

Quick Start: The On-Air Software for Show Hosts

Section 1 – The On-Air Software

The screenshot displays the iMediaTouch on-air software interface. At the top, a status bar shows 'INTRO', 'OUTRO :28', 'THIS HOUR 29:08', 'ON HAND 44:38', 'AUTO ON', and the date/time 'WED DEC 16/15 09:30:52 AM'. The main area is divided into two sections. The left section shows a playlist of songs with columns for 'START', 'PAUSE', 'CUE', 'FADE', and 'KILL'. The right section shows a grid of song thumbnails with buttons for 'SHOWLOG', 'TALLY OFF', 'MODE PLAY', 'REPEAT OFF', 'FADE OFF', 'LOAD', 'PREVIOUS', and 'NEXT'. The bottom section features a 'SEGUE EDITOR' with a table of song entries. The table has columns for 'Cat', 'Cut', 'Rot', 'Artist', 'Title', 'Album', 'Composer', 'Music Id', 'Out Cue', 'End Type', 'Intro', 'EDM', 'Stop', 'Length', and 'Hook Start'. The status bar at the bottom shows 'STATUS', 'PTA: CONNECTED', 'MEMOS: NONE DETECTED', 'DATABASE: CONNECTED', and 'REMOTE: NOT CONNECTED'.

Cat	Cut	Rot	Artist	Title	Album	Composer	Music Id	Out Cue	End Type	Intro	EDM	Stop	Length	Hook Start
IDS	0107		BILLY WIRTZ	HUMOR/HOLY					Fade	Not Set	0:00:2...	0:00:2...	0:00:27...	Not Set
LCL									Fade	Not Set	0:00:2...	0:00:2...	0:00:21...	Not Set
MUS	0014		Black Water Rising	Metal ID					Fade	Not Set	0:00:3...	0:00:3...	0:00:31...	Not Set
NEW	0039		Bob MacDonald	Gold In the Water				YEAR:2015	Fade	Not Set	0:00:1...	0:00:1...	0:00:17...	Not Set
PRO	0061		Bridges ID	Bridges ID					Fade	Not Set	0:00:1...	0:00:1...	0:00:19...	Not Set
IDS	0048		CAMPUS COMMUNIT	HIP HOP					Fade	Not Set	0:00:1...	0:00:1...	0:00:19...	Not Set
PSA	0070		CANDY!	HUMOR					Fade	Not Set	0:00:1...	0:00:1...	0:00:12...	Not Set
SFX	0029		Chelsea Skanes	Under the Sea ID					Fade	Not Set	0:00:1...	0:00:1...	0:00:19...	Not Set
SPC	0169		CHMR Promo	Robbie MacAllister					Cold	Not Set	0:00:1...	0:00:1...	0:00:17...	Not Set
SYN	0176		CHMR Request	864-7935	CHMR FM FanBoy Ma...				Cold	Not Set	0:00:1...	0:00:1...	0:00:16...	Not Set
TMP	0104		CHRIS JERICHO	WRESTLING					Fade	Not Set	0:00:0...	0:00:0...	0:00:07...	Not Set
IDS	0026		Chris Bisco	Long Distance Runners Sta	CHMR	CHMR		YEAR:2012	Fade	Not Set	0:00:2...	0:00:2...	0:00:21...	Not Set

This software keeps CHMR on the air 24 hours a day, 7 days a week. It ensures that if someone doesn't show up for their show, we will still be broadcasting something. It also keeps us on the air during the overnight hours. When you are doing your show, you are essentially telling this software to stop running while you play music and talk, and you are using it to air Public Service Announcements, Station ID's, Promo's, and Ads, along with other types of audio files.

Let's take a closer look at what's on the screen.

Section 1a – The Log

PAUSE 02:59	Lena Fayre Do You Like That? YEAR:2015	XOM 0284 09:19:13 :00/F 03:27 / 03:27	2	FADE 00:28	KILL
START 00:00	INDIE SUPPORT ROCK ID	IDS 0080 09:22:40 :00/F 00:08 / 00:09	1	CUED 00:09	REMOVE
START 00:00	The Fight Try	XCN 0006 09:22:49 :00/F 02:48 / 02:48	4	CUED 02:48	REMOVE
START 00:00	Shocking Pinks Affection YEAR:2015	XOM 1981 09:25:38 :00/F 06:21 / 06:21	3	CUED 06:21	REMOVE
EVENT	Coeur de Pirate Carry On	XCN 0049 09:31:59 :00/F 03:35 / 03:35		RECUE	REMOVE
EVENT	BLIND LEMON BLUES promo 2 YEAR:2015	PRO 0074 09:35:34 :00/F 00:28 / 00:28		RECUE	REMOVE
EVENT	HUMANE SOCIETY INDOOR CATS	PSA 0114 09:36:03 :00/F 00:29 / 00:29		RECUE	REMOVE

