



Select "Add New" under Posts

Dashboard

Dashboard

Posts

Posts

- Add New
- Create Bulk Posts

Media

Comments

Profile

Tools

Settings

Posts

All (119) | Published (114) | Drafts (5) | Trash (7)

Bulk Actions Show all dates

<input type="checkbox"/>	Title
	Managers, Agents, Handlers, & Advisors
	Five Elements of Market Segmentation
	Graphic Design-E1-File Types
	Nonverbal Communication- Episode 3-

Add New Post

Publish

[Save Draft](#) [Preview](#)

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

[Publish](#) **immediately** [Edit](#)

[Move to Trash](#) [Publish](#)

Upload/Insert     

B *I* ABC                

Visual HTML

After you have selected "Add New", you will be concerned with the three areas that are circled.

1. Enter the name of your new Podcast
2. click on the icon that looks like film strip.
3. After you clip on the icon, you will be presented with a new pop-up window.

Path: p
Word count: 0

Categories

- All Categories [Most Used](#)
- Agriculture, Food, and Natural Resources
 - Architecture and Construction
 - Arts, Audio/Video Technology, and Communications
 - Business Management and Administration
 - Career Development
 - Education and Training
 - Finance

Keyword Statistics

podPress - podcasting settings of this post

To control your location in your post, put `[display_podcast]` where you want it to appear.
File Uploading support is not part of podPress.

Podcasting Files:

[Add Media File](#)

Post specific settings for iTunes:

- iTunes:Subtitle (?): 
- iTunes:Summary (?): 
- iTunes:Keywords (?): 
- iTunes:Author (?): 
- iTunes:Explicit (?): 
- iTunes:Block (?): 

Post Tags

From Computer From URL Gallery (1) Media Library Add From Server

Add media files from your computer

[Cancel](#)

Maximum upload file size: 200MB

You are using the Browser uploader. Try the [Flash uploader](#) instead.



File name: VID00013.avi

File type: video/avi

Upload date: February 24, 2011

Title Enter the name of your video here

Caption

Description

Link URL

Enter a link URL or click above for presets.


[Delete](#)

This is the new pop-up window.

1. Browse your computer to locate your podcast; then select Upload
2. Enter the name of your video
3. Copy the Link URL to your clipboard (You will need this later)
4. Select Insert into Post

Enter Your Title Here

Permalink: <http://www.houstoncte.org/podcast/archives/1029>

Upload/Insert    

Visual

HTML



video Title

This is what you will see after you have inserted the video into your post. You may add additional detail and text or images.

You should continue to use the name conventions for your files as covered in class or by Ms. Trendell.

You should now move down to "podpress - podcasting settings of this post"

Path: p » a

Word count: 0

Draft saved at 2:12:23 pm.

Enter Your Title Here

Permalink: <http://www.houstoncte.org/podcast/archives/1029>

Upload/Insert    



video Title

If you find that you have forgotten copy the Link URL from the previous screen, it can be located by click on the icon that look like a chain link. Click to receive a new pop-up. Copy the URL

Insert/edit link

Enter the destination URL

URL

Title

Open link in a new window/tab

► Or link to existing content

[Cancel](#) [Update](#)

Path: p » a

Word count: 0

Keyword Statistics

Language:

Filter stopwords:

Show first:

[Update](#)

podPress - podcasting settings of this post

To control player location in your post, put [display_podcast] where you want it to appear.
File Uploading support is not part of podPress.

Podcasting Files:

Add Media File 

The iTunes settings below are optional, but you may complete them.
Select "Add Media File" and be ready to paste the Link URL that you copied.

Post specific settings for iTunes:

iTunes:Subtitle (?): Use Post Excerpt

iTunes:Summary (?): Use Post Excerpt

iTunes:Keywords (?): Use WordPress Categories

iTunes:Author (?): Use Global (Houston ISD)

iTunes:Explicit (?): Use Default (No)

iTunes:Block (?): Use Default (No)

Podcasting Files:

Media File:

Paste the Link URL in Location

Move Up

Move Down

Remove File

Location:

Title (optional):

Select file format

Type:



File Size: [in byte]

Duration: [hh:mm:ss] (This may take some time for remote files.)

Because ...)

Preview Image URL:



Preview Image:



All other items on this page are OPTIONAL.

Dimensions (WxH): x

Included in: RSS2 ATOM Feed Only

Disable Player: (Use if this media file is not compatible with one of the included players.)

Disable Preview Player: (Use this to disable the "Click to Play" preview player.)

ID3 Tag Info: (This may take some time for remote files. Because ...)

Add Media File

Post specific settings for iTunes:

iTunes:Subtitle (?):

iTunes:Summary (?):

iTunes:Keywords (?):

iTunes:Author (?):

iTunes:Explicit (?):

iTunes:Block (?):

Publish

Final step select Category
then Publish

Save Draft

Preview

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

 Publish **immediately** [Edit](#)

[Move to Trash](#)

Publish

Categories

All Categories

Most Used

- Agriculture, Food, and Natural Resources
- Architecture and Construction
- Arts, Audio/Video Technology, and Communications
- Business Management and Administration
- Career Development
- Education and Training
- Finance