



63rd Annual Meeting of the Japanese Society of Neurology

Guidelines for Creating Presentation video

《 CONTENTS 》

How to Make a Presentation video in PowerPoint	... Pg 2~
How to Make a Presentation video by Zoom Recording	... Pg 28~

How to Make a Video Presentation in PowerPoint

- | | |
|---|---------|
| ▪ Items to prepare | ... P 3 |
| ▪ Creation of presentation data | ... P 4 |
| ▪ How to check your microphone in Windows | ... P 5 |
| ▪ A [Windows] PowerPoint 2019・Office 365 | ... P 5 |
| ▪ B [Windows] PowerPoint 2013・2016 | ... P12 |
| ▪ C [Windows] PowerPoint 2010 | ... P16 |
| ▪ D [Mac] PowerPoint for Mac 2019 | ... P20 |

Items to prepare

1. A computer with any of the following versions of PowerPoint installed

- Windows : PowerPoint 2010, 2013, 2016, 2019, or Office 365
- Mac : PowerPoint 2019 for Mac, or Office 365

* Please be advised that versions prior to 2019 are not available

2. A 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 a microphone, because the built-in microphone will also pick up ambient sound (noise).

Items to prepare

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.

Use the Hide Slide option for any slides you do not want to include in your presentation.

《 Notes》

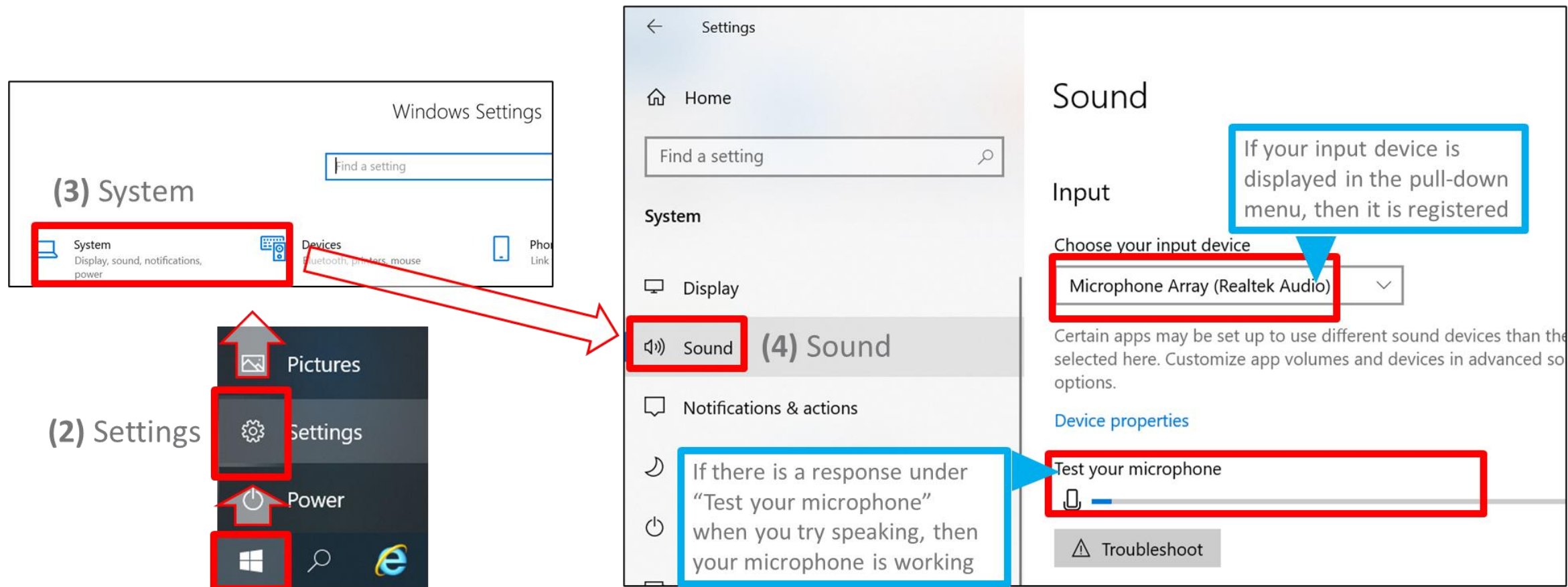
- There is no limitation on the number of slides in your PowerPoint presentation.
- The video length is the talk duration assigned to you.
- It is mandatory to include the **Conflicts-of-Interest (COI) Disclosure** on the **2nd page** of your slide.

(Reference : https://www.neurology-jp.org/gaiyo/pdf/riekisouhan_unyoukitei.pdf)

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

How to check your microphone in Windows

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.”



Windows PowerPoint 2019 - Office 365

A. Guideline for Windows PowerPoint 2019・Office 365

(1) Select the "Slide Show" tab

(2) Click "Record Slide Show"

(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.

(5) Click "Record" to start recording

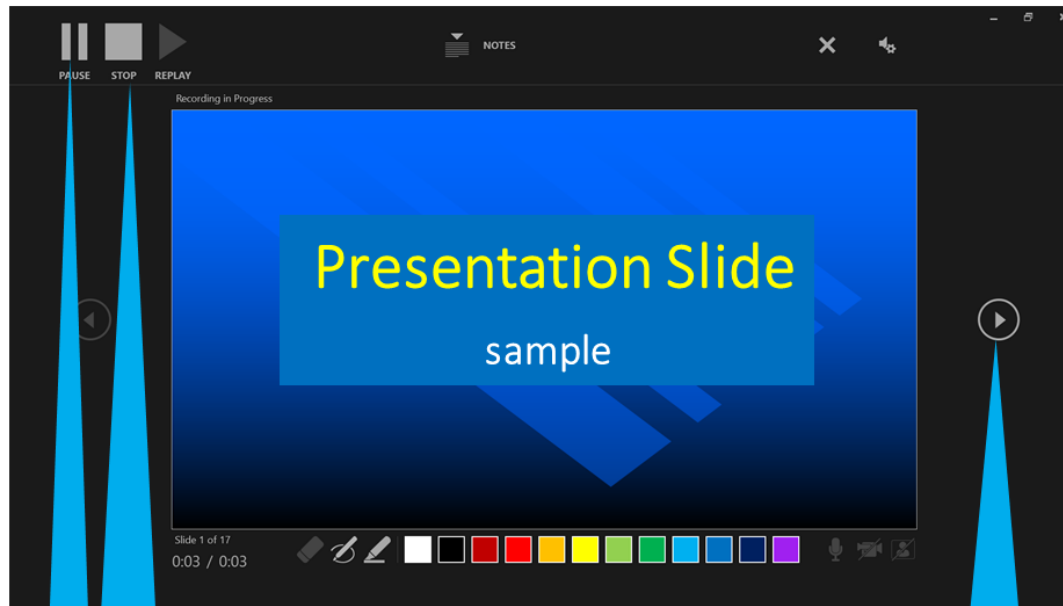
The image shows the PowerPoint 2019 interface. The 'Slide Show' tab is selected in the ribbon. The 'Record Slide Show' button is clicked, opening a dropdown menu. The 'Record from Beginning' option is highlighted. A red box highlights the 'Record' button in the top-left corner of the presentation window. The presentation window shows a slide with the text 'Presentation Slide sample'.

A. Guideline for Windows PowerPoint 2019 • Office 365

(6) Record your narration using a microphone as you advance the slides

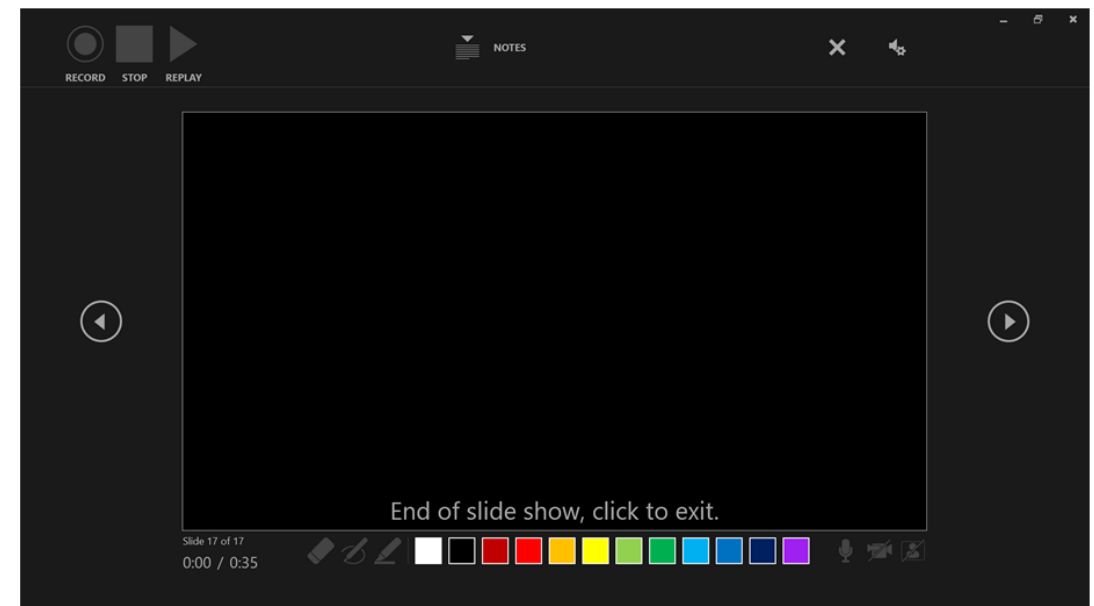
(Audio recording will be interrupted at the title slide and when advancing to the next slide. Therefore, once a slide appears, pause a moment before you start talking.)

