

Memo-apps on your smartphone can be used to make relatively high quality recordings. You can edit the recordings directly on the smartphone itself or import them on your computer. Beneath, you will find a guide that is focused on the iOS system's 'Voice Memos', and we will guide you through the following things

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1. Opening Voice Memos

Use the memo app on your smartphone, computer or tablet. On Apple products the app looks like this:



2. Recording

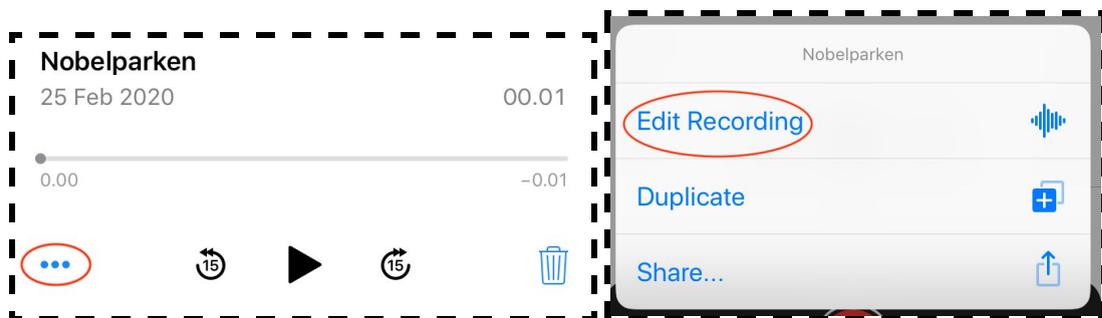
1. Click  in the bottom of the screen to start recording.
2. Stop recording by clicking .
3. On an iPad or Mac, click  to pause the recording.
4. When you click  your recording will automatically be saved.

You can access your recordings from any device that is signed on to the same iCloud account.

3. Editing the Voice Memo

3.1 Editing or deleting a part of your memo

1. Find the memo that needs editing. click , and next "Edit recording". On an iPad or Mac, choose the desired memo, then click "Edit".

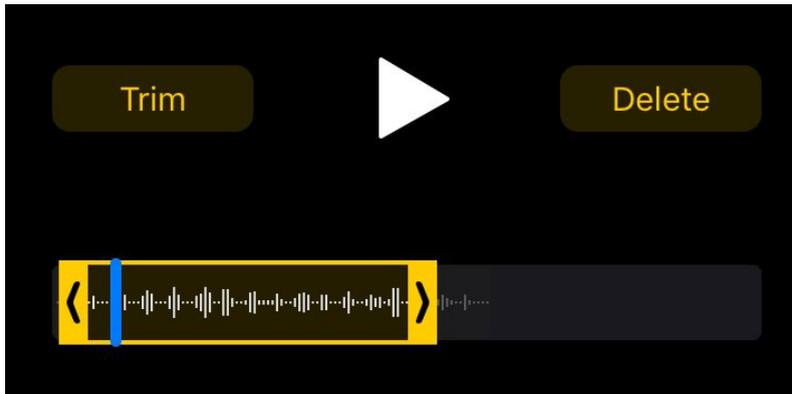


2. Click the icon . Yellow handles with arrows will appear at each end of the memo in the bottom graphic representation of your recording.

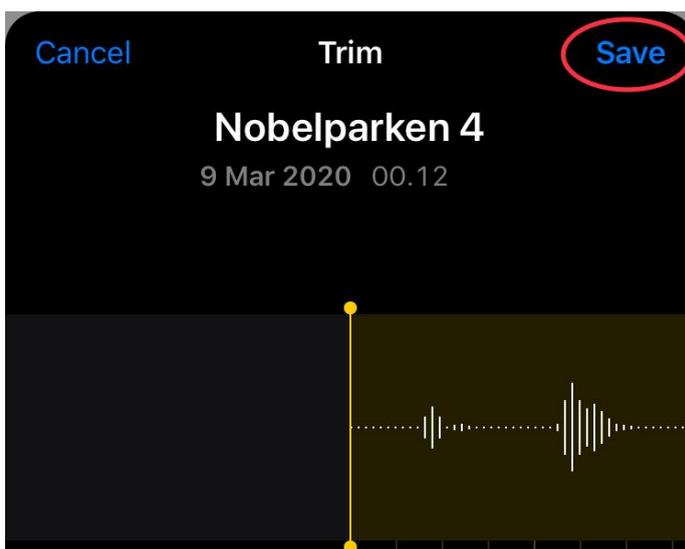


3. You can move the yellow arrows back and forth to include or omit parts of the recording.

When you are done trimming your recording click "Trim"



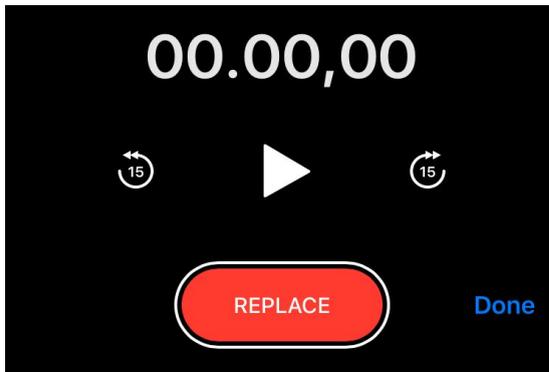
4. Press "Save", then "OK" if you have finished editing the memo.



3.2 Re-Recording a part of the memo

1. Iphone: Click on the memo you want to edit. Press , and then "Edit Recording".
Ipad/Mac: Choos on the relevant memo on your iPad or mac and then click "Edit".
2. Iphone: Slide the waveform left or right until the blue playback mark is placed at the beginning of the part you want to replace.
Mac: Place the playhead on the recording located at the bottom of the app a the spot you want to record again.

3. Press "Replace" to record over the existing memo.



4. Press , when you have finished recording.
5. Press "OK" to save.