Chapter 17

Windows Accessories Menu—Volume Settings and Windows Media Player

Key Terms

Volume is the program that lets you mute (make silent), un-mute, and set the level of volume (loudness) on your computer.

Windows Media Player lets you play audio files on your computer. These files might be music CDs, audio books on CD, or audio files from the internet. You can use Windows Media Player to burn audio files from your computer to a CD or external device. You can take files from a digital recorder and play them in Windows Media Player.

Audio File Types There are a number of audio file types that can be played with Windows Media Player. Three of the more common file types are MP3, Wma and Wav. MP3 stands for "MP3 audio file." Wma stands for "Windows Media Audio file." Wav stands for "Windows audio file." MP3 is a file type that will work between devices and computers, and is not Windows specific. When you decide to purchase a device to play audio check to see what audio file types it supports. There are MP3 players on USB memory stick setups. There are MP3 CD players. It is important to know what files you can play on a device in order to use that device to play the files you want to play. There are a number of other audio file types.

There are many ways to set the volume level on your computer. You can to go the System Tray (bottom right on your computer screen, Insert F11 with the JAWS screenreader), Control Panel, or the Accessories menu.

Setting the Volume Level in Windows XP with the Accessories Menu

Tap the Windows (Start) Key one time. Tap the letter "p" one time. Tap the Enter Key one time. Down arrow to or tap the letter "a" until you hear or see "Accessories." Tap the Enter Key one time. Down arrow to or tap the letter "e" until you hear or see "Entertainment." Tap the Enter Key one time. Down arrow to or tap the letter "v" until you hear or see "Volume Control."
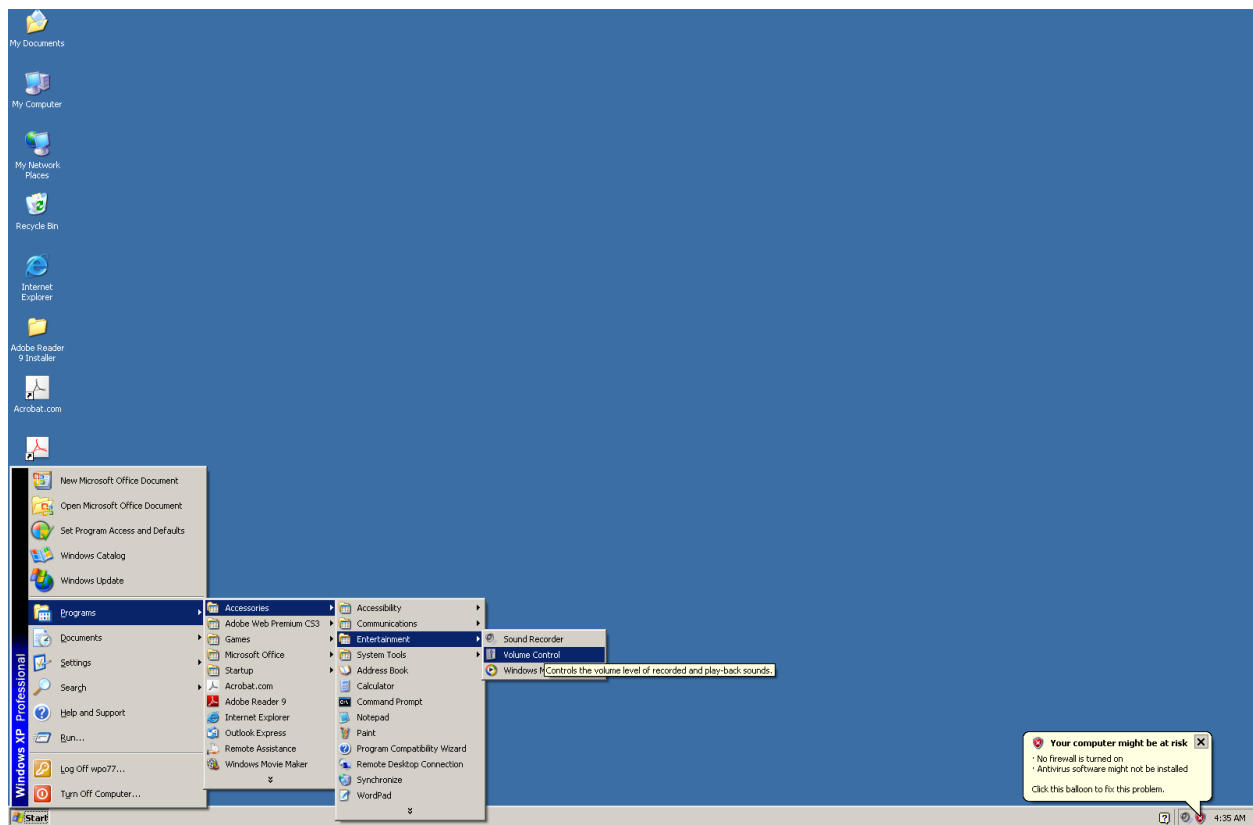
Tap the Enter Key one time and the Volume settings panel will appear. This panel will have sliders and check boxes for every sound device on your computer.
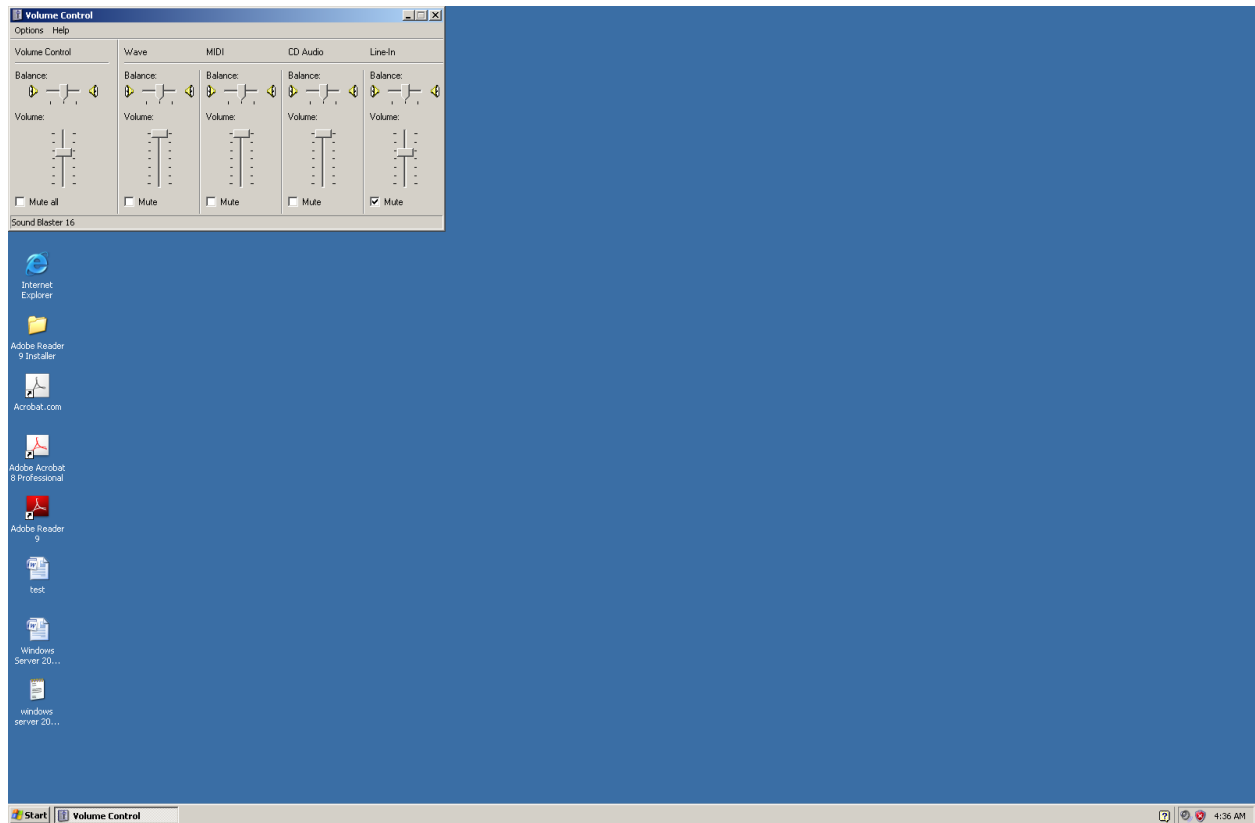
For each item on the Volume Control panel there are three things to work with. When this panel first opens you will be on a left to right slider that sets the "Balance" for the first item. This "Balance" allows you to use you left or right arrow key to give more sound preference to a specific speaker or side of your headphone. Tap the Tab Key one time and you will be on the "Volume" up and down slider that lets you use your up and down arrow keys to set or adjust the loudness of your computer. Tap the Tab Key one time and you will be on the "Mute all" checkbox. It will be unchecked. If it is checked there will be no sound for this particular item. Tap the spacebar to check and uncheck this item. Tap the Tab Key one time and you will be at the top of the next item, on the left to right slider that controls the preference you give to your speaker or headphone.

If you want to add more items to the Volume Control panel, press and hold down the Alt key and tap the letter "p." This will place you in the Volume Control Options menu. You should be on the "Properties" menu item. If not, use your up or down arrow key until you hear or see it. Tap the Enter Key one time on "Properties," and a dialogue box will appear that allows you to select your sound device and which items for that device that will appear on the "Volume Control" dialogue box.
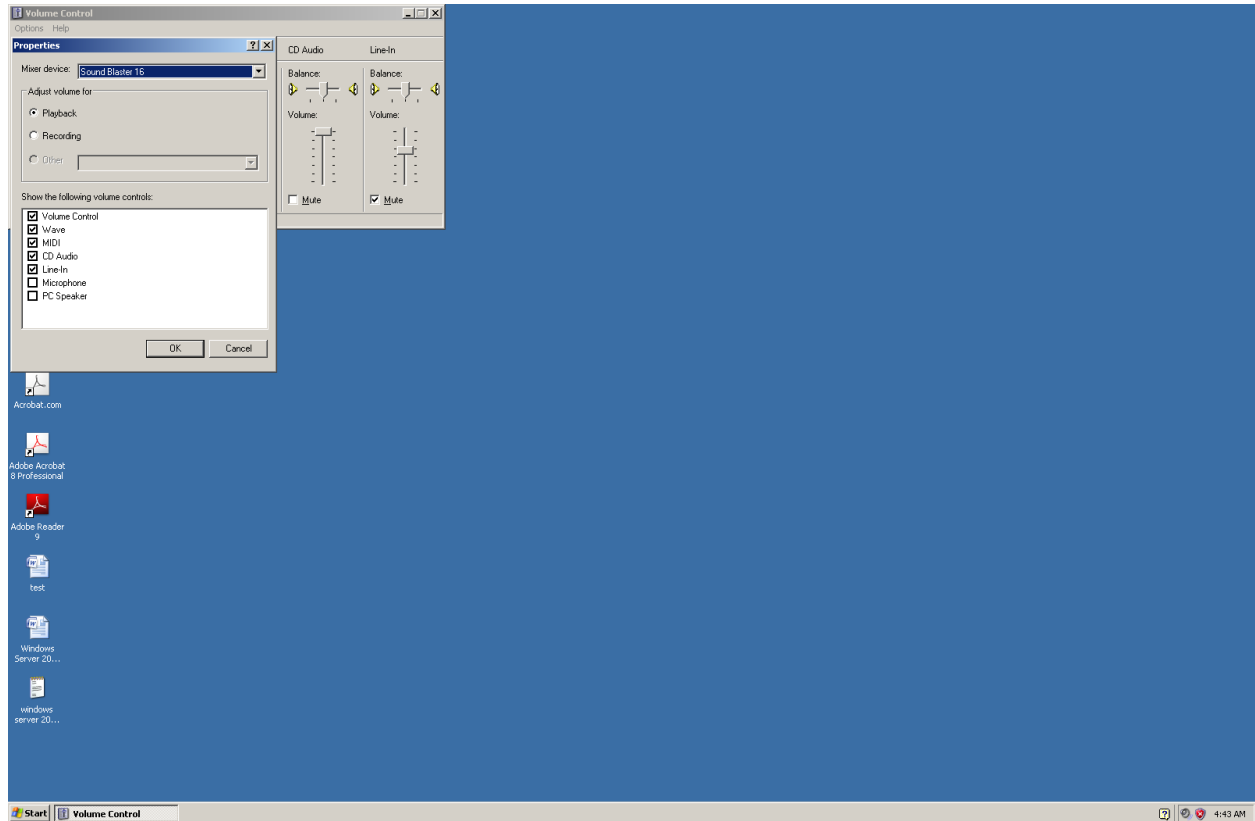

When the "Properties" dialogue box comes up you will be placed in a combo box that has all of the different sound cards on your computer. Most computers will only list one in this box. If you have more than one sound device use your up and down arrow keys to find the one you want to adjust. Tap the Tab Key one time and you will be in the "Adjust Volume for" area. There are two radio buttons in this area. You are placed on the first radio button which says "Playback." Playback means the sound that comes through your speakers or headphones. If you want to add items to the Volume Control panel, tap the Tab Key one time and then down arrow through the list of checkbox items, tapping the spacebar on each item you wish to check. Press and hold down the Shift Key and tap the Tab Key one time to go back to the "Adjust volume for" area.

If you do not want to add items to the "Playback" area, down arrow one time in the "Adjust Volume for" area to be placed on the "Recording" radio box. Recording is any sound you copy into the computer through a device such as a microphone. Tap the Tab

Key one time and then down arrow through the items for "Recording." Tap the spacebar to check or uncheck any items. Items that are checked will appear in the "Volume Control" panel.

When you are finished adding items or removing items from the "Playback" or "Recording" items, tap the Enter Key one time and you will be placed back on the Volume Control panel, ready to tab through and adjust your settings.

When you have finished adjusting your sound settings press and hold down the Alt key and tap the letter "p" to go to the "Options" menu. Release these keys. Tap the letter "x" one time and the Volume Control panel will be closed.
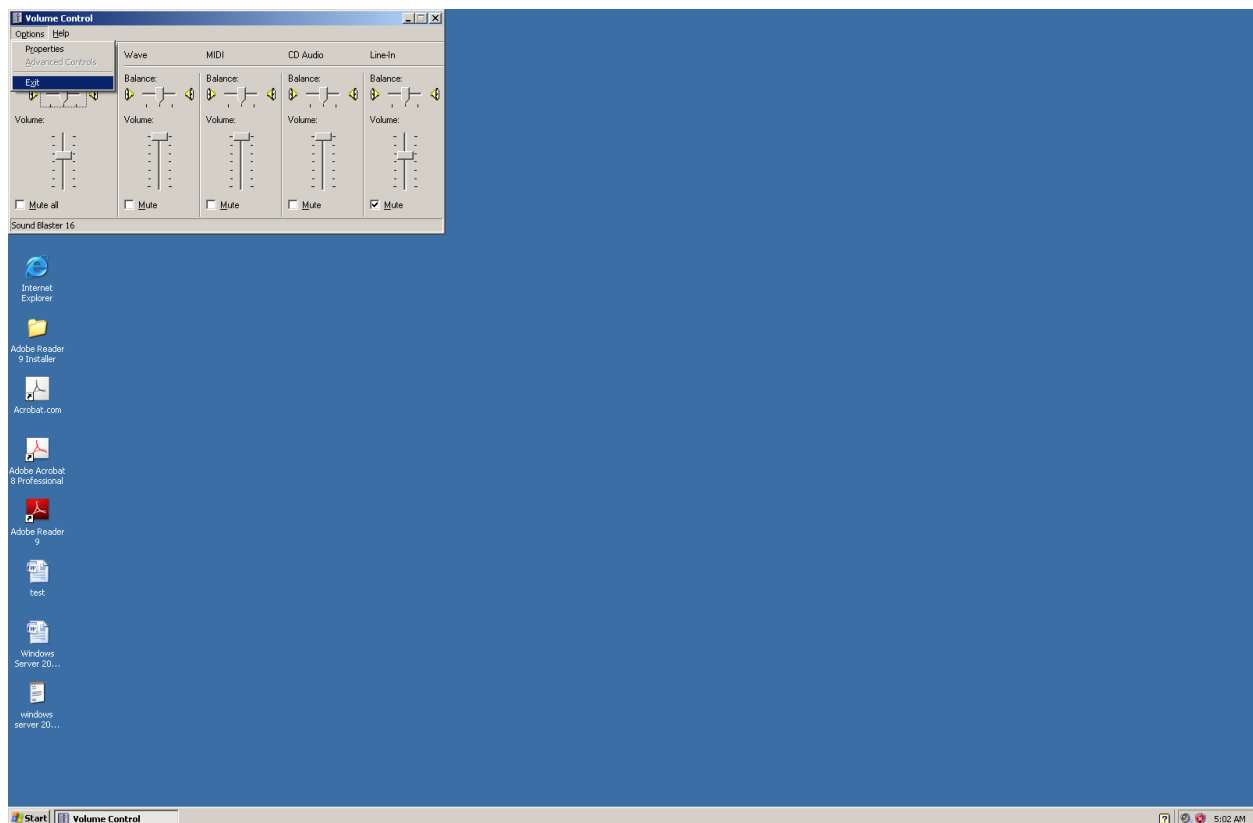
## Setting the Volume Level in Windows 7 from the Start Menu

