# **DJB Radio**



Users Manual rev. 05-2020

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# The DJB Radio Broadcast Automation System Users Manual



# **PDF Manual**



Innovative Software for the Radio Industry

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# Before you install DJB Radio it is CRITICAL that you follow our guidelines for Hardware, Operating System and Networking!

# **Hardware & Operating System Checklist**



Typical DJB Radio PRO Integrated Bundle Hardware Configuration

# Computer Operating Systems - Supported [as of April 2020]

#### a. Windows 7, Pro\*

\*Windows 7 is "End of Life" as of January 2020. Users can continue to install DJB on WIN7 Pro, but it is not recommended.

#### b. Windows 10 Pro (64 bit)\*\*

\*\*Windows Home products are subject to automatic updates which can take systems OFF the AIR and are therefore not recommended.

# **Computer Hardware Specifications [as of April 2020]**

#### Computer Hardware (Recommended Minimum Spec):

Intel "Core" Series CPU i5 or i7 (fourth generation or higher) *or* AMD Ryzen 5 or 7 8GB RAM (16GB preferred)

#### **HDD System Volume ('C' Drive):**

256GB (or larger) SSD (Solid State Drive) - Recommended for fast boot up.

#### Audio Drive(s):

500GB Minimum, 2TB+ Recommended

Note: Matching Air and Production computer drives - good idea for back-up

#### **TYPICAL CONFIGURATION:**



SYSTEM: Solid State Drive "SSD"
Available 265 or 500GB System
Fast Boot & Access - NO MOVING PARTS



AUDIO: SATA II or SATA3 Mechanical HDD 500GB up to 4TB

#### **OPTIMAL CONFIGURATION:**



SYSTEM: Solid State Drive "SSD"

Available 265 or 500GB

Fast Boot & Access - NO MOVING PARTS



AUDIO: Solid State Drive "SSD" Available 2TB

Note: Samsung SSD shown as an example - any high quality SSD is acceptable.

# Anti-Virus/Anti-Malware Specifications [as of April 2020]

Windows Defender is recommended as third party anti-virus/anti-malware software can cause communication and performance issues with DJB Software.

Please contact support@djbradio.com for more information.

# **Network Specifications [as of April 2020]**

1GB WIRED Network ONLY.

All LAN cables must be certified CAT5e or CAT 6
Ethernet Switch must be 1GB "gigabit" (1000MB) with direct path from DJB machines to switch

Network Adapters in computers must also be 1GB "gigabit" (1000MB)

Note: Wireless networks are not supported

# Video Specifications [as of April 2020]

LCD or LED monitors are mandatory\* (CRT is not compatible)
High Resolution video card mandatory - 1280 x 1024 is the minimal resolution supported

\*Touch Screen monitors recommended for DJB On Air Workstations.

#### **Suggested LCD/LED Monitor Configurations**



Typical DJB Radio "PRO" On Air Workstation 1 LCD



Typical DJB Radio "Starter" (Single Computer) System with dual LCD monitors (On Air & PROD on one machine)



Typical DJB Radio "PRO" PROD Suite Workstation 1 LCD



Typical DJB Radio PROD Suite with Adobe Audition Editor [Left]
DJB Radio Production Suite ingests audio from Adobe 3rd Party Editor

# Sound Card/USB Interface/AoIP Driver Specifications [as of April 2020]

#### A typical DJB Radio "PRO" system should include the following:

On Air: Dual Output or Quad Output Professional Audio Device PROD: Single or Dual Input/Output Professional Audio Device

#### A typical DJB Radio "Starter" system should include the following:

On Air: Single or Dual Channel Input/Output Audio Device PROD: Single or Dual Channel Input/Output Audio Device

Note: Onboard sound devices in most computer systems are acceptable for use, but not recommended

#### Here are some Audio Devices DJB Radio recommends:







Alpha by Lexicon Sound Card Front View

Focusrite 18i20

Behringer FCA-610 4 Ch USB Card



Wheatnet ip Audio Drivers 1ch - 8 Ch



Axia - Livewire 1Ch - 24 Ch Drivers



AudioScience PCle Sound Cards

Please contact sales@djbradio.com for more information on sound devices.

#### How to Install DJB Radio On Air

It is easy to install the DJB Radio On Air Software, simply press the next button during each stage of the install.

\*\*NOTE: If you are upgrading from DBJ II go to THIS SECTION first to prepare your system.

Run the installers for DJB Radio On Air and DJB Radio Production one at a time.

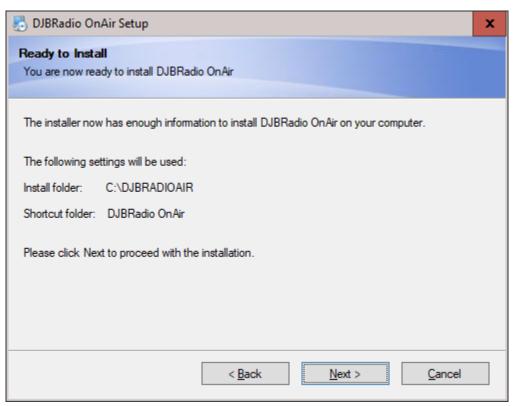


(Press Next)

This is the only step with an option as you have the choice to accept the license agreement. If you do not accept the license agreement you cannot proceed with the Install.

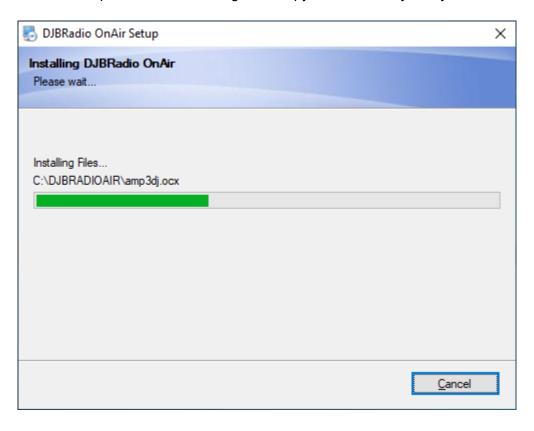


(Press Next)

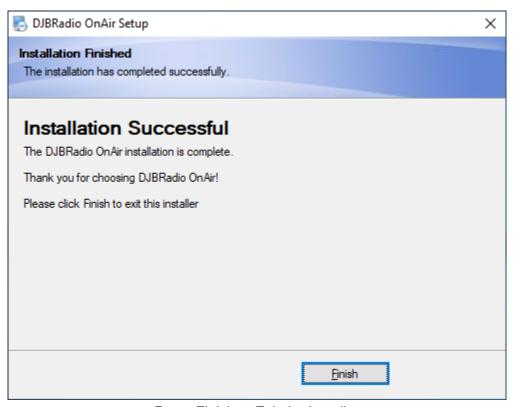


(Press Next)

At This point the installer begins to copy the files onto your system.



Once completed the final screen of the installer appears.



Press Finish to Exit the Installer

# **Activating the DJB Radio On Air Software**

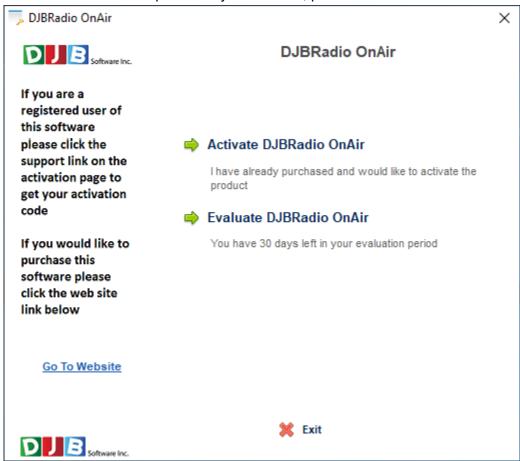
Activating your software once you have purchased it, is a very simple process.

# The First Time you Run the DJB Radio On Air Software

The first time you run the program you must run it with elevated privileges on the machine. To do that, right-click on your shortcut to the DJB Radio On Air and select "Run as Administrator"

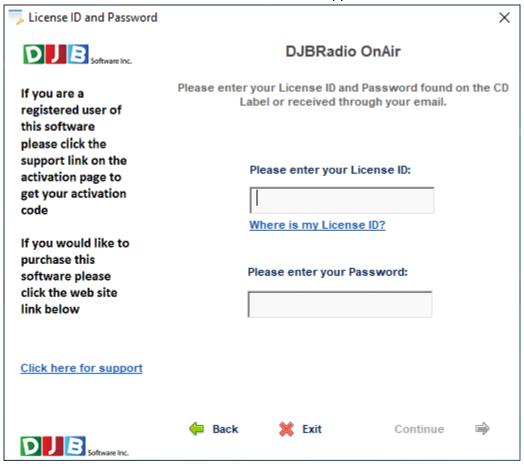
# **Running in Evaluation Mode**

You can run in evaluation mode for up to 30 days. To do so, press the "Evaluate DJB Radio On Air" button



### **Activating DJB Radio On Air**

Press the "Activare DJB Radio On Air" button The Activation screen will appear



Enter your License ID and Password on the screen above and press continue to activate your software.

If you don't have a License ID and password yet, clicking the support link will take you to the Get an Activation Code form that you must fill out in order to receive a code.

Once you fill out and submit the form, you will receive your License ID and Password in an email from DJB Licensing <Licensing@djbradio.com>.

### **Next Steps:**

If you are a new DJB user, you can skip to <u>Getting Started - DJB Radio</u>. If you are upgrading from the DJBII platform please continue to the <u>next page</u>.

# How to upgrade from Digital JukeBox II

#### 1. Prepare

If you are upgrading from DJB II to DJB Radio the first thing you need to do is make sure that voice tracking is done and the schedule is ready for the next day.

#### 2. Backup your existing system.

The best way to do this is with an external USB drive. Copy the JBData, JBMusic, and JBCoverart (if you have one) to the USB Drive.

NOTE: Save screenshots or make notes of the settings in all On Air and Production machines to configure the new machines with the same settings...

#### 3. Uninstall

Once everything is backed up, Uninstall DJB II using the Windows "Add and Remove Programs" or "Programs and Features."

#### 4. Compact

Now browse to your JBData folder, run the program DJBDiag.exe



Click "Compact Database"

#### 5. Install - but don't run yet.

Now install the DJB Radio Production software on one Production machine by running the installer for DJB Radio Production.

Note: Do not run the software yet.

#### 6. Create Upgrade.txt

Browse to the JBData folder, right-click an empty area and click New and then Text Document.

Name the text file: "upgrade.txt".

#### 7. Run Production to Upgrade Database

Now run the DJB Production Software.

The Production Software will upgrade your database, once complete, go into settings make them match your notes or screenshots.

Then install the On Air and configure its settings.

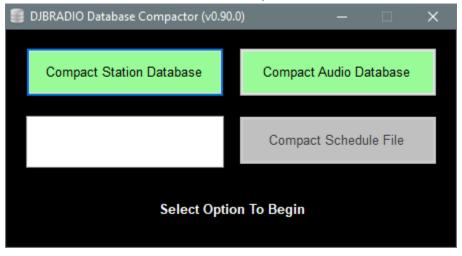
Then run the On Air and put it back on the air.

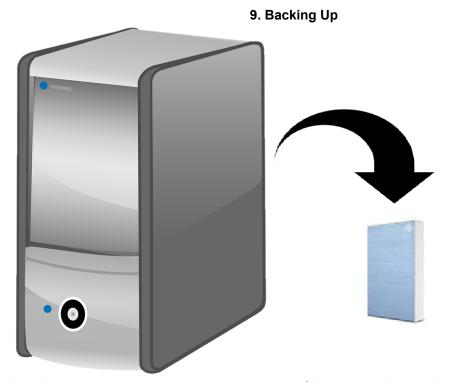
You can then install the software on any remaining Production and On Air machines.

#### 8. If JBData is not on C:

If the JBData folder is not on the C: drive, browse to the new C:\JBData folder and copy the new DJBDiag.exe to your \JBData folder.

It will have new functionality for DJB Radio.





Now that you know how to backup your important folders, you should schedule regular backups.

Best practice is to keep a backup offsite.

If the studio location takes a lighting hit, an external hard drive kept in a safe somewhere can save months of work.

If you also keep a copy in the studio location, don't leave the external drive connected.

After a backup, you should browse the External drive and make sure everything is there.

Remember this is your product and the more recent a backup is, the fewer missing files if you need to restore.

Multiple backups give you added security

Other reasons for backup:

Hardware failure: even the best hardware can and will fail eventually.

User error/malfeasance: files can be accidentally deleted and disgruntled employees can make accidents happen.

**Getting Started - DJB Radio** 





#### The Getting Started pages will take you through the initial DJB Radio system planning for:

- a) Audio Categories using the Edit Categories Button or the Audio Types editor
- b) Audio Library development using 3rd Party Editors and DJB Radio Production Suite
- c) Creating a Schedule (Template) for daily programming by building a Log Shell using Scheduling Menu
- d) Merging music and traffic (music format stations) using Scheduling Menu
- e) Creating a merge of traffic and satellite clocks (satellite driven stations) using Scheduling Menu

The On Line manual is constantly evolving.

Please contact Sales: Sales@djbradio.com or Support: Support@djbradio.com for updates or the latest information on the software products.

Phone: 702-487-3336 ext. 1 for Sales, ext. 2 for Support

# Production Suite Intro Audio Cuts Database - Creation of Radio Station Music - Imaging - Promo Audio



#### [ORANGE] PRODUCTION SUITE ICON

Audio Cuts Database Manager
[ Production - CD Ripping - Waveform Editing
- Weather & Time Voicing - Pro Features]
 [ Voice Tracking - Local & Internet ]
[ Scheduling for Satellite - Music - Talk & Programming & Reconciliation Reports ]

# Launch The DJB Radio PROD SUITE MENU by clicking on the [ORANGE] PROD SUITE ICON



DJB Radio PROD Menu [As seen on software boot-up]

# Before Getting Started: A Note on Sorting and Categorizing Audio.

DJB Radio provides two methods for categorizing and sorting your Audio Library.

Our built-in Scheduler includes two digit Category Codes that mimic a traditional music scheduling software.

For sorting audio within the Audio Library (and for other functionality within DJB such as VoiceTracking or Artist/Title data output) "Audio Types" are employed.

The table below (left) is an example Category Code naming scheme using our built-in Scheduler.



The image below (right) shows our Audio Type Editor.



If you plan to use DJB Radio's built-in Music Scheduler please carry on to the next page in the manual to learn "Category Creation & Naming" for your Audio Library.

If you do not intend to use our built-in scheduler please proceed to "Editing Audio Types"

**Audio Category Creation & Naming** 



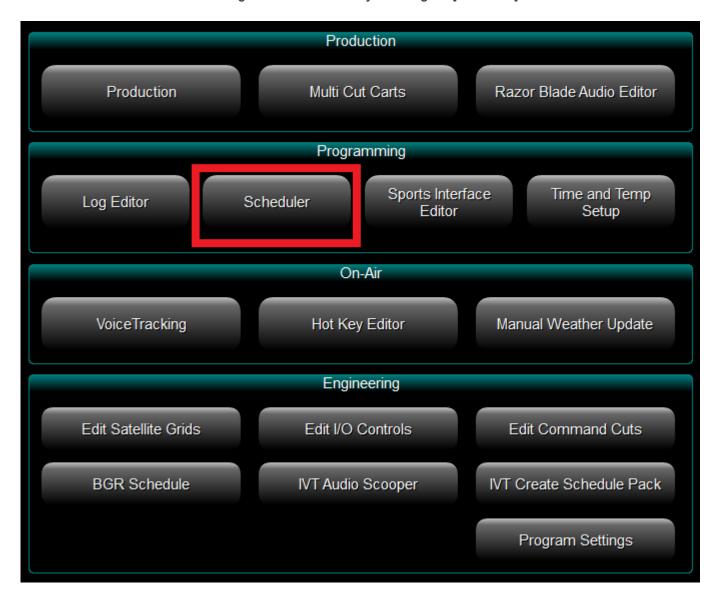
Launch The DJB Radio PROD SUITE MENU by clicking on the [ORANGE] PROD SUITE ICON



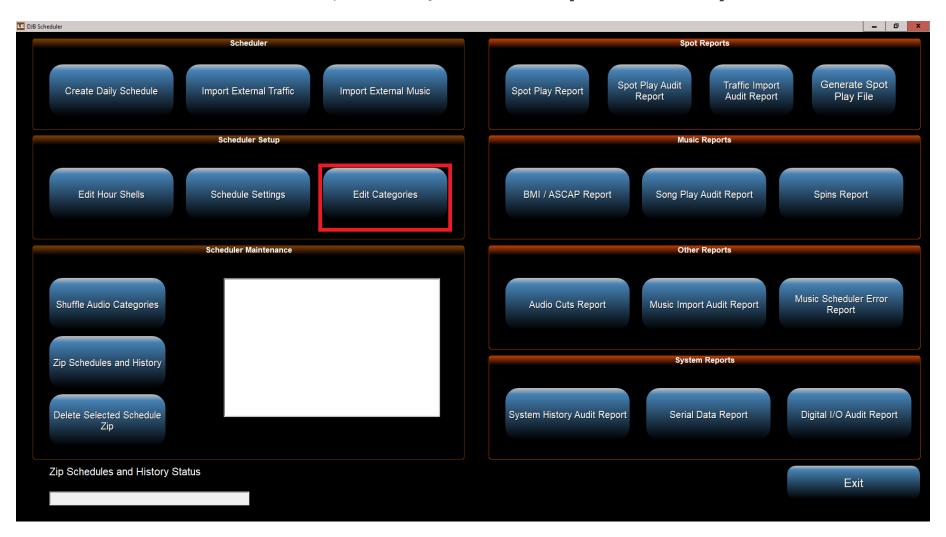
DJB Radio PROD Menu [As seen on software start-up]

# Step 1: To begin setting up the Audio Cuts Database in DJB Radio:

Access the Audio Categories database first by selecting the [Scheduler] button as below.



