

Create new sounds, access existing sounds, save or update sounds, or close Lotus Sound.

New

Allows you to record a new sound.

Open

Opens an existing sound. File Read replaces this command when you start Lotus Sound from another application.

Read

Opens an existing sound. File Open replaces this command when you start Lotus Sound from the Program Manager.

Save

Saves the sound on disk. File Update replaces this command when you start Lotus Sound from another application.

Update

Saves the sound in the application from which you activated Lotus Sound. File Save replaces this command when you start Lotus Sound from the Program Manager.

Save As

Saves the sound on disk as a new file, using the name you supply.

Exit

Closes Lotus Sound. File Exit and Return replaces this command when you start Lotus Sound from another application.

Exit and Return

Closes Lotus Sound and returns you to the application from which you activated it. File Exit replaces this command when you start Lotus Sound from the Program Manager.

Creates a new sound. If an unsaved sound is open, Lotus Sound prompts you to save or update that sound before creating a new one.

Note

If you started Lotus Sound from another application, the File New command breaks the connection to that application and disables the File Update command. To embed a new sound in that application, use Edit Copy Sound as an Object to copy the sound to the Clipboard, then return to that application and paste the sound from the Clipboard.

See also

Create a Sound

Opens the File Open dialog box, which you can use to open an existing sound file. File Read replaces this command when you start Lotus Sound from another application.

File Name

Type or select the name of the sound file you want to open. This box lists all files with the extension selected in the List Files of Type drop-down box, from the selected drive and directory.

List Files of Type

Select a file type, but note that Lotus Sound can only open files stored in waveform format. By convention, these files have an extension of .wav.

Directories

Select the directory containing the sound file.

Drives

Select the drive containing the sound file.

Description

For the selected file, displays any description entered when the file was created.

File Info

For the selected file, displays the date and time last modified, and the size of the file.

Sound Info

For the selected file, displays recording quality information:

- * Sample rate (kHz)
- * Sample size (bits)
- * Channels (Mono or Stereo)

Opens the File Read dialog box, which you can use to read an existing sound file. File Open replaces this command when you start Lotus Sound from the Program Manager.

File Name

Type or select the name of the sound file you want to read. This box lists all files with the extension selected in the List Files of Type drop-down box, from the selected drive and directory.

List Files of Type

Select a file type, but note that Lotus Sound can only open files stored in waveform format. By convention, these files have an extension of .wav.

Directories

Select the directory containing the sound file.

Drives

Select the drive containing the sound file.

Description

For the selected file, displays any description entered when the file was created.

File Info

For the selected file, displays the date and time last modified, and the size of the file.

Sound Info

For the selected file, displays recording quality information:

- * Sample rate (kHz)
- * Sample size (bits)
- * Channels (Mono or Stereo)

Opens the [File Save As dialog box](#), to save the sound on disk as a new file in [waveform format](#).

Note

To save the sound in another application (and not as a separate sound file), see [Embed a Sound in Another Application](#)

File Name

Type the file name for your new file. If you omit the extension, Lotus Sound supplies the default .wav extension.

List Files Of Type

Limits the files listed in the File Name box, to the type of file selected. By convention, all files saved in waveform format have the .wav extension.

Directories

Select the directory to contain the sound file.

Drives

Select the drive to contain the sound file.

Description

Optionally enter a brief description of the file. This description displays in the File Open or File Read dialog box when you select this file in the File Name box.

Saves the sound on disk. File Update replaces this command when you start Lotus Sound from another application.

See also

Save a Sound

Sends the sound to the application from which you activated Lotus Sound. [File Save](#) replaces this command when you start Lotus Sound from the Program Manager.

This command does not [save](#) anything on disk. When you return to the application from which you started Lotus Sound, you must save your work in order to save any changes to the [embedded](#) or [linked](#) sound.

See also

[Change a Sound](#)

[Save a Sound](#)

Closes Lotus Sound. If an unsaved sound is open, Lotus Sound prompts you to save that sound before closing. File Exit and Return replaces this command when you start Lotus Sound from another application.

Shortcut

Click  (the Close control)

Closes Lotus Sound and returns you to the application from which you started it. If an unsaved sound is open, Lotus Sound prompts you to update that sound in your application before closing. File Exit replaces this command when you start Lotus Sound from the Program Manager.

