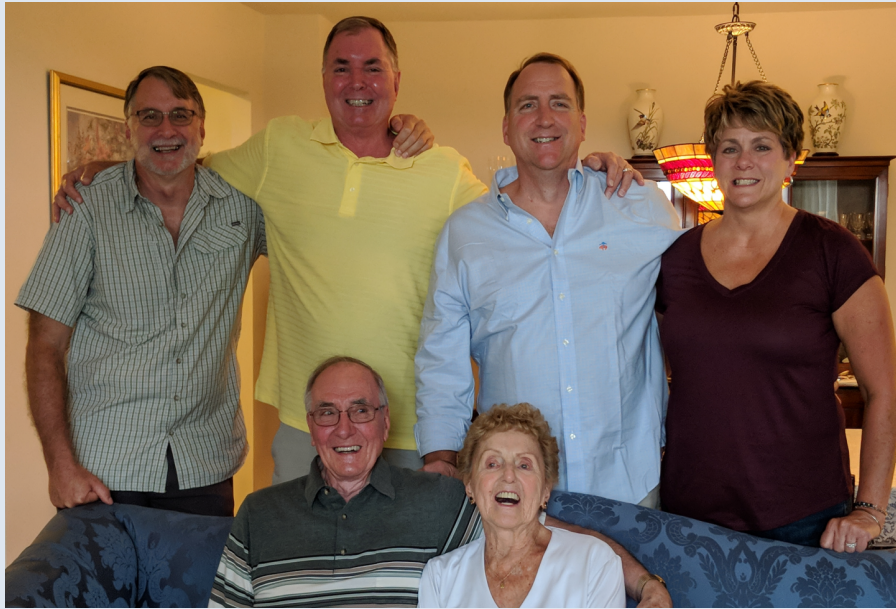


Preserving Family Stories



Oral History on Your Smartphone (or Tablet!)



Capture & Share Your Family Stories

- Install and Use **Easy Voice Recorder** to record family stories with your smartphone
- Install and Use **Dropbox** to share your recordings
- Do More: “Professionalize” your recordings
- A few other ways to record and share your stories

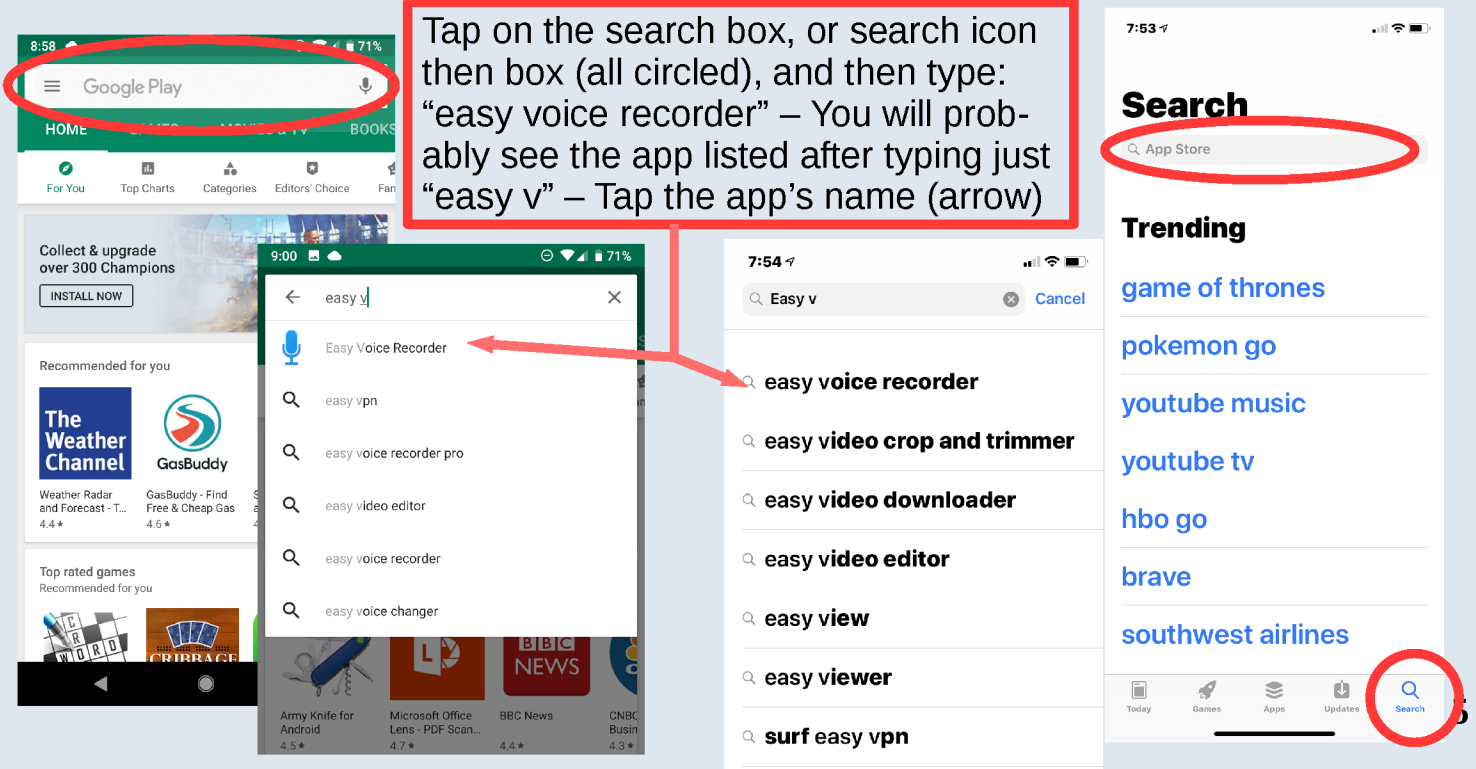
3

Some Notes About Installing These Apps

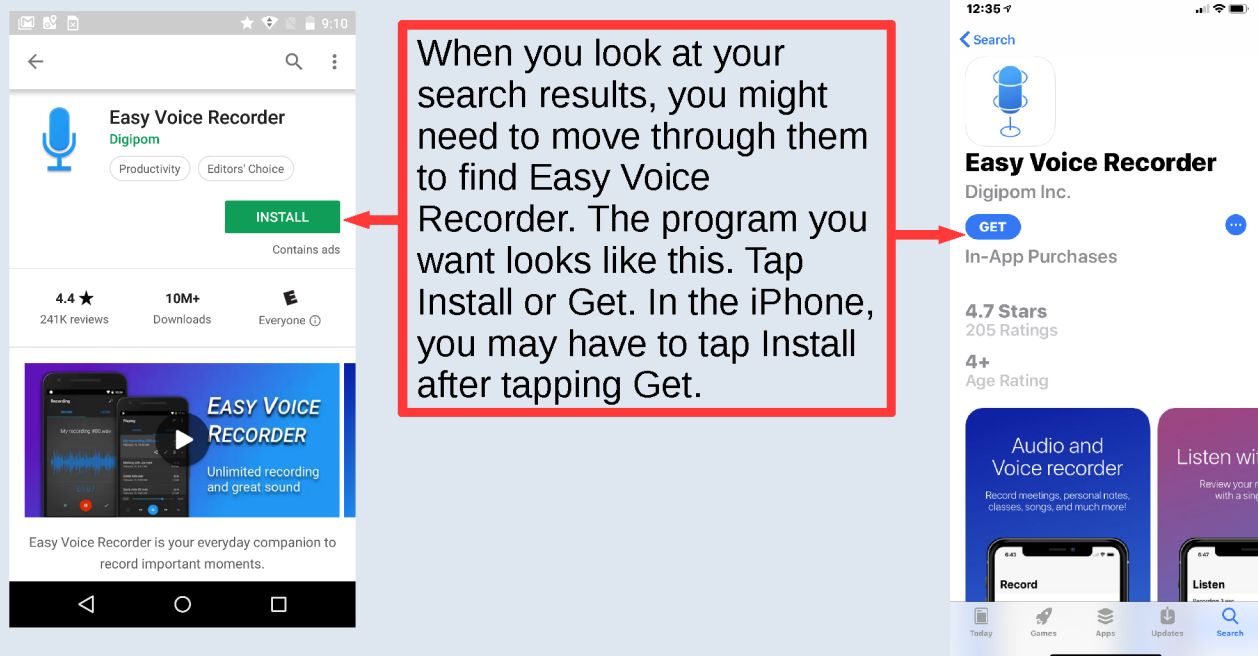
- Easy Voice Recorder and Dropbox, are free, but do have ads in the apps.
- In the following slides, iPhone is on the right, Android (Samsung, LG, Motorola, etc.) the left, unless only the iPhone or Android is shown.
- Your phone’s screen, depending on the brand and age of your phone, may look a little different, and the process may be slightly different, but the fundamentals are the same. Some of the screens that request your permission to allow this or that may occur in a somewhat different order, so it pays to read through the entire installation process before starting, so that you know what to expect no matter when it occurs.
- Not everyone will need all the details in the following slides, but these instructions are intended to be detailed enough to help a beginner get started with making recordings and sharing them.

4

Open the Play Store or App Store and:



Install/Get Easy Voice Recorder

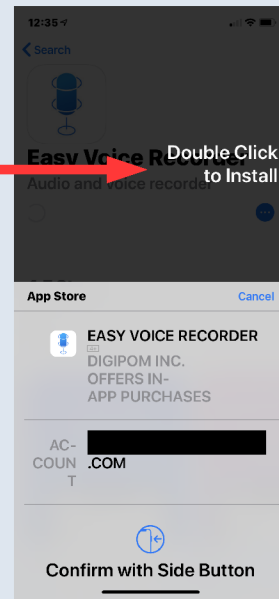


Confirmation Needed on iPhone

iPhone: Expect some extra verification steps.

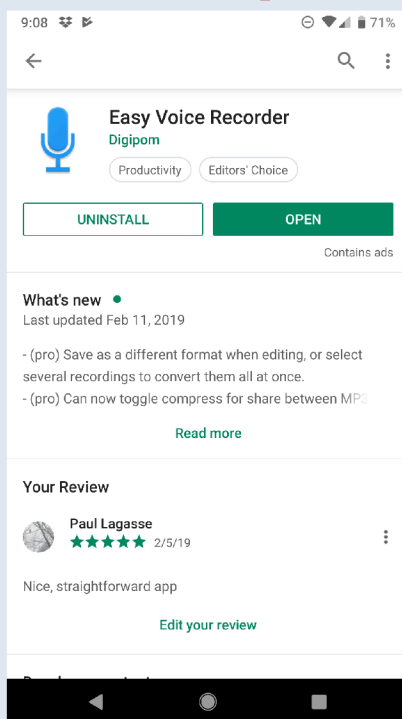
You may be asked to verify your identity by entering your password and signing in, or by using Touch ID or Face ID, depending on what have set up, or can set up.

If you have an iPhone with Face ID enabled, you may need to double-click the side button to confirm installing, as shown here.



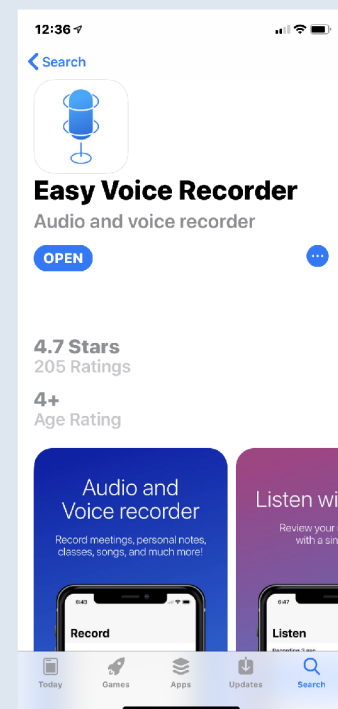
7

Running Immediately after Installing



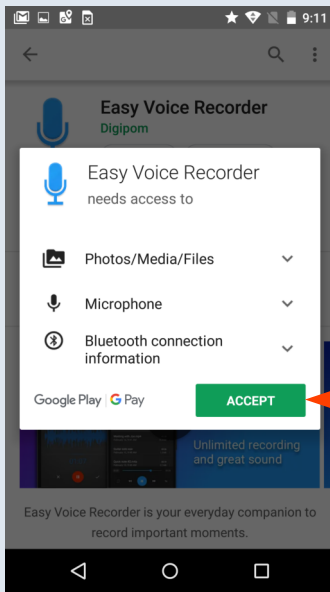
Tap "OPEN" to run the newly installed EVR (the app abbreviation I'll use to save space) from the Play Store or App Store after the installation is done. It's good idea to do this, so that you can finish setting up the app.

Otherwise, search for Easy Voice Recorder among your installed apps.



8

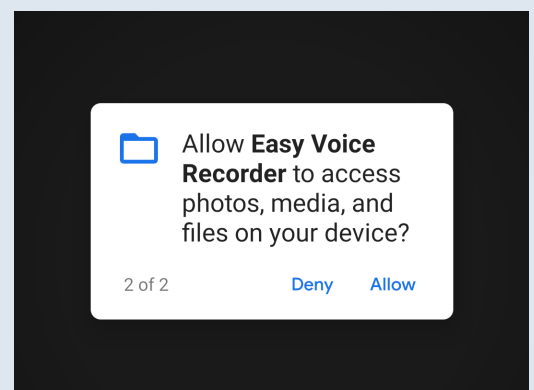
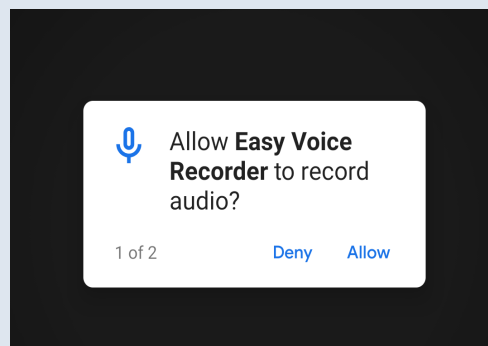
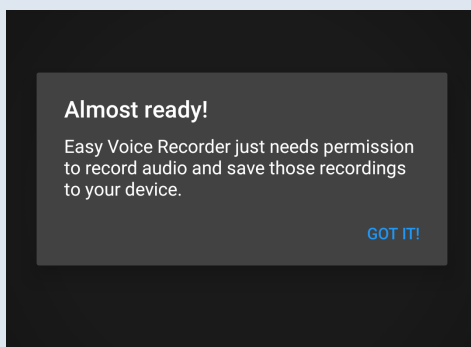
OK Access in Android (Version 1)



Android will ask you to OK microphone and other access. On an older phone it be on all on one screen like this. On a newer phone, it may look like the multistep process on the next slide.

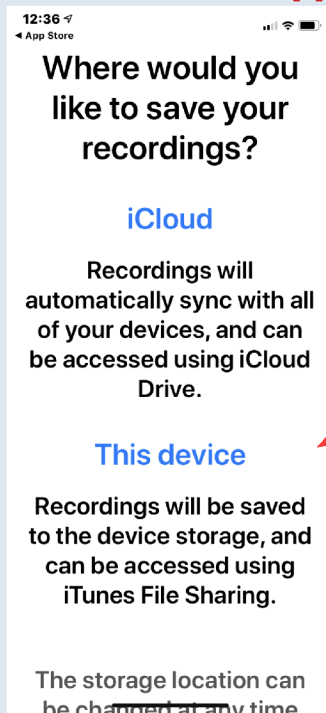
Tap **“ACCEPT”**
– you need to
do this for things
to work

OK Access in Android (Version 2)



Instead of one, simple screen containing several permissions that can be OK'd all at once, you might have to go through a series of screens, in which each permission needs to be OK'd separately.

