

Overview

After you have recorded your examinations (using a separate file for each exam), you need to transfer the audio files from your digital recorder to your own PC or laptop, where you should store a copy of all the recordings for one year.

For examiners familiar with using external storage devices, the process of transferring files to your computer is the same as you would use to copy files from a data stick/USB key: simply connect the digital recorder to your computer via the built-in USB connector and copy the files to a pre-selected folder on your computer. For examiners, who are not familiar with such processes, a detailed description of how to transfer your audio files is given below.

Transferring your audio files

The procedure to transfer audio files is as follows:

1. Firstly create folder(s) on your computer into which you will copy the audio files. Step by step instructions of how to do this are given in the document 'Creating and naming folders on your computer'. Open the destination folder (e.g. Centre 1111 - 12May2011) on your desktop.
2. On the side of the digital recorder, slide the USB button downwards to extend the USB connection fully.
3. Plug the USB connection into your computer.
4. A menu should appear on your computer. Select the option 'Open folder to view files' (see figure 1).
5. Double click and you will see a list of the folders on your digital recorder. What exactly you see will depend on the model of your recorder. You may have to open a 'recorder' folder in order to reach the five folders which correspond to the folders A-E on your digital recorder. These may be labelled 'FOLDER_A, FOLDER_B etc.' or they may be labelled 'DSS_FLDA, DSS_FLDB etc.' (see figure 1).
6. Double click on the folder(s) where you originally recorded your files and a list of files appears e.g. WS650008, WS650009 etc. (see figure 1).
7. Highlight all the files in that folder (click once on the first file, hold down the SHIFT key and use DOWN arrow to highlight all the files in the set) (see figure 2).
8. Left click your mouse anywhere on the highlighted files, don't release your click, and drag the set of files to the folder you created on your computer (e.g. Centre 1111 - 12May2011) (see figure 3).
9. This action should COPY the files from the digital recorder folder to your folder on your computer. This action may take some time. When complete, double click into the new folder to check that the files are in fact copied across.
10. You can then go back to the highlighted files on your digital recorder and DELETE them by pressing the Delete key on your computer and confirming that you wish to carry out this action (see figure 4).
11. In most cases the files from your digital recorder will be moved to your computer's Recycle Bin. If you find you have deleted recordings by mistake, you will most likely be able to find them there.
12. If you have recorded files in other folders on your digital recorder (e.g. DDS_FLDB), repeat the instructions from 5 to 11 above.
13. When you have copied all your files, you can remove your digital recorder from the computer. To ensure safe 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 6).



