

Welcome to Using Your Audible Subscriptions!

Thank you for purchasing one of Audible's exclusive subscriptions. This guide provides instructions on how to best enjoy and manage your subscriptions. This guide includes:

1. **General Information** about audible.com's subscriptions
2. **Automated Delivery Instructions**, to have your issues downloaded to your PC every day
3. **Automated Transfer Instructions**, to move your issues to your portable device or burned to a CD upon arrival

This guide can be used online as a quick reference or you may print a copy for reference when setting up your subscription options.

Happy Listening!

We welcome your comments and suggestions about this guide.

Please email them to gettingstartedguide@audible.com

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Step One – General Information.

What are subscriptions?

So what are audible.com subscriptions?

Audible offers approximately 30 Newspapers, Magazines, Radio Programs and Audible Original programs, all delivered as periodic subscriptions. Each subscription has a delivery frequency (e.g. Daily, Weekly, Bi-Weekly, Monthly) and can be purchased for 1-month or 1-year periods. Audible's subscriptions are one of the best way to stay informed and current on news and entertainment. In addition, subscriptions are available as part of the *BasicListener* membership, which is described below.

You can find the complete listing of subscriptions offer by audible.com at www.audible.com/subscriptions. Click on any subscription's title to learn more about it: a detailed description, typical length of an issue, etc.

I have a BasicListener membership; what subscriptions can I get?

Every BasicListener can receive one 1-month subscription each month.

- As a BasicListener you can choose *any* of our 1-month subscription products every month.
- Each month simply go back to our website and again select any 1-month subscription. You can choose the same subscription product, or a different product, each month.

Please note: Make sure to check that you have a subscription credit available at the top right of our website before you order your next 1-month subscription, to make sure you will receive it as part of your membership



Step Two – Setting your Subscription Preferences.

What kinds of preferences can I set for my subscription?

To set your preferences for a subscription product you have already purchased, simply follow these steps:

- Go to the audible.com website and click on the “My Account” button at the top of the screen.
- Next, click on “Subscription Preferences”. From the Subscription Preferences screen, you can:
 - 1) View all the subscriptions that you have purchased, along with their expiration dates,
 - 2) Request to be notified by email when the issue of your subscription has arrived,
 - 3) Renew your subscription, and
 - 4) Choose the audio Format you wish to download the program in.
- **To renew a subscription**, click the “Renew” link on the line corresponding to the subscription you wish to renew. The appropriate subscription product will be added to your Shopping Basket, ready for you to continue into Check-Out.

The screenshot shows the Audible.com website in a Microsoft Internet Explorer browser window. The address bar displays the URL: https://www.audible.com/adbl/site/preferences/subscriptionPreference.jsp?BV_SessionID=24003. The page title is "audible.com". The user is logged in as "Hello cvictor886. Not you? Please [log in](#)." The page shows the "My Account: Subscription Preferences" section, which includes a table of current subscriptions.

Subscription title	Expiration Date	New Issue Notification	Renew Now	Audio Format
Marketplace	March 31, 2003	<input type="checkbox"/>	Renew	MP3 AAC WMA OGG
The New York Times Audio Digest	April 04, 2003	<input type="checkbox"/>	Renew	MP3 AAC WMA OGG
The Morning Read from The Wall Street Journal	April 04, 2003	<input type="checkbox"/>	Renew	MP3 AAC WMA OGG
Macworld Audible News	April 04, 2003	<input type="checkbox"/>	Renew	MP3 AAC WMA OGG
Weekend Journal	April 04, 2003	<input type="checkbox"/>	Renew	MP3 AAC WMA OGG
The News from Lake Wobegon from A Prairie Home Companion	April 04, 2003	<input type="checkbox"/>	Renew	MP3 AAC WMA OGG

Can I receive an email alert that a new issue of my subscription is available?

Audible has created an email system that will notify you that the latest issue is ready for you to enjoy. To set up your account for email notification:

- Go to the audible.com website and click on the “My Account” button at the top of the screen.
- Now Click on “Subscription Preferences”.
- Each of your subscription(s) will now be listed. In the middle of the screen, under the column “New Issue Notification” you will see a checkbox for each subscription.
- Click on the checkbox corresponding to each subscription for which you wish to receive an email notification, and then click the “Update” button at the bottom of the window.

How do I download subscription issues?

