

Power Point Video Recording Instruction

AVEC'22

KNT-CB CO., LTD.

Preparation (Recommended Environment)

Recording Place

- Far enough away from the source of the extraneous noise to make a satisfactory recording.

Power Point version

- Windows : PowerPoint 2019, Office 365
- Mac : PowerPoint for Mac 2019, Office 365

Applications

- Close all the applications you do not need for the presentation to keep high PC performance.

【Notice】

[Required time for saving video]

It takes 20 min. to save MP4 file of your presentation video with HD resolution (1280×720).

[Slide Selection]

All the slides will show up as long as you do not Hide Slide.

In case you have the slides you do not want to present to your viewers, hide those slides.

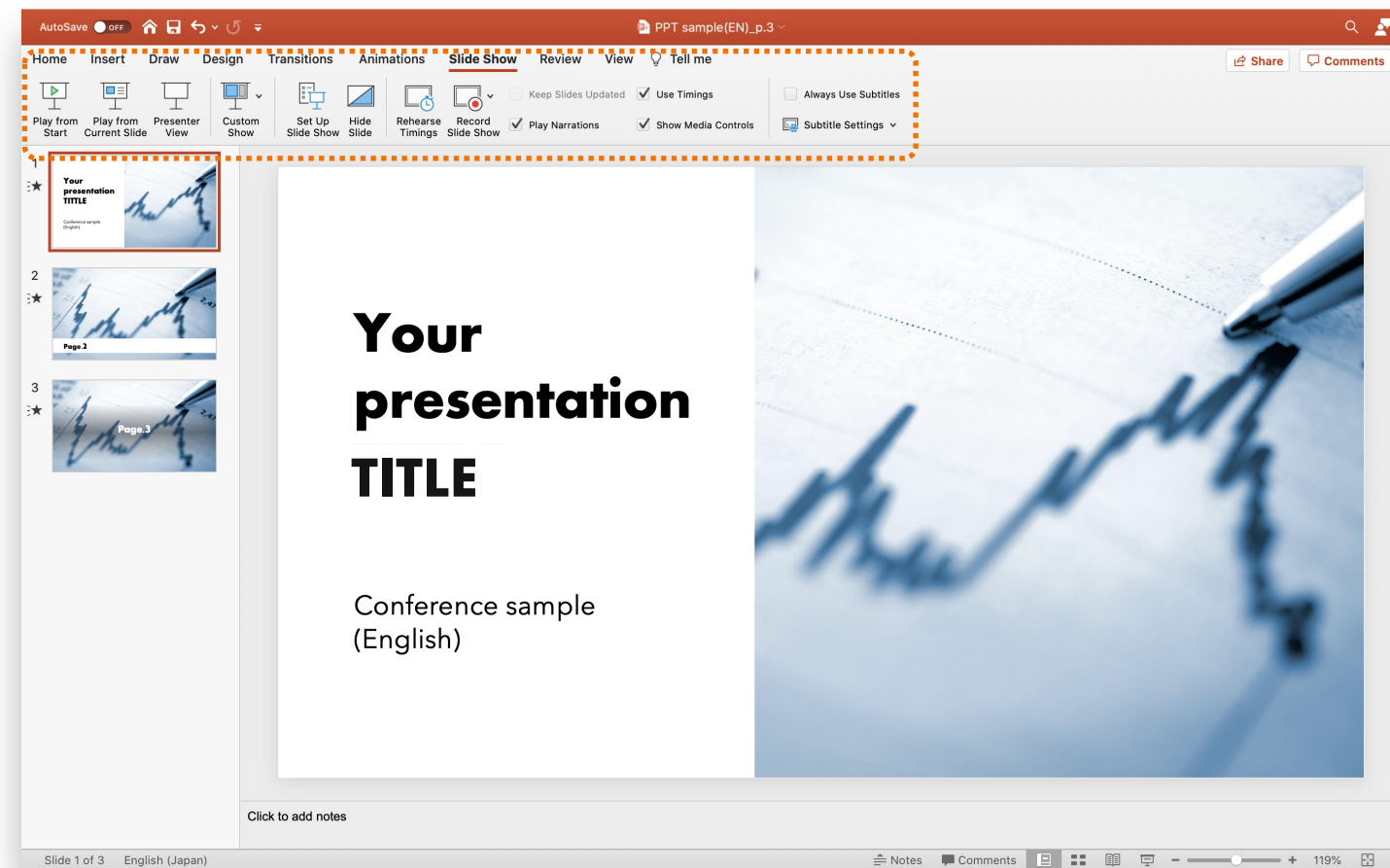
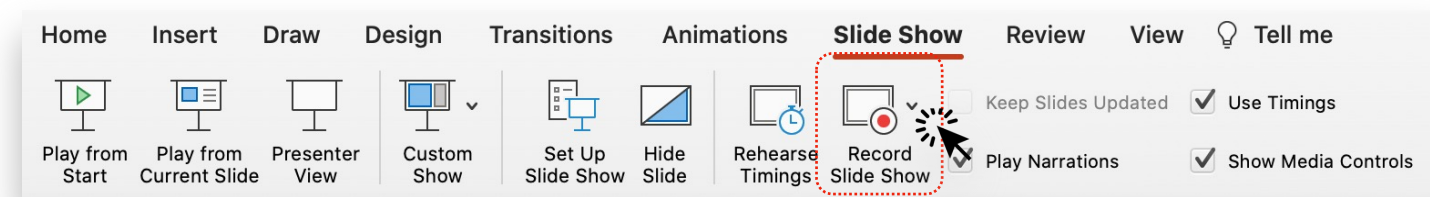
Power Point

[Office 2019 / 365]

How to record PPT [Power Point 2019 / 365 (WIN)]

Open the PPT slide show

Go to **Slide Show** and Click



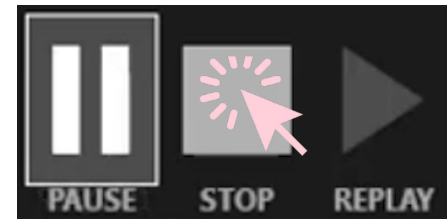
Recording presentation

【To start recording】Click  button.

