

The 15<sup>th</sup> Asia Impact Assessment Conference  
(AIC2022)

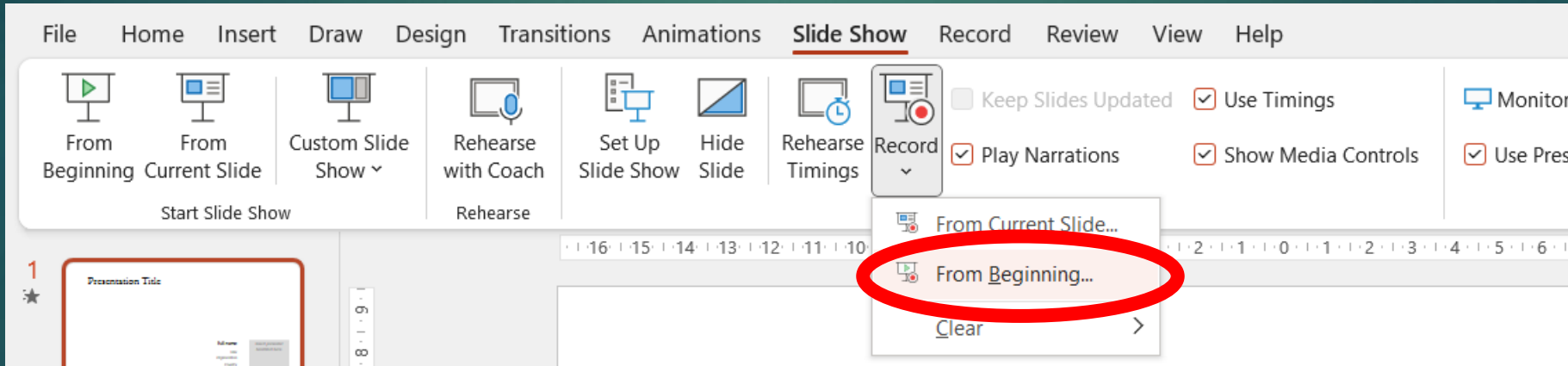
Video Recording Manual  
(PowerPoint/Zoom)

# CONTENTS

1. How to record with PowerPoint p.3-7
2. How to record with Zoom p.8-14

# 1. How to record with PowerPoint

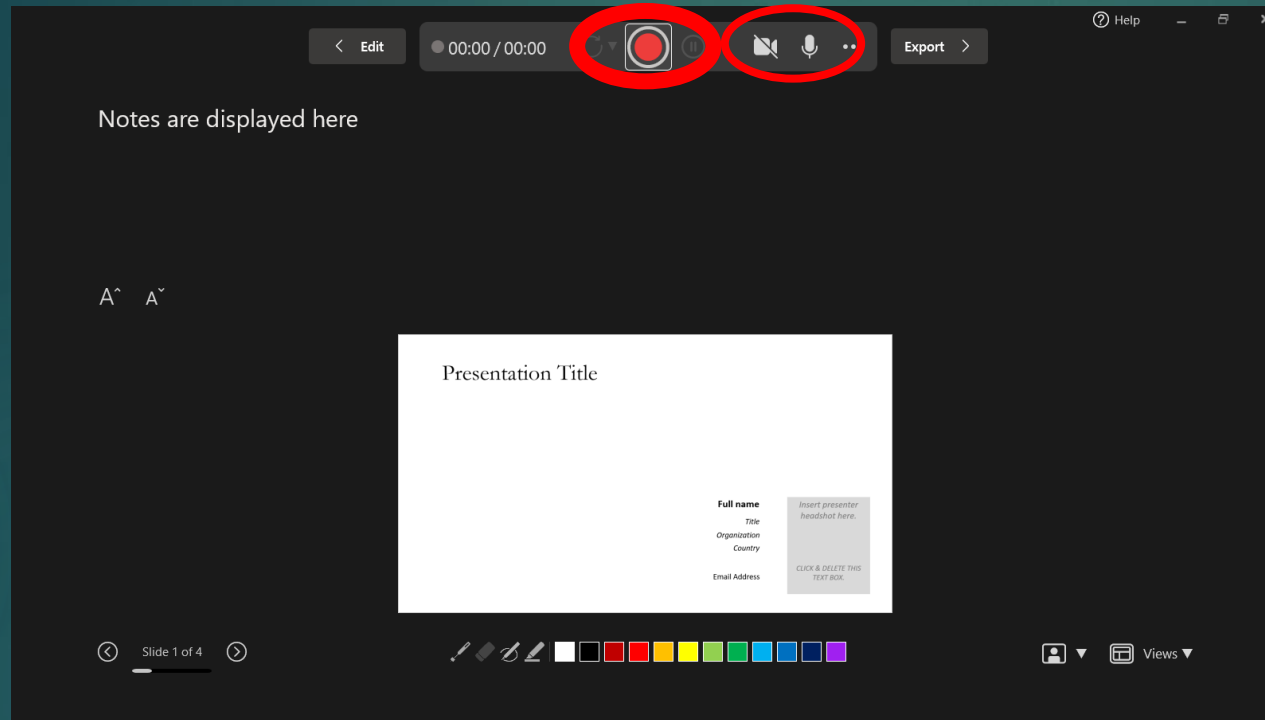
- 1) Open your PPT file to be presented.
  - 2) Select the “Slide Show” tab.
  - 3) Click ▾ in “Record”, and click “From Beginning...”.
- The position may vary depending on the version of the PPT application.



