

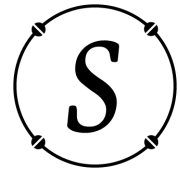
WINDOWS

Here are the conversion tips for Window users if an audio file is greater than 20MB. Good luck!

1. Download and install <http://nch.com.au/switch/switchsetup.exe>
2. Open Switch and click "Add Files" and add the audio files you wish to downsize.
3. Alternatively you can drag and drop them into Switch.
4. Click the button at the end of the "Output Folder" and choose where you want the smaller files to be placed on your computer disk.
5. Click the drop down list in "Output Format" and choose mp3.
6. Click "Encoder Settings" and change the constant bitrate to 16 and place a tick in "High quality encoding".
7. In "Stereo Encoding" select "Mono" or if you did a group discussion and you know the original recording was in stereo leave it as "Joint".
8. Click the "Convert" button at the top.
9. Make sure the new mp3 files are no larger than 20MB in size.
10. Listen to the new mp3 files you've created to ensure the quality is reasonable, if it isn't you could go to "Encoder Settings" and try re-encoding again into better quality like 24 or 32 bitrate (kbps) but again check to make sure the final mp3 files are no larger than 20MB.
11. Upload to OutScribe.



OUTSCRIBE



MAC

Here are the conversion tips for Mac users if an audio file is greater than 20MB. Good luck!

1. Go to <http://www.nch.com.au/switch/> and download the free (non-trial) version of Switch.
(There is a Macintosh version for OSX. If you don't see this file you could try this direct link <http://www.nch.com.au/switch/switch.dmg>)
2. Open Switch and click "Add Files" and add the audio files you wish to downsize. Alternatively you can drag and drop them into Switch.
3. Click the button at the end of the "Output Folder" and choose where you want the smaller files to be placed on your computer disk.
4. Click the drop down list in "Output Format" and choose mp3.
5. Click "Encoder Settings" and change the constant bitrate to 16 and place a tick in "High quality encoding".
6. In "Stereo Encoding" select "Mono" or if you did a group discussion and you know the original recording was in stereo leave it as "Joint".
7. Click the "Convert" button at the top.
8. Make sure the new mp3 files are no larger than 20MB in size.
9. Listen to the new mp3 files you've created to ensure the quality is reasonable, if it isn't you could go to "Encoder Settings" and try re-encoding again into better quality like 24 or 32 bitrate (kbps) but again check to make sure the final mp3 files are no larger than 20MB.
10. Upload to OutScribe.



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