Processing and Uploading Audio Files

Starting and Stopping the Audio Recorder

The audio recorder is located in the padlocked sound closet in the balcony of the sanctuary. If needed, the light switch is downstairs by the main entrance door. The audio recorder is the component labeled "Marantz Solid State Recorder" in the audio rack.

Note: If the audio components are not on, you will need to turn on the sound system for the church. The power switch for the sound system is in the bride's room (to the left of the chancel at the "front" of the sanctuary). When you push open the door to the bride's room, the power switch is behind the door. Typically someone else will turn on this switch before service and you will not need to do so.

To start the audio recorder, press the Record button (the red button with the circle icon) **twice**. The display's timer will start counting up.

To stop the audio recorder, press the Stop button (the white button with the square icon) **twice**. The display's timer will stop.

*Note: It is important that the sound system **not** be turned off while a recording is in progress. The recording may be lost if power is interrupted.*

Downloading Audio Files from the Recorder

There is a grey USB cable in the sound closet that attaches the audio recorder to a laptop computer. Plug the squarish end into the USB port on the front of the audio recorder. Plug the other end into your laptop computer. Once the audio recorder is mounted, copy the desired files to your laptop.

The audio recorder uses a Compact Flash (CF) card for storage. Although this CF card is removable, its connecting pins are delicate and easily damaged. I advise against removing it from the recorder.

Monitor the space remaining on the audio recorder's CF card. Periodically delete older audio files from the CF card to ensure it does not run out of space.

Processing Audio Files

You will need an audio editing program to process the audio files. I use [Audacity](#), which is free.

My current process is to create one audio file for the reading and one for the sermon. I do not have expertise in audio processing and do not make adjustments beyond the volume level, which typically needs to be increased quite a bit.

I export each file as a 128 kbps MP3. This seems to be a good balance between quality and compression size.

Finally, I include MP3 tags such as:

Artist Name: Rev. Katy Korb
Track Title: Reading: The Acceptance of Mystery, by Kenneth L. Patton
Year: 2014
Comments: UU St. Pete

Uploading Audio Files to the Website

The last step is to upload the audio files to the uustpete.org website. You will need a website login with the Worship Service Editor role.

1. Log in to the uustpete.org website.
2. Navigate to the appropriate worship service page.
3. Click the edit icon (the little pencil) in the upper right of the screen.
4. In the "Files" section, click "Choose File."
5. Select the file to upload.
6. Click Upload.
7. When the upload is complete, enter the name of the file. For readings, enter "Reading: [Reading Title], by [Author]"; e.g., "Reading: Strange Fruit, by Josh White." For sermons, enter "Sermon: [Sermon Title]"; e.g., "Sermon: A Legacy Betrayed."
8. To upload another file, click "Add Another Item" and repeat steps 4 through 7.
9. When all uploads are complete, click "Save" at the bottom of the page.

Michael Pohl
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