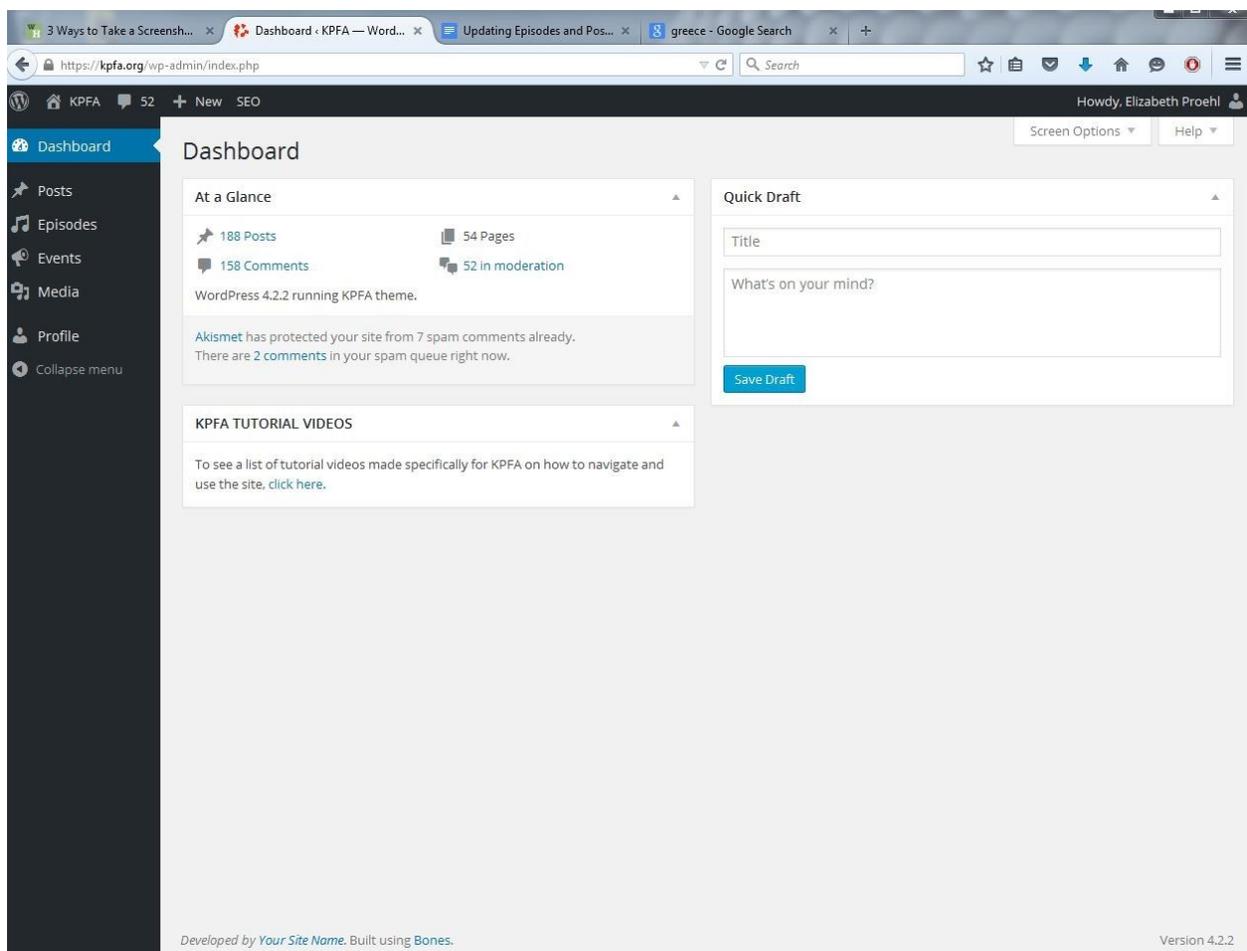


# Updating an Episode on KPFA.org

## Step 1: Login in to KPFA website

- a. Go to [kpfa.org/login](https://kpfa.org/login)
- b. Enter your username/password
- c. Login

