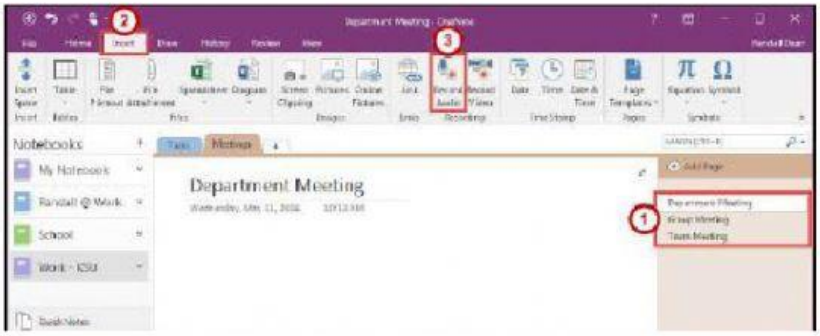
Lesson 7 Audio and Videos

Recording Audio or Video

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

Record Audio

1. Click the *page* where you want to put the **recording**. 1
2. Click the **Insert** button. 1
3. Click the **Record Audio** button. 1

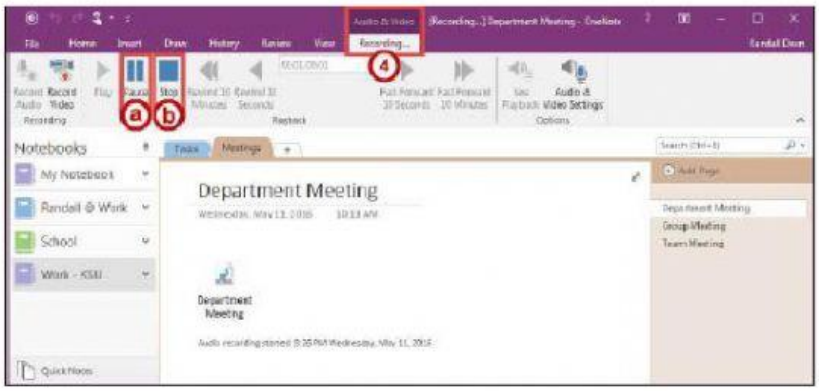


1

4. It will start recording and open up the *recording* tab**. 2**

   a. To pause the recording,press the **Pause** button.2 To resume the recording press the **Pause** button once **again**. **2.**

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

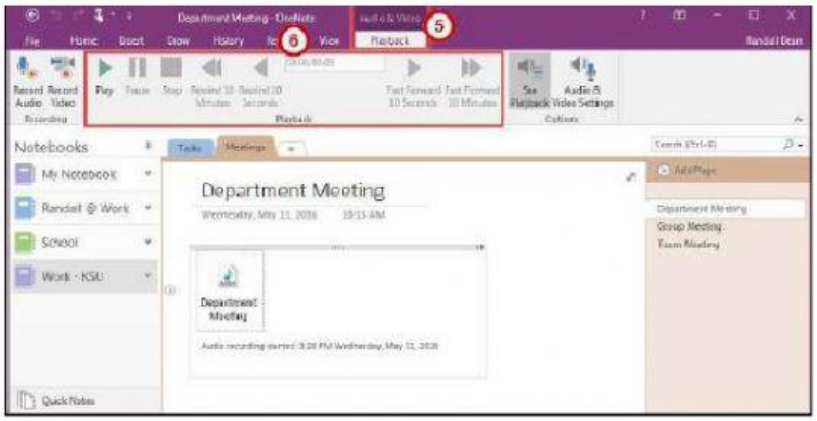


2

5. After pressing the **Stop** button. The *Recording* tab will change to the ***Playback*** tab.**3**

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

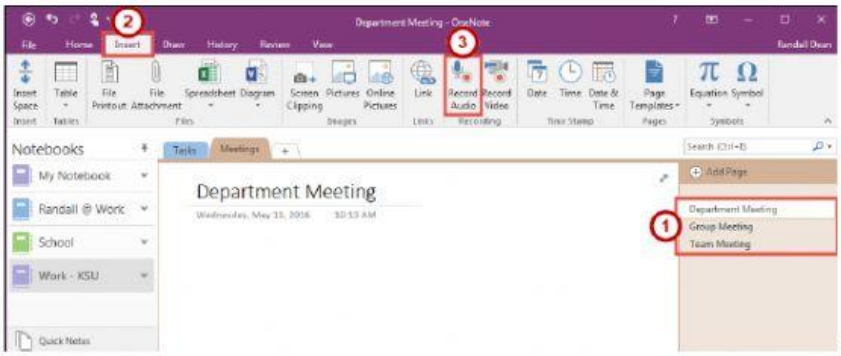
LIVEWORKSHEETS



3

Record Video

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



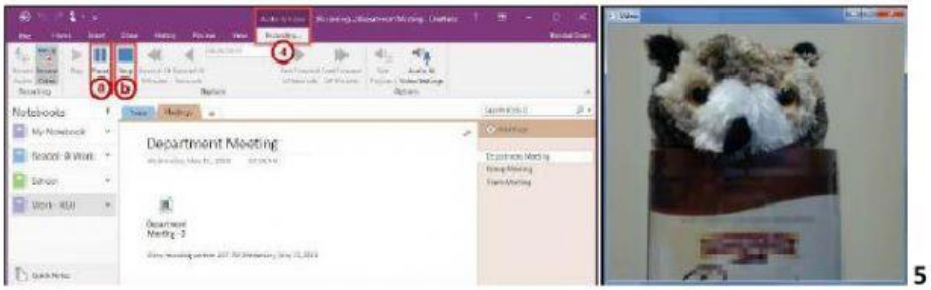
4

4. It will start *recording* and open up the *Recording* tab 4 and a previous *video* window.5

   a. To pause the *recording*, press the *Pause* button 4 To resume the recording press the **Pause** button.4

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

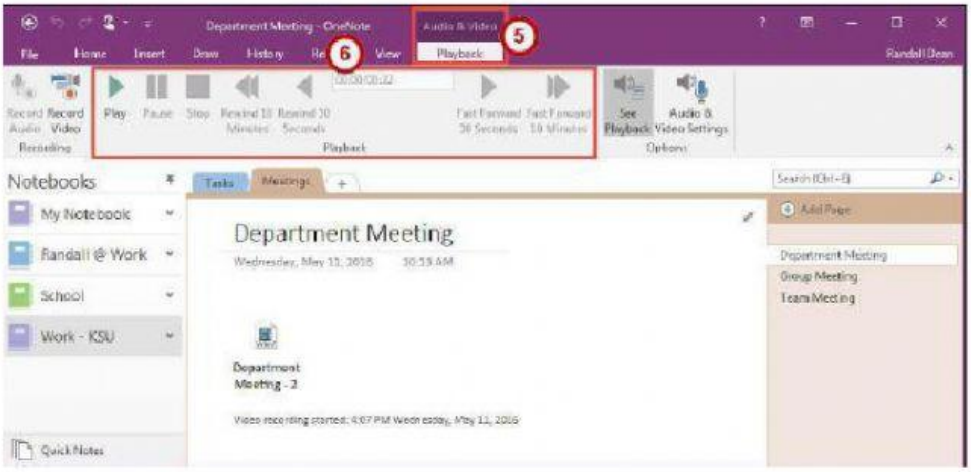
LIVEWORKSHEETS



5

5. After pressing the Stop button, the *Recording* tab will change to the *Playback* tab.6

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



Questions

1. **Explain the steps to records a video/**

2. **Explain the steps to record an Audio.**

LIVEWORKSHEETS

LIVEWORKSHEETS