

STEPS TO RECORD AUDIO ON COMPUTER

Record on Windows

1. Press "Windows-W" to open Settings, enter "sound" into the search field and then select "Sound" from the results.
2. Select the "Recording" tab and confirm that a microphone is connected to the computer. If not, connect a microphone or headset to a USB slot or microphone jack.
3. Click "OK" to close Sound, press "Windows-Q" to open Apps and then enter "recorder" into the search field.
4. Select "Sound Recorder" from the results. Click "Start Recording" or press "Alt-S" and begin speaking in to the microphone.
5. Click "Stop Recording" to complete the recording. Enter a name for the file into the Save As dialog that appears and then click "Save."

Record on Mac OS X with QuickTime Player

You can record any audio on a Mac from a microphone with this method, using either a built-in microphone or an external mic.

1. Open QuickTime Player, found in the /Applications/ folder
2. Pull down the "File" menu and choose "New Audio Recording"
3. Click the red (o) Record button to start recording audio from the default microphone source*When finished, hit the same button to stop recording sound
4. Go to the "File" menu and choose "Save", name the file and choose the output somewhere convenient



The recorded sound will be an m4a file, a high quality compressed audio format that is widely recognized, allowing it to be played on just about anything, whether it's a Mac, iTunes, Windows PC, iPhone and iPad, or an Android phone.

