

## **QuickStart: Intro to iMediaTouch Software for CHMR Show Hosts**

**Section 1 – The Digital Audio Database**

**Section 2 – The On-Air Software**

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**Section 5 – Inserting files into the log**

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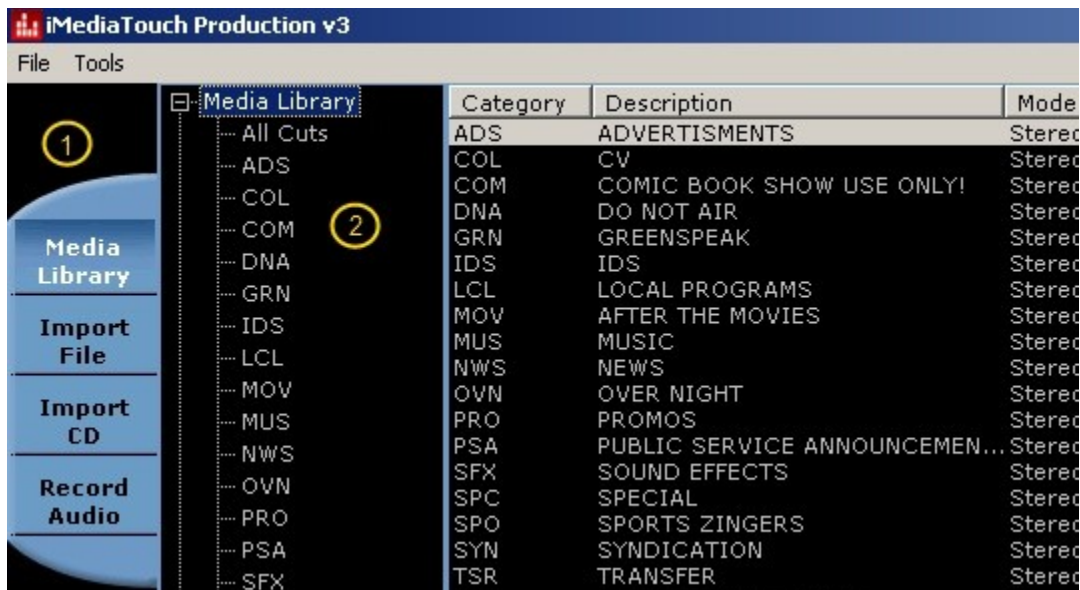
**Section 8 – Troubleshooting**

Please note that this is not an extensive guide to the iMediaTouch Technologies software used by CHMR, nor is it the instruction manual provided by the manufacturer. This document has been developed to best reflect the basic use of the software as it is used at CHMR and it should only be used in conjunction with the training provided in our regular monthly training classes.

