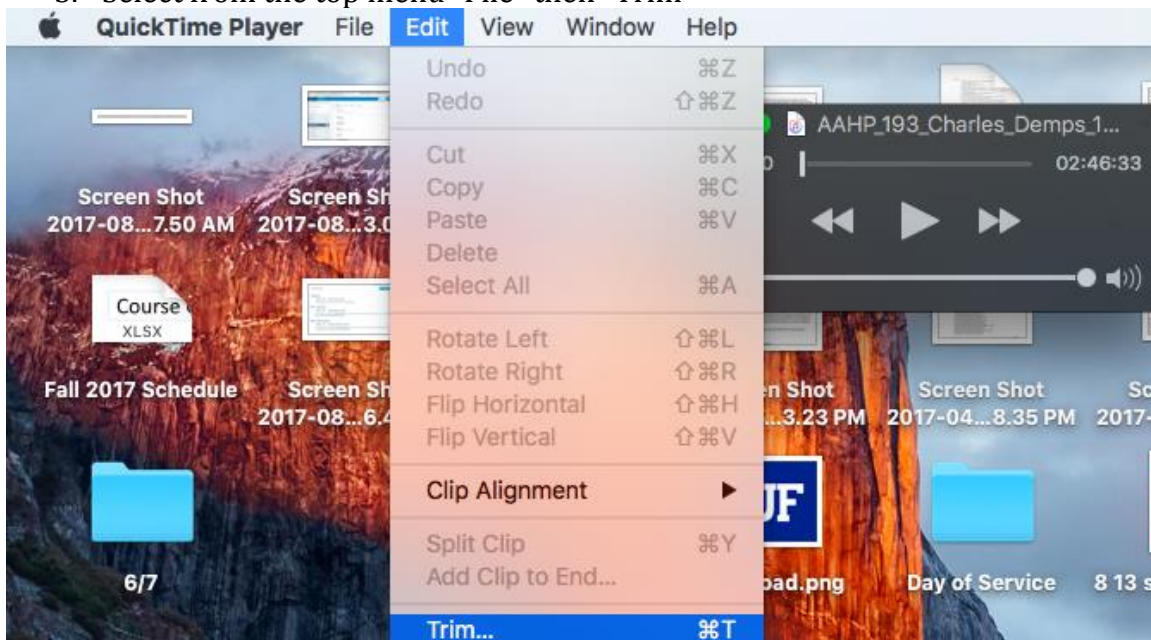1. Open QuickTime on your Mac
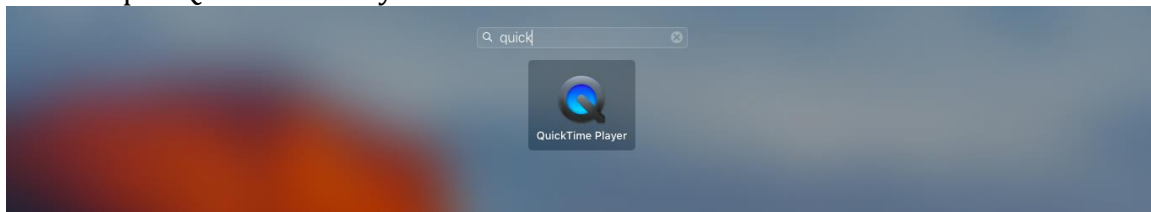
2. A dialogue box will open up. Select your audio file.
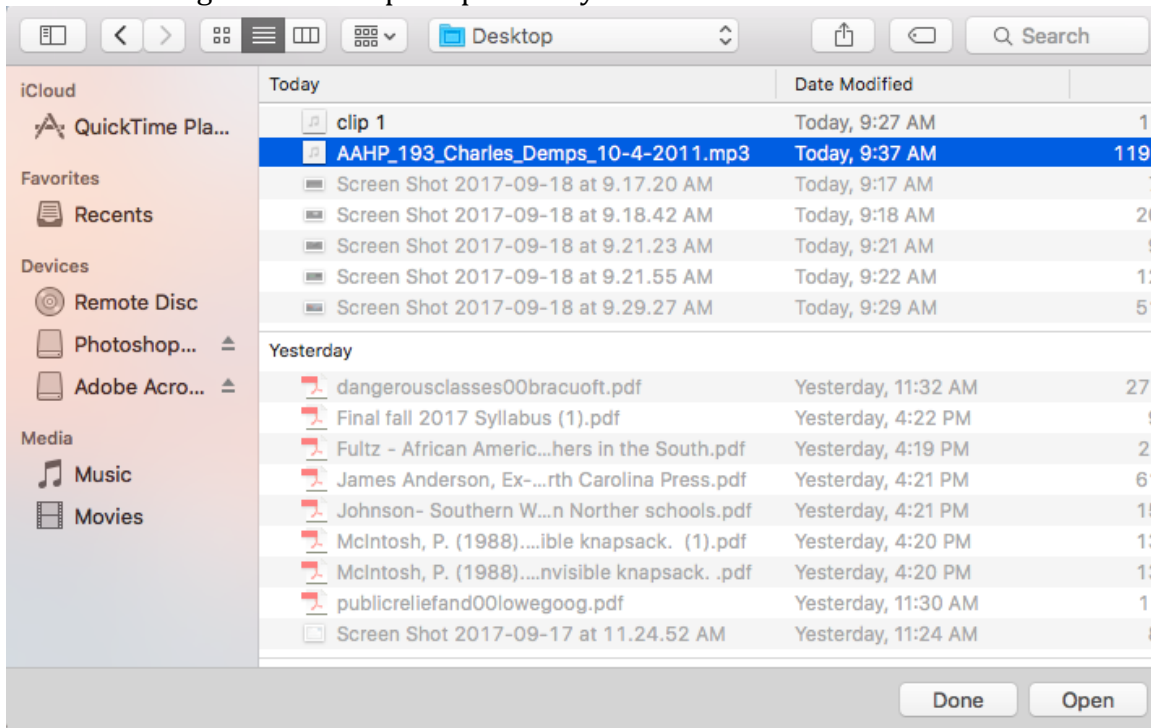
3. Select from the top menu "File" then "Trim"

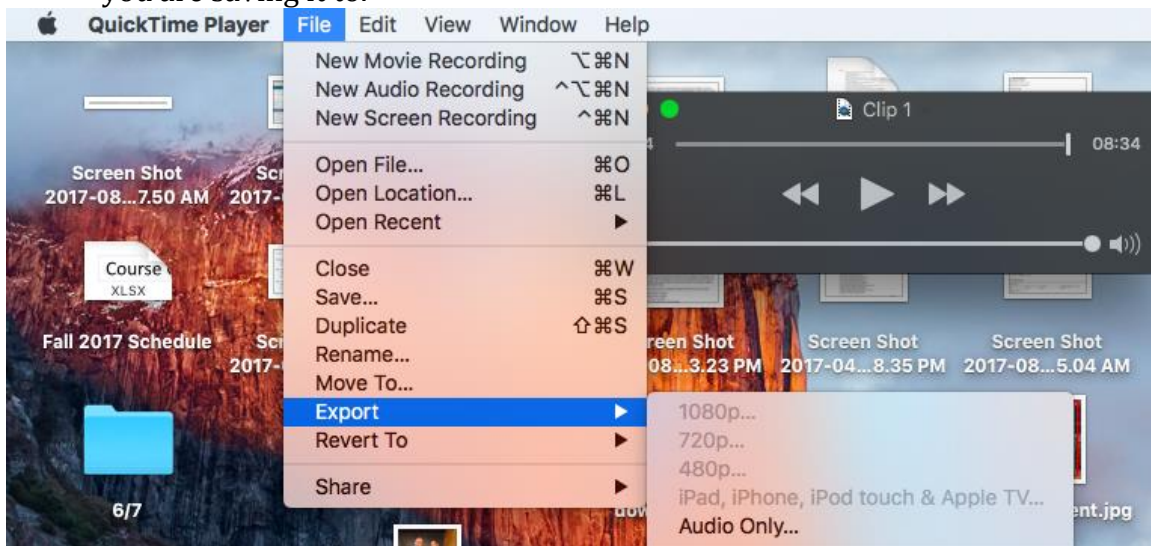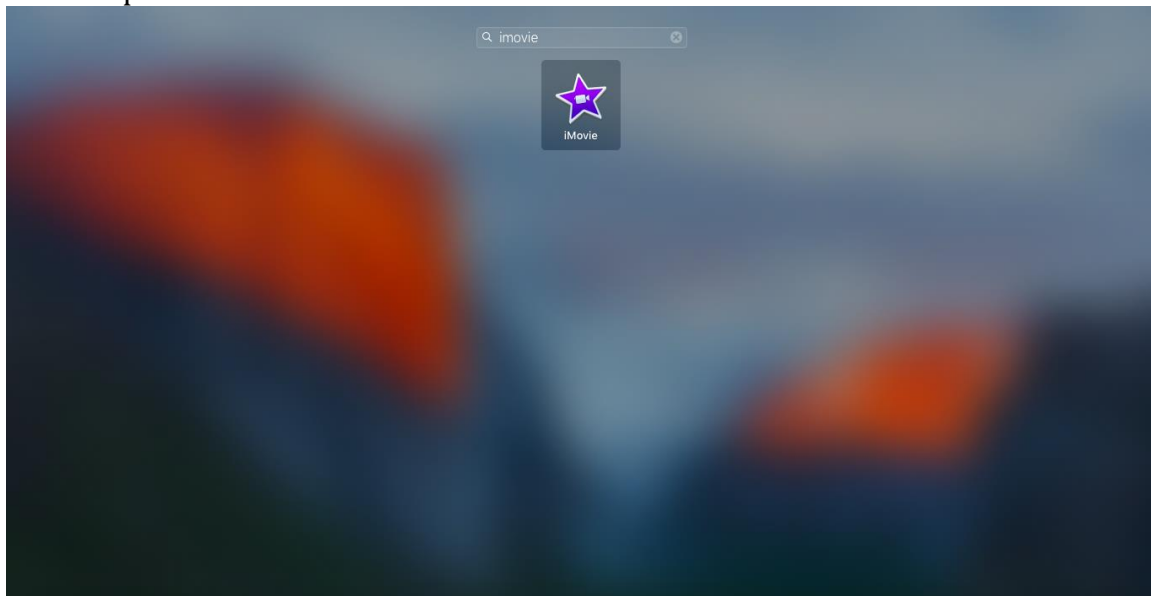4. Using