

A guidance for IWAIT2021 oral presentations

# How to Produce a Video Presentation Efficiently

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# Outline for producing your presentation

1. Before adding audio, you need produce a draft presentation file without audio by using PowerPoint: P1\_without\_Audio.pptx
2. Editing presentation files by adding audio step by step:
  - You need to prepare three files; P1\_without\_Audio.pptx, Work\_with\_Audio.pptx, and P1\_with\_Audio.pptx
  - In each page, (1) you copy page # in P1\_without\_Audio.pptx separately to Work\_with\_Audio.pptx, (2) you add audio in the temporal file with trial and errors, and (3) when you have satisfied the quality and the duration of narration, you copy (paste) the page with audio to P1\_with\_Audio.pptx.
  - If you want to modify some part of the P1\_with\_Audio.pptx after producing whole presentation, you may replace the concerned part without any effects in the other parts with similar way as mentioned above.

# Calculating the total slide show duration of PowerPoint Presentation

- You can use a macro for counting total presentation duration like the following way;
  - <https://www.relief.jp/docs/002871.html> (in Japanese)
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# Converting PPTX to mp4

- In case of turning your presentation into a video, please look at the following URL offered by Microsoft;
  - <https://support.microsoft.com/en-us/office/turn-your-presentation-into-a-video-c140551f-cb37-4818-b5d4-3e30815c3e83>
- Note that you need choose the quality option as “HD (720p)” or less in order to distribute the video file via the Internet.



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