



## MODULE 3:

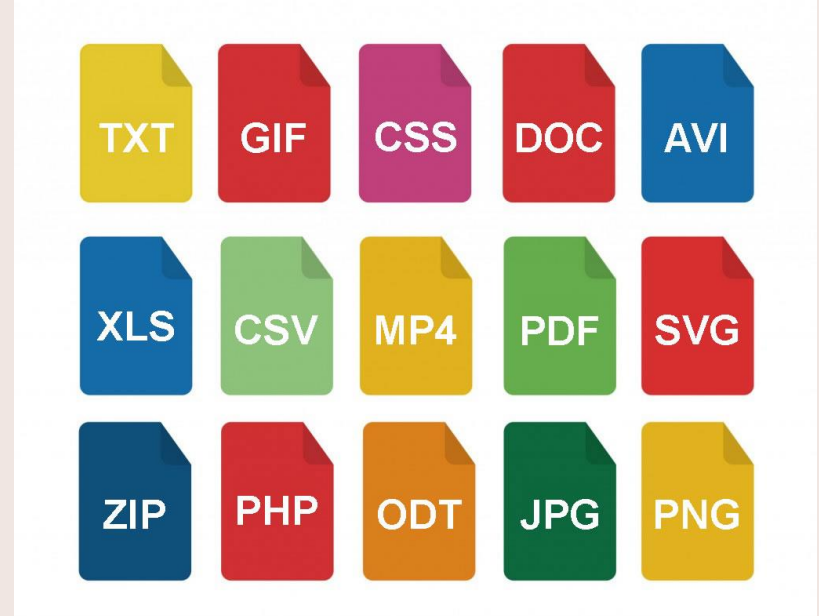
# Digital Communication, Content Sharing and Responsible Practices. How to share the digital content through digital platforms?

CONTENT 10: How To Change The Formats Of Contents



# Converting Digital Content Formats

Converting digital content from one format to another is often necessary to meet different platform requirements, improve compatibility, or enhance usability.



Source: Freepik

# 1- Text Format Conversion

Changing text formats can help ensure compatibility with different software and devices.

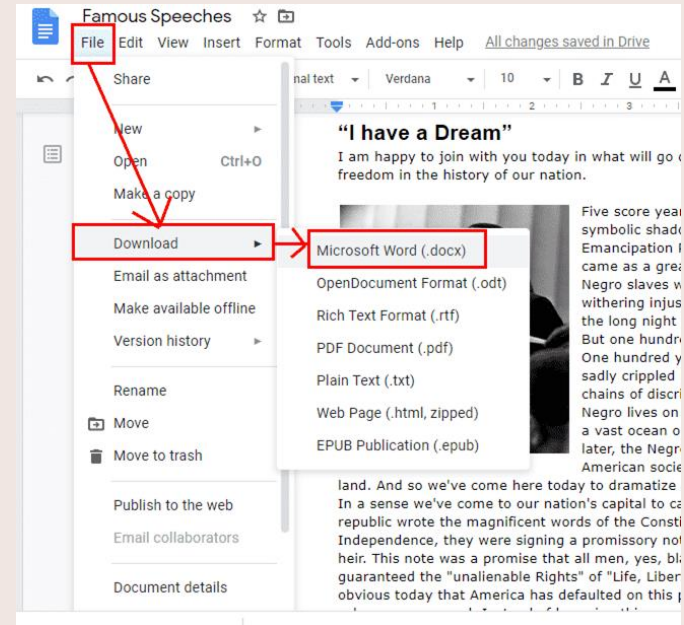
## KEY STEPS:

- **Convert Between Document Formats:** DOCX, PDF, TXT, etc.
- **Export to Different Formats:** Save documents in different formats for compatibility.

## TOOLS:

- **Microsoft Word:** Save as DOCX, PDF, TXT.
- **Google Docs:** Export as DOCX, PDF, TXT.
- **Adobe Acrobat:** Convert various file types to PDF.

cf. Module 2 - Content 2



## 2- Image Format Conversion

Image format conversion is essential for optimizing quality, file size, and compatibility with different platforms.

