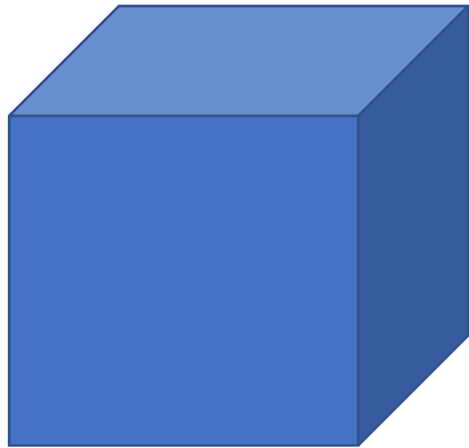


Instruction for presentation recording and submission



CIGRE Virtual Centennial Session

Instruction for presentation recording

Recorded **with** Microsoft Power Point Slide Show **function as following ways, then saved as Microsoft Power Point Presentation file(*.pptx)**

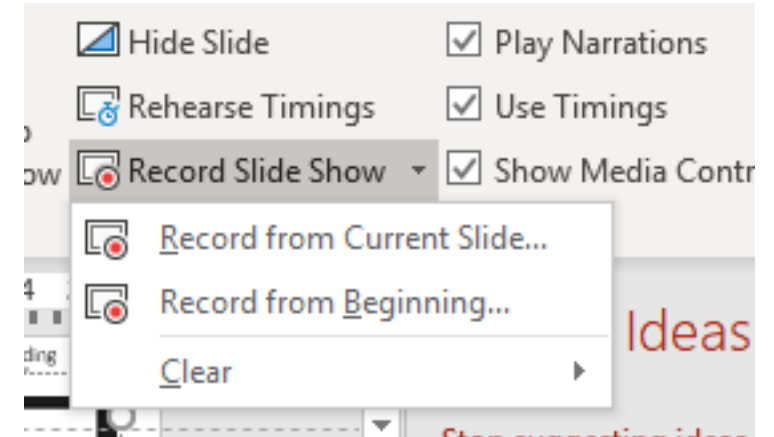
- ✓ Please prepare for these items.
 - Microsoft Power Point presentation file for your paper.
 - Microphone (including build-in microphone)
- ✓ For recording the presentation you have to go on the “Slide show” menu and press the icon “Record Slide Show”.



Instruction for presentation recording

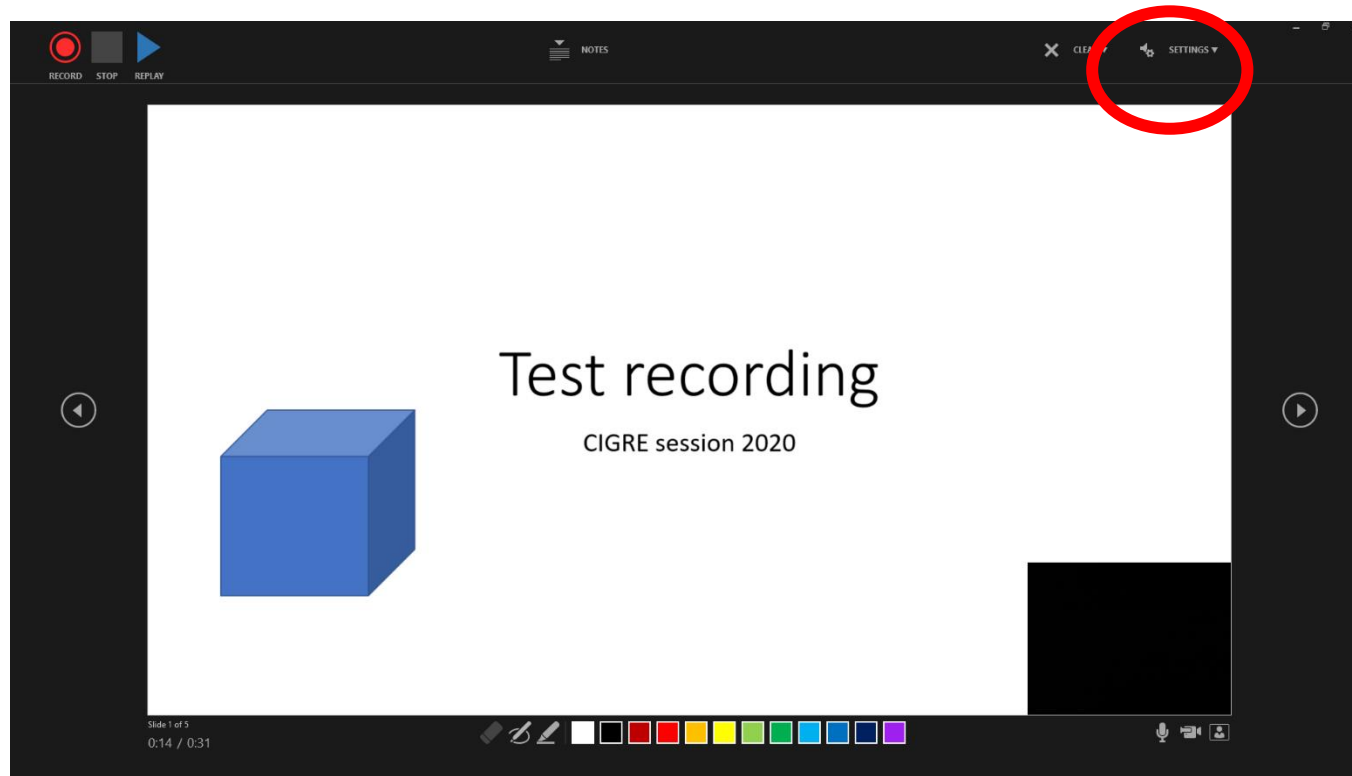
- ✓ You can select between:
 - ① Record from Current Slide
 - ② Record from Beginning

