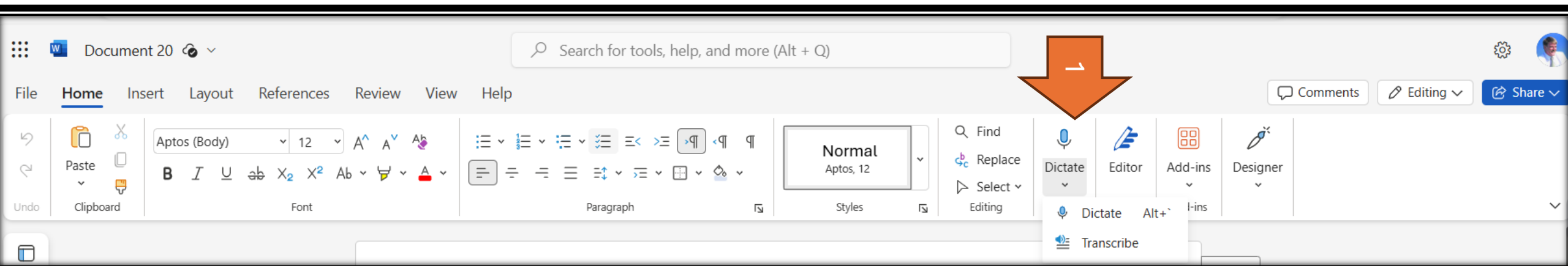
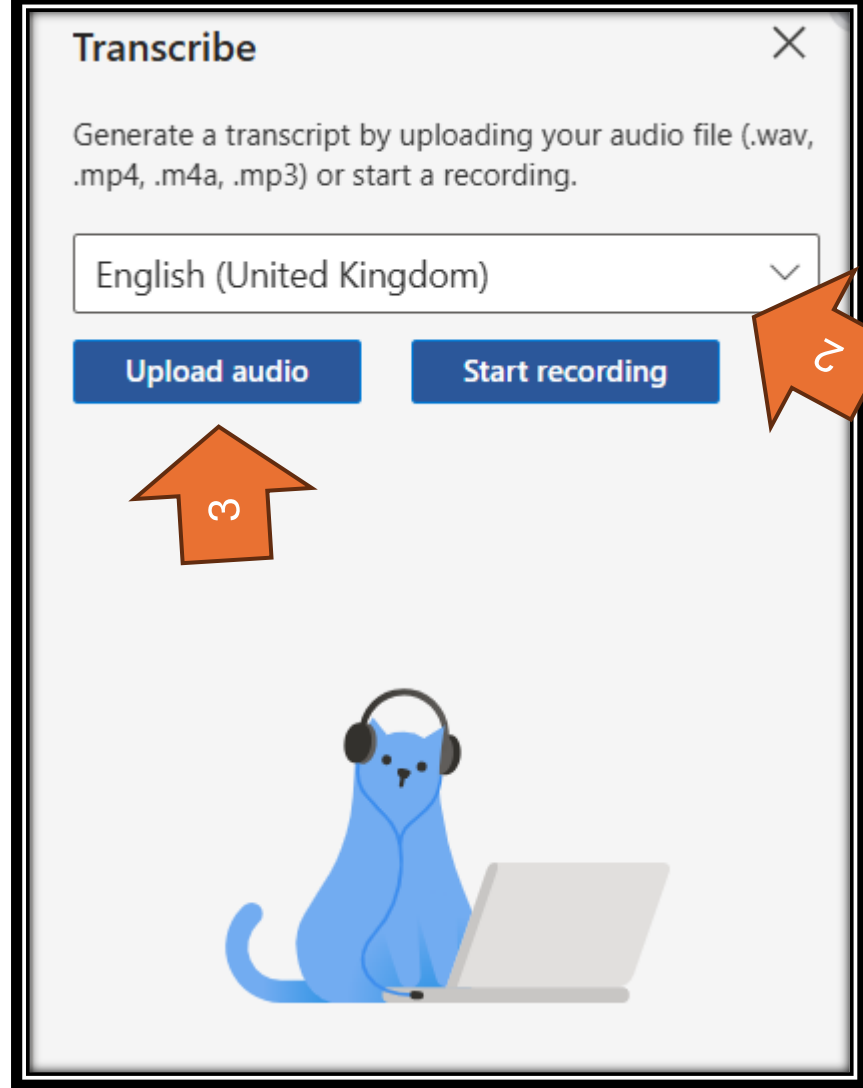


