TRINITY
COLLEGE LONDON

Transferring audio files from Computer to Data stick

Overview

Once you have uploaded your recordings to your computer and completed the self assessment exercise and audio monitoring forms, the final step in the process is to send Trinity all your recordings on a data stick. You were provided with a data stick for this purpose by Trinity at the Examiner training conference. Please submit all your timetables along with your data stick.

You should transfer the audio files from your computer by copying the folder(s) containing the files to the data stick. You need to clearly label your data stick so Trinity is able to easily identify your recordings as belonging to you. Please also make sure that you retain a copy of the recordings on your computer for one year after which you should delete them.

Transferring your audio files

The procedure to transfer audio files is as follows:

1. Plug your Trinity data stick into a free USB connection in your computer.
2. A menu should appear on your computer. Select the option 'Open folder to view files' and a window displaying 'This folder is empty' should appear (see figure 1).
3. Locate the folder on your computer which contains all your recordings (e.g. the 'Trinity exam recordings' folder).
4. Left click your mouse on this folder, don't release your click, and drag the folder across into the data stick window (figure 2).
5. This action should COPY the files from the digital recorder folder to your folder on your computer. This action may take some time.
6. When copying is complete, double click into the copied folder(s) to check that the files have in fact copied across.
7. NB. Do not delete the recordings from your computer. You need to store a copy of your recordings on your computer for one year.
8. In order that your recordings are easily recognisable, please rename the copied folder on the data stick to include your name (e.g. rename to 'John Smith – Trinity exam recordings'). To rename, right click on the folder, select <rename> and type the new name (see figure 3).
9. When you have renamed the folder on your data stick, you can remove the data stick from your computer. To ensure save removal of the recorder (without damaging/corrupting files etc.), make sure you click on the 'Safely remove hardware' icon on your task bar (see figure 4).
10. Your data stick is ready to send to Trinity.

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

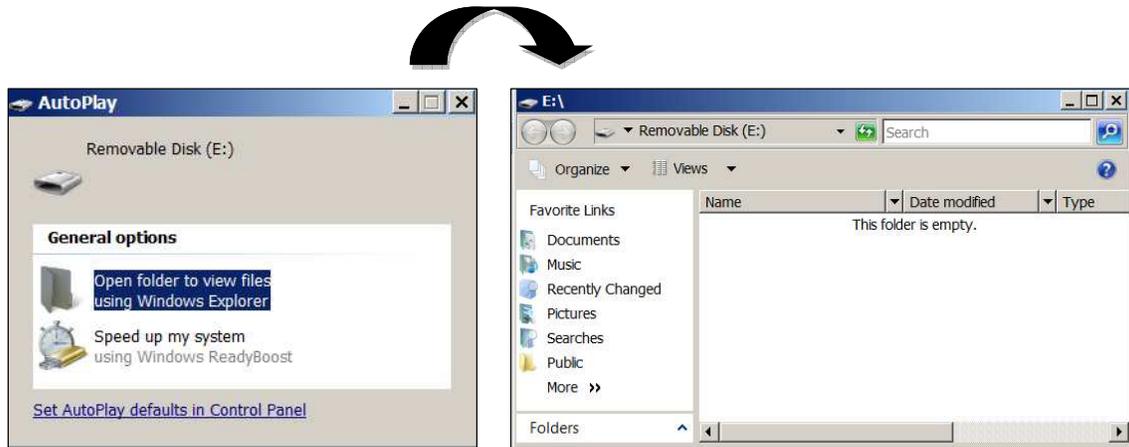**Figure 1.** Loading and accessing your data stick