You can start your presentation in 3 sec.

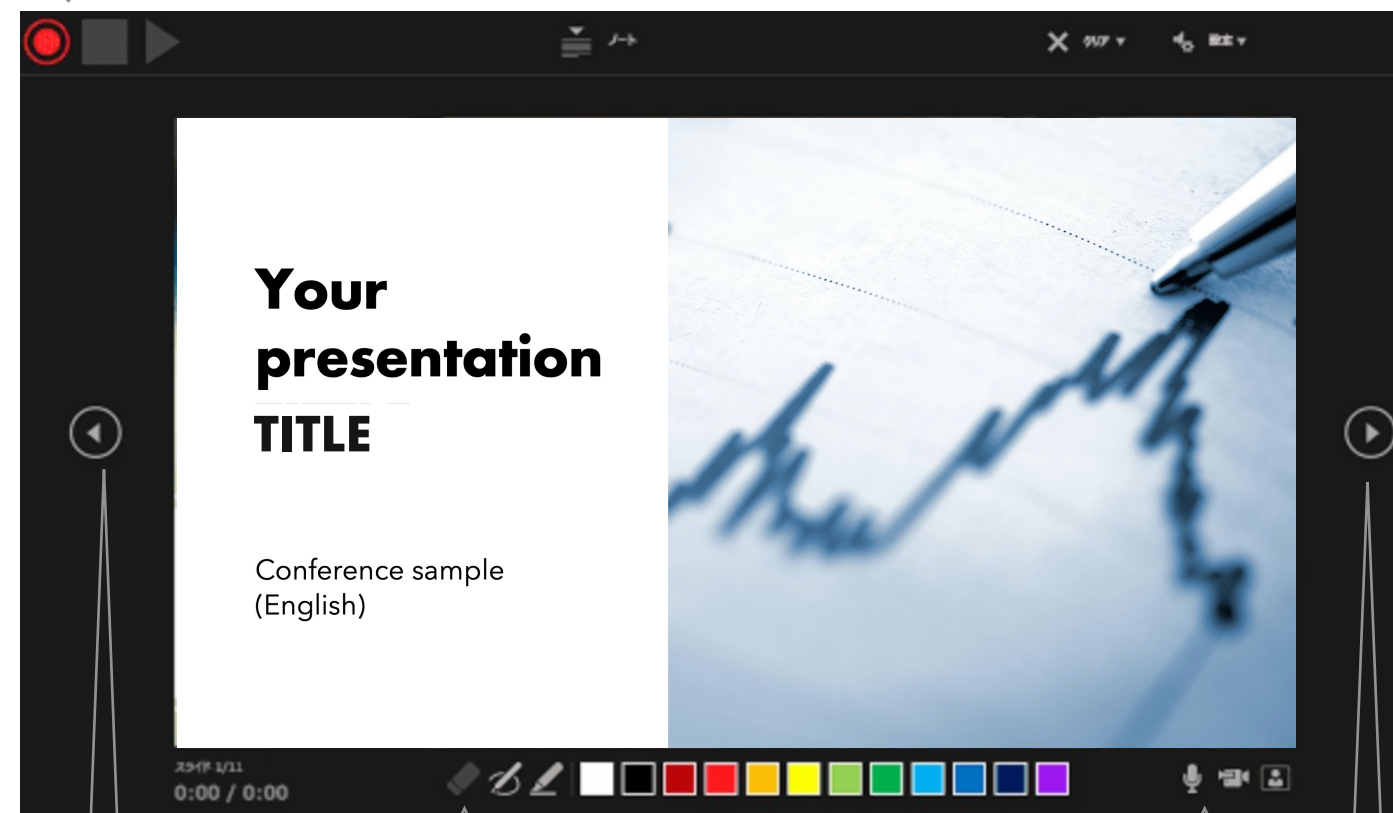


【To stop recording】Click  button and End Show.



