



ICRQE2021 Recording Manual for Presentation Video

ICRQE2021
Local Committee
v01

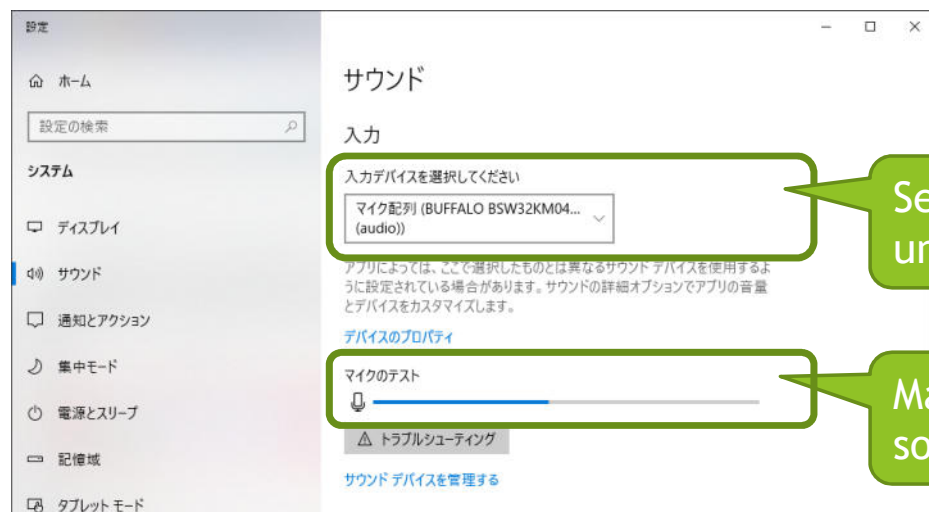
Introduction.

- ▶ This manual describes how to record a presentation video for use in the ICRQE2021 online conference.
- ▶ This manual describes the procedure using Microsoft Windows 10 Professional and Microsoft PowerPoint 2013. Other versions of PowerPoint may have different operating procedures.



Windows 10: Check the microphone for recording.

- ▶ Please check the operation of the recording microphone in advance.
- ▶ Open Start > Settings > System > Sound to select the microphone and check its operation.

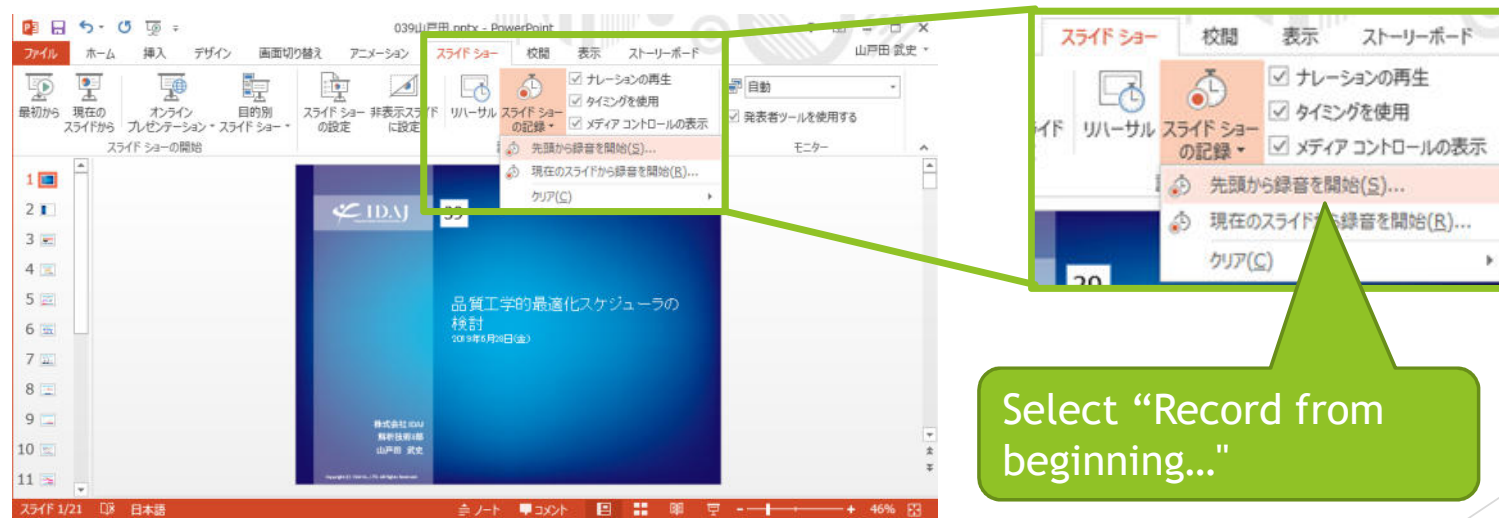


Select the microphone you want to use under "Choose your input device".