The log consists of a list of audio files which play one after another for a 24-hour period. Just before the log ends, the software loads the log for the next day, ensuring that we're always broadcasting. In the example above, a song called "Do You Like That?" by Lena Fayre is playing. Once it is over, it will disappear, and all of the other files will move up a space so that the "INDIE SUPPORT" station ID will be at the top of the log and playing. The file that is currently playing is always at the top of the log.

Next, let's examine a single line from the log so that we can understand what everything means.

Section 1b – A Log Item Explained

Diagram illustrating the components of a PAUSE log item:

- PAUSE 02:59**: Pause the file / Time elapsed
- Lena Fayre**: Artist Name
- Do You Like That?**: Song Title
- YEAR:2015**: Time inserted / To be aired
- :00/F**: File length
- XOM 0284**: File number
- 09:19:13**: File type
- 03:27 / 03:27**: Time remaining on this file
- 2**: Fade out this file & play next file
- FADE 00:28**: Stop file from playing (never click this)
- KILL**: Kill button

Diagram illustrating the components of a START log item:

- START 00:00**: Click here to play this file (to be used only coming out of TALK BREAK, which will be discussed later)
- INDIE SUPPORT**: File is 9 seconds long and cued to play
- ROCK ID**: Remove this file from the log
- IDS 0080**: File number
- 09:22:40**: File type
- :00/F**: Time remaining on this file
- 00:08 / 00:09**: Time inserted / To be aired
- 1**: File length
- CUED 00:09**: Cued to play
- REMOVE**: Remove button

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

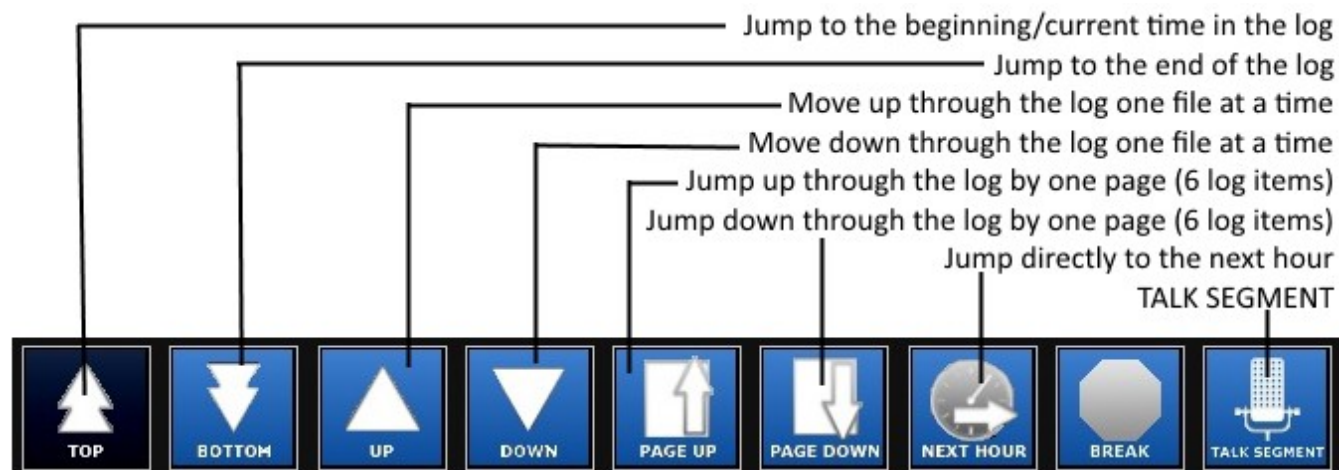
- 1) It identifies the beginning of each hour that has been programmed into the log.
- 2) If there is more music than can be played in the hour, the MEMO works as a synchronization tool and removes the extra material just before the top of the hour. These MEMO's have no text, just time.
- 3) They contain information that must be recorded for the CRTC concerning the type of programming aired in that hour.

Diagram illustrating the components of a MEMO log item:

- MEMO**: Memo button
- Generic Music Hour**: Memo title
- Local, EN, Cat. 21, Type X**: Memo details
- 10:00:00**: Memo time
- 00:00**: Memo duration
- REMOVE**: Remove button

Section 1c – Navigating through the log

The blue buttons at the bottom of the screen allow you to navigate through the log as follows:



“Talk Segment” is elaborated upon in the next section.

