

Read&Write Compatibility with Microsoft Word 2021

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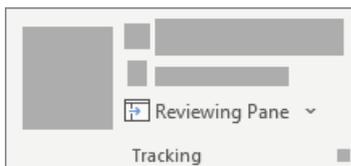
Microsoft has released a new version of Microsoft Word, version 2021.

Read&Write **is compatible** with the new version however new modern commenting within the Word documents currently does not support displaying Read&Write Voice Notes.

As a temporary work around until support is added, please follow the steps outlined below to view and use your Read&Write Voice Notes in Word 2021:

To view Voice Notes in the Word document:

1. In Word 2021, click on the **Review** tab on the Word Ribbon
2. Click on **Reviewing Pane**
3. Comments will now be visible in the Revisions pane
4. Double click on the **Voice Note icon** to listen to the voice note



Alternatively you can insert Voice Notes directly into the document by changing the setting in Read&Write

1. Click on the **Settings** button on the Read&Write toolbar
 2. Click on **Show more settings...**
 3. Click on **Voice Note** in the menu pane
 4. Turn on **Insert directly in the document**
 5. Voice note will now insert new voices notes directly into the Word document
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