Guidelines for Creating Pre-recorded Presentation Data

(PowerPoint slides with voice-over narration)

Items to prepare

1. A computer with any of the following versions of PowerPoint installed
・Windows：PowerPoint 2010, 2013, 2016, 2019, or Office365
・Mac　　　：PowerPoint 2019 for Mac, or Office365

2. Microphone (an environment capable of voice input)
　While it is possible to record using the built-in microphone, we recommend you use an external microphone, such as a headset with microphone, because the built-in microphone will also pick up ambient sound (background noise).

3. Creation of presentation data
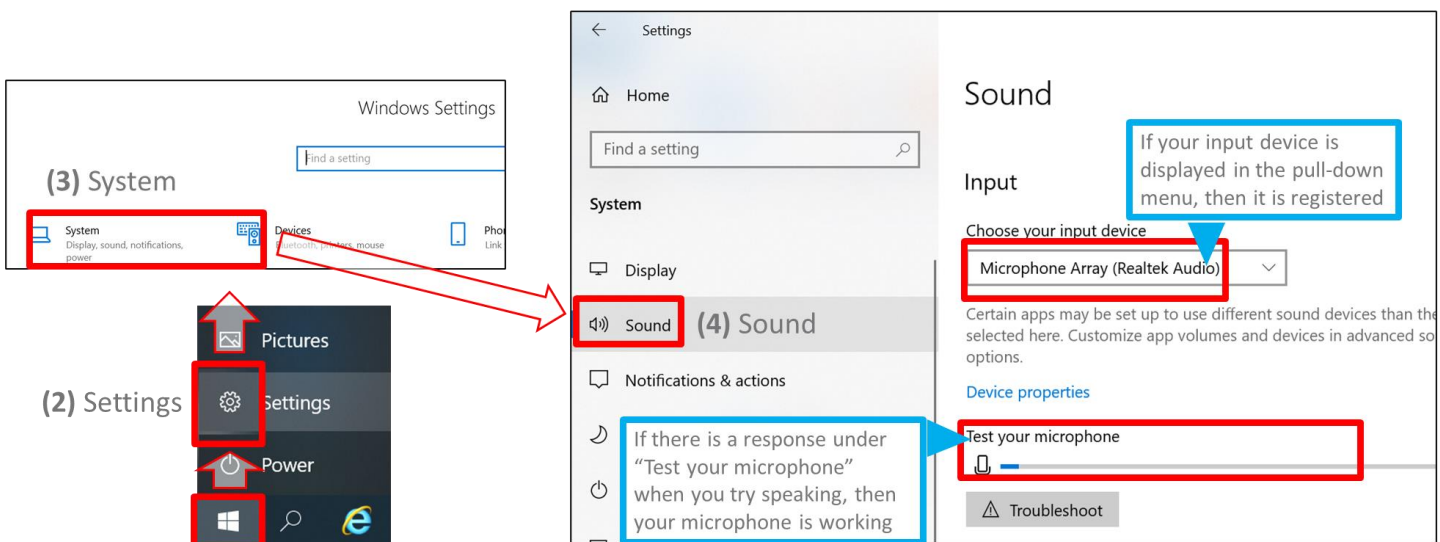　Select the slides you want to include in your video.
　For any slides you do not want to use in your presentation use the Hide Slide option.
　All slides will be included in your video unless they are hidden.

How to check your microphone in Windows （common to all versions）
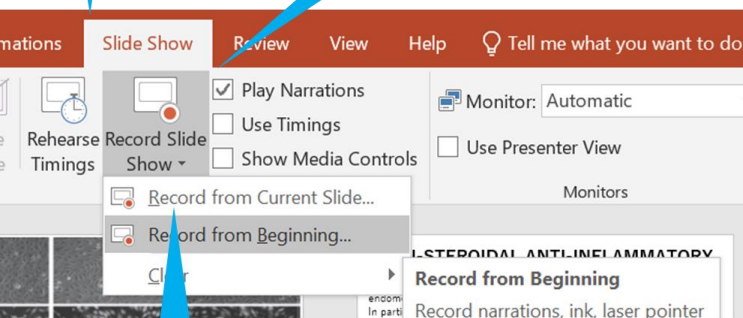
How to check your microphone
　Click Start > Settings > System > Sound, and check that your input device is registered. Try speaking, and check that there is a response under "Test your microphone."

