

**The Complete Guide to**

**MFun:**

**Music Fundamentals**

*An eText by*

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## For a Quick Start

If you just want to get started quickly with **MFun: Music Fundamentals**, you really don't need to read through this whole **Guide** now. If you are a new MFun user, you may want to start by reading the **Getting started with MFun** and **Keeping track of your Transcript.mft file** sections. If you want helpful pointers on how to use MFun most efficiently, check out the **Navigating MFun** section. Finally, if you run into a problem as you work with MFun, check for solutions in the **Troubleshooting** section.

**Note:** Most of the information in this **Guide** is the same for both the Windows and the Macintosh versions, but watch for occasional platform-specific designations.

## What is MFun?

Originally conceived as a distance-learning course to prepare incoming students for university-level music theory, **MFun: Music Fundamentals** is also perfect for high school and university courses in general musicianship and music fundamentals. Over nine years of development and testing by hundreds of university students and their instructors, MFun has evolved into an eText ideally suited for use in a traditional classroom setting, or as a principal component of online courses, or as a comprehensive resource for self-directed learning.

**MFun** provides a thorough grounding in the basics of music, beginning with pre-notation concepts of pulse and pitch, and culminating with an introduction to part writing. It is liberally illustrated throughout with hundreds of musical examples you can both see and hear, along with several Test Yourself tutorials to help you find out immediately whether you understand the basic concepts. The eText is clearly organized: each chapter begins with objectives and concludes with a list of terms covered in the chapter as well as a section titled "Questions to think about."

Interactive Drills and Quizzes for each chapter give you a real-time assessment of your grasp of the material. The Drills are a learning experience, providing valuable feedback, often allowing you to learn from your mistakes by correcting a wrong response. You can work on most Drills as long as you want—without repeating a set series of exercises—until you feel confident you know the material. When you're ready, you can move on to the more structured testing situation provided by the graded Quiz covering the same concepts. If your instructor allows you to attempt a Quiz multiple times, you'll get a new assortment of quiz questions each time.

Your individual Transcript file automatically records your work on the Drills and Quizzes, making it easy for you to track your progress. In addition, your **Transcript.mft** file stores your “settings,” either the original settings that come with the eText or customized presets designed by your instructor. The eText also includes a “workbook” offering more than 100 pages of Written Exercises you may print out and complete by hand, if your instructor asks you to submit written work for grading.

## To use MFun, you need:

**Computer and operating system:** **MFun: Music Fundamentals** is designed for use on all Windows computers running Windows XP or higher and on all Macintosh Intel computers running System 10.5 or higher. You will need to download and install MFun from the **Installers** link at [www.macgamut.com](http://www.macgamut.com), but keep in mind that this is a large download (around 225 MB). Alternatively, if someone else has already downloaded the installer you need, you can copy the **MFun Installer Folder** from that computer onto a flash drive, and then install MFun on your own computer from that flash drive.

**Internet access:** Initially, you need internet access only briefly to register online and download your Transcript file and any update to the version you’ve installed from the MFun disc. And we suggest that you check back at [www.macgamut.com](http://www.macgamut.com) monthly to see if there’s been an update to MFun since you last updated. Beyond that (apart from several optional links to supplemental materials on the Web), you can use **MFun: Music Fundamentals** wherever and whenever you choose, even when you have no internet access. Because the complete MFun eText package resides on your computer, the fidelity of the audio files and MFun’s response time are not dependent on the speed or dependability of an internet hookup.

**Printer and .pdf reader:** Your MFun installation includes more than 100 pages of Written Exercises, some or all of which your instructor may ask you to print, complete by hand, and submit for grading. These Written Exercise files are in .pdf format. If your computer does not have software that enables you to see and print .pdf files, you can download and install the free Adobe Reader from [www.adobe.com](http://www.adobe.com). You will need occasional access to a printer in order to print these Written Exercise files.

**Earbuds or headphones:** If you are using MFun in a location where sound may disturb others, you will want to use earbuds or headphones. In addition, unless

you are using external speakers, you will probably find that earbuds or headphones deliver better sound quality.

## Getting started with MFun

### Step 1: Install MFun: Music Fundamentals

Though you must register online and download your **Transcript.mft** file before you can start using MFun, you can go ahead and install **MFun: Music Fundamentals** as soon as you have downloaded the installer. Go to [www.macgamut.com](http://www.macgamut.com), click on the **Installers** link on the left side of the page, then select **MFun Installers** and the appropriate MFun Installer. Just follow the download and installation instructions on the website. Installing MFun on more than one computer *is not* a violation of copyright. Since you cannot use MFun without your own personal **Transcript.mft** file, you can install MFun on as many computers as you wish, both Windows and Macintosh.

