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 <u>Pazera Free Audio Extractor</u>, 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).

Pazera Free Audio Extractor 2.2			
File View File list Encoder Help	Links		
🔀 Add files 🙃 Add folder 🛛 🔂 Remove	e 🔁 Convert 🖸 Play 👻 🐻 File info 🔅 Opt	ions 🔺 🚹 🖈	
No File	Directory	Size Duration	▲ Output
			Output directory Output directory = Input directory C:\Users\scott.sackett.SECSTATE\Deskt Browse
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			▲ Profile
			The last session settings
			▲ Audio
			Output format:
			MP3 - MPEG-1 Layer 3
			Bitrate: Auto 🗸 kbit/s
			Sampling freq.: 22050 V Hz Info
			Channels: 2 - Stereo
			Volume:
			Audio track to convert
			Auto (first audio track)
			Additional settings
			Range
			Start time offset: End time offset:
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Preparing Digital Audio Recordings for Transfer to the Digital Archives Version 1.0 (March 2017)

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

Pazera Free Audio Extractor 2.	2	6 mar 1					
File View File list Encoder	Help Links						
🔁 Add files 🛛 🔂 Add folder 🛛 🔂	Remove 🕒 Convert 🕻	Play 👻 🐻 File info 🔅 Option	ns 🔺 🚹	*			
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	🖉 🗸 🕌 « KING 🕨	LRC Recordings - DA Transfer	- 4 • Se	arch LRC Recordings	ordings - DA Tr 🔎 ts: Rename file		
	Organize 👻 New folde	er					
	Downloads 🔺	Name	C	ate modified	Туре		
	Recent Places Decktop	IRCAUD20141218	7	/28/2016 10:27 AM	MP3 Format	gs 👻	
	See Desktop	DRCAUD20150625	7	/28/2016 10:29 AM	E		
	🚍 Libraries	LRCAUD20150820	7	/28/2016 10:31 AM			
	Documents	LRCAUD20151203	7	/28/2016 10:32 AM	MP3 Format		
	A Music ■	LRCAUD20160526	7	/28/2016 10:33 AM	MP3 Format	•	
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	File n	ame: "LRCAUD20160526" "LRCAUD	2014121 - Vide	o and audio files	-		
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L L				_		Hours: 0	
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- 0 **X** Pazera Free Audio Extractor 2.2 File View File list Encoder Help Links 🔀 Add files 🊡 Add folder 🚦 Remove 📑 Convert 🜔 Play 👻 🚺 File info 🔅 Options 🤺 🖬 🖈 No File Directory Size Duration ▲ Output LRCAUD20141218.MP3 1 **V** E:\ 61.30 MB 00:47:59 Output directory LRCAUD20150625.MP3 V E:\ 79.92 MB 00:34:57 Output directory = Input directory 2 C:\Users\scott.sackett.SECSTATE\Deskt Browse... 1 LRCAUD20150820.MP3 3 E:\ 22.63 MB 00:18:17 1 LRCAUD20151203.MP3 E:\ 17.52 MB 00:30:44 4 If output file exists: Rename file • 1 LRCAUD20160526.MP3 5 E:\ 14.26 MB 00:24:18 ▲ Profile The last session settings Audio Output format: MP3 - MPEG-1 Layer 3 • Bitrate: Auto kbit/s ▼ Hz Info Sampling freq.: 22050 Channels: 2 - Stereo 🔻 Volume: 100% Audio track to convert Auto (first audio track) Additional settings Range Start time offset: End time offset: Hours: 0 Hours: 0 195.64 MB 02:36:15 5 5 Min.: 0 Min.: 0 ъ
- 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:

File properties 23 File name: LRCAUD20141218.MP3 Directory: E:\ General info File size: 61.30 MB Number of all data streams: 1 Duration: 00:47:59.14 Number of video streams: 0 Overall bitrate: 178 kbit/s Number of audio streams: 1 Format: MPEG Audio Encoded application: LAME3.99r Video stream Audio stream 1 -Video codec: Audio codec: MPEG Audio - Version 1 Profile: Profile: Layer 3 Bitrate: Bitrate: 178 kbit/s VBR Resolution: Channels: 2 Sampling rate: 44 100 Hz Display aspect: Frames / second: Bits per sample: Samples: ~ 126 969 984 Scan type: Pixel format: Video delay: 0 ms Bits / pixel: Language: Frames: Stream size: 61.3 MB (100%) Encoded library: LAME3.99r Stream size: Encoded library: Stream index: 0 Stream index: Data streams (FFmpeg) Detail × Stream Stream #0:0 Audio: mp3, 44100 Hz, stereo, s16p, 178 kb/s Copy E Save... Close

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



5. 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.

