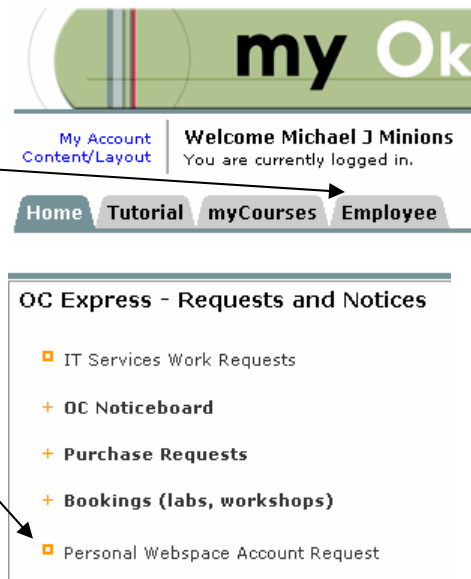


## Zero-Budget Podcasting at Okanagan College.

Get some webspace at [people.okanagan.bc.ca](http://people.okanagan.bc.ca)  
 Log into My Okanagan  
 Click the Employee tab.



Under OC Express - Requests and Notices, click Personal WebSpace Account Request.

Complete the form and submit it. Give it a couple of days to process, then go to <http://www.people.okanagan.bc.ca> and look for your name. This is your webspace.

While you're waiting, download and install some free software.

iTunes (for playing .mp3 files)

<http://www.apple.com/itunes/>

Audacity (for recording audio)

<http://audacity.sourceforge.net/>

\*(be sure to download and install the LAME MP3 encoder as well - on the same download page)

Juice (for subscribing to RSS podcast feeds)

<http://juicereceiver.sourceforge.net/>

Easy Podcast (for creating RSS podcast feeds)

<http://www.easypodcast.com/>

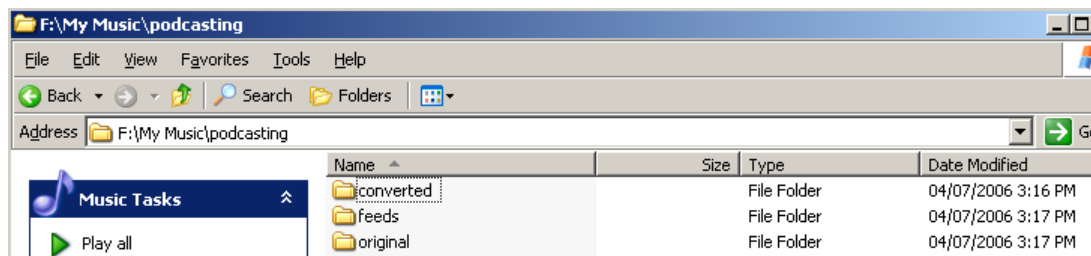
Creating folders on your computer.

Create a folder on your computer called Podcasting (I put mine in My Music under My Documents). Inside the Podcasting folder, create 3 more folders called Original, Converted and Feeds.

Your original recordings will go in Original.

Once you run them through Easy Podcast, the 'tuned' versions will go in Converted.

And your rss.xml files will go in Feeds.



## Creating a folder on your people.okanagan webspace

Launch Filezilla. Start / Internet / Filezilla.

If it's not there, download and install from <http://filezilla.sourceforge.net/>

For Address: put [www.people.okanagan.bc.ca](http://www.people.okanagan.bc.ca)

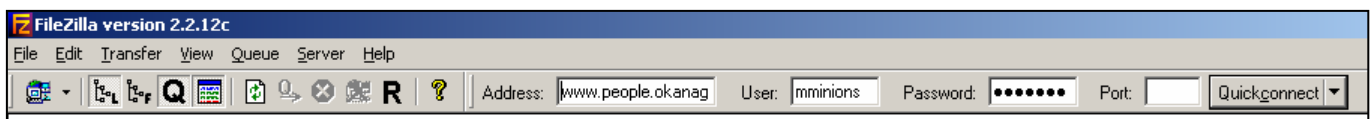
For User: put your e-mail login

For Password: put your e-mail password

Then click Quickconnect. You should see a list of any files you've uploaded to this site. (at least you will once you upload some files).

Right click in the empty space in the Remote Site window and pull down to Create Directory. Name it Podcast.

Quit Filezilla. (next time you don't have to enter all this info, just click Quickconnect)



## Recording your Audio.

Launch Audacity and record your audio.

Save it as an MP3 to your Original folder. If this is the first time you've used Audacity, you'll need to show the program where you installed the LAME mp3 encoder.

## Setting up Easy Podcast.

Launch Easy Podcast.

Pull down Tools to Options.

Under the Mp3 tagging tab:

For Artist: put your name.