the yellow guides, choose the exact time stamp you wish to clip. The time will appear when you start dragging the handles.
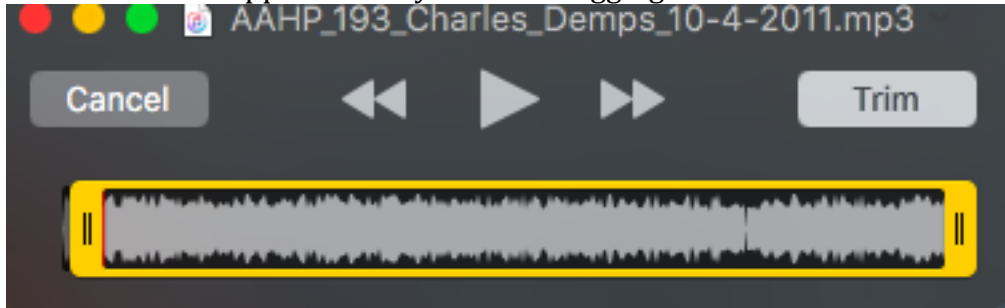
5. Once you have your clip, export it as an audio file. Click "File" at the top, then click "Export" and "Audio Only". Type in a name for your file and note where you are saving it to.
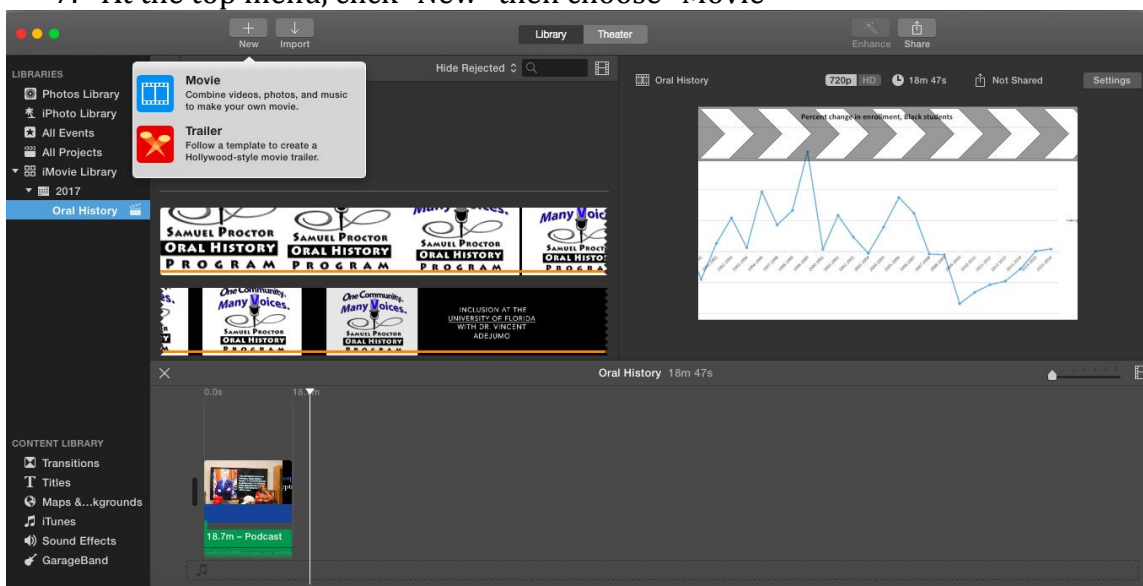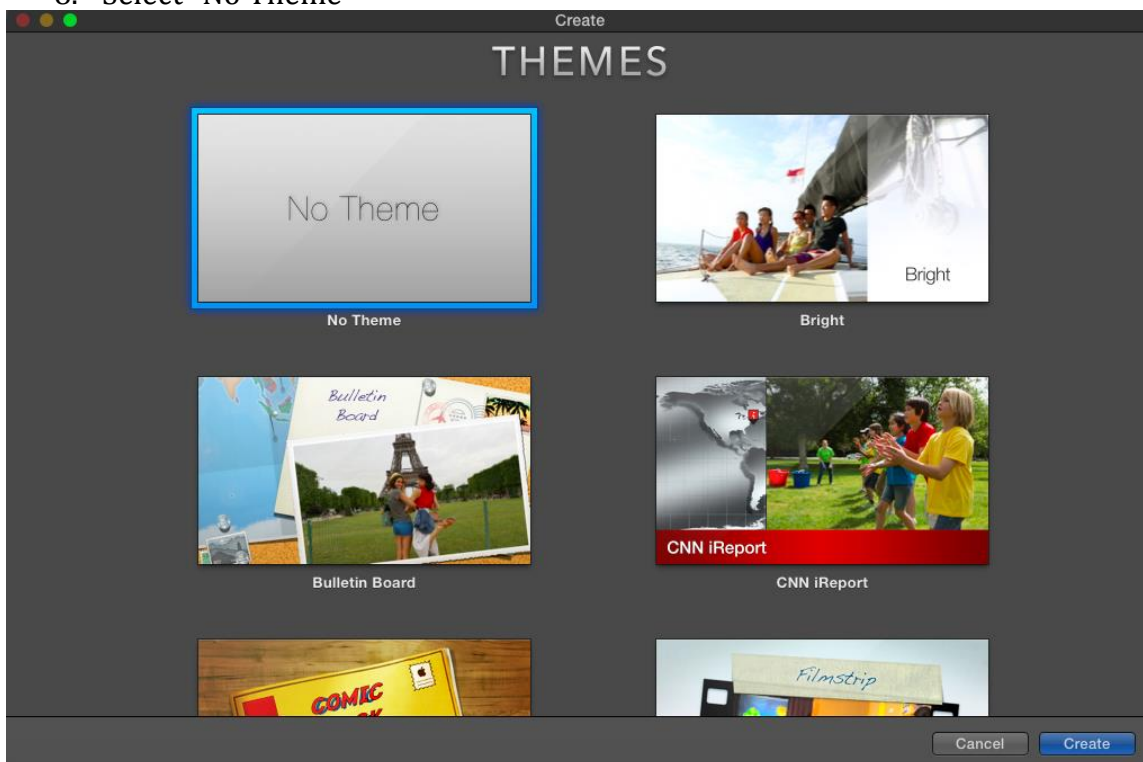

6. Open iMovie

7. At the top menu, click "New" then choose "Movie"

8. Select "No Theme"

9. At the top, click "Import". Find your clip then click "Import Selected"
