



**Sound Recorder**

Lets you play, record, and edit sound files. You can also mix sounds and add sound effects to a file.

### application Control-menu



<b>R</b> estore
<b>M</b> ove
<b>S</b> ize
<b>M</b> inimize
<b>M</b> aximize
<b>C</b> lose
<b>S</b> witch To...

- Restores the application window to its former size.
- Moves the application window to another location.
- Changes the size of the application window.
- Shrinks the application window to an icon.
- Enlarges the application window to its maximum size.
- Closes the application window.
- Starts Windows Task List.

**title bar**



Contains the title of the application running in the window, in this case Sound Recorder.

- ▶ Drag the title bar to move the window.

**Minimize button**



- ▶ Click the Minimize button to shrink the Sound Recorder window to an icon.

## File menu

### File

**New**

Creates a new file.

**Open...**

Opens an existing file.

**Save**

Saves changes to the current file.

**Save As...**

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

**Revert...**

Reverts the file to its last saved state.

**Exit**

Exits Sound Recorder and closes the Sound Recorder window.

## Edit menu

### **E**dit

**I**nsert File...

**M**ix with File...

**D**elete **B**efore Current Position

**D**elete **A**fter Current Position

Inserts a file into the current file at the playing position.

Mixes a file with the current file.

Deletes the portion of the file before the playing position.

Deletes the portion of the file after the playing position.

## Effects menu

### Effects

<b>I</b> ncrease Volume (by 25%)	Makes the sound louder.
<b>D</b> ecrease Volume	Makes the sound quieter.
<b>I</b> ncrease Speed (by 100%)	Speeds up the sound.
<b>D</b> ecrease Speed	Slows down the sound.
<b>A</b> dd Echo	Adds an echo to the sound.
<b>R</b> everse	Reverses the sound so that it plays backwards.



## Help menu

### **Help**

**Index**

Displays an alphabetical list of all Help topics.

**Keyboard**

Displays Help on Sound Recorder key combinations.

**Commands**

Displays Help on Sound Recorder commands.

**Procedures**

Displays Help on Sound Recorder procedures.

**Using Help**

Displays information about Windows Help.

**About Recorder ...**

Displays important information about Sound Recorder.

**menu bar**

**File Edit Effects Help**

Contains the names of all the Sound Recorder menus.

- ▶ Click a menu name to display commands.

**status bar**



Indicates whether a sound is playing or stopped.

**playing position**

0.9 sec.

Shows how many seconds a sound has been played.

**sound wave**



Displays the sound as if it were being shown on an oscilloscope.

**length of sound**

1.8 sec.

Shows how many seconds long a sound is.

**left arrow**



- ▶ Click the arrow to move the playing position back .1 second.

**scroll bar**



Changes a sound's playing position.

- ▶ Drag the scroll box to change the playing position.



**scroll box**



- ▶ Drag the scroll box to change the playing position.

**right arrow** 

▶ Click the arrow to move the playing position forward .1 second.

**Rewind button**



- ▶ Click the button to move the playing position to the beginning of a sound.

**Forward button**



- ▶ Click the button to move the playing position to the end of a sound.

**Play button**



- ▶ Click the button to start playing a sound.

**Stop button**



- ▶ Click the button to stop playing a sound.

**Record button**



Lets you record sounds with a microphone.

- ▶ Click the button to start recording a sound.

**application window**

The main window for an application, in this case the Sound Recorder window. The Sound Recorder application window contains the controls for playing, editing, and recording sound files.



**application icon**  Program Manager

Represents a running application. An application icon appears after you minimize an application.

- ▶ Double-click an application icon to restore it to a window.

**desktop**

The background on which windows, icons, and dialog boxes appear.

- ▶ Double-click anywhere on the desktop to start Task List.



