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**Instructions that come with the CD of the easy to use Sermon Recorder software which also enables future podcasting.**

Do call us and we will talk you through these instructions.

**PREAMBLE**

We have been searching for three years for an easy way to record audio in churches particularly as CD's used in older cars need to be in WAV format with tracks.

The software CD enclosed includes the Sermon Recorder software with a 60 day evaluation period and then only costing £20. (Also available from our website [www.llmedia.com](http://www.llmedia.com)) (If these has come as an email do ask for the CD if the church laptop/pc is not connected to the web)

It records two files - one for CD's and the other for Ipods, MP3 players and future needs of Podcasting.

When recording all you see is the volume level needle which is a great idea when using worship software and MS PowerPoint etc. as it does not get in the way.

You also need to load the two free softwares on the CD, NCH switch and NCH slice. (These can be download from the web)

**INSTRUCTIONS**

Even if you are not expecting to enable your sermons to appear on your members iTunes on their home PC's automatically each week in the near future (IPod broadcasting or Podcasting by subscribing), it is worthwhile using this software as it creates two MP3 files at the same time s.

For a 40 minute sermon a 59mb file to create CD's is created and a 5mb file for IPods, MP3 players, Car MP3 players and future Podcasting. So by recording the second file, naming it and putting it in a folder you are ready for IPods now and future needs.

Use the CD provided by us or download the Sermon Recorder software from our web site [www.llmedia.com](http://www.llmedia.com). There is a 60 days evaluation period. Pay the £20 if the PC/laptop is connected to the web or email us with the Computer and User names by clicking on Install Licence and we will email the release code to enable the software to continue to work. Note the PC/Laptop will need Windows Media player Version 10 and above. Do right click on the top tool bar, Help, and About Windows Media Player. (The software is on the CD). The Help on the Sermon Recorder software is very good.

To set up the Sermon Recorder software use the Show Mixer to chose input and volume settings. After recording press stop and the Add Sermon Details screen comes up.

Do OK and Automatic. The recording is saved into My Documents, My Recordings. Do file, New and create a file PODCAST FILES and drop and drag the smaller file into this folder. Do right click and send to desktop. (If we are helping you to Podcast then this will usually be copied onto a memory stick and taken home to drop and drag the file into our LLM Podcast PC ready for us to upload it onto the Itunes link for those who have subscribed to the service).

#### TO CREATE A CD

(Note if you do not have our CD you will need to download NCH Switch (not Pro) and NCH Slice software plus Itunes from the web. (If NCH Switch asks to upgrade to Pro do Control Panel, uninstall and chose downgrade to free version. When downloading iTunes untick the two options on the left side of the web page).

Open the Switch software and drop and drag the larger file into it. On the first time of use set the Output Format (bottom left) to WAV and I suggest the output folder to My Music and create a Folder SERMONS WAV. Do right click send to Desktop. (WAV is needed as older CD players will not play MP3 files). Then click on the Convert button.

Open the Sermon WAV folder on My Music. Open the NCH Slice software and drag and drop the relevant file. On the first time of use set output to My Music Sermons WAV. Set the number of tracks required and click on the Slice button. (Tracks are needed to be able to find where you were if the CD was taken out of the CD player). Create Folder with date of Sermon and put these sliced files into it to make it easier to see which files to drag and drop.

Open Windows Media Player and click on Burn. Drop and drag your files making sure they are in the correct order. Click on the Start Burn at the bottom right hand corner.

If your churches web site is not Podcast capable, we can create a web presence and enable your church to make podcasting available for less than £10 per week. If your site is Podcast capable we can help you set it up to work on "Subscribe to Podcast" etc.

To see how it works, open iTunes on your computer and go to iTunes store, then on the search field put in Hope Community Church West London. Press enter and do subscribe. You can always delete the entry on iTunes if you wish to unsubscribe at a later date. This first church we helped went online in January this year. (To copy the talks to your IPod, MP3 and Car MP3 player got to My Music, iTunes Music, Podcasts)

If you are using a CD recorder at the present that does not create tracks I suggest you continue to use it as a back up and use this software to produce your CD's with tracks.

You may need to contact us for a phono to minijack lead to take the sound from your mixer desk to the laptop/pc and maybe a audio splitter. If the laptop is at the front and the sound desk at the back contact us for a solution for this.