### KEY STEPS

- **Convert Between Formats:** JPEG, PNG, GIF, TIFF, etc.
- **Adjust Quality and Size:** Optimize images for web use or printing.

### TOOLS

- **Adobe Photoshop:** Save images in different formats.
- **GIMP:** Free tool for image format conversion.
- **Online Converters:** Websites like Convertio and Online-Convert.



Source: Freepik

## 3- Video Format Conversion

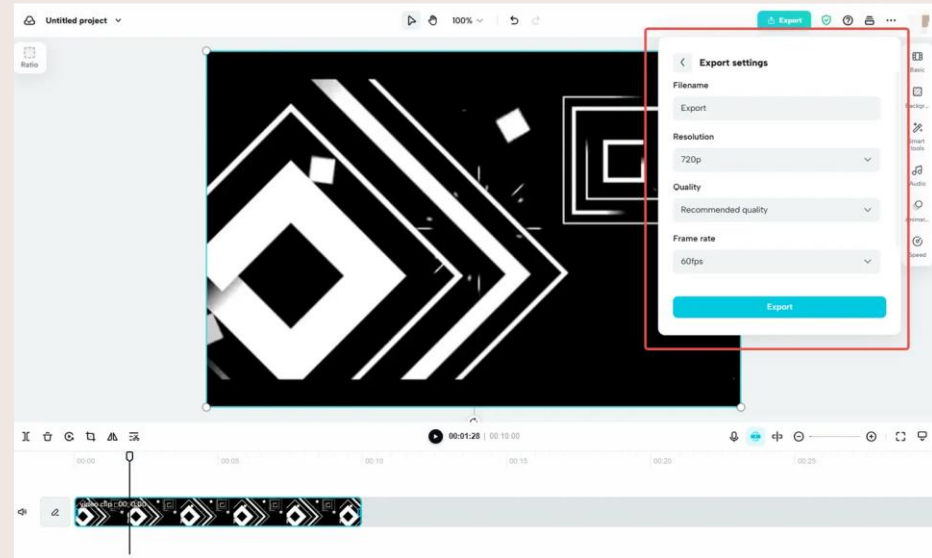
Video format conversion is often necessary to ensure compatibility with different devices and platforms.

### KEY STEPS

- **Convert Between Formats:** MP4, AVI, MOV, MKV, etc.
- **Adjust Resolution and Compression:** Optimize videos for streaming or high-quality playback.

### TOOLS

- **HandBrake:** Free tool for converting videos.
- **Adobe Premiere Pro:** Export videos in various formats.
- **CapCut:** Online video editor with video conversion features



Source: Capcut

## 4- Audio Format Conversion

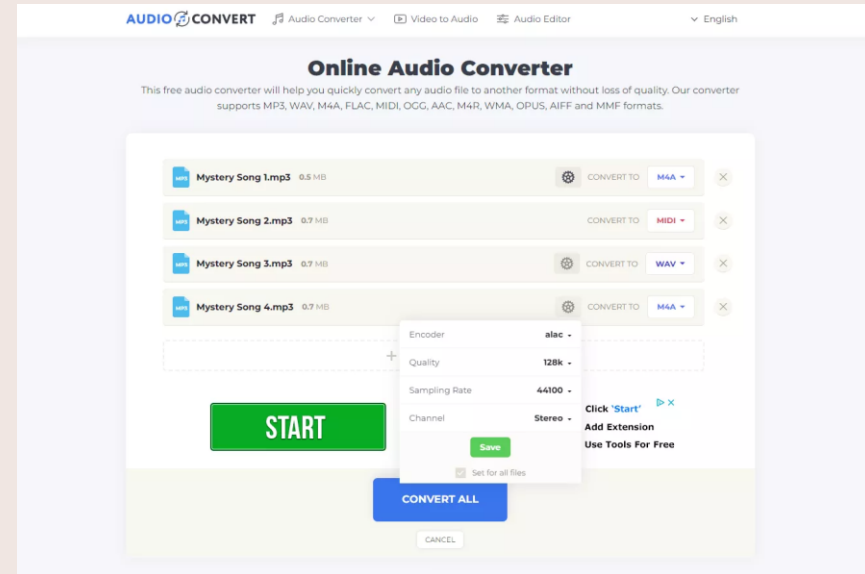
Audio format conversion can help improve compatibility, file size, and quality.

