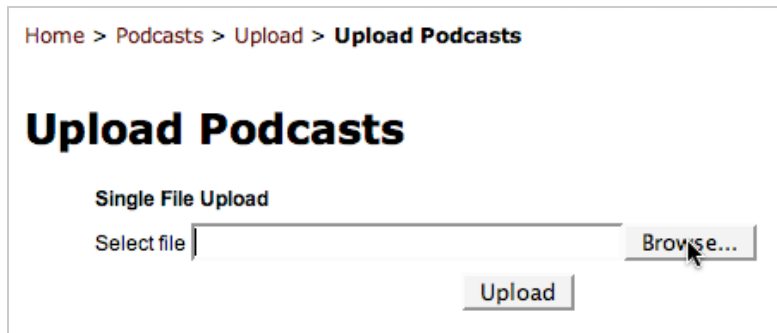


## Uploading a Podcast file

Once you have an audio or video file saved in the right format, it's easy to upload it to your blog.

If you already have a host for your podcast files, skip this tutorial. There are a few places online that provide free file hosting or, for a very nominal fee (\$20/year), you can upgrade your WordPress account to enable uploading the larger audio and video file. If, however, you're just trying out podcasting, you can get started immediately with a free upload service we provide to workshop participants. Simply follow along with this step-by-step tutorial.

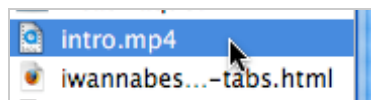
1) Go to <http://www.tommarch.com/podcasts/upload/>



2) Click the "Browse" button, then navigate your hard drive / flash drive and select / open the audio or video file.

Note: these must be "Web-friendly" formats (.mp3 or its variants for audio and mov, mp4, wmv or wav for video)

3) Select and Open the file you made for the podcast.



4) Back at the "Upload Podcasts" page, click on "Upload" to send the file from your system to the Web server.

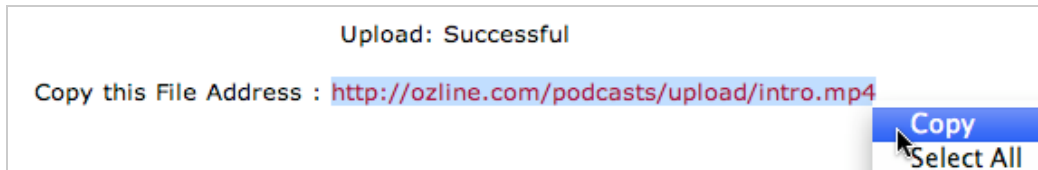
Note: The larger the file, the longer this will take. If you are not on broadband, your success will be limited).



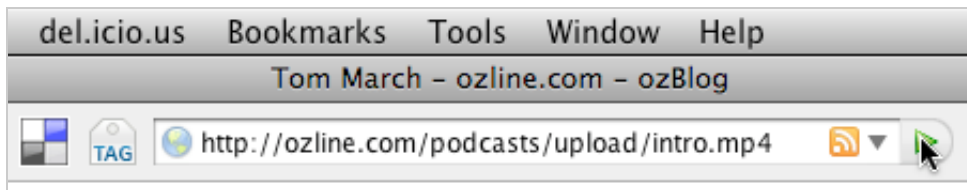
5) Once the file has been uploaded, you will get a confirmation message like this:



6) Drag across the Web address / URL for the file (the red bit) and copy it (use right-mouse, Edit-Menu → Copy or Control / Command – C)



7) Open a new browser window or tab and paste the copied Web address into the Location field.



8) Press the "Go" icon or hit Enter / Return.

The file you just uploaded should now play in the browser. How quickly this happens depends on the size of the file. If it doesn't work, you know something's wrong with the file itself before going any farther. This is most likely due to the file format not being right or your browser not set to play this kind of file (for example, the PC you're on might not have QuickTime plugins installed so it doesn't recognise and play .mov files.). If you have a problem use the comment link on the group blog for help.