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



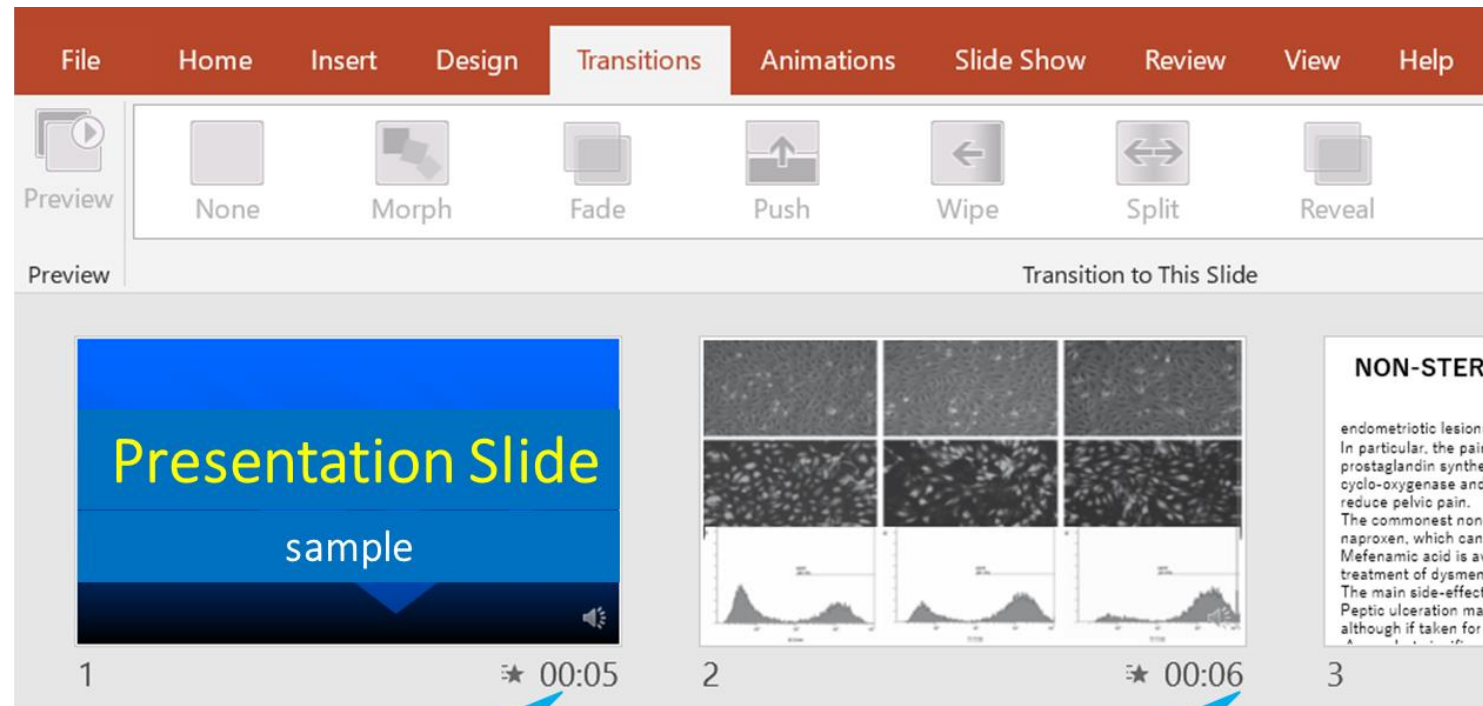
Click "Stop" to save your progress

Click "Pause" to pause recording



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

A. Guideline for Windows PowerPoint 2019 • Office 365

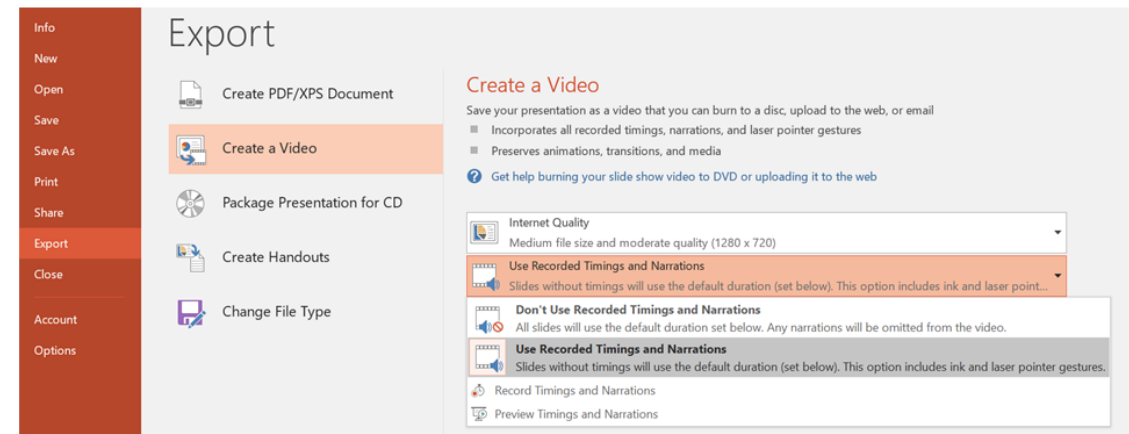
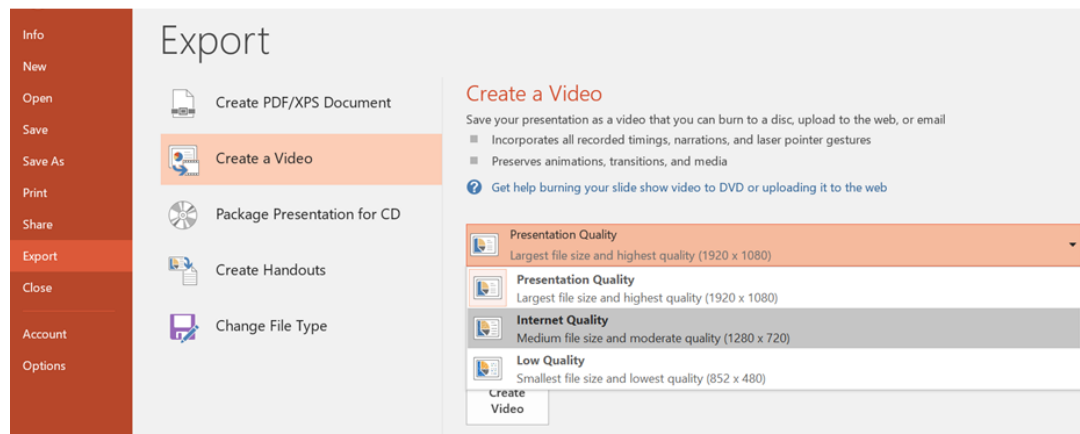


(8) Once you have reached the final slide and finished the slide show, select the “View” tab and click “Slide Sorter” to show thumbnails of all your slides. Check that a time is shown at the bottom right corner of each slide, and save the PowerPoint (as a new file).

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

A. Guideline for Windows PowerPoint 2019 • Office 365

(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.

