Converting saved files using YouConvertIt

www.youconvertit.com

To convert a saved file, select the Convert File(s) tab

Step 1: Type in the email address where the converted file should be sent

Step 2: Select the **Browse** button > a pop-up window will appear > select the file to convert

- In the drop-down menu, select the file type you wish to convert the saved file to
    - Up to five files can be converted at once – repeat **Step 2** to convert additional files

Step 3: Once all files (up to 5) have been selected, click on the green **Convert it** button

* A confirmation message will appear stating that the file(s) have been uploaded and that a download link will be emailed

Step 1

Step 2

Step 3