

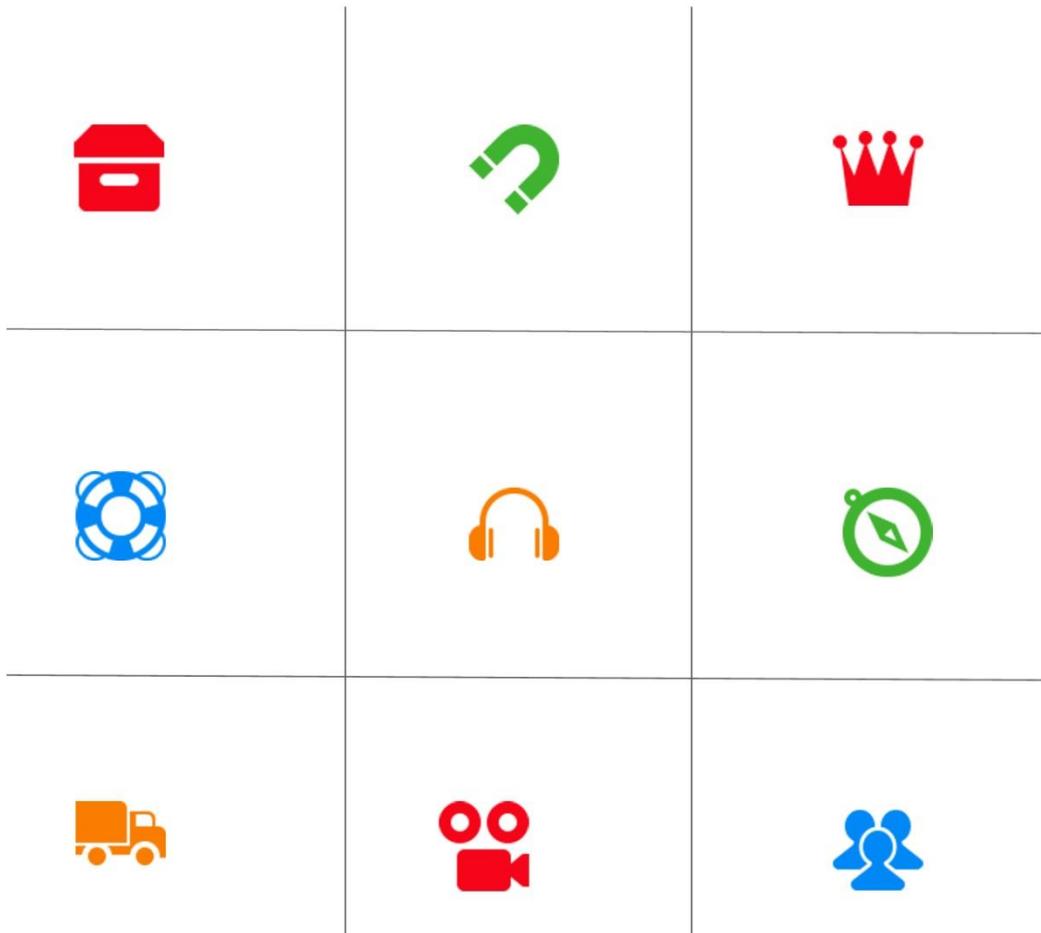
INSPIRING EXCELLENCE THROUGH TRAINING

THE LITTLE BOOK OF

TRAINING

TIPS & TRICKS

To help you get the maximum value from your investment we would like to offer you some tips & tricks for using your training materials.



BILL FIELDS TRAINING VAULT

BILL FIELD STRAINING VAULT TIPS AND TRICKS

Thank you for your purchase of training tools from Bill Fields Learning Systems.

One of the greatest benefits of purchasing your training tools from Bill Fields Training Vault is your ability to now **access and utilize the tools from any location at any time.** (Unlike CD's or DVD's that limit your flexibility.)

We suggest you copy all Bill Fields Training Vault files to a location on your computer that is easy for you to remember. We suggest you create a master Bill Fields Training Vault folder to keep all of your valuable training in one location. This will allow you to quickly and easily find access and utilize the information included in each powerful training package.

FOR MAXIMUM FLEXIBLY we suggest you copy the files to your cloud storage to make it super easy to access the training from all of your computers, phones, tablets and personal devices.

