

## Lesson 2: Adding audio to your blog

**Once you have finished recording and saving audio files in the appropriate format, you will be ready to start posting your first podcast on your blog.**

In this lesson we will be using Box software to help create our first podcast.

### About Box



*Figure 2.1 Box.net Website*



Box is a website for sharing, managing and accessing business content online. Box.net's online file storage makes it easy to securely share content as a link or a shared folder with anyone. Box also allows users to create an online workspace where they can share project files, add comments, assign tasks, start discussions and create new content.

## To Sign Up for Box

1. Go to [www.box.net](http://www.box.net).
2. Click on the Sign Up button.
3. Select the Lite plan, which is free to download. See Figure 2.2

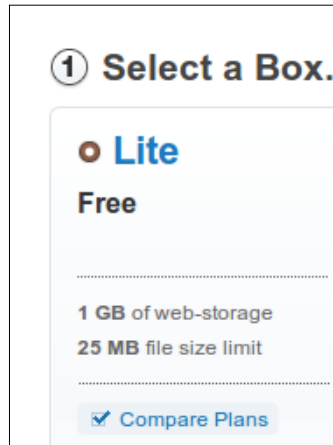


Figure 2.2 Lite Box

4. Enter Sign Up Details into the Setup field as shown in Figure 2.3

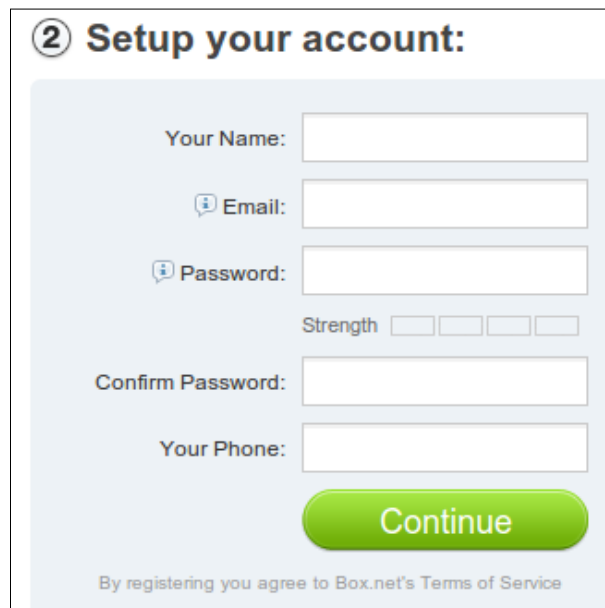
A screenshot of the Box account setup form. At the top, it says "2 Setup your account:" with a circled number 2. The form contains several input fields: "Your Name:", "Email:", "Password:", "Confirm Password:", and "Your Phone:". Below the "Password:" field, there is a "Strength" indicator with four small boxes. At the bottom of the form, there is a large green "Continue" button. Below the button, there is a small line of text that says "By registering you agree to Box.net's Terms of Service".

Figure 2.3 Setup Account

5. Click Continue. Box.net will ask you to create a folder.
6. Name the folder Podcasts.
  1. Decide who will be able to access the folder (usually 'just me' is the safest option).

