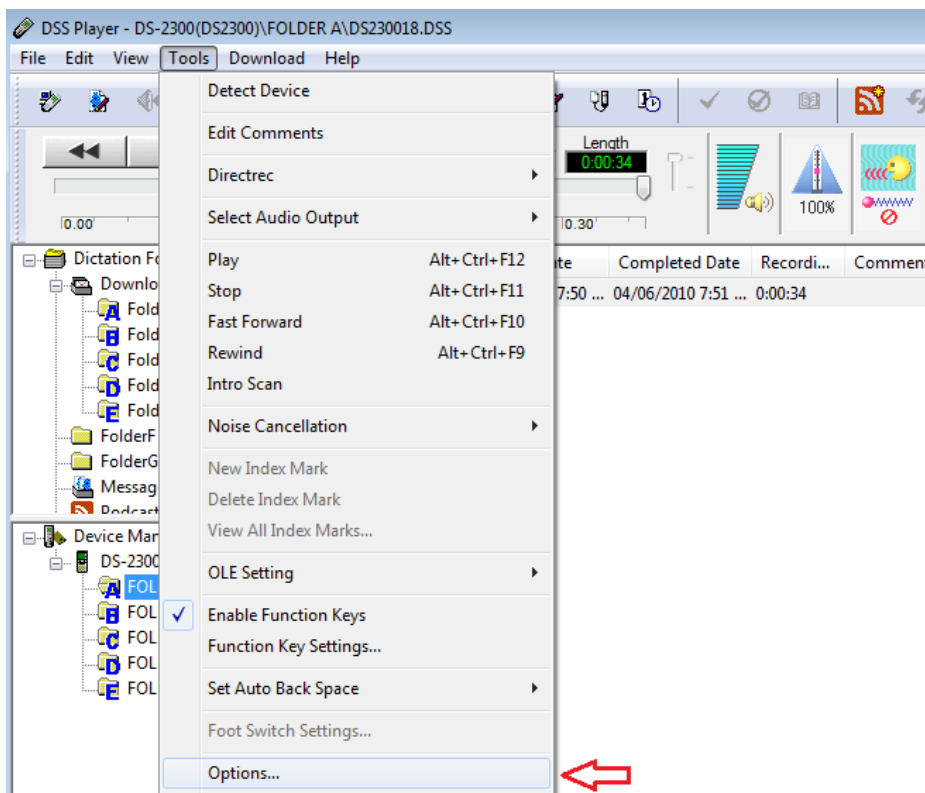
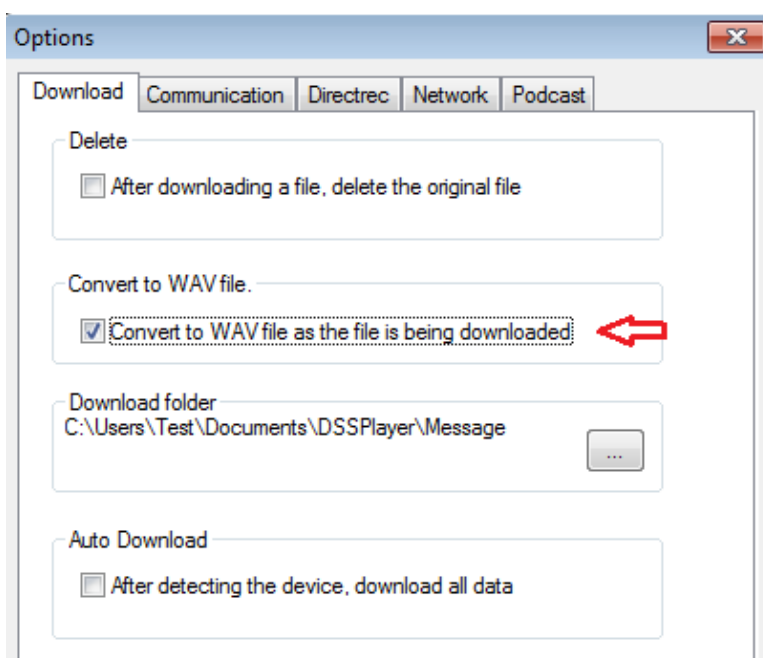


## How To Transcribe A Recording From Your Olympus Digital Recorder to MS Word Using the Olympus 7.X DSS Player Software

- 1) Launch the Olympus 7.X DSS Player Software.
- 2) Go to Tools Menu and select Options...