Now that you have purchased a subscription, here's how to download it:

1) Downloading an issue from within your web browser:

- Go to My Library (found at the top of every page at audible.com)
- In My Library, click on the "New" tab over the label "Subscription Programs". Here you will find the three most recent issues for each of your subscriptions





Note: Click on the "Archive" tab over the label "Subscription Programs" to access all past issues for each of your subscriptions

- Click on the "Get it now" button alongside any issue. You will then select the audio format and download the issue to your PC or Mac

Once the download is complete, you will find the audio program in the "Audio Inbox" of AudibleManager (PC users) or in the "Audio Library" of iTunes 3 (Mac users)

2) Downloading an issue from within AudibleManager: (PC users only)

- First, launch AudibleManager on your PC.
- Under the "Audible Folders" at the left-hand side of the program, click on  New Subscription Programs
- The top window will display the latest issue for each of your active subscriptions. You can download any issue(s) displayed by clicking the checkbox(es) to the left of the title and then clicking the  button, located in the top right of the window
- Once the download is complete, your downloaded issue(s) will appear in your "Audio Inbox"

Note to Palm OS 5 PDA users: HotSync does not automatically synchronize your Palm device with the Audible website. If you want Audible content transferred onto your device, the Audible file must first be downloaded to your PC and subsequently transferred to your Palm device as separate actions. See **Step Four** of this Guide to configure AudibleManager to automatically download and transfer your subscription issues.

Step Three – Automating Delivery to your PC

How can I have my subscription issues automatically delivered to my PC?

(PC USERS ONLY)

You can have your subscription issues auto-delivered to you as soon as each new issue is available. This a great feature for daily subscriptions, such as The New York Times or The Wall Street Journal. Follow these steps:

1. Access the List of your active Subscriptions with AudibleManager:

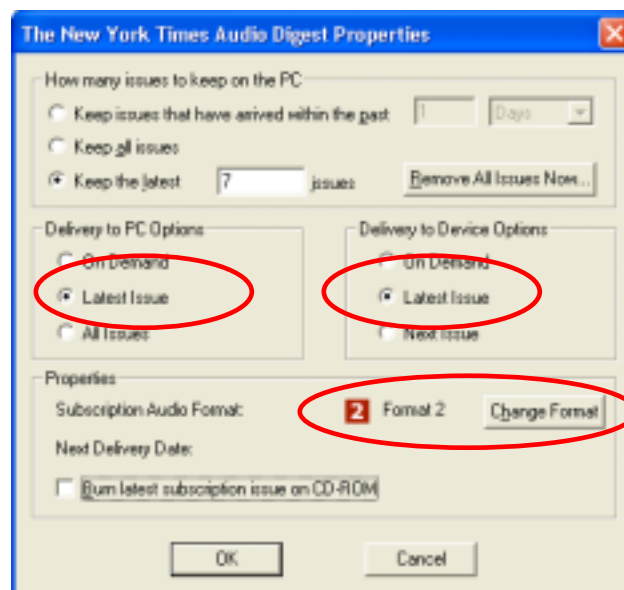
- Launch AudibleManager and make sure your PC is connected to the Internet.
- Under the “Audible Folders” at the left-hand side of the program, click on “Subscriptions.”
- The top “Subscription” window will now display information about each of your current subscriptions.

If you do not see your most current subscriptions listed, click on the “Synchronize” button located at the top of the window. AudibleManager will check the audible.com website for a list of your current subscriptions. (see screenshot below)

Please Note: You will be prompted to enter your username and password for this process



2. Choose the Subscription you want automatically delivered and set the "Properties" to the correct values:
 - The "Subscription" window displays the following information, for each of your active subscriptions, from left to right:
 - The Title of the subscription,
 - The Frequency with which it is delivered,
 - Options for Delivery to your PC,
 - Options for Delivery to your portable device,
 - The number of Issues currently within AudibleManager,
 - The Expiration Date of the subscription,
 - The Next Scheduled Delivery Date for the subscription
 - Select the subscription you want to automate by clicking on the desired Title (which will highlight that line), and then click the "Properties" button at the top of the screen. This will open the Subscription's "Properties" dialog.
 - To have the latest (newest) issue of your subscription delivered to your PC when it becomes available, set "Delivery to PC Options" to "Latest Issue".
 - You need to keep AudibleManager running in the system tray for auto-download to occur. Simply go to File -> Close, instead of Exit, and AudibleManager will run as a background process.
 - For Dialup users, AudibleManager will automatically dial your internet connection using the default settings from Internet Explorer



Step Four – Automating Delivery to your Portable Device or Burning to CD

How can I have my subscription issues automatically transferred to my portable device?

(PC USERS ONLY)

Now that you have set auto-delivery to your PC, make sure it transfers to your device automatically:

STEP 1: SET SUBSCRIPTION AUTO-DOWNLOAD

- First, make sure you performed the instructions in Step 3 of this Guide to establish automatic delivery to your PC.

STEP 2: CHOOSE WHICH SUBSCRIPTIONS TO TRANSFER

- Now, in the Subscriptions window of AudibleManager, click to highlight the subscription you want to automate and then click the “Properties” button at the top of the screen.
- Using the same Properties dialog box you used in Step 3 of this Guide, set your Subscription Properties as follows:
 - Set the “Delivery to Device Options” to “Latest Issue” and click the “OK” button.

Now AudibleManager will transfer the latest subscription issue to your connected device immediately after the download completes.

- When you leave your PC “waiting” for a subscription to arrive, please make sure your portable device is connected to your PC and that AudibleManager is running in the system tray, with the desired device displayed in the lower window of AudibleManager.

