

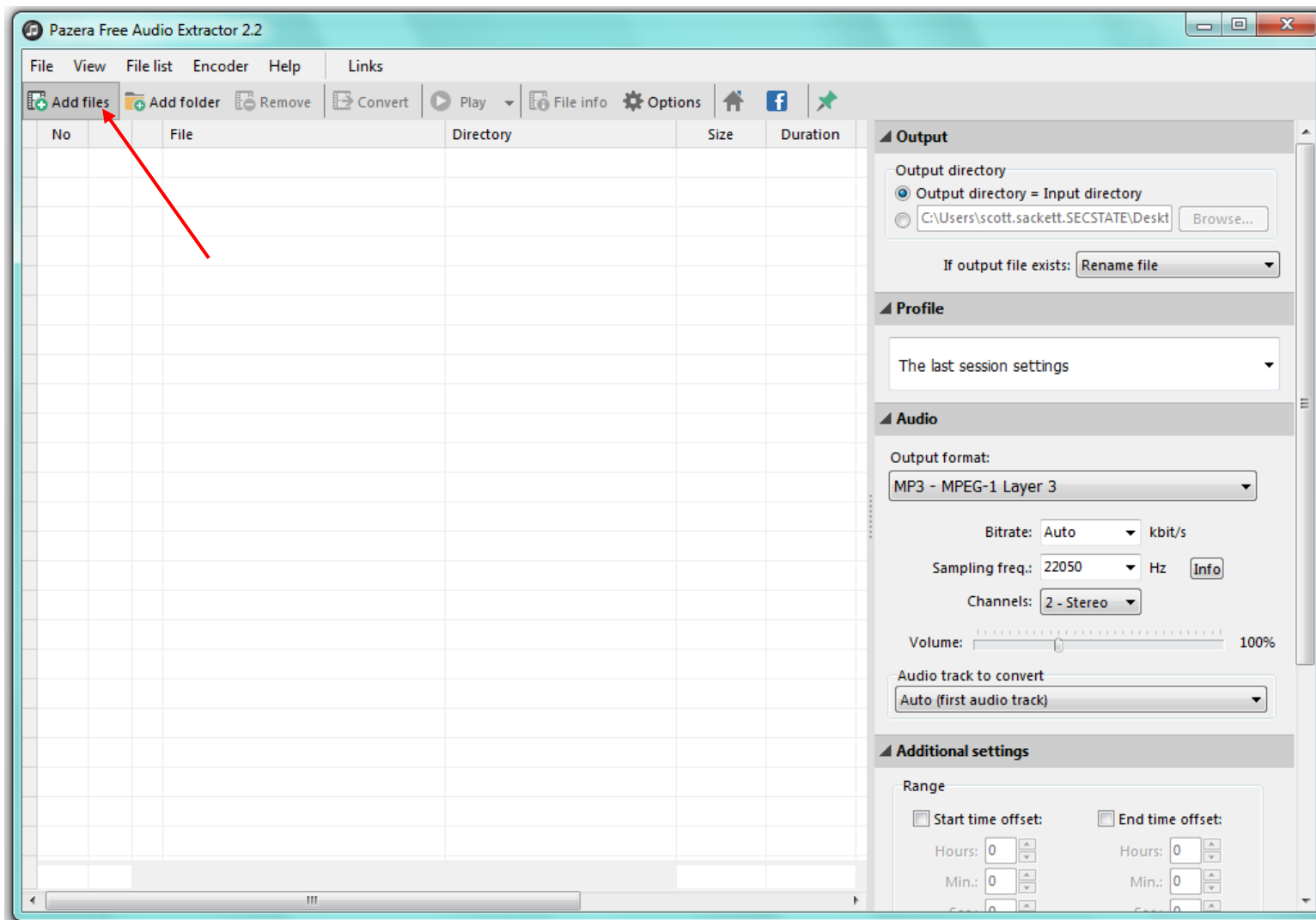
The Digital Archives requires that transferred audio files have the following characteristics:

- MP3 or WAV files
- No individual file larger than 2 GB (if larger, then split the file, using an audio editing tool like Audacity)
- 22,050 Hz sampling frequency
- 2-channel (stereo)
- Bit depth of 16

