

【 The 20th ARSR 】

How to record a presentation with audio and turn it into a video in PowerPoint.

For Keynote

- 1 Before recording your presentation
- 2 Record your narrations and slide shows
- 3 Playback confirmation and re-record your narrations and slide timings
- 4 Export your presentation as a video (MP4 file)

If you have any questions about data converter, contact us below:

【 The 20th ARSR 】 Technical Desk

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Turn your presentation into a video

- When you make a recording of a presentation using a computer microphone or headset, all its elements (narration, animation, pointer movements, timings, and so on) are saved in the presentation itself.

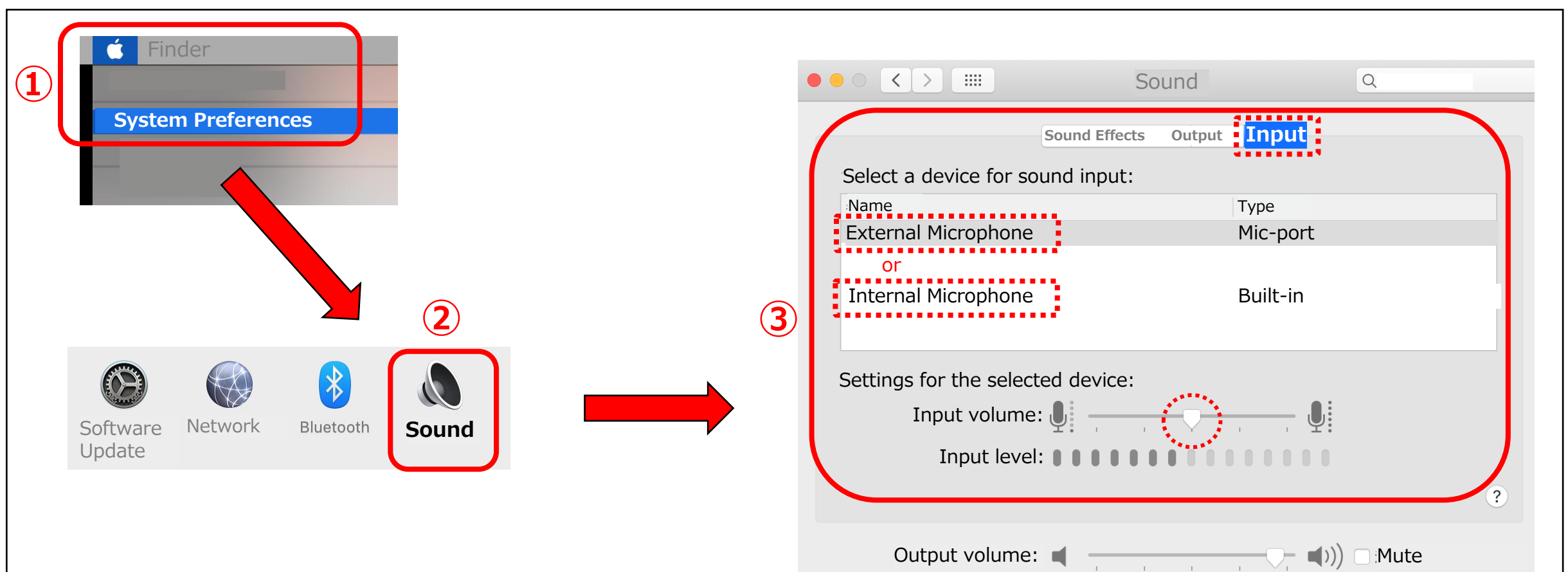
In essence, the presentation becomes a video (MP4) that your audience can watch in PowerPoint.


- Please kindly confirm below after saving
 - ⇒Playing a video from the beginning to the end with no interruption.
 - ⇒Audio recording is completed.
 - ⇒Make sure the presentation is within the time limit.

