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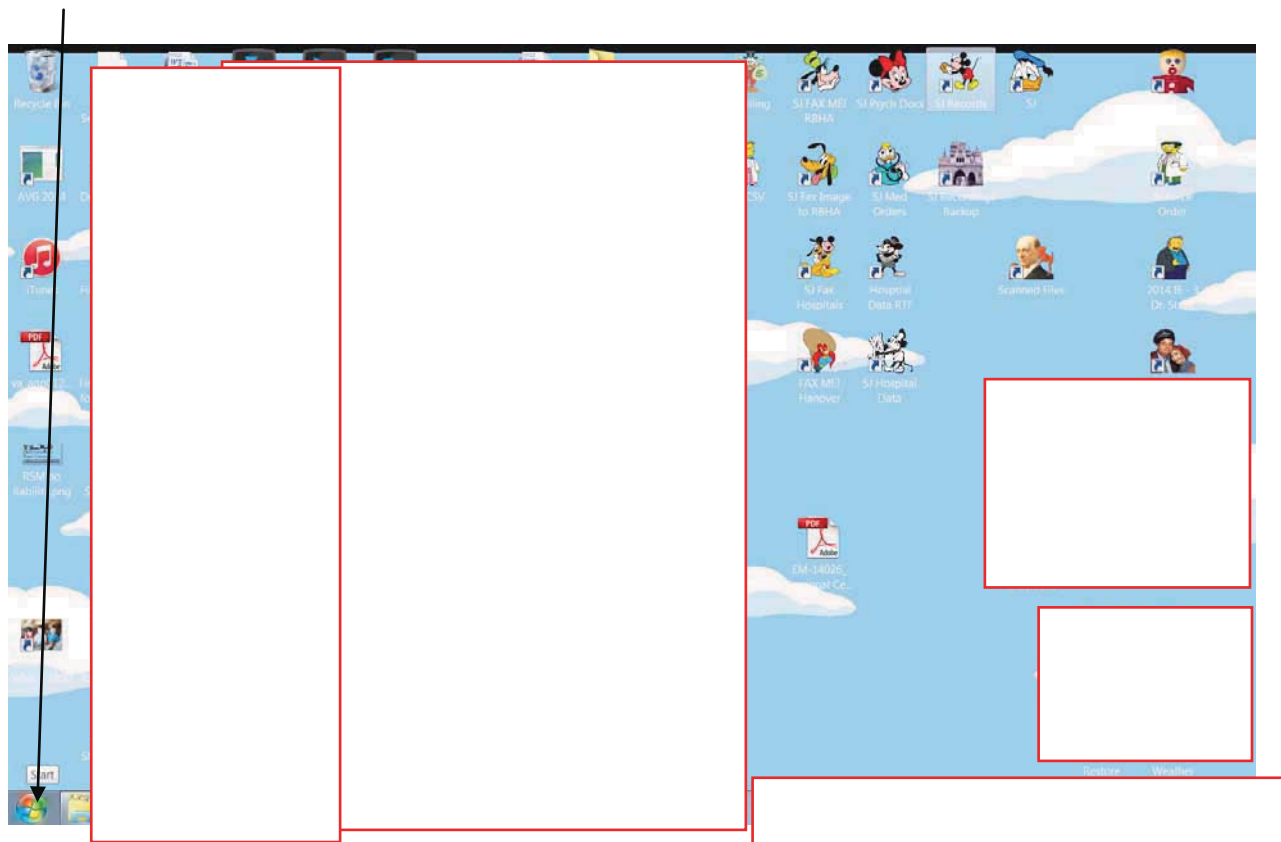
November 5, 2014

Using the Olympus to Make Chapter 8 Recordings (Virginia Code § 37.2-818).

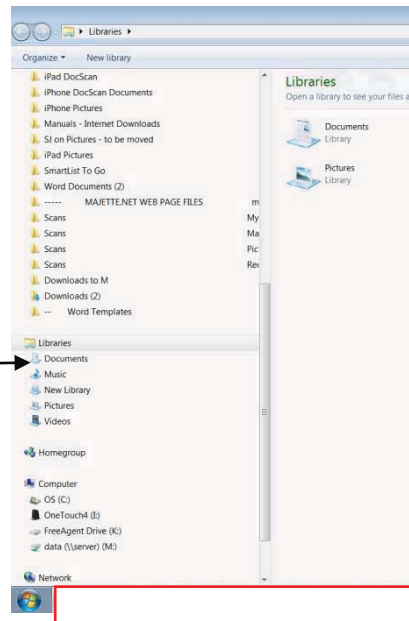
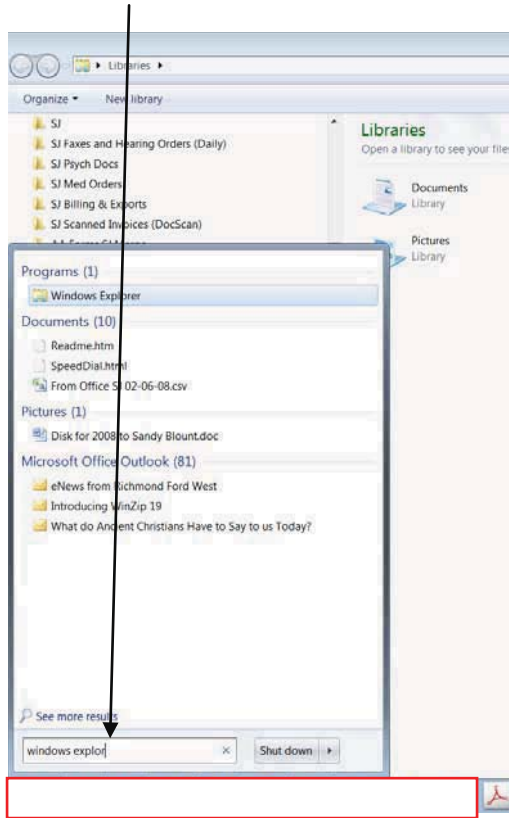
Steps.

