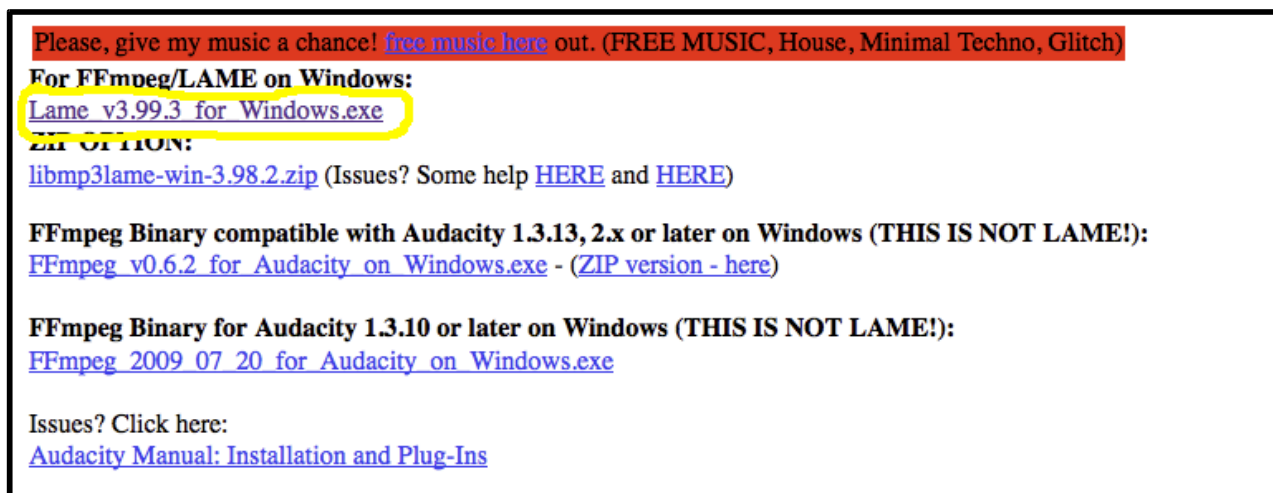


Directions for uploading to churchofGodpreaching.com with Audacity

Note: these directions have been written for working with wave files, or files that have not been previously compressed, such as MP3. Following these directions with compressed files may result in undesirable sound quality. An updated set of directions that include working with those files will be released in the future. Also, this is written for Windows operating systems. It can be followed, with minor changes, using a Mac.

