# 92.7

# TRENT RaDiO

Nogojiwanong/Peterboro and Area
CFFF FM

# StudioB Trainer & Production Support Resource & Guide

**Trainer Manual - Studio B Training - Beginner & Advanced, Programmer Production Support Services, Community Support Production Services Audio Archives,**

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FONDS CANADIEN DE LA RADIO COMMUNAUTAIRE

COMMUNITY RADIO FUND OF CANADA

## THE SPACE

When a person signs up for StudioB training, it is assumed that they have already completed a StudioA Training session, including general Trent Radio Orientation.

If, for some reason, you are training someone who has not completed StudioA Training - you will need to reference the StudioA Trainer guide for information about Trent Radio House, our history, and what type of organisation we are.

As a production space, StudioB has very limited capabilities. It is basically set up the same way as StudioA, except that it only has 2 microphones, and a few other differences you may or may not notice.

Even though you can mix together multiple tracks on Adobe Audition, you can only record one track at a time - or a single mix of all mics/components being used at the same time.

The primary purpose of the space is to provide Programmers with the opportunity to produce broadcast content outside of StudioA for any number of reasons - their guest can't come at their show time, they will be away next week, their show involves creative production (radio drama, short clips put together), or they just want to learn more about using the gear so that they have a new tool in their skill set.

The space can also be booked on a pay-for-use basis for voice over work, CBC double-ender interviews, audio production services and more. We do not guarantee availability, and all pay-for-use bookings must go through Jill Staveley or Rob Hailman.

The space is NOT sound proof - it has similar dampening properties as StudioA. You may experience audible intereference from traffic in the hall, movement from the upstairs apartment, or production in StudioA. Your volume levels will also impact other audio production acitivity in the house.

As a general rule, StudioB is NOT available for production work during Radio Project Days and other Special Event Activity Projects so as to

avoid additional traffic in the space, and so that we can use StudioB as a storage/quiet area if needed.

It is sometimes made available to other local groups (like PIP) for production and workshop bookings in exchange for broadcast content, and access to workshop leaders. We have engaged in other similar relationships with other groups in the past.

### Admin: Booking the space, signing up for training, rules

StudioB is available for regular bookings by Programmers/Members who have completed StudioB training. The available times are (generally) FALL/SPRING: Weekdays from 11am - 8pm; SUMMER: Weekdays 1 - 6pm.

You must include your name, phone number and usage time in the StudioB Bookings Book for each and every entry. If you show up more thatn 15 minutes late (without calling or communicating) you may lose your booking time. Please don't "reserve" the space - and just show up for part of the indicated time. You will lose your access to StudioB if you book the space, and don't show up.

In the past, we have hired one of our OWSP/TWSP employees to act at StudioB trainer and production support person - but recently have found that regularly scheduled training timeslots were no longer effective, nor did they meet the needs of our current programmers.

2 of our TWSP Staff are now "Local Content Production Assistants" - and either of them can provide the regular Production Support & Services we generally offer through StudioB facilities.

Core Staff members, and some experienced volunteers, will work together as a team to provide StudioB training opportunities on an as needed, individual basis. This means  that the current structure for signing up for Training involves communicating with Trent Radio staff and then scheduling and booking a mututally agreeable time to complete a training session in StudioB.

Other Programmer Support (inlcuding Programme Promos, and BackUp Shows) can still be offered in blocks of scheduled time and facilitated by

staff and volunteers during the 2 weeks of each Broadcast Season. It is a good idea to schedule this in 1 week before PPDeadline - make a signup sheet and post it in the kitchen. Promote it when calling to confirm programming schedule and get people to sign up then.

Studio Rules are the same as in StudioA - respect the space, NO FOOD or DRINK, Programmers are responsible for the actions and care of their guests (including parking - so you should talk about that...it isn't the job of the Operator or EP to remind your guest to take off their shoes, offer them coffee, direct them to the right parking spots - though your Opertor or EP will do those things because it is their job to create a welcome and open environment.

