

**Trent Radio Comparative Income Statements @ YE13 & YE12 subject to Financial Review // prepared 22 Oct 2012 jkmuir@trentradio.ca**

REVENUE	One Year to 2013-08-31	One Year to 2012-08-31	EXPENSE	One Year to 2013-08-31	One Year to 2012-08-31
<b>GOVERNMENT GRANTS</b>			<b>PERSONNEL</b>		
Federal Grants	5,377.00	5,487.00	Programming Wage	42,420.38	31,532.10
Provincial Grants	5,202.48	6,168.50	Technical Wage	0.00	18,806.30
Municipal Grants	<u>2,500.00</u>	<u>2,500.00</u>	Publicity Wage	0.00	0.00
<b>TOTAL GOVERNMENT GRANTS</b>	<b>13,079.48</b>	<b>14,155.50</b>	Administrative Wage	44,478.98	43,078.07
			Benefits	1,486.69	1,048.00
<b>FUND RAISING</b>			CPP Expense	3,807.67	4,158.65
Corporations	0.00	500.00	EI Expense	2,264.90	2,421.64
Foundations	20,000.00	8,345.00	Total Wages & Benefits	94,458.62	101,044.76
Private	11,053.74	6,560.00	Programming Fees	9,047.84	9,694.77
Leadership	0.00	0.00	Technical Fees	0.00	0.00
Donations "In Kind"	0.00	0.00	Publicity Fees	0.00	1,697.40
Net Donations	31,053.74	15,405.00	Administrative Fees	1,325.00	1,325.00
Trent Student Memberships	109,057.16	106,559.70	Total Fees	<u>10,372.84</u>	<u>12,717.17</u>
Commercial & Non-profit	225.00	150.00	<b>TOTAL PERSONNEL</b>	<b>104,831.46</b>	<b>113,761.93</b>
Individual Memberships	600.00	640.00			
Discretionary M'ship Exp	0.00	0.00	<b>SUPPLY &amp; EXPENSE</b>		
Net Memberships	109,882.16	107,349.70	Publicity & Promotions	773.05	588.75
Special Events	1,849.38	1,378.07	Equipment Rental	0.00	0.00
Special Events Expense	0.00	(40.21)	Line Rental	4,426.90	3,934.65
Net Special Events	1,849.38	1,337.86	Rental Other	20.00	0.00
Fundraising	210.00	145.00	Net Rentals	4,446.90	3,934.65
Fundraising Expense	0.00	0.00	Postage & Delivery	1,318.06	247.57
Net Fundraising	<u>210.00</u>	<u>145.00</u>	Office Supplies	153.25	801.21
<b>TOTAL FUND RAISING</b>	<b>142,995.28</b>	<b>124,237.56</b>	Telephone	1,328.54	1,105.34
			Utilities	4,111.53	3,811.67
<b>EARNED REVENUE</b>			Programming & Licence	4,183.54	1,762.99
ON AIR Sponsorship	0.00	500.00	Building R & M	11,280.53	1,659.54
ON AIR Sponsorship Expense	0.00	0.00	Building R & M Upper Apt	3,050.66	321.64
Net ON AIR Sponsorship	0.00	500.00	Technical R & M	14,265.80	7,137.92
Net "RADIO PAPER"	0.00	0.00	Net Repair & Maintenance	28,596.99	9,119.10
Net Other Sponsorship	855.31	826.28	Professional Fees	2,350.00	2,350.00
Tape Sales	0.00	0.00	Insurance	3,591.44	3,757.70
Tape Sales Expense	0.00	0.00	Travel	810.00	503.38
Net Tape Sales	0.00	0.00	Volunteer Expense	909.09	596.13
Rental Income	10,260.00	9,960.00	Bank Charges	117.00	147.00
Net Misc Sales & Services	<u>991.83</u>	<u>2,913.48</u>	Mbanx Loan Interest	5,142.98	5,322.84
<b>TOTAL EARNED REVENUE</b>	<b>12,107.14</b>	<b>14,199.76</b>	Net Interest	5,142.98	5,322.84
			Depreciation	0.00	10,089.87
<b>MISCELLANEOUS REVENUE</b>			GST Paid	5.14	16.28
Interest Income	2.06	36.23	HST Paid	1,332.03	749.98
Micellaneous Revenue	367.96	544.73	Bad Debts	0.00	0.00
Amortisatn Dfrd Contribtns	0.00	4,252.88	Miscellaneous	1.91	(16.64)
<b>TOTAL MISC REVENUE</b>	<b>370.02</b>	<b>4,833.84</b>	<b>TOTAL SUPPLY &amp; EXPENSE</b>	<b>59,171.45</b>	<b>44,887.82</b>
<b>TOTAL REVENUE</b>	<b>168,551.92</b>	<b>157,426.66</b>	<b>TOTAL EXPENSE</b>	<b>164,002.91</b>	<b>158,649.75</b>
			<b>NET INCOME</b>	<b>4,549.01</b>	<b>(1,223.09)</b>