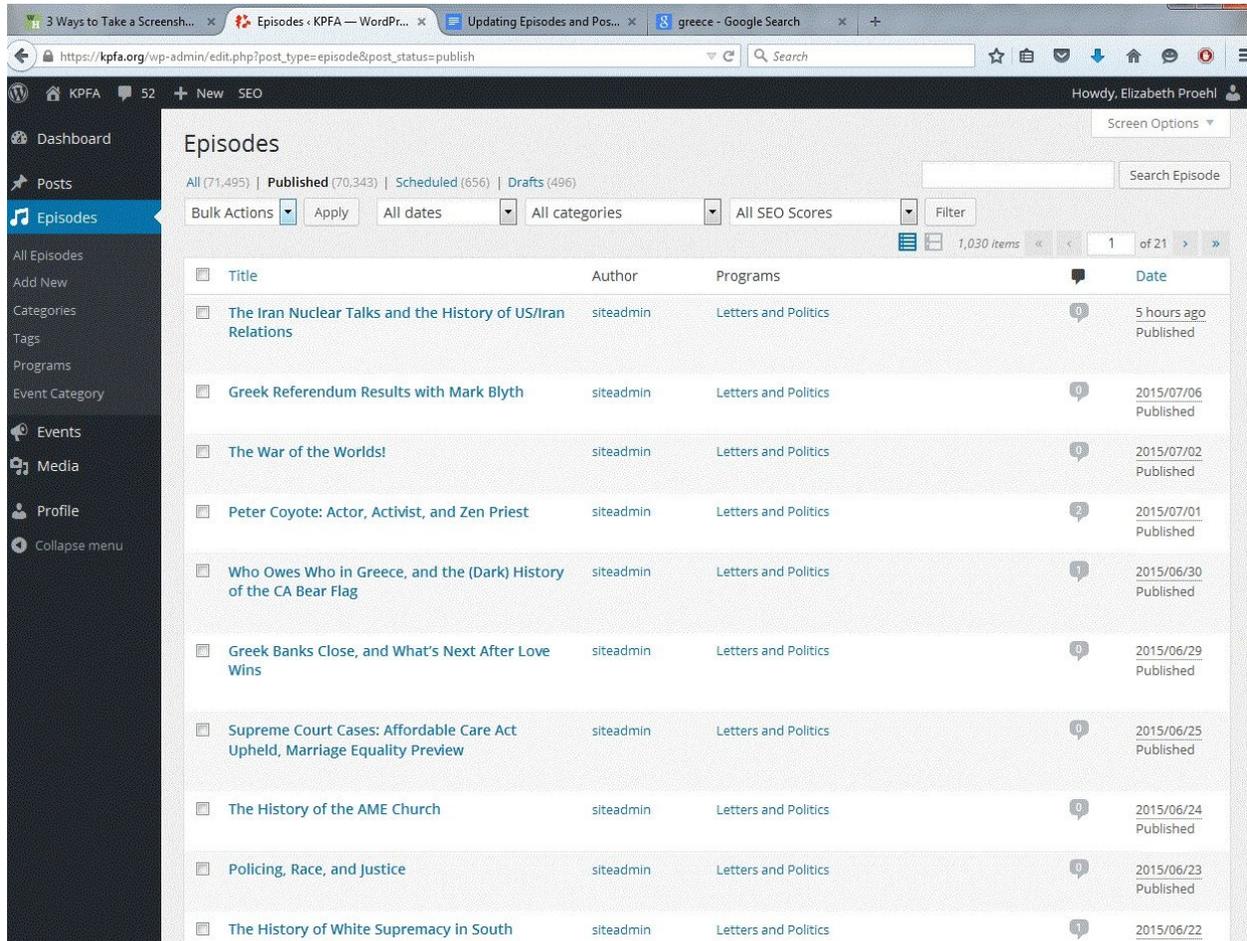
You should see this screen, called the Dashboard.



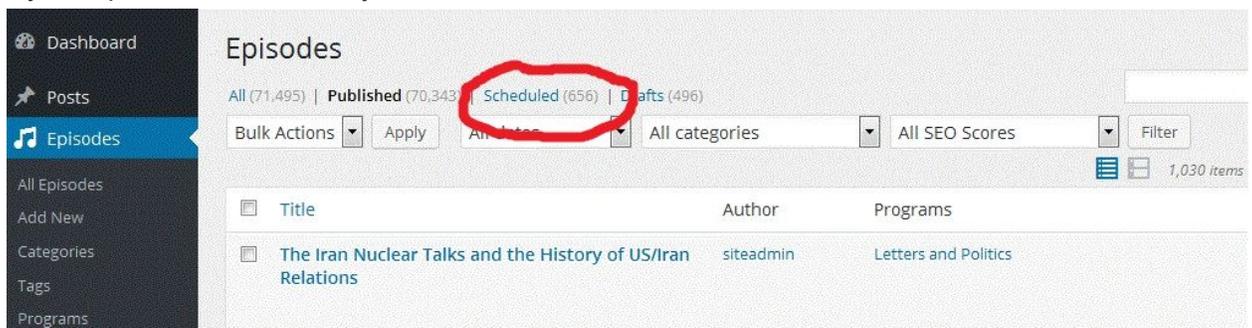
## Step 2: Navigating to the Episode

- a. On the left side of the screen, a dark gray bar shows Posts, Episodes, Events etc. Move your cursor over “Episodes.” Another small menu should pop-up. Click “All Episodes.”