4) The Screen switches to start recording by pressing the Recording Button at the top center of the screen.

Make sure the camera is off and the microphone is on.

4



5) Press the Recording Button to finish recording and make a video of the created data.

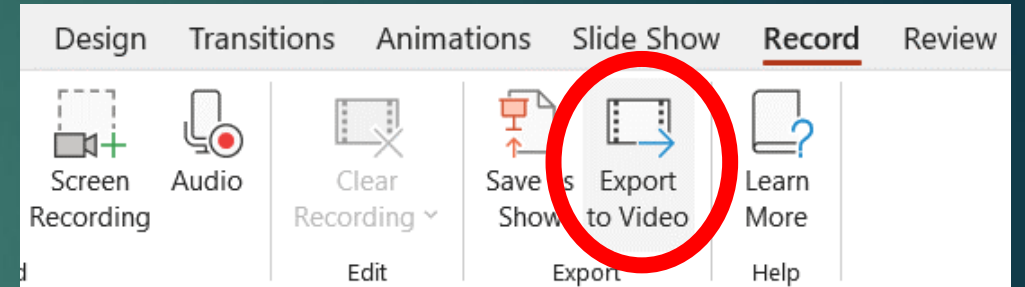
(Please refer to the next page and beyond.)

6) Click “Export”.\*

5



\* You can also click “Export to Video” from the “Record” tab.



7) The screen switches.

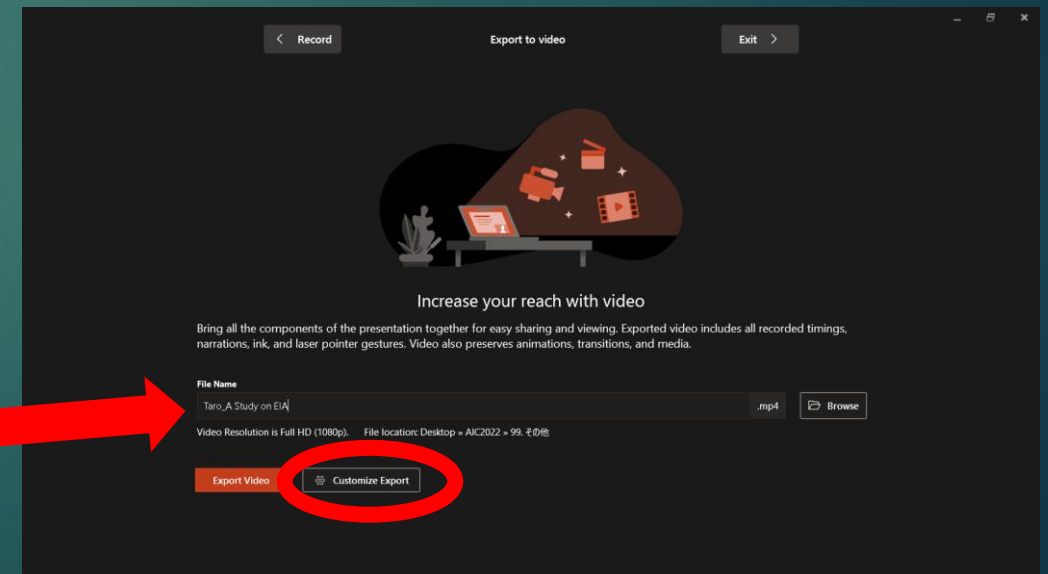
Rewrite the file name to  
“First name\_Title 4 words” and  
click “Customize Export”.

