



Set Up and FTP Instructions

Installation Instructions

Download the demo from this link:

http://www.toolfactory.com/products/accessories/display_downloads?itemnumber=2121

Double click 'ToolFactory_Demo.exe (Quick install: Accept all defaults.)

If Microsoft .Net Framework 2.0 is not already installed on the following message will appear:

'Tool Factory Podcasting optionally requires the component Microsoft .Net Framework 2.0.

Would you like to install this now?'

Click 'Yes' to continue.

'Welcome to the InstallShield Wizard for Tool Factory Podcasting'

Click 'Next' to proceed.

'Licence Agreement'

Read the licence agreement.

Select 'I accept the terms in the licence agreement' and then click 'Next' to continue.

'Destination Folder'

Click the 'OK' (-or- change default location and click "Next").

'Ready to Install the Program'

Click 'Install'.

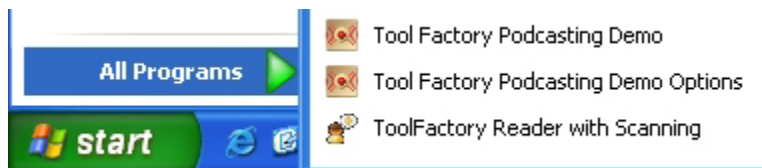
'Installing Tool Factory Podcasting'

This window displays the progress of the installation.

'InstallShield Wizard Completed'

Click 'Finish' to complete the process.

Start Podcasting: Start>All Programs>Tool Factory Podcasting Demo



Setting Up FTP Account

To set up your FTP account:

Start>All Programs>Tool Factory Podcasting Demo Options

Default Password: administrator (lower case)

FTP Settings

The 'Tool Factory Podcasting Options Tool' has been created to allow you to capture your FTP information once (simplifying the process of uploading files), manage your published podcasts

and password-protect publishing. Each PC that uses *Tool Factory Podcasting* will need to be configured or share a 'Tool Factory Podcasting Options File' in order to be able to publish podcasts.

Address	<input type="text" value="ftp.example.com"/>	Port	<input type="text" value="21"/>
Username	<input type="text"/>	Password	<input type="text"/>
Podcast folder	<input type="text"/>		<input type="checkbox"/> Anonymous user
Web address	<input type="text" value="http://www.example.com/"/>		<input type="button" value="Browse..."/>

Trial FTP Account:

Address: 64.239.21.9
Port: 21
Username: tfptrial
Password: mohf4287
Podcast Folder: /
Web Address: http://www.webpagestation.com/tfptrial/

****Note** Material uploaded to this trial account may be deleted on a monthly basis. Use it to try uploading a podcast! It's not a permanent storehouse though.**

Make Your Own Sub-folder

This will upload my podcasts to a sub-folder called "Heather". Whatever folder name you type in the Podcast Folder field....must also be added to the Web Address field.

Podcast Folder: /Heather/
Web Address: http://www.webpagestation.com/tfptrial/Heather/

****Note** Don't forget the slashes or it won't work!**

Hosting Podcasts Locally

It is possible to host your podcasts locally, i.e. to keep your podcasts within your school. However, podcast aggregators such as *iTunes* are made to subscribe to podcast that are resident on a web server. Each situation is different, but in broad terms you will need to:

- Run a web server, such as tomcat, and a FTP server, such as Filezilla.
- Enter the FTP server details into the FTP section of *Tool Factory Podcasting Options* so that you upload the podcast file to the correct folder on your FTP server.

We would advise you to talk with your systems/network administrator if you wish to host locally to find a solution that best fits your circumstances.

Network Installations

We recommend installing the software on the local computer, and sharing the options settings over the server. Group policy can be used when installing to a network. Microsoft .Net Framework 2.0 needs to be installed prior to *Tool Factory Podcasting* when using group policy deployment. You can also distribute the *Tool Factory Podcasting Options file* in this way once it has been created. Contact your systems/network administrator or Tool Factory for further details. We'll help you get started.

support@toolfactory.com, 1-800-220-8386