Manage Sound Folders

This page contains instructions on how to manage sound folders.

- Overview
- Add a new sound folder
- Remove a sound folder

Overview

To manage sound folders, go to the **Sound Management** page and click on the <u>Folders</u> icon under the **Tools** area. The page displays a list of the sound folders available in the system and allows you to:

- visualize the existing sound folders
- add a new sound folder
- search for specific folders
- remove unused sound folders and their content

Add a new sound folder

To add a new sound folder:

1. Click the <u>Add Folder</u> icon in the **Tools** section.
2. Name the folder. Each time you add a new sound file to the system, you must choose the folder name where you want them to be stored. The **+/-** buttons allow you to add several folders in the same time, by adding/removing folder input text boxes.
3. Click **OK** to add the new sound folder(s). To go back to the previous page without adding anything, click **Cancel**.

Remove a sound folder

Please note that the sounds currently used by extensions and their containing folders cannot be deleted.

To remove a sound folder:

1. Select the sound from the **Sound Folders** table.
2. Click the <u>Remove selected</u> link at the top of the table.
3. Review the list, select the **Confirm removal** checkbox, and click **OK**. To return to the previous page without deleting these records, click **Cancel**.

Related Topics
Add Sound

Operations with Sounds

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