The 79th Annual Meeting of the Japanese Cancer Association

How to record a slide show with narration and slide timings
【 Oral/Poster Presentation 】

PowerPoint Mac
for PowerPoint2019

**If you use PowerPoint 2016 for Mac
you cannot export the file as a video.
Please use PowerPoint2019 or Keynote instead.**

Before you start

- Please prepare the following items:
  - Microsoft PowerPoint Presentation slides
  - Laptop
  - Microphone

- Please connect the microphone/headset to your laptop to record your voice. Built-in laptop microphones are also available.

- Quiet places are recommended.

- Please make sure to finish your words before you go to the next page. Your voice won't be recorded while you switch the pages.

- Please embed the videos directly in the slides. (Hyperlinks are not available.)

- Laser Pointer for Mac is not available.

- Please prepare the following slides
  - Slide #1: Title slide
  - Slide #2: Disclosure of the Conflicts of Interests
  - Slide #3: starting your presentation

<Author whose abstract is chosen for Oral Presentation>
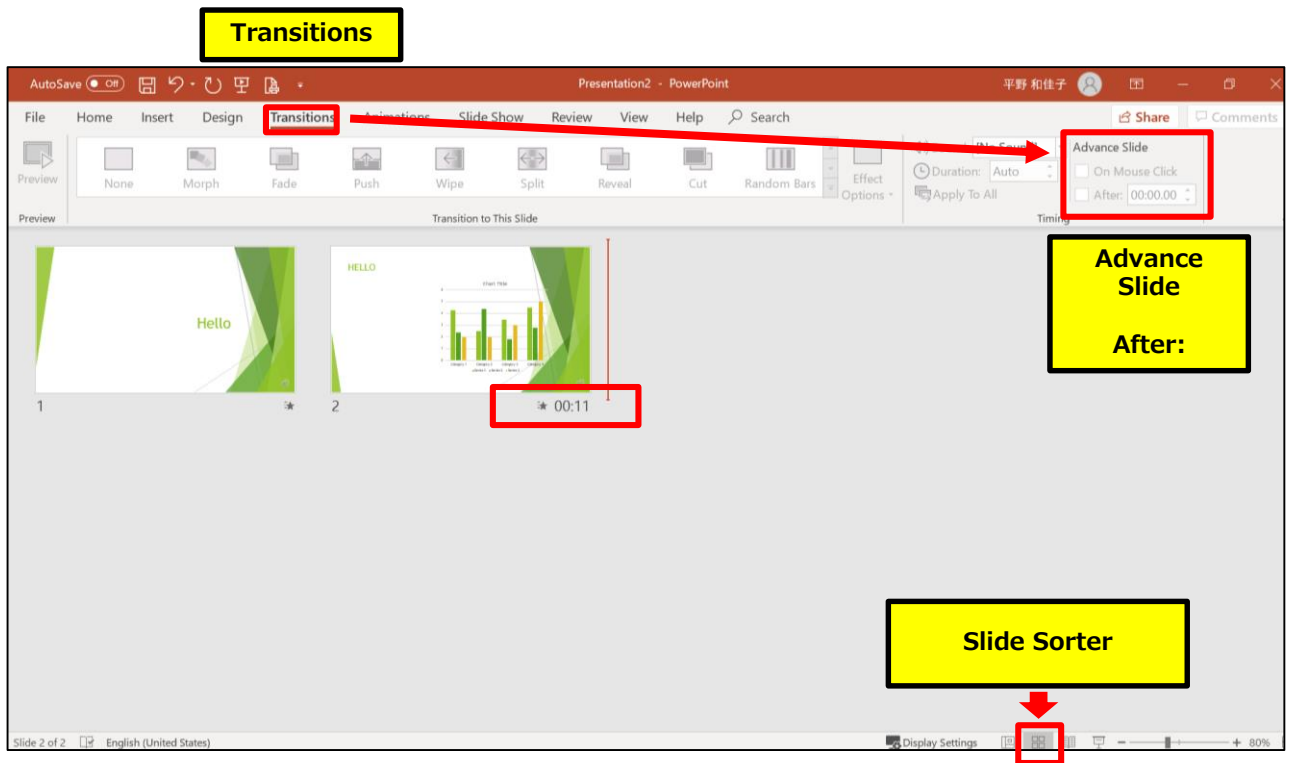Presentation: 8 min
Language: English

