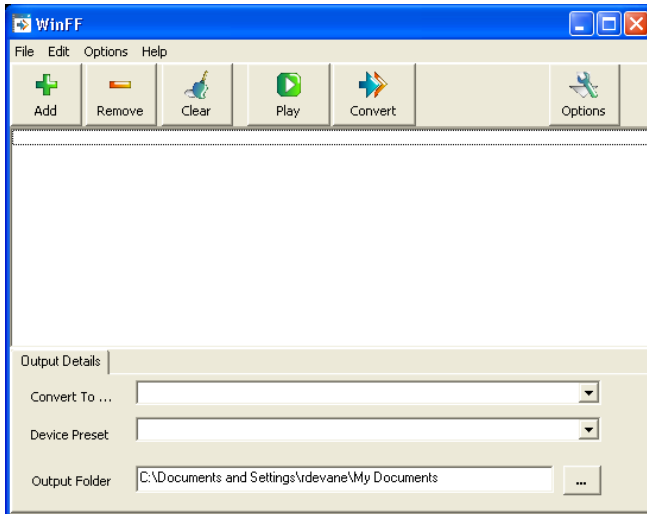
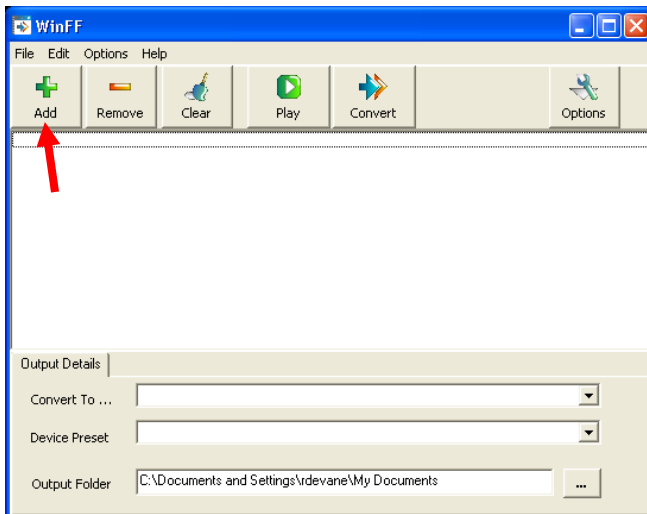


