Audio Book Download and Play Instructions

How to Download, Extract, Sync to External Device, Listen

Four Basic Steps:

Download

We recommend downloading to a laptop or desktop computer. Direct download to mobile devices is technically possible in some cases, but it's often more difficult.

Extract (Unzip)

The audio files are grouped together into one zipped file for easier downloading. They must be extracted from this file and placed in a location where you can sync the files and/or play them directly. Most computers can unzip files easily. With mobile devices, you may need to install special software.

Sync

To listen to the audio files on a different device than you downloaded, you'll need to sync the files to your listening device. This is usually done with audio software (such as music apps or audiobook apps). Transferring files may require a direct wired connection between devices, a wireless connection between devices, or possibly syncing through a preferred cloud library provider.

Listen

Once you have the extracted files located on your preferred listening device, use a music or audiobook app to play the audio files.

See the following pages for more in-depth information and examples.

*These instructions are not comprehensive. They are meant as a guide you can adapt to your situation and environment.   If you need further assistance, you may contact our Customer Service team at 952-846-4484 or info@rmcls.com available Monday-Friday, 8AM-4PM Central Time. If you need help outside our business hours, please leave us a message.

Overview:

There are countless devices and software media players able to store and play audiobook files. Because of this, and because the technology industry is constantly evolving, it is difficult to give instructions for your exact situation. However, we can give examples of common scenarios to help you figure out the general steps to take to get your audiobooks stored and playable on your preferred device. You may need to seek further help beyond these instructions.

How Will You Listen? Choose Your Format:

RMC Audiobook audio files are available in MP3 (and/or M4A) file extensions. If both are available, you receive both formats, otherwise you will receive just MP3 files. First, you need to decide how you're going to listen to your audiobook. You may play your audiobooks from a computer or from a mobile device. In most cases, there will be several audiobook apps available for your device. Many users will want the MP3 files as they are the most versatile.

Downloading:

- You will receive an order confirmation email containing links to the files for your audiobook.
- Then access your RMC store account at https://store.rmcls.com (password required)
- Here's a screen shot of where the files are located once logged in:

Download Section   **Downloadable File Links**

My Downloadable Products

My Account

My Orders

My Downloadable Products

My Wish List

Address Book

Account Information

Stored Payment Methods

My Product Reviews

Newsletter Subscriptions

My Payment Options

Order #	Date	Title	Status	Remaining Downloads
3019104	10/3/23	PMP® Exam Prep, Eleventh Edition Audiobook (Abridged) - Downloadable ⊕ Downloadable Audiobook Instructions	Available	Unlimited
3019104	10/3/23	PMP® Exam Prep, Eleventh Edition Audiobook (Abridged) - Downloadable ⊕ PMP Exam Prep, Eleventh Edition (MP3 format)	Available	5
3018172	8/25/23	Agile Fundamentals Audiobook ⊕ Downloadable Audiobook Instructions	Available	Unlimited
3018172	8/25/23	Agile Fundamentals Audiobook ⊕ Agile Fundamentals Audiobook (MP3 format)	Available	5

==**We recommend you use a laptop or desktop computer initially for download and extraction.**== These audiobook files contain large amounts of data, so the file size is large. We recommended that you download to a computer on a network that does not restrict the amount of data you use.   Also, locating the files, extracting them from the compressed zip file, and placing them into your audio library, are steps more easily completed on a traditional computer as opposed to a mobile device. Don't worry—in most cases you may still synchronize your audio files and play them on your mobile device by using a direct device connection or a cloud storage library.

Extracting:

The audiobook files are in a zipped file. Double clicking the zip file will extract the files on most computers. Place the extracted files in a location on your computer where you can find them.

Syncing and Playing via Music app or Books app on Apple macOS.

These instructions assume you have downloaded the files to your computer, and that you're using Music or Books to either play the files directly on your computer or that you wish to sync them to an Apple device. In either case, you need to extract the audio files from the downloaded zip file and know the location of the extracted files on your computer.

Placing in audio library:
1. In Music or Books, go to File > Import… (command O on macOS)
2. Locate the directory containing your audiobook files; select the directory, click Open.

Syncing (optional):
If you want to listen on a different device than the one used for download, you must sync the files to your device. Connect your device to your computer and use your media software to sync the files to your device.

M4A or MP3
1. In Music, plug in and select your device and then select the 'Sync Settings…' button in the upper right. This should launch a new Finder window with your device selected. From there, select the Music tab and then select make sure there is a checkmark on RMC Learning Solutions, click Apply to Sync.

Or
1. If imported using Books, plug in your device, open a Finder window and select your device. Select the Audiobooks tab and then select make sure there is a checkmark book title, click Apply to Sync.

Then
2. Monitor the downloading progress at the bottom of the page. When downloading is complete, you should be able to find the audiobook on your device.

Playing audiobook:

M4A or MP3
On iPhone/iPad, open the Music app or the Books app.
Select the Library icon on the bottom.

Select the audiobook and select play.
You may need to completely close the app and reopen it for it to show up.

