

Video Creation Manual

For WINDOWS

※ The language used in figures is Japanese

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◆ Introduction

- We recommend that you copy the presentation materials for video creation and use the copy file for recording.

- Make sure that the computer and microphone are connected in advance.

(Recording with the built-in microphone of the PC is possible, but it is recommended to use an external microphone such as a headset microphone because noise (ambient noise) is likely to enter.)

※The camera is not used because it records only the screen.

- Please check the microphone connection first, and then record voice and movie.
- Please record in a quiet place as much as possible and avoid ambient noise.
- Please make sure that the recording is within the announcement time.
- Please be sure to save after recording.

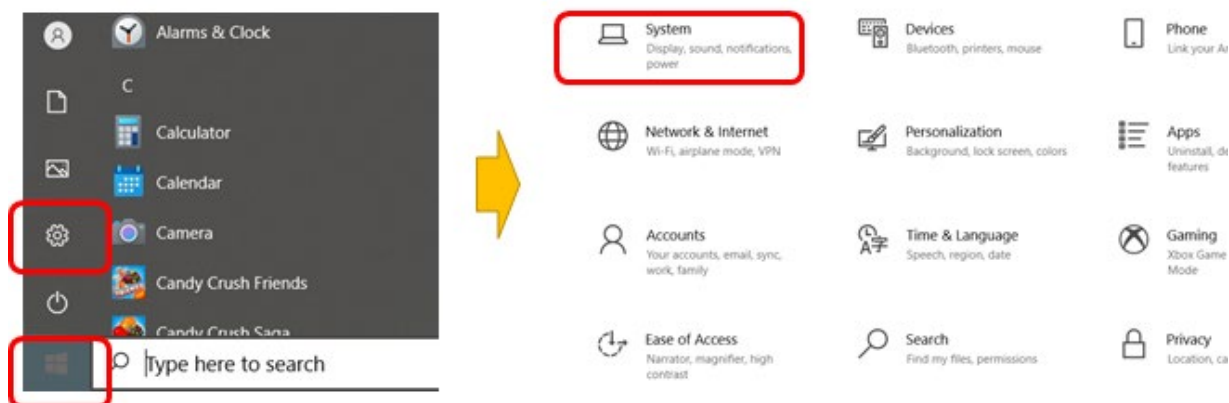
※The operation method may differ depending on the version of PowerPoint you use.

(This manual is based on Office365)

Please refer to P.4 [PowerPoint version confirmation method] for the version confirmation method.

◆ How to check the microphone connection

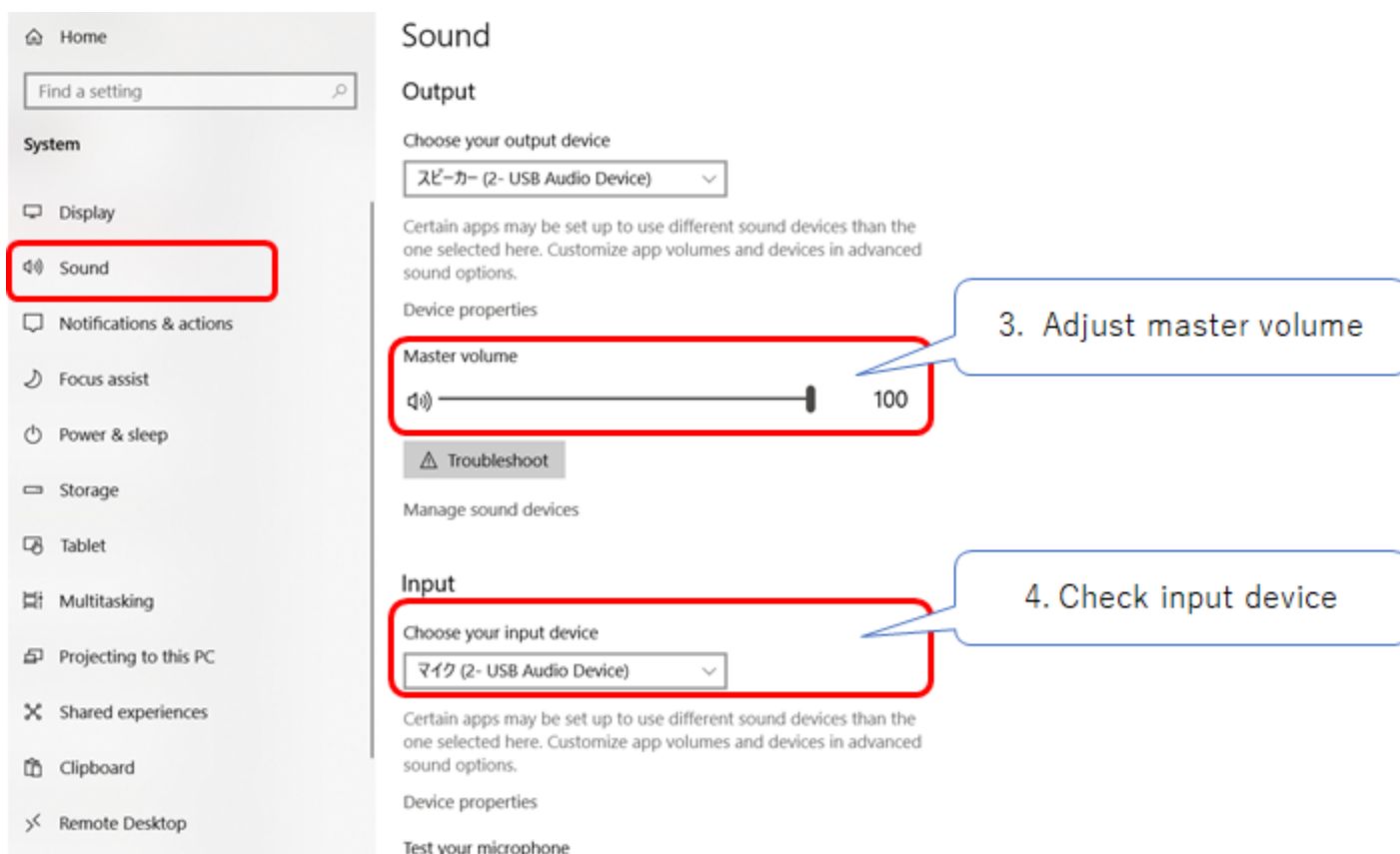
1. Click [Settings] >> [System] from the Windows icon at the bottom left of "Desktop".



2. Click [Sound].

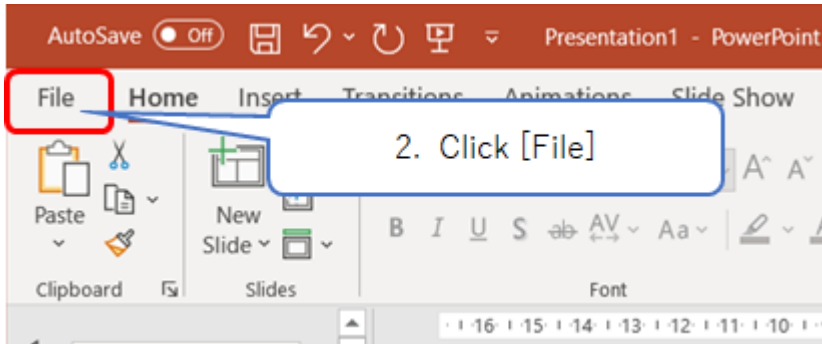
3. If the master volume is low, adjust the volume.

