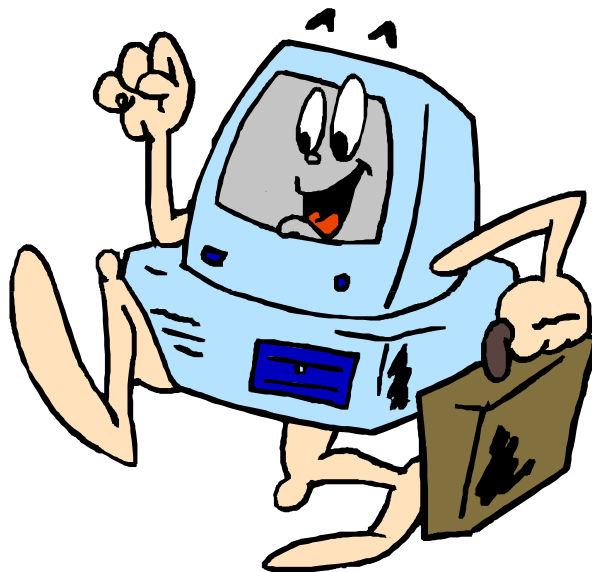


RADIO Heatherwood

Training Companion

A Presenters Guide



The following guidelines are here to assist you in your development at the radio station it will assist you in the use of the equipment computers and software which will be available in the studio. It will also provide information to assist you with your development to become a full presenter at Radio Heatherwood

If at any time you experience any difficulties you should first consult your team colleagues, if you are still unsure about any item. Direct your questions to the Station Engineer who will assist. This can be by email or a note in his tray.

Authors Peter Davidson-Smith & Roger Hawkes

30 January 2005

Issue 01

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An aide memoir for presenters.

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Foreward

Guidelines For Trainee's.

All new members of Radio Heatherwood will be required to undergo the approved training, regardless of previous experience, and you will only be permitted to present a programme when you have satisfied the training team that you have reached the necessary standard.

This folder has been compiled to assist you with your development. Don't be put off by the complexity of some of the sections. Our training development will consist of demonstrations by competent staff as well as the opportunity for you to have lots of hands on practical experience. Only when you feel comfortable will we ask you to carry out live presentations. The majority of your training will be off-air

A reminder to all newcomers the training team are more often than not giving up their own spare time and spending their own money to help you become a full presenter, please don't take them for granted and above all a note of thanks for the time they are giving wouldn't go a miss.

Security ID Picture

We would ask that you provide a picture for your id badge. This can be any picture as long as it shows a clear view of your head and shoulders. This needs to be supplied within the first 14 days of you joining the station.

We Are Here to Help

Never be afraid to ask for clarification if you come across an aspect of your earlier training that you cannot remember none of us are robots and we all forget- ask PJ or Roger and they will gladly review the training for that item.

Radio Heatherwood Training Method

The complexity of skills required to raise you to the level of a competent presenter This can be divided up into three skills level of training:-

Bronze

Initial skills on night ward rounds, basic Chilton console skills etc Training period 4-8 weeks with a revue of their progress. Training delivered by Team night

Bronze Training Details

During the first few attendance's, you will be required to familiarize yourself with the station policy, the terms and conditions and general operating practices. During this time you should:-

(a) Gain familiarity with the layout of the hospital and how to determine which ward to start on.

(b) Find out how to ask permission from a senior member of staff before collecting requests.

(c) Learn the method of approach to patients.

(d) Learn when not to approach patients.

(e) Learn the procedure for taking requests and the method of keeping count of the number of requests taken.

(f) Learn how to find the records requested and how to put the records in a reasonable playing order.

At the discretion of the team leader you will be invited to read out a few requests on air.

You will gradually be given more air time with the aim of presenting a programme of your own, but with someone else operating the equipment, about 2 months from first joining. ***Note that this figure is a guideline and not a guarantee the actual time taken may vary upon the individual's circumstances.***

Off Air Studio

In between formal sessions, you will be allowed to practice in the "off-air" studio, provided that:-

(a) The training officer has not arranged to use it,

(b) Your team leader gives his permission,

(c) There is a full member of Radio Heatherwood at the station.

A trainee will not use the off-air studio for practicing on the equipment, until basic engineering training has been given.

Silver

Six to ten weeks of intensive training on a new night with concentration on opps manual, running the studio for an evening and wave cart live assist training delivered by engineer and nominated Team leader.

Silver Training Details

Each of the training nights covered under the silver section will commence each evening with emphasis on the operations manual studio policy and general operating procedures.

Safe operating procedures of equipment will be covered along with functions of two studio changeovers when and where to break for the news/adverts good program presentation skills, plus music awareness for fillers etc.

Once an individual has demonstrated competence of basic equipment the trainee will be progressed to live assist training using the studio computers.

Computers In Training

The computer in live assist skills will consist of exercises in presenting, use of computer only and in combination with cd/s/record decks.

The final hurdle for the trainee will be to use the computer in the live assist mode and develop their skills on using the various software's.

Gold

No time limit Rhapsody compositions using cool edit and program preparation using wavestation/simian for specialist programs. Training delivered by Engineer

Gold Training Details

The gold sessions will be arranged as directed by the station engineer. A presenter will learn how to create liners for rhapsody using Cooledit how to recognise good and bad recordings learn about mixing using the computer program Construct whole programs (Voice tracking) using Wavestation for rhapsody.

This really is the sophisticated part of your training and as such will be dependent on availability of the station engineer/you/studio time. I would not foresee you achieving gold status before 2 years service.

Good Presenter Guide

Tips and tricks of the trade which will make you an all round presenter and team player.

Well Informed

Read the notice-boards, answer promptly any emails and phone calls from the secretary and your team-leaders etc.

Trainee Conduct

It is important to remember that you are representing Radio Heatherwood and must, therefore, conduct yourself in a responsible manner at all times. You must wear an official Radio Heatherwood Name/ID badge whilst on the ward rounds.

The trainee will not be a key-holder.

Training Sessions

If a training session has been arranged with another member of the staff and you can't make it: Don't leave it until the last minute to cancel: Tell your training member of staff A.S.A.P. Remember they are volunteering their free time.

Studio Library

In the process of your training; we would like you to become as familiar with the library as much as possible. We therefore do not want to see any fillers from trainee's in programs: which are your own records/CD's from home.

Trainee Promotion

The trainee will not advertise himself/herself with jingles until successful completion of training; and then only after obtaining approval from the Station Manager.

Musical Knowledge

To all our younger recruits.. The music you listen to in your car or at home should reflect the type of music you will have to play on the hospital radio If you are listening to any other radio station other than radio 2 then you are unlikely to pick up your knowledge on the sort of music you will receive requests for. Different times of the day/week they cover all genre's. Time to retune I think.

Attendance & Time Keeping

Turn up time for the night's broadcasts and training sessions should be adhered to.

Be punctual, If you are experiencing problems meeting the times laid down, you should advise your training staff/ team leader. Remember other members of staff are waiting on your arrival. ***Continued lateness will not endear you to your colleagues.***

Trainee's will be dismissed for bad time keeping.

Good On-Air Practises

Opening and Closing

Practice your opening closing “patter”. Write it down to jog your memory. Don’t forget to mention your own name the programme type (Requests, music to music etc) and the station ID and frequency.

I.E. “You are in the company of Roger Hawkes bringing you now half an hour of patients requests and dedications here on Radio Heatherwood, broadcasting to you on 999kHz am and channel 3 on the bedhead terminals”

PFL

When you PFL the next track to play, as well as noting the correct level that you will need to use when playing the track, listen to the track to ensure you have the correct track selected.

Name Check

Don’t forget at least once during the half hour to give a verbal name check and remind the listeners which station they are listening to “You’re listening to the patients request show here on radio heatherwood with my good self Roger Hawkes ” write it down and practice it !!.

Play list

Play your adverts and jingles as directed by the play list. Remember a jingle can help you to slow down or up the pace so familiarize yourself with the jingles and their pace.

Fillers

When choosing a filler for your programme consider using an instrumental as they are often easier to fade if you need to cut them short.

Always think little old lady factor when choosing records and fillers. Think would a 70 year old little old lady listen to this.

Record Not Available

Jot down and leave a note for PJ/Dave if you are requested to play a record that is either not on rhapsody computer or on CD/LP.

On-Time

Practice how long your intro/closing takes and use suitable background instrumental music. Time these items so that you allow adequate time to fit these in comfortably and not rushed.

Patient Is King

Mention the patients name and ward number as often as appropriate. In the intro patter of the request show it is better to list the patient’s names rather than the artists.

Correct

“In the next half an hour you can hear requests for Alf on ward 5 bill tom and les on ward 4 and also for Ivy and Elsie on ward 16.”

Wrong

“Coming up we have Chas and Dave Elvis Status Quo and the band of the Royal marines.

Always mention the patients name and ward clearly

Program Placement

When on air, be mindful that while you have the audience/patients attention during the request shows, this is where you should mention/plug other rhapsody programmes. So if you play a country and western track or a classical track mention the times when shows featuring that type of music are on.

Good Show Practice

Record your show on a cassette or minidisk so that you can listen to it back. Chances are you will be your own biggest critic Note especially how many times you need to alter the volume control button. This is an indication that your output levels are not correct. This will hopefully encourage you to monitor your level’s settings during your show. One eye on the levels at all times.

Listen for “link” words or phrases that you constantly use. A popular one is a long A-N-D whilst turning requests slips remember a pause sounds better than a link word.

Team Player

As part of a broadcast team for each night you will be expected to help and assist your colleagues with all aspects of running the night.

Be a good team player take a turn at washing up making the tea emptying the bins and putting the cd's/records away. Don't wait to be asked.

If you are asked in the request shows to play a track by an artist or from a film/show you are not familiar with remember to ask your team mates on your night and also consult the reference books in the library these will guide you. Work together as a team when finding the requests that way you can use each others musical knowledge. Bring a notebook and jot down the library numbers of songs/artists that you like when you discover them. This will help you, when making selections in the music to music programmes.

The other members of your team will also assist you in your development, with support and assistance with the technical aspects of your role.

Remember Don't Take Other Members Of Your Team For Granted.

Two words can mean a lot "Thank You" it doesn't take much to say and can speak volumes to the recipient!!!

Trainee's Progress.

Whilst as a trainee, you are under probation and your position is not guaranteed with the station. If you fail to adhere to station policy/guidelines, incidences will be reviewed by the management team and the outcome could result in your dismissal. A trainee may also be asked to leave if we feel that you will not be suitable for the role.

A trainee's progress will be monitored: with discussions with your team leader as to your long term suitability. A presenter who completes training is always under review at all times. Completion of training is not an excuse to break station guidelines. The presenter will remain under probation until notified by the Station manager.

Presentation Tests/Exercises.

A number of tests/exercise will be arranged when the training officer/team-leader wishes to check on your progress. These tests/exercises will be conducted by the training team and you

will be required to put together demonstration programmes as well as being able to successfully answer questions on the operations manual to demonstrate you are familiar with the station's operating procedures.

A trainee will be able to complete a presentation test before the computer skills have been completed. In essence you can start presenting a program using the basic methods of studio presentation. (i.e. no computer content).

Qualified Presenter?.

After you have successfully passed your bronze and silver training you will automatically become a full presenter of Radio Heatherwood.

After you have successfully passed your bronze and silver training, you will be allowed to operate the equipment on-air, initially for the music to music programme and/or under the blanket programmes and then, after 3-4 weeks, request programmes.

Trainee Golden Reminder Rules

Reminder:- *If in doubt: Ask.*

Reminder:- *No smoking.*

Reminder:- *Wash your hands before and after ward rounds.*

Reminder:- *We are the League Of Friends radio service and as such the league provides us with our annual running costs. In your programs we should promote the work and support for the League Of Friends as much as possible.*

Reminder:- *The studio has various reference books which will assist you with your musical knowledge.*

Reminder:- *Always be yourself.*

Reminder:- *In your spare moments take time out to read the Operations Manual.*

Reminder:-

**Above All
Enjoy Yourself**

(1) Studio Equipment Guide.

The following sections have been compiled to assist you in your task as a competent presenter on Radio Heatherwood. There is only a brief outline of some of the functions or items you will encounter. A more detailed explanation will be given verbally. If you don't understand any of the information given, ask it's in your interest.

The value of these facilities is over £50,000. The following statement should be read and remembered; otherwise you may find yourself being shown the door.

Golden Rules (Equipment Use).

WE ASK THAT YOU TREAT THESE FACILITIES WITH EVERY RESPECT, OPERATING THE EQUIPMENT IN THE WAY IN WHICH YOU ARE SHOWN.

NO ADDITIONS OF LABELS, NOTICES OR STICKERS ETC.; TO THE EQUIPMENT IN THE STUDIO'S.

THE EATING OF FOOD OR DRINK IN THE STUDIO'S IS NOT ALLOWED.

NO ADJUSTMENTS OF ANY CONTROLS WHICH ARE PRE SET BY THE MANAGEMENT.

ANY DEVIATION OR MISUSE OF THESE FACILITIES WILL RESULT IN YOUR INSTANT DISMISSAL.

A presenter must always treat the equipment with some tender loving care. I.e. there is no need to bash keyboards or buttons or ram the fader's home with undue force.

The reporting of suspected faults with studio equipment should be:- Any line item/mike item/headphones, through the mixer; The details written on the play list in the space provided. If it is a fault with the transmission system a phone call to the engineer immediately.

Do not power up the studio equipment in preparation for your programs, and then go out and do ward rounds.

TURN IT OFF. TURN IT OF TURN IT OFF.

Do not touch any adjustments on the stylus arms or record decks. The studio equipment is not to be added to, or altered in any way without the permission of the station engineer: this includes any equipment controls; you have not been instructed on. The use of personal headsets is not allowed.

If you have any ideas about the station equipment you should voice your ideas to the station engineer.

AM Transmitter.

The am transmitter in engineering which provides the service for all am radios demands a nightly check to ensure the continued operation of the am service is taking place. The team leader should carry out the check list as contained in the studio log. If for any reason something appears to be wrong the team leader should phone the studio engineer at once. Before undertaking the ward rounds speak to the station engineer for guidance.

Bed-Head Terminal's (Hospicom).

No person engaged in the services of the radio station is to advise or change any settings on these terminals other than tuning the patient into radio heatherwood.

Instructions on how to tune the terminals in can be found on the back page of the league's green questions and answers leaflet.

Patients using this service can hear the hospital radio service in stereo provided the mono buttons have not been depressed on the broadcast mixers.

Patients do not have to have a card in the machine and listening to the radio is completely free.

Headphones on these units are also not to be swapped around because of infection issue's as well as complaints we might receive from hospicom saying we are tampering with their equipment.

Complaints About Bed-head System(Hospicom Terminal).

If the terminal above the bed is broken or not working: A patient should be advised that this system is maintained by HTS Ltd and Radio Heatherwood is not responsible for it's upkeep, only the content of programs transmitted. Any complaints about the condition should be directed to the HTS Rep who visits the ward daily.

Compact Disc Machines.

Models SL-P222A SL-PG460A

(Studio One & Two).

The following guide is for you to use as the correct way to operate our machines. The other facilities are not to be used for obvious reasons.

The basic operating of the controls: these are very light to the touch and there is no need to press hard; this will only shorten the life of the machines.

DO NOT LEAVE THE MACHINES IN A PAUSE MODE FOR ANY UNDUE LENGTH OF TIME: THIS WILL SHORTEN THE LIFE OF THE TRANSPORT MECHANISM.

DO NOT LEAVE THE CD DRAW OPEN FOR ANY UNDUE LENGTH OF TIME, AN ACCIDENT COULD BE FATAL TO THE CD PLAYER

CLOSE THAT DRAW

Time Mode.

There is four time modes:- No track in play + elapsed time: Total remaining time on disc: Total remaining of track to play: Total Time of track played.

Auto cue.

The best way to select a track for playing is to use the auto cue facility. This button pushed: will then allow you to select a track: which will find the start and then put the machine into pause. Once you are ready to use the player: just press play.

It should be noted that this auto cue facility does put the machine into pause and this should not be used until you are really close to actually selecting the track. Leaving the machine in pause for a long time either through this auto cue or the pause itself will wear out the drive mechanism quicker.

Pressing stop after the selection of auto cue or after the track will de-select this facility.

The machine will after playing your selection cue the next track on the disc and pause.

Music Scan.

This will only play the first fifteen seconds of each track on the CD.

CAUTION:- WHERE MUSIC SCAN IS ON THESE DECKS: IN STUDIO ONE, IT IS TIME MODE, ALWAYS REMEMBER WHICH STUDIO YOU ARE IN.

Random Play.

Self explanatory.

DO NOT PRESS RANDOM OR MUSIC SCAN BUTTONS DURING A TRACK BEING PLAYED;THIS WILL CAUSE CD PLAYER TO SELECT ANOTHER TRACK.

Skip Search.

Play will begin once track is selected; unless pause mode button is pressed first.

Track Select Buttons.

Selecting the number track you require by pressing the appropriate button, play will begin after 3-1/2 sec's; unless pause mode has been pressed.

If you need to play the first track on the CD just press pause this will cue the first track for you.

Buttons Not Used.

TAPE LENGTH, SIDE A/B, DISC LINK, PROGRAM, CLEAR, RECALL, REPEAT, SEARCH BACKWARDS/FORWARDS.

SL-PG200A Studio One & Two.

CAUTION: TIME MODE BUTTONS ON THESE DECKS: IS WHERE MUSIC SCAN IS ON THE DECKS IN STUDIO TWO, ALWAYS REMEMBER WHICH STUDIO YOU ARE IN.

Track Select Buttons(Skip < search >).

Select the number track you require by pressing the appropriate button < Down Up >. Once selected press play for track, play will only begin after 3-1/2 sec's; unless pause mode has been pressed.

If you need to play the first track on the CD just press pause this will cue the first track for you.

All track selection on these machines is done by < >.

Buttons Not Used.

TAPE LENGTH, SIDE A/B, DISC LINK, PROGRAM, CLEAR, RECALL, REPEAT, SEARCH BACKWARDS/FORWARDS, TIME FADE, PEAK SEARCH.

Misc. Equipment.

Cassette Decks.

Playback.

The controls of these decks are very positive: A pause start will be instantaneous.

DO NOT LEAVE IN PAUSE MODE FOR UNDUE LENGTH OF TIME.

Recording.

The meters are peak meters; When recording your program +3 in red is absolute maximum.

Studio Clocks.

The reception and two studios are equipped with clocks which receive a signal from the atomic clock at Rugby. This means the clocks maintain accurate times. They do require batteries.

Studio Engineering.

All aspects of the maintenance of the studios are the sole responsibility of P.J. Davidson-Smith.

If you find any problems with the premises or equipment they should be highlighted to the station engineer. No presenter is to undertake any changes or maintenance without the permission of the management.

Headphones.

The clips on the cables are there to prevent the cables trailing on the floor and being run over by the chair.

Please do not try and remove them.

When you remove the headphones from the socket you should grab the plug and not pull it out using the cord.

Headphone Types.

The headphone sockets in each studio are direct links from the Chilton mixers. These sockets demand the use of a professional type headphone with an impedance of 400-600 ohm resistance. It is therefore essential you use a headphone of this type.

Personal headphones from your stereo at home do not normally have this impedance They are normally 32ohm etc.

Please do not use your own headphones without first checking with the station engineer.

If in doubt use the headphones provided.

Headphone Sockets.

Studio One Mike one:- console output, with volume control.

Studio One Mike one:- console output inc. PFL. (as presenters) + Alarm

Studio Two Mike one:- console output, with volume control.

Studio Two Mike one:- console output, inc. PFL. (as presenters) + Alarm

Reception Select-able:- Studio 1 & 2, & TX with volume.

Turntables.

When power is switched on these will always de-fault to 33 1/3rd (Not Studio 2). Operating fader on console will stop the platter. If a record has finished playing, stop the platter with the console fader (Over-press).

DO NOT USE THE MAIN POWER CONTROL FOR STOPPING THE PLATTER: THIS IS NOT MEANT FOR THIS AND WILL ONLY WEAR OUT THE CONTROL.

DO NOT ADJUST ANY OF THE TRACKING OR ADJUSTMENTS ON THESE TURNTABLES.

On-Air lights.

The on air repeater lights are there for your guidance as to which studio is broadcasting. If one light is not lit and you have doubts as to whether you have control of the TX, always check the remote panels or the switching unit contained in the rack below TX: for verification.

Green= Studio 1 Transmission.

Orange= Studio 2 Transmission.

Red=Rhapsody Failure Call the Engineer.

Electric Shock.

Do not attempt to change the bulbs in any of the on-air or mike live lights: 240 Volts is present at all times. Refer any problems to the station engineer.

Microphones.

When using any of the mikes: Do not adjust their position or touch them when the fader is open.

Don't get into the habit of talking up the volume of the mike through the console use the fader to adjust the proper level.

On The Level Mike Techniques



The mike arms in the studios do not need much persuading to sit in the position you require. Do not over tighten the adjustment fittings the arm will remain in what ever position you require (see adjusting mike arms page 9)

Mike Live

When you have a studio full of staff and you need to make them aware you intend to open the mike You would say “ Mike Live “ just prior to opening the mike. If you are a visitor to the on-air presenter and you hear this, then this is your cue to stop talking immediately.

Limiter (Sharks)

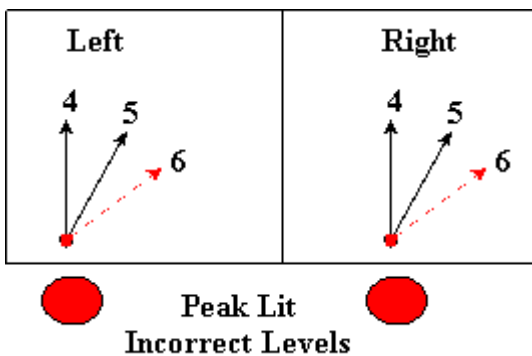
The main mikes on each console have a limiter added to assist in the production of liners etc for rhapsody. They control the level which is sent to the soundcard. In everyday operation they have no effect at all. The only control over your levels is the correct engineering by you and watching the meters as you do your program at all times. The shark as they are called will eliminate noise below a certain level. As well as suppress high peaks.

Fader Position

Opening of the fader on the Chilton should be aimed at the position marked on the diagram below. This in conjunction with your position of closeness to the mike will ensure the correct levels on the main output of the mixer.

If you find your levels are quite low on the main output adjust your position on the mike you are too far away.

A sharper clearer sound of the presenter can be heard whilst listening to the am output or listening to the stereo signal in the reception.



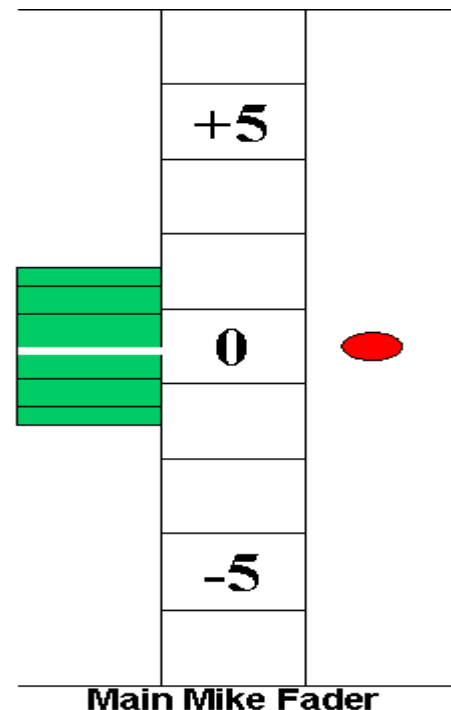
The Right Level

When we are using our mikes we must be aware of the output level at all times. Putting the right record on or pressing the right button is just part of the story.

Get into the habit of looking at the main output meters as you engineer your show.

Music/speech should always be between 4 – 5 on the meters. The peak **red leds** should not light up, only momentarily and not as a regular event.

Good Engineering Practice Keep Them Levels Low



Adjusting The Mike Arms (New Style Grey)

What are the adjustments on this arm and how do I get it into the right position. ?

Adjustment 1

Midway along the arm, white handled wing nut which when fully tightened would fix the arm into what ever distance to you, you require. However this doesn't need to be done up so tight, as resistance of the arm doesn't warrant this to be so tight; I can't undo it?.

Adjustment 2

Black wing nut located by mike spigot, this adjusts the mike through an 180 degree arc allowing for the horizontal angle to be correct to your height.

Adjustment 3

Black securing screw on spigot which when tightened down will stop the mike from moving from side to side, needs only to be finger tight.

