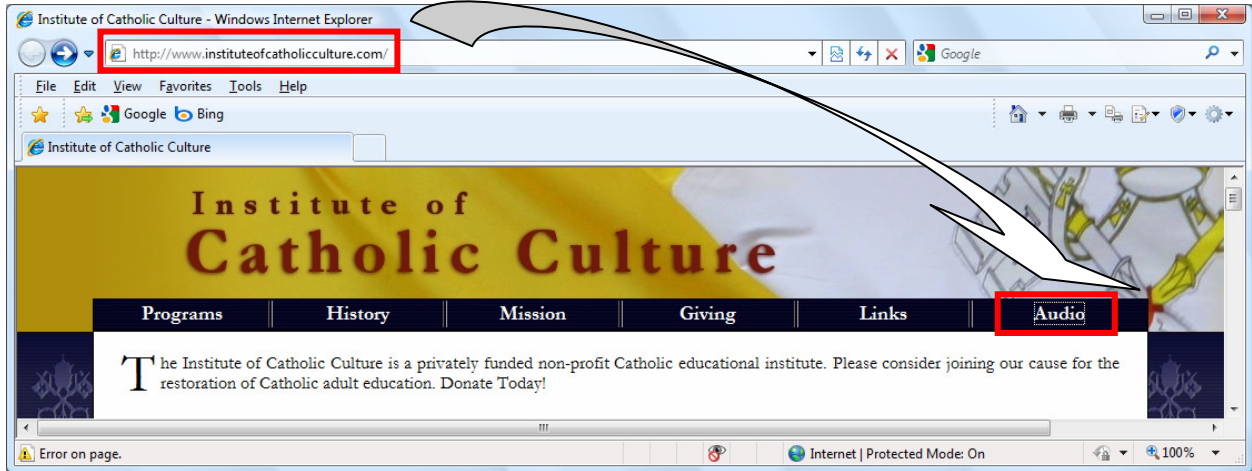
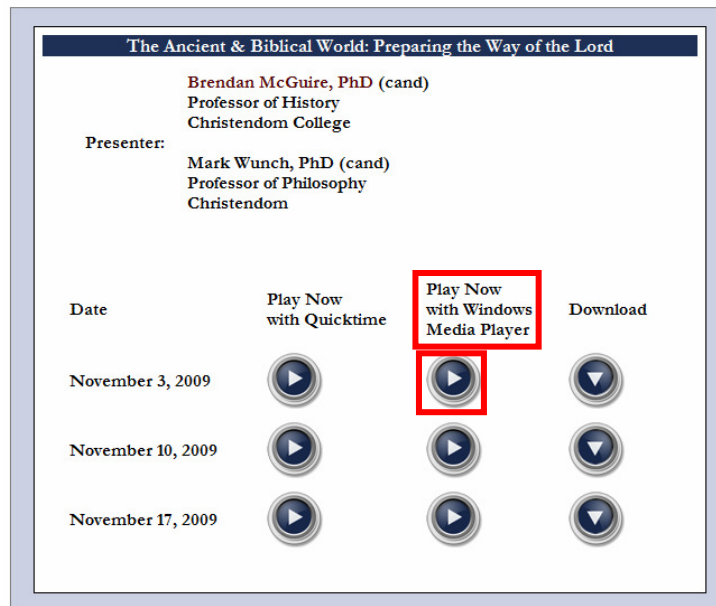


## How do I “stream” audio files on my computer?

Go to <http://www.InstituteOfCatholicCulture.org>, and click on Audio:



You can stream audio programs (that is, listen to them without having to download them to your computer first) by clicking the “right arrow” corresponding to either Quicktime or Windows Media Player. Unsure which one to use? Try them out to see which works best on your computer. In general, if you have a Windows-based computer you may want to use Windows Media Player, and if you have a Macintosh you may want to use Quicktime:



After clicking the right arrow, you will see a little control panel with VCR-style control buttons appear underneath that program. These controls allow you to play, pause, stop, mute or adjust volume, or to drag the slider bar to fastforward to a specific place in the audio program:

The Ancient & Biblical World: Preparing the Way of the Lord

**Brendan McGuire, PhD (cand)**  
 Professor of History  
 Christendom College

Presenter:  
**Mark Wunch, PhD (cand)**  
 Professor of Philosophy  
 Christendom

Date	Play Now with Quicktime	Play Now with Windows Media Player	Download
November 3, 2009			
November 10, 2009			
November 17, 2009			

If you do not see an audio player, please wait, as it may take some time to load.

*Note: Sometimes when you click the right arrow, it opens the control panel and starts playing, but it jumps to another section. You may have to scroll up or down a little to find your section again. This is a known problem which we are working on.*

## How do I download audio files to my computer?

Right click on the “down arrow” under “Download” for the program you want, and select “Save Target As”:

The Ancient & Biblical World: Preparing the Way of the Lord

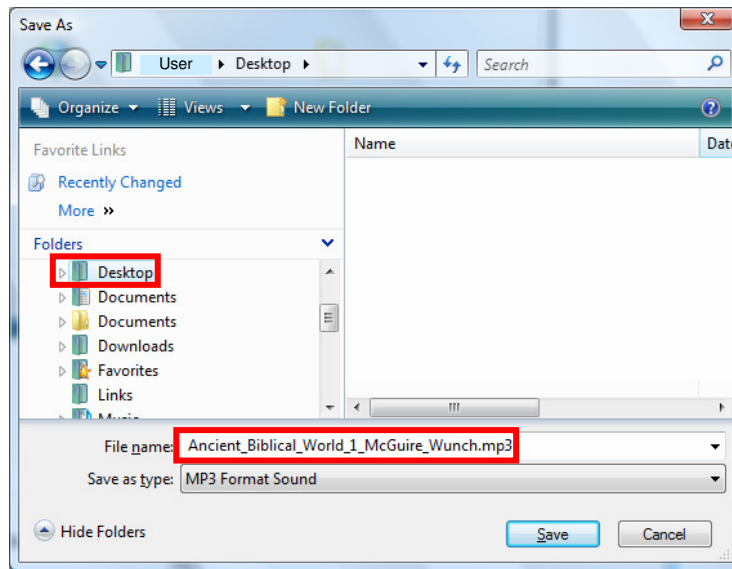
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- Open Link
- Open Link in New Tab
- Open Link in New Window
- Save Target As...**
- Print Target
- Show Picture
- Save Picture As...
- E-mail Picture...
- Print Picture...
- Go to My Pictures
- Set as Background

