

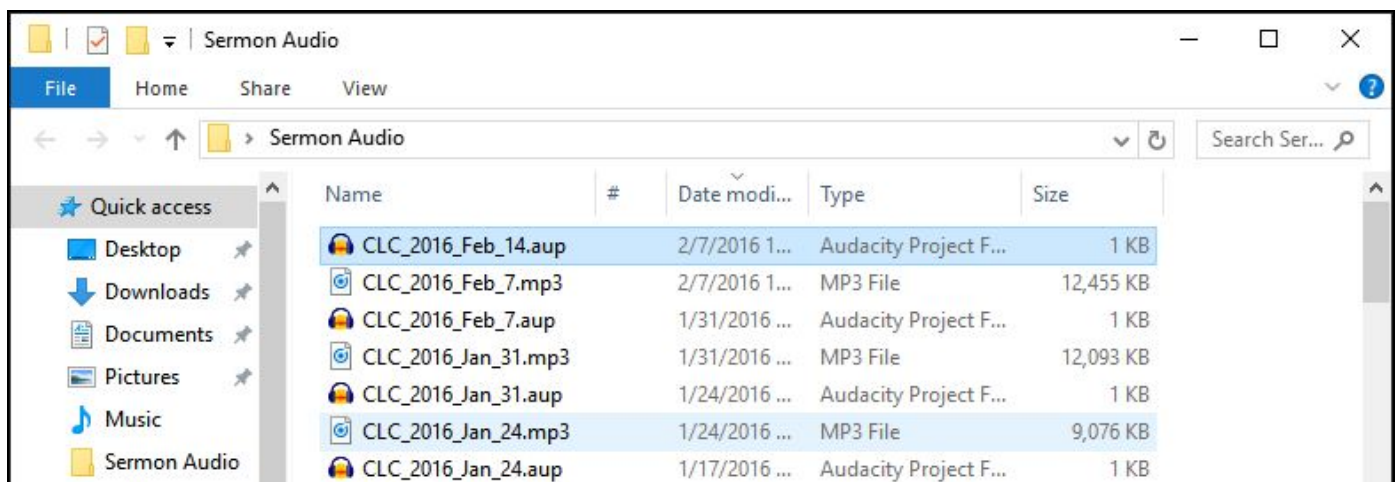
# Christ Lutheran Service Audio Recording Guide - 2017 rev. 8/21/2017 [public copy]

**SUMMARY:** These recordings are made using a Windows 10 laptop computer from a direct connection to the Sanctuary audio system via USB audio adaptor, using Audacity open source recording software. They are then trimmed to length and exported to .mp3 format. The mp3 file is then uploaded via our open WI-FI network and published to both the “Listen” and “Service Audio Archive” pages of the CLC web site via our Weebly portal.

