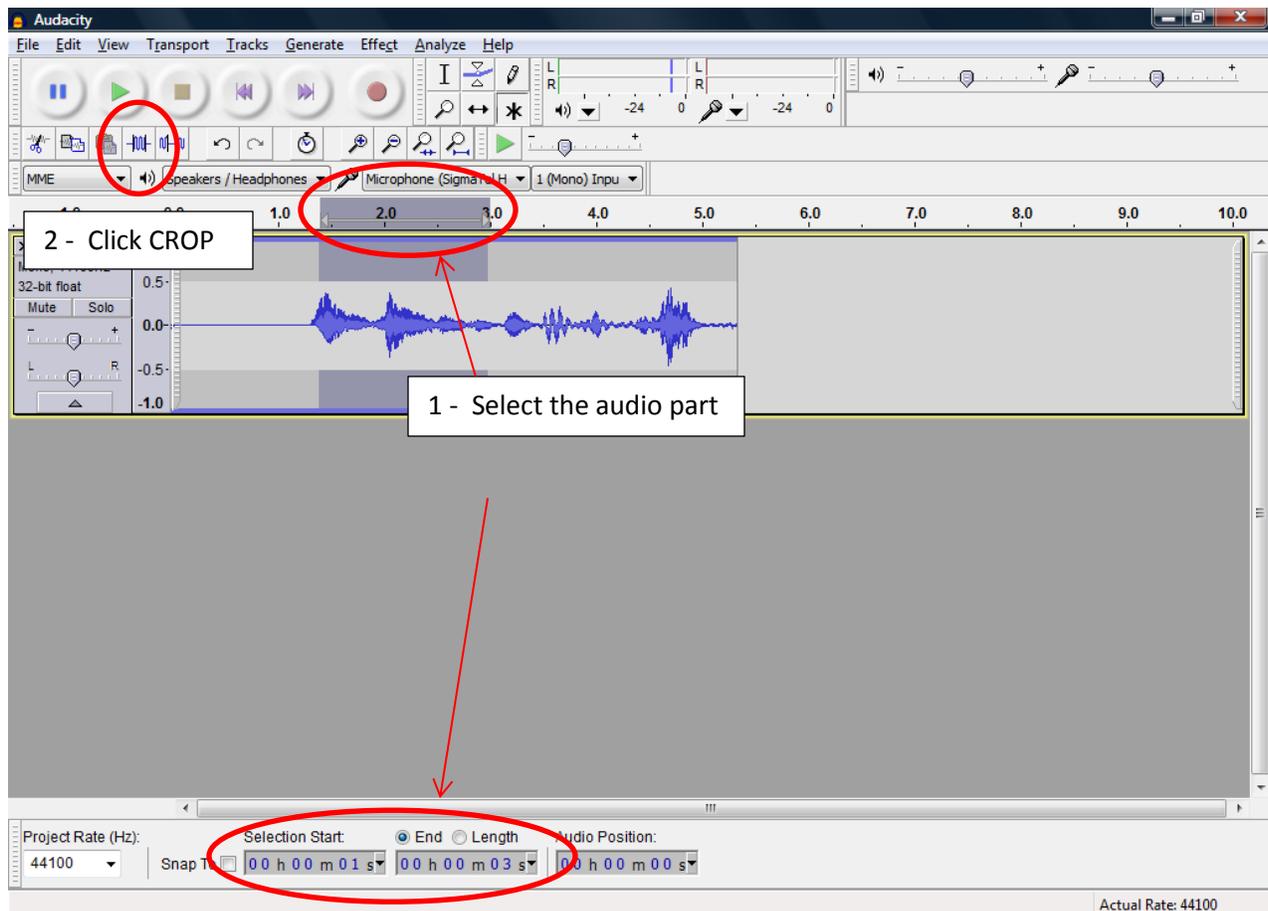


Uploading Audio-Sermons

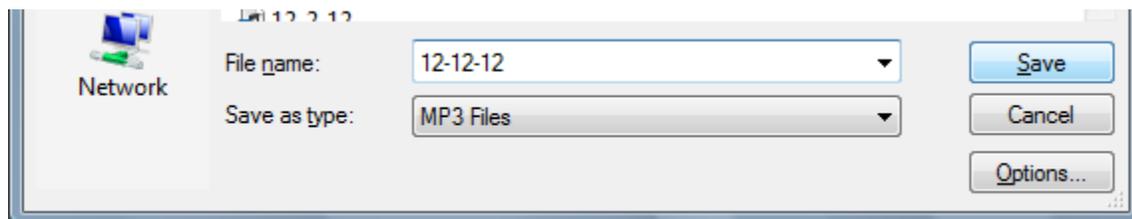
STEP 1

In the audio-recording program (Audacity) you crop the sermon to the part you want to post on the website (Usually the speaking-only part).