## Section 1 – The digital audio database

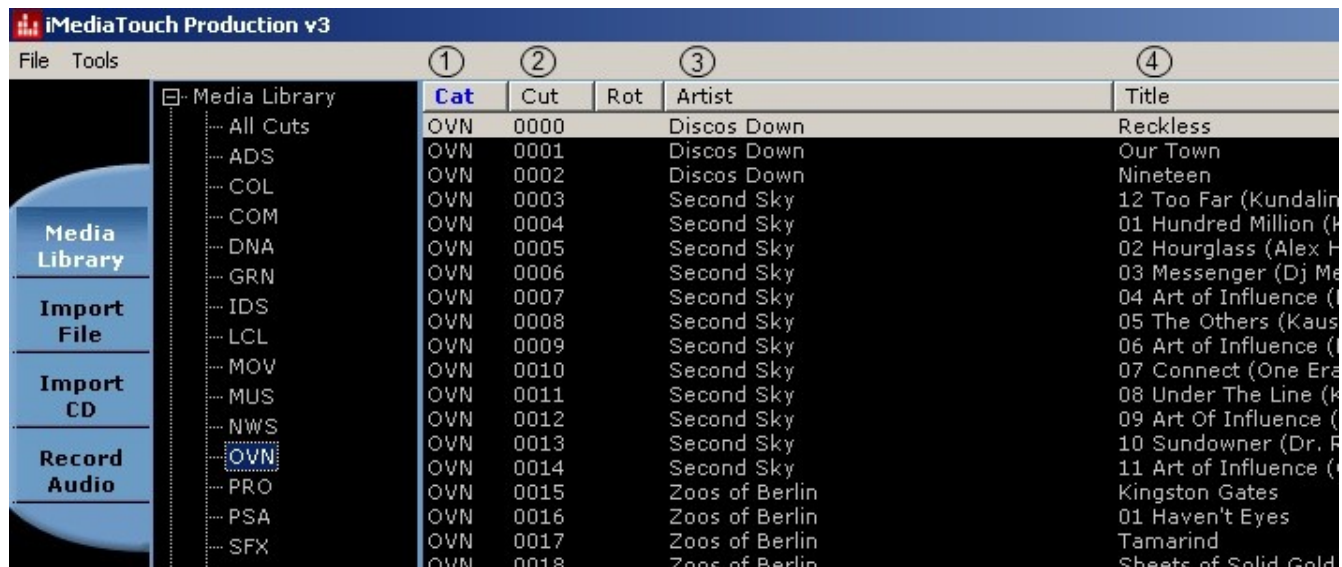
### The iMedia Production Program

This program is on a production computer in both MCR and the Production room. You can use it to view the database, do light editing, or import files into the database. For now, your main concern is to view the database.



1. This area allows you to click on one of the 4 tabs to tell the program what you want to do: view the Media Library; import an audio file that's not on a cd; import an audio file that is on a cd; or record audio.
2. When you select the "Media Library" option, the area in (2) shows you all of the different file types in the database.

Clicking on a file type under “Media Library” shows all files of that type.



1. This is the Category prefix (explained in Section 6).
2. This is the Cut number.
3. The Artist Name.
4. The Title.

To find a file, you can sort by any of these by clicking on them. For example, to sort by Artist name, click where it says “Artist.”

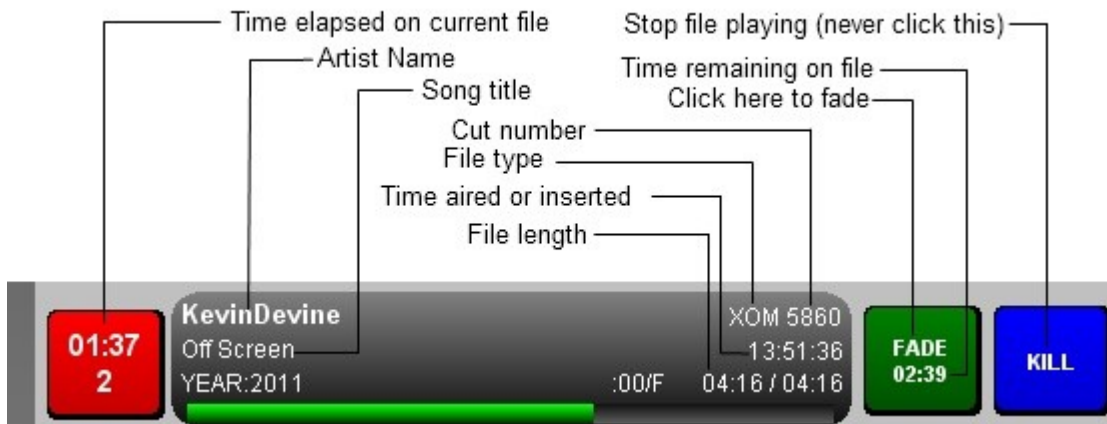
If you right-click on a file, you can play it, stop it, open it for editing, or close it. This is a great place to preview music.

## Section 2 – The On-Air Software



This program keeps us on the air 24 hours a day, 7 days a week. The left-hand side of the screen lists a number of audio files that are scheduled to air. We call this list, **“THE LOG.”** When the file at the top of the list is finished playing, it disappears from the list, and everything scrolls up. Sometime before midnight, the log for the next day is loaded. You can insert files into the log or remove them from the log if needed.

