



# WebPod Studio Manual

(C) Lionhardt Technologies



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# 1 Welcome to WebPod Studio

## Thank You for using WebPod Studio™!

WebPod Studio represents an intuitive and exciting pway to create webcasting and podcasting applications and to broadcast or provide it to your audience. Along with your webcam and microphone, WebPod Studio forms an all-in-one answer to Internet broadcasting and CD or DVD production.

Podcasting/Webcasting refers to the broadcasting of audio ('podcasting') or video/audio ('webcasting') programs over the Internet or Cable television, or by these programs being produced and saved or 'burned' to a CD or DVD.

You can listen or watch these programs from the Internet, by using your personal computer, or by using portable audio devices such as "iPod™" or other MP3 audio players. The programs can be provided on CD or DVD discs as well. In addition to either video or audio broadcasting, Studio can provide direct-to-user streaming as well.

Studio's "tabbed screens" are arranged like a webcast/podcast project generally flows -- from inception to the finished output, in a left-to-right manner. It is an intuitive, user-friendly product you will look forward to using, whether your broadcast patterns favor daily, weekly or monthly usage.

## 1.1 A Brief Overview

### What Does WebPod Studio Do?

**WebPod Studio™** is software to **produce audio** and **video** PodCasts. This program is designed to help both new and experienced computer users to create, gather content and produce quality audio and **video broadcasting** over the **Internet**.

In addition, user-designed broadcasts can be uploaded to existing servers and archived on those servers, or burned onto CD or DVD discs.

Various output options are available for transcripts and other materials to be produced for the broadcasts and to establish connectivity to the world of Rich Site Summary (RSS) and Blogging.

The integrated Studio director assists the novice user in selecting the correct feature for what the user wishes to accomplish in that session while ensuring that the user will see the appropriate wizard on start-up. It is this technology that makes WebPod Studio so easy to work with. All actions are done in small gradual steps, asking simple and direct questions through either ticking options or pull-down menus. Virtually all options are pre-selected based on available hardware and anticipated needs.

Designed around the "less is more" philosophy, WebPod Studio will extract all the needed information in very few steps, yet will still harness the full power of available audio and video capabilities.

Currently produced for the Microsoft Windows™ operating system, WebPod Studio is available in three user-oriented versions, **Standard**, **Professional**, and **Enterprise**. Versions for additional operating systems are under advisement.

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### Why WebPod Studio?

As the Internet expands, the demand for efficient productivity tools to aid the new era of

information and news webcasters and podcasters is exploding.

From small, home-based, family or small company productions to the largest municipal or corporate organization, more and more people need software with all the necessary options for creating broadcasts in a timely and efficient manner without a loss of creativity. This tool allows the user to create video or audio broadcasting and direct-to-user streaming.

Of all the "webcast/podcast" software applications on the market, only WebPod Studio has all of the tools and options the user needs to get the job done quickly, on-time, from beginning to end, throughout the process of developing the webcast/podcast.

### **WebPod Studio Solves and Prevents Problems**

Many software packages try to be all things to all users. Generally, they fail. WebPod Studio strives to solve problems by providing a very wide range of necessary and common-sense features to make the job of planning and executing a Webcast what it should be – a smooth-flowing, efficient and effective experience.

Studio itself is arranged the way a webcast/podcast flows – that is, from inception to finished performance. Because the logic of the screens and functions is clear and intuitive, Studio is a product you will look forward to using, whether you are creating broadcast patterns daily or just for special occasions.

Studio takes the worry out of the technical issues involved in webcasting and podcasting. This means that you can focus on what you need to do without taking days or weeks to master a software application.

## **1.2 Product Features**

WebPod Studio is currently available in three versions, **Standard**, **Professional** and **Enterprise**. WebPod Studio is also available in a **USB Stick** version for true portability. Please see the USB Stick information at web site [USB Studio on a stick Information](#)

The chart below shows the main features common to both versions and the additional features in the Professional version.

## **1.3 Requirements**

### **Requirements for WebPod Studio**

- Windows XP, NT, or 2003 installed
- Minimum 750mHz CPU speed, 1GHz or higher recommended
- DirectX 8.x or higher installed
- Video device (webcam, or other capture device) recommended
- Audio device (microphone, sound card) recommended
- 10MB program installation space

- 500 MB or more available disk drive storage (production space) recommended

**Recommended accessories:**

- CD-writer/Re-writer
- DVD-writer/re-writer

**Production Space**

Because video and audio files can sometimes reach very large sizes, we recommend that you have a minimum of 500MB (500 megabytes) disk storage space free for video and audio capture purposes.

If possible, 1GB (one gigabyte) or more of open disk storage space is preferable, for both capture and storage of one or more files or broadcasts.

