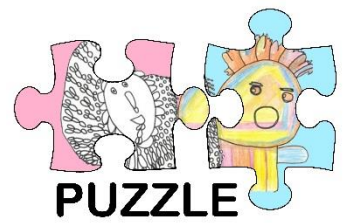




Erasmus+



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Working with Sound How to Record Audio Clips



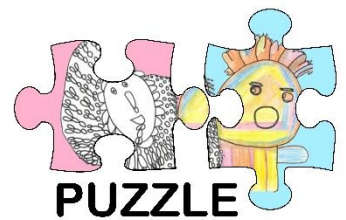
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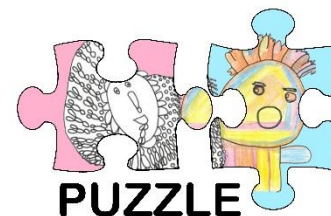


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Audio clips can be a great addition to a PERSON CENTRED PLAN. A voice recording can anchor or reinforce the meaning of text and pictures and really make the message you are trying to convey personal and more effective.

If you want to record an audio clip to add to your RIX Wiki the method will be different depending on what kind of device you are using.

Using a Computer

You can record audio clips on your computer and save them as MP3 files using a free software programme called [Audacity](#). Take a look at our two guides on how to install and use Audacity.



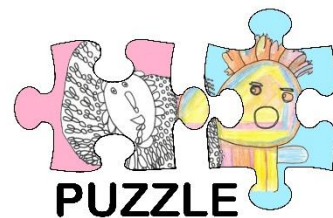
Using an Android or IOS (iPhone or iPad) Device

You can record audio clips using a wide range of recording Apps that are available for IOS devices and for Android devices, many of which are free or have free versions. Use the App to make your recording, save it as an MP3 file and upload the file to your Dropbox (or other cloud storage App) account.

Different sound recording Apps will look different and have some different specific features, however the basic process for recording and saving a sound file will be similar on most Apps.

In this guide we will be showing you how to record audio clips using the [MP3 Recorder \(Free\) App](#) for IOS devices and the [Hi-Q MP3 Rec App](#) for Android devices. Both of these Apps are available as free versions and are easy to use.



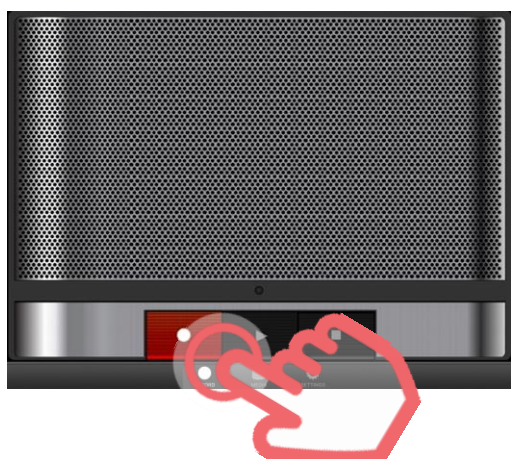


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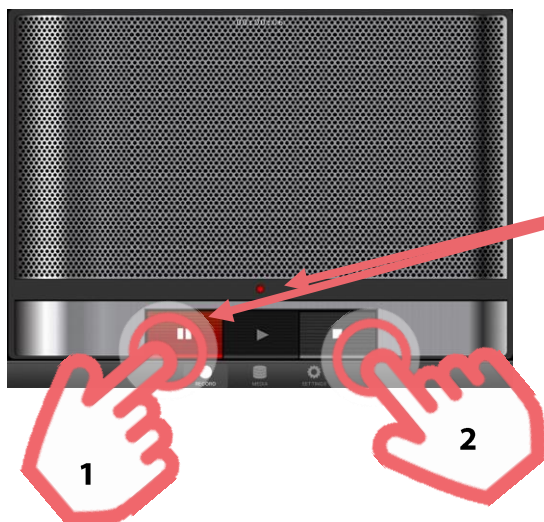
Recording sound on IOS – MP3 Recorder App



Open the App. You may see a message from the App requesting access to your device's microphone. Tap 'OK'.



