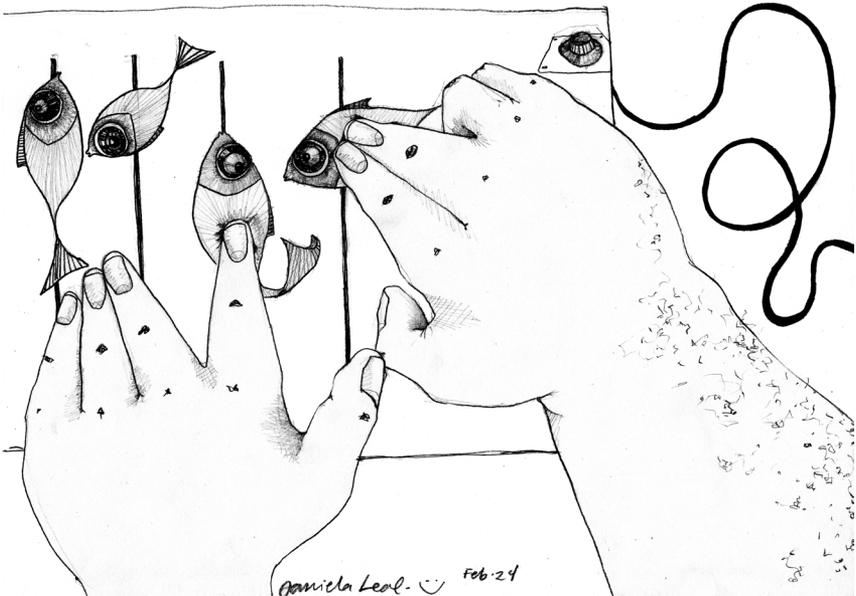


StudioB Production Resource Guide



StudioB is available for use

**MON to THU: 11am - 10pm,
FRI: 11am - 5pm.**

Studio Phone: 705 748 4761

StudioB is designed as a Programmer Resource for the purposes of pre & post production of content to be broadcast on Trent Radio.

You can book StudioB for production projects after completing a training session.

This guide is designed as a reference for Programmers and Members who have already completed StudioB training.

If you require additional support and training, please contact Jill Staveley or Matt Jarvis to arrange a time.

STUDIO B RULES:

No Food or Drink in the Studio.

Studio Bookings must be directly related to Trent Radio Programming initiatives and projects.

Respect the gear.

Respect volume levels in relation to StudioA on-air programming (our walls are sound-reduced, not sound-proof)

Clean up your mess (put materials away etc).

Your booking may get cancelled if you have too many hours booked in one week AND others need access to the space.

Every booking **MUST** include your full name, phone number, and booking time.

Recording to the Computer:

(1) Open Adobe Audition in Multitrack/Session View.

(2) Arm Your Tracks (R)

When you select (R) on the track you want to enable, Adobe Audition will ask you to name & save your Session. Your recorded tracks will be saved automatically in a folder called “Name of Session – Recorded” (or similar).

You will save your files in a folder in the NASD/Prsv directory. Please name your folder using your initial and last name – otherwise it may be deleted if we do not know who it belongs to. (eg/ jsmith, dstarvey, lpluck, mjackson)

You can pre-select your track names by typing them in to the text bar at the top left of each track control panel. If you do not name the tracks in the session, you will find your tracks (every single one – even the takes you didn’t use) will be saved as Track01_001, with the 3 digit number indicating the “take” of the track.

Remember to delete bad takes and/or unwanted files as you go along. Also, you can simply leave the track recording while you work through the recording, and remove the unwanted sections later in post-production.

(3) Set Up Your Levels

Right click on the meter at the bottom of the screen and select MONITOR RECORD LEVEL. Get yourself set up (mics on, faders up) and test your levels. Make sure that you are loud enough, but that the meter is not hitting RED.

**Also, if you are using 2 mics, make sure that the levels are equal. If one person is louder than the other, either turn up the quiet person, or turn down the louder person with the appropriate Fader.

(3) Recording

Make sure the door is shut, and that you are ready to record. Let your guests know what you are doing, and press record. Take a deep breath – and remember you can always highlight and delete parts you don't want later.

****Don't be afraid to adjust your Fader Levels while you are in the recording process to accommodate any changes in volume that you experience.**

(4) Save the Track

You will save your work to a file folder that you make in the

NASD/Prsv directory.

