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.
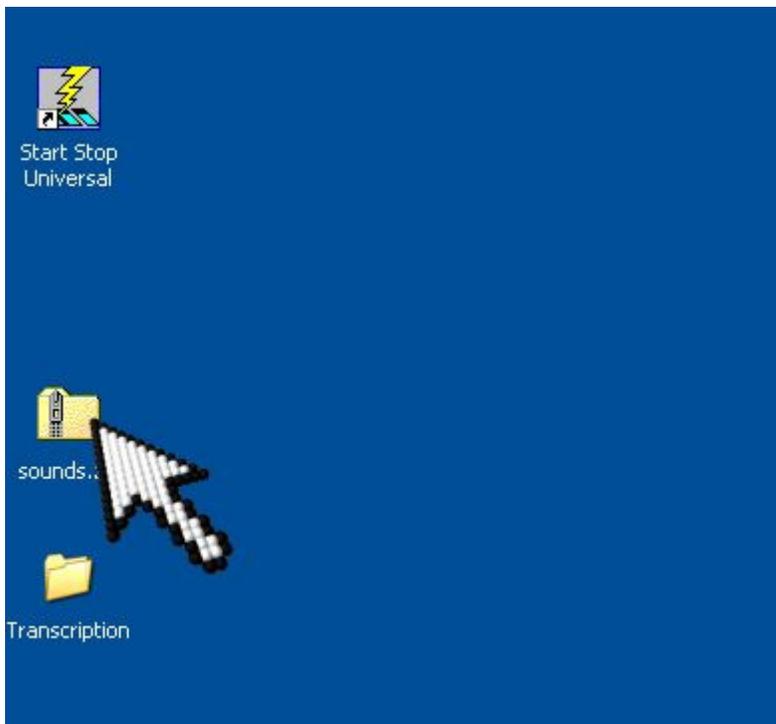
Select the Extract All option or Extract in Vista.
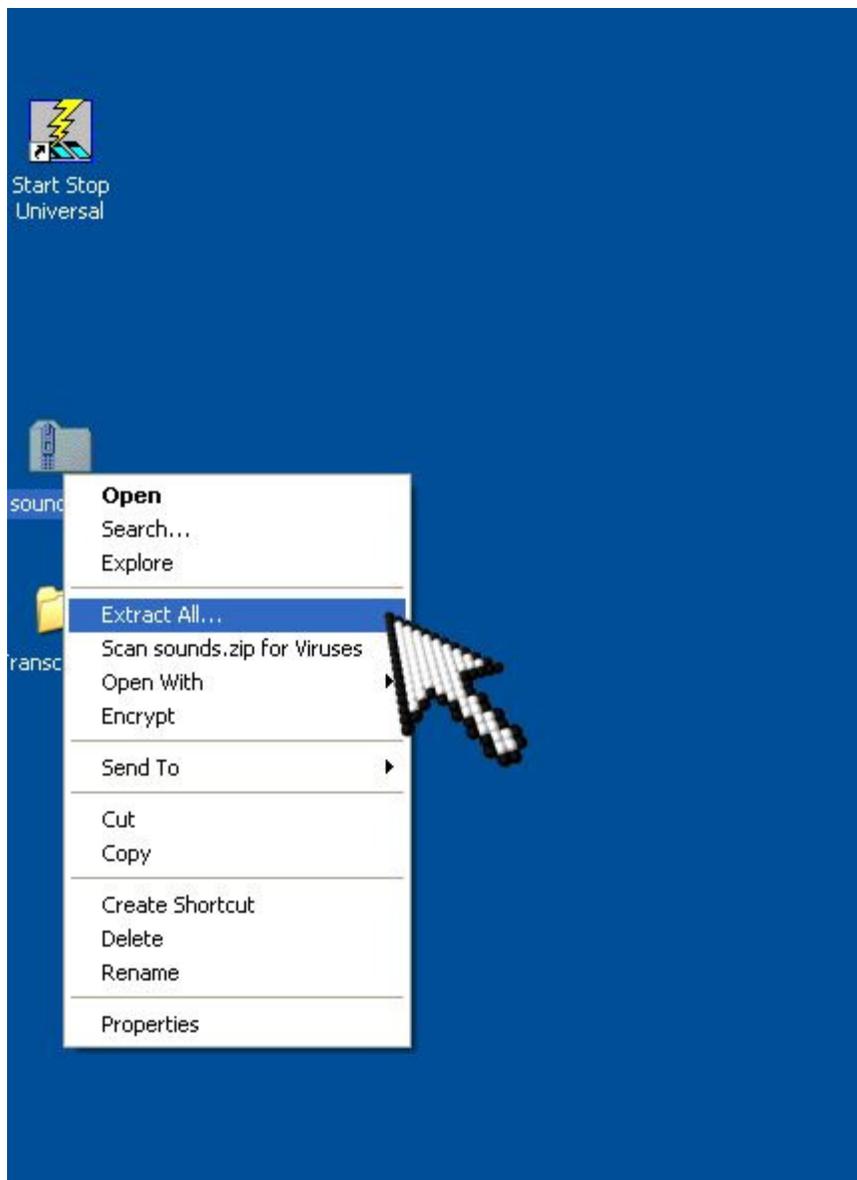
The extraction wizard will pop up. Click Next.
