

How to make audio and video recordings on your smart phone

iPhone AUDIO

Find your Voice Memo app

– it looks like this:



Note that the built-in microphone is at the bottom of the phone, next to the lightning power input. It's best to point the bottom of the phone towards the person speaking when recording.

1. To begin recording, tap .

To adjust the recording level, move the bottom of the phone closer to or farther from the person speaking.

2. Tap  to finish recording.

Your recording is saved with the name **New Recording** or the name of your **location**.

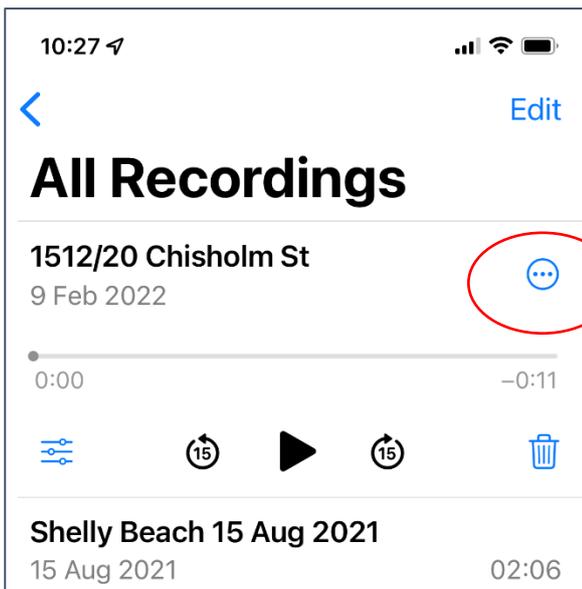
It's a good idea to **change the name**, especially if you are sharing the recording

To change the name - tap the recording, then tap the name and type a new one.

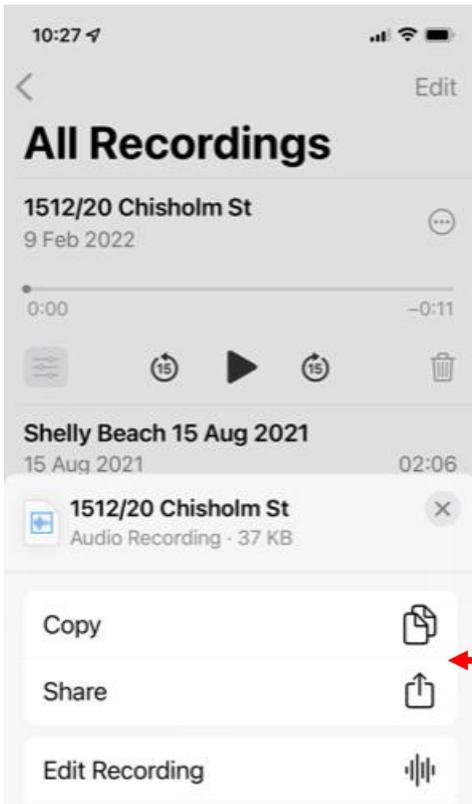
- Just write the Name of the speaker, city and date recorded

