

## Using the iMediaTouch software for Top of the Hour News Reading

This MEMO shows you where you are in the log. If you are scheduled to read news at 6 pm (18:00), you would scroll down until you reach the MEMO that says, "Top of Hour 18:00:00." A MEMO makes no sound - it just shows where you are. It is different from the Top of the Hour ID.

The screenshot displays the iMediaTouch software interface. At the top, there are status indicators for 'INTRO', 'THIS HOUR', 'ON HAND', and 'AUTO ON'. The current time is '03:56:48 PM' on 'WED JAN 25/12'. The interface is divided into two main sections. The left section contains a list of audio items, each with a colored icon and buttons for 'FADE', 'KILL', 'REMOVE', 'RECUE', and 'REMOVE'. The items include 'Megadeth', 'Top of Hour 18:00:00', 'Generic Music Hour', 'TOP OF THE HOUR GENERAL', 'Credit Unions', 'Sarah Macdeugall', and 'Ivy'. The right section features a grid of buttons for 'BESIDE ROCK H 8-16' and various 'SHOW LOG' functions. At the bottom, there are navigation buttons like 'TOP', 'BOTTOM', 'UP', 'DOWN', 'TALK', and 'AUDIO LIBRARY'. A status bar at the very bottom shows 'ON-AIR' and the time '3:56 PM'.

Step 1: Use the "Down" button to move to the "Top of the Hour" memo for your news.

Step 2: Click "Audio Library" to open the Audio Library.

Your screen should look like this.



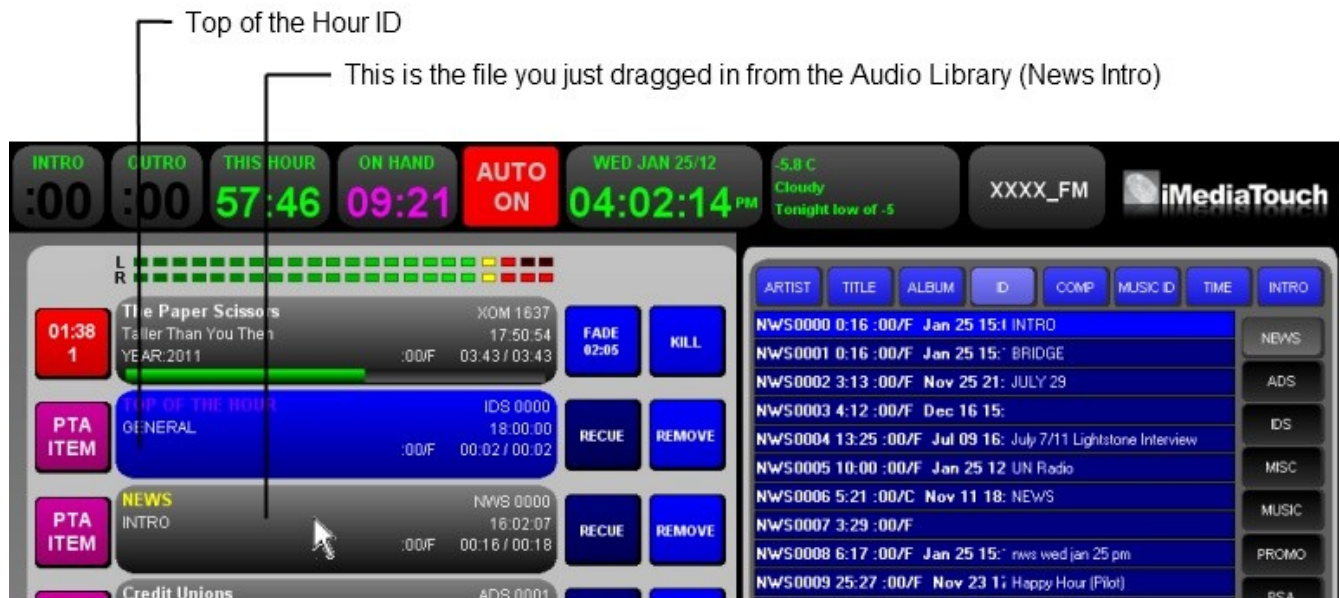
Click on the “News” category in the top right hand corner. Make sure you have “ID” selected along the top of the Audio Library as well.



