



# Bytescribe Development Company

## Export Utility



*Installing and Configuring Export Utility*

Software Version 4.5.2



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## Introduction

### Purpose

The purpose of this document is to explain to you how to set up Bytescribe Development Company's Export Utility. Once the setup is complete, you will be able to automatically and/or manually convert .vox format audio files from your Orator Digital Dictation System into .wav format files.

### Assumptions & necessary equipment

This document assumes that you already have the following:

- An Orator Digital Dictation System from Bytescribe Development Co.
- A second computer (called the Management Computer in this document),
- A working network connection between the Orator and the Management Computer
- Valid software licenses for Export Utility, including the proper password for the Export Utility installation

### Checking network connections

Before beginning, it is a good idea to check the network connections between your Orator and the Management Computer. To do this:

1. Turn on both computers.
2. On the Management Computer, click on the **Start** button and select **Run**.
3. In the box that comes up, type **\\Orator**.
4. After a few minutes, a Windows Explorer box should appear, displaying all of the available folders on the Orator.

If the Windows Explorer window never shows up, please double check your network connections and settings on both the Orator and the Management Computer. Once you are able to complete step #4 above successfully, you may continue with the instructions in this document.

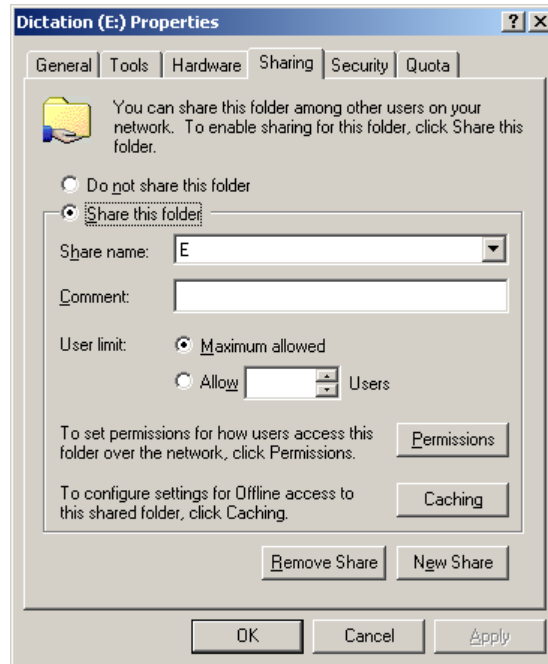
## Share and map drives

### Share E: drive on Orator

If you have not already done so, you will need to share the E: drive on your Orator. To do this:

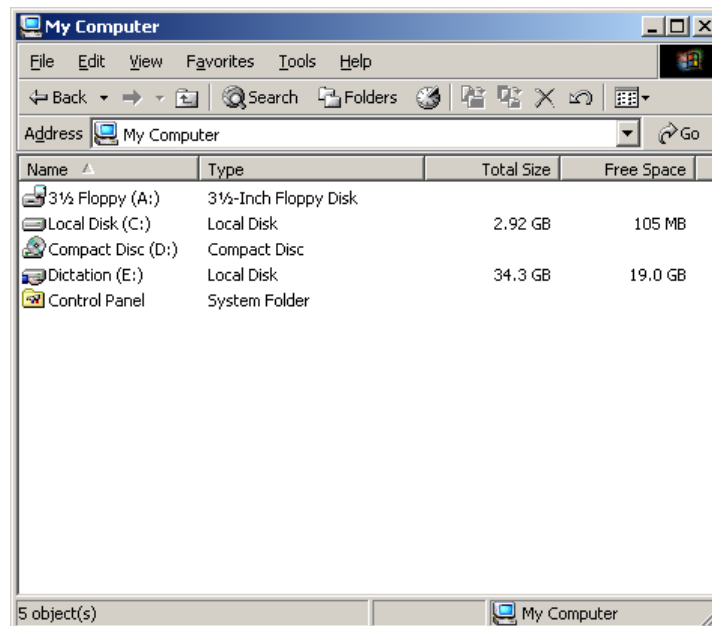
1. On the Orator, open Windows Explorer (you can do this by right-clicking on the My Computer icon on the desktop and choosing Explore).
2. On the left-hand side of the Windows Explorer window, you should see an icon for My Computer. Beneath that icon will be a list of the drives on your Orator. Right-click on the E: drive and select Sharing . . .
3. The Properties window for the E: drive should pop up. Click on the Sharing tab if it is not already selected.

