

ADD A RECENT PODCAST

A Podcast is an audio file that viewers can listen to online or download. Audio files must be mp3s. Audio files can be edited in audacity. (80 kbps is appropriate quality for spoken word. Music would require 128 kbps.) File names cannot be more than 50 characters (including .mp3). Eliminate any non-letter or non-number characters (; : > . Etc) Files need to be less than 40 MB.

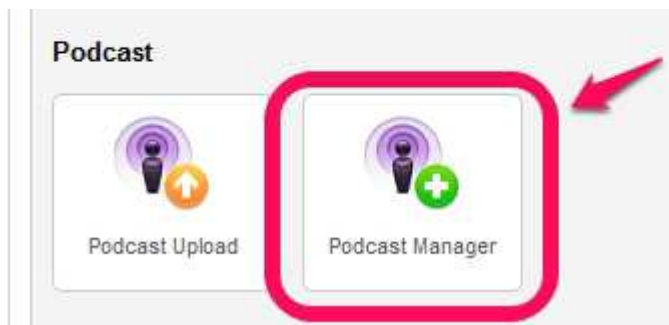
1. Click Podcast Upload on the Control Panel.

2. Click Upload in the file manager screen. Choose file from computer or drag mp3 to upload. Click blue upload button in lower right corner after file is in queue. Close upload window.

3. Return to the Control Panel.

The image shows a composite of three screenshots illustrating the steps to add a recent podcast:

- Step 1:** A screenshot of the Control Panel showing the 'Podcast Upload' button highlighted with a red box.
- Step 2:** A screenshot of the file manager screen (Root/podcast-upload) showing the 'Upload' button highlighted with a red box and a red arrow.
- Step 3:** A screenshot of the main site interface showing the 'Control Panel' link in the left menu highlighted with a red arrow.



4. Click Podcast Manager on the Control Panel.

5. Click Scan for New Files or click add next to new podcast file.



Add New Podcast

File: 32nd Sunday in OT.mp3

Author:

Title:

Homily Date: / / (mm/dd/yyyy)

Category:

Description:

[Scan for New Files](#) | [List of Existing Podcasts](#)

6. Fill in each field for the new podcast file. Each field must contain some data. Click Add Podcast.

Existing Podcasts

Filename	Author	Title	Homily Date	Action
stretchyourself11am.mp3	Fr. William	Stretch Yourself	3/1/2015	edit date delete
32nd Sunday in OT.mp3	Fr. William Rosario	Stretch Yourself	3/1/2015	edit date delete

Latest Podcast

Stretch Yourself

by Fr. William

11am Mass

Date: 3/1/15

[Click to Listen](#)

[Click for other Homilies](#)



7. View Podcast. The view above lists existing podcast. The view to the left is the latest podcast in the Latest Podcast module.