

League of Friends Radio Heatherwood Music Library Operating Guidelines

(1) Radio Heatherwood Music Library



Radio Heatherwood Music Library Front Page

The first screen to display when first entering the library is shown across.

Seven options from the front screen will direct you to other sections of the library.

The library is divided into three sections.

The first section is the wave library (Rhapsody) yellow section.

The second is the vinyl library and includes all the records/cd's green section.

The third section is the library maintenance.

At the bottom of the screen a yellow smiley face will allow you to launch Wave cart.

(2) Rhapsody Song Search Screen Layout

	CD007304.	.wav	Kris Kristofferson							
FileName	Category	Title	Title				Artist			
CD007304.wav	70'S	Help Me M	lake it Through Th	e Night	Kris	Kristofferso	in			
CD013404.wav	80'S	Help			Ban	Bananarama Comic Relief				
CD018718.wav	60'S	Help Me F	Rhonda		Bea	ch Boys 🥄				
CD027010.wav	70'S	Help Me N	lake It Through Th	e Night	Glad	lys Knight A	nd The Pips			
CD050801.wav	60'S	Help			Beat	les 💟				
CD052001.wav	90'S	Help Me F	ind A Way To You	r Heart	Dary	/I Hall				
CD056703.wav	90'S	Help Con	nic Relief		Ban	Bananarama And French And Saunders				
CD064312.wav	COUNTRY	Help Me M	lake It Through Th	e Night	∨∨illi	VVillie Nelson				
CD084601.wav	MISCMUSI	Help Me N	Help Me Make It Through The Night				Jane McDonald			
CD085312.wav	60'S	Help Yourself				Tom Jones				
CD087017.wav	2000'S	Help I'm A Fish			Little	Trees				
CD107616.wav	70'S	Help Me N	Help Me Make It Through The Night			John Holt				
P4	New Sear	ch		Category			Vinyl			
	Artist Sea	reb	24	Number		<u> </u>				
#4	Aitist Sea			Number	_		Wavecart			

Rhapsody Music Library

The screen layout for all rhapsody searches are based on the above. A yellow button screen denotes Rhapsody library.

Top of Screen

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When you have first entered your search from the front page the first song on the list will be displayed in the yellow box at the top.

Middle of Screen

In the middle of the screen is the rest of the searches in list format.

Bottom of Screen

All the navigation buttons which are available. In addition there are buttons to select different types of searches including a vinyl button will allow you to move to the vinyl library search without the need to go back to the front page

(3) Vinyl Song Search Screen Layout

			AIDA ARGONAGOO E	SERGANDO AIDA	NIC HELD		
	CD0283		AIDA AMONASRO I	JEMANUS AIDA	4-S HELP		
Library No:	Category	Ti	tle:		Artist:		
CD0283	CLASSIC	AIDA AMONASRO DEMAN	DS AIDA'S HELP	VERDI			
LP1864	MISCMUSI	CAN'T HELP FALLING IN L	OVE	MARTIN NICHOL	MARTIN NICHOLAS		
CD0862	MISCEASY	CAN'T HELP FALLING IN L	OVE	PERRY COMO	PERRY COMO		
LP0073	MISCEASY	CAN'T HELP FALLING IN L	OVE	NIGEL BROOKS	SINGERS		
CD0016	60'S	CAN'T HELP FALLING IN L	OVE	ELVIS PRESLE	Y		
LP0004	60'S	CAN'T HELP FALLING IN L	OVE	ELVIS PRESLE	Y		
LP0482	70'S	CAN'T HELP FALLING IN L	OVE	STYLISTICS			
LP0705	60'S	CAN'T HELP FALLING IN L	OVE	ELVIS PRESLE	Y		
CD0514	90'S	CAN'T HELP FALLING IN L	OVE	RICHARD MARX	RICHARD MARX		
LP1657	70'S	CAN'T HELP FALLING IN L	OVE	BACCARA			
LP0377	70'S	CAN'T HELP FALLING IN LOVE ANDY WILLIAMS			>		
LP0165	70'S	CAN'T HELP FALLING IN LOVE ANDY WILLIAMS			>		
LP0221	60'S	CAN'T HELP FALLING IN L	OVE	ELVIS PRESLEY			
CD0104	FILM&SHO	CAN'T HELP LOVIN DAT M	1AN	AVA GARDNER			
LP0736	MISCEASY	CAN'T HELP LOVING DAT	MAN	LENA HORNE			
#	New Searc	en de de	Category		Rhapsody		
#4	Artist		Number	<u> </u>	Wavecart		
		▶ Navigation	1	Exit			

Vinyl Music Library

The screen layout for all vinyl searches are based on the above. A green button screen denotes vinyl library.

