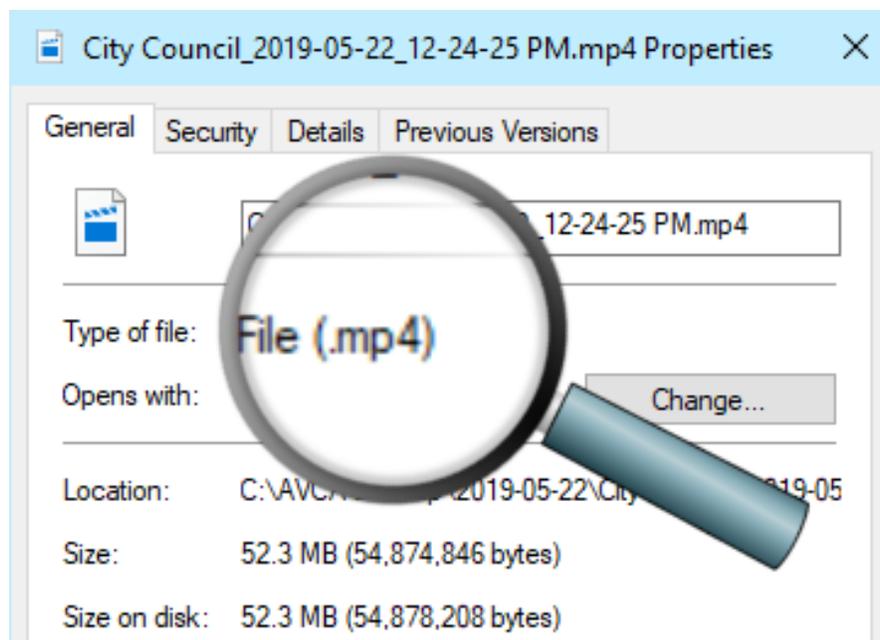# How-to Guide:
Import an Audio-Only MP4

AV Capture All
19125 Northcreek Parkway, STE 120
Bothell, WA 98011
Phone: 888.360.2822
Fax: 253.414.1990
support@avcaptureall.com
http://www.avcaptureall.net/

❧ Overview ❧

The purpose of this guide is to walk you through the steps necessary to import an audio-only MP4 file from an external source into an AV Capture session. If at any time you have questions regarding this process, please call our customer support line at 888-360-2822 or email us at Support@AVCaptureAll.com.

❧ Prerequisites ❧

Audio files to be imported into an AV Capture session must be in MP4 or MP3 format. If you are uncertain what format your audio file is in, you can find out by checking the file extension (e.g. meeting-recording.mp4). If the file extension is hidden, simply right-click on the file and select Properties from the dropdown menu. As shown below, the file extension can be found in parentheses next to "Type of file".

If the file format is MP3, use this how-to guide instead, which applies specifically to MP3 audio file importation.

If the file format is MP4, skip ahead to the Directions section. If the file format is not MP3 or MP4, continue on to the Conversion to MP4 section.

❧ Conversion to MP4 ❦

This section only applies to audio files that are not in the MP4 format (e.g. WMA, AIFF, WAV, etc.).

Third-party software is required for conversion to MP4. We recommend Any Video Converter, though any software that provides the necessary conversion may be used. To provide the level of detail desired in this guide, the following directions assume Any Video Converter is used.