If iCloud Storage Is Set Up in the iPhone, When You First Open EVR:



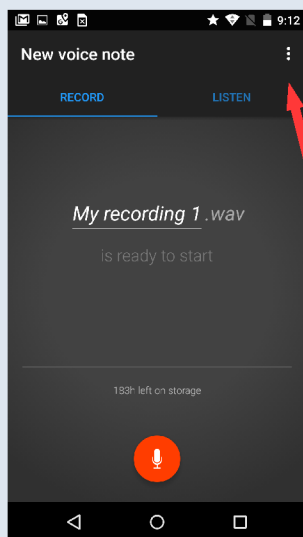
Tap **"This device"** to choose to save recordings to your phone – We will be using Dropbox, not iCloud, to share and save recordings off the phone.

However, if everyone you know has an iPhone and you all use Mac computers, feel free to choose iCloud. And even if the recordings are not now automatically saved to iCloud, you can set this up later in EVR's Settings, under Storage Location.

If you don't have the iCloud set up, you'll store the recordings on the phone by default.

11

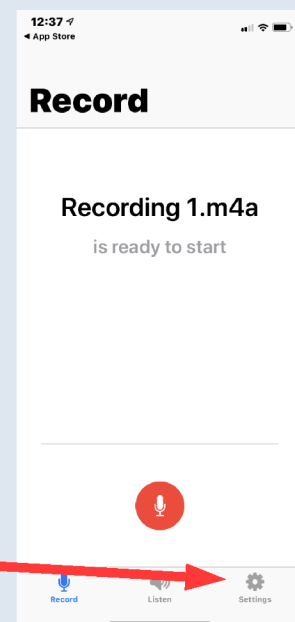
Settings Changes Before Using EVR



You now should be at the startup screen for EVR, which should be the "Record" screen – it has the red microphone icon. Before you make your first recording, make a few useful changes in your Settings.

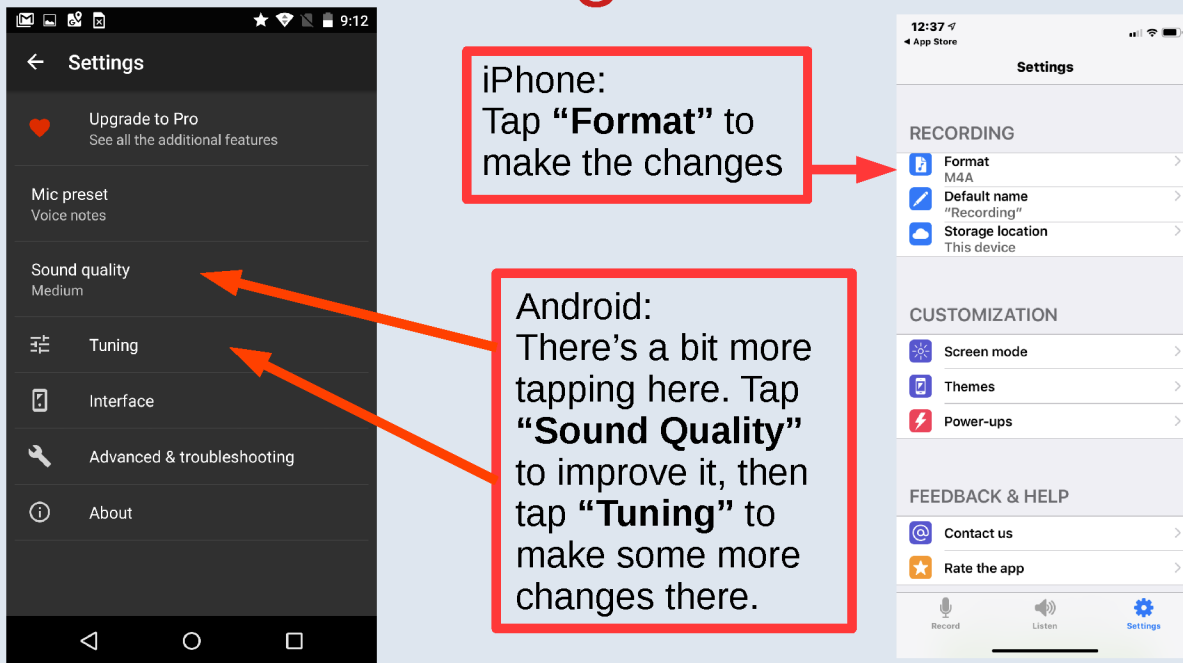
In Android, tap on the three-dot Menu icon and choose **"Settings."**

In the iPhone, tap on the **"Settings"** icon.



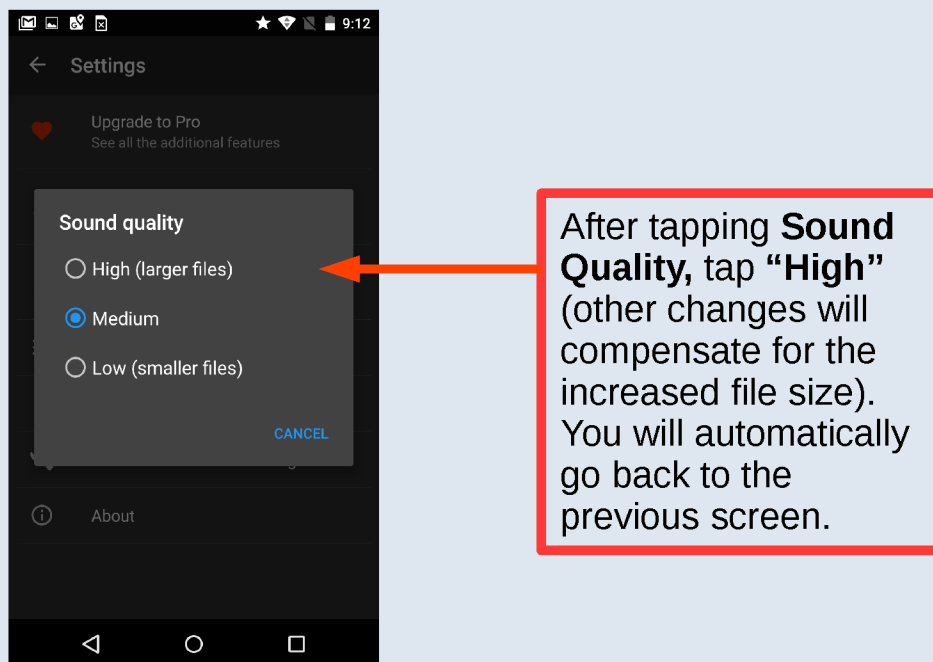
12

Settings Screen



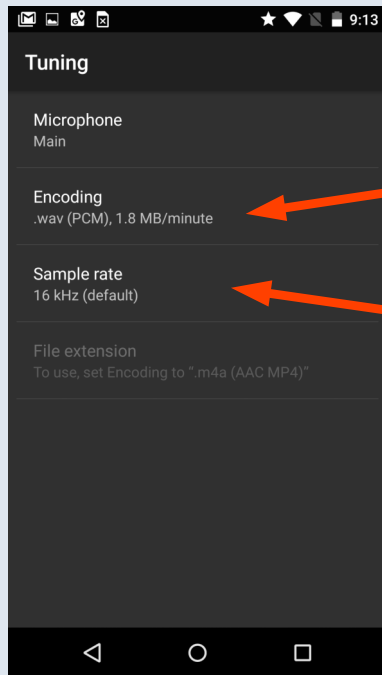
13

Android: Changing Your Sound Quality



14

Android: Tuning Settings – Before Changes

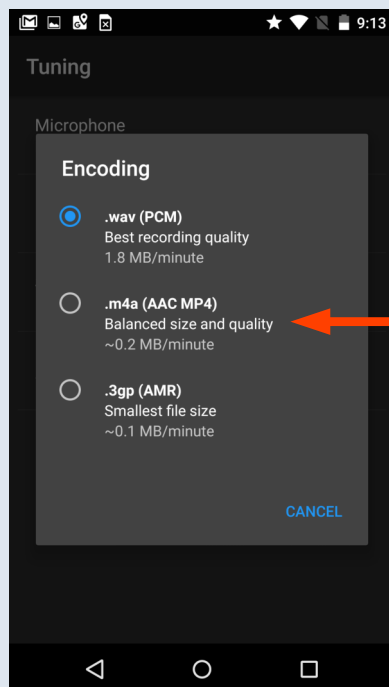


What you see after tapping "Tuning." Now you'll tap **Encoding** if it doesn't show ".m4a (AAC MP4)."

Then tap **Sample Rate** if it doesn't show "44 kHz (CD)."

15

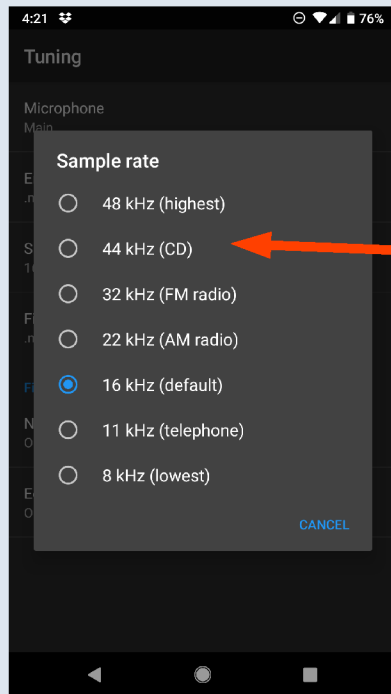
Android: Change the Encoding to ".m4a"



If ".m4a" was not already selected under "Encoding," after you tap "Encoding" you'll see this screen. Tap **".m4a"** for smaller, easier to share files. You'll then automatically go back to the previous screen.

16

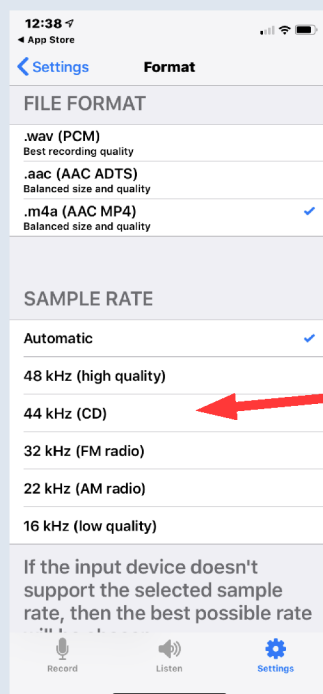
Android: Changing Your Sample Rate



If "44 kHz (CD)" was not already shown under "Sample Rate," after you tap on "Sample Rate" you'll see this screen. Tap "**44 kHz (CD)**" to improve your sound quality. You will automatically go back to the previous screen.

17

iPhone: Changes to Make under "Format"



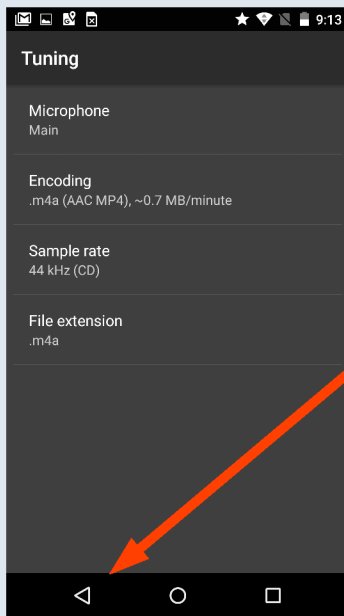
Select "**.m4a**" (if not already selected) for your FILE FORMAT.

Select "**44 kHz (CD)**" for your SAMPLE RATE

Unlike Android, the iPhone will not automatically return you to the prior screen after you have made these choices.

18

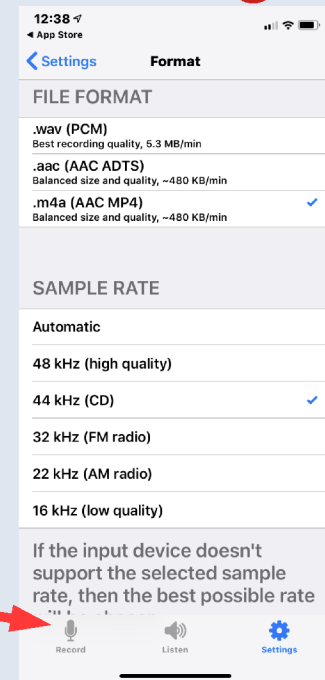
After You've Made the Changes



The Android "Tuning" or iPhone "Format" screen shows the changes you've made.

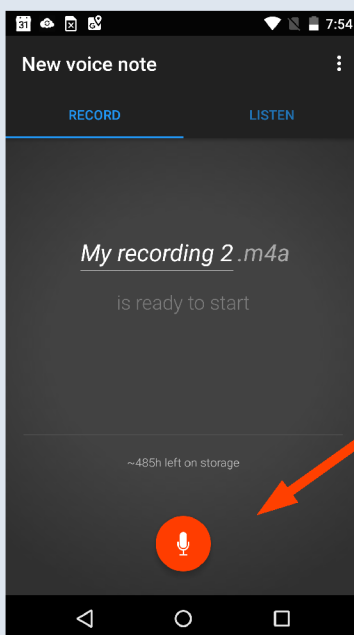
Android: The Back button returns you to the Settings screen; hit Back again to get to the EVR Record screen (◀ is the Back icon here, but your icon may look like ← or something else, and may be on the other side of the screen).

iPhone: The Record button will take you right to the Record screen – no need to go back to the Settings screen first.

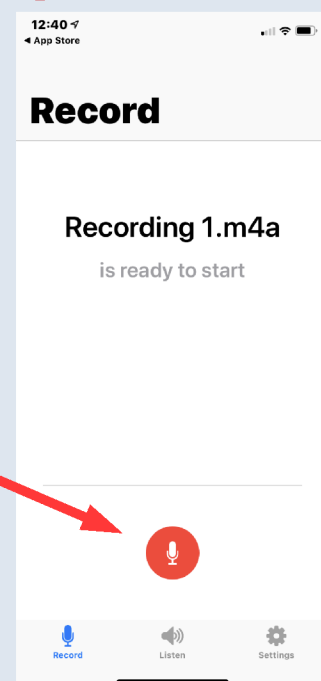


19

Start Recording

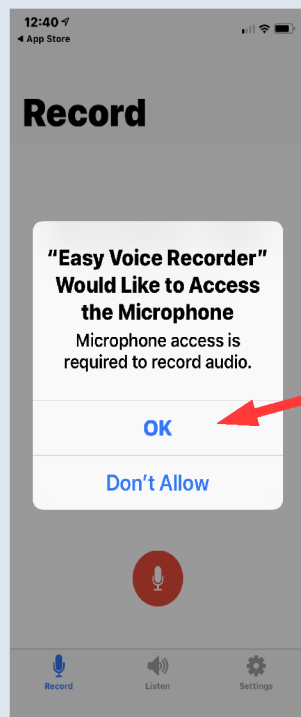


Press the Red Microphone Button to start recording



20

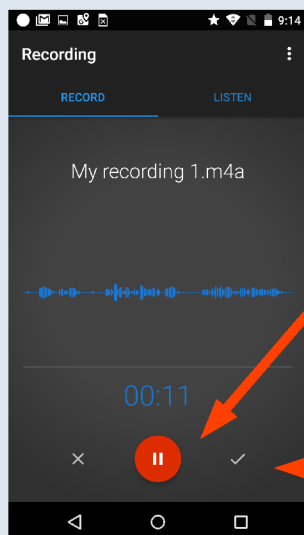
iPhone: Now You OK Mike Access



The iPhone's EVR has waited until now to get your approval to use the phone's microphone. Tap **"OK"** – You should only need to OK mike access the first time you record.