Now that you have an audio or video file on the Web, we can add it to your Blog.

## Adding a Podcast file to your Blog

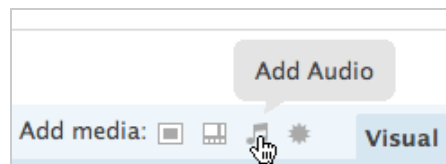
You're half way there. With an audio or video file on the Web, all we have to do now is make a link to it on your Blog.

1) Within the Dashboard, go to Write / Manage a Post / Page depending on where you want your podcast to appear.

Remember, "Write" is for new content, "Manage" for editing content already online and "Posts" are the chronological items in the main body of your blog whereas "Pages" are the static pages linked from the sidebar. You can put Podcasts anywhere.

2) Type the text that you want to precede your link to the podcast. For instance, in this tutorial we say, "*link to an audio file within a blog post like this:*"

3) Click on the "Add Audio" icon above the WYSIWYG menu (What You See Is What You Get).



4) Paste the Web address for the podcast file you uploaded in the earlier tutorial and enter a Title.

Note: If you Upgrade your WordPress account to 5 GB, you would be able to directly upload your podcast file and could have skipped the previous tutorial.

Choose File Gallery (1) Media Library

### From Computer

Allowed file types: jpg, jpeg, png, gif, pdf, doc, ppt, odt.

Choose files to upload

You are using the Flash uploader. Problems? Try the [Browser uploader](#) instead.

48.8 kB used, 3.0 GB (100.0%) upload space remaining. You can upload additional file types and increase your available space with a [Space Upgrade](#).

— OR —

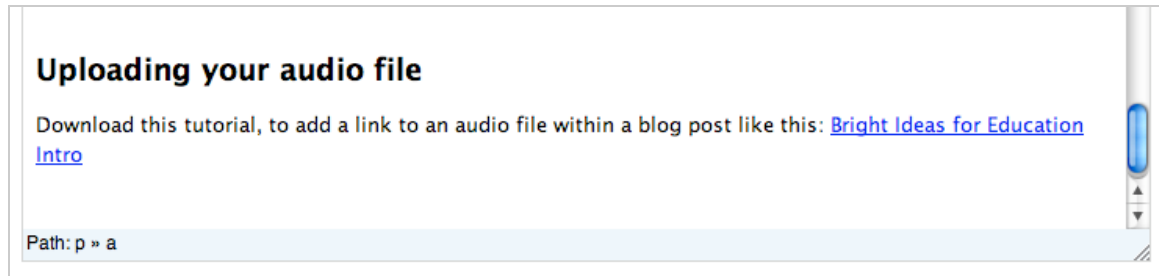
### From URL

Audio File URL \*

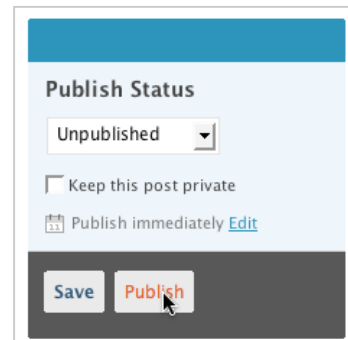
Title \*

*Link text, e.g. "Still Alive by Jonathan Coulton"*

5) Click the “Insert into Post” button. On your text area, you now have a blue link to the Title you typed in the last screen.