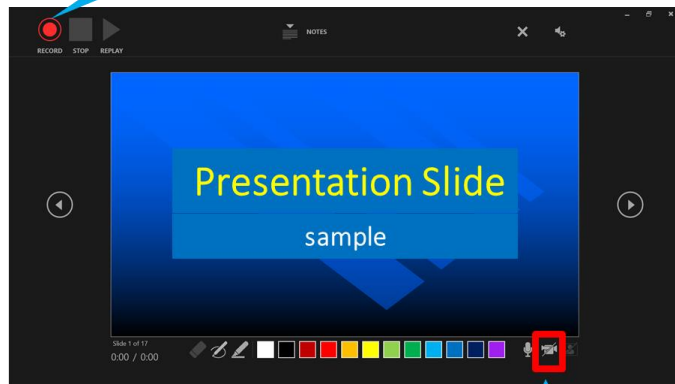# a. Guideline for Windows PowerPoint2019・Office365

(1) Select the "Slide Show" tab

(2) Click "Record Slide Show"

(5) Click "Record" to start recording
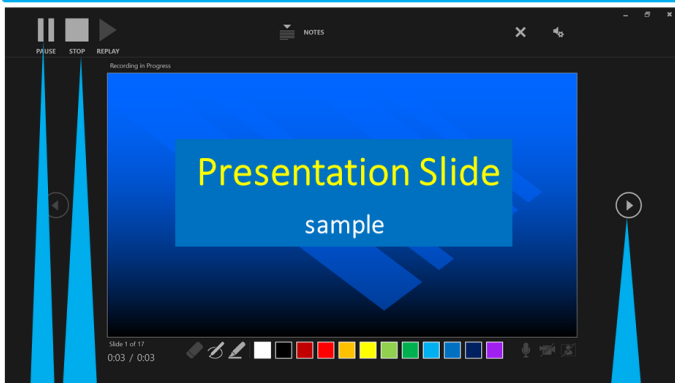

(3) Click "Record from Beginning"

(4) If the internal camera is enabled, images from this camera will also be recorded in the pop-up window. Therefore, please turn this camera off.

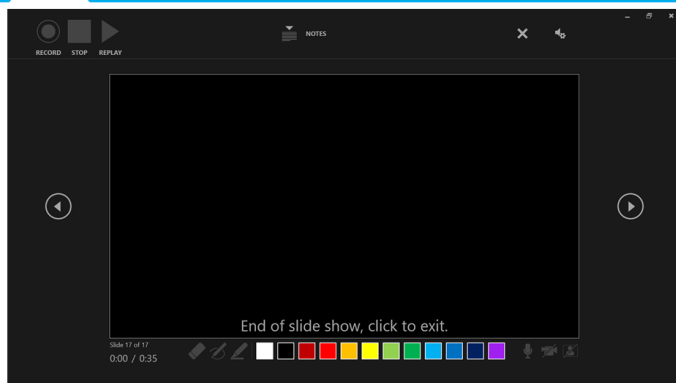**(6)** Record your narration using a microphone as you advance the slides
(Audio recording will be interrupted at the title slide and when advancing to the next slide. Therefore, once a slide appears, pause a moment before you start talking.)

(7) Once you reach the screen below, recording will automatically stop. Advancing to the next slide, will return to you to the editing screen.
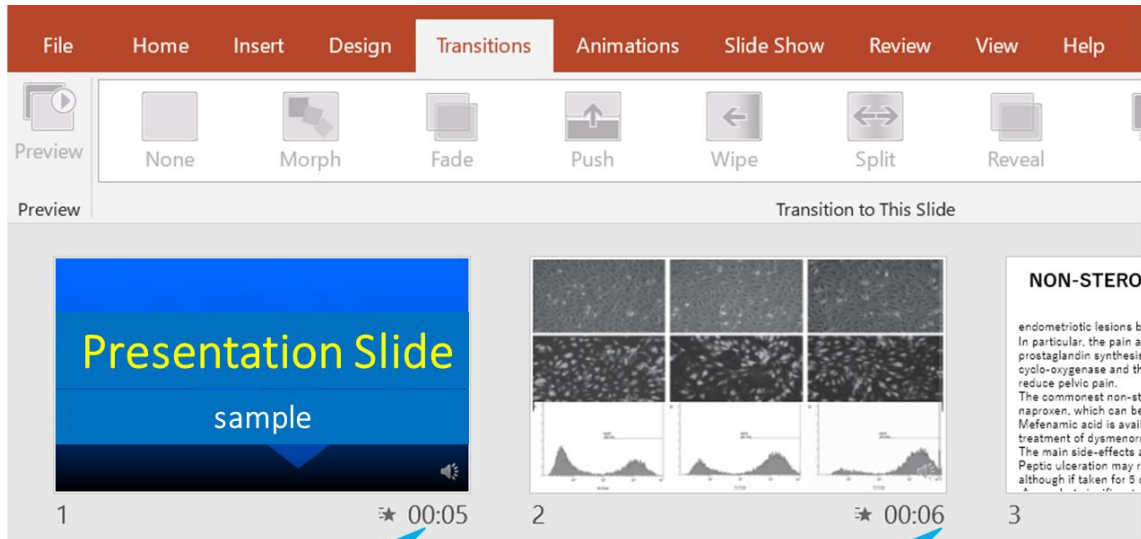
Click "Stop" to save your progress