Top of Screen

© PJProductions

When you have first entered your search from the front page the first song on the list will be displayed in the green box at the top.

Middle of Screen

In the middle of the screen is the rest of the searches in list format.

CD = CD0000 I.E CD0104 Lena Horne

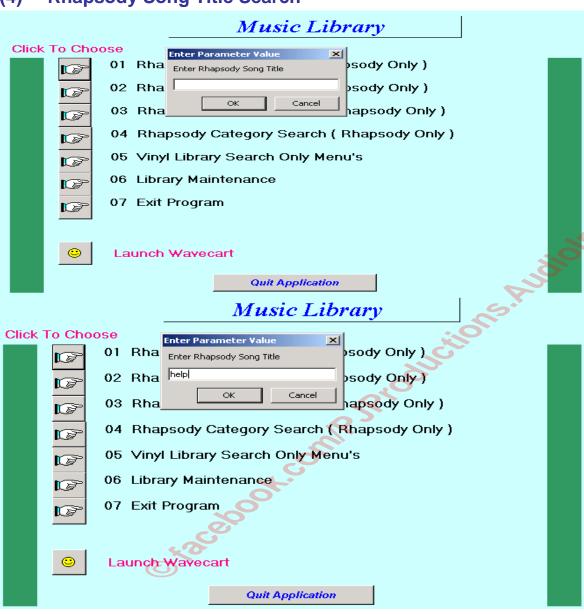
LP = LP0000 I.E. LP0491 Deanna Durbin

45's = SIN0000 I.E SIN2303 Rick Astley

Bottom of Screen

All the navigation buttons which are available. In addition there are buttons to select different types of searches including a rhapsody button will allow you to move to the rhapsody library without the need to go back to the front page

(4) Rhapsody Song Title Search



Rhapsody Song Title Search

A search for a song title will be as accurate as you want it to be. If you wanted the title song "Help" by the Beatles. type "Help"

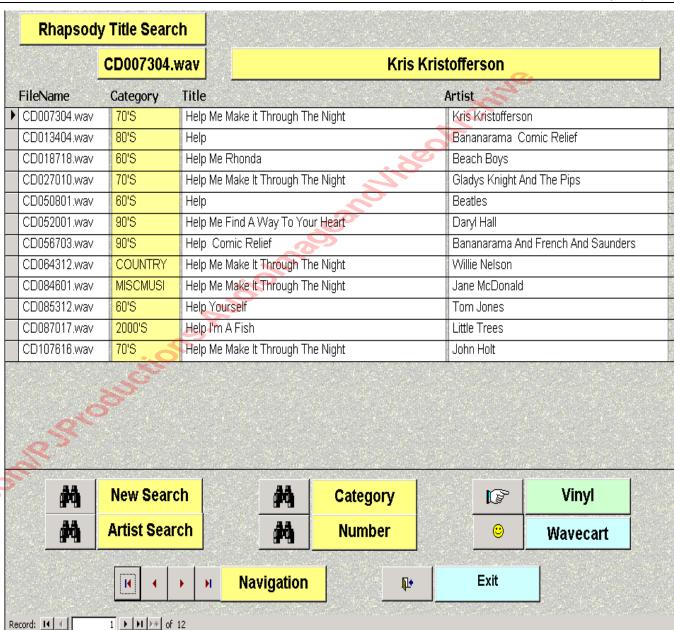
Rhapsody Song Title Search (Result)

The resulting display will show the available versions plus longer titles's with the word "Help". IE Help me make it through the night.

If the search finds records more than a page full. The scroll bars on the right hand side of the screen will be displayed so that you may page down.

Tab Key: The tab key if pressed will generate the dialogue box for a new search within the current search selection.

If you wish to exit this page to return to the front page. Click on the button marked exit. This applies to all search result pages.



(5) Rhapsody Word Searches



Rhapsody Word (Result)

In this instance the library search has produced 4 songs which start with the word bridge.



