

Some teachers have experienced difficulty using the listening extracts in the module pages.

If you cannot see the Flash Media Player on these pages at all, it is likely that your school has a firewall set up to prevent access to file sharing web sites, or, that you do not have the latest version of **Flash Player** installed. This can be overcome by asking your IT officer to allow access to www.divshare.com where the majority of files on the web site are hosted, or, by installing the latest version of **Flash Player**.

If you can access the **Flash Player** but experience difficulty in playing the files it may be because of internet bandwidth problems or connectivity problems on your local area network. On some occasions this can also be caused by heavy traffic on the web site but the hosting company is geared up to high volume traffic and continually monitors its servers to ensure that there are no issues.

If you wish to avoid bandwidth and connectivity problems, you can download compressed 'Zip' files containing all the listening extracts for each module from the relevant section of each module. (If you are not familiar with using compressed files, please read this page: <http://office.microsoft.com/en-us/help/HA011276901033.aspx>.)

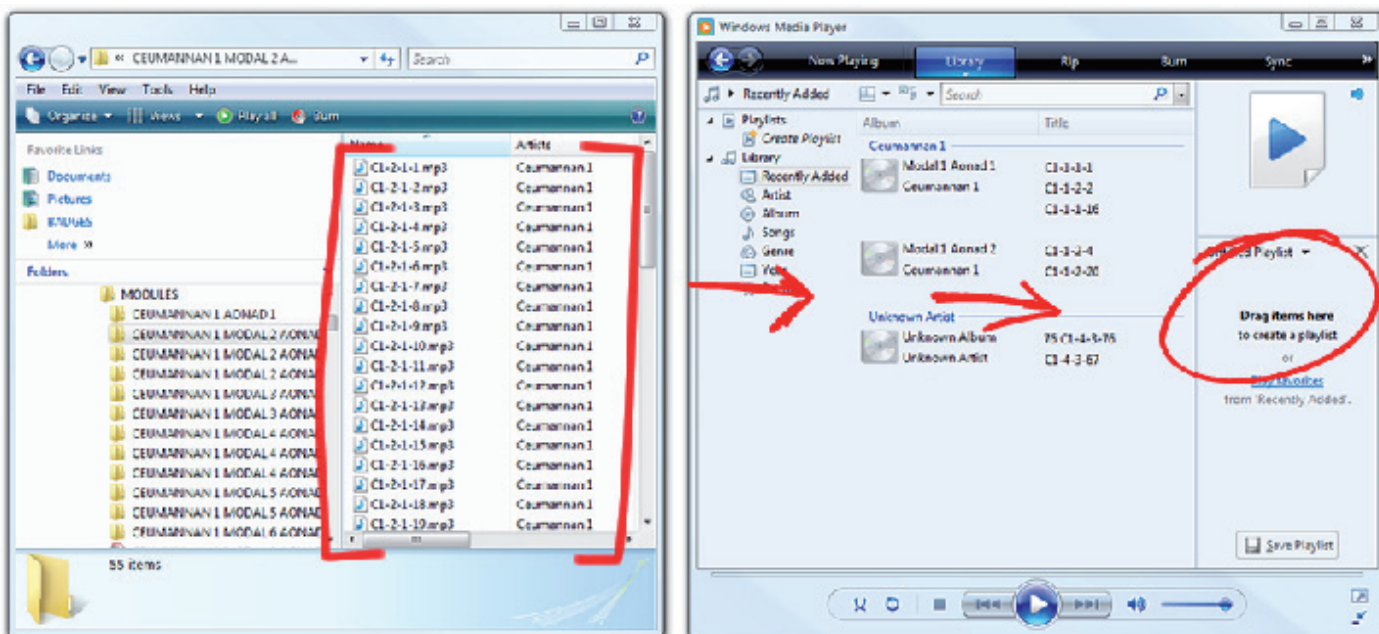
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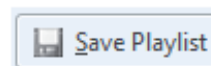
Once you have downloaded a folder, unzip it and save it on your own computer.* You can now create custom playlists with **Microsoft Windows Media Player**. Playlists are collections of digital media that you can name, save, and play in **Windows Media Player**. It's a great way to listen to the audio tracks and allows you to play the files in sequence rather than individually.

The quickest and easiest way to create a playlist for **Ceumannan** is to open two windows - one with your downloaded files and another with Windows Media Player. Click on the **'Library'** button on Media Player and you should then see a sidebar with the words **'Drag items here to create a playlist'**.

Select all your files (see [page 2](#)) in the relevant folder and drag them over to the Media Player by holding down your left mouse key. The files might not appear in the correct order in the playlist so sort them in the correct sequence by dragging each file to its correct position.



Once they are in the right order, you can name the playlist by clicking on the **'Untitled Playlist'** drop down box and then save it by clicking the **'Save Playlist'** icon at the bottom of the sidebar. From then on, the Playlist will always appear in your Media Player Library and you can play the files in sequence from the start or just play individual files.



*The files have been edited to contain Media Player information so advanced users familiar with such files could save directly into their 'Music' folder and create a playlist from there.

Selecting files

Select all the files in the current directory

With most operating systems and software programs, whenever you need to select everything, the short cut key Ctrl + A will select all files or text.

Microsoft Windows users can also follow the below steps to select all the files in the current directory.

1. Open the folder or directory you wish to select all the files in Explorer or My Computer.
2. Click Edit from the top of the window.
3. Click "Select All"
4. Select multiple files that are grouped together

If you need to select multiple files that are all grouped together follow the steps below.

1. Select the first file and then press and hold the Shift key.
2. While holding the key down click the last file. This will select all the files in-between the first and last file.
3. Select multiple files that are not grouped together

If there are multiple files you need to copy but they are not grouped together follow the steps below.

1. Select the first file you want to copy and then press and hold the Ctrl key.
2. While holding down the Ctrl key, select each of the other files you wish to select.

Other tips

You can use a combination of selecting multiple files and single files at the same time by doing any of the steps below.

1. Click a file that you wish to start the selection at
2. Hold down the Shift key and select the last file and then let go of the Shift key.
3. Now hold down the Ctrl key and any other file you select that is not already select will be added to the group of files already selected. If the selection of files contains files you wish to not have selected, clicking on any selected file will un-select it.

