

Inserting sound into Word 2003

Recording sound using Sound Recorder

1. **Connect your microphone to your computer.**

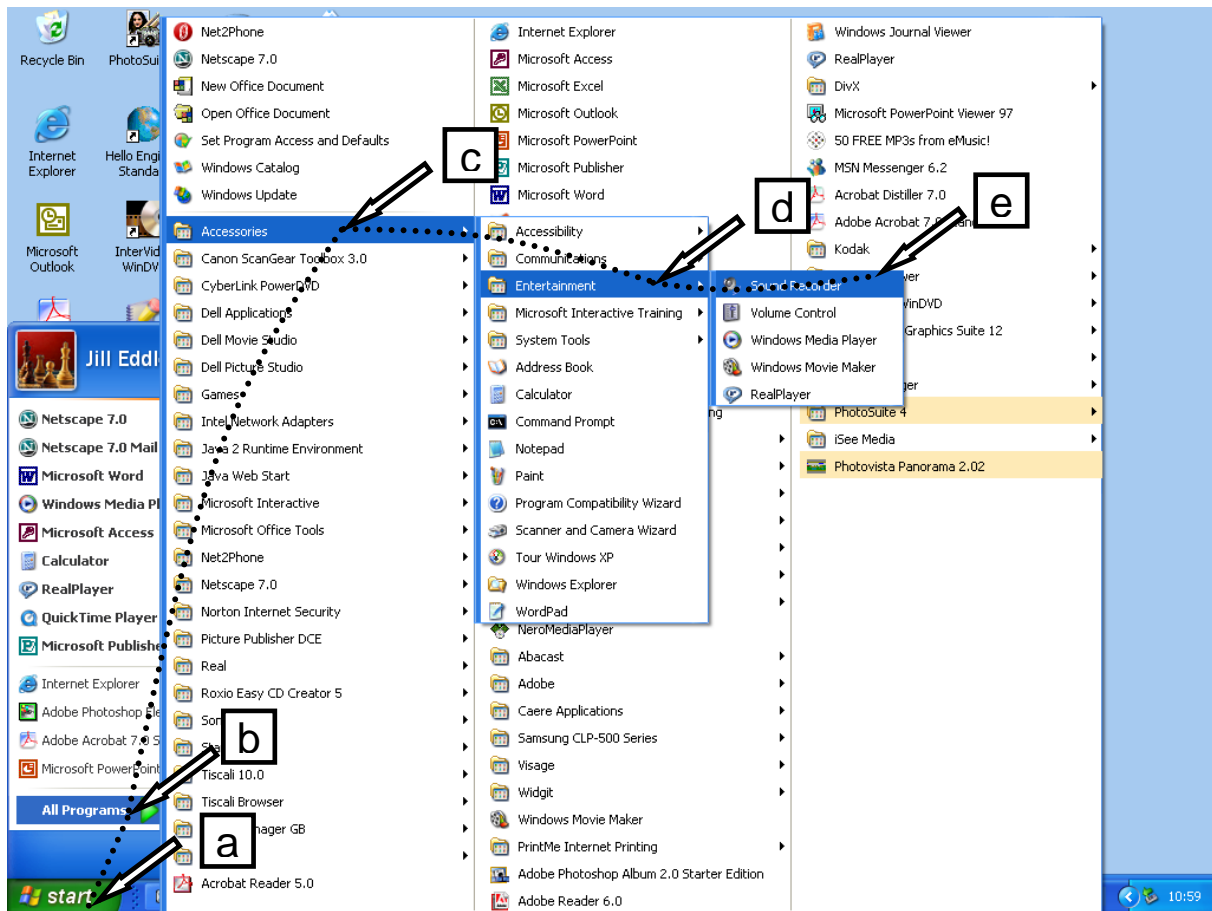


- a. Look for this symbol on your computer.
It could be on the side or at the back.
- b. Plug in your microphone in the hole next to this symbol.

2. **Connect your headphones to your computer.**

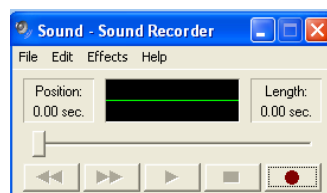


- a. Look for this symbol on your computer.
It should be next to the microphone symbol.
- b. Plug in your headphones in the hole next to this symbol.