4. Make sure the input device (microphone) is recognized.

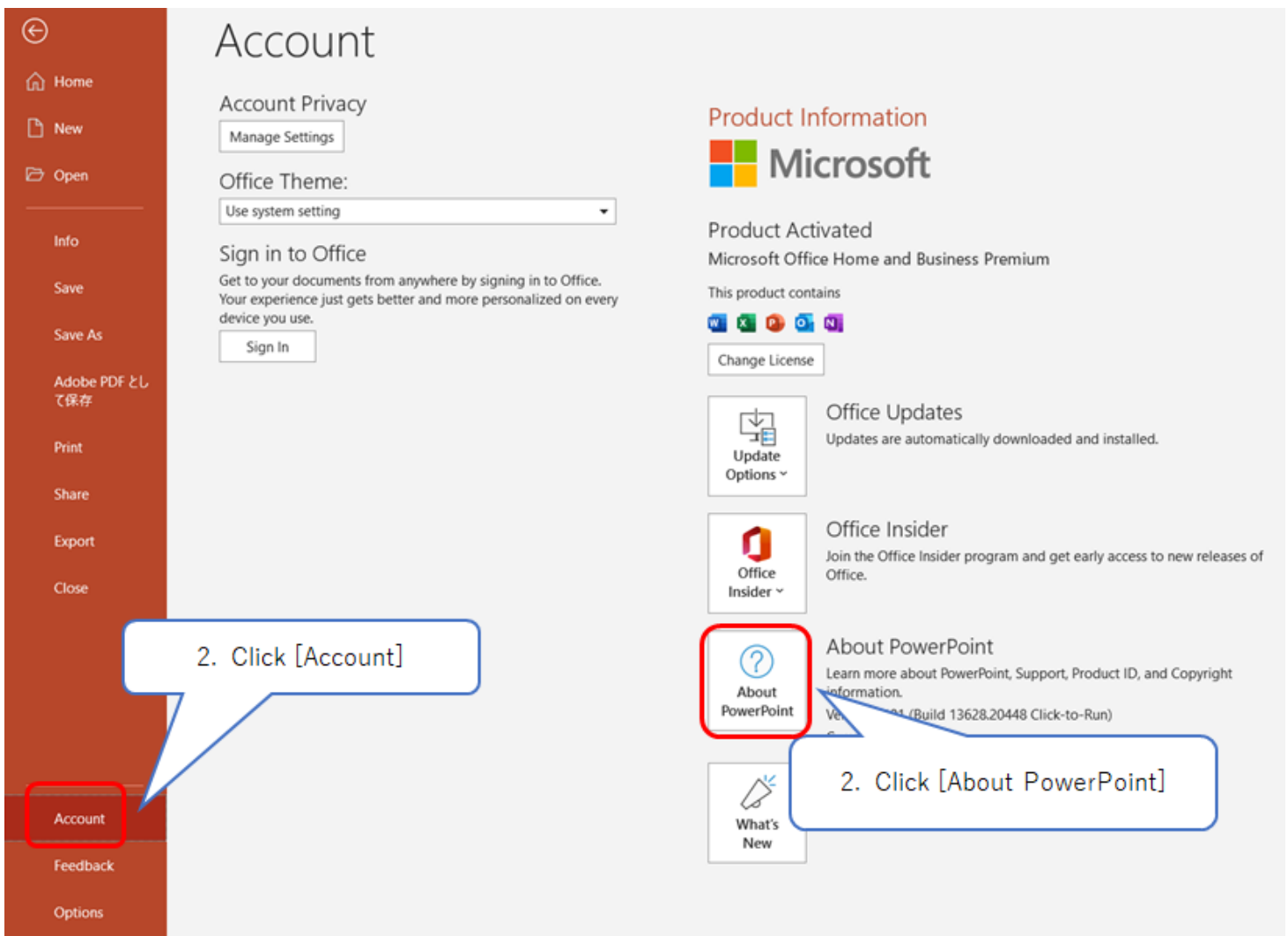


◆ PowerPoint version confirmation method

1. Please start PowerPoint.
2. Click [File] on the upper left.

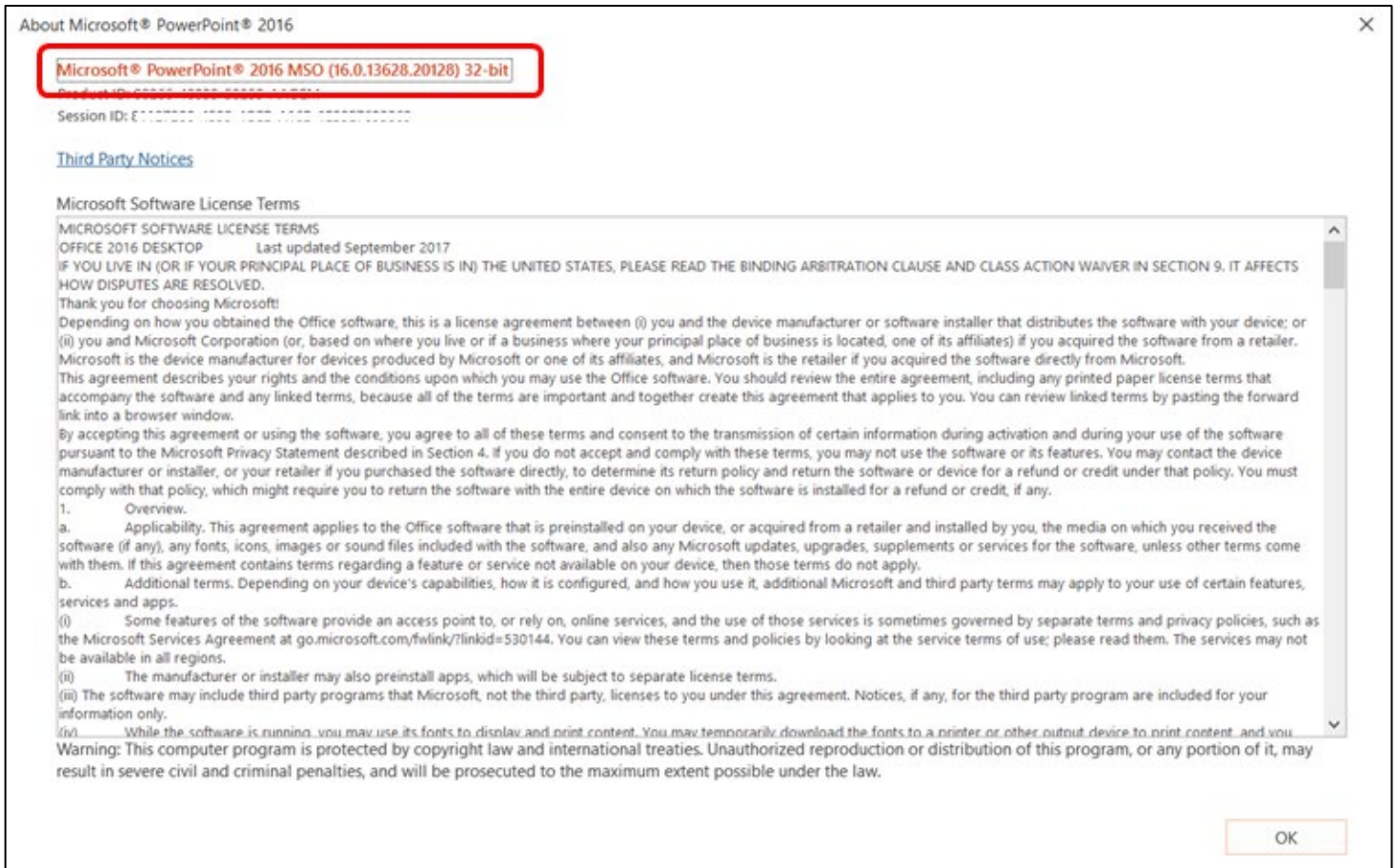


3. Click [Account].
4. Click [PowerPoint version information].



5. Version information is displayed.

(The version of this PowerPoint is Office365.)



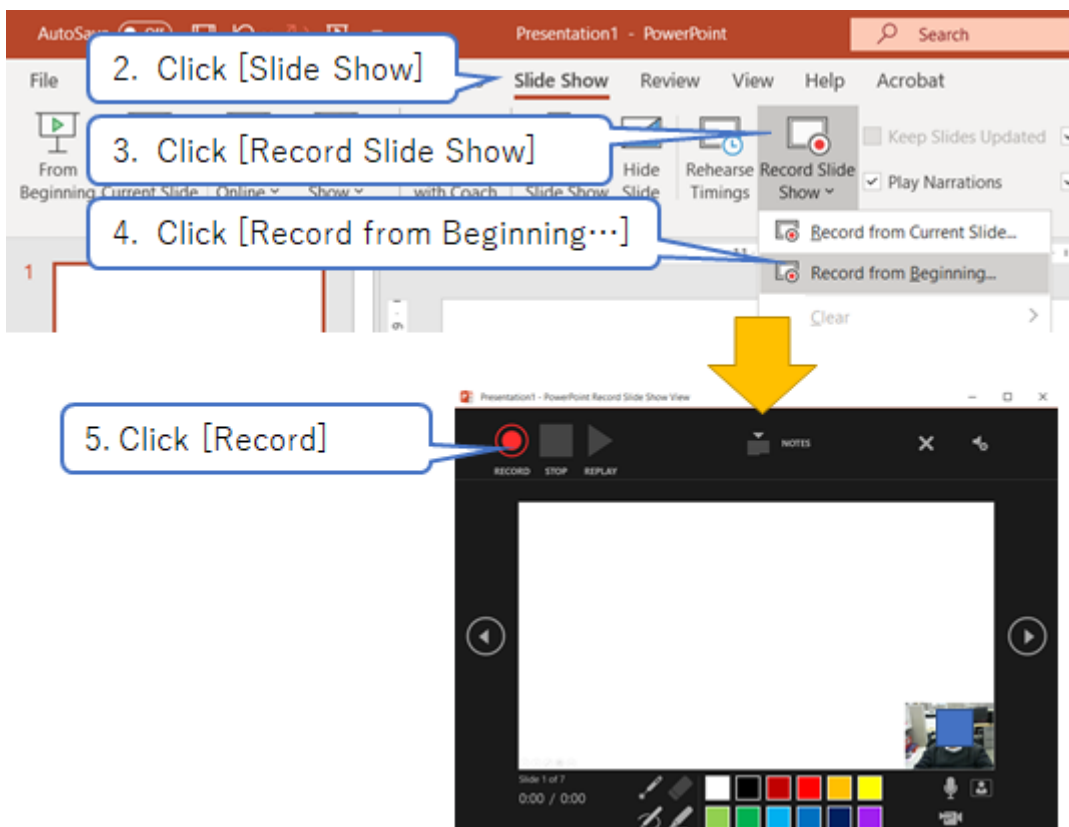
※If you are using PowerPoint 2009 or earlier, there is no function to convert PowerPoint to video.

In that case, please record with Zoom. (Please refer to P.16 ~)

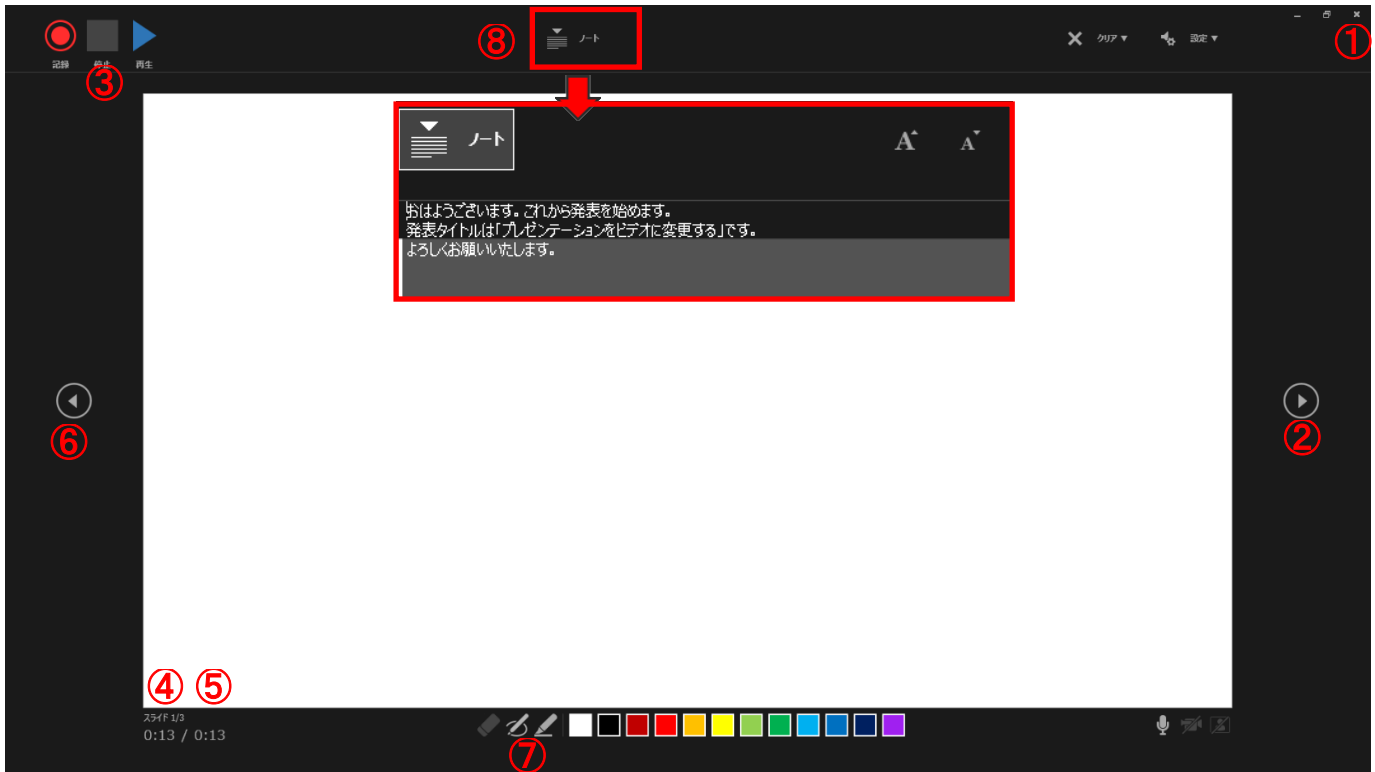
◆ Video creation with PowerPoint

▪ Recording

1. Please start the presentation material (PowerPoint).
 2. Click [Slideshow] at the top of the screen.
 3. Click [Record slide show ▼].
 4. Click [Record from the beginning ...].
 5. Click [Record]. * Recording will start immediately.
 6. Please give a lecture to the microphone while advancing the slide. The timing of advancing animations and slides is also saved. (Please check the next page for the operation method.)
- * When switching slides, the voice will be interrupted, so please take a break after displaying the slides before starting to talk.
7. Recording will stop automatically when you advance the slide to the end.



