



## HELPSHEET: RECORDING STORIES USING YOUR SMARTPHONE

Recording your stories yourself is part of the fun. Once you have created your script or made a few notes (see our previous helpsheet), then you're ready to capture a recording.

This helpsheet is written to help guide you if you are using a smartphone to record your story. Here are the steps:

### 1 Find a suitable location

Find a place that is as quiet as possible so that your recording is not disturbed by unwanted noise. Sometimes it is not practical to find somewhere that is absolutely silent, but the more you can reduce the background noise the better. Close windows and doors, and remove ticking clocks. Also, be mindful of echoes. Large empty rooms and conservatories can create strong echoes that will reduce the quality of your recording. A living room, study or bedroom with soft furnishings is normally ideal.

You will need a table or desk nearby for you to place your phone and notes if you are using them.

### 2 Choose a Voice Recorder App

Most recent smartphones will already have a voice recording app as part of the default apps. (If necessary you can download an app from the appropriate app store).

For Apple iOS smartphones, the default app is the Voice Memos app (see Section 7 below)

For Android smartphones, the default app is Voice Recorder (see Section 8 below)

### 3 Practice

It's a good idea to have a practice first. Simply try recording your story and make sure you are comfortable using the app. Test that the recording is clear and not too quiet. Make sure you are positioned near to your phone, and read slowly and clearly. Be careful not to rustle any paper notes (print on multiple sheets if necessary) and make sure you remember to pause and breathe.

### 4 Record and Repeat

Once you are happy, try to record a final version of your story. If you aren't happy with the recording, you can always re-record it again.

### 5 Send your recording

Finally, you will need to send your story to us (or the person creating the memory box).



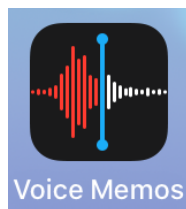
## 6 Other Options

There are lots of other ways to record good quality audio and we can help advise you depending on your needs and skill level. Please contact us with any questions.

## 7 DETAILED INSTRUCTIONS FOR APPLE IPHONES

Here are the detailed steps for recoding your voice using an iPhone.

1. Look for your 'Voice Memos' app (if you do not have this app, then you will need to download a similar voice recorder app from the app store – please contact us for advice)



*Fig 1: The Voice Memos App*

2. When you open the app, you should see a list of voice recordings (if you have any recorded already), together with a red record button at the bottom of the screen.



*Fig 2: The Directory View showing the Red Record Button at the bottom*

3. When you are ready to record, simply touch the Red record button to start a new recording.
4. Leave a short pause before you start speaking, then start recording your story.
5. The red record button will change to a red square stop button during the recording (Fig 3). You can use the button to stop the recording. Please leave a short pause at the end of your recording before you stop too.

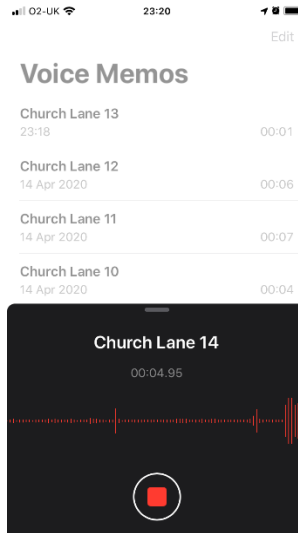
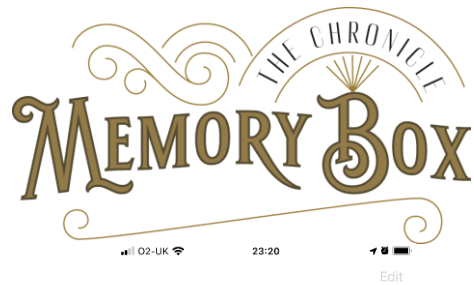


Fig 3: App in record mode, showing red square stop button

- When you stop the recording, you will have the opportunity to replay the recording. You can also delete the recording (fig 4).

