

The Liver Week 2020 August 13-14, 2020
Navigating Towards Precision Medicine with Current Knowledge in Liver Disease

VIRTUAL CONFERENCE



How to Record Your Presentations in PowerPoint Format and the Equipment You Need

Firstly, please check the settings on your computer.

Prepare and test the camera and voice/audio (microphone/speakers) for recording before launching the program.

- ✓ It's a good idea for you to use your mobile phone headset with its built-in microphone.
- ✓ If you're using a laptop, it has a built-in camera and microphone/speakers which makes it easier for recording.
- ✓ Please record in a quiet space with no background noise and avoid any interruptions.



Microphone Volume Test before Recording

Before you start recording, please go to your control panel and increase the volume of the microphone and then follow these instructions.

Adjust your computer's settings

View by: Category ▾

System and Security
Review your computer's status
Save backup copies of your files with File History
Backup and Restore (Windows 7)

Network and Internet
View network status and tasks

Hardware and Sound
View devices and printers
Add a device

Programs
Uninstall a program

Devices and Printers
Add a device | [Advanced printer setup](#) | Mouse | Device Manager |
Change Windows To Go startup options

AutoPlay
Change default settings for media or devices | Play CDs or other media automatically

Sound
Adjust system volume | Change system sounds | Manage audio devices

Power Options
Change power-saving settings | Change what the power buttons do |
Change when the computer sleeps | Choose a power plan | Edit power plan

Realtek HD Audio Manager

User Accounts
Change account type

Appearance and Personalization

Clock and Region
Change date, time, or number formats

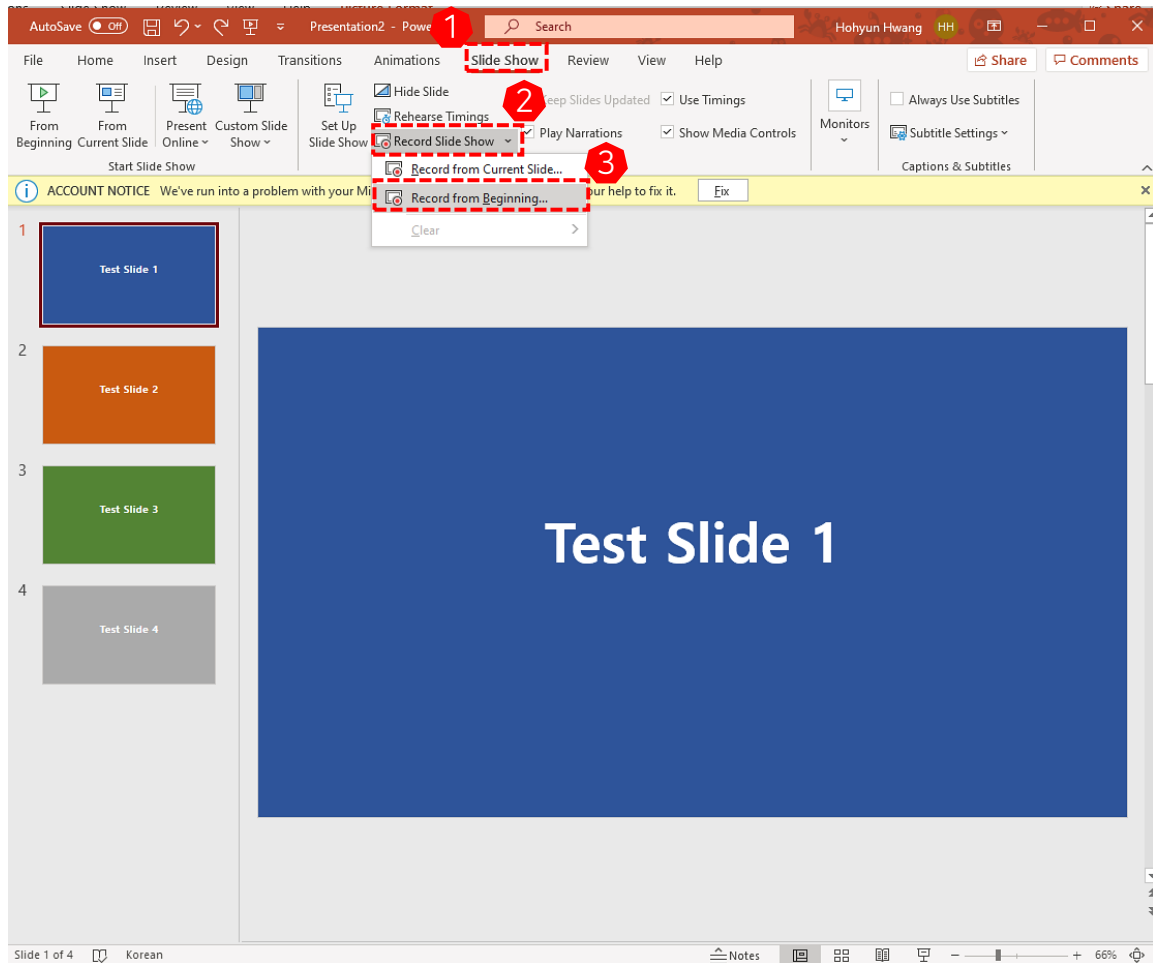
Ease of Access
Let Windows suggest settings
Optimize visual display

