

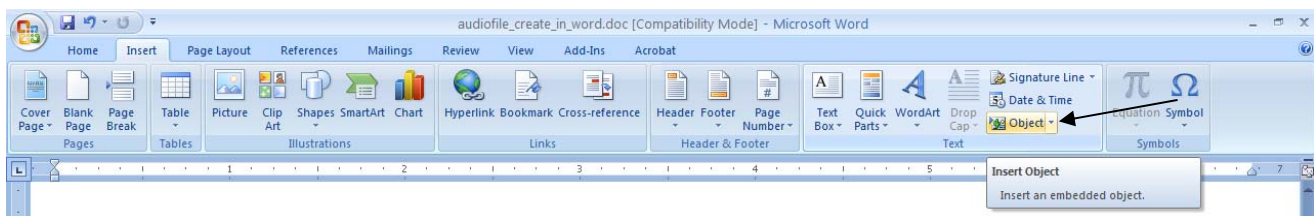


Microsoft Word

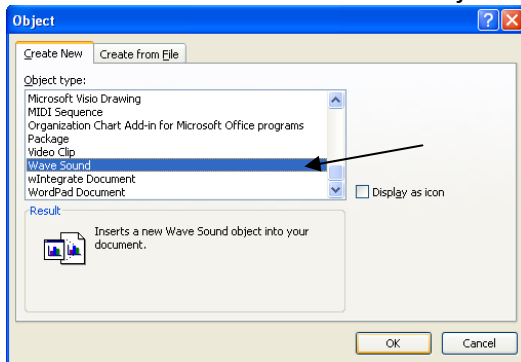
Open a new or existing Word document.

Click in the document where you would like to insert a sound clip. Note: the below described process can be completed multiple times to allow for various clips in one Word document.

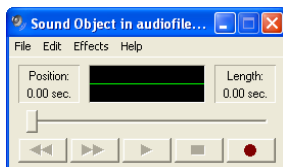
Insert an object (from the menu select “Insert” > “Object”).



Select “Wave Sound” from the “Object type” menu and click “OK”.

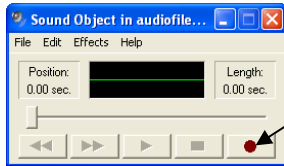


This will open a small window (see below) and add an image to your document. 

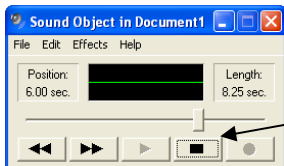


Click on the “record” button (red dot) and record your message. NOTE: Recording only works when you have the capabilities to record and hear sound on your computer.

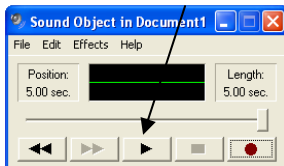
Creating an Audio File in Microsoft Word or PowerPoint



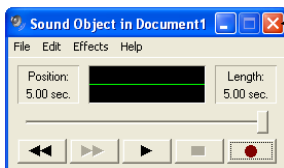
When you are done recording your message, hit the “stop” button.



To test your recorded sound, press the “play” button.



Close the Sound Object box by clicking on the red x.



Your document will have this image contained within (NOTE: you can move this image to a different location as needed.)



Double-clicking the  icon will play the audio file.

Save your document.

