

TUTORIAL:

How to Subscribe to a Podcast in iTunes

Using iTunes 7 for Windows XP

STEP 1. With iTunes open, click your cursor arrow on "Podcasts" under "Library" on the left side of the iTunes window.

STEP 2. You should get a dialog window that says "Podcasts are radio shows that are downloaded over the Internet. You can find a wide variety of podcasts in the Podcast Directory. Subscribe to them and iTunes will automatically download new episodes." Click on the "Go to Podcast Directory" button. If you don't see this window, click on the "Podcast Directory" link at the bottom right of the iTunes window.

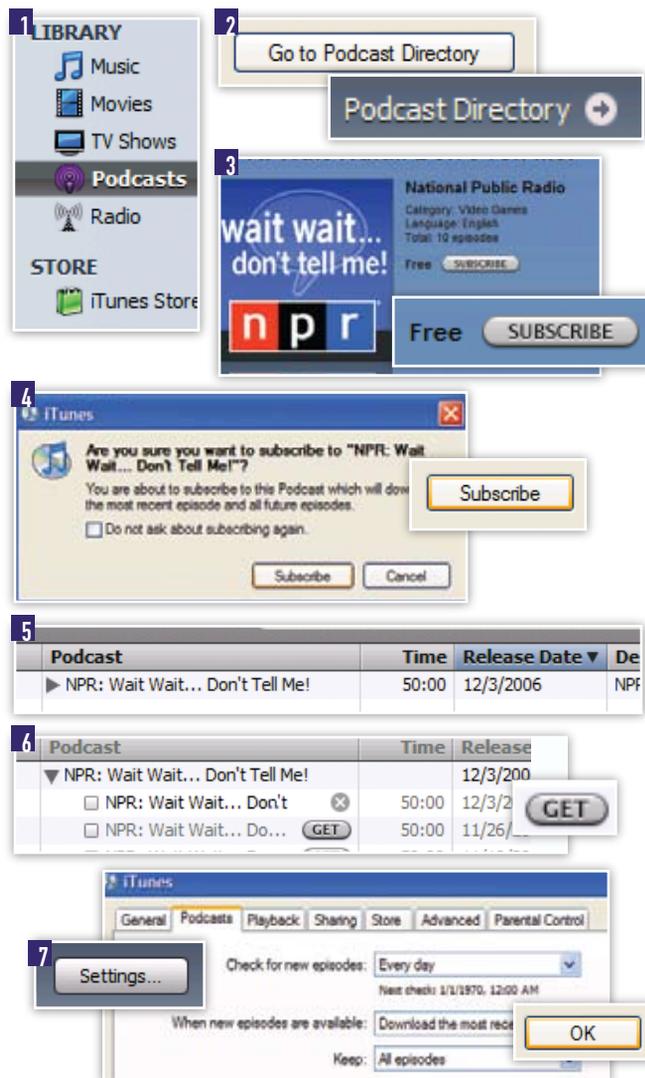
STEP 3. Browse or search the iTunes Podcast Directory until you find a podcast you like and want to subscribe to. Then click the "Subscribe" button. (**Note:** Be sure to make sure it says "Free" next to the "Subscribe" button since a few podcasts in the iTunes Podcast Directory charge money for subscriptions.)

STEP 4. Click "Subscribe" again if you get a message window that says, "Are you sure you want to subscribe to ..."

STEP 5. Click on "Podcasts" under "Library" at the top left of the iTunes window. The podcast to which you just subscribed will be listed under the "Podcasts" category. The latest episode of the podcast will automatically be downloaded.

STEP 6. To download a past episode of a podcast to which you have subscribed, click the arrow to the left of the name of the podcast. Then click the "Get" button next to the episode of the podcast you want to download. Once it's finished downloading, you'll be able to play and listen to the episode.

STEP 7. iTunes podcast settings let you change the settings for how often iTunes will check for updated podcasts, what to do when iTunes finds a new episode, and how many episodes of the podcast that iTunes will keep on your computer. To change your podcast settings, click the "Settings" button at the bottom of the podcast section window. Once you are done choosing your podcast preferences, click the "OK" button.



TUTORIAL:

How Unsubscribe from a Podcast in iTunes

Using iTunes 7 for Windows XP

STEP 1. With iTunes open, click your cursor arrow on "Podcasts" under "Library" on the left side of the iTunes window.

STEP 2. Click your cursor arrow on the name of the podcast you wish to unsubscribe from to highlight it. Then click the "Unsubscribe" link at the bottom of the iTunes window. iTunes will no longer download episodes of the podcast from which you unsubscribed, but you will still have any episodes you have already downloaded. You can delete podcasts just like deleting any other iTunes file.