Shortcut

Click  (the Close control)

Restore erased sounds or copy sounds to the Clipboard.

Undo Erase

Restores the last sound erased with the Erase control.

Copy Sound as an Object

Copies the current sound to the Clipboard, along with any additional information needed to embed or link that sound in another application.

Restores the last sound erased using the Erase control. To restore an erased sound, you must choose Edit Undo Erase before using any other command or performing any other activity in Lotus Sound.

Shortcut

Press CTRL+Z OR ALT+BACKSPACE

Copies the current sound to the Clipboard, along with any additional information needed to embed or link that sound in another application.

Shortcut

Press CTRL+C or CTRL+INSERT

See also

[Embed a Sound in Another Application](#)

[Link a Sound in Another Application](#)

Display information about the current sound, control how Lotus Sound runs when you start it from another application, and set the recording quality.

Sound Info

Displays information about the recording quality and size.

Preferences

Controls how Lotus Sound runs when you start it from another application, and controls the recording quality.

Opens the Sound Info dialog box, which displays recording quality and size information.

Note

You can change the recording quality settings using the Options Preferences command.

Recording Quality Settings

- * Sample rate (kHz)
- * Sample size (bits)
- * Channels (Mono or Stereo)

Total Size

The size of the current sound in bytes.

Opens the Preferences dialog box. This dialog box determines:

- * How Lotus Sound runs when you play a sound embedded or linked in another application
- * The recording quality for subsequent sounds

Note

These settings will be stored as defaults, and will be used whenever you activate Lotus Sound in the future.

OLE Options

Determine how Lotus Sound runs when you play a sound embedded or linked in another application.

When playing sound objects

Determines which controls are available when you play the sound.

Show all controls

You can use all controls to play, change, or update the sound.

Show play controls only

You can use the controls to play the sound. (You cannot update or change the sound.)

Hide all controls

The Lotus Sound window will be invisible, but the mouse pointer will display as a sound speaker. To stop playing the sound, click the left mouse button or press ESC.

Close window when sound is finished

When marked, closes Lotus Sound when it finishes playing a sound, provided that you play the sound all the way through, without pausing. If you pause the sound, the window does not close when the sound is finished.

Recording Quality for New Sounds

Displays the current recording quality settings:

- * Sample rate (kHz)
- * Sample size (bits)
- * Channels (Mono or Stereo)

Choose the Change command to change the recording quality settings.

Note

To play a sound linked or embedded in another application, double-click the Lotus Sound icon in that application.

The sound board installed in your computer determines the number of choices available for each recording quality setting. For each setting, increasing the value improves the sound quality, but increases the memory required to play and store the sound.

Sample Rate

Determines how frequently the audio driver performs analog-to-digital or digital-to-analog conversions, measured in thousands of cycles per second (kHz).

Sample Size

Determines how many bits are used to store each sample.

Channels

Determines the number of sound channels for the sound.

Total Bytes per Sec

Displays the number of bytes of storage required to store one second of sound recorded using the above settings.

Provide information about how to use Lotus Sound.

Help Index

Displays a list of topics in Lotus Sound Help.

[File Commands](#)

[Edit Commands](#)

[Options Commands](#)

[Help Commands](#)

[Controls](#)

[Keyboard Shortcuts](#)

[How Do I? Topics](#)

Displays version information about Lotus Sound.

[Access a Sound File](#)
[Access a Sound Embedded or Linked in Another Application](#)
[Change a Sound](#)
[Change the Sound Quality](#)
[Control How a Sound Plays in Another Application](#)
[Create a Sound](#)
[Display Sound Quality and Size Information](#)
[Embed a Sound in Another Application](#)
[Erase a Sound](#)
[Exit Lotus Sound](#)
[Link a Sound in Another Application](#)
[Play a Sound](#)
[Save a Sound](#)
[Troubleshooting](#)
[Update a Sound](#)

Slider



The horizontal slot represents the duration of the sound. The knob indicates your current position in time, relative to the start (left) and end (right) of the sound. Drag the knob to change your position, or use the LEFT or RIGHT arrow keys. When recording, the Memory Gauge replaces the Slider.

Memory Gauge



Indicates how much of the available memory you have used (black) for the current sound. When recording, the Memory Gauge replaces the Slider.