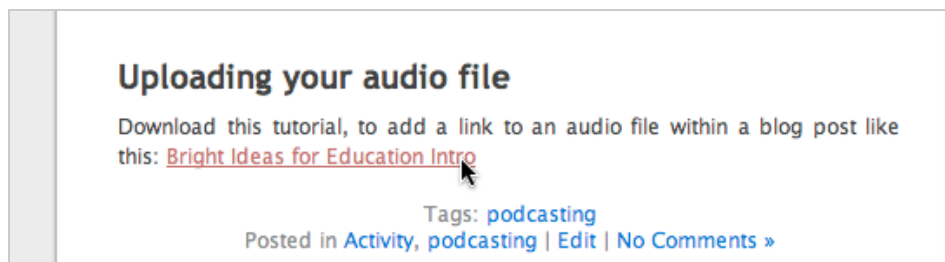


6) Publish your entry so that you can view the Post / Page to see it online.

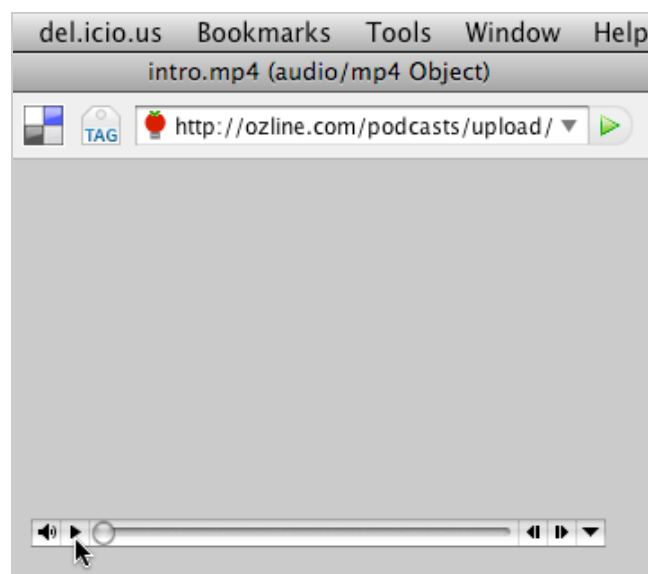


7) Click on the “View Site” link toward the top of the Dashboard. You can see the link you added. If you don’t, try Refreshing / Reloading the Blog.

Note: a right-mouse click, “open in a New Tab” is handy so you can have both the “inside” and “outside” of your blog available for easy editing.



8) The Podcast will now play when you click on the link.

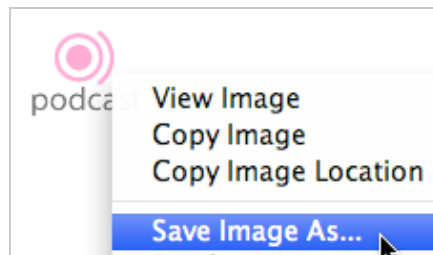


## Making the PodCast Link an Icon

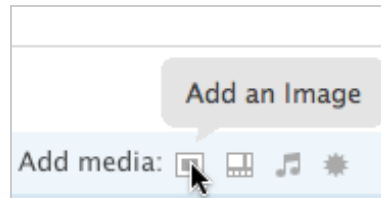
Now suppose you'd like a clickable icon to open the podcast. There are a few good choices on this [page of podcast logos](#).

1) Go to the page: <http://www.timmadden.com.au/podcast-logos.htm>

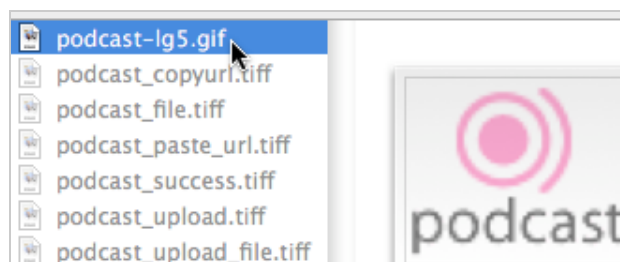
2) Choose one of the designs, then save the image to your hard drive. This is most easily done by using the right-mouse click if you have that option, and then choosing, "Save Image As..." or "Download Picture to Disk..." or similar variation. Another option is to "View" the image and then copy the Web address from the Location line of the browser.



