Podcast Workshop

Instructions for creating a podcast using Podifier.

Bg: make mp3, make web page. Plan in ppt. put screen shots in ppt.

Step 1. Launch the application Podifier from the Programs menu or from the shortcut on the desktop. A splash screen promoting the software will appear followed by the window shown below in Figure 1.

Step 2. Complete the following fields on the screen:

Field	Data to be entered					
Title	This field contains the title of your podcast website. For example each of your weekly podcast					
	may be concerned with materials engineering, environmental science or the history of Singapor					
	This field will be a heading suitable for the topic or theme of your regular podcasts.					
Site URL	This is the URL or the address of the web site that supports your podcast or your own personal					
	web site where students or members of your podcast audience can find information about your					
	topic area and yourself.					
Feed	This is a concise yet informative description of the podcasts that you will produce on a regular					
Description	basis. The description should simply and clearly explain to the audience the purpose, content and					
	even the desired audience for the podcasts.					
Feed Base	This is the directory or folder on the server where your podcast files will be stored. Podcasts					
URL	essentially consist of at least two files. One file will be the mp3 file that contains the audio					
	information and the second file will be a text document that contains the instructions for the					
	software that receives the podcast. This text file will usually end in the suffix .xml or .rss. When					
	you create the podcast the files will be published to this address.					
Feed filename	This is the name of the text file that contains the "instructions" for your podcast. It will be created					
	by the Podifier software. Generally give it a name relevant to your podcast theme.					

Look closely at the example below in Figure 1. Once you have completed the entries for your podcast click on the "Next" arrow.

000	Podifier V2.1	
	VISIT PODIFIER.COM	
🧶 р	odifier _ feed	details
6		
Title	Podcast workshop	No Roll
Site URL	http://podcast.larkin.net.au.lndex.html	
Feed Description	This podcast site is dedicated to the exploration of podcasts in education.	
Copyright	John Larkin 2005	
Feed Base URL	http://podcast.larkin.net.au/	
Feed Filename	podcast.rss	.xml or .rss [one-olick]
PREVIOUS	NEXT 🗲	🔽it's a wrap!

Figure 1. Feed details screen in Podifier.

Field	Data to be entered				
MP3 files	You can either click on the "+ ADD" button and browse to the mp3 file that you have created.				
	Alternatively you can drag and drop the relevant mp3 file onto the field.				
	Make sure you have selected the mp3 file before you complete the details for that specific				
	podcast. Look at the example below in Figure 2.				
Title	You may leave the title as is or give it a more descriptive title that succinctly describes that				
	particular podcast.				
Description	In this field you enter a concise and informative description of the podcast.				
Size of the	In this field you enter the exact size of the mp3 file in bytes. Usually this data will be entered				
MP3 file in	automatically when you import the mp3 file however in the event the file size data does not				
bytes	appear you can locate it using the methods described below.				

Poc	Podifier V2.1			
VISIT PODIFIER.COM				
🧉 podifier	media file/s			
MP3 files	Title			
01_discussion.mp3	01_discussion.mp3			
	Description			
	This week's podcast is about discussion forums.			
	Size of the MP3 file in bytes			
	2613542			
+ ADD × REMOVE				
	NEXT 🄁 🦵it's a wrap!			

Figure 2: Media file(s) import and data entry screen

How to obtain the exact file size of the mp3 file. Obtain the exact file size of the podcast mp3 file. You need to click once on the actual file, select it and then right click on the file to get its properties.

To check out the exact file size and to double check the exact name, just:

- Right click on the .mp3 file you created
- Click "properties" and note the size. As an example, it will look like this:

Size: 2.5 MB (2,613,542 bytes). What you want to enter is **2613542** without the commas.

On a **Macintosh** computer control-click on the file and select "Get Info" from the popup menu. You should see a window like the one below in Figure 3.

