

Getting Started Using AudibleManager

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# **Overview of AudibleManager**

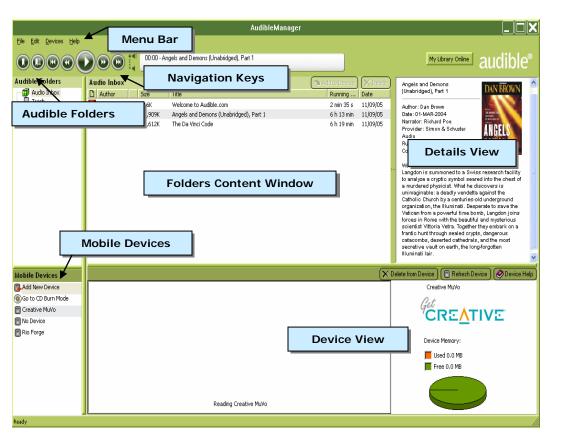


Figure 1: Application Window

#### Audible Folders

Located on the left side of AudibleManager is a window called "Audible Folders". The "Audible Folders" window contains two items the "Library" and "Trash". You are able to create a folder structure within the "Audible Folders" section to organize your AudibleAudio. All of the content stored within the "Audible Folders" section will display in the "Folders Content" window located in the center of AudibleManager.

#### **Folders Content Window**

The "Folders Content" window will display the contents of the folder is selected in the "Audible Folders Window". From this location you will be able to play, delete, or transfer your audio files.

#### **Mobile Devices**

The "Mobile Devices" window offers the ability to "Add New Devices" as well as displays all installed devices.

#### **Device View**

In the "Device View" you will see a list of all Audible titles on your device. You can also view the amount of available storage space on your device.

#### Details View

The "Detail View" window will offer a synopsis of the selected audio in the "Folders Content" window.

# Functions of the AudibleManager

AudibleManager can be used to manage and play Audible audio programs. Whether you listen at your desktop computer or choose to transfer your audio to a mobile device, AudibleManager is the software that coordinates the whole process. Staying informed and entertained has never been easier!

#### Library

The "Library" is the default storage location for AudibleAudio files. Once the "Library" has been selected, a list of the AudibleAudio files stored in this location will populate in the "Folders Content" window. From this location you will be able to play, delete, or transfer your audio.



Figure 2: Audible Folders

#### Subfolders

Subfolders can be created by clicking "Edit" in the "Menu Bar" and selecting "Create Subfolder".

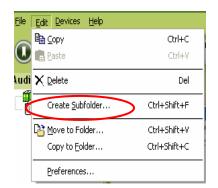


Figure 2.1: Create Subfolder

In the "Create New Folder" dialog box enter the subfolders name, choose the location for the subfolder, and select "OK".

👩 Create New Folder ?>	<
Name:	
J' Make this folder a subfolder of:	
Library Trash	
OK Cancel	

Figure 2.3: Create New Folder



Subfolders can also be created by right clicking the "Library" and selecting "Create Subfolder".

#### Trash

The "Trash" section of the "Audible Folders" window will store all deleted AudibleAudio files. From this location you can move audio back into the "Library" or you can remove the audio from the computer.



Figure 2.3: Trash

#### Move Audio back into the Library

You can move audio out of the "Trash" by dragging the Audible content from the "Folders Content" window and dropping it into a destination folder.

#### Empty Trash

By selecting File > "Empty Trash" you will permanently remove all items in the "Trash" folder from your computer.

$\frown$	
Eile Edit Devices Help	
Rey Play	Shift+P
💿 Go to CD Burn Mode	Ctrl+B
付 Add Audio Files	Ctrl+Shift+I
🔟 Empty Trash	Ctrl+Shift+T
E <u>x</u> it	

Figure 2.4: File Menu

#### Delete

You can "Delete" audio from the "Folders Content" window by using the "Delete" button at the top right of the "Folders Content" window. Select the audio from the "Folders Content" window and click the "Delete" button. This will send the audio to the "Trash".