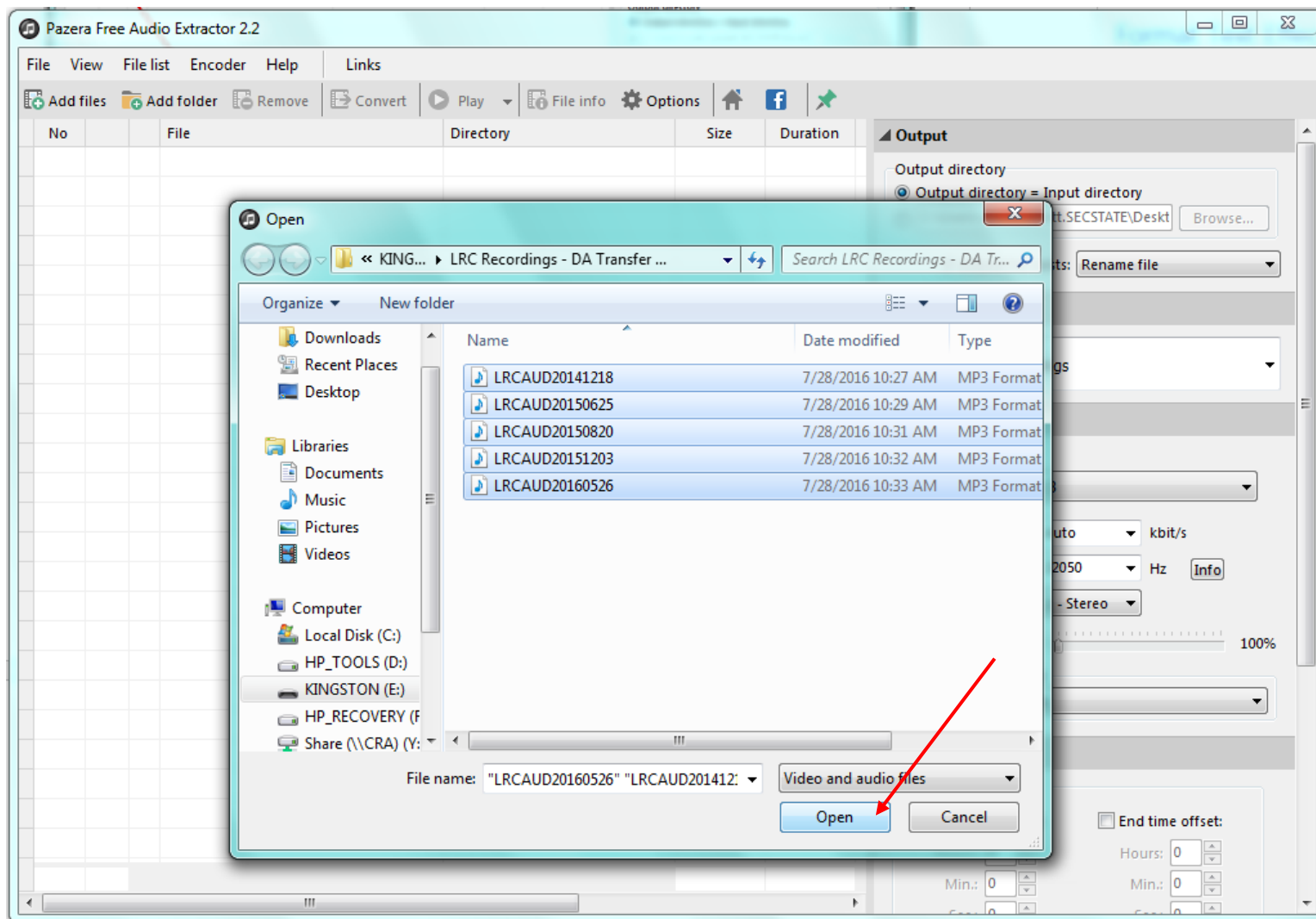
While the first two requirements are relatively easy to verify, the latter three require a little digging. One of the more straightforward ways to determine whether your files meet these requirements **and** convert them if needed is to use [Pazera Free Audio Extractor](#), a third-party tool available as a free download. Pazera can convert many different audio and video file formats to MP3 or WAV, including AVI, MPG, WMV, MOV, MP4, WEBM, DIVX, XVID, MPEG, SWF (uncompressed), WAV, MP3, AAC, WMA, FLAC, OGG, AIFF, VIDEO, MP4V, DTS, GSM, and DTS-HD.