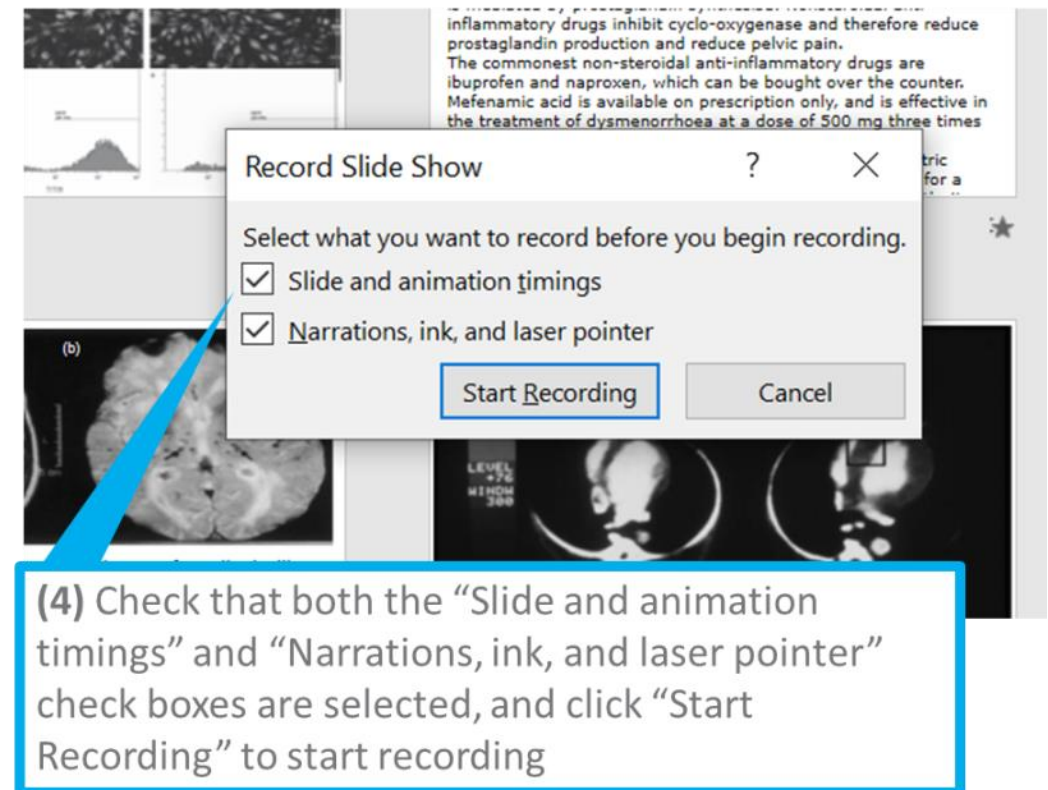
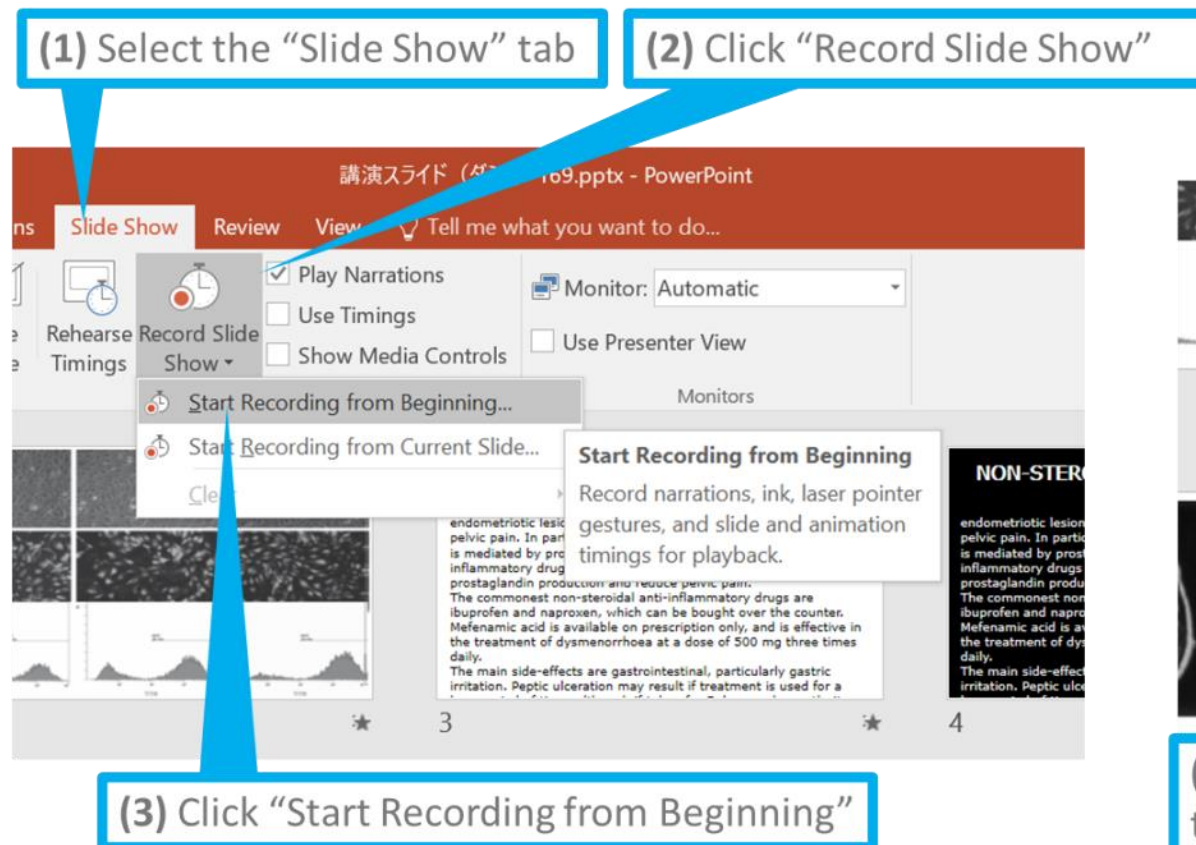
Click “Save” at the bottom right to create the video and save it automatically.

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.

Windows PowerPoint 2013-2016

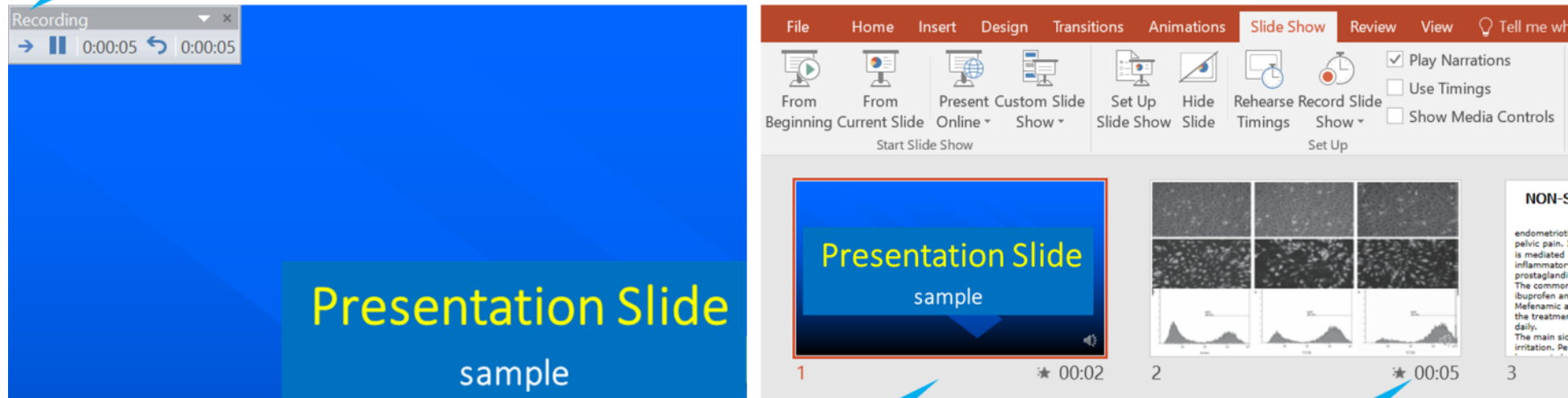
B. Guideline for Windows PowerPoint 2013・2016



B. Guideline for Windows PowerPoint 2013•2016

(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.)



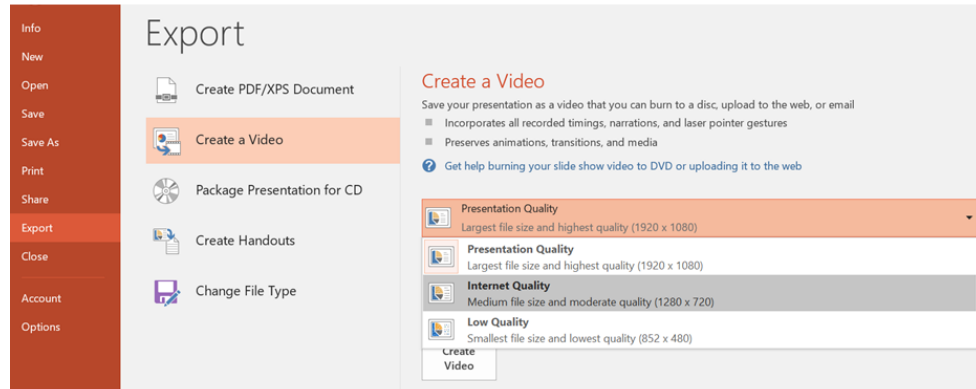
(6) Once you have reached the final slide and finished the slide show, show thumbnails of all your slides. Check that a time is shown at the bottom right corner of each slide, and save the PowerPoint (as a new file)

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

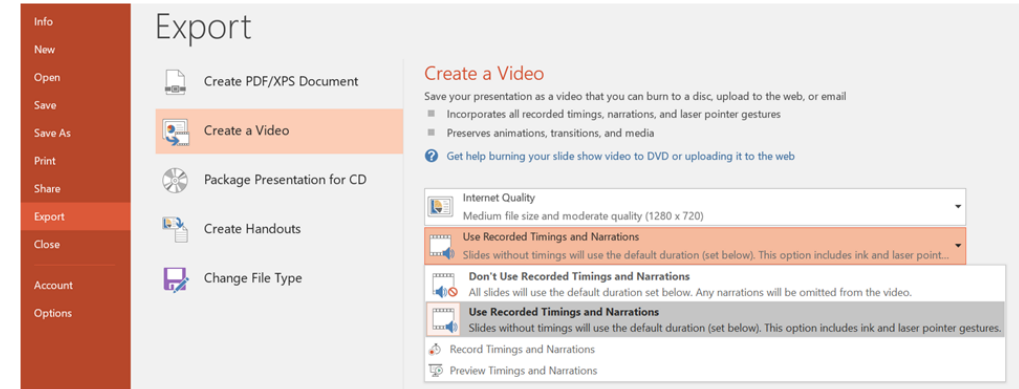
If there are any problems, record the audio again from the relevant slide

