



How To Record a Voice Presentation

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General Notes

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 make sure you stay as close as possible to the laptop and talk in a clear and loud voice.

Please try not to avoid unnecessary movements during the recording in order to prevent volume differences.

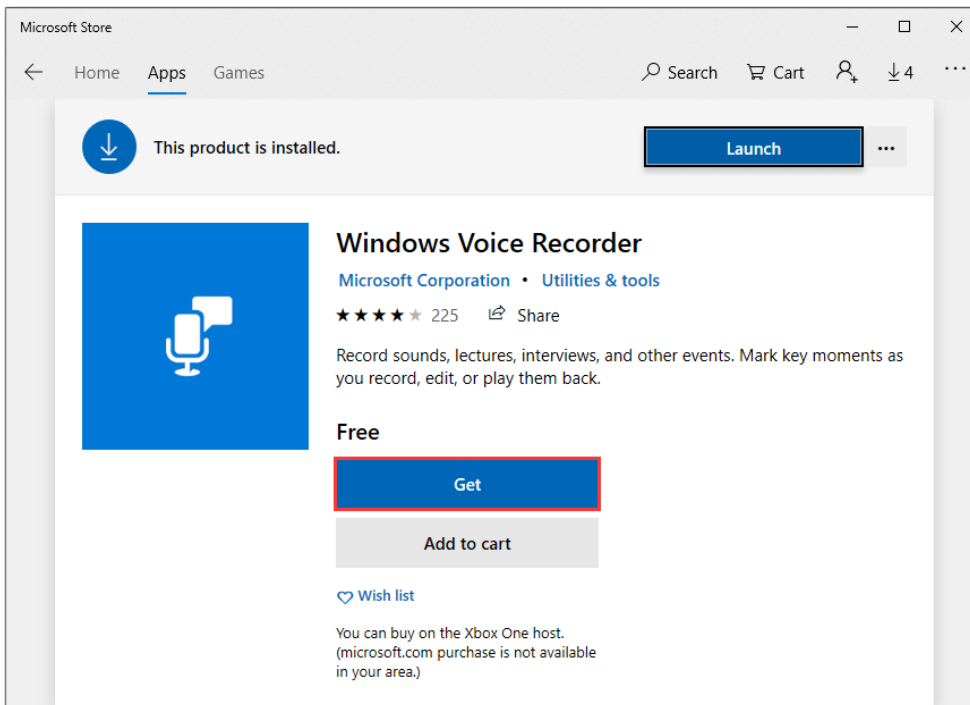
Using a Windows 10 computer to record



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

Step 2: Search for **Windows Voice Recorder** and then click on the App in the search result.

Step 3: Select **Get** to download Voice Recorder.

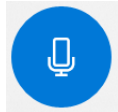


Once you download the Voice Recorder, it will be automatically installed on your computer. After that you can use it to record audio on Windows 10.

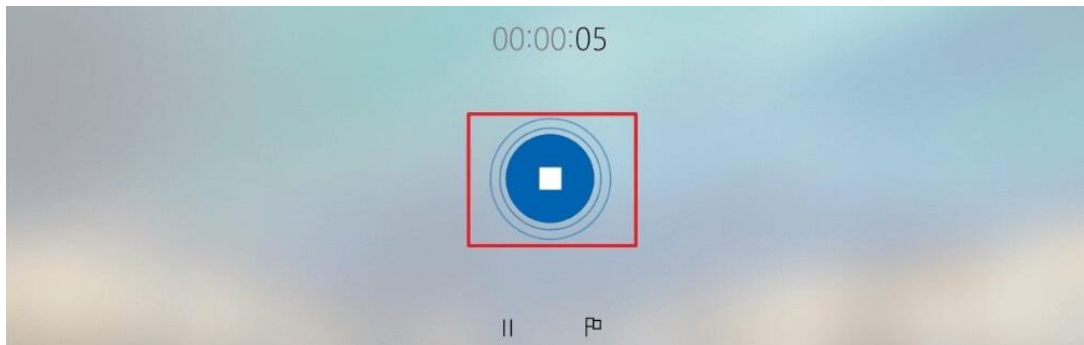
This is a direct link to download the App: <https://www.microsoft.com/en-us/p/windows-voice-recorder/9wzdncrfhwkn?activetab=pivot:overviewtab>

Step 4: To start the App, type **Voice Recorder** in the search box at your left bottom corner. Then click the App to open it. Please make sure you have connected your microphone and follow the steps below.

