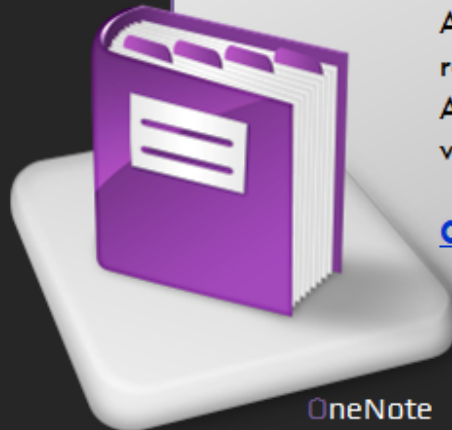


How to Record Audio In OneNote

OneNote is a robust note taking tool. It offers several ways to record information apart from just using the keyboard. Additional tools such as “ink” on Tablet PCs and audio recording on any computer are also available for use. Audio recordings are valuable note-taking tools in a variety of situations, particularly in meetings and lectures.

[Click here](#) to learn how to record audio in OneNote

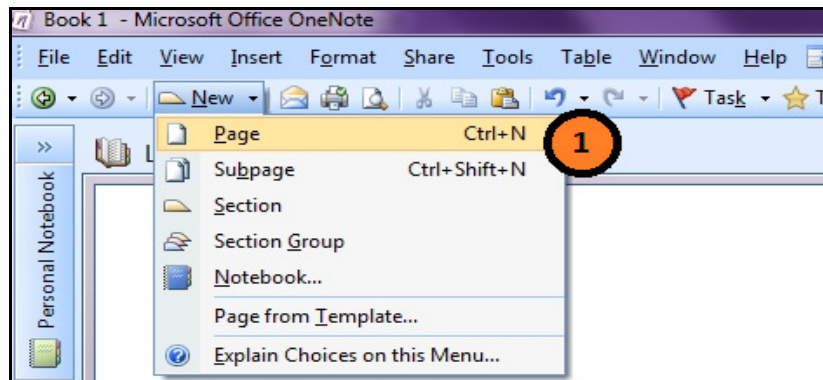


Prepared by Information Security and IT Governance Division of ICT.
Productivl.T.y showcases tips & tricks on various office and branch applications.

How to Record Audio In OneNote

Microsoft Office OneNote 2007 enables you to record audio clips as you take notes. To record audio, you need a microphone. Most current models of laptop and portable computers have a built-in microphone that allows you to record audio in OneNote using no additional hardware. If your computer does not have a built-in microphone, you can purchase an external microphone, either digital or analog and then plug it into the sound input jack on your computer.

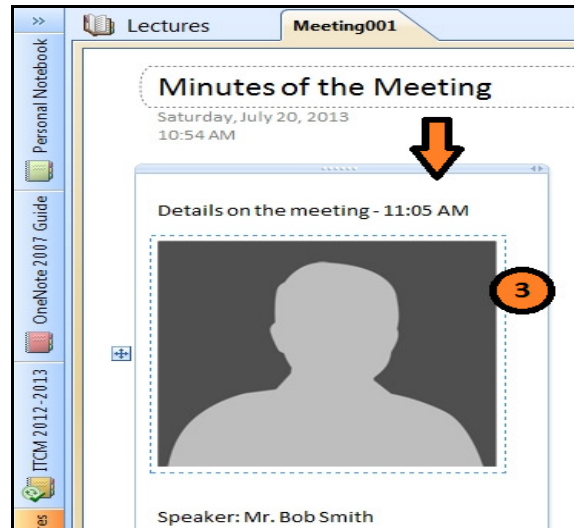
1. Start OneNote 2007; create a new page where your notes and recordings will take place.



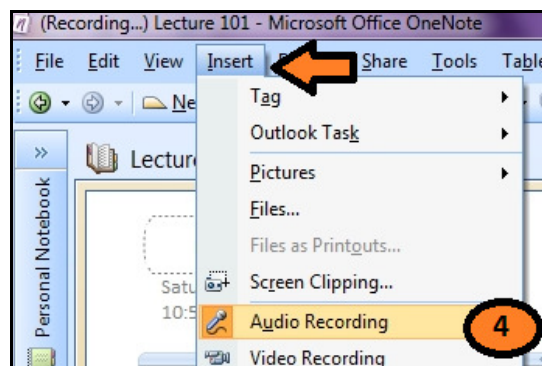
2. Rename your page by editing default page name "Section 1" to your desire page name. See below sample.