#### The Scheduler Menu below provides a variety of Buttons - Select the [EDIT CATEGORIES] Buttton



Step 2: Audio Category Creation: Category naming is unique to each user as it's based on the format of the station.

Programmers must create a Category letter for all your audio items that you plan to store in your audio database such as

- a) Music Power Cuts, Currents, Recurrent, Oldies, Classics, Christmas (for example)
- b) Bumpers
- c) Station IDs / Imaging
- d) Promos
- e) Commercials
- f) Liners
- g) and any other audio planned for the DJB Audio Cuts Database.

The [CATEGORY SETUP] window is illustrated below - showing some pre-made assignments by the manual author The default [CATEGORY SETUP] window with new DJB Radio software will show Letters with NO ASSIGNMENTS



- Category List

  This is the user customizable list of categories.
- Add Category Button
  Click to create a new category.
- Delete Category Button
  Click this to delete an existing category.
- Calculate Average Length Button
  Click to calculate the average length of every cut in this category.
- Calculate Average All Button
  Click to calculate the average length of eall of the cuts in every category at once.
- Category Name Field
  This is where you will type names of new categories or edit existing names.
- Change Button
  Click to save changes you have made to a category name. If you don't click "Change" the category name will revert back to what is was before you edited it.

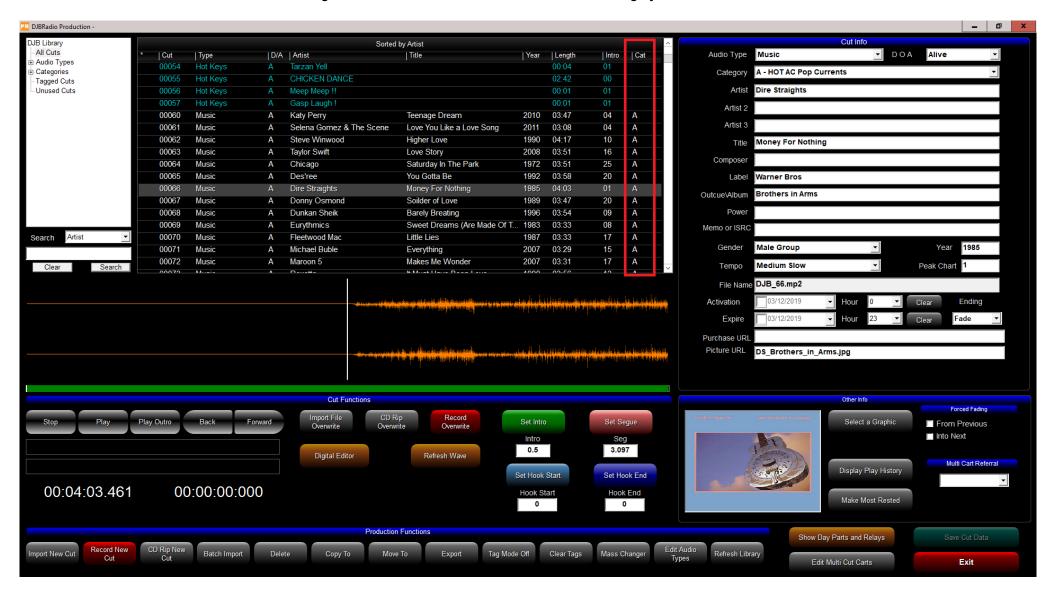
Step 3: Category Name Planning: Write out your Category "Letter" Assignment naming strategy. It is a good idea for the Letters and names to make logical sense. I.e. C for commercials, N for news, etc. Later, when you are building DJB Log Shells, selecting audio types for your daily schedules will be much easier.

The table below is an example Category naming scheme.

Α	HOT AC Pop Currents	J	Jingles Medium - Slow	S	
AA	HOT AC Pop Currents Power	JJ	Jingles Up tempo	SS	
В	Bumpers Medium - Slow	K		Т	
ВВ	Bumpers Up tempo	KK		TT	
С	Commercials	L	Liners	U	
CC	Commercials Network	LL		UU	
D	AC	M		V	Voice Tracks
DD		MM		VV	Voice Tracks
E	Eighties 80's	N	News	W	Weather Reports
EE		NN	News Intro / Outro	WW	Weather Bumpers
F	Four In A Row	0	Oldies	X	
FF		00		XX	
G	Gold Songs	Р	Promos	Υ	
GG	Gold Songs Power	PP		YY	
Н	Hot Country	Q		Z	Christmas Music
НН		QQ		ZZ	Christmas Music Power
ı	Station IDs Medium - Slow	R	Re-Currents		
II	Station IDs Power	RR	Re-Currents Power		

The Category names will be visible in the Audio Cuts Database and the Scheduler.

The image below is the main Production window with the Category column circled in red.



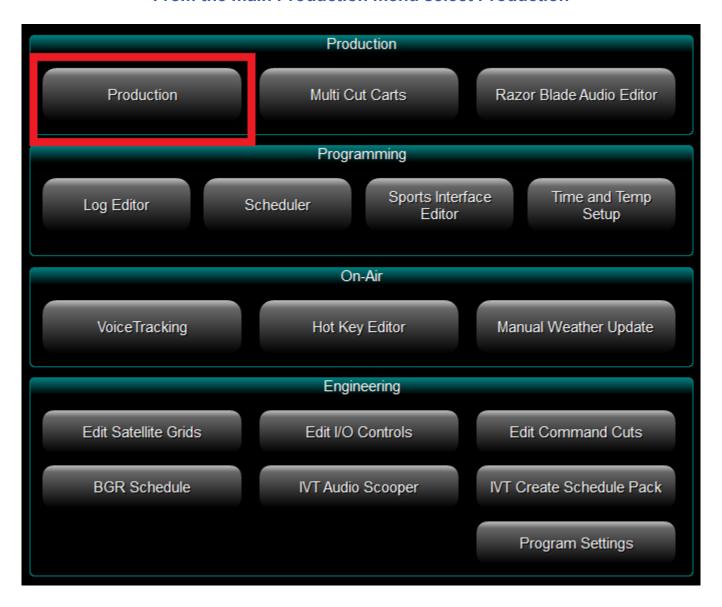
# As illustrated below, see Category Assignments in the DJB Radio Scheduler [Log Shell Editor]

ur	Tempo Policy	You can drag and drop any position to any other position to fine tune your format.	Shell Hour Time: 08:01	
	Tempo	Description	Length	Add Audio Ci
0	1	Play Cut Number : 1 (Mike Carta - 93.7 DJB Legal ID)	00:09	
0		Execute Command 9004 - PlayHooks	00:00	Add Categor
1	1	Select an Item from Category - A - HOT AC Pop Currents	00:00	
2	1	Play Cut Number : 30000 (Multi Cut - 30000 - Multi Cut - 30000)	00:00	Add Comma
3	1	Select an Item from Category - A - HOT AC Pop Currents	00:00	
	4	Play Cut Number : 31 (Mike Carta - Fleetwood Mac Intro)	00:09	Add Multi C
4 5	1	Play Cut Number : 70 (Fleetwood Mac - Little Lies )	03:33	
5	1	Play Cut Number : 30000 (Multi Cut - 30000 - Multi Cut - 30000)	00:00	0
6	1	Play Cut Number : 30020 (Multi Cut - 30020 - Multi Cut - 30020)	00:00	Copy Line
7	1	Execute Command 9990 - Announce The Time	00:00	Paste Line
		Play Cut Number : 30020 (Multi Cut - 30020 - Multi Cut - 30020)	00:00	r date Elife
8	1	Play Cut Number : 30020 (Multi Cut - 30020 - Multi Cut - 30020)	00:00	Clipboard :
9	1	Execute Command 9991 - Announce The Temperature	00:00	Nothing
10	1	Select an Item from Category - A - HOT AC Pop Currents	00:00	Delete
11		Execute Command 9600 - Record Voice Track	00:00	Delete
	1	Select an Item from Category - A - HOT AC Pop Currents	00:00	
12	1	Play Cut Number : 30000 (Multi Cut - 30000 - Multi Cut - 30000)	00:00	Tempo Pol
13	1	Select an Item from Category - A - HOT AC Pop Currents	00:00	Number
14	1	Execute Command 9600 - Record Voice Track	00:00	1
		Select an Item from Category - A - HOT AC Pop Currents	00:00	'
15	1	Play Cut Number : 30000 (Multi Cut - 30000 - Multi Cut - 30000)	00:00	Update Tem
16	1	Play Cut Number : 30020 (Multi Cut - 30020 - Multi Cut - 30020)	00:00	Policy
17	1	Execute Command 9990 - Announce The Time	00:00	
	1	Play Cut Number : 30020 (Multi Cut - 30020 - Multi Cut - 30020)	00:00	Category Usa
18		Play Cut Number : 30020 (Multi Cut - 30020 - Multi Cut - 30020)	00:00	Analyer
19	1	Execute Command 9991 - Announce The Temperature	00:00	
	1	Play Cut Number : 36 (Mike Carta - Return From Break )	00:04	Copy The
20 21 22 23	1	Select an Item from Category - A - HOT AC Pop Currents	00:00	Current Ho
		Play Cut Number : 30000 (Multi Cut - 30000 - Multi Cut - 30000)	00:00	Paste To Th
22	1	Select an Item from Category - A - HOT AC Pop Currents	00:00	Current ho
23	1	Play Cut Number : 30000 (Multi Cut - 30000 - Multi Cut - 30000)	00:00	5.01101101
		Select an Item from Category - A - HOT AC Pop Currents	00:00	Clipboard:
		Execute Command 9600 - Record Voice Track	00:00	Nothing
		Select an Item from Category - A - HOT AC Pop Currents	00:00	
		Play Cut Number : 30000 (Multi Cut - 30000 - Multi Cut - 30000)	00:00	
		Play Cut Number : 30020 (Multi Cut - 30020 - Multi Cut - 30020)	00:00	Close And E

**Audio Cuts: Editing Audio Types** 



# From the main Production menu select Production



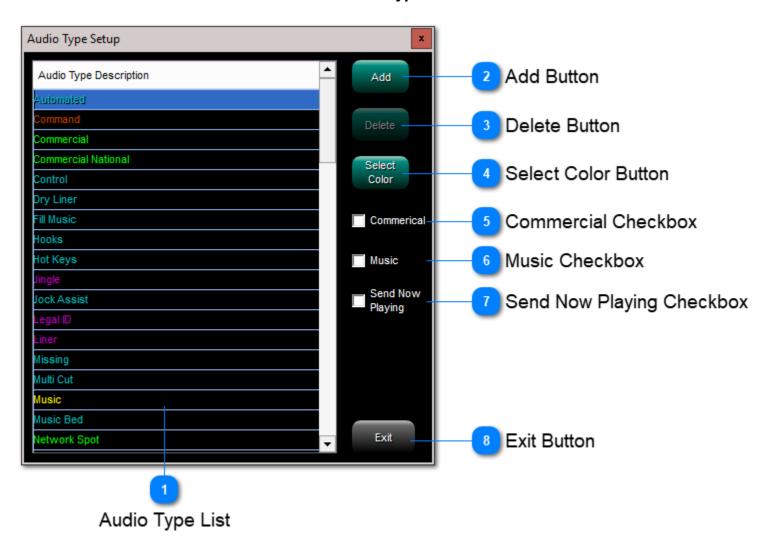
# Once Production Database Editor opens click "Edit Audio Types"



DJB Radio comes with a default list of Audio Types for your use.

Custom Audio Types can be created and deleted.

Note: The default Audio Types cannot be deleted.



# **Audio Type List**



This box contains all of the Audio Types.

You will need to scroll down to see them all.



#### **Add Button**



The Add button allows you to create a new custom Audio Type.



#### **Delete Button**



The Delete button allows you to delete a custom Audio Type. *Note: the default Audio Types cannot be deleted.* 

Select Color Button



The Select Color button allows you to choose the font colors of the various Audio Types. This can be very helpful in quickly recognizing what is coming up in the schedule in On Air.

Commercial Checkbox



Check this box to indicate that the Audio Type contains commercial content.

This will cause the Audio Type to be reported on the Spot Play report for reconciliation.

Music Checkbox



Check this box to indicate that the Audio Type is Music.

This will cause the Audio Type to be reported on the Spins report for reporting.

Send Now Playing Checkbox



If you check this box, the Audio Type's Title and Artist info will be sent to Now Playing for RDS or Streaming Text output.

Exit Button



As you might expect, this button closes the Audio Type editor and returns you to the Production screen.

See next section that discusses creation of audio cuts database using Importing, CD Ripping, and Recording.

# Audio Cuts: Importing

For in-depth details on the Audio Cuts Database software, see the section: DJB Radio Production Suite

Methods of Audio Cut creation using the DJB Radio Production Database Editor:

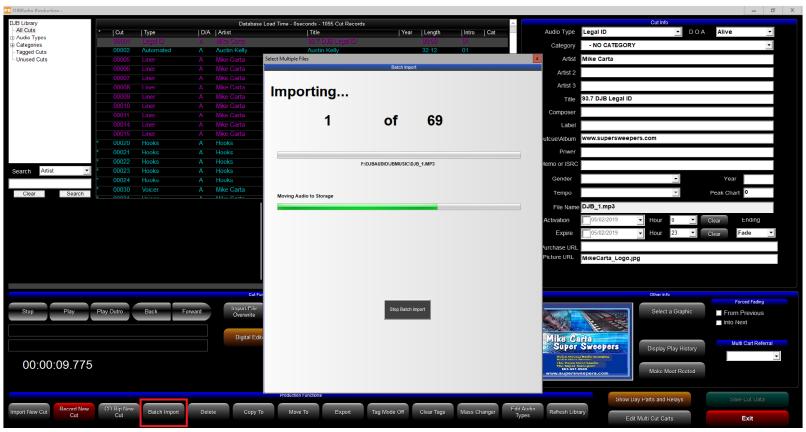
- 1. Importing existing audio files Single Import or Batch Import method Audio File formats supported by DJB Radio Production Suite include: wav, mp3, mp2, and m4a
  - 2. CD Ripping Importing music directly from a CD (Single Track)

3. Recording - You can record audio in real time from any source you can feed into the Production software.

NOTE: You may also purchase a DJB Radio Database compatible MUSIC LIBRARY - Contact: Sales@djbradio.com

## **Batch Audio Cut Importing**

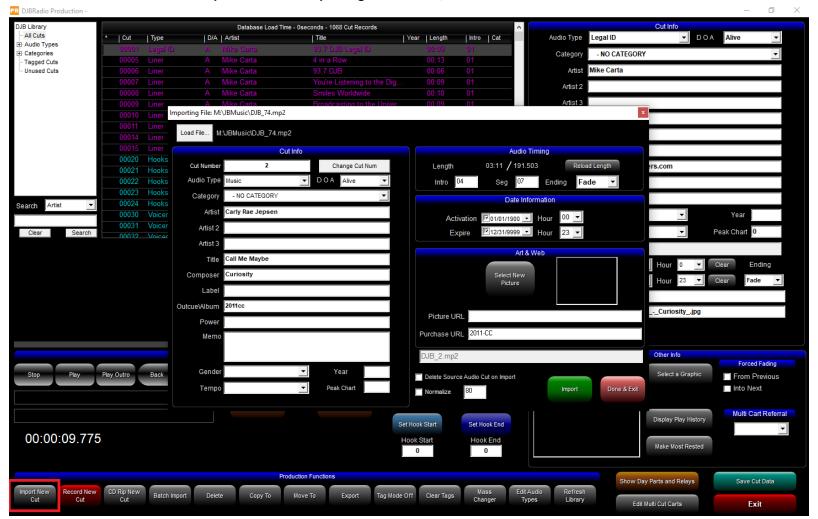
For in-depth details on Batch Importing, see section: **NEW Cut Buttons** 



Above illustration reflects Batch Import Mode - adding multiple audio cuts to database at one time.