### Priority Policy - what happens in StudioB?

All activity that happens in StudioB must be related to programming somehow. While we are very straightforward about this rule - and it seems limiting on paper - we can (and try to be) very flexible through supporting other groups and activities by providing access to the space and training resources (usually free of cost) - in exchange for "Broadcast Content" - a copy of whatever they produced so we can play it on the radio.

We don't want the community in general to think that it is a free and available space for production work - but we also don't want to shut out community members who contribute in significant ways other than by making radio on Trent Radio.

While we would not actively invite or allow someone to record a full album in StudioB - we wouldn't stop someone who was quietly creatively producing an album without hogging the space or preventing other programmers from accessing the space.

However - NO ONE SHOULD BE MAKING MONEY OFF OF WHAT THEY DO IN THERE...unless, of course, they are paying Trent Radio a specific fee for service.

When there are groups who want to access the production facilities, we generally come up with a solution via Programme Proposal - that states something about providing content for Smooth Operator on a case by case basis - and providing access to current and relevant content in general.

# StudioB Tech

The 3 main features used on the computer are:

(a) Adobe Audition: audio editing program.

(b) digital music archives (PSRV & NASD/M:)

(c) WinAmp Media Player

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).

NASD/Psrv directory.
YOUR FOLDER NAME MUST BE THE FIRST LETTER OF YOUR NAME & YOUR LAST NAME. (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/Psrv 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, and then save it in your folder – and remember to name it something that will make sense to you later, so that you can find it easily

 (yyddmm_my show intro take 1).

**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 Rob or Jill for advice and options on other file saving types.

## (5) Editing

Edit View:
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.

Multitrack/Session View:
If you want to layer your piece (add music, more voices etc.) click on EDIT, and select INSERT IN THE MULTITRACK from the drop down menu.

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 to the track in the edit window will affect all instances of
it in the session window. 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.

# Programme Promos & Station IDs

Each Programme is required to produce a Programme Promo by the end of Week 2 each Broadcast Season. This helps promote the schedule in general, and also provides excellent content for switch overs between shows that doesn't require filling out content on a Music Sheet, or playing a million Station IDs in a row (something we don't actually encourage).

If a Programmer does not have the skillset to produce their own Programme Promo, it is our job to schedule 1 or 2 "programme promo party" dates where Programmers can sign up for an assisted 20 minute block of time, and produce their promo with the help of a technician.

Programme Promos should be between 30 & 60 seconds long, and include the following information:

Programme Title
Programmer Names
Date & Time of Programme
Basic outline of Programme Description
Background Music.

Station IDs can be produced by anyone, and included in the ZZSmoothOp folder with a name that includes the year produced, name of person who made it, and some other identifiable one or two word description. ex/ 2018_Rock&RollPrincesses_VideoKilledTheRadioStar

Station IDs MUST include:
Our Name: Trent Radio
Our Call Letters: CFFF
Our Frequency: 92.7 FM
Our Location: Peterborough, Ontario, Canada

# Downloading Logger Files & Making BackUp Shows

The first step to creating a backup show using the logger is download-ing the required logger file from Trent Radio's website. The Trent Radio logger index can be found by searching "Trent Radio logger" on google or by clicking the "L" in "welcome" on the Trent Radio website.

To find the correct logger file; Look for the date of the show you are trying to download, it will appear as year/month/day on the website. Following that will be an underscore and a time from the 24 hour clock (example: 135903). "135903" is when the logger will have started a new recording (it starts a new recording every hour) and that means you will hear the content between 135903 (or could be rounded to 1400) and (rounded) 1500. If you were trying to find a show on the 8th of January, 2018 at 1400pm the logger file would look something like this: 180108_135903_.mp3

Now that you've found your logger file click on the MP3 file itself and make sure it is the correct show (listen to a clip of it) and hit the down-load button next to the play bar. The download button will look like a downward facing arrow on a line. Click on that and you will find the mp3 file in the downloads section on windows file explorer.

