

Installing Podium

- **Insert the Podium CD into the CD drive and the install program will auto-start**

- If the installer does not auto-start; open 'My Computer' and navigate to the drive which contains the CD. Open the drive and double-click on setup.exe

'Welcome to the InstallShield Wizard for Podium'

- Click 'Next' to proceed

'Licence Agreement'

- Read the licence agreement. You can print a copy if you wish by clicking the 'Print' button.
- Select 'I accept the terms in the licence agreement' and then click 'Next' to continue.

'Destination Folder'

The default location for the product to install to is Program Files on the local drive. (To change the install location click the 'Change' button and select the location you wish to install to. Click the 'OK' button).

- Once you have chosen a location or accepted the default location click the 'Next' button.

'Ready to Install the Program'

- Click the 'Install' button to continue with the installation.

'Installing Podium'

This window displays the progress of the installation.

If Microsoft .Net Framework 2.0 is not already installed, the following message will appear: 'Podium optionally requires the component Microsoft .Net Framework 2.0. Would you like to install this now?'

- Click 'Yes' to continue.

'InstallShield Wizard Completed'

- Click 'Finish' to complete the process.

Other installations

Group policy can be used to deploy the podium.msi when installing to a network. Microsoft .Net Framework 2.0 needs to be installed prior to Podium when using group policy deployment. You can also distribute the Podium options file in this way once it has been created. Contact your systems/network administrator for further details.

Configuring Podium

Podium uses File Transfer Protocol (FTP) to publish podcasts.

The Podium Options tool has been created to allow you to capture your FTP information once (simplifying the process of uploading files), manage your published podcasts and password protect publishing. Each PC that uses Podium will need to be configured or share the Podium options file in order to be able to publish podcasts.

- Go to the 'Start' button on your desktop and in 'All Programs' select 'Podium' and then 'Podium Options'. By default Podium requires a password to open Podium options and publish. Initially this is set to 'audience' but we recommend that you change this.
- Enter the password and click 'OK'.

FTP

First ensure you have access to the Internet. There are three steps to setting up your FTP details.

1) Test whether you can FTP.

a. Click on the 'Can I ftp?' button (Fig.1).

i. If you can FTP, the 'You successfully connected to an FTP site' message will be displayed to the right of the button.

ii. If you are not set up to use FTP, the 'You failed to connect to an FTP site' message will be displayed to the right of the button. For information on how to rectify this you should contact your systems/network administrator.



Fig. 1

2) Enter the settings for your FTP account (Fig.2). If you are using Softease hosting these details will have been provided to you with the product.

a. (FTP) Address

b. Port

c. Username

d. Password

e. Podcast folder (browse to a folder on the FTP site and choose it as the location to keep your podcast files)

f. Web address (this is the address you would browse to on the Internet to access the podcast folder you have chosen.) Start the address with http://



Fig. 2

If you are using your own hosting you may want to ask a school technician for these details or to configure Podium for you.

3) Test the connection to your FTP account (Fig.3).

a. Click on the 'Test Connection' button

- i. If the connection is working, the 'You successfully connected to the specified FTP site' message will be displayed.
- ii. If the connection is not working, the 'You failed to connect to the specified FTP site' message will be displayed. Where possible a reason will be given. You should contact your systems/network administrator for assistance.



Fig. 3

It is possible to host your podcasts locally, i.e. to keep your podcasts within your school. However, podcast aggregators such as iTunes are made to subscribe to podcasts that are resident on a web server. Each situation is different, but in broad terms, to host locally, you will need to:

1. Run a web server, such as Apache Tomcat and Filezilla FTP server.
2. Enter the web server details into the FTP section of Podium Options so that you upload the podcast file to the correct folder for your web server, so it can distribute your podcast to your aggregator.

We would advise you to talk with your systems/network administrator if you wish to host locally to find a solution that best fits your circumstances.

Podcast Management

This section of the tool allows you to delete podcasts which you no longer want - perhaps because it has been discontinued or it was a test podcast.

- Select the podcast (Fig.4).
- Click on the 'Delete' button. The podcast will be deleted.

N.B. Deleting podcasts cannot be reversed.



Fig. 4

General

Option file

This allows you to set a location where you would like to save your Podium options file OR choose an existing Podium options file to use. This feature allows you to use the same file for all the PCs on a network, meaning you need only set them up once. To do so:

- Choose a location on a mapped drive to save your options file (Fig.5).



Fig. 5

On every other computer on the network:

- Open Podium Options.
- Choose the 'General' tab.
- Navigate to the Podium options file you previously saved and choose it. The settings will be applied.

Password Protection

You can password protect the podcast publishing and/or Podium Options. This enables you to control who can publish podcasts and who has access to Podium Options.

- Check the 'Podium options' and/or the 'Publishing' checkbox. (If you select the latter both the checkboxes will become ticked.) (Fig.6)
- Type in a password.
- Confirm the password.

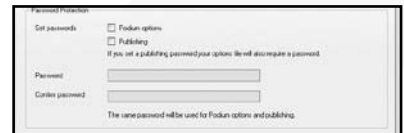



Fig. 6

The same password will be used for both Podium Options and publishing.

Fonts and colours

You can change the font used in Podium and the colours used for the interface in the 'colour and font chooser' window.

To do so you will first need to open Podium.

- Go to the 'Start' button on your desktop and in 'All Programs' select 'Podium' and then 'Podium'. Alternatively double click on the shortcut on your desktop. Podium will load with the podcast, episode and sound workspaces open (Fig.7).
- Click on the 'Colour and Font' button  in the top left of the screen. The 'colour and font chooser' window will open (Fig.8).
- Choose your interface colours. The outer colour represents the main window colour, the middle colour represents the toolbar colours, and the inner colour represents the text and line colour. The colours will update automatically.
- To choose your font, click on the drop down menu and choose a font from the list. The font will update automatically.

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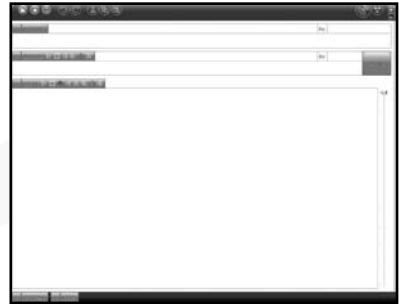


Fig. 7



Fig. 8