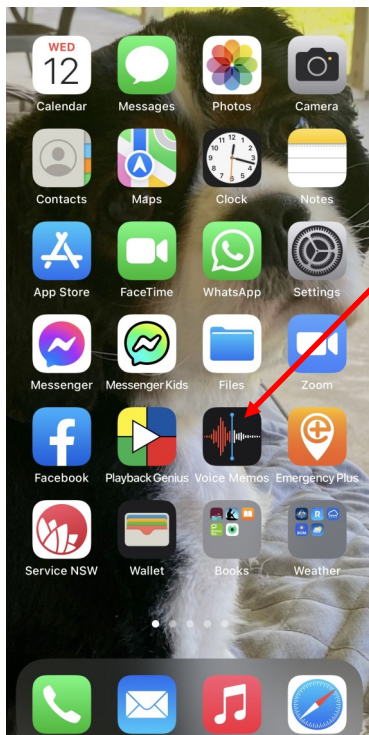


How to convert audio files to mp3 For iPhones

FAQ'S

1. What format am I recording in?

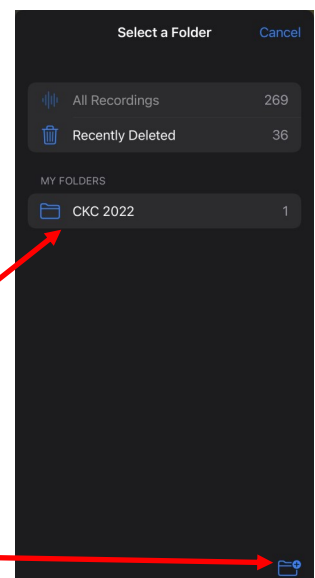
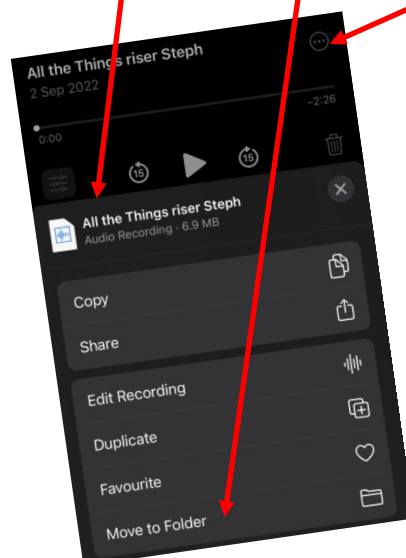
- ♦ If you record on your mobile or computer your file may record in a format like **m4a**, **wav** or **aac**.
- ♦ These files can be easily converted to the smaller **mp3** format to make sure all assessors can access them easily on their platforms!
- ♦ It's a good idea to **save** your recordings (files) to your mobile file folder (*) or on your computer for easy access.



FAQ'S

2. How do I save my files? (*)

- ♦ Click on your audio app (**Voice Memos**) on the Home screen
- ♦ Select the **song** you want to move & send
- ♦ Click 3 dots in top righthand corner & select '**Move to Folder**'.



- ♦ If you already have a **Folder** created (eg **CKC 2022**) click on this.
- ♦ If you want to create a **new folder**, click on this & name it for next time.

