

Reducing File Size Using iTunes

There are several reasons to reduce file size before posting audio or video to your web site.

- Smaller files save you upload time.
- Smaller files save server space.
- Smaller files allow even students on dial-up internet connections use the files.
- Reducing the quality of a file discourages students from "sharing" the content.

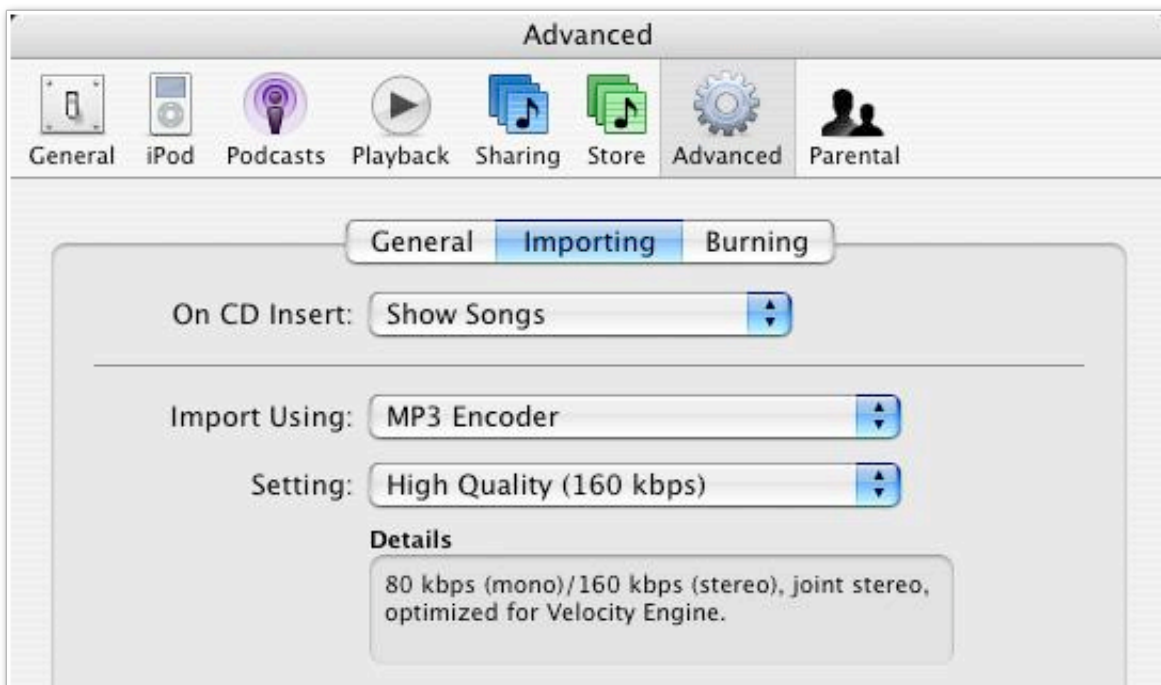
Methods for reducing file size.

The first step to reducing audio file size is to understand the nature of various audio file formats. Different formats use different codecs (compression-decompression) that have different features. This [link](#) has a good description of various formats and their features. For the most part smaller files have less audio quality and larger files have higher quality. Of all of the types of files for audio, the MP3 is probably the most universal for web use. It works well on both Windows and Macintosh and has high quality despite its relatively small file size

Files can be made smaller by changing their file format, reducing their quality, and shortening the excerpt. This [link](#) contains links to the software tools that can be used to make these changes to your audio files. As great as many of these programs are, the completeness of features contained in **iTunes** is tough to beat.

Below are directions for using **iTunes** to accomplish these different tasks for making audio files smaller.

