

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

# PowerPoint Video Manual

## PowerPoint for Mac

**[Please note]**

This manual is based on the PowerPoint 2019 version.

If you are using PowerPoint 2016 for Mac, the software does not support video exports.

Please update to the latest version to record the video, or alternatively use the Keynote application supported by Apple (see Keynote Manual).

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 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 insert 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 when recording]

- 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 by yourself, 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 → 

### 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 → 

# 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, (e.g. of animal experiments) 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

↑ Name      ↑ Affiliation

Presenter's photo →



#### 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

↑ Name      ↑ Affiliation

Presenter's photo →



#### 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 Microphone settings

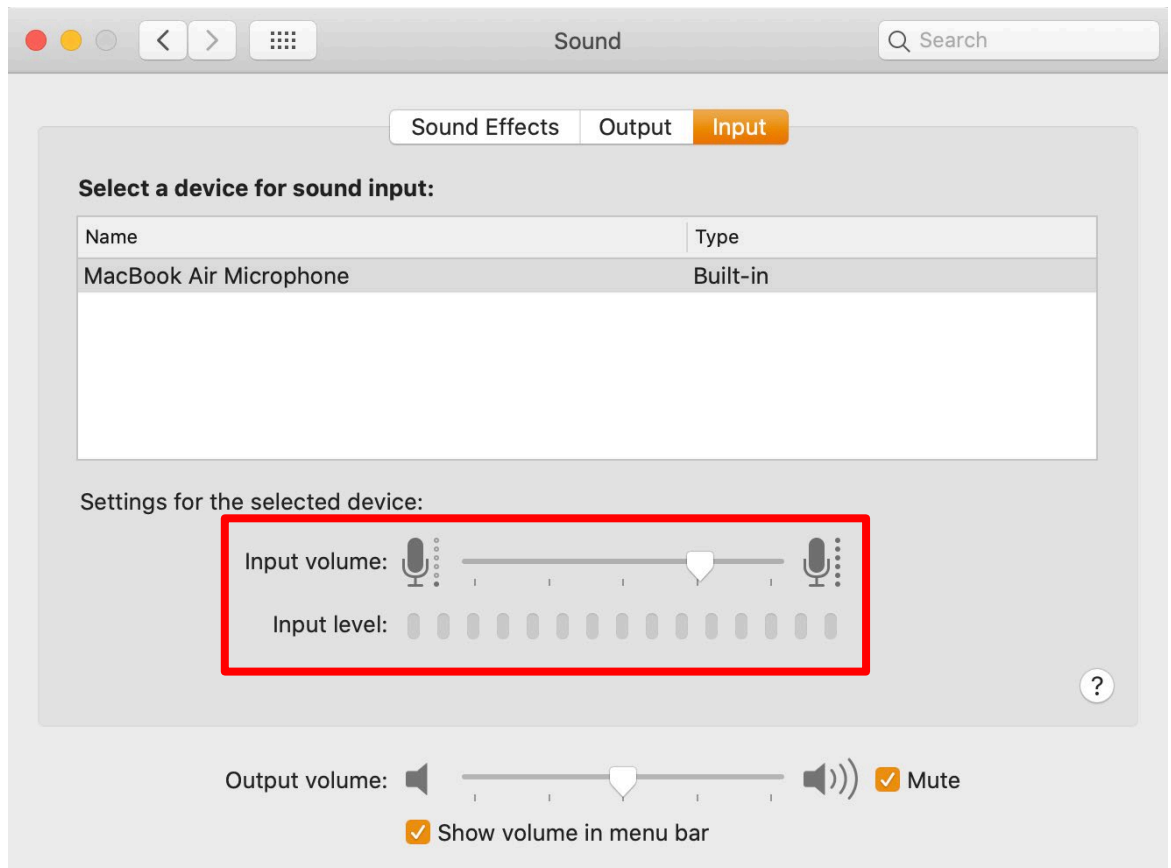
#### Regarding the location of the microphone

The position of the built-in microphone depends on the model.

