

How To Get Recordings Of Our Sunday Services

Onto The Church Website As Podcasts.

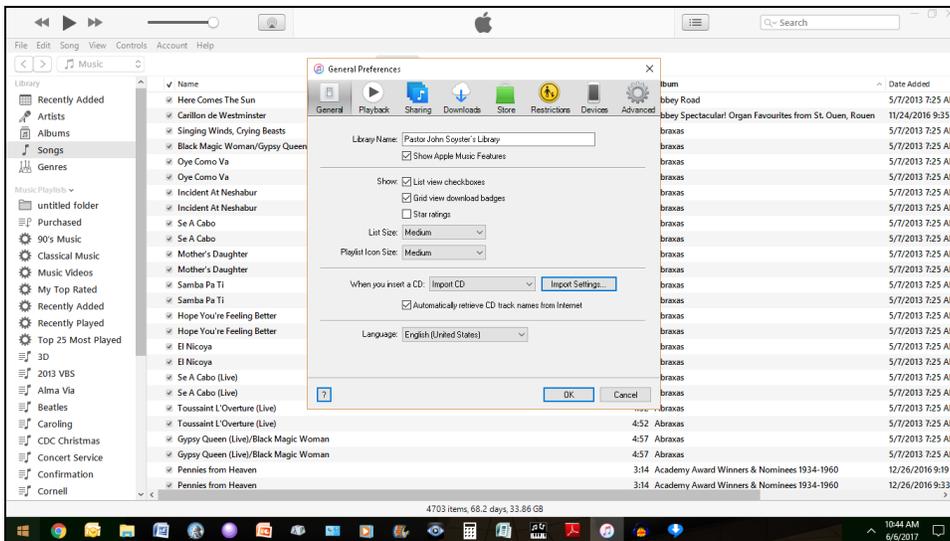
[There are probably easier ways to do this, but this has worked for Pastor John for several years.]

PART ONE - FROM CD RECORDING TO MP3 FILE

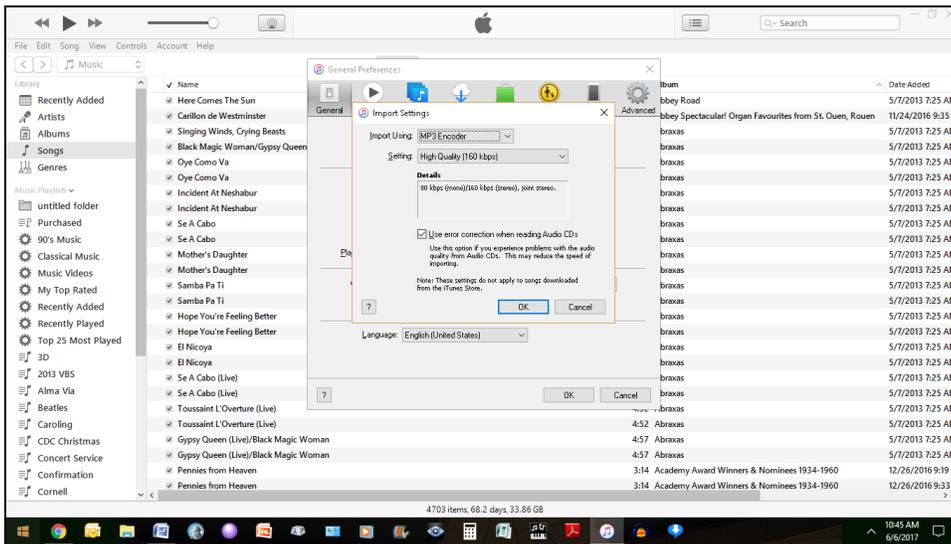
1. Open iTunes.

2. Settings. Make sure the import settings are set for MPE Encoder, High Quality.

- To check this setting, go to **EDIT**, then **PREFERENCES, GENERAL, IMPORT SETTINGS** .



- Choose **Import Using - MPE Encoder**
- Choose **High Quality (160 kbps)**



Choose **OK**, **OK** to exit.

3. Insert CD recording of the service or program.



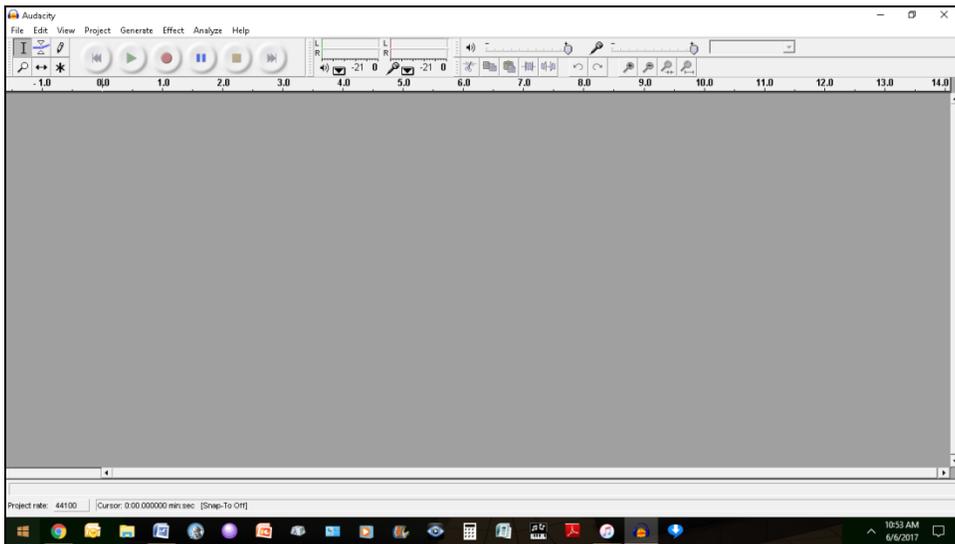
4. **Import** the CD into iTunes. It may ask:

Choose **YES**.

It takes several minutes for the entire disk to import to iTunes. When it is finished, leave iTunes running (you may need it later to find the location of the file you just created).

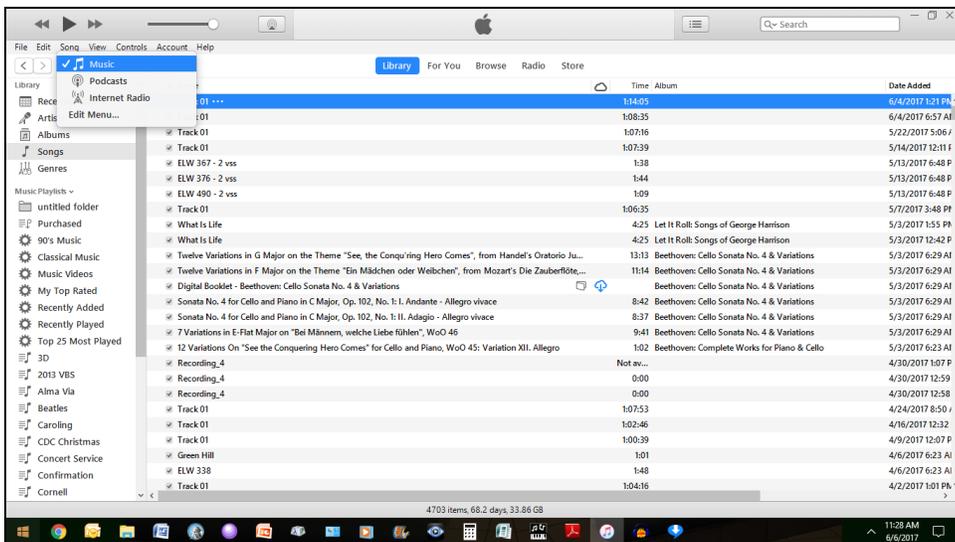
5. Open Audacity:





6. Choose FILE, OPEN. Now comes the fun part - finding where the file you just created is located on the computer. Easiest way is to go back to iTunes...

