The Voice of Meditation
All Meditation Collection

The Voice of Meditation MP3 files

All of The Voice of Meditation files are in the MP3 format; meaning that they are audio files designed to be played in any application or device that can play MP3 files. This includes computer applications such as iTunes, Windows Media Player, VLC, etc. as well as MP3 devices; such as MP3 players, cell phones and other hand held devices.

Compressed and Uncompressed files

The individual mediation files are in MP3 format and can be directly imported into your computer application or MP3 device after downloading. The *All Meditations Collection* is a compressed (zip) file that contains all of the individual files in a single downloadable package. You will need to uncompress (extract) the individual files from the collection before importing them into your application or MP3 device.

Each MP3 device will have its own procedure for getting the files onto the player. Some devices, such as an iPod, will be viewable through an application such as iTunes. Others will come with a special application that will allow you to view, add or remove audio files to the device. Most hand held devices nowadays are simply connected to your computer with a USB cable and appear as another drive in Windows Explorer or Finder (Mac). Once the device is viewable, it is merely a matter of dragging and dropping the files into the appropriate folder on the device. Consult your individual device's instruction manual for details on adding audio files to your specific device.

All Audio Applications Provide the Same Basic Functions

The remainder of this document will explain how to uncompress and import your Voice of Meditation files into iTunes and Windows Media Player. The good news is that regardless of what type of computer or application you are using, all audio programs provide the same basic functions and are very similar in design and available menu items. All you need to do is find the location of the appropriate menu item to accomplish the goal. The key words to remember for finding the right menu item are *import* and *file*

Instructions

Regardless of the version of Windows or Mac you are using there are only two steps required to listen to your *All Meditations Collection* tracks. The first is to uncompress the zip file to extract the individual files from the archive, and then import the files into the application.

1. Uncompress the file
   a. On Windows
      i. Locate the file you downloaded using Windows Explorer (file manager)
      ii. Place your mouse cursor over the file and right-click
      iii. Select 'Extract All…' from the pop-up menu
      iv. Select the location you wish to save all of the individual files
      v. Click 'Extract' (or 'Next' and then 'Finish' on XP)
   b. On Mac
      With Maverick, the files are automatically uncompressed upon downloading. For earlier version of Mac OS X, you can follow the directions here.
      i. Locate the file you downloaded using Finder
      ii. Place your mouse cursor over the file and right click
      iii. Choose 'Open With' and select 'Archive Utility' or simply double-click the file
      iv. Copy or Move the folder/contents to any location desired
2. Import into iTunes
   a. On Windows
      i. At the upper left corner of the player window, you will see a small icon with a down-arrow next to it. Click the icon.
      ii. Select 'Add File to Library'
      iii. Find the location of your extracted files
      iv. Click once on the first file in the list
      v. Holding down the shift key, tap (or hold) the down-arrow key until all files are highlighted
      vi. Click 'Open'
   b. On Mac
      i. Go to 'File' on the Menu Bar
      ii. Select 'Add to Library'
      iii. Select the *folder* containing your extracted files
      iv. Click 'Open'
3. Import into Windows Media Player
   a. On Windows
      i. On the far left panel of Windows Media Player you will see a categories list
      ii. Right click on the word 'Music'
      iii. Select 'Manage Music Library'
      iv. Click 'Add'
      v. In the popup box select the *folder* that contains your extracted files
      vi. Click 'Include Folder'

Note: On XP you will have to click the tiny icon in the upper left corner of the Media Players window to see the File Menu bar. Once the bar is displayed…

1. Select 'File'
2. Click 'Add Media to Library'
3. Click 'Add Folder'
4. Select the *folder* containing your extracted files
5. Click 'Ok'
6. When done, click 'Close'