Procedure to convert Power Point to MP4

Recording

Process to upload your PowerPoint

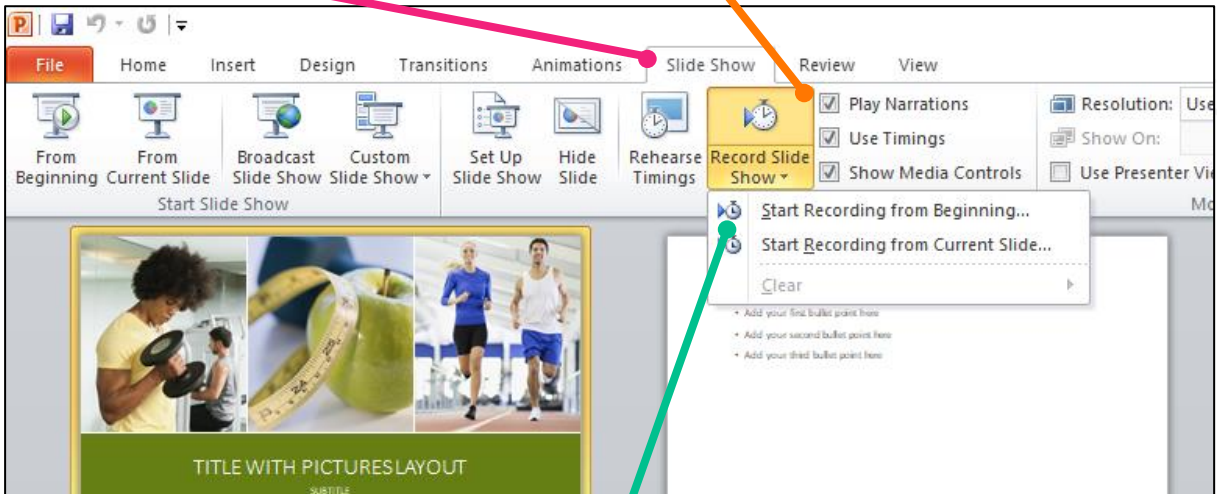|		
Create the slides	Prepare recording devices	Record your talk
Upload	Convert to mp4	
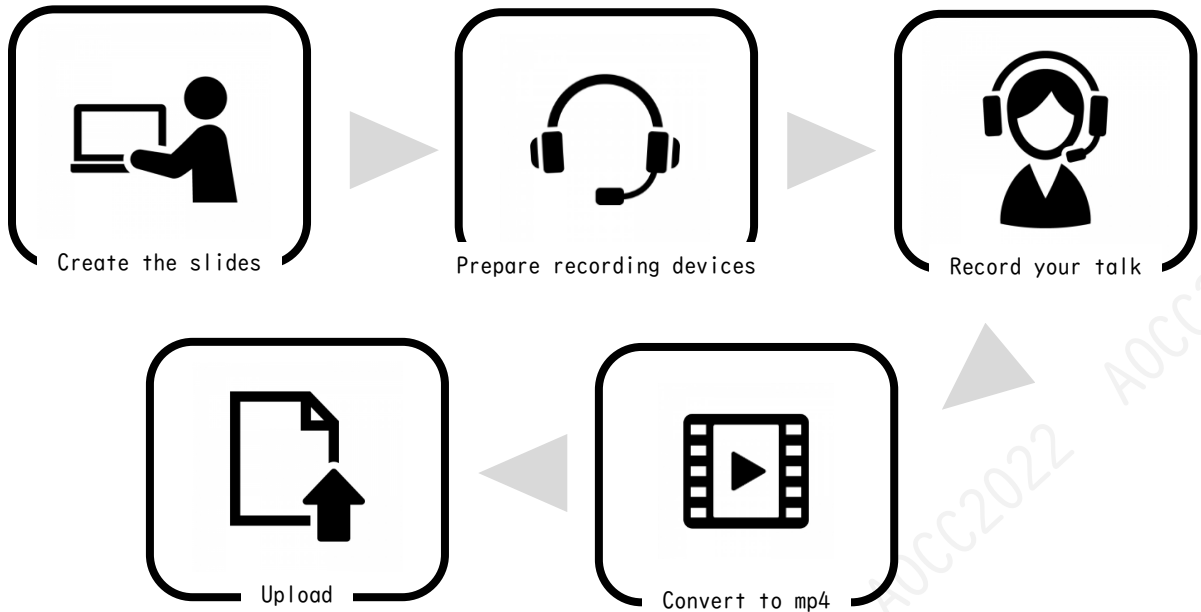
-Before recording-

・Include following information to relevant page
  1st page・・・・・Title, presenter's name, and affiliation
  2nd 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

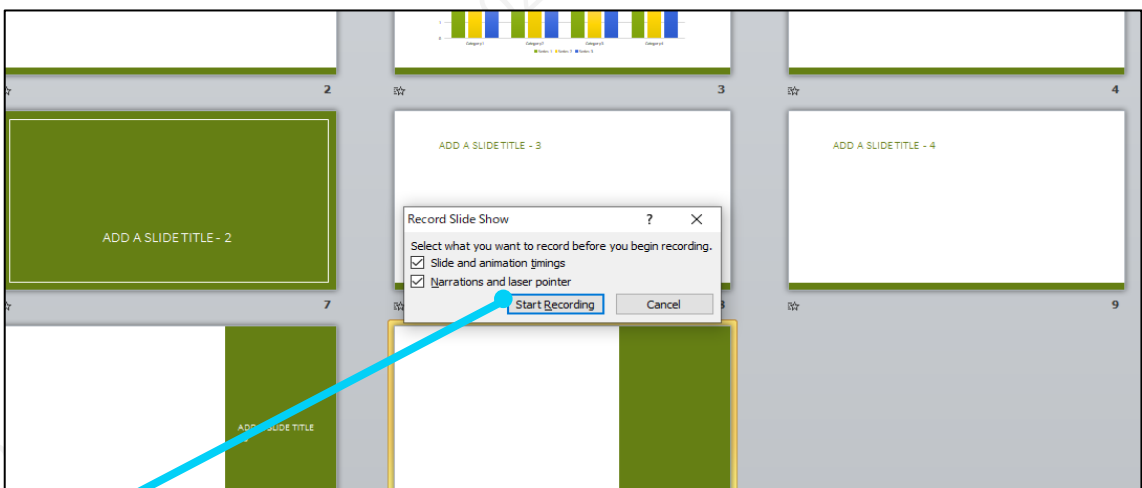# How to Record with PowerPoint ver.2010(1/4)

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]
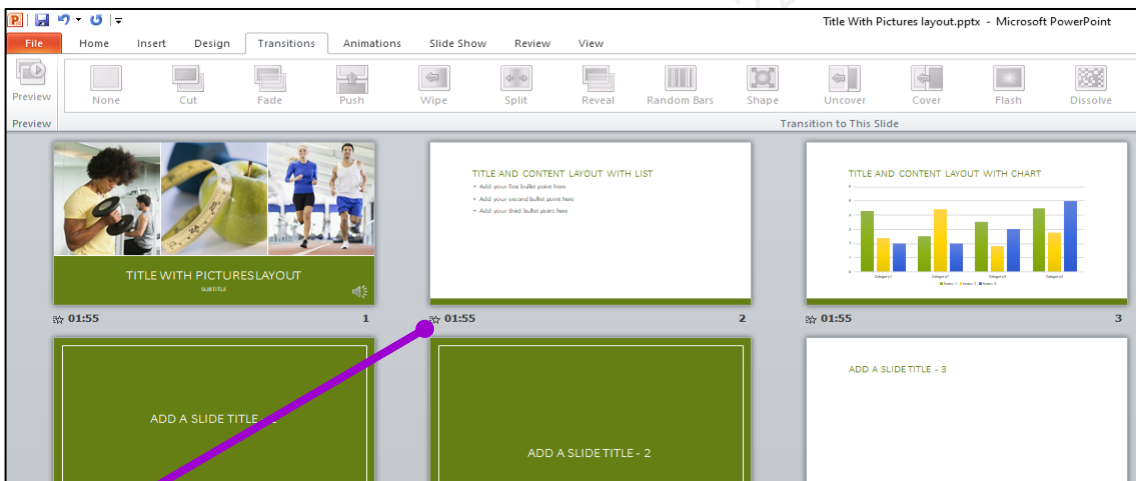