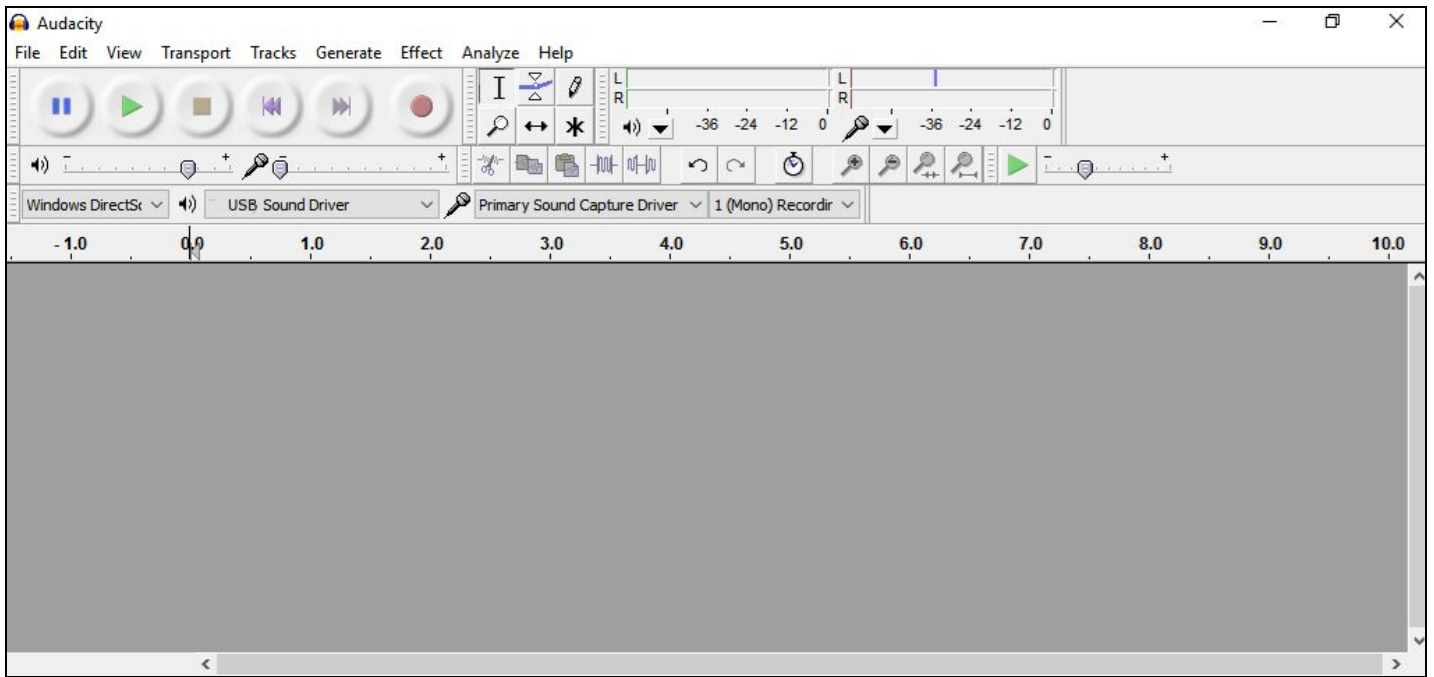
**GETTING READY:** Make sure the computer is turned on at least 30 minutes before the service. Login to Windows 10 with the password: [omitted here] and make sure the Audio cabinet system is turned on. (Rocker switch inside the hole in the door.) The desktop shortcuts shown below are the only ones you will use:



**STARTING THE PREVIOUSLY SAVED BLANK AUDACITY FILE:** A date-named BLANK Audacity file is saved during this process each week for the following Sunday. *This file is important because it saves all of the volume, mp3 bit-rate, and other Audacity settings necessary to creating a workable size and quality Internet audio file.* Open the folder from the “Sermon Audio” shortcut shown above. When a file list like the example below appears, select the file beginning “CLC...” which includes the current date and the extension “.aup”. It should be a small 1kb file. (The older 1KB .aup files and data folders should be deleted on occasion to free drive space, but do not delete older mp3 files unless you know they have been archived off-line.)

