**Kurzweil – PDF to MP3 format for Audio Files**

1. Open Kurzweil (desktop app)
2. Select Blue file folder (top left – ‘open existing file’)
* Click the Open Blue file folder (‘open from local computer’)
* Open the file you want converted from a PDF to MP3 format
1. Select ‘File’ – top left in black ribbon
	* Click ‘Audio Files’
	* Click ‘Create Audio file’
2. Select Entire Document or Page Range
	* Click on ‘Speaker’ (optional)
	* Click on ‘Speed’ (optional)
	* Click on Output file as ‘MP3’
	* Click on Quality (optional)
	* Click on ‘iTunes’ if iTunes is installed or click on ‘add to windows media player’ (where you’ll access MP3 file from)
	* Click ‘OK’
3. Open iTunes or Windows Media Player to listen to your MP3 file