

JCR2022

Manual for Video Recording

Please create your presentation data in line with the steps below.



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(1) Before recording

- Prepare your presentation data (PowerPoint (PPT)).

Recommended Ver. For Windows: 2016/2019/365 For Mac: 2019/365

Create a copy of the original file in order to edit the video data.

- Create your slides in 16:9, up to 1.5GB.
- Record the voice narration using the copied file.
- Create your presentation slides/video in the following order:
 - 1st slide Title, Affiliation, Name, Conflict of Interest declaration (COI)
 - 2nd slide Self-introduction (name, brief CV, your photo, etc.)
 - 3rd slide onwards Presentation

(2) Create 1st slide with the Conflict of Interest (COI) declaration

Please create a slide containing your Conflict of Interest (COI) declaration.

(Sample slide)

A sample slide for a Conflict of Interest (COI) declaration. The slide has a dark blue background. At the top, the word "Title" is written in large yellow font. Below it, the text "Division of Rheumatology, XXX University" is written in white font. Further down, the word "Name" is written in large white font. At the bottom, there is a white rounded rectangle containing the text: "Matters requiring disclosure of COI with regard to our presentation are as follows; Research founding: XXX corporation Acceptance of Researchers: / YYY corporation".

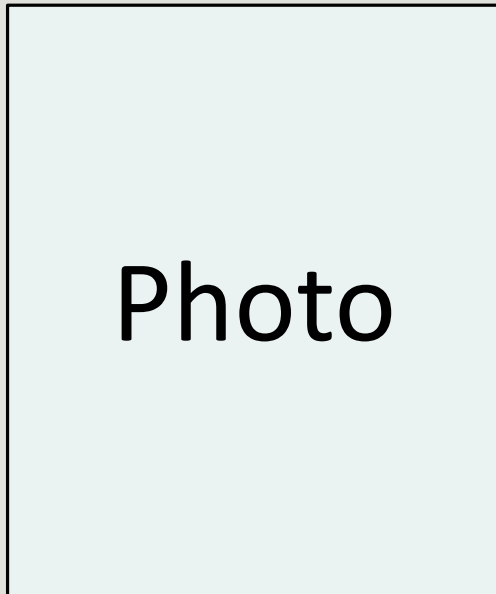
Title

Division of Rheumatology, XXX
University

Name

Matters requiring disclosure of COI with regard to our presentation are as follows;
Research founding: XXX corporation
Acceptance of Researchers: / YYY corporation

(3) Self-introduction (Example)



Sakae Tanaka

Brief career profile

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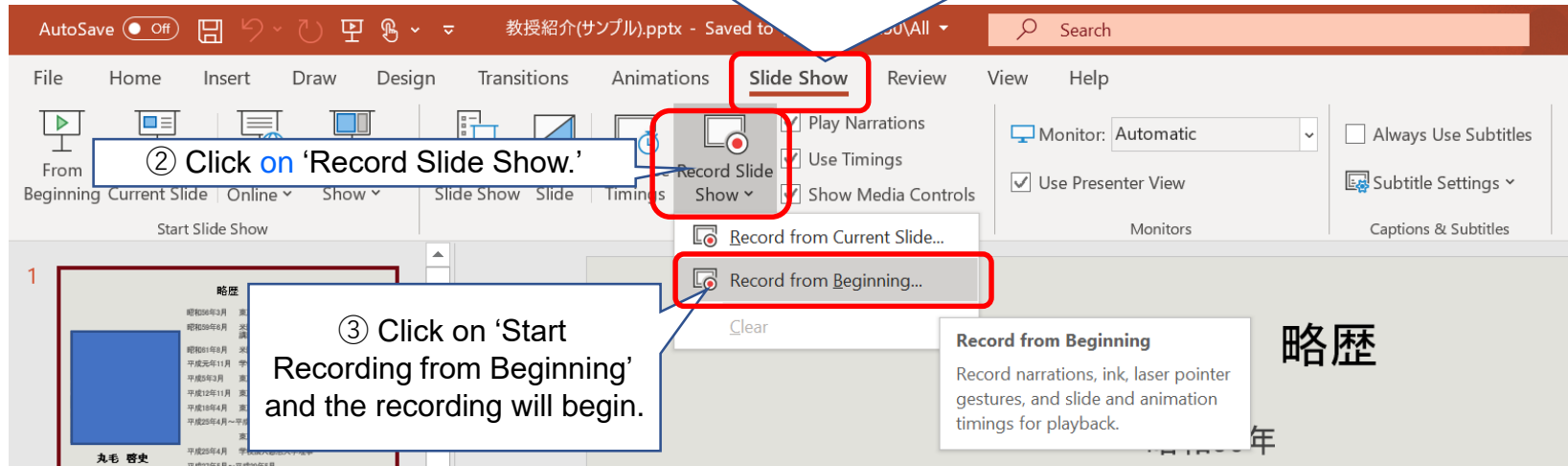
Please describe your brief career profile.