<Author whose abstract is chosen for Poster Presentation>
Presentation: 4 min
Language: English

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Before you start

- Select 'Slide Sorter' below and make sure there is no seconds shown under the each slide.

- If any, select 'Transitions'>'Advance Slide' >uncheck the 'After:' button.
  *This image may look different depending on your OS/MS version.

How to disclose your COI

If there is any COI, the presenter should use the disclosure slide to present COI after the title slide, in order to clarify the names of companies and/or associations in question.

If there is no COI, the presenter should indicate 'I/We have no financial relationships to disclose.' as such on the sample slide.

If the lead presenter is the responsible researcher, choose the sample slide 1. If the lead presenter is NOT the responsible researcher, choose the sample slide 2 and prepare each COI disclosure slide on behalf of the responsible researcher.

1) Lead presenter is the responsible researcher

2) Lead presenter is NOT the responsible researcher

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1. Select 'Slide show' and turn on 'Play Narrations' and 'Use Timings'.
   Select the very first slide and click 'Record Slide Show'
   to start recording.

   *The recording starts from the slide you are on at the moment.
    Make sure you choose the very first slide to start.

Play Narrations
Use Timings
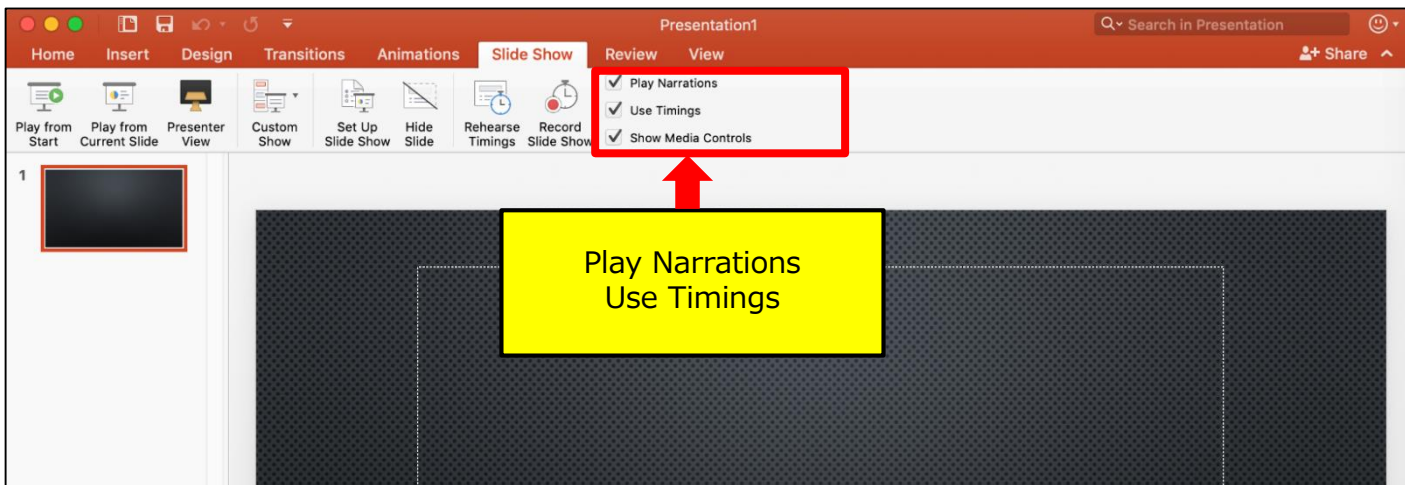
Record Slide Show

