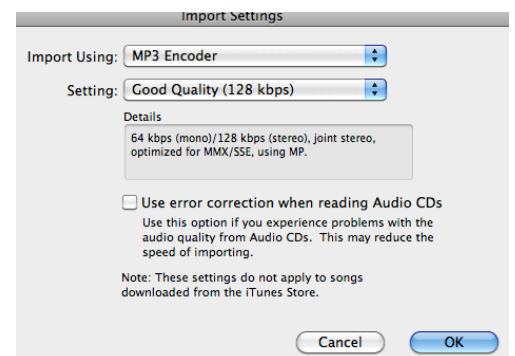
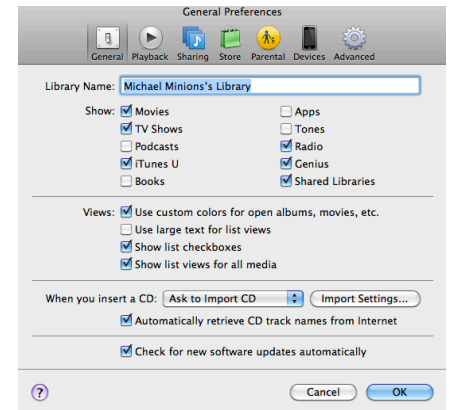


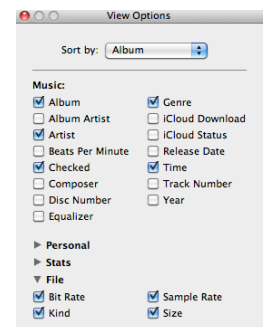
Using iTunes to convert an audio file to mp3 format

Set up iTunes.

1. In the menu bar pull down iTunes to preferences.
2. In the General tab, near the bottom, click Import Settings.
3. Choose MP3 Encoder and 128kbps



4. You will need to add some view columns so you can see which file is the original and which is the mp3 version. Pull down View to View Options. Open up File and turn everything on.



5. Back in iTunes drag the column labeled 'Kind' to the left so it appears just after the Album column.

Get your audio file into iTunes.

1. Drag and drop or pull down File to Add to Library.

Convert your file to .mp3

1. Right click the file and pull down to Create MP3 Version. It will now show up with MPEG audio file as the 'kind'
2. Drag the .mp3 version to a folder on your desktop.

