



Answer Quest Tip Sheet

JULY 1999

Training Your Future



DO YOU HEAR WHAT I HEAR?

Sounds, sounds, sweet glorious sounds... do you hear them? From all around, no wait, from your desktop speakers! Hear the sweet glorious sounds as you click on a button, click click on a button... no I think that's a chime, or is it a ding, I bet it's a chord. Wait! There's that pretty music when I shut down my computer... ah, the sweet melody of the Microsoft Sound*.

What is this leading into? You guessed it. This newsletter is all about finding and changing the sounds on your Windows 95/98/NT PC. It's fairly simple. I broke it down to 1) finding the sounds and 2) changing the sounds. Have Fun!

- 1) How to FIND your WAV (sound) files on your computer (some are in the default location, but there are others scattered throughout your hard drive):
 - a) Click on START
 - b) Click on FIND
 - c) Click on FILES OR FOLDERS
 - i) The FIND: ALL FILES dialog box will appear
 - ii) In the NAMED: field, type *.WAV
 - iii) Make sure the LOOK IN: field indicates (C:) -- there may be words before it such as Drive_c (C:)
 - iv) Verify INCLUDE SUBFOLDERS is checked
 - v) Click on FIND NOW
 - (1) While it is searching, the STOP button changes from gray to black
 - (2) When the STOP button returns to gray, it has finished its search
 - vi) A list of all the WAV (sound) files found on your computer will be displayed
 - vii) In the lower section of the FIND: ALL FILES dialog box, click on the column heading "IN FOLDER" and it will sort the file locations (sub-folders) alphabetically
 - viii) Write down the exact location (sub-folder) of your WAV (sound) files for later use
 - ix) For example, you may have the following location (sub-folder) listed if you are using a Windows NT 4.0 Workstation: c:\winnt\media
 - d) Close the FIND dialog box by clicking on the X located at the top right-hand corner of the window
- 2) Now that you know the location of your WAV (sound) files, you can make changes to the sounds played while you are using Windows:
 - a) Click on START
 - b) Click on SETTINGS
 - c) Click on CONTROL PANEL
 - d) Double-click on SOUNDS

- e) The SOUNDS PROPERTIES dialog box appears
 - i) This consists of three sections: EVENTS, SOUND, and SCHEMES
 - (1) The EVENTS section indicates the event (action) that has to happen in order to hear a WAV (sound) file
 - (a) For example, every time you “EXIT” Windows, you hear a sound (if you are still set to default sounds) and can change that to a different sound or select no sound
 - (b) A yellow speaker icon next to an EVENT indicates a sound is associated with that EVENT
 - (2) In the SOUND section, it displays the name of the WAV (sound) file that will be played
 - (a) Make sure you have selected an EVENT with a yellow speaker icon next to it
 - (b) Listed under NAME is the name of the WAV (sound) file selected for that chosen EVENT
 - (c) To listen to it, click on the right-triangle to the right of the PREVIEW: icon and the WAV (sound) file can be heard
 - (d) To see the location (sub-folder) of the WAV (sound) file, click on BROWSE and the BROWSE...SOUND dialog box will appear
 - (e) For example, if you want to change the sound associated with EXIT WINDOWS
 - (i) In the EVENTS section, scroll down to locate EXIT WINDOWS and click on it once to select it
 - (ii) In the SOUND section, click on BROWSE
 - (iii) It will open up the BROWSE...SOUND dialog box
 - (iv) You have two choices about selecting a new sound:
 - 1. To select a default sound:
 - a. Click once on a WAV (sound) file from the list
 - b. To preview it, click on the right-triangle to the right of PREVIEW: and the sound will play, or
 - 2. To select a sound from a different location:
 - a. Select the drive to browse from the 'Look in' drop-down list.
 - b. Select the folder to look in (from the middle of the BROWSE...SOUND dialog box).
 - c. Click once on the WAV (sound) file you want to select
 - d. To preview it, click on the right-triangle to the right of PREVIEW: and the sound will play
 - (v) Select a different WAV (sound) file
 - (vi) You now have three more options:
 - 1. If you want to use the selected WAV (sound) file for this EVENT, click on OK
 - 2. If you want to chose a different WAV (sound) file, select it – then click on OK, or
 - 3. Click CANCEL to keep what you started with
 - (vii) Click on OK to accept the newly selected WAV (sound) file
 - (viii) You are now returned to the SOUNDS PROPERTIES dialog box

- (3) In the Schemes section, you can select a pre-made SCHEME or create your own
 - (a) To create your own SCHEME
 - (i) Click on SAVE AS
 - (ii) Type in your name (a SCHEME can be any name)
 - (iii) Click OK
 - (b) You have just created your OWN SCHEME
 - (c) If you make any changes and need to update your personal SCHEME
 - (i) Click on SAVE AS
 - (ii) It will display your named SCHEME
 - (iii) Click on OK
 - (iv) It will prompt to overwrite your new SCHEME

*** NOTE ***

NEVER OVERWRITE a PRE-MADE scheme, you will not be able to get it back easily!

- (v) Click on YES
 - (vi) You've now saved your changes
 - (d) If you want to select a different SCHEME
 - (i) Click on the down-triangle to the right of the SCHEME NAME and it will display a list of available SCHEMES
 - (ii) Click on the SCHEME you want to use and it will be selected
- 3) When you are finished, click OK at the bottom of the SOUNDS PROPERTIES dialog box and your NEW SOUNDS will take effect immediately!

Here's an interesting tidbit:

The Microsoft Sound was written by Brian Eno. Go to http://www.hyperreal.org/music/artists/brian_eno/ and click on FAQs. Then scroll down and click on "Questions about Eno." Towards the bottom of the page (you can search for it to find it quicker) there is a short blurb about The Microsoft Sound.

**** DON'T FORGET TO VISIT OUR WEBSITE ****
We had another lucky winner in June!

**Bobbie Jean Hargrove is our June contest
winner and won a free resource book!**
Woo Woo!

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