



International Symposium on  
**P**recision **E**ngineering and **S**ustainable **M**anufacturing



**Online Symposium**

November 15(Sun)— 18(Wed), 2020

# How to Prepare the Presentation Video with PPT



## Important Information

Presentation type	Speech time (mins)	No. of Slide	MP4 File Size (MB)
Oral	12~15	No limit	Under 200
Poster (Rapid Oral)	5	No limit	Under 100

- The presentation video file size should NOT exceed 100MB or 200MB!
- The video file should be in MP4
- Send to PRESM secretariat by email ★ mail to [conf@kspe.or.kr](mailto:conf@kspe.or.kr)  
[Deadline] **25 October** (Sunday), 2020

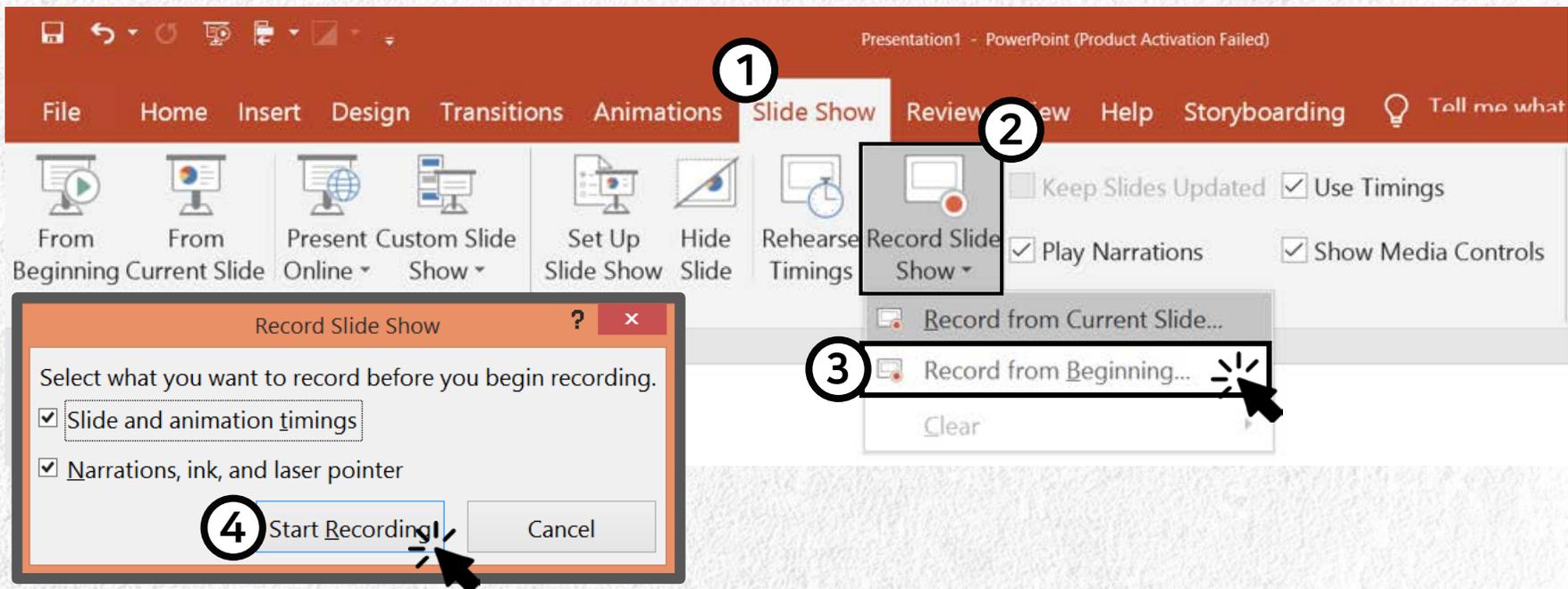
## How to Prepare the Presentation Video with PPT

- To make a video file using **“PowerPoint Slide Show Recording”** , you need microphone on your PC
- You may use laptop PC equipped with microphone
- Make sure the microphone is working well
- This document introduces step-by-step process on how to prepare presentation video file with PPT

## ▶ STEP 1

## Start recording

1. Before recording, set slide size to A4 
2. Open your presentation file
3. Select ① [Slide Show] ▶ ② [Record Slide Show] ▶ ③ [Recording from Beginning] ▶ ④ Start Recording

