

## Zamzar: Converting Files Online

Zamzar is a free online file conversion tool. Because this is a website, the process of downloading unknown software is avoided and allows conversion to be an overall safer process. This guide will demonstrate how to convert a file using Zamzar.

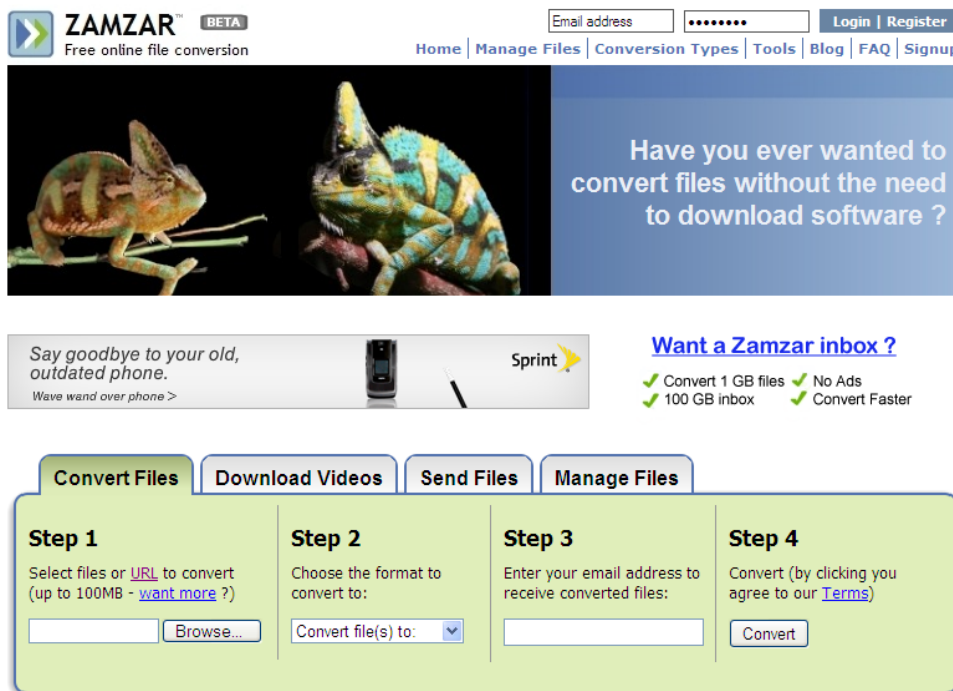
### Converting a File

#### Step 1

Type in the URL [www.zamzar.com](http://www.zamzar.com) to access the site.

#### Step 2

The screen shown below will load. Follow the steps in the green area (described in more detail below) to convert files.



The screenshot shows the Zamzar website. At the top, there is a navigation bar with links: Home, Manage Files, Conversion Types, Tools, Blog, FAQ, and Signup. Below the navigation bar is a large banner featuring two chameleons and the text: "Have you ever wanted to convert files without the need to download software?". Below the banner is a section with a Sprint logo and the text: "Say goodbye to your old, outdated phone. Wave wand over phone >". To the right of this is a section titled "Want a Zamzar inbox?" with a list of benefits: "Convert 1 GB files", "100 GB inbox", "No Ads", and "Convert Faster". Below these sections is a green box containing four steps for conversion:

Convert Files	Download Videos	Send Files	Manage Files
<b>Step 1</b> Select files or <a href="#">URL</a> to convert (up to 100MB - <a href="#">want more</a> ?) <input type="text"/> <input type="button" value="Browse..."/>	<b>Step 2</b> Choose the format to convert to: Convert file(s) to: <input type="text"/>	<b>Step 3</b> Enter your email address to receive converted files: <input type="text"/>	<b>Step 4</b> Convert (by clicking you agree to our <a href="#">Terms</a> ) <input type="button" value="Convert"/>

#### Step 3

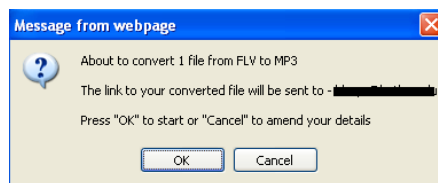
If the conversion is for a file, click "Browse..." to find files on the computer. If the conversion is for a URL, click on the "URL" option and paste the desired URL.

#### Step 4

Next choose the type of format to convert the file to (e.g. jpg, docx, pdf, mp3, mov).

#### Step 5

Enter an e-mail to receive the link to download the file when it is converted. Then click Convert. The screen below will pop-up to verify this action.



## Step 6

The conversion time varies depending on the type of format, but be sure to check the e-mail account regularly in order to read this e-mail in timely fashion. After receiving this e-mail from Zamzar there is a 24 hour period to download this file. After the 24 hours the link will no longer be valid.

### 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 7

Click on the link in the email to download the file. The browser will be directed to a screen similar to the one below. Click Download Now to obtain the converted file.

### Download your converted file

Click below to download your converted file:

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

Bruno Mars - Just The Way You Are [Official Video].mp3 (4 MB) [Download Now](#)

## More Information

For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, <http://www.butler.edu/it/cat> or contact any Center for Academic Technology staff member at [training@butler.edu](mailto:training@butler.edu), or contact the Information Commons desk in Irwin Library at [infocommons@butler.edu](mailto:infocommons@butler.edu) or 940-9235.

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