
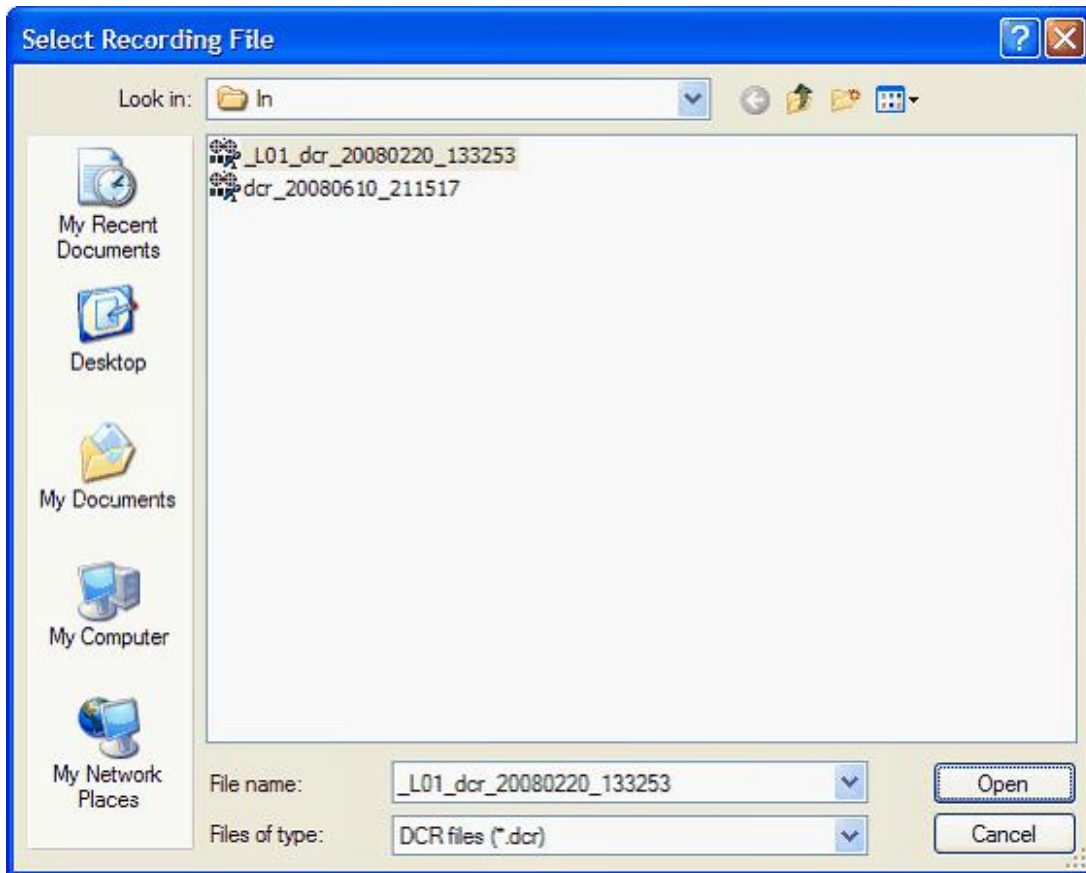


### Associating an Audio File with Your Word Document

Follow these steps to associate your audio file with your Microsoft Word document. This process may need to be done post-recording.

When you click on a bookmark, you may receive a message that the audio file cannot be located. This will happen if you are on a machine other than the machine used for recording, or the file has been moved. To locate the file and associate it, do the following:

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



3. In the Look in field, locate the file you want to associate. 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.

\*You should now be able to click on your bookmarks and listen to the audio.