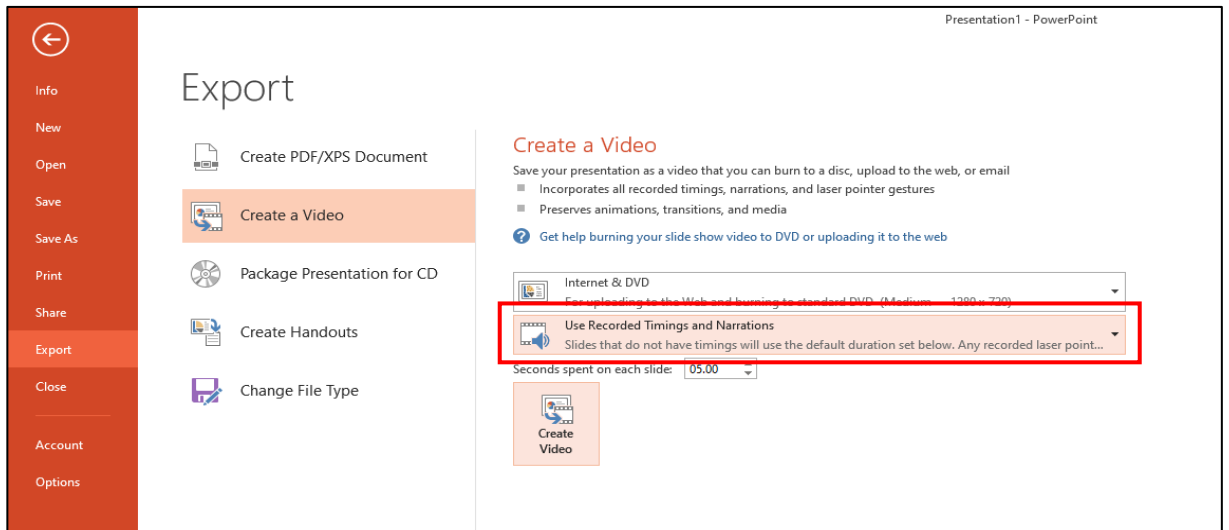
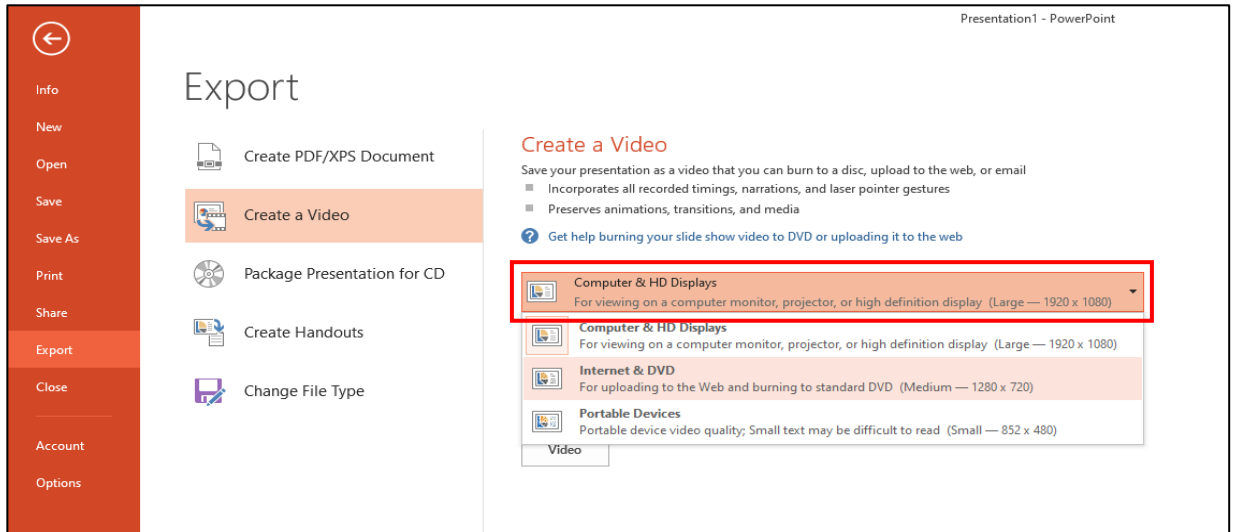
When re-recording is finished click [×].  
The sound from the start of recording to the point when you press stop is recorded.

# How to Record with PowerPoint ver.2013( 4/4 )

9

If there are no problems with your slide and narration, please export as mp4. Click as following procedure.

[File] → [Export] → [Create Video] → [Computer & HD Displays]



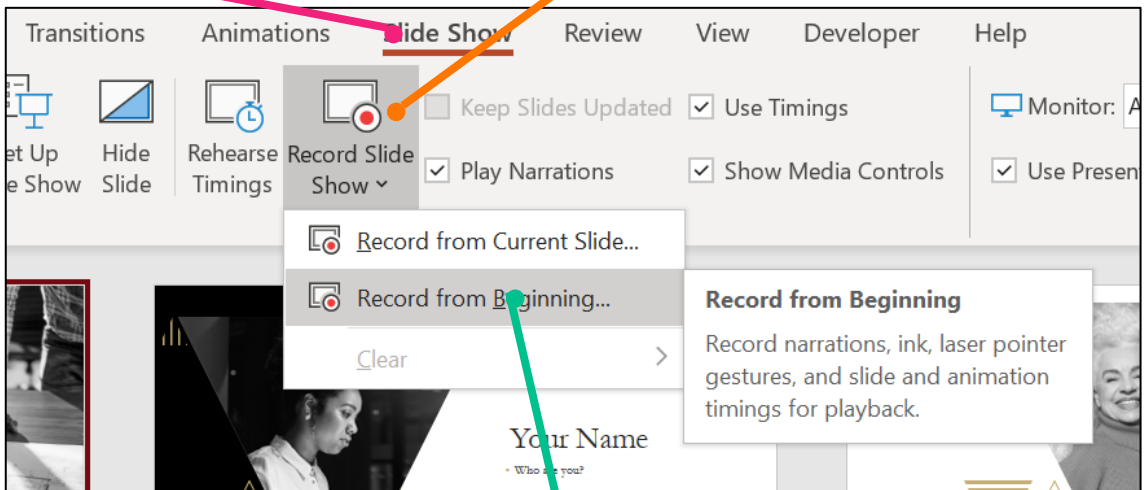
Video resolution must be full HD(1080p) or HD(720).  
Select **[Use Recorded Timings and Narrations]**

# How to Record with PowerPoint ver.2019( 1/5 )

When Recording please connect headset mic with your PC.  
If you don't have headset, please use built-in mic.

