# Using Your PC as an Audio Recording Device

Before using your PC 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 PC to record class lectures.

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

## Recording Apps

On **Windows 10**, the "Voice Recorder" app is pre-installed—this app was called “Sound Recorder” on previous versions of Windows. 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. Voice Recorder

***Note***: Recordings will be saved as .m4a files.

**Opening Voice Recorder**

1. Go to the Windows Start menu.
2. Search for “Voice Recorder” and click the top result.
3. If Voice Recorder does not appear during this search, it can be downloaded through the Microsoft Store. Search for “Windows Voice Recorder” and select “Get.”

**Using Voice Recorder**

1. How to Record

* Press the microphone icon to begin recording.
* Click the Stop icon to end the recording. The recording will be added to the recordings list.
* ***Note***: Selecting the Pause icon during a recording will temporarily stop the recording, which can be resumed when the Pause icon is chosen again. However, the recording will not be added to the recording list until the Stop icon is pressed.

2. How to Listen to a Recording

* Select a recording from the list.
* Click the Play icon.

3. How to Make Changes to a Recording

* Select a recording from the list.
* Right-click the recording for the options to share, rename, delete, or open the file location.
* Along the bottom of the recorder window is a toolbar. To trim the recording, choose the second icon from the left (next to the Share icon).
* To add markers to the recording, select the flag icon underneath the Play icon. Any markers created will appear above the Play icon.

### 2. Audacity

**Installing Audacity**

1. In a search engine, type “Audacity Download Windows.”
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, .mp3, .aiff, .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 is complete, choose “File.” From the drop-down, click “Export” then “Export Audio” to save the recording as a .wav, .mp3, .aiff, . flac, .ogg, or .mp2 file.

### 3. Online Voice Recorder by 123apps

***Note***: Recordings will be saved as .mp3 files.

**Opening Online Voice Recorder**

1. In a search engine, type “Online Voice Recorder 123apps.”
2. Click the first link.

**Using Online Voice Recorder**

1. How to Record

* Press the Record icon (red circle) to begin recording. If prompted, allow access to the microphone.
* Click the Pause icon to temporarily stop recording. Selecting the Pause icon again will resume recording.
* Press the Stop icon to end the recording.

2. How to Listen to a Recording

* After clicking the Stop icon, the recording will appear on the screen.
* Select the Play icon OR hit the spacebar to play the recording.

3. How to Make Changes to a Recording

* Drag the left and right handles to alter the recording’s start and stop times. Use the Play icon to confirm the start and stop times before saving.
* Click “Save” to download the recording as an .mp3 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 Windows.”