To start recording, tap the big red button.

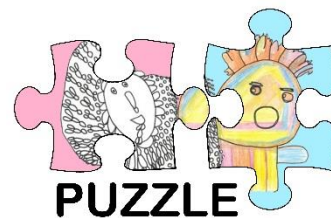


You will see a small red light and the timer at the top of the screen will show the length of the recording.

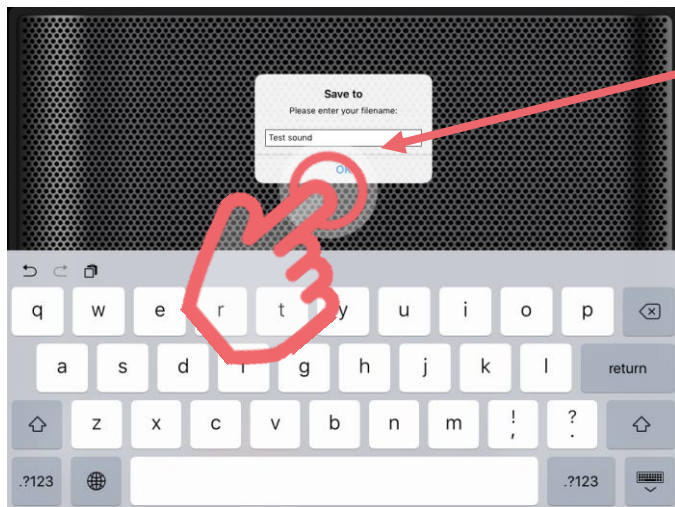
To pause the recording, tap the big red button again (1).

To stop the recording, tap the **Stop** button (2).

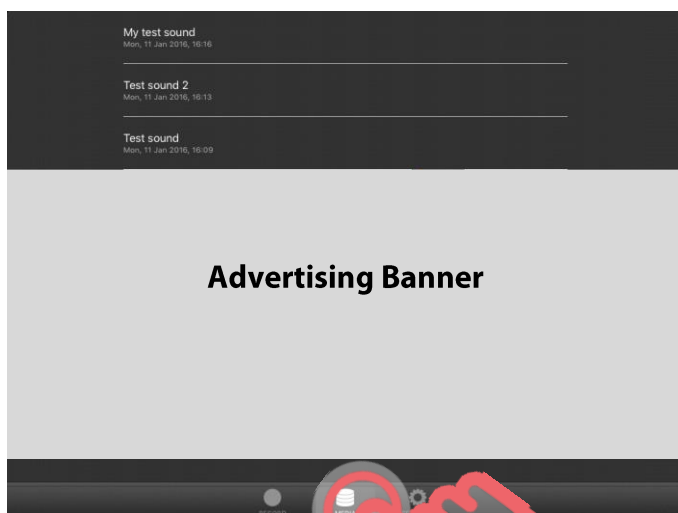




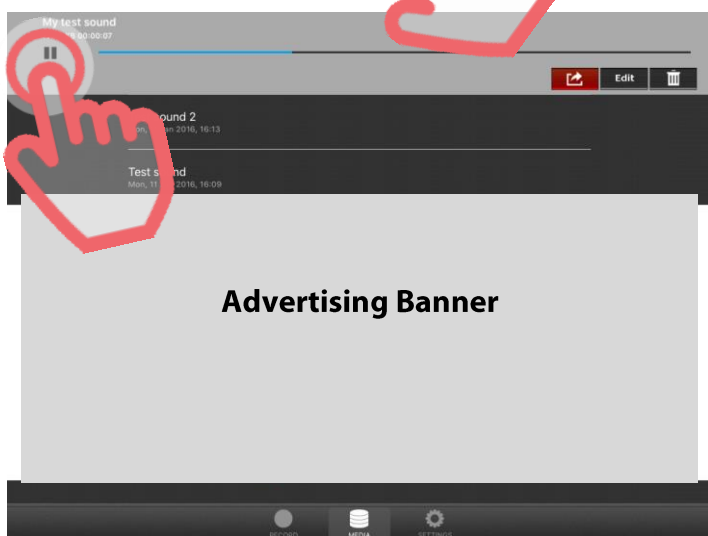
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When you tap Stop, you will be prompted to save your sound recording and give it a file name. Add a file name and tap OK.