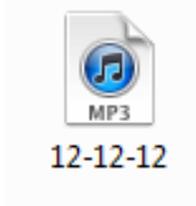


STEP 2: Create MP3-File

After you Crop the file go to: FILE → EXPORT, Then save it as a MP3-File

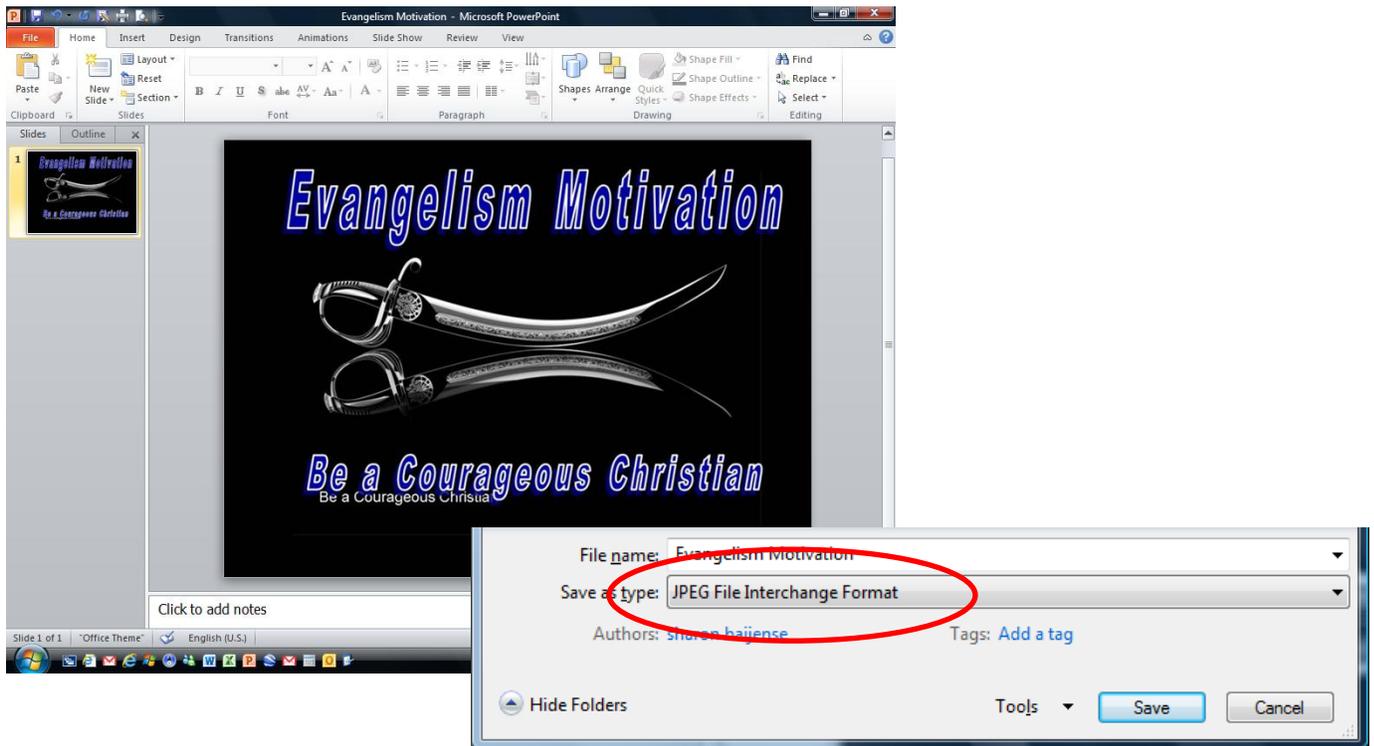


NOTE: You need to have the LAME add-on installed on your computer to create these MP3 file. Simply download this free-add on.



Step 3: (OPTIONAL) Create a PICTURE to go with the Website post.

In power point use : SAVE AS - and change the "type" to "JPEG File Interchange Format". Your powerpoint, is now saved as a picture, you can upload on the website.



