How to Use Word 2011 for Mac Audio Recording

To Create a New Audio Recording

1. Open Microsoft Word.
2. Click View on the menu bar then Notebook Layout.
3. Click Audio Notes on the ribbon.
4. Press the Record button to begin recording.
5. The Input Level meter should be half to three fourths of the way full when capturing audio for best results. Adjust the Input Volume slider to correct the Input Level.
6. To stop recording by pressing the Stop button.

To Play Recorded Audio

1. Press the Play button.
2. To skip through the recording use the fast forwarding and rewind buttons on the Seek bar.
3. To skip to a specific segment of audio in your notes, place your cursor over the text that corresponds with the audio and press the speaker icon to the left of the text.