It may be next to the camera at the top of the display, inside the speaker panel on the left of the keyboard, or in older models it is built into a small hole on the left side of the computer.

#### Setting the microphone input level

If the input audio is low, go to Settings > System Preferences > Sound > Input and select "Built-in microphone" or "External Microphone" and adjust the input level.

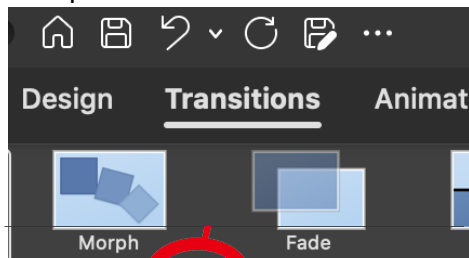


### ③ Preparing for voice recording (PowerPoint for Mac)

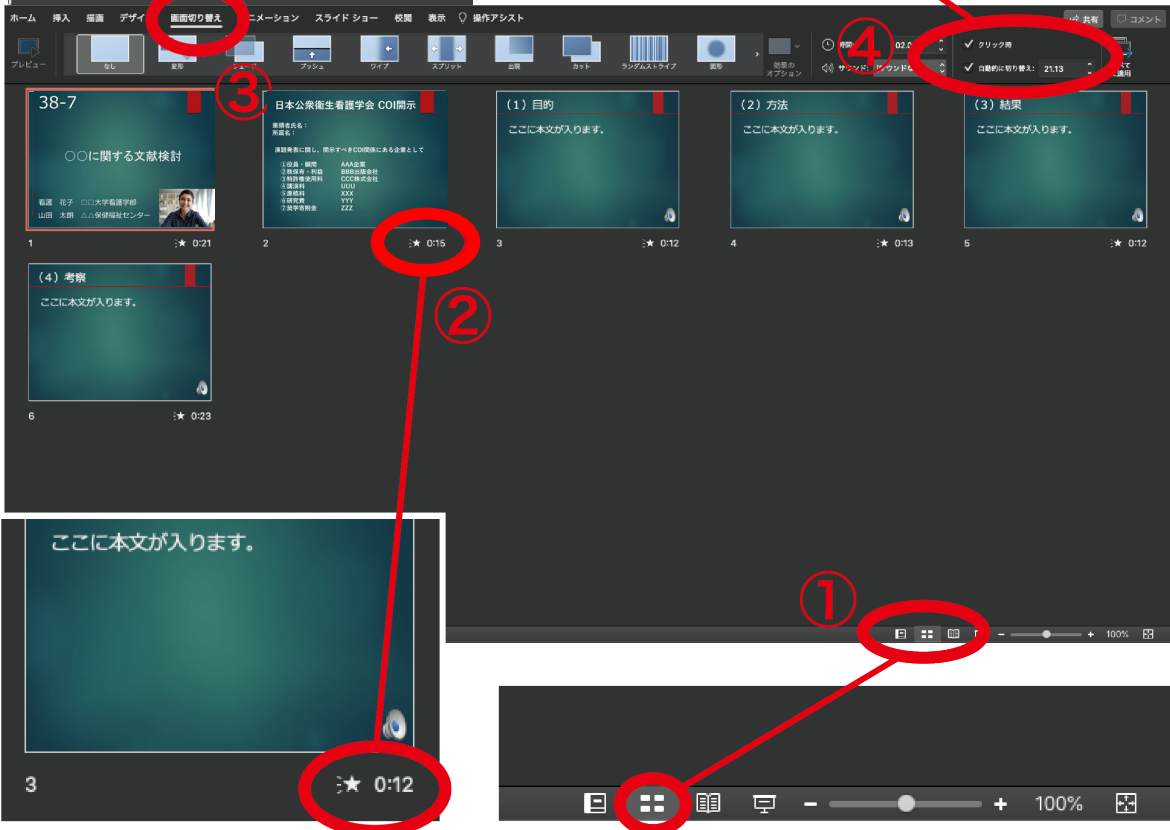
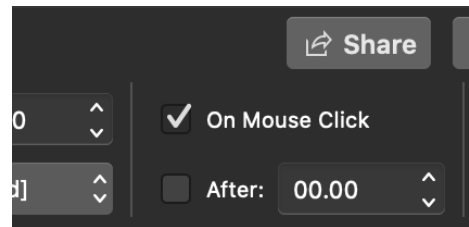
Please be careful not to work with the original presentation file (master copy).  
Please make a copy of the presentation file and use this for the video recording.