Adjustment 4

Mike clamp(Cradle for Mike with elastic bands) This is used in conjunction with adjustment 2 you can by placing your fingers on either side of the bracket move the bracket backwards or forwards to adjust the horizontal angle of the mike. This swivels backwards or forwards. Caution always place your fingers on either side of the bracket do not try to alter this setting by grabbing the mike and trying to adjust. All you will achieve is damage the elastic bands which support the mike.

Please exercise some restraint in changing the setting of the mikes we cannot afford another set of arms. We don't have unlimited funds to pay out for poor treatment of equipment. Take Care!!!!!!!!!!!!

Mike Position TDC

Following on from the above item, what is the position we should be on the mike.

Three letters to remember TDC Short for Talk Dead Centre.

You should always be in line with the centre of the mike and positioned close to the pop filter which should be a couple of inches away from the mike.

TDC allows the diaphragm in the mike to respond correctly to your voice and will produce the correct level sent to the mixer. If you talk to

the side or over the top of the mike the diaphragm doesn't respond properly and it will not pick up your voice frequencies correctly and the volume to the mixer will be incorrect.

Always TDC Nothing Else!

Mike Live Lights.

Each studio has repeater lights to show when the faders are up on the microphones. When the lights are on: you should not enter the studios until they are extinguished. If you do have to make an entry into the studio be sure not to create any un-necessary background noise.

Electric Shock

It should be noted these lights also have 240 Volts present at all times. If there is a problem leave a note for the engineer.

Power Up Studio's

Power on Studio's One & Two is controlled by two switches in the production Area. The power for studio one must always be switched on even if you do not intend to use the studio. The power on for studio one controls all the relays/On-air lights.

When switches are on, strip lights in reception by exit door will be lit

Electrical Interference.

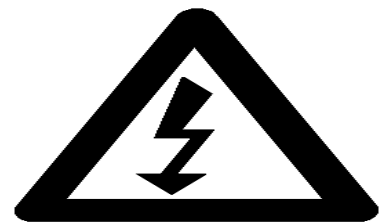
The following electrical items in these premises, are likely to cause large electrical spikes to appear on the broadcast consoles affecting the output of the station.

The portable fan changing speeds, or switching ON or OFF.

Kettle Switching Off & On.

Turning OFF either console whilst the other is broadcasting.

At the end of the evening make sure, both consoles master faders are down; before switching any of the above items.



DO NOT OPERATE ANY OF THE ABOVE DURING BROADCASTING

Mini-Disc Players Operating Instructions.

Sony MDS-JE510 Studio's 1 & 2

The mini-discs have been purchased to enable Radio Heatherwood to provide a quality output for jingles as well being able to produce programs for transmission which won't degrade with time.

The following guide is for you to use as the correct way to operate our players. The other facilities are not to be used for obvious reasons.

The basic operating of the controls: these are very light to the touch and there is no need to press hard; this will only shorten the life of the players.

DO NOT LEAVE THE PLAYERS IN A PAUSE MODE FOR ANY UNDUE LENGTH OF TIME: THIS WILL SHORTEN THE LIFE OF THE TRANSPORT MECHANISM.

DO NOT LEAVE THE MINI-DISCS LAYING AROUND ON THE CONSOLE ALWAYS RETURN THEM TO THEIR PROTECTIVE CASES, ONCE YOU HAVE REMOVED THEM FROM THE PLAYER.

AN ACCIDENT COULD BE FATAL TO THE DISC/PLAYER.

Playing a Mini-Disc.

Press power switch

The power indicator changes from red to green.

Insert the mini-disc into the player with the arrow pointing forwards and the label uppermost.

The player will scan the disk and display the tracks available. This scanning of the disk does take awhile and you should not try to press any other function key until the scan is complete. Scan of disk takes on average 5 seconds.

Once scanning is complete the available tracks and disk name will be displayed.

<< AMS >> = Automatic Music Sensor.

To select a track to be played turn the control marked AMS clockwise to move to the desired track. Or anti-clockwise if the track is nearer. If you then push the control the track will then play.

If you turn the AMS control clockwise by mistake when you really need to go anti-clockwise: you have to press the stop button

first or you will not be able to use anti-clockwise rotation past track 1. If you wait longer than 15 seconds after using the AMS before pressing play or pushing the AMS button the deck de-selects your choice and the player remains in a stopped state displaying either total tracks available or the disc title.. Too avoid player de-selecting your choice press the pause button.

Play >

Press > Deck will start to play the track selected.

If you wish to play the first track on the disc just press the pause: player will select track 1.

Once your track has played, too avoid the next track being played it is essential (A.Pause) is showing in the display. Use remote control to reset the pause display by pressing (A Space) on the remote until A Pause shows. (A.Pause = Automatic Pause)

Using the Display/Char Button.

You can use the display to check disc and track information, such as the total track number, total playing time of the tracks, remaining recordable time of the disc and disc name.

With the Machine Stopped:-

Pressing (Display/Char) button:- Once Total Track number and playing time of all recorded tracks.

Pressing (Display/Char) button:- Again Remaining recordable time of the disc (recorded Mini-discs only)

Pressing (Display/Char) button:- Again Disc Name

With the Machine Paused or Playing a selected track:-

Pressing (Display/Char) button:- Once Track number and playing time of current track.

Pressing (Display/Char) button:- Again Track number and remaining time of current track.

Pressing (Display/Char) button:- Again Track name.

Scroll

You can check the track name any time while playing a disc. Press Scroll.

If a track title is longer than the display pressing scroll will display the missing parts of the track title.

Recording on a Mini-Disc

The recording of Mini-Discs is not to be undertaken without first a training session with a qualified member of staff.

The functions associated with recording are all contained in the white mini-disc manual in the studio.

Buttons Not Used.

**DO NOT CHANGE THE SETTINGS OF THESE
BUTTONS:-**

PLAY MODE:-

If you press this button by mistake: press again until display shows total tracks available on disc or disc title Red displays for shuffle or program should not be showing.

RECORD MODE INPUT:- Analogue.

REPEAT:- Do not Press.

TIMER:- Do not Alter.

Remote Control.

The remote control is provided primarily to restore the A-Pause setting after any changes which might occur during recording procedure's.

The remote should not be used during normal program inserts.

Edit/No Yes.

These buttons are used in conjunction with recording functions. It should not be pressed during normal disc playing.

Eject Button.

The eject button works the same as a CD eject: once pressed the disc will eject from the machine.

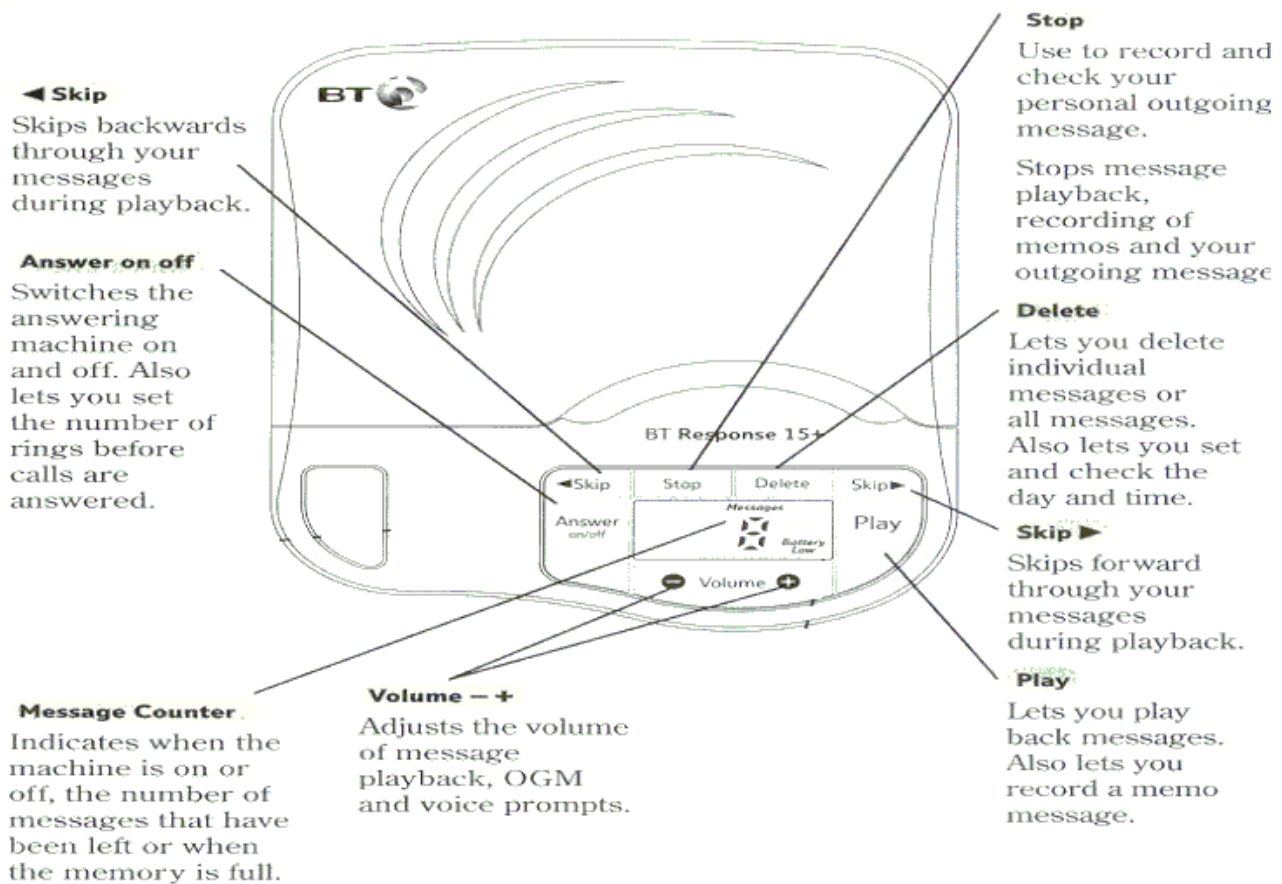
Pressing the eject button whilst a disc is playing will immediately stop the disc and eject it. It would take you at least 15-20 seconds to re-enter disc and re-select a track.

Help Cards

Each studio has an aide memoir A4 card to help you with these decks.

Answer Machine Operating Instructions

Have paper and pen ready for requests and notes.



Answering Machine Controls

Volume Press + to increase the forwards or backwards

Playback Messages

Press the play button Answer machine will announce how many messages there are. When playing back messages press the **skip button** ▶ to jump to the start of the next message or ◀ **skip button** to go back to the start of the current message,

Delete Messages

During playback of message press the **delete** button. If you press **stop** during 8 second countdown the delete action will be cancelled and messages saved.

Stop

Pressing the **stop** button will cancel any procedure in progress

Answer On or Off

Pressing the answer **off/on** button machine will confirm if it is on or off to receive messages.

Messages for Personnel

Make sure all requests are transcribed to paper properly. Any other messages must go on the clip off the staff member concerned.

No one is to contact people leaving messages: if the messages are not aimed at you.

All management messages will be dealt with at the first available opportunity after the collection date. This may cause further messages during the same week.

If message appears urgent: phone the member of staff at home at the earliest.

(2) Telephone System.

The radio station has two lines; one is for incoming calls only and emergency management speed dials, and has the public Tel no Ascot 625818. The other line(7606) is for the hospital extns only, and is provided for the benefit of the ward staff, who may wish to contact you. This phone line is not provided for you to make calls outside of the hospital via the switchboard. All calls on this phone line are recorded with the date and time. If any person uses this line for other than an extreme emergency (Fire, personal attack), you will receive the digital readout of your calls upon your departure from this radio station.

Speed Dial.

To use speed dial numbers

Press Feature 0 then Number (i.e. "08") this will then automatically select line and dial Ward 8 sister.

NOTES:-

The telephone numbers are displayed for your info in case you need to contact the dept/ward.

It is not however an excuse to continually bother them with un-important messages.

There is no access to dial across the BT Network our number is out-going calls barred except for pre-programmed emergency speed dials.

Do Not try and obtain outside dialing facilities by dialing the hospital switchboard.

Programmed Hospital Extensions(Speed Dials).

Speed Dial	Dept/Ward	Extn No
01	Ward 1 Sister	7631
20	Ward 1G Sister	7080
02	Ward 2 Sister	7634
03	Ward 3 Sister	7639
04	Ward 4 Sister	7641
05	Ward 5 Sister	7643
07	Ward 7 Sister	7073
08	Ward 8 Sister	7081
10	Ward 10 Sister	7647
11	Ward 11 Office	7455
12	Ward 12 Office	7457
14	Ward 14 Office	7440
16	Ward 16 Office	7221
21	Security	7805
22	Catering Dining Room	7030
23	Porters Rest Room	7411
24	Maternity Reception	7088
25	WRVS	7675
26	Hospital Bleep System	7666

Hospital Switchboard Dial 9 then 0

To Cancel or Clear Down Press RLS

Answer Calls.

Lift handset ringing telephone or press flashing key on non-ringing telephone. To answer Hands free just press flashing key.

Transfer Calls.

To transfer any type of call within Radio Heatherwood press the transfer key followed by the extn no (i.e. "22") when answered just press RLS this will transfer call.

Radio Heatherwood Extension Numbers.

21 Reception.

22 Studio One. (No Ringing on External)

23 Studio Two. (No Ringing on External)

24 Library.

25 Production.

26 Engineering.

36 Answer Machine. (No Initial Ringing).

Hold Key.

This will allow you to put external caller on hold and send a tone down the line to them when you need to return to the caller just re-press hold or the fast flashing key on terminal.

Make Calls to Hospital Extns.

Lift Handset dial number only or without lifting handset dial number only of hospital extn. System will automatically select line and dial out.

Make Internal Calls To Studio Extns.

Lift handset dial extn number required (i.e. "22") or key in number of studio extn without lifting handset. System will automatically select intercom and dial required extn.

Paging.

To page reception speakers: just press key marked " Page Rec "Any message you wish to pass to reception can be relayed. Do not lift handset.

PAGE STUDIO 1 – PRESS FEATURE THEN 611

PAGE STUDIO 2 – PRESS FEATURE THEN 612

PAGE LIBRARY/PRODUCTION/ENGINEERING/

RECEPTION – PRESS FEATURE THEN 613

To Cancel or Clear Down Press RLS

Voice Call.

Press Feature then 66 + Extn No (i.e. "22").

This will automatically turn your phone on and the dialed extn; allowing you a two way conversation without the need to lift handset.

To Cancel or Clear Down Press RLS

Do Not Use Paging Or Voice Call facility To On-Air Studio Presenter Whilst Studio Mike Is Live.

Do Not Disturb.

Press this button on studio extns to prevent any calls, paging, voice calls etc., whilst on air. To cancel just re-press key.

(3) Chilton CM2 Mixers.

The Chilton CM “2”s are broadcast quality mixers for sound and vision in their heyday they were used by all local BBC stations as well as independents. They are no longer made and the company who made them is no longer trading.

The funding of these mixers was from loans from the League of Friends and the Sunninghill fuel allotment trust, total commitment of over £6800.

The quality of this mixer can be likened to the difference between a Rolls Royce and a mini.

It is every presenter’s duty to understand how it works and use the mixers in such a manner, so as not to be detrimental to the life of the mixer.

Some of the controls will never be used by normal programs on air. These will be identified to you, but it is not an excuse to play with these or abuse.

The top mixing area is lightly coloured, clean hands will prevent it from looking dirty: I.E.- Don’t read a newspaper and then come and do a program putting black print all over the mixer. The first thing you do is wash your hands.

ALWAYS WASH YOUR HANDS

I don’t think I can master all the controls ?.

The answer to that is you don’t have to. The following page shows you what the normal condition status of either mixer should be. If you take a logical approach to each module you will see at a glance why something may not be working.

If you get into the habit of doing this check on a regular basis; you won’t fall into any traps.

The following pages also give you the operating procedures for various operations; we don’t expect you to become proficient in all of the procedures, but it does give you an insight as to what does what.

Mono Button

Each fader has a mono button which can be used to clean a signal which on an old record might sound poor.

If you use this button be aware that all future content on this fader will then be presented to

the listener as mono. Always remember to release the button ASAP.

Turning the Key, Taking Charge of TX

TX = Transmitter

The rhapsody service through the broadcast consoles is primarily in mono. When you need to turn the key to takeover from rhapsody or your changing transmission from one studio to the other try and plan the key turn when the news is on or you are not playing any music. The sudden change to mono can be clearly heard on the reception speakers and as this is what the patients hear on their hospicom terminals we need to be a bit subtle see Pages 19 ,20.

Pre-Fade Listening Using Chilton Mixers.

ON THE LEVEL.

One of the requirements of all presenters is the need to ensure that program output is at the required level being sent to the TX or Hospicom service.

During your program you should always keep an eye on the meters and ensure they are not constantly peaking. **(Red Lights Flashing)**

P.F.L. CHART.

The cueing of material on the mixer is a concise function, where if any incorrect level is fed through the main output you will have a distorted mess for the patient.

The following chart is for your benefit and is only a quick reference guide. If in doubt the motto should be **KEEP IT LOW**

P.F.L. FADER TRAVEL

Travel	Meter Reading
+5 to +10	½ to 1.....
+0	1 to 1-1/2.....
0	1-1/2 to 2.....
-0	2 to 2-1/2.....
-5	2-1/2 to 3.....
-10	3 to 3-1/2.....
Reduce Main Gain -5db	3-1/2 to 4.....

The peak red lights, will indicate at 6 or above.

A copy of this chart is on both mixers.

Chilton Mixers Studio 1 & 2 Normal Button Conditions.**STUDIO 1**

1. RHAPSODY.	L/R (IN) CH (ON) MONO A2 (5) A1 (7) GAIN (0) L2 (IN) L1 (OUT)
2. STUDIO 2.	L/R (IN) CH (ON) MONO A2 (5) A1 (7) GAIN (+5) L2 (OUT) L1 (IN)
3. SPARE MIKE.	CH (ON) A2 (5) A1 (7) EQ (IN) HF (12) MIKE (IN) GAIN (1)
4. GUEST MIKE.	CH (ON) A2 (5) A1 (7) EQ (IN) HF (12) MIKE (IN) GAIN (1)
5. MAIN MIKE.	CH (ON) A2 (5) A1 (7) EQ (IN) HF (12) MIKE (IN) GAIN (1)
SCRIPT AREA.....	
6. CD 1.	L/R (IN) CH (ON) A2 (5) A1 (7) GAIN (-5) L2 (OUT) L1 (IN)
7. CD 2/CASSETTE.	L/R (IN) CH (ON) A2 (5) A1 (7) GAIN (-5) L2 (OUT) L1 (IN)
8. MINI DISK 1.	L/R (IN) CH (ON) A2 (5) A1 (7) GAIN (-5) L2 (OUT) L1 (IN)
9. COMPUTER.	L/R (IN) CH (ON) A2 (5) A1 (7) GAIN (-5) L2 (IN) L1 (OUT)
10. TURNTABLE 1.	L/R (IN) CH (ON) A2 (5) A1 (7) GAIN (0) L2 (OUT) L1 (IN)
11. TURNTABLE 2.	L/R (IN) CH (ON) A2 (5) A1 (7) GAIN (0) L2 (OUT) L1 (IN)
12. OUTPUT.....	MAX. A2 (7) A1 (7)
AUX MODULE	A2 (OUT) A1 (OUT) SLATE(OUT) TB GAIN (1) AUX OUTPUT A2 (2) A1 (7)

STUDIO 2

1. RHAPSODY.	L/R (IN) CH (ON) MONO A2 (5) A1 (7) GAIN (0) L2 (OUT) L1 (IN)
2. STUDIO 1.	CH (ON) A2 (5) A1 (7) EQ (IN) HF (12) MIKE (OUT) GAIN (3)
3. SPARE MIKE.	CH (ON) A2 (5) A1 (7) EQ (IN) HF (12) MIKE (IN) GAIN (1)
4. GUEST MIKE.	CH (ON) A2 (5) A1 (7) EQ (IN) HF (12) MIKE (IN) GAIN (1)
5. MAIN MIKE.	CH (ON) A2 (5) A1 (7) EQ (IN) HF (12) MIKE (IN) GAIN (1)
SCRIPT AREA.....	
6. CD 1.	L/R (IN) CH (ON) A2 (5) A1 (7) GAIN (-5) L2 (OUT) L1 (IN)
7. CD 2/CASSETTE.	L/R (IN) CH (ON) A2 (5) A1 (7) GAIN (-5) L2 (OUT) L1 (IN)
8. MINI DISK 1.	L/R (IN) CH (ON) A2 (5) A1 (7) GAIN (-5) L2 (OUT) L1 (IN)
9. COMPUTER.	L/R (IN) CH (ON) A2 (5) A1 (7) GAIN (0) L2 (OUT) L1 (IN)
10. TURNTABLE 1.	L/R (IN) CH (ON) A2 (5) A1 (7) GAIN (0) L2 (OUT) L1 (IN)
11. TURNTABLE 2.	L/R (IN) CH (ON) A2 (5) A1 (7) GAIN (0) L2 (OUT) L1 (IN)
12. OUTPUT.....	MAX. A2 (7) A1 (7)
AUX MODULE	A2 (OUT) A1 (OUT) SLATE(OUT) TB GAIN (1) AUX OUTPUT A2 (2) A1 (7)

Key

The numbers in the boxes refer to point's of a clock: I.E. 5 = 5 o'clock.

IN: Button depressed. OUT: Button released. " 7 " On Any Green Aux. = OFF

(4) Mixer Functions

The following pages detail the actions to take in operating a combination of the right faders on the mixer as well as operating the transmitter key at the right point.

Studio 1 On-Air (Program Inserts From Studio 2).

Studio 2 On-Air (Program Inserts From Studio 1).

Studio 1 On-Air (News Break Changeover From Studio 2).

Studio 2 On-Air (News Break Changeover From Studio 1).

Studio 1 On-Air (No News Changeover From Studio 2).

Studio 2 On-Air (No News Changeover From Studio 1).

Rhapsody Stopping For The News

Rhapsody (Taking Over From, After The News)

Studio 1 & 2 On Air Operating Instructions (Transmitter Control).

*******STUDIO 1 ON AIR (1ST STUDIO ON AIR)*******

- 1) Red output fader's to full**
- 2) L2 Selected , Rhapsody Fader 1 to required position. (sustaining service will be heard)
- 3) Insert key; rotate to 3 o'clock. (see instructions when to turn key Page 14)
- 4) Press red button marked Studio 1.**
- 5) Rotate key anti-clockwise to 12 o'clock.
- 6) The station has a set of mandatory opening words which must be spoken to ensure the station
- 7) logger is dated (See Current Instructions On Console) for correct procedure.

!!!!!!STUDIO 1 NOW BROADCASTING!!!!!!

*******STUDIO 2 ON AIR (1ST STUDIO ON AIR)*******

- 1) Red output fader's to full.**
- 2) L1 Selected, Rhapsody Fader 1 to required position. (sustaining service will be heard).
- 3) Insert key; rotate to 3 o'clock. (see instructions when to turn key Page 14).
- 4) Press red button marked Studio 2.**
- 5) Rotate key anti-clockwise to 12 o'clock.
- 6) The station has a set of mandatory opening words which must be spoken to ensure the station
- logger is dated (See Current Instructions On Console) for correct procedure

!!!!!!STUDIO 2 NOW BROADCASTING!!!!!!

Studio 1 On-Air (Program Inserts From Studio 2).

STUDIO ONE PRESENTER.

1st L1 Selected: Fader 2 to required position: you should now be monitoring whatever Studio Two is producing.

2nd If you want to take program material from Studio 2: Just open your main mike and speak as normal: Leave fader 2 open.

STUDIO TWO PRESENTER.

3rd To allow Studio One presenter to speak to you; just open your main mike and Fader 2 and speak as normal. Any record or item you wish to send to Studio One will automatically be sent once the appropriate fader has been operated, (e.g.: CD,Computer,Record).

Levels = -5 Speech. -10 Music/Speech.

FOOTNOTE: Studio One may be on air; But has the option to take continued program from Studio Two for as long as he leaves his fader 2 open.

CAUTION: DO NOT SWEAR OR USE ANY WORDS YOU WOULD NOT USE ON AIR WHILST PREPARING IN OFF-AIR STUDIO: ON-AIR STUDIO COULD BE MONITORING YOUR MIXER.

Studio 2 On-Air (Program Inserts From Studio 1).

STUDIO TWO PRESENTER.

1st Fader 2 to required position: you should now be monitoring whatever Studio One is producing.

2nd If you want to take program material from Studio 1: just open your main mike and speak as normal: Leave fader one open.

STUDIO ONE PRESENTER.

3rd L1 Selected on Fader 2.

4th To allow Studio Two presenter to speak to you; just open your main mike and Fader 2 and speak as normal. Any record or item you wish to send to Studio Two will automatically be sent once the appropriate fader has been operated, (e.g.: CD,Computer,Record).

