Sound Help Contents

Sound is a Windows Sound System application for customizing your Windows version 3.1 operating system by assigning sound files to specific system events.

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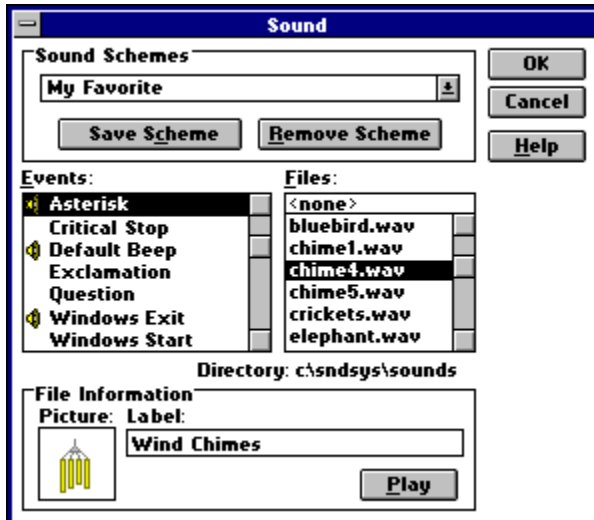
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Click the area you want to learn about. To view the entire dialog box, click the <u>Maximize button</u> in your Help window.

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What Is Sound?

Sound is a Windows Sound System application that you can use to assign <u>wave files</u> to specific <u>system events</u>.

When a sound file is assigned to an event, the sound plays whenever the event occurs. For example, you can assign a sound file containing a recording of a trumpet fanfare to the Windows Start event. Youll then hear trumpets each time you start Windows.

Sound replaces the original Sound application that came with your Windows Control Panel. The new Sound option gives you all the features of the original, plus the ability to:

- See at a glance if an event has an assigned sound.
- See pictures and labels associated with sound files.
- Create sound schemes: groups of assignments that you can save and load to change many sounds at once.

See Also

<u>Parts of the Sound Dialog Box</u>

Starting Sound

Sound is installed only in the <u>Windows Control Panel</u>.

To start Sound from Program Manager

▶	In the Windows Control Panel, choose the Sound icon.

See Also
<u>Quitting Sound</u>

Quitting Sound

 When you quit Sound, you can do one of the following:

- Save your current sound assignments.
- Use the Save Scheme button to save your current sound assignments as sound scheme.
- Undo all recent sound assignments.

To quit and save changes

▶ Choose the OK button.
 Any changes you have made to the currently selected sound scheme will become active. However, those changes will not be saved in the scheme unless you save the scheme itself, as described in "Creating and Removing Sound Schemes."

To quit without saving changes

▶ Choose the Cancel button.
 -or-

 Choose Close from the Control menu.

 -or-

 Double-click the Control-menu box.

 -or-

 Press ALT+F4.

 These four methods of closing Sound will undo the sound assignments you have made only if you haven't saved them in a scheme.

 See Also
 Starting Sound
 Creating and Removing Sound Schemes

Assigning a Sound to a System Event

When you assign a sound to a system event, the sound you assign plays whenever that event occurs. For example, you can assign a sound file to the Windows Start event that plays each time you start Windows.

To assign a sound to a system event

1 In the Events list box, select a system event.
   If the event has an assigned sound, an assignment symbol is displayed to the left of the event name and the corresponding sound file is highlighted in the Files list box.

2 In the Files list box, select the wave file you want to assign to the event. (Select <none> if you do not want a sound assigned to an event.)
   If you dont see the sound file you want in the Files list, select the drive and directory containing the sound file from the bottom of the list, and then select the file.
   The sound is now assigned to the event. If a label or picture is part of the wave file, this information is displayed in the File Information area.

3 To hear the selected sound file, choose the Play button.
   While the sound is playing, the Play button changes to Stop.

4 Make as many sound assignments as you want.

5 If you want to save your assignments as a sound scheme, choose the Save Scheme button.

6 To save your sound assignments, choose the OK button.
   Any changes you have made to the currently selected sound scheme will become active. However, those changes will not be saved in the scheme unless you save the scheme itself.

See Also
Removing a Sound from a System Event
Creating and Removing Sound Schemes
System Event Descriptions

Removing a Sound from a System Event

When you see the <u>assignment symbol</u> to the left of an event name in the Events list box, a sound is assigned to that <u>system event</u>.

