Lesson 6 - More Attachments Part 2

Recording Audio or Video

One Note gives you the capability to record audio and video directly into your notes while retaining the ability to enter text.

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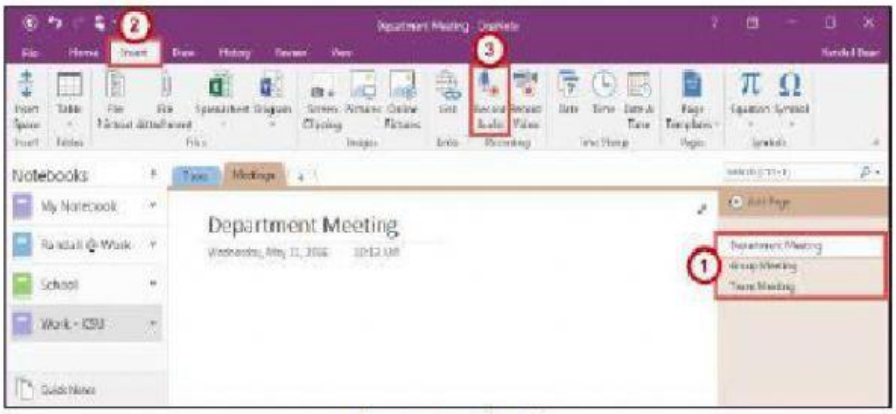
NOTE : To record audio, you will need a microphone. To record video, you will need a web camera.

Record Audio

1.Click on the page where you want to put the **recording**.

2 *Click* the **Insert** tab.

3. *Click* the **Record Audio** button. **1**



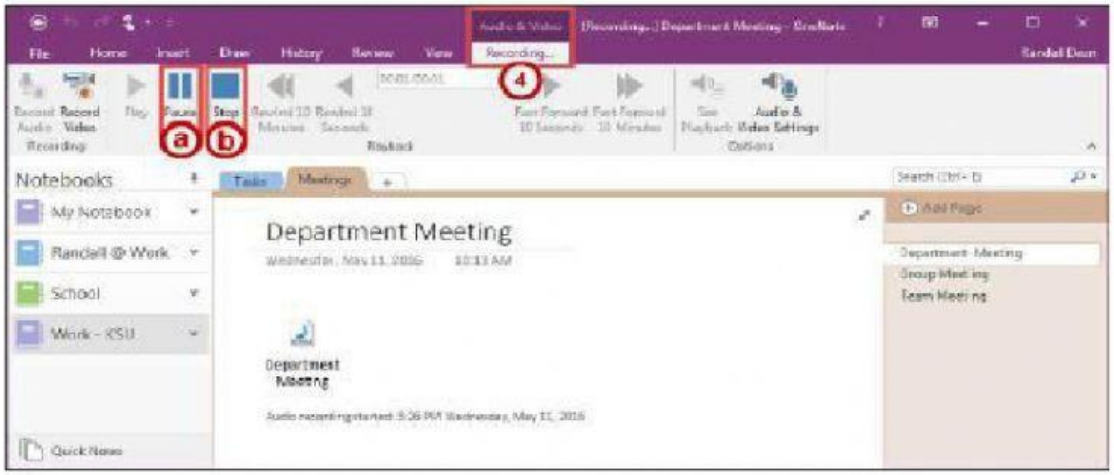
1

4. It will start recording and open up the **Recording** tab.

   a. To pause the recording,press the **Pause** button. To resume the recording press the **Pause** button once again.