Syncing and Playing from Windows to Android

These instructions assume you have downloaded the files to your Windows computer, and that you want to transfer the audiobook to your Android device. You must first extract the audio files from the downloaded zip file and know the location of the extracted files on your computer. In most cases, you can start the extraction of the audio files in Windows by simply double-clicking the zip file. If that doesn't work, you may need to download and install a compressed file extractor such as WinZip to your computer. Remember that for Android, you will want the MP3 version of the audiobook. (M4A is primarily for Apple devices)

Make sure you know where the audio files are located on your computer. They should be contained within a folder named after the title of the book. If you keep each set of audiobook files in a separate folder, it will be easier to keep them organized and not confuse the audiobook player.

Syncing (copying files from PC to Android):

It's usually easiest to copy your audiobooks to your Android device by just connecting your device directly to the computer via a connection cable. Make sure your Android device is discoverable by your computer. Android devices have centralized file storage, so multiple different apps can access files in the same location. Once your device is connected, you should be able to browse the file storage on your device much like you would browse folders on your computer.

To copy the audiobook over, you can just drag the folder containing your book from your computer to a folder on your device. The root folder that you copy your audiobook folders into will be the location for your "audiobook library".

Playing audiobook:

You may need to download and install an application to play the audiobook. Although media players are probably already installed on your device, if you have trouble getting your player to "find" your audiobook, it could be because the player was not designed to locate books that weren't purchased through the app provider. RMC recommends using a dedicated audiobook app. Apps specifically designed to play audiobooks (as opposed to just music) are more likely to keep track of where you left off in the book and often have other useful features. We have tested "Simple ABP Free" on a Galaxy Tab device, "Simple Audiobook Player" on a Galaxy S23 Ultra, and "Audiobook Player" on an Amazon Fire tablet. All were free apps. In all cases, we were easily able to locate the extracted audiobook and correctly play the content in a user-friendly fashion. Other apps will also work with some variance in user experience.

Downloading and Playing Directly on iOS (iPhone, iPad)

Although this method is not recommended for the average user, those looking to use only a single mobile Apple device for the entire process might be able to use this method.

In testing, we were able to get this method to work on an iPad Air2 with software version 12.2, but user reports indicate that it has also worked on iPhone with updated software.

Note that this method does not use Music or Books because, currently, Music or Books doesn't support adding audio files to its library from other locations on the device (only through synchronization via an external computer).

Download and Install Free App "BookPlayer"

In the AppStore find and install the free audiobook player app called "BookPlayer" (or a similar alternate player). Using this application will simplify the process in two ways: First, in our testing, the application didn't require a separate extract (unzip) process; the BookPlayer application unzipped the files for us. Second, using a dedicated audiobook player will potentially keep any audiobooks out of your music library if you use your Apple device for playing music.

Download Audiobook Zip File

Download the zipped file from the RMC store using the steps listed earlier in this document. The appearance of the download process varies depending on the browser used. Using the default Safari browser, it may appear at first that nothing is happening. Be sure to check all the open browser tabs after a few minutes to see if the zip file appears. If you've installed the BookPlayer app, it's possible that an option for "opening" the zip file with BookPlayer will appear. If so, this will be the easiest way to get your book loaded.

If the BookPlayer app doesn't show as an option, then you may need to open the BookPlayer app, and import the zip file from there.

Play

Using BookPlayer, you can add the audiobooks to your Library and/or Playlist within the app. Be sure to go into settings and turn on the Autoplay Library option so the app automatically moves to the next sound file in the list.

Downloading and Playing Directly on Android

Although this method is not recommended for the average user, those looking to use only a single Android device for the entire process might be able to use this method. In testing, we were able to get this method to work on a Galaxy Tab and an Amazon Fire (the tablet-style device, not the e-Ink Kindle eReader type).

Android devices have centralized file storage, so multiple different apps can access files in the same location.

Download

Download the zipped file from the RMC store using the steps listed earlier in this document. The default location for downloading files is the "Download" folder. When the Downloading is happening, click on 'Details' link at the bottom of your screen. This will open the Downloads window showing the progress of the download. When the download is complete, you are ready to proceed to the next step.

The Android operating system usually contains a file explorer application, but if you can't find one, go to the app store for your device and download and install a free file manager/file explorer app. Locate the folder where the zipped file was downloaded.

Extract

From the Download page, click on the file zip package. It will open the extractor and have the directory selected. Click the Extract button on the bottom of the page. A pop-up will show the progress of the extraction. Once complete, click the folder to open it and all of your mp3 files should show up. Click on the title you want to play and is should start playing. (Make sure you have your volume turned up.)

Some Android devices can unzip/extract the files without using an additional app. In the case of the Amazon Fire tablet, we needed to download and install an extractor. In this case, we used the free WinZip app. Extract the audio mp3 files from the compressed zip file you downloaded using either the file management app or an extractor app.

Play

You may need to download and install an application to play the audiobook. Although media players are probably already installed on your device, if you have trouble getting your player to "find" your audiobook, it could be because the player was not designed to locate books that weren't purchased through the app provider. RMC recommends using a dedicated audiobook app. Apps specifically designed to play audiobooks (as opposed to just music) are more likely to keep track of where you left off in the book and often have other useful features. In this case, on the Galaxy Tab we downloaded an app called "Simple ABP Free". On the Amazon Fire tablet, we downloaded an app called "Audiobook Player".   In both cases, we were easily able to locate the extracted audiobook and correctly play the content in a user-friendly fashion. Other apps will also work with some variance in user experience.