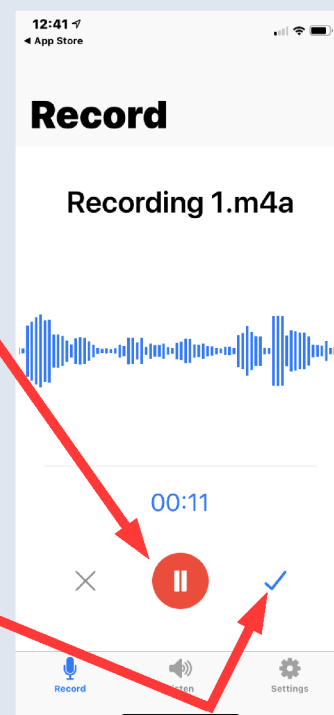
21

Recording in Process



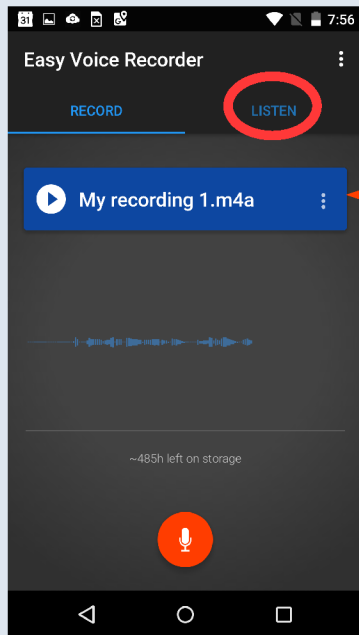
Press the Red Pause Button to stop and start recording (the button may then revert to the Microphone icon).

Press the Check Mark to save your recording when you are done.



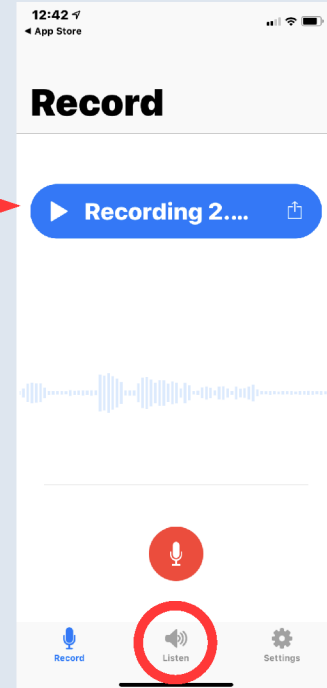
22

Playing Your Recording as Soon as You Are Done Recording



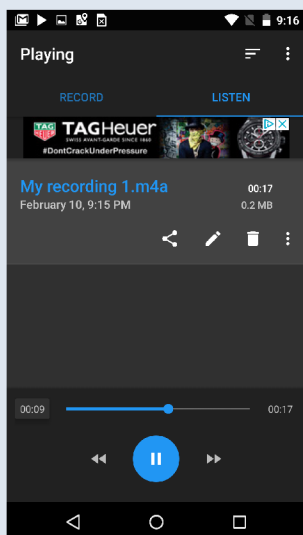
After you hit the check mark, you will have a brief chance to play and review what you recorded. The blue box will disappear after a few seconds, but the recording will be saved under “LISTEN” (circled).

Don't worry if the blue box goes away before you can do anything. It's probably easier to listen to, share, and delete your recordings on the LISTEN screen.



23

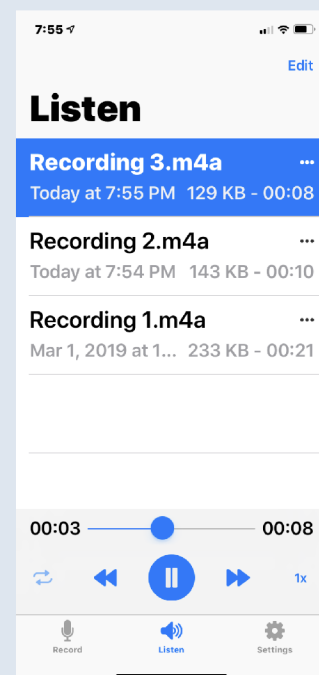
Playing Your Recording, continued



If you did manage to hit the Play button (▶) in that blue box, as the recording plays you will see a screen like this.

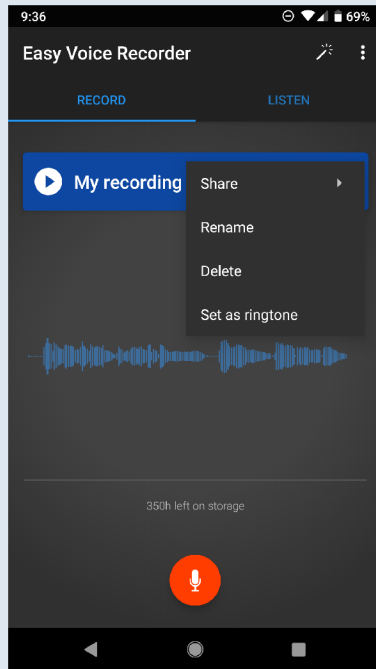
Android and iPhone have automatically switched you to the “LISTEN” screen.

Android shows icons to Share, Rename, Delete, and a 3-dot More Options Menu. The iPhone has all its options under the 3-dot Menu (here, that's to the right of the recording's name).



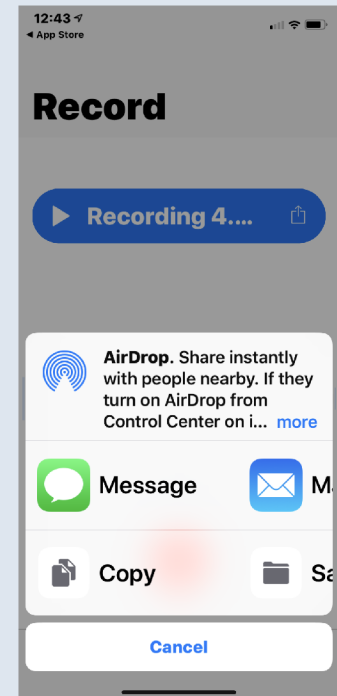
24

Share and Other Options as Soon as You Are Done Recording



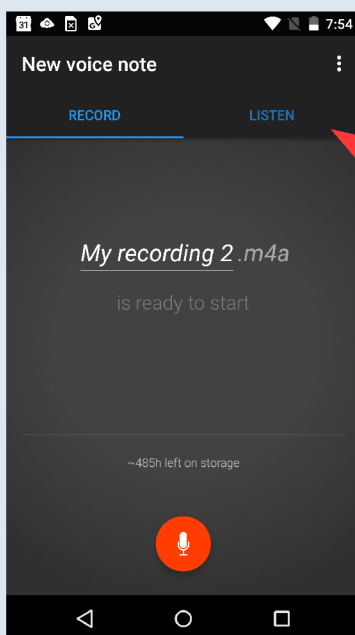
If you tap the right-hand side of the blue box, you will get a variety of options devoted to sharing, saving, deleting, etc.

These options are also accessible from the LISTEN screen, so there is no rush to try to access them here. We will discuss these options later. If you get to this screen by mistake, just tap the Back or Cancel button.

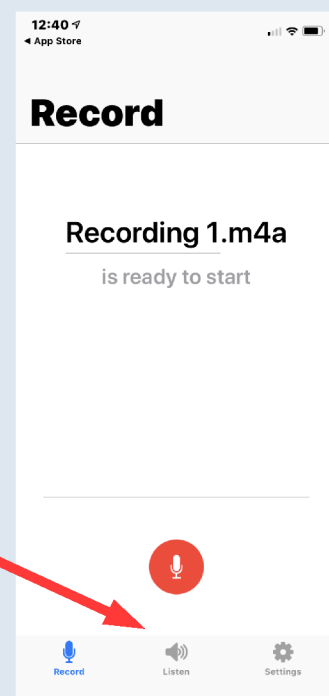


25

The LISTEN Screen

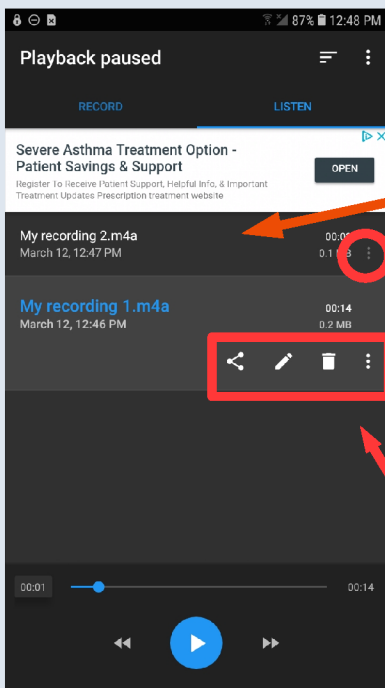


If you didn't react like a jackrabbit and listen to your recording as soon as you were done, or if you want to listen to a recording you made a while back, tap the **LISTEN** tab (Android) or icon (iPhone) to get to the LISTEN screen and the list of your recordings.

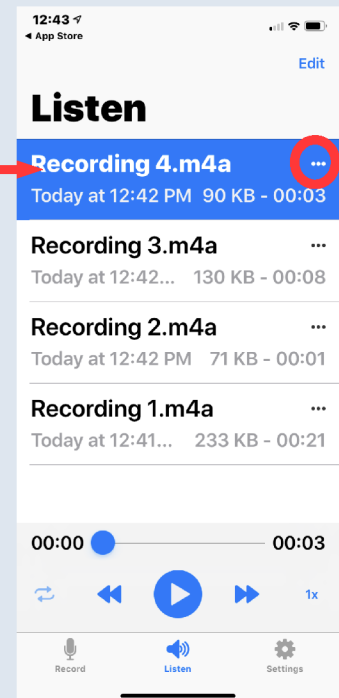


26

LISTEN: Playing Your Recording

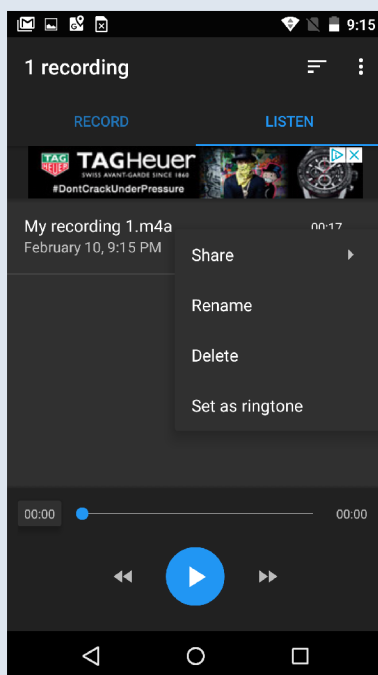


On the LISTEN screen, you will see all your recordings listed. Tap on a recording's name to play it. If a recording is highlighted, as with the top one on iPhone, or the bottom one on Android, tapping on the play button at the bottom of the screen will play the highlighted recording. Tap on the 3-dot Menu icon (circled) to the right of the recording's name to see other options. If the recording is playing or paused in Android, the Menu will automatically expand.



27

The (3-Dot) Menu for Each Recording

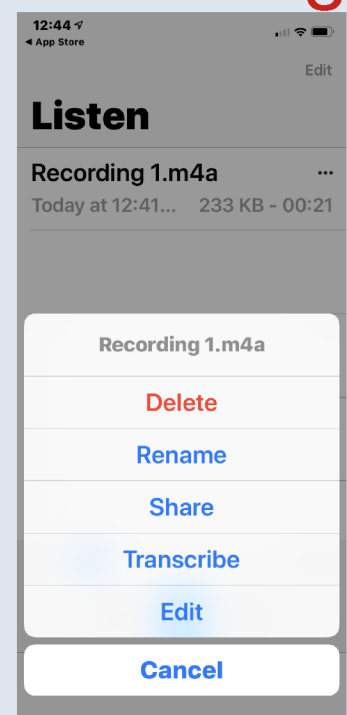


The options available after you tap on the 3-dot Menu icon.

Before we **Share** a recording, we will install Dropbox.

You want to be able to share your recordings so that you can back them up to Dropbox, if nothing else. It's also good to move some of them off your phone to save space.

It's not a good idea to have a single copy of a valued recording stored only in one place, especially if that place is a phone.



28

Some Notes on Making Recordings

- If you have an older iPhone and can't install Easy Voice Recorder, you can use the Voice Memos app, sometimes found in the Utilities or Extras folder (depending on your iPhone), to make recordings. And you can use this app on newer iPhones as well. For more info on it, you can search for "Use the Voice Memo App Apple Support" online.
- Practice using the EVR app a couple times before you attempt to use it to make a recording you plan to keep. Make your mistakes when they don't matter.
- If your recording session is planned, bring your phone charger with you. Though you don't need wifi or a cell signal to make a recording, you want to be prepared if your battery gets low.
- Choose a quiet spot for your chat.
- Put the phone, screen up, on table between you and the person you are talking with. Or prop the phone up so that it faces everyone who'll be talking. Don't sit far apart.

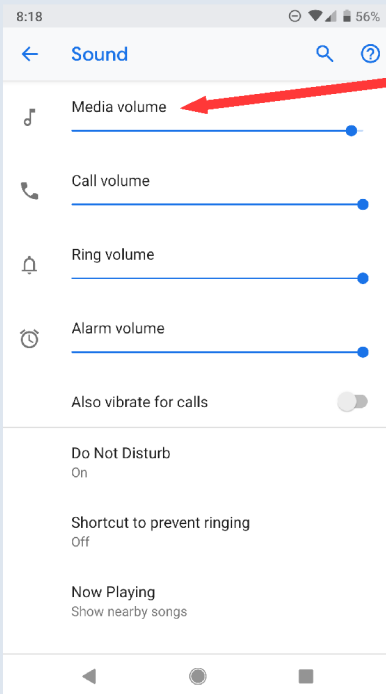
29

Some Notes on Making Recordings, continued

- As a sound test, make a brief trial recording with the people and in the place where you will be sharing stories, and play it back (turn your sound all the way up) before recording stories you want to save. Do this even if you have become experienced in using EVR.
- If your "sound-test" recording seems hard to hear, move closer to the phone, speak up when talking, and be quieter when someone else is talking. And, check your "Sound" settings in Android (next slide). If your Media sound setting is turned down compared to other sound settings, it may be making your recording seem quieter than it is.

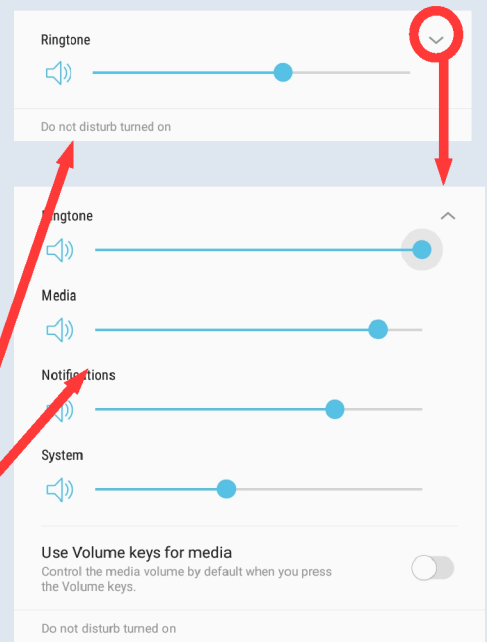
30

Checking Sound Settings in Android



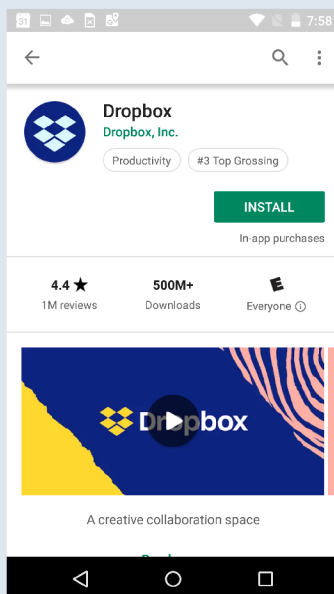
In some Android phones, if you go to your phone's "Settings" and choose "Sound," you will see a series of sliders, as on the left. Move the "Media volume" slider to the right to increase the volume of your recordings in playback.

