

### Broadcast Electronics

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## **User Quick Reference**

Software versions 9.x

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### **Using This Guide**

This user guide covers production procedures, on-air operational procedures, and other basic information for end users of Vault2.

It is a non-technical guide intended for Program Directors, operators, traffic/music directors, and other non-technical staff. Previous knowledge of audio automation software is not required. However, familiarity with computers and the Microsoft Windows environment is necessary.

The information in this User Guide is designed to step new users through a range of frequently required tasks. Each chapter is introduced to give an understanding of the concepts and tasks covered, and conclude with a summary of major topics and commands. The actions required to perform each task are stepped out sequentially.

#### **Structure**

The information in this user guide is divided up into several sections according to the type of task that is required:

Section A	Introduction to Vault2
	Provides an introduction to the terms and concepts and used in Vault2 modules.
Section B	Audio Production
	Steps the user through the process of recording and editing audio using the AVRPS and AVProd tools.
Section C	Scheduling Audio Events
	Steps the user through the process of building formats and collection, importing music and commercials and performing a reconciliation.
Section D	Managing Audio On-Air
	Steps the user through the process of managing the AVAir "on-air" interface.
Section E	Additional Vault2 Tools
	Provides an overview of Vault2 tools that can be purchased in addition to the packages.

#### **Format**

There are several conventions used throughout this manual to help identify text and special descriptions:

Content	<b>S</b> Each Section will begin with an overview of tasks and concepts covered.
Summar	Y Each section concludes with a summary of major topics and commands covered.
Keys that are	e pressed at the same time appear with a plus sign between them. (For example, <b>Alt+F10</b> )
Dialog box f	ield names and menu choices appear in bold sans-serif font. (For example, <b>User Name</b> or <b>Format</b> )
The manual uses t	ne following specific terms:
Choose -	Pick an item that begins an action. Includes any menu command and command buttons in a dialog box.

Select -Mark an item by highlighting it. Includes menu selection, workspace elements or text items.

Additional information, hints or tips and cautions will be presented in the following format:

**Additional Information** 1

Will be displayed in this format.



**Tips and Handy Hints** 

Will be displayed in this format.



Will be displayed in this format.

## **Section A**

## Vault2 Concepts and Terminology

- A1 An introduction to Vault2
- A2 Vault2 Audio Formats & Terms



# **A1**

## **Introduction to Vault2**

This section is designed to give the user a clear understanding of what Vault2 is and its capabilities.

#### Contents

- What is Vault2
- <u>What does Vault2 do</u>
- Vault2 components
- How expandable is Vault2

#### What is Vault2?

Vault2 enables the management of all studio requirements for smaller radio broadcast stations in a single environment — production, automation, news, knowledge management, and Internet technologies.

Vault2 is based on the renowned AudioVAULT technology but has the advantage of being based entirely upon open system architecture. This means that the system does not require the use of proprietary hardware. However, the audio card used must be "qualified" and the software can run on Windows 2000, Windows XP Pro and Windows 2003 Server operating platform.

#### **Qualified Audio cards**

At the writing, the audio cards that have been tested and approved for use by Broadcast Electronics are the Digigram VX222 family (v1,v2, HR and e, Digigram VX882HR, VX1222e.

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#### What does Vault2 do?

Vault2 provides radio broadcasters with sophisticated digital audio recording and editing functions, storage, and playback of audio:

- Music
- News reports and segments
- Commercial announcements
- Themes
- Jingles
- Sound effects

This audio is converted to digital audio data and stored on computer hard drives. Vault2 then provides **Dynamic Access** to the digital audio for playback so that the same piece of audio can play on multiple computers at the same time.

#### What are the components that make up Vault2?

Vault2 comprises of a number of tools that can be bundled together depending on customer requirements.

For radio stations that produce live content, Vault2 provides the tools to import schedules from virtually any traffic and scheduling program, quick record/playback tools, and applications for total control over audio overlap transitions and live / automated content. For automated radio formats, Vault2 offers collection of tools that enable users to broadcast content on the fly. For radio operations that broadcast both live and automated programming, Vault2 provides the functionality required of stations utilizing satellite feeds, automated content, and live programming. For radio operations performing intense amounts of audio Vault2 offers an audio organization application, simple drag and drop of files to build on-air projects, the ability to change from stereo to mono or AES/EBU digital input, integration with virtually any scheduling or traffic programs, quick play list building, and dynamic record/ playback of audio production.

Vault2 provides a specific set of tools to enable radio stations to quickly and profitably manage their studio environments, these tools include:

- AVRPS for audio production.
- **AVScheduler** for merging music and traffic into a format playable in AVAir.
- AVAir for playback.
- AVSat to capture satellite feeds.
- **AVNet** for formats that mix live and recorded programs. The Production Pack includes:
- AVScheduler for scheduling and production of voice tracks.
- AVRPS for general Audio production creates any kind of list cuts, carts, Editlist and Playlists.
- AVProd for basic audio production built cuts or Editlists.

In addition to the above tools, Vault2 offers these additional components:

- **AVPreview** A tool that enables a user on the network to listen to any of the spots from the AV workstation.
- **AVExplorer** An FTP client that enables the sharing of files between Vault2 Volumes.

- NFServer enables mirroring of the audio database.
- Voice Tracker enables the recording of voice tracks directly into the schedule and allows the end of the previous song and the beginning of the next song to be heard.
- TRE filters audio data for web publishing.
- **AVMPEG** Audio Compression Manager.
- AirBoss a copy management tool.

Each of the above components is more fully explained in Section E - Additional Modules.

#### How does Vault2 work?

Vault2 can be a standalone system - where the audio library (Volume) and all required tools are available from one computer - or, can consist of a number of workstations that access audio material from a central storage area. The audio exists on the Vault2 computer hard drive (Volume) and means the audio is recorded into the system once and can then be played back by any workstation.

#### How expandable is Vault2?

VaultXPRESS is designed to run on everything from a single PC system to up to four networked workstations on the VaultXPRESS package, and with the use of servers Vault2 too is virtually unlimited.

An example structure for a four-workstation network could be:



Example Vault2 configuration

# A2

## Vault2 Terminology & Audio Formats

When working with audio it is useful to have an understanding of the different Vault2 tools that are available to you, as well as the different formats and terms used for the various audio forms.

#### Contents

- Explaining Vault2 Cuts and Carts
- Identifying how and where Vault2 stores audio
- <u>Understanding Vault2 Cut Naming Schemes</u>
- <u>Summary</u>

### **Explaining Vault2 File Types**

#### Cuts

Vault2 CUTS are individual pieces of audio material recorded into the Vault2 system. Any audio recording performed on the Vault2 results in the creation of a Vault2 cut.

Cuts can be:

- Thought of as pieces of digital tape.
- Recorded with user-selected sampling rate/compression/stereo-mono settings.
- Played back either as a single entity or in a list with others (Cartlist, PlayList, EditList, and Stack).

#### Carts

Vault2 CARTS are rotating lists of Vault2 cuts. Carts are used where playback variety is needed, but you do not want to schedule each individual cut.

The Vault2 system keeps track of which cut is next to play. When the last cut in the Vault2 cart is played, the software instructs the cart to reset the pointer to the beginning.

Example:



A Cart might contain multiple cuts of one audio event such as a Station ID. When a cut is played from a Cart, the next cut will be advanced automatically.

#### **Editlist**

An Editlist may contain one or several pieces of audio that may then be referenced by other list types (Cart, Playlist, Stack, and Cartlist) just as if the Editlist were actually a cut.

Editlists can be created, for example, to "clean up" a recorded interview.

The Editlist allows multiple "windows" of audio to be cut and pasted together. Each "window" contains a cut name and trim points, allowing segments from the same cut, or even differing cuts to be assembled. This concept is depicted below:

Original Vault2 cut (a piece of recorded audio)

A three-event Editlist (3 different "windows" of audio

that have been cut and pasted together.)

#### PlayList

The PlayList is the most powerful list of all Vault2 list types. PlayLists can be used to building daily logs (AVSat); unattended network feed recording (AVNet), and creating QuickStart palettes (for either AVAir or AVRPS).

Playlists can:

- Contain a combination of commands and audio events and autostart events, instruction sets.
- Contain cuts, carts, EditLists, PlayList Chain, Announcer Stacks, Commands, etc.
- Be created with AVRPS or other Vault2 screen and can be played back with AVAir. (They can also be created and edited as text files.)

х	@ 06:58:03A :	ALIGN			
х	06:58:04A	5430	00:29.7 COM	Sony	
$\overline{\uparrow}$	+ 10:22:30P	5401	01:00.7 COM	Intel Inside	
	+ 10:23:30P	5000	00:04.7 JIN	WBEI is hoppn'	
	+ 10:23:35P	7000-10	00:09.7 PSA	10 second PSAs	
LXed event-Played					

Once played, the event shows a lower-case letter x to the far left-hand side of the list. The event also gets logged once played, should the logging function be enabled.

#### (Announcer) Stack

A Stack is a list of a specific announcer's jingle cart, liner cart, sweeper cart, etc, which can all be loaded as a single entity (manually or via a PlayList). Usually stacks are loaded based on time-of-day, a few minutes before the shift change takes place.

An example Announcer Stack may be Liners, Station Ids or other "drops" recorded by a syndicated program's host, for the local station - with the idea of making the programming sound as local as possible.



In **AVSat**, stack loads begin loading into deck 2. The first cart in the stack will load into deck 2, the second cart into deck 3, the third cart into deck 4, etc, up to the number of carts in the announcer stack file. If the stack has too many carts (i.e. attempts to load into deck 9), the extras are simply ignored.

#### **Audio Quality**

The quality of audio is defined by its sample rate, compression ratio and stereo/mono attributes. Vault2 allows the user to set these attributes on a cut-by-cut basis.

#### **Compression Type/Rates**

None	Assigns no audio compression. Provides the highest audio quality by not introducing any degradation produced by the compression process. However, this format requires the greatest storage space.
MPEG1	Simplified audio compression using compression rations of up to 16:1 while still producing adequate audio quality.
MPEG2	Advanced audio compression using compression ratios of up to 16:1 while producing a good audio quality. MPEG2 compression is typically not noticeable at ratios up to 8:1 stereo.
MPEG3	Advanced audio compression using compression ratios of up to 44:1 while producing small file size, not so great quality. MPEG3 compression is typically not noticeable at ratios up to 8:1 stereo.
Joint	Provides optimum compression for stereo cuts with decreased separation and distortion as compared with Stereo mode.
Stereo	Maintains stereo information to produce good audio separation but increased distortion as compared to Joint mode.
Mono	Used for mono cuts.
Dual	Designed for dual language cuts. Allows for COMPLETE channel separationEnglish on the Left channel, Spanish on the Right, for example.

#### **Audio Storage**

Vault2 stores audio on hard drives and provides instant random access to all audio material. Workstations can be networked to provide access to a shared inventory.

Vault2 cuts are stored in a library or "Volume" that generally is located on the hard drive of the on-air PC. The computer containing the audio file volume may also run Vault2 applications.

#### Volume

Audio files are stored as standard RIFF Wave files in a library or "Volume." The Vault2 Volume is located on at least one of the workstations. Other workstations are able to read from and write to the Volume over a network connection.

Multiple Volumes can be maintained and synchronized using the NFServer software.

#### Categories

The audio files that are stored as .Wav files in the Vault2 Volume can be organized into a series of folders - referred to as Categories.



A Volume can hold any number of Categories



Categories are usually defined to store a particular type of audio file. (Eg. Commercials would be one category; Sweepers might be another, etc.)

#### **Digital Audio Storage Capacities**

The follow table provides some example storage capacities based on different sample and compression rates. These figures are based on Joint Stereo cuts.

Sample Rate	Compression	Bits/Sec	Bytes/Sec	MB/Min	Hours/GB
44100	1	1,411,200	176,400	10.58	1.57
44100	4	352,800	44,100	2.65	6.30
32000	1	1,024,00	128,000	7.68	2.17
32000	4	256,000	32,000	1.92	8.68

## **Understanding Cut Numbering Schemes**

It is important to develop a numbering scheme when first setting up your Vault2.

Some issues to consider when designing your numbering scheme.

- Standardizing naming conventions will allow you to recognize what kind of file you're working with.
- Use a different number format to differentiate commercials from promos, etc.
- What scheme are you using now?

#### **Unique Filenames**

All Vault2 cuts must have a unique filename assigned to them during production. This is because each audio item can only exist once in the Vault2 system.

The unique filename ensures that the correct audio element will display when called on - provided that the traffic system is scheduling the correct spot number.

#### **Example Cut Numbering Scheme**

The following is an example cut numbering scheme for a facility with 2 stations sharing the same Vault2:

	WBEI	WBDC
Commercials	1000 - 1999	2000 - 2999
Liners	01- prefix	02- prefix
Jingles	01- prefix	02- prefix
Songs	01 - CD# - Cut#	02 - CD# - Cut#-
Playlists	BEIMON-BEISUN	BDCMON-BDCSUN
VoiceTracks	BEIVT000 - 999	BDCVT000 - 999

#### **Cut Numbers**

The numbering schemes presented here are suggestions only.

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#### **Numbering Commercials**

Typically traffic systems generate 4-digit "cart" numbers. With this in mind, if designing a numbering scheme, each radio station should be given a block of these numbers to assign commercial content.

**COMMERCIALS** can be numeric, with the station number, and then a three-digit number for a total of 999 different numbers per station. You may also want to assign a group such as 0000-0999 to hold commercials common to all stations.

Examples:	
1528	County Market/WBEI
1899	Bob's Tires/WBEI
2355	Bubba's Tattoos/WBDC
0245	KFC/ALL

If traffic is also scheduling Public Service Announcements then these should be included in the 4-digit range of numbers.

#### **Numbering Music Cuts**

Music numbering schemes are typically designed to locate the material's source should it be needed. For instance, if your material is from a CD, the numbering scheme should be designed so it refers to the CD number and the cut on the CD.

#### Example:

**SONGS** can be alphanumeric, or defined by CD number and track. The "01-" prefix would make each station's number set unique.

WBEI/CD 0003-track 10
WBEI/CD 9099-track 5
WBDC/CD 5020-track 15
WBDC/CD 0665-track 12

This method ensures that each number is unique assuming that you only have one CD numbered 9099. If you have duplicate CD numbers you may want to include a library/provider number to the beginning of the Vault2 cut number.

Some music scheduling systems may have a limit to the number of characters that may be used for the song number, so verify that you are within the limits of your software.

#### **Audio Elements Not Scheduled By Traffic**

The items that will be recorded which are not typically scheduled by traffic such as Jingles, Liners, ID's, Voice Tracks, etc., should be given their own unique numbering scheme.

Typically we recommend a 6-digit number with no hyphenation. This allows a large number of cuts to be recorded with no real chance of duplication. Using numeric values allows for the fact that some scheduling programs such as RCS's LINKER may generate these items.

#### Example:

**LINERS** and **JINGLES** can be alphanumeric, with the "01-" prefix making them unique from the other stations.

01-GIVEAWAY	WBEI/Summer Giveaway
01-LUNCH	WBEI/Lunch Bunch Promo
02-CONCERT	WBDC/Skynyrd Concert
02-CONCERT	WBDC/Jazz in the Park Series

PLAYLISTS are alphanumeric, defined by call letters and day of the week.

VOICETRACKS are alphanumeric, defined by call letters, and a 3-digit number.

#### **Reserved Characters**

File names can consist of the characters A-Z and the numbers 0-9. Special characters such as !, #, \$, &, =, \_, :, ' can only be used if characters A-Z and 0-9 also appear in the file name. **BUT SPECIAL CHARACTERS SHOULD BE AVOIDED AS A GENERAL RULE**.

Files which begin with the dollar character (\$) are considered temporary so do not use them. The Network File Transfer program for Vault2 (NFSERVER.EXE) will not copy temporary (\$) files.

File names cannot begin with #, or =. The character = designates a UFN (Universal File Name), while the # character designates a DOS file.

