

## **ACCESSING AUDIO FILES OF MEETINGS**

If there are any difficulties accessing audio files of meetings of Harborough District Council the information below may be useful.

Any difficulties in accessing / listening to the audio file may be an issue over streaming the file, perhaps due to problems with an internet connection. There is a way round this, by downloading the file, saving it to your own computer and then playing it from there by:

- 1) hovering the cursor over the audio file and right clicking the mouse;
- 2) selecting "save target as";
- 3) choosing where you want to save the file - perhaps on "desktop";
- 4) clicking on save. The file should now download to your desktop or the chosen location;
- 5) either click on 'open' or navigate to the location of the saved file and double click to open it;
- 6) the file should then open and play using the default player for mp3 type files.

By saving the file in this way you should be able to jump backwards and forwards through the recording more easily than simply streaming it from the Council's website.

Should you have any further difficulties accessing or listening to the audio file please contact [democratic.services@harborough.gov.uk](mailto:democratic.services@harborough.gov.uk) or telephone 01858 821083.