Instructions on how to use Power Point for self-recording oral presentation

Step 1: Please make sure your presentation is open and ready. You can create new slides (size 16:9, 3 slides maximum) for the video recording or using the poster directly.

File Home Insert Design Transitions Animations Sli	de Show Review View Help EndNote X8 Nitro Pro PDFelement Foxit Read	
Aa A		stide Size* Background
1		Standard (43) Widescreen (169) Custom Slide Size
	Click to add title	
	Click to add subtitle	

Step 2: Check that your microphone is configured to your audio computer settings.

- Step 3: Record separate audio file for each slide. In order to record the audio file, please proceed as follows,
 - A. Go to Insert tab(插入) → Audio(音訊) → Record Audio(錄音).

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New Slide *	Table *	Pictures S	icreenshot *	Photo Album *	Shapes		3D SmartAi odels *	rt Chart	🌖 My A	dd-ins *	Zoom Link		Comment	Text Head Box & Foo	er WordArt	Equation Symbol	Video *	Audio *	Screen Recording
Slides	Tables		Images			Illu	strations		Add	-ins	Links		Comments	т	ext	Symbols		Aud	io on My PC

B. Click on the "Record Button"

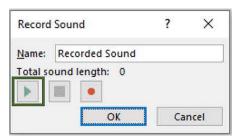
Record	Sound	?	×
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C. Start recording your presentation and your voice.

D. Once done, please click on the "Stop Button".

Record	Sound	?	×
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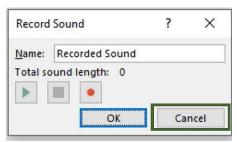
E. After recording, please playback the recording and check for the resolution and audio clarity.



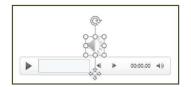
F. If the recording is fine, please click on "OK(確定)".

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G. If the recording is not good, you can click on "Cancel" and record the audio again, starting from **Step 3-A**.



H. Once clicking on "OK" (step 3-F), a speaker icon will appear on the slide.



I. To hide it from your slide, please click on the "Speaker" icon. A new "Playback(播放)" menu will open on the right of the upper menu. Click on "Playback" and choose the box next to "Hide During Show(放映時隱藏)".

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Hide During Show	1			
Rewind after Playing	No Play in Style Background Audio Styles			

J. For every slide, repeat steps 3-A - 3-I for your presentation.

Step 4: After recording the audio for all slides, export the presentation to a video file. Please click on File(檔案) → Export(匯出) → Create a Video(建立視訊)
NOTE: Do not change any setting and slick on "Create Video(建立視訊)"

NOTE: Do not change any setting and click on "Create Video(建立視訊)"

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Θ	Export		
슈 Home 🎦 New	Create Adobe PDF	Create a Video Save your presentation as a video that you can burn to a disc, upload to the web, or email	
Open	Create PDF/XPS Document	 Includes all recorded timings, narrations, ink strokes, and laser pointer gestures Preserves animations, transitions, and media <u>Get help burning your slide show video to DVD or uploading it to the web</u> 	
Info Save	Create a Video	Full HD (1080p)	•
Save As	Package Presentation for CD	Use Recorded Timings and Narrations Slides without timings will use the default duration (set below). This option include	es ink and laser pointer gestures.
Save as Adobe PDF	Create Handouts	Seconds scont on each slide: 05.00 C	
Fistory Print	Change File Type	Create Video	
Share	3		
Export			
Close	4		

Step 5: Save the file on your computer in MP4 format.

File name:	Presenter name	
Save as type:	MPEG-4 Video	

Step 6: Please check on the video file for the resolution and audio clarity, if everything is satisfactory, you can upload the video file through our website before May 31, 2022.

https://2022omics.conf.tw/



The Omics in the Ocean

The 9th International Symposium for Marine Biology and Biotechnology Ocean Science - From Reefs to the Deep 17 June 2022, Virtual symposium

Registration Deadline May 31, 2022.

Abstract Submission Deadline May 23, 2022.



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Poster Submission Deadline May 31, 2022.

詳情請見研討會網站 (QR code)