For example;

NAME: Taro Yamada

TITLE: A Study on EIA in Japan

Taro\_A Study on EIA



8) The screen switches.

Select “HD (720p)” from the drop-down list and click “Create Video”.

6

The screenshot shows the 'Export' menu in Microsoft PowerPoint. A red arrow points from the text 'Select “HD (720p)”' to the 'HD (720p)' option in the 'Create a Video' dropdown list. The 'Create Video' option is highlighted in orange. Below the dropdown list, the 'Create Video' button is circled in red. The 'Create Video' button is located at the bottom of the 'Create a Video' section.

**Export**

- Create PDF/Document
- Create a Video**
- Create an Animated GIF
- Package Presentation for CD
- Create Handouts
- Change File Type

**Create a Video**

Export your presentation as a video that you can share with others

- Includes all recorded timings, narrations, ink strokes, and laser pointer gestures
- Preserves animations, transitions, and media

[Learn more](#)

Full HD (1080p)  
Large file size and full high quality (1920 x 1080)

- Ultra HD (4K)  
Largest file size and ultra-high quality (3840 x 2160)
- Full HD (1080p)  
Large file size and full high quality (1920 x 1080)
- HD (720p)**  
Medium file size and moderate quality (1280 x 720)
- Standard (480p)  
Smallest file size and lowest quality (852 x 480)

HD (720p)  
Medium file size and moderate quality (1280 x 720)

Use Recorded Timings and Narrations  
Slides without timings will use the default duration (set below). This option includes ink and laser pointer gestures.