2. Click 'Create Folder'.

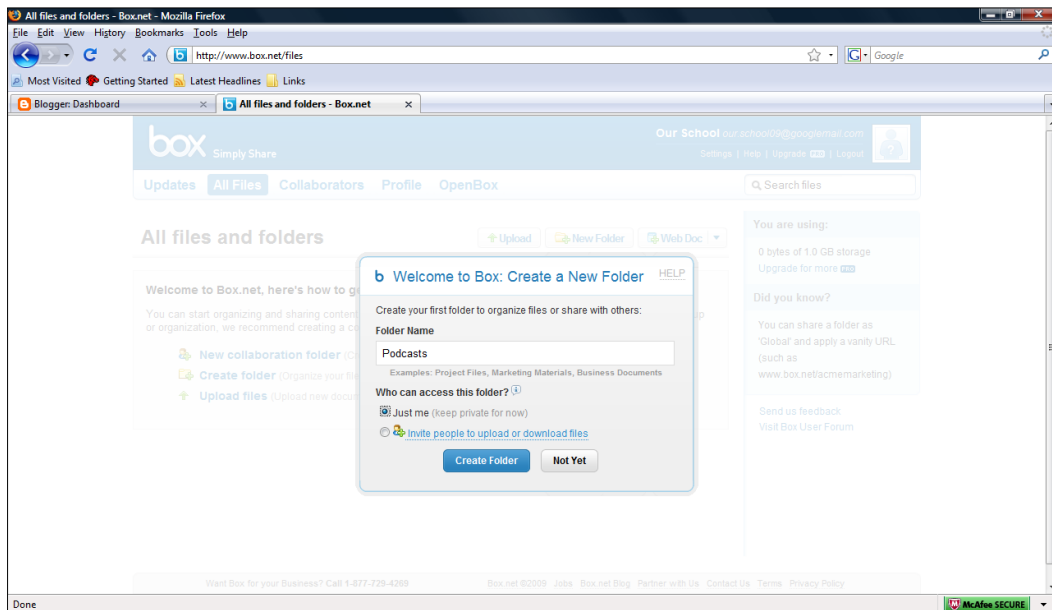


Figure 2.4 Create New Folder in Box.net



3. Click 'Take me There' to view your folder.
4. The new folder should look like the one shown in figure 2.5 below:

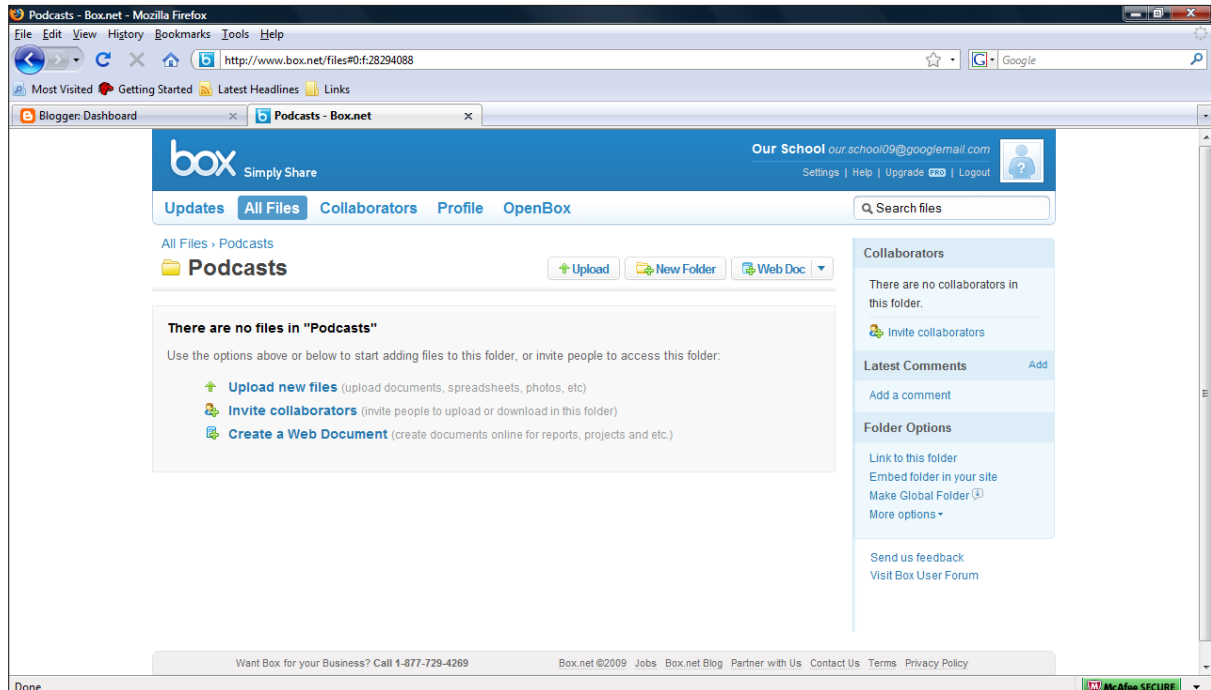


Figure 2.5 Box.net Folder

### Uploading an audio file

1. Within the Podcasts folder, click 'Upload a file'.
2. Click 'Add Files'
3. When the dialog box appears, navigate to the folder on your computer containing the first podcast which you saved earlier.
4. Select the file and click 'Open'
5. The dialog box closes and the file name should now appear in the file list.
6. Click Upload
7. When the upload is complete, your folder will reappear containing the first podcast file.

## **Adding your podcast to your blog**

- 1.** Navigate to your podcast folder in your [www.box.net](http://www.box.net) account
- 2.** Click Share, to the right of your podcast file. Some options appear below the file name
- 3.** Double click on the text in the Secure Link field. It will become highlighted. Copy the text by pressing CTRL + C
- 4.** Go to your blogger dashboard in your Blogger account
- 5.** Click on Settings
- 6.** Click the Formatting tab