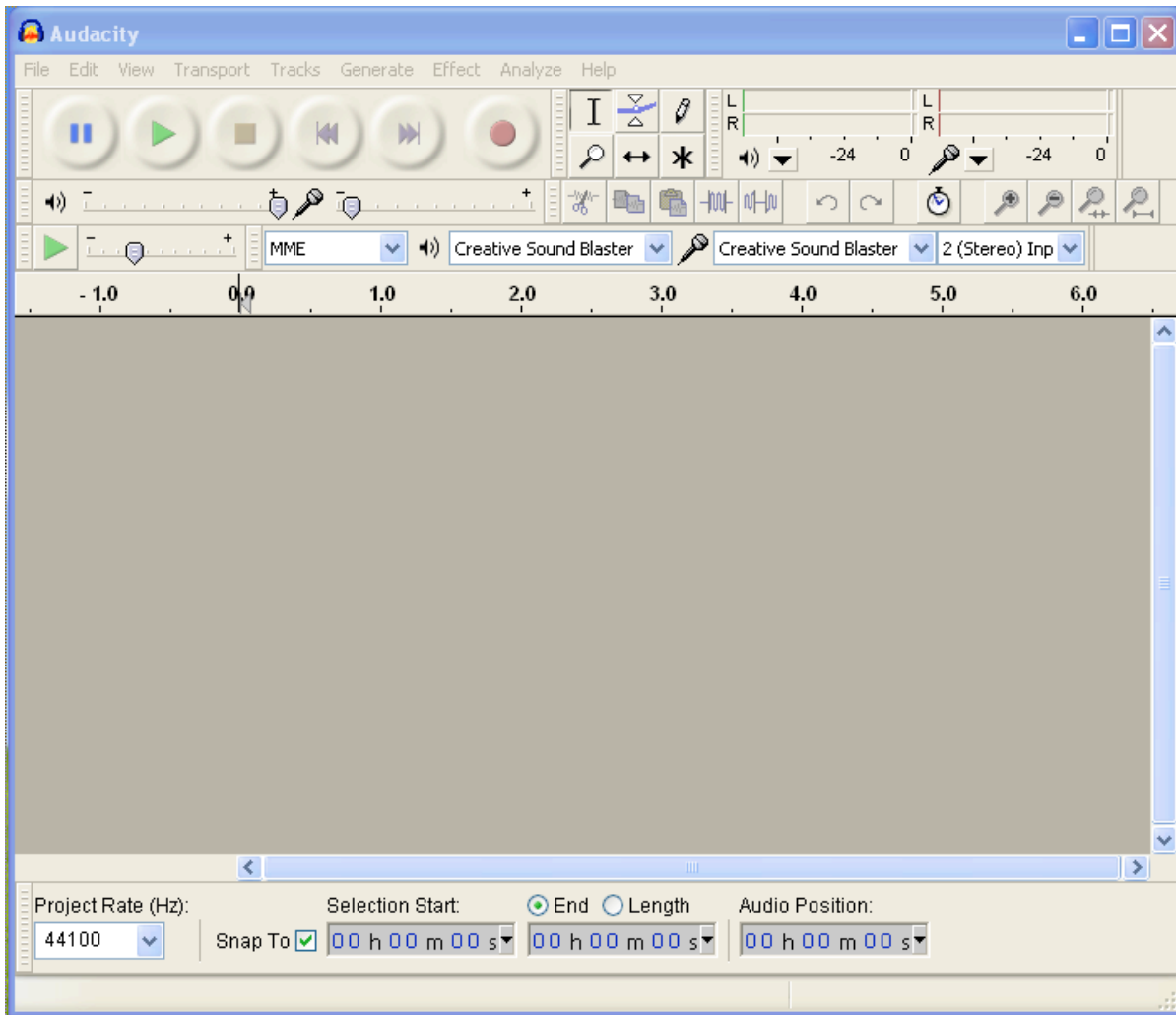
1. Grab a copy of Audacity from <http://audacity.googlecode.com/files/audacity-win-2.0.3.exe>, and install it onto your system by double-clicking on it after it is downloaded and following the instructions. You will also need the LAME MP3 encoder, which can be downloaded here: <http://lame1.buanzo.com.ar/>. Scroll down until you see the file I circled in Figure 1 below. Download and install in the same way. Make sure Audacity is closed when you install the LAME Mp3 encoder.

Figure 1



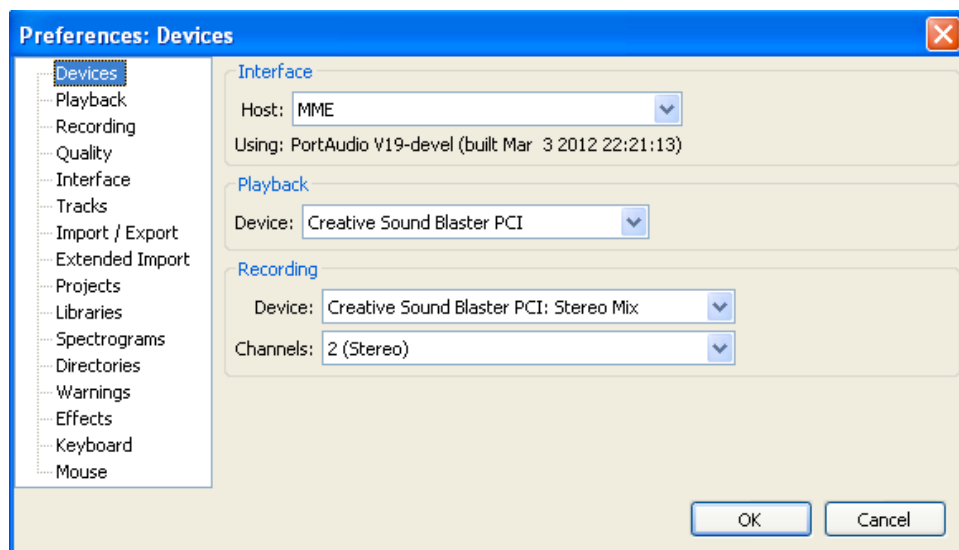
2. Now open Audacity and you should see something similar to figure 2 (next page). This is the main window.
At the top left corner of the main window are all the menus: File, Edit, View, Transport, Tracks, Generate, Effect, Analyze, and Help.