You should see this screen

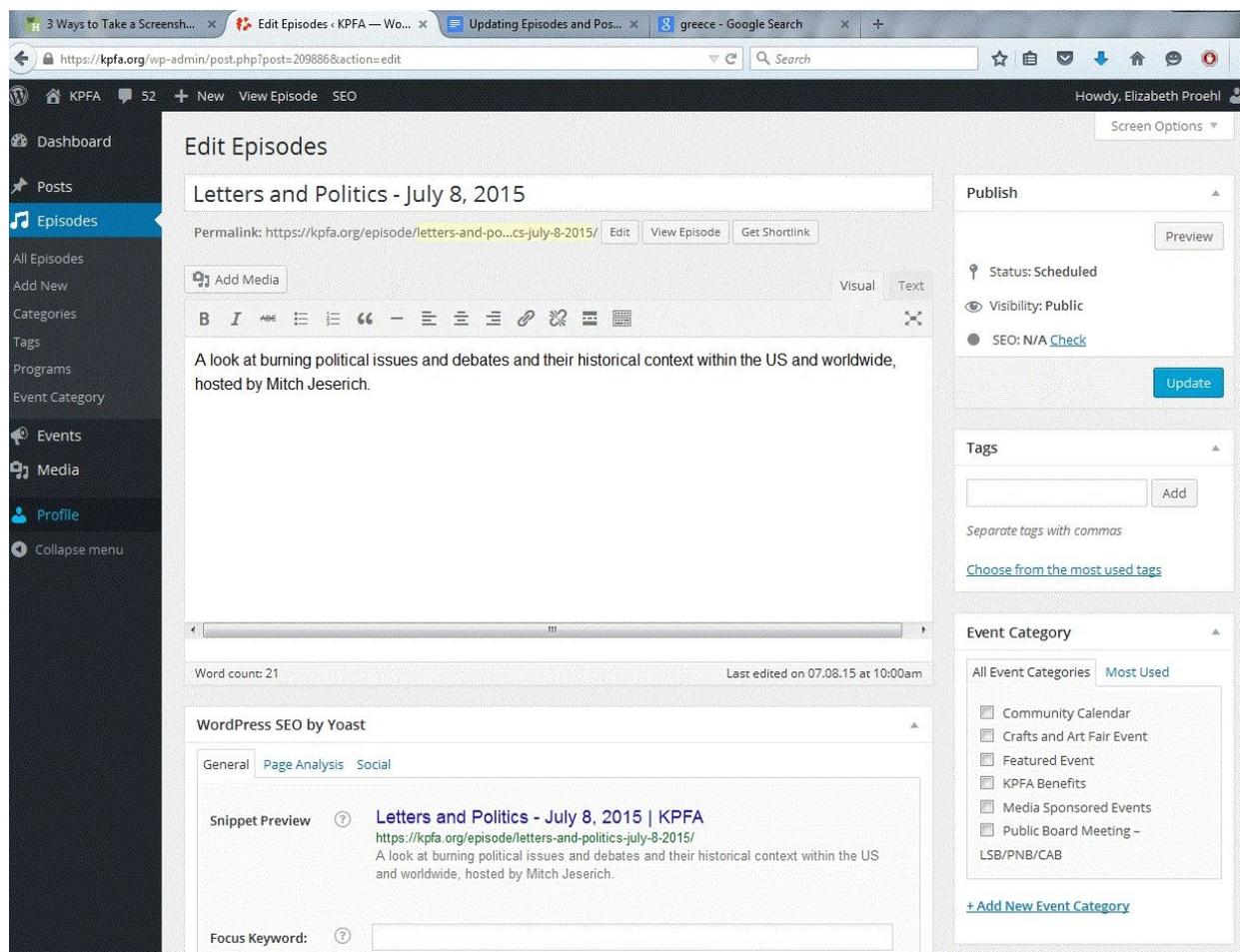


- b. If your episode has already aired, it will appear at the top of this list  
c. If your episode hasn't aired yet, click “Scheduled.”