## **Single Audio Cut Importing**

For in-depth details on Importing Audio Cuts, see section: NEW Cut Buttons



Above illustration reflects Single Cut Import Mode - adding a single audio cut to the database. You can also Import and Overwrite an existing cut, see section: REPLACE Cut Buttons

# **CD Ripping**

For in-depth details on Audio Cuts CD Ripping, see section: NEW Cut Buttons



Above illustration reflects CD Ripper Import Mode - adding audio cuts & Album Art to database You can also Rip from a CD and Overwrite an existing cut, see section: REPLACE Cut Buttons

## Real time Recording of a new cut

For in-depth details on Recording, see section: NEW Cut Buttons



Above illustration reflects Recording - adding audio cuts from an audio source.
You can also Record and Overwrite an existing cut, see section: REPLACE Cut Buttons

# PRO TIP:



3rd Party Editors like Adobe Audition or Audacity can be used to produce DJB compatible audio that can be imported into the DJB Radio database using the import functions discussed above.

See next section that discusses Intro and Segue marks.

# **Audio Cuts: Intro & Segue Marks**

## Production screen for setting Intros, Segues, and Cut Info on newly imported audio



This is the DJB Radio Production window - an imported audio cut is shown.

Play the beginning of the cut and use the green "Set Intro" button to mark the intro (musical post or time to vocal).

Then click "Play Outro" and click the pink "Set Segue" button to mark where you want to fire the next event.

Also complete the metadata in the "Cut Info" area.

### Digital Editor for Trimming newly imported audio



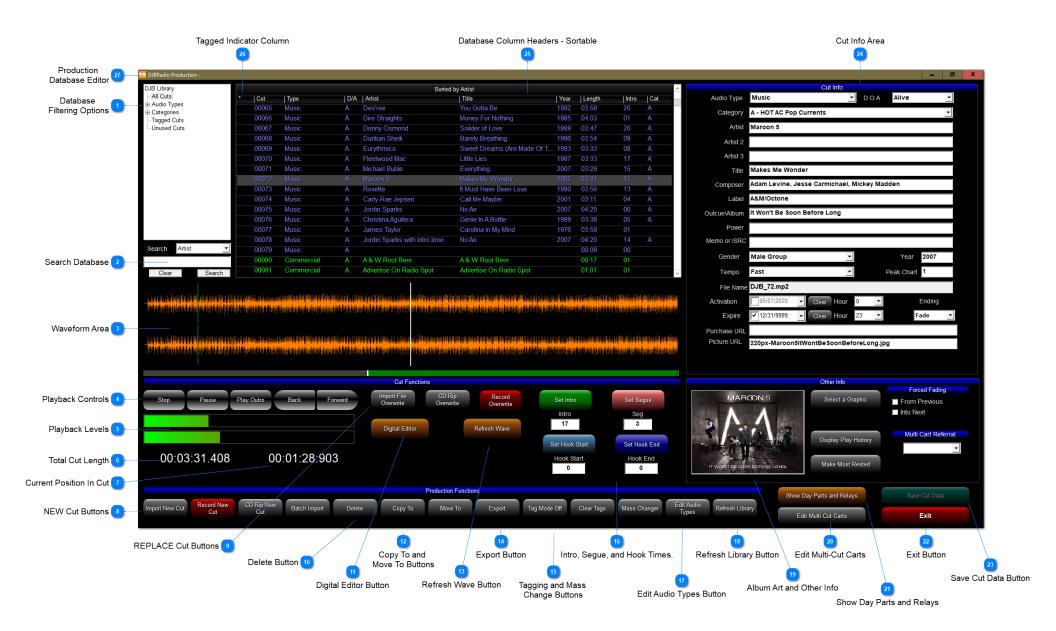
Click the "Digital Editor" button to pull up the built-in audio editor to trim your audio cuts for tight segues.

Remove silence by highlighting the space at the beginning of a cut and clicking "Delete Selection"

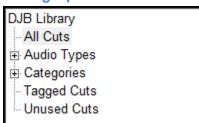
You can repeat the process at the end of the cut and/or add a custom fade.

See next section that illustrates the features found on the main Production Database Editor screen.

**DJB Radio Production window** 

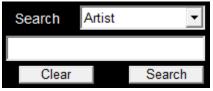


# Database Filtering Options



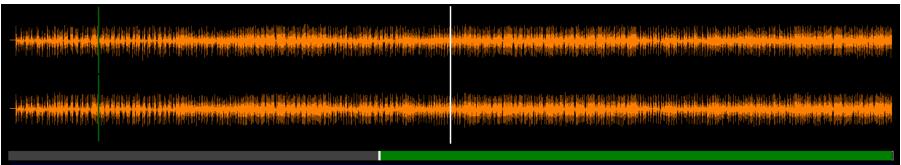
Click to filter the library by Audio Type, Category, Tagged, or Unused (Available) cuts. Click "All Cuts" to return to the default view.

Search Database



By changing the drop box you can search the library by Artist, Title, Length, Audio Type, Category, or Cut #.

#### **Waveform Area**



This shows the waveform of the currently loaded cut. The white line is the current playback location in the waveform.

Also this shows the Intro marker (Green line). the Segue marker (Pink Line), and the Hook start (Light Blue) and end (Dark Blue) markers, if set. The green bar at the bottom shows the remaining duration of the cut.

2





These buttons control the playback of the currently loaded audio cut.

Play Outro plays the last 25 seconds of a song to allow you to set the Segue.

Back and Forward jump the playback indicator 5 seconds in the appropriate direction.

# Playback Levels



These are the playback level meters.

Total Cut Length

00:03:31.408

Current Position In Cut

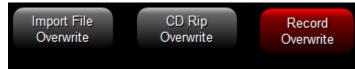
00:01:28:903

#### NEW Cut Buttons



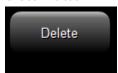
These buttons will CREATE A NEW CUT by importing from an audio file, recording from an audio source, or ripping from a CD. Batch Import will import a group of audio files and give them sequential cut numbers starting from a number you choose.

# **REPLACE Cut Buttons**



These buttons will REPLACE AN EXISTING CUT by importing from an audio file, ripping from a CD, or recording from an audio source.





This will permanently DELETE a cut from the database. There is no undo if you say "Yes" to the confirmation dialog.

# Digital Editor Button



This button opens the built-in digital editor for making edits to the cut.

# Copy To and Move To Buttons



Copy To: Prompts you for a new number and creates a duplicate of the selected cut leaving you with 2 cuts that are identical except for the cut number. Move To: Prompts you for a new number and creates a duplicate of the selected cut and then deletes the old number.

### Refresh Wave Button



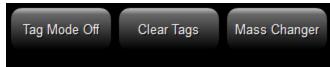
This button forces a redrawing of the waveform in the Waveform Area

#### Export Button



This button brings up an interface to export the cut to your hard drive and allows you to choose the output file type (WAV, MP3, etc.).

# Tagging and Mass Change Buttons



The first button turns Tag Mode On/Off. When on, any cut you click on becomes tagged (indicated by an asterisk "\*" in the 1st column) The second button clears all tags from all cuts in the database.

The Mass Changer button allows you to change every tagged cut at once.

Allowed changes: Category, Active Status, Artist, Audio Type, Segue Time, Gender, Tempo, Dayparts, allows you to mass export files (with or without conversion), and allows mass deletion.

#### Intro, Segue, and Hook Times.



Set Intro places the Intro mark over the current position of the playback indicator in the waveform. This Intro marker serves to let the live on air personality when the vocals begin.

Set segue places the Segue mark over the current position of the playback indicator in the waveform and tells DJB On Air to fire the next cut.

Set Hook Start and End allow you to mark up to 10 seconds of a cut as the "Hook" of the song, usually the most recognizable part.

NOTE: To use the 'PlayHooks' command to build dynamic Hook Promos on the fly, you must first set up the Hook Promo Settings in the DJB Radio On Air Settings program.

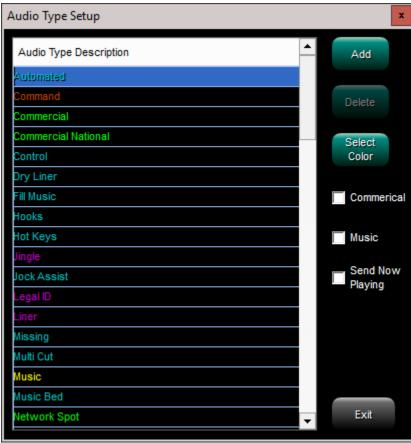
#### 17

#### **Edit Audio Types Button**



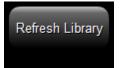
Opens the Edit Audio Types window below.

This allows you to mark which types are commercials, music, and also items you want sent to the Now Playing interface. You can also change the colors of each type and add and delete custom types. You cannot delete the default types.



#### R

#### **Refresh Library Button**



Click this to refresh the library window to see any changes you just made.



Select a Graphic allows you to choose an album art from the JBCoverArt folder for your cut.

Display Play History looks at Scheduled Logs and shows the hours the cut was scheduled.

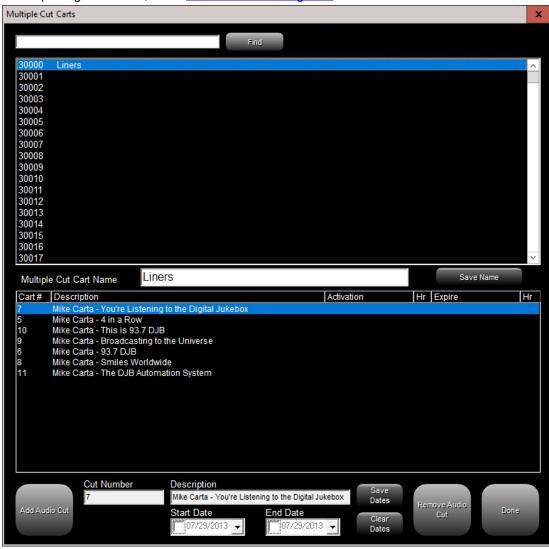
Make Most Rested sets an audio cut to "Most Rested" status causing it to schedule first in it's category on the next log.

#### **Edit Multi-Cut Carts**

#### Edit Multi Cut Carts

Brings up the Multiple Cut Carts window where you can edit the Multi-Cut Carts by adding, deleting and reordering the cuts. You can also put start and end date limits on the individual cuts.

Cuts will play in the order shown if the Multi-Cut Cart is scheduled multiple times and the order can be shuffled in DJB Scheduler. After opening Scheduler, click "Shuffle Audio Categories"



#### **Show Day Parts and Relays**

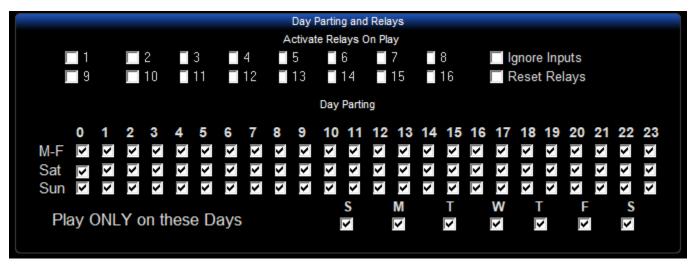
Show Day Parts and Relays

Button changes to hide---->

Hide Day Parts and Relays

Swaps the "Other Info" pane with the "Day Parting and Relays" pane.

This allows you to specify when a cut is allowed to air if you are using the day parting rules in the built-in scheduler. Also allows you to configure an output relay to fire when the cut is aired.



(Click "Hide Day Parts and Relays" to return to the normal "Other Info" pane.)

Exit Button

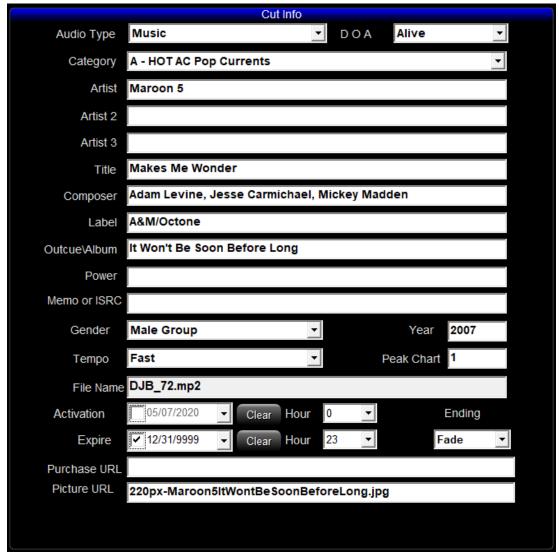


Click here to exit the DJB Radio Production Suite

🧙 Save Cut Data Button



If you have made any changes to the cut, this button will light up indicating the need to save. Click it to make sure you don't lose your changes.



This set of fields contains all of the metadata for the currently selected cut.

#### **Database Column Headers - Sortable**

\* | Cut | Type | D/A | Artist | Title | Year | Length | Intro | Cat

You can click on these to sort the current view by the column you click on.



## **Tagged Indicator Column**

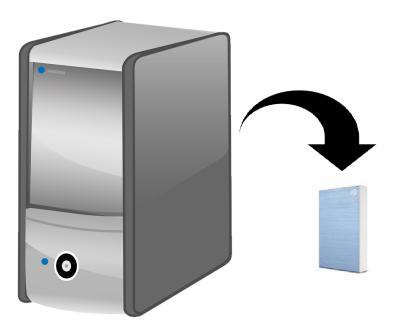


An asterisk "\*" in this column indicates the cut has been tagged.

# Production Database Editor



The Main Production Screen



We can't stress this enough, if you don't have backups you risk losing everything and having to start over from scratch with no music, imaging, or commercials.

The best way to backup is with an external USB drive.

Copy the JBData, JBMusic, and JBCoverart (if you have one) to the USB Drive.

You should make notes or take screenshots of the settings in all On Air and

Production machines to configure the new machines with the same settings.

You should also schedule regular backups. Best practice is to do multiple backups and keep a backup offsite.

If the studio location takes a lighting hit, an external hard drive kept in a safe somewhere can save months of work.

If you also keep a copy in the studio location, don't leave the external drive connected for lightning reasons.

After a backup, you should browse the external drive and make sure everything is there.

Remember this is your product and the more recent a backup is, the fewer missing files you will have should disaster strike.

Multiple backups give you added security

Other reasons for backup:

Hardware failure: even the best hardware can and will fail eventually.

User error/malfeasance: files can be accidentally deleted and disgruntled employees can make accidents happen.

Backup often.

**DJB Radio Production Suite** 



#### **Station Info**



This area shows the station call letters, location, and slogan fields. All of these fields are located in the program settings.

You can also configure multiple stations to be used with one Production machine.

For multiple stations you will need mapped drives into each station's hard drive where JBData and JBMusic are located.

Then you can use the drop down box to choose which of the stations you want to work with.