Figure 2. Copying your audio files to your data stick by dragging and dropping
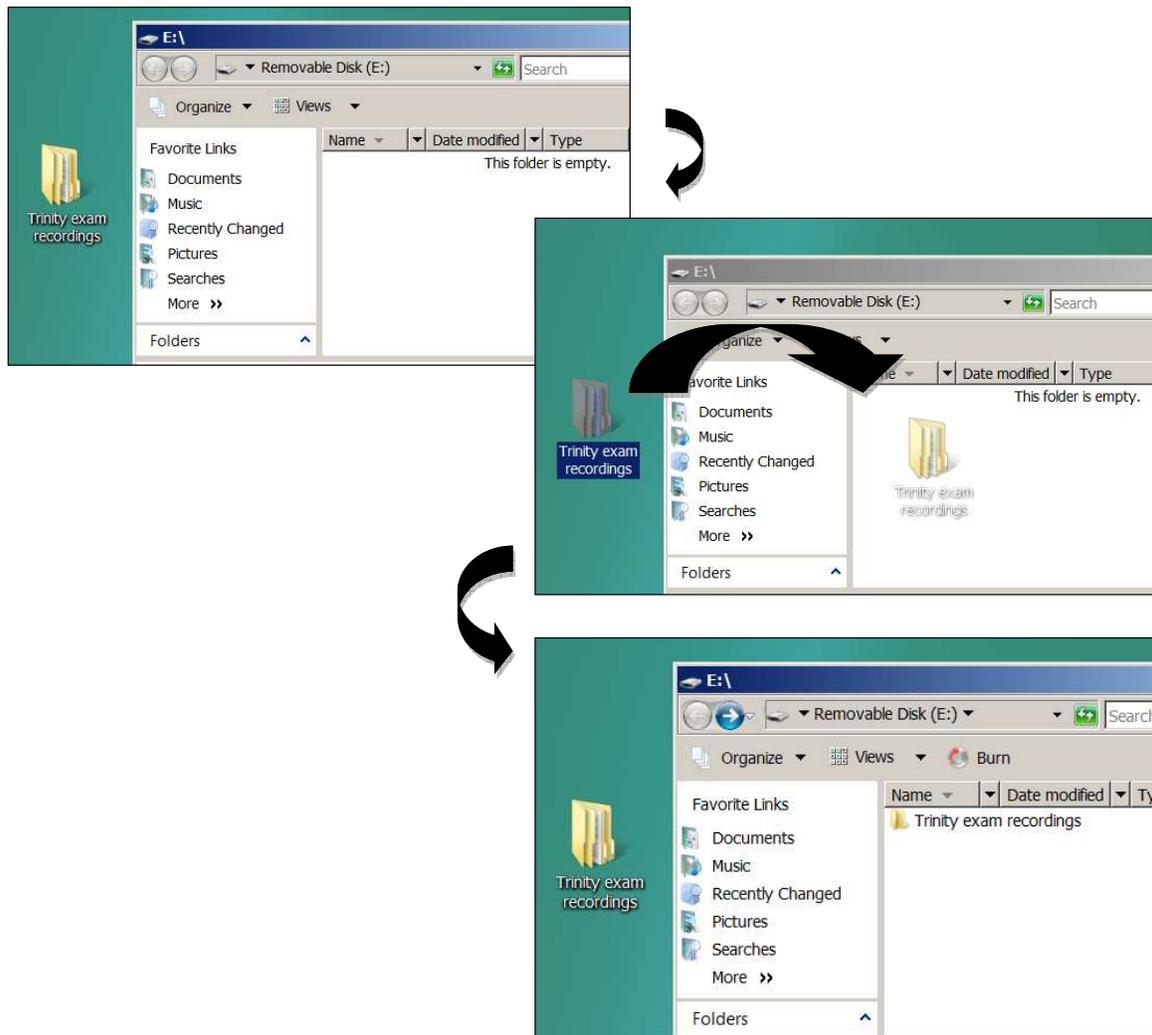
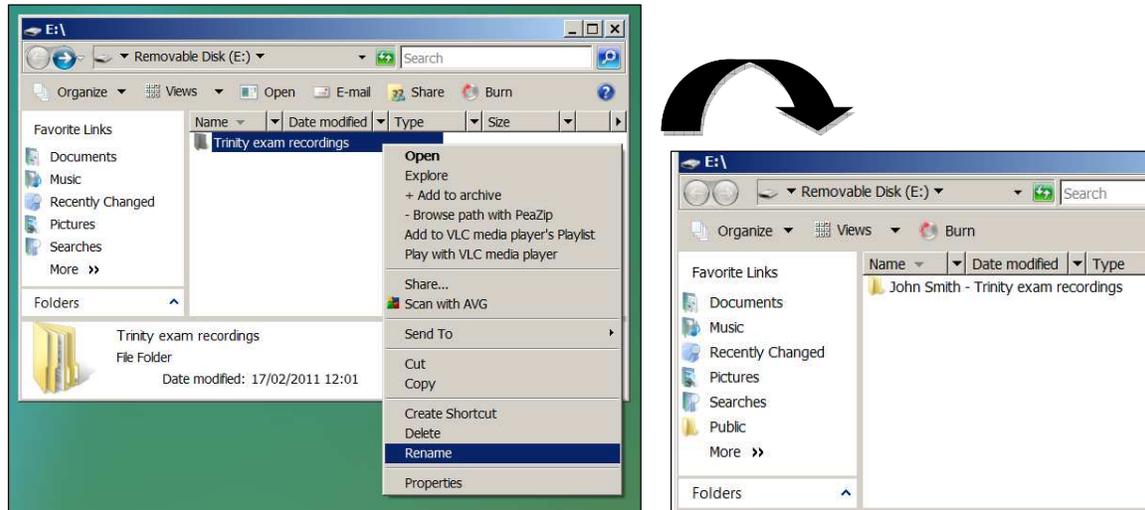**Figure 3.** Renaming your recordings folder on your data stick

Figure 4. Safely removing your data stick from your computer