

Audio

Note : This document is only relevant if you use the Audio feature of Church Edit

The Audio feature is an ideal way for distributing the Sunday messages. Not only will you save on costs associated with distributing Tapes and CD's but the message will have a much wider audience.

Audio Files must be in MP3 format before they can be uploaded to the site and should be at a suitable bit-rate so that they are not too large.

Adding Audio Files

To add a MP3 Audio to the site, click on 'Audio' from the left navigation menu and press the Add Audio button (



This will then display the following form.

Add Audio	
Date Recorded :	11 March 2006 <input type="checkbox"/> Not Applicable
Title :	<input type="text"/>
Author :	<input type="text"/>
Description :	<input type="text"/>
Audio Access :	everyone
Related Page :	— Not Applicable —
Audio File :	<input type="text"/> <input type="button" value="Browse..."/> <small>Audio files should be in Mp3 format and no larger than 7 MBs large. For details on compressing Audio please see download the tutorial from the Church Edit website.</small>
<input type="button" value="Add"/>	

Date Recorded This is the date that the recording took place. If this is not applicable then tick the N/A box

Title This is the title that you want displayed on the website (ie Sunday March 25th 2006 Service)

Author Who created the author (It who the service was preached by)

Description A short summary of the media file (ie sermon subject, Bible passage used, short synopsis)

Audio Access If your site is Church Edit Plus then you can specify who has access to the file. This can be restricted to all Members, or to individual groups

Related Page If there is a page on your site that is relevant to this audio file then select it from the drop down box. A link to this page will appear next to the MP3 file.

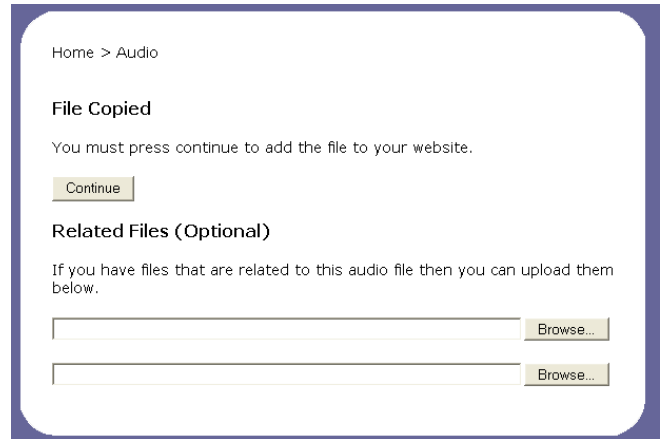
Audio File Select the MP3 file from your computer by selecting the 'Browse' button. The file **MUST** be MP3 format and **no larger than 7MBs**. If it is any larger then it will not upload.

Once you have pressed the 'Add' button the file will upload. This can take a long time to upload depending on the size of the file and the speed of your internet connection.

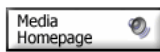
Once the file has been uploaded, the following page is displayed.

To successfully complete the process you must press 'Continue'. This will then add the file to the Audio webpage and generate the XML file. If you have any documents that are associated with the Audio file (such as Word/Excel/PDF) then you can upload them here by pressing the 'Browse' buttons. Up to 2 files can be associated with each Audio file.

Once you have pressed Continue you should return to the main Audio page where you will see a listing of all your Audio files.



Audio Homepage text



The website will list all the Audio files that have been uploaded to the website. If more than 15 files exist, then the audio files will be spread over 2 or more pages with the newest one shown first.

You can customize the top of the Audio page by clicking on the 'Audio Homepage' button from the Control Panel Audio menu. This will display the Web Editor which will allow you to add your own text and images to the top of the web page.

The following page shows the main page for the Audio section within the Church Edit Control Panel. A listing of all audio files will be displayed with the latest edition shown first. From this page you will be able to add new files/ replace or delete existing files.

KEY
 Delete File Replace Audio File Edit File Title Manage file attachments

Everyone

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Media Access	File Size	Title	Date Recorded
Everyone	mp3 2,659 Kb	Sunday Morning Service	January 1st 2006
Everyone	mp3 2,300 Kb	Christmas Service	December 25th 2005
Everyone	mp3 475 Kb	Candlelight Service	December 18th 2005
Everyone	mp3 475 Kb	Sunday Morning Service	December 18th 2005
Everyone	mp3 475 Kb	Sunday Morning Service	December 11th 2006
Members Only	mp3 256 Kb	Members Meeting	December 8th 2005
Everyone	mp3 475 Kb	Sunday Morning Service	December 4th 2005
Everyone	mp3 3,361 Kb	Sunday Morning Service	November 27th 2005
Everyone	mp3 1,895 Kb	Sunday Morning Service	November 20th 2005
Group - Elders	mp3 4,206 Kb	Elders Meeting	November 18th 2005


1 | 2 | 3

PodCasting, RSS and iTunes

Note : The following section contains a lot of acronyms and may sound complicated. The audio feature is very easy to use and integrate with your site/ computer. If you require detailed help then please see the Church Edit website or contact Created Media.

RSS feeds are just a special kind of web page, designed to be read by computers rather than people. The RSS generates code (XML) which lists all the Audio files you have uploaded to the site.

Visitors to your site can subscribe to your Audio RSS Feed using their web browser and can instantly see when new audio files have been added to the site. Using audio software such as iTunes, users of your site can subscribe to the Feed and have the latest audio files downloaded straight to their computer from your website as soon as the audio file is added. - this is called podCasting. See the tutorial on iTunes Integration on the Church Edit website for more information.

The RSS Feed is generated automatically by the website every time a new audio file is added. A link to the RSS Feed is displayed on the main website by the RSS image .

NOTE: Church Edit Plus sites - only audio that is available for everyone will be added to the Podcast. For security reasons, audio that has restricted access (ie members only) will not be added to it.