(4) Preparation of PC & equipment for recording

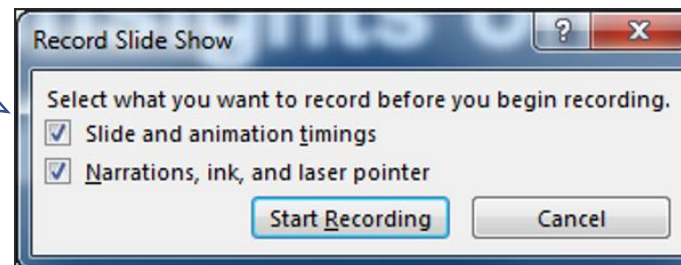
- Please have your PC/Laptop and microphone ready.
- Conduct a microphone functional test. (Laptop computers equipped with microphone: use installed microphone; Laptop computers not equipped with microphone: plug in an external microphone to record your narration.)
- Please record your narration in a location that is quiet as possible, to prevent external noise from being recorded.
- Length of video: Please refer to your session detail

(5) Record the narration

① Click on 'Slide Show' on the top navigation bar of the screen

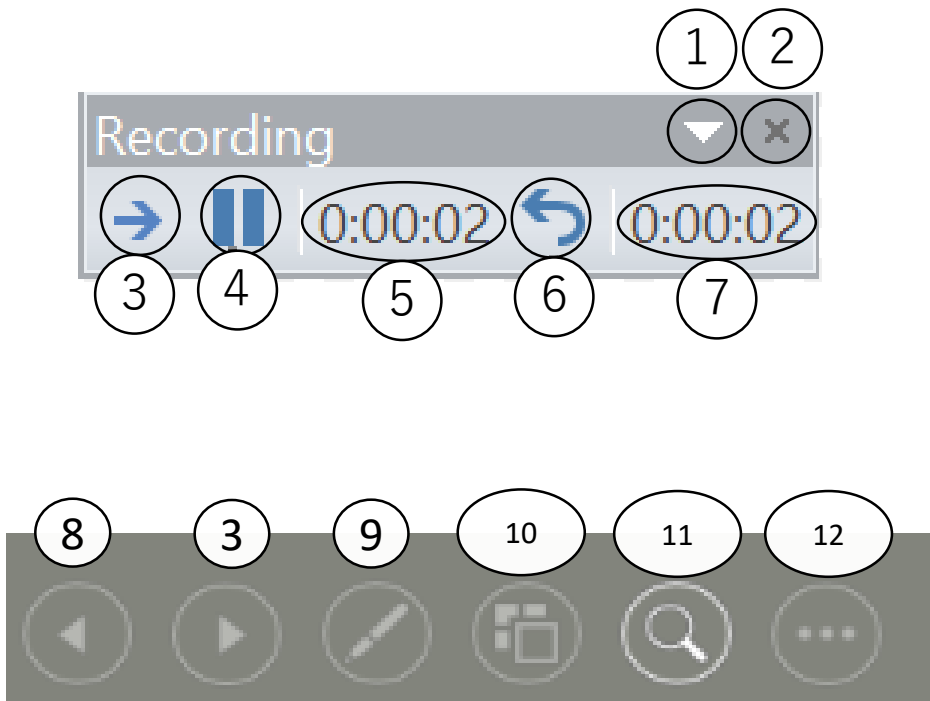


④ Check on the 2 boxes and click on 'Start recording.' Then the recording will begin.
* If this pop-up screen does not appear, the recording will begin automatically.