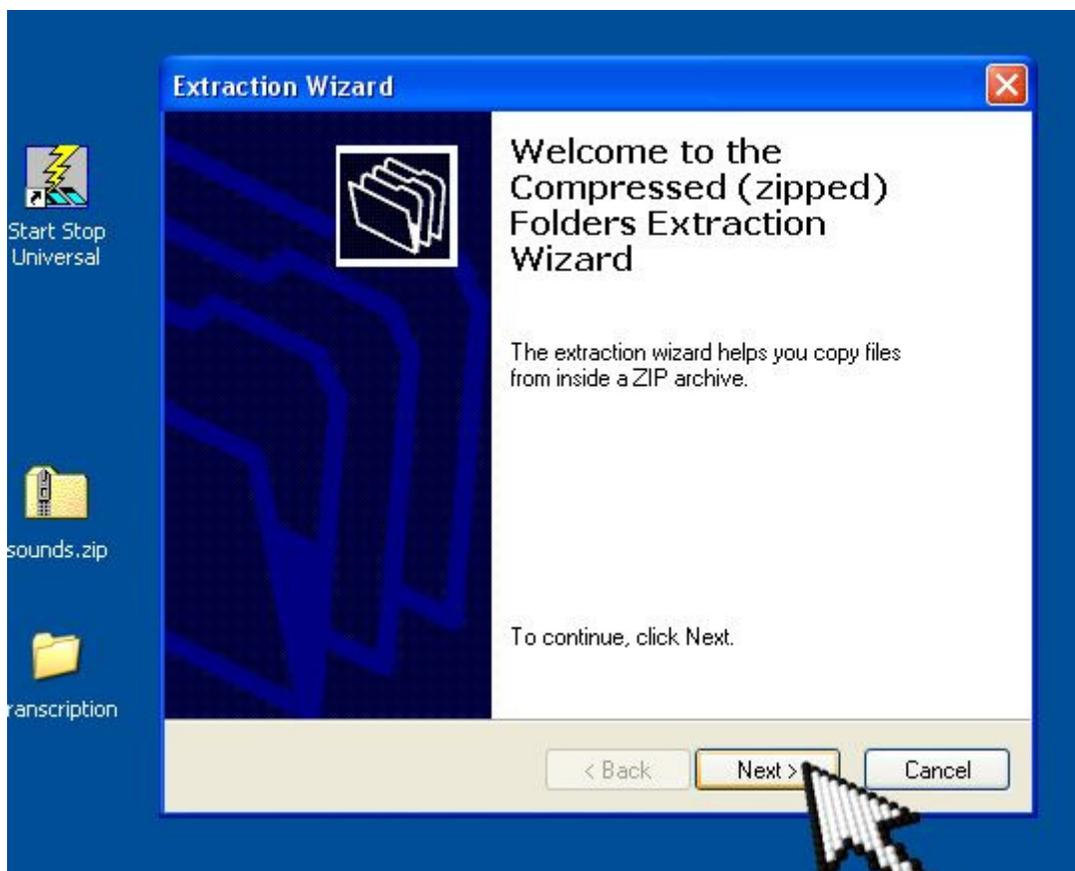
Select your destination by browsing to it. In this example, we use a folder labeled Transcription on our desktop.