- 7.** Scroll down to the Show Links Fields option and set it to Yes
- 8.** Click Save Settings
- 9.** Click the Posting tab. Notice that a link field now appears below the title field in the post editor
- 10.** Give the post a new title
- 11.** Paste the link text copied from box.net in the link field by press CTRL + V or (right click > paste)
- 12.** Enter some text in the body of the post e.g. 'Click on the title to listen to my first ever podcast'
- 13.** Click publish post
- 14.** Click view blog
- 15.** A page should appear giving the option to download or play the podcast file

## YouTube Video Tutorial: How to Upload a Podcast to Blogger

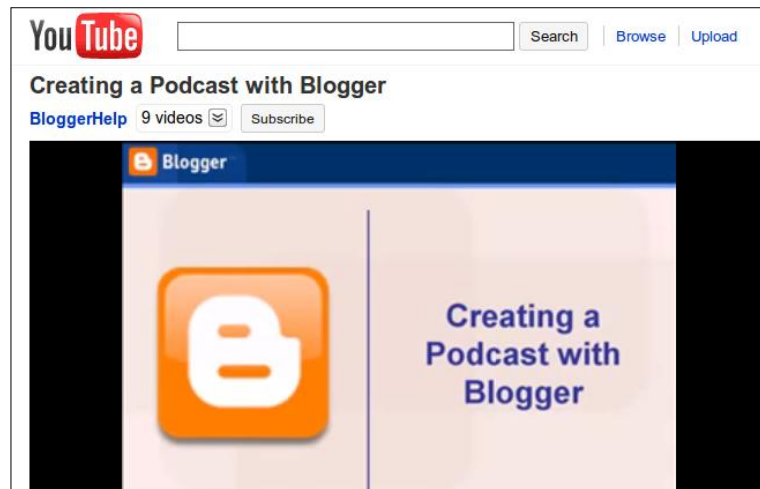


Figure 2.6

*YouTube Tutorial*

YouTube has many video tutorials including some useful videos on how to create a podcast using blogger. Click on the link below to watch this video on YouTube:

<http://www.youtube.com/watch?v=ol5dr4Qp2IY>

### **Creating an RSS Feed for a Podcast**

Once you have created your podcast and uploaded it to the web, you want your listeners to be able to subscribe to it. This means that next time you post a podcast they can automatically download it to their computer using an RSS feed.