## Summary

A Cut is:	An individual piece of audio material. A CUT can be thought of as a piece of digital tape. Each Cut is identified by a unique filename. ( <i>Refer <u>Cuts</u></i> , page 5)
A Cart is:	CARTS are rotating lists of Vault2 Cuts. Carts are used where playback variety is needed, but you do not want to schedule each individual cut. <i>(Refer <u>Carts</u>, page 5)</i>
A Playlist is:	Playlists are used for: Daily logs (any screen but typically AVAir), unattended network feed recording (AVNet), and QuickStart palettes (AVAir or AVRPS) <i>(Refer <u>Playlist</u>, page6)</i>
An Editlist is:	An Editlist might contain one or several pieces of audio that may then be referenced by other list types (Cart, Playlist, Stack, Cartlist) just as if the Editlist were actually a cut. <i>(Refer <u>Editlist</u>, page6)</i>
A Cartlist is:	A Cartlist is a "training wheel" list. Cartlists (also known simply as lists) are very simple in structure and are really only useful to new users in demonstrating list basics or when a certain format or day-part is straightforward, and very simple. <i>(Refer <u>Cartlist</u>, page Error! Bookmark not defined.)</i>
An Announcer <mark>Stack</mark> is:	A list of a specific announcer's jingle cart, liner cart, sweeper cart, etc, which can all be loaded as a single entity (manually or via a Playlist). <i>(Refer <u>Stack</u>, page Error! Bookmark not defined.)</i>
Audio Storage & Format	Audio files are stored as Wave files within a library or " <u>Volume</u> " on a local hard drive. The audio files can be organized into <u>Categories</u> within the Volume.
File Naming Conventions	All Vault2 cuts must have a unique filename assigned to them during production. File names can consist of the characters A-Z and the numbers 0-9. Special characters such as !, #, \$, &, =, _, :, ' can only be used if characters A-Z and 0-9 also appear in the file name. SPECIAL CHARACTERS SHOULD BE AVOIDED AS A GENERAL RULE.

## Section **B**

## **Audio Production**

- B1 Using AVRPS for Basic Audio Production
- B2 Using AVProd to Record and Edit Audio
- B3 Using AVNET to Record Network Audio



# **B1**

## Using AVRPS for Basic Audio Production

There are two basic file types in the Vault2 world...cuts and lists. Cuts are actual pieces of audio. Lists (like carts) are instruction files. The basic AVRPS (AudioVAULT Record Play Screen) is the tool most often used to create and modify Vault2 files.

The process of recording a digital cut with the Vault2 system is similar to using an analog tape unit. AVRPS has all the buttons you expect to see on an analog unit...record, start, stop, fast-forward, rewind, and pause. It also has a menu bar along the top. This is the screen used for most Production room tasks.

#### Contents

- <u>Exploring the AVRPS Screen</u>
- How to record a cut
- <u>How to playback a cut</u>
- How to delete a cut
- <u>How to re-record a cut</u>
- How to locate an audio event (cut)
- How to build a Cart
- How to build an Announcer Stack
- How to create an Edit List
- <u>The basics of creating and modifying a Playlist</u>
- <u>Summary</u>

### **Exploring the AVRPS Screen**

The AVRPS screen is used for Production of audio and lists. It offers on-screen audio metering, a waveform display, cut recording, and list generation capabilities. Once produced, inventory is available to all workstations in the workgroup.



The AVRPS Screen

#### **AVRPS Screen Components**

#### **Menu Buttons**



The menu buttons provide access to additional commands, often as another set of menu buttons. These sub-menus can be exited by using the **DONE** button.

List	Provides a sub-menu containing commands to manage Carts, Edit Lists, PlayLists and Stacks.
Cut	Provides a sub-menu containing commands to modify or delete the current cut.
System	Provides a sub-menu containing commands to access: on-line help; system information; setup parameters; file management; as well as a Shutdown command to close the

	program.
Power	Enables the audio operations to be powered off. Playlists etc. can still be created while the power is disabled. This option is rarely required.
Misc	Macros, Quick Start and Time Announce functions.
Load	Opens a dialog box that provides search and load commands for any cut, Playlist, Edit List, Cart or Stack stored in the Vault2 system.

#### Peak Meter Display



The peak meter indicates play or record levels. Normal meter range is approximately -25dB to +3dB and the bar will show green to yellow sections. The clip level is +10dB and the meter will show red in these sections.

#### Timer



The timer will display when audio is being played or recorded. The up or down arrow buttons can be used to toggle the timer display from a forward count to a back count.

#### **Waveform Display**



The Waveform Display area will reproduce the waveform of the active piece of audio along a time bar — as it's being played or recorded.

#### **Playlist**



The Playlist display will show the details of the current cut, or a list of audio events within a loaded Playlist, Edit List Cart or Stack. The current date, list name and time will show across the top of the display area. Any error messages and the out cue (if there is one) for the active audio event will show at the bottom of the display area.

#### Cart Deck



The Cart deck provides commands to: create a new recording; initiate play or record processes; move back and forward across the audio; and set End-of -Message, secondary and Tertiary tones within the cut to indicate segue or voice over points.

### How to Record a New Cut

The AVRPS tool can be used to record a new cut that might be a jingle, a commercial, voice track, PSA, or a piece of music.

- 1. Double click the AVRPS icon The AVRPS screen will display.
- 2. Click the **Record** button to create a new cut. *The Create/Modify cut dialog will display.*
- 3. Assign a Name to the cut. (*Refer File Naming, Section A page 10*).
- Complete any further fields required (refer to description of options on the following page) and click OK.
  The dialog will close and you will be returned to the record screen and are now in "Record Ready" mode.



#### **Category and Class**

These settings are important, and vary station to station. If you're not sure what the Category and Class should be, ask!

- 5. In **Record Ready** mode, set levels using the **Peak Meters**.
- 6. Click Start to start recording. As audio feeds into the Vault2, the cut's waveform will appear in the AVRPS screen.
- 7. Click **Stop** to finish recording. The Vault2 will stop recording, auto-trim any silence off the beginning and end of the cut, and instantly cue it up for playback.



The Create / Modify Cut dialog - sets information for the active cut

The options available in the **Create** / Modify Cut dialog are listed as follows. The options that are essential when creating a cut are marked with an asterisk \*.

Category *	A 1-to-3 - letter category that identifies the type of cut. (i.e. Spots maybe categorized as COM, Jingles maybe given JIN, etc.) The categories are configured by the System Administrator and held in a Category file on the main drive.
Name/No *	The name that the cut is to be called. It may be from 1-to-13 characters in length and can contain letters, numbers, and <i>some</i> punctuation characters. Spaces are NOT allowed.
Description	A full label for the cut. "Sears Craftsman Tools" is an example.
Duration	The length of the cut, in S or S.S, M:S or H:M:S format.
Default Duration	The length of the cut that <b>TimedRecord</b> (re-record) uses. It is used mostly for network delay cuts, like Paul Harvey or Rush L., which are audio feeds of a particular length.
Out Cue	The last few words of the cut's audio. It gives on-air talent clues that the cut is about to end, so that a more consistent sounding format can be produced. A convention often used is to begin out cues with three dots, as in "tools for a lifetime."

Start Date	The date that the · TOM · TOM+< · TOD · TOD+< · TFN TOM is short for appear in yellow	e cut will first be used. These short cuts are supported: days> days> TOMORROW, while TOD is short for TODAY. Out-of-date cuts if out-of-date, and will still play.	
Kill Date	The date that the Start Date.	e cut will last be used. The same short cuts can be used as for the	
	It is strongly recomaintenance. Or	mmended that Kill Dates be used, as it greatly simplifies file ut-of-date cuts appear in yellow but will still play.	
Client ID/Artist	This field can be billing and tracki characters.	filled with the spot's client ID number (supplied via the station's ng department), or the song's artist. It may be up to 40	
Class *	This field determines to what server the file should be routed to via the ONLINE server(s). Class names are typically FM, AM, All, and so on.		
Intro	The introduction time of the song (that amount of time which has music and the air talent can speak over). AVAir is the only screen that displays intro times. It may range from 0 to 999 (seconds).		
Codes	Is used for Traffic tracking codes.		
Modified	This shows the time and date when the file was last altered. Note that viewing the label of a cut and clicking OK changes the time/date the cut last modified.		
Format	This display show ration, etc.	rs how the cut is recorded regarding sample rate, compression	
ОК	Continues with the creation/modification of the cut. Updates the cut's header's time last modify attribute.		
Cancel	Abandons any ch attribute is left u	anges made to the cut. The cut's header's time last modify naltered.	
Delete	Deletes the cut w	ith ARE YOU SURE confirmation.	
Options	Stereo	Enable (bright) this to record a new stereo cut, or disable it (dim) to record a mono cut. For an existing cut, the brightness shows how the cut is recorded.	
	Auto-Trim	Enable (bright) this to enable auto trim, or click to disable (dim) auto trim. Auto trim runs in the background while recording and simply watches for audio levels that exceed (begin trim point) a limit or fall below (ending trim point) the limit. Note the setting is NOT saved with the cut; it is simply the system's current mode.	
	Discard Scrap	If enabled (bright), trimmed audio is discarded after the recording completes (TrimDiscard). Click to disable (dim) TrimDiscard. Generally it should be DISABLED so that a cut's trim points can be "stretched" after recording or re-recording.	

Redo	Audio	Enable (bright) if re-recording a cut. Note that TimedRecord is easier to use when re-recording cuts. The <b>Duration</b> button makes redoing audio easier.
	Cues	Enable this (bright) if only the EOM, Sec, and Ter tones are to be re-recorded. Note that Trim & Tones is easier to use.
Defaults	Fields	Click this button when recording several cuts that have similar labels. The last highlighted cut's label will be loaded; modify the Name/No and duration fields and click OK. Clicking <b>Fields</b> again clears the entire label.
	Duration	Click this to copy the Default Duration into the Duration field. It is used in combination with <b>Redo Audio</b> .
	Default buttons	These eight buttons are user-definable, and allow the commonly used settings to be quickly accessed. They also promote a consistent station sound, regarding sample rate, compression ratio, etc.
Sample Rate	This selection defines a new cut's sample rate (32000 is recommend). For existing cuts, the field displays that cut's sample rate.	
Comp Type	This selection defines a new cut's compression type: None, MPEG 1, MPEG 2 (MPEG 2 is recommended if compression is wanted). For existing cuts, it displays that cut's compression type.	
MPEG Mode	This selects the N	/IPEG compression scheme: Mono, Stereo, Joint, and Dual.
Ratio	This option selects/displays the cut's compression ratio: None (uncompressed), 3.2:1 - 16:1. For stereo, 3.2:1 - 8:1 is recommended (3.2:1 - 5.3:1 for mono).	
Play while Recording	Check this ONLY if the cut is a network delay cut that must begin playback before the recording has completed. These cuts must be played on the same server being recorded, and must not use AutoTrim or be stopped early.	

### How to Playback a Cut

To review the recorded cut:

- 1. Ensure the recorded cut is selected from the Playlist display.
- 2. Click Start. The waveform will display as the cut is playing.

Playing a Cut Control the playing of a cut, by using the Stop, Rewind, Fast forward, Pause, and Preview commands available from the Cart Deck display.

### How to Delete a Cut

If the cut is not required it can be removed from the Vault2 inventory.

- 1. Load and select the cut to be deleted.
- 2. Click Cut. The cut sub-menu buttons will display.
- 3. Click Modify. The Create/Modify cut dialog will display.
- 4. Click Delete. An "Are you sure?" prompt will display.
- 5. Click Yes. The cut will be removed from the Vault2 inventory.



**Deleting a Cut** 

This is permanent. Once a cut is deleted it cannot be recovered!
# How to Re-Record a Cut

If there are problems with the current cut, such as defective audio, it can be re-recorded without having to re-specify all the cut record options.

1. Click the Load button if the cut is not already open in the AVRPS screen. The Playlist Select dialog will display.

Playlist Selec	xt	
Name/No.	01-1932	Find
Eff. Date		
Load	<b>Expand</b> Reload	Cancel

The Playlist Select dialog - locates the required cut

2. Enter the name of the required cut and click Load. The cut will list in the Playlist area and the waveform will display for editing.

or

Click Find to locate the cut. (*Refer - Locating and Audio Event, page B-27*) The File Select dialog will display. Click the **Cut** button then click **Search** to list available cuts. Select the cut and click **OK** to load into the AVRPS screen.

3. With the cut now displayed, click the **Cut** button on the menu. The menu button display will update to show Cut command buttons.



- 4. Click the Timed Record button.
- 5. Cue the audio source and set audio levels and click Start to begin recording.
- 6. The record process will stop automatically or click **Stop** when done recording. The **AutoTrim** command usually will to take off any silence automatically.

#### Timed Record

Sets the duration "window" of the cut based on the Default Duration of the original cut. If the Default Duration field is blank, the default-Default Duration is 3 minutes.

1

# How to Edit a Cut

When a piece of audio requires more than its beginning and end points adjusted, the file can be converted into an **Edit List**. An Edit List is a collection of audio elements that might include selected segments from an existing cut (or cuts) and newly recorded items. (*Refer - <u>How to Create and Edit List</u>, page B-38*)

If only the beginning and end points of a cut need to be adjusted, the Auto Trim command can be enabled so that unwanted silence from the beginning and end of the cut will be removed automatically as soon as the Stop command is used.

#### To auto trim a cut

- 1. Load the cut.
- 2. Click Cut and then click the Auto Trim command. The silences on either end of the cut will be removed.



3. Click **Done**. The modified cut will be saved.

# How to Exit AVRPS

To close the AVRPS tool:

1. Click the **System** menu button. The System sub-menu buttons will display.



2. Click Shutdown. The program will close.

# How to Locate an Audio Event (Cut)

The Find command can be used to locate a cut, PlayList, EditList, Stack or Cart in the Vault2 system.

1. Click the Load menu button on the AVRPS screen.

Playlist Sele	ct		
Name/No.	1	Find	
Eff. Date			$\mathcal{I}$
Load	Expand	Cancel	

#### 2. Click Find.

The File Select dialog will display.

	File Select			
	<u>C</u> ategory	<all></all>	Search Append	Insert
	Name	•		
	<u>F</u> ormat	Brief!		Preview
	Sort <u>O</u> rder	Standard	•	ОК
	Cut	Cart	Cart List Stack Playlist Edit List Numeric	Cancel
1	\$AVK.VTK	VTK Cut	\$AVK.vtk created by Voicetracker	
Ņ	01-1932	OM Cut	Dan's Dogs	
	01-8765	LIN Cut	WBEI Lunctime Concert	
	1887	COM Cut	Bowmore Ford	
	CD55432	MUS Cut	Peace is just a word	
	CD608943	MUS Cut	I Saved the World Today	
	CUT0001	MUS Cut	Let It Flow	
	CUT0002	MUS Cut	Breakin' Me	
	CUT0003	MUS Cut	American Girl	
	CUT0004	MUS Cut	Do It To Me	
	CUT0005	MUS Cut	Your Mama Don't Dance	
	CUT0006	MUS Cut	Second Guessing	
	CUT0007	COM Cut	Sea Change	
	CUT008	COM Cut		

The File Select dialog - find available cuts

- 3. Click the **Cut** button to search only for cuts. (Refer to the list of options below if a different type of audio event is required.)
- 4. Click the Search button. The search will activate and the details of available cuts will list.
- 5. Select the required cut and click **OK**. The selected cut number will show in the Playlist Select dialog.
- 6. Click Load. The cut to load in the AVRPS screen and can now be played or edited.

## **Search Options**

The File Select dialog has the following options:

Category	This list of predefined categories allows a single category type, such as COM, to be searched. This search results in a more refined list of desired inventory than if <all> categories were searched.</all>		
Format	This will list all predefined display formats. You may also type in your own if desired.		
Sort	This choice dictates what order the matched files are displayed:		
Order	Standard	Alpha-numeric. "01000" comes BEFORE "11000" because the first letter of "01000" (0) comes before the first letter of "11000" (1). This order is the power-up default.	
	Numeric	Treats the names as though they were numbers. 01000 comes BEFORE 11000 because 1000 is (much) less than 11000.	
	None	Displays the names in directory-order. This approximates the chronological order of creation.	
	Sort scheme	es are built in you cannot define new ones.	
Cut	Enable this butt	on (bright) if cut files are to be displayed.	
Cart	Enable this butt	on (bright) if cart files are to be displayed.	
Cart List	Enable this butt	on (bright) if Cartlist files are to be displayed.	
Stack	Enable this button (bright) if announcer stack files are to be displayed.		
Playlist	Enable this button (bright) if Playlist files are to be displayed.		
Edit List	Enable this button (bright) if Edit List files are to be displayed.		
Numeric	Enable this button (bright) if files having names consisting only of numbers are to be displayed.		
Search	This button initiates the search. The button is dim while the search is in progress.		
Append	This is like Search, but anything that was previously displayed is retained (Search clears the list, Append doesn't). It is useful when searching for files having *sears* or *craftsman* in their description, for example.		
Insert	When accessing the File Select dialog via the INSERT LINE button, this button is enabled and allows many files to be inserted easily (fewer steps). The button is disabled when accessing File Select via LOAD, as the list to insert the names into is unknown.		
Preview	This allows the highlighted item to be auditioned to be sure that the right item is being inserted into the list. The button loads the item and then starts it, and therefore all item types (cuts, Playlists, Edit Lists, etc) support the Preview function.		
ОК	Stops searching (if still searching) and returns the name of the selected item to the previous dialog. You may also double click an item.		
Cancel	Exit the File Select dialog and return to the previous dialog but do NOT stop searching (if in progress). This allows a search that may take a while to initiate, but be able to use other functions while the search is taking place. On returning to the File Select dialog the SEARCH button's color identifies if the search has completed (bright) or not (dim).		