Step 4: Upload the sermon

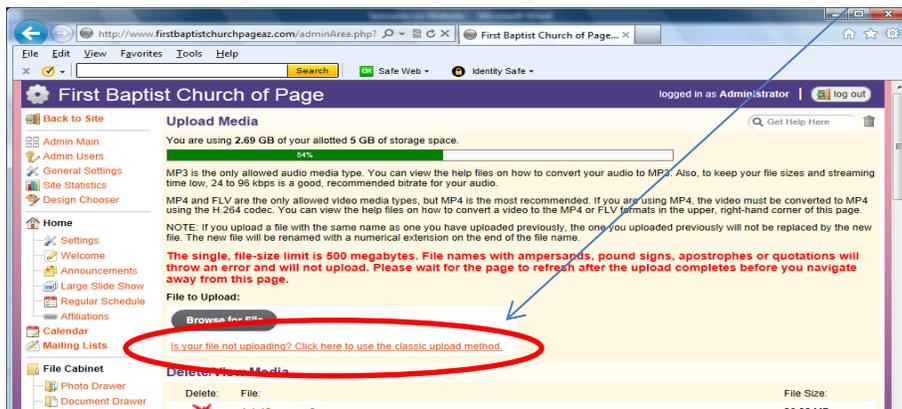
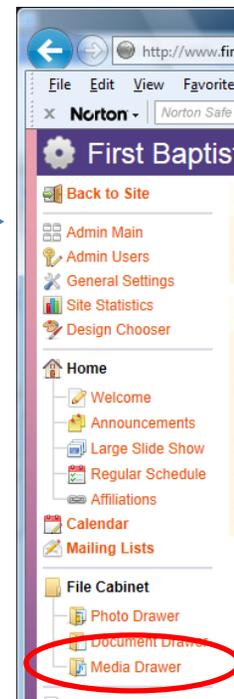
Log into the website: Go to the bottom left corner of the main-page



Click on **Site Administration**

and go to the FILE-CABINET -> click on MEDIA DRAWER

THEN click on "If your file is not uploading, click here for classic upload"



