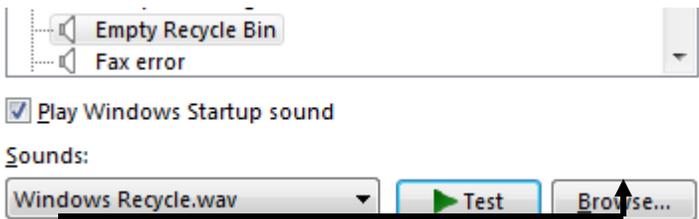


## Instructions for inserting a sound

As an example we will use a flush sound file for Emptying the Recycle Bin

Icon names may be slightly different depending upon the Windows version.

1. Regardless of the Windows version, you must either SAVE the sound in the C:\WINDOWS\Media folder so it is easy to change (that is the folder which always opens first).
  - a. Or you can place it in a folder of your choosing (I for instance create a C:\Custom Files folder, where I keep any sounds, icons, and wallpaper I have acquired, created or downloaded. This way, if I want to back up my data, I know which folder to go to, and not have to sort through for my personally added sounds, etc.).
  - b. You could even create that custom folder within the C:\WINDOWS\Media folder. This makes it easy to change, AND easy to find for back up.
2. In either case, once you have acquired the sound, and have it saved on your computer:
  - a. Go to Control Panel (Start/Control Panel) and open "Sounds and Audio Devices" (XP) or "Sounds" (Vista and 7). The "Sounds ... Properties" window opens.
  - b. Click on the Sounds tab.
  - c. Scroll down to the "Empty Recycle Bin" (or any other sound you wish to change), and click on it, so it highlights.
  - d. Next to the sound is a "Browse" button. Click on it to open the navigation window.
  - e. Now, if you saved your new sound in the C:\WINDOWS\Media folder, just click the drop-down arrow (to the right of the sound) and choose the flush.wav.
  - f. If you saved (as I do) to a different folder, you need to navigate to the folder in which you saved the sound; then double-click it (or click once and "Open").
  - g. Once you have the correct sound listed, you can click on the Play button (sideways triangle) to check that it is the right sound.
  - h. Finally, just click "Apply", then "OK". Your new sound should now be the one which occurs.
3. If you change many sounds, you may want to save it as a new Sound "Theme" for easy selection. Merely click the Save As button and name your theme.