YOUR FOLDER NAME MUST BE THE FIRST LETTER OF YOUR NAME & YOUR LAST NAME. (eg/ jsmith, dstarvey, lpluck, mjackson)

Once you are finished recording, press stop. Your file will automatically be saved in Multitrack Session View – if you are working in Edit – you will need to save your files manually. Come up with clear and easily identifiable naming schemes.

****File Types:** For most purposes you should save your files as .mp3s or .oggs (compressed files). These take up much less space, are a lot easier for the network to deal with, and for the majority of our purposes, produce audio with sufficient production values for our purposes.

****If you are planning on producing something that includes live music, or would be of great value to our archives, please talk to Matt Jarvis or Jill Staveley for advice and options on other file saving types.**

(5) Editing

Edit View – destructive editing:

To edit your track, you can change the volume, add effects, cut, trim, fade...and all sorts of lovely things in the Edit View. Anything you change in this view will alter the actual file. So remember to save your changes, and if you are unsure, open a copy of the track before editing so that you save your original untouched while you try things out.

Your edits are permanent and change the file itself.

Multitrack/Session View – non-destructive editing:

Once you are working in the multitrack/session window, always remember to save each track individually in the edit window. Any changes you make to your audio files in the multitrack/session window do not actually change the track itself – it only changes the way that the track is being heard or played. If you want to make permanent changes to a track, make sure to do this in the edit window. Also remember that if you are using the same track multiple times in the session window, any changes you make in Edit, will affect all copies being used in Session. If you want to use the same track a few times, but want to make different changes to it, edit the track in the edit window, then choose SAVE AS, and change the name of the file.

Mixing Down:

You only have to Mix Down your session if you are working in the multitrack/session view. Once you have finished editing your project, Save the Session File (the instructions of what to do with the tracks), and make sure that you have saved each individual file. In the multitrack/session view, select Edit > Mix Down to File > All Tracks. This will create a new audio track that you can edit (volume, fades, etc) and save for airplay.

****You CANNOT PLAY SESSION FILES on the radio...you MUST MIX DOWN AND SAVE AS AN AUDIO FILE TO FINISH YOUR PROJECT!**

(6) Cleaning Up & Maintaining Your Folder:

It is important to clean up your folder on a regular basis. Once your project is saved and ready for airplay, it is time to clean up your folder on the PSRV. Delete any unnecessary files, make sure everything is saved in the right place so you can find it later if you need it. You don't have to do this right away, but you should clean up your

folder on a monthly basis, especially after you have aired any of your projects.

Questions??? Please just ask for help if you need it! And remember, you can always take a refresher session in StudioB.

BackUp Show File Name Structure:

Back Up shows are saved with the following naming system:

01_Mon_1700_NameofTheShow_ProgrammersFirstInitialLast-
Name_28min15sec_ [and then]

Either

lgYYYYMMDD – indicating that it was pulled from the logger (lg) and the date of the original broadcast (so we can reference the original music sheet)

OR

tbbYYYYMMDD – indicating that it is a pre-recorded show, intended for airplay on a certain date tbb – to be broadcast. Make sure that the Programmer includes the playlist information in the meta data of the mp3 file.

Programme Promo File Name Structure:

01_SU_1330_NameofShow

- number day of week

SU - 2 character abbreviation for weekday

1330 - start time

NameofShow - Name of Show (no spaces)

StudioB Tips & Troubleshooting

When you get here:

(1)Reboot the computer. Make sure that no one is in the middle of anything, then restart the computer. This will ensure that the computer goes back to all of it's normal defaults.

(2)Clean Up: If you see any CDs/records/garbage lying around, please lend a hand and put them away/throw it out.

(3)Take a look at the Mixing Board, and the reference sheet to make sure everything is set to our "Default"

(4) Monitor Source: On the Microphone Switch Box Select Console (it'll turn green) So that you can monitor what is happening in Studio B rather than what is coming "Off Air" from Studio A.

(5)Shut the Door - so that you don't bother other programmers, and so that they don't interrupt in your recording session.

Troubleshooting: “It’s Not Working!”

Check the Following.

CONSOLE:

channels - Each Channel is marked individually. Mono sources (microphone) use 1-channel, Stereo sources (CD player, Computer, Cassette Tape, Vinyl)use 2-channels.

shift button - (down = computer, up = tape player/speakers):

Production in Studio B can either be recorded to Cassette Tape, or to the Computer.