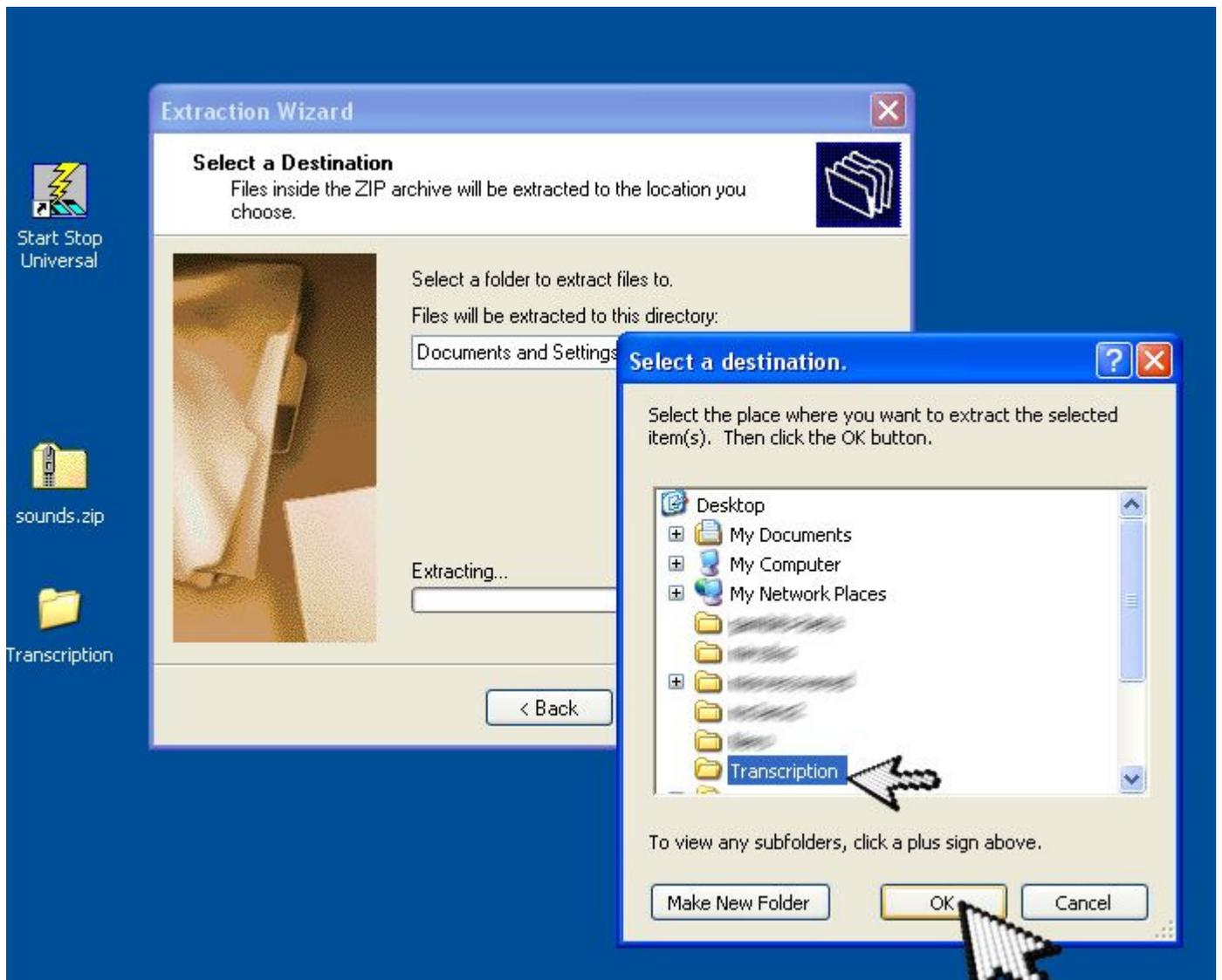
Follow the extraction wizard and your folder will pop up once the extraction process is complete.
From here you can open your files with Start Stop Universal.
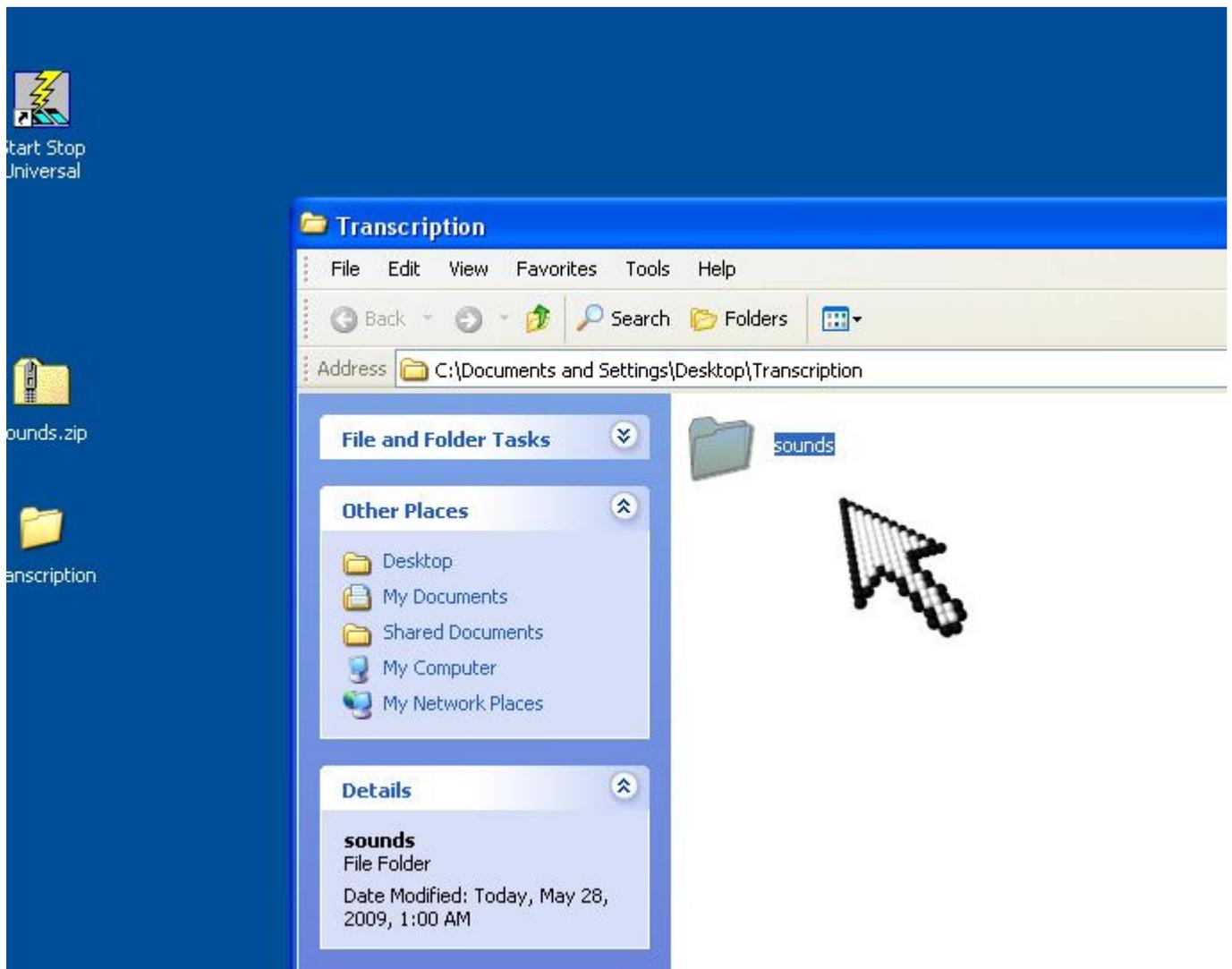
Open Start Stop Universal then select File and Open.
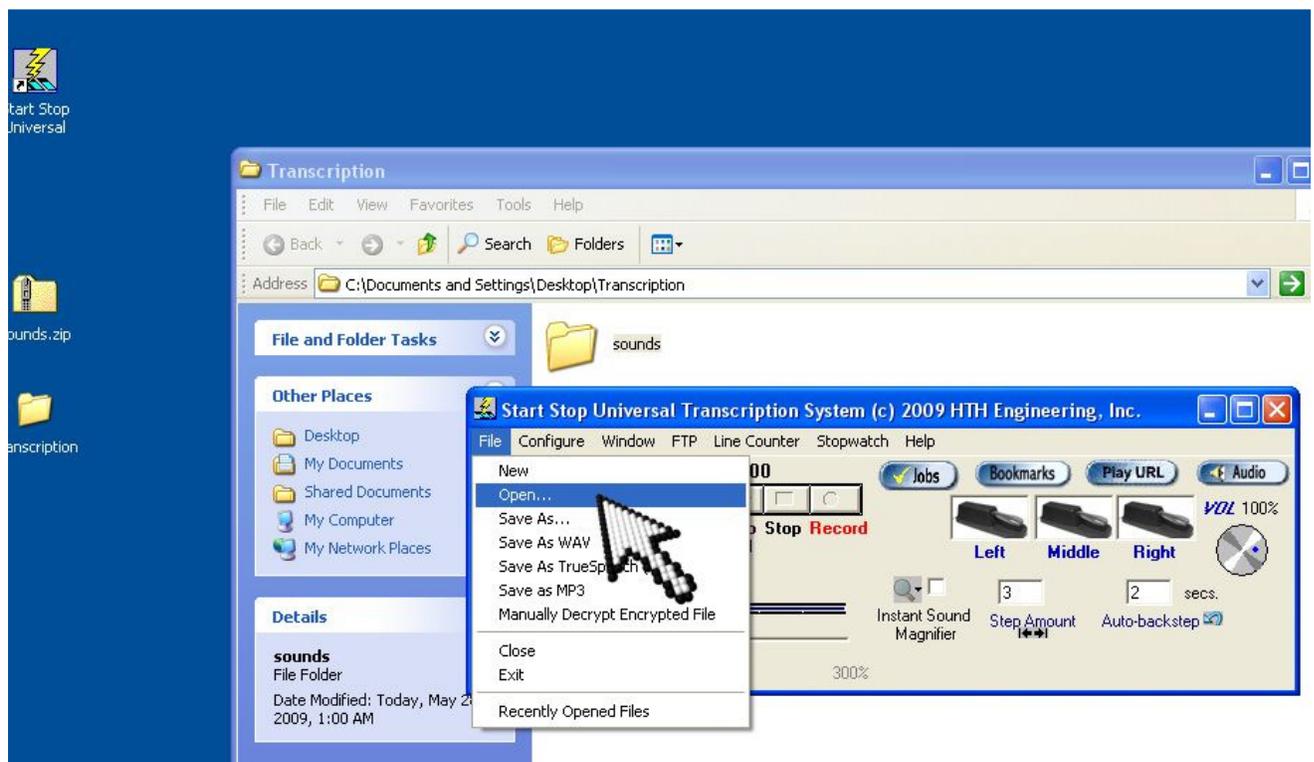
Browse to where your files are located; in this instance, the files are on our Desktop. So we click the Desktop