

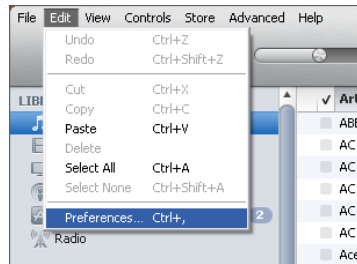
# USING iTUNES TO CONVERT AUDIO FILES

The following instructions are used to be able to convert an audio file downloaded from iTunes and to be able to transfer the file so it can be edited by another software program.

## Step 1:

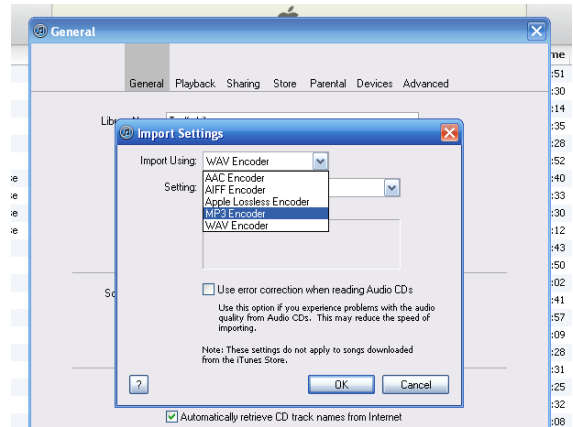
Open iTunes

Click "EDIT" > "PREFERENCES"



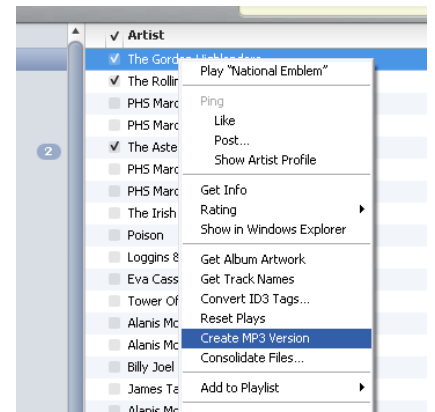
## Step 2:

- Under the "General" tab, click "IMPORT SETTINGS".
- On the new pop-up window, click "Import using"
- Click "MP3 Encoder" from the drop down menu.
- Click "OK" when done (2 times)



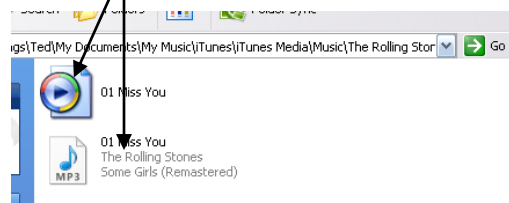
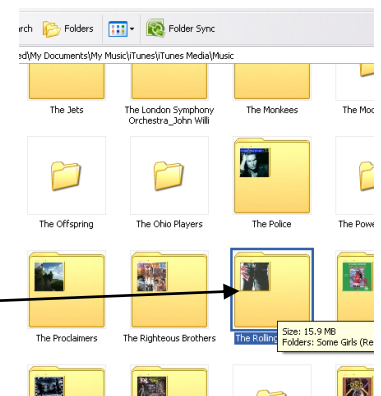
## Step 3

- Locate the music selection from your iTunes library
- RIGHT CLICK the selection.
- Press "Create MP3 Version" from the drop down menu.
- iTunes will then convert the file. You will see the progress bar at the top. Generally takes anywhere from 15 – 20 seconds to convert.
- You will now have TWO copies of the same file on your computer:
  - One file will be your original (AAC format from iTunes)
  - The other will be your converted file (mp3 format)

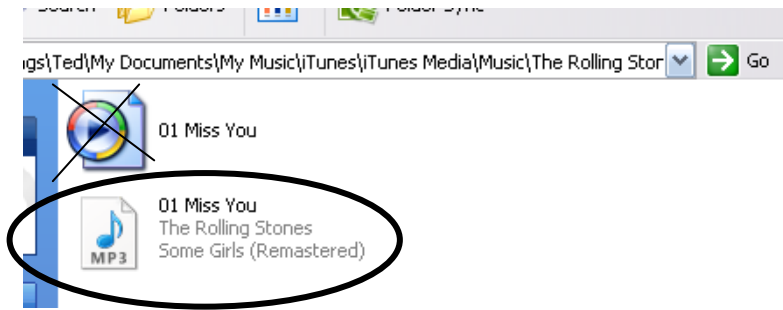


## Step 4 (option #1) – See option 2 to "Click & Drag"

- Your next step is to locate the converted file on your computer.
- The default location for your iTunes audio files are located under: My Documents > My Music > iTunes > iTunes Media > Music
- Follow the previous links to locate the final yellow folder of the artist that you converted. For this example I converted "MISS YOU" by the Rolling Stones.
- Click on the folder until you see the TWO audio files of the music you converted:



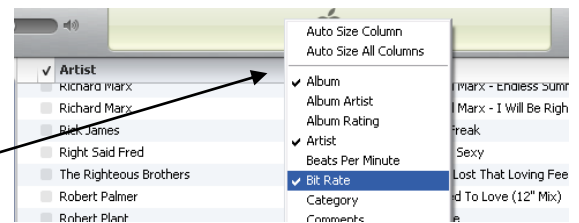
- If the file was downloaded from iTunes it will either be in an “ACC” or “M4A” format. You can tell by holding the mouse over each file. Or right click and check properties.
- **It is the MP3 version that you need to copy onto a “jumpdrive” or data disc to use in class.**



#### Step 4 (option #2)

- Once you have converted your file on iTunes, you will see the same song listed twice in your library
- The converted file will be underneath the original. You can also right click the top of the menu bar to pull down the property list and click “Bit Rate.” Once the Bit Rate column shows up, you will see your converted file as the lower bit rate.

Rod Stewart	Have I Told You Lately	192 kbps	4:02	Story So Far [D
✓ The Rolling Stones	Miss You	256 kbps	4:49	Some Girls (Re
✓ The Rolling Stones	Miss You	160 kbps	4:49	Some Girls (Re
✓ The Rolling Stones	Dead Flowers	192 kbps	0:24	Sticky Fingers

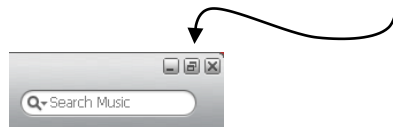


- You can then “Click & Drag” the newly converted file onto your desktop where you can then **save it or move it to any location**



**\*\*\*IMPORTANT\*\*\***

**In order for you to click and drag to the desktop, you need to minimize the iTunes screen in order to see the desktop behind the iTunes window**



- **If the music file was not downloaded through iTunes, chances are it is a regular mp3 file. In that case you need to locate that file on your computer and drag it over to a jumpdrive.**