### “So just what is all of this stuff on the screen?” - the LEFT side explained



Click here to play this file (coming out of Talk Break only)

Remove the file from the list

File is 3:03 and cued to play

The screenshot shows a media player interface with a grey background. On the left is a pink button labeled 'PLAY 3'. To its right is a dark grey bar containing the text 'Painted Palms', 'All of Us', 'XOM 0035', '13:55:52', and ':00/F 03:03 / 03:03'. Below this bar is a green progress bar. On the right side of the interface are two buttons: a white button labeled 'CUED 03:03' and a blue button labeled 'REMOVE'. Lines connect the text labels above to the corresponding buttons and progress bar.

A "MEMO" makes no sound. It serves one of three purposes:

- 1) It shows where you are in the log.
- 2) If there is more music in the log than can be played in the hour, the MEMO works as a synchronization tool, and removes the extra material just before the top of the hour. These MEMOs have no text - just time.
- 3) It contains information that must be recorded for the CRTC concerning the type of programming airing in that hour.

The screenshot shows a 'MEMO' interface with a grey background. On the left is a black button labeled 'MEMO'. To its right is a blue bar containing the text 'Top of Hour 14:00:00', '14:00:00', and '00:00'. On the right side of the interface is a blue button labeled 'REMOVE'. A line connects the text 'A "MEMO" makes no sound...' to the 'MEMO' button.

Move to the top of the list

Move to the bottom of the list

Move up one line item in the list

Move down one line item in the list

Insert a TALK BREAK

The screenshot shows a control panel with a grey background. It contains six buttons: 'TOP', 'BOTTOM', 'UP', 'DOWN', 'TALK BREAK', and 'TALK'. Lines connect the text labels above to the corresponding buttons.

### Section 3 – Using “TALK BREAK”

So let's talk about TALK BREAK for a minute...

Remember: the log is set up to assume that it has to provide programming for CHMR 24 hours a day, 7 days a week. This is great because if someone can't make their show, SOMETHING will air in place of their regular show. So how do we talk or play the music we want to play if the log is always running? The answer is that we have to insert a TALK BREAK.

As mentioned earlier, the log keeps scrolling up – as each file is finished, the log scrolls to the next one and plays it. If we insert a TALK BREAK into the log, the log STOPS when it gets to the TALK BREAK. This prevents the log from playing anything else, which allows you to **talk, play music from a cd player or mp3 player, play streaming audio, etc.** **ANY TIME YOU WANT THE COMPUTER TO STOP MAKING SOUND, YOU MUST BE IN TALK BREAK.**

This is what TALK BREAK looks like in the log:

This time tells you when the TALK BREAK was inserted into the log. A TALK BREAK is infinite. The log will not advance to the next item in the list until you push the "PLAY" button next to that item.