How to Check Whether Audio Files Meet the Requirements

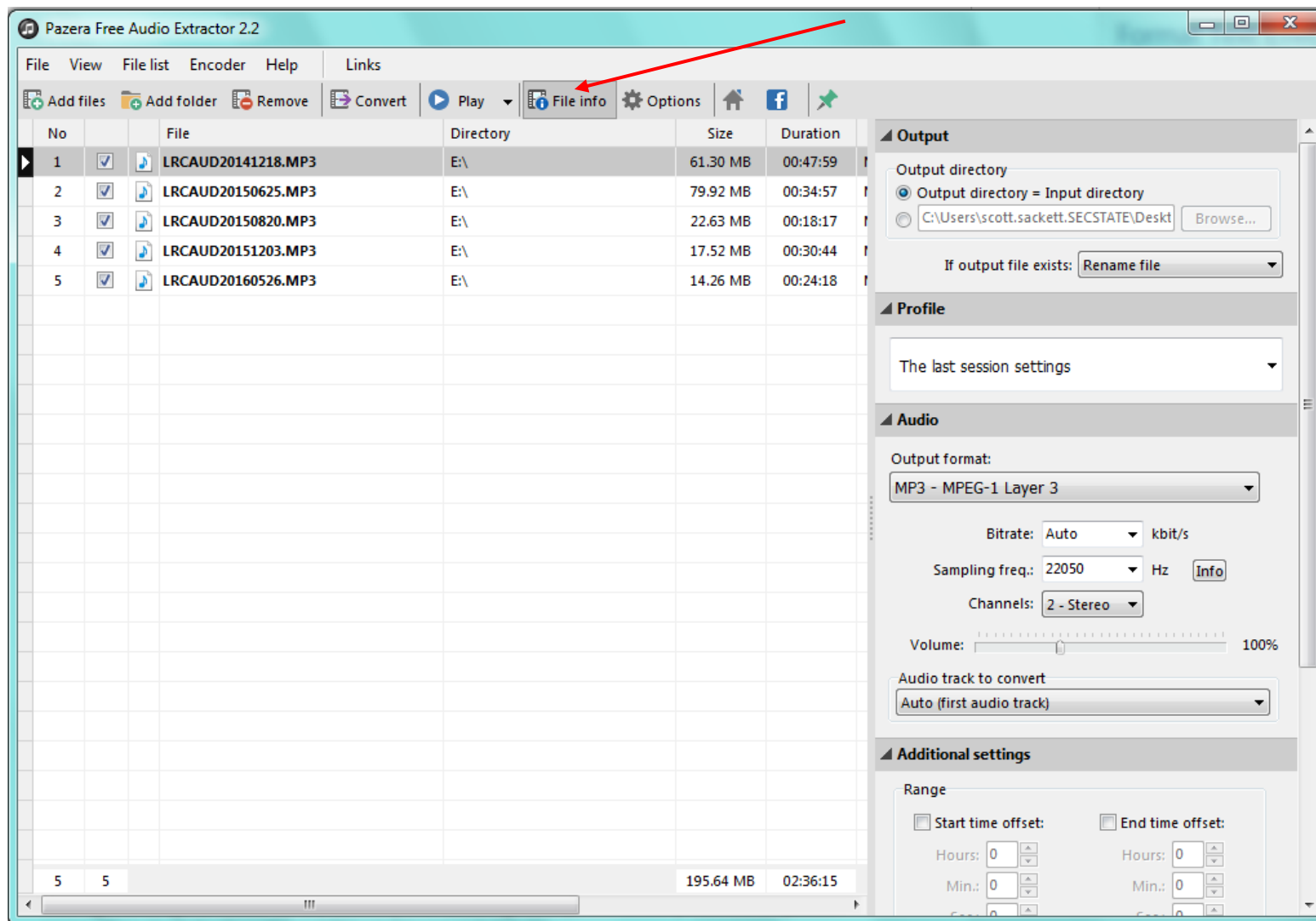
1. Open Pazera and click **Add Files** (or **Add Folder** if all files are within a single folder).



