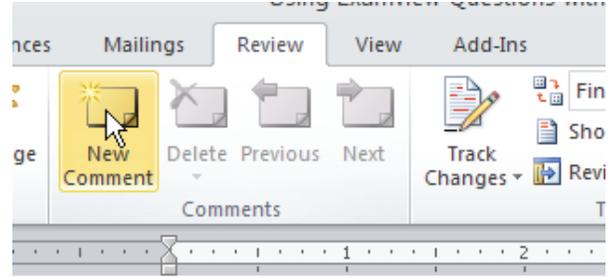# Embedding an Audio File in Word

There are two basic ways to embed audio into a Word file. Method 1 is to use the built in sound recorder. Method 2 involves embedding a precreated audio file that is on the co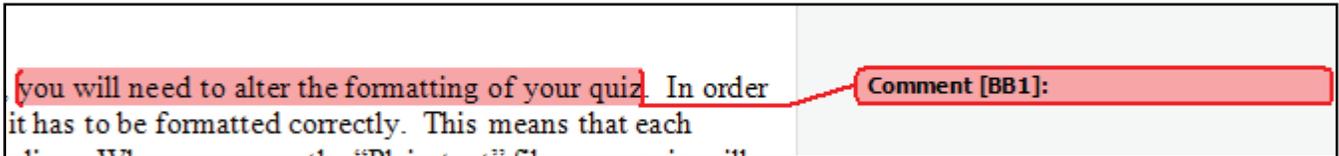mputer into the comment field. Warning: Embedding audio comments into a Word file will greatly increase the file size and may make it too big to email depending on the length of the audio recording.

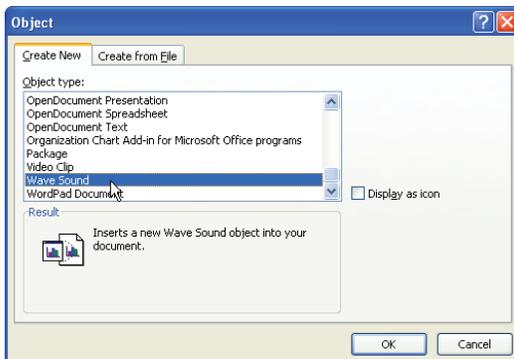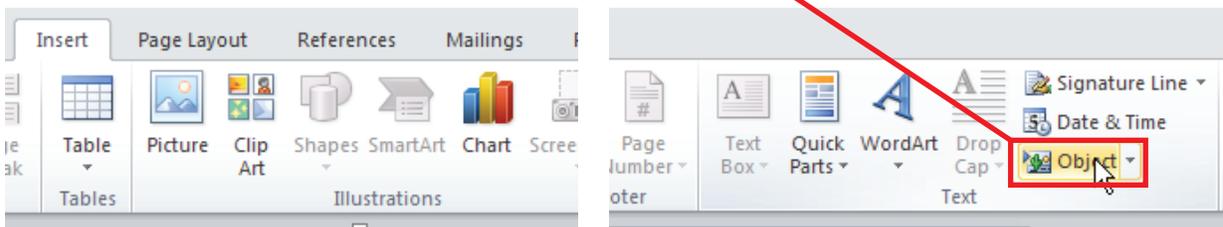## Method 1 - Record directly in Word (Windows XP only)

Select the text where you want to insert an audio comment in the Word file. Using Office 2010, click on the "Review" tab and select "New Comment".
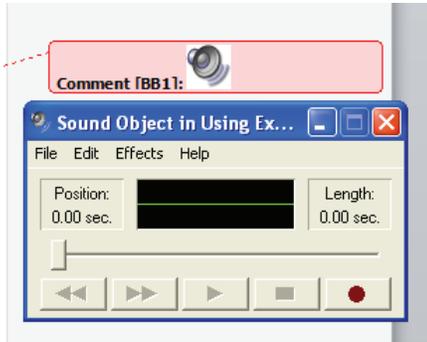
Once the comment has been inserted into the document, the text will be highlighted and color coded. Click inside the comment so that your cursor is in the comment box ready to type.

To record the audio file, click on the "Insert" tab and select "Object" (on the right side of the screen).

Scroll down towards the bottom of the list and select "Wave Sound".

The sound recorder will launch and add a speaker icon in your comment. Click on the record button (red circle) and record your comment. When you're done recording, close the recorder and your audio comment will be saved to the Word file.

*Be sure to save the document often.

To play the audio recording in the Word file, click on speaker icon in the comment. Make sure your speakers are on and the volume is up.
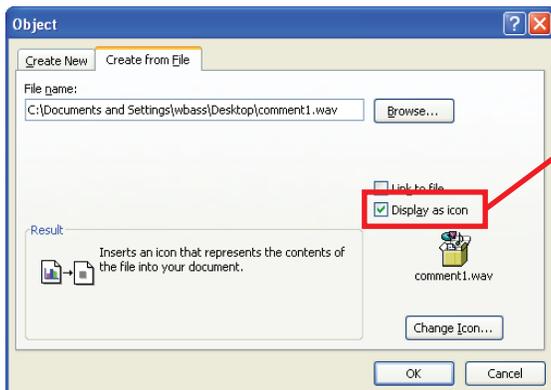
Tip: Depending on the computer that you use, you may want/need to use an external microphone. Clicking on "Edit" button in the Sound Recorder, choose "Audio Properties" at the bottom and select the microphone that you want to use under the "Sound recording" dropdown menu.

Method 2 - Embed existing audio file in Word

Follow the steps in method 1 until just after you choose "Object". On the "Create from File" tab, click "Browse" and navigate to the precreated audio file to be embedded.

Be sure to check the "Display as icon" box to show an icon to to click on to listen to the audio file. When clicked, the default audio player for that computer will be launched to play the file.