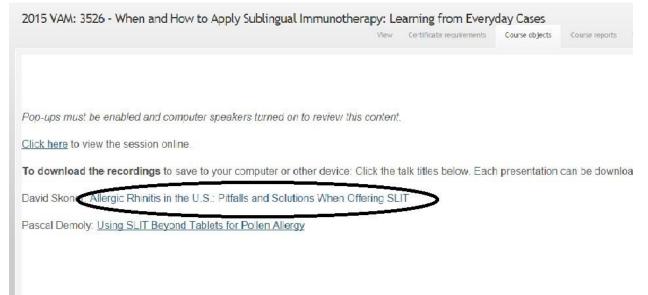


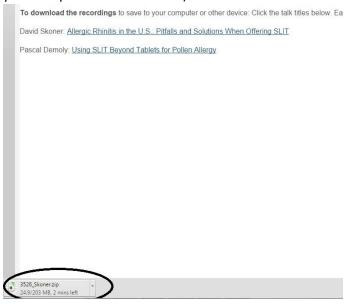
Downloading 2015 Virtual Annual Meeting Recordings

On Desktop or Laptop Computers:

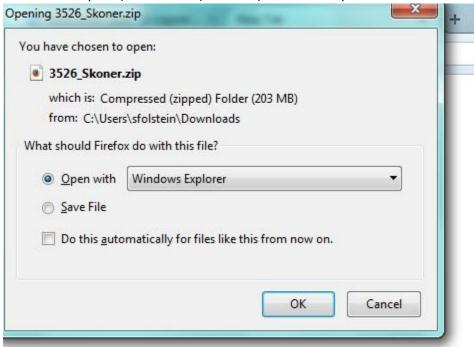
1. Within each virtual meeting course, each speaker's presentation will be available for download as a separate file. Click the title of the presentation you want to download:



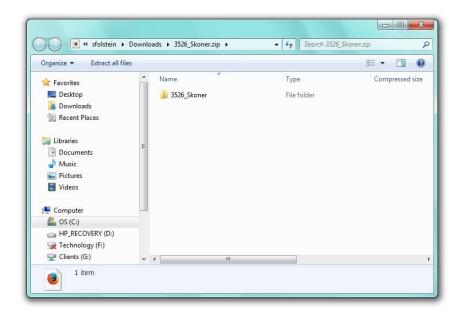
2. Once you click on the title the recording will begin to download as a .zip file. You will see an icon similar to this that shows the status of the download (PLEASE NOTE – this icon will vary based on your computer's web browser):



3. When the download has completed, click on the download button (circled above). An "Opening" window will appear. Select the option "Open With" and select "Windows Explorer" (on a Windows computer) or "Finder" (on a Mac) from the dropdown menu:



4. The .zip file will open, revealing a folder labeled with the session number and speaker name:

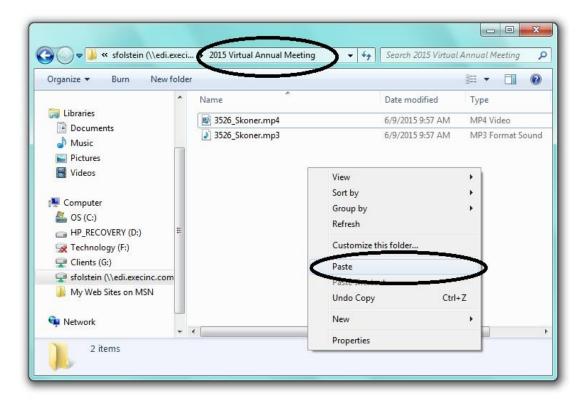


5. Double-click the folder icon to reveal the two recordings included – an MP3 file (audio only) and an MP4 file (audio with slides):



Right-click your mouse on the file or files you want to save and select "Copy" from the menu that appears.

