

## EXAMPLE:

### How to download podcast software and create a subscription


A variety of podcast software applications are available, many of which are free of charge. Some applications reside on an individual's computer, while others are Web-based. Some applications also contain features to aid the transfer of files from a computer to an iPod or other digital music player. Individuals are encouraged to select the podcast software that best suits their needs.

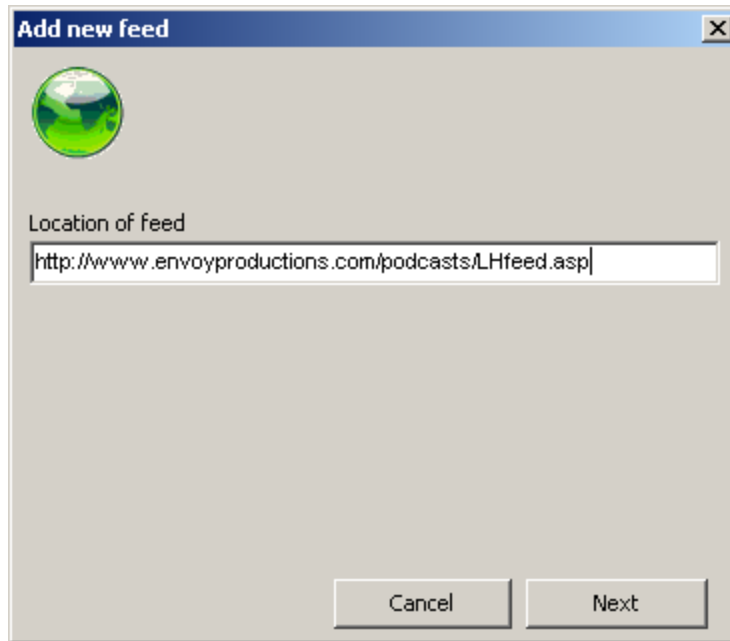
While Envoy Productions ("Envoy") does not recommend or endorse a particular podcast software application, the following example utilizes FeedReader, a free software product downloadable to a local computer and able to download podcasts from Envoy and other sources. Envoy does not offer a warranty and is not liable regarding product use.

#### Downloading FeedReader Podcast Software

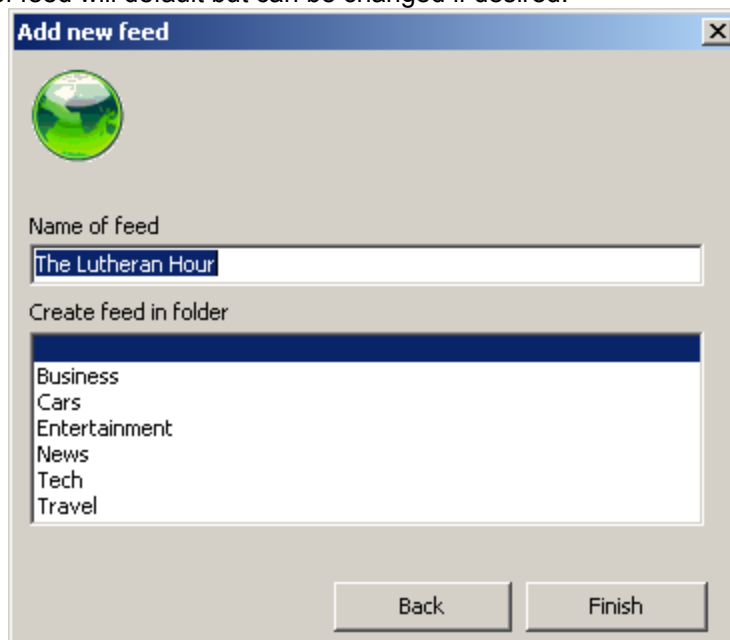
1. Go to the FeedReader site at [www.feedreader.com](http://www.feedreader.com). Click the "Download the Latest Version" link.
2. In the "Binaries" section, click to download the latest version of FeedReader. The link will probably end with "Setup.exe".
3. Follow the directions provided by FeedReader site for completing the download / installation process. When selecting a mirror site, click the icon in the "Download" column. Procedures and input requirements may differ for PC and Mac users.
4. NOTE: FeedReader may contain default subscriptions that retrieve content immediately. Envoy is not responsible for these subscriptions, and the individual can delete subscriptions as desired.

