

TN Production Assistant – v1.0.2.x

User Notes

Introduction

This software is designed to assist Talking Newspapers in the preparation of a 'copy-ready' image of a multi-track Talking Newspaper or Talking Magazine production from individual track recordings created during a preceding 'studio session' using a stand-alone digital recorder or other digital recording facility such as a PC with digital recording software.

Prerequisites

A PC running a Windows Operating System (XP or later).

Sufficient hard drive capacity to accommodate the software, working and archive storage (recommended minimum of 1GB)

Audio Editing Software (e.g. Adobe Audition, Goldwave or Audacity) installed

'Microsoft .NET 4 Environment' installed (this will be automatically installed during the installation procedure below providing an internet connection exists)

Installing the software

The application is installed from the Downloads Section of the Hamilton Sound website at <http://hamiltonsound.co.uk>. Please follow the instructions displayed on the website and as presented by the installer.

In case of difficulty please contact Hamilton Sound at admin@hamiltonsound.co.uk for assistance and advice.

Please also report any bugs detected in use or suggested improvements to the above email address.

On first installation a welcome screen will be presented followed by the set-up screen. Check and adjust if required the set-up parameters from their pre-set values (see Set-Up below).

Configuration

Before first using this software it is important to ensure that the configuration parameters are set appropriately for your purposes. The default values of each parameter are shown in parenthesis.

TIP – Hold mouse cursor over any field for tips on what to enter there.

Studio Masters Folder (C:\ My_TNs_ProductionFolder\StudioMasters)

Contains the ex-studio track files. Each set of track files is contained in a subfolder named according to the 'Studio Masters Sub-Folder Preamble' and the current date (see below).

Production Masters Folder (C:\ My_TNs_ProductionFolder)

Currently unused – may be blank. For future use.

Studio Masters Source Media Volume Name (STUDIO)

The full or partial volume name of the media which will contain the raw studio master files (mp3) which you wish to import.

Partial volume names will be matched from the leading characters of the full volume name. 'STUDIO' would match with 'STUDIO-01', 'STUDIO-02' etc. if you had a selection of studio storage devices. The media may be a hard drive within this computer or a removable memory device such as a USB memory stick.

Studio Masters Source Media Folder path (<blank>)

The folder name (not the full path) of a folder anywhere on the Studio Masters Source Volume declared above which contains the track files to be imported.

If the files are contained in the root directory of the media (i.e. no folder) then leave this blank

Studio Masters Sub-Folder Preamble (StudioMasters-)

Imported files are stored in a subfolder within the 'Studio Masters Folder' named above.

The subfolder will be automatically created when import is selected. The created subfolder name will be a composite of the preamble characters entered here and the current date. E.G. if 'ABC_' was entered here and the import was done on 01 January 2014 then the auto created subfolder would be named 'ABC_2014-01-01'

Digital Audio Editor (C:\Program Files\GoldWave\GoldWave.exe)

The full path to your favoured audio editor.

Final Digital Mix Folder (C:\ My_TNs_ProductionFolder\FinalDigitalMix)

The full path to a folder on this computer (preferably). The tracks intended for your publication after editing and assembly into the final running order are stored here.

This folder is overwritten for every 'Assemble Production Masters' you invoke and save so you are recommended to save a copy.

Trail-In Track (C:\ My_TNs_ProductionFolder\Pre-Recorded\Trail_In.mp3)

Full path to your TN's opening (trail-in) audio track. Usually a snatch of music plus a generic station id.

Trail-Out Track (C:\ My_TNs_ProductionFolder\Pre-Recorded\Trail_Out.mp3)

Full path to your TN's closing (trail-out) audio track. Usually a snatch of music plus a generic station id.

Auto Tidy Studio Master Folder Contents – check box (unset)

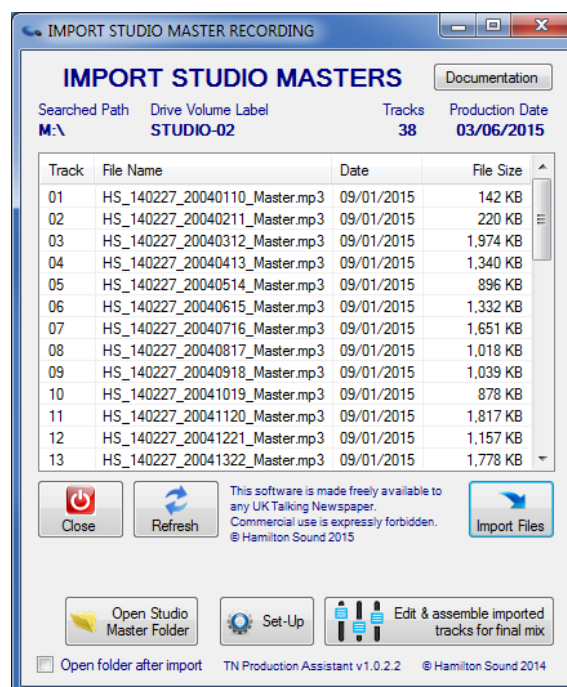
If selected all sub-folders within the 'Studio Masters Folder' set above which are older than the number of weeks selected will be automatically deleted.

WARNING - All files within the deleted sub-folders will also be deleted irrespective of date.

