

## 2.4 Podcast

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How to create a new podcast page

1. Click "Podcast" > "add new"
2. Enter the title and a description
3. Add an Artist name, podcast name and a date
4. Add the podcast link (this can be a link from mixcloud, soundcloud, youtube or a simple mp3)
5. Upload a picture or just paste your chosen image URL. We recommend using squared images of at least 400 x 400 px in dimension
6. Upload a featured image
7. **Suggested:** insert some "**Podcast filters**", those will be the labels with which you can filter podcasts in the podcasts archive pages. You can also add Podcasts to a radio show by choosing a specific Podcast filter from any Radio Show edit page.

## Creating the Podcast archive:

1. Go to pages->Add New
  2. Select the Archive Podcast template
  3. In Appearance->Menus link to the page you just created (optional)
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