

Gcast (<http://www.gcast.com>) is a free service that provides web space for uploading audio files for podcasts. Gcast will also create the RSS feed that is needed to publish a podcast once you have uploaded your audio files and there is even the option of recording a podcast over the phone. Gcast only supports MP3 files but most audio editing programs, including Audacity and Garageband, allow you to convert files into this format.

## Setting Up an Account

To set up a Gcast account:

1. Go to <http://www.gcast.com> and click on the "Signup now, it's free!" link.
2. Enter a valid email address, your zip code and country.
3. Enter your desired password and screenname (this name will be used to create a web address for your podcast, so choose it carefully).
4. Uncheck the box next to "Get FEE music" and click on "I Agree, create my account."
5. On the next page, enter a title and description for your podcast, and upload a photo for your podcast page (the photo should be 300 X 300 pixels). Click on Next once you've uploaded your photo.
6. If you want to record by phone, enter the phone number you'll most likely call from and choose a four digit pin, then click on "OK, finished!" If you want to continue without setting up phone access, click on "No thanks, I'll do this later."

## Uploading Files

To upload an MP3 file you want to use in a podcast:

1. Log into your Gcast account and click on Upload new audio files.
2. Enter a title for your podcast episode.
3. Click on Browse and locate the audio file you want to upload (remember that it has to be an MP3 file).
4. Enter a brief description of the episode.
5. Click the button next to Automatically publish.
6. Click on I Agree, upload this file.
7. Click on Upload another if you want to upload additional files, or on Return to podcasting home to return to your Podcasting Home page.

Your uploaded files will be listed at the bottom of your Podcasting Home page under Master Playlist.

## Playing Your Podcast

To listen to your podcast, click on the link underneath Listen to Your Podcast on the right side of your Podcasting Home page.



This will open a new page with an embedded Gcast player. To listen to your podcast, click on the play button in the Gcast player on your podcast page.



This is your public podcast page and you can share your podcast with other people by copying the URL of this page and pasting it in an email message.

Other people can subscribe to your podcast with iTunes by clicking on the Subscribe with iTunes button at the bottom of your podcast page.



### **Your RSS Feed**

The link for your RSS feed will appear as an orange XML icon on your podcast page. When you click on this icon a popup window will open with the URL of your RSS feed. You can copy and paste this URL and view your feed by opening it with any web browser that supports RSS (Safari, Internet Explorer 7 and recent versions of Firefox) or with an online service such as Bloglines or Google Reader.



### **Embedding in a Blog or Web Page**

To add the Gcast player to your blog or a web page:

1. Click on the “Love this podcast? Add it to your blog or MySpace!” link on your podcast page.
2. Choose a player size and color scheme, as well as your autoplay and repeat options.
3. The embed code will appear in a text box at the bottom of the page. Copy this code and paste it into the HTML code of your web page. To add it to a blog post, you may have to switch to the HTML view of your blog post first, then paste the embed code.