



[Japan Endovascular Treatment Conference 2021]

## **How to make presentation slides with narration**

~How to record your presentation in your Power Point slides,  
and how to create the video in mp4 format.~

April 30, 2021 (Friday) - May 2, 2021 (Sunday)

Knowledge Capital Congress Convention Center  
Grand Front Osaka, 3-1 Ofukacho, Kita-ku, Osaka 530-0011 JAPAN

JET2021 Chairman of the executive committee  
Osamu Iida, MD  
Cardiovascular Center, Kansai Rosai Hospital

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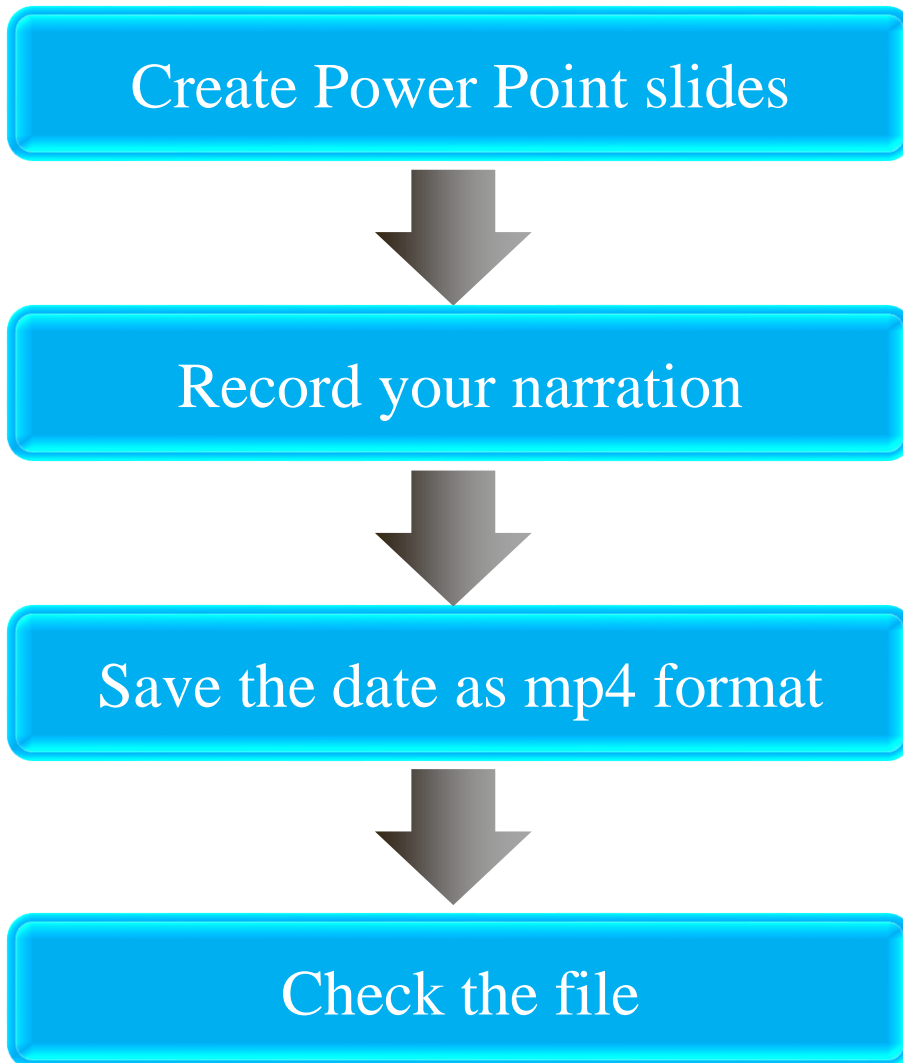
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# **1. About this manual**

■ At the beginning

All of oral presenters are required to submit their presentation slides with their narration.  
This manual shows the way of recording in Power Point and converting it to mp4 format.

The procedure is written in below.



※ We will send a message about internet server to submit your file.

※ There are only playing the video during the dates. We do not plan to make remote presentation session on online.