Repetition is the Key

**To maximize the effectiveness of this Training it is important that you review each lesson as many times as possible.

Usage Rights

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THE PACKAGE CONTENTS:

Once you have unzipped your purchase you will notice that each component has its own file folder.

GUIDEBOOKS and WORKBOOKS

Some of our training includes word for word lesson GUIDEBOOKS and some are more detailed training WORKBOOKS with specific instruction or direction.

To create a fully interactive experience, the GUIDEBOOKS and WORKBOOKS are all provided in PDF format which allows us to add hyperlinks, rich media, and many other advanced features.

Some people like to print these GUIDEBOOKS and WORKBOOKS to make them a physical document while some people prefer to leave them in the digital format.

AUDIOBOOKS AND AUDIO LESSONS

Your training packages may include both AUDIOBOOKS and AUDIO LESSONS.

AUDIOBOOKS are the complete long-playing version of your training course.

These **start with the first lesson and play through to the last lesson.**

AUDIO LESSONS **separate your complete training course into individual lessons** allowing you to view or repeat individual lessons multiple times before moving on to the next lesson, or to skip forward or back to review other lessons.

VIDEOBOOKS AND VIDEO LESSONS

Your training packages may include VIDEOBOOKS and VIDEO LESSONS.

VIDEOBOOKS are the complete long-playing version of your training course. These have each lesson assembled in order and **start with the first lesson and play through to the last lesson.**

VIDEO LESSONS **separate your complete training course into individual lessons** allowing you to view or repeat individual lessons multiple times before moving on to the next lesson, or to skip forward or back to review other lessons.

TIP SHEETS/MINI POSTERS/INFOGRAPHICS/QUICK START GUIDES/ETC.

Your training package may also include many extra bonus items to help you better utilize the information contained in each training package.

STEPS FOR USING YOUR AUDIOBOOKS AND AUDIO LESSONS

Listen to your AUDIOBOOKS and AUDIO LESSONS on your computer

The easiest way to play AUDIOBOOKS and AUDIO LESSONS on your computer is to double-click on the AUDIOBOOK or AUDIO LESSON and let your computer decide which default application should open it. Since most people already have Windows Media Player or QuickTime installed, your AUDIOBOOK or AUDIO LESSON should begin to play as soon as you click on it.

Listen to your AUDIOBOOKS and AUDIO LESSONS on your iPhone, iPod, or iPad

To listen to your AUDIOBOOKS and AUDIO LESSONS on your iPhone, iPod, or iPad, it's easiest to **first import them into your iTunes library.**

Steps to Import AUDIOBOOKS and AUDIO LESSONS into your iTunes library

Open iTunes.

Choose File > Add Folder to Library.

Locate the folder on your computer that contains the AUDIOBOOKS or AUDIO LESSONS you wish to import into iTunes.

Either copy and paste or drag the AUDIOBOOKS or AUDIO LESSONS you wish to import to the iTunes window.

Once you select your files you should see your newly imported AUDIOBOOKS or AUDIO LESSONS files in your iTunes library.

If you have music or audiobooks in your iTunes library already, it may be difficult to locate this newly imported group of unlabeled tracks. You can make things easy by clicking on Playlists and choosing the Recently Added playlist.

The most recent additions to your library will be shown in this playlist. The easiest way to begin to organize these files is to add the training name as the Album Name so that iTunes can place them in your library appropriately.

Start by clicking on the first file in the list. Hold Shift and click on the last file you wish to include in this album. This will select them all.

Once this is done and you've pressed OK, all of your AUDIOBOOKS or AUDIO LESSONS will now be organized by title and will be much easier to find when viewing your library.

Import your AUDIOBOOKS and AUDIO LESSONS from your iTunes library to your iPhone, iPod, or iPad.

Next you need to **import your AUDIOBOOKS and AUDIO LESSONS from your iTunes library to your iPhone, iPod, or iPad.**

(Before syncing with iTunes, consider using iCloud or similar services to keep your training content automatically up to date on all of your devices.)

Sync your iPhone, iPad, or iPod touch with iTunes on your computer using USB

Follow the steps below to use iTunes to sync your audiobooks and audio lessons with your iPhone, iPad, or iPod touch using a USB cable.

Open iTunes. (Make sure that you have the latest version.)

