45TH WORLD SMALL ANIMAL VETERINARY ASSOCIATION CONGRESS AND 26TH FECAVA EUROCONGRESS **VIRTUAL** 21-24 March 2021
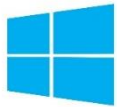
WSAVA/FECAVA VIRTUAL MEETING

How To Record Your Voice

We recommend using a computer with a headset attached to it, for example:

If you don't have a headset, and you are using the internal microphone of your computer please be close as possible to the laptop and talk in a clear and loud voice, please try not to move to much when you are recording to prevent volume difference during your recording.
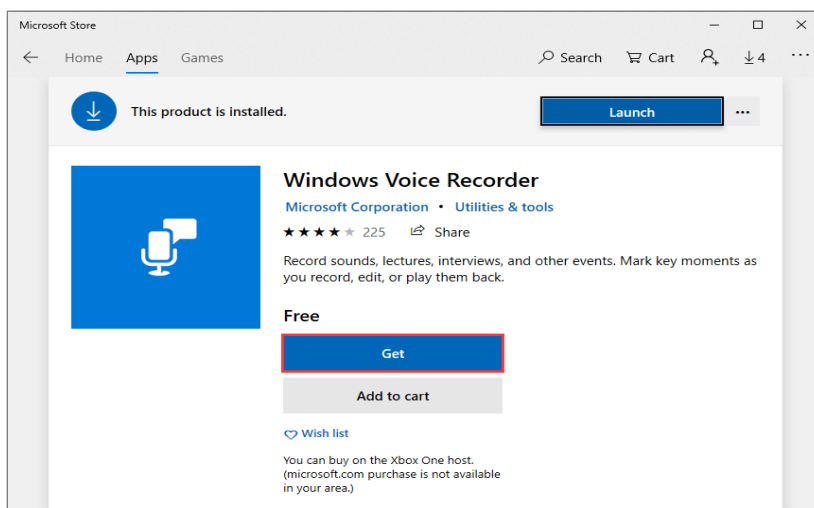
Using windows 10 computer to record

Windows 10

Step 1: Click **Start** and then select **Microsoft Store**.

Step 2: Search for **Windows Voice Recorder** and click the app in the search result.

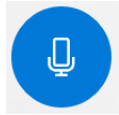**Step 3:** Click **Get** to download Voice Recorder.

Once you download Voice Recorder, it will be automatically installed. Then you can use it to record audio on Windows 10.
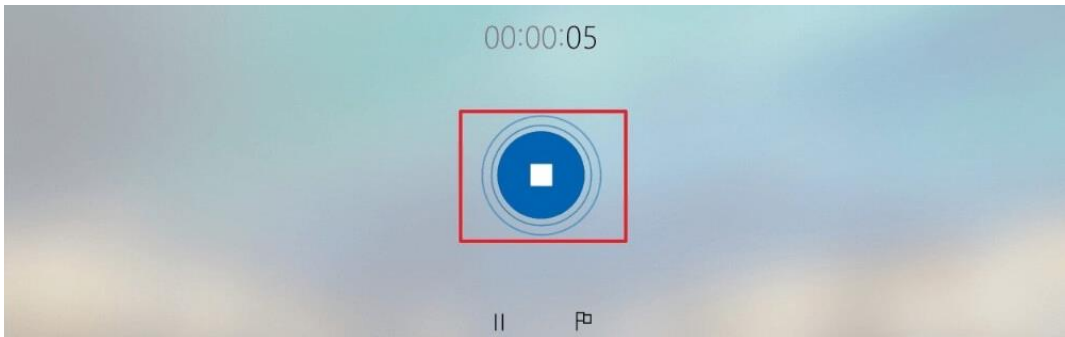
Link to download the app: https://www.microsoft.com/en-us/p/windows-voice-recorder/9wzdncrfhwkn?activetab=pivot:overviewtab