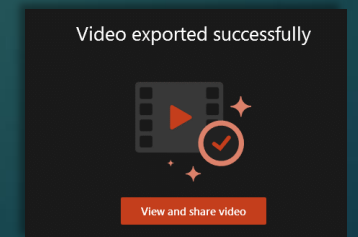
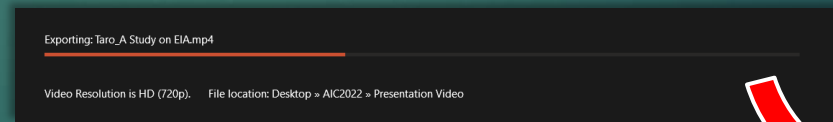
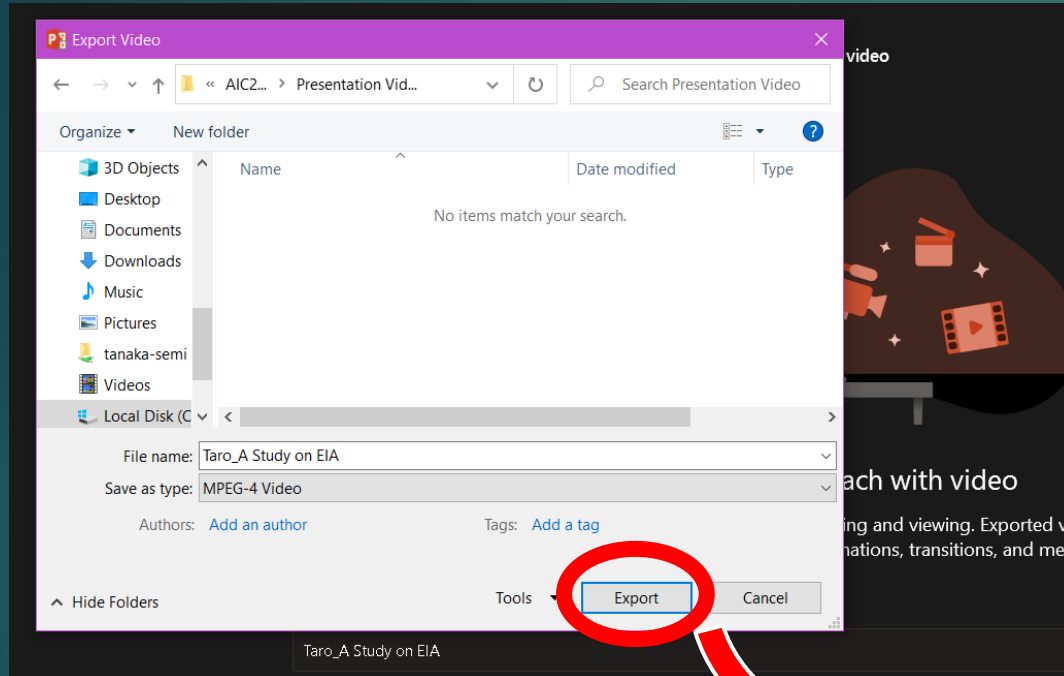
Seconds spent on each slide: 05.00

**Create Video**

## 9) The screen switches.

Specify where to save the video and click “Export”.  
Check the file type is MPEG-4 video.

7

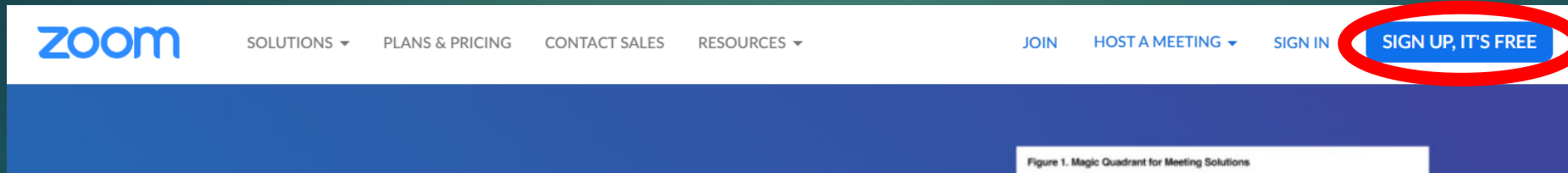


How to record with PowerPoint ends here.

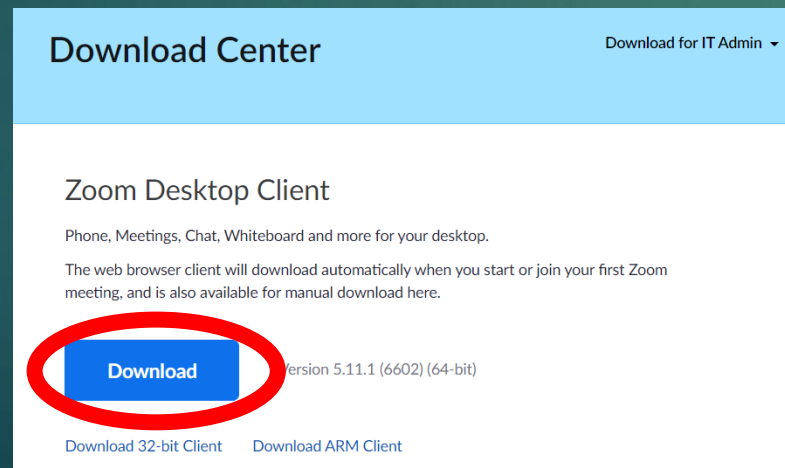
## 2. How to record with Zoom

This manual is intended for those who have a Zoom account and application. If you do not have an account, please get a free Zoom account first.