- 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) Uncheck "After" to prevent automatic switching.
- If the number of seconds beneath each slide has disappeared, the settings have been changed successfully

③ Open the **Transitions** tab



④ Select all slides and uncheck them



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

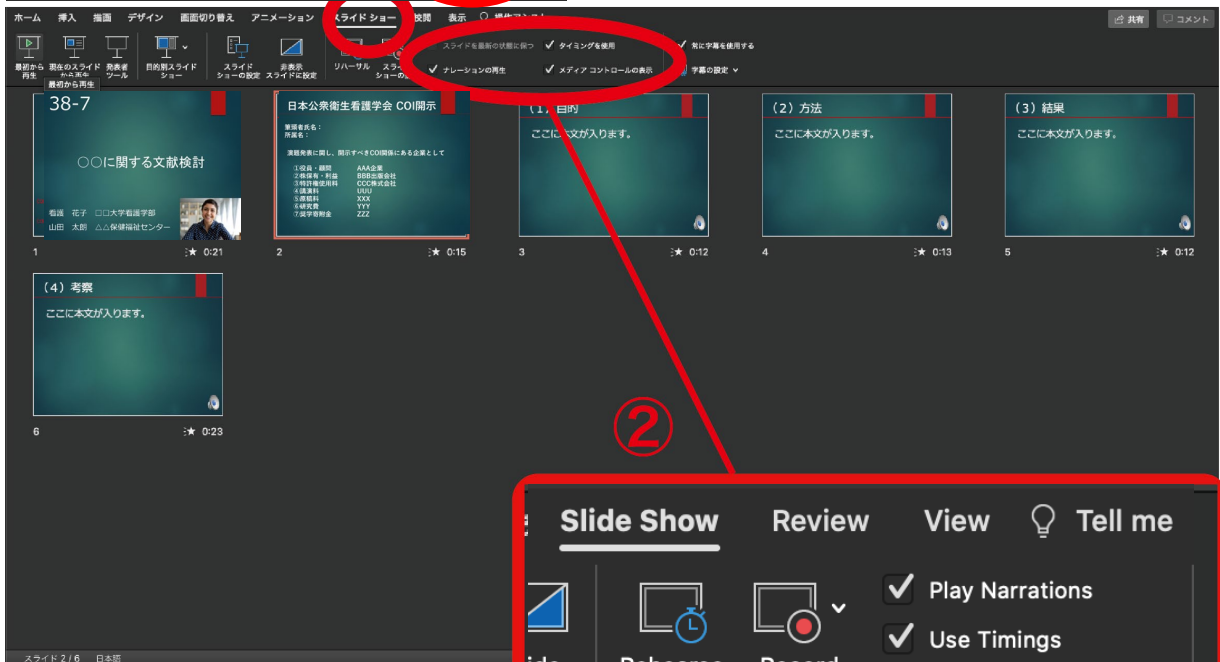
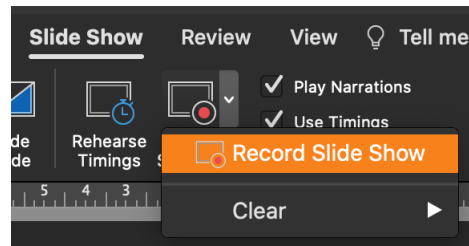
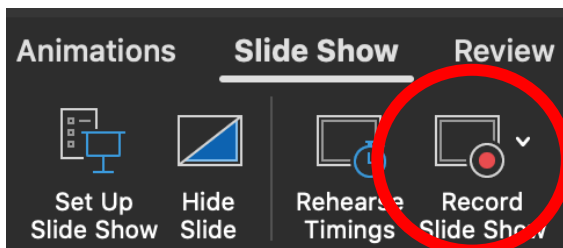
## ④ Voice Recording (PowerPoint for Mac)

To start recording, please follow the steps shown below.