1. Open Windows (not Internet) Explorer. This is my home computer. You will see from my icons that I like Disney, Warner Brothers, and Matt Groening.

a. Click Start Button:

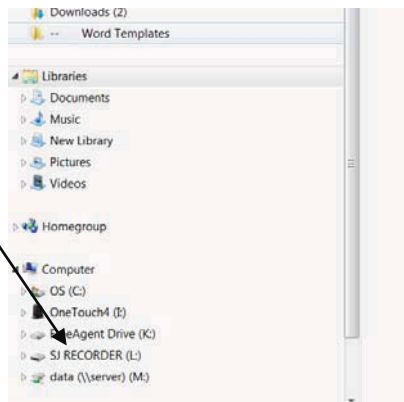


b. Type in Windows Explorer

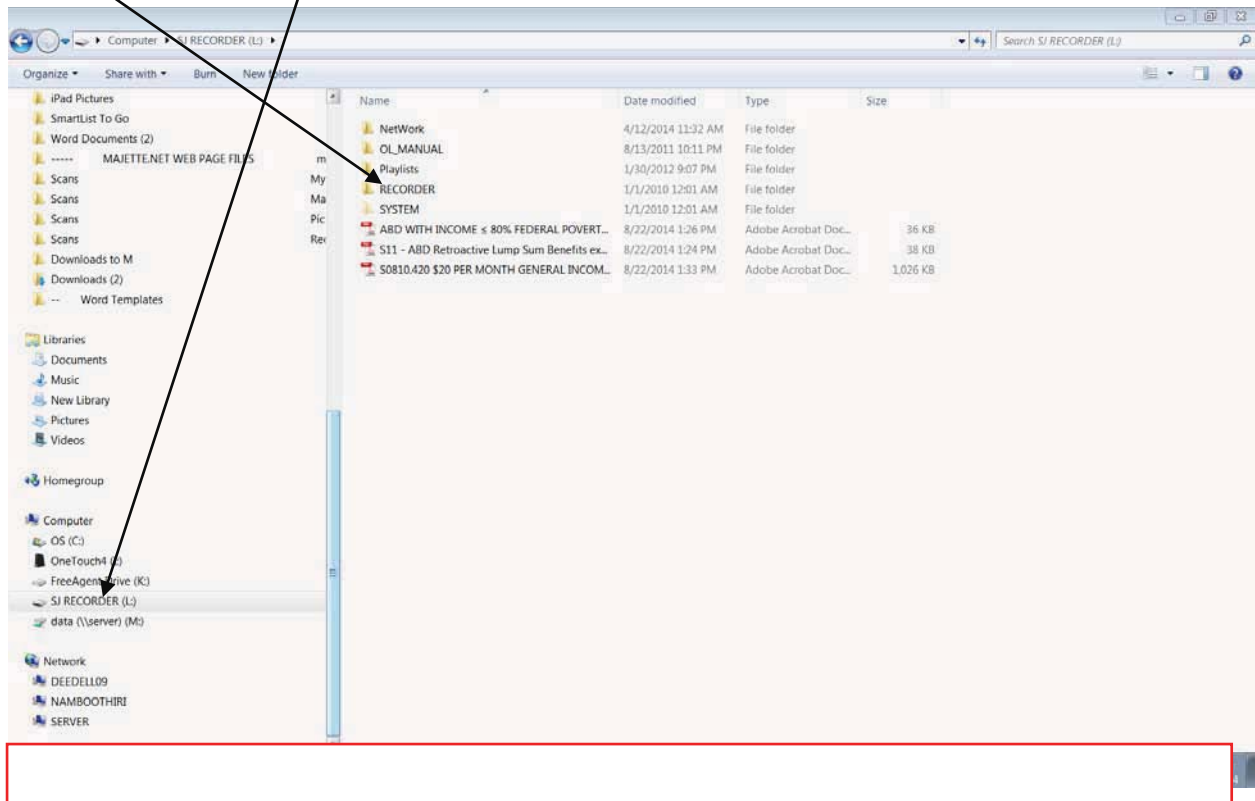


c. Look in left hand side of screen:

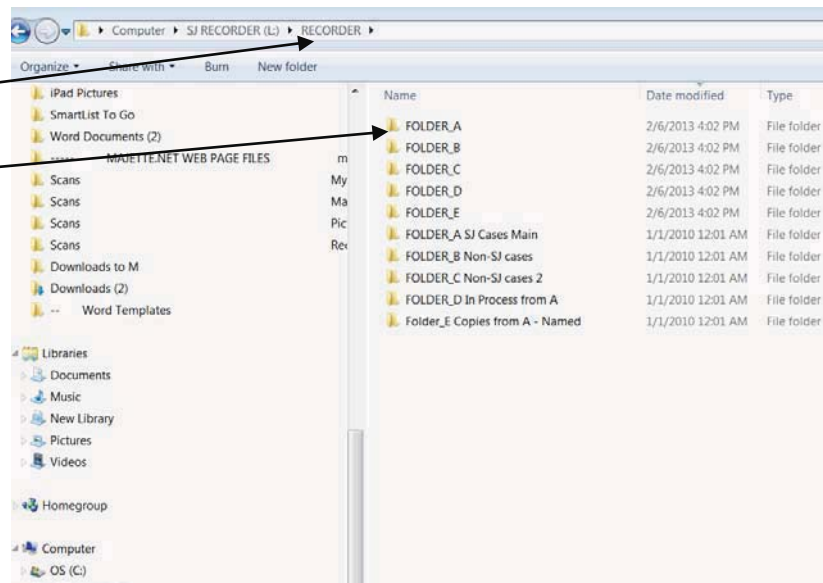
d. plug Olympus recorder into your computer using the cable. A sound may be heard. Look in the left hand side of the screen for a new device (I named mine SJ Recorder):



