

Preparation of PDF files (Windows PowerPoint 2016)

※ PDF can be prepared similarly with Mac

- ① Prepare presentation slides using PowerPoint (refer to below for number of slides, file size and aspect ratio).

Number of slides: up to approx. 10 slides.

File size: within 100MB

Aspect ratio: 4:3 or 16:9

※ Animations cannot be inserted into PDF

2XXX-XX 日本農芸化学会2021年度仙台大会

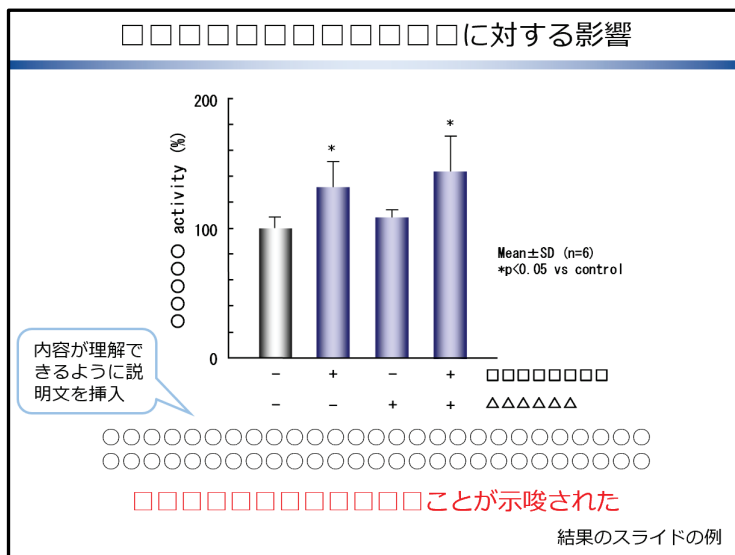
演題番号

発表
タイトル

所属

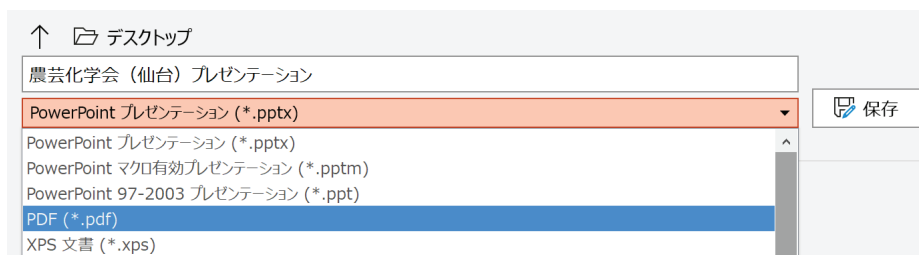
演者名

スライド1枚目の例



Please add explanatory descriptions in slides to allow for the understanding of slides without oral explanation.

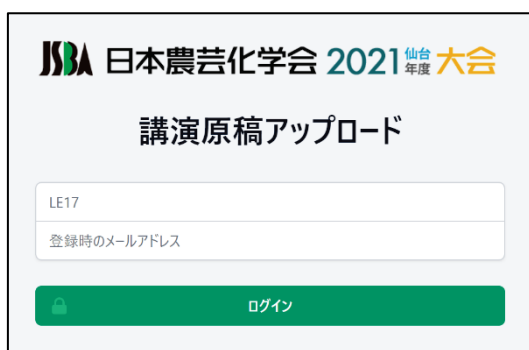
- ② From the file tab, click on [Save as], change the file type to PDF (*.pdf) and [Save].



- ③ Right click on the created PDF file and select [Properties] to display file size. Please confirm that the file size is within 100MB.
- ④ Please upload your PDF file on the website below by March 5th (Fri.).
https://jsbba2.bioweb.ne.jp/jsbba2021_upload/

Login to the website by filling in your online registration number and email address. When you click on [Select file] and upload your presentation file, the file type (PDF or MP4) will be checked automatically. Upload will be completed when the [Save] button is clicked.

You may upload your PDF file as many times as you like by March 5th. The most recently uploaded file will be selected as the presentation file.



Preparation of MP4 files (Windows PowerPoint 2016)

Specifications for the MP4 file which contains the PowerPoint slides with audio are below.

Number of slides: up to approx. 10 slides.

Play time: within 10 min.