**Computer CPU and Speed**

Although there are no specific CPU and speed requirements for WebPod Studio, here are some ideas to strongly consider:

- Prefer full CPU varieties such as AMD Athlon™ and Intel Pentium 4™ over lesser capability CPUs. Programs will run faster, especially those that depend on Internet, video and audio activity
- Prefer faster CPU speeds over slower, also called CPU clock speeds. The recommended minimum speed is a 750 mHz CPU; however, 1 GHz or faster CPU's are recommended. Programs will run faster, especially those that depend on Internet, video and audio activity
- Prefer separate installed video cards/video adaptors over video chip-sets that are part of the computer main board/motherboard, also called integrated video. Video, and to an extent software programs, will execute faster

## 1.4 Installing

WebPod Studio software is currently made available as a Microsoft Windows **EXE**cutable (**.EXE**) file.

It can be downloaded as a **Demo** version or as a **Retail** purchased version via the Internet.

The WebPod Studio file contains an **Installer** that quickly does all the installation work for you, and you do have opportunity to install the software to a computer directory of your choosing.

**Installing WebPod Studio**

1. Locate the WebPod Studio EXEcutable file on your computer. An example file name might be: **wps\_pro\_install.exe**
2. Double-click on or run the file to launch the Installer.
3. The WebPod Studio **Installation** screen appears:

**Installing the Software**

1. Click **Next**. The License Agreement appears. Please read and abide by the conditions of the License Agreement.

2. Click the License Agreement **Accept and install** button.
3. The **Destination Location** panel appears. Click **Next** to accept the default installation directory and name (**or**) click **Browse** to select a disk drive and/or directory of your own choosing, then click **OK**, then click **Next**..
4. The **Backup Replaced Files** screen appears.
5. It is recommend that you select **Yes** to the Backup Replaced Files question, and to accept the default Backup File Destination Directory. The installation program can create backup copies of all files replaced during the installation. These files will be used when the software is uninstalled and a rollback is requested. If backup copies are not created, you will only be able to uninstall the software and not roll the system back to a previous state.
6. Click **Next**
7. The **Start Installation** panel appears. Confirm and start the installation by clicking the **Next** button.
8. Upon successful installation, WebPod Studio places an icon on the Windows Desktop. Double-click or select the icon to launch WebPod Studio.

## 1.5 Purchasing WebPod Studio

**WebPod Studio comes in three editions. The Standard, Professional, and Enterprise Edition**

[Global ordering page is located here](#)

## 2 Using WebPod Studio

Any new piece of software needs a learning curve. Worries start to pop up, and questions mount in the mind: Can we do this? Will it work right? Will it change my world forever? Will the Chicago Cubs baseball team ever win a World Series, and Feijenoord the champions league? – OK, maybe not that last one.

The point being made here is that the very first time around will seem the hardest, even it it turns out to be the easiest. (Philosophers will have a field day with this statement, the rest of us please just read on.)

Relax, take a deep breath – OK, let it out too.

This is going to be easier than you thought. And likely more enjoyable.

Just take the first broadcast step-by-step, and avoid the urge to do the end steps before you do the ones in the middle. With WebPod Studio, there's not that many steps.

The power is in your hands, now.

Go for it!

### 2.1 Welcome Screen

When you run WebPod Studio, especially for the first time, you will see the **Welcome Screen**.

The Welcome Screen's objective is to advise in a nut-shell what the Studio main purposes and major features are. A **Check box** and two **buttons** appear at the bottom left and right of this screen respectively.

**Run Configuration Wizard** - This button closes the Welcome Screen, and opens Studio's Configuration Wizard panel.

**Close Screen** - This button closes the Welcome Screen, and the Studio Director screen appears.

**Check box** - You can set the Welcome Screen to not appear when you launch Studio, by clicking and checking the box in the bottom left corner of the Welcome Screen.

## 2.2 Beginner and advanced mode

WebPod Studio can run in two different modes, in Advanced and beginner. The beginners mode will have all advanced settings switched off and they will be invisible in the application. This means that using WebPod Studio requires hardly any user input. The advanced mode will allow you to redefine things as audio and video control. In some cases the advanced mode will be preferable due to show demands. In most cases however the beginners mode will be good enough to produce high quality audio and video.

Right after installation WebPod Studio will start up in advanced mode, if you want to temporarily toggle between modes simply press F10 and the mode will be set to beginner, if you are running in beginner it will set it to advanced mode.

You can also set the mode permanently via the advanced options in the [configuration wizard](#).

## 2.3 Configuration Wizard

Before using WebPod Studio, especially the first time after installing the software, it is strongly preferable to make the **Configuration Wizard** your first stop.

When WebPod Studio is first installed, the program automatically sets a series of "defaults" for the settings that are saved in this Configuration area. These defaults are thus already made for you, and don't usually need to be changed, or too often changed.

**However**, it is always preferable to take a quick look at the Configuration settings, just to make sure that these default settings are properly set:

After changing any Configuration screen settings, select the **Save Data** button at the bottom of the Configuration screen:

## 2.4 Studio Director

The **Studio Director** screen is the "home base" for operating Studio. Studio can "idle" at this screen, ready to assist you in your podcast or webcast assembly and production.