Trent Radio Employee Detail (fortnightly pay periods) 13-01-07 to 13-08-31  
 Jarvis, Matt LCPM13  
 prepared 04 Sep 13 / jkmuir@trentradio.ca

PP Ending	Wks	Wages	VacPay @4%	Gross	ER_EI	ER_CPP	Cost*	EE_EI	EE_CPP	Tax	NetPay**	
18-Jan-13	2	892.50	35.70	928.20	24.43	39.28	991.91	17.45	39.28	15.32	856.15	Chq# 2907
01-Feb-13	2	892.50	35.70	928.20	24.43	39.28	991.91	17.45	39.28	15.32	856.15	Chq# 2919
15-Feb-13	2	892.50	35.70	928.20	24.43	39.28	991.91	17.45	39.28	15.32	856.15	Chq# 2922
01-Mar-13	2	892.50	35.70	928.20	24.43	39.28	991.91	17.45	39.28	15.32	856.15	Chq# 2928
15-Mar-13	2	892.50	35.70	928.20	24.43	39.28	991.91	17.45	39.28	15.32	856.15	Chq# 2931
29-Mar-13	2	892.50	35.70	928.20	24.43	39.28	991.91	17.45	39.28	15.32	856.15	Chq# 2934
12-Apr-13	2	892.50	35.70	928.20	24.43	39.28	991.91	17.45	39.28	15.32	856.15	Chq# 2947
26-Apr-13	2	892.50	35.70	928.20	24.43	39.28	991.91	17.45	39.28	15.32	856.15	Chq# 2950
10-May-13	2	892.50	35.70	928.20	24.43	39.28	991.91	17.45	39.28	15.32	856.15	Chq# 2960
24-May-13	2	892.50	35.70	928.20	24.43	39.28	991.91	17.45	39.28	15.32	856.15	Chq# 2964
07-Jun-13	2	892.50	35.70	928.20	24.43	39.28	991.91	17.45	39.28	15.32	856.15	Chq# 2976
21-Jun-13	2	892.50	35.70	928.20	24.43	39.28	991.91	17.45	39.28	15.32	856.15	Chq# 2980
05-Jul-13	2	892.50	35.70	928.20	24.43	39.28	991.91	17.45	39.28	15.32	856.15	Chq# 2989
19-Jul-13	2	892.50	35.70	928.20	24.43	39.28	991.91	17.45	39.28	15.32	856.15	Chq# 2992
02-Aug-13	2	892.50	35.70	928.20	24.43	39.28	991.91	17.45	39.28	15.32	856.15	Chq# 3004
16-Aug-13	2	892.50	35.70	928.20	24.43	39.28	991.91	17.45	39.28	15.32	856.15	Chq# 3007
30-Aug-13	2	892.50	35.70	928.20	24.43	39.28	991.91	17.45	39.28	15.32	856.15	Chq# 3010
Ttl Wks >	<u>34</u>						<u>\$ 16,862.47</u>				<u>\$ 14,554.55</u>	