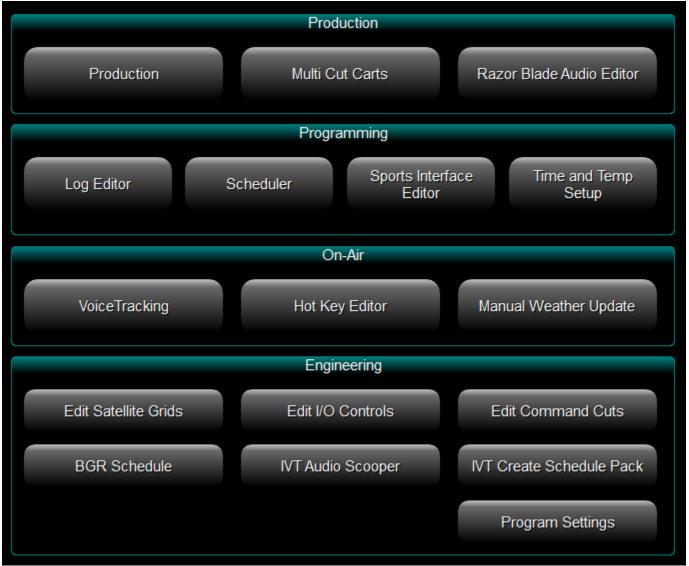
2

### **License Status and Software Version**



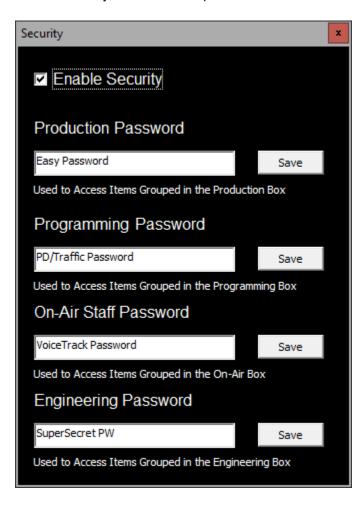
This area shows whether your software is licensed.

If you need to move a license from one PC to another, the DeActivate License button allows you to deactivate the license for later activation one anther computer. At the bottom, the orange text shows the product name and version number.



These boxes contain the individual functions commonly needed for each group. We will look at each box separately below.

NOTE: Each of these boxes can be password protected to control access to key functions. The passwords are set in DJB Radio Production, under Program Settings, then Security Set Up. You can set any of the four Box passwords and check the "Enable Security" checkbox to activate.





#### **Production Box**



This box contains item used by producers: Production: This is the main Database Editor.

Multi-Cut Carts: This allows creating and editing of Multi-Cut Carts.

Razor Blade Audio Editor: DJB Radio's built-in digital editor.

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#### **Programming Box**



This box contains items used by schedulers (Program Directors, Traffic Managers, etc.):

Log Editor: This can view an existing log, even today's log and make changes.

Scheduler: This has an entire suite of functions for creating shells, generating logs, and running reports.

Sports Interface Editor: This is used to setup game clocks in the Sports Interface.

Time and Temp Setup: This allows you to record and schedule voices to announce the time and temperature automatically.

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#### On Air Box



This box contains items typically used by on air staff:

VoiceTracking: This allows on air staff to insert voicetracks or record (or rerecord) already scheduled voicetracks.

Hot Key Editor: This allows editing of the buttons on the On Air Hotkeys pane. Each personality can have their own pages of Hot Keys.

Manual Weather Updater: This allows editing of the text in the On Air's weather pane.

Bear in mind when the DJB Weather Updater sends its hourly update it will overwrite this information.

### **Engineering Box**



This box contains sensitive functions usually reserved for Engineers or Operations Managers:

Edit Satellite Grid: This is where you set which satellite I/O control set to use by day and hour.

Edit I/O Controls: This is where you can create up to 99 different satellite shows.

Edit Command Cuts: This is where you can find, create and edit command cuts that can be placed in the schedule or added manually.

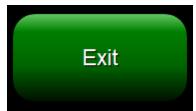
BGR Schedule: This is where you create Back Ground Recording (BGR) schedules and activate or deactivate this feature in general.

IVT Audio Scooper: This "scoops" the intros/outros of your audio library for us in Internet VoiceTracking (IVT).

IVT Create Schedule Pack: Also for IVT, this creates a zipped file of schedules from the JBData\Schedules folder and makes it available for IVT use. Program Settings: This is where the station settings are changed.

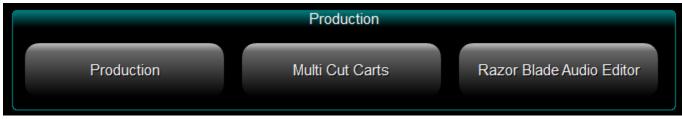
All of the features above will be explained in more detail in the following sections.

Exit Button



Click this to exit the Production Suite

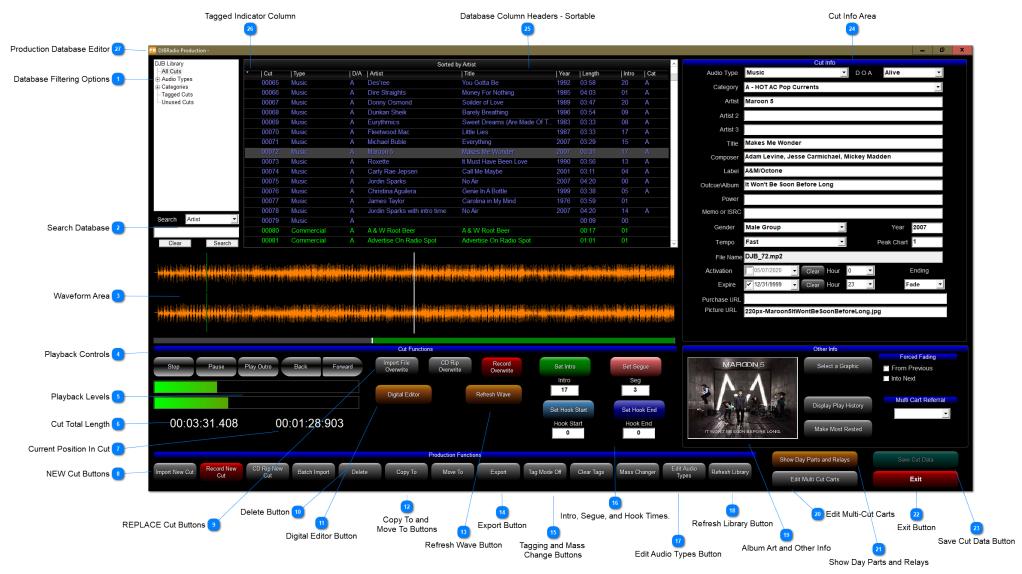
#### **Production Box**



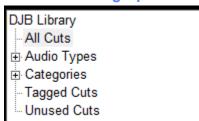
Click one of the links below, or click the picture above to return to the main DJB Radio Production Suite page.

# Production Multi-Cut Carts Razor Blade Audio Editor

#### **Production - Database Editor**



#### **Database Filtering Options**



Click to filter the library by Audio Type, Category, Tagged, or Unused (Available) cuts.

To filter by Audio Types and Categorie, click the + on the left to expand the lists, and then choose from the list by clicking on the item. Click "All Cuts" to return to the default view.

2

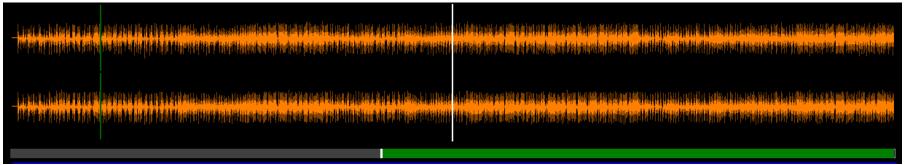
#### **Search Database**



By changing the drop box you can search the library by Artist, Title, Length, Audio Type, Category, or Cut #.

3

#### **Waveform Area**



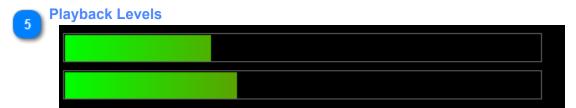
This shows the waveform of the currently loaded cut. The white line is the current playback location in the waveform.

Also this shows the Intro marker (Green line). the Segue marker (Pink Line), and the Hook start (Light Blue) and end (Dark Blue) markers, if set. The green bar at the bottom shows the remaining duration of the cut.





These buttons control the playback of the currently loaded audio cut.
Play Outro plays the last 25 seconds of a song to allow you to set the Segue.
Back and Forward jump the playback indicator 5 seconds in the appropriate direction.



These are the playback level meters.

- Cut Total Length
  00:03:31.408
- 7 Current Position In Cut 00:01:28:903

#### NEW Cut Buttons



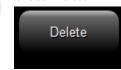
These buttons will CREATE A NEW CUT by importing from an audio file, recording from an audio source, or ripping from a CD. Batch Import will import a group of audio files and give them sequential cut numbers starting from a number you choose.

#### **REPLACE Cut Buttons**



These buttons will REPLACE AN EXISTING CUT by importing from an audio file, ripping from a CD, or recording from an audio source.





This will permanently DELETE a cut from the database. There is no undo if you say "Yes" to the confirmation dialog.



This button opens the built-in digital editor for making edits to the cut. Read about the <u>DJB Digital Editor HERE</u>.

# Copy To and Move To Buttons



Copy To: Prompts you for a new number and creates a duplicate of the selected cut leaving you with 2 cuts that are identical except for the cut number. Move To: Prompts you for a new number and creates a duplicate of the selected cut and then deletes the old number.

#### Refresh Wave Button



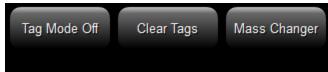
This button forces a re-drawing of the waveform in the Waveform Area

# Export Button



This button brings up an interface to export the cut to your hard drive and allows you to choose the output file type (WAV, MP3, etc.).

# Tagging and Mass Change Buttons



The first button turns Tag Mode On/Off. When on, any cut you click on becomes tagged (indicated by an asterisk "\*" in the 1st column) The second button clears all tags from all cuts in the database.

The Mass Changer button allows you to change every tagged cut at once.

Allowed changes: Category, Active Status, Artist, Audio Type, Segue Time, Gender, Tempo, Dayparts, allows you to mass Export files (with or without conversion), and allows mass Deletion.

Intro, Segue, and Hook Times.



Set Intro places the Intro mark over the current position of the playback indicator in the waveform.

This Intro marker serves to let the live on air personality when the vocals begin.

Set segue places the Segue mark over the current position of the playback indicator in the waveform and tells DJB On Air to fire the next cut.

Set Hook Start and End allow you to mark up to 10 seconds of a cut as the "Hook" of the song, usually the most recognizable part.

The PlayHooks command makes use of this to build dynamic Hook Promos on the fly.

You must first set up the Hook Promo Settings in the DJB Radio On Air Settings program.

#### **Edit Audio Types Button**



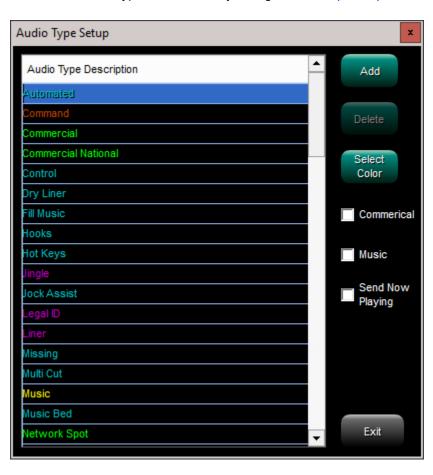
Opens the Edit Audio Types window below.

This allows you to mark which types are commercials, music, and also items you want sent to the Now Playing interface.

You can also change the colors of each type and add and delete custom types. You cannot delete the default types.

If the Music type is not correctly configured, the artist and title info will not be sent for Now Playing or RDS, and Music Reports will not correctly list the spins.

If the Commercial type is not correctly configured, the **Spot Reports** will not correctly report the commercials.



#### **Refresh Library Button**



Click this to refresh the library window to see any changes you just made.

**Album Art and Other Info** 



Select a Graphic allows you to choose an album art from the JBCoverArt folder for your cut.

Display Play History looks at Scheduled Logs and shows the hours the cut was scheduled.

Make Most Rested sets an audio cut to "Most Rested" status causing it to schedule first in it's category on the next log.

#### **Edit Multi-Cut Carts**

#### Edit Multi Cut Carts

Brings up the Multiple Cut Carts window where you can edit the Multi-Cut Carts by adding, deleting and reordering the cuts. You can also put start and end date limits on the individual cuts.

Cuts will play in the order shown if the Multi-Cut Cart is scheduled multiple times and the order can be shuffled in DJB Scheduler. After opening Scheduler, click "Shuffle Audio Categories"



#### **Show Day Parts and Relays**

Show Day Parts and Relays

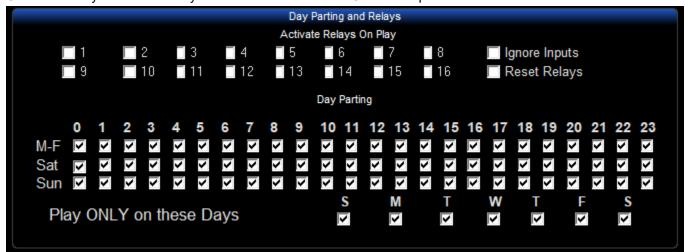
Hide Day Parts and Relays

Button changes to hide---->

Swaps the "Other Info" pane with the "Day Parting and Relays" pane that shows which days and day parts the cut is allowed to play in, if you are using the day parting rules.

Also allows you to configure an output relay to fire when the cut is aired.

Click "Hide Day Parts and Relays" to return to the normal "Other Info" pane.



Exit Button

Exit

Click here to exit the DJB Radio Production Suite

**Save Cut Data Button** 

Save Cut Data

If you have made any changes to the cut, this button will light up indicating the need to save. Click it to make sure you don't lose your changes.

Cut Info					
Audio Type	Music	•	DOA	Alive	•
Category	A - HOT AC Pop Cu	rrents			~
Artist	Maroon 5				
Artist 2					
Artist 3					
Title	Makes Me Wonder				
Composer	Adam Levine, Jesse Carmichael, Mickey Madden				
Label	A&M/Octone				
Outcue\Album	It Won't Be Soon Before Long				
Power					
Memo or ISRC					
Gender	Male Group	•		Year	2007
Tempo	Fast	•		Peak Chart	1
File Name	DJB_72.mp2				
Activation	05/07/2020 🔻	Clear Hour	0	Е	inding
Expire	12/31/9999	Clear Hour	23 🔻	Fa	de ▼
Purchase URL					
Picture URL	220px-Maroon5ltW	ontBeSoonBef	oreLong.jp	g	

This set of fields contains all of the metadata for the currently selected cut.

The Activation and Expire dates can be used to prevent a cut from airing outside of a contracted period.

It should be noted that the Hours 0 and 23 are defaults. If you set them both to 0, the cut will only schedule in the midnight hour.

#### **Database Column Headers - Sortable**

Cut Type D/A Artist Title Year Length Intro Cat

You can click on these to sort the current view by the column you click on.

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#### **Tagged Indicator Column**



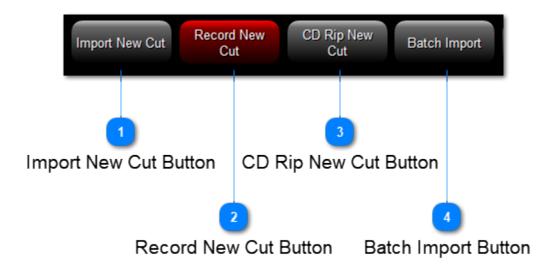
An asterisk "\*" in this column indicates the cut has been tagged.

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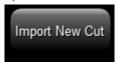
#### **Production Database Editor**



The Main Production Screen



# **Import New Cut Button**

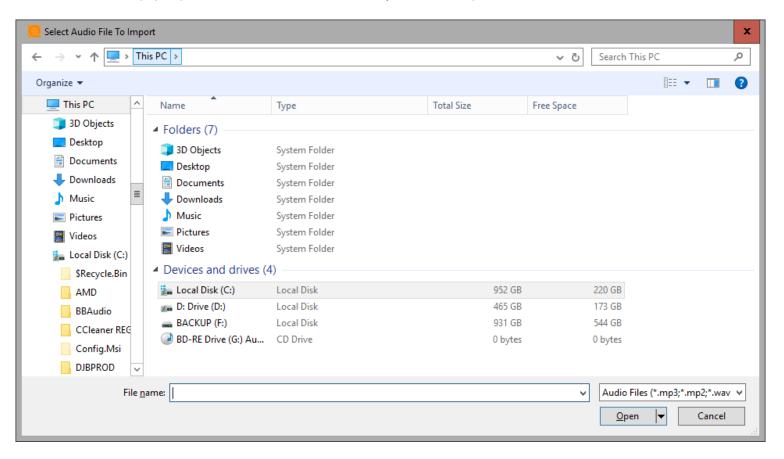


1. Click this button to begin the process of importing a single existing cut from a local or mapped network hard drive.

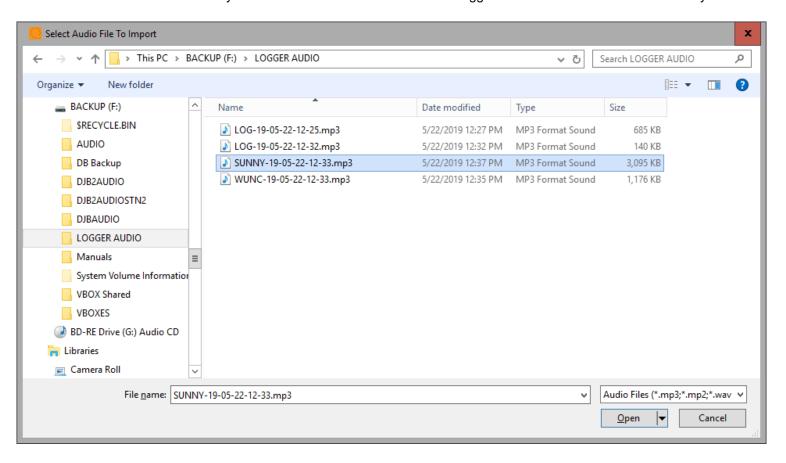


2. Then click the "Load File..." button.

When the box below pops up, browse to the location of the file you want to import.



