

# “How Do I” – Edit our Sunday sermon for our website?

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## SOFTWARE

Editing audio takes special software. I recommend “Wavepad Sound Editing” at <http://www.nch.com.au/wavepad/index.html>

## WHAT TO KEEP - WHAT TO REMOVE

You will ALWAYS be removing some of the recording you made during the Sunday service. Sometimes you may want to keep the SERMON ONLY. Other times you may want to keep the ENTIRE SERVICE. Many times there are long SILENT spaces of time that you will want to remove.

## OPEN YOUR WAVEPAD SOUND EDITING SOFTWARE

1. In the top menu bar click on “File”
2. Click on “Open File”
3. A dialog box will open showing files and folders on your computer.

## KNOW WHERE YOUR “SERMON” FOLDER IS LOCATED

1. Go to your “sermon” folder
2. Double click on the sermon you wish to edit
3. The file will open in Wavepad

## LISTENING TO YOUR SERMON IN WAVEPAD

1. On the bottom left the first four buttons are:
  - a. Play
  - b. Record
  - c. Scrub
  - d. Stop
2. We will be working with the (a) play and (d) stop buttons
3. Make sure you have your computer’s audio speakers turned on
4. Click on the “play” button and listen to the audio contents
5. Click on the “stop” button to turn the audio contents off.

## HOW AUDIO IS DISPLAYED IN WAVEPAD

1. Ignore the lines in the upper box
2. In the middle of the page you will see a horizontal bar.

## “How Do I” – Edit our Sunday sermon for our website?

3. The audio is displayed by the black vertical lines along the horizontal bar
4. The red vertical line is the placeholder showing the area of the audio being played

### LISTENING TO YOUR SERMON/SERVICE IN WAVEPAD

1. Click on the “play” button
2. The audio will begin playing from the beginning to the end.
3. If you wish to stop the audio, click on the stop button.
4. Find where the different parts of the audio are located.
5. Click on the black or white areas (audio display) along the horizontal box
6. Don’t be afraid to experiment - you can’t break it.
7. When you have an idea where things are, click on the “stop” button

### RECOVERING AUDIO YOU DELETE

Remember I said “Don’t be afraid to experiment - you can’t break it.”? Sometimes when deleting an area, we can cut too much, or too little. It all depends on the area you selected. Well, yes, absolutely we can fix that!

1. At the top of the Wavepad you will see a row of icons
2. Click once on the undo (looks like a U-Turn symbol)

That wasn’t hard, was it? !

### SELECTING THE AUDIO YOU WISH TO REMOVE (DELETE) IN WAVEPAD

Let’s say you only wish to keep the sermon portion of your audio. We are going to delete the audio you don’t want.

#### **Removing the front portion (before the sermon begins)**

1. Click around until you find the starting point of the audio you wish to keep
2. The red vertical line will show you where the starting point (of what you are keeping) begins
3. On the menu bar, click “edit”
4. Click on “select to start”
5. The area from the beginning of the audio to the starting point of the audio you wish to keep will be highlighted in blue
6. Press the delete key on your keyboard and the front section will be removed.
7. Your audio will no longer have the front section, allowing your audio to start with the sermon.

#### **Remember:**

**Every time you delete a section of audio you should replay the audio in that section to make sure it is what you want.**

## “How Do I” – Edit our Sunday sermon for our website?

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### Removing the back portion (after the sermon ends)

1. Click around until you find the ending point of the sermon you wish to keep
2. The red vertical line will show you the ending point of your sermon (what you are keeping)
3. On the menu bar, click “edit”
4. Click on “select to end”
5. The area from the ending of the sermon to the end of the audio you wish to delete will be highlighted in blue
6. Press the delete key on your keyboard and the back section will be removed.
7. Your audio will no longer have the back section, allowing your audio to end the sermon.

### Removing the long silent spaces from your audio

As I said before, many times there are long SILENT spaces of time that you will want to remove. We are going to select (highlight) the audio you wish to remove (delete). This will take a little practice.

STEP 1 (Repeat this several times to make sure you don't delete any of the sermon.)

1. At the beginning of the silent space
  - a. Click just before the area (silent space) you want to remove
  - b. Click the “play” button.
  - c. Click the stop button as soon as you begin the sermon.
  
1. At the end of the silent space
  - a. Click **in the area** you want to remove
  - b. Click the “play” button.
  - c. Click the stop button as soon as you hear the sermon.

STEP 2

2. On the menu bar, click “edit”
3. Click on “select specified time”
4. You will see “start time” (sample - 0:07:40.10)
5. Write the start time down
6. Click ok

STEP 3

2. Once you are sure you are ready to delete:
3. Click **in the area** you want to remove
4. Click the “play” button.
5. Click the stop button as soon as you hear the sermon.

## “How Do I” – Edit our Sunday sermon for our website?

6. On the menu bar, click “edit”
7. Click on “select specified time”
8. You will see “end time” (sample - 0:08:45.12)
9. Write the end time down
10. Click ok

### STEP 4

1. On the menu bar, click “edit”
2. Click on “select specified time”
3. In the “start time” box - type the time you wrote down for the “start time”
4. In the “end time” box - type the time you wrote down for the “end time”
5. Click ok

### AN ALTERNATE WAY TO REMOVE SECTIONS YOU DON'T WANT

This includes removing audio before, after or even in-between

1. Click at the beginning or end of the audio you wish to delete
2. Place your mouse on the red vertical line until you see a double-arrow
3. Drag the double arrow (the red vertical line will follow) over the audio you wish to delete
4. The area you dragged over will be highlighted in blue
5. Press your delete key on your keyboard
6. You have deleted the audio you do not want to keep.