After recording, you can modify each slide.

③ Click on Record Slide Show to see the recording window. The recording will start from the slide you select, so please select the first slide.

① Open the **Slide Show** tab



② Keep the following checked:

- ✓ Play Narration
- ✓ Use Timings
- ✓ Show Media Controls

## ⑤ Voice Recording (PowerPoint for Mac)

Click "Record Slideshow" to move to the recording screen and start recording.

Please refer to the explanation of operations below.

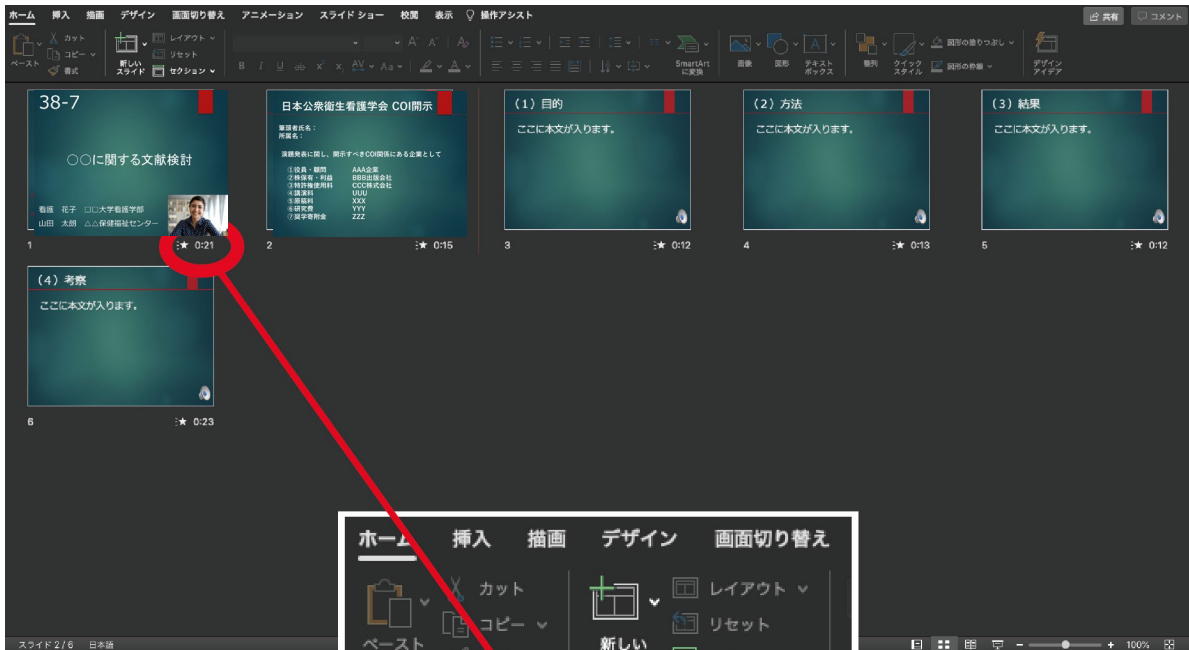


①	End Recording	Ends voice recording. Pressing esc. will also end it.
②	Overall elapsed time	Displays overall recording time of the presentation
③	Pause/Resume	Pauses or resumes voice recording
④	Redo	Terminates voice recording and returns to 0 seconds
⑤	Elapsed time for slide	Displays time spent recording on current slide
⑥	Laser pointer	Command+L changes your mouse to a laser point, which will allow your mouse to be visible in the recording
⑦	Return	Return to the previous slide. Alternatively, press ← key
⑧	Proceed	Proceed to the next slide. Alternatively, press → key
⑨	Slide listing	Any slide can be selected. Recording starts after switching.