3. In this case I have browsed to my local drive F: and a subfolder called "Logger Audio" and selected the file "Sunny-19-05-22-12-33.mp3.



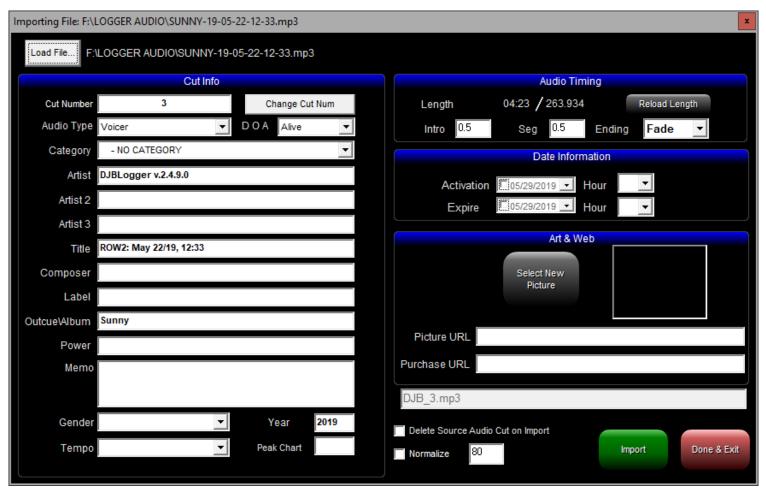
4. After selecting the single file you wish to import, click "Open"

That returns you to the previous box, but with the audio file ready to import.

The import interface defaults to recording the next available cut number, but you can change the cut number by pressing the aptly named "Change Cut Number" button.

You should select the correct audio type (music, commercial, etc.) and you should select a Category.

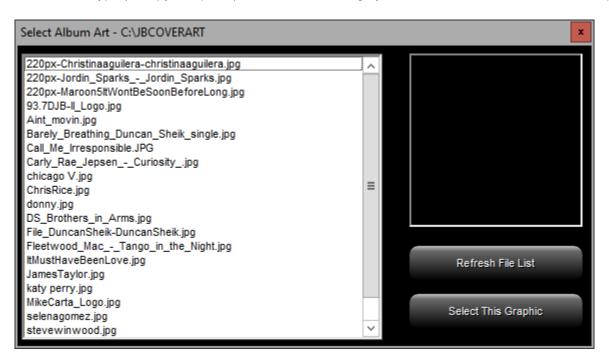
You may fill in as much of the Cut Info (metadata) as you wish, but the more information you provide, the better.



Under Audio Timing you can manually set the Intro and Segue times and select whether the ending is Fade or Cold (for operator info only).

Under Date Information you can define Activation and Expire (Start and Kill) dates and hours. This can be especially useful for commercials.

Under Art & Web you can select album art from your JBCOVERART folder by clicking Select New Picture. You can also type (or copy and paste) the URL for the image you want to use as well as a URL for a purchase link.



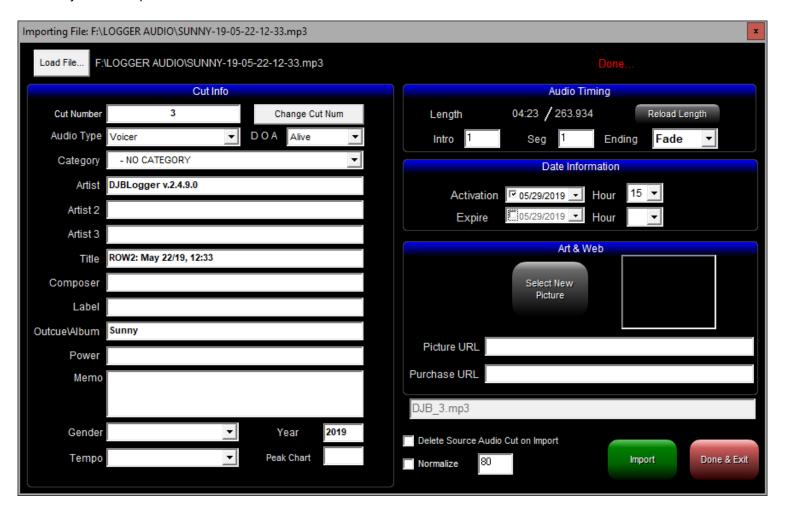
Below that section you can see the actual file name that DJB Radio Production is giving the file. (In this case DJB 3.mp3)



Delete Source Audio Cut on Import will do just that. After importing the file into DJB Radio Production, the original file you browsed to will cease to exist. It is recommended to leave this box unchecked unless you have made a duplicate specifically for importing.

Normalize will raise or lower the gain of a cut to the percentage you select with reference to the maximum level (0 dBFS). It is good for getting all of the cuts to use the same reference level.

### 5. Then you click Import:



As you can see from the image above, it says, "Done..." in red text.

6. Click Done & Exit.

### **Record New Cut Button**



1. Click this button to begin recording a new cut from your audio input source.

The window below defaults to recording the next available cut number. You can click "Change Cut Number" to record to another number.

2. Set the Cut Info:

You can use the "Audio Type" drop box to select the audio type (music, commercial, etc.).

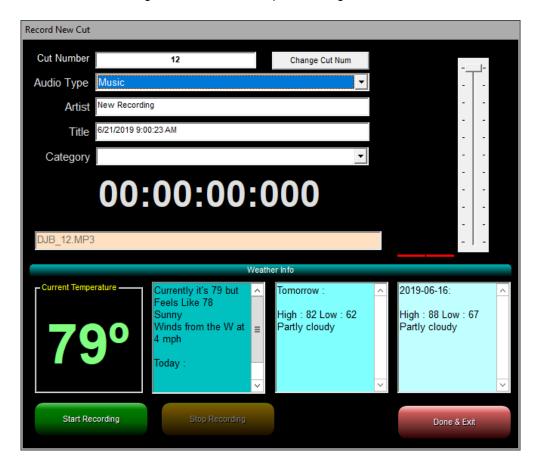
Fill in the Title and Artist you wish to have entered into the Database.

Use the "Category" drop box to select the category.

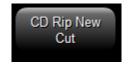
3. You can preview the levels before you record and adjust them with the gray slider.

Once you are happy with the settings, click "Start Recording."

4. When the recording is finished click "Stop Recording."



#### **CD Rip New Cut Button**



- 1. Click this button to begin Ripping a cut from an audio CD track.
  - NOTE: If the CD is a data CD instead of an audio CD, you will use the Import New Cut Button instead and browse to the CD drive.
- 2. Select the track you wish to Rip. Tracks are ripped one at a time.
- 3. The CD Ripper checks the internet automatically to attempt to retrieve the album info.
  - If you change discs and the old info is still showing, click "Refresh Track List" to see the new CD.
- 4. If you wish you can Normalize the audio by checking "Apply Normalization."
  - Normalizing will raise or lower the gain of a cut to the percentage you select with reference to the maximum level (0 dBFS). It is good for getting all of the cuts to use the same reference level.
- 5. Then click Rip Track. During ripping you can cancel by clicking "Cancel Ripping"
- 6. You may select another track to rip or click "Done & Exit."



### **Batch Import Button**



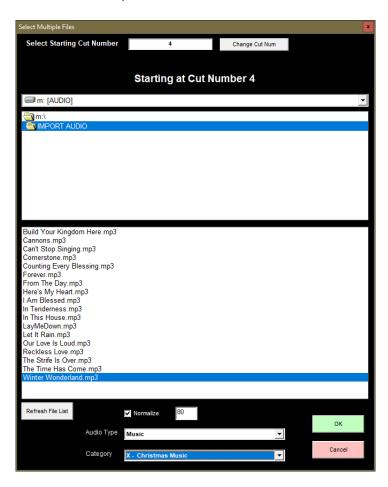
1. Clicking the "Batch Import" button will bring up the window below.

The window below defaults to recording the next available cut number.

You can click "Change Cut Number" to record to another number.

Keep in mind since you are recording a batch of cuts at once, you may want to group them by cut number.

For example start at 1000 for commercials, 2000 for a certain type of music, etc.



2. After you have the starting cut number you wish, select the folder containing the cuts you wish to batch import.

3. You can select the files you wish to batch import by clicking and dragging.

You can also use these handy keyboard shortcuts:

CTRL + Click: Allows you to select files that are not contiguous. As long as you hold CTRL each file you click will be added or removed from the batch.

SHIFT + Click: Allows you to click the first and last of a group of files and everything in between will be selected.

SHIFT + PAGE UP/DOWN: After you click the first cut, SHIFT + PAGE UP/DOWN will select an entire page at a time.

4. If you wish you can Normalize the audio by checking "Apply Normalization."

Normalizing will raise or lower the gain of a cut to the percentage you select with reference to the maximum level (0 dBFS). It is good for getting all of the cuts to use the same reference level.

- 5. Using each drop box, select the Audio Type and Category into which you wish to batch import.
- 6. Then click "OK" and watch it work, or go get a cup of coffee depending on how many cuts you are importing.

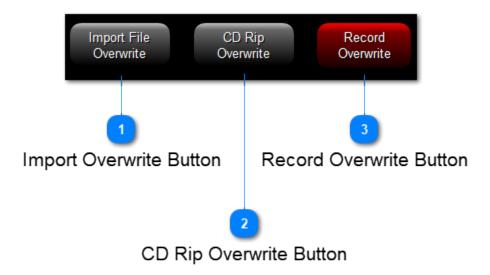
  For setting up a new library, this is a great function to start at the end of a day and let it run in your absence.

You can click "Stop Batch Import" during the process if you need to cancel it.



7. The "Cancel" button will close the Batch Import windows.

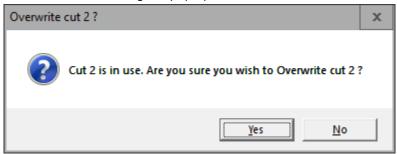
#### **REPLACE Cut Buttons**



**Import Overwrite Button** 



This button allows you to import an audio file to overwrite and replace an existing cut. First select the cut you wish to replace in the main production window, then click the button. This confirmation dialog will pop up:

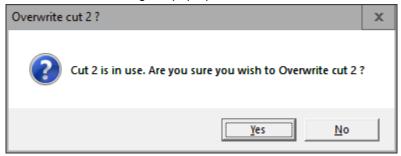


If you click yes, then you can follow the same instructions as the Import New Cut Button HERE

# **CD Rip Overwrite Button**



This button allows you to Rip a CD Track to overwrite and replace an existing cut. First select the cut you wish to replace in the main production window, then click the button. This confirmation dialog will pop up:



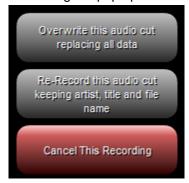
If you click yes, then you can follow the same instructions as the CD Rip New Cut Button HERE

#### **Record Overwrite Button**



This button allows you to record an audio file to overwrite and replace an existing cut. First select the cut you wish to replace in the main production window, then click the button.

This dialog will pop up:



This will wipe out the existing Cut Info allowing you to replace it with new data.

This will leave the existing Cut Info data Artist, Title, and File Name.

This will cancel the recording and return you to the main Production screen.

Once you select either of the 2 gray buttons, then the window below appears.

1. Set the Cut Info (Only if you selected the top gray button):

You can use the "Audio Type" drop box to select the audio type (music, commercial, etc.).

Fill in the Title and Artist you wish to have entered into the Database.

Use the "Category" drop box to select the category.

If you chose the second gray button, the info will already be populated.

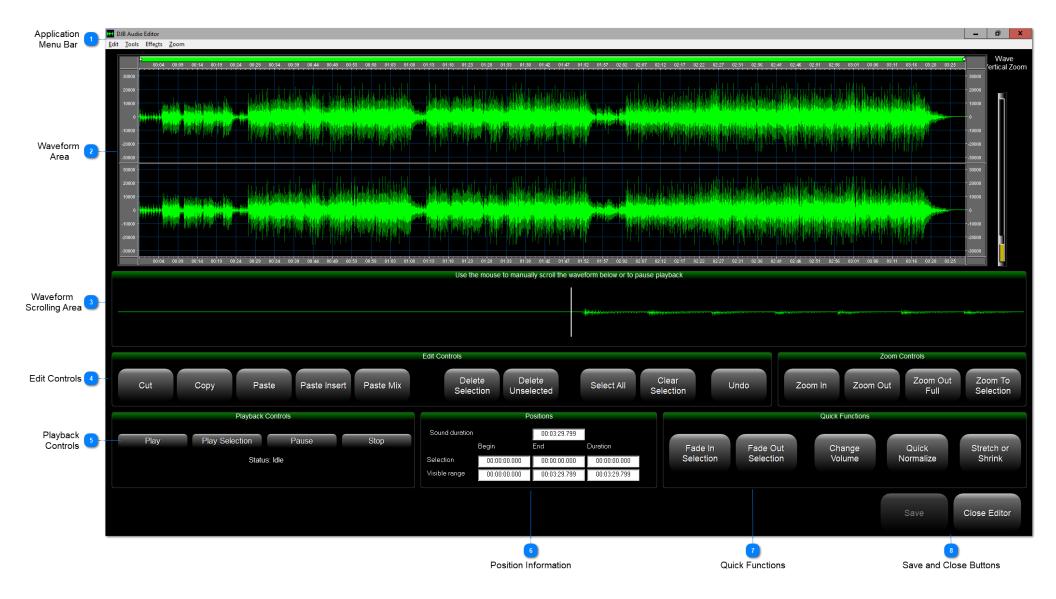
2. You can preview the levels before you record and adjust them with the gray slider.

Once you are happy with the settings, click "Start Recording."

- 3. When the recording is finished click "Stop and Save Recording." If you wish to record again you can click "Start Recording"
- 4. Once you are happy with the recording, click "Close Record."



**Digital Editor (DJB Radio's Audio Editor)** 



# Application Menu Bar



#### Edit Menu:

Edit	Tools Effects	Zoom
	Undo	
	Cut	Ctrl+X
	Сору	Ctrl+C
	Paste	Ctrl+V
	Delete selection	Del
	Delete Unselected	
	Select all	Ctrl+A
	Remove selection	

"Undo" reverses the last performed action.

"Cut" removes the selection from the waveform and places it in memory for later pasting. Only one item can be stored in the buffer at a time.

"Copy" places the selection in memory for later pasting. Only one item can be stored in the buffer at a time.

"Paste" puts the content currently stored in the memory buffer at the

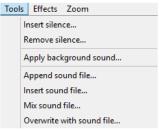
"Delete Selection" removes the selected are from the waveform

"Delete Unselected" keeps the selection and removes everything else.

"Select All" highlights the entire waveform current position (selected in the waveform and indicated by the yellow bar).

"Remove Selection" cancels a selection you have already made.

#### Tools Menu:



"Insert Silence" inserts the number of milliseconds of silence at the current position (selected in the waveform and indicated by the yellow bar).

"Remove Silence" allows you to select a threshold and allows to to select the minimum length of allowable silences left behind.

"Apply Background Sound" allows you to choose another file to layer over the current file.

If you check "Apply In Loop" it loops the sound file to cover the existing file and to the end of the loop. Great for adding a weather or traffic bed.