Make sure it responds to the input sound with "Test Your Microphone".

PowerPoint : Start recording (1)

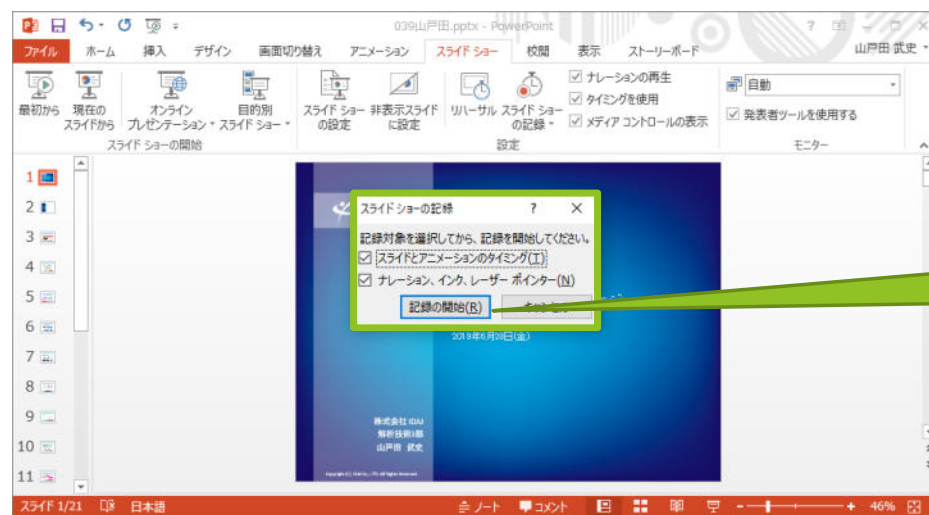
- ▶ You can start recording under the Slide Show tab > Record Slide Show.
- ▶ PowerPoint 2016 or later can be used to record with a camera.



Select "Record from beginning..."

PowerPoint : Start recording (2)

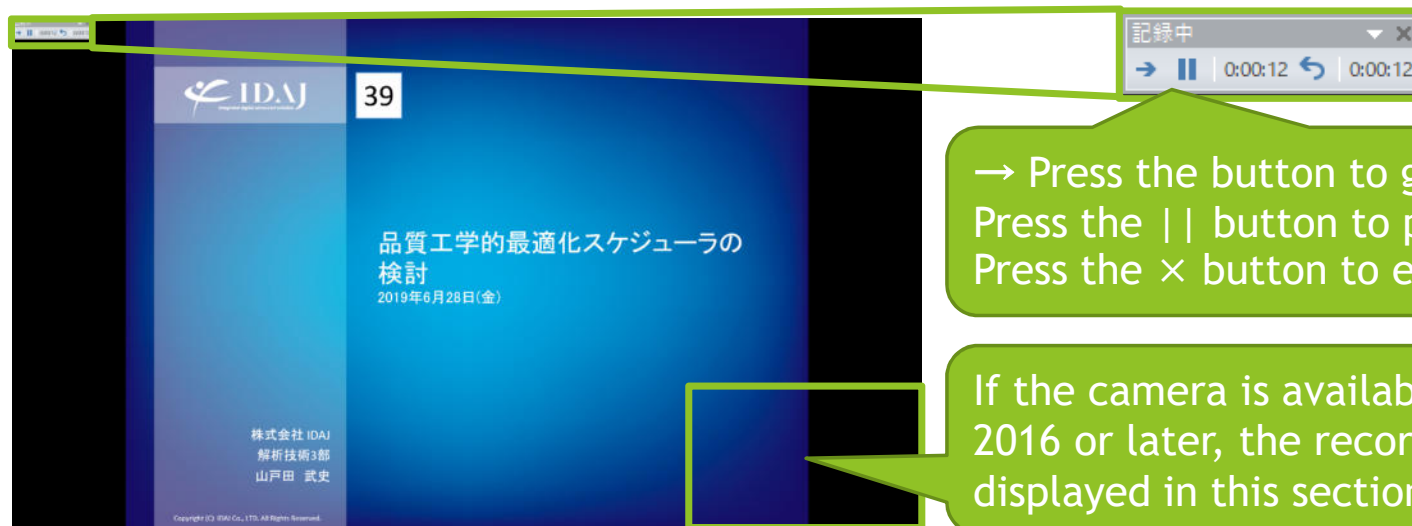
- ▶ Select "Start Recording".



