



INTERNATIONAL
ATHEROSCLEROSIS
SOCIETY

ISA 2021

The 19th International
Symposium on Atherosclerosis

<http://www.c-linkage.co.jp/isa2021/>

Toward Healthy Aging through Atherosclerosis Science

Guidelines for Creating Presentation Data (slideshow with narration)

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**OCTOBER
24-27, 2021**

Venue:
Kyoto International Conference Center
(ICC Kyoto)

Co-Chairs:
Yasufumi Sato, Shizuya Yamashita
(Tohoku University) (Rinku General Medical Center)



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 (noise).

3. Creation of presentation data

Select the slides you want to include in your video.

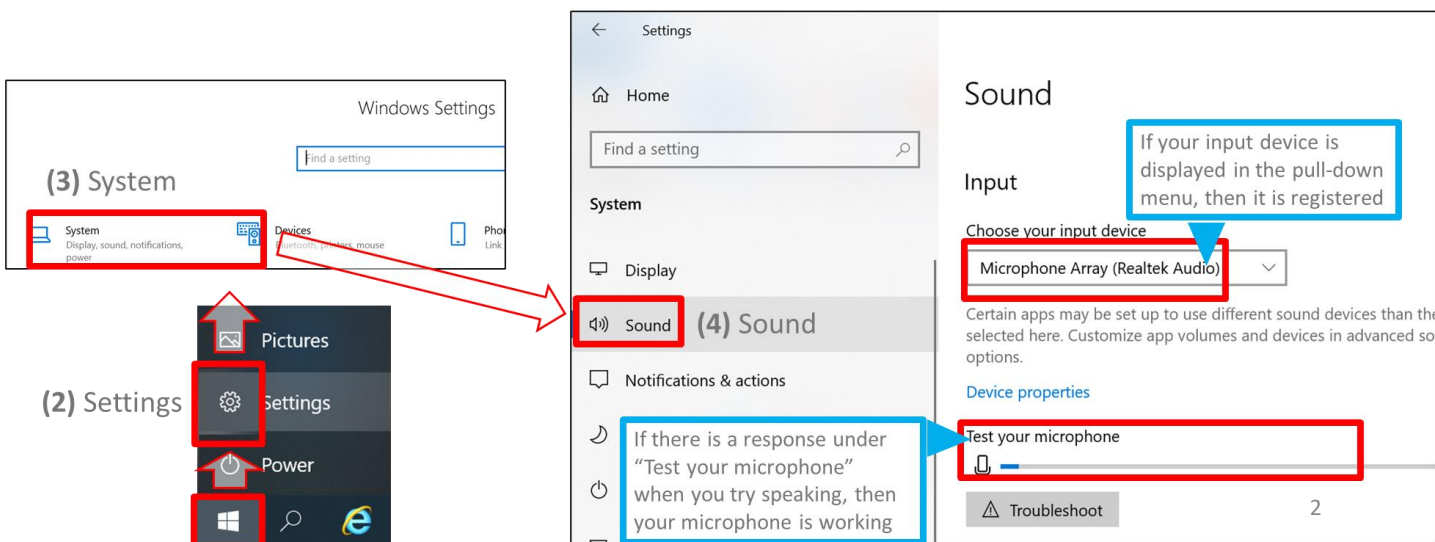
All slides will be included in your video unless they are hidden.

For any slides you do not want to use in your presentation use the Hide Slide option.

How to check your microphone in Windows (common to all versions)

How to check your microphone

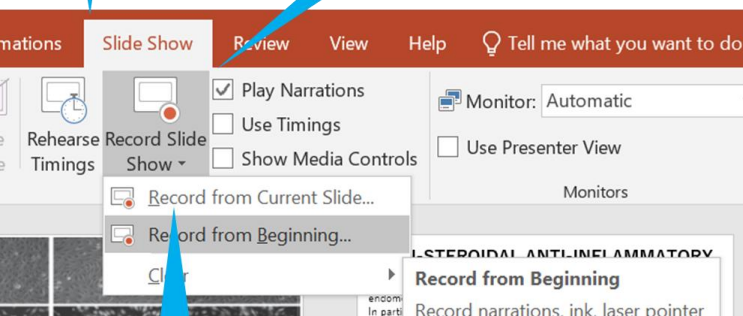
Click Start > Settings > System > Sound, and check that your input device is registered. Try speaking, and check that there is a response under “Test your microphone.”