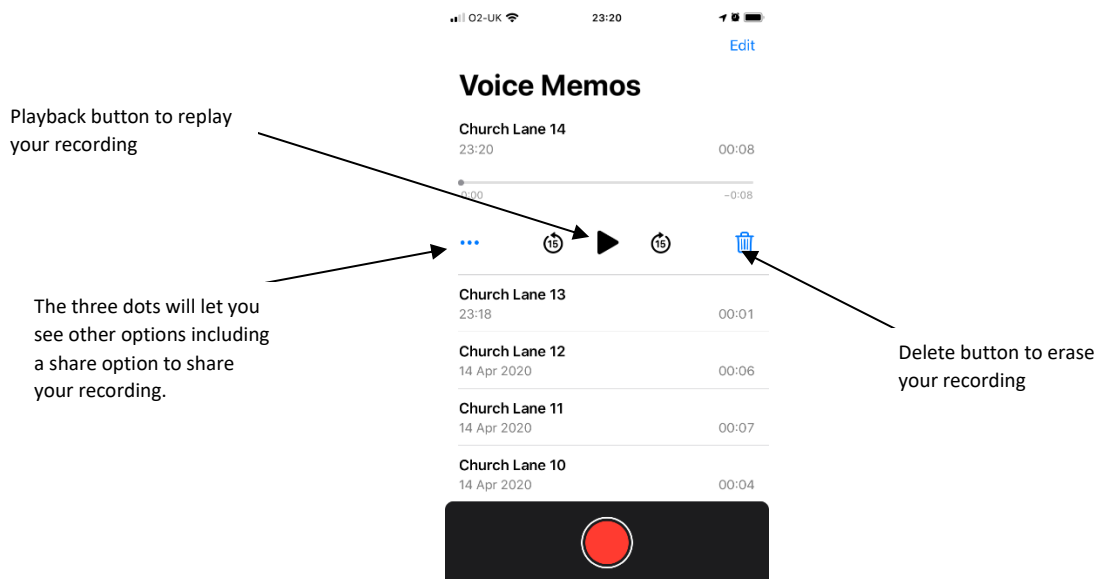


Fig 4: Showing the playback mode

- If you are happy with the recording, click on the three dots and you will see a list of options, including one to share the file. If you click on the share option, you will have a range of options to share the file such as via email, messages, or Whatsapp for example. You can use whichever method is most convenient for you.
- You will notice that the red button will have reverted back to the record button again. If you click on this Button the app will start a new recording (note this will be a new recording and will not overwrite your last recording).

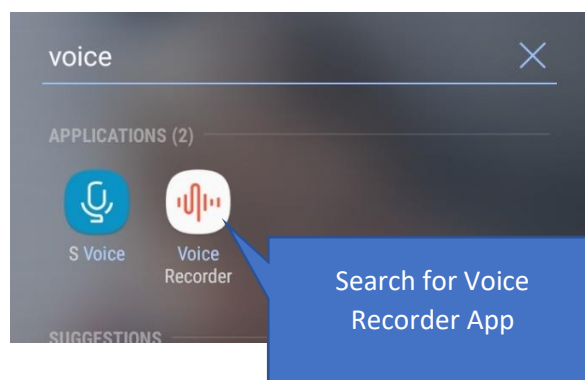


9. You can replay, delete or share any of your recordings by touching the recording in the list (the Playback screen will appear (fig 4). Alternatively, you can use the 'edit' option at the top right-hand side of the screen which lets you select and delete multiple recordings).

