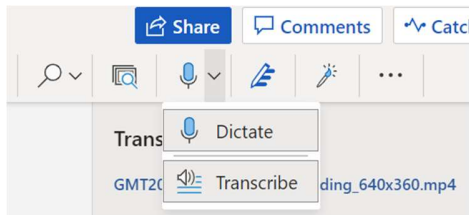


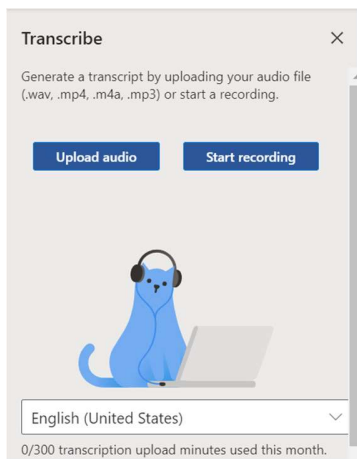
Transcribing audio within Word

Live transcribing is unlimited – transcribing from an uploaded file is limited to 5 hours a month.

Go into Word **online** (this feature is not currently available in the desktop version of Word) – find the Dictate button on the taskbar, press on the down arrow, and click the transcribe option.



Then click 'Upload audio' to transcribe a pre-recorded file (or 'Start recording' to Dictate through your microphone).



Find file and click open.

When finished click add to document.

