



**Using a tablet or smart-phone:** Once you have *chosen and clicked on the link* to the file you want, the file will either 'open' and play straightaway or it may be downloaded into your *devices downloads folder* ready to be played from there. If this happens you will need to *locate the downloads folder* in order to play it. You may need to *download a suitable file manager app* (from Google play store etc.) in order to find more easily find your downloads folder.



**Using a laptop or PC:** Once you have *chosen and clicked on the link* to the file you want, you may see a *pop up list* appear at the bottom of your screen giving you the choice to either 'open' or 'save' the file. Opening the file allows you to access the file while you are online only. Saving it allows you to access it anywhere / anytime - even when not "online". This method will probably give a less "jerky" playback of a recording because it does not rely on your internet speed / connection when playing the recording. If you choose to save it, *click on the arrow next to the word 'save'* and choose "save as", which then allows you to decide where on your computer you want to save the file ready to access it. If you want to watch the recording and then delete it soon after, It may be easiest to find it by saving the recording onto your desktop. To do this, after choosing "save as" click on "browse" your computer, then *select desktop*, then click on the save button. You can move it later if you want to keep it. When finished with, the file can simply be deleted from your desktop/ saved location. If the open or save pop up does not appear, *right click* the chosen file from the website, then choose *save target as*. This allows you to save the file in exactly the same way.

To free memory on your device you may wish to delete multimedia file (s) from your device when finished with as they usually take up quite a lot of memory.