



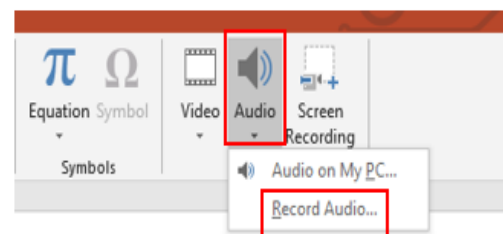
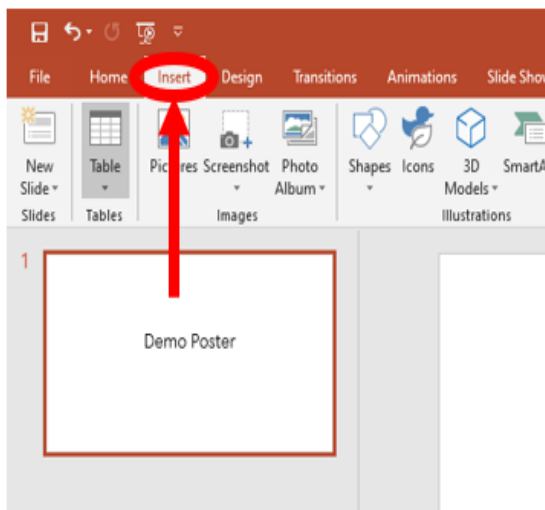
Audio recordings are recommended to be 3 minutes in length and no longer than 5 minutes in total

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

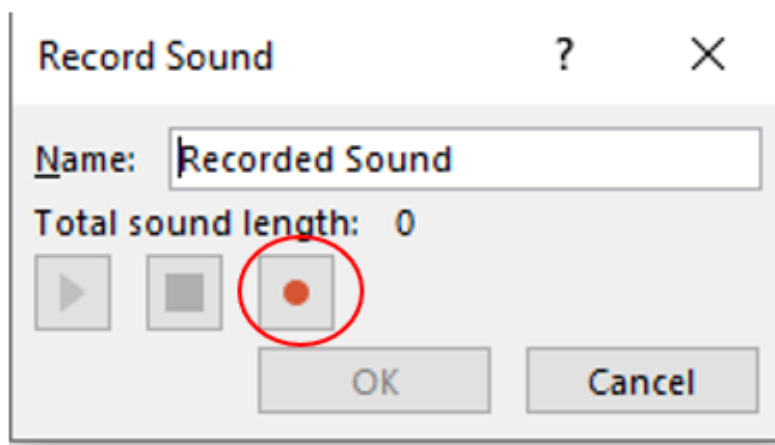
1. Please make sure that you have a microphone connected to your computer, if you are using a laptop usually you can use the internal microphone of your laptop, if not we recommend connecting to your computer a headset or headphones with a microphone like the below:



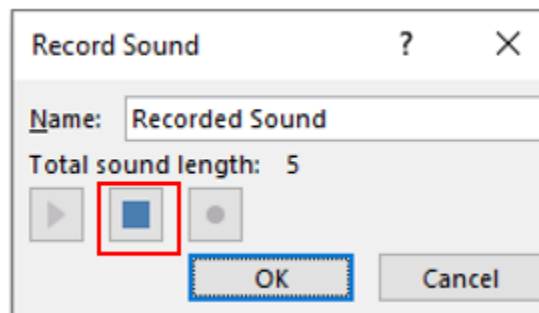
2. Open PowerPoint and open your presentation file that contains your poster
3. Click on **insert** → **Audio** → **Record Audio**



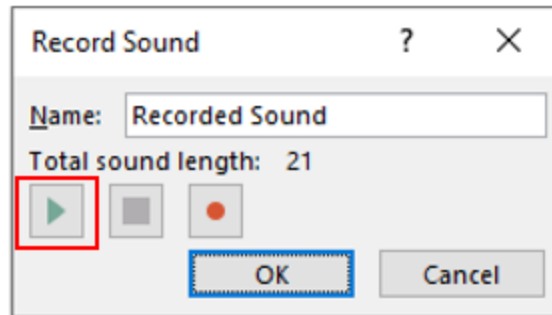
4. Click on the red recording button and record your voice



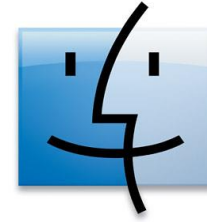
5. When you finish click on the stop button



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. If you want to record again click on cancel and start over.