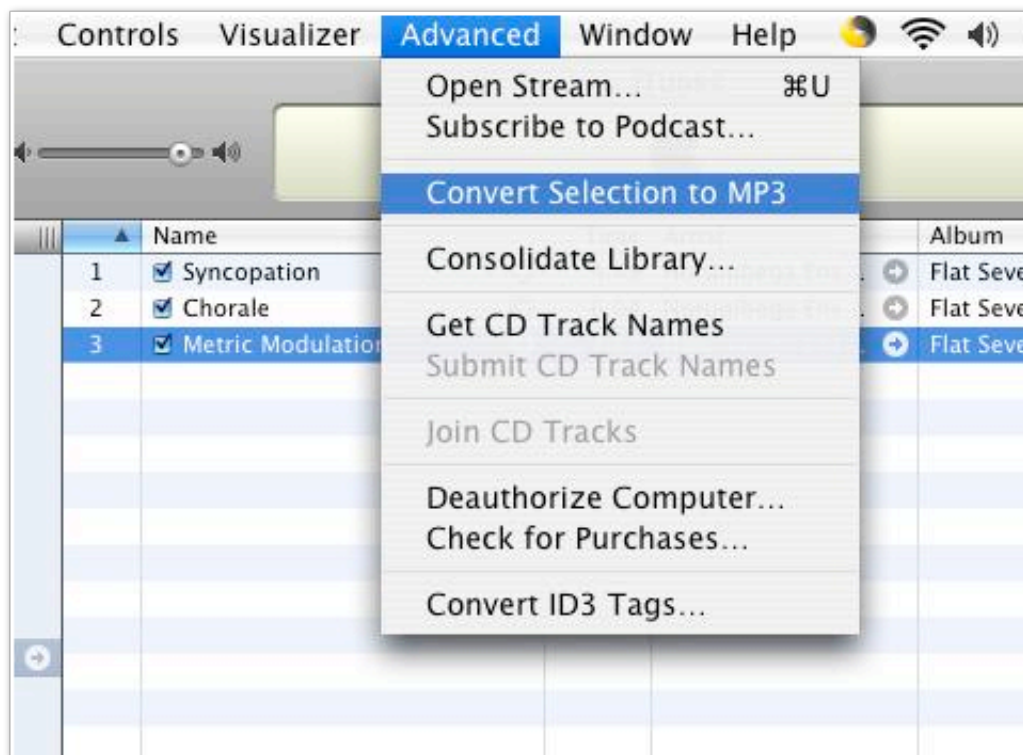
Changing an audio file format





iTunes is a popular program used for organizing, listening and even purchasing music. It also happens to be a powerful converter. By using the advanced tab from the preferences menu, you can change the encoding method that iTunes uses to import music. Changing this method will also allow you to convert audio files you already have in your collection. Simply change the **Import Using** pop up to the format you want to use.

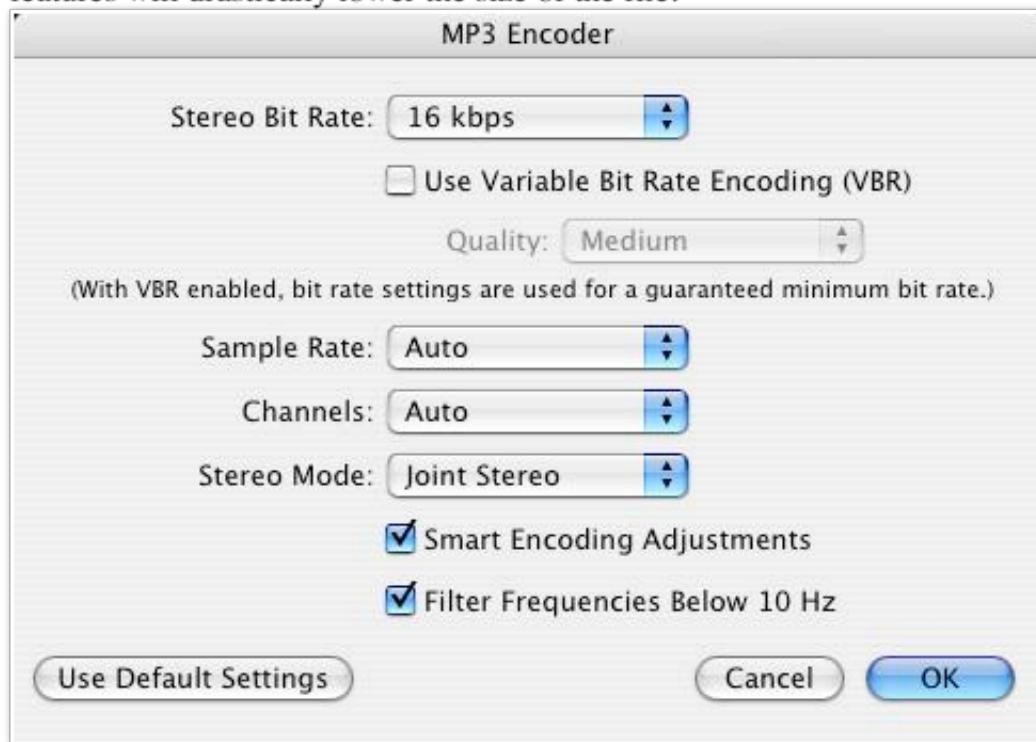
To change the format of items already in your library, you can choose the convert command from the Advanced menu.



Reducing Audio Quality

From the **setting** popup in the same advanced pane that we used to change the file format, we

can further compress the audio by lowering the bit rate and making the file mono. These two features will drastically lower the size of the file.



Creating A Shortened Excerpt

By changing the start and stop times in the options tab of the get info window for a track of audio in iTunes, you can take an excerpt of an audio clip. Be sure to reconvert the file after changing this option. The resulting file will be the shortened file

