

Podcasting Instructions for “The David Wheaton Show”

What is podcasting and how does it work?

Podcasting is, simply, a method of delivering audio or video programs over the internet in forms that can be played on your personal computer or mobile audio device (such as an ipod or mp3 player).

Usually, when you subscribe to a “podcast” like The David Wheaton Show, you are subscribing to the show not just one episode. Each new radio program is a new episode within a podcast. However, you only need to subscribe to a podcast once and then each individual episode will be sent to you automatically.

The David Wheaton Show is broadcast weekly on KKMS, Saturday mornings from 8-9:00am CT. The audio podcast episode is usually available by mid-week.

How do you subscribe to a podcast?

First you will need software to subscribe to a podcast, to download episodes and then either play the podcast episode or transfer it to a mobile device. The best software for this is iTunes which is available for free at <http://www.apple.com/itunes/download/> either click on this link or copy/paste it into your browser window.

- On the left hand side of the page see the “Download” box in light blue.
- Select the operating system that you are using, either Mac or Windows (**note only 2000 or XP**)
- If you don’t want advertising from iTunes, uncheck the two boxes below the operating system.
- Type in your email address and then press Download iTunes – free.
- You will then walk through the steps of the download process.

Once you have loaded this software you are ready to start subscribing to and downloading podcasts. iTunes is set up as a multimedia player. The “Menu” is across the top like most programs and yet the most frequently used features are on the left-hand side (from now on referred to as the “Source” panel)

- Go to your “Start Menu” and open “iTunes”
- iTunes opens with the “Music Store” selected on the left in the “Source” panel.
- You will use the Music Store to subscribe to podcasts.
- Within the main window of the Music Store you will see several menus. In the left-hand menu titled “Inside the Music Store” you will see the item “Podcasts”, click on this.
- You are now within the podcast portion of the Music Store. You can browse through the various categories or review the featured podcasts. However, if you are interested in “The David Wheaton Show”, look in the top panel of iTunes – the right hand corner. You will see a “Search Music Store” box.
- Type in “David Wheaton” and then press enter.
- iTunes will locate “The David Wheaton Show”. Next to the picture of David you will see a “subscribe” button. Click on this.
- A pop-up box will ask if you are sure you want to subscribe to “The David Wheaton Show”, Click on “Subscribe”
- You can then add other podcasts if you like.

To view the shows that you have subscribed to, simply click on “Podcasts” in the left-hand side “Source” panel. This will show you your current podcasts and a list of the episodes available under each podcast.

I'm within iTunes Podcasts and I see "The David Wheaton Show", but I don't see any episodes.

If you don't see any episodes listed, check to see which way the arrow is pointing right next to the name of the show. If the arrow is pointing toward "The David Wheaton Show" this is the "minimized" view, meaning no detail will be available. Simply click on the arrow and it will switch to pointing down and reveal any available episodes.

Why are some episodes grayed out and others bold?

The episodes that are bold are episodes that have been downloaded into your iTunes and are available for you to transfer to your ipod or play within iTunes.

The episodes that are grayed out have not been downloaded but are still available for you to download if you would like to. Simply click on the "Get" button next to the episode that you would like to download. When you do this a little orange ball will start spinning next to the episode, this means that the episode is being downloaded. When the little orange ball disappears, the episode has completed the download and is now available for transfer or play within iTunes.

I have subscribed to the podcast and received a few episodes, but am no longer receiving any new episodes. What do I do?

If you don't listen to any episodes from a given podcast for a number of days, iTunes automatically puts this podcast on hold and stops downloading episodes. It then puts a little exclamation point in front of the podcast instead of the usual arrow. You can re-initiate service for this podcast by putting your mouse over the name of the podcast and then clicking on the right-hand button on your mouse. A mini menu will pop up, select "update podcast" and iTunes will then list, in grayed-out form, any episodes that have not been downloaded since the podcast was put on hold. Simply follow directions to the previous question to download these episodes. iTunes will then go back to downloading episodes for you unless, again, there are a number of days before you listen to a given podcast.