Recording button

TITLE



Previous Slide

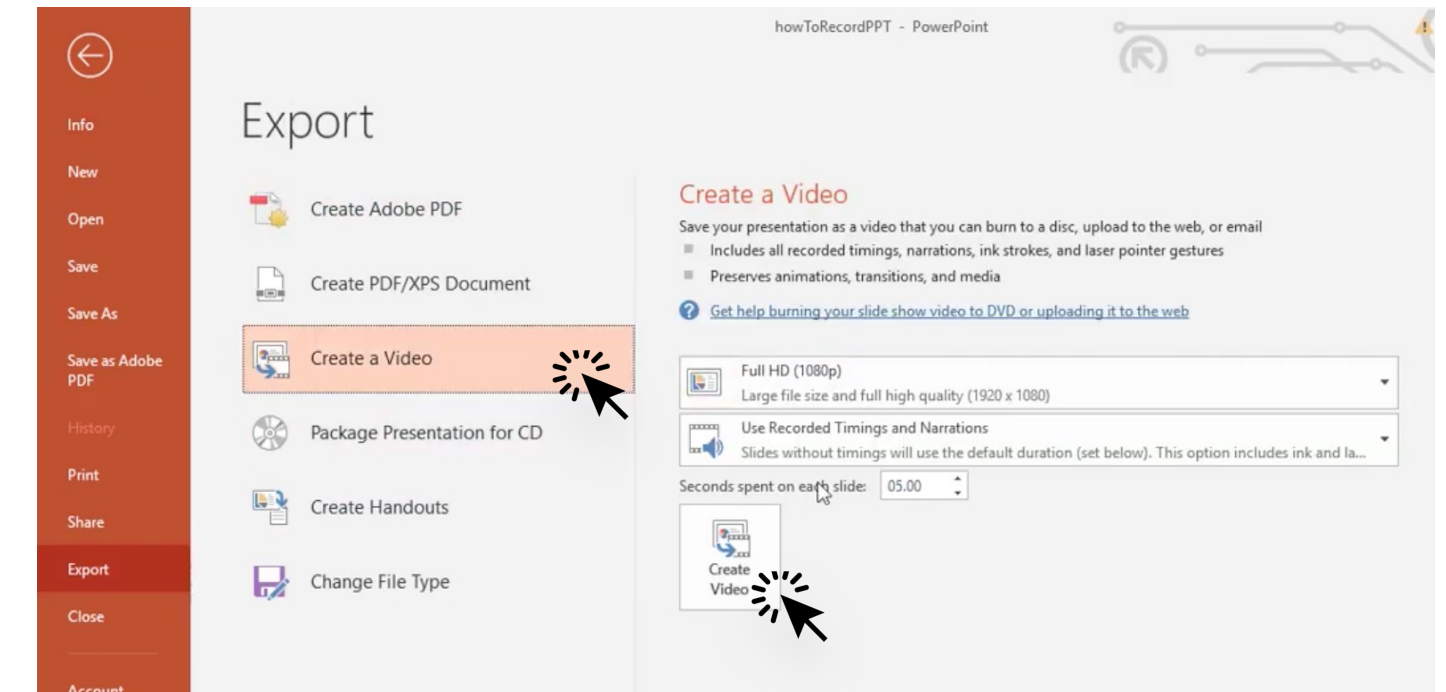
Pen / Color tool
Video won't show these tools.

Microphone / Camera
On / Off button

Next Slide

Saving File

[File] → [Export] → [Create a Video]

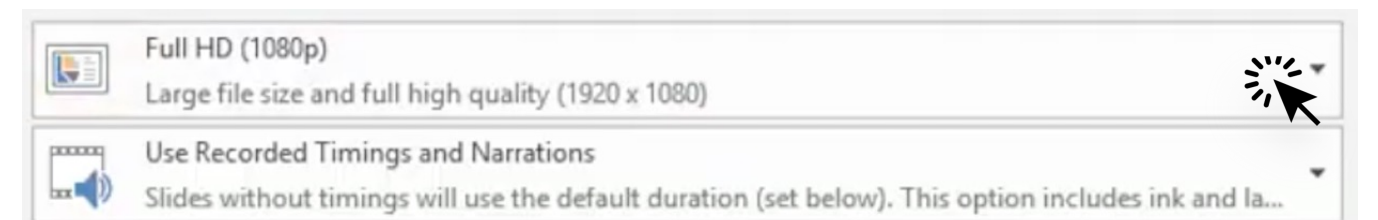


【Preferred Resolution】

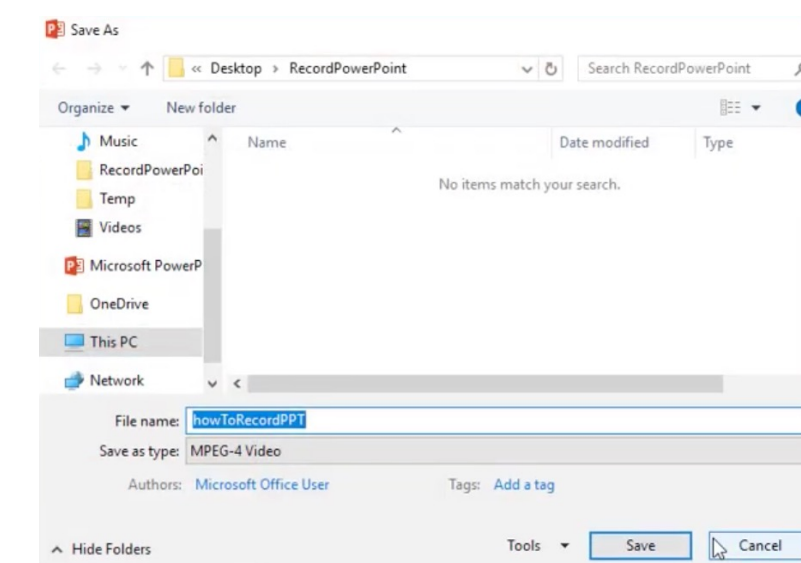
Slide size [16:9] → [1280 x 720]

Slide size [4:3] → [960 x 720]

Click [Create Video]



Select [Use Recorded Timings and Narrations.]



