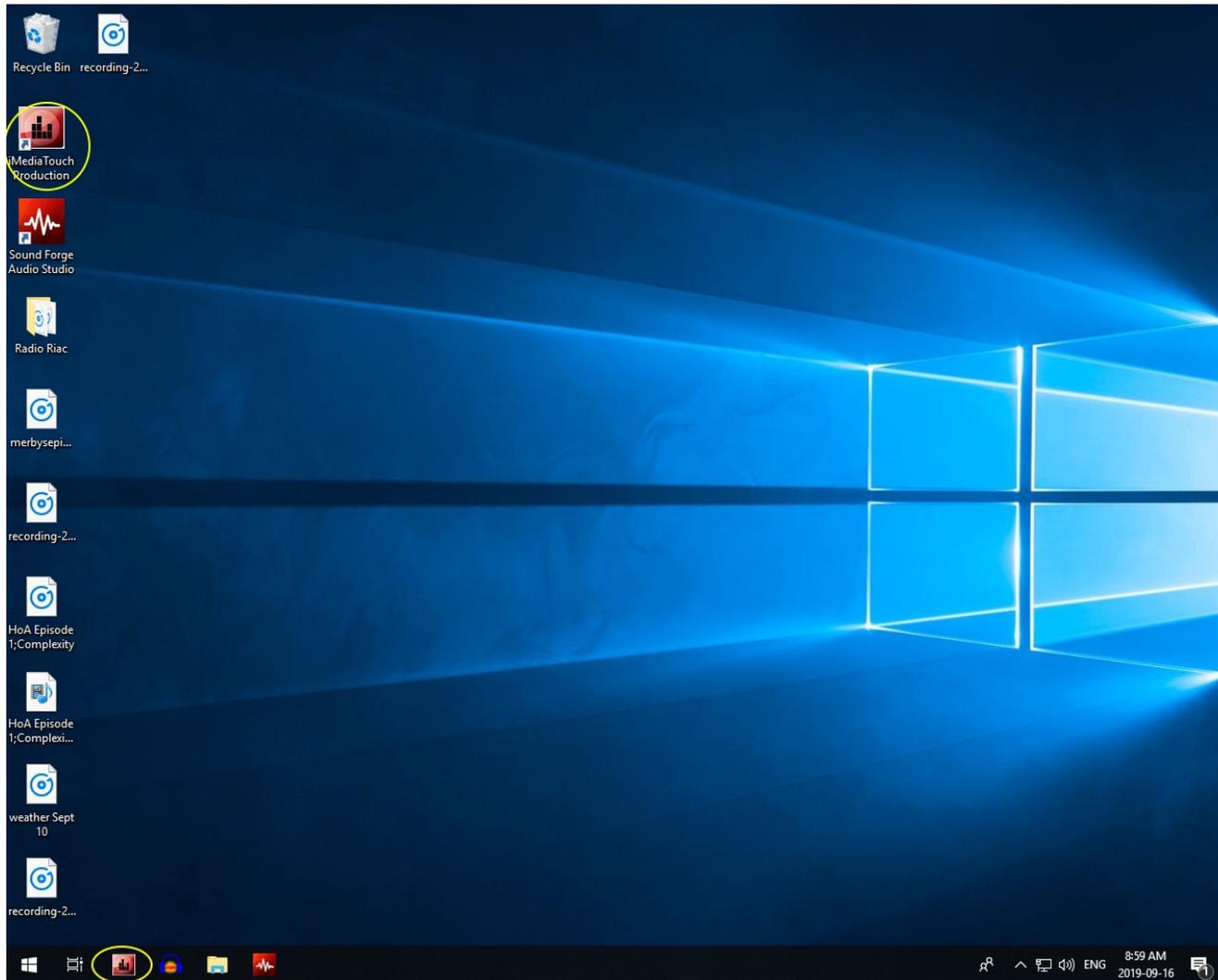
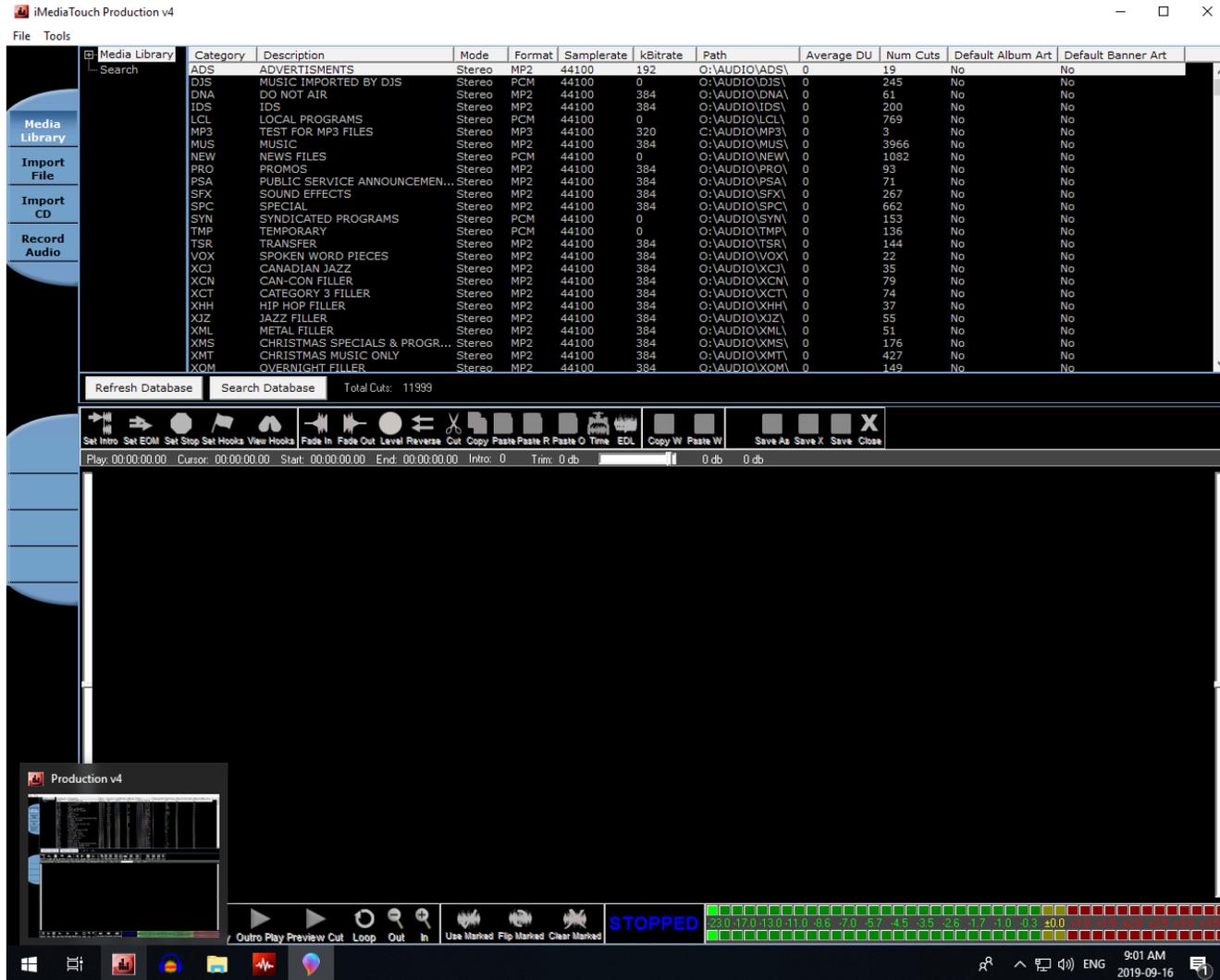


## How to Import News Recordings into the Database

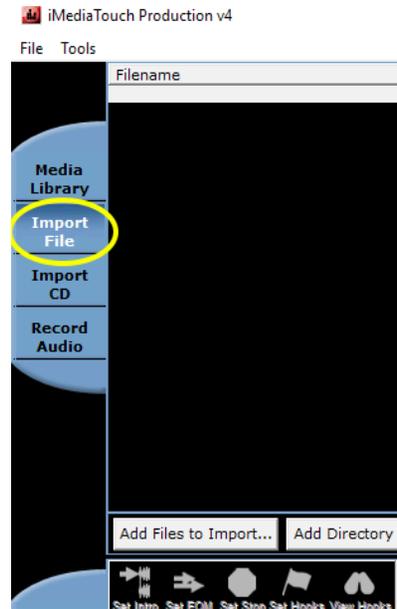
If iMediaTouch Production is not yet open, open it by clicking its icon on the task bar, or by double clicking its icon on the desktop.