Section 2 – Talk Segment (or talk break)

So let's talk about the TALK SEGMENT button found at the far right of the navigation bar 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. It assumes that nobody is ever going to show up. This is great because if someone can't make their show, SOMETHING will air in place of their regular show.

Because the log is playing constantly, a live DJ has to STOP the log in order to do their show. We do this by inserting a TALK BREAK. This is done by highlighting where in the log you want the talk break to occur. Click on the log item occupying the space where you want the TALK BREAK to go. It will turn blue.

[illegible]

Then click the TALK SEGMENT button... TALK BREAK will appear in the spot you had highlighted. The file that was there, and all subsequent files will move down a spot to accommodate it.

INTRO	OUTRO	THIS HOUR 36:40	ON HAND 53:14	AUTO ON	WED DEC 16/15 09:23:20 AM
<div> <div>L</div> <div>R</div> </div>					
PAUSE 00:59	The Lighthouse and the Whaler Senses XCN 0012 09:12:36 :00/F 03:12 / 03:12		4	FADE 02:13	KILL
TALK START	TALK BREAK TALKBR 09:15:49 99:99				REMOVE
START 00:00	Spelles Rib Cage XOM 1301 09:15:49 :00/F 03:24 / 03:24		3	CUED 03:24	REMOVE
	Lena Fayre XOM 0284				

When the TALK BREAK reaches the top of the screen (in this case, after the song by The Lighthouse and the Whaler finishes), the log will stop. Then you are able to talk or play your own music uninterrupted by the log.

INTRO	OUTRO	THIS HOUR 36:08	ON HAND 52:37	AUTO ON	WED DEC 16/15 09:23:52 AM
<div> <div>L</div> <div>R</div> </div>					
ON AIR 00:03	TALK BREAK TALKBR 09:15:49 99:99				KILL
START 00:00	Spelles Rib Cage XOM 1301 09:15:49 :00/F 03:24 / 03:24		3	CUED 03:24	REMOVE
START	Lena Fayre XOM 0284			CUED	

To get OUT of talk break, simply press START on the file after it (in this case, a song by Spelles). The TALK BREAK will disappear, and the log will continue to play until it finds another TALK BREAK.

Section 3 – The Database

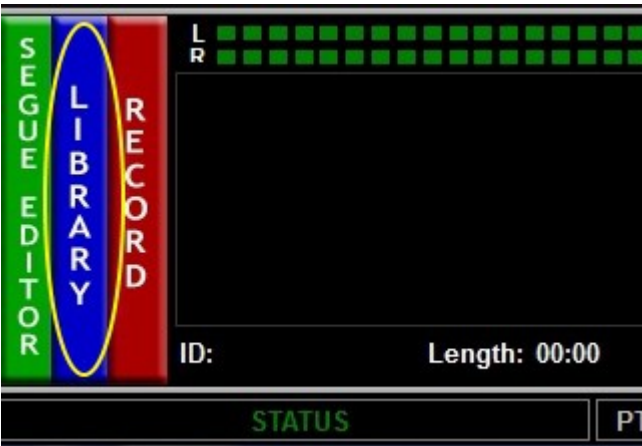
In a perfect world, a program could hypothetically consist of just one TALK BREAK. A DJ with show from 4-5 pm, for example, could come in, remove all of the files that the computer intends to air during that time, and insert a TALK BREAK. At 5 pm, the host would click “START” on the next Top of the Hour station ID, and we'd be back in automation. Easy.

Unfortunately, this isn't a perfect world. During your show, you are required to play Public Service Announcements (PSA's), Station ID's, Promo's, and Ads. You will have to add these to the log yourself, playing them at specific times and then going back into TALK BREAK to continue your show.

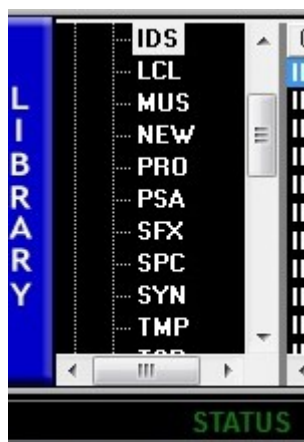
In order to do this, you need to familiarize yourself with the database, which can be accessed in two ways. The most easy way is from the bottom of the screen:



If this is not showing at the bottom of the screen, click the blue “LIBRARY” tab (NOT the button marked “Library” above the database).