2. Click on Olympus (here, SJ Recorder) here, and in right hand side of screen, see "Recorder" folder:



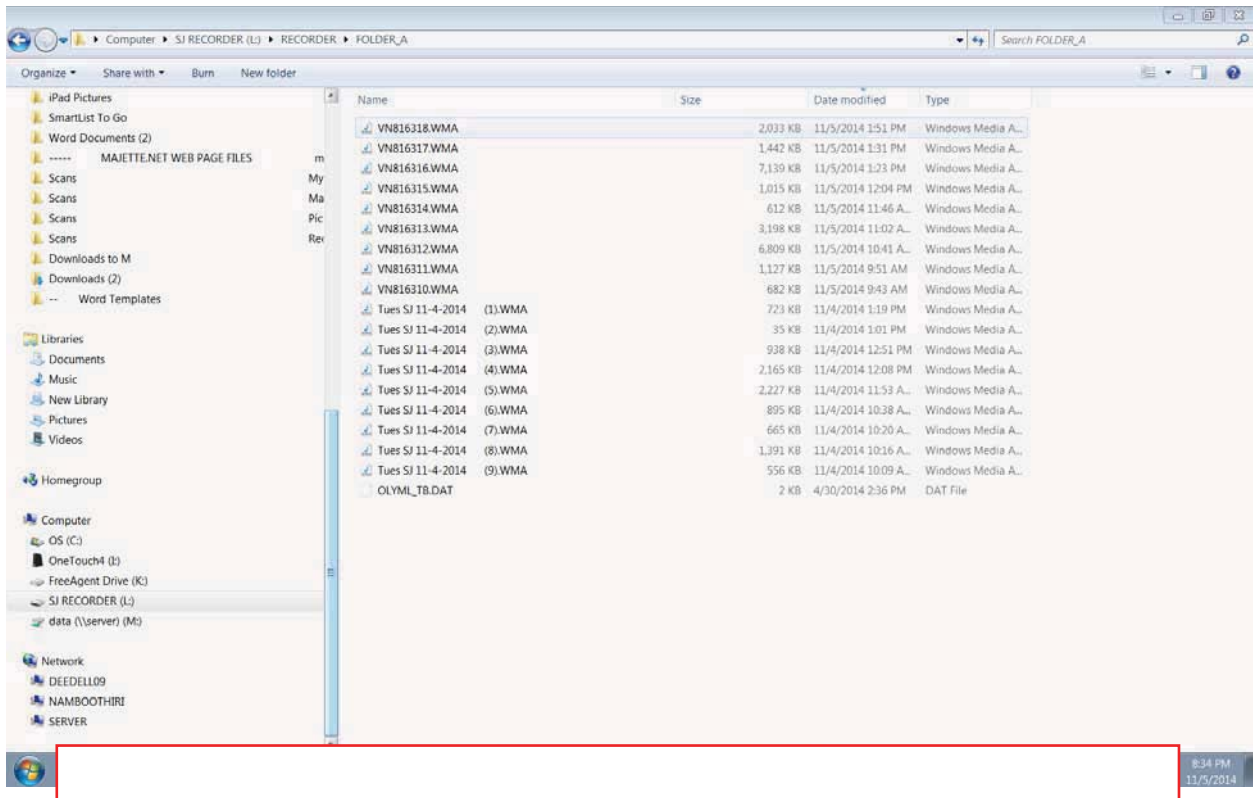
3. Double click on Recorder. You'll see the folders (named initially A, B, C, D, E) appear.



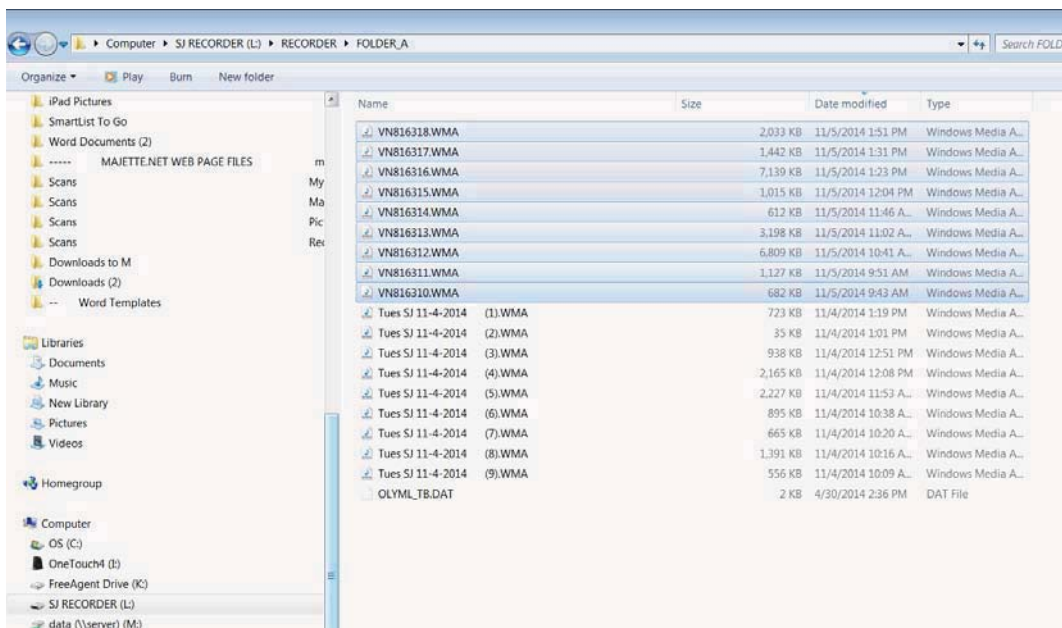
4. When you record cases, you will by default record in Folder A.

5. Open Folder A by double clicking on it. In this example, there are 9 recordings made today (11/5/2014) and 9 made yesterday (11/4/2014).