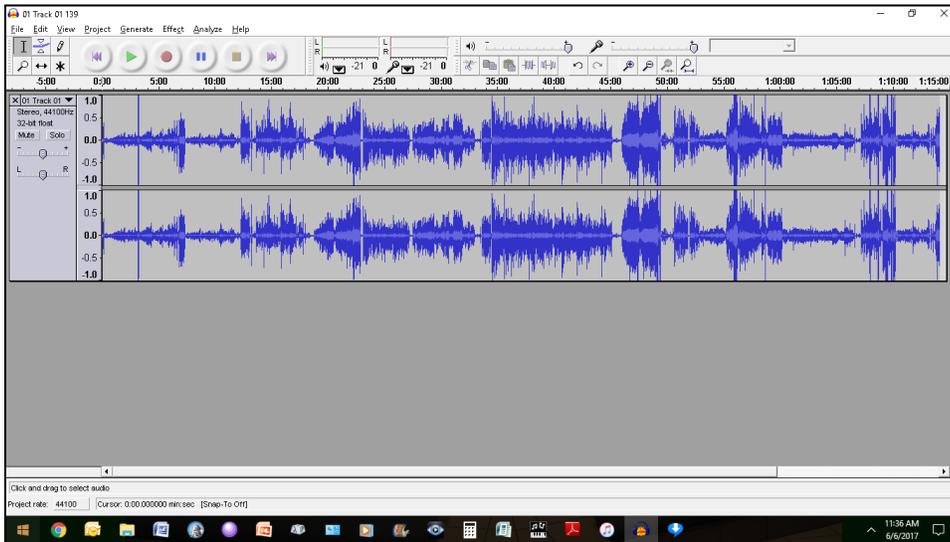
- Make sure you're on the **MUSIC SCREEN**



- If you sort the fields using **DATE ADDED**, the file you want should be on the top.
- Right click on the file, choose **GET INFO**, and then choose **FILE**.
- At the bottom of that pop-up screen you will see **LOCATION**.
- Make note of that information, then go back to Audacity and open the file.

To open the file choose **FILE, OPEN, MUSIC, iTunes, iTunes Media, Music, Unknown Artist, Unknown Album...** And you should see your file. When you double click on it, the file will import. This takes up to a minute or so, give or take.

When the file has finished importing, it will look like this:



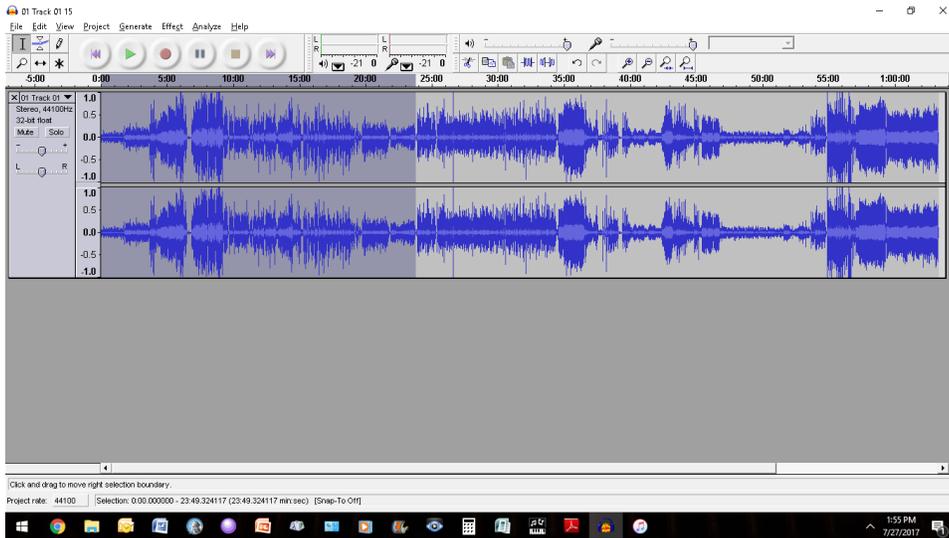
7. Edit the file (optional). This sound file contains all the sanctuary sounds from the time the recording starts until it ends. You may want to edit the beginning (before the Prelude) and end (after the Postlude). **HINT:** To locations in the sound file easier to find, hold down **CTRL** and press the number **1** three times. This will zoom in and make viewing easier.

