

Downcast Unofficial User Guide

Downloading and Managing Podcasts for the iPhone

SCW Publications

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Downcast Unofficial User Guide: Downloading and Managing Podcasts for the iPhone

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Downcast requires iPhone running iOS 9 or later.

All information is correct as of 01 June 2016, tested on iOS 9.2 using iPhone 5.

**Version History**

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# Introduction

## What are podcasts?

Podcasts are episodes of audio or video that can be downloaded to your smartphone or tablet, usually for free. Although they have only been around for less than ten years, there are now over an estimated 250,000 to choose from. Some are as short as a few minutes and can be listened to while getting ready for the day ahead, while others are long enough to last for even the lengthiest of commutes.

Podcasts are now available from all corners of the globe and range in variety from educational broadcasts that help you learn everything from Spanish to algebra, to the less serious shows that keep you up to date with all the latest sports news or Hollywood gossip.

With such a wide variety of podcasts available there's never been a better time to get involved, but the sheer number of podcasts and podcast players available might make finding and enjoying podcasts seem a bit daunting to the newcomer.

## Why Downcast?

Downcast is an application that makes searching for and downloading podcasts a simple task. This guide will teach you how to use Downcast to find audio podcasts in whatever area you are interested in, and then organise them and listen to them in whatever way best suits you. No prior technical knowledge is assumed, although even if you are no stranger to podcasts you should still find some tips here to improve your podcast experience.

The term ‘podcast’ is often used to refer to both a podcast series and an individual episode; this guide uses ‘podcast’ when referring to a series and ‘episode’ when referring to an individual episode. Definitions of other terms can be found in the glossary at the end of the guide.

We hope you enjoy this guide and have fun using Downcast to explore the ever expanding world of podcasts.

# The Downcast home screen

This is the Downcast ‘front page’ where all of your podcasts are displayed.

|  |  |  |
| --- | --- | --- |
|  | Figure : The Downcast home screen |  |

Table : Features of the Downcast home screen

|  |  |
| --- | --- |
| *Name* | *Function* |
| 1. Edit | Press to delete podcasts. Note: deletes all episodes in a podcast. |
| 1. Player | Press to go to the Player screen. Note: only displayed on the home screen when a podcast is playing. |
| 1. Unplayed Podcasts | List of Podcasts with one or more unplayed episodes. Press on a podcast to display list of episodes. |
| 1. Played Podcasts | List of Podcasts where all episodes have already been played. Press on a podcast to display list of episodes. |
| 1. Navigation Bar | Press on an option in the bar to navigate to its screen. This is displayed on most screens, with the currently selected choice highlighted in red. |
| 1. More | Press for more options for podcast management. |
| 1. Downloads | Press to display list of currently downloading podcasts. |
| 1. Add | Press to search for and add podcasts. |
| 1. Playlists | Press to go to the playlist management screen. |
| 1. Podcasts | Press to go to the podcast home screen when you are on a different screen. |
| 1. Search | Enter a text search for currently downloaded podcasts. |

# The Downcast player

This is the screen displayed when playing an episode.

|  |  |  |
| --- | --- | --- |
|  | Figure : The Downcast player |  |

Table : Features of the Downcast player

|  |  |
| --- | --- |
| *Name* | *Function* |
| 1. Back | Press to go back to the previous screen. |
| 1. Skip buttons | Click to move the podcast back 30 seconds, back 15 seconds, forward 30 seconds or forward 2 minutes. |
| 1. Time elapsed | Displays how long episode has played for and how long remains. |
| 1. Playback speed | Displays playback speed. Toggle this to select different playback speeds. Available playback speeds range from half normal speed to 3x normal speed. |
| 1. Playback controls | Click buttons to skip back/forward episodes, and to pause/play current episode. |
| 1. iPhone actions | Use actions integrated with your iPhone e.g. messaging or emailing episode information. |
| 1. Timer | Stop playback after a desired period of time. |
| 1. Volume | Adjust playback volume. |
| 1. Continuous play | Press to automatically play following episodes after this episode has finished. |
| 1. Episode info | Episode information or ‘show notes’ for the currently playing episode. |
| 1. Episode title | Title of the currently playing episode. |

