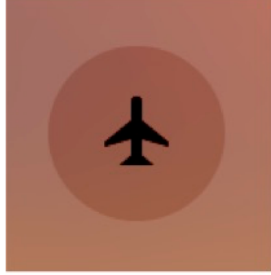


NOTE: Please wear earbuds or headphones plugged into your computer while talking on Skype. Also make sure you are in a quiet area.

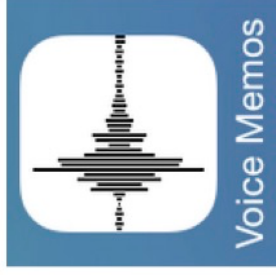
1

Place iPhone in "Airplane Mode." This can be done by swiping up and clicking the airplane icon. This will ensure no calls come in and interrupt recording.



Click on the "Voice Memos" app.

2



Hit the red record button at the bottom. Make sure the numbers are running. This means it's recording.



4

Hold the phone up to your face as you would for a phone call - even though you're not actually on the phone - we want to make sure the mic is close to your mouth for best quality. See this stock photo for an illustrated example



5

When the interview is complete, hit the red stop button and then hit "Done." It will ask you to name the file.



6

Give it a name and hit "Save." DO NOT HIT DELETE!



7

Click on the file name in the list and hit the box with the "up" icon on it. Choose the mail option to send the file via email to the producer.