3 Click [Record from Beginning]

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

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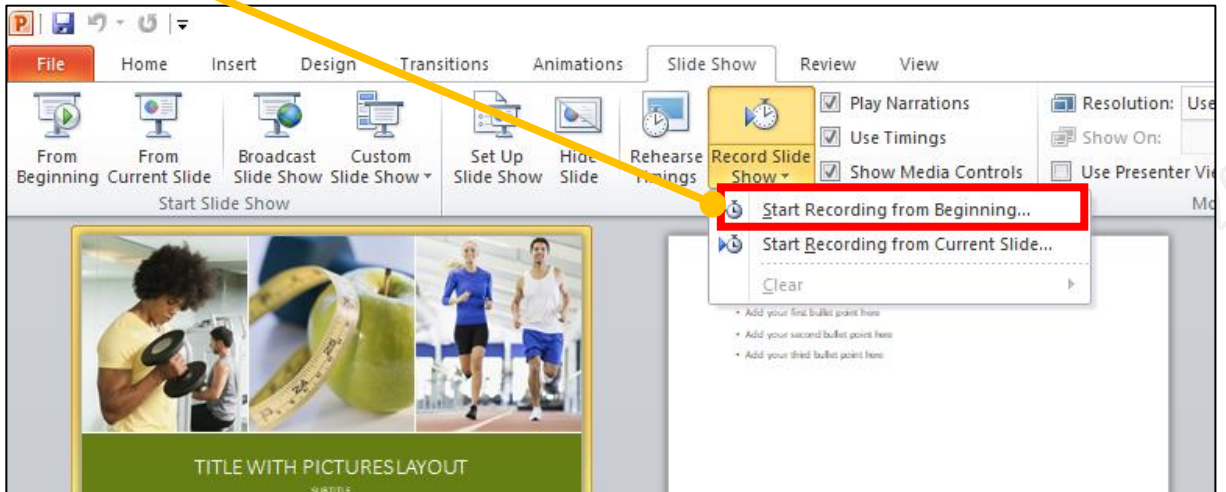
Save PowerPoint (Save As new file).
Open the file again, check it in the slide show.
Check if there are any problems with audio or slide timing.

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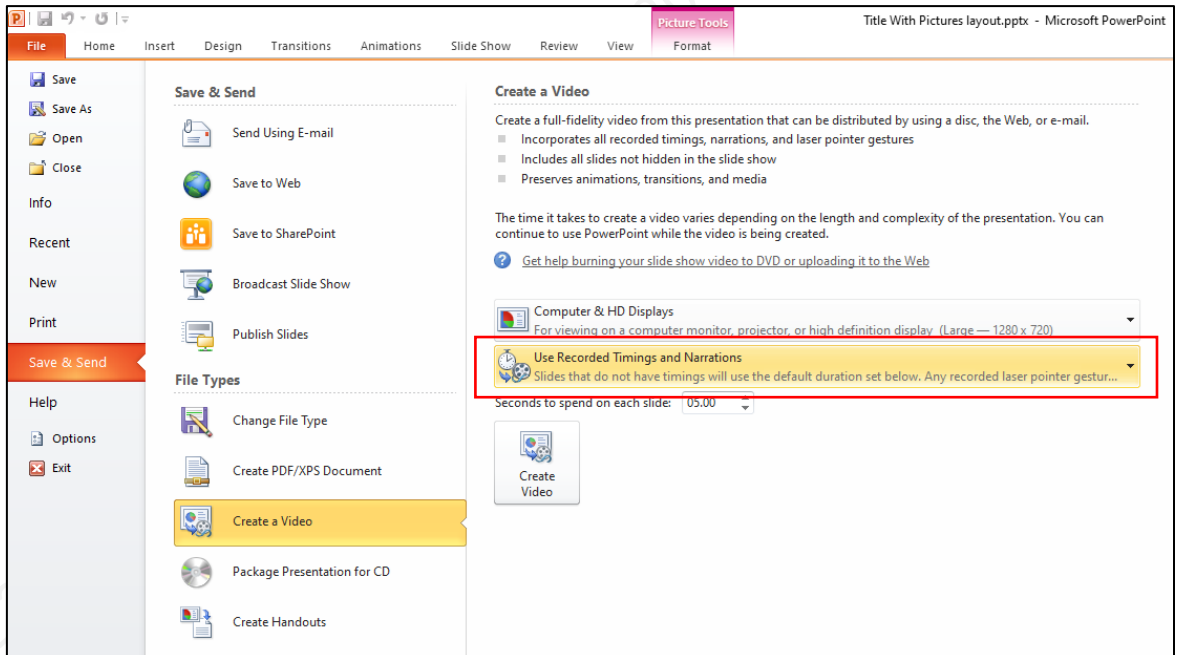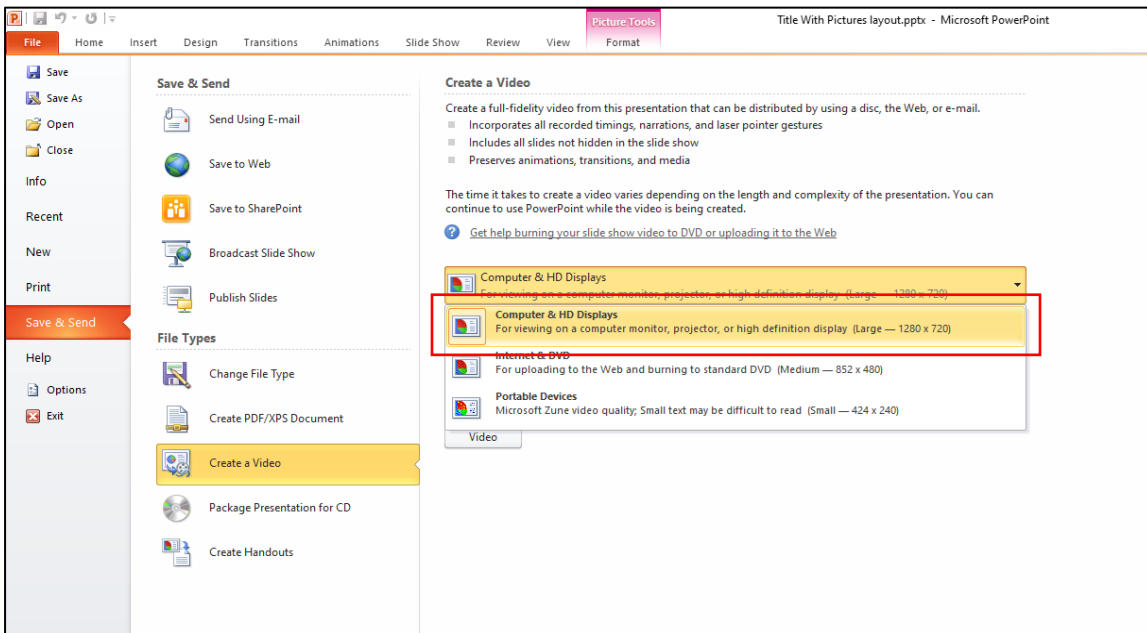Select the slide you want to retake and click [Record from Current Slide]

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

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]
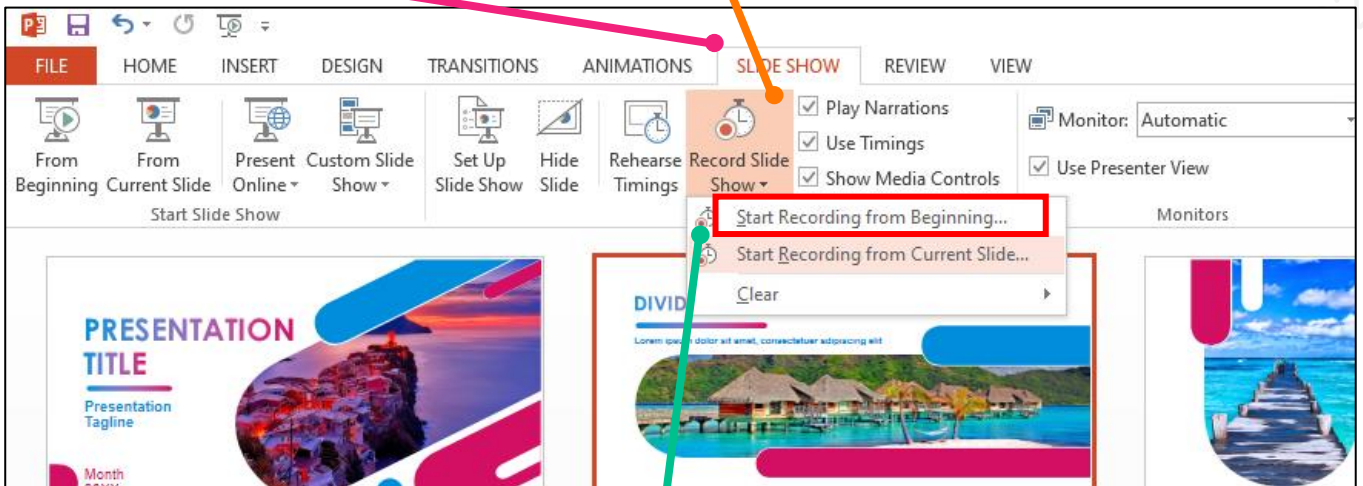