*Figure 2.7 Creating an RSS feed for a podcast*

Click on this link to watch a video about RSS:

<http://www.youtube.com/watch?v=0klgLSxGsU>

## FeedBurner

Copy the web address/URL of the blog by highlighting the text in the address bar, right clicking on it and selecting copy. See Figure 2.8

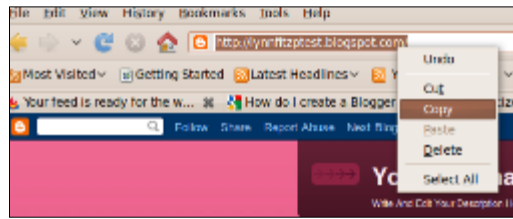


Figure 2.8 Copy URL of Blog

- ← Go to [www.feedburner.com](http://www.feedburner.com). (Feedburner is now part of Google. If you have a Google account you can enter your Google name and password and you will be set up with an account immediately.)
- ← Enter your e-mail address and password for your Google/Blogger account in the sign in area (Figure 2.8).

A screenshot of the FeedBurner sign-in page. The page has a light blue background. At the top, it says 'Sign in to FeedBurner with your Google Account'. Below this, there are two input fields: 'Email:' and 'Password:'. Below the password field is a checkbox labeled 'Stay signed in'. Below the checkbox is a 'Sign in' button. At the bottom, there is a link that says 'Can't access your account?'.

Figure 2.8 Sign In to Google Account

- ← Right click in the box under 'burn a feed right this instant' and select paste to insert the URL/web address of your blog (See figure 2.9) and click Next.

A screenshot of the FeedBurner 'Burn a feed right this instant' form. The form has a white background with a black border. At the top, it says 'Burn a feed right this instant. Type your blog or feed address here:'. Below this is a text input field. To the right of the input field is a checkbox labeled 'I am a podcaster!'. To the right of the checkbox is a 'Next »' button.

Figure 2.9 Feedburner Feed Generator

← The following screen will appear:



*Figure 2.10 Identify Feed Source*

If asked to choose a feed at the blog address, select RSS and then click Next.



← The following screen will appear:

**Welcome! Let us burn a feed for you.**

The original blog or feed address you entered has been verified.

Here is what happens next in the setup process:

- ▶ FeedBurner will apply some of our most popular services to your new feed to get you started. (You can always modify or remove them later.)
- ▶ This new feed will be activated in your FeedBurner account.
- ▶ You may also set up some optional traffic stats tracking and podcasting services.

Give your feed its title and feedburner.com address:

**Feed Title:**   
Enter a title to help identify your new feed in your account.

**Feed Address:**   
The address above is where people can find your new feed.

Figure 2.11 Feed Title and Feed Address

Enter a title for your feed. The feed address will be entered automatically. Then click Next.

← The following screen will appear:

**Congrats! Your FeedBurner feed is now live. Want to dress it up a little?**

Subscribe to your feed (and share with others!) at:

<http://feeds.feedburner.com/blogspot/SyPZu>

For your convenience, FeedBurner has applied the following services to your new feed:

- ▶ **BrowserFriendly** improves your feed's appearance in most web browsers and makes it easier to subscribe to
- ▶ **FeedBurner Stats** tracks basic feed traffic statistics

You control your feed. All services are optional and can be changed at any time.

You have completed **Step 1 of 2**. In Step 2, you may consider adding additional free **FeedBurner Stats** options for a more richly detailed view of your feed readership.

or [Skip directly to feed management](#)

Figure 2.12 Congratulations Screen

Click on the Next button at the end of the page.

← A new screen will appear with options for traffic feeds:

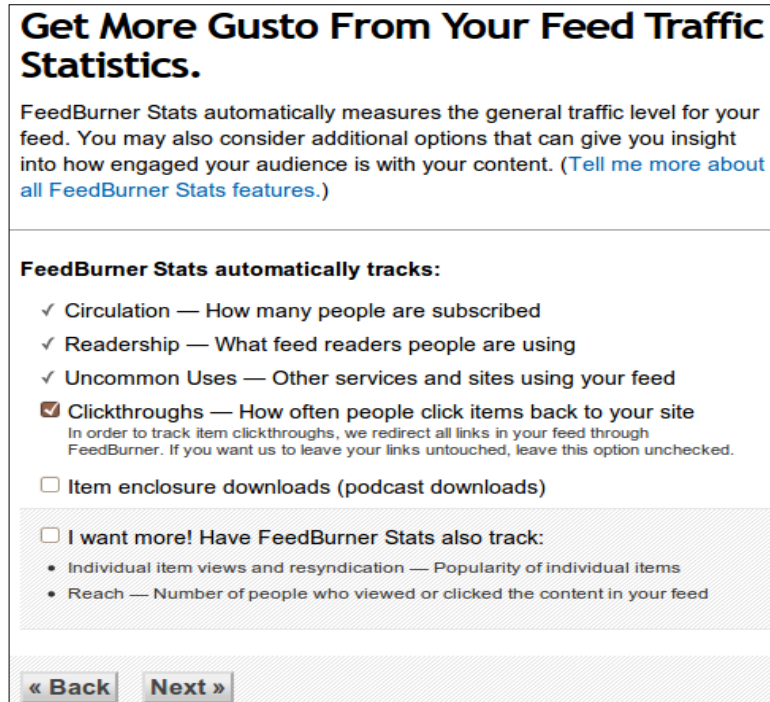


Figure 2.13 Feed Traffic Statistics Screen

← The following screen will appear:

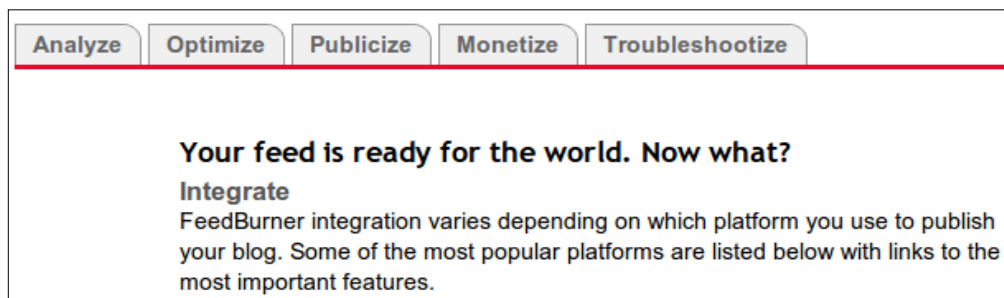


Figure 2.14 Feed Is Ready Screen

← When the message in Figure 2.14 is displayed, the feed has been created. There are a few more steps required to display the feed on your blog.

← Click on the Publicize tab (the third tab shown in Figure 2.14).

- ← Click on the post a friendly graphic option by clicking on 'friendly graphic', highlighted in blue.

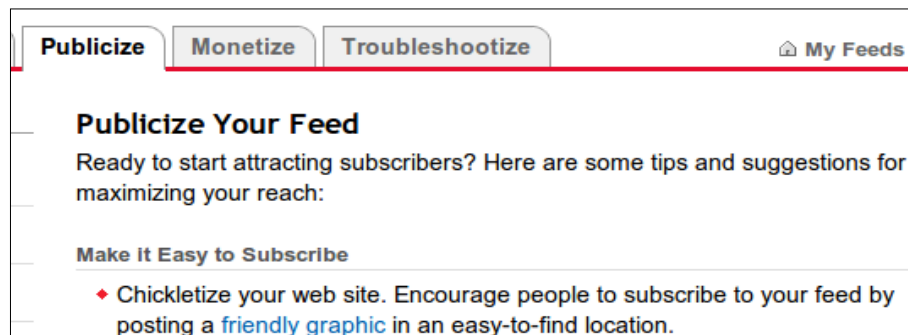


Figure 2.15 Friendly Graphic Option Highlighted in Blue

From the Chicklet Chooser window (Fig 2.16) select an icon to represent the feed on your blog by clicking in the circles as shown below.

