KENTUCKY ASSOCIATION OF CONSERVATION DISTRICT EMPLOYEES

Using an iPhone to Record Meetings

Conservation Learning, Education, and Resource Training

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This training is brought to you by the KACDE professional development committee. The intent of this short training is to aid in the understanding of different topics for administrators, educators, and technicians alike.

Using your iPhone to record a meeting is simple and can be done using the built-in **Voice Memos** app or other third-party apps. Here's how you can do it:

Steps to Use iPhone for Voice Recording a Meeting (using Voice Memos):

1. **Open the Voice Memos App**:
    - Find and open the **Voice Memos** app on your iPhone. If it's not on your home screen, you can search for it by swiping down on the home screen and typing "Voice Memos" in the search bar.
2. **Start a New Recording**:
    - Tap the **red circular button** at the bottom center of the screen to start recording.
    - If you want to record a meeting, simply place your iPhone on a flat surface or keep it nearby to ensure good audio quality.
3. **Pause or Stop Recording**:
    - During the meeting, you can pause the recording by tapping the **pause button** (the square in the center) if you need a break or wish to stop briefly.
    - To stop recording when the meeting is over, tap the **square stop button**.
4. **Save the Recording**:
    - After stopping the recording, it will automatically save. You can rename it by tapping on the default name, such as "New Recording," and typing your desired title (e.g., "Meeting with John - 03/20").
5. **Review and Share**:
    - Tap on the recording to listen to it. You can adjust the volume with the slider, or trim the recording by tapping the **three dots** (options) and selecting **Edit Recording**.

To share the recording, tap the three dots and choose Share to send it via email, message, or other apps.

Tips for Better Recording Quality:
*Place the iPhone close to the meeting table: The closer it is to the speakers, the clearer the recording.
*Use a microphone: If you need higher-quality sound, consider using an external microphone that plugs into your iPhone.
*Ensure no background noise: Try to minimize distractions or background noise for a cleaner recording.