【 The 20th ARSR 】
How to record a presentation with audio and turn it into a video in PowerPoint.

For Mac

1	Before recording your presentation
2	Record your narrations and slide shows
3	Playback confirmation and re-record your narrations and slide timings
4	Export your presentation as a video (MP4 file)

If you have any questions about data converter, contact us below:

【 The 20th ARSR 】 Technical Desk

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Turn your presentation into a video

● When you make a recording of a presentation using a computer microphone or headset, all its elements (narration, animation, pointer movements, timings, and so on) are saved in the presentation itself.

In essence, the presentation becomes a video (MP4) that your audience can watch in PowerPoint.

● Please kindly confirm below after saving

⇒Playing a video from the beginning to the end with no interruption.

⇒Audio recording is completed.

⇒Make sure the presentation is within the time limit.

NOTE

● Please record your narration in as quiet a location as possible, to prevent external noise from being recorded.

● You can record audio narration as you run through your presentation and the buttons at the lower-right corner of the window is displayed.

The sound during slide transition does not record automatically.

After recording your presentation, open the file and start the slide show

to make sure whether the timing of the narrations and slides is correct.

● Final file format must be submitted as **MP4 (.mp4)** file.

● **PowerPoint 2016 for Mac is not available** to export as MP4 file.

Please use different version (Power point for mac 2011/2019 or Microsoft365, Keynote)

Setup Your Microphone
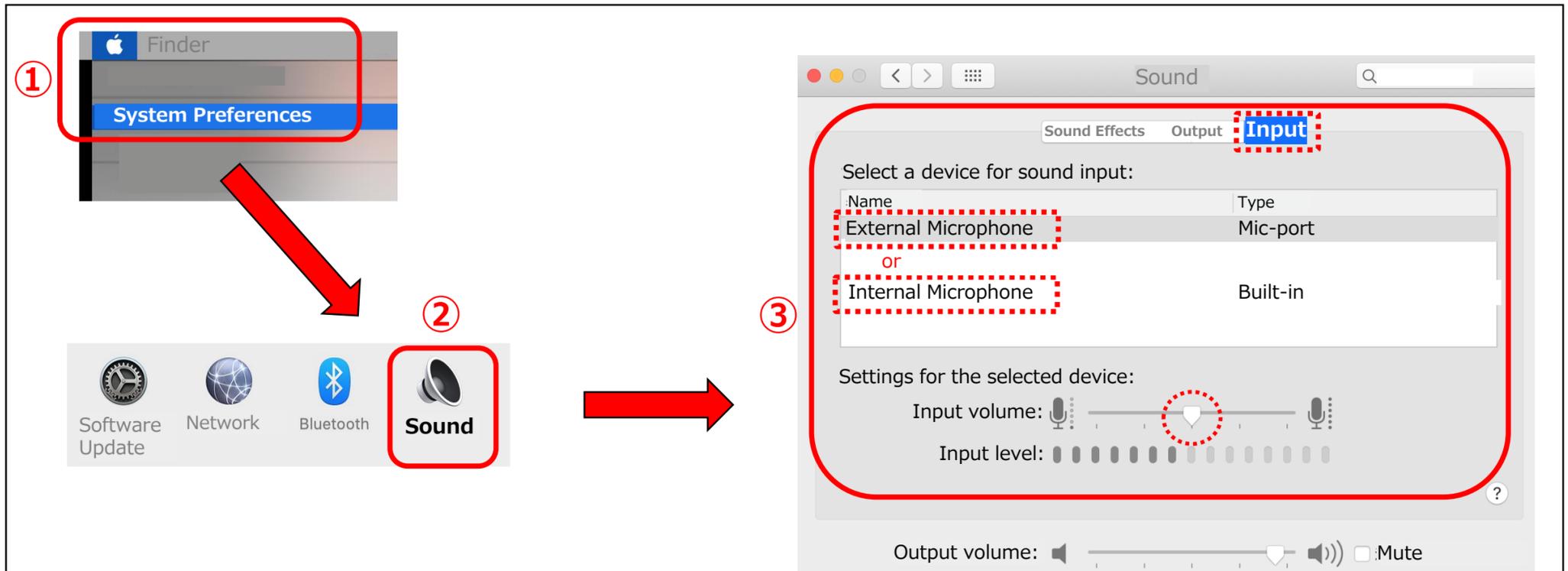
● ① Click on your Apple menu in the top left corner and select " **System Preferences** ".