*Window Installation:* After downloading the installer from the **MFun Installers** page at [www.macgamut.com](http://www.macgamut.com) to a Windows computer, click **Run** on the **Download complete** dialog, or start by double-clicking the **.exe** file you have downloaded. Unless you are updating an earlier installation of MFun, be sure to download the **Complete Installer**. Once the file has been unzipped, the installer will start automatically. Then proceed to Step 2, below.

*Macintosh installation:* After downloading the installer from the **MFun Installers** page at [www.macgamut.com](http://www.macgamut.com) to a Macintosh computer, just follow the on-screen instructions to complete the installation. If the installer does not start up automatically, double-click the **MFun Installer** to start it up. Then proceed to Step 2, below.

If you need more detailed installation instructions for downloading and installing MFun from our website, go to [www.macgamut.com](http://www.macgamut.com), click on **MFun** on the left side of the home page, then click on **Getting Started with MFun**. To see and/or print very specific installation instructions in .pdf format, select the computer platform (Windows or Macintosh) you are using.

### Step 2: Download your Transcript.mft file

You must register online and download your own personal **Transcript.mft** file before you can begin using MFun. Start from the publisher's website at [www.macgamut.com](http://www.macgamut.com) and click the **Register** link. You will be required to enter your name, e-mail address, and the unique Registration Number assigned to you as you completed a Download Only purchase online. Be sure you enter your

name correctly, because this name will be forever linked to your **Transcript.mft** file, and you will not be able to change it after you have completed registration.

As you complete the registration process on the website, you will see a link for downloading your transcript file on the page headed “Registration complete!” This file will be named **[your registered name] Transcript.mft**. Right-click on the link and choose “save,” “save target as,” or “save file” (depending on your browser) to save your transcript file. It is best to save it in the **MFun Work Folder** installed in your **Documents** folder on your computer so you can easily find this file whenever you want to work on MFun. If you are not registering on your own computer, you will want to save your transcript file to a flash drive or other removable media so you can later transfer it to the **MFun Work Folder** on your own computer.

If you are not sure where to find the saved file on your computer, you can always use **Search** (Start key+F) on Windows or **Find** (Command+F) on Macintosh to search for your **Transcript.mft** file by name. If you accidentally start up the MFun application during this process, please exit MFun as soon as possible so you don’t risk losing credit for any work you may do before you know for sure where to find this all-important **Transcript.mft** file. To be SURE you’re accessing the transcript file with the full record of all the work you have done previously, ALWAYS open MFun by double-clicking the transcript file you have stored in your **MFun Work Folder**.

In addition to downloading and saving your **Transcript.mft** file from the website’s “Registration complete!” page, please read the important info included on this confirmation page and in the confirmation e-mail you will receive after you register. Whenever an update is available for MFun, there will be a link to the MFun Installers page on the publisher’s website where you can download and install the latest MFun update. Even if you are not registering on your own computer, you can still download and save the Update installer so you can later install it on your own computer. Keep in mind that if you keep your MFun installation up to date, you’re much less likely to run into possible bugs and problems!

### **Step 3: Open MFun: Music Fundamentals**

If you are using MFun as a course requirement, your instructor may want you to use special settings that he/she has developed to customize the eText for your course. You will want to check with your instructor to find out if you should install new settings before you spend a lot of time working on MFun.

The quickest way to start MFun is by simply double-clicking your personal **Transcript.mft** file. Make sure your **Transcript** file name ends with **.mft** so your computer will be able to link your **Transcript.mft** file with the MFun application.

*Windows:* If file extensions are hidden, you will not see the **.mft** as part of the file name, but you will know it's there because double-clicking your file will start MFun.

*Macintosh:* If double-clicking your **Transcript.mft** file does not open MFun the first time you try it, the problem is easy to fix. Just right-click (or Control-click) on your **Transcript.mft** file, and select Get Info. Click on the Open with arrow to make it point downward, and then select MFun from the list of applications in the popup menu. Click the Change All button, and from then on, double-clicking any **.mft** file will always open MFun.

Alternatively, you can start the application first and then locate your **Transcript.mft** file:

*Windows:* Access MFun from the **MFun** folder under **All Apps** in Windows 10, from a tile in Windows 8, or from the **MFun** folder under **All Programs** if you have a **Start** menu. MFun will prompt you to locate your **Transcript.mft** file.