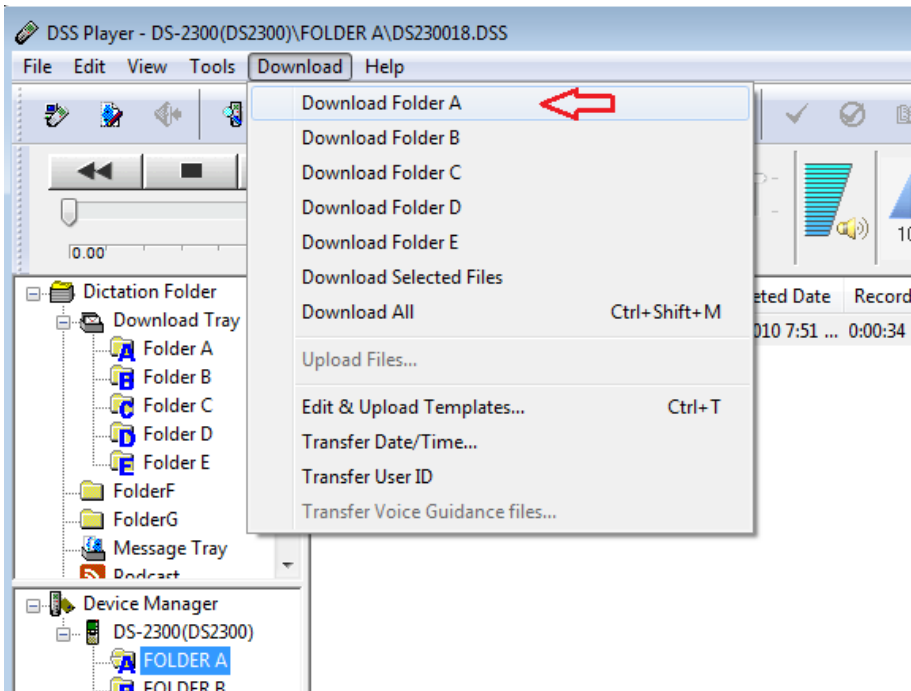


- 3) The Options Dialogue box appears. Check “Convert to WAV file as the file is being downloaded”. Then click OK.