Depending on the speed of your internet connection, downloading might take from a few seconds to a few minutes. Note the location where your file will be saved, and its name, and click “Save”:



## ***Now that I've downloaded it, how do I play it?***

*Note: There are so many different computer configurations and operating systems that it would be impossible to cover all possibilities here. This simple tutorial assumes you are using a recent version of Windows and Windows Media Player. If not, well, ask a friend...or a friend's kid or grandkid.*

Four ways:

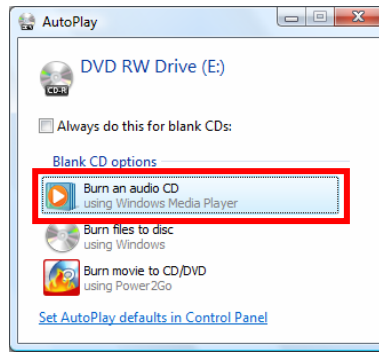
1. Play it on your computer
2. Play it on a CD player (ex. in your car)
3. Play it on an "MP3" player (ex. iPod)
4. Play it by iTunes

### ***1. Play it on your computer***

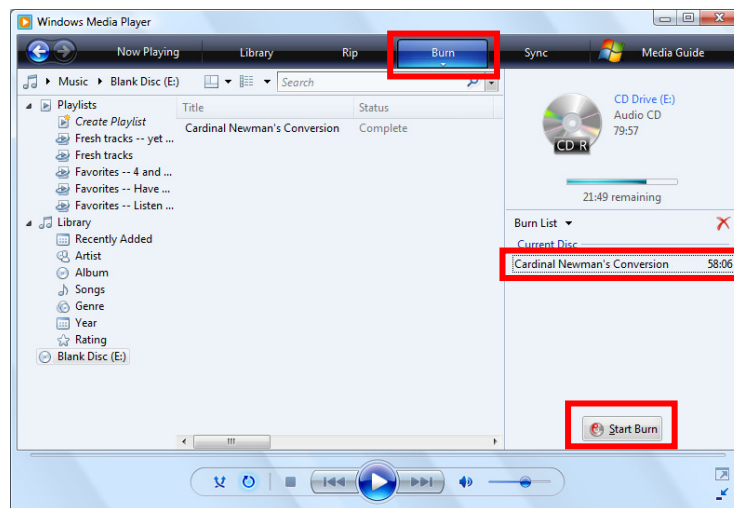
This is the easy one. Just find the file and double click on it. Set the volume either on your speakers or on the little speaker icon in the lower right by the clock.

### ***2. Play it on a CD player***

For this one, we need to first burn file to a CD (in "audio" format). Here's how to "burn" the file to a CD. Start with a blank CD (CD-R or CD+R are preferred, since the disk won't be rewritable after you burn an audio file to it, but CD-RW or CD+RW would work too). Put a blank CD in your computer's CD drive (note that the drive needs to be a "CD burner", but most are these days). "AutoPlay" will pop up a little window asking what you want to do with the disc you just put in. Select the "Burn an audio CD using Windows Media Player" option:



This will open Windows Media Player. Now, find the file you just saved to your computer (either in the “Library” section on the left side of Windows Media Player, or in Windows Explorer) and drag and drop it to the “Burn List” section in the lower right. Then click “Start Burn”:



Burning a CD will usually be done in about 6-8 minutes. Once it’s done burning, pop out the CD and use it in your favorite CD player (your home stereo, your car, or even your computer).

Note 1: Each CD can hold about 74-80 minutes of music or audio. What if the presentation is too long to fit on one CD? Well, you’ll need to “slice” the file into CD-sized pieces first. Good luck. Files have not been pre-“sized” to fit a CD (since that makes it more difficult to manage files on an MP3 player), but that is a policy which we’ll review.

Note 2: Some newer CD players in cars are able to play CDs in “data” format, meaning the file is saved on the CD in the original MP3 format, rather than as an “audio” CD. While there might be an imperceptible degradation in audio quality, the advantage is that you can fit about 10 times as much content in a CD in data format. If your car stereo can play MP3s, instead of selecting the “Burn an audio CD using Windows Media Player” option above, use “Burn files to disc using Windows”.

### **3. Play it on an “MP3” player**

Again, there are so many different variants of MP3 players that describing *how* to load and play a file on your MP3 player would be impossible here. If you’ve already got an MP3 player, then you probably know how to do this already. If not, read the manual! ☺

## 4. Play it in iTunes

iTunes is a software program which helps users catalog and play their music, and synchronize it with an iPod player. If you wish to use iTunes to play your audio programs, you have to download the MP3 file to iTunes. To do that, there are 2 steps:

- A. Download the MP3 file (as described above). Make a note of where you saved the file on your computer.
- B. Drag & drop the file into your iTunes program. iTunes will process the file and add it to the right location automatically. The song will be added to your iPod at the next sync.