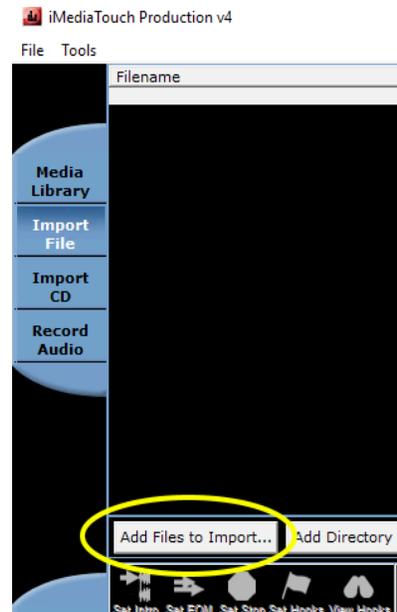
When the program opens, it will look like this:



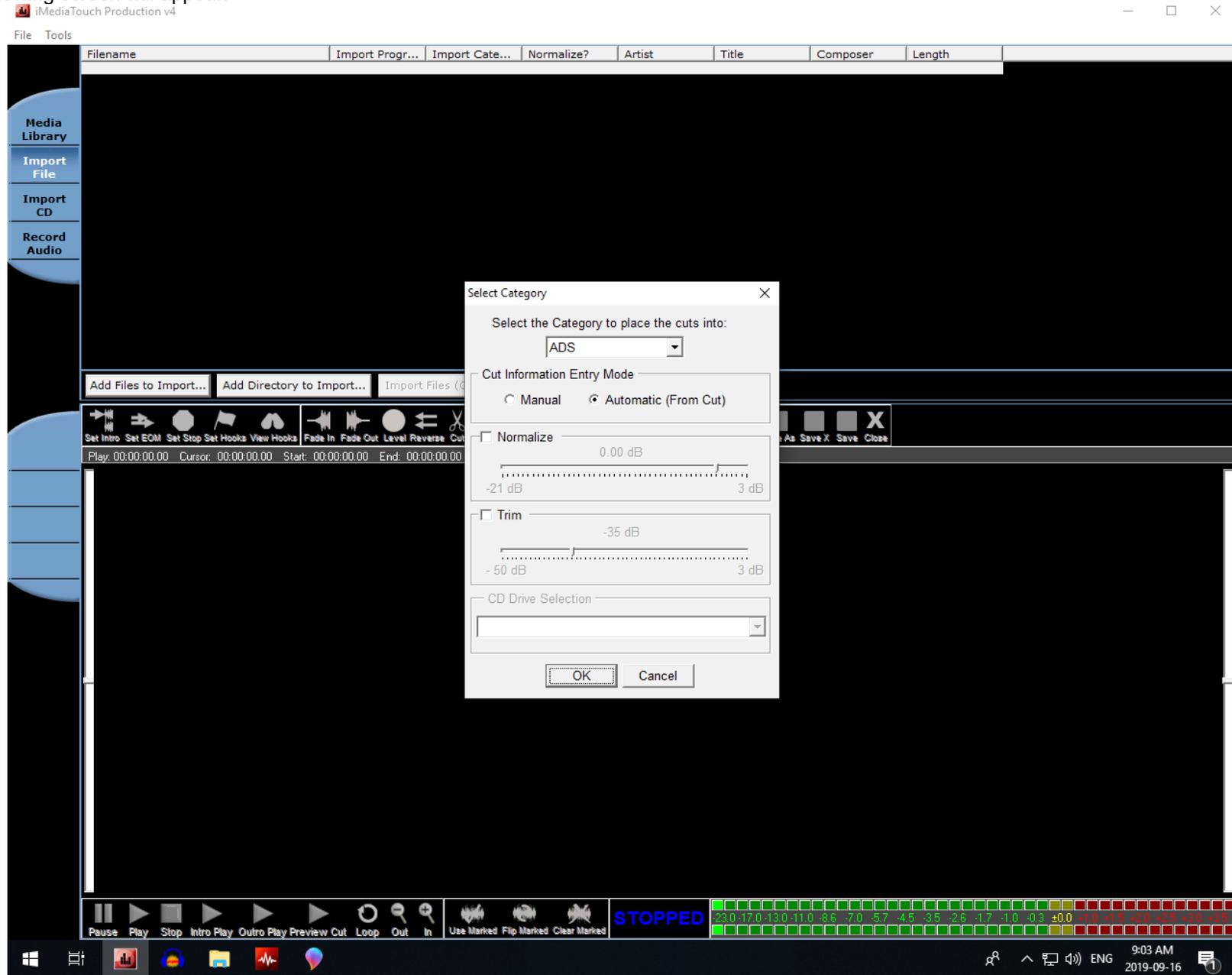
Click on the tab marked "IMPORT FILES"



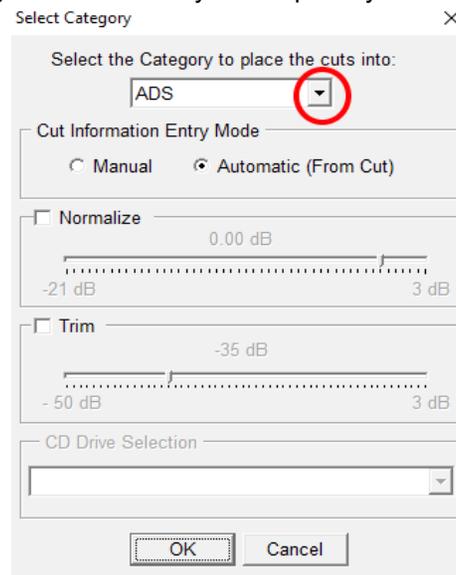
Then click the button marked, "Add Files to Import..."



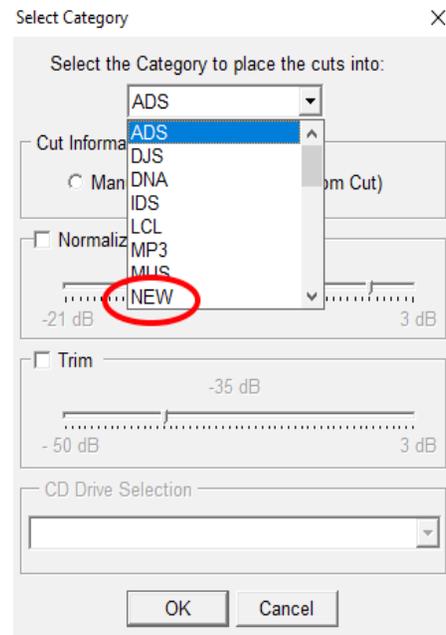
The following screen will appear:



Click the arrow on the drop down box to reveal the categories into which you can place your files:



From the list that appears, select NEW:



Under “Cut Information”, select “Manual” (this allows you to name the file later on)

Select Category ×

Select the Category to place the cuts into:  
NEW

Cut Information Entry Mode  
 Manual  Automatic (From Cut)

Normalize  
0.00 dB  
-21 dB 3 dB

Trim  
-35 dB  
-50 dB 3 dB

CD Drive Selection

OK Cancel

Check the box to the left of the word “Normalize”. Move the slider beneath it all the way to the right.

Select Category ×

Select the Category to place the cuts into:  
NEW

Cut Information Entry Mode  
 Manual  Automatic (From Cut)

Normalize  
3.00 dB  
-21 dB 3 dB

Trim  
-35 dB  
-50 dB 3 dB

CD Drive Selection

OK Cancel

Check the box to the left of the word "Trim". DO NOT move the slider beneath it at all.