Libra	гу				Add to Device Delete
	Title 🛆	Author	Size	Running Time	Date
8	Misery Guts (Unabridged)	Morris Gleitzman	14.6 MB	2 h 07 min	01/24/06
8	S is for Silence (Unabridged), Part 2	Sue Grafton	41.8 MB	6 h 03 min	01/24/06
8	Wicked (Unabridged), Part 1	Gregory Maguire	47.1 MB	6 h 49 min	01/24/06

Figure 3: Audio Inbox



You can "Empty Trash" by right clicking the "Trash" icon and select "Empty Trash".

#### Sort Content

The Audio listed in the "Folders Content" window can be sorted by selecting one of the column headers.

Sort Columns						
Libra	iry					🗣 Add to Device 🔀 Delete
D	Title	Δ	Author	Size	Running Time	Date
8	Misery Gut:	s (Unabridged)	Morris Gleitzman	14.6 MB	2 h 07 min	01/24/06
8	S is for Sile	nce (Unabridged), Part 2	Sue Grafton	41.8 MB	6 h 03 min	01/24/06
8	Wicked (Un	nabridged), Part 1	Gregory Maguire	47.1 MB	6 h 49 min	01/24/06

Figure 3.1: Column Headers

#### Сору

You are able to copy your audio books from the "Folders Content" window to any location on your computer. To do so simply right click on your selected audio book in the "Folders Content" window and choose "Copy". Then go to the location on your computer you wish to place the Audio book in and paste it.

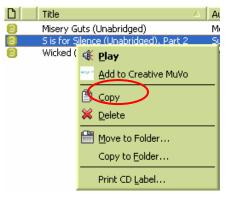


Figure 3.2: Copy Option

### Move to Folder/Copy to Folder

The "Move to Folder" option will place an Audio title into a specific folder in the "Audible Folders" window.

The "Copy to Folder" option will copy an Audio title to a specific folder in the "Audible Folders" window.

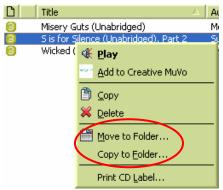


Figure 3.3: Move/Copy to folder





You can also "Move/Copy to Folder" by selecting "Edit" in the "Menu" bar.

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Transferring to a Device

**Note:** Before attempting these steps please make sure your device is connected to AudibleManager and is the selected device in the "Mobile Device" window.

You can transfer audio to your device from the "Folders Content" window by using the "Add to Device" button at the top right of the "Folders Content" window. Select the audio from the "Folders Content" window and click the "Add to Device" button. This will start the transfer process.

Libra	ry				Add to Device Delete
D	Title 🛛 🗠	Author	Size	Running Time	Date
8	Misery Guts (Unabridged)	Morris Gleitzman	14.6 MB	2 h 07 min	01/24/06
8	S is for Silence (Unabridged), Part 2	Sue Grafton	41.8 MB	6 h 03 min	01/24/06
8	Wicked (Unabridged), Part 1	Gregory Maguire	47.1 MB	6 h 49 min	01/24/06

Figure 3.4: Audio Inbox

### No Device

The "No Device" option will temporarily remove the ability to transfer to a mobile device.

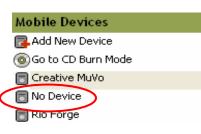


Figure 3.5: No Device Option

#### Add New Device

The "Add New Device" option will allow you to download and install the Audible Plug-ins needed for each device.

To install a Device select the "Add New Device" option.



Figure 3.6: Add New Device



Another way to transfer would be to right click the title intended for transfer then select "Add to Device".



You can also add a new device by clicking on Devices > Add New Device in the "Menu" Bar.

# **Getting Started Guide**

Select "Yes" in order to retrieve the list of available upgrade components.