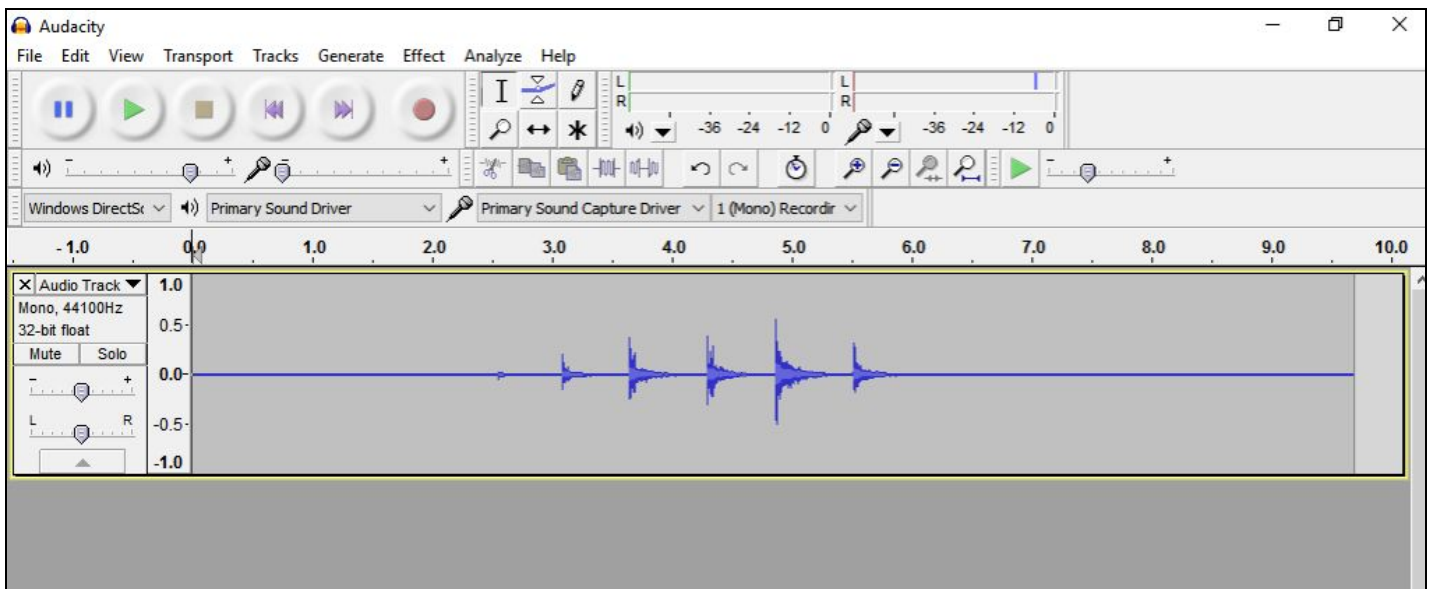


When you have located the current Sunday’s date-named .aup file, double click it and it will open in the Audacity interface shown in the next partial graphic:



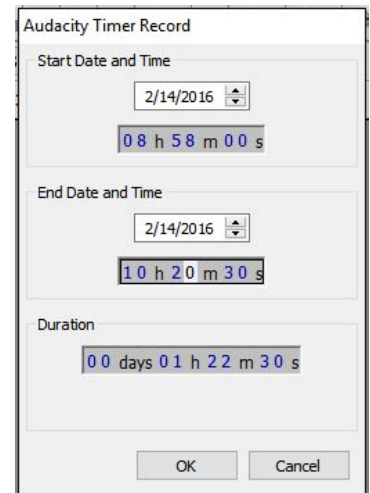
Take time to scroll over and learn the functions of the row of ROUND Audacity control buttons in the upper left corner. These symbols are typical of those on familiar consumer recording devices.

CHECKING LEVELS AND CONNECTIONS: Recording levels and other Audacity settings should typically not be changed, but a simple check of levels and connections can be done by clicking the RECORD BUTTON, using your hands to make 2-3 loud claps, and observing the recording track. This should create waveforms similar to those shown below. Then stop the recording and delete that *Audio Track* by clicking the X in it's upper left hand corner.