Select [MP4]

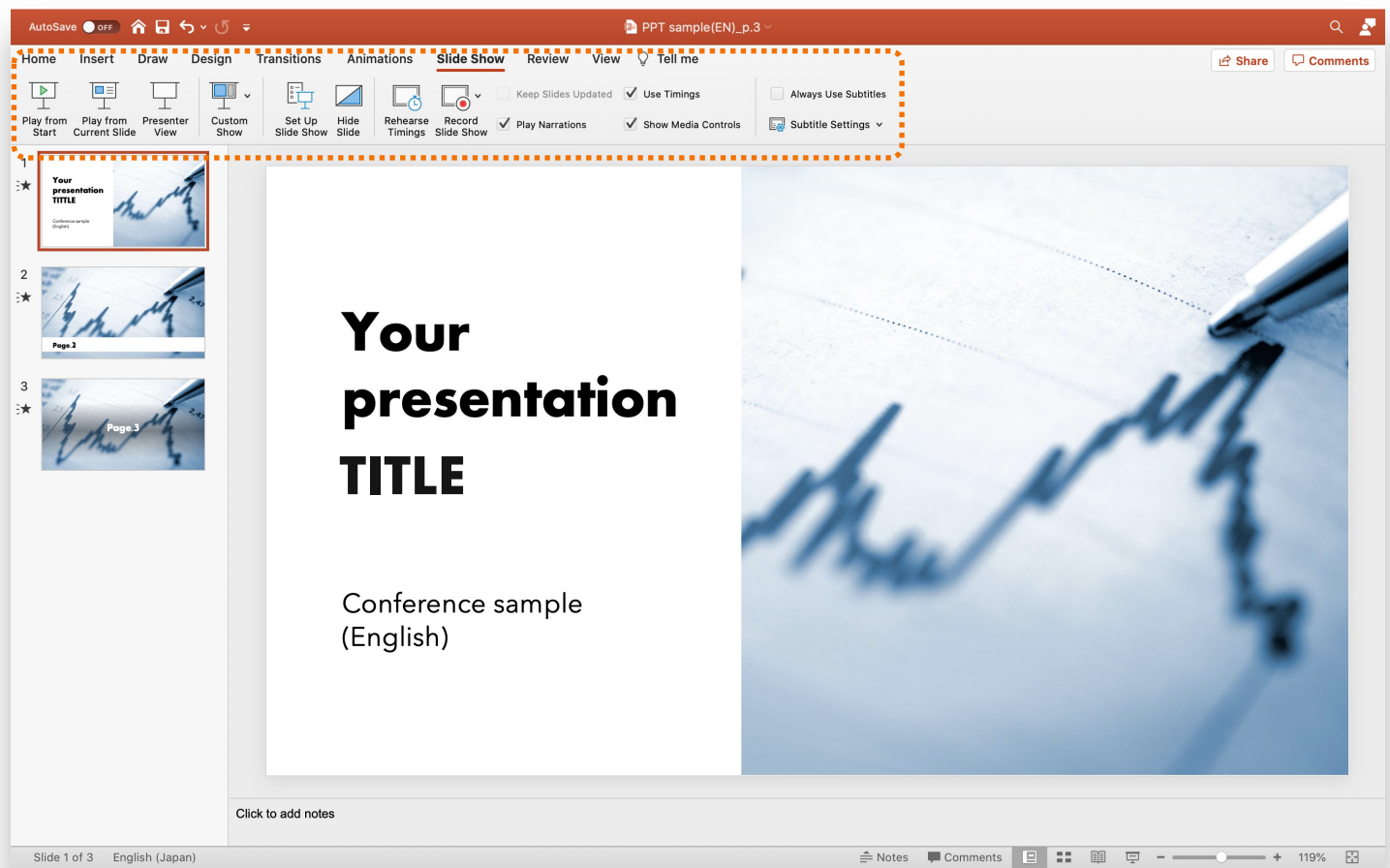
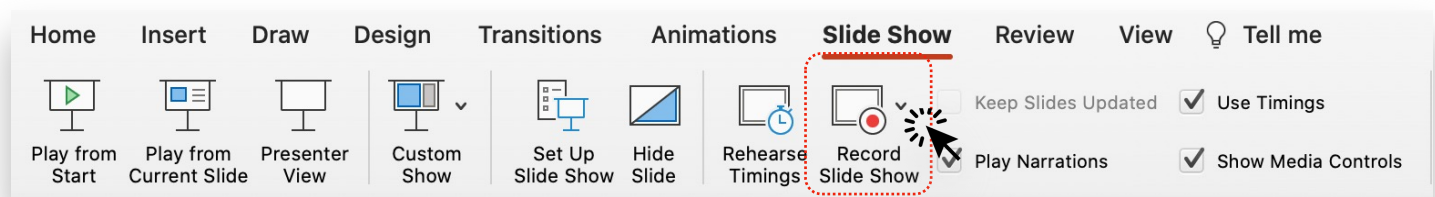


Click [Save]

How to record PPT [Power Point 2019 / 365 (Mac)]

