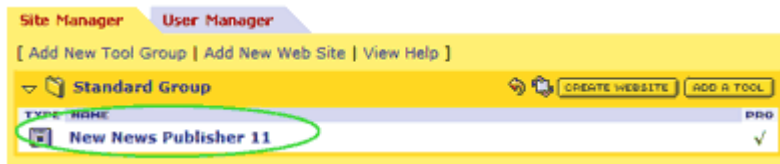


sitemason

Podcasting with Sitemason News Publisher

May 2005

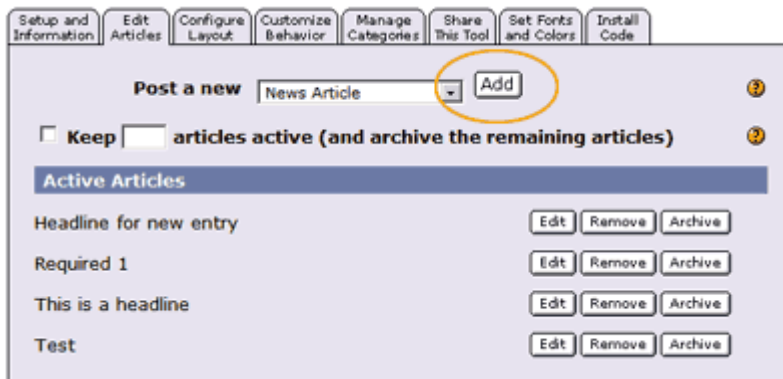
1. Click on your News Publisher tool in the Sitemason.com Site Manager.



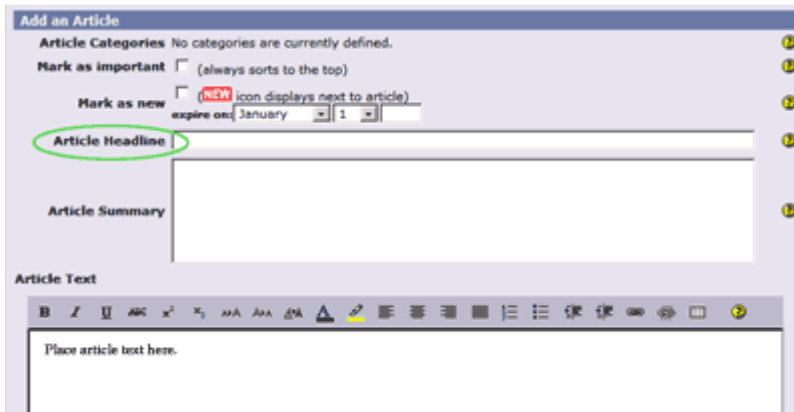
2. Click on the **Edit Articles** tab.



3. Click on the **Add** button to add a new entry.



4. Fill in any optional fields. Currently, the only required field is **Article Headline**.



Add an Article

Article Categories: No categories are currently defined.

Mark as important (always sorts to the top)

Mark as new (NEW icon displays next to article)

expire on: January 1

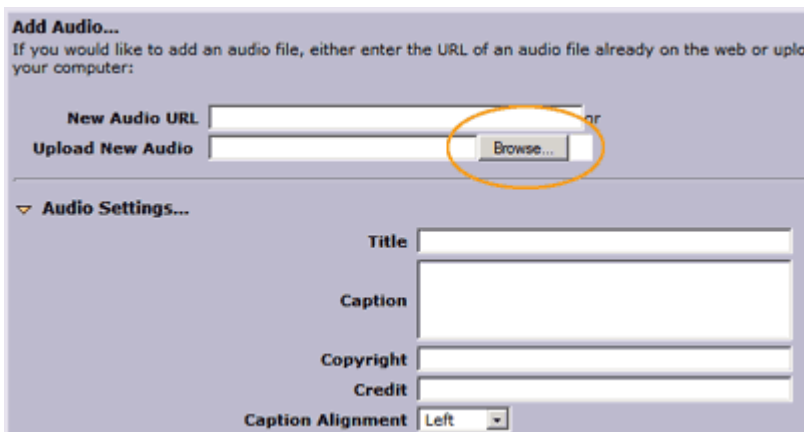
Article Headline

Article Summary

Article Text

Place article text here.