Click the arrow or anywhere on the slide to advance to the next slide
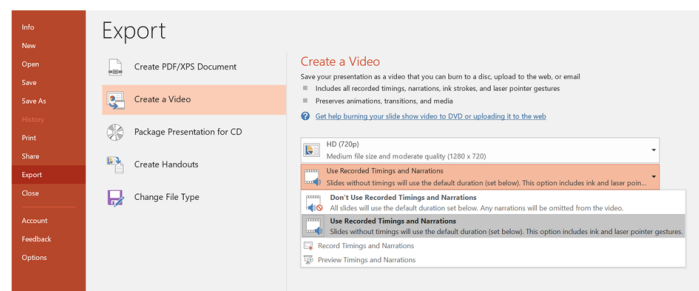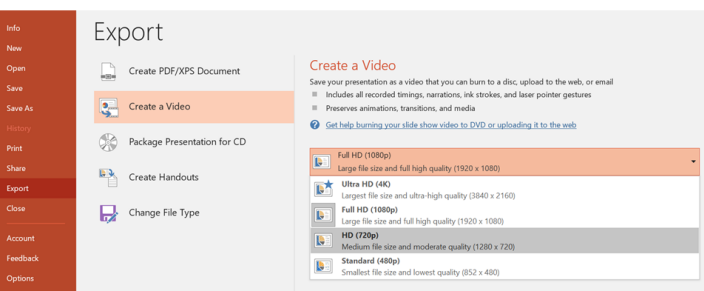
Click "Pause" to pause recording

a. Guideline for Windows PowerPoint2019・Office365

(8) Once you have reached the final slide and finished the slide show, select the "View" tab and click "Slide Sorter" to show thumbnails of all your slides. Check that a time is shown at the bottom right corner of each slide, and save the PowerPoint (as a new file).

Open the file again and start the slide show to check whether the timing of audio and slides is OK
If there are any problems, record the audio again from the relevant slide

(9) If there are no problems after checking the slides, export your video
File > Export > Save & Send > Create a Video

For video resolution, select [1280 x 720]

Select "Use Recorded Timings and Narrations"

Finally, as soon as you click "Create a Video," the "Save As" window will appear.

Specify the file name, and select [MP4] for the file format.

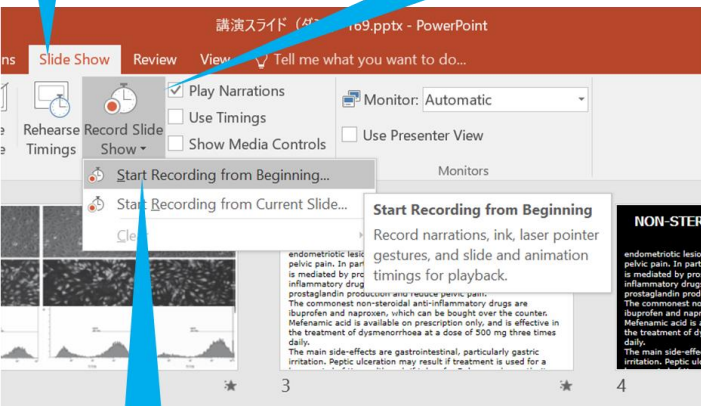Click "Save" at the bottom right to create the video and save it automatically.

Progress of the video creation is shown at the lower right.
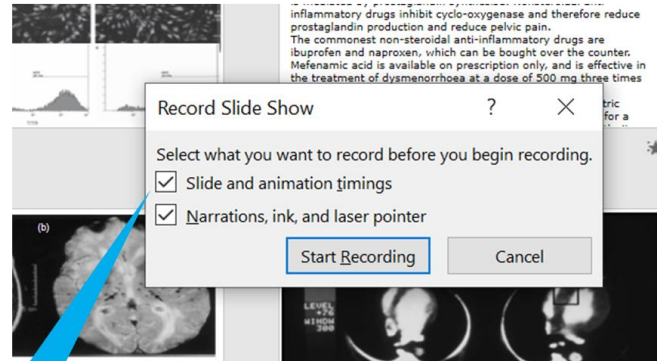* Creating a video in HD quality (1280 x 720) from a 20-minute slide show takes about 20 minutes.