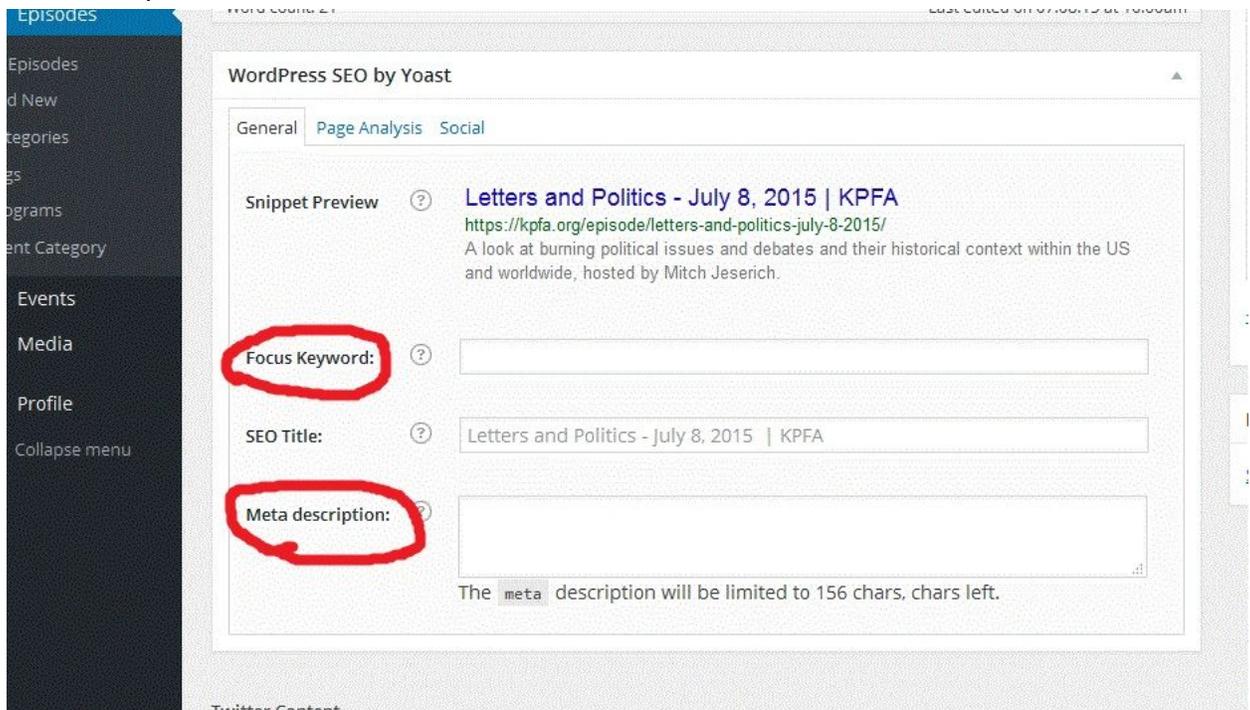
- d. Scroll to the bottom of the list for the next scheduled episode. Click on the Title, probably already set to something like “Letters and Politics - July 8, 2015”

You should see this screen



### Step 3: Updating the Episode

- a. Change the title to something snappy, or at least descriptive\*.
  - i. I find titling the episodes useful for several reasons. For one, it's easier when I am going back through our archives to find something i.e. "When did we do that other show on Greece?"
  - ii. It will also update the titles for our podcasts and people are more likely to listen if they see an intriguing topic instead of a date
  - iii. You can still find episodes by date in the website even if the title has been changed
- b. Update the content
  - i. I like to **bold** the name of the guest and add links where I can using the hyperlink button, but this is optional
- c. Update the "WordPress SEO by Yoast" section by Adding a Keyword and Metadescription.