   b. To stop the recording,press the **Stop** button. **2**

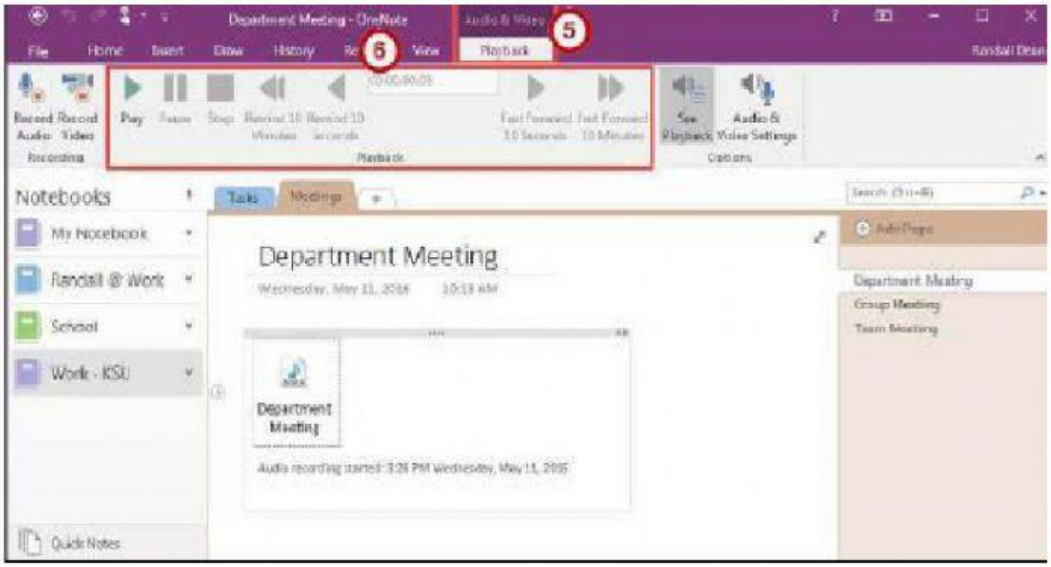
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2

5. After pressing the *Stop* button, the **Recording** tab will change to the **Playback** tab.

6. Use the *Playback* button to listen to your **recorded audio**. 3

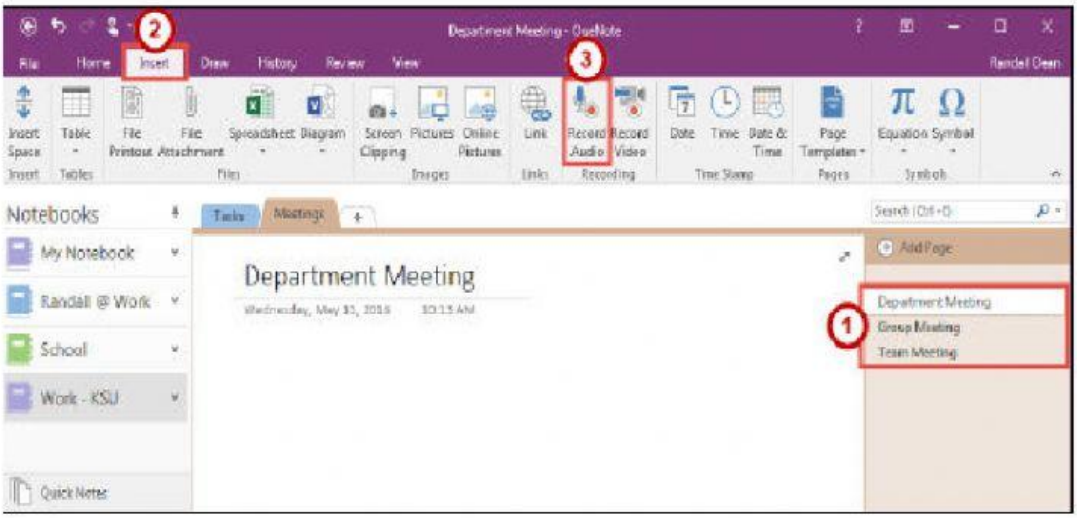


3

Record Video

1. *Click* on the page where you want to put the *recording*.
2. *Click* the **Insert** tab.
3. *Click* the **Record** Video**. 4**

