

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.

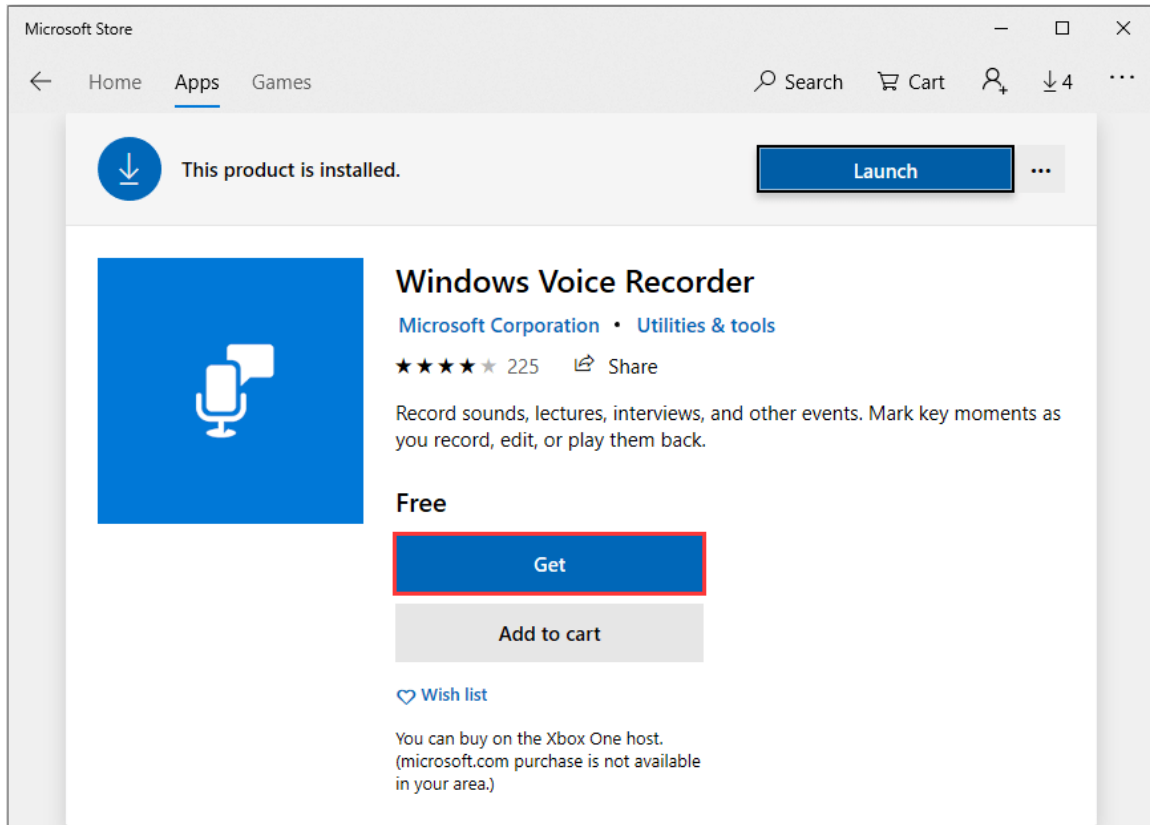
Using a Windows 10 computer



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.

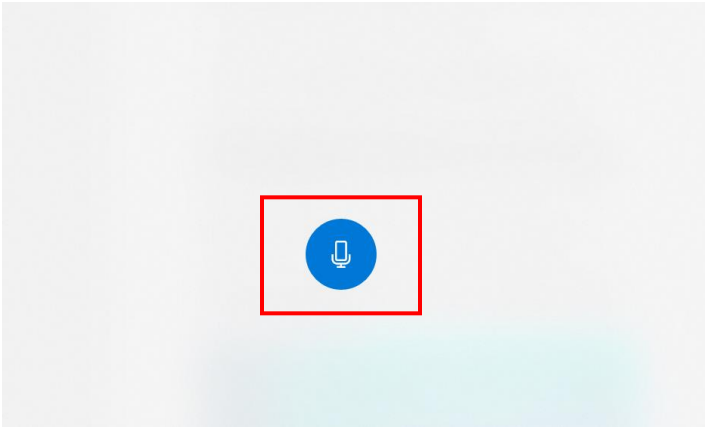


Or follow the direct link below to download the app:<https://www.microsoft.com/en-us/p/windows-voice-recorder/9wzdncrfhwkn?activetab=pivot:overviewtab>

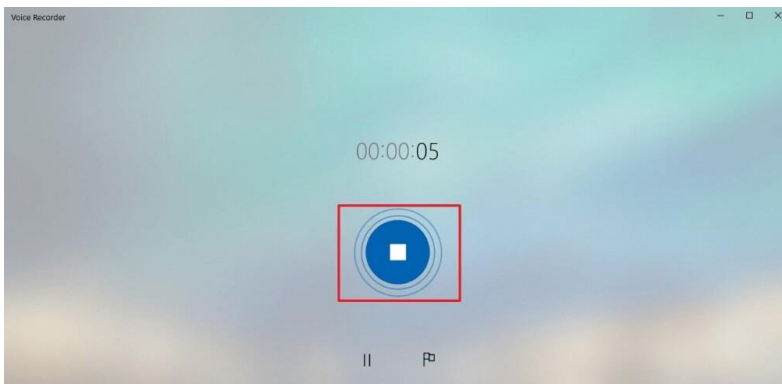
Once you download Voice Recorder, it will be automatically installed. Then you can use it to record audio on Windows 10.