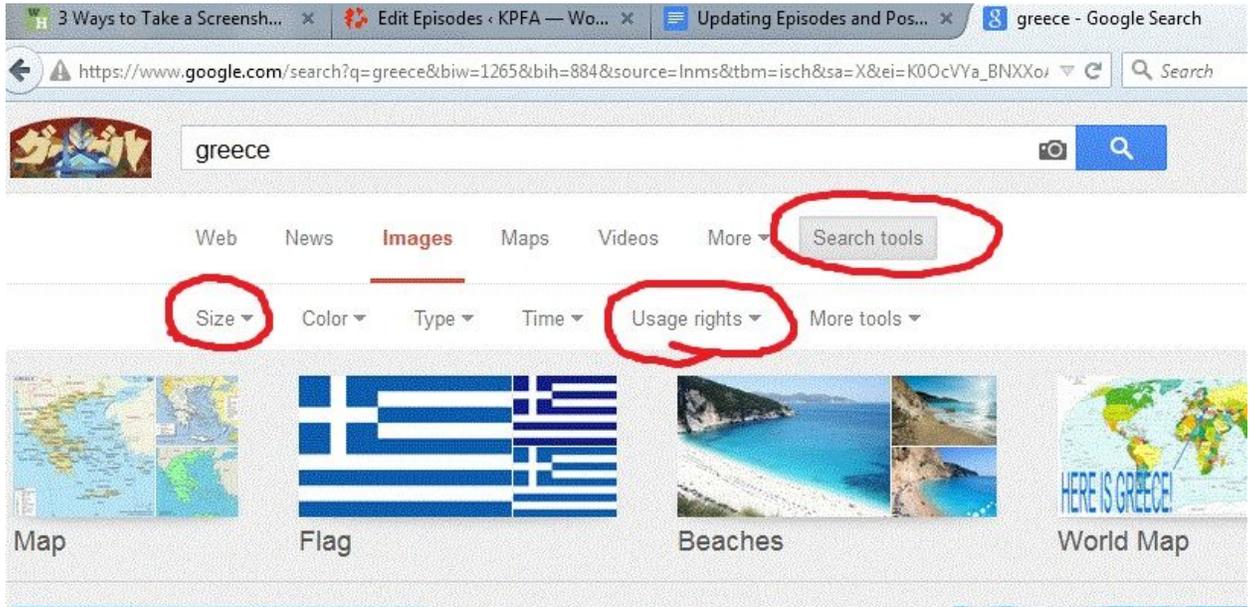


- i. (Search Engine Optimization) -- affects the visibility of a website or a web page in a search engine's results

## Step 4: Adding a Featured Image

Part 1:

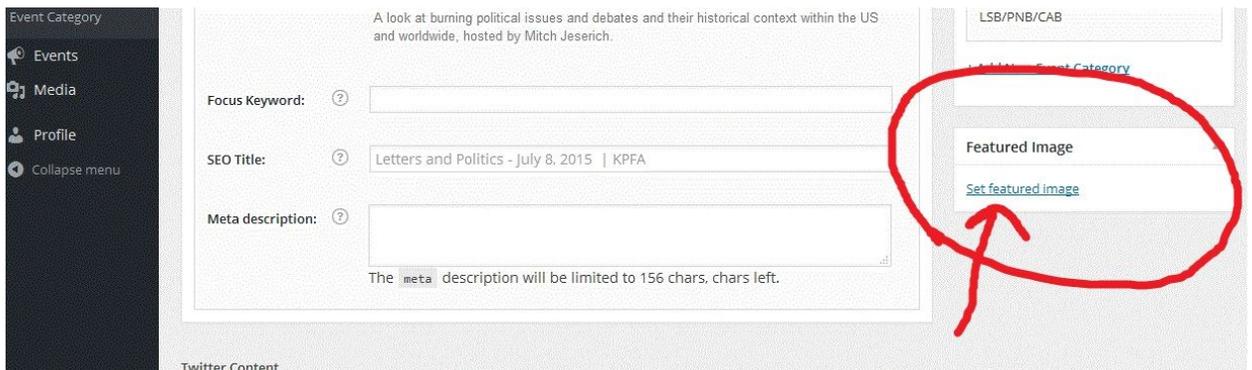
- To find an image for the website, I go to google images (images.google.com) and type in the subject of the show.
- Underneath the search bar where it says “Web” “News” “Images” etc., click “Search Tools”
- Click “Size,” then select “Large”



