



Create a Podcast and RSS Feed

-Windows Platform Quick Reference Guide-
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Create Podcast/Audio file(*.mp3) with Audacity:

1. Launch the **Audacity** software
2. Click the **Record** button and begin your podcast
3. When finished click the **Stop** button
4. Click **Project** and select **Import Audio** to add intro music/jingle (.mp3 or .wav files)
5. Drag your mouse over the music track to select it
6. Click **Effects** and use **Fade In** and **Fade Out** to adjust volume levels
7. Finish by clicking **File** and choosing **Export As MP3**



Create Video Podcast(*.mp4) with Xilisoft iPod Converter

Note: Xilisoft limits conversion to 10 minutes

1. Create a video with Windows Movie Maker
2. Launch **Xilisoft iPod Video Converter**
3. Click the **Add** button
4. Navigate to your video file and click **Open**
5. In the **Profile** drop down menu choose **iPod Video Format (*.mp4)**
6. Click the **Browse** button and navigate to the following directory: My Documents/My Music/iTunes
7. Click the **Encode** button and watch the magic



Add your Video Podcast to iTunes

1. Launch **iTunes**
2. Click **File** and choose **Add File to Library**
3. Navigate to your video podcast
4. Click **Open**
5. Click **Videos** in the Source pane at the left
6. Double-click your video and watch it play



Set Up RSS Feed(*.rss) for your MP3 Podcast/Audio Files

Software: Feed Editor *Note: 30 Day Trial*

Note: Create a web page ahead of time that describes your RSS feed



1. Launch the program
2. Click **Feed** from the top menu and choose **New**
3. Input a **Title** and **Description** for your feed
5. In the **Link** field, input the webpage that describes your RSS feed
6. Click the iTunes Enabled checkbox
7. Click the **iTunes Fields** tab and fill out as much information as possible.
8. In the **Feed Items** tab, add your podcasts one at a time and fill out the **Required Fields** for your podcasts
7. Click **File** and **Save**
8. Send RSS file and podcasts to your Webmaster

Test Your Podcast

Once your Podcast and RSS file are uploaded to the server, you can test it out with iTunes.

1. Launch **iTunes**
2. Click **Advanced** from the top menu and choose **Subscribe to Podcast...**
3. Enter the URL of your RSS file.
4. Click **OK**

Register your Podcast with iTunes

Note: Ask your webmaster ahead of time for your RSS feed URL

1. Launch **iTunes**
2. Click **Music Store** in the Source pane
3. Click the **Podcasts** link
4. Click the **Submit a Podcast** link
5. Type in the URL of your RSS feed
6. Click **Continue** and follow the instructions