Levels = -5 Speech. -10 Music/Speech.

FOOTNOTE: Studio Two may be on air, but has the option to take continued program from Studio One for as long as he leaves his fader 2 open.

CAUTION: DO NOT SWEAR OR USE ANY WORDS YOU WOULD NOT USE ON AIR WHILST PREPARING IN OFF-AIR STUDIO: ON-AIR STUDIO COULD BE MONITORING YOUR MIXER.

CAUTION

The button marked “PRE” below the A2 button, for the opposite studio module Must never be selected; when the opposite studio is taking your output:-

This will cause an immediate (OVERLOAD)

**THIS OVERLOAD WILL AFFECT THE STATION OUTPUT TO THE TRANSMITTER.
LEAVE IT ALONE.**

Studio 1 On-Air (News Break Changeover From Studio 2).

STUDIO ONE PRESENTER.

- 1) **Red output fader's to full.**
- 2) Fader 1 to required position: You should now be monitoring sustaining service (Rhapsody).

STUDIO TWO PRESENTER.

*****TO ALLOW STUDIO ONE PRESENTER CONTROL OF TRANSMITTER:-

- 3) Rotate key to 3 o'clock.
- 4) **Press green button marked Studio 1. (always check that studio 1 is monitoring rhapsody prior to switch change).**
- 5) Rotate key anti-clockwise to 12 o'clock. The operation of the button and key should be carried out during the news.
- 6) Studio 2 may now switch off and close all fader's if required. You may now take the key round to the other studio and hand it to the on-air presenter

!!!!!!STUDIO ONE NOW BROADCASTING!!!!!!

Studio 2 On-Air (News Break Changeover From Studio 1).

STUDIO TWO PRESENTER.

- 1) **Red output fader's to full.**
- 2) Fader 1 to required position: You should now be monitoring sustaining service Rhapsody.

STUDIO ONE PRESENTER.

*****TO ALLOW STUDIO TWO PRESENTER CONTROL OF TRANSMITTER:-

- 3) Rotate key to 3 o'clock.
- 4) **Press green button marked Studio 2.(always check that studio 2 is monitoring rhapsody prior to switch change).**
- 5) Rotate key anti-clockwise to 12 o'clock. The operation of the button and key should be carried out during the news.
- 6) Studio 1 may now close all fader's if required. You may now take the key round to the other studio and hand it to the on-air presenter

!!!!!!STUDIO TWO NOW BROADCASTING!!!!!!

FOOTNOTE

All Studio On Air changes, which are required will be controlled by the key in the current Studio On-Air.

When the switch change has taken place; the Off-Air presenter will take the key to the opposite Studio for any further changes.

Studio 1 On-Air (No News Changeover From Studio 2).

STUDIO ONE PRESENTER.

- 1) Red output fader's to full.**
- 2) L1 Selected: Fader 2 to required position: you should now be monitoring whatever Studio Two is broadcasting.
- 3) If you are asked to speak by on air presenter in Studio Two: Just open your main mike and speak as normal: Leave fader two open It is also possible to supply any line item you wish to use simply open the fader for item (e.g.: a record or CD).

STUDIO TWO PRESENTER.

To allow Studio One presenter to speak to you before changeover just open your main mike and Fader 2 and speak as normal.

*****TO ALLOW STUDIO ONE PRESENTER CONTROL OF TRANSMITTER:-

- 4) Rotate key to 3 o'clock.
- 5) Press green button marked Studio 1.**
- 6) Rotate key anti-clockwise to 12 o'clock. The operation of the button and key should be carried out during closing music (not during speech).

FOOTNOTE:

Studio One may be on air, but has the option to take continued program from Studio Two for as long as he leaves his fader 2 open. Once Studio One has played the station I.D., Studio two can cease to supply any material to Studio One.

- 7) Studio 2 may now close all fader's if required, and switch off. You may now take the key round to the other studio and hand it to the on-air presenter

!!!!!!STUDIO ONE NOW BROADCASTING!!!!!!

Studio 2 On-Air (No News Changeover From Studio 1).

STUDIO TWO PRESENTER.

- 1) Red output fader's to full.**
- 2) Fader 2 to required position: you should now be monitoring whatever Studio One is broadcasting.
- 3) 3rd If you are asked to speak by on air presenter in Studio One: Just open your main mike and speak as normal: Leave fader one open. It is also possible to supply any line item you wish to use simply open the fader for item (e.g. a record or CD).

STUDIO ONE PRESENTER.

To allow Studio Two presenter to speak to you before changeover just open your main mike and Fader 2 and speak as normal.

*****TO ALLOW STUDIO TWO PRESENTER CONTROL OF TRANSMITTER:-

- 4) Rotate key to 3 o'clock.
- 5) Press green button marked Studio 2.**
- 6) Rotate key anti-clockwise to 12 o'clock. The operation of the button and key should be carried out during closing music (not during speech).

FOOTNOTE:

Studio Two may be on air, but has the option to take continued program from Studio One for as long as he leaves his fader 1 open. Once Studio Two has played the station I.D. Studio one can cease to supply any material to Studio Two.

- 7) Studio 1 may now close all fader's if required and switch off. You may now take the key round to the other studio and hand it to the on-air presenter

!!!!!!STUDIO TWO NOW BROADCASTING!!!!!!

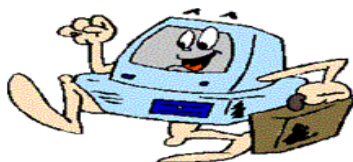
Rhapsody (Taking Over From, After The News)

When we need to take over transmissions from rhapsody or after the news break has finished we need to decide, if to take the jingle that rhapsody will play or opt to play J1 ourselves.

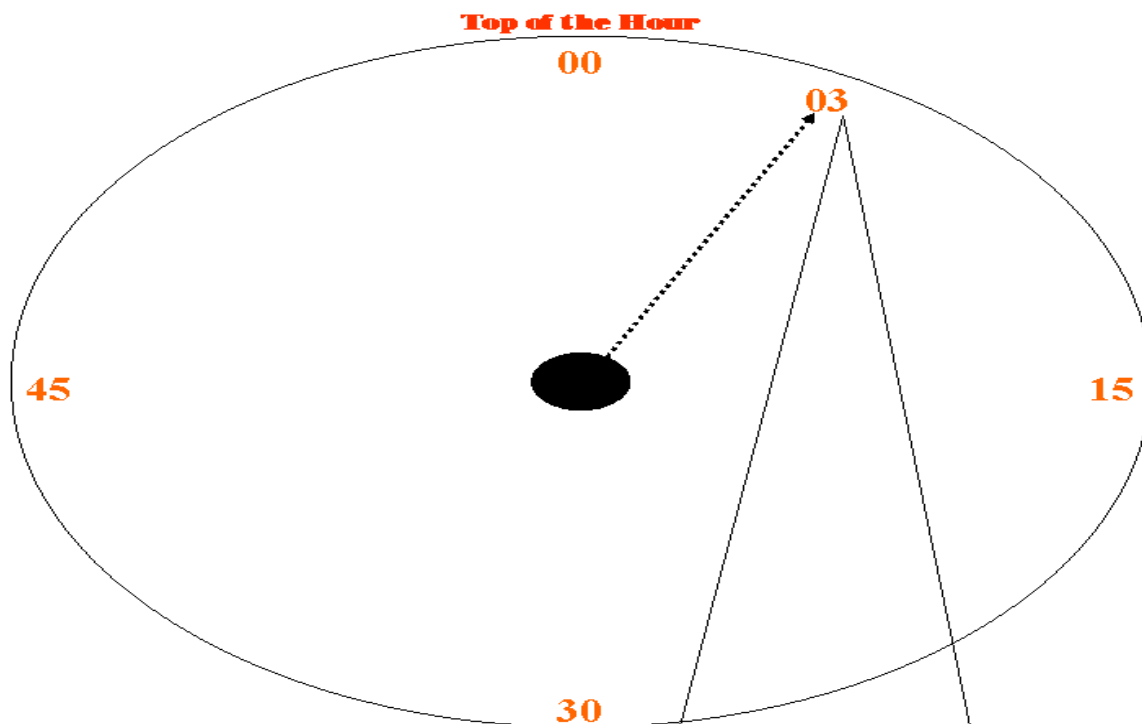
The hotkeys option on wavecart allows us to hit "F1" and get an immediate start. The final words of the newscaster are normally " that's the latest ". To ensure you fire the hotkey off at the right point. Look at the studio clock so that when the time approaches you know it's the right time.

Be aware, sometimes the news reader will be short on time or will overrun. Whatever happens rhapsody is programmed to fire it's jingle at 00:03 mins past the hour come what may.

A copy of this clock is located in each studio.



Rhapsody News Break Outro How It Works ? How To Takeover From the News Start at 00:03 Minutes Past the Hour Read the Dialogue Box



00:03:00 Rhapsody Fades The News From Satellite And Plays A Long Station Id.

This Is Your Starting Point To Be Ready To Fade Rhapsody
As Soon As The Station ID Has Played (*ID Will Be Different Every Time*).

Close Fader on Chilton At This Point.

**Caution:- The First Music Item Will Play
As Soon As The Station ID Jingle Has Been Played.**

Iss 15/07/04 © League of Friends P Davidson-Smith

Rhapsody On-Line Web Page

Taking over from Rhapsody or handing back, can be made easier by clicking on the icon for the on-line Rhapsody page. Once displayed it can give you vital information about what's playing or what's coming next. The Icon is located on the bottom task bar next to the palm tree. See also Appendix 16. 75

League of Friends Heatherwood Hospital Charity No 900282

Today's Date:- January 01, 2005

Staff Can Call Extn 7606<<<<<

Current Time:- 6:20 pm

Radio Heatherwood Rhapsody Service "A Friend By Your Side"

Currently Playing:- 6:20 pm - PJ Productions - New Presenters (Big Deal)



This web page updates every 10 seconds. In some programs throughout the day music listed to be played at the top of the hour may be dropped to accommodate the news.

On the what's next playlists, you will see (ie. RH - Country A to Z) where A-Z is shown with a category, a random selection from that category will be chosen and the title/artist once selected to play, will be displayed.

We hope you enjoy the service and remember you can also hear this service on any personal radio with AM on 999kHz.

What's Played Recently:-

Mario Lanza - And This Is My Beloved
Jean Michel Jarre - Eldorado

What's Coming Next:-

6:21 pm - RH - Patient Information Master
6:22 pm - Clifford T Ward - Scullery (2004)
6:25 pm - John Lennon - No9 Dream

Radio Heatherwood's Rhapsody Service Operates 24 Hours A Day, Seven Days A Week.



Click On Icon To Display Rhapsody On-line Web Page

(5) Computers Hardware.

Computer Misuse

The computers provided in this facility are maintained by the station engineer. They have been provided to assist in your role as a presenter. The computers should only be used in the manner in which you were shown.

Any person caught loading the machines with their own software or music files or making adjustments to the settings of the pc's will be dismissed.

PC Problems

If you are experiencing any problems you should highlight them to the station engineer.

A note for you all, if you come across with some problem of any of the programs locking up or not working etc: Do let the station engineer know what you were trying to do at the time. This way we can iron out the bugs etc.

Monitors/Screensavers

The screen saver option on the computers is not activated because they would interfere with the play out from the programs. The monitor will however go into standby if you have not used the computer for more than an hour. Don't forget at the end of the evening to push the off button during your shutdown sequence.

Keypads

keypads Will allow you to fire off the decks in wavecart without moving away from the mike and you will find that it is easier. These are located alongside the mike arms. They are light to the touch, so no need to bash them. ***Do Not attempt to reposition them elsewhere.***

Note of Caution if you press the key for a deck and it doesn't fire, make sure you haven't pressed the number lock key by accident. This would change the function to navigation mode only.

Keyboards

Just a reminder to you all, these small keyboards are very expensive £50 a time so be careful not to drop anything on them and also there is no need to bash the buttons hard. They have a very light touch just like some of our

women presenters, but that's another story. So Tender loving care at all times. (TLC)

Note:-

If you use the keyboard to type in for searching for records/artists or you are titling your composition in cool edit. If you need to repeat a letter as in Barry Moor when typing in "barry" you would have to type " bar wait 1 seconds to type ry" and then typing moor you would have to type "mo wait two seconds to type or". Any text which requires a repeat character you must take your finger off the key and wait at least 1 seconds ?. This is to accommodate the operation of firing the decks in Wavecart

CD Recorders

On the subject of copying music, to the CD-RW discs, as you are all very much aware of the law on copyright we already have this written into the studio operations manual.

The studio policy on this, hasn't changed we will not condone or turn a blind eye to individuals who abuse the facilities by passing copies of copyright music to out side parties etc.

The CD-RW have been provided for backup purposes. ***These are disabled under the presenters profile.***

We are upholding the name of the League of Friends at Heatherwood we would all loose our position if we endorsed blatant copying of material. It will be Team-Leaders responsibility to ensure the station policy is adhered to.

On Screen Help

There is an on screen help which is available if you wish to check how to do any function in Wavestation, Wavecart or Cooledit..

Wavecart/Wavestation/Cooledit Shutdown/PC Shutdown

Pertinent to Wavecart and any of the other programs we show you. Always close them down so that you have the screen display Radio Heatherwood on show. Then follow the logoff routine detailed on page 27

Sound File Errors

During your use of the programs Wavecart/wavestation, if you find any wave files which don't play properly or have a sound fault problem i.e. large clicks sudden finish etc. Please make a note for the studio engineer.

(6) Computer Terms Glossary

Voice Tracking:-

Term used in wavestation production mode which describes inserting voice links between record/music selections.

Santa Cruz Sound Card:-

Main record/playback Soundcard used in each computer which interprets the analogue signal and records or plays back digitally. On screen control panel allows selection of presets and operations.

Audigy Sound Card:-

Main record/playback Soundcard used in each computer which interprets the analogue signal and records or plays back digitally. Used only for auditioning during voice tracking modes. No on screen control.

Hard Disc:-

Computer storage device which holds digital copies of wave files created during our recording sessions.

CD Ripper & Ripping

This is the term used when music stored on CD's is copied to hard discs at digital transfer methods. Fast transfer speeds can be obtained subject to CD/DVD drive used.

Real Time Recording

When we record a song from vinyl/cd to tape this is analogue/real time recording. The whole piece of music must be played to obtain a copy. The ripping method of copying allows for fast transfer of the digital data which has a song, without playing the song beginning to end.

Rhapsody Service

When we refer to Rhapsody we are referring to the computer in the engineering which delivers the programs to the patients after we have finished our live sessions. The computer is running 24 hours a day seven days a week. Even

during the live program sessions it will be running.

(7) Computer Software For Live Assist Operations And Production.

What are the Software Programs I Will Have to Use & What Do They Do ?.

There are three programs each presenter will be able to use:-

Wavecart :- (Live Assist Program)

This you will probably use the most, as it will be used during your programs to insert jingles music or spoken word.

Wavestation Production Mode :- (Program Creation)

This will be used when you are competent in producing a complete program to be played by the twenty four hour machine(Rhapsody).

Cooledit 2000 :- (Music File Editing)

This is a music editing program which allows you to manipulate wav files on the computer to clean them up raise the volume level etc. This will be used when you are recording material for shows and used in wavestation production mode.

What Training Will I Receive On These

Wavecart :- Demonstration and itemized training notes
 Wavestation :- Demonstration & detailed notes on Voice Tracking.
 Cooledit2000 :- Demonstration, and on screen tutorials. Plus Some Itemized Notes

What is MP3 and What About All These Terms, Live Assist, Wave File Etc

MP3 is the type of file used to store the music on the computer.

You will be instructed on the correct format to use.

Live assist is name given to a program which helps a presenter whilst on air.

Wave file is the basic format of all music files normally held on computers.

All the terms used in these notes will be explained as we progress in our training.

Startup And Logging On

Each studio computer is linked by the Heatherwood network and to ensure correct operation of the network we need to ensure you startup and log on in the correct manner.

To start the computer you need to press the large button on the main case along with the button on the display. The first screen which will greet you will be CTRL-ALT-DEL this will ask you to enter and then specify who you are

Enter User Name :- Presenter Password:-1234

This will then grant you access to the system. The computer will start with the Wavecart program as being the first choice.

Each presenter will be issued with their own log on details at a future date.

Correct Logging Off and Shutdown

At the end of the use of the studio you must shutdown by first logging off. Click the start button on the task bar and select log off.

Press CTRL-ALT-DEL This will then display the log on screen. On the bottom right hand side of the dialogue box select shutdown. This will turn off the computer leaving you only to release the power button on the monitor.

Once this has been completed you can then shutdown the studio power with the main power switch.

(8) The Basics:- File Saves Etc.

The software programs you will be using are very much integrated and one of the requirements of these programs is that the file naming convention of 8.3 is used(i.e. 8 characters for the file name

with a three character extn after the .) These programs cannot deal with the long file names or directory names which you are able to use on your work/home computers. If you use the process incorrectly your files will not show up in the interface panels or at worst won't play.

The basic format of the filenames which are currently being used are listed on Page 57

Where Do I Save My Files.

When creating any item, new Kart/hot key set in wave Kart use the suggested locations.

When creating any production material via the voice-tracking system in wavestation use the suggested locations.

When creating material under Cooledit, each night has its own directory Mondays Tuesdays Etc. You can save to these only.

Create a subdirectory on your night for your material I.e. D:\Tuesdays\Roger\Rogers01.wav or D:\Saturdays\John\John1.wav.

Remember file names and directory names no longer than eight Characters.

Do Not Save Files to the "C" Drive Location on the pc's, this is for the programs and operating systems only.

All material created will be reviewed and checked before being added to the main audio database by the production manager.

To recap

New material in Wavecart/wavestation use the locations suggested- Don't Change

New material in CoolEdit, use the team directories on the "d" drives.

Can I Edit The Music Files With The Audio Editor, If I Notice A Mistake ?

Under no circumstances change the individual music Karts/files which have been created for the programs. You changing the title of or any details of these files will seriously upset the operation of programs/Karts which have these listed to be played.

Any files you create, you may alter but do not use the audio editor in wavestation/Wavecart for changing established files in the main database.

What Do I Do, If The Audio Editor Box Opens By Mistake ?

If this opens on a music file click cancel or click on the cross in the right hand corner.

This is only used for database management and should not be changed by individuals.

(9) Wavecart User Guide.

Basic Principles

Wavecart plays audio files (cuts and karts) loaded into its on-screen decks. The files are recorded using Cool Edit 2000 or similar recording software. After files are recorded, they are stored in folders on one of the hard drives and added to our audio database (managed by SoundHound).

Wavecart will play one deck after another if the decks are “paused” and the autostepping feature is active. You can start decks by pressing the number keys, clicking on the appropriate play button or Pressing the spacebar.

The list of available files is on the right of the main screen. You can select which folders you view via the pull-down list above the file list. The folders listed in this pull-down list are set from within SoundHound, the accompanying utility. Sound Hound sits in the Systray and opens automatically when you open Wavecart.

To audition a music file, just right-click on it and choose “Play “ from the options. Right-click again and press Stop to end the preview. Or select another to track to stop play.



Launching Wavecart

Click on the Wavecart icon on the desktop. If the folder icon has been removed, you can also run WAVECART.EXE from the folder/directory. The default directory is C:\BSI32, in which case you would type C:\BSI32\WAVECART.EXE to run Wavecart.

Loading Cuts and Karts into Decks (Cuts = Audio File)

Click on the name of the item in the file list on the right of the Wavecart screen, click on the number (1 to 10) of the deck. The item will be loaded in that deck. You can also drag a file from the list to a deck. When the audio file is loaded, information about the file will be shown in the window of the appropriate deck.

When a presenter wishes to play a song from the sixties he will have two methods of selection he can select the folder for the sixties and this will list all songs in the 60's folder. He then can select one song and drop it on one of the play decks, Or he can select folder “Karts” which will display all available category Karts. One of the four Karts AFMC1960, GLMC1960, MRMC1960, SZMC1960, will be displayed which then can be dropped on the play decks, this will select the next song in the stack, which hasn't been played.

The filename isn't important to the ordinary presenter but the description of each category Kart, will make selection of an item much easier.

Glossary Notes:-

AFMC1960 = Songs A to F from 1960's

GLMC1960 = Songs G to L from 1960's

MRMC1960 = Songs M to R from 1960's

SZMC1960 = Songs S to Z from 1960's

AZMC1960 = Songs A to Z from 1960's (Combined Kart Selecting Songs From All Of The Above)

Karts/Karts This is a collection of a list of songs under a defined category Page 58

Selecting Music Categories & Sorting

When you wish to select a different music category, click the down arrow on the audio list to select a new category. By right clicking on the list you have various options to sort the list by title or artist etc.

All audio has been defined into a number of categories. A full list of the categories available can be found on the notice-boards and in this training guide. Page 57



Remote Keypad For Deck Starts
Located On Top Of Console

Playing Decks

Decks can be started in several ways.

1. Press the number key on the top row of the keyboard or use the keypad

Try this out for yourself, load deck 4 for instance with a track, doesn't have to be queued/paused and then press the 4 on the keypad leaving your finger on the key it won't stop. But if you take your finger off the key wait 2 seconds and then press the key again it would stop the deck.

2. Press the spacebar and all PAUSED or AUTOSTEPPED decks will be played in order. Looping will function if selected.

3. Click the play button (arrow) on the deck.

To play all decks automatically in order, load them all and then hit CTRL +A(Pause All Decks) or choose Tools/Pause All Decks from the menu. Hit the spacebar to start them playing.

When a deck is paused, it turns blue. In the example below, the first two cuts have played, the third is playing and the rest are paused.

Songs & Descriptions

Play

Pause

Stop & Eject

Directory & Category Selection

Main Play Decks

Deck No's

Audio File List

Hot Keys F1 to F10 Used Only

Autostep And Loop Keys

Deck No	Track	Time	Play/Pause	Stop/Eject
1	CD084403 Eva Cassidy Autumn Leaves	04:39	▶	■
2	PS001001 Boyzone Baby Can I Hold You	03:13	▶	■
3	CD036301 Whitney Houston I'm Every Woman	04:35	▶	■
4	CD060209 Robson & Jerome If I can dream	03:02	▶	■
5	CD059121 Outthere Brothers Boom Boom Boom	02:42	▶	■
6	CD046311 Bette Midler Boogie Woogie Bugle Boy	02:16	▶	■
7	CD084401 Eva Cassidy Fields of Gold	04:50	▶	■
8	CD066302 Gary Barlow Forever Love	04:35	▶	■
9	CD044601 Meatloaf I'd Do Anything For Love But I Won't etc	03:48	▶	■
10	CD056902 Beatles I'll Follow The Sun	03:49	▶	■

HotKeys

F1 - RH - IDLong	F5 - RH - Requests	F9 -
F2 - RH - IDShort	F6 - RH - Blankets	F10 -
F3 - RH - Love	F7 - RH - Donations	F11 -
F4 - RH - Music	F8 - RH - Adverts	F12 -

AutoStep **Loop**

Previewing or Auditioning

Files can be previewed by a right-click on a file in the audio list and choose Play to audition it. Right-click again and choose stop, to stop playback. Selection of another track will also stop the current one.

The previewing of songs via the right hand list delivers the song via the on console speakers previewing of songs on one of the stack decks, delivers the song on the Chilton either via PFL or with the fader open.

Note:- The previewing of songs via the list/speakers. Playback may stop un-expectedly.

Stopping a Deck

Click the stop button (square) on the deck. Press CTRL +Deck#. Example: If Deck #1 is playing, you can press the Control key and the number 1 on the keyboard to stop the deck without disturbing any other decks. On the keypad if you press the No 1 this would also stop the deck

Halting all Decks at Once

There are several ways to stop all decks at once.

1. Press the ESCAPE key.
2. Press the “.” (decimal) key on the number pad.
3. Press “H” for Halt.
4. Click the Halt button
5. Click the stop (small square) button on the deck.

Unloading a Deck

Click on the eject button to the left of the deck number. You can also press SHIFT +Deck# to unload the deck.

Caution:- Make sure you choose the right no# any deck playing to output would be stopped immediately.

Clearing all Decks at Once

Decks can be emptied or cleared in several ways.

1. Click the black eject button next to the deck. If the deck is paused, click stop first, then eject.
2. Click Tools/Clear All Decks. This will empty all decks.
3. Press “Ctrl X” to clear all decks.

Caution:- Make sure no deck is playing to output before using this function.

Using Stacks

A stack is a snapshot or list of the audio files in all ten Wavecart decks.

You can save the current settings and sound files that are loaded into Wavecart by creating a “stack.” Load the decks with the files you want and in the order you want and then you can save them as a stack as follows:

1. Click on the File menu, then Save Stack As.
2. Type a name up to eight characters and type a description.
3. Click OK.