▪ Operation method during recording (Office 365)



① End of recording

* Recording will end automatically when the slide is advanced to the end.

② Go to the next slide

* You can also go to the next page by clicking [Click on the slide], [Enter key], or [→ key].

③ Stop recording

④ Recording time of the current page

⑤ Overall recording time

⑥ Return to the previous slide

⑦ Change mouse pointer

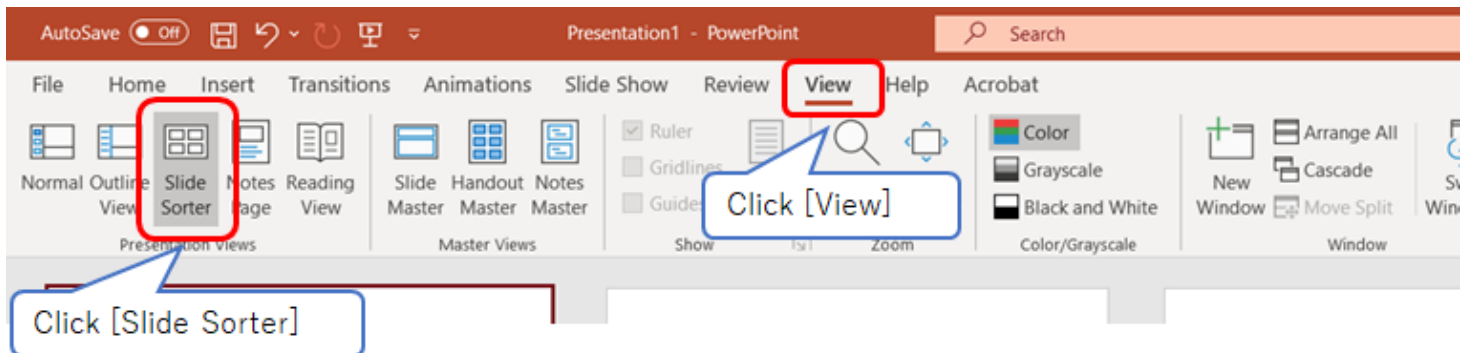
(You can use a pen, highlighter, etc.)

⑧ Note display

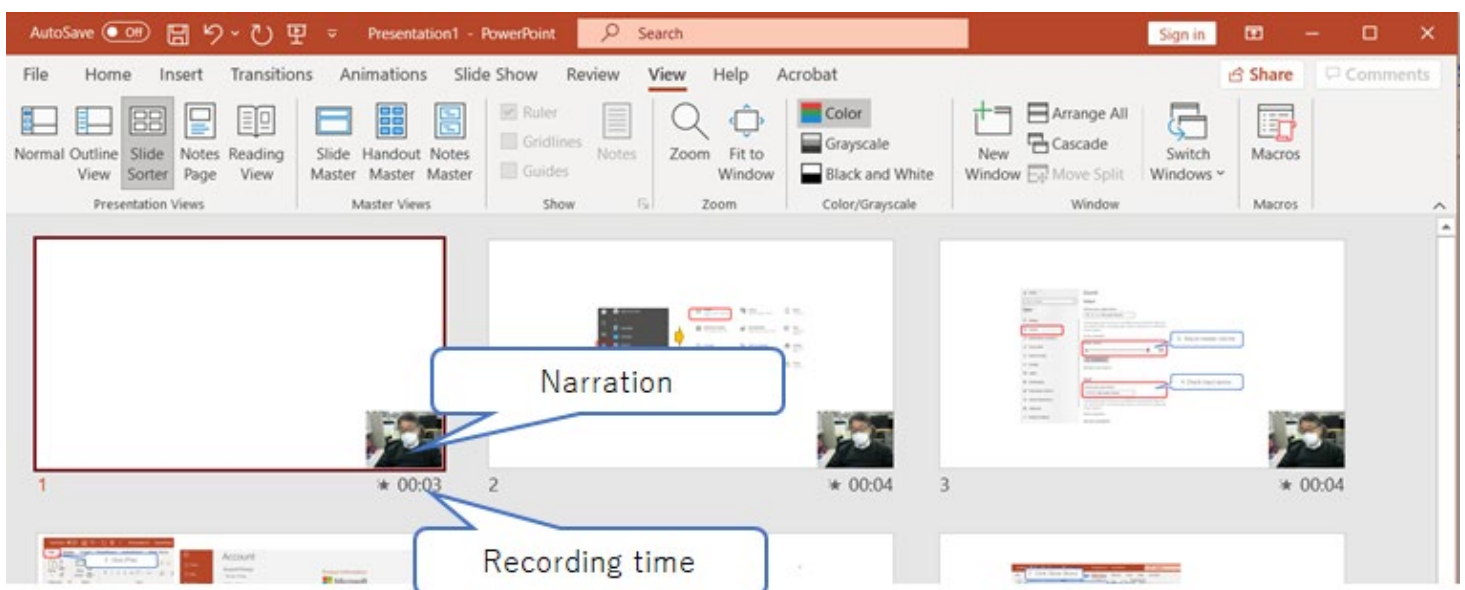
The text you wrote in the notes on the slide is displayed.

Confirmation of recording

1. Be sure to save the recording when you have finished recording.
2. Select the [View] tab and click [Slide Sorter] to switch to the list view.



* You can return to the display by clicking the same [View] tab >> [Normal] or double click one slide.



4. Confirmation of recorded results

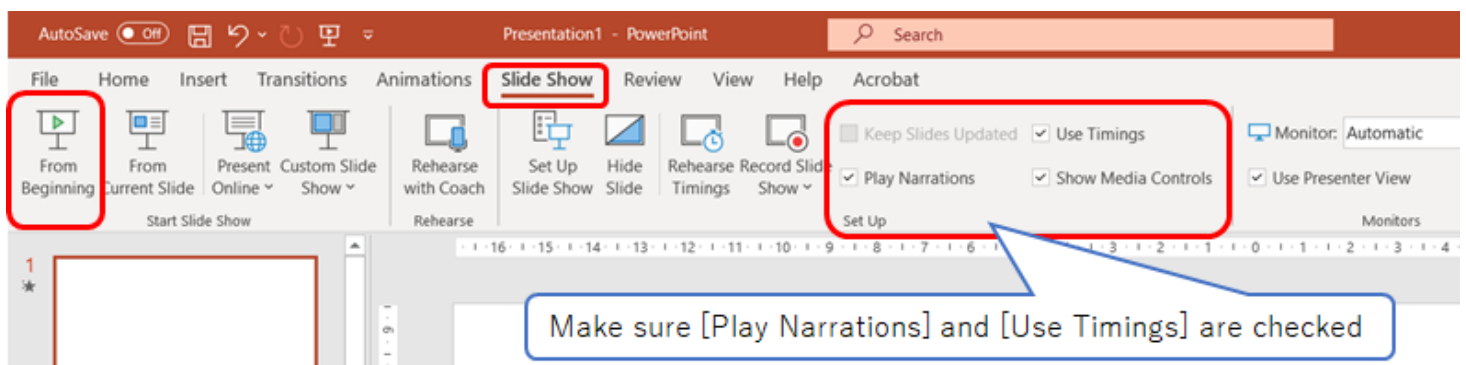
Play the slide show and check the audio and timing.

4-1. Play slideshow

From the [Slideshow] tab, make sure that [Use Timings] and [Play Narrations] are checked, and click [From the beginning].

The slide show is played, the slide advances at the timing of recording, and the audio is played.

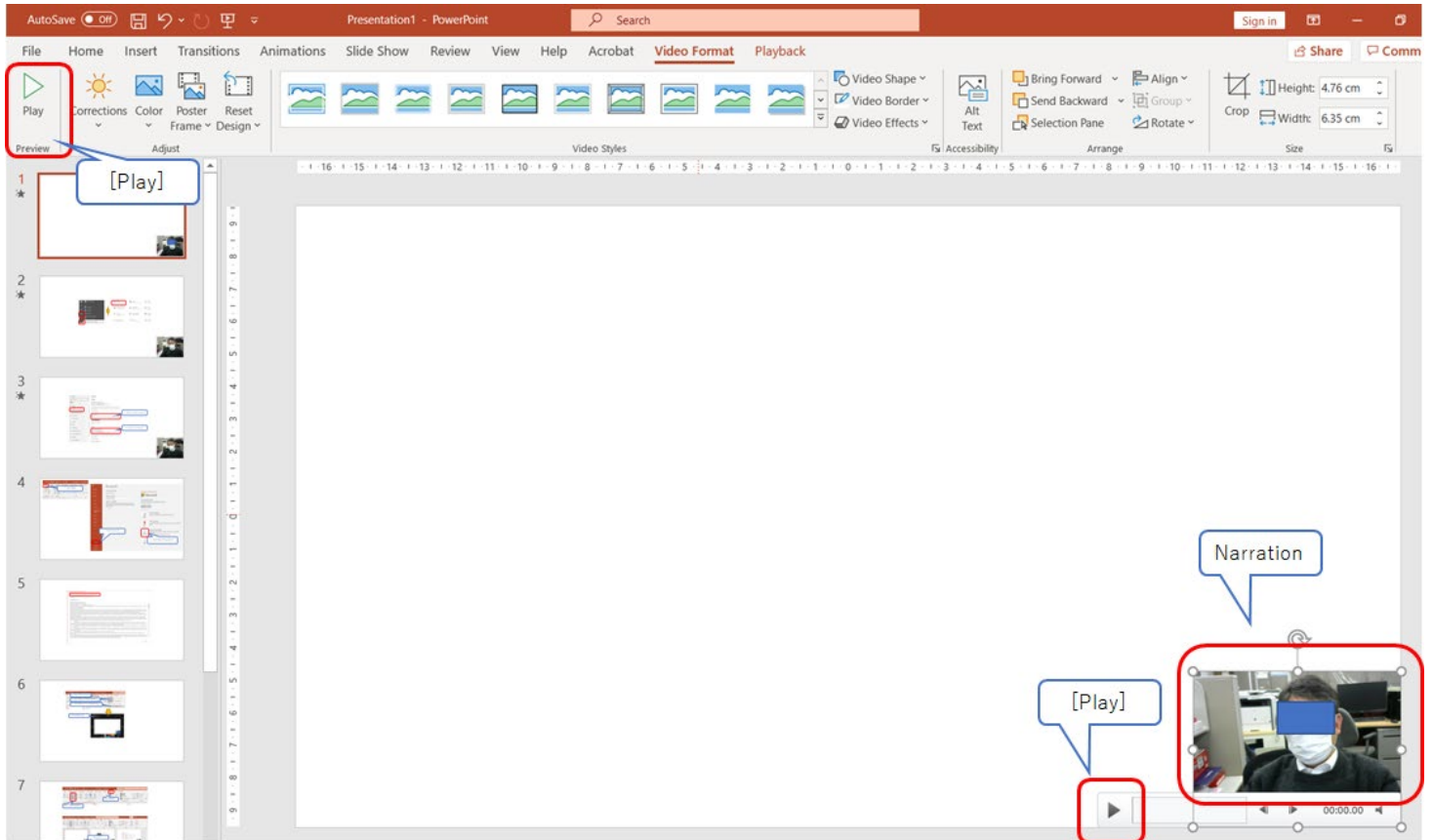
* During playback, the animation, laser pointer, and video used during recording will be played in synchronization.



