



## How to make a vocal recording for Windows, Mac, Android and iPhone/iPad

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 close as possible to the laptop and talk in a clear and loud voice. Please avoid moving when you are recording to prevent volume differences and background noises during your recording.

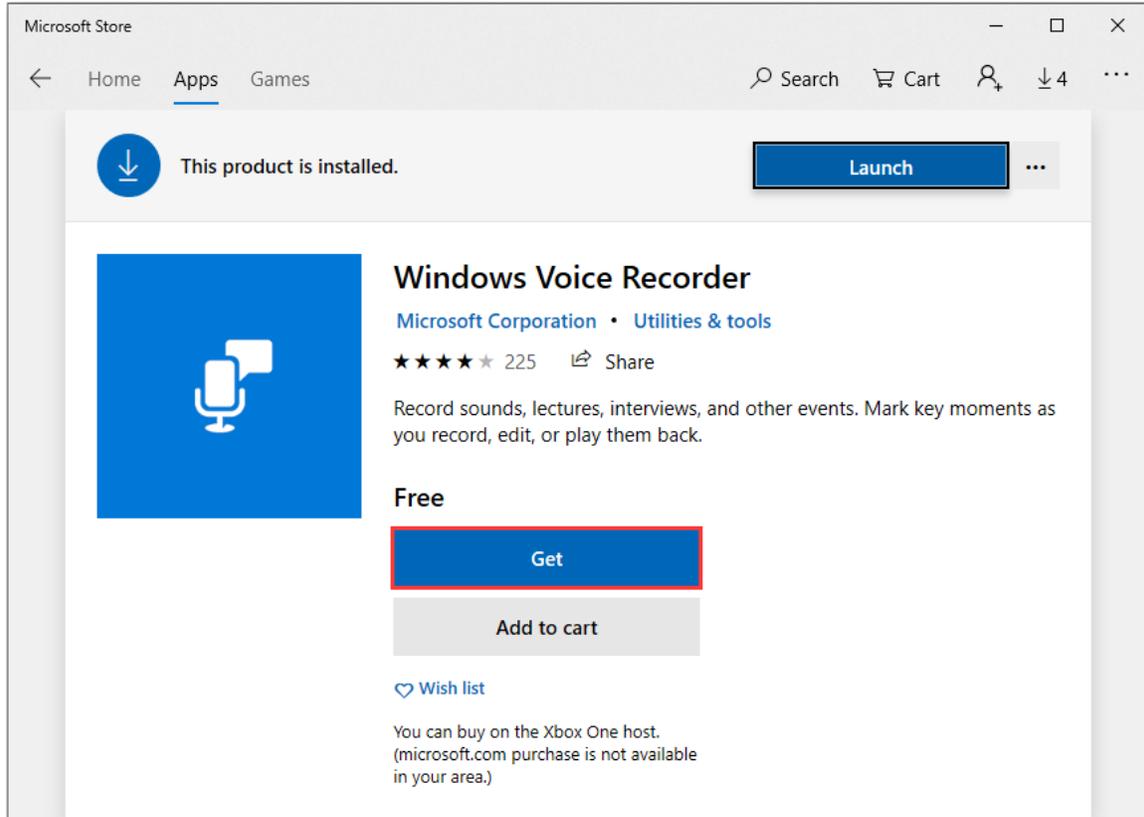
### Using a Windows 10 computer



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.

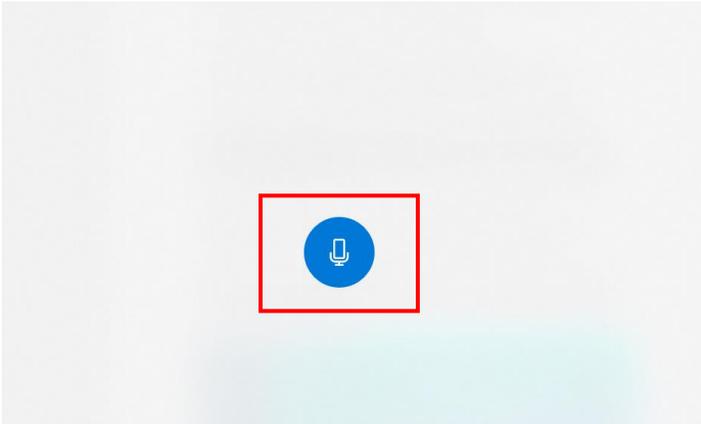


Or follow the direct link below to download the app:<https://www.microsoft.com/en-us/p/windows-voice-recorder/9wzdncrfhwkn?activetab=pivot:overviewtab>

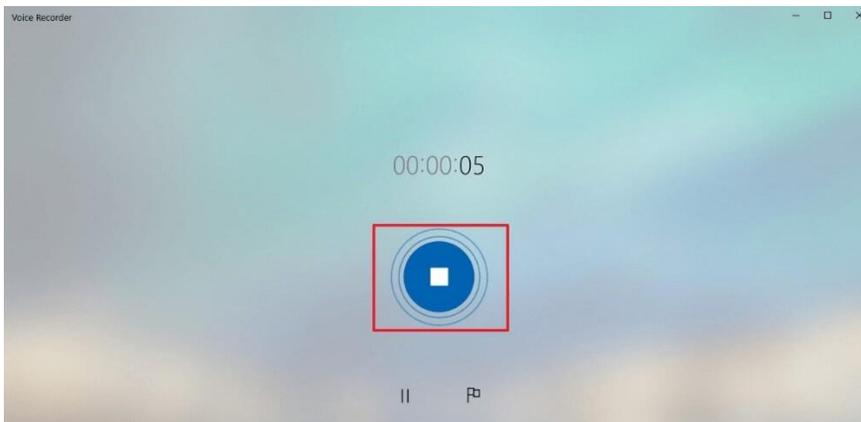
Once you download Voice Recorder, it will be automatically installed. Then you can use it to record audio on Windows 10.