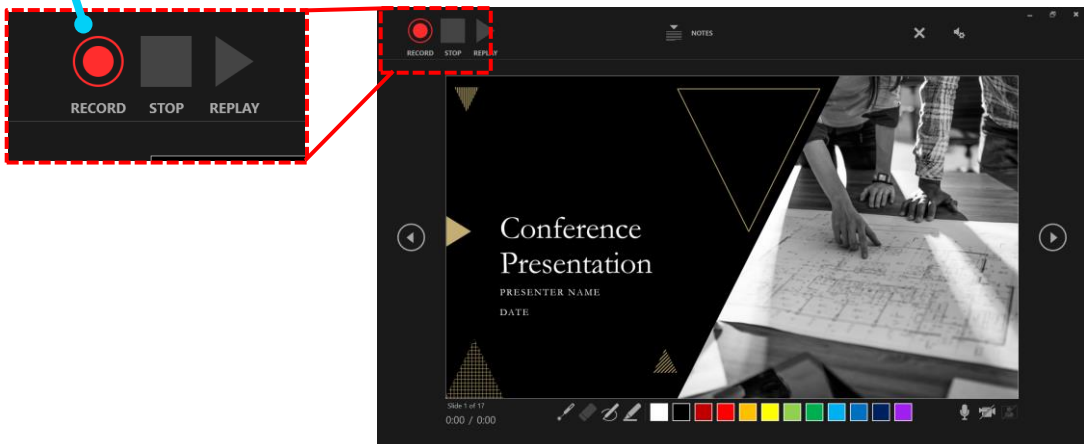
1 Click [Slide Show]

2 Click [Record Slide Show]



3 Click [Record from Beginning]

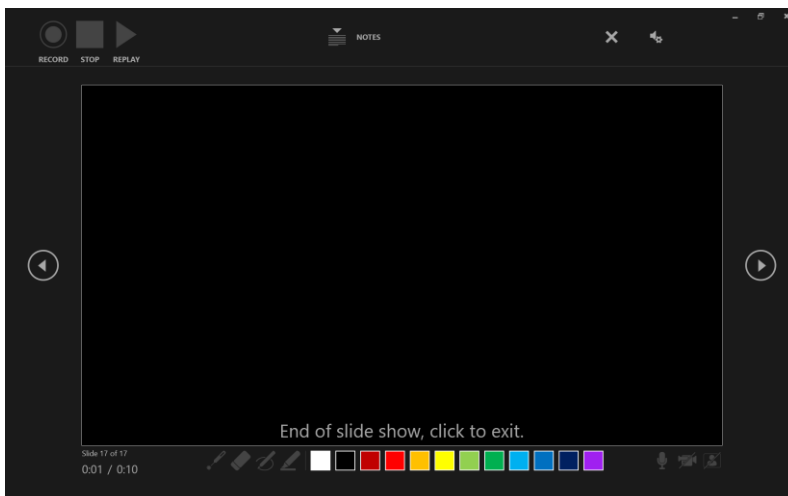
4 Click [Record]



## How to Record with PowerPoint ver.2019( 2/5 )

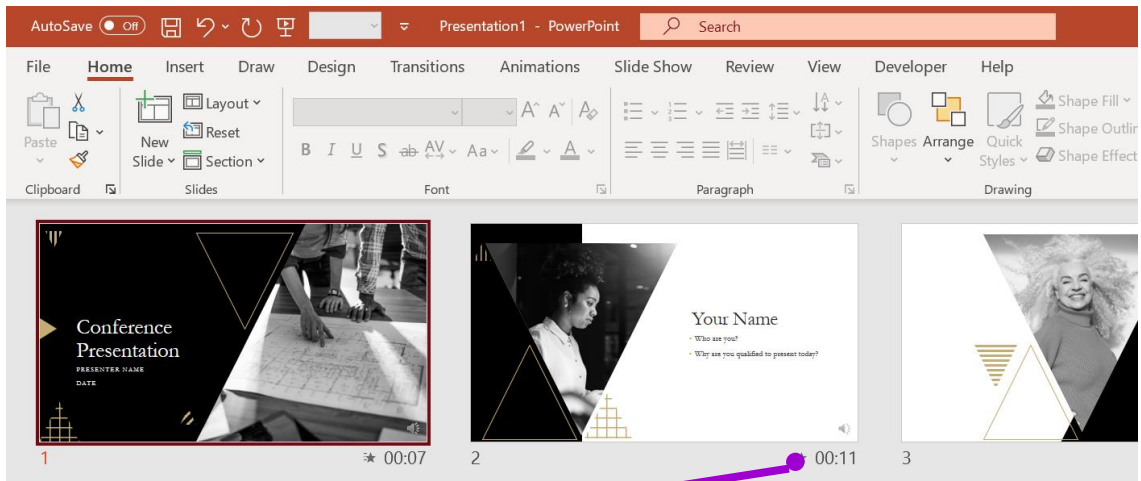
5

- Please add narration to each slide and then complete the next one.
- It is not possible to add narration when switching pages.  
(Audio may be interrupted)
- You can pause the recording by pressing Pause icon at the left top of the slide window.
- Press Resume to start recording again.