## Using wildcards in a search

The Name, Description, Class, Client ID, Codes, Out Cue, or Category fields are enabled for a wildcard search. The following special characters may be used:

- \* (asterisk) Any number of character(s)
- ? (question mark) Any single character
- ^ (circumflex) Files "except" the following- Remove names from that which have match so far
- , (comma) Separate multiple filters
- ; (semi colon) Same as comma

These searches are not case sensitive.

Wildcard examples include:

Name = 0*, 1*, 2*	- Any file that begins with a 0 through 2.
Name = ????	- Any file having a name of exactly 4 characters (1234, 0332, ABCD etc).
Name = 1000,3300,4500	- Three files with names of 1000, 3300, or 4500. No other files names will match.
Name = *;^0*	- All files, except those starting with a 0.
Description = *sears*	- Files with the word sears in its description.
Category = jin,lin,id	- Files have a category of JIN (jingle), LIN (liner), ID (legal ID).



#### **Search Filters**

Using these search filters, although very powerful, can be slow to execute.

# How to Build a Cart

A Cart is a rotating list of cuts. Carts are used where playback variety is handy, but without the problem of scheduling those individual cuts. When the last cut is played, the list starts over. Rotation is among the first 250 cuts in a cart. If variety is *not* required then simply use a cut.

#### Example:

Sears automotive: there is one spot for exhaust systems, another for tires, and a third for shock absorbers. That cart is built and rotates as:

5341 - Sears cart 5341-1 Exhaust Systems 5341-2 Tires 5341-3 Shock Absorbers

AudioVAULT carts are quite flexible, and support the following functions:

- Can contain cuts, Edit Lists, and other carts.
- Can contain AutoStarted cuts, Edit Lists, and other carts.

Carts rotate when they are loaded, and rotation is reset to the first item for all users whenever the cart is edited. Carts log the cart name/description, as that is what the on-screen Playlist shows.

#### Why place carts inside carts?

The most common use is to build a cart of commercials outros (like "...today only" or "...today and tomorrow only") and a cart of commercials where each commercial is auto started to the outro cart.



This process provides great flexibility in structuring cart rotation: introduction carts, body carts, outro carts.



Cart Names

Follow a naming convention to ensure inventory maintenance (deletion) becomes a simple process. Notice



#### Rotation

Don't use carts if rotation is critical. Carts rotate when loaded and rotation is reset when the cart is edited. There is no way to manually set the rotation to the "next" item.



#### **Bad Cart**

If a cart exists and has NEVER been saved or an element is missing (deleted), a "Bad cart" error message will be reported when it is loaded for playback. Once saved, the cart loads as a zero-length cut.

## To Create a New Cart

1. Click the List button on the AVRPS menu. *The List sub-menu will display.* 



- 2. Click New. A List Create/Modify dialog will display.
- 3. Set List Type as Cart and complete the list information.

List Create/Mod	lify		
		- List Type	
Category	COM Commercial		
Name/No.	5688	Cart Stack	
Description	Bob's Tires		Select Cart as
Start Date	08/25/00	Cart List Play List	the List Type
Kill Date	09/30/00	Edit List	
Client ID			
Default Dura	tion	Save as Cut	
Class	ALL All Servers -		
Eff. Date			
Modified			
OK	Cancel	Delete	

Create New Cart List dialog

## **Create List dialog options**

Т

Category *	A 1-to-3 - letter category that identifies the type of cart. (i.e. Spots maybe categorized as COM, Jingles maybe given JIN, etc.)	
Name/No *	The filename that the cart is to be called. It may be from 1-to-13 characters in length and can contain letters, numbers, and <i>some</i> punctuation.	
Description	A full label for the cart. "Sears Craftsman Tools" is an example.	
Start Date	<ul> <li>The date that the cart will first be used. These shortcuts are supported: TOM , TOM+<days>, TOD, TOD+<days>, TFN</days></days></li> <li>(TOM is short for TOMORROW, while TOD is short for TODAY. Out-of-date cuts appear in yellow if out-of-date, and will still play.)</li> </ul>	
Kill Date	The date that the cart will last be used. The same shortcuts can be used as for the Start Date. It is strongly recommended that Kill Dates be used, as it greatly simplifies file maintenance. Out-of-date carts appear in yellow but will still play.	
Client ID/Artist	This field can be filled with the spot's client ID number (supplied via the station's billing and tracking department), or the song's artist. It may be up to 40 characters.	
Default Duration	An estimated play time, and is displayed on screen before the item is actually loaded. Once loaded, the item's actual duration is displayed. It is not used by other list types.	
Class *	This field determines to what server the file should be routed to via the ONLINE server(s). Class names are typically FM, AM, All, and so on.	
Eff. Date	This establishes the date that the list is to air on, and is only used during that production session.	
Modified	This shows the time and date when the list was last saved/modified.	
List Type	Is used to indicate the type of list being created. (ie. Cart List)	
ОК	Continues with the creation/modification of the list. Updates the date and time in the Modified field.	
Cancel	Abandons any changes made to the list. The date and time last Modified is left unaltered.	
Delete	Deletes the list with ARE YOU SURE? confirmation.	

#### 4. Click OK.

The cart name will show at the top of the Playlist area to indicate that it is open.

5. Build the cart list. Click Insert Line elements and select the required cut/s.

or

Record elements into the list. (Refer - <u>Recording a New Cut</u>, page B-20)

Cut Line     Copy Line     Paste Lind     Swap Lines     Modify Line     Insert Line     Auto Start     Next Error     Done       - +3     -<	Using the <b>Insert Line</b> command to select cuts to be included in the cart list.
Record EOM Ferriew Stop	

- 6. When complete, click the List button and then Save.
- 7. Before leaving the cart, click **Load** then use the **Backspace** key to load "nothing." This will clear the Cart name/number - the Playlist will show as <Empty> - and will prevent the next person who uses the machine from accidentally recording their production into the cart.

Playlist Select Name/ho. Eff. Date			Find
Load	Expand	Reload	Cancel

Clear the cart name/number to load an <Empty> Playlist

## To Edit a Cart

If editing changes are required to a cart:

- 1. Click the Load button.
- 2. Type the Cart name/number and click **Expand**.

or

Click Find to select the cart form the file list. The Cart list will display in the Playlist area.

3. Make required changes and **Save**.

## To Reorganize Cuts within a Cart

List items that are no longer required can be removed from the cart list. The order of list items can be modified. New list items can be added and existing items replaced.

- 1. Load the cart and select the cut that is to be deleted or moved.
- 2. Click List. The List sub-menu buttons will display.
- 3. Click **Contents**. The Contents sub-menu buttons will display.



4. Choose from one of the following actions.

Cut Line	Click <b>Cut Line</b> to delete or move the cut. The cut details will be removed from the Playlist display.
Copy Line	Click <b>Copy Line</b> to duplicate the cut. <i>The cut details can now be pasted wherever required.</i>
Paste Line	Select the new location for the cut and click <b>Paste Line</b> . The cut details will be reorganized in the Playlist display
Modify Line	Click <b>Modify Line</b> to specify a different cut to be inserted at this point in the cart list. <i>The new cut details will display in the Playlist.</i>
Insert Line	Click Insert Line to specify a new cut to be inserted at this point in the cart list. The new cut details will display in the Playlist

- 5. Click Done. The List sub-menu buttons will display.
- 6. Click Save and then Done to return to the main menu. *The modified cart list will be saved.*

# How to Create an Announcer Stack

Stacks are special cart lists used with AVSat, usually for satellite format radio. They contain a specific announcer's jingle cart, liner cart, and sweeper cart, which can be loaded as a single entity (either manually or via a playlist).

Stacks behave differently from other lists...the first event in a stack loads into AVSat Deck 2, the second event into Deck 3, and so forth.

#### Example:

Announcer Don Crawford takes over at 10:00. Normally, Don Crawford's customized liners will be loaded in AVSat as follows:

3300-1 Crawford	Jingles
4500-1 Crawford	Liners
5500-1 Crawford	Magic Calls

loads into Deck 2 loads into Deck 3 loads into Deck 4

The order in which each element is listed in the Stack determines which deck it loads into when the **LoadStack** command is issued by AVSat.



Loading a stack in AVSat

## To Create an Announcer Stack

First build the Jingle, Liner, Sweeper, etc., carts that are to be included in the Announcer Stack. (*Refer* - <u>How to Build a Cart</u>, page B-30).

- 1. In **AVRPS** click the **List** menu button. *The List sub-menu will display.*
- 2. Click New. The List Create/Modify dialog will display.
- 3. Set the List Type as Stack and enter the stack's information. (*Refer <u>Create List dialog</u>* <u>options</u>, page B-32)

		•	
List Create/Mod	lify		
Category	STK Announcer star	List Type	
Name/No.	CRAWFORDSTK	Cart Stack	Select Stack as
Description	Crawford Announcer Stack		the List Type
Start Date		Cart List Play List	
Kill Date	12/08/01	Edit List	
Client ID			
Default Dura	tion	Save as Cut	
Class	ALL All Servers		
Eff. Date			
Modified			
ОК	Cancel	Delete	

Creating a new Stack

4. Click the Insert Line menu command to add the required elements to the Stack.

Cut Line         Copy Line         Paste Line         Swap Lines         Modify Line         Insert Line         Auto Start         Next Error         Done	
- +3       -         - 0       -         - 0       -         - 3       -        3       -        3       -        10       -        20       -         00:10       1         +       +         0:10       1         +       +         0:90:10.3       10         WEE ID       -         0:6RAWFORD       00:10.3         LIN       Crewford liner	Enter the cut name or click FIND to
And of Lists Name/No. 01-99563	cut.
Sec     EOM       Ter:     EOM	

- 5. When finished, click Done. The List submenu will display.
- 6. Click Save and then Done. The Stack will be saved and the Main menu will display.
- To clear the stack from the Playlist area, click LOAD, press the backspace key to clear the field, and press ENTER.
   A blank list is loaded <Empty>, and the screen is ready for the next task.

## **To Edit an Announcer Stack**

List elements that are no longer required can be removed from the stack. The order of stack elements can be modified and new elements can be added and existing items replaced.

If editing changes are required to a stack:

- 1. Click the **Load** button.
- 2. Type the Cart name/number and click **Expand**.

or

Click Find to select the cart form the file list. The Cart list will display in the Playlist area.

- 3. Make the required changes. The same process is used as for modifying cart elements (*Refer* <u>Reorganize cuts within a Cart</u>, page B-34).
- 4. When finished editing the Stack, Click **Done**. *The List sub-menu buttons will display.*



The List - Contents sub-menu

5. Click Save and then Done to return to the main menu. *The modified Stack list will be saved.* 

# How to Create an Edit List

If an audio cut requires editing, the file must be converted into an **Edit List**. An Edit List can hold several different audio elements, which can then be edited and organized.

The Edit List allows multiple audio "windows" to be added together. Each "window" contains a cut name and trim points, allowing segments from the same cut, or even differing cuts to be assembled. This concept is depicted below:



Once saved, the Edit List can be referenced by other list types (cart, PlayList, Stack, Cartlist) just as if the Edit List were actually a cut.

Some points about Edit Lists:

- An Edit List is a list of cuts (or possibly the same cut) that has been defined as separate audio segments.
- An Edit List can include additional recorded elements or pre-existing audio cuts.
- Edit Lists are very small files, ranging from 30 bytes to a few K bytes and contains only cut names and editing details audio is NOT stored in the list.
- Edit Lists may only contain cuts.
- Edits are non-destructive the original audio is retained.

The **Trim & Tones** command provides audio editing tools such as: placing editing markers; specifying select audio; trimming unwanted audio; setting Secondary and Tertiary tones; setting the audio playback level; and sound effect looping. Cut, paste, and trim edits are non-destructive - they don't affect the original audio. Or, if preferred, the result can be saved as a new single cut (if the pieces have the same sample and compression rate).

## To Create a New Edit List

- 6. Ensure that the AVRPS play list area shows as <Empty>. Click Load then backspace to clear the name area, and then click Load to load "nothing" into the playlist area. This will prevent an existing audio item from being accidentally overwritten.
- 7. Click the List command from the main menu, then click New. The List Create/Modify dialog will display.

List Create/Modify			
Category	COM Commercial -	List Type	
Name/No.	01-9814	Cart Stack	
Description	Buford Motors		
Start Date	12/12/00	Cart List Play List	
Kill Date	01/31/01	EditList	
Client ID			Select Edit List as the
Default Dura	tion	Save as Cut	List Type
Class	ALL All Servers -		
Eff. Date			
Modified			
ОК	Cancel	Delete	

Creating a new Edit List

8. Click the **Edit List** button to set the List Type and enter required details. (*Refer - <u>Create List</u>* <u>dialog options</u>, page B-32)

#### 9. Click **OK**.

The Cut sub-menu will display.



- 10. To include an existing cut in an Edit List, (Refer to <u>Add a pre-existing element to an Edit</u> <u>List</u>, page B-48)
- 11. To include a new recording in an Edit List. (Refer to <u>Recording a new element in an Edit</u> <u>List</u>, page B-48)
- 12. To save the Edit List, click Save and Done.

## To Convert a Cut to an Edit List

- 13. Load the cut into the AVRPS screen.
- 14. Click the **Cut** menu button. *The Cut sub-menu will display.*



15. Click Trim & Tones.

The Edit Cue Trim & Tones screen will display.

Edit Cue Tones / Trim			
Misc Edge Edit	S	Cursor/Positioning	Audition
Drop Marker Convert to	Set Begin Audio	<drag drag=""></drag>	Rehearse
EDL Sec	Untrim	Prev Edge Next Edge	Build Energy
Discard Scrap	Split Clip	Zoom In Zoom Out	Help
Advanced			
<u>B</u> egin 00:00.000	Pos 00:00.000	Name 01-GOLD	
End 00:17.000	L <u>o</u> op <u>D</u>	escription Golden Hits	
Length 00:17.000	<u>G</u> ain <u>·</u>		

Click the Convert to EDL button.
 The button text will change to show Update Edit List. The original cut will be saved and a "\$1" will be appended to its name.

## 17. Click the Update Edit List button.

The button will turn yellow to indicate that the cut is now in edit mode.



A cut converted to an Edit List

- 18. Click Play **b** to listen to the cut.
- 19. To include an existing cut in an Edit List, refer to <u>Add a pre-existing element to an Edit List</u>, page B-48.
- 20. To include a new recording in an Edit List, refer to <u>Recording a new element in an Edit List</u>, page B-48.
- 21. To save the Edit List, click **Save** and then **Done**. The Edit List will be saved with the same name as the original cut. The original cut is saved in its original form but a "\$1" will be appended to the cut name.

## The Trim & Tones dialog

The dialog provides the user interface for manually editing cut's audio trim points or tones, and for the built-in simple cut and paste editing function. AudioVAULT cut and paste editing provides these benefits:

- Instantaneous edits. No need to dub, transfer, or "bump".
- Non-destructive edits. The original, un-doctored material is left intact for future use.
- Easy to learn, simple/fast to use. Like a razor blade.
- Supports all sample rates and compression ratios.
- Allows intermixing of mono and stereo clips with differing compression ratios.
- Edit Lists are small, efficient, and copy quickly from server to server.
- Offers post-record audio gain adjustments.

The Trim & Tones dialog provides controls to interactively edit the beginning and ending trim points of a cut. Similarly, Secondary and Tertiary "tones" (typically used in RADIO for automation and machine sequencing) may be inserted, removed and relocated.



