

## How to make and upload your Power Point Video (PPV)

as of May 22, 2020

### Example 1 <with Power Point 2010 (Only your voice, without your video)>

- (1) Open your final Power point slide, and open **File** button at left upper corner.
- (2) Find **save and send** button, and open the make video.
- (3) Find the upper Computer and HD monitor button, select 960 × 720 button, and go to the lower **Timing and . . .** and click **Timing and Narration** button, and then start your talk.
- (4) The monitor pointer by your mouse will not come out on your final PPV.
- (5) When you finish your talk, click **make video** button, then it takes 3 min to complete the process.
- (6) Make sure your PPV file, and upload it to Cloud (\*the site see below).

### Example 2 <with Power Point 2019 (Both your voice and movie)>

- (1) Open your final Power point slide, and open **File** button at left-upper corner.
- (2) Find **Export** button, and open the make video.
- (3) Find the upper **HD (720p)** button, and go to the lower **Record the Timing and Narration** button.
- (4) Click ON your camera/voice at right-lower corner, and then click **Record** to start your talk.
- (5) The monitor pointer by your mouse will not come out on your final PPV, but you may use the marker in order to activate your pointer on your final PPV.
- (6) When you finish your talk, click **Stop** button, which automatically take you back to the initial monitor.
- (7) Click **make video** button, and select file type for **.mp4**, and then save the video file for taking 3 min.
- (8) Make sure your PPV file, and upload it to Cloud (\*the site see below)

### Example 3 <with Office 365 for mac PowerPoint (Both your voice and movie)>

- (1) Open your final PowerPoint file and select the first slide.
- (2) Select **Slide Show** at the top of the window and select **Record Slide Show**.
- (3) You can check your recorded voice by pressing the audio icon at the lower right corner on your slide.
- (4) If you would like to re-record your voice, select your slide to be re-recorded and **Record Slide Show** again.
- (5) After finishing your record, please complete your video by selecting **File** > **Export**
- (6) Enter the file name, select where to save the file, and choose requested fields as followings.  
File format: MP4  
Quality: Internet Quality  
Timing: check the box of "Use Recorded Timings and Narrations"
- (7) Click **Export** and make sure your PPV file, and upload it to Cloud (\*the site see below)

\* 【 Cloud site URL to upload your PPV file 】

[https://tama-katsu.com/endai/neuro2020\\_slide.php](https://tama-katsu.com/endai/neuro2020_slide.php)

Please in advance make your PPV , and upload it on the above Cloud site by July 31 .