



## 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 do not 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.

**Step 8:** The audio file can usually be found stored in the **Documents folder**→**Sound Recording**.

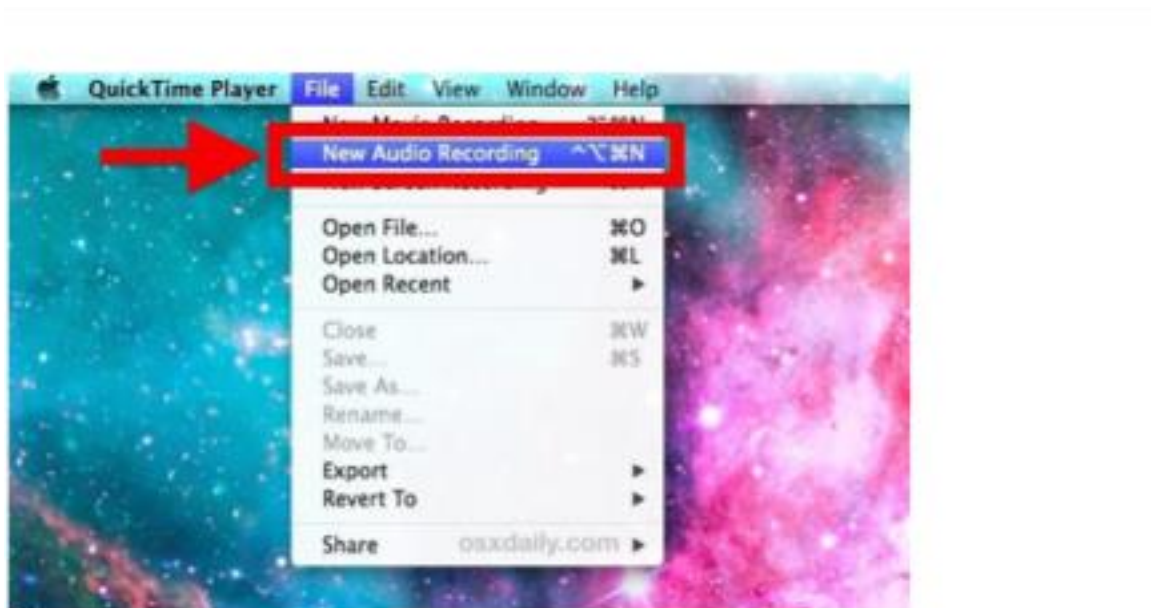
You can also **right click** on the recording in the Voice Recorder app and choose **open file location** to find your audio file.



## Using a Mac computer to record

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.

