



Sending From iPhone/Apple to McGowan Transcriptions

Follow these steps to record audio on an Apple device and send it to us for transcription

Recording your audio

1. Open the **Voice Memos** app on your device. Use the search bar if needed.
2. Tap the **red record button** to start recording. A timer will appear on screen.
3. When finished, tap **stop**. Your recording will save automatically.

Saving and naming your file

4. The file will save as **New Recording X**.
5. Rename the file to include the project name or number (this really helps us).

Email your recording

6. Tap **share** (square with an upward arrow) to see your sharing options. From here, email the file to: mcgowantranscriptions@globalounge.co.uk

Or upload via our website

7. Select **Save to Files** and choose where you want to save the recording. You can create a new folder or use an existing one.
8. To upload, visit www.mcgowantranscriptions.co.uk and choose **Order Online**, select **Choose Files** and upload the recording saved on your device.
9. You will receive an email confirming your files have arrived securely.

Clear recordings mean faster turnaround and greater accuracy.

If you have any questions or run into issues, get in touch, we're happy to help.