Or, you may need to press on the volume key on the phone to see the Sound slider, then expand (circled button) that pop-up screen to see the Media sound slider.



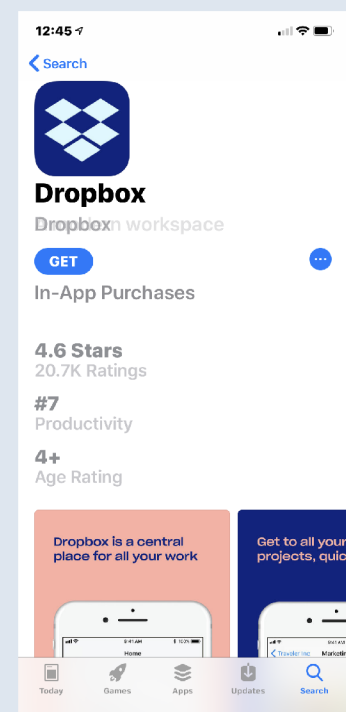
31

Share Your Recording: Get Dropbox



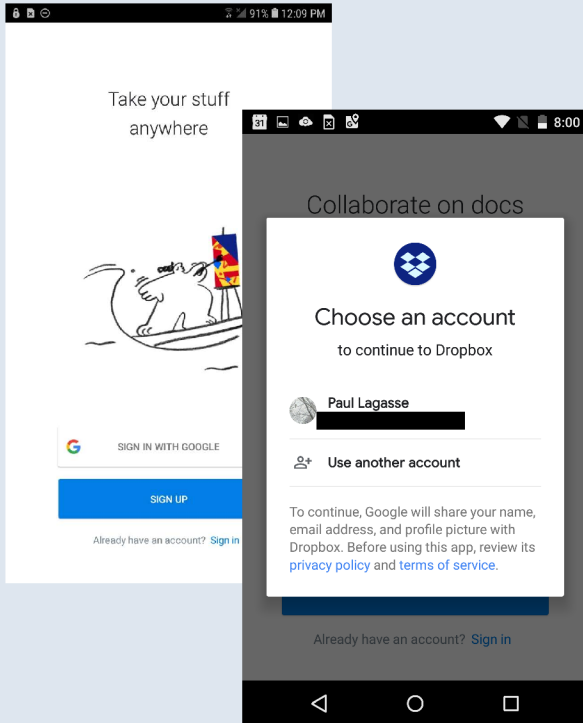
Search for Dropbox in the Play Store or App Store and if necessary scroll through the results till you find this app, then tap INSTALL or GET, and go through the installation steps, as you did with EVR. Then, OPEN Dropbox, to continue the set up.

You may have to clear your search for EVR from the search box before you can search for Dropbox.



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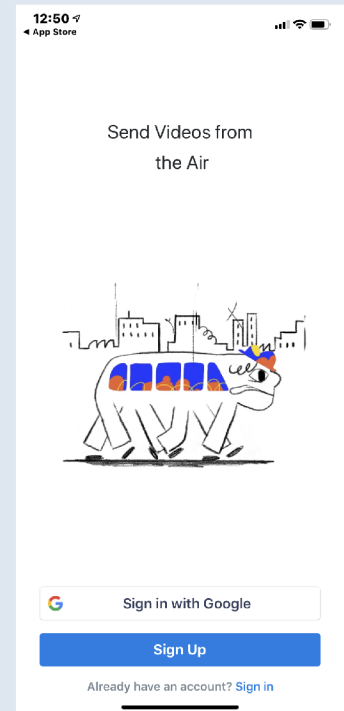
Create a Dropbox Account



In Android, you usually have a Gmail account. You can use it to set up your Dropbox account. Choose **“Sign in with Google”** to use your Gmail account and get to the screen shown on the left, then tap your Gmail account (blacked out here). In Android, doing this can be simpler than using another email address.

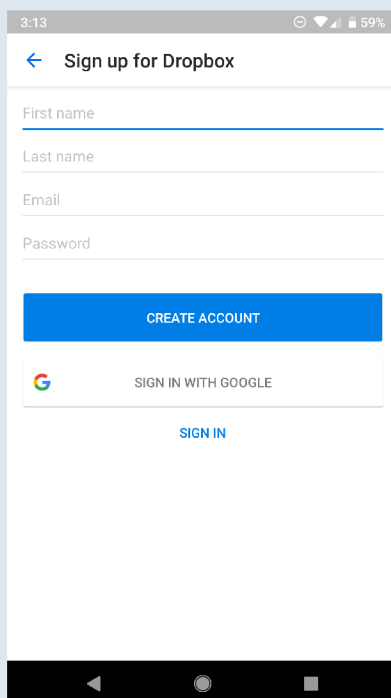
On the iPhone you can sign in with Google, too, if you have Gmail (right). But this process on the iPhone is about as complex as just doing **“Sign up.”**

Or you can tap **“Sign up”** (shown right and far left in blue) to create an account using any email address (next slide).



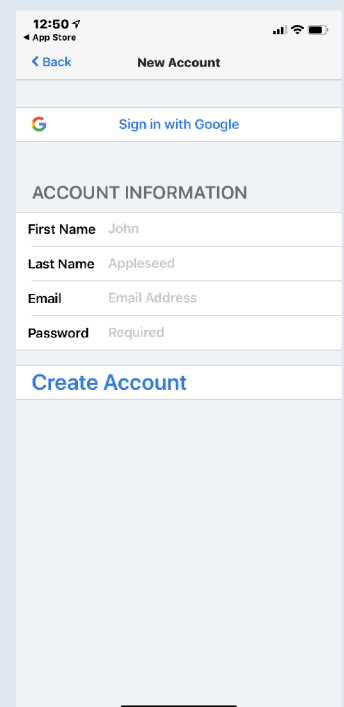
33

Create a Dropbox Account with Any Email Address



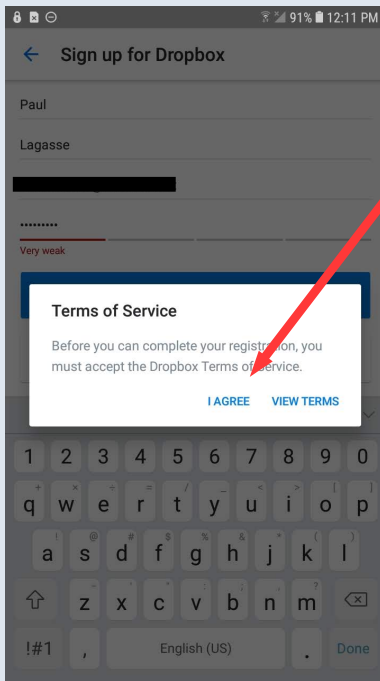
Fill in your First and Last names, an email address, and create a password for your Dropbox account. Tap “Create Account.”

Note: iPhone may automatically create a strong password and can remember it for you. This can be a problem if you later decide to install Dropbox on a Windows computer, because you will need to use the same password. If you want to create your own password, one you can remember, after iPhone creates a password for you, tap “Create Your Own Password” (this should appear below the password the iPhone creates).



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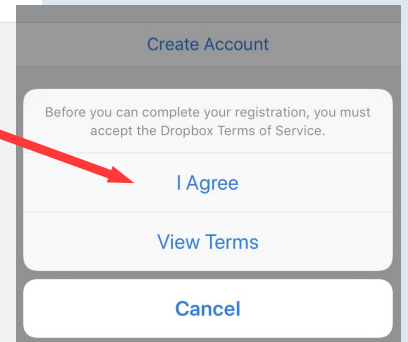
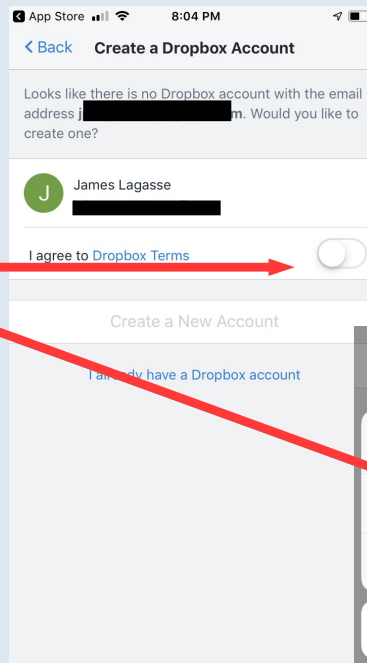
Agree to the Dropbox Terms



In Android, tap
"I agree."

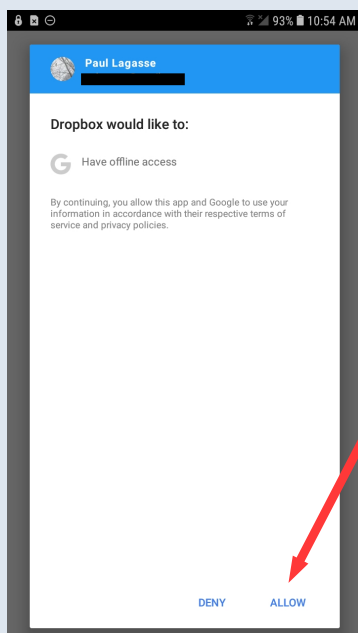
In the iPhone,
tap the slider.
Or, you may
get a pop-up
screen like the
one on the
right.

No matter what
this screen
looks like,
agree to the
terms



35

Offline Access for Dropbox



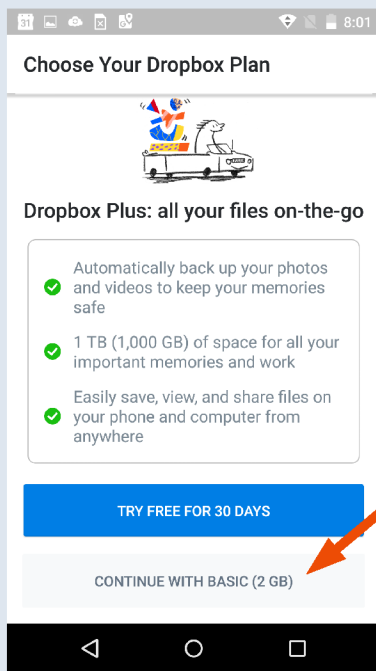
In Android, after you have installed Dropbox, you may be asked to OK offline access to files on your phone. It's best to "ALLOW" this.

In some cases, this request may appear earlier or later.

One Note: In both Dropbox and iPhone you can have offline access to files stored on Dropbox. We aren't going into how to do that here, but if you choose to have a recording available offline, Dropbox will download the recording to your phone. Be sure that recording is not already available in EVR. If the recording is in EVR, you will end up storing the recording on the phone in two different places, which wastes storage space.

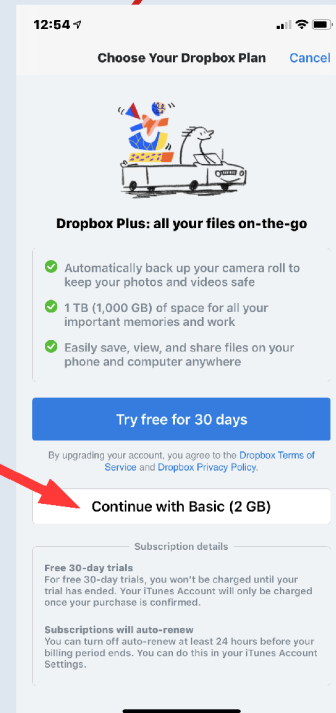
36

Get the BASIC (= FREE!!) Plan



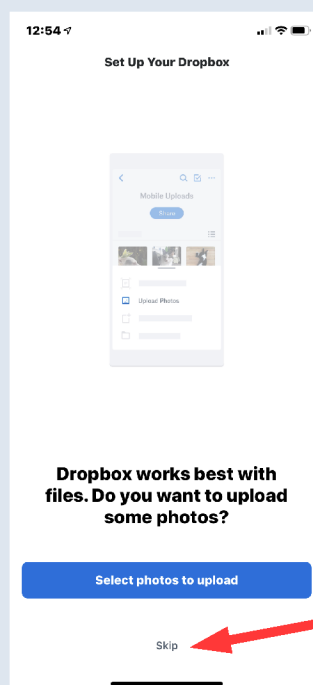
You should now be asked to choose a Dropbox plan.

Tap the boring, unattractive, almost hidden option for a **BASIC 2 Gigabyte Plan**



37

OK, or Don't OK, Photo Uploads



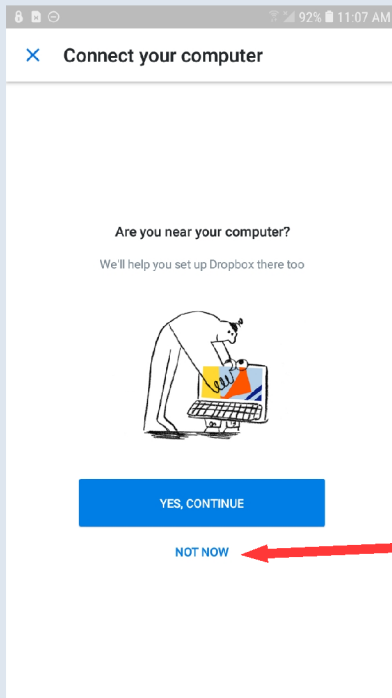
I have only seen this screen in the iPhone. If you have an Android phone, you may not get this request until you install Dropbox on a computer.

Tap **"Skip"** if you don't want to upload photos to Dropbox.

With only 2 Gigabytes for your online storage in the cheapo Basic plan, it's usually best to "skip" this.

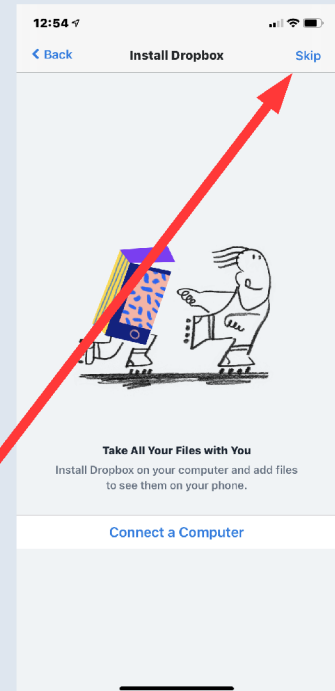
38

Install Dropbox on a Computer – Do This Later



Next, Dropbox may ask you if you want to install it on a computer. We are not going to do this. If you want to do this, when you are on your computer, check for an email sent to the address you used to sign up. Dropbox has probably sent you a link that you can use to connect your computer to Dropbox. Or, you can search the Internet for "How to download and install Dropbox on a computer."

