

Before You Start Recording

Choose a Quiet Room

Audio quality matters more than video quality.

Select a room that is:

- Quiet and private
- Away from TVs, hallways, or loud equipment
- Free from background music or announcements

If possible:

- Close doors and windows
- Turn off TVs



the Living Legacy Project



Position the Phone Properly

Good audio depends on distance from the speaker.

Best placement:

- Phone 2–3 feet from the resident
- Place the phone on a table or stable surface
- Point the microphone toward the resident



Recording on iPhone (Audio)

iPhones have a built-in app called Voice Memos.

Steps:

1. Open the Voice Memos app
2. Tap the red record button
3. Begin the conversation
4. When finished, tap Stop
5. The recording will automatically save

Recording on Android (Audio)

Most Android phones include a Voice Recorder or Recorder app. If not, download Google Recorder from the Play Store.

Steps:

1. Open the Recorder app
2. Tap Record
3. Begin the conversation
4. Tap Stop when finished
5. Save the file

No need to rename the recording, just upload it to the audio folder you've been given access to. And that's it!