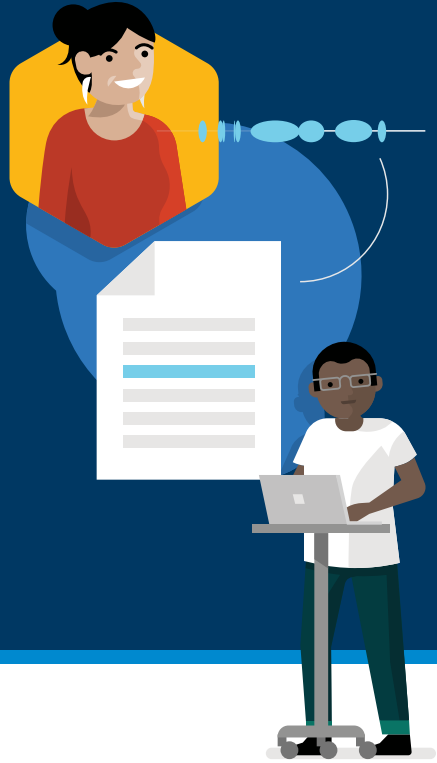


# Transcribe your interviews with Microsoft Word on the web

With **Transcribe in Word** in Microsoft 365, you can record in-person conversations or virtual interviews using any videoconferencing platform and automatically generate a complete transcript.

Use Transcribe in Word to search for that perfect quote or double-check shorthand notes for your story. You can even upload and transcribe existing recordings.

Notes, recording and transcript. All in one place in Microsoft Word.



## Record Live or Upload an Audio File



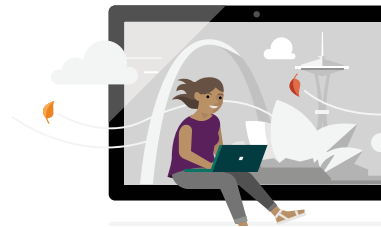
Using the new [Microsoft Edge](#) or Chrome, go to [Office.com](#) and log in to your Microsoft 365 work or personal account. Navigate to [Microsoft Word on the web](#) and open a document.



Go to the Word **Home** tab and click **Dictate** to view the dropdown menu.



Select **Transcribe**.



## To Record Live

Start recording

STEP  
1

Click **Start recording**. If it is your first time using the Transcribe feature, you will be prompted to give your browser permission to access your microphone.

STEP  
2

You will know that the recording has begun when the recording icon is **outlined in blue** and the **timestamp progresses**.

STEP  
3

Click the **pause icon** to temporarily stop recording. Click again when you're ready to resume.

STEP  
4

While the recording is being transcribed in the background, you can also **take your own notes** in the Word document.

STEP  
5

When you're done, stop the recording by hitting the **Save and transcribe now** button.

*\*There are no restrictions on the number or length of recordings captured live directly in Word on the web.*



## To Upload Audio

Upload audio

STEP  
1

Select **Upload audio**.

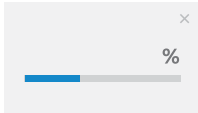
STEP  
2

Choose an audio file from the file picker to upload. Supported file types include **.wav, .mp4, .m4a, .mp3**.

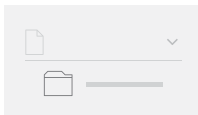
*\*You can upload and transcribe up to 5 hours of pre-recorded audio files per month.*

# Access and Interact with your Transcript

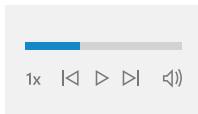
The complete transcript from your live recording or uploaded audio will appear in the **Transcribe pane** once the transcription process is complete. The time it takes to produce your transcript will depend on your internet speed and the size of the audio file.



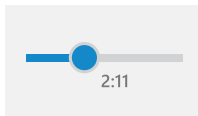
Keep the Transcribe pane open while the transcription is being generated from your recording or uploaded audio. You can continue working in the document or switch browser tabs and use other applications in the meantime.



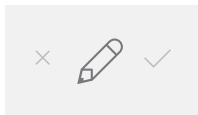
Once transcription is complete, recordings are stored in the **Transcribed Files** folder on OneDrive. (You can rename or delete files here, too.)



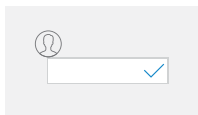
Playback your audio file using the **play**, **rewind**, and **fast forward** icons. You can change the playback speed. The relevant transcript section will highlight as it is played.



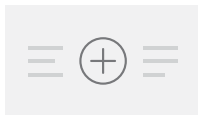
Select the **timestamp** of any transcript section to quickly play that exact portion of audio.



Fix any names or typos in the transcript by hovering over a transcript section and select the **pencil icon** to edit that section. Select the checkmark icon to save or the **x** to discard.



Speakers will be attributed to content in the transcript. You can change the speaker name for an individual section or change all occurrences of that speaker label to a name. After selecting the **pencil icon**, you can edit the text box section labeled "Speaker" and add in the correct name. Select the **checkbox** to change all occurrences.



Port over the perfect quote from the transcript to your notes in Word by simply hovering over a transcript section and selecting the **plus icon** to insert that section into your document. Or select the Add to document button to add the entire transcript.

## Tips



- Don't plug in your headset if you want to record and transcribe a virtual call. This way, the recording can pick up the sound coming out of your device.
- Do make sure the microphone input on your device is set to the device's microphone.

*\*Note that Transcribe in Word currently supports English-US only. Additional language support is coming soon.*

## Microsoft 365 for Journalists

Whether you are a reporter, editor, producer, designer, you name it — Microsoft 365 is the trusted solution for creating and collaborating from anywhere. We put our industry-leading AI to work for you inside our gold-standard Office apps and Microsoft Teams, the hub for teamwork.

- Explore our training resources to empower reporters and newsrooms at [aka.ms/m365forjournalists](https://aka.ms/m365forjournalists)
- Email us at [M365newsroomtraining@microsoft.com](mailto:M365newsroomtraining@microsoft.com) for help getting set up with Microsoft 365 or to discuss customizable training opportunities for your newsroom

