
Creating Voice Notes in Word to annotate a diagram

Quick Guide

Created 02/06
Updated

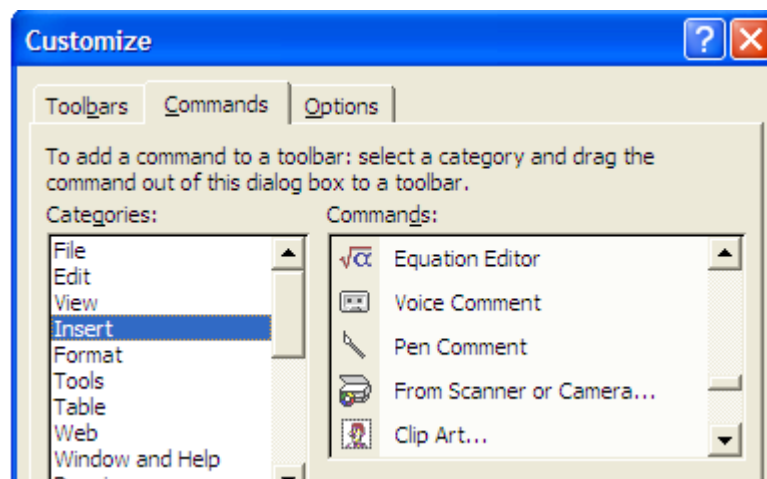
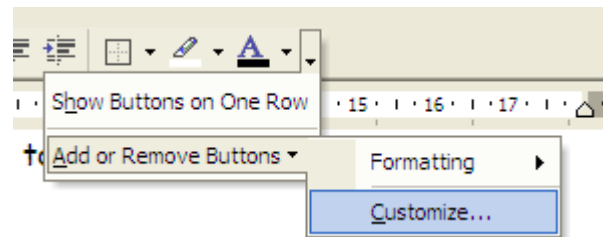
Getting the diagram

Diagrams can be scanned in and saved to file in advance or while using Word, depending on your own preference.

1. Load Word
2. Either open a blank document and save it or open the existing document you wish to add the diagram to.
3. Go to **Insert < Picture<** and select **from File** or **Scanner**
4. Adjust the size and positioning of the diagram to suit
5. **Save** the file again

Getting the Sound Button onto the Toolbar

6. Click on the small down arrow to the right of any of the toolbars
7. Hold down, select **Add or Remove Buttons** then **Customize**
8. Select the **Commands** tab, **Insert** from the **Categories** list and **Voice Comment** from the **Commands** list.
9. Drag the **Voice Comment Icon** into one of the toolbars on display under the menu line.
10. Then click **Close**.



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Adding a Voice Note

11. Make sure that you have the **Drawing** toolbar open (View> Toolbars> Drawing)

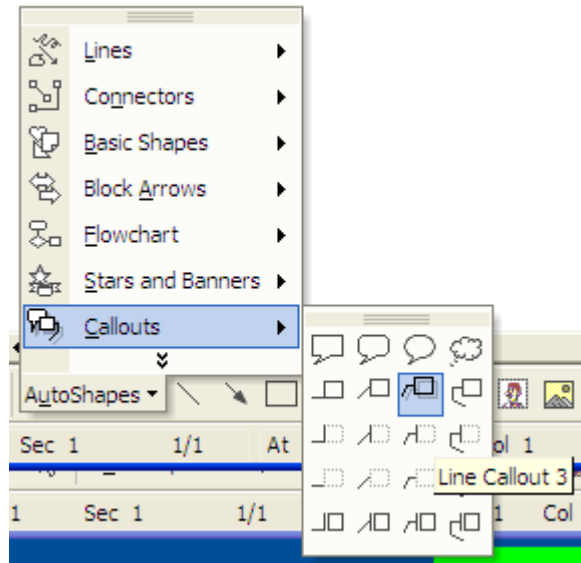
12. Select the **AutoShapes** pull-down menu

13. Choose **Callouts** then select a shape - the line callout 3 lets you have 2 points to position the shape.

14. If a `Create your Drawing Here` box appears press delete to remove

15. Position the cursor where you want the speech to be

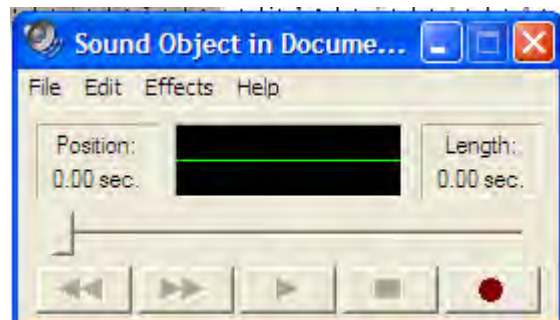
16. Click and drag the cursor so that the shape is the size you want



17. Click on the Voice Comment icon that you added to the toolbar earlier (now called **Insert Sound Object**)

18. Click on the red **Record** button and start talking

19. Click on the **Stop** button (to the left of record) when finished

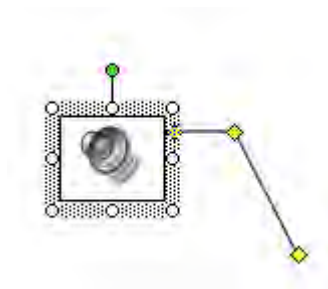


20. Choose **File>Exit** to return to your document

To adjust position of speech

21. Click and hold on the dotted edge to drag object around

22. Click and hold on the yellow diamond to reposition the pointer



To listen to the speech

23. Double click on the sound icon to check your recording.