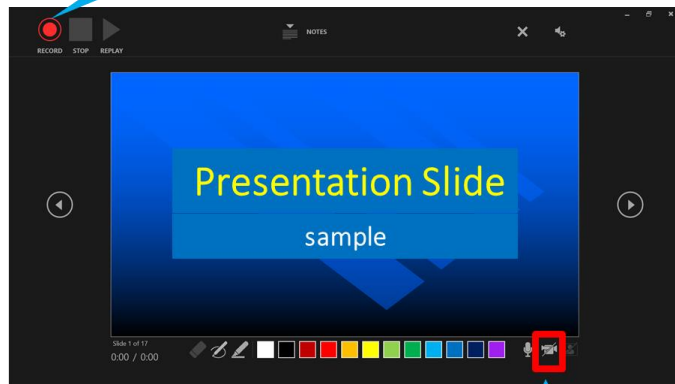
a. Guideline for Windows PowerPoint2019·Office365

(1) Select the "Slide Show" tab

(2) Click "Record Slide Show"



(5) Click "Record" to start recording



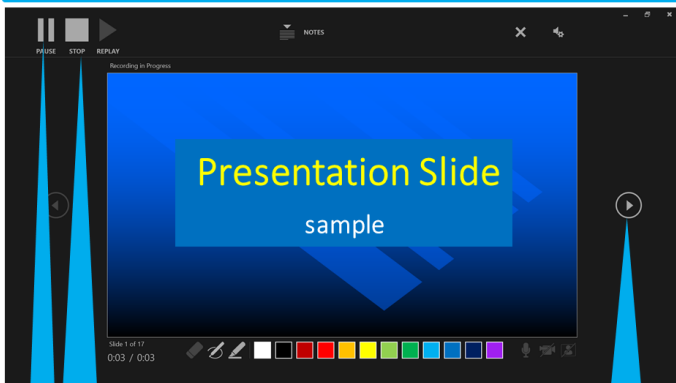
(3) Click "Record from Beginning"

(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.)

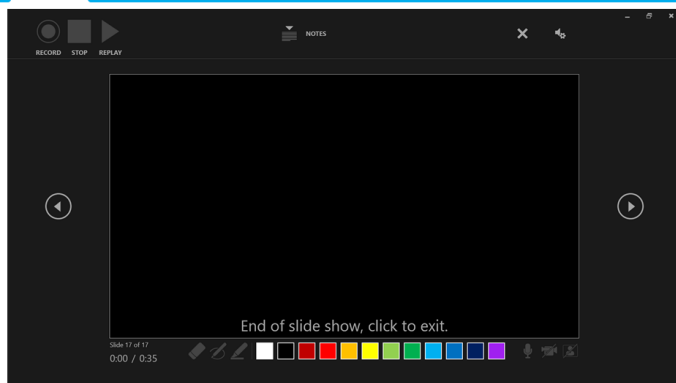
(7) Once you reach the screen below, recording will automatically stop. Advancing to the next slide, will return to you to the editing screen.