The main options available from the Director are:

- Create a video Webcast/Podcast
- Ceate an audio PodCast
- Assemble existing content into a Broadcast
- Design a teleprompter script
- Burn existing content to CD/DVD
- Publish existing content to my server
- Configure WebPod Studio

Note that as you hover the mouse or pointer over the text option list on the left side, the right side "Information" panel will describe the basic functions each option provides.

## 3 Toolbar Icons

The Main Process Menus comprise the major steps or processes you might or would usually perform when one wishes to design and broadcast an **audio broadcast ('podcast')** or a **video broadcast ('webcast')** using Studio.

These major steps or processes are:

Video  
Audio  
Composer  
TelePrompt  
Publish  
Options  
RSS Manager  
Blog  
Capture  
Burn CD

Of course, some steps or processes are unused. As an example, if you were performing an audio podcast, you would normally skip any video steps, and so forth. After acquainting yourself with the various Main Process Menus, we recommend that you take advantage of the Studio Director.

### 3.1 Video

The **Video Recording (Video Cast)** panel accepts "live" video from a video device, most usually a web-cam or digital camera, and allows the recording of a video session for use in a broadcast, using that video device. In addition, since the majority of video devices also contain an audio microphone, available audio is also recorded along with the video.

The four major processes in the **Video Recording (Video Cast)** tabbed panels are to:

- **Select Hardware**,
- Assign a **Filename** to the video to be recorded
- Perform the actual **Record Video**
- Then to **Finalize**, or compress, and save the video under the Filename.

Next to the video button you will see a small picture with an arrow pointing downwards. Clicking on this arrow will display a menu with other video related wizards.

### 3.1.1 Select Hardware

The five information entry dialogs in the Video Select Hardware are **Available video devices**, **Available formats** for those video devices, **Available audio devices**, **Available formats** for those audio devices, and **Audio lines available** for those audio devices.

#### Available video devices

WebPod Studio normally auto-detects any available video devices that are plugged into the computer and can operate. This entry dialog shows all that Studio detected, and typical devices that are detected include:

- Web-cam video cameras that are connected to the computer's USB ports or to video capture cards
- Analog or digital video cameras connected to video capture cards or to the computer's USB ports

Only one video device at a time can be selected and utilized.

To select, highlight the desired video device and click on it once.

#### Available formats

This entry dialog describes the various video formats that are detected and available to WebPod Studio and for the above selected video device. The video formats fall into various categories, and one or more of these may be present on the system:

- **RGB Format** - Generally 24bit color depth, with various video pixel sizes available, such as 640 x 480, 320 x 240, 160 x 120 and other sizes
- **IYUV Format** - Generally 12bit color depth, with various video pixel sizes available, such as 640 x 480, 320 x 240, 160 x 120 and other sizes
- **Unknown Format** - These are a collection of formats that are not known to the computer system and to WebPod Studio

An example dialog entry might read:

RGB24 Format Info RGB 320X240, 24 bits

this example meaning **RGB** format at a size of **320 x 240** pixels using **24** bit color depth

In actual use, **the RGB formats are the most commonly used**, and it is recommended to select one of those RGB listed.

Only one video format at a time can be selected and utilized.

To select, highlight the desired video format and click on it once.

### Available audio devices

WebPod Studio normally auto-detects any available audio devices that are plugged into the computer and can operate. This entry dialog shows all that Studio detected, and typical devices that are detected include:

- Sound cards installed in the computer, or sound chip sets on the computer mainboard/motherboard
- Microphones including separate microphones, or microphones that are part of other devices such as web cams
- Other software that may announce to the computer system that the software is capable of feeding audio into the system and thus also WebPod Studio.

Only one audio device at a time can be selected and utilized.

To select, highlight the desired audio device and click on it once.

### Available audio formats

Similar to video device formats, this entry dialog describes the various audio formats that are available to WebPod Studio and for the above selected audio device. Exact entries here will depend on the audio system installed in the computer. Possible listings here include:

- **Format** - Most likely to be PCM method
- **Sampling Rate** - Normally expressed as a frequency such as 22050 or 44100 Hertz (or 22 kHz or 44 kHz)
- **Bits Rate** - Normally expressed as 0 or 2
- **Channels** - Normally expressed as 1 (mono) or 2 (stereo) channels.

In actual use, it is always better to favor the higher sampling rates, IF quality is the deciding factor. Of note is that rates around 8000 Hertz are normally used for voice only or to reduce both quality and file size, 11000 Hertz is roughly AM radio quality, 22000 Hertz is better than AM radio quality, and 44100 Hertz would be approaching FM radio quality, while 96000 Hertz is considered FM radio quality or better, and so forth.

An example dialog entry might read:

PCM Format PCM, 44100 Hertz, 0 Bits, 2 Channels

this example meaning **PCM** format at sampling rate of **44100** Hertz (44 kHz) **0** bits and **2** channels

Only one audio format at a time can be selected and utilized.

To select, highlight the desired audio format and click on it once.