B. Guideline for Windows PowerPoint 2013•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.

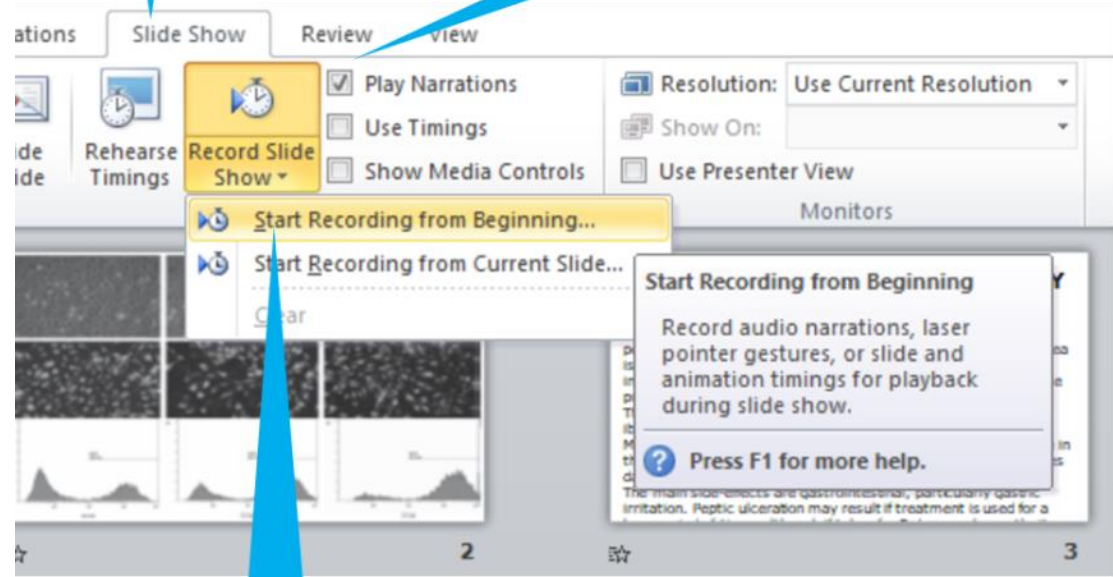
* Creating a video in HD quality (1280 x 720) from a 20-minute slide show takes about 20 minutes.

Windows PowerPoint 2010

C. Guideline for Windows PowerPoint 2010

(1) Select the "Slide Show" tab

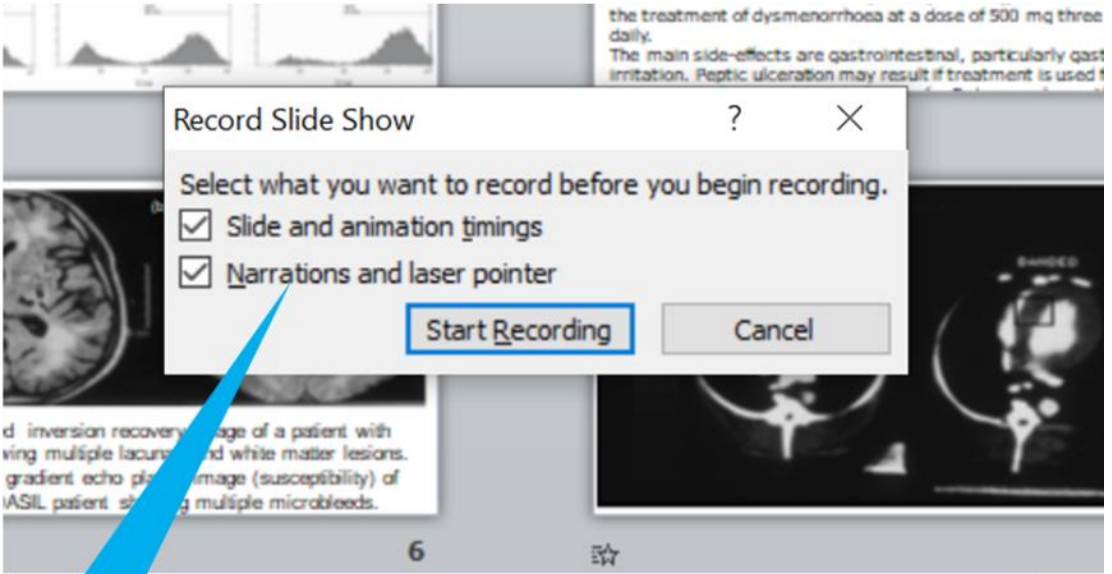
(2) Click "Record Slide Show"



The screenshot shows the PowerPoint 2010 interface with the 'Slide Show' tab selected. The 'Record Slide Show' button is highlighted, and its dropdown menu is open, showing 'Start Recording from Beginning...' and 'Start Recording from Current Slide...'. A tooltip for 'Start Recording from Beginning' is visible, explaining that it records audio narrations, laser pointer gestures, and slide/animation timings. A blue callout points from the first instruction to the 'Slide Show' tab, and another points from the second instruction to the 'Record Slide Show' button.

(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

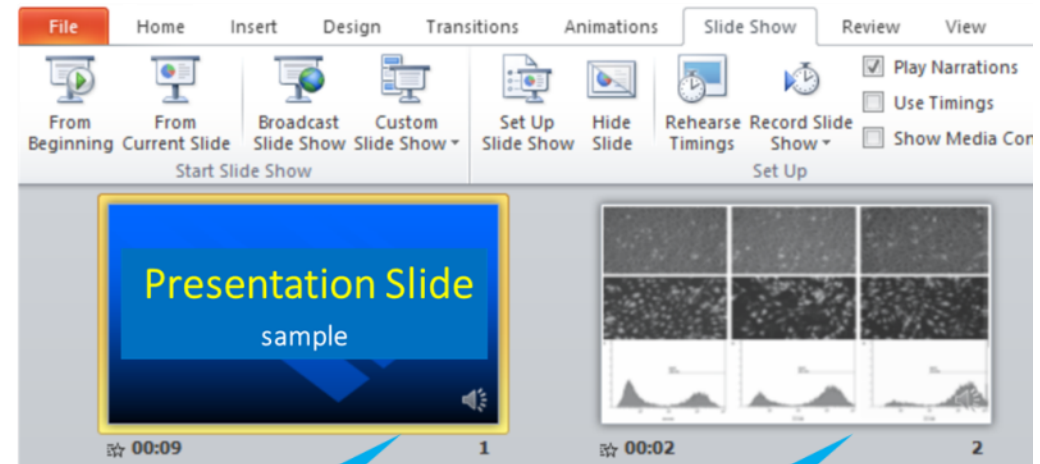
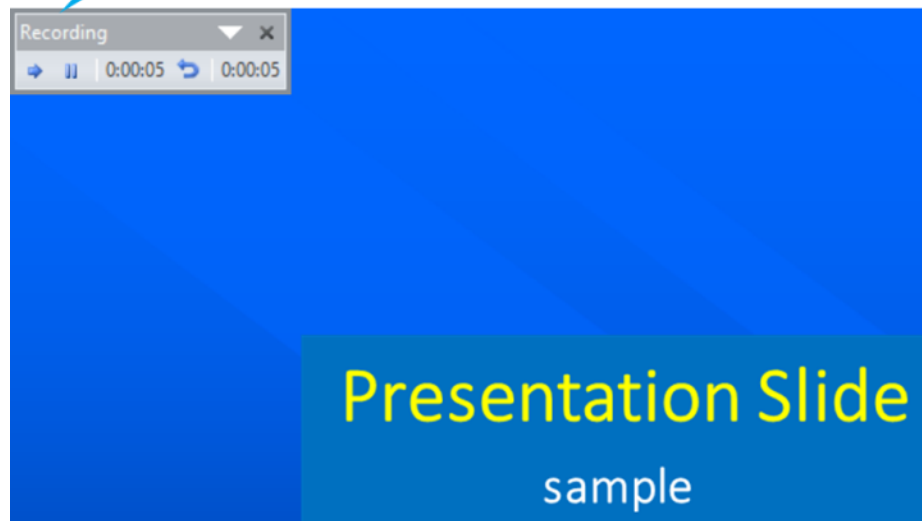


The screenshot shows the 'Record Slide Show' dialog box. It contains two checked options: 'Slide and animation timings' and 'Narrations and laser pointer'. The 'Start Recording' button is highlighted. A blue callout points from the fourth instruction to the 'Start Recording' button. The background shows a slide with medical images and text.

C. Guideline for Windows PowerPoint 2010

(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.)



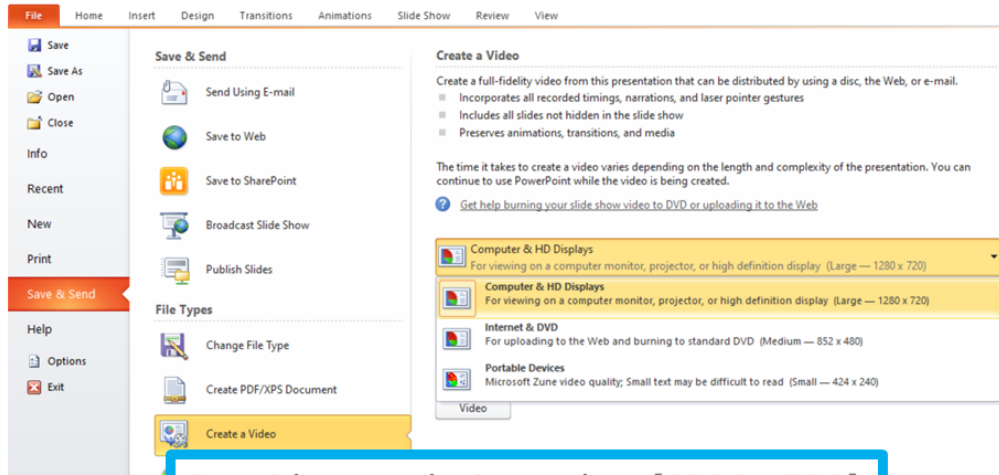
(6) Once you have reached the final slide and finished the slide show, show thumbnails of all your slides. Check that a time is shown at the bottom right corner of each slide, and save the PowerPoint (as a new file)