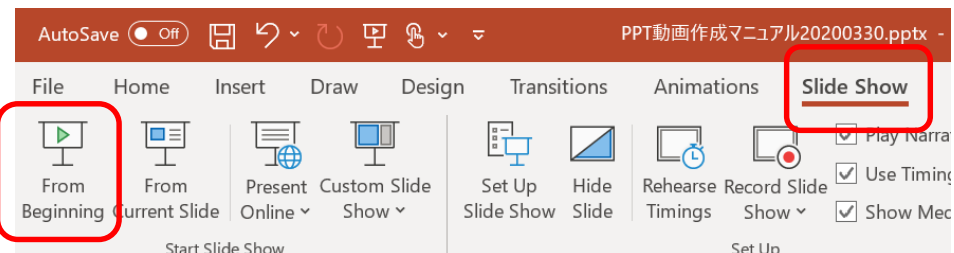
(6) Operation during recording

Record the narration along with advancing the slides, as you would with a normal presentation.



- 1 . . . Tool bar option (hide the buttons etc.)
- 2 . . . 'Close' to stop recording
- 3 . . . Move to next slide
- 4 . . . Pause
- 5 . . . Length of recording of current slide
- 6 . . . Repeat
- 7 . . . Length of recording of all slides
- 8 . . . Return to previous slide
- 9 . . . Change the mouse pointer
(You can use laser pointer or highlighter etc.)
- 10 . . . Indicate all slides and transition
- 11 . . . Zoom
- 12 . . . Tab menu indication

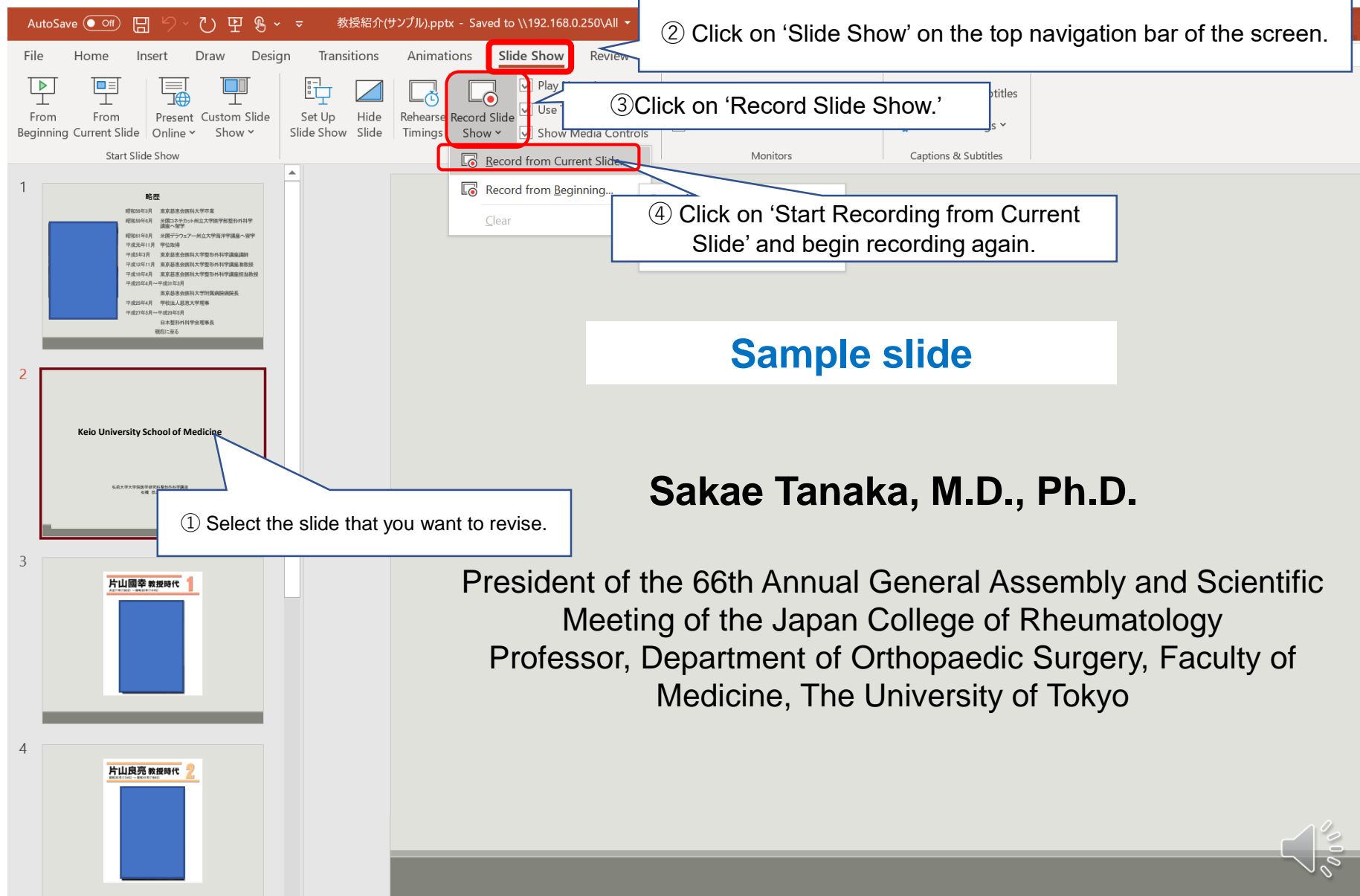
Confirm recorded narration by clicking on 'From Beginning' of the slide show.



