

How to Record on Your iPhone and Send That Recording

Note: If you already know how to do this, or have your own way of doing it, go ahead and do it your own way! These instructions are for people who don't already have a system for recording and sending sounds.

1. Find and open the Voice Memos app on your phone.

It looks like this: →



Voice Memos

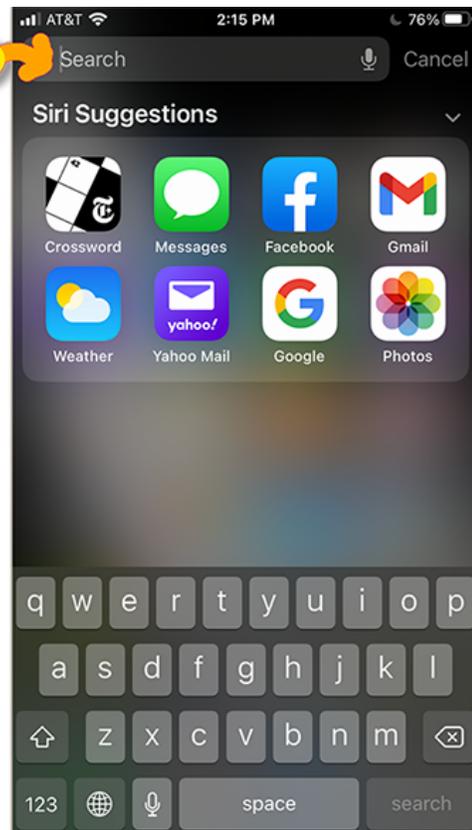
Need help finding the Voice Memos app?

Try this:

Touch the middle of your phone screen and swipe downward.

That should open a search box that looks like this: →

Search Box



Start typing **Voice Memos** in the search box. It should appear!

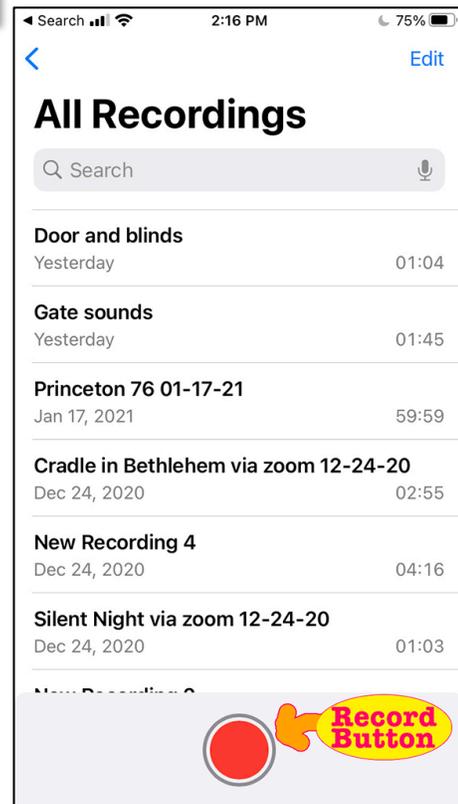
Like this: →



Tap that app to open it.

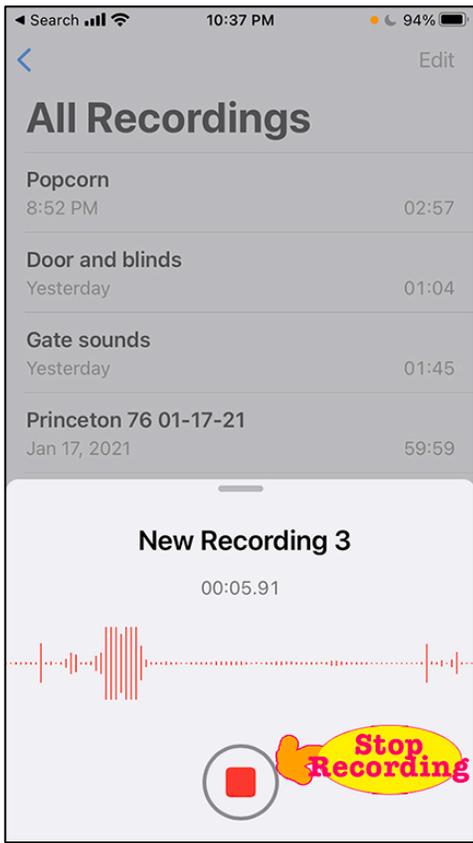
You'll see something like this (but without the list of my previous recordings) →

We're almost there!