File size: within 100MB

Aspect ratio: 4:3 or 16:9

- ① Select [Start] > [Settings] > [System] > [Sound] and confirm that the input device is set as your microphone you wish to use.
- ② From the slide show tab, click on [Record slide show].

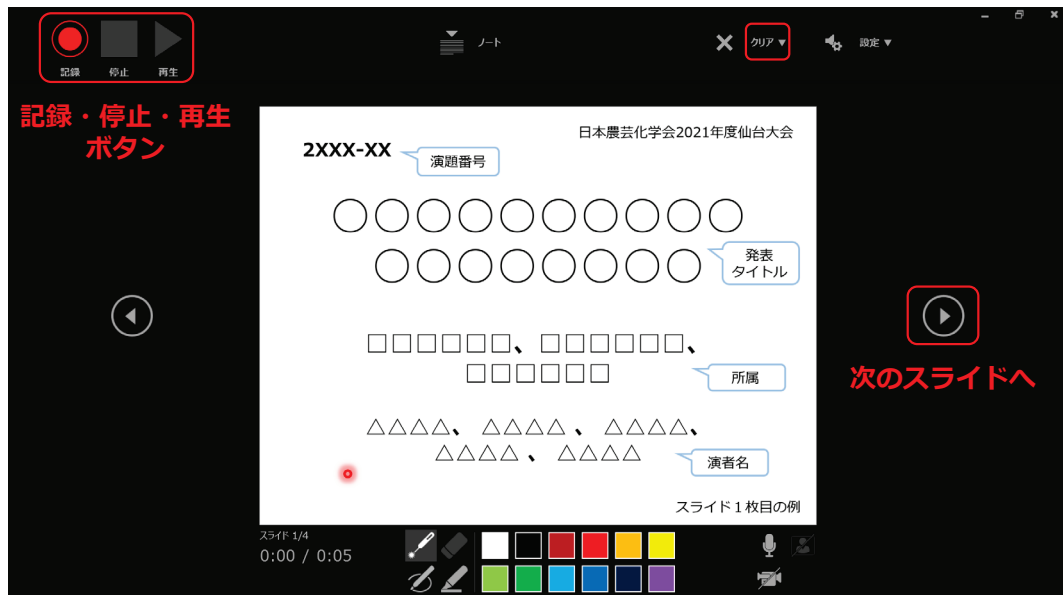


- ③ The view will be switched to the slide show record view. Your microphone and webcam can be switched on/off by clicking the icon on the right bottom corner. The size of your file can be reduced by switching the webcam off (when the webcam is turned on, your face will be displayed to the right of the slide show). When you click on the laser pointer icon, a red dot will be displayed on your monitor. Please point to details you wish to emphasize while presenting.



- ④ Click on the [Record] button to start recording and stop by clicking on the [Stop] button. You can review your recording by clicking on the [Play] button. Clicking on the [Clear] button will delete your recording (per slide), shall you wish to restart your recording.

You can move on to your next slide by clicking the button on your right. Please record your presentation in a similar manner. Slides with audio recordings will be displayed the audio icon ().



- ⑤ After you record audio on all slides, create the MP4 file.

From the file tab, click on [Export] > [Create video] and select your resolution. HD720p is selected for the example below (Please make sure that the file size is **within 100MB** when you select your resolution. Refer to Step ⑦ below on how to check the size of your file).



- ⑥ Confirm that the menu below is set to [Use recorded timing and narrations] and click on [Create video]. Conversion of your file to a video file may take some time. Creation of the video file will be completed when the status bar is 100%.



- ⑦ Right click the created MP4 file and select [Properties] to display the size of your file. Please confirm that the file is within 100MB.
- ⑧ Please upload your MP4 file on the website below by March 5th (Fri.).
https://jsbba2.bioweb.ne.jp/jsbba2021_upload/

Login to the website by filling in your online registration number and email address. When you click on [Select file] and upload your presentation file, the file type (PDF or MP4) will be checked automatically. Upload will be completed when the [Save] button is clicked.