Play/Pause



Plays a sound or stops the playing of a sound. When recording, Stop replaces Play/Pause. Keyboard: SPACEBAR

Stop



Stops recording. When recording, Stop replaces Play/Pause. Keyboard: SPACEBAR or R

Rew



Rewinds the sound. Step replaces Rew when you hold down the CTRL key, and Home replaces Rew when you hold down the SHIFT key. Keyboard: LEFT

Step (Rew)



Rewinds the sound one tenth of a second. Step replaces Rew when you hold down the CTRL key. Keyboard: CTRL+LEFT

Home



Rewinds to the start of the sound. Home replaces Rew when you hold down the SHIFT key. Keyboard: SHIFT+LEFT

FF



Fast forwards or advances the sound. Step replaces FF when you hold down the CTRL key, and End replaces FF when you hold down the SHIFT key. Keyboard: RIGHT

Step (FF)



Advances the sound one tenth of a second. Step replaces FF when you hold down the CTRL key.

Keyboard: CTRL+RIGHT

End



Advances to the end of the sound. End replaces FF when you hold down the SHIFT key. Keyboard: END OR SHIFT+RIGHT

Close



Closes Lotus Sound. If an unsaved sound is open, Lotus Sound prompts you to save or update that sound before closing. Keyboard: ALT+F4

Record



Starts or stops recording. Recording starts at the point in the sound indicated by the Slider. Keyboard: R

Current



Displays the elapsed time from the start of the sound, in minutes, seconds, and tenths of a second.

Total



Displays the length of the recording in minutes, seconds, and tenths of a second. When recording, Max replaces Total. When not recording, Total replaces Max.

Max



When recording, displays the maximum recording time, in minutes, seconds, and tenths of a second. When not recording, Total replaces Max.

Erase



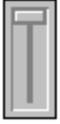
Erases the current sound in memory (but not on disk). Keyboard: E or X

Lev



When recording or playing, bright (green or red) bars indicate the current sound level. The green bars indicate the range of safe levels, and the red bars indicate excessive sound levels.

Vol



Drag the lever up to raise the volume, or down to lower it. If your sound board does not provide for software volume control, this control is dimmed. Keyboard: UP or DOWN

When a plus sign (+) is shown, hold down the first key and press the second key. These shortcut keys apply for Windows 3.1. Where they differ, Windows 3.0 shortcut keys are shown in parentheses.

Beginning of Sound	HOME or SHIFT+LEFT
Help	F1
Edit Copy	CTRL+C (CTRL+INS)
Edit Undo Erase	CTRL+Z (ALT+BACKSPACE)
End of Sound	END or SHIFT+RIGHT
Erase Sound	E or X
Exit	ALT+F4
Forward	RIGHT Arrow
Forward One Step	CTRL+RIGHT
Play/Pause Toggle	SPACEBAR
Record/Stop Toggle	R
Rewind	LEFT
Rewind One Step	CTRL+LEFT
Stop Playing	ESC
Stop Recording	SPACEBAR
Volume Down	DOWN
Volume Up	UP

1. Choose File Open, or if you started Lotus Sound from another application, choose File Read.
2. In the dialog box, select or type the name of the sound file you want to access. That file must be stored in waveform format, and should have the extension .WAV.
3. Choose OK. After Lotus Sound reads the sound file into memory, you can play or change that sound.

See also

[Access an Embedded or Linked Sound](#)

[Change a Sound](#)

[Play a Sound](#)

1. Open the application containing the embedded or linked sound.
2. Double-click the Lotus Sound icon representing the sound that you want to access.
Depending on your Options Preferences settings, you may be able to play and modify the sound, or only play the sound.

See also

[Access a Sound File](#)
[Change a Sound](#)

1. Make sure that the sound you want to change is the current sound. If it is not, see [Access a Sound File](#), or if the sound is embedded in another application, see [Access an Embedded or Linked Sound](#).
2. Set the elapsed time at which you want to start recording. To do this, use the [Slider](#), [Rew](#) or [FF](#) controls, and watch the [Current](#) display. When you start recording, you will immediately erase everything from this point forward to the end of the original recording.
3. Click [Record](#) to begin recording.

The [Current](#) display tells you the length of the recorded sound, and the [Max](#) display tells you the maximum length of time you can record.

