The Audio Clip Library

MENU COMMANDS

Introduction

From the Audio Clip Library you can select and play audio files stored under three headings (or folders): music, phrases and sound.   You can also add folders and audio files of your own to the Audio Clip Library.

You can play any audio file in the library by using the Audio Recorder (opened automatically by the Audio Clip Library), the Microsoft Sound Recorder, or other recorders compatible with the Windows wave (.WAV) file format.

Audio Clip Library folders are stored in the directory PCAUDIO under the subdirectory AUDCLIPS.

Starting the Audio Clip Library

(Windows3.1,3.11) Open the Audio Applications program group and double-click the Audio Clip Library icon.

(Windows95) Open the Audio Applications folder(normally it is Pcaudio folder) and double-click the Audclips icon.

The Audio Clip Library window appears.
The Audio Clip Library displays folders titled **music, phrases,** and **sound**:

- The **music** folder contains short musical interludes.
- The **phrases** folder contains phrases used in business settings.
- The **sound** folder contains a variety of mechanical and animal sound clips.

To open a folder:

Double-click the folder, or select one and choose **Open** from the File menu.   The folder's window appears on top of the Audio Clip Library window.

 Double-click the folder icon you wish to open. The folder's windows with its audio files will appear.

To open an audio file:

In the music, phrases, or sounds window, double-click the name of an audio file or select the name and choose **Open** from the File menu.
The Audio Recorder opens automatically, and the file you selected is loaded.

To add an audio file to the Audio Clip Library:

1. Bring the audio file into the Audio Recorder.

2. Select **Save As** from the File menu of the Audio Recorder.

3. In the dialog box, select the directory PCAUDIO, select the AUDCLIPS subdirectory, then select a subdirectory (folder) for the audio file, and enter a file name.

4. Click the **OK** button.

The next time you open or refresh the folder window, the new audio file appears.

To add a new folder to the Audio Clip Library:

(Windows3.1,3.11)
1.   From the DOS prompt or a file manager, select the directory PCAUDIO, then select the subdirectory AUDCLIPS.

2.   Create a subdirectory with the name you want on the new folder.

(Windows95)
 1.   Click the start button, select Programs and then click Windows Explorer.

2.   Open the Audio Applications folder(normally it is Pcaudio folder) and double-click the Audclips icon.

 3.   Create a folder with the name you want on the new folder.

The next time you open or refresh the Audio Clip Library window, the new folder appears.

To change a file name:

1. With the music, phrases or sound window open, select the audio file whose name you wish to change.

2. Select **Rename** from the File menu.   The Rename dialog box appears.

3. Type a new name and click the **OK** button.   The file name is changed.

File Menu

Open displays the currently selected item:
- From the Audio Clip Library window, **Open** displays the files in the selected folder.
- From a folder window, **Open** loads the selected audio file into the Audio Recorder.

Rename enables you to change the name of the currently selected file.

Properties displays the Properties dialog box, from which you can see and change properties of the current audio file.

Exit closes the current window:
- Select **Exit** from a folder to close it and display the Audio Clip Library window.
- Select **Exit** from the Audio Clip Library window to exit this application.

Window Menu

Refresh checks the directory and updates the contents of the Audio Clip Library window or folder window.

Help Menu

Contents displays a list of topics you can choose for information on the Audio Clip Library.

About Audio Clip Library gives the Audio Clip Library version number and copyright information.