



## How to record your voice

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### General

We recommend using a computer with a headset attached to it, for example:



If you don't have a headset, and you are using the internal microphone of your computer, please be as close as possible to your laptop and speak in a clear and loud voice. Please avoid moving when you are recording to prevent volume differences and noises during your recording.

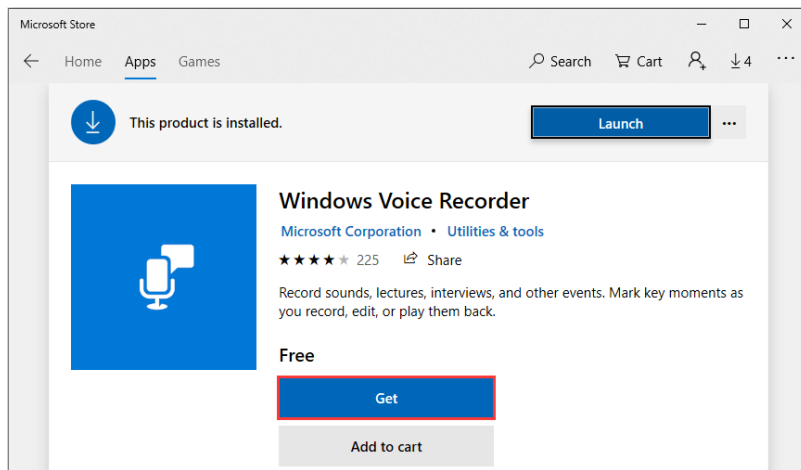
### Using a Windows 10 computer to record



**Step 1:** Click **Start** and then select **Microsoft Store**.

**Step 2:** Search for **Windows Voice Recorder** and click the app in the search result.

**Step 3:** Click **Get** to download Voice Recorder. Or you can download the app directly, [Click Here](#).



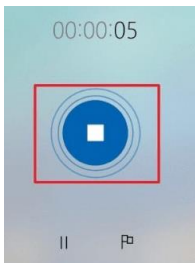
Once you download Voice Recorder, it will be automatically installed and then you can use it to record your audio.

**Step 4:** To make your vocal recording, be sure to connect a microphone and follow these steps. Click **Start** and type **Voice Recorder** in the search box. Then click the app to open it.

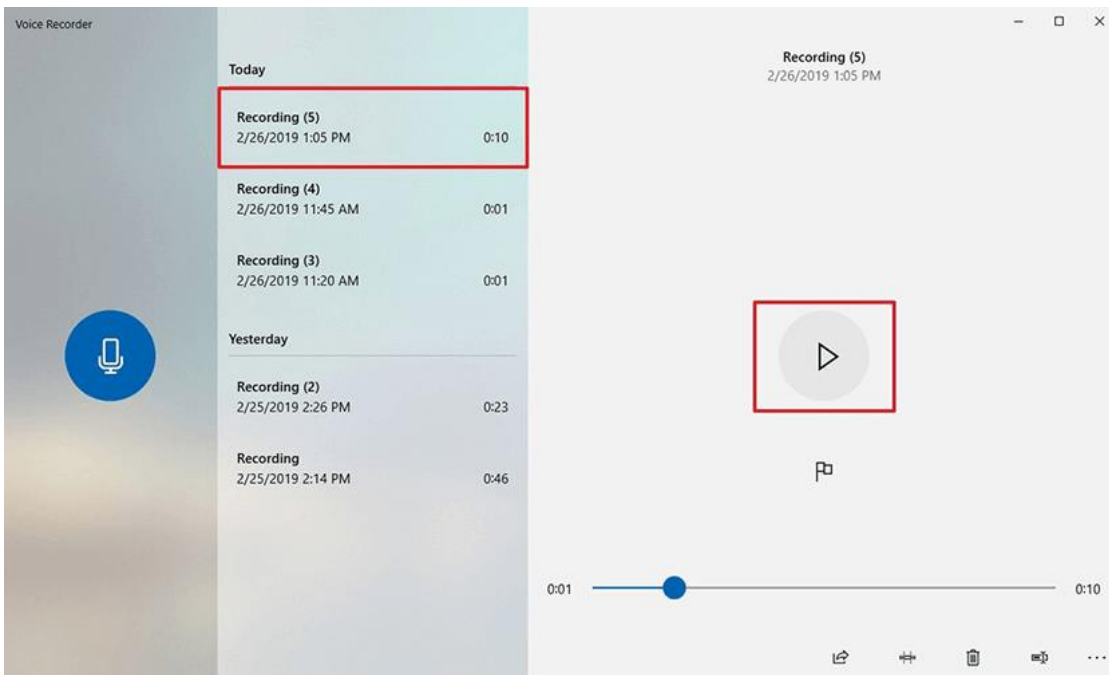
**Step 5:** Click the **Record** button or press **Ctrl + R** to start recording.



**Step 6:** Click the **Stop** button to finish recording when you have completed your recording.



**Step 7:** In Windows Voice Recorder, all recordings will be listed in the **left panel**. If you want to check the audio you have recorded, select it from the panel and click the **Play** button to check your audio recording.



**Step 8:** The audio file will usually be stored in the **Documents folder** → **Sound Recording**

You can also **right click** on the recording in the Voice Recorder app and choose **open file location** to find your audio file.



## Using a Mac computer to record



Mac

You can record audio on a Mac with this method, using either a built-in microphone or an external mic.

**Step 1:** Open **QuickTime Player**, found in the /Applications/ folder.

**Step 2:** Click the **File** menu and choose **New Audio Recording**.



**Step 3:** Click the red (o) **Record** button to start recording audio from the default microphone source.



When finished, click the same button to stop the audio recording.

**Step 4:** Go to the **File** menu and select **Save**. Name the file and choose your file location. **Please note that you may NOT save the file name with any characters or symbols – only text.**



Another option for recording in Mac OS can be found online here: [Click here](#)

### Record with an Android phone

This method should only be used if the above methods using a computer is not possible.

To record using your phone you can use the app **Voice Recorder**, available for free on Google Play via this link: [Click here](#)

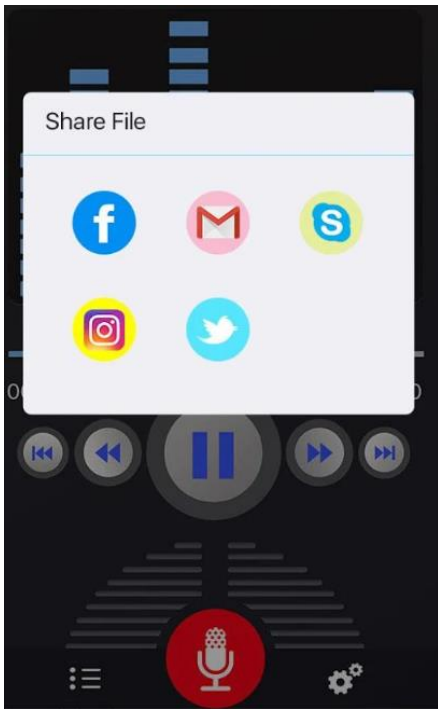
**Step 1:** Click the recording button to record your voice:



**Step 2:** After you finish recording, we recommend you select **Share File** and send it to your own email, and then save in a convenient location.



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## Record with an iPhone/iPad

**Step 1:** Open the **Voice Memos** app located on the iPhone/iPad.



**Step 2:** Tap the red record button to start recording your voice or audio. Tap the same button again when finished, in order to stop recording.



**Step 3:** When satisfied with the recording, tap **Done**.



**Step 4:** Save the voice recording and give it a name.



**Step 5:** Share the Voice Recording from your iPhone.