## 2. Notice to create Power Point slides

### ■ Notes on creating power Point slides

File formats	mp4 format Recommended Version ※ Windows 2016/2019/ 365 Mac version 2019/365
Screen Size	Wide screen (16:9) Full HD (1080p)
Video/audio	Embedded format
File size	Up to 1GB
Font	<p>Use the OS standard fonts written in below.</p> <p><b>【English】</b> Times New Roman, Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier, Courier New, Georgia</p> <p>※ In case of special fonts, they might be replaced by the standard fonts, resulting in misspelled or garbled characters.</p>

### 3. Prepare to create a video

■ How to set up your microphone in Windows

Set up your microphone in Windows before taking your narration in Power Point.

The procedure is written in below.

① Connect your microphone to your PC, if you use External microphone.

② Select “Start”

③ Select “Settings”

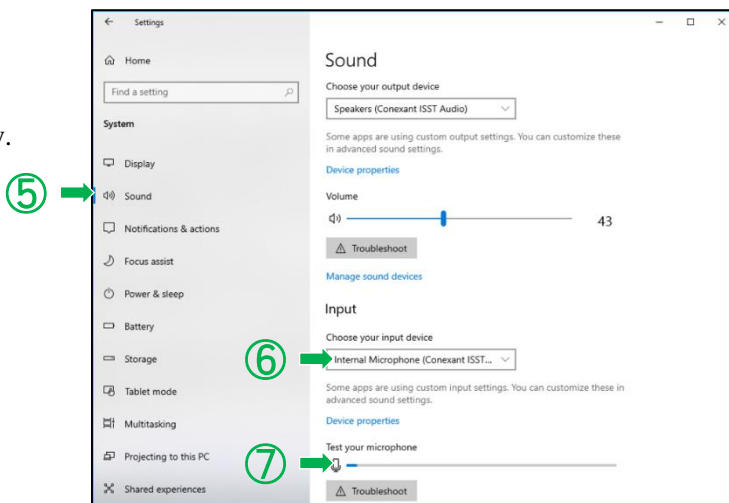
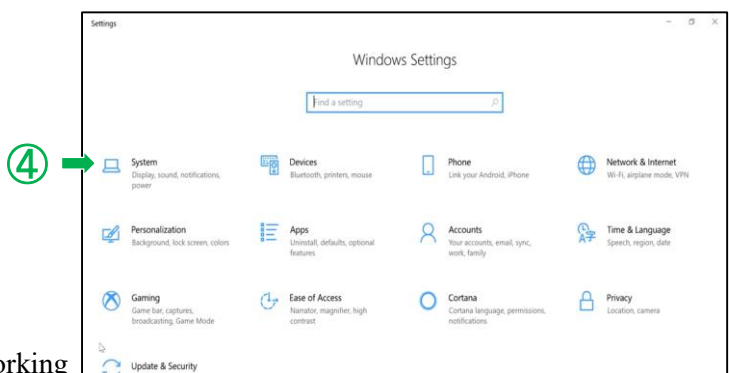
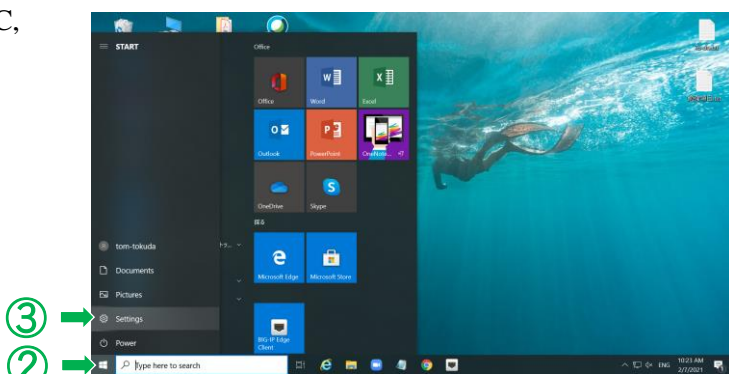
④ Select “System”

⑤ Select “Sound”

⑥ Go to “Input”, and then select your microphone in “Choose your input device”