4-2. Recording confirmation for each slide

Display the slide you want to check and click the Narration Icon at the bottom right to display the playback menu. Click the [Play] button to play the recorded voice.

* The playback here is audio only, and no animation is displayed.



5. To redo the recording, go to P.12 [Re-recording].

If there are no problems after checking, proceed to P.14 [Creating / saving a video file].

▪ Re-recording

▪ When re-recording all slides

Follow the same procedure to record from the beginning.

* The contents of the first recording will be overwritten. We recommend recording in a separate file.

▪ When re-recording each slide

1. Select the slide you want to re-record
2. Select the [Slideshow] tab and click [Record Slideshow ▼].
3. Click [From Current Slide].
4. Click [Start Recording]. * Recording will start immediately.
5. Please re-record the corresponding page.

▪ When to end re-recording

When the recording end, click the recording stop button [×] on the upper left of the slide show screen or [Tab menu] >> [End slide show] on the lower left. ◦

*** Please note that if you proceed to the next slide, the audio on the next slide will also be overwritten.**

Be sure to save the recording when you have finished recording.

Play the slide show again and check the audio, timing, etc.

Creation and save video files

1. Click [File]

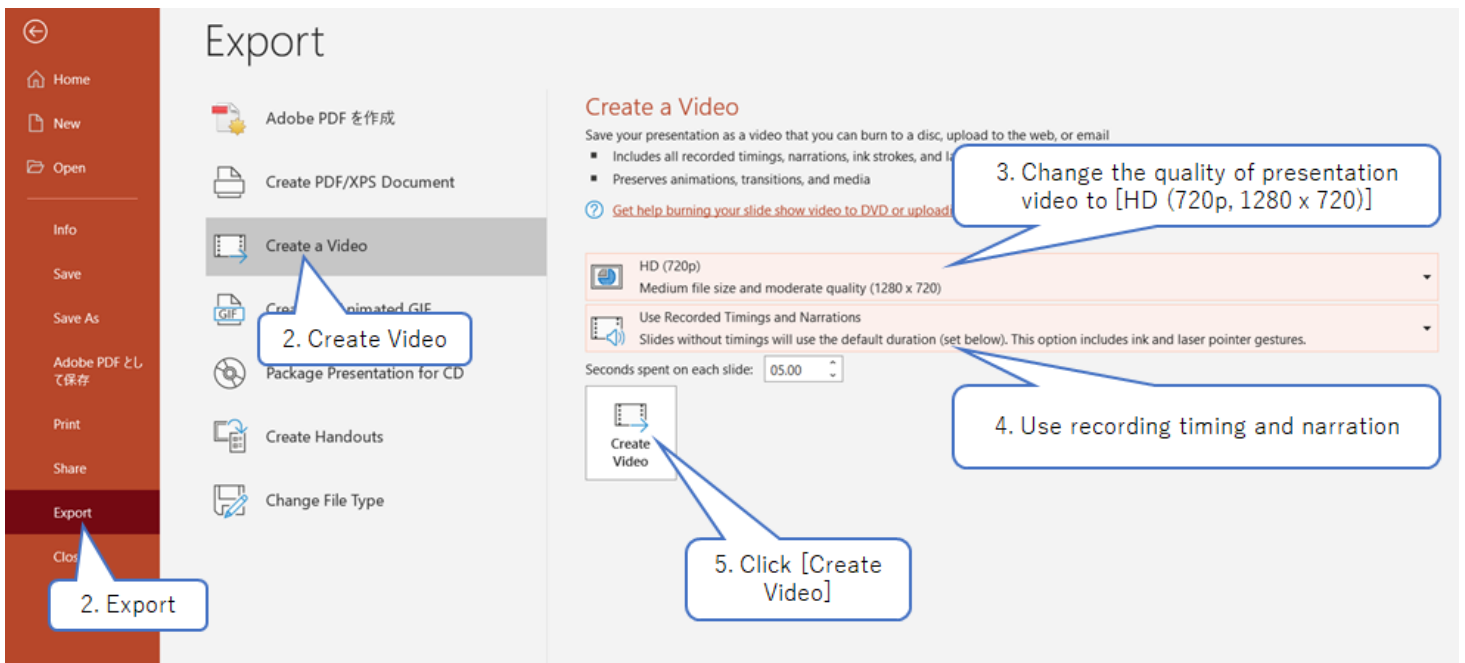


2. Click [Export] >> [Create Video].

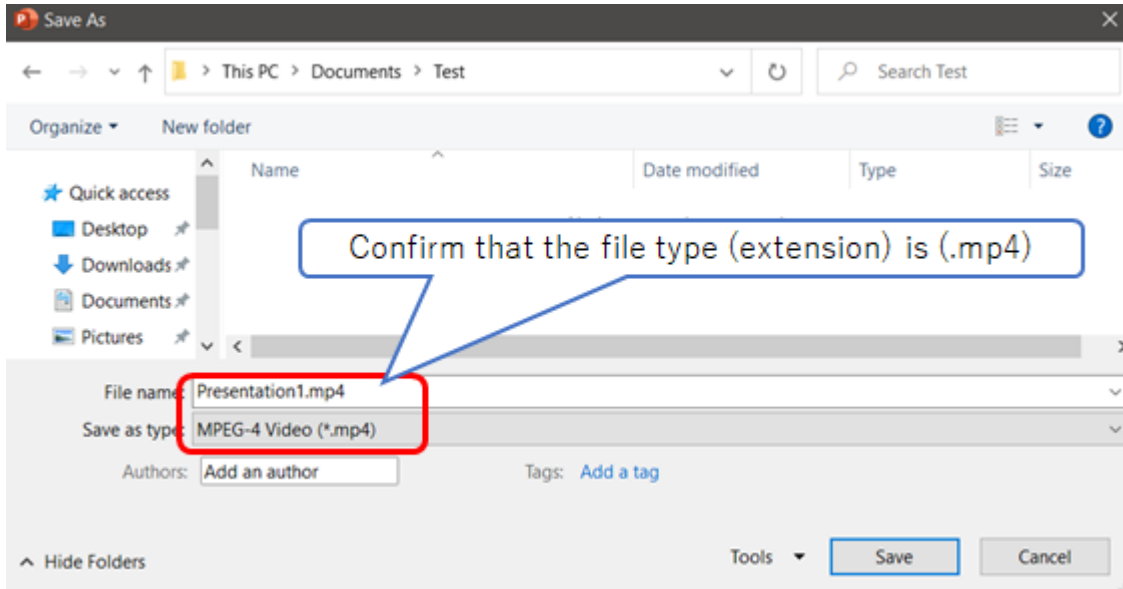
3. Change the quality of the presentation video to HD (720p) (1280x720).

4. Make sure that [Use recorded timing and narration] is set.

5. Click [Create Video].



6. Select an arbitrary save location, check that the file type is [MPEG-4 Video (.mp4)], and click [Save].
7. Click [Save] to display the bar at the bottom. Please wait until the save is completed.



* After saving is completed, play the video data from the beginning and check the operating status of audio and video.

◆ Video creation with Zoom recording

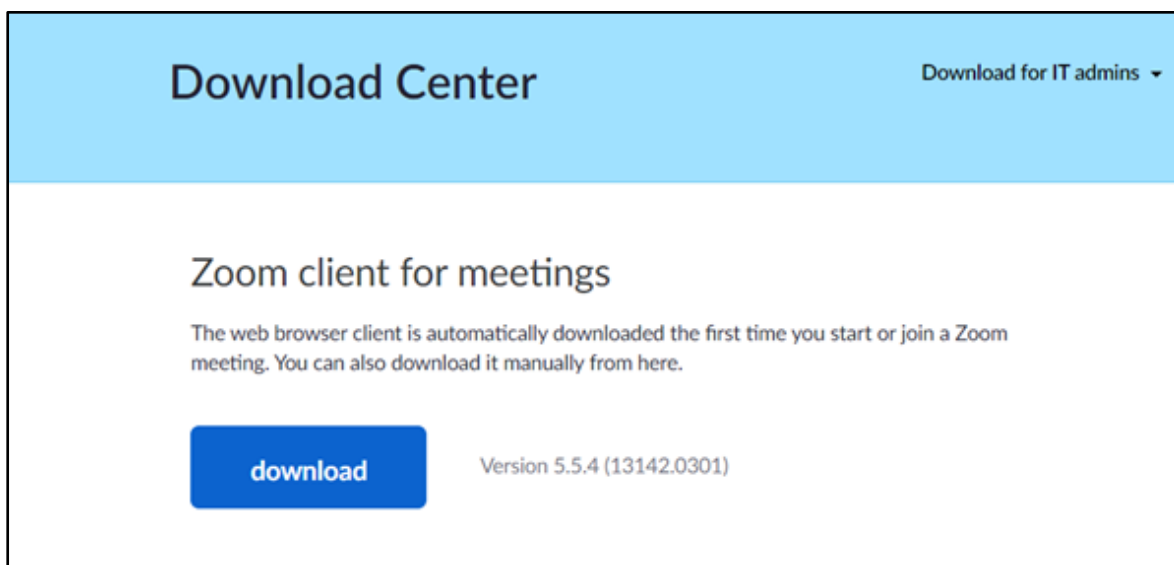
▪ Installation of Zoom

* When using this method, it is not possible to record or re-record each slide. If you want to make corrections, please record again from the beginning.

