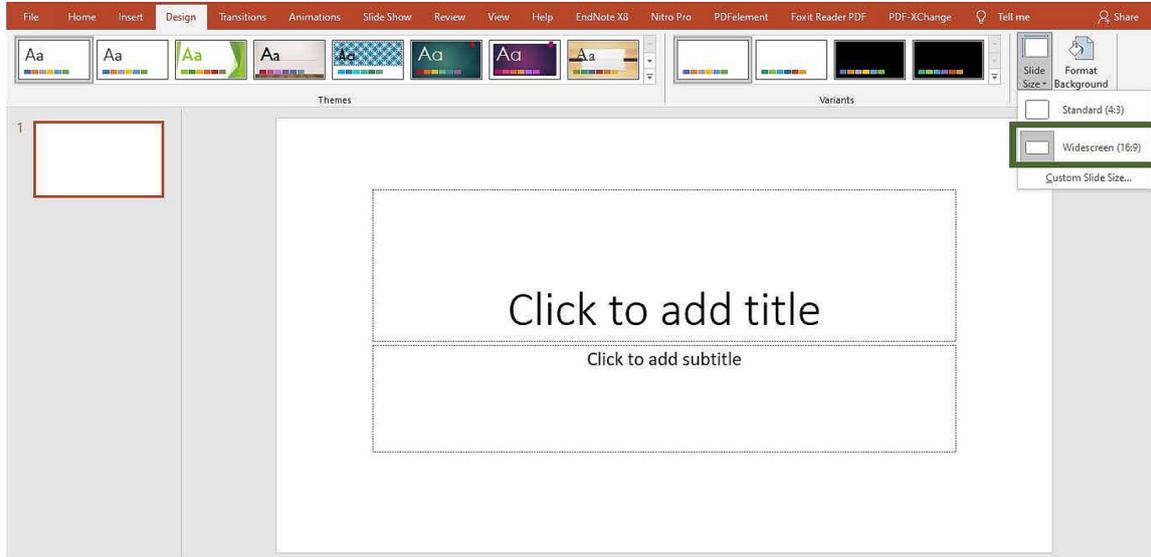


Instructions on how to use Power Point for self-recording oral presentation

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.



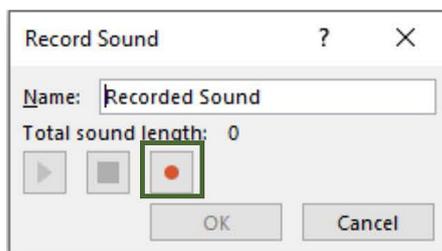
Step 2: Check that your microphone is configured to your audio computer settings.

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).

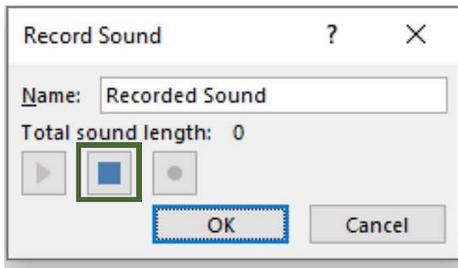


B. Click on the “Record Button”

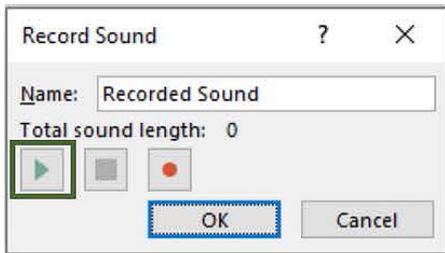


C. Start recording your presentation and your voice.

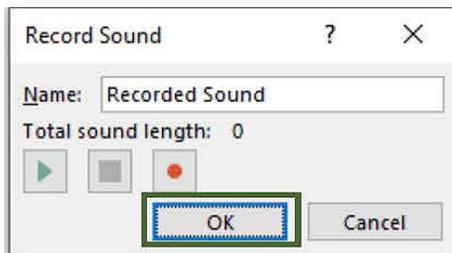
D. Once done, please click on the “Stop Button”.



