

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 Singapore. 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 Description	This is a concise yet informative description of the podcasts that you will produce on a regular basis. The description should simply and clearly explain to the audience the purpose, content and even the desired audience for the podcasts.
Feed Base URL	This is the directory or folder on the server where your podcast files will be stored. Podcasts 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.

Figure 1. Feed details screen in Podifier.

Step 3. At this step in the process you will import your specific podcast mp3 file and describe that particular podcast. Perform the following actions on the screen.

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 MP3 file in bytes	In this field you enter the exact size of the mp3 file in bytes. Usually this data will be entered automatically when you import the mp3 file however in the event the file size data does not appear you can locate it using the methods described below.



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.

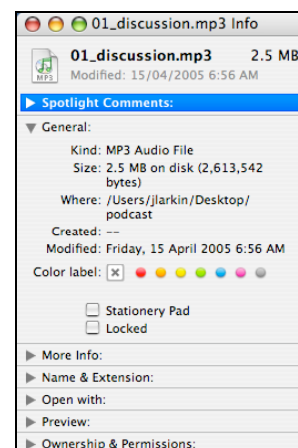


Figure 3: Get Info window

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 are 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-Seed 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	This is the folder or directory on your web hosting space that will store the .mp3 and .rss files. In 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.



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.



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.

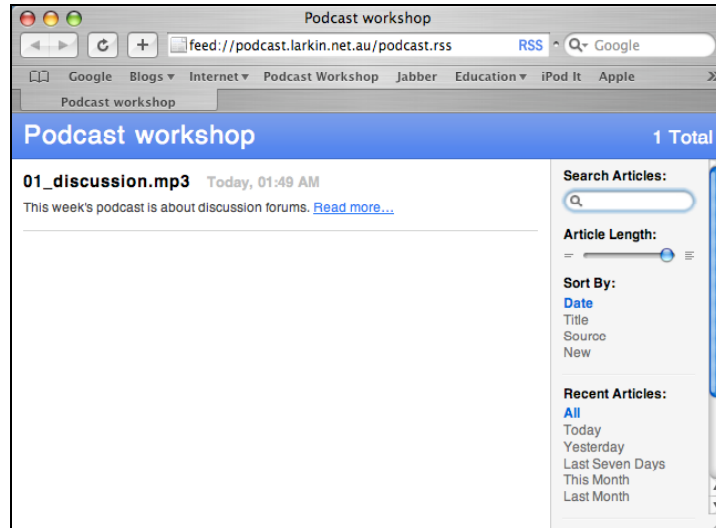


Figure 7. Web page describing your podcast.

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.

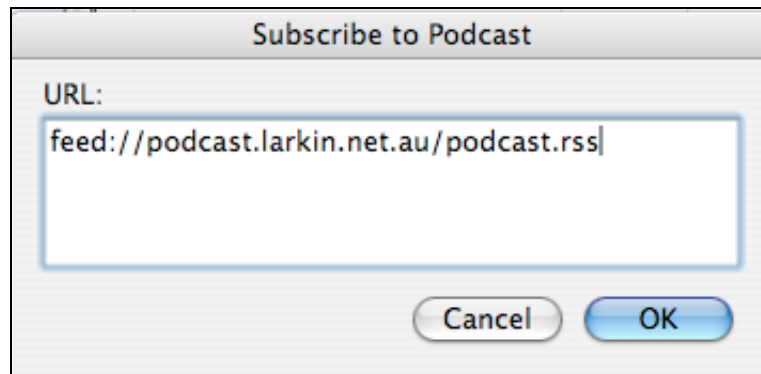


Figure 8. Subscribe to Podcast.

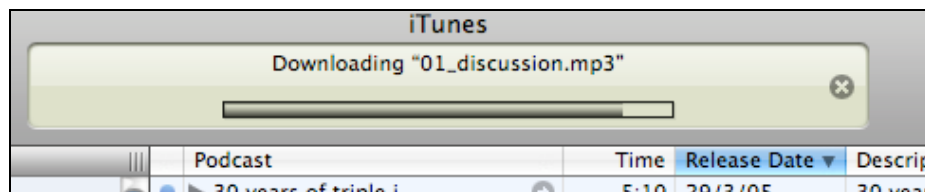


Figure 9. Your podcast is being downloaded.

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

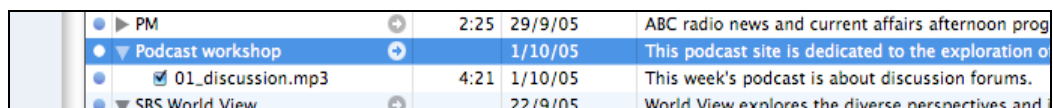


Figure 10. Downloaded podcast.