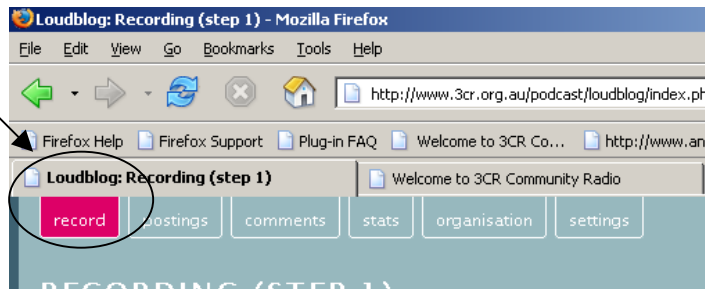
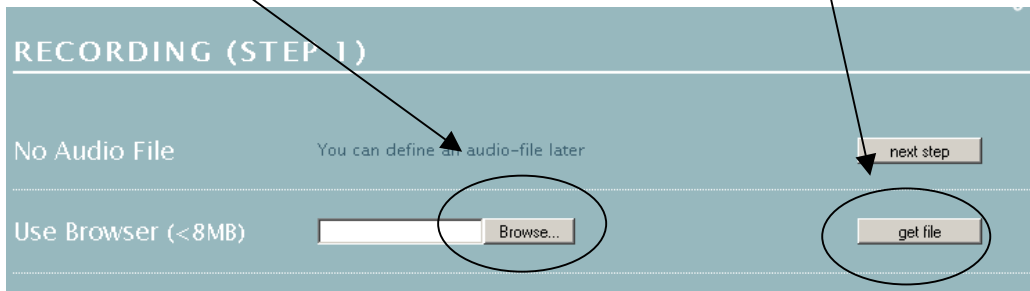


UPLOADING A PODCAST

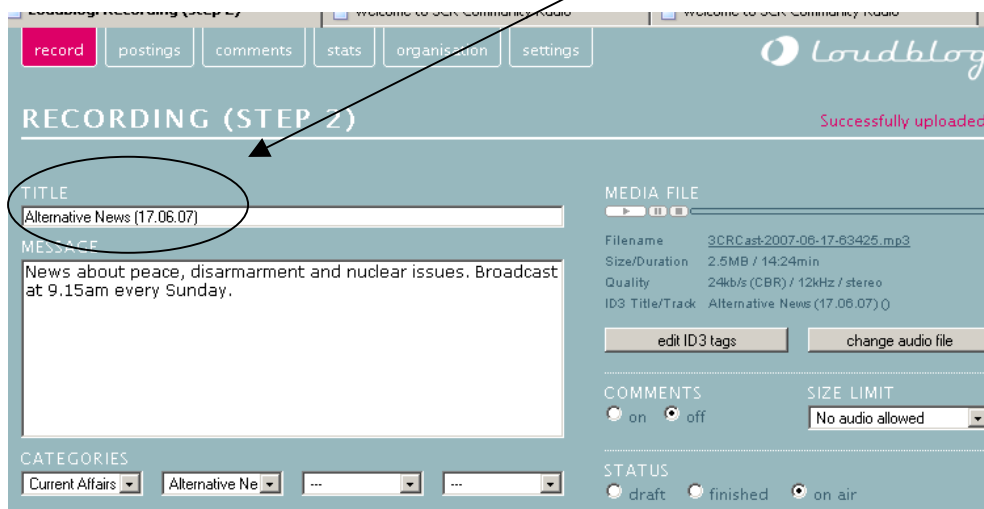
1. Go to www.3cr.org.au/podcast/loudblog (use “Firefox” rather than “Internet Explorer”)
2. Login to Loudblog. Username: admin, password: breebree
3. Select the ‘record’ tab.



4. Browse for the file you would like to upload as a Podcast.
5. Click ‘browse’ and then select/open the file. And click ‘get file’ to begin the upload.



6. Once the file has been retrieved, you will be taken to ‘step 2’ of the recording process. Begin by giving the program an appropriate title and include the airdate. Eg. ‘Alternative News (17.06.07)’



7. Write a brief description of the program's content in the 'message' box.

8. Move to the categories box and select the category of the program from the first drop down tab. Select the program from the second drop down tab.

The screenshot shows a form with a 'MESSAGE' field containing the text: "News about peace, disarmament and nuclear issues. Broadcast at 9.15am every Sunday." Below the message field is a 'CATEGORIES' section with two dropdown menus. The first dropdown is set to 'Current Affairs' and the second is set to 'Alternative Ne'. To the right of the categories are two empty dropdown menus. Below the categories is a 'POSTING TIME' section with date pickers for '2007', '06', and '17' at '14 : 28'. A 'save all' button is at the bottom right. On the right side of the form, there is a 'MEDIA FILE' section with metadata: '3CRCast-2007-06-17-63426.mp3', '2.5MB / 14:24min', '24kb/s (CBR) / 12kHz / stereo', and 'Alternative News (17.06.07)'. There are buttons for 'edit ID3 tags' and 'change audio file'. Below that is a 'COMMENTS' section with 'on' and 'off' radio buttons, and a 'SIZE LIMIT' dropdown set to 'No audio allowed'. At the bottom right of the form is a 'STATUS' section with 'draft', 'finished', and 'on air' radio buttons. A 'save all' button is at the bottom right of the entire form.

9. Change the 'posting time' to the date the program went to air.

10. Move onto the 'comments' options and select 'off'.

The screenshot shows the same form as above, but with the 'COMMENTS' section selected. The 'off' radio button is now selected. The 'STATUS' section is also visible, with the 'on air' radio button selected. The 'posting time' is still set to '2007-06-17 at 14:28'. A 'save all' button is at the bottom right. The 'MEDIA FILE' section and metadata are also visible on the right side of the form.

11. Next ensure the 'status' option is set to 'on air'.