Figure 2



3. We need to check to see if the LAME Mp3 encoder is properly installed. You should only need to do this once after you install the program. Click on the Edit menu, and from the list that drops down, click on Preferences at the very bottom of the list. You should see a window like this:

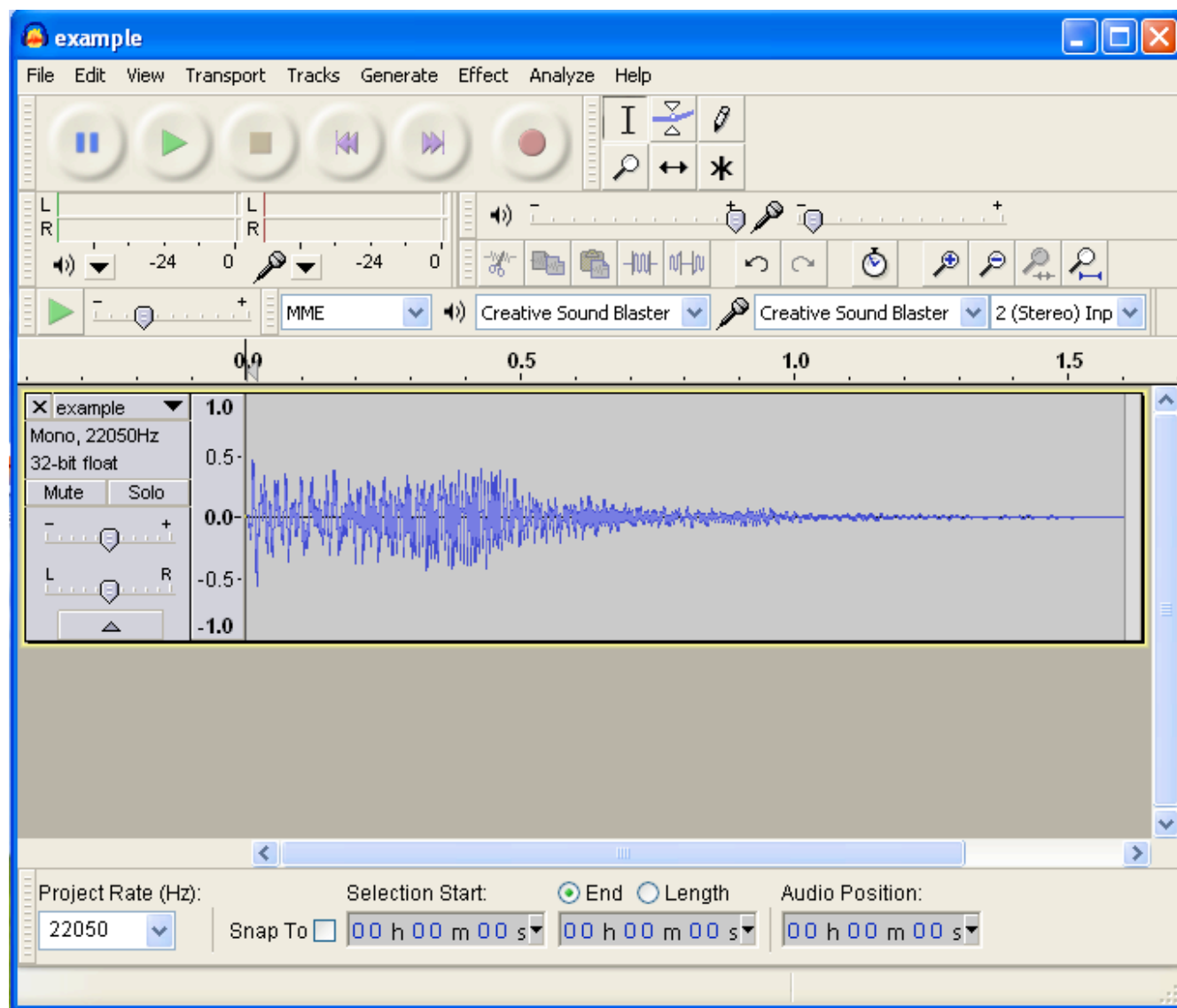
Figure 3



4. On the left side of the window in Figure 3 there is a list of categories, starting with Devices. Click on the category Libraries. The first item you will see is MP3 Export Library. Under that it should say something like “MP3 Library Version: LAME 3.99.3”. If it does, then click the Cancel button at the bottom right of the window and go to step 5. You should not need to do this again. However, if it says “MP3 library not found”, then the LAME MP3 encoder is not installed properly, and you will need to get assistance before you proceed with the rest of the steps.