Recording will stop automatically when you proceed to the end.  
When you reach to the screen like above, please go for another slide.  
Slide will return to the original screen

# How to Record with PowerPoint ver.2019( 3/5 )



6

When recording is finished, make sure the time is displayed at the bottom left of each slides.

Save PowerPoint (Save As new file).

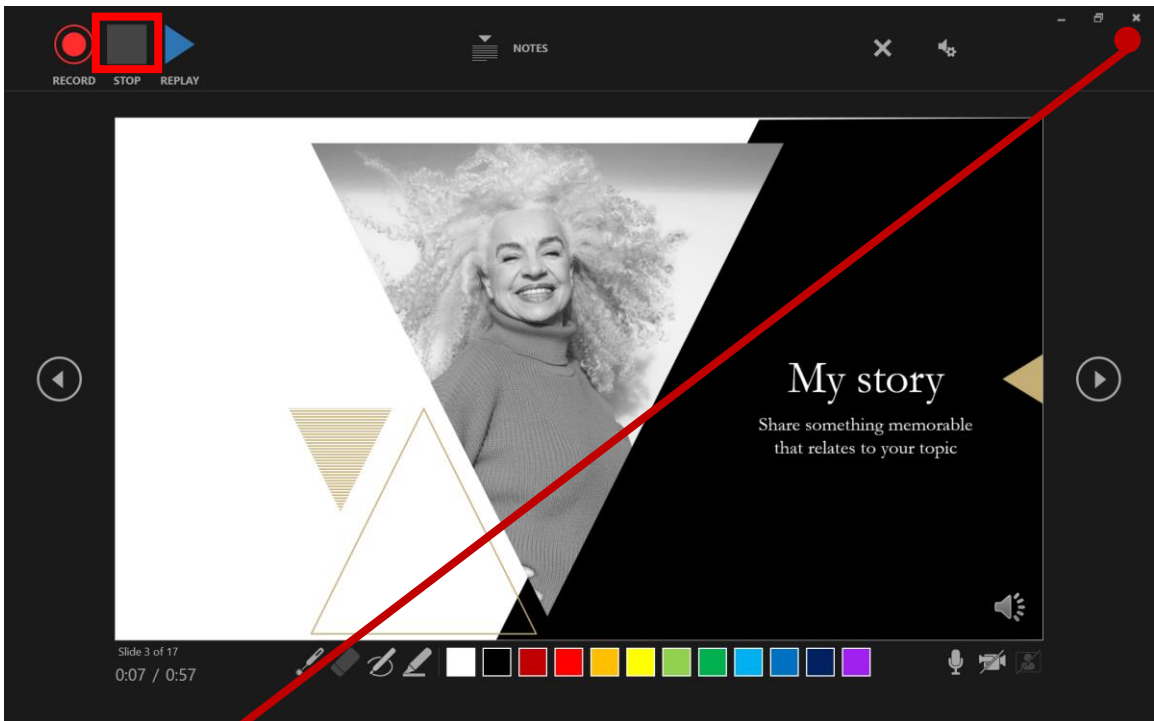
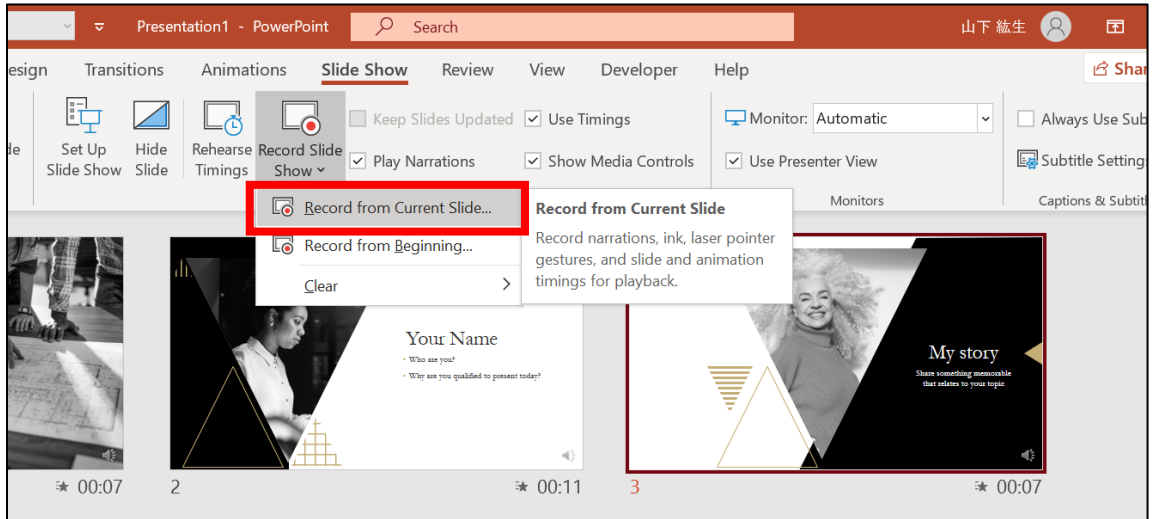
Open the file again, check it in the slide show.

Check if there are any problems with audio or slide timing.

# How to Record with PowerPoint ver.2019( 4/5 )

7

If you want to partially re-record the narration, Select the slide you want to retake and click [Record from Current Slide]



8

When re-recording is finished click [Stop] and [X]. The sound from the start of recording to the point when you press stop is recorded.

