

# Creating an .mp3 compressed audio file using Apple iTunes™

iTunes is a free download from <http://www.itunes.com>

## **Why are we doing this?:**

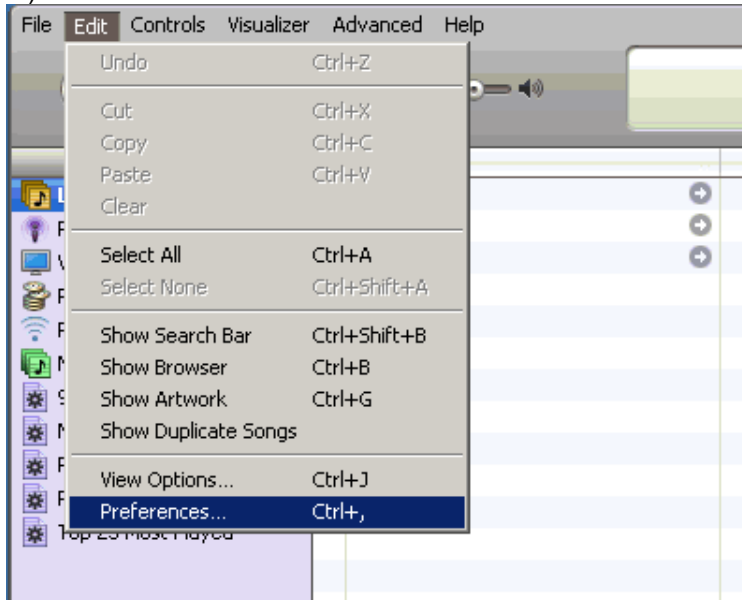
Most digital audio recorders save the audio file in a .wav format, *for example anatomylecture.wav*. These files are uncompressed and usually a very large file size. Using a program to compress the files into a smaller size can make it easier for users and students to retrieve and play the files.

## **1. Confirm iTunes is set to save as .mp3**

The default iTunes format is not .mp3, so we need to tell the program to use that format.

Open the iTunes program and choose

### **1.) Edit -> Preferences**

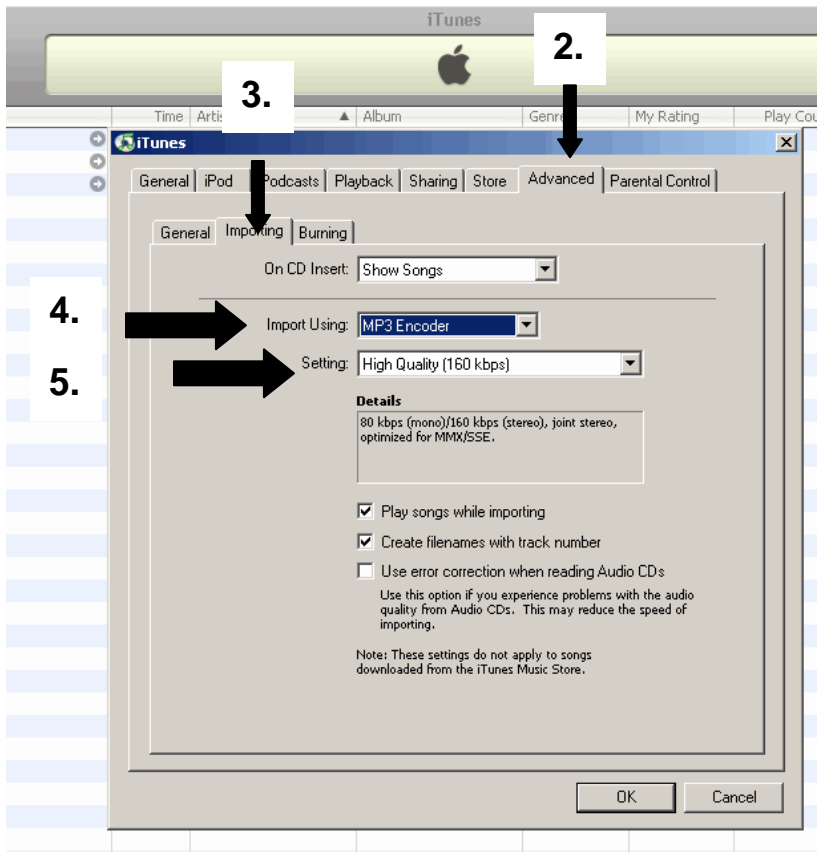


2.) Click the **Advanced** tab

3.) Click the **Importing** tab

4.) Choose **MP3 Encoder** from the *Import Using* drop-down menu

5.) Choose **Good Quality (128 kbps)** from the *Settings* drop-down menu



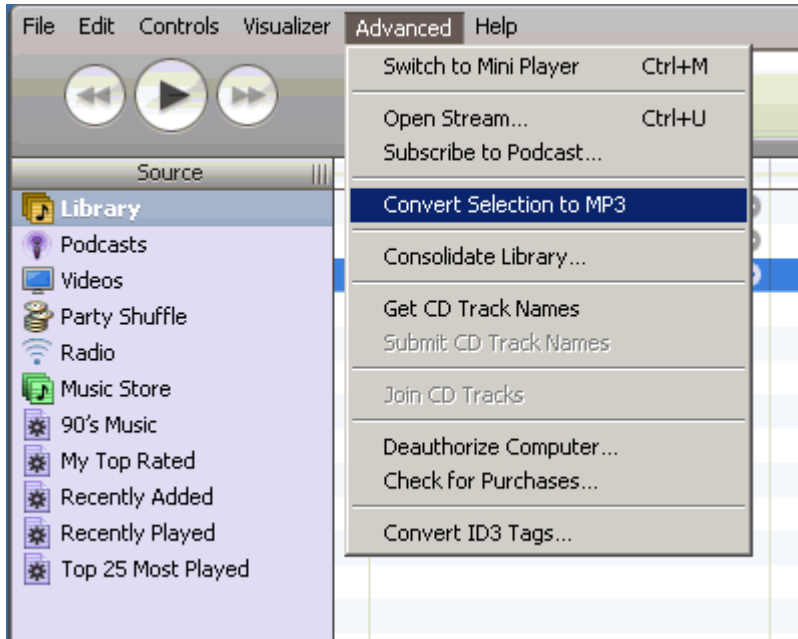
## **2. Open the file in iTunes**

There are a couple methods to do this:

- If you just recorded the audio, select the file name in **Start -> My Recent Documents** or **Start -> Documents**.
- Double-click on the audio file in Windows Explorer. It will open in iTunes and begin to play.

## **3. Convert the file to an .mp3**

Click to select the audio file, and then choose **Advanced -> Convert Selection to MP3**



The .mp3 version of the audio file will appear next to the .wav version in the iTunes library list, and by default is saved in the My Documents -> My Music -> iTunes -> iTunes Music -> Unknown Artist -> Unknown Album folder.

#### ***4. Copy or upload the .mp3 audio file anywhere you wish.***

The default iTunes structure is shown in the screenshot below.

You can change the default save location in iTunes by choosing **Edit -> Preferences -> Advanced -> General** and clicking the **Change** button for *iTunes Music Folder Location*