Rhapsody Word Search

A search for a particular word in the title will produce two results. If we type for instance the word "Bridge" without the exclamation marks the result is as below

Rhapsod	y Title Searc	oh 💮 💮			
	CD003417.	wav Brid	Bridge Over Troubled Water		
FileName	Category	Title	Artist		
CD003417.wav	70'S	Bridge Over Troubled Water	Simon And Garfunkel		
CD032206.wav	ORCHBAN	Bridge Too Far	Massed Bands Of The Parachute Regiment		
CD085510.wav	MISCMUSI	Bridge Over Troubled Water	Russell Watson		
PS010101.wav	FILM&SHO	Bridge On The River Kwai	Malcolm Arnold		
PS013228.wav	80'S	Bridge To Your Heart	Wax		

Rhapsody Word Advanced Search

If we now type "*bridge" without the exclamation marks the result is shown below.

Rhapsody Word Advanced(Result)

The addition of the * before the search word instructs the program to look for all incidences in the title of the songs. This has resulted in 16 songs to choose from.

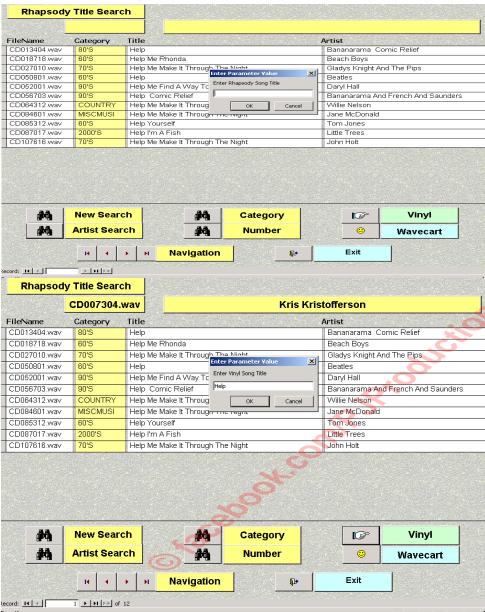
Use the * in conjunction with any word if you don't know the title.

This method may also be applied to artist searches as well as all song and artist searches in the vinyl library.

Rhapsody	y Title Searc	<mark>h</mark>				
	AH000704.v	vav Across Ti	ne Bridge			
FileName	Category	Title	Artist			
AH000704.wav	TRAD&REL	Across The Bridge	Jim Reeves			
AM000202.wav	COUNTRY	Seven Bridges Road	Steve Young			
CD003404.wav	60'S	59th Bridge Street Song	Simon And Garfunkel			
CD003417.wav	70'S	Bridge Over Troubled Water	Simon And Garfunkel			
CD013412.wav	80'S	Burning Bridges Status Quo				
CD032206.wav	ORCHBAN	Bridge Too Far	Massed Bands Of The Parachute Regiment			
CD054340.wav	90'S	Love Can Build A Bridge	Children For Rwanda			
CD056701.wav	90'S	Love Can Build A Bridge	Cher Chrissie Hynde And Neneh Cherry			
CD075616.wav	90'S	Under The Bridge	All Saints			
CD084509.wav	50'S	Under The Bridges Of Paris	Eartha Kitt			
CD085510.wav	MISCMUSI	Bridge Over Troubled Water	Russell Watson			
DLSV0004.wav	FILM&SHO	Burning Bridges From Kelly's Heroes	Mike Curb Congregation			
PS010101.wav	FILM&SHO	Bridge On The River Kwai	Malcolm Arnold			
PS013228.way	80'S	Bridge To Your Heart	Wax			
TM000504.wav	60'S	59th Bridge Street Song Live	Simon And Garfunkel			
VT22110326.wav	VTRACK	John Murphy: Seven Bridges Road » Tumblin Tumblews	Fresh Country 04			

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(6) Vinyl Song Title Search From The Rhapsody Song Title Page



Vinyl Song Title Search

If after having viewed the Rhapsody library section you don't find the record you want. A click on the button marked "Vinyl" will produce a dialogue box for you to re-enter the title "Help".

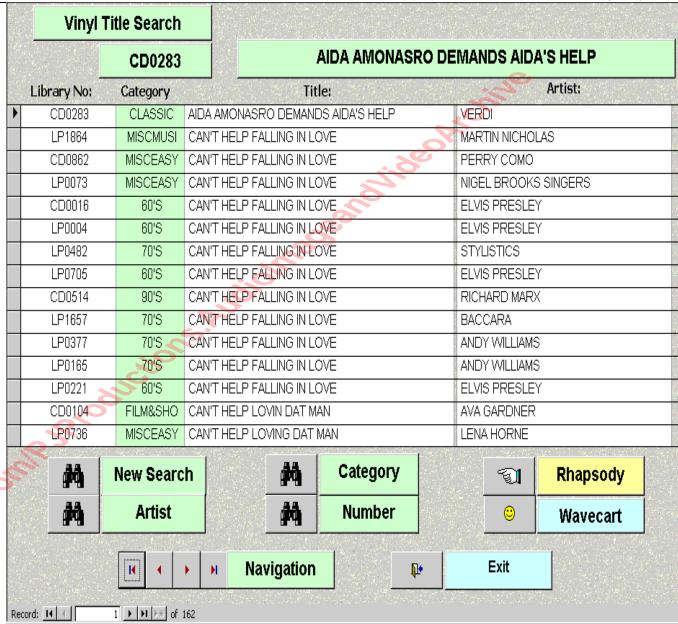
Vinyl Song Title Search (Result)