To remove a sound from a system event
1   In the Events list box, select the event you want to remove a sound from.
2   In the Files list box, choose <none>.
    The <none> option is fixed at the top of the Files list box.
    The assignment symbol is cleared from the left of the event name.
3   To save your changes, choose the OK button.
    Any changes you have made to the currently selected sound scheme will become active. However, those changes will not be saved in the scheme unless you save the scheme itself.

See Also
<u>Assigning a Sound to a System Event</u>
<u>System Event Descriptions</u>

Playing a Sound File

You can use Sound to open and play a sound file located in any directory on your system. The Files list box displays the names of all <u>wave files</u> in the current directory, all of the subdirectories in the current directory, and all of the drive letters on the system.

To play a sound file
1 In the Files list box, select the drive and directory where the wave file is located.
2 In the Files list, select the file you want to play.
   If a label or picture is part of the wave file, this information is displayed in the File Information area.
3 Choose the Play button.
   While the sound is playing, the Play button changes to the Stop button.
4 To stop playing the sound file, choose the Stop button.

See Also
<u>Assigning a Sound to a System Event</u>

System Event Descriptions

To learn about a specific <u>system event</u>, click the system event you want to learn about in the diagram below. Depending on the software you are using, additional system events can appear in the Events list box. For example, if you are running Microsoft Mail, a New Mail Notification event appears.

<u>E</u>vents:

See Also
<u>Assigning a Sound to a System Event</u>

Asterisk

This event is typically associated with messages or warnings that Windows displays. For example, some applications play this sound when your system is low on memory.

Critical Stop

This event is often associated with warning messages informing you that you cannot do something or that something you want to use is unavailable. For example, some applications play this sound when they cannot open the file you have selected.

Default Beep

Windows uses the default beep when it finds an error or when you try to do something it doesnt recognize. For example, some applications play this sound whenever you click the mouse button outside an open dialog box.

Exclamation

This event is typically associated with messages or warnings that Windows displays. For example, some applications play this sound when your system is low on memory.

Exit
Occurs when you quit Windows.

Question

Occurs when Windows displays messages or confirmation dialog boxes to which you must respond.

Start
Occurs when you start Windows.

Selecting a Sound Scheme

When you choose a sound scheme, all of its sound assignments become active. Sound includes two sound schemes that you cannot change: Windows Default and <none>. You can select the Windows Default sound scheme to restore the original sound assignments, and you can select <none> to remove all sounds from all system events.

To select a sound scheme
1 In the Sound Schemes box, click the arrow to display the Sound Schemes list.
2 Select the sound scheme you want to put into effect.
   The sound assignments associated with the sound scheme appear in the Events and Files list boxes.
3 To put the sound scheme into effect, choose the OK button.

See Also
Creating and Removing Sound Schemes
Assigning a Sound to a System Event
Removing a Sound from a System Event
System Event Descriptions

Creating and Removing Sound Schemes

You can create a new set of <u>sound assignments</u> and save them as a <u>sound scheme</u>, and you can remove existing schemes. (The Windows Default and <none> schemes cannot be removed.) If you do not save your sound assignments to a sound scheme, they are saved as current sound assignments.

To create a sound scheme
1 Assign the sounds you want to the events in the Events list.
2 Choose the Save Scheme button.
    The Save Scheme dialog box appears.
3 In the text box, type the name of your new sound scheme.
4 Choose the OK button.
    The scheme is saved, and its name appears in the Sound Schemes list.

To remove a sound scheme
1 In the Sound Schemes box, click the arrow to display the list of sound schemes.
2 Select the sound scheme you want to remove.
3 Choose the Remove Scheme button.
4 In the confirmation dialog box that appears, choose the Yes button.
    The scheme is removed from the list of sound schemes.

See Also
<u>Save Scheme Dialog Box</u>
<u>Selecting a Sound Scheme</u>
<u>Assigning a Sound to a System Event</u>
<u>Removing a Sound from a System Event</u>
<u>System Event Descriptions</u>

Keyboard Shortcuts

You can perform specific functions in Sound Finder using the following <u>shortcut keys</u>:

Press	To do this
ALT+C	Choose the Save Scheme button.
ALT+R	Choose the Remove Scheme button.
ALT+E	Move to the Events list box.
ALT+F	Move to the Files list box.
ALT+P	Choose the Play button.
ALT+S	Choose the Stop button when a sound file is playing.
ESC	Quit Sound without saving changes. Equivalent to Cancel button.
ENTER	Quit Sound and save changes. The focus must be on the OK button.
ALT+H	Get Help on Sound.
F1	Get Help on Sound.

