

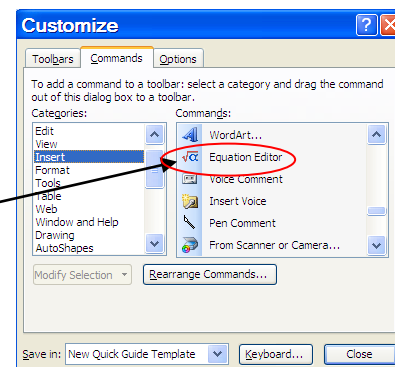
# Creating Voice Notes in Word 2003

## Quick Guide

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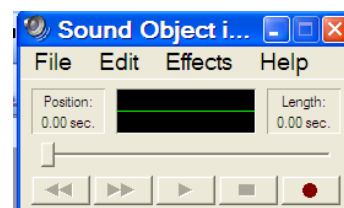
### Adding the Voice Note button to the Toolbar

1. Click on **View > Toolbars > Customize**
2. Select the **Commands** tab, **Insert** from the **Categories** list and **Voice Comment** from the **Commands** list.
3. Drag the **Voice Comment icon** into one of the toolbars on display under the menu line.
4. Click on **Close**.



### Adding a Voice note

5. Click on the **Voice Comment icon** (now called Insert Sound Object)
6. Click on the red **Record** button and start talking
7. Click on the **Stop** button (to the left of record)
8. Click on the **Play** button (to the left of Stop) to hear your recording.
9. If you can't hear your recording:
  - a. check the microphone is plugged in to the correct socket;
  - b. click **Edit > Audio Properties** in the Sound Object window and make sure the correct device is selected for Sound recording and that the volume is turned up.



### To listen to the Voice note in your Word document

10. Double click on the sound icon to check your recording.
11. You can click and drag your voice notes around the page. You can also delete the voice notes and re-record them, as many times as you want.
12. When you save the Word document, the voice notes are saved as well.



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## Ideas for using Voice Notes

### A teacher can:

1. Record questions or instructions into worksheets or assignments.
2. Record a passage from a book to support pupils when tackling a comprehension exercise.
3. Record readings from a play into the script.
4. Record passages in a foreign language, for a language comprehension exercise.
5. Record correct pronunciation or an explanation or definition of particular words.
6. Record comments when marking pupils' work.
7. Record verbatim messages into emails for colleagues.
8. Download sound clips from the internet and insert them into Word documents (instead of recording a sound, click **Edit > Insert File** in the Sound Object window).

### A pupil can:

1. Record their answers to questions.
2. Use Voice Notes to plan a piece of writing:
  - a. record ideas in the order they come to mind,
  - b. play them back,
  - c. re-record as necessary,
  - d. move the voice notes around to get the ideas in the best order for writing the assignment,
  - e. then listen to each voice note in turn and type them out.
3. Read aloud from a book, then play back the recording to check their own accuracy.
4. Record readings from a play (with other pupils) into a script.
5. Practice recording and playing back passages for a foreign language task.
6. Create a multi-media document.