## The Trim & Tones audio editing commands

Edit Cue Tones / Trim			
Misc Edge Edit	S	Cursor/Positioning	Audition Exit
Drop Marker Update Edit	Set Begin Audio	<drag drag=""></drag>	Rehearse
List Sec		Prev Edge Next Edge	Build Energy
Discard Scrap	Split Clip	Zoom In Zoom Out	Help
Advanced			
<u>B</u> egin 00:00.001 ▲	Pos 00:00.001	Name 01-3325\$1	
End 00:49.752	Loop *0 D	escription Dee's Candy Ba	ar
Length 00:49.751	<u>G</u> ain 0.0		

The Trim & Tones dialog includes the following commands:

#### Misc commands

Drop Marker	Adds a visual marker bar on the waveform and is used to rough mark points of interest or trim points during an edit session. Generally the <b>Play</b> command is active when <b>Drop Marker</b> is used. Markers can also be placed by clicking on the waveform and then clicking <b>Drop Marker</b> . If there is already a marker at the current cursor position, the marker is removed. Markers cannot be moved, just removed. When the cursor is on a marker it appears as a red bar. <i>Note:</i> Markers are not used by the AudioVAULT itself and are discarded when Trim & Tones dialog is closed or when a different cut in the Edit List is selected. Markers are not saved in the Edit List.
<b>Convert To Edit List</b> (button is only visible when an Edit List is NOT loaded)	This command allows the cut to be converted to an Edit List, thus allowing multiple segments of audio to be specified and edited. The Edit List is saved with the original cut name and the original cut is saved unchanged but with a "\$1 is appended to its name. <i>Note:</i> If a list is currently loaded when a cut is converted to an Edit List, the loaded list is first saved and then the Edit List is loaded in its place.
Update Edit List (button is only visible when an Edit List is loaded)	Allows the Edit List event or the original audio cut to be edited. When the <b>Update Edit List</b> button is OFF (dim), the original cut is updated, and all references to that cut will take on the edits. When the <b>Update Edit List</b> button is ON, changes are saved to the loaded Edit List, and only the current Edit List event takes on the edits. E.g. The button is useful when building an Edit List and "garbage" audio is found in a cut. To prevent the garbage from being used whenever that cut is referenced, simply switch modes to the original cut (click <b>Update Edit List</b> to off if it's not already), make the changes to the cut, and save them.
Save As	Allows the currently-highlight cut to be saved as a new cut; both trimmed cut and untrimmed cut options exist, per the state of Discard Scrap.
Discard Scrap	Allows trimmed off audio space to be recycled on an existing cut. This button is active only when updating a cut (the <b>Update Edit List</b> button is

OFF or reads <b>Convert To Edit List</b> ); this function throws away audio that is
beyond the trim points, allowing the trimmed-off audio space to be reused.
Also see Trim Discard.

#### Edge Edits commands

Audio	When clicked, the audio tone is selected (the thin green band in the waveform display), the <b>Set Begin Audio</b> , <b>Set End Audio</b> , <b>Split Clip</b> , and <b>Untrim Clip</b> buttons will become active, and the <b><drag< b=""> and <b>Drag&gt;</b> commands can be used to affect the event's audio trim points. <i>Note:</i> To select the <b>Audio</b> button manually, click the thin green band (audio tone) of the waveform display.</drag<></b>
Sec	Same as <b>Audio</b> , but for setting Secondary tones. <i>Note:</i> If the <b>Update Edit List</b> command is on, click the blue Secondary band on the waveform display to select <b>Sec</b> tone options.
Ter	Same as <b>Audio</b> , but for setting Tertiary tones. <i>Note:</i> If the <b>Update Edit List</b> command is on, click the violet Tertiary band on the waveform display to select <b>Ter</b> tone options.
Set Begin Audio	This sets the event's begin-of-audio edit point to the current cursor position. <i>Note:</i> This function is only available when an Edit List is loaded and the middle button in the <b>Misc</b> group reads <b>Update Edit List</b> .
Set End Audio	This sets the event's end-of-audio edit point to the current cursor position. <b>Split</b> <b>Clip</b> uses this command before duplicating the event. <i>Note:</i> This function is only available when an Edit List is loaded and the middle button in the <b>Misc</b> group reads <b>Update Edit List</b> .
Split Clip	Copies the Edit List event, allowing multiple audio segments. The new event is then loaded in the NAME field. The event's description, gain, the waveform, and any markers are retained, and the new event's begin-of-audio is set to the current cursor position. The end-of-audio is set to the cut's end. <i>Note:</i> <b>Split Clip</b> has been optimized for edits that involve sequentially marking/keeping segments of a cut, from it's beginning toward its end.
Untrim Clip	This function sets the begin-of-audio trim-point back to the actual beginning of the cut and the end-of-audio trim-point to the actual ending of that cut. <i>Note:</i> This function exists only when an Edit List is loaded and the mode is <b>Update Edit List</b> .
Set Begin Sec	This sets the closest secondary cue tone's begin-of-secondary edit point to the current cursor position. <i>Note:</i> This function exists only when a cut is loaded, or the mode is NOT <b>Update</b> Edit List.
Set End Sec	This sets the closest secondary (sec) tone's end-of-secondary edit point to the current cursor position. <i>Note:</i> This function exists only when a cut is loaded, or the mode is NOT <b>Update Edit List</b> .
Insert Sec	This function inserts a new secondary tone at the current cursor position if there is not already one there. The tone's duration is 0.25 seconds, and the beginning of the tone starts at the cursor position. <i>Note:</i> This function exists only when a cut is loaded, or the mode is NOT <b>Update Edit List</b> .

Remove Sec	This function removes the secondary tone under the current cursor position, if there is one. <i>Note:</i> This function exists only when a cut is loaded, or the mode is NOT <b>Update</b> <b>Edit List</b> .
Set Begin Ter	Same as Set Begin Sec, except it deals with tertiary tones instead.
Set End Ter	Same as Set End Sec, except it deals with tertiary tones instead.
Insert Ter	Same as Insert Sec, except it deals with tertiary tones instead. Tertiary tones can be dropped while the cut is recording to provide a temporary "marker". That is, if during the record it is realized that an edit will be required, then a short-in- duration tertiary tone can be dropped and then used to assist the audio editing process.
Remove Ter	Deletes the Tertiary tone under the cursor.

#### Cursor/Positioning commands

<drag< th=""><th>Drags the selected tone's edge toward the left. Each click moves by 0.025 seconds. If <b>Rehearse</b> is on, and if <b>Audio</b> is the selected tone, then <b><drag< b=""> will also play a bit of audio at the new position. <i>Note:</i> The longer the <b><drag< b=""> button is held down, the more drag rate accelerates.</drag<></b></drag<></b></th></drag<>	Drags the selected tone's edge toward the left. Each click moves by 0.025 seconds. If <b>Rehearse</b> is on, and if <b>Audio</b> is the selected tone, then <b><drag< b=""> will also play a bit of audio at the new position. <i>Note:</i> The longer the <b><drag< b=""> button is held down, the more drag rate accelerates.</drag<></b></drag<></b>
Drag>	Just like <b><drag< b="">, but drags the tone's edge towards the right.</drag<></b>
Prev Edge	Causes the cursor to jump towards the left to the next edge of an Audio, Secondary, or Tertiary tone, or the next (Drop) Marker. If the cursor is already at the left-most tone/audio edge, it wraps around to the right-hand side and then seeks toward the left. If the <b>Zoom In</b> is active, then the waveform's view is automatically re-centered around the newly found edge. <i>Note:</i> If there are no Secondary or Tertiary tones, or Markers, Prev Edge has the same behavior as Next Edge.
Next Edge	Causes cursor to jump toward next right-hand tone edge.
Zoom In	This function magnifies the area around the cursor by showing more resolution, but less duration. <b>Zoom In</b> may be repeated until the whole waveform display represents about 4 seconds of audio. The <b>Zoom In</b> button turns gray when fully zoomed in. <i>Note:</i> While zoomed-in and playing, the waveform will not scroll automatically. However, clicking <b>Zoom In</b> and then <b>Zoom Out</b> effectively re-centers the waveform around the current cursor position.
Zoom Out	The opposite of Zoom In. The most zoomed-out level shows exactly 100% of the cut.

#### Audition commands

Rehearse	Throughout an edit session, turn the mode ON to listen to the audio when using
	the Drag commands and OFF if not. In general, dragging is faster when the
	rehearse mode is OFF.
	<i>Note:</i> When rehearse is ON and not playing, audio may be rehearsed simply by

	clicking the wave.
Play	Begin (or stop) playing from the current cursor position to the End trim point. While playing, new play positions can be selected by simply clicking on the waveform where a new play is desired.
Build Energy	Rebuilds (and plays) the original cut in the waveform window (in Real Time). Used for imported or "Save As" cuts which don't HAVE waveform/energy. Also, sometimes the energy info gets corrupted or lost.
Auto Trim	This function scans automatically for beginning and ending of audio. <b>Auto Trim</b> can be used when there is silence at the beginning or end of the cut that needs to be removed.

#### Exit commands

Done	Save any changes made to the cut/Edit List, and close the Trim & Tones dialog.
Cancel	Close the Trim & Tones dialog without saving any changes to the cut/Edit List.
Help	Access the Trim & Tones (Cut & Paste) On-Line help topic.

## **Advanced Group**

Begin	This shows the offset for the beginning of the current tone, relative to the cut's actual beginning (i.e. relative to 0.000). New values may be entered and clicking the spin buttons enables highly accurate adjustments to be made.
End	This shows the offset for the end of the current tone, relative to the cut's actual beginning (i.e. relative to 0.000). New values may be entered and clicking the spin buttons enables highly accurate adjustments to be made.
Length	This shows the duration of the current element. New lengths may be entered manually which alters the End point per the new length.
Pos	This shows the current cursor position, relative to the cut's actual beginning (0.000). New values may be entered and clicking the spin buttons enables highly accurate adjustments to be made.
Loop	<ul> <li>Repeats the selected audio for x seconds or exactly y times. Examples are:</li> <li>*6 - which loops exactly 6 times, from Begin to End.</li> <li><b>30.0</b> - which loops for exactly 30.0 seconds.</li> <li><i>Note:</i> To audition a loop, first save the Trim &amp; Tones changes by clicking <b>Done</b>, then highlight the event and click <b>Start</b>.</li> </ul>
Gain	Gain changes the playback level for the cut and/or Edit List event. The gain is interactive; if an event is playing while gain changes are made, the playback level will change immediately. The spin buttons change the level by 1dB at a time.
Name	Identifies what cut is loaded. This read-only field shows what cut is currently loaded in the Trim & Tones dialog. For multi-event Edit Lists, and cause this field to update per the name of the newly loaded cut (the name is quite possibly the same for multiple Edit List events).

Description	This is the same as the Description field on the <b>Cut Modify</b> dialog. It provides a reminder of what the particular clip's audio is when the Edit List contains many different events.
(Prev Clip)	This selects the previous event in an Edit List for editing. The waveform display/markers are retained if the next Edit List event is the same cut name.
(Next Clip)	Loads the next Edit List event. Similar to Previous Clip.

## To Modify an Edit List

Once an Edit List has been created, each element in that project will list in the AVPRS play list area. Additional audio, such as a music fill, can be recorded as a new Edit List element. Pre-existing audio can also be added into an Edit List. The order of the elements can then be established and the project can be saved, ready for use.

## To break a cut into separate audio elements

The **Split Clip** command can be used to select one or more required segments from a cut and have them display as separate audio elements in an Edit List. Audio that has not been selected will not be included in the Edit List but will still be available, if needed, from the original cut.

- 1. Select the required Edit List element and click **Cut** and then **Trim& Tones**. A waveform will display with the active audio underscored by green audio tone indicator.
- 2. Click the **Play** button to preview the audio. The **Drop Marker** command can be used to indicate edit points.
- 3. Click to position the cursor on the waveform at the start of the required segment and click the **Begin Audio** command. *The green waveform bar will indicate the beginning of the segment.*



Setting the Begin Audio point

4. Click to position the cursor on the waveform at the end of the required segment and click the **End Audio** command.

The green waveform bar will indicate the end of the segment.

5. Click Split Clip.

The green waveform bar will indicate the selected segment and the new segment will be added to the Edit List as an autostart item.

6. Repeat the process if additional segments need to be defined.



#### **Editing Error**

If an error has been made while editing a cut, click the **Cancel** button to discard any changes and return to the original.

7. When defining the last segment, click **Done**.

The Edit List will be saved with the same name as the original cut. The original cut is saved in its original form but a "\$1" will be appended to the cut name.

<u>1</u>

#### Trim unwanted audio

Unwanted silence can be removed from a cut by using the **Auto Trim** command (*Refer <u>Auto</u> <u>Trim a Cut</u>, page B-26*).

Unwanted audio can be removed from a cut by using the <u>Split Clip</u> command as set out above and "discarding" audio that is not required in the finished project.

#### To record a new audio element in an Edit List

- 1. Load the Edit List and select the position for the new element.
- 2. Click the **Record** command. The Create / Modify Cut dialog will display.
- 3. Complete the new cut details and click **OK**. By default, a name based upon the Edit List file name will be assigned to the new element.
- 4. Record the audio using the standard record procedures. (*Refer <u>How to Record a New Cut</u>*, page B-20).
- 5. Click **Stop**. The newly recorded cut will appear as an auto-started element in the Edit List.
- 6. Click the List menu command and Save.

### To add a pre-existing element to an Edit List

- 1. Load the required Edit List.
- 2. Click on the List menu command then click Contents.
- 3. Click Insert Line. The Insert/Modify Edit dialog will appear.

Insert/Modify E	Insert/Modify Edit					
Cut:	01-3325\$2					
Description:						
ОК	Cancel	Trim & Tones	Find			

4. Enter a **cut number** and click **OK**.

or

Click the Find button and select the cut that is to be added to the Edit List.

#### Click Insert then OK.

The newly inserted cut will appear as an auto-started element in the Edit List.

5. When the project is complete, click the **Done** menu command and click **Save**. *The modified Edit List will be saved.* 

6. Once finished, clear the playlist area. Click Load, clear the filename with a backspace, and click Load.

#### **To organize Edit List elements**

To deleted or re-order Edit List elements:

- 1. Click to Load the required Edit List and click Expand. The Edit List elements will display in the playlist area.
- 2. Click List and then Contents. The Contents sub-menu will display.



The List - Contents sub-menu

- 3. Make the required changes. The same process is used as for modifying cart elements (*Refer* <u>Reorganize cuts within a Cart</u>, page B-34).
- 4. When finished, click **Done**. *The List sub-menu buttons will display.*
- 5. Click **Save** and then **Done** to return to the main menu. *The modified Edit List will be saved.*

#### To save an Edit List element as a separate cut

- 1. **Load** the Edit List and click **Expand** to view list elements.
- 2. Select the required element from the Edit List.
- 3. Click Cut, Save As. The Create/ Modify Cut dialog will display.
- 4. Enter the cut details.
- 5. Click **OK**. The cut will now be available for use as a separate audio item.

# How to Create a PlayList

The Vault2 system uses PlayLists to perform automated functions. A PlayList is a more complex list that can contain commands to automatically switch satellite sources, load cuts, or record network feeds. PlayLists are also commonly used with to contain the traffic log. These types of PlayLists are logically called either Command Play Lists, or Commercial PlayLists. The process used to create either type of list is the same.

PlayLists are used for:

- Daily logs lists of material to be played.
- Unattended network feed recording Times and cuts to record for later PB.

An example daily log PlayList:

02:35:00A	3511	01:00.2 COM	Craftsman Tools	
+ 02:36:00A	7000-10	00:09.7 PSA	10 second PSAs	
+ 02:36:10A	7000-10	00:09.7 PSA	10 second PSAs	
+ 02:36:20A	7001	00:09.7 PSA	City snow plow service	Time Align event
@ 05:00:00A : 05:01:00A + 05:01:30A + 05:02:30A + 05:03:30A @ 11:59:00P J	ALIGN — 3500 3503-1 3512 3502 TUE-FM	00:00.4 COM CART COM 01:00.2 COM 00:30.7 COM DAY	Dodge Trucks Sears Sears Paint Dodge Vans Tuesday's daily playlist –	Commercial Break using autostart commands — Chain event to load next days Play List

**Commercial PlayLists** can be created either manually, where each list item is specified, or by importing information from a third-party traffic or billing system.