The resulting display will show the available versions in the vinyl library plus longer titles's with the word "Help". i.e. Can't help falling in love etc.

If the search finds records more than a page full. The scroll bars on the right hand side of the screen will be displayed so that you may page down.

Tab Key:- The tab key if pressed will generate the dialogue box for a new search within the current search selection.

If you wish to exit this page to return to the front page. Click on the button marked exit. This applies to all search result pages.



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(7) Rhapsody Artist Search



Rhapsody Artist Search

Starting from the front page a search for an artist will be as accurate as you want it to be. If you wanted the beatles, you would type "beatles" without the quotation marks.

Rhapsody Artist Search (Result)

The resulting display will show the available songs from the artist entered.

If the search finds records more than a page full. The scroll bars on the right hand side of the screen will be displayed so that you may page down.

Tab Key: The tab key if pressed will generate the dialogue box for a new search within the current search selection.





Vinyl Artist Search

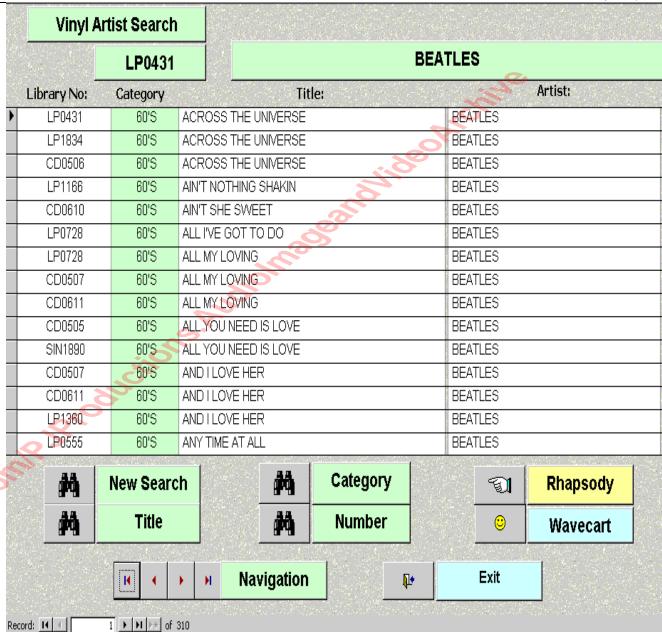
If after having viewed the Rhapsody library section you don't find the artist you want. A click on the button marked "Vinyl" will produce a dialogue box for you to re-enter the artist "beatles".

Vinyl Artist Search (Result)

The resulting display will show the available songs from the artist.

If the search finds records more than a page full. The scroll bars on the right hand side of the screen will be displayed so that you may page down.

Tab Key: The tab key if pressed will generate the dialogue box for a new search within the current search selection.



(8) Rhapsody Category Search



Rhapsody Category Search

If you wish to search for a range of songs in a particular category i.e. "50'S".

Type "50'S" without the quotation marks.

Rhapsody Category Search (Result)

The result will show a display of all the available songs on rhapsody which have been assigned to the particular category.

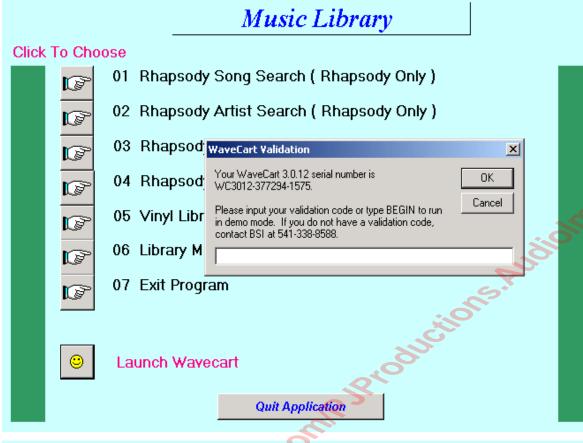
If after having viewed the Rhapsody library section you don't find the record in the category you want. A click on the button marked "Vinyl" will produce a dialogue box for you to re-enter the category "50'S".