To get an account, go to “SIGN UP! IT'S FREE” on the [Zoom homepage](#).



To get the application, go to the [download page](#).





Before recording with Zoom, please check the following notes.

- Recording should be done in a location with a good network.
- Please keep the place as quiet as possible and avoid noise.
- Please check if your PC is equipped with speakers and a microphone.
- Please use earphones with microphones or headset microphones whenever possible.
- Please close all unnecessary applications to reduce the load on your PC.
- Please make sure that your Zoom application is up-to-date before using it. If it is not the latest version, please update it.

Confirmation Site: <https://support.zoom.us/hc/en-us/articles/201362233>

1) Please open the slide material (PPT or PDF) you are presenting.

(This manual uses PPT)

2) Launch the Zoom application and sign in.

3) Click “New meeting” to open a meeting.

4) Make sure the microphone is ON.

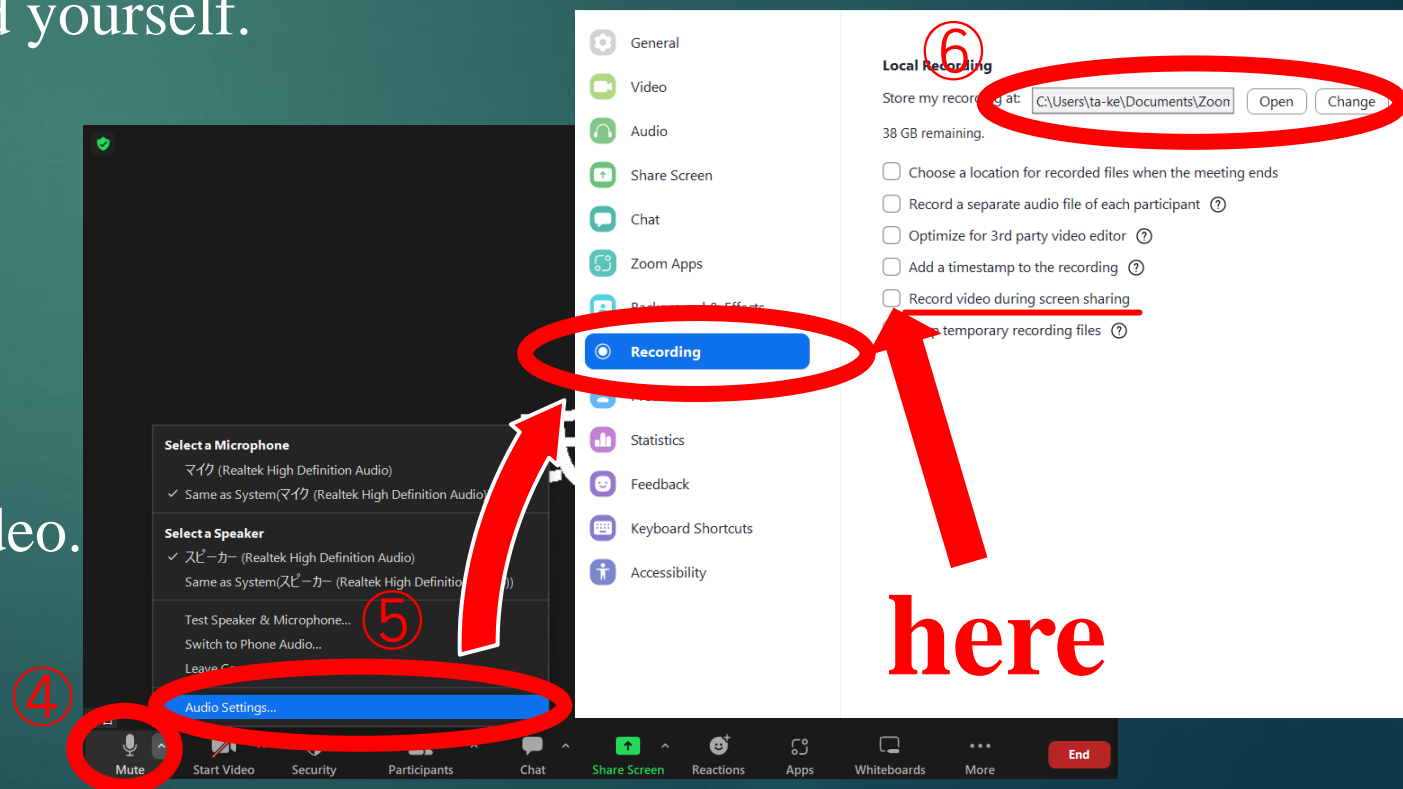
5) Make sure you are set to not record yourself.