(7) Confirmation of the audio on each slide

[illegible]

(8) How to revise the recorded data on a specific slide



② Click on 'Slide Show' on the top navigation bar of the screen.

③ Click on 'Record Slide Show.'

④ Click on 'Start Recording from Current Slide' and begin recording again.

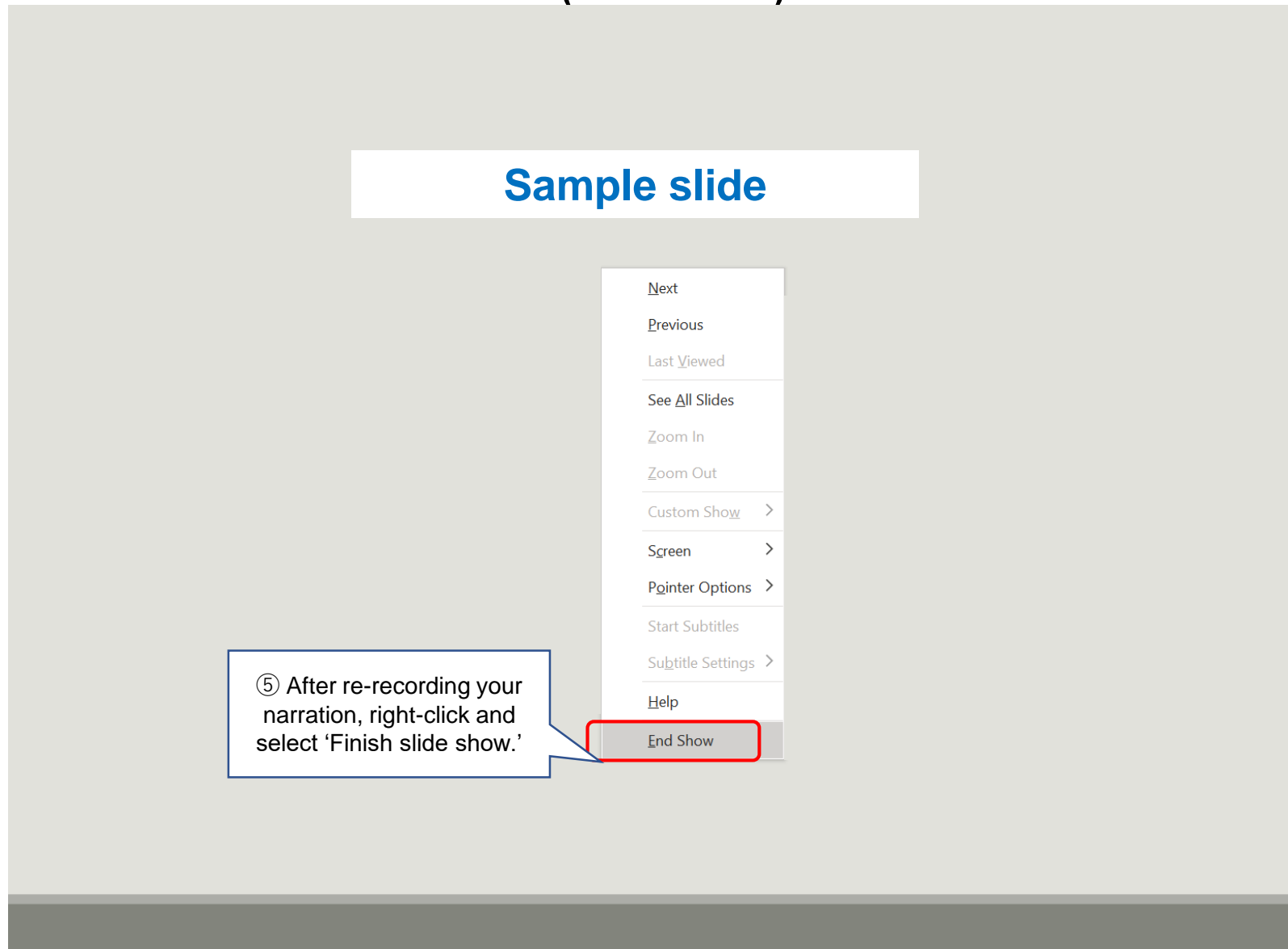
① Select the slide that you want to revise.

Sample slide

Sakae Tanaka, M.D., Ph.D.

President of the 66th Annual General Assembly and Scientific Meeting of the Japan College of Rheumatology
Professor, Department of Orthopaedic Surgery, Faculty of Medicine, The University of Tokyo

(8) How to revise the recorded data on a specific slide (continued)



(9) Create the video file

① Click 'File' at the left side of the top navigation bar of the screen.

1

2

3

4

Sample slide

Sakae Tanaka, M.D., Ph.D.

President of the 66th Annual General Assembly and Scientific Meeting of the Japan College of Rheumatology
Professor, Department of Orthopaedic Surgery, Faculty of Medicine, The University of Tokyo

(9) Create the video file (continued)

Export

Home
New
Open
Info
Save
Save As
Print
Share
Export

② Click on 'Export.'

Create PDF/XPS Document
Create a Video
Package Presentation for CD
Create Handouts
Change File Type

③ Click 'Create video.'

Create a Video

Save your presentation as a video that you can burn to a disc, upload to the web, or email

- Includes all recorded timings, narrations, ink strokes, and laser pointer gestures
- Pres...

④ Change 'Presentation quality' to 'Full HD (1080 p) 1920 x 1080'

Full HD (1080p)
Large file size and full high quality (1440 x 1...

Don't Use Recorded Timings and Narrations
No timings or narrations have been recorded

Seconds spent on each slide: 00:00

⑤ Confirm that 'Use the recorded timing & narration' is selected.

Create Video

⑥ Click on 'Create video.'

File name: test.mp4
Save as type: MPEG-4 Video (*.mp4)
Authors: Add an author
Tags: https://...

⑦ Save the file in a location of your discretion.
Note: Please name your file: **"Abstract no. and your name."**
Confirm that the file name extension is **'mp4.'**

Save Cancel