


Download Tips for MediaFire Files

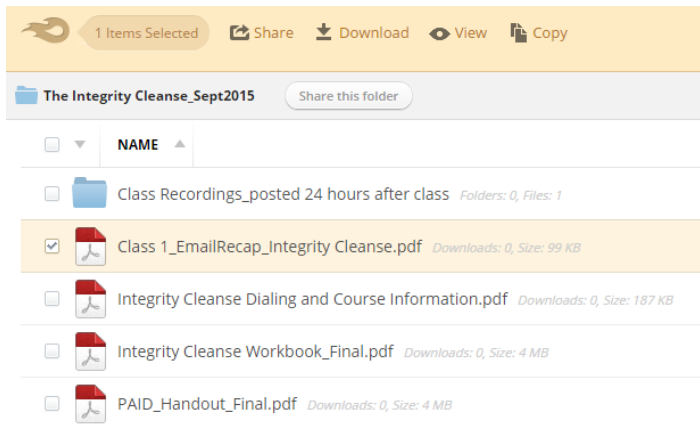
While it's difficult to give specific instructions because there are so many different combinations of operating systems (Mac, Windows), devices (laptops/desktops, smart phones, tablets), and browsers (Chrome, Firefox, Safari, Internet Explorer), here are some guidelines to help you find your way. *Please read through these tips before emailing help@marthabeck.com with any lingering questions. If you do email, be sure to share if you're using a Mac or Windows PC, and which browser you are using.*

► Tip A: How to download a single file in MediaFire:

1) Start at the class folder by clicking the link you've been given, usually via email. Once there, you'll see the list of files.

2) Select one file and note the download option  **Download** at the top of the page.

3) Click Download.

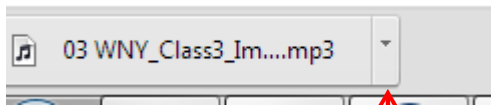


4) That should pop up a window to save so you can choose where you wish to save it. Put it somewhere you can find it again.

Keep in mind that depending on which browser (i.e. Firefox, Safari, Internet Explorer, Chrome) you use, clicking a file name will behave differently.

As an example, here is what it looks like on a Windows PC using Chrome browser to download a Mediafire file:


- a. After you have clicked Download in MediaFire, the file will open in a new window prompting you to save it.
- b. Once you have chosen where to save it, the file will appear at the bottom left of the screen.
- b. When the file has finished downloading, click on the down arrow to open it directly or to show in folder.

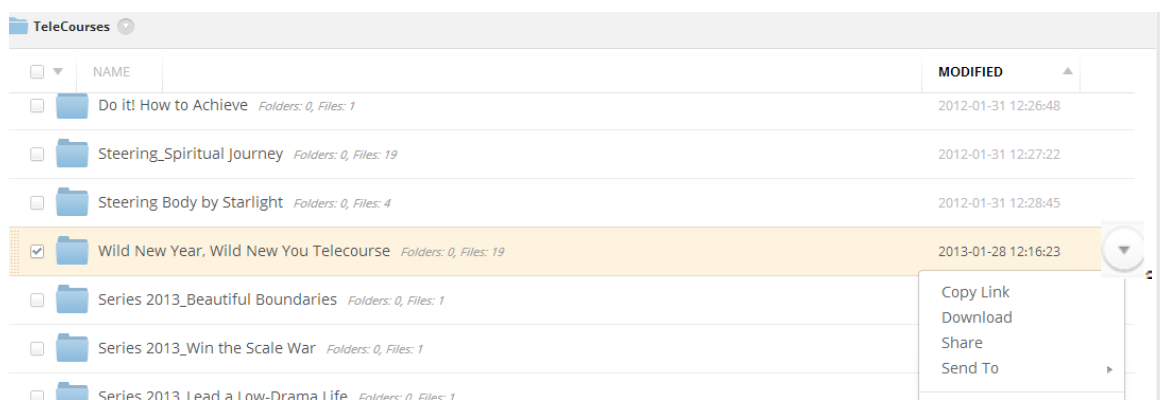


- c. If it is an audio file, when you open it, the audio will start in iTunes or another mp3 player.