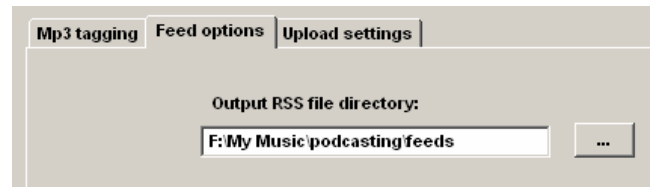
For your Source mp3 directory, navigate to your Original folder

For your Output mp3 directory navigate to your Converted folder.

\*note: the default settings create a file name based on the date - you can only have 1 file per day. If you want to load a second file, change the final filename on this screen, then change it back when you're done.



Click on the Feed Options tab.  
For Output RSS file directory,  
navigate to your Feeds folder.



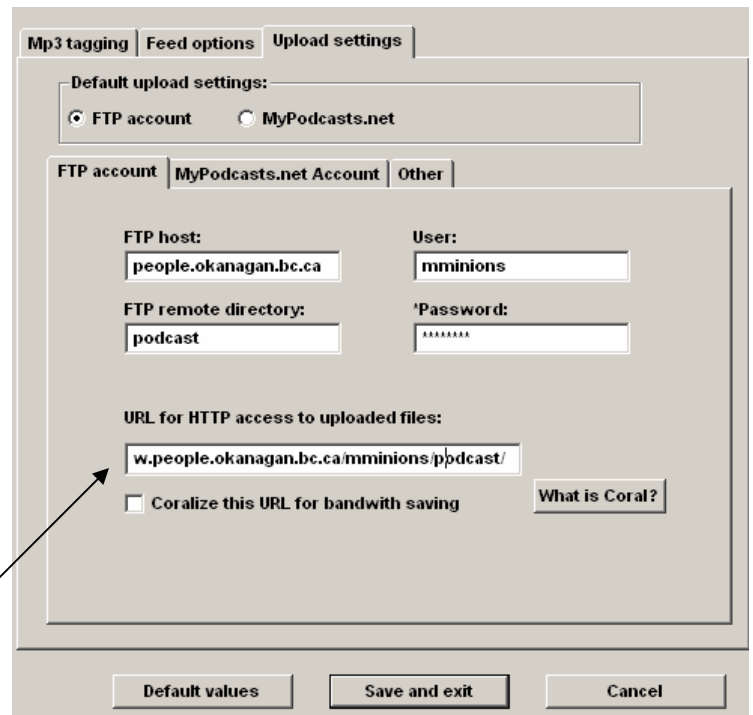
Click on the Upload settings tab.

Under FTP host: put  
people.okanagan.bc.ca

Under FTP remote directory: put  
podcast

Under User: put your e-mail login

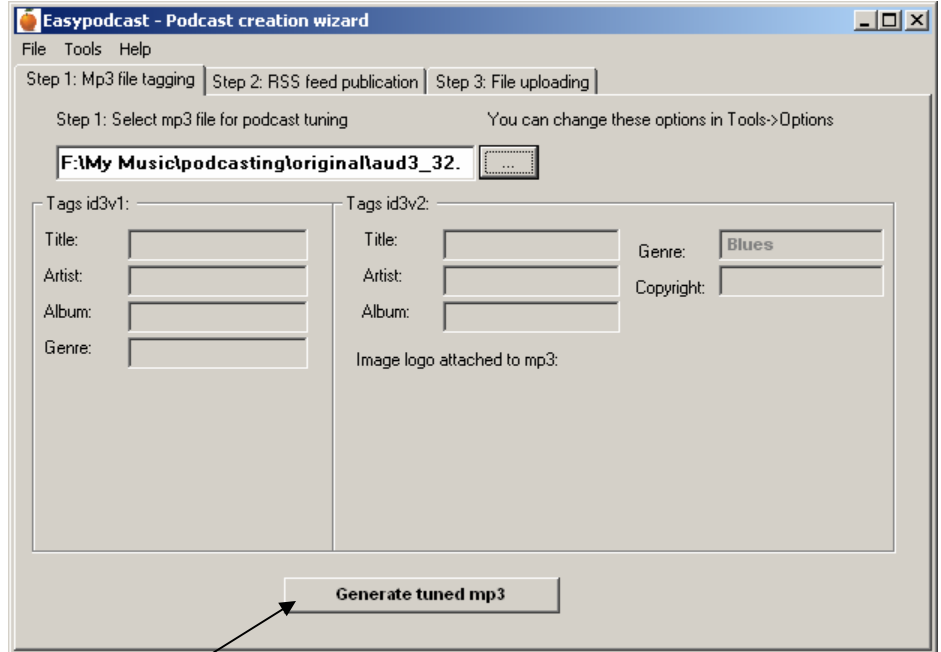
Under Password: put your e-mail  
password



Under URL for HTTP access: put  
<http://www.people.okanagan.bc.ca/yourname/podcast/>  
Save and exit.

