



Counseling Tools Package

Questions? Contact Jeanne at jeanne@undergrace.org or (703) 330-0977, X6.

1. Once you have paid for your package, you will receive an email receipt that provides the link and password to the page. **KEEP THIS EMAIL.**

Thank you for your payment for Counseling Tools Package. Please keep this email as it contains a link that is not available from our home page.

To access the Counseling Tools Package, click on the following link and use the password, ~~*****~~. To access the page link, click [HERE](#).

You will be able to download documents and audio files to your PC. Once downloaded, you may move the audio files into iTunes or your preferred music application to have it available on your phone.

This email also serves as your receipt for this payment. Here are the details of your payment:

First Name:
Last Name:
E-Mail:
Address1:
Address2:
City:
State/Province:
Zip/Postal Code:
Phone:
Amount:

Date of Payment: ##/##/##
Amount: ###.##
Form of Payment: Visa/MC/etc
Last 4 of Credit Card: ####
Approval Code: #####

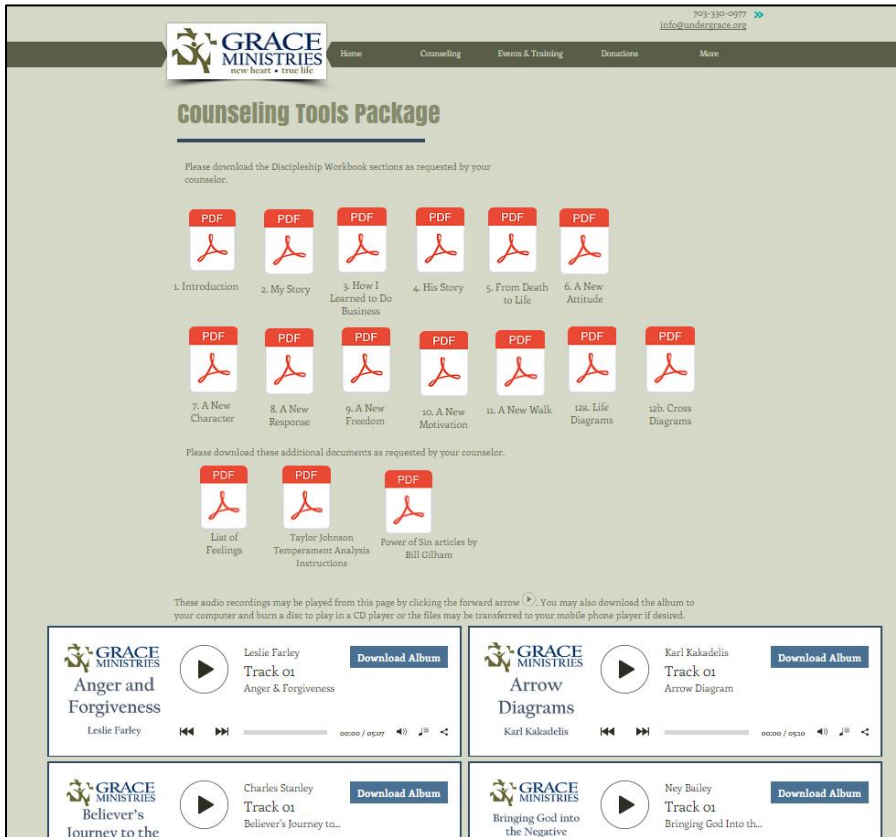
If you need assistance with link access, please contact Jeanne at jeanne@undergrace.org or (703) 330-0977, extension 6.

1. When you click on the link, you will be taken to this page to type in the password provided in the email.

Guest Area

Please enter the password below.

2. When you click GO, you will be on the **Counseling Tools Package** page.



3. The PDF documents are free to download by clicking on the PDF picture. These files will automatically be saved to your DOWNLOADS folder.
4. The audio files can be either played on the website page or downloaded. Here's the layout of the player shown.



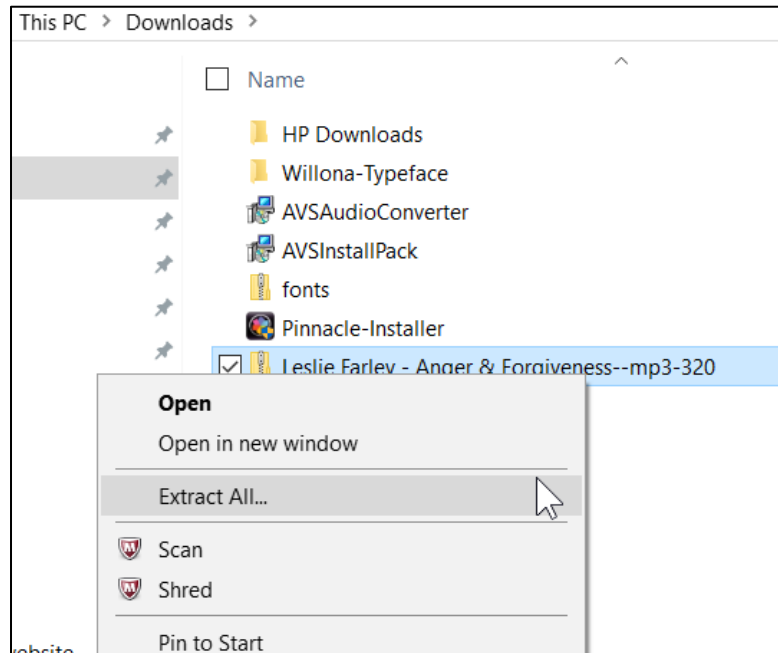
- a. The title of the recording
- b. The track that will be playing
- c. Pressing this button will start the audio recording playing from the website.



- d. To advance the audio recording to the next track, you will hit the double right facing arrows (and to go backwards, you will hit the double left facing arrows).
- e. This shows the time elapsed on the track. This is helpful if you need to stop the recording and want to return to where you were. You can do so by dragging the dark grey bar to the right, to where you left off.
- f. You may download the album by clicking on the blue box. You will be taken to this screen:



5. Click on Download as Mp3 and the files will be put in your DOWNLOADS folder in a zip file. To unzip, right click on the zip file and choose EXTRACT ALL.



6. You will then be able to burn a CD, listen to the files from your PC, or move the files to your mobile phone player as per instructions of the player.
7. We have provided the support pages for the iPhone and Galaxy phones on how to transfer music:
 - a. iPhone - https://support.apple.com/kb/PH20507?locale=en_US
 - b. Galaxy - <https://www.verizonwireless.com/support/knowledge-base-97257/>