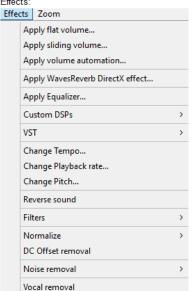
"Append Sound File" brings up a browse window to choose a file to tack on to the end of the file you are working with.

"Insert Sound File" brings up a browse window to choose a file to insert into the current file at the current position (selected in the waveform and indicated by the yellow bar).

"Mix Sound File" brings up a browse window to choose a file to layer over the current file at the current position (selected in the waveform and indicated by the yellow bar).

"Overwrite with sound file" brings up a browse window to choose a file to replace the current file starting at the current position (selected in the waveform and indicated by the yellow bar).

#### Effects



"Apply Flat Volume" brings up a window allowing you to raise or lower the volume of the left, right, or both channels. 200% would be twice as loud. 50% would be half as loud. "Apply Sliding Volume" brings up a window allowing you to raise or lower the volume of the left, right, or both channels with a starting percentage and a finishing percentage. "Apply Volume Automation" is not fully implemented.

"Apply WayesReverb DirectX effect" brings up a window allowing you to apply reverb to the file or selection.

"Apply Equalizer" brings up a 10 band equalizer to apply to the cut.

"Custom DSPs" can apply a custom DSP DLL file which is not included.

"VST" can apply a custom VST DLL file which is not included.

"Change Tempo" brings up a window allowing you to change the speed without affecting pitch. -Time Squeeze "Change Playback Rate" brings up a window allowing you to change both speed and pitch. -Chipmunks "Change Pitch" brings up a window allowing you to change the pitch without affecting speed. -Key Change

"Reverse Sound" reverses the file or selection allowing you to look for hidden messages. :)

"Filters" allows you to select and apply various filters: Low Pass, High Pass, Band Pass, and Stop Band.

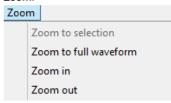
"Normalize" allows you to adjust the volume based on the files current peak or a reference percentage you input.

"DC Offset Removal" attempts to make sure that silence on the cut is on the Zero line in the editor.

"Noise Removal" offers "Pops and Clicks" and "Hiss" removal options.

"Vocal Removal" brings up a window allowing you to manipulate the cut to remove the voice frequencies and leave the music.msp

#### Zoom:



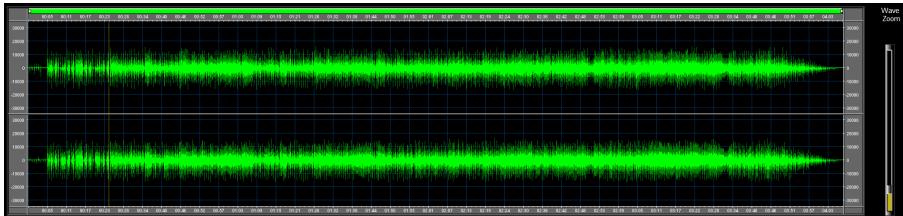
Note: These functions are also buttons on the Digital Editor screen

"Zoom to Selection" is probably the most useful. You can click and drag to select the area you want to edit and then zoom to that selection.

"Zoom to Full Waveform" returns the waveform window to showing the entire file.

"Zoom In" increases the zoom focused on the center of the file, not the area you are viewing.

"Zoom Out" reduces the zoom level.

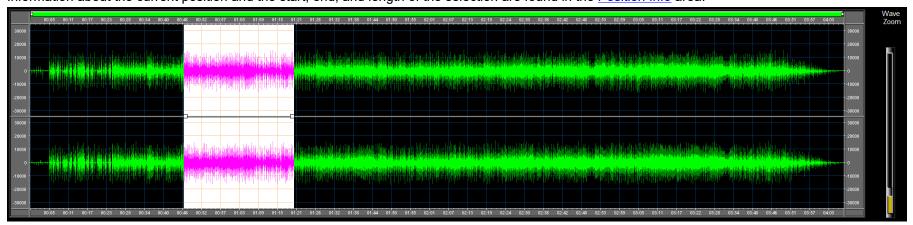


This area allows you to see the entire waveform, or a zoomed in portion of it.

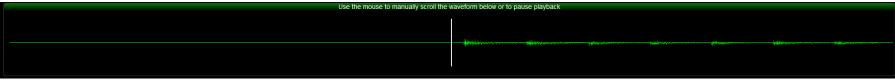
The "Wave Vertical Zoom" slider on the far right makes the waveform taller or shorter to make the peaks and valleys easier to see. It does NOT change the volume.

The yellow bar indicates the current position of the playback transport (or cursor) in the waveform.

Once you have made a selection it will look like the picture below. Note the white squares allow you to drag to resize the current selection. Information about the current position and the start, end, and length of the selection are found in the Position Info area.







You can click and drag the audio waveform in this area to set the playback position.



These controls are used for selecting all or part of the waveform to edit and the actual editing functions.

Most of the functions here are mirrored in the "Edit" menu on the Application Menu Bar.

Before editing, you can click and drag in hte large waveform area to select a portion of the waveform.

You can also click "Select All" to highlight the entire waveform. "Clear Selection" will do just that.

Once you have a selection the following is possible:

CUT: Removes the selected audio, but keeps it in memory for pasting later.

COPY: Copies the selected audio into memory for pasting later.

PASTE: Pastes the copied or cut audio to the end of the existing waveform.

PASTE INSERT: Pastes the copied or cut audio to the current location, moving the audio to the right.

PASTE MIX: Pastes the copied or cut audio to the current location but does not move the audio and instead layers over the top of it.

DELETE SELECTION: Deletes the selected audio and does not store it in memory for pasting.

DELETE UNSELECTED: Deletes everything except the selected audio.

UNDO: Reverts the last action.

Playback Controls



PLAY: Plays the waveform from the current location.

PLAY SELECTION: Plays the selected audio only from the beginning of the selection to its end.

PAUSE: Pauses playback STOP: Stops Playback

Status: This is an indication of Playing, Pause, or Idle conditions.

#### **Position Information**



<sup>&</sup>quot;Sound Duration" shows the total length (HH:MM:SS.TTT) of the sound file.

#### **Quick Functions**



"Fade In Selection" adjusts the volume of the selected area from 0 to normal over the length of the selection.

"Fade Out Selection" adjusts the volume of the selected area from normal to 0 over the length of the selection.

"Change Volume" brings up a window allowing you to raise or lower the volume of the left, right, or both channels. 200% would be twice as loud. 50% would be half as loud.

"Quick Normalize" applies a normalization algorithm across the entire waveform.

"Stretch or Shrink" allows you to change the playback rate which affects both the pitch and the duration.

<sup>&</sup>quot;Selection" shows the start, end and total duration of the current selection.

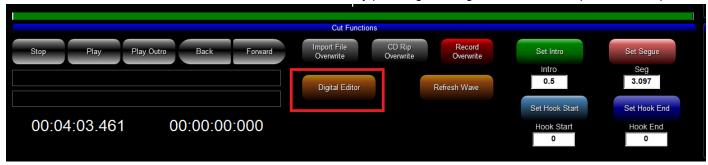
<sup>&</sup>quot;Visible Range" shows the start, end and total duration of the waveform area. In the picture above it is showing numbers for a file zoomed all the way out and with no selection made.

#### **Save and Close Buttons**



If you have made any changes you wish to apply, click the "Save" button. The button will be grayed out like the picture above if there are no changes to save. When you are finished, click the "Close Editor" button to close the editor. If you have made changes but have not saved them, this will discard the changes.

This editor is accessed within the Production screen by pressing the "Digital Editor" button (shown below).

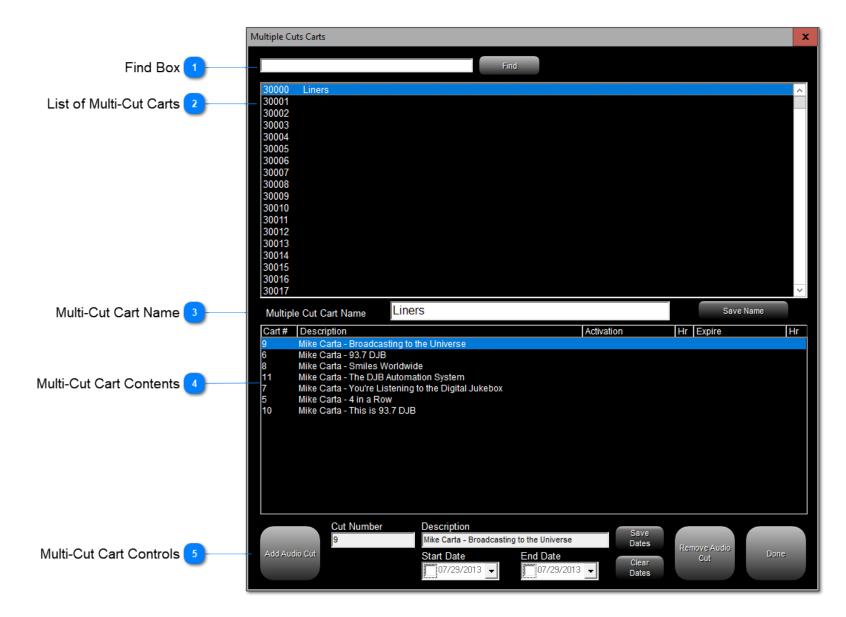


## **Multi-Cut Carts**

You can rotate multiple liners, jingles, IDs, etc. by using this section of the program.

These are numbered from 30,000 to 30,999 and each cart can contain multiple audio cuts that will play in the sequence they appear in the Multi-Cut Cart. Multi-Cut Carts can have their order shuffled by using the Shuffle feature in Scheduler. (More info HERE) Carts can be date controlled with start and end dates.

You can change any Multi-Cut Cart (MCC) by highlighting its number and using the Add Audio Cut and Remove Audio Cut buttons. Note: You cannot have nested Multi-Cut Carts. In Other words, do not place any MCC numbers inside of an MCC.





Enter all or part of either a Multi-Cut Cart number or the name of a MCC and click find to search for it.

# List of Multi-Cut Carts



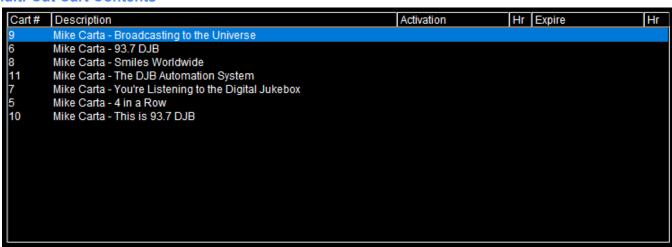
This show the list of MCCs from 30000 to 30999

### Multi-Cut Cart Name

Multiple Cut Cart Name Save Name

Create or change the name of a Multi-Cut Cart here and click the Save Name button.

### Multi-Cut Cart Contents



This box shows the current contents of a Mutli Cut Cart and also the Activation and Expire (Or Start and End) dates.

#### **Multi-Cut Cart Controls**



Press the Add Audio Cut Button to add a cut to the Multi-Cut Cart (Pictured below).

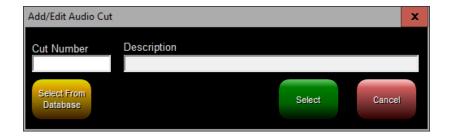
Once a cut is in the MCC click on it to highlight it.

You can enable and set Start and End dates and click Save Dates.

If you want to remove the Start/End dates click Clear Dates.

You can remove a cut from the MCC by highlighting it and clicking Remove Audio Cut.

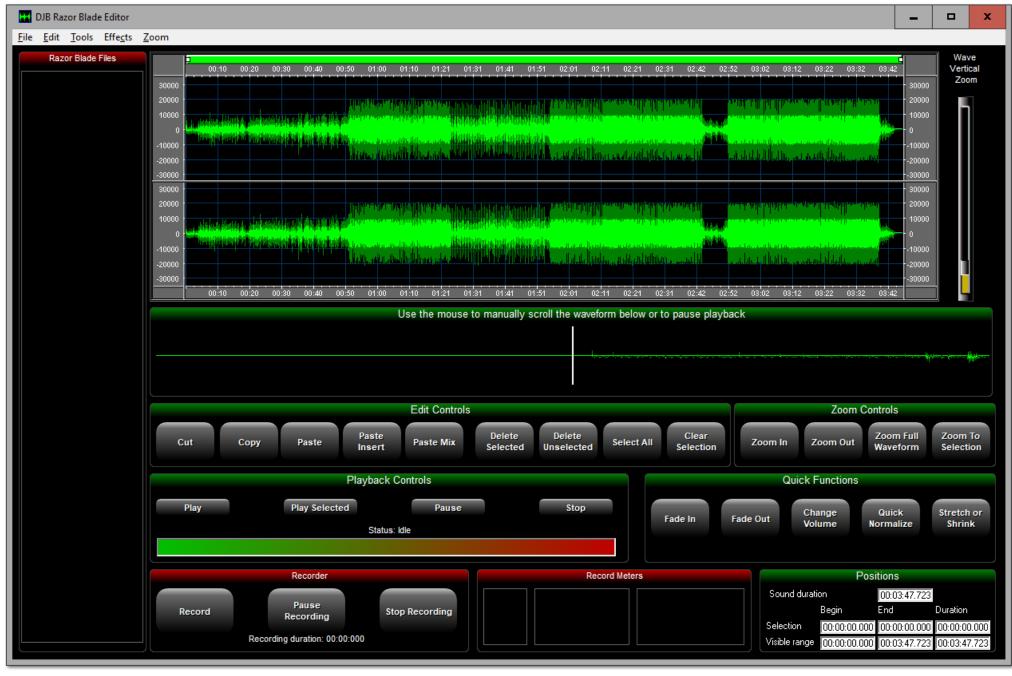
Close the Multi-Cut Cart editor by clicking Done.



In this box above you can type the cut number or click Select From Database to choose a cut from the box below.



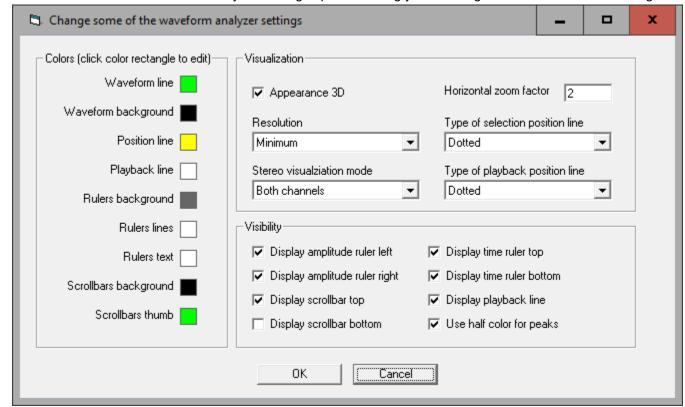
**Razor Blade Editor** 



This editor has the same features as the <u>DJB Digital Editor</u> already explained <u>HERE</u>.

You can also record directly into this editor using the "Record," "Pause Recording," and "Stop Recording" buttons.

In the file menu there is an extra Analyzer Settings option allowing you to change the colors and other settings:



Otherwise this editor works the same as the DJB Digital Editor already explained HERE.

# **Programming Box**

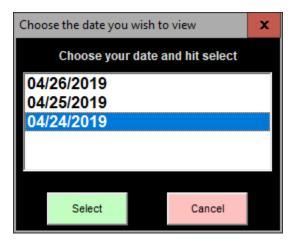


Click one of the links below, or click the picture above to return to the main DJB Radio Production Suite page.

Log Editor
Scheduler
Sports Interface Editor
Time and Temp Setup

# **Log Editor**

Initially when you click on Log Editor, you will be presented with a box to select the date you wish to edit. WARNING: It is best practice not to have the log editor open between 11:30PM and 12:30AM. And it is always best to close the log when done editing.



Click on the date you wish to edit and then click the green "Select" button or click the pink "Cancel" button to return to the main Production Suite screen.

The window below is the main log editor window:

You can see from the text at the top of the editor which hour in the day and which calendar day you are editing.



### **Date and Time**

Now viewing hour 9 am On date: Thursday June 20, 2019

This shows which calendar day's log you are viewing and which hour from 00 (Midnight) to 23 (11PM) you are editing.



This button opens the Audio & Event Library allowing you to insert items.



This will bring up a print interface allowing you to print a paper log.