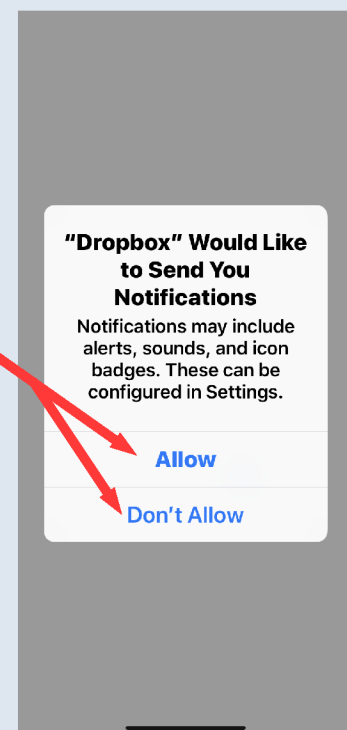
Choose **"NOT NOW"** or **"Skip"**



39

Allow (or Don't Allow) Notifications for Dropbox

On the iPhone, you will be asked to allow or not allow notifications. Dropbox can notify you when a file is shared with you. This is up to you.

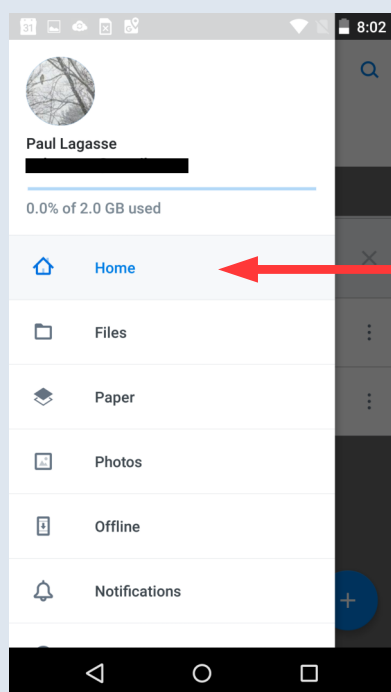


40

NOTE: After you set up a Dropbox account for the first time, Dropbox typically sends an email to the email account you used, to ask you to verify that you are indeed the person setting up the account. The email will contain a button that you must tap to complete the verification process and use Dropbox.

41

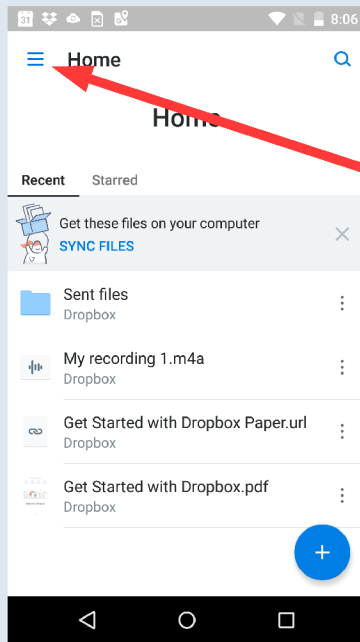
Android: The Dropbox Menu



In Android, after you finish setting up Dropbox, you may see the Menu next. You can use this Menu to get to the Files screen, the Photos screen, or to change notifications and other settings. Tap **Home** to get to the main screen.

42

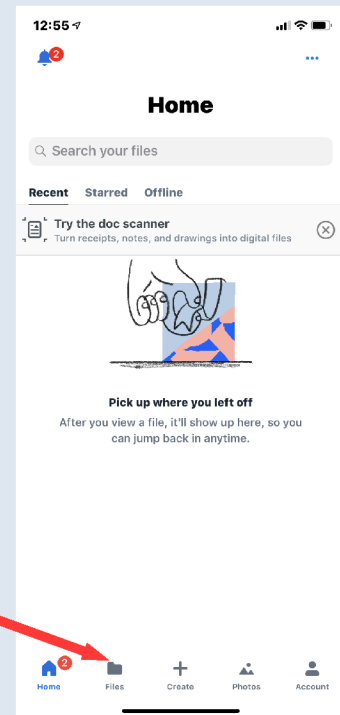
The Dropbox Home Screen



In Android and iPhone, you see new files and folders (Recent) on the Home screen.

In Android, tap the Menu icon and choose "Files" to see all the files you've added to Dropbox.

In the iPhone, tap the Files icon to see all the files you have copied to Dropbox.



43

Now that we have set up Dropbox,

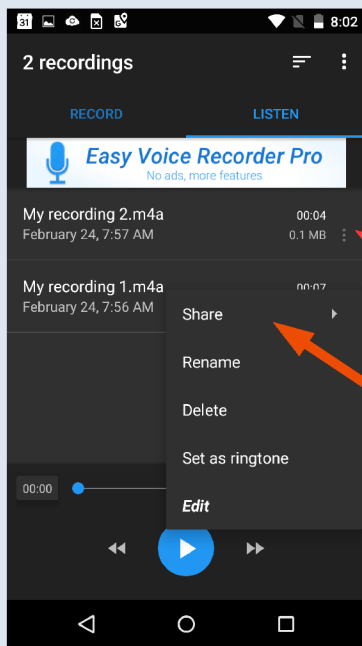
We will use it to share files.

First, by saving files to Dropbox from Easy Voice Recorder,

Then, from within Dropbox itself, we will send a link to a file you have saved to Dropbox to someone you want to share the file with. Your recipient does not need to have Dropbox installed to access the file.

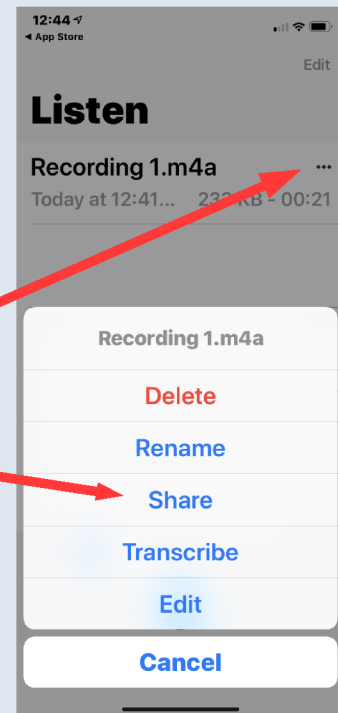
44

Saving a Recording to Dropbox: Step One



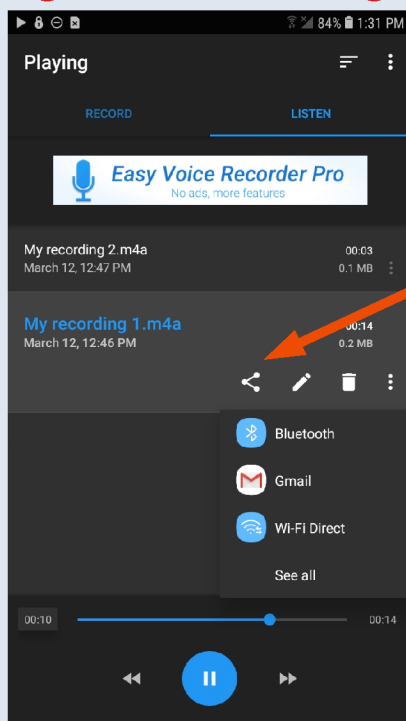
Open Easy Voice Recorder, and tap on the LISTEN tab or icon to get to the LISTEN screen.

Tap the 3-dot Menu icon beside the name of the recording you want to share. Then tap **"Share"** to see your options.



45

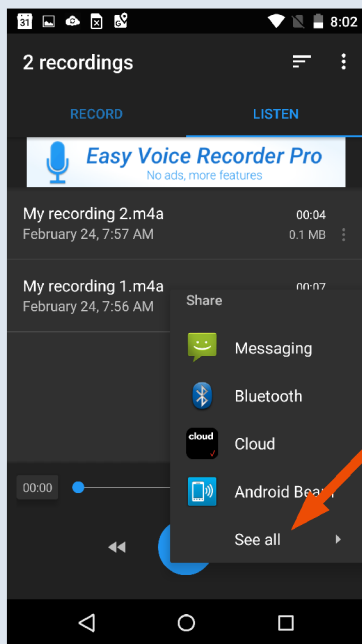
Saving a Recording to Dropbox: Step One, Version 2



In Android only, if you have highlighted a recording (by playing it), the 3-dot Menu expands, and shows icons (from left to right) for Share, Rename, Delete, and More Menu Items. Tapping the Share icon will expand the Share menu (shown).

46

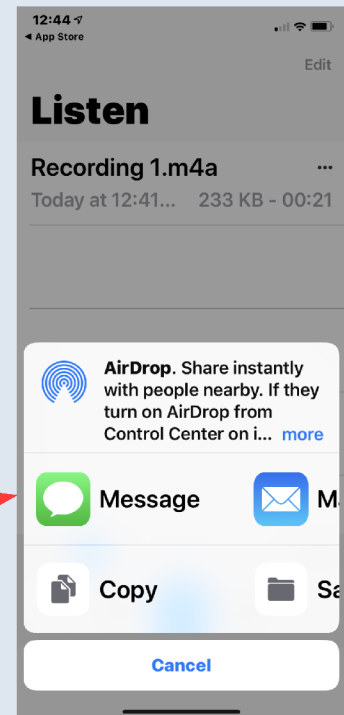
Finding Dropbox in EVR If You Don't See It



The first time, maybe every time, you use Dropbox in EVR to share a recording, Dropbox may not be visible as a sharing option.

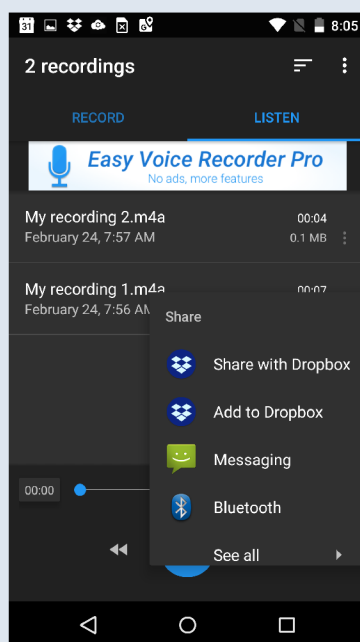
In Android, tap **“See all”** for more choices, and move through that list to find the Dropbox sharing options.

In the iPhone, swipe through this row to find your Dropbox sharing options.



47

Saving to Dropbox in EVR in Android, More Info



Your Dropbox options are Share with Dropbox and Add to Dropbox.

“Share” starts the sharing process immediately. **This is covered in the appendix.**

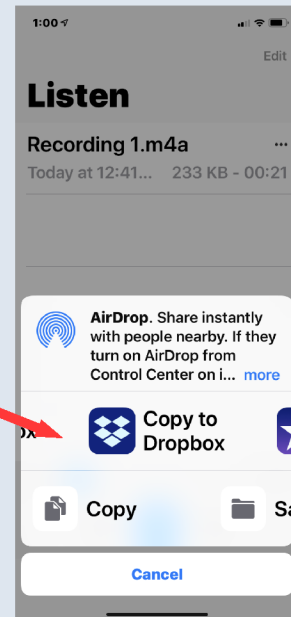
“Add” saves the recording to Dropbox. Tap “Add to Dropbox.” Once you’ve added a recording to Dropbox, you share it by going to Dropbox.

(Note: Files end up in different locations in Dropbox depending on which method you use. More on this in the appendix.)

48

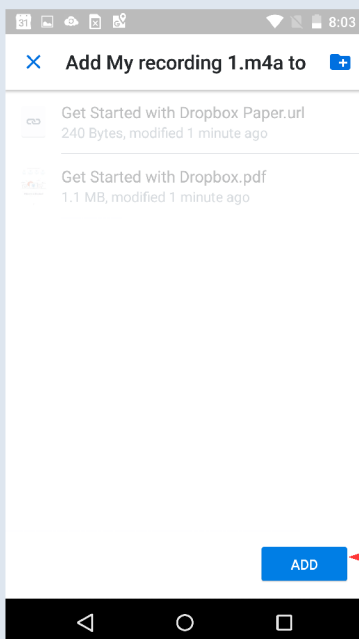
Saving to Dropbox in EVR in iPhone, More Info

In the iPhone you will have swiped left to **"Copy to Dropbox."** Tap on it to save your recording to Dropbox.



49

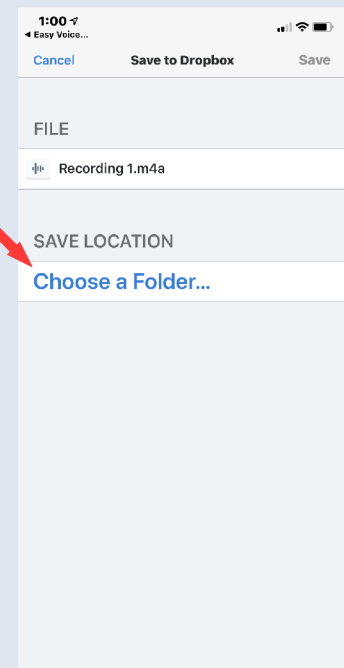
Saving the Recording to Dropbox, Next Step



In the iPhone, after tapping "Copy to Dropbox," tap **"Choose a Folder"** on this screen to choose where to copy the recording.

NOTE: The next time you "Copy to Dropbox," you should see Dropbox's main Files folder (called "Dropbox") already shown here, and all you have to do then is tap "Save" in the upper right of this screen.

In Android, after tapping "Add to Dropbox," tap **"ADD"** on the next screen to add your recording to Dropbox's Home/main Files screen. You're done.

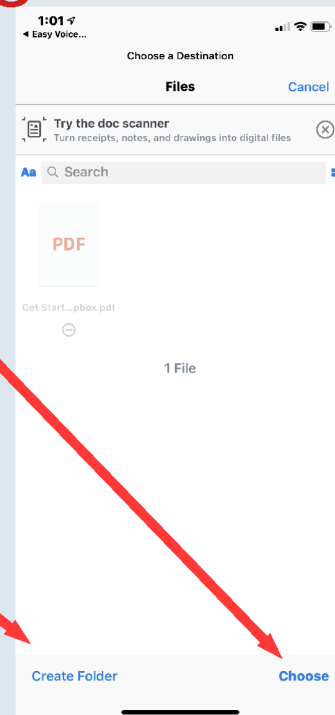


50

iPhone: Next, Choosing the Folder

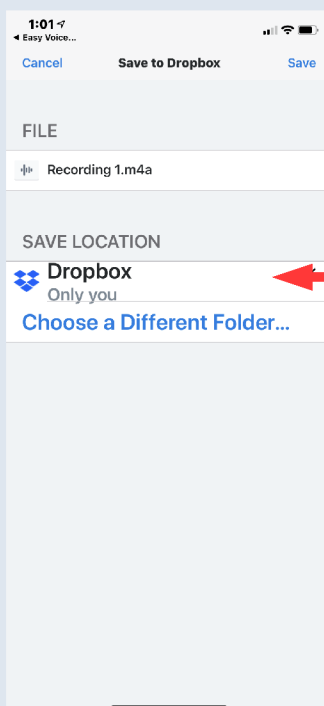
Tapping **“Choose”** without doing anything else will use the main Files folder in Dropbox as the location for the recording you are copying to Dropbox.

You can create a specific folder for your recording by tapping **“Create Folder”** and following its steps, but we are not dealing with that in this presentation.



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iPhone: Next, Save the Recording



Now, tap **“Save”** to copy the recording to the main Files folder in Dropbox. You’re done.

Note: SAVE LOCATION now says “Dropbox.” This is Dropbox’s main Files folder. The next time you see this screen, as noted, Dropbox’s main Files folder will probably already be shown, just like you see it now. If that’s the case, you can just tap “Save” to confirm using the the main Files folder.

Or, you can create a folder specifically for your recordings within Dropbox by tapping “Choose a Different Folder.” As also noted, we are keeping this simple and not explaining how to do that, but you can do that on your own.

