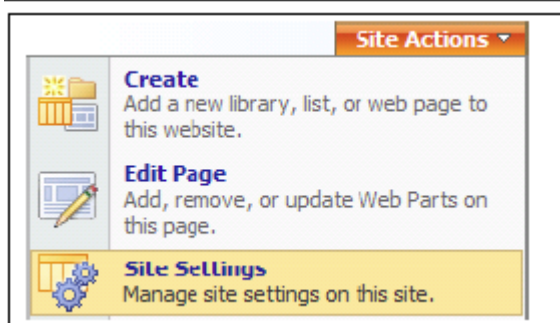
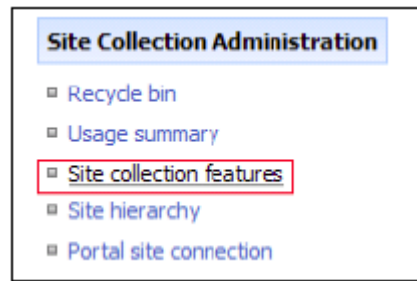


Step 1:

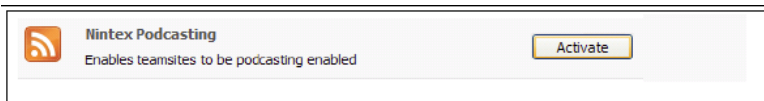
Enabling Podcast Server over a Site Collection and Team Site



1. From the home page of your top-level site, click on "Site Actions > Site Settings".



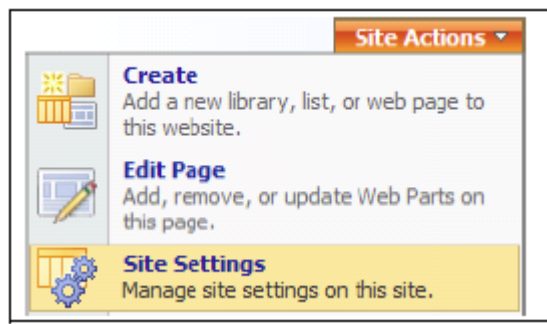
2. Select "Site collection features" under "Site Collection Administration".



3. Click the "Activate" button to enable Nintex Podcasting across the Site Collection.



4. Once clicked, the status will change to "Active".



5. Navigate back to the "Site Settings" page.

Site Administration

- Regional settings
- Site libraries and lists
- Site usage report
- User alerts
- RSS
- Search visibility
- Sites and workspaces
- Site features**
- Delete this site
- Nintex Live approve

6. Click "Site features" under "Site Administration".



Nintex Podcasting
Enables podcasting on this website

Activate

7. Click "Activate" to enable Nintex Podcasting for the site.



Nintex Podcasting
Enables podcasting on this website

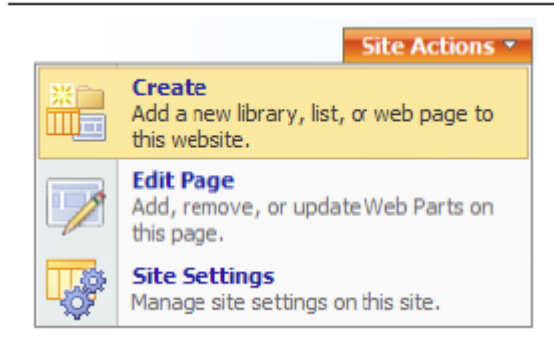
Deactivate

Active

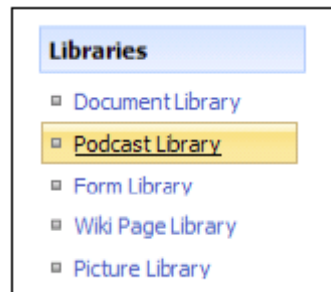
8. Once clicked the status will change to "Active".

