



## How to use MicDropp

# Access Studio (Mobile/Tablet)

- **Download our app from the App Store or Google Play – just search ‘MicDropp’.**
- **Open the studio link or enter the studio code in the app.**
- **You are ready to record.**

# Recording (Mobile/Tablet)

- **Press record when ready.**
- **A 3 second countdown will occur and then you can start recording after the word 'Go!'.**
- **When you are finished, press the stop button.**

# Script Prompter (Mobile/Tablet)

- **If you receive a studio session with a script prompter, then you will be able to change the speed, size and script in the settings cog.**
- **Everything is clearly labelled and you will see the script as you record.**

# Upload (Mobile/Tablet)

- **Once you are happy, press the up arrow button to upload a copy back to the person who requested it.**
- **Keep the app open while uploading. If the app crashes, or you navigate away from it - re-open the app and open the 'My Recordings' tab where your upload will continue.**
- **\*The session may be set to auto upload and ask you for a file name.**

# **My Recordings (Mobile/Tablet)**

- **After you have started an upload, your file will move into the 'My Recordings' tab, which is accessed from the homepage of the app.**
- **Here you can play it back and see the status of the upload.**

# **My Recordings (Mobile/Tablet)**

- **If you have been sent a link, open it in Chrome.**
- **If you have been sent a code, go to [micdropp.com/studio](https://micdropp.com/studio) in Chrome and enter you studio code.**

# Tips (Desktop/Laptop)

- **Scroll through the handy tips and familiarise yourself with how to make the recording the best it can be.**



# Controls (Desktop/Laptop)

- **In the top right you will see an audio level input. Try and keep this in the green. Red means it's too loud and you will need to adjust your volume.**
- **Across the bottom of the screen you will see record, play, stop, download, upload and the settings cog.**

# Script Prompter (Desktop/Laptop)

- **If you receive a studio session with a teleprompter, then you will be able to change the speed, size and script in the settings cog.**
- **Everything is clearly labelled and you will see the script as you record.**

# Recording (Desktop/Laptop)

- **Press record when ready.**
- **A 3 second countdown will occur and then you can start recording after the word 'Go!'.**
- **When you are finished, press the stop button.**

# Download (Desktop/Laptop)

- **Once you are happy, press the download button to download a local copy to your 'downloads' folder.**
- **You can also download as you go. Pressing the download button as you record will download a copy 'so far'.**

# Upload (Desktop/Laptop)

- **Once you are happy, press the up arrow button to upload a copy back to the person who requested it.**
- **Remember to wait until you see the message 'Recording Saved' – this could take some time if you are uploading a long file and have slow internet.**
- **\*The session may be set to auto upload and ask you for a file name.**

# Upload (Desktop/Laptop)

- **Make sure you are only using Chrome on a Laptop or Desktop.**
- **Never navigate away from your session or close down the window, without downloading or uploading – as the recording will be lost.**
- **Never close down your machine while uploading – you must see the ‘Recording Saved’ message first.**