Click the  $\triangle$  next to the Mute button and click “Audio Settings”.

Select “Recording” on the left side of the settings screen and uncheck “Record video during screen sharing”.

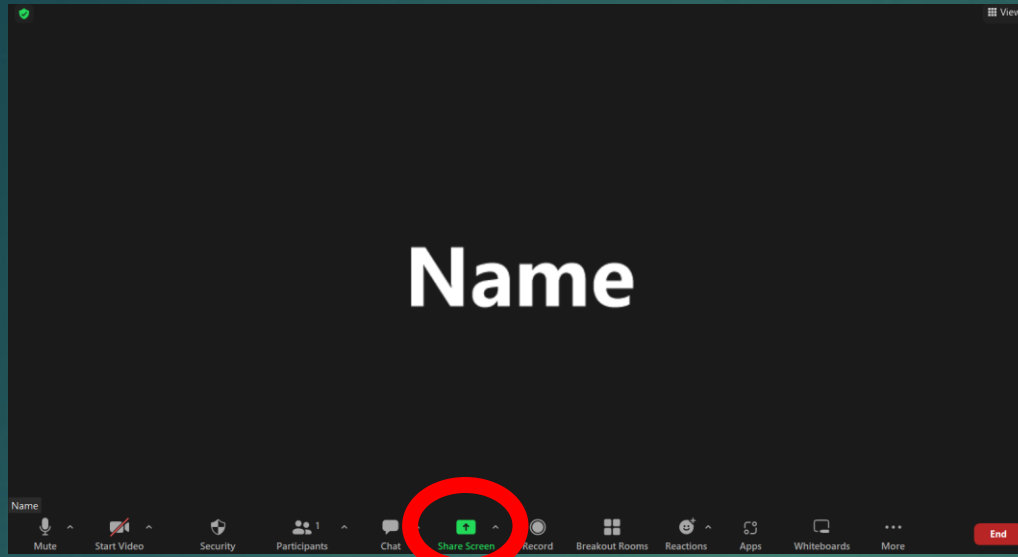
6) Specify where to save recorded video.

Select “Change” to specify where to save the file.

