

-Guideline for IWAIT2021 oral presenters s

How to Produce a Video Presentation Efficiently

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Outline for producing your presentation

1. Before adding audio, you need to produce a draft presentation 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 slide with audio to P1_with_Audio.pptx.
 - If you want to modify some part (s) of the P1_with_Audio.pptx after producing whole presentation, you may replace the concerned part (s) without any effects in the other parts by repeating the steps 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

- To convert your presentation into a video, please look at the following Microsoft's URL;
 - <https://support.microsoft.com/en-us/office/turn-your-presentation-into-a-video-c140551f-cb37-4818-b5d4-3e30815c3e83>
- Note that you need to choose the quality option as "HD (720p)" or less in order to distribute the video file via the Internet.
- OR you can use a free software to compress the produced video without losing the quality.
 - <https://www.videolan.org/vlc/index.html>