

10th Annual Meeting of the Japan Academy of Public
Nursing (10th Anniversary Meeting) and
6th International Conference of the Global Network of
Public Health Nursing
Joint Conference

PowerPoint Video Manual

For
Microsoft 365 (Office 365)
PowerPoint 2019
PowerPoint 2016

Although Japanese examples are provided, please prepare all slides and materials for your GNPHN presentation in English.

Introduction

We recommend that you test your recording beforehand to ensure that the sound quality and volume is audible when you save it as an MP4 file. The audibility of voice recording is determined by the equipment (computer and microphone), the environment, and the volume and quality of the speaker's voice at the time of recording.

If you are using Zoom's recording feature, please try to record with the camera on. If this is not possible, please paste a photo of the presenter's face on the first slide. Please note that when you create a video with the camera on in Zoom, your face may cover the slide in the upper right or lower right corner. Please be careful not to obscure the text on the slide.

[Recommendations for recording your video]

- Trial test the recording beforehand.
- Record so that you can be heard even at medium volume on the computer. Check if the volume of the test video is easy to hear, or ask someone else to.
- Use a headset attached with a microphone.
- Record in a quiet environment.

We accept videos recorded with alternative methods, as long as they are HD (720 p, 1280 x 720), MP4 or WMV, and less than 500MB. Please note that we will not be able to deal with any unexpected problems arising from these alternative methods.

Title slide Samples

General Presentation slides

38-7 ← Please make this large

↑Presentation number

[Presentation Title]

Hanako Kango ___ University, Nursing Department
Taro Yamada ___ Insurance and Welfare Centre

↑ ↑ Presenter's photo →

Name Affiliation

Workshop slides

WS-3 ← Please make this large

↑Presentation number

[Workshop Title]

Hanako Kango ___ University, Nursing Department
Taro Yamada ___ Insurance and Welfare Centre

↑ ↑ Presenter's photo →

Name Affiliation

① To be checked before making the recording

Please read the following precautions prior to recording

	Precautions	Notes
①	The screen size of your presentation slides should be 16:9. You can also record in 4:3, but there will be a blank space on the left and right sides of the screen.	
②	Please make a copy of the original recording when making your presentation and save with a different name to avoid losing your original version.	Be careful not to use the master copy for the presentation
③	Presentation slides should be prepared in the following structure. First page: Title page Second page: Conflict of Interest (COI) Third page and beyond: Oral presentation	
④	Please set up your computer to record audio (check the connection between the computer and the microphone/headset). If your computer is not equipped with a microphone, please connect an external microphone.	
⑤	Recording should be done in a quiet place with no background noise. Also, please note that if the microphone is too far away, the audio may be faint.	
⑥	Please note that the sound is recorded for each slide, and is not recorded when the slides are in transition. Please make sure that the next slide is showing before resuming recording.	
⑦	If you do not hide the slide thumbnails, all slides will be included in the video. If you do not want slides to be included in the video, set them as hidden slides.	
⑧	Before recording, check the slide list in PowerPoint to make sure that the slides are not switching automatically	Follow the procedure on pg. 5
⑨	Hyperlinks to videos cannot be used. If you use a video, please embed it into the slide.	
⑩	It is possible to insert videos in the presentation slides. After converting it to MP4, please make sure the video is working properly.	
⑪	Please be sure to save the PowerPoint file (slides with sound) after the recording is finished. Please convert the file to MP4 or WMV format and upload it to us.	The file should not exceed 500MB
⑫	Presentation time is 5 to 10 minutes for general abstract presentations (oral presentations). The workshop lasts 40 minutes.	
⑬	Please make your presentation in the specified language (Japanese or English).	

② Conflict of Interest

All presenters who give oral and poster presentations at the Japan Society of Public Health Nursing are required to disclose any COI at the time of their presentations.

Please indicate whether or not there is a COI to be disclosed on the page following the title slide.

