

Creating a Podcast with Podomatic

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Podomatic (www.podomatic.com) is a website that allows you to easily record, publish, and promote an audio or video podcast without having to install any software on your computer. All you need is a microphone or headset to record your audio (and an iSight or other type of web camera if you are creating a video podcast). Podomatic uses a Flash interface to record the audio or video for your podcast using any web browser (you must install the Flash plugin for your web browser if it's not installed already). Each Podomatic account allows you to store up to 500 MB of audio and video.

Creating an Account



In order to use Podomatic, you must first register for a free account:

1. Click on the **Register** link in the main page (www.podomatic.com).
2. Enter your name in the first text field. The name you enter will be displayed on your profile.
3. Select a user name and enter it in the second text field. This name will be used to create the address for your podcast page (<http://username.podomatic.com>).
4. Enter a valid email address. This email address will be used to send you a temporary password. You can click on the link in the email to change your password to something easier to remember.
5. Click on Continue.

On the next screen, you will be able to personalize your podcast page by selecting a template that will determine how your podcast page will look.

To change the template for your podcast page after you have set up your account, click on **My Podcast > Preferences**. Next, click on the **Edit** link in the Podcast page theme section. To change your template, select a different one using the pulldown menu below **Edit** page theme, then click on **Save**. You can customize your page even more by clicking on **My Podcast > Design**.

Recording an Episode

To record an episode, click on **My Podcast > Post an Episode**. On this page, you can assign a title, tags, and comments to your podcast episode. Tags are the same as keywords that can be used to search for your podcast episode. To add a picture, click on the **Browse** button and then find a picture on your computer. You can also mark your podcast as clean or explicit.



Post Episode

When you're ready to start recording, click on the **Record** button. If you're recording video, you will need to check the **Record Video** checkbox. This will bring up a Flash settings pop-up window where you need to click on **Allow**. Recording will begin once a connection has been established.



When you're finished with your recording, press the **Stop** recording button. Click on the **Preview** button to hear what your recording sounds like (or to preview the video) before you save it.

If you're happy with your results, click on **Post Episode** to save your episode to the Podomatic servers. Click on the **Re-**

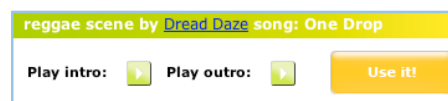
record button if you want to start over.

Podomatic also allows you to import recordings created in other programs such as Garageband or Audacity. To import a recording, click on the **Import** button (next to the **Record** button) and use the **Browse** button to find the file you want to upload to the Podomatic servers.

If you change your mind later and you want to delete an episode, you can do so by clicking on **My Podcast > My Media**. This page will list each media file you have recorded or uploaded. You can click on the **delete** link next to a media file to remove it from your account.

Adding Music

You can enhance your podcasts by adding intro and outro music that plays at the beginning and end of your podcast. To add music to your podcast, click on **My Podcast > My Media**, then click on the **mixOmatic** link. You will then see a list of different music clips you can use for your intro or outro music. To preview a selection, click on the **play** button. Once you find one you like, click on **Use it!** to add it to your podcast.



You can import your own music clips to use as intro or outro music by clicking on the Scene mixer link at the top of the mixOmatic window. This will bring up a window where you can click on an Import button to upload your own music clip.

Your RSS Feed

Your RSS feed is what allows other people to subscribe to your podcast. When you create a podcast on Podomatic you are assigned two different addresses: one which you can use to refer people to a web page where they can click on a button to listen to your podcast, and one which is an RSS feed they can use to subscribe to your podcast.

The ability to subscribe is a key feature of podcasting and what sets it apart from other audio and video files you can find online. Once someone has subscribed to your podcast using software such as iTunes, they can have new episodes automatically downloaded to their computers.

To find the RSS feed address for your podcast on Podomatic, click on **My Podcast > Manage my Podcast**. Your RSS feed address will be listed at the top of the page in a text field.

Testing Your Feed

You can test your RSS feed address with iTunes to make sure it works before you send it to other people. To test your address, open iTunes and select **Advanced > Subscribe to Podcast**. Next, enter the RSS address from the **Manage my Podcast** page in Podomatic and click on **OK**. If your address works, iTunes should display your podcast and download the latest episode.

Your computer will check for new episodes at regular intervals (you can change how often this takes place by changing your iTunes preferences). You can also manually check for new episodes by right-clicking on the title of the podcast and

selecting **Update Podcast**. If there are old episodes listed that you want to download, click on the **Get** button next to the name of that episode and the episode will then be downloaded to your computer's hard drive.

Promoting Your Feed

After you have created a new podcast episode, you can use the promotion features of Podomatic to let other people know about it.

To send out a podcast announcement by email:

1. Click on **My Podcast > Manage Podcast > Get the Word Out**.
2. Choose **E-Mail**.
3. Select **Episode or Badge** and edit the title and body of your message. A preview will display to the right.
4. Click on **Continue**.
5. If you want to import your address book from another webmail program (Hotmail, Gmail, or Yahoo) enter your email address and password and click on **Save**. If you do not want to import your address book, click on **Cancel**.
6. Place a checkmark next to the contacts you want to send your announcement to, or add additional addresses in the text fields.
7. Click on **Send Emails**.

In addition to sharing podcast episodes, Podomatic includes a webmail feature that allows you to include audio in your emails. To use the Podmail feature, click on the **Mail** link at the top of any Podomatic page.

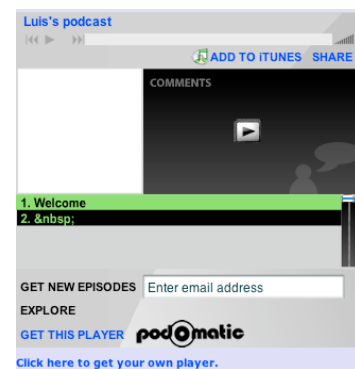
Podmail works like any other webmail site such as Gmail or Hotmail. You can click on **compose** at the top to start a new message. After you've entered all the email addresses of your recipients in the **Send to** field, you can choose to record a message to include in your message or you can click on **Import** to use an existing Po-

domatic recording or upload one from your computer. Once you're finished creating your email, including the recording, click on the **Send** button to send your email.

Including a Podcast in a Blog

To include your podcast in a blog post:

1. Click on **My Podcast > Manage my Podcast > Get the Word Out**.
2. Select one of the blogging services listed (**MySpace, Blogger, hi5, or TypePad**).
3. Select how you want to share your podcast: as a link, as a badge, or if you choose **Blogger** or **TypePad** as an embedded player.
4. Click on **Continue**.
5. Enter your user name and password for the blog you want to post to and click on **Share Now**.



Useful Sites

- **Freeplaymusic.com:** Free instrumental music you can use in your podcasts. The nice thing is that freeplaymusic.com offers different options for the length, so you can select a short clip to use for your intro or outro in Podomatic.
- **Podsafes Music Network:** More free music you can use in your podcast. There is a lot of music from independent bands.