

STEPS TO RECORD AUDIO

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Steps to Record Audio on iPhone

Use the Voice Memos app

Record voice memos on your iPhone, iPad, iPod touch, or Mac. Then edit and share your recording. Voice Memos uses the built-in microphone on your device to record.



Please note that all Apple devices create m4a files. You need to convert the m4a file to an mp3 file. See the [last section](#) for sites that easily convert files.

How to record a voice memo

1. Open the Voice Memos.
2. To record, tap or click . To stop, tap or click . On your iPad or Mac, tap or click .
3. When you tap , your memo is saved automatically with your current location as the title. On your iPad or Mac, click Done when you're finished recording.

All your memos are available on every device that's signed in to iCloud with the same Apple ID. Just turn on Voice Memos in the iCloud settings of each device.



After you record a voice memo, you can edit it.

Edit a voice memo

After you record a voice memo, it's easy to replace a section, trim the recording, or delete part of it.

How to replace part of a voice memo

1. Tap the memo that you want to edit. Tap , then tap Edit Recording. On your iPad or Mac, select the memo, then tap or click Edit.
2. Swipe the waveform left or right until the blue playhead is positioned at the beginning of the part that you want to replace. On your Mac, position the blue playhead on the recording overview at the bottom of the app to select a starting place.
3. Tap Replace to re-record over the existing memo.
4. Tap  when you finish recording.
5. Tap Done to save.



How to trim from the beginning or end of a memo

1. Tap the memo that you want to trim. Tap , then tap Edit Recording. On your iPad or Mac, select the memo, then click Edit.
2. Tap . Yellow handles with arrows appear on each end of the memo in the lower recording graph.
3. To trim from the beginning, drag the yellow arrow on the left to where you want the memo to begin. To trim from the end, drag the yellow arrow on the right to where you want the memo to end.
4. Tap Trim.
5. Tap Save. If you're finished editing the memo, tap Done.

How to delete part of a memo

1. Tap the memo that you want to trim. Tap , then tap Edit Recording. On your iPad or Mac, select the memo, then click Edit.
2. Tap . Yellow handles with arrows appear on each end of the memo in the lower recording graph.
3. Drag the left and right yellow arrows so that they surround the part of the memo that you want to delete.
4. Tap Delete.
5. Tap Save. If you're finished editing the memo, tap Done.

Share a voice memo

Want to share your voice memo with a friend or save it to a second location? Tap a memo in the list, tap , then tap Share. On your iPad or Mac, select a memo, then tap or click the share button .

Choose a way to share, such as Messages or a social media app. Or save your memo to another location with an option like iCloud Drive or Mail.

How to delete a voice memo

1. Tap or click to select the memo that you want to delete.
2. Tap . On your Mac, press the Delete key or choose Edit > Delete. The memo is moved to the Recently Deleted folder.

Voice memos stay in the Recently Deleted folder for 30 days and then are deleted permanently. You can recover a voice memo if it's still in the Recently Deleted folder:

1. In Voice Memos, tap or click Recently Deleted.
2. Tap or click the memo that you want to recover.
3. Tap or click Recover, then tap or click Recover Recording.

Steps to Record Audio on Android

1. Look for a voice recording app on your device. Each Android device is different, and different carriers have different apps when you sign up through them. Because of this, there is no standard voice recorder app for Android like there is for iOS. Your device may have an app installed already, or you may have to download one yourself.
 - a. Look for apps labeled "Recorder," "Voice Recorder," "Memo," "Notes," etc.
2. Download a recorder app from the Google Play Store. If you can't find a voice recorder app installed on your device already, you can quickly install one from the Google Play Store. Many recorder apps are free.
 - a. Open the Google Play Store and search for "voice recorder."
 - b. Browse through the list of results to find an app that meets your needs. There are tons of audio recording apps available, some for free and some for purchase. Check out the star ratings to get a quick feel for how popular the apps are. Tap an app to view details, such as user reviews and screenshots.
 - c. Tap the "Install" button once you've found an app that you want to try. If the app costs money, you'll have to tap the price and pay for it before you can tap "Install."



3. Launch your voice recording app. Once you've found or downloaded an app, find it in your App Drawer and tap it to open it up. The App Drawer can be opened by tapping the grid button at the bottom of your Home screen. The recording interface will be different for every app, so the rest of this section is just a general guide.

4. Tap the Record button to start a new recording. When you launch your new recorder app, you'll generally be taken to the New Recording screen or something similar. The app may open to a list of your existing recordings first.

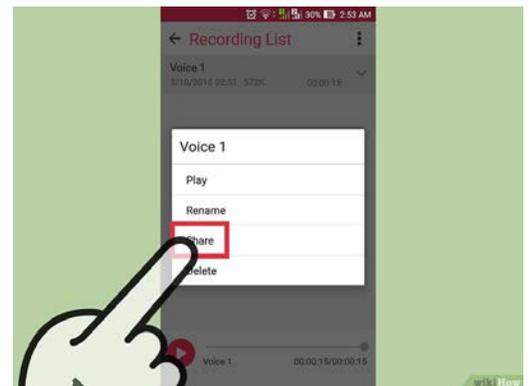
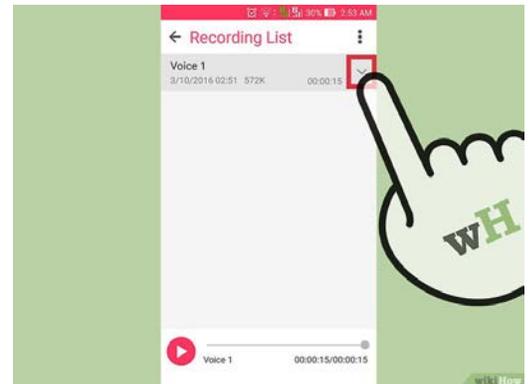
5. Point the bottom of your Android phone towards the audio source. Most Android devices have the microphone at the bottom. Make sure that your hands are not covering the microphone while you're recording.