😝 😑 01_discussion.mp3 Info
01_discussion.mp3 2.5 MB Modified: 15/04/2005 6:56 AM
Spotlight Comments:
The General:
Kind: MP3 Audio File
Size: 2.5 MB on disk (2,613,542 bytes)
Where: /Users/jlarkin/Desktop/ podcast
Created:
Modified: Friday, 15 April 2005 6:56 AM
Color label: 💌 😐 😑 😑 😑 😑
Stationery Pad
Locked
More Info:
Name & Extension:
Open with:
Preview:
Ownership & Permissions:

Figure 3: Get Info window

Click "Next" once you have entered all the details on the screen.



Step 4: This is the screen that allows you to enter the ftp details for your podcast. The term 'ftp" is an acronym for "file transfer protocol". This is the system that allows your files to be published on to your chosen web server.

Perform the following actions on the screen.

Field	Data to be entered			
MP3 files	Type in the exact address of the web server where you wish the files to be published. If you ar unsure about this address you can usually base it upon the address you use when you publish to your own web site. You can also get advice from your web hosting company or from the IT-Se support staff in your school.			
Port	This is usually 21.			
Username	Type in the username for your web hosting access. Today it is 'teacher'.			
Password	Type in the password for your web hosting access. Today it is 'learner'.			
Base directory	tory This is the folder or directory on your web hosting space that will store the .mp3 and .rss files.			
_	our case the files will be uploaded to and stored at the 'root' directory so onl a forward slash '/'			
	need be entered in the data field.			

Look closely at the example below in Figure 4. Once you have completed the entries for your podcast click on the "Next" arrow.

000	Podifier V2.1				
VI:	SIT PODIFIER.COM				
🥝 poc	ftp ftp	details			
8					
FTP server	cp.webmachine101.com				
Port	21 Passive Mode	98.39.98			
Username	teacher	DIC LEDIC			
Password	*****	Remember			
Base directory	4				
100	Skip FTP (Save the xml file locally)	- Obc			
Ashio Ashi					
0.11.20.11					
PREVIOUS	NEXT	🔽it's a wrap!			

Figure 4: Ftp details screen.

Step 5: This is the screen that shows that the files are being uploaded to the server. This may take quite a deal of time. If the files are large it might be wise to take a break and make a cup of tea. If your school has a fast Internet connection then the upload may only take a few minutes or even seconds.

Once the upload is complete the term "100%" will appear.

000	Pod	fier V2.1		
	■ <u>VISIT PODIFIER.COM</u>	SHOW DEBUGGING	■ <u>ABOUT</u> ■ <u>HELP</u>	×
	podifier	u	ploading	3
ie.				
0	00000000			0010
	publishing the podcast ,			
	120 000	CRNCEL		26
				25
0.7	10.15	10.1		
	IS	NEXT	🔶 🦵it's a	wrap!

Figure 5: Uploading screen

Step 6. Once the upload is complete the following screen will appear that will allow you to check the podcast.



Figure 6: Uploading complete screen.

Step 7. Click on the link and your web browser should open. A web site similar to the one below may appear.



Figure 7. Web page describing your podcast.

Step 8. Copy and paste the link and open the mp3 player application iTunes. Perform these actions.

- 1. Select "Subscribe to podcast" from the "Advanced Menu"
- 2. Paste in the address of the Subscribe to Podcast window. See Figure 8 below.
- 3. Click OK.
- 4. The podcast will download to the iTunes player software. See figure 9 below.



Figure 8. Subscribe to Podcast.

	iTunes			
	Downloading "01_discussion	.mp3"	G	•
=	 Podcast	Time	Release Date 🔻	Descrip
24	30 years of triple i	5:10	20/3/05	30 year

Figure 9. Your podcast is being downloaded.

Your podcast will appear in your podcast listings complete with its description. See Figure 10 below.

•	PM	0	2:25	29/9/05	ABC radio news and current affairs afternoon prog
	🕨 🔻 Podcast workshop	•		1/10/05	This podcast site is dedicated to the exploration of
•	Ø 01_discussion.mp3		4:21	1/10/05	This week's podcast is about discussion forums.
	SBS World View	0		22/9/05	World View explores the diverse perspectives and i

Figure 10. Downloaded podcast.