NOTE

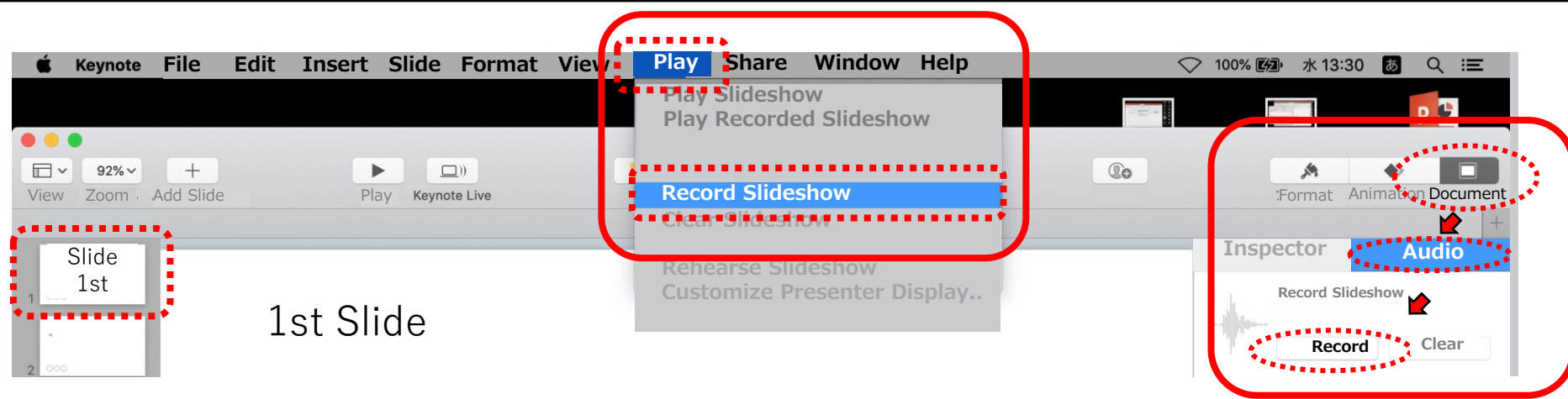
- Please record your narration in as quiet a location as possible, to prevent external noise from being recorded.
- It is not possible to use laser pointer.

Setup Your Microphone



- ① Click on your Apple menu in the top left corner and select " **System Preferences** ".

- ② Double-click the " **Sound** " icon.
- ③ Click on the microphone you want to use. Adjust Input volume by moving the slider to the right. You can stop moving it to the right when the Input level bars below move to the halfway point.