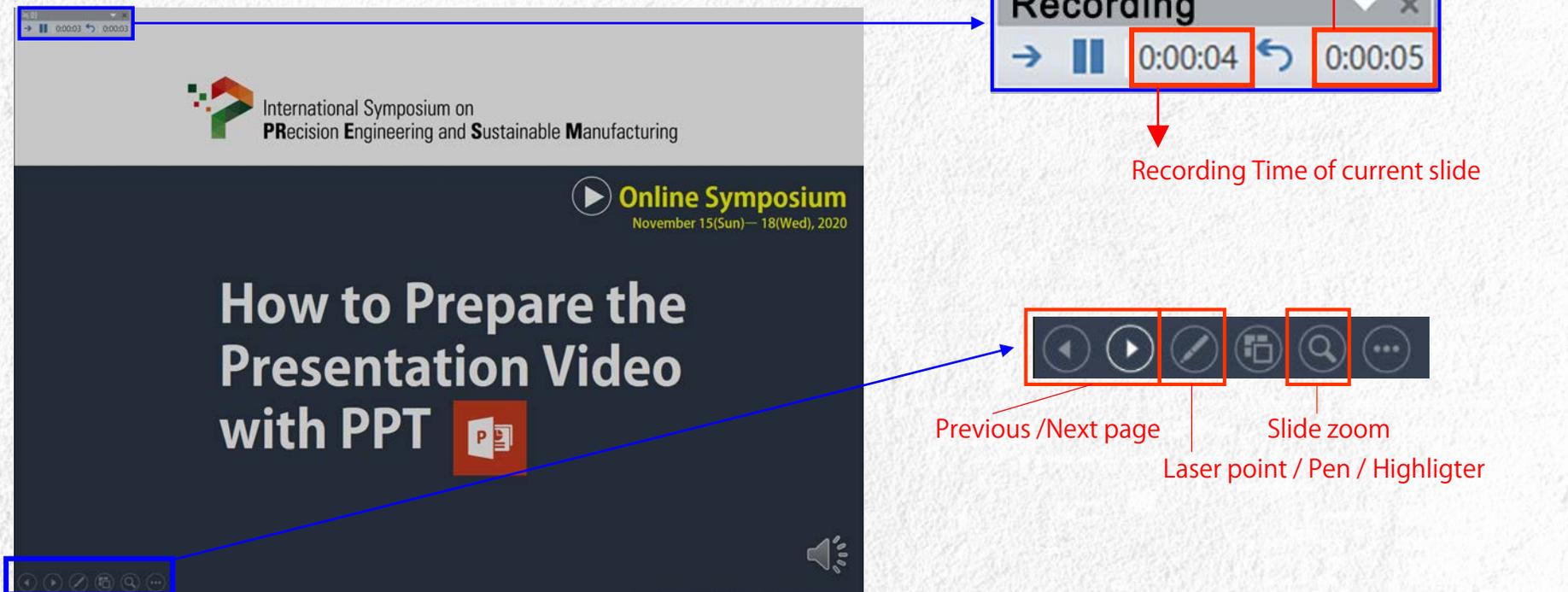


## ▶ STEP 2

## Finish recording

### 1. During the recording

- (1) Refer to the 'recording time' at the upper left window
- (2) Use the special functions at lower left of window



The screenshot shows a presentation window with a recording overlay. The recording overlay is a blue box at the top left with the title 'Recording'. It contains a play button, a pause button, a timer showing '0:00:04', a back button, and another timer showing '0:00:05'. Red arrows point from these elements to labels: 'Recording Time of current slide' points to the '0:00:04' timer, and 'Total Recording Time' points to the '0:00:05' timer. At the bottom left of the presentation window, there is a toolbar with several icons. Red boxes highlight three of these icons: a left arrow, a right arrow, and a magnifying glass. Red arrows point from these icons to labels: 'Previous /Next page' points to the left arrow, 'Laser point / Pen / Highlighter' points to the right arrow, and 'Slide zoom' points to the magnifying glass. The presentation content includes the PRESM logo, the text 'International Symposium on PRecision Engineering and Sustainable Manufacturing', 'Online Symposium November 15(Sun) — 18(Wed), 2020', and the main title 'How to Prepare the Presentation Video with PPT' with a PPT icon.

