




Contents for Sound Recorder Help



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Note: Before operating Sound Recorder, you must use the Drivers option in the Windows NT Control Panel to install and configure the appropriate sound hardware and device driver.

Playing a Sound File

When a file is playing, the wave box graphically displays the sound as if it were being shown on an oscilloscope. Before Sound Recorder can play a file, you must use the Drivers option in the Windows NT Control Panel to install the sound hardware and driver. You must open a sound file before you can play or edit it.

To start and stop playing

1. Choose the Play button.

The status bar displays the word "Playing."

2. When you want to stop playing, choose the Stop button.

When playing is stopped, the status bar displays the word "Stopped."

3. To resume playing, choose the Play button again.

When you choose the Play button, Sound Recorder plays the file either from the beginning or from where you stopped the file. If you wish to play a part of the file (perhaps to find your place) and then return to that place, hold down the SHIFT key when you start the sound playing.

See Also

[Moving Around in a Sound File](#)

Recording a New Sound File

You record sound files through a microphone attached to a properly installed sound card. See your computer documentation for details on configuring the microphone.

The maximum length that Sound Recorder will record continuously is one minute. However, the maximum length of a sound file is determined by how much memory is available. You can make a longer file by choosing Record again after it has stopped.

To record a new file

1. From the File menu, choose New.
2. Choose the Record button.
3. Speak into the microphone.
4. When you finish, choose the Stop button.
5. From the File menu, choose Save As.

See Also

[Recording into an Existing Sound File](#)

Deleting Part of a Sound File

You can cut a part of a sound file before or after the current playing position. Until you save the file, you can undo all your changes by using the Revert command from the File menu.

Note: Fine scrolling can be achieved by holding down the SHIFT key as you scroll.

To delete before the current position

1. By using the Play and Stop buttons or the scroll bar, go to the place in the file before which you want to delete sound.
2. From the Edit menu, choose Delete Before Current Position.
3. Choose the Yes button to confirm the deletion.

To delete after the current position

1. By using the Play and Stop buttons or the scroll bar, go to the place in the file after which you want to delete sound.
2. From the Edit menu, choose Delete After Current Position.
3. Choose the Yes button to confirm the deletion.

See Also

[Revert](#)

[Moving Around in a Sound File](#)

Inserting Another Sound File

You can insert the contents of another sound file into the current sound file. The maximum length of the file is determined by how much memory is available. Until you save the file, you can undo all your changes by using the Revert command.

Note: Fine scrolling can be achieved by holding down the SHIFT key as you scroll.

To insert a sound file into an existing file

1. By using the Play and Stop buttons or the scroll bar, go to the place in the file where you want to insert the sound file.
2. From the Edit menu, choose Insert File.
3. Type or select the name of the file you want to insert.
4. Choose the OK button.

See Also

[Mixing In Another Sound File](#)

[Revert](#)

[Moving Around in a Sound File](#)

Mixing In Another Sound File

You can mix the contents of another sound file within the current sound file. The sound files blend together and play simultaneously. The maximum length of the file is determined by how much memory is available. Until you save the file, you can undo all your changes by using the Revert command.

Note: Fine scrolling can be achieved by holding down the SHIFT key as you scroll.

To mix a sound file into an existing file

1. By using the Play and Stop buttons and the scroll bar, go to the place in the file where you want to mix the sound file.
2. From the Edit menu, choose Mix With File.
3. Type or select the name of the file you want to mix in.
4. Choose the OK button.

See Also

[Inserting Another Sound File](#)

[Revert](#)

[Moving Around in a Sound File](#)

Saving and Restoring a Sound File

After you save a sound file, you can no longer undo any of the changes you've made to the file.

To save an existing sound file

- ▶ From the File menu, choose Save.

To save a new file or an existing file under a new name

1. From the File menu, choose Save As.

The Save As dialog box appears.

2. If you want to save the file on a different drive, select the drive you want from the Drives box.
3. In the Directories box, choose the directory in which you want to save the file.
4. In the File Name box, type a name for the file.

If you don't specify a filename extension, Sound Recorder will add one. The default extension (.WAV) appears in the Save File As Type box. To use a different extension, select the extension from the Save File As Type list, or type an extension.

5. Choose the OK button.

To restore a sound file to its last saved state

1. From the File menu, choose Revert.
2. Choose the Yes button to confirm the restoration.

Changing the Volume of a Sound

You can increase and decrease sound volume by 25 percent.

To decrease the volume of a sound

1. Open the sound file whose volume you want to decrease.
2. From the Effects menu, choose Decrease Volume.

You can return the sound to its previous volume by immediately choosing the Increase Volume command.

