# How to Record Audio on a PC

*\*This is guidance on how you can record audio on your PC where it has been recommended on your RAP.\**

### Recording Internal Audio with Audacity

1. **Download and install Audacity.** Audacity is a free program that lets you record and edit audio on your PC.To download Audacity, go to <https://www.audacityteam.org/download/>
2. **Open Audacity** in Windows from the start menu or the desktop shortcut.
3. **Click the audio host drop-down menu.** It's near the upper-left side of Audacity and usually has MME selected by default. A drop-down menu will appear.
4. **Select Windows WASAPI.** This option sets Audacity to record sound from other apps, such as those that play music or videos.
5. **Click the audio input drop-down menu.** It's to the right of the microphone icon that's right of the "Windows WASAPI" box.
6. **Click Speakers (loopback).** Selecting it ensures that Audacity will capture your computer's internal (on-screen) audio without recording external audio (e.g., your typing).

***(****If the audio you're listening to is currently coming through headphones, you'll click* ***Headphones (loopback)*** *here instead.)*



1. **Click the red circle to start recording.** It's near the top-left corner of Audacity. Audacity will begin recording the audio coming from apps on your computer.
2. **Save your recorded audio.** To save your file:
	* Click the **File** menu in the top-left corner of the window.
	* Select **Export**.
	* Click **Export as MP3** (or your desired format) in the menu.
	* Select a save location.
	* Enter a file name in the "File name" text box.
	* Click **Save**.
	* Click **OK** when prompted.

# Other Options

There are a few other ways to record desktop audio from your computer, but they each have some drawbacks. You can connect an audio cable from your microphone socket on your computer to your headphone socket, but you won’t be able to hear any sound unless you have an aux 3.5mm splitter though.

You can record the audio from your computer on your phone (or vice versa), but if there is any background noises in your home, they will affect the recording, and the quality won’t be as high overall.

Finally, if you have a Dictaphone you can connect it with an audio cable to your computers microphone socket, but again, without a splitter you won’t be able to hear any audio while you record.

# Considerations

There are some rules you must follow about recording at GCU. For more details, please read [here](https://www.gcu.ac.uk/student/video/).