5. From the File menu in the main window, select Open. The first time you do this you may see a window titled Warning, with several options near the bottom. Select the option “Make a copy of the files before editing(safer)” and check the box “Don't warn again and always use my choice above”. Click OK. Now a window will open in which you will need to select the recording you wish to use. Find the recording, select it, and click open (or just double-click on the file). If you can't find the file in the browse window, you can also find the file on your computer and simply drag it into the main window of Audacity. Now you should see something like this:

Figure 4



6. At the bottom of the main window there will be a check box labeled Snap To. Make sure it is unchecked. You will also need to zoom in to make your project easier to work with. Click on the View menu and select Zoom Normal. You can also do the same thing by pushing Ctrl + 2 on the keyboard. Note that on a very short sound file Zoom Normal will actually zoom out rather than in. In that case you would need to go to View → Zoom In or hit Ctrl + 1 as many times as needed.

7. Now look at the playback control buttons, located near the top left of the main window. From left to right their names are Pause, Play, Stop, Skip to Start, Skip to End, and Record. Push Skip to Start. This will take you to the beginning of the audio file. You may also navigate by dragging the scroll bar under the sound track. Hit the spacebar and the audio will play. Hit the spacebar again to stop.

8. If the audio is reasonably clear, you may skip this step. However, if there is a hissing or other constant noise, you may be able to improve it. Find an area of the track where this noise is the only thing you can hear in the recording. Click on the track at the beginning of where you want to get the noise sample. A vertical line will appear in the track. Now hold down Shift and click where you want the end of the sample. The part you select will be darkened. Make sure you don't get in other audio in your selection. You can test this by hitting the spacebar. Only the selected area will play. Now that you have selected a noise area, go to the Effect menu, and click on Noise Removal. Near the top of the window that opens, click Get Noise Profile. The window will disappear. Now go to Noise Removal again. Leave the settings as they are. Near the bottom click OK. Now listen to the file. Most of the time you won't be able to completely remove the noise, and sometimes this step hurts the audio quality more than it helps it. If you decide it sounded better before, push Ctrl + z to undo. You can redo by pressing Ctrl + y.

9. Now you need to trim the unnecessary silence from the beginning and ending of your file. Play the file from the beginning, stopping at the part where the minister begins. You can see by watching the graph of the sound waves when the minister begins speaking. Above the sound wave graph or track are numbers. In Figure 4 the numbers showing are 0.0, 0.5, 1.0, and 1.5. Those numbers are equal to the number of seconds elapsed from the beginning of the file. Click on the track about 1 second before the minister begins speaking. Now click on the Edit menu and go to Select, then click on Track Start to Cursor. You may also do this by pressing Shift + J. The area in the track will be darkened up to where you clicked on it. Now press the Delete key on the keyboard. The selected part will be removed. Briefly play the beginning of the file and ensure there is approximately 1 second of silence at the start. If you make a mistake, push Ctrl + z to undo one step. You may undo multiple steps by pressing Ctrl + z multiple times. You can redo by pressing Ctrl + y.

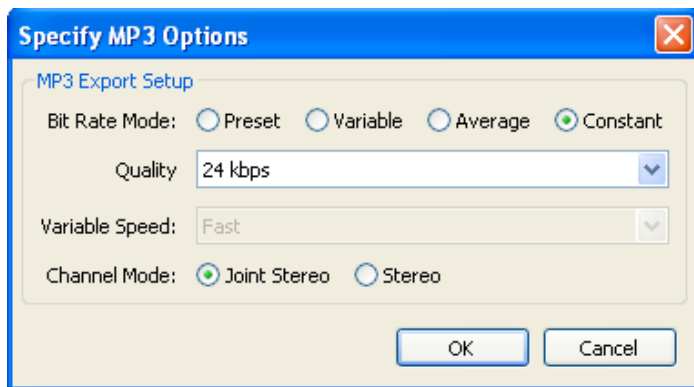
Note: for messages going onto the preaching site it is advisable to cut out any special songs, commentary before or after the preaching, and any loud noises, such as coughs, that are spotted while editing the file. I also cut out off topic comments made by the minister, like “Is this mic on?”

10. You can trim the excess silence from the end by selecting the track approximately 1 second after the minister finishes speaking and going to Edit ->Select->Cursor to Track End, or Ctrl + K, and hitting Delete. After you are finished clipping off excess audio, note the length of the track in minutes and seconds. You will need this information when you upload the file to the preaching site.

