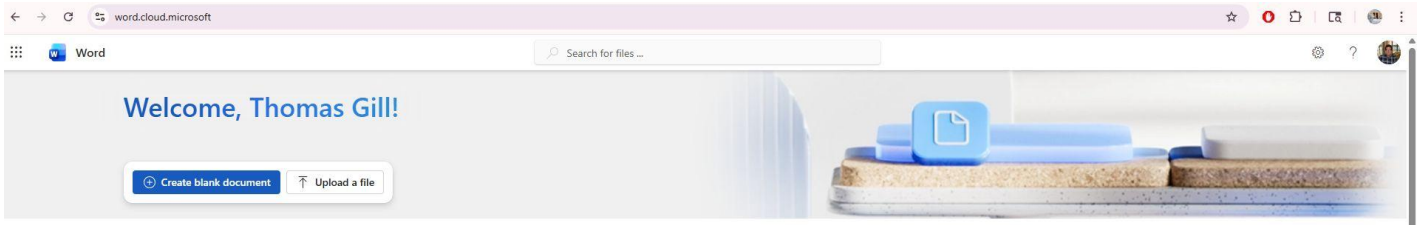


Transcribing an Audio File Using Microsoft Word ONLINE

An audio file such as a .wav or .mp3, can easily be transcribed using Microsoft Word Online. This can come in handy for situations where an audio recording needs to be transcribed to text for sharing or editing.

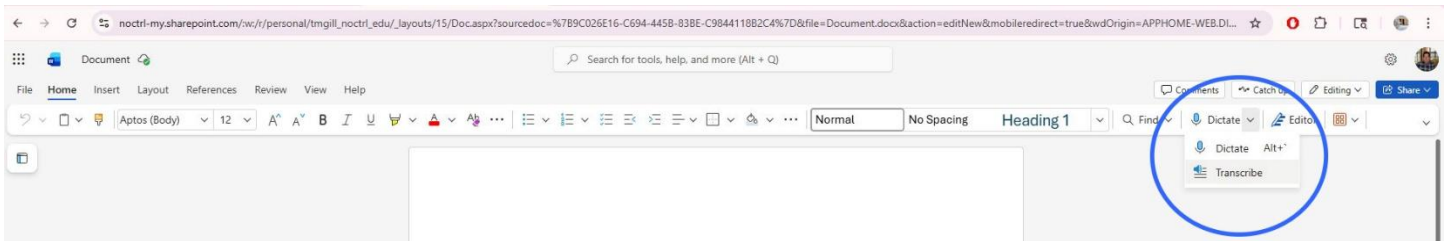
Open Microsoft Word online in any browser. This must be the online version, because the desktop version may not have this feature enabled.

Go to <http://word.cloud.microsoft> You may need to use your NCC credentials to log in.

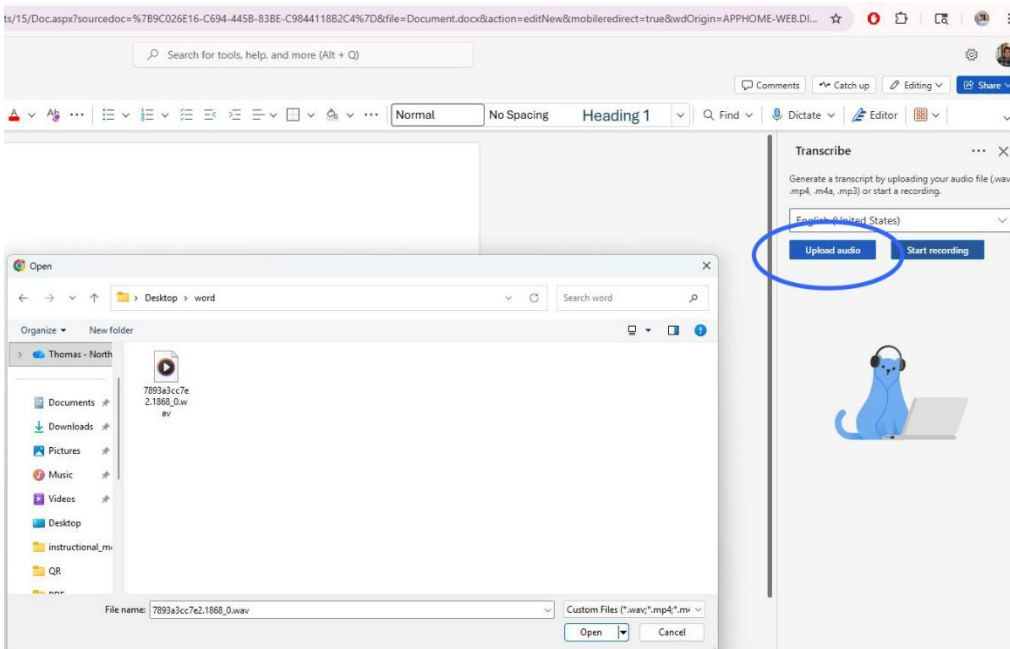


Click on “Create Blank Document” to begin.