2. Select the audio/video files that you wish to check and/or convert; click **Open**.

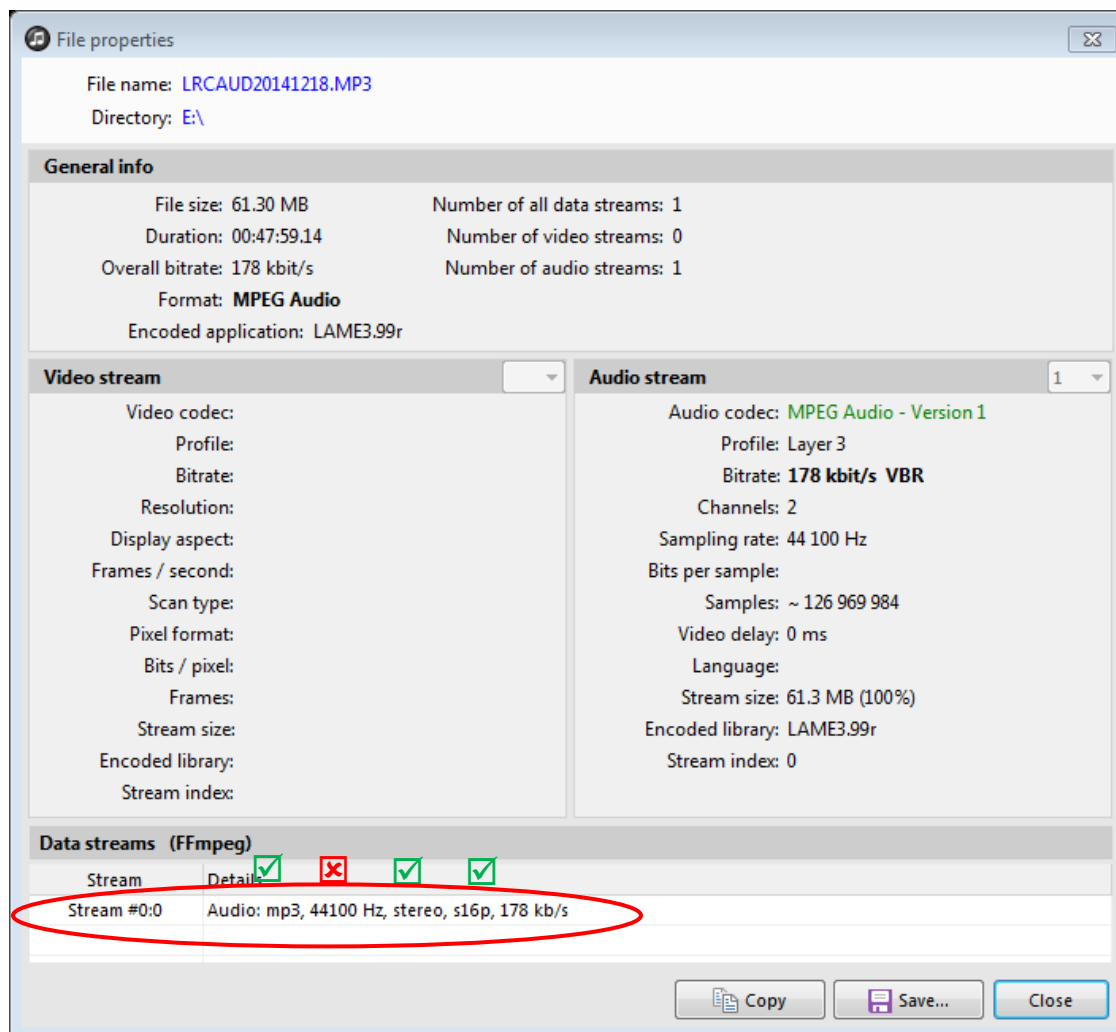


3. Click on a file in the list and then click **File info**.