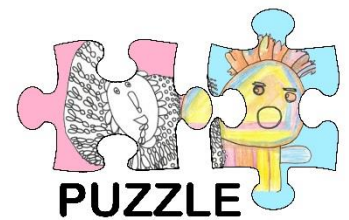


To review and share your saved sound files, tap the Media icon at the bottom middle of the screen. You will see all of your saved files listed on the page.

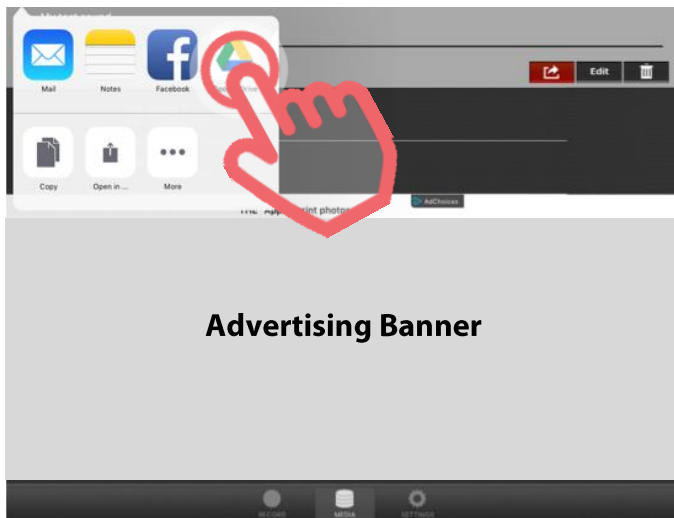


To play a sound file back or to upload or share it, tap the file in the list to select it. The clip you select will automatically start to play.



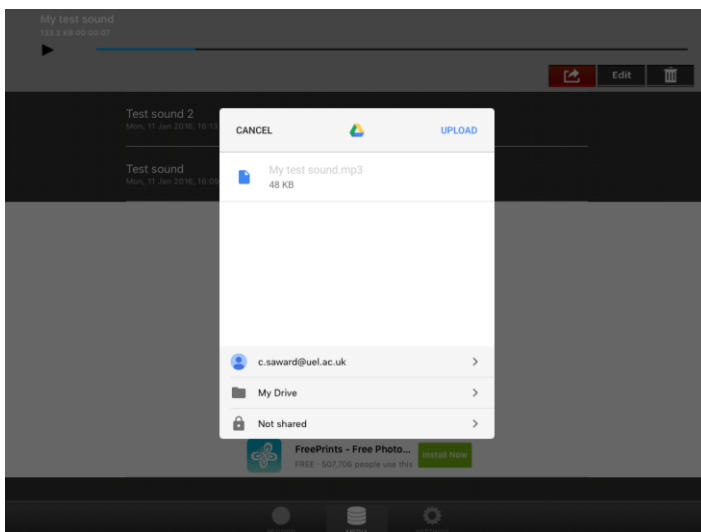


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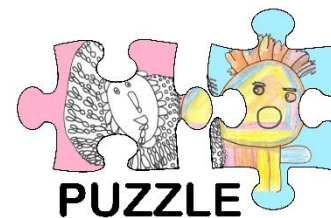
To upload the clip to your Dropbox or other cloud storage account, tap the **Share File** icon on the right.

This will open up your sharing options dialogue box. Select the place you want to upload your clip to by tapping the relevant icon - in this example we selected Google Drive.



