

# Technology Tip

Using *Zamzar* for file conversion

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*Zamzar* ([www.zamzar.com](http://www.zamzar.com)) is a free service that transforms your songs, videos, images, and documents into different formats. It can convert saved files and links to files located on URL's. Follow these five simple steps to convert a file.

## Before You Begin:

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Be careful - there are many advertising pop-up windows that appear when utilizing this service.

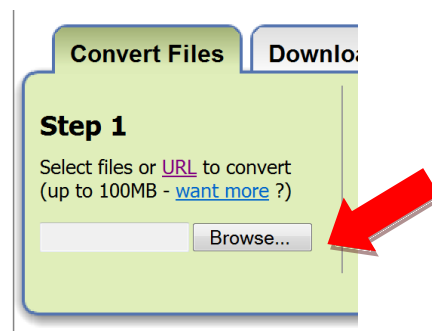
*Zamzar* does offer upgraded services for a fee and aggressively advertises the upgraded services. These upgraded services are not required to complete the basic conversion outlined below.

*Zamzar* is especially useful for converting *Youtube* videos into a video file (m4p, wmv) that can be played on any computer...no internet connection to *Youtube* is needed to view the converted video.

## STEP 1 – Choose File to Convert

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To convert a stored file click on the Browse button and locate the stored file.



To convert a file located on a URL, click the "Download Videos" tab.

Then enter the URL (such as the URL of a *YouTUBE* video).

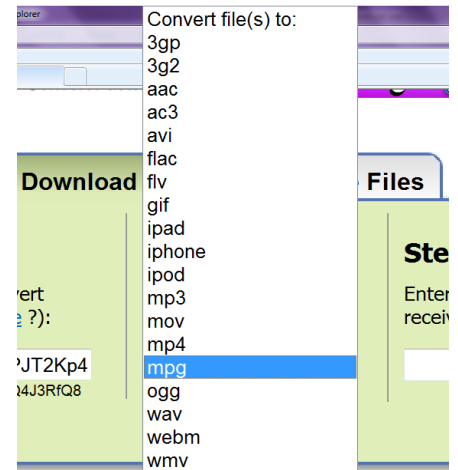
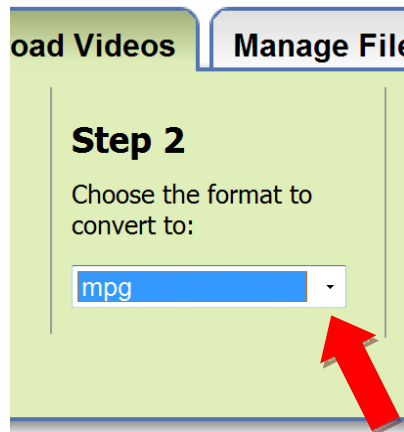


## STEP 2 – Choose Format to Convert to

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Click on the drop down box to open list of formats.

Then choose the desired format.



## STEP 3 – Enter email Address

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Zamzar will send you an email notification when your converted file is ready for download. Check your email often – your converted file will only be available for 1 day after the email is sent.



## STEP 4 - Convert

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Click the Convert button



Zamzar will then upload the file to its server. Depending on the size of your file this will take anywhere from a few seconds to over an hour. A "file upload complete" message will appear when the file has finished uploading.

### File upload complete

Your file has successfully finished uploading !

We'll now convert your file - As soon as this is done **we'll email you** to let you know where you can download your file from.

[Why not signup for a Zamzar inbox to manage your files ?](#)

Your converted file will be stored for **24 hours** from the time you receive your email from us ([want longer ?](#))

**Note:** Emails may take longer to arrive for bigger files, or when we're very busy ([want faster conversions ?](#))


## STEP 5 – Retrieve the Converted File

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Zamzar will send an email to the address entered in step 3 when they have finished converting the file.

The email will contain a link to the converted file. Click on the link.

*Remember, the link will only work for 24 hours.*

**ZAMZAR**  
Free online file conversion

**Hello from Zamzar !**

The file that you submitted for conversion is now available for download from Zamzar - all files will be stored for **1 day** from receipt of this mail.

#### Grab a Zamzar account !

It takes **less than a minute** and you'll get:

- Faster conversions (usually delivered in less than 5 minutes)
- Larger conversions - up to 1GB in size
- Personal inbox to manage and store up to 100GB of your files
- No intrusive adverts
- And much more ...

**Sign up at:** <http://www.zamzar.com/signup/>

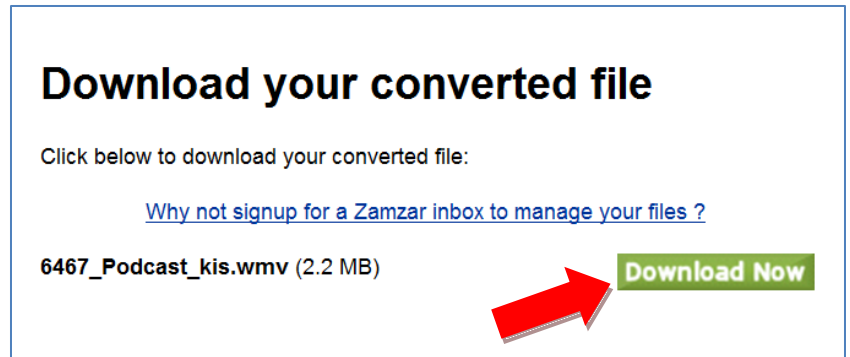
Alternatively click on the following link to download a copy of your converted file:  
[http://www.zamzar.com/getFiles.php?uid=6486415856520001295223986&targetID=Qts8kW5aHFcXLH1nblwIYA\\_LJ](http://www.zamzar.com/getFiles.php?uid=6486415856520001295223986&targetID=Qts8kW5aHFcXLH1nblwIYA_LJ)

Ignore the advertisement

Open the link to retrieve your file

The Zamzar site will launch.

Click on the Download Now button.



Save the converted file to your computer, network drive, or a storage device (USB, CD).

