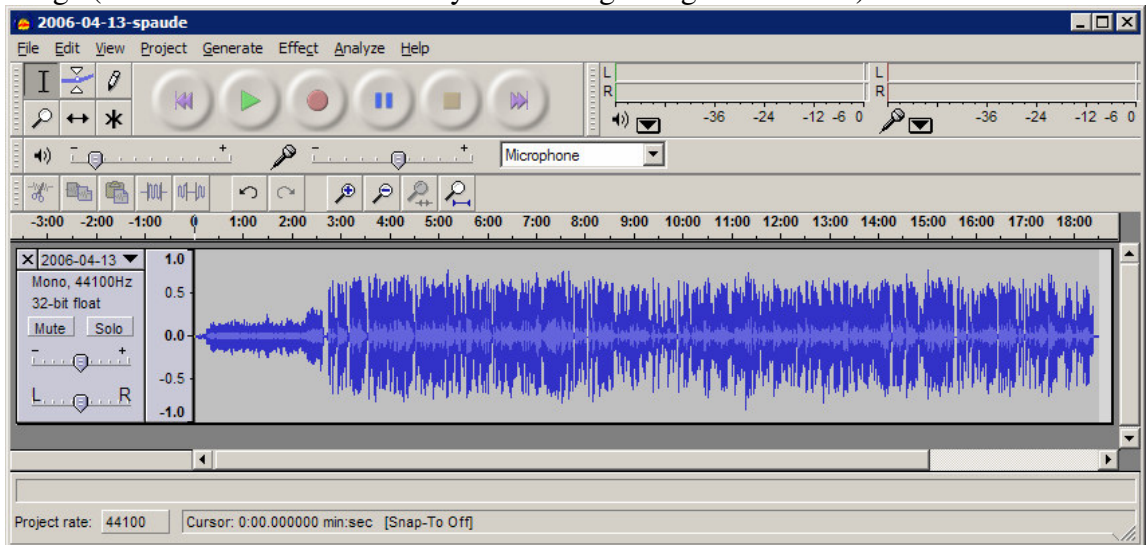


Record the sermon:

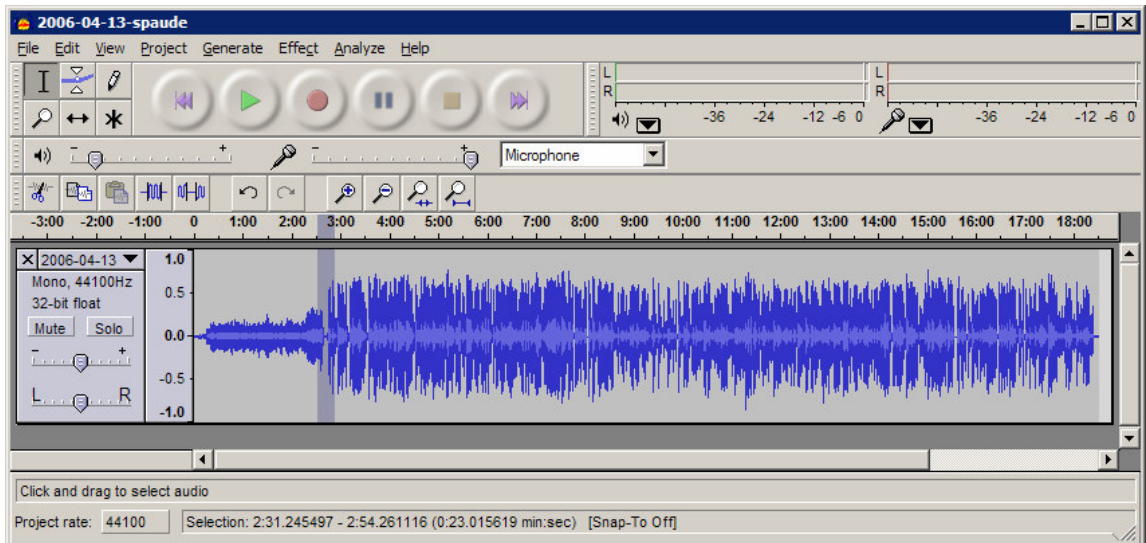
1. Open the “Audacity” program.
2. Before the sermon starts, click the record button.
3. After the sermon ends, click the stop button.

Trim & normalize recording:

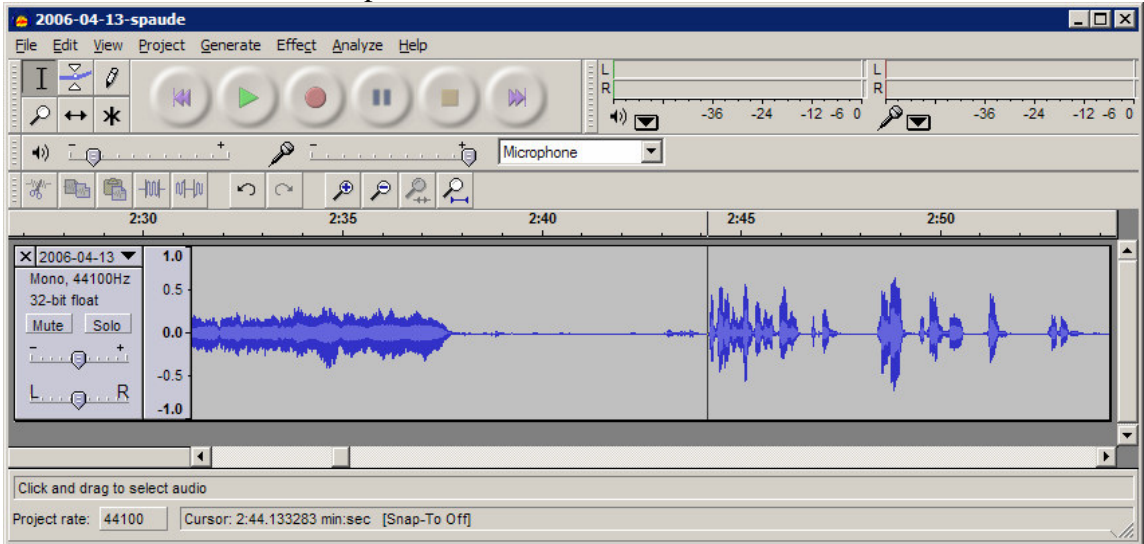
1. Put the headphones on.
2. Find the beginning of the sermon. It can often be identified by sight as in the following image (which shows the end of a hymn and beginning of a sermon).




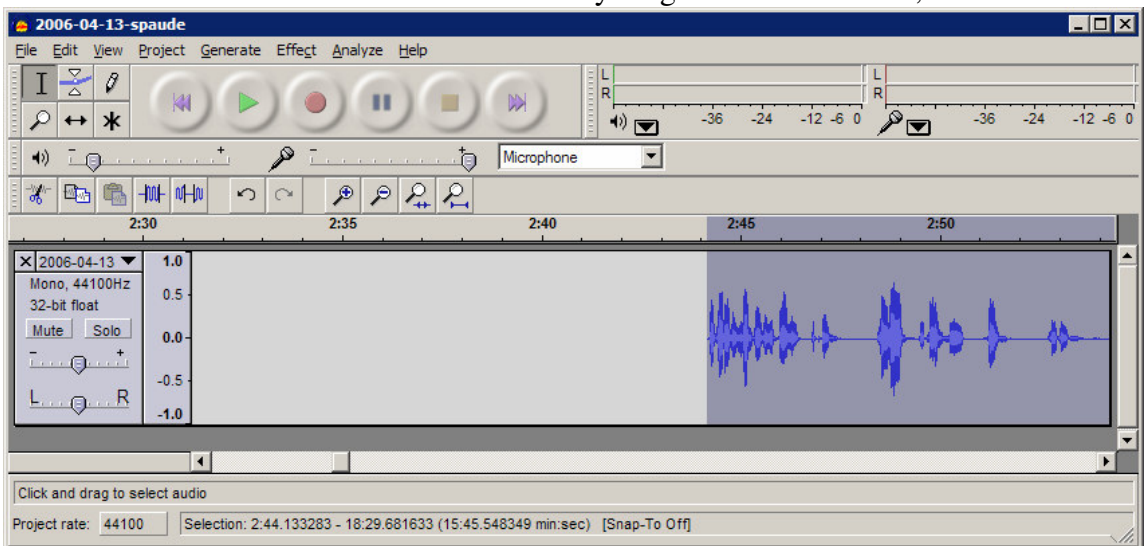
3. Highlight the section around the beginning of the sermon, as in the picture below.



4. Zoom in to the selection (Ctrl+E) so you can see it better. Then put the cursor right before the sermon, as in the picture below.



5. Select "Cursor to End" [Edit > Select > Cursor to End] and then hit the "Trim outside selection" button . This will remove everything before the sermon, as seen below.



6. Repeat steps 3-5 with the end of the sermon (find end of sermon, zoom in on it, put cursor just after end, select "Start to cursor", and click the "trim outside selection" button).
7. With all of the remaining recording selected (should still be selected from the previous step, or you can hit "Ctrl+A"), normalize the recording [Effect > Normalize]. This should take maybe 15 seconds.
8. Hit the "Skip to start" button, then choose [Generate > Silence], enter "2" and click "generate silence. Repeat for the end of the recording (skip to end, generate silence).

Save the recording as MP3.

1. Choose to export to MP3 [File > Export as MP3].
2. Leave the ID3 tag information blank and choose “OK”.
3. Save the file to “Sermon Audio on NAS (stpeter) F:” using this format [yyyy-mm-dd-lastname.mp3]. The recording will be encoded to MP3 and saved (should take about 3 minutes or so).
4. Go to “Sermon Audio on NAS (stpeter) F:” and check that the file is of an appropriate size (3 to 5 MB for a 20-minute sermon).
5. Double-click on it. Listen to the first 10 seconds and last 10 seconds to make sure everything is good.

Upload the recording:

1. Open Internet Explorer and go to <http://stpeterwels.com/sermons/>.
2. Scroll to the bottom and click the link “upload.”
3. You’ll probably have to refresh (hit F5) to get this to display correctly.
4. Drag the sermon from “Sermon Audio on NAS (stpeter) F:” into IE. This will upload the sermon, which should take about 3 minutes.