- At the top of the window will be two radio buttons (circles with a black dot in one of them). Click to place the black dot in the circle labeled Share this folder, as in the picture below. You should not need to make any additional changes.



- Click Ok.

In the Windows Explorer window, you should see a small, blue hand appear under the icon for the E: drive, as in the picture below. This means that the drive is now shared and can be seen and accessed by other computers on the network.

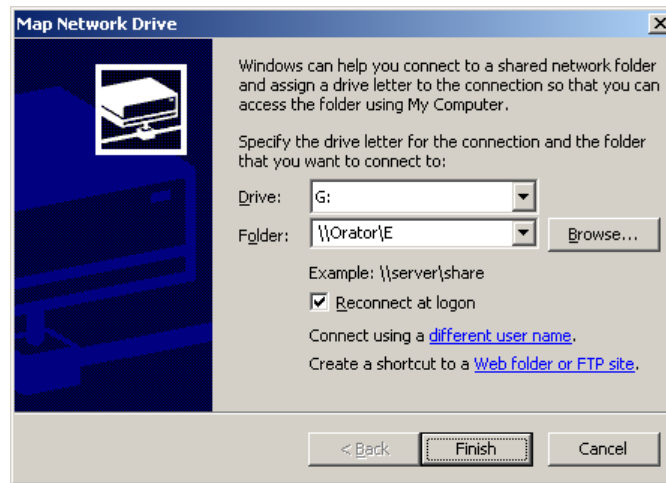


### Map Orator's E: drive on the Management Computer

Note: these instructions tell how to map a drive in Windows 2000. If you have a different version of windows on your Management Computer, please check the Windows Help for instructions on how to map a drive.

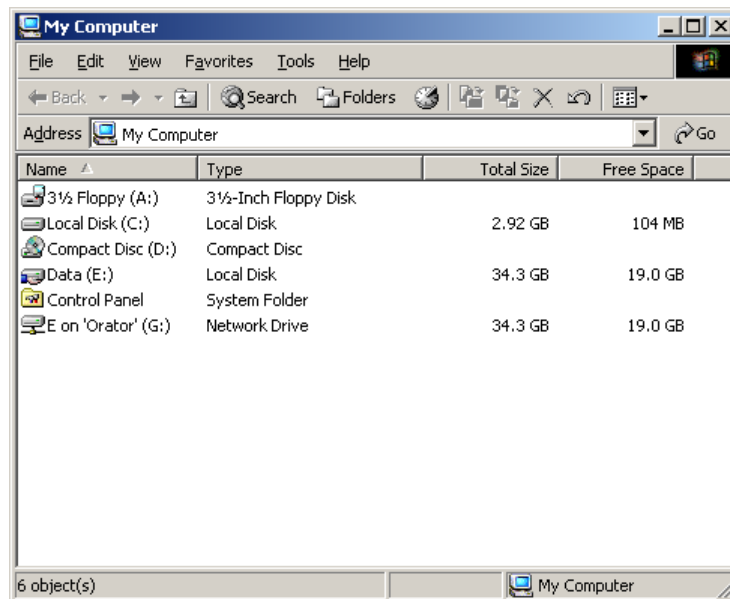
Now that you have shared the E: drive on the Orator, you will need to “map” it to a drive letter on the Management Computer so that Export Utility can access its files. To do this:

1. On the Management Computer, open Windows Explorer.
2. Click on the Tools menu, and select Map Network Drive . . .
3. The window that pops up will have two fields labeled Drive and Folder, and a check box labeled Reconnect at logon. Click to place a check in this box.
4. In the field labeled Drive, choose the letter that you want to for the Orator’s drive. It can be any of the letters that are listed there. For the purposes of this document, we will be using G:.
5. In the field marked Folder, type \\Orator\E, as in the picture below.



