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NEW FOR 2008

MEDICAL SECRETARIAL DIGITAL AUDIO* / COPY TYPING EXAMINATIONS

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LEGAL SECRETARIAL DIGITAL AUDIO* / COPY TYPING EXAMINATIONS

* You will need to have downloaded and installed transcription playback software, such as Express Scribe, to run the audio files. Express Scribe is available from [NCH Swift Sound](#). The rest of these instructions assume that you are using Express Scribe, but the principles apply to any playback software.

You also need to download the Audio Test Files from the Tesla Typing website. These can be found in "My User Area" once you have logged in. To download the Audio Test Files, right-click on the .wav Audio Test Files and save them to your Desktop.

You then need to load the Audio Test Files into Express Scribe. Start up the Express Scribe software and right click anywhere on the blank space or use the File menu on the toolbar. Next click on 'Load Dictation File(s)', and select all four of the downloaded Audio Test Files, which should be on your Desktop. Then click 'Load' and they will be transported through to the main screen. The Audio Test Files are now in Express Scribe and will remain there until you delete them. You will not need to download them again.

Make sure that you can play the Audio Test Files back in Express Scribe before taking the Tesla Typing! audio tests. To run the typing test, ensure that the Express Scribe file is open and ready to play, using either the keyboard or pedals. Return to the Tesla Typing! web site and log in. Click on the Audio Test. Click on the 'Take Test' and 'Start'.

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