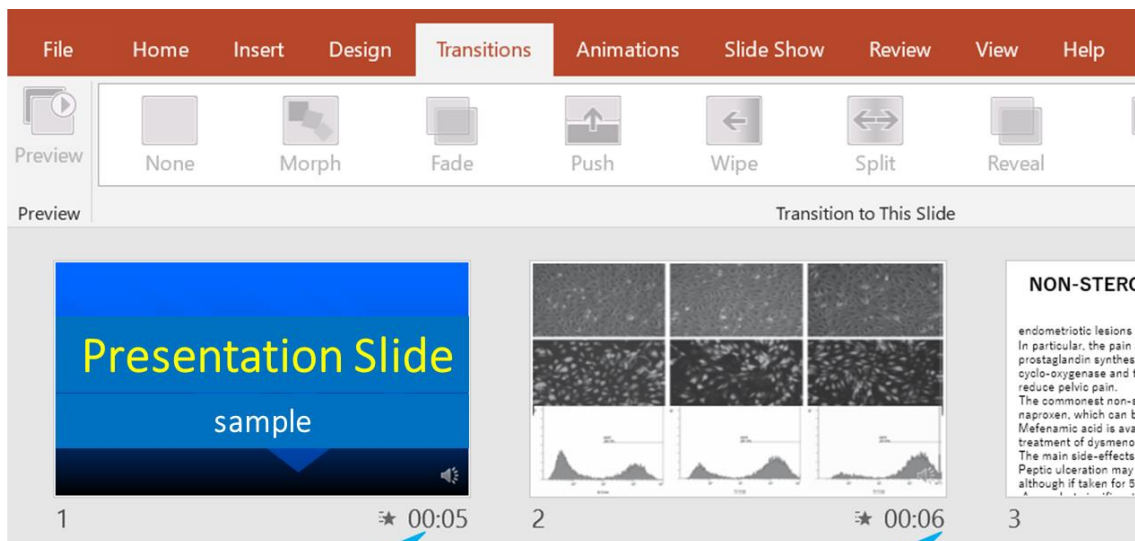
Click "Stop" to save your progress

Click the arrow or anywhere on the slide to advance to the next slide

Click "Pause" to pause recording



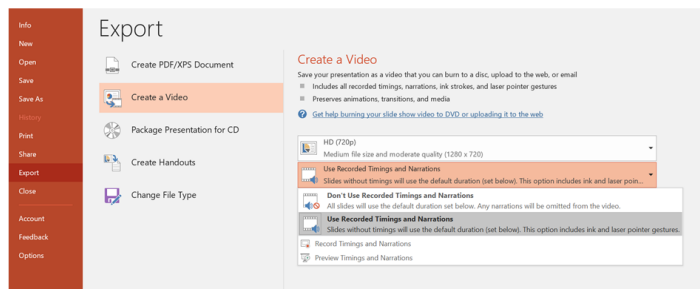
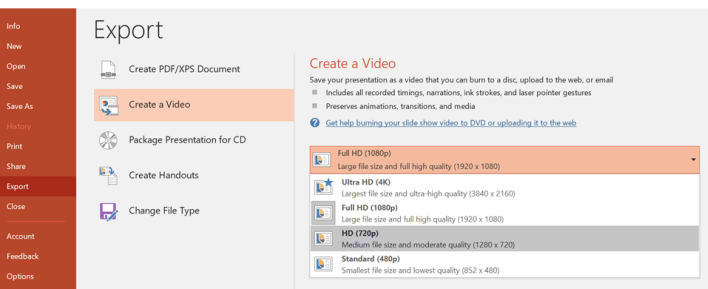
a. Guideline for Windows PowerPoint2019·Office365



(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.

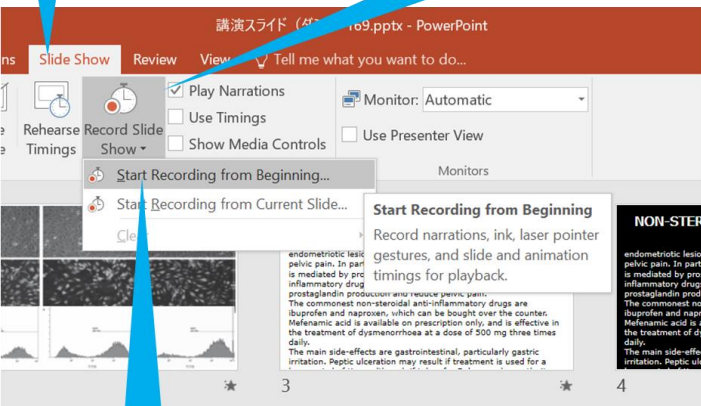
Progress of the video creation is shown at the lower right.

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

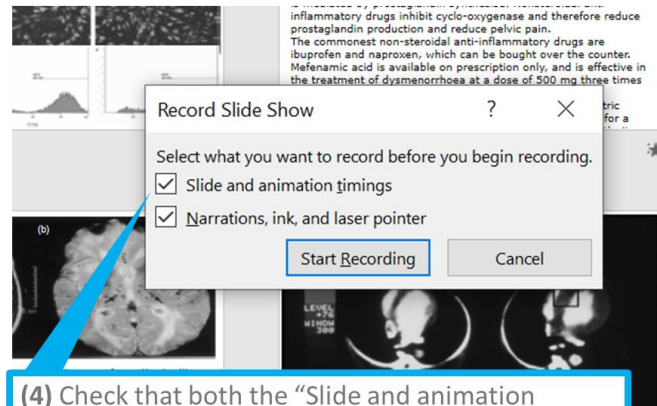
b. Guideline for Windows PowerPoint2013・2016

(1) Select the "Slide Show" tab

(2) Click "Record Slide Show"



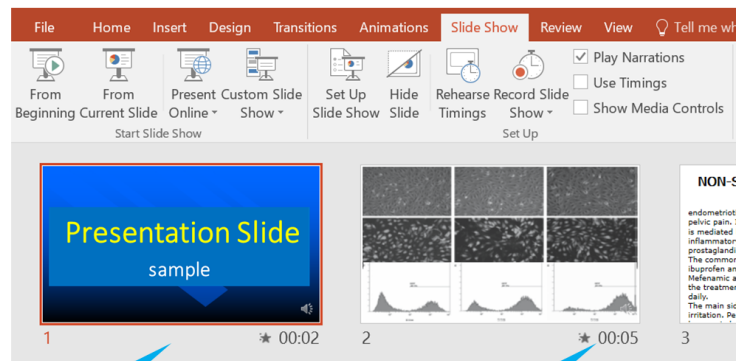
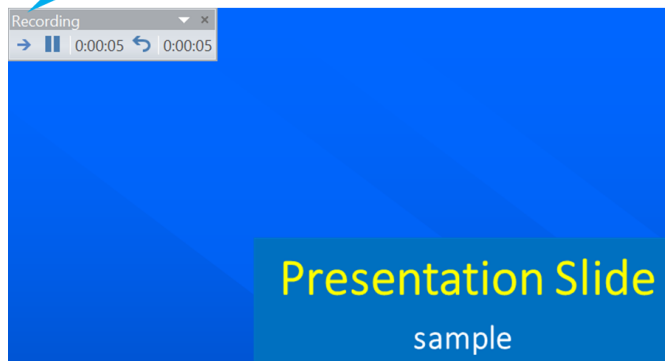
(3) Click "Start Recording from Beginning"



(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.)

