Updating an Episode's Description on Wordpress

Why update episode titles and descriptions?

Titling the episodes is useful for several reasons.
- For one, it's easier when going back through your archives to find a specific show you might be looking for.
- Titling episodes also makes the website experience more engaging for visitors. As opposed to having a bunch of episodes where the title is simply the name of the show followed by the date, people can actually get an idea of what is covered on each episode.

*Note that even though you might change the title to NOT include the date, dates do show up in the archives page.

An episode **description** goes a step further, giving a listener a more detailed description of what the episode is about. Both titles and episode descriptions appear in your program's archives page visible to website visitors.

Below is an example of a show's archive page with episode titles and descriptions versus another without.

LETTERS AND POLITICS

The Founder of Modern Gynecology & The Enslaved Woman He Experimented On

▶ **LISTEN**   **DOWNLOAD**   **OPEN IN ITUNES**

07.13.23 - 10:00AM   Guest: J. C. Hallman is the author of several books including his latest, Say Anarcha: A Young Woman, a Devious Surgeon, and the Harrowing Birth of Modern Women's Health.
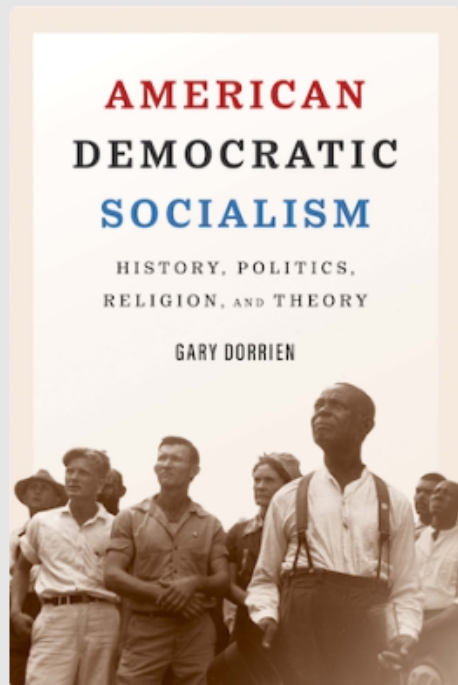

LETTERS AND POLITICS

A History of Democratic Socialism in America

▶ **LISTEN**   **DOWNLOAD**   **OPEN IN ITUNES**

PLAYLIST

07.12.23 - 10:00AM   Guest: Gary Dorrien is the Reinhold Niebuhr Professor of Social Ethics at Union Theological Seminary and professor of religion at Columbia University. His previous books include The New Abolition, Breaking White Supremacy, Social Democracy in the Making, and American Democratic Socialism.

Our World As We See It
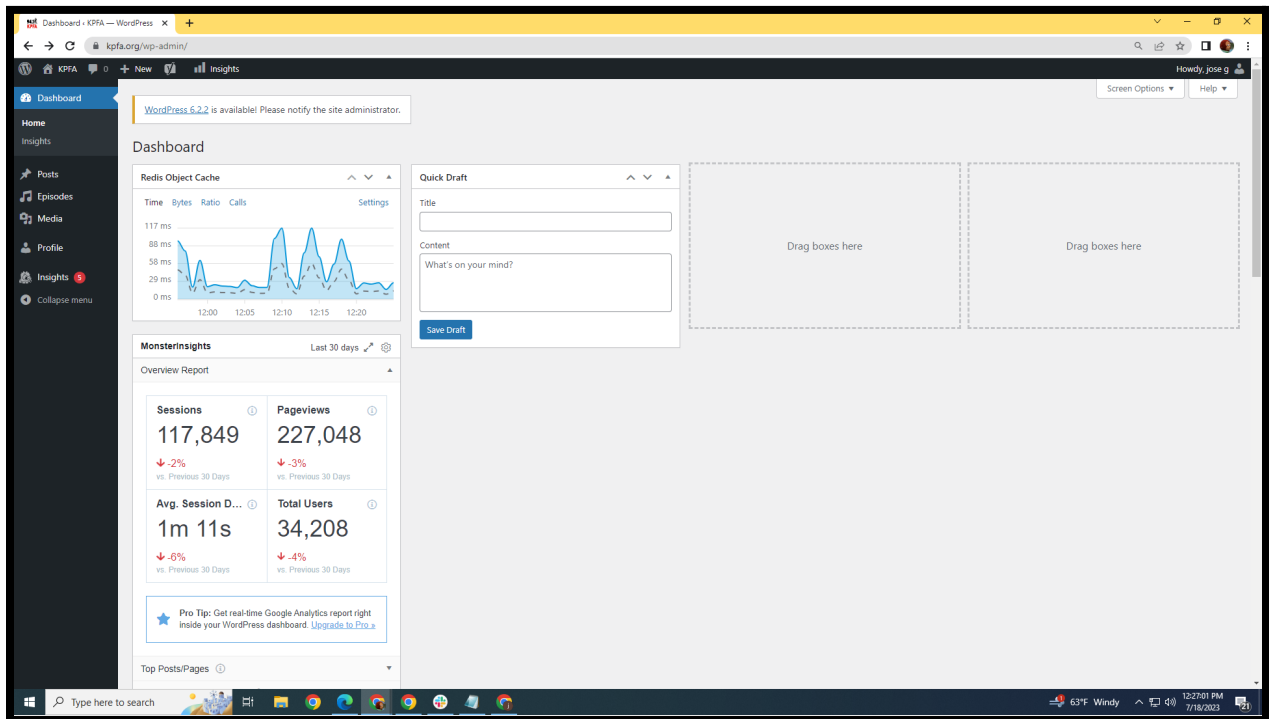
A weekly talk show produced by Oakland School for the Arts high school broadcast students, Our World As We See It will focus on local and world issues giving a fresh youthful perspective on how to create change.