2. If you touch the Record Button, it starts making a new recording.

3. When you're done recording, tap the square at the bottom of your phone. ↓

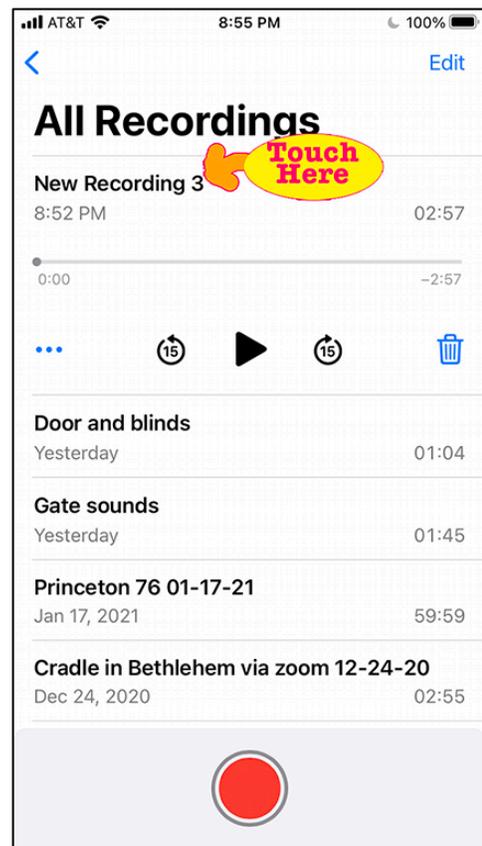


Recording will stop, and the Record Button will become a circle again. (If you touch that circle, it will start a new recording.)

At this point you have a recording that you can send.

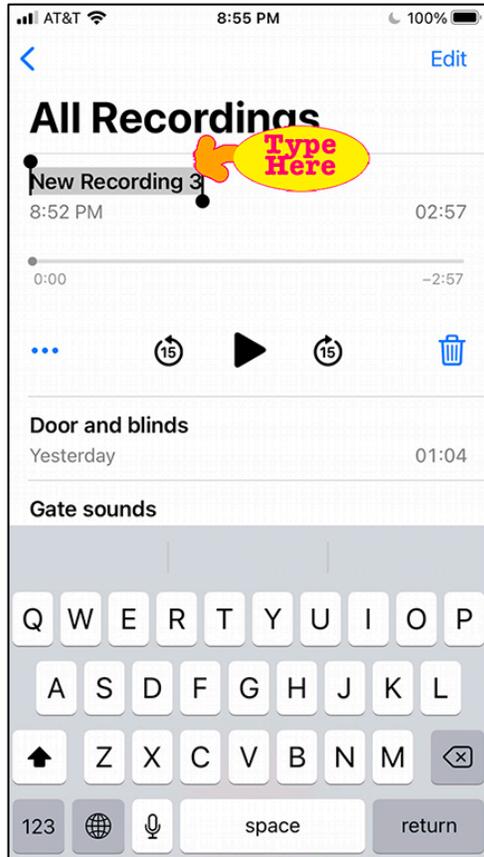
*If you want to **name** your recording, do this: ↓*

a. Touch the name of the recording:



(Continue to next page to see what to do once you've touched "New Recording")

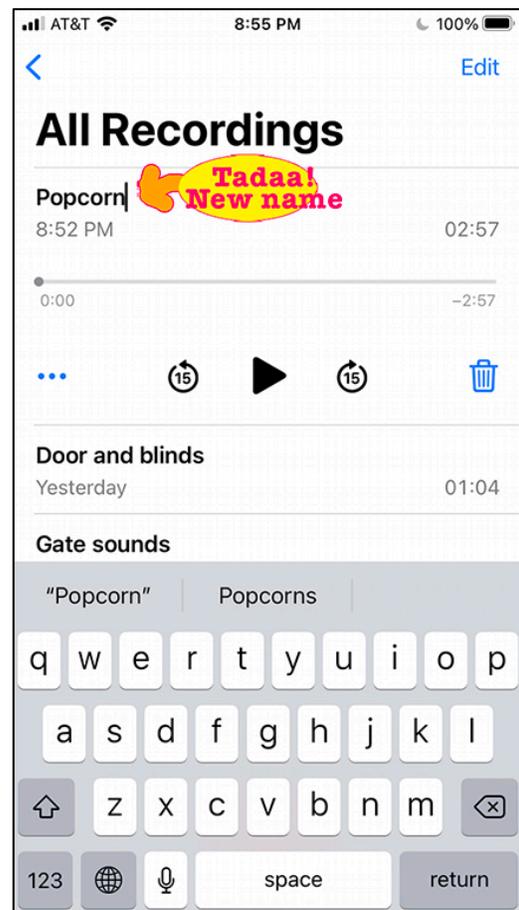
b. Then you can type whatever you'd like to name your recording. (Or you can leave it as whatever your phone names your recording.)



Congratulations!

So far you have

- (1)** Found the Voice Memos app,
- (2)** Recorded a Voice Memo, and
- (3)** Named your recording.



