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Transcribe audio in Microsoft Word [1]

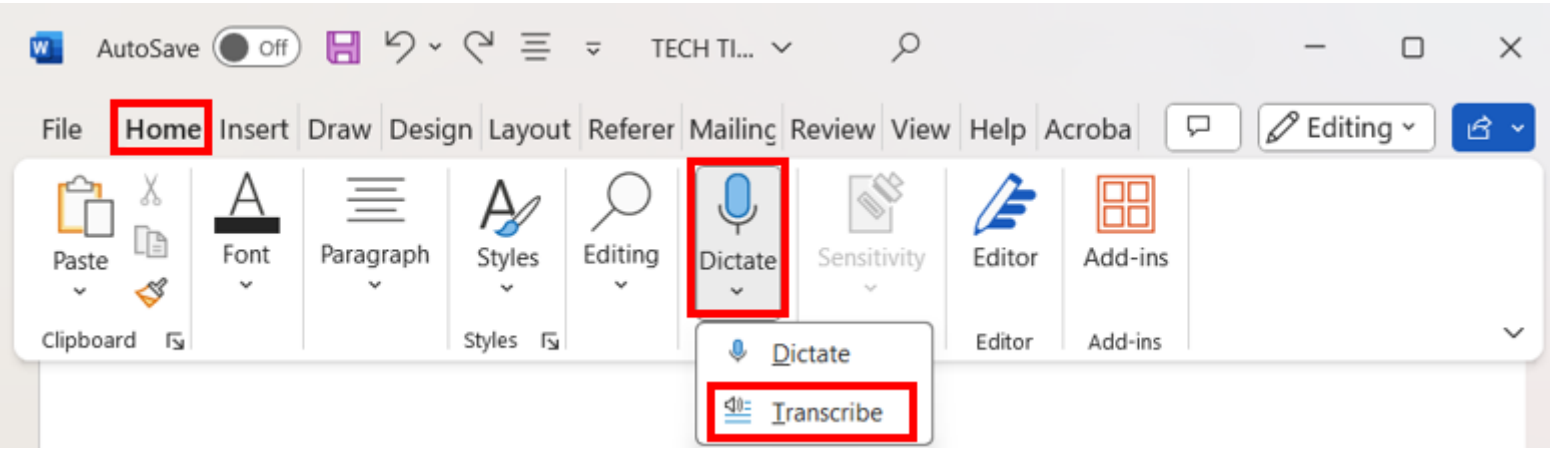
March 2, 2026 by ES and UIS Communications [2]

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

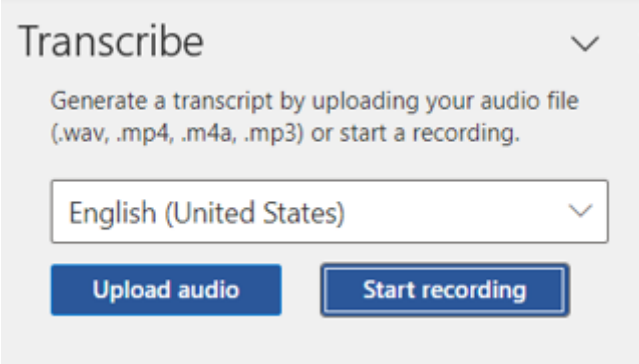
1. Open a new blank document.

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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