



26<sup>th</sup> WONCA  
Europe Conference

Virtual  
6-10 July 2021  
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## How to record your voice 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 to record

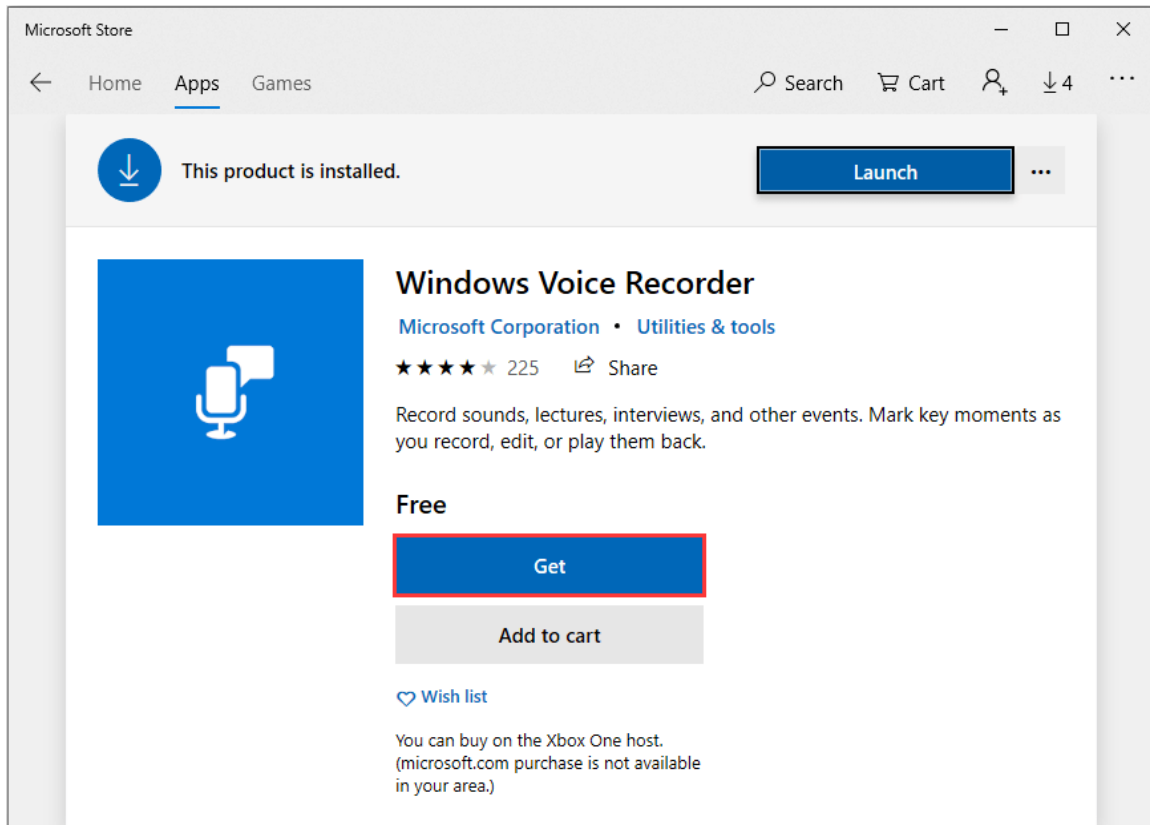


Step 1: Click **Start** and then select **Microsoft Store**.

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. Then you can use it to record audio.

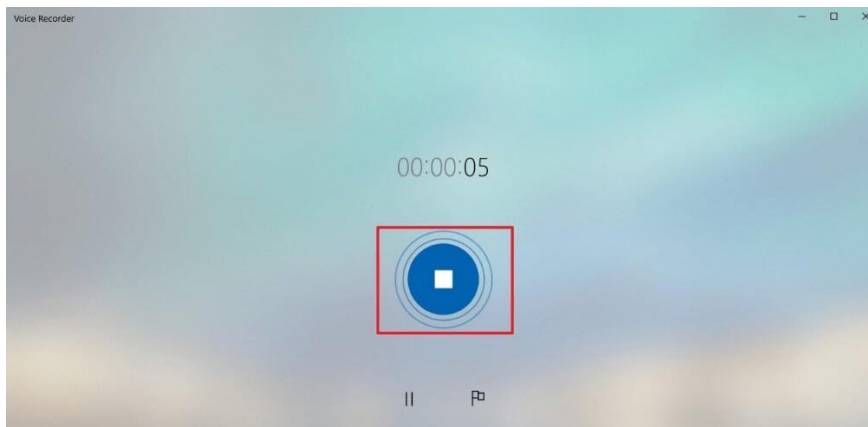
**Step 4:** To make your vocal recording, first connect a microphone. Click **Start** and type **Voice Recorder** in the search box. Then click on the app to open it.