Figure 3.7: Component Update Window

Select your device from the populated list and click the "OK" button.

a		AudibleManager Mob	ile Devices Update	×
Select th	e mobil	e devices you want to add or update		A
New D	evices	Installed Devices		
		Component	Install Status	Size
	ways of	Creative Zen Nano (Device Plu	Not Installed	36KB 👝 🔼
	-	Creative Zen Micro (Device Plu	Not Installed	68KB 👝 📕
	-	Creative Zen Sleek (Device Plu	Not Installed	68КВ 👝 🗌
		Dell DJ (Device Plug-in)	Not Installed	68KB 🧾
		Dell DJ Ditty (Device Plug-in)	Not Installed	68KB 🧮
		AudiblePlayer for Palm (Device	Not Installed	507KB 👝
	trêo	AudiblePlayer for Treo 600 (De	Not Installed	507KB 👝
	trêo	AudiblePlayer for Treo 650 (De	Not Installed	507KB 👝
	0	AudiblePlayer for Tapwave (De	Not Installed	4,528KB
Total sel	ected c	components download OKB	Cancel	

Figure 3.8: Mobile Device Update

#### Delete from Device

To delete audio from your device, highlight the selected audio in the "Device View" and click the "Delete from Device" button.



Ez

"Delete from a Device" by right clicking the title of audio in the "Device View" and choose "Delete".

#### **Refresh Device**

Should AudibleManager not recognize your device, the "Refresh Device" button will allow the system to make a second attempt at connecting to your device.

Mobile Devices	🔀 Delete from Dev	e 🚱 Refresh Device 🕥 Device Help
🛃 Add New Device	Title	Creative MuVo
o Go to CD Burn M	Title A Clash of Kings: A Song of Ice and Fire, Book II (Unabridged), Part 2	0 4
🗐 No Device		Get
🐻 Creative MuVo		<sup>%</sup> CRE <u>∧</u> TIVE
	Figure 4: Refresh Device	

#### Device Help

"Device Help" will offer you a detailed walk though of the functions for your device within AudibleManager.

Mobile Devices	🔀 Delete from Dev	rice 🕼 Refresh Device 🛛 🖓 Device Help
🛃 Add New Device 🛛 Title		Creative MuVo
🔞 Go to CD Burn M 🗐 🗛 🔿	lash of Kings: A Song of Ice and Fire, Book II (Unabridged), Part 2	0 4
🖥 No Device		Get
🔁 Creative MuVo		<sup>™</sup> CRE <u>∧</u> TIVE

#### Figure 4.1: Device Help

#### Go to CD Burn Mode

"Go to CD Burn Mode" will open the CD burning engine within AudibleManager as long as it has been installed. "Go to CD Burn Mode" can also be accessed by selecting File > Go to CD Burn Mode. The CD burning engine associated with AudibleManager will allow you to burn standard audio CDs in a .WAV format. These CDs will play on a standard CD player as long as the player will support a CDR.

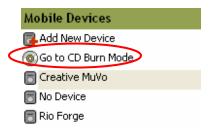


Figure 4.2: Go to CD Burn Mode



You can visit our online Help Center at <u>www.audible.com/help</u> <u>center.</u>



You can also "Go to CD Burn Mode" by clicking Devices > Choose Mobile Device in the "Menu" Bar.

# Delete From CD Burn List

To delete a title from the "CD burn List" right click on the title and select the option to delete.

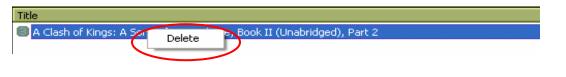


Figure 4.3: Delete Audio from Device

### Start CD Burning

To burn an audio book to CD, highlight the selected audio in the "Folders Content" window and click the "Add to Burn List" button.

Libra	лгу				Burn to CD
D	Title 🛆	Author	Size	Running Time	Date
8	Misery Guts (Unabridged)	Morris Gleitzman	14.6 MB	2 h 07 min	01/24/06
8	S is for Silence (Unabridged), Part 2	Sue Grafton	41.8 MB	6 h 03 min	01/24/06
a	Wicked (Unabridged) Part 1	Gregory Maguire	47 1 MB	6 h 49 min	01/24/06

Figure 4.4: Add to Burn List

#### Refresh CD Burner

Should your AudibleManager not recognize your CDR please click the "Refresh CD Burner" button to let AudibleManager make a second attempt at seeing your CDR.