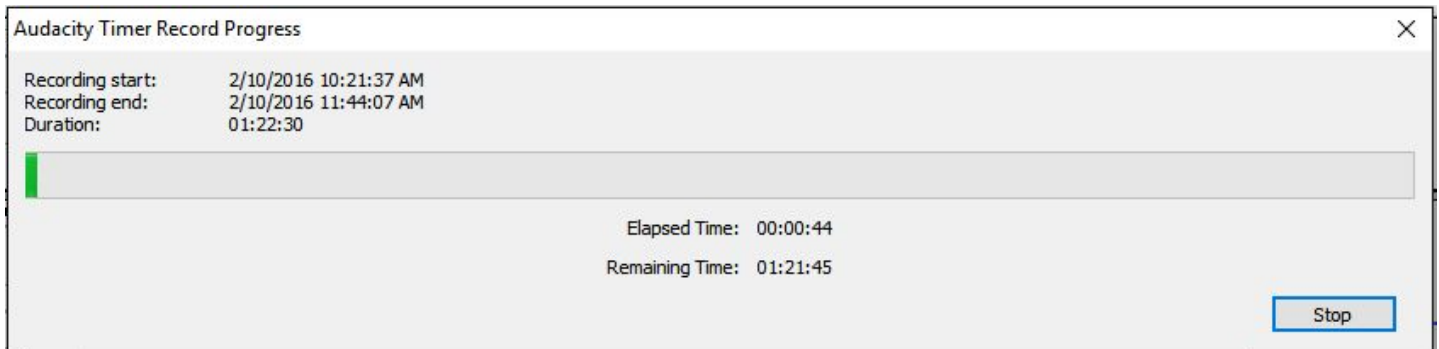


**SETTING THE RECORD TIMER:** After closing the Audio Track shown above, click “Transport” in the Audacity top menu, and select “Timer Record.” The following Timer Record dialog will appear:

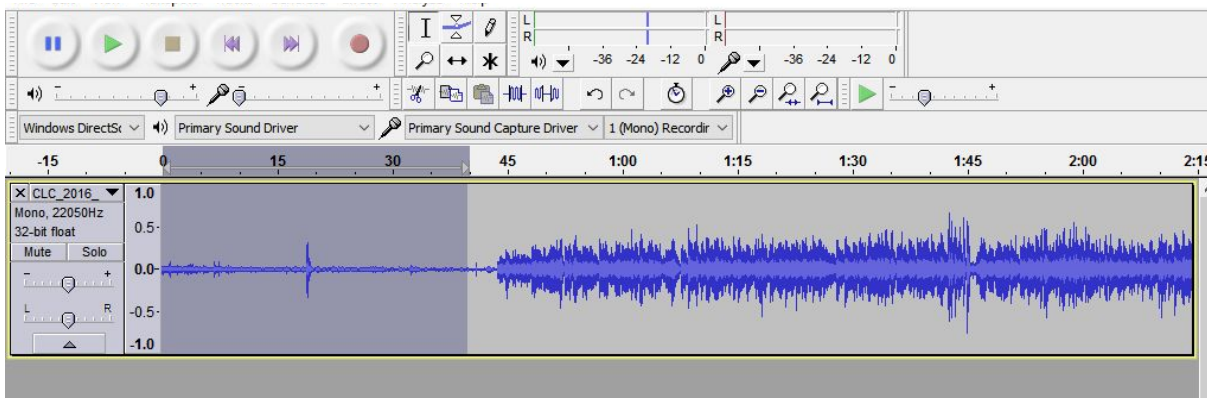
In this box, set a START date and time approx. 2 minutes prior to the Service start, and an END date and time 20 minutes AFTER the expected service end. (This is just a precaution - the recording can be stopped manually at any time after the service ends by using the “Stop” button shown below.)



When you click OK, the timer window below will appear, and recording will begin automatically at the set date and time (*if the P.A. System is on*). Note that recording can be stopped after the service by clicking STOP in this window:



**TRIMMING AND EXPORTING THE AUDIO FILE:** After the recording stops, trim the beginning and end to the actual length of the service as follows: 1.) Jump to the beginning of the file using the double LEFT arrow button. 2.) Using the bar at the bottom of the tracks window, increment or scroll right until the first large waveform appears, click in the Audio Track just before that point and click the PLAY button to listen for the Pastor’s “Welcome.” 3.) Click in the track to place a vertical EDIT line just before that “Welcome” point, then,