Connect your device to your computer using a USB cable. **Your connected device should appear as an icon in the upper-left corner of the iTunes window.**

Click on the device icon. Look under Settings on the left side of the iTunes Window for a list of the content types that you can sync from your iTunes library to your device.

In the main iTunes window, click the Music icon to turn on syncing for that MP3 content type. If there's a check in the box, syncing for that content type is already on.

Click the Apply button in the lower-right corner of the screen to save your sync settings. If syncing doesn't start automatically, click the Sync button.

How to Sync Your iPhone With iTunes Wirelessly Over Wi-Fi

In order to enable wireless syncing with your Mac or Windows PC, connect your iPhone or other iOS device to your computer. You will only need to connect your iOS device to your computer this once. Open iTunes.

Select your device on the iTunes sidebar and click on the Summary tab if it is not active.

Once there, scroll down and under Options, check the box beside “Sync with this iPhone over Wi-Fi”. Click on Apply.

After this, your iPhone will start syncing. Once it’s done, feel free to unplug your iPhone. You will notice that despite having unplugged your iOS device, it will still be showing on the iTunes sidebar.

Syncing Wirelessly With iTunes

Once you have enabled wireless syncing, you will be able to sync your iPhone or other iOS device in three different ways.

Automatic Syncing

To sync your iOS device wirelessly and automatically with iTunes, make sure iTunes is running on your Mac or Windows PC and then plug your iOS device to a power source. If you are connected to a Wi-Fi network, syncing will begin automatically.

From Your Mac or Windows PC

When connected to a Wi-Fi network on both your Mac, Windows PC and on your iOS device, open iTunes. Then select your iOS device from the iTunes sidebar and click on Sync.

From Your iOS Device

If you are in range of the same Wi-Fi network your Mac or PC is on, you can launch a sync from your iOS device. To do so, tap on Settings > General > iTunes Wi-Fi Sync, then tap Sync Now to start syncing wirelessly.

Listen to your AUDIOBOOKS and AUDIO LESSONS on your Android Device

Connect your Android to your computer using a USB cable.

Use Windows Explorer to copy your AUDIOBOOKS and AUDIO LESSONS to the Music folder on your device. You can also use the excellent AirDroid to copy AUDIOBOOKS and AUDIO LESSONS and other files over Wi-Fi without even connecting your phone to your computer.

You can then play your AUDIOBOOKS and AUDIO LESSONS on your Android device. The included Play Music player will pick up the AUDIOBOOKS and AUDIO LESSONS you've copied over manually.

Upload Your AUDIOBOOKS AND AUDIO LESSONS to Google Play Music

Google Play Music is Google's "music locker"-type service — like Apple's iCloud. Google provides a desktop application known as Google Music Manager that can be installed on Windows, Mac, and even Linux. Google Music Manager scans your computer for MP3 files and uploads them to your Play Music account.

To get started, install the Google Music Manager application on your computer. Tell it where you store your AUDIOBOOKS AND AUDIO LESSONS — either in iTunes, Windows Media Player, or custom folders. It will automatically scan the locations and upload the AUDIOBOOKS and AUDIO LESSONS to your Google account. The Music Manager application starts automatically in the background and remains running, automatically uploading new AUDIOBOOKS and AUDIO LESSONS to your account.

You can now play your AUDIOBOOKS and AUDIO LESSONS on your Android device. The included Play Music player will pick up the AUDIOBOOKS and AUDIO LESSONS you've copied over.

Listen to your AUDIOBOOKS and AUDIO LESSONS on your Samsung Galaxy s3

Connect the Galaxy S3 to your computer with a USB cable.

Go to the phone's home screen. Touch the screen with your finger, and then swipe down to open the Notifications panel.

Tap "Media Device (MTP)."

(Your computer sees the phone as an external hard drive.)

Find the AUDIOBOOKS or AUDIO LESSONS you want to transfer on your computer.

Click "Desktop" on the Start screen, and then click the "File Explorer" icon in the task bar.

Click "Computer" on the left side of the window.

Double-click the Samsung Galaxy S3 icon.

Drag and drop the AUDIOBOOKS or AUDIO LESSONS from your computer into the Galaxy S3's memory card folder.

Alternatively, highlight a large group of files, right-click and select "Copy." Right-click the memory card folder and select "Paste" to transfer all the files at once.

Disconnect the Galaxy S3 from the USB cable when finished. The phone will automatically end the MTP connection.

