



digitization station

CONVERTING WAV FILES TO MP3



CONVERTING WAV FILES TO MP3

With iTunes

The EZ Tape Converter software digitizes Cassette Tapes in .wav file by default – these are high quality files and can be played on almost any media player or device, but they can be very large in size. So, if you need smaller-sized files, you can use iTunes to convert the .wav files into .mp3 format.

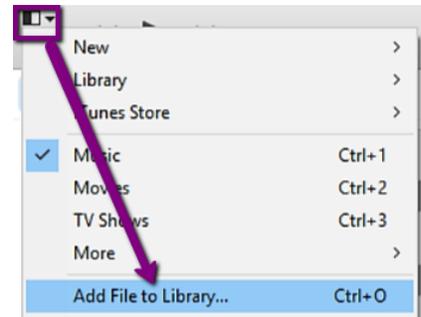


Important Copyright Note: by using the Digitization Station you are confirming that you are the copyright holder for all media and content that you digitize. You also agree that North Vancouver City Library will take no responsibility for any copyright violations you may incur as a result of using the station, its equipment and/or software.

PART I: SET-UP



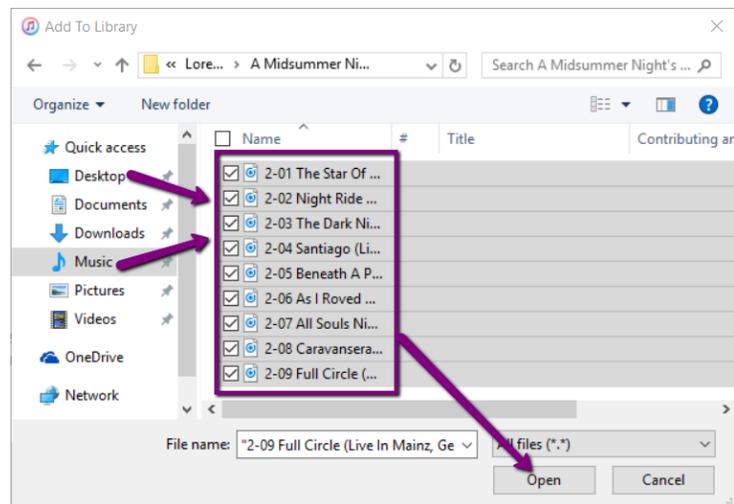
1. **Open iTunes;** you can find it on the Desktop in the "Audio" Section.
2. In iTunes, click **File**, and choose **Add File to Library**.



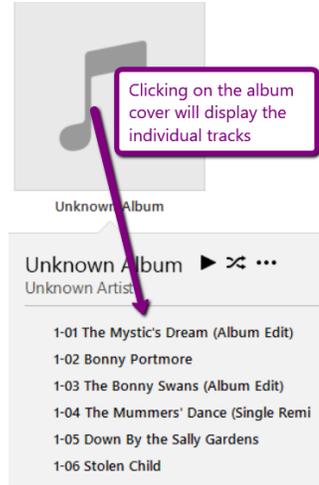
3. Find the place on the computer that has your **.wav** files in it – they will likely be on the **Desktop** or in the **Music** library.

You can either add the files to iTunes one at a time, or select multiple files by **clicking the checkboxes next to the file names**. (or hold the SHIFT button, and click each file name).

The files you have selected will be highlighted in blue. Click **Open**.

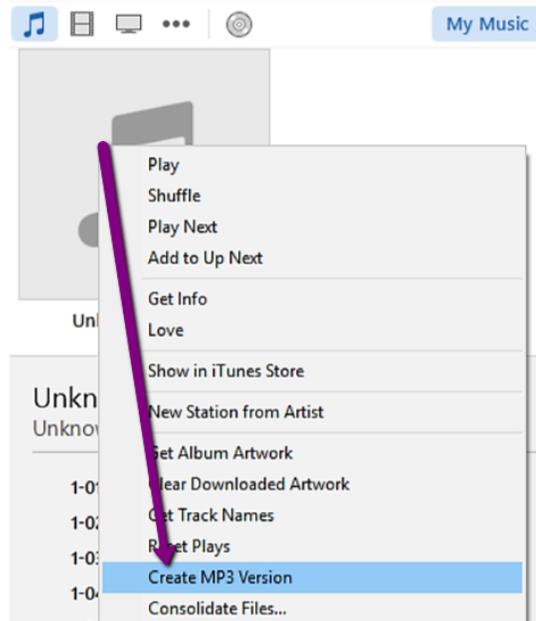


4. iTunes will bring open the files. Click on the album (it may just say "Unknown Album") to view the .wav files.

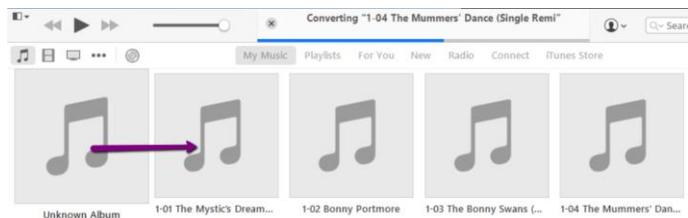


PART II: CONVERTING TO MP3

1. To create mp3 copies of each track in the album, **right-click** on the album cover, and choose **"Create mp3 version."**



2. iTunes will begin adding a new mp3 version for each song on the album – you'll see them appear next to the original album in iTunes:



3. Once it has finished, you can **close iTunes**.

PART IV: TRANSFER YOUR FILES TO PERSONAL STORAGE

The Digitization Station will not store your files once you've logged off, so you'll need to **make sure you've saved them your own storage device** (let us know if you need to buy one!) or uploaded them to your cloud storage.

To transfer your files to your personal storage device, start by finding the files on the Digitization Station computer:

iTunes stores the mp3 files in the **iTunes Music folder** – there is a shortcut on the **Desktop** in the **Audio** section. **Double-click** to open this folder.

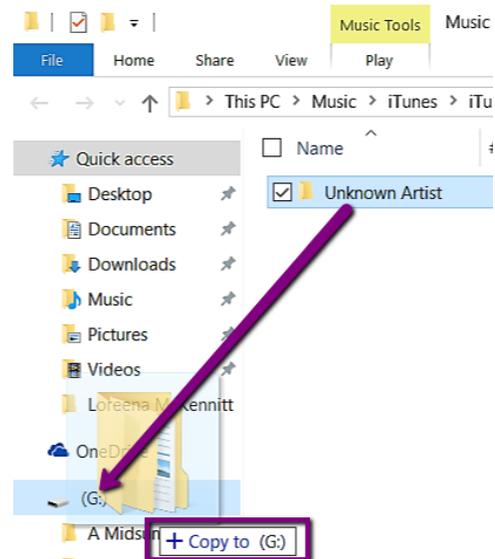


Once you have the window with your files open, **plug your storage drive into the USB port** on the left side of the PC. You should see your storage device listed under **This PC** on the left menu - it may just say "**Removable Disk**".

Once you've located your storage device, click on the music **folder** or **.mp3 files** you want to transfer, and hold down the left button on the mouse.

Then **drag and drop the album onto your Removable Disk** – it should say "Copy to (G:)."

Windows will begin copying the files to your disk.



When the transfer is finished, eject your drive by clicking the arrow in the windows Taskbar; when the menu opens, right-click on the **Safely Remove Hardware...** icon and choose **Eject Mass Storage**.

Then remove your storage device and enjoy!

