

# Podbean Tutorial

## Publishing

Like everything else in Podbean, putting up new podcasts is easy as can be. The first thing you'll need to do is record your podcast using your favorite software and equipment. When you're ready to upload, just go to your main Dashboard and click the "Publish" link in the upper left-hand corner. You'll see a screen that looks like this:

[Publish](#) [Upload](#) [Manage](#) [Layout](#) [Upgrade](#)

### Write Post / Episode

Tag (?)

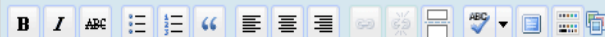
Tags are "labels" for your post that help people find your podcasts by searching specific keywords or keyphrases.

Title

The name of your podcast.

Post

Visual HTML



If you want to add an introduction or some extra content to go with your podcast, this is the place to do it. This is a user-friendly composition interface that works similar to most word processing programs, so you can bold and italicize your text, add images, etc.

Path: p

This section is the place for you to set your podcast media files (ex: audio, video). There are two ways to add your media files: choose files that have already been uploaded from the drop-down box, or click the "Browse" button to upload a file directly, Please note files larger than 30MB in size will need to be uploaded via FTP(see below) first. Once the media file is targeted, you may set its attribute such as type, length etc.

### Podcasting

Add Media File: (For text post, leave it unchanged)

Select from account:  OR  Upload file > 30MB in ["Media Manager"](#)

File Type:

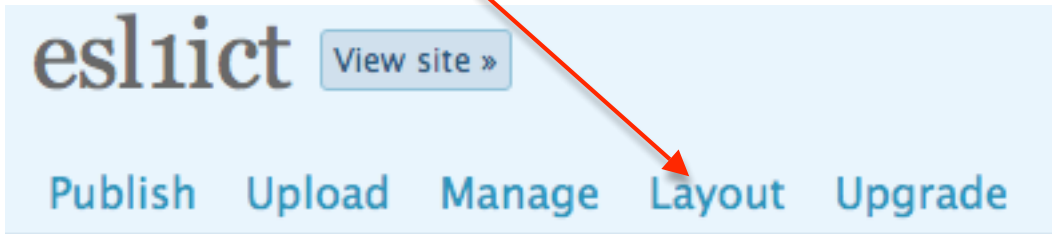
Post specific settings for iTunes:

### Trackbacks

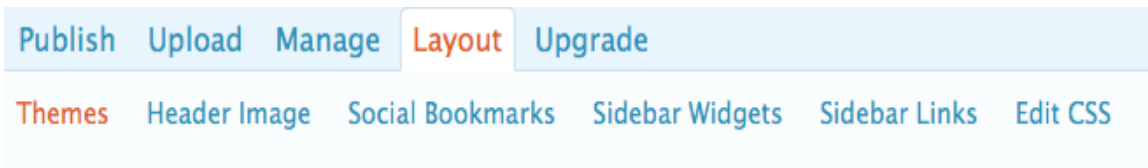
To save this post for later, just click "Save and Continue Editing" if you want to make more changes or "Save" if you're done for now. To publish, click the "Publish" button. You're published!

## Theme Customization

Podbean makes it easy to customize your podbean site! From your main Dashboard page, click the "Layout" tab in the upper left-hand menu:



From here, you can modify your theme, your header image, your sidebar, bookmarking options and links. Advanced users can also edit their CSS from this page.



### Change Your Theme

When you click the "Layout" button, you should see the "Themes" subsection of the Layout area. Here you can see your current theme as well as all your available options. Podbean has a number of themes to choose from so if you want to change yours, just click on the theme of choice and you're ready to go!

### Use Your Own Header Image

Next to Themes, you'll see a subsection link called "Header Image". Click this tab and you'll see your current header image used by the theme of your choice.

If you want to change this, simply upload a new image by clicking the "Browse" button to find your image file. Then click "Upload" to process the new image.

## Arrange Your Sidebar

Arrange your sidebar layout is as easy as drag-n-drop. To do this, simply click the "Sidebar Widgets" tab under the Layout menu. You'll see sidebar components listed under "Available Widgets" - just click and drag them where you'd like them to be on your sidebar "block". If your chosen theme has two sidebars, then you've got two "blocks" to work with. You can add, remove and change the order of these widgets as much as you like.

And if you're thinking you'd like to leave your sidebar just the way it is, go ahead. Your theme comes with a default layout so no changes are necessary to keep your current layout.

## Account Settings

To change your email address, first and last name or to create a new password, click the "Account" tab in the upper right-hand menu bar from your main Dashboard page. Make your changes and then click "Update Account" at the bottom of the page. You can also upgrade your Podbean account from this page as well as set your own domain.



## Basic Podcast Settings

The first thing you may want to do is change some of your basic settings. To do this, you need to login to your account by going to <http://podbean.com/login>.



From here, you can make a number of changes:

**Channel Privacy** - Choose whether you'd like your podcasts to be available to the public or just to friends that you invite to Podbean.

**Change Your Logo** - When you first sign up for your Podbean account, your logo is set to the default Podbean image that looks like this:



This image is displayed prominently on your podcasting website so you may customize it to your own wish. Clicking the "Upload your own logo" link to upload your logo image file. Then select it from the drop down menu. Please notice your logo image file size cannot be larger than 200K. If your image file is larger than 200K, it will not be shown in the list. After selecting the logo image, click the "Update Options" button at the bottom right of the General Options page and you're done! Your new logo has been added!

**Channel Title** - The Channel Title is essentially the "name" of your podcast. It can be anything you choose, from your user name or online identity to a phrase, company name or other unique identifying label.

**Channel Category** - The Channel Category indicates where your podcast account will be listed in the Podbean directory. Podbean defaults to the "General" category but you can change this by clicking the dropdown box next to "Channel Category" and choosing the listing that's appropriate for you.

Source : Podbean Podcast Quick Start, <http://www.podbean.com/podcast-quick-start-user-guide>

**Channel Tags** - Channel tags are like keywords that help visitors to the Podbean site find your podcasting account. If you want your podcasts to be available to the public, then you'll also want to choose a few keywords or **key phrases** that are relevant to your podcast. For example, a podcasting site that focuses on blogging and internet marketing might want to use tags such as "blogging", "internet marketing" and "search engine optimization" (without the quotation marks, of course).

**Brief Description** - The description will be shown in the header of your podcasting site just below your Channel Title.

You can also use this page to update your email address as well as set your local date and time. Once you've made your desired changes, just click "View Site" at the top left of the page and check out your modifications!