







To play a sound

- 1 On the **File** menu, click **Open**.
- 2 Open the folder containing the sound file you want to play, and then click **Open**.
- 3 Click  to start playing the sound.
- 4 Click  to stop playing the sound.

Tip

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

To record a sound


- 1 Make sure you have an [audio input device](#) connected to your computer.
- 2 On the **File** menu, click **New**.
- 3 To begin recording, click .
- 4 To stop recording, click .
- 5 On the **File** menu, click **Save As**.

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")} [Related Topics](#)

To record a sound into a sound file

- 1 Make sure you have an [audio input device](#) 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 .

{button ,AL("SOUNDREC_INSERT_SOUND;SOUNDREC_OVERLAY_FILE")} [Related Topics](#)

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")} [Related Topics](#)

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")} [Related Topics](#)

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

- 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

- 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


- 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")} [Related Topics](#)

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**.

Tip

- 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**.

Tip

- You can also link a sound file to a document.

{button ,AL("A_LINK_SOUNDREC;A_EMBED_SOUNDREC")} [Related Topics](#)

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**.

Tip

- 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")} [Related Topics](#)

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.

Tip

- 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")} [Related Topics](#)

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.

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.