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

Figure 1. Locating your audio files for transfer

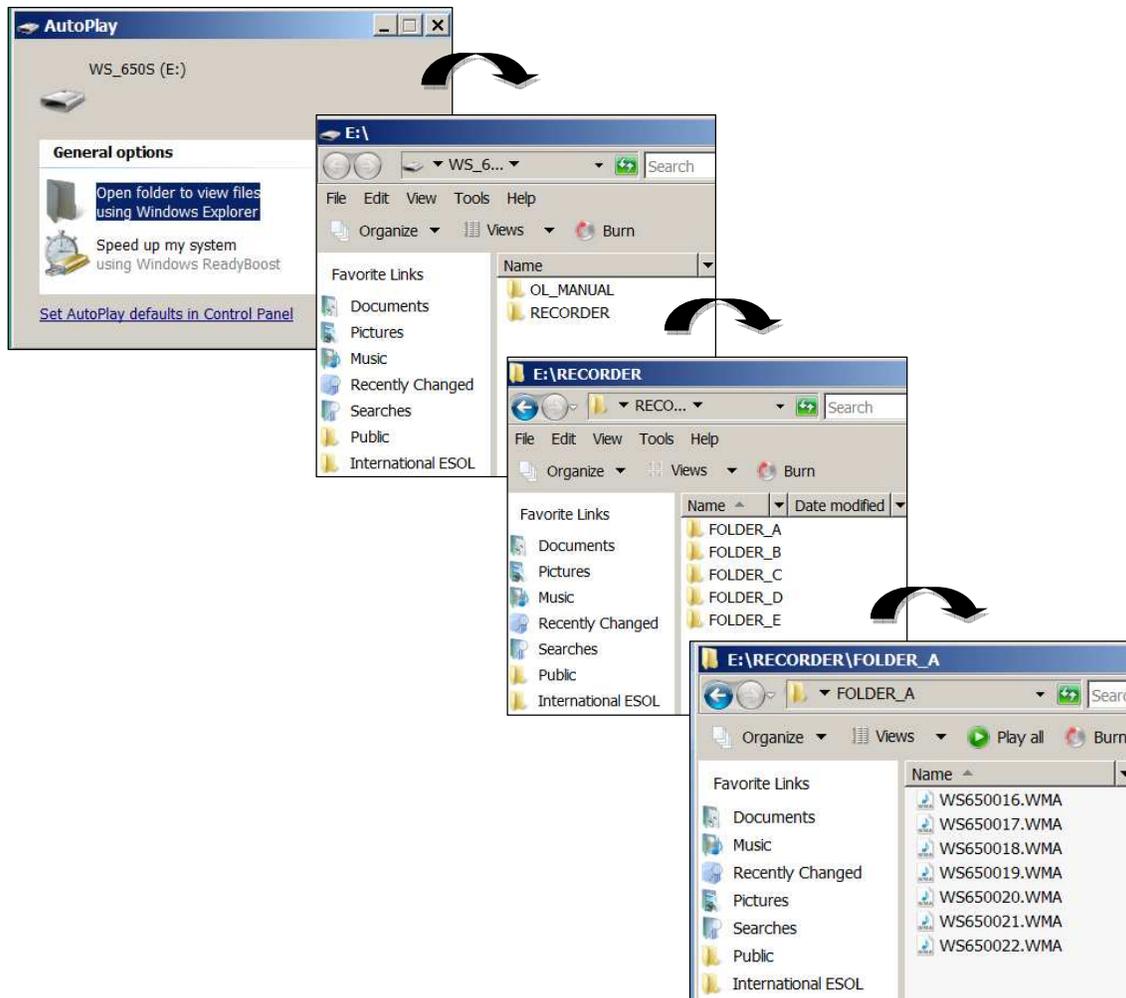


Figure 2. Highlighting audio files on your digital recorder



Figure 3. Copying audio files to your computer by dragging and dropping highlighted files