If [Zoom] is not installed, please install [Zoom]. If you have already installed it, proceed to P.21 [Checking Audio].

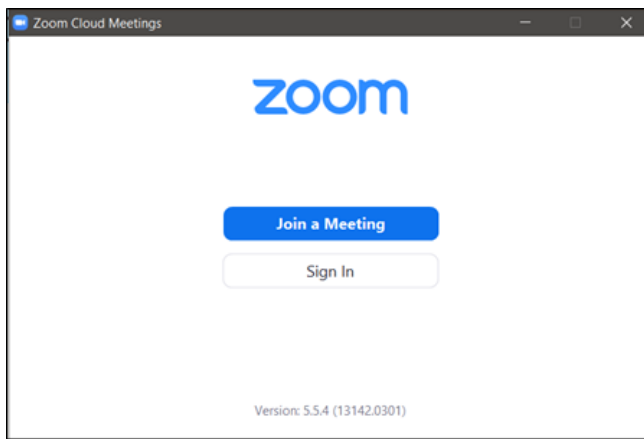
1. Please access the URL below or search for "Zoom Download Center" and download [Zoom Client for Meetings]. (This is the screen as of July 2020)

Zoom download URL: https://zoom.us/download#client_4meeting

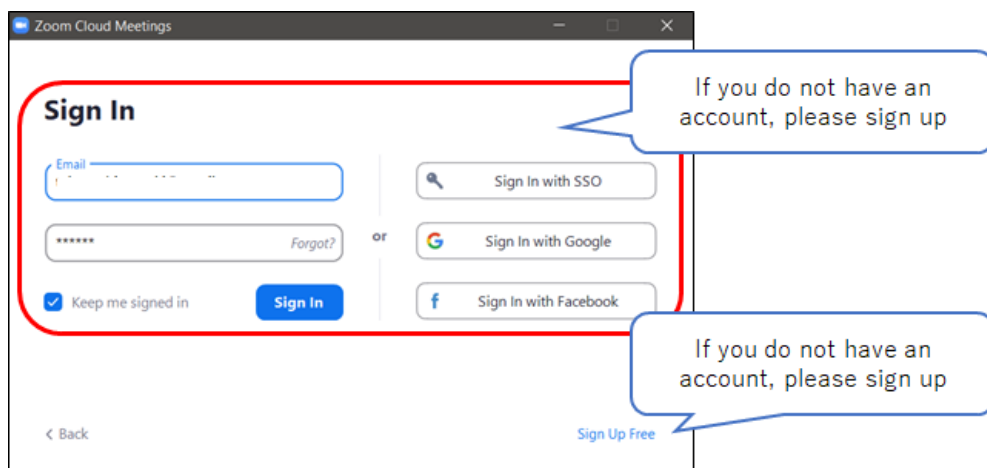


2. [Double-click] the downloaded file to start installing the app. (Usually, it is saved in the [Download Folder].)

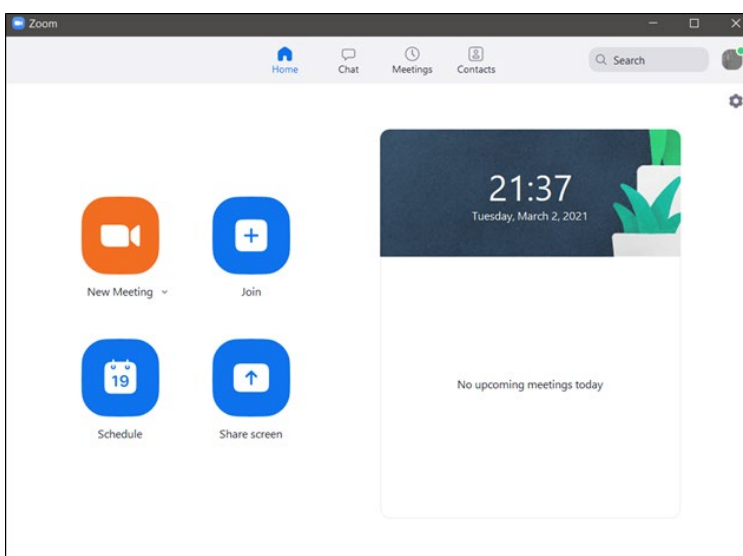
3. Installation is complete when the sign-up screen is displayed.



4. If you already have an account, please sign in (log in). If you do not have an account, please sign up (create an account).



5. Login is complete when the home screen is displayed. Proceed to P.21 [Checking audio].



・ Sign up (get a free account)

1. Please enter your birthday.

検証のために、誕生日を確認してください。

年 月 日 続ける

このデータは保存されません

2. Enter your email address and click [Sign Up].

無料サインアップ

仕事用メールアドレス

ZoomはreCAPTCHAで保護されています。また、プライバシーポリシーとサービス利用規約が適用されます。

サインアップ

すでにアカウントをお持ちですか？サインイン。

3. A confirmation email will be sent to the registered email address.

zoom ソリューション ▼ ミーティングに参加する ミーティングを開催する ▼ サインイン サインアップは無料です

✈

██████████ にメールを送信しました。
Zoomを開始するには、メール内の確認リンクをクリックします。

メールが届かない場合は、
[別のメールを再送信](#)

4. Open the email you received from Zoom and click [Active Account].
(The Zoom home page will be launched.)



5. When the screen below is displayed, select [No] and click [Continue].
* This screen may not be displayed.



6. Enter your "Last Name", "First Name", and "Password" and click [Continue].

1 アカウント情報 ---- 2 仲間を招待 ---- 3 ミーティングのテスト

Zoomへようこそ

こんにちは、[redacted]。アカウントが作成されました。続けるには氏名を入力してパスワードを作成してください。

名

姓

パスワード

パスワードを確認する

サインアップすることで、プライバシーポリシーおよびサービス規約に同意したことになります。

続ける

7. The invitation screen is displayed. Click [Skip steps].

仲間を増やしましょう。

仲間を招待して無料のZoomアカウントを作成しましょう！
[なぜ招待するのですか？](#)

name@domain.com

name@domain.com

name@domain.com

[別のメールを追加](#)

私はロボットではありません

reCAPTCHA
プライバシー・利用規約

招待

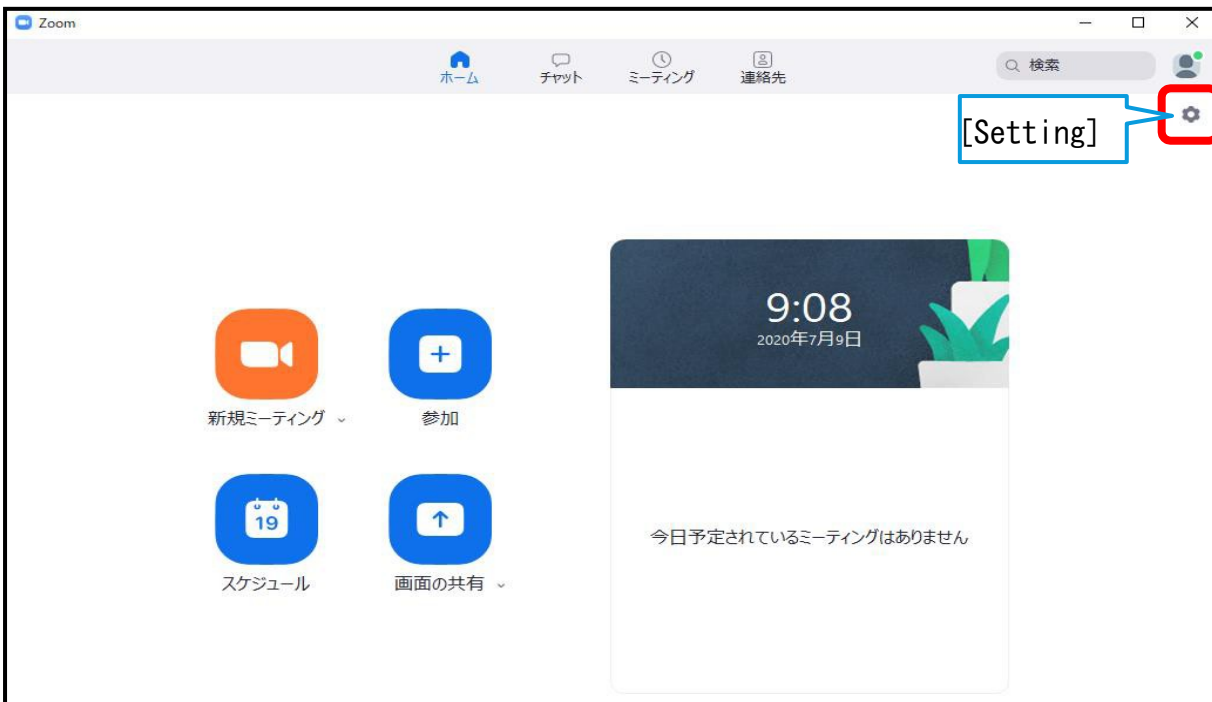
手順をスキップする

8. You have created a free account.

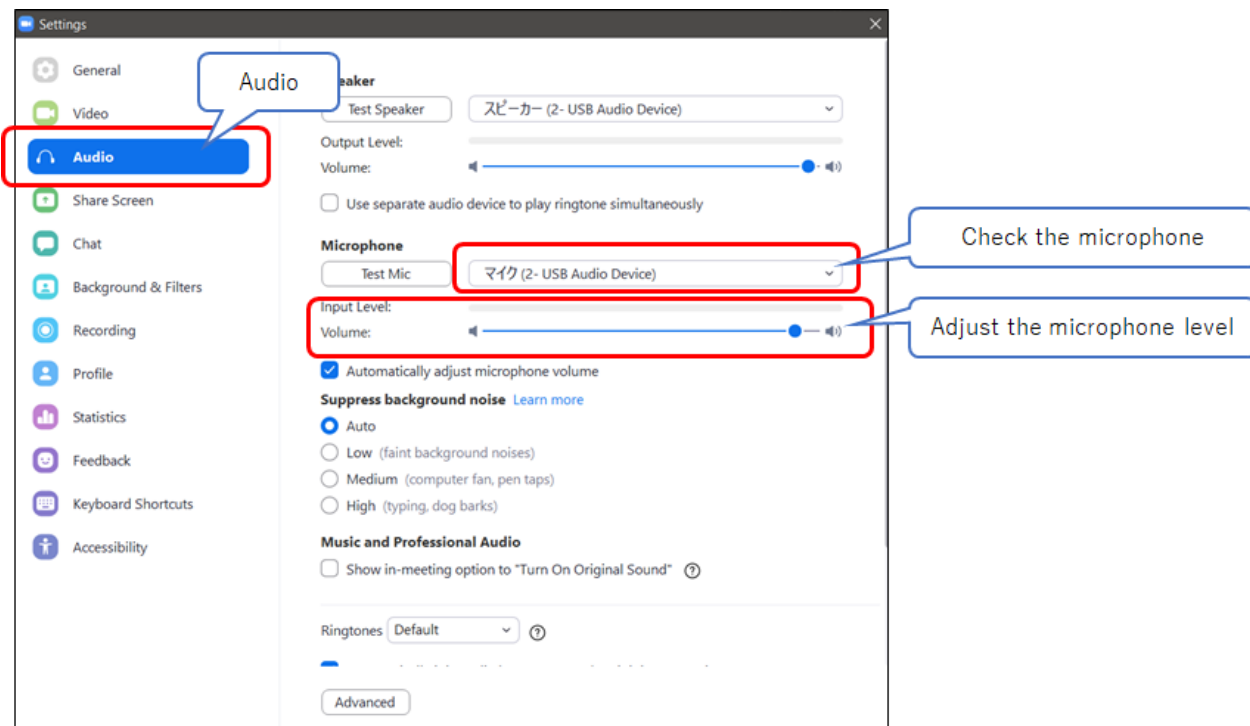
9. Start [Zoom] and sign in.