If you are running Windows 7, tap the Windows (Start) Key one time. Type the word "volume" (without the quotes). Tap the down arrow key or the letter "s" until you hear or see "Adjust System Volume."
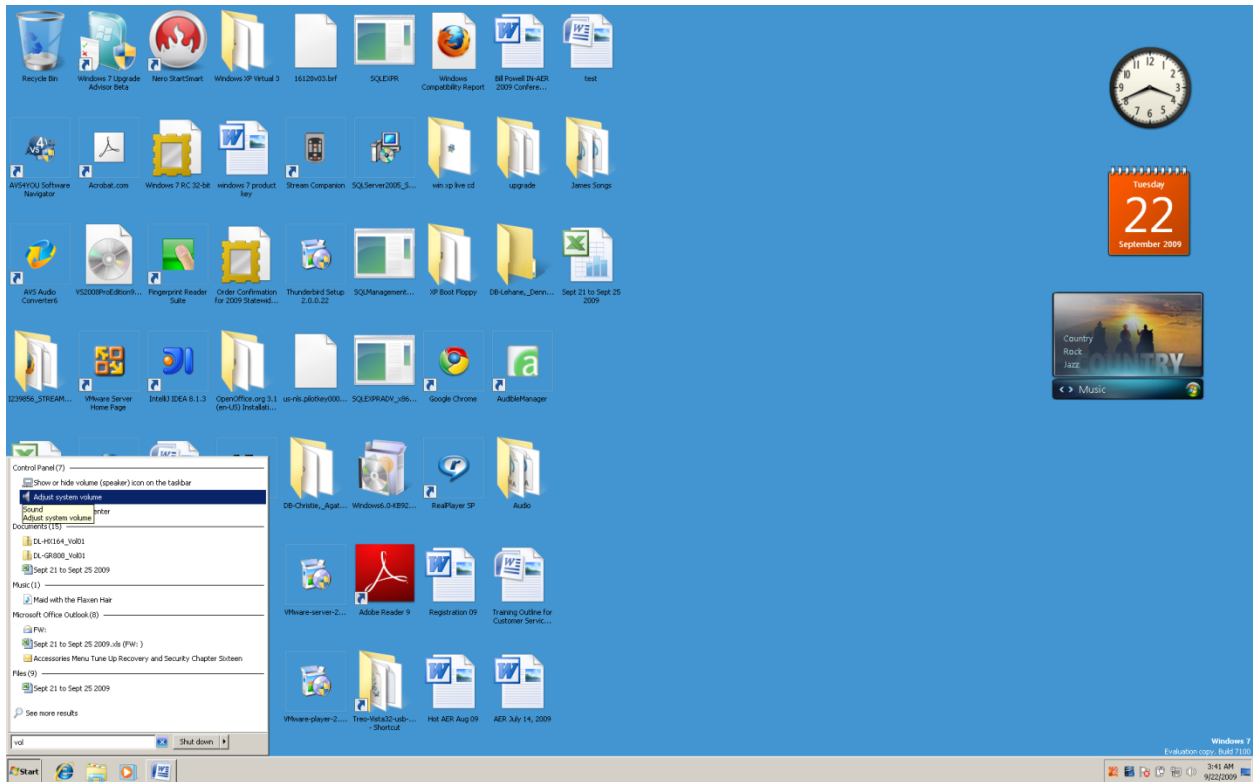
Tap the Enter Key one time and you will be place in a "Volume Mixer" panel. The Volume Mixer panel has two areas. They are "Device" and "Applications." Under the "Device" area you will hear or see a slider for the "Speakers" sound. Under the "Applications" area you will hear or see sliders for "System," and whatever programs you have open that use sound. For example, if you have only you word processor open, you will see two settings. If the internet is open you will see three settings, with one of those settings being for the "Internet" volume. If you the internet and Windows Media Player running, you will have four sliders, with one of these being for the Media Player.
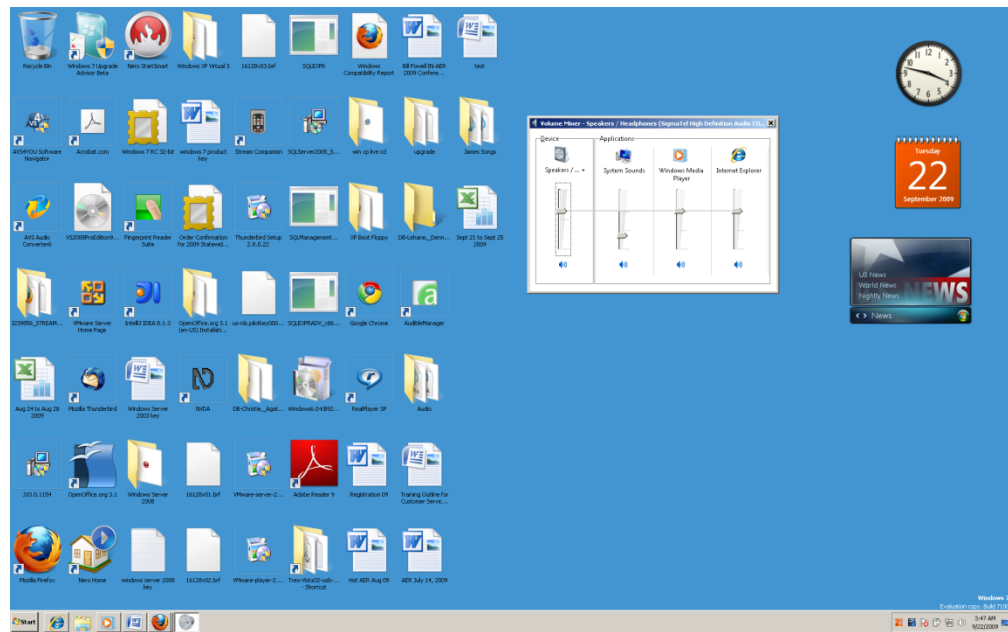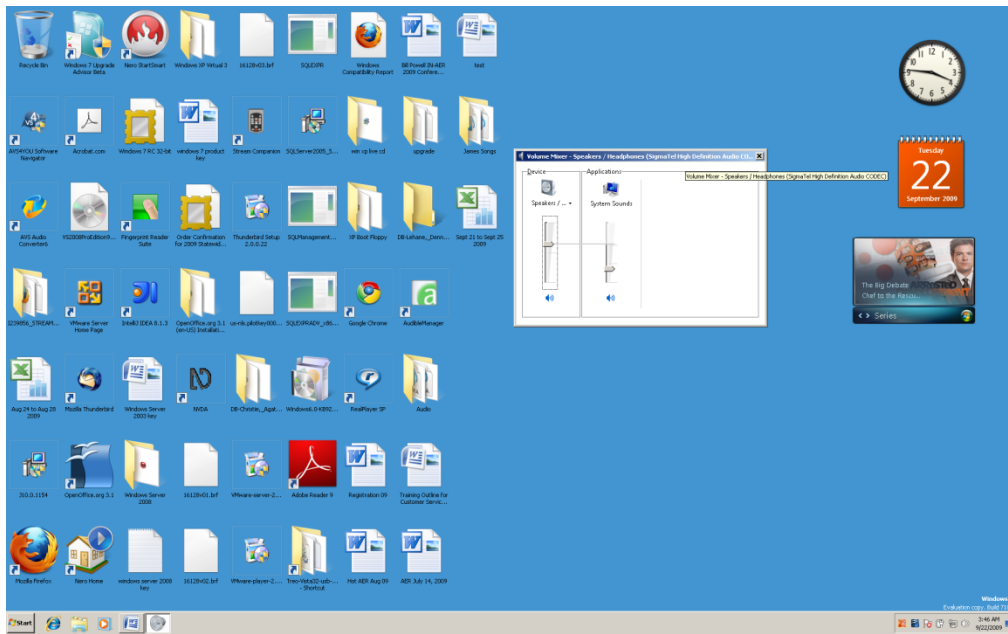
You can use the down or up arrow keys on the slider for each item to change the loudness of the sound. Tap the Tab Key one time from any slider and you will be on the "Mute" button. You can tap the spacebar to mute, then tap it again to un-mute the sound. Muting sound means that you temporarily turn off the sound.
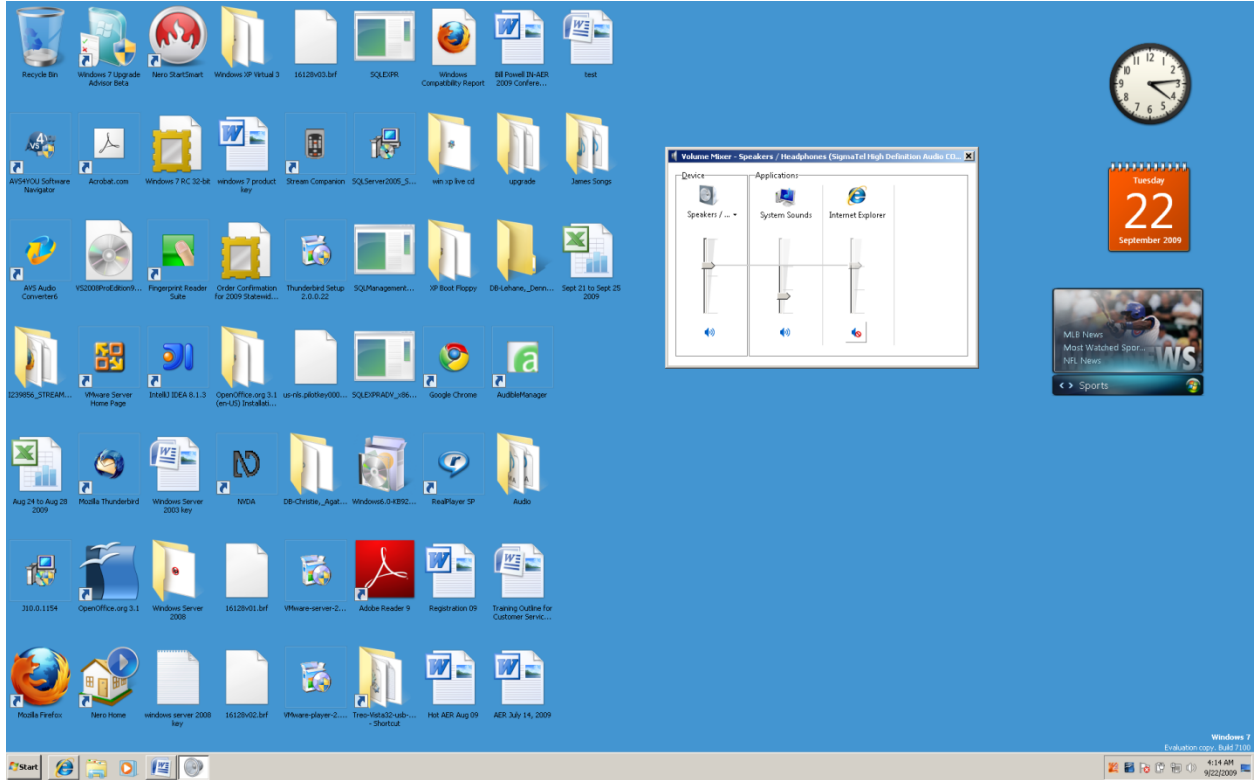
If you have more than one sound setup on you computer you can select the setup you want to run by going to the Adjust System Volume mixer. When the panel opens, press and hold down the Shift Key and tap the Tab Key two times. A list of sound devices will appear. Down arrow to the device you want and then tap the Enter Key one time. Tap two times to move to the "Device" slider to set the volume.
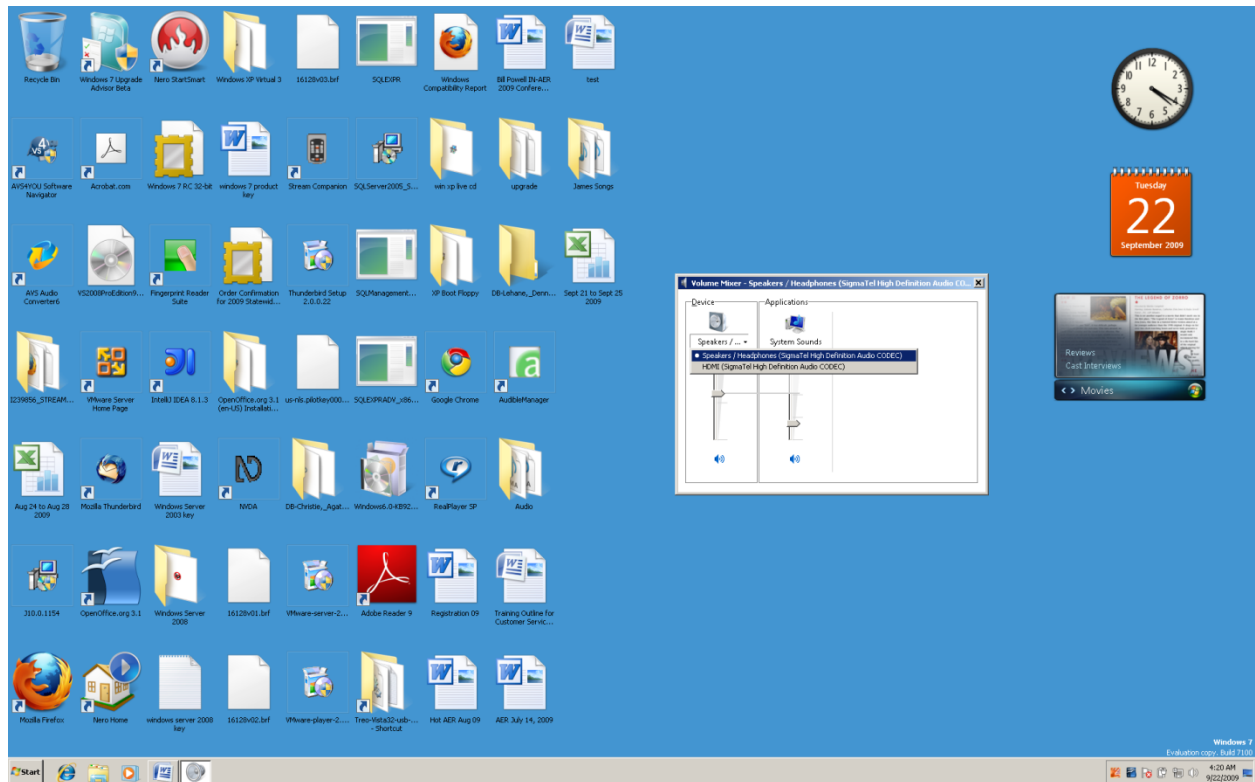
When you are finished setting the sound level(s) you desire, tap the Escape Key one time to leave the Volume mixer.

Notice that in Windows XP you had to go to the "Accessories" menu to open the sound mixer. In Windows 7 the "Accessories" menu does not have the sound mixer.

Windows Media Player

Windows Media Player lets you put an audio CD disk into your computer and listen to it. This might be an audio book, or possibly a musical CD. If you have a setup to play DVD movies, you can play them in this program. There are online stores where you can purchase audio books and music, as-well-as online radio stations that you can listen to. Windows Media Player allows you to create "Play Lists" of favorite songs, and allows you to copy audio files to a CD or a device connected to your computer. There are many possibilities with this program.

Opening Windows Media Player in Windows XP

Tap the Windows (Start) Key one time. Tap the letter "p" one time. Tap the Enter Key one time. Tap the letter "a" until you hear or see "Accessories." Tap the Enter Key one time. Down arrow to or tap the letter "e" to go to the "Entertainment" menu item. Tap the Enter Key one time. Down arrow to or tap the letter "w" to go to the Windows Media Player.
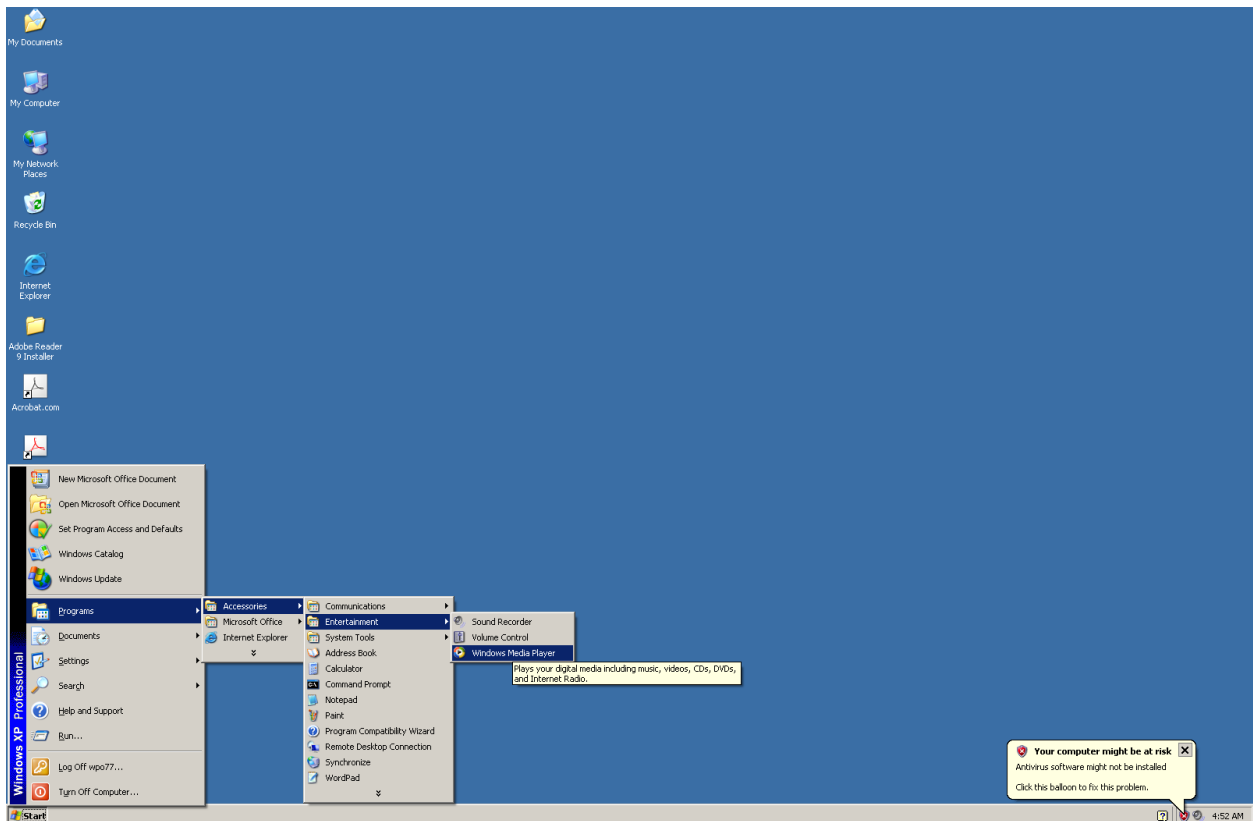
Tap the Enter Key one time, if you have used the down arrow key, and Windows Media Player will open. If you tapped the letter "w" the Windows Media Player instantly opened.
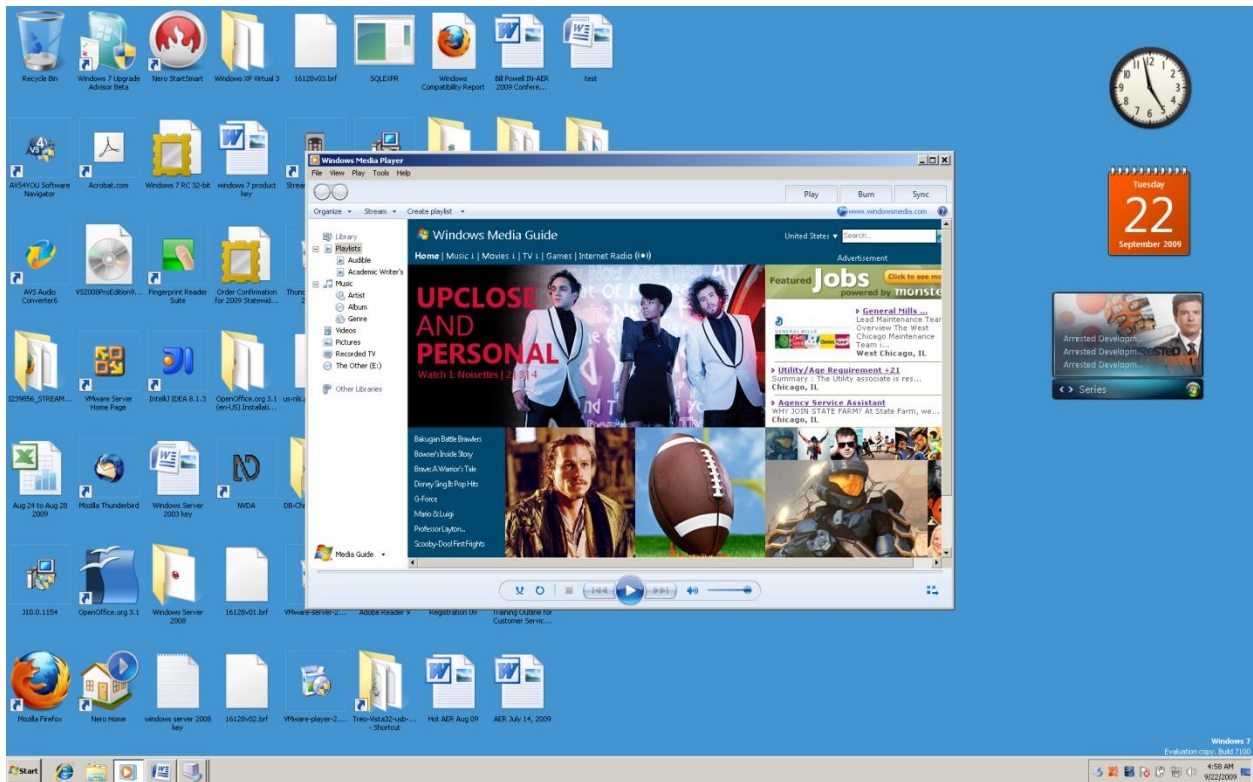
Starting Windows Media Player in Windows 7

You will not find the Windows Media Player in the "Accessories" menu in Windows 7. To open Windows Media Player in Windows 7, tap the Windows (Start) Key one time. Type the word "media" (without the quotes). Down arrow until you hear "Windows Media Player."
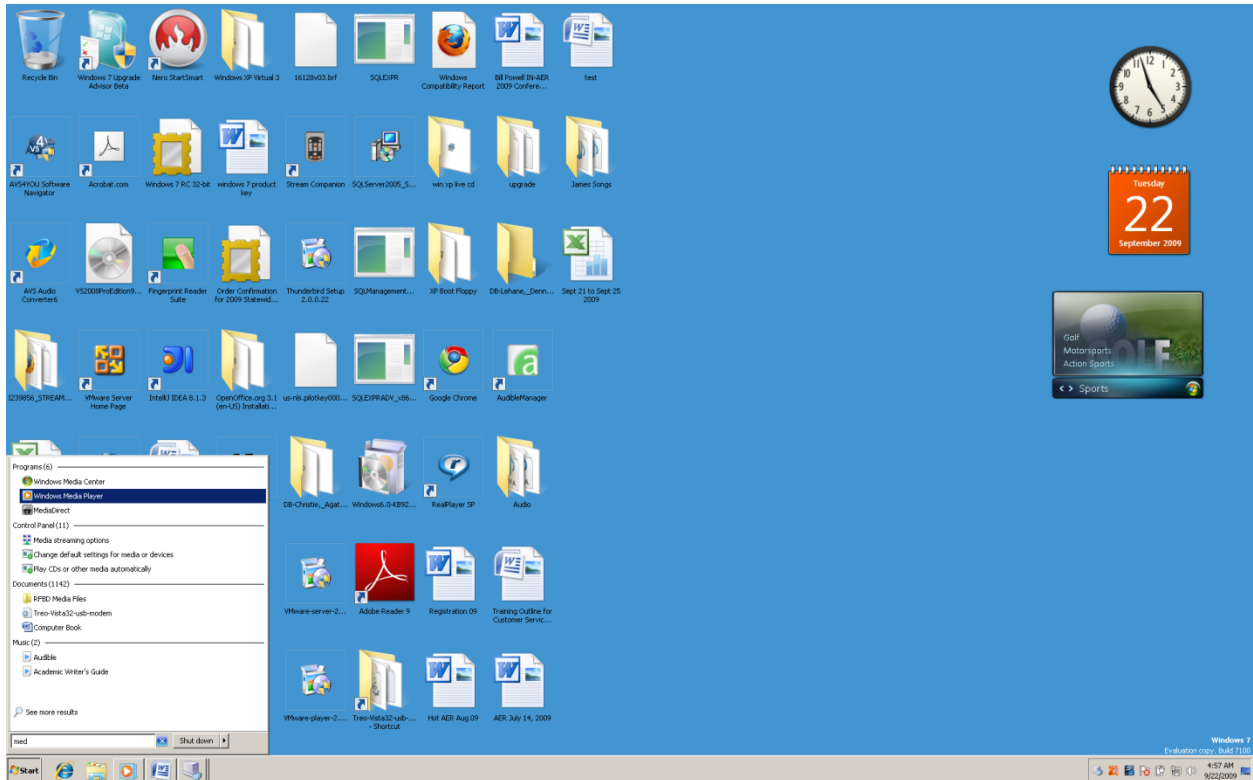
Tap the Enter Key one time and the Windows Media Player will open.

Following is a list of key commands that are very useful for playing a CD, or a Library of audio files. This list does not have all of the key commands, only those you will use most often. Either go to the folder on your computer where you have saved the files, press and hold down the Control key and tap the letter "a." This will highlight all of the files in the folder. Tap the Enter Key one time and Windows Media Player will bring up the list of files and begin playing them. Or, put an audio CD (i.e. book or music) into the CD ROM drive of your computer. Wait about one minute and Windows Media Player should begin playing the first "track." In Windows Media Player "track" means an audio file—an audio file might be one song on a CD disk.

Key commands for playing a CD in Windows Media Player

Control M shows the Menu bar.

Control J ejects the CD.

Control P starts and pauses Play.

Control B goes back one track (song).

Control F goes forward one track (song)

Control Shift B rewinds the track (song).

Control Shift F fast forwards the track (song).

Control Shift N plays a track (song) at normal speed.

Control Shift G plays a track (song) at fast speed.

Control Shift S plays a track (song) at slow speed.

Control Shift H shuffles (randomly selects) tracks (songs) and plays them.

Control T repeatedly plays the track (song) you have selected.

