



**GODSTONE  
UNITED  
BENEFICE**

## Technological Help

How to record yourself (as video or audio) for use in our live online services

*If you have any queries, contact [website@godstonebenefice.org.uk](mailto:website@godstonebenefice.org.uk)*

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There are a few ways you can contribute to our live online services. You can either read the prayers of intercession, or one of the two readings. You can submit this as either audio or video. If you would like to do one of these, please email [website@godstonebenefice.org.uk](mailto:website@godstonebenefice.org.uk) to specify which of these you would like to do.

### Recording yourself (no video)

If you choose to record yourself, we will add a picture of a cross (below) and add the bible verse you are reading.



There are many ways to record yourself, which depends on what device you are using. Below is instructions on how to record yourself on:

- [Apple Devices](#)
- [Android Devices](#)
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### For Apple Devices

1. Open the Voice Recording App.



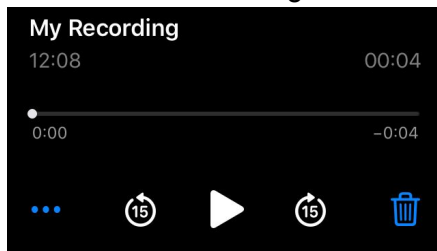
2. Press the record button (looks like a large red circle) and read the reading or prayers.




3. When you have finished, press the button to stop recording (see below).



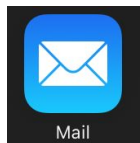
4. You will see something like this.



5. To send it to us, press the  button.
6. Press the 'share' option.



7. Press the email option- either 'mail' or another email type of your choice.



8. Send it to [website@godstonebenefice.org.uk](mailto:website@godstonebenefice.org.uk).

### For Android Devices

1. Either open the 'voice recorder' app if your android device has it, or download one from Google Play Store.

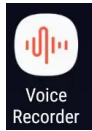


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2. Press the red record button and read the reading or prayers.
3. Press the record button again when you have finished.
4. Press the button to share or upload.
5. Select the email option.
6. Send it to [website@godstonebenefice.org.uk](mailto:website@godstonebenefice.org.uk).

## For iMacs

1. Go to the Voice Memos app.



2. Click the Record button to start recording.



3. Click the Stop button to end the recording.



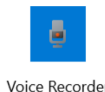
4. To share it with us, press the upload button.



5. Select an email provider.
6. Email it to [website@godstonebenefice.org.uk](mailto:website@godstonebenefice.org.uk).

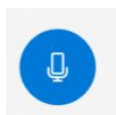
## For Windows

1. Open the Voice Recorder app.



Voice Recorder

2. Press the blue 'record' button and start reading.





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3. When you have finished, press the blue stop button.



4. To share it with us, press the 'share' button.



5. Press 'mail' or another email provider.

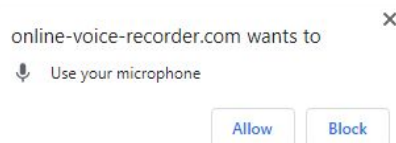


6. Email it to [website@godstonebenefice.org.uk](mailto:website@godstonebenefice.org.uk).

## Online

There are many online recording websites. These instructions are for [online-voice-recorder.com](https://online-voice-recorder.com).

1. Go to [online-voice-recorder.com](https://online-voice-recorder.com).
2. Allow the website access to your microphone.



3. Click the red button to start recording.



4. When you have finished speaking, press the red button to finish recording.



5. Press 'save' to download.



6. Open the file, and press 'share'
7. Select the email option.
8. Email it to [website@godstonebenefice.org.uk](mailto:website@godstonebenefice.org.uk).

## Video Yourself



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If you choose to use video, it will be played during the service.

There are many ways to film yourself, which depends on what device you are using. Below is instructions on how to record yourself on:

- [Apple Devices](#)
- [Android Devices](#)
- [iMacs](#)
- [Windows](#)
- [Online](#)

### For Apple Devices

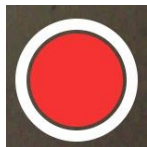
1. Before you start, if you have a camera stand, you should use it, or get someone to film you.
2. Open the camera app.



3. Switch to video.



4. Press the red button to start filming.



5. Press the red button again when you have finished.



6. To share it with us, press the 'share' button.





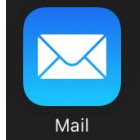
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7. Press the email option- either 'mail' or another email type of your choice.



8. Send it to [website@godstonebenefice.org.uk](mailto:website@godstonebenefice.org.uk).

## For Android Devices

1. Before you start, if you have a camera stand, you should use it, or get someone to film you.
2. Open the camera app.
3. Switch to video.
4. Press the record icon to start filming.
5. When you have finished, press the record icon to finish filming.
6. Press the upload button.
7. Select Email.
8. Email to [website@godstonebenefice.org.uk](mailto:website@godstonebenefice.org.uk).

## For iMacs

1. Open the Photo Booth app.



2. Select Video.



3. Click the Record Video button



4. When you finish, click the Stop button.





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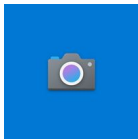
5. Click the upload button.



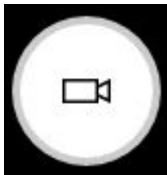
6. Select email.
7. Email to [website@godstonebenefice.org.uk](mailto:website@godstonebenefice.org.uk).

## For Windows

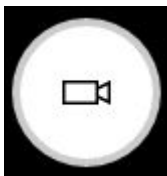
1. Open the camera app.



2. Select Video.



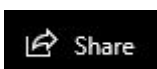
3. To film, press the record button.



4. When you have finished, press the stop button.



5. When you have selected the video, press share.





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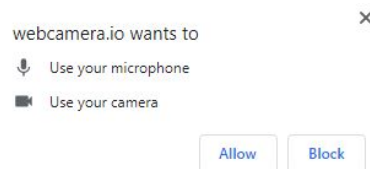
*If you have any queries, contact [website@godstonebenefice.org.uk](mailto:website@godstonebenefice.org.uk)*

6. Select mail.
7. Email to [website@godstonebenefice.org.uk](mailto:website@godstonebenefice.org.uk).

## Online

There are many online recording websites. These instructions are for [webcamera.io](https://webcamera.io).

1. Go to [webcamera.io](https://webcamera.io).
2. Allow the website to access your camera and microphone.



3. To start filming, press the record button.



4. When you have finished, press the stop button.



5. Press save to download it.



6. Select the file.
7. Press share or upload.
8. Select email.
9. Email to [website@godstonebenefice.org.uk](mailto:website@godstonebenefice.org.uk).