❖ If there is no COI to be reported:

First Slide: Title slide

38-7 ← Please make this large


↑ Presentation number

[Presentation Title]

Hanako Kango University, Nursing Department
Taro Yamada Insurance and Welfare Centre

↑ ↑ Presenter's photo →

Name Affiliation



Second Slide: No COI disclosure

Japan Society of Public Health Nursing COI Disclosure

Name of first author
Affiliation

The first author has completed a COI self-report to the Japan Society of Public Health Nursing
There are no companies, organizations, groups, etc. in a COI that should be disclosed in relation to the following presentation

❖ If there is a COI to be reported:

First Slide: Title slide

38-7 ← Please make this large

↑ Presentation number

[Presentation Title]

Hanako Kango University, Nursing Department
Taro Yamada Insurance and Welfare Centre

↑ ↑ Presenter's photo →

Name Affiliation



Second Slide: indicate COI disclosure

Japan Society of Public Health Nursing COI Disclosure

Name of first author
Affiliation

Companies in a COI relationship that should be disclosed in relation to the following presentation

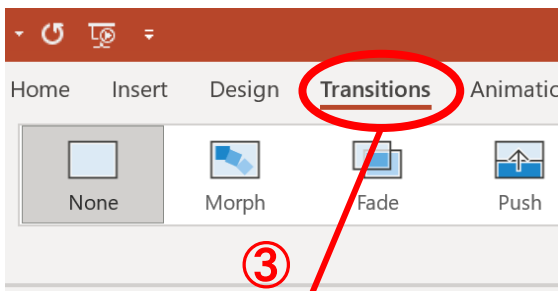
- ① Officers, Advisors AAA Company
- ② Shareholding and profit BBB Publishing Company
- ③ Patent royalties CCC Corporation
- ④ Corporation Lecture fee UUU
- ⑤ Manuscript fee XXX

③ Preparing for voice recording

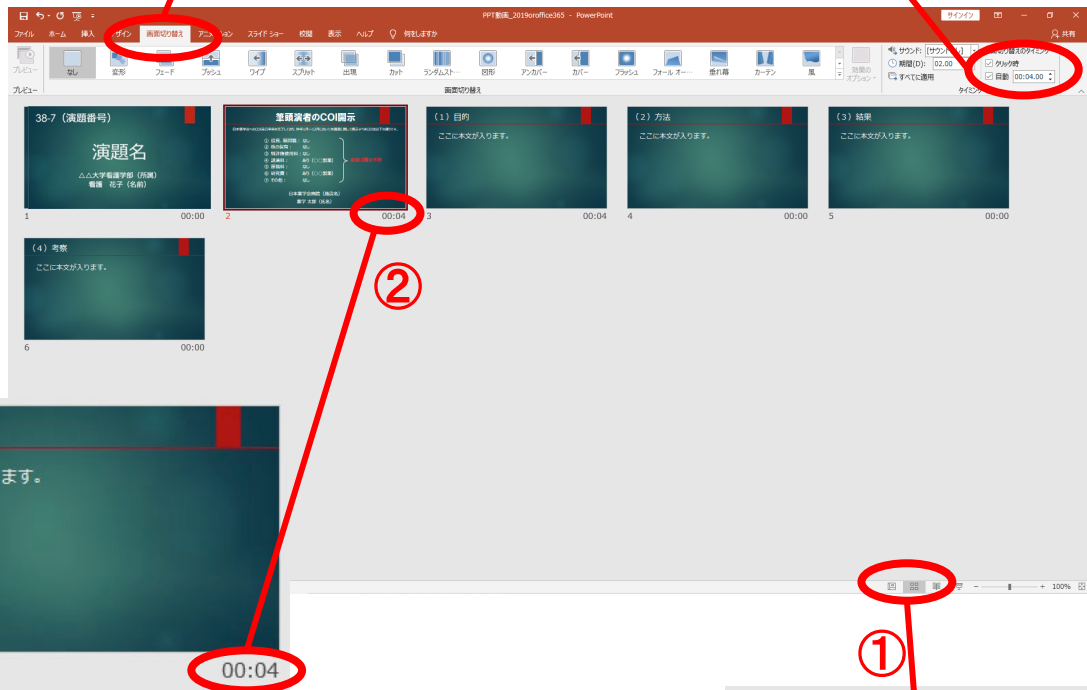
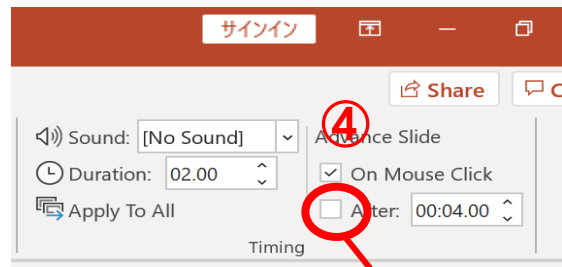
Please be careful not to work with the original presentation file (master copy).
Instead, please make a copy of the presentation file and use this for the video recording.