To send your recording

Tap once on the recorded file, tap on the 3dots top right,

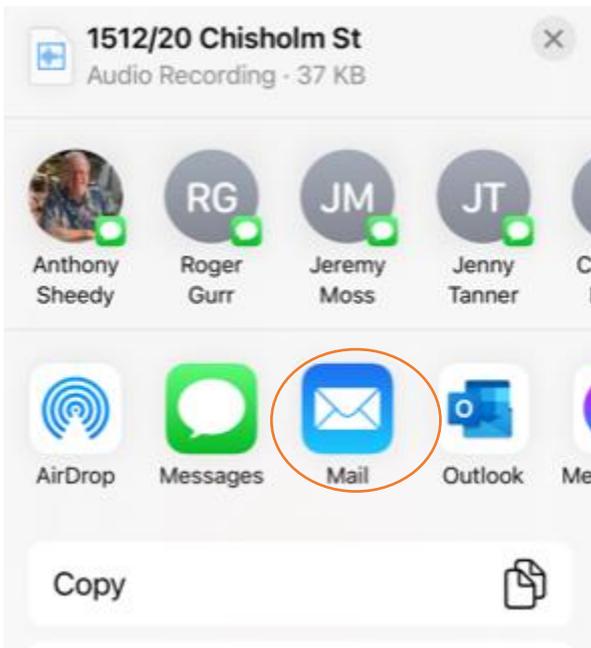


a menu will pop up



select the Share icon

and select **Mail** to send an email to: cpc@goodsams.org.au



iPhone VIDEO

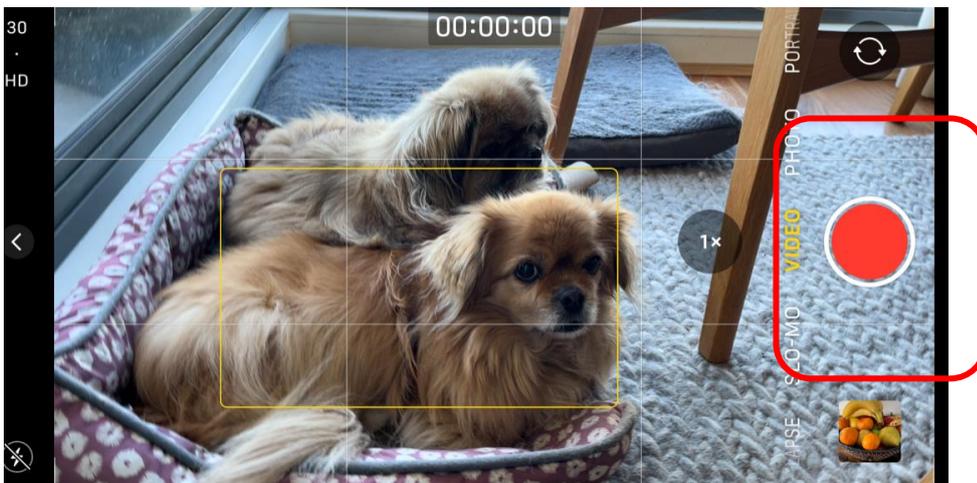
There is a very simple way to send large video files. As video files can be too large to send as an attachment we recommend using We Transfer. See instructions at the end.

Give your phone lens a quick wipe before you start.

Select the camera icon/app



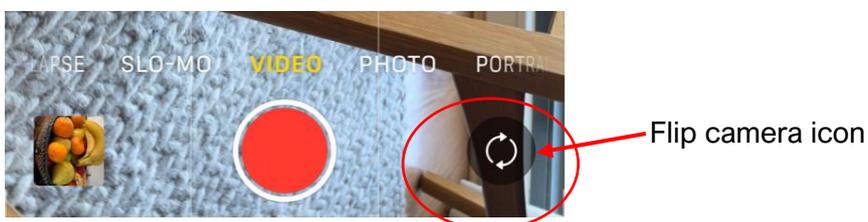
Slide the home key at the bottom from 'photo' to 'video'



Make sure to hold your phone horizontal – so that you are shooting in landscape.

Tip: Don't use the digital zoom! It makes everything look pixelated. Just move the phone in close to the person speaking.

To film yourself press the **flip camera** icon



Tip – rehearse your story and time it to fit in less than 2minutes. Video files are large and can be difficult to send.

Ideally save to a share drive like google share or
or to an SGS sharepoint folder.



drop-box,



Android or Samsung AUDIO

Most recent Android phones come with a **voice recorder or recorder app** installed. The steps for different phone apps might be slightly different.

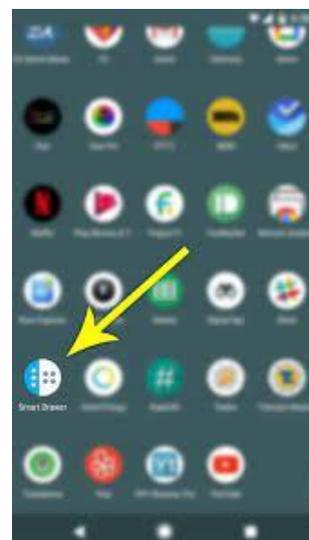
1. Swipe up from the bottom of the phone screen to open the app drawer. Tap on the Recorder app to open it.
2. When you first open the Recorder app, it will ask your permission to allow the app to record audio. You can allow Recorder to record audio at that particular time or whenever you use the app.
3. Tap on the microphone icon at the bottom to start the recording.
4. Speak into the microphone to record your voice. Most phone mics are located at the bottom of the handset, so make sure to keep a little distance from the mic when you speak. If you're recording some other audio, point the mic in the direction of the sound. And, don't mistakenly cover the mic with your hand when you're holding the phone.
5. Once the recording starts, the timer will also start to keep track of the duration.
6. When you're done, tap on the Pause button.
7. Then, to save the recording, tap on the white square icon at the bottom right. This will
8. bring up the option to name your recording and save it.

Android or Samsung VIDEO

From the Home screen, tap the Apps Drawer icon



It's the icon made of 6 to 9 small dots or squares at the bottom home screen. This opens the list of apps on your Android.



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If you see the Camera app on the home screen, you don't have to open the app drawer. Just tap Camera or the icon that looks like a camera.