Command PlayLists and discussed in more detail in the Vault2 Installation and User Guide.

Importing / Exporting Play Lists

Can also be imported from, or exported to, text files, making it easy to create backups and import new traffic information. Specific instructions on how to import new traffic information is included in the "How to Redo a Traffic Play List" section.

1

## To Build a Play List Manually

To build a PlayList for a typical programming day (daily log):

- Ensure that the AVRPS play list area shows as <Empty>.
   Click Load then backspace to clear the name area, and then click Load to load "nothing" into the playlist area.
- 2. Click the List command from the main menu, and then click New. *The List Create/Modify dialog will display.*

			-	
List Create/Mod	lify			
Category	DAY Daily playlist 💌	List Type		
Name/No.	FM-MON	Cart Stack		
Description	FM Monday Playlist			
Start Date		Cart List Play List		Select Playl ist
Kill Date			$\left  \right\rangle$	as the List Type
Client ID				
Default Dura	tion			
Class	ALL All Servers	Save as Cut		
Eff. Date				
Modified				
ОК	Cancel	Delete		

Creating a new Play List

3. Click the **Play List** button to set the List Type and enter required details. (*Refer* - <u>Create List</u> <u>dialog options</u>, page B-32)

#### 4. Click OK.

The Cut sub-menu will display. The Play List in the indicator box



- 5. Items can now be inserted into the Playlist. These items could be Audio Events, Commands, Comments, or any combination of events. (*Refer - Adding items to a Play List*, page B-51)
- 6. Click Save and then Done. The Play List will be saved and the list items will display.

## Adding items to a PlayList

Once a Playlist has been created, audio items can be added to it. Each item line carries a set of instructions for the playback machine. Those instructions can be to load a cut, play a cut, execute a command, or even be a label of comment.

- 1. **Load** the Play List (if not already active).
- 2. Click the **Contents**, then **Insert Line** commands. *The Insert/Modify dialog will display.*



3. Enter the event details. Select the event type and the start type. Click **OK**. *The event will list in the playlist area.* 

## The Insert/Modify Event dialog options

Name/No.	This is will be either a command sequence or an audio file name.					
Find	Use to search	for the required audio item.				
Time	Enter the tim	e, if it's a time-started line.				
Event ID	Use this line	for additional comments.				
Туре	Sets the line	Туре.				
	Audio	Audio Calls a specific cut or cart.				
	Stack	Stack Loads a Stack.				
	Chain	Chain This is used at the end of the day to link to the next day's Playlist.				
	Comment	Add comments to the Playlist.				
	Label	Add label to the Playlist. Can be time-started for Align use.				
	Command	Command Applies directly to Net Delay. Contains a command or series of commands.				
Start	Set how this	line Starts.				

	Manual	The event is started via a start button or external command, like a contact closure or another Playlist line.	
	Auto	The event starts after the previous event completes, or when manually started.	
	Time	The event starts when the PC clock time reaches the event time, or when the event is manually started.	
ок	Once the information is entered, click OK		
Cancel	Exit the dialog and discard the selections		

- 4. Repeat the previous command to add each additional Play List event.
- 5. When all the lines have been added to the Play List, click **Done**, and then **Save**. *The Play List will be saved and will display with the list items.*

## To Build a PlayList by Importing a Traffic File

Vault2 is able to import files from other programs such as commercial traffic and billing systems.

- 1. In the AVRPS screen, create a new PlayList. (Refer *Building a PlayList*, page B-50)
- 2. Click the List command and then Import/Export.
- 3. Enter the location of file to be imported **DOS drive**, **path**, and **file name**.
- 4. Select the file format. (BEI and Import/Export are typical) Click **OK**. *The text will import and each item will list in the Playlist area.*
- 5. Scroll to the top of the **PlayList** and **click Next Error** to find each out-of-date and file-not-found condition.
- 6. Make corrections as necessary.
- 7. When finished, click **Done** and **Save**.

## Loading a Play List

A Play List can be loaded automatically or manually. Placing a "chain" command in at the end of the current Play List specifies the automatic loading of the next specified Play List.

A Play List can be loaded manually by using the Play List Load button in AVSat or assigned to a Tab in the AVAir screen.

# **Summary**

#### AVRPS processes include:

<u>Record a cut</u>	The AVRPS tool can be used to record a new cut that might be a jingle, a commercial, voice track, PSA, or a piece of music.
<u>Playback a cut</u>	To control the playback of a cut use the Play, Stop, Rewind, Fast- forward, Pause, and Preview commands from the Cart Deck display.
<u>Delete a cut</u>	Remove a cut from the Vault2 inventory by choosing of Modify the cut and then using the Delete command.
<u>Re-record a cut</u>	If there are problems with the current cut, such as defective audio, it can be re-recorded without having to re-specify all the cut record options. Select the cut and choose Timed Record. Silences at the beginning and end of the cut can be removed using the Auto Trim command.
Exit AVRPS	To close AVRPS, choose the System and Shutdown commands.
<u>Build a Cart</u>	A Cart is a rotating list of cuts. Carts are used where playback variety is handy, but without the problem of scheduling those individual cuts
<u>Build a Stack</u>	Stacks are special cart lists used with AVSat, usually for satellite format radio. They contain a specific announcer's jingle cart, liner cart, and sweeper cart, which can be loaded as a single entity. To create a Stack, choose List, New and then select Stack.
<u>Build and Edit</u> <u>List</u>	If an audio cut requires editing, the file must be converted into an <b>Edit List</b> . An Edit List can hold several different audio elements, which can then be edited and organized. To create an Edit List choose List, New and select Edit List.
<u>Build a Play List</u>	Play Lists are more complex lists that contain commands to switch satellite sources, load cuts, or record network feeds. Play Lists are also commonly used with to contain the traffic log. To create a Play List choose List, New and select Play List.

# **B2**

# Using AVProd to Record and Edit Audio

**AVProd** is a stereo editor best suited to newsrooms and light production work. It has the ability to cut and paste audio clips, edit begin and end points of existing cuts, quickly record news actualities or phone bits, and break long-form bulk feeds into individual pieces.

## Contents

- Exploring the AVProd Screen
- Touring the AVProd Toolbars
- Making a new Project
- Editing an existing Cut
- Recording a cut
- Breaking up long form programming
- Creating Phoners the easy way
- Important Notes to Remember
- Summary

# **Exploring the AVProd Screen**

AVProd relies heavily on graphics and waveforms, and requires a screen resolution of 800x600 or greater. The screen components are described in more detail below.

## **The AVProd Screen Components**



AVProd Screen components include:

File Browser	The File Browser reads an AVScan Database, giving you easy access to AudioVAULT inventory. Columns can be sorted by clicking on the column headings.				
	AudioSimilarSCCC.CFYBrowser TabsBrowser TabsBrowser TabsFileFileSLIST1SLIST40050009100920093009400950095009601970197State				
Project Pane	A Project is sections of audio that make up the current edit. This may one cut or could be regions of audio from multiple cuts.				
	Shows the current items included in the project. The Project pane must be active to be able to hear the edited project.				
Clip Pane	Show the entire active clip, which you would highlight to indicate audio that is to be included or excluded from the project.				
Tape Pane	Shows an expanded view of the active clip and can be used to "scrub" the waveform to determine an edit point.				
Project Timer	The Project Timer reflects the duration of the combined elements in the Project Pane. Simply set the duration you want your project to be, and AVProd will show you what you have to add or remove to meet your goal.				
Markers List	The Markers List can be used to display the location of edit points and show as a red (usually) vertical bar on the waveform.				

		Name Marker0 Marker1	Time         A           00:03.028         00:21.594	Color	
Level Meters	Markers car point on the Add Marker Marker can The Level M	n be quickly e waveform r or use the be rename leters reflec	y created by n then right Marker but ed and color ct audio leve	positioning th -click on the M ton on the too -coded. els during playl	ne cursor at the required larkers List and choose to olbar. Once created, the back or recording.

## The AVProd Toolbars

AVProd has five toolbars:

<ul> <li>Toggles Power</li> <li>Creates a New Project</li> <li>Opens an Existing Project</li> <li>Saves current Project</li> <li>Cut clip</li> <li>Copy clip</li> <li>Paste</li> </ul>	The Gen	neral Toolbar 🕴 🗅 🚔 🖶 💥 🛍 👔 🖓	12
		Toggles Power Creates a New Project Opens an Existing Project Saves current Project Cut clip Copy clip Paste	
<b>?</b> Help (non-functional) <b>?</b> Contextual Help (non-functional)	<b>?</b> <b>№?</b>	Help (non-functional) Contextual Help (non-functional)	

## The Transport Toolbar



- Stop playback
- Play from selected Pane
- II Pause playback
- Quick Record
- Record New
- Play to cursor
- Play from cursor

## The Marker Toolbar



- Jump to Previous Edge
- Jump to Next Edge M
- $\mathbf{\tilde{b}}$ Drop marker
- Jump to Previous Marker
- Jump to Next Marker

## The Tones Toolbar



Create Secondary tone **Create Tertiary tone** 

## The Tones Toolbar





Click anywhere in the CLIP Pane and Zoom In to expand the waveform Click anywhere in the CLIP Pane and Zoom Out to collapse the waveform With the waveform expanded, Pan Left scrolls the waveform backward With the waveform expanded, Pan Right scrolls the waveform forward



**Command Button Descriptions** Rest the mouse over any tool button for a quick tool tip!
### How to Create a New Project in AVProd

An AVPROD project could be the creation of an EditList or a new recording.

- 1. Open the **AVPROD** tool.
- 2. Click NEW. A blank Project screen will display.
- 3. Click SAVE button to immediately assign a name to the project.

Save As		×
General	Audio	1
<u>N</u> ame:	\$LIST1	
<u>C</u> ategory:	СОМ	
Description:		
Current Duration:		
De <u>f</u> ault Duration:		
<u>O</u> ut Cue:		
<u>S</u> tart Date:		
<u>K</u> ill Date:		
<u>A</u> rtist/Client:		
Class:	<b></b>	
Intro Time:	Codes:	
		I
	Save Save As Cut Cancel	

The Save As Project dialog

4. Record a new element into the project (Refer Recording in

or

Drag one or more elements from the File Browser into your new project.

- 5. Edit the project as required.
- 6. Save the project. The project will save as an edit list.

or

Save as a cut. (The standard unique filename rules apply.) The cut will list as an audio item in the Vault2 Volume.

To record a new cut from scratch:

1. Click **Record** to record a new cut with assigned name.

or

Click Quick Record to record a new cut using automatic naming.

- 2. Release Pause.
- 3. Click **Stop** when recording is complete.
- 4. Close **AVProd** if the cut is OK.

or

If editing is needed, include and exclude your regions, then click Save.

5. Enter a file name, which can be the same as the original record name. Regardless of name, the original recording will be saved with the \$1 dependent name, and the project will be saved as an edit list.

### How to Edit an Existing Cut

To make changes to an existing cut:

- 1. Double Click on cut name in the File Browser to open to cut. The cut number will show in the Project pane and the waveform will display in the Clip pane.
- 2. Click and drag on the waveform to highlight the region you want to work on.

or

Position cursor and right click to use Mark Begin or Mark End commands.



An open cut in AVProd

3. Right click on the defined region and choose Include. The project pane will update and the remainder of the cut will dim.

or

Right click and choose **Exclude**. The project pane will update and the remainder of the cut will dim.

4. Click Save.

### **Breaking Up Long Form Programming**

This process can be used to break down bulk commercial feeds or to divide long programs into segments, etc.

- 1. Launch AVProd.
- 2. Locate the bulk feed audio file in the **File Browser** and drag the item into the project area of the screen.

or

Click **Open** and type in the file name. *The waveform will display.* 

- 3. Highlight the segment that is to be extracted in the Clip Pane.
- 4. Right click on the segment and select **Save Clip As**. *The Save clip as cut dialog will display.*

Save As	2	<
<u>G</u> eneral	Audio Advanced	
<u>N</u> ame:	22-476	
<u>C</u> ategory:	COM Commercials	
Description:	Fred's Friday Fry-Up	
Current Duration:	02:00.000	
Default Duration:	02:00.000	
<u>O</u> ut Cue:		
<u>S</u> tart Date:		
<u>K</u> ill Date:		
<u>A</u> rtist/Client:		
Cļass:	AM AM Server	
Intro Time:	Cod <u>e</u> s:	
	Save As Cut Cancel	
	Save Save As Lut Cancel	

- 5. Create a unique file name for the segment. (It is possible to overwrite existing filenames if necessary.)
- 6. Repeat for remaining segments. The segments are saved as cuts without affecting the original audio.

### **How to Create Phoners**

1. Create a new file and label it "**PHONER**". This cut will remain in the system with the same name as the audio it contains is altered.

Elle Edit View Clip Marker Iransport Window Help
Music     T     >       Fie
Goat         05:00:000
For Help, press F1 NUM 3:41:17 PM

Creating a Phoner in AVPROD

2. Create a second file that will be phone call will be recorded into. The two audio file windows will be visible. These can be resized and repositioned on the screen.

≪avprod - \$List4	- 8 ×
SEC TER Analog L/R V Record V	
Music         Image: Constraint of the second s	
Goal:         05:00:000         1         1         Image: Color         L         Image: Color         L         Image: Color         L         Image: Color	
For Help, press F1 NUM 3:	42:48 PM

 Use either the Record or Quick Record commands to record the phone bit into the new "scratch" file. The waveform will display.

Avprod - \$LIST4	_ 8 ×
SEC TER ** Analog L/R V Record V	
4         ★         ★         ★         ★         ★         ↓	X
WHITHESIS         2         00,13         00,14         00,14           UDESCART         JUDESCART         00,13,64         00,00,00         00,00,00	
Goal: 05:00:000 ▲ Name Time Color L	
Difference: 04:23:401	
For Help, press F1 NUM	3:57:11 PM

- 4. Highlight the segments to be used from the scratch recording.
- 5. Left click on the selected audio and drag them into the **PHONER** file.

🕋 avprod - \$LIST4		
<u>File Edit View Clip Marker Transpor</u>	t <u>W</u> indow <u>H</u> elp	
	?	
SEC TER 🗰 Analog L/R	Record	
課 \$LIST4		PHONER
4 4 9 9 000249 9 9 000250 1111		
1234 DOCSCUT RUSS001 LESSION001 C2 MIKE1 JOEY WHYYTEST		
FOUR_TOPS BJTALKS TRIPLETEST JOESCART JOEFRI	, 00,10 , , , 00,11 , , , 00,15	
	00:10.96	00:00.00
Goat 05:00.000 Duration: 00:22:904 Difference: 04:37.096	Time Z Color L	
For Help, press F1		NUM 3:58:25 PM

- 6. Save the **PHONER** cut.
- 7. To clear out the PHONER and put in new audio, double click on the segments to highlight them and **Cut** them from the PHONER project.

### **Important Notes to Remember**

#### **Dependent File Names**

This new feature allows one to name cuts in a list with respect to a format (most commonly an extension of the list name). This is mostly used with AVProd when quick recording cuts it is not necessary to know what the new cuts are named, but will only need to reference the list name. Dependant file names can also be used is when a cart has been "expanded" and a new item is being recorded directly into it.

#### For example:

If creating a cart named 100, then the cuts that are recorded into it will be named according to the cart name; 100\$1 for the first recording; 100\$2 for the second recording; etc.

#### **Dependent File Names and deleting Edit Lists**

When deleting an Edit List, the component parts are also deleted, which would include the original cut the list was created from. To get around this, Expand the EDL in AudioVAULT, Click "List," "Contents," and remove the contents of the List. Save the changes, and then delete the EDL label. Rename the original cut, removing the \$ dependent name.

### **Editing a Cut**

If only the beginning and end points are adjusted, the cut is simply trimmed. If the edit is within the body of the cut, the **Save As** dialog will display. Enter a file name, which can be the same as the original record name. Regardless of name, the original recording will be saved with the \$1 on the end of its original name, and the project will be saved as an Edit List. The Edit List can be saved as a cut, but a unique name must be used.

#### **Re-recording Edit List Elements**

EditList elements can only be recorded using **AVRPS**. Unfortunately, **AVProd** does not have a Timed Record or Re-record feature. Expand the Edit List in AVRPS, highlight the SINGLE element you want to redo, click "Cut" and "Timed Record." That particular element can be redone without affecting the other elements in the Edit List. If the element you want to redo were referenced elsewhere, you would be timed recording over those other elements as well, so be careful.