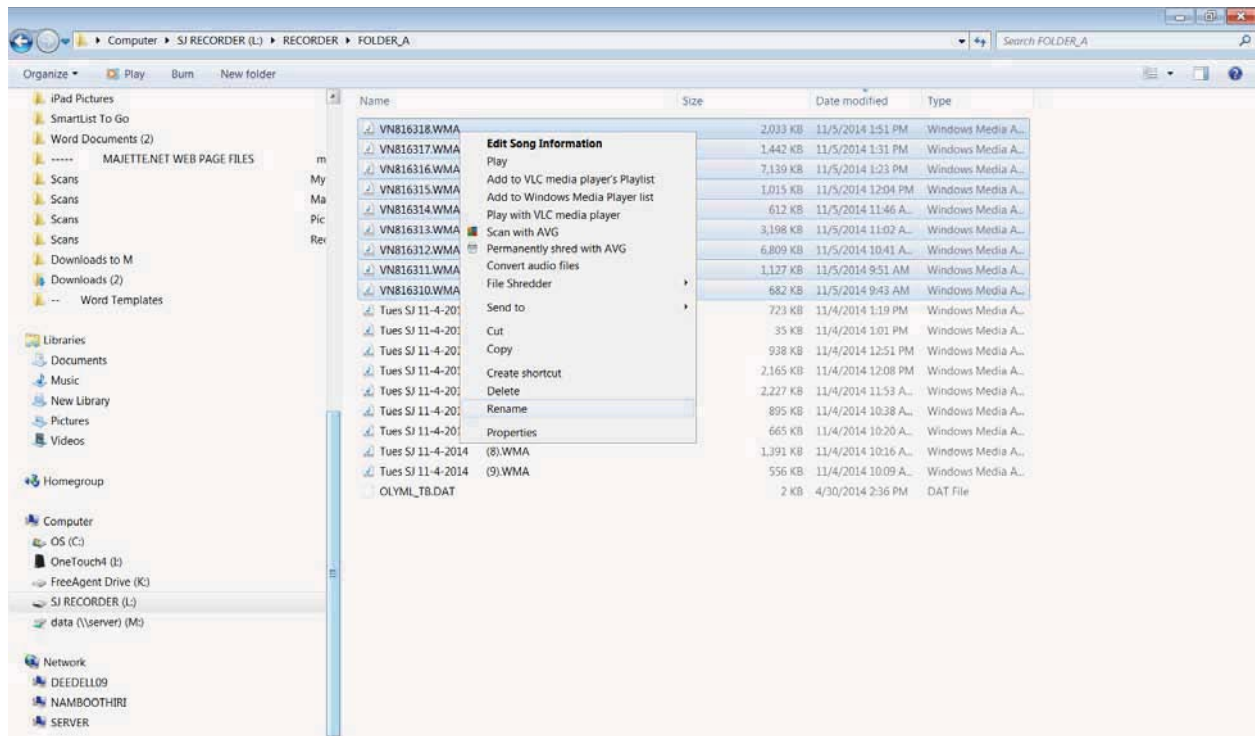
Note that I've already renamed the files from 11-4-using the naming convention "SJ Tues 11-4-2014 (1).wma." The computer automatically numbers the separate files sequentially and parenthetically (i.e., (1).wma, (2).wma, (3).wma, etc.).



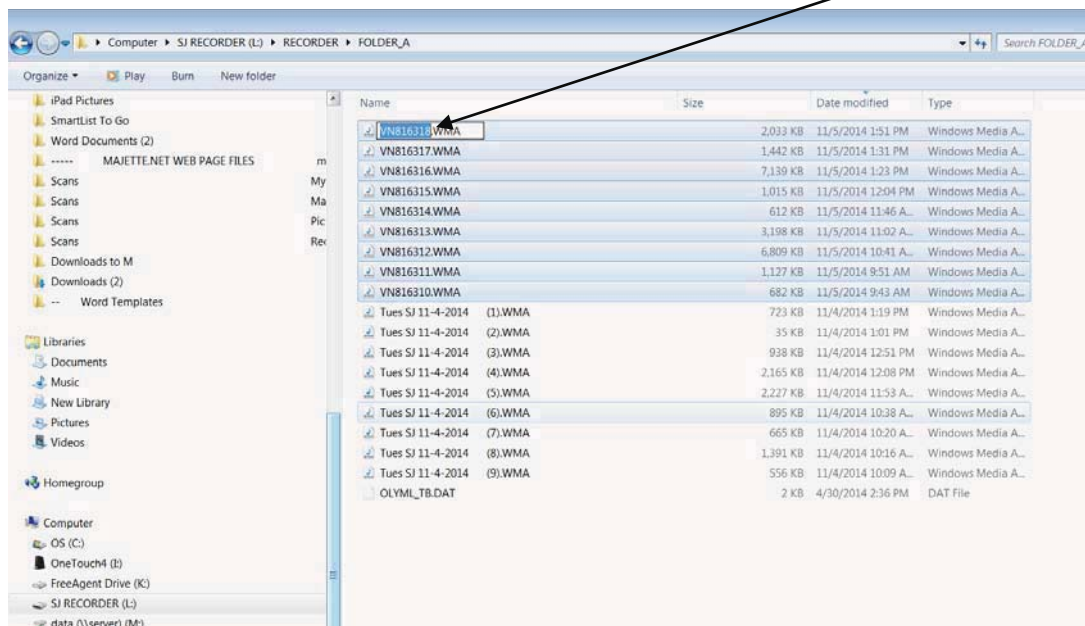
6. Highlight audio (.wma) files to be renamed:



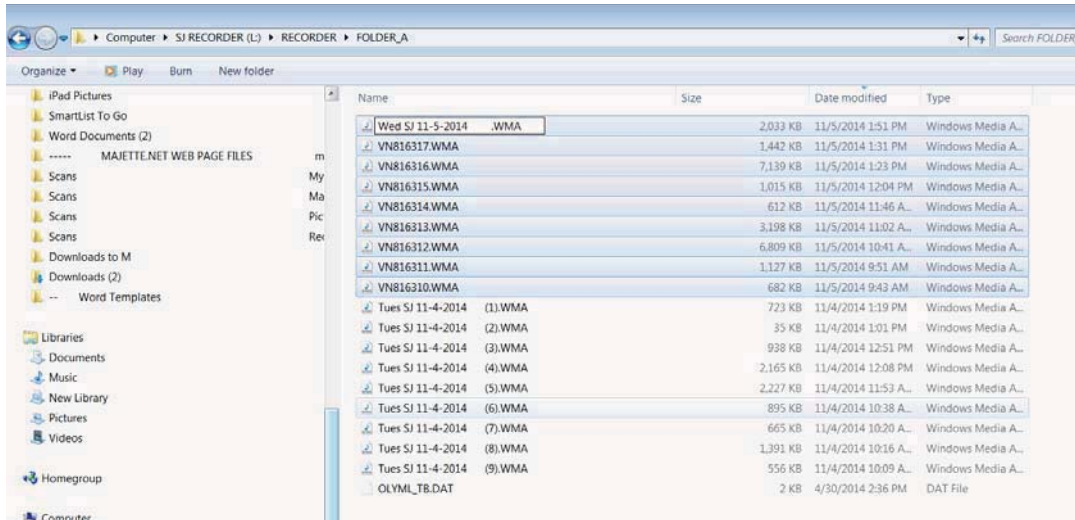
7. Right click in the first (top) file. A menu appears.



