

Steps to add media files to WordPress blog posts using Media Library and the Blubrry PowerPress plugin.

1. Login to WordPress blog
2. In the left sidebar of the Dashboard, click the Media down arrow to expand the Media section if necessary.
3. Click Library
4. Click on a library item to open the Edit Media page.
5. Copy the File URL
6. In the Posts section of sidebar, click Add New or Edit, depending on what you want to do.
7. Add/Edit Title and Body Text as needed
8. Scroll down the main section of the screen to find the section that says "Podcast Episode".
9. Paste File URL (you copied that, right?) into the Media URL text box.
10. Click the Verify button. Note the color change and that File Size and Duration have automatically been filled in.

Podcast Episode

Media verified successfully.

Media URL

File Size

Auto detect file size

Specify: in bytes

Duration

Auto detect duration (mp3's only)

Specify: : : HH:MM:SS

Not specified

Excerpt

11. In the right section of the screen, find the Categories section, and uncheck "Uncategorized" and check the "podcast" category (added earlier)
12. In the Publish section, click Save Draft, Preview, or Publish as desired.

RECOMMENDED: Include a hyperlink to the Media file URL in the body of the post, as an alternate way for readers to download. For larger media files, include file size, duration, and type, like this:

In this episode ([mp3](http://danieljohnsonjr.com/spjpod/wp-content/uploads/2010/05/Grunge.wav), 25 MB, 24:15), we'll be talking about...