

## PodCatching – Listening to St Matthew's Podcasts

As many will know, you can listen to the St Matthew's podcasts directly from the church web site – just go to <http://stmatthews-bristol.org.uk/resources/podcasts> and click on the play button for each episode. However, to fully exploit the podcast system, to be informed when new ones are published and to listen to them on a portable MP3 player, you will need to do a little bit more.

Most of what follows are the things that need to be done ONCE only to get started. After that it will be nearly automatic delivering new episodes on a regular basis and make them available for loading on to your MP3 player if you have one.

If your MP3 player is one of the newer Apple "touch" types then I suggest that you use the Apple "Podcasting" app obtainable from the App Store. Other brands of smartphone type devices may have something similar. This guide is for the simpler type of MP3 players including older and non touch-screen iPods and is mainly for Windows PC users. Mac users with Apple portable devices can use the first section below. Using non Apple devices with a Mac computer is a bigger subject. Please ask if you need to do that.

### Music Management Systems

Many music management systems such as iTunes and MediaMonkey will download podcasts for you and I would suggest that, if you already have one of these, then you use it. Unfortunately, one of the more popular ones – Windows Media Player – doesn't do this so you will need to jump to the next section. I will describe here how to use iTunes but others programs will be similar.

You can either find the podcasts using the iTunes Store (using the link at the top of the St Matthew's Podcasts page), or directly as below.

- Start iTunes in the usual way.
- Click "File ==> Subscribe to Podcast".
- Put the St Matthew's address – <http://stmatthews-bristol.org.uk/feed/podcast/> – into the URL box and click "OK". Recent episodes will be automatically downloaded.
- Select "Podcasts" from the menu on the left to see them.
- If you want older ones then use the "Old Episodes" button on the right.

iTunes will put the podcasts into My Documents\My Music\iTunes\iTunes Media\Podcasts\...

You can listen to each one on the computer by double-clicking it. Each time you restart the application, and all the time it is running, iTunes it will check for new podcasts and download them automatically (though there may be a bit of a lag depending on how often it actually checks).

If your MP3 player is made by Apple then you can plug it in now and tell it to load the podcasts required. Other music management programs such as MediaMonkey will download to non-Apple devices. I haven't done this so can't give you detailed instructions.

## Dedicated PodCatchers

If you are not a user of music management software that will do this then you will need to download an alternative system. I would recommend that you use a very lightweight system called "Juice" from <http://juicereceiver.sourceforge.net>

- Install the software in the usual way.
- Look for the lemon on the desktop and start it (double click).
- Go to the "Subscriptions" tab (second one along).
- Click "Add New Feed" (the white + in a Green circle).
- Put the St Matthew's address – <http://stmatthews-bristol.org.uk/feed/podcast/> – into the URL box and click "Save". You will get a list of the recent episodes with their titles and sizes.
- The recent ones will be ticked. If you want older ones tick them as well.
- Now click "Check/Download" (the white triangle in a blue circle) and it will download those episodes to your computer.

Juice will put the podcasts into My Documents\My Received Podcasts\...

Juice doesn't have a player component so see below for listening to them on the computer. When you close Juice it will stay running (with a lemon in the system tray) and start each time you reboot, looking for new podcasts to be released. If you chose to not allow this then it will load new podcasts each time you restart Juice.

N.B. If you use Juice when iTunes is also installed then they will interact with each other. Not in a destructive way but it may be confusing.

## Transferring to your MP3 player

If your MP3 player is not made by Apple then you will need to use Windows Media Player to load it. This is pre-installed on all Windows computers.

- Open Windows Media Player from the "All Programs" menu.
- Click "File ==> Add to Library"
- Click "Add"
- Select the Podcasts folder as determined above (from either iTunes or Juice) – then "OK" and it will add the podcasts to the Media Player Library
- Click "Close"

You can now listen to each one on the computer by double-clicking it – the "Songs" list is the easiest one to use. Windows Media Player will automatically detect when new files are added to the folder.

Finally, to download them to your MP3 player, plug it into the computer using the USB cable. It should appear in the left margin of Windows Media Player. Click the "Sync" tab - then "Finish" and it will synchronise all of your stuff in Windows Media Player to the MP3 player. Don't unplug the MP3 player until you are sure that it has finished. As new episodes are downloaded you just need to connect the MP3 player again, go to the "Sync" tab and click "Start Sync" and it will update it.

Warning: you may need to do a bit more than this if you already use Windows Media Player for music, otherwise all your library will be loaded onto the MP3 player. Even if you don't then you may find a few "Sample Music" tracks loaded but it is not enough to worry about.

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