Step 4: To record sound from the computer, be sure to connect a microphone and follow these steps. Press on start and type **Voice Recorder** in the search box. Then click the app to open it.
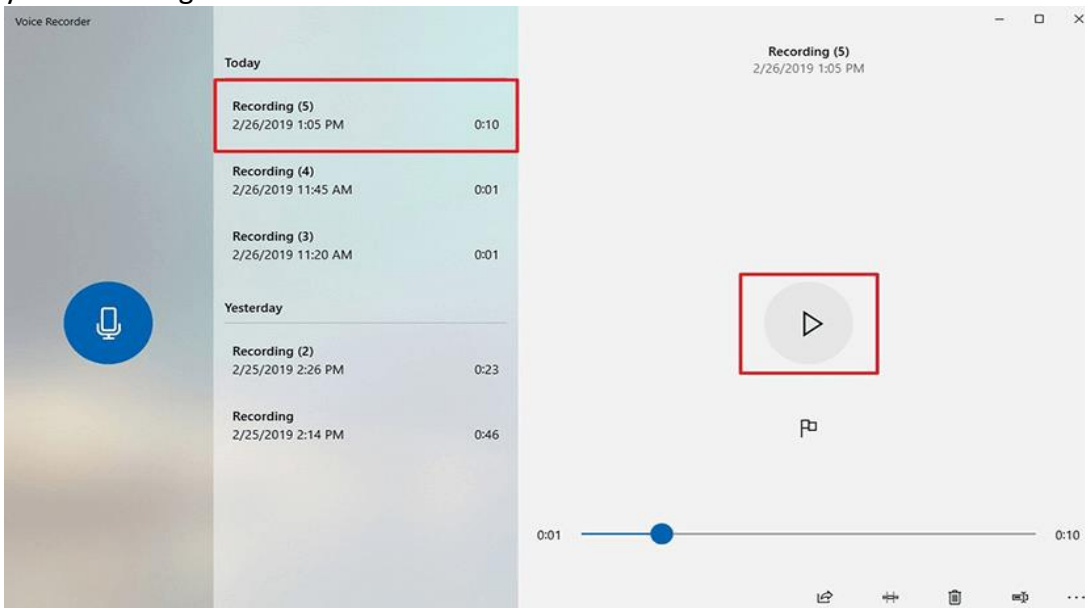
Step 5: Click **Record** button or press **Ctrl** + **R** to start recording.

Step 6: Click **Stop** button to finish recording when you have recorded all you need.

Step 7: In Windows Voice Recorder, all recordings will be listed in the **left panel**. When you need to play the audio you record, you just need to choose the one you want and click **Play** button to check your recording file.

Step 8: The audio file will be usually stored in the "Documents folder" → "Sound Recording"

You can also right click on the recording in the voice recorder app and choose "open file location" to find your audio file.

Using Mac computer to record

you can record any audio on a Mac from a microphone with this method, using either a built-in microphone or an external mic.

Step 1: Open QuickTime Player, found in the /Applications/ folder

Step 2: Pull down the "File" menu and choose "New Audio Recording"

Step 3: Click the red (o) Record button to start recording audio from the default microphone source*

When finished, hit the same button to stop recording sound

Go to the "File" menu and choose "Save", name the file and choose the output somewhere convenient

Another option of recording in Mac OS can be found here:

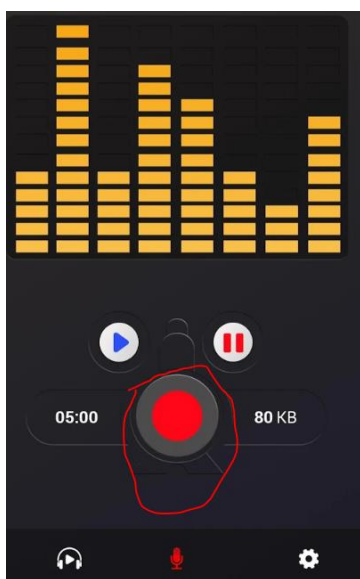https://support.apple.com/en-il/guide/voice-memos/vmaa4b813415/mac

Record with an android phone

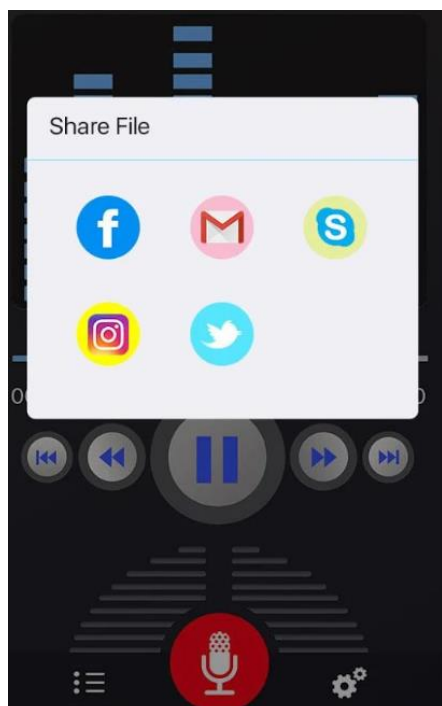This method should be used if the above method of using a computer can't be used.

To record using your phone you can use this app:
https://play.google.com/store/apps/details?id=com.media.bestrecorder.audiorecorder&hl=en_US

Press on the recording button to record your voice:

After you finish recording, we recommend to choose share file and send it to your own email.

Record with an Iphone/Ipad

Open the "Voice Memos" app located on the iPhone

Tap the red record button to start recording the voice or audio, when finished tap again on the same button to stop recording

When satisfied with the recording, tap on "Done"

Save the voice recording and give it a name

Share the Voice Recording from iPhone