3. How to open Sound Recorder

- Left click on **start**
- Move the arrow to **All Programs**
- Move the arrow up to **Accessories**
- Move the arrow across to **Entertainment**
- Move the arrow to **Sound Recorder** and left click



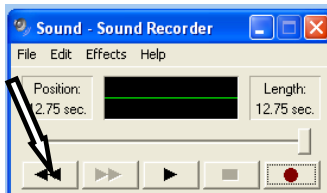
4. How to record sound



a. Left click on the red record button and start speaking.



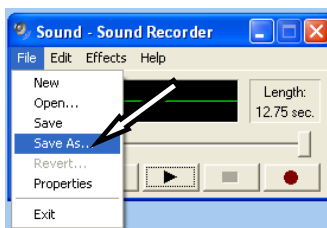
b. Left click on the stop button when you have finished



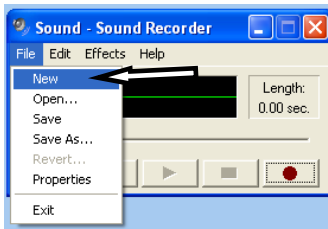
c. Left click on the return to start button



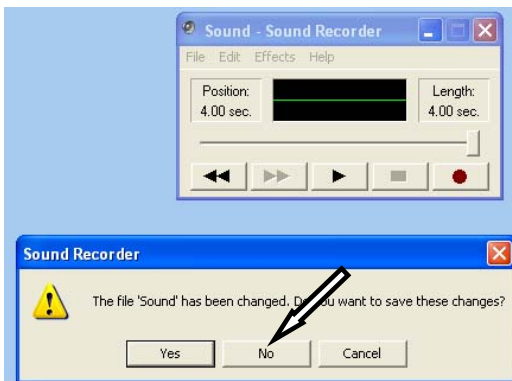
d. Left click on the play button to hear what you have recorded.



e. If you want to keep this sound save it in the usual way.



f. If you need to record the sound again left click on **New**.



g. Left click on **No** when sound recorder asks you to save the changes. Go to step a.

5. How to edit sound



a. Left click on the play button to hear the sound.



b. Click and drag the **slider** to the beginning of the sound you want to keep



c. Left click on **Edit** and then **Delete Before Current Position**



d. Click and drag the **slider** to the end of the sound you want to keep.



e. Left click on **Edit** and then on **Delete After Current Position**.

Play your sound to check it.

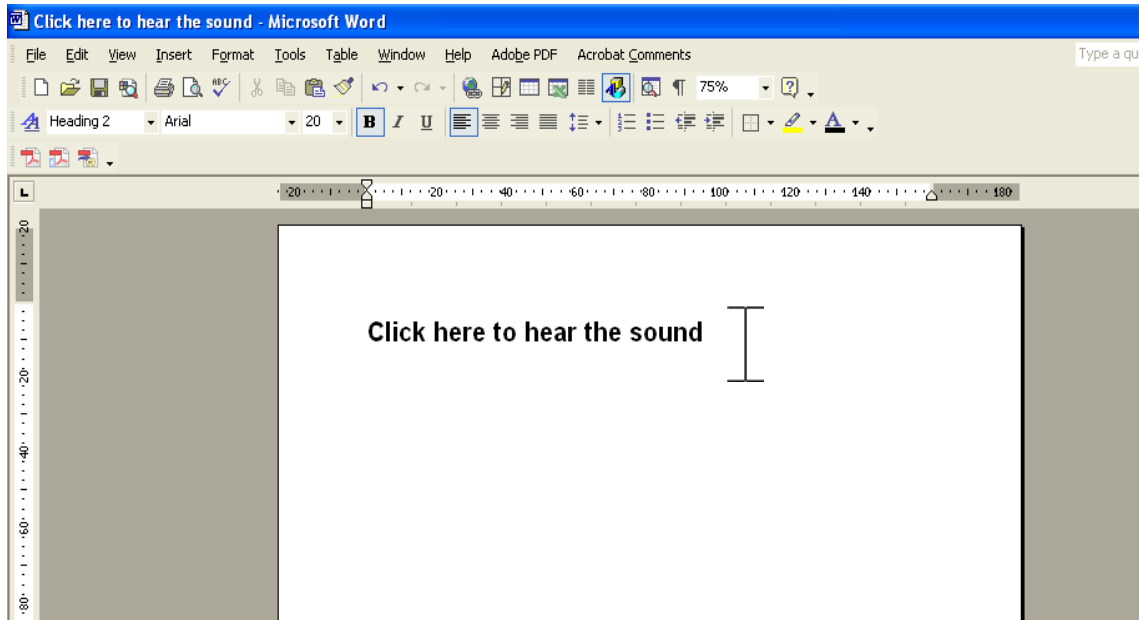
If it is ok save it.


