HOW TO RECORD YOUR VOICE

Contents

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.
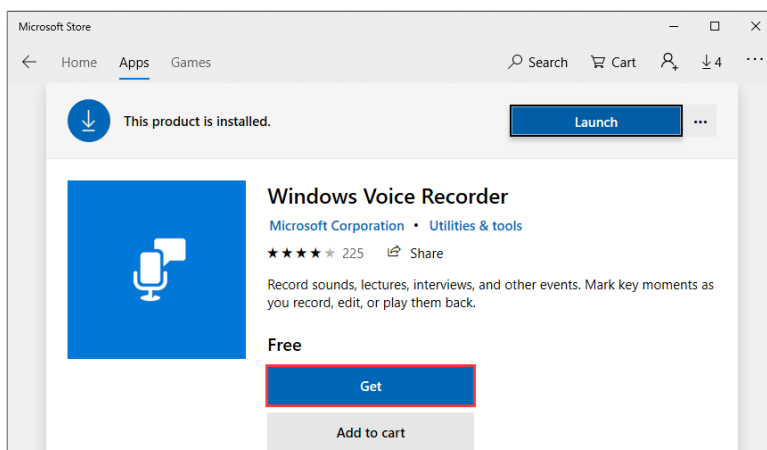
Using a Windows 10 computer to record

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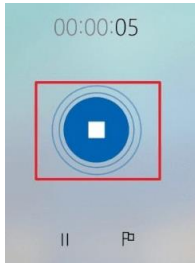
Step 4: To make your vocal recording, be sure to connect a microphone and follow these steps.
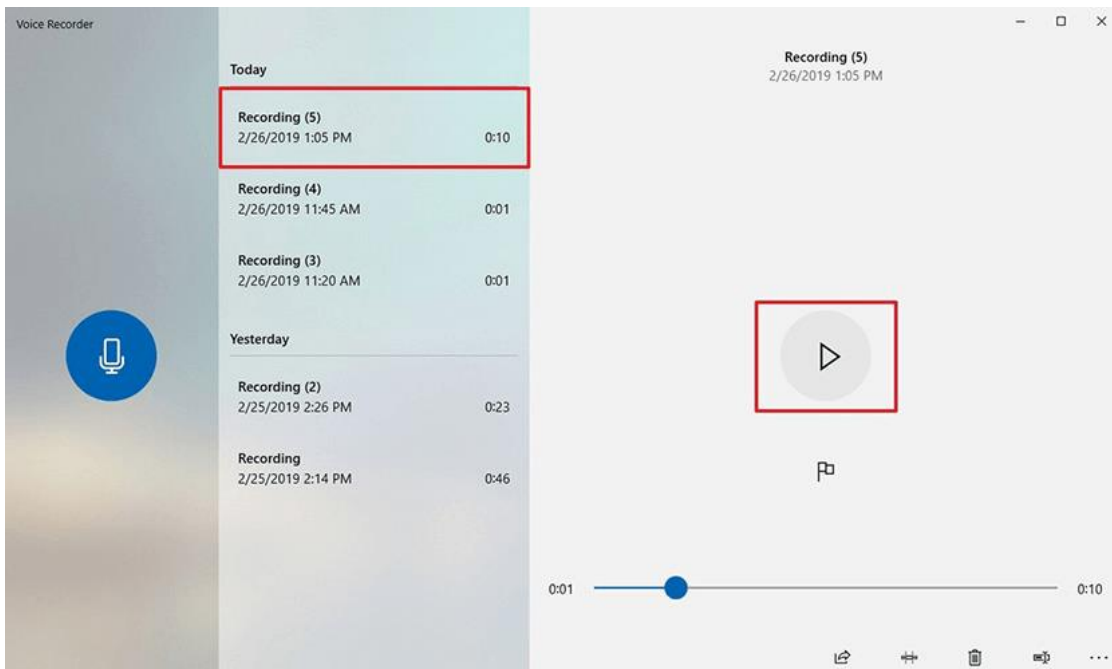
Click **Start** and type **Voice Recorder** in the search box. Then click the app to open it.

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**
Please rename the file. Ensure there are no characters, symbols or spaces – only text in the file name.

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

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, symbols or spaces – 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.