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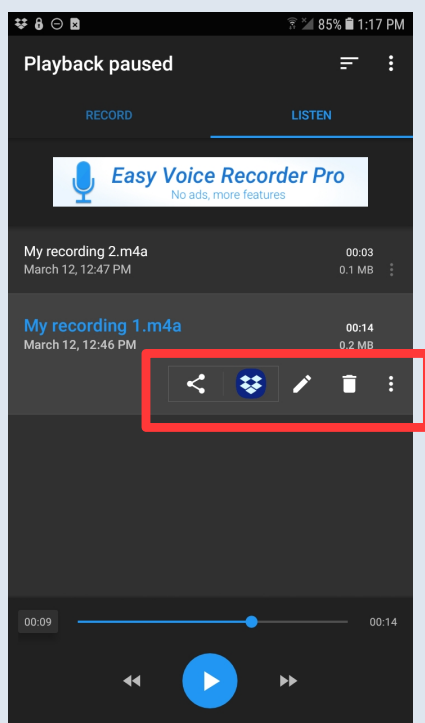
NOTE:

iPhone users: After you are done copying a recording to Dropbox from EVR, the iPhone will leave you in the Files screen in Dropbox, where you can see the file you just copied to Dropbox. If you want to get back to EVR, you'll have to exit Dropbox and open EVR.

Android users will be returned to EVR. If you want to be in Dropbox, you'll have to exit EVR and open Dropbox.

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Android: Easier Dropbox Access Next Time



Once you have used “Add to Dropbox,” the next time you view the Menu for a recording in EVR’s LISTEN screen, the Add to Dropbox option will be an icon if the recording is highlighted.

Alternatively, for a unhighlighted recording, it now may be found at the top of the list under the Share menu item.

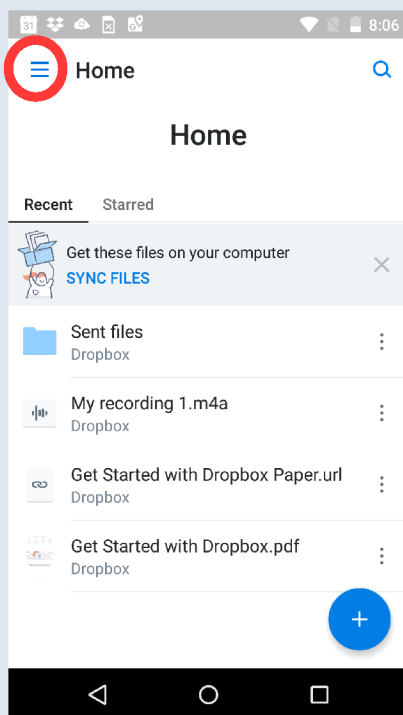
54

How to Share the Recordings That You Saved to Dropbox

- If you added or copied a recording to Dropbox, the recording has been saved to Dropbox
- (Or, if you use Dropbox to share a recording within EVR by sending a link via email, as discussed in the appendix, the recording will be saved to Dropbox)
- So those files will be in Dropbox and can be shared from Dropbox, by sending someone a link to the recording.

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Finding Your Recording in Dropbox

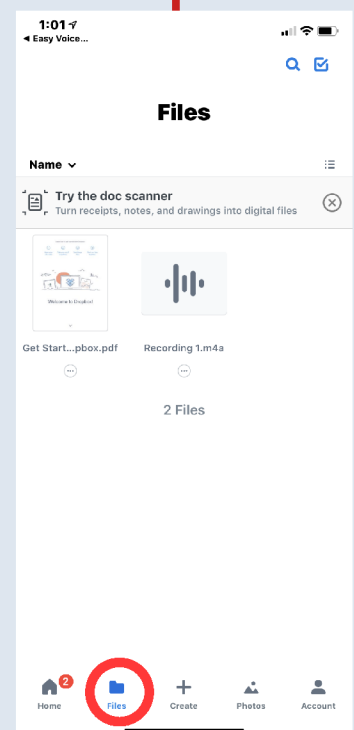


Exit EVR and open Dropbox.

Your recording may be visible on the Home screen, as on the left in Android.

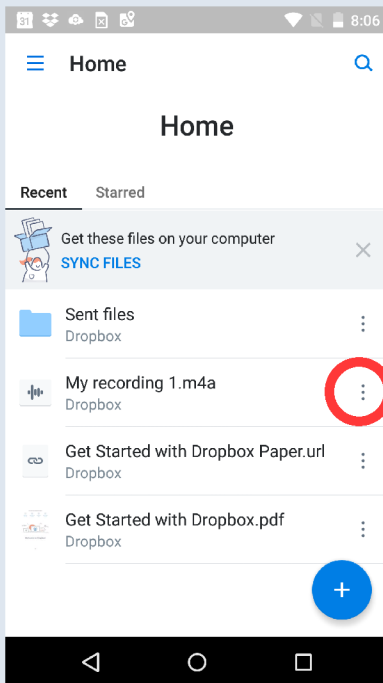
Or, it may be on the Files screen, as on the right in iPhone (get to “Files” screen by tapping the Files icon in iPhone [circled], or tapping the Menu in Android [circled] and then choosing “Files”).

Or, the recording may be stored in the **“Sent files”** folder in Android (see the Appendix). Tap on the “Sent files” folder to see its contents.



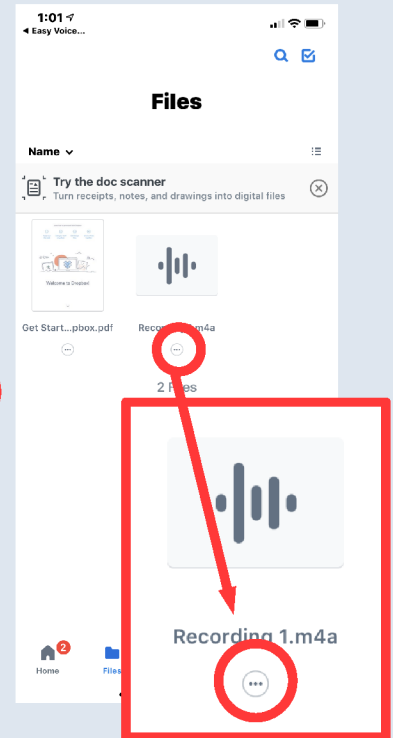
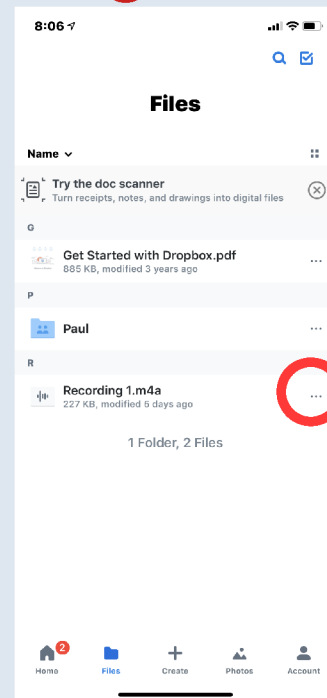
56

Then, Tap the Recording's 3-Dot Menu

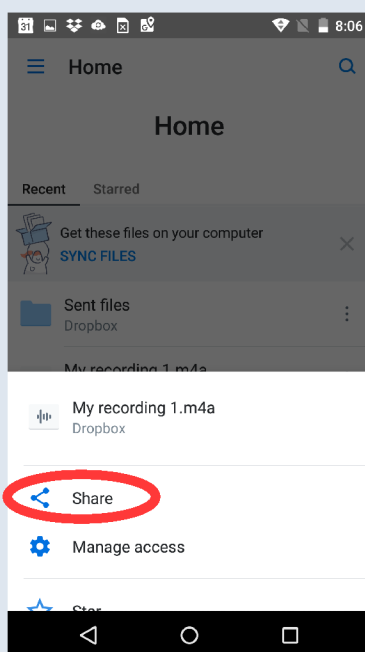


In Android, the 3-dot menu is to the far right of the filename.

In the iPhone, it depends. If you see a list of filenames, it is to the far right of the filename. If your files are shown as icons (far right image), the 3-dot menu will be below the icon, in a small circle (see detail).



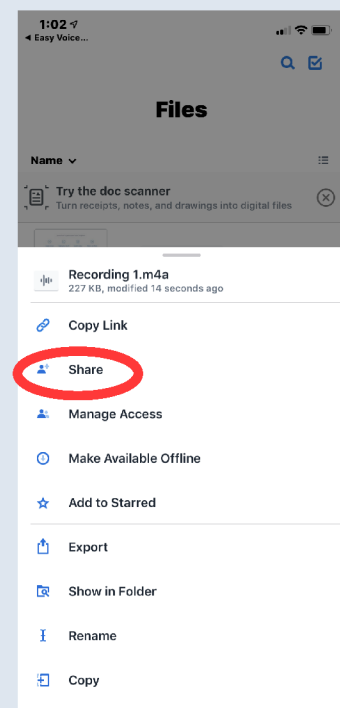
Sharing from within Dropbox, continued



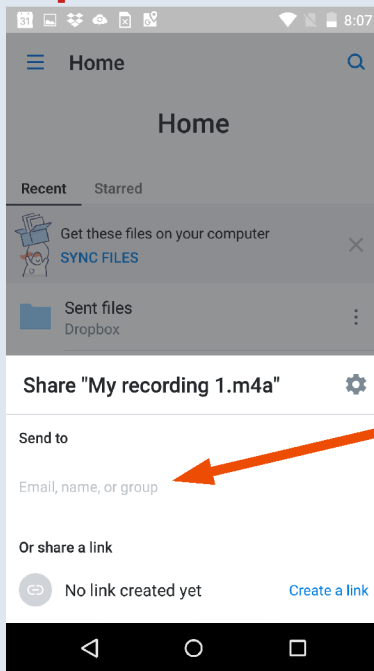
On the left, we have tapped the 3-dot Menu icon to the right of the filename in Home in Android.

On the right, we also have tapped on 3-dot Menu, either below the file icon, or to the right of the filename, in Files in the iPhone.

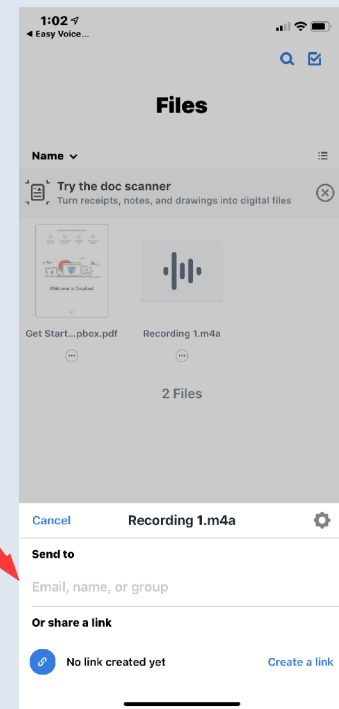
Now you see the top part of the Menu (you scroll through this list to see all the Menu's options). Tap **Share** in the options that have popped up.



Options for Sharing in Dropbox: Email

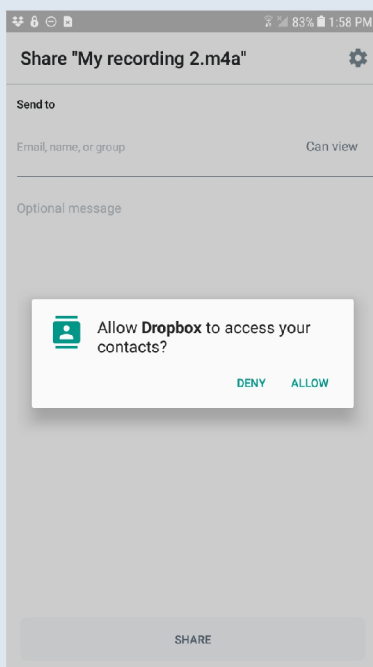


“Send to” will send a link to your recording (or another Dropbox file if, for example, you have photos on Dropbox) via email. This is probably the best way to share a recording. Tap **“Email, name, or group”** (below “Send to”) to enter a recipient and compose the email.



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Android: Possible Request for Contacts Access

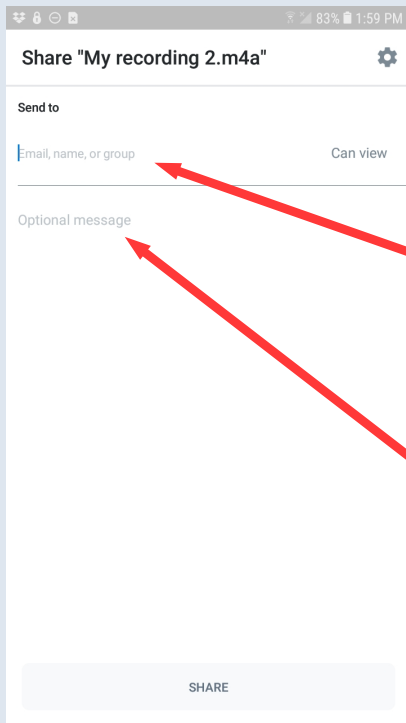


If you have not already allowed Dropbox access to your contacts, it may ask for access now.

Allowing access will make it easier to enter the email names and addresses of your recipients, but it's up to you.

60

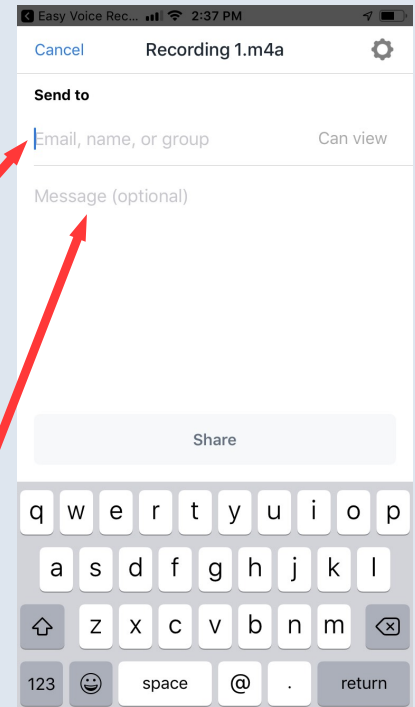
Write Your Email



This looks like a straightforward email, but after you are done writing the email and before it is sent, Dropbox will put a link to the recording in the email.

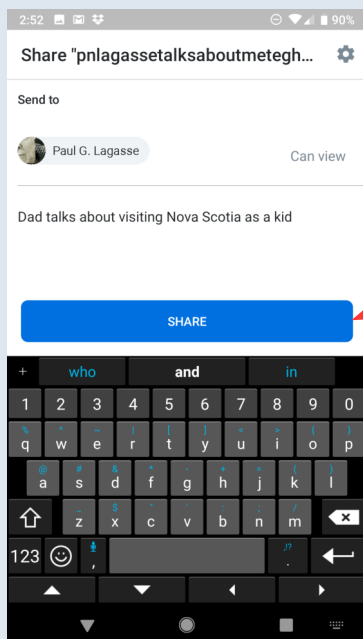
Tap "Email, name, or group" to enter recipients using the pop-up keyboard.

Then tap "Optional Message" or "Message (optional)" to include a note from you. A bit of explanation concerning what you are sending is always a good idea.