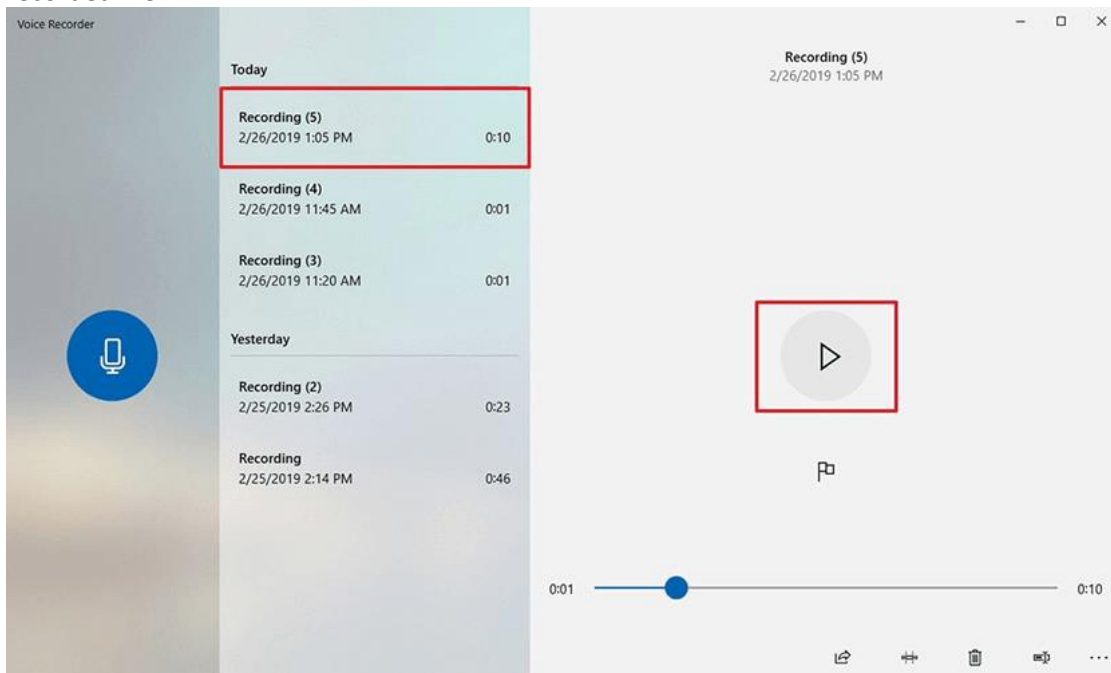
Step 5: Click on the **“Record”** button or press **Ctrl + R** to start the recording.



Step 6: When you finish with your audio presentation, please click on the **“Stop”** button to end the recording.



Step 7: In Windows Voice Recorder, all recordings will be listed in the **left panel**. When you need to play the audio you have recorded, you just need to choose the one you want and click on the **Play** button to check your recorded file.



Step 8: The audio file will usually be 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 one.

Step 1: Open QuickTime Player, you can find in the /Applications/ folder.

Step 2: Pull down the “File” menu and choose “New Audio Recording”.



Step 3: Click the “Record” button in order to start recording audio from the default microphone source.



When you finish, click on the same button to stop the recording.

Go to the **“File”** menu and choose **“Save”**, name the file and choose the location where you would like to save it on your device. **Please DO NOT use any specific symbols or characters in the file name – only text.**



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

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

Record with an Android phone

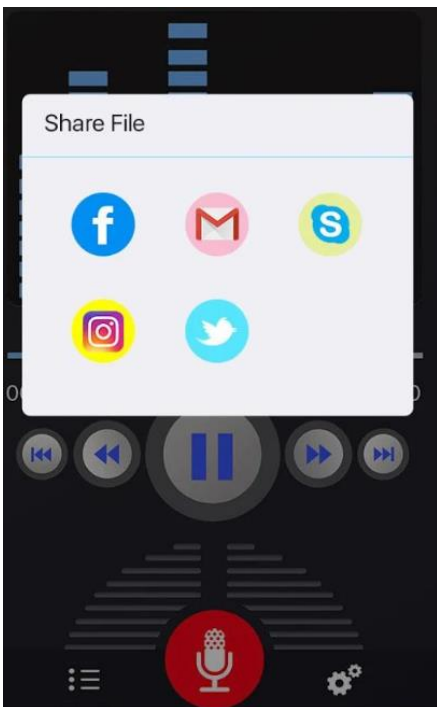
This method should be used only if the you cannot use your computer.

To record using your phone, you can use the App **Voice Recorder**, available for free on Google Play via this link: https://play.google.com/store/apps/details?id=com.media.bestrecorder.audiorecorder&hl=en_US

Press on the recording button to record your voice:



After you finish your recording, we recommend sending the file to your own email address and then save it from there to a convenient location on your device.



Record with an iPhone/iPad

Open the “Voice Memos” App located on the iPhone.



Tap the red record button to start recording your voice. Tap again on the same button to stop recording.



When you are satisfied with the recording, tap on “Done”.



Save the voice recording and give it a name.



Share the Voice Recording from your iPhone.