*Macintosh:* Double-click the **MFun** icon in the **MFun** folder in your computer's **Applications** folder. MFun will prompt you to locate your **Transcript.mft** file.

MFun begins by showing you the name of the file and the last time this file was used. This gives you a convenient opportunity to confirm that the file you're using is yours and that it is your most recent file, not an older one. It's easy to remember to check your name, but be sure the "date last opened" listed for your file is also correct before you continue. In addition, MFun will show you the name of your current **Settings.mfs** file. When you first begin using MFun, that file will be labeled simply as **default**. If you need to install new Settings, copy your instructor's new Settings file into your **MFun Work Folder** so that it will be easy to locate. To change Settings, click on **If you need to change settings, click here** and select the new **Settings.mfs** file your instructor has provided.

## Keeping track of your Transcript.mft file

Your **Transcript.mft** file is a vital part of your MFun work, and you'll need to locate it each time you open MFun. In fact, the quickest way to start MFun is by simply double-clicking your **Transcript.mft** file. This file serves as your "key" to access MFun. Both Windows and Macintosh computers record your effort and accomplishment on MFun Drills and Quizzes in this file, automatically updating and saving your statistics as you work. This file also "bookmarks" the page you



were last working on in the eText, so you can start a new session right where you left off. You can change the **Transcript.mft** file's name, if you want, but be sure you always keep that **.mft** extension on the end to identify it as an MFun **Transcript** file on both Windows and Macintosh computers.

If you will routinely be using MFun on computers other than your own, you can e-mail your file to yourself, store it on a server, or carry it along with you on removable media such as a flash drive. If you plan to e-mail your file, please see the **Sending your file as an e-mail attachment** portion of the **Troubleshooting** section of this **Guide**. If you anticipate using MFun on both Windows and Macintosh computers, keep in mind that Macintosh computers can read PC-formatted media just fine, but Windows computers *cannot* read Macintosh-formatted media without having additional software installed. So the easiest solution is to move your **Transcript.mft** file from one platform to the other on a PC-formatted disk or drive.

Whatever you name it, and however you store and move it, it's a good idea to keep at least one recent copy of your **Transcript.mft** file *on a different disk or drive*. As you work on MFun, your **Transcript** file automatically updates and saves records of your progress. Every time you quit MFun, you'll be offered the opportunity to save a back-up copy of your file before you close it. When you make a back-up copy, you're protecting yourself, just in case something happens to your "active" **Transcript** file. When you click the **Yes** button to save a back-up of your file, it will automatically be saved in the **MFun Backups** folder inside your **MFun Work Folder**. Each back-up file is clearly marked **BACKUP** and the date is included in the file name. Make as many back-up copies as you want and keep at least your two most recent back-up copies, but always be careful to start from the file you used last whenever you go back to work on MFun, *not from a back-up copy of that file*. Remember, you're saving the back-ups only in case you ever lose the current **Transcript.mft** file you use every time. If you find that you have to redo work you have already completed in a prior session, you have probably accidentally started from an out-of-date file. Be sure to double-check the "date last opened" info you'll see when you're prompted to confirm that you've opened the correct file each time you start MFun. If you know the last date you opened MFun, that date should be displayed as the "date last opened." Your current **Transcript.mft** file will always have your most recent Drill and Quiz statistics and record of the last page you visited in the eText, but only if you always start from the same copy of your file!

If disaster strikes and you somehow lose the original and all back-up copies of your **Transcript.mft** file, just return to [www.macgamut.com](http://www.macgamut.com) to download a replacement copy. Click the **Register** link, then click the **Register Now** link, just as you did when you first registered. Fill in exactly the same Registration Number and name you registered under initially, and download your replacement

**Transcript.mft** file, just as you downloaded your original file. Of course, your new file is just that—*new*—so it has no record of any work you did using your lost file. You will be starting back at “zero,” something you probably don’t want to do, so saving regular back-up copies of the file you’ve been using is a really good habit.

## Navigating MFun

**MFun: Music Fundamentals** is so easy to use that you probably won’t need to read this section in any detail, but we suggest you at least glance through the information here to see if there are any tricks and shortcuts that will make it even easier for you. And after you’ve been using MFun for awhile, you might want to come back to this section again to see if you have overlooked some features you might find useful.

