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# Transcribe audio in Microsoft Word [1]

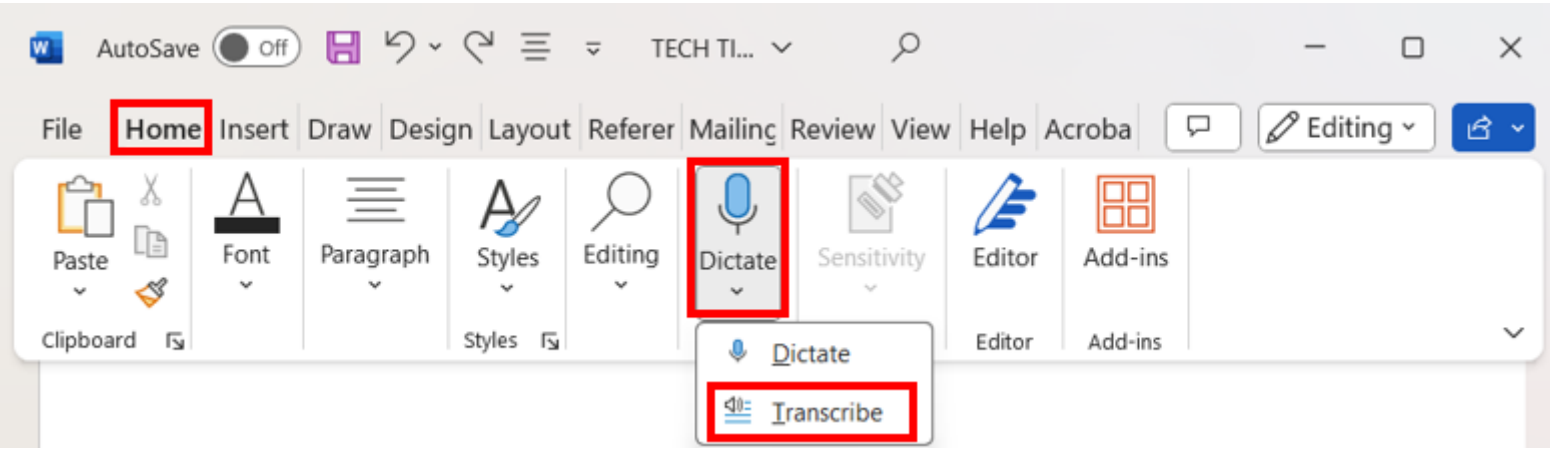
March 2, 2026 by ES and UIS Communications [2]

Microsoft Word's Transcribe feature allows users to convert audio recordings or live speech into text. Word automatically separates speakers and adds timestamps , allowing you to review specific sections and make edits as needed. You can save the full transcript as a Word document or insert sections of it into an existing file.

## Transcribe audio in Microsoft Word

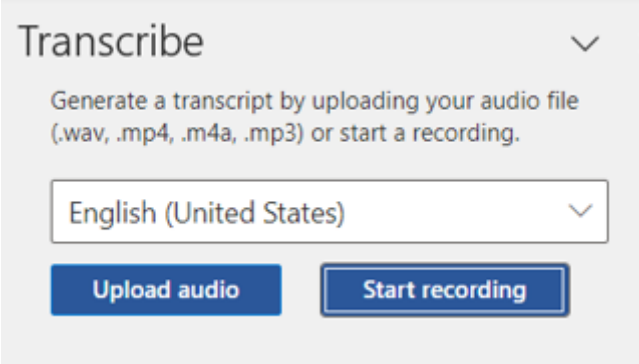
**1.** Open a new blank document.

**2.** Select **Home,** then select **Dictate.** From the drop-down menu, choose **Transcribe**.




**3.** In the Transcribe panel, select **Upload audio** to transcribe an existing file, or select **Start recording** to capture live audio using your microphone.

**TIP:** Transcribe currently supports more than 80 languages. Select the correct spoken language before uploading or recording to improve transcription accuracy.




**4.** Select the audio file you want to transcribe. Supported file types include **.wav**, **.mp4**, **.m4a** and **.mp3.**

**5.** Word will begin transcribing the selected audio file. Keep the Transcribe panel open until processing is complete.

**After your transcript is ready**

- Select a section to play back timestamped audio.
- Edit speaker names as needed.
- Insert transcript sections directly into your document.
- Save the full transcript as a Word document or PDF.

Using Transcribe can help streamline note-taking for interviews, meetings and recorded presentations, while allowing you to review and refine the final document.

Microsoft [3]
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