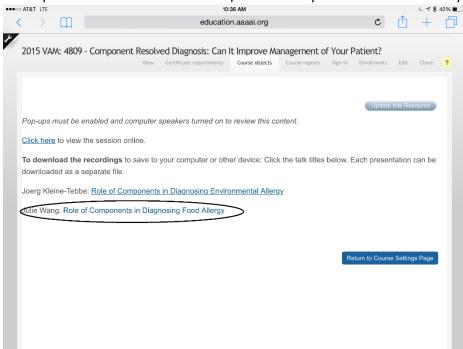
6. Open the folder on your computer where you wish to save the recordings, right click your mouse, and select "Paste" to save the files in this folder:



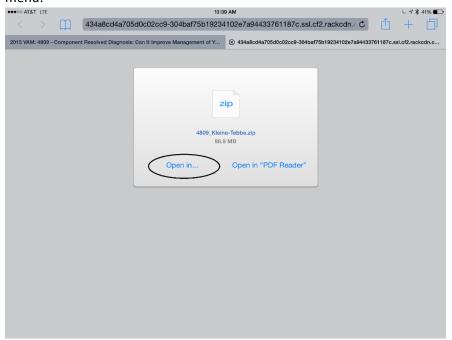
The recordings are now saved on your computer. Double-click the name of the recording to open and play it.

On iPad

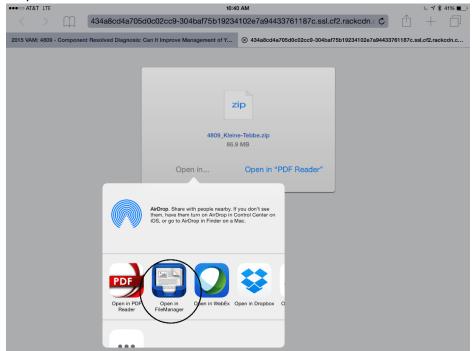
- 1. You will need to install a File Manager app on your iPad to open the files you download. Free File Manager apps are available in the App Store on your device.
- 2. Within each virtual meeting course, each speaker's presentation will be available for download as a separate file. Click the title of the presentation you want to download by tapping the title:



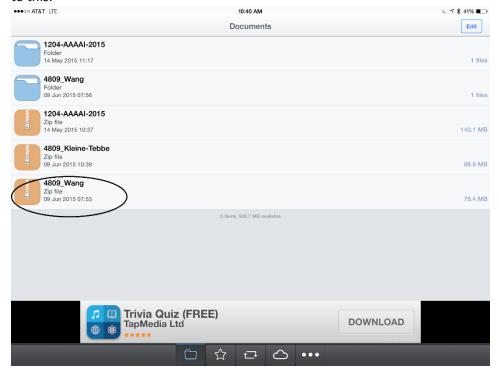
3. A new browser window will open as the file downloads. When it is completed you will see this menu:



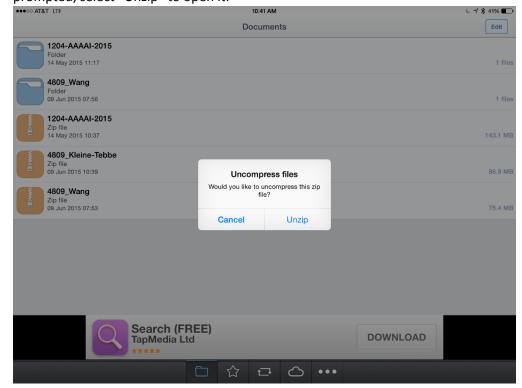
4. In the window shown above tap "Open in..." and select the File Manager app you have installed on your device:



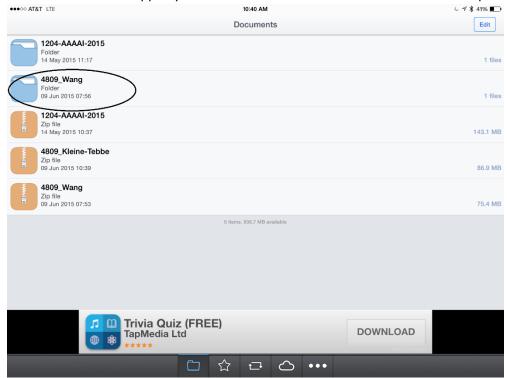
5. When the file has opened in your file manager app you will see a listing of available files similar to this:



6. Find the .zip file with the session number and speaker name you downloaded and click it. When prompted, select "Unzip" to open it:



7. Once the folder is unzipped you will see a folder with the session number and speaker name:



8. Click the folder shown above to open it. You will see two recording files – an MP3 file (audio only) and an MP4 file (audio with slides). Click the file you wish to play to start it:

