

How to Locate Your Audio File

Eclipse

1. Click on Start, then Documents (My Documents for Windows XP users)
2. Go to Eclipse\”Your Name”\ and locate the audio file, which should be named the same as your job.
3. Copy this file to your Desktop. If you named your job JohnSmith9-18-12 the audio file would be named JohnSmith9-18-12.wav.

Case CATalyst

1. Open Case CATalyst.
2. Click Manage Jobs
3. Select (highlight) the file you need to get the audio from.
4. Click on backup (file cabinet)
5. In the bottom left in the “subfile types” box uncheck all subfile boxes except the audio file box (headphones).
6. On the right side of the box at the top in “Save in”, select Desktop.
7. On the right side at the bottom by file name, name the audio file in a manner that easily identifies the file, such as JohnSmith9-18-12 and click “Save”.
8. If you have your options set to “Warn” you before backing up audio files you will get a “Please Note” box that will pop up. Say “Yes” to include audio file.
9. Your audio file should now be on your desktop. *If you do not get a Warning box and no audio file is located on your desktop after these steps you may have your options set to “Never” include audio. You would need to click on the “options” button on your backup box and change that setting to “Warn before backing up audio files”.

Digital CAT

1. Click on Start, then Computer (My Computer for Windows XP users)
2. Go to C:/Program Files/Digital CAT/Transcripts.
3. Look for the file that you want that has the “.dm” ending to it
4. Copy it to your Desktop.