Your AUDIOBOOKS and AUDIO LESSONS are now available for you to listen to using your Galaxy S3.

How to burn your own CD's or DVD's to create your own personal video training library of AUDIOBOOKS or AUDIO LESSONS.

Windows PC or Linux

If you're a Windows user, Windows Media Player will not be a stranger to you. It's the Window's defaulted media player which also provides the facility to burn CDs and data DVDs with your DVD burner drive. You can use this software to copy your PDF training materials, audiobooks, or audio lessons from your computer to a blank CD or DVD. This process is called burning.

Launch Windows Media Player and then open the "Burn" tab.

Drag AUDIOBOOKS or AUDIO LESSONS (or PDF files) from your library to the Burn panel on the right sidebar.

Click the drop-down button to select whether to burn "CD or DVD" or "Audio CD".

Insert a blank writable CD or DVD disc into your disc recorder drive.

Finally, click the "Start Burn" button to start burning to your CD or DVD disc within Windows Media Player.

NOTE: If you just copy the AUDIOBOOKS or AUDIO LESSONS as MP3 files some Audio CD players (like car CD players or portable CD players) may have difficulty reading the files.

To make these AUDIOBOOKS or AUDIO LESSONS playable on a CD Player:

Make sure you have selected "Audio CD". If not you may simply be copying the files onto the disc and not making it an auto-play CD.

Mac OS X

Unfortunately, under Section D, under the title "APPLE MUSIC USAGE RULES" of the Terms and Conditions only music purchased from the iTunes store or other places such as Amazon can be burned to CD.

VIDEO LESSONS

To allow for the highest quality all VIDEO LESSONS are delivered in MP4 format.

The easiest way to play VIDEO LESSONS on your computer is to double-click on the VIDEO LESSON and let your computer decide which default application should open it. Since most people already have Windows Media Player or QuickTime installed, the VIDEO LESSON should open automatically.

However, if no program opens the VIDEO LESSON then you probably don't have a program installed that can open MP4 files. You will need to install one of the free players available.

Watch your VIDEO LESSONS on your iPhone, iPod, or iPad.

To add your VIDEO LESSONS to your iPhone, iPod, or iPad, you need to first import them into your iTunes library.

Click the “File” tab and select the “Add File to Library” option. Select the VIDEO LESSONS you want to sync to the iPhone and then click the “Open” button to import the video to iTunes.

Connect the iPhone to your PC using the USB cable to sync the VIDEO LESSONS automatically. If the device is set to manual sync, **click “Movies” in the Library navigation pane** and then select the VIDEO LESSONS you imported. Drag the highlighted file to your iPhone in the Devices pane to sync the video file.

When you import the file, it will appear automatically in your Movies Library.

Watch your VIDEO LESSONS on your Samsung Galaxy.

Connect your Galaxy S3 to your computer using the data cable.

A USB icon appears in the top Notification Bar, tap the USB icon area and drag it downwards to open the notifications panel.

Tap Connected as a media device and ensure Media device (MTP) checkbox is ticked. Now, you're ready to transfer your VIDEO LESSONS between your computer and phone.

Open up your PC Windows Explorer. Now, you should see your Galaxy S3 shows up as a removable disk.

Access the phone storage via Windows Explorer; you should see Videos and Music folders.

Simply drag/copy-and-paste your VIDEO LESSONS from your computer to these folders. The Galaxy S3 music or video players will automatically recognize the file types.

Alternatively, you can create a new folder in your phone storage to store these files.

Transferring VIDEO LESSONS to your Galaxy S3 using Windows Media Player

Connect you Galaxy S3 to your PC using the data cable.

Run Windows Media Player on you PC.

On the left side of Windows Media Player, you will see a little icon with the model number of Galaxy S3. You can (but not necessary) double click on that icon to expand the list.

Now move to the right side and click the Sync Tab.

Drag VIDEO LESSONS to the Sync list area. You can drag these files from either PC folders or Windows Media Player library.

Once you have all the VIDEO LESSONS in the Sync list, click Start sync.

Now, move to the left, and click Sync status to verify if those VIDEO LESSONS are successfully copied over to your phone.

IF YOU HAVE MORE QUESTIONS PLEASE [CLICK HERE](#) VISIT OUR Q & A PAGE.

The information in this guide is current as of the date of publication but procedures may vary slightly or significantly as hardware, software and applications are changed or updated.