

Recording Instructions:

Please Convert Recording to MP3 Format (Industry Standard-Widely Used). File Should Arrive 24 Hours Before Scheduled Broadcast.

Recording Software

We recommend recording software that is available for free. This software is exceptional. It will allow you to make a MP3 Recording from your computer. The Link below is for the download of the software : Audacity 2.0.1

[Download Audacity Recording Software](#)

To Use This Software You will need what's referred to as a Lame Encoder File. The file goes along with the Audacity Software to allow the MP3 format to be used.

[Lame Encoder File \(Download\)](#)

Recording Software Set Up

To Install/Use This Software Follow The Following Steps:

1. Download Audacity Recording Software & Install It On The Computer. Download Lame Encoder File & Remember Your Storage Location. Program Files Is A Good Location To Use For Storage Of Lame Encoder.
2. Once Downloaded, Launch Audacity Software.
3. With The Opening Of The Main Screen, You Will See Recording Buttons That Are Similar To Tape or DVD Recorders. Press Red Circular Record Button. Let It Record For 15 Seconds And Press The Stop Button.
4. Click The File Button (Top Left Of Program) & Select Export. A Save Box Will Open Up, Select MP3 At Bottom Of Save Box & Name File Test A1.
5. The Program Will Proceed To Save Function & Will Give You A Box That Ask You For The Lame Encoder File (Above) . Direct The Prompts To The Lame Encoder File You Stored. This Process Is Only Required Once. From Then On You Will Not Have To Repeat This Process.

Once This Is Completed : Your Ready To Make Your Recordings. Once You Record Your Programs Then Click File (Top Left Of Software) & Select Export. Once You Select Export, Click MP3 At Bottom Of Save Box (under tab) And Name Your File & Complete The Save File Information. The Program Will Save Your Program In MP3 Format Ready To Air On Radio GCN Network.

Transmitting Broadcast To Radio GCN Network Center

To Transmit The MP3 Recording File To Radio GCN Network Center For Broadcasting Follow The Following Steps. The Service Provided Here Is Free And Efficient.

1. Go To : www.yousendit.com and Sign Up For Free.
2. Log -In & Click Send At Top Middle Of Screen.
3. Enter Email : Admin@RadioGCN.Com Enter Name Of Broadcaster In The Subject Box. Click Upload File : And Direct The Prompts To Your Broadcast Message. Type In Text Box Your Ministry Contact Information.
4. **File Should Arrive 24 Hours Before Scheduled Broadcast.**