

## **Contents for Sound Recorder Help**

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

Before Sound Recorder can play, record, and edit a file, you must use Windows Control Panel to install and configure the appropriate sound hardware and device driver.

To learn how to use Help, press F1.

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## **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 Control Panel to install the sound hardware and driver.

A file must be opened before it can be played.

### **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.

### **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.

## **Recording a Sound File**

You record sound files through a microphone attached to your computer. See your computer 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.
- 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.

### **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.

## **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.

### **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 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.

### **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](#)

## **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.

### **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](#)

## **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 increase and decrease 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.

### **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.

### **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.

### **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.

### **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 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.

### **Reverse**

Reverses the sound so that the sound plays backward.

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

