



AT Quick Guide

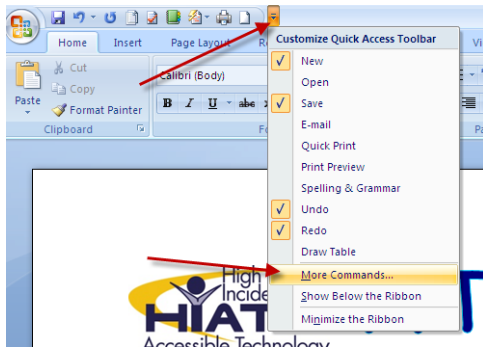
Voice Comments in Word 07

Voice Comments, also known as Voice Notes, allow students and teachers record their voice in a document. Benefits include:

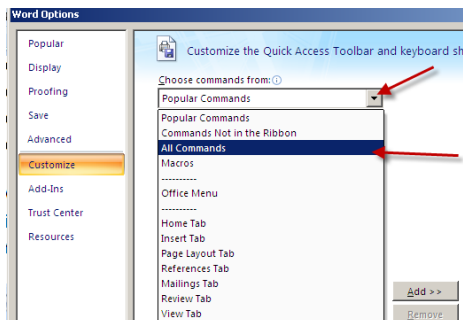
- Reduced need for writing
- Reduced need for typing
- Audio cue from the teacher to the student
- Engaging for students

How to Make Voice Comments Available in Microsoft Word 07

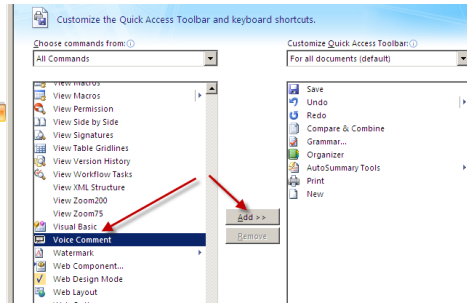
Voice Comments is a Microsoft Word feature and available on all MCPS computers. This quick guide will illustrate how to make the feature available on computers using Microsoft Word 07 and how to record your voice using Voice Comments.



1. Click on the drop down arrow on the "Quick Access Toolbar."
2. Select "More Commands."



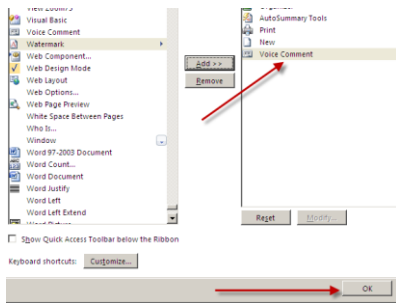
3. The "Word Options" window will open.
4. Click on the drop down arrow beside "Popular Commands."
5. Select "All Commands" ("Commands not in the Ribbon" will also work)



6. A large list in alphabetic order will appear on the left navigation bar.

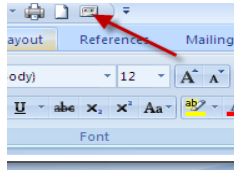
7. Scroll to and select “Voice Comments”

8. Click on the “Add” button in the middle of the box.



9. The “Voice Comment” icon moves to the right navigation window

10. Select OK.



11. The voice comments icon will appear on the top ribbon.

HOW TO RECORD A VOICE COMMENT

Note: You will need to have a microphone or headset with an attached microphone connected to your computer.



1. Place the cursor in your document where you want to voice note to appear.

2. Select the “Voice Comments” icon.

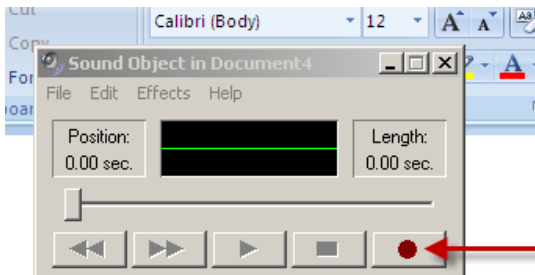
3. A recording window will appear.

4. Select the red “record” button.

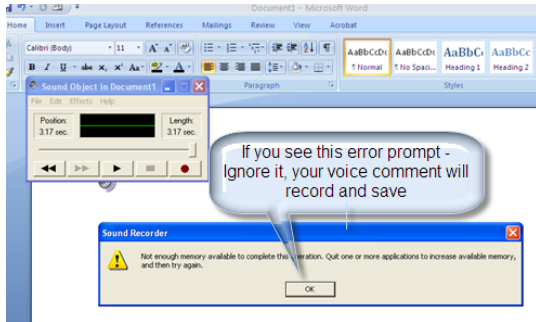
5. Speak the desired comment into the microphone

6. You stop the recording by selecting the square button.

7. You can replay you voice comment by selecting the single triangle.



8. Your voice comment will appear as a megaphone icon.
9. To replay the voice comment, click the megaphone twice.
10. When the document is saved the voice comment will save with the document.



If you see this prompt disregard it. Your Voice Comment will record and save in your document.

Character Analysis Chart

Directions:
As you read the "Treasure of Lemon Brown," begin filling in the Character Analysis Chart in which you identify the conflict and trace the development of Greg's character. Use specific details from the story to support your analysis.

Character: <i>Greg Ridley</i>			
Conflict:			
	At First	Later On	In the End
What does the character do?	📢	📢	
What does the character say or think?			

This is a sample Word document containing Voice Comments.

Tip: Return to Voice Notes Quick Guide page if you have Word 03