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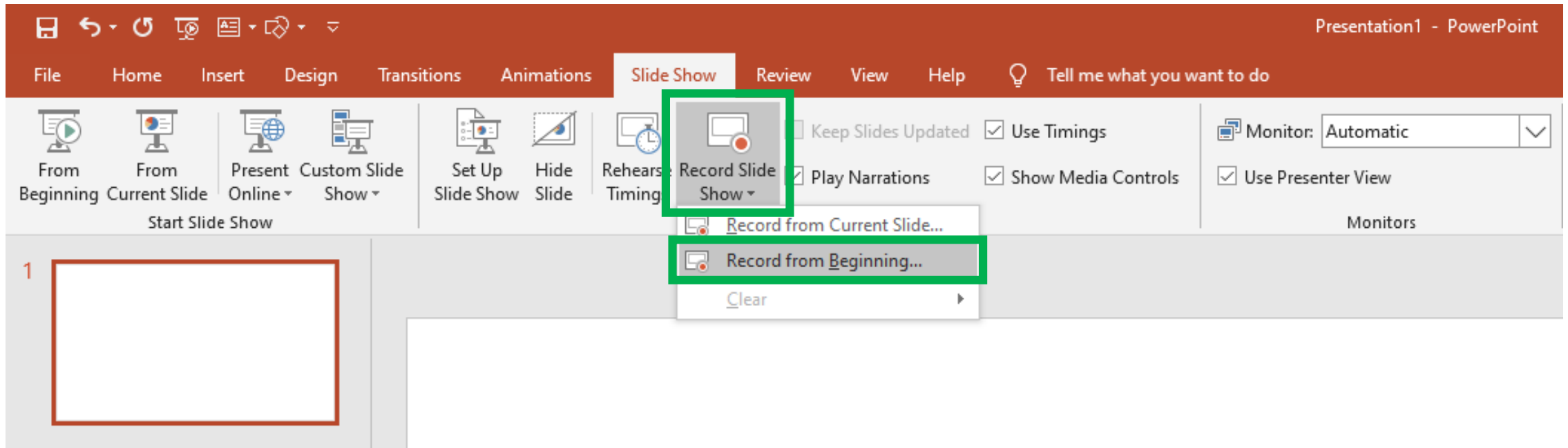
Presentation Recording Guideline

MS PowerPoint 2016 Ver.

Precautions before Recording

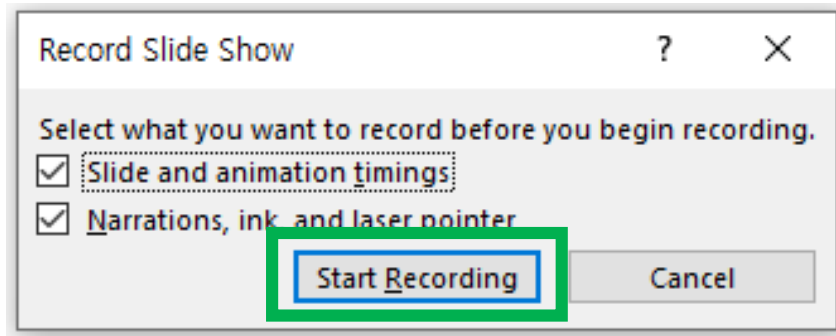
- ❖ This guideline is written based on the MS PowerPoint 2016 version and the recording is only available for post 2010 MS PPT versions. (MS PPT 2007 version is not available)
- ❖ Prepare 'Microphone' before recording: If you don't have your own microphone, you can use regular headphone that can make phone call.
- ❖ We would like to recommend you to do test before record your lecture.

1. Slides recording

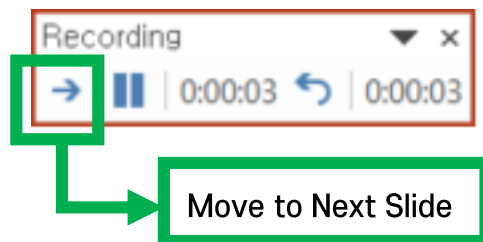


[Slide Show] – Record Slide Show – ‘Record from Beginning’
: You can record your presentation from now on.

