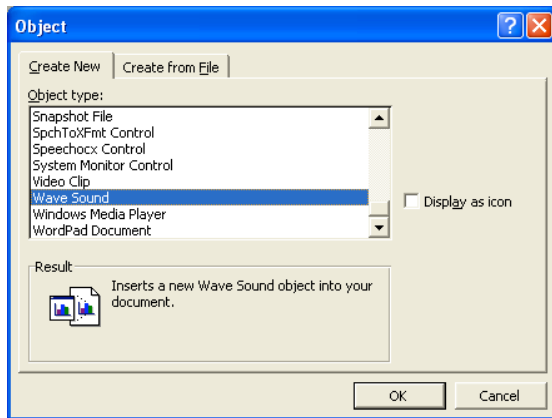
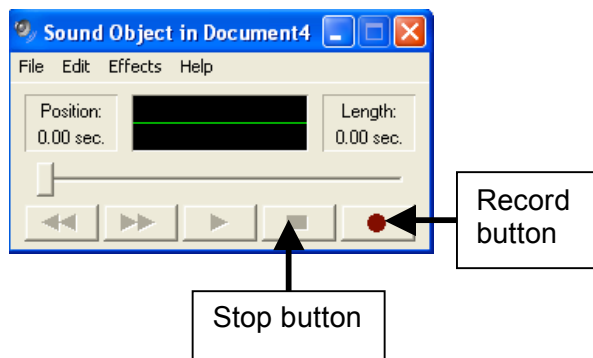



Using the Sound Recorder Feature of Microsoft Word

1. To access this feature, begin by making sure that the cursor is placed in the document at the location where you want to insert the sound/narration. On the top toolbar of Microsoft Word click **Insert > Object > Create New tab > Wave Sound**.



2. The Sound Recorder will appear. Use a microphone to record your voice. Start by clicking the **Record** button and when you are finished recording, click on the **Stop** button. Then, click back onto the Word document.



3. Once the recording is made, an icon  appears in the Word document to indicate that a voice recording has been made. Double-click on the icon to hear the recording.
4. When no longer needed, the icon and recording can be removed by clicking on the icon to highlight it, and then using the Cut or Delete actions.