Video resolution must be HD(720).
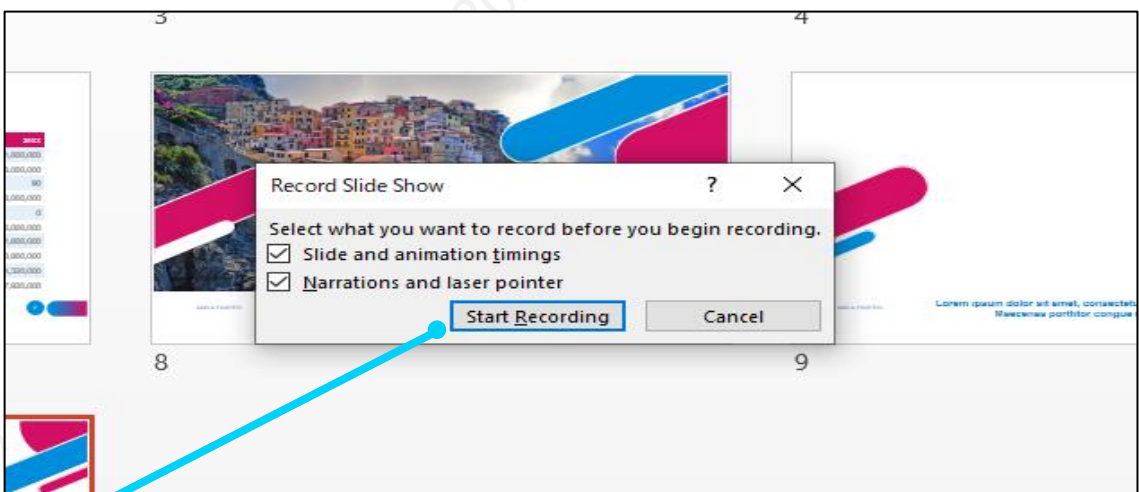Select [Use Recorded Timings and Narrations]

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

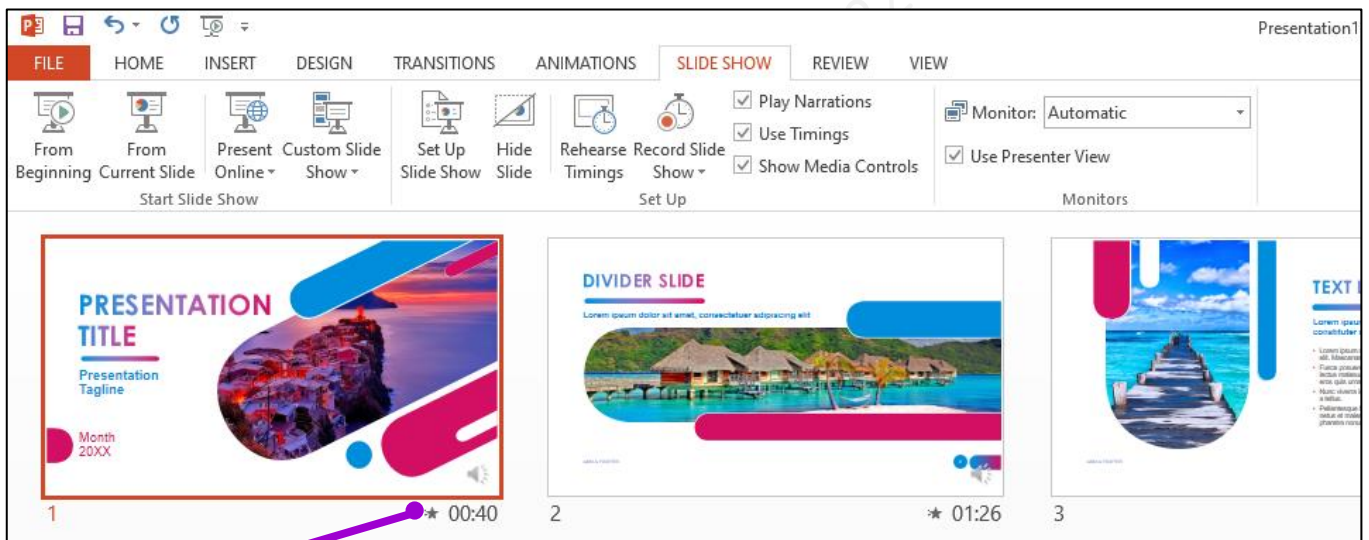| 1 | Click [Slideshow] | 2 | Click [Record Slide Show] |

| 3 | Click [Record from Beginning] |

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

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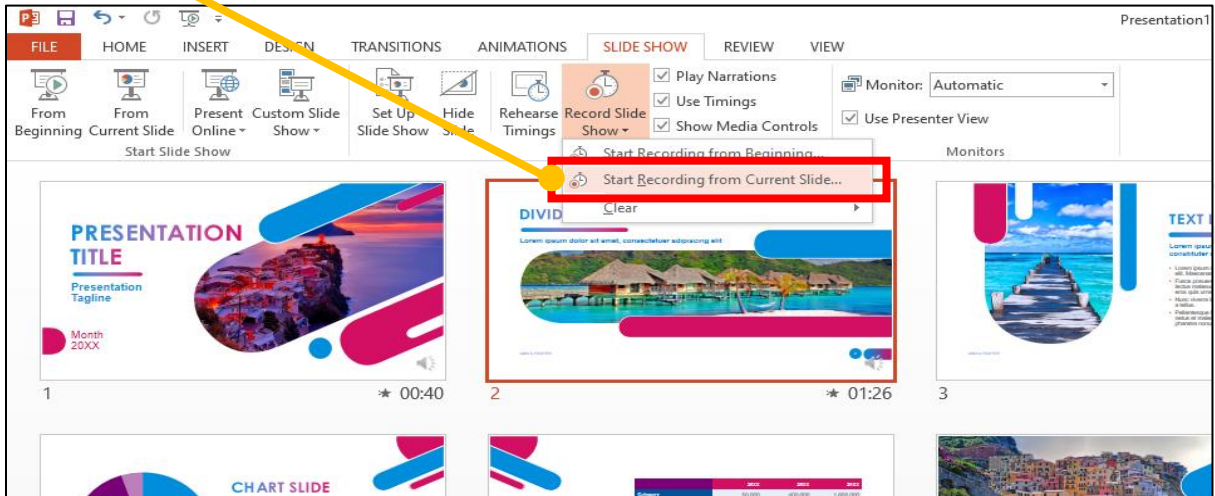
Save PowerPoint (Save As new file).
Open the file again, check it in the slide show.
Check if there are any problems with audio or slide timing.

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

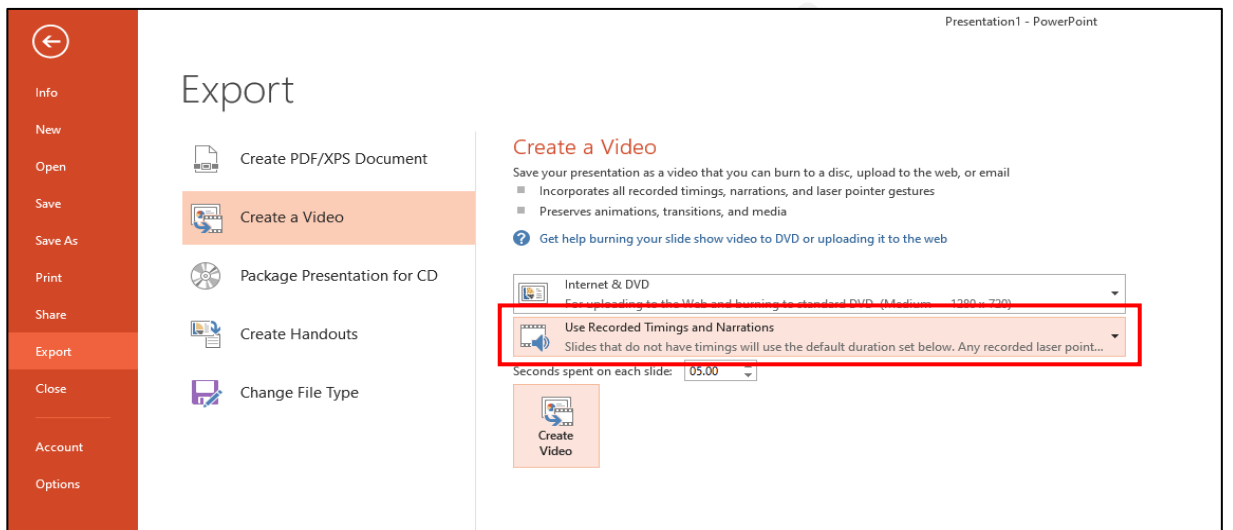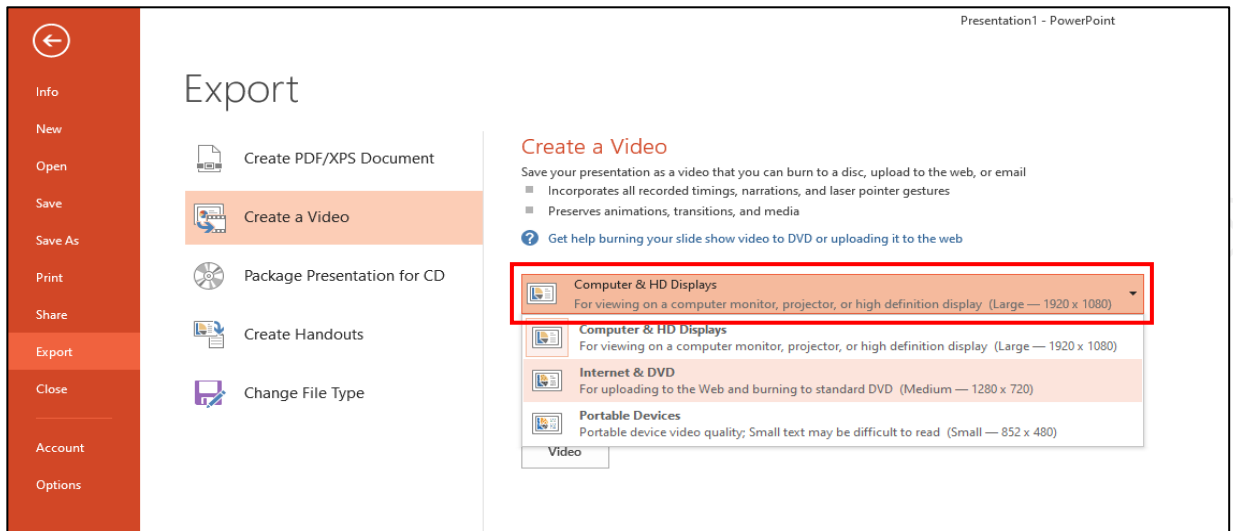**8** When re-recording is finished click [×].
The sound from the start of recording to the point when
you press stop is recorded.

