

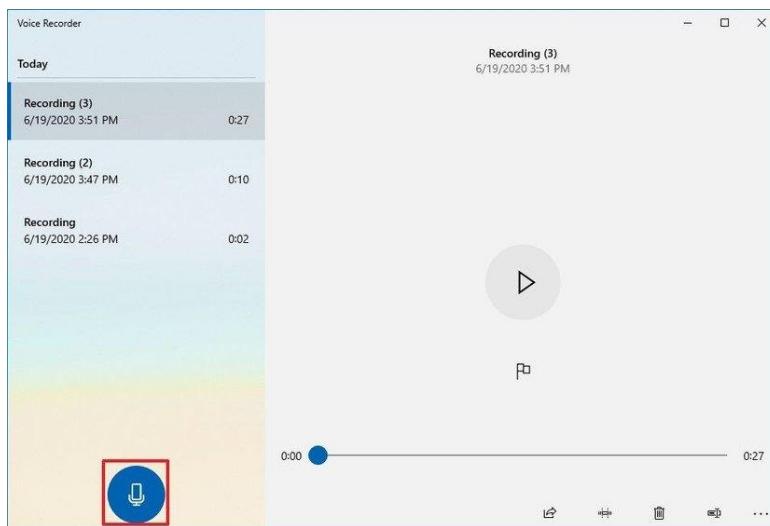
# Voice Recording on Windows 10: How to use the Voice Recorder app

Voice Recorder is a straightforward application to record audio. You only need a microphone.

## Recording audio:

To record audio on Windows 10, make sure the microphone is connected (if applicable), and use these steps:

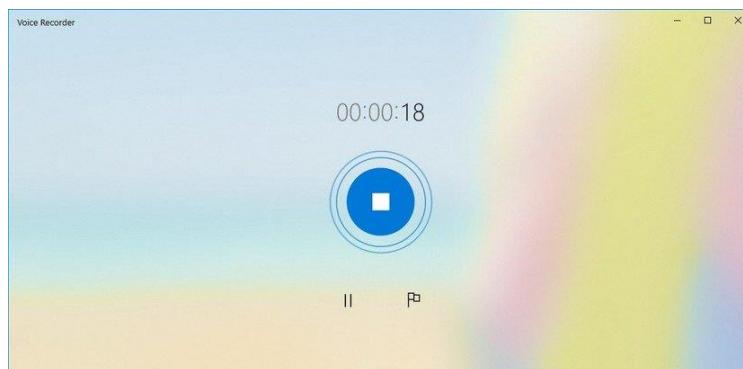
1. Click the Window/Start button in the bottom left corner of your screen.
2. Scroll down to locate **Voice Recorder** in app list.
3. Click the **Record** button.



4. (Optional) Click the **Flag** button to add a marker to the recording.

**Quick note:** This option won't interrupt the audio recording, but when editing the track, you can quickly jump to important parts of the recording.

5. (Optional) Click the **Pause** button to stop recording without terminating the session. (This option will keep the recording in a single file.)
6. Click the **Stop** button to end the voice recording.