◆ PowerPoint Mac

2. When you click 'Record Slide Show', the screen will look as below.
   Please start recoding.
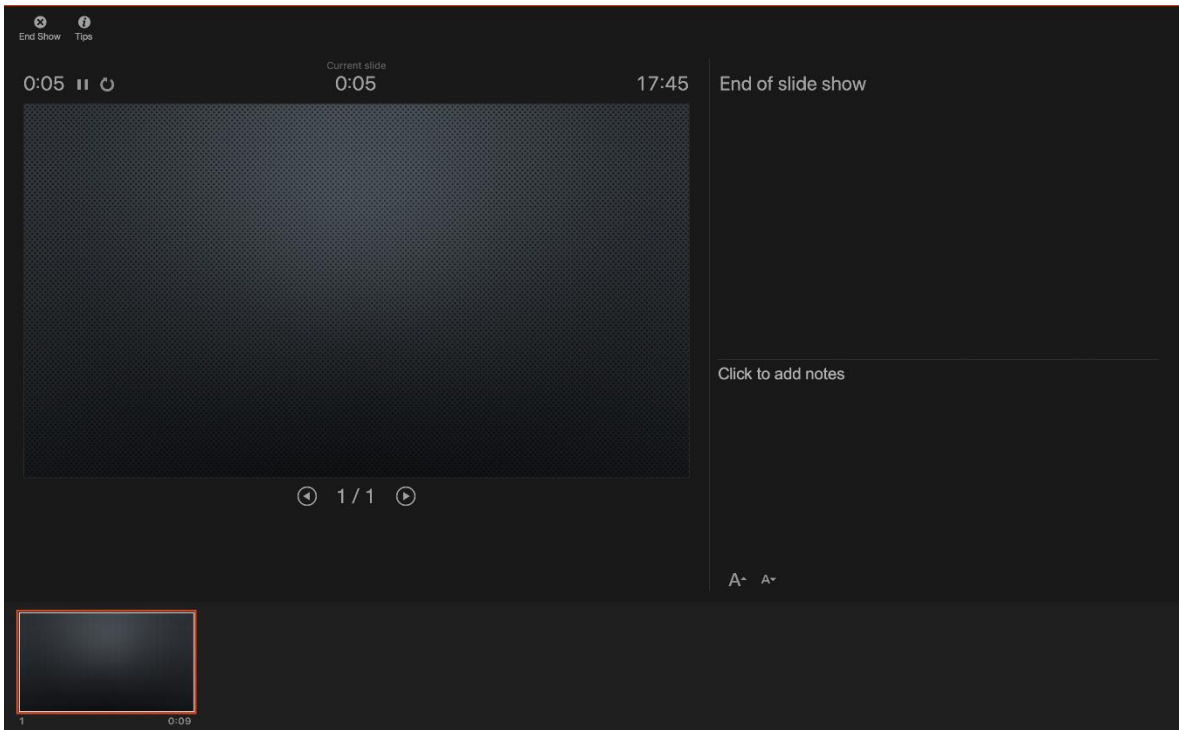
3. When you reach to the very last slide, the following message
   will be shown.
   Click 'Yes' to save the voice data.