q If there are no problems with your slide and narration, please export as mp4. Click as following procedure.
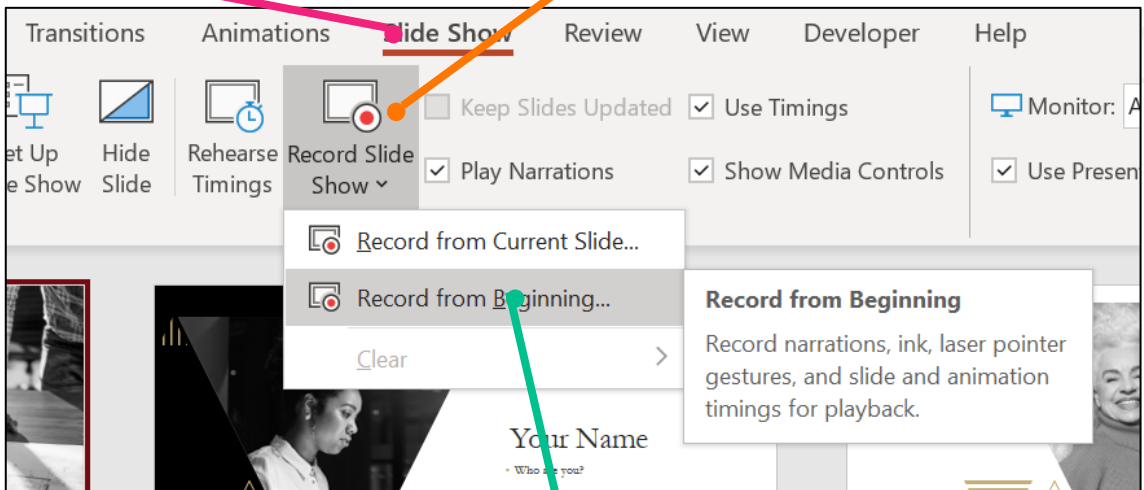[File] → [Export] → [Create Video] → [Computer & HD Displays]

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.
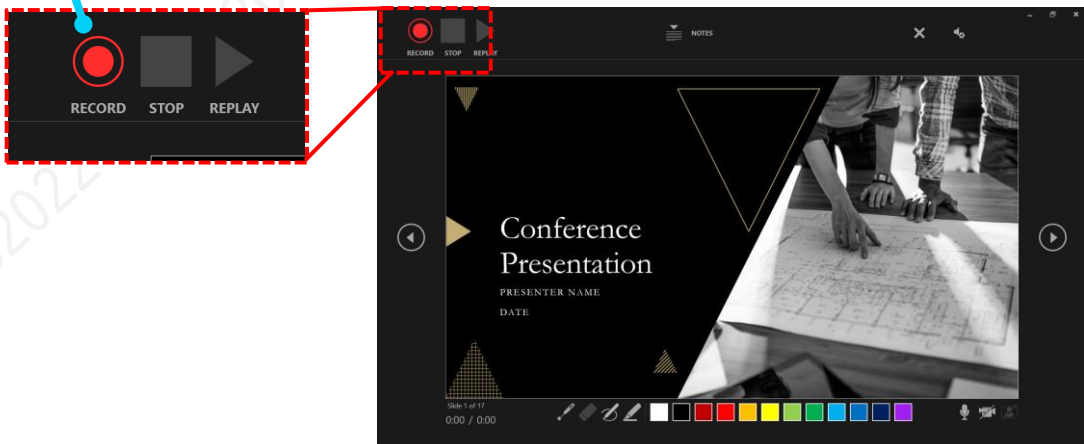If you don't have headset, please use built-in mic.

1 Click [Slide Show]   2 Click [Record Slide Show]
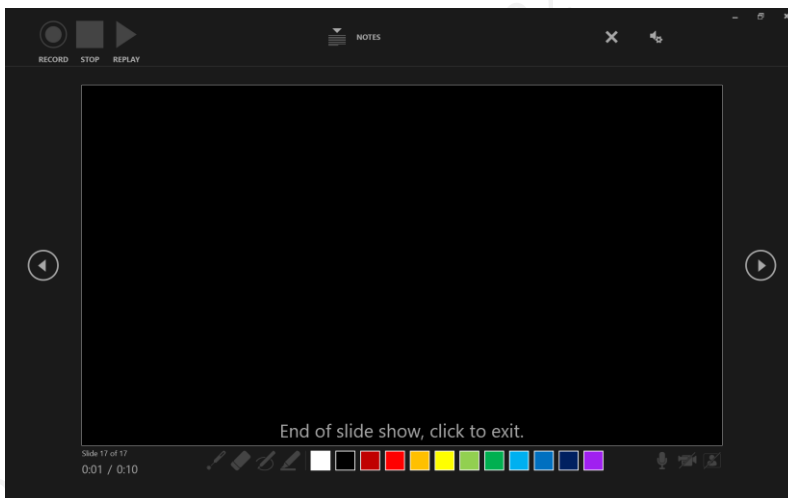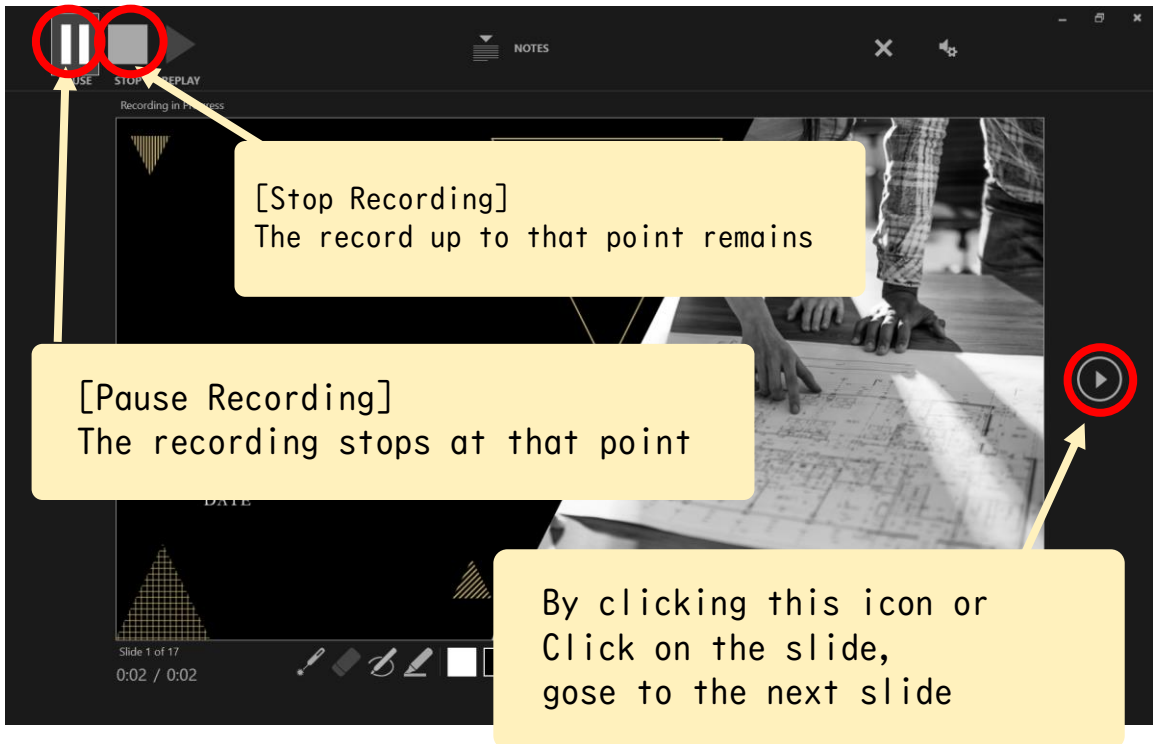


3 Click [Record from Beginning]

4 Click [Record]

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.