3) Return to your Dashboard of your Blog and the Post / Page where you have the Podcast link. Put your cursor in the Text Editing Area where you'd like the image to appear, then click on the "Add an Image" icon at the topic of the WYSIWYG menu.



4) Select the correct file (which you just downloaded) and open the file.



5) Add a Caption and decide if you want the image aligned left or right or left as is. Select "Full size" or you'll end up with a squashed image. Click "Insert into Post"

podcast-lg51.gif  
image/gif  
2008-04-22 14:29:01

**Title** \*

**Caption**   
*Alternate text, e.g. "The Mona Lisa"*

**Description**

**Link URL**   
    
*Enter a link URL or click above for presets.*

**Alignment**  None  Left  Center  Right

**Size**  Thumbnail  Medium  Full size

6) You will now see the image inserted into the Text Editor where you had the cursor.

### Uploading your audio file

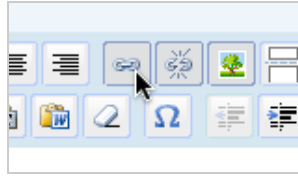
Download this tutorial, to add a link to a [Intro](#). You could also get a podcast icon linked podcast file to your visitors.

podcast

7) We have the image there, but now we need to make it open the Podcast file when it's clicked. All this involves is adding a link to the image. The first step is to get the Web address for the Podcast file. You can copy this a number of ways (from the external Post / Page that shows the text link, copy it from the browser you used to upload the Podcast file originally – step 8 in the last tutorial). Another way to get the Web address is to Double-click on the text link from when you added the audio file:

[Bright Ideas for Education](#)  
have an image to signal a

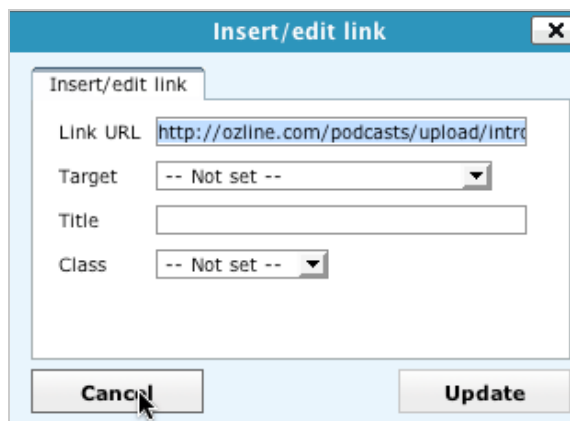
8) With the link highlighted, click on the Link icon in the WYSIWYG menu.



9) This opens the Insert/edit link window. Copy the Web address of the Podcast file.



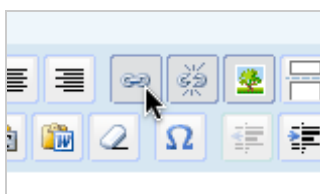
10) Hit Cancel to leave the screen without making changes to the link.



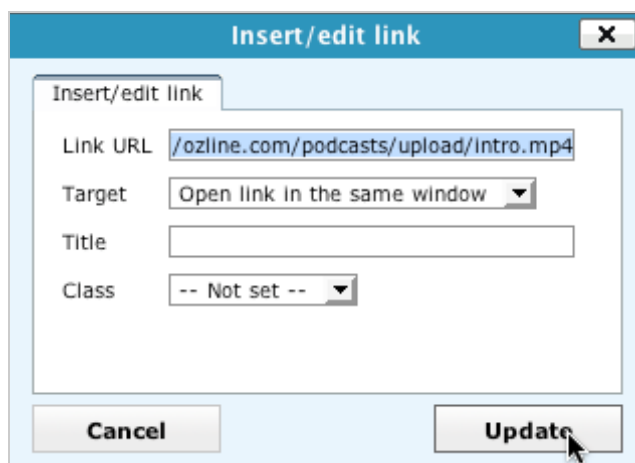
11) Now Select the icon image for your Podcast by clicking on it once.