6. Click Finish.

In the Windows Explorer window, you should now see another drive letter listed under My Computer. It should be labeled E on ‘Orator’ and should have the letter you chose in parentheses after the label, like this (G:), as in the picture below.



## Install and configure Export Utility

### Get Export Utility installation file

The most recent version of the Export Utility installation file is **Export452\_Setup.exe**, which is available for download at <http://www.bytescribe.com/support/export.htm>. A similar installation file may be on your Orator. Regardless of where you get the file, you will need to download a copy of it to the Management Computer.

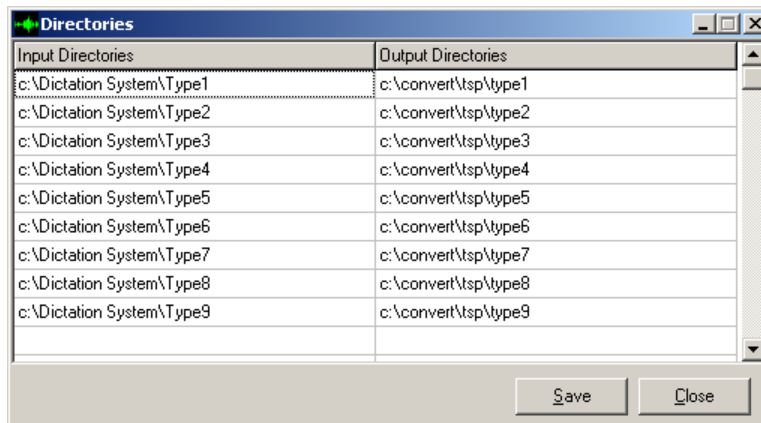
### Install Export Utility

Once you have a copy of the Export Utility installation file on the Management Computer, double-click on it to run the installation program. You will need a password to install Export Utility, which you can get by contacting Bytescribe Development Co. at 408-987-5628. After typing in the password, continue with the installation. It is suggested that you leave all of the default installation settings, which will place the Export Utility folders and files on the C: drive. If you must use a different drive, please make note of it.

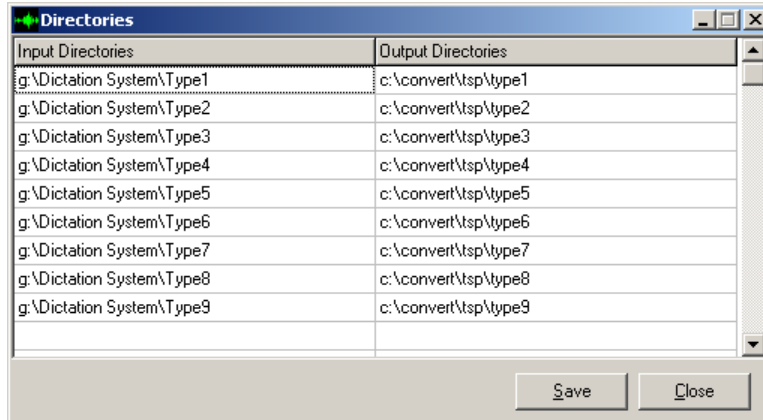
### Change drive letter on Import Directories

Once installation is complete, you will need to change the drive letter for the Import Directories in order for Export Utility to see the files on the Orator. To do this:

1. Start the Export Utility software.
2. Click on the View menu, and select Directories. The Directories window will pop up, as in the picture below.