**per Trent Radio CFFF-RM-1213-01 CRFC LCPM Initiative**

B	5620	13-04-29 *	McNabb, S; LCPM training 30h x \$17	2969	431	510.00
B	5620	13-08-30 *	Staveley, J; 96+ hrs LCPM training	3023	611	1,645.00
C	5360	12-11-09 *	Arthur; Inv12Nov12	2890	127	209.05
C	5360	12-11-21 *	PtboEx; LCPM Job Posting	2900	163	280.82
C	5360	12-11-21 *	PtboThisWeek; LCPM Job Posting	2900	164	157.68
D	5760	13-04-29 *	reim130830_mcnabbs_travel	3024	613	311.04
E	5640	13-01-05 *	TSC; 5xStorageTub 751770	2915	217	112.94
E	5680	13-05-02 *	WMart; MsePad LCPM	2973	440	15.88
E	5680	13-06-15 *	Amazon; CassSplice #105-6379973-1861037	2983	545	63.08
E	5680	13-07-04 *	UCmptres; 1TBExtrnlHD/LCMP13	2835	593	135.59

		Approved	Spent	Difference
A	Salary for Local Content Project Manager (LCPM):	16,845.00	16,862.47	(17.47)
B	Orientation & Training for LCPM:	2,155.00	2,155.00	0.00
C	Job Posting & Outreach Publicity:	500.00	647.55	(147.55)
D	Transportation:	250.00	311.04	(61.04)
E	Technical Costs (Portable HD, Backups & perishables):	250.00	327.49	(77.49)
		<u>20,000.00</u>	<u>20,303.55</u>	<u>(303.55)</u>

CHQ # 2969  
29 Apr 2013  
\$510

# INVOICE

**Steve McNabb  
30 Garnet Avenue  
Toronto, ON M6G 1V5**

**Date: 29 Apr 2013**

**Sold to: Trent Radio  
715 George Street North  
Peterborough, ON K9H 3T2  
Attn: John K Muir <jkmuir@trentradio.ca>**

**TO: "Local Content Management Project" training fees  
21 Jan 2013 & 29 Apr 2013 on site  
04 Feb - 26 Apr 2013 via phone & email 30hrs @ \$17/hr.**

**TOTAL OF THIS INVOICE \$ 510.00**

***~ Thank you ~***

CHQ # 2969  
30 Aug 2013  
\$1,645

# INVOICE

**Jill Staveley**  
**503 Murray Street**  
**Peterborough, ON K9H 2T7**

**Date:** 29 Aug 2013

**Sold to:** Trent Radio  
715 George Street North  
Peterborough, ON K9H 3T2  
Attn: John K Muir <jkmuir@trentradio.ca>

**TO:** "Local Content Management Project" training fees  
07 Jan 2013 - 29 Aug 2013 96.75hrs @ \$17/hr.

**TOTAL OF THIS INVOICE**

**\$ 1,645.00**

*~ Thank you ~*

CHK# 2890

**CHQ # 2890**  
**12 Nov 2012**  
**\$209.05**

# INVOICE

DATE:

11/12/2012

**Arthur**

751 George St. N. Suite 103  
Peterborough, ON., Canada  
Phone: 705-745-3535  
advertising@trentarthur.ca

**BILL TO:**

John K. Muir  
Trent Radio  
715 George St. N  
Peterborough, ON  
(705)741-4011

DESCRIPTION	AMOUNT
Advertisement - 1/2 pg B/W - Pub. Nov15	185.00

**OTHER COMMENTS**

1. Payment due in 30 days.

DISCOUNT	
SUBTOTAL	\$185.00
%HST	13.000%
\$HST	\$24.05
OTHER	\$0.00
<b>TOTAL</b>	<b>\$209.05</b>

Make all checks payable to  
**ARTHUR NEWSPAPER**

If you have any questions about this invoice, please contact  
Matt Jarvis 705-745-3535 advertising@trentarthur.ca

**Thank You For Your Business!**

Phone (Primary) : (705)741-4011

Chq #2900  
p/d 21 nov 2012  
\$280.82

Start Date : 11/24/2012

Stop Date : 11/28/2012

Size :