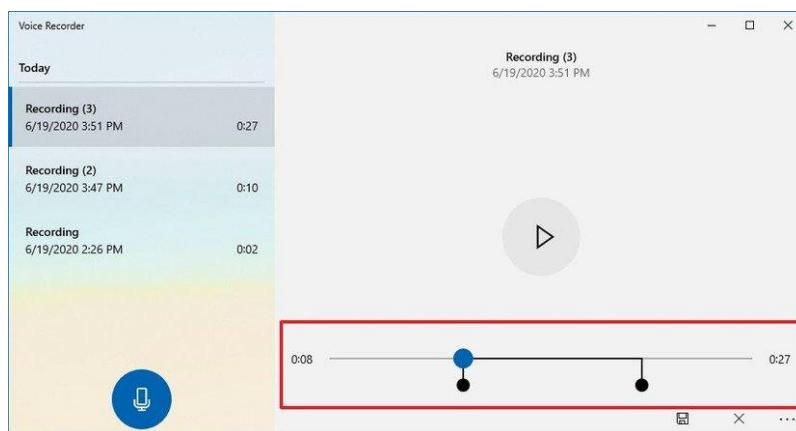
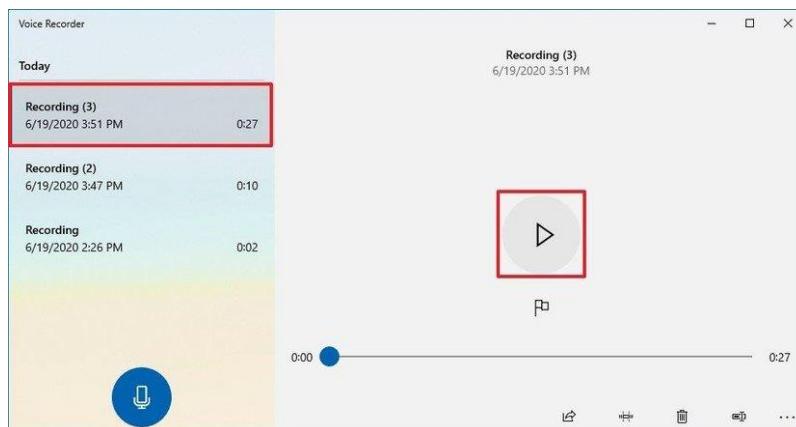


Once you complete the steps, the audio will save automatically using a **.m4a** file format in the "Sound recordings" folder inside the "Documents" folder.

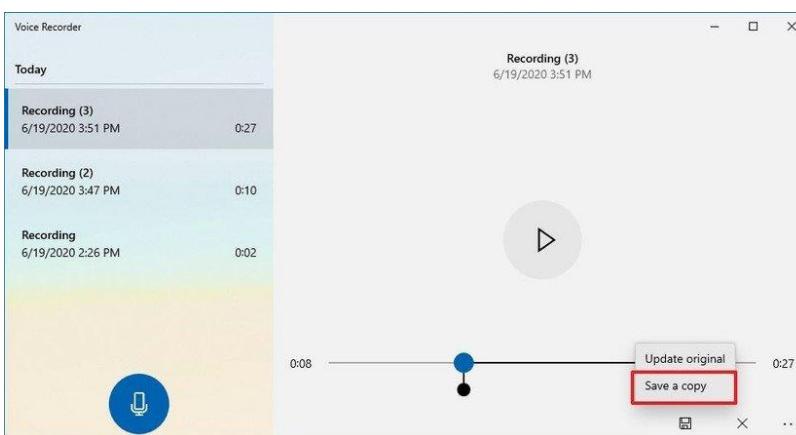
## Playing audio recordings:

To play previously recorded audio tracks on Windows 10, use these steps:

1. Open **Voice Recorder**.
2. Select the track from the left pane.
3. Click the **Play** button to listen to the recording.



4. Click the **Save** (floppy) button from the bottom-right corner.
5. Select the **Save a copy** option (recommended).



After you complete these steps, you'll end up with a shorter version of the file.

## Renaming audio files

Although the app saves every voice recording file automatically, it uses generic names, which isn't convenient to keep your recordings organized.

To add a more descriptive name to your recordings, use these steps:

1. Open **Voice Recorder**.
2. Select the recording from the left pane.
3. Click the **Rename** button in the bottom right corner.
4. Type a descriptive name for the file.
5. Click the **Rename** button.



Once you complete these steps, the audio recording will be saved with the name you specified in the "Sound recording" folder inside the "Documents" folder.

## Uploading your audio file to Buzz?

Buzz currently will accept .mp3, .avi, .mov, .mpeg4 audio file formats.

Before uploading to Buzz, convert your .m4a audio file to .mp3 using the steps below:

1. Click **Start/Windows button** and open VideoLAN's **VLC media player** from the app list (if not found, it can be downloaded at school using **Software Center**).
2. Click on **Media > Convert/Save**.
3. Click **+Add**.
4. Browse and open your video file (unless saved elsewhere, look in **Documents>Sound Recording**).
5. Click on **Convert/Save**.
6. Under **Settings**, in Profile box, choose **Audio – MP3**.
7. Under **Destination**, hit **Browse** and select where you would like the file saved and give it a new name.
8. Click **Save**, then **Start**.
9. Navigate to the destination folder to access your converted audio file.