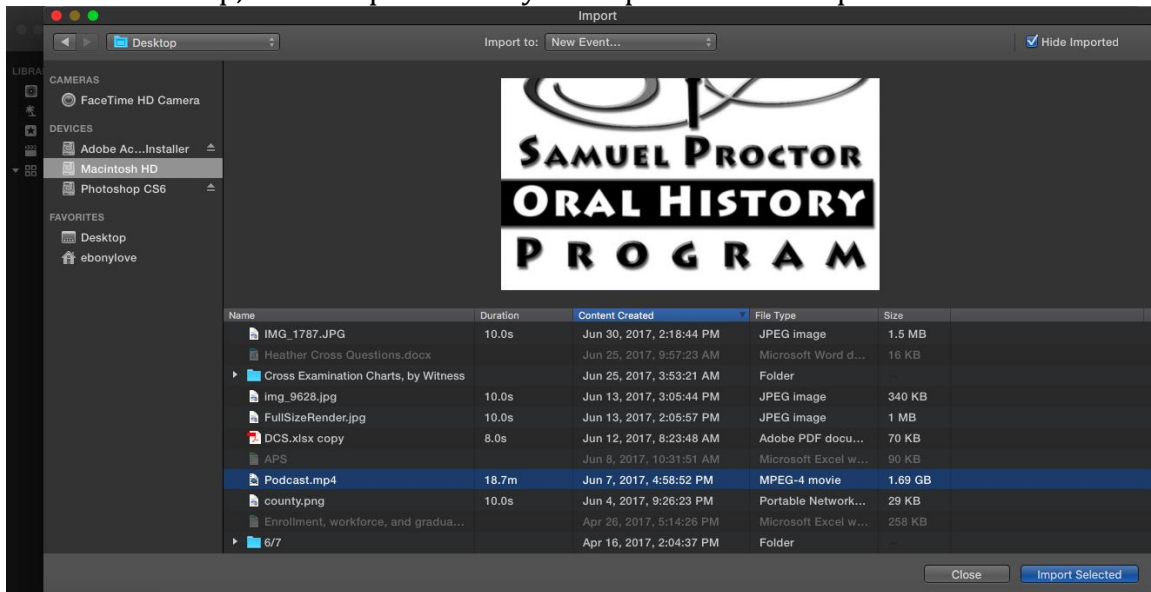
10. Your audio clip will appear in green. Double click, then drag it to the bottom pane.
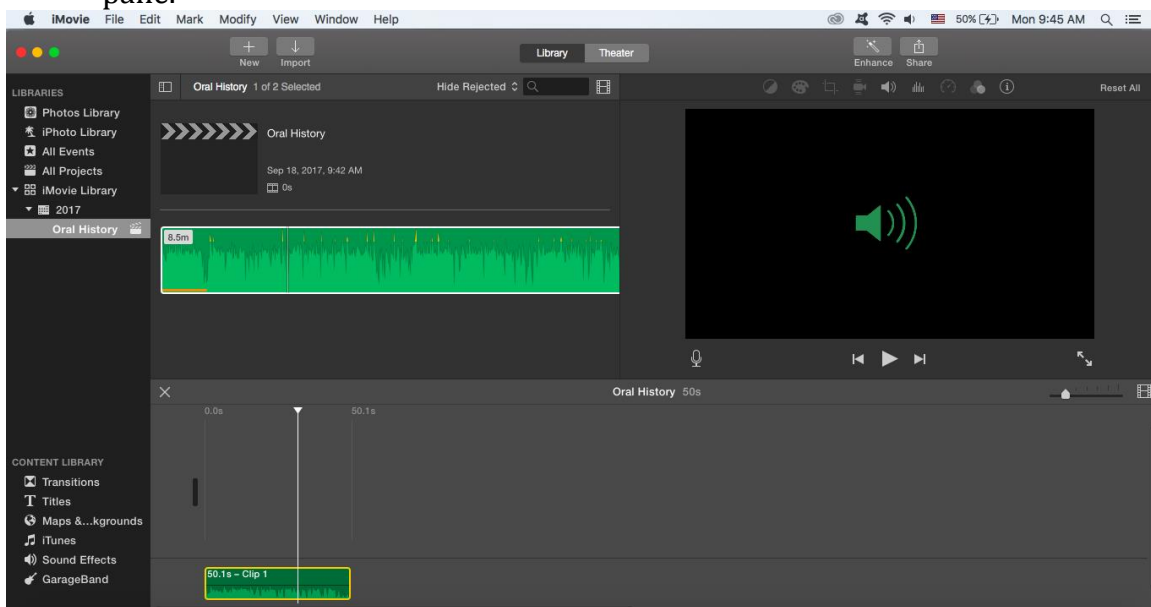
11. Repeat steps 1-10 if you have multiple audio clips. You can arrange the clips in the order you wish. Or you can keep them as a series of separate clips: it depends on how you want to present the information. You may have one long anecdote or you may wish to introduce a series of short stories.

12. To save the clip, click "File", then "Export", then "File". Once the dialogue box opens, save as audio only.