Rate : EXAMEMP - PETERBOROUGH EXAMINER CAREER RATES

Tax 1 : \$32.31

Publication : EXAM - THE PETERBOROUGH EXAMINER

Name (Primary) : TRENT RADIO

Ad # : 12702589

Class Code : A800 - General Employment

Total : \$280.82 ←

Prepayment Amount : \$147.17

Company (Primary) :

-----  
Employment Opportunity at Trent Radio  
Local Content Project Manager  
- Contract Position  
Funded in part by the Community  
Radio Fund of Canada  
Application Deadline:  
Friday, 07 December 2012 at Noon

34 Weeks Work, \$12.75/hour plus statutory  
benefits, 35 hours/week  
(afternoons, evenings, weekends)

Start: 07 January 2013 End: 30 August 2013  
Location: Trent Radio House 715 George  
Street N, Peterborough, Ontario  
K9H 3T2  
Contact Email: jkmuir@trentradio.ca

Trent Radio is hiring a Local Content Project  
Manager for a 34 week contract position  
starting 07 January 2012. The successful  
candidate will be an active member (as either  
audient, organiser or participant) of our regional  
musical and aural art communities, with a  
desire to enhance the collection and  
preservation of recorded materials for inclusion  
in both Trent Radio and Radio Free  
Peterborough's archives.

Please visit [www.trentradio.ca](http://www.trentradio.ca) or  
Trent Radio House for more information.

Total Owed  
13365 pd by visa on pos  
machine

730 THE KINGSWAY PETERBOROUGH ON  
PETERBOROUGH EXAMINER PETERBOROUGH ON

ID: A4432514  
STORE: 4432514

SLIP #: 9314

SALE

\$133.65

SIGNATURE X \_\_\_\_\_

VISA \*\*\*\*\*3446

SEQ 638801001001 AUTH 045615 IS000-001

APPROVED

DATE Nov 21 2012

TIME 4:01 PM

ystem

**Classified Ads**

**Peterborough This Week**  
884 Ford Street Peterborough, ON K9J5V3

Please make payable to: **884 Ford Street  
Peterborough, ON K9J 5V3  
Phone: (705) 749-3383 Fax: (705) 749-0074**

**Trent Radio  
715 George St N  
Peterborough, ON K9H 3T2**

**Chq #2900  
p/d 21 nov 2012  
\$157.68**

Account No.	Invoice Date
1389592	12/31/2012

Net Due	Invoice No.
0.00	PEC0002801

← Amount Paid

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

Account No.	Invoice No.	Invoice Date	Ad No.	P.O. No.	Newspapers	Weeks	TS
1389592	PEC0002801	12/31/2012	6020642		2	1	
Classification			Size	From		To	
5660 General Help			2 Col. x 43 Agate Lines	11/30/2012		11/30/2012	

**Ad published in** CLA Peterborough This Wk **"Print Sort" Field** LW Kawartha

<b>TOTAL:</b>	139.54
<b>HST/GST:</b> (R137752424)	18.14
<b>PST:</b>	0.00
<b>ADJUSTMENT:</b>	0.00
<b>PAYMENT:</b>	157.68
<b>NET DUE:</b>	<input type="text" value="0.00"/>
<b>AMOUNT PAID:</b>	<input type="text"/>

Please make payable to:  
**Peterborough This Week**  
884 Ford Street  
Peterborough, ON K9J 5V3  
Phone: (705) 749-3383 Fax: (705) 749-0074

**Text:**  
Employment Opportunity at Trent Radio Local Content Project Manager - Contract Position Funded in part by the Community Radio Fund of Canada Application Deadline: Friday, 07 December 2012 at Noon 34 Weeks Work, \$12.75/hour plus statutory benefits, 35 hours/week (afternoons, evenings, weekends) Start: 07 January 2013 End: 30 August 2013 Location: Trent Radio House 715 George Street N, Peterborough, Ontario K9H 3T2 Contact Email: jkmuir@trentradio.ca Trent Radio is hiring a Local Content Project Manager for a 34 week contract position starting 07 January 2013. The successful candidate will be an active member (as either audient, organiser or participant) of our regional musical and aural art communities, with a desire to

**DUE UPON RECEIPT**

CHQ # 2915  
05 Jan 2013  
\$112.94

TSC Stores  
TSC Stores Peterborough  
147 Lansdowne Street East  
705-745-8681

Visit [www.tscstores.com](http://www.tscstores.com) and  
sign up for TSC Country,  
TSC's Online Benefits Club!

