



To download your ipop-ins

After you complete your order you will see a web page that says “Thank you for your order from ipopin.com.” You can retrieve your download password from this “Thank you...” web page or from the confirmation email that was sent to your email address that you provided.

Copy the password - the series of 20 numbers in red at the bottom of the page.

****Hint** - To copy the password - place your cursor at the beginning of the password and then hold down your left mouse button and move to the end of the password. Release the left mouse button and your password will now be highlighted. Now you can copy the password by pressing CTRL + C on your keyboard (or right click on your mouse and then select Copy).

Now go to the store’s **download area** by clicking the link above the password.

You will see a box for the download password - **paste the password** in this box.

****Hint** - You can paste the password by clicking in the box and then pressing CTRL +V (or right click on the mouse and select Paste). The password should now appear in the box.

Click the [Access Download Area] button.

You will now see Digital Product Download Links. Each of your ipop-ins will be listed with a [Download] button to the right.

Click the [Download] button.

A {File Download} window will open giving you 3 options - Open, Save, or Cancel. **Click [Save].**

A {Save As} window will open. At the top of the window you will see a Save In box - Select the folder on your hard drive where you want to save your ipop-in.

****Hint** - Most people save the file in the My Music Folder. To do this you will need to click on the arrow at the right of the Save In box. A drop down menu will appear. Click on the My Documents Folder. Now you will see all the folders and files in your My Documents Folder. Find the My Music folder and double click on it. You should now see the My Music Folder in the box at the top of the {Save As} window. At the bottom of the {Save As} window you will see two boxes. One is the File Name box (you will see the name of your ipop-in in the box) and the other is Save as Type box (you will see MPEG Layer 3 Audio).

Now that you have selected the folder on your hard drive where you want to save your ipop-in, it is time to save it. **Click the [Save]** button in the lower right corner.

A window will open and display the progress of the download. When it is complete you can **click the [Close]** button. (This window may close automatically.)

Congratulations! You have now successfully downloaded your ipop-in on to your computer's hard drive.

The next step will be to access your ipop-in from a media player - such as iTunes or Windows Media Player. Your computer probably has Windows Media Player, if not go to www.microsoft.com and you can download it for free. You can download iTunes for free at www.itunes.com.

To get your ipop-in into iTunes

Open iTunes and go to your Library (by clicking on the Library on the left hand side).

Click on File - Add File to Library. An {Add to Library} window will open. Find your ipop-in file from the folder where you downloaded it.

****Hint** - To find your ipop-in, click on the arrow at the right of the Look In box. A drop down menu will appear - click on the My Documents Folder. Now look for the My Music Folder in the middle part of this window. Double click on the My Music Folder. Now look for the ipop-in and select it. The ipop-in will now appear in the File Name box.

Once you have selected you ipop-in in the {Add to Library} window, **click [Open]**.

Voila! You have now successfully added your ipop-in to your iTunes library. You can load it on your iPod, listen to it from your computer, or burn it to CD.

To get your ipop-in into Windows Media Player

Open Windows Media Player.

Click on Add to Library (at the bottom left of the window). Then **click on Add File or Playlist** option. Find your ipop-in file from the folder where you downloaded it.

****Hint** - To find your ipop-in, click on the arrow at the right of the Look In box. A drop down menu will appear - click on the My Documents Folder. Now look for the My Music Folder in the middle part of this window. Double click on the My Music Folder. Now look for the ipop-in and select it. The ipop-in will now appear in the File Name box.

Once you have selected you ipop-in, **click [Open]**