

# How to make your presentation movie

The Society of Polymer Science, Japan

This is a basic procedure for making ondemand presentations movie. It may vary depending on the OS and version of the software.

Flow

- (1) Preparing explanatory materials
- (2) Equipment
- (3) Recording and making movie file
- (4) Uploading a presentation movie file

## 1. Preparing explanatory materials

- Preparing explanation slides for oral explanation of the ondemand. Please include your presentation number, presentation title, and presenter (with photo) on the first slide. And write "74th SPSJ Annual Meeting" at the bottom line.
- Your presentation time is 5 minutes. So, please consider the number of slides to explain.
- There is no limit to the number of slides..
- Conclusion will be shown at the last slide.

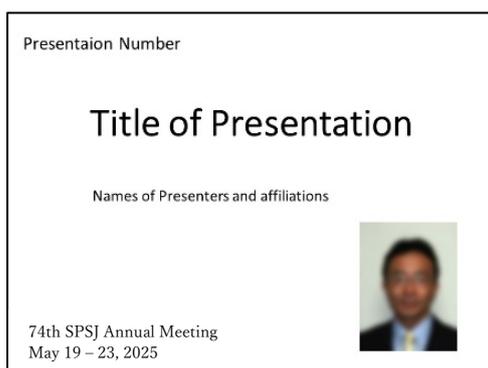


Image of first slide

## 2. Equipment

- You need a computer with a camera and a microphone.
- You should select a quiet place for recording.

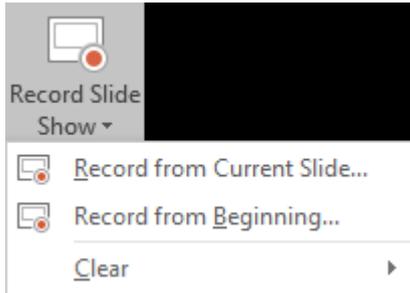
<Software>

PowerPoint or Keynote (Version that can record and play slide shows)

### 3. Recording and making movie file

#### 3.1 Power Point (Office365)

① To get ready to record, select Record Slide Show on either the Recording tab or the Slide Show tab of the ribbon.



② Recording

The slide show opens in the Recording window. After turning off camera preview (the buttons at the lower-right corner of the window are microphone, camera, and camera preview), click the round red button when you are ready to start the recording. A three-second countdown ensues, then the recording begins.



You can stop the recording any time by clicking the grey square button.



③ Save as a video file

- On the File menu, select Save to ensure all your recent work has been saved in PowerPoint presentation format (.pptx).
- Click File > Export > Create a Video.
- In the first drop-down box under the Create a Video heading, select the video quality. You should select Standard. HD quality is not recommended.
- Click **Create Video**.

#### 3.2 Keynote

- Open your Keynote presentation. Connect your microphone headset to your Mac, unless you plan on using the built-in microphone.

- Click the "File" button, and then click "Record Slideshow." The recording will start immediately.
- Push the "Esc" button on your keyboard when you are finished with the slideshow.
- Click on "File," and then click on "Export" to export your slideshow as a video.
- To export your presentation to a movie file, click the [File] menu and select [Export to] then [Movie]. Select Playback [Slideshow Recording] and Resolution [720p] then export your presentation:

#### 4. Uploading a presentation movie file

**Uploading term: Form 10:00 on 7 April to 15:00 on 14 April**

**Note: Video file 40MB**

- ① Access the web page for uploading your files.
- ② Click "Movie"
- ③ Enter your registration number and password to confirm your presentation.
- ④ Uploading  
Please attach presentation movie file and upload it.
- ⑤ Confirmation  
After uploading your files, click "ENTER".  
You will receive the e-mail message of "upload is completed".

Note: You can replace your files as many times as you like within the term of uploading.

#### Reference

##### **Windows: Record a slide show with narration and slide timings**

<https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>