If you need to make the clip shorter repeat steps **a** to **e** again.

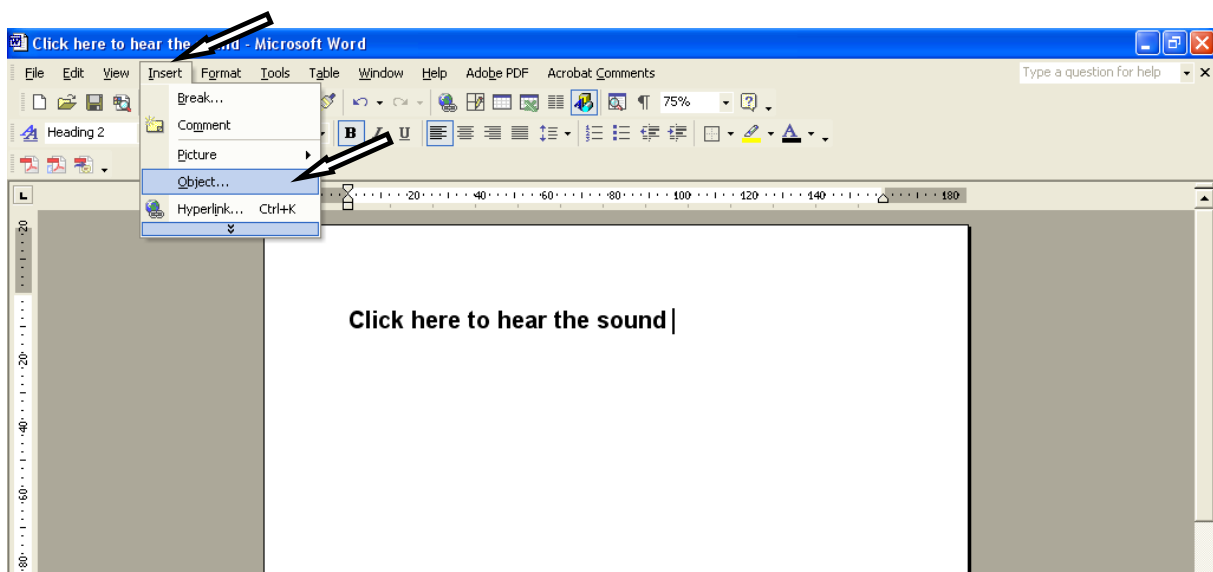
If you have cut off too much sound at either end just open the original sound file and start again.

6. Inserting sounds into word

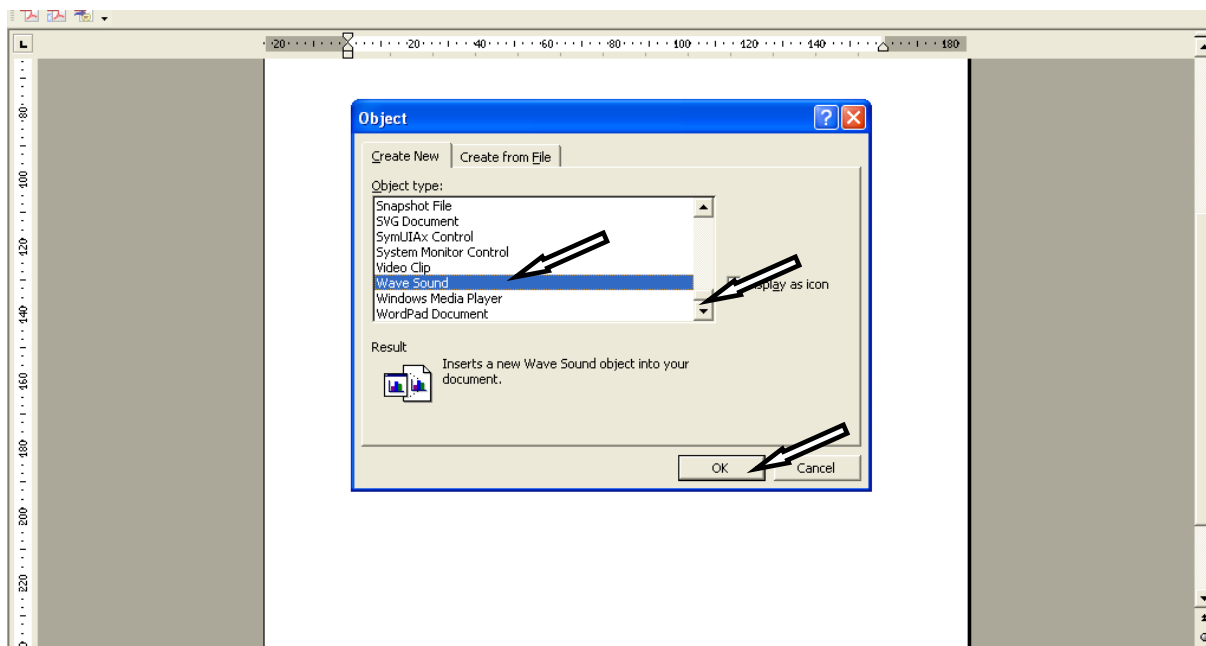
a. Open a word document.