To record slide shows

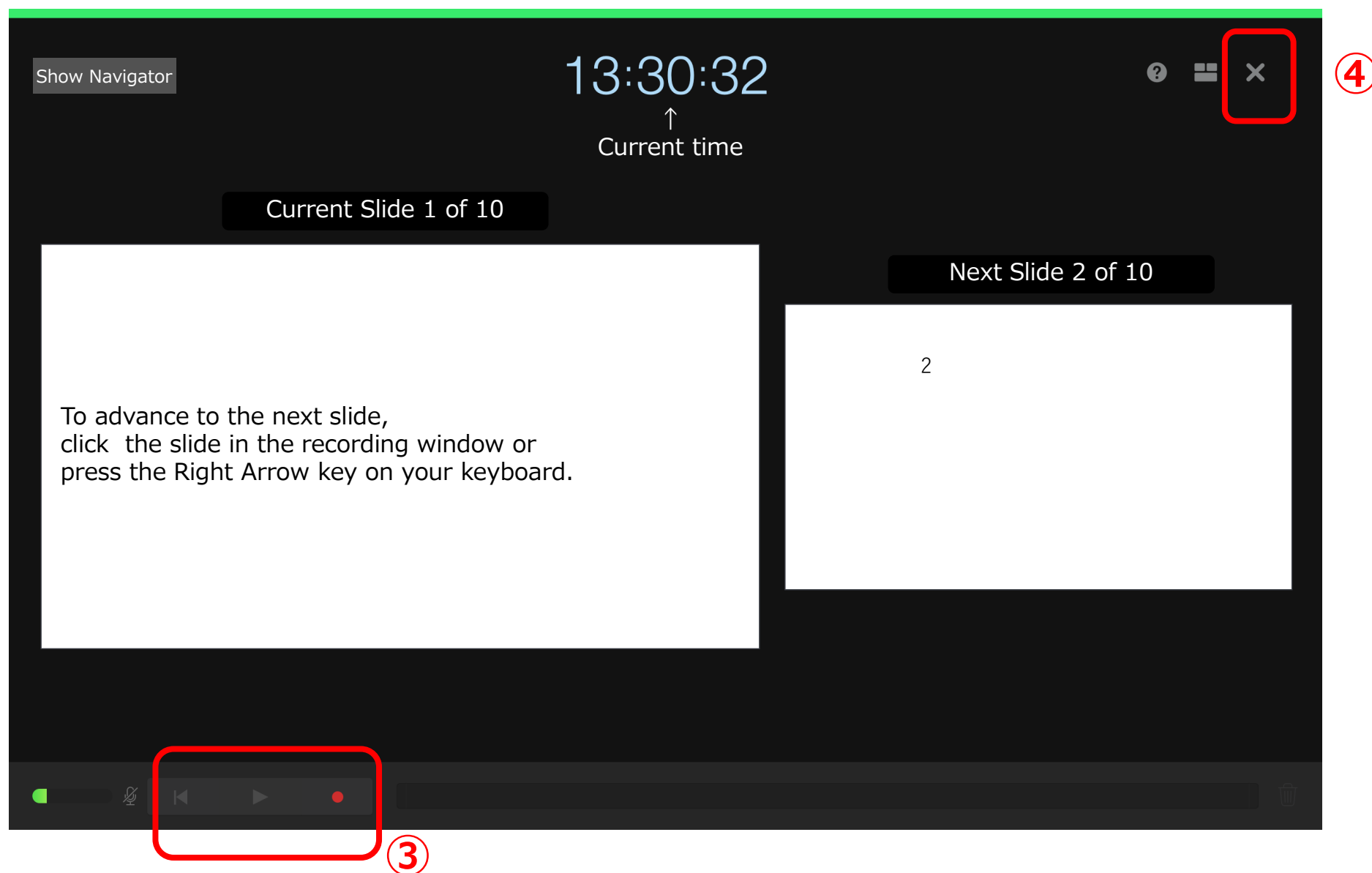


Make sure that the first slide is selected to record your narrations and timings in Keynote.

- Click on the " **Document** " icon, and then click " **Audio** ". Click on the " **Record** " button.

The recording window appears.

- Or to get to the screen to start recording click " **Play** " in the top bar and select " **Record Slideshow** ".



- ③ **【 Start Recording 】**  →  → Start your recording.

Click Red button at the bottom of the window. The timer counts down from 3 before recording begins.

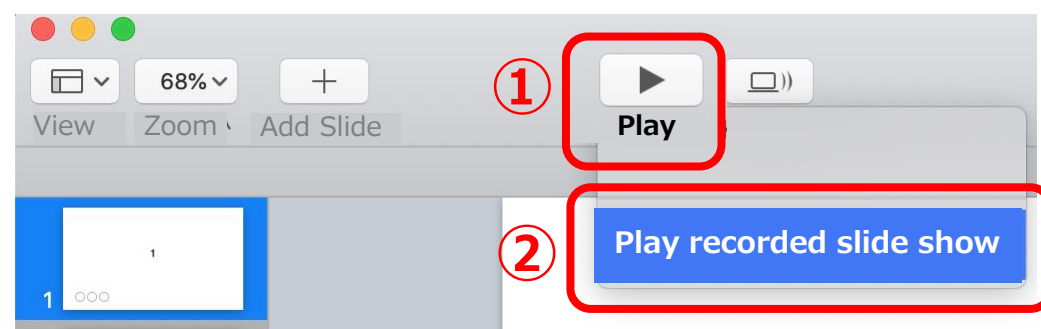
- 【 Pause 】**  → 

You can pause the recording by clicking the Pause button. Click Red button to resume recording.

- ④ **【 Stop Recording 】**  →  or ESC button

Click Red button. Press Escape or Close button to save the recording and exit the presentation.

