







### 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.  
Click  to stop playing the sound.

### Tips

- 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.



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{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.

If you add a sound to the middle of an existing sound file, the new sound replaces the original sound after the insertion point.

- 4 To begin recording, click .  
To stop recording, click .
- 5 On the File menu, click Save As.

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{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.

If you insert a sound into an existing sound file, the new sound replaces the original sound after the insertion point.

- 4 Type or double-click the name of the file you want to insert.

**Note**

- 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.

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{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.

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{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.

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{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.

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{button ,AL("A\_SOUNDREC\_UNDO\_CHANGES;SOUNDREC\_CONVERT\_FILE")} [Related Topics](#)

**To play your 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.


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{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.

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{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.

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{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.

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{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.

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.

List of 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.

