

How to record audio in Microsoft Office Word 2007

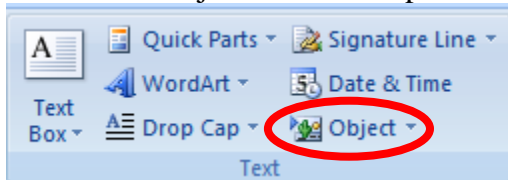
When you're trying to go green, it helps to be able to leave digital messages in your students' work. Sometimes audio is the best way to do that.

To record an audio comment in Word...

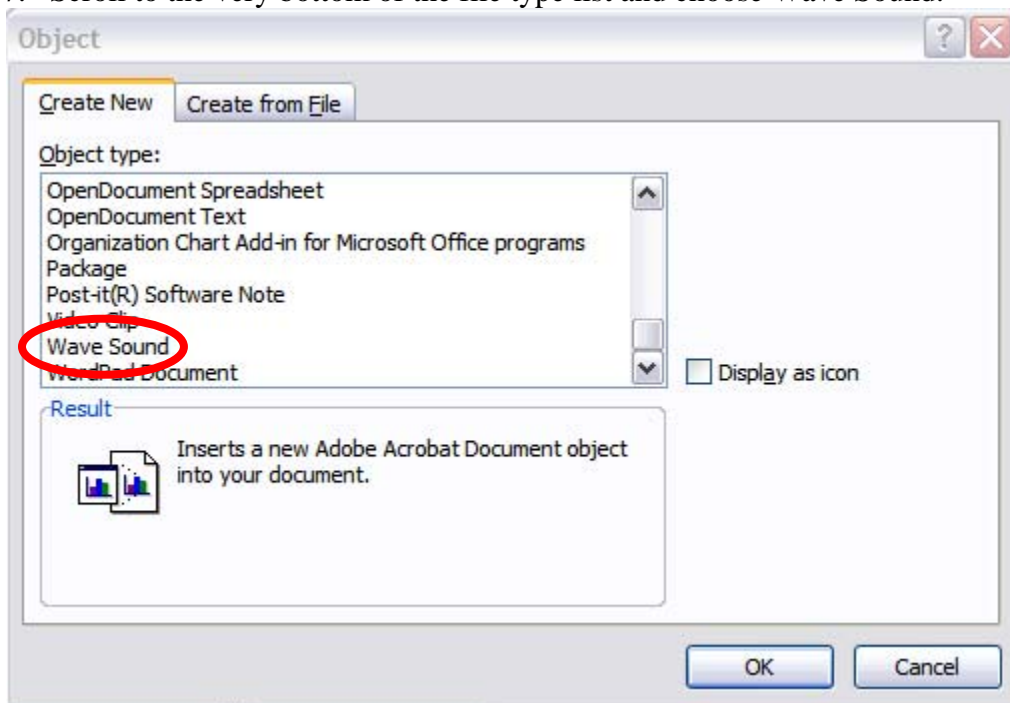
1. Plug your microphone into your laptop.
2. Open the document you want to edit.
3. Place your cursor where you want the audio comment speaker to appear (this will let your student know they've got an audio comment).
4. Once your cursor is in place, click on the Insert tab on the menu ribbon.



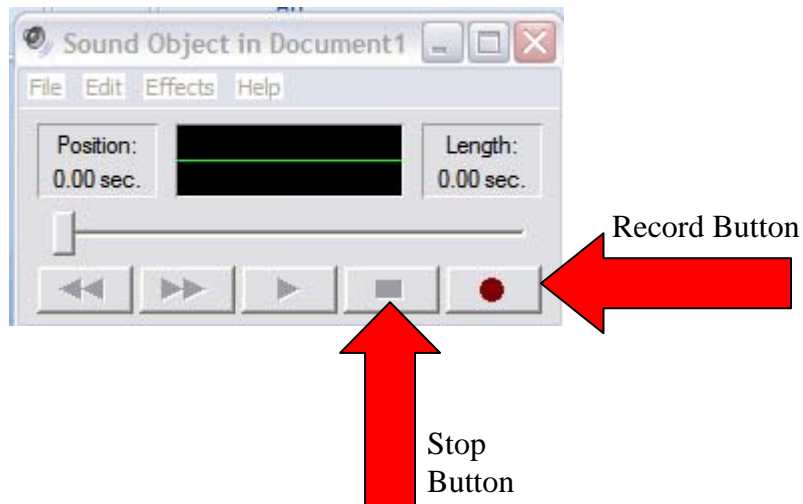
5. Click on object in the text option box.



6. From the window that pops up, click on the Create New tab.
7. Scroll to the very bottom of the file type list and choose Wave Sound.



8. Click Ok
9. The Media Recording box will appear.
10. Click the red circle to record and the black rectangle to stop recording.



11. You will see the speaker icon when you are finished.
12. To hear your comment double click the speaker icon.
13. Save your document after every audio comment or major edit so that you do not lose your work.