The image shows two overlapping windows from the Windows operating system. The background window is the 'Sound' control panel, with the 'Recording' tab selected. A red dashed box labeled '3' highlights the 'Recording' tab. Another red dashed box labeled '4' highlights the '마이크 Microphone' (2- USB Audio Device) entry, with the text 'Double Click!' written next to it. The foreground window is the '마이크 Properties' (Microphone Properties) dialog box, with the 'Levels' tab selected. A red dashed box labeled '5' highlights the volume slider, which is set to 100. A red dashed box labeled '6' highlights the volume slider area. A red dashed box labeled '7' highlights the 'OK' button at the bottom of the dialog box.

Instructions on How to Record the Lecture Slides

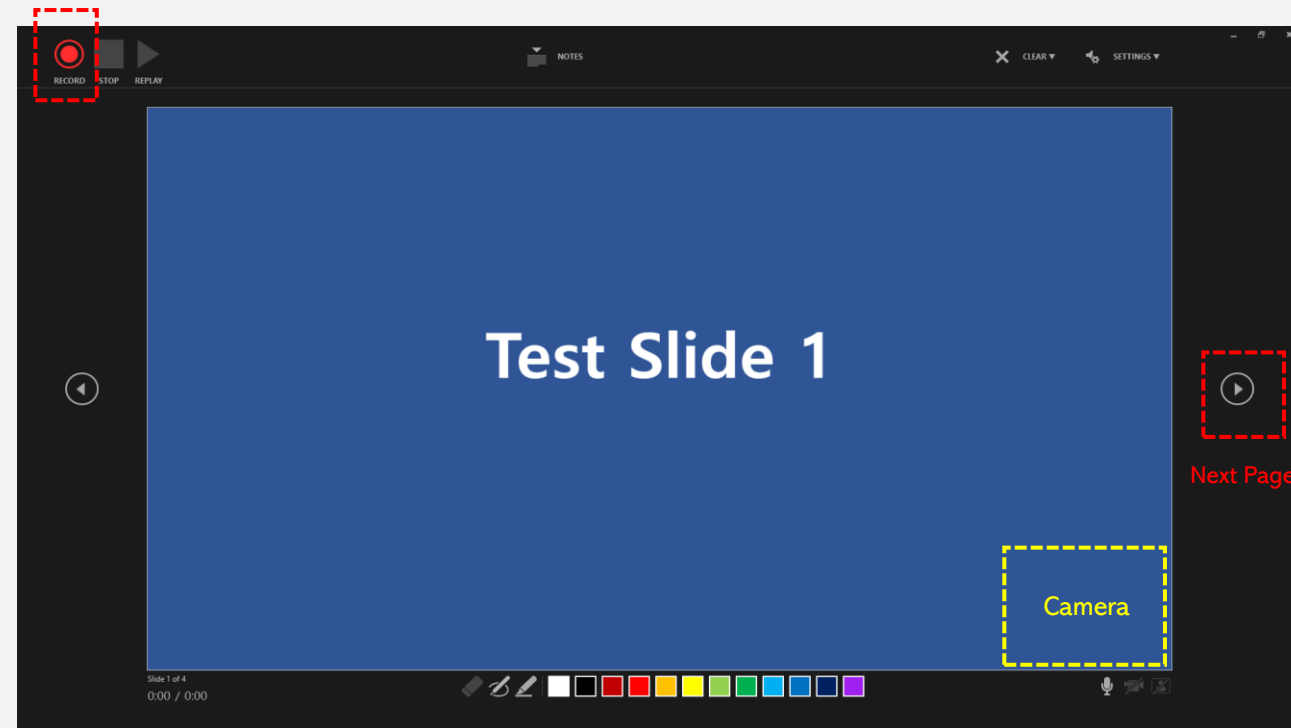
1

The lecture video and slideshow recording can be started from the first slide by clicking:
 Top menu bar → Slide Show → Record Slide Show → Record from Beginning