b. Guideline for Windows PowerPoint2013・2016

(1) Select the "Slide Show" tab
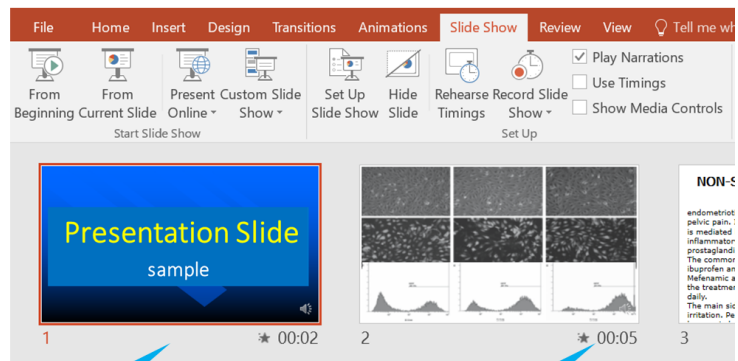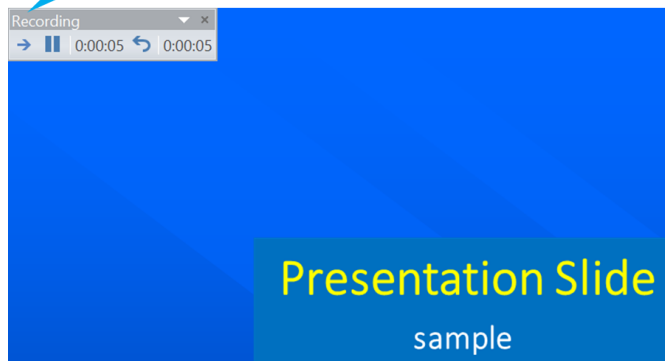
(2) Click "Record Slide Show"

(3) Click "Start Recording from Beginning"

(4) Check that both the "Slide and animation timings" and "Narrations, ink, and laser pointer" check boxes are selected, and click "Start Recording" to start recording

(5) Check that "Recording" appears at the top left and proceed with your presentation
(Audio recording will be interrupted at the title slide and when advancing to the next slide. Therefore, once a slide appears, pause a moment before you start talking.)
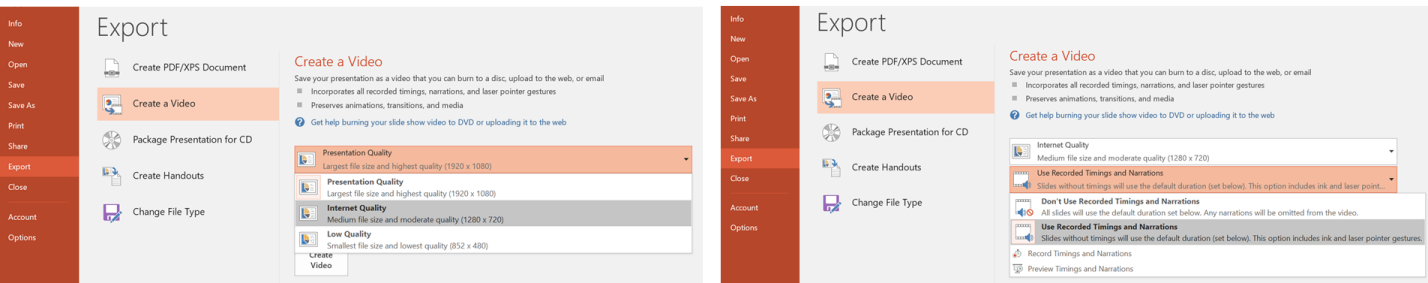

Presentation Slide

sample

(6) Once you have reached the final slide and finished the slide show, show thumbnails of all your slides. Check that a time is shown at the bottom right corner of each slide, and save the PowerPoint (as a new file)

Open the file again and start the slide show to check whether the timing of audio and slides is OK

If there are any problems, record the audio again from the relevant slide

(7) If there are no problems after checking the slides, export your video
File > Export > Save & Send > Create a Video

For video resolution, select [1280 x 720]

Select "Use Recorded Timings and Narrations"

Finally, as soon as you click "Create a Video," the "Save As" window will appear.

Specify the file name, and select [MP4] for the file format.