- 1) Display the slide listing and check the screen switching settings.
 - 2) If the number of seconds is displayed below the slide, the screen is set to change automatically.
 - 3) Open the "Transitions" tab.
 - 4) Remove the check mark from "After" to prevent automatic switching.
- If the number of seconds beneath each slide has disappeared, the settings have been switched successfully

3) Open the **Transitions** tab



4) Select all slides and uncheck them at this point



- 2) If the number of seconds is displayed here, proceed to (3)

1) When this is clicked, the slide listing will be shown as above

④ Voice Recording

This section describes how to record from the first page.
After recording, you can modify each slide.

① Open the **Slide Show** tab

② Click **Record Slideshow**

③ Select “Record from the beginning”

The screenshot shows the PowerPoint interface with the following elements highlighted:

- Slide Show tab:** Circled in red with a red arrow pointing to it from the label ①.
- Record Slide Show button:** Circled in red with a red arrow pointing to it from the label ②.
- Record from Beginning... option:** Highlighted in the dropdown menu with a red arrow pointing to it from the label ③.

The main slide area shows a presentation with 6 slides. The first slide is titled "演題名" (Topic Name) and the second slide is titled "筆頭演者のCOI開示" (Disclosure of COI of the Principal Investigator). The third slide is titled "(1) 目的" (Purpose) and the fourth slide is titled "(2) 方法" (Method). The fifth slide is titled "(3) 結果" (Results) and the sixth slide is titled "(4) 考察" (Discussion).

Make sure the seconds below the slides are gone

④ Video Recording (cont.)

You are in recording standby. When you turn on the camera, the camera on your computer will start and you will see your image. You cannot change the size on this screen, but you can change it later.

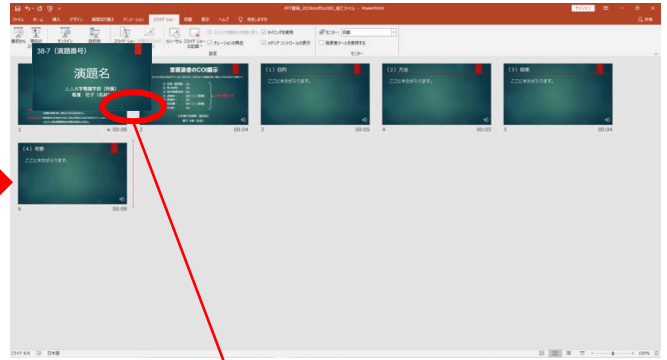
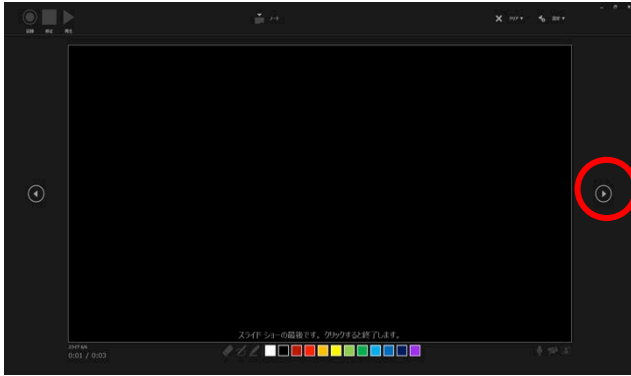
Press the record button to start recording.



①	Recording Button	Pause/play recording
②	Stop Button	Stop recording
③	Playback Button	Check the recorded video and audio
④	Settings	Display microphone, select specific headset
⑤	Display screen	Display screen for recording
⑥	Proceed	Move to next slide
⑦	Return	Return to the previous screen to preview ✕You cannot go back when recording
⑧	Camera/Mic ON-Off	Camera and microphone control
⑨	Laser pointer	The mouse arrow will not be recorded. "Ctrl+L" will enable the laser pointer mode.