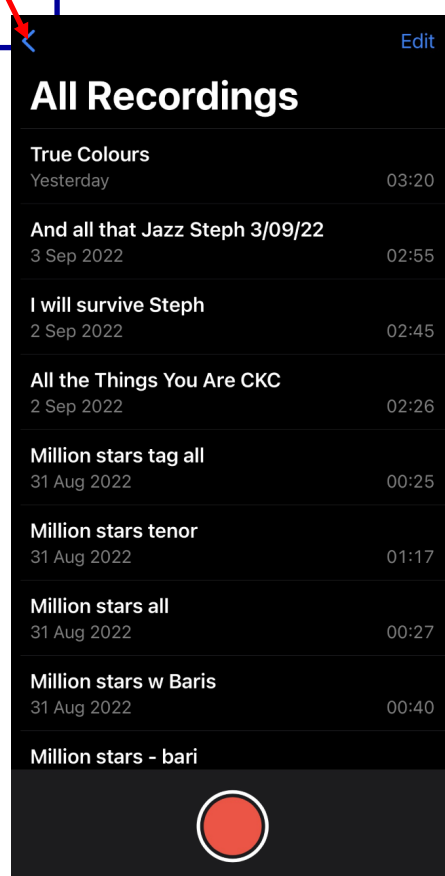
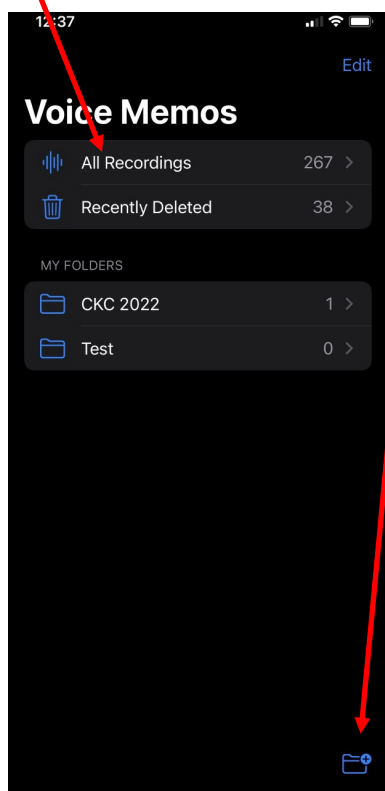
- ♦ Your song is now in this **folder** (eg **CKC 2022**)



FAQ'S

3. How can I find these files again?

- ♦ Open **Voice Memos**, click the **left blue arrow** in the left corner above **All Recordings**
- ♦ You'll see **All Recordings**, **Recently Deleted**, and your **Folders** (eg CKC 2022, which you can also edit or even create new Folders).

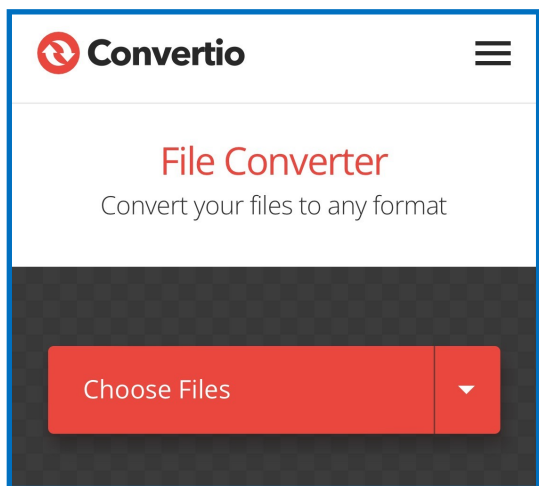


FAQ'S

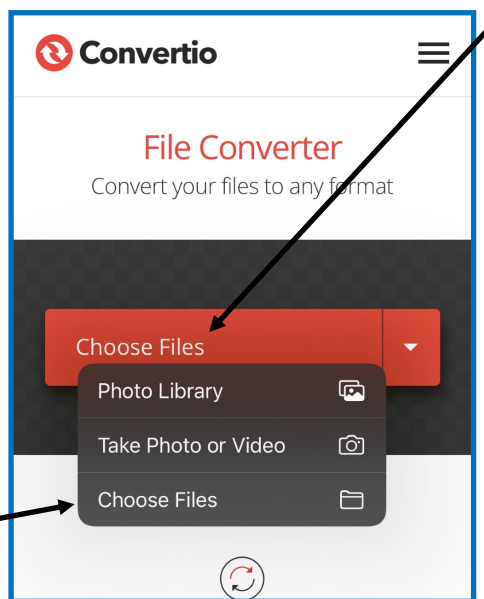
4. What program or app can I use to convert files?

- ♦ Use a free online converter (try Google!), eg convertio.co (see below for iPhone steps) or online-audio-converter.com, or iTunes.
- ♦ How do I do this? (see p3-4!)