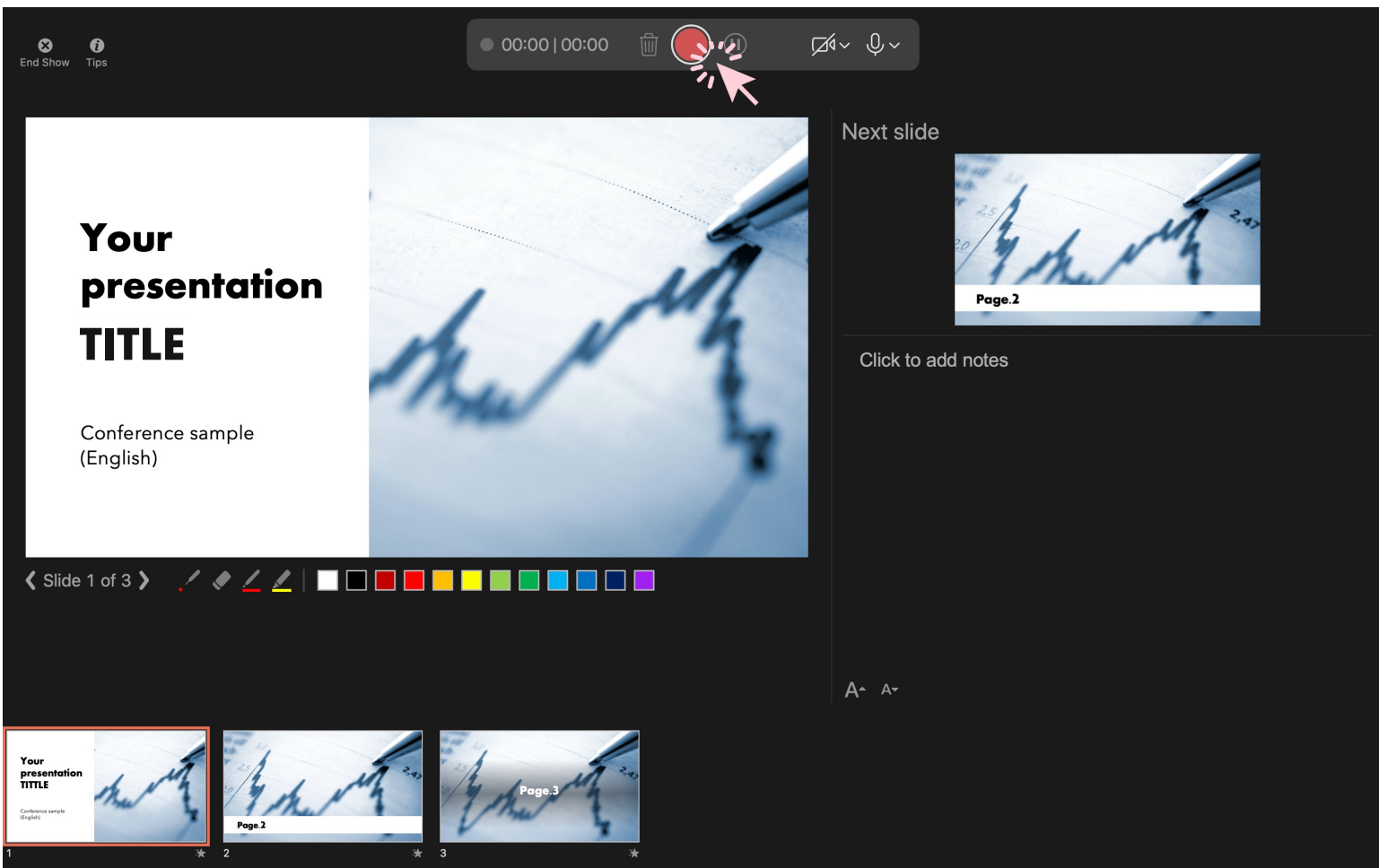
Open the PPT slide show

Go to **Slide Show** and Click

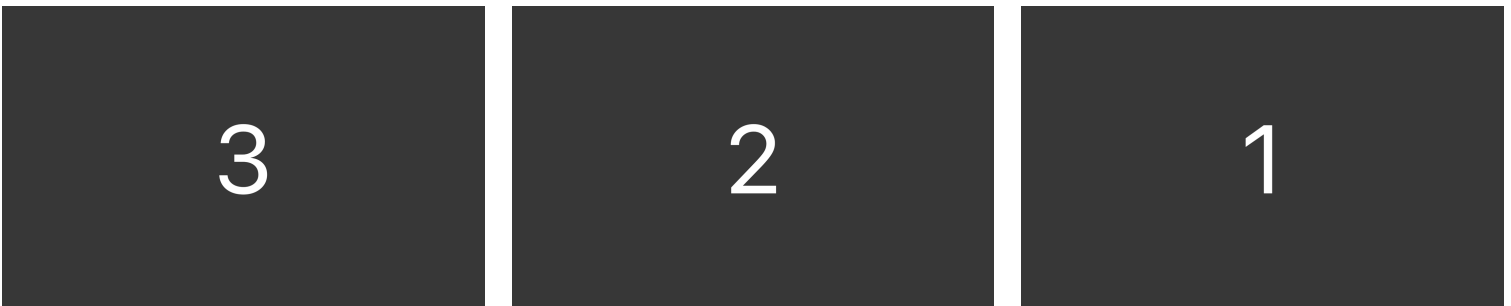


Recording presentation

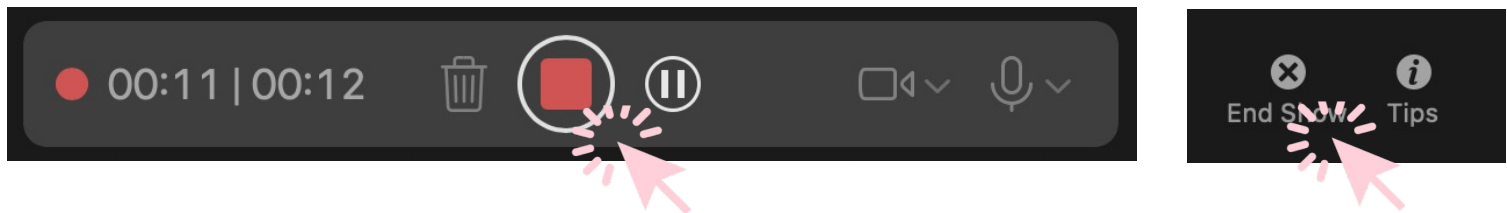
【To start recording】 Click  button.