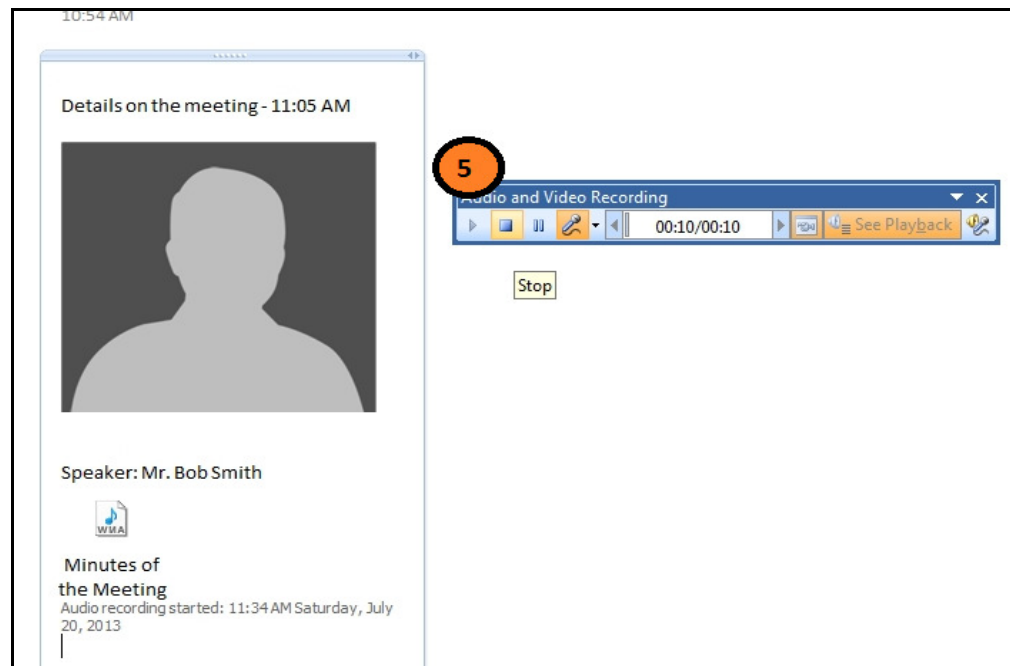
3. Click on the location on the page where you want to place the recordings –for example, beside a paragraph or photo that you are commenting on.



4. On the Standard toolbar “Insert” click on “Audio Recording”.

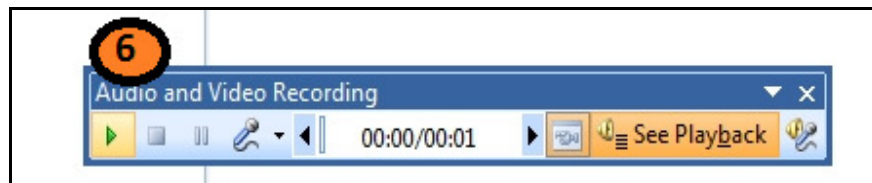


5. Start recording your audio notes.

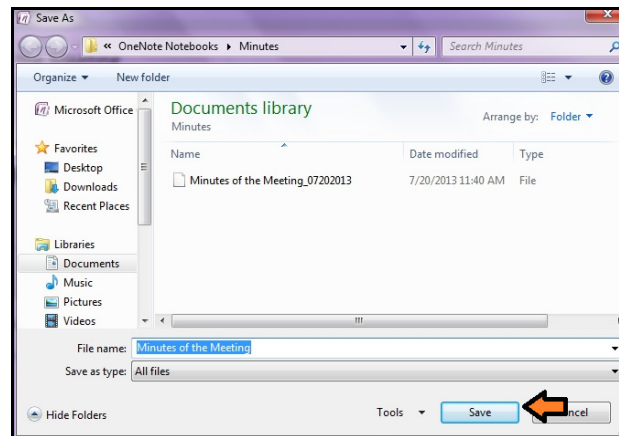
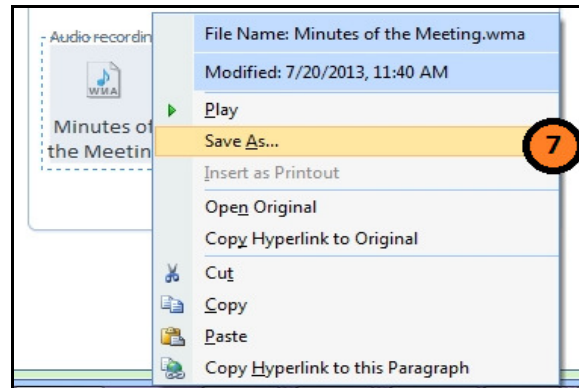


Note: A time stamp is placed on the page.

6. To finish the recording, click Stop  on the Audio and  to play the recording.



7. Right Click the recorded “.wma” file then click “Save as” to save your recordings on your laptop and portable computers.



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