

HOW TO RECORD YOUR VOICE

FOR ePOSTER MP3 AUDIO PODCAST

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- We recommend using a computer with a headset attached to it
 - 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 loud, clear voice.
 - Please avoid moving when you are recording to prevent volume differences and noises during your recording.

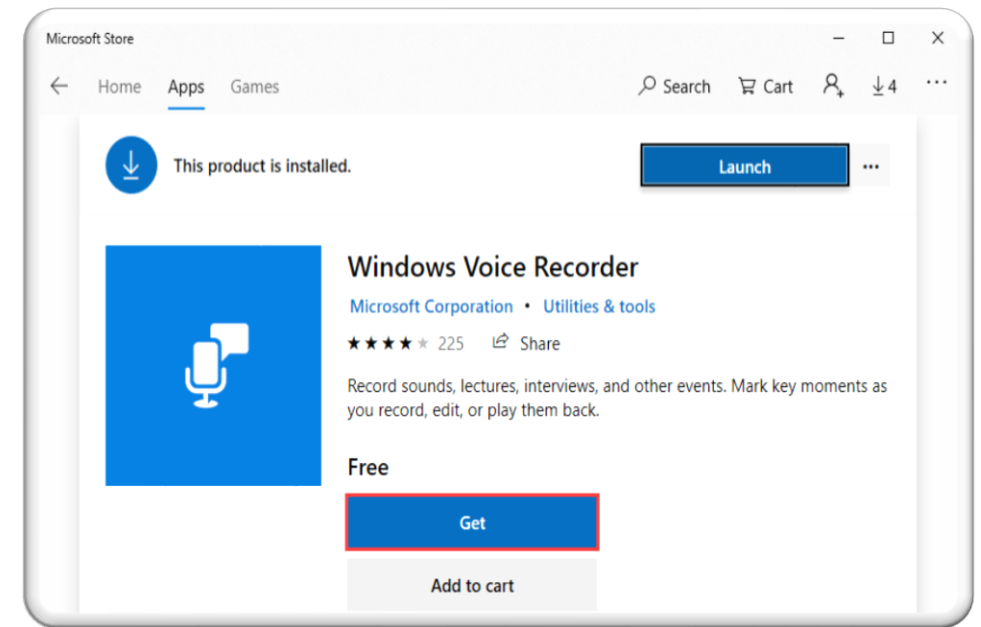


Using a Windows 10 Computer to Record


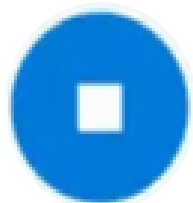
- **Step 1:** Click **Start** and then select Microsoft Store.
- **Step 2:** Search for Windows Voice Recorder and click the app in the search result.
- **Step 3:** Click **Get** to download Voice Recorder.

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.