**General organization: MFun: Music Fundamentals** is divided into chapters (plus one mid-point section entitled “Analytical Interlude”), just as any regular textbook would be. However, the pages of this eText are numbered consecutively within each chapter, so you can always tell at a glance which chapter, which section, and which page-within-section you’re seeing. Conversely, it’s easy to find a specific page within the eText because you’ll find a convenient link for each page in the **Table of Contents** on the left side of each MFun text window. In addition, the list of Drills, Quizzes, and Written Exercises at the end of each chapter has links that take you to whatever Drill, Quiz, or Written Exercise you want to work on.

**Main window:** Whenever you are reading the text portion of MFun, the window is divided into two main parts: the **Table of Contents** on the left side and the main MFun text window on the right side. Arrows in the bottom right corner of the main text window allow you to move quickly from page to page. You can either click those arrows or use the left and right arrows on your computer keyboard to move onward to the next page or backward to the previous page. In addition, both the **Menu Bar** (the light-colored bar at the very top of the MFun window), and the **Tab Bar** (the dark blue bar immediately below the “Music Fundamentals” banner) provide alternative ways to navigate to specific features of MFun and also allow you to experiment with different systems of rhythm counting syllables.

**Links:** MFun takes advantage of the computer’s capabilities by allowing you to link instantly to other relevant pages of the eText, just by clicking on any underlined text in blue. You’ll also find a few links to external sources (which

require internet access) as well as to occasional “answer” links and links to additional information about various topics.

**Sound:** You can readily listen to the hundreds of musical examples provided throughout MFun simply by clicking the **Play** button you’ll find next to each. For some examples, you can play the entire example by clicking on **Play**, and you can also hear individual elements of the example by clicking on the small play buttons containing only the “play” arrow image. On some pages, you can play individual notes in an example by clicking each on-staff note: if the notes turn blue as the mouse pointer moves over them, they can be played individually. You can also click each individual key on the piano keyboard illustrations to sound that key: again, the keys turn blue as you mouse over them to indicate they can be played.

**Table of Contents:** Initially, the **Table of Contents** panel displays a link and title for each chapter. Use the scroll bar at the right of this panel to see the entire **Table of Contents**. When you click on any chapter link, the list of chapters will be replaced by links to all sections and pages within the chapter you selected. Each chapter is divided into sections, and individual pages are numbered within each section. Each page number, as well as each section heading and subheading, is an active link, allowing you ready access to the specific chapter page you want. To return to the initial **Table of Contents** listing of all chapters, click the **Table of Contents** tab in the **Tab Bar** or select **Table of Contents** from the **Go to>** menu in the **Menu Bar**. At the very bottom of the **Table of Contents**, you’ll find a link to “*Acknowledgements and List of Musical Examples*,” where you will find details about each musical example and performance included in the eText.

**Menu Bar:** Click the heading you want in the menu bar at the top of the screen, and select a specific menu topic from the pull-down menu.

- The **Quit** choice under the **MFun** menu allows you to exit the program.
- The **Go to>** menu quickly takes you to any Chapter, the Glossary, the Index, the Table of Contents, and the Print Staff Paper page.
- The **myTranscripts** menu takes you directly to either your Drill or Quiz stats.
- The **Counting Syllables** menu lets you try alternative counting syllable systems. You can select syllable systems separately for Simple Meter and for Compound Meter as well as restore your instructor’s settings after you have finished exploring the alternative systems.
- Selecting **MFun Help** under the **Help** menu provides quick access to this **Complete Guide to MFun: Music Fundamentals**.

**Tab Bar:** The tabs in the dark blue bar directly below the “Music Fundamentals” banner are probably the way you’ll most often navigate around MFun.