\*\*\*\*\*

QTY	ITEM	PRICE	TOTAL
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5	751770	\$19.99	\$99.95T
	LOCKER STORAGE BLACK		
	Original Price:	\$25.99	

	Sub Total	\$99.95
	HST 13.0000	\$12.99
	Total	\$112.94

Visa \$112.94  
 Acct# \*\*\*\*\*3446  
 Auth# 086011

Sales Associate: 935

Thank you for your patronage.  
 The Incredible Country Hardware Store  
 Canadian Owned & Operated  
 HST # 84114-0874

Trx 9949 Str204 Reg03 1/05/13 9:35



\*\*\*\*\*  
ENTER FOR A CHANCE TO WIN 1 OF 3  
\$1000 CDN WAL-MART GIFT CARDS

To enter, please complete a survey  
about today's store visit at:

<http://survey.walmart.ca>

\*\*\*\*\*  
WE WANT TO KNOW HOW  
WE'RE DOING!

No purchase necessary. Math skill  
test. Question required. Open to  
Canadian residents of the age of  
majority. Survey must be taken  
within 2 weeks of today. Odds of  
winning depend on the number of  
eligible entries received. Full  
rules available in store at  
the customer service desk  
and online at

<http://survey.walmart.ca>

Please retain this receipt for the  
purposes of completing  
the online survey

Your STORE CODE is: 3071

Your opinion counts  
(Le sondage est également offert  
en français).

**Walmart** \*  
Supercentre

Division 1  
WE SELL FOR LESS  
FRANCO CIRELLI  
(705) 742-5090

ST# 3071	OP# 00000703	TE# 67	TR# 06660
HOUSEPAD	004385953635		\$15.88 J
	SUBTOTAL		\$15.88
	HST 13%		\$2.06
	TOTAL		\$17.94
	VISA TEND		\$17.94

VISA \*\*\*\* \* 3446 I 2  
APPROVAL # 072834  
REF # 001001047

AID A0000000031010  
TC D10372E8DC2466FA  
TERMINAL # WMTAU053946  
\*Pin Verified

05/02/13 10:49:09

CHANGE DUE \$0.00  
GST/HST 137466199 RT 0001  
QST 1016551356 TQ 0001

# ITEMS SOLD 1  
TC# 3114 8381 8815 9626 560



[www.walmart.ca](http://www.walmart.ca)  
[www.facebook.com/WalmartCanada](http://www.facebook.com/WalmartCanada)  
05/02/13 10:49:09

\*\*\*CUSTOMER COPY\*\*\*

CHQ # 2973  
05 May 2013  
\$15.88

**Subject:** Your Amazon.com order of Splicing and Editing Block... and 1 more item(s) has shipped!  
**From:** "Amazon.com" <ship-confirm@amazon.com>  
**Date:** Tue, 18 Jun 2013 19:22:31 +0000  
**To:** "jkmuir@trentradio.ca" <jkmuir@trentradio.ca>

CHQ # 2983  
15 Jun 2013  
\$63.08



## Shipping Confirmation

Order #105-6379973-1861037

Hello John K Muir,

Thank you for shopping with us. We thought you'd like to know that TapeCenter shipped your items, and that this completes your order. Your order is on its way, and can no longer be changed. If you need to return an item from this shipment or manage other orders, please visit [Your Orders](#) on Amazon.com.

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Your estimated delivery date is:

**Wednesday, June 26, 2013 -  
Friday, July 5, 2013**

[Why tracking information may not be available?](#)

Your order was sent to:

**JOHN K MUIR  
640 Reid Street  
Peterborough, ON K9H 4H4  
Canada**

Your package is being shipped by USPS and the tracking number is LZ114322241US.

