



## How to Leave a Voice Memo

Here's a step-by-step guide, written with the iPhone in mind. Androids have a very similar process, with many different apps available.

### 1. Find a quiet place and put your phone into airplane mode.

That way you aren't interrupted while you're recording.

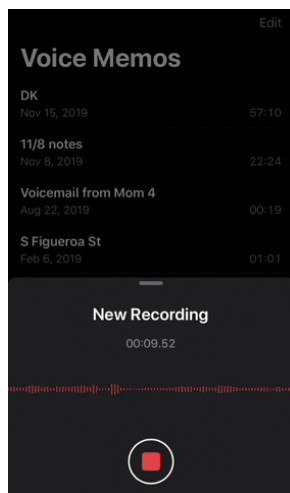
### 2. Open your "Voice Memos" app.

It should already be on your iPhone.

### 3. To start recording, hit the big red button then wait about 10 seconds.

You should see some sound waves appear and time count up to indicate recording has begun. After you start, wait for a bit and gather your thoughts while your phone records the sound of the room you're in. You could do this at the end too, a little bit of "room tone" just makes it easier to edit the podcast.

**4. Hold the phone up to your ear as though you're on a call.** Consider putting the phone to sleep, first, so your face doesn't accidentally hit the record button and stop your recording (this has happened before).



**5. Once you're done, hit that red button again, then rename your file.** It will likely default to the location you recorded it. It would be useful if you add your name and a general subject, like "Tony Ubertaccio – [Business Name] [Update/Intro]."

### 6. Edit your file (optional).

This is also where you can trim any fumbling off the beginning or end. If you don't want to mess with that, don't worry; we'll take care of it for you. Again, leaving a little bit of "silence" or room tone is a good thing and helps with our editing.

**7. Share the file.** It will be right there at the top of your voice memo list. Hit the three dots and navigate to your share menu, select your email app, and send it off to [hello@makingitinashville.com](mailto:hello@makingitinashville.com)!

That's it! Thanks in advance for sharing your update with us. Even if we aren't able to use all the voice memos, we really appreciate you sending them.