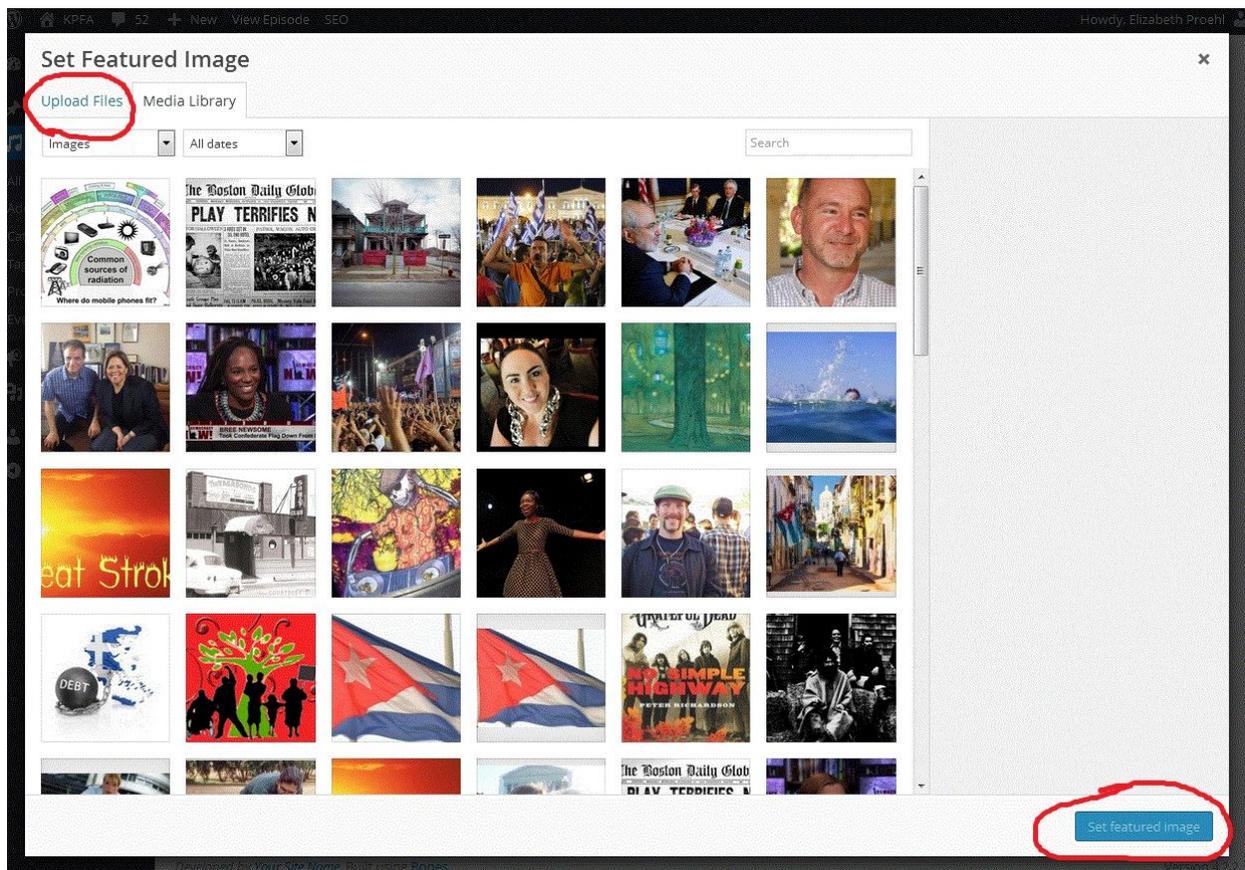
- Then click “Usage Rights” and select “Labeled for non-commercial reuse”
- Click on an image you like so it shows up bigger. Then click “View Image.”
- Right click on the image and select “Save Image As...”
- Name the image and save it to a folder on your desktop, or wherever you like.

Part 2:

- On the bottom right of the episode page (See Image Above), a small box says “Featured Image.” Underneath, there should be a clickable link that says “Set featured image.” Click it.



You should see this screen



- b. On the top left, click Upload Files, then Click Select Files from your computer
- c. Choose the image you want to upload then press "Open"
- d. On the right side of the screen, fill in Caption, Title, etc. for the image, if you so desire
- e. On the bottom right of the page, click the blue button "Set featured image"

## Step 5: Press Update!!

- a. After updating your episode, every time you add or change something, be sure to click the blue "Update" button at the top right of the page underneath the "Publish" window. (See Picture Below)

# Edit Episodes

Screen Options ▾

## Letters and Politics - July 8, 2015

Permalink: <https://kpfa.org/episode/letters-and-po...cs-july-8-2015/>

Visual Text

**B** *I* ABC

A look at burning political issues and debates and their historical context within the US and worldwide, hosted by Mitch Jeserich.

### Publish

Status: Scheduled

Visibility: Public

SEO: N/A Check

### Tags

Separate tags with commas

[Choose from the most used tags](#)

