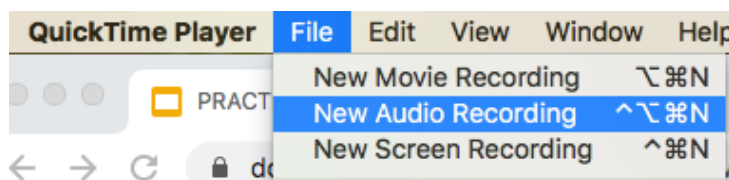


How to Record & Convert Audio Files on a Mac

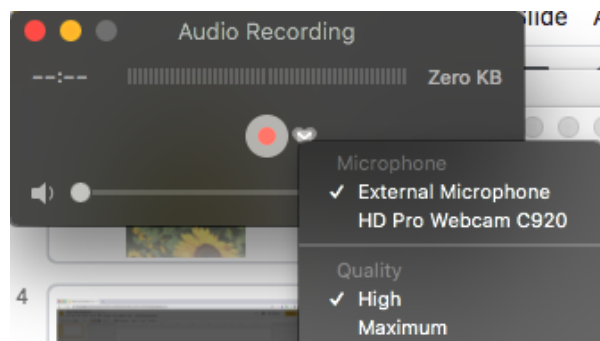
Google Slides only accepts two types of audio file formats: **mp3s** and **wavs**. Unfortunately, many of our computers, including our macs, do not have easy ways to record these formats. Instead, Quicktime audio files are recorded as m4a files and need to be converted before they can be used by Google Slides. There are unapproved websites that do this, but there is also a tool called VLC that you can use to convert your files for free and keep them all on your computer. *Note: some may have VLC already installed; others may need to request the install from the helpdesk.*

Step 1. Record Audio

On a mac, open QuickTime and choose New Audio Recording.



Choose your microphone, and click the red circle to record your audio. Save your audio recording on your computer.



Step 2. Convert Audio

Open VLC on your computer and choose File and then Convert/Stream.



Click **open media** and select the audio file that you recorded and saved on your computer. In the Choose Profile dropdown, change the file type to Audio - MP3. Click on Save as File and rename and save the file to your computer. **BE SURE TO INCLUDE .mp3 AT THE END OF THE FILE NAME.**

