THE BTS MEMORY PROJECT
COLLECTING AND SHARING THE STORIES AND VOICES
OF THE BANGOR THEOLOGICAL SEMINARY COMMUNITY

RECORDING INSTRUCTIONS
Below you will find a step-by-step guide to walk you through the setup and recording process. The quality of your recording may vary depending upon which recording option and/or equipment you use. Please take a few minutes to determine the best option for you.

No matter which method you use, you will need to 1) test your equipment, 2) record your story, and 3) send your file to The BTS Center.

Please click on the device you intend to use:
- **Mobile Device (Phone or Tablet)**
- **Desktop/Laptop Computer (Mac or Windows)**
- **Web Browser (Mac or Windows)**

(Note: If you plan to use an old-fashioned portable digital recorder, please refer to your user's manual.)

MOBILE DEVICES (Phone or Tablet)
Most mobile devices, including phones and tablets, feature both built-in microphones and recording software. They have essentially replaced the tape recorder. In fact, some professional journalists even use iPhones or similar devices to record broadcast radio interviews.

Most devices on the market include preloaded voice recording software of some kind, but if yours does not, Apple's App Store and Google's Play store both offer voice recording software available to download free of charge.

Step 1: Choose Your Application
Explore your app options and choose which one you will use. (If you have the time and wherewithal, try out a few different apps. Most basic versions offer the same features, but you may find some simpler to use than others.) Even if you limit yourself to free applications, you still have plenty of options.

Recommended for iOS:
Your Apple device may have the GarageBand app installed. If not, try Dictaphone or Voice Record Pro.

Recommended for Android: Cogi – Notes & Voice Recorder is just one of the very capable apps for this purpose available for free.

Step 2: Read the General Instructions Offered Above

Step 3: Locate Your Microphone
Locate the microphone on your mobile device and be aware of its position for optimal results. Microphones are located on either the top or bottom of most devices.

Step 4: Test the Equipment
Set the mobile device on a table approximately one to two feet away from your mouth. Press record on the device and speak your name, the date, and your location. Stop the recording, listen to the results, and either move on or troubleshoot any problem(s).

Step 5: Record Your Story
After a successful sound test, and after you have ensured that your device is fully charged (or plugged in), begin to record your story. (Don't forget to repeat the exact same series of recording steps that resulted in that successful test.)

Step 6: Wrap It Up & Send!
Conclude your story, save your file, and email to The BTS Center.

DESKTOP/LAPTOP COMPUTER (Mac or Windows)
This method requires two things: a microphone and recording software. If your computer is less than five years old, most likely it features a built-in microphone. (If possible, we recommend using an external microphone, which will result in a higher quality recording. That said, use of external microphone is certainly not necessary.)

Many computers also come equipped with audio software. If not, you can find great, user-friendly programs available for free online.

Recommended for Mac: Your Apple computer likely already has GarageBand installed. If not, visit the App Store.

Recommended for Windows: Audacity, available for all operating systems, is a great alternative to GarageBand.

Step 1: Choose Your Software
Mac: Check your Applications folder or use Spotlight (press Command-Space bar) to find GarageBand. (If you don't have GarageBand installed, you may be able to obtain it from the App Store for free. If not, Audacity is a great option for Mac users, too.)

Windows: Depending on your version of Windows, you may or may not have recording software installed. If you lack it, download Audacity for free at http://audacity.sourceforge.net/download/.

Step 2: Read the General Instructions Offered Above

Step 3: Locate Your Microphone

If you are using a built-in microphone, be aware of its location for optimal results. (You may need to refer to your user manual). If connecting an external microphone to a computer, you may need to change the audio settings in the System Preferences (Mac) or Control Panel (Windows).

Tip: if you have questions about microphones, this website may be helpful.

Step 4: Test the Equipment
Make sure that the microphone is approximately one to two feet away from your mouth. Press record, speak your name, the date, and your location. Stop the recording, listen to the results, and either move on or troubleshoot any problem(s) you may have encountered.

Step 5: Record Your Story
After a successful sound test, and after you have ensured that your device is fully charged (or plugged in), begin to record your story. (Don't forget to repeat the exact same series of recording steps that resulted in that successful test.)

Step 6: Wrap It Up & Send!
Conclude your story, save your file, and email to The BTS Center.

WEB BROWSER (Mac or Windows)
In order to record your interview using your computer and web browser, you need to have either a built-in microphone or an external microphone attached to your computer. If you are using a built-in microphone, be aware of its location for optimal results (you may need to refer to your user manual).

You also need the latest Adobe Flash installed in either Internet Explorer, Firefox, or Chrome. If you do not, your computer and browser should prompt you to perform an update and guide you step-by-step to do so.

Step 1: Choose a Website
To record your story using your browser, visit a website like vocaroo.com.

Note: You may find another website more to your liking, for example: speakpipe.com/voice-recorder. If you encounter problems, try accessing the website from a different browser.

Step 2: If Asked to Do So When Attempting to Use the Recording Website, Click "Allow" to Run Flash

Step 3: Read The General Instructions Offered Above

Step 4: Locate Your Microphone
If you are using a built-in microphone, be aware of its location for optimal results. (You may need to refer to your user manual). If connecting an external microphone to your computer, you may need to change the audio settings in the System Preferences (Mac) or Control Panel (Windows).

Tip: if you have questions about microphones, this website may be helpful.

Step 5: Test the Equipment
Make sure that the microphone is approximately one to two feet away from your mouth. Press record on the Website, and then speak your name, the date, and your location. Stop the recording, listen to the results, and either move on or troubleshoot any problem(s) you may have encountered.

Step 5: Record Your Story
After a successful sound test, begin to record your story. Make sure that your desktop or laptop computer is plugged in. (Don't forget to repeat the exact same series of recording steps that resulted in that successful test.)
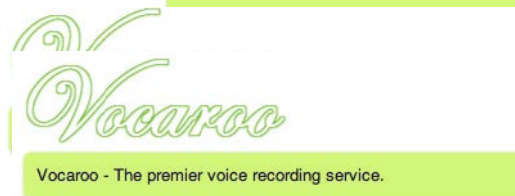
Step 6: When Ready, Stop Recording
When you have finished recording your story, select "Click to Stop"

Step 7: Listen to the Recording and Decide Whether You Like It
Once you are all set with what's been recorded, select "Click here to save."

Step 8: Download Your File
Vocaroo.com and similar websites provide you with several Save & Share options, but the most straightforward method is to click the

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email icon and follow the onscreen prompts or to right-click "MP3" and from the context menu select "Download File" or "Save File."

The file will be automatically downloaded to your browser's specified folder. Check your download manager for more info.

Step 6: Send the File to BTS
Now simply navigate to the file and email to The BTS Center.