- ✓ Please make sure to record with only voice, not Video to reduce file size.



Instruction for presentation recording

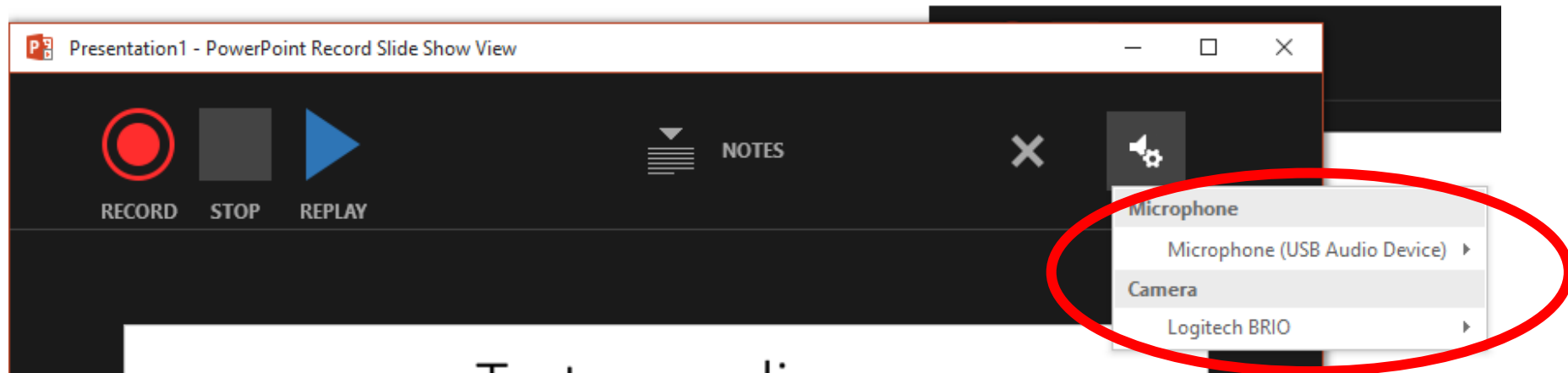
- ✓ After pressing “Record Slide Show” button, this screen appears.



Note : this screen will not appear if your computer does not have enough performance.

Instruction for presentation recording

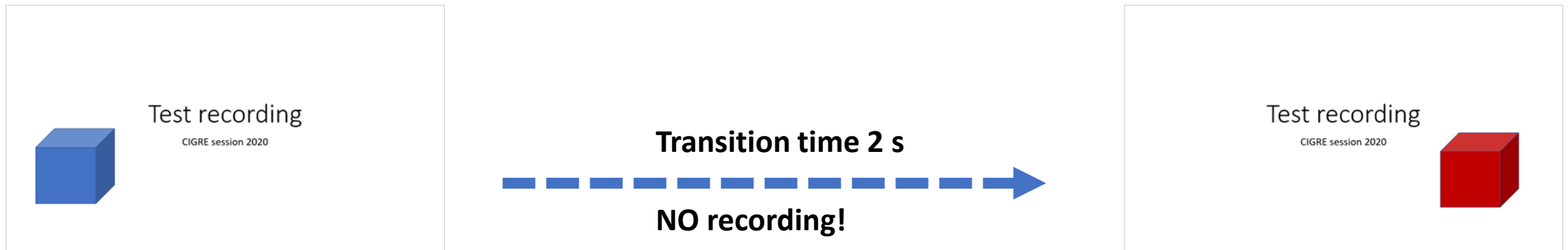
- ✓ Clicking on Settings, it is possible to set Audio options selecting microphone. (in case two or more device connected)



Instruction for presentation recording

IMPORTANT !

- ✓ Audio is NOT recorded during the transition from one slide to the next one.
- ✓ Don't talk until the next slide is fully shown



Instruction for presentation recording

- ✓ Please save [Files]→[Save As]→[PowerPoint Presentation(*.pptx)]. Every recording will be saved within the slide.
- ✓ Please do **NOT** create separate voice-over files from the Microsoft Power Point file.
- ✓ From the viewpoint of preventing falsification of file contents, it will be converted to mp4 format by Organizing Committee, then published.