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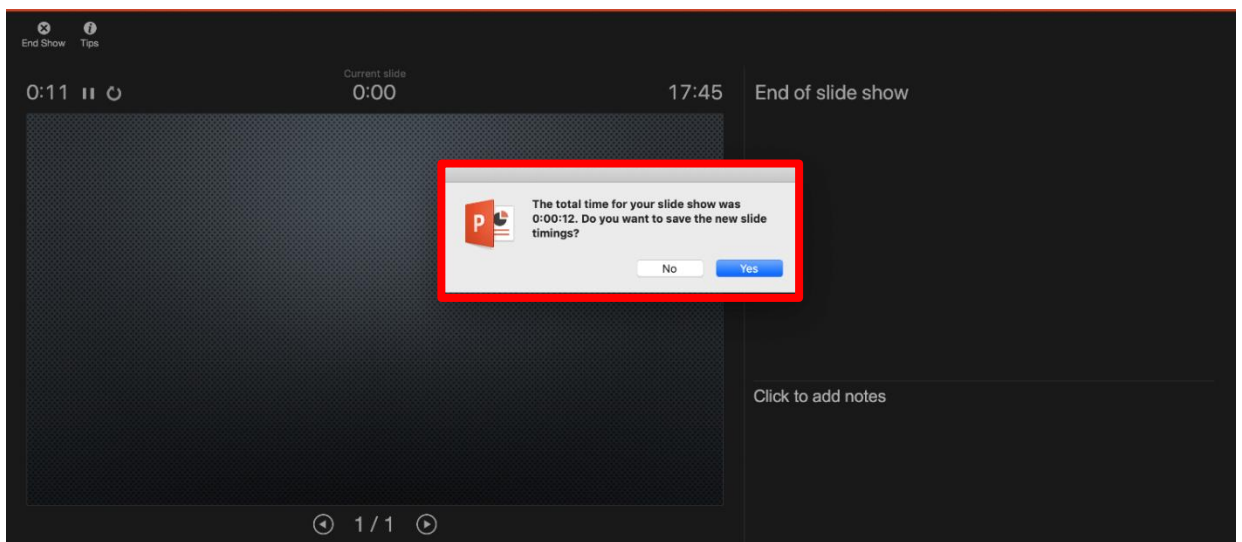
◆ PowerPoint Mac

4. When you are done recording, save the file and do the final check.
Save the file and open the file again.
Play the slide show from the beginning to make sure
everything is recorded appropriately.
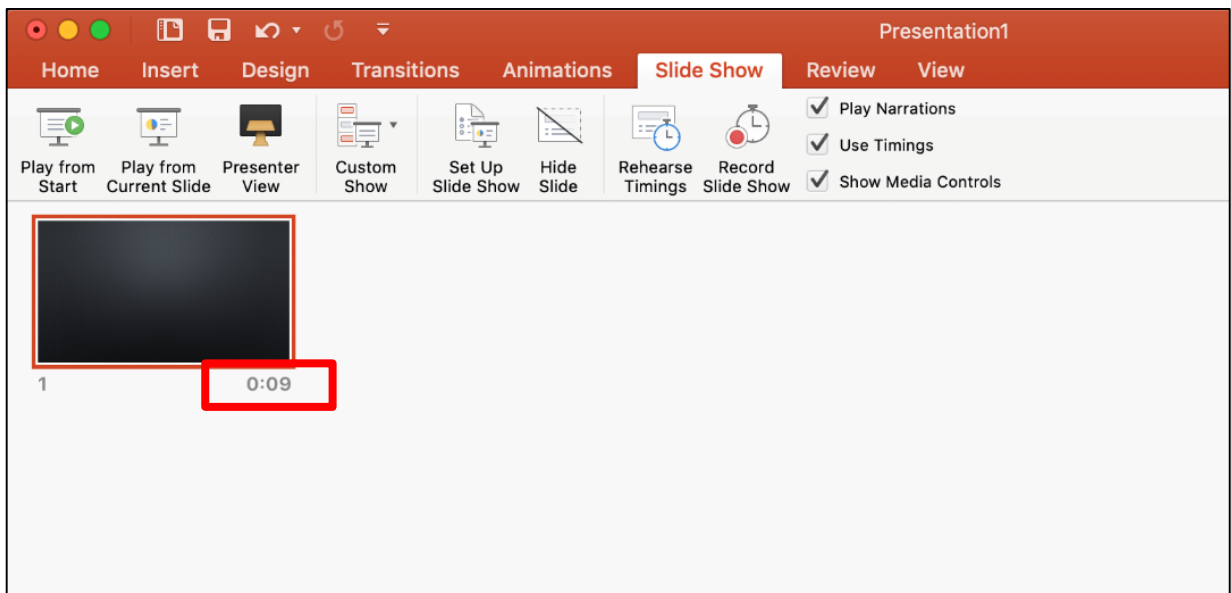
**The presentation slides that
you recorded will be shown here**