#### Subscribing to an Envoy Podcast Through FeedReader

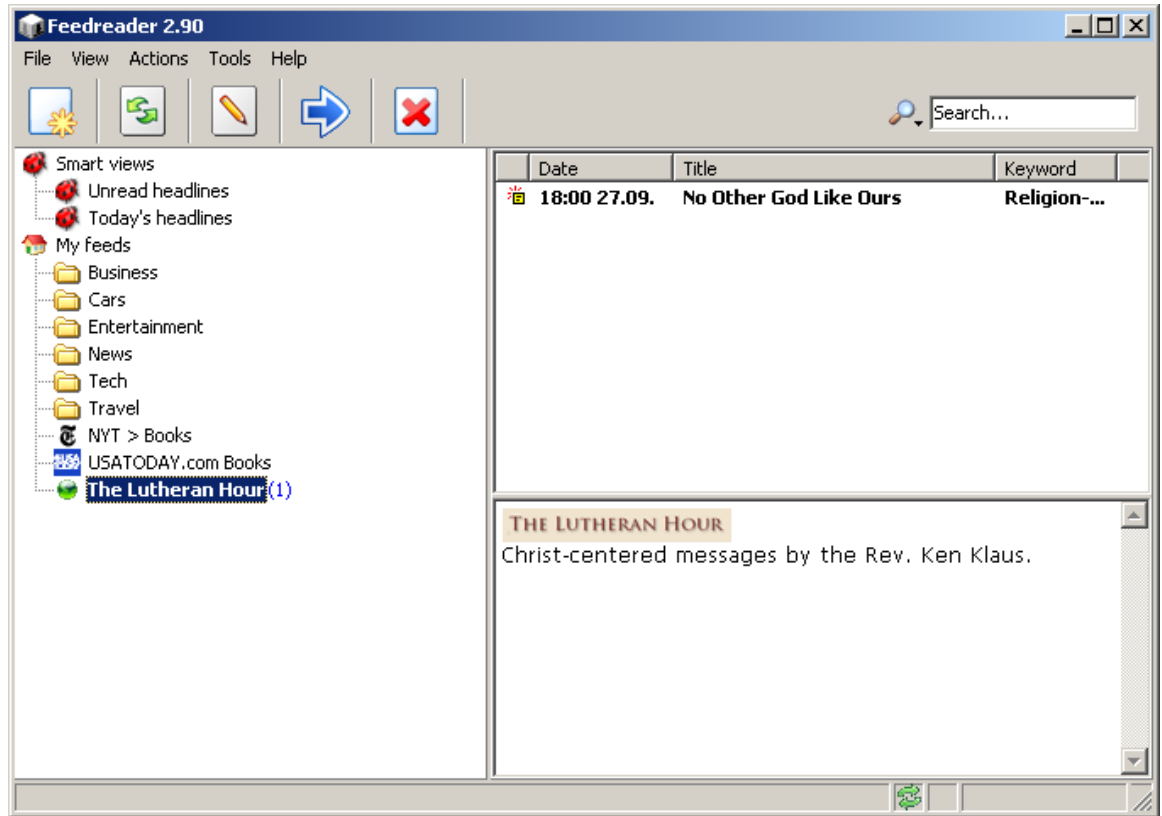
1. After the podcast software has been downloaded and installed, go to the Envoy podcast subscription page at [www.envoyproductions.com/podcasts](http://www.envoyproductions.com/podcasts). Follow instructions.
2. To create your subscription, right-click the program name or the  image, then select "Copy Shortcut." (This shortcut link will tell FeedReader where to look to find the current file list and how to download any new files.)
3. Open the FeedReader application.
4. Go to File → Add feed.
5. When the "Add new feed" window appears, paste the shortcut link (which you copied earlier) into the empty field:



6. Click the Next button.
7. Name of feed will default but can be changed if desired:



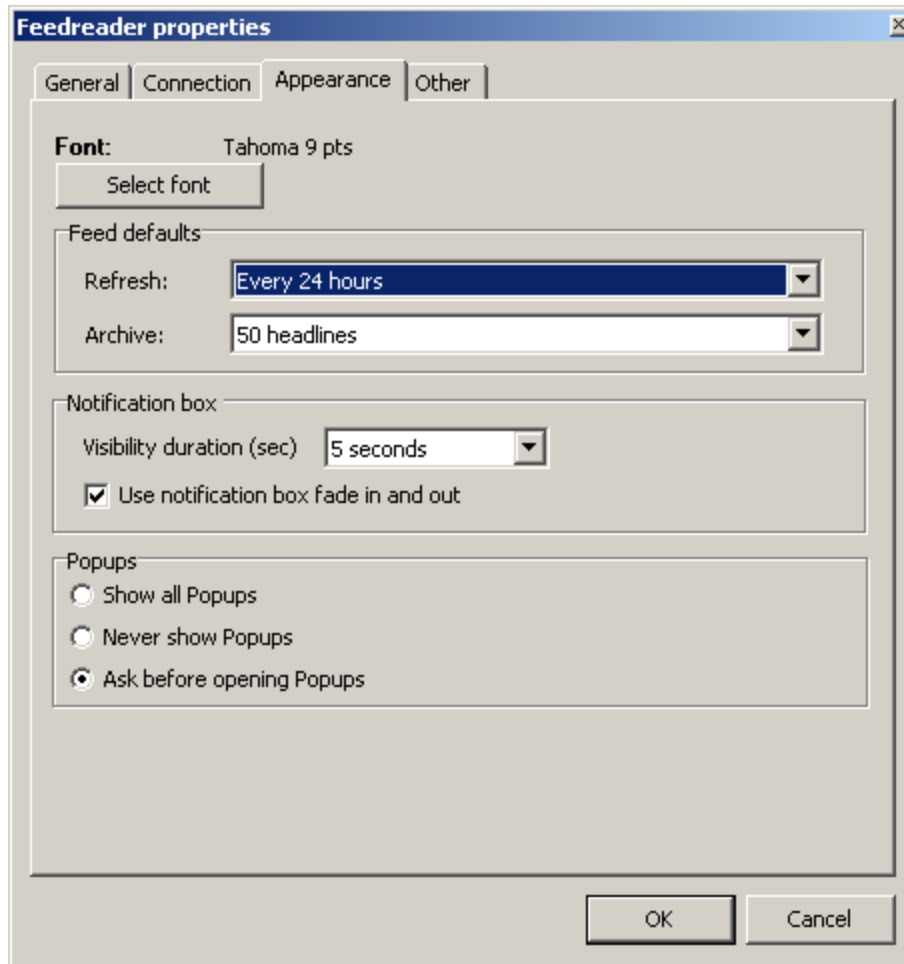
8. Click the Finish button.
9. New files will be downloaded automatically, assuming an Internet connection is active.
10. To access the podcast files, click the podcast name in the left pane. A list of files will then appear in the right pane, with unopened items in bold:



11. To open a file, double-click its title. Audio files will open in your computer's default media player.

### Scheduling File Downloads

1. To schedule the frequency at which FeedReader looks for new available files, go to Tools → Properties in the FeedReader application.
2. Click the Appearance tab.
3. In the "Feed defaults" section, select a Refresh field value (for example, "24 hours" will instruct FeedReader to search for new files every 24 hours):



4. Click the OK button. *NOTE: This will set all feeds to refresh at this interval, not just the feed currently highlighted.*
5. To close the FeedReader window, click the X button in the upper right corner. Though the window will close, the application will remain active.
6. *NOTE: While a continual Internet connection is not required, your computer must be connected to the Internet when the Refresh occurs in order to locate podcast files.*

Envoy does not provide technical support for any podcasts or podcast applications, and is not responsible for product updates or changes.