

INSTRUCTIONS FOR DOWNLOADING AND USING THE MP3 AUDIO COURSES

After making a purchase, you'll be provided with a link to click in order to download your course. This link is made available on the receipt page you see immediately after purchase, and is also available from your receipt e-mail. This link is valid for 72 hours after purchase.

Upon clicking the download link, you'll be prompted to OPEN or SAVE the file.

Please choose the **SAVE** option, and save the file to your desktop or a folder on your computer - it doesn't matter where you save it to as long as you remember where.

The courses are provided in zipped format, and therefore need to be unzipped before use. Unzipping can be done using software like [Winzip](#) or [Stuffit Expander](#) for Mac's.

The MP3 tracks are contained in a single folder per Level of course, and have file names like the example below.

We recommend creating a separate 'playlist' on your MP3 player for each Level. For example, the Level 1 files would be in one playlist on your player, the Level 2 files in a different playlist, etc. However, this is not essential.

Example file name: 1_001_FRE1_S01

- **1** is the course level (which could be 1, 2, 3 or 4 depending on your purchase)
- **001** is the track number.
- **FRE1** is a 3 letter abbreviation for the course language, followed by the course level (so in the example, **FRE1** is a **French Level 1** course).
- **S01** refers to the section number of the course. Courses are divided into 10 or 11 sections.

Please note that there are a group of files that end in '**GLOSS**' rather than a section number. These tracks contain a recap of the glossary of vocabulary used during the course, and can be referred to whenever suits, but ideally after you have completed sections 1-10 (or 11) of the course.

You should begin your study at track 001, followed by track 002, and so on.

Please use the software supplied with your MP3 player to transfer the tracks to your MP3 player.

The tracks are already in MP3 format, so will generally need to be copied to the 'library' of the software you use to transfer files to your MP3 Player, and then transferred to your MP3 player.

You can also play the MP3 files on your computer, or most other devices that will play MP3 Audio.

Please note: We recommend you make a backup copy of the downloaded file in case of computer failure etc. A backup copy can be made to USB stick, CD, DVD etc.

Thank you again for your purchase. We hope that you find the course enjoyable and

informative, and please don't hesitate to contact us if you have any enquiries.

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