Click on it and browse



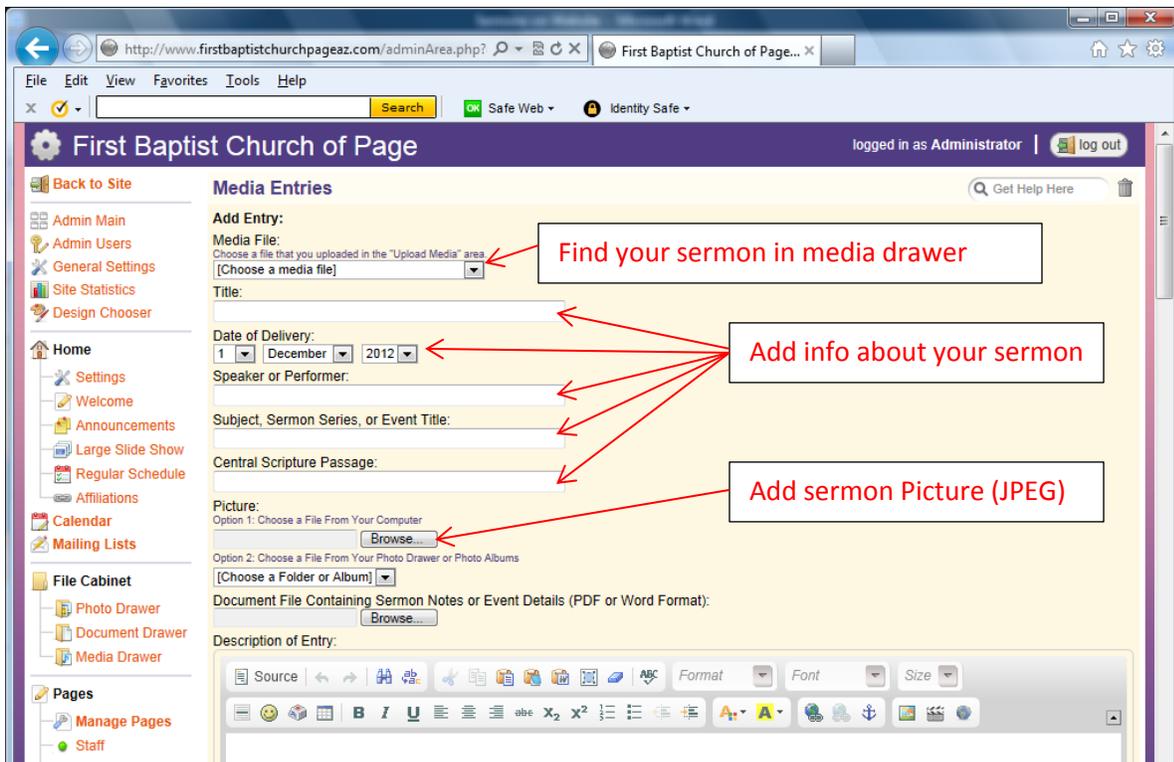
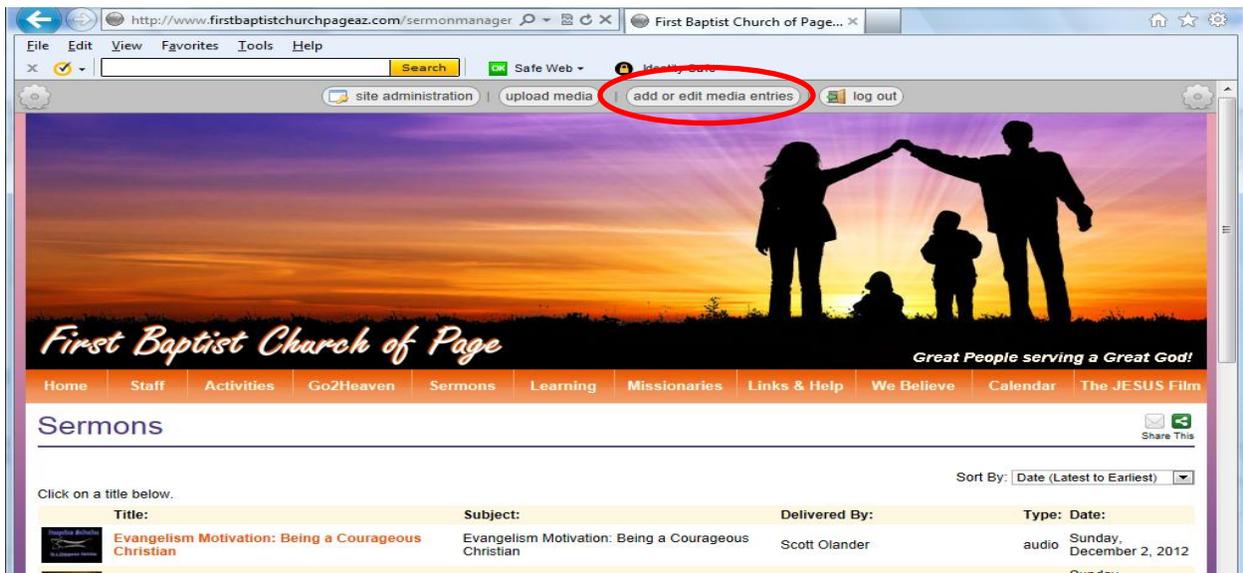
to find your MP3 file on your computer. Once found,

click on the MP3 file and click on Upload File



Step 5: Put the sermon on the website (with picture)

After the file is uploaded, you click on “Back to Site”  then go to the tab “Sermons” Then click at the top on **Add or Edit media entries**



