Local Content Intake Guide

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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\.

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\

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\

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%;%_folderpath%;%_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).