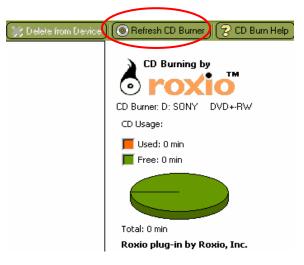


Figure 4.5: CD Burn Help



You can also "Start CD Burning" by dragging the audio into the "Device View" window.

# **Getting Started Guide**

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#### Change Starting Burn Point

When a Book will take more than one CD to burn AudibleManager will inform you that the book will need to be burned to multiple disks. The system will also offer you an option to change the starting point of this book.

		The Da Vinci Code
The Da Vinc This title will Bu	Burn multi disk title   but to burn the title:   ci Code from the beginning to 1 h 18 min   require approximately 5 disks to complete   m Cancel   Change starting point of this title to burn   Figure 4.5: Burn Multi Disk Title	Slide the bar with your mouse or enter the time to select the segment of the program that you would like to transfer to your device O min Th 17 min Segment Size on Player: 786.8 MB Segment Length: 1 h 17 min Start of the segment: 0 hrs 0 min End of the segment: 1 hrs 17 min OK Cancel



Figure 4.6: Set Starting Point

#### Print CD Label

This option will offer you the ability to print CD labels for your AudibleAudio books.

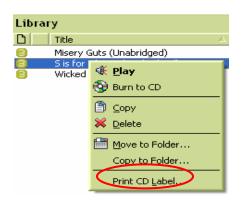
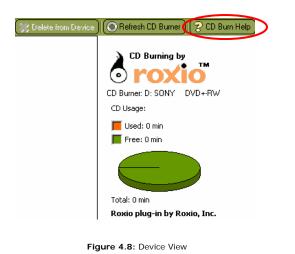


Figure 4.7: Print CD

# **Getting Started Guide**

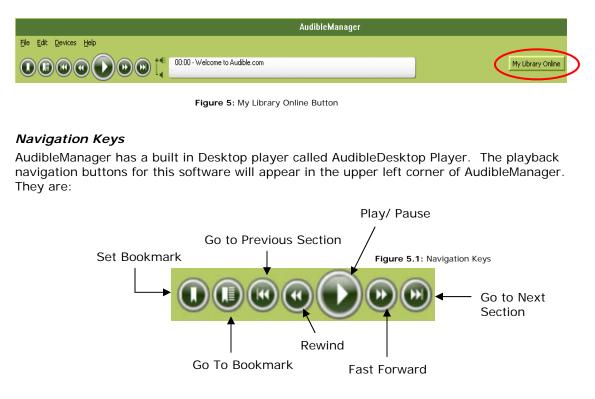
#### CD burn Help

If the CD burning plug in is not functioning correctly, or should you need assistance in using the software click the "CD Burning Help" button within AudibleManager.





This button will connect you directly to your My Library section within your Audible account on line. From here you will be able to download or stream your Audible content.





# The Menu Bar

<u>File E</u> dit <u>D</u> evices <u>H</u> elp	
<b>∉</b> Play	Ctrl+P
◉Go to Device Mode	Ctrl+B
🖆 Add Audio Files	Ctrl+Shift+I
Empty Trash	Ctrl+Shift+T
E <u>x</u> it	

Figure 6: File Menu

### File Menu

Listed below are the options within the "File Menu".

### Play

"Play" will launch playback of the highlighted audio in the "Folder Contents" window.

### Go to Device/CD Burn Mode

The "Go to Device/CD Burn Mode" will prompt AudibleManager to connect to your device/CD burner and prepare the unit for transfer.

### Add Audio Files

"Add Audio Files" will allow you to easily move an audio file from any location on your computer into an AudibleManager folder.

### Empty Trash

"Empty Trash" will permanently remove all items in the "Trash" folder from your computer.

### Exit

The "Exit" option will end the AudibleManager session you are currently in.