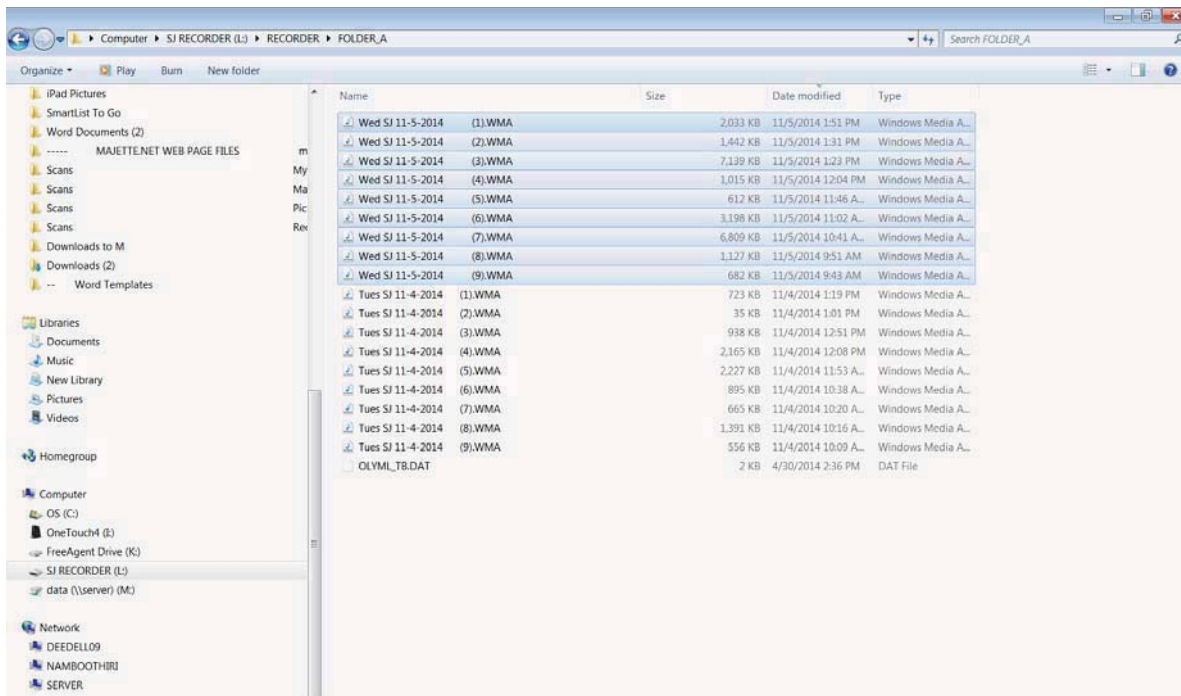
8. Click "Rename." The first file name (where you have your cursor) will be highlighted from the beginning of the name to the extension (i.e., until the .wma):



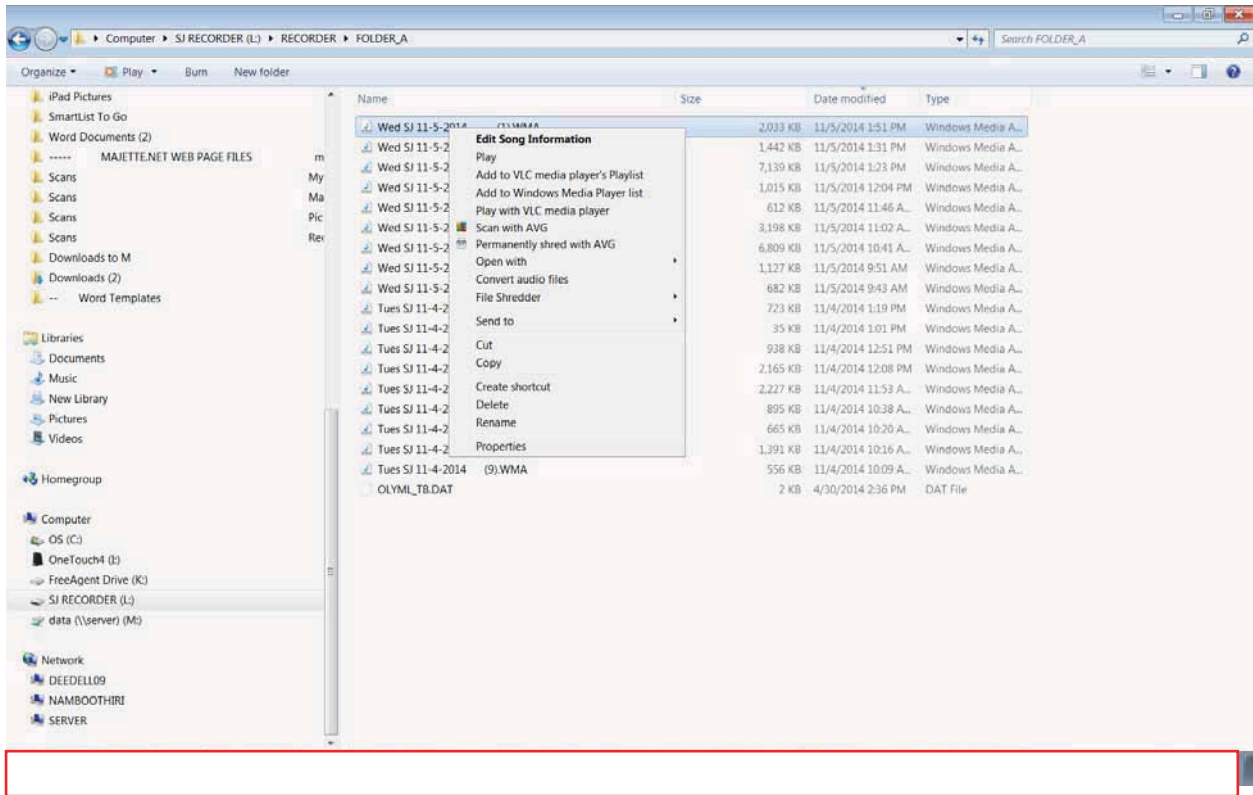
9. In the highlighted name, type your naming format (mine is the day of the week SPACE SJ SPACE date (11-5-2014) SPACESPACESPACE, viz: Wed SJ 11-5-2014):)



Then press "enter" (or return) and all the files will be renamed sequentially:

