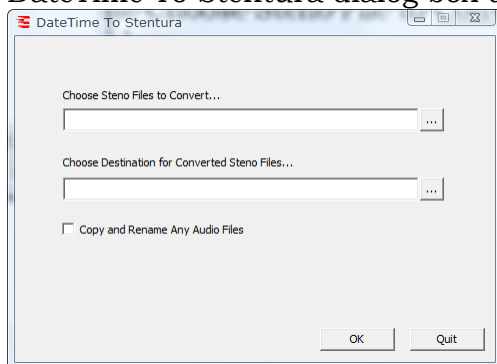



## Convert Date & Time Steno Files to Stentura® Format

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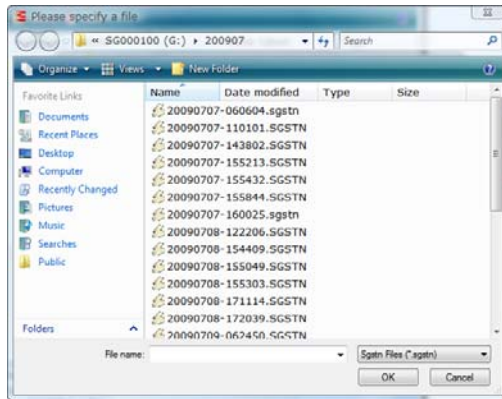
The DateTime To Stentura program converts Diamante Writer files to Stentura compatible format (File.00X). Stentura compatible formatted steno files can be read by all popular CAT systems. You will need to convert Date and Time stored files (i.e. 20090710-084528) to Stentura compatible format if you are using a CAT software that does not understand the Date and Time format or a Case CATalyst version lower than 7.02.

1. Turn your computer On and wait until it is fully booted.
2. Insert the Diamante™/Wave™ Utilities and Tutorial CD into your computer's CD/DVD drive.  
At the Diamante – Wave Utility dialog box, click the **Diamante** option.  
If the Diamante – Wave Utility screen does not display, at the AutoPlay dialog box, select to View Files.
3. Click **Utilities**.
4. Double click the Utility folder. Highlight DateTimeToStentura, right click and select **Copy**. Right click on a blank spot on your Desktop and select **Paste**. You may want to copy the exe to your Desktop for convenience.  
*For organizational purposes, you may want to create a Stenograph Utility folder on your Desktop and copy the DateTimeToStentura.exe to that folder.*
5. To convert date and time formatted files to Stentura, do **one** of the following:
  - a. Remove the Data SD card from your steno machine, insert the card into your SD card reader and insert the reader into an available USB port on your computer.
  - b. Remove the Data SD card from your steno machine and insert the card into the SD card slot on your computer.
  - c. You can copy the jobs from the Data SD card to a flash drive. Insert the flash drive into an available USB port on your computer.
6. If the AutoPlay dialog box displays, click the X in the upper right hand corner of the dialog box.
7. Double click the DateTimeToStentura that you copied to your computer. The DateTime To Stentura dialog box displays:



8. To select the location that contains the date and time formatted files, click the  (Browse) icon under the Choose Steno File to Convert... field. The Please Specify File dialog box displays:


## Convert Date & Time Steno Files to Stentura® Format

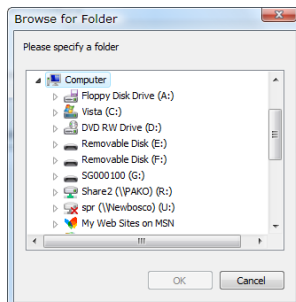


Navigate to the location of the steno files. Files are stored in folders that display the year followed by the month (i.e. 200907).

9. Do any of the following:
  - a. To select an individual file, click the file name.
  - b. To select multiple consecutive files, click the first file name and then press Shift and hold it click the last file name you want to select.
  - c. To select multiple files that are not listed consecutively, click the first file name and then press and hold Ctrl and click each additional file you want to select.

Highlight the files you want to convert and press **Enter** (or click OK). The DateTime To Stentura dialog box displays with the file path displayed in the Choose Steno Files to Convert field.

10. To select the location where the converted file will be saved, click the  icon under the Choose Destination for Converted Steno File field. The Browse to Folder dialog box displays. Navigate to the location where you to save the converted steno files and press **Enter** (or click OK).



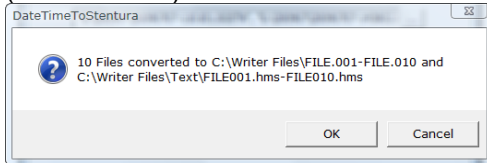
The DateTime To Stentura dialog box displays with the selected file and destination path displaying.

11. To copy and rename any audio files, select the Copy and Rename Any Audio Files option. The state of this option will be remembered the next time you use the DateTimeToStentura conversion program.
12. To convert the selected files, click **OK**. One of the following messages may display:

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- a. A warning message displays if there is insufficient space available in the destination location for the converted files. Select **OK** and select a new destination or delete files to make room for the new files.
  - b. An “overwrite existing files” message displays if there are files with the same name in the destination location.
    - i. Select **OK** to continue and any existing files of the same name will be overwritten.
    - ii. Select **Cancel** to stop the conversion.
13. When the files are converted, a confirmation dialog box displays, press **Enter** (or click OK) to continue.



14. To close the program, click **Quit**.

### Things to know:

- For organizational purposes, you may want to create a folder on your computer for the destination for files converted to Stentura format.
- Converted files are consecutively numbered File.001 through File.00X.
- The following procedures are **strongly recommended**:
  - Develop the habit of converting all date and time files on the Data SD card at one time and then archive those files in another location. Once they are archived, remove them from the ‘convert files’ location.
  - Once you have converted the files on the Data SD card, return the card to the writer and format the Data SD card.