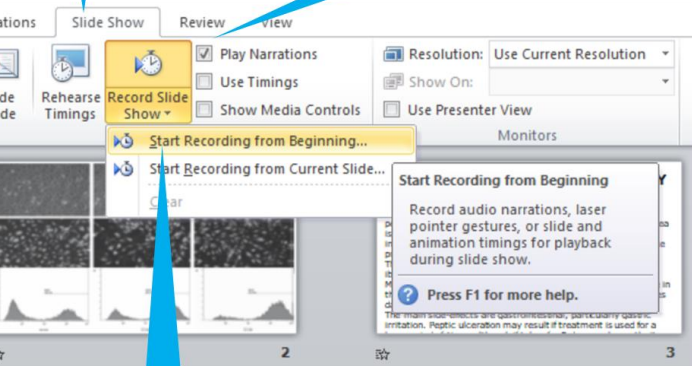Click "Save" at the bottom right to create the video and save it automatically.

Progress of the video creation is shown at the lower right.

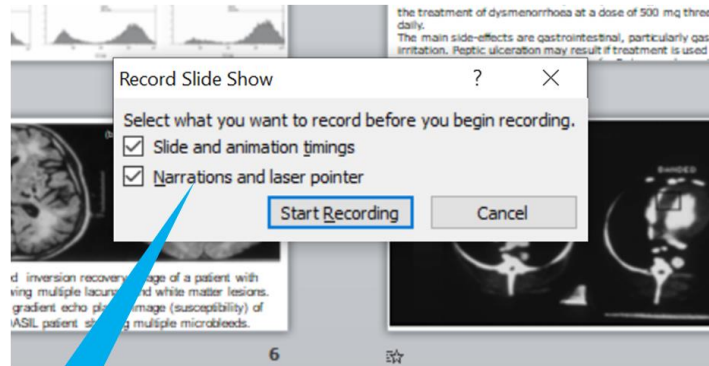* Creating a video in HD quality (1280 x 720) from a 20-minute slide show takes about 20 minutes.

c. Guideline for Windows　PowerPoint2010

(1) Select the "Slide Show" tab

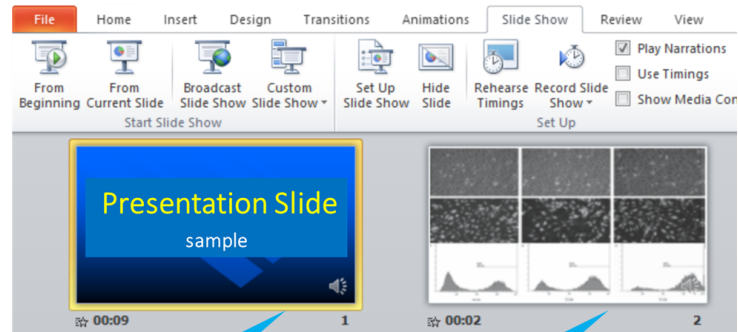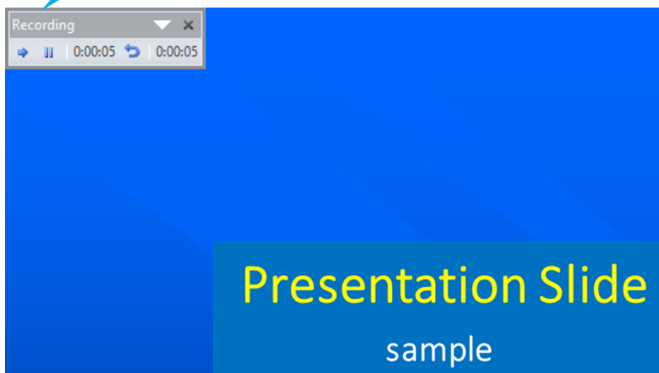**(2)** Click "Record Slide Show"

(3) Click "Start Recording from Beginning"

(4) Check that both the "Slide and animation timings" and "Narrations and laser pointer" check boxes are selected, and click "Start Recording" to start recording