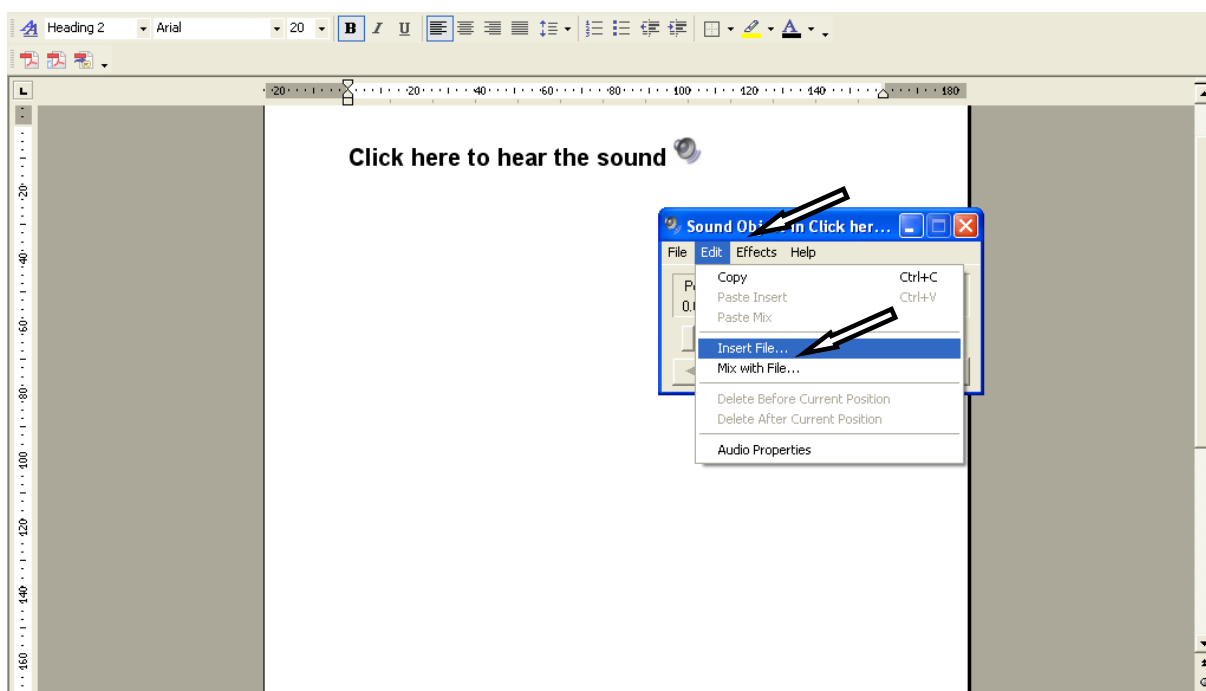
b. Place the  where you want to put the sound file and left click