To increase the volume of a sound

1. Open the sound file that you want to make louder.
2. From the Effects menu, choose Increase Volume.

You can return the sound to its previous volume by immediately choosing the Decrease Volume command.

Changing the Speed of a Sound

You can either decrease the speed of a sound by 50 percent or increase the speed by 100 percent.

Note: Speeding up and then slowing down a sound file can introduce some distortion. However, slowing down a file and then speeding it up will not cause distortion.

To decrease the speed of a sound

1. Open the sound file that you want to slow down.
2. From the Effects menu, choose Decrease Speed.

You can return the sound to its previous speed by immediately choosing the Increase Speed command.

To increase the speed of a sound

1. Open the sound file that you want to speed up.
2. From the Effects menu, choose Increase Speed.

You can return the sound to the previous speed by immediately choosing the Decrease Speed command.

See Also

[Revert](#)

Adding Echo to a Sound

To add echo to a sound

1. Open the sound file to which you want to add echo.
2. From the Effects menu, choose Add Echo.

Until you save the file, you can undo all your changes by using the Revert command on the File menu. You can add more echo by adding echo again.

See Also

[Revert](#)

Reversing a Sound

To reverse a sound

1. Open the sound file that you want to play in reverse.
2. From the Effects menu, choose Reverse.

You can return the sound to playing in the previous direction by choosing the Reverse command again.

File Menu Commands

Use the scroll bar to see more commands.

New

Opens a new sound file.

When you choose New, you can save changes to the file you have been working on.

Open

Opens an existing sound file.

When you choose Open, you can save changes to the file you have been working on.

Save

Saves changes to the sound file you have been working on.

When you choose Save, the file remains open so you can continue working on it.

Save As

Saves a new sound file or an existing sound file under another name.

If you don't specify an extension when you name or rename a file, .WAV is assigned to the filename.

Revert

Reverts the sound file to its last saved state.

After you save a sound file, you can't undo any of the changes you've made to the file.

Exit

Closes the file you have been working on and quits Sound Recorder.

Quitting Sound Recorder ends the playing of the sound file.

Edit Menu Commands

Use the [scroll bar](#) to see more commands.

Copy

Copies a sound file and places it onto the Clipboard, replacing the previous Clipboard contents.

Paste Insert

Inserts a sound from the Clipboard at the current playing position. If this item is grayed, it means that there is no sound in the Clipboard at the moment. See also Insert File.

Paste Mix

Mixes a sound from the Clipboard with the current sound file. If this item is grayed, it means that there is no sound in the Clipboard at the moment. See also Mix With File.

Insert File

Inserts another sound file into the current sound file at the current playing position.

Inserting a file increases the length of the current sound file. The maximum length of a file is determined by the amount of memory available.

Mix With File

Mixes another sound file with the current sound file.

The sound files will blend together and play simultaneously.

Mixing a file may increase the length of the current sound file. The maximum length of the new sound file is determined by the amount of memory available.

Delete Before Current Position

Deletes the portion of the sound file before the current playing position.

Until you save the file, you can undo a deletion by using the Revert command from the File menu.

Delete After Current Position

Deletes the portion of the sound file after the current playing position.

Until you save the file, you can undo a deletion by using the Revert command from the File menu.

Effects Menu Commands

Use the scroll bar to see more commands.

Increase Volume

Makes the volume of the sound 25 percent louder.

You can return the sound to its previous volume by immediately choosing the Decrease Volume command.

Decrease Volume

Makes the volume of the sound 25 percent softer.

You can return the sound to its previous volume by immediately choosing the Increase Volume command.

Increase Speed

Speeds up the sound by 100 percent.

You can return the sound to the previous speed by immediately choosing the Decrease Speed command.

Decrease Speed

Slows down the sound by 50 percent.

You can return the sound to its previous speed by immediately choosing the Increase Speed command.

Add Echo

Adds echo to the sound.

Until you save the file, you can undo the echo by using the Revert command from the File menu.

Reverse

Reverses the sound so that the sound plays backward.

If you choose the command again, the sound will play normally.

Moving Around in a Sound File

You can move to any point in the sound file by using the scroll bar. If you hold down the `SHIFT` key while you click, it will give a finer control, moving by one sound sample per click on the arrow or ten samples for a click on the bar. If you want to find out what the current position sounds like without losing your place, hold down the `SHIFT` key and choose Play. The sound will play from the current position, but when it has stopped playing it will return to the position at the start of play.