icon on the left side of the open screen.
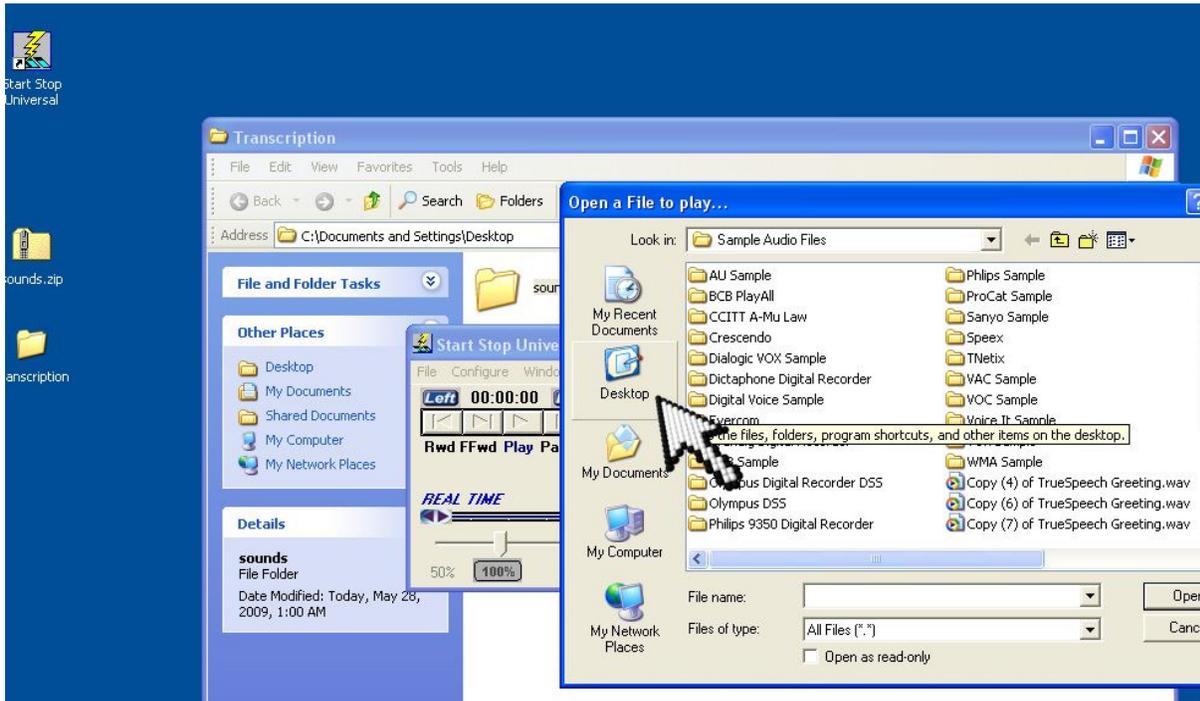
Once we reach the desktop, we select the folder that our files are in. In this instance, the folder is labeled Transcription. We select that folder then press Open.