07.26.23 - 2:00PM

Our World As We See It – July 26, 2023

OUR WORLD AS WE SEE IT

UPCOMING EPISODE

A weekly talk show produced by Oakland School for the Arts high school broadcast students, Our World As We See It will focus on local and world issues giving a fresh youthful perspective on how to create change.

OUR WORLD AS WE SEE IT

Our World As We See It – July 19, 2023

▶ LISTEN   DOWNLOAD

07.19.23 - 2:00PM   A weekly talk show produced by Oakland School for the Arts high school broadcast students, Our World As We See It will focus on local and world issues giving a fresh youthful perspective on how to create change.

OUR WORLD AS WE SEE IT

Our World As We See It – July 12, 2023

▶ LISTEN   DOWNLOAD   PLAYLIST

07.12.23 - 2:00PM   A weekly talk show produced by Oakland School for the Arts high school broadcast students, Our World As We See It will focus on local and world issues giving a fresh youthful perspective on how to create change.

Step 1: Logging in to Wordpress

- Go to kpfa.org/admin
- Log in using your @kpfa email address

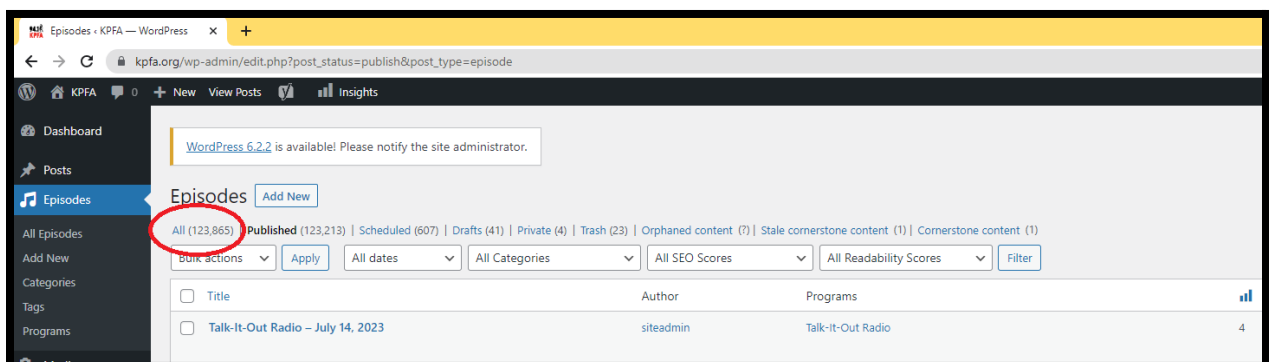You should see this screen called the Dashboard

Step 2: Getting to your Episodes

- On the left hand pane, click on "Episodes"

