# Using Your Mac as an Audio Recording Device

Before using your Mac as an audio recording device in class, **speak with your instructors**. Give your instructor a copy of your Letter of Accommodation and explain that you will be using the "Audio Recording Device in Class" accommodation. Let them know you will be using an app on your Mac to record class lectures.

Since your Mac will be out on your desk during class time in order to record the lecture, it is important that you use your Mac appropriately**.** You should start the recording before class begins and not use your Mac at all during class. If your instructor notices you using your Mac during class, they have the right to ask you to turn it off and put it away – using your Mac as a recording device does not mean you can actively use your Mac during class.

## Recording Apps

On Macs, the "QuickTime Player" app is pre-installed. We recommend trying this app first. If you do not like it, you may want to try one of the other programs described on the back of this page.

### 1. QuickTime Player

**Opening QuickTime Player**

1. Go to the Finder app.
2. Select “Applications” from the left sidebar and click the QuickTime Player icon.

**Using QuickTime Player**

1. How to Record

* Choose “File” then “New Audio Recording.”
* Press the Record icon to begin recording
* Click the Record icon again to end the recording.
* Select “File” then “Save” to rename and save the recording.

2. How to Listen to a Recording

* Select the desired recording.
* Click the Play icon.

3. How to Make Changes to a Recording

* Select "File” then “Open File” to choose a recording.
* To trim the recording, click “Edit” and select “Trim” from the drop-down menu.
* After dragging the right and left handles to trim the recording to the desired length, press the “Trim” button.
* To export the trimmed version of the recording as a new file, choose “File” then “Export.”

2. Voice Memos  
***Note***: Voice Memos is pre-installed on macOS Mojave and later.

**Opening Voice Memos**

1. Go to the Finder app.
2. Select “Applications” from the left sidebar and click the Voice Memos icon.

**Using Voice Memos**

1. How to Record

* Press the Record icon (red circle) to begin recording.
* Click the Pause icon to temporarily stop the recording.
* Select “Resume” to continue recording or “Done” to end the recording. Once “Done” is selected, the recording will be added to the recordings list.

2. How to Listen to a Recording

* Select the desired recording.
* Click the Play icon.

3. How to Make Changes to a Recording

* To rename a recording, select the existing title, enter the updated title, and press "Return.”
* To trim and/or replace a portion of an existing recording, click a recording and select “Edit” in the upper-right corner.
* To share a recording, choose a recording, press the Share icon, and select the desired app.

### 3. Audacity

**Installing Audacity**

1. In a search engine, type “Audacity Download Mac.”  
2. Visit the first link that appears and follow the instructions under “Recommended Download – Latest Version of Audacity.”

**Using Audacity**

1. How to Record

* Press the Record icon (red circle) to begin recording.
* Click the Stop icon to end the recording.
* If no editing is needed/desired, select “File.” From the drop-down, click “Export” then “Export Audio” to save the recording as a .wav, .aiff, .mp3, .flac, .ogg, or .mp2 file.

2. How to Listen to a Recording

* Choose “File” and “Open” OR “File” then “Import” and “Audio” to open a recording.
* Click the Play icon to begin listening to the recording.

3. How to Make Changes to a Recording

* To trim a recording, open the recording and select “Edit.” From the drop-down, choose “Remove Special” then “Trim.”
* After editing, choose “File.” From the drop-down, click “Export” then “Export Audio” to save the recording as a .wav, .aiff, .mp3, .flac, .ogg, or .mp2 file.

***Note***: The apps listed above are only a sample of the numerous audio recording programs available. Additional options can be found by searching for, for example, “audio recorder for Mac.”