

Digitize your lectures

This guideline is a translation of the following website of Hamburg University:

<https://www.uni-hamburg.de/elearning/werkzeuge/autorenwerkzeuge/quicktime.html>

The translation was prepared with courtesy of Marcel Schäfer of DKFZ Heidelberg. Thank you very much!

Audio recording with QuickTime (MacOS)

Advantage: If you don't have a fast internet connection OR you don't need to record your screen, a simple voice recording referring to a PDF presentation pdf should be sufficient. The resulting files are not as big as a video file. Therefore, the upload is fast.

Required equipment

- A Microphone
- A silent room: With voice recording a small disturbing noise can interfere with the recording
- A computer
- You can use the built-in microphone of your laptop, but it is not recommended due to low sound quality

Better sound quality can be achieved by using e.g.

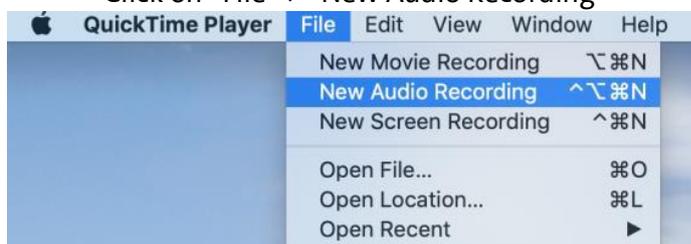
- A headset
- A standing / table microphone

Installation

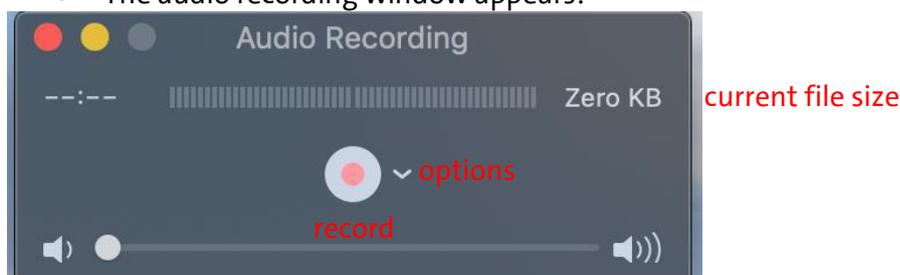
- QuickTime and iTunes should be preinstalled on your Mac

Recording

- Open QuickTime
- Click on "File" > "New Audio Recording"

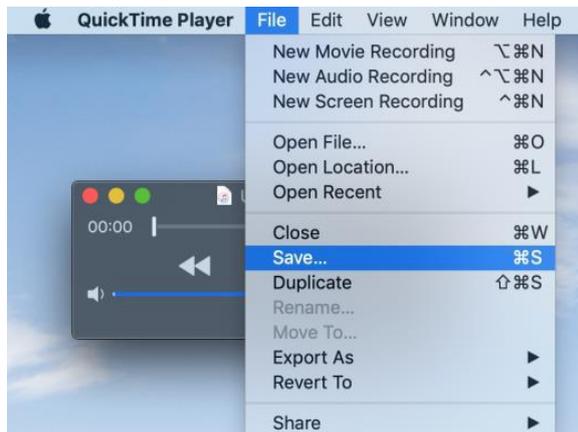


- The audio recording window appears:



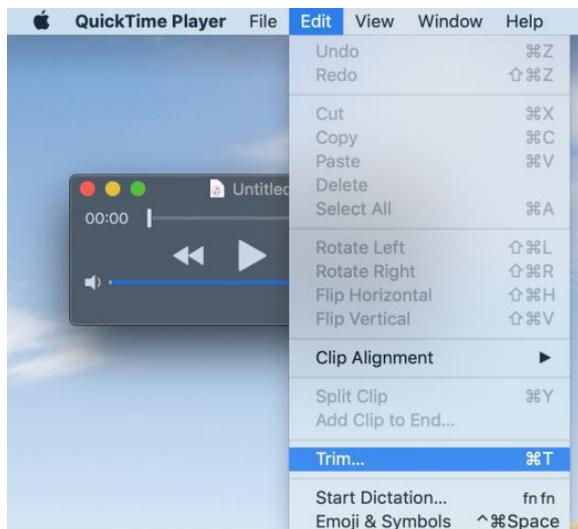
volume

- Click on “Options” for microphone settings
- If you turn up the volume you can hear yourself during recording
- To start recording, click the “Record button” at the bottom of the window
- To pause recording, press the Option/Alt key (⌥) and click the “Record button”. Click again (without Option/Alt key) and recording continues.
- To stop recording, click the “Record button” (without Option/Alt key) again.
- To save the recording, click on „File” > „Save As”. There you choose a name and saving location.



Editing the Record

If necessary, you can shorten the record, e.g. you can cut something off at the beginning and/or end. To do this, please click on “Edit” > „Trim”.



In the following window, you can move the yellow bar as you need it:



A red line indicates where you are in the record. Then, if you click „Trim”, the short version of the original file will be saved.

Change the record format to save as mp3 file

QuickTime saves recording as .m4a files, but usually you should only use and upload .mp3 files. Therefore, the file format has to be changed.

You can use iTunes for this (also a proprietary program of Apple).

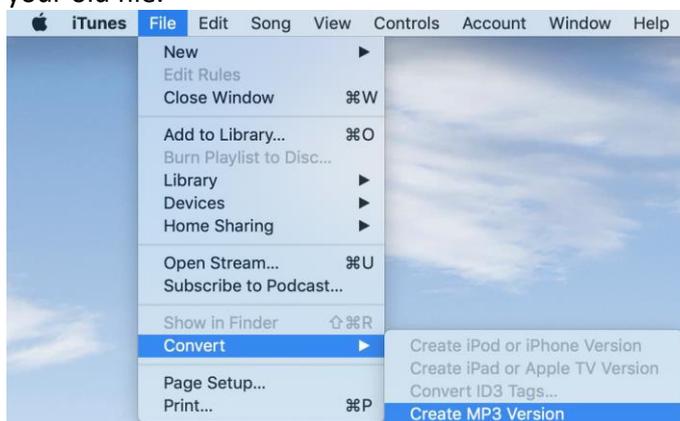
- Open the recorded file with iTunes
- Click on „iTunes” > „Settings”



- Continue with „General” > „Import settings”. For „Import Using”, please choose „MP3 Encoder” and click on „OK” twice.



- On „File” > „Convert” you can create a mp3-version which will appear in iTunes next to your old file.



- If you move this file to your desktop resp. another folder, you can see the file ending with .mp3