Using WORD to transcribe  
student audios



Open Word. It is possible to use the *online Word* in Microsoft 365, but you can also do it in *Word*. The ribbon should look something like the above:

1. Click on “Dictate” and click on “Transcribe”

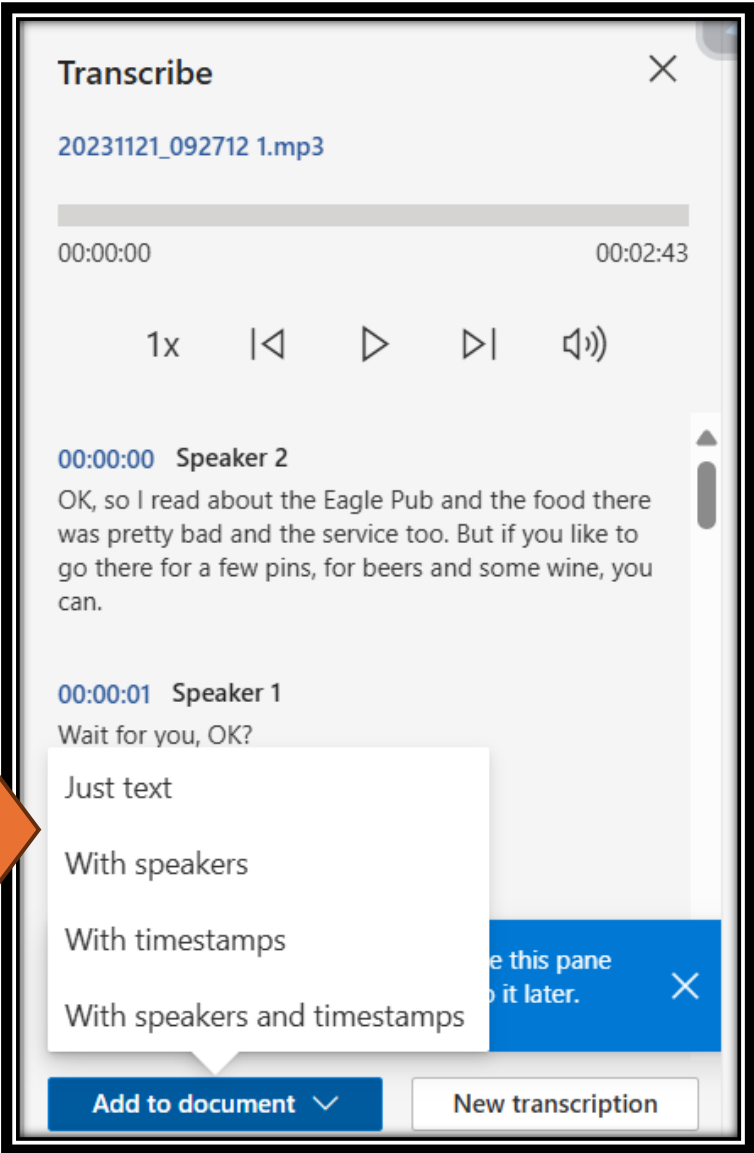
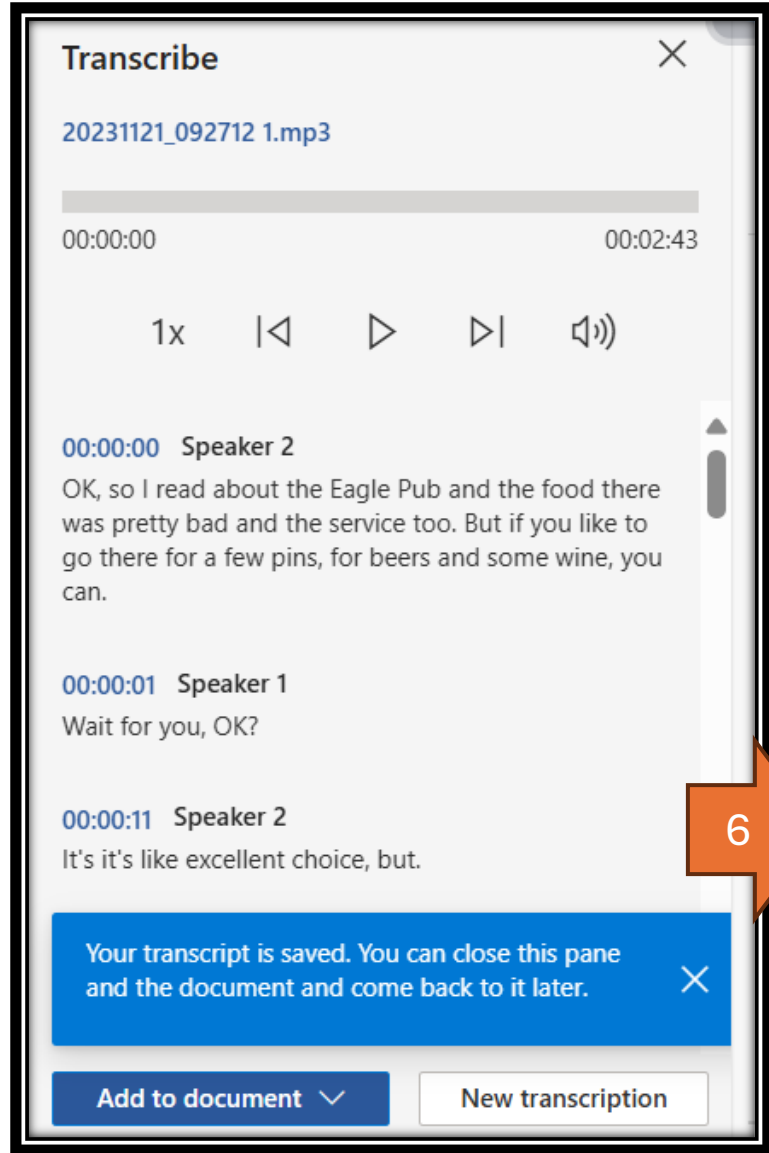
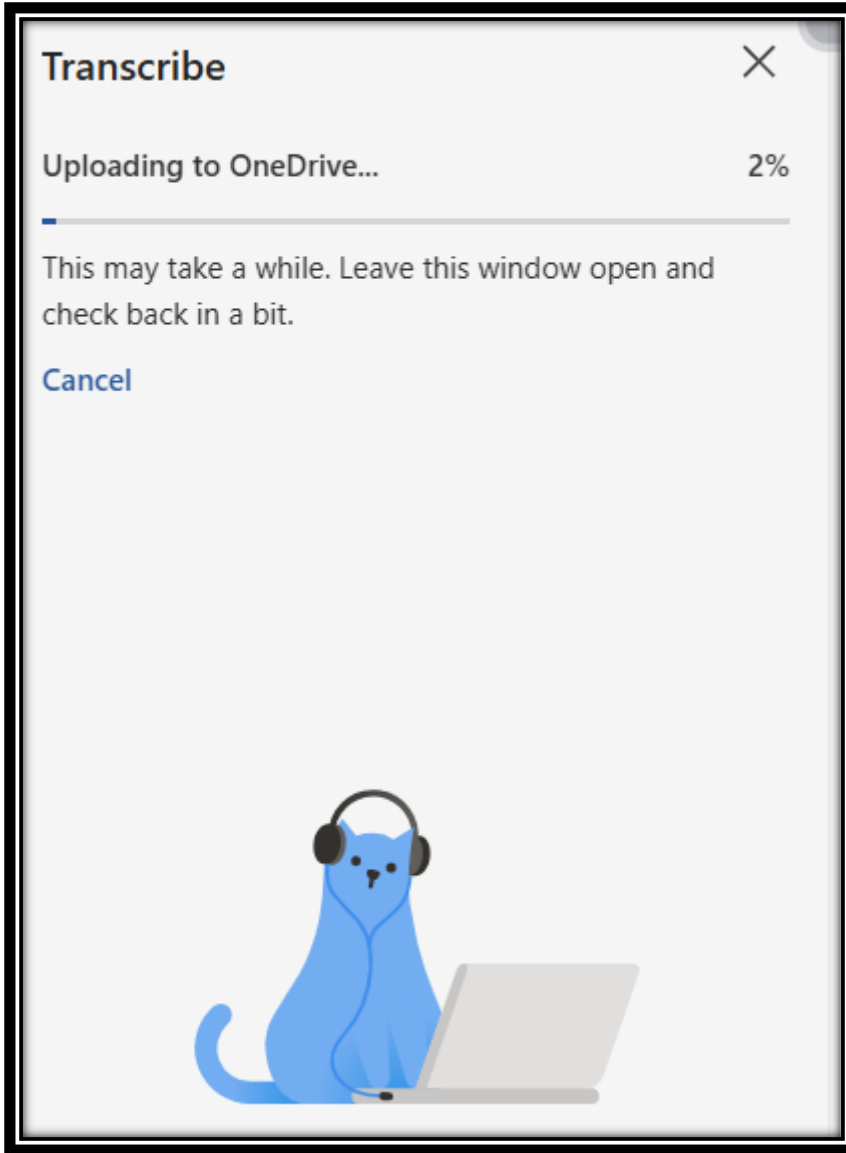