[Stop Recording]
The record up to that point remains

[Pause Recording]
The recording stops at that point

By clicking this icon or
Click on the slide,
gose to the next slide

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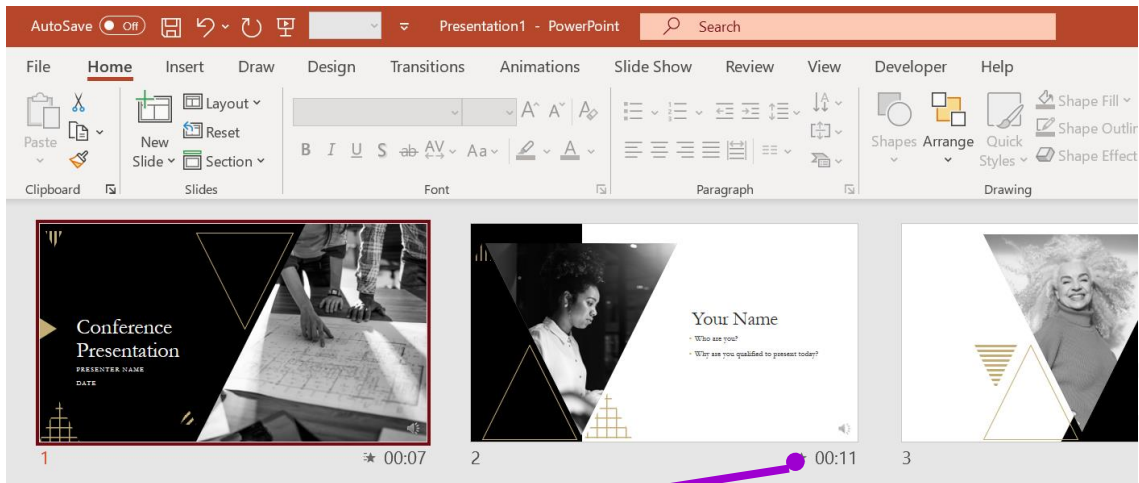
6 When recording is finished, make sure the time is displayed at the bottom left of each slides.

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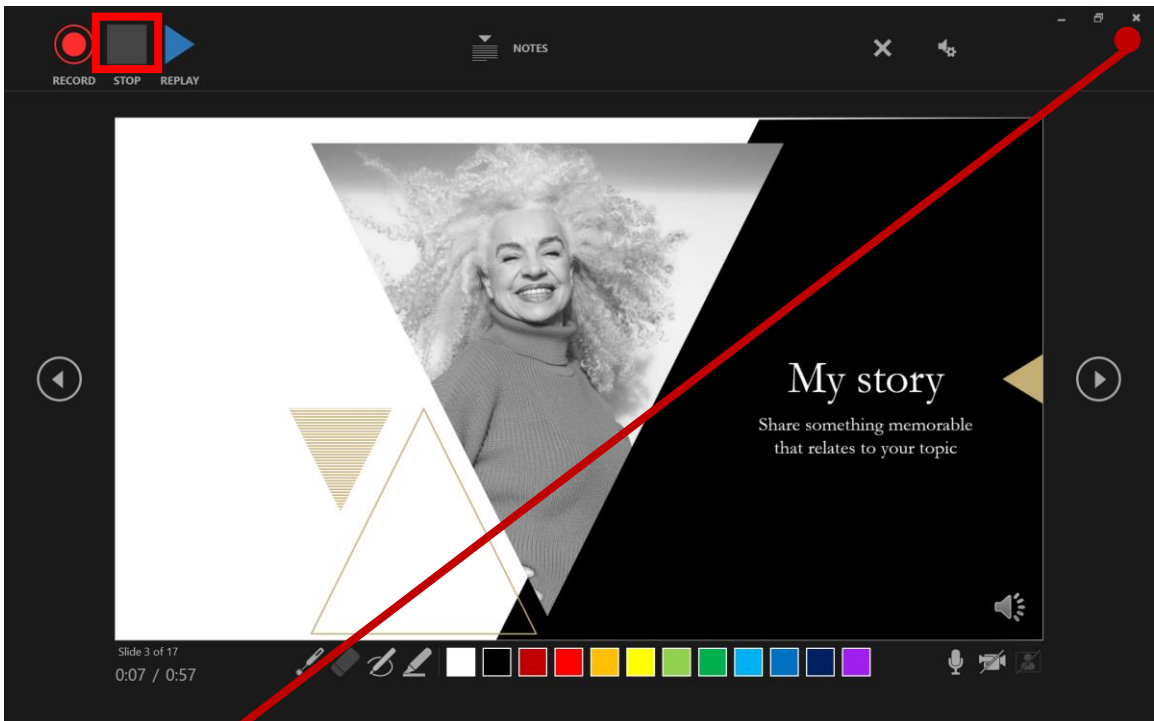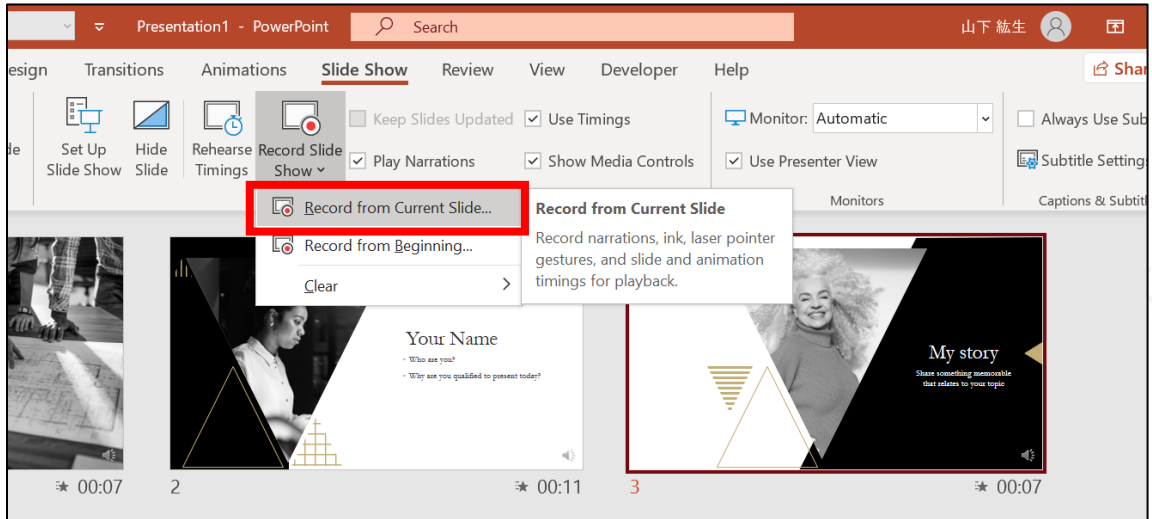Open the file again, check it in the slide show.
Check if there are any problems with audio or slide timing.

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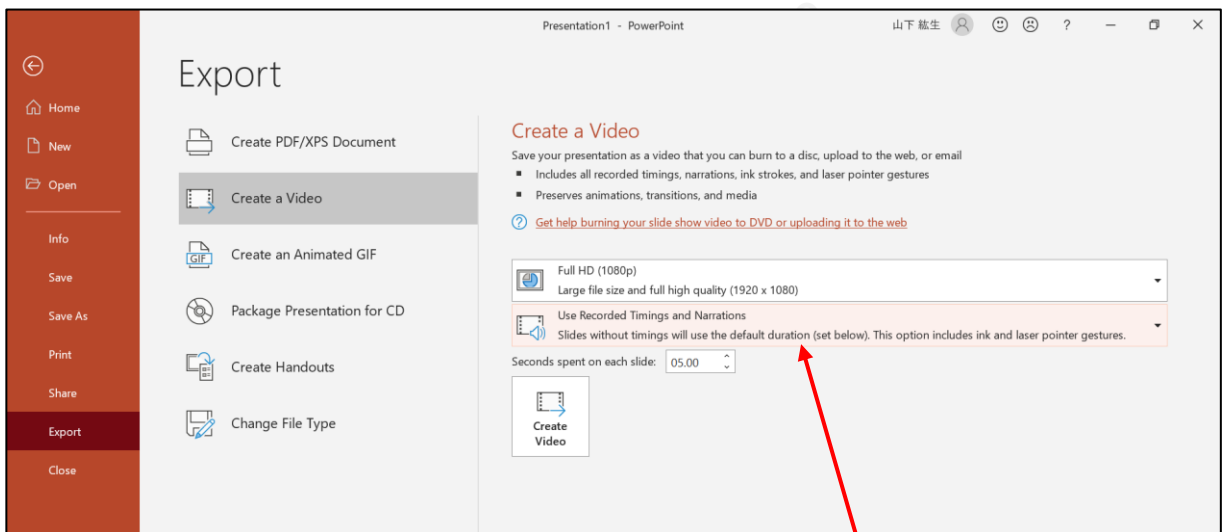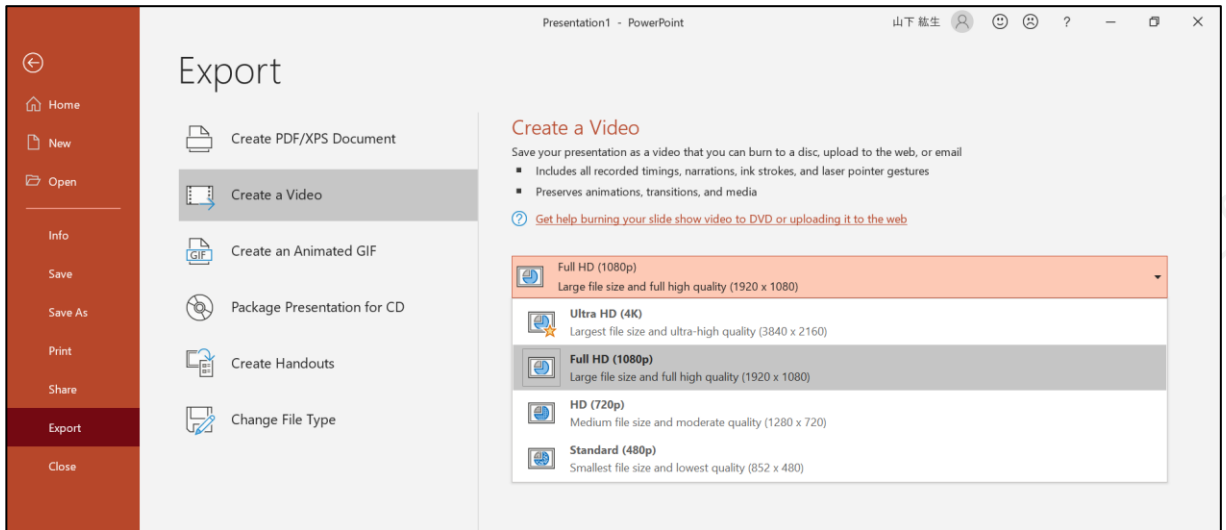