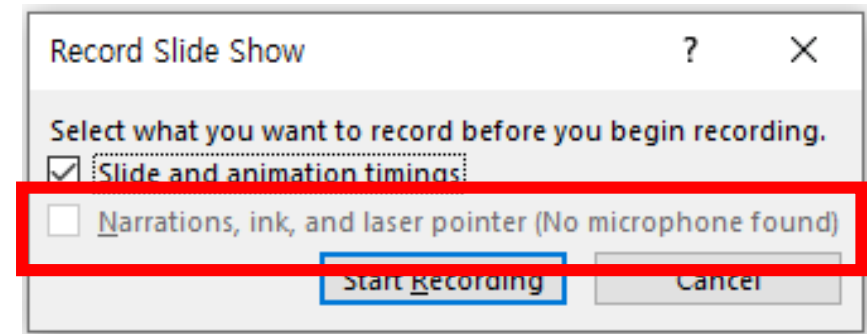
1. Slides recording



After Slide show started, your record process start when you push “Start Recording” button beyond.
(If you can see time log below, it indicates your recording process is on track)

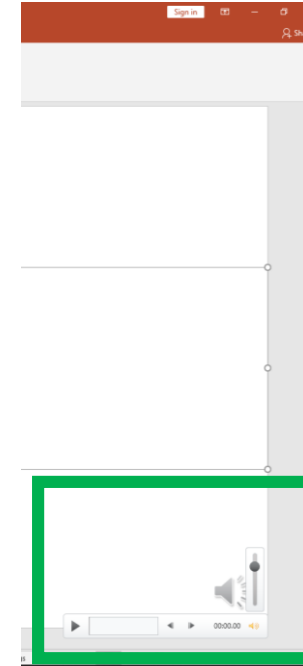
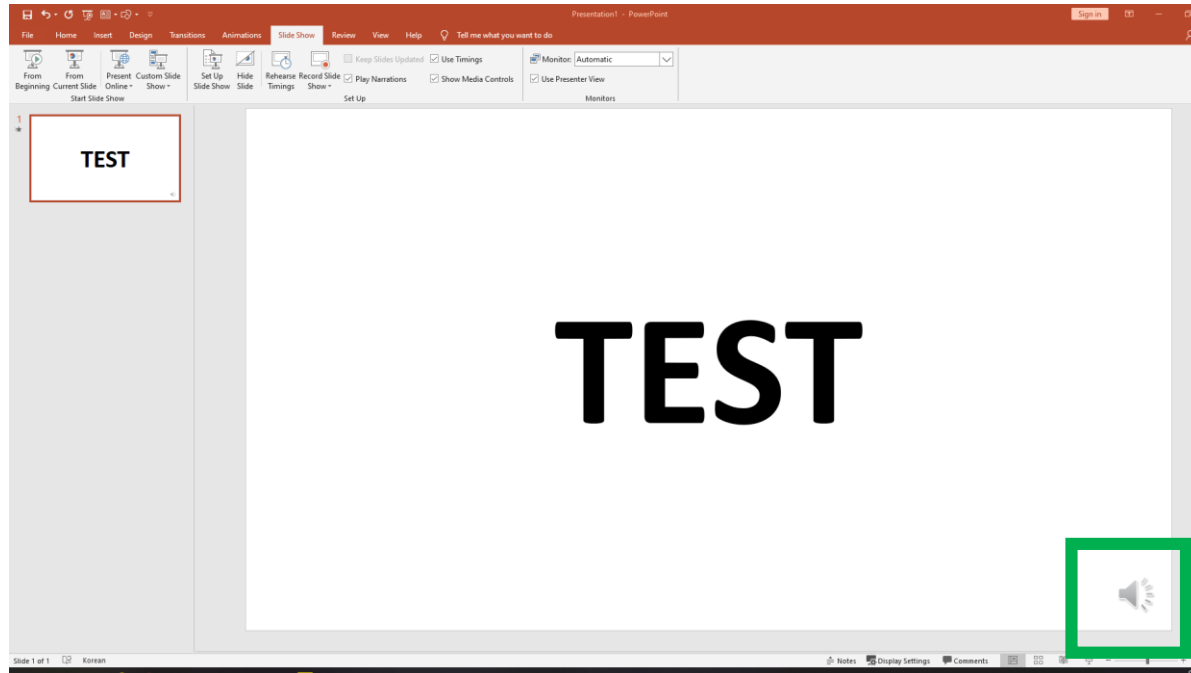