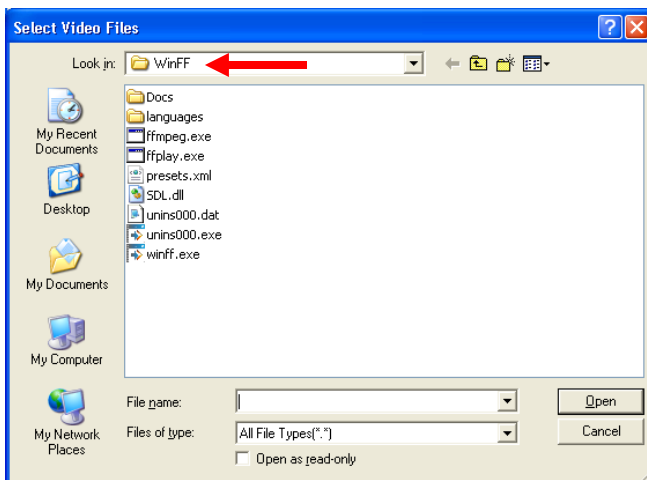
## 1. Launch WinFF



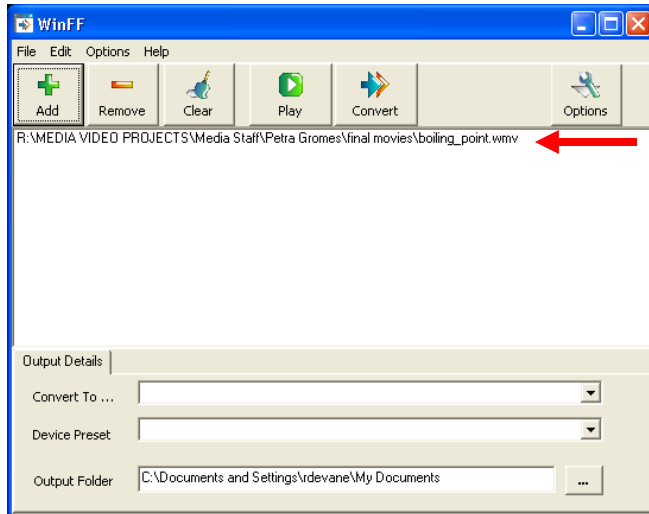
2. To Add your video, click on the "ADD +" icon in the top menu.



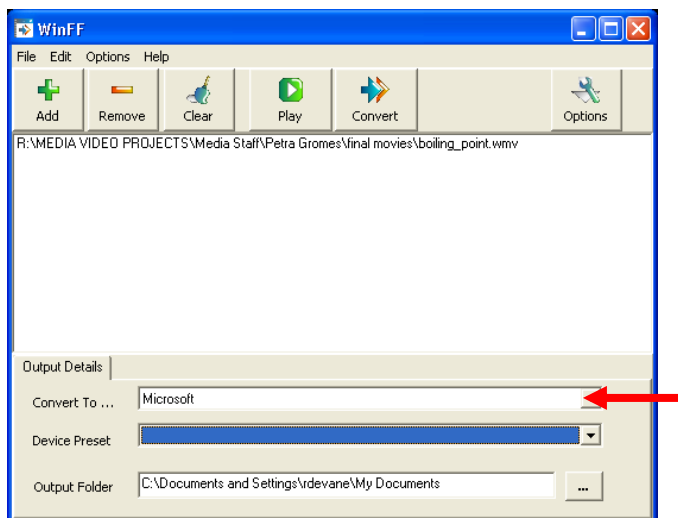
3. In the next window you are prompted to locate the video file you wish to convert.



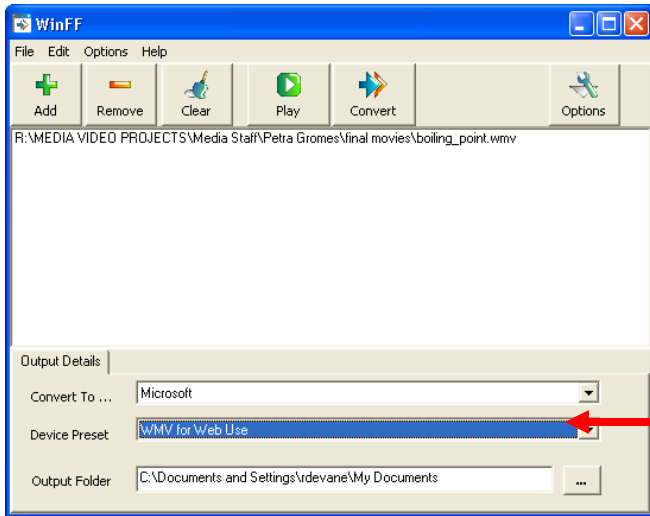
4. After you locate your video file click “open” – it will now appear in the WinFF window.