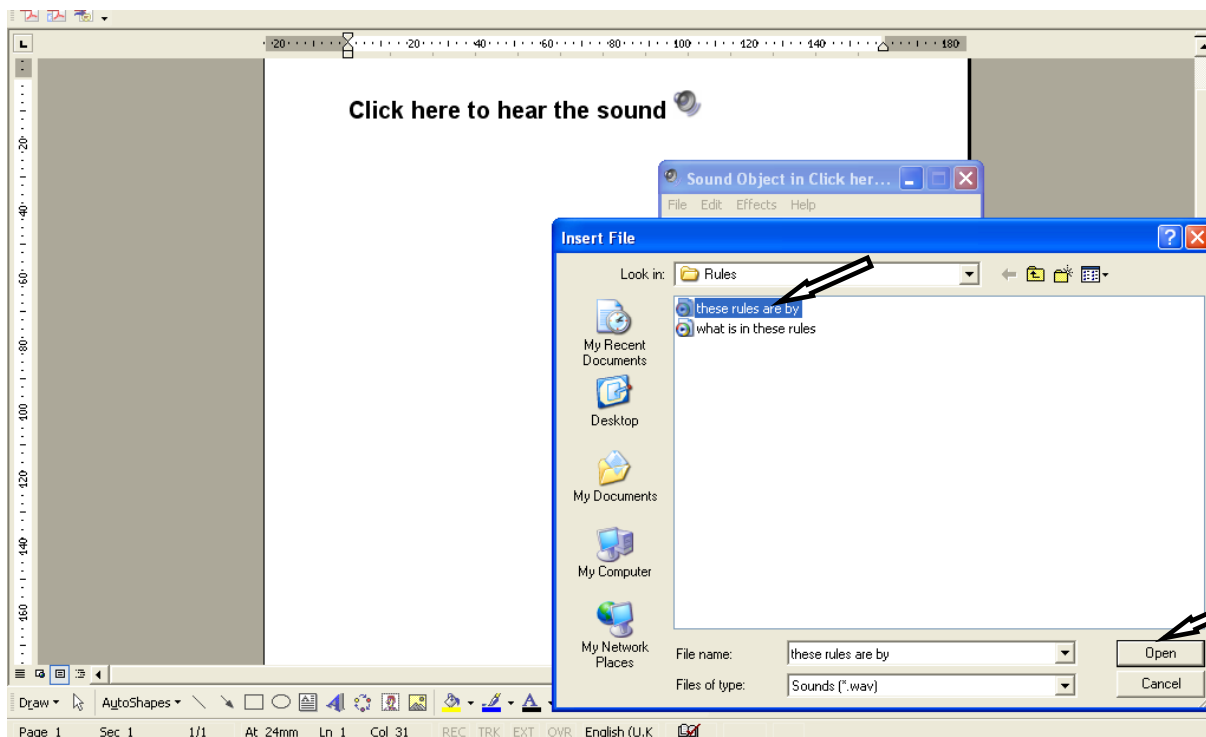
c. Left click on **insert** and the **object**



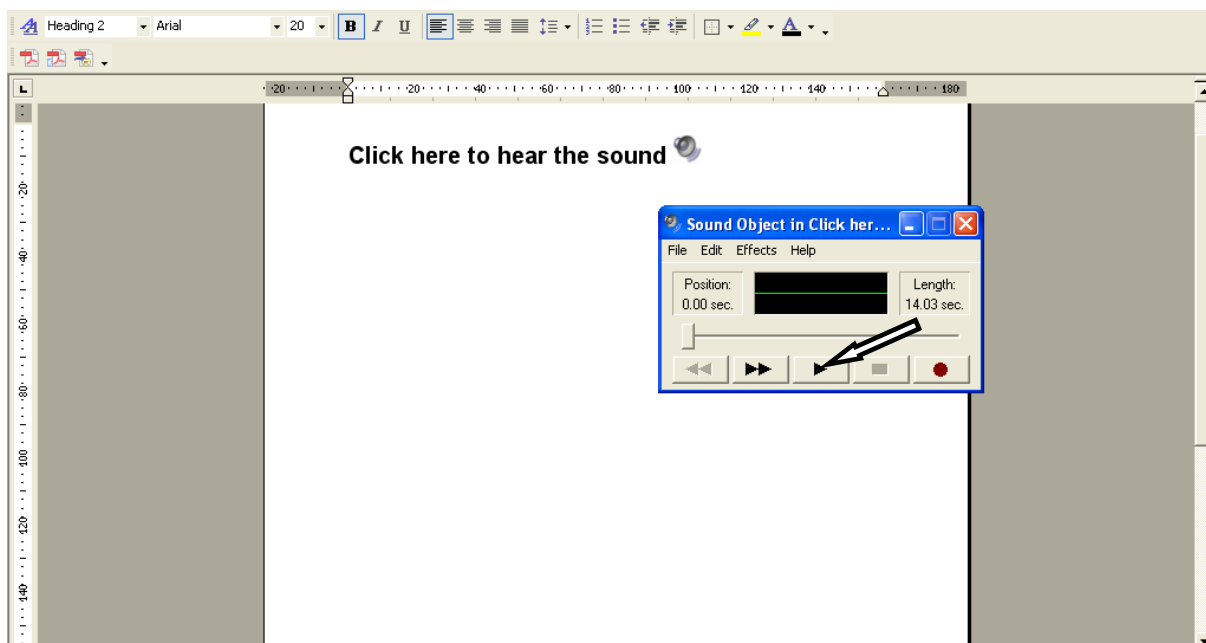
d. The scroll down the menu using the arrows, left click on **wave sound**, left click on **ok**