Select Category ×

Select the Category to place the cuts into:  
NEW

Cut Information Entry Mode  
 Manual  Automatic (From Cut)

Normalize  
3.00 dB  
-21 dB 3 dB

Trim  
-35 dB  
-50 dB 3 dB

CD Drive Selection

OK Cancel

Click "OK"

Select Category ×

Select the Category to place the cuts into:  
NEW

Cut Information Entry Mode  
 Manual  Automatic (From Cut)

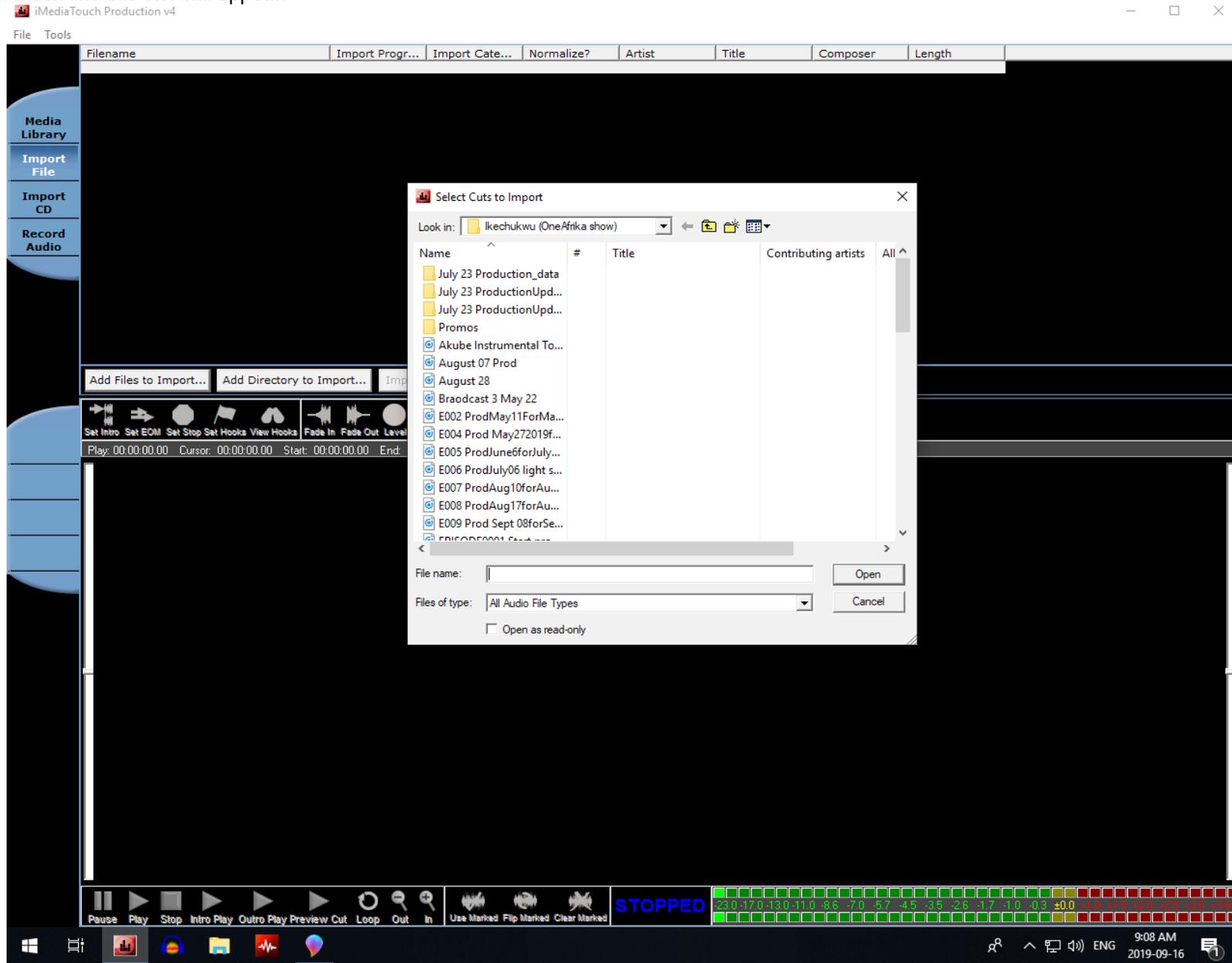
Normalize  
3.00 dB  
-21 dB 3 dB

Trim  
-35 dB  
-50 dB 3 dB

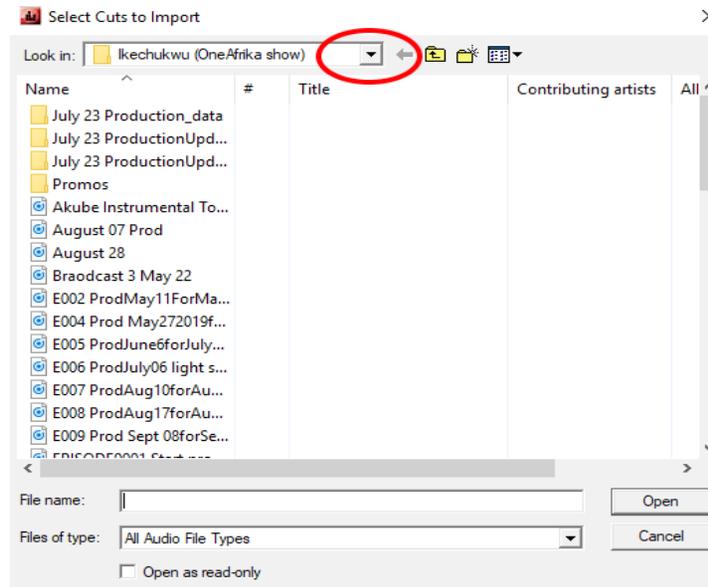
CD Drive Selection

OK Cancel

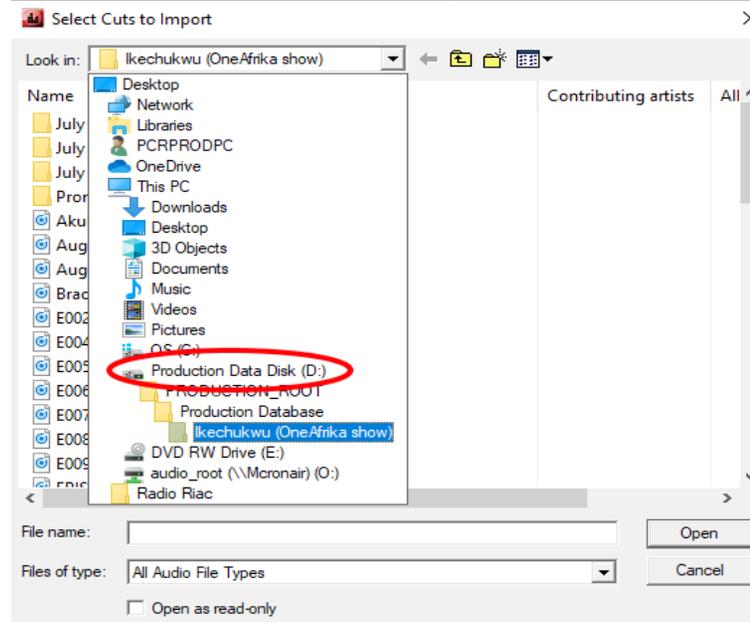
A screen much like this one will appear:



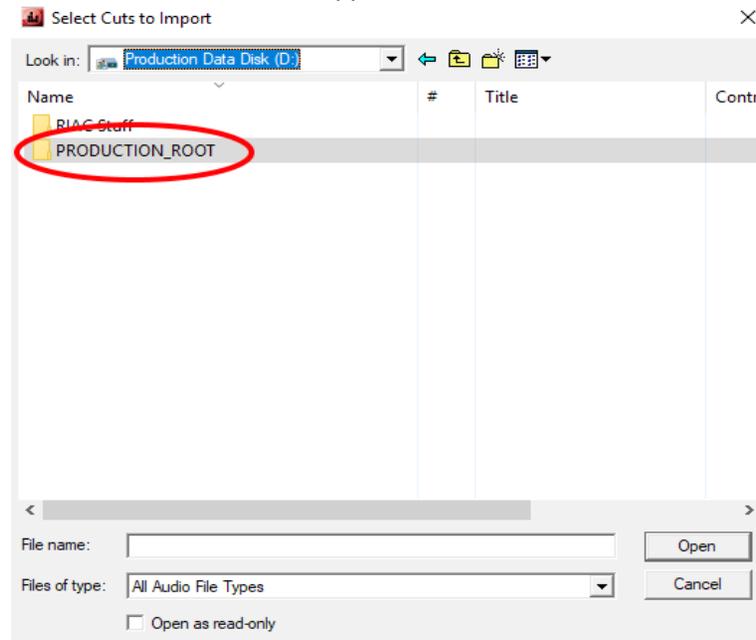
Navigate to your folder using the drop down box:



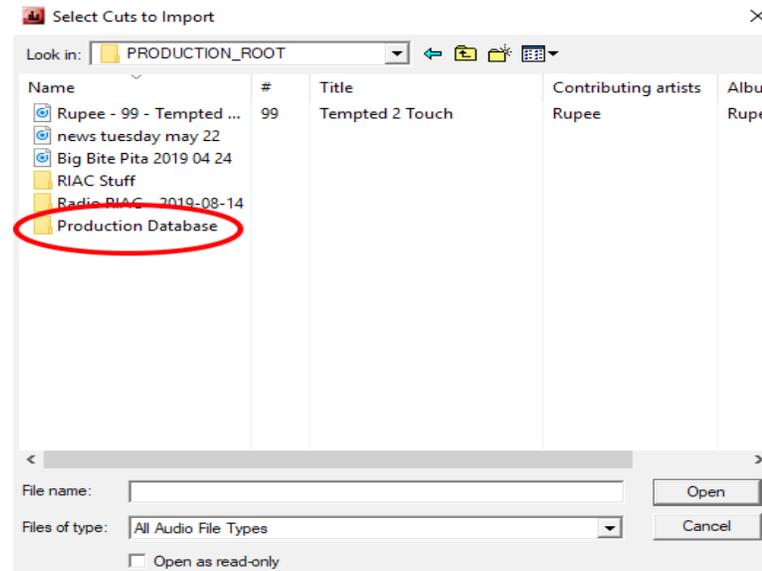
In the list that appears from the drop down menu, select "Production Data Disk (D:)":



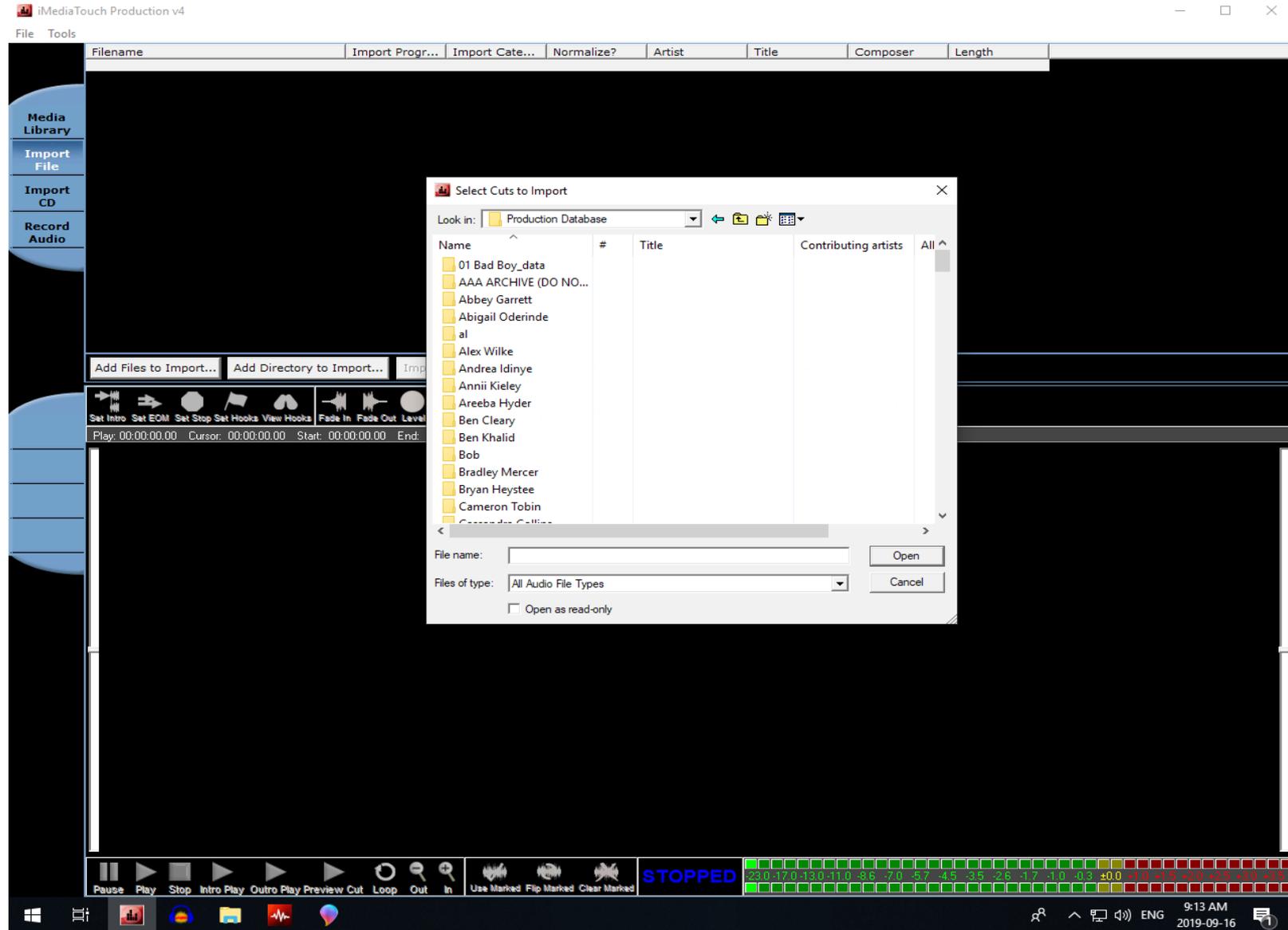
After clicking “Production Data Disk (D:), the contents of that folder will appear. Double click on “PRODUCTION\_ROOT”



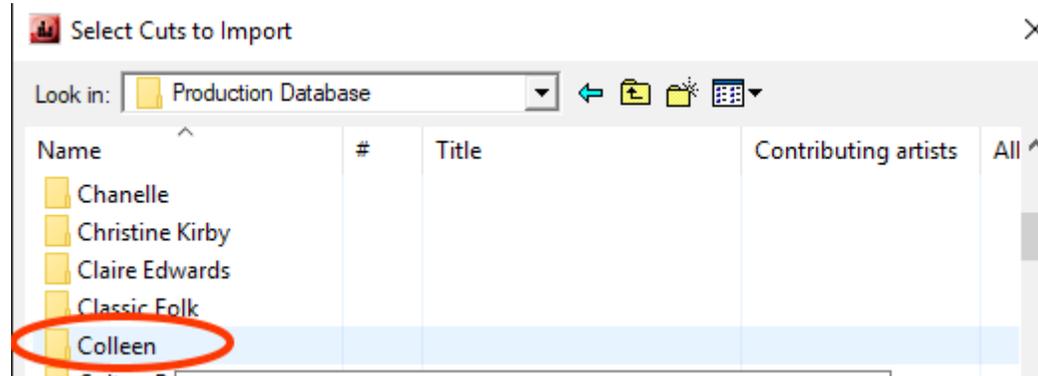
The contents of that folder will appear. Double click on “Production Database”.



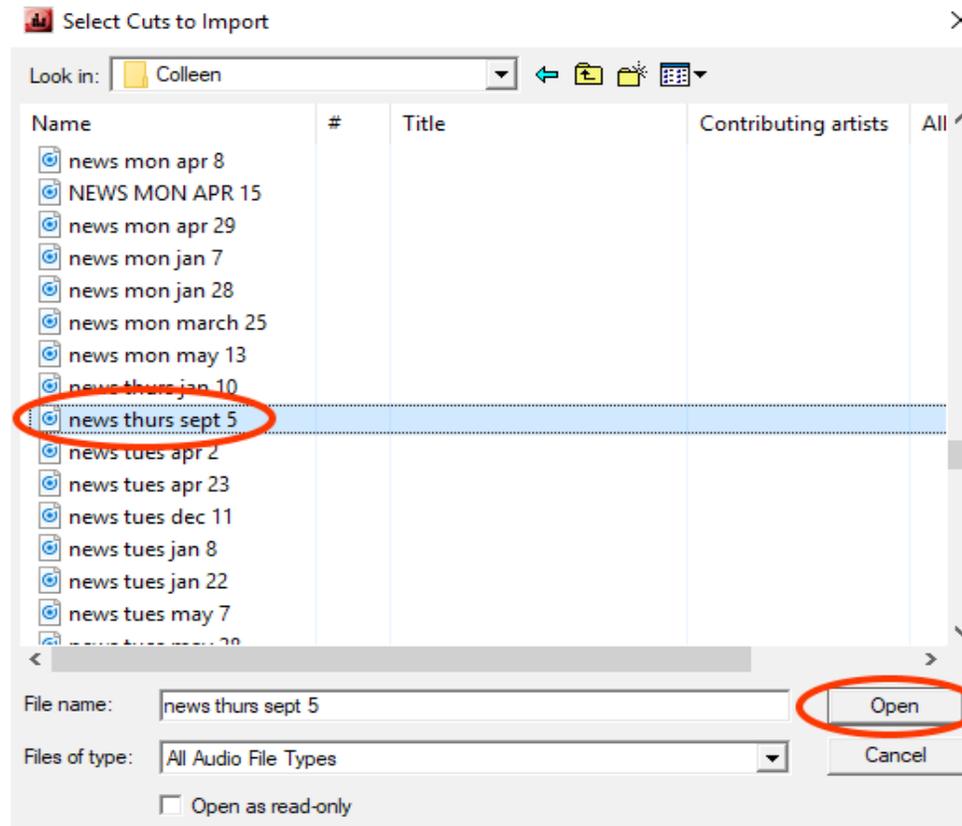
A screen will appear showing the personal folder for every person at CHMR. Scroll down until you find your own folder. For this example, we will use Colleen's folder.