You should see this screen. By default, episodes shown are the "Published" episodes, meaning episodes that have already aired.
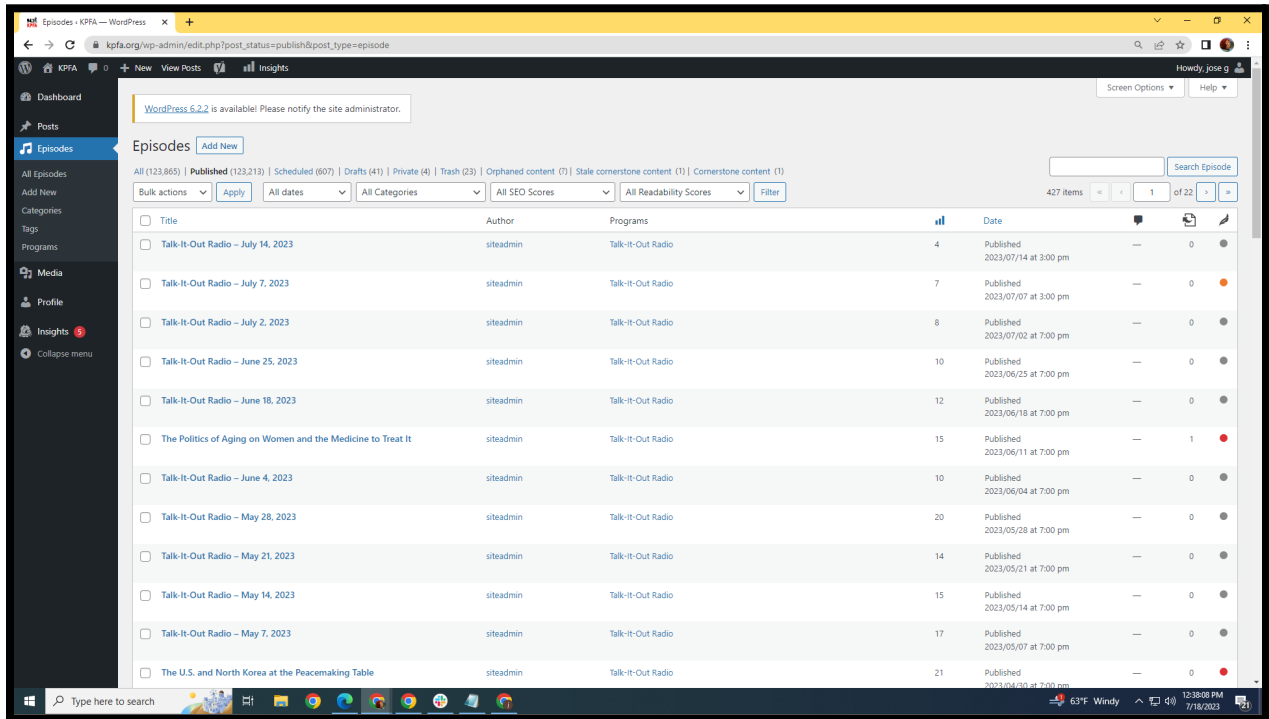

- Under "Episodes" click on "All."

This will show you all your episodes, those that are scheduled for future airing and those that have aired already.

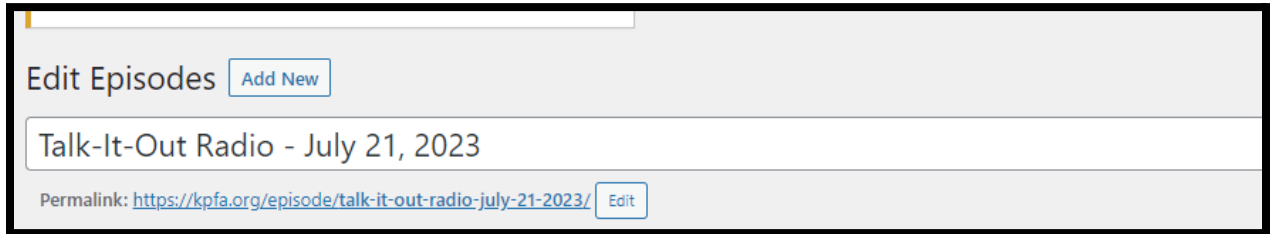● Click on the episode you are looking to edit