This button, located by the RED KNOBS (aux), determines where the signal is “going”. Is it in the right position?

****Never send the Computer (CPU) back to itself. Always leave the shift button UP on the CPU.**

faders - Each channel has a fader (White Slider), which controls the output volume level, or the level being recorded or heard. Is this turned up?

mute button - Small Grey Push Button at the top of each Fader. This turns each channel off and on individually. We usually leave all the channels on, and use the Faders to control what signal is coming through...make sure that it is not muted

**DON’T MESS AROUND WITH ANY OF THE OTHER ROTARY KNOBS...
THEY ARE SET UP FOR ALL RECORDING & PLAYBACK PURPOSES...
IF YOU MOVE THEM AROUND YOU WILL EITHER MESS THINGS UP
FOR YOURSELF OR THE NEXT PERSON IN THE STUDIO**

MICROPHONE SWITCH BOX/Turret:

on air/console button - This controls what you are listening to on the speakers (the radio, or the studio). Is this in the right position?

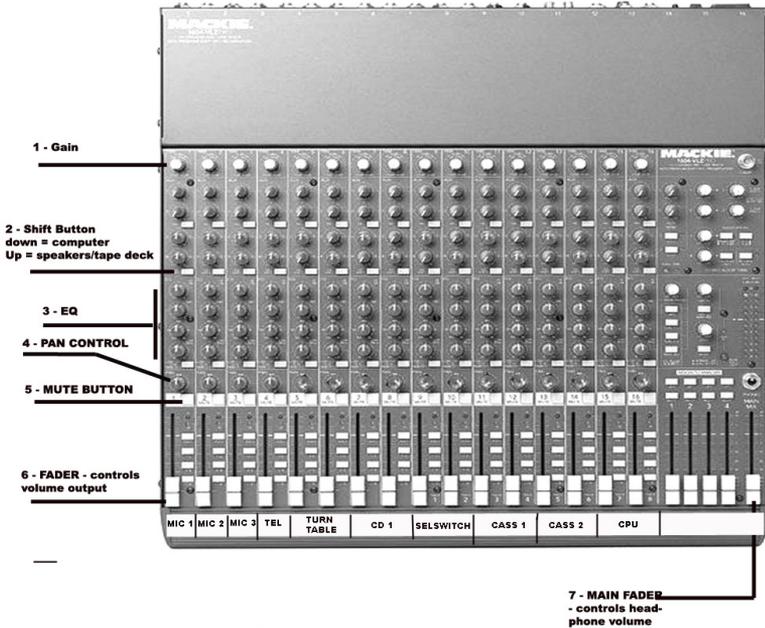
volume control - The big black knob is your main volume control (if you can't hear anything make sure it is turned up...and make sure that it is turned down at the end of your session so that you don't blow any one or thing up when they start their session.)

Microphone engage buttons - The 3 buttons labelled 1, 2, 3 on the Switch Box. In order to record using the microphone, you must have the appropriate button depressed, and have the appropriate fader up. the microphones go left-right 1-2-3. GREEN = GO. In order to hear what you have recorded afterwards, they must be disengaged.

Still having problems? Talk to your operator; Schedule a refresher training session with Anthony; Book time in the studio on Friday afternoons when Anthony is Operating; Ask for help.

StudioB Mixer

Please do not change any of the settings on the mixer. Refer to the following "Trouble Shooting Guide" before you start moving knobs around if you have problems. This is how the mixer should look in it's DEFAULT position, while the computer is rebooting at the beginning of your session, take a moment to make sure this is how it looks. Under no circumstances is it permitted to re-quire the set up. If you have any questions or additional tech requests, speak directly to John K Muir (Trent Radio's General Manager)



1 - GAIN: determines how much signal is coming into the board

2 - SHIFT BURRONS: determines where the signal is being sent to

3 - EQ: controls the tone or the equalization of the source sound

4 - PAN CONTROL: determines the direction of the sound (Left or Right), this is only pertinent in stereo recordings, notice how on the stereo sources one channel sends Left and one channel sends Right

5 - MUTE BUTTON: this turns a channel ON or OFF

6 - CHANNEL FADER: controls how much signal is being sent out from the mixer to the capture device (speakers, computer, tape deck etc)

7 - MAIN FADER: this controls your headphone volume, and it is a good idea to leave it at unity/zero so you can see the LEDs moving in relation to the sounds you are listening to/recording.

