

## Overview

Because you are returning your exam session timetables to Trinity, you do not need to rename your audio files. The recordings do however need to be saved on your computer in such a way that each candidate's exam is easy to locate. You need to organise your recordings into different folders on your computer according to the **tour itinerary number** and then if possible by **centre number** and **exam date**. This document provides a step by step guide to creating folders on your computer and naming them. Once you have done this, you can then transfer your audio files directly into the relevant folder on your computer from your digital recorder.

## Creating and naming folders on your computer

The procedure to create and name audio files is as follows:

1. Create a folder on your computer (either on the desktop or in another directory you choose) by right clicking your mouse and selecting <new> and then <folder>. A folder will appear with the title 'New Folder' highlighted. You can rename the folder by typing the desired name e.g. 'Trinity exam recordings' and pressing return (see figure 1).
2. You can create further files within this folder so that your files are easy to locate. Open the folder by double clicking on it and a new window will appear displaying 'this folder is empty'. To create another folder, repeat the process above i.e. right click and select <new> and <folder>. You can name this folder e.g. 'Itinerary 12345 - Italy May 2011'. Here you can create further folders using the same method for other itineraries (see figure 2).
3. To further organise your files, you can double click on an itinerary folder and inside it create further folders for the different centres you examine at e.g. 'Centre 1111 - 12May2011' using the same method (see figure 3).

NB These instructions are accurate for Microsoft Windows users. If you use a different operating system, the procedure may work slightly differently.

**Figure 1.** Creating and naming a new folder on your desktop



Figure 2. Creating an itinerary folder and naming it within your recordings folder

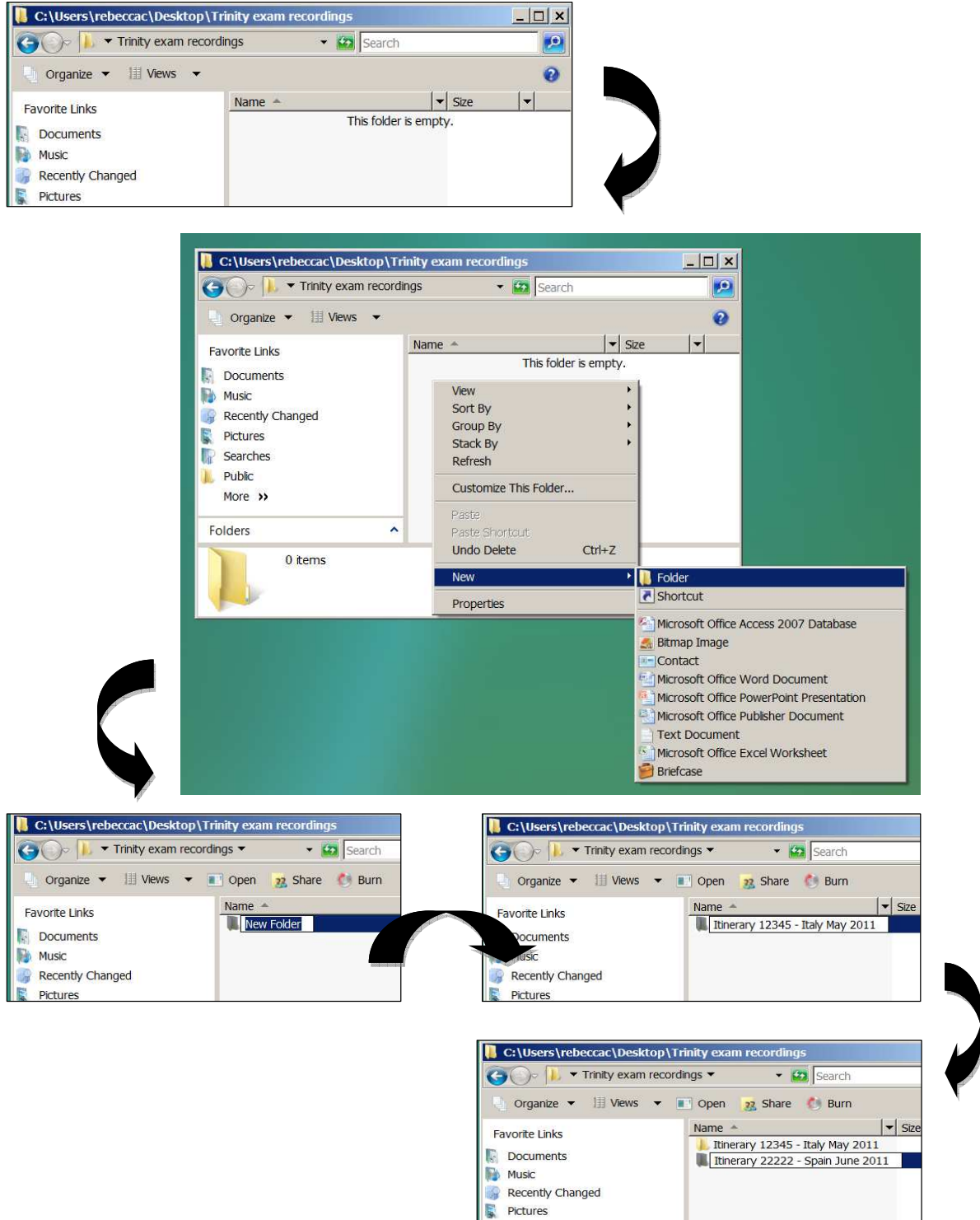


Figure 3. Creating and naming centre folders within an itinerary folder

