

Goldwave Church Audio Recording Instructions

Objective: Record each service on every Sunday, Monday, and holidays.

How will it be used: Music segments will be edited out and saved as an “edited” version along with the original version. The edited version will be uploaded to the www.stjohnschaska.org website to be listened to or downloadable as an MP3 file. They will remain on the website for about 10 months. All versions will be moved from the sound booth PC to our NAS file storage device after the recording has been uploaded to the website.

Detailed Instructions for Recording in Goldwave:

1. Power on the PC.
2. Select “Churchaudio” user (default user), there is no password.
3. Double-click the “Goldwave” icon on the desktop.
4. If the “Help” window opens, simply close it.
5. Select “File” -> “New” from the menu at the top of the window.
6. If a little box pops up, the settings should be
 - a. New Sound (2 channels, 44100 sampling rate)
 - b. Initial file Length 01:20:00
 - c. Presets (CD Quality, 80 mins)
 - d. OK, close little window
7. Select “View” -> “Specify” from menu at top of window
 - a. Set Length 00:20:20.00000
8. Press (turn-on) “Scroll Lock” keyboard key
9. When the pre-service music starts, start recording by pressing the “Record” button in menu at the top of the screen (circle or dot).
10. When the final hymn is finished, stop the recording by pressing the “square” or stop-recording button.
11. Go To upper left on screen for “File” dropdown menu.
12. Select “Save As ...”
 - a. Select to save in the St. John’s Audio MP3 Directory on the C: drive
 - b. Type the file name as: yyyy-mm-dd-hh-mm-pastorlastname (pastorlastname is name of pastor that gave sermon – example – 2011-oct-09-10-45-zieroth)
 - c. Press “Save” (this will require about 5 minutes to complete)
13. Close Goldwave
14. Power down PC if it’s the last service for the day.

Goldwave Editing Notes:

- Things highlighted in “**Black**” are deleted by pressing the “Trim” button.
- Things highlighted in “**Blue**” are deleted by pressing the “Delete” key.