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

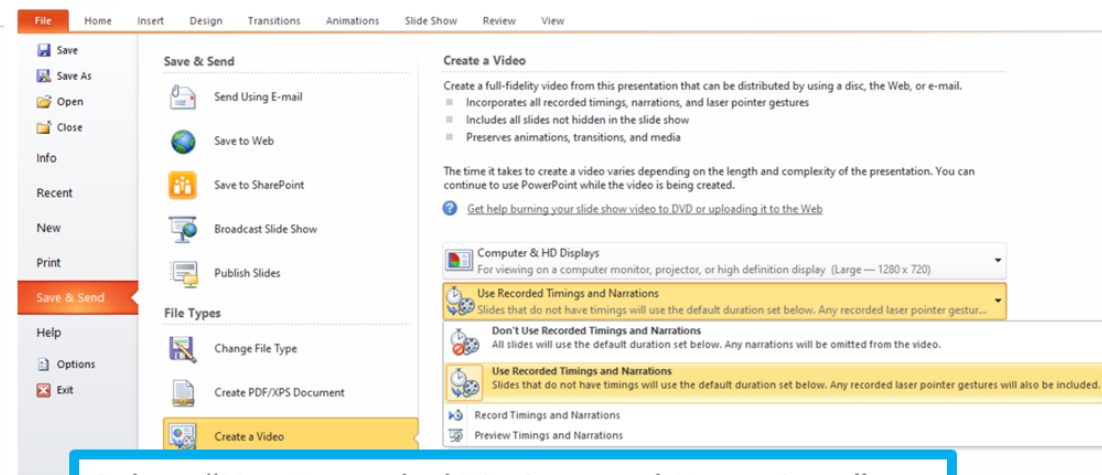
If there are any problems, record the audio again from the relevant slide

C. Guideline for Windows PowerPoint 2010

(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.

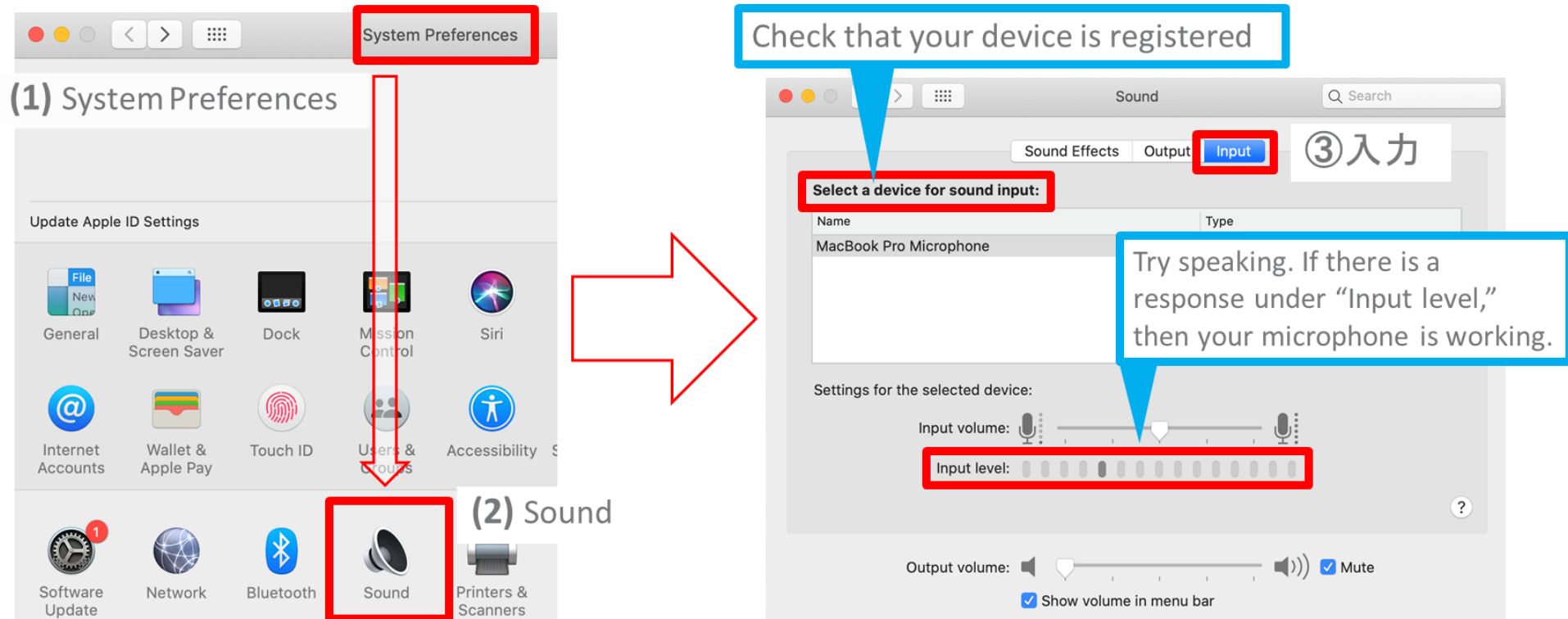
* Creating a video in HD quality (1280 x 720) from a 20-minute slide show takes about 20 minutes.

Mac PowerPoint for Mac 2019

How to check your microphone

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

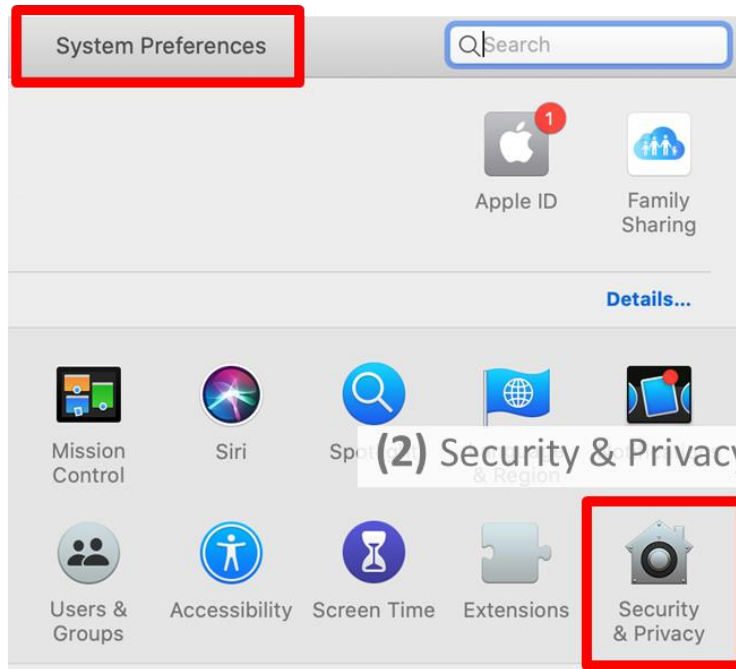
Try speaking, and check that there is a response under “Settings for the selected device.”



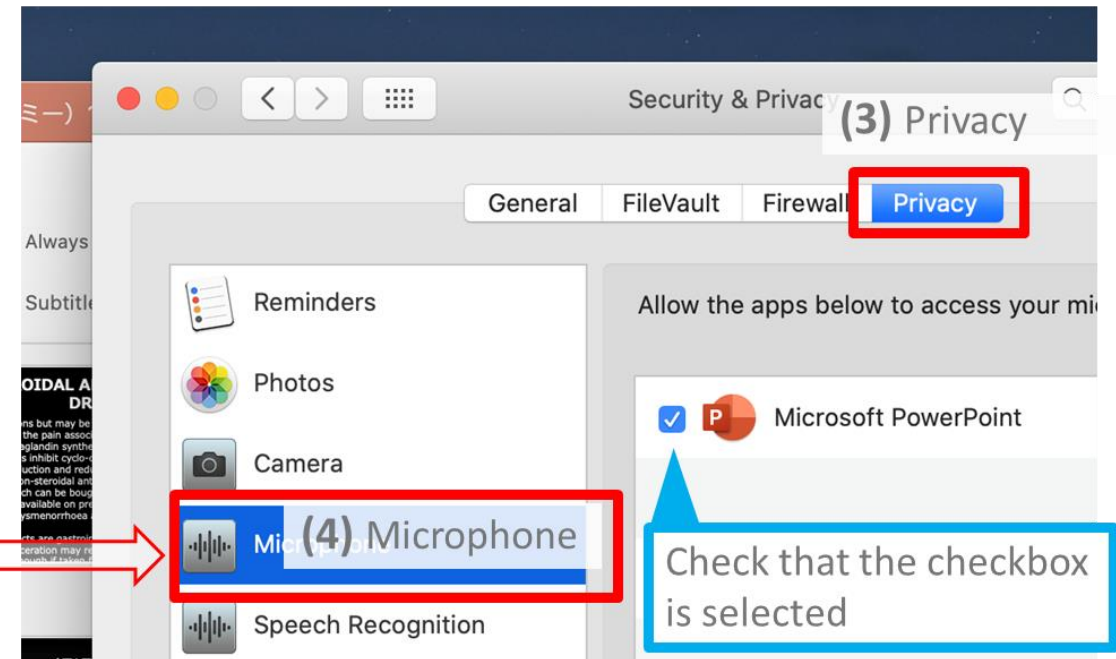
Checking PowerPoint has access to microphone