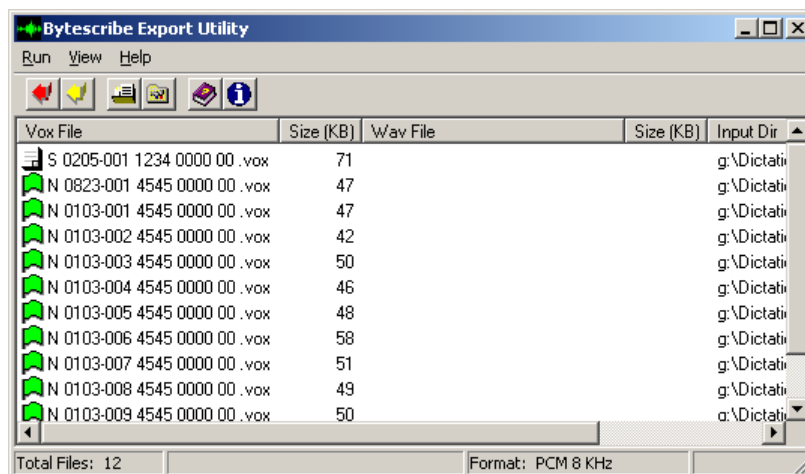
3. On the left-hand side are the paths for the Input Directories, where the Export Utility will look for .vox files to convert. Triple-click on the first directory path and highlight the drive letter (it should be c).
4. Type in the drive letter that you mapped to E on Orator in the previous section. For example, if you used G as the drive letter, your first directory path should read G:\Dictation System\Type1.
5. Do this for all of the Input Directories. Leave the Output Directories alone. The windows should look like the one in the picture below.



6. Click Save.
7. You may be asked if you want to create each of the output directories. Click Yes for each one.

Please note that Export Utility installs with 9 Input and Output Directories. If you plan to have more, you will need to manually insert the paths. Also, Export Utility will only see and convert files in folders for which you have entered the directories. So, for example, if you do not wish to have Export Utility convert files in the type8 folder, simply delete the pathname for the type8 folder from the Input Directories.

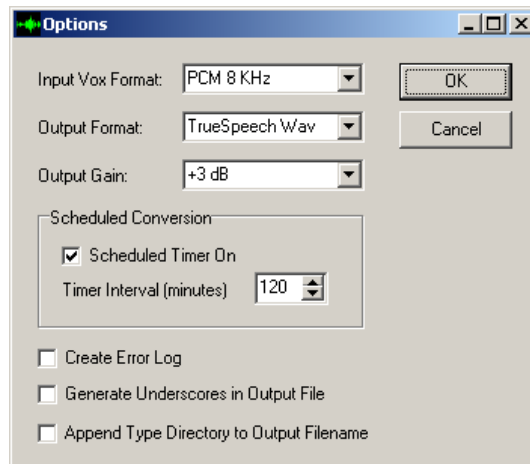
If your Orator already has dictation files on it, you should be able to see those files in the Export Utility main window, as in the picture below.



## Setting up automatic conversions

You can set up Export Utility to automatically convert the files from the Orator. To do this:

1. In the Export Utility, click on the View menu and select Options.
2. The Options window will pop up. In the section labeled Scheduled Conversion, click to place a check mark in the box labeled Scheduled Timer On, as in the picture below.



3. In the box labeled Timer Interval (minutes), type the number of minutes that you want Export Utility to wait between each conversion. This will be the amount of time in minutes that Export Utility will wait from the end of one conversion session to the beginning of the next one.
4. Click OK.

## Performing manual conversions

Instead of, or in addition to, automatic conversions, you may run manual conversions of the .vox files. To do this:

1. In the Export Utility, click on the **Run** menu, and select **Convert All Files**.

This will run a conversion of all the new files in the Input Directories.

## Install and configure DocShuttle Administrator

You are now ready to install DocShuttle Administrator on your computer. It is important that the files for DocShuttle Administrator be placed in the proper folders on your computer, so that DocShuttle can automatically see the converted files.

If you have not already installed DocShuttle Administrator, you may do so now. Follow the installation wizard's instructions and accept the defaults. DocShuttle Administrator will install itself into the C:\Convert\tsp\ folder, which is where it needs to be to see the converted files.