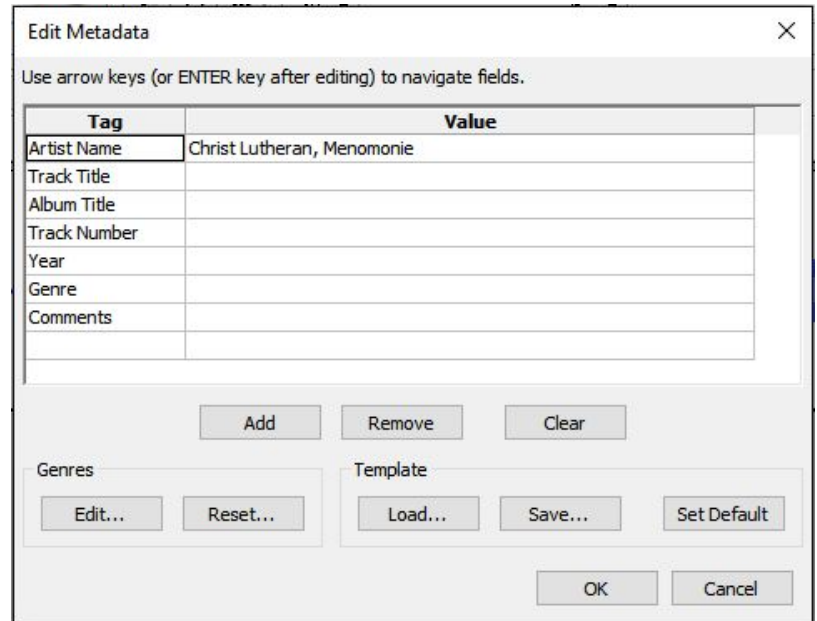
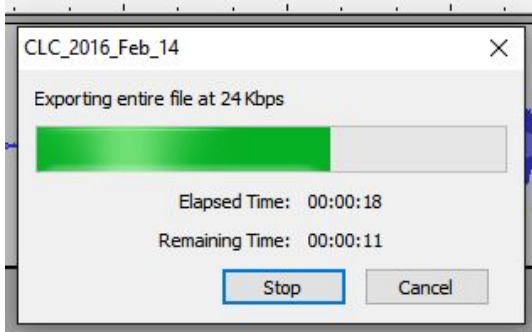


on the top MENU, click “Edit”/“Select,” then “Track Start to Cursor.” This will mark the track as shown below. Then press *delete key on the computer*. The marked portion of the Audio Track will be deleted. 4.) In the reverse of the steps above, jump to the END of the Audio Track using the Audacity double RIGHT

arrow button, scroll or tab back to find the end of the audio, mark the spot, but this time use EDIT/SELECT/"Cursor to track end" to mark and delete any excess time at the end of the recording.

EXPORTING AUDIO to the mp3 FILE FOR THE WEB: From the FILE menu, select "Export Audio." The prepared dialog box at right will open:

Click "OK" *twice*. An "Exporting" meter will open, like the one below. The .mp3 file name will be the same as the .aup file, automatically.



You have now created the .mp3 file for the web, but **DO NOT CLOSE AUDACITY!** First, save a BLANK file for NEXT WEEK, as follows. 1.) Remove the Audio Track by clicking the X in it's upper left corner. 2.) From the FILE menu, select "Save Project As" and before saving it, RENAME this .aup file using *next week's date*. A dialog will warn: "Empty File" - save it anyway. ONLY then you can CLOSE Audacity: (FILE/EXIT).

