






## How to Record Audio

### Preparation:


- Carefully choose your recording space to reduce environmental sounds where possible
- Identify where the microphone is located on your device and ensure there is nothing obstructing it
- For best recording, position the device so it is static and at mouth/instrument level
- When recording vocals, position the microphone at a slight angle to avoid 'pop' sounds
- A dry space (curtains/fabric) is the optimum environment for recording audio
- Before you start recording, mute all notifications to avoid interruptions

### On iOS/Android:

- Open **Voice Memo (iOS)**  or **Voice Recorder (Android)**  app
- Press the  to start, timer will begin and the audio will begin recording
- To pause, press the red button once, to end select **Done (iOS)** or **Stop (Android)**
- Enter a name for your audio recording and select **Ok**

*This audio is now stored on your Smartphone as an M4A audio format (See Glossary of Audio File Formats)*

### On WhatsApp:

- Open WhatsApp and create message
- Press and hold the mic icon  to record. Release to stop recording and immediately send message
- To email...

**Option 1 Android:** Press and hold the audio recording, when highlighted select **Share > Email**

**Option 2 iOS:** Open WhatsApp desktop version, click on top right-hand corner of audio recording, download the message and send via email

*The audio recording is a lossy audio format which can be opened by a wide variety of media players.*

### Using an External Microphone Plugged into your Smartphone:

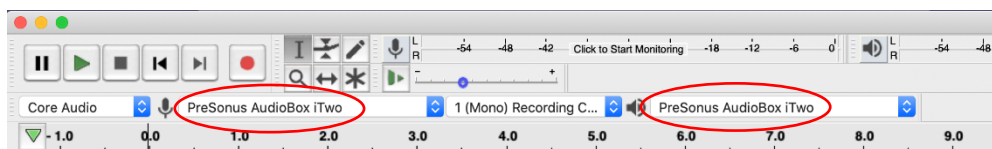
- **Option 1:** Connect wirelessly via Bluetooth. Switch on Bluetooth microphone or transmitter. Open the Bluetooth menu on smartphone and ensure phone is discoverable. When devices are in range, phone will indicate mic device. Select the microphone in the Bluetooth device list to connect mic and smartphone.
- **Option 2:** Connect Via Headphone Jack using a 3.5mm (1/8") TRRS Tip, Ring, Ring, Sleeve connector cable. Please note you may require an adaptor for this.  
1 **black insulator** on headphone connector = Mono Sound, 2 **black insulators** = Stereo sound or Balanced Mono and 3 **black insulators**= Stereo sound or Balanced Mono plus microphone
- **Option 3:** Connecting via Charger Port



TRRS Cable

### Using a Computer:

- **Option 1:** Using the internal microphone, open your chosen digital audio workstation (DAW) e.g. Audacity, Soundtrap etc and press record
- **Option 2:** Using a plugin USB microphone, select **System Preferences (iOS)** or **Sound Settings (Windows)** and select your **Input** device (Microphone (USB Audio Device))
- **Option 3:** Using an Audio Interface, open your chosen digital audio workstation (DAW): i.e. Audacity change the recording channel to the name of your interface e.g. Presonus Audio Interface (See *Guide to Setting up an Audio Interface*)



Changing the Recording Channel to Name of Interface on Audacity