Adobe Audition:
Now that you've downloaded the file(s) you need, you can drop them into Adobe Audition and trim whatever is not part of the show from the beginning and the end and if necessary you will have to copy (right click, control c) and paste (control V) the beginning of a show to the second half of a show. After all has been trimmed to the correct spot (check the shows time slot as well make sure it's the right length) add the intro and outro for backup shows onto the end and beginning so listeners know that the show is a previously broadcast backup show. The intro and outro can be found in a folder within the backup show folder labeled "Backup show intro and outro" all in the "smooth op zz" folder.

Saving the backup show:
Once you have completed all the steps in Adobe Audition you must save your backup show in this fashion:
Click "File" then "Save as" and choose the "backup shows" folder in the PSRV and name it like so:

01_SU_1400_NameOfShow_PPerson_lg180108.mp3

Here's what that means (Of Course the words and times will vary based on their showtimes, names etc.):

01 = number of the day of the week the show is on (01 means Sunday, 02 means Monday etc.).

SU = First 2 initials of the day of the week the show is (in this case sunday).

1400 = Time the show airs on the schedule.

NameOfShow = The name of the show.

PPerson = The first initial of the first name and full last name of the programmer who makes the show.

Lg180108 = The date the file was recorded by the logger.

**BackUp Shows are always to be saved in the BackUp Folder under ZZSmooth. While it may seem convenient for you to save it in your folder, and communicate with your Operator - we want to follow a consistent system whereby any Operator or staff member can find the relevant pre-produced content for the situation.

If a programmer is producing a show for a specific broadcast date, they are to follow the same naming protocol, except replacing "lg" with "tbb".

lg - stands for Logger. the date that follows lg indicates the date that the programme originally aired - so we can find the associated music sheet.

tbb - stands for To Be Broadcast - followed by the intended date of broadcast, for which a new Music Sheet must be filled out.

*ALWAYS SAVE THE FILES IN MP3 FORMAT*

You did it!

UPLOADING YOUR SHOW TO THE INTERNET

There are some pretty serious rules about copyright (etc) that you need to know about before you take your show and put it up on the internet. While you are broadcasting content on Trent Radio from StudioA, you are covered under Trent Radio's Broadcast License and Royalty payments to SOCAN etc. When you take a recording of your show and "broadcast" it elsewhere – you need to make sure you understand the rules about playing other people's music publicly.
Mixcloud is a good option to start with.

### FILE NAMING & PSRV

Current Programmers can create a folder on the PSRV (Tree Icon). Each folder must be associated with a person, not a programme - and is named by using the first initial and last name of the programmer (jstaveley). The PSRV is not a permanent archive, rather it is a temporary working space that is erased twice a year (April 30, August 31). If you wish to archive your content, or access it from season to season, you must make alternative arrangements with Rob Hailman.

File naming is an important part of keeping Trent Radio programmer resources tidy and accessible.

When naming a file that will be used by other people, please be sure to start the file name with the full date of production/broadcast date (yyyymmdd) and also include your first initial and last name (jstaveley) so that the content can be attributed to a producer.

# 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:
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.

# StudioB Training Guide

* GO SLOW, you are not in a rush, and you've got 2 hours to *
* get through everything if you need it *

1 - introduce yourself, and have everyone introduce themselves to each other. find out what each persons main goal/purpose for using StudioB is. (this will help set up a good teaching environment, and will help you to focus on the most important parts of studioB for their purposes)

2 - find out how much experience each trainee has, get them to describe what they know (this will help them feel more comfortable, and hopefully ask questions as you go along)

3 - go over the basic rules of StudioB

*No Food Or Drink EVER! If you see someone taking either into any studio, please remind them that they need to keep it out of the studios.