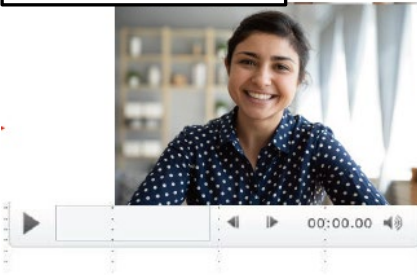
⑤ Saving the Voice Recording

When you have finished recording up to the last page, the recording will be automatically stopped and you will be returned to the slide listing.

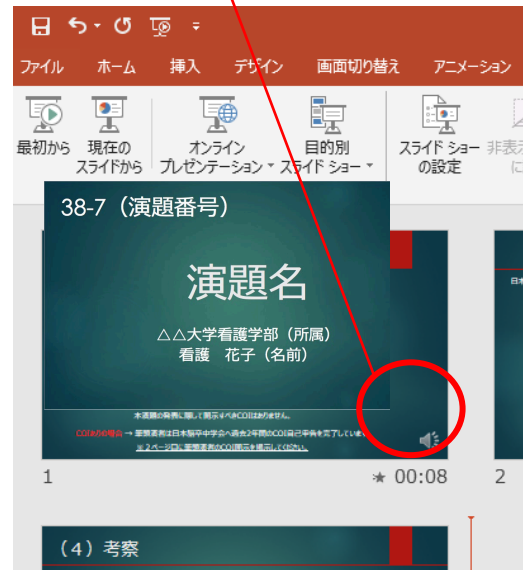


If you click on the speaker mark, you will be able to play it back and check the audio

With video recording



Only voice recording



The recording time will be shown.

Save your PowerPoint file. The file name should be "PresentationNumber_Presenter Name"

The saved file will be displayed as a slide show. Please make sure that there is no problem with the synchronization of the presentation time, sound and slides.

