## **Convert Media**

- 1. In the right pane, click the audio or video file.
- 2. At the top of the right pane, click the Convert button.
- 3. The Convert Media dialog box appears. If necessary, click Download to download and install FFmpeg.
- 4. In the Available Conversions box, select the desired conversion.
- 5. Click Begin Conversion.
- 6. Conversion Finished Successfully appears in the dialog box. A Show Details button also appears.
- 7. The converted or extracted copy of the file appears in the list of files, with an appropriate file name change.