iQ : Voice Memos

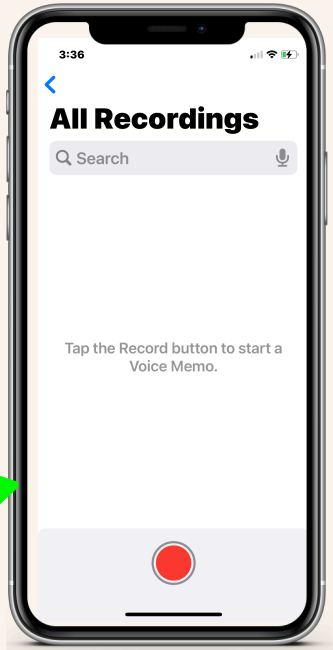
What a cool logo.

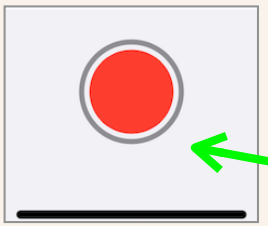
Read the red as a waveform of value: it could be voice or it could be music. Or sound effect.

The blue marker signifies the act of editing. With all media forms I know, editing is the better half of making.

Good work means a clean and focused work. Let's let the white sound waves to signify the dross that always accompanies creativity.

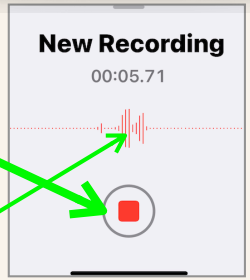
When you tap the Voice Memo logo you get a screen like this.





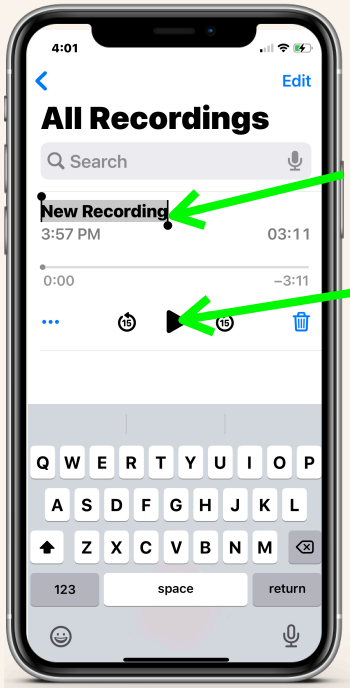
1 To start a recording, tap the red button.

2 To end and save recording, tap the stop button.

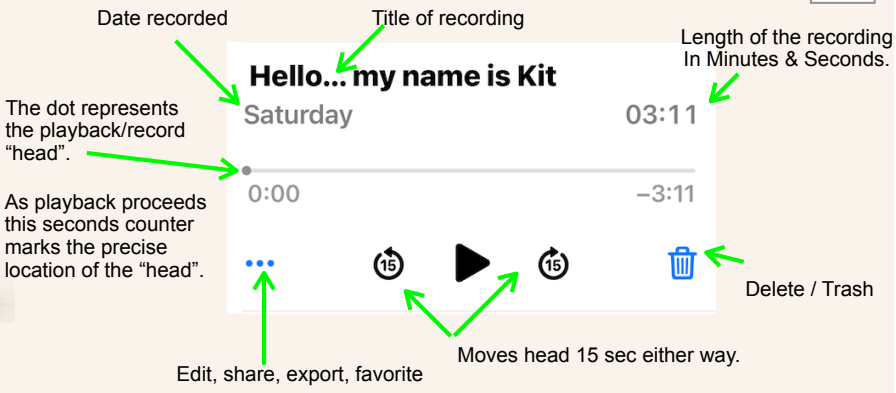


This example catches the wave form of the sound of the "click" when you take a screen capture.

3 Tap "New Recording" and rename it.



4 Tap the "start" triangle to "Play Back" (aka "Play Down") your recording. The triangle turns into a "stop" button.



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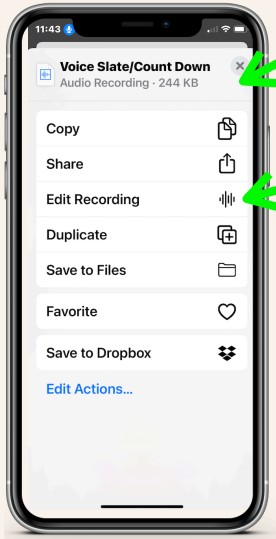

5 Tap the three do[ ] and you get this menu.

6 Tap **Edit Recording** and this editing interface appears.

7 When you tap pla[ ], the waveform of your recording moves from right to left beneath the blue "playhead bar".

The clock (hour, minute, second) marks the location in the recording.

Move your finger along the waveform to advance and rewind it.

Practice these moves to get ready for editing.

8 Tap the edit icon [ ] and the active editing section screen fills with yellow.

Note at the bottom is an overview of your recording with a blue marker showing your location within the entire recording.

9 Drag the yellow trim handles to enclose a section you want to keep or delete.

You can pinch or zoom in on the waveform for more precise editing.

10 To keep the selection *(and delete the rest of the recording)* tap **Trim**. To delete a section, tap **Delete**.

11 Tape **Save**, then tap **Done**. (More steps next page!)

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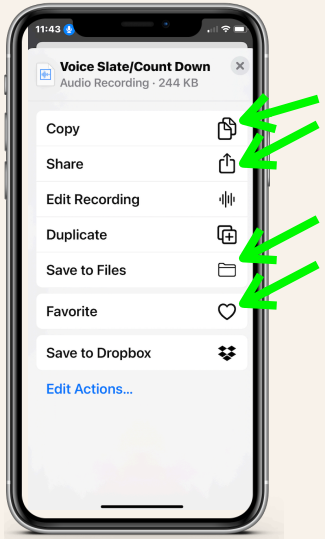

12 When you have completed your Edit of a recording, there are some important housekeeping items to which you should attend:

a) Tap the for a list of functions ••• rning your edited "piece".

b) Export a copy to Files. This is important because the full original quality of the recording is preserved. You can return later to iCloud to copy the voice memo to a computer for fancier editing.

d) Share your piece with someone or just share it with yourself. This is insurance that you don't loose your editing work.

(e) By marking your edited piece a "Favorite" you store it in a special place.

You use your finger to adjust the yellow area.
- Tapping "Trim" will delete the beginning or ending of a recording.
- Tapping "Delete" will get rid of a section you have marked in yellow.

The map at the bottom always shows the entire recording.

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