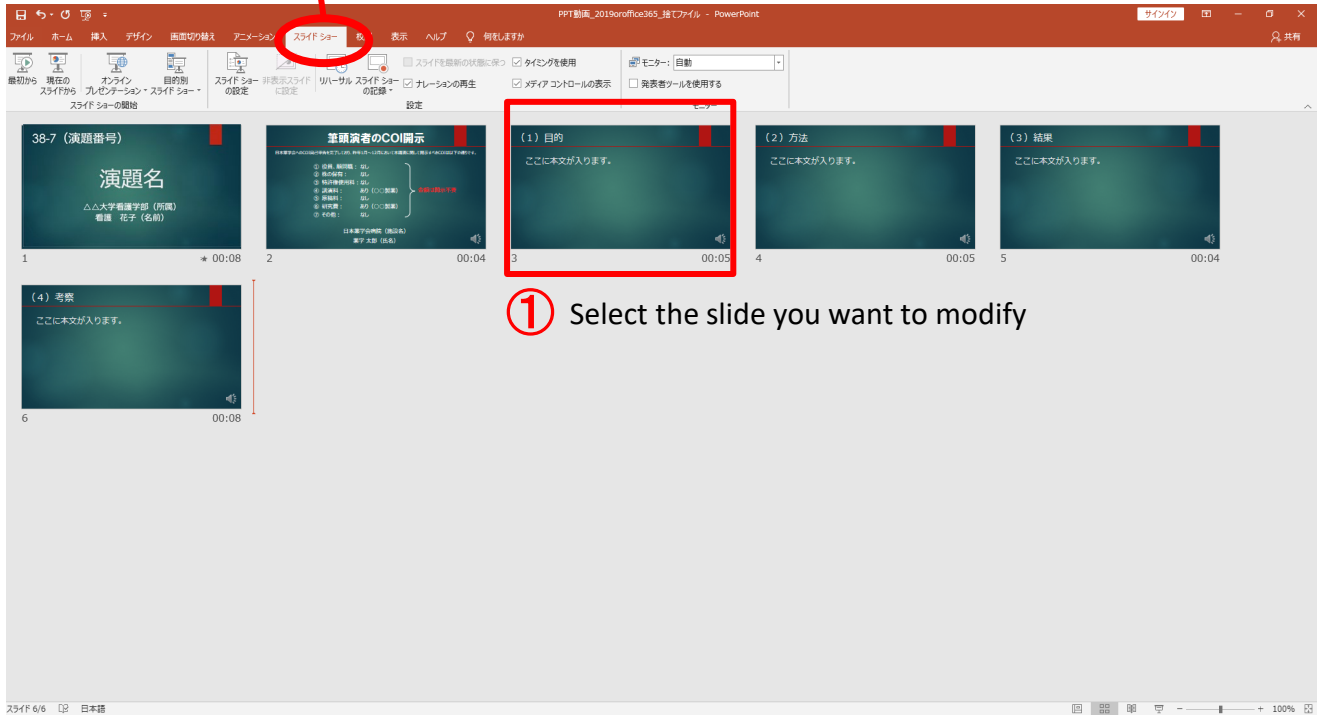
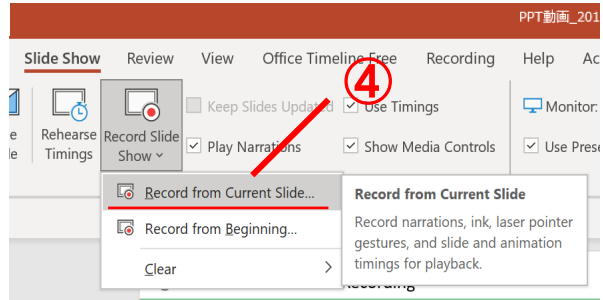
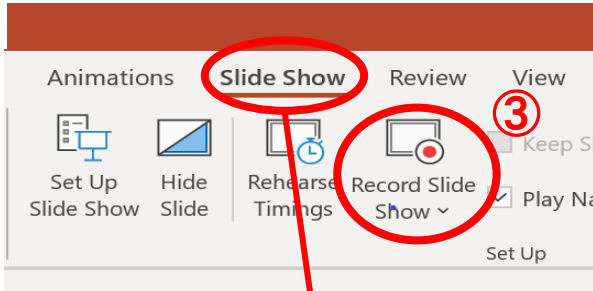
⑥ Modification of Voice Recording

You can start with the slide you want to modify.

② Open the **Slide Show** tab

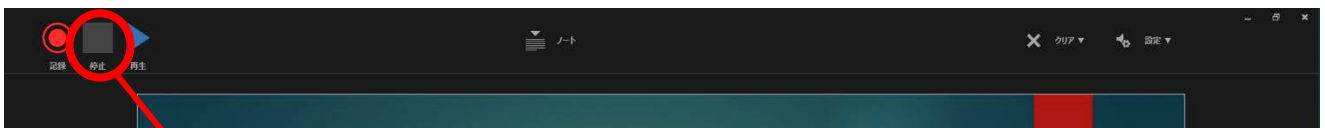
③ Click “Record Slideshow”

④ Select “Record from current slide” and then record. Then you are in standby mode.



① Select the slide you want to modify

⑤ When the recording is finished, press the “Stop Button”