## ⑥ Saving the Voice Recording (Powerpoint for Mac)

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



The recording time will be shown here

**Save your PowerPoint file. The file name should be "PresentationNumber\_Presenter Name"**

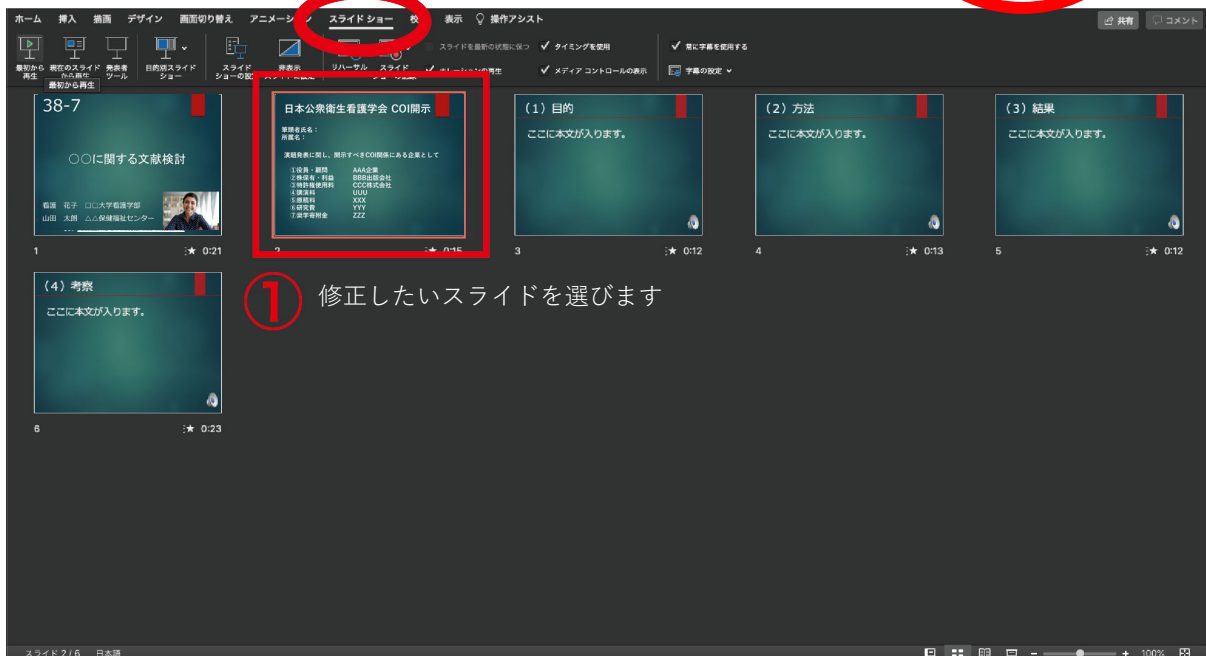
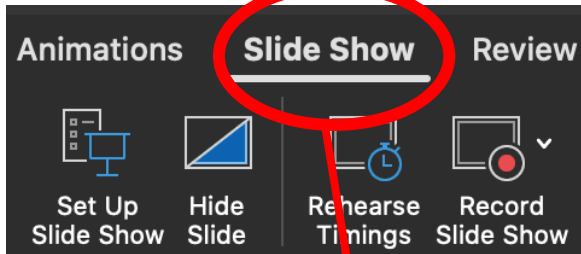
The saved file will be displayed as a slide show. Please make sure that there is no problem with the synchronization of the presentation time, sound and slides.

## ⑦ Saving the Voice Recording (Powerpoint for Mac)

You can start with the slide you have amended.

