

## Audio Uploads Tips

### 1. Create your audio file.

- If you don't already have audio recording software, [Audacity](#) is a free sound editor program that will have all of the features you need to capture and clean up your audio.
- Be careful to balance quality with file size. One hour of audio should yield a file size around 10 Mb with the following settings:

File Format: MP3  
Sample Rate: 44100  
Sample Format: 32-bit float  
Mono

*\* Steps 2 and 3 are not required, but are EXTREMELY helpful and HIGHLY RECOMMENDED:*

### 2. Add ID3 tags.

- This is what tells listeners vital information such as sermon title, speaker name, and text. There are a couple of ways to add this:
  1. In Audacity, open the "Metadata Editor". Fill in as many fields as you can.  
OR
  2. In Windows Explorer, right-click on the file, then select "Properties" and "Details". You will be able to click on the various fields and add your information.

### 3. Add artwork.

- If you have iTunes there is an easy way to add "album art" to each MP3. This is especially important when the time comes to submit your podcast to iTunes.
- To add artwork to an episode using iTunes, highlight the episode and select "Get Info" from the "File" menu. Click the Artwork tab. Then click "Add," navigate to and select an image file, and click "Choose."

### 4. Email the file to: <mailto:sermons@lcwpnet.com>.

- Be sure to include the following information:
  - Date preached
  - Speaker name
  - Sermon Title
  - Sermon Text