

## ***Adjust the Sound on a Computer Using Microsoft Windows***

Every computer today contains a sound card and associated hardware and software that allow you to play and record sound. You can adjust the sound by completing the following steps:

1. Click the Start button on the Windows taskbar and then click Control Panel on the Start menu.
2. When the Control Panel window opens, click Sounds, Speech, and Audio Devices and then click Adjust the system volume; or double-click Sounds and Audio Devices. The Sounds and Audio Devices Properties dialog box is displayed.
3. To adjust the volume for all devices connected to the sound card, drag the Device volume slider left or right to decrease or increase the volume.
4. If you want to mute the sound on the computer, click the Mute check box so it contains a check mark, and then click the OK button or the Apply button.
5. If you want to place the volume icon on the Windows taskbar, click the Place volume icon in the taskbar check box so it contains a check mark, and then click the OK button or the Apply button. You can click the icon on the taskbar to set the volume level or mute the sound.
6. To make sound and other adjustments for each device on the computer, click the Advanced button in the Device volume area. The Play Control or Recording Control window opens, depending on prior choices for this window.
7. If the Recording Control window is opened, click Options on the window menu bar, click Properties on the Options menu, click the Playback option button, and then click the OK button.
8. In the Play Control window, Play Control volume is the same as the volume adjusted in the Sounds and Audio Devices Properties dialog box. The other columns in the Play Control window refer to devices found on the computer. To select the columns that are displayed, click Options on the menu bar and then click Properties. With Playback selected, place checks in the check boxes for those devices you want to be displayed in the Control window.
9. To adjust volumes, drag the Volume sliders up or down for each device. To adjust the speaker balance, drag the Balance sliders.
10. If the Advanced button is not displayed in the Play Control window, click Options on the menu bar and then click Advanced Controls on the Options menu. Click the Advanced button. You can control the Bass and Treble settings by using the sliders in the Tone Controls area of the Advanced Controls for Play Control dialog box.