### Audio lines available

Essentially, this dialog selects the one or more audio inputs that may be available on the computer system. Exact entries that are available here will depend on the audio system installed in the computer, but would generally include:

- **Microphone** - This might include stand alone microphones or web-cam microphones
- **CD Audio** - Audio coming from any CD-ROM drives that are part of the computer system
- **Mixer Output** - Audio output coming from any hardware or software audio mixers available on the computer system
- **Aux or Line In** - These would include audio that may be present at the sound card or

motherboard based sound system, at the Auxiliary or Line Input jacks.

### Preview Video after Record Video

Checking this box will preview and play the video you will record in the Record Video area of this Video Recording (Video Cast) process.

### 3.1.2 Select Filename

The **Select Filename** tab and panel allows the user to choose between assigning a system-named **file name** to the video file to be recorded, or to enter a filename of ones own, assign a Filename to the video to be recorded, or to save the video file that will be recorded into another computer directory other than the default directory assigned by the computer.

#### Filename

The Filename is the video recording's file-name that the recording will be saved under. WebPod Studio assigns a default directory to store the file under, and assigns a default alphanumeric name to the file. It is highly recommended to use this assigned directory and file name, as WebPod Studio internally "remembers" this information for later use. The Filename is normally in the format of "alphanumeric.avi" with AVI being the default file format that WebPod Studio creates for the video recording.

#### Browse button

To the right of the Filename dialog, is a Browse button. Pressing or clicking on the button brings up the Save in file dialog. The allows the user to change the default filename and/or the file name storage directory. Again, it is highly recommended to NOT change the default file name and directory that Studio has assigned, as WebPod Studio internally "remembers" this information for later use. The Browse button is provided for the purposes of advanced users or needs:

### 3.1.3 Record Video

You are now ready to record your video.

- **Start** recording, this will start the recording of your video.
- **Preview**, this will show you what it would look like if you would be recording. This will not record the video you are seeing.
- **Stop** recording, stops recording your video.
- **Pause** recording, pauses your recording, to resume click on the pause button again.

### 3.1.4 Finalize Video

You are now done with recording.

The screen will display information about where the file is stored. To quit this wizard click on the button labeled "Done".

Want to know how to create a video podcast from this recording?, [Click here to find out..](#)

## 3.2 Audio

The **Record Audio (PodCast)** panel accepts "live" audio from an audio device, most usually a microphone, web-cam or digital camera microphone, or other audio source recognized by Studio, and allows the recording of an audio session for use in a broadcast, using that audio device.

The five major processes in the **Record Audio (PodCast)** wizard are:

- **Input Device** for setting the recorded audio filename, directory and audio file format.
- **Output Device**
- **RSS Options** for building an article title and description of the Podcast for use in RSS related Internet information pages.
- **Record Podcast** to perform the actual audio recording
- **Finalize** the audio and save the video under the Filename.

Next to the audio button you will see a small picture with an arrow pointing downwards. Clicking on this arrow will display a menu with other audio related wizards.

### 3.2.1 Input Device

For setting the recorded audio filename, directory and audio file format.

We advice to keep the recording at 44100 KHZ, this will produce to clear sounding recording.

If you want to "normalize" the recording then tick the normalize recording checkbox, this will level out the recording and take out peaks that sound like over modulating.

If you do not want the recording to be turned into an MP3 file then tick the checkbox labeled "Do not convert to MP3". The recording will then be available on your system as a wave file (.wav)

### 3.2.2 Output Device

The output device section allows you to set the various file output options. In general WebPod Studio will auto detect which are best suited. If you want to change those options then this is the section to do this within the recording wizard

### 3.2.3 RSS Options

**RSS - Rich Site Summary** is a format for delivering summaries of regularly changing web content. Many news-related sites, weblogs and other online publishers syndicate their content as an RSS Feed to whoever wants it.

The **RSS File Options** allow to define the content within the rss feed.

- If you want to use an existing feed then check the "use existing rss feed" tickbox and select the file via the select feed button (...)
- Fill in the article title, for example; My first PodCast
- Fill in the description field, this can be anything you want people to know about your PodCast. Usually it contains a synopsis of some sort.
- BaseURL, WebPod Studio will try to determine this by checking it's configuration, if it can't find the baseurl then you need to fill in the base url of where your files will be published to. For example <http://www.lionhardt.ca/podcasts/>

### 3.2.4 Record Podcast

This is where you will record your audio PodCast.

Before you start make sure that the audio levels are properly set, you can change those with the three "sliders" labelled, Master, Record, and Wave.

- Master, affects the global sound volume on your system
- Record, affects the recording sound level.
- Wave, affects the sound level of other sound sources playing in the background.

The recording vu-meter will indicate if the volume you selected is loud or soft enough. We recommend that you try to keep the volume within the yellow area.

When your all set click on the record button, once your done, click on the stop button. You can listen back via the playback button.

If you are satisfied with the result then click on the next button to finalize your PodCast

### 3.2.5 Finalize

Your all done with your recording now!

To publish all the related files click on the finish button. WebPod Studio will now prepare all the needed files and make them ready to be published.

When WebPod Studio is done with finalizing the needed files it will ask you if you want to publish the files now, or want to record another PodCast. Make your choice and follow the instructions in the publish wizard.