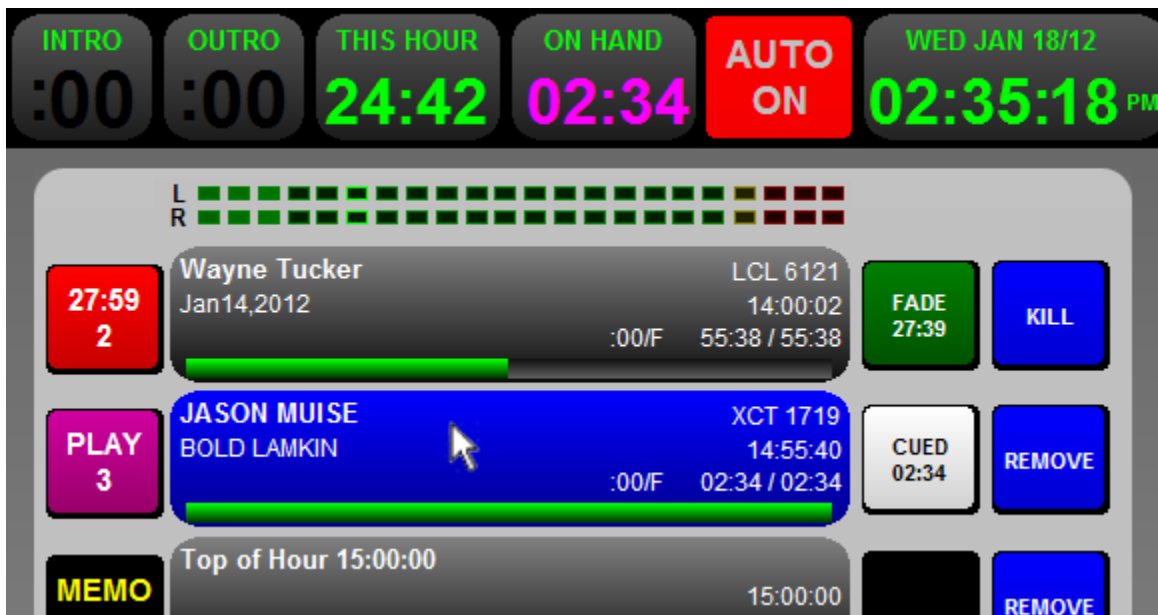


“So how do I insert this marvelous TALK BREAK thing anyways?”

1. Move the cursor over the file where you want to place the TALK BREAK.



2. Click on the file so that it turns BLUE.



3. Click on TALK.

The screenshot displays a broadcast control interface with a list of items and a control panel at the bottom. The items are as follows:

Item Type	Item Name	Time	Buttons
29:24 2	Wayne Tucker Jan14,2012	LCL 6121 14:00:02 :00/F 55:38 / 55:38	FADE 26:14 KILL
TALK START	TALK BREAK	14:36:38	REMOVE
PLAY 3	JASON MUISE BOLD LAMKIN	XCT 1719 14:55:40 :00/F 02:34 / 02:34	CUED 02:34 REMOVE
MEMO	Top of Hour 15:00:00	15:00:00 00:00	REMOVE
MEMO	Generic Music Hour Local, EN, Cat. 21, Type X	15:00:00 00:00	REMOVE
PLAY 1	TOP OF THE HOUR GENERAL	IDS 0000 15:00:00 :00/F 00:02 / 00:02	CUED 00:02 REMOVE
PTA ITEM	Powers Sleeping Patterns	XCN 0048 15:00:02 :00/F 05:19 / 05:19	RECUE REMOVE

At the bottom, there is a control panel with buttons: TOP, BOTTOM, UP, DOWN, BREAK, and TALK. A mouse cursor is pointing at the TALK button. A 'MEMO WARNING' indicator is visible in the bottom right corner.

The TALK BREAK has now been inserted!

## Section 4 – The Anatomy of a 1-hour long program

**If your show is between 8 am and 8 pm, Monday to Friday, you are responsible for reading your news.** The list of entries in the log for a one-hour long show with an advertisement and a newsbreak would be as follows:

### Top of the Hour

- IDS (Every show starts with IDS 0000)
- ADS
- NWS 0000 (News Intro)
- TALK BREAK (This is where you read the news)
- NWS 0001 (News Bridge)
- TALK BREAK (This is the beginning of your show. You will either be talking or playing music.)

### 10 minutes after the top of the hour (roughly)

- PSA (at 10 minutes after the hour, you would play the pre-recorded PSA of your choice.)
- IDS (a station ID of your choice)
- TALK BREAK (You'll either be talking or playing music here)

### 30 minutes after the top of the hour (roughly)

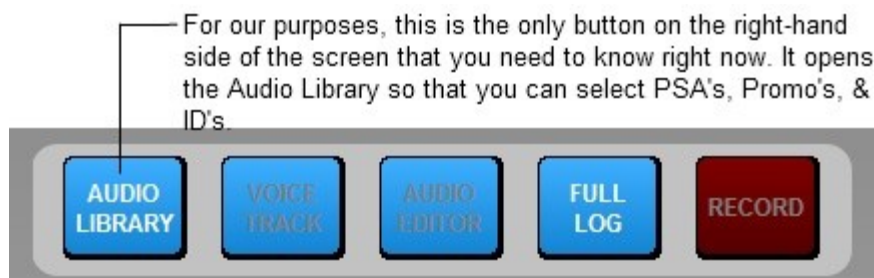
- PRO (Your choice of a Promo for any show)
- TALK BREAK – READ a PSA (if available) from the PSA file on the INFORMATIONAL computer
- IDS (Your choice of any station ID)
- TALK BREAK – you will stay in talk break for the remainder of the hour, because you will either be talking or playing music.