► Tip B: How to download an entire folder in MediaFire:

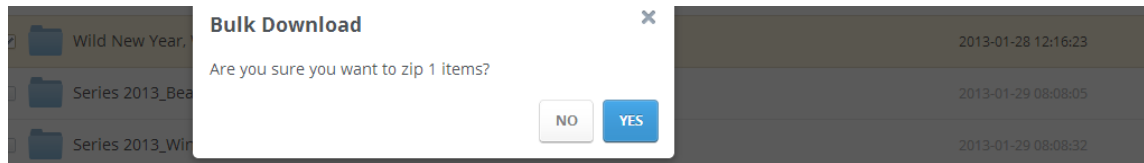
Downloading an entire folder at once causes MediaFire to zip all the folder's files together. While that is fewer steps, it can be more complicated because you then must unzip them once downloaded. That being said, if you're familiar and comfortable with zip files and want to try the shortcut, here are the instructions for downloading an entire folder in MediaFire.

- 1) Click on the check box to the left of the telecourse
- 2) Hover over the folder and note the circle button  at the far right of the folder.
- 3) Click and select Download.



4) A screen titled Bulk Download will pop up that asks if you want to zip the items.

5) Click Yes

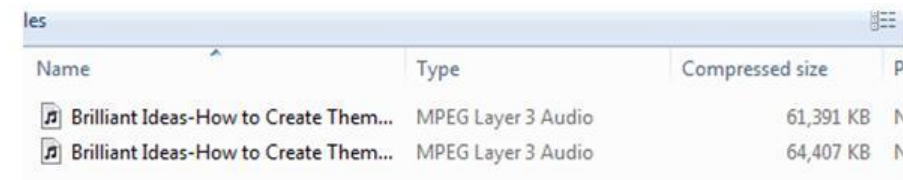


6) If the browser you are using is Chrome, the zipped file will then download at the bottom left of the screen.

7) Click on the down arrow to open it directly or to show in folder.



8) The folder has been unzipped and the files can now be opened and saved.

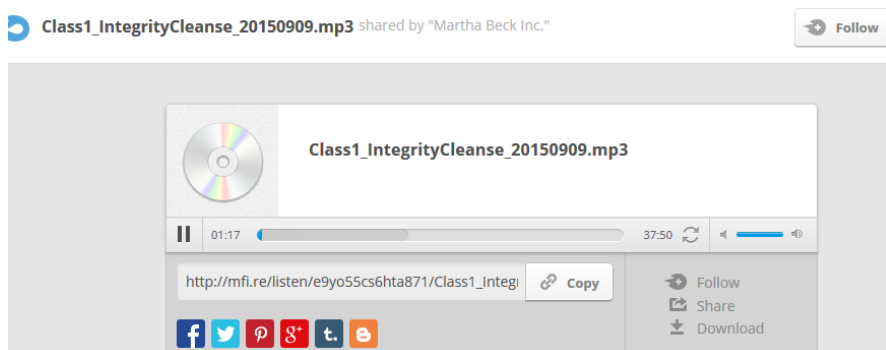


► Tip C: How to download a direct file link (not a folder link):

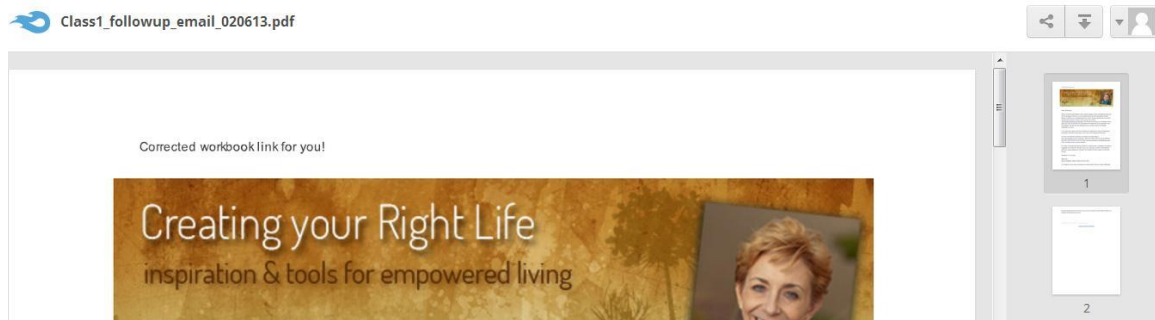
1) Click on the MediaFire link or copy and paste the link into your browser's address bar.

2) The MediaFire link will open in your browser.

If the single-file link is an audio file, the audio will likely begin playing in a new tab, though you will still need to click the Download link if you wish to download it.



If the single-file link is a document, such as a PDF, it will open in a preview screen in MediaFire.



