

Sending From iPhone Direct to McGowan Transcriptions

Here's a step-by-step guide on how to record audio on an iPhone device and save it onto the phone, so it can be emailed or uploaded to McGowan Transcriptions Ltd:

1. Open the Voice Memos app on your iPhone. If you cannot find it, try using the search bar on your home screen to locate it.
2. Once the app is open, tap the red circle button to start recording. You will see a timer appear on the screen indicating how long you've been recording.
3. When you have finished recording, tap the red square button to stop the recording. You will see the recording appear on the screen with the date and time it was created.
4. This will automatically save as 'New Recording x' – we recommend renaming your recordings to something that includes the project number or name.
5. To save the recording onto your iPhone, tap on the recording you just made. This will take you to the details screen where you will see the name of the recording, the length of the recording, and an option to share the recording. *If this does not appear there will be three dots within a circle to the right of your file name, press that and you will receive the above choices.
6. Tap on the share button (it looks like a square with an upward arrow) to see your sharing options. From here, you can email the recording to us at:
mcgowantranscriptions@globalounge.co.uk
7. If you want to keep the recording on your iPhone for easy access later, or to upload direct to our uploading facility rather than sending via email - make sure to save it to your Files app. To do this, tap the "Save to Files" option and choose where you want to save the file. You can create a new folder to keep all of your recordings organized.
8. If you prefer to upload your files rather than email from your device, please follow step 7 first, then open your browser, visit **www.mcgowantranscriptions.co.uk** and choose 'order online' and follow the process as usual... click on 'choose files' and upload the files you've saved on your device.
9. You will receive an email saying your files have arrived safely with us.

That's it!

With these simple steps, you can easily record and save audio on your iPhone, and share it with us via email or upload it to our website for transcription.