Confirmation of audio

1. Start [Zoom] and sign in.
2. Click [Settings] (gear icon) at the top right of the home screen.

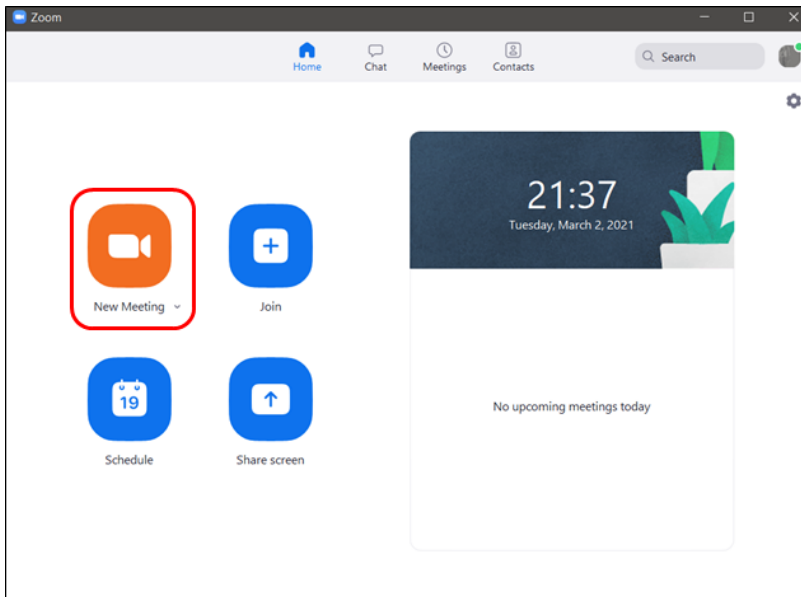


2. Select [Audio], check that the input microphone is recognized, and adjust the microphone level.

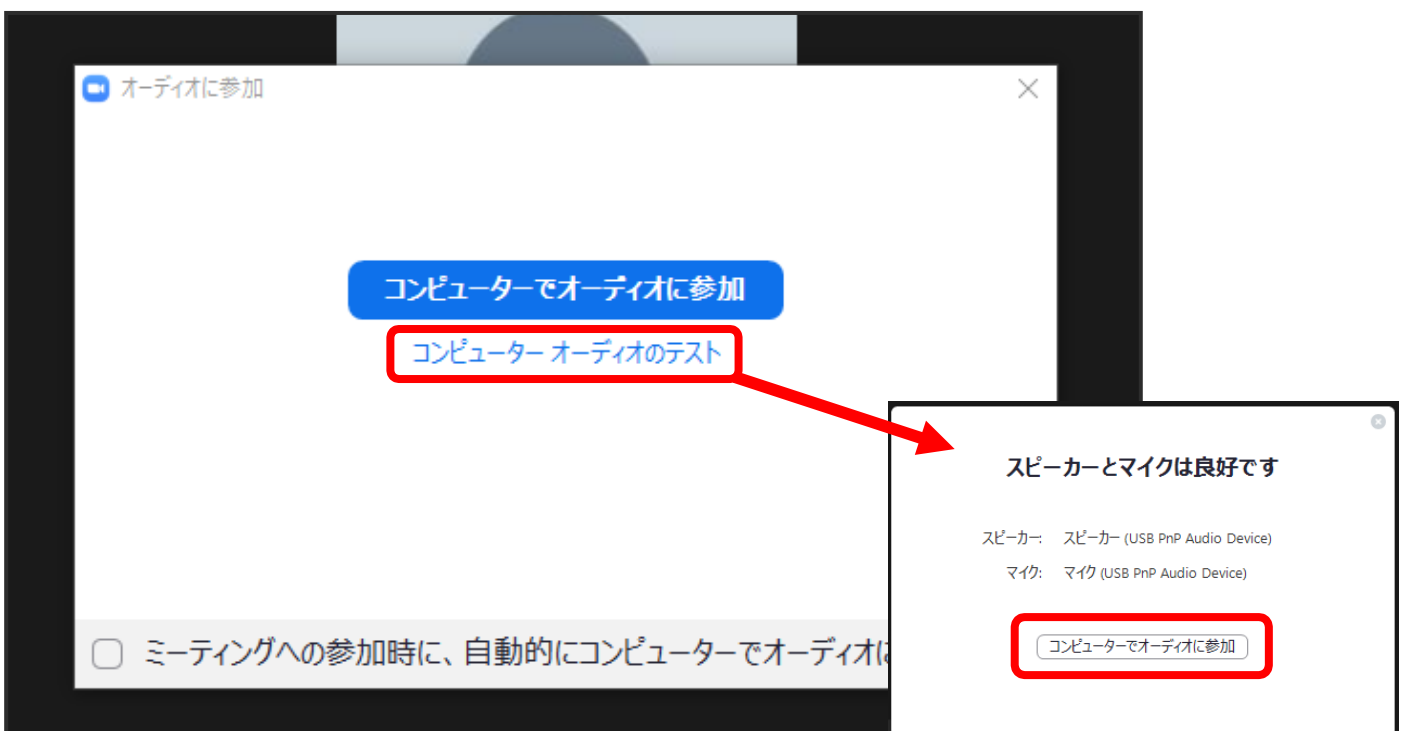


Recording

1. Please make sure that [Presentation Material (PowerPoint)] is running in advance.
2. Start [Zoom] and click [New Meeting].



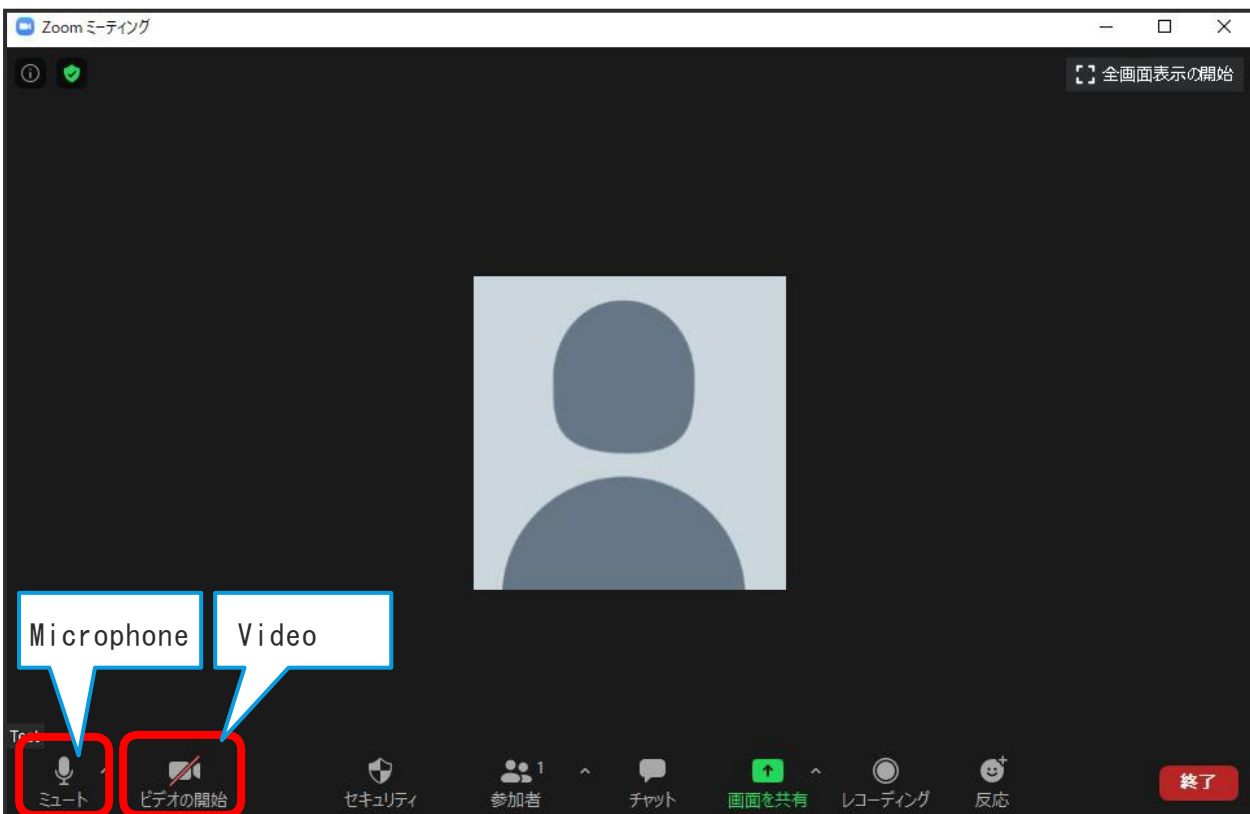
3. If a popup appears, click [Test Computer Audio] to test the speaker and microphone.