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

(1) System Preferences



(2) Security & Privacy



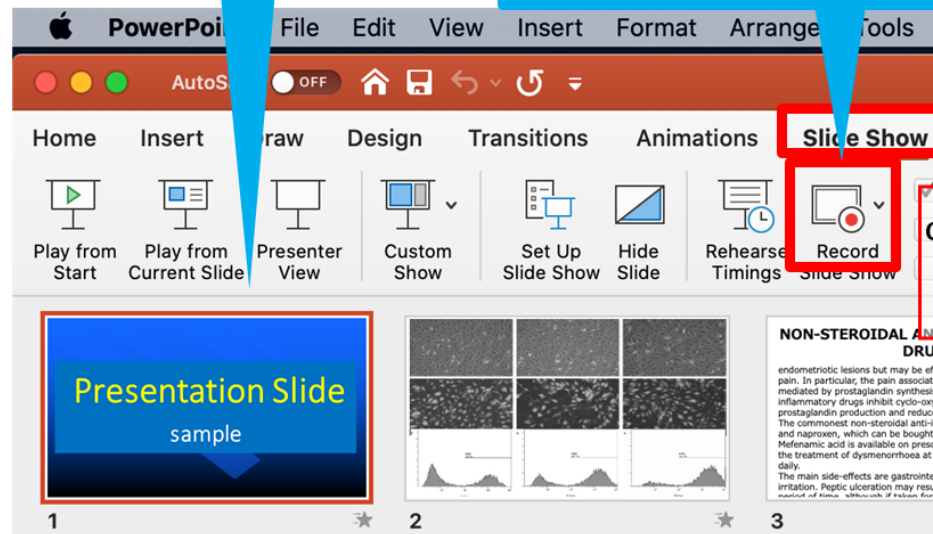
Preparing to record in PowerPoint

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



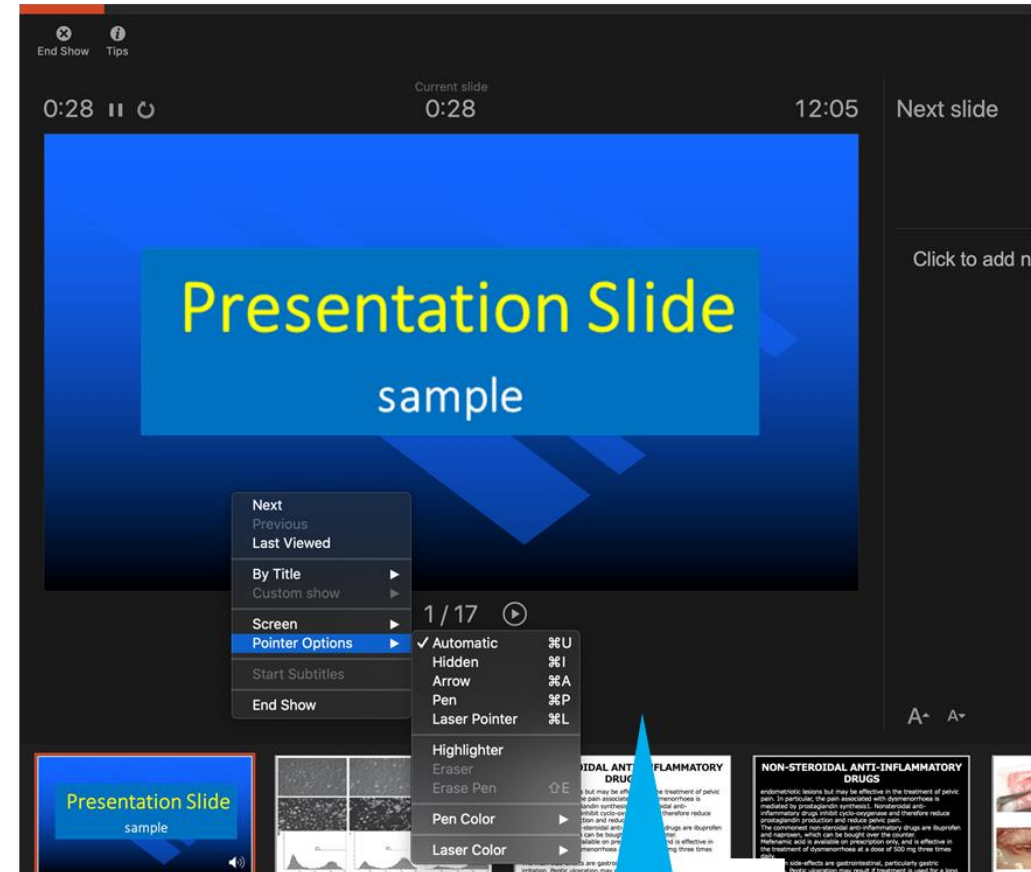
Running a slide show

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.

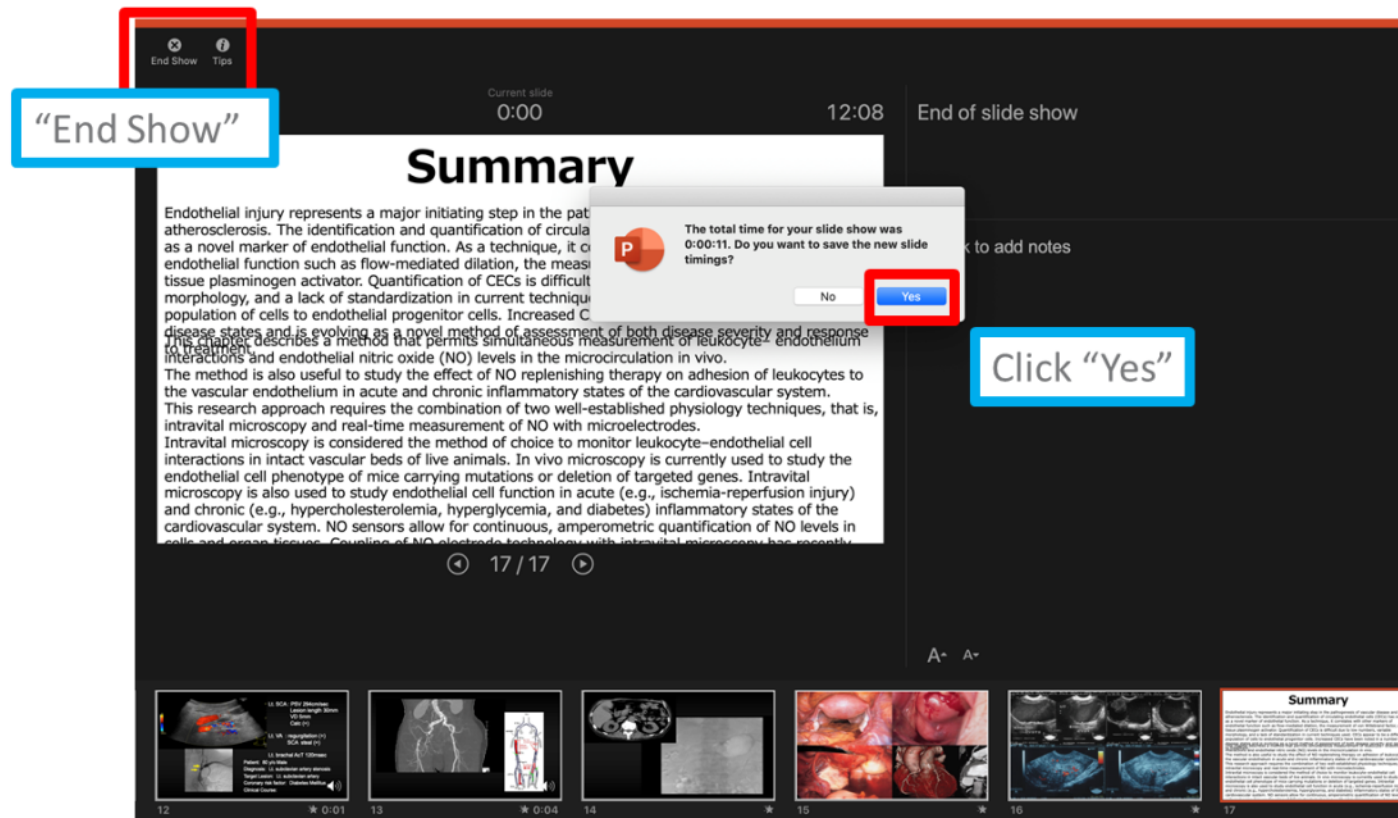
You should note that, if you go back to the previous slide, the recording on this slide will be overwritten.