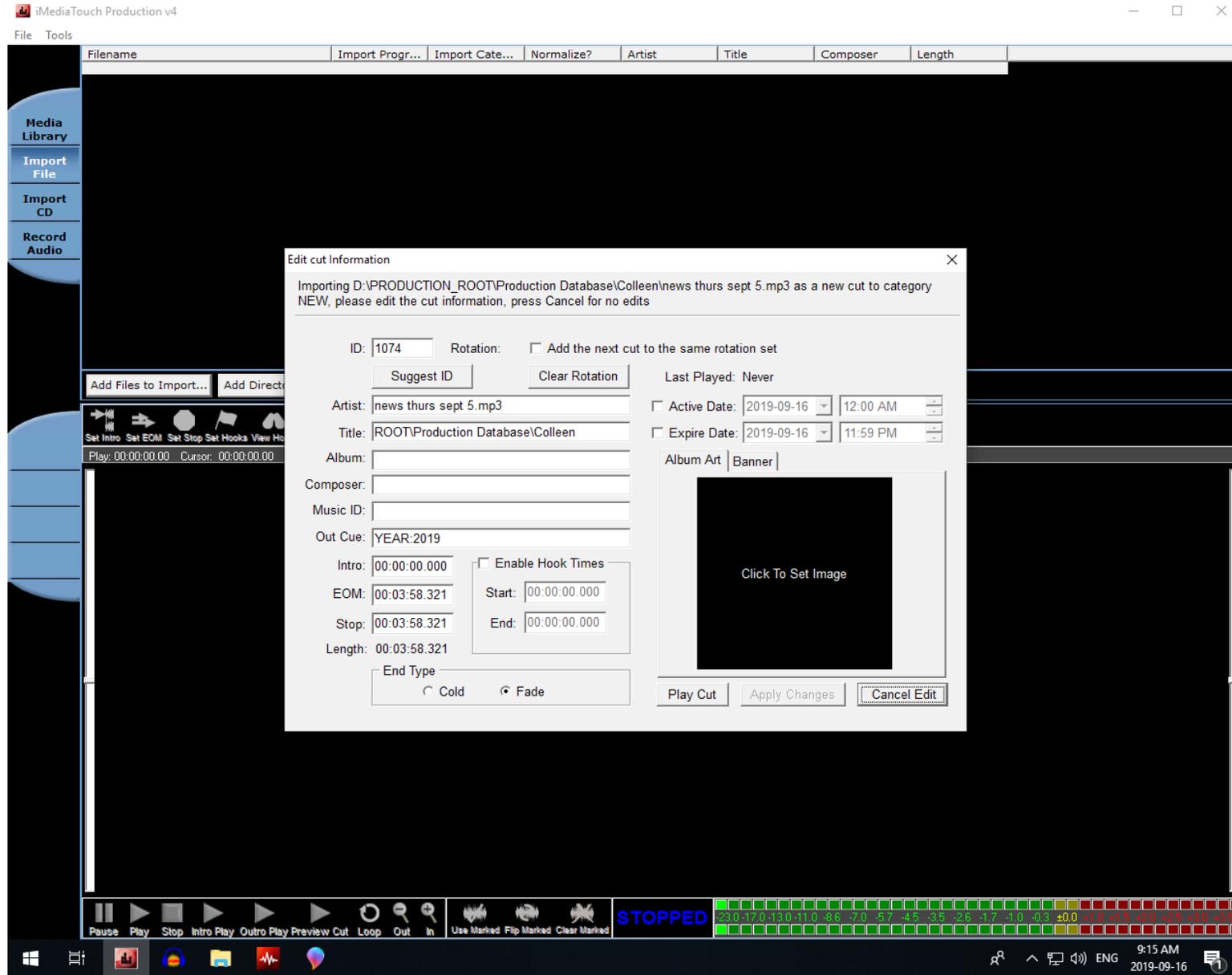
Click on the folder with your name on it



All of the files in your folder will appear. Click on the file you want to import (the news you just recorded), and then click "Open"



The following screen will appear:



Clear the box marked "ID", and replace the number that was in it with 0008.

Edit cut Information ×

Importing D:\PRODUCTION\_ROOT\Production Database\Colleen\news thurs sept 5.mp3 as a new cut to category NEW, please edit the cut information, press Cancel for no edits

ID:  Rotation:  Add the next cut to the same rotation set

Last Played: Never

Artist: news thurs sept 5.mp3  Active Date: 2019-09-16 12:00 AM

Title: ROOT\Production Database\Colleen  Expire Date: 2019-09-16 11:59 PM

Album:

Composer:

Music ID:

Out Cue: YEAR:2019

Intro: 00:00:00.000  Enable Hook Times

EOM: 00:03:58.321 Start: 00:00:00.000

Stop: 00:03:58.321 End: 00:00:00.000

Length: 00:03:58.321

End Type

Cold  Fade

Album Art | Banner

A box will appear asking if you want to "Add as Rotation", "Overwrite", or "Cancel". Click on "OVERWRITE".

Edit cut Information ×

Importing D:\PRODUCTION\_ROOT\Production Database\Colleen\news thurs sept 5.mp3 as a new cut to category NEW, please edit the cut information, press Cancel for no edits

ID:  Rotation:  Add the next cut to the same rotation set

Last Played: Never

Artist: news thurs sept 5.mp3  Active Date: 2019-09-16 12:00 AM

Title:   Expire Date: 2019-09-16 11:59 PM

Album:

Composer:

Music ID:

Out Cue: Y  Use Base Cut Info

Intro: 00:00:00.000  Enable Hook Times

EOM: 00:03:58.321 Start: 00:00:00.000

Stop: 00:03:58.321 End: 00:00:00.000

Length: 00:03:58.321

End Type

Cold  Fade

Album Art | Banner

Duplicate Cut Exists

This Cut ID is already used. Select whether to add this cut as a rotation, overwrite the existing cut or select cancel to return to the last good cut number.

Clear the box marked "Artist" and replace the contents with your own name. Clear the box marked Title and enter the name of the file (i.e. "News Sept 16<sup>th</sup> 2019") Then click the button marked "APPLY CHANGES"

Edit cut Information ✕

Importing D:\PRODUCTION\_ROOT\Production Database\Colleen\news thurs sept 5.mp3 as a new cut to category NEW, please edit the cut information, press Cancel for no edits

ID:  Rotation:  Add the next cut to the same rotation set

Artist:

Title:

Album:

Composer:

Music ID:

Out Cue:

Intro:   Enable Hook Times

EOM:  Start:

Stop:  End:

Length: 00:03:58.321

End Type

Cold  Fade

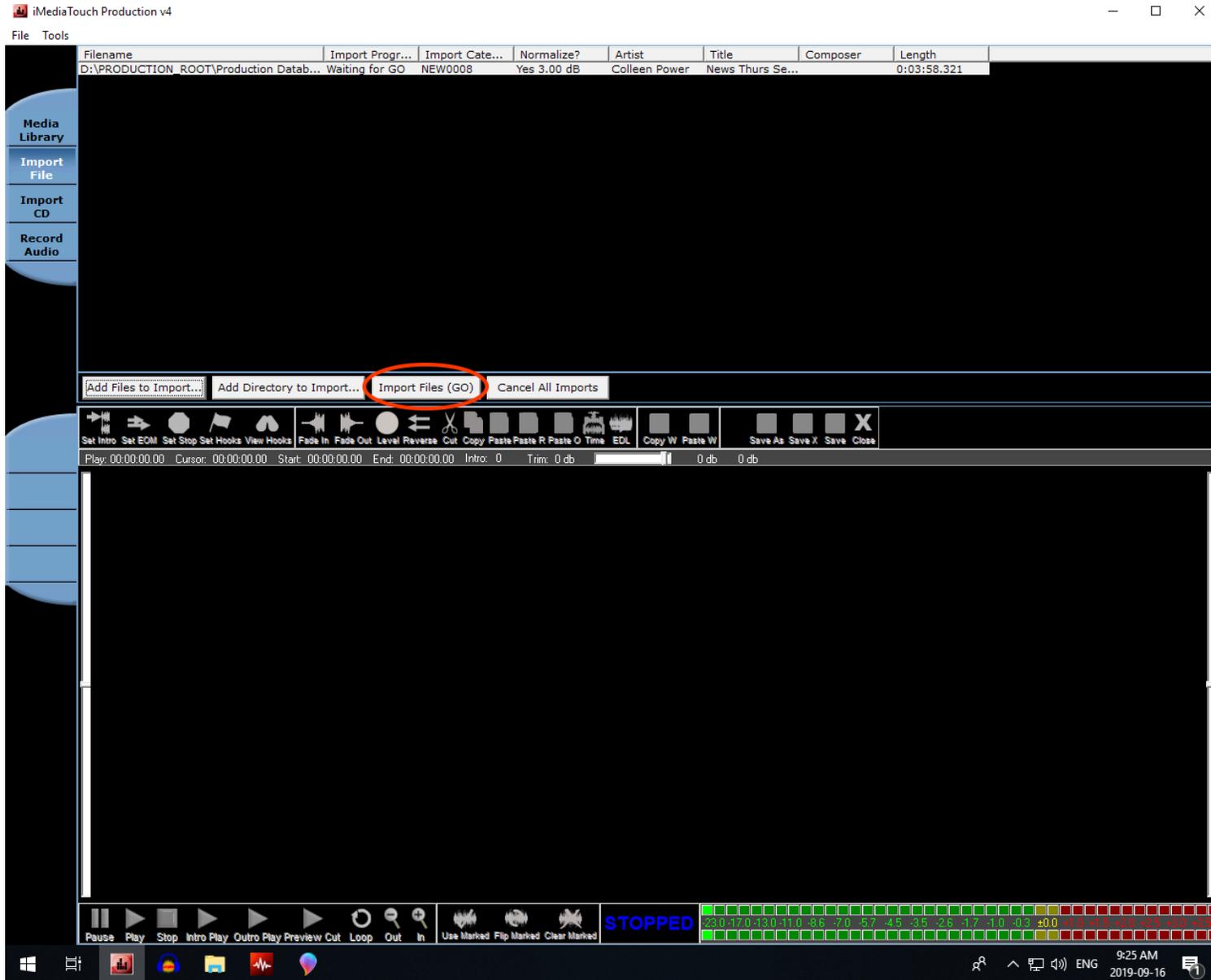
Last Played: Never

Active Date:

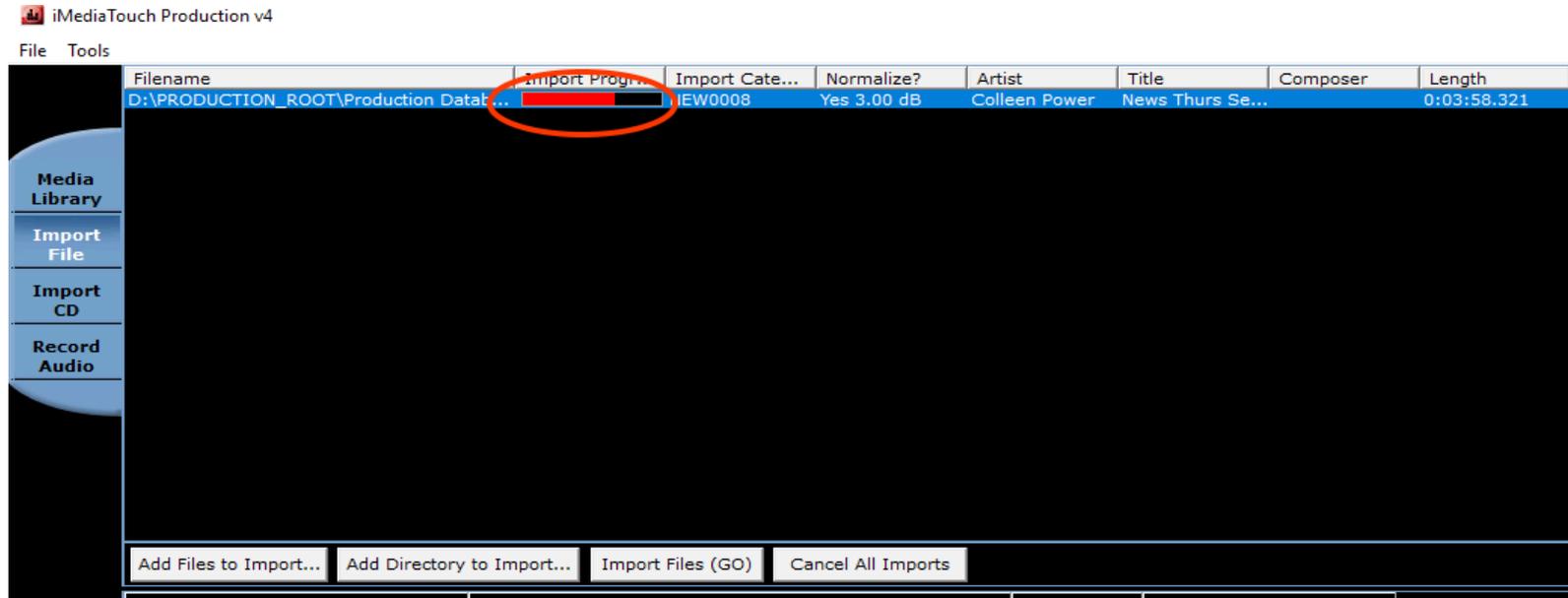
Expire Date:

Album Art | Banner

The following screen will appear. The file that you are importing will appear at the top of the screen. Click on the button marked "IMPORT FILES (GO)"



You will see a red progress bar fill up left-to-right as the file is being imported