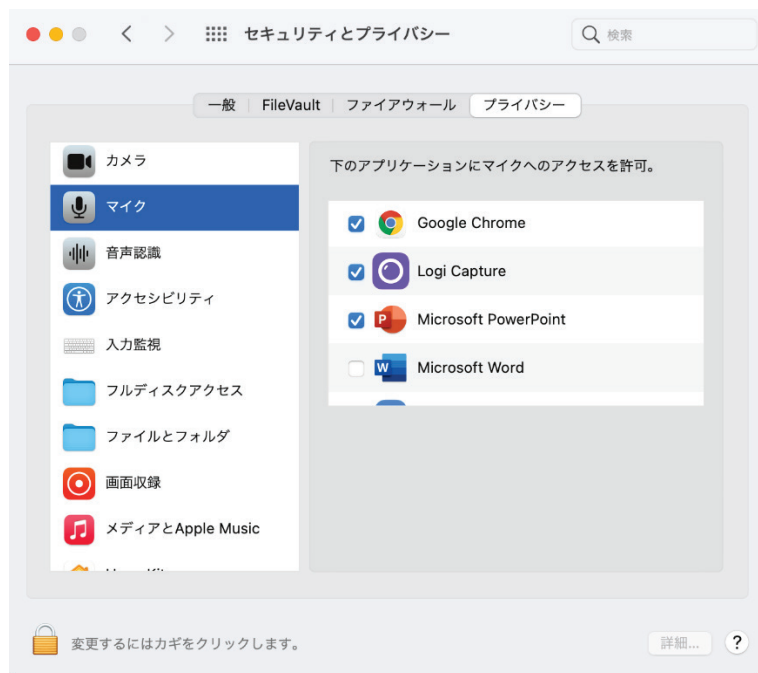
You may upload your MP4 file as many times as you like by March 5th. The most recently uploaded file will be selected as the presentation file.

A screenshot of the JSBA 2021 website login page. The page has a header with the JSBA logo and '2021 年度大会'. Below the header, there is a section titled '講演原稿アップロード'. It contains a text input field for 'LE17', another for '登録時のメールアドレス', and a green 'ログイン' button.A screenshot of the JSBA 2021 website file upload page. The page has a header with the JSBA logo and '2021 年度大会'. Below the header, there is a section titled 'ファイルアップロード'. It contains a green 'i' icon, a text input field for 'ファイル (最大: 100MB)', a 'ファイルを選択' button, a '選択されていません' status, a 'ファイルのチェック' progress bar at 0%, a 'ファイル形式' section with radio buttons for 'PDF' and '動画(.mp4)' (selected), and a green '保存' button.

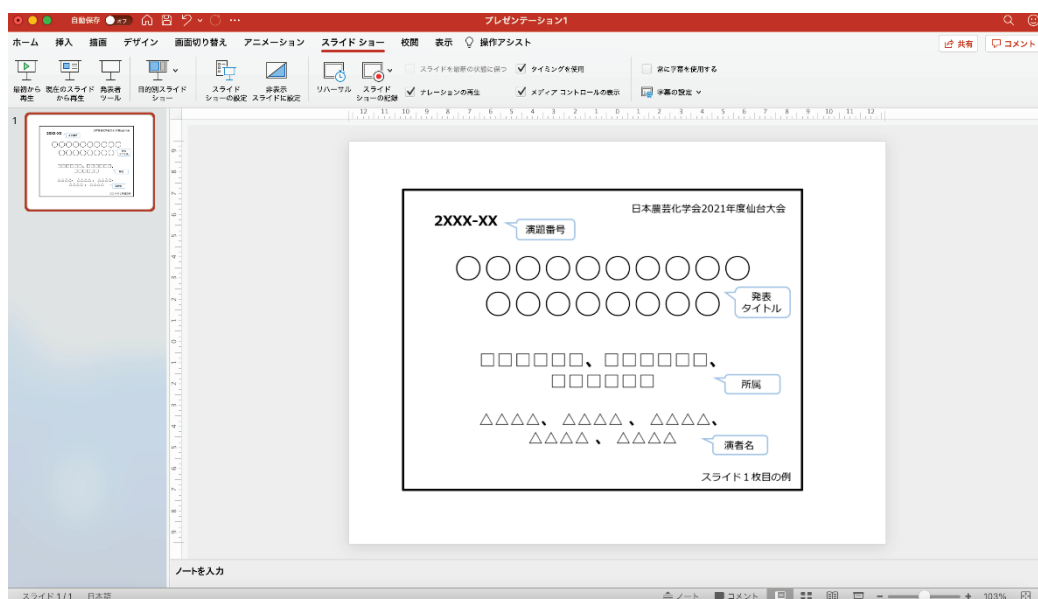
Preparation of MP4 file for Mac users (PowerPoint for Mac 16.46)

Steps are mostly similar to Windows for Mac users, but there are some differences. Please create your MP4 file in the following steps.