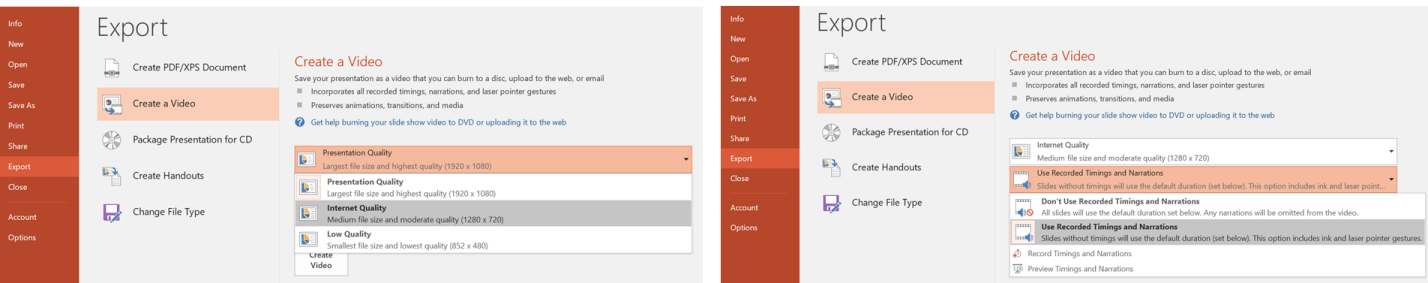


(6) Once you have reached the final slide and finished the slide show, show thumbnails of all your slides. Check that a time is shown at the bottom right corner of each slide, and save the PowerPoint (as a new file)

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

b. Guideline for Windows PowerPoint2013·2016

(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.

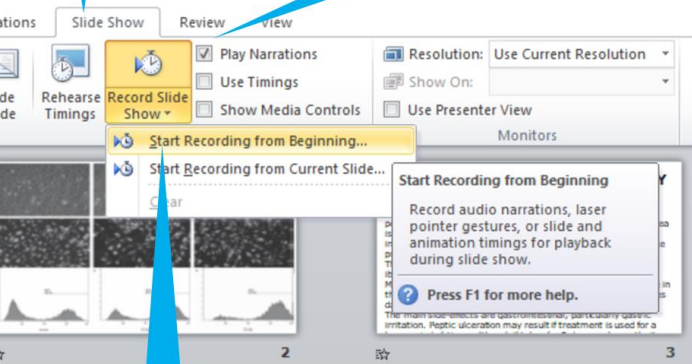
Progress of the video creation is shown at the lower right.

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

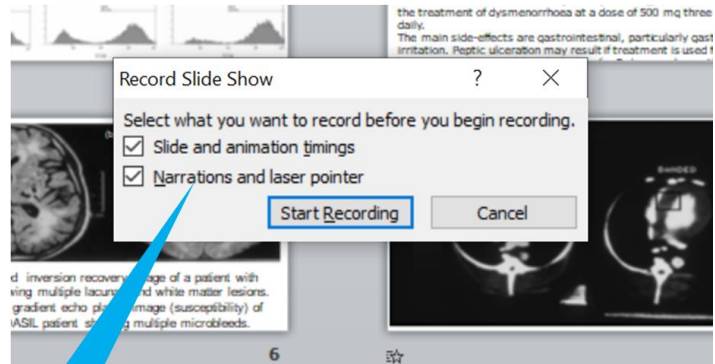
c. Guideline for Windows PowerPoint2010

(1) Select the "Slide Show" tab

(2) Click "Record Slide Show"



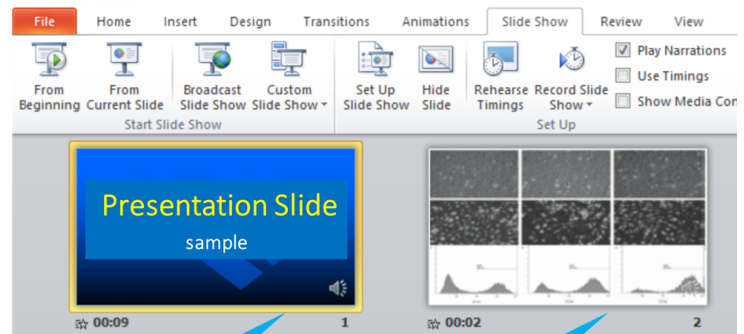
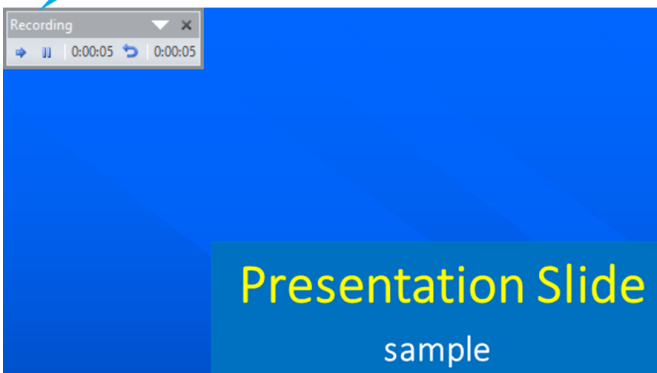
(3) Click "Start Recording from Beginning"



(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.)