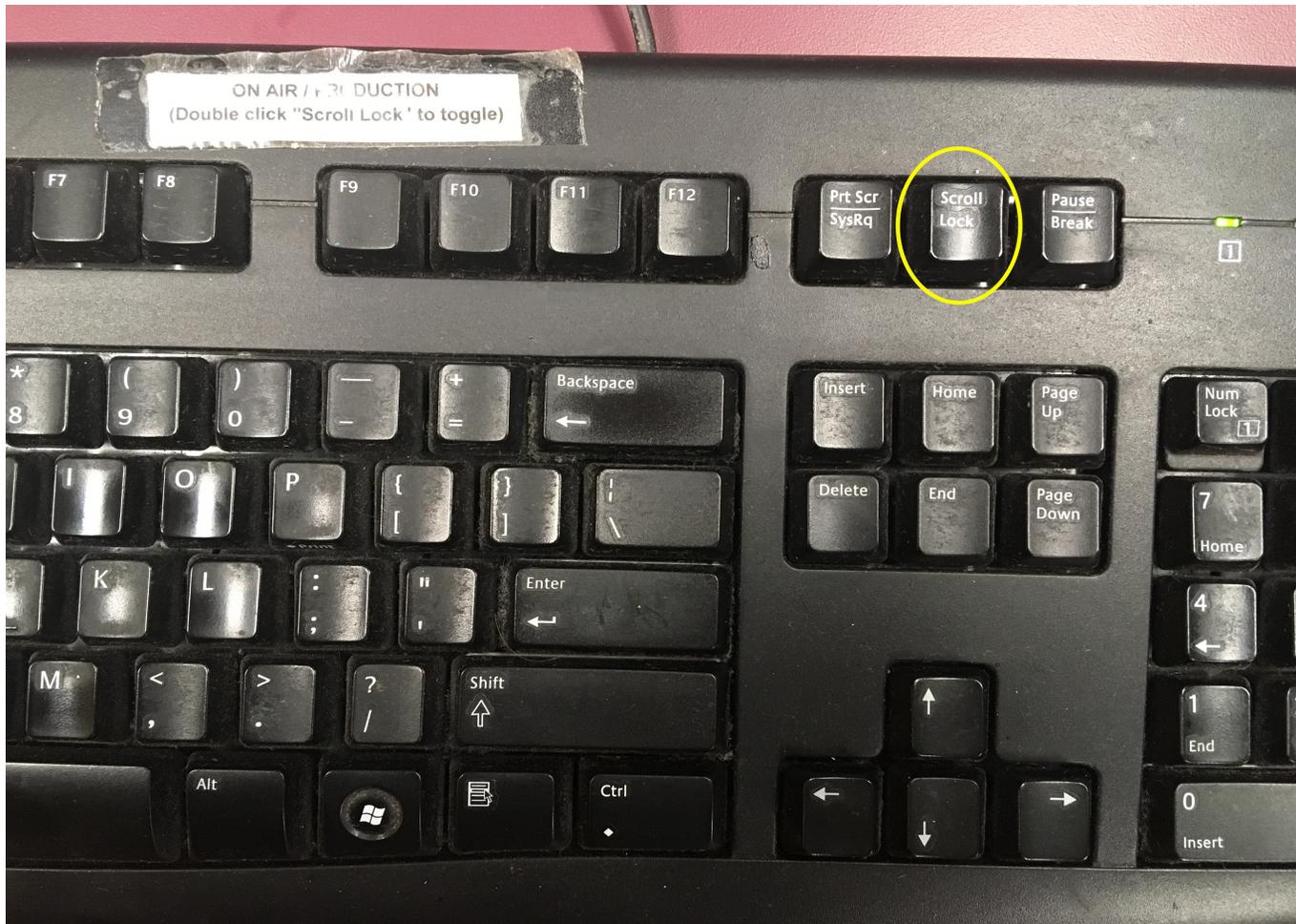


And when it's finished, you will see something like this on the bottom of the screen. Your file has now been imported to the database!



**Now that your file is in the database, you need to add it to the log so that it will get aired at the top of each hour. THIS HAS TO BE DONE IN THE MASTER CONTROL ROOM (MCR) – NOT PRODUCTION.**

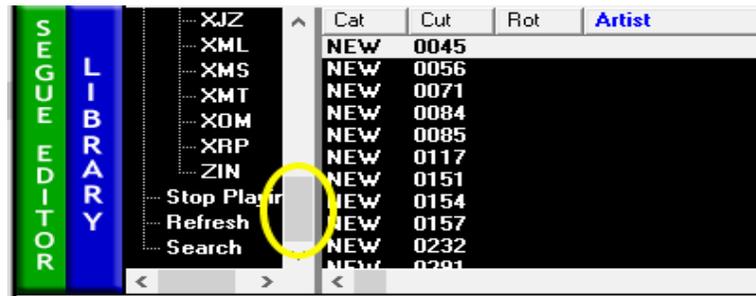
Move the mouse to see which computer it's working on. If it's moving on the Production computer, you'll have to change it so that it's working on the On-Air computer. To do that, tap "Scroll Lock" twice on the keyboard with the "ON-AIR/PRODUCTION" sticker on it"



The library of all of CHMR's audio files should be showing at the bottom of the screen. If not, click on the blue bar labelled "LIBRARY"



Use the scroll bar on the left to scroll all the way down to the bottom of the categories"



Click "Refresh"



The database will refresh all of the files and reset itself so that it looks like this. Double click on the prefix NEW.

Category	Description	Mode	Format	Samplerate	kBitrate	Path	Average DU	Num Cuts	Default Album Art	Default Banner ...
ADS	ADVERTIS...	Stereo	MP2	44100	192	D:\AU...	0	19	No	No
DJS	MUSIC IMP...	Stereo	PCM	44100	0	D:\AU...	0	245	No	No
DNA	DO NOT AIR	Stereo	MP2	44100	384	D:\AU...	0	61	No	No
IDS	IDS	Stereo	MP2	44100	384	D:\AU...	0	200	No	No
LCL	LOCAL PRO...	Stereo	PCM	44100	0	D:\AU...	0	769	No	No
MP3	TEST FOR ...	Stereo	MP3	44100	320	C:\AU...	0	3	No	No
MUS	MUSIC	Stereo	MP2	44100	384	D:\AU...	0	3966	No	No
<b>NEW</b>	NEWS FILES	Stereo	PCM	44100	0	D:\AU...	0	1082	No	No
PRO	PROMOS	Stereo	MP2	44100	384	D:\AU...	0	93	No	No
PSA	PUBLIC SE...	Stereo	MP2	44100	384	D:\AU...	0	71	No	No
SFX	SOUND EF...	Stereo	MP2	44100	384	D:\AU...	0	267	No	No
SFC	SPECIAL	Stereo	MP2	44100	384	D:\AU...	0	662	No	No

STATUS: PTA: CONNECTED MEMOS: NONE DETECTED DATABASE: CONNECTED REMOTE: NOT CONNECTED

You should then see all of the NEWS files in order of ascending or descending cut number

Cat	Cut	Rot	Artist	Title
NEW	0000		CHMR News	Newsbreak Intro
NEW	0001		CHMR News	Newsbreak Outro
NEW	0002		CHMR news	Mid day rept intro
NEW	0003		CHMR News	Mid day rept outro
NEW	0004		January 18th	NEWS
NEW	0005		NIB	07FEB18
NEW	0006		CHMR	Campus report intro
NEW	0007		CHMR	Campus report extro
NEW	0008		Colleen Power	News Thurs Sept 5th
NEW	0009		Sajid Chodhury	newsbreak 2 sept 10.mp3
NEW	0010		Lama Falletta	weather sept 12

Use the "NEXT HOUR" button to jump right to the beginning of the next hour in the log.

MEMO 09:59:57 00:00 REMOVE

TOP BOTTOM UP DOWN PAGE UP PAGE DOWN **NEXT HOUR** BREAK TALK SEGMENT

Cat	Cut	Rot	Artist	Title
NEW	0000		CHMR News	Newsbreak Intro
NEW	0001		CHMR News	Newsbreak Outro

You should see something like this:

The screenshot displays the iMediaTouch radio broadcast control interface. At the top, the station name 'XXXX\_FM' and the time 'MON SEP 16/19 09:42:13 AM' are shown. The interface is divided into several sections:

- Top Bar:** Shows 'INTRO', 'OUTRO', 'THIS HOUR 17:47', 'ON HAND 21:28', 'AUTO ON', and 'MON SEP 16/19 09:42:13 AM'. The station name 'XXXX\_FM' and 'iMediaTouch' logo are also present.
- Main Playlist Area:** Displays a list of broadcast items with their respective details and control buttons.
 

Item Type	Title	Artist	Time	Buttons
PAUSE 00:57	Bat For Lashes - The Hunger	XOM 0112	09:39:36	FADE 03:53, KILL
MEMO	Top of Hour 10:00:00		10:00:00	REMOVE
EVENT	TOP OF THE HOUR GENERAL	IDS 0000	10:00:00	RECUE, REMOVE
EVENT	Alternative Radio	SYN 1101	10:00:02	RECUE, REMOVE
EVENT	Jackie Sullivan - Find Your Light	XCN 0711	10:57:02	RECUE, REMOVE
MEMO			10:59:57	REMOVE
MEMO	Top of Hour 11:00:00		11:00:00	REMOVE
- Navigation and Control:** Includes buttons for 'TOP', 'BOTTOM', 'UP', 'DOWN', 'PAGE UP', 'PAGE DOWN', 'NEXT HOUR', 'BREAK', and 'TALK SEGMENT'. A search bar and 'Font' settings are also present.
- Media Library Table:** A table listing the station's media assets.
 

Cat	Cut	Rot	Artist	Title	Album	Composer	Music Id	Out Cue	End Type
NEW	0000		CHMR News	Newsbreak Intro					Fade
NEW	0001		CHMR News	Newsbreak Outro					Fade
NEW	0002		CHMR news	Mid day rept intro					Fade
NEW	0003		CHMR News	Mid day rept outro	CHMR	C Power		YEAR-2012	Fade
NEW	0004		January 18th	NEWS				YEAR-2013	Cold
NEW	0005		NIB	07FEB18					Fade
NEW	0006		CHMR	Campus report intro	CHMR	CHMR		YEAR-2012	Fade
NEW	0007		CHMR	Campus report extro	CHMR	CHMR		YEAR-2012	Fade
NEW	0008		Colleen Power	News Thurs Sept 5th				YEAR-2019	Fade
NEW	0009		Sajid Chodhury	newsbreak 2 sept 10.mp3				YEAR-2019	Fade
NEW	0010		James Fallette	weather sept 12					Fade
- Status Bar:** Shows 'STATUS', 'PTA: CONNECTED', 'MEMOS: NONE DETECTED', 'DATABASE: CONNECTED', and 'REMOTE: NOT CONNECTED'.
- System Tray:** Displays system icons and the date/time 'ENG 9:42 AM US 9/16/2019'.