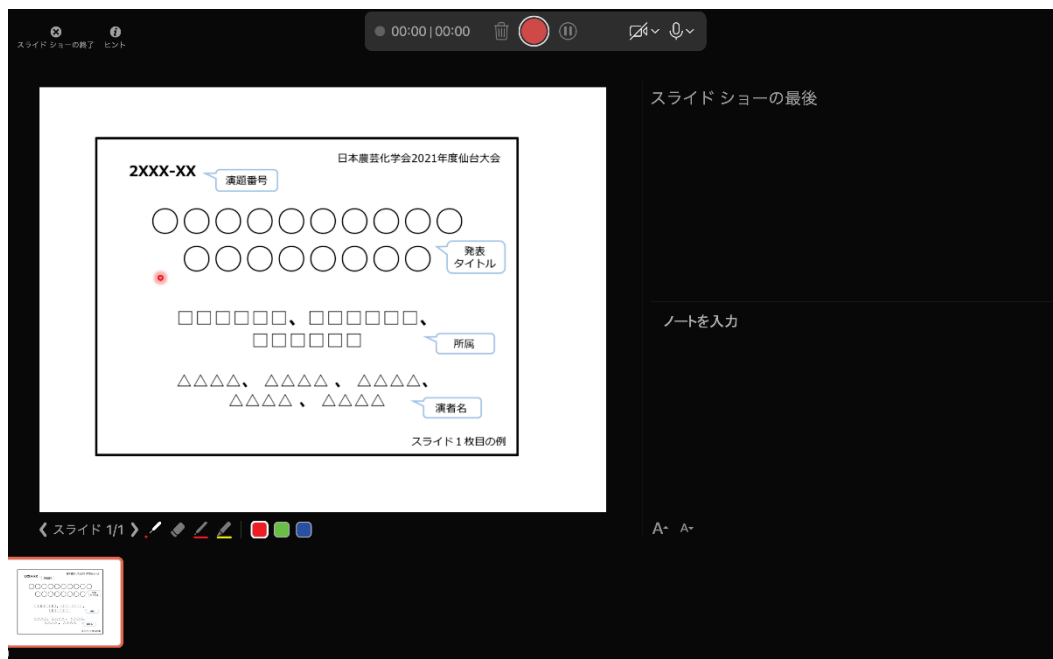
- ① From [System settings] > [Security and privacy], enable your microphone on PowerPoint (place a checkmark on Microsoft PowerPoint).
※Audio will not be recorded if you do not follow this step.



- ② Select [Record slide show].



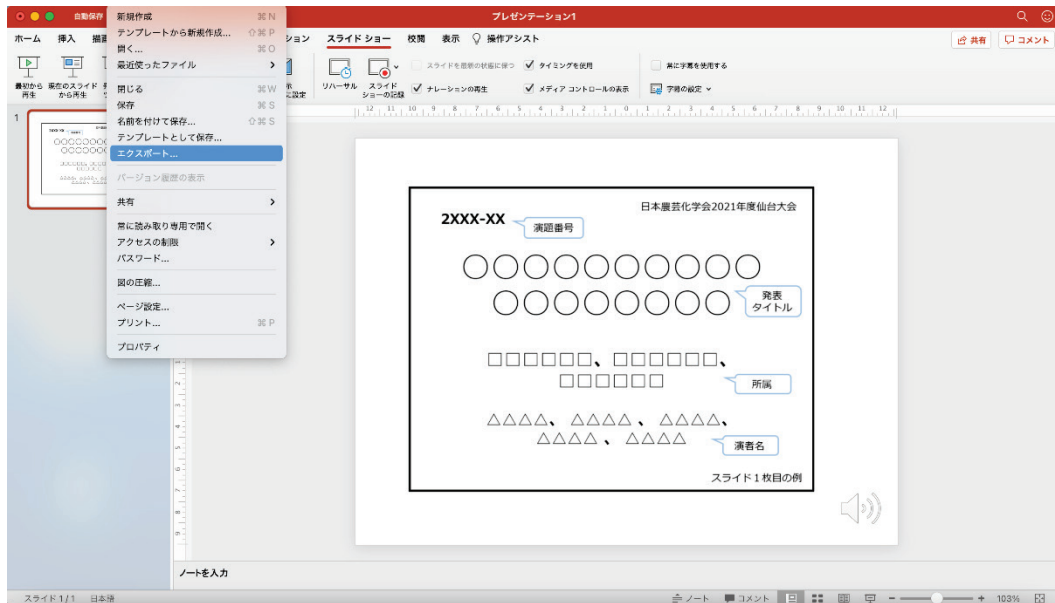
- ③ The view will be switched to the slide show record view. Please select the pointer by clicking the icon on the left bottom corner. When you click on the record button (the red circle on the top of the screen), recording will start after a 3 second countdown.



