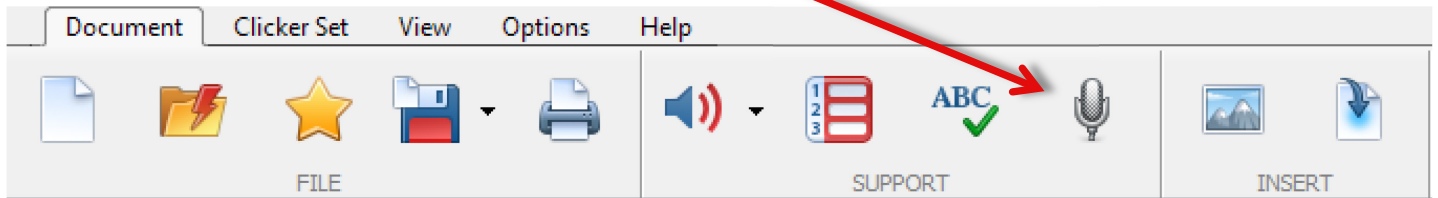


### Rehearse sentences or store ideas using Voice Note.

On the Document ribbon select the Microphone icon.



Select **Record** to start recording your voice note.

Select **Done** to use your voice note in the document.

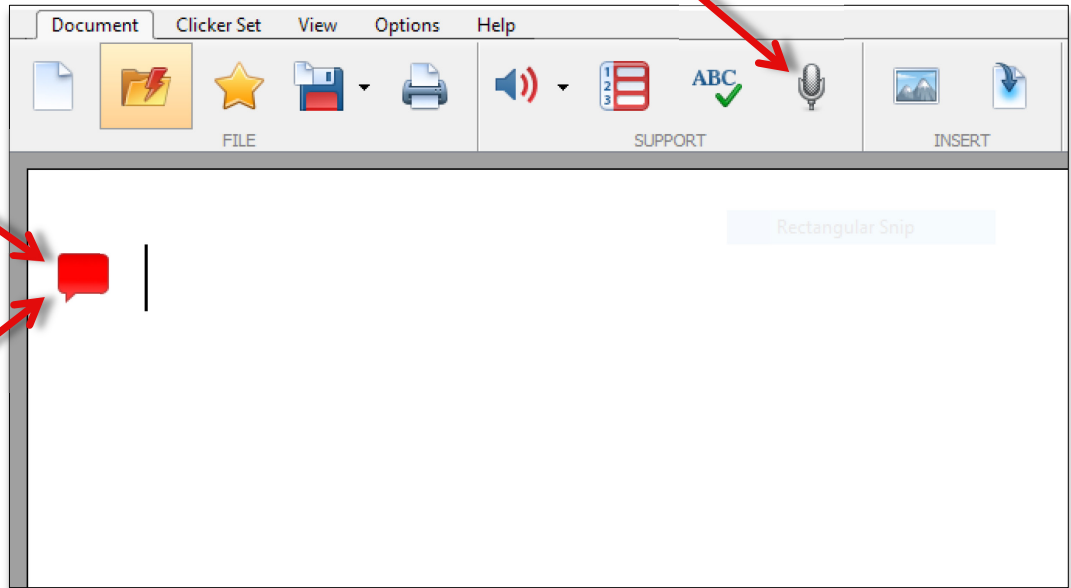


Select **Play** to hear your recording.

Select **Record** to re-record your voice note.

Select the Microphone icon to record another voice note.

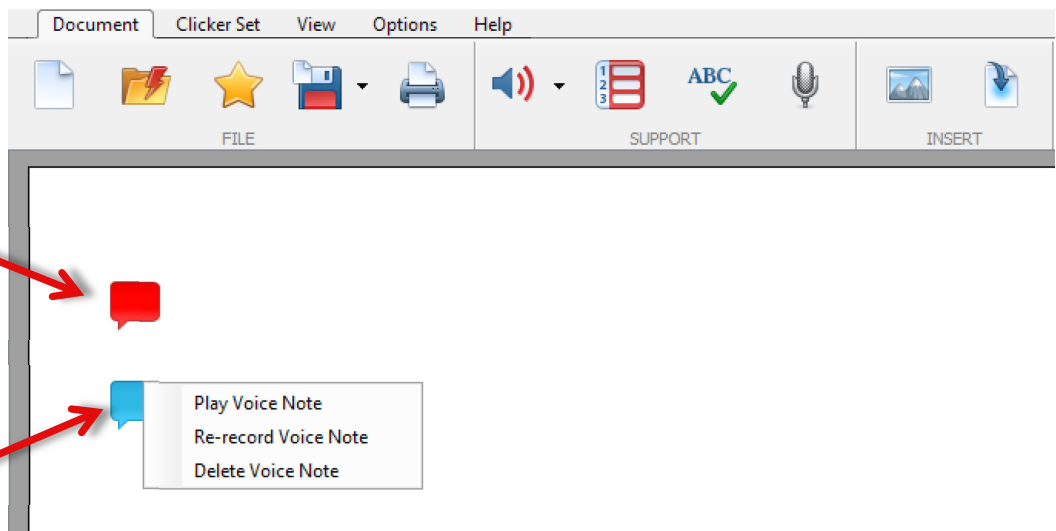
Your voice note will appear in the document.



Left Click to hear your voice note.

Each voice note is a different colour.

Right Click on a voice note to **Play**, **Re-record** or **Delete** it.



**Don't forget, you can have up to 6 voice notes in the document at any one time.**