Stop Button

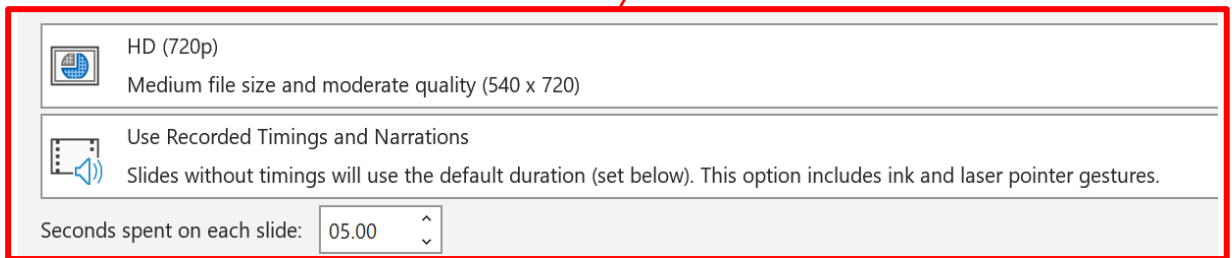
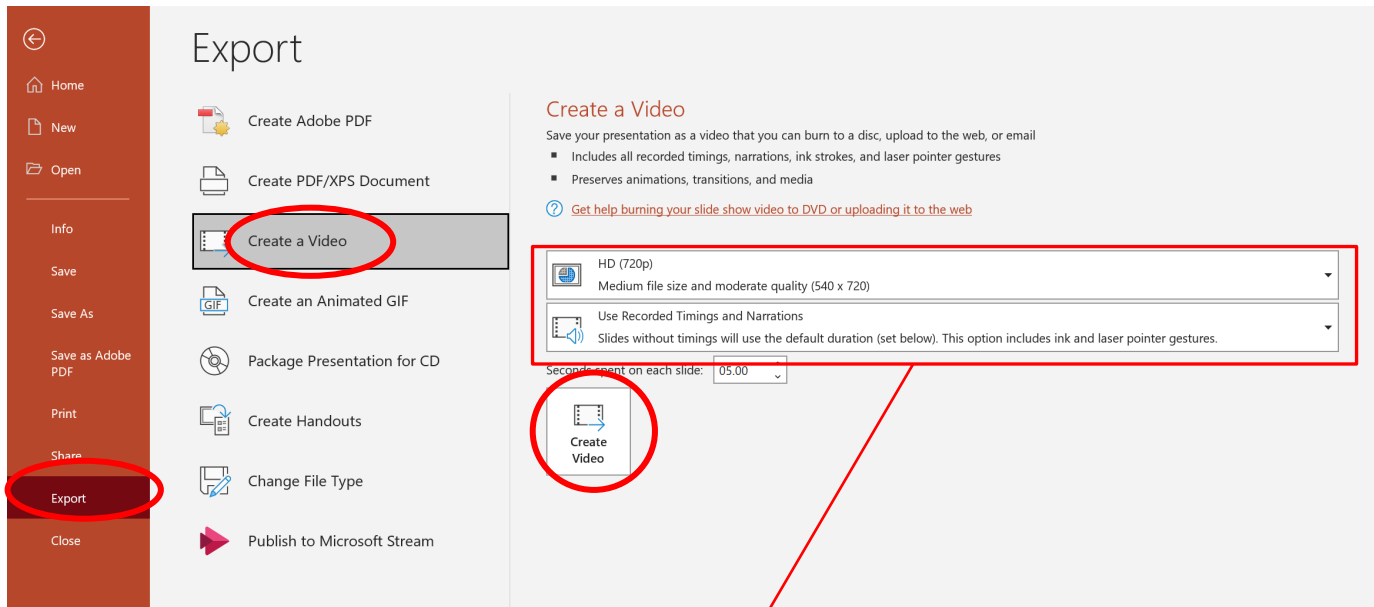
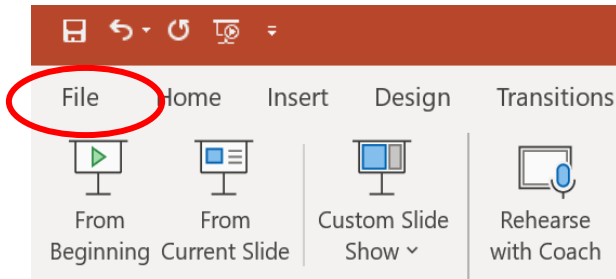
⑥ Modification of Voice Recording (cont.)

When you have finished recording up to the last page, the recording will be automatically stopped and you will be returned to the slide list.



