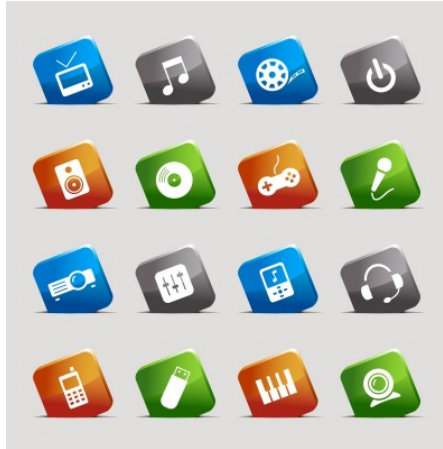


HOW TO CONVERT VIDEO FILES TO AN AUDIO FORMAT FOR EASY TRANSCRIPT CREATION – Mac

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This guide is to help you extract the audio portion of your video files so that they can be easily uploaded to a transcription service. Uploading an audio file, rather than a video file, is both safer and faster. It is safer because you are not showing pictures of a couple and, therefore, identification of a couple is much more difficult. It is faster because you are uploading a significantly smaller file (an audio file is much smaller than a video file).

First Some Definitions:

MPEG-4/H.264: This is the format that the majority of camcorders use to record video. It supports both standard and high definition video

MP3: This is a format that compresses audio files into a small amount of space so it can be easily stored and transported.

STEP 1

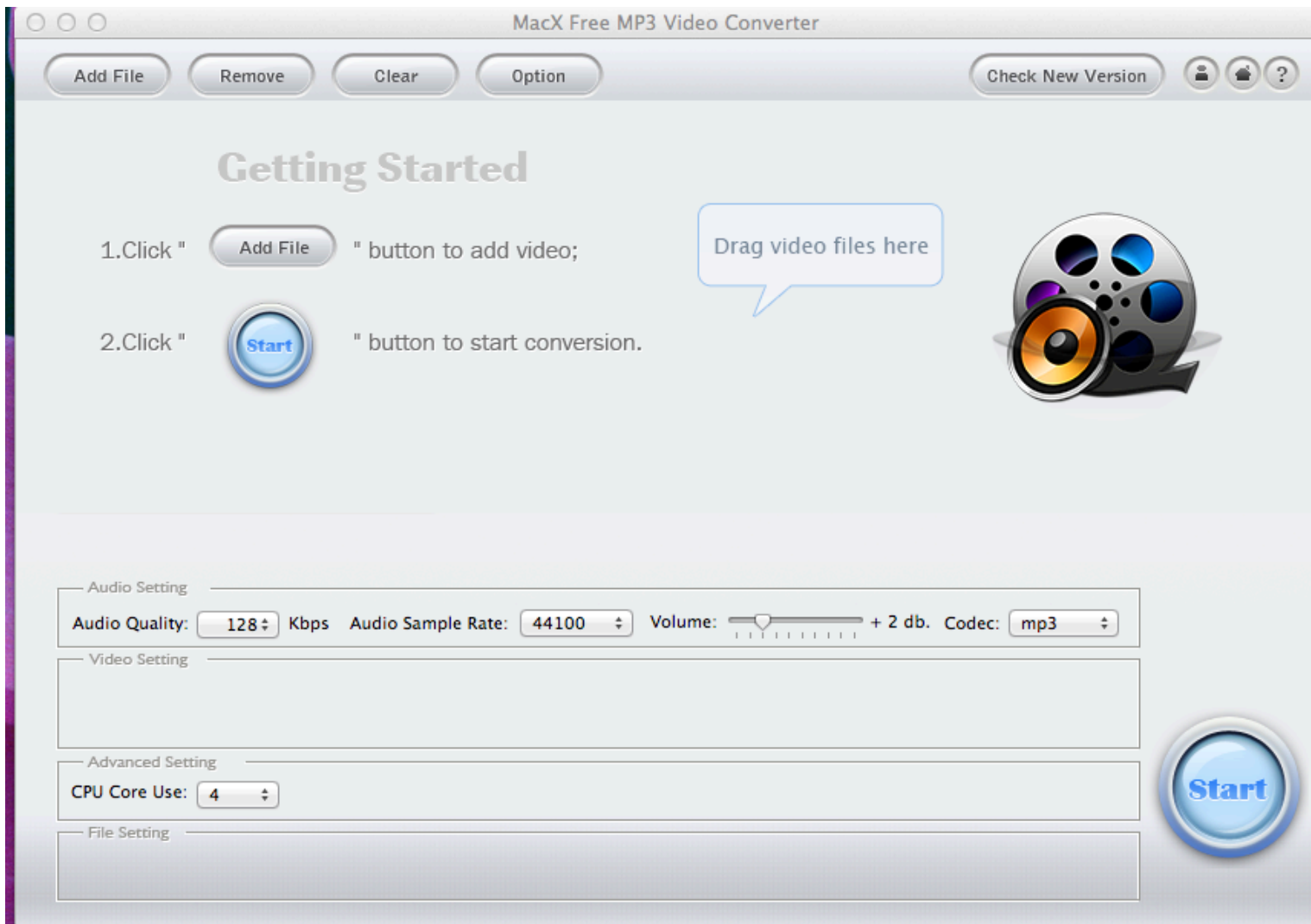
For Mac computers the first step is to download and install the free MP3 Video Converter at:



<http://www.macxdvd.com/mp3-video-converter-free/>

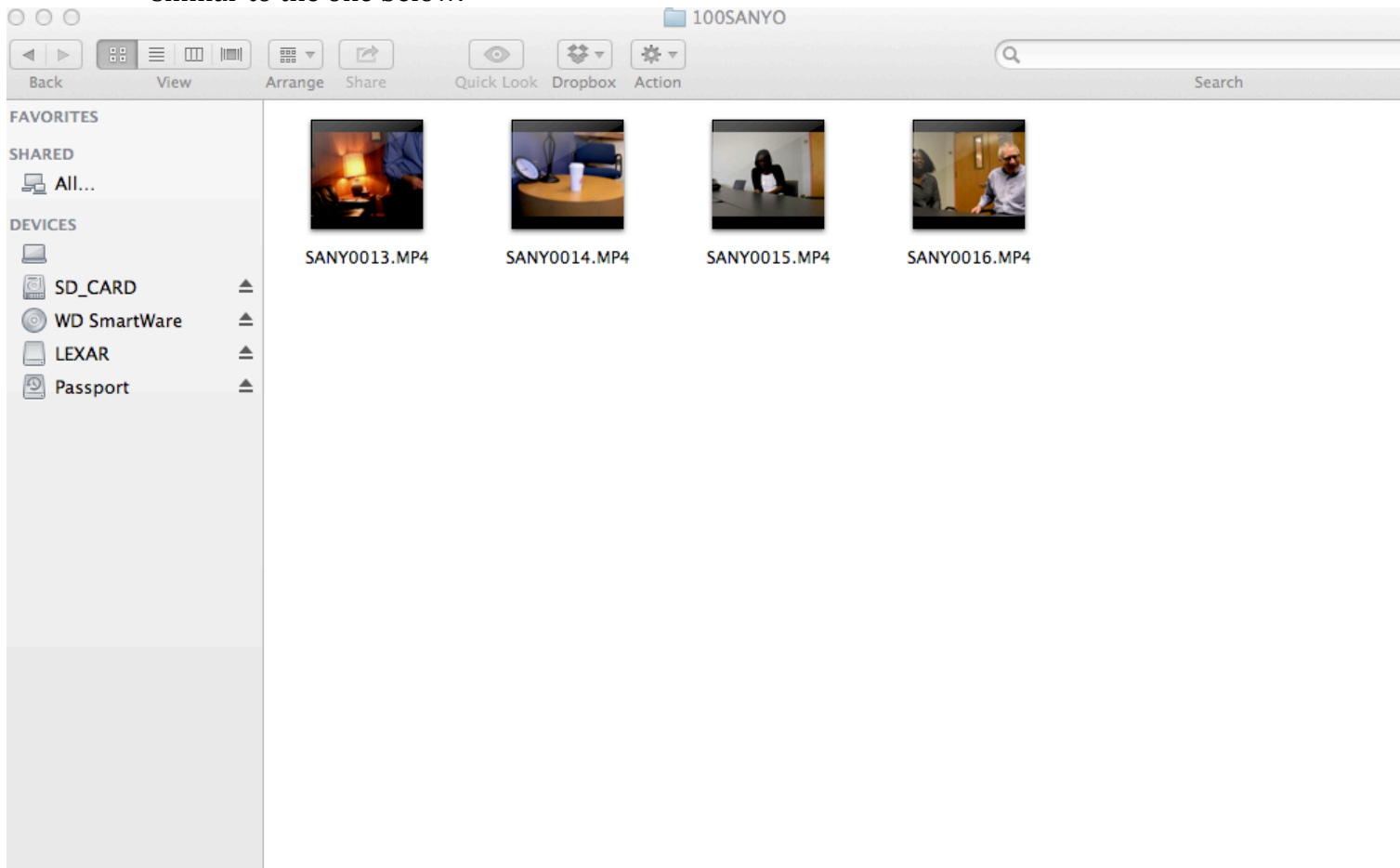
STEP 2

Once the Video Converter is downloaded and installed, run the program. You will see a screen similar to the one below. Leave this screen open.



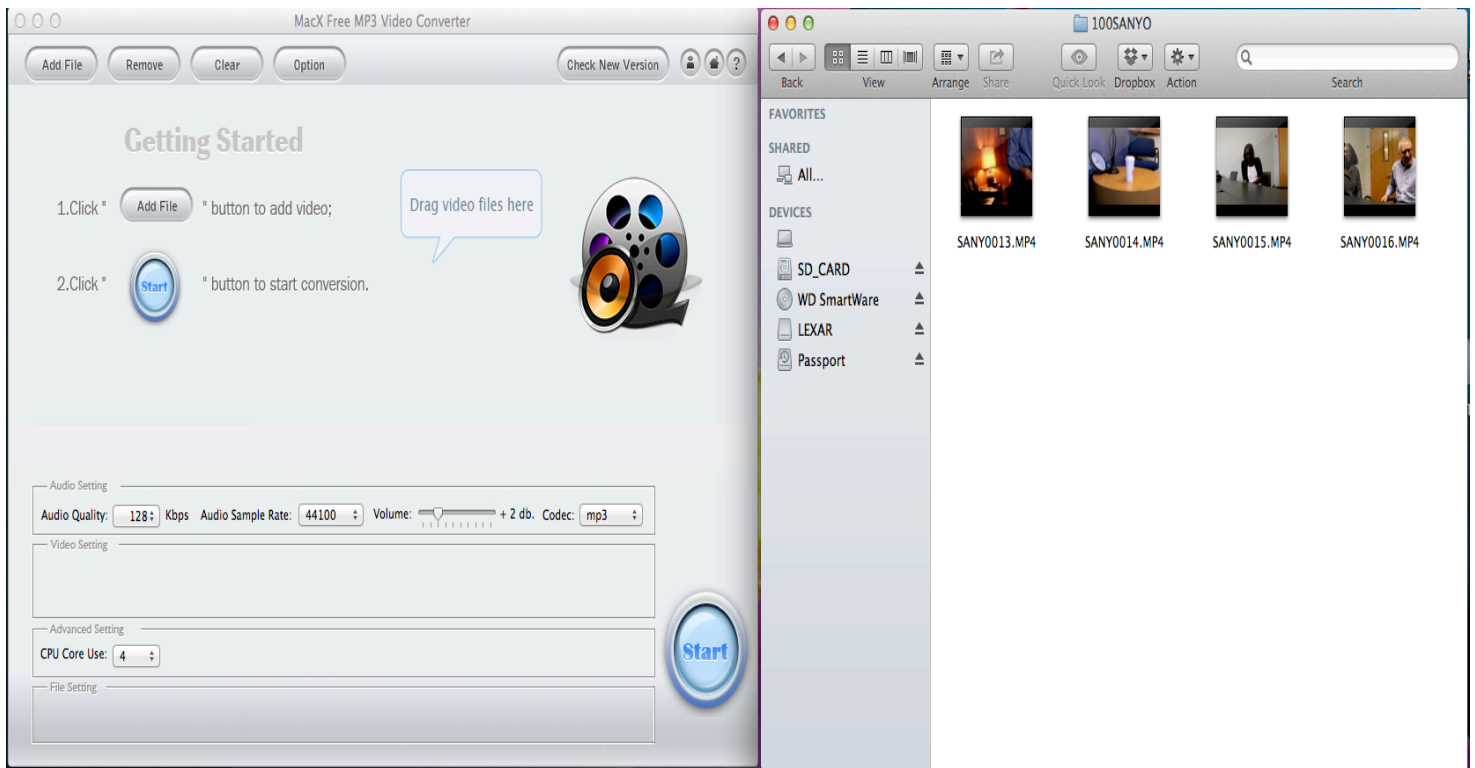
STEP 3

Next, open the folder that contains the video you want to convert to audio. The folder may be on the camcorder that you have attached to your computer, or on the Secure Digital (SD) card that you have inserted into the SD slot on your computer. You should see a screen similar to the one below.



