# Publishing Audio Content

with Audio Acrobat

All the audio that is recorded using AudioAcrobat is stored on their servers. In order to distribute the recording you need to publish the recording using the procedure below:

Step 1: Login to your Audio Acrobat account at www.audioacrobat.com.

Step 2: Locate the recording you wish to send. Click the "Audio" tab then click "Show Audios" as shown below. All new recorded files will be named as "saved phone recording" so you will have to narrow down your files by the length of the call and the date it was recorded.

Step 3: Click the yellow play button to hear the content of the audio and to test the sound quality.

Step 4: Click the name of your file and the View Audio Information screen will appear.
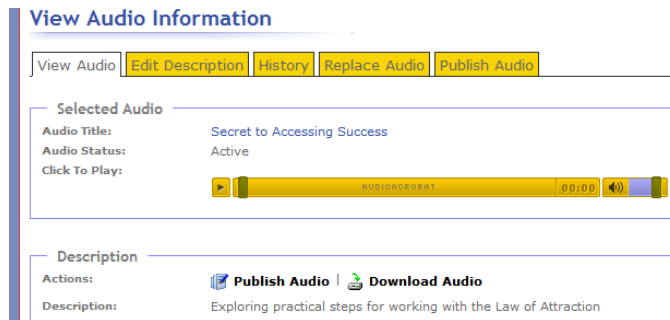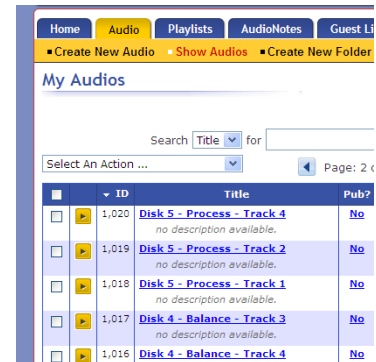
Step5: Click the "Edit Description" tab. You can edit the title of the file and write a description here to help you keep track of your sessions. Be sure to click "save changes now" at the bottom of this screen to save your changes.

Step 6: Click the "Publish Audio" tab to generate an email link to send to your supervisor. Use the "Publish for Download" link and the Audio File URL section. Highlight that code and copy and paste it into an email to your supervisor. This will provide them a link to download the mp3 file of your recorded session.