※ How to check your microphone is working

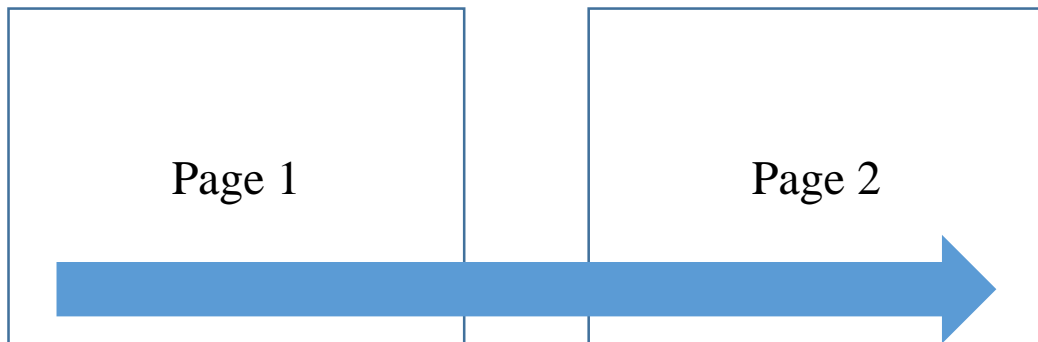
In “Sound”, look for the blue bar that rises and falls as you speak into your microphone. If the bar is moving, your microphone is working properly. If you are not seeing the bar move, select “Troubleshoot” to fix your microphone.



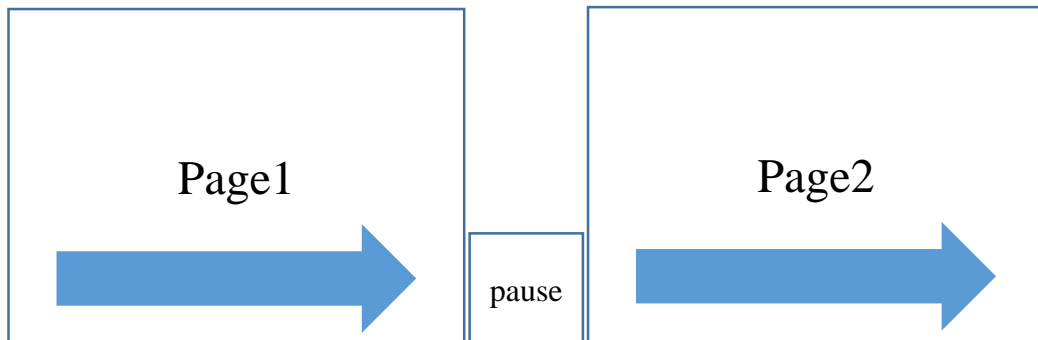
## 4. How to record in Power Point

### ■ Notice before recording

Narration will not record when slide transitions happen, so let these play first before you start speaking. Then, the date will be easy to listening.



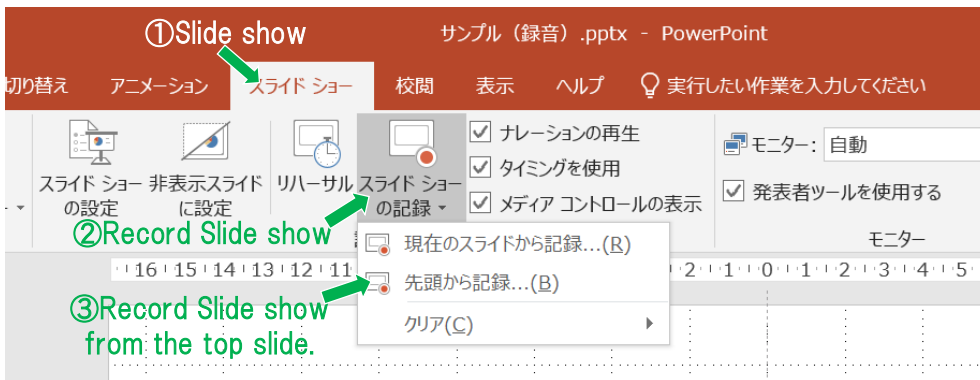
It will be difficult for attendees to listen your record, if you will not take a pause while recording.