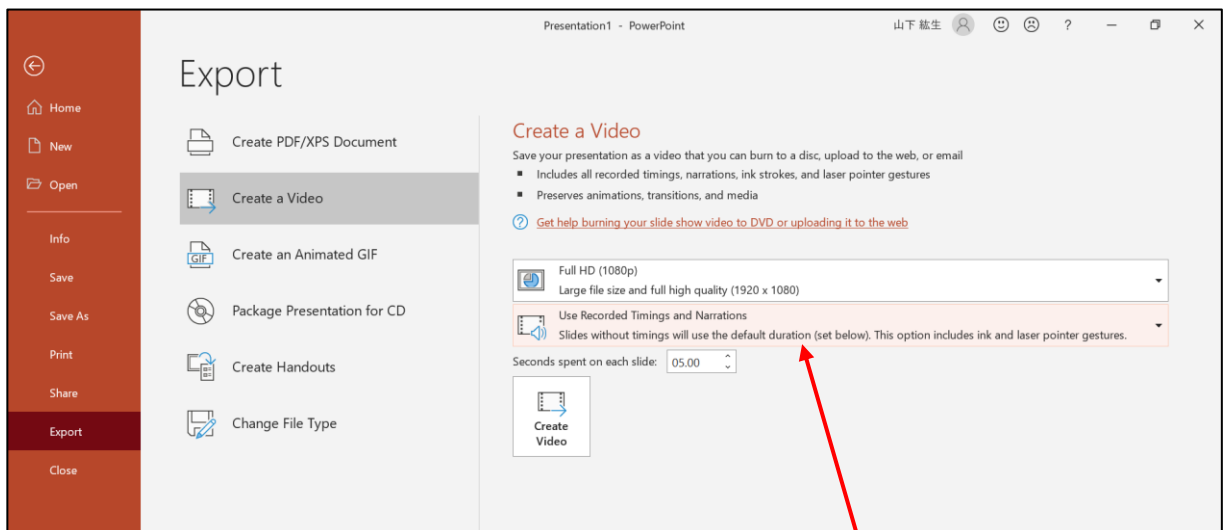
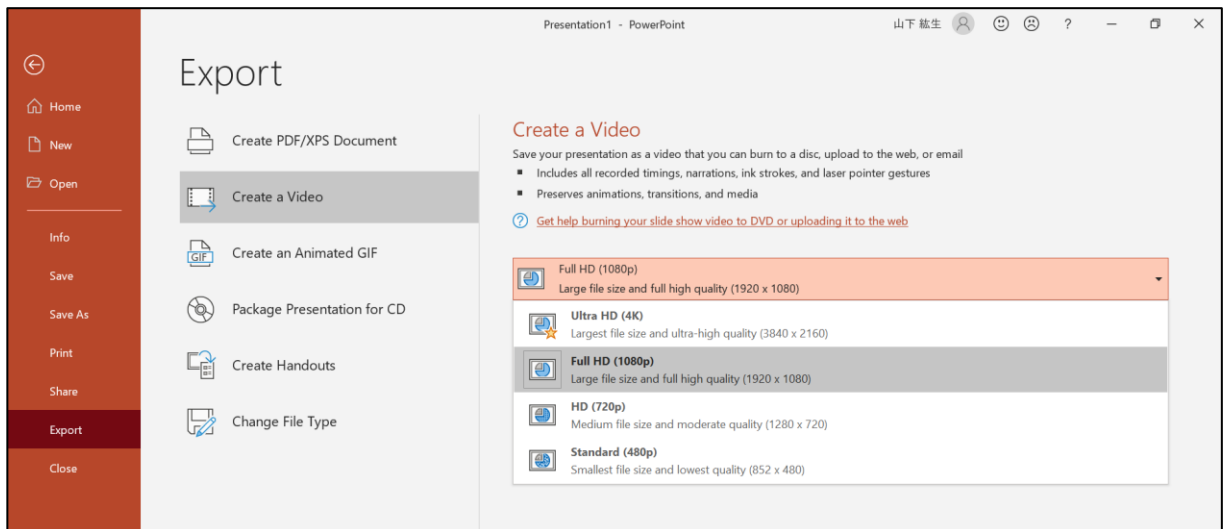


# How to Record with PowerPoint ver.2019( 5/5 )

9

If there are no problems with your slide and narration, please export as mp4. Click as following procedure.

[File] → [Export] → [Create Video] → [Full HD (1080p)]