The stack (**rhstart1.wcs = wavecart stack**) file will be saved in the current directory/folder shown in the main file window. You can also save changes to a stack currently in use by clicking Save.

This allows you to create a stack which may be personal to you with your favourite jingles/music items you use in your program

To open a previously saved stack, choose File/Open and select the stack you want. Click the Open button. The saved Stack will be loaded, including all settings and sound files/Karts.

Deleting Stacks

1. Click on the File/Open menu. I know, it seems counter-intuitive but it's actually right in line with clicking the Start button to turn off your computer. ;-)
2. Click on the stack you want to remove, then click the DELETE button.
3. You will be asked if you wish to delete the stack file. Click YES.

Automatically Loading Rhstart1 Stack at Startup

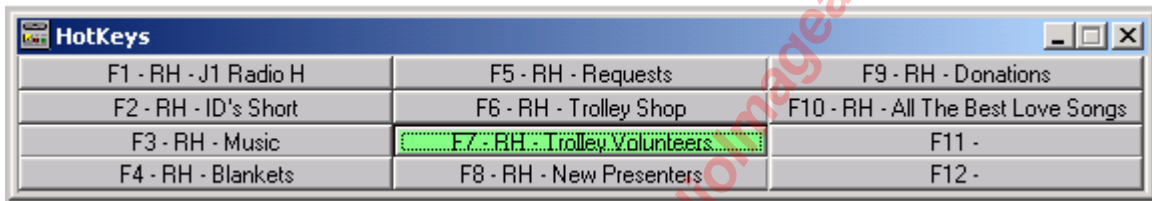
This is the default which will be loaded every time the computer starts up.

Hot-Keys F1 to F12 (Ctrl+H Will display the keys on the screen)

In the screen capture you will see the hot keys screen, each "F" key will play an audio cut or a selection from a Kart which has been set-up.

If you want to instantly inject a jingle for Trolley volunteers by pressing "F7" this will immediately start playing. You can select more than one key, they will play in order of selection.

If you wish to cancel selection. Press the key again.



Caution If you press any of the "F" keys whilst an existing main deck is playing, both audio items will be heard by the listener !.

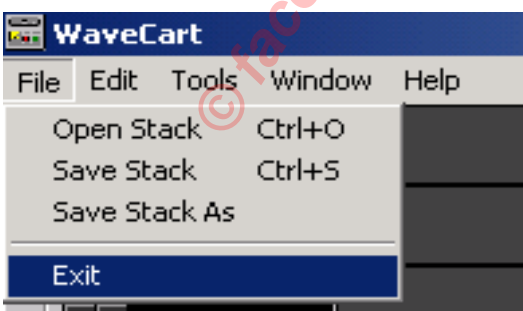
"F keys F11 & F12 Cannot be used with our small keyboards. They only go to F10"

This hot key set is Statstar.wey and is the default hot key set which will load everytime Wavecart loads. Do Not Delete.

- F01** J1 Only This Is Radio Heatherwood
- F02** Station Id's Shorts (Random selection)
- F03** Music To Music (Random selection)
- F04** Under The Blankets (Random selection)
- F05** Requests & Dedications (Random selection of 3 versions)
- F06** Trolley Shop (Random selection)
- F07** Trolley Shop Volunteers (Random selection)
- F08** New Presenters (Random selection)
- F09** Donations (Random selection)
- F10** All the Best Love Songs (Random selection).

Some reminders here:- for you to display the hotkeys set, press CTRL+H

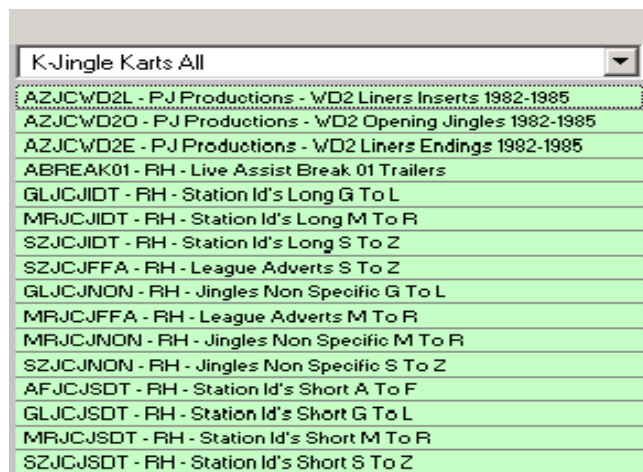
To fire them off you don't even have to have them displayed on the screen pressing the " F " key will fire them off.



Program Shutdown

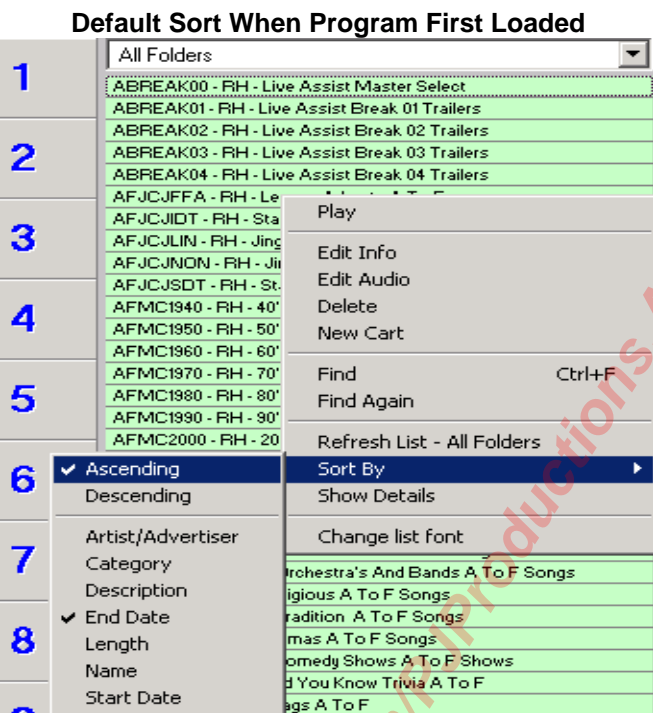
You shut the program down by clicking on the " X " top right hand corner of screen or select file from the top menu and at the bottom of the dialog box is "Exit " select option and this will also shut the program down.

Advanced Searching And Sorting Options

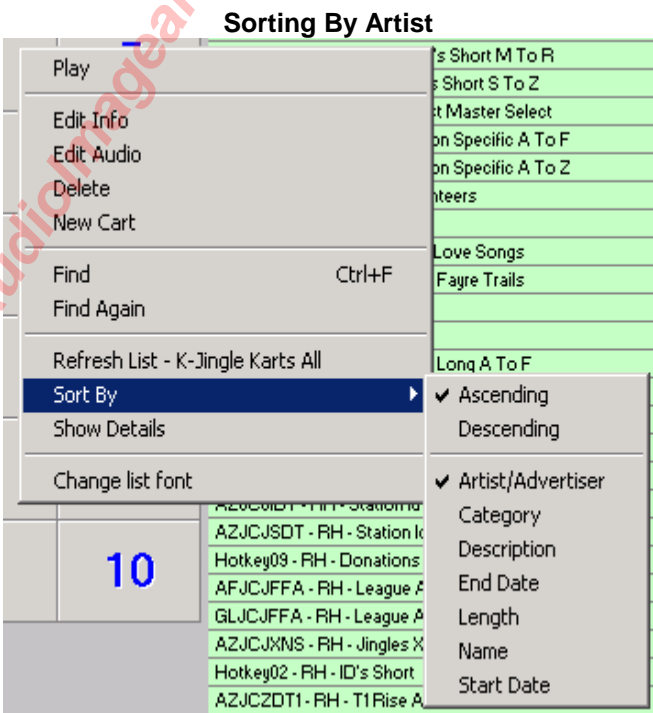


The drop down arrow at the top selects which directory you wish to view. If all folders is not selected you will only see the current selected directory. In this example Karts Jingle all.

Placing the cursor on the audio list and right clicking will allow you to select options for sorting and searching.

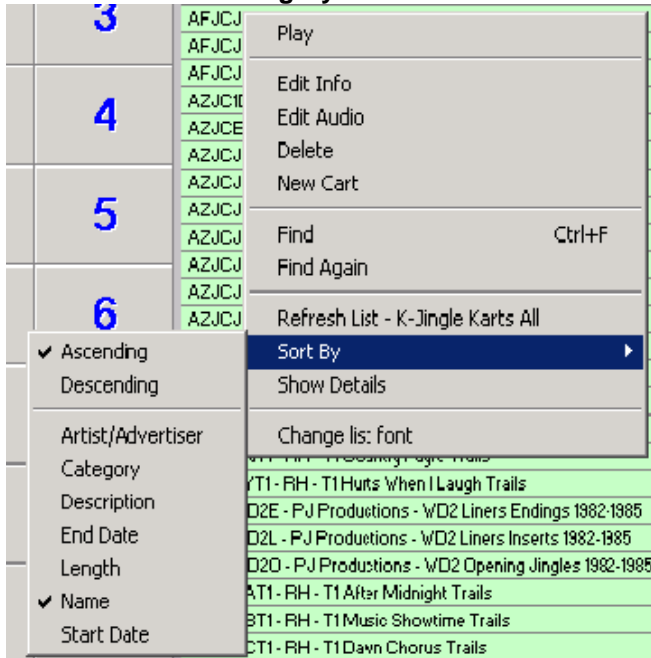


When the program first launches it will always show sort by end date.

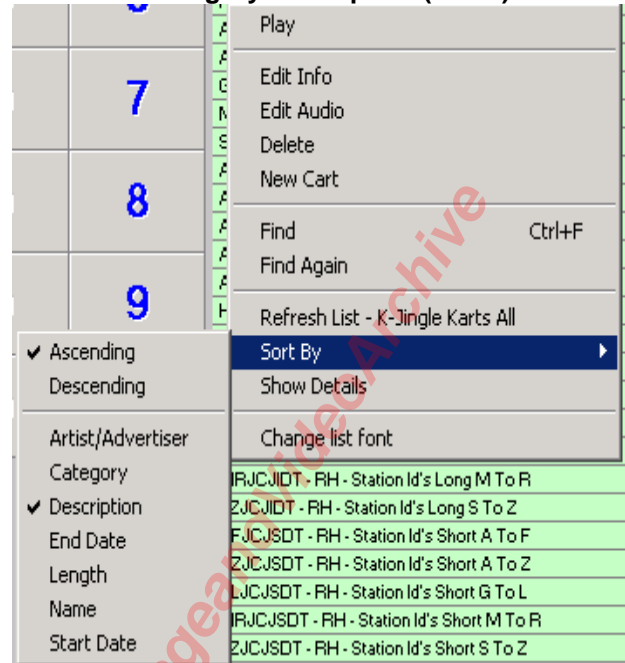


By selecting Artist/Advertiser what ever directory your looking at will be sorted a-z for the artist.

Sorting By Filename

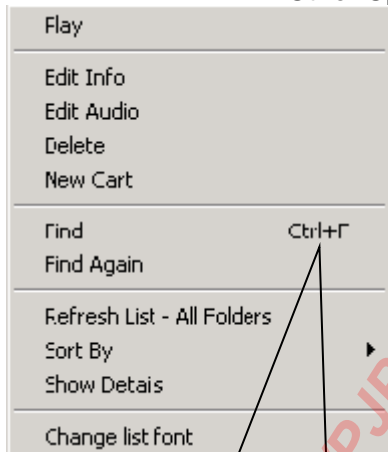


Sorting By Description (Title)



We only use the sorting by artist, filename, and description (Title) all other sort options are not used

Other Options On The Right Click Menu



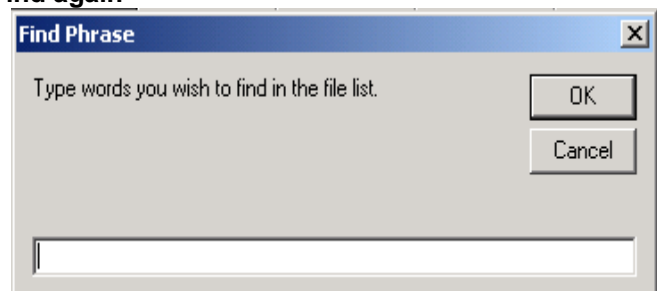
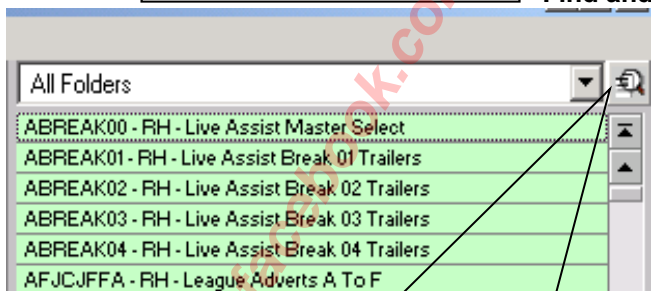
Play:- Use to play item without loading into deck and also can be used whilst main decks are playing an item to output.

Edit Info, Edit Audio, Delete, New Cart, Refresh List, Change list Font:- are all not used.

Show Details:- Can Be Used and some examples are listed here.

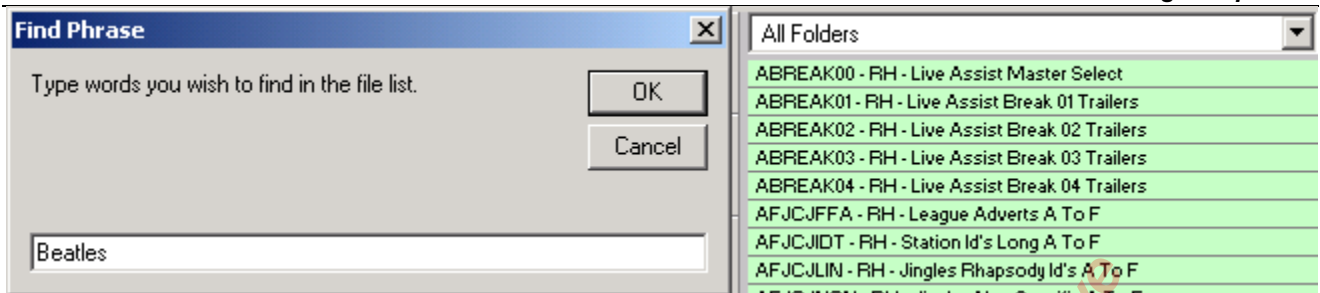
Find And Find Again:- Used when searching using the dialog box below.

Find and Find again

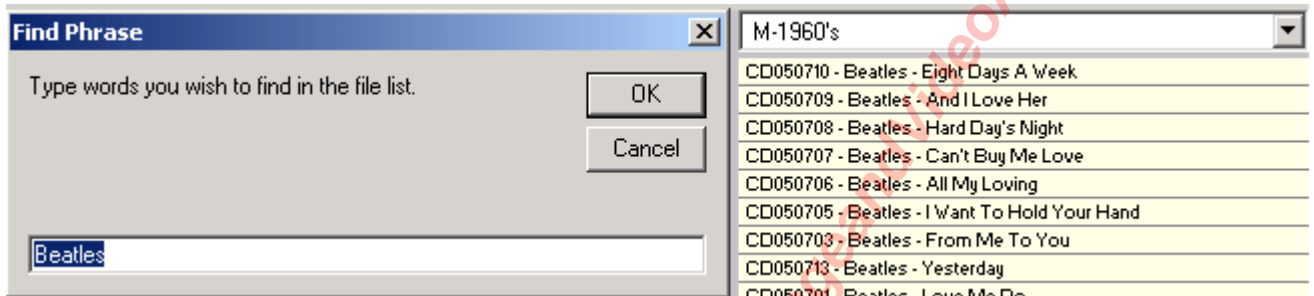


Enter into the dialogue box your search word/words.

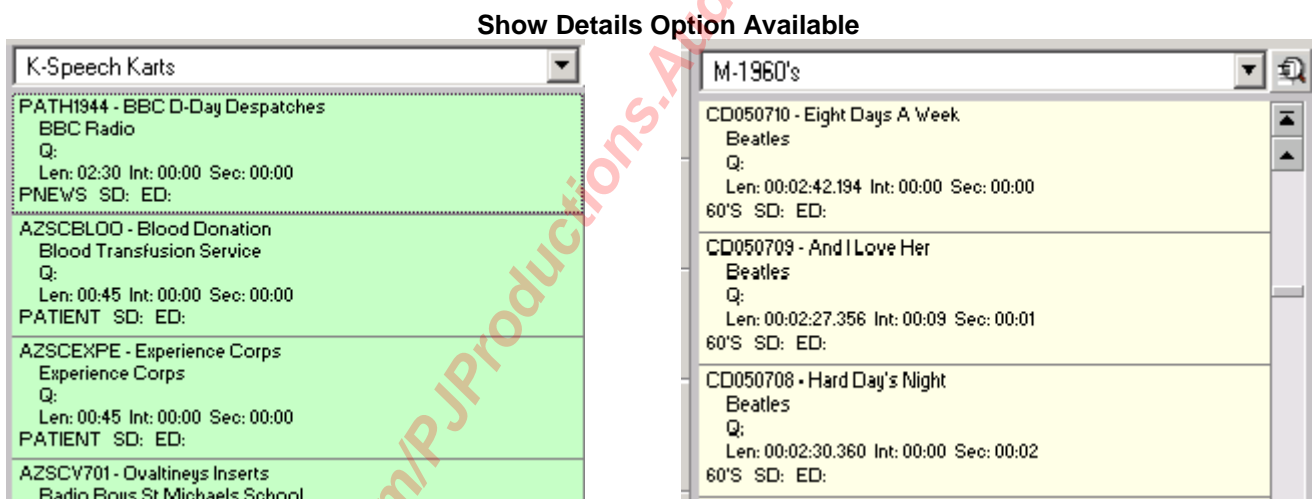
Example Beatles



When searching for an artist best to select all folders. The search will look in all directories. If you have selected sort by artists, this will list all the artist together



If you don't select all folders, it will only search current folder. In this instance we are searching 1960's and we have sort by artist which shows all available songs together.



Above shows the use of show details on the right hand click menu

Shortcut Keys

CTRL + O Open Stack

CTRL + P Autostep

CTRL + L Loop

CTRL + H Display Hotkeys

CTRL + U

CTRL + X

CTRL + A

Un-Pause All Decks

Clear All Decks

Pause All Decks

(10) Wavcart Useful Tips.

Playback of More Than One Item, One After The Other: Then Stop !

You may have noticed that if you select and queue more than one item on the Wavcart system, they will endlessly play these items and keep reloading the deck after having played.

The two status bars **Autostep** and **Loop** are responsible for this taking place. The default every time the machine starts up is **Green** on both.

How can we stop it doing this and just play the items once and then stop ?

The FIX

Click on the Loop Button to Turn it RED.

The buttons are located on the right hand side of the screen below the audio files/folders display.

If You Want To Queue More Than One Item But Only Want One Item To Play At A Time ?

Autostep allows the items to play one after the other.

The FIX

Click on the Autostep button to Turn it RED, and Loop Button Click to Turn it Red

Do I Need To Change The Buttons Back Again After My Show ?

When you shutdown don't worry about returning the buttons to green for the next night. The program will correct this the next time it starts up.

Playback Of Item Not Queued !

Select a number on the keyboard or keypad for a deck one press starts the item, another press stops it. The improvement on this function is that the item doesn't have to be cued in the deck for it to start. Drag an item across to one of the decks and don't cue it and try what we have said here. This could get you out of a hole. See Notes On Keyboard Use Page 25

Wavcart PFL (Whilst Item Is Already Playing Out)

In studio 1 & 2 for the option to play any item in the category list by right clicking the item and then select play. It will let you listen on the blue speakers either side of the monitor. We don't have the capacity on the Chilton to feed it through to your headphones.

Be aware the song will play but for no apparent reason will suddenly stop.

If you need to stop the item playing, either select a different song or right click again and select stop

You cannot have the main stacks playing out of those speakers, they operate from a different soundcard.

Scrubber(Yes that is what it's called)

A sub program of Wavcart, it's not even listed in the manual. It works by right clicking on the music file you have loaded in any deck and allows you to select where to start the track i.e. midway through the song.

Please if you use this be very careful. The program when used with it's sister software has the tendency to lock up the computer and will demand a re-boot.

Find Facility Wavcart/Wavestation

Apart from right clicking on the music list and select a search word option, you can also trigger this by clicking on the white button just to the right of the dropdown category button.

Wavecart & Wavestation Operation

The two programs share operational files but must not be opened together on the same computer. If you intend to use one of the programs make sure the other is closed and not running.

Wavecart Loss of Focus

Item Not Playing When Space Bar Pressed or Number of Deck Selected on Keypad?

In windows operating system when you click on a dialogue box to enter via the keyboard it's known as giving focus to that window box.

If you then open another window the dialogue box loses its focus and anything you do with the keyboard doesn't appear where you expect.

Now if we apply what's happening in windows, we find for some reason queued item in Wavecart has lost the focus and consequently cannot be fired by the keyboard/number keys.

Autostep/Loop keys are the culprits for the loss of focus on the keys. If you have changed Autostep or the loop key with your mouse this has moved the focus away from the decks.

The Fix

If you have announced the item and it doesn't start by pressing the spacebar or the number key: Clicking on the flashing key on the screen with the left key of the mouse will make the item play.

On the remote keypad make sure the number lock hasn't been pressed. This can change from numbers back to navigation. Pressing the number lock again can change it back to numbers.

If this fails:- The only way to bring the numbers or space bar back into focus, apart from starting the item with the mouse, is to click on one of the pause buttons for one of the decks then click on the stop button this should return all the functions to the number keys and space bar.

In essence you have returned the focus to the dialogue box.

To avoid future loss of focus during your show, use the shortcut keys to change **Autostep Ctrl + P** and for loop **Ctrl + L** **don't use the mouse.**

Both studios' can suffer from this, so be aware!

Deck Numbers Use Them to Select Loading from Karts

When we drag and drop the items from random karts, each time we drag across we get the option of a new item. This can be time consuming and laborious when choosing an item we would like to play.

The Fix

Highlight the kart in the drop down list you want a selection from, then click on the deck number you want it to go into. i.e. deck three is empty. The first click will load the first random selection into deck three but if you keep clicking the number for the deck it will trigger the kart to select a new item with each mouse click. Hey presto a revue of the items within the kart without the need to drag and drop all of the time.

(11) Wavecart, Making Our Advertising Life Easier !

In an effort to improve the selection of trailers for the different advertising breaks in your shows and to ease finding the right one's to play. I have devised 5 new karts which takes the drudgery out of finding the various types. You will now be able to load these new Karts, into the first four decks with all the items which you will need to play during your show. If this method is still cumbersome to you, you can load the first deck with the master kart and this will select each one of the advertising break karts to be used in order and will load them for you. A whole show of trailers will be ready to play, from one deck or four decks depending on your preference.

ABREAK00.Master Kart containing the four break karts in order. Once loaded and selected to play, it will load the next break kart which is due to be played.

ABREAK01.Break 01 on the playlists requesting either league of friend's adverts, patient information, rhapsody liners or trivia. Two Items will be randomly played from the categories.

ABREAK02.Break 02 on the playlists requesting either, station id short, T1 program trailers or trivia. Two Items will be randomly played from the categories.

ABREAK03.Break 03 on the playlists requesting station id short, local events, local news, or rhapsody liners. Two Items will be randomly played from the categories.

ABREAK04.Break 04 on the playlists requesting patient information, jingle non-specific. Two Items will be randomly played from the categories

See Appendix 10. Playlists Completion.

Where items are to be played from a kart sometimes the advert will be first and the jingle second and sometimes it will be the other way round.

Be aware that each time two items will play from the same deck in quick succession, Don't get caught out by the second item playing.

If you use the break karts to promote the trailers there is no need to log the individual items just mark in the section on the play list the kart you used i.e. master, or break 02, break 03.

The option to select single items for the break, is still available as is all of the jingle options.

Remember choosing from the kart directories will pull up different jingles/trailers which might not get an airing.

Where do we find these karts?

They are under K-Jingle Karts All – Listed as the first items at the top. When sorted by filename.

If I use the four separate karts, do I need to load the master? - NO

Congratulations you are now a competent presenter in the use of

**WAVECART
Well Done**

(12) Recording To The Computer Hard Disk.

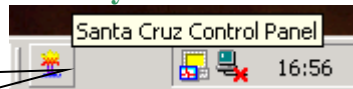
Each studio computer has two domestic soundcards, this is so that we can do voice tracking in wavestation and as a back up if the main card fails.

Our two cards are the Turtle Beach Santa Cruz and the Soundblaster Audigy.