**Always check the log at the beginning of your show to see if an ad has been scheduled for your program!**

**If your show occurs before 8 am or after 8 pm Monday through Friday, or if it falls on a Saturday or Sunday, you do not need to read news at the top of the hour. If this is the case, leave out the entries highlighted in grey.**

## Section 5 – Inserting files into the log

### “So how do I insert PSA's, ID's, and Promo's into the log?”



As an example, we'll insert as station ID (IDS) into the log.

1. Click the Audio Library button.



You'll notice the Audio Library appear on the right-hand side of the screen.

2. On the right-hand side of the screen, select the type of file you want to find (News, Ads, ID, Misc, Music, Promo, PSA, Shows). On the TOP of the Audio Library, select how you want to SORT the results (by Artist, Title, Album, ID, Comp, Music ID, Time, Intro). The BEST way to SORT is always by ID so that you can see what TYPE of file you're taking from the library. (e.g. - when sorting by ID, you'll be able to tell from the file's prefix whether your taking an ID (prefix: IDS) or a ZINGER (prefix: ZIN). This is talked about in more detail later on under "Types of Files and Where They're Found."



3. Select the file you want to insert.

ARTIST	TITLE	ALBUM	ID	COMP	MUSIC ID	TIME
IDS0000	0:02	:00/F	Jan 18 16:01	GENERAL		
IDS0001	0:24	:00/F	Jan 15 05:51	ROCK		
IDS0002	0:10	:00/F	Jan 17 19:37	TRAD		
IDS0003	0:31	:07/F	Jan 18 04:31	CHMR ID		
IDS0004	0:18	:00/F	Jan 18 14:31	HIP HOP GENERAL		
IDS0005	0:41	:00/F	Jan 18 15:21	HUMOR ROC		
IDS0006	0:16	:00/F	Jan 13 16:31	ROCK HUMOR		

4. Drag and drop the file where you want it to go in the log. In this case, we wanted it to go before the song by Del Bel, so we dropped it on top of that line in the log. The Del Bel file was pushed down a row, and the ID is now scheduled to play right after the TOP OF THE HOUR ID.

The screenshot displays a radio broadcast control interface. On the left, a vertical stack of segments is shown, including 'ON AIR 93:21', 'MEMO Top of Hour 16:00:00', 'MEMO Generic Music Hour', 'PLAY 3 TOP OF THE HOUR GENERAL', 'PLAY 2 CHILI PEPPERS P HUMOR ROC', and 'PLAY 1 Del Bel Stirring Bones'. On the right, a playlist table is visible, listing various tracks with their IDs, durations, and scheduled times. The track 'IDS0005 0:41 :00/F Jan 18 15:21 HUMOR ROC' is highlighted in blue, indicating it is the selected file to be inserted into the log.

ARTIST	TITLE	ALBUM	ID	COMP	MUSIC ID	TIME
IDS0000	0:02	:00/F	Jan 18 16:01	GENERAL		
IDS0001	0:24	:00/F	Jan 15 05:51	ROCK		
IDS0002	0:10	:00/F	Jan 17 19:37	TRAD		
IDS0003	0:31	:07/F	Jan 18 04:31	CHMR ID		
IDS0004	0:18	:00/F	Jan 18 14:31	HIP HOP GENERAL		
IDS0005	0:41	:00/F	Jan 18 15:21	HUMOR ROC		
IDS0006	0:16	:00/F	Jan 13 16:31	ROCK HUMOR		
IDS0007	0:22	:00/F	Jan 16 12:21	ROCK LONG		
IDS0008	0:25	:00/F	Jan 15 04:11	SMOKEY JAZZ		
IDS0009	0:23	:00/F	Jan 17 12:41	JAZZ		
IDS0010	0:16	:00/F	Jan 15 20:11	JAZZ		
IDS0011	0:20	:00/F	Jan 16 19:01	ROCK - TUNING		
IDS0012	0:14	:00/F	Jan 18 07:11	ROCK - SHORT		
IDS0013	0:33	:00/F	Jan 17 08:11	HUMOR		
IDS0014	0:11	:00/F	Jan 14 14:31	ROCK DANCE		
IDS0015	0:27	:00/F	Jan 16 12:11	ROCK - SONG		
IDS0016	0:23	:00/F	Jan 15 22:41	JAZZ ROCK		
IDS0017	0:19	:00/F	Jan 17 04:41	INDUSTRIAL		
IDS0018	0:23	:00/F	Jan 18 12:41	ROCK		