4. Adjust the input sound level while watching the [sound level gauge](#). While sounds are being recorded, if no green bars brighten, increase the input volume until some of the green bars become bright green. If any red bars are brightened, decrease the input volume until only green bars are brightened. (Recording with too high an input sound level will distort the sound.)
5. To stop recording, click [Stop](#).

You can play the recorded sound back by clicking [Play/Pause](#).

6. To save the changed sound:
 - * If you want to save the sound as a new file, choose [File Save As](#).
 - * If you want to replace a file you opened using the [File Open](#) command, choose [File Save](#).
 - * If you want to update an embedded sound you accessed by double-clicking the [Lotus Sound icon](#) in another application, choose [File Update](#).

Tip

To erase everything after a certain point in a recording, set the elapsed time at which you want to begin erasing (see step 2, above), click [Record](#), and then quickly click [Stop](#).

1. Choose Options Preferences to open the Preferences dialog box.
2. Choose Change to open the Recording Quality dialog box.
3. Select a sample rate.
4. Select a sample size.
5. Select the number of channels.
6. Choose OK to save the sound quality settings and return to the Preferences dialog box.
7. Select OK to close the Preferences dialog box.

Note

Sound quality settings only apply to new sounds.

See also

[Control How a Sound Plays in Another Document](#)

1. Choose Options Preferences to open the Preferences dialog box. These preferences apply to Lotus Sound (and all sounds played through it), not just to the current sound.
2. Select one of the following to control how Lotus Sound runs when you play a sound embedded or linked in another document:

Show all controls

You can use the controls to play, change, or update the sound.

Show play controls only

You can use the controls to play the sound. You cannot update or change the sound.

Hide all controls

Hides the Lotus Sound window, but displays the mouse pointer as a sound speaker. To stop playing the sound, click the left mouse button or press ESC.

3. To have the Lotus Sound window close when it finishes playing a sound in another document, mark the Close-window-when-sound-is-finished check box. Lotus Sound closes when a sound is finished only if you play the sound all the way through without pausing.
4. Choose OK to close the Preferences dialog box.

See also

[Embed a Sound in Another Document](#)

[Link a Sound in Another Document](#)

1. Choose File New.

If an unsaved sound is open, Lotus Sound prompts you to save or update that sound before creating a new one.

2. Click Record to begin recording.

Lotus Sound begins to record and store the sound in memory.

The Current display tells you the length of your recorded sound, and the Max display tells you the maximum length of time you can record.

3. Adjust the input sound level while watching the sound level gauge. While sounds are being recorded, if no green bars brighten, increase the input volume until some of the green bars become bright green. If any red bars are brightened, decrease the input volume until only green bars are brightened. (Recording with too high an input sound level will distort the sound.)

4. To stop recording, click either Stop or Record.

You can play the recorded sound back by clicking Play/Pause.

5. To save the sound on disk, choose File Save As. If you opened Lotus Sound from another document, you can update the sound in that document using File Update.

1. Choose Options Sound Info to open the Sound Info dialog box, which displays the following information:
 - * Sample rate (kHz)
 - * Sample size (bits)
 - * Channels (Mono or Stereo)
 - * Total Size (bytes)
2. Select OK to close the Sound Info dialog box.

See also

[Change the Sound Quality](#)

There are two general approaches you can use to embed sounds in other applications. Some applications may not support both approaches.

Using Edit Insert Object

If the application in which you want to embed the sound contains an Edit Insert Object command:

1. Choose Edit Insert Object. This opens a dialog box listing all of the object types you can embed in that application.
2. Choose Lotus Sound from the list of object types. This starts Lotus Sound.
3. Create a new sound or read an existing sound file. See [Create a Sound](#) or [Access a Sound](#).
4. Choose [File Update](#) to embed the sound in the application from which you started Lotus Sound.
5. Choose [File Exit and Return](#) to close Lotus Sound.

You will be returned to the application from which you started Lotus Sound, and the [Lotus Sound icon](#) will appear in that application. To play the embedded sound in the other application, [double-click](#) the Lotus Sound icon.