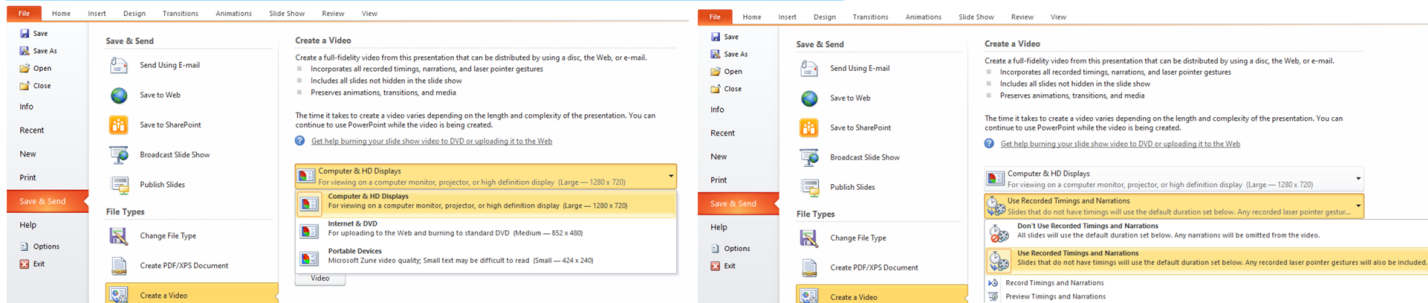


(6) Once you have reached the final slide and finished the slide show, show thumbnails of all your slides. Check that a time is shown at the bottom right corner of each slide, and save the PowerPoint (as a new file)

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

c. Guideline for Windows PowerPoint2010

(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.

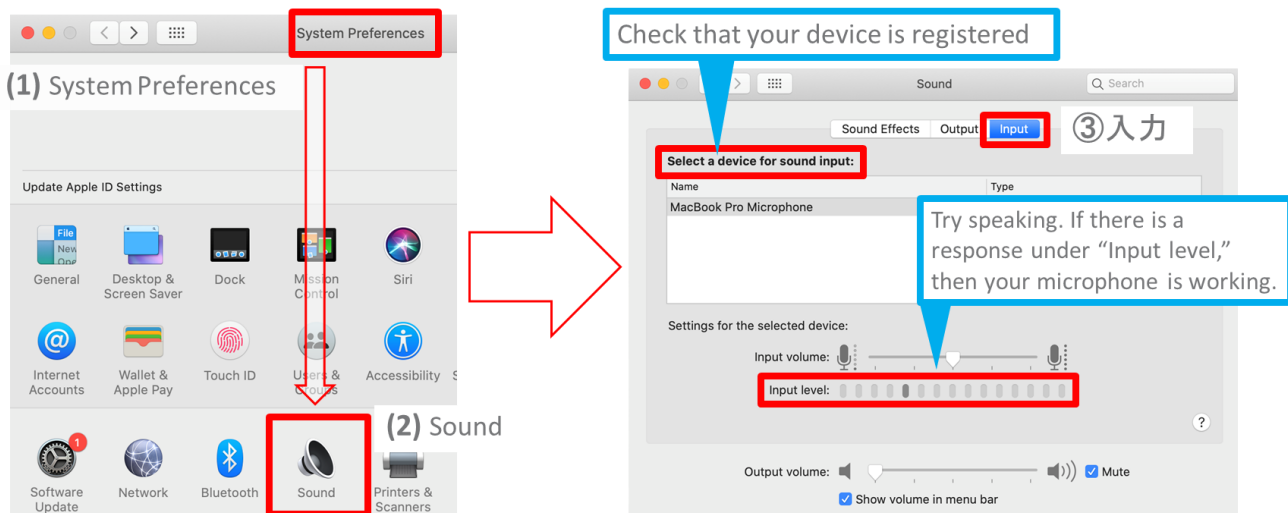
* Creating a video in HD quality (1280 x 720) from a 20-minute slide show takes about 20 minutes.

d. Guideline for Mac PowerPoint for Mac 2019

How to check your microphone

Click System Preferences > Sound > Input, and check that your input device is registered.

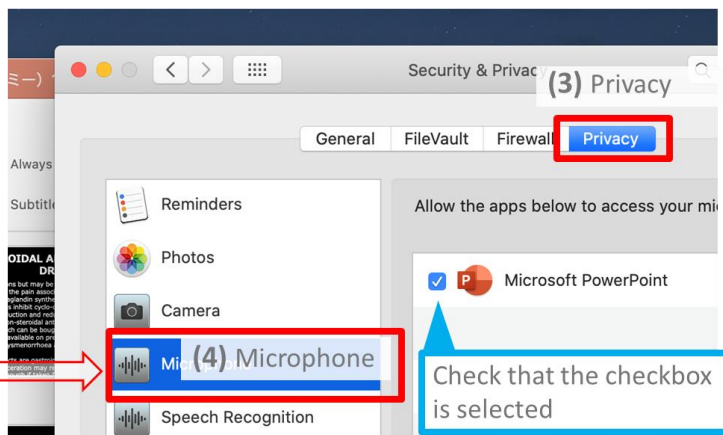
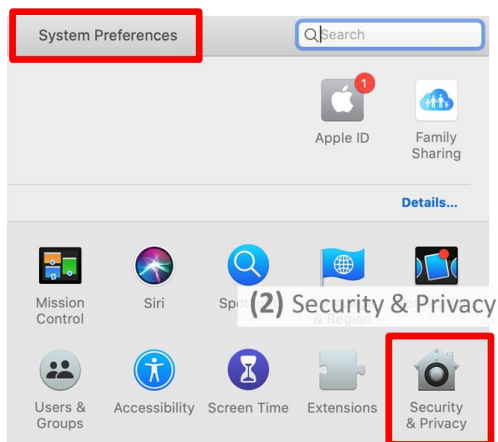
Try speaking, and check that there is a response under “Settings for the selected device.”