To play recorded narrations and slide shows

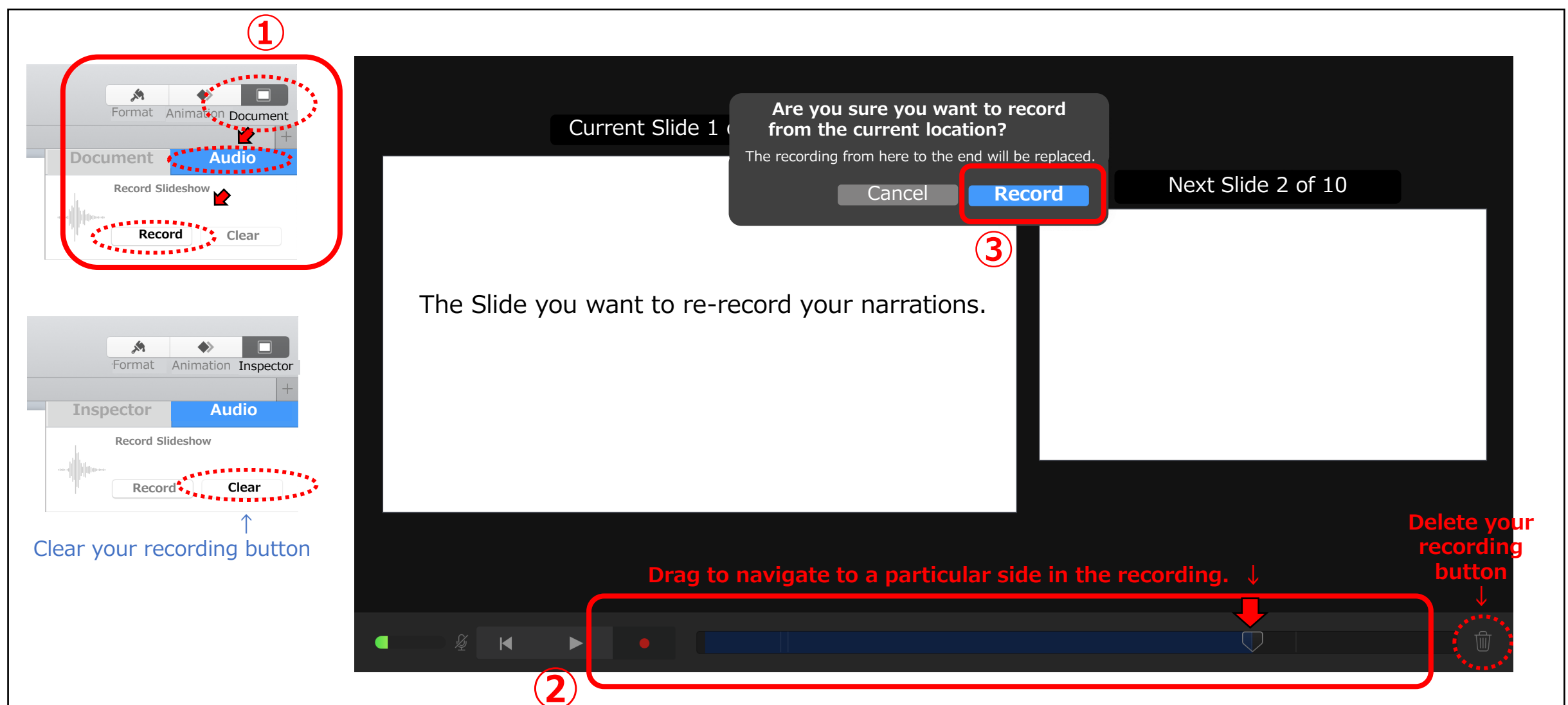



- ① Click " **Play** " button.
- ② Select " **Play recorded slide show** ".