- The **Table of Contents** tab returns the Table to its default listing of Chapters.
- The **Keyboard** tab opens the 59-key Virtual Keyboard in a separate window.
- The **myTranscript** tab takes you initially to your stats for Chapter 1 quizzes. Use the array of chapter tabs appearing immediately below the **Tab Bar** to see your quiz stats for other chapters. If you want to access your drill stats, click the blue “to ch. [#] quiz drill →” button. Again, use the array of chapter tabs to switch to your drill stats for other chapters, or click the purple “to ch. [#] quiz transcript →” button to switch to your quiz transcript for the selected chapter. You can access specific drills and quizzes by clicking on the titles listed for each chapter in the **myTranscript** window.
- The **Back** tab takes you to the previous window(s) you were viewing most recently. This tab is particularly handy when clicking a link in the eText has taken you to a non-sequential page. Clicking the **Back** tab takes you back step-by-step to where you were before.
- The **myNotes** tab opens a new window for you to take notes and save them chapter-by-chapter as you work through the text. You can review your notes and add to them at any time, just by clicking the **myNotes** tab and then selecting the appropriate chapter in the bar at the top of the window. You can even share your notes with other students or with your instructor by emailing a copy of your notes file to whomever. Your **myNotes** file is saved in your **MFun Work Folder** inside your **Documents** folder. The **myNotes** window has an Open button which you can use to open and read other MFun notes files your classmates have shared with you. **Helpful hint:** If you are sharing your notes with others, you will want to add your name to the default **myNotes** file name so everyone will know it’s your **myNotes** file!
- The **All Drills** tab opens a submenu listing chapters. Selecting a chapter takes you directly to the list of all Drills, Quizzes, and Written Exercises for that particular chapter.
- The **Glossary** tab opens the MFun Glossary in a separate window. You can search for specific entries by typing in the term (or just the first few letters of the term) you are looking for. Alternatively, you can click on the first letter of the term you are looking for and scroll through all the entries in the Glossary beginning with that letter.
- The **Index** tab opens the MFun Index. You can scroll to the keyword you’re looking for and go directly to a specific page by clicking the page link.
- The **Quit** tab closes **MFun: Music Fundamentals**.

**Interactive Drills and Quizzes:** MFun’s drills and quizzes require you to enter responses in various ways, depending on the purpose of the specific drill or quiz. Therefore, detailed step-by-step instructions are provided for each drill and quiz. On the opening page for each drill and quiz, you will always be offered two choices: “Go Directly to the [ . . . ] Drill/Quiz” and “Read the Instructions First.” If you are taking a quiz for the first time, it’s a good idea to make sure you understand what kinds of exercises you will be required to complete and how you must enter your responses. Instructors have considerable flexibility in how the quizzes are structured. Depending on how your instructor has adjusted the settings, you may have only one chance to take a given quiz for credit, and you may not be allowed to quit before completing the quiz. If you have only one chance to take a quiz for credit, you don’t want to fail it simply because you didn’t take the time to check out the Instructions first.

For each of the timed quizzes, you also have the option of *practicing* the quiz with whatever time limit you choose before attempting to meet the time limit set by your instructor. If you think you may have difficulty completing a quiz within the time set by your instructor, you may want to practice that quiz several times before taking it for credit. You might begin practicing with a longer time limit and gradually decrease the time you allow yourself until you are confident you can complete the quiz in the time your instructor has prescribed.

It’s always a good idea to test your knowledge and skills by working on the drill paired with each quiz before you attempt the quiz itself. The drill permits you to practice the same materials the quiz tests without the pressure of a test situation. Most of the drills allow you unlimited practice, usually with more feedback and often with multiple chances to correct a wrong response, so you can learn from your mistakes.

**Transcript info:** For each drill, MFun records the date(s) you worked on the drill, the total time you spent working on that drill, how many correct responses you gave on your first attempt, how many exercises you attempted, and your average score (the number correct divided by the total number of exercises attempted). For each quiz, MFun records the date(s) you worked on the quiz, your best score, how many times you took the quiz, and your average score (the sum of your scores divided by the number of times you took the quiz). If your instructor allows you to take a quiz two or more times, your Best Score is exactly what it sounds like—the single highest score you achieved. The number of Attempts is the number of times you took the quiz, and the Average is your average score over all Attempts. On the other hand, if your instructor allows you to take a quiz only once, for that quiz, your Best Score and Average will be the same, and the number of Attempts will be 1.

**Written Exercises:** In addition to the Interactive Drills and Quizzes, MFun includes 115 pages of Written Exercises in .pdf format. (If you do not have software that enables you to see and print .pdf files on your computer, you can download and install the free Adobe Reader from [www.adobe.com](http://www.adobe.com).) You can print each Written Exercise and complete the “workbook” exercises the old-fashioned way with pencil or pen. If you need “scratch” paper to work out your responses to written exercises, just click the “Need staff paper? Click here,” link from the pages listing Written Exercises (or select Print Staff Paper under **Go to>** in the **Menu Bar**) to open and print a page of blank staff paper (also in .pdf format).

**Virtual Keyboard:** Click any key on the Virtual Keyboard to sound that key. If you are not of sure of the note names for the keyboard keys, click the checkbox to “Show white key note names (up to one accidental)” and/or the checkbox to “Show black key note names (up to one accidental).” If you’d rather use computer keyboard shortcuts to “play” the keys rather than clicking with your mouse, click the “Show keyboard shortcuts” checkbox to see how your computer keyboard can be used as a sort of piano keyboard. To turn a selected checkbox off, just click that checkbox again.