Checking PowerPoint has access to microphone

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

(1) System Preferences

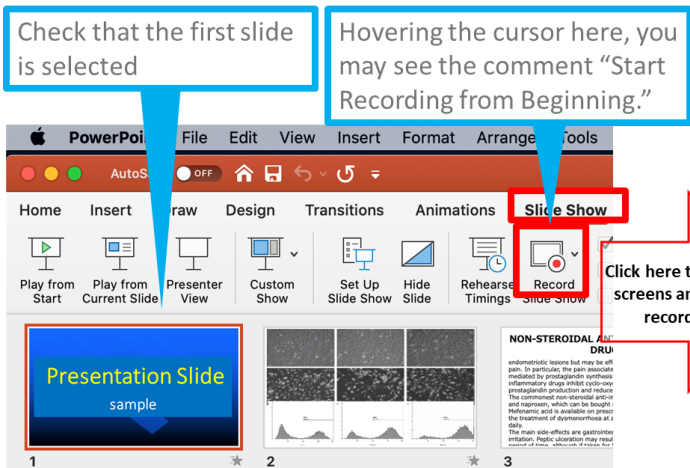


d. Guideline for Mac PowerPoint for Mac 2019

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.



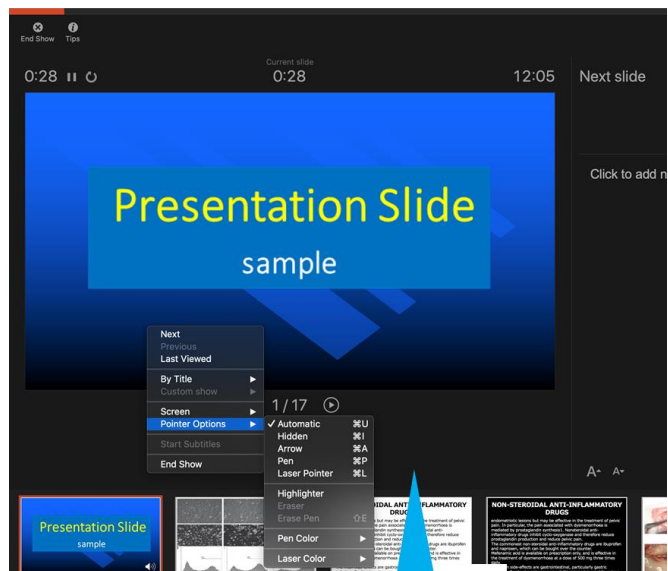
Running a slide show

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.

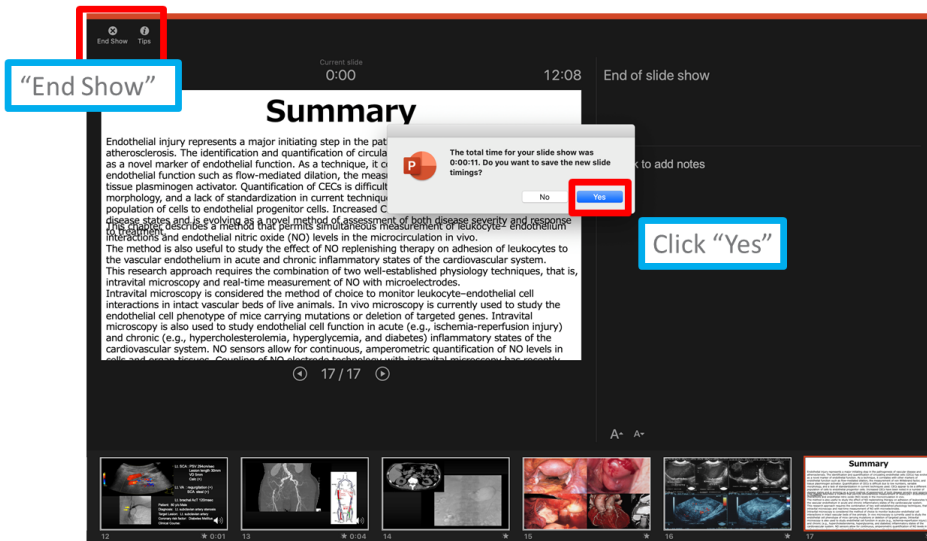
You should note that, if you go back to the previous slide, the recording on this slide will be overwritten.



