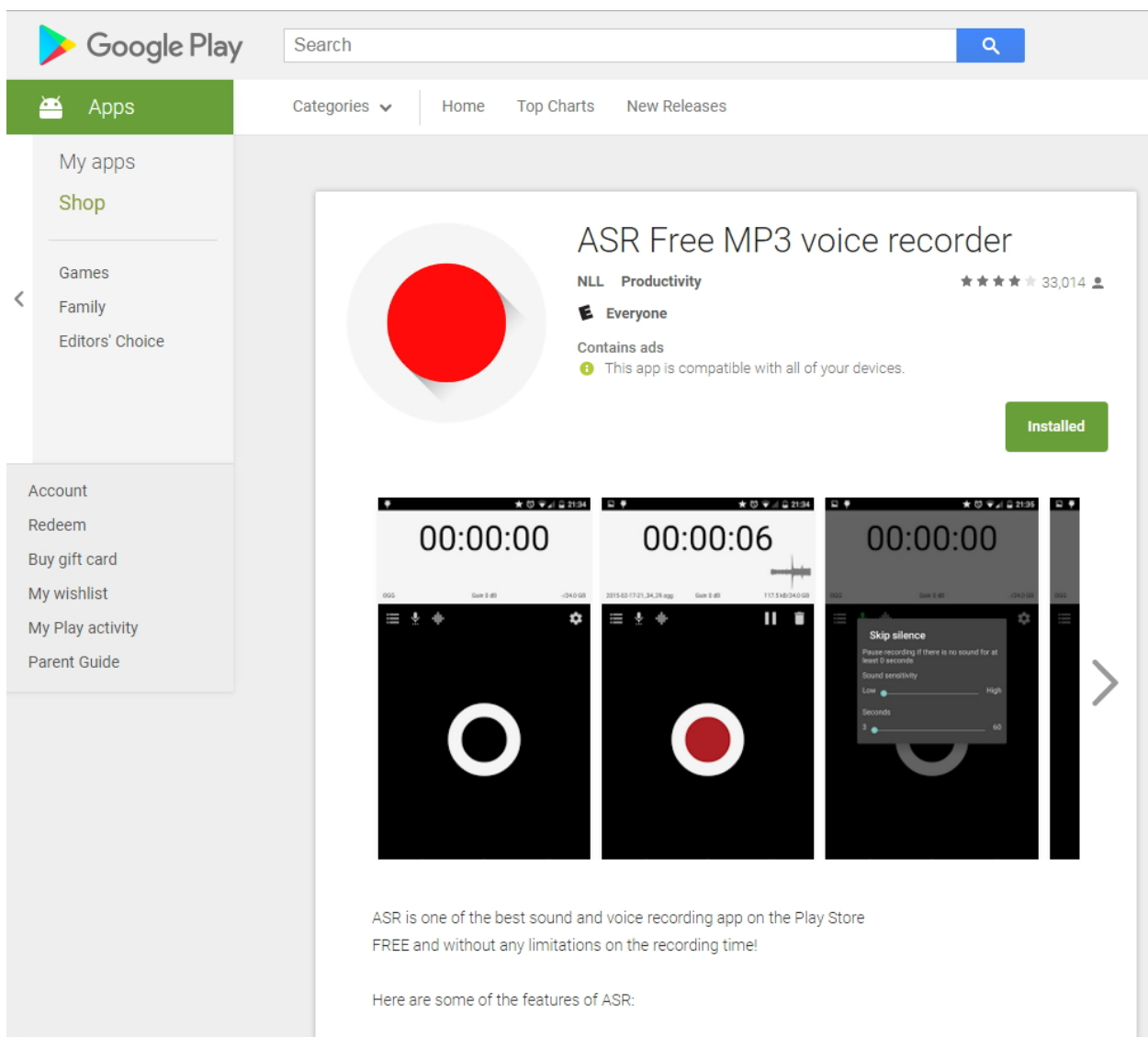


Recommended Voice Recorder for Android Phones & Tablets

Most all voice recorders work the same. You will have a button the screen you press once to start recording and then press again to stop. The program will then usually save the file automatically in a list that you can play back.