Control S stops the play of the CD or track (song).

There are a number of versions of Windows Media Player. Differences are very clear between each version. Depending on which version you are using, will determine how you access different parts of this program. What is more important to understand are some of the parts of this program, and the fact that you will be looking through menus, and using the Tab and Shift Tab keys a lot.
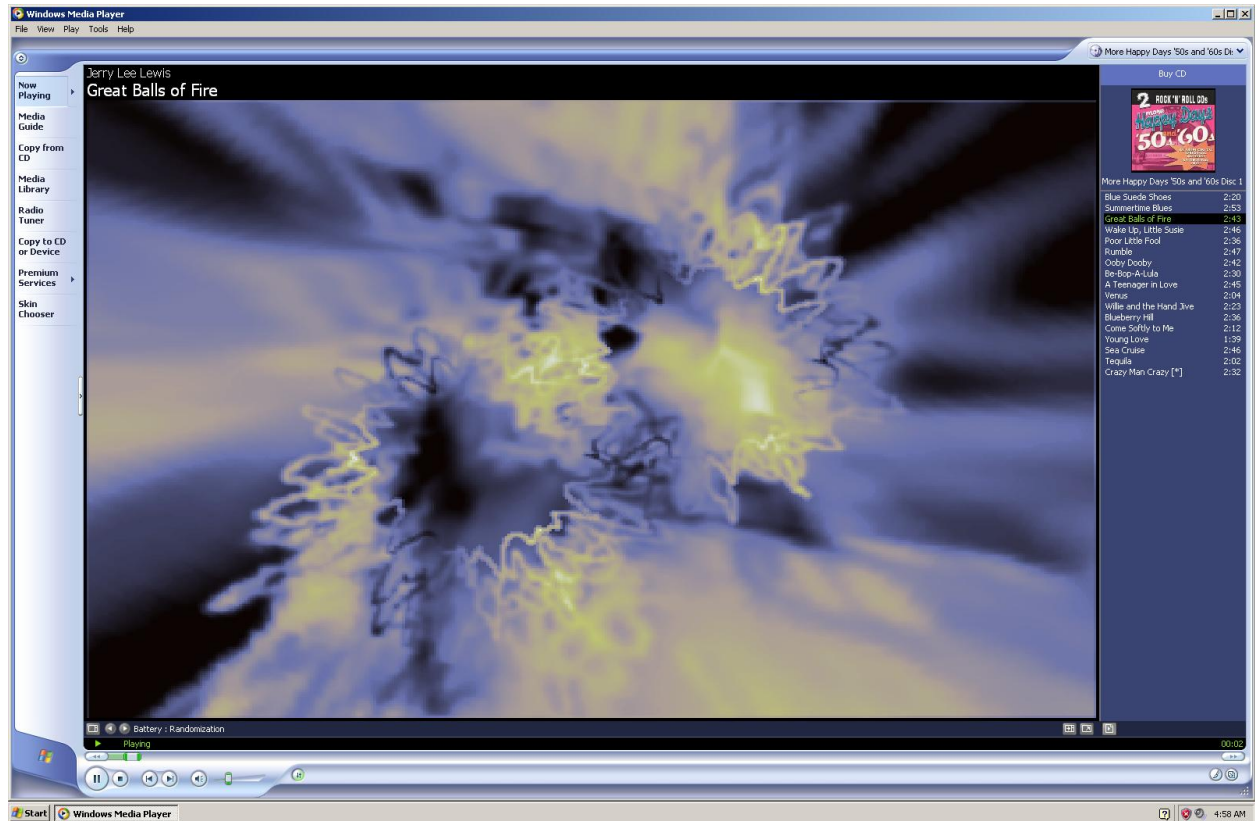
Windows Media Player Library

Windows Media Player has a feature called the "Library." This "Library" area has areas that remind you of the sections of a real library. There is a section for Music, Video, Playlists, Other Media, and other types of items. The Music section might contain audio book files or musical files. The Video section might contain home movies. The Playlist section contains names for each Playlist you create, and has songs attached to or in that Playlist, that you have selected.

Playing a CD Disk

Place the audio CD in your CD ROM drive. This might be an audio book or music. If Windows Media Player is your default media player, it should start with a box that asks you if you want to "Copy Music from CD," "Play audio CD," "Open folder to view files," or "Take no action."
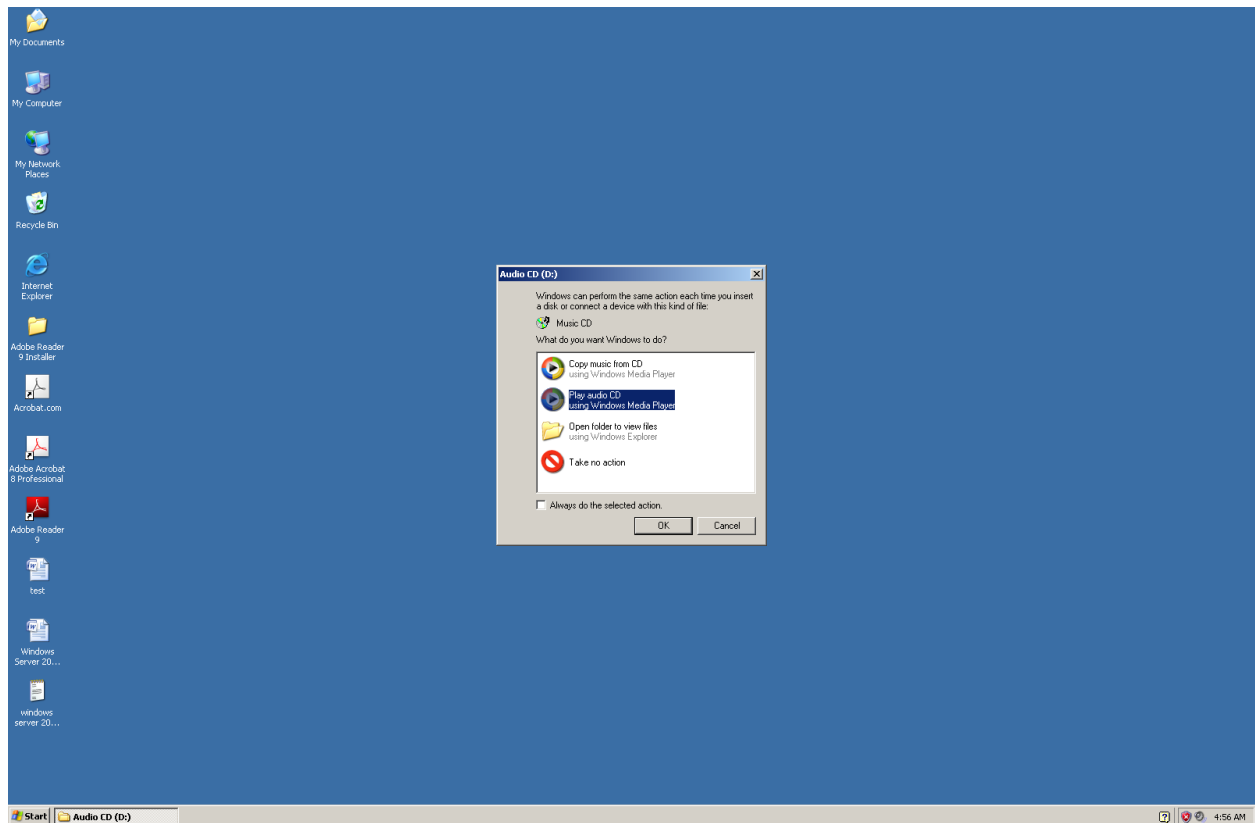
Down arrow to "Play audio CD" and tap the Enter Key one time. You will soon hear the first track (i.e. song, or chapter of a book.

If you place a CD into the CD ROM drive in Windows 7, and it does not bring up a box, tap the Windows (Start) Key one time, type "media" (without the quotes), and then down arrow until you hear or see "Windows Media Player."
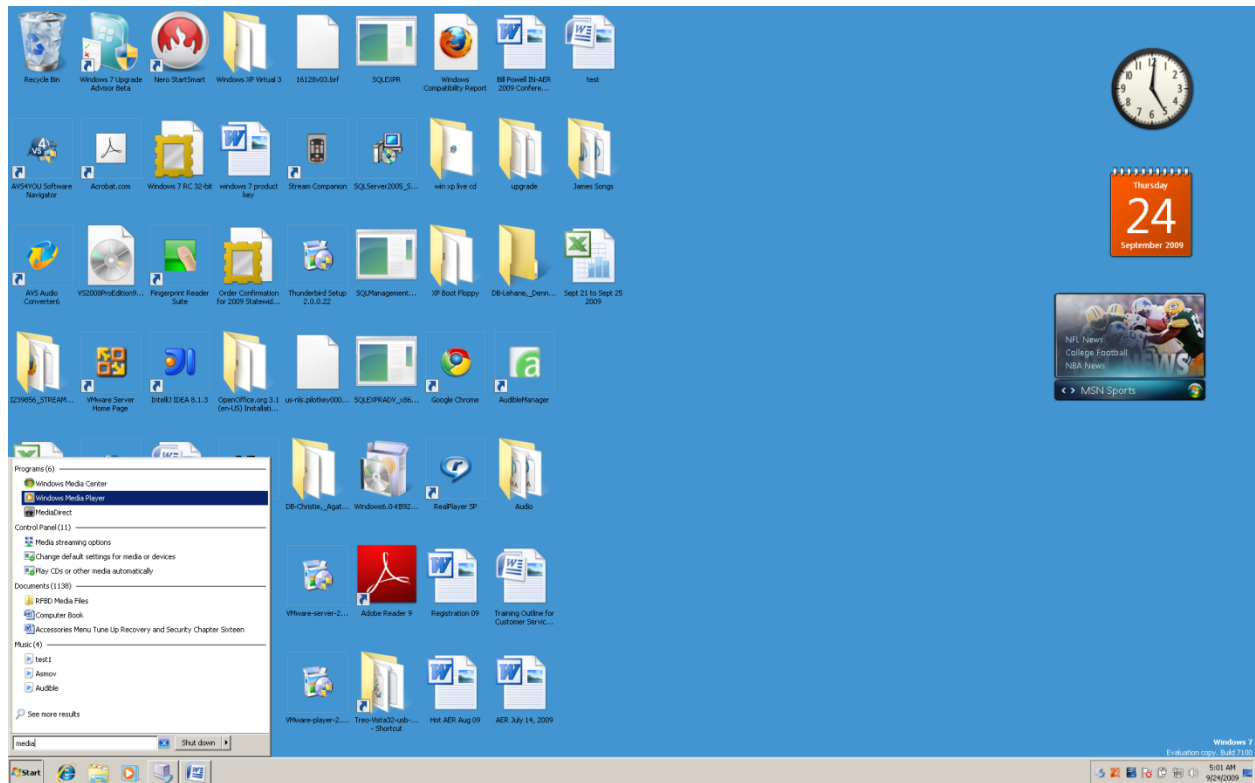
Tap the Enter Key one time and Windows Media Player will open.
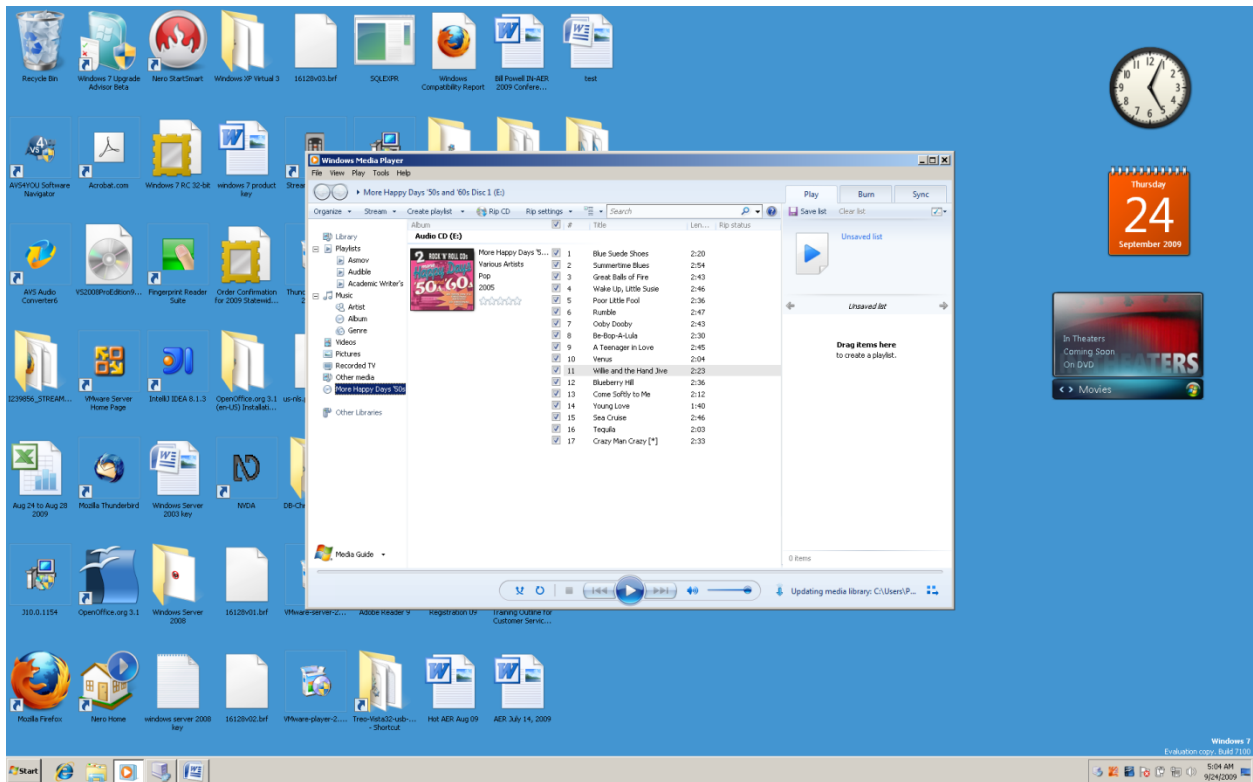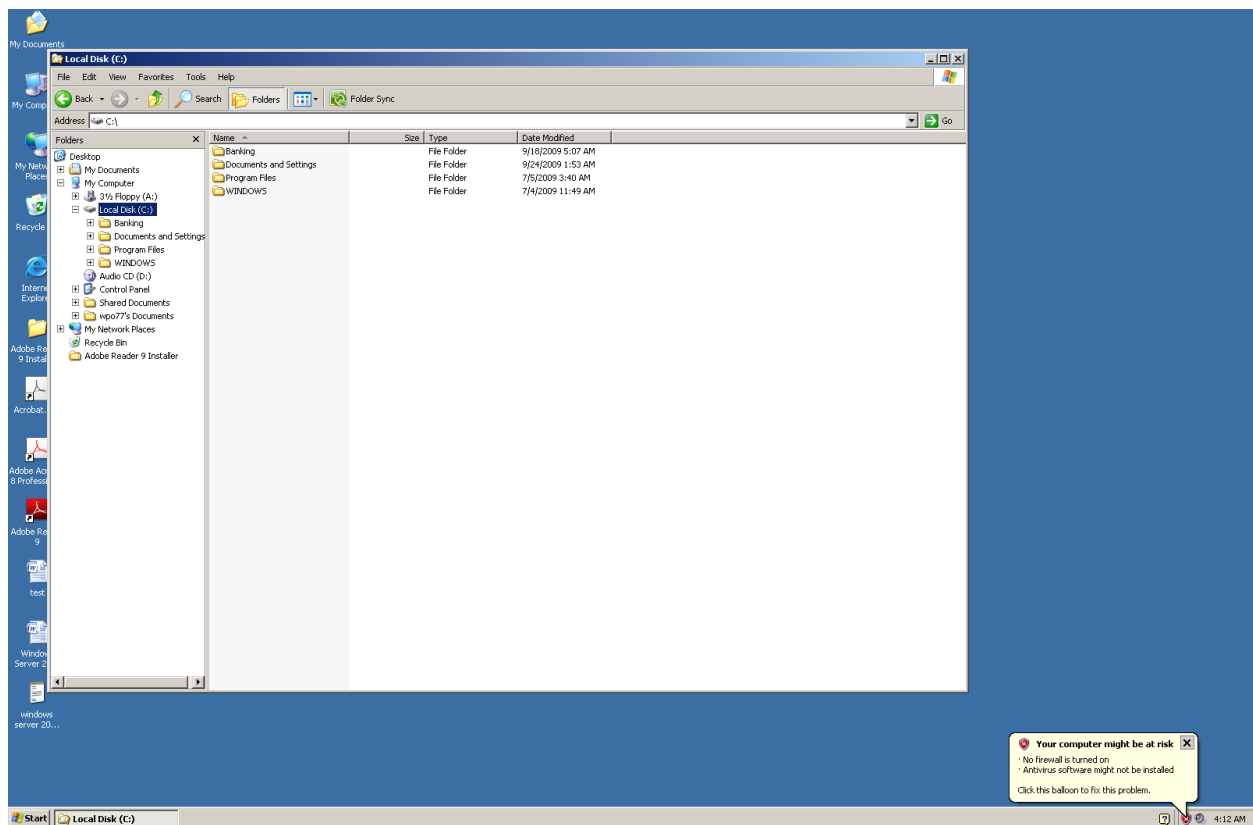
Press and hold down the Control Key and tap the number 3 to go to "Now Playing." Tap the Tab Key one time to "Play all music." Tap the Enter Key one time and the first track (i.e. song or chapter) will begin playing.
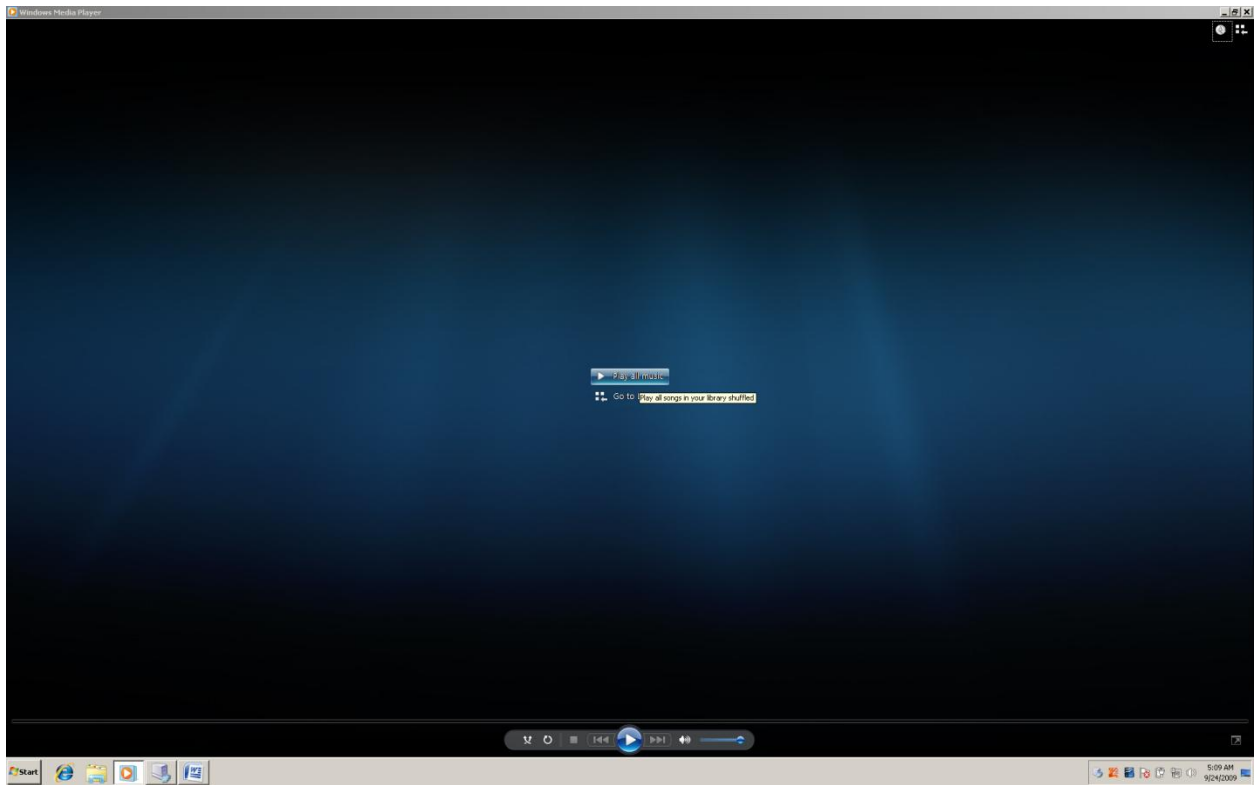
Organizing Audio Files Using Windows File Explorer

Let's say you have over one hundred CD disks that contain audio books or music. You have a laptop computer and want to put your CDs on your hard drive. You want to do this because you do not want to carry around one hundred or more CDs, but you do want to have your audio files to listen to.

Place the audio CD into your CD ROM drive. If a window comes up, tap the Escape Key or the Alt F4 Key if Windows Media Player starts. Tap the letter "l" until you hear or see "Local Drive C." If you are using Windows Vista or Windows 7 you will have to Shift Tab one time to get into "Tree View," and then tap the letter "l" to go to "Local Drive C." Tap the right arrow key one time to open the C drive.

