



Record Audio: Capture lectures, meetings, or spontaneous ideas by recording voice notes

Quick Reference Guide



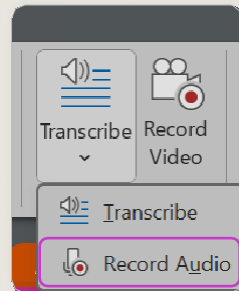
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Quick Reference Guide

Recording audio in OneNote is a convenient way to capture important meetings, spontaneous ideas, and key discussions without the need for manual note-taking. Whether you are in a business meeting, or brainstorming on the go, OneNote's audio recording feature allows you to document conversations effortlessly and revisit them whenever needed. With seamless syncing across devices, you can access your recordings anytime, ensuring you never miss a crucial detail.

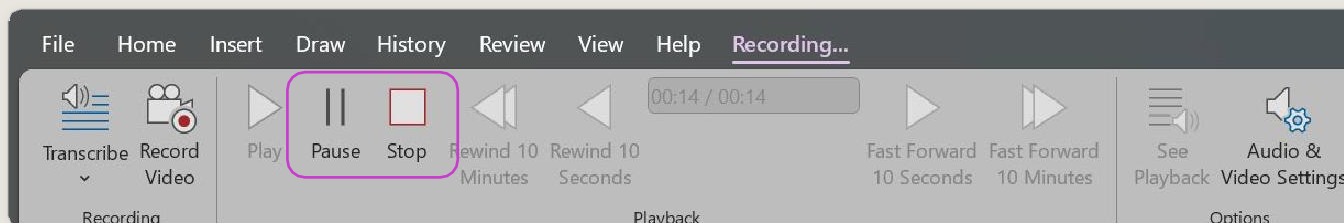
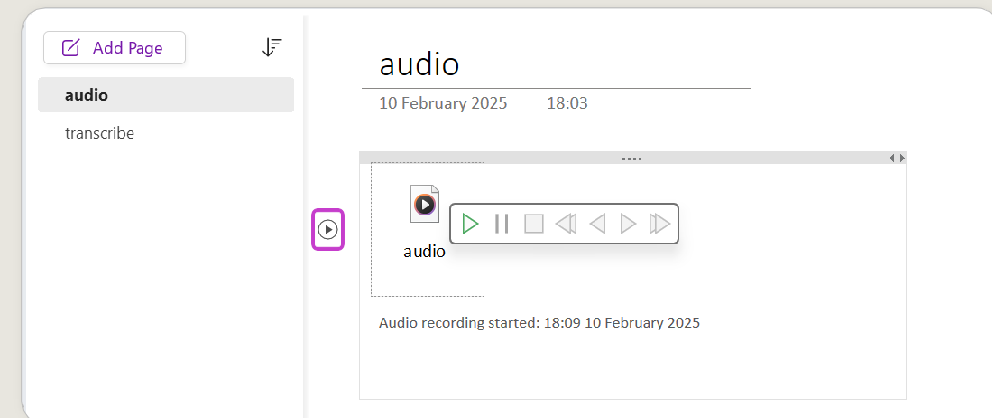
Access the Audio Recording Feature

- Start by opening **OneNote** and navigating to the section or page where you want to record your audio notes.
- Click on the **"Insert"** tab in the top ribbon. Here, you'll find the **"Audio"** option under transcribe.
- Click **"Record Audio"**, OneNote will immediately begin recording.
- As you record – you might need a break? Click **"Pause"** if you want to temporarily stop recording without losing progress. When you're done, hit **"Stop"** and your recording is saved directly into the page.



Playback Your Audio Notes

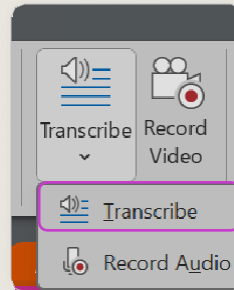
- To review your recording, click the play button next to the audio file that OneNote has inserted into your page.



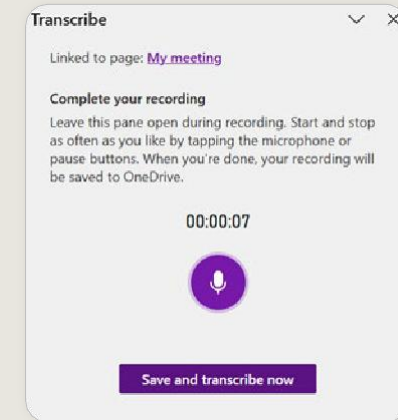
Transcribe Audio in OneNote

Need written notes from your recordings? OneNote's **transcription feature** allows you to convert spoken words into text automatically.

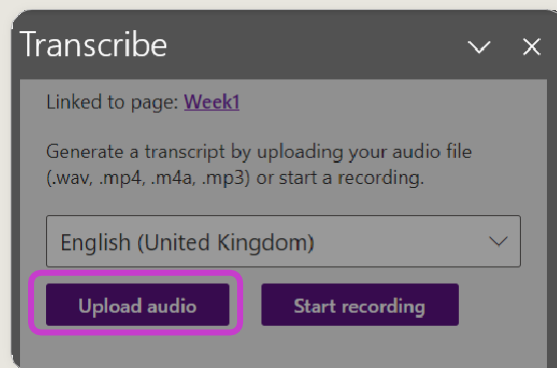
- Click on the **"Insert" tab** in the top ribbon. Here, you'll find the **Transcribe** option under Transcribe.



- When you want to end the recording select **"Save and transcribe now"**.
- Review and Edit the Transcription once the transcription is complete, review the text, making any necessary edits for accuracy.



- A **Transcribe window** will appear on the right side of the screen. Press **"Start recording"**.



Note: before you start recording always get consent from everyone involved.

Save and Organise Your Transcript

- To Copy the transcribed text and organise it within your notes for easy reference. Select **"Add to page"** and choose the option that best suits your needs.