On the left side of the database you will see a bunch of categories.



Section 3a – The Prefixes and What they Mean

- ADS** - Paid Advertisements
- DNA** - Do Not Air. Consists of expired PSA's, Promo's, etc. Kept for posterity
- IDS** - Station ID's which tell a listener that they are listening to CHMR.
- LCL** - Locally Produced programs
- MUS** - Music entered into the database by dj's
- NEW** - News files (news breaks, interviews, intros and extros, etc.)
- PRO** - Promo's for different shows. (i.e. "Listen to my show Thursdays at 5 pm)
- PSA** - Public Service Announcements
- SFX** - Sound Effects
- SPC** - Special programs
- SYN** - Programs that we download from other sources and stations
- TMP** - Music downloaded from different promoters and labels weekly
- XCJ** - Canadian Jazz randomly selected to be played in the log during automation
- XCN** - Canadian Rock randomly selected to be played in the log during automation
- XCT** - Newfoundland and Irish Traditional randomly played during automation
- XHH** - Hip Hop randomly selected to be played in the log during automation
- XJZ** - Jazz randomly selected to be played in the log during automation
- XML** - Metal randomly selected to be played in the log during automation
- XMS** - Christmas Specials and Programs
- XMT** - Christmas Music
- XOM** - Non-Canadian Rock selected to be played randomly during automation
- XRP** - Electronica selected to be played in the log during automation
- ZIN** - Zingers – Station ID's that let people know what program they're listening to.

The categorys highlighted above are the most frequently used categorys during a show.

Clicking on one of the categories in the small left panel reveals all of the files in that category in the larger right panel. For example, clicking on “**IDS**” reveals all of the files in the IDS category (Station ID's). You can scroll down through the list of them using the scroll bar on the right.



	Cat	Cut	Rot	Artist	Title	Album
IDS	IDS	0107		BILLY WIRTZ	HUMOR/HOLY	
MUS	IDS	0014		Black Water Rising	Metal ID	
NEW	IDS	0039		Bob MacDonald	Gold In the Water	
PRO	IDS	0061		Bridges ID	Bridges ID	
PSA	IDS	0048		CAMPUS COMMUNIT	HIP HOP	
SFX	IDS	0070		CANDY!	HUMOR	
SPC	IDS	0029		Chelsea Skanes	Under the Sea ID	
SYN	IDS	0169		CHMR Promo	Robbie MacAllister	
TMP	IDS	0176		CHMR Request	864-7935	CHMR F
TOP	IDS	0104		CHRIS JERICHO	WRESTLING	
	IDS	0025		Chris Rizzo	Long Distance Runners Sta	CHMR

To insert a file into the log, click on the file and DRAG it to the spot where you want it to be in the log.

You can also sort files in the library by clicking on their header (i.e. Category (Cat), Cut, Artist, Title, Album, etc)

Section 4 – The Anatomy of a One-Hour Long Program

The list of entries for a one-hour long program without an advertisement or a newsbreak would be as follows:

Beginning of the Show

- **IDS 0000** (also called the “Top of the Hour” station ID. This starts EVERY show, and will automatically appear at the beginning of your show. You will never have to insert this yourself.)
- **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** (play a pre-recorded public service announcement of your choice from the database).
- **IDS** (play a station ID of your choice)
- **TALK BREAK** (You'll be going back to talking or playing music here)

30 minutes after the Top of the Hour (roughly)

- **PRO** (play your choice of Promo for somebody else's show)
- **TALK BREAK** (READ a PSA from the INFORMATIONAL PC)
- **IDS** (play a station ID of your choice)
- **TALK BREAK** (You will stay in TALK BREAK for the rest of the hour because you will either be talking or playing music)

Section 4a – Other Parts of a Show

ADVERTISEMENTS

Ads are paid for and must be aired at the scheduled time. If you have an advertisement during your program, you will be notified. It will appear immediately after the TOP OF THE HOUR ID (IDS0000), and will be identified by the prefix **ADS** on the log. In that instance, you would let the Top of the Hour ID play, allow it to run into the Ad, and then start your show.

NEWS

Top of the hour newsbreaks are aired between 2 pm and 8 pm, Monday through Friday. These are pre-recorded by another volunteer, and will also appear after the Top of the Hour ID as follows:

- **Top of the Hour News Intro (NEW 0000)**
- **News (identified by name and date) (NEW 0008)**
- **News Bridge (NEW 0001) – this is the extro to the news.**