

Podcasting with the Extend Platform

A podcast is a digital media file or files that is available for download over the Internet. When someone subscribes to a podcast the digital files are automatically downloaded to the users computer for their listening convenience. Podcasts can be weekly sermons, non-copyrighted music, bible studies, and any other type of recorded audio.

Where Do I Start?

For the examples and steps in this document we are using Apple's iTunes® software for Windows®.



To Do List

Complete the following three steps to begin podcasting:

- Download and install the latest version of iTunes from the Apple Web site at <http://www.apple.com/itunes/download/>.
 - Sign up for an iTunes account. After the iTunes download is complete, point to **File**, then select the store option to create an iTunes account. The account is free, but the sign up process requires a valid credit card.
 - Register for a Poderator account at the Poderator Web site at <http://www.poderator.com/>. This is a free service.
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Poderator™

Poderator is a free Web site that lets you create and publish podcast files.

Enter Your Podcast Details

You must enter details about your podcast when you create your Poderator account. Enter information about you and your organization. Podcast subscribers can view this information to learn more about you and your organization.

Add a New Episode

Each podcast has its own episode. Episodes are a description of a specific podcast, and this information is available to the subscriber. For example, the title is the name of the service or sermon, and the description will be a short explanation of what the service or sermon was about. This information helps to identify the subject, content, and date.

You will need to contact ACS Technologies to get your **Episode File URL**. You can contact ACS Technologies at extendmedia@acstechnologies.com.

An episode needs to be saved before you can add another one to your account. Additional episodes display on the right side of the page under **Podcast Episodes**. Poderator saves and displays each episode you create from this point forward.

Publish Your XML Feed

Poderator creates a XML file you need to send to ACS Technologies. To download the file, click **download your XML feed**. Save the file on your desktop for quick and easy retrieval. You must send the media file and the XML file to ACS Technologies after you upload each new episode

Uploading Your Sermon to the ACS FTP Site

You must upload your podcast file to the ACS FTP Site every time you make an addition or an update.

To upload your sermon to the ACS FTP site

1. Open Internet Explorer or Firefox.
2. Enter the URL **ftp.acstechnologies.com**.
3. Click **View**, then click **Open FTP Site in Windows Explorer**.
4. On the Microsoft Internet Explorer window, click **File** then click **Login As. . .**
5. For the **User name** enter **ftpTransx**, and for **Password** enter **delta2006**.
6. Add your audio file to the Uploads directory by dragging and dropping it from the desktop to the Upload folder in the directory.

Sending the File to ACS

Attach the XML file document to an e-mail and send it to extendmedia@acstechnologies.com. It will normally take a day for your files to be uploaded to the site from the time ACS Technologies receives them. After your file or files have been uploaded, you will need to publish your podcast in iTunes.

Publishing Your Podcast

To share your podcast files with others through iTunes, you will need to publish the podcast file.

To publish your podcast

1. Log into the iTunes store.
2. Click **Podcast** from the iTunes store menu.
3. Scroll down the page until **Submit a Podcast** displays.
4. Enter the URL ACS Technologies supplied to you.

You will need to run this setup once, after it is setup you will not need to run it again. Each time you send your files to ACS Technologies, your podcasts will be updated for you.

Future Updates

For each new media file you create you will need to follow the steps outlined above.



To Do List

Podcasting

- Add the additional episodes to Poderator.
 - Republish the XML file.
 - Send the new XML and media files to ACS Technologies.
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