Using Edit Paste Special

If the application contains an Edit Paste Special command:

1. Open Lotus Sound from the Program Manager.
2. Create a new sound or read an existing sound file. See [Create a Sound](#) or [Access a Sound](#).
3. Choose [Edit Copy Sound as an Object](#) to copy the sound to the [Clipboard](#).
4. Choose [File Exit](#) to close Lotus Sound. Do not save the sound as a file.
5. Return to the application where you want to embed the sound.
6. Choose Edit Paste Special. A dialog box may prompt you to either embed or [link](#) the sound. If this happens, choose embed.

The [Lotus Sound icon](#) will appear in your application. To play the embedded sound in your application, double-click the Lotus Sound icon.

See also

[Link a Sound in Another Document](#)

To erase the current sound from memory, click the Erase control.

Note

To delete a sound file, use the File Delete command of the File Manager.

Tips

To delete a sound object in another application, use the facilities of that application. (In most cases, you first select the Lotus Sound icon, and then choose Edit Clear or Edit Cut.)

Click the Close control, choose File Exit, or if you opened Lotus Sound from another application, choose File Exit and Return.

If an unsaved sound is open, Lotus Sound prompts you to save or update that sound before creating a new one.

See also

Save a Sound

Update a Sound

1. Create or access the file you want to link in another application. See Create a Sound or Access a Sound File.
2. If you have just created a new sound, be sure to use File Save As to save that sound as a file. You cannot link an unsaved sound in another application.
3. Choose Edit Copy Sound as an Object. Lotus Sound copies the sound and file information to the Clipboard.
4. Choose File Exit to close Lotus Sound.
5. Return to the application where you want to link the sound.
6. Choose Edit Link or Edit Paste Special. A dialog box may prompt you to either embed or link the sound. If this happens, choose link.

The Lotus Sound icon will appear in your application. To play the linked sound from your application, double-click the Lotus Sound icon.

See also

Embed a Sound in Another Application

1. Make sure that the sound you want to play is the current sound. If it is not, see [Access a Sound File](#), or if the sound is embedded in another application, see [Access an Embedded Sound](#).
2. Click [Play/Pause](#).

- * To save the sound in a new file, choose File Save As.
- * To replace a file you opened using the File Open command, choose File Save.
- * To update an embedded sound you accessed by double-clicking the Lotus Sound icon in another application, choose File Update.

To record and play sound, a sound board must be installed in your computer. If a sound board is installed and you still cannot play a sound:

1. Check to make sure that:

- * A speaker is plugged into the sound board, and turned on.
- * The volume is set loud enough.

Use the volume control knob on your sound board to set the sound to a comfortable level.

If your sound board supports software control of the volume, you can also adjust the volume using the Vol control in the Lotus Sound window. If the Vol control is dimmed, your sound board does not allow software control of the volume.

2. Then try this:

Choose the Sound option from the Windows Control Panel. If the Test button is dimmed, and you have a sound board installed, there is an address or interrupt conflict with your sound board or the sound drivers are not properly installed. Check the sound board documentation for information about the I/O address, the interrupt vector (IRQ), the DMA channel, and driver installation.

Make the necessary changes and restart Windows.

To update an embedded sound you accessed by double-clicking the Lotus Sound icon in another application, choose File Update.

See also

Save a Sound

Embed a Sound in Another Application

active window

The window in which you are working. The title bar in the active window is always highlighted. Many windows can be open, but you can work in only one window at a time.

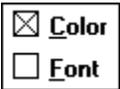
cascade menu

A menu that appears when a pull-down menu item has additional choices. A cascade menu is indicated by an arrowhead (▸) next to the pull-down menu item. It appears to the right of the pull-down menu item.

channels

The number of separate recordings that make up the sound: 1 (Mono) or 2 (Stereo). Increasing the number of channels improves the sound quality but increases the amount of storage required to play and store the sound. Your sound board may only support one channel (Mono).

check box



In a dialog box, a small box you use to turn an option on or off. When the box is marked with an X, the option is on. When the box is blank, the option is off. In the sample, the Color option is marked (on), and the Font option is unmarked (off).

To change the check box setting for a selected option, click the check box, press the SPACEBAR, or press the underlined letter.

click

To press and release a mouse button quickly. Click with the left mouse button unless otherwise specified. (If you have used the Mouse command of the Windows Control Panel to swap the left and right mouse buttons, click with the right button.)

Clipboard

The Windows area that stores the contents of an Edit Cut or Edit Copy command. You can retrieve the contents with Edit Paste. The next Edit Cut or Edit Copy command overwrites the contents of the Clipboard.