11. You need to adjust the average volume of the file. Push Ctrl + a. The entire track will be selected. Go to Effect->Normalize. Near the bottom of the window that comes up, hit OK. The default settings on this window do not need changing for now. Normalization will take up to a few minutes.

12. Your file should now be ready to save and upload. Go to File->Export and it should open a window with the location in which the file will be saved. It is advisable to create a folder on your Desktop specifically for saving these files. Navigate within the window to your chosen location. Click on the drop-down menu to the right of the words Save As Type, located near the bottom of the window. From the menu that drops down select MP3 files. Now click on Options, located at the bottom right corner of the window. You should see this window:

Figure 5

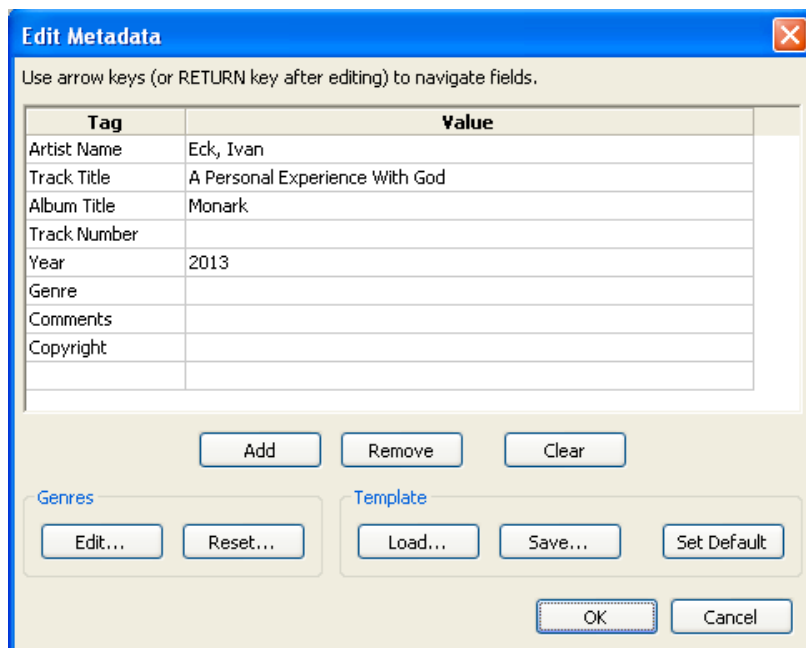


13. IMPORTANT: Set all the options in this window (Bit rate mode, Quality, and Channel mode) to the exact same values that are in Figure 5, then click OK. The window will disappear and you will be in the Export File window again. Near the bottom of the window there is an empty text box labeled File name. Name the file in this way: year-month-day-title--Lastname_Firstname. For example, a message preached at Monark on July 19, 2013 by Ivan Eck with the title “A Personal Experience With God” would be named like this:

2013-07-19-A_Personal_Experience_with_God--Eck_Ivan.

Do not include any punctuation or special characters, such as question marks, in the file name. When you have written the file name, click Save. Now you will see a window titled Edit Metadata.

Figure 6



14. In this window you will be able to add information to the file that can be read by an iPod or computer, for automatic organization in a music library. Fill in Artist Name, Track Title, Album Title, and Year in the same way it is done in Figure 6. Click OK. Your file will now be saved as an MP3. This may take a few minutes. After this is done find the MP3 file you just created and open it in a music player. Listen to a few seconds at the beginning and at the end to make sure it sounds OK. When you have done this, you may close Audacity. It will ask you if you want to save the project file. If you have a big hard drive and/or you think there is a possibility that you might want to edit this file some more in the future, it is a good idea to save it. Otherwise click no.

15. Now you are ready to upload. Open your web browser and go to www.churchofGodpreaching.com. At the bottom of the page click on Control. You will see a login page. Enter your user name and password that you were given and hit Enter. Fill out all the fields on the next page. When entering the length of the message, round up or down to the nearest whole minute. You will be asked to confirm the information. On the next page you will select the file to upload. Click Browse and find the file. Then click Upload. It will take a few minutes, depending on the speed of your internet connection, to upload the file. Do not close the browser, navigate to another site, or interrupt your internet connection until a page opens that says your message was uploaded successfully. When you see this message, you are finished and can close your browser.

16. That's it!