You should see this screen (In this example, we are editing a Talk-It-Out Radio episode dated July 21, 2023). As you can see the episode has a default title and a default description. Let's change that.
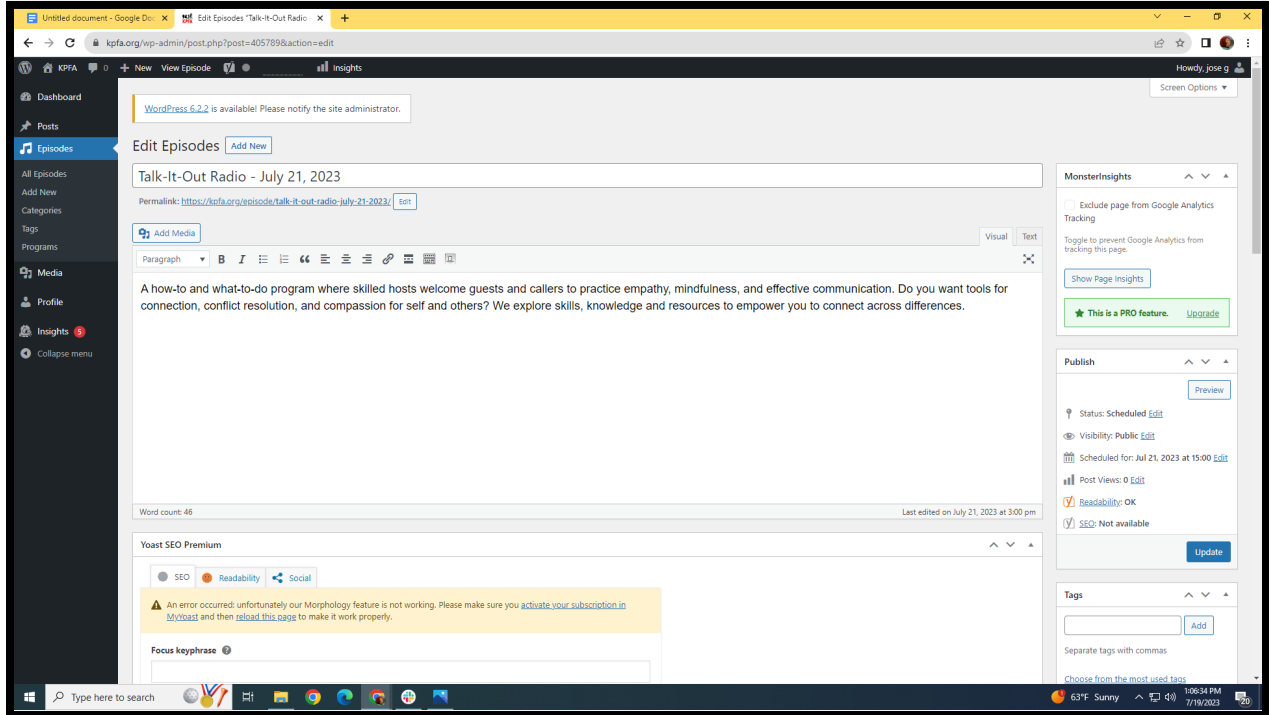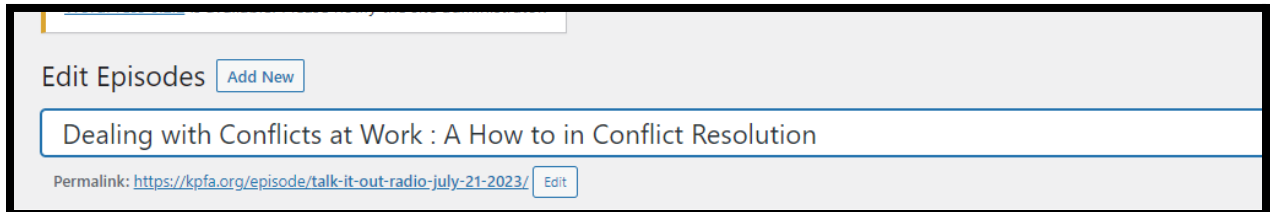
Step 3: Editing your Episode

- Change the title of your episode to something catchy and descriptive. You will notice that by default, there is a generic title for every episode. Delete that, and enter the updated title for the episode

OLD, DEFAULT TITLE

Edit Episodes [Add New]

Talk-It-Out Radio - July 21, 2023

Permalink: https://kpfa.org/episode/talk-it-out-radio-july-21-2023/ [Edit]

NEW, CUSTOM TITLE

Edit Episodes [Add New]

Dealing with Conflicts at Work : A How to in Conflict Resolution

Permalink: https://kpfa.org/episode/talk-it-out-radio-july-21-2023/ [Edit]
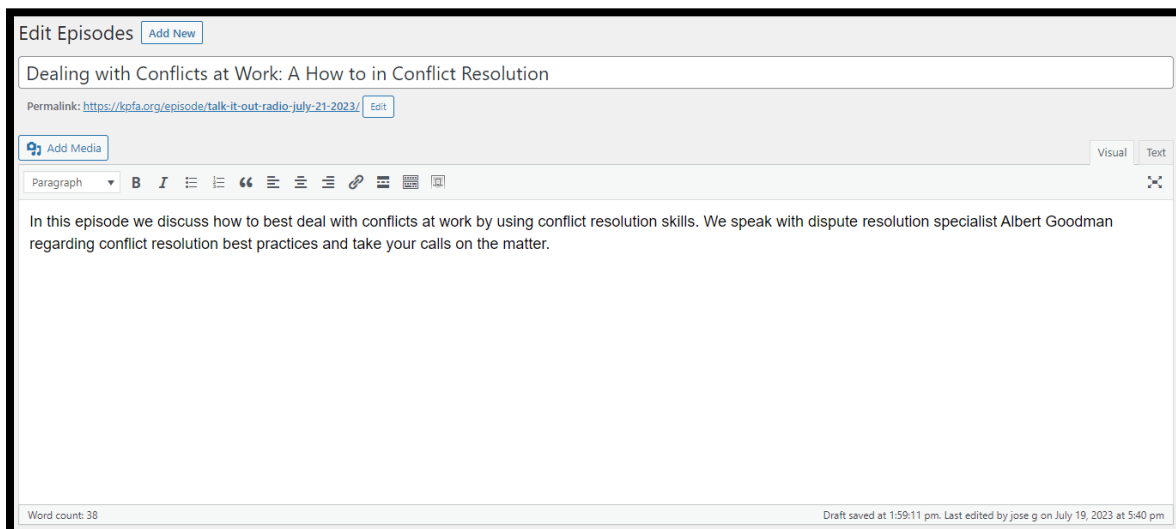
- Enter an episode description in the bigger text box. You will notice that by default, if provided, there is a generic episode description for every episode. Delete that, and enter the updated description for the episode

In this example, you will see that I entered a rather short description. Feel free to make your description as elaborate as you want. You can also insert links and pictures if you'd like.