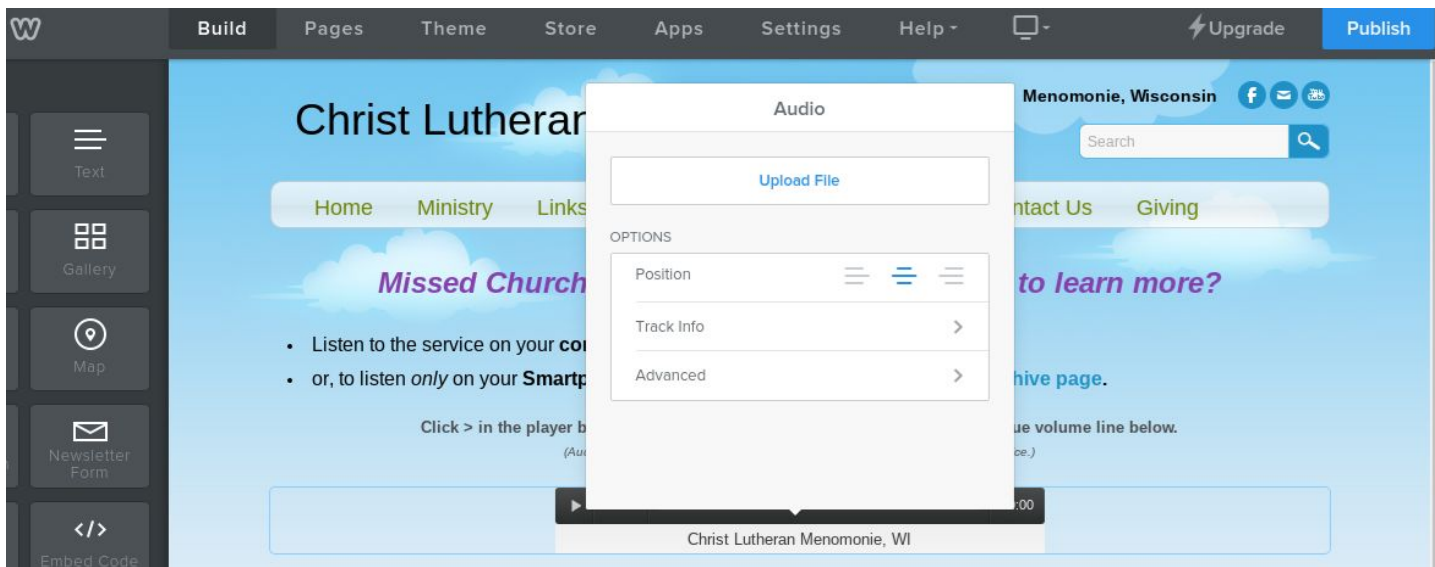
UPLOADING the mp3 files to the Web Site: Upload 1.) Click the screen shortcut labeled "Weebly on Chrome." **NEW:** Wait several seconds for the site to connect automatically **via Google+** to our weebly portal on the Internet. Then click the "Edit Site" Button on that page.



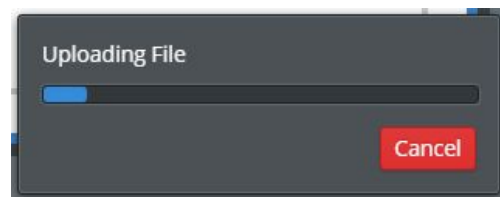
(If login info does not load, use "account: calendar.clc@gmail" and it's password: *not listed here for security reasons*.) The CLC Home Page will appear on Weebly in "Build" view. Click "Listen" toward the center of the gray menu bar, and the "Listen" page should then appear as shown below:



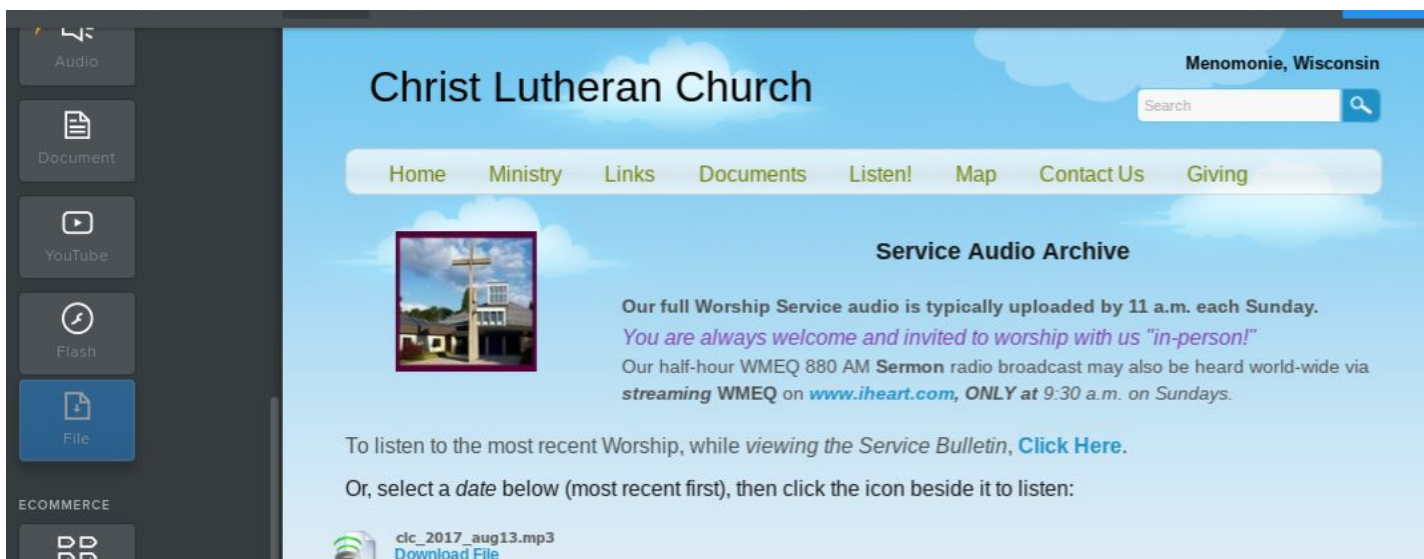
Click on the black-over-white "Player Box," then click "Upload File" in the dialog box as shown next, and navigate to the Service Recording folder on the desktop to select and upload the mp3 file of today's recording.



This download meter will appear. Wait for it to complete:



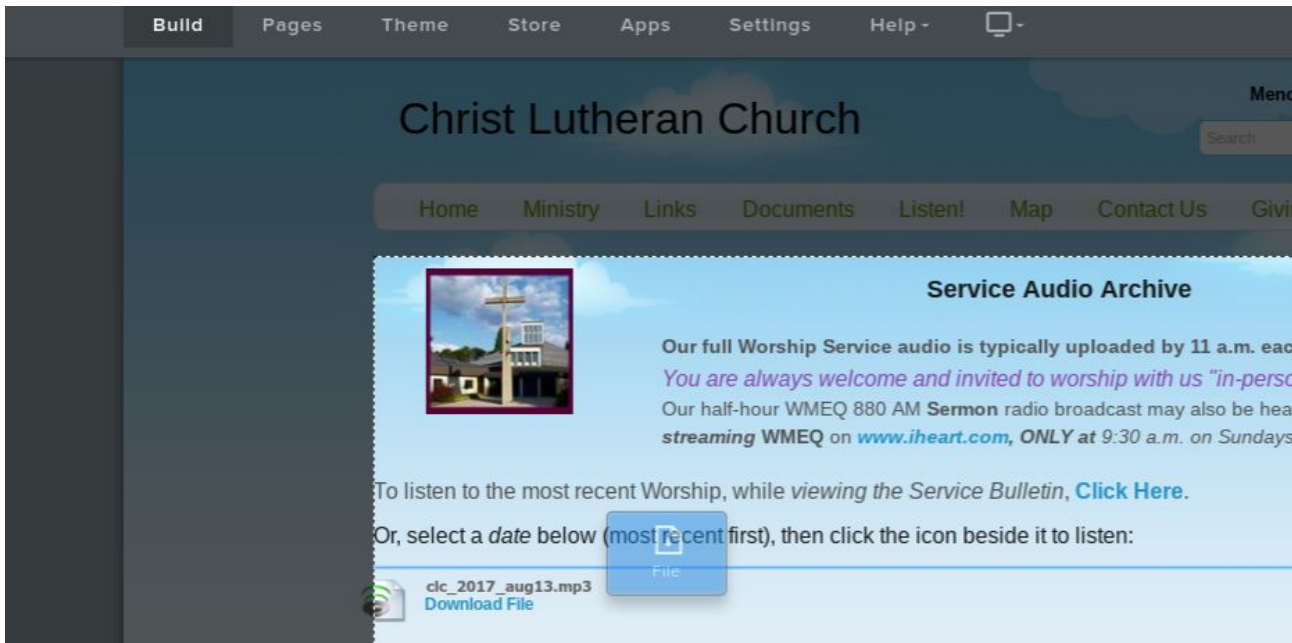
(Upload # 1 and # 2 may may be done in reverse order, as long as the PUBLISHING step is then completed.) Upload 2.) Scroll over the “Listen” menu tab and click the drop-down item: “Service Audio Archive.” Now, drag the mouse LEFT until the dark gray INSERT menu bar expands fully. Using the scroll bar in this section, scroll down to the “Media “ section where you will find the box labeled “File.” Click and hold it. It will turn Blue.