#### **Energy Data**

Copying a file or saving an **Edit List** as a cut does not include energy or waveform data. Energy data must be generated for AVProd to display the waveform and this must be generated in real time.

### **Summary**

AVProd processes include:

<u>Create a new</u> <u>Project</u>	In AVPROD, create a new Project screen. Click <b>SAVE</b> to immediately assign a name to the project. <b>Record</b> a new element into the project. Edit the project as required. Save the project.
<u>Record a cut</u>	Click <b>Record</b> to record a new cut with assigned name or click <b>Quick Record</b> to record a new cut using automatic naming. Release <b>Pause</b> . Click <b>Stop</b> when recording is complete. Close AVProd if the cut is OK or if further editing is required, include and exclude the required regions, then click <b>Save</b> and enter a file name.
<u>Edit a cut</u>	<b>Open</b> the cut that is to be edited. Click and drag on the waveform to highlight the region you want to work on or position cursor and right-click to use <b>Mark Begin</b> or <b>Mark End</b> commands. Right click on the selected region and choose <b>Include</b> or Right-click and choose <b>Exclude</b> and <b>Save</b> the file.
<u>Break up long form</u> programming	To break down bulk commercial feeds or to divide long programs into segments, locate the bulk feed audio file in the File Browser and drag the item into the project area of the screen or click <b>Open</b> and type in the file name. Highlight the segment that is to be extracted in the Clip Pane and right-click on the segment and select <b>Save Clip As</b> . Create a unique file name for the segment. Repeat for remaining segments.
<u>Create a Phoner</u>	Create a new file and label it "PHONER" then create a second file that will be phone call will be recorded into. Use either the <b>Record</b> or <b>Quick Record</b> commands to record the phone bit into the new "scratch" file. Highlight the segments to be used from the scratch recording then left click on the selected audio and drag them into the PHONER file. Save the PHONER cut.

# **B3**

## Using AVNET to Record Network Audio

AVNet is used to record network delay feeds such as: Network News; Weather; programs; or shows.

Avnet is an application designed specifically for Network audio feed recording. It can select the cut name and begin recording based on time of day or contact closure. AutoTrim can remove the leading and trailing silence. AVNet is designed to be totally automated.

### Contents

- Overview of AVNet
- The AVNet screen
- Writing a Net Delay PlayList

### **Exploring the AVNet screen**

AVNET is used for Network audio feed recording. It can select the cut name and begin recording based on time-of-day or contact closure. AutoTrim removes the leading and trailing silence. AVNET is generally unmanned — totally automated.



The AVNet Screen

Decks 1 through 7 are used to hold the cut currently being recorded. There are 7 so that a deck may be dedicated to a certain audio feed or transponder, for example:

- Deck1 CBS Sports
- Deck2 RushL
- Deck3 PaulH
- Deck4 NBC Sports

Deck 8 typically contains the control list--a PlayList containing all the times when an audio feed is to be recorded, and details about recording that audio feed. Deck 8 is larger than the other decks as the control PlayList is a multi-line list.

### Writing Net Delay Playlists

Net Delay PlayLists operate in the same way as recording a program to tape.

- 1. Set the audio source (using a Macro or Indicator).
- 2. Insert the "tape" use the **LoadList** command to load a cut into a deck.
- 3. Use the **TimedRecord** to command to prepare the recording.
- 4. Start the recording, either with a **Timed** command or external closure.

The Net Delay record schedule for an entire day is normally contained in a single PlayList. That PlayList can be automatically loaded at startup. Once the PlayList is created, lines can be added to describe the record schedule.

## **Section C**

## **Scheduling Audio Events**

• C1 - Using AVSCHEDULER



# **C1**

## AVScheduler - Music & Traffic Scheduling

AVScheduler is the heart of the VAULT2 system and is designed to import the traffic and music scheduling information. This scheduling information can then be integrated with other events such as news, weather, liners, and talk segments.

AVScheduler combines and translates that information into an Event File that AVAir can understand. AVScheduler can also be used to create formats, check the list of events for errors, reconcile the list of events, and record voice track cuts.

#### Contents

- Explaining AVScheduler
- The AVScheduler Window
- How to Build Collections
- Using Event Items in a Format
- The Scheduling Process
- Log Reconciliation
- Summary

### **Explaining AVScheduler**

AVScheduler is designed to create a schedule of on-air events for the AVAir machine and can integrate with existing station traffic & billing and music scheduling programs. The outputs from the traffic and billing and music scheduling systems are used to import music and commercials into an event file.

Once the commercials and music have been imported, AVScheduler can be used to insert other events such as news, weather, liners, and comments. After all the events for a day have been arranged in the desired order, a log check feature is used to check the event file for errors. Once any errors are corrected, the event file is exported to the AVAir machine.



The process of creating an Event file using AVScheduler

### **Scheduling Methods**

AVScheduler provides the user with several methods of scheduling:

- Use AVScheduler to create days, formats, and events. The traffic & billing and music scheduling programs are used to arrange commercials and music. A day is scheduled by creating a day in AVScheduler and importing music and commercials from the scheduling system outputs. Once the commercials and music have been imported, AVScheduler can be used to insert other events, check the file for errors, and export the file to the AVAir machine.
- Use RCS Selector or Music Master to create days, formats, and events. Using this method, AVScheduler is used to import the events, import commercials, reschedule any events if necessary, check the event file for errors, and export the file to the AVAir machine.

With any type of scheduling method, AVScheduler will use the existing traffic and billing and music scheduling system output files with little or no modification. Once AVScheduler creates an event file, the file is exported to the AVAir machine using a single button.



### The AVScheduler Window

Opening the AVScheduler window

### A list of AVScheduler terms:

Combine to form Format Hours.
Combine to form Days.
Combine to form Dates.
Are exported as Event Files.
Are text files understood by AVAir.
Are groups of pre-assembled building blocks. Most commonly, you will have a Formats Collection and a Days Collection.
Collection of Dates. From here, you create new dates, or open existing schedules for editing.

COMMERCIAL BREAK	Can be inserted into Format Hours, allowing you to use the Nearest Time Fill algorithm.		
NEAREST TIME FILL	Allows users to import traffic based on break time instead of on a commercial-by-commercial basis.		

### The Toolbar Buttons

### **The Event Bar**

Events are the basic elements used to build scheduling and format information. Once an empty format hour has been created, event elements can be added into that format by clicking on the appropriate icon on the Event Bar and dragging it into the empty format hour.



#### The Event bar

- is a "docking" bar and can be dragged to any position on the screen. When released near the edge of the AVScheduler window, the event-bar will automatically snap to the position at the window edge.

V

### The Toolbar

The toolbar contains shortcut buttons that allow you to access menu options. Once the Format Hours and Days have been constructed, there are 5 buttons in particular that will be use more than any other: the **Import**, **Log Check**, **Reconciliation**, and **Export** buttons.



Opens the **Calendar**. The calendar is used to load an event file or create an event file for a specific day.



Opens the AVScheduler **Collections**. A collection is a group of similar items such as programming days.



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Opens the AVAir **Database**. The box is used to select cuts from the inventory found in the AVAir database.

**Save Event File**. Saves the event file in the computer hard drive or network drive.

Opens the **Days** Collection file.

Opens the **Formats** Collection file.

- Cuts the current line to the Windows Clipboard.
- **Copies** the current line to the Windows Clipboard.
- Pastes the contents of the Windows Clipboard.
- **Prints** the current window.

**Expands** the **contents** of the current window. Enables the contents of the grouped events in the event file to be viewed.



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Expands the music sweeps contained in the event file.





**Close All** collapses all elements in the current window. Enables the operator to view the overall contents of the event file.



**Import Music** imports music events into the event file using the assigned music scheduling import program.



**Import Traffic** imports commercial events into the event file using the assigned traffic and billing program.



Log Check starts the event file log check operation.



Perform Log Reconciliation.



**Export Log** to AVAir. Converts the displayed event file to the AVAir machine.



Arrange icons within Collection windows.

AVScheduler and contextual "What's This" Help.

### How to Build a Collection

### **Understanding Collections**

Collections are simply groups of templates that are used to schedule a date.

An AVScheduler collection is defined as a container for days, formats, and events such as top-of-thehour news. In a typical radio station environment, a collection is created for days, formats, and special events such as a football game. Once created, collections are used to create event files.



### **The Formats Collection**

The **Formats** collection is a group of templates that provide events for different hours of the day. For example, a collection named WK7-8AM is created for the placement of the weekday 7 to 8 AM format, the FORMAT collection is opened and the WK7-8AM format is dragged from the collection into the day.

To open an existing Format Collection:

1. Choose Files, Open Format from the menu,

or

- 2. Click the Formats collection icon on the Toolbar. *The File Open dialog will display.*
- 3. Choose the required Collection and click **OK**. The Format window will display, listing all existing Formats. These formats can now be edited or dragged (copied) to a particular day.

### **The Days Collection**

The **Days** collection is a group of templates describing each day of the week, Sunday through Saturday. It provides typical weekday and weekend events required for a non-satellite delivered station format.



An example Days Collection

When a file for the day is created using the Calendar, the user can create the day using the template for the required day from the DAY Collection.

To open the Days Collection:

1. Choose Files, Open Days from the menu,

or

- 2. Click the Days collection icon on the Toolbar. *The File Open dialog will display.*
- 3. Choose the required Day and click **OK**. The Format window will display, listing all existing Formats. These formats can now be edited or dragged (copied) to a particular day.

### How to create a new Collection



- 1. Open AVScheduler. AVScheduler
- 2. Click Cancel to close the Calendar.
- 3. Choose File, New Collection. AVScheduler will report that the collection is not found.
- 4. Assign a name to the Collection.
- 5. Click OK and Save the new empty Collection. The new collection window will display and Formats can now be added.

### **Building Formats in the Formats Collection**

Each Format represents an hour's worth of programming. It will contain "slots" for music import information, commercial breaks to hold traffic import information, and any other elements that would normally play over the course of an hour.

- 1. Open the Formats Collection.
- 1. Click on the Format icon and drag into the collection. A prompt will display requesting a name for the new Format.
- 2. Assign a unique name or Label to the Format. Click OK. The new Format icon will display in the Format window.
- 3. Double-click on the new Format to open it. The Format window will display and is ready to accept Events.

🥉 V	VBEI Formats.col		<u>_ 🗆 ×</u>	
٩	K 2- 3PM			
₿w	K 3- 4PM			
₿W	K 4- 5PM			
₿₩	K10-11AM		1	
(B) \	Edit: Clock			×
⊕v ⊕v	Label:			
ĕν	WK 5-6PM			
0 0 0 0	Scheduled Time 0:00 Duration 1:00:00	☐ Always <u>U</u> se Scheduled Time	Actual Time 12:00:00AM Duration 0:00	OK Cancel

Adding a Format into the Formats Collection

### **Building Days in the Days Collection**

The process of building Days is similar to building Formats except that Formats are used instead of Events.

- 1. Open the **Days Collection**.
- 2. Click on the **Days** icon and drag into the collection. A prompt will display requesting a name for the new Format.

🍝 wbei	Days.co	I		_		
🙆 Sunday	🔕 Monday	🔯 Tuesday				
Edit: Da	зу					×
Labe	el:					
We	dnesday					
0:0	cheduled Time 0 Duration 0:00	-	Always <u>U</u> se Scheduled Time	Actual Time 12:00:00A Duration 0:00	M	OK Cancel

- 3. Assign a unique name or Label to the Format. Click OK. The new Day icon will display in the Format window.
- 4. Double-click on the new **Days** icon to open it and close the . The Day window will display and is ready to accept Events.
- 5. Open the **Formats** Collection. *Two format windows will now be visible.*
- 6. Choose either Window, Tile Vertically or Cascade. The format windows will re-arrange on the screen so that both are visible.
- 7. Drag the required Formats across to the Day window to build the Day structure.

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Building a Day format

8. When the Day is complete, close and **Save** the Collection.

### **Placing Event Items in a Format**

Events can be commercials, songs, satellite feeds, live reads, etc. The Event Icons can be used to drag items into the blank format. When placing most type of events, an edit dialog will display and provides two options:

• Assign a specific **File** Name. For an event that is to play every time this format is scheduled (e.g. a Legal ID or Jingle), enter the specific file name for that event.

or

• Leave the File Name field blank. This creates a "slot" that can be filled by a Music or Traffic Import.

🚵 WBEI Saturday 16/09/00				
	Time	File	Description	Intro/EOM
₽°° <b>()</b>	12:00:00AM	@~ 0:00	WK12-1AM	1:00:00/17:50
€	12:00:00AM	01-WBEIID-2	WBELID	00/0:10
- <del>- 8</del>	12:00:10AM			:00/3:30
- <del>8</del>	12:03:40AM			:00/3:30
- <del>- 8</del>	12:07:10AM			:00/3:30
- 5	12:10:40AM	@~ 10:50	Commercial Break	2:00/0:00
€	12:10:40AM	01-3344	Golden Hits WBEI Liner	:00/0:10
- <del>8</del>	12:10:50AM			:00/3:30
	12:14:20AM			:00/3:30
- <del>()</del>	01:00:00AM	@~ 1:00:00	WK1-2AM	1:00:00/0:00
	02:00:00AM	@~ 2:00:00	WK 2-3AM	1:00:00/0:00

Example Event list

The Format window shows the following columns:

Time	Displays the nominal execution time of the event or format.
File	Displays either the File name of an actual Event or is blank - for files that are yet to be imported. The @ symbols indicate the file is scheduled to execute at approximately the displayed time.
Description	Lists the Title of the scheduled Event or Format.
Intro/EOM	The duration is divided into two fields, Nominal and Actual. The nominal duration is the calculated using the nominal duration of each event. The actual duration is calculated using the duration measured from the beginning of audio to the beginning of the EOM of each event.

To add a new event to a Format:

1. Click on the required icon on the Event toolbar and drag it into the Format. Hold down the mouse button and position the mouse pointer over the previous event so the red arrow points **down**. Release the mouse button.

The Event will list update and an Event Edit dialog will display.



2. If a specific Event is required at this point in the Format, enter the Event details into the dialog. Otherwise, leave it blank. Click **OK**.

Edit: Song			×
<u>F</u> ile:		Artist / Client:	<u>C</u> ategory: MUS
Duration:	EOM Begin: 0:00	Link to Previous	
Intro Time: :00	Outcue:		Cancel

3. When the Format has been built, close and Save the Collection.

#### **Event Types**

**COMMERCIAL BREAK** When creating a Commercial Break, in the **Scheduled Time** section, only enter the MINUTES after the hour that the break should air.

Edit: Break	
Label	
:20 After Break	
Scheduled Time	
20:00	C Always Use Scheduled Tin
Duration	
2:00	

COMMERCIAL	Used for stations requiring individual Commercial slots instead of Commercial Breaks. Not required if using Nearest Time Fill.		
SONG	Used for stations requiring individual Music "slots" instead of Music Sweeps.		
VOICE TRACK	Required for use with the VoiceTracker feature.		
GENERIC AUDIO EVENT	Most commonly used for hard-coded Liners, Legal ID's, and Sweepers.		
COMMAND	AVAir can process commands including:CommandCodeAdditional ArgumentsStopSTPNoneTurn Off AutomationOFFNoneDisable UpdatesDSBNoneEnable UpdatesENBNoneIndicator OnRONIndicator #1-15Indicator OffROFIndicator #1-15Indicator Momentary RMOIndicator #1-15		
UPDATE	See next segment "Update Arguments."		
COMMENT	Insert a into the EVT file.		
LIVE READ	Used in conjunction with AirBoss.		

### **Update Arguments**

Updates provide a method to "catch-up" the Format to real clock time. There are different types of Updates:

Simple	GTL	Time
Fade S	FGS	None
Fade M	FGM	None
Fade F	FGF	None
Deadroll	DRL	AV filename of Deadroll cut
Input	INP	Indicator Input #1-15

Update Type AVAir Command Additional Parameters

### **Simple Updates**

At the Update End Time, the event scheduled immediately after the update will become the next event to play. All other events will be discarded.

### **Fade Updates**

At the Update End Time, the event scheduled immediately after the update will become the next event to play. The event currently on the air will fade, and the event scheduled after the update will fire at the Update End Time. All other events will be discarded.