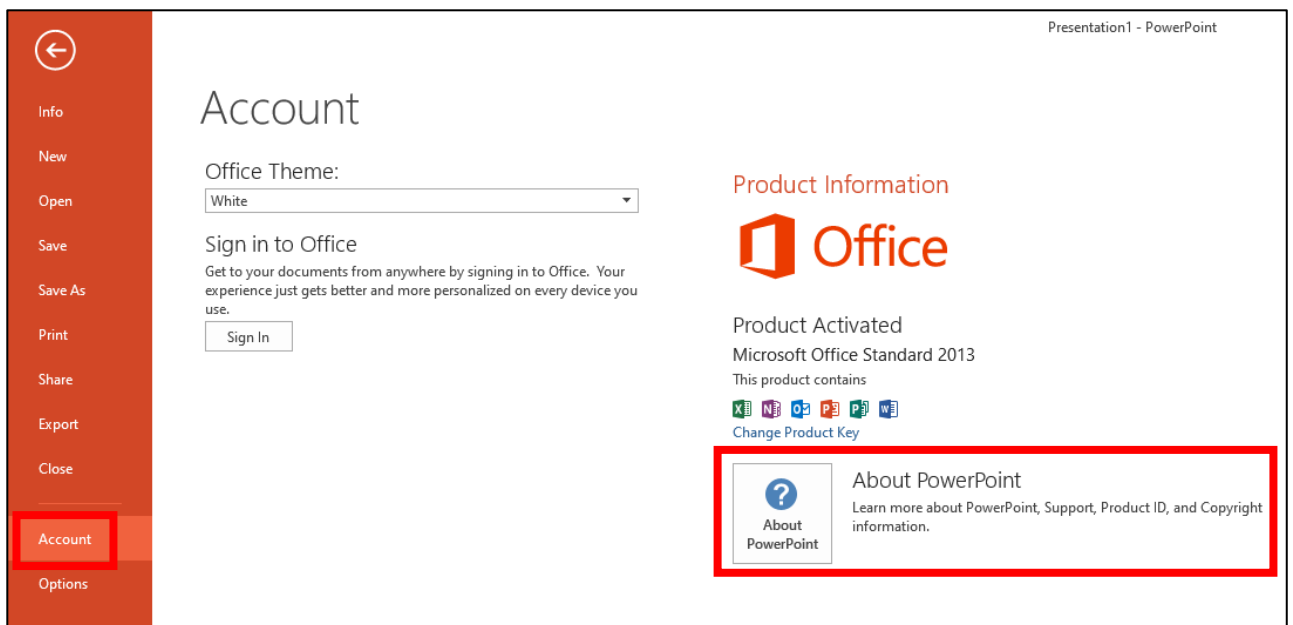
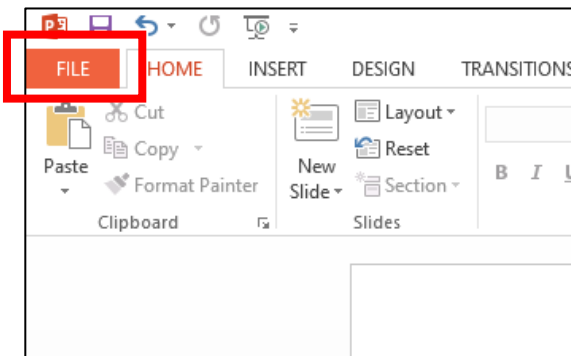
Video resolution must be full HD(1080p) or HD(720).  
Select [Use Recorded Timings and Narrations]

# How to check your Power Point App version

<Common to all versions>

Click to open PowerPoint

- ▮ double click on [File]
- ▮ Click on [Account] tab
- ▮ double click on [About PowerPoint]

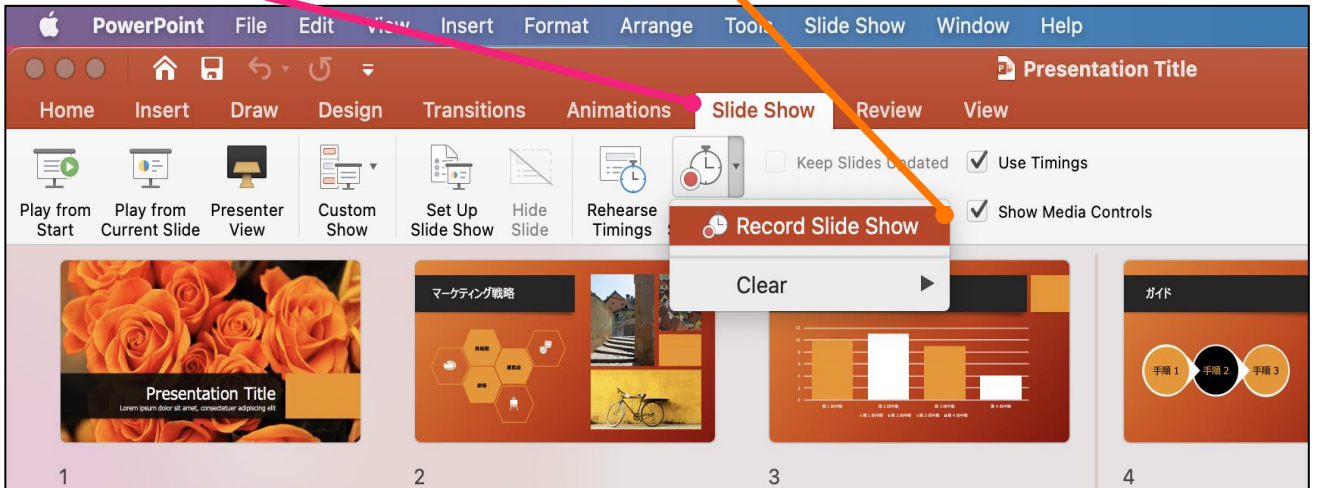


# How to Record with PowerPoint for mac( 1/3 )

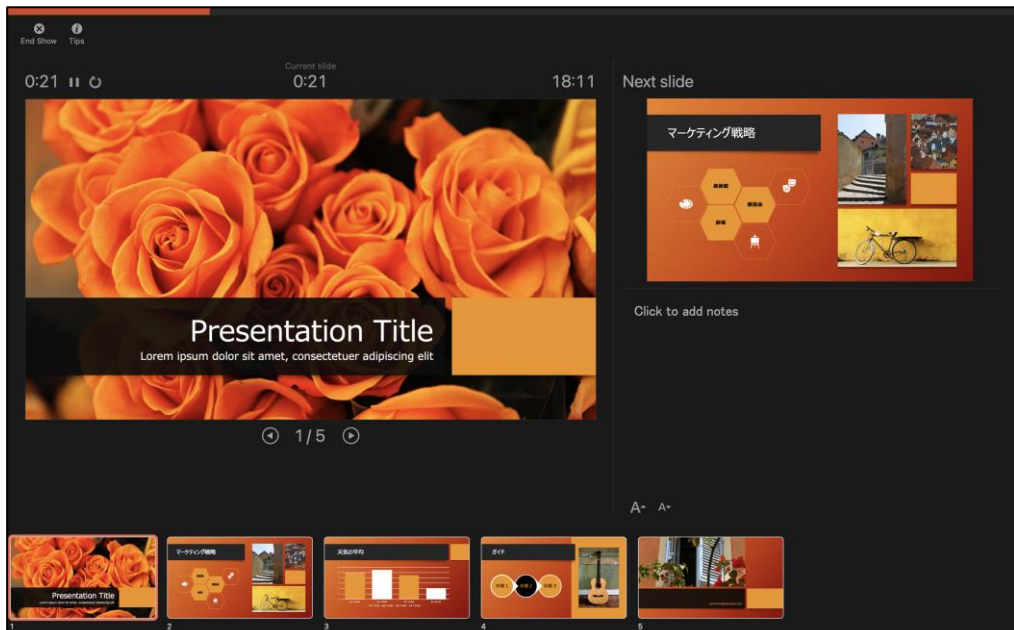
When Recording please connect headset mic with your PC.  
If you don' t have headset, please use built-in mic.

