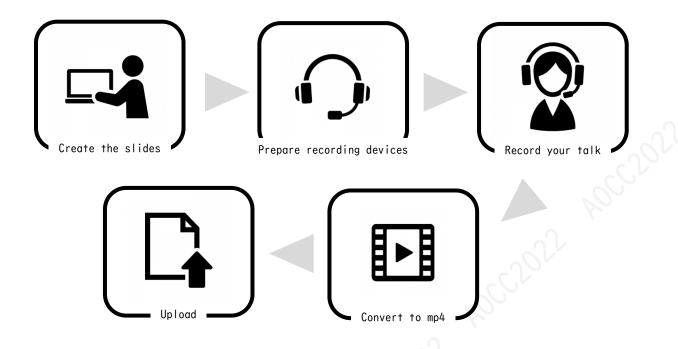
Procedure to convert Power Point to MP4

Process to upload your PowerPoint

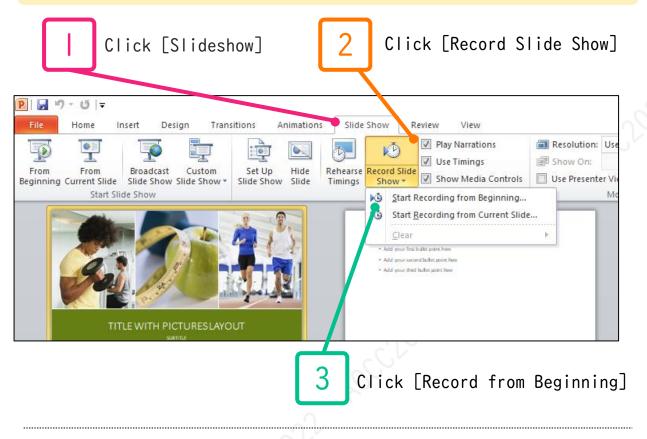


-Before recording-

- Include following information to relevant page
 Ist 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.



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

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)

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- \cdot You can pause the recording by pressing Pause icon at the left top of the slide window.
- Press Resume to start recording again.

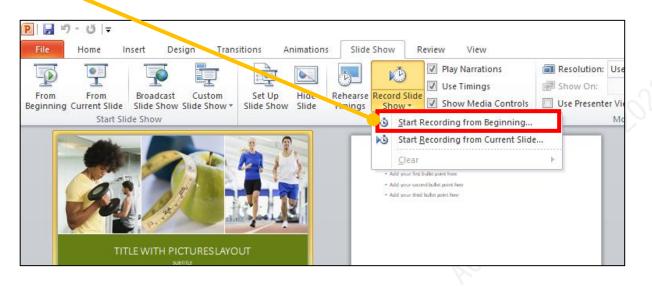


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When recording is finished, make sure the time is displayed at the bottom left of each slides.

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





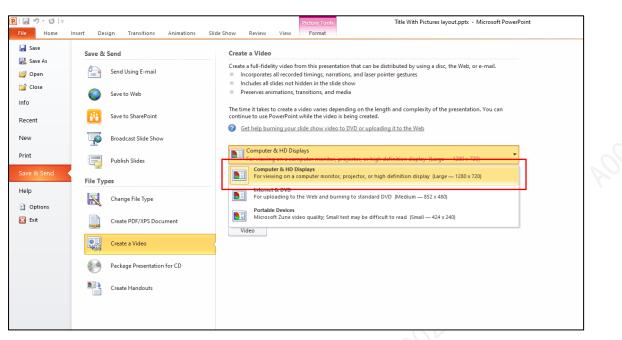
When re-recording is finished click [\times]. The sound from the start of recording to the point when you press stop is recorded.

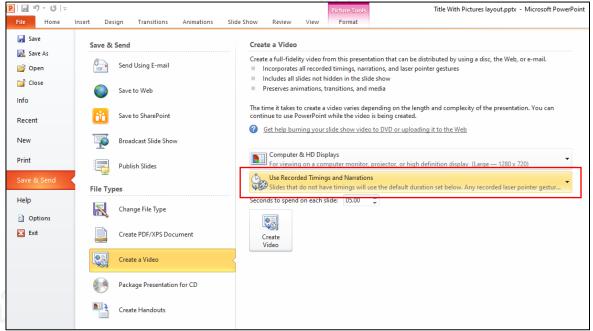
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How to Record with PowerPoint ver.2010(4/4)