Step 2:

Creating a Podcast



1. First you need to create a Podcast Library. To do so click on "Site Actions" and then "Create".

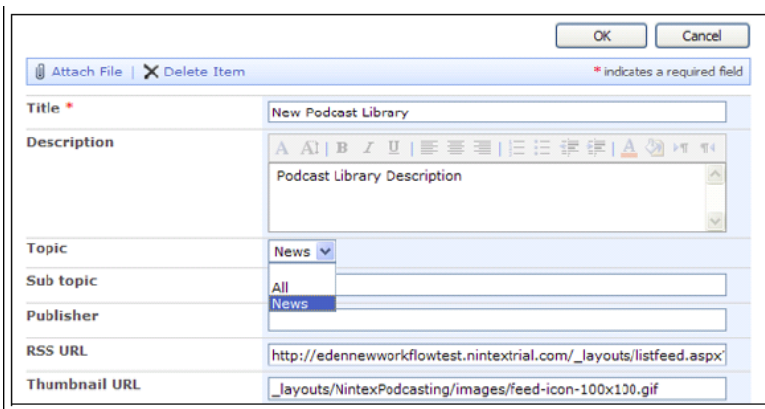


2. Next select "Podcast Library" under the "Libraries" group.



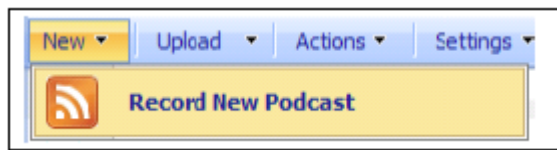
The screenshot shows the 'Add Podcast' form. It has four main sections: 'Name and Description' (with a text area for Name and a description field), 'Navigation' (with a checkbox for 'Display this on the Quick Launch?'), and 'Podcast Settings' (with a checkbox for 'Include in podcast directory.'). There are 'Create' and 'Cancel' buttons at the bottom.

3. Enter the Podcast Library Name and Description and click "Create".

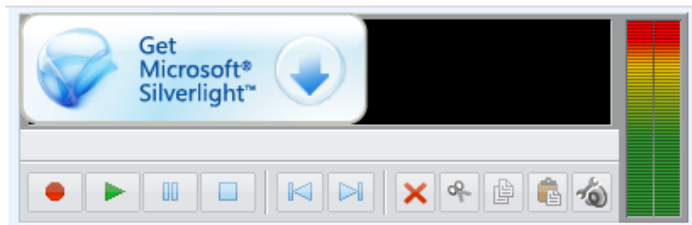


The screenshot shows the 'New Podcast Library' details form. It has fields for: Title (New Podcast Library), Description (Podcast Library Description), Topic (News), Sub topic (All), Publisher (News), RSS URL (http://edennewworkflowtest.nintextrial.com/_layouts/listfeed.aspx), and Thumbnail URL (_layouts/NintexPodcasting/images/feed-icon-100x100.gif). There are 'OK' and 'Cancel' buttons at the top.