## **Section 6 - Types of files and where they're found in the Audio Library**

<b>Library Category</b>	<b>Contains Prefixes</b>	<b>Description</b>
<b>ADS</b>	<b>ADS</b>	Paid advertisements. If you see these scheduled during your hour, you <b>MUST</b> play them.
<b>IDS</b>	<b>IDS</b>	These tell the listener that they're listening to CHMR
	<b>ZIN</b>	These tell the listener that they're listening to a specific show on CHMR
<b>SHOWS</b>	<b>LCL</b>	Programs recorded at CHMR.
	<b>SYN</b>	Programs recorded at other stations.
	<b>SPC</b>	Special presentations.
<b>MUSIC</b>	<b>MUS</b>	Generic music folder for storing digital music that we want to keep in the CHMR Digital Library.
	<b>OVN</b>	A collection of full-length recordings from a number of different genres. These are new releases that are downloaded weekly and will be kept in our database for roughly two months. If somebody wants to keep something, it should be copied to the <b>MUS</b> folder.
	<b>XCN</b>	Canadian rock/pop music that is randomly selected for the log. Some of this comes from the downloads (OVN), and the rest is imported from our cd library.
	<b>XCT</b>	Mostly Newfoundland Traditional music that is randomly selected for the log. This hasn't been updated in some time.
	<b>XHH</b>	Hip Hop music that is randomly selected for a late-night hip-hop hour.
	<b>XJZ</b>	Jazz music that is randomly selected for a late-night jazz hour.
	<b>XML</b>	Metal/Loud music that is randomly selected for a late-night metal hour.
	<b>XMS</b>	This contains random Christmas program files (Shows and PSA's). It shouldn't be used out of season, and doesn't really belong in the MUS category.
	<b>XMT</b>	Christmas music. Again, use in season only.
	<b>XOM</b>	Non-Canadian rock/pop music that is randomly selected for the log. Some of this comes from the downloads (OVN), and the rest is imported from our cd library.
	<b>XRP</b>	Electronic music that is randomly selected for a late night electronic hour.
<b>NEWS</b>	<b>NWS</b>	A collection of audio files for the news department (newsbreaks, interviews, intros)
<b>PROMO</b>	<b>PRO</b>	A collection of audio files to play during your show which promote other people's programs.
<b>PSA</b>	<b>PSA</b>	A collection of pre-recorded public service announcements for use during your show.
<b>MISC</b>	<b>SFX</b>	A wide variety of files, but mainly sound effects.

## Section 7 – The OTHER way to view the Audio Library

So far, we've been looking at the Audio Library in what is called "Compact Library Mode." The advantage to this mode is that we have two clearly defined sections on the screen. The log can be seen on the left, while the library can be seen on the right.

The screenshot displays the iMediaTouch interface, divided into two main sections: 'The Log' on the left and 'The Audio Library' on the right. The top status bar shows 'INTRO :00', 'OUTRO :00', 'THIS HOUR 54:14', 'ON HAND 62:15', 'AUTO ON', 'WED JAN 18/12 04:05:46 PM', '1.9 C Light Drizzle Tonight low of 7', and 'XXXX\_FM iMediaTouch'.

**The Log (Left Panel):** This section contains a list of items with their respective status and actions. The items are:

- ON AIR 90-14:** TALK BREAK, 14:29:42, KILL button.
- MEMO:** Top of Hour 16:00:00, 16:00:00, REMOVE button.
- MEMO:** Generic Music Hour Local, EN, Cat. 21, Type X, 16:00:00, REMOVE button.
- PLAY 3:** TOP OF THE HOUR GENERAL, IDS 0000, 16:00:00, CUED 00:02, REMOVE button.
- PLAY 1:** Del Bel Stiring Bones, XCN 0001, 16:00:02, CUED 02:53, REMOVE button.
- PLAY 2:** Today The Moon, Tomorrow The Sun Irene The Avalanche YEAR:2011, XOM 0879, 16:02:55, CUED 03:25, REMOVE button.
- PTA ITEM:** Amy Cunningham Freedom, XCN 0037, 16:08:20, RECUE, REMOVE button.