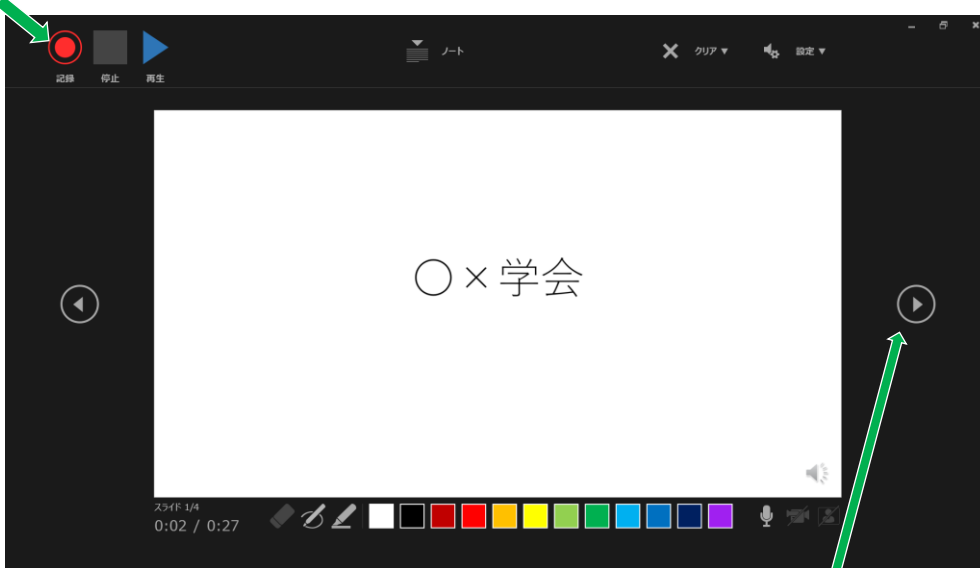
Take a pause when slide moves. The record will be easy to listen.

■ Start recording after finishing creating Power Point slides.

- ① Select “Slide show” tab
- ② Select “Record slide show”
- ③ Select “Record slide show from the top slide.”

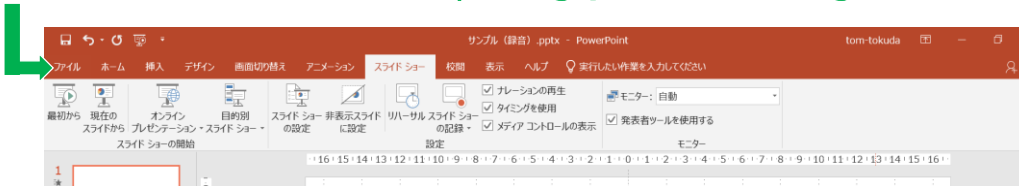


④ Select red button and start recording.

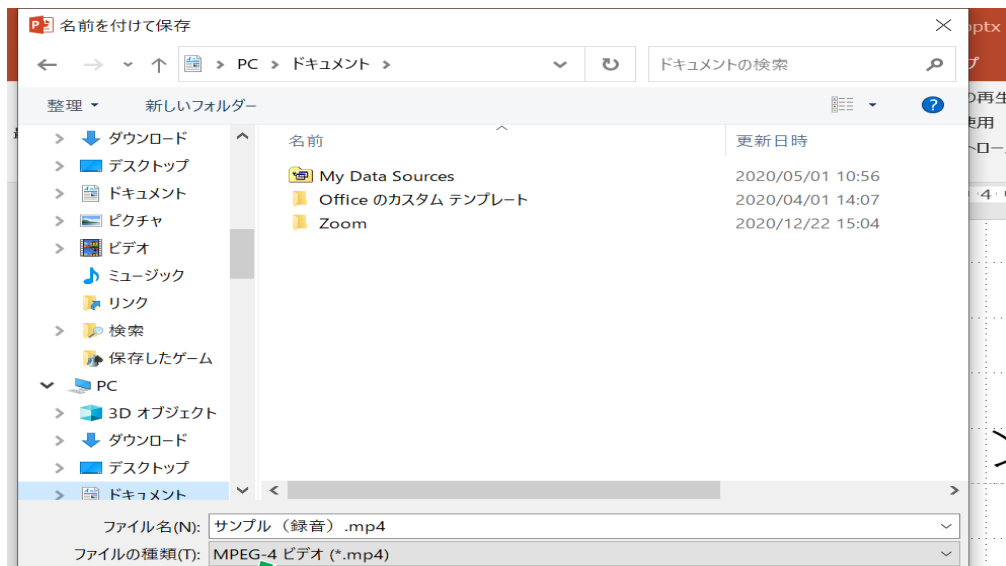
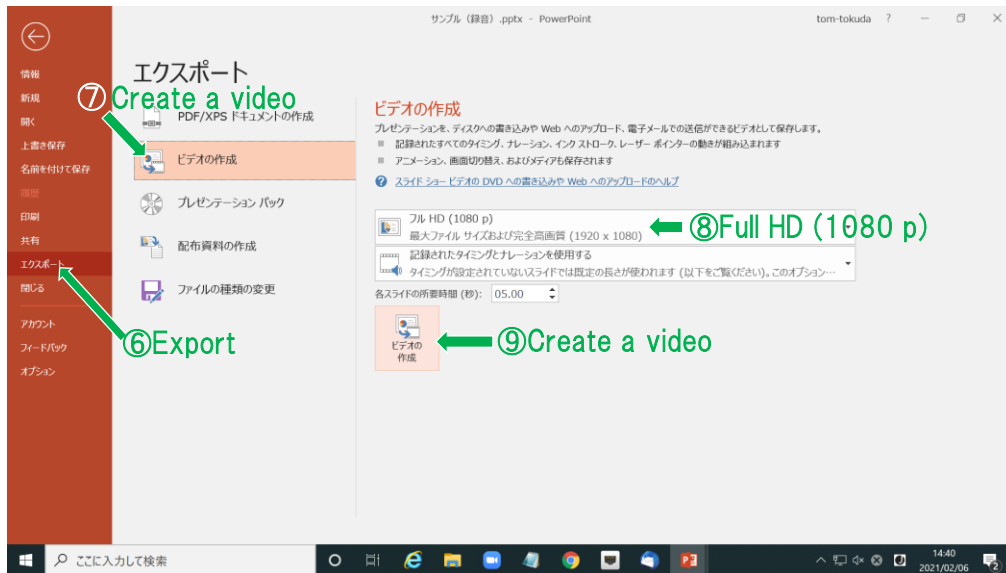