**Changing the volume:** In addition to using the volume controls on your computer or external speakers, you can also control the sound volume of the audio examples by using the Volume control in the top right corner of MFun screens containing playable examples. Simply move your mouse over the Volume icon, and a “slider” bar will drop down. Click and drag the button up or down the bar to increase or decrease the volume. If the volume is too soft, even with both the computer sound volume and the MFun Volume turned up, earbuds or headphones will solve the problem and will also provide the best sound quality.

## Troubleshooting

If you’re having a problem using MFun, this section is an easy place to start looking for a solution. With any luck, you’ll find your answer here. If not, the best place to check for solutions is to click the **Tech Support** link at [www.macgamut.com](http://www.macgamut.com) and select **MFun**. That page will always have the most up-to-date info about all MFun-related topics, including possible problems and what to do about them. For example, if you think you’ve found a bug, it’s very likely that bug is already fixed in an MFun update you can just download and install on your computer. Of course, you may also be the very first person to run into and report

this problem, so if you don't find the problem listed on the MacGAMUT website, you can earn yourself a spiffy MFun T-shirt for being the first to report a bug and helping us find and squash it.

You will also find info in the **FAQs** (Frequently Asked Questions) page at [www.macgamut.com](http://www.macgamut.com) (click the **FAQs** link and select **MFun**). If you don't find the help you need on our website, or if you want to report a bug, either click the **contact us online** link on the Tech Support page to complete a form and send it to us, or else send an e-mail directly to [TechSupport@macgamut.com](mailto:TechSupport@macgamut.com). MacGAMUT Tech Support is deservedly famous for being fast and responsive, so don't be afraid that your question will get lost or be forgotten or ignored. In your e-mail, please include the following information to help our tech support staff reply quickly to your e-mail:

Name (first and last)  
Registration Number  
Computer (Windows, Macintosh, or both) and operating system  
School you attend and your instructor's name  
Phone Number (with area code)  
City and State  
Best time to call (in case e-mail doesn't solve the problem)  
**And don't forget to explain exactly what the problem is, in as much detail as possible!**

## Transcript.mft file problems

- **I get an error message when I try to use my Transcript.mft file. What's wrong?**

If you just sent the file as an e-mail attachment, the problem is probably the way you sent the file. See the first question under **Sending your file as an e-mail attachment** below. If e-mail attachments aren't involved, then the problem may be more serious. If you're in the habit of backing up your file, you should have a back-up copy of your file you can use instead. If you don't have a back-up copy, you'll need to get a brand new **Transcript.mft** file (see the next question).

If this is the first time you've tried to use your **Transcript.mft** file after you registered, e-mail [TechSupport@macgamut.com](mailto:TechSupport@macgamut.com) and tell us exactly what happened. In addition, include the exact name you originally registered under,

the 9-digit Registration Number printed on the **Getting Started** folder that came with your disc, and whether you are using a Windows computer, a Macintosh, or both. We'll get you up and running as quickly as possible.

- **I've lost my Transcript.mft file, and MFun won't let me do anything without that file. How do I get another one?**

It's too late to remind you that you should have been making regular back-ups of this all-important file and storing the back-ups in a safe place, right?! You'll probably remember to make more regular back-ups in the future. But for now:

Just click the **Register** link at [www.macgamut.com](http://www.macgamut.com), then click the **Register Now** link on the next screen, just as you did when you first registered. Fill in exactly the same name and Registration Number you used when you registered initially, and download your replacement **Transcript.mft** file, the same way you downloaded your original file. Sorry, but the new file won't have any record of work you did before you lost your file and will start you back at zero. If you've lost your Registration Number, e-mail [TechSupport@macgamut.com](mailto:TechSupport@macgamut.com). We can look up your number for you, but only if you can give us the exact name and e-mail address you used when you first registered.

Alternatively, if you have recently submitted a copy of your **Transcript.mft** file to your instructor, you might ask if you could have a copy of that file so you won't have to start all the way back at the beginning. The copy you've given your instructor is in exactly the same format as your working **Transcript.mft** file, so it will work just fine.