- Audigy – Auditioning and playback in voice tracking mode. (*No on screen Mixer or Software Control*)
- Santa Cruz – Main Record/Playback of audio and on screen mixer control.

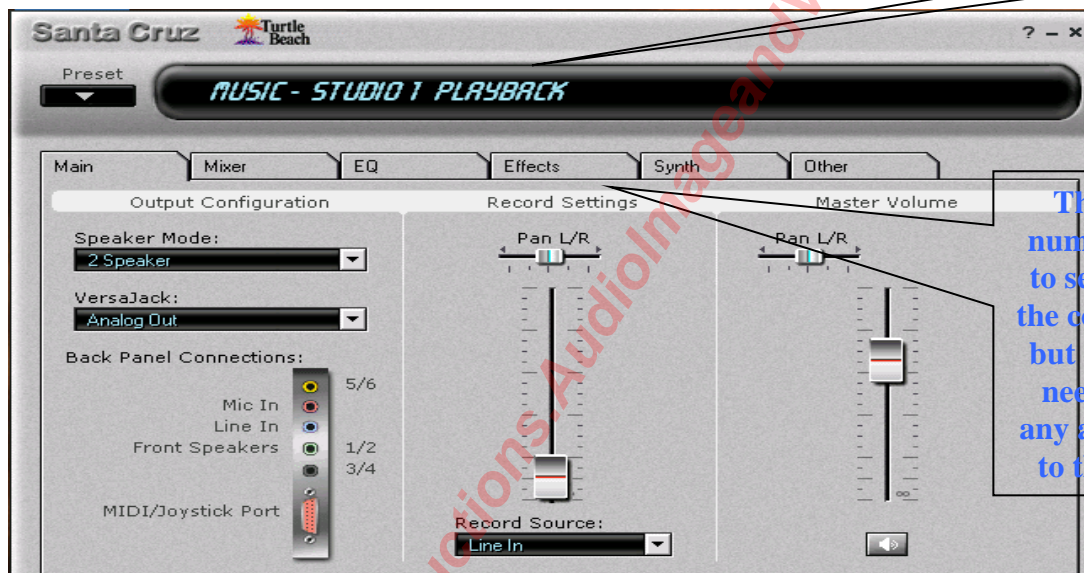
On the task bar right click the palm tree symbol and the first Santa Cruz dialogue box appears

Click on the Quick Launch Symbol on Task bar

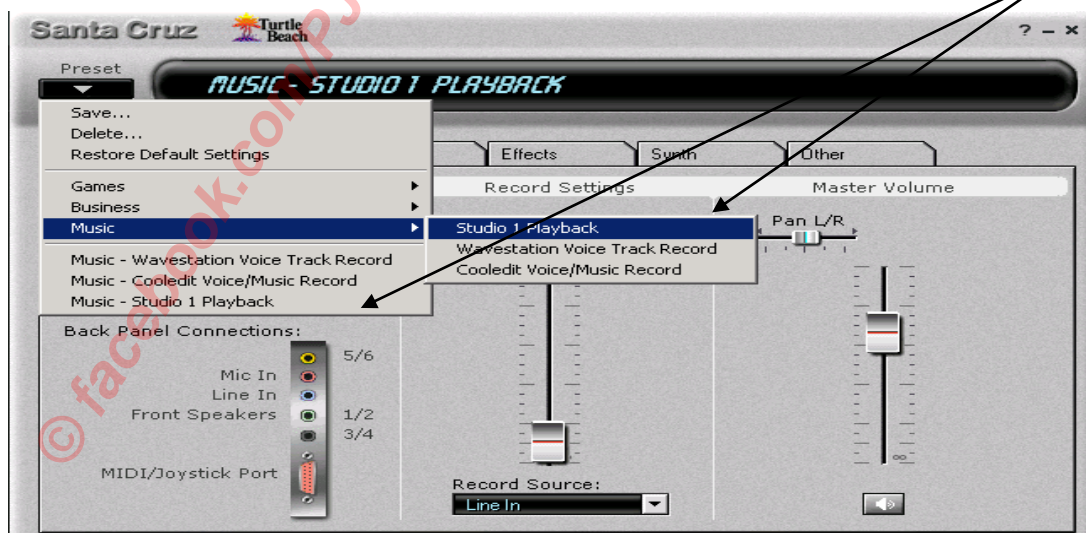


Santa Cruz Sound Card

Preset Currently Loaded



Left clicking on preset will drop down the dialogue box for you to select either, the music category and then select preset, or highlight the preset at the bottom of the first dialogue box.





*There are no other presets loaded in business or games categories.
The music category is the only one we use.*

The domestic soundcards readily available are not designed for working with existing cards in the same machine, only professional cards allow this. They will work but are limited to what you can achieve. The software for the Audigy has been kept to a minimum to avoid incompatibility issues no adjustments are available to be made via on-screen software.

The soundcards are our interface between the computer and the Chilton mixing console. These are directly linked and between them they control how or what we record.

What Type of Recording Are We Doing ?

Depending on what we intend to do, will dictate what settings we use to achieve our aim.

Adjustments will need to be made to the on screen mixer settings and also the MX882 Distribution Mixer (This is the top unit in the 19' rack above the console).

The MX882 distribution mixer does not need to have any of the rotary controls changed it only needs you to select either of the channels 1 to 4. **No other adjustments are needed.**

The on-screen Santa Cruz mixer has a number of presets already programmed. You should not need to change any of these settings other than selection of a preset for the task you intend to do.

Remember at the end of your recording session to select the normal playback preset before shutting the computer down.

Cooledit Music/Chilton Main Output Recording.

If your intention is to record from the mixer any item of music from cd/record deck mini disc then you need to select the following options:-

- MX882 :- **Channel 1 & 2 Buttons on and showing Green**

Make Sure Channels 3 & 4 Are Not Lit



- Santa Cruz On Screen Mixer Preset :- Select Cooledit Voice/Music Record.



Cooledit Presenters Voice Only Recording.

If your intention is to record from the mixer any voice only items then you need to select the following options:-

- MX882 :- **Channel 3 & 4 Buttons on and showing Green**

Make Sure Channels 1 & 2 Are Not Lit

- Santa Cruz On Screen Mixer Preset :- Select Cooledit Voice/Music Recording.

Wavestation Production Mode Voice Tracking Program Production

If your intention is to voice track a program for transmission then you need to select the following options:-

- MX882 :- **Channel 3 & 4 Buttons on and showing Green**

Make Sure Channels 1 & 2 Are Not Lit

- Santa Cruz On Screen Mixer Preset :- Select Voice Track Recording



- Chilton Mixer:- During record of the voice track, fader on computer input to Chilton mixer must be down. You can monitor the sound/signal to the computer on PFL (Playback of completed voice track open fader provided mike fader has been closed).

Caution:- Serious feedback problems will occur if you have the fader up to the computer at the same time as you are recording your voice with the mikes open.

End of Recording Session Checks

At the end of our recording session we need to return all the settings to normal playback mode on the computer and on the MX882. If you don't carry out this, the following night is going to have serious problems with their programs.

- MX882 :- **Make Sure All Channels Are Not Lit.**
- Santa Cruz On Screen Mixer Preset :- **Select Voice Studio 1 or 2 Playback.**

Why Is The Playback Of Sound In Wavecart Strange?

If you come in one evening and you notice that the playback of audio from wave Kart is strange and the yellow lights on the MX882 are flashing very easily, carry out the above checks. Someone has left the setup in one of the record modes.

Is This All There Is To Recording On The PC?

■ No

What we have highlighted here is the basic setup for all interface options the actual processes are a bit more detailed.

To keep you from being bogged down with technical speak we have only highlighted the main points here. Visual and hands on will be of greater benefit.

(13) Cooledit.

The CoolEdit wave editing software has a number of tutorials for you to use and familiarize yourself with. Hands on will be used in conjunction with these notes to make you more aware of its functionality.

Studio Preparation

Because of the size of the studio, sound tends to reverberate around the rooms and can be picked up by the main mikes. When doing any voice items, here are some ways to keep the room quiet. Turn off all cd's and tape decks etc. Leave the curtains drawn around all the windows and the window to reception. The curtains help absorb the sound. In addition if you are using studio 1 make sure the red screens are in their correct position move them nearer to the console if required.

Microphone Techniques

Momentary Peaks

As we all speak there is a tendency to produce high peaks on the pronunciation of certain words etc. It's these momentary peaks which cause problems for the Chilton as for a split second they can trigger the red led and send the distortion to the pc. Be aware of when you speak not to be too far away from the mike and not too close, as you will produce these peaks more often.

The volume level of the mike fader should reflect your volume level when speaking and if you know, you are to emphasize a particular word or passage; move slightly back from the mike (see mike techniques On Page 8).

Don't Change Settings You have not been shown, it screws everyone up

Some Golden Rules For Good Quality Voice Only Recordings:-

Basics

Only select the mike channels you are using on the Audigy Sound Interface, don't open them all. Make sure your presets are selected correctly on the sound card
When talking into the mike TDC Talk dead centre not to the side and not too far away either.

Do's

- 1)Do remember to always wear your headphones, you can review in detail more accurately with them on.
- 2)Do remember CoolEdit has some tutorials, which will help you find your way around the screen.
- 3)Do remember turn off all other equipment whilst voice recording.
- 4)Do remember not to have the fader open to the computer when voice/music recording.
- 5)Do remember when saving your file, it's windows PCM wave file. (Not PCM Raw Data)
- 6)Do remember if you have white highlight on the screen as you save, you will only save highlighted section, the rest will be lost.
- 7)Do remember to keep file names to 8.3 rule.
- 8)Do remember to save your creations to your team night and to your directory.
- 9)Do remember return the preset in Santa Cruz to Studio 1 or 2 Playback
- 10)Do remember to release all the green buttons on the Audigy MX 882 Mixer in the rack.

Don'ts

- 11)Don't change any of the settings of the blue knobs on the Chilton adjusting these causes problems
- 12)Don't allow the console meters to go into the red, if they do: throw the recording away
- 13)Don't load any of the audio database files from the audio directory & sub directories and change any of the files.
- 14)Don't let your levels on the Chilton flash the led's, perfect recording is 4 to 5 on the meters.

(14) Cooledit Silence Editing (Silence of the Noise).

When we use CoolEdit we need to know what a flat line is, what distortion might look like and when and where is the best place to cut or trim the silence. In the process we can also learn what a click and distortion might look like on our screens.

The importance of trimming the silence front and rear is crucial to the smooth operation of rhapsody and Wavcart. It defines when an item might start or finish.

Too much silence at the start and the item doesn't start when it should and we have a pause, too much silence at the end of the item delays the next item from starting.

When we are creating our liners etc by not dealing with the silence issue we allow the above to take place we also introduce elements of noise at the beginning and end which should be removed as this ends up being transmitted every time the item is broadcast.

The final part of the jigsaw when we don't trim silence etc is the effect of adding to the amount of wasted hard disk space. Hard disc space is not unlimited and if we don't tackle this from the start we will soon find we have no more space on our pc's because it's all used up with wasted noise silence etc.

Doing The Numbers Game (Wasted Space)

Below is a small chart which shows just how much wasted space is created by leaving items with silence. This is based on the pcm file format we use to save our creations.

1 Second	173K	2 Seconds	345K
3 Seconds	517K	4 Seconds	690K
5 Seconds	862K	6 Seconds	1034K
7 Seconds	1206K	8 Seconds	1379K
9 Seconds	1551K	10 Seconds	1723K
100 Milliseconds 2K			

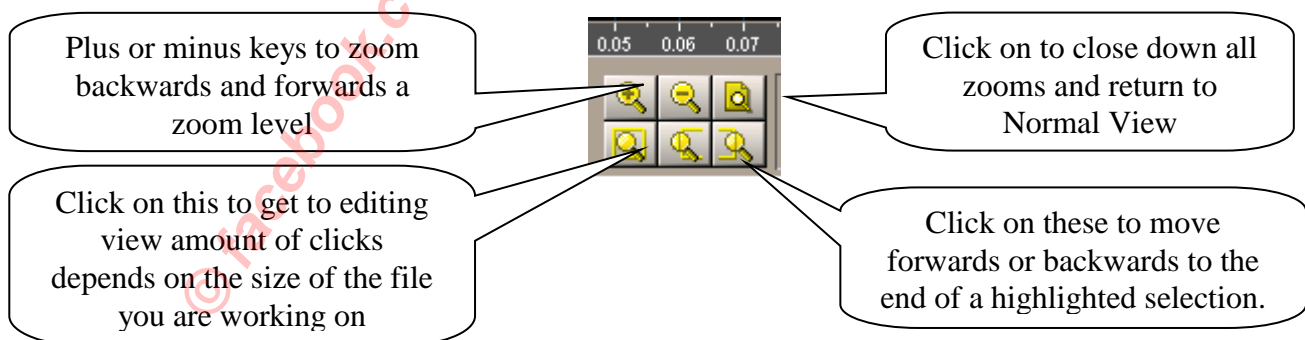
As you can see the space wasted soon mounts up so our task is obvious, where we can we need to trim all the wastage silence etc and be aware of not doing so could lead to problems later on. Our ideal silence is highlighted at the bottom.

Silence By Pictures

On the following pages I have taken some screen shots. Each one shows the various stages of removing silence. In addition to make you aware of the numbers on the timeline at the bottom and how to recognize a good cut from a bad one.

Magnification Buttons

The use of the magnification buttons is important when we try and do any kind of cuts.



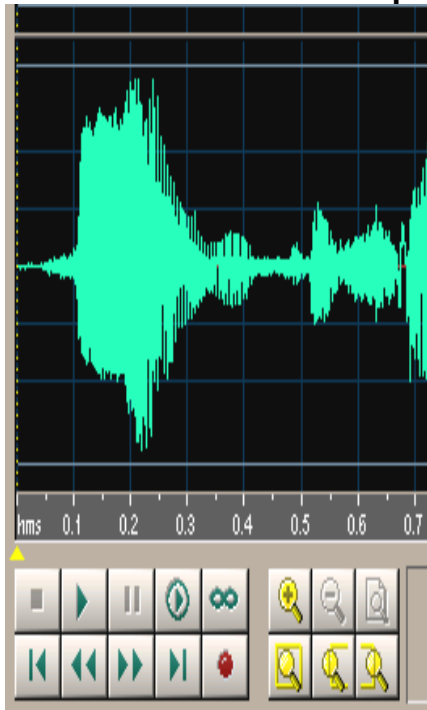
Silence Editing Picture Steps

When we first look at our file on the screen we must decide whether it requires editing.

Looking in normal view it is impossible to tell whether you need to cut unless you have a real long length of silence at the beginning or the end that you can actually see. The only way to ensure we have the ideal silence we need to use the magnify buttons and click the button as many times as it needs to get to the ideal editing level.

Bear in mind here if the file is long in length you will have to click a number of times. If the file is short in length only a few clicks will be required.

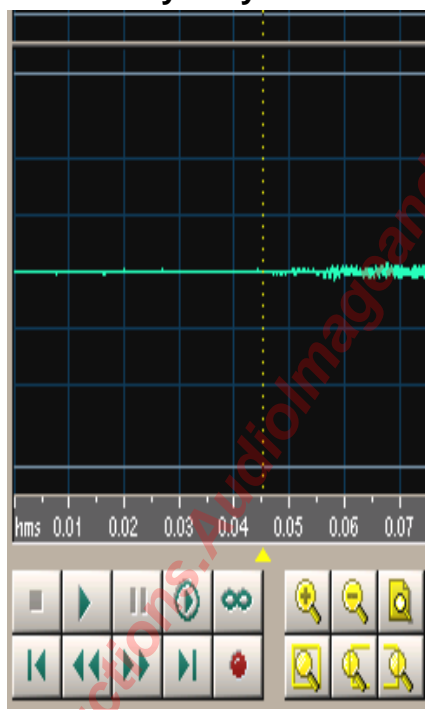
For The Purposes Of Clarity Only One Channel Shown (Right)



Picture 1

Front Silence Normal View

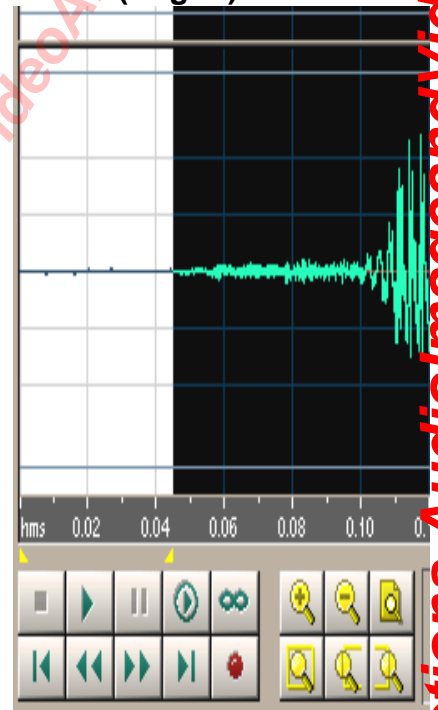
Shows an initial view of our creation showing 0.700Secs in the picture.



Picture 2

Front Silence Second Magnification

Two clicks on our magnification button and we reach ideal editing view. Magnification with the cursor set at 0.0450 secs Notice that the magnification buttons are bright allowing you to navigate the zoom levels.



Picture 3

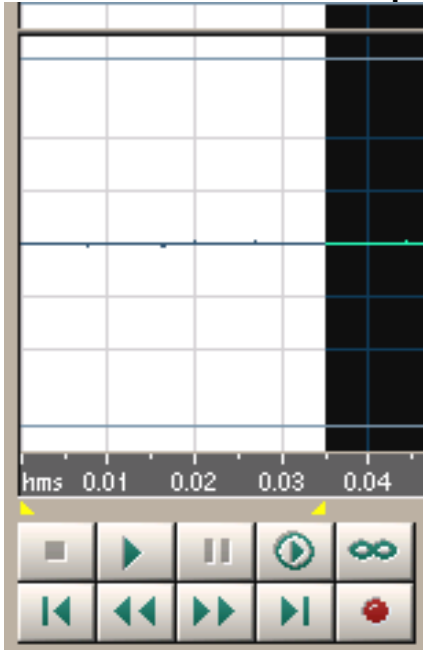
Front Silence Suggested Cut

Selection of the first 0.0450 seconds which looks as if it's silence. Listen on the headphones at this point by pressing the space bar to confirm

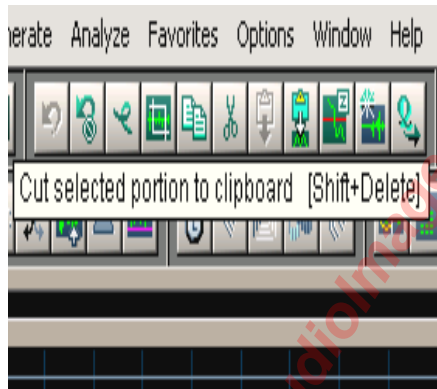
Highlight For Cutting

When we want to high light a point for cutting, we need to place the mouse cursor at the point in the timeline we require, press once to insert the yellow cursor line and then whilst holding the mouse left hand button, drag along to the end of the section you wish to cut in this example back to the beginning of the file.

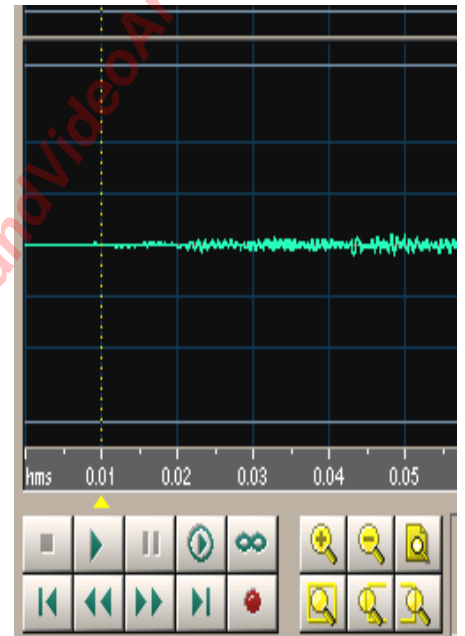
For The Purposes Of Clarity Only One Channel Shown (Right)



Picture 4



Picture 5



Picture 6

Highlight Front Silence

At this point we select only 0.0350 and leave 0.0100 as our lead in of silence. Notice the line in our selection is not completely flat. Evidence of background noises and breaths.

Where To Cut

When we have highlighted our selection and we have listened to the piece through our headphones and we are sure it's safe to cut, we can cut using the scissors symbol on the top button bar click once.

After Cut Results

Having completed our cut, you will see the 0.0100 silence before the sound starts which is ideal.

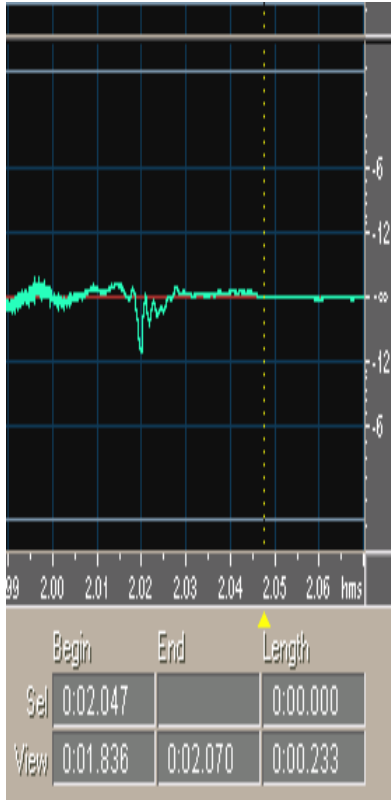
End Silence Trimming

Trimming the end silence is just as important as the front end being removed. We apply the same rules at the end.

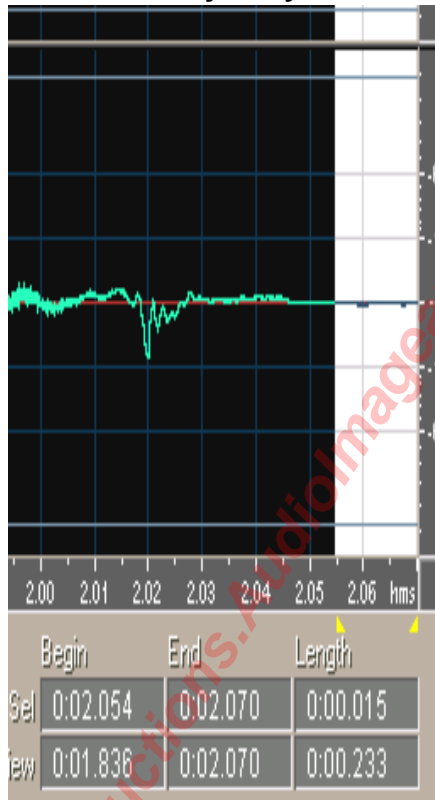
Remember we need a flat line at the end as well as at the beginning. If you have less than a flat line, you could chop off the first or last syllables of the speech.

If in doubt, always listen through your headphones.

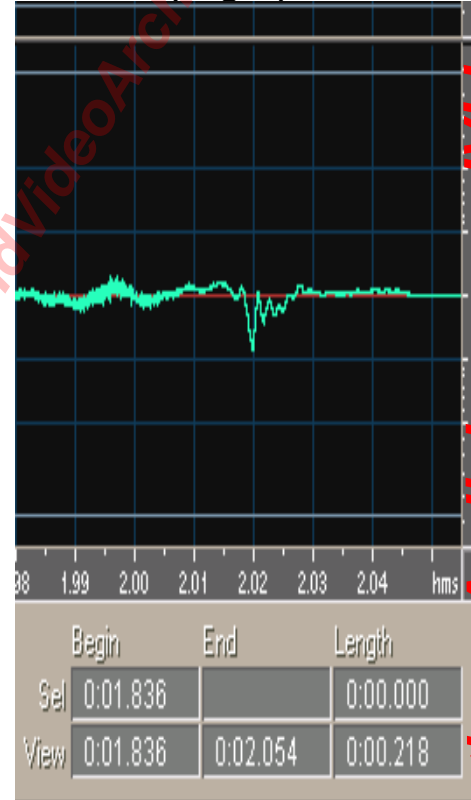
For The Purposes Of Clarity Only One Channel Shown (Right)



Picture 7



Picture 8



Picture 9

End Silence

The cursor line shows where the sound finishes and we are left with silence and noise.