② Double-click the " **Sound** " icon.

③ Click on the microphone you want to use. Adjust Input volume by moving the slider to the right.

　You can stop moving it to the right when the Input level bars below move to the halfway point.
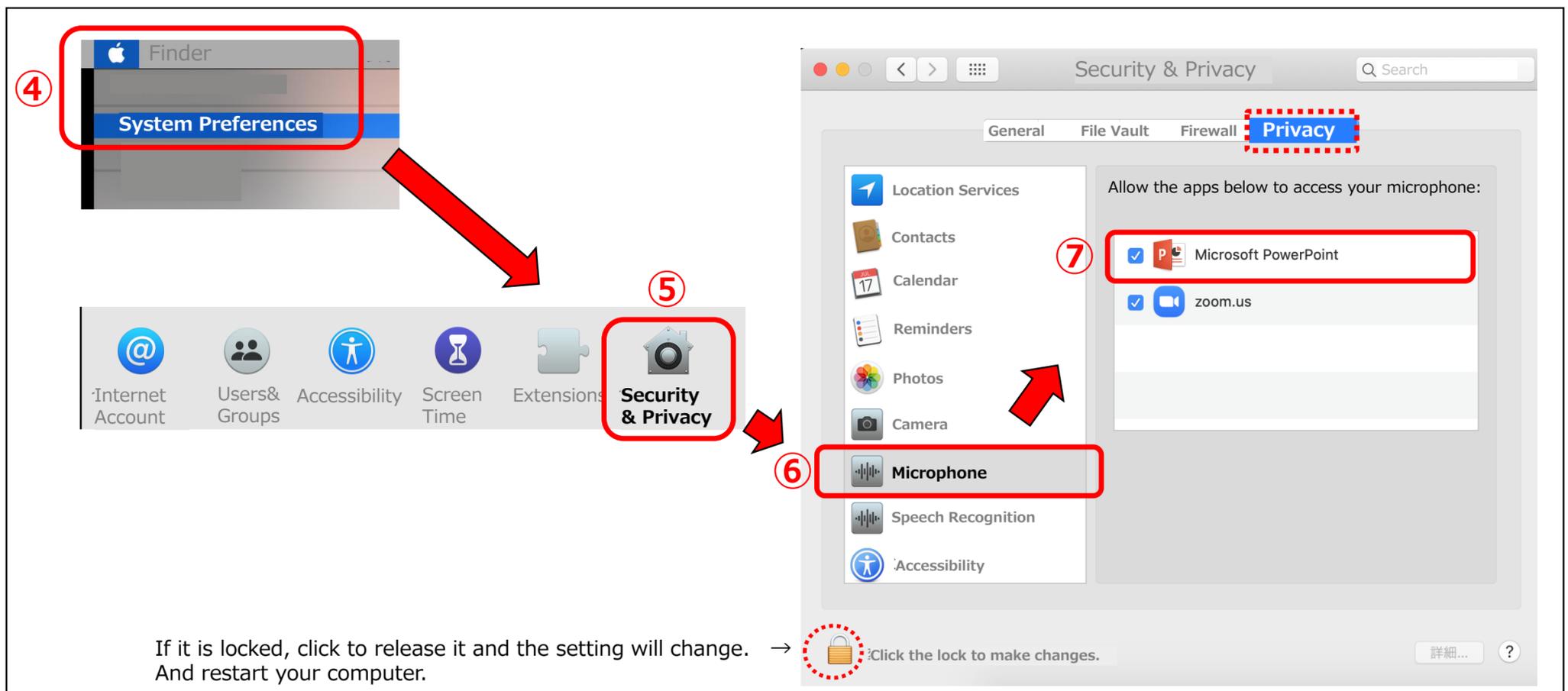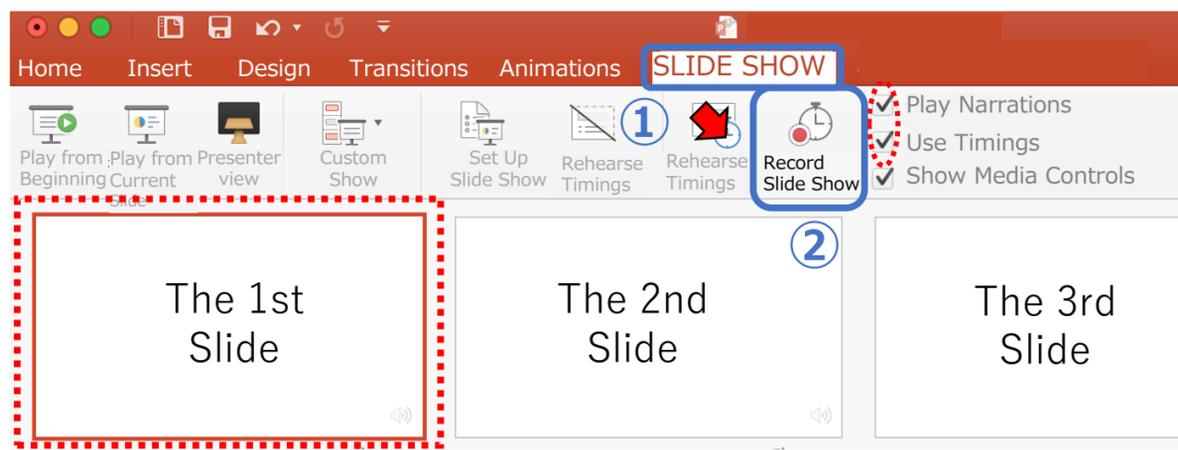