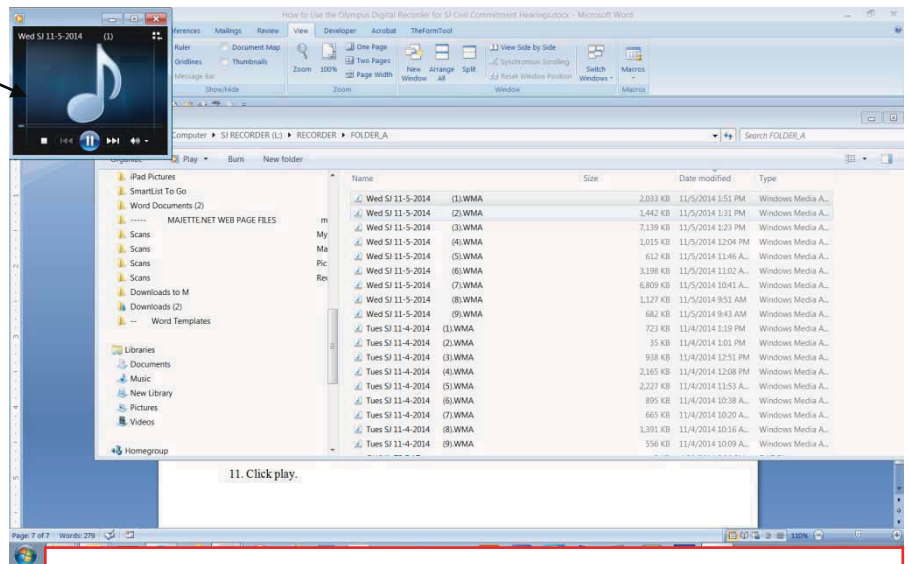


10. Right click in the first renamed file and a menu pops up.



11. Click play. Your default player (mine is Media Player, which comes with Windows 7) will appear and you will hear the recording.

12. Listen to the recording to learn the name of the patient, and rename the file using the procedure above, and pressing the "home" key to go to the beginning of the file name.



13. Here, I've pretended this was Alfonzo Adams, and renamed the file Adams, A.

Name	Size	Date modified	Type
Adams, A. Wed SJ 11-5-2014 (1).WMA	2,033 KB	11/5/2014 1:51 PM	Windows Media A...

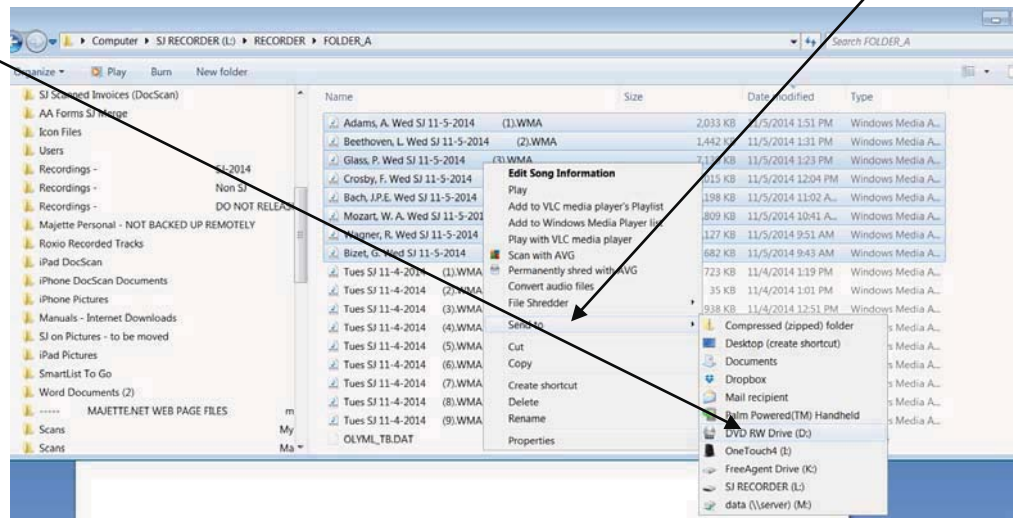
14. Complete all of the renaming using the same process.

Adams, A. Wed SJ 11-5-2014 (1).WMA	2,033 KB	11/5/2014 1:51 PM	Windows Media A...
Beethoven, L. Wed SJ 11-5-2014 (2).WMA	1,442 KB	11/5/2014 1:31 PM	Windows Media A...
Glass, P. Wed SJ 11-5-2014 (3).WMA	7,139 KB	11/5/2014 1:23 PM	Windows Media A...
Crosby, F. Wed SJ 11-5-2014 (4).WMA	1,015 KB	11/5/2014 12:04 PM	Windows Media A...
Bach, J.P.E. Wed SJ 11-5-2014 (6).WMA	3,198 KB	11/5/2014 11:02 A...	Windows Media A...
Mozart, W. A. Wed SJ 11-5-2014 (7).WMA	6,809 KB	11/5/2014 10:41 A...	Windows Media A...
Wagner, R. Wed SJ 11-5-2014 (8).WMA	1,127 KB	11/5/2014 9:51 AM	Windows Media A...
Bizet, G. Wed SJ 11-5-2014 (9).WMA	682 KB	11/5/2014 9:43 AM	Windows Media A...

