In Firefox:

You cannot listen to the audio clips in Firefox. You will have to download the PDF file to your computer and open it in Adobe reader.

To play audio clips from meeting minutes PDF files in Internet Explorer:

 After the document loads in the browser, click on a green arrow to play the audio clip. When prompted, choose to play the multimedia content and add this document to the list of trusted documents. The audio will play when you click Play at the bottom of the box. (Note: The audio clip will open a popup window, so you may need to disable your pop-up blocker)

Manage Trust for Multimedia Content		
2	You have opened a document that contains Windows Media(R) Player multimedia content. You can decide whether to play content now and also set options for what to do when you open this document in future.	
	Play the multimedia content this one time	
	Play the multimedia content and add this document to my list of trusted documents	
н	elp Play Cancel	

In Chrome:

1) In your address bar, type: chrome://plugins, then hit Enter



2) Scroll down to Chrome PDF viewer, and click Disable

Chrome PDF Viewer

Disable 📃 Always allowed

3) On the same screen, find **Adobe Reader**, and **Enable** it. (if you do not have Adobe Reader, you will need to download it from get.**adobe**.com/**reader**/)

- 4) Now navigate to the meeting minute link and click on it.
- 5) If you see "Plugin Blocked" to the right of the address bar, click to allow the plugin.

	<mark>€ Plug-in blocked</mark> ☆ =
	Plug-ins were blocked on this page. Learn more Always allow plug-ins on www.adobe.com
-	Continue blocking plug-ins <u>Run all plug-ins this time</u>
	Manage plug-in blocking Done
	FLASH PLAYER HOME

- 6) The document has now loaded. Click on a green play button in the document. You will see a bar at the top of the document that says "Some content has been disabled." Click that message to allow the content.
- 7) If the above steps do not work, update your version of Adobe Reader, close Chrome, and try again.

If you have difficulty or wish further explanation, please contact the Borough Clerk: <u>jcozzi@haines.ak.us</u> or 907-766-2231 ext. 31. We want you to be able to listen to the audio!!