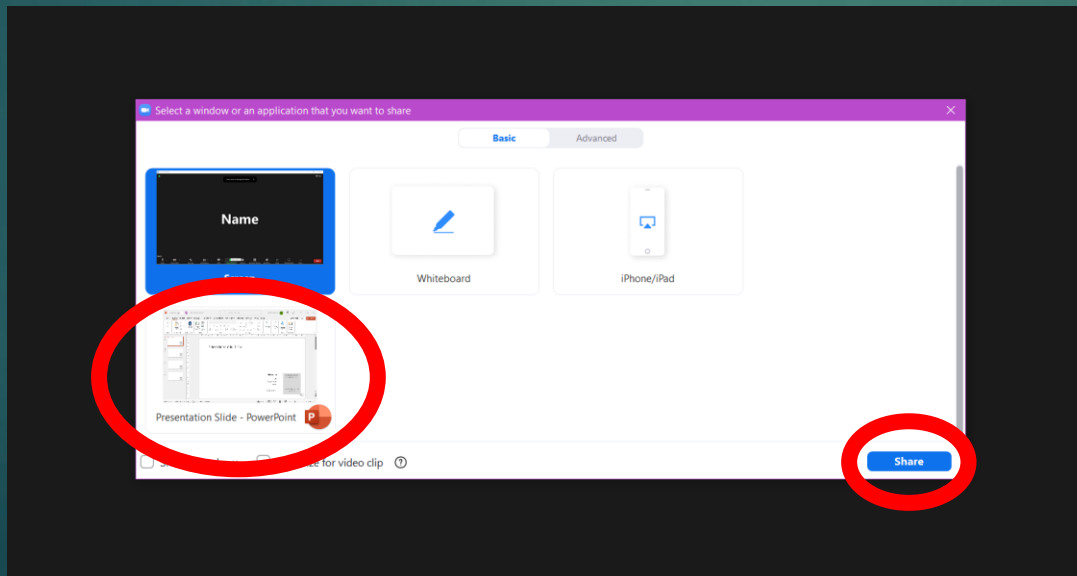


7) Click on “Share Screen”.

11



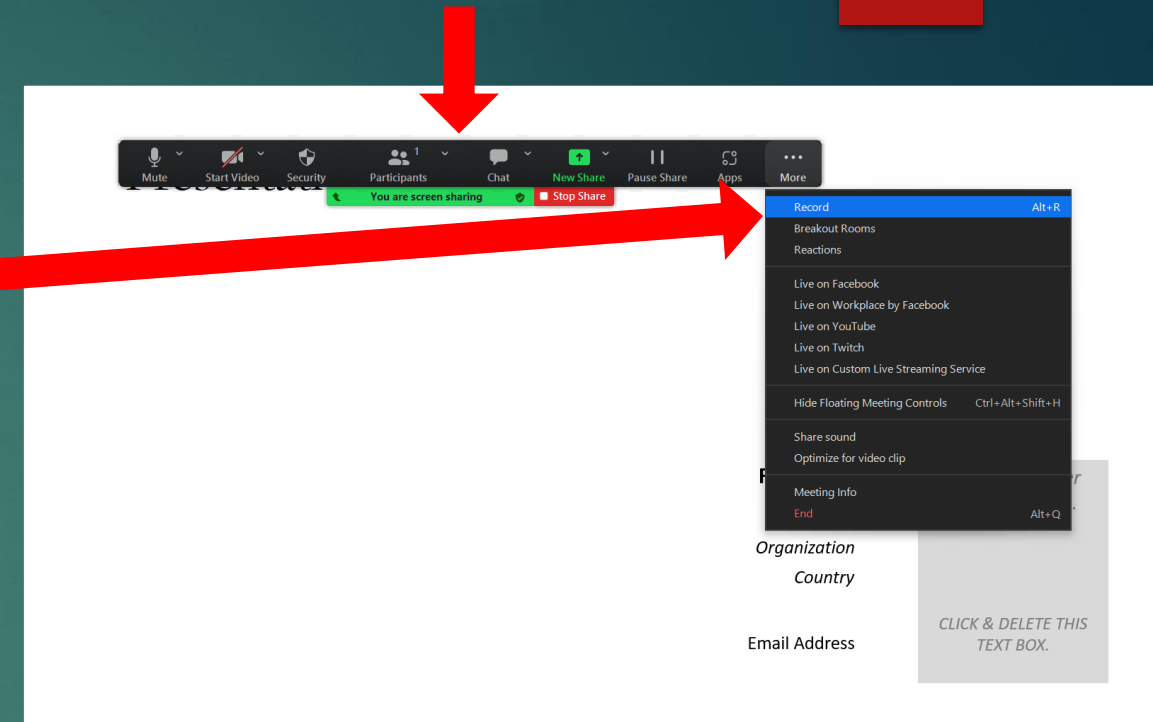
8) Select the presentation slides and click “Share” in the lower right corner.



## 9) Start Recording.

The screen switches to PowerPoint.  
Move the mouse pointer over the tabs (green bar) at the top of the screen to display the toolbar.  
Click “Record” from “More” to start recording.

12



PPT shared, with slides displayed in full screen.