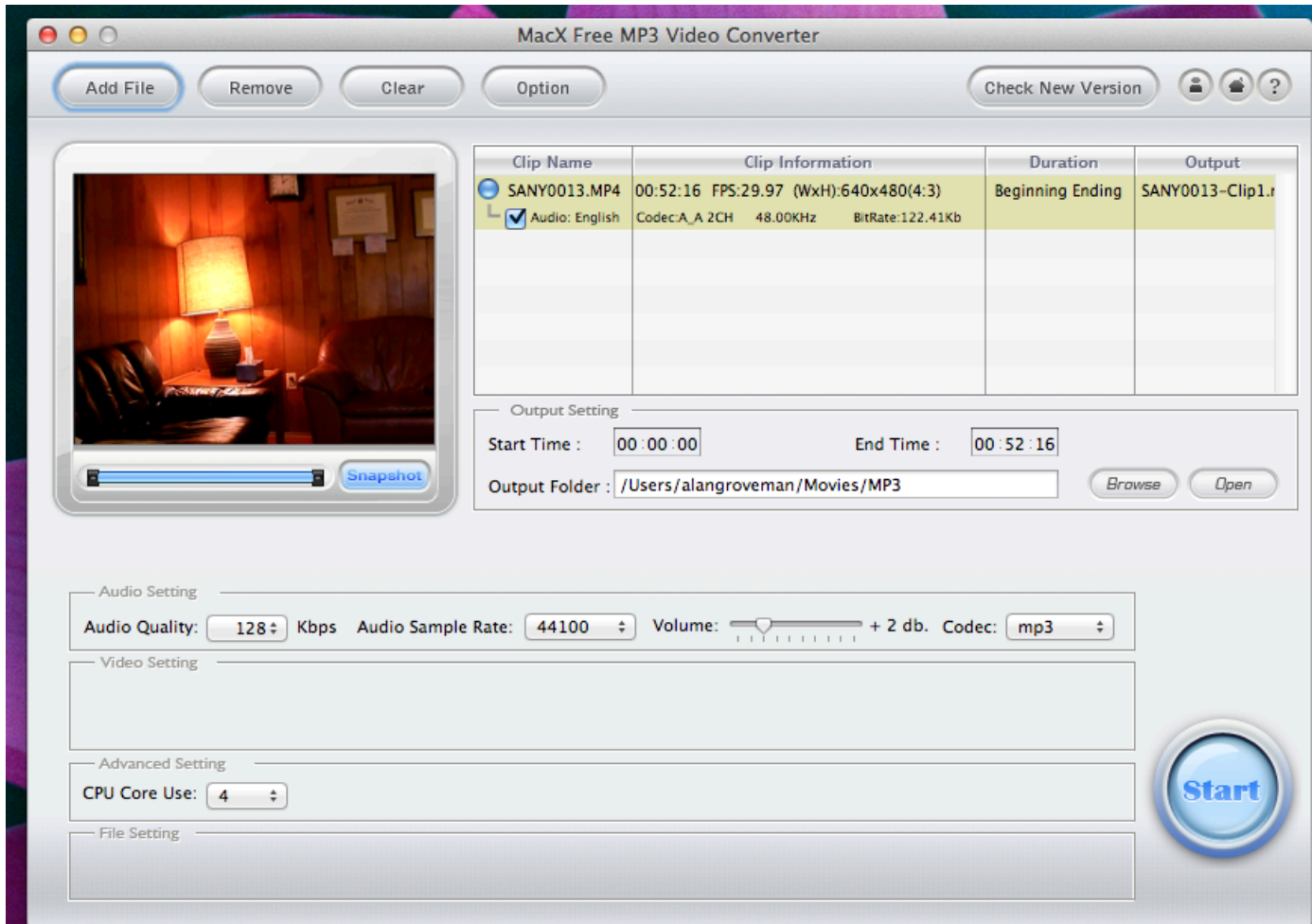
STEP 4

Select the video file (MP4) that you want to convert and drag and drop it onto the “Drag video file here” section of the to Max Free program.