### **Deadroll Updates**

Allows AVAir to start user-specified "Deadroll Files" that are back-timed to the Update End Time. The Deadroll File can be a rotating cart. Events are discarded as the Deadroll begins, and when the current event finishes, the Deadroll file fades in and rolls to the Update End Time.

### **Input Updates**

Input Updates can serve two functions:

• They can force AVAir to stop and wait for an outside contact closure (an Input).

or

• If AVAir is in Auto Mode and AutoSegue is enabled, an Input Update will actually start AVAir at the Update End Time.

### Creating a new DATE (Event File)

1. Choose a date from the Calendar (displays when AVScheduler is opened).

or

Click the Calendar button on the toolbar and choose a date.

Ca	lendar						×
	м	т	w	т	F	Septe S	ember 00 분 S
	28	29	30	31	1	2	3
Ī	4	5	6 ¥	7	8	9	10
	11	12	13	14	15	16	17
Ī	18	19	20	21	22	23	24
Ī	25	26	27	28	29	30	1
Ĩ	2	3	4	5	6	7	8
-	Music Imported S Commercials Imported ✓ Log Checked S Voicetracked € Exported						
<u>[</u> 1	Enter Date Using mm/dd/yyyy: 11/09/00 Qpen Day Cancel						

#### 2. Click Open Day.

AVScheduler will prompt to create a new day from the "stock day" from the Days Collection.

AVSch	AVScheduler				
	Do you want to create a new day from	the stock day Monday from WBEI?			
	<u>Y</u> es <u>N</u> o	Cancel			

3. Click Yes to use a Format template. The template format will duplicate for the current Day file.

A	VScheduler - Sa	mples - [Sample	s Monday 9/11	/2000]		. 8 ×
۵	<u>File E</u> dit <u>V</u> iew	Options <u>W</u> indow	Help			a ×
samp	oles 💌					
Jan 1		\$ 🕑 👗 🖻	6 8 0	<del>30</del> 👀 🧭 💋 🖪 🗸 🌰 🛼 Al		
3		Time	File	Description	Intro/EOM	
<b>P</b>	<b>⊡-</b> ⊕	07:00:00AM	@~ 7:00:00	7AM-F	1:00:00/1:12	
	ė- <b>()</b>	08:00:00AM	@~ 8:00:00	8AM-F	1:00:00/1:05	
12	<b>K</b>	08:00:00AM	7000	ID	:00/1:00	
٥	÷- 📆	08:01:00AM	@~ 1:00		1:30/1:30	
R	-€	08:02:30AM	7023	TT8A1M-F	:00/1:00	
	🕀 💇	08:03:30AM	@~ 3:30		10:30/10:30	
	ē-📬 _	08:14:00AM	@~ 14:00	COMMERCIAL BREAK	2:00/1:30	
		08:14:00AM		COMMERCIAL BREAK	:00/0:30	
		08:14:30AM		COMMERCIAL BREAK	:00/0:30	
9		08:15:00AM		COMMERCIAL BREAK	:00/0:30	
30		08:15:30AM	11.0045	COMMERCIAL BREAK	:00/0:00	
		U8:15:30AM	<u>11-0045</u>	BP AC VI #2	1.00/0:29	
INDA	<b></b>	08:15:59AM	@ 16:06		1:00/0:30	_
8		00:15:59AM		COMMERCIAL	:00/0:00	
		08:15:59AM	@~ 17:00	CUMMERCIAL	200/0:30	
		00.10.23AM	@ 17.00 7024	TTRAPME	3.30/3.30 •00/1•00	
<b>7</b>		00.13.33AM	7024 @~21·30	TTUAZMET	.00/1.00 7·00/7·00	
	14	00.20.33AM	@ 21.JU @~29.30		1.30/1.30	
<u>اکار</u>		00.27.33AM	7/07	TT8A3M-F	1.30/1.30	
	- A	08:30:29AM	@~ 31·00	11003101	1.00/1.00	
	H-35	08:31:29AM	@~ 32:00		3:30/3:30	
	_ <b>Ğ</b>	08:34:59AM	7001	WBEI MUSIC PROMO	:00/0:50	-

Example Day Format using a template



#### **Building Special Days**

To build a special day from the **Event** level up click **NO** on this dialog box, and a blank Date will open. Into that blank date, you can drop an alternative day, build a special day format hour by format hour, or even event by event.

Once the Date format has been created, it is ready to have the station's data imported into it. Right now, it contains "slots" to accept specific information stored in the files generated by Music or Traffic software.

- 4. If required, use the **Import Music** command to insert a music schedule (from RCS Selector, Music Master, etc.) into the current Date format.
- 5. If required, use the **Import Traffic** command to insert the traffic and billing schedule (from CBSI, et.) into the current Date format.
- 6. If required, perform a **Log Check**.
- 7. Use the **Export to AVAir** command to create an event file. An .EVR (event ready) file will be created.
- 8. Close and Save the file.

### Scheduling Tools

<i>3</i> 5	Import Music	Once music events are scheduled, in programs such as RCS Selector, the information can be imported into AVScheduler using the <b>Import Music</b> tool.
9	Import Commercials	Once commercials are scheduled using traffic and billing software, the information can be imported into AVScheduler using the <b>Import Commercials</b> tool.
$\checkmark$	Log Check	The <b>Log Check</b> Icon compares the scheduled information with the data stored in the AVAir database and will generate a report of which events are missing, out-of-date, or of zero length.
4	Log Reconcile	<b>Reconcile</b> icon will compare what was scheduled to what actually ran and prepare a report that can show if events were played outside a specific window, or were skipped or added.
аџ Ай	Export to AVAir	The <b>AVAir</b> icon will export the schedule to the AVAir machine as an EVR (event ready) file. When the AVAir machine "sees" that file, it appends it to the information in the Log tab, and renames it as an EVT (event today) file.

### **Log Reconciliation**

The AVScheduler Log Reconcile is a tool that is used to generate a list of events that did not play during the day. Log reconcile generates this discrepancy list by comparing the AVAir history file for a day to the scheduled event list. The AVAir history file contains a list of played events for the day.

Log reconcile is typically performed by the scheduling person at the end of the programming day. Once the log reconcile has finished the discrepancy list will be displayed on the screen and placed in an .MDB file on the PC hard drive.

The discrepancy .MDB file can be used to create a custom report for the traffic and billing system. A custom report can be created by using Crystal Reports to customize the .MDB file to meet the discrepancy list requirements for the traffic and billing system.

Log reconcile contains configurable parameters to allow you to define exactly what is considered to be an error. These parameters include the assignment of the specific categories allowing focus on specific categories of events such as commercials and music. Additional parameters include played, not scheduled, scheduled not played, not played in the format, and an execution window. The execution window allows the assignment of a specific time window for the play of an event. If the event did not play within the time window, the event would be in error and be placed in the discrepancy list.

To run the Log Reconcile process:

- 1. Open AVScheduler.
- 2. Choose a date from the Calendar.
- 3. Click **Open Day**. For reconciliations to work properly, the day must be completed. *The Day format will display.*
- 4. Click the Log Reconcile button on the toolbar. A list of the reconciliations that have been set up will display.
- 5. Choose the required Reconciliation template. The reconcile process will run and report errors in a discrepancy report - as configured by the user.

### Summary

Scheduling Methods	Use AVScheduler to create days, formats, and events. Or, use RCS Selector or Music Master to create days, formats, and events. AVScheduler is used to import the events, import commercials, etc.
Collection	A Collection is a group of templates that are used to schedule a date and build an event file.
Formats	Formats are 1 hour time blocks that contain general program content - music, commercials, liners, etc.
Days	The Days collection is a group of templates describing the rundown for each day of the week, Sunday through Saturday.
Events	Events can be commercials, songs, satellite feeds, live reads, etc
Event File	A daily log of music commercials, ID's, liners, and other audio elements.
Import Music	Songs scheduled using Music scheduling software can be imported into AVScheduler to build an Event file.
Import Commercials	Commercials scheduled using traffic and billing software can be imported into AVScheduler to build an Event file.
Log Check	Compares the scheduled information with the data stored in the AVAir database and will generate a report of which events are missing, out-of-date, or of zero length.
Export to AVAir	The <b>AVAir</b> icon will export the schedule to the AVAir machine as an EVR (event ready) file.
Log Reconcile	Generates a list of events that did not play during the day. Log reconcile creates this discrepancy list by comparing the AVAir history file for a day to the scheduled event list.

## **Section D**

## **Managing Audio On-Air**

- D1 Using AVAir
- D2 Managing Audio with AVScan
- D3 Using AVSat



# **D1**

## **On-Air with AVAir**

AVAir is an on-air control screen designed for different playback configurations: live studio, automated, live assist, etc.

AVAir can:

- Be used in either live or automated operations.
- Enable quick and easy Playlist adjustments.
- Group audio inventory by category on configurable tabs.
- Support multiple configurations for different on-air talent requirements (color, column order, etc).
- Utilize QuickStart palettes providing quick access to drop-ins, sound effects, etc.
- Provide access to on-screen text information live reads, music notes, news, weather.

#### Contents

- <u>AVAir Live mode operation</u>
- AVAir Auto Mode operation
- <u>AVAir Tabs</u>
- AVAir Hotkeys
- <u>Summary</u>
## **AVAir Live Mode Screen Layout**

AVAir is designed specifically for on-air playback in live studio and automated radio station formats. The AVAir machine is equipped with two modes of operation, **Live** and **Auto**. The operating mode can be changed using a single button — allowing the user to easily switch between the **Live** and **Auto** mode.

In **Live** mode, AVAir offers multiple decks that mimic the functionality of cart machines. Each deck can be operated independently, configured to share playback channel or control a single playback channel.

AVAir decks can load the next sequential event from a PlayList and can be used to play any cut from the inventory. Each AVAir deck operates with its own independent play, stop, pause, clear, and load function and can be set to optionally trigger the next event when its audio has finished playing to essentially automate sweeps or stop sets. On-screen timers indicate the remaining intro time, time on the current cut, and total time of all the auto-sequenced cuts.



#### **AVAir Live Mode Operation**

#### **AVAir Decks**

Decks play audio cuts such as music and commercials, are loaded manually in live mode, can be configured for autosegue operations, and allow the audio overlap of two or more cuts. Autosegue (&) is the automatic sequential starting of cuts contained in decks using a single start command.

#### Audio overlap is accomplished by:

- Manual starts/stops when Autosegue is **not** enabled.
- By EOM when Autosegue is enabled.

#### A deck is loaded manually with a cut or cart by:

- Using drag-and-drop placement.
- Selecting a cut with the mouse and using the deck load button.

#### **Deck starting options include:**

- A mouse click on the start button.
- A touch screen.
- A remote control switch panel.
- A keyboard stroke or Hot Key.

#### Additional Live Mode Functions

Three additional AVAir Live-Mode features are available:

- Pause function
- Preview function
- Editing capabilities

These options can be enabled from the AVAir Menu, General settings. (Refer AVAir General Settings - page D- 103)

#### **The Pause Function**

With the **Pause** option enabled, it is possible to pause playback in a specific AVAir deck.

1. Click on the **Start** button to play the cut.

3510 Sears Clothing	00.58
:00/01:00/kid-tough	00.50

2. Click on the **Start** button again to pause playback. *The button will turn a purple color.* 

- 3. Click on the label to **Stop** the cut.
- 4. Click on the label again to clear the cut.

#### **The Preview Function**

With the **Preview** option enabled, it is possible to listen to the first and last few seconds of a cut. Once the feature is enabled, a small Preview button will show up on the deck in Live mode.



If the deck is loaded, click the **Preview** button to play the beginning and ending of the song as defined by the Seconds field in the Decks configuration tab.

Two important notes:

- Preview does not apply to Auto mode. The feature is available in Live mode only.
- The preview will playback through the regular faders on the console. Make sure the fader is in cue or audition, or the cut will preview on the air!

#### **The Editing Function**

With the **Allow Editing** option enabled, it is possible to listen to the first and last few seconds of a cut. It is also possible to manually set the begin point and segue point of the selected event. The editing is temporary and non-destructive - it will remain in effect until the cut is completely unloaded. Once the feature is enabled, a small Preview button will show up on the deck in Live mode. When clicked, the Editing buttons will display.

3510	>	>	<<	>>	
					P_Clear

> Previews beginning of cut



- Adjusts edit point backwards
- >> Adjusts edit point forwards

To adjust an edit point, click on either **Preview Beginning** or **Preview End** button, then use the **Adjust** buttons to reposition the edit point.

To exit the Edit feature, click the P button again. Changes will be active until the cut is unloaded - it will retain the changes even if moved to another deck.

## **AVAir Auto Mode Operation**

The auto mode configures the AVAir as an automated sequencer. The automated sequencer will automatically execute cuts contained in the Playlist/event file to create a period of unattended operation. This function is also used when users are present in the studio. Auto Mode allows for automatic loading of the log into the decks.



In Auto mode, AVAir can be configured for full automation, or live assist operations. Automatic voice track sliding enables voice tracks to be positioned over song intros, and Playlists can be adjusted on the fly while AVAir is running in a fully automated Daypart.

#### Using the Automation → Goto feature

When using an Event File and toggling between Live and Auto modes, use of the Automation  $\rightarrow$  Goto feature is recommended. The function allows the operator to specify a location in the Log tab by clicking on that row, and choosing a menu option.

If running in Live mode, and skip scheduled events, when toggling to Auto mode, AVAir will assume those events still need to be played, and will automatically load them in decks for playback.

Click Menu  $\rightarrow$  Automation  $\rightarrow$  Goto to discard these events and cause the current cursor position to be the beginning of the event list.

#### **AVAir Tabs**

AVAir has the ability to display up to 15 inventory/log tabs. When using AVAir with a log generated by AVScheduler the first tab *must* be used for the log. All other tabs can be configured in several different ways.

Tab Configuration	
Config Name: Commercials 🔹 Save	Delete
Caption: Spots	Clear Tab
Tab Color:	
Font MS Sans Serif, 10	
Lines/Row: 1	
Туре	
Inventory C Playlist C History C Indicator	
C Quick Start	
C Story C Jock Note	Ok
Category: COM 💌	
Sort Field: Codes+	Cancel
☑ Sort Desending	Help

To modify settings for an inventory or log tab:

- 1. Click on the **Inventory tab** on the AVAir screen that is to be modified. *The Tab will be come active and display over the top of the other tabs.*
- 2. Choose Menu, Settings and Tab menu options. The Tab Configuration dialog will display.
- 3. Enter a **Config Name** for the tab and a **Caption** that will display as the tab label.
- 4. To change the **Tab Color**, double click on the color bar and select from the displayed palette.

- 5. Select the required tab **Type**. The dialog options will update depending on the tab type selected.
- 6. Specify the **Source** of the log or a **Category** to load particular inventory type.
- 7. Click **OK**. The Active Tab on the AVAir screen will update.

#### **Defining Tab types**

Tune								
C Inventory	0	Playlist	õ	History	C Indicator			
C Quick Start	Θ	Event List						
C Notes	0	Story	Ο	Jock No	te			

Inventory Tab	Consists of any audio element. This tab can be configured to show everything in the AVAir database or just a category
Playlist Tab	Consists of a specific PlayList the user wishes to have displayed. The PlayList is typically created using the AVRPS screen.
History Tab	Consists of both a Today and Yesterday. This tab can display all elements played on either the current day or the previous day.
Indicator Tab	Displays a series of 15 buttons, which can be used to send or receive contact from AVAir through the computer. This tab may require some special .INI settings for certain remote control functions and even duration of the tabs.
Quick Start	Displays a series of buttons that are configured to fire specific audio elements when clicked. Use a Playlist for this function.
Event List	The most import tab in AVAir. This tab displays the log that is generated using AVScheduler. Without this tab AVAir will not run properly in Automation.
	<b>Note:</b> This tab uses either and Event File or a Playlist as it source. This tab requires special .INI settings for proper configurations.
Notes	Gives AVAir the ability to associate Audio and Text elements together. Plus it also allows for simply text to be displayed in a dialog in AVAir. This feature requires AirBoss.
Story Tab	Gives the on-air talent the ability to view news stories from the NewsBoss database. Typically, this tab is configured for a specific Story Queue. Multiple tabs can be used.
Jock Note	Gives the on-air talent the ability to edit text of information within an AVAir tab. This tab is typically used for preparing show prep and requires the use of AirBoss.