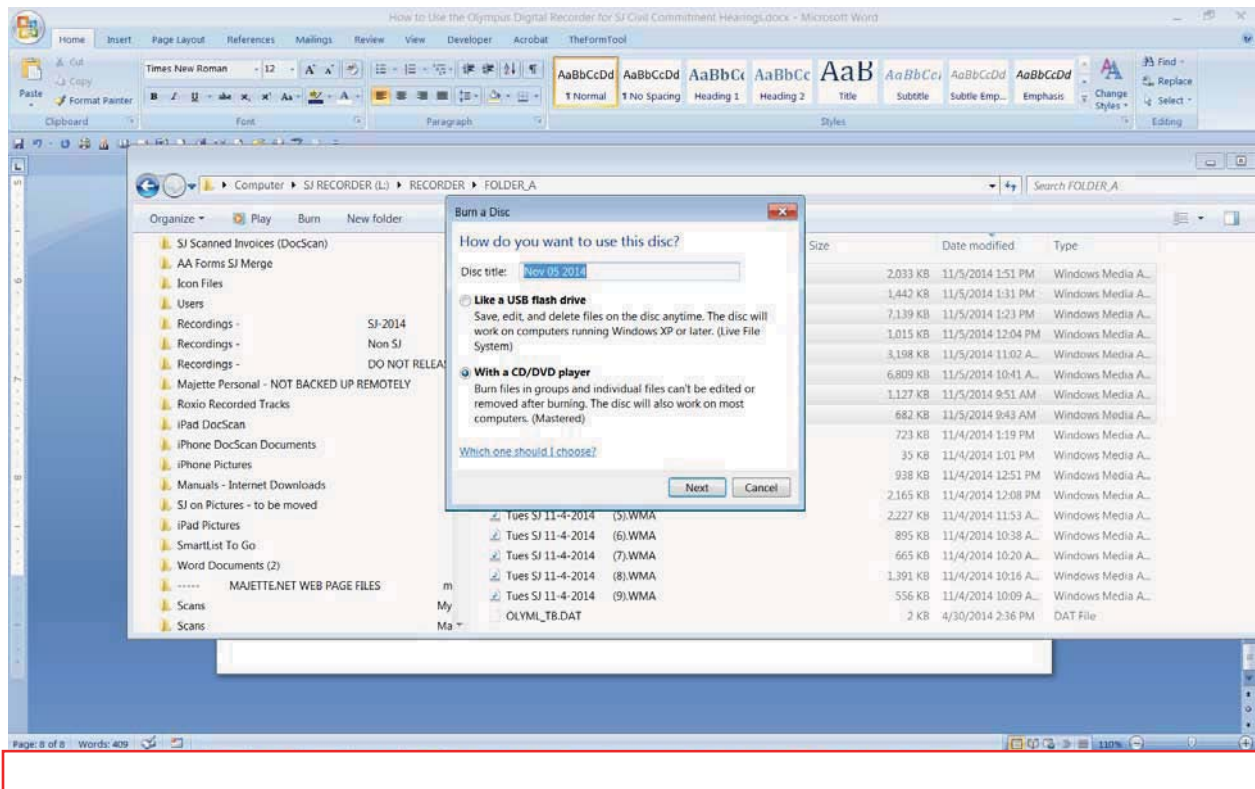
15. Insert a disk in the DVD-CD writer.

16. Select all of the files you will place on the disk for the Clerk's office.

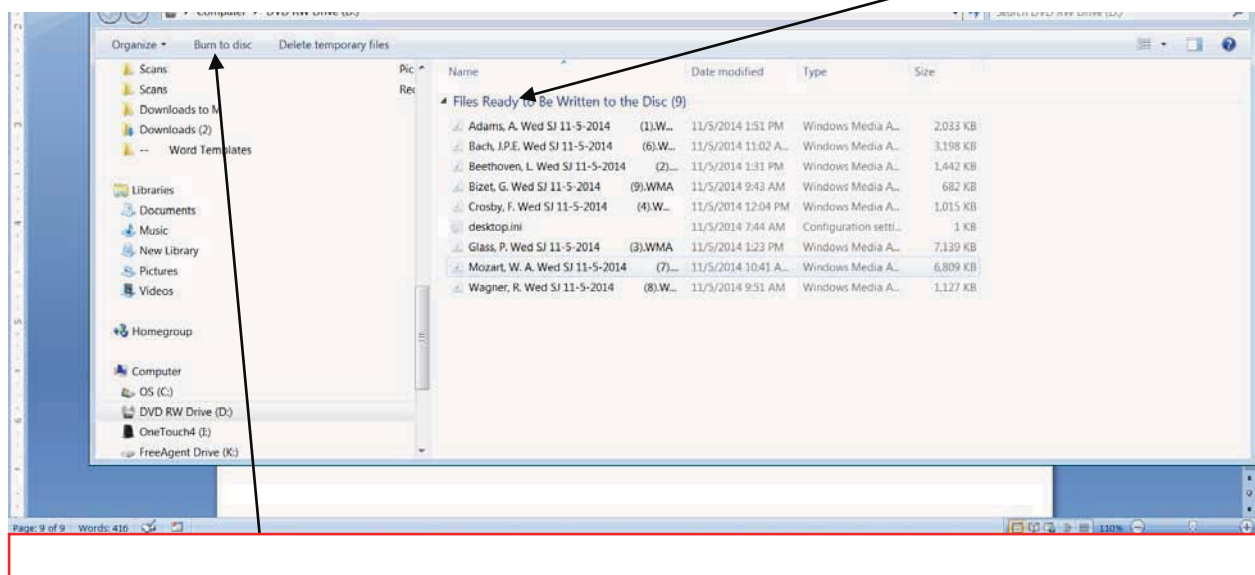
17. Right click one of the selected files and the same menu pops up. Float your cursor over Send to and see and click on DVD RW Drive.



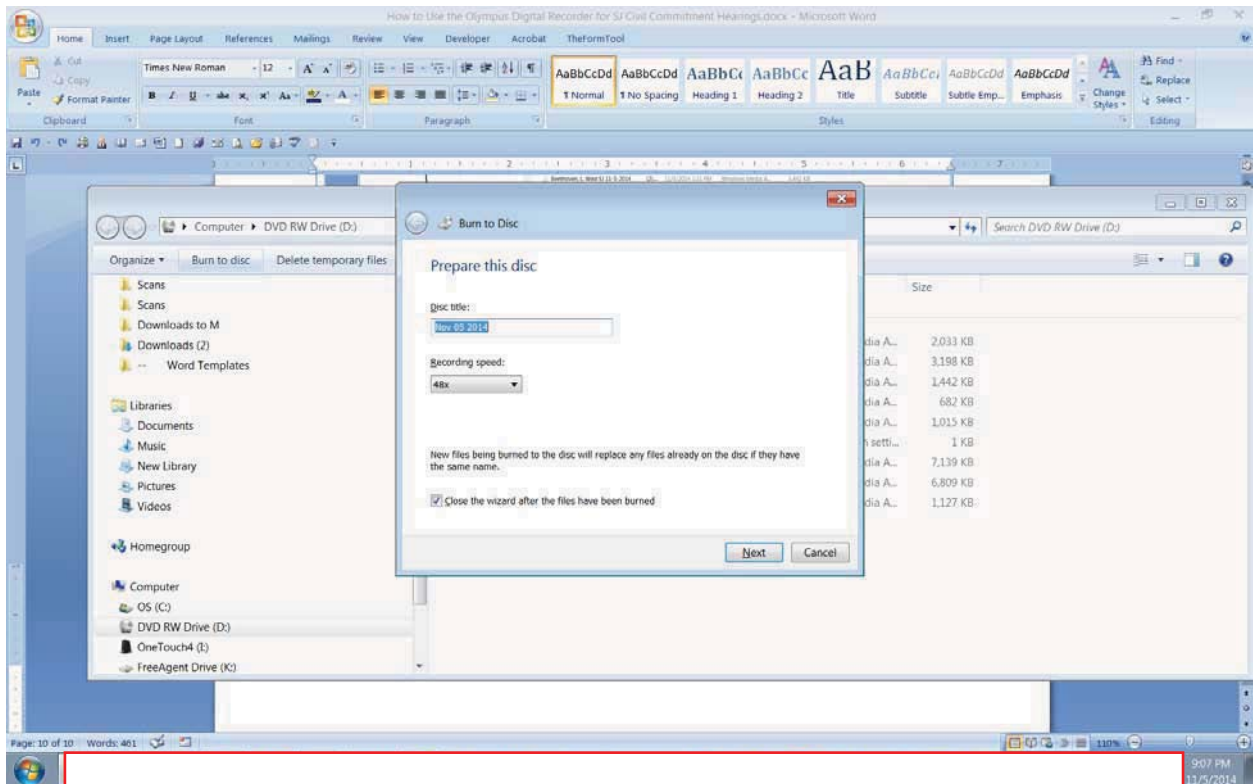
18. This screen appears.