6. Tap the Pause button to pause recording. You can usually pause your recording without finishing it, allowing you to resume recording again.

7. Tap the Stop button to finish your recording. This will typically save the recording to your device, but this will vary depending on the app you are using.

8. Edit the recording. Most recording apps include basic editing functions, allowing you to trim out unnecessary parts. The Edit button typically appears after you have finished the recording.

9. Share your recording. Tap the Share button to send the recording to someone else using one of your messaging apps. Most recorders record in WAV or MP3 format, which can be played on virtually any device. For ABRCMS purposes, you will want to save it as an MP3 file.



Steps to Record Audio via Zoom

Instructions taken from: <https://support.zoom.us/hc/en-us/articles/201362473-Local-Recording>

Please note that Zoom will create an m4a file. You need to convert the m4a file to an mp3 file. See the [last section](#) for sites that easily convert files.

Enabling Audio Recording Setting

1. Sign in to the Zoom web portal.
2. Click Settings.
3. In the Recording tab, navigate to the Local Recording option and verify that the setting is enabled.
4. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click Turn On to verify the change. *Note: If the option is grayed out, it has been locked at either the group or account level, and you will need to contact your Zoom administrator.*

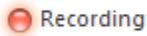
Starting a local recording

The host must record the meeting or grant the ability to record to a participant.

1. Start a Zoom meeting as the host.
2. Click the option to **Record**. 
3. If there is a menu, select **Record on this Computer**.
Hosts will see the following recording indicator in the top-left corner while recording is active.



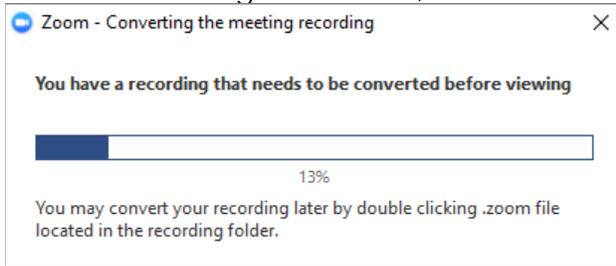
Participants will see the following indicator in the top-left corner while the recording is active.



4. Click **Participants** to see which participants are currently recording.



5. After the meeting has ended, Zoom will convert the recording so you can access the files.

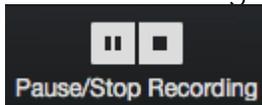


6. Once the conversion process is complete, the folder containing the recording files will open.
Note: By default, the audio/video file (MP4) will be named **Zoom_0.mp4**. The audio only file (M4A) is named **audio_only.m4a**.

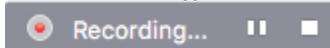
Stopping or pausing a local recording

During a Zoom recording, a participant can **Stop** or **Pause** the recording. If a participant stops the recording and starts it again, a **new** video file will be created for the next recording segment. If a participant pauses the recording and starts it again, Zoom will record to the same video file for the recording segment.

1. After a recording has been started, click Pause or Stop Recording at the bottom.



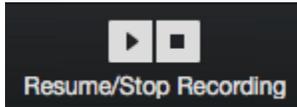
The recording can also be stopped or paused by clicking the indicator in the top left corner.



2. When a recording is paused, the following indicator will be displayed in the meeting.



3. To resume the recording, click **Resume Recording** at the bottom



The recording can also be resumed by clicking the indicator in the top left corner.



4. After you stop the recording, you can access the local recording files on your computer.

Steps to Record Audio on Computer

Record on Windows

1. Press "Windows-W" to open Settings, enter "sound" into the search field and then select "Sound" from the results.
2. Select the "Recording" tab and confirm that a microphone is connected to the computer. If not, connect a microphone or headset to a USB slot or microphone jack.
3. Click "OK" to close Sound, press "Windows-Q" to open Apps and then enter "recorder" into the search field.
4. Select "Sound Recorder" from the results. Click "Start Recording" or press "Alt-S" and begin speaking in to the microphone.
5. Click "Stop Recording" to complete the recording. Enter a name for the file into the Save As dialog that appears and then click "Save."

Record on Mac OS X with QuickTime Player

Please note that all Apple devices create m4a files. You need to convert the m4a file to an mp3 file. See the [last section](#) for sites that easily convert files.

You can record any audio on a Mac from a microphone with this method, using either a built-in microphone or an external mic.

1. Open QuickTime Player, found in the /Applications/ folder
2. Pull down the "File" menu and choose "New Audio Recording"
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
4. Go to the "File" menu and choose "Save", name the file and choose the output somewhere convenient



Converting m4a File to mp3 File

All Apple products and Zoom automatically create m4a files. You will need to convert the m4a file to an mp3 file in order to upload the audio file into the system. There are a number of free online sites that easily convert m4a files to mp3 files. Below are a few options (please none are officially endorsed by ABRCMS).

Free Conversion Sites

- <https://cloudconvert.com/m4a-converter>
- <https://www.zamzar.com/convert/m4a-to-mp3/>
- <https://online-audio-converter.com/>
- <https://convertio.co/m4a-mp3/>