

Podcasting for the Benefit of Aboriginal Languages

∅ *How to establish a Podcast Website via iWeb*

Marisa Phillips
FirstVoices Language Administrator
Ktunaxa Nation Council
Cranbrook, B.C.

Locating and Working with the Dock

- ∅ On the iMac OS X there is a program called **iWeb** that can be located on the **Dock**. - (The dock is placed either on the left, right or bottom of the screen and is where you may choose from the different programs e.g. Photobooth, GarageBand, etc.)
- ∅ Select the **iWeb** program.



Creating a Podcast Page

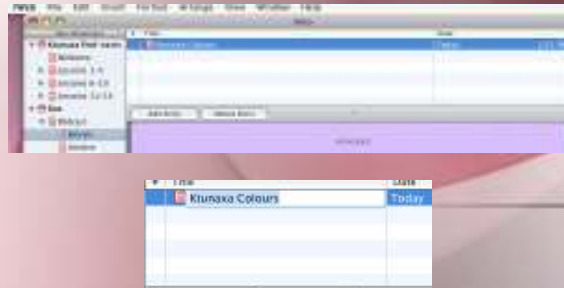
- ☞ A **Podcast Template** should show up. (The Podcast template is similar to your Welcome Page template, in that you should be able to insert your own writing in the text boxes and pictures in the picture boxes. The text box should include some sort of explanation regarding the audio recording you will insert)
- ☞ To place the **audio recordings** on to the template, all you have to do is **select** an audio recording from a file on your computer and **drag** it to the area that the main picture goes into.

Important Note: In order to put your recordings onto the Podcast Entry Page, you must first make sure that they are in mp3 format.



Keeping Track of Podcast Entries

- ☞ At the top of the Podcast Template, there will be a blue and white striped box with Title and Date. The box is there to help keep track of the different Podcast Entries you enter. (If you click on the space next to the picture of a little red document, you will be able to name the Podcast Entry)



After the First Podcast Entry is Completed

- ☞ Once you have completed your first Podcast Entry, you may add another simply by selecting the **Add Entry** button. Or, if you are unsatisfied with your current entry, you may select the **Delete Entry** button.



- ☞ Go through the previous steps to create up to **five Podcast** entries (five entries is the maximum that the program will allow you to download per. Podcast Page)

Adding another Set of Five Podcast Entries

- ☞ Once you have created the **first five Podcast Entries**, you can create another set of five by going back up to **File** and selecting **New Page**. Then once you are in the window, choose the **Podcast** page and go through the steps again. **You can repeat this process a number of times until you have placed all the desired audio recordings on to the website.**



Naming and Keeping Track of Podcast Pages

- ☞ You can keep track of how many **Podcast Pages** you make, by looking on the side bar titled **Site Organizer**. You also should be able to **name** the different Podcast Pages by **double-clicking** on the **Podcast title** (above Entries)
- ☞ You can **name** your **Website** from the **Site Organizer** as well, by **double-clicking** on the **Site** title (above Welcome)
- ☞ In order to **delete pages**, you go to the **Site Organizer**, highlight the page or entry with your mouse and press the **delete key** on your keyboard.



Adding Video Content

- ☞ In order to place any video content on to the site, **first** create your video in a video program ex. **iMovie HD**
- ☞ Once you have created and are satisfied with your video you will need to **export** it from the **video program** into the **iWeb program**. Go up to **File** and select **Export** from the menu. Once you have done that, a window will pop up where you are able to choose which program your video exports to. Highlight the **Share for Video Podcast Button** and select **iWeb**.



Submitting Podcast Page to iTunes

- After you have all the Podcasts established, **highlight** the first Podcast Page on the **Site Organizer**, by clicking on it once. Go to **File**, scroll down and select **Submit Podcast to iTunes**.



Copyright Info.

- From there a window will pop up asking for your Copyright information, Enter the needed information, and click on the button saying **Publish and Submit**.

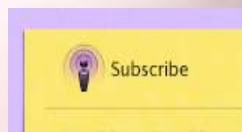
 A screenshot of a 'Publish' dialog box. At the top, there is a small profile picture of a woman and the word 'Publish'. Below this, there is a text area with some placeholder text. The main part of the dialog is titled 'Enter additional information for your podcast series:'. It contains several fields: 'Copyright' with the value '©JANNA TEL SECTO 2007', 'Category' with a dropdown menu set to 'Audio Blogs', 'Language' with a dropdown menu set to 'English', and 'Parent Advisory' with a dropdown menu set to 'None'. At the bottom right, there are two buttons: 'Cancel' and 'Publish and Submit'.

Finishing up the Podcast Publishing

- ☞ A second window will pop up asking you to make sure that you own all the copyrights to all of the content displayed on your site. Press **Continue**.
- ☞ Follow the instructions that **iTunes** and **.Mac** give you.
Important Note: When you are going through the process of publishing your website in iTunes, make sure that you write down the URL for your website before continuing on. You will need it to find your website later on.
- ☞ A **.Mac account** should also be able to publish your website. Go up to **File**, scroll down and select **Publish to .Mac**. From there follow the directions that are given.

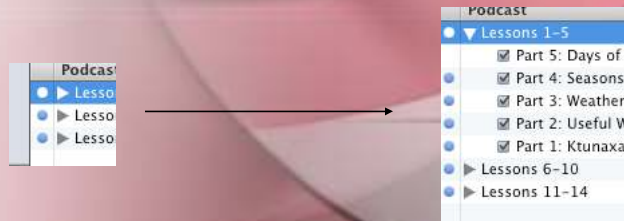
Getting the Podcasts from your Website on to iTunes

- ☞ To **get the Podcasts** from your published website **on to iTunes**, go to your finished Website, by typing in your URL, and **press the purple Subscribe button** on the **Podcast pages**. It should automatically download to your **iTunes**, under the title of **Podcasts**.



From iTunes to iPod

- ☞ From your **iTunes Podcasts** page, you will see the Podcast Pages that you subscribed to, from your website, on a list. **Click** on the little black arrow to left of the Podcast title and a list, of the five Podcast entries that you entered, will show up.
- ☞ **Click on each box to confirm** that you wish to download these Podcast pages.
- ☞ Do that to each Podcast and hook up your iPod! (The iPod should automatically download anything that is in your iTunes)
- ☞ **Enjoy!!!**



Contact Information

Marisa Phillips

Mphillips@ktunaxa.org

Ktunaxa FirstVoices Administrator

7468 Mission Road

Cranbrook, BC

V1C 7E5

Phone 1-250-417-4001

Fax 1-250-489-5760