

Guidelines Using Windows To Download Audio Books From Tape Aids' Website

- Website address: **tapeaids.com**
- Click on “**Log In**” at the top right-hand corner of the Menu Bar
- Enter your “**Last Name**” and “**Membership Number**” and then click “**Log In**”
- Search under “**Titles**” and click on the book selected to download
- Click “**Download mp3**” at the bottom of the screen
- Open the Download Folder where the book is saved. Note: the default Folder is usually “**Downloads**” or “**My Documents**”
- Right click on the Folder containing the book and click “**Extract All**”
- Select the Destination on your computer where you would like the book to be saved; the default place is usually in your “**Downloads**” folder. The book information, index number and title will appear automatically in the folder
- Click “**Extract**” at the bottom of the box
- The folder wherein you saved the book, will open automatically
- Should you wish to listen to the book on your computer, double click on the folder containing the book. **Note: There will be two folders of the same book in your Downloads, please choose the folder WITHOUT the zipped sign**
- Click on the first file and click “**Play All**” at the top of the screen
- Alternatively, the folder/book can be transferred to a memory stick to enable you to listen to the book on any device that supports a USB port
- In this instance, insert a memory stick into the USB port on your computer; a pop-up box will open. Close the pop-up box
- Right click on the folder of the book you have downloaded and click “**Send to**”
- Click on the name of your memory stick that you have inserted (in some instances there will be no name, it will just say Removable device)
- Should you be considering purchasing a playback device to listen to your audio book, the device that we highly recommend is a Bluetooth Speaker (Volcano Bazooka - tested by Tape Aids) as they have a very clear sound, has a built-in radio and is very easy to operate. This device will also keep the place of your book where you have stopped (should you press stop or pause) and does not jump back to the beginning of the book.

Should you require any further assistance, please contact Karen our National Head of Library Operations on: 021-689 5983 or 0828 776 772