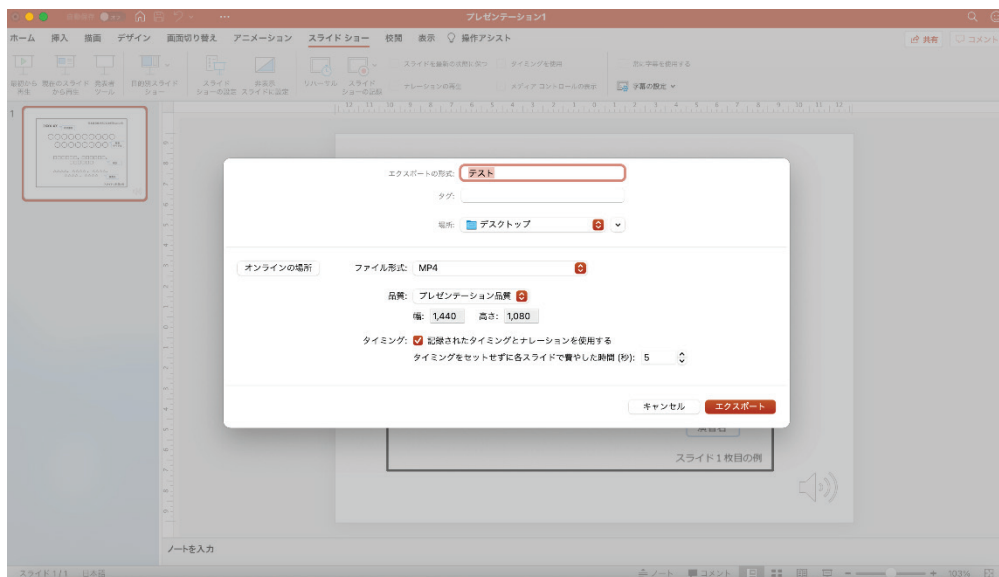
- ※ The message below may be displayed when this is your first time you make a recording. To reduce file size, please do not enable your webcam.



- ⑤ After you record your audio, select [Export].



- ⑥ Select your resolution so that the file size is within 100MB, and click on [Export] to create your MP4 file.



- ⑦ The size of your file can be displayed by right clicking on your file or by selecting [File] > [Show item info]. Please confirm that the size of your file is within 100MB.



- ⑧ Please upload your MP4 file on the website below by March 5th (Fri.).
https://jsbba2.bioweb.ne.jp/jsbba2021_upload/

Login to the website by filling in your online registration number and email address. When you click on [Select file] and upload your presentation file, the file type (PDF or MP4) will be checked automatically. Upload will be completed when the [Save] button is clicked.

You may upload your MP4 file as many times as you like by March 5th. The most recently uploaded file will be selected as the presentation file.

The screenshot shows the login page for the JSBA 2021 website. At the top, it says 'JSBA 日本農芸化学会 2021 年度大会'. Below that is the title '講演原稿アップロード'. There are two input fields: one for the registration number 'LE17' and another for the email address '登録時のメールアドレス'. At the bottom, there is a green button labeled 'ログイン'.The screenshot shows the file upload interface. At the top, it says 'ファイルアップロード' with a subtext 'ファイルをアップロードし「保存」してください'. Below that, it indicates the file size limit: 'ファイル (最大: 100MB)'. There is a button labeled 'ファイルを選択' with the text '選択されていません'. Below that, there is a progress bar for 'ファイルのチェック' showing 0%. At the bottom, there are radio buttons for 'ファイル形式' with 'PDF' and '動画(.mp4)' options, where '動画(.mp4)' is selected. A green button labeled '保存' is at the bottom.