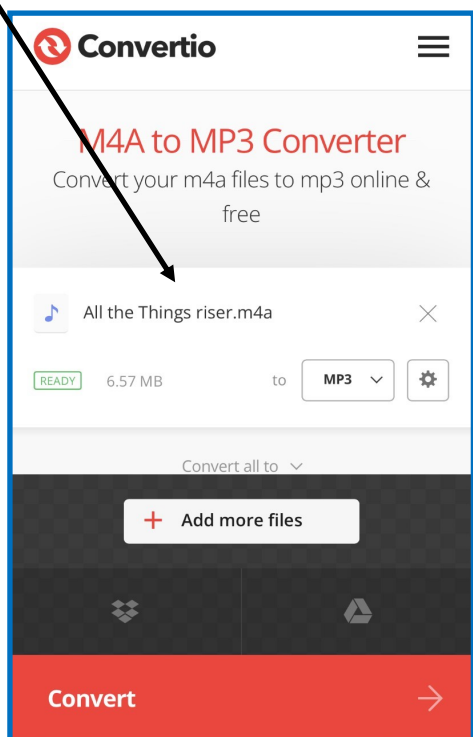
1. Open free program eg [Convertio.co](https://convertio.co) on web browser (on your iPhone or computer)



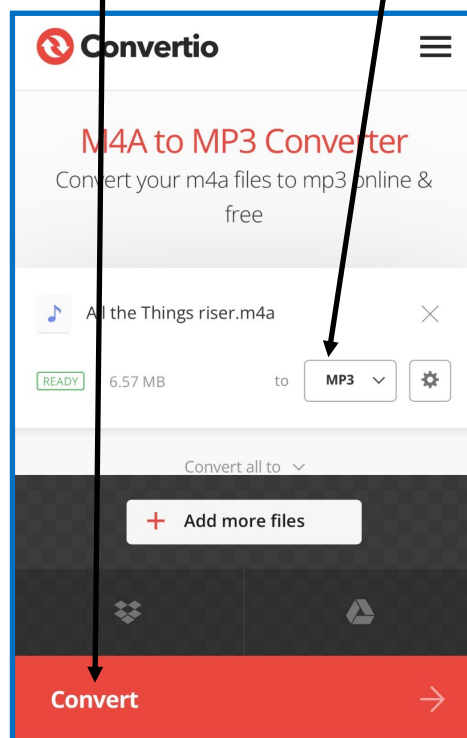
2. Click on **Choose Files** to see drop down menu



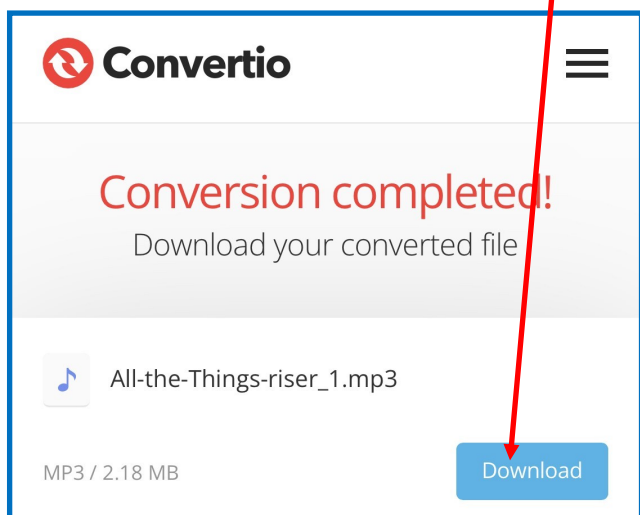
3. Select **Choose Files** again & find your audio file from folder on your mobile (see p2!).