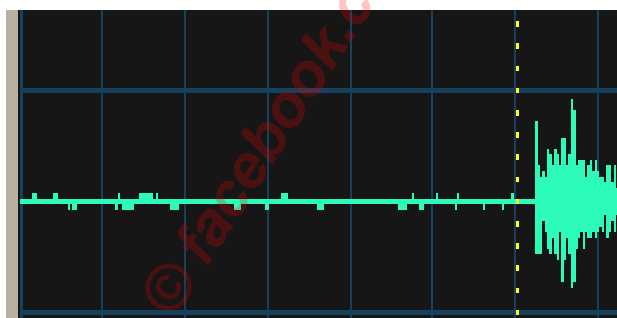
Highlight End Silence

Allowing for our ideal end silence we move the cursor to the 2.055 position and highlight to the end of the file

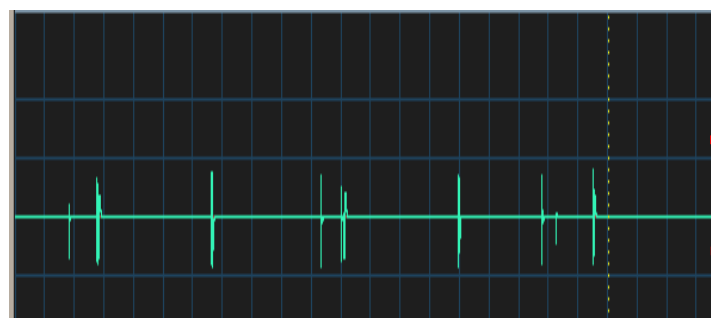
After Cut End Silence Result

Result after cutting our noise and silence.

Flat Line Noise



Picture 13



Picture 14

Flat Line Noise

From the start of the file till the cursor positions, this is the silence before the speech notice the lumps and bumps this is the background noise.

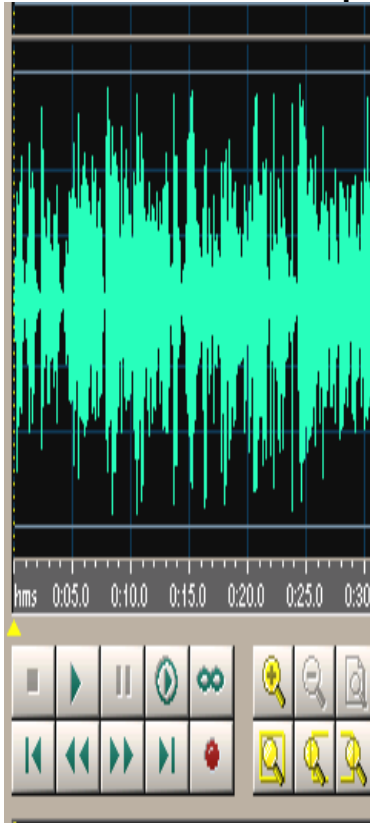
Flat Line Noise Clicks

From the start of the file till the cursor line random clicks which sometimes occur.

Bad Sound File Cuts.

The final part of our appendix, what bad cuts will look like and the numbers game. The first picture shows 30 seconds of the file and the second and third show bad cuts taken which shows the need to use the magnification buttons prior to any cut.

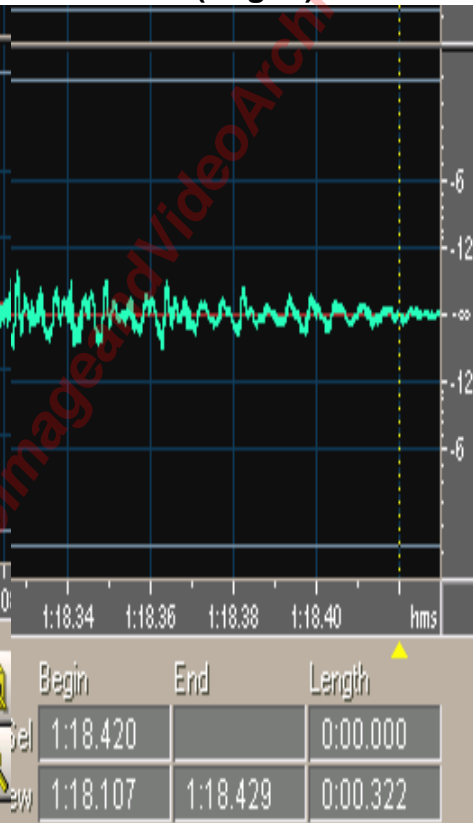
For The Purposes Of Clarity Only One Channel Shown (Right)



Picture 10



Picture 11



Picture 12

Time Line Numbers

Notice the length our picture shows mins, secs, milisecs. The reason the display is showing this is the length of the file. The file size is 1.37 in length. The above we are looking at is 30 seconds of speech. To get to the editing view for silence we would need to click on five zooms to reach editing level.

Front End Bad Edit

The front 0.01 should be flat. This cut was badly done and would clip the first syllable of the speech.

Back End Bad Edit

The end should be flat not as indicated. The last piece will have an unnatural end to the sound. (A Sudden Drop Off)

(15) Radio Heatherwood Liner Definitions For Rhapsody.

As an exercise on using what we have learned in cool edit, try creating some compositions of your own; voice inserts etc. Use the guide below.

We need to have three types of trailers which are geared towards the time of day; the program will go out etc. Use the current program listing to tailor your creations on. The exception to the rule is Down The Decades, as individual decades cannot be attributed to an exact time any day of the week.

Every new presenter will be expected to create a type 1,2,3 for every program which makes up the rhapsody schedule. This way we can offer a variety of voices for programs not voice-tracked. See Type 1,2,3 Program Matrix Page 71

Forthcoming Attraction Type 1 Liners

Type 1)- Don't forget to listen to Country Fayre Mondays to Fridays at 2pm.

Don't forget to listen to Country Fayre Saturdays at 9am.

Don't forget to listen to Country Fayre Sundays at 6pm.

This takes into consideration the three time slots.

Or You can hear Country Fayre Weekdays at 2pm, Saturdays at 9Am and 9 Pm and also Sundays at 6pm.

Cool Edit Name Convention T1 Country Fayre Saturdays 9AM 01 (01Represents version number)

Artist:- Sylvia D

Words Not Suitable For Type 1

Later Today , Coming up this afternoon,

Reason For Non Use:- Rhapsody is selecting items to be played as trailers 24 hours a day seven days a week. Whilst Rhapsody can determine the time of day it cannot determine the day of the week the trailer will be selected.

Program Introduction Type 2 Liners

Type 2)- It's just after 9AM and time for Country Fayre an hour of the best in Country Music.

Cool Edit Name Convention T2 Country Fayre Saturdays 9AM Open 01 (01Represents version number).

Artist:- Sylvia D

Words Not Suitable For Type 2

It's 9 o'clock time for some real music, it's 10 o'clock, any top of the hour time.

Reason For Non Use:- Rhapsody is taking the news at the top of each hour and a jingle is then played so it could be at least 4 mins past the hour before your intro is heard. As these are being used as program introductions if you say it's 9 o'clock, patients could interpret this as being the correct time.

Program Id Type 3 Liners

Type 3)- You are listening to the best in Country & Western Old & New.

Cool Edit Name Convention T3You're Listening Country Fair 01 (01 Represents version number)

Artist:- Sylvia D

Words Not Suitable For Type 3

Your Listening to Reel to Reel Coming Next, Or You Have Been Listening To !!

Reason For Non Use:- Rhapsody is randomly selecting music and item for each program that is broadcast. The type three jingle is geared to be played any time during the last 15mins of the hour. There is no guarantee what time this trailer will be played and on what day of the week. A type 3 can be played in anyone of the program time slots during the 24/7 service. A type three has to be flexible as to the time of day and day of the week.

Down The Decades

These we need to generalize under forthcoming but Type 2 and 3 can still be geared towards the individual decades for example:

It's a little after 3pm On a Friday and Time for Another Down The Decades.

We can then ask Rhapsody to insert a liner which says which ever decade is being broadcast

The words I have used are just for guidance, you can devise your own words as long as they differentiate between forthcoming program and Program ID's.

Cool Edit Info Box Naming Conventions

The cool edit info box is critical to the whole recording process, as it is this that Wavecart or Rhapsody uses. The way we construct our titles and the way we fill in these boxes we need to have some pointers and guidelines, as everyone will do something different. To make it more in keeping with the current database setup these are the guidelines to follow:-

1) Don't Make The Title Too long, But Be Descriptive of What It's About:-

If you look at the titles already in Wavecart you will see what happens when the title is too long when you come to select from the folders list, you only get a small amount of the title. Descriptive titles are essential when you are at the console and you want an item to play out. Rhap 1 Rhap 2 Rhap 3 tells me nothing. But "Stay Tuned Rhapsody 7 Nights Week" does!!.

2) All Titles And Artists Are Written As :-

Comedy Hour – PJ Productions the first letter of each word in capitals it makes them stand out when reviewing a long list. Please use your full names in the artist box.

3) Do Not Use Stars Apostrophe's Asterisks Etc In Titles.

It doesn't help to sort the items very easy if you use this type of clutter.

Compositions For Rhapsody

On each machine is one folder marked Wexxxx2003 this is the date for the Saturday week ending. If you have completed items, either copy them to this directory or move your compositions here. These will then be reviewed and added if ok. Each week the folder will have a new week ending date.

Only put completed items in the folder, on which ever pc you have been working on, no need to put copies in each. Keep copies in your own directories.

When you put compositions into the weekly folder put them in a folder either with your nights name on or your name it makes for easier admin.

Reasons For Rejection

- Info box not made out
- Distortion of any kind (sent back to you to redo)
- Recordings with large reverb added or Echo.
- Items not separated into individual files. i.e. One long file with twenty cuts not acceptable.

What Will Happen If The Items Are Rejected:-

1) Each week those items which are ok will be copied and removed from the folder and those rejected will be left in the folder.

2) Items rejected should be looked at by yourself to see why they have been rejected. Once you made the corrections to them place them in the new folder for the current week.

The most common reason for rejection will be info boxes incomplete.

3) Old weekly folders will be deleted by me, on the following Saturday.

If after I have taken the recordings home and I find a reason for rejection whilst listening to it I will email you the reason for rejection.

More Sample Liners

See Rhapsody Sample Liners For Practice Page 63 for more ideas on liners etc you can create for Radio Heatherwood.

Presenters Input Categories

1)	DIDKNOW	DI	Did You Know	General Trivia Did You Know Voiced by Presenters
2)	FTRIV	FT	Film & Show Business Trivia	Trivia Voiced by Presenters for Inclusion in Shows
3)	GAGS	GA	Jokes & Gags (One Liner)	Short Comedy Skits By Comedians Etc
4)	JFRIENDS	JF	Jingles LOF Adverts	League Adverts trolley etc.
5)	JIDTRAIL	JI	Jingles Station ID's Long	Jingles more than 20 secs long
6)	JLINERS	JL	Jingles Rhapsody ID's	Liners for Rhapsody Service
7)	JNONSPEC	JN	Jingles Non Specific	Music to Music, all the best etc.
8)	JPRESENT	JP	Jingles Presenter	Presenters
9)	JSTRAIL	JS	Jingles Station ID's Short	Jingles less than 20 secs long
10)	JTPROG	JT	Jingles Program Trailers	Program Trailers
11)	JXMAS	JX	Jingles Xmas	Christmas
12)	JZSPEC	JZ	Jingles Special Use	Mug Draw,
13)	LEVENTS	LE	Local Events	Local Events Voiced by Presenters Date Specific
14)	LNEWS	LN	Local News	Local News Voiced by Presenters Date Specific
15)	PATIENT	PA	Patient Information	Hospital Patient Information Voiced by Presenters
16)	PNEWS	PN	Pathe News	News From the 20 th Century Voiced by Presenters
17)	QQUEST	QQ	Quiz Questions	Quiz Questions Voiced by Presenters
18)	QANSWERS	QA	Quiz Answers	Quiz Answers Voiced by Presenters
19)	SOUNDS	SO	Sounds	Sound Dialogue Famous Speeches Etc
20)	SHOWS	SH	Shows	Completed Shows By Presenters Not Dated
21)	WORD	WO	Spoken Word	Poetry, Stories Etc.

Listed above those speech categories which need input from radio staff.

Local News & Events will be topical and therefore might have a use by date.

(16) Wavestation Production Mode Inc Voice Tracking.

This program is where we will create our own programs to be transmitted by the Rhapsody computer. We have two main tasks to achieve a completed program. Each task has separate events which must be followed in strict order to complete a program. These are divided into the following headings:-

Event Building

When we create a new program schedule it's referred to as "Event Building" in Wavestation

Voice Tracking & Audio Cleanup

When we have selected all the songs & inserts on the event schedule we then need to add in the voice links between the items. This is known as voice tracking. As we create our links we will clean up the poor audio quality at the same time using the CoolEdit program.

Lets now look at each task in detail starting with Event Building:-

Event Building (Wavestation Production Mode)

On the computers we have arranged for two modes to be used with wavestation either production or demo:-

Demo Mode only runs for 30 minutes but allows you to see how a program runs and fits together. Each time you launch the demo mode, you will be prompted to enter a different password every time.

Production mode has no time limit and allows you to create events, but these will not playback once created on the schedule.

WaveStation - Production Mode Radio Heatherwood

File Edit Log Async Tools BSI Window Help

Program Log: [Untitled] - Air Date: Unspecified

Type	#	Status	Cue	Scheduled	Actual	Name
	1	NTL	+			CD000102
	2		+			CD000108

Event Builder

Text/Tag Video Script Comment
Macro Log App Record Audio

Files: 1066, 1960's Songs of the Decade, Sorted ascending by File Name

- CD000102 - Four Tops - Reach Out I'll Be There
- CD000103 - Marvin Gaye - How Sweet It Is To Be Loved By
- CD000104 - Diana Ross & Supremes - You Keep Me Hangin'
- CD000108 - Kim Weston - Take Me In Your Arms Rock Me
- CD000109 - Diana Ross & Supremes - Stop In The Name Of
- CD000110 - Four Tops - It's The Same Old Song
- CD000111 - Bonnie Pointer - Heaven Must Have Sent You
- CD000112 - Diana Ross & Supremes - Baby Love
- CD000115 - Isley Brothers - This Old Heart of Mine Is Weak
- CD000116 - Diana Ross & Supremes - I Hear A Symphony

Cue = + Category
AutoStart 60'S
Scheduled Time 00:00:00 ResetTime
Drag From Here
Left = Insert
Right = Replace
Done

Main Schedule Area. Items Are arranged here in playing order.

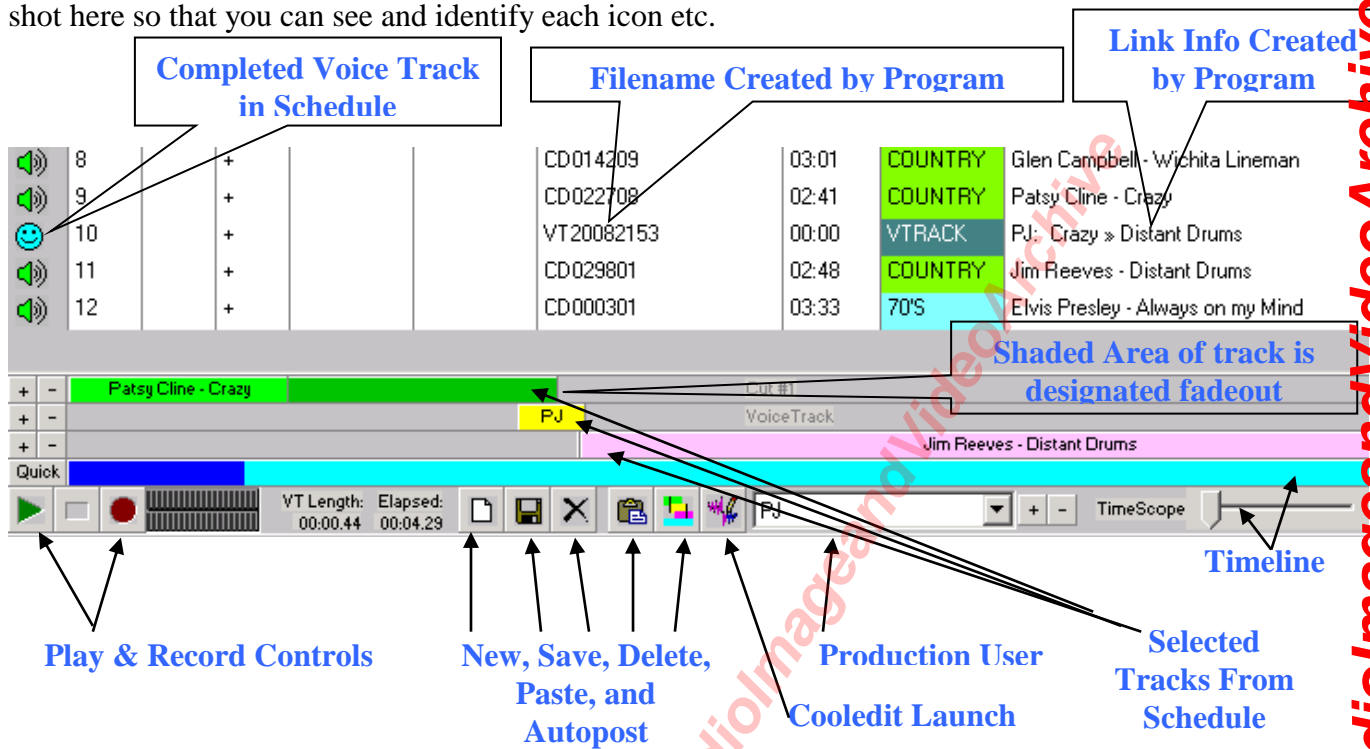
Event Builder. Items Are dragged from here to schedule area

Program Schedule

This is the main screens we will be working with when we are event building. All other information regarding the process will be by demonstration and hands on practice.

Voice Tracking & Audio Cleanup

When we launch into voice tracking this is an art and practice in this area will help you understand how this works. We will be using CoolEdit and wavestation simultaneously. I have produced a screen shot here so that you can see and identify each icon etc.



Listed below is the strict order of process, for each one of the tasks to complete our voice track inserts into the program schedule. Before you start this section ***Have you completed the changes to the Interface Equipment Settings On Page 41, if not proceed to this page and follow the instructions before you go any further.***

Voice Tracking Order Checklist

- 1) Record Voice Track
- 2) Open Cooledit and Make These Following Changes
- 3) Trim Front and End of Voice track (I.e. silence etc).
- 4) Normalise to "95%".
- 5) Save (Extra Audio Info Must Be Ticked)
- 6) Close file in Cooledit
- 7) Switch back to Simian
- 8) Position Voice Track on Timeline.(You can use Auto post)
- 9) Save
- 10) Paste into Schedule.
- 11) Click on Save symbol at top of screen to save program log changes
- 12) Click on "X" on Voice Track Control Panel.
- 13) Select next item on schedule for link.
- 14) Click on Quick Insert
- 15) Go to Start of this List.

Additional Items to be carried out after you have completed all your voice tracks.

Go back to the top of your program log and highlight each individual voice track and make the following changes.

- 16) Highlight Voice track in Schedule and right click
- 17) Select Edit Info.
- 18) Select "No Fade at Segue"
- 19) Click on "OK"

No need to save afterwards, this function is carried out automatically by the database program SoundHound. However don't immediately shut the program down SoundHound may still be making the changes in the background. Wait a couple of minutes.

These changes are quite critical because when we run the program with your voice track the program will not fade your voice on the intro's to the next records. All Jingles and voice only items which we create will be No Fade at Segue. (What's a Segue? Ask Smashy & Nicey on Tuesdays)

Completing Our Voice Tracked Program Schedule

Once we have completed entering voice tracks to the desired part of the schedule we must then save the schedule. Save the schedule filling in the properties and comments box and a descriptive name. Use the suggested location. If you change the default location you will not see it next time you start the program.

To listen to our schedule we need to close down the production version of wavestation and start the demo version. We can then select and play a maximum of 30 mins.

General Considerations (Program Content)

When we are constructing our voice links we must take into consideration the flexibility of Rhapsody and the ability to transmit the programs any time of the day. With this in mind, we should make sure that we do not say anything which will say the time of day, or that items are said which would date the program.

These simple notes will allow us to gain the maximum flexibility in repeating the programs as and when we need to.

Production Records For Voice Tracked Programs

If you are creating any material, which you would like included into the main audio database, we need to produce play list/productions sheet which include all the details of your creations.

A playlists should be completed in the normal manner as we would with a live program.

The only info on the playlists which is required is the strict order of the songs, voice tracks, and jingles. All we need is the library no's and a note on the type of program plus the filename you have given it. I.e. Country1.bsi (A filename longer than 8.3 will not be suitable).

When you have completed items for inclusion in the main database a clip in the production area will be provided for you to put your production lists on. They will then be updated at an early opportunity

Wavestation Voice Tracking Do's & Don'ts

Do's

- 1) Do remember to always press PFL when you start to create your voice tracks
- 2) Do remember to fill in the properties box for your program log.
- 3) Do remember to always wear your headphones, monitoring through the speakers is not good enough.
- 4) Do remember to select auto start in the event builder.
- 5) Do remember that once you have opened CoolEdit for the first voice track you can minimize it on the task bar and switch between wavestation and CoolEdit with ease.
- 6) Do remember that a production sheet will be required to be written out for all programs you want included into rhapsody. **No production sheet No Inclusion.**
- 7) Do remember to produce a play list with voice tracks which has a run time of 58:30 as close to this figure as possible.

Don'ts

- 8) Don't forget to return the preset back to studio ½ playback and release buttons on MX882
- 9) Don't use the scrubber!
- 10) Don't forget to watch your levels on the Chilton no red led's flashing when doing your voice track!.

Congratulations you have successfully completed your introduction to

WAVESTATION & VOICETRACKING
Well Done.

Appendix 1. Wavestation/Simian File & Kart Name Conventions

All filenames must adhere to the 8.3 rule. In addition directories must be no more than eight characters in length. To ensure a correct and accurate creation of program logs in Natural Music it is important we divide off and categorise as many different types of audio. In addition by creating separate folders, all with unique file types, when deletion or changes are required, files will be easily identifiable as to their type.

Wavestation/Wavecart/Simian Kart Filename Construction

Filename's

AF = ABCDEF

GL = GHIJKL

MR = MNOPQR

SZ = STUVWXYZ

##C!!!!.krt (** = AF or GL or MR or SZ)

(# = M = Music or S = Speech or J = Jingles)

i.e. AFMC = A to f Music Kart

(!!!! = Category " Coun " for Country or " Clas " For Classical)

Example

AFMCCOUN = Songs A to F Music

Kart Country & Western Category

GLMCCLAS = Songs G to L Music

Kart Classical Category.

When a presenter wishes to play a song from the sixties he will have two methods of selection he can select the folder for the sixties and this will list all songs in the 60's folder. He then can select one song and drop it on one of the play decks, Or he can select folder "K-Music Karts" which will display all available music category Karts. One of the four Karts AFMC1960, GLMC1960, MRMC1960, SZMC1960, which then can be dropped on the play decks, this will select the next song in the stack, which hasn't been played.

The filename isn't important to the presenter but the description of each category kart, will make selection of an item much easier.

Whilst the aim is to get a better rotation of songs to be used in live assist using wavecart, A number of the karts are also used on Rhapsody.