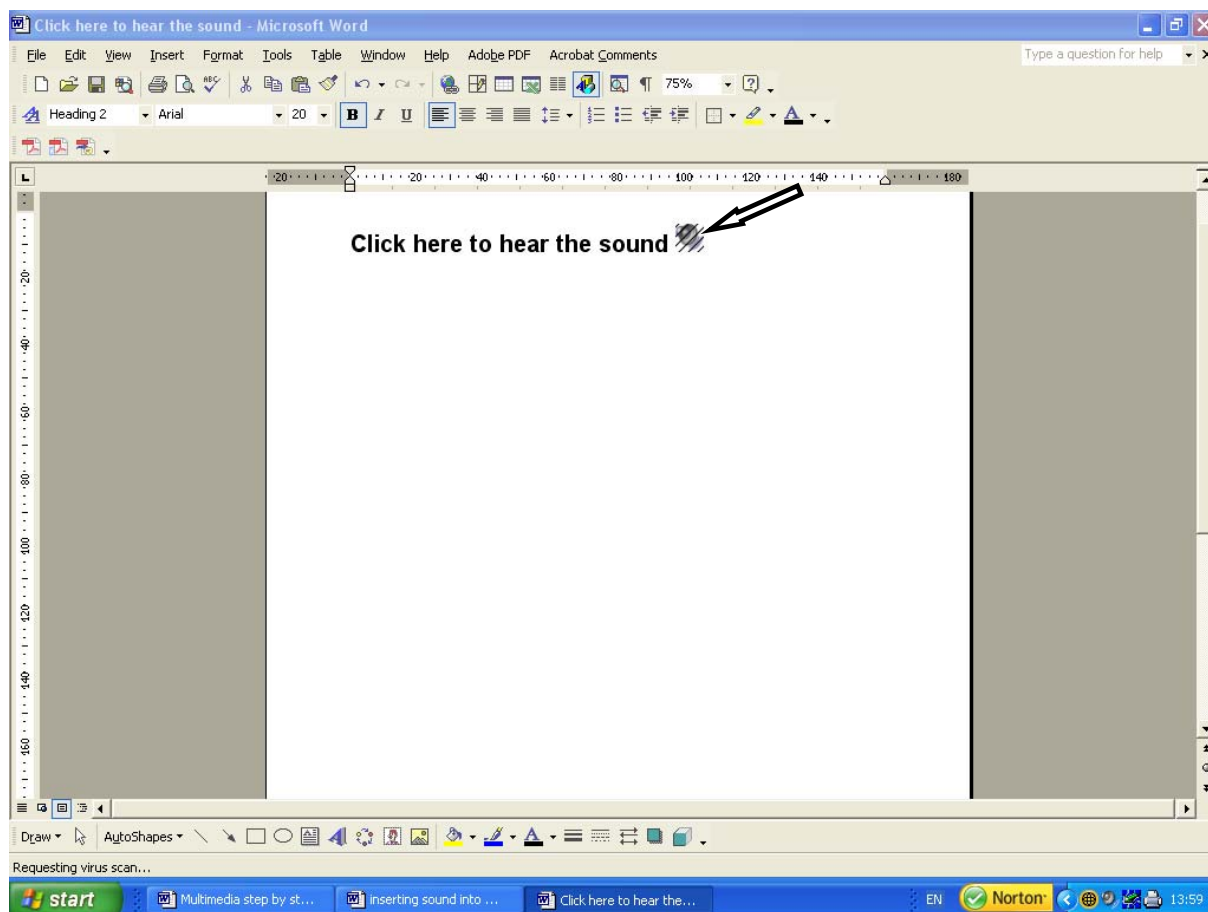
e. Left click on **edit** and then left click on **insert file**



- f. Left click on the sound file you want and left click on **open**



- g. check the sound plays



h. double click on the speaker icon to check the sound plays.