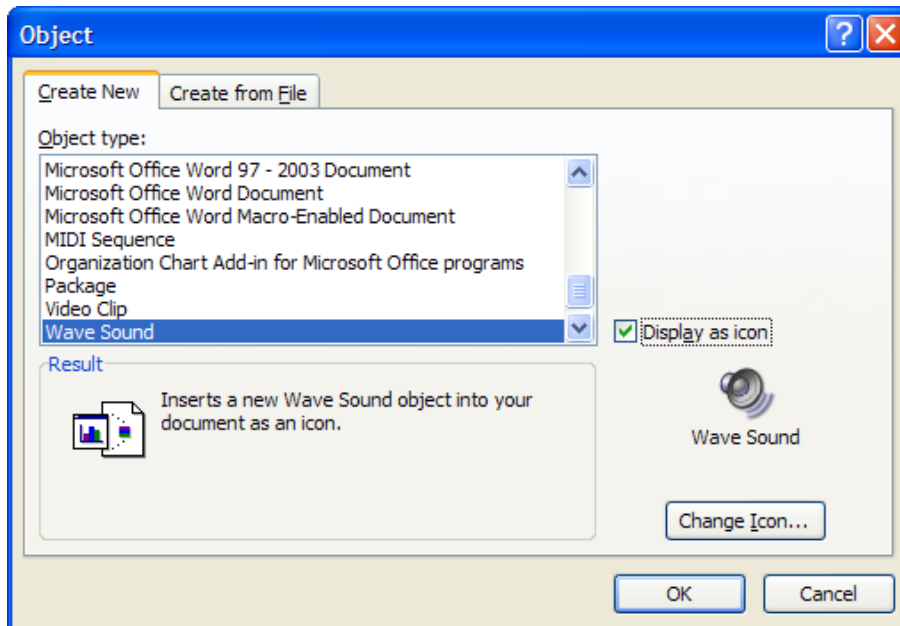


Adding Narration To MS Word Documents

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1. Create MS Word document.
2. Position the cursor where you want to insert the narration.
3. Click the Insert Tab from the Tool bar at the top of the MS Word window.
4. Click the down arrow next to Object (in the Text area toward the right of the Tool bar).
5. Click Object.
6. Click “w” and Wave Sound will show as the Object Type: Also click the Display as Icon box.
7. Click OK.



8. Attach microphone to computer or use integrated microphone on laptop.
9. Record narration by clicking on the red circle. To stop recording, click the square. You can listen to your narration by clicking the right arrow. If can edit the sound by clicking the Edit option. You can delete the icon and re-record it if necessary.
10. When you are happy with the narration, save the file.