4. You'll then be prompted to enter details that will be visible in the Podcast Directory as shown below.

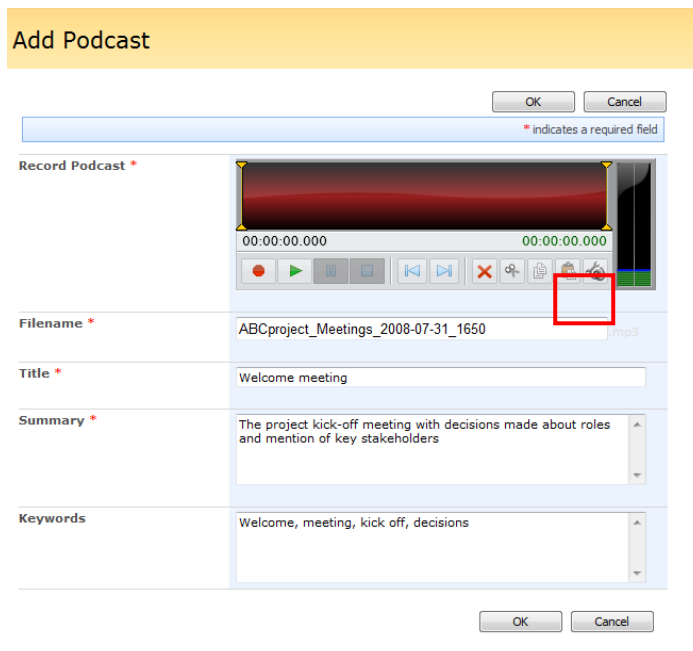


5. After this, you'll be taken to the Podcast Library. To create a podcast, simply click "New" and then "Record New Podcast" as shown below.



6. If you do not already have Microsoft Silverlight installed, you will see the recording interface with a "Get Microsoft Silverlight" image inserted in it.

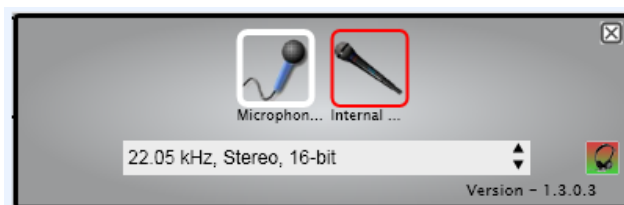
Microsoft Silverlight is required for the rendering of recordings. Click the Silverlight image and follow the simple installation process. When it is complete, click the refresh button in the page to view the recording interface.



7. Once Silverlight is enabled, the recorder is ready. You can enter information about the file before or after making the recording. The screenshot to the left shows metadata filled in.

Before recording, it may be best that the microphone you have plugged in is set as the input device.

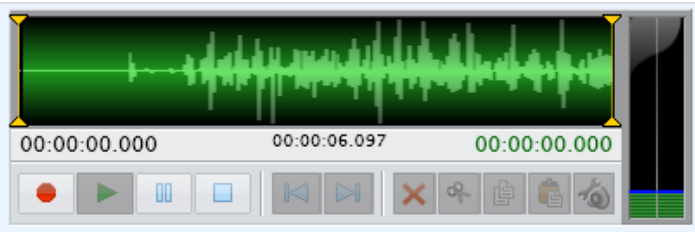
To do so, click the Settings button (highlighted in red)



8. The selected device is surrounded with a thick white border. Simply click the icon of your preferred device to select it.

You can also change the quality of the recording in here. The sample rate (expressed in kilohertz - kHz) has a negligible effect on the file size but does affect the quality of the sound. The bit-rate however, can make quite a difference. The higher the bit-rate, the bigger the file. The Product Help Files has a table of calculated file sizes.

Click the X button to exit the configuration screen.



9. To begin recording, click the red circle which represents the Record button. The sound volume level over time is depicted as a green line of peaks and troughs, like an oscilloscope, and runs from left to right. As the recording increases in duration, its visual representation becomes compressed so that the entire recording is always visible on the screen.

A time counter in "hours : minutes : seconds : thousandths of seconds" format is shown in the middle of the screen (an elapsed time of 6.097 seconds is depicted below). There are also timers to the left and right which are set to all zero. These are used later when editing a recording.

To the right of the Input Selection button are 2 audio levels showing the data coming through the right and left channels of the selected audio input device. A good average for the sound level is the middle.

The Pause button (two blue, short vertical bars side by side) can be toggled to pause and resume recording (and later playback). The Record button can also be used to resume recording.

To finish your recording, play it or edit it, click the Stop button.

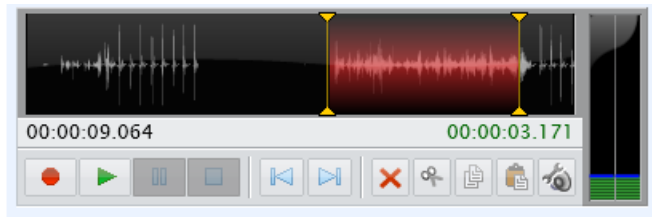
To hear your recording, click the Play button (the green triangle). While playing, the Pause and Stop buttons can be used.