⑦ Exporting Video files

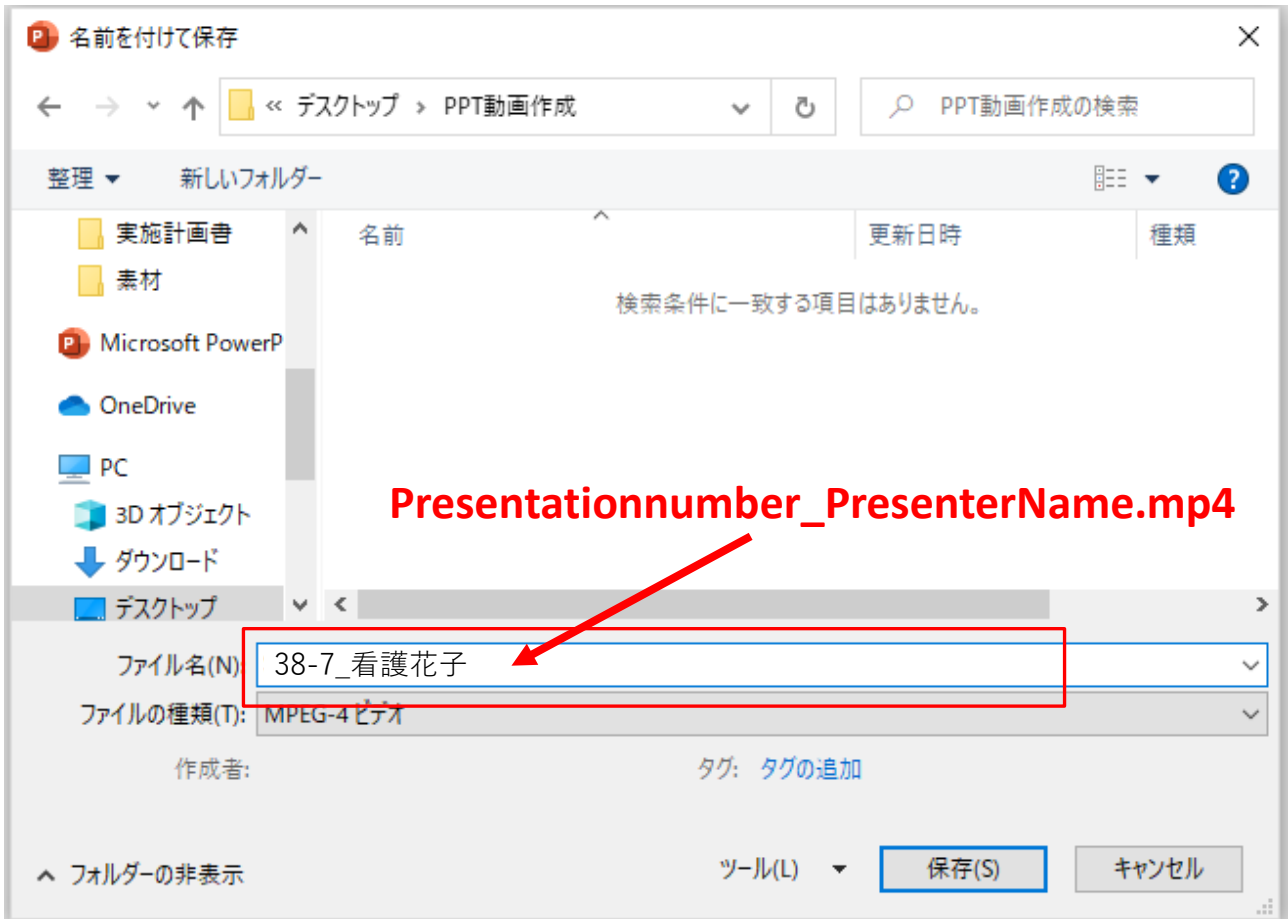
Let's move on to exporting the video.
Click "File" → "Export" and go to "Create a Video".



Set to HD (720P) and 'use recorded timing and narration'

Finally, click the "Create Video" button.

⑦ Exporting Video files



Please save the file in an accessible folder.

The file name should be "PresentationNumber_Presenter Name".

Make sure the file type is "MPEG4 Video (.mp4)".

[Warning]

It will take some time for the save to complete, so be careful that you don't interrupt the download.

Final Check

- ✓ Please be sure to preview your video beforehand.
- ✓ Please confirm whether conflicts of interest have been disclosed on the second slide, if applicable.
- ✓ Please make sure that there are no problems with the synchronisation of the audio or slides, that they can be played back, that the volume is sufficient, and that there is no background noise.
- ✓ After you finish recording, please save the presentation file. Please note that you can only upload video files (MP4 file/WMV file). The file size should not exceed 500MB.