8 When re-recording is finished click [Stop] and [×].
The sound from the start of recording to the point when you press stop is recorded.

9 If there are no problems with your slide and narration, please export as mp4. Click as following procedure.
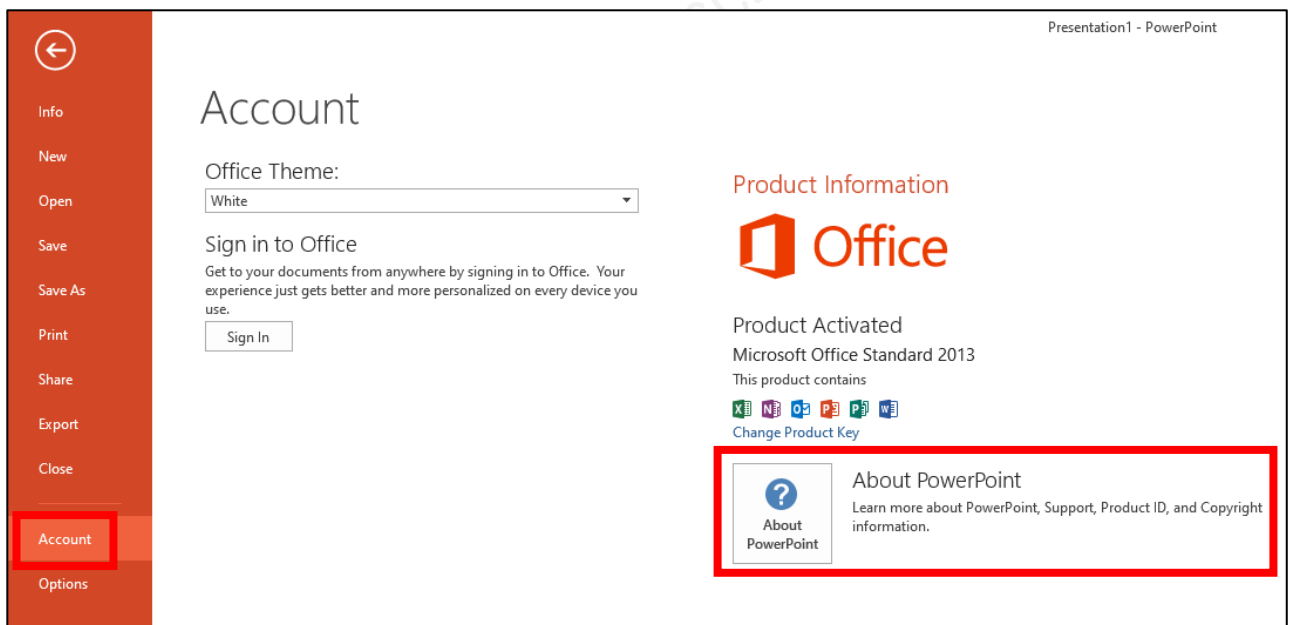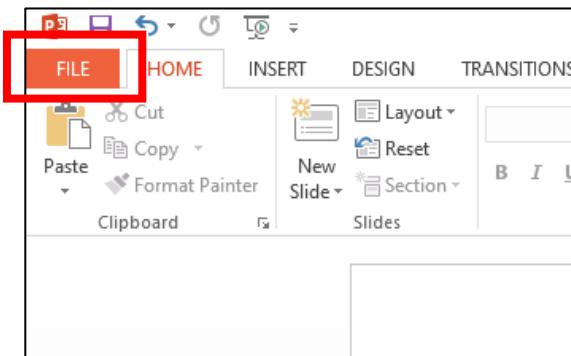[File] → [Export] → [Create Video] → [Full HD (1080p)]

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]
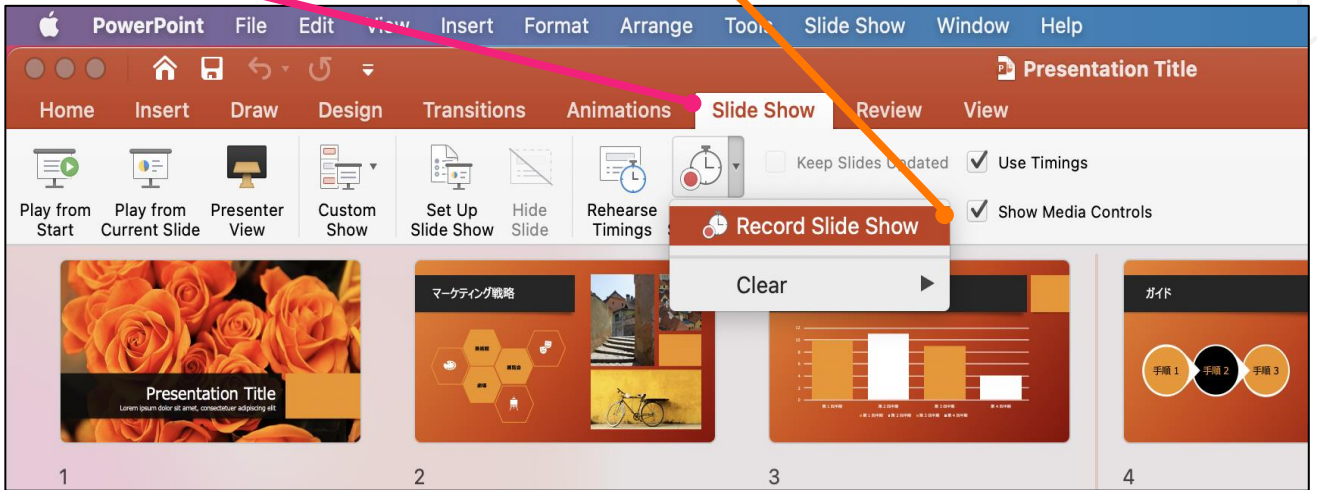　　☛Click on [Account] tab
　　　　☛ double click on [About PowerPoint]

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

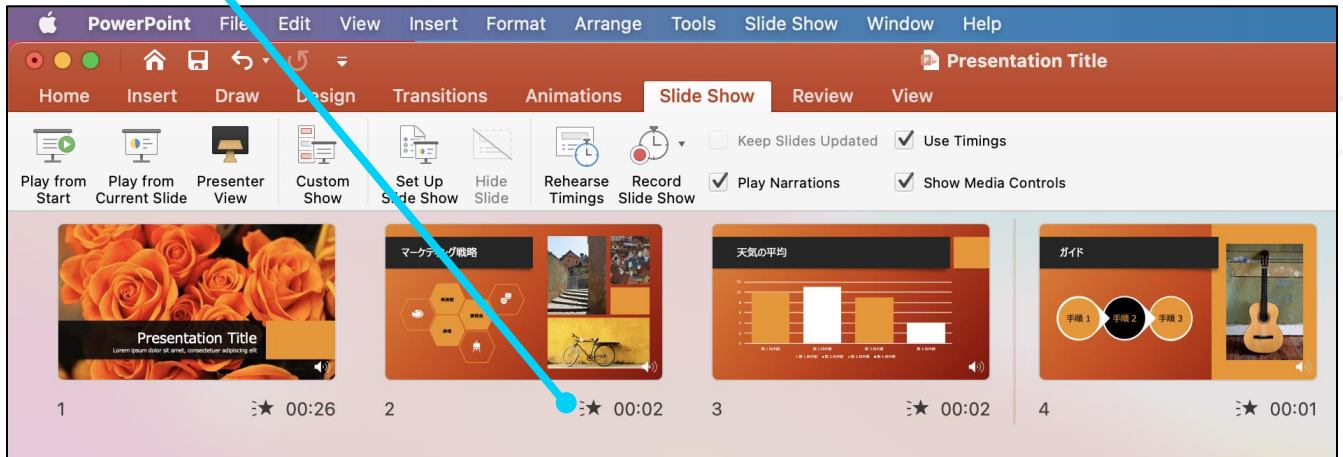**1** Click [Slide Show]   **2** Click [Record Slide Show]