1 Click [Slide Show]

2 Click [Record Slide Show]



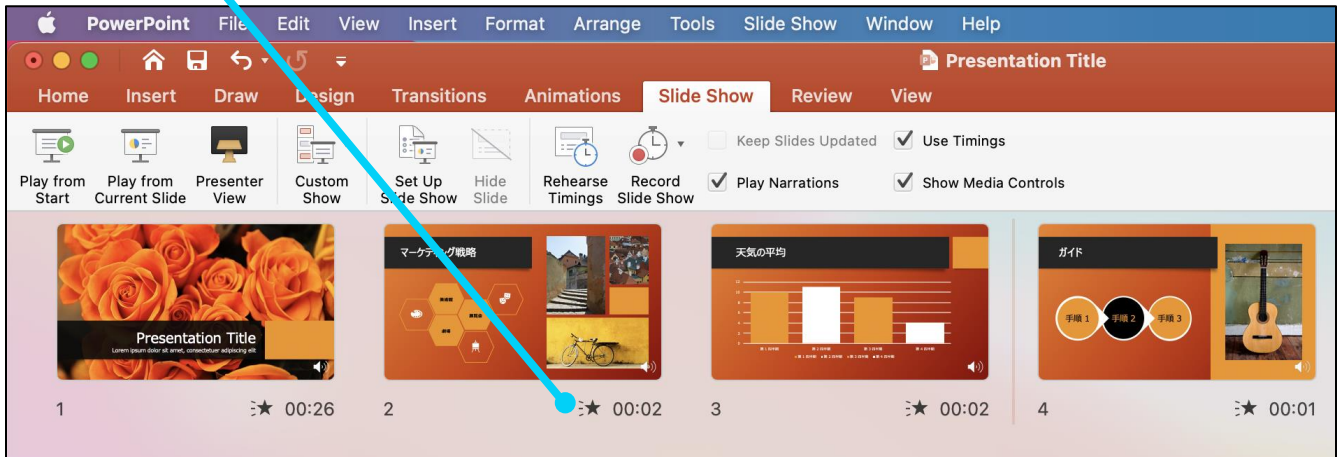
3 Record while advancing the slide.  
It is not possible to add narration when switching pages.  
(Audio may be interrupted)  
You can pause the recording by pressing Pause.  
Press Resume to start recording again.



## How to Record with PowerPoint for mac( 2/3 )

4

When recording is finished, make sure the time is displayed at the bottom left of each slides.



Save PowerPoint (Save As new file).

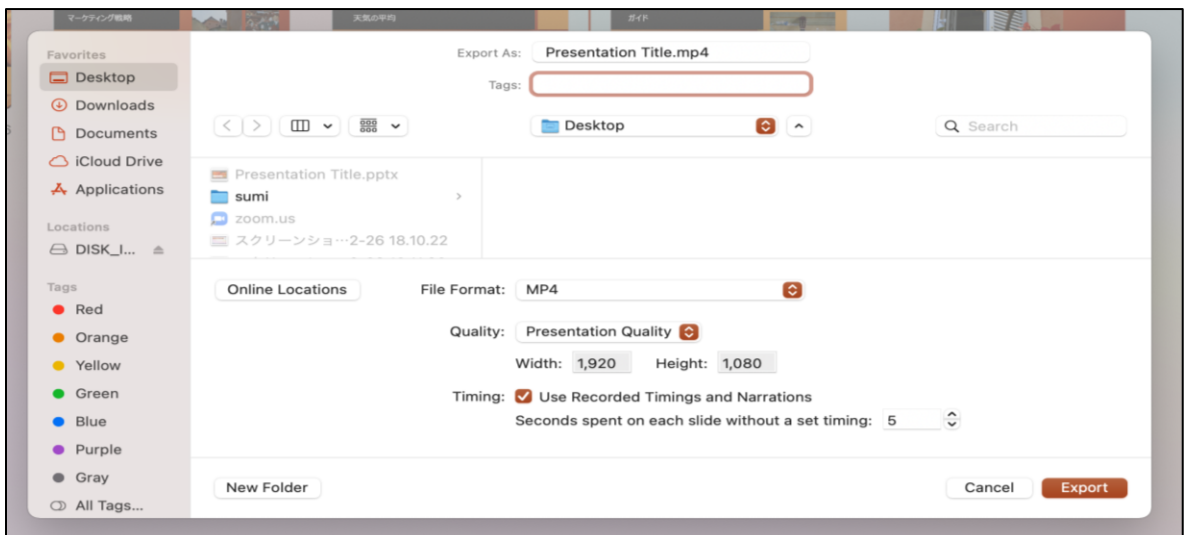
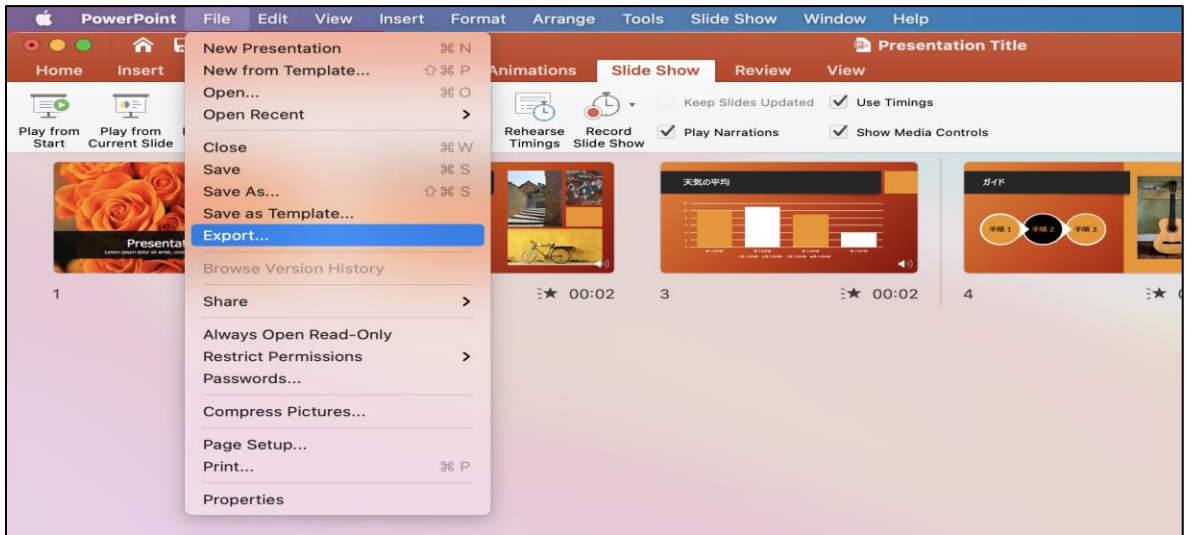
Open the file again, check it in the slide show.