Press and hold down the Alt Key and tap the letter "f" to open the "File" menu. Next, tap the letter "w" to go to the "New" menu item. You will immediately be placed on the "Folder" sub menu item.
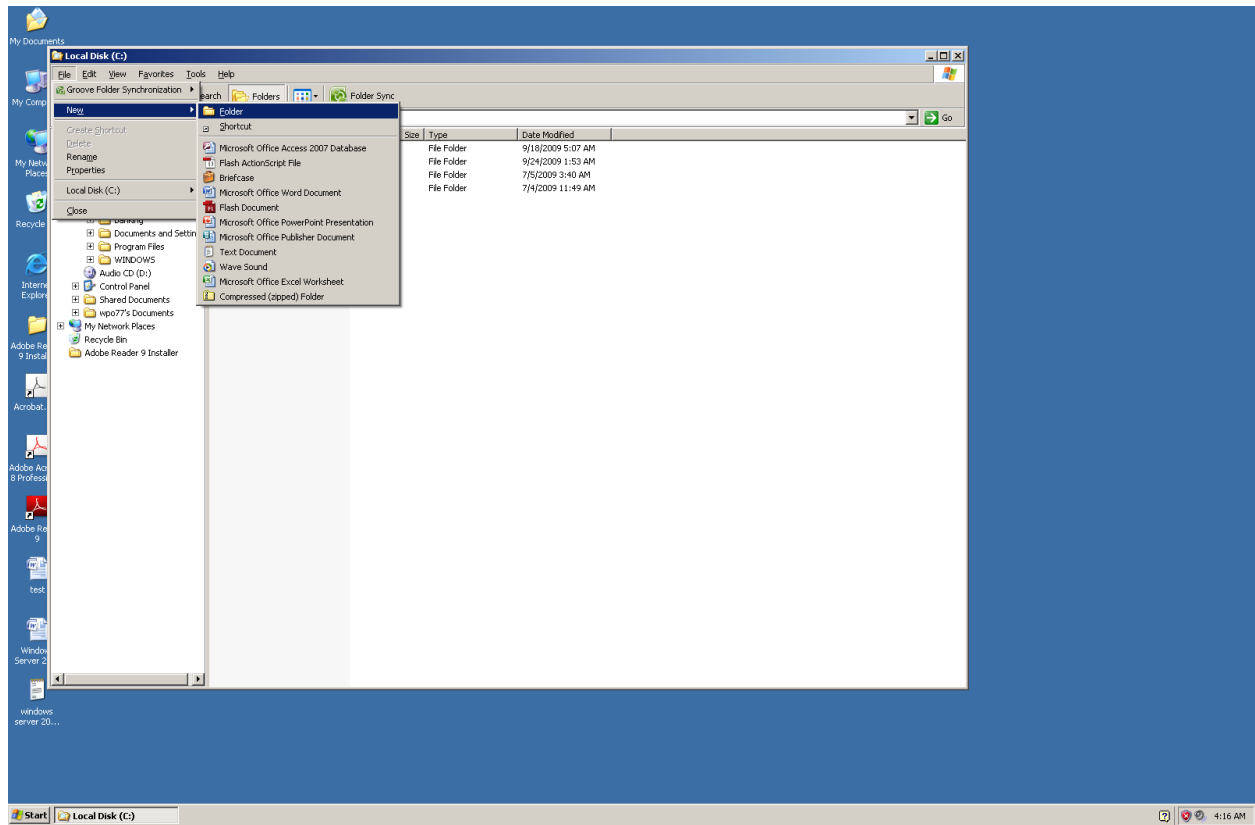
Tap the Enter Key one time. Type a name for your new folder that represents the audio files you are going to copy into this folder. Tap the Enter Key one time and the folder is created.
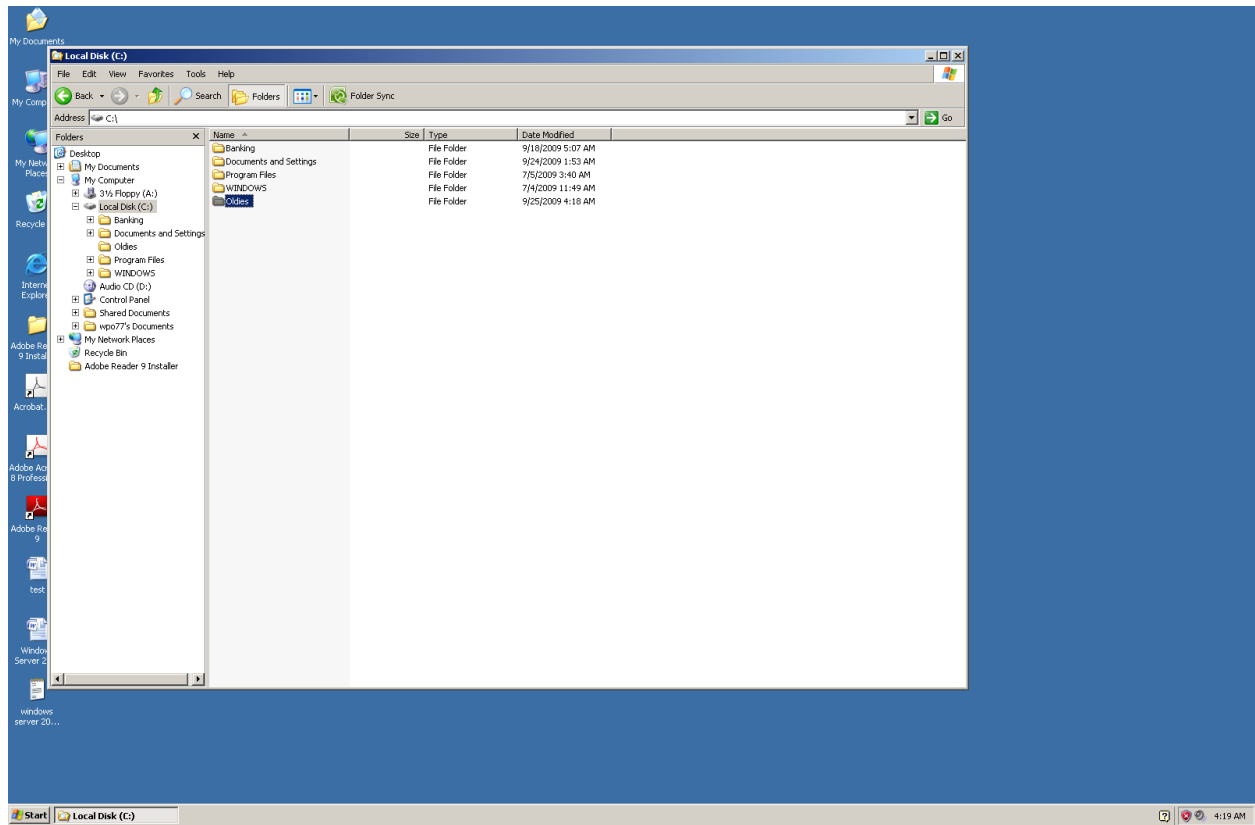
Press the Shift Tab key combination to go back to the "Tree View." Down arrow to the CD (DVD) ROM drive. Tap the Tab key one time to go to "List View." Press and hold down the Control Key and tap the letter "a" one time—this will highlight all of the audio (or other) files on the CD disk. Release these keys. Press and hold down the Control Key and tap the letter "c" one time to "copy" all of the highlighted files.
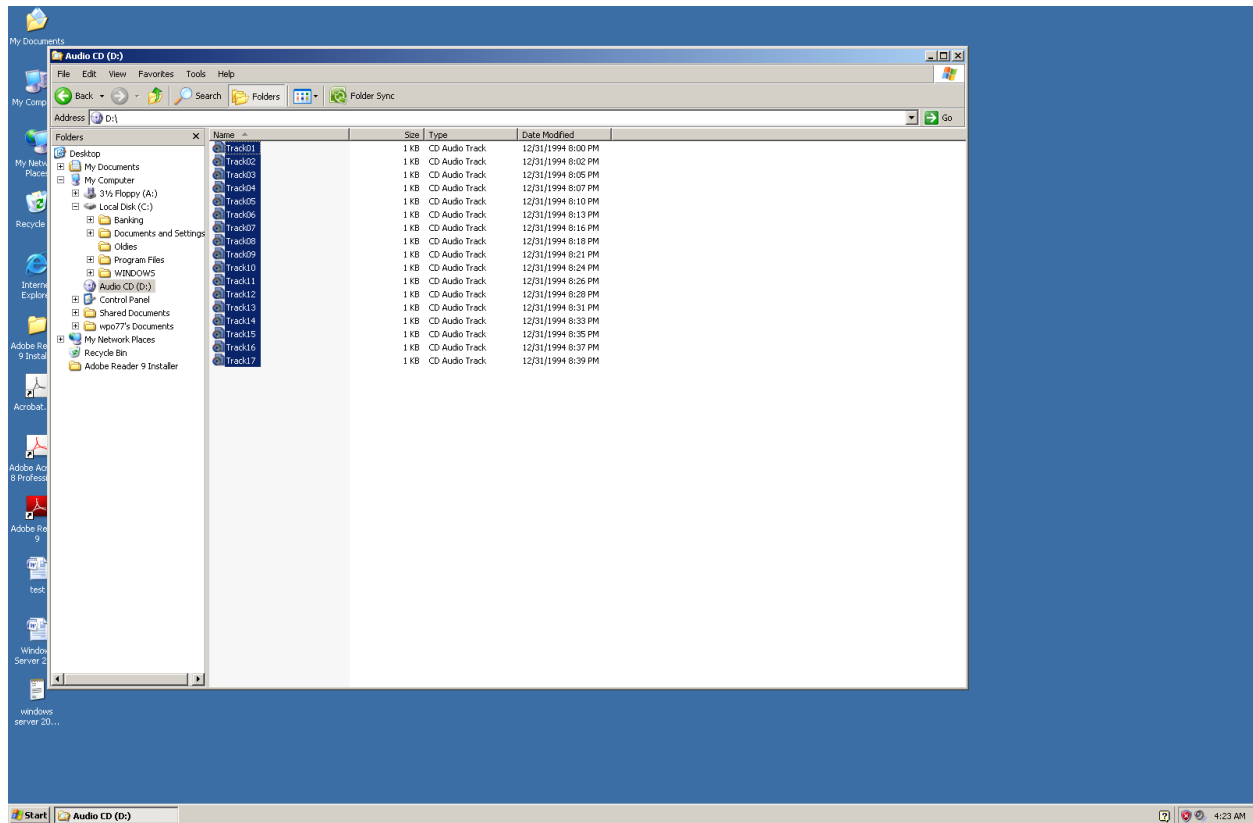
Press the Shift Tab key combination to go back to "Tree View." Go to your "Local Drive C, and then to the sub folder you just created.
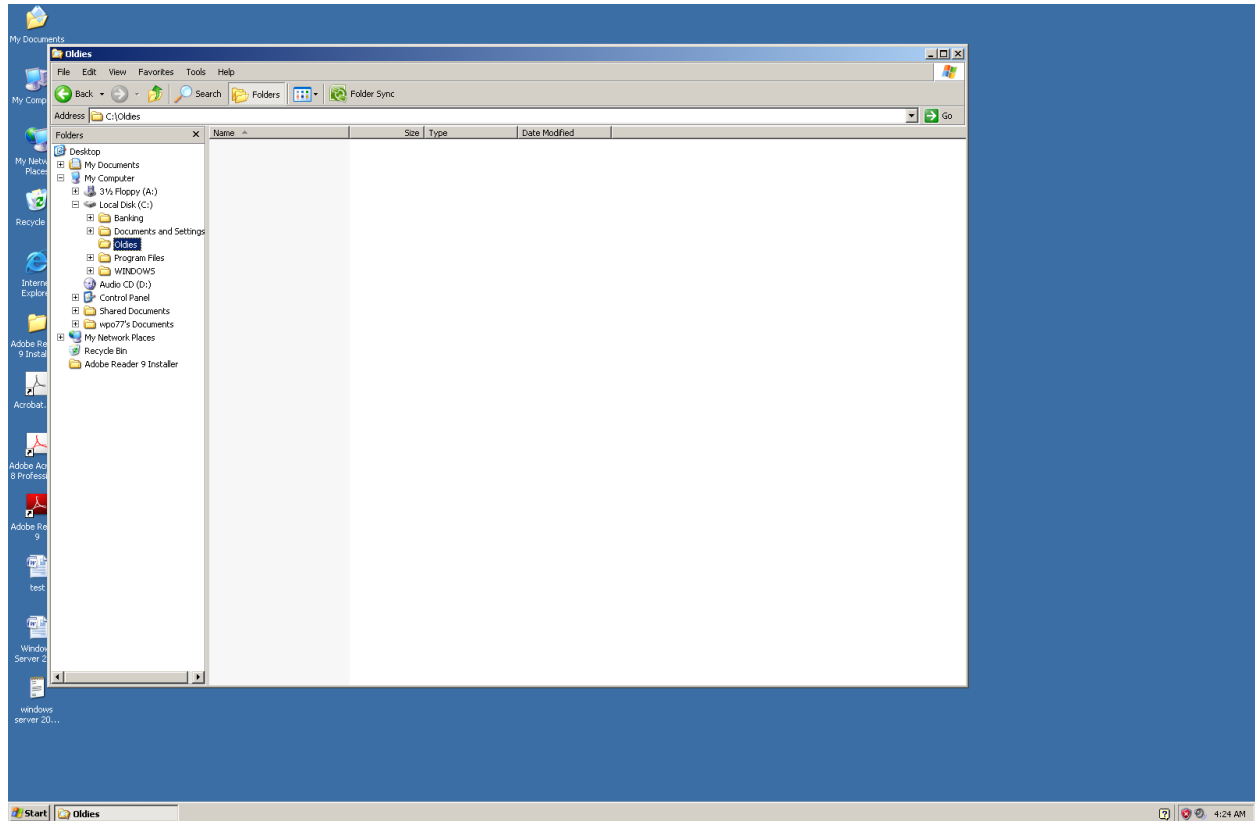
Tap the Tab Key one time to go into this folder. It will be blank. Press and hold down the Control Key and tap the letter "v" one time to paste all of the files you just copied from your CD (DVD) disk.
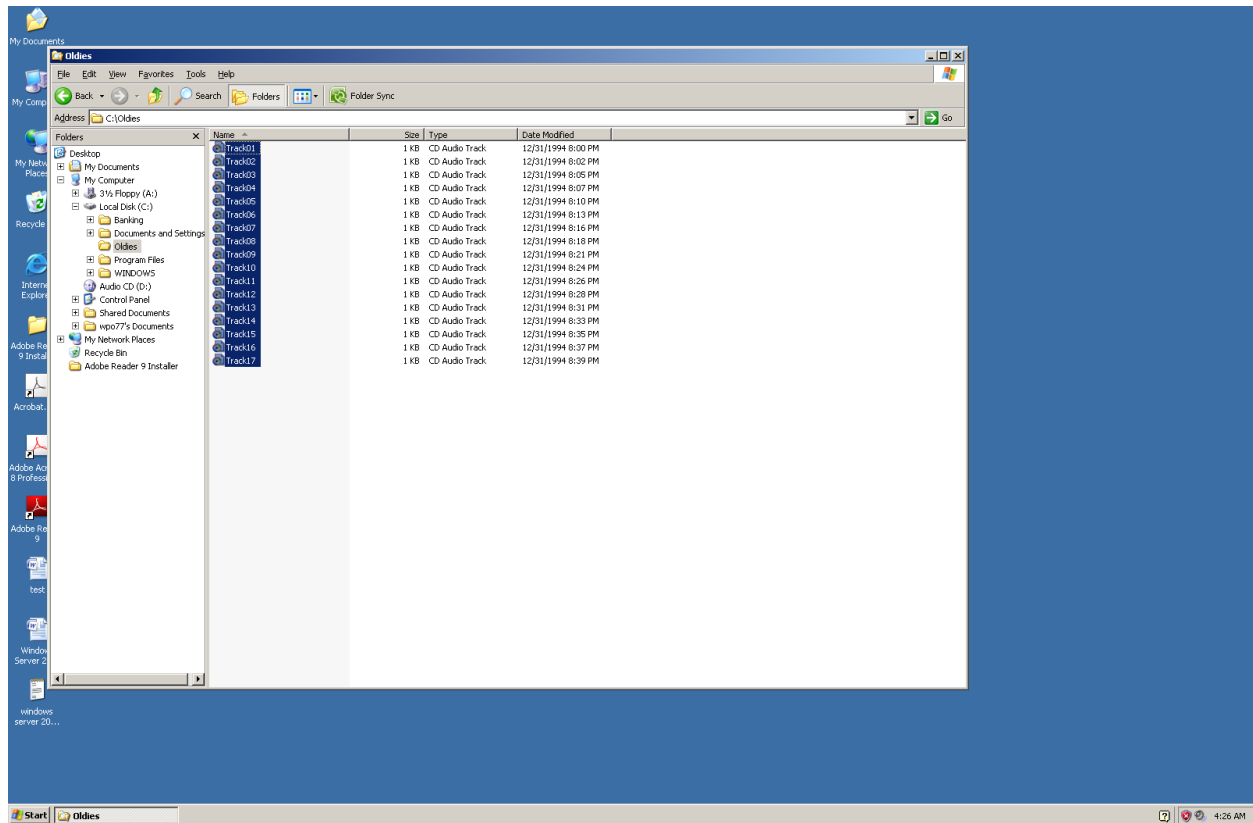
You now have a folder, with a name, and files that you can listen to. One method of playing a file in this new folder is to arrow to one file that you want to hear and tap the Enter Key one time. Windows Media Player will open and play that file. Another method of playing these files is to press and hold down the Shift Key and tap the down arrow key two or three times, and then tap the Enter Key one time. The two or three files you highlighted with Shift down arrow will begin to play in Windows Media Player. To play the whole group of audio files that you just copied is to press Control "a," and then tap the Enter Key one time. Windows Media Player will start and play through all of the highlighted files.

Note: It is illegal for you to share or give these files to another person. You, by law, are only allowed to copy onto your hard drive what you personally own. The laws include Federal laws that can carry a stiff financial penalty or fine, and a prison term.

You can also copy files to a USB memory stick (also called thumb drive, flash drive, and by other names). Repeat the process above to go to your CD ROM drive, highlight and copy files, and then go to the "Tree View," and down to your USB memory stick. Let's

say you created a folder on the memory stick for the group of files you have copied. Right arrow one time on the memory stick, down arrow to the folder you created, tap the Tab Key one time, and then press and hold down the Control Key and tap the letter "v" one time to paste the copied files into this new folder.

Several reasons for copying audio files to a USB memory stick are 1. Portability, and 2. The ability to play these files in multiple computers. For example, if you have copied your music to a USB memory stick you can insert this stick into almost any computer and be able to play your songs. You can place the stick in a MAC, a Linux computer, or in any Windows based computer. If you have copied a group of audio meeting or lecture notes from a CD, you can copy these to your memory stick and be able to listen to them on almost any computer.

Note: A USB memory stick, when it is put in the computer for the first time will show up in the "Tree View" of Windows File Explorer as something like "Removable." Make sure you are on the name of the stick in the "Tree View," tap the F2 key one time, type a simple one word name (it is suggested you use your first name, or a word that represents what is on the memory stick). Keep this name to about eight letters/numbers or less.

Windows Media Player Playlists

Just as you learned to organize your folders and files in Windows File Explorer, you can do the same thing with audio files in Windows Media Player. Imagine have two or three hundred audio files that you have purchased and downloaded from the internet, or copied from you digital recorder to your computer, all in one folder. Trying to find a particular file will be very hard when you have to arrow through these two or three hundred files. As mentioned above, you might have files grouped into folders on your computer. This is a very good idea and will speed up the process of working with a "Playlist" of files.