Navigation buttons at the bottom of the log include TOP, BOTTOM, UP, DOWN, and TALK.

**The Audio Library (Right Panel):** This section displays a list of audio files with columns for ARTIST, TITLE, ALBUM, ID, COMP, MUSIC ID, TIME, and INTRO. The list includes items such as 'IDS0000 0:02 :00/F Jan 18 16:01 GENERAL' and 'IDS0023 0:23 :00/F Jan 17 05:21 ROCK'. A search bar and a font size dropdown are located at the bottom of the library list.

The bottom status bar shows 'STATUS', 'PTA 1: CONNECTED', 'ADCAST: NOT CONNECTED', 'DATABASE: CONNECTED', 'REMOTE: NOT CONNECTED', and the 'ont technologies' logo. The system tray at the very bottom shows 'Start', 'ON-AIR', and the time '4:05 PM'.

For some people, however, this method of looking at the Audio Library is insufficient, whereas the small size of the Audio Library prevents you from getting a lot of information about the file that you're selecting.

To remedy this we have what's called, "Full Audio Library Mode." It looks like this:



In this example, the files are sorted by ARTIST (see the blue button in the top right-hand corner), and these files are all IDS (see the black button just below it). But if you look carefully, you'll notice that you can also see much more data, such as the length of the files, the ID number (see ZIN0433, ZIN0231, etc – indicating that these are all ZINGERS), and a date showing the last time they were aired.

You can also search for a specific file within the category by typing into the search box (this feature is also available in COMPACT Mode). **NOTE: As you type, the program removes files that do not contain the string of characters that you're typing from the list. If you ever go to the Audio Library and don't see ANYTHING, that's probably why!**

## How do I select which files I want to view in the Full Audio Library?

Clicking on the “Group” or “Artist” buttons makes all of the possible selections pop-out to the left. Then, just click on the selection you desire.



To insert a file to the log in Full Audio Library, it is very similar to inserting a Talk Break. You'll notice in Full Audio Library Mode, that you can still see some of the log to the left of the Audio Library.



Click on the file in the log where you want to place the new file (making the selection BLUE). Then click on the file in the Audio Library that you want to insert in the log. The file pops into the log – just like with a Talk Break. **THIS METHOD DOES NOT USE DRAG-AND-DROP.** To make the Audio Library go away so that you can see the whole log again, click “DONE”.

### How do I change from one view to the other?

Regardless of **how** you like to view the Audio Library, you will need to know how to change from one view to the other, just in case someone before you doesn't use the same view as you. If the Audio Library is OPEN, click "DONE" to close it. The "iMediaTouch" logo in the top right-hand corner of the software opens the control panel. Click on it:



You will get a screen that looks like this:



You'll notice a button that says either "Full Audio Library" or "Compact Audio Library." If you are currently in Full Audio Library Mode, it will say "Full Audio Library." To get into "Compact Audio Library" mode, click on that button and it will toggle to "Compact Audio Library." Click "DONE" to get back to the main screen. To go from Compact to Full mode, you do the same thing. Clicking the AUDIO LIBRARY button will then open the library in the view that you selected.



## **Section 8 - Troubleshooting**

### **Oops... I was removing extra files from the log and suddenly a huge chunk of it disappeared!**

Sometimes, the need arises to remove a large number of files by clicking the "REMOVE" button. You may find, on occasion, when you are pushing the REMOVE button repeatedly, that the program decides to remove a lot more files than you had intended (possibly a couple of hours). Don't worry, this isn't because of anything you did. We're not sure why this happens – it seems to be a flaw in the program – but it is easily fixed.

- 1. Click the iMediaTouch logo.**
- 2. Click "RELOAD LOG" (you can see the panel above)**
- 3. The system will ask if you really want to reload the log. Click 'Yes'. The log reloads.**

Unfortunately, the system does not usually reload the log so that it reflects the current time. You will have to do the following as well:

- 1. Click the iMediaTouch logo.**
- 2. Click "MOVE TO CURRENT TIME"**
- 3. The system will ask if you really want to move to the current time. Click 'Yes'. The log will move as close to the current time as possible.**