Then drag it to position just above the prior week’s file as shown below, and release. As before, an empty “download file” area will appear. Click in it, and the white “file” dialog box will appear.

Click the “Upload File” button in that dialog box. The Sermon Audio file folder will open. Again, find and click on the mp3 file named with today’s date. The “Uploading File” meter will appear, as with the other upload. Wait for

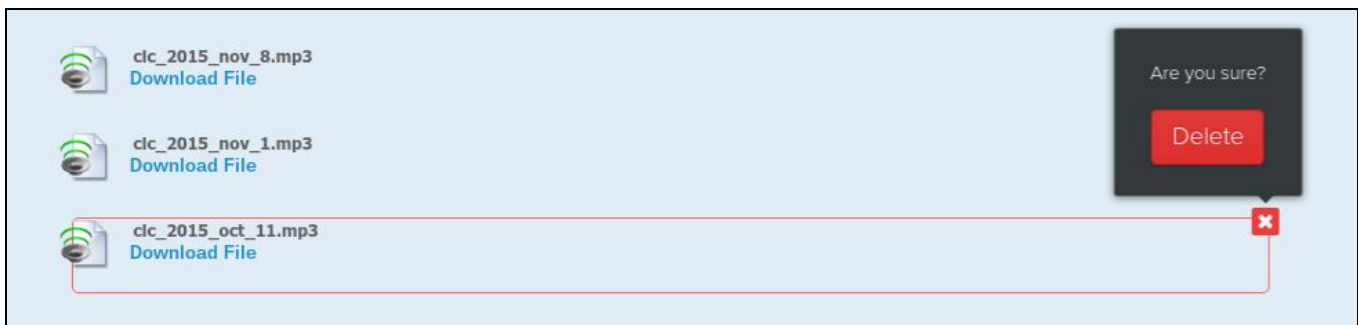
the upload to complete. (This second upload may be quicker, as it is merely creating a link on the server.)



YOU ARE NOT FINISHED! There are TWO copies of every website on a web server - one for editing and one PUBLIC copy. Click the ORANGE "Publish" button, and the file will *quickly* be published to the public website.

You can now visit the LIVE website to check and listen to today's recording by clicking the clc web address in the white box that appears when publishing completes, Clicking "Listen" in the MENU, then clicking "download" under the file you just published.

Publishing is now completed - BUT ... From time to time, it helps to remove older mp3 files from the "Archive" page on the Website (NOT the mp3 files saved on the recording computer), starting at the bottom of the page. More than two or three months of files is a lot of scrolling. Removing files there is done one at a time, by clicking the "X" and "Delete" as shown below: (not needed on the "player" page)



Optional: Under the Audacity "Effects" menu, features such as "fade-in" and "fade-out" may be added to brief sections of Prelude or Postlude music at the start or end of the trimmed recording. This must be done in Audacity BEFORE exporting the mp3 file.

Suggestion on and efforts toward Simplification/Automation of this or any process with the similar or better results are welcomed.

Update Notes, questions, and suggestions:

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