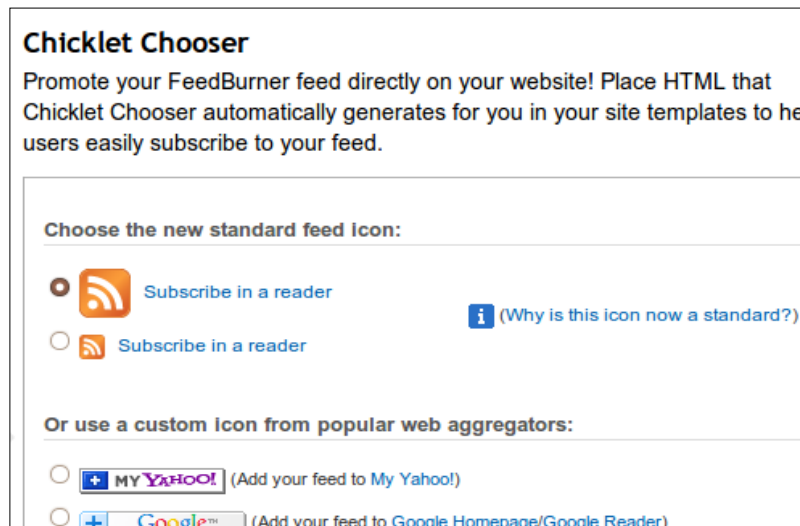


Figure 2.16 Chicklet Chooser

- ← When you have scrolled through all the options and made your choices, choose blogger from the drop down menu at the bottom of the screen (as shown in Figure 2.17 below). Then click on the 'Go!' button.



Figure 2.17 Use as a widget in Blogger – Drop Down Menu

- ← A screen will appear with a warning that you are about to add content from another site to your blog. The 'Select A Blog' and 'Title' fields will already be filled for you. Click on the Add Widget button to continue.

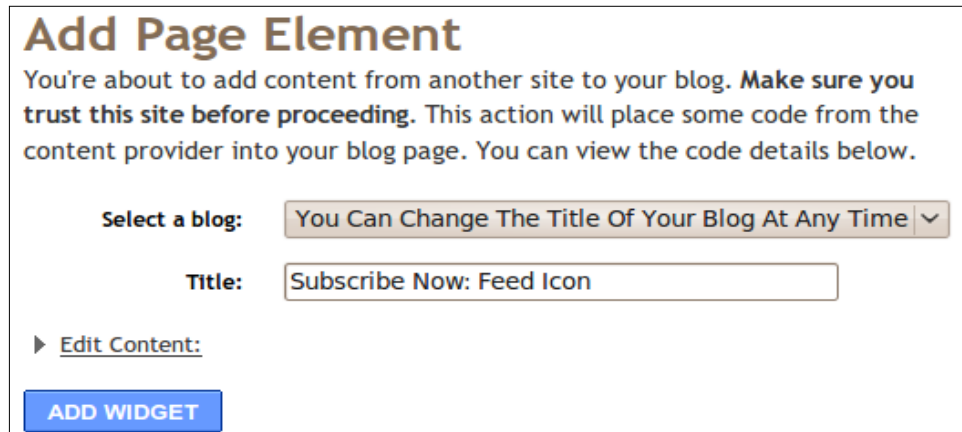


Figure 2.18 Add Page Element Confirmation Screen

- ← You will then be redirected automatically to your personal blog, where you will be able to see the newly attached feeds on the Add and Arrange Page Elements



Screen as shown in Figure 2.19 below.

Figure 2.19 Add and Arrange Elements Screen of Blogger

- ← Select Save (Orange button in Figure 2.19) to save the new feeds.

## YouTube Video Tutorial: Creating an RSS Feed and Linking it to Blogger



*Figure 2.20 Video Tutorial – Adding RSS to Blogger*

Click on the following link to watch this tutorial on YouTube:

<http://www.youtube.com/watch?v=gDIeG5S7jI>