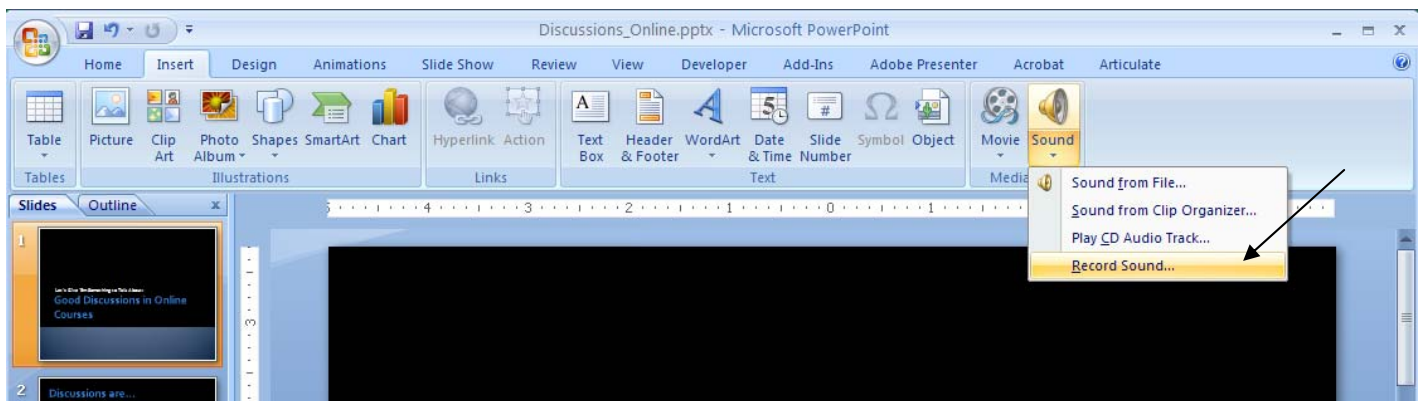


Microsoft PowerPoint

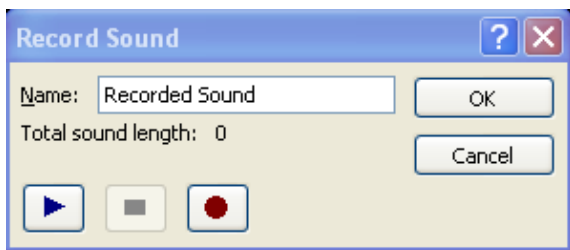
Open a new or existing PowerPoint presentation.

Click in the presentation where you would like to insert a sound clip. Note: the below described process can be completed multiple times to allow for various clips in one PowerPoint presentation.

On the Insert tab, in the “Media Clips” group, click the arrow under “Sound”, and then click “Record Sound”.



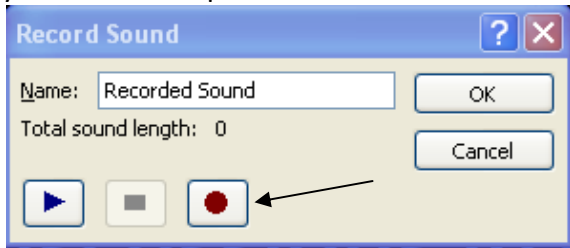
This will open a small window (see below) and add an image to your document. 



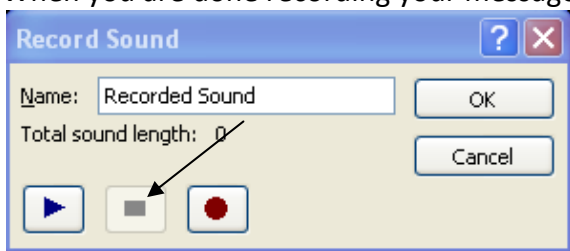
Creating an Audio File in Microsoft Word or PowerPoint



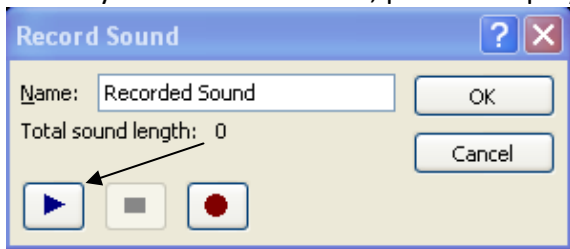
Click on the “record” button (red dot) and record your message. NOTE: Recording only works when you have the capabilities to record and hear sound on your computer.



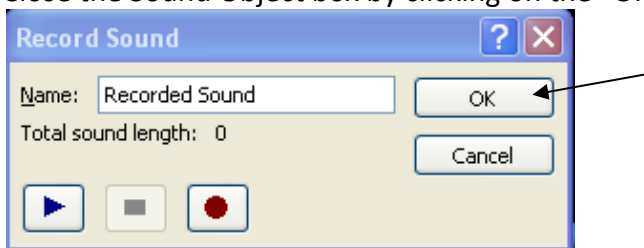
When you are done recording your message, hit the “stop” button.