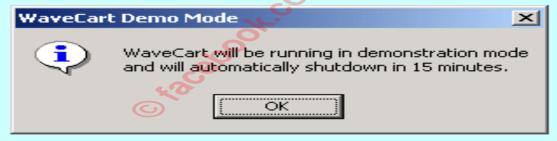
Tab Key: The tab key if pressed will generate the dialogue box for a new search within the current search selection.

If you wish to exit this page to return to the front page. Click on the button marked exit. This applies to all search result pages.

A	FMC1950.	KRT			50'8		2)		
FileName	Category		Tit	le			Artist		
AFMC1950.KRT	50'S	50's A To F	Songs		- Le	H			
AZMC1950.KRT	50'S	50's A To Z	. Songs		S F	RH			
GLMC1950.KRT	50'S	50's G To l	Songs		F	RH			
MRMC1950.KRT	50'S	50's M To F	₹ Songs	207	F	RH			
AFMC50NS.KRT	50'S	50's Night	Songs A - F	60	F	Ή			
AZMC50NS.KRT	50'S	50's Night	Songs A - Z	55	F	Ή			
GLMC50NS.KRT	50'S	_	Songs G - L		F	Ή			
/IRMC50NS.KRT	50'S	50's Night	Songs M - R		F	Ή			
SZMC50NS.KRT	50'S	50's Night :	Songs S - Z		F	Ή			
SZMC1950.KRT	50'S	50's S To 2	' Songs		F	Ή			
AFMC60NS.KRT	50'S	60's Night :	Songs A - F		F	'H			
AZMC60NS.KRT	50'S	60's Night	Songs A - Z		F	RH RH			
GLMC60NS.KRT	50'S	60's Night	60's Night Songs G - L						
/RMC60NS.KRT	50'S	1	60's Night Songs M - R RH						
SZMC60NS.KRT	50'S	60's Night	Songs S - Z	Der Const. State of State of the State of th	F	H			
M	New Searc	:h	144	Artist			Vinyl		
#4	Title Sear	ch	M	Number		0	Wavecart		
	14	Н	Navigation		ı•	Exit			

(9) Wavecart Launched From Music Library





Wavecart

The first screen to display when first entering the library is shown across.

At the bottom of the screen a yellow smiley face will allow you to launch Wavecart. The program is only a demo version which will ask for a password each time it is started. The Wavecart program will run for 15 minutes in each session. This will allow you time to preview songs and create a stack without the need for access to the broadcast studio's.

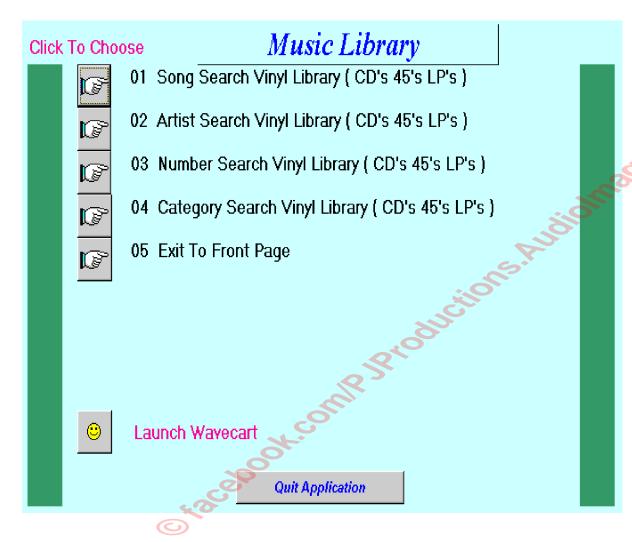
It will be possible for you to create a stack on the library computer and this will then be available in which ever studio you use. See your training companion on how to create stacks

Listening Facilities

The library computer will allow you to listen to any rhapsody music/speech file through the attached speakers. Any song listed in the rhapsody section of the library can be reviewed with Wavecart.

Wavecart can be launched from any search page.

(10) Vinyl Library Option 5 From Main Front Page



Vinyl Library

If you decide to search the vinyl library from the front screen you have to select option 5 first which will then display the four menu options across.

