

Downloading and Saving MP3 Files From A Website

Internet Explorer

1. Go to: <http://scotianaires.ca/membersOnly/index.html> (you'll be asked for userID and password)
2. Scroll down to "Downloadable MP3 Files"
3. Click on "Downloadable MP3 Files"
4. That opens <http://scotianaires.ca/mp3/index.html>
5. Find the song you want and the part(s) you want
6. Click on each part in turn
7. Before download begins you should be asked what you want to do: Open, Save, Cancel
Choose "Save" and save to "Desktop" (you can later create a folder on your hard drive where you can save your MP3 files - then you can drag and drop (or "Move") any files you've downloaded to your desktop to that location - I called mine "MP3")
8. If nothing happens - then your version of IE is too old - you need to get the latest version:
<http://www.microsoft.com/windows/internet-explorer/default.aspx>
9. Once file is saved, click on the icon on your desktop to play the file
10. The music will immediately play if you have iTunes, or Windows Media Player
if it doesn't play you will need to download software that will play MP3 files:
iTunes: <http://www.apple.com/itunes/download/> (you want iTunes for Windows)
or you need Windows Media Player:
<http://www.11-download.com/wmp/index.php?source=CCN-CD242-CA&googleid=1035960570>

Safari

The process is similar, except Safari streams the file and makes it playable in "QuickTime" automatically.

To save an audio file playing in QuickTime, go to the Menu Bar - click on "File" - choose "Save As" and you will be able to choose the location where you wish to save the file
(I save my files in a folder under - Computer / C Drive / MP3 - that's a folder on my C Drive which I've created called "MP3" and that's where I save all MP3 files)

Downloading and Saving MP3 Files From e-Mail

The process is similar for saving MP3 files from e-mail

1. Drag the track to your desktop
OR click on "Save" on the "Attachments" line of the header
2. Once file is saved, click on the icon on your desktop to play the file
3. The music will immediately play if you have iTunes, or Windows Media Player, or QuickTime
if it doesn't play you will need to download software that will play MP3 files:
iTunes: <http://www.apple.com/itunes/download/> (you want iTunes for Windows)
or you need Windows Media Player:
<http://www.11-download.com/wmp/index.php?source=CCN-CD242-CA&googleid=1035960570>

Burning an Audio CD

Once you have downloaded and saved the MP3 you can burn it to a CD

Using iTunes

1. Insert a blank CD into your disk drive
2. You will be asked what you want to do with that disc - if you have iTunes, it will open automatically and you can create your CD from within that program
3. Create a new playlist by clicking on the "+" at the bottom left of your screen (below the list of playlists)
4. Drag the songs you wish to put on the CD into that playlist
5. Now click on the playlist name in the left hand column - the "Burn CD" icon appears
6. Click on Burn Disc and follow the instructions
7. To make sure your CD is playable on your car radio choose "Audio CD"

Using CD Drive Utility

1. Put a blank disc into your disc drive
2. Open your CD Drive utility (comes with Windows - you'll find it under your "Programs" menu)
3. You will be prompted to name the disc and choose its format: choose "Mastered"
4. When you click "Continue" you'll be prompted to drag the files you want to a blank window
5. Drag the MP3 files to the blank window
6. When you have all the files you wish to have on your CD (you can only do this once - this will not be a re-recordable disc) click "Continue" or "Burn" or whatever the button says to create your CD