◆ **PowerPoint Mac**

5. Convert the file into a video.
   Select 'File' > 'Export'.

6. Save the file as MP4.

◆ PowerPoint Mac

7. Save the file.
   The title should include your name.
   Make sure the File Format is 'MP4' and Quality is 'Internet Quality'.
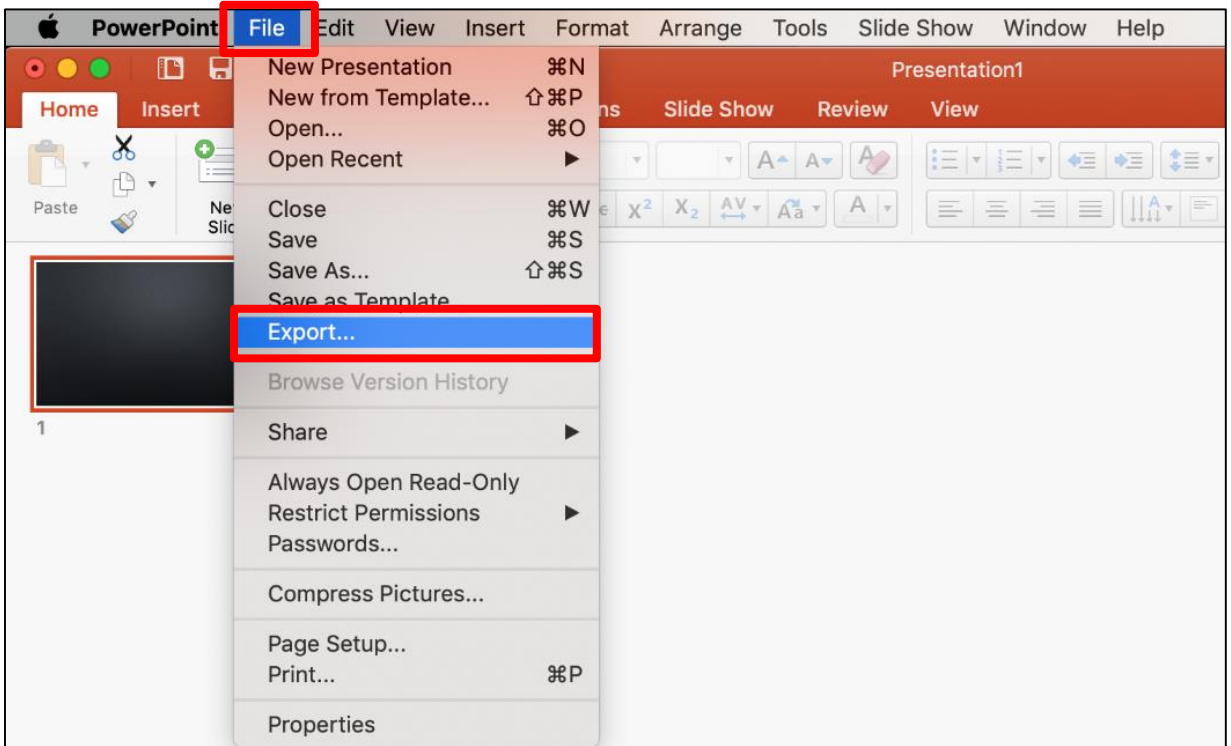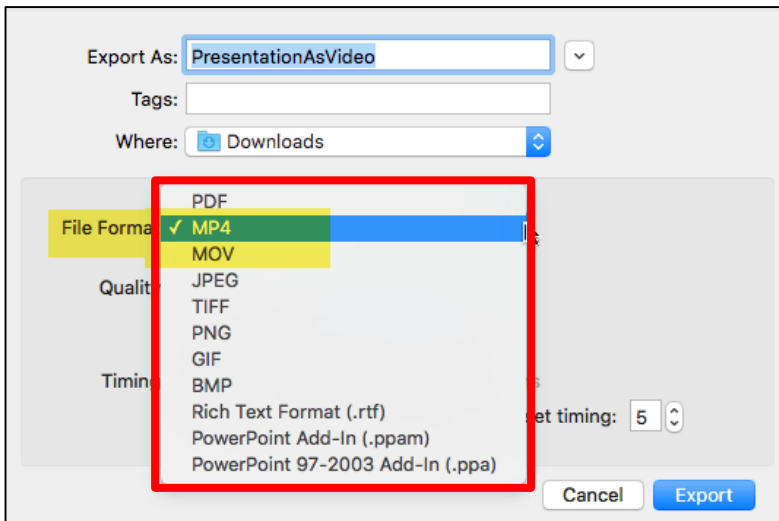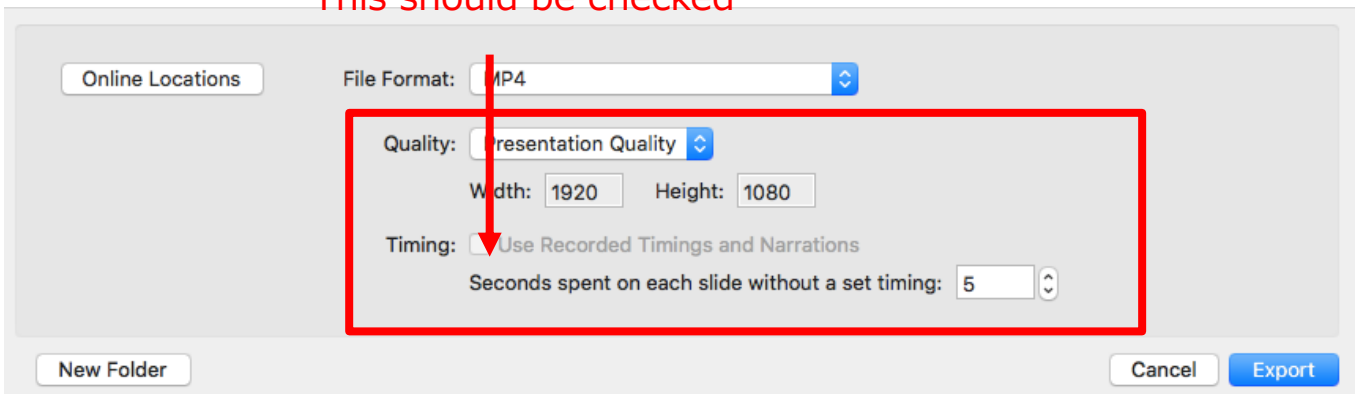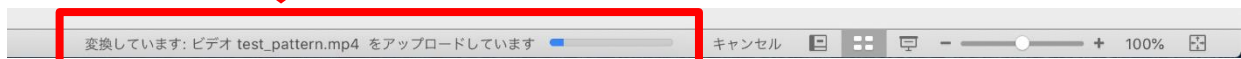   Please check 'Use Recorded Timings and Narrations'.

This should be checked

Online Locations	File Format:	MP4	
	Quality:	Presentation Quality	
	Width: 1920	Height: 1080	
	Timing:	☐ Use Recorded Timings and Narrations	
		Seconds spent on each slide without a set timing: 5	

New Folder   Cancel   Export

8. Select 'Export'.
This may take for a while. Please wait until the file is 100% saved.

変換しています: ビデオ test_pattern.mp4 をアップロードしています   キャンセル   100%

Make sure to open the file again.
Play the slide show from the beginning to make sure everything is recorded appropriately.

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