

Transferring Audio Lecture Recordings to Your Media Device

Courtesy of Layne Oyler

- Click on the date of the lecture you want and go to *file > save page as* & save it where you want it and are able to find it (it will be playing in the background)
- open up the folder that you saved the lecture file to (the folders can be reached by way of the *start* menu... or go to “my documents”)
- right click on the lecture file.
 - a window pops up & if converting to a device other than *iPod*, you click on ***add to windows media player list***
- this puts it into windows media player & starts playing the file.
- click on the arrow below the *Sync* heading at top and click on *sink ‘now playing’ to ‘(whatever device you are syncing to which should be plugged in)’*
- this takes a minute & is now on your device
 - if converting to ***iPod***, 3 steps back when you Right click on the lecture file, click on *open with* & then click on *iTunes*
- this puts the lecture file into your iTunes *Library*
- you then Right Click on the lecture file now in the library
- a window comes up & select the option *Convert Selection To AAC*
- this takes a minute or two to convert
- with ipod plugged in you will see *Devices* on the left with *Music* below

- when the conversion to AAC is complete, click & hold on the lecture you want while you are still in *Music* in your itunes library
 - while still holding, drag the lecture file over to *Music* under the *Devices* heading, & then release
- the lecture is now on your ipod