You can always publish your files at a later date. Click on the publish button located on the top toolbar and follow the instructions to publish your existing data.

## 3.3 Composer

The WebPod Cast **Composer** is a multi-function area in Studio, that enables you to collect (compose) your broadcast by bringing together the various elements that make up the broadcast.

The **Composer**.....

The seven major processes in the **Composer** tabbed panels are to:

- Select **Output Options**
- Select **Video files** and/or **Images** for use
- Select **Audio files** for use
- Select any video **Transitions** that may be used
- Select **RSS File and Feed Options**
- **Preview** the Composed Data
- **Finalize** and allow WebPod Studio to Compile the finished product

The composer wizard might come across as "difficult" at first, but once you start using it you will discover it's strength and ease of use. Follow the instructions in the helpfile and you will successfully create a video podcast out of your video and audio recordings.

### 3.3.1 Output Options

When the composer wizard has started it will determine the best settings for the task ahead. By default it will assume that you will want to save the compiled video as a Windows media file (wmv format).

You can however change this by unticking the checkbox labelled save file in "windows media format".

Available options in the output section.

- Use video compress, tick this when you want to use an alternative compression then the default Windows media format. The formats listed in this menu will depend on which codecs are installed on your computer.
- Use audio compression, tick this when you want to use an alternative compression then the default Windows media format. The formats listed in this menu will depend on which codecs are installed on your computer.
- Windows media profile, the quality of the video being compiled, if you are creating a video podcast we recommend "video for broadband 256Kbps"

Size modes and video size.

- Size modes, here you select what WebPod Studio is allowed to do with the size of the video to be produced. We recommend setting this option to "Resize preserving aspect ratio"
- Video size, by default this is set to 640\*480. You can however change this to any dimension

you like.

### 3.3.2 Video / Image and audio Files

On both the video and audio pages you will find 3 buttons labelled Add, Delete, and Edit. These buttons allow you to add, delete, and edit selected content.

Alternatively you can also drag and drop files directly from the windows explorer interface.

WebPod Studio will calculate the running length of the content you add to the composer wizard, you might have to alter start and end times, you can do this via selecting the file, and then click on the edit button.

### 3.3.3 Transitions

As applied in WebPod Studio, any time one piece of video or a bitmap graphic ends and another begins, a **transition** takes place. In its simplest form, the transition is simply a cut: in less than the blink of an eye, the last frame of a video or a bitmap clip is replaced by the first frame of a second video or bitmap clip. In WebPod Studio, the term "transition" applies to a more gradual way of switching from one video or bitmap clip to another.

The Composer **Select Transitions** tabbed panel makes available options along the right side of the panel to select and **Add** transitions, **Delete** transitions and to **Edit** transitions.

#### Selecting and Adding Transitions

Selecting the **Add** icon text opens the **Transitions** dialog:

The **Transitions** dialog selector allows choosing from a list of available Transitions:

Iris	RadialWipe
Fade	ZigZag
Random Bars	Spiral
Pixelate	Wheel
Strips	Inset
Compositor	Blinds
Wipe	CheckerBoard
Gradient Wipe	DxtCompositor Class
DxtKey Class	Movie Maker Special Effect 2
Slide	DxtJpeg Class
Barn	Stretch
Random Dissolve	

### 3.3.4 RSS Options

**RSS - Rich Site Summary** is a format for delivering summaries of regularly changing web content. Many news-related sites, weblogs and other online publishers syndicate their content as an RSS Feed to whoever wants it.

The **RSS File Options** allow to define the content within the rss feed.

If you want to use an existing feed then check the "use existing rss feed" tickbox and select the file via the select feed button (...)

Fill in the article title, for example; My first Video PodCast

Fill in the description field, this can be anything you want people to know about your PodCast. Usually it contains a synopsis of some sort.

BaseURL, WebPod Studio will try to determine this by checking it's configuration, if it can't find the baseurl then you need to fill in the base url of where your files will be published to. For example <http://www.lionhardt.ca/podcasts/>

### 3.3.5 Preview

The preview section allows you to see what the end result might look like. Once you have added all the audio and video files you can preview your work here.

Click on the "Play Preview" button to start the preview, the "Stop Preview" button stops the preview.

When your satisfied with the video so far you can click on the next button to finalize and create your video.

Tip: You can cut and edit video files with the Video Cutter tool, located under the tools menu.

### 3.3.6 Finalize

You are now ready to create the actual video. Click on the finish button to start the compilation of your video. If you want to cancel or interrupt this process you can click on the "Stop compiling" button at any time,

The progress indicator will show how far the compilation is, the time displayed is the estimated time it will take to create your video. This may sometimes shorter or longer then estimated, this is nothing to worry about.

## 3.4 TelePrompt

The WebPod Studio **Teleprompter** is a "centerpiece" component in the software.

With the major Teleprompter components, the user can enter and edit text into the **TelePrompt Editor**. This text can be read by the user as the audio or video broadcast proceeds, and in the **Teleprompter** itself, this text can be static, scrolling, stopped or scroll-speed adjusted, all while being read by the broadcaster during the broadcast.