10. A recording can be edited only before it is saved (that is when the OK button at the bottom of the page has been clicked). Once the file is saved, it cannot be edited in the Nintex Podcast 2008 interface - a third party application must be used.

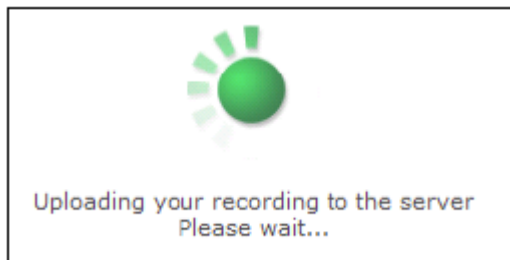
When you press the play button, a yellow progress indicator appears and traces its way through the recording. If you pause at a certain point and click the Record button again, recording will resume at the point where the progress indicator stopped. The remainder of the recording will not be overwritten, the new recording will instead be inserted at that point, pushing the remainder out to the right.

To select a certain portion of the recording, you need to set the selection's beginning and end points. To select the beginning point, drag the yellow triangle at the top or bottom of the left selector into the recording. To set the end point, do the same with the right selector. The left and right selectors are surrounded by red rectangles in the image to the left.



11. Now that a selection has been made you can perform 7 functions with it.

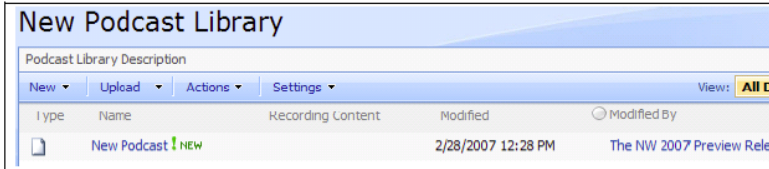
1. Play the sound it contains by clicking the Play button.
 2. Cut the sound it contains for use elsewhere in the current recording. The selected area will be removed from the recording and stored temporarily in the clipboard.
 3. Copy the sound it contains for use elsewhere in the current recording. The selected area will be removed from the recording and stored temporarily in the clipboard.
 4. Paste the sound it contains at another location in the current recording. Paste can be used to overwrite an existing selection or to insert the clipboard contents at the point where the "recording head" is stopped. The recording head position is changed by using the play and pause buttons to advance it within the current recording area, or by clicking the "Move to start" or "Move to end" buttons..
 5. Overwrite the sound it contains by clicking the record button.
 6. Delete the sound it contains.
 7. Drag the selection to choose a different part of the current recording. Dragging does not move the sound contained by the selection, only the amount of time that the selection represents.
- NOTE: Pressing "Move to End" will deselect a selection and move the "recording head" to the end of the current recording, without replacing any existing audio.
Pressing "Move to Front" will deselect a selection and move the "recording head" to the start of the current recording, allowing you to record new sound which is inserted before the existing audio.



12. Once you have finished your recording and editing, you need to click the "OK" button at the top or bottom of the recording interface to save and commit the recording to SharePoint. A progress window will pop up. Once the file has been completely uploaded to the library, you will be returned to the library view.

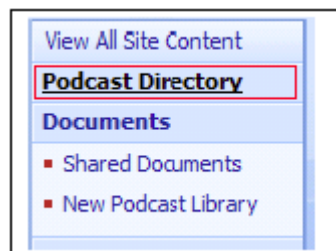
Step 3:

Accessing Podcasts



New Podcast Library				
Podcast Library Description				
New Upload Actions Settings View: All D				
I type	Name	Recording Content	Modified	Modified By
	New Podcast NEW		2/28/2007 12:28 PM	The NW 2007 Preview Rele

1. You'll be taken back to the Library where the new podcast will be.



2. You can also navigate to the Podcast Directory.



3. All Podcasts will be listed in the Podcast Directory.