

Contents for Sound Recorder Help

You can use Sound Recorder to play, record, and edit sound files.

Before using Sound Recorder, you must use the Control Panel to install and configure the appropriate sound hardware and device driver.

To learn how to use Help, press F1.

How To...

[Add Echo to the Sound](#)

[Create a New Sound File](#)

[Define Sound Styles](#)

[Delete Part of a Sound File](#)

[Insert Other Sounds](#)

[Make a Sound Softer or Louder](#)

[Mix In Other Sounds](#)

[Open a Sound File](#)

[Play a Sound File](#)

[Record a Sound File](#)

[Restore a File](#)

[Reverse the Sound](#)

[Slow Down or Speed Up a Sound](#)

Commands

[File Menu Commands](#)

[Edit Menu Commands](#)

[Effects Menu Commands](#)

Opening a Sound File

You open sound files to play or edit them.

To open a sound file

- 1 From the File menu, choose Open.
- 2 Type or select the filename.
- 3 Choose the OK button.

See Also

[Open Dialog Box](#)

[Creating a New Sound File](#)

[Playing a Sound File](#)

Creating a New Sound File

The types of files you can create depend on the hardware and drivers you have installed. If you want to play the file on another computer, select options and a format that both computers support.

Use this procedure to create an empty file. After creating a new file, you can record sound or paste sound from another file.

To create a new sound file

- 1 From the File menu, choose New.
- 2 Select a sound style by name, or choose a specific format and set of attributes. For information on sound formats and attributes, see [Sound Selection Dialog Box](#).
- 3 Choose the OK button.

See Also

[Sound Selection Dialog Box](#)

[Defining Sound Styles](#)

[Opening a Sound File](#)

[Recording a Sound File](#)

[Playing a Sound File](#)

Defining Sound Styles

Sound Recorder lets you choose among different sound styles defined for the Audio Compression Manager (ACM). These sound styles provide names for different combinations of audio compression techniques and formats. When choosing an audio format for your sound file, you can use one of the existing styles or define a new one to match your specific requirements.

The following procedures describe how to define sound styles for use in Sound Recorder and any other application that uses ACM.

To define a new style

- 1 From the File menu, choose New.
- 2 From either the Format or the Attributes box, click the arrow to display the available choices. Select the choice you want from the list. For information on audio formats and attributes, see [Sound Selection Dialog Box](#).

The style name changes to Untitled when you change the format or attribute.

- 3 Choose the Save As button.
- 4 Type a name for the new style, and choose OK. You return to the Sound Selection dialog box.
- 5 To create an empty audio file using the new sound style, choose OK.
To close the dialog box without creating a new audio file, choose Cancel.

To delete a style

- 1 From the File menu, choose New.
- 2 In the Name box, select the style to delete.
- 3 Choose the Remove button.
- 4 To close the Sound Selection dialog box, choose Cancel.

Note You can't change attributes for an existing style. To change an existing style, delete it, then define a new style using the desired attributes.

See Also

[Creating a New Sound File](#)

[Sound Selection Dialog Box](#)

Playing a Sound File

When an uncompressed (Microsoft PCM format) file is playing, Sound Recorder graphically displays the sound as if it were being shown on an oscilloscope. When playing compressed sound files, Sound Recorder lets the ADPCM driver decompress the audio data for playback. The oscilloscope display is suppressed for compressed sound files because Sound Recorder doesn't directly process the audio data in these files.

Before Sound Recorder can play any sounds, you must use Control Panel to install an appropriate driver for your sound hardware.

A file must be opened before it can be played.

To start and stop playing

- 1 Choose the Play button.
- 2 When you want to stop playing, choose the Stop button.
- 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.

To move to the beginning or end of the sound file

- ▶ To move to the beginning of a file, choose the Rewind button.
To move to the end of a file, choose the Forward button.
You can also use the scroll bar or arrow keys.

See Also

[Creating a New Sound File](#)

[Opening a Sound File](#)

Recording a Sound File

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

The maximum length of a sound file is determined by how much memory is available.

To record a new file

- 1 From the File menu, choose New.
In the New Waveform Configuration dialog box, select the options and format you want to use, and then choose the OK button.
- 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.

Use the .WAV filename extension to identify the file as a sound file.

For help with the New Waveform Configuration dialog box, choose the Help button or press F1 while using the dialog box. If you're having difficulties recording a file, see the Troubleshooting module in HyperGuide.

To record into an existing file

- 1 Open the sound file that you want to record into.
- 2 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.
- 3 Choose the Record button.
- 4 Speak into the microphone.
- 5 When you finish, choose the Stop button.
- 6 From the File menu, choose Save.