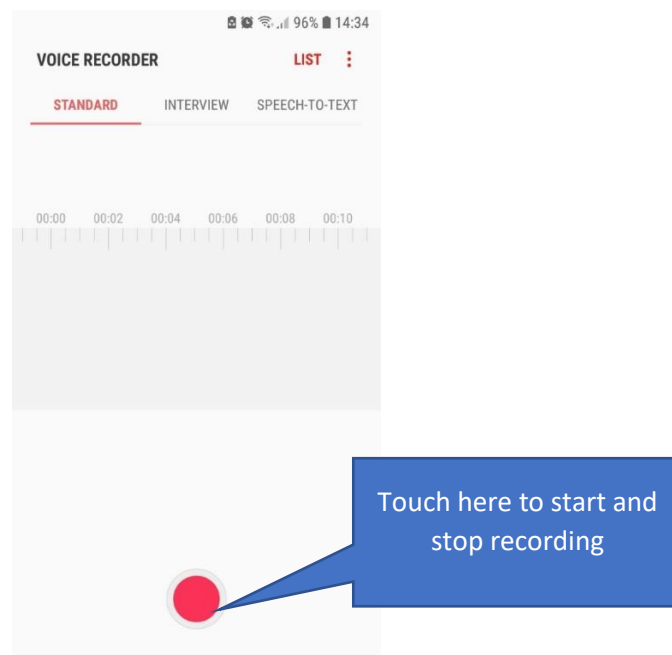


## 8 INSTRUCTIONS FOR VOICE RECORDING ON ANDROID SMARTPHONE (e.g. SAMSUNG GALAXY S10)

1. Find and open “Voice Recorder” app:

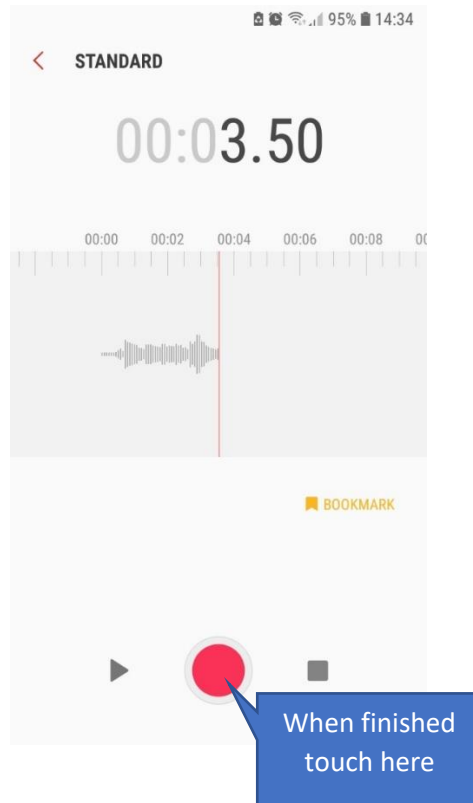


2. App should open to this screen. When ready to record touch the Red record button to start



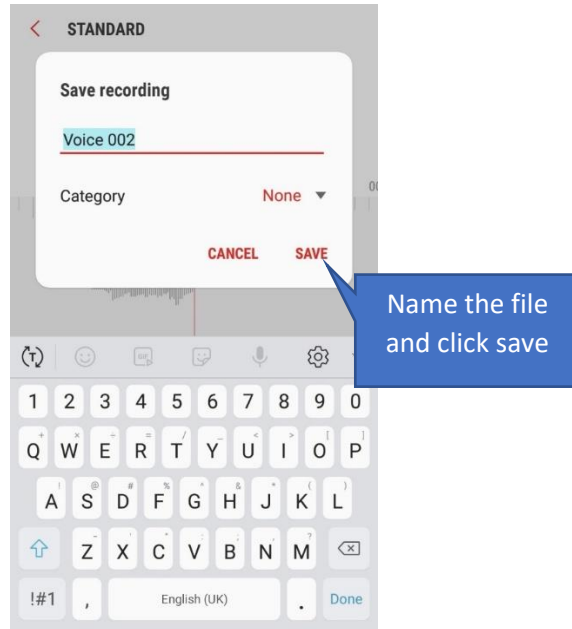


3. When you have finished the recording, touch the stop button



