# Audio Recording using QuickTime

1. Go to the QuickTime icon in the dock or launch it from the Audio & Video icon in the dock.



2. Close the QuickTime start-up window that appears.
3. From the File pull-down in the top-bar menu, choose either New Audio Recording and the recording tool will appear.
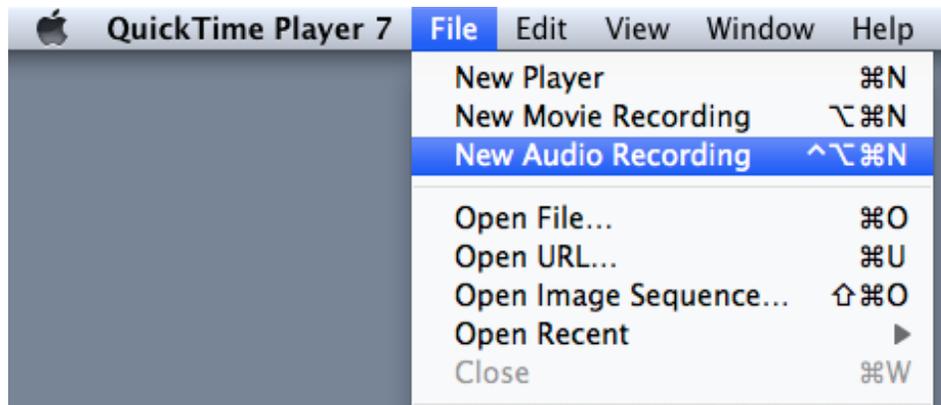


4. If the microphone is connected correctly, you will see the green indicator when you tap on the mic or speak into it. If it does not respond, refer to the Sound Troubleshooting help document.

5. Click on the red button to record.
6. The record button will turn to a black Stop button when recording. Please note there is no way to pause while recording.
7. When done recording, click the black Stop button.
8. The QuickTime player will appear, allowing you to listen to your recording by clicking the Play button.
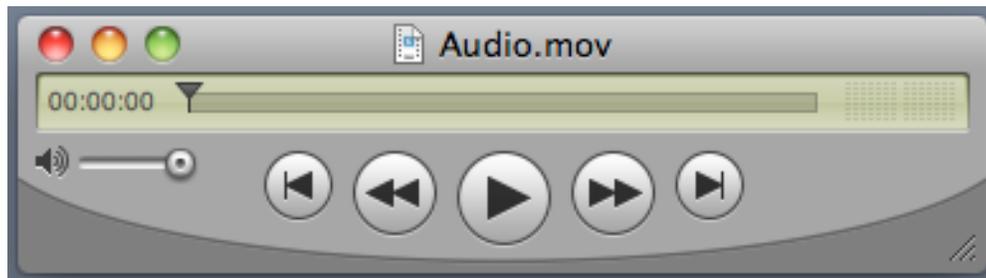


9. The file is automatically saved as Audio.mov on the desktop, which can be renamed by double-clicking on the name of the file on the desktop.
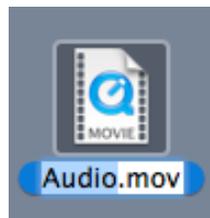


10. You can also rename it by going to the File pull-down from the top-bar menu and choosing Save As. Make sure it is saved as a self-contained move to the desktop.