The TelePrompt Editor offers many features, among those text size, color, and other attributes, and the ability to open or import text and to paste text into the TelePrompt Editor.

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Clicking the **TelePrompt** main button opens the actual **Teleprompter**:

However, **before** you use the Teleprompter to display text, you must first enter text into the **TelePrompt Editor**, so that this text will be later shown in the Teleprompter:

### 3.4.1 TelePrompt Editor

The **TelePrompt Editor**

The user enters and edits text into the **TelePrompt Editor**. This text can be read by the user as the audio or video broadcast proceeds, using the **Teleprompter**.

The TelePrompt Editor offers many features, among those text size, color, and other attributes, and the ability to open or import text and to paste text into the TelePrompt Editor.

The **Editor Controls Bar** contains the various options to operate on text that is entered in the Editor. The various options are designated by, and selected for use using, the various icons:

**Bold Text** - Applies **Bold** effect to text

**Italicize Text** - Applies *Italic* effect to text. Can combine controls to produce ***Bold Italic***, for example.

**Underline Text** - Applies Underline effect to text. Can combine controls to produce **Bold Italic Underline**, for example.

**Strike-through Text** - Applies ~~Strike-through~~ effect to text.

**Increase or Decrease Font Size** - **Increases** (**up** pointer) or **Decreases** (**down** pointer) the selected text's font size.

**Alignment** - Aligns selected texts or entire paragraphs to the **Left**, **Center** or **Right** margins respectively.

**Increase or Decrease Indents** - Shifts the selected texts or entire paragraphs indent **in** (more to the right) or **out** (more to the left) respectively.

**Bullet or Number Text**. Applies either a:

- bullet or a
  - 1. number sequence
- to selected single or multiple lines of texts or entire paragraphs.

**Font Selector** - Selects from the various fonts installed on the computer, or changes the font of selected text.

**Font Color Selector** - Selects from the various system colors, or changes the color of selected text.

**Insert Image** - Inserts a graphic or bitmap image at the current line location.

## 3.5 Publish

The publishing wizard allows you to publish content to you server. This is done in four easy steps.

- **File details**, select the files you want to publish. You can add and delete files via the add and delete buttons located on the righthand side.
- **Server details**, these fields should be filled in if you have configured those via the configuration wizard you can however change the data temporarily here for an alternative server if you wish to do so.
- **Transferring data to server**, this will display the status of the files being transferred.
- **Finalize**, this screen indicates if the transfer has been succesfull or not.

If you do not have server space to publish on we recommend you look into [PortLand Communications](#) they offer free and lowcost webhosting.

## 3.6 Options

The various Configuration settings are made by selecting an option in the **left** side list, and observing that a **green check-mark** "activates" that setting.

The selected details then show up on the **right** side of the screen, ready for you to see or change any option:

**The settings available in the Configuration panel are as follows:**

- **Standard options**

**Enable "event" sounds** - **Check** this box to turn on sounds that appear in WebPod Studio after successful actions, or errors in a certain action, occur. **Uncheck** this box to disable all such sounds.

**Notify distribution sites after uploading of streams** - **Check** this box to have WebPod Studio automatically notify other distribution sites when you have new content, a new broadcast, to provide them. **Uncheck** this box to not notify these distribution sites at all.

- **Advanced Options**

**Show Captions on Toolbar buttons** - **Check** this box to show the text captions on Toolbar buttons. If the box is **unchecked**, the Toolbar buttons show only Icons, without the caption text.

**Use Internal Hint System instead of the Standard Windows Hint System** - **Check** this box to have "hint's" pop up as you hover the mouse or pointing tool over a selection or option. **Uncheck** the box to show only the text information in the Status line that is at the bottom of all panels.

**Use Local Help file instead of Online Help file** - **Check** this box to use only WebPod Studio Help file (the file you are reading right now) as the main software help system. **Uncheck** this box to use only the Internet-based Help system for WebPod Studio.

**Ask for confirmation when exiting program** - **Check** this box to always have WebPod Studio verify with a question **before** exiting the program. **Uncheck** this box to have WebPod Studio immediately exit the program. It is recommended to leave this box checked.

- **MP3 File Information**

The four informational dialogs present here enable you to enter the following information that becomes part of the mp3 file

- **Media Hardware Options**

This is where you define the audio and video hardware. You are able to change this when you use the audio or video wizards.

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- **Miscellaneous hardware**

This is where you can set which drive is your cdrom/dvd drive. WebPod Studio will automatically list all cdrom/dvd devices available on your system.

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- **Configure sound effects (Sound bites)**

WebPod Studio allows you to mix in sound effects when you record audio podcasts (Professional & Enterprise editions only). This is where you define those sound bites.

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- **RSS options**

RSS files have a section where information is kept about who created the feed, what the subject of the feed is. It also allows for a short description what kind of information can be found in the feed itself.

The rss baseurl is the directory where you publish the podcasts to, for example, Lionhardt Technologies publishes podcasts to <http://www.lionhardt.ca/podcasts>. This means the base url would be <http://www.lionhardt.ca/podcasts>.