2

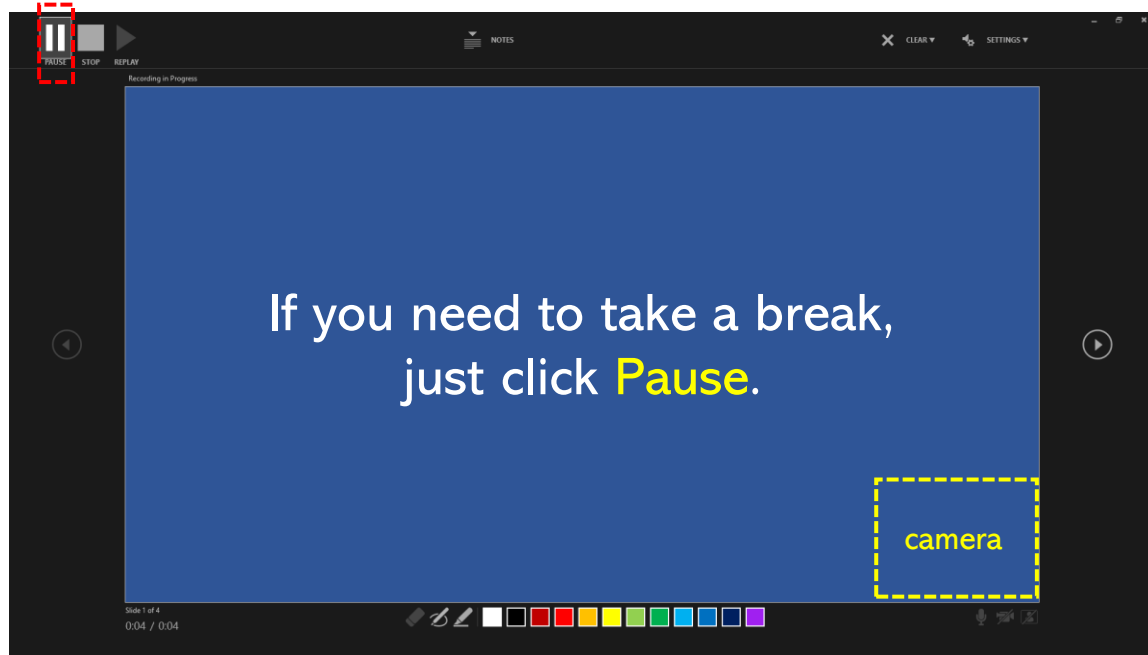
Ensure that you are looking at the screen and then start to deliver your presentation at your own pace.
 As the voice is being recorded, the screen will also be simultaneously saved as a video.
 (Please note that recording will momentarily pause when the slide moves onto the next one.)