# **Schedule Hour Lengths**

Hour	Time
12 am	62:55
1 am	64:33
2 am	61:55
3 am	63:24
4 am	63:51
5 am	65:24
6 am	62:55
7 am	61:07
8 am	64:34
9 am	64:01
10 am	63:41
11 am	62:57
12 pm	63:40
1 pm	63:09
2 pm	64:24
3 pm	62:18
4 pm	62:32
5 pm	64:14
6 pm	64:25
7 pm	64:12
8 pm	61:26
9 pm	64:00
10 pm	62:28
11 pm	64:38
Total	25h:22m:53s
4	)

This box shows how many minutes are scheduled in each hour of the log and the total for the 24 hour day. After you make changes you can click the "Check Schedule Hour Lengths" button to refresh this information.

Check Schedule Hour Lengths

# **Editing Buttons**



These buttons allow you to cut and paste, copy and paste, or just delete items. The Paste button is unavailable unless something has been cut or copied. You can paste the same item multiple times.

### 6

#### **Go To Buttons**

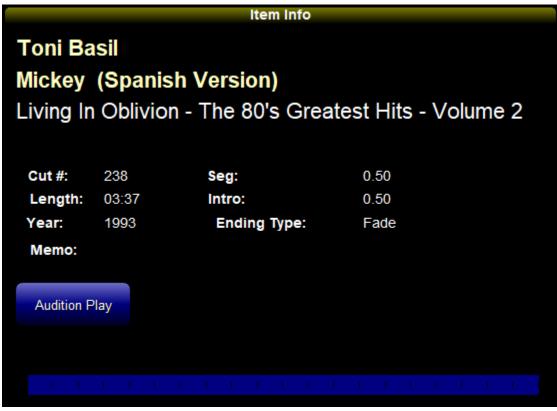


"Go To The On Air Item" will take you to the current item if you are editing today's log.

"Go To Hour" brings up a window to select the hour in military time (00-23).

Select the hour you wish to view/edit and click "Go To Selected Hour"





The Item Info pane shows info about the item, as you might expect. You can also click "Audition Play" to hear the item.

The blue bar at the bottom fills with gray from left to right indicating the position of the playback.

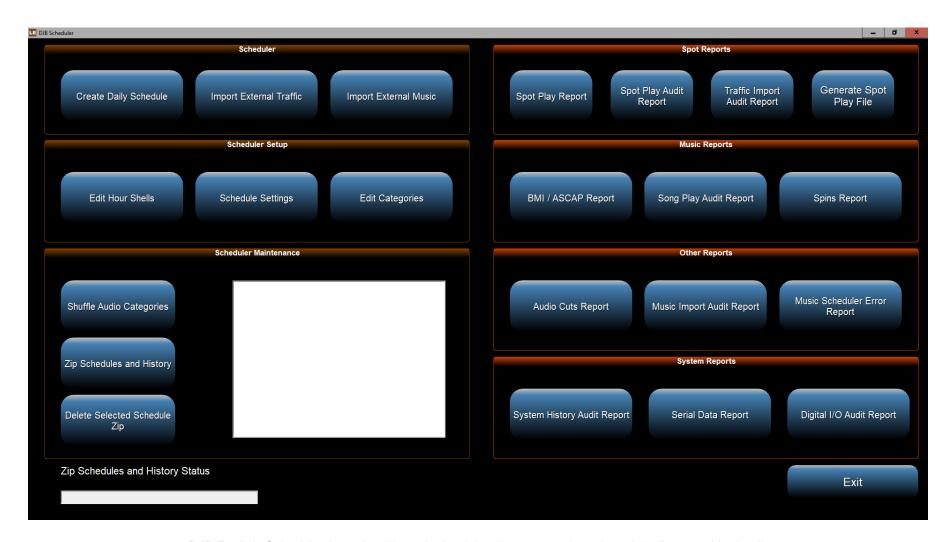
You can also click and drag with the mouse to move the playback position.

#### **Exit Button**



Click this to close the log editor after you are done editing. Always remember to close Log Editor.

**Scheduler** 



DJB Radio's Scheduler is such a big topic that it has its own section where it is discussed in detail.

You can find that section HERE or click the picture above.

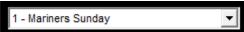
### **Sports Interface Editor**

The Sports Interface Editor allows you to setup the Sports Interface to run events automatically using a switcher to receive commands from a satellite or remote sports device.

The individual templates for each event are referred to as a "Show."



Template Selection Drop box



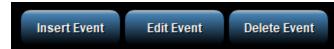
Use this control to select a show you wish to edit.

Add and Delete A Show buttons



These buttons allow you to create new shows or remove obsolete shows.

Insert, Edit, And Delete Event Buttons



Each event corresponds to a single audio cut (commercial, jingle, liner, ID, etc.).

Overwrite From Traffic File Button



This feature allows the show to import the DDD\_TRAF.log file and choose which hours of the commercial log to use for the show.

You can read more about 3rd party traffic HERE.

Break-Order#	Cut	Description	File Name
01-01	11	Mike Carta - The DJB Automation System	DJB 11.mp3
03-01	14	Mike Carta - Rewind to the 70's	DJB_14.mp3
03-02	40	Hand Claps Stomp -	DJB 40.mp3
03-03	8	Mike Carta - Smiles Worldwide	DJB_8.mp3
03-04		BATTERIES PLUS - SPRING SUMMER	batteries plus 30.mp3
04-01		CREEKSIDE GOLF CLUB - 64B	CREEKSIDE GOLF CLUB - 64B.wa
05-01		DAY HEATING - NO NONSENSE	DAY HEATING - NO NONSENSE.M
06-01		DANS PAWN SHOP - SUMMER POWER	DANS PAWN SHOP - SUMMER PO
06-02		Colortile - Springtime 06	Colortile - Springtime 06.MP3
06-03		BROADWAY CAFE - CATERING	BROADWAY CAFE - CATERING.M
06-04		ASPEN LANDSCAPE - 9A	ASPEN LANDSCAPE - 9A.wav
06-05		GOLDEN RULE REMODELING - 137M	GOLDEN RULE REMODELING-137
06-06		FLAT VIEW SOFTWARE - HACKERS	flat view software.mp3
06-07		ALBERT MOHLER PROMO - ALBERT MOHLER PROMO	ALBERT MOHLER PROMO.wav
07-01		GRAHAM AVIATION - LEARN TO FLY	graham aviation learn to fly 4-5.mp3
07-02		GRANT INSURANCE - FARMERS	grant insurance 4-20.mp3
07-03		HEAVENS BEST SPRING - 159N	HEAVENS BEST SPRING-159N.wa
07-04		HIGHWAY TRAILER SALES - 161TT	HIGHWAY TRAILER SALES-161TT.
07-05		JK ABBEY CARPET - 199B	JK ABBEY CARPET-199B.wav
07-06		Mariners Game Message - Mariners Game Message	Mariners Game Message.mp3
08-01		LINN BENTON TRACTOR - GRAND L 30	LINN BENTON TRACTOR - GRAND
09-01		SPRINT 3 - MARINERS	Sprint 3.mp3
10-01		TIRE FACTORY - PLUS TAG	TIRE FACTORY - PLUS TAG.MP3
10-02		CHARLES WEATHERS - LANDMARK MORTGAGE	CHARLES WEATHERS - LANDMA
10-03		Freedom Homes - Overwhelming	Freedom Homes Overwhelming Spo
11-01		gensco trane - gensco trane	gensco trane.mp3
12-01		AMERICAN VALUE RV - SERVICE	american value rv service.mp3
12-02		NASE - Merlin Olson 1	NASE Merlin Olson 1 Finished 4-5-0
12-03		BATTERIES PLUS - SPRING SUMMER	batteries plus 30.mp3
12-04		LIGHTING GALLERY - SPRING	lighting gallery 30 final 4-13.mp3
13-01		RICK MAURMANN - rick maurmann coldwell banker	rick maurmann coldwell banker.mp3
13-02		Keith Brown - generic	Keith Brown - generic 4-06 30.mp3
13-03		JK CARPETS - SPRING	JK CARPETS - SPRING.MP3 👤 🔻

This window shows the currently selected show you are editing.

The Break-Order# column shows the grouping of the events in the show into BREAKS.

The first event in the first break will be 01-01.

You can quickly determine which commercial break you are looking at and how many events are in the break using this column.

During the Sports Log play out, these breaks will air in order from top to bottom.

If your sporting event alternates between local and network breaks, you can safely use the break numbers in the affiliate clock so it matches.

The Cut column shows the cut number of the scheduled event.

The Description column shows the description from the Cut Info in the Production Database Editor.

And the File Name column shows the actual file name in the JBMusic Folder

6

## **Settings Area**

Γ Settings ————————————————————————————————————	
Command To Execute Before Break	0
Command To Execute After Break	0
Command To Execute After The Last Break	0
Exit After The Last Break Plays?	~

This area lets you control the behavior of the sports interface as it receives relays from your Satellite Switcher.

Command To Execute Before Break: A single user created command cut, typically to mute the satellite audio so breaks can play.

Command To Execute After Break: A single user created command cut, typically to unmute the satellite and stop the log.

Command To Execute After The Last Break: A single user created command cut, typically to mute the satellite and return to normal programming.

Exit After The Last Break Plays checkbox: If you don't have a relay for End Of Game, this checkbox will close the Sports Interface after the final commercial break ends.

## **Time and Temperature Setup**

Time and Temperature Setup allows you to record and schedule time and temperature announcements that are initiated by the Command Cuts 9990 Announce The Time and 9991 Announce The Temperature.

Time and Temp Setup Grid \_ @ X Time and 4 5 6 8 10 11 12 2p Зр 10p 11p Temperature Grid 2 3 7 9 1p 4p 5р 6р 7р 8p 9р MON TUE 1 WED 1 1 THU FRI SAT Save Grid 15 17 22 12 13 16 19 20 23 Time Type
Hour and Minutes
Hour and Minutes Number Name Name Mike Carta Mike Carta Jock Voice List 2 Dave 3 Jock Info Area TimeType
Hour and Minutes 10 11 12 13 14 15 16 17 18 19 20 21 22 Edit Time Cuts 4 Edit Buttons Edit Temprature Cuts Close Close Button

# Time and Temperature Grid

Day SUN MON TUE WED THU FRI	M 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 1 1 1 1 1 1 1	2 1 1 1 1 1 1	3 4 1 1 1 1 1 1 1 1 1 1 1 1	5 1 1 1 1 1	6 1 1 1 1 1	7 1 1 1 1 1	8 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	9 1 1 1 1 1 1 1 1 1 1	10 1 1 1 1 1	11 1 1 1 1 1	12 1 1 1 1 1	1p 1 1 1 1 1 1	2p 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	3p 1 1 1 1 1 1	4p 1 1 1 1 1 1	5p 1 1 1 1 1	6p 1 1 1 1 1 1 1	7p 1 1 1 1 1 1	8p 1 1 1 1 1	9p 1 1 1 1 1	10p 1 1 1 1 1 1	11p 1 1 1 1 1
SAT 0	J1	1	2	1  1	)1 3	4	1	5	6	1	7	SUN	8	9	1	10	1	11	1	1	1	1	<b>J</b> 1
1 12 1		1 13 1	14		1 15 1	1 16 1		1 <b>17</b> 1	18 18		1 19 1		1 20 1	21 1		22 1		1 23 1				Sav	e Grid

This grid shows which Jock number is scheduled to air if the command cuts are used.

This allows you to have your Voice Guy all the time or individual Jocks voicing their own shows.

Like other grids in DJB Radio, click on the day of the week, and then edit the numbers in the boxes below.

Don't forget to hit Save Grid.

## **Jock Voice List**

Number	Name	Time Type
1	Mike Carta	Hour and Minutes
2	Dave	Hour and Minutes
3		
4		
5		
6		
7		
8		
9		
10		

This is the list showing which number corresponds to which jock voice and whether that voice will give the time in minutes only or hours and minutes. The blue highlighted line is the jock selected for editing.

## **Jock Info Area**



This area allows you to edit the selected jock.

To add a new jock, click on a number that has no info and then input the jock's name and choose Minutes Only (requires 60 cuts) or Hours and Minutes (requires 24x60 or 1,440 cuts for the truly dedicated)

Once you edit the Name or Time Type, click the Save Jock Info button.

#### **Edit Buttons**

# Edit Temprature Cuts Edit Time Cuts

Clicking one of these buttons will open the appropriate interface to record the cuts.



The temperature record interface shows the temperature you are going to record in the drop down box at the top and has a checkbox to automatically advance to the next temperature.

These range from --50 to 120 degrees.

Simply click Start Recording, record the temperature shown in the box and then hit Stop Recording.

If the levels are too hot, you can adjust the, with the slider on the far right.

If the checkbox is checked, the next temperature will be ready to record.

There is also an indication of Not Recorded if the file does not exist or Already Recorded if it does. You can still record over an existing cut.

Click the Done button when finished.

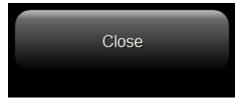


This Edit Time Cuts interface requires you to select the hour and minute you wish to record but otherwise works exactly as the Temperature interface above.



This Edit Time Cuts interface requires you to select only the minute you wish to record but otherwise works exactly as the Temperature interface above.

## **Close Button**



Click to close the Time and Temperature Setup and return to the main Production Suite screen.

5

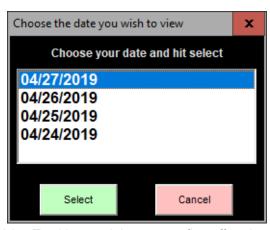
## **On Air Box**



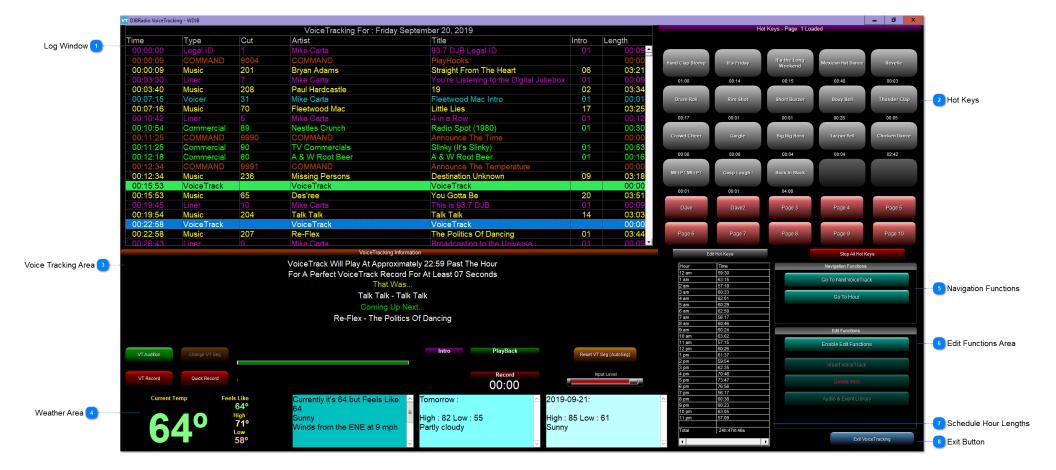
Click one of the links below, or click the picture above to return to the main DJB Radio Production Suite page.

VoiceTracking
Hot Key Editor
Manual Weather Update

## VoiceTracking



When you open the Voice Tracking module, you are first offered a choice of logs to view. Select the date of the log you wish to Voice Track.



## Log Window

me	Туре	Cut	Artist	Title	Intro	Length
00:00:00	Legal ID	1	Mike Carta	93.7 DJB Legal ID	01	00:09
00:00:09	COMMAND	9004	COMMAND	PlayHooks		00:00
00:00:09	Music	201	Bryan Adams	Straight From The Heart	06	03:21
00:03:30	Liner	7	Mike Carta	You're Listening to the Digital Jukebox	01	00:09
00:03:40	Music	208	Paul Hardcastle	19	02	03:3
00:07:15	Voicer	31	Mike Carta	Fleetwood Mac Intro	01	00:0
0:07:16	Music	70	Fleetwood Mac	Little Lies	17	03:2
0:10:42	Liner	5	Mike Carta	4 in a Row	01	00:1
0:10:54	Commercial	89	Nestles Crunch	Radio Spot (1980)	01	00:3
0:11:25	COMMAND	9990	COMMAND	Announce The Time		00:0
0:11:25	Commercial	90	TV Commercials	Slinky (It's Slinky)	01	00:5
0:12:18	Commercial	80	A & W Root Beer	A & W Root Beer	01	00:1
0:12:34	COMMAND	9991	COMMAND	Announce The Temperature		00:0
0:12:34	Music	236	Missing Persons	Destination Unknown	09	03:1
0:15:53	VoiceTrack		VoiceTrack	VoiceTrack		00:0
0:15:53	Music	65	Des'ree	You Gotta Be	20	03:5
0:19:45	Liner	10	Mike Carta	This is 93.7 DJB	01	00:0
0:19:54	Music	204	Talk Talk	Talk Talk	14	03:0
0:22:58	VoiceTrack		VoiceTrack	VoiceTrack		00:0
0:22:58	Music	207	Re-Flex	The Politics Of Dancing	01	03:4
00.26.43	Liner	9	Mike Carta	Broadcasting to the Universe	01	00.0

This windows acts just like the Log Editor (If the Edit Functions are Enabled) and shows the events in a particular day's log.