Close



Closes Lotus Sound. If an unsaved sound is open, Lotus Sound prompts you to save or update that sound before closing. Keyboard: ALT+F4

command

An instruction you give Lotus Annotator. Commands are listed in menus and appear as buttons in dialog boxes. To complete some commands, you choose commands from menus and select options and enter specific information in dialog boxes.

If an ellipsis (...) follows the command name, a dialog box appears when you choose the command. If an arrowhead (▶) follows the command name, a cascade menu appears when you choose the command.

Current



Displays the elapsed time from the start of the sound, in minutes, seconds, and tenths of a second.

dialog box

A window that requests information needed to perform a command. A dimmed dialog box item is unavailable (either it is not appropriate for the selected objects, or it is incompatible with other dialog box items that you have chosen).

double-click

To press and release the mouse button twice, quickly, without moving the mouse. This usually chooses and carries out a command. Double-click with the left mouse button unless otherwise specified. (If you have used the Mouse command of the Windows Control Panel to swap the left and right mouse buttons, double-click with the right button.)

drag

Move an object to a new location. To drag, position the mouse pointer on the object, press and hold down the left mouse button, move the mouse, and then release the button.

drop-down box



In a dialog box, a box that initially shows a single option



When you select the scroll arrow, a list of options drops down.

Some drop-down boxes let you enter text in the top box. In others, you must select an option from the list.

embed

Package an object from one application and store it in another application. An embedded object exists only in the application in which it is embedded. You can embed Lotus Sound objects in other applications.

embedded

An object from one application stored in another application. You can embed Lotus Sound objects in other applications.

embedded object

An object from one application stored in another application. You can embed Lotus Sound objects in other applications.

End



Advances to the end of the sound. End replaces EE when you hold down the SHIFT key. Keyboard:
END or SHIFT+RIGHT

Erase



Erases the current sound in memory (but not on disk). Keyboard: E or X

FF



Fast forwards or advances the sound. Step replaces FF when you hold down the CTRL key, and End replaces FF when you hold down the SHIFT key. Keyboard: RIGHT

Home



Rewinds to the start of the sound. Home replaces Rew when you hold down the SHIFT key. Keyboard:
SHIFT+LEFT

icon



A small picture that represents a command, operation, or application. The sample represents the Lotus Sound application. Generally, you click or double-click an icon to activate the command, operation, or application it represents.

insertion point

The position in an application window where the text you type or object you paste is inserted. The insertion point is usually indicated by a blinking vertical line. As you type, text appears to the left and the insertion point moves to the right.

Lev



When recording or playing, brightened bars indicate the current sound level. Green bars indicate the range of safe levels, and red bars indicate excessive sound levels. Recording at excessive levels can distort the sound.

link

A connection in one application allowing access to an object contained in another application.

linked

A linked object is a pointer in one application to the actual data in another application.

list box

A list of choices that appears in a dialog box. If there are more choices than can fit in the box, use the scroll bar or scroll arrows to bring the other choices into view.

Lotus Sound Icon



An icon that Lotus Sound includes with a sound to be linked or embedded in another application. The application in which the sound is embedded or linked displays this icon to indicate the presence of the Lotus Sound object.

mark



To place an X in a check box to turn the associated option on. In the sample, the Color option is marked (on), and the Font option is unmarked (off).

To change the check box setting for a selected option, click the check box, press the SPACEBAR, or press the underlined letter.

Max



When recording, displays the maximum recording time, in minutes, seconds, and tenths of a second.
When not recording, Total replaces Max.

Memory Gauge



Indicates how much of the available memory you have used (black) for the current sound. When recording, the Memory Gauge replaces the Slider.

menu

A list from which you choose command items. Lotus Sound displays a pull-down menu when you choose a menu name from the menu bar. A pull-down menu item followed by an arrowhead (▶) leads to a cascade menu. A menu item followed by an ellipses (...) leads to a dialog box.

Dimmed menu items are not available for the current task, mode, or selected object.

message box

A box that displays status, warning, and error messages.

object

Information (text, graphics, sounds, or movies, for example) that can be packaged by one application and embedded in, or linked to, other applications.

object icon



The icon Lotus Sound inserts in your application to represent an embedded note.

option button



In a dialog box, a small, round button. You can choose only one option button in a group of related options. In the sample, the Portrait option is chosen.

