1. Plug a microphone into Window 10 laptop.
2. Use Voice Recorder app on Windows 10 laptop to record.
3. File is saved by app as an .m4a file. Need both .mp3 and .ogg audio file types to embed in web pages. Right-click on the file in the app and select “View in folder” to bring up a Window Explorer window with path of file.
4. Open Freemake Audio Converter app on Windows 10 laptop.
5. Browse to .m4a audio file.
6. Convert to .mp3.
7. Convert to .ogg.
8. Copy converted files into the Media\Audio folder on Google Drive where book is stored.
9. In HTML5 file, include the following lines (and put in the correct path and filename). I am placing the audio next to the section picture.

<audio controls>

<source src="../Media/Audio/Intro.mp3" type="audio/mp3">

<source src="../Media/Audio/Intro.ogg" type="audio/ogg">

<p>Your browser doesn't support HTML5 audio. Here is a <a href="../Media/Audio/Test.mp3">link to the audio</a> instead.</p>

</audio>