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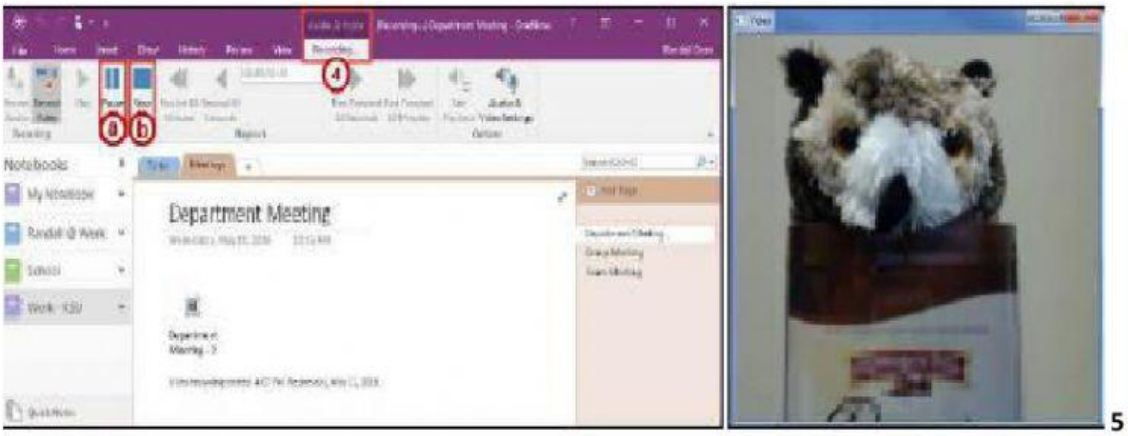


4

4. It will start recording and open up the *Recording* tab and a **preview video** window.

a. To pause the recording, press the Pause button. To resume the recording press the Pause button.

b. To stop the *recording*, press the **Stop** button**. 5**

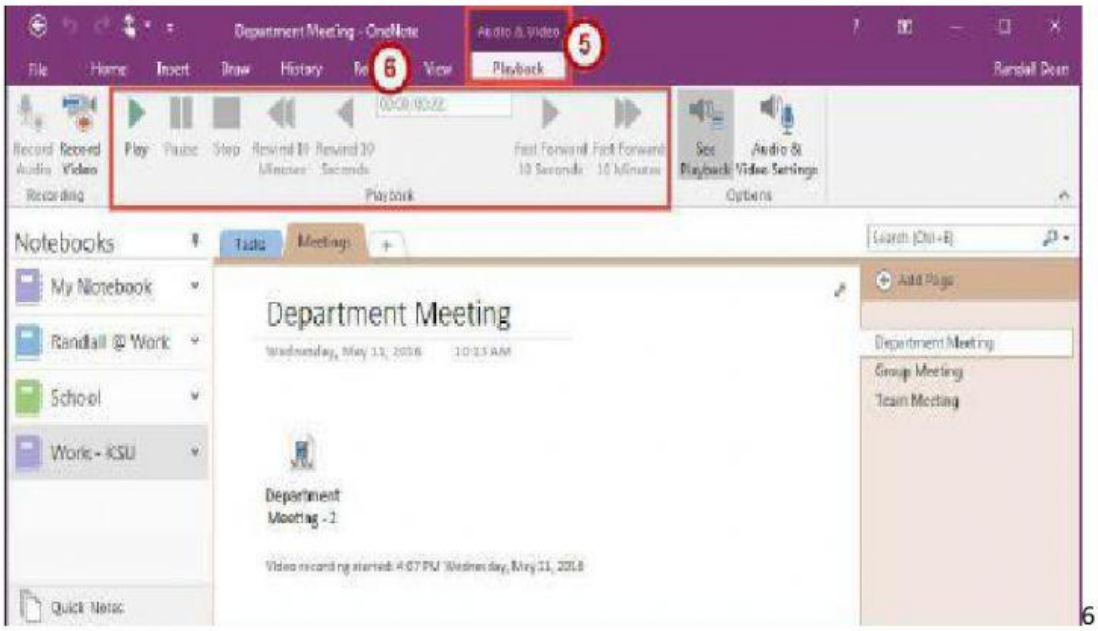


5

5. After pressing the *Stop* button, the **Recording** tab will change to the ***Playback*** tab.

6. Use the ***Playback*** button to watch to your recorded video. **6**

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6

Questions

1. **What extra devices do you require to make a video and audio?**

2. Describe how to make a Video on OneNote.

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