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**QUICK START INSTRUCTIONS Easy to use sermon recorder software also enabling future podcasting. (See initial use set up instructions when first using it)**

To set up the Sermon Recorder software use the Show Mixer to choose input and volume settings. You are ready to record having connected the sound from the audio mixing desk. Ring us if needed for cables etc and support in doing this.

Start recording by pressing the record button and when you're finished press the stop button. The Add Sermon Details screen immediately comes up for you to enter the sermon information.

Once you have added the details, press OK and select 'Automatic'. The recording is saved into My Documents, My Recordings. Drop and drag the smaller file into the IPOD FILE' folder.

**TO CREATE A CD**

Open the NCH Slice software and drag and drop the larger MP3 file onto it.

Open the SERMON TRACKS folder on the desktop. Create a Folder with date of Sermon and put files into it. Make sure files are in order and you may need to do right click view as List or Details.

Open Windows Media Player and click on Burn. Put a blank CD in. 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 church's 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.

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