⇒ *If you set AudibleManager to start when Windows starts, it will run in “hidden” mode (showing only in the SysTray) and will auto-deliver and transfer your subscription issues to your device.*

Notes for Specific Portable Devices:

Pocket PC users: You must have ActiveSync running (in the Windows system tray) for an automated transfer to your device.

Audible Otis users: You do not need to turn on your Otis for transferring audio. When you connect your Otis to your PC, the screen will be powered down and the Otis will be powered via USB.

Rio500 users: Your device uses battery power when left connected to your PC, and drains your batteries. We do not recommend leaving your device connected overnight.

eBookman users: You must have the eBookman Manager running for an automated transfer to your device.

Palm OS 5 PDA users: AudibleManager cannot transfer a subscription issue until you HotSync. If you have set up AudibleManager to auto-transfer, and the issue has arrived on your PC, AudibleManager will pop up a window asking you to HotSync. You must then press the HotSync button.

During HotSync, AudibleManager will delete the old issue and transfer the new one.

The following Portable Devices do not support automatic transfers:

Handspring users: The unit will turn off automatically when inactive and it will not wake for transfer.

Rio 600, 800, 900 users: Your device will turn off automatically when inactive and it will not turn on for transfer.

How can I have my subscription issues automatically burned to CD?

(PC USERS ONLY)

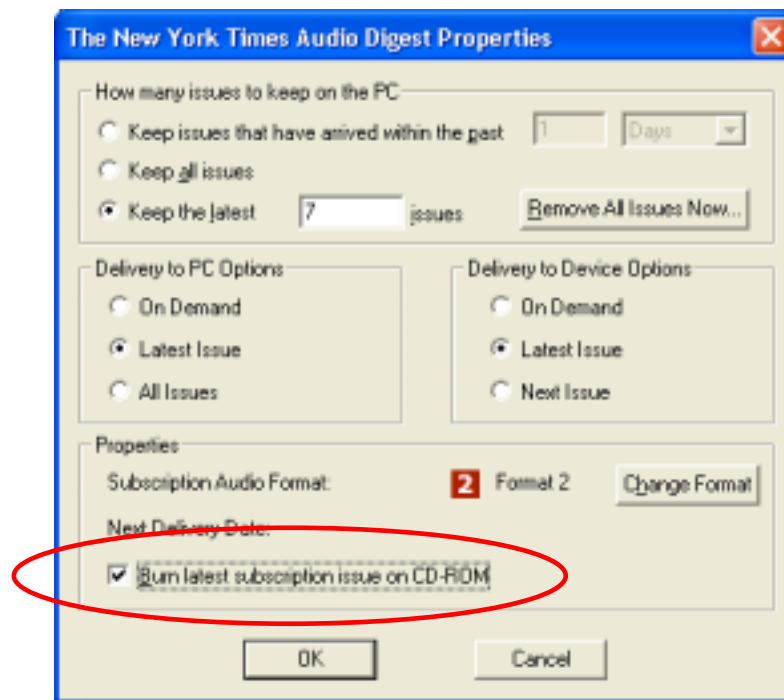
Now that you have set auto-delivery to your PC, make sure it is burned to a CD automatically (audio CDs, for listening on any CD player).

STEP 1: SET SUBSCRIPTION AUTO-DOWNLOAD

- First, make sure you performed the instructions in Step 3 of this Guide to establish automatic delivery to your PC.

STEP 2: CHOOSE WHICH SUBSCRIPTION TO BURN

- We assume that you've already switched AudibleManager to CD Burning mode. In the Subscriptions window of AudibleManager, click to highlight the subscription you want to automate and then click the "Properties" button at the top of the screen.
- Using the same Properties dialog box you used in Step 3 of this Guide, set your Subscription Properties as follows:
 - Place a Check in the option "Burn the latest subscription issue to CD-ROM" and click the "OK" button.



STEP 3: SET CD BURNER TO AUTO-BURN

- Now, go to the “Tools” menu (top line of AudibleManager, next to Help) and select the “CD Burner Properties” option.
 - In CD Burner Properties, click on the “Subscriptions” tab.
 - Under “Burning Subscriptions on CD-ROM” select “Burn synchronized subscription on CD every day”.
 - Select the time you want your subscription burned to CD. You should set this to approximately 15 minutes after the typical delivery time of your subscription. Check the “Next Scheduled Delivery Date” in the subscription’s “Properties” window to determine the time to set.

When you leave your PC “waiting” for an issue to arrive, be sure that you leave a blank CD-R in your CD Burner, and that the CD Burner is displayed properly in the lower window of AudibleManager.

⇒ *Remember AudibleManager should be minimized into the system tray when waiting for an issue to arrive.*

⇒ *If you set AudibleManager to start when Windows starts, it will run in “hidden” mode (showing only in the system tray) and will auto-deliver and burn your subscription issues.*

Please Note: You can only burn subscription issues that are shorter than 71 minutes.