Edit Episodes [Add New]

Dealing with Conflicts at Work: A How to in Conflict Resolution

Permalink: https://kpfa.org/episode/talk-it-out-radio-july-21-2023/ [Edit]

Add Media   Visual | Text

Paragraph ▾ | B | I | ⬚ ⬚ 66 | ≡ ≡ ≡ | 𝒫 ⬚ ⬚ ⬚

In this episode we discuss how to best deal with conflicts at work by using conflict resolution skills. We speak with dispute resolution specialist Albert Goodman regarding conflict resolution best practices and take your calls on the matter.

Word count: 38   Draft saved at 1:59:11 pm. Last edited by jose g on July 19, 2023 at 5:40 pm

Step 4: Setting Your Episode's Featured Image

Along with an episode title and description, you might want to add an episode's featured image to further engage a website visitor. The featured image will appear alongside your episode title and description in your show's archives page.

Before we move forward with how to set your episode's featured image, this is a good time to remind folks that we cannot use any copyrighted images without authorization from the copyright holder.

Copyright grants exclusive rights to the creators of original works, including images, allowing them to control how their creations are reproduced, distributed, and displayed. Unauthorized use of copyrighted images may lead to legal consequences, such as lawsuits and financial penalties.

The concept of "fair use" allows for the use of copyrighted material under certain circumstances, such as for educational or news reporting purposes. However, the boundaries of fair use are often ambiguous and depend on various factors. It's best to err on the side of caution and obtain explicit permission from the copyright holder when in doubt.

Fortunately, there are numerous resources available that provide a vast number of images available to use without infringing copyright.

Public Domain Images: Public domain images are not protected by copyright and can be used without any restrictions. These images can be found on websites like:

Pixabay: A platform that offers a wide range of high-quality images, videos, and music in the public domain.

Public Domain Pictures: A collection of public domain images that you can use for personal or commercial purposes.

Wikimedia Commons: A vast media repository with millions of images, sound files, and videos in the public domain.

Creative Commons (CC0) Licensed Images: These images are also free to use, and they come with the Creative Commons Zero (CC0) license, which means there are no restrictions on how you can use them. You can find them on:

Pexels: A website that curates high-quality CC0-licensed images for various uses.

StockSnap.io: A collection of CC0 images with a user-friendly search feature.

ISO Republic: A website offering CC0 images, as well as free stock videos.