## Shipment Details



Splicing tape for 1/8" tape 1/8 X 1200" long  
(Audio cassette & Microcassette)

**\$12.95**

Sold by TapeCenter  
Condition: New



Splicing and Editing Block for 1/8" tape (Audio  
cassette & Microcassette)

**\$33.95**

Sold by TapeCenter  
Condition: New



Prices are in \$US

Paid \$63.08 Cdn

Item Subtotal:	\$46.90
Shipping & Handling:	\$13.32
Total Before Tax:	\$60.22
<b>Shipment Total:</b>	<b>\$60.22</b>
Paid by Visa:	\$60.22

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Returns are easy. Visit our [Online Return Center](#).

If you need further assistance with your order, please [contact the seller](#).

We hope to see you again soon!

**Amazon.com**



# United Computers

901 Lansdowne Street West  
Peterborough, ONT K9J-1Z5  
705-742-5551  
705-742-7166

## Sales Receipt

Sales: 2.929  
Account #:  
Page: 1 of 1  
Date: 7/4/2013  
Time: 10:53:03 AM  
Cashier: Sam  
Register #: 1

CHQ # 2935  
04 Jul 2013  
\$135.59

Bill To:

Ship To:

Item Lookup Code	Description	Quantity	Price	Extended
763649030714	Seagate 1TB 2.5" USB3 HDD S/N: 2GHHA564	1.00	\$119.99	\$119.99

Thank you for shopping  
United Computers  
GST Number 872188941RP00  
REFUNDS on regular stock items only,  
UNUSED and in original sealed package within  
7 days with original receipt, no copies accepted.  
15% Restocking charges apply to opened items.  
NO RETURNS on computers, software or  
special orders. United Computer Superstores  
makes no warranties whatsoever and cannot be  
held responsible for the terms, conditions or  
claims in manufacturer's warranties.

Sub Total	\$119.99
Sales Tax	\$15.60
Total	\$135.59
Cash Tendered	\$135.59
Change Due	\$0.00

# Local Content Intake Guide

Prepared by Matt Jarvis / August 2013

### **Contents: Simplified Intake Breakdown**

- 1) Rip/Digitize/Download Lossless Audio (FLAC).
- 2) Scan/Download Album Art.
- 3) Meta Tag FLAC Files.
- 4) Convert FLAC Files into both MP3 and OGG files. Adjust tags and naming schemes.
- 5) Generate spreadsheet based on tags.
- 6) Place files in proper folders.
- 7) Insert spreadsheet into RFP Masterlist.
- 8) Inform general manager and RFP admin of changes.

## **Rip/Digitize/Download Lossless Audio (FLAC).**

### **CD Method:**

1 - Open "Exact Audio Copy

(Exact Audio Copy is a free "secure" ripping program. "Secure" Ripping refers to a process by which a program will reread a CD continuously and compare the reads against each other. The process stops when a set number of exact matches occur. This process allows an exact copy of a CD to be made, an important distinction in an audio archive-especially one dealing with decade old, dubiously cared for CD-Rs. Trent Radio's current ripping software choice does not offer secure ripping.)

2 – Check the "compression options" under the "file" heading.

(the default archival FLAC setting is perfect)

3- Check "EAC Options" under the "file" heading. Bring up the filename menu.

Make sure the "naming scheme" is in this format

LL#####\_%tracknr2%\_p[%artist%]s[%title%]c[1111]a[%albumtitle%]f[]g[%genre%]y[%year%]w[YYYYMMDD\_mname]

LL##### refers to the unique id given to the CD during the physical archiving process (see Trent Radio Archiving Documentation) or the VF##### designation which means that the CD has no real physical copies beyond the one currently being ripped and the owner is unwilling to part with it. Current VF numbers can be checked at [\\Ns0\m\VF\](https://www.trentradio.com/VF/).

YYYYMMDD\_mname refers to the intake date and name of the encoder (ex. 20130916\_mjarvis)

1111 refers to CanCon designation (the 1s being considered a "yes" to each of the "mapl" designators.) This will commonly be four ones. If the record is local but not completely Canadian replace the respective 1s with 0s-again corresponding with MAPL.

