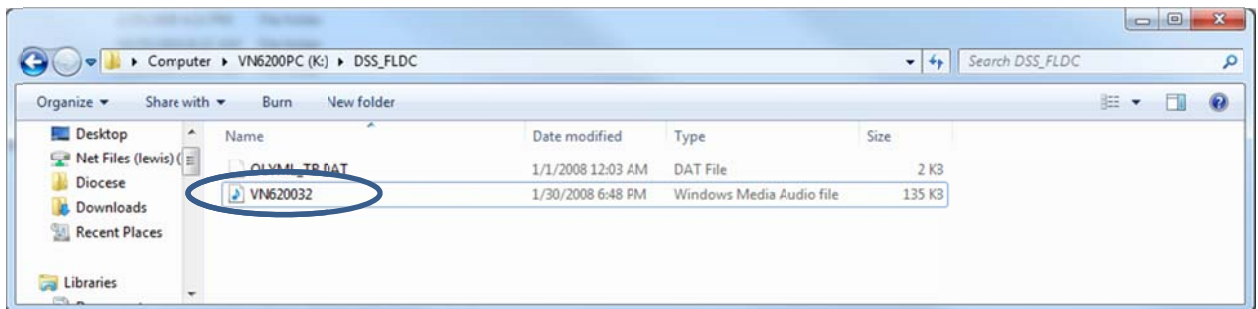


Please follow the instructions with your Digital Recorder on how to record, stop, play, fast forward, etc...
If you have any questions please let us know.

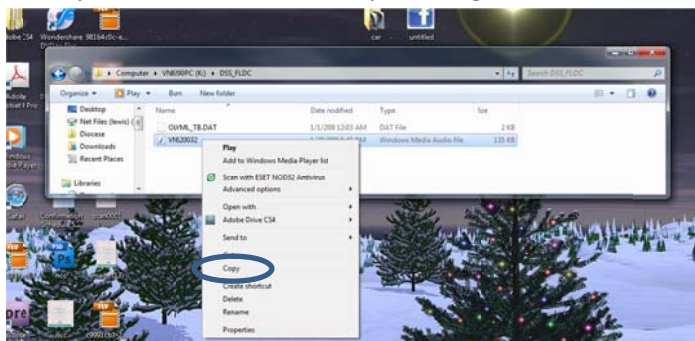
- 1.) Copy audio file to your desktop.
 - a. Plug your Digital Recorder into your computer with the USB cable provided.



- 2.) After a few seconds you should see the following screen:
- 3.) Click on Open Folder to view files.
- 4.) The next screen will show you some folders. Please click on a folder and then see if you can see an audio file.



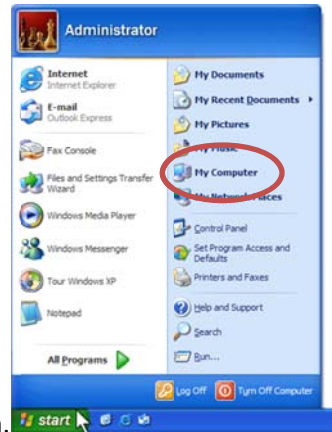
- 5.) Once you locate the audio file please right click on the file and select copy. Below:



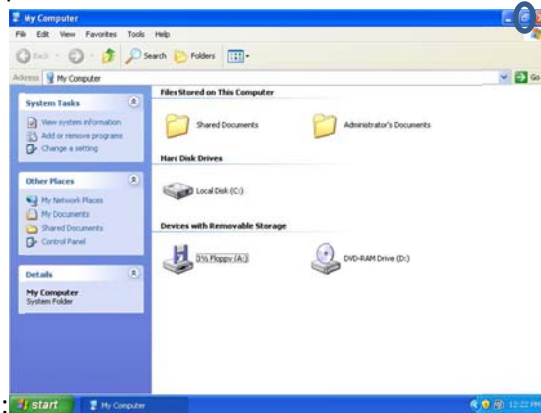
- 6.) Next right click on your desktop and select paste. This will place the audio file on your desktop.