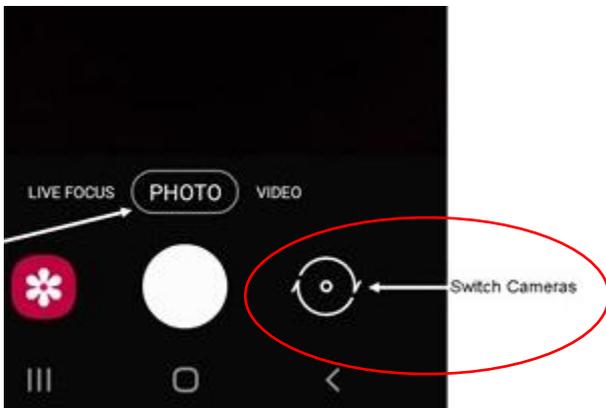


Open the camera app



Choose Video – keep phone horizontal to film speaker.

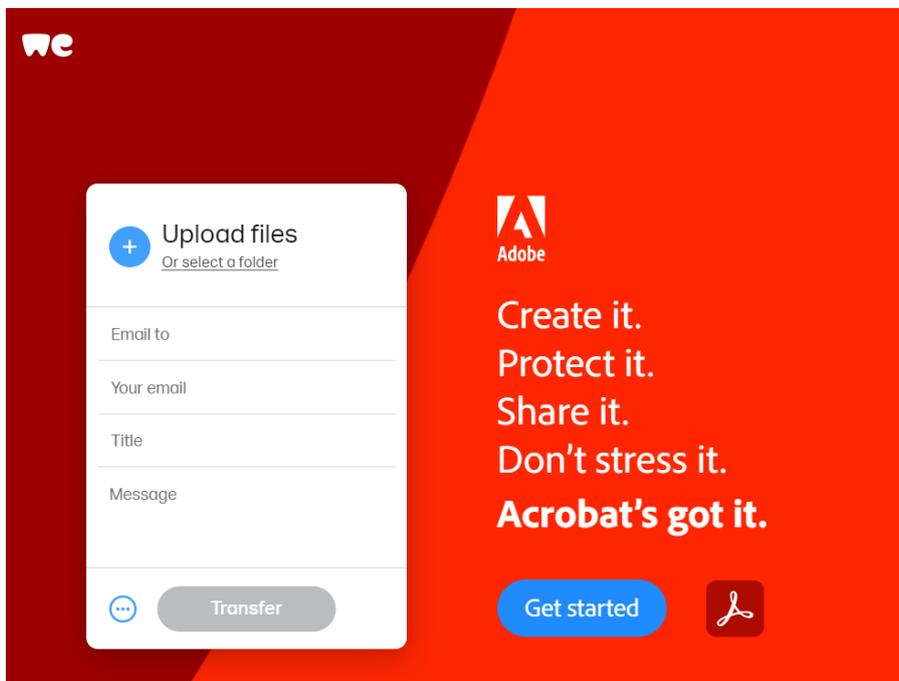
To film yourself press the 'flip' icon



SEND YOUR VIDEO USING 'WE TRANSFER'

Watch [this video](#) or follow the instructions below

Open <https://wetransfer.com/> in your internet browser



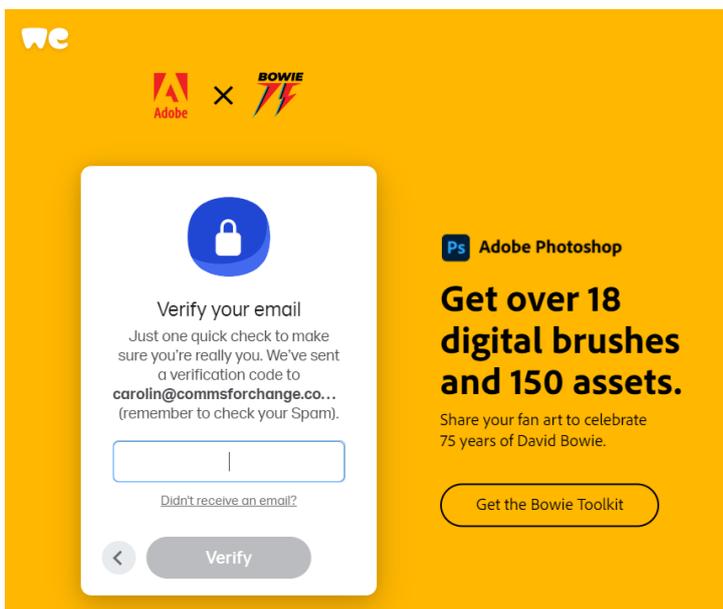
Fill in the form with:

Email to: cpcchair@goodsams.org.au

Your Email: your most accessible email address

Title: [Your name] story for Chapter Committee

Message: Other identifying details like your state, best phone contact



You will receive a 6digit code to your email address you entered. Type the 6digits into the box on this page.

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Many thanks for recording and sharing your story!