

## INSTRUCTIONS FOR CONVERTING wma FILES to mp3 FILES

[Must install iTunes. It's free <http://www.apple.com/itunes/> ]

Right click the <LISTEN> link on the jcim.net website and choose "SAVE TARGET AS". Save to your computer in a place you can find it.

Open iTunes. Go to the top menu and on the left, click FILE, then click "Add File to Library...."

A search screen will open. Go to the file, click on it and then click OPEN button.

A message will come up that asks you if you want iTunes to CONVERT the file to MP3. [see below if it doesn't say 'MP3']

Click CONVERT and it will be added to your library and converted.

If the message comes up and asks you if you want to convert it to AAC or some other file format, click skip and change your IMPORT preferences. See below



### TO CHANGE IMPORT Preferences in iTunes:

In iTunes, go to the top menu and on the left, click EDIT, then click "Properties...."

Click the IMPORT SETTINGS button and then in the top box, "Import Using" click the down arrow and choose MP3 Encoder. Then hit OK. All Set! Add file to your library again and the message will come up, "do you want to convert to mp3"