Use the .WAV filename extension to identify the file as a sound file.

See Also

[Creating a New Sound File](#)

[Opening a 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 a deletion by using the Revert command from the File menu.

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 cut 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 cut sound.
- 2 From the Edit menu, choose Delete After Current Position.
- 3 Choose the Yes button to confirm the deletion.

Inserting Other Sounds

You can insert sound data from another sound file or from the Clipboard into the current sound file. If the current file contains data, it and the incoming file or Clipboard data must use the uncompressed format (Microsoft PCM). If the current file contains no data, the incoming sound data does not necessarily have to be in compressed format.

The maximum length of the file is determined by how much memory is available.

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.

To insert the contents of the Clipboard into an existing file

- 1 By using the Play and Stop buttons or the scroll bar, select the place in the file where you want to insert the sound.
- 2 From the Edit menu, choose Paste Insert.

Note: If you record from one copy of Sound Recorder and paste the newly-recorded sound data into another copy of Sound Recorder, you should end the recording session before you copy the recording to the Clipboard. If you allow the recording session to continue while you copy and paste the data from the Clipboard, the pasted sound data will be rendered on demand and will contain recorded information from the beginning of the session to the time you chose the Paste command.

See Also

[Insert Dialog Box](#)

[Mixing In Other Sounds](#)

Mixing In Other Sounds

You can mix another sound file or the contents of the Clipboard with the current sound file. The sounds blend together and play simultaneously. If the current file contains no data, the contents of the Clipboard or the incoming sound file data will be mixed as is into the current file. However, if the current file contains data, it and the incoming file or Clipboard data must use the uncompressed format (Microsoft PCM).

The maximum length of the file is determined by how much memory is available.

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 begin 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.

To mix the contents of the Clipboard into an existing file

- 1 By using the Play and Stop buttons or the scroll bar, select the place in the file where you want to begin to mix the sound.
- 2 From the Edit menu, choose Paste Mix.

See Also

[Mix With File Dialog Box](#)

[Inserting Other Sounds](#)

Restoring a File

You can restore a file to its last saved state. After you save a file, you can no longer undo any of the changes you've made to the file.

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.

Making a Sound Softer or Louder

You can either decrease the volume of a sound by 20 percent or increase the 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.

Slowing Down or Speeding Up a Sound

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

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.

Adding Echo to the Sound

You can add echo to a sound. Until you save the file, you can undo the echo by using the Revert command from the File menu.

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.

Reversing the Sound

You can reverse a sound so that it plays backward. You can return the sound to playing in the previous direction by choosing the Reverse command again.

To reverse a sound

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

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. It is not recommended that you use any extension other than .WAV for sound files.

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 on the Windows Clipboard, replacing the previous Clipboard contents.

Paste Insert

Inserts the contents of the Clipboard into the current sound file at the current playing position. This command is available only when the Clipboard contains a sound file. If the current file contains no data, the contents of the Clipboard will be pasted as is into the current file. However, if the current file contains data, it and the Clipboard data must use the uncompressed format (Microsoft PCM).

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

Paste Mix

Mixes the contents of the Clipboard with the current sound file. The sounds will blend together and play simultaneously.

This command is available only when the Clipboard contains a sound file. If the current file contains no data, the contents of the Clipboard will be mixed as is into the current file. However, if the current file contains data, it and the Clipboard data must use the uncompressed format (Microsoft PCM).

Mixing sounds 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.

Insert File

Inserts another sound file into the current sound file at the current playing position. If the current file contains no data, the incoming file will be pasted as is into the current file. However, if the current file contains data, it and the incoming file must use the uncompressed format (Microsoft PCM).

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.

You can mix another sound file into the current sound file. If the current file contains no data, the contents of the incoming file will be mixed as is into the current file. However, if the current file contains data, it and the incoming file must use the uncompressed format (Microsoft PCM).

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.

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.

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 20 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.

Reverse

Reverses the sound so that the sound plays backward.

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

Open Dialog Box

Use this dialog box to open an existing sound (.WAV) file. (If the current file hasn't been saved, Sound Recorder will let you save it first.)

The dialog box has the following options:

File Name

Identifies the currently selected file. To specify another file, select another filename from the list beneath the box or type another filename.

Directories

Specifies the directory path that contains the current file. To specify another directory, select another directory from the list beneath the box or type another directory path in the File Name box.

List Files of Type

Specifies the type of file that you want to use. To specify another type of file, select another entry from the list beneath the box.

Drives

Specifies the device that contains the current file. To specify another device, select another device from the list beneath the box or type another device name in the File Name box.