# Find and download a podcast

As a new user of Downcast the first thing you will want to do is search for and download a podcast. The following steps show you how.

|  |  |  |
| --- | --- | --- |
| 1) | From the home screen press the Add button. |  |
| 2) | Select Search for Podcasts. |  |
| 3) | Enter a term relating to podcasts that you are interested about in the search field at the top of the screen. |  |
|  | The application displays a selection of podcasts relating to your search term. NOTE: it may take a short while before the list of podcasts is displayed. You can scroll up and down through this list to find a podcast you are interested in. |  |
| 4) | Select a podcast. Further information is now displayed relating to the podcast you have selected. |  |
| 5) | Press View Episodes to view the list of episodes available. You can scroll up and down through this list to find an episode you are interested in. |  |
| 6) | Select an episode by pressing on it. You are now presented with the following list of options: |  |
| 7) | Press download. The application presents a message informing you how long is left before the podcast is downloaded. |  |
|  | If you wish to play the podcast straight away press on the episode again. The podcast will then begin playing in the player screen. |  |

# Creating a podcast playlist

Once you have assembled a varied collection of podcasts it can be useful to organise them into playlists. These let you play back a collection of preselected podcasts grouped into a category of your choice. The following steps show how to create a playlist of Spanish themed podcasts.

|  |  |  |
| --- | --- | --- |
| 1) | From the home screen press the Playlists button. |  |
| 2) | Press Create New Playlist. |  |
| 3) | In the NAME field press on Untitled Playlist. This will allow you to change the words ‘Untitled Playlist’ to a title of your choice. Here we are creating a ‘Spanish’ themed playlist. |  |
| 4) | If the Include All Podcasts button is currently green press it to deselect it. |  |
| 5) | Press Included Playlists. This will display a list of all podcasts currently downloaded. Press on one or more of these podcasts to add them to your playlist. When selected the podcasts will have a blue tick displayed next to them. |  |
| 6) | Press Edit Playlist when you have selected all of the podcasts you wish to add to your playlist. |  |
| 7) | Scroll to the SORTING AND GROUPING area. Click on Sort by Date Ascending. |  |
| 8) | The application presents a list of options on how to sort the podcasts in your playlist. Select an option. |  |
| 9) | Press Edit Playlist in the top left of the screen when you have made your sort choice. |  |
| 10) | Scroll to the CONTINUOUS PLAY area. Press Obey Global Setting. |  |
| 11) | Click Enabled if you want your podcasts to play continuously one after the other, or Disabled to play them one at a time. |  |
| 12) | Press Edit Playlist in the top left of the screen when you have made your continuous play choice. |  |
| 13) | Scroll to the EPISODES TO INCLUDE area. The application presents a series of options about what type of episodes to include from the podcasts previously selected. Pressing the button next to each option enables or disables it. In the example shown we have chosen to include only unplayed audio episodes that have already been downloaded or are currently downloading. |  |
| 14) | Scroll to the LIMIT INCLUDED EPISODES area. The application presents a series of options that let you limit further the episodes that will appear in your playlist. Pressing the button next to each option enables or disables it. In this example we have not chosen to select any further episode limitations. |  |
| 15) | When you have completed your playlist creation press Playlists at the top left of the screen. The application now diaplays a list of your playlists, including the one just created. |  |
| 16) | Click on the playlist you have now created. The application displays the list of podcasts in the playlist. Click on any podcast to start the playlist playing from this point. |  |

# Deleting podcasts and episodes

The following steps show you how to remove both podcast series and individual episodes.