③Click “Record Slideshow”

② Open the **Slide Show** tab



① 修正したいスライドを選びます

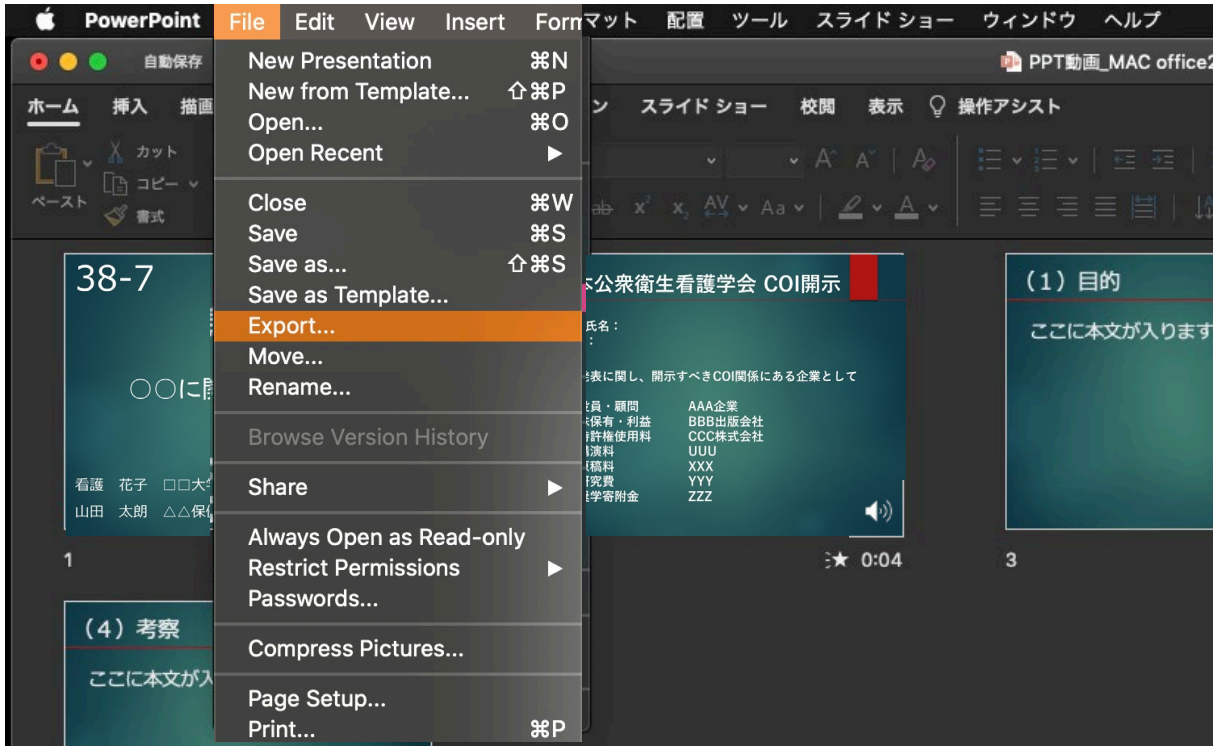
⑤ When the recording is finished, press the “Stop Button”



Stop button

## ⑦ Exporting the video file (for Powerpoint for Mac)

To export the video, click "File" → "Export".