OK

Opens the specified sound file.

Cancel

Closes the dialog box without opening a sound file.

See Also

[Opening a Sound File](#)

[Creating a New Sound File](#)

Save As Dialog Box

Use this dialog box to save the current sound to a sound (.WAV) file. The dialog box has the following options:

File Name

Specifies the filename for the sound. To specify another file, select another filename from the list beneath the box or type another filename.

Directories

Specifies the directory path that contains the current file. To specify another directory, select another directory from the list beneath the box or type another directory path in the File Name box.

List Files of Type

Specifies the type of file that you want to use. To specify another type of file, select another entry from the list beneath the box.

Drives

Specifies the device that contains the current file. To specify another device, select another device from the list beneath the box or type another device name in the File Name box.

OK

Saves the current sound file with the specified file name.

Cancel

Closes the dialog box without saving the sound.

Insert File Dialog Box

Use this dialog box to select a sound (.WAV) file to insert at the current position. To set the current position, use the scroll bar in the Sound Recorder window.

The dialog box has the following options:

File Name

Specifies the filename of the file to insert. To specify another file, select another filename from the list beneath the box or type another filename.

Directories

Specifies the directory path that contains the current file. To specify another directory, select another directory from the list beneath the box or type another directory path in the File Name box.

List Files of Type

Specifies the type of file that you want to use. To specify another type of file, select another entry from the list beneath the box.

Drives

Specifies the device that contains the current file. To specify another device, select another device from the list beneath the box or type another device name in the File Name box.

OK

Inserts the selected sound file.

Cancel

Closes the dialog box without inserting sound.

See Also

[Inserting Other Sounds](#)

[Mixing In Other Sounds](#)

Mix With File Dialog Box

Use this dialog box to select a sound (.WAV) file to mix with the current sound. The sounds are blended starting at the current position.

The dialog box has the following options:

File Name

Specifies the filename of the file to mix. To specify another file, select another filename from the list beneath the box or type another filename.

Directories

Specifies the directory path that contains the current file. To specify another directory, select another directory from the list beneath the box or type another directory path in the File Name box.

List Files of Type

Specifies the type of file that you want to use. To specify another type of file, select another entry from the list beneath the box.

Drives

Specifies the device that contains the current file. To specify another device, select another device from the list beneath the box or type another device name in the File Name box.

OK

Mixes the selected sound file with the current sound.

Cancel

Closes the dialog box without mixing sounds.

See Also

[Mixing In Other Sounds](#)

[Inserting Other Sounds](#)

Sound Selection Dialog Box

Use this dialog box to choose characteristics for a new sound file, or to define sound styles. The dialog box has the following options:

Name

Lists different sound styles defined on your system. Click the arrow to select from a list of sound styles. The Format and Attribute boxes show the audio format and attributes associated with the style.

Save As button

Use this button to save a new sound style under a name you choose. You can select a combination of format and attributes, then create a name for the combination.

Remove button

Use this button to remove the selected sound style from the list of names.

Format

Lists different sound formats. The sound format determines the compression method used when storing the sound. Some standard formats include the following:

- PCM: Standard waveform audio format, without compression
- Microsoft ADPCM: Compressed audio format, using the Microsoft ADPCM format
- IMA ADPCM: Compressed audio format, using the IMA ADPCM format

Attributes

Lists different attribute combinations. Attributes determine the quality and size requirements for the audio data. The attribute combinations vary according to the sound formats.

For example, consider the following combination (available when Microsoft ADPCM is selected as the audio format):

22.050 kHz, 4 bits, Stereo 21 kb/sec

This audio data has a sampling frequency of 22.050 kHz, uses a sample size of 4 bits per sample, and uses two channels of sound (stereo). This combination requires 21 KB of storage space per second of audio.

OK

Creates an empty sound file with the specified characteristics.

Cancel

Closes the dialog box without creating a sound file.

See Also

[Creating a New Sound File](#)

[Defining Sound Styles](#)

sampling frequency

The rate at which digital audio samples are taken. Higher sampling frequencies provide better fidelity but require more storage space.

sample size

The amount of storage space used for each digitized portion of the audio. Larger sample sizes provide greater dynamic range and therefore better audio reproduction, but they require more storage space.

channels

Mono, or monophonic sound, stores the entire sound recording as one track of data.

Stereo, or stereophonic sound, stores a sound recording as two tracks of data. For example, voices might be recorded on one data track and instrumental accompaniment on the second data track.

Stereo sound files can provide higher recording quality than mono sound files but also require double the storage of mono sound files. To create stereo files, you need a stereo microphone and a sound card that supports stereo recording.