Because there are so many differences between the versions of Windows Media Player a very general way of creating a Playlist is covered here. Open Windows Media Player. Press and hold down the Control Key and tap the letter "o" one time.
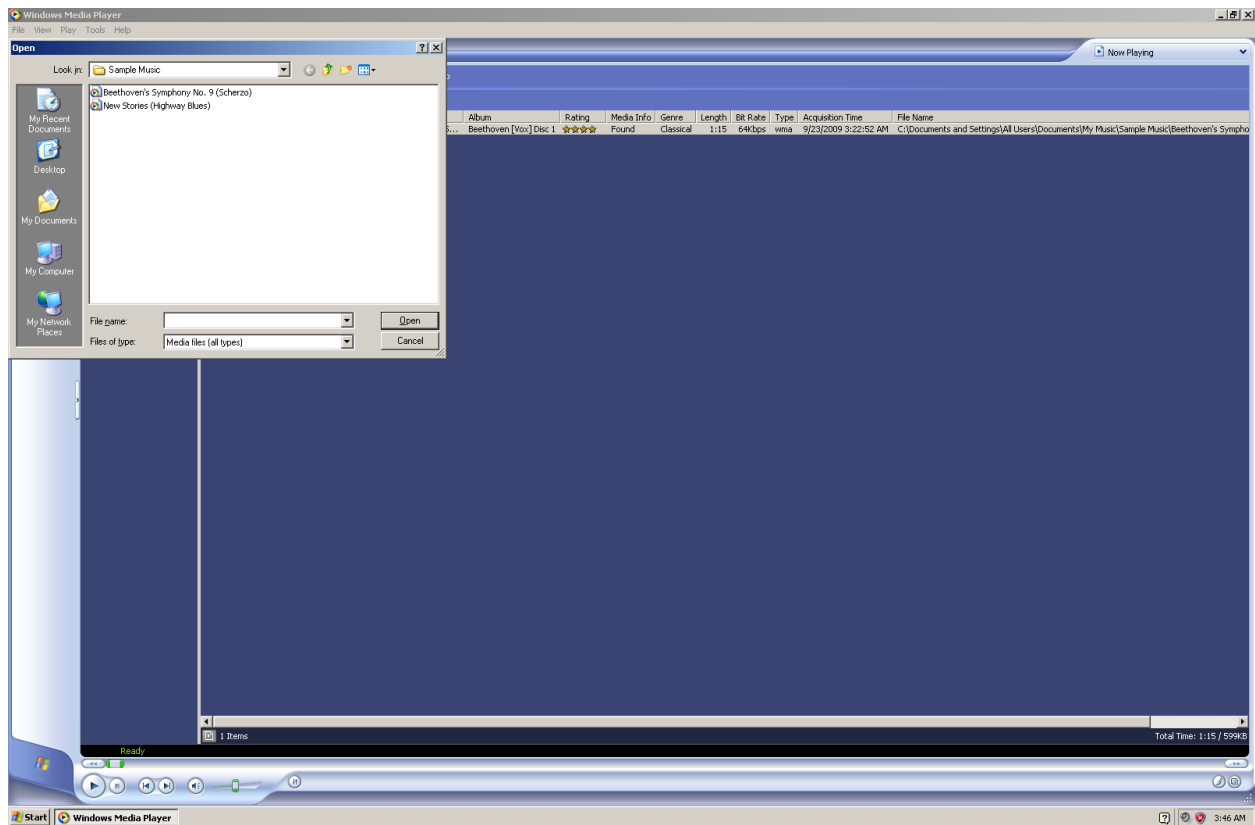
In older versions of Windows Media Player you can press and hold down the Alt Key and tap the letter "i," and then release these keys. You can down arrow to the drive or CD, tap the Enter Key one time, tap the Tab Key three times, down arrow to the folder you want to open, and tap the Enter Key one time. If you have opened the CD disk there may not be a folder to open. A list of files called "tracks" will appear. Sometimes each track will have a name, at other times each track may have a code number. You can highlight all of the tracks by pressing and holding down the Control Key and tapping the letter "a."
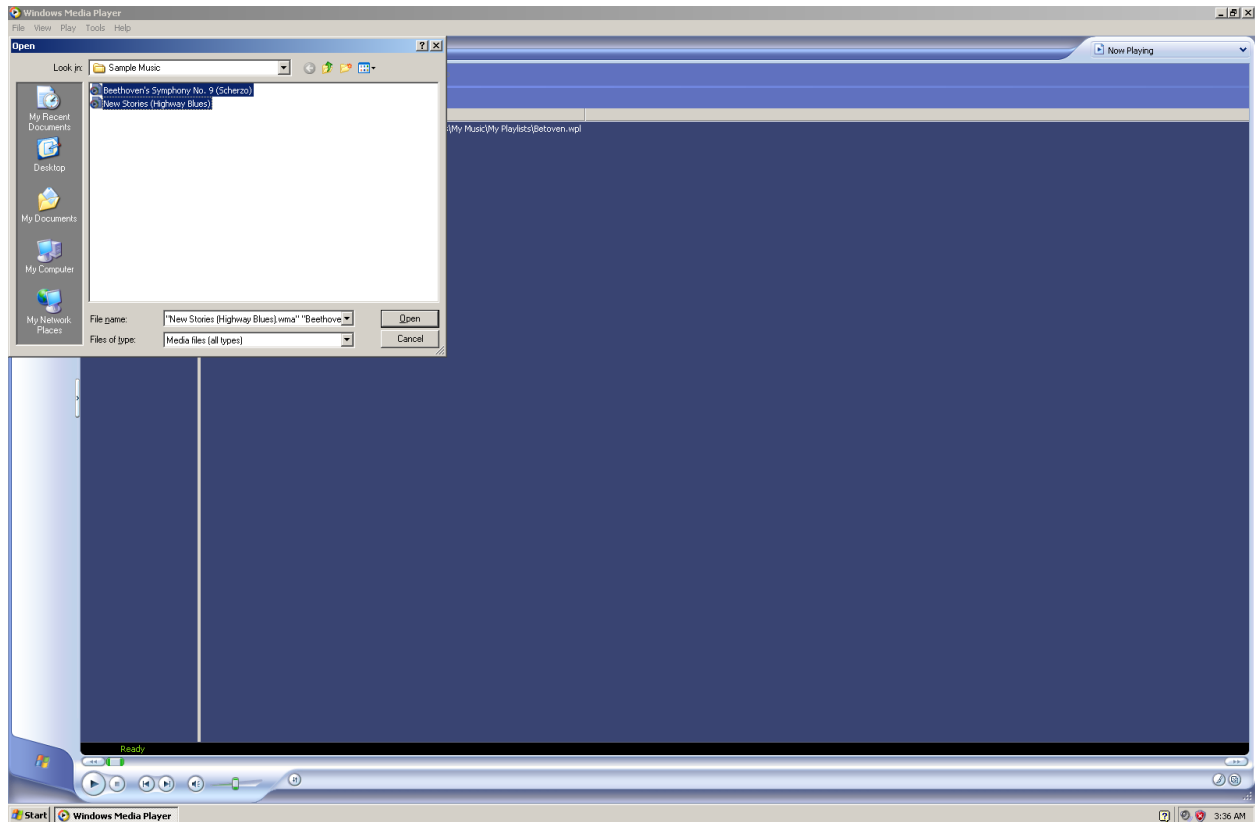
Tap the Enter Key one time and your audio file (i.e. song) or group of audio files (i.e. songs) will open. To save this group of songs in a Playlist press and hold down the Alt Key and tap the letter "f" one time. Down arrow until you hear or see something like "Save Playlist As," and then tap the Enter Key one time.
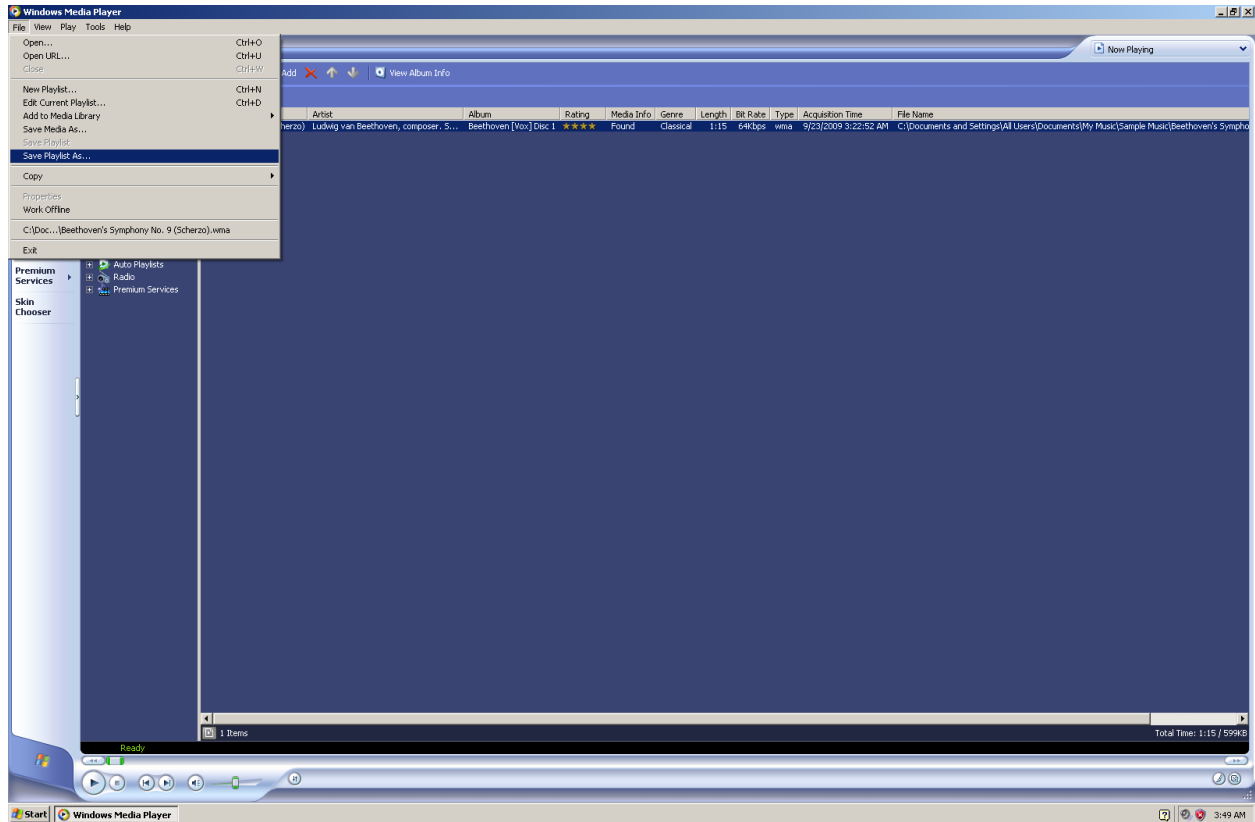
A "Save As" dialogue box will come up. Type a name that lets you know what kind of files are in this Playlist. It might be the name of a book, a musician, or a class name for lecture recordings. Tap the Enter Key one time and your Playlist is created.
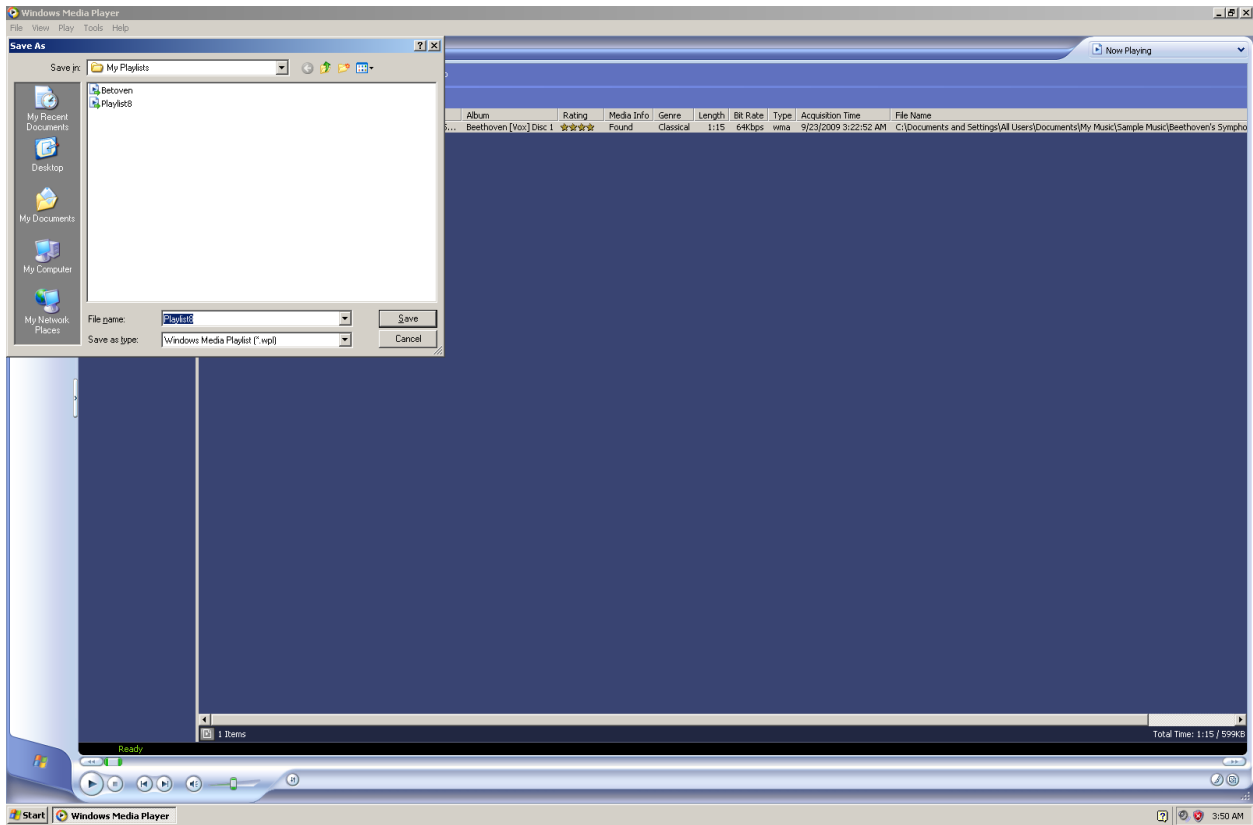
In newer versions of Windows Media Player the above process is now a little different. Press and hold down the Control Key and tap the letter "o." An "Open" dialogue box will come up.
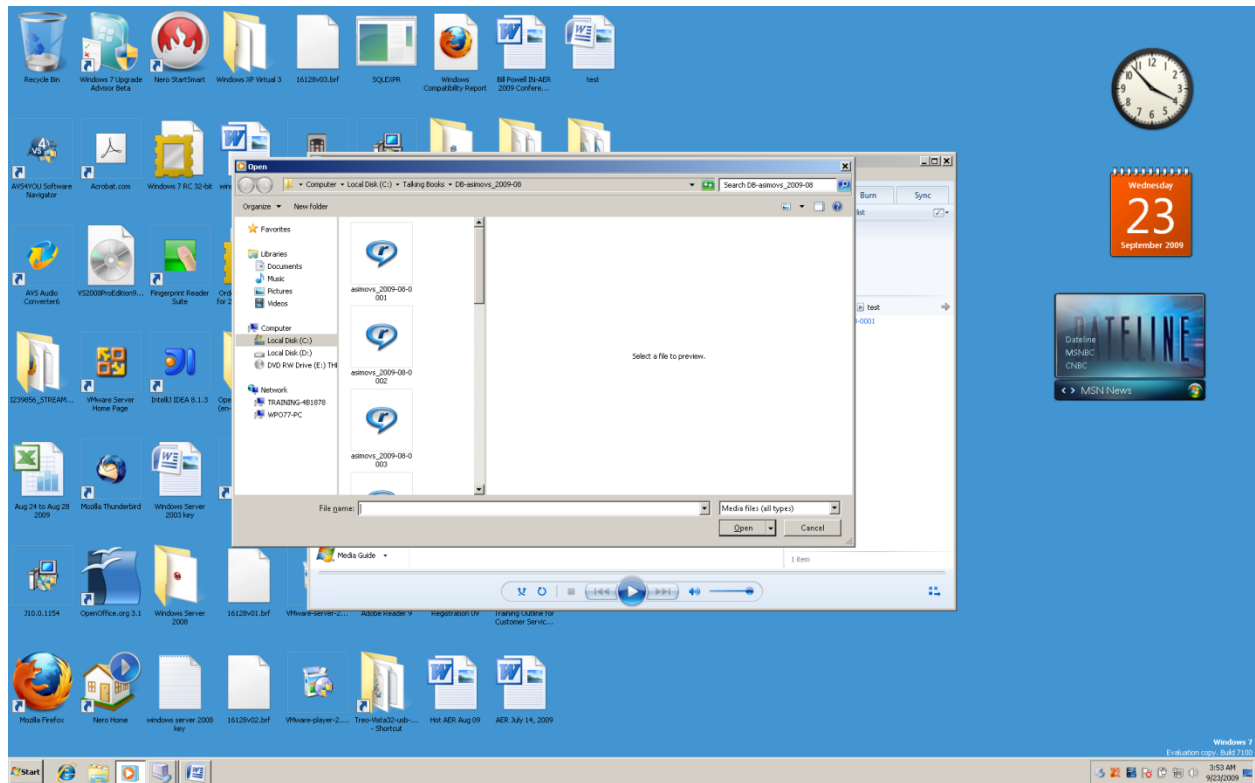
There are a number of areas in the "Open" dialogue box, but only two you need to work with. One area is much like the "Tree View" in Windows File Explorer." The other area is very similar to the "List View" in Windows File Explorer. Tap the Tab Key until you hear or see the name of a drive—this will probably be "Local Disk C." At this point the drive is closed, so tap the right arrow key one time to open the drive.
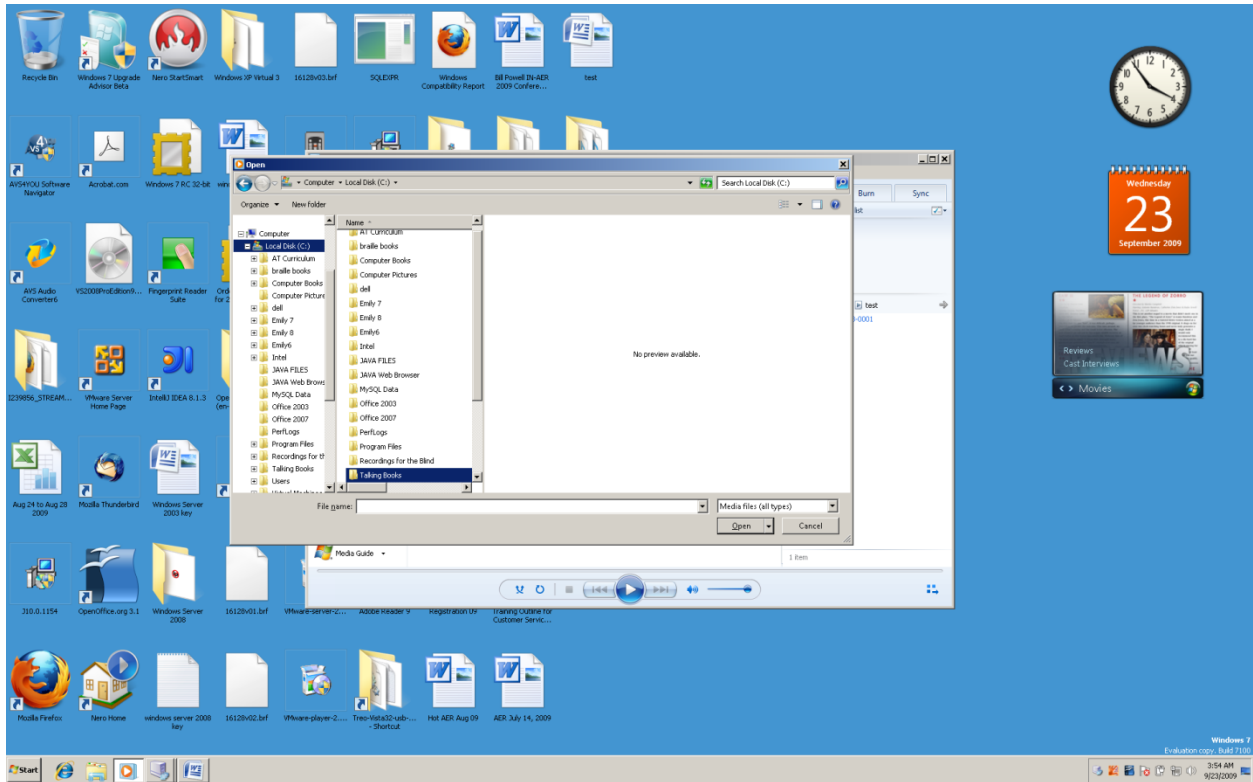
Down arrow through the sub folders of the drive until you hear or see the one you want. Tap the Enter Key one time. The files in this folder will show in the part that looks like the "List View."
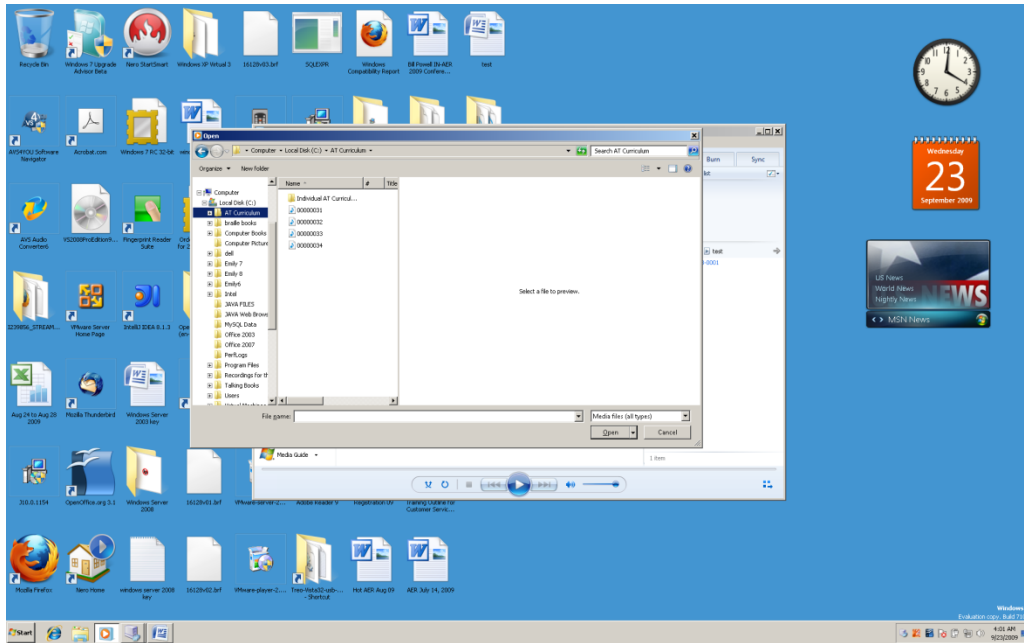
Tap the Tab Key one time. Press and hold down the Control Key and tap the letter "a" one time and all of the files will be highlighted.
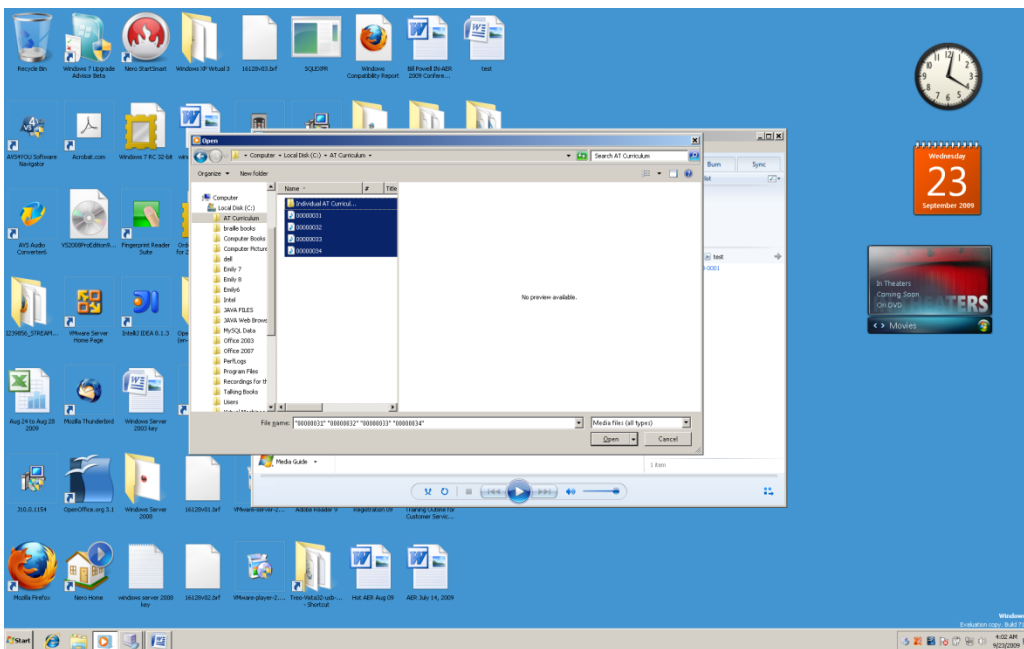
Tap the Enter Key one time and the files will begin to play, starting with the first file in the list.
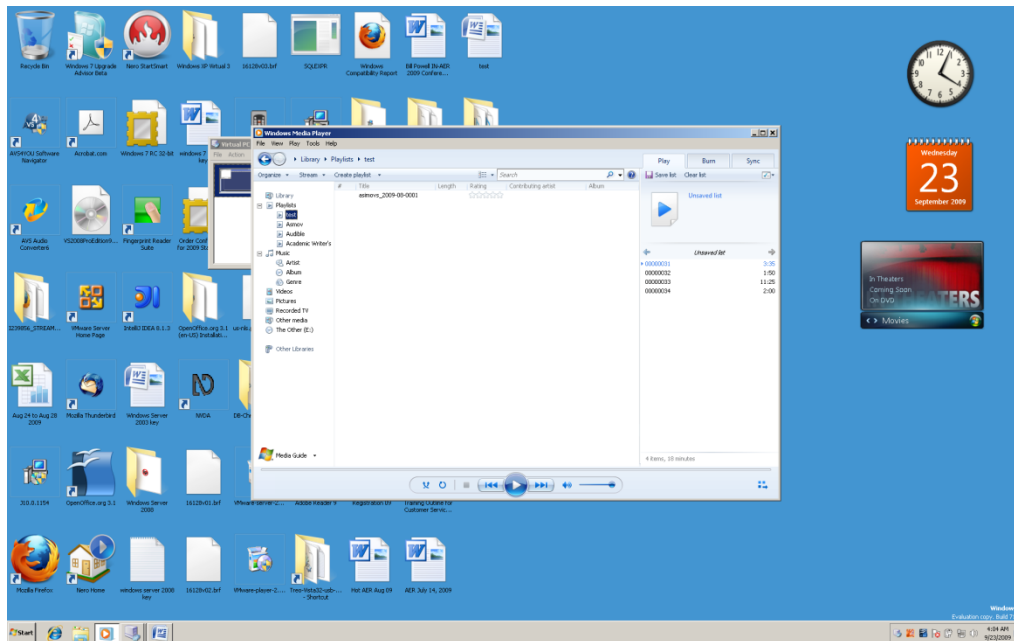
To save these files as a Playlist, press and hold down the Alt Key and tap the letter "f" one time. Release these keys. Down arrow until you hear or see something like "Save Now Playing list as," and tap the Enter Key one time.
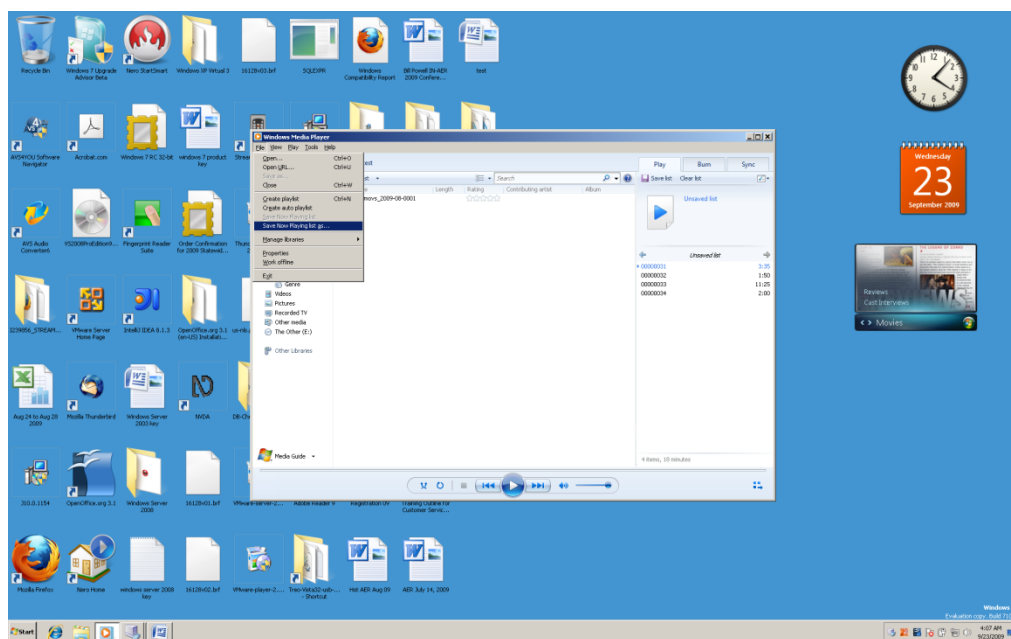
Type a name that lets you know what files (tracks) are in this list, and then tap the Enter Key one time. Your Playlist for this group of files is now created.
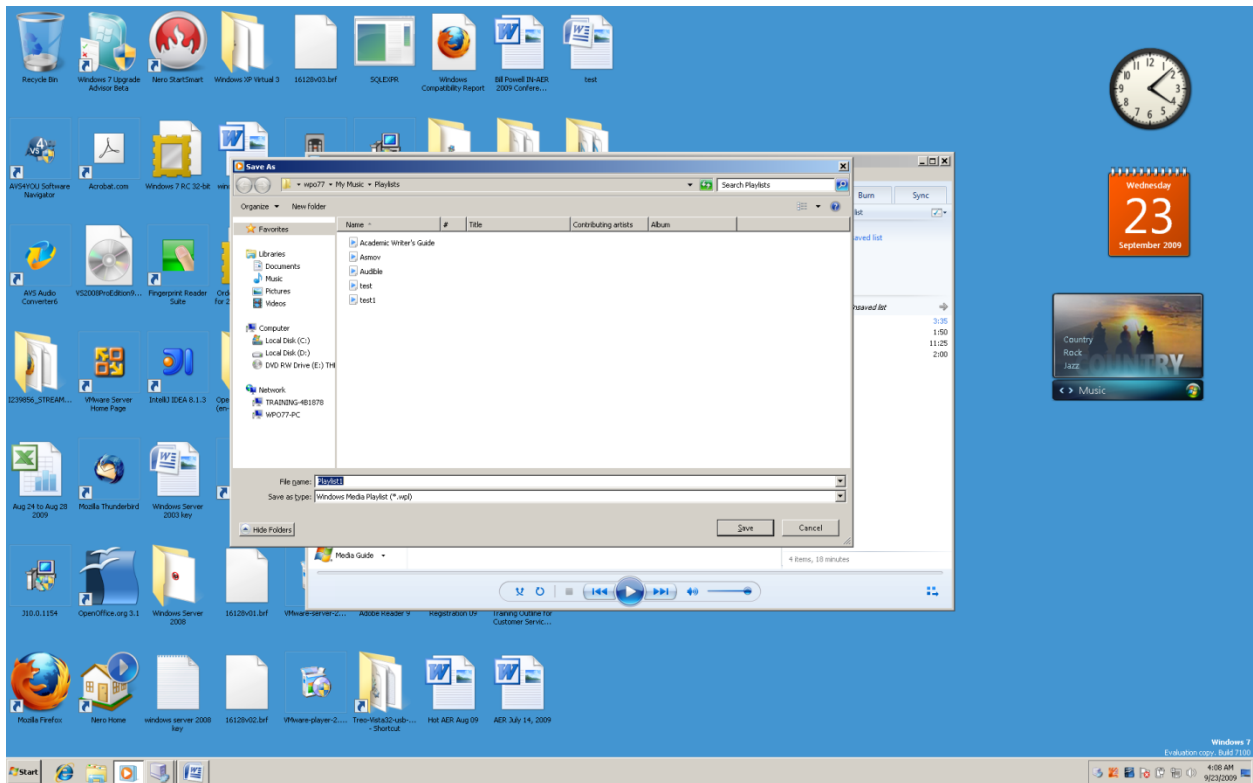
Opening a Windows Media Player Playlist