*Inclement weather makes for messy shoes...please take them off to save the floors, carpets and other people's socks

*StudioB Hours
MON - THU 11am - 10pm
FRI 11am - 6pm
SAT/SUN CLOSED

*Booking StudioB
- book in kitchen
- instructions in front of book
- can't book more than a 3 hour block
- if you've booked 3 or more sessions in one week you may get bumped if other people need access to the studio for programming purposes
- programming projects take precendence over all other activities in StudioB
- if you aren't here by 15 minutes after the start of your booking, you may lose your booking to another person

4 - Components (L to R)
* Computer
* Turret/Switch Box (mic selector, off air/studio b source selector, main volume control)
* Tape Deck
* Mini Disc Player
* CD Player
* Select Switch Box (where the Mini Disc Player is plugged in)
* Record Player
* Mics (1 & 2)
* Mixing Board

5 - MIXING BOARD
- Go through Mixer, Channels 1 through 12
- Point out Mono versus Stereo Channels (that you need to turn up both faders on a stereo channel)
- Shift Button (determines where audio is going...button below the red knobs) DOWN = COMPUTER, UP = TAPE DECK/SPEAKERS
- Fader (white slider) turns output volume up or down (starting with it at "Zero" on the strip is a good place to work from
- in general DON'T TOUCH ANYTHING OTHER THAN THE SHIFT BUTTONS AND THE FADERS
- Main Fader - controls headphone output from mixing board, does not affect the volume for recording (in general leave it at ZERO)

6 - HEADPHONES

show them where they can plug their headphones in, and if anyone else has headphones get them to plug them in.

7 - COMPUTER
*it's a good policy to restart the computer before you start your session. This way, everything will revert to the default settings, and will potentially save some unforseen headaches

*Programs - Adobe Audition, Nero & WinAmp (point out icons on desktop)

Adobe Audition: is used for recording and producing promos & shows
WinAmp: is used for listening to digital audio files (music, promos etc)

*PSRV - save everything to the PSRV (show icon on desktop). You MUST create a folder that is your first inital and last name. If you do not use this system, your folder may be deleted. if you are part of a group, choose one name to store your work under. BE CAREFUL WHEN SAVING AND USING THE PSRV BECAUSE YOU CAN ACCIDENTALLY DELETE OTHER PEOPLE'S FILES AND WORK....be careful and aware of what you are doing.

(make them create folders right then. get each one to start at the desktop, double click on the PSRV ICON and create a folder...this will help them remember how to get there next time)

8 - ADOBE AUDITION

2 VIEWS: EDIT VIEW is like the ingredients and how you prepare them. MULTITRACK or SESSION VIEW is like the recipe and how you combine the ingredients together.

EDIT VIEW: This is where you record your segments. This is where you work on one file at a time. You can have multipleDouble click on the Monitor, or right click and select Monitor Record Level, and get your levels set up. (DESTRUCTIVE EDITING - anything you change gets saved to the audio file when you close it)

Once you've changed it, saved it and closed it you can't go back in time.

MULTITRACK VIEW: This is where you arrange or mix multiple recorded tracks together (NON DESTRUCTIVE EDITING - the audio file doesn't actually change, only the way it is heard is altered)

PLAY/RECORD/STOP etc: Point out these buttons, and what different things they do...extended play, loop etc.

~get one of the trainees to record some voice track. get them to set level using monitor on screen...yadda yadda yadda....

SAVE FILE: point out mp3/ogg/windows PCM; make a note that people should save their files with names that will make sense to them later, also creating a file folder for each project will help keep things more organised in general. Anything for broadcast must be saved as a com-

pressed file (ogg or mp3 - wav files are too big, and put a lot of stress on the server, which could result is hiccups and stalls when broadcasting live on air)

9 - EDITING TOOLS
ZOOM IN/OUT etc: Point out these buttons, and how they are useful for editing.

ZERO CROSSING: zoom in really far to the audio file so that you can see a wavy line going up and down across the ZERO line on the screen. point out how the line is not consistent because it is a constantly changing SINE WAVE - which is how we hear sound

***when you show them the CUT (amplitude) tool, introduce ZERO CROSSINGS when selecting the segment you plan on altering.

COPY TO NEW: This is a useful function located under the EDIT drop down menu...basically, if you are trying to "get a line right" so you say it a bunch of times while recording - instead of cutting out all the other parts and permanently erasing them at the beginning of your session - you can select the area/part you want to work with, highlight it, and select COPY TO NEW and it will take that selection and open it up in a new window with a new default name.