Unsplash.com: Unsplash is a popular website that provides stunning, high-resolution images, all of which are under the Unsplash license. The Unsplash license allows you to use the images for free, both for personal and commercial projects, without attribution. You can modify, copy, and distribute the images as needed. It's an incredible resource for finding beautiful visuals for any purpose.
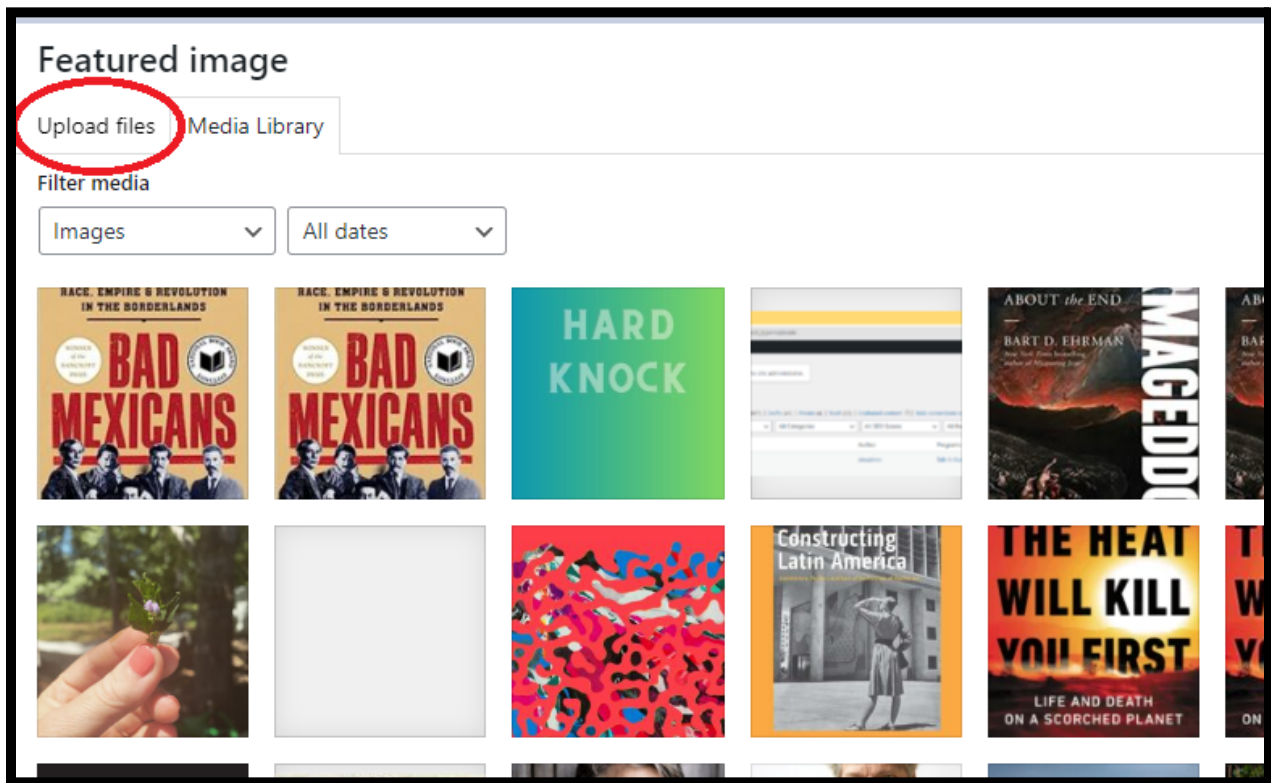
To Set Your Episode's Featured Image:
- Scroll down until you see the "Featured image" box on the right side pane and click on "Set featured image."
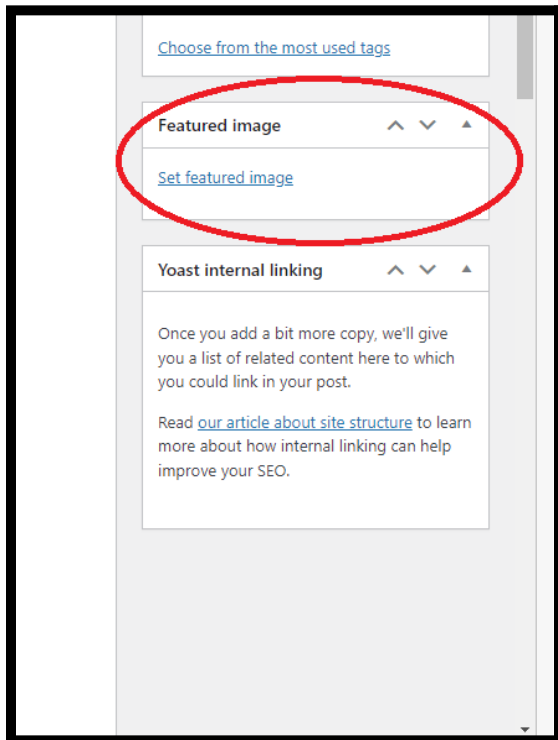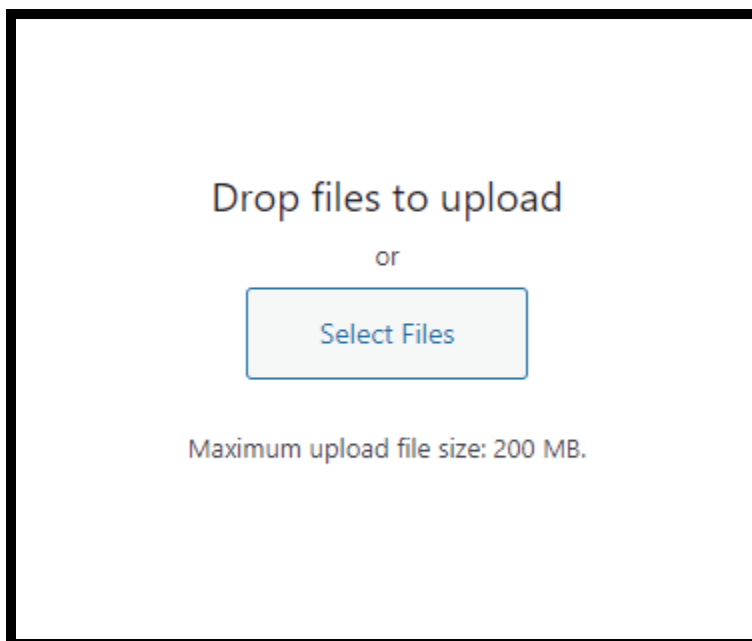