All category Kart files created are stored in directory folders See Wavecart Folder Identifications list Page 65

Kart Types

There is five basic designations of kart type

Artc**** = Artist Karts

Artist Karts which contain specialist material for use in live assist programs

A*JC**** = Jingle Karts

All available jingles used Type 2 Type 3 Would not normally be used in live assist programs

A*MC**** = Music Karts

All available music used in live assist programs and Rhapsody

A*PC**** = Program Content Karts

Specialist programs made into karts and used in Rhapsody

A*SC**** = Speech Karts

Speech karts spoken word used in live assist programs and Rhapsody

Appendix 2. Wave Station File/Folder Chart

	Folders	Natural Music	File Names For Categories	Kart File Type Per Category	Category Promo Files
1)	2000	20	CD0001 XX = Track No.wav	**MC 1940.krt = Music Kart	J40S0000.wav
2)	1940	40	CD0001 XX = Track No.wav	**MC 1950.krt = Music Kart	J50S0000.wav
3)	1950	50	CD0001 XX = Track No.wav	**MC 1960.krt = Music Kart	J60S0000.wav
4)	1960	60	CD0001 XX = Track No.wav	**MC 1970.krt = Music Kart	J70S0000.wav
5)	1970	70	CD0001 XX = Track No.wav	**MC 1980.krt = Music Kart	J80S0000.wav
6)	1980	80	CD0001 XX = Track No.wav	**MC 1990.krt = Music Kart	J90S0000.wav
7)	1990	90	CD0001 XX = Track No.wav	**MC 2000.krt = Music Kart	J20S0000.wav
8)	Children	CH	CD0001 XX = Track No.wav	**MC CHIL.krt = Music Kart	Jchi0000.wav
9)	Classic	CL	CD0001 XX = Track No.wav	**MC CLAS.krt = Music Kart	Jcla0000.wav
10)	Comshow	CO	@ @ @ @0000.wav	**SC COMS.krt = Comedy Shows	Jcom0000.wav
11)	Country	CS	CD0001 XX = Track No.wav	**MC COUN.Krt = Music Kart	Jcou0000.wav
12)	Didknow	DI	DyknXXXX = System No.wav	**SC DYKN.krt = Voice Track Kart	Jdyk0000.wav
13)	Film&sho	FI	CD0001 XX = Track No.wav	**MC FILM.krt = Music Kart	Jfil0000.wav
14)	Filmtriv	FT	FtriXXXX = System No.wav	**SC FTRI.krt = Voice Track Kart	Jfst0000.wav
15)	Gags	GA	Gags0000.wav	**SC GAGS.krt = Jokeline Kart	Jgag0000.wav
16)	IRN-News	IR	IRNN0001.wav	IRNNEWS.KRT	Not Applicable
17)	Jarchive	JA	Jarc0000.wav	AZJCJARC.krt = Vintage Jingles	Not Applicable
18)	Jfadvert	JF	Jffa0000.wav	**JC JFFA.krt = LOF Advert Kart	Not Applicable
19)	Jidtrail	JI	Jidt0000.wav	**JC JIDT.krt = Jingle ID Long Kart	Not Applicable
20)	Jline	JL	Jlin0000.wav	**JC JLIN.krt = Jingle Liners Kart	Not Applicable
21)	Jnon	JN	Jnns0000.wav	**JC JNON.krt = Jingle NS Kart	Not Applicable
22)	Jpresent	JP	Jpns0000.wav	**JC JPNS.krt = Jingle Presenter NS	Not Applicable
23)	Jsidt	JS	Jsd0000.wav	**JC JSID.krt = Jingle Short ID Kart	Not Applicable
24)	Jtprog	JT	All T1 Program Trailers	**JC JTPR.krt = Jingle Program Kart	All Category Files
25)	Jtprogt2	Various	All T2 Program Introductions	AZJC ****.krt = Jingle Program Kart	All Category Files
26)	Jtprogt3	Various	All T3 Program Id's	AZJC ****.krt = Jingle Program Kart	All Category Files
27)	Jxmas	JX	Jxns0000.wav	**JC JXNS.krt = Jingle Xmas NS	Not Applicable
28)	Jzspec	JZ	Jzns0000.wav	**JC JZNS.krt = Jingle Special NS	Not Applicable
29)	Kartist	Various	Various Artists	Artc0000.krt = ArtKarts	Not Applicable
30)	Kartjng	Various	Various Including Type 1	Various Kart Allocation Names	Not Applicable
31)	Kartmusi	Various	Various Music	Various Kart Allocation Names	Not Applicable
32)	Kartpt2	Various	Various Type 2	Various Kart Allocation Names	Not Applicable
33)	Kartpt3	Various	Various Type 3	Various Kart Allocation Names	Not Applicable
34)	Kartrest	Various	Various Rested	Various Kart Allocation Names	Not Applicable
35)	Kartspee	Various	Various Speech	Various Kart Allocation Names	Not Applicable
36)	Levents	LE	Leve0000.wav	**SC LEVE.krt = Local Event Kart	Jlev0000.wav
37)	Lnews	LN	Lnew0000.wav	**SC LNEW.krt = Local News Kart	Jlne0000.wav
38)	Misc	MI	CD0001 XX = Track No.wav	**MC MISC.krt = Music Kart	Jmis0000.wav
39)	Orch&ban	OR	CD0001 XX = Track No.wav	**MC ORCH.krt = Music Kart	Jorc0000.wav
40)	Patient	PA	Pati0000.wav	**SC PATI.krt = Patient Info Kart	Jpat0000.wav
41)	Pathenew	PN	Pnyear00.wav Year = 1955 etc	**SC PATH.krt = Pathe News Kart	Jpan0000.wav
42)	Quesansw	QQ	QqXX0000.wav XX = Presenter	**SC QQAN.krt = Patient Info Kart	Jquq0000.wav
43)	Quesansw	QA	QaXX0000.wav XX = Presenter	**SC QQAN.krt = Patient Info Kart	Jqan0000.wav
44)	Restwave	RE	Various	Various	Various
45)	Shows	SH	Show0000.wav	**SC SHOW.krt = Complete Shows	Jsho0000.wav
46)	Sounds	SO	Soun0000.wav	**SC SOUN.krt = Sounds Kart	Not Applicable
47)	Space1	Not App	Space Marker For Folders		
48)	Space2	Not App	Space Marker For Folders		
49)	Stacks	Not App	?????????.wcs	Wavecart Stacks	Not applicable
50)	TeamFrid	Not App	Various	Various	Not applicable
51)	TeamMond	Not App	Various	Various	Not applicable
52)	TeamSats	Not App	Various	Various	Not applicable
53)	TeamSund	Not App	Various	Various	Not applicable
54)	TeamThur	Not App	Various	Various	Not applicable
55)	TeamTues	Not App	Various	Various	Not applicable
56)	TeamWeds	Not App	Various	Various	Not applicable
57)	Traditon	TR	CD0001 XX = Track No.wav	**MC TRAD.krt = Music Kart	Jtra0000.wav
58)	Vtracks	VT	VTXXXXXX = System No.wav	NOT APPLICABLE	Not Applicable
59)	Word	WO	Word0000.wav	**SC WORD.krt = Spoken Word	Jwor0000.wav
60)	Xmas	XM	CD0001 XX = Track No.wav	**MC XMAS.krt = Music Kart	Jxma0000.wav

Appendix 3. Music Category Karts Available

FileName	Category	Description	Advertiser	Length
AFMC2000.KRT	2000'S	2000'S A To F Songs	RH	03:30
AZMC2000.KRT	2000'S	2000'S A To Z Songs	RH	03:30
GLMC2000.KRT	2000'S	2000'S G To L Songs	RH	03:30
MRMC2000.KRT	2000'S	2000'S M To R Songs	RH	03:30
SZMC2000.KRT	2000'S	2000'S S To Z Songs	RH	03:30
AFMC1940.KRT	40'S	40'S A To F Songs	RH	02:45
AZMC1940.KRT	40'S	40'S A To Z Songs	RH	02:45
GLMC1940.KRT	40'S	40'S G To L Songs	RH	02:45
MRMC1940.KRT	40'S	40'S M To R Songs	RH	02:45
SZMC1940.KRT	40'S	40'S S To Z Songs	RH	02:45
AFMC1950.KRT	50'S	50'S A To F Songs	RH	02:30
AZMC1950.KRT	50'S	50'S A To Z Songs	RH	02:30
GLMC1950.KRT	50'S	50'S G To L Songs	RH	02:30
MRMC1950.KRT	50'S	50'S M To R Songs	RH	02:30
SZMC1950.KRT	50'S	50'S S To Z Songs	RH	02:30
AFMC1960.KRT	60'S	60'S A To F Songs	RH	02:40
AZMC1960.KRT	60'S	60'S A To Z Songs	RH	02:40
GLMC1960.KRT	60'S	60'S G To L Songs	RH	02:40
MRMC1960.KRT	60'S	60'S M To R Songs	RH	02:40
SZMC1960.KRT	60'S	60'S S To Z Songs	RH	02:40
AFMC1970.KRT	70'S	70'S A To F Songs	RH	03:45
AZMC1970.KRT	70'S	70'S A To Z Songs	RH	03:45
GLMC1970.KRT	70'S	70'S G To L Songs	RH	03:45
MRMC1970.KRT	70'S	70'S M To R Songs	RH	03:45
SZMC1970.KRT	70'S	70'S S To Z Songs	RH	03:45
AFMC1980.KRT	80'S	80'S A To F Songs	RH	04:00
AZMC1980.KRT	80'S	80'S A To Z Songs	RH	04:00
GLMC1980.KRT	80'S	80'S G To L Songs	RH	04:00
MRMC1980.KRT	80'S	80'S M To R Songs	RH	04:00
SZMC1980.KRT	80'S	80'S S To Z Songs	RH	04:00
AFMC1990.KRT	90'S	90'S A To F Songs	RH	04:00
AZMC1990.KRT	90'S	90'S A To Z Songs	RH	04:00
GLMC1990.KRT	90'S	90'S G To L Songs	RH	04:00
MRMC1990.KRT	90'S	90'S M To R Songs	RH	04:00
SZMC1990.KRT	90'S	90'S S To Z Songs	RH	04:00
AFMCCHIL.KRT	CHILDREN	Children A To F Songs	RH	02:45
AZMCCHIL.KRT	CHILDREN	Children A To Z Songs	RH	02:45
GLMCCHIL.KRT	CHILDREN	Children G To L Songs	RH	02:45
MRMCCHIL.KRT	CHILDREN	Children M To R Songs	RH	02:45
SZMCCHIL.KRT	CHILDREN	Children S To Z Songs	RH	02:45
AFMCCLAS.KRT	CLASSIC	Classical A To F Songs	RH	04:00
AZMCCLAS.KRT	CLASSIC	Classical A To Z Songs	RH	04:00
GLMCCLAS.KRT	CLASSIC	Classical G To L Songs	RH	04:00
MRMCCLAS.KRT	CLASSIC	Classical M To R Songs	RH	04:00
SZMCCLAS.KRT	CLASSIC	Classical S To Z Songs	RH	04:00
AFMCCOUN.KRT	COUNTRY	Country A To F Songs	RH	03:00
AZMCCOUN.KRT	COUNTRY	Country A To Z Songs	RH	03:00
GLMCCOUN.KRT	COUNTRY	Country G To L Songs	RH	03:00
MRMCCOUN.KRT	COUNTRY	Country M To R Songs	RH	03:00
SZMCCOUN.KRT	COUNTRY	Country S To Z Songs	RH	03:00
AFMCFILM.KRT	FILM&SHO	Films And Shows A To F Songs	RH	02:45
AZMCFILM.KRT	FILM&SHO	Films And Shows A To Z Songs	RH	02:45
GLMCFILM.KRT	FILM&SHO	Films And Shows G To L Songs	RH	02:45

MRMCFILM.KRT	FILM&SHO	Films And Shows M To R Songs	RH	02:45
SZMCFILM.KRT	FILM&SHO	Films And Shows S To Z Songs	RH	02:45
AFMCMISC.KRT	MISCMUSI	Miscellaneous A To F Songs	RH	03:15
AZMCMISC.KRT	MISCMUSI	Miscellaneous A To Z Songs	RH	03:15
GLMCMISC.KRT	MISCMUSI	Miscellaneous G To L Songs	RH	03:15
MRMCMISC.KRT	MISCMUSI	Miscellaneous M To R Songs	RH	03:15
SZMCMISC.KRT	MISCMUSI	Miscellaneous S To Z Songs	RH	03:15
AFMCORCH.KRT	ORCHBAN	Orchestra's And Bands A To F Songs	RH	03:00
AZMCORCH.KRT	ORCHBAN	Orchestra's And Bands A To Z Songs	RH	03:00
GLMCORCH.KRT	ORCHBAN	Orchestra's And Bands G To L Songs	RH	03:00
MRMCORCH.KRT	ORCHBAN	Orchestra's And Bands M To R Songs	RH	03:00
SZMCORCH.KRT	ORCHBAN	Orchestra's And Bands S To Z Songs	RH	03:00
AFMCRELI.KRT	RELIGION	Religious A To F Songs	RH	03:00
AZMCRELI.KRT	RELIGION	Religious A To Z Songs	RH	03:00
MRMCRELI.KRT	RELIGION	Religious M To R Songs	RH	03:00
SZMCRELI.KRT	RELIGION	Religious S To Z Songs	RH	03:00
GLMCRELI.KRT	RELIGION	I G To L Songs	RH	03:00
AFMCTRAD.KRT	TRADITON	Tradition A To F Songs	RH	03:00
AZMCTRAD.KRT	TRADITON	Tradition A To Z Songs	RH	03:00
GLMCTRAD.KRT	TRADITON	Tradition G To L Songs	RH	03:00
MRMCTRAD.KRT	TRADITON	Tradition M To R Songs	RH	03:00
SZMCTRAD.KRT	TRADITON	Tradition S To Z Songs	RH	03:00
AFMCXMAS.KRT	XMAS	Xmas A To F Songs	RH	03:00
AZMCXMAS.KRT	XMAS	Xmas A To Z Songs	RH	03:00
GLMCXMAS.KRT	XMAS	Xmas G To L Songs	RH	03:00
MRMCXMAS.KRT	XMAS	Xmas M To R Songs	RH	03:00
SZMCXMAS.KRT	XMAS	Xmas S To Z Songs	RH	03:00

Appendix 4. Jingle Karts Available

FileName	Category	Description	Advertiser
AZJCJFFA.KRT	JFRIENDS	League Adverts A To Z	RH
SZJCJFFA.KRT	JFRIENDS	League Adverts S To Z	RH
AFJCJFFA.KRT	JFRIENDS	League Adverts A To F	RH
GLJCJFFA.KRT	JFRIENDS	League Adverts G To L	RH
MRJCJFFA.KRT	JFRIENDS	League Adverts M To R	RH
GLJCJIDT.KRT	JIDTRAIL	Station Id's Long G To L	RH
MRJCJIDT.KRT	JIDTRAIL	Station Id's Long M To R	RH
AFJCJIDT.KRT	JIDTRAIL	Station Id's Long A To F	RH
AZJCJIDT.KRT	JIDTRAIL	Station Id's Long A To Z	RH
SZJCJIDT.KRT	JIDTRAIL	Station Id's Long S To Z	RH
SZJCJLIN.KRT	JLINERS	Jingles Rhapsody Id's S To Z	RH
MRJCJLIN.KRT	JLINERS	Jingles Rhapsody Id's M To R	RH
GLJCJLIN.KRT	JLINERS	Jingles Rhapsody Id's G To L	RH
AFJCJLIN.KRT	JLINERS	Jingles Rhapsody Id's A To F	RH
AZJCJLIN.KRT	JLINERS	Jingles Rhapsody Id's A To Z	RH
AZJCJNON.KRT	JNONSPEC	Jingles Non Specific A To Z	RH
AFJCJNON.KRT	JNONSPEC	Jingles Non Specific A To F	RH
GLJCJNON.KRT	JNONSPEC	Jingles Non Specific G To L	RH
MRJCJNON.KRT	JNONSPEC	Jingles Non Specific M To R	RH
SZJCJNON.KRT	JNONSPEC	Jingles Non Specific S To Z	RH
AZJCJSDT.KRT	JSTRAIL	Station Id's Short A To Z	RH
SZJCJSDT.KRT	JSTRAIL	Station Id's Short S To Z	RH
AFJCJSDT.KRT	JSTRAIL	Station Id's Short A To F	RH
MRJCJSDT.KRT	JSTRAIL	Station Id's Short M To R	RH
GLJCJSDT.KRT	JSTRAIL	Station Id's Short G To L	RH
AZJCJTPR.KRT	JTPROG	Jingle Program Trailers A To Z	T1 RH
AZJCBHT1.KRT	JTPROG	T1 Bank Holiday 60's 12 Hour Promotion	RH
AZJCJXNS.KRT	JXMAS	Jingles Xmas A To Z	RH
Hotkey09.krt	LIVEASSI	Donations	RH
Hotkey04.krt	LIVEASSI	Blankets	RH
Hotkey03.krt	LIVEASSI	Music	RH
Hotkey06.krt	LIVEASSI	Trolley Shop	RH
Hotkey07.krt	LIVEASSI	Trolley Volunteers	RH
Hotkey08.krt	LIVEASSI	New Presenters	RH
Hotkey02.krt	LIVEASSI	ID's Short	RH
ABREAK00.KRT	LIVEASSI	Live Assist Master Select	RH
Hotkey10.krt	LIVEASSI	All The Best Love Songs	RH
ABREAK03.KRT	LIVEASSI	Live Assist Break 03 Trailers	RH
ABREAK02.KRT	LIVEASSI	Live Assist Break 02 Trailers	RH
ABREAK04.KRT	LIVEASSI	Live Assist Break 04 Trailers	RH
ABREAK01.KRT	LIVEASSI	Live Assist Break 01 Trailers	RH
Hotkey05.krt	LIVEASSI	Requests	RH
Hotkey01.krt	LIVEASSI	J1 Radio H	RH

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Appendix 6. Wavestation/Wavecart/Natural Music Category Listings

	Category	Natural	Description & Content	Notes
	Wavestation	Music		
1)	2000's	20	Songs From The Decade 2000's	As Description
2)	40's	40	Songs From The Decade 1940	As Description
3)	50's	50	Songs From The Decade 1950	As Description
4)	60's	60	Songs From The Decade 1960	As Description
5)	70's	70	Songs From The Decade 1970	As Description
6)	80's	80	Songs From The Decade 1980	As Description
7)	90's	90	Songs From The Decade 1990	As Description
8)	ARTKART	AR	Artist Karts	Specialist Karts For Specific Items/artists
9)	CHILDREN	CH	Children's Favourites	As Description
10)	CLASSIC	CL	Classical	Classical Inc Opera
11)	COUNTRY	CO	Country & Western	Country & Western
12)	CSHOW	CS	Comedy Show	Classic Comedy Shows Complete 30min Shows
13)	DIDKNOW	DI	Did You Know	General Trivia Did You Know Voiced by Presenters
14)	FILM&SHO	FI	Film & Shows	Songs From Films & Shows Inc Television
15)	FTRIV	FT	Film & Show Business Trivia	Trivia Voiced by Presenters for Inclusion in Shows
16)	GAGS	GA	Jokes & Gags (One Liner)	Short Comedy Skits By Comedians Etc
17)	IRNNEWS	IR	IRN News	As Description
18)	JARCHIVE	JA	Jingles Vintage	Radio London Etc
19)	JFRIENDS	JF	Jingles LOF Adverts	League Adverts trolley etc.
20)	JIDTRAIL	JI	Jingles Station ID's Long	Jingles more than 20 secs long
21)	JLINERS	JL	Jingles Rhapsody ID's	Liners for Rhapsody Service
22)	JNONSPEC	JN	Jingles Non Specific	Music to Music, all the best etc.
23)	JPRESENT	JP	Jingles Presenter	Presenters
24)	JSTRAIL	JS	Jingles Station ID's Short	Jingles less than 20 secs long
25)	JTPROG	JT	Jingles Program Trailers	Program Trailers
26)	JXMAS	JX	Jingles Xmas	Christmas
27)	JZSPEC	JZ	Jingles Special Use	Mug Draw,
28)	LIVEASSI	LA	Live Assist	Live Assist Code Assigned to Specific Wavecart Items
29)	LEVENTS	LE	Local Events	Local Events Voiced by Presenters Date Specific
30)	LNEWS	LN	Local News	Local News Voiced by Presenters Date Specific
31)	MISCMUSI	MI	Miscellaneous Music	Non Specific Music Category Mixture of Minorities
32)	ORCHBAN	OR	Orchestra's & Bands	Orchestra's & Bands Inc Military
33)	PATIENT	PA	Patient Information	Hospital Patient Information Voiced by Presenters
34)	PNEWS	PN	Pathe News	News From the 20 th Century Voiced by Presenters
35)	QQUEST	QQ	Quiz Questions	Quiz Questions Voiced by Presenters
36)	QANSWERS	QA	Quiz Answers	Quiz Answers Voiced by Presenters
37)	RELIGION	RE	Religious	Religious Music
38)	RWAVE	RW	Rested	Rested Items no longer current
39)	SOUNDS	SO	Sounds	Sound Dialogue Famous Speeches Etc
40)	SHOWS	SH	Shows	Completed Shows By Presenters Not Dated
41)	TRADITON	TR	Traditional & Religious	As Description
42)	VTRACK	VT	Voice Tracks	Automatic Voice Tracks Created by Temp Links
43)	WORD	WO	Spoken Word	Poetry, Stories Etc.
44)	XMAS	XM	Christmas	As Description
45)	ZZ	ZZ	Program Trailer Karts	T1 Miscellaneous Program Trailers
46)				
Green Background Music Categories				
White Background Speech & Specialist				
Blue Background Jingle & Trailers				

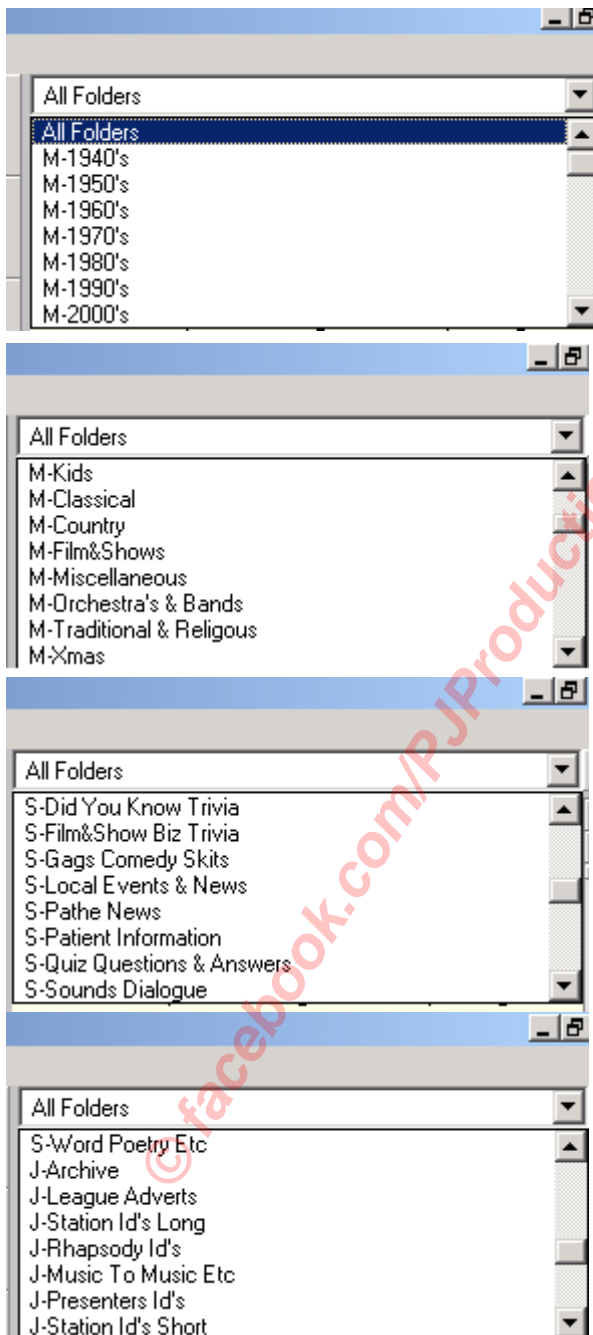
Appendix 7. Wavecart Live Assist Folder Identifications

Music Speech Jingle Kart Team

Music Speech Jingle Kart Team is the order of the folders when selecting the drop down box. All available music folders are listed first then the speech and then jingles and then karts and finally team.

The team section is team nights own personal items which you can store personal items to be played using Wavecart. These Items will need to be passed to the coordinator for conversion into files suitable for play-out.

The last section is items which are specific to the Rhapsody computer but need to be included in the main database. These items should not be selected to play in normal live assist programs.