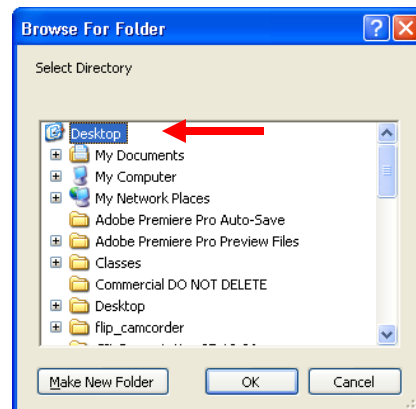
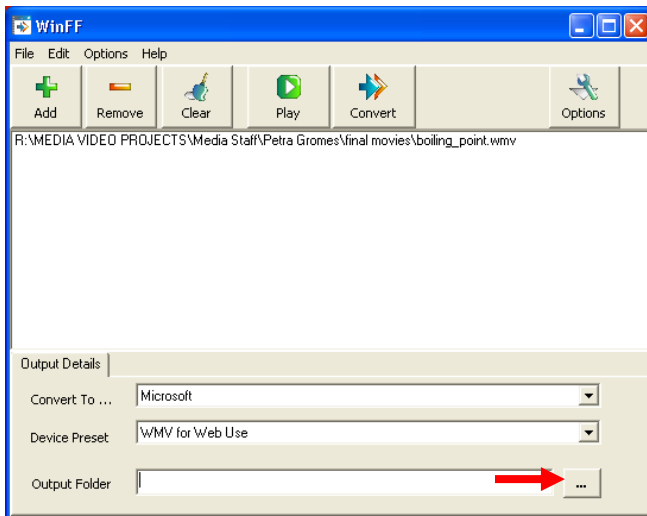
5. The next window is very important! It is in this window that you will establish settings for your desired output format – WMV 320X240:



In the “Convert To...” pull down menu choose Microsoft.

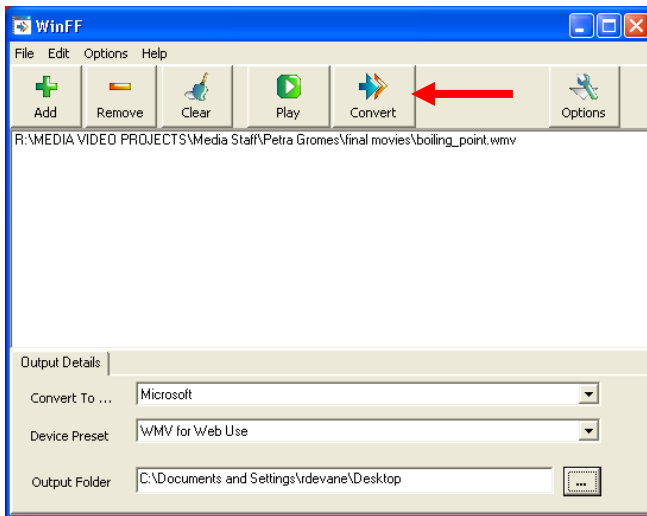


In the " Device Preset" pull down menu choose **WMV for Web Use**

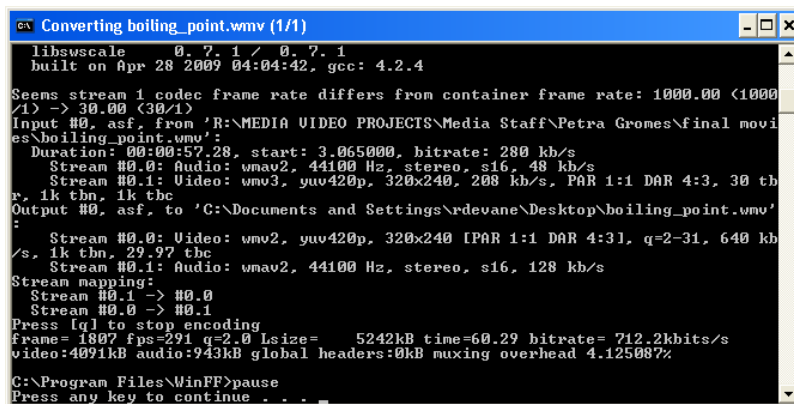


In the Output Folder click on the ellipsis button and choose the desktop. This will place your converted video onto your computer's desktop.

6. You are now ready to convert your video – click on the convert button located in the top menu as indicated below:



Your video is now being converted. When the process is over you will be prompted to “press any key to continue” – just click the “enter” key.



**\*At this time you can return to your desktop where you can locate the converted file. Your video is now in a WMV format at the required 320X 240 requirement.**



