

Converting Audio Tracks to MP3 for Use in Memories Builder

Before using music and audio from an audio CD (a CD that works in a standard CD player) in your Memories Builder project, the tracks must be converted to files that computers and Memories Builder can understand. Also, if you imported music into iTunes using the AAC format, you will need to convert the songs to MP3. This guide will show you how to convert CD tracks for use in Memories Builder.

Copyright Information

You will need to obtain permission for any music you plan to use in your project. The music included with Memories Builder has already been approved for use. Any other music that you would like to use requires two sets of permission – one for the copyright of the recording and one for the copyright of the musical work (song, composition, etc.). This is true regardless of whether the music is from a well-known artist or not, whether the music has vocals and lyrics or not, and even if you are using short clips of a song or composition (if someone can recognize which song the clip comes from, you need permission to use it).

To obtain permission for the copyright of the musical work (mechanical license), you will need to contact the Harry Fox Agency. Go to www.harryfox.com to start the process.

In order to obtain permission for the recording copyright, you will need to identify and contact the record company that released the recording. This information is generally shown somewhere on the record jacket. If only a company is listed, try doing a search on Google (www.google.com) for the contact information.

If you will be using music by a local band in your area, you can probably get them to sign an agreement that will allow you to use the music as long as you give them credit somewhere. You can call Yearbook Interactive and request a sample agreement. Call 877-463-6924.

You must obtain the proper permissions before Yearbook Interactive can duplicate your project.

Software

There are a number of software programs that will convert CD tracks to MP3 files. We recommend using iTunes, Apple Computer's media player. It works on both Mac and Windows computers. To obtain iTunes, go to www.apple.com/itunes/download/, select your platform (Mac or PC), and click on the Download iTunes button. Follow the instructions for saving and running the installation file.

Extracting CD Tracks

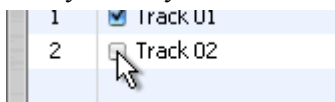
After iTunes is installed, you are ready to extract CD tracks. If you are converting songs that you have already imported, skip to step 5.

1. Insert your audio CD into your computer's CD drive.
2. If iTunes does not open automatically, open iTunes from the desktop icon (PC) or the Applications folder (Mac).

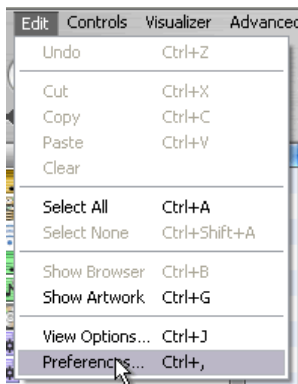
- Click on the audio CD's name next to the CD icon along the left side of the program to select the CD.



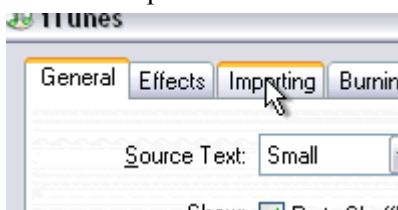
- iTunes will display the tracks on the CD in the main display window. Clear the blue checkbox next to any tracks you do *not* wish to extract.



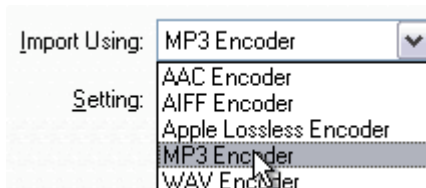
- Click on the *Edit* menu and choose *Preferences*.



- The iTunes preferences window appears. Click on the *Importing* tab.



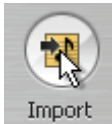
- Click on the *Import Using* drop-down menu and choose *MP3 Encoder*.



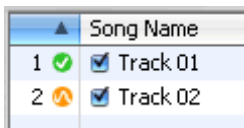
8. Choose *High Quality (160 kbps)* or *Good Quality (128 kbps)* from the *Setting* drop-down.



9. The other settings are optional. Consult *iTunes Help* for more information.
10. Click *OK*.
11. *Optional*: Name CD tracks. Click on a track. Hold down the Ctrl key (PC) or Apple key (Mac) and hit the 'I' key. This will bring up information about the track. Click on the *Info* tab and enter the song name and artist. Repeat for all tracks, if desired.
12. You are now ready to begin converting the CD tracks.
13. If you are importing tracks from the CD, click on the *Import* button near the top left part of the program. If you are converting tracks that you have already imported, right-click on the song and choose *Convert to MP3*.



14. iTunes will begin converting the tracks. A circular orange symbol will appear next to the track that is currently importing. When a track is converted, it will have a green check mark symbol next to it.



15. When all the tracks are imported or converted, click on the eject icon (at the bottom right of the program) and close iTunes.



16. Now that the tracks are imported or converted, you can simply click on a song, hold the mouse button down, and drag it to an empty spot on the desktop. iTunes will copy the file to the desktop.
17. The files are now ready to use in Memories Builder.

For more information, including an instructional video about extracting tracks, go to the following Web page:

<http://www.apple.com/support/itunes/tutorial/segment102082.html>