The free version of Any Video Converter is available for download here. During installation, select Advanced Options, and deselect any bundled software listed. Once the installation is complete, use the following steps to perform the conversion.
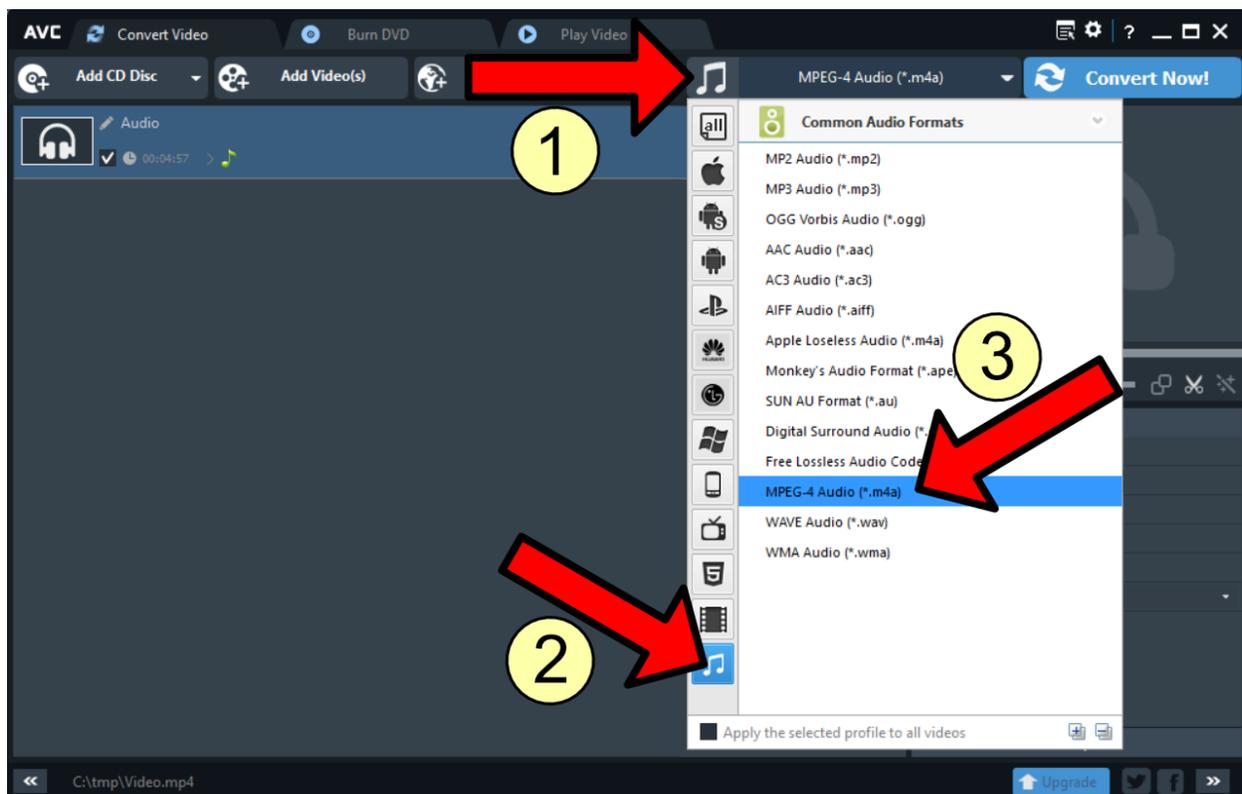
Step 1: Open Windows File Explorer and navigate to the folder where the audio file is located.

Step 2: Open Any Video Converter.

