

## Voice Memo

### Icon to look for



### Voice Memo

### Real Life

#### Voice memos



Lance was the best man at a low-key wedding. The bride and groom didn't want a photographer at the reception, but Lance wanted to make sure they'd have some recorded memory of the event. So he used his handheld to record impromptu greetings and wishes from all the guests. He even caught a few snippets of the so-bad-they're-good cover band. After deleting the memos of Uncle Dave's off-color jokes, he e-mailed the couple their audio wedding album.

Voice Memo turns your Zire 72 handheld into a digital audio recorder. Record a “note to self” while you’re standing in line, a friend’s joke, or the sound of your friends singing you “Happy Birthday.” Create a memo instantly by pressing the button on the left side of your handheld.

### Customize your view

Your handheld alphabetizes the list of voice memos. You can sort by other characteristics such as category and date by selecting **Options > Preferences > Sort By**.

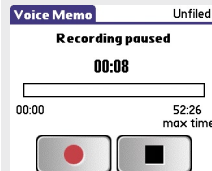
### E-mail voice memos

Just like photos and videos, voice memos sync with Palm Desktop software on your PC. You can then e-mail audio of everything from the most amazing street musician to the least amazing meeting.

### Voice memo in two steps

- 1 Press and hold the **Voice Memo** button on the side of your handheld.
- 2 Release the button to stop recording.

### Pause recording



To pause a recording, make sure you open Voice Memo from the Home screen. (It won't work if you just press the button on the side of your handheld.) Tap the **Pause** button on the screen. Tap it again to resume.

### Set an alarm

On the road? Record your kids saying “Wake up, Mommy!” and use it as your alarm. From within a voice memo, select **Options > Alarm** and enter the time and date. Check the **Auto-play** box to make the voice memo start playing after the alarm goes off.

### Save more recordings

Preserve memory by storing voice memos on expansion cards. Select **Card** from the category pick list. To automatically save all voice memos to a card, select **Options > Preferences** and check **Record automatically to expansion card, if present**.

### Things you can do with Voice Memo

- ▶ Record comments, ideas, notes, directions, e-mail addresses, and reminders.
- ▶ Record a critical hallway meeting or your boss's specific instructions.
- ▶ Record the exact conditions of a bet you've made with a friend.
- ▶ Record your daughter reading her favorite book (or saying your name for the first time).

### Voice Memo tips

- ▶ Hold your handheld no more than eight inches from your mouth for the best recording quality.
- ▶ Voice memos are automatically time-stamped. Just add your own title.
- ▶ While you're recording or listening to a voice memo, reminder alarms won't go off.

### Memos on cards

Voice memos stored on expansion cards are not backed up on your computer when you sync, can't be marked as private, and can't have alarms.

### Create categories

You can create categories to organize your voice memos. See pages 24 and 102.

### Go to

- ▶ **Note Pad** lets you write notes in your handwriting. See chapter 12.
- ▶ For written memos, see chapter 11.