

Recording Audio for your Oral Examination

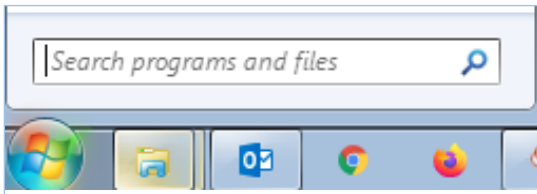
Contents

Audio recording in Windows 7 using Sound Recorder.....	2
Audio recording in Windows 10.....	3
Audio recording on a Mac.....	5
Audio recording on iPhone.....	7
Audio recording on Android.....	9



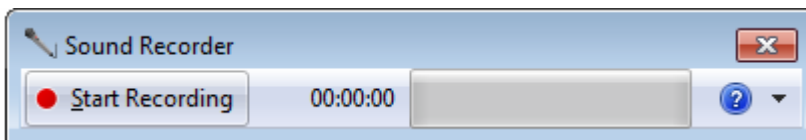
Audio recording in Windows 7 using Sound Recorder

1. You will need to plug in a microphone if your computer or laptop doesn't have one built-in.
2. Click the **Windows** button in the bottom left corner of your screen.
3. Find and open Sound Recorder, **either** using the search bar:

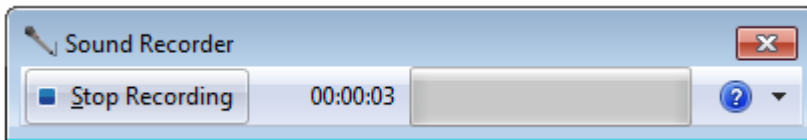


Or click **All Programs - Accessories - Sound Recorder**.

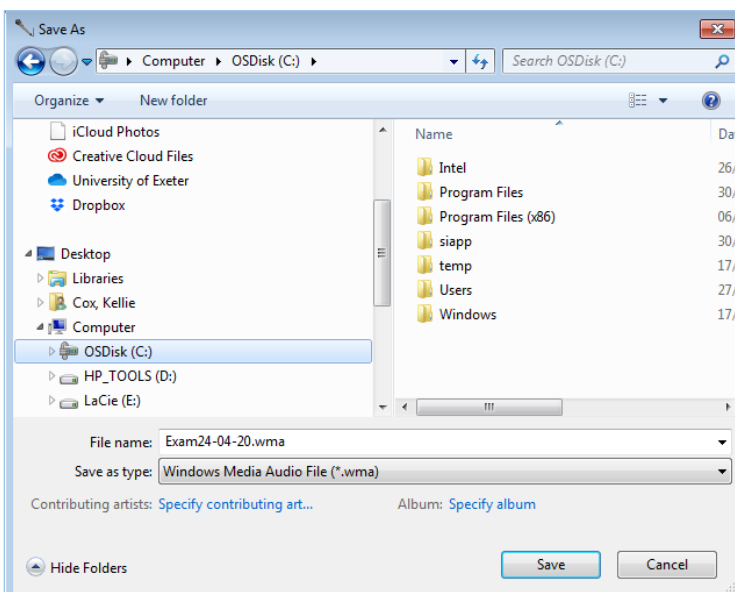
4. The Sound Recorder window will open, and is very small and simple.
To start recording, click on the **Start Recording** button.



5. To stop recording, click on the **Stop Recording** button.



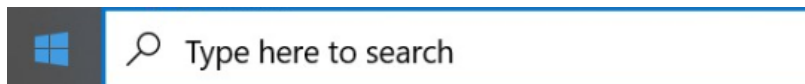
6. Choose where you want to save the file, type the file name into the **File name** box and click **Save**.



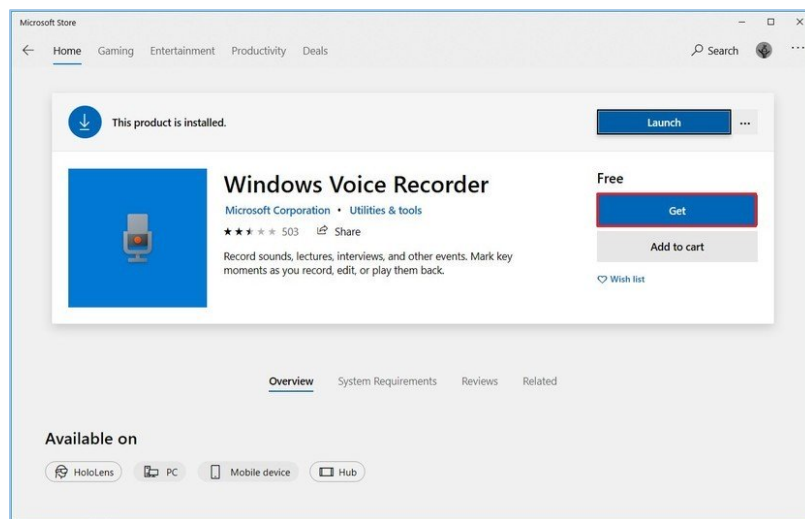
Audio recording in Windows 10

1. You will need to plug in a microphone if your computer or laptop doesn't have one built-in.
2. Click on the Windows button in the bottom left corner of your screen.

