

PODCAST ADMINISTRATION

PART A

Uploading a MP3 File to the website.

Step 1: Uploading A File

You will now have an Icon on your desktop that will enable you to drag the MP3 file, and drop it into the icon. This will automatically upload the file to an allocated host.

Step 2: Checking Files

<http://www.domain-name.com.au/administrator/hw/>

This process enables you to check all files on the server and to see which ones are yet to be added. If the file is to be added, simply click the **Send File** button; A pop-up window will appear with processing information. Once it has finished sending it to the server, copy the link of the file's location. (This will be needed in Part B)

NOTE

This is the process of uploading and adding the files to the server – and not adding to the Podcast. Refer to Part B.



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PART B

Adding the MP3 File to the website's Podcast.

Step 1. Adding the MP3 to the Podcast.

Website URL:

<http://www.domain-name.com.au/loudblog/loudblog/>

Login with the Nickname and Password.

Once you have logged in, the following screen will appear...

record | postings | comments | stats | organisation | settings

Loudblog

RECORDING (STEP 1)

No Audio File You can define an audio-file later

Use Browser (<2MB)

Search Upload Folder

Get from Web

link to file copy file to webspace

Loudblog 0.4 | logged in as NCC | [log me out](#)

In the **Get from Web**, enter the URL of the file (given once you have checked the files - Explained in Part A), make sure the selected radio button is **'link to file'** and then click **get file**.

Get from Web

link to file copy file to webspace

The following screen will appear...

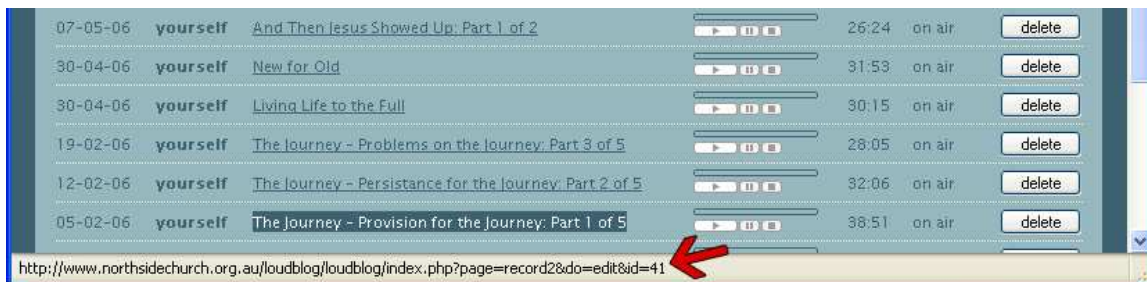
Title:	Enter the Name of the Podcast.
Message:	Enter the Descriptive Text of the Podcast.
Categories:	Choose the Correct Category
Posting Time:	Enter the Time stamp for the file. <i>Format:</i> Year, Month, Day at Hour : Minute (in 24 Hour Time)
Media File:	This shows you the location of the file. You are also able to listen to it here.
Size:	Automatically detects the size of the file.
Length:	You will need to enter the amount in seconds of the file. Example: 30minutes 12seconds = (30 x 60) + 12 = 1812 secs
Comments:	Allow comments to be added to the Podcast via guests. Default is Off.
Size Limit:	Is there a size limit for this file. Default is No Audio Allowed.
Status:	Draft: Select this if it is still yet to be edited. Finished: Select this if it is finished but you do not want it published. On Air: File is now on air and available to all who subscribe or visit the website.

Once you have entered all the necessary information, click **save all**.

NOTE	You will notice that there are Six tabs across the top:	
	<i>Record:</i>	Adding the file location to the Podcasting Admin.
	<i>Posting:</i>	Add the Podcast Information to the file.
	<i>Comments:</i>	View comments about a Podcast.
	<i>Stats:</i>	View Statistical Data about the files within the Podcast.
	<i>Organisation:</i>	A list of authors and categories for the Podcast.
	<i>Settings:</i>	Setup and Information about the Podcasting 'Author'

This will then take you to the **postings** page, which lists all available Podcast's.

Rolling over the Podcast Title will give you a number which is visible in the status bar of your browser.



Keep this number in mind, as you will need to write this number (41, as the example above) to a Content Item needing the file link (Refer to Part C).

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PART C

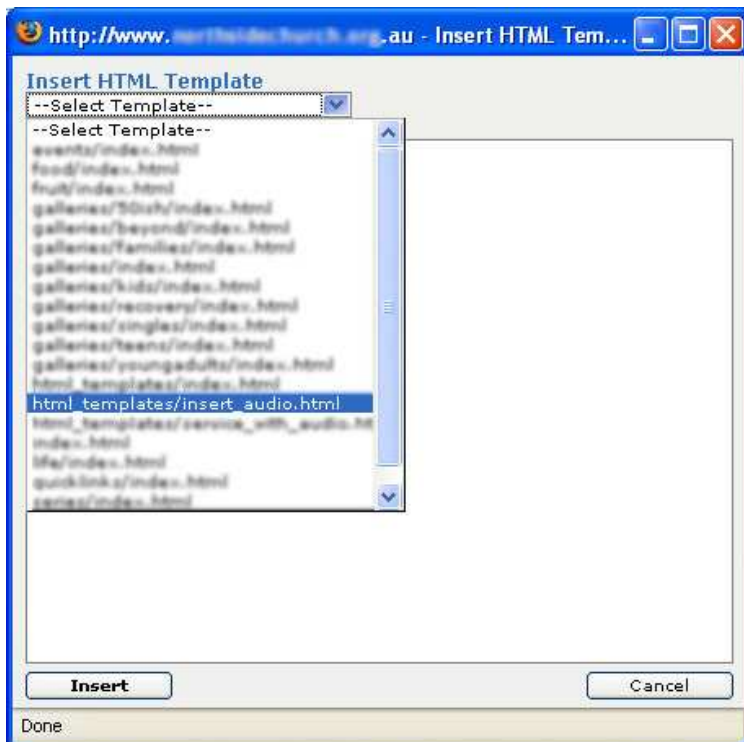
Adding the MP3 to a Content Item.

Step 1. Select the Content Item

Once you have selected the content Item you wish to add the audio file to, are in the editor view... Click to the beginning of the sentence in which the Audio File is to be inserted. As the File you are about to insert is right aligned, it will not affect any of your formatting.

Step 2. Inserting the HTML Template

Click the Insert HTML Template Icon  from the editor tool bar... The Following will appear:



Scroll Down until you locate the file you are after: In this case – **insert_audio.html**

The template will appear in the screen. Click **Insert**.

This will then insert the template into the Content Item you are in.

Step 3. Referring to the Audio File.

You will Now see `{loudbot id='nnn'}` On the right hand side.
Where it says nnn, Enter the Number of the Podcast (Refer to Part B). Example: `{loudbot id='41'}`