To move to any point in a sound file

- ▶ Play the wave file from the start and choose Stop when you hear the section you want.
- ▶ Move the scroll box by dragging it, clicking a scroll arrow, or clicking the scroll bar.
Clicking a scroll arrow moves the sound back or forward .1 second. Clicking the scroll bar moves the sound 1 second. Use the display of the current position in seconds as a guide.
- ▶ Use `TAB` to move to the scroll bar, and use the `LEFT ARROW` and `RIGHT ARROW` keys to move the sound file forward or back. Each time you press a key, the sound moves back or forward .1 second.

To move to the end of a sound file

- ▶ Choose the Forward button.
Or press the `END` key.

To move to the beginning of a sound file

- ▶ Choose the Rewind button.
Or press the `HOME` key.

Recording into an Existing Sound File

When you record into an existing file, the new sound records over and erases the original sound. If you start recording the new sound at the end of a file, it will be appended to the file. If you are placed before the end of the file, the recording will begin by overwriting the existing file. The maximum length that Sound Recorder will record continuously is one minute. However, the maximum length of a sound file is determined by how much memory is available. You can make a longer file by choosing Record again after it has stopped.

To record into an existing file

1. From the File menu, choose Open.
2. Type or select the filename.
3. Choose the OK button.
4. Using the Play and Stop buttons or the scroll bar, go to the place in the file where you want to insert your recorded sound.
5. Choose the Record button.
6. Speak into the microphone.
7. When you finish, choose the Stop button.
8. From the File menu, choose Save.

You may not be able to record into some sound files. Recording into a file depends on whether the hardware that plays that file supports this feature. Playback and record abilities differ between sound cards.

See Also

[Recording a New Sound File](#)

[Revert](#)

[Moving Around in a Sound File](#)

Embedding a Sound File

There are two ways to embed a sound file. You can start from Sound Recorder, or you can start from the document where you want the sound file to appear. Check the documentation of the other applications you are using for details on how to embed a sound file starting within them.

To embed a sound file starting from Sound Recorder

1. Open Sound Recorder.
2. Create a sound file or open an existing one.
3. From the Edit menu, choose Copy.
4. If you want to save the sound file, choose Save from the File menu.
5. Open the application into which you want to embed the sound file.
6. Place the insertion point where you want the sound file to appear. In some applications, such as Cardfile, the Sound Recorder application icon will automatically appear in the upper-left corner of the document.
7. From the application's Edit menu, choose Paste.

The Sound Recorder application icon representing the embedded sound file appears in the destination document.

To play the embedded sound file, double-click the icon. Or select the icon, choose Sound Object from the Edit menu, and then choose Play from the Sound Object cascading menu.

Linking a Sound File

You must save a sound file before you can link it to another document. When you link a sound file, the Sound Recorder application icon appears in the destination document. You can play the linked sound by double-clicking the icon or by choosing the Sound Object command from the Edit menu and then choosing Play from the cascading menu.

To link a sound file

1. Open Sound Recorder.
2. Create a sound file, or open the sound file you want to link.
3. If necessary, save your sound file.
4. From the Edit menu, choose Copy.

A copy of the sound file is placed onto the Clipboard.

5. Open the application into which you want to link the sound file.
6. Place the insertion point at the location you want the sound file to appear. In some applications, such as Cardfile, the Sound Recorder application icon will automatically appear in the upper-left corner of the document.
7. From the Edit menu, choose Paste Link.

The Sound Recorder application icon representing the linked sound file appears in the destination document.

8. Save the application with the sound file you intend to link.

You now have the original sound file, plus a link to that sound file in the application in which you are working.

Editing an Embedded Sound File

To edit an embedded sound file

1. Select the embedded sound file you want to edit.
2. From the Edit menu in the destination document, choose Sound Object, and then from the cascading menu choose Edit.

Sound Recorder opens with the sound file displayed.

3. Edit the sound file as needed.
4. From the File menu in Sound Recorder, choose Update.
5. From the File menu in Sound Recorder, choose Exit.

Editing a Linked Sound File

Any changes you make to a linked sound file appear in all files that contain links to the sound file. The linked sound file is updated as soon as the changes are made, regardless of whether the link is set to update manually or automatically.

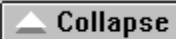
To edit a linked sound file

1. Select the linked sound file you want to edit.
2. From the Edit menu in the destination document, choose Sound Object, and then choose Edit from the cascading menu.
3. Edit the sound file as needed.
4. From the File menu in Sound Recorder, choose Save.




















This updates the linked sound file to reflect your changes in the destination document.

5. From the File menu in Sound Recorder, choose Exit.





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