Save Scheme Dialog Box

Use the Save Scheme dialog box to name or rename a <u>sound scheme</u>.
Click the option you want information about.
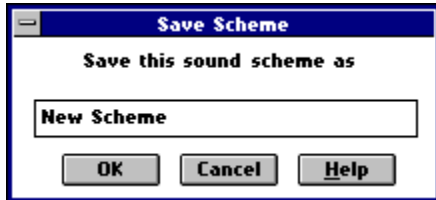
See Also

<u>Creating and Removing Sound Schemes</u>
<u>Selecting a Sound Scheme</u>
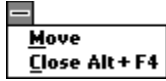<u>Assigning a Sound to a System Event</u>

Sound Scheme box

Displays the name of the current sound scheme, if one exists. Type a new name for the sound scheme in this box.

Control-Menu Commands

The Control menu is the only menu available in Sound.

To learn about a Control-menu command, click a command name on the Control menu below.

Move
Close Alt + F4

Move

Use the Move command to move the Sound dialog box to a new position on the screen. After choosing Move, use the arrow keys to move the window to a new position. A gray outline indicates the new window position. To accept the new position, click the mouse or press ENTER.

Mouse shortcut: Drag the title bar to move the window to a new location.

Close

Choose the Close command to quit Sound.

Mouse shortcut: Double-click the Control-menu box.

Keyboard shortcut: ALT+F4 or ESC

Sound Schemes

Lists the available sound schemes on your system.

Save Scheme

Opens the Save Scheme dialog box, where you can type a name for your new sound scheme or rename an existing one.

Remove Scheme

Removes the selected sound scheme from your system. After you choose the Remove Scheme button, a confirmation dialog box appears, asking you to verify that you want to delete the selected scheme.

Events

Displays a list of system events that can have assigned sounds. An assignment symbol appears to the left of events that have sounds assigned to them.

Files

Displays all wave files in the current directory, all of the subdirectories in the current directory, and all the drive letters and directories on your system.

Picture
Displays the picture associated with the selected sound file, if one exists.

Play

Plays the selected wave file. When a file is playing, the Play button becomes the Stop button.

Label
Displays the label of the selected sound file, if there is one.

Help
To get Help with Sound, choose the Help button.

Cancel
To quit Sound without saving settings, choose the Cancel button.

OK

To exit Sound and save settings, choose the OK button.

System event

Any action or occurrence, often initiated by the user, to which a program might respond. Using Sound, you can assign a sound to a system event. This sound plays each time the event occurs.

Sound assignment

A sound file that is assigned to a specific system event. A sound scheme is a group of sound assignments.

Assignment symbol

A symbol in the Events list box that indicates that a sound file has been assigned to a system event. Assignment symbols appear to the left of system event names.

Sound scheme

A group of sound assignments that can be named, saved, and later recalled to put the assignments into effect. When you select a sound scheme and choose OK in the Sound dialog box, all of its sound assignments are put into effect.

Cannot open wave file for playing.

Sound cannot locate and play the selected <u>wave file</u>. The file has either been deleted since you switched to the current directory, or you are out of <u>file handles</u>. You will also receive this message if you double-click a <u>system event</u> name in Sound that does not have a sound assigned to it.

To correct this error

1 Close any open applications or documents that are not related to the system event you are trying to play.

   This will free some file handles.

2 From the File menu in File Manager, choose the Search command to locate the specified wave file.

3 Play the wave file again.

   If closing applications and documents does not solve this problem, increase the number in the FILES = section of your CONFIG.SYS file. You must then restart your computer for these changes to take effect.

Cannot play non-wave file.

The file you have attempted to play is not a <u>wave file</u>, or the current wave file has been corrupted.

Wave file not playable.

The <u>wave file</u> you have attempted to play has been corrupted or does not contain the necessary information to be played.

Cannot open wave device.

Your system cannot play the selected <u>wave file</u>. Either another application is currently playing a wave file, or there is a problem with the Windows Sound System Driver. If another application is playing a wave file, wait until it is finished and try playing again.

To reinstall the Windows Sound System Driver
1 In the Windows Control Panel application, choose the Drivers icon.
2 In the Drivers dialog box, determine if the Microsoft Windows Sound System <u>driver</u> is installed.
3 If necessary, reinstall the Windows Sound System driver and software.
4 Restart Microsoft Windows.
5 In Sound, choose the Play button again.