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.

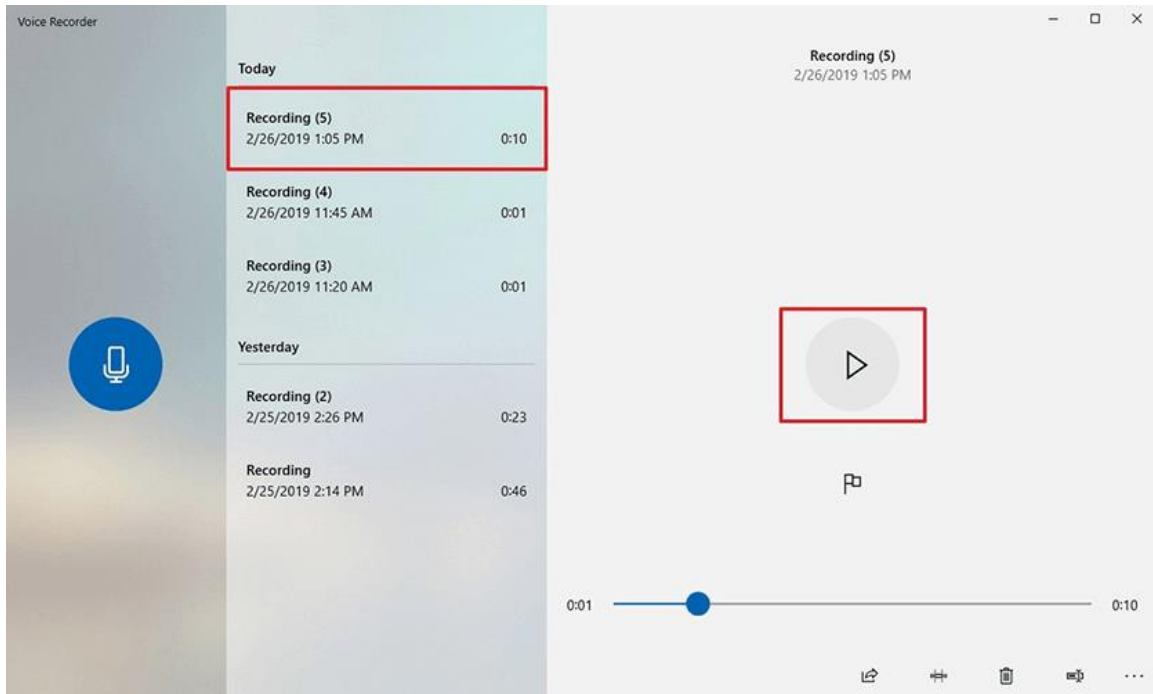
Step 5: Click the **Record** button or press **Ctrl + R** to start recording.



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.



Another option for recording in Mac OS can be found here:

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

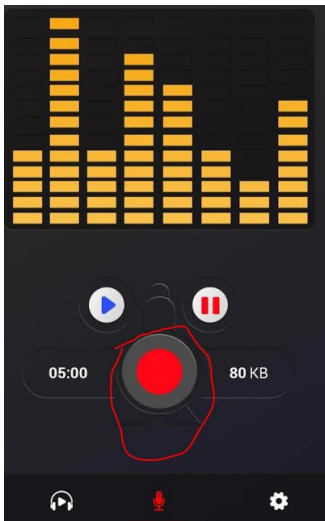
Using an Android device

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

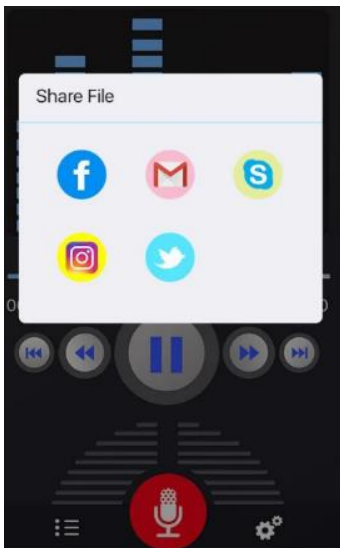
To record using your phone you can use the app **Voice Recorder**, available for free on Google Play at the link below:

https://play.google.com/store/apps/details?id=com.media.bestrecorder.audiorecorder&hl=en_US

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.



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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:

