

LESSON 133

VOICE ANNOTATIONS TO WORD/WORDPERFECT DOCS

You can record information about Word documents and then attach them to the document. Word Perfect can also attach recorded voice files to documents. Here's how it's done.

You'll need a microphone and a sound card. Place the cursor at the location where you want to insert the message and click on Insert on the Menu bar at the top of your screen. Click on Object and then select the Create New tab. Scroll down the list of Objects and double-click on Wave Sound. The Office 97 version of Word will insert a speaker icon and open the Windows Sound Recorder. Click on the button with the red dot (the record button) and speak into the microphone. You can record for 60 seconds. Use the button to the left of the Record button to stop when you have finished recording.

If the Field Code option is enabled in Word, you will see {EMBED SoundRec} instead of the speaker icon. To turn FIELD CODE off, click on Tools and then on Options. Remove the check mark in the box next to Field Code. It's located at the top right corner of the View tab.

Close the record box by clicking the X in the upper right corner. To hear the recording, right-click on the speaker icon or the {EMBED SoundRec}, select Wave Sound Object and then click on Play.

WordPerfect works the same way, so you can click Insert and select Object. From New Object select Wave sound, and the rest works like it does in Word.