- 7.) Click on the start button. or bottom left of your computer screen.



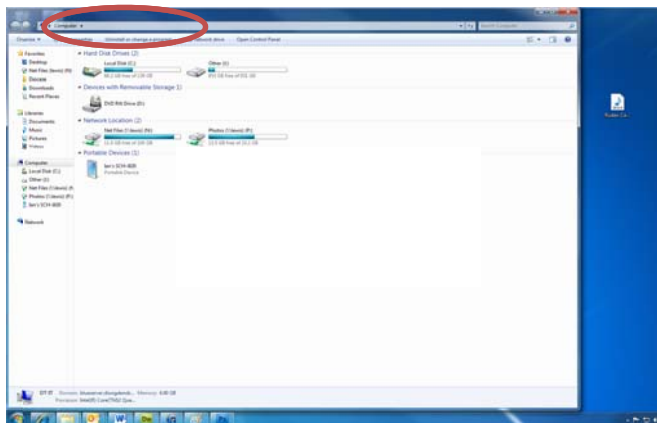
8.) Next click on the my computer or computer button.



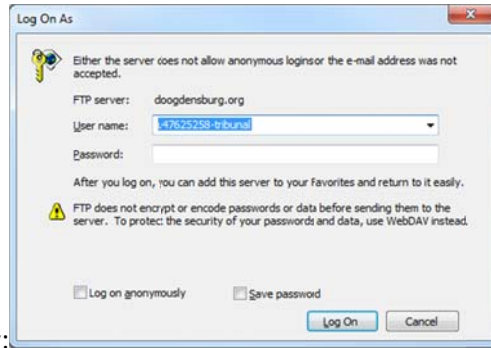
9.) Next you will see the following screen:

You want to be able to see your testimonial file that you just cut and paste onto the desktop. Therefore you may have to resize the window above. Please click on the restore button (circled above) and then resize the window or move the window so you can see the file on the desktop.

10.) Once you have done this your screen should look something like this:



11.) Now click on the circled area above (in the blank space to the right of where it says computer) and the text will turn blue. Type [ftp://diogdensburg.org](http://diogdensburg.org) and press enter.



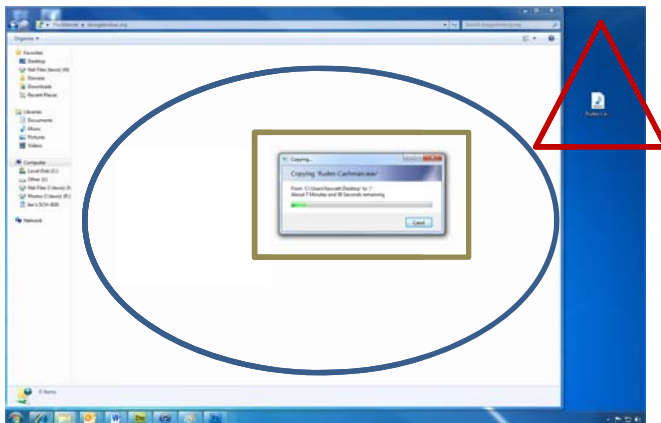
12.) You will then see the following window:

In the username please type: u47625258-tribunal

Password: Tribunal (capital T)

Click on Logon

13.) Next click hold and drag the file on the desktop (triangle below) to the blank white area in the folder (circled in blue) then release the mouse. Then you will see a new window appear (brown square) this window will tell you how much time you have until the file has been transferred to our server.



14.) When the transfer is completed the window inside the brown square above will disappear.

15.) Finally please email web@doogdensburg.org and please let us know you transferred a file to us. Once we make sure the file is ok and we can open it, we will email you back saying we have the file. And then you can delete the file on your desktop if you don't need it.