You can start your presentation in 3 sec.

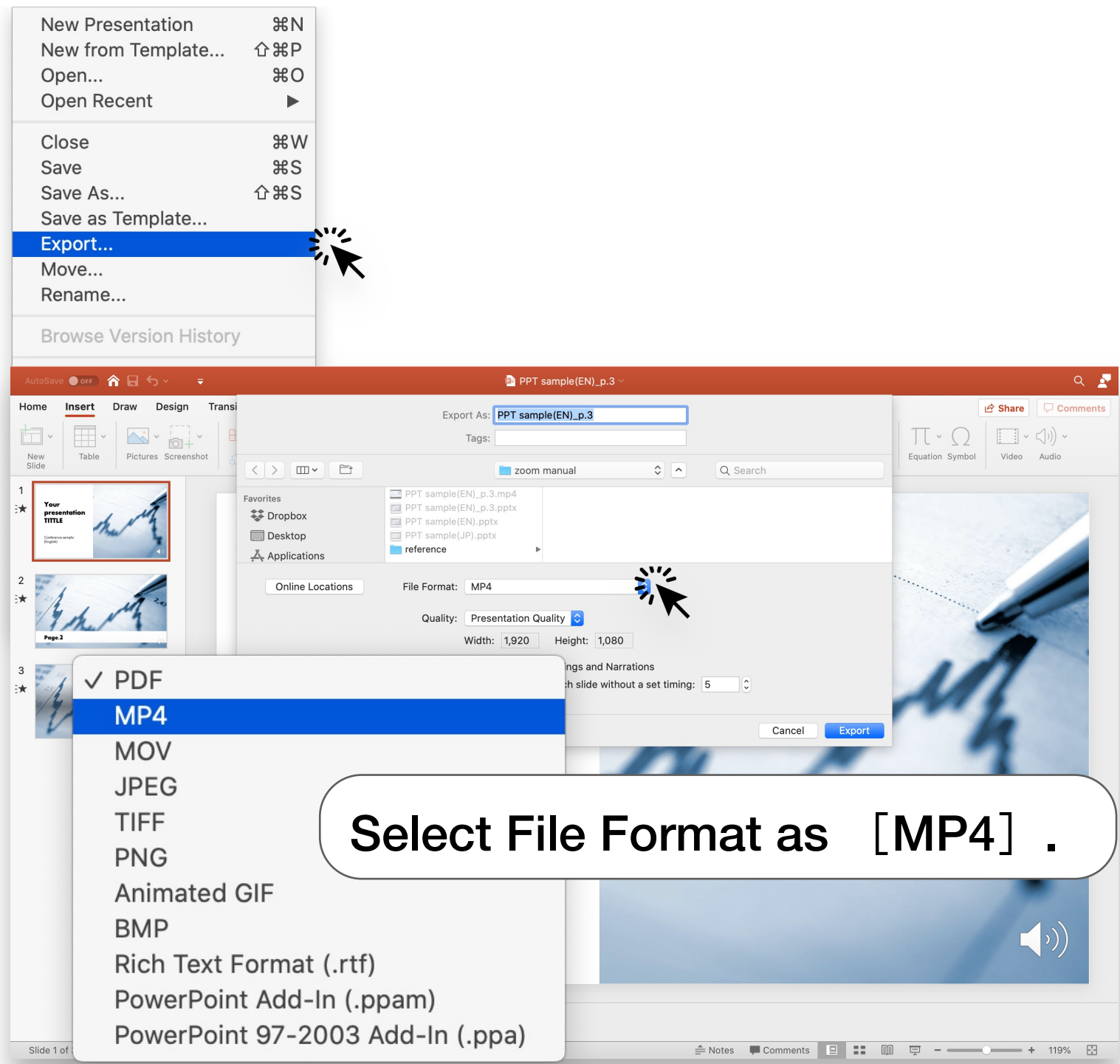


【To stop recording】 Click  button and End Show.



Saving File

Click [File] and Select [Export...] .



Select File Format as [MP4] .

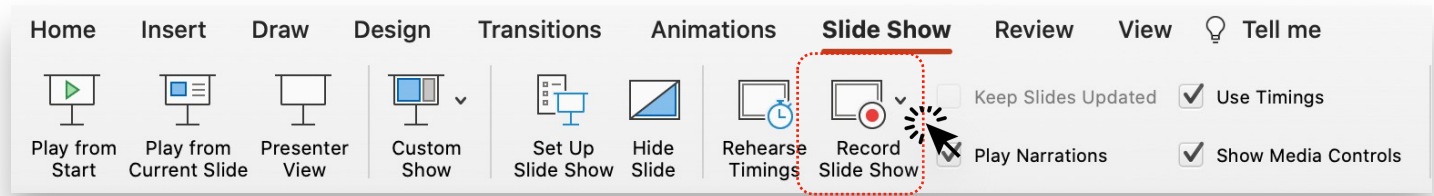
Click [Export] to save the file.