Opening a Playlist you created is much like the steps you took to create it. Depending on which version of Windows Media Player you are running, will determine how to get to the drive, folder, and Playlist that you want to open. Control "o" will bring up the "Open" dialogue box for each version of Windows Media Player, but after that your method for getting to your Playlist will depend on which version of Windows Media Player you are using.

If you are using an older version of Windows Media Player, such as Windows Media Player 9, press and hold down the Control Key and tap the letter "o." Release these keys. Now, press and hold down the Shift Key and tap the Tab Key one time. Release these keys. Use your up and down arrow keys to find the Playlist you want to hear, and then tap the Enter Key one time. Your Playlist will begin playing.
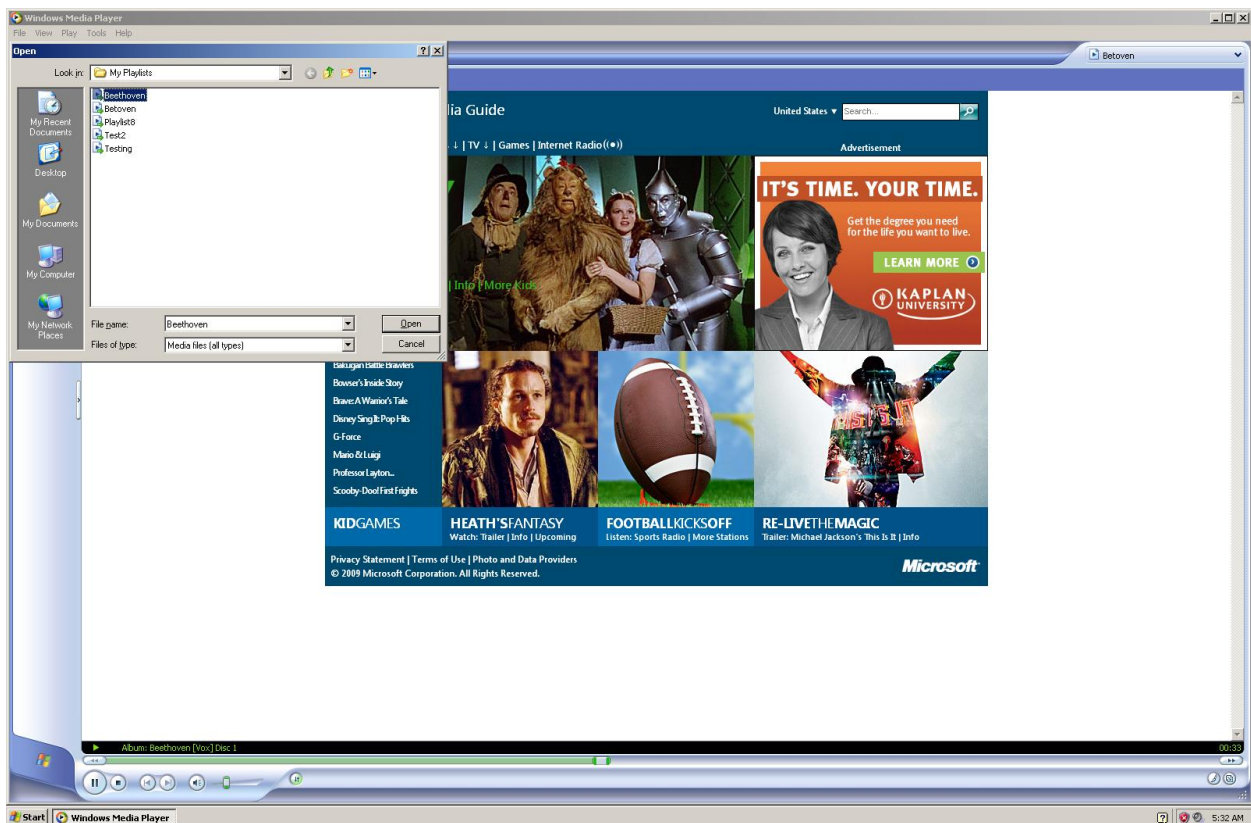
If you are using a newer version of Windows Media Player, such as Windows Media Player 12, Press and hold down the Control Key and tap the number 1 to go to the "Library." Use your up or down arrow key to find the CD or Playlist you want to hear. Tab the Enter Key one time. Tap the Tab Key two times. Press and hold down the Control Key and tap the letter "a" one time to highlight all tracks (i.e. songs)—do this if you want to hear all of the tracks. Otherwise, down arrow to the track you want to hear. Tap the Enter Key one time and you will hear the track or tracks begin to play.
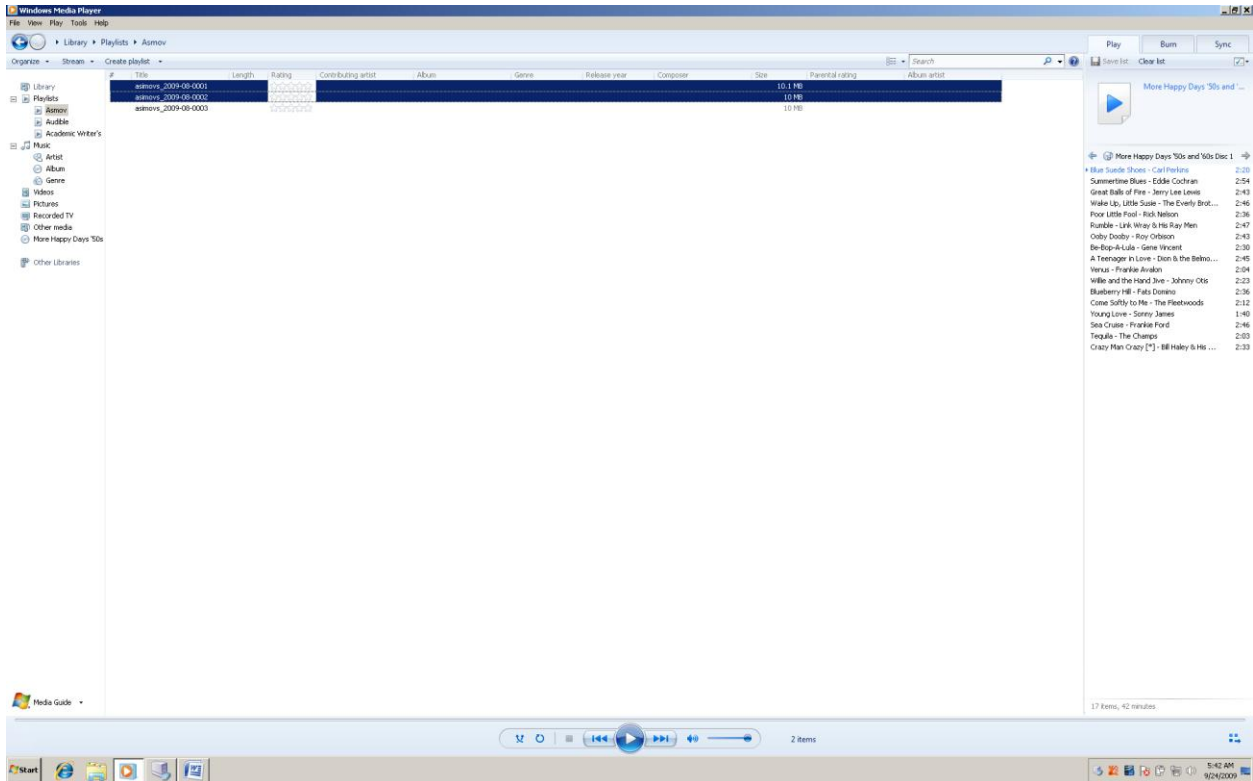
Copying Files from a Digital Recorder to the Computer

Digital recorders are small, handheld devices that allow you to record hours of business meetings, class lectures, notes to yourself, and many other items. Most digital recorders allow you to save your files into folders so that you can be organized, and find the audio file (recording) you need quickly. Usually the folders are "A, B, C, D, E." On some recorders you fill wind a folder for "Music" and maybe an "iPod" folder. The "iPod" folder is valuable if you business or school uses "Pod Casts" (audio files) of lectures, meetings, or training items.

One series of digital recorders are made by Olympus, and have accessible menus. These are known as the Olympus DS Series. Then menu names speak but the file titles do not. While we will not go into great detail about these recorders, some general features are the ability to record in "Dictation, Conference Room, and classroom settings, by moving a slider switch to select the one you need. You can set place markers in your recordings in order to find the part of the audio file that you need, quickly. These recorders have a stereo mic that can be removed. Separate external microphones, and even a foot pedal can be purchased for the Olympus recorders.

Just like connecting a USB memory stick to your computer, you can connect many digital recorders to one of the USB ports on the front or back of the computer, using a USB cable. Generally, the USB cable for the digital recorder will have a wider end that fits into the USB port on the computer, and a smaller end that fits into the USB port on the digital recorder. The USB port on the recorder is usually found on the side of the recorder, under a very small plastic panel, with a slightly raised notch. Take your fingernail, place it on this notch, and gently tug in a direction away from the recorder. The USB connector will only fit one way—try to make the connection, being careful not to apply too much pressure. If the cable does not connect, turn the end around and try again.

Many of the digital recorders are instantly recognized by Windows, but some are not. If you plug your digital recorder into your computer and it is not recognized, and does not come up in Windows File Explorer, you will need to install the driver for the recorder—a CD should have come with your recorder. Place this CD into the CD ROM drive of your computer and install the software.

Use your Windows File Explorer to create folders on either your hard drive. If you are in school, you might make a folder for English, Math, Science, and any other courses you are taking. If you are in business you might made a folder for each account you are working on. Use the Windows Key e key combination to go to Windows File Explorer. Tap the letter 'l" until you hear or see "Local Drive C" (or the name for your USB

memory stick). Press Alt f, release these keys, tap the letter "w" one time, tap Enter one time, type the name of the folder, and then tap the Enter Key one more time.

Now that you have created the folders you need on your computer or memory stick, you are ready to copy files from your digital recorder to the computer. Connect the digital recorder to your computer. Let's say that you closed Windows File Explorer after you created your folders. Press the Windows Key "e" key combination to reopen Windows Files Explorer. If you are not placed in "Tree View" when the Windows File Explorer starts, press the Shift Tab key combination to go there.
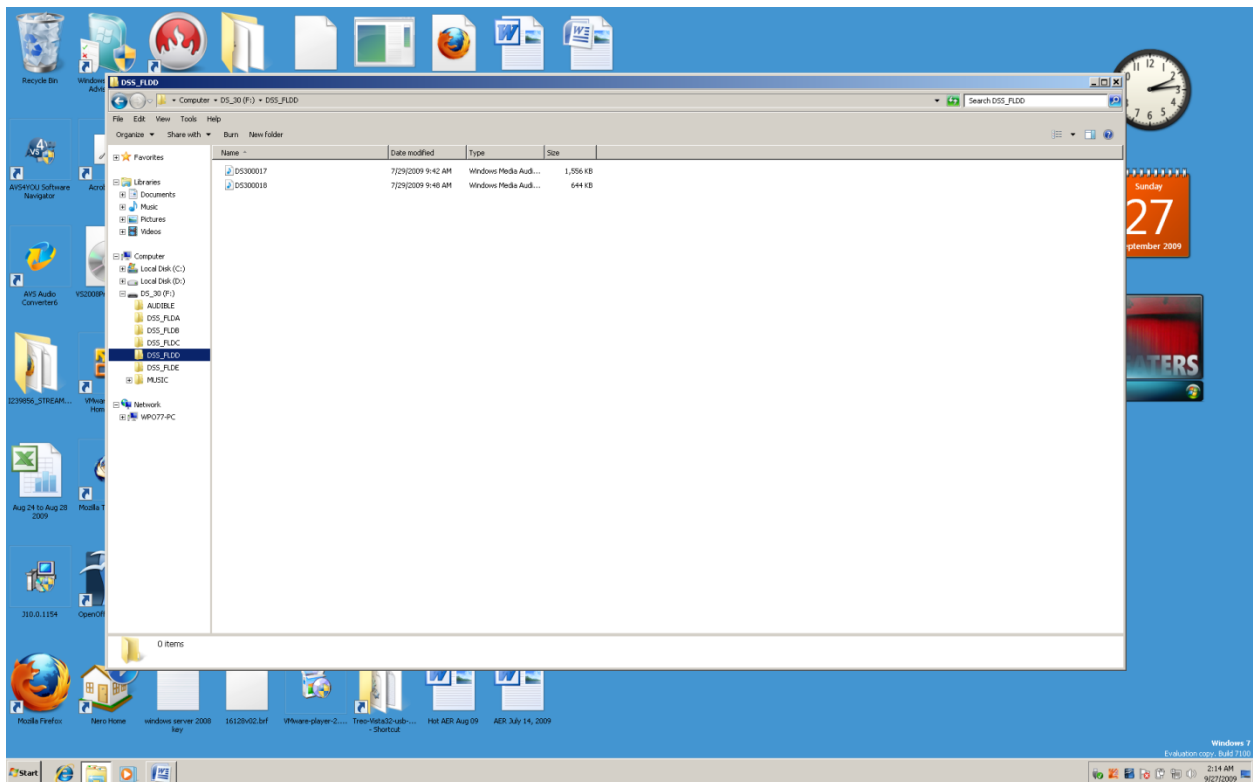
You will want to use either your down arrow (or up), to look for your digital recorder. If you know the name of your recorder, tap the first letter of the name of the recorder until you hear or see it. At this point the digital recorder is in a "closed" state. Tap the right arrow key one time to place the recorder in an "open" state, so that you can then down arrow through the sub folders. If you are using an Olympus DS level digital recorder your folders will be listed as "AUDIBLE (for www.audible.com books), DSS_FLDA (folder a), DSS_FLDB (folder b), DSS_FLDC (folder c), DSS_FLDD (folder d), DSS_FLDE (folder e), MUSIC, and a sub folder to MUSIC called PODCAST. If you are using a different recorder this menu will be different. You will need to explore your digital recorder in the Windows File Explorer to determine the names of the folders on your digital recorder. **Do not rename the folders on your recorder!!!**

