How to prepare mp4 presentation file for on demand streaming (20210401 Version)

Takeo Watanabe (Univ. of Hyogo)

ICPST-38 International Affairs

Index

1. Preparing presentation file using ZOOM (Recommended)

2. Virtual background setting ZOOM video screen (Recommended)

3. Preparing presentation file using Microsoft PowerPoint

※Remarks

For all the above methods, use "Backgroud_File_for_Presentation.pptx" for the PowerPoint presentation file. This background file is authorized by ICPST-38.

1. Preparing presentation file using ZOOM (Recommended)

1) Launch ZOOM software. If you did not have ZOOM, please install from https://zoom.us.
2) Left-click on the photo in the upper right corner of the screen and select "Check for Updates" from the menu to upgrade to the latest version. If you have already completed the upgrade, proceed to 3).
3) Select "New Meeting", and then select "Test Speaker and Microphone". After testing is OK, select "Joint with Computer Audio". If you do not need to test them, go to 4).
4) Select "Joint with Computer Audio".
5) To access to your PowerPoint file, select "Share screen" on the screen. The green message of "You are screen sharing" will appears on the PC display.
6) Set the background with the specified PST logo (Background_File_for_Video.jpg) to your own video image. To the set the background, please refer the Word file in the attached "About setting the virtual background of the ZOOM video screen".
7) When you move the mouse cursor to the green message as shown in 5), a menu bar will be displayed. Then, select "Start Video" and turn on your own video.
8) To start recording your presentation, select "More" from the menu bar. Then select "Record on this computer".
9) When the recording is completed, select "More" and select "Stop Recording".
10) Select red message of "Stop Share".
11) Exit ZOOM
12) A message to convert the recording of the meeting is displayed, and an mp4 file of the recording is generated in the document folder with date and name. It takes approximately 5 min to save the mp4 file on your computer.
13) Since the file name of zoom_0.mp4 is generated, you will need to send this file by the announced method from ICPST-38 by the end of March.

2．Virtual background setting ZOOM video screen (Recommended)

1) Launch ZOOM software and select a new meeting.
2) Left-click the up-arrow character which is listed just right from the "Start Video" button.
3) A menu will appear. Select "Choose Virtual Background …".
4) Select "Virtual Background" on the video settings screen.
5) Select the "+" mark, select "Add Image", and select the "Background_File_for_VIDEO.jpg" file of your computer.
6) Selected as the background for the video. Make sure that the background of the video is the image of "Background_File_for_VIDEO.jpg".
7) The video image it is flipped in horizontal direction, left-click the up-arrow character just right to "Stop Video" button and select "Video Settings". When the setting screen appears, select the "Video" and remove ☑ from "Mirror my video" to cancel the horizontal inversion of the video image.

3. Preparing presentation file using Microsoft PowerPoint

1) Launch PowerPoint software.
2) Slide Show ==> Record Slide Show ==> Record from beginning
3) Right-click ==> Pointer Options ==> Laser Pointer
4) Click Record bottom to record your presentation.
5) Record your presentation.
6) Click Stop bottom to finish recording.
7) File ==> Export ==> Create a Video ==> Full HD (1080) ==> Create a Video
8) Upload the mp4 presentation file to the URL which will be announced from ICPST-38 by the end of March.