## Deleting a podcast series

|  |  |  |
| --- | --- | --- |
| 1) | Press Edit in the top left corner of the Downcast home screen. |  |
| 2) | Press the red circle next to the podcast you wish to delete. |  |
| 3) | Press on the red Delete box. |  |
| 4) | When the confirmation message is displayed select Delete. |  |

## Deleting individual episodes

|  |  |  |
| --- | --- | --- |
| 1) | Select the podcast series from the Downcast home screen to display the list of downloaded episodes. |  |
| 2) | Press Edit in the bottom left corner of the screen. |  |
| 3) | Press the circle against the episodes you wish to delete. |  |
| 4) | Press the list box icon at the bottom of the screen. |  |
| 5) | Select Delete from the Episode Actions list. |  |
| 6) | Select Delete episodes in the confirmation box. |  |

# Accessing podcast settings

There are several actions you can take to tailor your podcast experience in a way that you like best, e.g. to set an episode to always start playing from 15 seconds in, or to always automatically download a new episode when one is detected.

Some settings apply at a **local** level, i.e. for a specific podcast only. Other settings operate at a **global** level and affect all podcasts. First we will look at how to access the settings for an individual podcast, and then how to access the global settings.

## Access local settings for a particular podcast

|  |  |  |
| --- | --- | --- |
| 1) | Select the podcast series from the Downcast home screen to display the list of downloaded episodes. |  |
| 2) | Press the settings button in the bottom left corner of the screen. |  |
| 3) | The application displays the settings for the podcast. Press Obey Global Settings for a setting that you wish to change away from its global (default) setting. |  |

## Access global settings

|  |  |  |
| --- | --- | --- |
| 1) | Press More at the bottom left of the Downcast home screen. |  |
| 2) | Select the Settings option. |  |

# Overview of podcast settings

Below is a list of the podcast settings that can be changed in Downcast, with a brief description of what changing the setting achieves and an indication of whether the setting is available at a **local** level (for specific podcasts) or at a **global** level (for all podcasts).

Table : Downcast Settings

|  |  |  |
| --- | --- | --- |
| *Setting Name* | *Setting Action* | *Local/Global* |
| Automatic Downloading | Set whether automatic downloading of podcasts is only active when a wi-fi connection is detected. Set how many episodes can be concurrently downloaded. | Global |
| Automatic Feed Refreshing | Set whether automatic refreshing of podcasts is only active when a wi-fi connection is detected. Set how often to automatically refresh. | Global |
| Auto-Refresh Feed | Automatically update the list of available podcast episodes. | Local |
| Continuous play | Press this to play following episodes after the current episode has finished. | Local and Global |
| Episode Finish Time | Stop playing an episode from a certain point before its end e.g. to cut unwanted episode acknowledgements sections. | Local |
| Episode Start Time | Start playing an episode from a certain point e.g. to cut unwanted episode theme tunes. | Local and Global |
| Episodes To Keep | Configure how long to retain played and unplayed episodes of a podcast. | Local and Global |
| Local Episodes Sort | Enables you to set the playback to stop after a desired period of time. | Local |
| Login Credentials | Set whether a podcast can only be accessed using your username and password. | Local |
| Loop Lists | Continuously repeat playback of a list of episodes. | Global |
| Media Skip | Set how many seconds to skip when the skip forward or backward buttons are pressed on the Player. | Global |
| New Episodes Action | Select what action to take when new episodes are detected: Downcast can automatically start downloading or streaming these. | Local and Global |
| Playable Downloads | Stream episodes while they are still downloading. | Global |
| Playback speed | Speed up or slow down the speed of playback. | Local and Global |
| Playlists | Add or remove a podcast to a playlist, or change its priority in the playlist order. | Local |
| Stream on Wi-Fi only | Restrict streaming to when a wi-fi connection is detected. | Global |
| Volume Adjustment | Set the volume at a specific level. | Local |

# Glossary

Table : Glossary of terms

|  |  |
| --- | --- |
| *Term* | *Description* |
| download (verb) | To take a copy of something from the internet and store it on your device. |
| download (noun) | A copy of something from the internet that is stored on your device. |
| iOS | The software used by Apple to run the iPhone. |
| stream | To play something from the internet without storing it on your device. |
| wi-fi | A facility allowing you to connect your device to the internet wirelessly. |

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