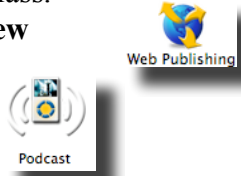
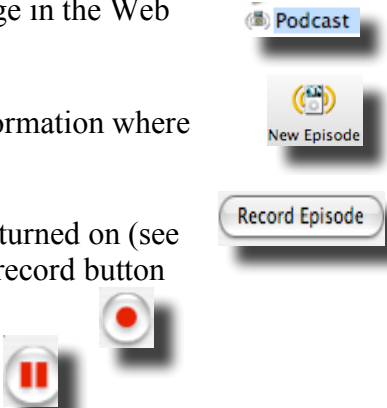


Thirty Second Guide to PodCasts in FirstClass

If You Want To:	Do This:
Create a Podcast Web Page	<ul style="list-style-type: none"> • Open the Web Publishing folder in First Class. • Highlight Web Publishing and click the New Web Page icon. • In the New Web Page window, choose Podcast. 
Record an Audio Podcast	<ul style="list-style-type: none"> • Single Click on the Podcast page in the Web Publishing folder. • Click the New Episode icon. • Fill in the Title and Author information where asked. • Click Record Episode. • Make sure your microphone is turned on (see instructions below). Click the record button and speak. • Click the Stop button to end. • Click Save. 
Use A Prerecorded Audio Or Video File	<ul style="list-style-type: none"> • Drag and drop file into Podcast Episode window. • Click Save
Change the Name of Your Podcast Page	<ul style="list-style-type: none"> • Single click on the Podcast page in the Web Publishing folder. • Hit Apple/I on the keyboard. • Change the name in the Info window. • Click OK
Add Podcast Link to Home Page	<ul style="list-style-type: none"> • Single click on Home Page in Web Publishing folder. • Drag Podcast page from Web Publishing folder to Home Page
Make Sure Microphone is Working	<ul style="list-style-type: none"> • Under the Blue Apple, drag to System Preferences. • Click SOUND. • Choose INPUT / INTERNAL MICROPHONE • Drag slider to desired input level.
View Podcast on the Web	<ul style="list-style-type: none"> • From the Podcast page click VIEW IN BROWSER. • Click on the Podcast title. • Click on <i>Open This Podcast in iTunes</i> to (guess what) open the podast in iTunes. • The podcast URL will be: <i>http://fc.sad60.k12.me.us/~username/Podcast</i> 