### KEY STEPS

- **Convert Between Formats:** MP3, WAV, AAC, FLAC, etc.
- **Adjust Bitrate and Quality:** Optimize audio files for different uses.

### TOOLS

- **Audacity:** Free tool for audio editing and conversion.
- **Adobe Audition:** Professional audio conversion and editing.
- **Online Converters:** Websites like Zamzar and Online-Convert.



Source: AudioCovrT

# File Format Conversion

How To Convert A Document, Image or Video File To Different Format?

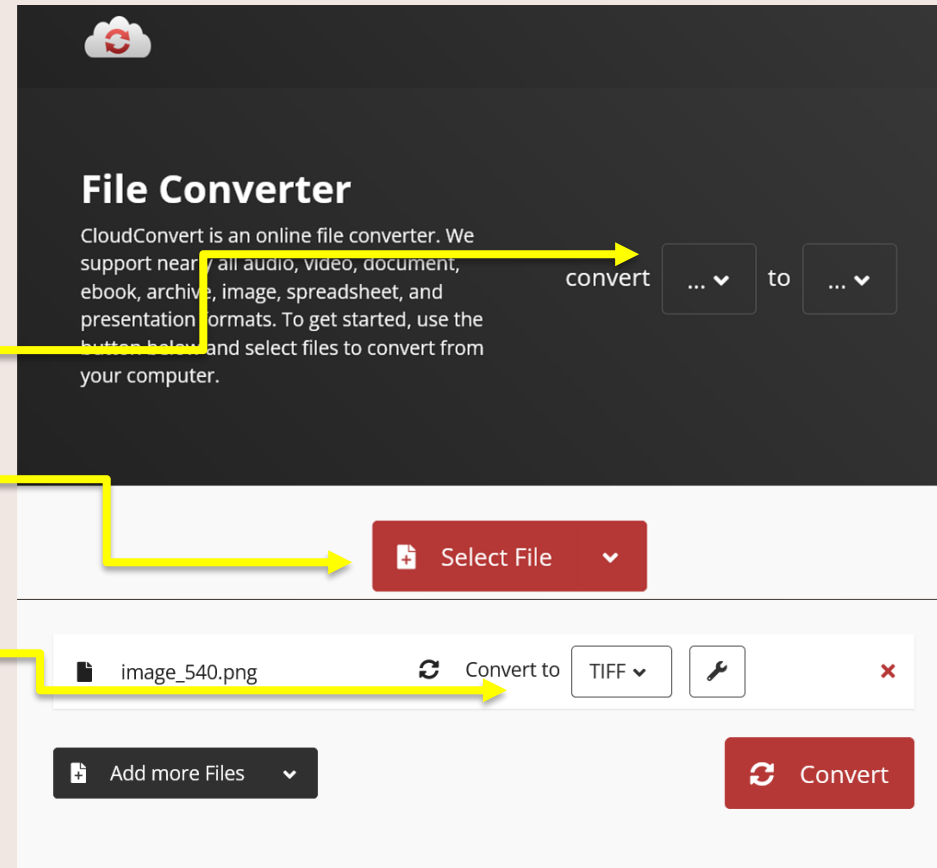
1- Go to <https://cloudconvert.com>

2- Select the file type of your file  
OR

Click and select your file from your device directly

3- Select the file type you want

4- Click "Convert" and click "Download" when finished.



Source: Freepik

## Useful Links

- <https://l24.im/yiw9>
- <https://l24.im/GsUYO>



# References

- <https://creativecloud.adobe.com/>
- <https://www.capcut.com/>