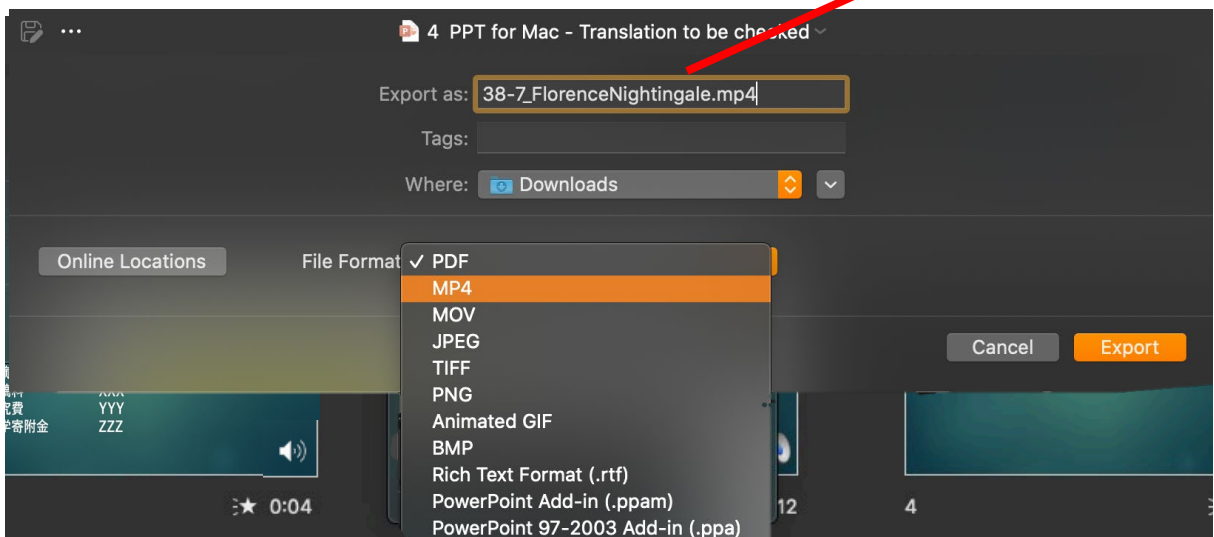


Save the file as “presentationNumber\_PresenterName”

Save the file in the designated folder.

Change the file to “MP4” format.

**Presentationnumber\_PresenterName.mp4**



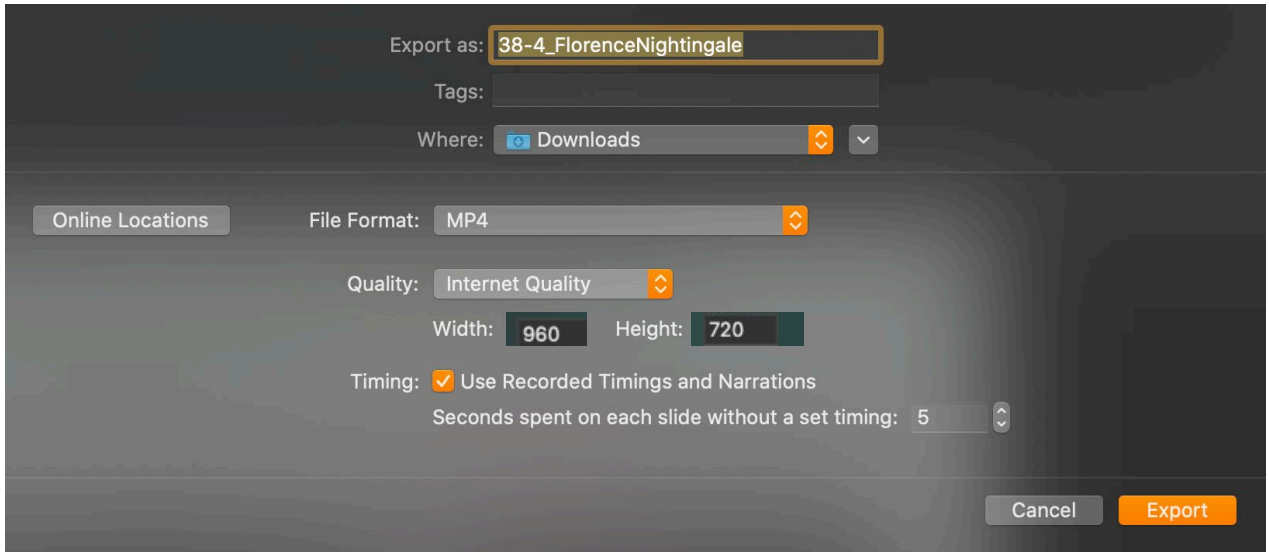
## ⑦ Exporting the video file (for Powerpoint for Mac)

Select “Internet Quality” for quality.

Please confirm that the box beside “Use recorded timing and narration” is checked.

If the options are different, use the selection button  to find the appropriate option.

When you are ready, press the “export” button. The file will begin to be exported.



A progress bar will show you the status of export. Please wait until the export is complete.



## Final check

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- ✓ 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 PPT or Keynote presentation file. Please note that you can only upload video files (MP4 file/WMV file). The file size should not exceed 500MB.