Warning Message for No microphone



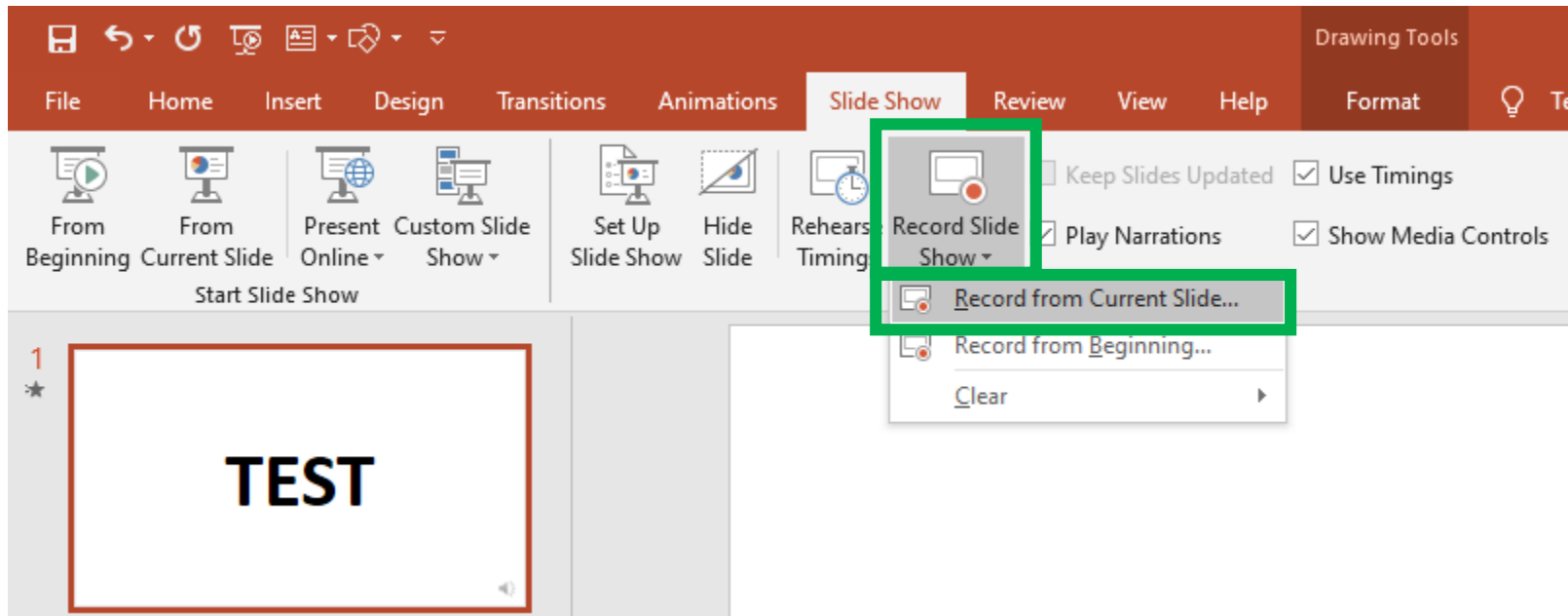
If your microphone is not connected, check box beyond is not activated

2. Re-recording during Presentation



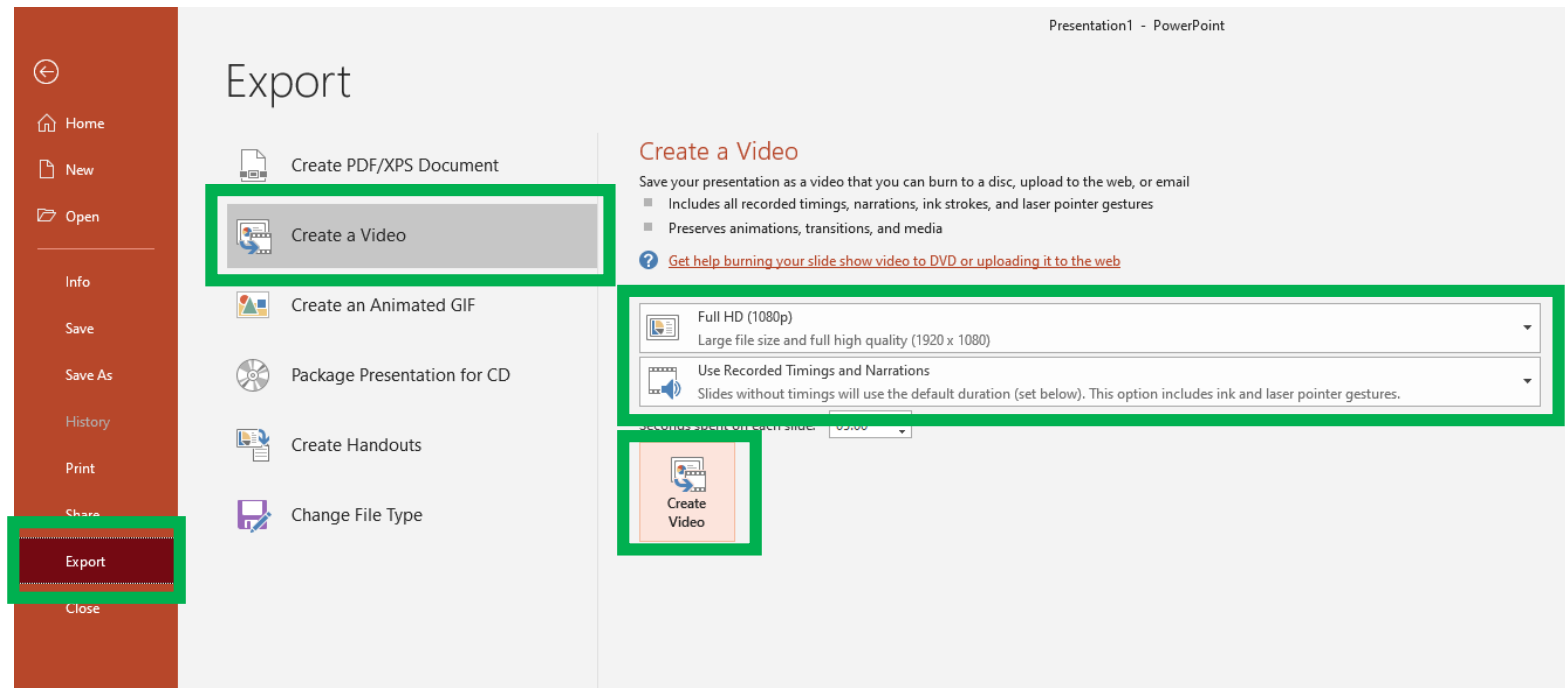
- (1) If you made mistakes or stuttered during presentation, press “Esc” key to finish recording. Then, your presentation is recorded up to the point where it was stopped.
- (2) If you want to check the recorded contents, you can listen sound for each slide by clicking a speaker symbol at the bottom right side of the slide.