(11) Macro Error When Searching **Rhapsody Song Search FileName** Category Title Enter Parameter Value X CD013404.wav 80'S Help Enter Rhapsody Song Title CD050801.wav 60'S Help CD056703.wav 90'S Help Comic Relief 2000'S Help I'm A Fish CD087017.wav OK Cancel CD052001.wav 90'S Help Me Find A Way Td AD004004 MICCALIO ? X **Action Failed** Macro Name: Step Requery Halt Condition: Continue True: -1 Action Name: Requery Arguments:

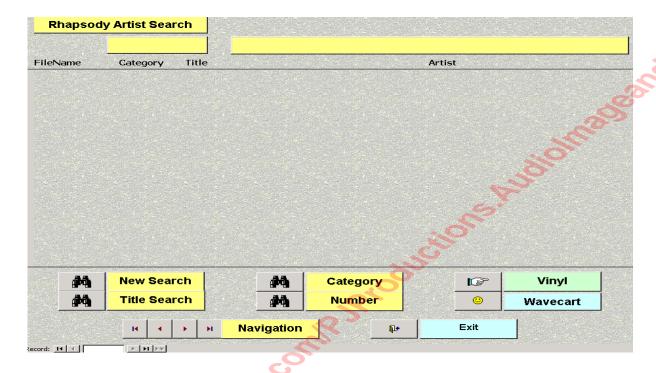
Macro Error When Searching

When you have used the tab key to pull up the dialogue box for a new search, if you then decide to cancel this search an error box is generated by windows. To cancel this box, click on the cross in the corner or click on the halt button or press the "ESC" key.

This error is caused because you have cancelled a macro which has been initialized,

(12) Blank Searches

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Blank Searches

There may be occasions where once you have entered a search criteria whether it be an artist or a song title and the program will return a blank screen as across.

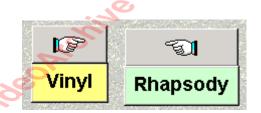
If you wish to effect a new search from this screen position, you have two choices you can double click with mouse in middle of screen or you can click on new search.

This will pull up the new search dialogue box.

Change Database Searches

At the bottom of each search page there is options for searching for other criteria without the need to return to the front screen. In addition there is the option to search the other database for the same song or artist.

If you have used the other database search option, the search page will remain open unless you have used the exit button.





Multiple Windows Open

If you have been changing from one database to the other and change searches between the different types of search i.e. artist then song title then number. If you don't click on exit at the bottom of each page you will leave the window open and at the bottom of the screen on the task bar you will find multiple windows open. To close these down all you need do is click the exit button on each page and they will close. The library program when you first launch will show two window buttons on the task bar. This is normal.

(13) LIBRARY COMPUTER. (Guidelines).

Misuse Of Library Computer.

The computer is primarily available for presenters to search for records in the library. It is not provided for you to play with or load games; or any other programs :other than the library for which you are shown.

Any person caught loading the computer with a floppy disc or trying to escape the library program on the computer; to access other areas will be dismissed.

General Care.

Like the studio equipment it will become very dirty if you eat food, and read newspapers etc., and then use the keyboard. If you use the computer:



Please Wash Your Hands.

Once all marking up has finished and programs have been prepared: Turn off the computer: Don't leave it on all evening.

If you spot a mistake on the computer or on the printouts: write the details on a piece of paper and place it on the librarian's team tray.

The computer printouts are only updated after a long period of time varying from 3 months to several years; Please take care when handling these they cost a lot of money to produce.

(14) LIBRARY COMPUTER. (Program).

Library Definitions:-

Vinyl = CD LP or Singles 45's

Rhapsody = All MP3 files recorded onto computer.

Library Conventions:

When entering criteria for searches. The following examples will assist you:-

Artist's names:-

Frank Sinatra Jerry Lee Lewis

Group names

When searching for group names always leave out "THE" i.e.

The Beatles >>>> Beatles.

Titles

When searching for record titles always leave out "The" and "A". i.e.

"A Summer Place ">>>> " Summer Place "

Categories:-

See Appendix 4 Rhapsody Categories See Appendix 5 Vinyl Categories

Number Conventions.

Vinyl

CD = CD0000 I.E CD0104 Lena Horne

LP = LP0000 I.E. LP0491 Deanna Durbin

45's = SIN0000 I.E SIN2303 Rick Astley

Rhapsody

CD = CD0000000 I.E CD010401 Lena Horne

LP = LP000000

I.E. LP049101 Deanna Durbin

45's = SIN0000 I.E SIN2303A Rick Astley

If items have been added to the Rhapsody library from individuals these will be prefixed with the persons initials and then the number. I.E AH000000 equals Alan Holder.

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