d. Guideline for Mac PowerPoint for Mac 2019

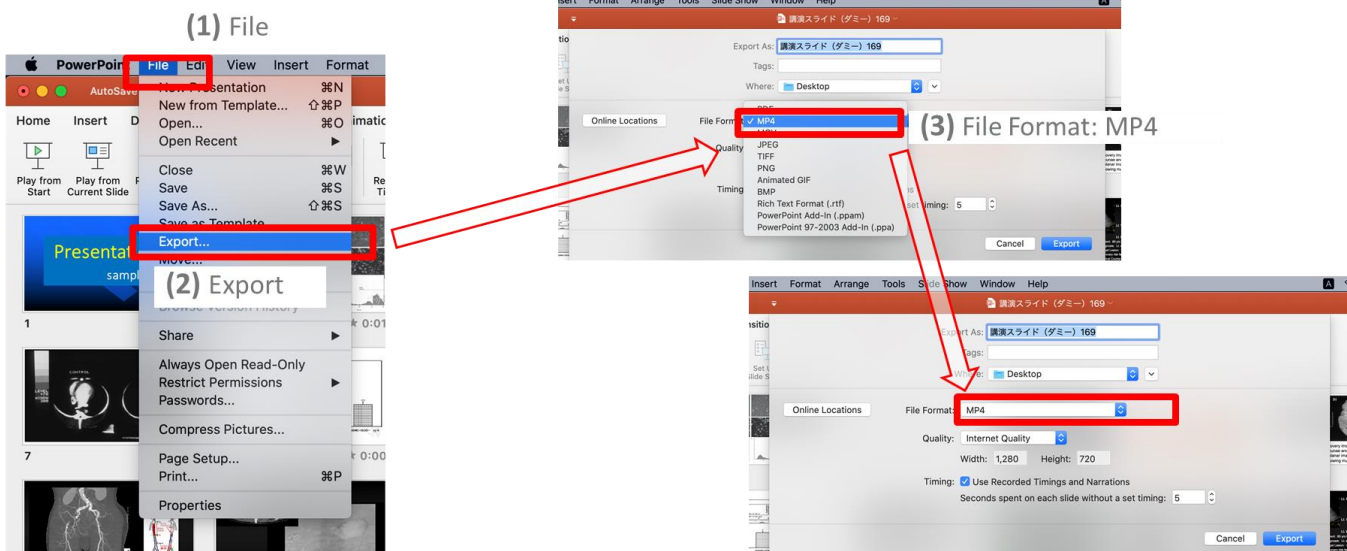
Finishing a slide show

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.

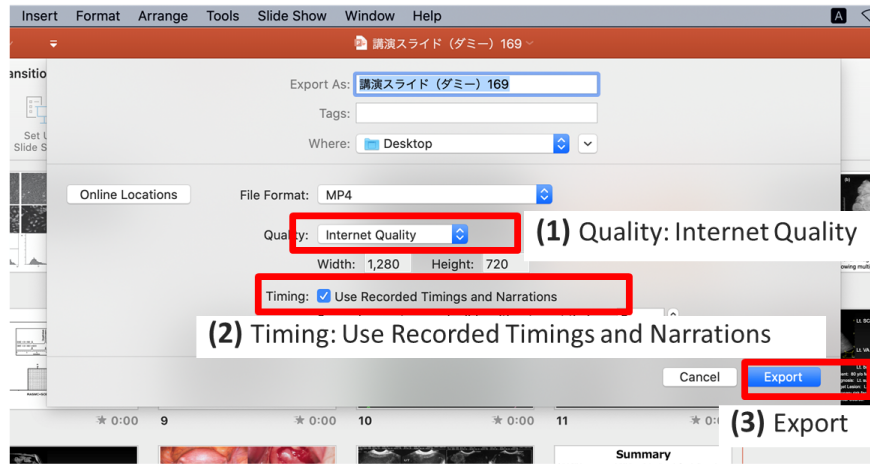


d. Guideline for Mac PowerPoint for Mac 2019

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.



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>

e. How to Make a Video Presentation by ZOOM Recording

Before you record

- * Please be advised that all speakers must include a Conflicts of Interest (COI) Disclosure on the 2nd slide of the presentation.
- * Please make sure to adjust your microphone correctly. Correctly setting your microphone volume is one of the most important improvements you can make in your recordings.
- * Please be sure to turn off phones and notifications that could cause distractions during recording.
- * If you wish to use a webcam to record yourself during the presentation, plug in the webcam before opening Zoom.
- * It is highly recommended that you practice using Zoom before recording so that you are comfortable with the controls before you record your presentation.

1. Open the PowerPoint file
2. Click **Slide Show**
3. Click **Set Up Slide Show**

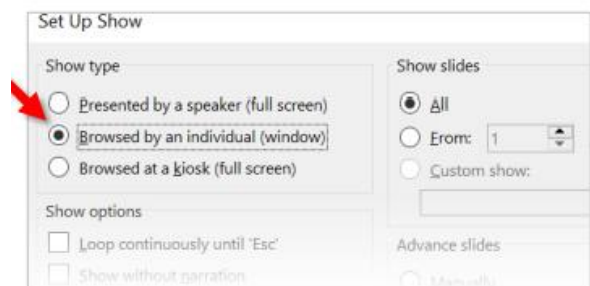


4. Under **Show Type**, click **Browsed by an individual (window)**

- * This will allow you to present in slideshow view without being in full screen mode. Full screen mode can make recording with Zoom more difficult.

