

# One-Note Recording a Voice Clip

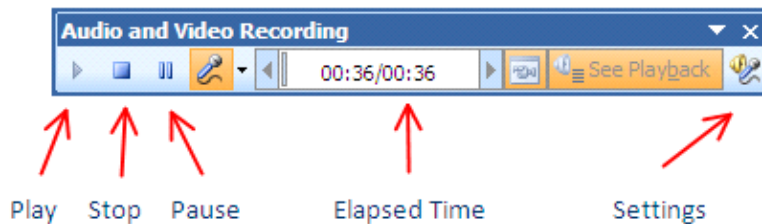
Friday, October 30, 2009  
11:26 AM

When you are working in OneNote you can easily record a voice clip and play it back at a later date. Follow these steps to create and embed your voice in a OneNote page:

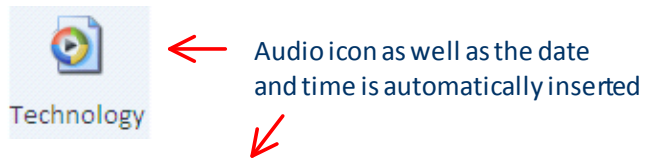
1. Ensure that your microphone is plugged in to your computer.
2. Click on the audio icon triangle in the ribbon bar at the top of your screen to choose **Record Audio Only** or click **Insert/Audio Recording**. The audio icon looks like this:



3. The following toolbar with pop up and OneNote will insert a recording image, and then **start recording right away**:



4. Click **Stop** when you have completed the recording. It will automatically add the title of the page at the bottom of the icon. You can always overtype the name to change it. The icon will look like the one below and you'll see that the date and time of the recording is included:



Audio recording started: 11:51 AM Friday, October 30, 2009

5. To listen to the audio recording, double-click the audio icon.
6. **Please Note:** If you are creating multiple recordings on the same page you'll see that it looks like OneNote is just extending the original file. That's not the case, each recording is separate. OneNote will add a number to the name of each audio file icon in order to keep things straight. For instance, in the example above called Technology, a second recording would be called Technology 2.
7. Each audio file has an extension of .wma which stands for **Windows Media Audio**. If you want to play the audio file outside of OneNote, it is quite likely that you'll have a media player that will support the .wma format (e.g. Windows Media Player or Real Player).