4 – fill out the EAC metadata on the main screen (CD Title, CD Artist, Year, Genre, Title. If it is a compilation fill out the individual artist cells)

ALL LOCAL RECORDS FIRST GENRE TAG IS "LOCAL" \*Very Important\*

Separate genre types with "]"g[" . This will make the process of distinguishing between them easier later on.

Try to be boringly standard with genre types. If it sounds a little like rock and a little like country put: "Local]g[Rock]g[Country" as the tag. Look at the current archive for ideas.

5 – Click on the second icon down on the left. It is labeled "CMP".

This will rip the CD to lossless WAV and then compress it into FLAC including all the inputted metadata.

Save the rips to:

[\\Ns0\rfp\LCPM\New Audio\Lossless\](\\Ns0\rfp\LCPM\New Audio\Lossless)

**Digitizing cassettes and vinyl is a process that is better shown than explained on paper. Ask for help.**

**Download all digital audio in the highest quality format available. Don't be afraid to contact artists and ask if they have lossless files. They do.**

### **Scan/Download Album Art.**

1 – Plug in Scanner (very important)

2 – Open Adobe Photoshop

3 – Place album art facing down on the upper left hand corner of scanner.

4 – Choose “import” from the “File” heading and select the scanner from the pop up list.

5 – adjust quality settings to scan at 300dpi.

6 – Crop picture to a ruff square.

7 – Select “image size” from the “image” heading. Reduce the resolution to 72. Adjust the lowest number of the “width” and “height” measurements to 480 pixels. Change the selection in the bottom pop up menu to “Bicubic Sharper”. Click OK.

8 – Select “canvas size” from the “image” heading. Reduce the width or height measurement which is greater than 480 pixels to 480 pixels. Click OK.

Sometimes in order to do album art justice it is necessary to adjust these rules. Read up on photoshop and play around with it till it looks right.

9 – Select “Save for Web & Devices” from the “file” heading. Select “high quality” and “jpg”.

Adjust the quality setting so that the file is no more that 100K (file size is on the lower left corner)

10 – Save the file as the corresponding album's unique id (ex. CD12345.jpg)

11 – Save the file here:

[\\Ns0\rfp\LCPM\New Art\](\\Ns0\rfp\LCPM\New Art)

### **Meta Tag FLAC Files.**

1 – Open MP3tag.

MP3tag is an extremely versatile (and free) mass tagger/filename editor that is supported by a team of extremely nerdy audiophiles in Europe. It is the standard for this type of work.

This step can also be selecting a folder or group of audio files, right clicking and selecting “MP3tag” from the context menu. Otherwise you will have to select “change directory” from the “file” heading and select the directory from a pop up window.

2 – IF THE FILES ARE ALREADY IN TRENT RADIO ARCHIVAL NAMING FORMAT FROM EAC:

1 - Select all files

2 – Select “filename to tag” from the “convert” heading. Enter this as the format string:

```
%labelno%_%dummy%c[%mapl%]%dummy%w[%encodedby%]
```

This will fill in the remaining tag data that wasn't inputted by EAC.

3 – Select “TR Convert” from the “Actions” Heading.

This will run a series of changes through the tags, including replacing underscores with spaces and the “]g[“ between genre types with commas.

### **Convert FLAC Files into both MP3 and OGG files. Adjust tags and naming schemes.**

1 – Open Freac

Freac is a wonderful free audio converter used by audiophiles worldwide. It painlessly converts between all formats important to this project. While it is not necessarily the most efficient in its use of computing power, it is incredibly stable and incredibly free.

2 – Drag and drop all tagged FLAC files into the freac window.

3 – Select “general settings” under the “options” heading.

Select “Lame MP3 encoder” from the “encoder dropdown. Set the output directory to:

```
\\Ns0\rfp\LCPM\New Audio\rfp\
```

5 – Select “configure selected encoder” from the “options” heading.

Set VBR Mode to “VBR” Quality setting 3.

6 – select “start encoding” under the “encode” heading.

7 – Drag and drop all tagged FLAC files into the freac window.