Let's say you have two audio files of lecture notes in folder d for you science class. You want to move these two files to your science folder on your computer. Open Windows File Explorer. Move to your digital recorder in the "Tree View." Right arrow one time. Down arrow to "DSS_FLDD," or whatever folder name you have on your recorder that contains the two audio files. Tap the Tab Key one time to go to the "List View." If there are only two files in this folder and you want to copy both of them, press and hold down the Control Key and tap the letter "a" one time to highlight all (both) of these files. If there are many files in this folder, down arrow to the first file you want. Press and hold down the Control Key and tap the letter "c" one time. This will place a copy of the file or files into the Windows Clipboard (the memory).
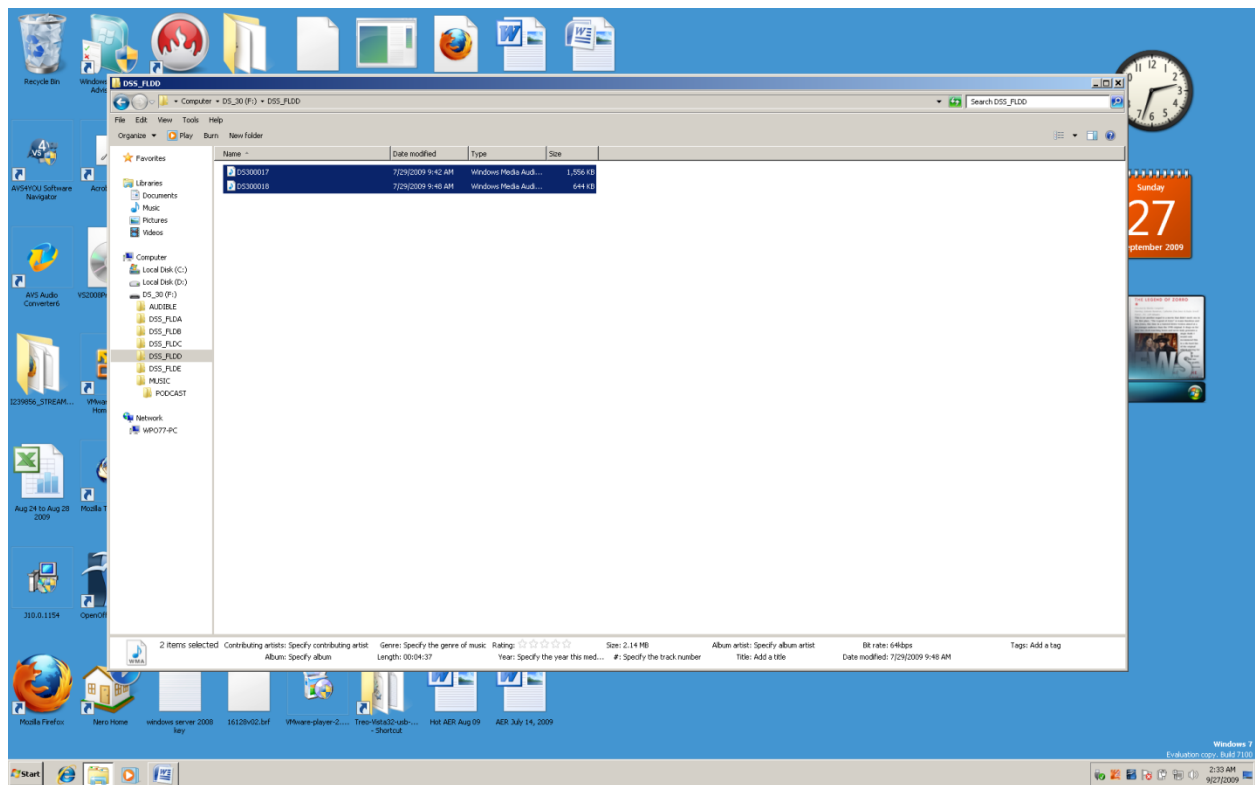
Press and hold down the Shift Key and tap the Tab Key one time. You are back in "Tree View." Tap the letter "l" until you hear or see "Local Drive C." Tap the right arrow one time to make sure the drive is open. Down arrow to or tap the first letter of the name of the sub folder you want to go to. When you reach the desired folder, tap the Tab Key one time to make sure you are in the folder—you will be placed in the "List View" of the folder. Press and hold down the Control Key and tap the letter "v" one time to paste the file or files you just copied from your digital recorder.
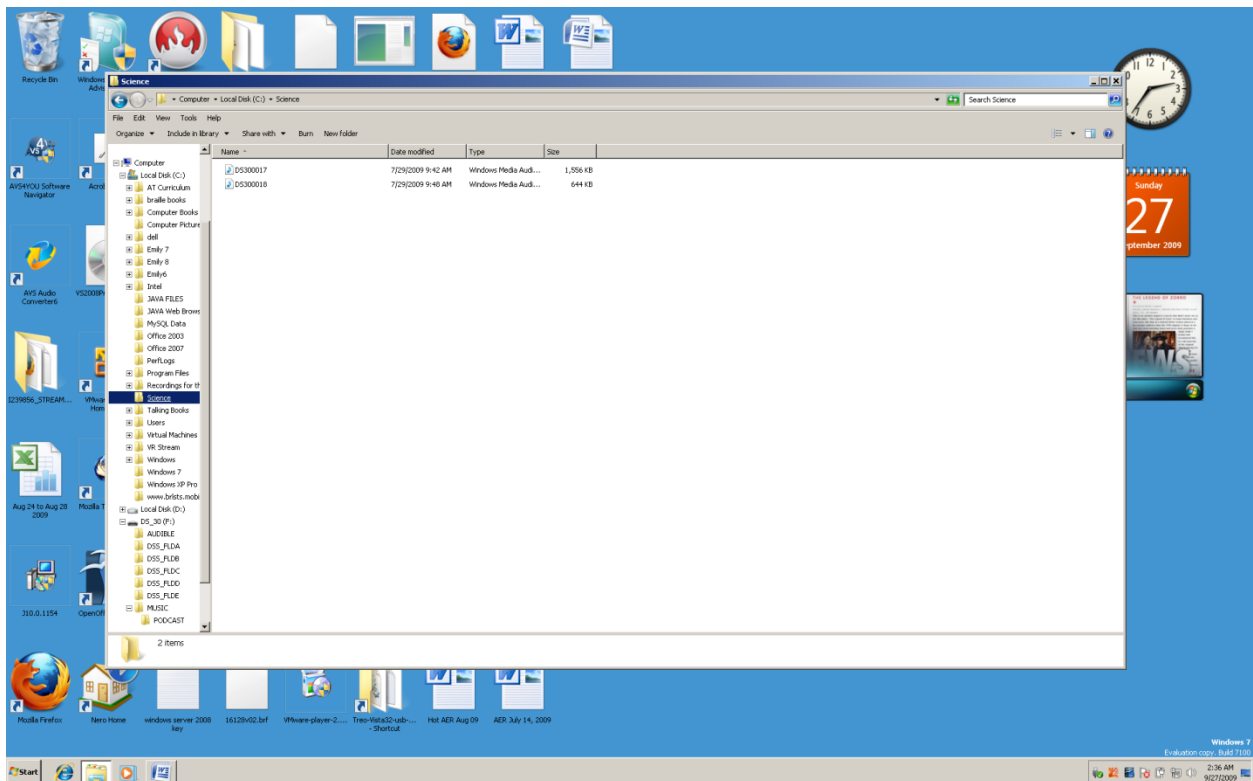
Once you have the audio files in the folder on your computer, you can go to that folder, tap one time to go into the "List View," down or up arrow to the file you want to hear, and then tap the Enter Key one time. Windows Media Player will open, and your audio file will begin to play.
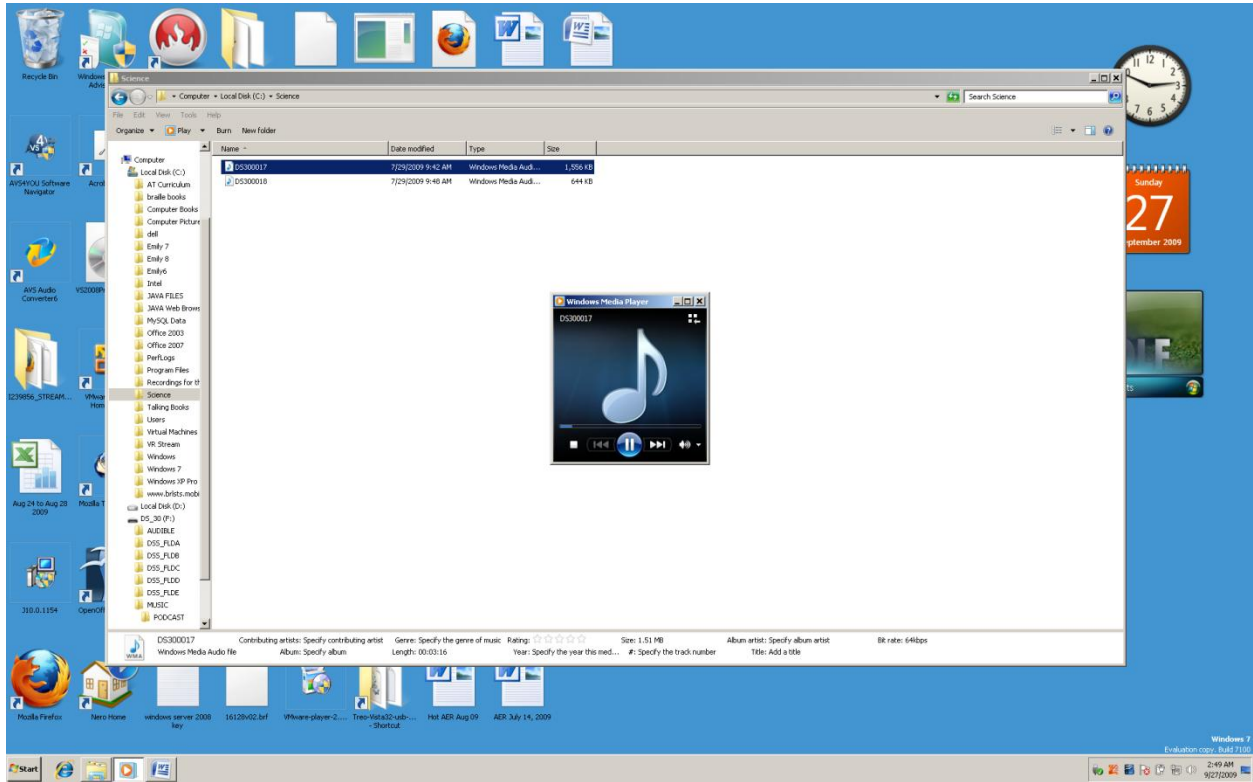
You will notice that your files in the "List View" have a combination of letters and numbers for the file name. If you have only a few files in your folder this is not a problem. When you have many files in a folder, you need a better way to find the one you want to listen to. Play the first minute of a file and then close it. You will be directly on that file. Tap the F2 key one time, type a name that represents what is in the file, and then tap the Enter Key one time. Your file will be renamed and you will know what it is.
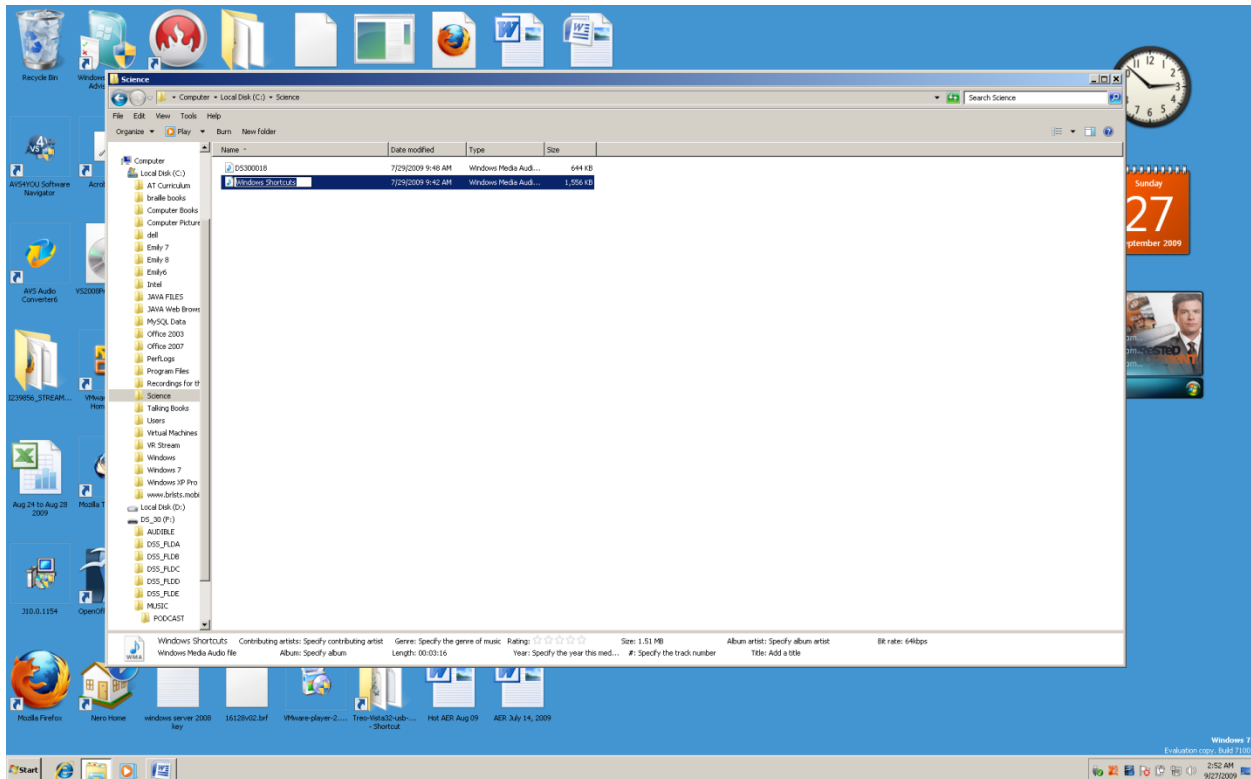
You can reverse the above process to move audio files from your computer onto your digital recorder. Remember that your digital recorder has only a specific amount of space, therefore, you might fill it completely up and not be able to record. Also, any files that you have renamed, and then move back onto the digital recorder will visually show the name you have given that file. At this time the digital recorders to do speak file names.

If you want to play MP3 files on your digital recorder be aware that some digital recorders to not play MP3 files. Make sure, when you buy a digital recorder that you research specifically what the recorder will and will not do.

Copying Audio Files to CDs

There are many methods for "burning" (copying) files to a CD disk. You can "burn" text files, audio files, even program files. As long as it is a file, you can burn it. Be aware that it is illegal to burn certain copyrighted files. You can use commercial level CD burning programs such as "Nero," or the Windows Media Player. There are "freeware" and "shareware" programs for burning CDs that can be downloaded from the internet. We want to emphasize basic "Windows" computing, so we will learn to "burn" files directly from Windows File Explorer.

Go into the folder on your computer or connected device (i.e. USM memory stick or digital recorder). Highlight the files you want to burn onto a CD disk. Tap the Applications Key one time, and then down arrow to "Send to." Right arrow one time and then down arrow to something like "CD" or "DVD … drive."