5. Click **OK**

6. Click **Play from Start** or **From Beginning** to begin the slideshow



After you join Zoom meeting

1. Click the ^ next to the **Mute** button in the lower-left corner of the Zoom window to open audio options. At the top of the menu that appears, select your recording microphone if you are using something other than your computer's built-in microphone.



2. Click **Share Screen**. You can find the icon at the bottom of the Zoom window.



3. In the Share window, click the window you wish to use in the recording.

4. If your presentation includes sound, check the box for **Share computer sound**.

5. If your presentation includes a video, check the box for **Optimize Screen Sharing for Video Clip**.

6. Click **Share**. The window that is being shared/recorded will have a green outline.



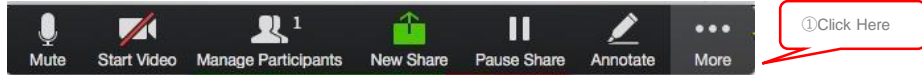
7. You can reposition and resize the webcam video window as needed. The webcam feed will be recorded regardless of whether it is positioned within the green recording border.

When a window is being “shared” in Zoom (i.e. recorded), the Zoom control bar 4 will minimize and move to the top of the screen. Hover over the minimized control bar to reveal the full set of Zoom controls.



Recording in Zoom

1. To begin recording, please click ...More in the Zoom control bar.



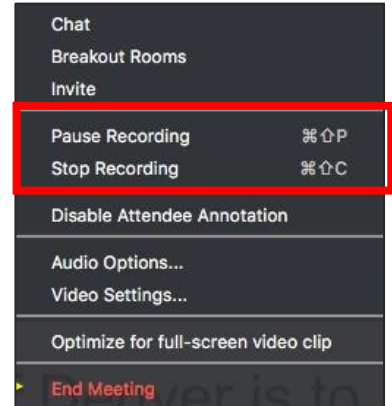
2. Please **Click Record on this Computer** or **Record to the Cloud** in the dropdown menu that appears.

*If you are muted, click **Unmute myself** in the window that appears.

You are now recording and ready to give your presentation. You can pause recording at any time by clicking **...More**, in the Zoom control bar, then **Pause Recording**.

(or press **Alt+P** on Windows or **⌘+Shift+P** on Mac)

If you are unable to control PowerPoint or Zoom with your keyboard, first click the PowerPoint or Zoom window to focus your keyboard commands on that window.



3. You can change the window being recorded by clicking **New Share** in the Zoom control bar at the top of the screen, and selecting the window you wish to record.

4. When you are finished, click **...More** and click **Stop Recording** in the Zoom control bar at the top of the screen.

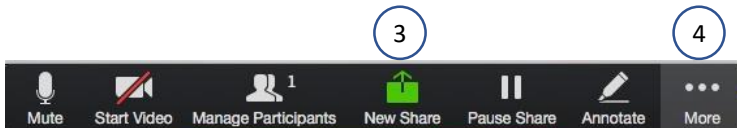
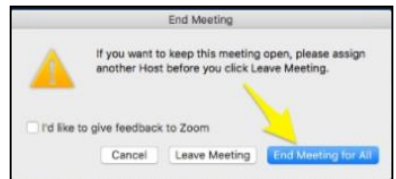
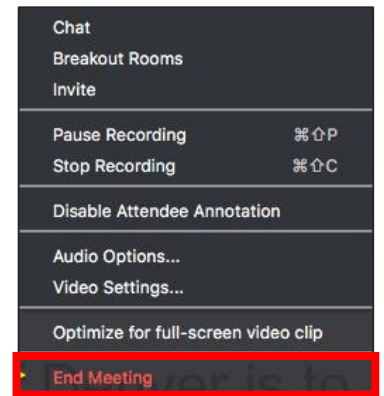
(or press **Alt+C** on Windows or **⌘+Shift+C** on Mac)

5. Click **Stop Share** in the Zoom bar at the top of the screen.



6. Click **End Meeting** then click **End Meeting for All**. This will end your meeting and start the upload process, so please stay connected to the Internet.

6



Recording in Zoom

If you have chosen to *Record to the Cloud*, after you click on the *End Meeting* button, your recording will automatically be uploaded to the ZOOM Cloud server.

If you have chosen to *Record on this Computer*, after you click on the *End Meeting* button, your recording will be saved on your computer.

You can find your ZOOM recordings in a subfolder named ZOOM in your Documents folder.

※For more details, please check the following web sites:

- System requirements for Windows, macOS, and Linux
<https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux>
- Testing computer or device audio
<https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>
- Testing your video
<https://support.zoom.us/hc/en-us/articles/201362313-Testing-your-video>
- How to Share your slides
<https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen-content-or-second-camera>
- Local Recording
<https://support.zoom.us/hc/en-us/articles/201362473-Local-recording>