Pazera	a Free	Audi	o Extractor 2.2							
File Vie	w	File lis	st Encoder Help	Links						
🔂 Add fi	les (Ac	ld folder 🛛 🔂 Remove	🕒 Convert	🕞 Play 👻	File info	🔅 Optio	ons 🕋	🖬 🖈	
No	Δ		File		Directory			Size	Duration	▲ Output
▶ 1		۵	LRCAUD20141218.MP3		E:\			61.30 MB	00:47:59	Output directory
2	V	۵	LRCAUD20150625.MP3		E:\			79.92 MB	00:34:57	Output directory = Input directory
3	1	۵	LRCAUD20150820.MP3		E:\			22.63 MB	00:18:17	C:\Users\scott.sackett.SECSTATE\Deskt Browse
4	V	۵	LRCAUD20151203.MP3		E:\			17.52 MB	00:30:44	I If output file exists: Rename file
5	V	۵	LRCAUD20160526.MP3		E:\			14.26 MB	00:24:18	
	V									A Profile
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Preparing Digital Audio Recordings for Transfer to the Digital Archives Version 1.0 (March 2017)

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

Pazer	a Free	e Audio	Extractor 2.2				1			
File Vi	iew	File list	Encoder Help	Links						
🔂 Add	files	🕞 Add	folder 🔓 Remove 日	Convert 🜔 Play 👻 🐻 File info 🕸	Options 🛉	· 🖪 🗦	e			
o		File		Directory	Size	Duration	Audio	Video	Status	▲ Output
	/	LRCA	UD20141218.mp3	C:\Users\scott.sackett.SECSTAT	54.92 MB	00:48:02	MPEG Audio - Versi		OK - Rena	Output directory
2	1		UD20150625.mp3	C:\Users\scott.sackett.SECSTAT	39.96 MB	00:34:57	MPEG Audio - Versi		OK - Ren	Output directory = Input directory
:	/		UD20150820.mp3	C:\Users\scott.sackett.SECSTAT	20.92 MB	00:18:18	MPEG Audio - Versi		OK - Rena	C:\Users\scott.sackett.SECSTATE\Desktop Browse
-			UD20151203.mp3	C:\Users\scott.sackett.SECSTAT	17.59 MB	00:30:46	MPEG Audio - Versi		Converti	If output file exists: Rename file
i 🛛	1		UD20160526.mp3	C:\Users\scott.sackett.SECSTAT	16.69 MB	00:24:20	MPEG Audio - Versi		Ready	
										A Profile
			Progress: 34%						23	The last session settings
			Encoder output:	🗹 Don't show encoder output			Close after conversion			
			Please wait						~	Audio
										Output format:
										MP3 - MPEG-1 Layer 3
										Director Auto
										Bitrate: Auto • KDit/s
										Sampling freq.: 22050 V Hz Info
										Channels: 2 - Stereo 💌
										Volume: 100%
										Audio track to convert
										Auto (first audio track)
										Additional settings
										Range
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									-	
			Status:	Converting file: 4 / 5 :::: Complete: 34 %						After conversion: Do nothing
			Input file:	C:\Users\scott.sackett.SECSTATE\Desktop\I	RC Recordings	- DA Transfe	2016-07\LRCAUD2015120	3.mp3		De nouning
			Output file:	C:\Users\scott.sackett.SECSTATE\Desk	top\LRC Recor	dings - DA 1	ransfer 2016-07\LRCAU	D20151202 001 ~		Additional FFmpeg command-line parameters:
			Progress		34%			Abo	rt 🛛	



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

LRC Recordings - DA Transfer 2016-07 Search											
• • Include in library •	Share with 🔻 🛛 Play a	ll Ne	w folder								
orites	Name	#	Title	Contributing artists	Album	Bit rate	Date created				
ownloads	LRCAUD20141218					160kbps	7/28/2016 10:00 AM				
cent Places	LRCAUD20150625					160kbps	7/28/2016 10:27 AM				
esktop	LRCAUD20150820					160kbps	7/28/2016 10:29 AM				
	LRCAUD20151203					80kbps	7/28/2016 10:31 AM				
aries	LRCAUD20160526					96kbps	7/28/2016 10:32 AM				
ocuments											

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