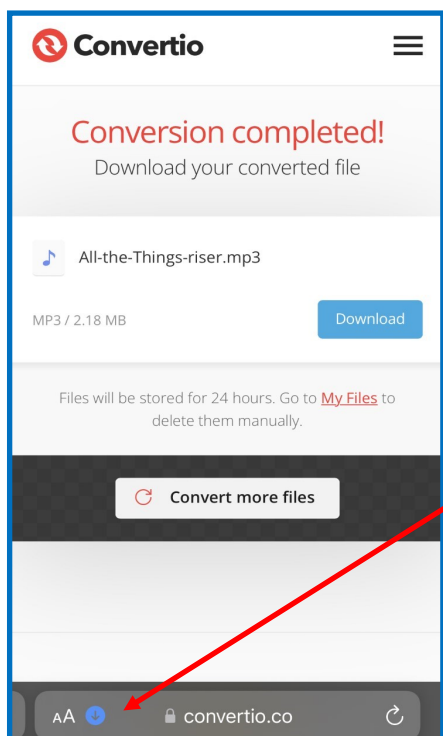
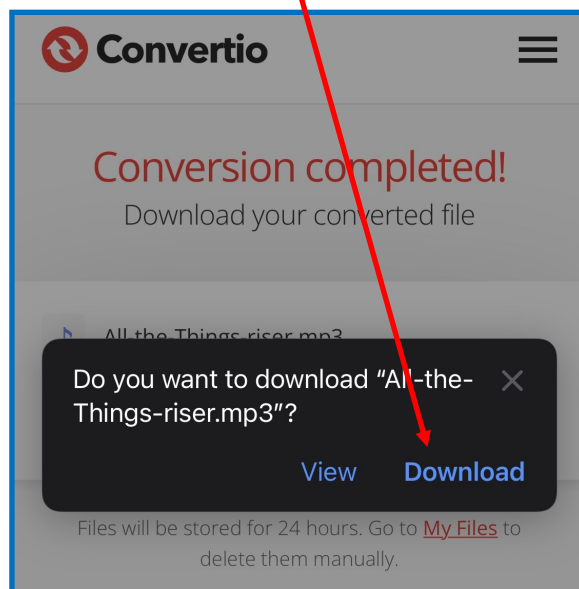
4. Click the file then 'to **MP3**' then **Convert** (note it's in the m4a format).



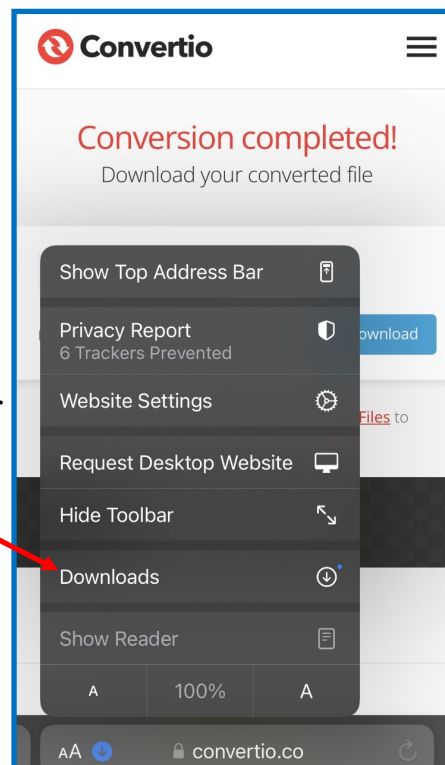
5. When conversion is completed, click **Download**



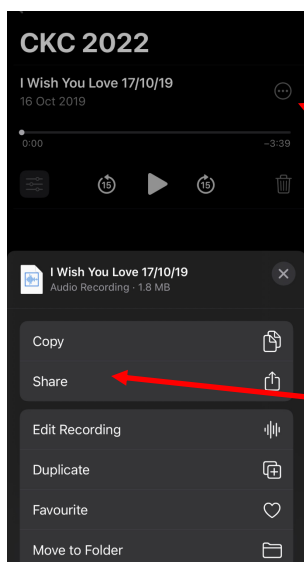
6. Click **Download** again.



7. Click on **blue download arrow** to access your downloaded file. You can also convert more files now.



8. Click on **Downloads** to view it.



*Then you can click the 3 dots in the top right hand corner of the song selected, then **Share** to send riser to your assessor via email, text message or I-message!
Ask for a demo if you need!*