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

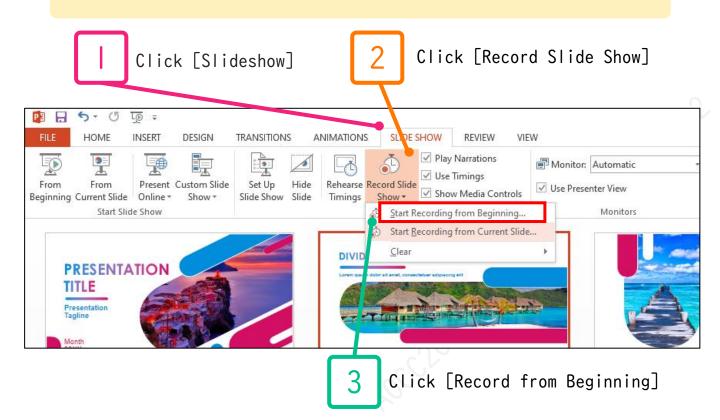




Video resolution must be HD(720). Select [Use Recorded Timings and Narrations]

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.



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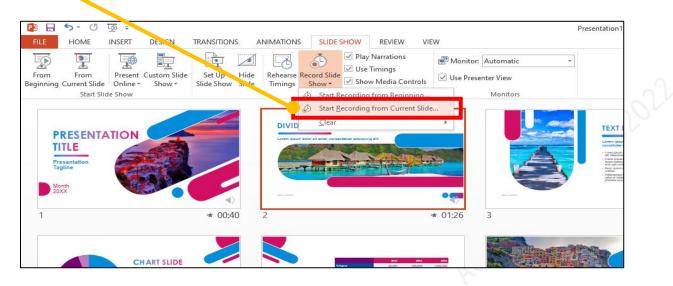
Check [Slide and animation timings] and [Narrations and laser pointer] Click [Start Recording]

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. 5 • 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. 0:00:05 **5** 0:00:05 PRESENTATION 📲 🖯 🔸 🛃 🖬 Presentation1 HOME INSERT DESIGN TRANSITIONS ANIMATIONS SLIDE SHOW REVIEW VIEW Play Narrations D Monitor: Automatic 5 15 * 빌코 9: ✓ Use Timings Present Custom Slide Set Up Hide Rehearse Record Slide From From ✓ Use Presenter View Show Media Controls Beginning Current Slide Online * Show -Slide Show Slide Timings Show * Start Slide Show Set Up Monitors DIVIDER SLIDE TEXT PRESENTATION TITLE Presentation Month 20XX * 00:40 2 * 01:26 3

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

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





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

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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] \rightarrow [Export] \rightarrow [Create Video] \rightarrow [Computer & HD Displays]

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Save Save As	Create a Video	 Incorporates all recorded timings, narrations, and laser pointer gestures Preserves animations, transitions, and media Get help burning your slide show video to DVD or uploading it to the web
Print Share	Package Presentation for CD	Computer & HD Displays For viewing on a computer monitor, projector, or high definition display (Large — 1920 x 1080)
Export	Create Handouts	Computer & HD Displays For viewing on a computer monitor, projector, or high definition display (Large — 1920 x 1080)
Close	Change File Type	For uploading to the Web and burning to standard DVD (Medium — 1280 x 720) Portable Devices
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¢		Presentation1 - PowerPoint
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Video resolution must be full HD(1080p) or 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.

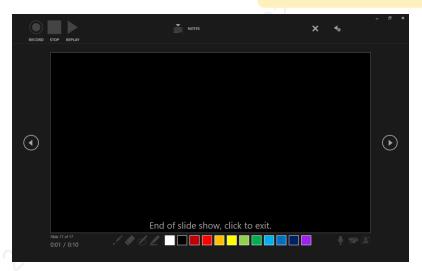
Click [Slide Show]	Click [Record Slide Show]
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Your Name • Who Arryon?	Record from Beginning Record narrations, ink, laser pointer gestures, and slide and animation timings for playback.
4 Click [Record]	