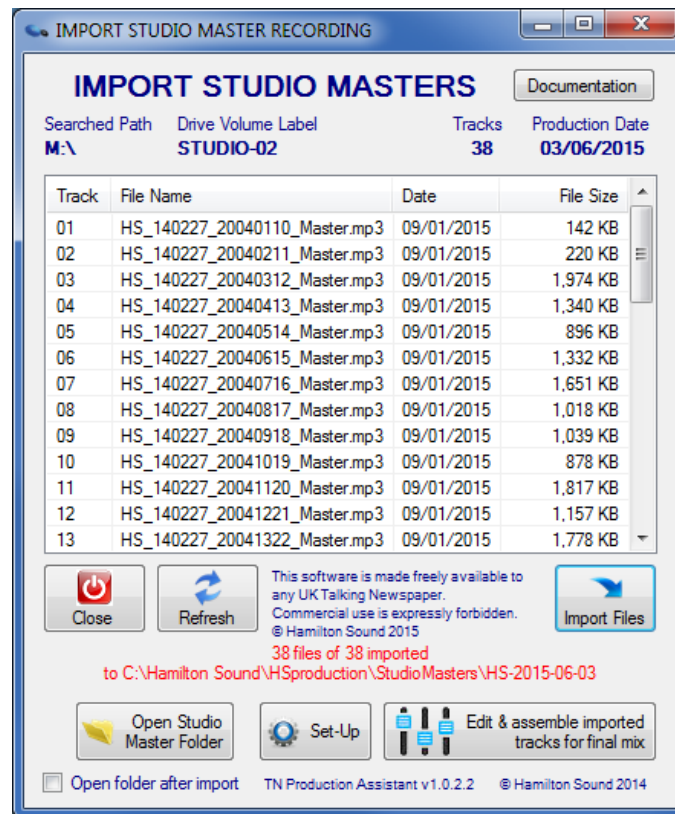
Operation

There are two main panels.

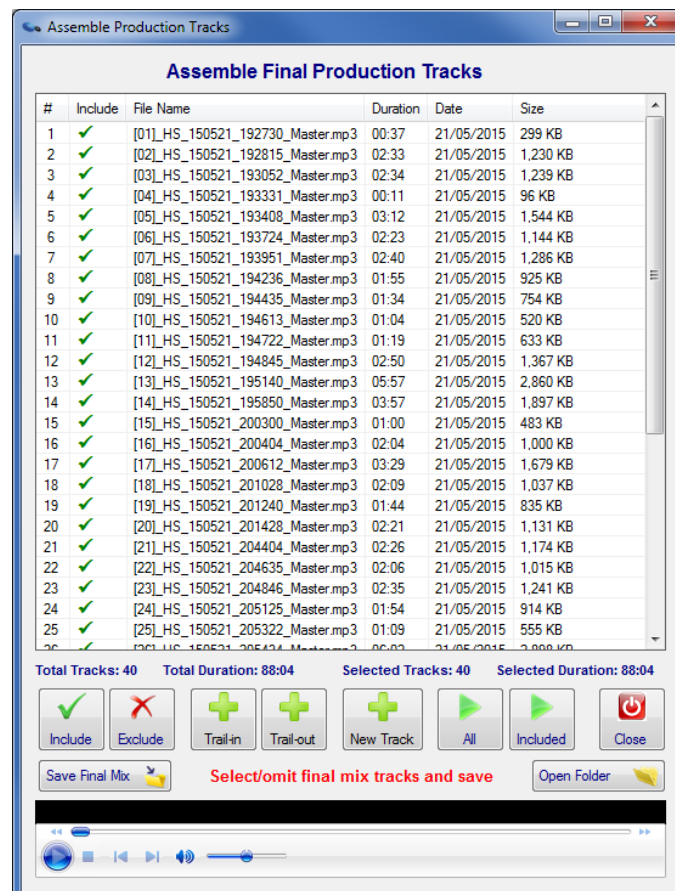
First, the IMPORT STUDIO MASTER RECORDINGS panel will open allowing the harvesting of the raw studio-created tracks (mp3 files). These source files will be untouched by the software after import so you must make other arrangements to handle archiving of these files and the management of the source media as required.



Use the Import Files button to cause the displayed files to be imported from the media.



Press the Edit & assemble button to proceed to the next stage.



Next, the Assemble Final Production Tracks panel will open showing the imported tracks.

Use the following features to arrange and edit the tracks in the final mix of your publication:

EXCLUDE/INCLUDE TRACKS - Each track may be included or excluded by selecting the track or tracks in the list and pressing the appropriate include/exclude buttons.

DELETE TRACK – Right click on track to be deleted and select ‘Delete’. **[Note – This will permanently delete the track from your imported files and should not normally be used to ‘Exclude’ a track from the final mix, better to simply ‘Exclude’ it (see above).]**

EDIT TRACK(S) - Individual tracks may be edited by your preferred audio editing software by selecting the track(s) – right click – Edit

PLAY TRACK(S) - may be played by selecting the track(s) – right click – Play

TRACK POSITIONS(S) - can be altered by left click – drag and dropping to the new position on the assembly panel.

PLAY FULL PROGRAM - All tracks or only included tracks may be continuously played by pressing the appropriate buttons.

ADD STANDARD TRAIL-IN/TRAIL-OUT TRACKS - A Trail-in track and/or a Trail-out track may be added by pressing the appropriate buttons.

ADD OTHER TRACKS - Other tracks, located anywhere on the PC hard drives can be included – press ‘New Track’ and navigate to the required track’s location. The added track will initially be placed at the top of the track list. Move to required position by drag and drop.

SAVE FINAL MIX - When satisfied with the assembled programme the completed production image can be saved by pressing the Save Final Mix button. The location of this final mix is determined by the folder identified in the configuration.

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Please report problems or comments to admin@hamiltonsound.co.uk

Jim Stewart

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