#### **AVAir General Settings**

To modify AVAir display and Deck options:

- 1. Choose Menu, Settings and General menu options. The AVAir Configuration dialog will display.
- 2. Select the required **Display**, **Tabs** or **Decks** options.
- 3. Click OK.

The AVAir screen will update.

AVAir - Configuration				? ×
Tabs	Automation			
Display	Categories	Ì	Decks	
<ul> <li>✓ Vertical Split Screen</li> <li>✓ Left to Right Decks</li> <li>✓ Show Inventory</li> <li>✓ Show Views</li> <li>✓ Show Status Bar</li> <li>✓ Use Category Colors</li> <li>✓ Auto Size</li> <li>View</li> <li>Yiew</li> <li>MS Sans Serif, 8</li> </ul>	.09 Bold			Ok Cancel Help

- DisplayThis tab gives the general user the ability to change the appearance of the AVAir<br/>screen. The user can change the way the decks and tabs are displayed and even<br/>whether or not to show the decks at all. The View Font allows AVAir to be<br/>resized based on the screen resolution and font size.CategoryThis tab allows the user to assign colors to particular categories. This gives<br/>AVAir the ability to display these events in decks with the correct color outlining<br/>the deck.<br/>E.g. If the Music category is colored Blue, then every time a song would play, the<br/>outline of the deck would appear blue.TabsThis tab allows the user to configure AVAir to display a certain number of tabs,<br/>font size, locking and unlocking the columns in the tabs, and what height the<br/>caption of the tab will be.
- Automation This tab allows AVAir to have custom configuration during Automation mode. The settings pertain to how many events AVAir will preload into configured decks while in automation mode as well as whether or not copy elements will stop automation.

#### **AVAir Hotkeys**

Sometimes the keyboard is easier than using the mouse. These two-key combinations enable the user to perform frequently used tasks quickly.

#### Ctrl+X To CUT a line from the Log.

This cuts the highlighted line from the Log tab. This also will copy the item to the Windows95 Clipboard, which gives you the ability to paste item somewhere else in the log.

#### Ctrl+C To COPY a line from the Log.

Much like a word processor, you can copy the highlighted line and paste elsewhere in the Log!

#### Ctrl+V To PASTE a line in the Log

This will paste the cut or copied line to a point in the schedule immediately before your highlight bar.

#### CTRL+G To use the GOTO function to clear events falling before your blue highlight bar.

Set your highlight bar, then use the **Goto** function to discard previous events. It's easy to get a few days logs piled up in the log tab, which will decrease performance. It's important to clear those events out after your shift. This will bring up a warning box asking you if you are sure.

#### Ctrl+I To INSERT an event by name in the Log.

This brings up the "Insert by Name" dialog box. To insert a new audio event into the Log (like a make good spot, for instance), use **Insert**, enter the cut number, and click **OK**.

#### Ctrl+M To activate AVAir's MENU.

This opens AVAir's standard menu dialog wherever your cursor is on the screen..

#### Ctrl+S To bring up the SEARCH box to search a tab.

This pops up the search box directly below the current tab. Type in the first few letters or numbers of what you're looking for to narrow your search. When you switch tabs, the box disappears, and you'll have to open it again.

### Summary

AVAir Live Mode	In <b>Live</b> mode, AVAir offers multiple decks that mimic the functionality of cart machines. Each deck can be operated independently, configured to share playback channel or control a single playback channel.
AVAir Auto Mode	The auto mode configures the AVAir as an automated sequencer. The automated sequencer will automatically execute cuts contained in the Playlist/event file to create a period of unattended operation. This function is also used when users are present in the studio. Auto Mode allows for automatic loading of the log into the decks.
AVAir Decks	Events can be loaded into a deck using drag-and-drop placement or by selecting a cut and using the deck Load button. Audio can be triggered: by clicking the start button; via a touch screen; via a remote control switch panel; or using a keyboard shortcut key.
AVAir Tabs	AVAir has the ability to display up to 15 inventory/log tabs. When using AVAir with a log generated by AVScheduler the first tab <i>must</i> be used for the log. All other tabs can be configured to display a specific type of inventory (i.e. commercials, liners, music, etc.), to provide access to text information (i.e. Music or Artist notes, news, weather) or to give access to QuickStart buttons.
AVAir General Settings	AVAir display and Deck options can be modified by choosing Menu, Settings, General. The look of Tabs and positioning of columns can be adjusted and edit options can be set for working in Live mode.

# **D2**

## **Managing Audio with AVScan**

AVScan is a powerful troubleshooting and database management utility. It runs in the background, normally on the same PC where the database resides, and performs a number of functions.

AVScan will:

- Update and rebuild AVAir databases, eliminating the need for manual rebuilds using the "Rebuild Database" option in the AVAir menu.
- Monitor drives fullness on all servers.
- Report Vault status.
- Report any fullness on the drives.
- Show the total number of files in the AVAir database.

Once AVScan is visible on the desktop you can double click each on section for more detailed reports.

🖌 avscan									
<u>File S</u> can <u>V</u> iev	<u>File Scan Views H</u> elp								
Name	Vault	Database	Scan Leve	Errors	Used	Files	Status	Error Message	
Default	HBDELL	Provider=S0	All 🔹	0	86%	2825	Idle		
QCYWBEI	QCYWBEI	Provider=SC	All 🔹	0	86%	4	Idle		
Defaultmdb	HBDELL	Provider=SC	All 🔹	0	86%	2825	Idle		

The AVScan dialog

AVScan's primary function is to keep the AVAir database up to date. AVScan will indicate when rebuilds and updates are in progress but this happens almost exclusively in the background. When a new cut is recorded in the production room AVScan sees the new cut and automatically inserts it into the AVAir database. By default AVScan updates the database every 10 minutes. The update will add new files, replace older files with newer versions and remove entries for unfound files.



# **D3**

## Getting Programming to Air with AVSat

AVSat is designed to organize Satellite-delivered formats. Once AVSat has been configured, there is usually very little user input required.

Often AVSat and AVAir will be used in conjunction to allow stations to run satellite shows through AVSat but playback commercial inventory through AVAir. AVSat is used for several reasons:

- Easier mapping of contact closures to start audio cuts like Liners and Legal Ids.
- AVSat can handle switching between multiple Satellite sources, enabling a switch to a second source to play top-of-the-hour news for example.
- AVSat can use the on-card mixer to duck Satellite audio.



Playing back satellite audio in AVSat

Satellite audio is automatically "ducked" as the liners and Ids playback from AVSat. When AVSat receives a closure to fire a commercial break, however, satellite audio is muted as the commercial break is started in AVAir. Muting and un-muting of Satellite audio is accomplished using the on-card mixer.

#### The AVSat Screen

	2971 346 4000-4	00:16.1 JIN I.D. 00:05.1 JIN KWNZ Jingle 00:06.2 JIN Jingle	
	Tue Sep 05           "VOICE CH           +         Modified 0           @ 12:00:00A X Macro3           +         : AP News           @ 12:04:45A : Align           @ 12:05:00A 3877           +         897           @ 12:15:00A X Macro4	Play List: AM-MON ANNEL - Friday Schedule 8/03/00 ric 00:31.0 COM Pepto Bismol 00:31.2 COM Wrigley #1	02:24:42 PM
s E	top	Load Stack Edit	00:16 📔 🛛 Load Menu

The AVSat screen has a large deck for spots and 6 small decks for local inserts like Liners, Sweepers, Magic Calls, etc.

An eighth hidden deck exists and can operate independently of the main Playlist deck. Often Deck8 is used to control the satellite switching and other behind the scenes operations. As Deck8 can operate independently, Satellite switches can be executed regardless of what's being executed in any other Deck.

Switching between multiple satellite sources is accomplished through use of an external satellite switcher.

#### **Scheduling AVSat**

A Playlist is loaded in the machine containing all the cuts to be played for the day. Spots within each break are auto-started. The Playlists are stored on the Vault2 server hard drive as Vault2 files. The procedure to import information from a traffic system into a Vault2 is similar from site to site.

- 1. The log is created in a traffic program
- 2. The log is written to a text file on a Floppy Disk or a Network Drive.
- 3. The text file is run through a BE provided "filter" program.
- 4. The resulting file is imported into a Vault2 screen as saved as a Playlist.

The filter program translates the traffic file in a Vault2 format, inserts Auto-Start characters, adds Align times, and Join commands to connect each daily Playlist together. The filter looks for specific information in specific columns in the Traffic output file, so the format of that file is critical.

#### Load An Announcer Stack Manually

- 1. Click the Load Stack button, or click deck2's Load button.
- 2. Enter the Announcer Stack file name or use Find to locate the Stacks' name.
- 3. Click Load.
  - or

If the daily log is loaded and contains Stack load commands, go to the bottom of the playlist via the scroll bar, highlight the desired Stack load event and click **Start**.

4. Reset the highlight bar position.

## **Section E**

## **Additional Vault2 Modules**

- AVPreview
- AVExplorer
- Voice Tracker (AVSCHED)
- AVMPEG
- NFServer
- AirBoss



**E1** 

## **Additional Vault2 Modules**

This section is designed to give and overview of the additional Vault2 modules that can be purchased in addition to the various Vault2 packages.

#### Contents

- AVPreview
- <u>AVExplorer</u>
- NFServer
- VoiceTracker
- AVMPEG
- <u>AirBoss</u>

## **AVPreview**

AVPreview is a tool that enables a user on the Vault2 network to listen to any existing audio (eg. commercial spots) from the workstation.

Column Search / Preview audio / Play audio / Headings								
My AvFileNlaint [	C:\avdiovau\avair	\avar.mdb]						
<u>F</u> ile ⊻iew <u>H</u> elp								
<i>i</i>	<b>∢…∢</b> ∰)	/	/					
Audio								
File	Cat	Description /	AudioLength	Filetype	▲			
01-0046	CRK	Listen [Album Versio	4:12.3	Audio				
01-0047	CRK	The Difference [LP \	3:48.0	Audio				
01-0048	CRK	Hole In My Soul [Alb	6:08.8	Audio				
01-0049	CRK	Afraid [Rave Mix]	4:06.0	Audio				
01-0051	CRK	Baton Rouge	3:37.2	Audio				
01-0398-16	CRK	Landslide	2:21.9	Audio				
01-0997-05	CTY	One Night At A Time	3:41.6	Audio				
01-1196-20	ALT	Rock And Roll All Ni	2:43.2	Audio				
01-1394-03	ALT	My Sharona	3:59.3	Audio				
01-1495-09	CRK	Turn The Page	3:35.5	Audio				
01-1894-04	ALT	American Girl	2:32.2	Audio				
01-2198-13	CRK	I Don't Want To Mis	3:32.7	Audio				
01-3094-16	CTY	When You Walk In 1	2:44.9	Audio				
01-3095-13	CTY	Let's Go To Vegas	3:13.7	Audio				
01-3095-14	CTY	I'm Not Strong Enou	3:47.0	Audio				
01-3095-16	CTY	Better Things To Do	3:07.0	Audio				
01-3096-05	CTY	The Road You Leav	3:47.3	Audio				
01-3097-02	CTY	Everywhere	4:41.4	Audio	<b>•</b>			
1 file selected								

The AVPreview Screen

To preview a selected audio file:

- 1. Locate the required file. (List items can be sorted by clicking on the column heading buttons or the **Search** command can be used.)
- 2. Select the required audio file and choose



To Preview the beginning and end of an audio file only

or



To **Play** the selected audio file.

## **AVExplorer**

AVExplorer is an FTP client that enables the sharing of files between Vault2 Volumes over the Internet. The transfer of audio files, news, live copy, program notes, voice tracks, concert listings and Playlists can be achieved through a simple drag and drop operation.

AVExplorer provides security profiles to define users that have access privileges, as well as the files that are available for remote access.



The AVExplorer screen

The remote portion of AVExplorer is a Windows Explorer type view of both local and remote sites. Through a simple drag and drop, a voice track or commercial produced locally can be sent to a remote site, or the latest news actualities can be viewed, selected, and retrieved from a centralized news operation.

### **NFServer**

NFServer enables synchronizing of audio Volumes. It provides tools for quickly moving or copying audio files between different Vault2 drives and can do so automatically according to conversion "rules" that have been predefined.

## VoiceTracker

VoiceTracker enables the recording of breaks between songs, at the end of songs, at the end of commercials, and virtually at any point where a Voice Track Event has been scheduled.

VoiceTracker is a component of the AVScheduler screen and can be activated as part of the Vault2 install process.

A 🛒	WScheduler - Sa	mples - [Sampl	es Monday 9/11	l/2000]				_ 8 ×
ا 🍅	<u>File E</u> dit <u>V</u> iew	Options Window	v <u>H</u> elp					_ 8 ×
sam	pies 🛄							
1		🔊 🕑 👗 🖻	16 🙆 📀	50 100 🧭 🕺 19 🗸 🌰 🖗	NAU ₽₩ <b>?</b> N?			
3		Time	File	Description	Intro/EOM			
1	ė- <b>(</b> )	07:00:00AM	@~ 7:00:00	7AM-F	1:00:00/1:12			<b></b>
	ė- <b>(</b> )	08:00:00AM	@~ 8:00:00	8AM-F	1:00:00/1:05			
	-€	08:00:00AM	7000	ID	:00/1:00			
١	E 🗄 🔁	08:01:00AM	@~ 1:00		1:30/1:30			
X	●♥	08:02:30AM	7023	TT8A1M-F	:00/1:00			
	E 💇	08:03:30AM	@~ 3:30		10:30/10:30			
	₽₽₩	08:14:00AM	@~ 14:00	COMMERCIAL BREAK	2:00/1:30			
		08:14:00AM		COMMERCIAL BREAK	:00/0:30			
		08:14:30AM		COMMERCIAL BREAK	:00/0:30			
<b>2</b>		08:15:00AM		COMMERCIAL BREAK	:00/0:30			
Jo.	r 🎬	00:15:30AM	11 00 AE	DDAC VIT #2	100/0:00			
Æ		00.15.30AM	a~ 1c.0c	DPAC VI #2	1.00/0.29			
		00.15.55AM	@ 10.00	COMMERCIAL	1.0000.00			
		08-15-59AM		COMMERCIAL	-00/0:30			
	i i i i i i i i i i i i i i i i i i i	08:16:29AM	@~ 17·00	COMMETCIAL	3.30/3.30			
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<u>_</u>	L 🗄 🏯	08:27:59AM	@~ 28:30		1:30/1:30			
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VoiceTracker in AVScheduler

Voice Tracker requires three separate channels:

- A Playback channel for the Previous Song
- A Playback/Record channel for the VoiceTrack
- A Playback channel for the Next Song

#### To VoiceTrack a show

- 1. Open AVScheduler.
- 2. Open the **Date** you want to Voice Track.
- 3. Click the **Voice Track** button.

The VoiceTracker will display pane will display at the bottom of the screen.



- 4. Click **Record**.
- 5. When all VoiceTracks are completed, click Done.
- 6. Save the file, and **Export** to AVAir.

## **AVMPEG**

AVMPEG is an Audio Compression Manager. It takes a linear audio file and compresses it automatically thru AVFtpServer.

### **AirBoss**

AirBoss is an on-air copy management tool. It provides an easy way to create and manage advertising copy, music notes, and live tags. AirBoss is integrated with AVAir to allow on-air operators to display music, artist, and cut notes as well as advertising copy.

With AirBoss, information is at your fingertips for the production of live commercials, contests, sponsorships, contests or concert schedules. News and weather can also be quickly accessed from the associated *NewsBoss* program.

AirBoss combines these special uses with a top quality Word Processor, allowing you to write, format, and edit copy directly within AirBoss.

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The AirBoss screen



#### AirBoss

For further information on AirBoss functions, refer to the AirBoss User Guide - available from Broadcast Electronics.

## **Summary**

Additional Vault2 modules include:

<u>AVPreview</u>	A tool that enables a user on the network to listen to any of the spots from the AV workstation.
<u>AVExplorer</u>	Enables the sharing of audio files over a network.
<u>NFServer</u>	Enables synchronizing of audio Volumes.
<u>Voice Tracker</u>	Enables the recording of breaks between songs, at the end of songs, at the end of commercials, or at any point where a Voice Track Event has been scheduled.
<u>AVWeb</u>	Filters audio data for web publishing.
<u>AVMPEG</u>	Audio Compression Manager thru AVFtpServer
<u>AirBoss</u>	Copy management tool used for generating on advertising copy, contest or sponsorship information, on-air music notes, etc.

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