· 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

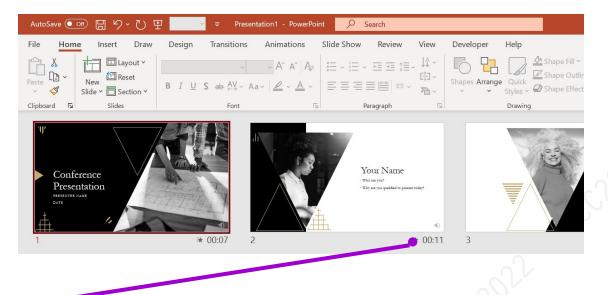
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Recording will stop automatically when you proceed to the end. When you reach to the screen like above, please go for another slide. Slide will return to the original screen





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

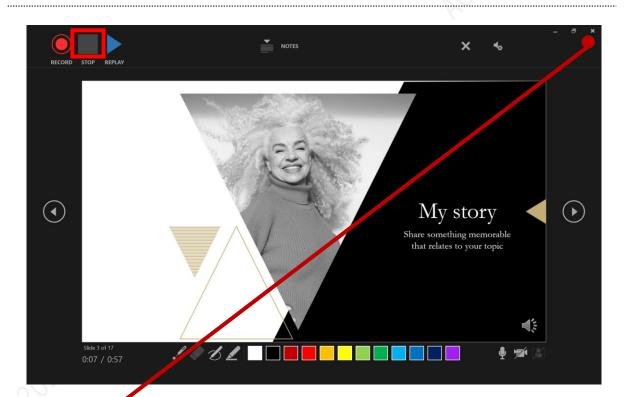
Save PowerPoint (Save As new file). Open the file again, check it in the slide show. Check if there are any problems with audio or slide timing.

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]

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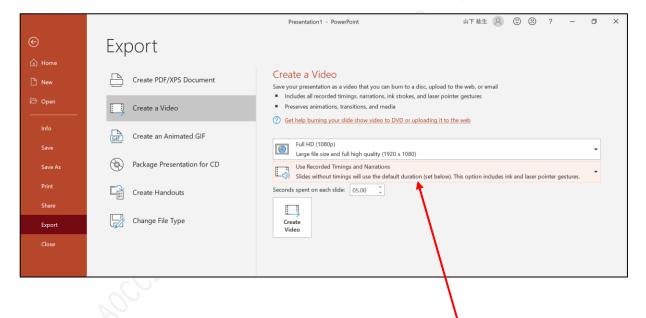
When re-recording is finished click [Stop] and [\times]. The sound from the start of recording to the point when you press stop is recorded.

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

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

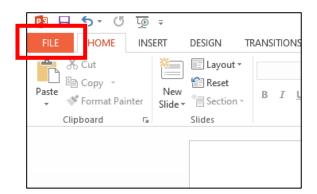
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Video resolution must be full HD(1080p) or HD(720). Select [Use Recorded Timings and Narrations] How to check your Power Point App version

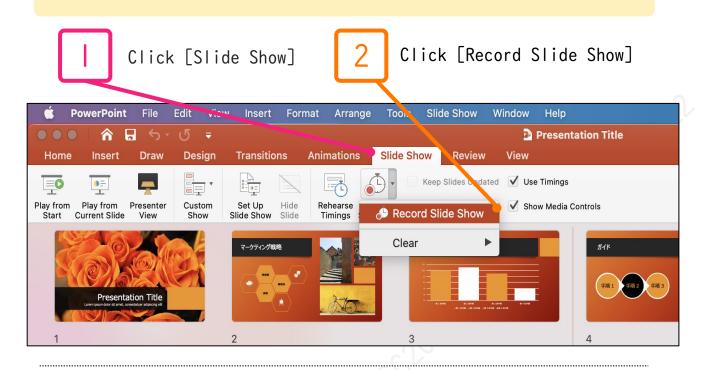
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w double click on [About PowerPoint]



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

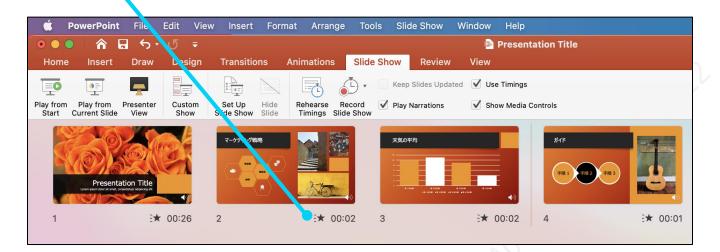




Record while advancing the slide. It is not possible to add narration when switching pages. (Audio may be interrupted) You can pause the recording by pressing Pause. Press Resume to start recording again.