Check if there are any problems with audio or slide timing.

# How to Record with PowerPoint for mac( 3/3 )

5

If there are no problems with your slide and narration, please export as mp4. Click as following procedure.  
[File] → [Export]



Video resolution must be Width 1920 Height 1080  
Check [Use Recorded Timings and Narrations]

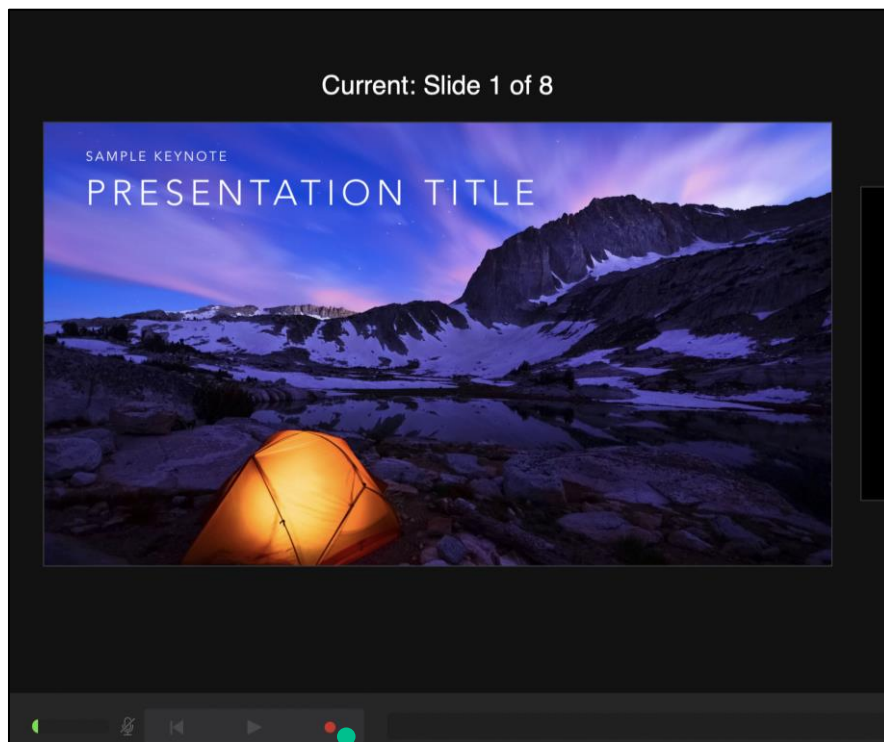
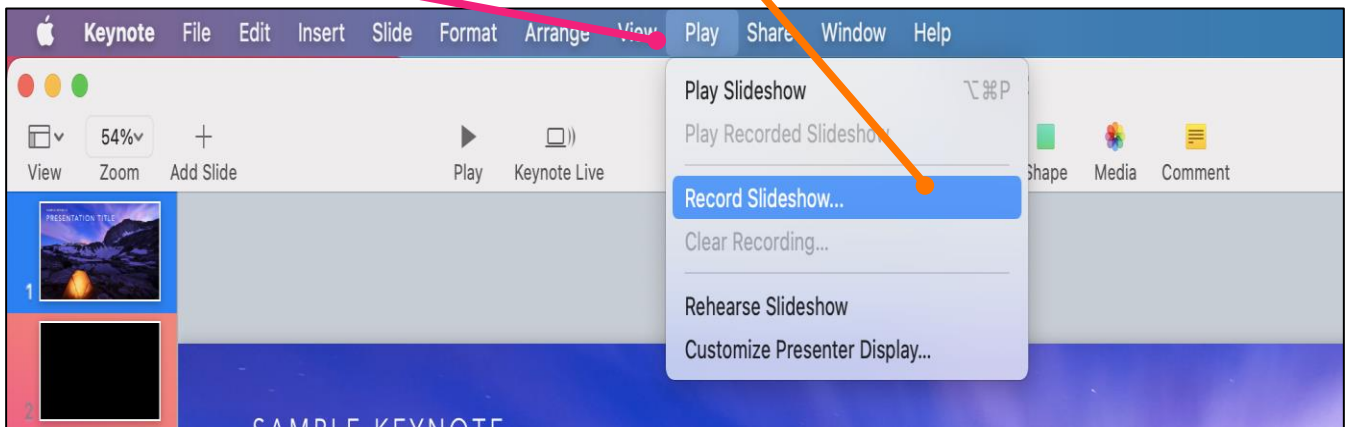
※Some versions do not support converting.  
In that case, please register with the narration recorded PowerPoint.