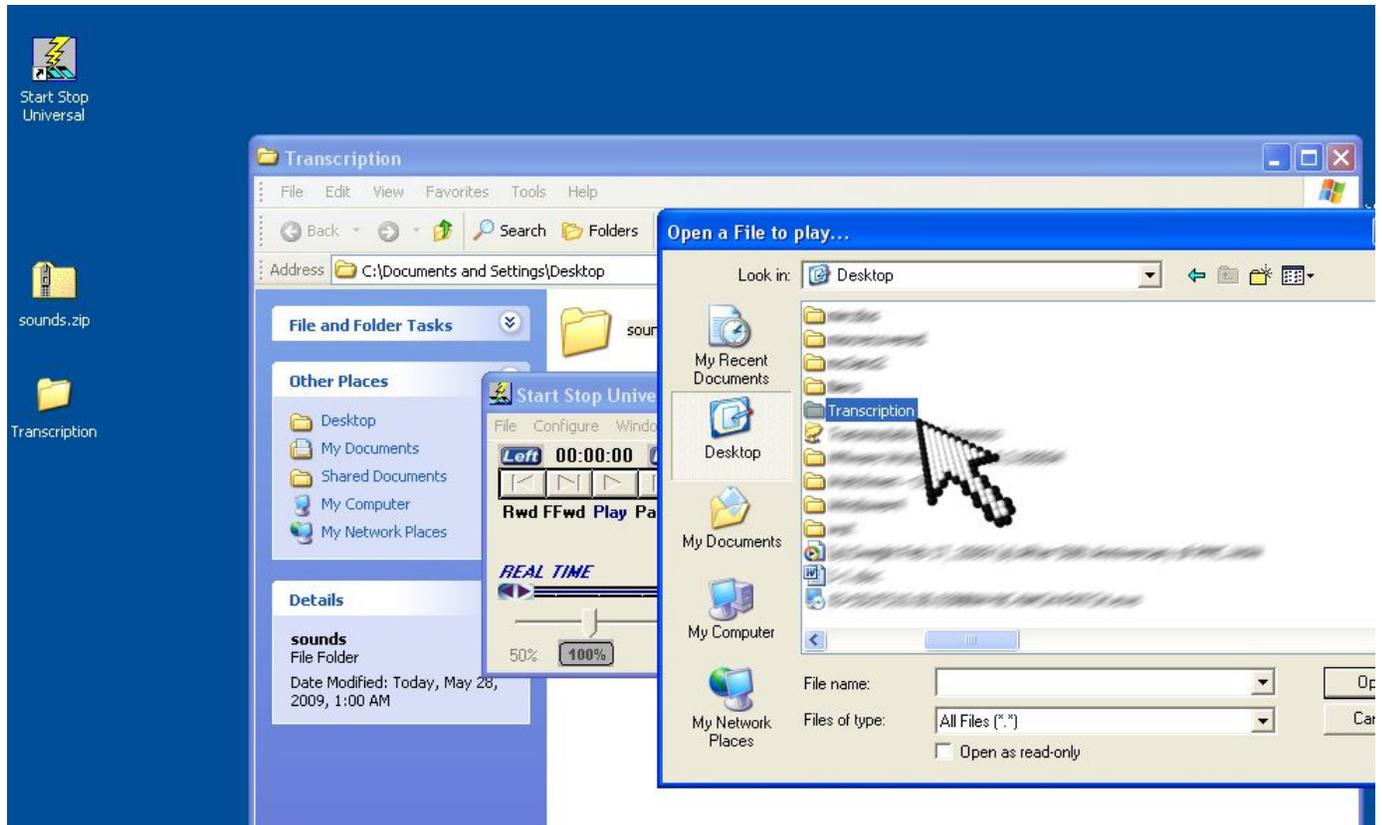
Once inside this folder, you will see your audio files. Select the first file you need to play, and then press open once more. Once Start Stop is finished opening the file, you may press and hold down on your middle pedal to begin playback.