5. Scroll down to the **Add Audio** field.



Add Audio...

If you would like to add an audio file, either enter the URL of an audio file already on the web or upload your computer:

New Audio URL or

Upload New Audio **Browse...**

Audio Settings...

Title

Caption

Copyright

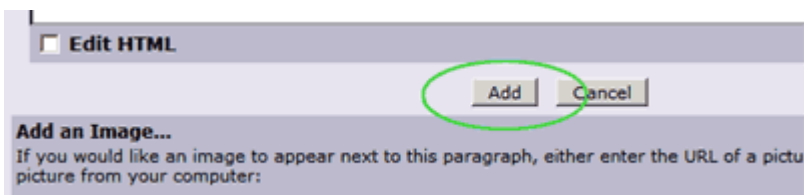
Credit

Caption Alignment: Left

To upload an existing file on your computer click the **Browse** button, otherwise enter the full URL (*http://my-site.com/podcasts/filename*) to your .mp3 file.

Optionally, you can expand the **Audio Settings** dialog by clicking on the yellow triangle and enter further details, such as the Title, Caption and Copyright.

6. When you are done entering the details, click on the **Add** button to complete your editing.



Edit HTML

Add **Cancel**

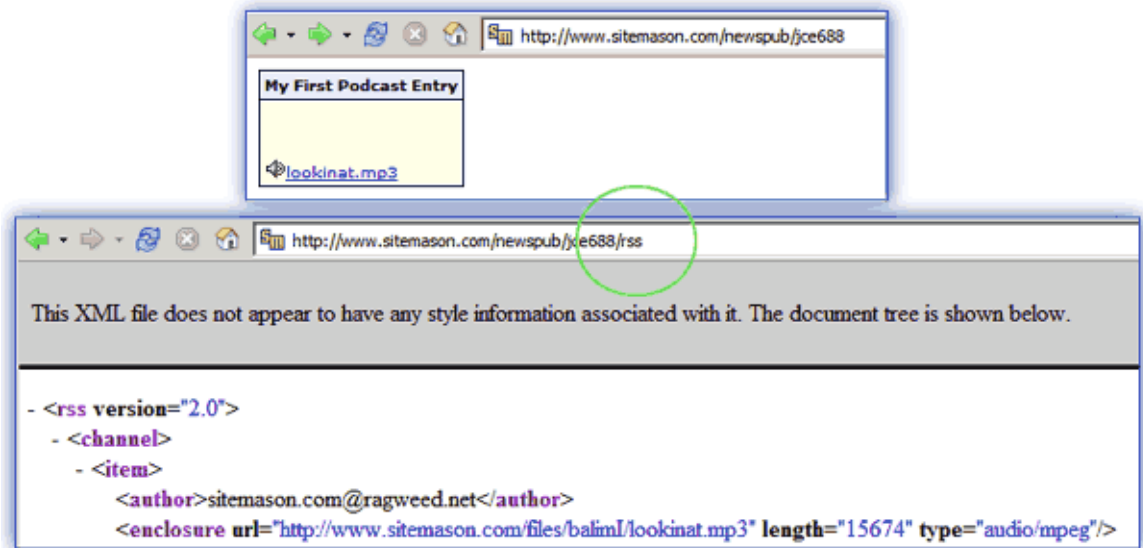
Add an Image...

If you would like an image to appear next to this paragraph, either enter the URL of a picture from your computer:

- When you return to the Sitemason News Publisher, you will see your newly added articles. Click on **View My Web Tool** to preview your podcast news feed.



- Your news feed will then launch in a new window. In the address bar, add “/rss” to the URL in the address bar to access the RSS address for your Podcast.



9. This RSS link is the address you will use to promote and publish your Podcast.