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

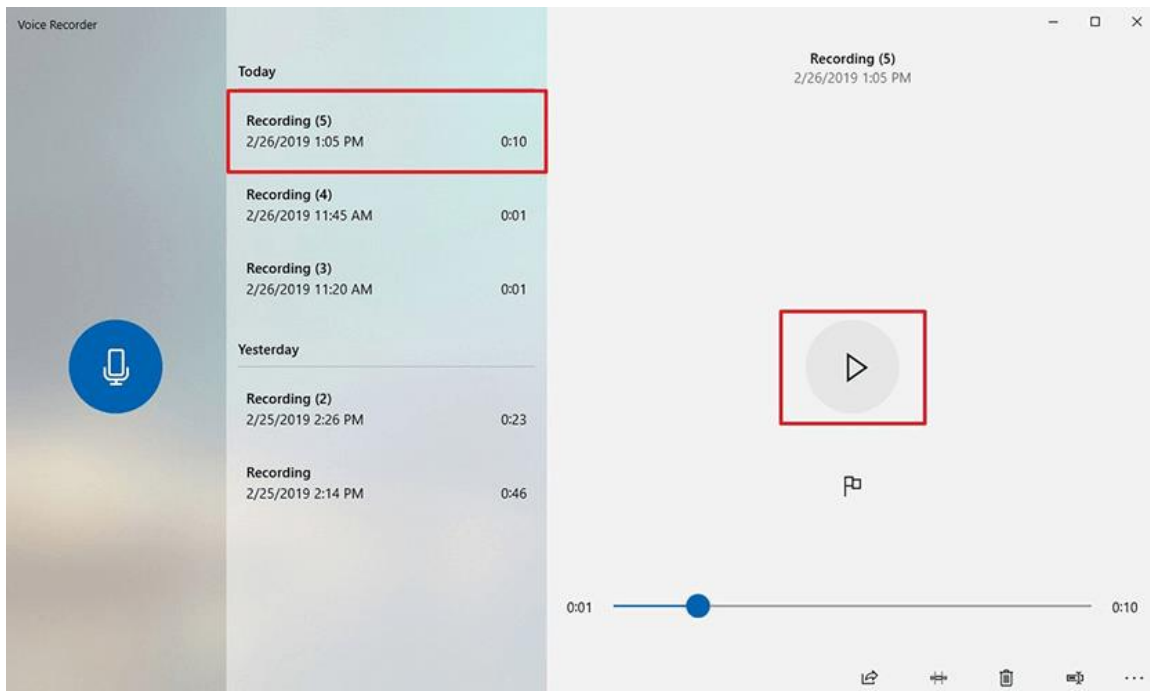




**Step 6:** Click the **Stop** button to finish recording when you have completed your recording.



**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.





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**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 to record



# Mac

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, 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 or symbols – only text.**



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



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## Record with an Android device

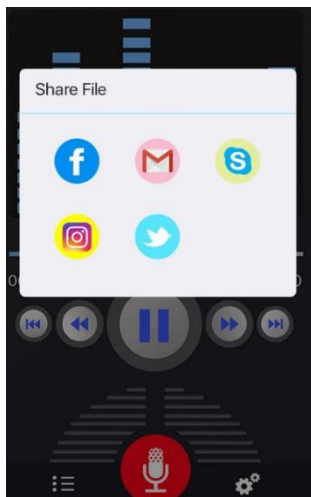
This method should be used if the above methods using a computer is not possible.

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 that you select **Share File** and send it to your own email.





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## Record with an iPhone/iPad

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



**Step 2:** Tap the red record button to start recording the voice or audio. When finished, tap the same button again to stop recording.



9/3/15, 7:18 PM osxdaily.com  
9/3/15 00:00:35



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



**Step 4:** Save the voice recording and give it a name.







**Step 5: Share the Voice Recording from an iPhone:**

