

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.

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**

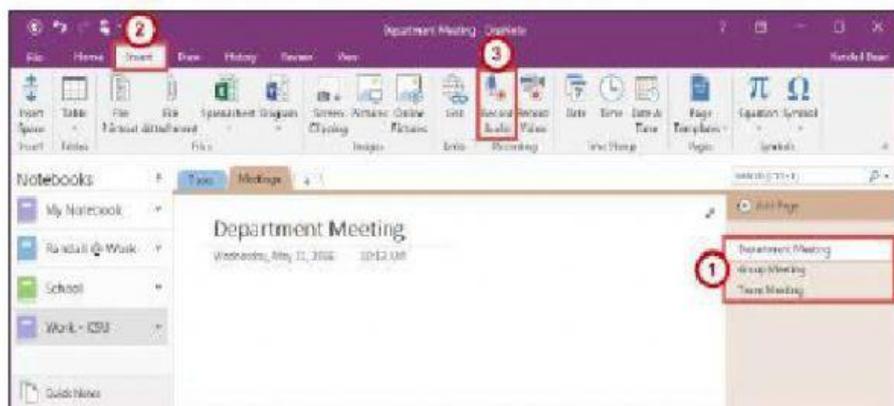
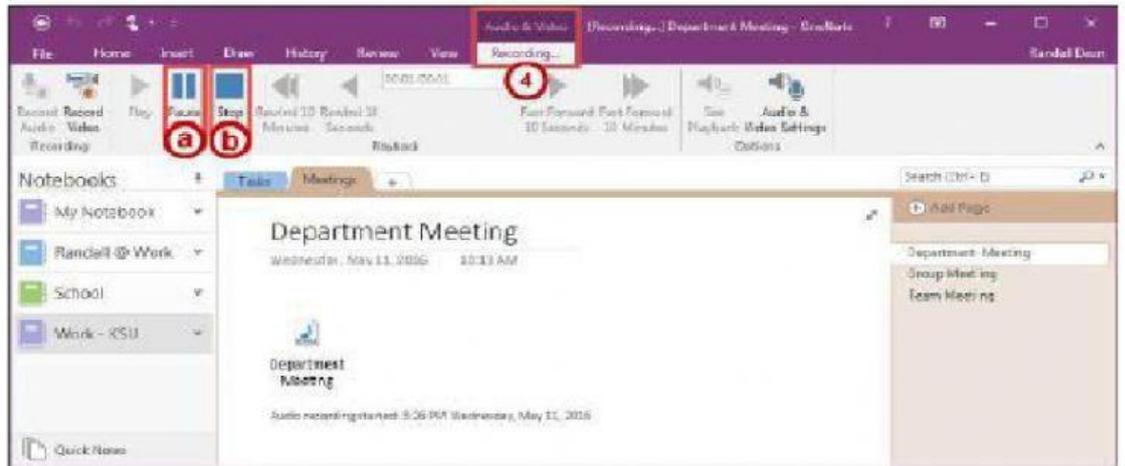


Figure 43 Record Audio

1

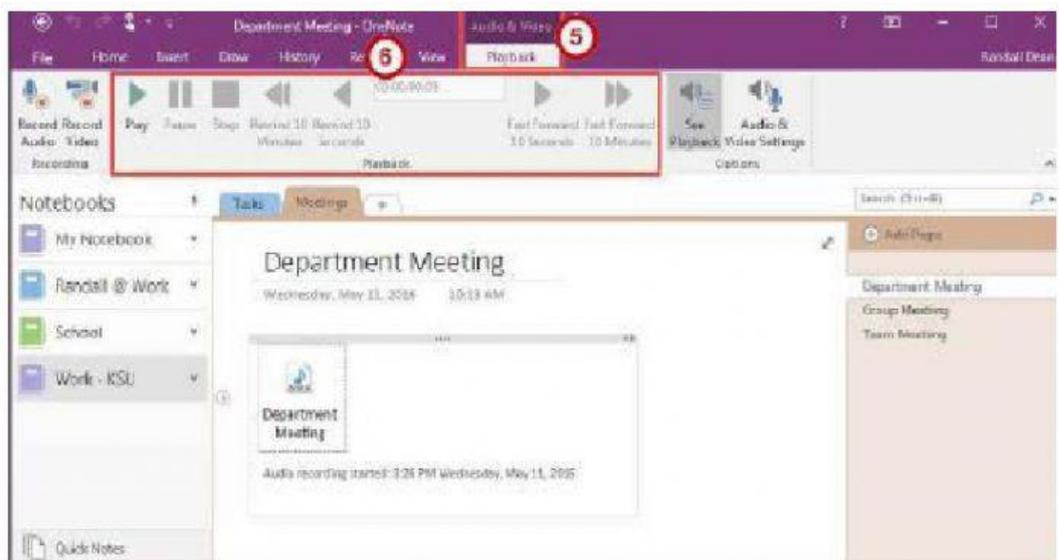
4. It will start recording and open up the **Recording** tab.
 - a. To pause the recording, press the **Pause** button. To resume the recording press the **Pause** button once again.
 - b. To stop the recording, press the **Stop** button. **2**