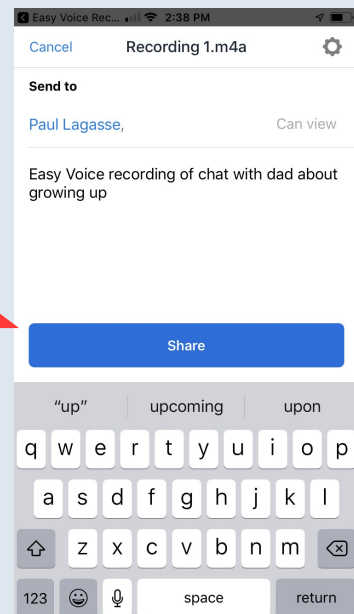


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Finish up the Email and Send It

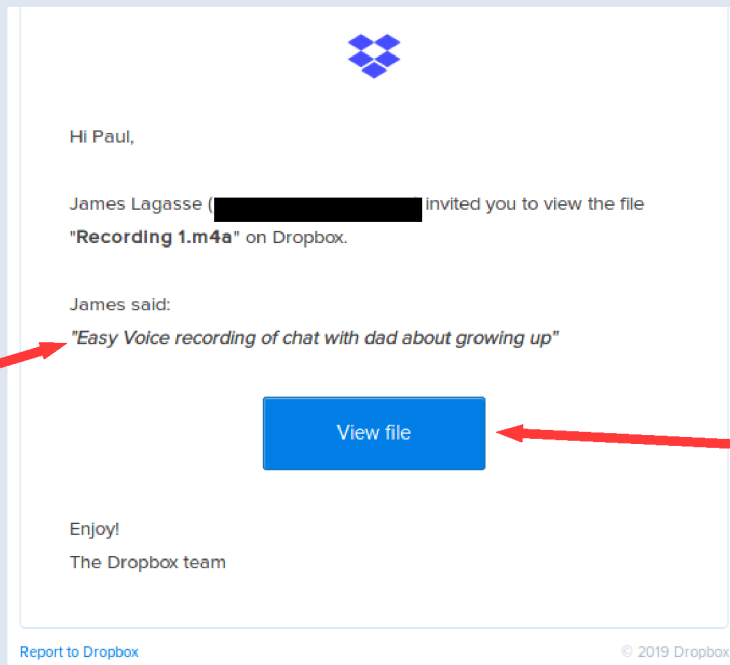


After you have chosen your recipients and added an explanatory optional message, tap the blue "Share" button to send the email with the link to the recording. You don't see the link, but it will be added.



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What Will Your Email Recipient See?

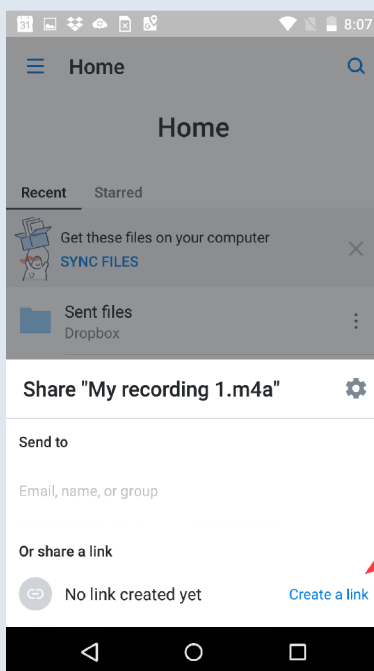


Your message

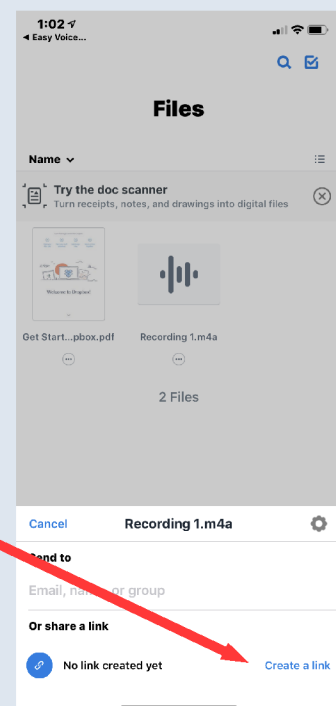
The "View file" button is the link to the recording.

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More Options for Sharing in Dropbox: Create a Link

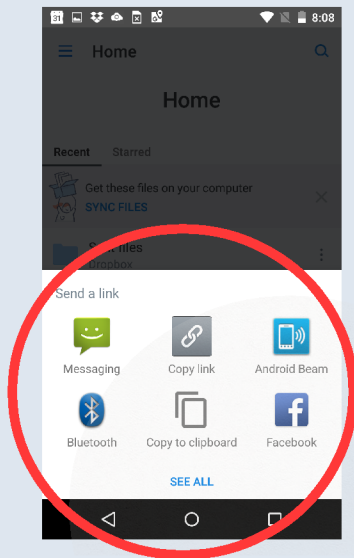


"Or share a link" will create a link to the Dropbox file and allow you to choose how you share that link. Tap "Create a link" to use this method.

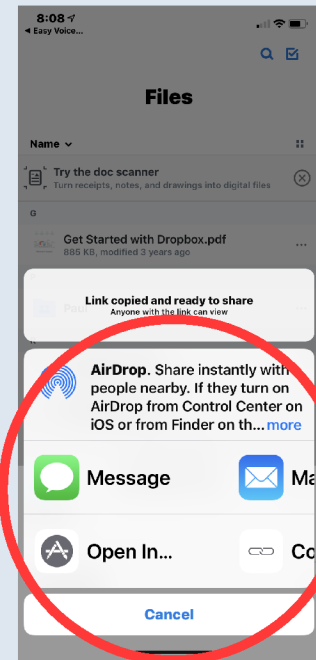


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Choices for Sharing a Dropbox Link

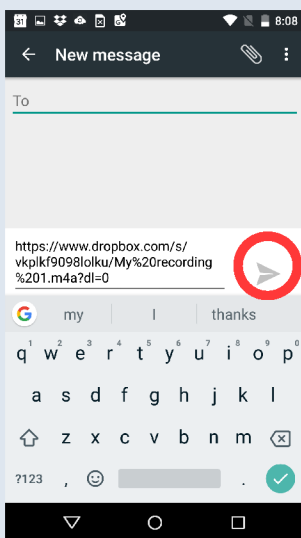


These options for sharing will pop up after you create a link by tapping “Create a link” in the prior screen. In Android, you see that you can send the link by text message, or put the link on Facebook, and down under “SEE ALL” are other options, such as email, Instagram, Google Drive, etc. In iPhone, swipe through the line with “Message” to see all your sharing options.



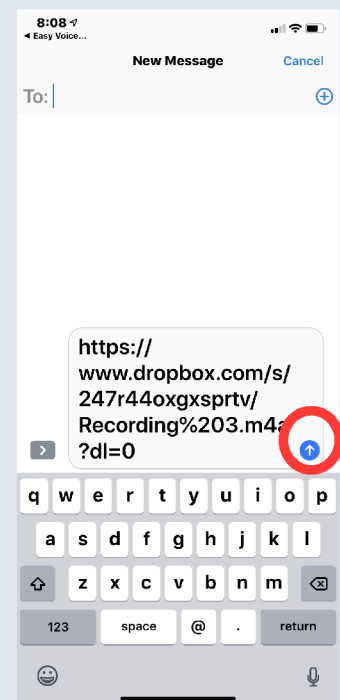
65

Sending a Link to Your Recording by Text Message



In this case, we have chosen the Text Message (Android) or Message (iPhone) option. The link is pre-pasted into the text message, and you just need to add your recipients and, if you wish (it's a good idea to do so), add some information about the link to the text message. You may need to tap “To:” to enter a recipient's name. To add a note about the link to the message, tap before the start of the link (ideally your note should come first), or immediately after the link, being sure to separate your note from the link with a space. Then tap the circled Send icon to send.

In most cases, however, it's probably best to email the link, as we did in the previous example, so that the recipient can copy the recording to a computer.



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Further Dropbox & Other Notes

- Use a wifi connection when saving a recording to Dropbox in EVR or when sending a link to a recording from EVR (discussed in the appendix). Both activities will use the phone's connection to save the recording to Dropbox. It's cheaper – it won't use phone data – and sometimes faster to use wifi for this, though wifi may use more of the phone's battery.
- If you want to have your recording on your computer, but you don't want to install Dropbox on the computer, you can email a link to a recording on Dropbox to yourself, and use that link to go to Dropbox online and download the recording to your computer. But if you install Dropbox on the computer, the recordings can be automatically downloaded.
- Once you get your recordings onto your computer, organize them. Create a folder called something like "Family Stories," with folders within it like "Mom's Memories" and "Dad's Memories." Rename the recordings so the filenames mean something. "Mom's memories of Nova Scotia.m4a" is clearer than "My Recording 1.m4a"! You then can quickly go to the correct folder and find the recording you want much more easily.

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Ideas to MAKE THEM TALK

- Plan ahead for a chat & set aside a time for it – Let's face it, "spur of the moment" often doesn't work best.
- Look at old photos or other memorabilia, and talk about them. These always spark memories.
- Have a chat during a family gathering: But In A Quiet Spot (Remember you have your smartphone with you – Any time can become a good time, even if it's not ideal.)
- Get two people with shared memories together – Together they will recall more. They may recall different aspects of something, or recall the same thing differently, sometimes in interesting ways.

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HOW TO BE MORE PROFESSIONAL

- Start by saying your name & that of the person (or persons) you're talking with, and what date it is. It may feel a little awkward to do this, but it may be helpful to others who listen to your recordings.
- Say a little something about the persons you're talking with, or have them do that. Such as where they were born and grew up, and what they did later in life. This info can help provide the background for the story you're recording.
- Prepare some questions in advance, and let the persons you are going to talk to know what the questions will be.
- Have your interviewees sign a Release – This is very professional, and can be very awkward to do, but it will make it clear that you have the right to share the recording with others. Or just ask the person(s) you're talking to if sharing the recording will be OK, But let them know before you start (in advance is best) that you will be asking them about this. Then, ask them if sharing the recording is OK after you have started recording so that the person's approval is recorded.
- Make a short descriptive index of your recordings, a Word, Excel, text, or other file that lists the folder, the filename, the participants, and a short summary of what was talked about for each recording. Store this index document in the main computer folder where your recordings are.

Other Ways to Record & Share Family Stories

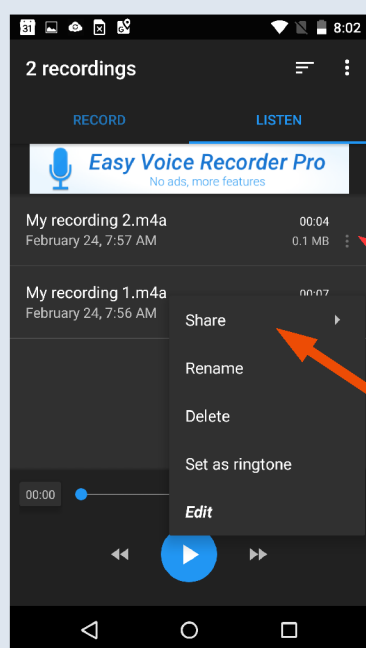
- Get an external microphone that will work with your computer and use a computer program, such as the Mac's Quick Time Player or Windows' Sound Recorder app. You can find online guides to using these.
- Buy a handheld voice recorder. The Wirecutter website reviews these, and posts its recommendations. A good one costs about \$80. You will need to use a cable, a pop-out USB connector built into the recorder, or a micro SD card to transfer your recordings to a computer.
- For easier sharing, learn how to save the recordings you make on a computer or handheld voice recorder as m4a or mp3 files, which are easily shared, but also not nearly as large in size as wav files.
- Recordings that are on a computer – whether they were recorded on a phone, voice recorder, or computer – can be sent to other people after being copied to thumbdrives/USB drives or being burned to CDs and DVDs. They also can be backed up to external hard drives for safekeeping.

Appendix: How to Share a Recording Directly from Easy Voice Recorder by Using “Share with Dropbox” in Android or “Dropbox” in the iPhone

To proceed, you will go to the LISTEN screen in EVR, tap the 3-dot menu to the right of the recording you want to share, then choose “Share.” Instructions follow.

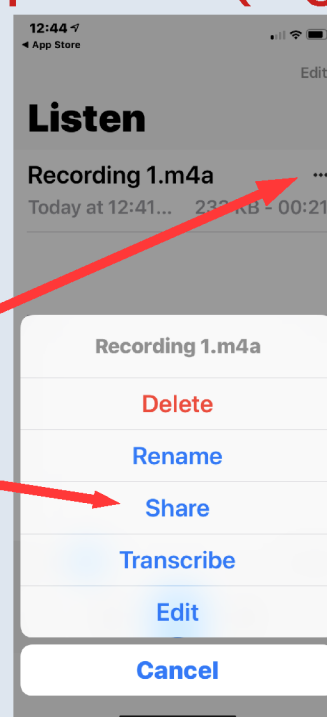
71

Sharing Your Recordings: Step One (Again)



If you didn't do so already, open Easy Voice Recorder, and tap on the LISTEN tab or icon to get to the LISTEN screen.

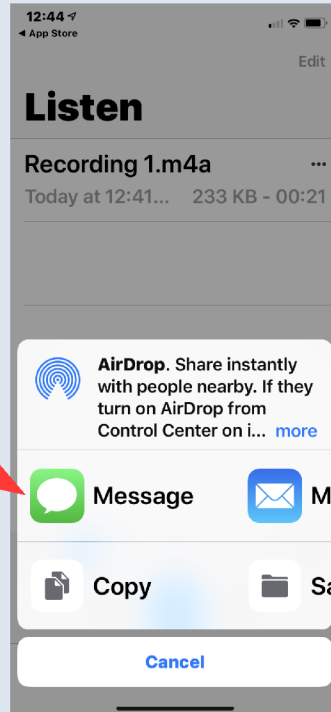
Then, tap the 3-dot Menu icon beside the name of the recording you want to share. Then tap “Share” to see your options.



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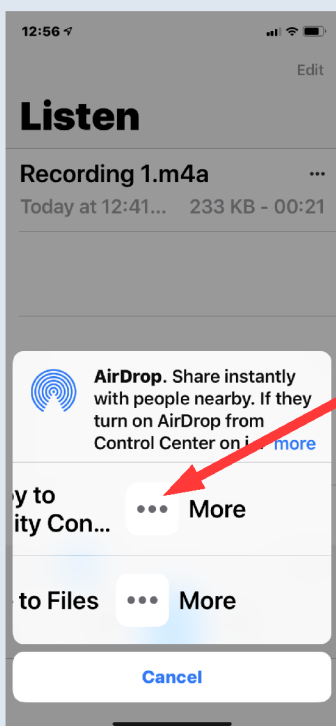
iPhone Needs Some More Setting Up First

In the iPhone, after you tap “Share,” you will see these options. Swipe left through the middle row until you reach a 3-dot Menu

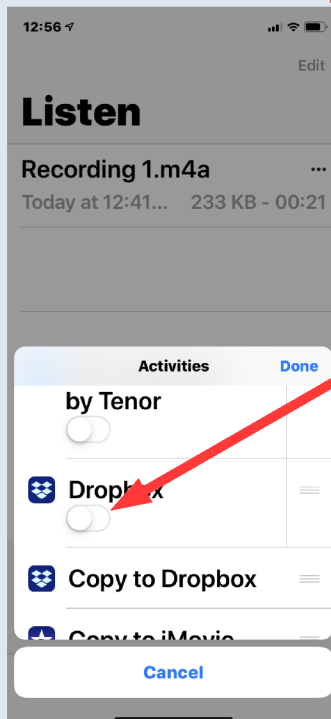


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iPhone: More Set Up, Continued

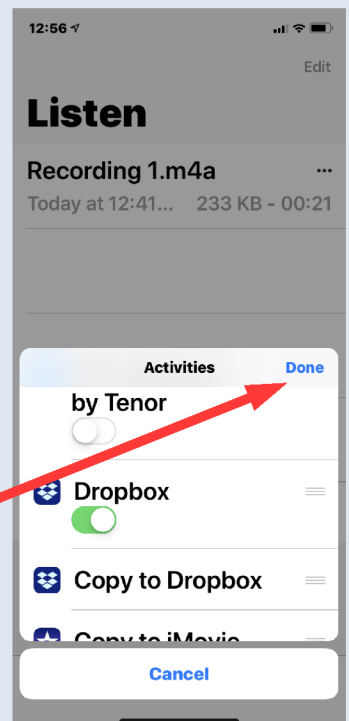


Again, swipe left through the options that start with “Message” to the 3-dot Menu. Tap the dots.

