
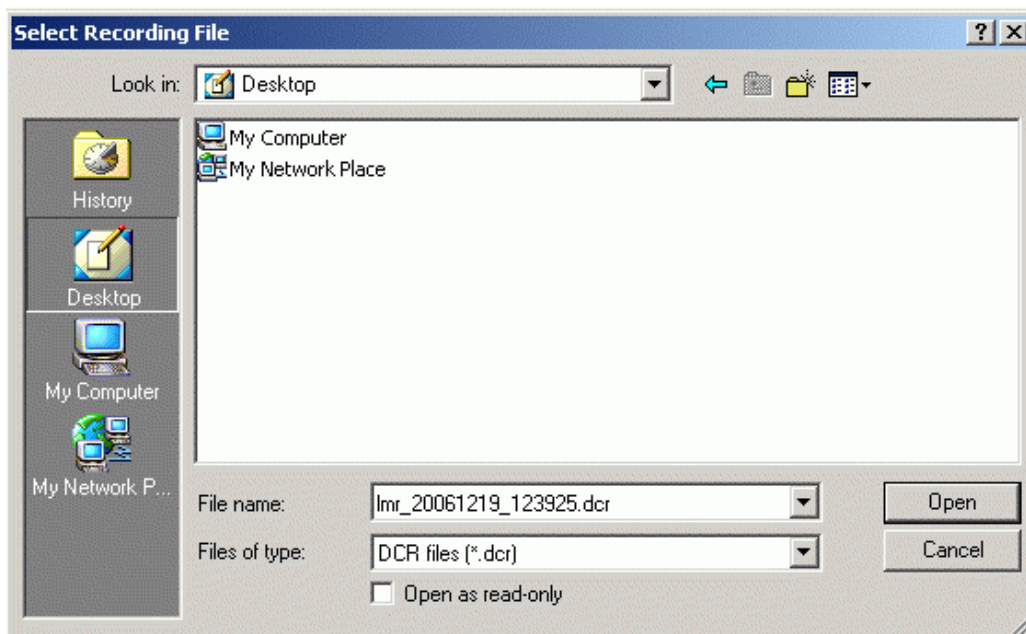


Associating an Audio File With Your Word Document

Follow these steps to associate your audio file with your Microsoft Word document

1. Open the Microsoft Word document you want to associate.
2. Click on  **Recording File** button on the Microsoft Word toolbar, the following dialog box appears.



3. In the **File name** field, select an existing file. This file may be located on a CD, Network drive, or jump/thumb drive.
4. Once you have located the file, highlight it and click **Open**.