- **I assumed I could just double-click my Transcript.mft file and MFun would start right up. That seems to work fine on my Windows computer, but it doesn't always work on a Mac. Why not?**

Make sure your **Transcript** file name ends with **.mft** so the Macintosh will be able to link your **Transcript.mft** file with the MFun application. That should solve the problem, once and for all. If it doesn't, the problem is easy to fix. Just right-click on your **Transcript.mft** file, and select Get Info. Click on the Open with arrow to make it point downward, and then select MFun from the list of applications in the popup menu. Click the Change All button, and from then on, double-clicking any **.mft** file will always open MFun.

- **When I double-click my Transcript.mft file on my Windows computer, it tries to open some application other than MFun. Is there some way to fix this so it starts MFun?**

Either MFun hasn't been installed on this Windows computer or else some other program you installed recently has wiped MFun's **.mft** file association off



the map. Install (or reinstall) MFun, and the installer program will set everything up properly so MFun will start up when you double-click your **Transcript.mft** file. Or, if you are sure MFun is already installed on your computer, right-click on your **Transcript.mft** file and choose Open with; then select Adobe Projector.

- **I copied my working Transcript.mft file from my hard drive onto a flash drive so I could take it to another computer to work on. But when I tried to use the Transcript.mft file on the other computer, it wasn't the most recent version of my file. What gives?**

You've run into one of the joys of trying to keep track of current file versions on either Windows or Macintosh computers. Computers are lazy, just like people, and they tend to wait as long as possible to update file information. MFun forces the computer to write a current copy of your **Transcript.mft** file whenever you leave the program, but MFun can't do much about what the computer does after that.

The only way to be absolutely sure "what you see is what you get" when you copy files on either Windows or Macintosh computers is to **close** the folder the file is stored in and then **reopen** the folder. (On Macintosh, you may also have to click on the file name to *force* it to update the file info.) This little "trick" forces the computer to update the connection between the file as listed on the screen and the file as it's really stored on your computer. You can also use the **Details** view on Windows or the **List** view on Macintosh for easier access to complete information about when the file was most recently updated, just to be absolutely sure the date and time info are correct.

- **Every time I start MFun again, it sets me back to zero. I completed three quizzes the other day, but now it says I haven't completed anything. Help!**

Is it possible you've just been *practicing* the various timed quizzes? Or perhaps you were actually working on drills instead of quizzes? If you have credit for the time you've spent on drills but don't have credit for the completing the quizzes, that's probably what happened. Make sure you are actually *taking*, not just practicing, the quiz or working on the drill covering the same materials.

If all your stats are wiped out every time, and your Transcript's "date last opened" is not the last date you worked on MFun, you're probably starting by double-clicking a copy of your Transcript file, instead of the "active" one you worked on last time. If you do a search for all files containing **Transcript.mft** on your computer, you'll probably find multiple copies of your **Transcript.mft** file. Locate the most recent **Transcript.mft** file (or the one you've done the most work on), make sure you know where it is on your computer (the best place to keep your "active" file is in your **MFun Work Folder** inside your **Documents** folder),

and then always start from that file. If you have not changed the names of your back-up files, they should all start with the word **BACKUP**, so be sure to avoid starting up from any file that starts with the word **BACKUP** (unless, of course, you can no longer use your working Transcript file and actually need to use that back-up copy!). If you've lost the "working" Transcript file you've been using and must resort to using your most recent backup file, you'll want to remove the **BACKUP** designation from the file name, since you'll be using this file as your working file from now on.

## **Sending your file as an e-mail attachment**

- **I've tried attaching my Transcript.mft file to an e-mail message to send it to another computer [or to my instructor], but it doesn't work when it gets to the other computer.**

E-mailing files from one computer to another can often be problematic. Unfortunately, MFun files are no exception. The good news is that the internet gremlins tend to leave certain kinds of files alone. The best way to send a file over the internet is to use compression software to create a **.zip** file and attach that zipped file to an e-mail message.

*Windows:* Right-click your **Transcript.mft** file. Choose Send To, and then choose Compressed (zipped) Folder.

*Macintosh:* Click your **Transcript.mft** file to highlight the name of the file.

Then choose Compress [your file's name] from the **File** menu.

If all else fails, you can try sending your files "straight up" with no compression, but don't count on the files coming through in good shape. If even zipped files don't work for you, see the answer to the next question.

- **OK, I've tried it zipped and it still doesn't work to send it by e-mail. Now what?**

If there's no way you can make attachments work, your best remaining option is to do it the old-fashioned way and transport the file on a flash drive or other removable media.