8 – Select “general settings” under the “options” heading.

Select “Ogg Vorbis encoder” from the “encoder dropdown. Set the output directory to:

\\Ns0\rfp\LCPM\New Audio\m\

Or

\\Ns0\rfp\LCPM\New Audio\VF\

Depending on whether the files have physical counterparts or not. It may be easier to just encode them all to one directory and then move files based on their filenames.

9 – Select “configure selected encoder” from the “options” heading.

Set Encoding Mode to “VBR” Quality setting 7.

10 – select “start encoding” under the “encode” heading.

11 – Open MP3tag

Add all new mp3 files. Some of the tags will have been lost.

Select all files. Select “filename to tag” from the “convert” heading. Enter this as the format string:

%discnumber%\_%dummy%c[%mapl%]%dummy%w[%encodedby%]

Select “RFP Convert” from the “Actions” Heading.

This will remove underscores and also replace back tics with spaces.

Select all files. Select “tag to filename” from the “convert” heading. Enter this as the format string:

%artist%\%album%\%artist% - %title%

UNLESS IT IS A COMPILATION ALBUM. DO NOT CONVERT COMPILATION ALBUMS WITH THESE BATCHES.

To deselect compilations from the MP3tag list, hold control and click each track.

For compilation albums, enter this as the format string.

Various%\%album%\%artist% - %title%

12 – Add all new Ogg files. Some of the tags will have been lost

Select all files. Select “filename to tag” from the “convert” heading. Enter this as the format string:

%labelno%\_%dummy%c[%mapl%]%dummy%w[%encodedby%]

Select “TR Convert” from the “Actions” Heading

## Generate spreadsheet based on tags.

1 – Open MP3tag

2 – Add all new mp3 files.

3 – Select all files. Select “Export” under the “File” heading.

Select “csv” under “export configuration. Set the file name to

\\Ns0\rfp\LCPM\LCP Data\Spreadsheets\YYYYMMDDrfp

Click on the “edit” icon (second down from the right) and change the csv dialogue that pops up to:

\$filename(csv,utf-16)Call #;Track;Title;Artist;Album;Size;Genre;Label;Path;Filename;

\$loop(%\_filename\_ext%)%Discnumber%;%Title%;%Artist%;%Album%;%Genre%;%Publisher%;%\_folderp  
ath%;%\_filename\_ext%; \$loopend()build on %\_date% with %\_app% - the universal Tag editor -

<http://www.mp3tag.de/en/>

4 – Click OK.

5 – repeat for Ogg files except name the file YYYYMMDDtr and replace %Discnumber% in the csv dialogue to %labelno%

6 - Open both files in excel as semi colon delimited spreadsheets.

I can't fully describe the steps that come next in this manual. You will have to learn some excel.

Basically, you must end up with one spreadsheet that has the following headings in this order:

Call #, Track, Title, Artist, Album, Genre, Label, Year, RFP Filepath, TR Filepath.

It is best to sort all the data by “Call #” and then by “Track”

The filepaths are crucial. They will have to be manually edited to reflect the files final resting places.

For RFP this means switching from

\\Ns0\rfp\LCPM\New Audio\rfp\ARTIST\ALBUM to \\Ns0\rfp\RFP\ARTIST\ALBUM\

For TR this means determining the folder on the M drive that the general manager will be uploading the files to.

For VF##### files this is

\\Ns0\m\VF\

For CD##### files it will be important to find the last used folder on the mdrive, which increase in value using a hexadecimal system. Each folder can contain approx 4000 files. ASK FOR HELP IF YOU NEED IT.

7 – Move all files to their proper folders. For RFP this means

\\Ns0\rfp\RFP\

For TR this means

\\Ns0\rfp\For John\ (and then sorted by filetype-\ M\, \VF\, \CA\)

8 - Upload spreadsheet to google docs and share it with RFP admin. Insert spreadsheet into RFP Masterlist spreadsheet.

9 - Inform general manager and RFP admin of changes. General manager will move TR files to their final resting place. When this is complete inform RFP admin that the spreadsheet is ready to be input into the local content website CMS (content management system).