You should see this screen
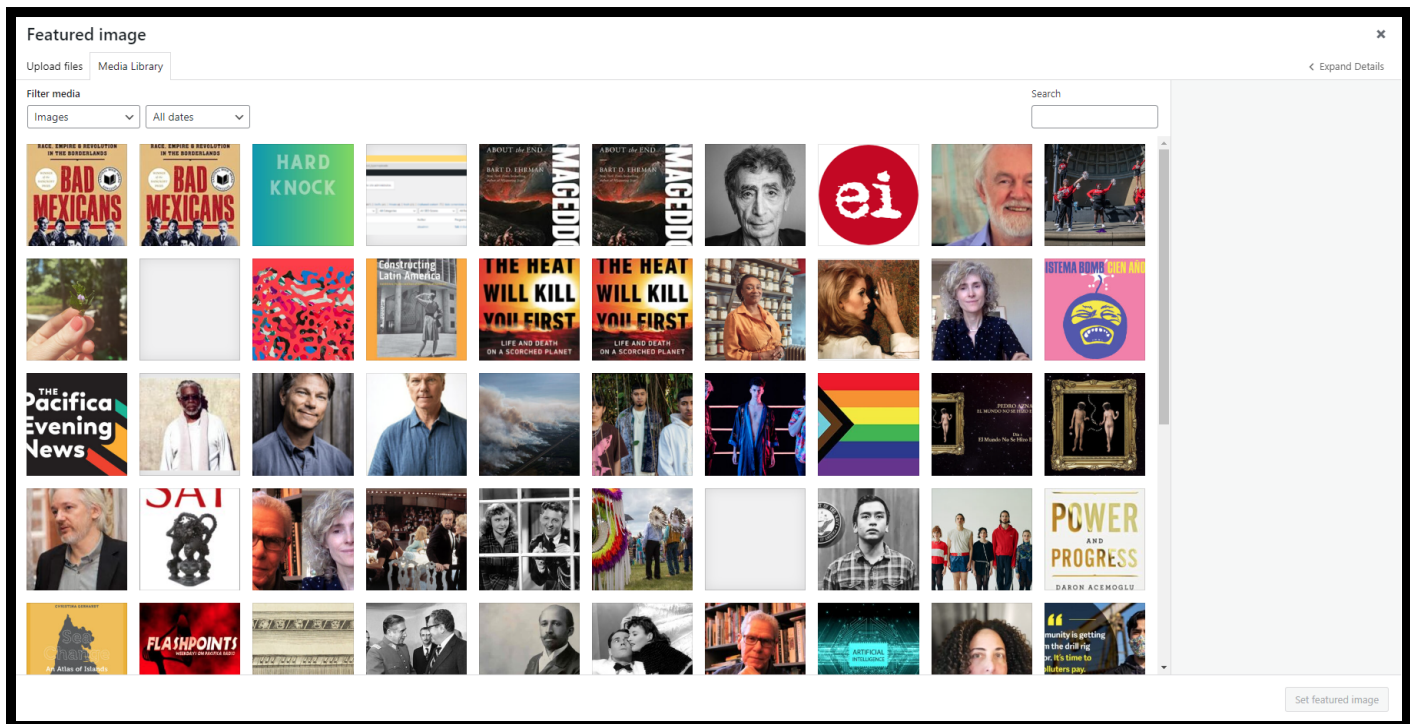
- Having already downloaded your copyright free image, click on "Upload files" on the top left hand corner.
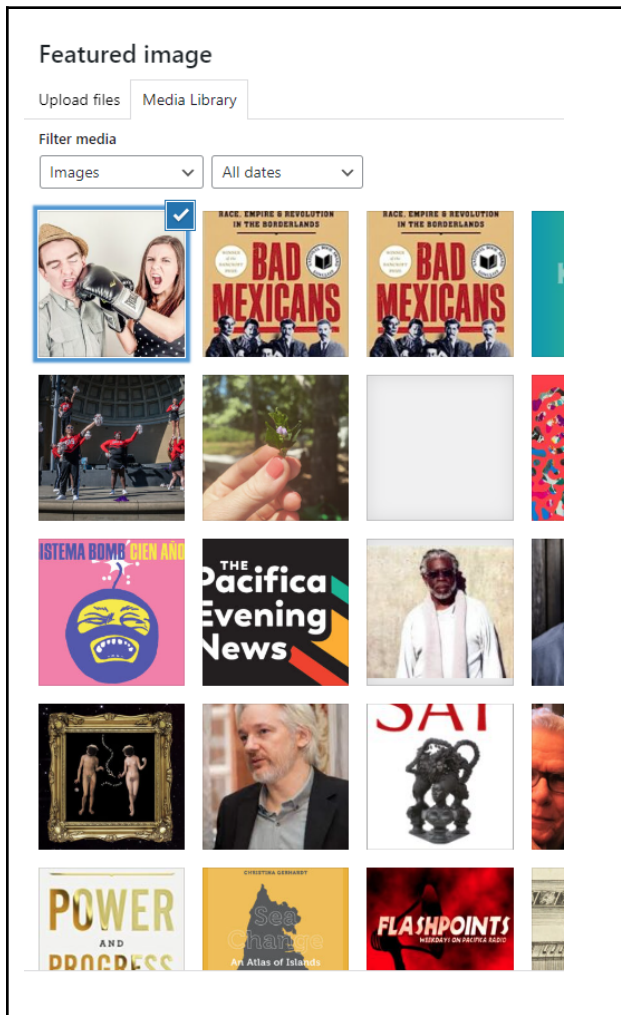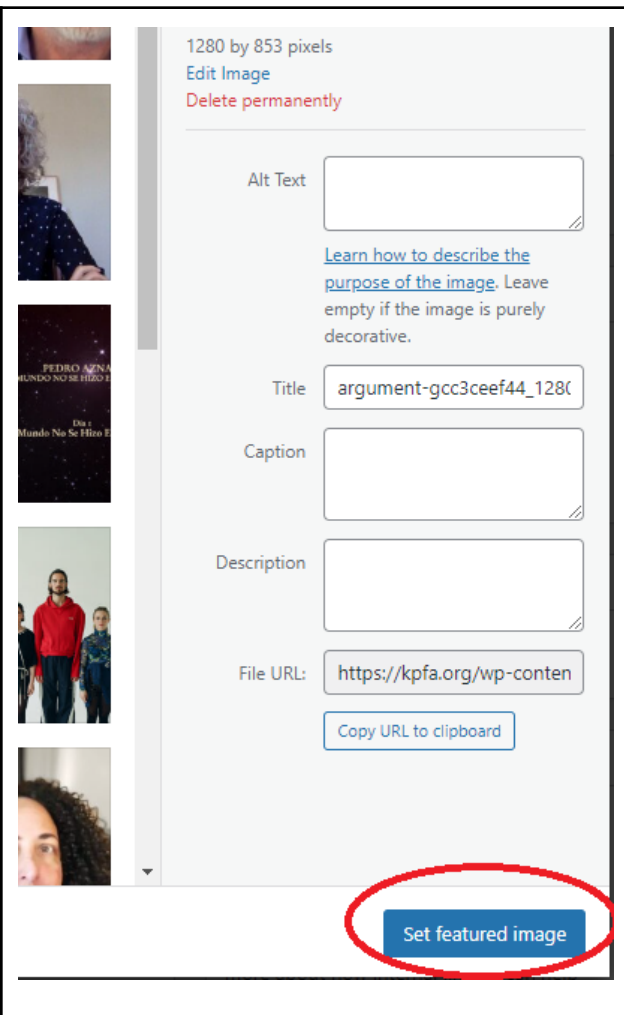

