

**Subject:** Radio Heatherwood Presenters Newsletters  
**From:** "Secretary" <Secretary@radioheatherwood >  
**Date:** 16/03/2003, 08:53  
**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:-**

News Etc 16.03.03

*PJ Davidson-Smith Former Secretary*

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**Subject:** News Etc 16.03.03

**From:** "Secretary" <Secretary@radioheatherwood >

**Date:** 16/03/2003, 08:53

**To:** Radio Staff

Hi Guys & Girls  
Some news etc

### **Radio Heatherwood Worldwide**

A request came in last week from a relative in Melbourne Australia for a Dennis Davies who was admitted. Shows the web site has benefits !.

### **New Trainee**

Andy Warwick will be joining Tuesdays this coming week. Andy likes all kinds of music and is a keen gardener. No email address though

### **Saturday Cover**

Two bodies required for next Saturday 22.03.03

### **Rhapsody Update**

The next to last piece of the jigsaw was installed yesterday. The satellite receiver is now delivering the sustaining service from Radio 2. It is my intention to install the Rhapsody Machine next Saturday.

### **Test Transmission Weekend**

The test transmission weekend planned for the 4/5/6 April will barring any major problems go ahead as planned. The programs will commence 7pm on the Friday ending until 7pm on the Monday night before the normal evenings broadcast.

### **Test Transmission Liners**

If you haven't recorded your version of the liners I left in the studio by next Saturday, they will not be included in the test weekend transmissions.

### **Training Evening Wavestation Additional**

Studio 1 Machine has been altered to show friendly directory names for categories when right clicking the audio list. Preset in Santa Cruz will display the name of the current preset in use.

The voice track checklist has eighteen items on it in order. On Thursday we didn't mention items 12 to 15 on that list:-

A revised list below is the order you should take:-

#### **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) Click & Pop Eliminator ( Auto find levels and Click "OK").
- 5) Normalise to "95%".
- 6) Save ( Extra Audio Info Must Be Ticked )
- 7) Close file in Cooledit
- 8) Switch back to Simian
- 9) Position Voice Track on Timeline.( You can use Autopost )
- 10) Save
- 11) Paste into Schedule.
- 12) Click on Save symbol at top of screen to save program log changes
- 13) Click on "X" on Voice Track Control Panel.
- 14) Select next item on schedule for link.
- 15) Click on Quick Insert

16) Go to Start of this List.

**Additional Items to be carried out after you have completed all your voicetracks.**

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

17) Highlight Voice track in Schedule and right click

18) Select Edit Info.

19) Select "No Fade at Segue"

20) 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 )

### Do's

Do remember to always press PFL when you start to create your voice tracks

Do remember to fill in the properties box for your program log.

Do remember to always wear your headphones, monitoring through the speakers is not good enough.

Do remember to select autostart in the event builder.

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.

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**

### Don'ts

Don't forget to return the preset back to studio 1/2 playback and release buttons on MX882

Don't use the scrubber!

Don't forget to watch your levels on the chilton no red led's flashing when doing your voicetrack!.

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Thursday night we used the last preset of the three we need to use. Don't forget to refer to section 6 of the training notes which will clearly indicate when and where you should use the designated presets in Santa Cruz.

Training notes on the web page will be updated at a later date to include all the changes we have made in the last couple of weeks If you haven't a full copy of the notes you can download them from <http://www.radioheatherwood.fsnet.co.uk/rhaptra.htm>

### Rhapsody Team

The whole service we will deliver can't be down to one man and his dog, it needs the team effort of individuals and the following items will demand some team champions who can take on the role for these very important tasks.

If you decide that you would like to be responsible for a particular category you will have a freehand( within reason ) to use your own ideas and be responsible for all preparation and production of items.

If we receive more than one volunteer for the category we will put the names in a hat

### Patient Information Champion

We need someone to champion the patient information links and get something into production and be responsible for this very important part of the service.

### Local News & Events Champion

We need someone to champion the local news & events links and get something into production and be responsible for this very important part of the service.

### Quiz Questions & Answers Champion

We need someone to champion the quiz links and get something into production and be responsible for this very important part of the service.

That's all

Regards

Peter J Davidson-Smith

Radio Heatherwood & League of Friends

Heatherwood Hospital Ascot Berks.

[www.lof-heatherwood.org.uk](http://www.lof-heatherwood.org.uk)

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