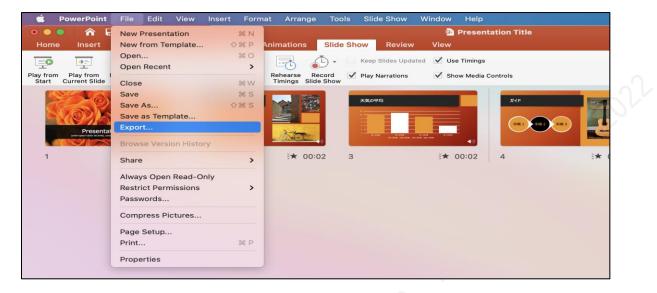
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When recording is finished, make sure the time is displayed at the bottom left of each slides.



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] \rightarrow [Export]



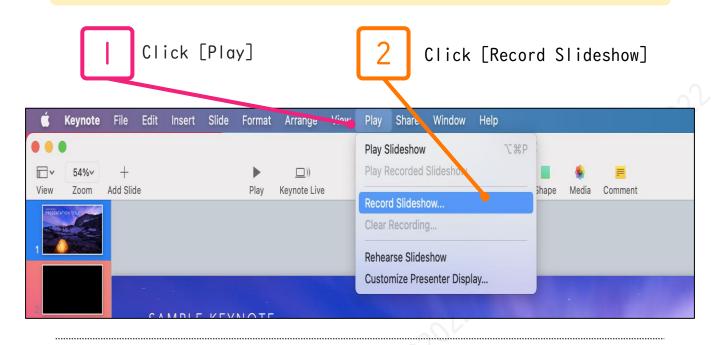
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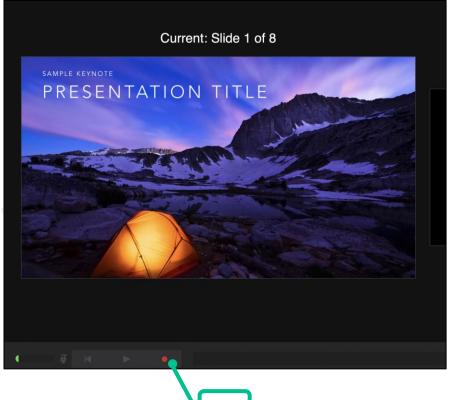
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*Some versions do not support converting. In that case, please register with the narration recorded PowerPoint.

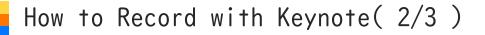
How to Record with Keynote(1/3)

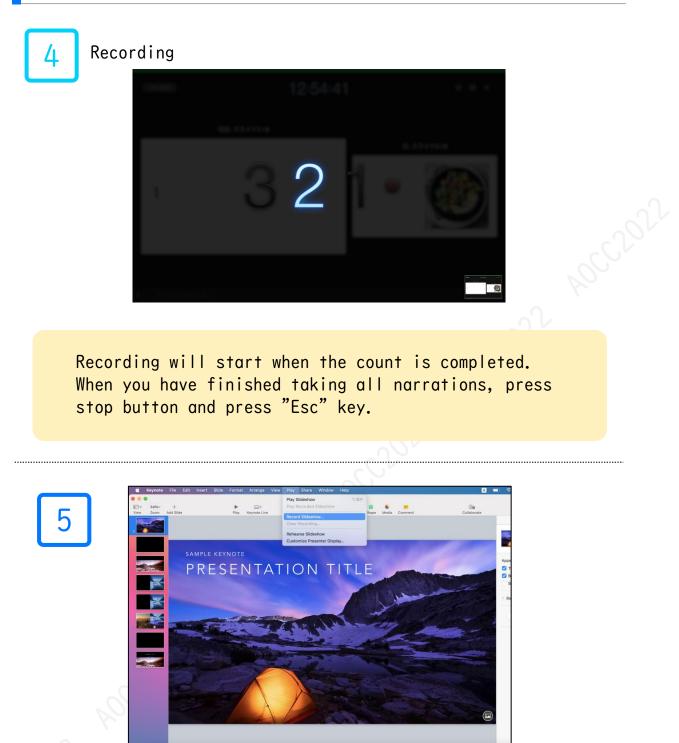
When Recording please connect headset mic with your PC. If you don't have headset, please use built-in mic.





Click the red button to start recording





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)



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

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