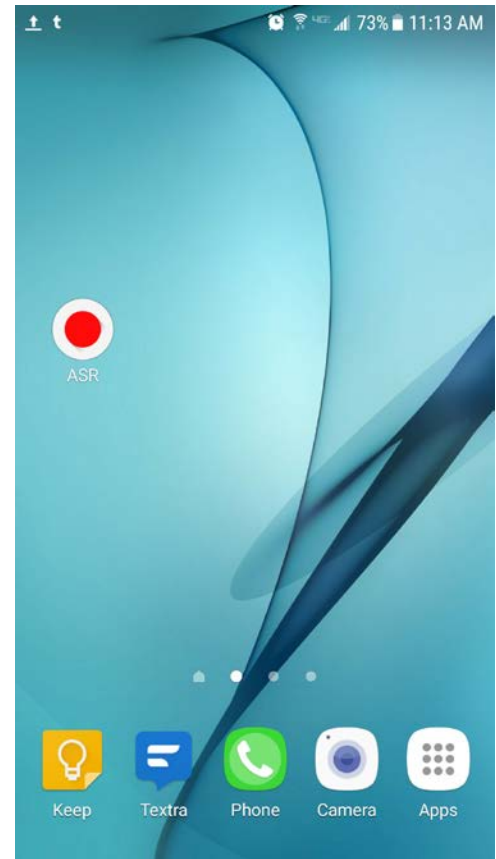
The following program is one I tested and it works well, but your phone may have its own built in recorder or you may find another app you prefer. This is just one example.

From your phone you'll open the Google Play store and search for "ASR Voice Recorder"



The screenshot shows the Google Play Store interface. At the top, the Google Play logo is on the left, and a search bar is on the right. Below the logo, there are navigation options: "Apps", "Categories", "Home", "Top Charts", and "New Releases". On the left side, there is a sidebar menu with options: "My apps", "Shop", "Games", "Family", "Editors' Choice", "Account", "Redeem", "Buy gift card", "My wishlist", "My Play activity", and "Parent Guide". The main content area displays the app "ASR Free MP3 voice recorder" by NLL Productivity. The app has a red circular icon, is rated "Everyone", and has 33,014 reviews. It is marked as "Installed". Below the app information, there are three screenshots of the app's interface: the first shows a timer at 00:00:00 with a white recording button; the second shows a timer at 00:00:06 with a red recording button; the third shows a "Skip silence" dialog box with settings for sound sensitivity and duration. Below the screenshots, there is text stating: "ASR is one of the best sound and voice recording app on the Play Store FREE and without any limitations on the recording time! Here are some of the features of ASR:"

After this program installs you'll see a red circle as the icon on your home screen with the label ASR.



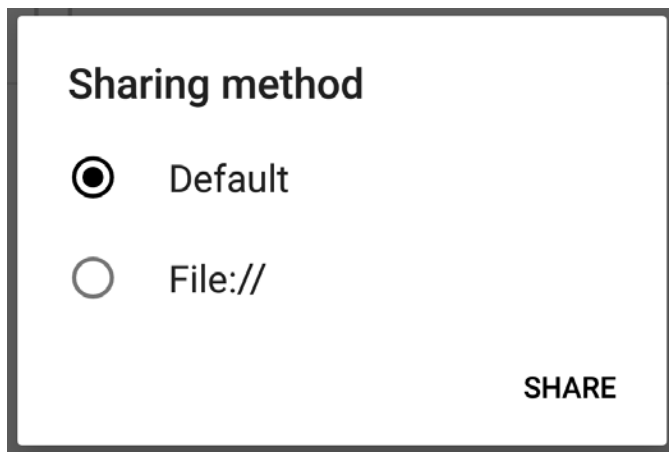
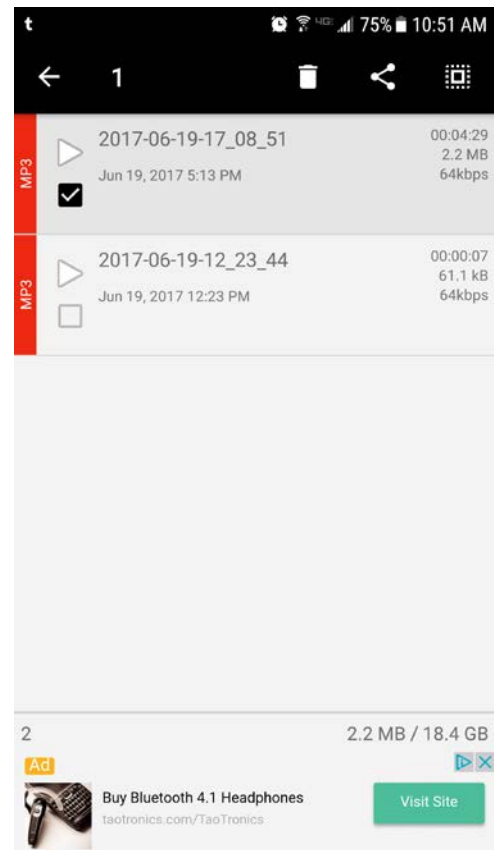
Once the app opens you'll see a white circle in the middle of your screen that you'll press to start recording. This program is free so you will see ads along the bottom but they should not interfere with recording as long as you don't accidentally click on that area.