EFFECTS: the main things to point out are:
         AMPLITUDE>amplify/fade:  most useful features are the BOOST / CUT features, and the FADE IN / FADE OUT features - show them how this works by either picking one spot that is too loud in the audio file and decreasing the volume with the CUT feature. You can also use it to raise the volume of the entire file.

Play around with the fades, and that you have to select an area at the beginning or end of the file and that's how long the fade will be.

AMPLITUDE>normalize: this is useful as a final step to make sure that the file is as loud as it can be without going over ZERO. General use for voice, set it to -1 (minus one) and hit apply/okay.

CUT/PASTE function: This is very similar to word processing...if you've got a long space you want to get rid of, or a mistake to remove, highlight

the area and either right click or select edit and then cut. If you want to move this clip elsewhere in the file, you can paste it in the same fashion as in word processing or text based uses. Don't forget to use ZERO CROSSING when doing this.

Point out but don't go into other effects yet - REMEMBER THIS IS BASIC TRAINING...ADVANCED TRAINING WILL BE OFFERED LATER IN THE YEAR - AND THE GOAL OF THIS SESSION IS TO GET PEOPLE COMFORTA-BLE WITH RECORDING THEIR VOICE AND MIXING TRACKS TOGETHER... IT'S NOT ABOUT MAKING IT SOUND LIKE A PROFESSIONAL AUDIO ENGINEER PRODUCED IT...reference what things sound like in StudioA! It's not perfect, but it's on air! We're going for simple, not flashy...and if people want to learn about reverb and pitch shift and whatnot - do that at the very very very end of the session if there is time left and they've shown an interest.

10 - INSERT IN MULTITRACK

Only do this step if you want to mix multiple tracks together. You do not need to do this step if you are using one file. Just save that file to your folder according to "rules"

To put a track into the MULTITRACK SESSION select "INSERT IN MULTI-TRACK" from the EDIT drop down menu.

Now it will be available in the Multitrack Session.

SAVE THE SESSION AS SOON AS YOU PUT ONE TRACK IN IT. MAKE SURE TO SAVE IT IN YOUR FoLDER, AND MAKE SURE TO NAME IT SOME-THING THAT MAKES SENSE TO YOU.

Show them how to insert files into a Multitrack session by right clicking on the screen (open track).

11 - MIXING IN MULTITRACK SESSION -

Show them the basics:

how to move a file around
volume (which does not affect the actual file - just how we hear it)
pan
SOLO/MUTE listening functions

POINT OUT THAT YOU CAN RECORD IN THE MULTITRACK SESSION, BUT
THAT WE DO NOT RECOMMEND IT, AND THAT WE HAVE HAD MANY
PROGRAMMERS IN THE PAST LOSE ALL OF THEIR WORK BECAUSE THEY
HAD NOT BEEN SAVING THEIR FILES PROPERLY USING THIS METHOD OF
RECORDING. WE STRONGLY ENCOURAGE AND RECOMMEND USING THE
EDIT VIEW TO RECORD.

Point out that you can have multiple files in each track, you can over lap,
you can do lots of fun stuff.

ADD MUSIC (in whatever way makes sense for the group and how much
time you have left)

Make it all sound pretty and nice.

12 MIXDOWN - Once everything is how it should be, SAVE YOUR SES-
SION (make sure all files are saved and that the session itself is saved...
the computer will prompt you if needed).  Select MIXDOWN from the
EDIT drop down menu.

Once it is mixed into a single file - you can once again edit using the
Normalize etc - fade in fade out (you don't have to do all of that stuff in
the session. The main point of the session is to get it sounding good in
relation to one another...it makes the most sense to fade in/out, set over
all volume as the final step after mix down.

13 - SAVING FOR BROADCAST: Save your file as a compressed file in your
folder. If it is a promo, PSA, back up show - or other clip that will be used
by others and not just yourself for your programme, save it in the appro-
priate spot, and following our standard naming systems.