

Platform: Mac/PC

Level of Difficulty: Beginner

This document will instruct in how to play various types of sound files.

Introduction

Playing of CD and other audio files are allowed on lab computers, as long as you do not disturb other users. The labs do not provide headphones, therefore you must provide your own.

Playing a Compact Disc

Compact disc drives are available on all of the PC and Macintosh computers in the labs.

On a Macintosh:

On a Macintosh, speakers are located on the front of the monitor of the eMacs. Sound comes out through these speakers by default unless you plug headphones into the “Sound Out” port located at the right hand side of the monitors on the eMacs. Follow the following steps to play a CD on a Macintosh.

1. Place the CD in the drive and close the drive.

The **CD icon** should now appear:



2. Double click on the icon to check its contents.

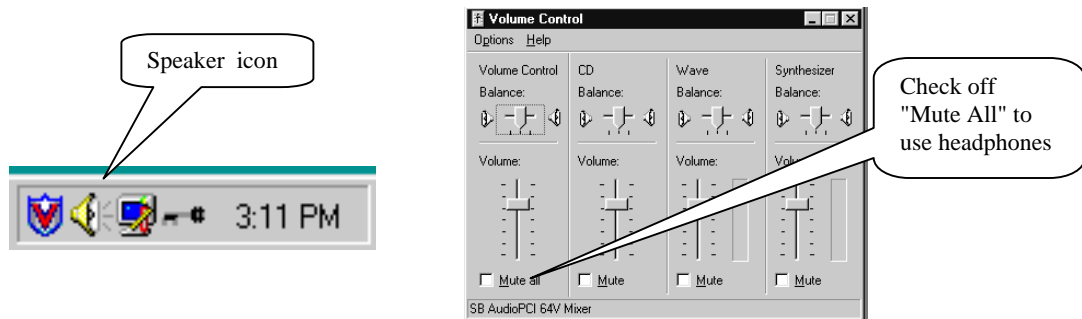
A track listing should appear. You can click on the tracks to play it. Opening **iTunes** which allows access to streaming radio stations on the internet will play the contents of the CD.



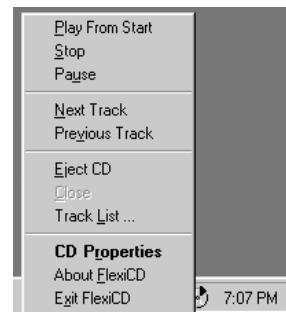
3. Adjust the volume to a reasonable level. If you would like to use headphones use the sound jack located on the right hand side of the monitor.
4. To eject your CD your can drag the **CD icon** to the Trash which will turn into an eject sign or right click on the **CD icon** and choose **Eject**.

On a PC:

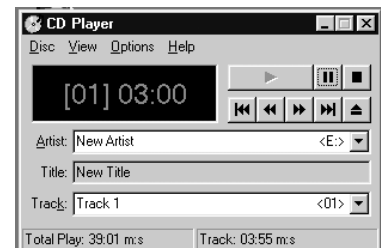
1. Place the CD in the drive and close the drive.
2. These machines do not have speakers in the towers. Sound comes out through these speakers by default unless you plug headphones into the jack located near the CD-ROM drive. In the new PC's, (the ones with flat screens), the front panel will open to reveal a port for headphones.
3. Mute the volume on the speakers. Double click on the **Speaker Icon** located in the lower right hand corner of the screen. This will bring up the Volume Control Dialog Box. Select "Mute All" to mute the speakers. You can now listen to your CD with headphones.



4. To access CD player functions you can right click on the CD icon in the lower right hand corner. This will bring up a menu from which you can skip through, eject, pause, etc., the CD.



If you would like to use a more user-friendly interface, you should right click on the CD icon and then select **Exit FlexiCD**. Go to **Start Menu-> Programs -> Accessories -> Multimedia -> CD Player**. This will start the CD player, whose interface is shown to the left. Press **Play** and the CD should begin to play.



Listening To Other Sound Files On PCs

If you would like to listen to other sound files on a PC while using headphones, you should plug your headphones into the sound out jack in the back of the CPU (for older PC models) or the front port (in newer PC models).

Real audio is a streaming format for listening to audio from the internet. Most internet radio stations use this format. To listen to a real audio format, mp3s, or .mpegs, find the source with a web browser which supports the music file. Real Player should appear automatically in the PC's. In the Mac, iTunes will allow you stream music from provided radio stations.

Mac: Application Folder -> iTunes or click on the **iTunes** icon on the Dock.

PC: Start Menu -> Programs -> Real Player.

There are many other audio formats such as .wav, .aiff, or .au. To play these files and others there are programs for both the PC and MAC.

Mac: Application Folder -> iTunes or click on the **iTunes** icon on the Dock..

PC: Start Menu -> Programs -> Accessories -> Multimedia -> Media Player.

Be sure to verify that the settings in the control panel on a Macintosh are at the defaults and not setup to play from a CD, and that the volume is not zero.

For volume control:

Mac: The volume icon is on the upper right hand side of the monitor on the menu bar. There are also volume keys in the upper right section of the Mac keyboard.

PC: Start Menu -> Programs -> Accessories -> Multimedia -> Volume controller.

Where To Get More Help

For more help see the consultant on duty. For more information on Real Audio go to <http://www.real.com>. For more information on MP3 format go to <http://www.mp3.com>.