While you are recording the white circle turns red and you will see a sound level graph display along the top of the screen to let you know if you are staying consistent in volume. If you make an error while recording and wish to delete the file you can simply press the trash can icon on the screen. It will if you're sure and you can click Ok to delete the file in progress and start over. Once you do have a recording you are happy with you can press the Red circle on the screen to stop and automatically save the file.

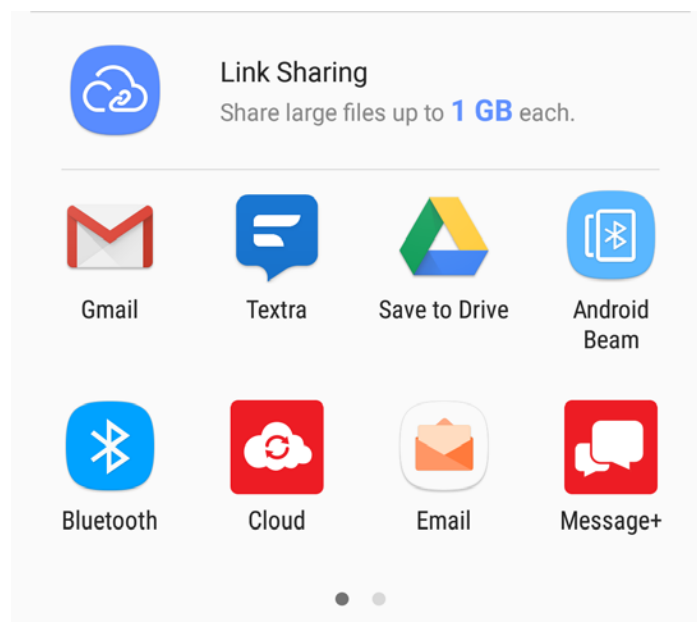
To access the saved files you will press the 3 lined "List" icon on the left corner of the black screen area. This will open the list of all your recordings so far.

Your files will be displayed in a list. You can click on any line to select a file. To play the file you will press the triangle button, to delete the file you will press the trash can icon, or to share the file with our technology office for uploading you will press the icon that looks like a Less Than symbol. A screen will pop up asking if you would like to share the "Default" method or by moving the file. Just leave the default method selected and hit Share.



The next screen that opens will give you many options of how to share your files. Your own phone may have some different options than what are shown here, but the main ones you will likely use are Gmail and Save to Drive. If you want to keep a copy of these files in your Google Drive you can click to upload them directly from your phone. You can then open your Google drive on your computer and then share them with Technology. Or you can choose Gmail to attach the file to an email message and send it directly to us.

You will be warned if the file is larger than 20 mb you will see an error message when trying to use Gmail so you will then need to save to Drive first.



If you have any problems recording your files or sharing them afterwards just let us know.

Helpdesk@lakeland272.org

ext. 1400

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