

Creating MP3s for ANGEL

Directions are based on iTunes Version 7

Open iTunes and Adjust the Import Settings:

1. Open iTunes
2. Choose Edit, Preferences
3. Click Advanced tab
4. On the Advanced tab click Importing tab
5. In the Import Using drop down menu choose MP3 Encoder
6. In the Setting menu choose Good Quality
7. Make sure that Create filenames with track numbers is checked
8. Press OK

Add CD Information

1. Put the CD in your CD drive
2. Windows & iTunes will prompt you for the import, cancel these
3. Select all the files to be converted, right-click and choose Get Info
4. When it asks to edit information for multiple items, click Yes
5. Add the following:
 - a. Artist: Name of the Textbook or CD
 - b. Artist-album: Textbook publisher or CD publisher
 - c. Album: The number that corresponds with the CD
6. Click OK

Convert the Files to MP3 Format

1. Select all the files again
2. Right-click over the files
3. Choose Convert Selection to MP3

Locate the Files

iTunes files are usually stored in the My Music folder in My Documents

1. Open the My Documents folder
2. Open the My Music folder
3. Open the iTunes folder
4. Open the iTunes Music folder
5. Open the folder containing the imported files

Zip Files

1. Open the folder that contains the MP3 files
2. Rename the tracks if necessary
3. Select all of the files
4. Right click and choose Send To, Compressed (zipped) Folder. This folder will be placed in the same folder as the tracks.

Upload the Files to ANGEL

1. Log on to ANGEL and go to the Lessons tab of the course for the MP3s
2. Choose Add Content
3. Choose File
4. Browse to find the zip file
5. Give the files a title
6. Click Upload
7. When the File Upload Successful appears press Extract Files