

FROM CAPER COMPANY TO YOUR CAR

Download and Use Your Tour Components

WHAT'S YOUR "COMPUTER WHIZ" ABILITY?

Everyone's computer set-up is as different as you are. To help you along the way, Caper Company has found a number of YouTube videos that offer basic advice and instructions. Caper Company Tours LLC has no arrangements with the authors of these instructional videos and cannot guarantee content.

First, consider variations in your computer platform. Are you on a PC's using Windows 95, 98, NT, 2000, XP, Vista 32 and 64 bit or a Mac? Then consider your browser. Are you using Internet Explorer, Firefox, Safari, etc? The people offering instructions are often doing so from their particular platform's perspective (now THAT was fun to say!) which may not be exactly the same as your configuration. Hopefully it's close enough to get you pointed in the right direction. If you find a video that offers easier or more specific instructions, we'd be grateful for the heads up.

Okay, that's enough for the disclaimers. Let's get on with it.

YOU BOUGHT YOUR TOUR – HERE'S WHAT YOU NEED TO DO

You will or have received an email from Caper Company. It includes a link to a zipped file folder that contains all of your Haunt Spots tour components. The link was created specifically for you, is only good for one download and has an expiration date.

Once you receive your email, you will (in a nutshell)...

- Follow the link in your email
- Download the tour
- Save the tour components to your computer
- Unzip the file folder
- Find your saved tour components on your computer
- Open and print the pdf files
- Transfer the mp3 files to an audio device or media
- Listen to the "Before You Go" mp3 as a group wherever you gather to begin your tour
- Listen to the mp3 files in your car

If you would like help or advice on any of these steps, scroll down and scan for the YouTube videos we found and our tips.

If you don't read anything else, please note this tip; once you've transferred your mp3 audio files so that you can play them in your car, test it. Make sure they play so that everyone can hear them while the car is on the road.

LAST RESORT

If this doesn't work for you, Caper Company can mail you a copy of the tour itinerary and a CD with the audio files. Contact us at SusanScotFry@CaperCompany.com.

THE INSTRUCTIONAL VIDEOS AND TIPS:

To...

Download, unzip and save files:

<http://www.youtube.com/watch?v=e5gRPNOW9AY&feature=related>

The title of the YouTube video is "Beginners Guide – How to Unzip and Zip Files", but it only goes through unzipping.

Tips –If you don't have an option to choose to save your downloaded files to the folder you created, try right clicking the file and choose Save As.

If you double click the files to be downloaded, MP3 audio files will sometimes just open and start playing in Windows Media. You want to save them instead.

Locate your pdf and mp3 files on your computer:

Make note of where you saved the unzipped folder – or get help finding the file at <http://www.youtube.com/watch?v=E87tgInmz1M>. (close the advertisement to watch – unless you like to watch ads).

"Search" by looking for a folder that contains Haunt Spots.

Tip – If you're using Windows Vista, there's already a Search option on you're My Computer window. It's located in the upper right hand corner.

To find files and folders on a Mac -

<http://www.youtube.com/watch?v=pXIFPtBnt5g&feature=related>

Open and print your pdf documents:

You need adobe reader. It's free. If you don't have it, get it at <http://get.adobe.com/reader/>. Uncheck the box to also get Free McAfee Security Scan – unless you really want it too. Download and install Adobe Reader. Then double click your pdf tour file and it will open. You can either look for the little printer icon or click File and Print.

Tip – The tour instructions and tour are created using color pictures. They can be printed in black and white, if you choose. You'll need 10 to 15 blank pages single-sided, depending on which tour you purchased. Feel free to print them double-sided if you like. Again, please don't share these files with anyone. They are authorized for a single purchaser use. Thanks.

Be able to play the mp3 intro audio file in the gathering place where you're starting your tour:

Find your folder and the "Before You Go" (aka intro audio) mp3 audio file.

Tips – If you are playing the audio file from the computer to which you downloaded it, just double click and play. It will open the file in whatever program you have pre-selected to play audio files, like Windows Media Player.

If you are going to be playing the intro audio file from another location, copy the intro audio file to your mobile device or burn it onto a CD along with all your other audio files.

Be able to play the destination mp3 files in your car:

Two options: Burn a CD or transfer the files to an mp3 player and play either media in your car.

Burn a CD

To burn files to a CD from a PC <http://www.youtube.com/watch?v=knYrR3tYm2w&feature=fvw>

Tips – When the YouTube instructor says to "Send To" your CD drive, it may also be listed as your DVD R drive. It's the same destination. Instead of burning a DVD, you'll be burning a CD though.

For best results, use a blank CD R for audio.

Don't worry about your CD not having enough capacity for your Haunt Spots audio files. Tour audio will total between 35 and 55 minutes and an audio CD can usually take up to 80 minutes.

You can also use programs free like iTunes and Windows Media Player to create a playlist and then burn that playlist to your CD.

To burn a CD on a Mac <http://www.youtube.com/watch?v=Z6Ku-8B2iHk>

Transfer files to an mp3 player

Transfer the files from your Haunt Spots folder to a program like iTunes or Windows Media Player. Both are available for free. iTunes is at <http://www.apple.com/itunes/download/> and Windows Media Player is at <http://www.microsoft.com/windows/windowsmedia/player/default.aspx>.

Tip – If you’ve ever played an audio file on your pc or Mac, chances are one of these is already installed. There are other free programs like Winamp, Real Player or Quicktime that you can use too.

iTunes is a very user friendly interface for creating playlists for your mp3 player. According to <http://www.youtube.com/watch?v=rH0wblU6cuU>, you can sync any mp3 player with iTunes. You don’t necessarily have to use an iPod.

Both iTunes and Windows Media Player have tutorials installed on how to create a playlist and then transfer that playlist to your mp3 player.

Playing the audio files in the car:

To play a CD in your car, you simply need a CD player.

To play an mp3 in the car, first determine if your car is already equipped with a jack to plug in your iPod or other mp3 player.

<http://www.youtube.com/watch?v=G81WYpyt8fE&feature=fvw> will show you.

Tips – Don’t put the audio files on a cell phone to play in the car if you can’t plug it into the stereo system. Everyone in the car needs to hear them and important info is lost when trying to make the cell phone audible to everyone.

If you have an option, mp3 players that plug directly into your car stereo provide clearer sound than those that tune in using an available FM transmitter frequency.