2

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

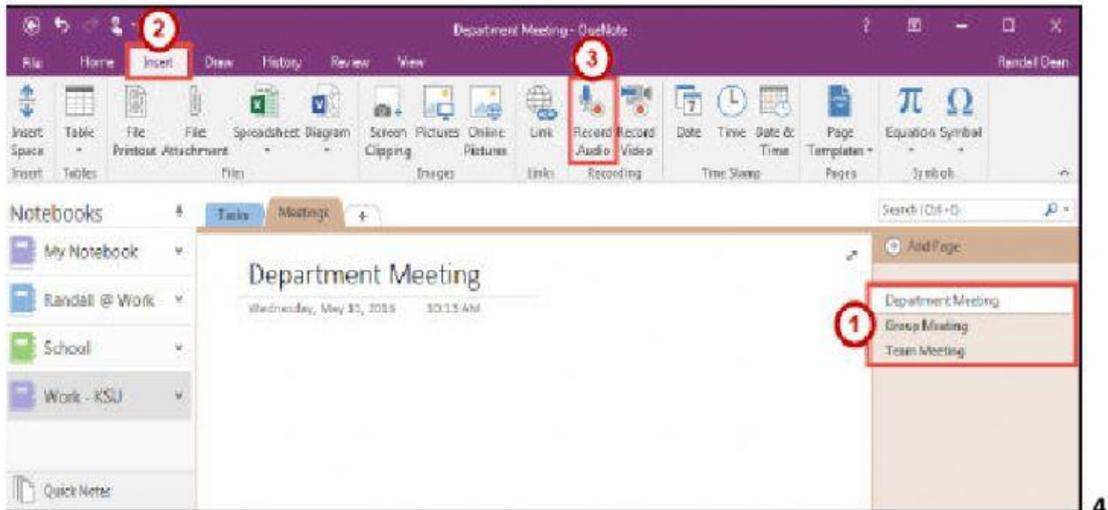
6. Use the *Playback* button to listen to your **recorded audio**. 3



3

Record Video

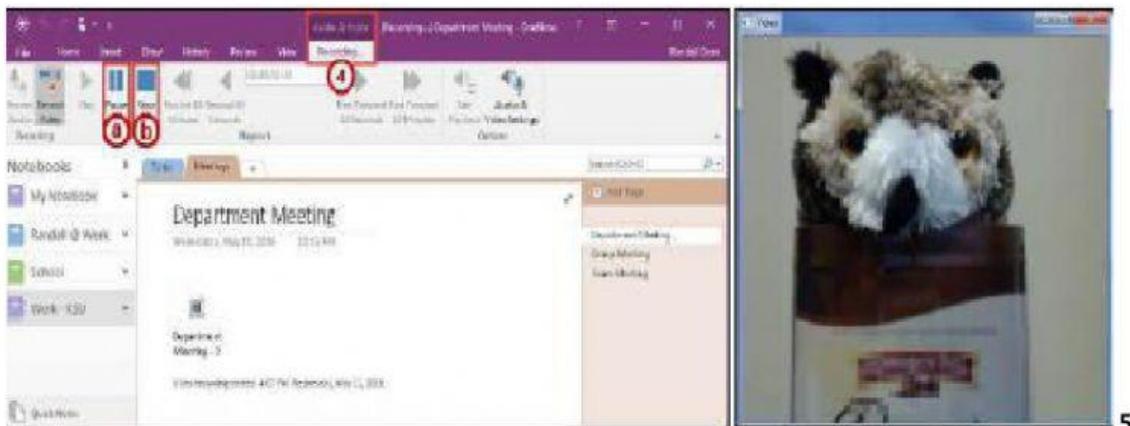
1. Click on the page where you want to put the *recording*.
2. Click the **Insert** tab.
3. Click the **Record Video**. 4



4

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

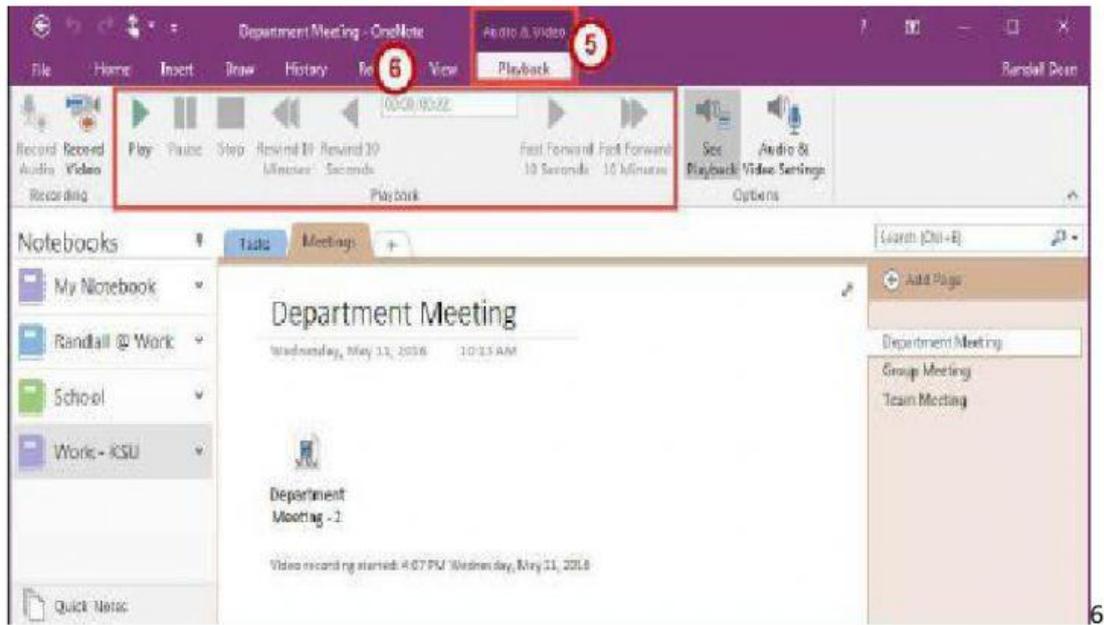
- a. To pause the recording, press the Pause button. To resume the recording press the Pause button.
- b. To stop the *recording*, press the **Stop** button. 5



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



Questions

1. What extra devices do you require to make a video and audio?
2. Describe how to make a Video on OneNote.