## **Sound problems**

- **I'm not getting any sound at all when I use MFun on my Windows computer. Help me!**

If MFun sound has been working fine until now, it is likely that some other program has changed the volume and/or audio settings on your computer, so the

problem can be solved easily by making adjustments in the **Volume Control** and **Audio Properties** windows:

- 1) In Windows Vista and Windows 7, just click the Volume Control icon in your Task Bar, and then click on the Mixer to open it. Chances are, you will immediately see what the problem is!
- 2) If you are using Windows XP, check out [Solving Windows Sound Problems](#) for detailed, step-by-step instructions (with illustrations!) to help you solve the problem.

- **I'm not happy with the sound quality from my laptop. What can I do to improve the sound of the audio files?**

The built-in speakers in most laptop computers are not great for listening to music. You will likely find that using a decent pair of earbuds or headphones will give you better sound.

## Updates

- **I understand I should always use the very latest update of MFun, but how do I know if I have the latest update?**

MFun respects your privacy, so we will never invade your computer, poking about to see what version you are using. That means it's up to you to make sure you always have the latest update installed. We recommend you check for updates every month or so, just to be sure you're running the latest version. With any luck, you'll check many, many times, and never have to download and install an update, but you should still keep checking, just in case!

First, you need to know what version you're currently using. We've made it easy for you to see the version info by making it part of the name at the top of every MFun window. Just look in the title bar of the window, and you'll see something like MFun v1.3 or MFun v1.3.1 or MFun v1.4. The number or numbers following the initial decimal point make all the difference, so be sure to take careful note of the entire version number.

Then go to [www.maegamut.com](http://www.maegamut.com) for info about MFun updates. Click the **Installers** link and select **MFun**. Check the current version number at the top of that screen. If it's the same version you've been running, you're golden, and you don't need to download an update. On the other hand, if the current version number is higher than the version you're running, you should download and install this update. After you've completed the install, the version number displayed in your MFun window title bar should match the version number of the update you just downloaded and installed. If you use MFun on more than one computer, you may want to copy the update installer to the same flash drive

you use to move your Transcript file from one computer to another, so you'll be ready to install the update on additional computers from that drive.

## Using MFun

- **MFun doesn't work right, so I can't complete my assignments. Help!**

First, make sure you're running the latest version. We do our best to find and fix all the problems before we release anything, but no matter how hard we try, there's no such thing as perfect computer software or eText. We know it's frustrating when something goes wrong, but far too often, a student tells us about a "new" problem that was fixed in an update we posted months ago. When you register MFun and an update is available for the version you're registering, you'll get messages telling you to download and install the latest update. If you ignore those messages, you may very well run into a problem you could have avoided. We try to fix bugs as soon as we know about them, but the updates don't do any good unless you download and install them. Bottom line: take these messages seriously! [Click here to go to the Installers page.](#)

But, if you find that you are running the latest version, it's quite possible you've stumbled across a bug no one else has reported yet. If that happens, we need a whole lot more info than "MFun doesn't work right." [Click here to go to the Tech Support page](#) to see what to do next.

## Bug reporting

We take bug reports seriously. If you find a real live bug in MFun and you're the first to report it and help us track it down, we'll reward you with a very spiffy **MFun** t-shirt! Be the envy of all your friends!

If you think you've found a bug, please e-mail [TechSupport@macgamut.com](mailto:TechSupport@macgamut.com), including as many details as you can about exactly what happened, since it's almost impossible to fix a bug we can't duplicate. Please include all the info listed in the box at the beginning of the **Troubleshooting** section above. Don't forget to mention whether you were working on a Windows or Macintosh computer. Or use the form that pops up when you click the **contact us online** link on the **MFun Tech Support** page (click the **FAQs** link and select **MFun**). This convenient form reminds you about exactly what info we need to get started solving your problem right away.

If the problem is a broken link, be sure to include the page number or other info that points us directly to the broken link. If the problem is a bug, be sure to describe exactly what quiz or drill you were working on. It's difficult to guess what

details might be important, so the more information you send, the better. In many cases, the fastest way to save this information is to take a snapshot of the screen.

*Windows:* Hold the Alt key while you press the Print Screen key, then use the Paste command in the **Edit** menu of your e-mail program to paste the image into your e-mail message.

*Macintosh:* Use **Grab** (in the **Utilities** folder in your **Applications** folder). Double-click **Grab** to open it, and then choose Window from the **Capture** menu to take a snapshot of your MFun window. You can then attach the screen shot to your e-mail message.

We do our best to find and fix any and all problems before we send MFun out into the world, but every now and then, something still slips by. The sooner you tell us, the sooner the problem will be fixed. Thanks for your help!