Name	Status	Date modified	Type	Size
📁 Eating Out in Cambridge	✔️	11/04/2024 11:51	File folder	
📁 Eating Out in Kaunas	✔️	22/11/2023 16:25	File folder	
📁 Eating Out n Developing mediation skills	✔️	08/02/2024 10:21	File folder	
📁 Gitanas class - 5 audios	✔️	06/02/2024 16:56	File folder	

Name	Status	#
📁 20231121_092712.mp3	✔️	
📁 20231121_092723.mp3	✔️	
📁 20231122_102017.mp3	✔️	
📁 20231122_102244.mp3	✔️	
📁 20231122_102458.mp3	✔️	

4. Open the file you want to transcribe, and it will start

- The transcribe window will open, on the right of your word document.
2. Set the language to English, if that's what you are transcribing.
  3. Click on upload audio and locate the audio file you want transcribed.



It takes very little time and very soon, it populates the window.

5. Click 'add to document' and it opens the window giving you options.

6. Click the format you want.

File Home Insert Layout References Review View Help

Comments Editing Share

Undo Clipboard

Aptos (Body) 12 Font

Paragraph

Normal Aptos, 12 Styles

Find Replace Select Editing

Dictate Voice

Editor Proofing

Add-ins Add-ins

Designer

## Audio file

[20231121\\_092712\\_1.mp3](#)

## Transcript

OK, so I read about the Eagle Pub and the food there was pretty bad and the service too. But if you like to go there for a few pins, for beers and some wine, you can.

Wait for you, OK?

It's it's like excellent choice, but. If you really want. To eat, I don't recommend it.

On the searching.

What about you?

◇ OK, so the different truck is so have the boots. Reading and the food is really spicy, so it is not for everyone, but I like spicy food so I like. I like the suggestion. What about you? Yeah.

Ohh, I choose uh.

So.

In this restaurant, you can eat seafood.

Little.

## Transcribe

[20231121\\_092712\\_1.mp3](#)

00:00:00 00:02:43

1x |< > >| >>|

00:00:00 Speaker 2  
OK, so I read about the Eagle Pub and the food there was pretty bad and the service too. But if you like to go there for a few pins, for beers and some wine, you can.

00:00:01 Speaker 1  
Wait for you, OK?

00:00:11 Speaker 2  
It's it's like excellent choice, but.

Your transcript is saved. You can close this pane and the document and come back to it later.

Add to document New transcription

So, it populates your document.

The whole thing takes very little time &/but it may take time getting the recording from students and ensuring it is in mp3 – other formats don't work so well.