

# Embedding a Sound Clip in Microsoft Word

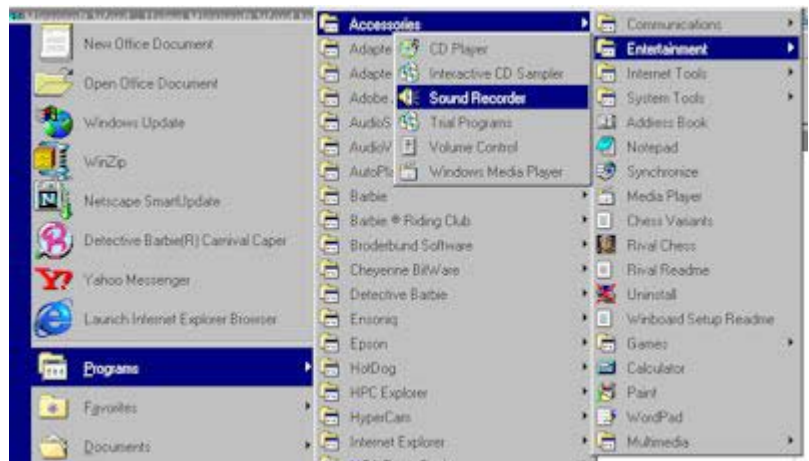
Did you know that you could embed a sound clip into MS word? This can be handy for beginning readers and for students who are learning to follow directions. The student can listen to the instructions as much as is needed by pressing the speaker button.

First you need to record the sound using your computer as a tape recorder.

You can easily use your computer to record voice, environmental sounds, music and more. After saving the sound as a .wav file, you can insert it into different programs like Microsoft Word, PowerPoint or send it to a friend via an e-mail attachment.

1. Go to Start, Programs, Accessories, Entertainment, and click on Sound Recorder.
2. Press on the red dot and speak into the microphone.
3. Press on the black square to stop.
4. Go to File, and click on Save As. Save your recording as a .wav file. Be sure to save it in a folder where you can easily find it when you need it.

Go to Start, Programs, Accessories,  
Entertainment, and click on Sound Recorder

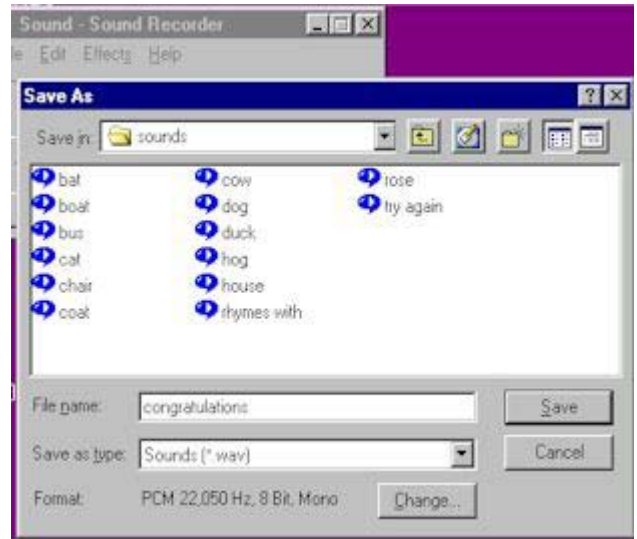


Press on the red dot and speak into the  
microphone.

Press on the black square to stop.



Go to File, and click on Save As. Save your recording as a .wav file. Be sure to save it in a folder where you can easily find it when you need it.

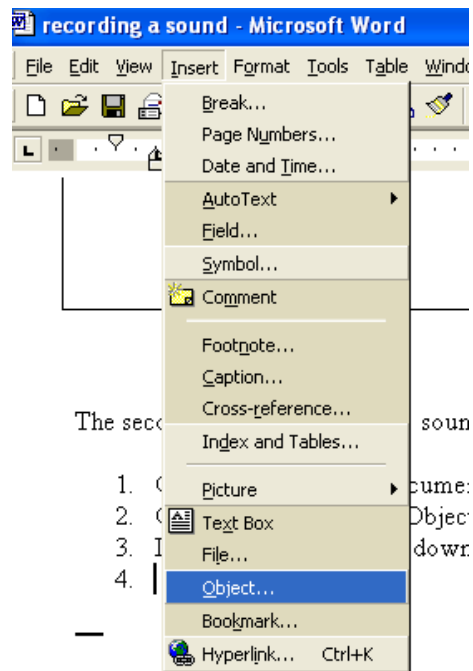


The second step is to embed the sound into a MS Word document.

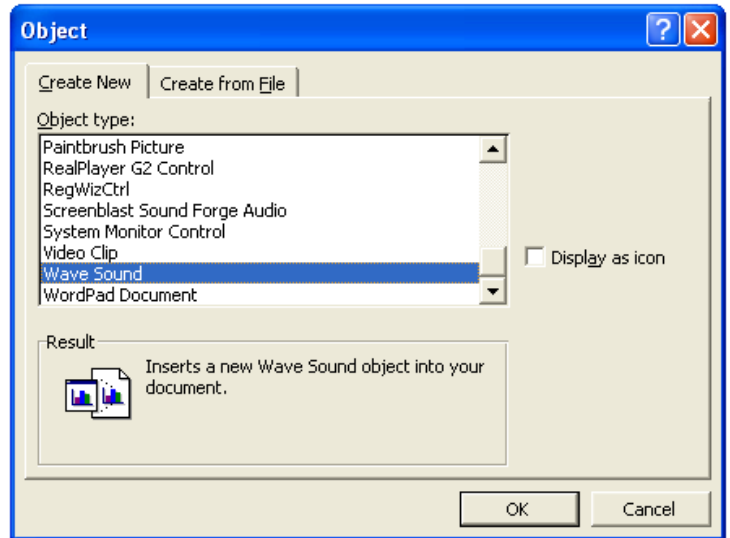
1. Open up a MS Word document.
2. Go to Insert and Select Object.
3. In the dialog box, scroll down and highlight Wave File and click OK.
4. In the recording box, press on the red dot and speak into the microphone.
5. When you are finished recording, press on the black square to stop.

Open up a MS Word document.

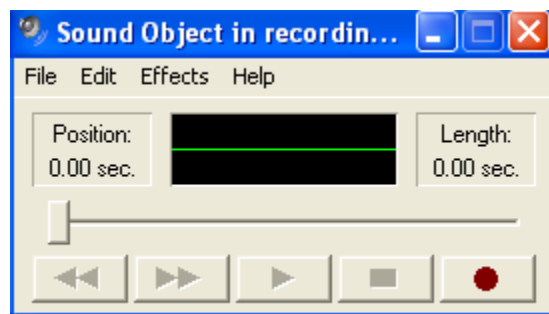
Go to Insert and Select Object.



In the dialog box, scroll down and highlight Wave File and click OK.



In the recording box, press on the red dot and speak into the microphone.



When you are finished recording, press on the black square to stop.