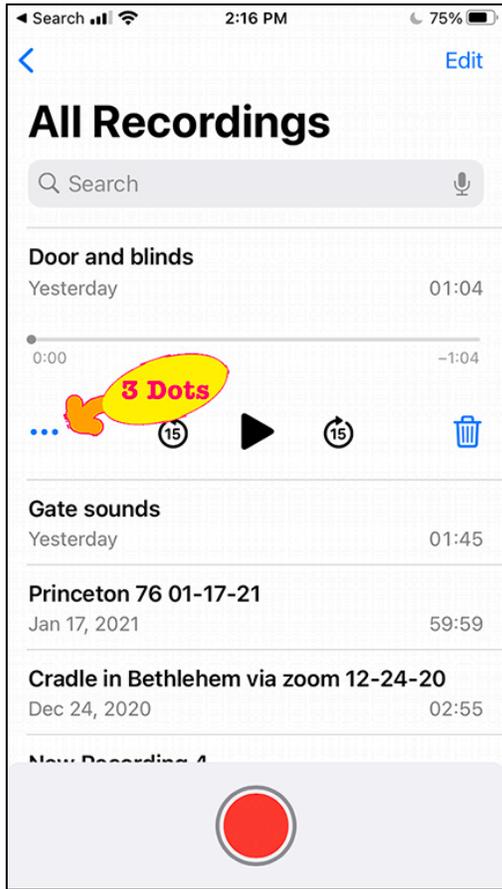
What's left:

(4) Sending it.

(continue to next page for that)

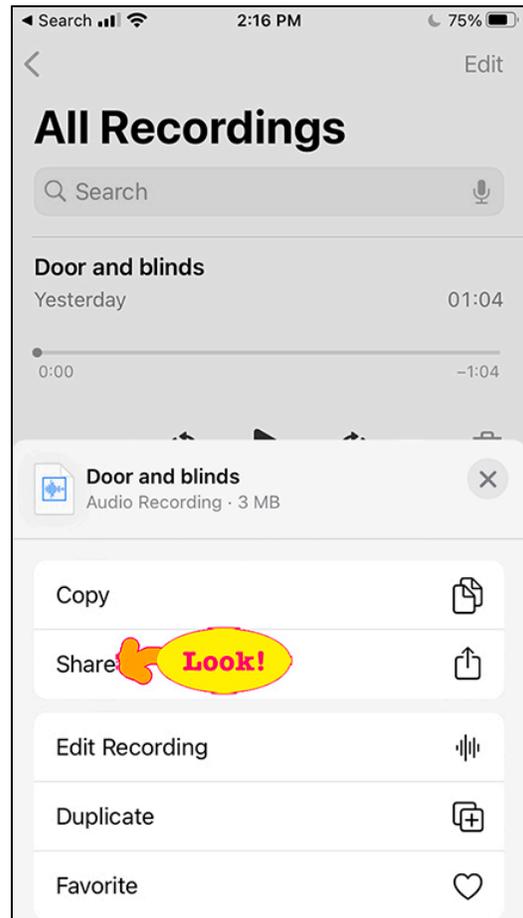
4. How to send your recording:

Find the three dots under the left edge of your recording: ↓



*Bonus fact: those three dots are called the **Meatball Menu**. I am not making this up.*

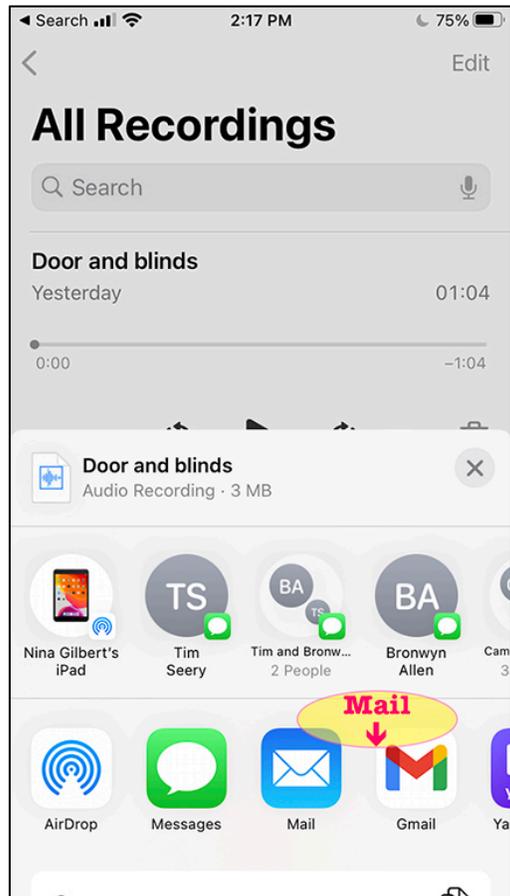
Touch the three dots, and one of your options will be **share**. ↓



Choose **share**, and continue to the next page to see what to do next.

Choose your email app from the icons along the bottom of your phone screen: ↓

(my phone also shows who I've been texting recently)



Your phone will open a new email with your recording attached.

For our current project, you can address your email to me: ninagilbert@gmail.com

Add a subject line if you'd like, and add a note (by typing in the email) telling me what it is.

That's it! Only six pages of instructions!

Have fun with this project! I look forward to hearing your recordings.

Extra notes

- I will edit what you send me. So don't worry about gaps, repetitions, or glitches.
- Also, you can talk before or after your official sound—just don't talk while your sound is happening!
- If you get a sound you don't like and want to try again, you can say something like "Wait, don't use that, I can do better." You don't need to re-start!
- Spoken explanations are helpful!
- If you want to send me a test recording, just of yourself saying something like "Hi, this is a test, can you hear me?" that's fine.
- And I'm happy to answer questions! Enjoy your adventure!