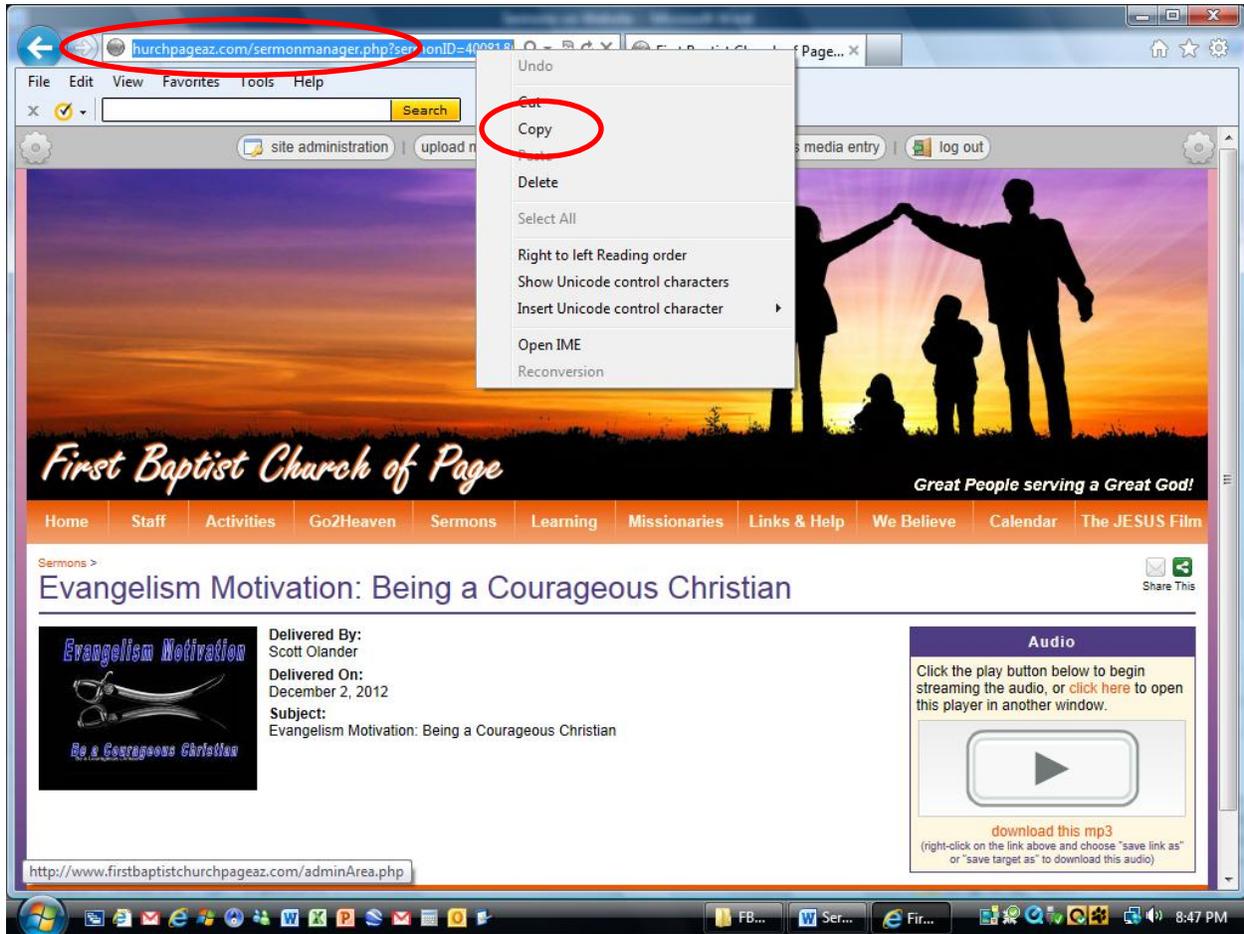
At the bottom of the page click **SAVE** 

The Sermon is now uploaded on the website.

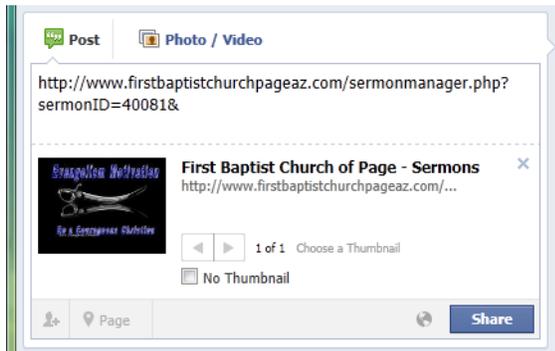
Step 6: To post it on Facebook:

Open the Sermon-Page on the website.

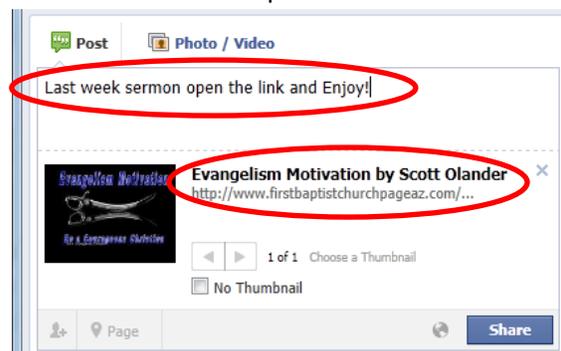
Click on the <http://www> address and click and RIGHT-CLICK and then "COPY"



Then CLICK PASTE on the FACEBOOK page



Edit the POST with a comment and change the title to the sermon title and speaker.



CLICK SHARE – and the sermon is now shared with the Facebook people who LIKE FBCP.