Create your audio recording with PowerPoint

**Step 1:** Create your ePoster/Presentation in PowerPoint

**Step 2:** To record 3-minute narrative, start off by finding the **Slide Show tab** on PowerPoint's ribbon.

**Step 3:** Click on the **Record Slide Show** button. A new window will pop up with two option to set before you start recording - leave both options checked. As soon as you click start Recording, PowerPoint will go into a full screen presentation view.

**Step 4: Recording**  
In the presentation view mode, click the record button. In the upper left corner of the window, you will see a **Recording** window with a runtime counter and other buttons. Use this to keep track of the length of your presentation. It also begins recording audio from your microphone. In the upper left corner of the window, you will see a Recording window with a runtime counter and other buttons. Use this to keep track of the length of your presentation.

You can use the arrow keys on your keyboard to switch between slides while recording. Use the right arrow to jump to the next slide, or the left arrow to move to the previous PowerPoint slide.

PowerPoint is recording exactly what is on your screen along with the audio you speak into your microphone. When you are finished, click on the **X** button in the upper right corner of the Recording window to complete the audio recording.