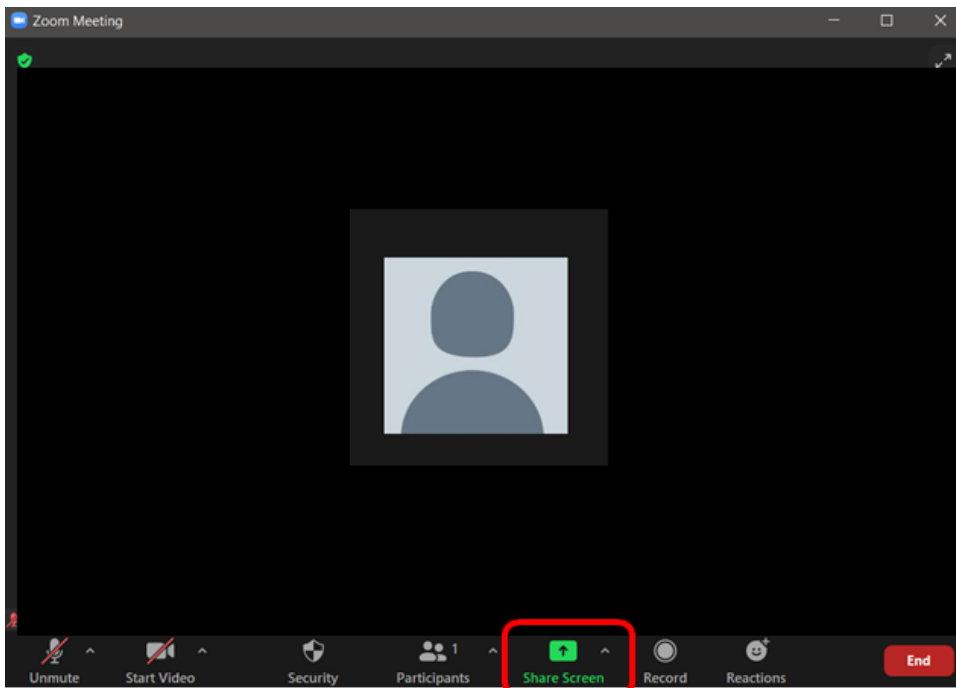
4. If a pop-up appears again, click [Join Audio on Computer].



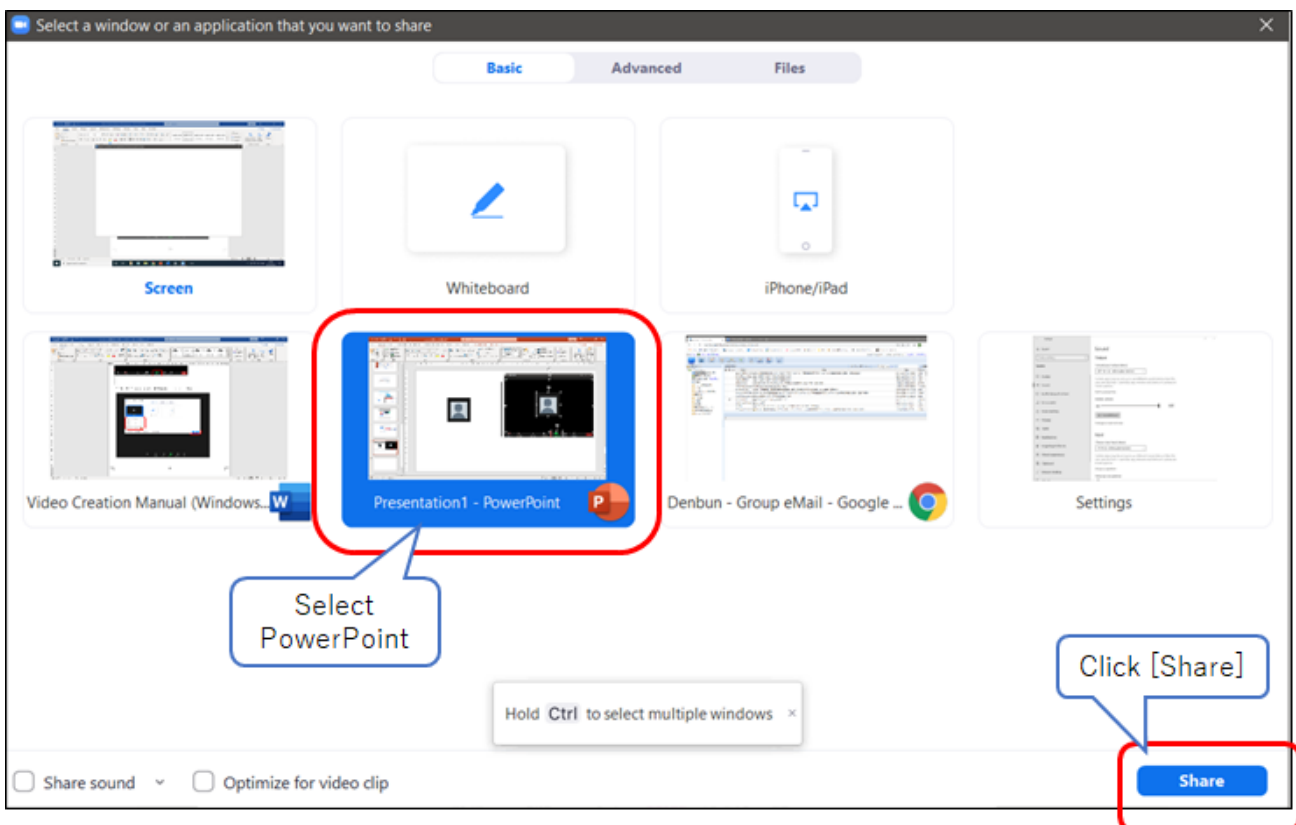
5. Make sure that Microphone is on and Video is off.



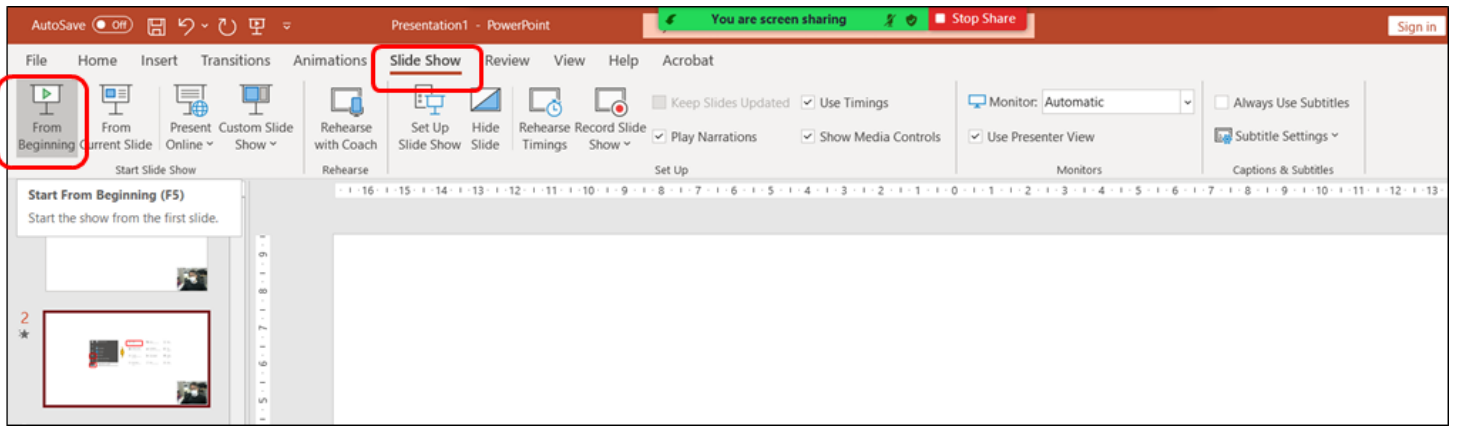
6. Click [Share Screen].



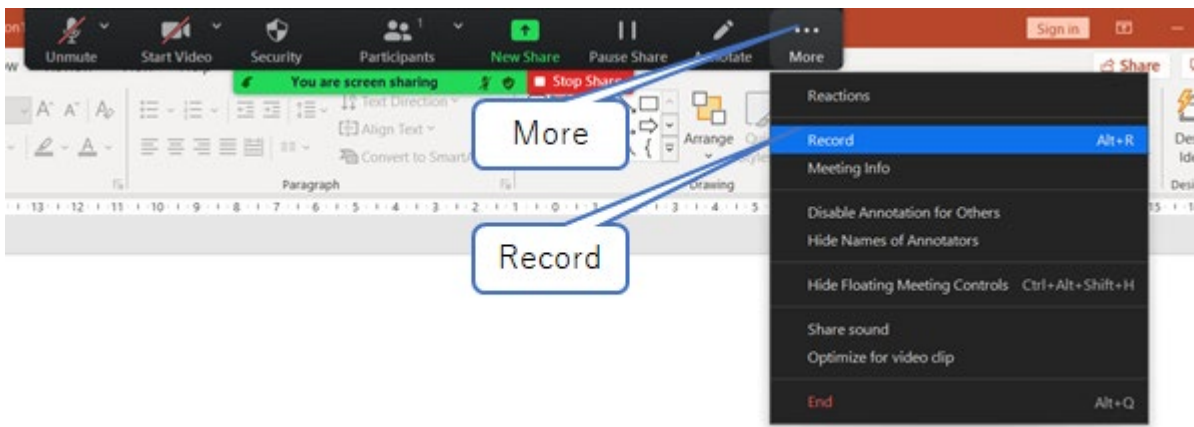
7. Select [Presentation Material (PowerPoint)] and click [Share].



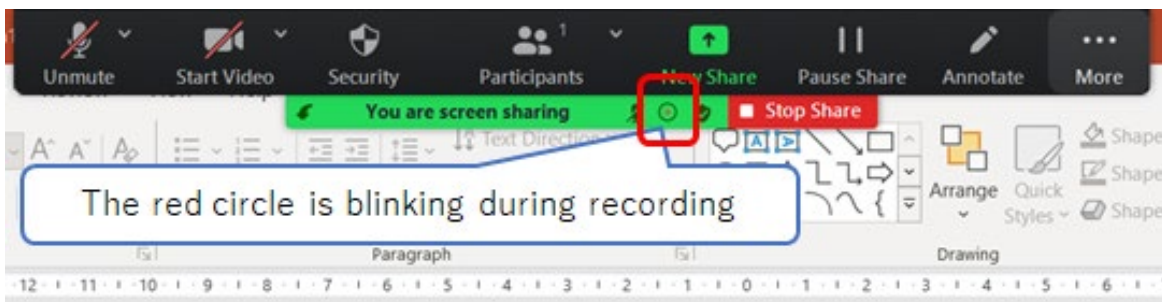
8. Select [Slide Show] on the PowerPoint screen and click [From Beginning].



9. From the bar at the top of the screen, select [More] and click [Record].
* Recording will start.



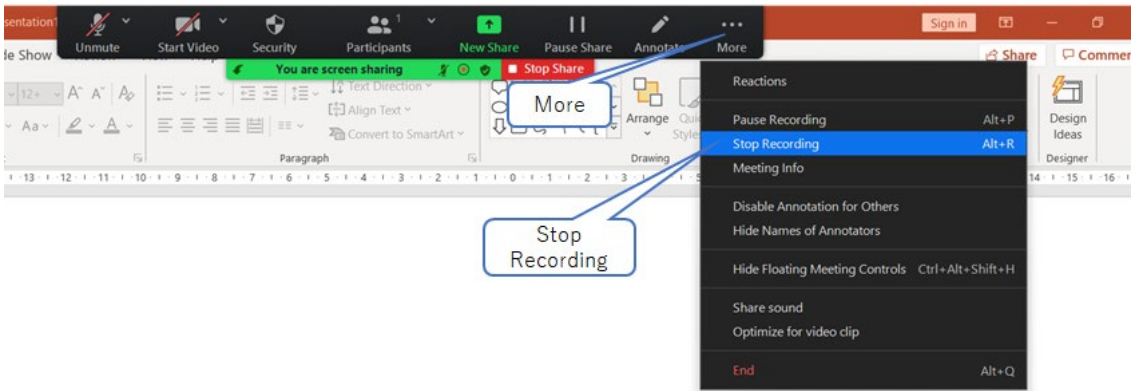
10. Please give a lecture to the microphone while advancing the slide.



