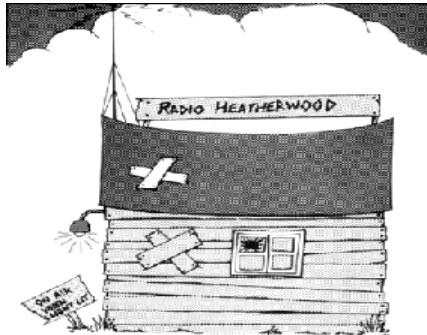


Subject: Radio Heatherwood Presenters Newsletters
From: "Secretary" <Secretary@radioheatherwood >
Date: 14/02/2003, 19:05
To: Radio Staff



The Radio Heatherwood staff newsletters took many styles and methods of production during its publications.

We have recreated an issue distributed by email to radio staff and also posted on the staff noticeboard.

This newsletter originally published as above date.

The only changes made to these emails have been the removal of personal phone numbers and email addresses.

Background Story to Email:-

Training Etc

PJ Davidson-Smith Former Secretary

Subject: Training Etc
From: "Secretary" <Secretary@radioheatherwood >
Date: 14/02/2003, 19:05
To: Radio Staff

Hi Guys & Girls

A big thankyou to all who turned out last night for the first of the training. I hope all of you were impressed with the first of the programs.

I cannot stress this enough the pace of change and your own personal development towards the use of the new systems is entirely in your hands. We accommodate your learning pace.

I know sometimes people can be intimidated by large groups and also want to ask questions but feel they might look stupid. If you feel you would like some personal one to one training this can be arranged.

I hope you will use some of your spare time to perhaps arrange training evenings for your own staff to come along. It's a good opportunity to share a joke and have some fun as we learn.

Just to highlight some issues and some pointers from last night.

Apologies to those of you who have not started your training yet but these notes will be pertinent to you as well.

Studio Use

If you intend to use the studio on one of the spare evenings an email to me will avoid any clashes with other nights. The studio can be used Thursdays, Fridays or Sundays for training.

CD Recorders

We touched on the subject last night of copying music to the cd-rw discs. As you are all very much aware of the law on copyright and 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.

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.

PC Problems

A note for you all, if you come across with some problem of the program locking up etc. Do let me know what you were trying to do at the time. This way we can iron out the bugs etc.

Scrubber(Yes that is what it's called)

Last night in studio two Stan identified a sub program which I was not aware was part of Wavecart, 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

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.

On Screen Help

We didn't mention it last night but you do have an on screen help which is available if you wish to check how do a any function.

Wavcart Shutdown/PC Shutdown

Not mentioned in the notes we gave you but pertinent to wavcart 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 in section 3 of the notes.

CD/Minidisc Jingles

The cd/Minidisc jingles are limited to 99 items per disc. It is not my intention to renew these for the foreseeable future. The development of the 24 hour service is going to generate far more than can be carried by these. The search and find in wavcart will more than cope with the new jingles.

Having said that, I will at some point in the future review the discs and provide some sort of stand by's. I may however have more pressing jobs to do.

And finally

Discussion amongst ourselves will stimulate the exchange of tips and good information.

Always remember if you ask the question ? we can offer a solution, if you don't ask, you'll never know!!!!!!

I'm writing this on valentines night, still hopeful that the good looking ladies of the team might send me a card with a few kisses attached!!!!!!

Regards
Peter J Davidson-Smith
Radio Heatherwood & League of Friends
Heatherwood Hospital Ascot Berks.
www.lof-heatherwood.org.uk
www.radioheatherwood.org.uk

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