Converting a Recording to mp3 Format

Using iTunes

- Open iTunes and then open iTunes preferences.
- Select the "General" tab from within the preferences menu.
- Click the "Import Settings" button.
- Choose the "MP3 Encoder" from the "Import Using" menu.
- Click "OK."
- Drag the MP4 you would like to turn into an MP3 into iTunes.
- Highlight the MP4 and click "Advanced."
- Choose "Create MP3 Version" and the MP4 will be turned into an MP3.

Using GarageBand

- Choose Share > Export Song to Disk.
- To rename the exported file, select the name in the Save As field, then enter a new name.
- Choose a location to save the exported file from the Where pop-up menu.
- Select the format for the exported file (in your case, MP3).
- Choose the quality setting for the exported file from the Quality pop-up menu.
- Click Export. The file will be found on your desktop.