You should see this window

- Locate your image on your computer and either drag and drop it in this window or click on "Select Files" to browse through your computer. Find the image and click "Open."
- Once your image has been uploaded, you will see it in the media gallery. Select it (PICTURE A) and on the bottom right hand side of the screen, click on "Set featured image." (PICTURE B)
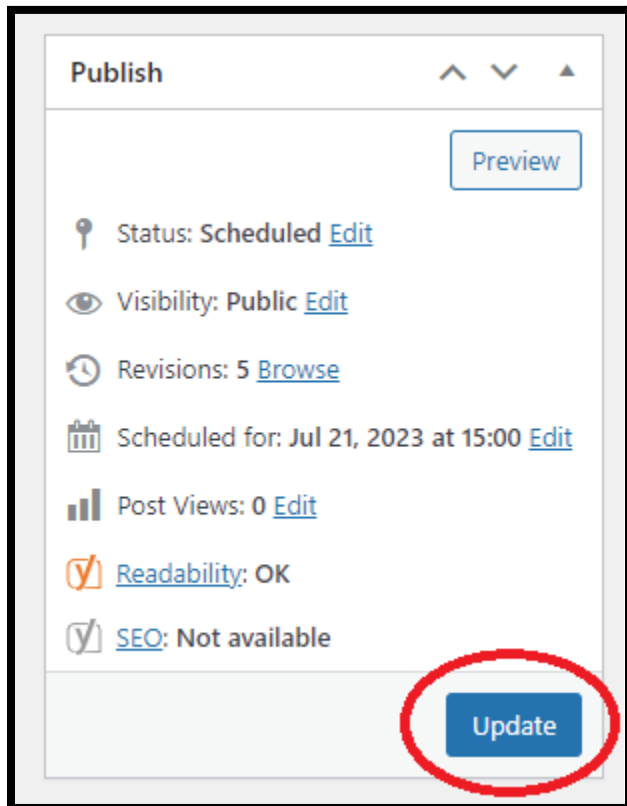
A

B

STEP 5: Press Update

- After you've entered your episode title, description, and featured image, save your changes and finalize the process by clicking on the blue "Update" button on the right hand side pane in the "Publish" window.

That's it! You've successfully updated your episode description!