Select "Start Recording".

PowerPoint : Recording

- ▶ The presentation will be recorded.
- ▶ The following figure shows the slideshow screen in PowerPoint 2013; PowerPoint 2016 and later will show a different screen.



PowerPoint : Adjusting the audio

- ▶ When the recording is finished, the media icon will be displayed on each slide.
- ▶ Perform video trimming and volume adjustment.



If you move the mouse closer...

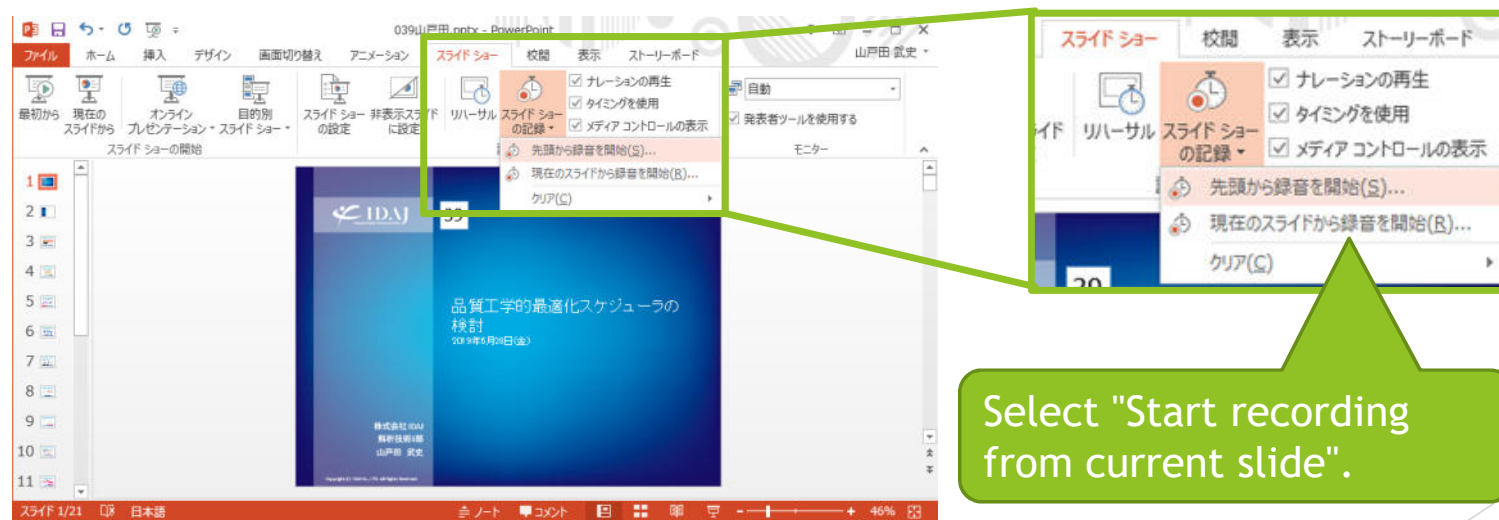
The volume can be adjusted.



You can trim it.

PowerPoint : Redoing the recording

- ▶ If you want to retake a part, go to the slide you want to retake and click "Start recording from the current slide" under Slide Show tab > Record Slide Show.



Select "Start recording from current slide".

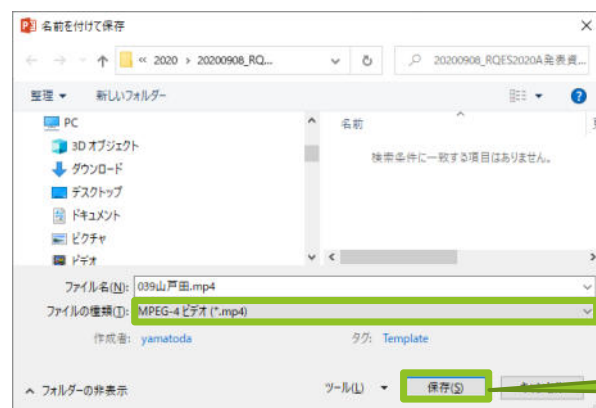
PowerPoint : Exporting video

- ▶ Select File > Export > Create Video in PowerPoint.
- ▶ For presentation quality, "Maximum file size and high quality" is recommended.



PowerPoint : Exporting video

- ▶ Save the video file to your desktop or other location.
- ▶ Please upload the output mp4 file to the designated website. (We will contact you with the website).



「Select "MPEG-4 Video (*.mp4)".

Select "Save".