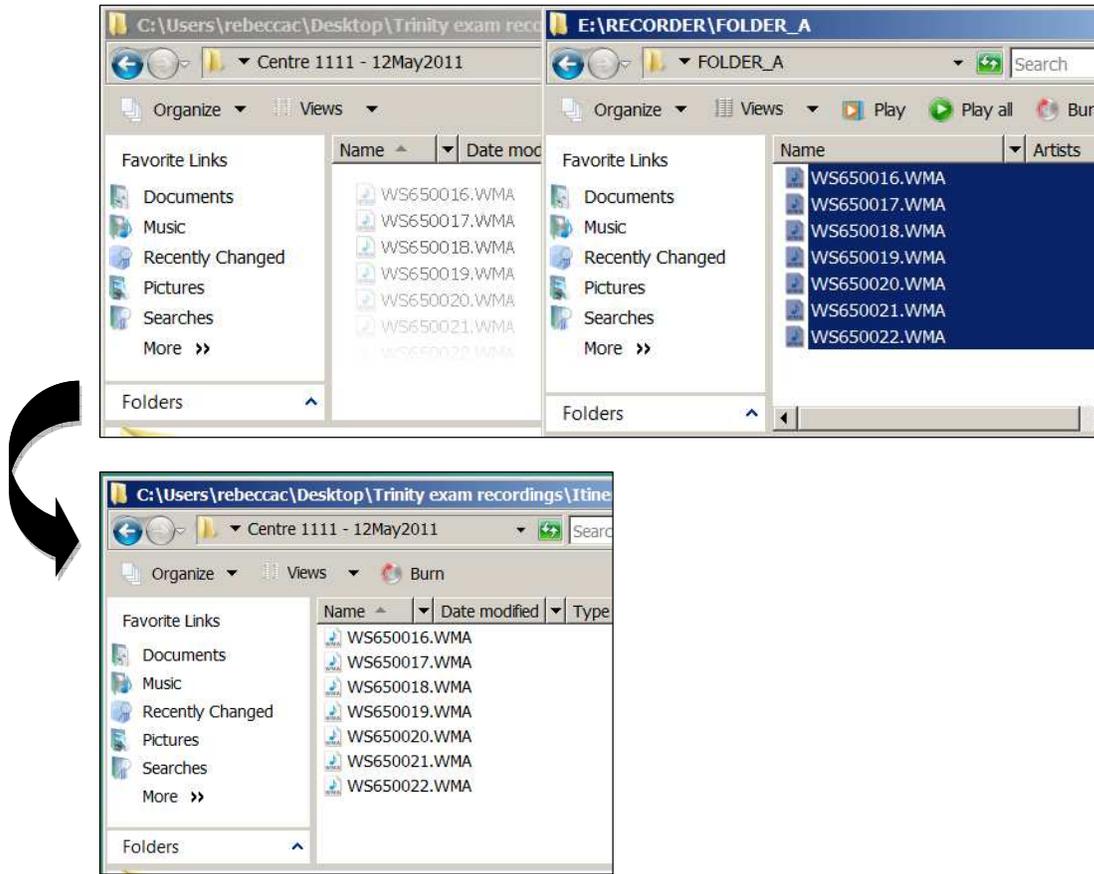


Figure 4. Deleting the files from your digital recorder

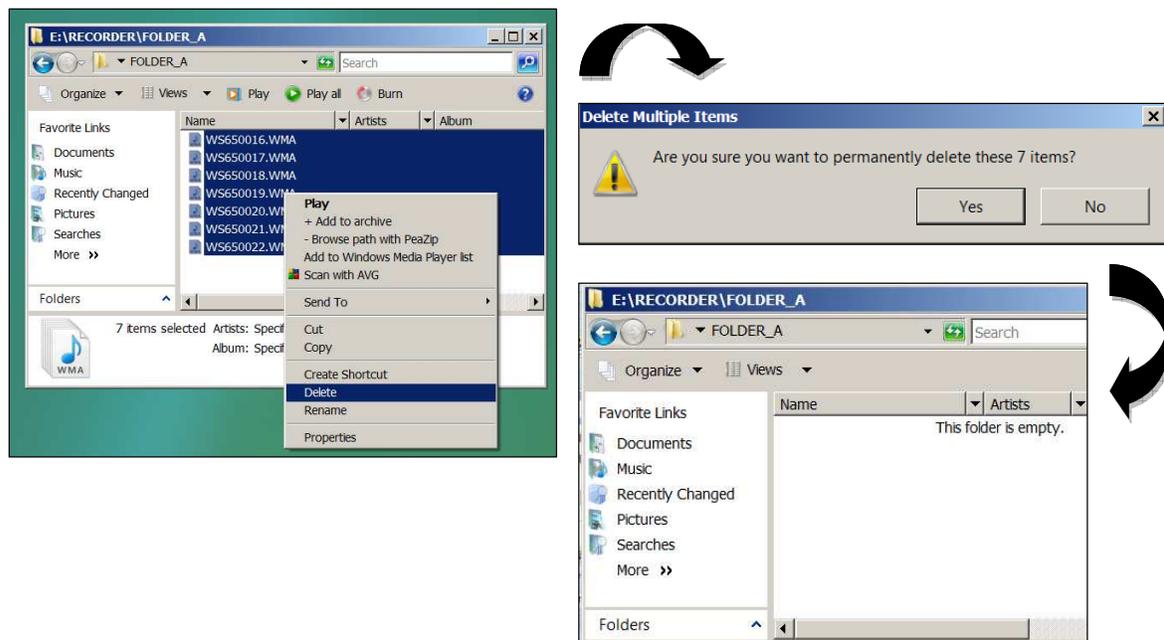


Figure 5. Safely removing your digital recorder from your computer