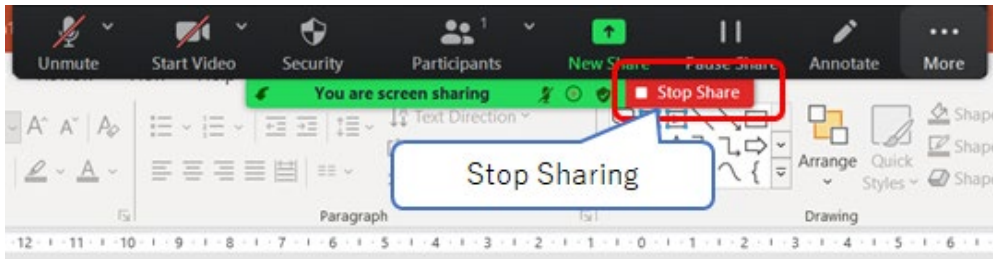
※The recording time is not displayed. Please manage the time using a stopwatch etc.

▪ To end recording

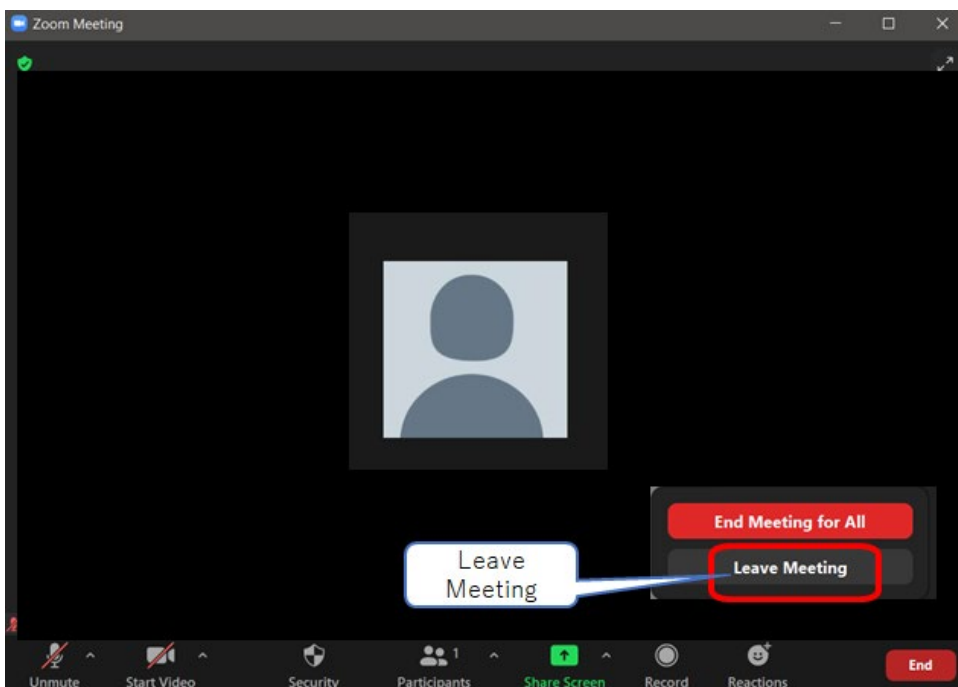
1. When recording is complete up to the last slide, click [Details] >> [Stop Recording] from the bar at the top of the screen on the screen of the last slide. (Recording video/audio ends)



2. When recording is stopped, click [Stop Sharing] at the top of the screen.

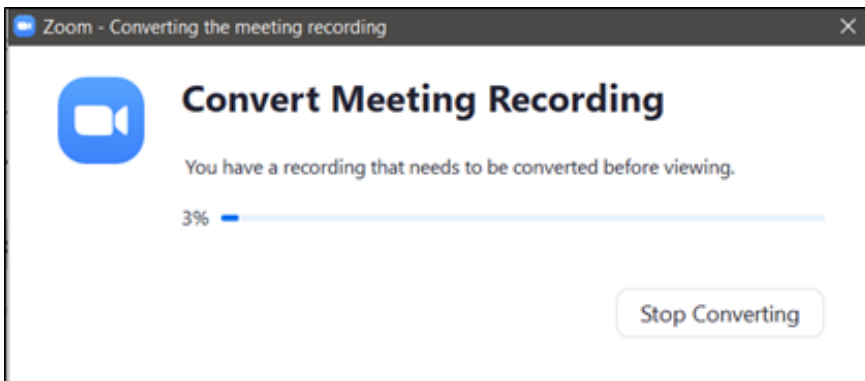


2. Click [End] >> [Leave Meeting] displayed at the bottom right of the screen.

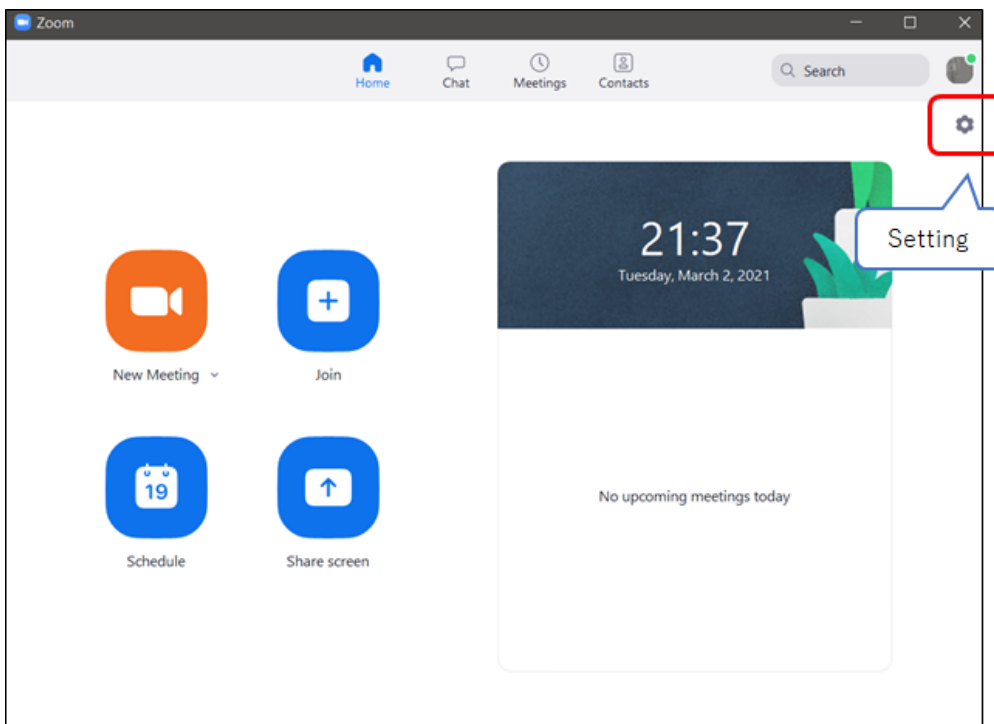


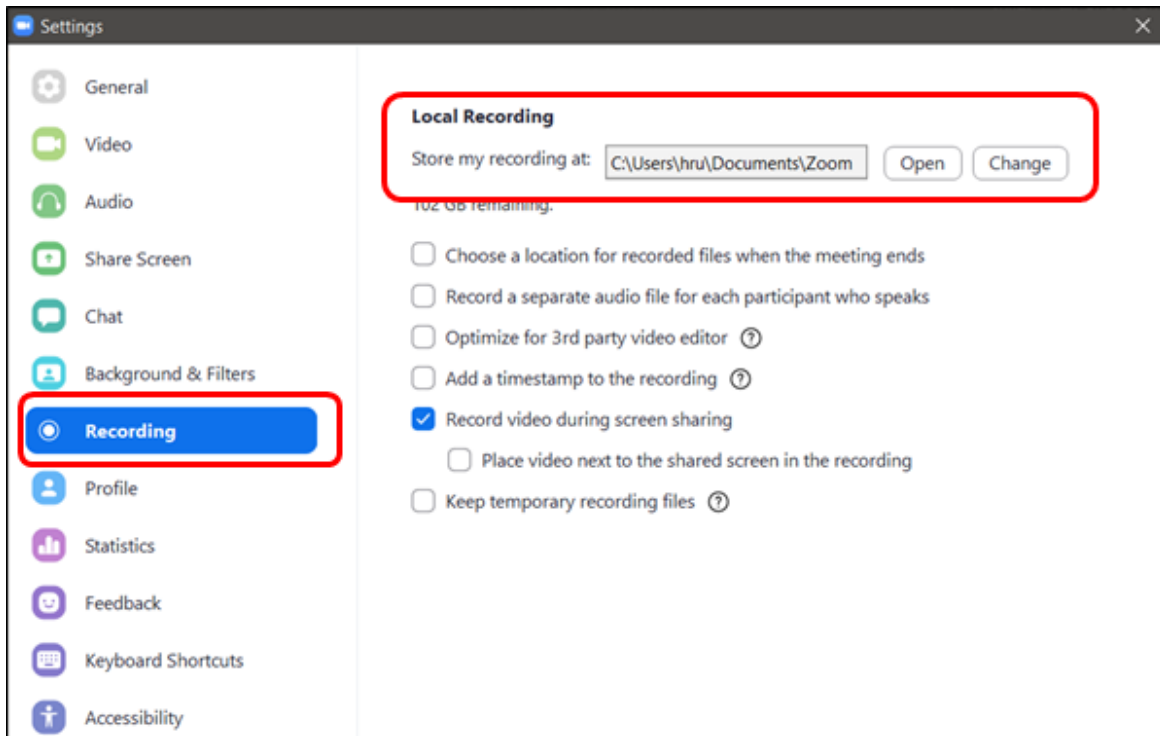
▪ Convert to video and save

1. When the meeting is over, it will be automatically converted and saved as video data.



2. You can check the save destination of the converted video data by selecting [Settings] (gear mark) at the top right of the Zoom home screen and selecting [Recording] >> [Local Recording].





3. After the conversion is completed, play the video data and check the audio and timing. Please check and if there are no problems, you are done.

▪ When to redo the recording

Since it will be video data, if you want to correct it, please record again from the beginning.