

OhSoFree Ministries

Computer Instructions for the NARRATORS

1. Enter the Teams App on your laptop
(if your app icon doesn't appear on your taskbar or desktop, use the search bar on your taskbar and type "Teams")
2. Go to the Account Manager icon – it's a small circle with your initials on the top right of the screen.

A drop down menu should appear, click your name with the Ohsofree address behind it.

3. Click on OSF Content Team "General" on the Left side of the menu.
4. Click on Files from the menu at the top of the screen.
5. You will see 3 file choices with Team 1, 2, or 3. Click on the one that lists the person who edits the devotionals you narrate first and your name second.
6. Click on the file you wish to narrate, it will automatically open in Word.
Make sure the file has an "E" in front of it to signify that it has been edited.

Add your welcome statement to the devotional: "Welcome to Freely Speaking, an OHSOFREE devotional ministry where we share our hearts and trust God for transformation. Today's devotion is written by Karen Wardle."

And your ending statement: "Thank you for joining us today. If you would like to learn more about OhSoFree Ministries, please visit us at www.ohsofreeministries.com"

It will automatically save your changes without having to hit "save."

7. Copy the document by highlighting the whole devotional. Right click on mouse to select "copy" from menu.
8. Go to the subsplash dashboard and paste it into the description box.
<https://dashboard.subsplash.com>
9. Rename your file in Teams - Click File, select "Rename" from the drop down menu.

Rename the file with a "N" at the beginning (replace the "E"). The file name must be as follows:
N - your full name followed by the date your devotional is to be published. (with no spaces or year)

Example: N-DarlaCzeropskiAug23

(The N will signify the file has been narrated.)

10. Close out by clicking “x” on the tab you’re in at the top of the screen (use the tab that includes your document title.)
11. Hit “General” to go back to the Folders.

Instructions for using the Subsplash dashboard:

1. Go to <https://dashboard.subsplash.com>
2. On menu (left side of screen) – Click “Media”
3. On menu (left side of screen) – Click “Library”
4. Under Heading of “Recent Media Items”, double click on the one you need to upload. They are listed by date and author.
5. Upload Your Recording – scroll down until you reach the heading “Upload Your Recording.” Click MP3 (or whatever type you are uploading) under Audio section.
6. Under the heading “Description Box,” copy and paste in the Word document you used to record the devotional. The description box wording should match the words you spoke. When you copy and paste, it sometimes loses its format so make sure paragraphs are separated and that each paragraph has no extra space before the first word.
7. Under the heading “Scripture box”, (right below the Description Box on your screen) add the Scripture verse by using the drop-down menus it provides.
8. Hit the “Save” button at the top right hand of the screen.
9. Go back to your Audio at the bottom of the screen and listen to make sure it’s the correct audio and there are no problems with it.
10. Exit the program.

*The following processes might vary depending on the device you are using. If there is a problem or you have questions, please contact Sharon Gomez at: shargomez316@gmail.com