To test your recorded sound, press the “play” button.



Close the Sound Object box by clicking on the “OK”.



Your document will have this image contained within (NOTE: you can move this image to a different location as needed.)



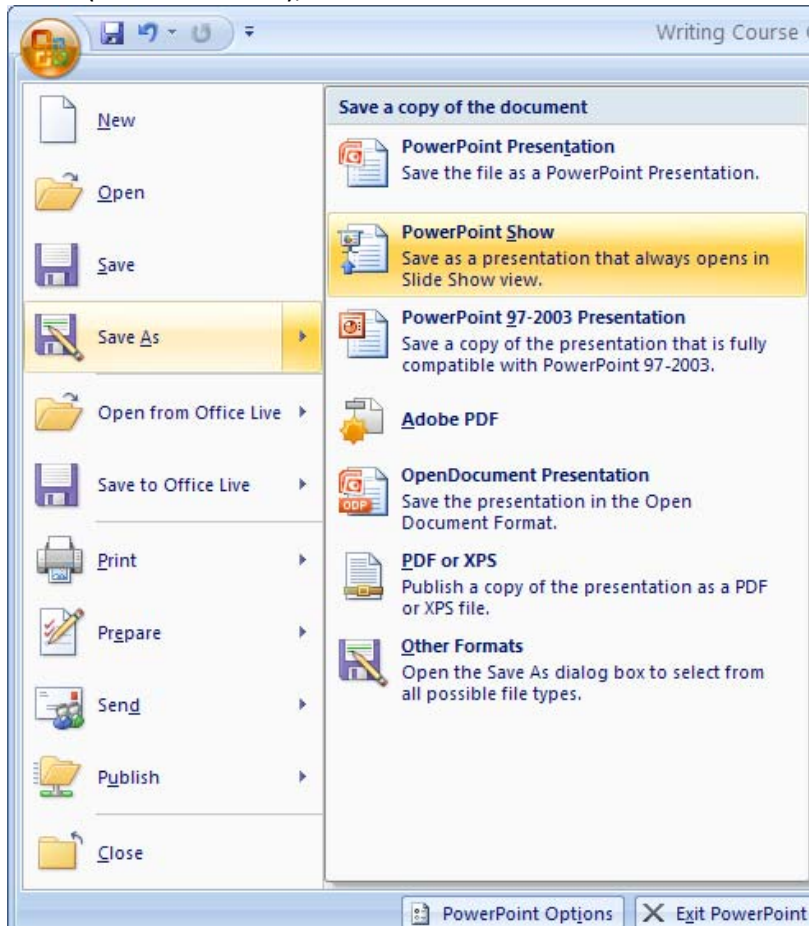
Double-clicking the  icon will play the audio file.

Creating an Audio File in Microsoft Word or PowerPoint



Save your presentation.

NOTE: If you would like to save your presentation so that the viewer only sees it in “Presentation” mode (recommended), then select to Save As a PPSX file.





Tips for Creating Successful Audio Files

- You must own a microphone or have a microphone in your computer to record audio. Clip-on microphones work the best as they keep a constant distance from the sound output and result in a consistent noise pattern.
- When you record, be in a quiet place. Eliminate any background noise such as a phone, fan, air conditioning, etc. Also, if you are using a microphone that is not in your computer, sit a distance away from the computer as your computer does create some background noise. If you are using the computer microphone, sit at the same distance from your computer throughout the recording.
- To help keep files at a reasonable size, please keep your audio to 5-8 minutes.
- Speak at a consistent level throughout your recording. Pretend you are speaking to a class; loud enough for all in the room to hear you and with enthusiasm.
- Try a test run to make sure all consonants and vowels are spoken at equal volume throughout the sentence. Try recording this and playing it back to yourself: Can you understand all your words? Are you speaking at an adequate volume? TESTING IS IMPORTANT as it will save you time in the long-run!