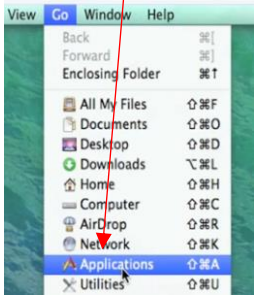


Making Voice Recordings with QuickTime

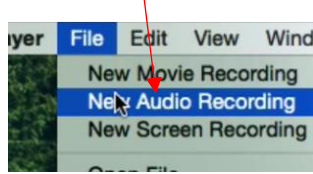
Open the *Applications* folder...



...then click on the QuickTime Player...



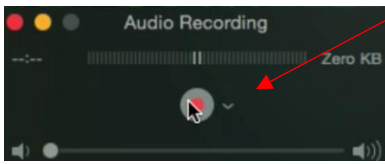
...and click on *New Audio Recording*...



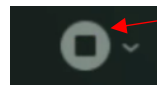
... click on the *down arrow*,...



...and choose a microphone.



1 Click the **RECORD** button...



...(it changes to a **STOP** button)...



2 Speak into the microphone. The level indicator will flash as you speak.



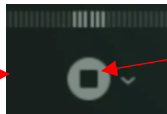
3 Hold down the *option* key...
... and the **RECORD** button becomes a **PAUSE** button,



4 Click the **PAUSE** button between questions to pause the recording. Click it again to resume.

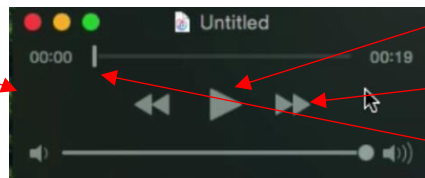
5 Release the *option* key...

...and the **STOP** button reappears.



6 Click **STOP** to end recording only after you answer the last question.

Clicking **STOP** displays playback controls

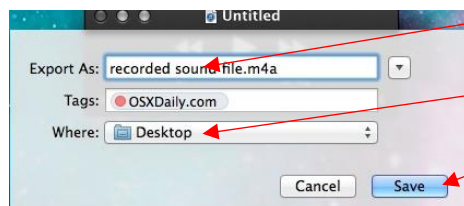
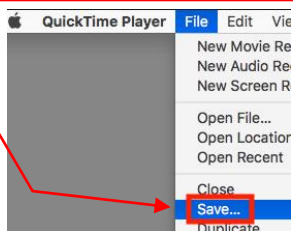


You can play the recording back and pause it...

...fast forward or rewind through it...

...or move directly to any point.

7 ...Choose *Save* from the QuickTime *File* menu...



...Choose a name (include your own name so the teacher can tell who it came from)...

...Choose a location...

...and click *Save*.

8 Now you can upload your file to the drop box and submit it.