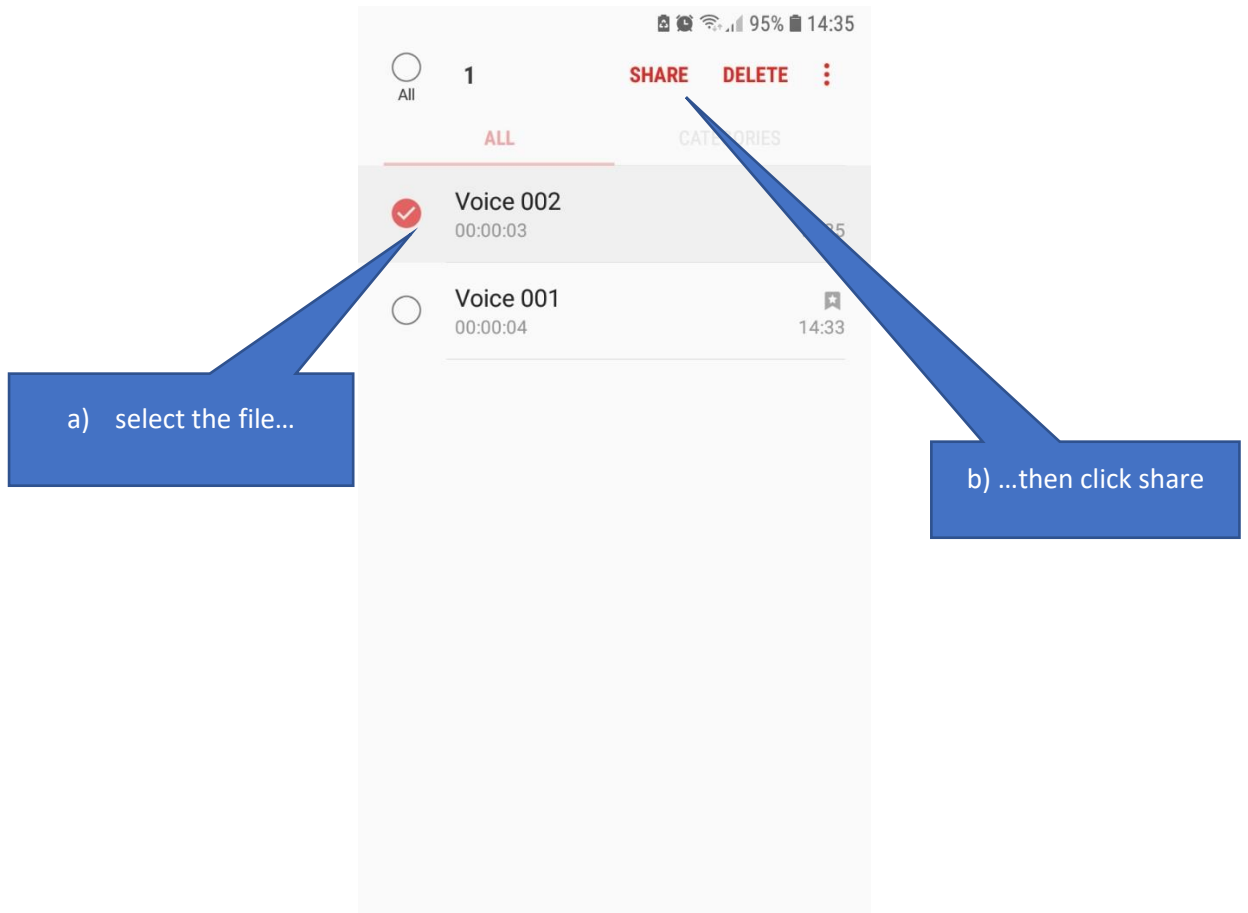


4. Rename the file to something relevant and save the file





5. Share the recording using the 'share' button



6. Depending on your phone, you should have a list of options to share the file – either by email, sms, whatsapp or similar. Feel free to use whichever method you are comfortable with.

**Need more help? Drop me an email [john@chroniclestories.co.uk](mailto:john@chroniclestories.co.uk)**