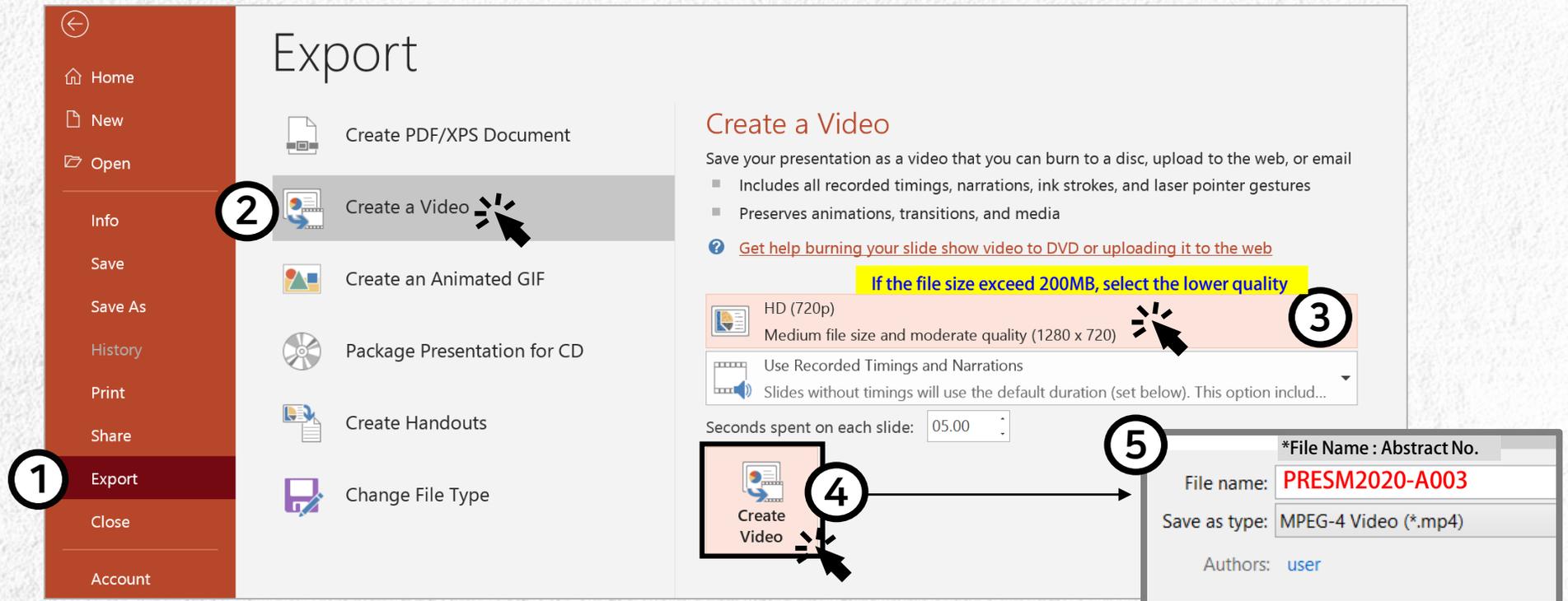
### 2. Press [ESC] key to finish recording

## ▶ STEP 3

## Save your PPT file with voice to MP4

1. Click on the [file tab] to show file options

2. Select ① [Export] ▶ ② [Create a Video] ▶ ③ Select the file size option  
▶ ④ [Create a Video] ▶ ⑤ Save as type : MP4 format



The screenshot shows the PowerPoint 'Export' menu with the following elements and annotations:

- ①** The 'Export' option in the left-hand navigation pane is highlighted.
- ②** The 'Create a Video' option in the main menu is highlighted with a mouse cursor.
- ③** The 'HD (720p)' option is highlighted with a mouse cursor. A yellow callout box above it reads: "If the file size exceed 200MB, select the lower quality".
- ④** The 'Create Video' button at the bottom of the 'Create a Video' panel is highlighted with a mouse cursor.
- ⑤** The 'Save as type' dropdown in the save dialog is highlighted, showing 'MPEG-4 Video (\*.mp4)'. The 'File name' field contains 'PRESM2020-A003' and the 'Authors' field contains 'user'.

## ▶ STEP 4

### Check your video & file name

1. The video file name should be equal to Abstract No. / ex. **PRESM2020-A002**
2. Open your MP4 file and check the followings:
  - ① Is your voice is understood clearly?
  - ② **Oral** Does the presentation time NOT exceed 15 minutes?
  - Poster** Does the presentation time NOT exceed 5 minutes?
  - ③ Does the file size NOT exceed 200MB(Oral) or 100MB(Poster)?

## ▶ STEP 5

### Send MP4 file to PRESM secretariat by mail

▶ **Send mail to :** [conf@kspe.or.kr](mailto:conf@kspe.or.kr)

▶ **File name :** PRESM2020-A###

▶ **Deadline:** 25 October (Sunday), 2020

## Reference Website



[Power Point Tutorial website  
\(KOREAN version\)](#)



[Power Point Tutorial website  
\(English version\)](#)