Power Point

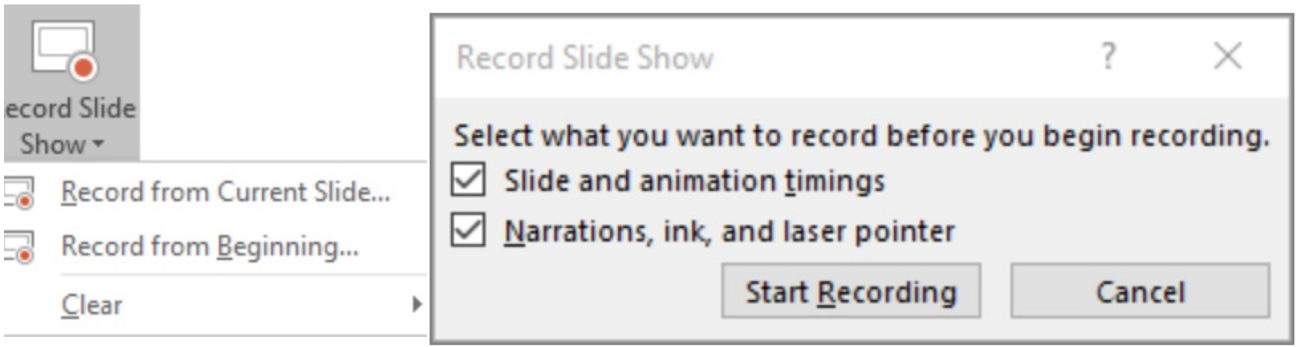
[Office 2016 / 2013 (Win)]

How to record PPT [Power Point 2016 / 2013 (WIN)]

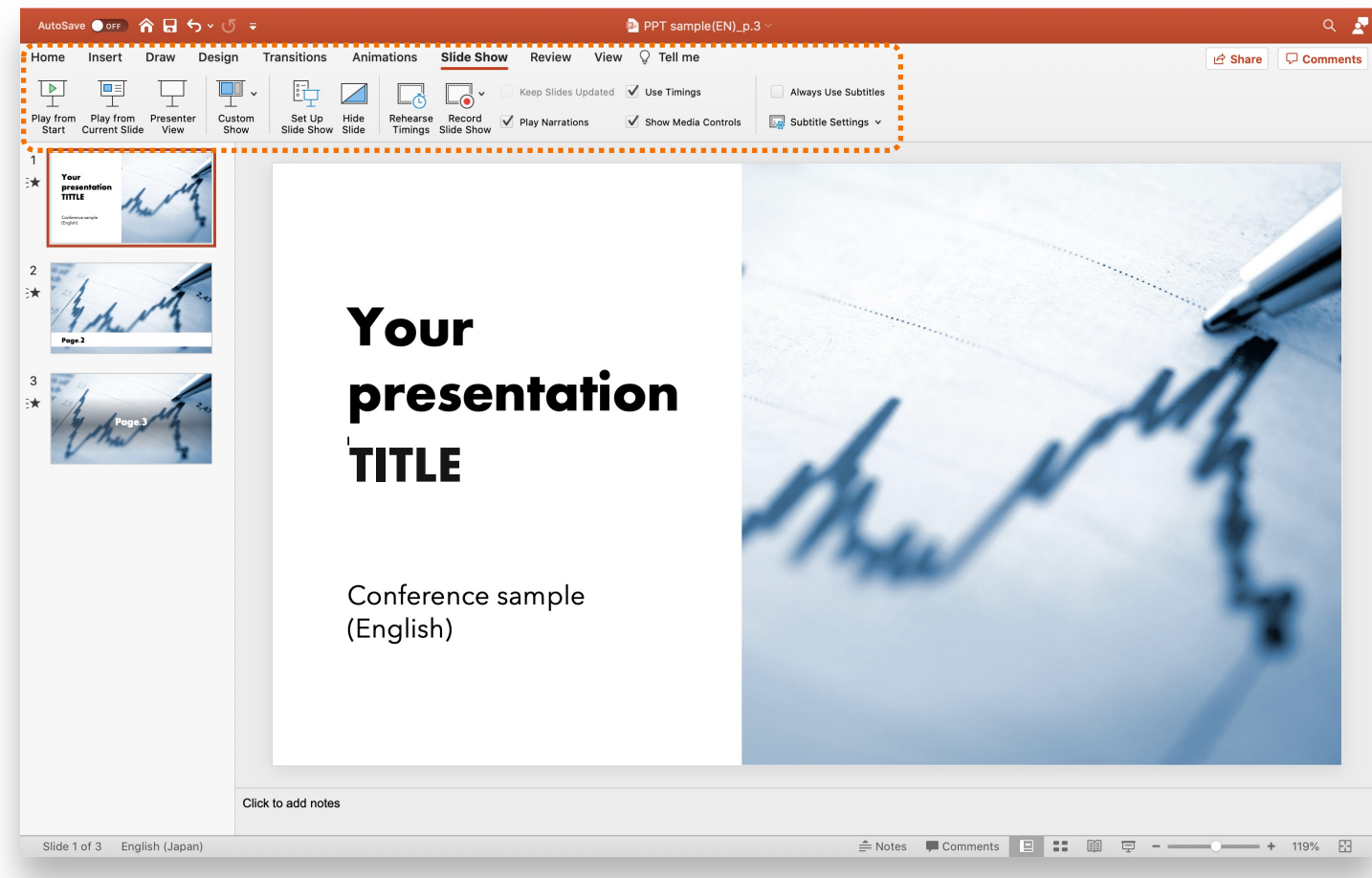
Open the PPT slide show



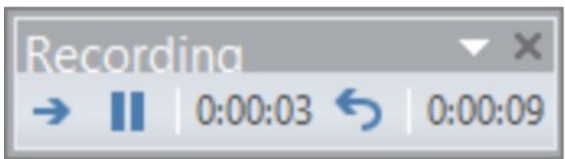
Go to **Slide Show** and Click



Click [Start Recording]



Recording presentation



**Your
presentation
TITLE**

Conference sample
(English)



Confirm [Recording] sign on top left window.