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

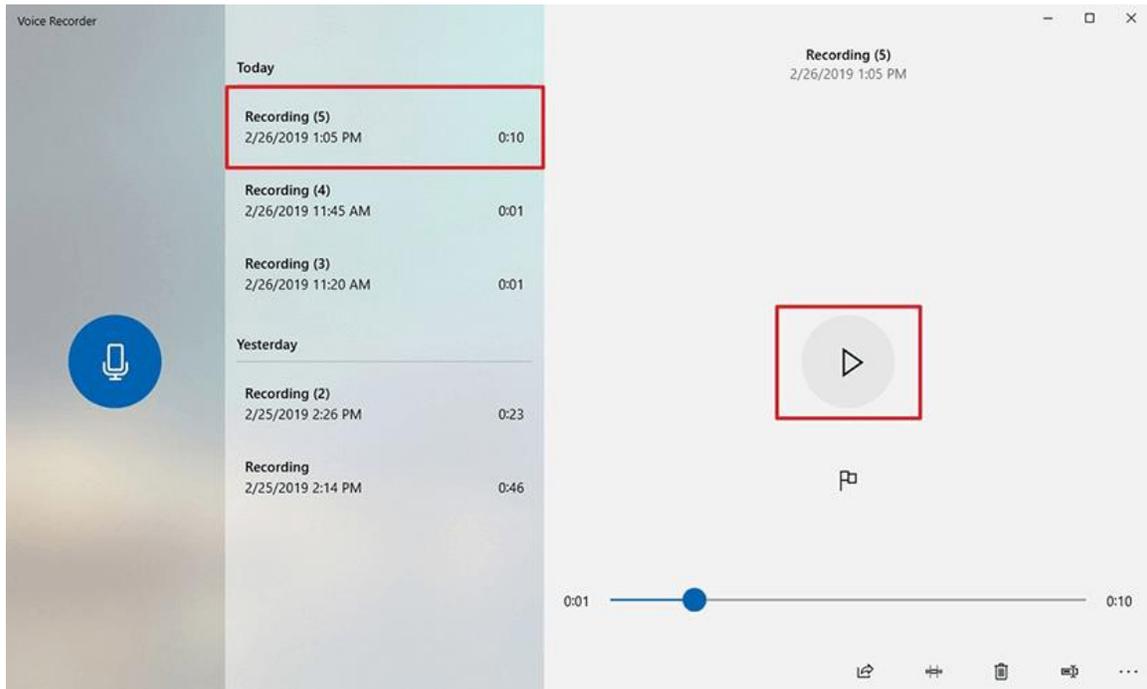
**Step 5:** Click the **Record** button or press **Ctrl + R** to start recording.



**Step 6:** Click the **Stop** button to finish recording when you have recorded all you need.



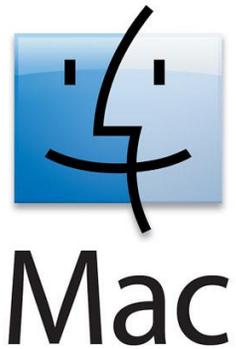
**Step 7:** In Windows Voice Recorder, all recordings will be listed in the **left panel**. If you would like to verify the audio you've recorded, you just need to choose the appropriate file and click the **Play** button to check your recording.



**Step 8:** The audio file can usually be found 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



You can record any audio on a Mac from a microphone 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:** Pull down 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, hit the same button to stop recording sound.

Go to the **File** menu and choose **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 here:

<https://support.apple.com/en-il/guide/voice-memos/vmaa4b813415/mac>

## Using an Android device

This method should be used if the above method of using a computer can't be used.

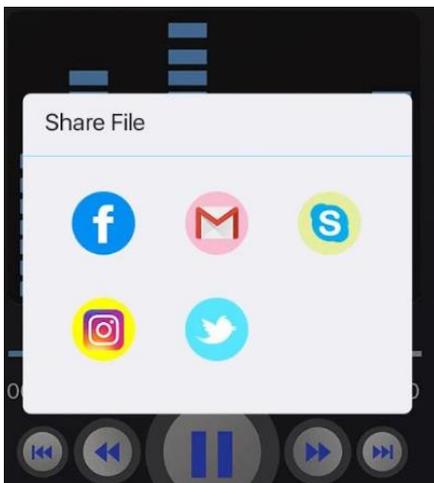
To record using your phone you can use the app **Voice Recorder**, available for free on Google Play at the link below:

[https://play.google.com/store/apps/details?id=com.media.bestrecorder.audiorecorder&hl=en\\_US](https://play.google.com/store/apps/details?id=com.media.bestrecorder.audiorecorder&hl=en_US)

Click the recording button to record your voice:



After you finish recording, we recommend that you select **Share File** and send it to your own email.



## Using an iPhone/iPad

Open the **Voice Memos** app located on the iPhone.



Tap the red record button to start recording the voice or audio. When finished, tap the same button again to stop recording.



When satisfied with the recording, click **Done**.



Save the voice recording and give it a name.



To share the voice recording from an iPhone, follow the schema below:

