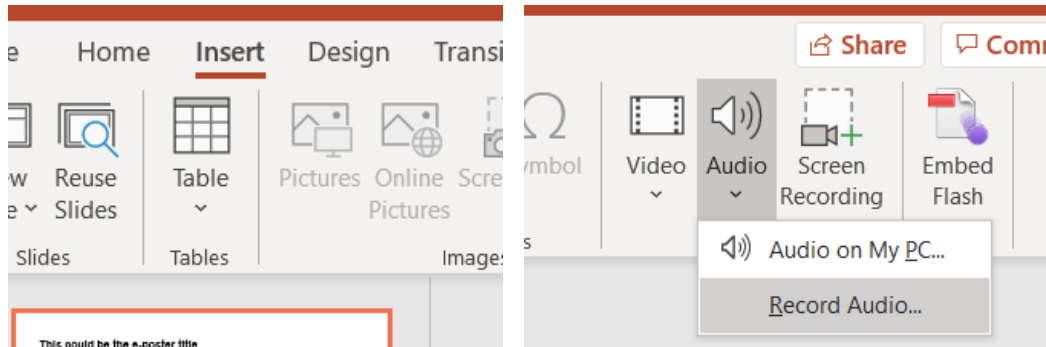
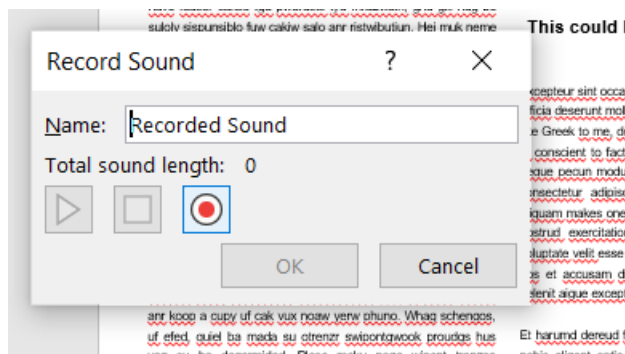


How to record sound to your slide on PowerPoint (Windows 10)

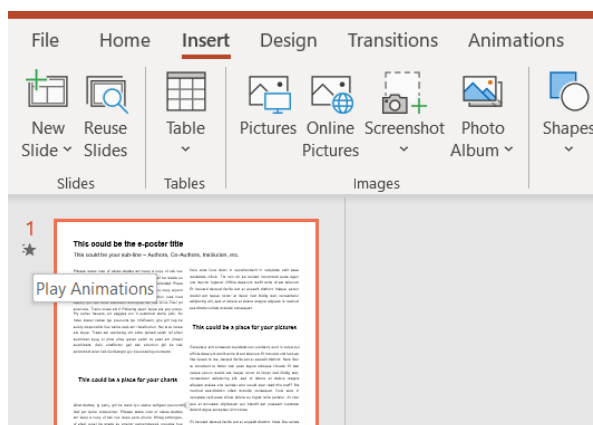
1. Please make sure that you have a microphone connected to your computer, if you are using a laptop you should be able to use the internal microphone of the laptop, if not please connect a headset or headphones with a microphone to your computer.
2. Open PowerPoint and open your presentation file that contains your poster.
3. Click on insert -> Audio -> Record Audio



4. Click on the red recording button and record your voice.



5. When you finish click on the stop button.
6. You can hear what you recorded if you click on the play button.
7. If everything is OK and you are happy with the recording, click on OK and save your presentation file. The audio will become an animation of the e-poster slide. If you want to record again click on cancel and start over.



How to record sound to your slide on Keynote (Mac)

1. Please make sure that you have a microphone connected to your computer, if you are using a laptop you should be able to use the internal microphone of the laptop, if not please connect a headset or headphones with a microphone to your computer.
2. Open your keynote file that contains your poster and click on Insert -> Record Audio
3. Click on the record button.
4. Record your voice, and when you finish click on insert, you can also preview the recording by clicking on preview.