(5) Check that "Recording" appears at the top left and proceed with your presentation
(Audio recording will be interrupted at the title slide and when advancing to the next slide. Therefore, once a slide appears, pause a moment before you start talking.)
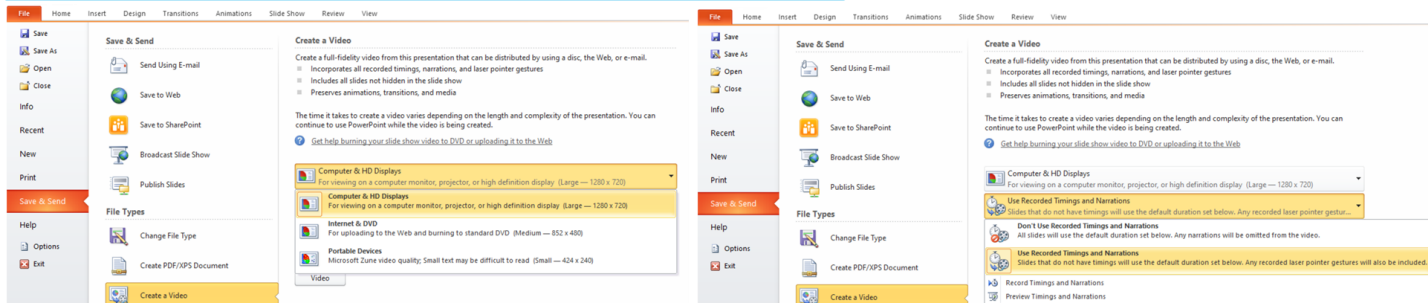

(6) Once you have reached the final slide and finished the slide show, show thumbnails of all your slides. Check that a time is shown at the bottom right corner of each slide, and save the PowerPoint (as a new file)

Open the file again and start the slide show to check whether the timing of audio and slides is OK

If there are any problems, record the audio again from the relevant slide

(7) If there are no problems after checking the slides, export your video
File > Export > Save & Send > Create a Video

For video resolution, select [1280 x 720]

Select "Use Recorded Timings and Narrations"

Finally, as soon as you click "Create a Video," the "Save As" window will appear.

Specify the file name, and select [MP4] for the file format.

Click "Save" at the bottom right to create the video and save it automatically.

Progress of the video creation is shown at the lower right.

* Creating a video in HD quality (1280 x 720) from a 20-minute slide show takes about 20 minutes.
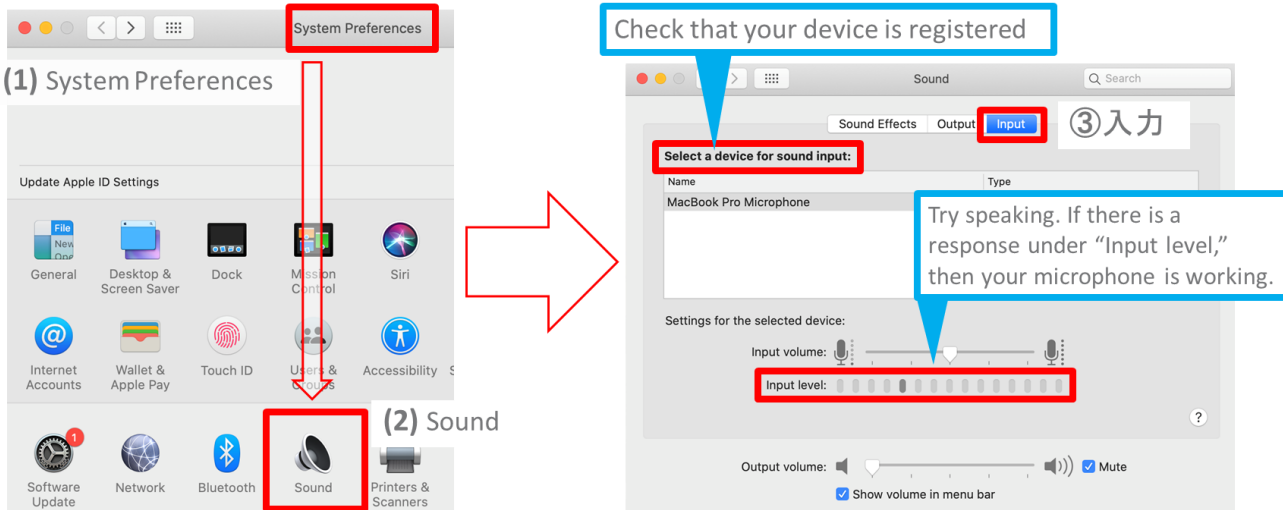
How to check your microphone