Click here to move your slide

⑤ select “File” after completing your recording.



- ⑥ Select “Export”
- ⑦ Select “Create a video”
- ⑧ select “Full HD (1080p)”
- ⑨ Select the other “Create a video”
- ⑩ Name and save the video as “MPEG-4 (\*.mp4)”



⑩ Type of file (MPEG-4 Video (\*.mp4))

※ Check through your video before submitting.  
It is difficult to fix it after submitting.



## 5. Q&A

Q. Is it possible to submit a video made by Keynote?

A. It is possible, if the video is mp4 format.

If you plan to make your slides use any kind of tools, please convert to mp4 format and submit.

Q. Is it possible to fix a part of recording.?

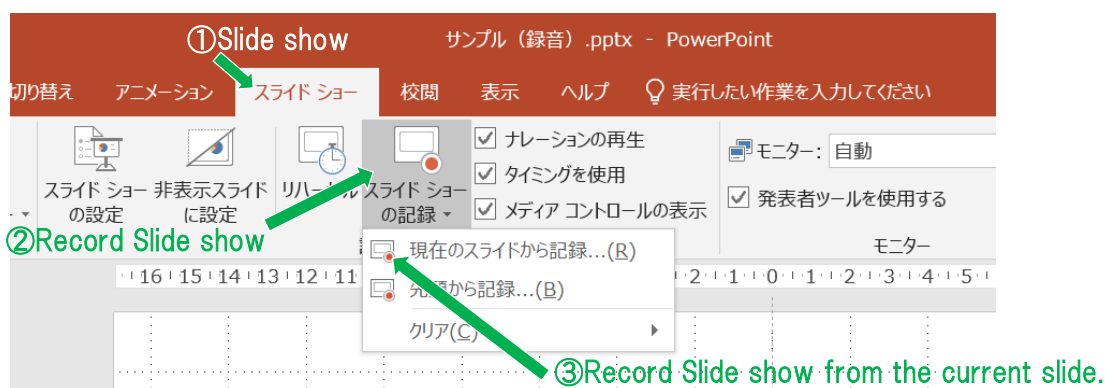
A. It is possible before making mp4 format. The procedure is written in below.

<procedures>

①choose a slide which you want to fix, and select “Slide show” tab

②select “Record slide show”

③select “Record from the current slide”



④Select red button and start recording

⑤Select “Stop button” when you complete recording