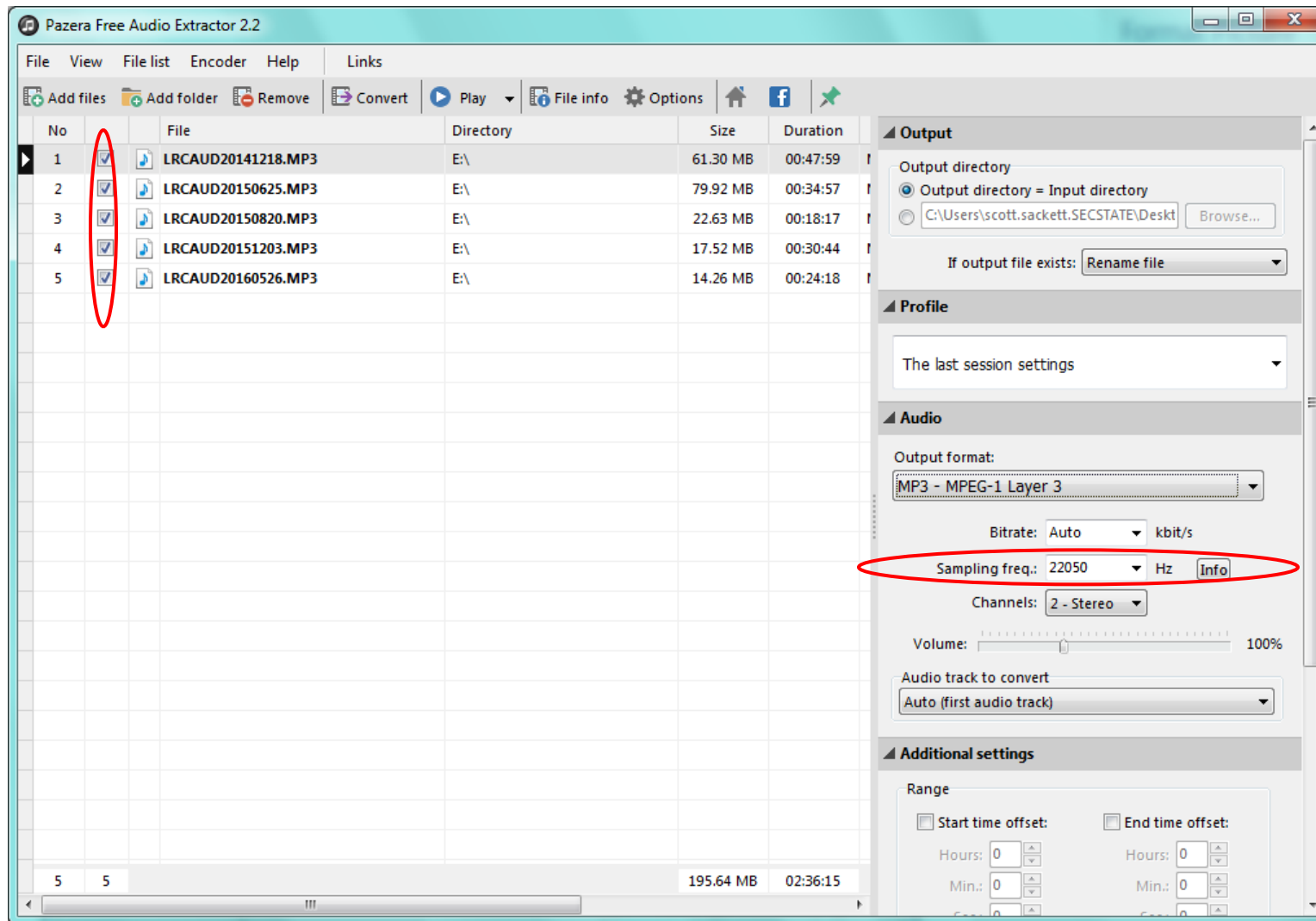


4. Verify the values in the **Data streams (FFmpeg)** box at the bottom of the **File properties** screen. If it shows the following information, then no changes are needed:

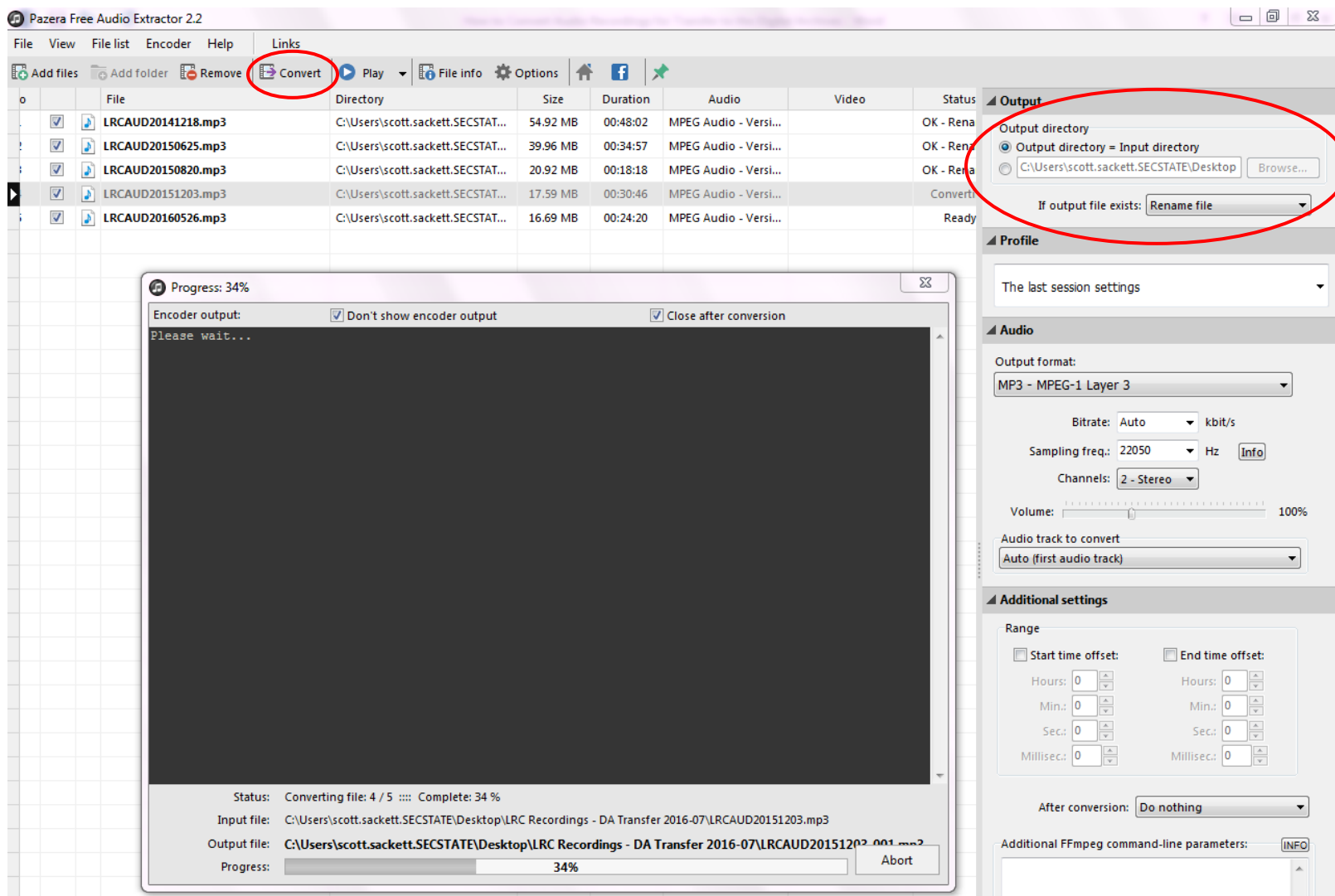
Audio: mp3 (or starts with pcm), 22050 Hz, stereo (or 2 channels), s16p (or s16)



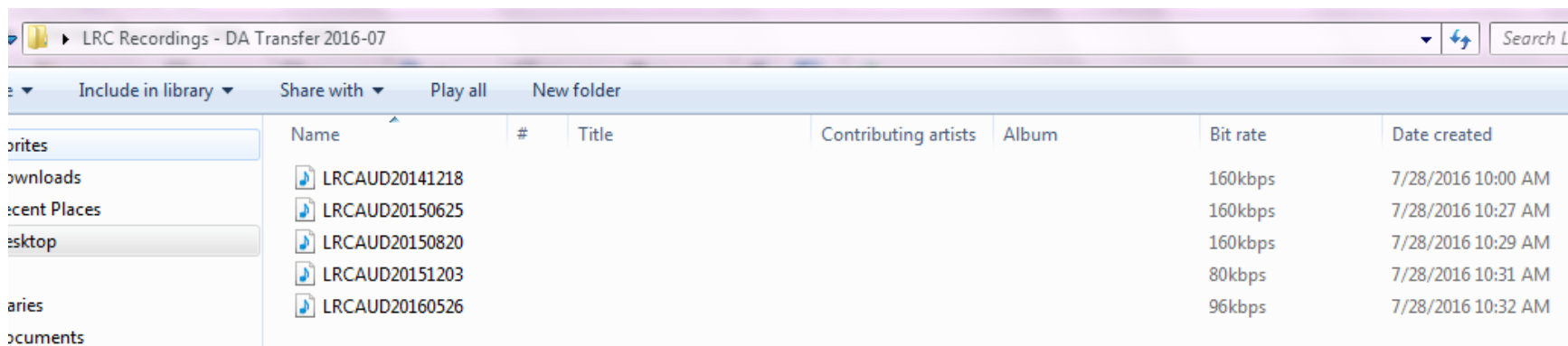
- If **any** of the fields do not display the required values, you will need to convert the files. To do this, check the files that you wish to convert, and make the necessary changes in the Audio section of the main Pazera screen.



6. Identify where you want the converted files to be saved, and click Convert.



7. Navigate to the folder location that you designated for the converted files, and you should find them there.



8. If any questions or difficulties arise, please feel free to contact us at recordsmanagement@sos.wa.gov or 509-413-3296.