Instructions on How to Record the Lecture Slides

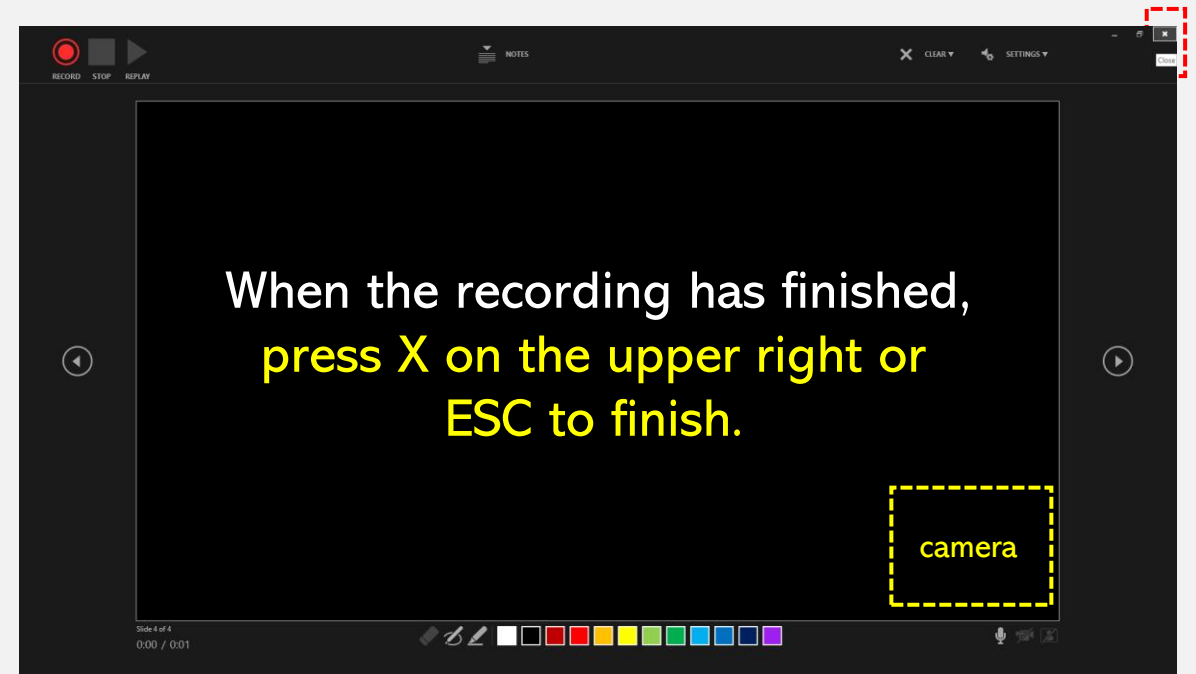
3

If you need to take a break, just click Pause. When you're ready to start recording again, simply click on the 'record' button once more.



4

When the recording has finished, press X on the upper right or ESC to finish.

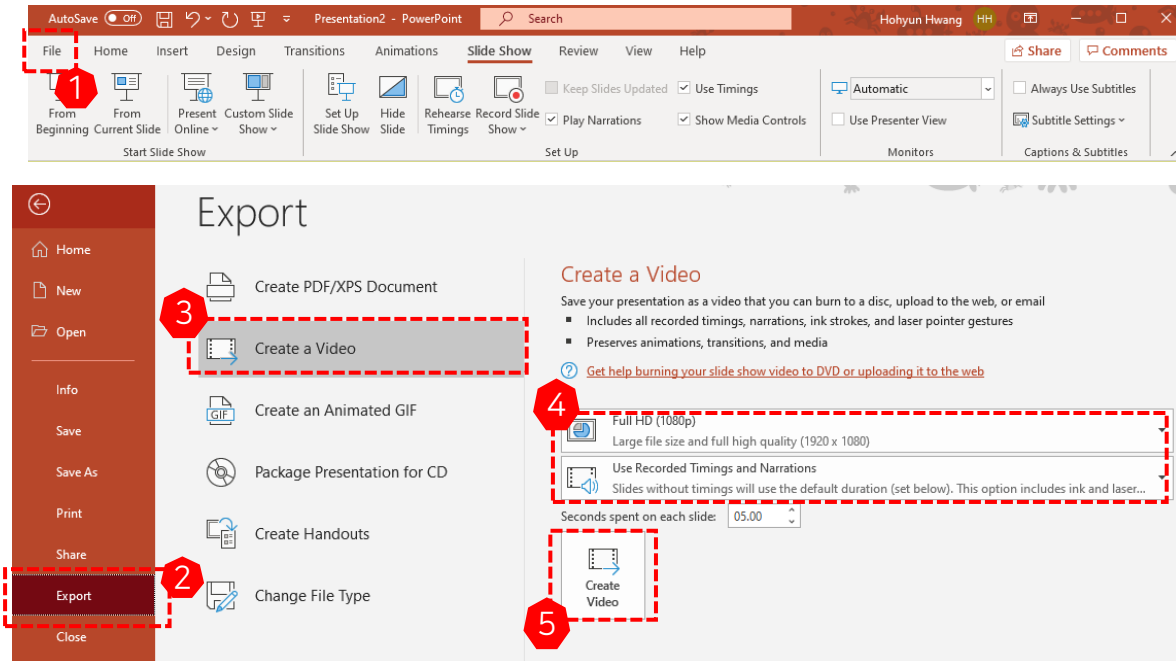


How to Save the Presentation Videos and Slides

5

After recording is complete, please save the video file using the following instructions:

File → Export → Create Video → Full HD (1080p), Use Recorded Timings and Narrations → Create Video



If You Can't Hear Any Sound on the Recording When You Play It Back:

Click on the recorded video part (you can find this in the bottom righthand corner of the screen), the playback indicator will then appear on the top menu bar. After that, select the level of the volume. (If it is checked as mute, please unmute it.)

