

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.

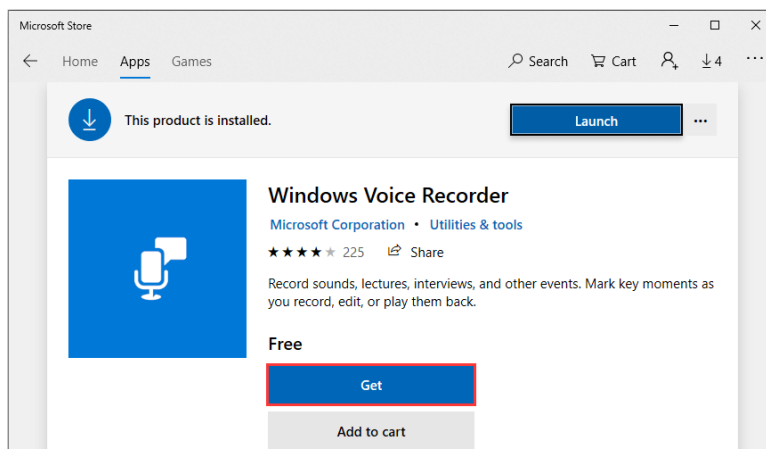
Using a Windows 10 computer to record



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](#).



If you have any questions or need helpdesk assistance, please send an email to virtual_wms2021@kenes.com

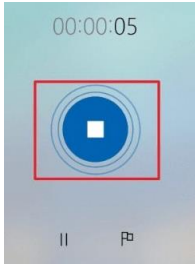
Once you download Voice Recorder, it will be automatically installed and then you can use it to record your audio.

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.

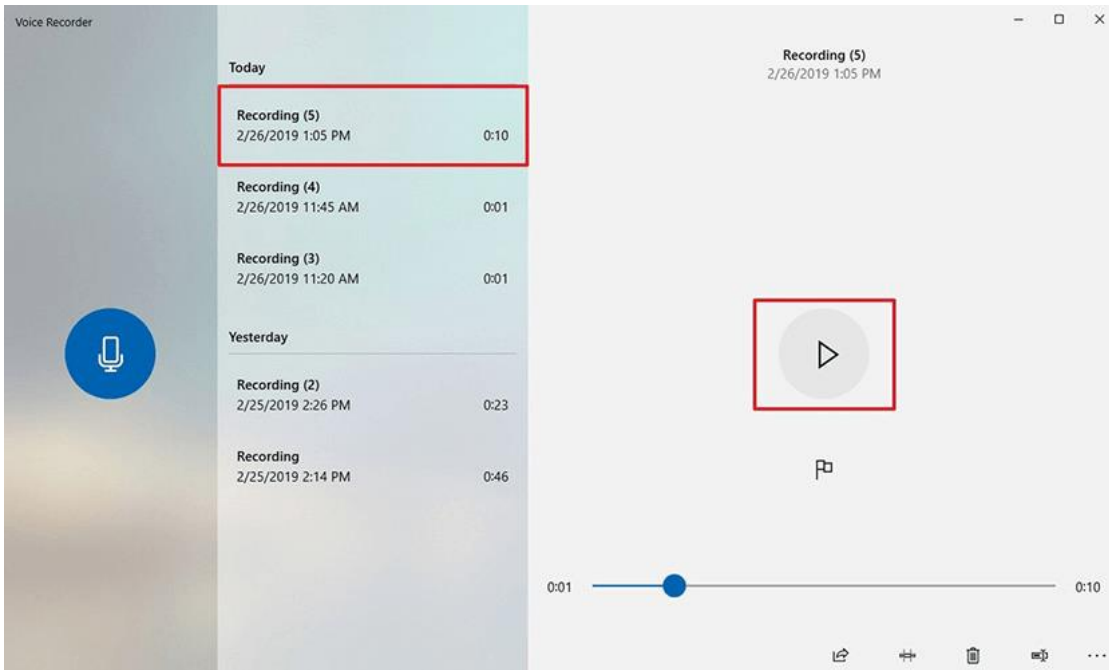
Step 5: Click the **Record** button or press **Ctrl + R** to start recording.



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



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, symbols or spaces – only text.



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

Record with an Android phone

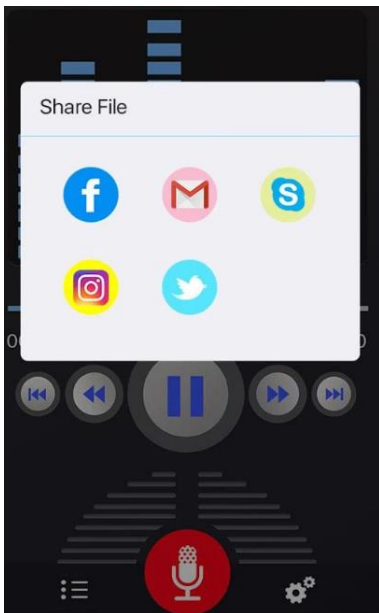
This method should only be used if the above methods using a computer is not possible.

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:

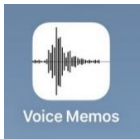


Step 2: After you finish recording, we recommend you select **Share File** and send it to your own email, and then save in a convenient location.



Record with an iPhone/iPad

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



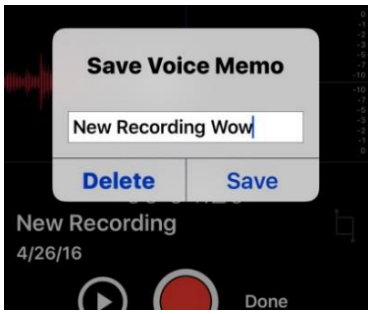
Step 2: Tap the red record button to start recording your voice or audio. Tap the same button again when finished, in order to stop recording.



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



Step 4: Save the voice recording and give it a name. **Please note that you may NOT save the file name with any characters, symbols or spaces – only text.**



Step 5: Share the Voice Recording from your iPhone.