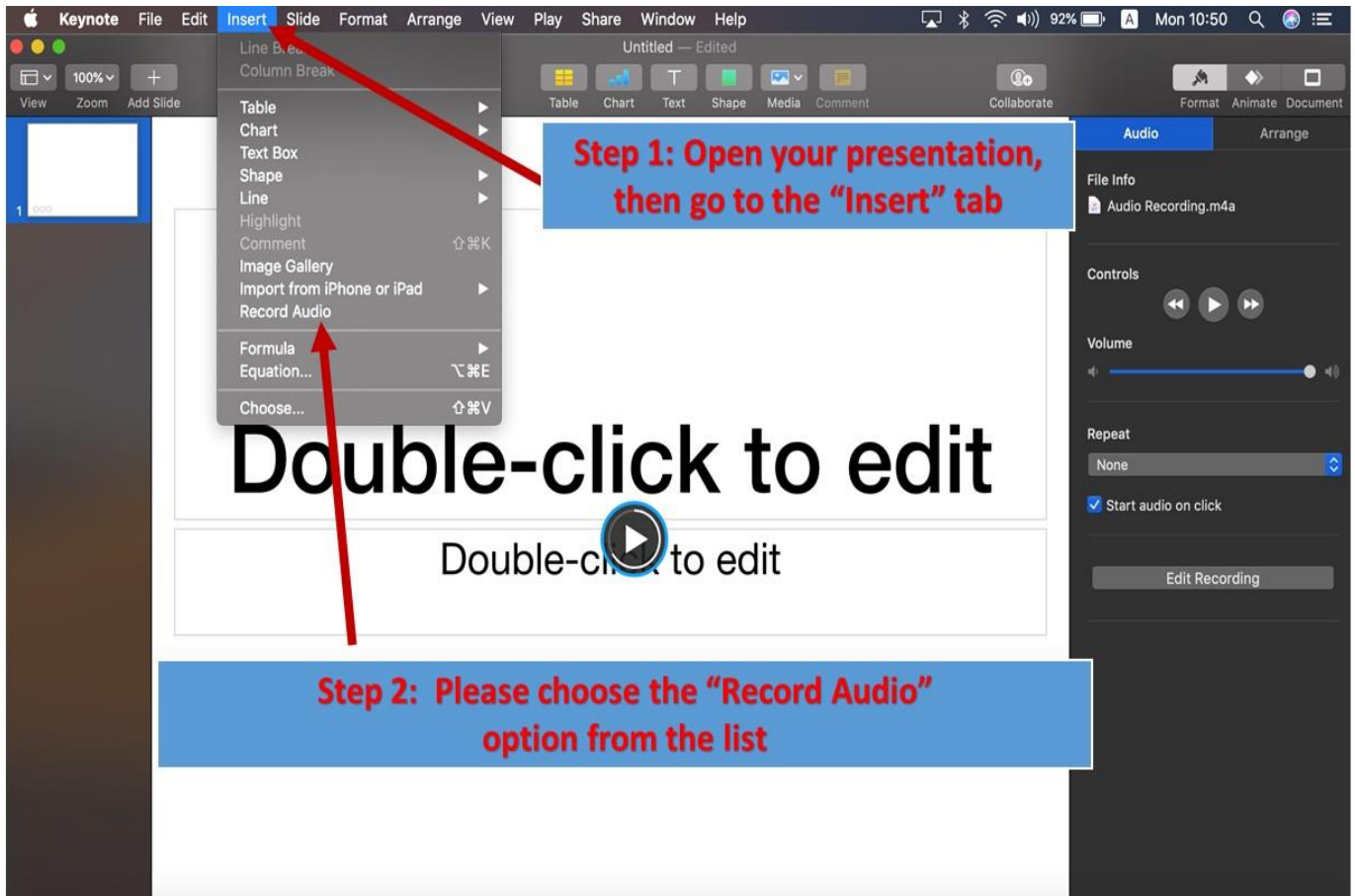
Mac

How to record sound to your slide on Keynote

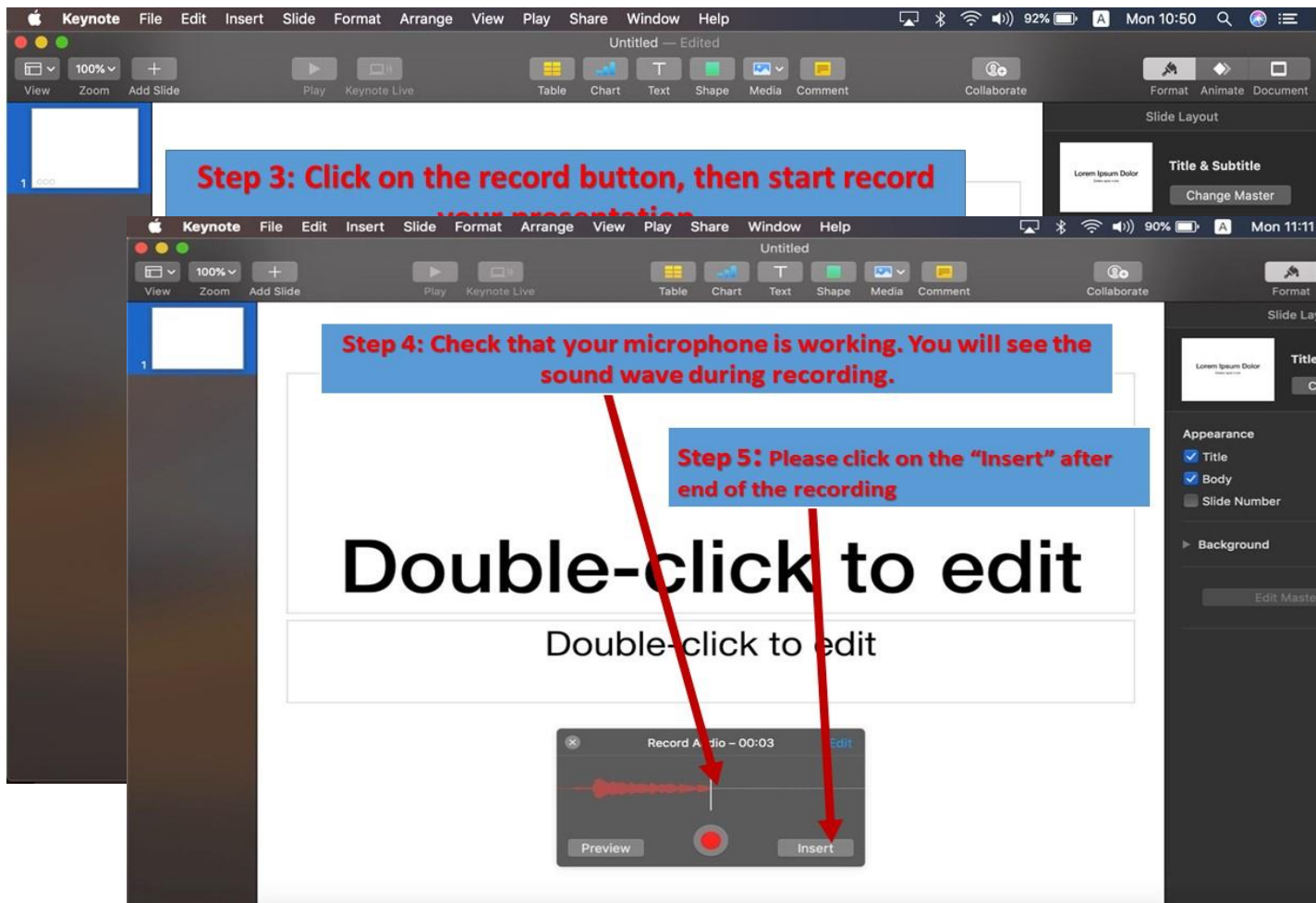
1. Please make sure that you have a microphone connected to your computer. If you are using a laptop usually you can use the internal microphone of your laptop. If not we recommend connecting to your computer a headset or headphones with microphone like the below:



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



If you have any technical questions or issues about your recording please contact technical support:

OnlineForum@kenes.com

For all other abstract queries please contact:

fens2020_abstract@kenes.com