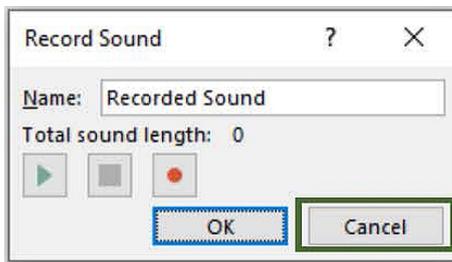
E. After recording, please playback the recording and check for the resolution and audio clarity.



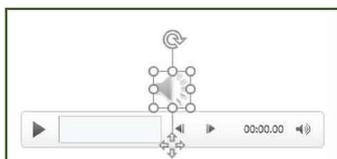
F. If the recording is fine, please click on “OK(確定)”.



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.



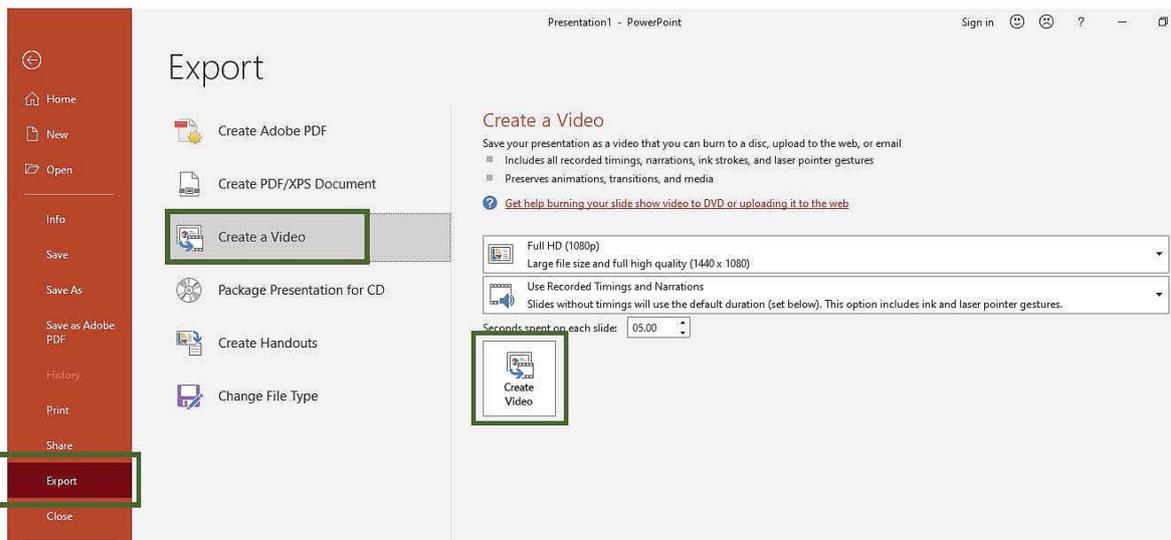
- I. To hide it from your slide, please click on the “Speaker” icon. A new “Playback(播放)” menu will open on the right of the upper menu. Click on “Playback” and choose the box next to “Hide During Show(放映時隱藏)”.



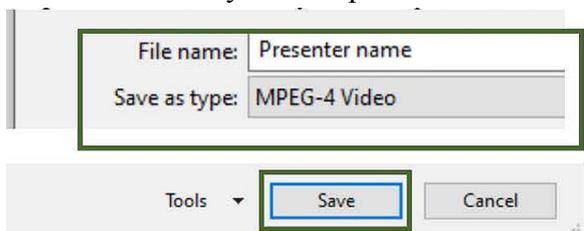
- J. For every slide, repeat steps 3-A – 3-I for your presentation.

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 click on “Create Video(建立視訊)”



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



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/>

9

th

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.

Poster Submission Deadline

May 31, 2022.



詳情請見研討會網站 (QR code)

NATIONAL MUSEUM
OF MARINE BIOLOGY & AQUARIUM