Auto ping url : This is the complete link to the RSS file. Eg. baseurl + filename. for example <http://www.lionhardt.ca/blogs/news.xml>  
This link will be used to announce to all major podcast and rss directories that you have fresh content available.

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- **Publishing options**

This is where you define to which server your files will be published.

At the server address fill in your server, for example <ftp.lionhardt.ca>  
Port number, usually port 21 on standard servers  
Username and password, the user name and password issued by your hosting firm  
Basedirectory, the directory where you want your files to be published to.  
If you are unsure about the basedirectory then click on the show directories button, this will launch a wizard to show you the directory structure on your server.

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- **Skype**

WebPod Studio allows you to record [Skype](#) calls. The wizard will advise you if Skype is installed or not, and if Skype is running or not. If Skype is installed WebPod Studio will take care of attaching to it when you want to record a Skype call.

### 3.7 RSS Manager

The RSS manager allows you to create new RSS feeds, or edit existing feeds.

The following options are available:

- **New feed**, this will start a wizard to create a new RSS feed. Follow the instructions on screen to guide you through the process of creating a new feed.
- **Open feed**, this will allow you to open existing RSS feeds. The chosen feed will appear in the manager, You can then Create, edit, or delete items from this feed.
- **Close feed**, closes the feed that has been loaded into the RSS manager.
- **Save feed**, saves the feed that has been loaded into the RSS manager.
- **Editor**, this will start a text based RSS editor. This feature is suited only for those users who are confident and comfortable with directly editing the feed without any wizards.

Options when a feed is loaded into the manager:

- **Add item**, adds a new item to an existing feed.
- **Edit item**, allows you to edit the selected item in a feed.
- **Delete item**, allows you to delete the selected item in a feed.

### 3.8 Capture

The capture wizard allows you to capture screenshots of running applications. When the wizard has started you will see the following options.

- **Capture active window**, this will capture the active window on your desktop.
- **Capture selection**, this allows you to select a region to be captured.
- **Capture windows desktop**, makes a screenshot of your complete desktop
- **Capture windows object**, allows you to capture any available windows object.

After making your selection WebPod Studio will minimize and you are able to capture (make a screenshot). Once this is done the wizard will return on screen and display the captured data.

Click on the next button to continue. You will now see the finalize screen which allows you to save the screenshot you just made to disk.

## 3.9 Burn CD

The burn cd wizard allows you to publish content to cd-rom or dvd drive.

When the wizard has started you will see the first page labelled "Files", this screen allows you to collect the files you wish to include. The "Add" button allows you to add files, the "Delete" button allows you to delete files from the collection. When you have collected all the files you want to include click on the button labelled "Next".

Set the various options for this collection to be burnt to CD/DVD. WebPod Studio will have already set the preferred options for this session. You can however change those if you desire to do so. When you have verified that the options are to your liking click on the "Next" button.

You are now ready to "burn" the collection to CD/DVD, click on the "Burn CD" button to start the burning process. WebPod Studio will warn you once it has finished publishing this collection to CD.

## 4 Other tools included in WebPod Studio

WebPod Studio has a variety of tools included that will help you create and maintain audio and video content.

Select the tool or wizard you want more information about.

### Audio:

- Importing existing content into WebPod Studio

### Video:

- Importing existing content into WebPod Studio

### 4.1 Audio related tools

Select the tool or wizard you want more information about.

- Importing existing content into WebPod Studio

#### 4.1.1 Importing existing content

This wizard allows you to import existing audio or video content and allows you to create it into a podcast.

The steps taken are almost identical to those of the audio podcast wizard.

- Select filename, select the filename you want to include in your podcast (audio or video)
- Show information, this section will only be displayed if you have selected an MP3 file. It will allow to include information about your podcast in the actual audio file.
- RSS Options, sets the rss options for this podcast.
- Finalize, the content will be finalized.

You can now publish your newly created podcast.

## 5 Glossary

As regards WebPod Studio and the Internet, there are terms and phrases where some make sense, and others baffle us all. We present a Glossary of these terms, breaking them down into manageable pieces -- and you don't need a rocket scientist to translate!

**BLOG/Weblogs** - A type of information piece, usually found on web site pages. BLOG is short for weB LOG, and it is usually a series of small, frequently updated posts arranged by posting date. Various uses might include online newsletters, diaries, keeping in contact with friends and family, publishing literary works, or to display a series of links to other sources.

**Broadband** - Higher-speed equipment used to connect personal, professional and business computers and their users to the Internet and the Web. Typical broadband devices you would use are cable modems, DSL modems, and the like. They are typically provided by your local telephone company, cable television and other high-speed Internet suppliers.

**Compile** - To gather together and collect information and content from a variety of places. In this case, to gather and arrange it in WebPod Studio, and make it available for broadcast.

**MySQL** - A type of database and software that is frequently installed in servers to allow web sites to offer databases for text files, graphics, video and audio files.

**Ping** - To send a small chunk of information to one or more servers to let them know that new content is available on a particular site, in this case, the WebPod Studio broadcaster's.