8. Save the service recording. Choose **File, Export as MP3.**

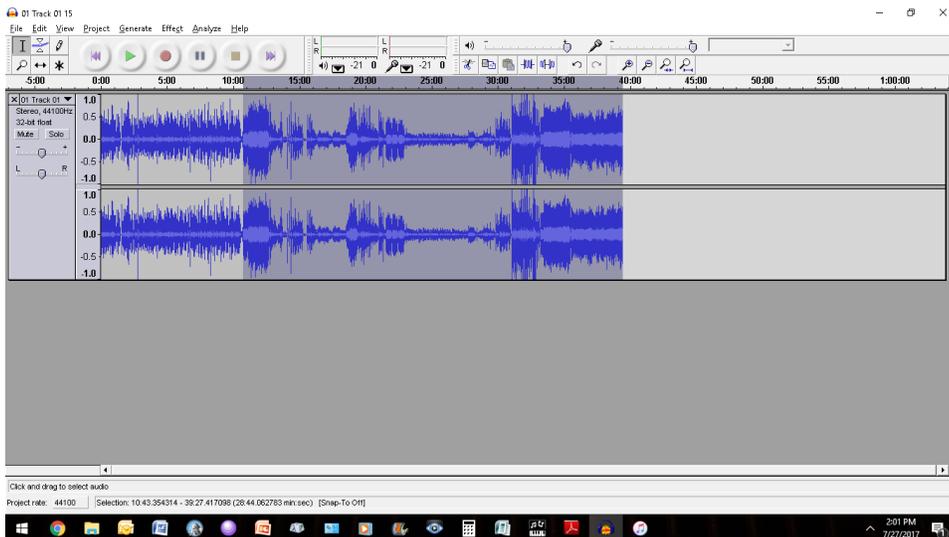
- Give the file a name (example - service072517)
- Save it in the **PODCASTS** folder on the desktop.

9. Save only the sermon.

- With the recording still open, use the cursor to find the start of the Gospel reading. This is usually somewhere around 25 minutes into the service recording.
- When you've found that spot, click on that spot. You'll see a vertical line through the recording.
- Press and hold **SHIFT** and then **HOME**. It should look like this:



- Now press **DELETE**. You've just cut off the first part of the service.
- Now use the cursor to find the end of the sermon.
- When you've found that spot, click on it. That vertical line will appear.
- Press and hold **SHIFT** and then press **END**. This will highlight everything after the sermon, looking like this:



- Press **DELETE** and what you have left is just the sermon.
- **Save the sermon recording.** Choose **File, Export as MP3**.
- Give the file a name (example - sermon072517)
- Save it in the **PODCASTS** folder on the desktop.
- The file is now ready for Sheri to find it and send it to the website. Make sure to leave her a note or an email to let her know there is a new file to send to the website.

PART TWO - FROM MP3 FILE TO PODCAST

1. Locate the file. In the **PODCAST** folder on Heather's computer you should find the .mp3 files that have been prepared for uploading to the website. Copy it to a location on your computer or upload it to Weebly directly from the **PODCAST** folder.

2. Edit the WORSHIP & PODCASTS PAGE.

▪ Scroll down a little bit to the **AUDIO PODCASTS & SERMON TEXTS SECTION.**

▪ In the **left** column (worship service), drag the bottom audio file to the top of the column.

▪ Click on it and choose **UPLOAD FILE.**

▪ Choose **Upload file from your computer.**

▪ Find and choose the file for the service on your computer or in the **PODCAST** folder on Heather's computer. It should look something like **service072517.mp3**

▪ When it finishes uploading, edit **TRACK INFO** with the date and publish

▪ Do the same thing in the right column for the audio file for just the sermon (example: **sermon072517.mp3**).

▪ I usually edited the **TRACK INFO** with the sermon title and date. But lately it has not been displaying.