## 10) End Recording.

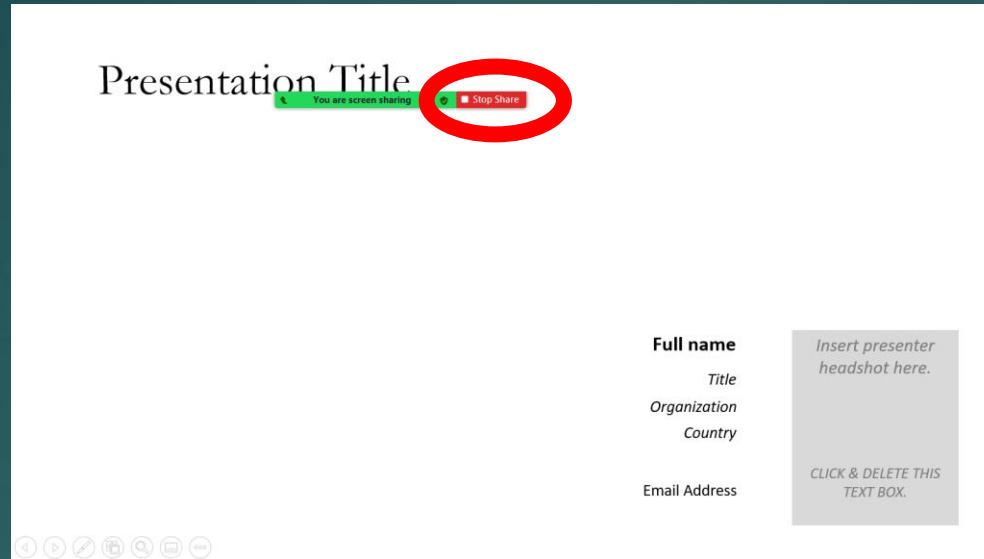
For Windows: Alt + R

For Mac: Shift + Command + R

You can also end the recording by clicking on “Stop Recording” from the “More” in the toolbar.

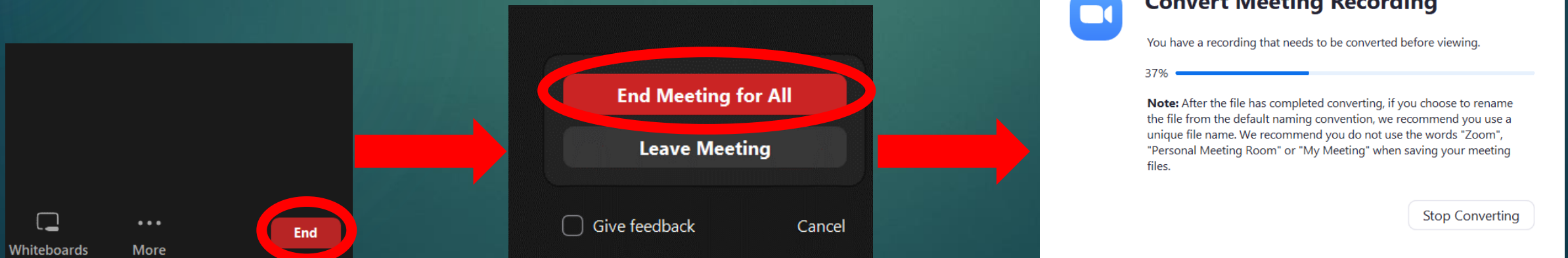
11) Click “Stop Share” to stop sharing.

13



12) Close the meeting.

When the meeting ends, the export of the recorded video begins automatically.



13) Check the recorded video.

When the export is finished, the folder specified in step ⑥ will automatically open.

Open the MP4 file and check for video and audio problems.

14) Rename the recorded video.


The file name should be changed to “First name\_Title 4 words”.




For example;

NAME: Taro Yamada

TITLE: A Study on EIA in Japan

Taro\_A Study on EIA



Name	Date modified	Type	Size
 audio1190602400		M4A File	389 KB
 recording.conf		CONF File	1 KB
 Taro_A Study on EIA		MP4 File	731 KB

How to record with Zoom ends here.