Step 3: Drag the audio file from the File Explorer window and drop it on Any Video Converter.
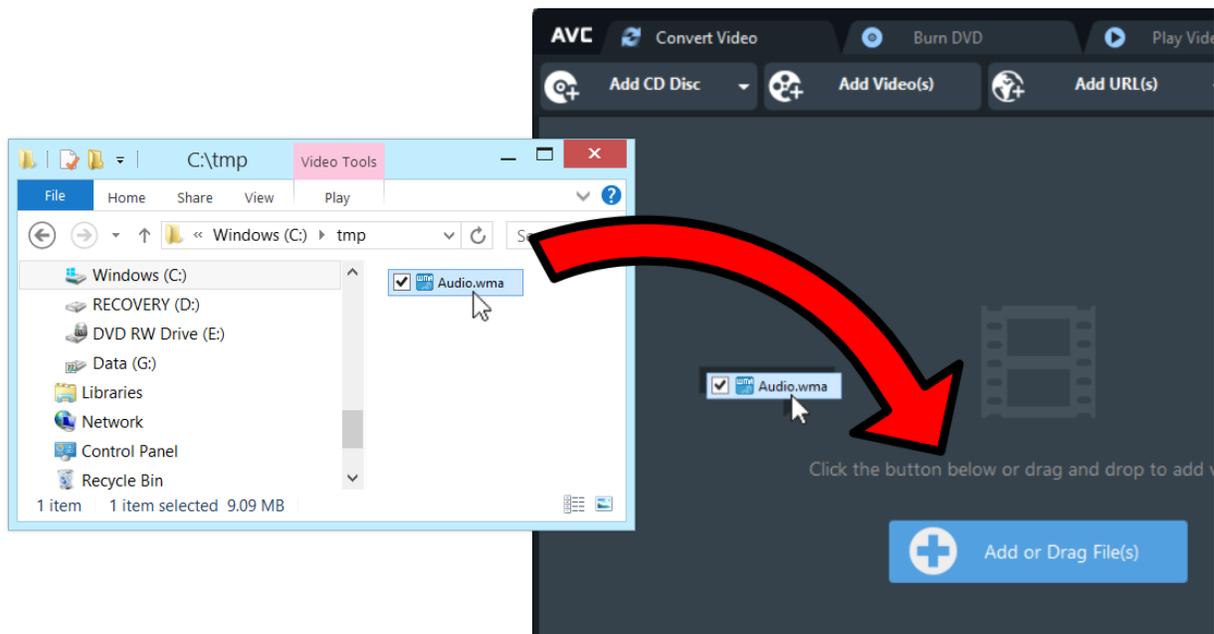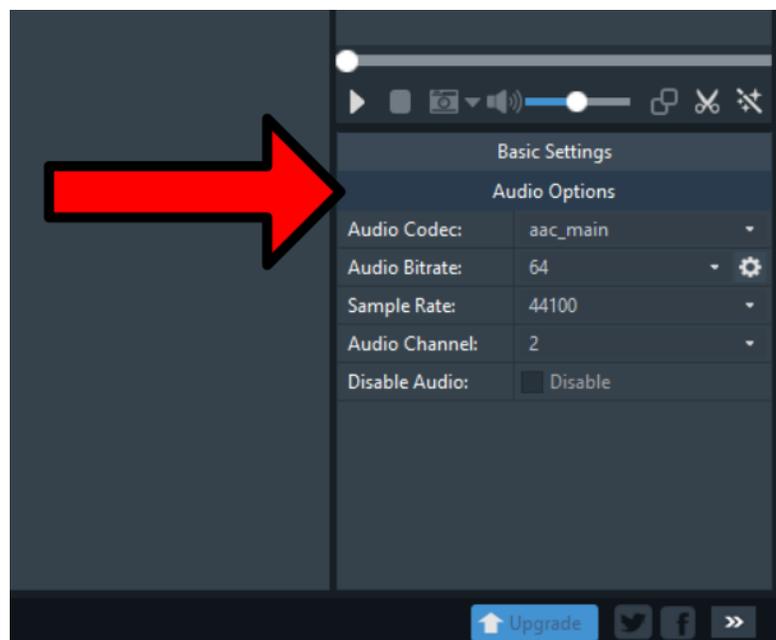
Step 4: Next, click the Select Output Profile dropdown menu (①), navigate to the Audio Files tab (②), and select MPEG-4 Audio (③).

Step 5: In the lower-righthand corner of the window (below Basic Settings), click Audio Options to expand that section. Update the settings as follows:

- ➢ Audio Codec = aac_main
- ➢ Audio Bitrate = 64
- ➢ Sample Rate = 44100
- ➢ Audio Channel = 2

Step 6: In the upper-righthand corner of the window, click the Convert Now button.

Step 7: Upon completion, a File Explorer window will open to the temporary location of the converted file. Click on the file twice slowly (as you would to rename a file) and change the file extension from ".m4a" to ".mp4". Click OK in the subsequent confirmation window.
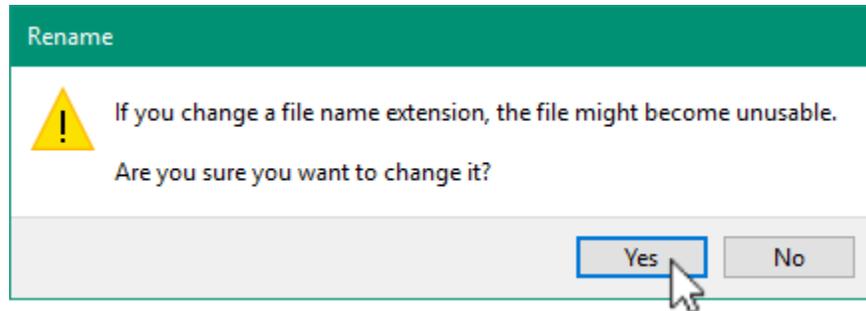

The MP4 video file can now be moved to a location that is easier to remember (such as the Desktop).