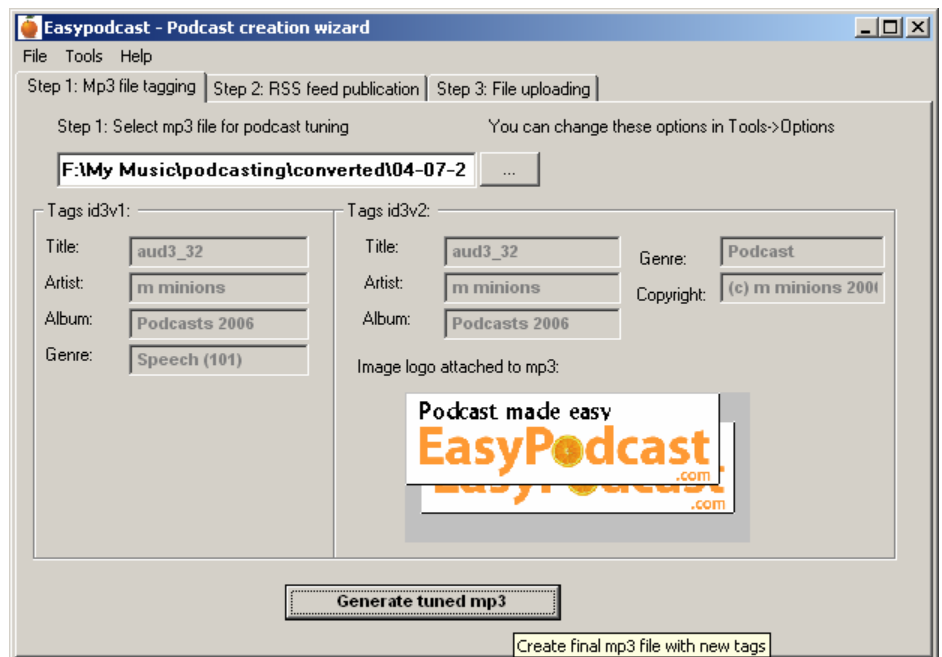
## Running your mp3 through Easy Podcast.

Under Step 1, browse to find your mp3 file (Did you save it in the Original folder?),

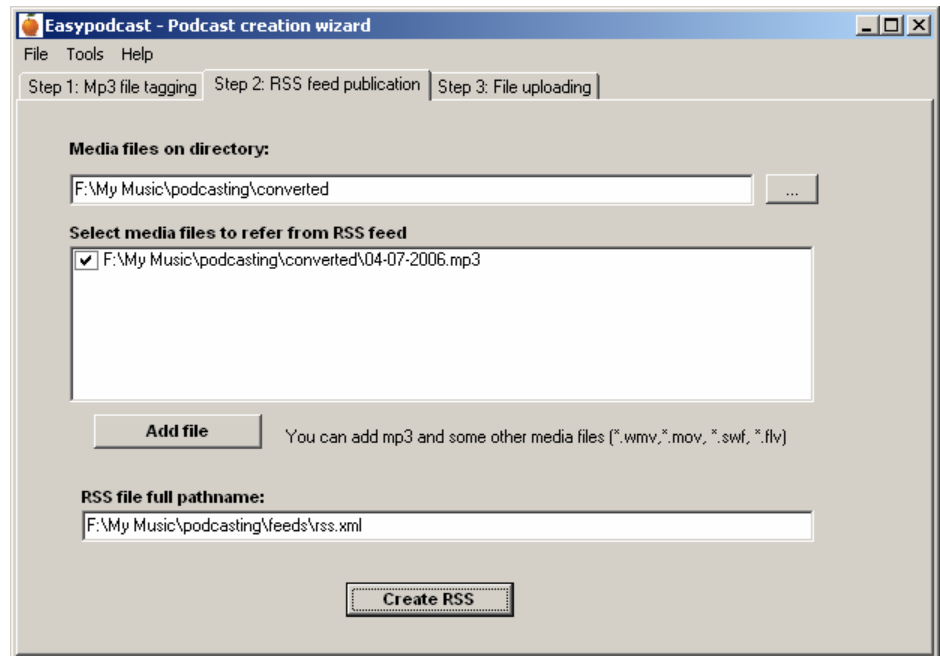


then click Generate tuned mp3.