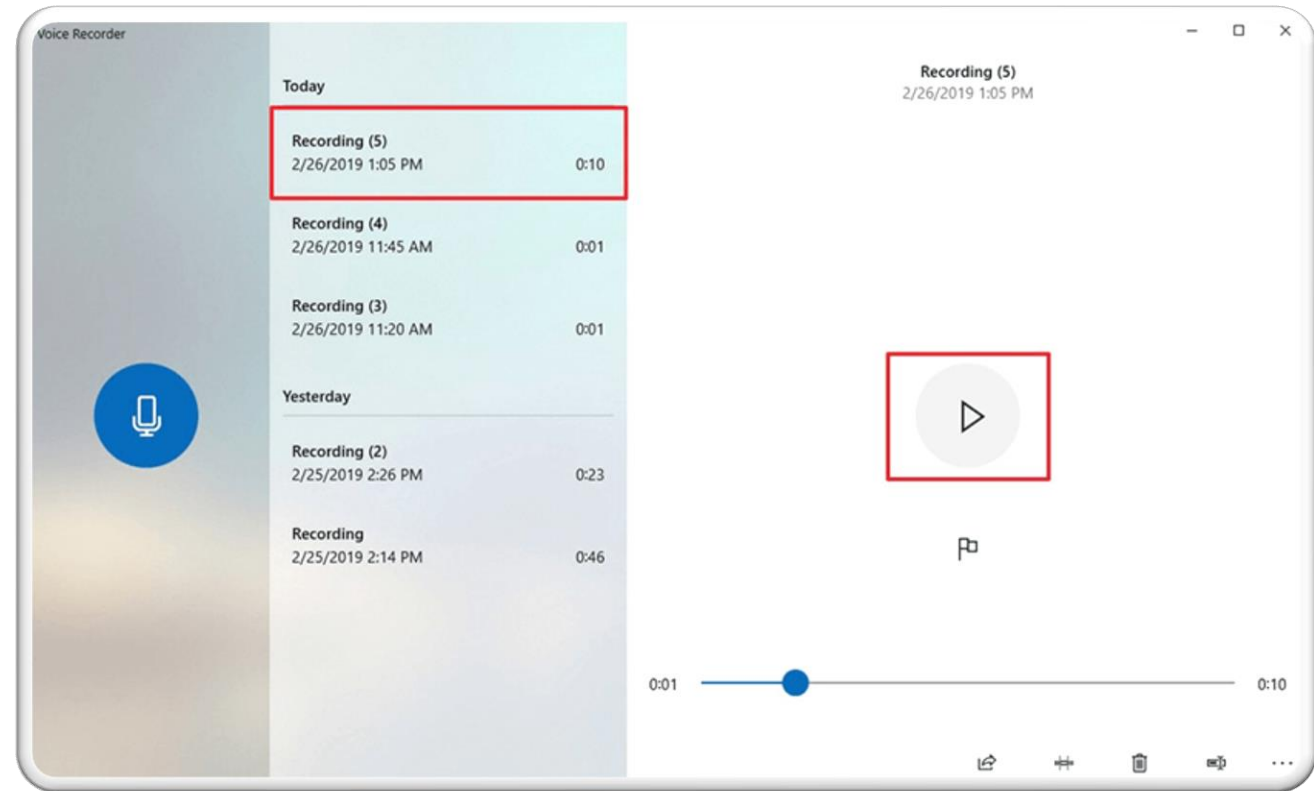


Using a Windows 10 Computer to Record

- **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. 

Using a Windows 10 Computer to Record

- **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.
- **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 recording.



Using a Mac Computer to Record

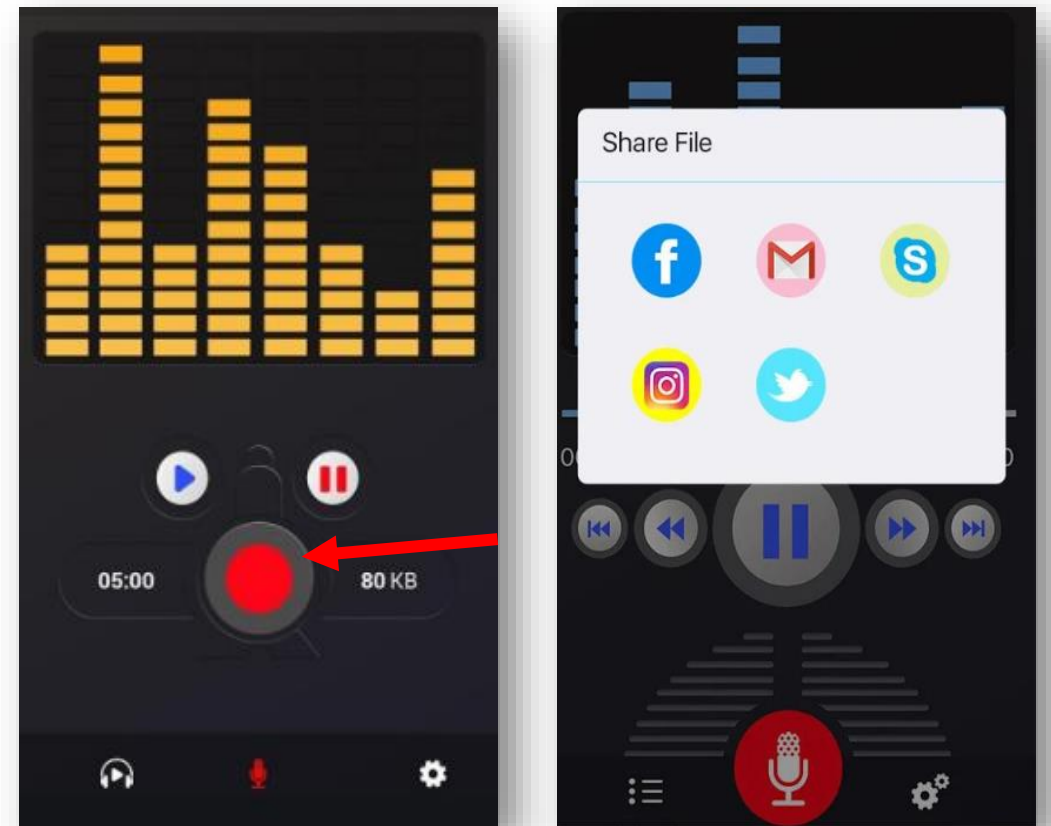
- **Step 4:** Go to the **File** menu and select **Save**. Name the file and choose your file location.
- Please note that you may NOT save the file name with any characters, symbols or spaces – only text.



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

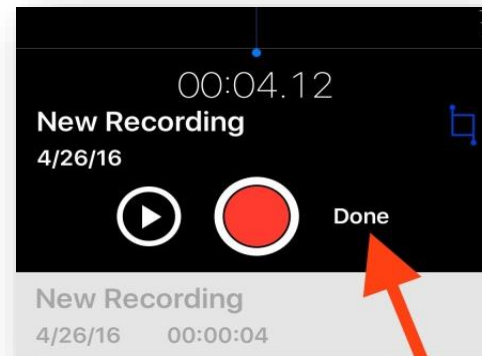
Recording with an Android Phone

- This method should only be used if the method of 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 it in a convenient location.



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.



Record with an iPhone/iPad

- **Step 4:** Save the voice recording and give it a name.
Please note that you may NOT save the file name with characters, symbols or spaces – use only text.
- **Step 5:** Share the Voice Recording from your iPhone.