12) With the Podcast icon highlighted (as above), click on the Link icon again.



13) This time the “Link URL” field will be empty, so simply click your cursor in that field and paste the Web address you copied in Step 9. Then Click “Update.”



Insert/edit link

Link URL

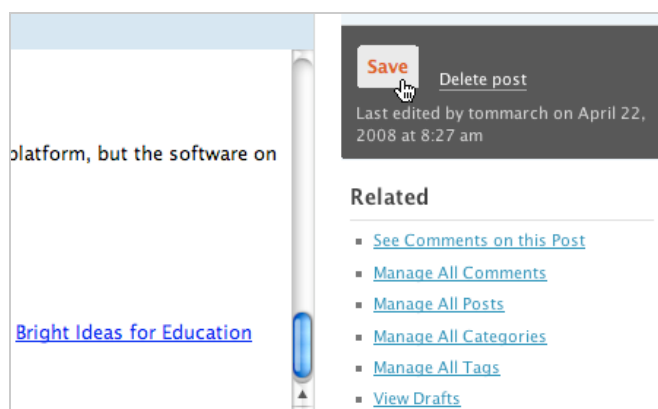
Target

Title

Class

Cancel Update

14) Save your work.



platform, but the software on

[Bright Ideas for Education](#)

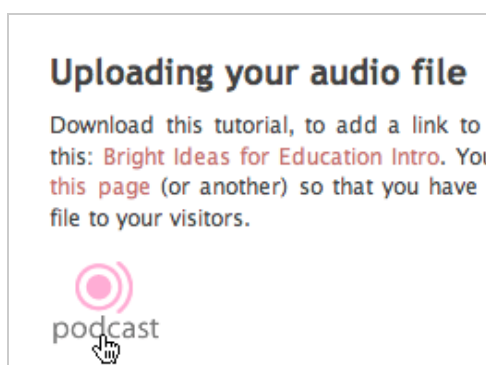
Save Delete post

Last edited by tommarch on April 22, 2008 at 8:27 am

Related


- [See Comments on this Post](#)
- [Manage All Comments](#)
- [Manage All Posts](#)
- [Manage All Categories](#)
- [Manage All Tags](#)
- [View Drafts](#)

15) Go to the “Outside” of your blog (if you have that tab still open or click “View Site” toward the top of the Dashboard.



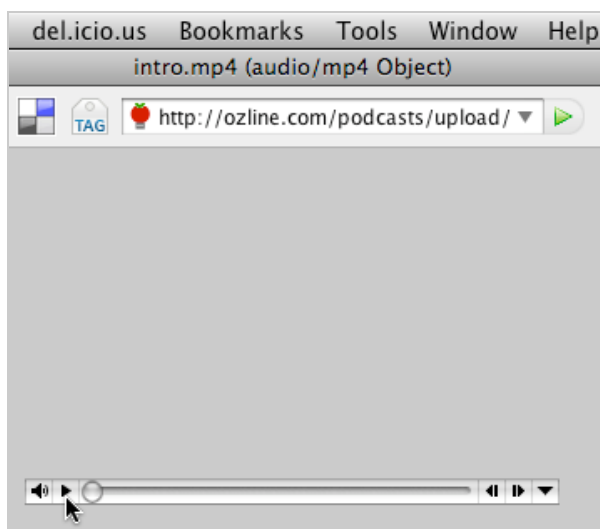
**Uploading your audio file**

Download this tutorial, to add a link to this: [Bright Ideas for Education Intro](#). You [this page](#) (or another) so that you have file to your visitors.

  
podcast



16) Now when you click on the “Podcast” icon, the audio file is opened.



Final Note: If you are looking for one of those cool podcast players – where the podcast plays right in the blog sidebar or post – you’ll have to opt for getting your own hosting. Look for another Tutorial on this topic for more advanced users.