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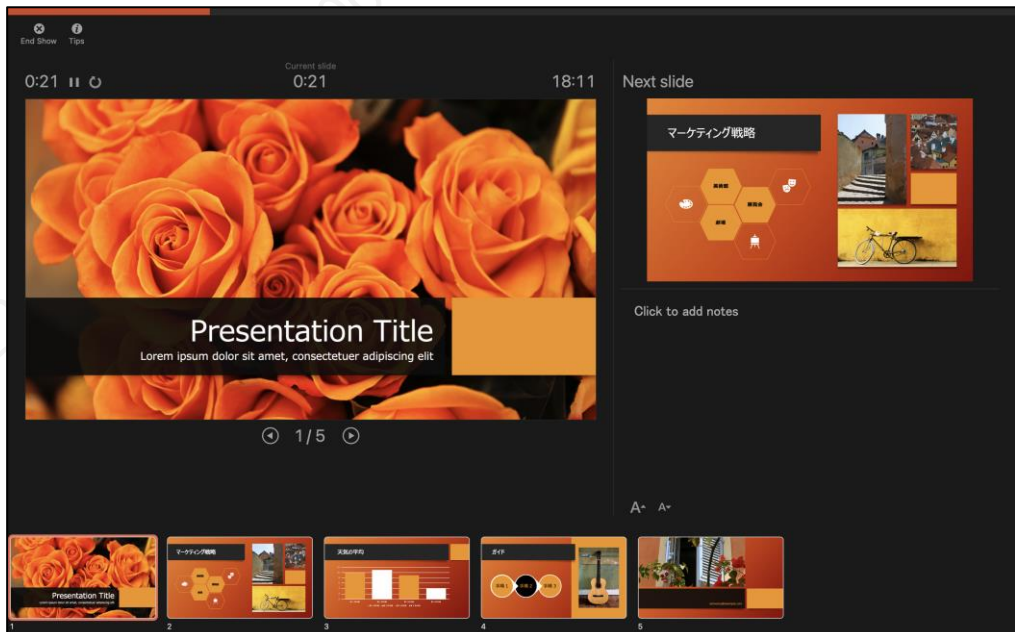
4 When recording is finished, make sure the time is displayed at the bottom left of each slides.

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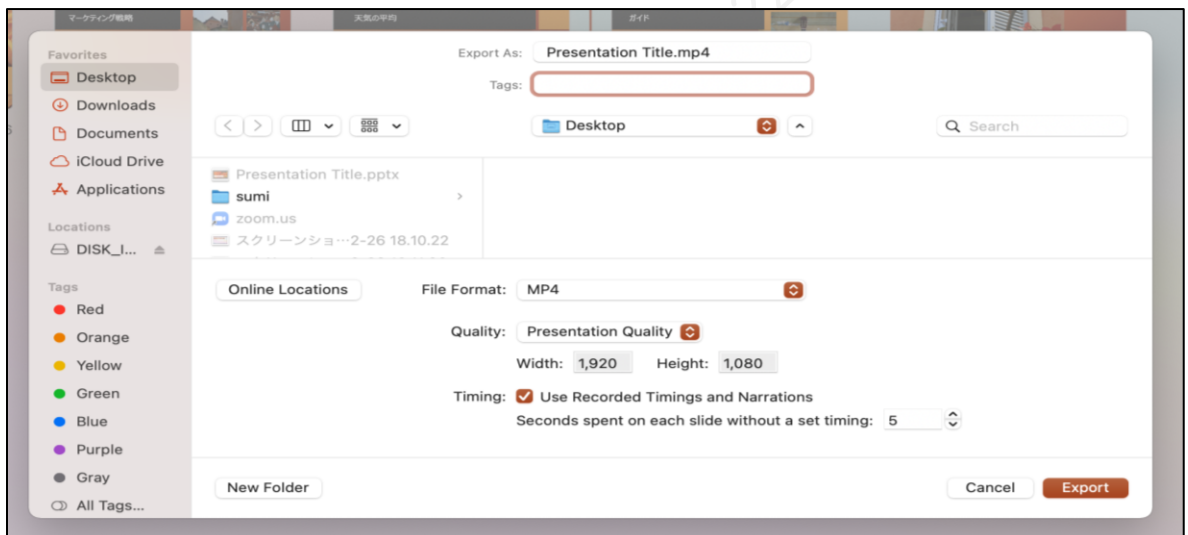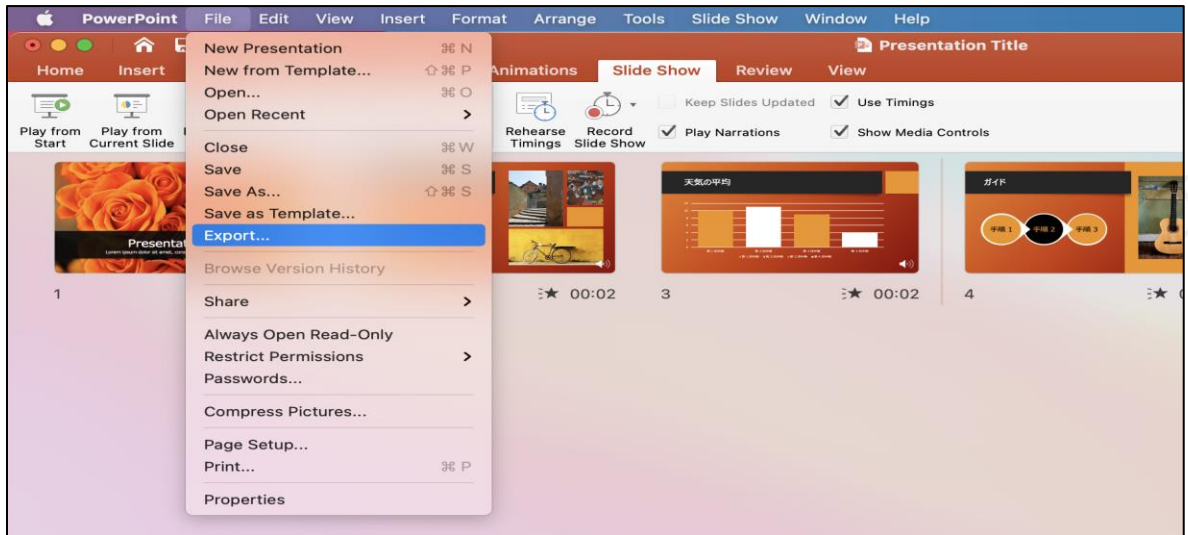Open the file again, check it in the slide show.
Check if there are any problems with audio or slide timing.