You are now ready to import the MP4 file you just created. Continue on to the Directions section for steps on how to do so.

❧ Directions ❧

Step 1: Create a new session or open a session that has not yet been recorded to.

Step 2: Click the Import AV button (①). In the subsequent folder, find and select the MP4 media file you want to import (②) and click Open (③).
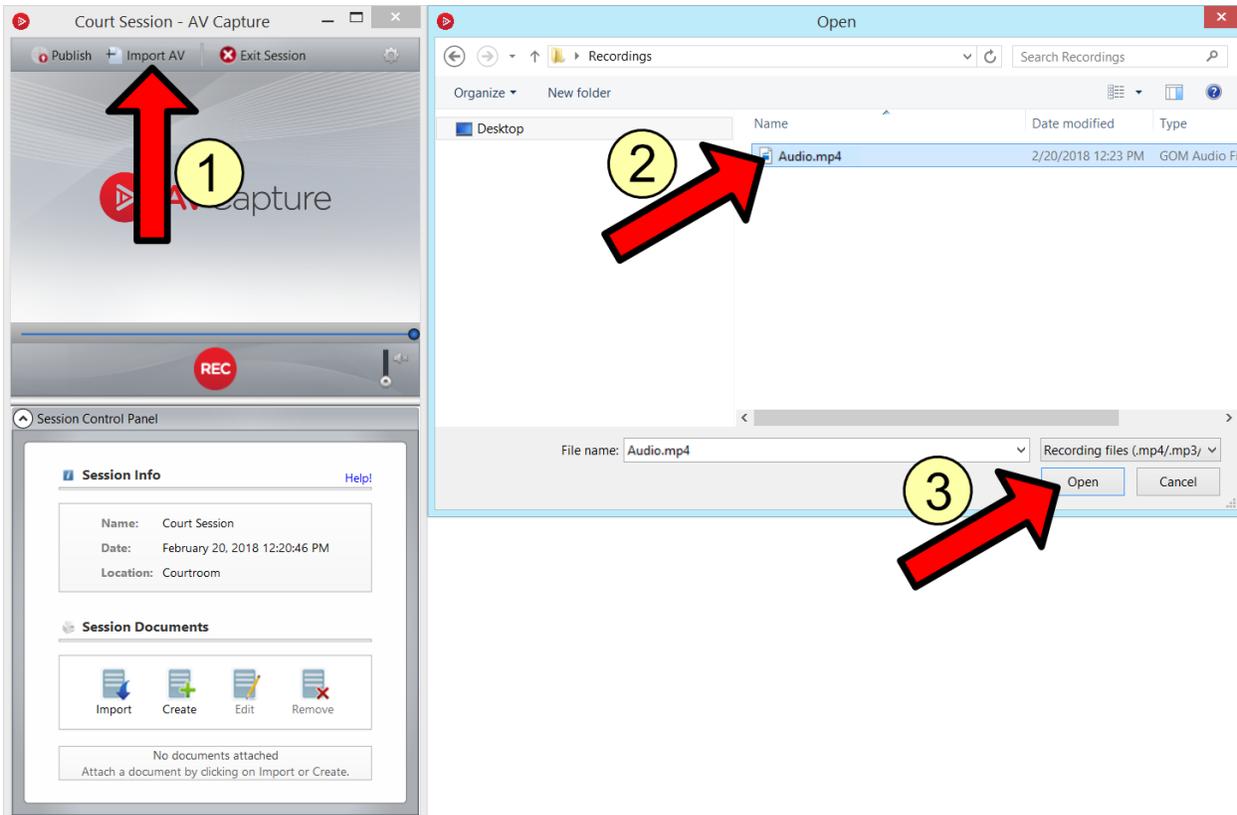
Step 3: Import any session documents you wish to attach.

Step 4: After verifying that everything looks and sounds good, publish the session.

Step 5: Once the publish is complete, view the session online and verify that it plays back successfully.

❧ Summary ❧

If you followed the steps above, you have successfully imported an audio-only MP4 file and verified that it plays back successfully in AV Capture and online. If this is not the case, please call our customer support line at 888-360-2822 or email us at Support@AVCaptureAll.com.