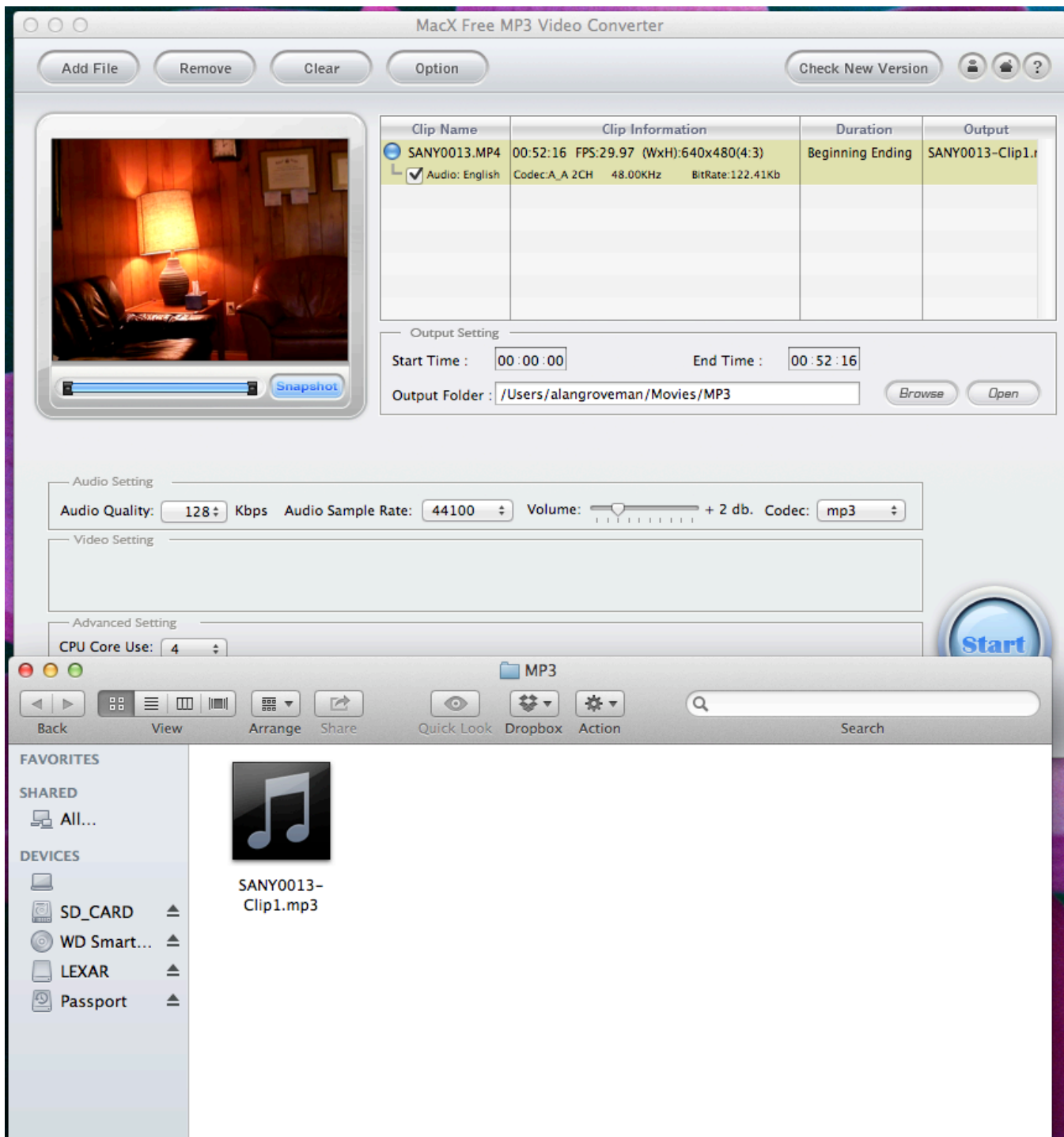
Step 5

Once the video is dragged onto the Video Converter program, click the start button to convert the video to audio. (MP4 to MP3)



Step 6

After the conversion is completed you will see a folder with the audio portion (MP3) of your video. This file will probably be in the Movie folder on your Mac



Step 7

You can then select a transcription service. There are numerous services available and a Google search will present you with several alternatives. The typical price for transcribing your file is .75-1.00 US per minute of recording i.e a 60 minute recording=\$60 US. . Once you decide on a service simply click on the upload files button and follow the directions. The turn-around time is usually between 12-36 hours.

