



# THE EIGHTH ESWI INFLUENZA CONFERENCE

4 - 7 DECEMBER 2021  
[www.eswiconference.org](http://www.eswiconference.org)  
#ESWI2021

## RECORD YOUR POSTER PRESENTATION

### ON A PC COMPUTER:

- Use the pre installed program in Windows 10 **Voice Recorder**
- Open Voice recording
- Push on the blue microphone button and start talking
- Trim the audio to the correct length (cut beginning and end)
- Save on your computer

### ON A MAC COMPUTER

- Open the **Voice Memos App**
- Press the red 'record' button on the lower left side. The app will start recording immediately
- Press the pause button when finished recording.
- Press the 'trim' button to trim the audio to the correct length. (Slide the yellow markers to the beginning and the end of your presentation.)
- Press 'trim' to confirm your edit
- Press 'save' to save the file
- Press 'Done' to return to the overview screen.
- Rename the file to your name and presentation title according to the programme.
- Drag and drop the file from the app to your desktop.

Or you can use an online platform to record your voice  
<https://online-voice-recorder.com>

**Allow the website to use your microphone**

**Push the red record button**

**Record your voice**

**Push the red button when you are ready**

**You can trim your audio file with the blue bars**

**Push the save button. Your mp3 file will be downloaded.**