Click System Preferences > Sound > Input, and check that your input device is registered.
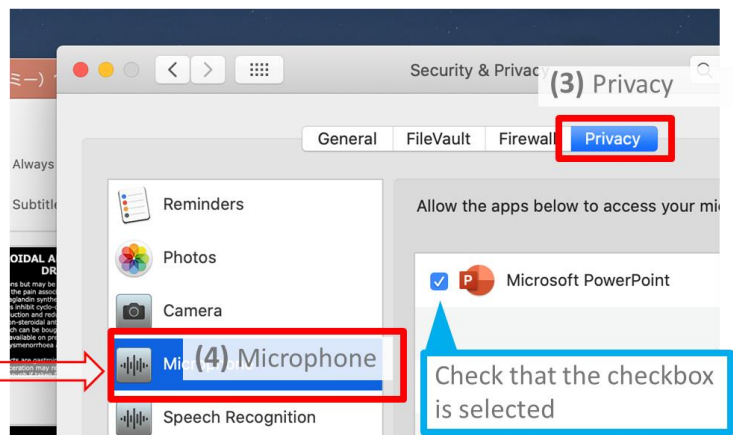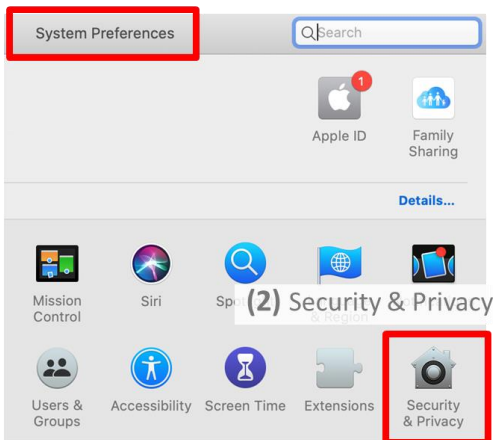
Try speaking, and check that there is a response under "Settings for the selected device."

Checking PowerPoint has access to microphone

Click System Preferences > Security & Privacy > Privacy > Microphone, and check that the "Microsoft PowerPoint" checkbox is selected.

Preparing to record in PowerPoint

Open the slides in PowerPoint, and check that the first slide is selected.

If you click Slide Show > Record Slide Show, the screen automatically switches to Presenter View, and recording starts.

Check that the first slide is selected

Hovering the cursor here, you may see the comment "Start Recording from Beginning."

Click here to switch screens and start recording

Running a slide show

Run your slide show as normal.

You can use the pen, pointer and so on, but ultimately, the video will only record the audio and the timing of when you advance slides.

Audio recording will be interrupted at the title slide and when advancing to the next slide. Therefore, once a slide appears, pause a moment before you start talking.
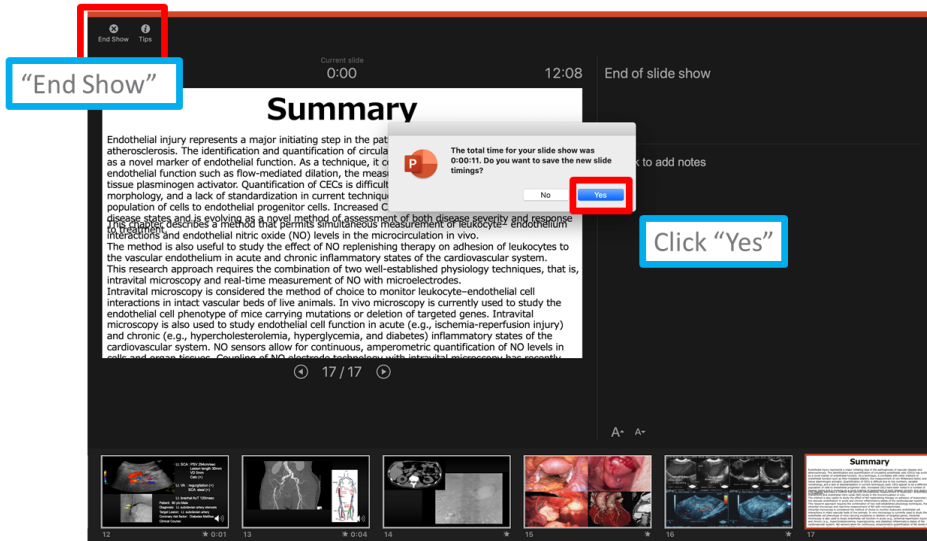
You should note that, if you go back to the previous slide, the recording on this slide will be overwritten.