## How to Record with Keynote( 1/3 )

When Recording please connect headset mic with your PC.  
If you don' t have headset, please use built-in mic.

1 Click [Play]

2 Click [Record Slideshow]



3 Click the red button  
to start recording

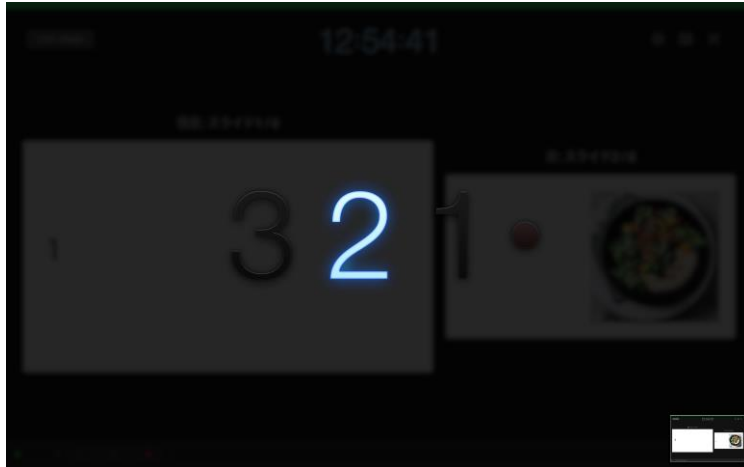




## How to Record with Keynote( 2/3 )

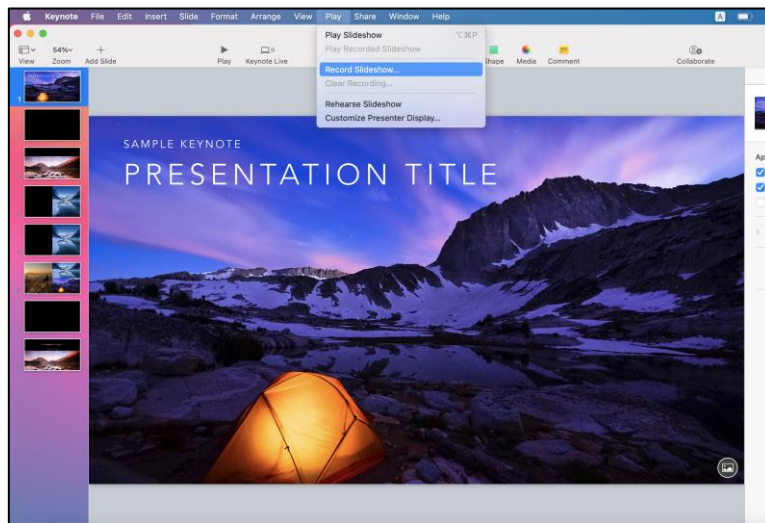
4

### Recording



Recording will start when the count is completed. When you have finished taking all narrations, press stop button and press "Esc" key.

5

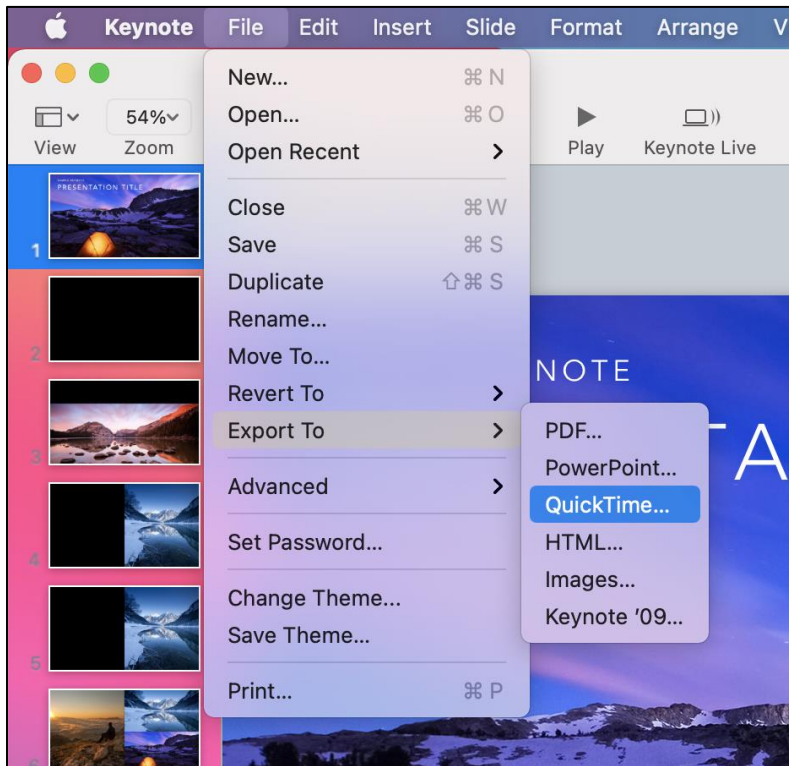


Save Keynote (Save As new file).  
Open the file again, check it in the slide show.  
Check if there are any problems with audio or slide timing.

## How to Record with Keynote( 3/3 )

6

If there are no problems with your slide and narration, please export as mp4. Click as following procedure.  
[File] → [Export to] → [QuickTime]



Select Slideshow Recording  
Video resolution must be 720p