Edit Devices Help		
🖺 Сору	Ctrl+C	
E Paste	Ctrl+V	
💥 Delete	Del	
Create <u>S</u> ubfolder	Ctrl+Shift+S	
Move to Folder	Ctrl+Shift+V	
Copy to <u>F</u> older	Ctrl+Shift+C	
Options Figure 7: Edit Menu		

# Edit Menu

Listed below are the options within the "Edit Menu".

### Сору

"Copy" will allow you to copy an audio file in AudibleManager.

### Paste

"Paste" will allow you to paste an audio file from AudibleManager to any location on your PC.

### Delete

The "Delete" option will move an audio file to the "Trash" folder.

### Create Subfolder

"Create a Subfolder" will create a subfolder within the "Audible Folders" window.

#### Move to Folder

"Move to Folder" will move an audio program to a specific folder.

### **Copy to Folder**

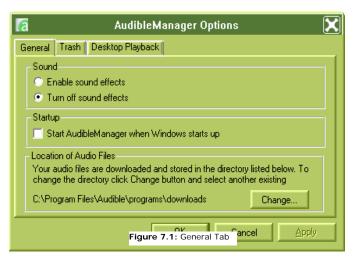
"Copy to Folder" will copy an audio program to a specific folder.

#### Options

"Options" will offer a group of customizable features within AudibleManager.

#### General

The "General" Tab will offer a selection of settings dealing with Sound, Start up Options, and Location of Audio files.



#### Trash

The "Trash" tab will allow you to manage the "Trash" folder within AudibleManager.



Figure 7.2: Trash Tab

#### Desktop Playback

From "Desktop Playback" tab you are able to set the default desktop player.



Figure 7.3: Desktop Playback Tab

Devices	Help		
<u>A</u> ctiva	ate		
😑 Deac <u>t</u>	jvate	Ctrl+A	
🔕 Burn t	io CD		
Choos	e <u>M</u> obile Device	Ctrl+Shift+D	
<u>R</u> efre:	sh Roxio CD Burner	Shift+F5	
Erase	CD		

Figure 7.4: Devices Menu

#### Devices

The "Devices" menu will offer you a list of available options within AudibleManager dealing solely with devices.

#### **Add New Devices**

This option functions just like the "Add New Device" option under the "Mobile Device" section of the software. It will allow you to download and install the Audible Plug-ins needed for each device.

#### Activate

Each installation of AudibleManager will need to be registered with Audible.com in order for our audio books to play through the software. If the audio is going to be transferred to a device or burned to CDs, each device and CD burner must be activated as well. A total of 3 AudibleManager installations are able to be registered to 1 account at 1 time. Each installation of Audible Manager may have up to 3 devices/CD burners activated at 1 time.

#### Deactivate

Each account is able to have 3 versions of AudibleManager active at one time, as well as 3 devices per AudibleManager account. Should you need to disable a device or AudibleManager account please go to the computer the activation is on. If deactivating a device please connect the unit. Click Devices > Deactivate. From here select the item you wish to Deactivate. Then enter your user information in the appropriate locations and click "OK". This will remove your current activation.

#### Add to Device

This feature will start the transfer of an audio program to your device.

#### **Choose Mobile Device**

This feature will allow you to switch between mobile devices.

#### **Refresh Mobile Device**

Should AudibleManager not read your device properly, this feature will attempt to reestablish a connection with your device.

#### **Erase Mobile Device**

This option will remove all programs from your device.



#### Help

The "Help" option will list a group of useful functions built into AudibleManager to aid in the use of the software.

#### Help

"Help" will offer you a detailed walk though of the functions within AudibleManager.

#### **Check for Update**

"Check for Updates" will allow AudibleManager to connect to the Internet and search for any updates or plug-ins that may bring your version of AudibleManager up to date.

#### **Report Problem**

"Reporting problem" will allow you to send a description of an error within the AudibleManager software directly to our development team. They do request when using this option to include a copy of the Debug.log file located at c:\program files\audible\bin.

#### About AudibleManager

About AudibleManager can be found in the "Help" section. This option will inform you of which software version you are currently running.