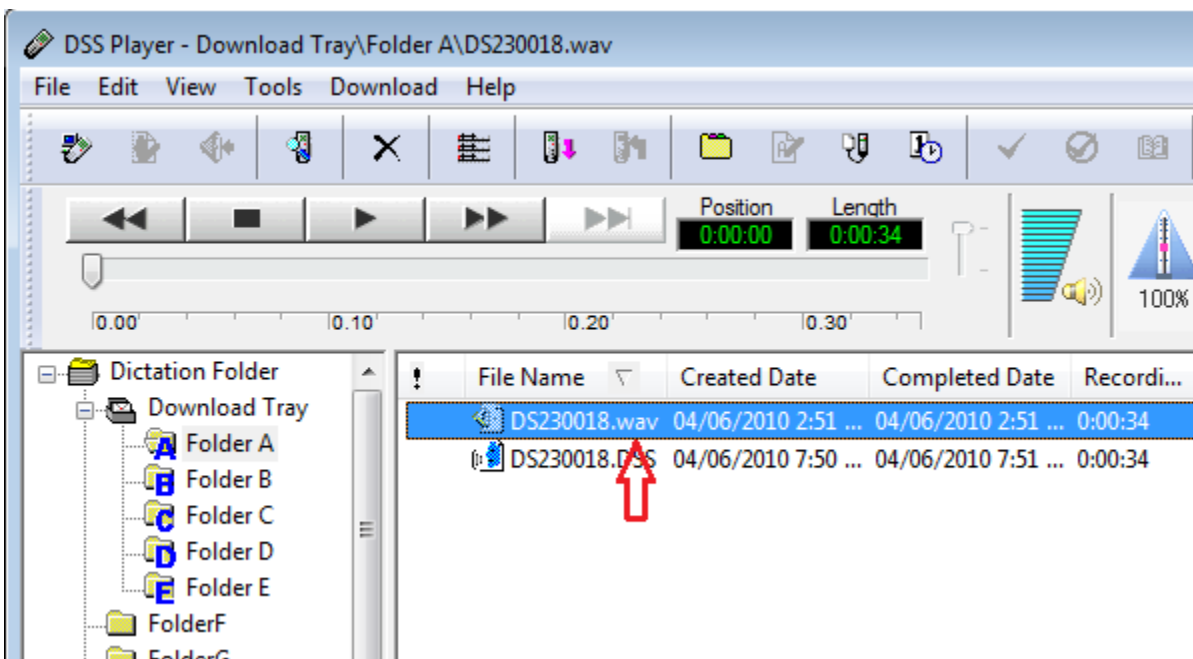


- 4) Open or create a new MS Word document. **Do not minimize.**

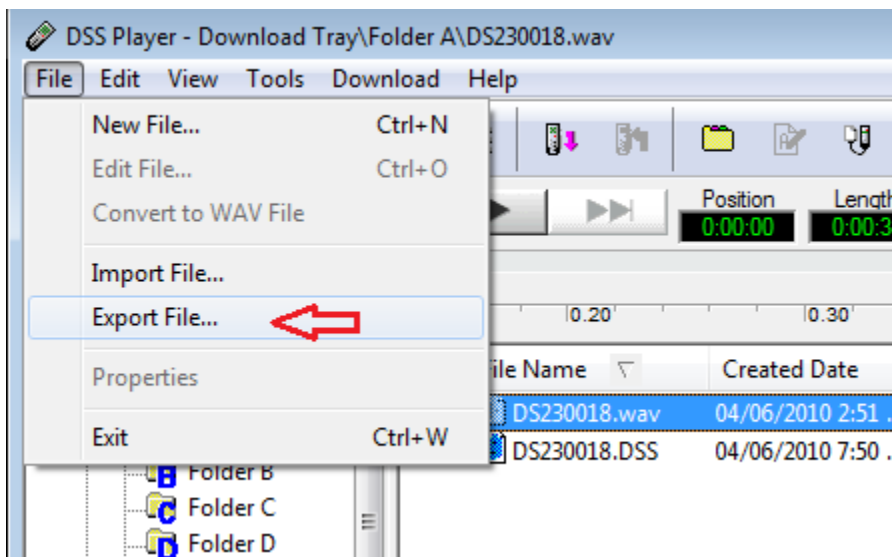
- 5) Connect your recorder to the computer using the usb cable included with the recorder; the Olympus DSS software should automatically launch
  
- 6) Use the DSS software to download the recording to the computer (Dictation Tray) by clicking on the Download menu and selecting the folder to download.



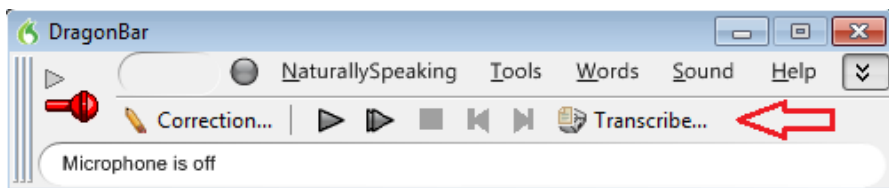
- 7) The recording will be downloaded as a .wav file. Use the mouse to select/highlight the .wav recording to be transcribed (only .wav files can be transcribed). *If you do not see the .wav file in DSS Window, go to the DSS View menu, select Current View, and make sure "All Files" is selected.*



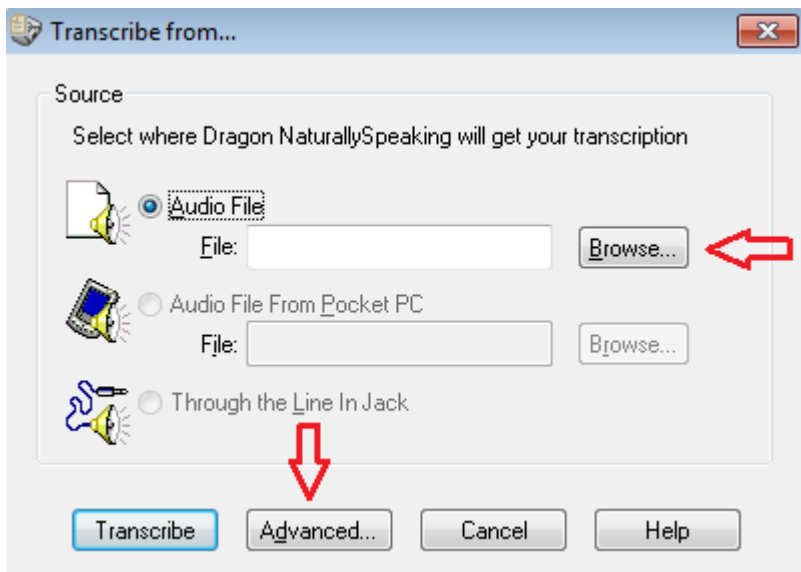
8) Go to the File Menu and select Export File to destination location (e.g. Desktop)



9) Launch Dragon. Click the Transcribe button in the Dragon Bar Menu.



10) Click the Browse button to locate the .wav file to be transcribed. Then click the Advanced button to select the application (Dragon Pad or MS Word) for the transcription.



11) The Transcription Options dialogue box appears. Make sure “A Selected Window” is checked if you wish to transcribe to MS Word. Then click the Transcribe button.



12) The following prompt appears. Click in the MS Word document and your audio recording will be transcribed into the MS Word document.