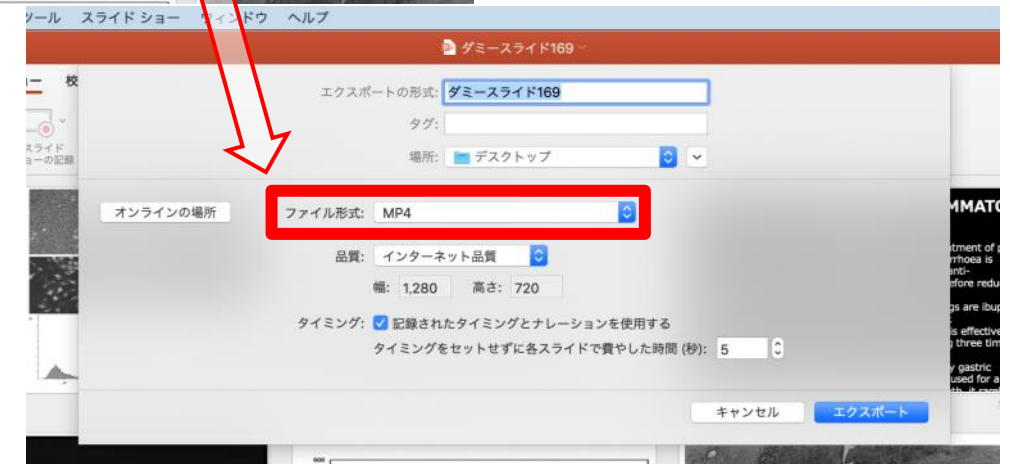
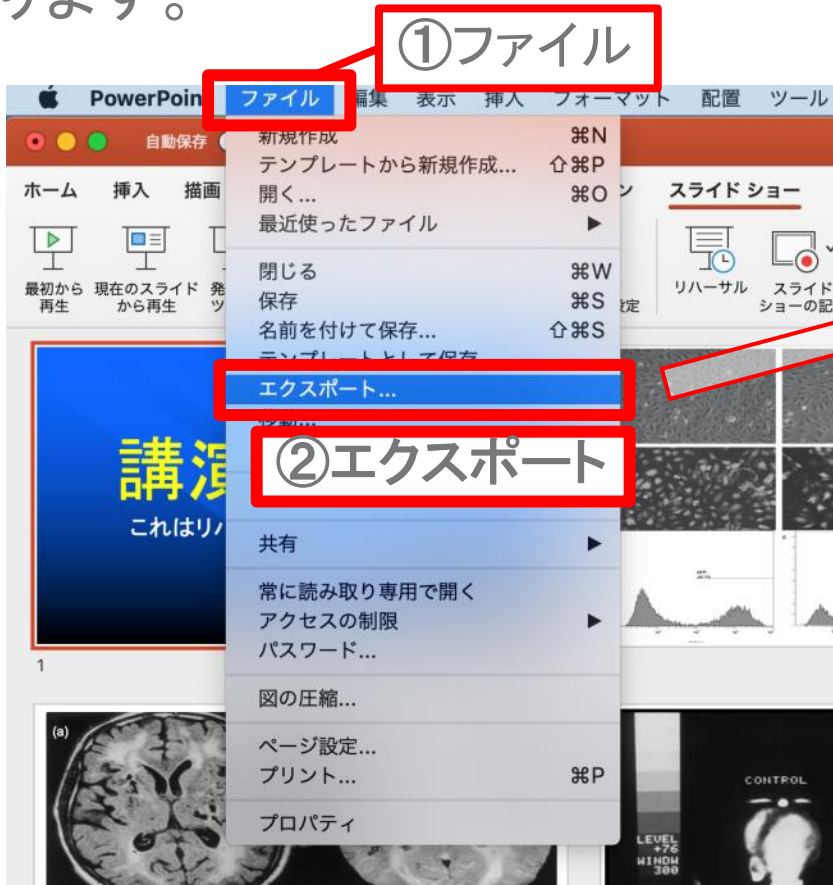
Even if you select a pen, highlighter or pointer from the menu, it will not be recorded

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.”

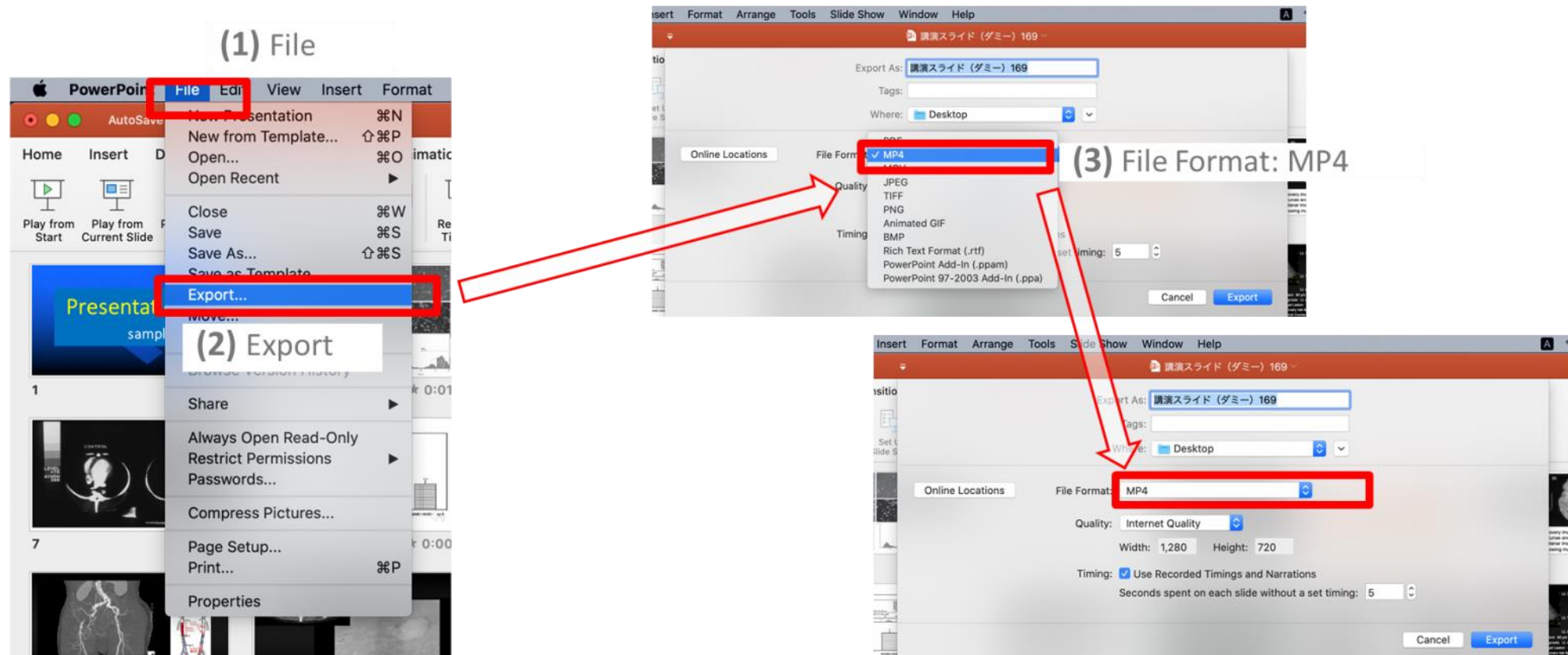


「ファイル」→「エクスポート」をクリックすると、ウィンドウが現れます。ファイル名、保存先を選択してください。ファイル形式で「MP4形式」を選択すると、詳細が設定できるようになります。



Selecting the destination folder

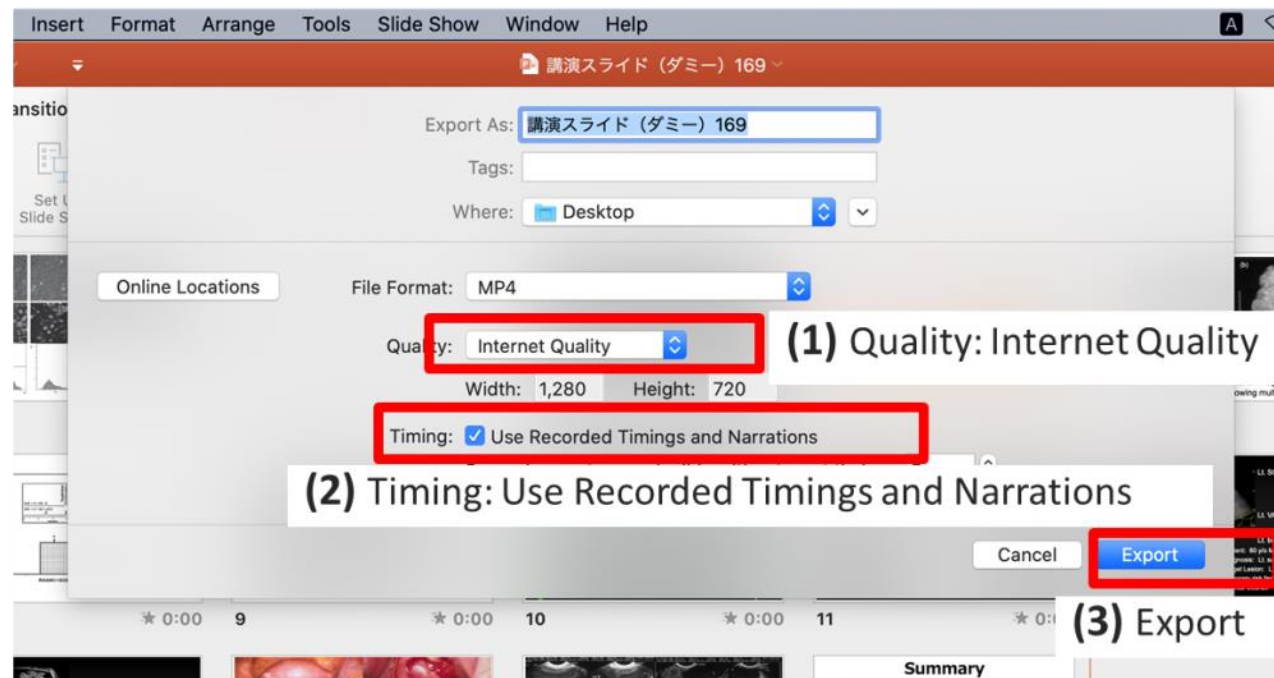
Click File > Export to open the export window. Specify the filename and select where to save the file. Under file format, selecting “MP4” will enable you to set the details.