**Podcasting/Webcasting** - The broadcasting of audio ('podcasting') or video/audio ('webcasting') programs over the Internet or carried over Cable. You can listen or watch these online audio or video programs on your personal computer or portable audio devices such as "iPod™" or other MP3 players. These programs can also be provided on CD or on DVD discs as well.

**RSS - Rich Site Summary** is a format for delivering summaries of regularly changing web content. Many news-related sites, weblogs and other online publishers syndicate their content as an RSS Feed to whoever wants it.

**Server** - Actually, a more powerful version of your personal computer (PC). Servers are really just a "glorified" PC, but tend to be much faster, more powerful, much higher capacities, and are connected directly to the Internet. Generally, multiple servers are housed in areas called "data centers", and these data centers can be located anywhere in the world, but generally are located in our country.

**Transitions** - As applied in WebPod Studio, any time one piece of video or a bitmap graphic ends and another begins, a transition takes place. In its simplest form, the transition is simply a cut: in less than the blink of an eye, the last frame of a video or a bitmap clip is replaced by the first frame of a second video or bitmap clip. In WebPod Studio, the term "transition" applies to a more gradual way of switching from one video or bitmap clip to another.

**Web Host** - The equipment and company that contains your web server, and thus your web site. They are said to "host" your web site, on their servers.

## 5.1 What is RSS

RSS is Short for RDF Site Summary or Rich Site Summary.

An XML format for syndicating Web content. A Web site that wants to allow other sites to publish some of its content creates an RSS document and registers the document with an RSS publisher. A user that can read RSS-distributed content can use the content on a different site. Syndicated content includes such data as news feeds, events listings, news stories, headlines, project updates, excerpts from discussion forums or even corporate information.

## 5.2 What is PodCasting

What is PodCasting?

Podcasting is a web-based broadcast medium in which media files are made available online thus allowing software to automatically detect and download new files (generally via RSS).

A PodCast is comparable to an audio magazine subscription in that the subscriber receives regular programs that he/she can listen to or view at his/her own leisure. It can also be considered as the internet equivalent of timeshift-capable digital video recorders (DVRs) such as TiVo, which allows users to automatically record and store television programs for later viewing.

Podcasting most often involves audio files in MP3 format but different formats and other types of files, such as video, can also be PodCasted.

WebPod Studio is capable of handling both audio and video recording, eliminating the need to use separate programs to create PodCasts. It also has the ability to publish PodCasts to designated servers, and create and maintain RSS feeds.

The word "PodCasting" is a merger of the words iPod and broadcasting. The name "PodCast" is no longer specifically related to the iPod but to any software and hardware combination that permits the downloading and playing of files on any device that is capable of playing modern audio and/or video formats.

This technology enables anyone to start-up their own (internet based) radio or television show, without requiring expensive hardware. It is now easy to create a show without the exorbitant costs paid to broadcast companies to air the program and where, more often than not, you end up paying for airtime slots which have very few listeners. PodCasts are subscription based, which means that listeners/viewers can select what they want to hear or view. This system has already proven successful as there are countless popular internet programs that draw in listeners by the tens of thousands plus.

Established standard radio shows are also reaching out with PodCasts of their own. For example; Coast to Coast AM, a hugely popular late-night talk-show program runs PodCasts as a pre-paid subscription service. Another popular talk-show, Rush Limbaugh, also has a pre-paid subscription service. The BBC and CBC PodCast some of their popular radio programs as well.

## 5.3 What is Blogging

### Blog / Blogging;

Short for **Weblog**, a blog is a Web page that serves as a publicly-accessible personal journal for an individual. Typically updated daily, blogs often reflect the personality of the author.

## 6 Lionhardt Technologies

### About Lionhardt Technologies

Lionhardt Technologies specializes in both established and emerging technologies. Our success comes from our ability to customize our applications enabling us to create solutions that meet individual and specific IT requirements.

It is the persistent advancement in technology, the unlimited abilities and possibilities, and the drive to create the best available solutions that makes Lionhardt Technologies top of it's class. All applications are designed using the K.I.S. (Keep It Simple) principle resulting in solutions that are clear, complete, and most importantly, user-friendly.

Lionhardt Technologies has been creating quality software since 1990, in addition to WebPod Studio Lionhardt Technologies also markets BlogWizard, Broadcast Builder, Enclosure Extractor and other software products.

### 6.1 Contacting Lionhardt Technologies

You can contact Lionhardt Technologies via our online contact form located at:

- <http://www.lionhardt.ca/contact.asp>

For support you may use our online support contact form located at:

- <http://www.lionhardt.ca/support.asp>

For mediakits and media related enquiries please use our contact form located at:

- **Mediakits** : <http://www.lionhardt.ca/mediakit.asp>
- **Press releases** : <http://www.lionhardt.ca/pressreleases.asp>

### 6.2 Purchasing WebPod Studio

WebPod Studio comes in three editions. The Standard, Professional, and Enterprise Edition

[Global ordering page is located here](#)

