To play a sound

1 On the **File** menu, click **Open**.

2 Open the folder containing the <u>sound file</u> you want to play, and then click **Open**.

3 Click to start playing the sound.
4 Click to stop playing the sound.

Тір

Click to move to the beginning. Click to move to the end.

To record a sound

- 1 Make sure you have an <u>audio input device</u> connected to your computer.
- 2 On the File menu, click New.
- 3 To begin recording, click 💻.
- 4
- To stop recording, click **I**. On the **File** menu, click **Save As**. 5

Tips

You can specify the default sound quality before you record a sound. On the Edit menu, click Audio
 Properties, and then click the quality that you want from the list.
 You can play your recording in Sound Recorder or in Media Player.

{button ,AL("SOUNDREC_INSERT_SOUND")} <u>Related Topics</u>

To record a sound into a sound file

1 Make sure you have an <u>audio input device</u> connected to your computer.

2 On the File menu, click Open, and then double-click the sound file you want to modify.

3 Move the slider to the place in the file where you want to record sound.

4 To begin recording, click 🚺.

5 On the **File** menu, click **Save As**.

Notes and Tips

If you add a sound to the middle of an existing sound file, the new sound replaces the original sound after the insertion point.
 To stop recording, click

To stop recording, click

{button ,AL("SOUNDREC_INSERT_SOUND;SOUNDREC_OVERLAY_FILE")} <u>Related Topics</u>

To delete part of a sound file

1 Move the slider to the place in the file that you want to cut.

2 On the Edit menu, click Delete Before Current Position or Delete After Current Position.

Tip •

Until you save the file, you can undo a deletion by clicking **Revert** on the **File** menu.

To insert a sound file into another sound file

1 On the File menu, click Open, and then double-click the file you want to insert.

- 2 Move the slider to where you want to insert the other sound file.
- 3 On the **Edit** menu, click **Insert File**.
- 4 Type or double-click the name of the file you want to insert.

Notes

You can insert a sound file only into an uncompressed sound file. If you don't see the green line in Sound Recorder, the file is compressed and you cannot modify it unless you change the sound quality.
 If you insert a sound into an existing sound file, the new sound replaces the original sound after the insertion point.

{button ,AL("SOUNDREC_CONVERT_FILE")} <u>Related Topics</u>

To overlay (mix) sound files

1 Move the slider to the place in the file where you want to overlay the sound file.

- 2 On the Edit menu, click Mix With File.
- 3 Type or double-click the name of the file you want to mix.

Note

You can only overlay an uncompressed sound file. If you don't see the green line in Sound Recorder, the file is compressed and you cannot modify it unless you change the sound quality.

{button ,AL("SOUNDREC_CONVERT_FILE")} <u>Related Topics</u>

To undo changes made to a sound file

1 On the **File** menu, click **Revert**.

2 Click **Yes** to confirm the restoration.

Note •

After you save a file, you cannot undo any changes.

To change the speed of a sound file

On the Effects menu, click Increase Speed or Decrease Speed.

Note

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You can only change the speed of an uncompressed sound file. If you don't see the green line in Sound Recorder, the file is compressed and you cannot change it unless you change the sound quality.

{button ,AL("A_SOUNDREC_UNDO_CHANGES;SOUNDREC_CONVERT_FILE")} Related Topics

To change the volume of a sound file

On the Effects menu, click Increase Volume or Decrease Volume.

Note

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You can only change the volume of an uncompressed sound file. If you don't see the green line in Sound Recorder, the file is compressed and you cannot change it unless you change the sound quality.

{button ,AL("A_SOUNDREC_UNDO_CHANGES;SOUNDREC_CONVERT_FILE")} Related Topics

To play a sound file in reverse

On the Effects menu, click Reverse, and then click Play.

Note

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You can only reverse an uncompressed sound file. If you don't see the green line in Sound Recorder, the file is compressed and you cannot change it unless you change the sound quality.

{button ,AL("A_SOUNDREC_UNDO_CHANGES;SOUNDREC_CONVERT_FILE")} <u>Related Topics</u>

To change the quality of a sound file

- 1 On the **File** menu, click **Properties**.
- 2 In the **Format Conversion** area, click a format from the list.
- 3 Click **Convert Now**.
- 4 Specify the format and attributes you want for the sound file, and then click **OK**.
- Тір

For Help on an item, click
at the top of the dialog box, and then click the item.

To add an echo to a sound file

- 1 Open the sound file you want to change.
- 2 On the **Effects** menu, click **Add Echo**.

Note

• You can only add an echo to an uncompressed sound file. If you don't see the green line in Sound Recorder, the file is compressed and you cannot change it unless you change the sound quality.

{button ,AL("A_SOUNDREC_UNDO_CHANGES;SOUNDREC_CONVERT_FILE")} Related Topics

To insert sound into a document

- 1 Open the sound file you want to insert.
- 2 On the **Edit** menu, click **Copy**.
- 3 Open the document in which you want to copy the sound, and then click where you want it to appear.
- 4 On the **Edit** menu, click **Paste**.

Тір

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You can also <u>link</u> a sound file to a document.

{button ,AL("A_LINK_SOUNDREC;A_EMBED_SOUNDREC")} <u>Related Topics</u>

To link a sound file to a document

- 1 Open the sound file you want to link.
- 2 On the **Edit** menu, click **Copy**.
- 3 Open the document in which you want the sound, and then click where you want it to appear.
- 4 On the **Edit** menu, click **Paste Special**.
- 5 Click the format you want to use, and then click **Paste Link**.

Тір

If the Edit menu does not contain a Paste Special command, your program does not support linking.

{button ,AL("A_SOUNDREC_INSERT;A_EMBED_SOUNDREC")} <u>Related Topics</u>

A sound file contains information that Windows uses to play sound on your computer. Sound files have the extension .wav.

Click **Help Topics** to return to the list of topics.

An audio input device records music and voice input into your computer. Examples of audio input devices are CD-ROM players and microphones.

To change the format of a sound file

- 1 On the **File** menu, click **Open**, and then double-click the sound file you want to modify.
- 2 On the **File** menu, click **Save As**, and then click **Change**.
- 3 Select an audio format from the **Names** list.

Тір

• You can add your own format to the **Names** list by changing the values in the **Format** and **Attributes** areas and then clicking **Save As**.

{button ,AL("A_SOUNDREC_UNDO_CHANGES;SOUNDREC_CONVERT_FILE")} <u>Related Topics</u>

Help is available for each item in this group. Click ? at the top of the dialog box, and then click the specific item you want information about.

Displays an icon representing a sound file.

Displays the sound filename.

Displays any copyright or legal information the sound file might have.

Displays the duration of the sound file in seconds.

Displays the size of the sound file in bytes.

Lists the audio formats.

Click to convert your sound file attributes.

- Click to change the sound file format. All formats: Displays all available formats. Recording formats: Displays the possible recording formats that your sound card supports. Playback formats: Displays possible playback formats that your sound card supports.
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Type the name of the sound file format you want to create. For example; to create a digital audio tape format, type DAT quality.

Changes the sound file format.