2. Re-recording during Presentation



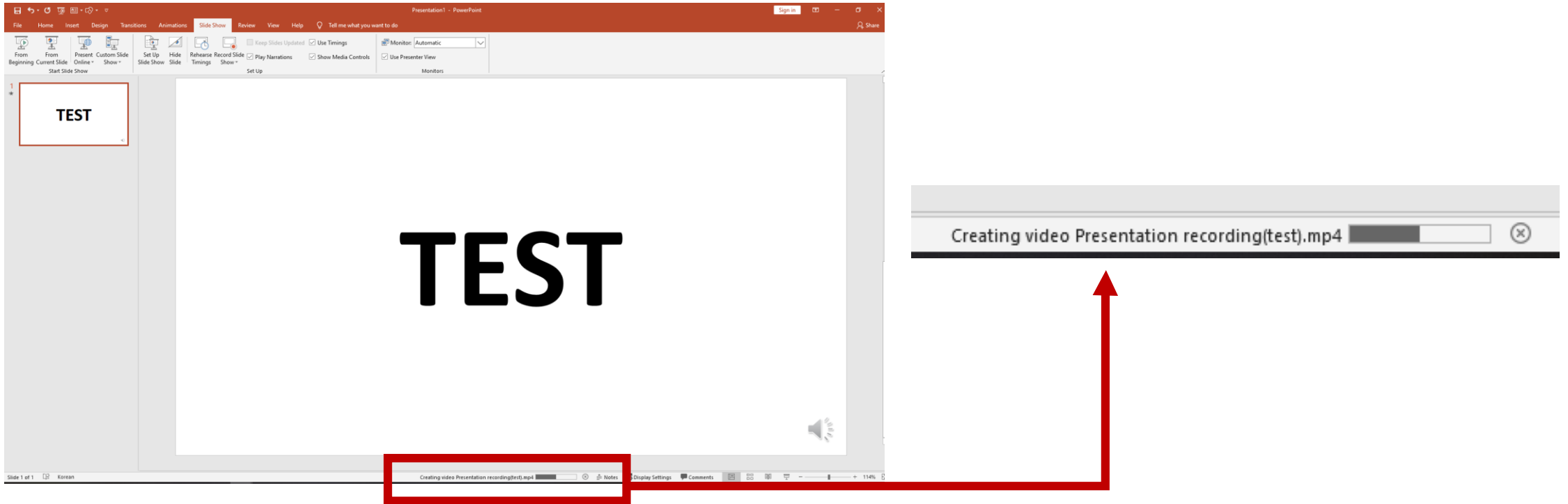
- ❖ If you want to record again for certain slide
- (1) Go to [Slide Show] – Record Slide Show
- (2) Press “Record from Current Slide” to re-start recording.
- (* Please note that sound is not recorded while the slide is turning)

3. Convert your Recording to Video



- ❖ To convert your recording to video
- (1) Go to [File](on the main menu) – Export – Create a Video
- (2) Choose definition for the video and timing as “Use recorded timings and Narrations”
- (3) Press “Create Video”

3. Convert your Recording to Video



❖ **Precaution**

: It could take considerably long time to save video depending on length or definition of the record. Thus, make sure to check the convert process is 100 % completed before exit.

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Thank You