

The Audio Clip Library

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Introduction

From the Audio Clip Library you can select and play audio files stored under three headings (or folders): music, phrases, and sounds. You can also add folders and audio files of your own to the Audio Clip Library.

You can play any audio file in the library with the Audio Recorder (opened automatically by the Audio Clip Library), the Microsoft Sound Recorder, or other recorders compatible with the Windows .WAV format.

Audio Clip Library folders are stored in the directory PCAUDIO under the subdirectory AUDCLIPS.

Starting the Audio Clip Library

Open the Audio Applications program group and double-click the Audio Clip Library icon. The Audio Clip Library window appears.

The Audio Clip Library displays folders titled **music**, **phrases**, and **sound**:

- The **music** folder contains short musical interludes.
- The **phrases** folder contains phrases used in business settings.
- The **sound** folder contains a variety of mechanical and animal sound clips.

To open a folder:

Double-click the folder, or select one and choose **Open** from the File menu. The folder's window appears on top of the Audio Clip Library window.

To open an audio file:

In the music, phrases, or sounds window, double-click the name of an audio file or select the name and choose **Open** from the File menu.

The Audio Recorder opens automatically, and the file you selected is loaded.

To add an audio file to the Audio Clip Library:

1. Bring the audio file into the Audio Recorder.
2. From the Audio Recorder, choose **Save As** from the File menu.
3. In the dialog box, select the directory PCAUDIO, select the AUDCLIPS subdirectory, then select a subdirectory (folder) for the audio file.
4. Enter a file name and click the **OK** button.

The next time you open or refresh the music folder window, the new audio file appears.

To add a new folder to the Audio Clip Library:

1. From the DOS prompt or a file manager, select the directory PCAUDIO, then select the subdirectory AUDCLIPS.
2. Create a subdirectory with the name you want on the new folder.

The next time you open or refresh the Audio Clip Library window, the new folder appears.

To change a file name:

1. With the music, phrases, or sounds window open, select the audio file whose name you wish to change.
2. Choose **Rename** from the File menu. The Rename dialog box appears with the name of the file.
3. Type a new name and click the **OK** button. The file name is changed.

File Menu

Open displays the currently selected item:

- From the Audio Clip Library window, **Open** displays the files in the selected folder.
- From a folder window, **Open** loads the selected audio file into the Audio Recorder.

Rename enables you to change the name of the currently selected file.

Exit closes the current window:

- Choose **Exit** from a folder to close it and display the Audio Clip Library window.
- Choose **Exit** from the Audio Clip Library window to quit the program.

Window Menu

Refresh checks the directory and updates the contents of the Audio Clip Library window or folder window.

Help Menu

Contents displays a list of topics you can choose for information on the Audio Clip Library.

About gives the Audio Clip Library version number and copyright information.