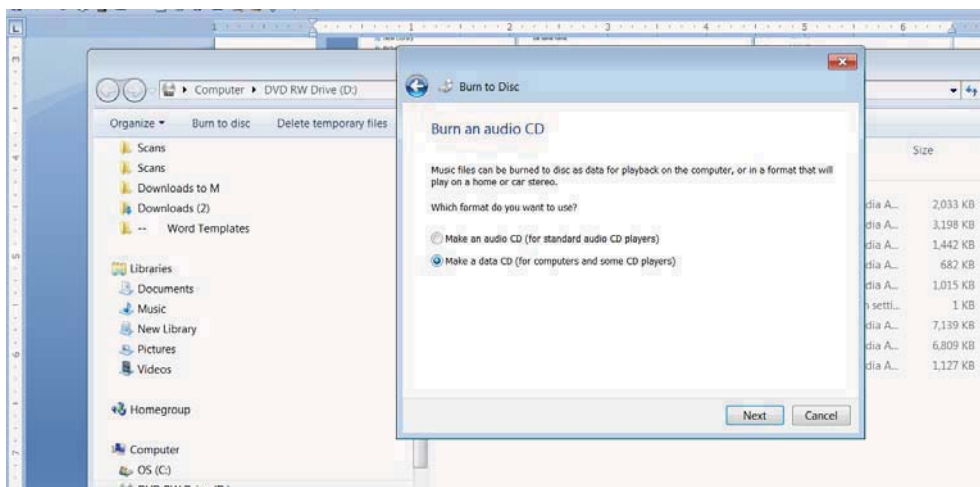
19. Click Next. This screen appears, showing you that you have the files ready to write onto the disk for the Clerk.



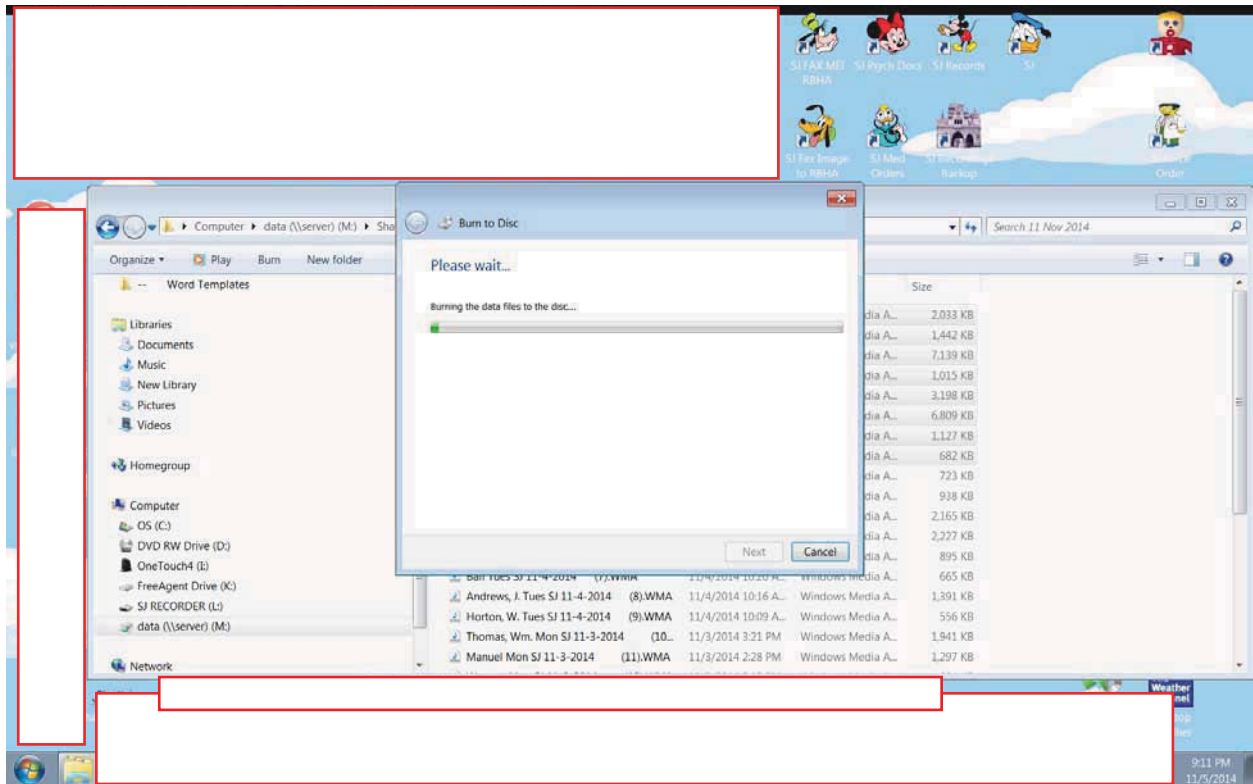
20. Click Burn to disc, and this screen appears, asking you to name the disk. I name mine by the date of the hearings (here, 11-5-2014):



21. Click Next. This screen appears. Select "Make a Data CD." This allows individual files to be searched by the Clerk if there is a request for a copy of the recording.



22. Click Next. The files will be burned on the disk.



23. You can save your files to a computer folder or discard them after you have delivered the disk to the Court.