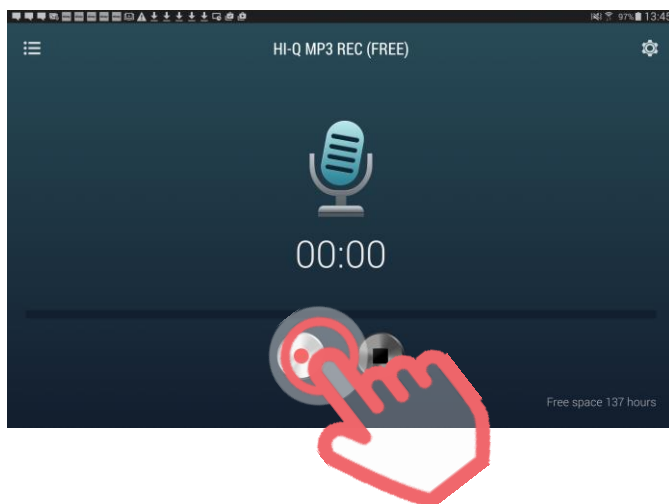
Make sure you can see the file you want to upload in the window, then tap **Upload**. Your sound recording file has now been uploaded to the cloud storage App you selected as an MP3 file, in this example Google Drive.





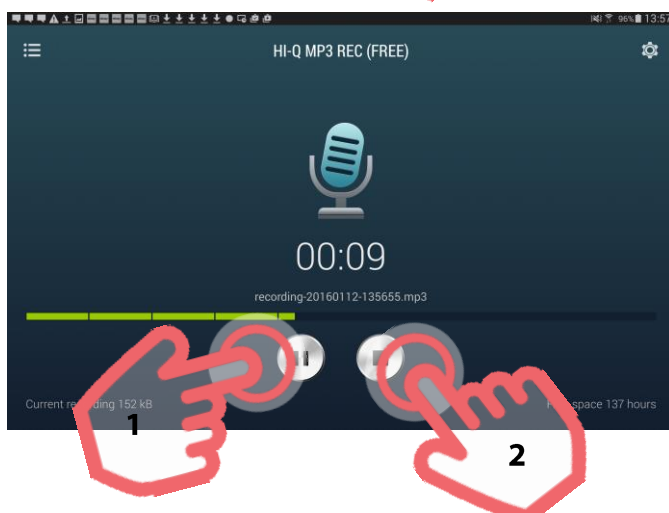
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Recording sound on Android – Hi-Q MP3 REC (Free) App



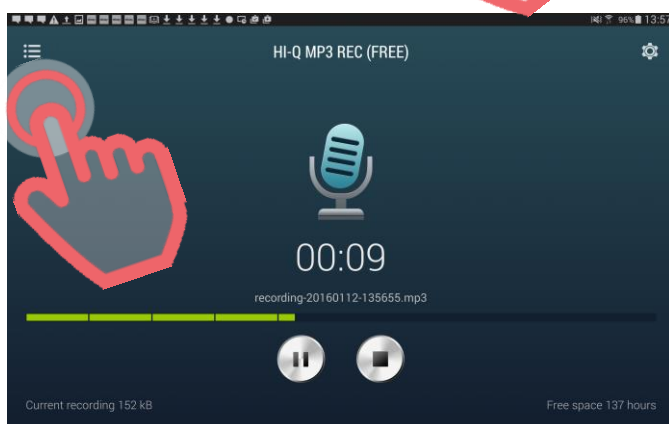
Open the App.

To start recording, tap the red record button in the middle left at the bottom of the screen.



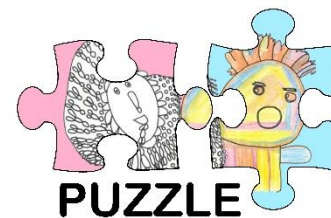
To pause recording, tap (1) the same button.

To stop and finish the recording, tap (2) the Stop button in the middle right of the bottom of the screen.

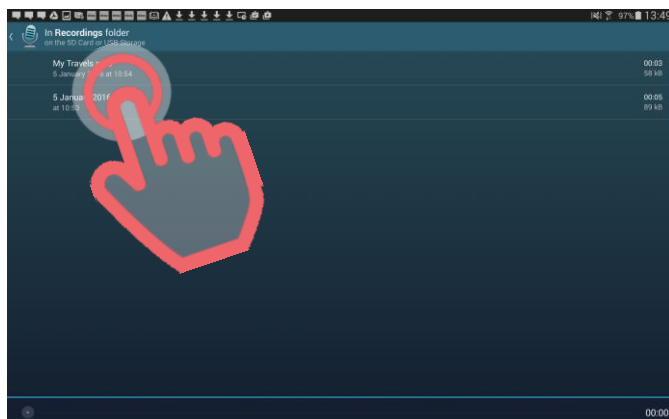


When you have finished recording and want to review, share or upload your sound file, tap menu icon in the top left of the screen.