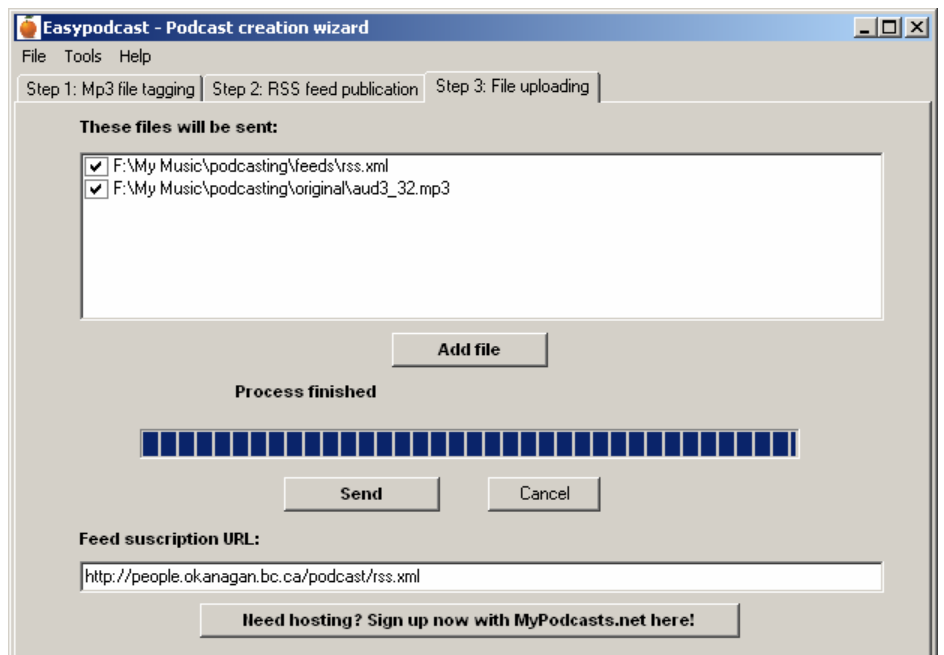
Notice that the file name has changed and it's now referencing the Converted folder.



Go to Step 2: RSS Feed publication and click Create RSS. It will fill in the RSS file full pathname (and put the file in your Feeds folder)



Go to Step 3: File uploading and click Send. It will fill in the Feed subscription URL based on the settings you entered under Tools:Options.

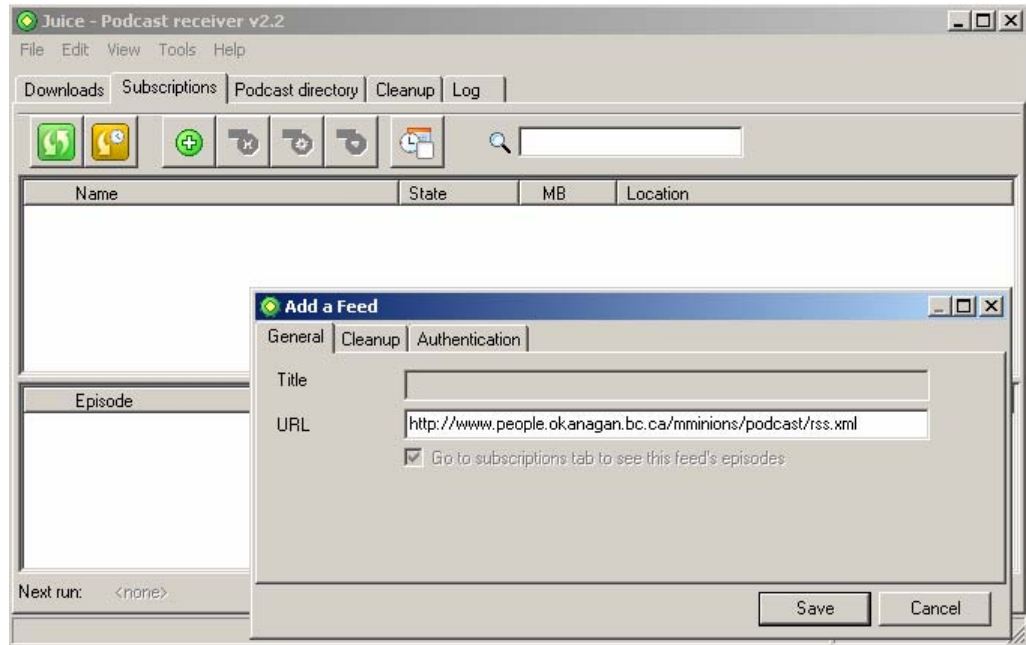


Checking to see if it worked.

Launch Juice. (It may launch iTunes - that's fine - it gives you a choice of using various media players under Preferences / Player)

Pull down Tools to Add a Feed and enter the URL for your site.

<http://www.people.okanagan.bc.ca/yourname/podcast/rss.xml>



When you click Save, the location will appear in your Subscriptions list.

Click the Check for New Podcasts button and the new mp3 file should appear under Episodes. Juice will automatically pass the file on to iTunes.



Open iTunes and listen to it.