

# Pre-Upload Process

Get the Audio file of the message from the CAM Team, computer, etc.

Trim the file to include the sermon dialogue (possible the pre-sermon bumper audio).

- Some people do this using QuickTime or Audacity.

Export the trimmed file into iTunes

- While the file is in iTunes put any information into it (such as title, series, etc) by right clicking the file and clicking on “Song Info”

Convert the file into an MP3

- To do this select the file, then Click on “File” in the top left and select “Convert” then click “Create MP3 Version”

Drag the MP3 file out of iTunes onto your desktop.

Change the file name to match with the series and the week (or the week title).

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