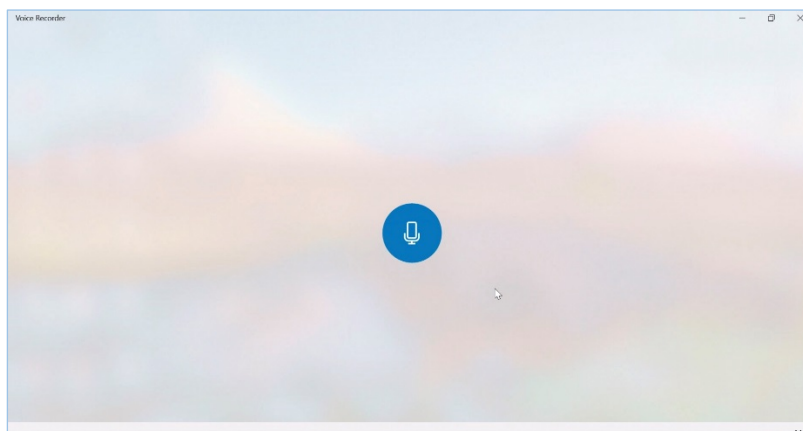
Browse to find and open **Windows Voice Recorder**. If it doesn't appear you can use the search bar to locate and open it:



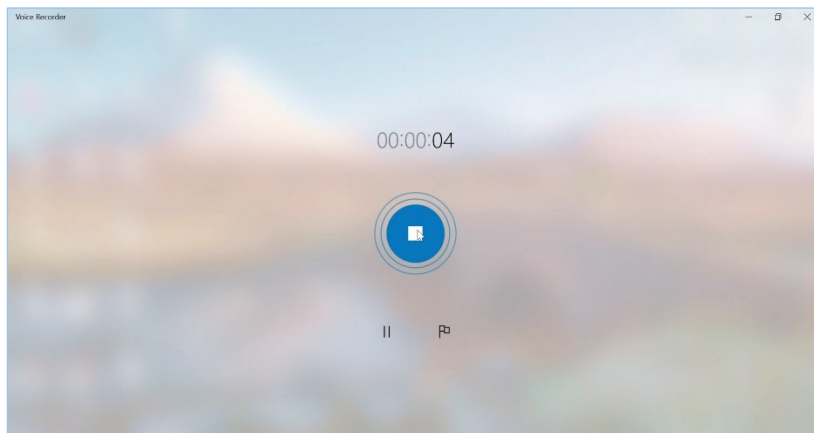
If it's not already installed, you can download it from the Microsoft Store:



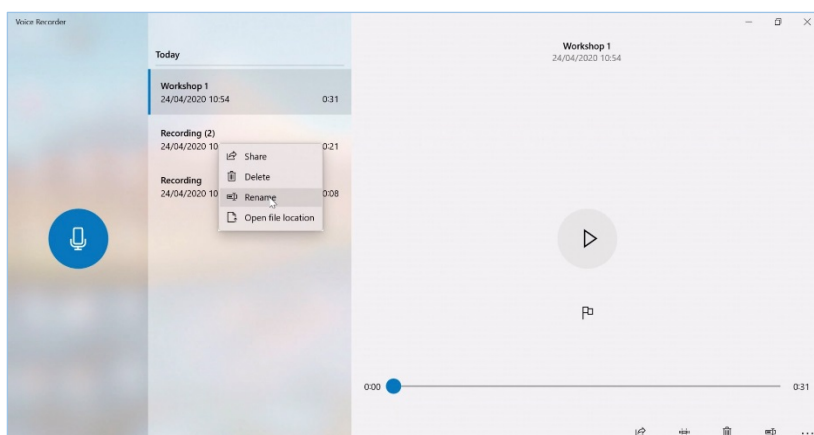
3. To start recording, click on the microphone icon:



4. To stop recording, click on the stop icon:

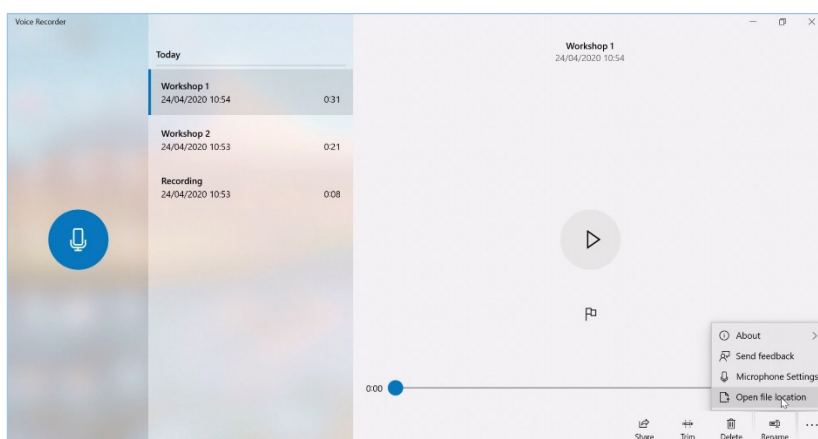


5. Your recording now appears in a list. To give your recording a more meaningful name, right click on the recording and click **Rename**.