If it is locked, click to release it and the setting will change.　→
And restart your computer.

● ④Click on your Apple menu in the top left corner and select " **System Preferences** ".

⑤ Double-click the " **Security & Privacy** " icon. Choose " **Privacy** " tab.

⑥ Select " **Microphone** ".

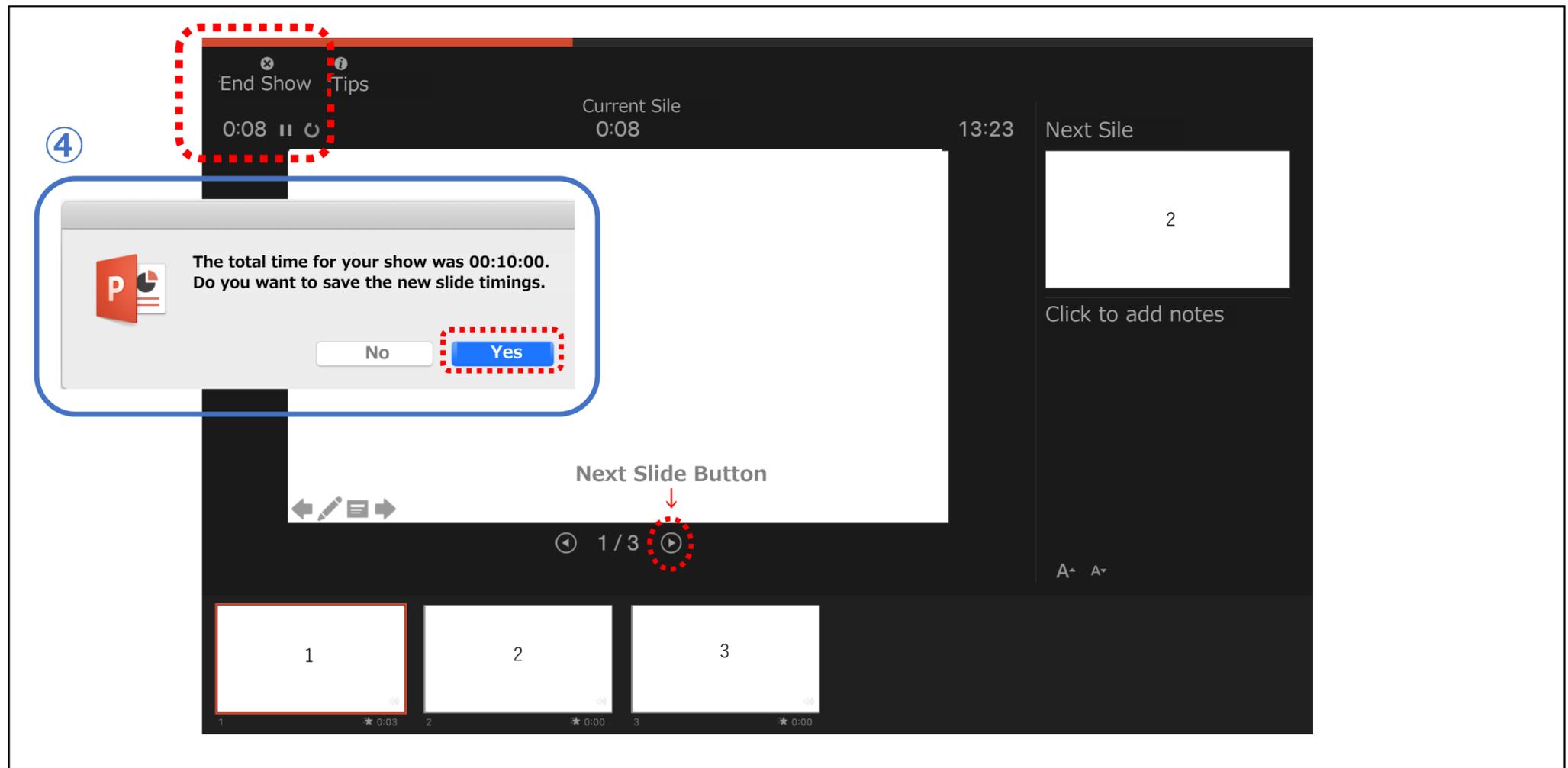⑦ Check the box next to "Microsoft PowerPoint" to allow it to access your microphone.