Even if you select a pen, highlighter or pointer from the menu, it will not be recorded
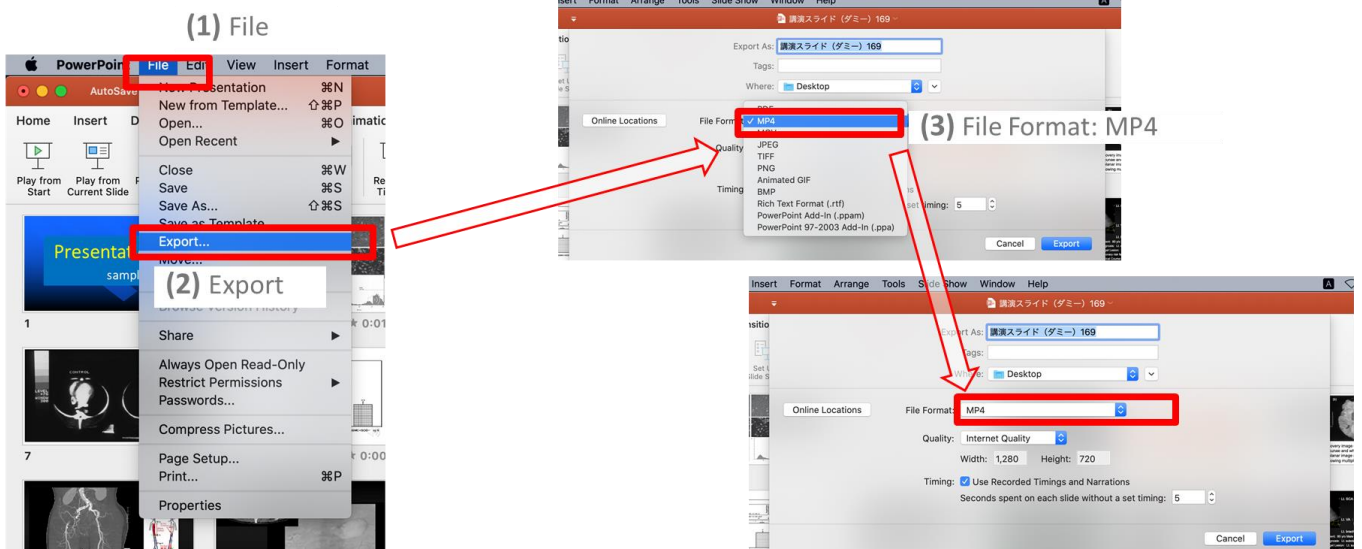
d. Guideline for Mac PowerPoint for Mac 2019

Finishing a slide show

After completing your slide show, click "End Show" at the top left. "Do you want to save your slide timings?" will appear. Select "Yes."

Selecting the destination folder

Click File > Export to open the export window. Specify the filename and select where to save the file. Under file format, selecting "MP4" will enable you to set the details.
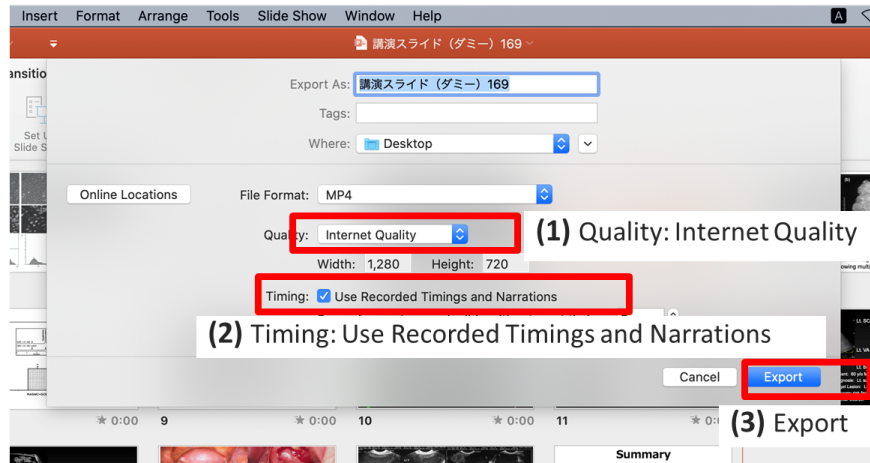
d. Guideline for Mac PowerPoint for Mac 2019

Selecting video quality, and creating and saving the video

For video quality, select "Internet Quality," and check that the "Use Recorded Timings and Narrations" checkbox is selected.

Click "Export" to create the video and save it automatically.

(1) Quality: Internet Quality

(2) Timing: Use Recorded Timings and Narrations

(3) Export

Progress of the video creation is shown at the lower right.

Creating a video in HD quality (1270 x 720) from a 20-minute slide show takes about 10 minutes.

Other notes: How to create an MP4 file from Keynote

◼ **Export Keynote Presentations as a Movie**

https://creativepro.com/export-keynote-presentations-movie/

◼ **How To Export A Keynote Presentation As A QuickTime Video**

https://www.ethos3.com/2015/12/how-to-export-a-keynote-presentation-as-a-quicktime-video/

◼ **Export Keynote Presentation to PowerPoint or Another File Format**

https://support.apple.com/en-gb/guide/keynote/tana0d19882a/mac