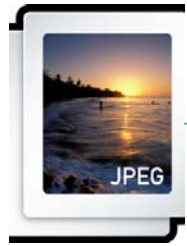
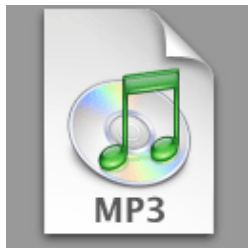


Workflow for today



Photo



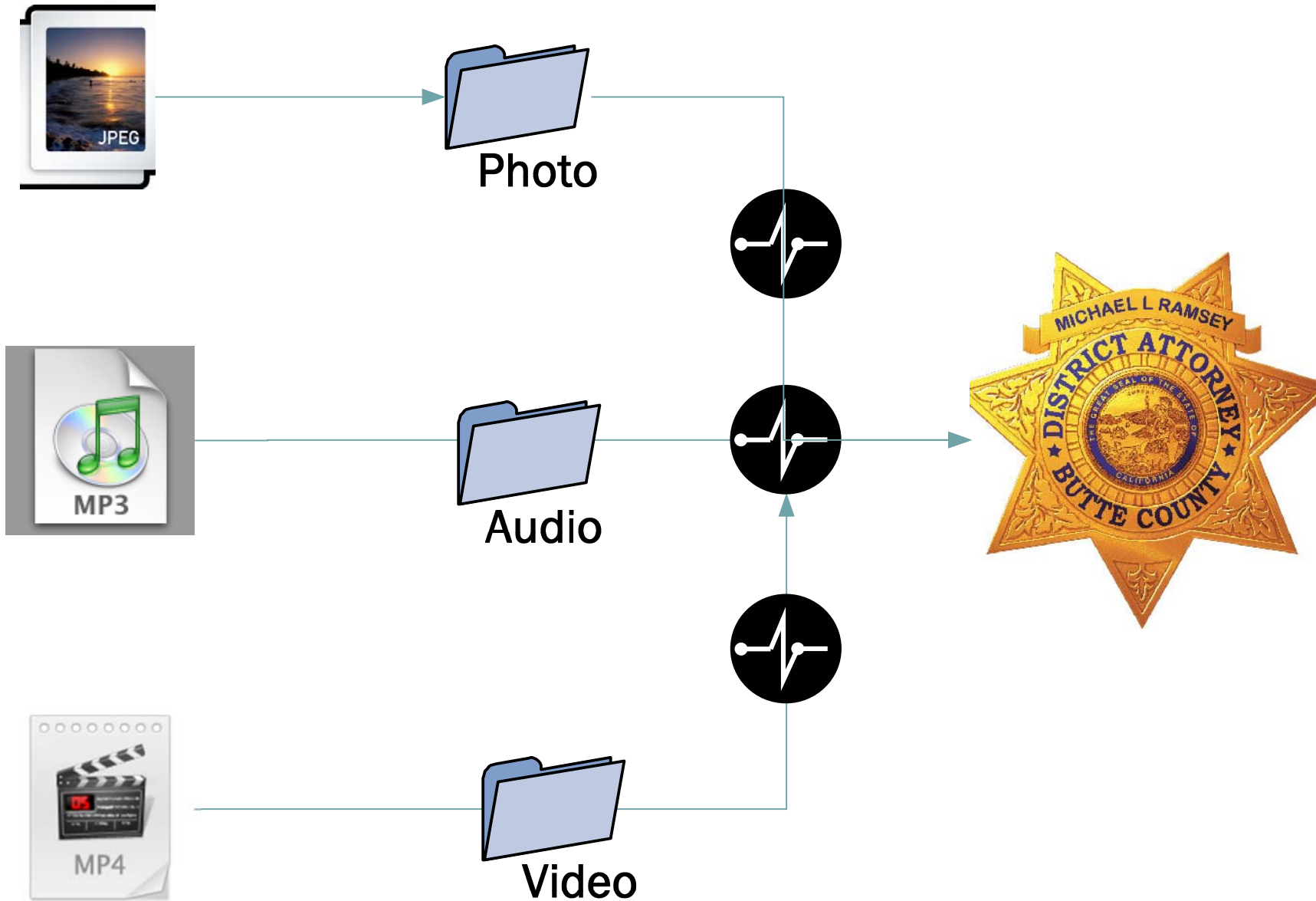
Audio

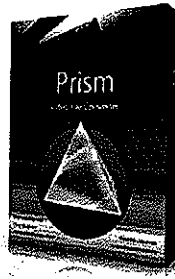


Video



Workflow for future





At the District Attorney's office we have decided on using MP4 files for all of our video. To this end we are now using a software product called Prism Video Converter to convert video.

This product is made by NCH Software. There is both a free and a plus version and they both can be viewed here:

<http://www.nchsoftware.com/prism/index.html>

The free version should do most converting tasks for you office. If you find you need the plus version it is about \$45.00.

Here is the software information:

Prism Video Converter Software

Convert AVI, MP4, WMV, MOV, FLV and many other video file formats

Convert or **compress** video files within minutes of downloading.
Universal video converter supporting all popular formats including DVD files.
Includes a **batch converter** to convert thousands of video files in one go.

Prism is a **free video converter** for Windows and Mac. It can convert video files from avi, wmv, 3gp, mov, flv and more into avi, mov, asf, wmv, mp4, 3gp and others. It can also **convert DVD** discs to your hard drive or compress video files to reduce size.

Prism is one of the most stable and comprehensive multi format video converters available and it is very easy to use. Just add the files you want to convert to the list, select the format you want to use, and then click the convert button.

We make this software free in the hope you will like it so much you will upgrade to *Prism Plus* which supports additional encode-to-formats for professionals. You can download [Prism Plus demo here](#) or [Purchase Prism Plus online here](#).

If you have any questions about this or any other Audio/ Video concerns please contact me at:

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For our audio conversions we use a product called Switch. It is made by a company called NCH Software (<http://www.nch.com.au/>). The program is free for most audio conversion tasks and we use it to convert various file types to *mp3* files.

There is a plus version which allows you to convert almost any type of audio file to any other type. We use the plus version to directly convert our investigator's digital recorder files from their native format to *mp3*. Right now the plus version is about \$35.00 dollars.

We have chosen this program for its ease of use. It has a drag and drop interface. It is also programmable if you wish.

The Switch Audio Converter Software page is located at:
<http://www.nch.com.au/switch/index.html>.

From their web page:

Switch Audio Converter Software

Convert and encode sound files on Windows and Mac

Audio converter for Windows or Mac OS X. Convert audio files from many different file formats to mp3, wav or wma. For example convert wav to mp3, mp3 to wav, **wma to mp3** or many other formats. Even convert audio from DVDs. Just add the files you want to convert, select the output format, and then click convert.

Switch is the most comprehensive and stable sound converter program around. You can convert your sound files into the formats you need to compress for storage, create ringtones, add to a presentation, listen on your portable device and much more. In fact, the possibilities are endless using this powerful audio conversion software.

We make Switch free in the hope you will like it so much you will decide to upgrade to Switch Plus which supports additional encode-to-formats. You can download Switch Plus demo here or purchase Switch Plus online here.

If you have any questions please contact me at:

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