

## **Windows iTunes SwiMP3 Walkthrough**

1. Plug your SwiMP3 in; it will be displayed in your "My Computer" as "Removable Disk."
2. Open iTunes.
3. Select "Preferences" from the Edit menu.
4. Click on the Importing section.
5. Select "MP3 Encoder" from the "Import Using" menu.
6. Click OK.
7. Now you have two options.
  - a. To start from a new CD, insert CD and click "Import" in the top right corner of iTunes.
  - b. To convert songs you have already imported into your library as AAC format; Right click on a song. Select "Convert Selection to MP3" from the menu that appears. This will create a duplicate file that is MP3 format.
8. Now you can either drag songs from iTunes to your SwiMP3 drive; or you can drag songs directly from the hard drive. Your iTunes songs will be located on you're My Music folder in the following directory. My Music/Itunes/Itunes Music. Within the iTunes Music folder there will be subfolders named after the Artist's name; within the Artist folder there will be Album folder(s). The Album folders will contain the songs and may contain duplicates of any songs converted to MP3 from AAC.
9. Once you have copied all the songs you want you can safely remove the "USB Mass Storage Device"
10. It is now safe to unplug your SwiMP3.

## **MAC iTunes SwiMP3 Walkthrough**

11. Plug your SwiMP3 in; it will be displayed on your desktop as a NO NAME drive.
12. Open iTunes.
13. Select "Preferences" from the iTunes menu.
14. Click on the Importing section.
15. Select "MP3 Encoder" from the "Import Using" menu.
16. Click OK.
17. Now you have two options.
  - a. To start from a new CD, insert CD and click "Import" in the top right corner of iTunes.
  - b. To convert songs you have already imported into your library as AAC format, select "Convert Selection to MP3" from the "Advanced" menu. This will create a duplicate file that is MP3 format.
18. Now you can either drag songs from iTunes to your SwiMP3 drive; or you can drag songs directly from the hard drive. Your iTunes songs will be located on your Macintosh HDD in the following directory. Users/(user name)/Music/Itunes/Itunes Music. Within the iTunes Music folder there will be subfolders named after the Artist's name; within the Artist folder there will be Album folder(s). The Album folders will contain the songs and may contain duplicates of any songs converted to MP3 from AAC.
19. Once you have copied all the songs you want you can drag the NO NAME drive into the trash to eject the SwiMP3.
20. It is now safe to unplug your SwiMP3.