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>

How to Make a Video Presentation by ZOOM Recording

- Before you record ... Pg 29
- After you join Zoom meeting ... Pg 31
- Recording in Zoom ... Pg 33

Before you record

- * Please be advised that all speakers must include a Conflicts of Interest (COI) Disclosure on the 2nd slide of the presentation.
For more details, please check the following web site;
<https://neurology-jp.org/neuro2021/en/abstract/notification.html>
- * 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.

Before you record

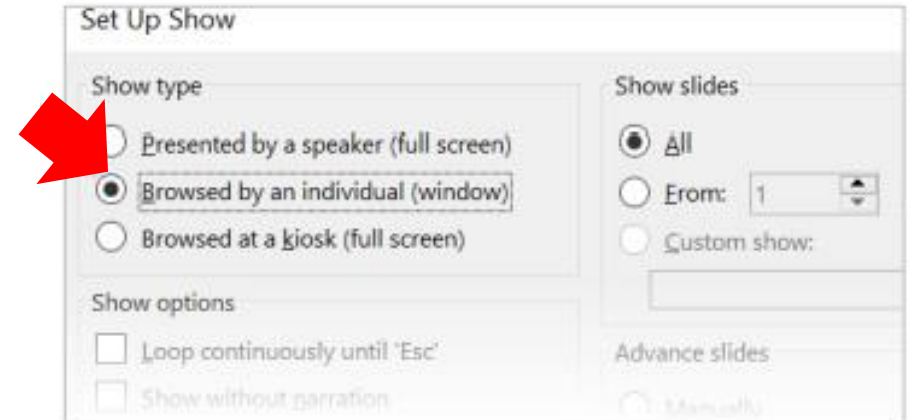
* It is highly recommended that you practice using Zoom before recording so that you are comfortable with the controls before you record your presentation.

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.

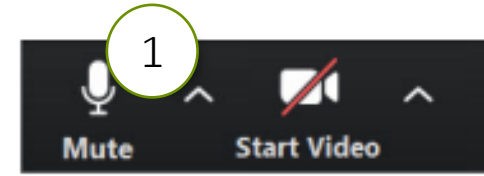
5. Click **OK**
6. Click **Play from Start** or **From Beginning** to begin the slideshow



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.



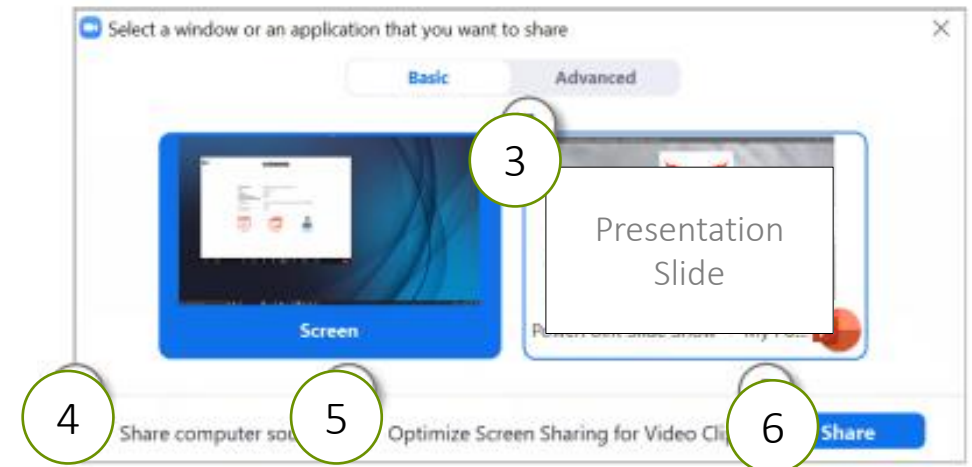
3. In the Share window, click the window you wish to use in the recording.

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.



After you join Zoom meeting

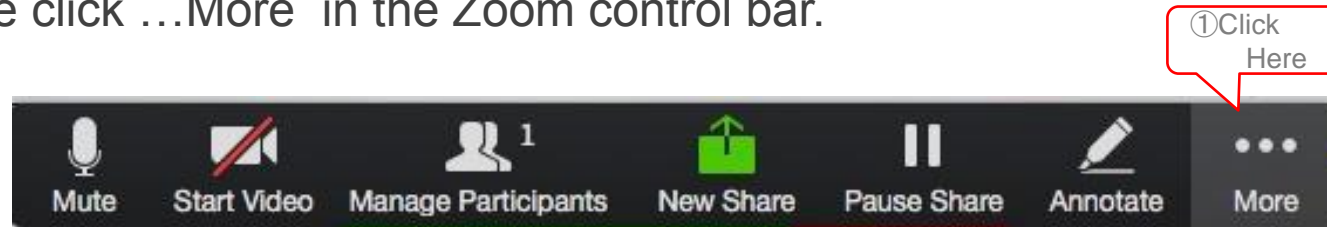
7. You can reposition and resize the webcam video window as needed.
The webcam feed will be recorded regardless of whether it is positioned within the green recording border.

When a window is being “shared” in Zoom (i.e. recorded), the Zoom control bar 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.

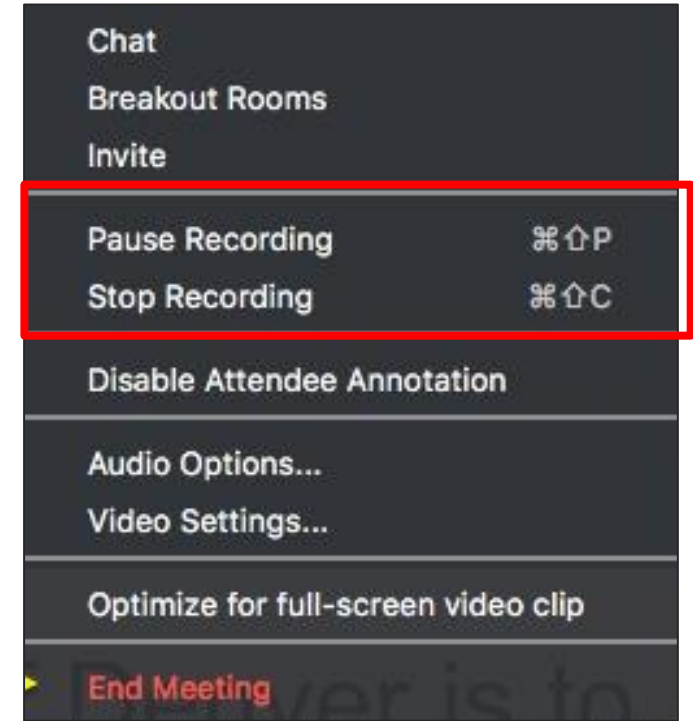
*If you are muted, click **Unmute myself** in the window that appears.

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.



Recording in Zoom

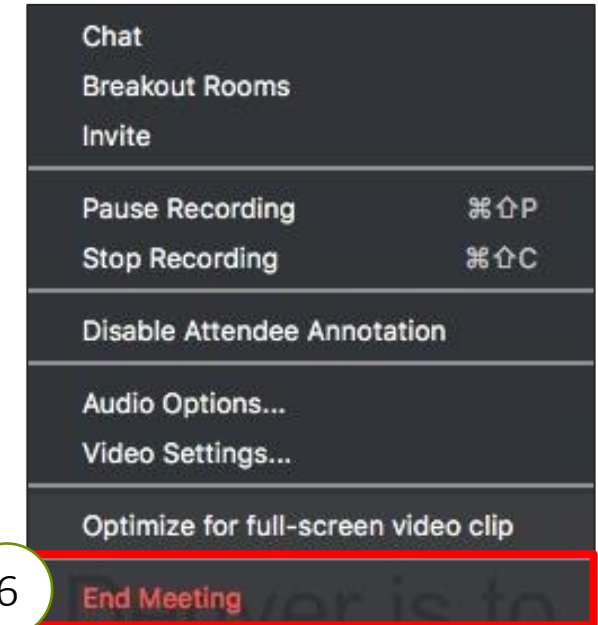
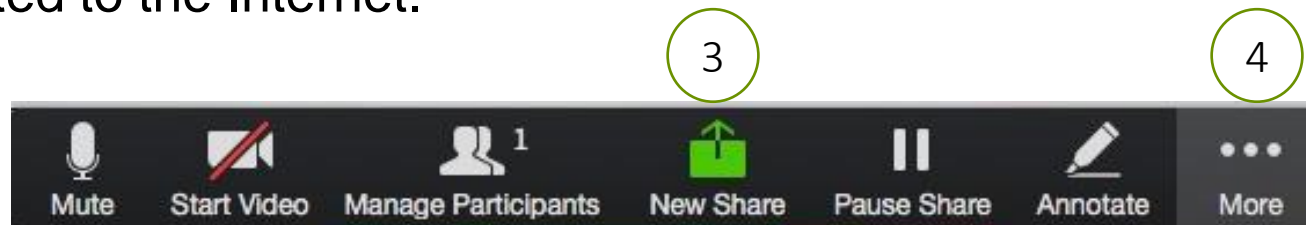
3. You can change the window being recorded by clicking **New Share** in the Zoom control bar at the top of the screen, and selecting the window you wish to record.

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.



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>