

## Creating a Podcast (Practice)

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### Step VII Add Chapter Markers and Chapter Names

1. Select the *Podcast* track and drag the *Playhead* to the beginning of the first story or segment.
2. Click the *Track Editor* icon (scissors) on the control bar and click the *Add Marker* button.
3. Click *Chapter Title* for the first marker and enter an appropriate, descriptive title.  
Optional: Add URLs and URL titles in the appropriate column if links are desired.
4. Repeat steps 1 - 3 for each story or segment
5. Add a marker at the end of the last segment (beginning of closing jingle)
6. Pull down *File* to *Save*.

### Step VIII Insert images (Enhanced Podcast)

1. If *Media Browser* is not visible, click the *View Media Browser* icon (far right of control bar).
2. Click the *Photos* button at the top and highlight *Last Roll* in the *Library of iPhoto*. You will see the images you added to iPhoto earlier.
3. Drag the *Year 2006 in Review* image to the *Episode Artwork* holder (far left of *Track Editor*.)
4. Drag the image created for each story or segment to the *Artwork* column for the chapter.  
(Note: Numerals at beginning of image names correspond to numerals prior to each story or segment in your script.) You will also see it appear in the *Podcast track*.
5. Optional: If you have more than one image for a story or segment:
  - a. Position the cursor at the lower right of the first image as it appears in the *Podcast track*.  
You will see the cursor change from an arrow to a "vertical line and arrow."
  - b. Drag the image "end" to the point on the timeline where the next image to should appear.
  - c. Drag the next image from the *Media Browser* to the resulting blank space on the *Podcast track* and adjust the length as needed.
6. Listen to your efforts by rewinding and click the play button or pressing the space bar.
7. Pull down *File* to *Save*.

### Step IX Export Your Podcast

1. Pull down *Share* to *Send Podcast to iTunes*. It will play in iTunes (only on your computer)

### Store Podcast on Free Server

1. To register at [podcastspot.com](http://podcastspot.com), launch *Safari* and go to [www.podcastspot.com](http://www.podcastspot.com). Sign up for space by clicking *Register* (upper right) and completing the sign in process.
2. To post a podcast, click *Podcast Spot Admin* in the *Quicklinks* section. Pull down *Episodes* menu to *Add Episode*. Complete description, choose media, and upload.

### Register you podcast on the iTunes Store

1. In [podcastspot.com](http://podcastspot.com)'s admin section, pull down the *Podcast* menu to *Manage Settings to iTunes Settings*. Enter requested information and make note of feed URL generated.
2. Click the *iTunes* icon on the dock and then click *iTunes Store*. If you are not registered, you may need to do so before continuing.
3. Click *Podcasts* in the *iTunes Store* menu. Scroll down and click the *Submit a Podcast* menu.
4. Enter the *Podcast Feed URL* that was generated by [Podcastspot.com](http://Podcastspot.com) and click *Continue*.
5. Complete the rest of the information. It may take a day or so before it will appear.