By way of explanation:

MEMO	Top of Hour 10:00:00	10:00:00 00:00		REMOVE
EVENT	TOP OF THE HOUR GENERAL	IDS 0000 10:00:00 :00/F 00:02 / 00:02	RECUE	REMOVE
EVENT	Alternative Radio Alternative Radio KORDO	SYN 1101 10:00:02 :00/F 56:59 / 56:59	RECUE	REMOVE
EVENT	Jackie Sullivan Find Your Light	XCN 0711 10:57:02 :00/F 03:30 / 03:30	RECUE	REMOVE

This is a MEMO. It makes no sound its purpose is solely to show where (in this case) the files that are supposed to play at 10 am start.

This is what we call the "TOP OF THE HOUR" Station ID. It has to start everyhour.

This (and all of the files after it) is what is scheduled to air during the 10 am hour.

Our goal is to insert the News Intro (NEW0000), the News you recorded (NEW0008), and the News Extro (NEW0001) between the TOP OF THE HOUR station ID, and the programming that follows it.

(SEE NEXT PAGE)

**STEP 1:** In the library, click on “NWS0000 – CHMR News – Newsbreak Intro”, drag it, and drop on top of the file under the TOP OF THE HOUR station ID (in this case, that would be “Alternative Radio”)

The screenshot displays a broadcast scheduling interface. The main window shows a list of events and memos. A yellow arrow points from the 'Alternative Radio' event to the 'NWS0000 - CHMR News - Newsbreak Intro' file in the Media Library at the bottom.

Type	Title	Station ID	Time	Buttons
MEMO	Top of Hour 10:00:00		10:00:00 00:00	REMOVE
EVENT	TOP OF THE HOUR GENERAL	IDS 0000	10:00:00 :00/F 00:02 / 00:02	RECUE REMOVE
EVENT	Alternative Radio Alternative Radio KORDO	SYN 1101	10:00:02 :00/F 56:59 / 56:59	RECUE REMOVE
EVENT	Jackie Sullivan Find Your Light	XCN 0711	10:57:02 :00/F 03:30 / 03:30	RECUE REMOVE
MEMO			10:59:57 00:00	REMOVE
MEMO	Top of Hour 11:00:00		11:00:00 00:00	REMOVE

Cat	Cut	Hot	Artist	Title
NEW	0000		CHMR News	Newsbreak Intro
NEW	0001		CHMR News	Newsbreak Outro
NEW	0002		CHMR news	Mid day rept intro
NEW	0003		CHMR News	Mid day rept outro
NEW	0004		January 18th	NEWS
NEW	0005		NIB	07FEB18
NEW	0006		CHMR	Campus report intro
NEW	0007		CHMR	Campus report extr
NEW	0008		Colleen Power	News Thurs Sept 5
NEW	0009		Sajid Chodhury	newsbreak 2 sept
NEW	0010		James Fallette	weather sept 12

The Newsbreak Intro will appear after the TOP OF THE HOUR Station ID. "Alternative Radio" will move down.

EVENT	TOP OF THE HOUR GENERAL	IDS 0000 10:00:00 :00/F 00:02 / 00:02	RECUE	REMOVE
EVENT	CHMR News Newsbreak Intro	NEW 0000 10:00:02 :00/F 00:04 / 00:04	RECUE	REMOVE
EVENT	Alternative Radio Alternative Radio KORDO	SYN 1101 10:00:02 :00/F 56:59 / 56:59	RECUE	REMOVE

**STEP 2:** Next, do the same for the news file you recorded (NWS0008), dropping it after the Newsbreak Intro (on Alternative Radio)

EVENT	TOP OF THE HOUR GENERAL	IDS 0000 10:00:00 :00/F 00:02 / 00:02	RECUE	REMOVE
EVENT	CHMR News Newsbreak Intro	NEW 0000 10:00:02 :00/F 00:04 / 00:04	RECUE	REMOVE
EVENT	Alternative Radio Alternative Radio KORDO	SYN 1101 10:00:02 :00/F 56:59 / 56:59	RECUE	REMOVE
EVENT	Jackie Sullivan Find Your Light	XCN 0711 10:57:02 :00/F 03:30 / 03:30	RECUE	REMOVE
MEMO		10:59:57 00:00		REMOVE

TOP
BOTTOM
UP
DOWN
PAGE UP
PAGE DOWN
NEXT HOUR
BREAK
TALK SEGMENT

Media Libr	Cat	Cut	Rot	Artist	Title
All Cuts	NEW	0000		CHMR News	Newsbreak Intro
ADS	NEW	0001		CHMR News	Newsbreak Outro
DJS	NEW	0002		CHMR news	Mid day rept intro
DNA	NEW	0003		CHMR News	Mid day rept outro
IDS	NEW	0004		January 18th	NEWS
LCL	NEW	0005		NIB	07FEB18
MP3	NEW	0006		CHMR	Campus report intro
MUS	NEW	0007		CHMR	Campus report extro
NEW	NEW	0008		Colleen Power	News Thurs Sept 5
NEW	NEW	0009		Sajid Chodhury	newsbreak 2 sept 10

The news you recorded will now appear just after the Newsbreak Intro.

**STEP 3:** Add the Newsbreak Outro (NEW0001) by dragging and dropping it after the Newsbreak (once again, in this example, on top of “Alternative Radio”)

The screenshot displays a broadcast software interface with a playlist of events and a media library below it.

**Event Playlist:**

Event	Details	Buttons
TOP OF THE HOUR GENERAL	IDS 0000 10:00:00 :00/F 00:02 / 00:02	RECUE REMOVE
CHMR News Newsbreak Intro	NEW 0000 10:00:02 :00/F 00:04 / 00:04	RECUE REMOVE
Colleen Power News Thurs Sept 5th YEAR:2019	NEW 0008 10:00:02 :00/F 03:58 / 03:58	RECUE REMOVE
Alternative Radio Alternative Radio KORDO	SYN 1101 10:00:02 :00/F 56:59 / 56:59	RECUE REMOVE
Jackie Sullivan Find Your Light	XCN 0711 10:57:02 :00/F 03:30 / 03:30	RECUE REMOVE

**Media Library:**

Media Libr	Cat	Cut	Rot	Artist	Title
All Cuts	NEW	0000		CHMR News	Newsbreak Intro
ADS	NEW	0001		CHMR News	Newsbreak Outro
DJS	NEW	0002		CHMR news	Mid day rept intro
DNA	NEW	0003		CHMR News	Mid day rept outro
IDS	NEW	0004		January 18th	NEWS
LCL	NEW	0005		NIB	07FEB18
MP3	NEW	0006		CHMR	Campus report intro
MUS	NEW	0007		CHMR	Campus report extro
	NEW	0008		Colleen Power	News Thurs Sept 5t
	NEW	0009		Sajid Chodhury	newsbreak 2 sept 10
	NEW	0010		Laura Felletto	weather sept 12

The interface includes a control bar with buttons for TOP, BOTTOM, UP, DOWN, PAGE UP, PAGE DOWN, NEXT HOUR, BREAK, and TALK SEGMENT. A green arrow indicates the action of dragging the 'Newsbreak Outro' from the library to the 'Alternative Radio' event in the playlist.

The news intro, newsbreak, and outro have now all been added to the log.

EVENT	<b>TOP OF THE HOUR</b> GENERAL	IDS 0000 10:00:00 :00/F 00:02 / 00:02	RECUE	REMOVE
EVENT	<b>CHMR News</b> Newsbreak Intro	NEW 0000 10:00:02 :00/F 00:04 / 00:04	RECUE	REMOVE
EVENT	<b>Colleen Power</b> News Thurs Sept 5th YEAR:2019	NEW 0008 10:00:02 :00/F 03:58 / 03:58	RECUE	REMOVE
EVENT	<b>CHMR News</b> Newsbreak Outro	NEW 0001 10:00:02 :00/F 00:05 / 00:05	RECUE	REMOVE
EVENT	<b>Alternative Radio</b> Alternative Radio KORDO	SYN 1101 10:00:02 :00/F 56:59 / 56:59	RECUE	REMOVE

**STEP 4:** Click the "NEXT HOUR BUTTON". Go back to STEP 1 (4 pages back) and add the same files to all hours until 8 pm.

