Merge Media Files - If 2 files need to be merged or combined:

1. IF you find two files in the ‘Folder 1” section of a judges recorder, Click “Merge Files” in the bottom left corner of the CS window.  This will bring up a new window. If you are not sure what to files to merge, click on each file in ‘FOLDER 1’ and listen to that judge’s recording – you should be able to match the correct files from what the judge is saying.
2. Click “Browse” next to the first media file box.
3. When the next screen opens, find the word ‘Computer’ on the left side of that screen (you may have to scroll down) – find the recorder devise (probably the **“E” slot** – highlight it and click OPEN. Open the VOICE and FOLDER1 window until you see the two files. Select the first media file to combine.
4. Highlight it then Click “Open”.
5. Click “Browse” next to the second media file box.
6. Find and select the second media file to combine – highlight it and click
7. OPEN.
8. Click “Merge” to combine the 2 files. – Then select YES
9. This will merge the two files – drag that single combined file into the

proper judge’s folder in the ‘CS Download window.