3) To download the single-file link, click the download button at the top right of the screen.

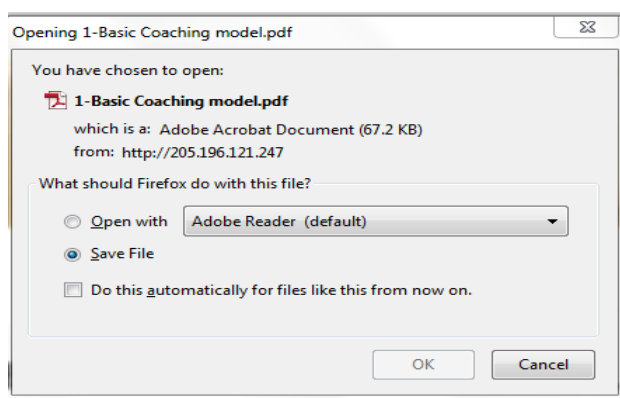


Depending on which browser (i.e. Firefox, Safari, Internet Explorer, Chrome) you use, downloading a file will behave differently.

While some browsers, such as Chrome, automatically start downloading the file, some will pop open a save-as window.

Here is what it looks like on a Windows PC using Firefox browser:

After you have clicked the download button in MediaFire, the save-as window automatically opens. The window allows you to open the file or save the file.



► **Tip D: How to change your web browser's download folder:**

Each browser has a default Downloads folder. If you don't like the current location, you can change where your computer saves your downloads.

The best way to do this is to do a web search in Google for your browser. For example, you can search for "change download folder in Chrome."

► **Tip E: How to contact MediaFire if you need support:**

If you are having trouble downloading and need help, you can call MediaFire support at 1-877-688-0068. Live support is available Monday through Friday, 6AM to 11PM CST or you can submit a ticket from the Help Center page. If you wish, you may email help@marthabeck.com after reviewing this document. We will do our best to help.

► **Tip F: How to get an audio file into iTunes:**

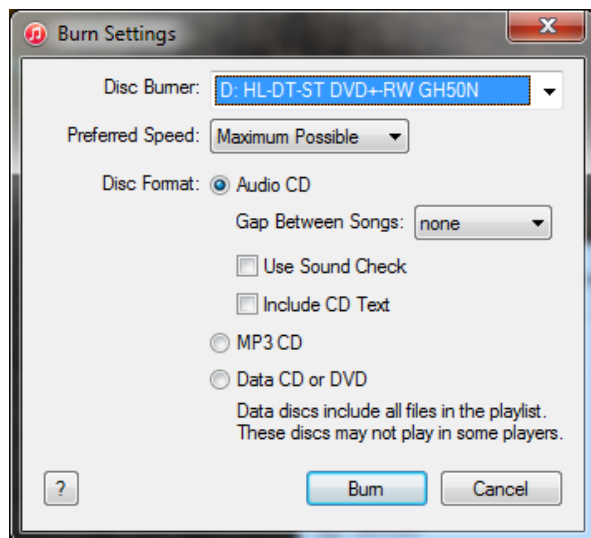
Depending on which browser (i.e. Firefox, Safari, Internet Explorer, Chrome) you use, clicking a filename will behave differently. Refer to *Tip A* above if needed.

- 1) Once you select Download, you will have an option to save the file. That should pop up a window to save so you can choose where you wish to save it.
- 2) Put it somewhere you can find it again.
- 3) Open iTunes.
- 4) Open the folder where you saved the file.
- 5) Drag the file over into iTunes. Now it's in iTunes!

Here's a how-to link: <http://support.apple.com/kb/HT1473#2>
 For iTunes support: <http://www.apple.com/support/contact/>

► **Tip G: How to burn to a CD in iTunes:**

- 1) Open iTunes.
- 2) From the **iTunes** menu, choose **Playlists**. You can only burn a CD from the songs in a playlist.
- 3) Click the settings button in the bottom left corner.
- 4) Select "Burn Playlist to Disc" as the disc format.



- 5) To have iTunes adjust the volume of the songs so they all play at the same level, click the

checkbox labeled "Use Sound Check". This can be useful if your playlist has songs from different albums.

6) Insert a blank CD-R disc and click Burn Disc again.

7) Click Burn.

Note: If you plan on playing the CD in a home or car stereo CD player, use a blank CD-R disc. If you're only going to play the CD on your computer, you can use either a blank CD-R disc or a CD-RW disc.