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UNZIPPING FILES

The following instructions will help guide you through the process of unzipping a zipped file.

Right click on your zipped folder. The zipped folder has a folder icon with a zipper on it and the extension .zip.



Select the Extract All option or Extract in Vista.



The extraction wizard will pop up. Click Next.



Select your destination by browsing to it. In this example, we use a folder labeled Transcription on our desktop.

	Extraction Wizard		×		
	Select a Destination Files inside the ZIP archive will be extracted to the location you choose.				
ersal		Select a folder to extract Files will be extracted to t	iles to. his directory:		
		Documents and Settings	Select a destination.	20	
ds.zip		Extracting	Select the place where you want to extract the item(s). Then click the OK button.	selected	
			To view any subfolders, click a plus sign above.	0	
			Make New Folder	Cancel	

Follow the extraction wizard and your folder will pop up once the extraction process is complete. From here you can open your files with Start Stop Universal.



Open Start Stop Universal then select File and Open.

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	Transcription				
	File Edit View Favorites Tools Help				
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1	Address 🗁 C:\Documents and Settings\Desktop\Transcription				
punds.zip	File and Folder Tasks 🛞 📁 sounds				
~	Other Places				
anscription	Desktop File Configure Window FTP Line Counter Stopwatch Help My Documents New Shared Documents Open My Computer Save As My Network Places Save As TrueSplitch Save As TrueSplitch Save As TrueSplitch				
	Details Jave as minip Jave as minip<				
	sounds Close File Folder Exit				
	Date Modified: Today, May 2 2009, 1:00 AM Recently Opened Files				

Browse to where your files are located; in this instance, the files are on our Desktop. So we click the Desktop icon on the left side of the open screen.



Once we reach the desktop, we select the folder that our files are in. In this instance, the folder is labeled Transcription. We select that folder then press Open.



Once inside this folder, you will see your audio files. Select the first file you need to play, and then press open once more. Once Start Stop is finished opening the file, you may press and hold down on your middle pedal to begin playback.