6. Your recording will be saved automatically in the **Documents – Sound recordings** folder. To find the save location of your recording from the app, click on the ellipsis button at the bottom right corner of the app, then click **Open file location**.

7.



Audio recording on a Mac

1. You will need to plug in a microphone if your computer or laptop doesn't have one built-in.
2. Find an open **QuickTime Player** in the /Application/folder.
3. Click on **File** and choose **New Audio Recording** from the menu.



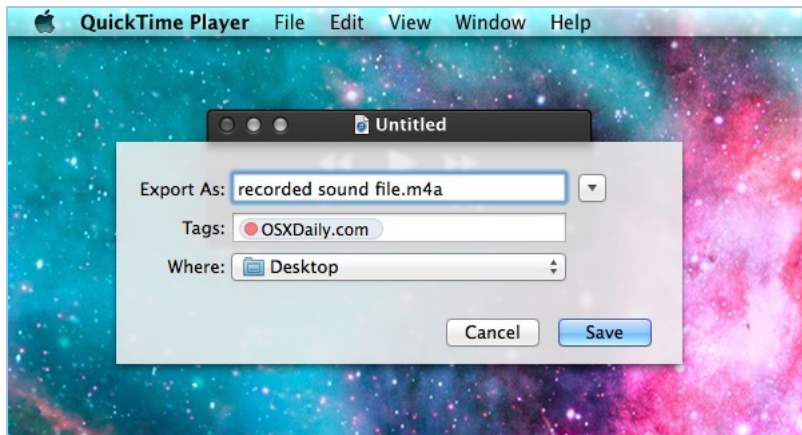
4. To start recording, click on the red record button.



5. To stop recording, click on the red button again.

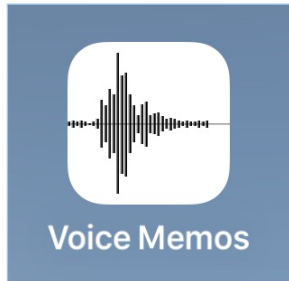


6. To save the recording, click on **File** and **Save**.
Name the file and choose a save location.
Click **Save** to complete the process.



Audio recording on iPhone

1. Open the **Voice Memos** app.



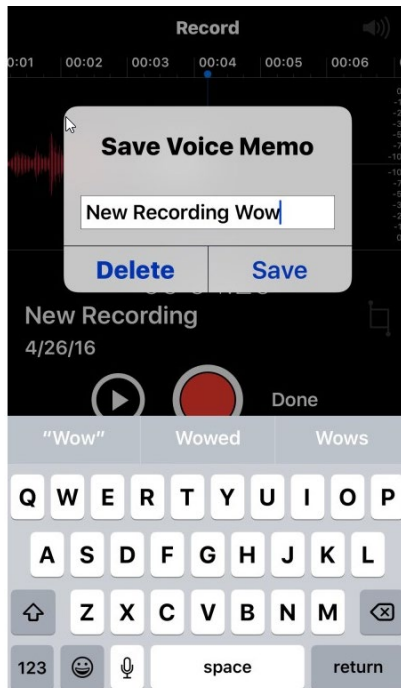
2. To start recording, tap on the red record button.



3. Tap **Done** to complete the recording.

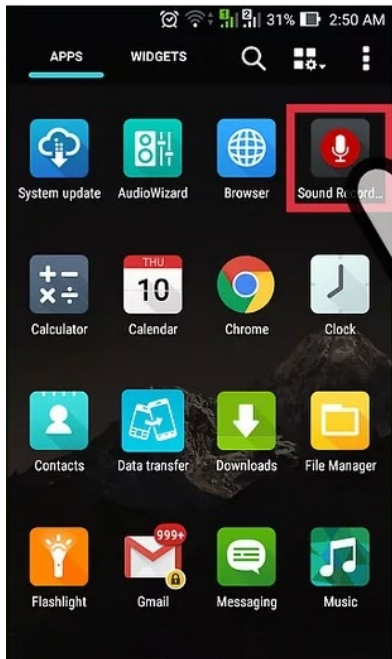


4. Name the recording and tap **Save**.



Audio recording on Android

Look for a voice recording app on your device. Each Android device is different, and different carriers load different apps when you sign up through them. Because of this, there is no standard voice recorder app for Android as there is for iOS.



Your device may have an app installed already, or you may have to download one yourself. 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 voice recorder apps are free.

- Open the Google Play Store and search for "voice recorder."
 - Browse through the list of results to find an app that meets your needs.
1. Open your voice recording app.
 2. Once you have found or downloaded an app, find it in your app drawer and tap it to open it up. Depending on your Android version or launcher, the app drawer is opened by selecting the app drawer icon or by swiping up from the bottom of the home screen.

The recording interface will be different for every app, so the rest of this section is just a general guide.