Music Folders – 1940's

Music Folders – 1950's

Music Folders – 1960's

Music Folders – 1970's

Music Folders – 1980's

Music Folders – 1990's

Music Folders – 2000's

Music Folders – Kids

Music Folders – Classical

Music Folders – Country & Western

Music Folders – Films And Shows

Music Folders – Miscellaneous

Music Folders – Orchestra's And Bands

Music Folders – Traditional And Religious

Music Folders – Xmas

Speech Folders – Did You Know Trivia

Speech Folders – Films & Show Biz Trivia

Speech Folders – Gags Comedy Skits

Speech Folders – Local Events And News

Speech Folders – Pathe News

Speech Folders – Patient Information

Speech Folders – Quiz Questions And Answers

Speech Folders – Sounds Dialogue

Speech Folders – Word Poetry Etc

Jingle Folders – Archive Jingles

Jingle Folders – League Adverts

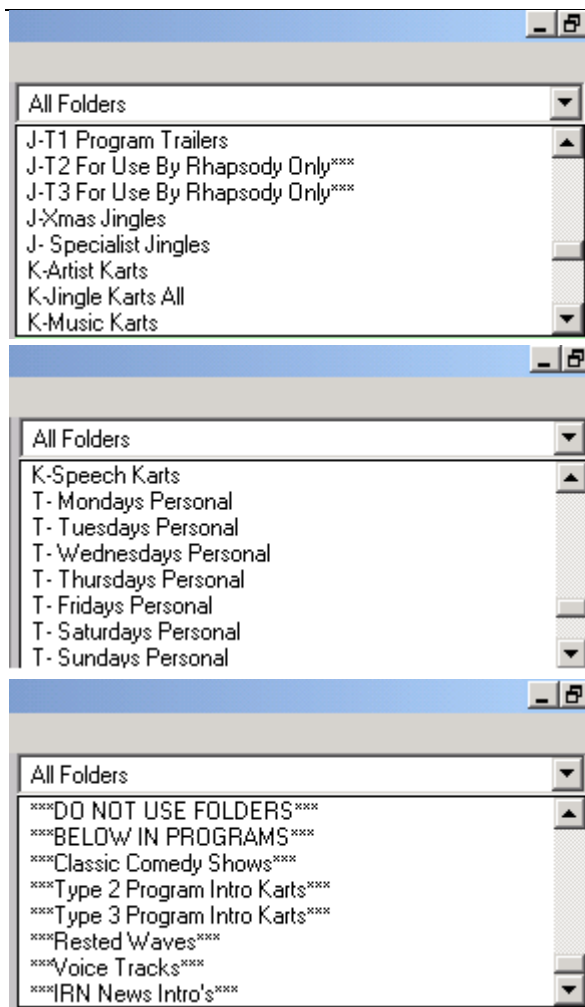
Jingle Folders – Station Id's Long

Jingle Folders – Rhapsody Id's

Jingle Folders – Music To Music Etc

Jingle Folders – Presenters Id's

Jingle Folders – Station Id's Short



Jingle Folders – T1 Program Trailers
Jingle Folders – T2 For Use By Rhapsody Only
Jingle Folders – T3 For Use By Rhapsody Only
Jingle Folders – Xmas Jingles
Jingle Folders – Specialist Jingles
Kart Folders – Artist Karts
Kart Folders – Jingle Karts All
Kart Folders – Music Karts

Kart Folders – Speech Karts
Team Folders – Mondays Personal Items
Team Folders – Tuesdays Personal Items
Team Folders – Wednesdays Personal Items
Team Folders – Thursdays Personal Items
Team Folders – Fridays Personal Items
Team Folders – Saturdays Personal Items
Team Folders – Sundays Personal Items

*****Do Not*****

*****Use The Folders Below In Live Assist**

Programs***

Folders – Classic Comedy Shows 30 Minute Shows

Folders – T2 Program Intro's Kart Rhapsody Use Only

Folders – T3 Program Id's Kart Rhapsody Use Only

Rested Waves – Out Of Date Items Not To Be Played

Voice Tracks – Not To Be Played In Live Assist

IRN News Intro's Not To Be Played In Live Assist

Definitions

- M = Music Files – All Available Music Categories**
- S = Speech Files – All Available Speech Categories**
- J = Jingle Files – All Available Jingle Categories**
- K = Kart Files – All Available Kart Categories**
- T = Team Files – All Available Team Night Files**

Appendix 8. Rhapsody Sample Liners For Practice

The following is a list of liners which we need to advertise the Rhapsody service. These are just suggestions for the style we require.

Can You Put Your Mouth In Gear:-

This Is (Your Name)

- (1) “You are listening to Radio Heatherwood’s Rhapsody Service Music News & Information for you, 24 hours a day, Seven Days A week “**
- (2) “You are listening to Rhapsody, Radio Heatherwood’s Night Time Music News & Information Service “**
- (3) “You are listening to Rhapsody, Radio Heatherwood’s Day Time Music News & Information Service “**
- (4) “You are listening to Rhapsody, Radio Heatherwood’s Music News & Information Service “**
- (5) “ Music through the night with Radio Heatherwood’s Rhapsody Service “**
- (6) “ Stay Tuned to Music & information through the night with Radio Heatherwood’s Rhapsody Service “**
- (7) “ Stay Tuned to Music & information through the day with Radio Heatherwood’s Rhapsody Service “**
- (8) “ Patients Smile with Rhapsody, Non stop Music News and Information, Twenty Fours Hours a day Seven days A week “**
- (9) “ Stay Tuned for the Comedy Hour, Classic Comedy shows from the Golden age of Radio “**
- (10)“ Three Times a day you can hear a classic comedy, with the comedy hour, always good for a giggle “ (Naming Convention:- T1 Hurts When I laugh)**
- (11)“ Our music request service operates most evenings, between 7 and 10 and Saturday Mornings “**
- (12)“ Our Rhapsody service is brought to you in association with the league of friends Ascot Fire Brigade Trust and Sunninghill Fuel allotment Trust working for a better deal for Heatherwood patients “**

- (13) This is the League of Friends hospital radio service; Radio Heatherwood broadcasting on 999khz AM and Channel 3 on the bedhead units.
- (14) Your in tune with our Rhapsody service, music, news, information, requests and dedications 24 hours a day seven days a week.
- (15) Hi This is from Mondays I've just popped in to say, stay tuned to Radio Heatherwood on 999khz am and Channel 3.
- (16) Your in tune with our Rhapsody service, music, news, information, requests and dedications 24 hours a day seven days a week.
- (17) You are listening to Radio Heatherwood on 999khz am and Channel 3.
- (18) Your in tune with our Rhapsody service, music, news, information, requests and dedications 24 hours a day seven days a week.
- (19) You are listening to Radio Heatherwood on 999khz am and Channel 3.

Perm Any Combination of Category

- (20) You are Currently listening to Sounds of the 40's 50's 60's 70's 80's 90's 2000's etc (Naming Convention:- T3 Sounds of the 60's 70's etc)
- (21) You are Currently listening to Sounds of Country & Western etc (Naming Convention:- T3 Country Fayre)

Appendix 9. Local Charity Events Promo

Welcome To Radio Heatherwood's Local Events And News Spot.

Every Hour Each Day Radio Heatherwood's Rhapsody Service Transmits 90 Seconds Of Local Charitable Events and News.

If You Have An Event That Needs An Audience, Why Not Try Out Our Rhapsody Service.

We Specialize In promoting Local Charitable Events And We Don't Charge For The Service.

All We Ask Is, You Put It In Writing to Us At Least 28 Days Before The Event.

You Can Email The Details To Us Or Post It To:-

Radio Heatherwood's Rhapsody Service Heatherwood Hospital London Road Ascot SL5 8AA.

That Address Again is:-

Radio Heatherwood's Rhapsody Service Heatherwood Hospital London Road Ascot SL5 8AA.

For More Details Visit Our Website, Just Type In Radio Heatherwood At Your Search Engine And Click On Rhapsody On The Web page.

Let Radio Heatherwood's Rhapsody Service Promote Your Event 24 Hours A Day 7 Days A Week.

Appendix 10. Playlist Inc Live Assist Break Requirements.

Every programme must have a production sheet compiled for it, either during the programme or after: it must then be placed on the clip for completed play lists. The play list verifies the running order of the program which is kept for Ofcom.

Radio Heatherwood Sound

What denotes the style of Radio Heatherwood is the style of the music and the program structure which is delivered. Rhapsody is very much following the play list sample. In our live sessions we should also follow the structure so as not to be too different from the automated sessions.

Library/File No Column

Insert record No's or tape No's, or CD No's, in space. If you use your own record/tape/CD/Mini-Disc:
I.E. O/R, O/T, O/CD, O/MD.

If you play a single from the library
I.E. 3345S, 775S, 60S.

If you play an album track from the library
I.E. 1045, 567.

If you play a CD from the library
I.E. 100C, 1032C 23C.

Wavecart Numbering Live Assist

When we are choosing our selections from the wave cart machine, the numbering changes to whatever category you choose, so there are numerous styles of numbers.

When you write the wave number on the play list we are only interested in the number content not letters:-

I.E. CD003401.WAV Should be written as 003401

I.E. GAGS0119.WAV Should be written as 0119

Request Column

If record played is a request, ring " Y " in the column.

If record played is filler, ring " N " in the column.

Jingles

All jingle's have numbers, when played, insert No's in the space provided. It's only the last 4 numbers which are listed.

If you promote a section yourself, then you should fill in the play list with "Verbal" as the number.

Notes Column

This is for remarks with regard to record, or cover condition. In addition if you come across a song on the computer which doesn't play properly this is where you would record the condition.

Request Marking / Filler Records.

When marking up, you are required to check back two days production sheets: this is for requests stated as any etc.: it is also required for choosing fillers, (When choosing fillers; records should reflect the current listening audience) or when putting out specialist programmes. Always check numbers and titles when looking back.

The idea is to stop everyone: having the same musical brain wave and duplicating records.

A REQUEST STATING THE ACTUAL TRACK REQUIRED: IS TO BE PLAYED REGARDLESS OF ABOVE.

Mandatory Patient Information

On the playlists you will notice patient info is listed as being mandatory. Delivering information which is useful to patients is important in the live sessions as well as the automated sessions.

When you choose a patient info to play in that break in the program also chose one of the other categories to play as well.

Advertising Breaks 01- 04

The advertising breaks in a show have been divided up into 4 sections. 01-04. For further explanation of these and how they work see Page 38 .

Date:- 26 th September 2004		TX Time:- 19:00 to 20:00	Studio 1 – 2	
Lib File	Artist	Title	Req	Notes
After News Opening Jingle		JIDT No:- 0002 J – Station Id's Long	or use Kart AZJCJIDT	
037101	Beatles	Hard Days Night	Y N	Scratchy M01
039502	Celine Dion	Falling Into You	Y N	M02
043031	Mantovani	Swedish Rhapsody	Y N	M03
ABREAK01 J – League Adverts		JFFA No:- 0048 or Break 01 or Master	01	K – Jingle Karts All
S – Patient Information Mandatory		PATI No:- 0003 or Break 01 or Master		K – Speech Karts
J – Rhapsody ID'S		JLIN No:- Verbal or Break 01 or Master		K – Jingle Karts All
S – Did You Know Trivia		DYKN No:- 0001 or Break 01 or Master		K – Speech Karts
302	Rod Stewart	Sailing	Y N	M04
467S	Max Bygraves	Pink Toothbrush	Y N	M05
O/R	Travelling Wilbury's	One Trick Pony	Y N	M06
O/CD	Enya	Lord Of The Rings	Y N	M07
ABREAK02 Station ID Short		JSDT No:- 0009 or Break 02 or Master	02	K – Jingle Karts All
Program Trailers		JTPR No:- 0035 or Break 02 or Master		K – Jingle Karts All
Film & Show Biz Trivia		FTRI No:- 0003 or Break 02 or Master		K – Speech Karts
O/MD	Alfred Newman	How The West Was Won	Y N	M08
002202	Burt Bacharach	Wives & Lovers	Y N	Sound Quality Poor M09
002344	Strawbs	Grave New World	Y N	M10
ABREAK03 Promo 08 Station ID Short		JSDT No:- 0021 or Break 03 or Master	03	K – Jingle Karts All
Promo 09 Local Events		LEVE No:- Verbal or Break 03 or Master		K – Speech Karts
Promo 10 Local News		LNEW No:- 0003 or Break 03 or Master		K – Speech Karts
Promo 11 Rhapsody ID's		JLIN No:- 0035 or Break 03 or Master		K – Jingle Karts All
35C	Buddy Holly	Maybe Baby	Y N	M11
7C	LSO	McArthur Park	Y N	Ripped Cover M12
1075C	Tweets	Birdie Song	Y N	M13
O/T	Middle Of The Road	Chirpy Chirpy Cheep Cheep	Y N	M14
S – Patient Information Mandatory		PATI No:- 0024 or Break 04 or Master	04	K – Speech Karts
ABREAK04 Jingle Non-Specific		JNON No:- 0003 or Break 04 or Master		K – Jingle Karts All
002877	Carpenters	Yesterday Once More	Y N	M15
			Y N	M16
			Y N	M17
			Y N	M18
Presenters Name:-		Equipment Status Faults, Etc.	Tick:- ✓ None:- Yes (Give Details)	
Alan Holder Tuesdays		Ⓢ Fault Report:- CD2 Not Playing on Left Channel		

Equipment Status (Faults) Etc.

The play list provides the option to log any faults which might arise during your program. If the answer to the question on the play list is yes: Give details of the fault, but be as descriptive as possible. If there is not enough space; use the reverse of the play list.

The aim is to keep faults to a minimum and advise the station engineer of problems.

This space is strictly for equipment status not general comments about the weather etc.

Appendix 11. MANDATORY OPENING & CLOSING PROCEDURE.

The station has a computer which records all transmitted output. The recordings which are kept for 42 days in case of complaint, require a date to be added to them for verification. This date is added with the opening and closing procedure devised on this page. These procedures are mandatory and should not be relaxed.

Mandatory Opening Procedure (Verbal Requirements).

Opening

Takeover from Rhapsody after News & Station ID has Played:-

Good Morning/Afternoon/Evening:-

It's ---day – of ----Month

This is The Patient Radio Request Service;
Radio Heatherwood, Broadcasting On 999kHz AM & Channel 3 On The Bedhead System

Your In The Company Of----- (Yr.Name).

Normal Introductions I.E. a run down of what's coming up!

Mandatory Closing Procedure (Verbal Requirements).

Closing

Closing Statements I.E. a run down of what's been on during the current live session

Your In The Company Of----- (Yr.Name).

You Are Listening To The Patient Radio Request Service;
Radio Heatherwood, Broadcasting On 999kHz AM & Channel 3 On The Bedhead System

For ---day – of ----Month.

Listeners Can Continue To Enjoy Radio Heatherwood's Rhapsody Service
By Staying Tuned to 999kHz AM & Channel 3 On The Bedhead System

Hand Back To Rhapsody Before The News Using The Clock Sequence.

i.e All of the closing statement needs to be spoken before 00:59:50.

This may mean you need to speak before 00:59:28 (Look at the Clock Diagram).

Appendix 12. Type 1,2,3 Program Matrix

To assist you with your construction of liners for the program schedule for rhapsody. Here is a matrix , as you complete a trailer for each program and the type, you can tick off what has been completed.

ID Type 1	ID Type 2	ID Type 3	ProgramID	Program Name	Description	Day	Time
			ZA	After Midnight	Radio Heatherwood Special Music Mix	Mon-Fri	00.00
			ZF	Afternoon Delight	Radio Heatherwood Special Music Mix	Mon-Fri	15.00
			ZF	Afternoon Delight	Radio Heatherwood Special Music Mix	Saturdays	15.00
			ZN	Afternoon Delight	Radio Heatherwood Special Music Mix	Sundays	14.00
			TC	Classic Touch	All The Classics	Mon-Fri	10.00
			TC	Classic Touch	All The Classics	Saturdays	05.00
			TC	Classic Touch	All The Classics	Sundays	10.00
			TN	Country Fayre	Saddle Up For Some Country Old & New	Mon-Fri	14.00
			TN	Country Fayre	Saddle Up For Some Country Old & New	Saturdays	09.00
			TN	Country Fayre	Saddle Up For Some Country Old & New	Saturdays	21.00
			TN	Country Fayre	Saddle Up For Some Country Old & New	Sundays	05.00
			TN	Country Fayre	Saddle Up For Some Country Old & New	Sundays	18.00
			ZC	Dawn Chorus	Easy Listening	Mon-Fri	04.00
			1D	Down The Decades	General Program Info	All	Times
			2D	Down The Decades	2000's	Wednesday	11.00
			2D	Down The Decades	2000's	Friday	21.00
			4D	Down The Decades	1940's	Monday	03.00
			4D	Down The Decades	1940's	Thursday	21.00
			4D	Down The Decades	1940's	Sundays	08.00
			5D	Down The Decades	1950's	Tuesday	03.00
			5D	Down The Decades	1950's	Wednesday	21.00
			5D	Down The Decades	1950's	Sundays	09.00
			6D	Down The Decades	1960's	Mon-Fri	10.30
			6D	Down The Decades	1960's	Tuesday	21.00
			6D	Down The Decades	1960's	Wednesday	03.00
			6D	Down The Decades	1960's	Saturdays	14.00
			6D	Down The Decades	1960's	Sundays	17.00
			7D	Down The Decades	1970's	Monday	21.00
			7D	Down The Decades	1970's	Thursday	03.00

ID Type 1	ID Type 2	ID Type 3	ProgramID	Program Name	Description	Day	Time
			7D	Down The Decades	1970's	Sundays	21.00
			8D	Down The Decades	1980's	Monday	11.00
			8D	Down The Decades	1980's	Friday	03.00
			8D	Down The Decades	1980's	Friday	11.00
			9D	Down The Decades	1990's	Tuesday	11.00
			9D	Down The Decades	1990's	Thursday	11.00
			9D	Down The Decades	1990's	Saturdays	01.00
			ZH	Easy Street	Easy Listening	Mon-Fri	23.00
			ZH	Easy Street	Easy Listening	Saturdays	23.00
			ZH	Easy Street	Easy Listening	Sundays	00.00
			ZH	Easy Street	Easy Listening	Sundays	23.00
			ZO	Evensong	Traditional & Religious	Sundays	19.00
			TY	Hurt's When I Laugh	Golden Age of Radio Comedy	Mon-Fri	06.00
			TY	Hurt's When I Laugh	Golden Age of Radio Comedy	Saturdays	06.00
			TY	Hurt's When I Laugh	Golden Age of Radio Comedy	Sundays	06.00
			TY	Hurt's When I Laugh	Golden Age of Radio Comedy	Mon-Fri	13.00
			TY	Hurt's When I Laugh	Golden Age of Radio Comedy	Saturdays	13.00
			TY	Hurt's When I Laugh	Golden Age of Radio Comedy	Sundays	13.00
			TY	Hurt's When I Laugh	Golden Age of Radio Comedy	Mon-Fri	22.00
			TY	Hurt's When I Laugh	Golden Age of Radio Comedy	Saturdays	22.00
			TY	Hurt's When I Laugh	Golden Age of Radio Comedy	Sundays	22.00
			ZE	Lunch Brunch	Music With Appetite	Mon-Fri	12.00
			ZI	Midnight Hour	Radio Heatherwood Special Music Mix	Saturdays	00.00
			ZB	Music Showtime	Music Showcase	Mon-Fri	02.00
			ZB	Music Showtime	Music Showcase	Saturdays	04.00
			ZB	Music Showtime	Music Showcase	Saturdays	17.00
			ZB	Music Showtime	Music Showcase	Sundays	01.00
			ZB	Music Showtime	Music Showcase	Sundays	16.00
			ZP	Ovaltineys	Childrens Favourites & Singalong	Sundays	19.30
			ZG	Patients Choice	Radio Heatherwood Friend At Your Bedside	Mon-Fri	18.00
			ZG	Patients Choice	Radio Heatherwood Friend At Your Bedside	Saturdays	10.00
			TF	Reel Music	Songs From Films TV & Theatre	Mon-Fri	09.00
			TF	Reel Music	Songs From Films TV & Theatre	Mon-Fri	17.00

ID Type 1	ID Type 2	ID Type 3	ProgramID	Program Name	Description	Day	Time
			TF	Reel Music	Songs From Films TV & Theatre	Saturdays	18.00
			TF	Reel Music	Songs From Films TV & Theatre	Sundays	04.00
			ZD	Rise & Shine	Radio Heatherwood Special Music Mix	Mon-Fri	07.00
			ZJ	Sleepless In Heatherwood	Easy Listening	Saturdays	02.00
			ZK	Stars In Their Eyes	Best Vocals from All The Greats	Saturdays	07.00
			ZK	Stars In Their Eyes	Best Vocals from All The Greats	Saturdays	17.00
			TA	Sunday @ 7	Traditional & Religious	Sundays	07.00
			ZM	Sunday Brunch	Radio Heatherwood Special Music Mix	Sundays	10.30
			ZL	Through The Night	Radio Heatherwood Special Music Mix	Sundays	02.00

Appendix 13. Creating Stacks (Additional Info)

When we are creating our stacks for our shows in the studios prior to on-air we may need to have them available to the other studio.

No need to worry, the directory for the saving of the stacks has been made available on the Rhapsody1 computer. This means when you save a stack in any studio it will be immediately available in the other.

In the unlikely event the rhapsody 1 computer failed it would mean you would have no access to any previously saved stacks until the computer was running again.

Footnote:-

When we finish at the end of the broadcast we must log off as presenter and then shutdown. This way the rhapsody computer releases your access to its files.



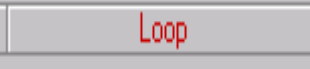
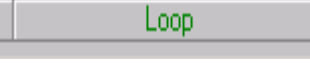
Karts In Stacks

Be aware when you drag one of the karts to the stack which randomly selects an item, when you save the stack and then open the stack next time around, you will find the kart in the deck has chosen another item.

Appendix 14. Autostep and Loop

Wavecart has this bug within it's program which causes loss of focus to the main playing decks. This is caused by the changing of Autostep or loop using the mouse.

Listed below is the functionality of these items and also the preferred method of changing them so as to avoid the loss of focus (See page 37). A copy of this chart has been added to the wall in each studio.

The Four Options For Autostep And Loop	
When Green All Decks Queued Will Play	CTRL+P 
When Red All Decks Queued Will Not Play Only The 1 st will Play	CTRL+P 
When Red All Decks Will Play Once Only And Will Not Re Queue	CTRL+L 
When Green All Decks Will Reload and Queue Ready For Play	CTRL+L 
When changing any of the above the preferred method should always be to use the shortcut keys. If you use the mouse you will loose focus to the play decks and the numbers on the keypad/keyboard will stop working.	

Appendix 15. Handing Back To Rhapsody(Not At The Top Of The Hour)

How to hand back to Rhapsody when you are not finishing at the top of the hour.

1) Always use instrumental music to do your closing speeches. Never Use Songs Where An Artist Is Singing. (Patients will say to the next nights team” Oh he talked all over the records last night”) This closing speech should include a run down of who broadcast during the live session.

2) The last words you say, before handing back should be the words including the time and date which are on the cue sheet..

3) Use the web page to see what’s coming next. In addition PFL Rhapsody fader so that you are aware of what is actually playing. See page Rhapsody On-Line Web Page 24

4) When you open the fader for Rhapsody make sure you close all other faders for items you may be playing.

5) The fader for Rhapsody should be opened to a point which mimics maximum volume on the meters for a music source i.e. at 4 to 5.

Having completed and adhered to all of the above you may throw the key.

This procedure is only applicable for those who are trying to return to the half hour and not the news.

Fader Levels

Why is volume level for the Rhapsody fader important? Have you ever been in your car and you turn the radio on and unknown to you the volume control is at maximum. You end up jumping out of your skin as you then make a grab for the volume control.

Now think of a patient with close fitting headphones and you have the Rhapsody fader open with low volume and then you throw the key. Maximum volume being delivered by the Rhapsody computer is immediately switched to the distribution network. Patients then have to be pulled of the ceiling!!!!.

Summary

In summary you must always allow yourself enough time to do all of your closing speech. The music you use is an instrumental. The last words you say are the official lines as indicated on the cue sheet. You can PFL the Rhapsody fader and use the web page to hear/see what’s happening. The volume level of the Rhapsody fader should be as high as any music source you put through the mixer. If you have done all this then you may throw the key.

Finally if you can throw the key or enter back into Rhapsody at a point which isn’t halfway through an item/record it will sound better. Fading your instrumental out as you fade up Rhapsody is much easier, and sounds better.

Appendix 16.

Misuse Of Singing Records Used As Backing.

When you open up for the evening or close down we advise you to use instrumental records, the reason is so as not to, wind the patients up by talking over the singing records.

The generations of listeners we cater for prefer a more relaxed approach and they like listening to records in full.

When we announce a record to be played for i.e. Doris on ward 4 and it's say a singing record, do you think Doris would be pleased if you are still waffling on over the top of the record ? or she has chosen a classical piece of music and you are waffling on. ?. It certainly would wind me up and I'm sure the patient doesn't like it.

The correct manner for us, is to announce the record and let it play and only come back after the record has played.

Terry Wogan and co may take great delight in talking all over the records, but we play and adhere to a different type of radio. Patient is King and records chosen by any patient should be played in full without any further interruptions from us.

A patient who chooses a record which is personal to them will hopefully remind them of a good time in their lives we shouldn't spoil it for them!!!!

Our aim at all times must be to listen to what the patients like and produce program style which is easy on their ears.

The above guidelines do not just refer to patients requests; this also applies to all singing records.

If you find that you have to cut a singing record short, fade out the record so that it cannot be heard.

Those who have this habit of talking over singing records should review their presentation style and cease immediately.

Footnote:-

The station has always had an unwritten rule about not talking over the singing records which are aired. All presenters who join the station must adhere to this rule.

Persistent failure to adhere to this policy could jeopardize your broadcasting position.

The station management has decided to clarify our position in writing and ensure there is no ambiguity over the rule.

We Do Not Talk Over Singing Records Or Patient Requests