For more information on installing Windows Sound System software, see Chapter 1, "Installing Windows Sound System," in the Microsoft Windows Sound System User's Guide.

Wave file too large to fit in memory.

Your system cannot allocate enough memory to play the <u>wave file</u> assigned to a <u>system event</u>. Wave files you assign to system events should be relatively short so that Windows can run while you are working with other applications.

To correct this error
1 Close all unnecessary applications.
2 Run the system event or play the sound file again.
3 If you still receive this error message, try shortening the file in a wave file editor such as Quick Recorder.

Another application has changed the sound settings. Do you want to use the new settings?

Another application has changed your sound assignments.

To accept the new assignments

▶   Choose the Yes button.

To ignore the new assignments

▶   Choose the No button.

Another application has changed the sound settings. Do you want to overwrite the changes?

Another application has changed your <u>sound assignments</u>. Do you want to replace these assignments with the new assignments you created?

To overwrite the changes with your current sound assignments
▶   Choose the Yes button.

To accept the assignments created by the other application
▶   Choose the No button.

Are you sure you want to remove the <name> sound scheme?

Use this dialog box to verify that you want to remove the indicated <u>sound scheme</u>.

▶   To remove the selected sound scheme, choose the Yes button.

▶   To retain the selected sound scheme, choose the No button.

You cannot change the Windows Default sound scheme. Specify a new name for the sound scheme.

The name Windows Default is reserved for a default <u>sound scheme</u> assigned by Windows version 3.1. Choose a name other than Windows Default for your new sound scheme.

You cannot change the \<none> sound scheme. Specify a new name for the sound scheme.

The name \<none> is reserved by Sound to remove all <u>sound assignments</u> from <u>system events</u>. Choose a name other than \<none> for your new <u>sound scheme</u>.

Are you sure you want to overwrite the <name> sound scheme?

The name you have chosen for your new sound scheme is already in use by another sound scheme.

To replace the old scheme with the new

▶ Choose the Yes button

To retain the original sound scheme

▶ Choose the No button

Cancel

Choose the Cancel button to close the application or dialog box without saving changes.

Control menu

A menu that contains commands you can use to manipulate a window. To open the Control menu, choose the Control-menu box at the left end of the title bar.

Control-menu box

A box in the upper-left corner of most windows and dialog boxes. To display the Control menu, click the Control-menu box; to close the window or dialog box, double-click the Control-menu box.

Drag

To move an item on the screen by selecting the item and then pressing and holding down the mouse button while moving the mouse. For example, you can move a window to another location on the screen by dragging its title bar.

Driver

A program that enables a specific piece of hardware (device) to communicate with a computer system. Although a device may be installed, the system cannot recognize it until the appropriate driver is installed and configured.

Help
Choose the Help button to get Help on the current application or dialog box.

Maximize button

A box with an upward-pointing triangle in the upper-right corner of a window. To enlarge a window so that it fills the entire screen, click the Maximize button.

Maximized

Refers to a window that is enlarged to its maximum size.

MIDI file

A sound file containing Musical Instrument Digital Interface (MIDI) sound data. MIDI is a standard protocol for communication between musical instruments and computers. MIDI files are smaller in file size than wave files.

Minimize button

A box with a downward-pointing triangle in the upper-right corner of most application windows. To reduce a window to an icon, click the Minimize button.

Minimized

Refers to a window that has been reduced to an icon.

OK

Choose the OK button to close the application or dialog box and save any changes.

Shortcut keys

Two or three keys that, when pressed in combination, perform a specific action. Most shortcut keys perform a specific menu command and appear on the menu next to the corresponding command.

Title bar
A bar at the top of a window or dialog box that displays its name.

Wave file

A Microsoft standard file format for storing waveform audio data. (Waveform audio is a technique for recreating an audio waveform from digital samples of the waveform.) Files saved with the .WAV extension include a sound, and may include a picture, a label, and a description.

Windows Control Panel

A program in your system that is used to configure various hardware and software options. The Control Panel is usually located in the Main group of Windows Program Manager.

File handles

The FILES command in your CONFIG.SYS file specifies the maximum number of files each application can have open at a time. The larger the number of files you specify for FILES, the more memory is used up. In general, you should set FILES to 30.

Setting FILES to a value higher than 30 allows each application to open more files, but uses up more conventional memory.