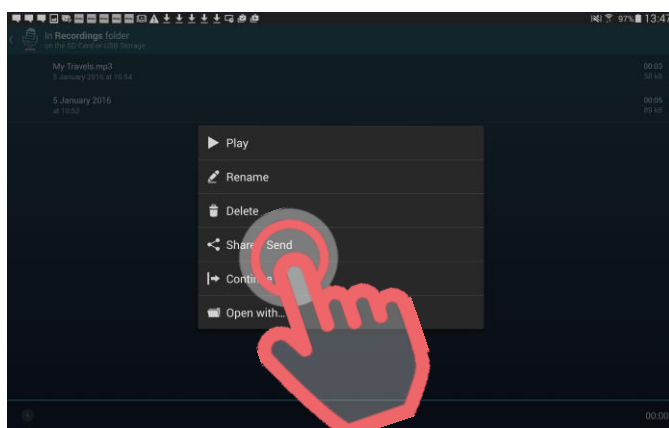




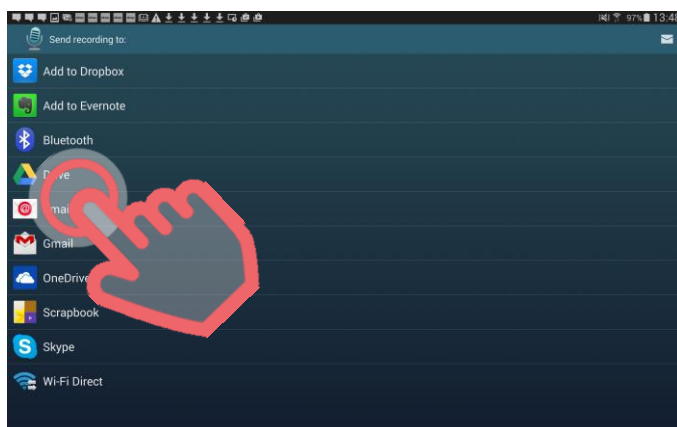
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You will now see a list of all of your saved sound recording files. Tap one in the list to review, edit, upload or share it.

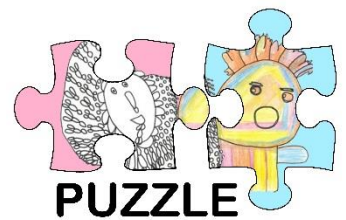


To upload the file to your Dropbox or other cloud storage account, tap **Share/Send**.

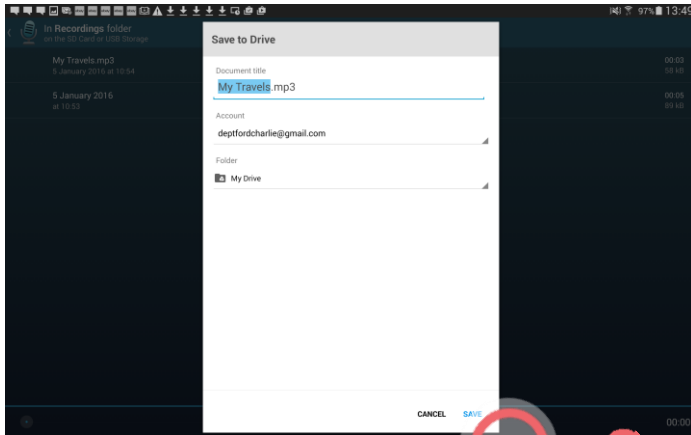


You will now see a list of all of the different sharing options available. Select the one you want to use by tapping it.. In this example we are using Google Drive.





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Check the details are correct, then tap Save and your file will be uploaded to the cloud storage App that you selected (in this case Google Drive).