Select the file “NWS0000”



Click and drag it into the log **AFTER** the Top of the Hour ID.



Insert a Talk Break after the intro by clicking on the file after the News Intro so that it turns **BLUE**



then click on the button at the bottom of the screen marked, "TALK."



A TALK BREAK has now been inserted into the log.



When the log scrolls to the TALK BREAK, it will stop playing files so that you can read your news.

Insert the News Bridge. In the Audio Library, select file NWS0001 “News Bridge” the same way that you selected the Intro before.



Drag the file into the log after the TALK BREAK you just inserted.



Go back to the top of the log by pushing the flashing green button in the bottom left-hand corner of the screen marked “TOP.”



When you get back to the beginning of the log, you may find that there is a lot more music lined up than is needed to fill out the time before your news at the top of the hour. If that's the case, you can remove some of the extra files. Click **REMOVE** next to any of the extraneous files that will help the log get in sync with the time. Once these are removed, you can click **FADE** next to the file that's currently playing, and it will fade out in three seconds. **NEVER CLICK KILL ON THE FILE CURRENTLY PLAYING.**

In the example below, you would click REMOVE next to the songs by Feist and San Sebastian, and then FADE next to the song currently playing by Gringo Star.

REMOVE ———  
KILL (NEVER USE THIS) ———  
FADE ———

The screenshot shows a radio control interface with a playlist. At the top, there are two rows of indicator lights labeled 'L' and 'R'. The playlist items are as follows:

Item	Artist	Track	Station	Time	Buttons
Gringo Star	Shadow		XOM 1997	17:54:37	FADE 01:34, KILL
Feist	How Come You Never Go There		XCN 1922	17:58:06	CUED 03:24, REMOVE
San Sebastian	04 Young Youth		XCN 2011	17:59:57	CUED 02:28, REMOVE
MEMO				17:59:57 00:00	REMOVE
MEMO	Top of Hour 18:00:00			18:00:00 00:00	REMOVE
MEMO	Generic Music Hour	Local, EN, Cat 21, Type X		18:00:00 00:00	REMOVE
PTA ITEM	TOP OF THE HOUR	GENERAL	IDS 0000	18:00:00	RECUE, REMOVE

At the bottom of the interface, there are several control buttons: TOP, BOTTOM, UP, DOWN, and TALK.

After the files are removed, and the file currently playing ends (either on it's own, or because FADE was pushed), the log will roll right past the MEMO's, play the TOP OF THE HOUR ID, and start playing the News Intro.



When the log rolls into the TALK BREAK, it will stop moving so that you can then read your news.



A TALK BREAK stops the log for an indefinite amount of time. The log will not move again until you click (once) on the PLAY button next to the next file (When you're done reading news, this should be the PLAY button next to the NEWS BRIDGE).

After you click "PLAY" next to the NEWS BRIDGE, the TALK BREAK is kicked out, and the NEWS BRIDGE begins to play. The log is now running on it's own again. You don't have to do anything else!

The screenshot displays a broadcast control interface with the following elements:

- Top Row:** A series of colored buttons and indicators: **INTRO** (green) with **:00** (black); **OUTRO** (green) with **:14** (yellow); **THIS HOUR** (green) with **50:03** (green); **ON HAND** (green) with **74:00** (purple); **AUTO ON** (red) with **ON** (white); and **WED JAN 25/12** (green) with **04:09:57** (green).
- Level Indicators:** Two rows of small squares labeled **L** and **R**, representing audio levels for left and right channels.
- NEWS BRIDGE:** A grey panel containing:
  - A red button with **00:02** and **2**.
  - The text **NEWS BRIDGE** in yellow and white.
  - Metadata: **NWS 0001**, **16:05:09**, and **:00/F 00:16 / 00:16**.
  - A green **FADE 00:14** button and a blue **KILL** button.
  - A red progress bar.
- Credit Unions:** A grey panel containing:
  - A purple **PLAY** button.
  - The text **Credit Unions** in white.
  - Metadata: **ADS 0001 C** and **18:00:02**.
  - A white **CUED** button and a blue **REMOVE** button.