Once a blank document is loaded, look to the right side of the ribbon and click on the arrow next to “Dictate” and choose “Transcribe.”

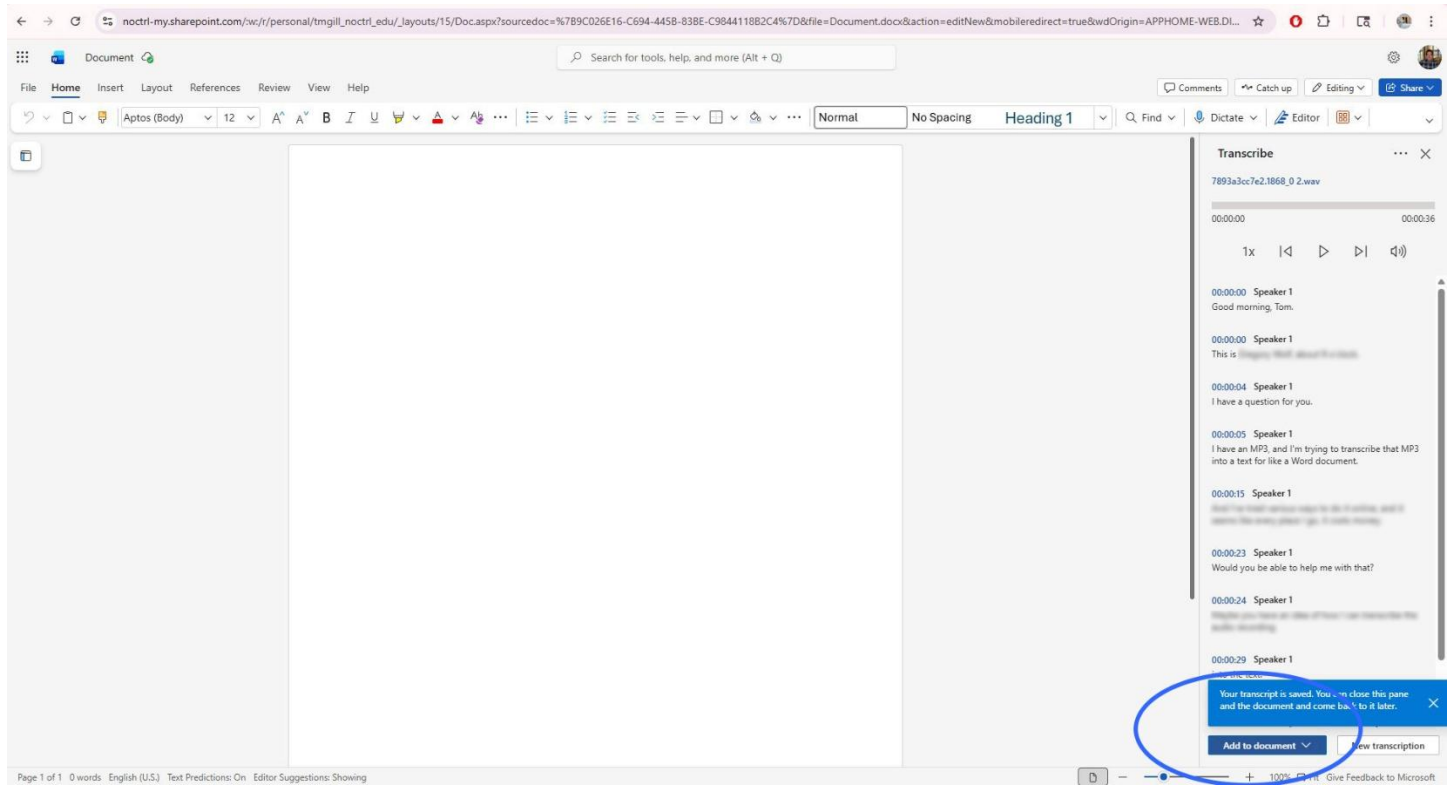


A panel will appear on the right side of the screen. Choose “Upload audio” and browse your device for the file you wish to transcribe. Select it in the window that appears, and click “Open.”



The file will automatically begin transcribing; a status bar will indicate the percentage completed. Depending on the size of the audio file, this could take a couple of minutes.

Once complete, the transcription will be displayed in the side panel complete with speaker notations and a timeline.



Click "Add to Document" to display options – including "text only" (places the text into the document without a timeline or speaker notes); "speakers", "timeline", and "speakers and timeline" (the last choices include a timeline of when things were said, and by whom). Choose the method you prefer, then the text will be added to your document.

To save the document to your computer, click on "Create a Copy" then "Download a Copy" and choose where you wish to save your document.