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
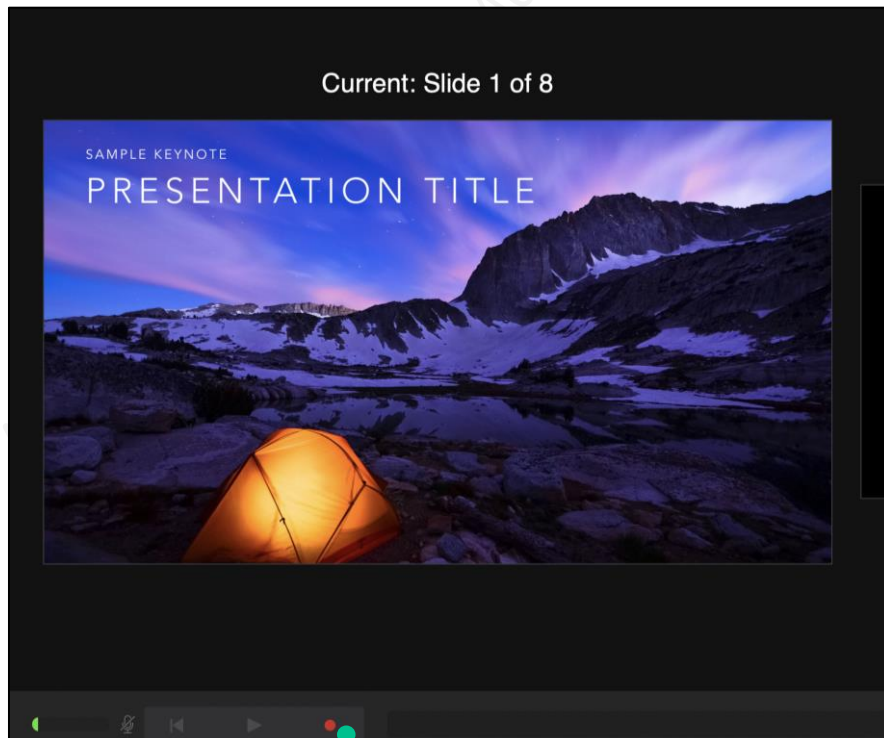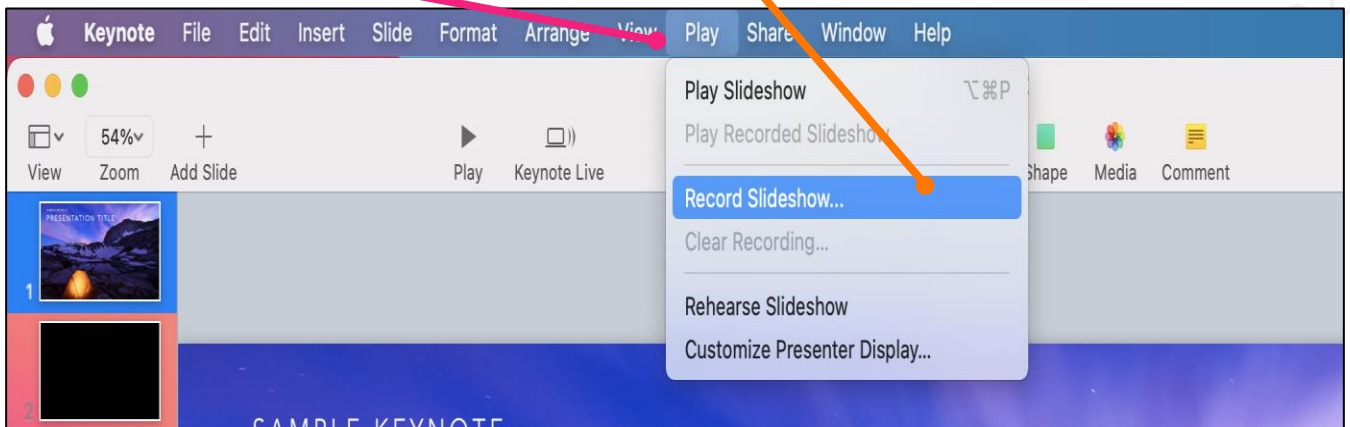Check [Use Recorded Timings and Narrations]

※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.
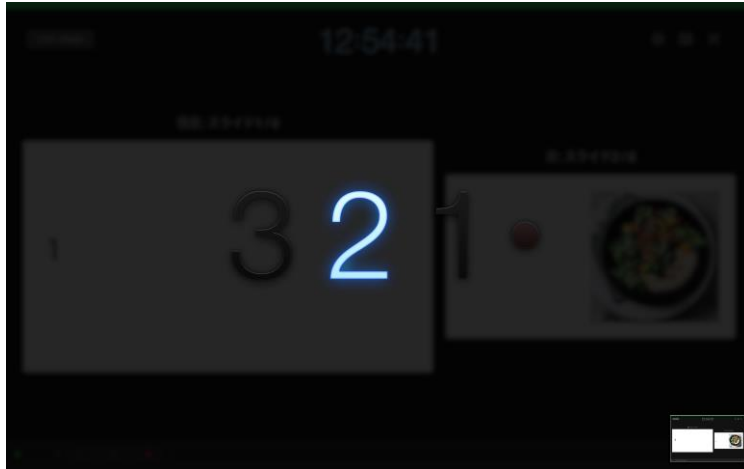
| 1 | Click [Play] |

| 2 | Click [Record Slideshow] |

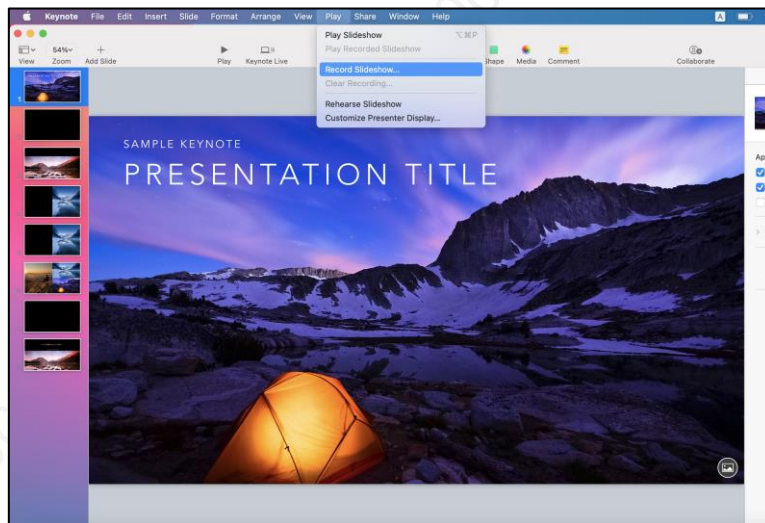

| 3 | Click the red button to start recording |

4 Recording

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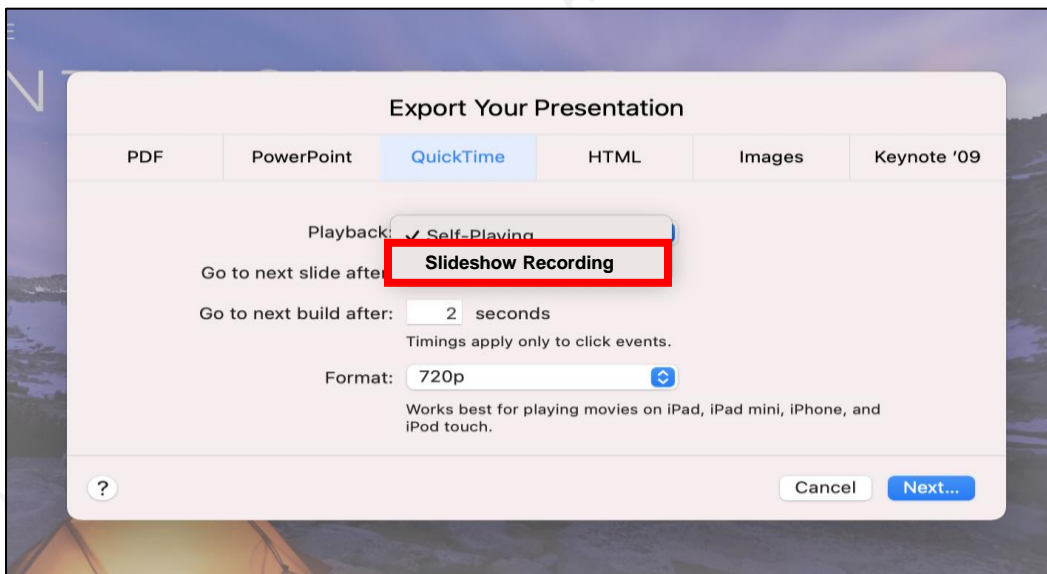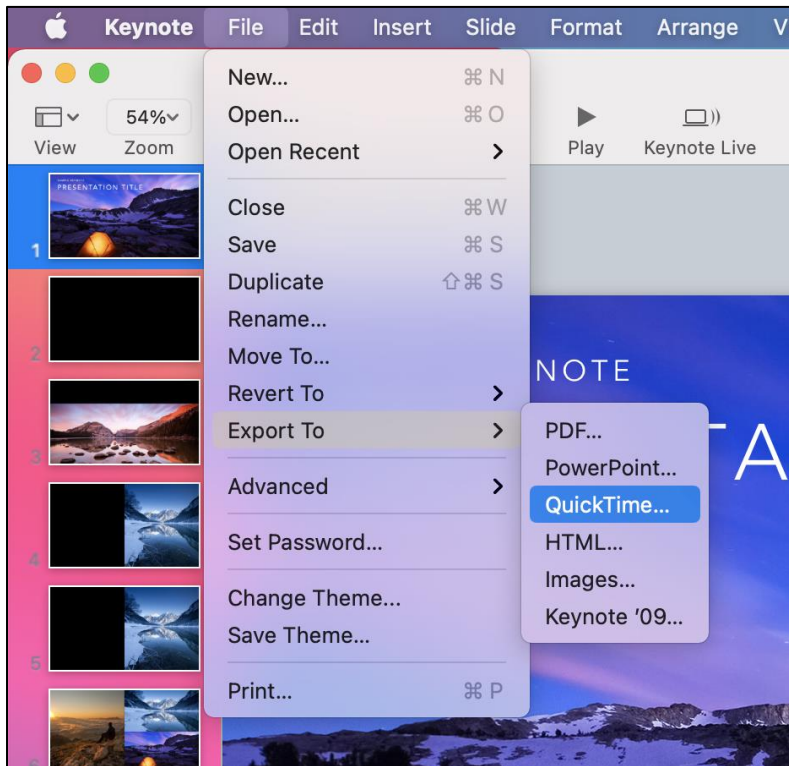stop button and press "Esc" key.

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.

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