Go to the next slide



Pause the recording

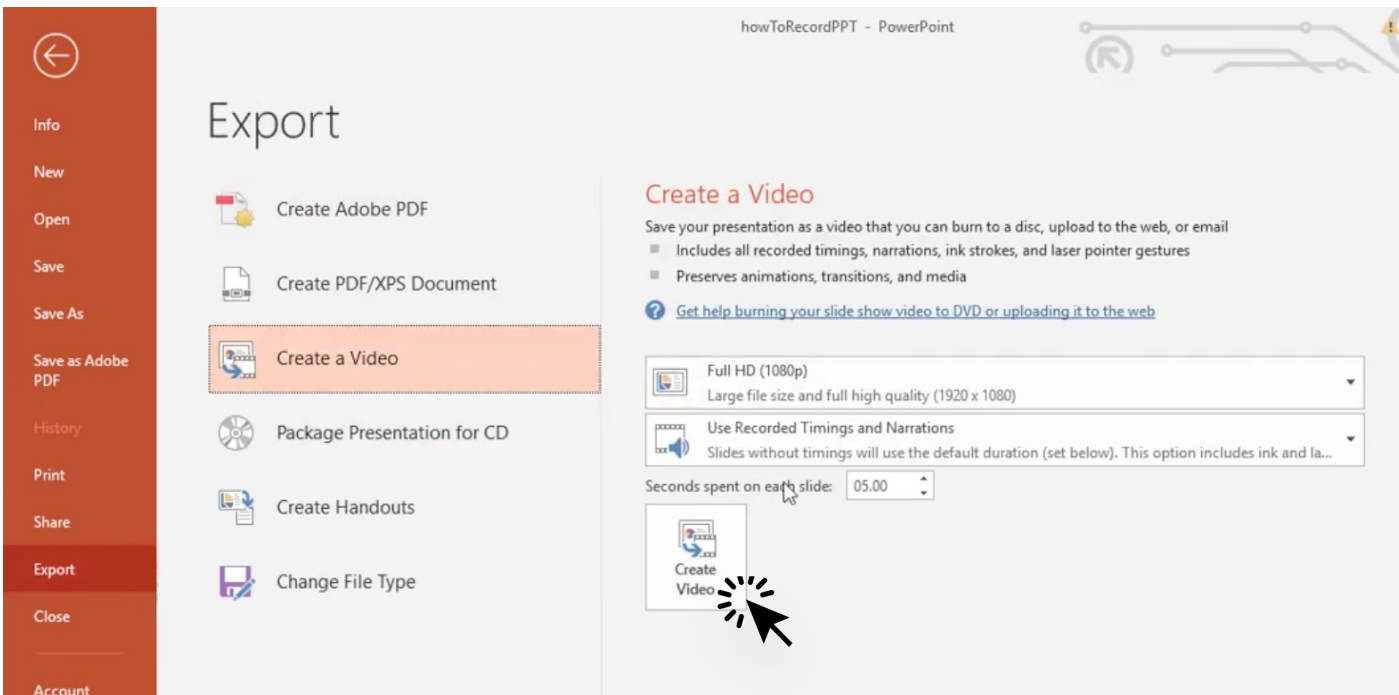


Re-record the current slide

Please play the slide show to confirm whether your recording is successful.
You may retake video from where you want to edit.

Saving File

[File] → [Export] → [Create a Video]



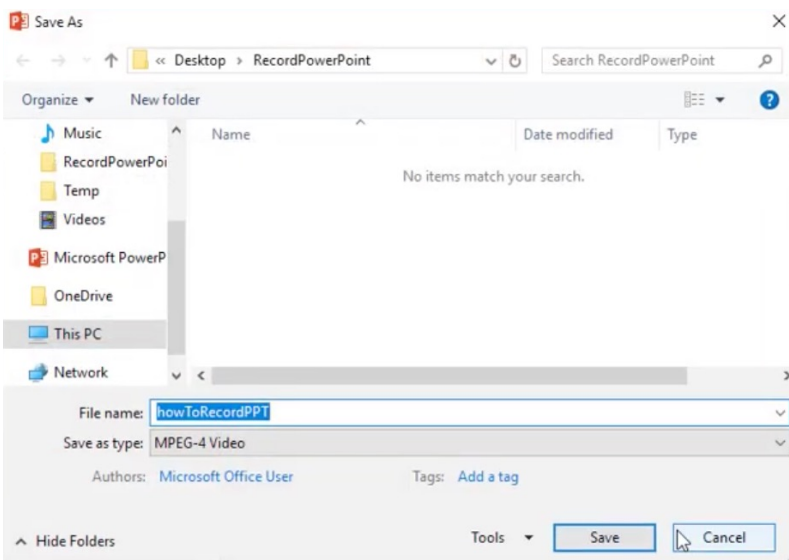
【Preferred Resolution】

Slide size [16:9] → [1280 x 720]

Slide size [4:3] → [960 x 720]



Select [Use Recorded Timings and Narrations.]
Click [Create Video]



Select [MP4]



Click [Save]