To change the option chosen, click the button for the option, press the underlined letter, or press an arrow key.

Play/Pause



Plays a sound or stops the playing of a sound. When recording, Stop replaces Play/Pause. Keyboard:
SPACEBAR

portrait



The vertical, or upright, orientation of a page. In portrait orientation, the height of the page is greater than the width (for example, 8.5 x 11 rather than 11 x 8.5).

pull-down menu

The list of menu items that appears when you choose a menu name from the menu bar.

Record



Starts or stops recording. Recording starts at the point in the sound indicated by both the Slider and the Current control Keyboard: R

Rew



Rewinds the sound. Step replaces Rew when you hold down the CTRL key, and Home replaces Rew when you hold down the SHIFT key. Keyboard: LEFT

Sample Rate

The frequency with which the audio driver performs analog-to-digital or digital-to-analog conversions, measured in thousands of cycles per second (kHz). Increasing the rate improves the sound quality, but increases the memory required to play and store the sound. Your sound board controls the range of rates available (usually 11, 22, or 44 kHz).

Sample Size

The number of bits the audio driver uses to store a sound sample created by an analog-to-digital conversion. The audio driver performs thousands of conversions a second, as determined by the sample rate setting. Increasing the sample size improves the sound quality, but increases the memory required to play and store the sound. Your sound board controls the number of sample sizes available (usually 8 or 16 bits).

save

To copy a file from memory to disk.

scroll

To change the visible contents of a window or list box by moving the contents up, down, left, or right.

scroll arrows

The arrows at either end of a scroll bar.

scroll bar

A vertical or horizontal bar that you use to scroll the contents of a window or list box. Scroll bars are located at the right and bottom of a window and at the right of list boxes. Click the scroll arrows or drag the scroll box to scroll the window or the list.

scroll box

The rectangular box in a scroll bar that you can move to change the displayed area of the current view or list. Dragging the scroll box moves you quickly through the area or list you are scrolling.

The position of the scroll box within the bar indicates your relative position in the total area being viewed. For example, in a list box, if the scroll box is at the top of the scroll bar, you are at the top of the list; if the scroll box is at the bottom of the scroll bar, you are at the bottom of the list.

select

To highlight an option or an item.

Slider



The horizontal slot represents the duration of the sound. The knob indicates your current position in time, relative to the start (left) and end (right) of the sound. Drag the knob to change your position, or use the LEFT or RIGHT arrow keys. When recording, the Memory Gauge replaces the Slider.

specify

To select from the items in a list box or enter a new item by typing.

Step (FF)



Advances the sound one tenth of a second. Step replaces FF when you hold down the CTRL key.

Keyboard: CTRL+RIGHT

Step (Rew)



Rewinds the sound one tenth of a second. Step replaces Rew when you hold down the CTRL key.
Keyboard: CTRL+LEFT

Stop



Stops recording. When recording, Stop replaces Play/Pause. Keyboard: SPACEBAR or R

title bar

The horizontal bar across the top of a window. In addition to the application name, the Lotus Annotator title bar contains the Control menu box  and either the Maximize button



or the Restore button



The title bar also displays command descriptions when you are working in a menu.

Total



Displays the length of the recording in minutes, seconds, and tenths of a second. When recording, Max replaces Total.

unmark



To remove an X from a check box to turn the associated option off. In the sample, the Color option is unmarked (off), and the Font option is marked (on).

To change the check box setting for a selected option, click the check box, press the SPACEBAR, or press the underlined letter.

update

Package an object in one application and insert it in another application. This is similar to a save operation, except that nothing is saved on disk by an update. (You still must save your work in the application that received the update in order to save the updated object.)

Vol



Drag the lever up to raise the volume, or down to lower it. If your sound board does not provide for software volume control, this control is dimmed. Keyboard: UP or DOWN

waveform format

A Microsoft file format for storing digitized sound. Lotus Sound stores sounds in waveform format. By default, waveform files have the .WAV extension.

window

An area of the screen through which you view and work with an application. Each window is independent of other windows. The window in which you are working is the active window. The title bar in the active window is always highlighted. Many windows can be open simultaneously but you can work in only one window at a time.