To record slide shows

Make sure that the first slide is selected to record your narrations and timings in PowerPoint.

① Click the " **SLIDE SHOW"** tab.

② Click " **Record Slide Show** " .

As soon as you click Record Slide Show and the next Screen loads.

**Next slide 【 ▷ 】** You can use the arrows below the current slide .

Pause 【 ❙❙ 】

④ **Stop** 【 End Show 】 When you have finished your slides, click the "End Show" icon in the top left.

"Do you want to save the new slide timings?" will appear.

Click "Yes", if you are done recording.

NOTE

Narration recording will be interrupted at the slide and when advancing to the next slide.
Therefore, once a slide appears pause a moment before you start speaking.

The function of a laser pointer will not be saved as a video.

To play recorded narrations and slide shows
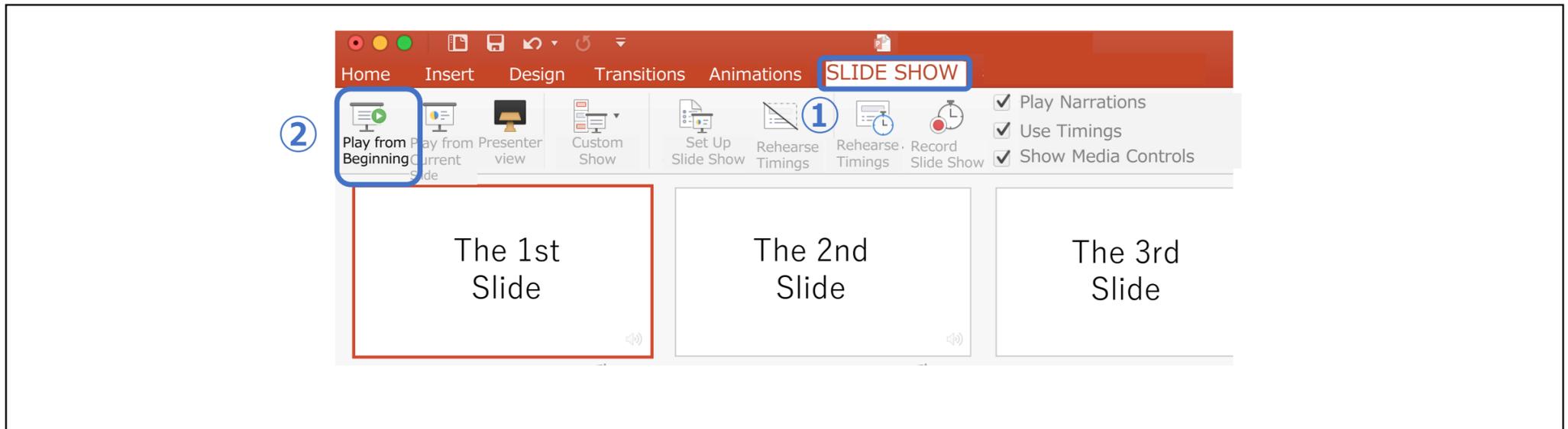
① Click the " **SLIDE SHOW"** tab.