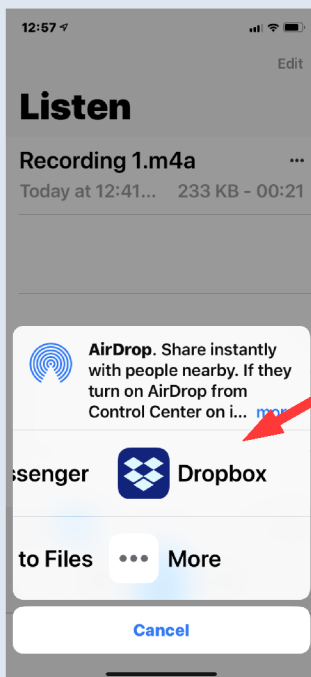


Scroll down (if necessary) to find this slider, and tap it to activate the “Dropbox” option.

Once that’s done (the slider will turn green), tap “Done.”

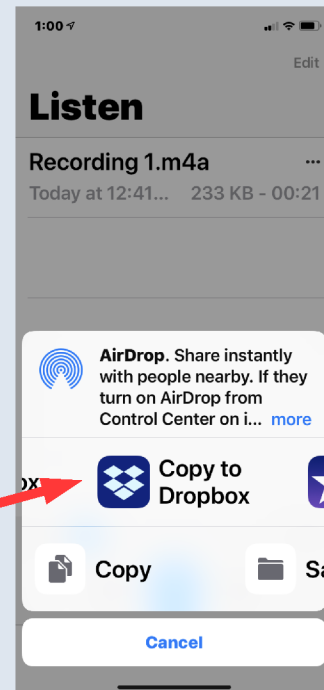


Using Dropbox in EVR in iPhone, Some Info



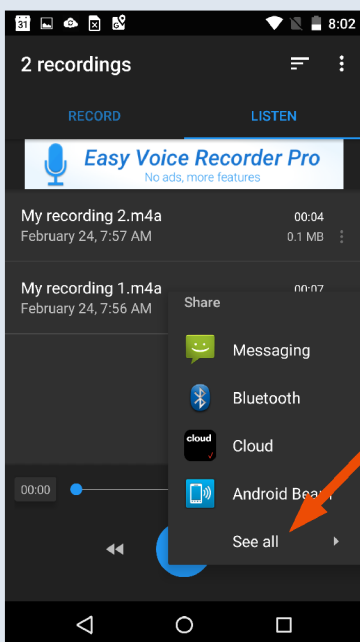
The **"Dropbox"** option, which we just turned on, uses Dropbox while you are in EVR to share the file using email or another method. This appendix will show you how to do that. Tap **"Dropbox."**

"Copy to Dropbox" will store a copy on Dropbox. We reviewed this in the main presentation.



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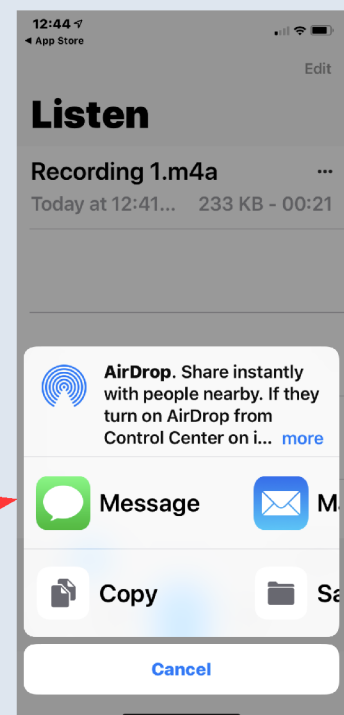
Finding Dropbox If You Don't See It, A Reminder



If you don't see the Dropbox option you are looking for in EVR:

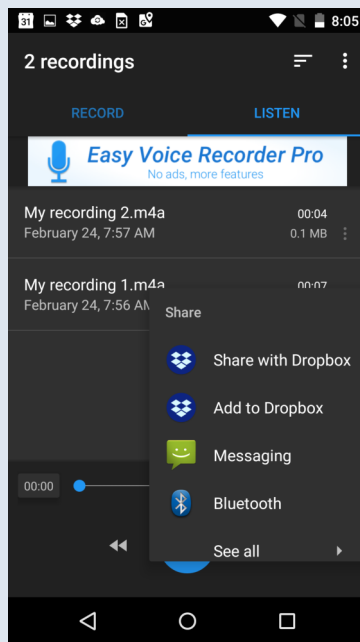
In Android, tap **"See all"** for more choices, and move through that list to find the Dropbox options.

In the iPhone, swipe through this row to find your Dropbox options.



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Sharing with Dropbox in EVR in Android



Your Dropbox options are Share with Dropbox (the one you want) and Add to Dropbox.

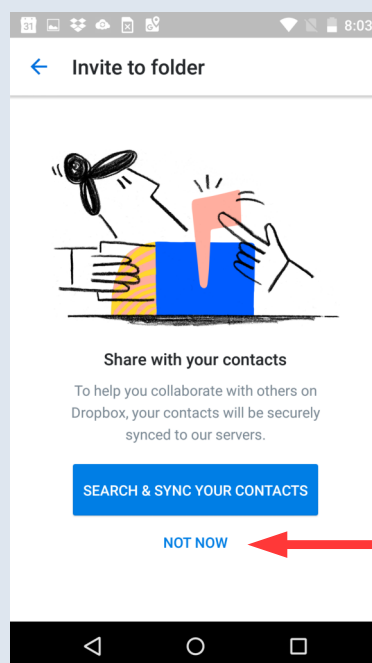
“Share” starts the sharing process immediately. Tap it.

“Add” saves the recording to Dropbox. This was covered in the main presentation.

(Again, Note: Files end up in different locations in Dropbox depending on which method you use. More on this at the end of the Appendix.)

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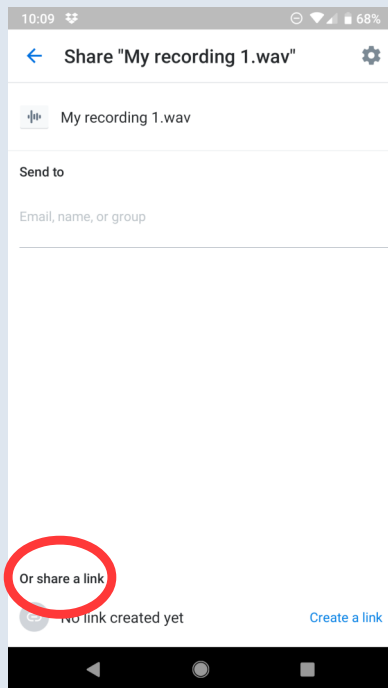
Android: If You Choose “SHARE”



The first time you choose **“Share with Dropbox”** on an Android phone, Dropbox may ask you if you want to share your contacts. You don’t need to share your contacts, but it will be easier to find a recipient’s email address if you do.

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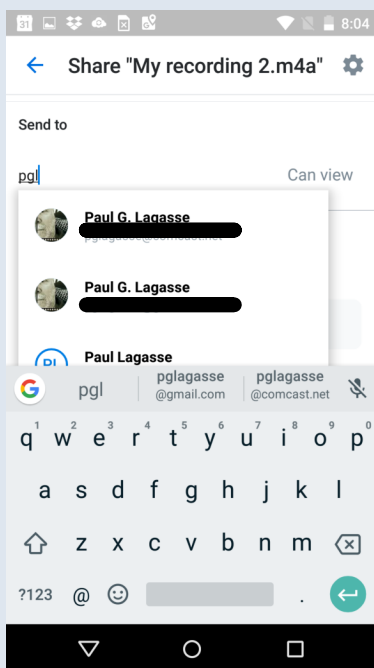
Android: Options at the Bottom of the Screen



In Android, the screen via which you can email a link to the recording in Dropbox has the option **“Or share a link”** at the bottom of the screen. This is similar to the “Or share a link” process in Dropbox that we discussed in the main presentation.

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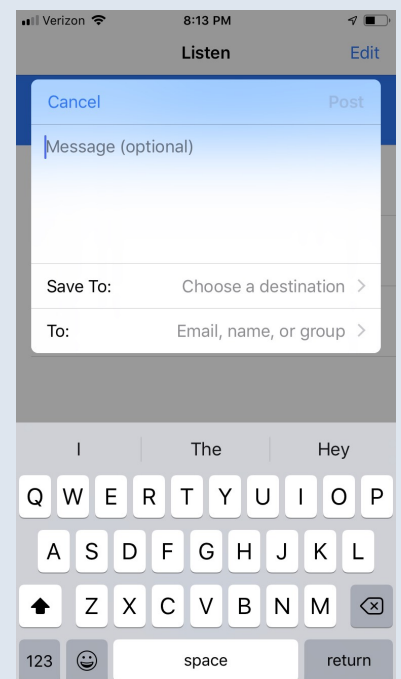
Sending a Link to a Recording by Email



When you share the recording using Dropbox in EVR, you are actually sending a recipient a link to the recording (as mentioned before), not sending the recording itself, and the recording is uploaded and saved to Dropbox. The process is different in Android and iPhone.

In Android, you choose your recipient first, then type a message (optional, but a good idea). Android automatically puts the file in Dropbox's “Sent files” folder.

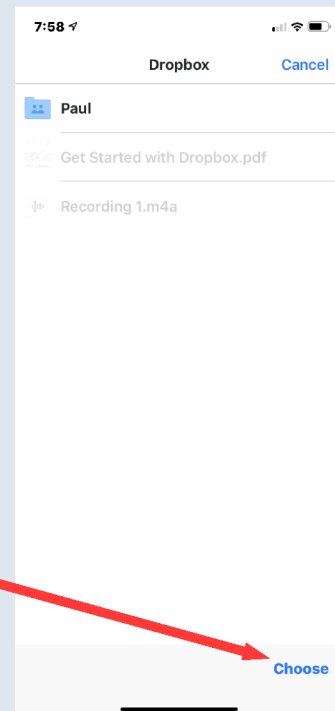
In iPhone, you type the optional message first, then tap “Choose a destination” to pick where to store the recording on Dropbox, then tap “Email, name, or group” to enter the recipients. You may need to scroll down to see some of these options, depending on your iPhone.



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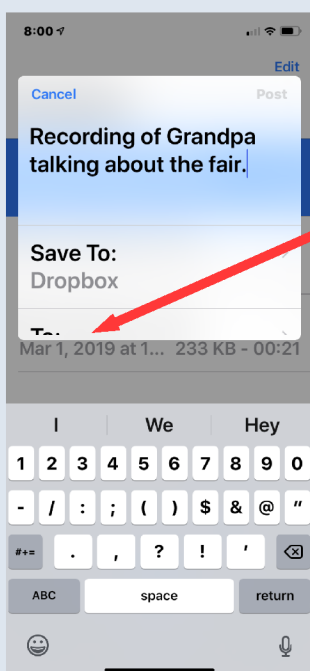
iPhone: Choosing Where to Save the Recording

After you have tapped “Choose a destination” (shown in the previous slide), tapping “**Choose**” without doing anything else will use the main Files folder in Dropbox as the storage location for the recording you are sending a link to.



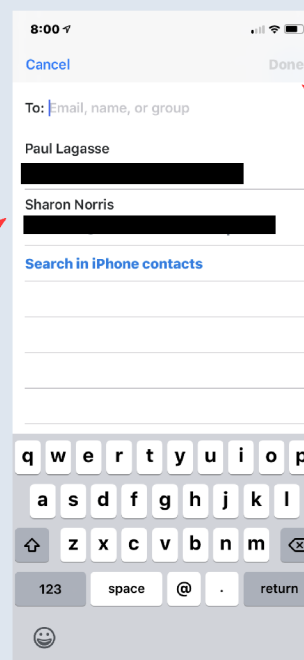
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iPhone: Choose a Recipient



Tap the “**To:**” box (scroll down if you don’t see it).

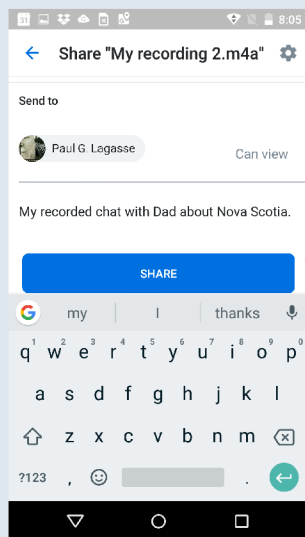
A new screen will appear in which you can type, choose, or search for a recipient’s name or email.



When you have all your recipients entered, click “Done.” (It will not be grayed out once you have chosen at least one recipient.) You will then return to the prior screen.

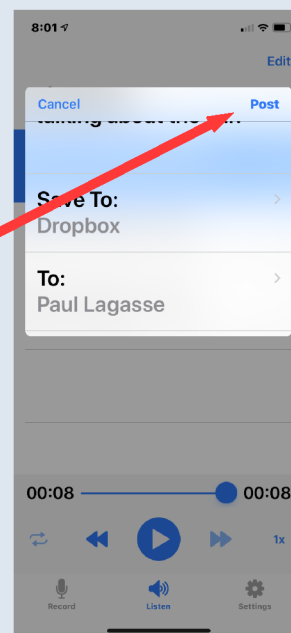
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Send It



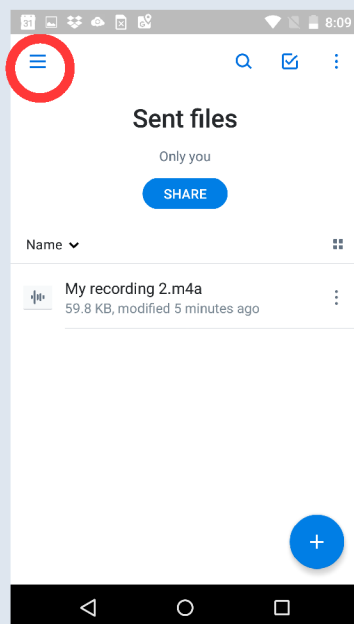
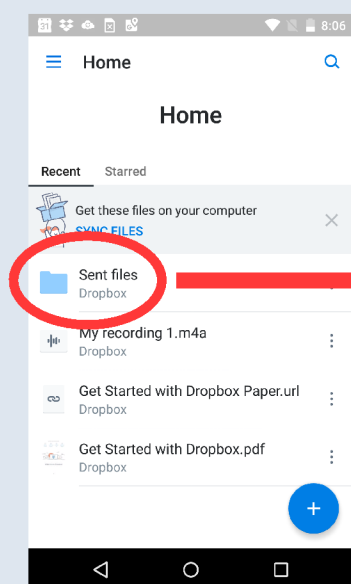
Tapping **"SHARE"** will email the link in Android.

In the iPhone, tap **"Post."**



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A Quick Note re Android: Shared Recordings Are Saved to "Sent Files"



Recordings you have shared in EVR using the method discussed in the Appendix are automatically saved to Dropbox's "Sent files" folder. You can find these recordings by tapping the folder icon for "Sent files" on Dropbox's Home or Files screen. Your screen will then display the contents of the "Sent files" folder. Tap the Back button to return to the Home (or Files) screen – where you return will depend on where you were when you opened "Sent files." Or tap the Menu (circled) and choose Home or Files.

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