NOTE

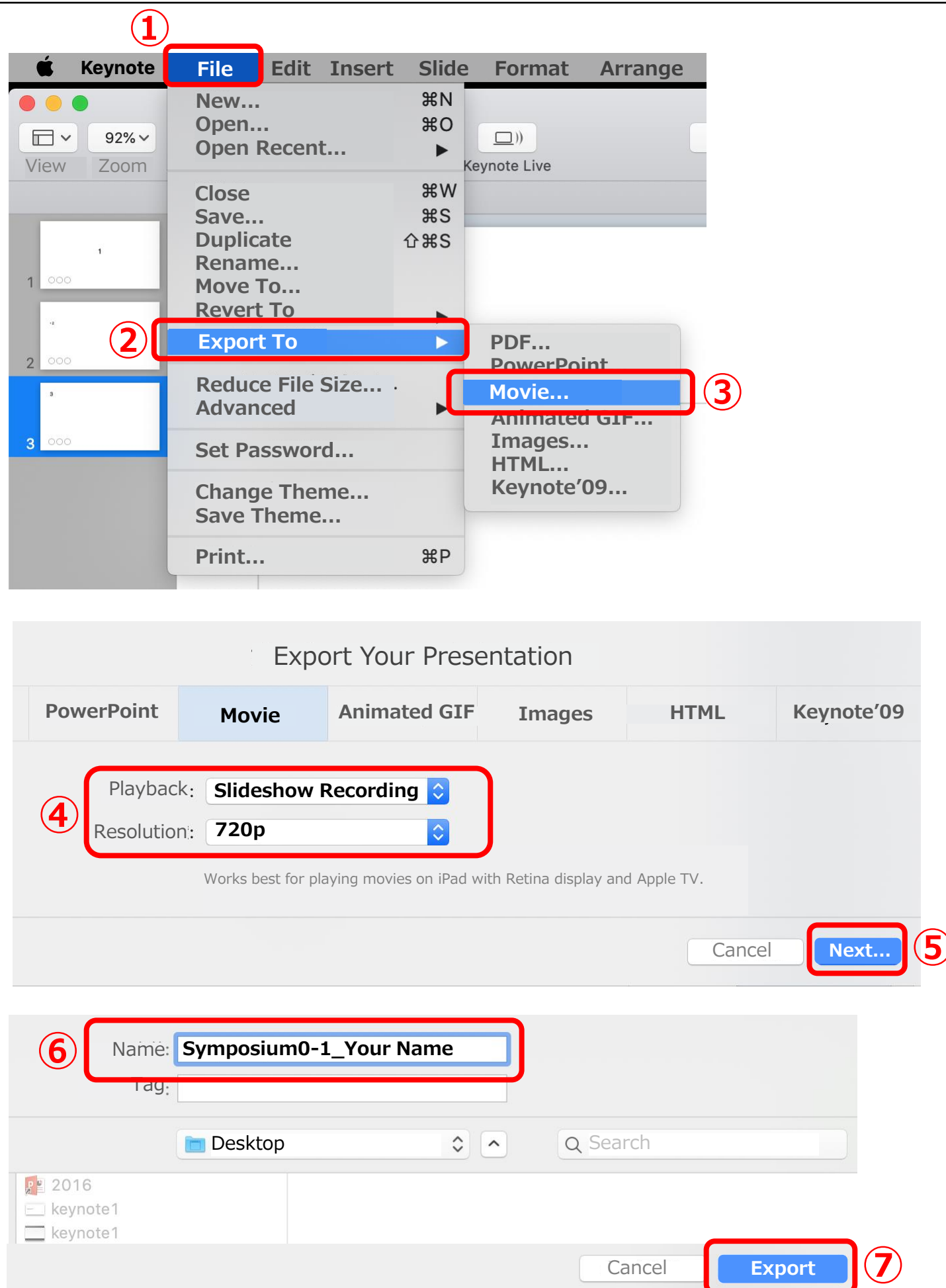
- Open the file again and start a video from the beginning to the end **to make sure where there are mistakes in the timing of slides and narrations or not.**
- Please save a Keynote file after recording.

To re-record your narrations and slide timings



- ① Click on the " **Document** " icon, and then click " **Audio** ". Click on the " **Record** " button.
The recording window appears.
- ② Drag to navigate to a particular side in the recording. And click Red button. 
- ③ " Are you sure you want recorded from the current location? "
Click " **Record** ".

Export your presentation as a video



- ① Click " **File** " from the top bar.
- ↓
- ② Select " **Export To** ".
- ↓
- ③ And then, select " **Movie...** ".
- ↓
- ④ Next, select " **Slideshow Recording** " for Playback and " **720p** " for the Resolution.
- ↓
- ⑤ Click " **Next...** " .
- ↓
- ⑦ Specify the filename like this: " **Symposium1-1_Your Name** ".

Click " **Export** " to create a video and save file automatically.

Creating a Video in Internet quality (1280×720) for a 10-minutes slide show takes about 10 minutes. Please make sure that you can play your presentation with the standard video playing application of Windows 10.