② Click " **From Beginning** " to play recorded narrations and slide shows.

> **NOTE**
>
> ・Open the file again and start a video from the beginning to the end **to make sure where there are mistakes in the timing of slides and narrations or not.**
>
> ・Please save a Power point file after recording.

To re-record your narrations and slide timings
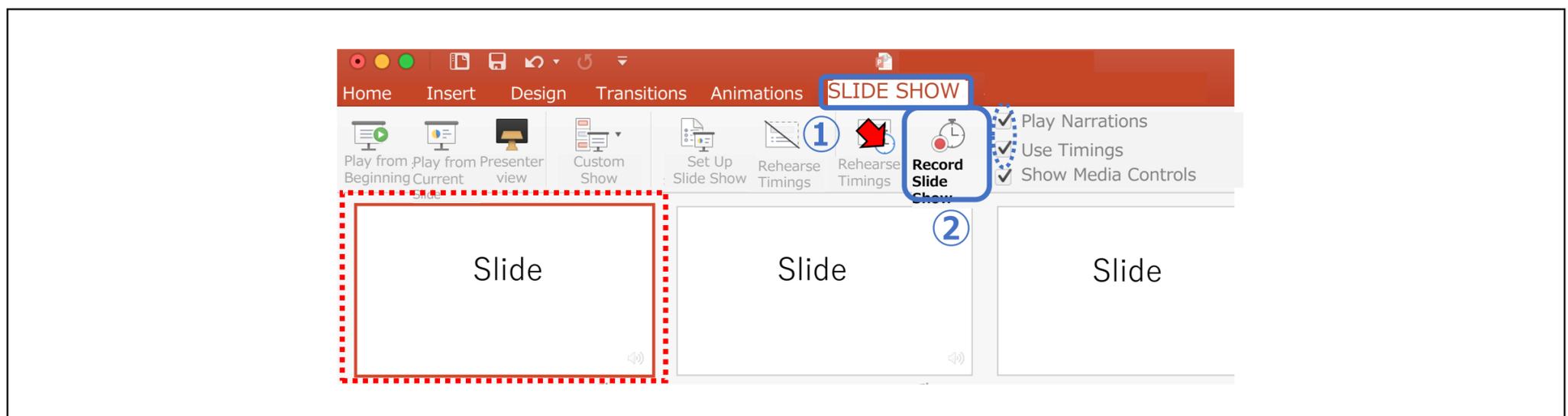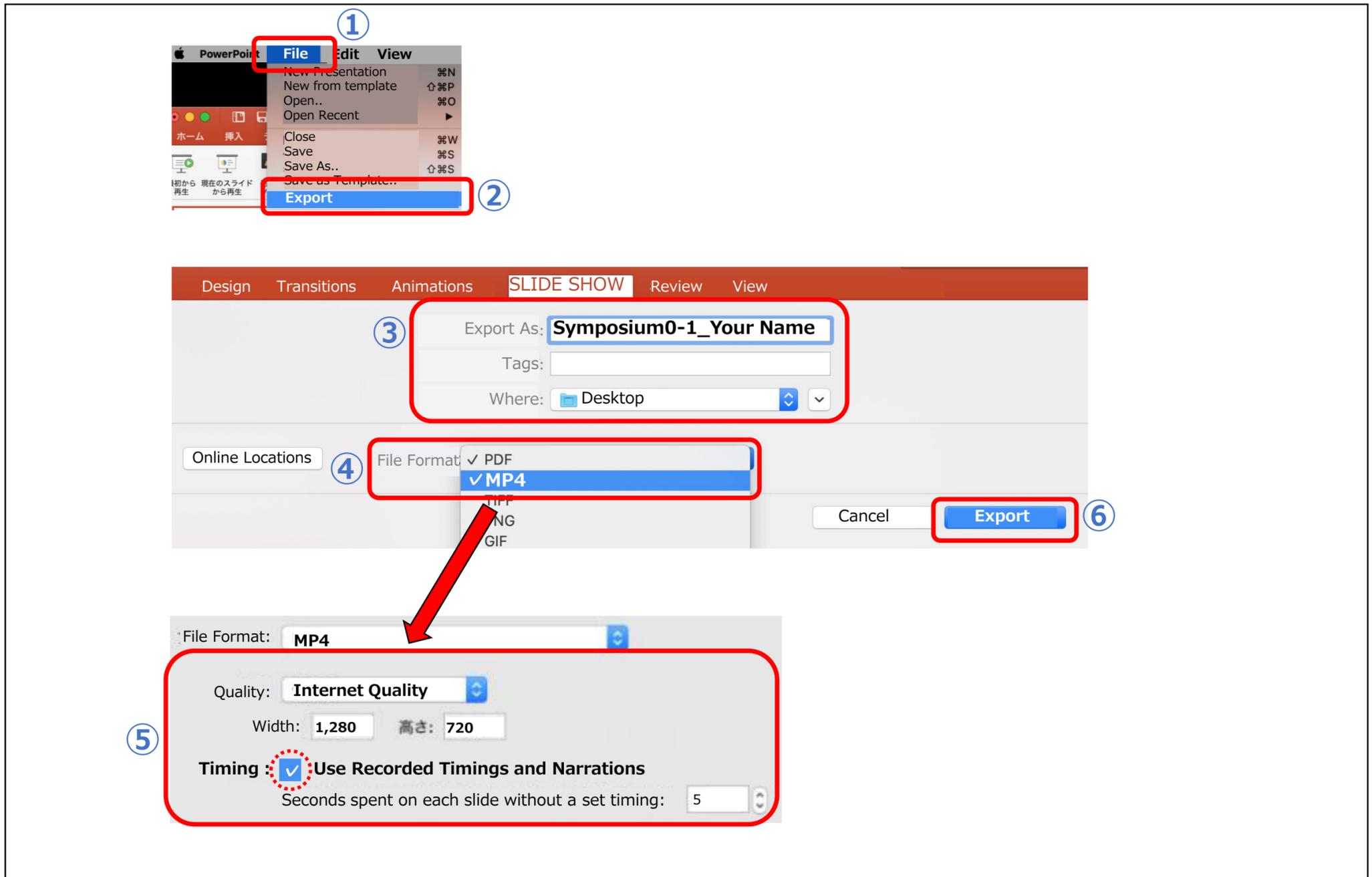

Make sure that the slide to re-record your narrations and timings in PowerPoint is selected.

① Click the " **SLIDE SHOW"** tab.

② Click " **Record Slide Show** " .

As soon as you click Record Slide Show and the next Screen loads.

Export your presentation as a video

①   Click " **File** " from the top bar.
     ↓

②   Click " **Export** ".
     ↓

③   Specify the filename like this: " **Symposium1-1_Your Name** ".
     ↓   **(Your session №.)**

④   Select " **MP4** " in the File Format drop down.

⑤   Select " **Internet Quality** ",and use width1,280 Height720.

    Check that " Use Recorded Timings and Narrations " checkbox is selected.
     ↓

⑥   Click " **Export** " to create a video and save file automatically.

    Progress of the video creation is shown at the right blow.
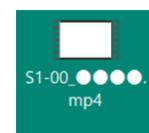
    Creating a Video in Internet quality (1280×720) for a 10-minutes slide show takes about 10 minutes.