Tap the Enter Key one time and a "Burn a Disk" dialogue box will come up. You will be placed in an "Edit Box" (form field) where you can type a name for the CD. By default the current date is in the box. You only have a limited number of letter and number that you can type, so keep the name short and to the point. Tap the Tab Key one time and you will be on the first of two radio buttons. This first button says "Like a USB flash drive." If you select this, you can use the CD you are burning the files onto at a later time to burn more files. Down arrow one time and you will be on the "With a CD/DVD player." Select this button if you want to make the CD final, so that you cannot add, delete, or edit any of the files that you burn. Tap one time and you will hear or see a link that says "Which one should I choose?" Tab one time and you will hear or see the "Next" button. If you are ready to continue tap the spacebar one time on this button. If you are not ready or want to cancel, tab on time and you will be on the "Cancel" button. Tap the spacebar one time to cancel. You can also press and hold down the Shift Key and tap the Tab Key again-an-again to move backward through this dialogue box.
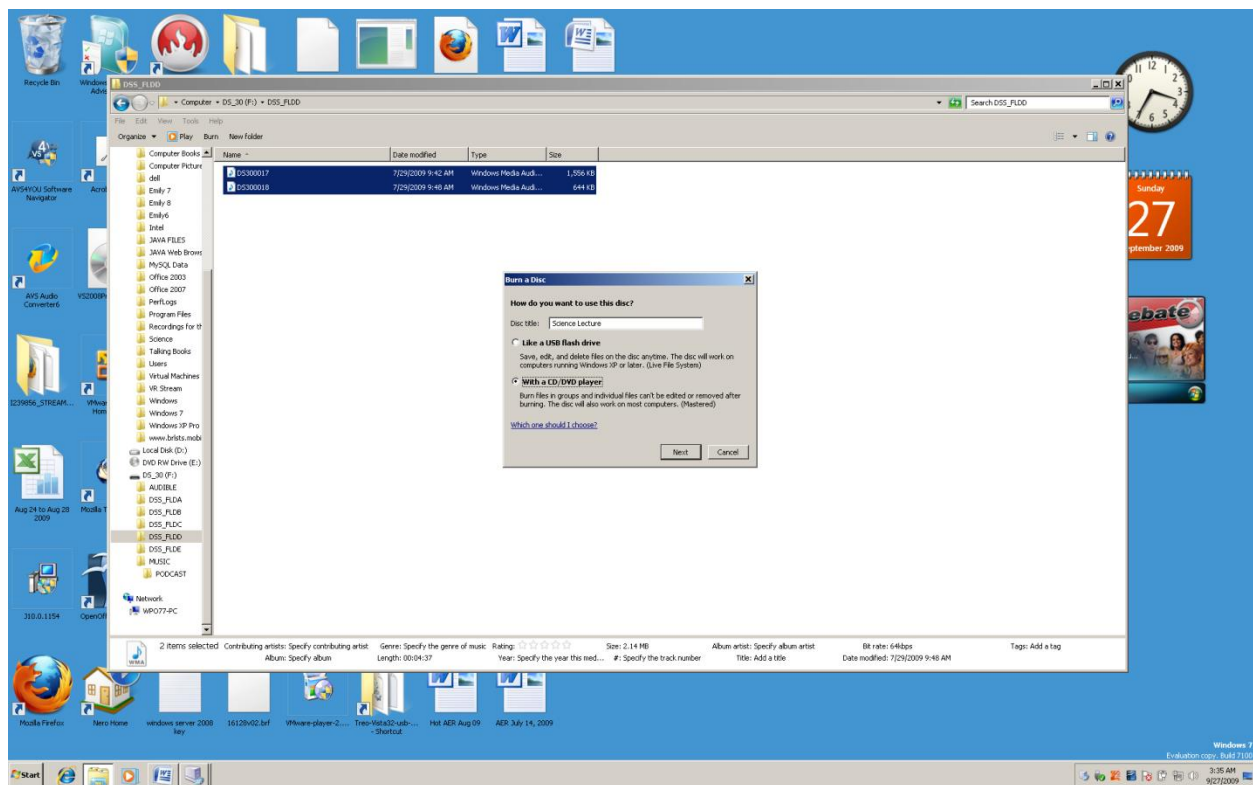
We have named the CD "Science Lecture," and have selected the "With a CD/DVD Player" radio button. Tab to the "Next" button and tap the spacebar one time. The dialogue box will close and you will hear or see a "bubble" that says "You have files waiting to be burned to CD." Remember, you are in Windows File Explorer, in the "List View" of the folder where you selected the files to be burned onto a CD. Press and hold down the Shift Key and tap be Tab Key one time. You are back in "Tree View." Down or up arrow to the CD (or DVD) drive. Tap the Enter Key one time. Tap the Tab Key one time. You are in the "List View" and the files you want to burn are listed. Be aware that Windows has the habit of leaving files in the "burn" area from past burns. User your down and up arrow keys to find these files. If you do not want these files on the CD with the current files you are burning, tap the Delete Key (on the 6 Pac) on each one of them. A box will come up each time asking if you are sure you want to delete the file. Tap Enter each time and the file will be deleted from the "burn" files. After doing this checking and deleting process, use your up and down arrow keys to make sure the files you do want to burn are still in the "List View." Press and hold down the Alt Key and tap the letter "f" one time to go to the "File" menu. You should be on the "Burn to disk" menu item (it is usually at the top of this menu). If you are not on the "Burn to disk" menu item, use your down arrow or tap the letter "b" until you hear or see it.
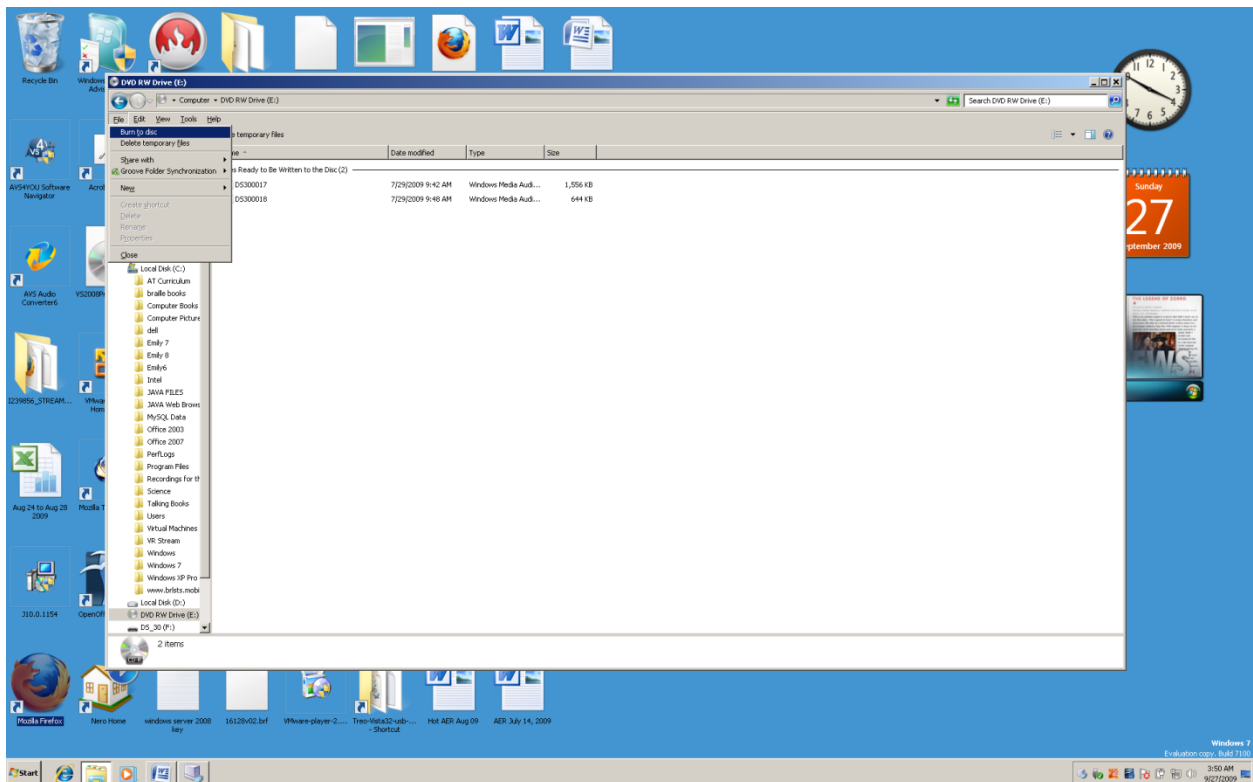
Tap the Enter Key one time. A "Burn to Disc" dialogue box will come up. There will be two edit boxes (form fields), a check box, and two buttons. You will be placed in the first edit box with the name you gave your CD highlighted. This is your last chance to change this name. If the name is what you want it to be, tab one time. If it is not what you want, retype a name (remember to keep is short and to the point), and then tab one time. You are now in the "Recording Speed" box. If you do not know what this is, do not change this setting! Tab one time and you are on the "Close the wizard after the files have been burned" checkbox. Tap the spacebar if you want to check this. Tab one time and you are on the "Next" button. If you want to burn the files to the CD, tap the spacebar one time. If you do not want to do the burn, tab one time to the "Cancel" button and tap the spacebar one time.
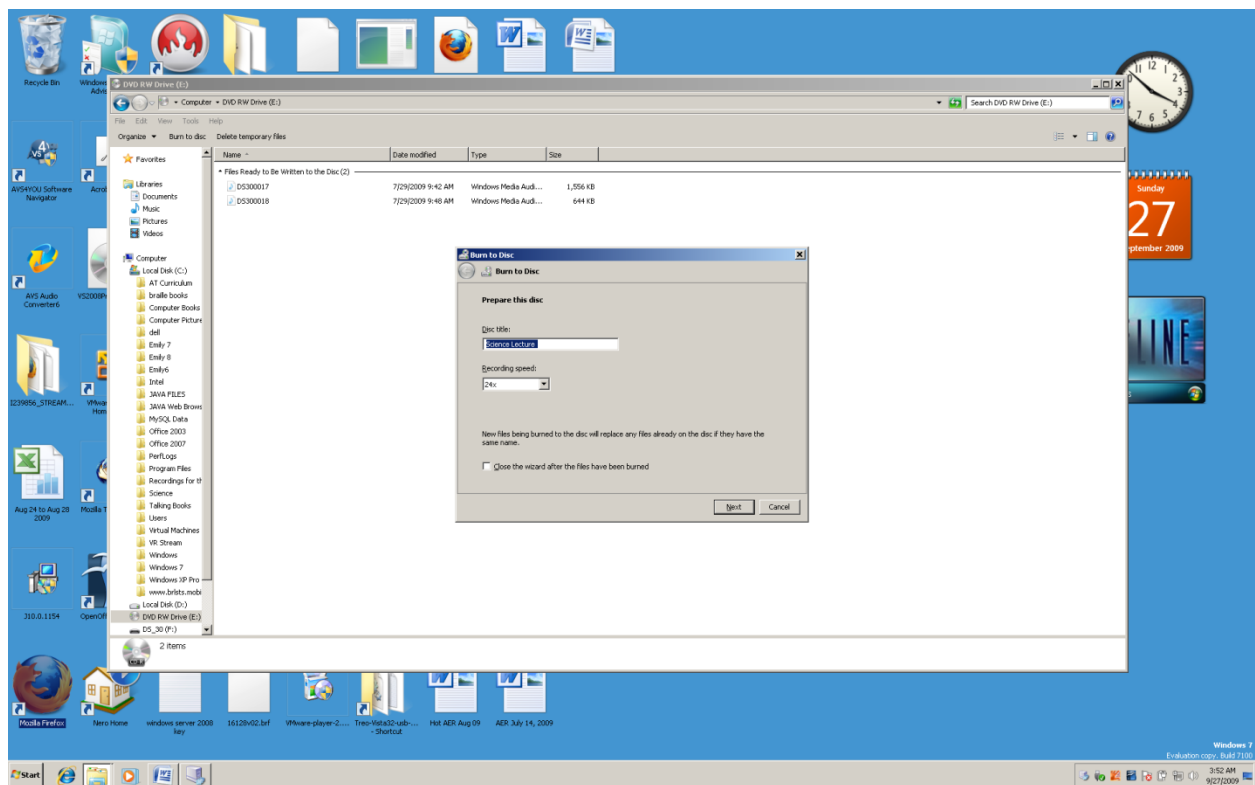
A "Burn to Disc" dialogue box will come up. There will be two radio buttons, a "Next" button, and a "Cancel" button. The first radio button says "Make an Audio CD (for standard Audio CD Players)." Down arrow one time and you will hear or see the second radio button which says "Make a data CD (for computers and some CD players)." If you use the first radio button you will create an audio CD that can be played on almost any CD player. Remember the two files we are burning are audio files. If you select the second radio button the CD you burn will be able to be played on most computers, and a few CD players. We will select the first radio button by using the up or down arrow to select it. Tap the Tab Key one time to go to the "Next" button. If you want to cancel the burn, tab one more time to the "Cancel" button.
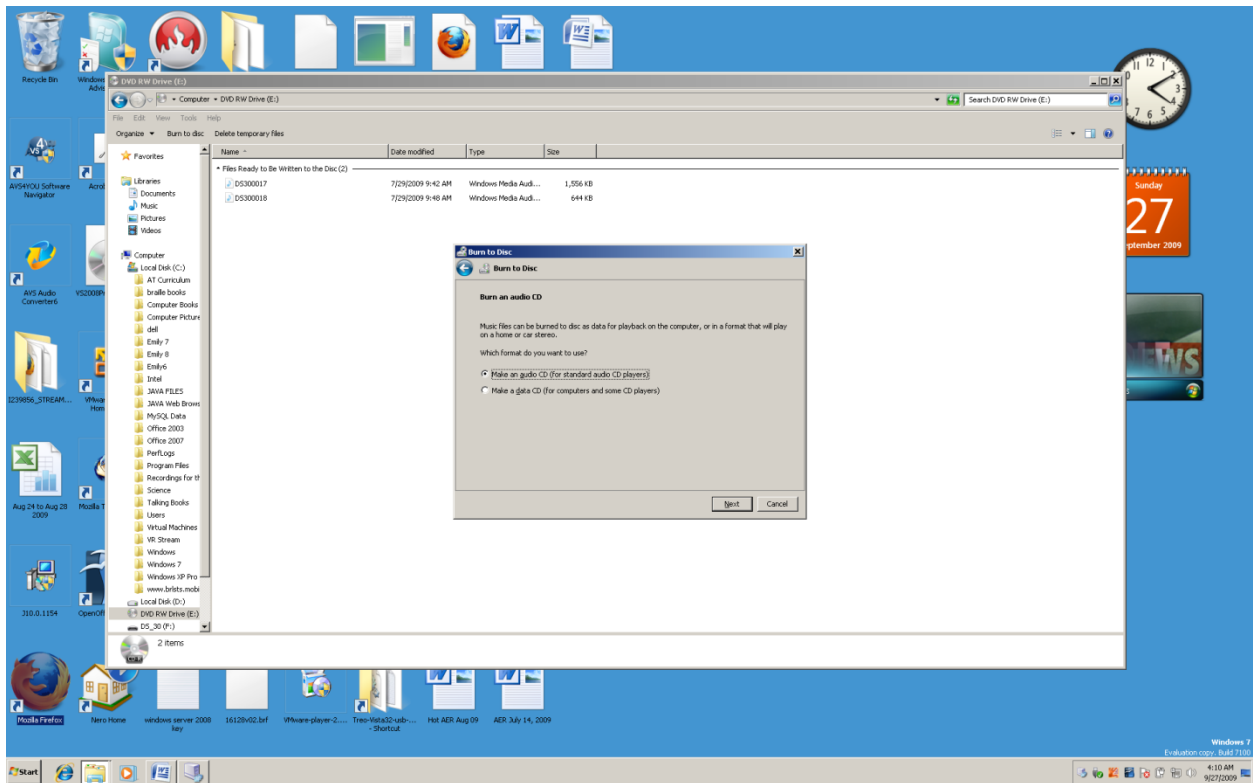
Tap the spacebar on the "Next" button. The Windows Media Player will come up. On the computer screen you may hear or see any number of items, including the media library. None of this matters. At the very right, middle to bottom, are listed the files you are getting ready to burn. Press and hold down the Alt Key and tap the letter "s" to start the burn of the two audio files.
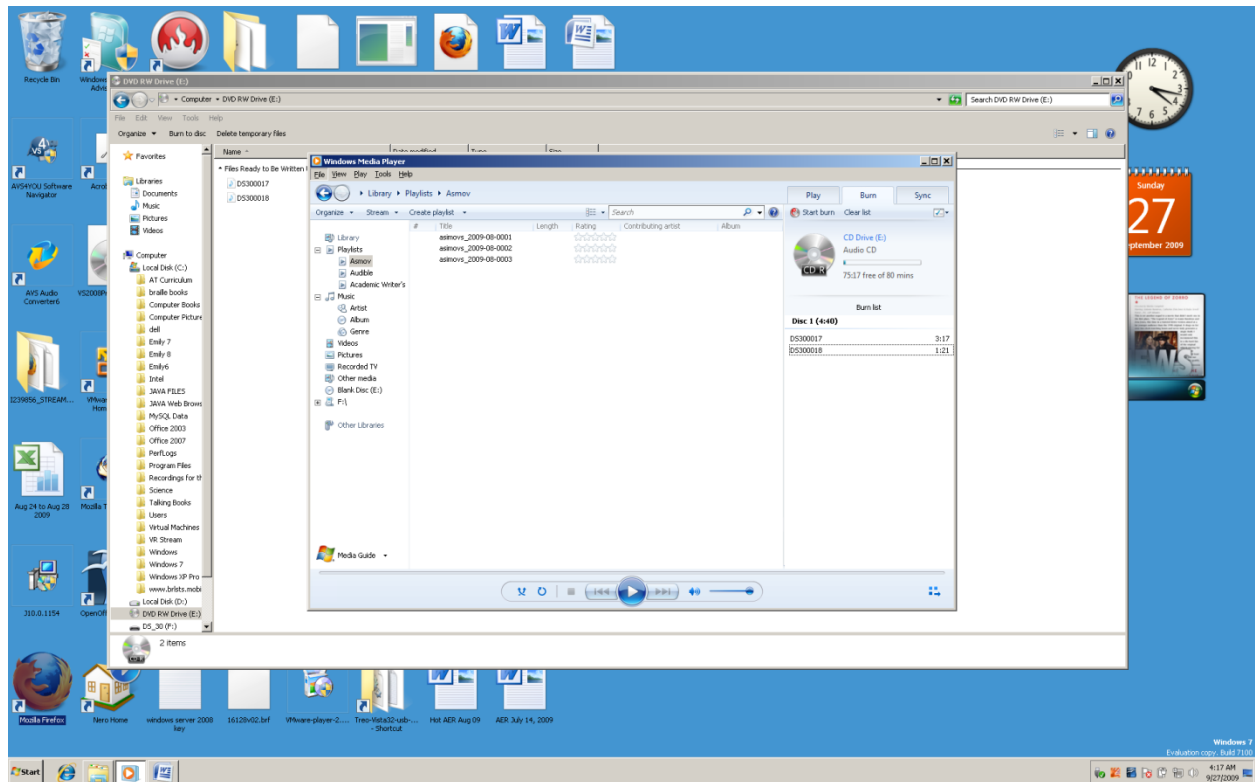
You should hear your screenreader say something about starting the burn, and then hear the increments of the burn spoken in percentages. Visually, a green bar will begin at the top right of the Windows Media Player, with incremental percents of the burn showing just below it. When the burn is finished the CD will eject (CD drawer will automatically open), and the burn is done.
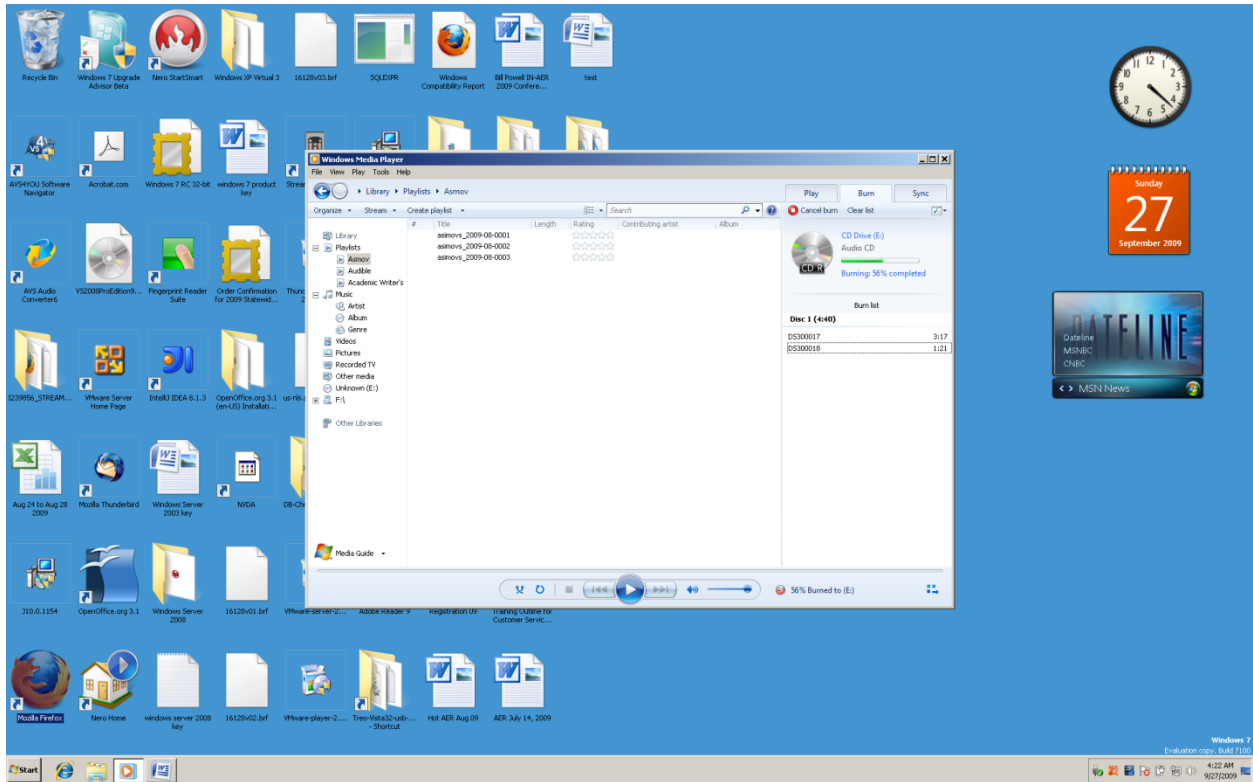
If you need to burn a second copy of these audio files (or any files), insert a blank CD into the CD ROM drive, and then press Alt "s" to burn a second CD.
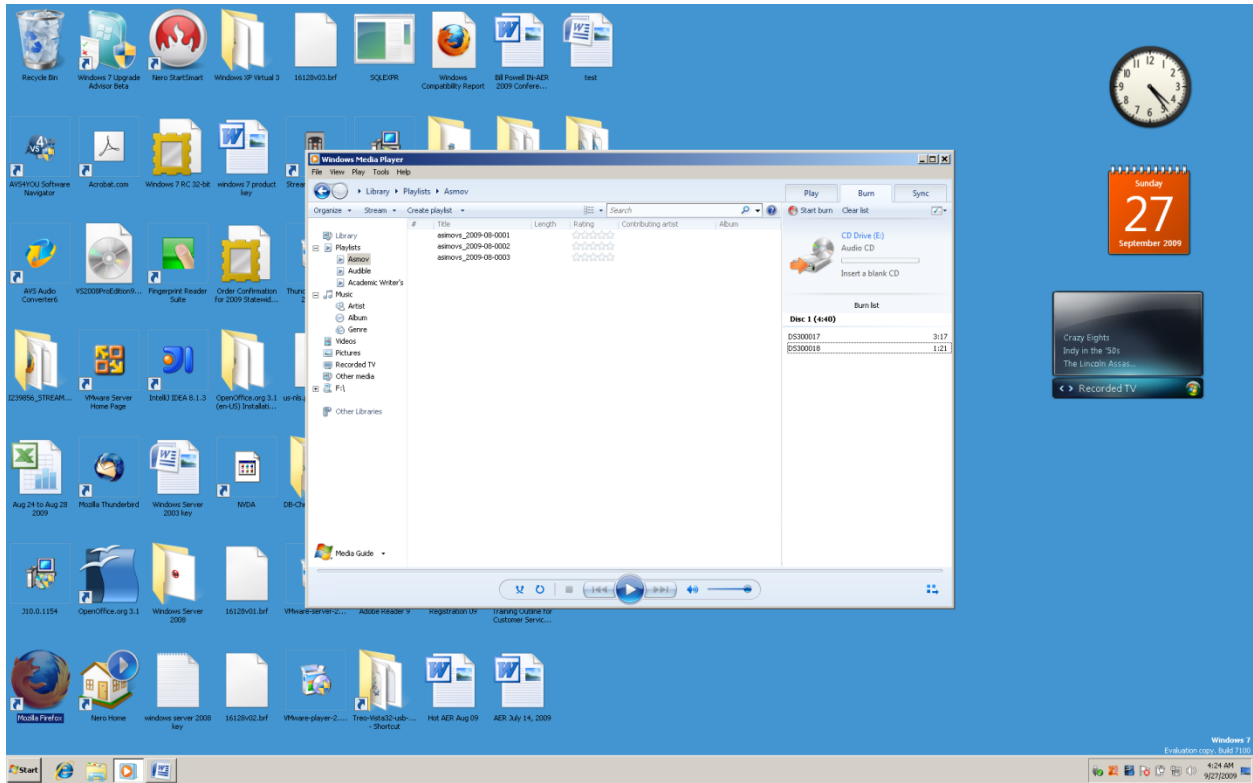
To be sure your CD has burned, put the CD back into the computer. If a box does not come up allowing you to play the CD, press Windows Key "e" to go to the Windows Files Explorer. Make sure you are in tree view. Arrow to the CD or DVD drive. Tap the Enter Key one time. Tap the Tab key one time. Use your down and up arrow keys to see if the files are on the CD. You can tap the Enter Key on any one of these files and Windows Media Player will start, and will play the file. If you want to hear all of the files, press Control "a" to highlight "all," and then tap the Enter Key one time. Windows Media Player will open and begin playing the first "track" (audio file). Try your CD in a standard CD player to see if it will play.

NOTE: There can be some differences in the above burning process, depending on the version of Windows File Explorer and Windows Media Player you are working with. The No matter what the differences are, the idea is still the same. You may need to explore by using Tab, Shift Tab, and the arrow keys to determine exactly what you need to do. This example used the Windows 7 File Explorer, and Windows Media Player 12.

Audio File Types

There are a number of audio file types that can be played with Windows Media Player. Three of the more common file types are MP3, Wma and Wav. MP3 stands for "MP3 audio file." Wma stands for "Windows Media Audio file." Wav stands for "Windows audio file." MP3 is a file type that will work between devices and computers, and is not Windows specific. When you decide to purchase a device to play audio check to see what audio file types it supports. There are MP3 players on USB memory stick setups. There are MP3 CD players. It is important to know what files you can play on a device in order to use that device to play the files you want to play. There are a number of other audio file types.

Chapter 17 Review

Test Your Knowledge

1. Name the Windows sub menu where you find the "Volume" control in Windows XP.

2. What are the steps to opening the "Volume" control in Windows Vista and Windows 7.

3. Name the program that allows you to play audio files on your computer.

4. Audio files listed in Windows Media Player are also called _____.

5. List five Control Key combinations for playing audio files in Windows Media Player.

6. Name the main categories found in the Library of Windows Media Player.

7. Name the type of "list" that you can create to play a specific set of audio files.

8. Name the Windows program that allows you to organize your audio files into folders.

9. Name three items you can copy or burn you audio files to.

10. Is it legal to copy commercial level music of audio book files and give them to another person?

11. Name the three main audio file types mentioned in this chapter.