The Hotkeys are available for play during Voice Tracking, but keep in mind their playout channel is set in the <u>Settings</u> and the Voice Tracking recording input will only hear them if routed through your console bus to the input.

For example, if you are Voice Tracking in the AUD bus on the console, the hotkeys pot will have to be turned on, potted up, and in AUD for the Hot Key audio to be part of the finished Voice Track.

**Voice Tracking Area** 

	VoiceTracking Information							
	VoiceTrack Will Play At Approximately 22:59 F	Past The Hour						
	For A Perfect VoiceTrack Record For At Leas	t 07 Seconds						
	That Was							
	Talk Talk - Talk Talk							
	Coming Up Next							
	Re-Flex - The Politics Of Dancing							
VT Audition Change VT Seg	Intro	PlayBack	Reset VT Seg (AutoSeg)					
VT Record Quick Record		Record	Input Level					
VI Nocora		00:00						

This area contains all of the information you need as well as the controls to record and play back your Voice Track.

First it shows the approximate time in the hour that the track will play and suggests a Voice Track Length to fit the intro of the second element.

The it shows "That Was..." and then the title and artist of the element before the VT.

The it shows "Coming Up Next..." and then the title and artist of the element after the VT.

Below that are the controls and indicators for Voice Tracking.

First let's talk about the recording buttons.

VT Record (Outro and Record) Plays the last few seconds of the element before the VT and then allows you to record.

While recording the button says Set VT Seg which would tell the element after the VT when to start.

You can continue to record over the intro of the second element until you push the button which now reads Stop VT Record.

This gives you the full DJ experience: hearing the outro and talking over the intro of the next song.

The second record option says Quick Record which only records your voice track.

Then uses the intro and outro times to automatically place your voice track with auto-segues.

On the far right is a button labeled Reset VT Seg (AutoSeg).

This button removes any segue marks you might have made and places the VT automatically based on the length of the VT and the intro time of the second event. If you don't have your intro times setup correctly, this can make your VT play in its entirety as a dry voice.

To see about setting the intro times, look HERE





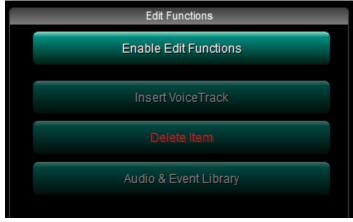
This area shows the weather for today and the next 2 days in case you want to mention it in your VT.

Navigation Functions



These buttons allow you to navigate the log. Go To Next VoiceTrack jumps ahead in the log to the next voice track position. Go To Hour brings up an interface to allow you to select the hour to begin voice tracking.

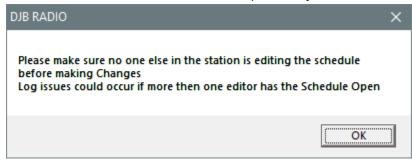
#### **Edit Functions Area**



The edit functions area of DJB Radio has a new feature: The Enable Edit Functions button.

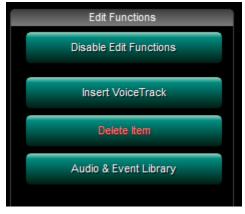
This is to prevent accidental moving of log items and also prevents adding voice tracks that are not in the log file already.

Once the Enable Edit Functions button is pressed, you see the following warning:



In order to add User Voice Tracks, add or delete items from the log, or move items within the log the OK button must be clicked.

Once OK is clicked, the remaining buttons become active and the Enable Edit Functions button becomes the Disable Edit Functions button.

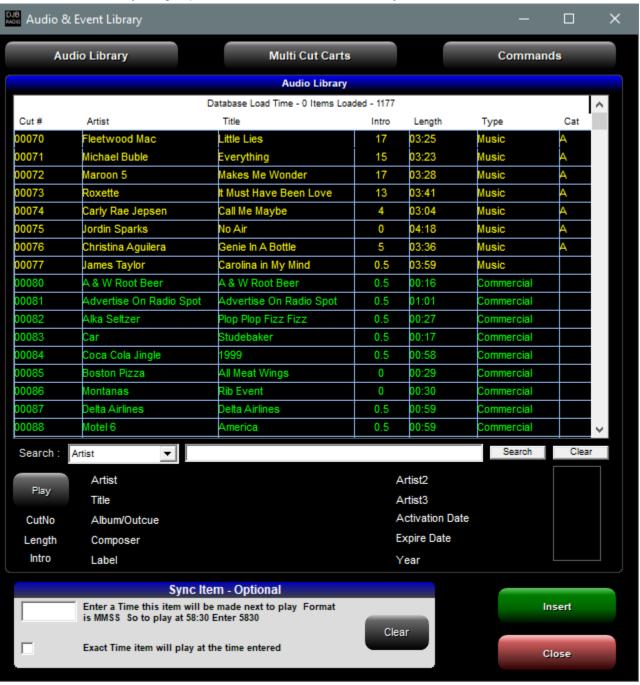


If you click Disable Edit Functions, the remaining buttons dim and are unavailable again.

Insert Voice Track adds a new VT into the log. They will have a UVT prefix to differentiate from scheduled VTs.

Delete Item will remove the selected item from the log you are editing.

Audio and Event Library brings up the standard window that allows you to add audio, Multi-Cut Carts, and/or Commands.



## **Schedule Hour Lengths**

Hour	Time
12 am	59:30
1 am	63:15
2 am	57:18
3 am	60:33
4 am	62:01
5 am	60:29
6 am	62:50
7 am	56:17
8 am	60:46
9 am	60:24
10 am	63:02
11 am	57:15
12 pm	60:26
1 pm	61:37
2 pm	59:54
3 pm	62:35
4 pm	70:46
5 pm	73:47
6 pm	76:56
7 pm	56:17
8 pm	60:38
9 pm	60:23
10 pm	63:05
11 pm	57:09
Total	24h:47m:46s
1	<b>)</b>

This area shows each hour of the day and how much audio file time is scheduled as well as a total for the day.

Note: If you run satellite programming or other alternate programming the hours may appear too short. For example if a satellite show only gives you 12 minutes of local breaks, that hour may only show 12:00 instead of 60:00. It also does not take into account microphone time.

#### **Exit Button**

Exit VoiceTracking

As you would expect, this closes the Voice Tracking interface.

# PRO TIP:

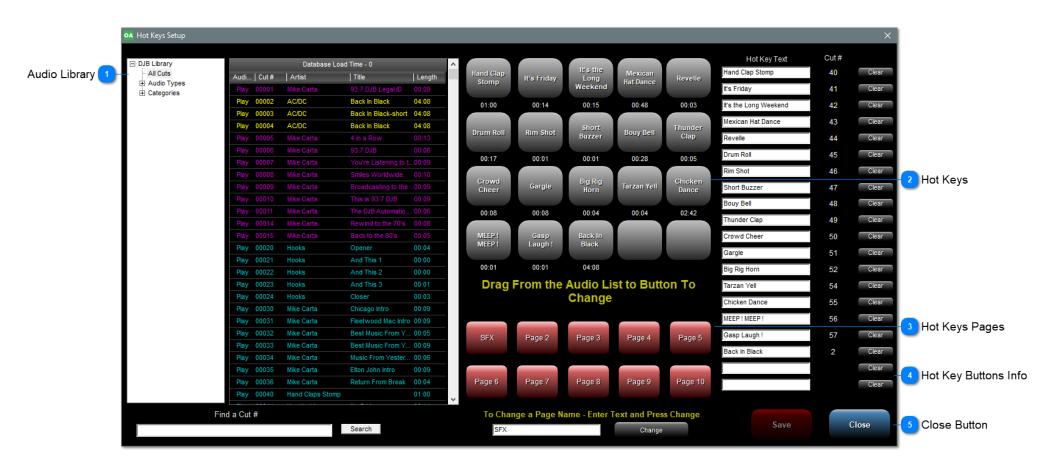


Simple 3rd Party Digital Editor - Recorder - Condenser Mic (PopScreen)

Direct to Computer - Acoustic Foam Optional but is a Game Changer for Audio Quality

This would be an ideal setup for Voice Tracking

## **Hot Key Editor**



## **Audio Library**

⊡ DJB Library			Database Load	Time - 0		^
All Cuts	Audi	Cut#	Artist	Title	Length	
Audio Types	Play	00001	Mike Carta	93.7 DJB Legal ID	00:09	
	Play	00002	AC/DC	Back In Black	04:08	
	Play	00003	AC/DC	Back In Black-short	04:08	
	Play	00004	AC/DC	Back in Black	04:08	П
	Play	00005	Mike Carta	4 in a Row	00:13	
	Play	00006	Mike Carta	93.7 DJB	00:06	
	Play	00007	Mike Carta	You're Listening to t	.00:09	
	Play	80000	Mike Carta	Smiles Worldwide		
	Play	00009	Mike Carta	Broadcasting to the	.00:09	
	Play	00010	Mike Carta	This is 93.7 DJB	00:09	
	Play	00011	Mike Carta	The DJB Automatio	00:06	
	Play	00014	Mike Carta	Rewind to the 70's	80:00	
	Play	00015	Mike Carta	Back to the 80's	00:05	
	Play	00020	Hooks	Opener	00:04	
	Play	00021	Hooks	And This 1	00:00	
	Play	00022	Hooks	And This 2	00:00	
	Play	00023	Hooks	And This 3	00:01	
	Play	00024	Hooks	Closer	00:03	
	Play	00030	Mike Carta	Chicago Intro	00:09	
	Play	00031	Mike Carta	Fleetwood Mac Intro	00:09	
	Play	00032	Mike Carta	Best Music From Y	00:05	
	Play	00033	Mike Carta	Best Music From Y	00:09	
	Play	00034	Mike Carta	Music From Yester	00:06	
	Play	00035	Mike Carta	Elton John Intro	00:09	
	Play	00036	Mike Carta	Return From Break	00:04	
	Play	00040	Hand Claps Stomp		01:00	J
						*
Fin	id a Cut	#				
				Search		
			1			

This is the library window from which to drag items onto the Hot Keys buttons.

You can filter the library by Audio Type, Category, or see All Cuts.

Below the list is a search box where you can put in a cut number and hit search rather than scrolling down the library.

## **Hot Keys**

Hand Clap Stomp	It's Friday	It's the Long Weekend	Mexican Hat Dance	Revelle
01:00	00:14	00:15	00:48	00:03
Drum Roll	Rim Shot	Short Buzzer	Bouy Bell	Thunder Clap
00:17	00:01	00:01	00:28	00:05
Crowd Cheer	Gargle	Big Rig Horn	Tarzan Yell	Chicken Dance
80:00	80:00	00:04	00:04	02:42
MEEP! MEEP!	Gasp Laugh!	Back In Black		
00:01	00:01	04:08		

This area shows the current Page of Hot Keys.

Each page contains 20 buttons that can be filled with any audio cut in the DJB Production Database. The text on the button is customizable and the length of the audio cut is displayed below each button.

## **Hot Keys Pages**



The red buttons allow you to select one of 10 pages of 20 Hot Keys each.

You can use the pages for different types of audio cuts, different on air personalities, or both.

If you want to name the pages, select the page button, type the name in the box to the left of the Change button and then click the Change button. In the example above Page 1 has been renamed: "SFX"

## 4

## **Hot Key Buttons Info**

lot key buttons into		
Hot Key Text	Cut#	
Hand Clap Stomp	40	Clear
It's Friday	41	Clear
It's the Long Weekend	42	Clear
Mexican Hat Dance	43	Clear
Revelle	44	Clear
Drum Roll	45	Clear
Rim Shot	46	Clear
Short Buzzer	47	Clear
Bouy Bell	48	Clear
Thunder Clap	49	Clear
Crowd Cheer	50	Clear
Gargle	51	Clear
Big Rig Horn	52	Clear
Tarzan Yell	54	Clear
Chicken Dance	55	Clear
MEEP! MEEP!	56	Clear
Gasp Laugh!	57	Clear
Back In Black	2	Clear
		Clear
		Clear
Save		Close

The Hot Key Text boxes are where you can change the text on the buttons.

The Cut # column shows the actual cut number of each sound file.

They will be located in the JBMusic folder and be named DJB\_Cut#.wav (or mp3, etc.)

To remove a cut and its corresponding text from a button, click the clear button on the right.

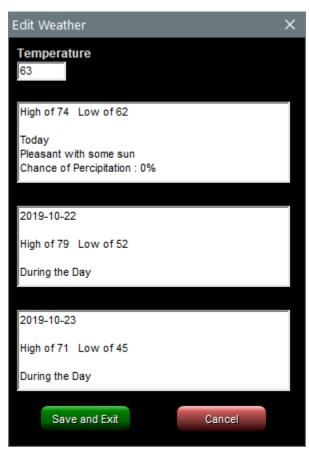
Close

As you would expect this button closes the Hot Key Editor.

## **Manual Weather Update**

This allows you to make notes or add information, but will be overwritten when the DJB Weather Updater next checks the weather.

The default interval for the DJB Weather Updater is 60 minutes.



**Engineering Box** 



Click one of the links below, or click the picture above to return to the main DJB Radio Production Suite page.

Edit Satellite Grids
Edit I/O Controls
Edit Command Cuts
BGR Schedule
IVT Audio Scooper
IVT Create Schedule Pack
Program Settings

### **Edit I/O Controls**

Edit I/O controls is where you will set up satellite shows, music formats, talk shows, etc....

Any Show that is hooked to your Digital I/O Switcher and has input triggers (relays) can be setup in this section.

If a show does not have any Input triggers, you do not need to set it up in this section.

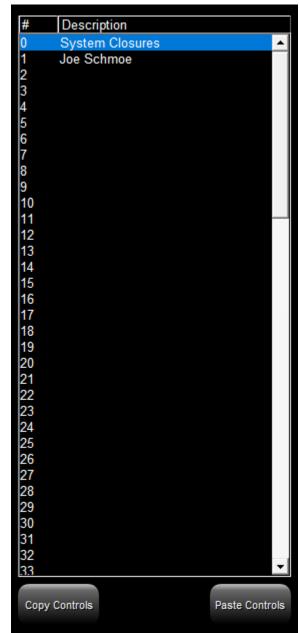
You can program inputs 1 through 16 to execute a command, play a cut, or play a Muti-Cut Cart.

Input/Output Controls Show List Description System Closures Sattelite Name **Valid Commands** System Closures Joe Schmoe File or Word Description Relays 16 --> PLAY 9700 Play the next event This Command will start the next event in the schedule -----1 to 49999 Valid This Command will Play the Audio cut number specified Commands 10 \_\_\_\_\_ 11 AUTO List 12 6 13 This Command Will place the system in Automated mode. 14 \_\_\_\_\_ 15 16 17 18 This Command will place the 19 system in the Jock Assist Mode 20 -----21 22 23 24 25 26 27 28 29 30 SPORTS This command will tell the 12 Sports Interface Program to play the next stop set. 13 -----SPORTSOFF This will end the usage of the 31 sports interface program and 32 go back to normal 16 Copy Controls Paste Controls

Inputs 1-16

Output Relays

**Show Name** 



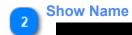
There are 100 available I/O (Input/Output) sets.

I/O number zero (0) defaults to "System Closures," and is basically used when no satellite shows are active.

Numbers 1-99 can be created as needed for various satellite shows although the Joe Schmoe show is in the list at first look.

These numbers are then plugged into the Satellite Grid to turn the relays for that show on.

Closures can be copied and pasted using the buttons at the bottom to duplicate a show.



Sattelite Name

System Closures

To create a new show, click on a blank line and type the name in the "Satellite Name" box and click Save in the lower, right-hand corner.

## Inputs 1-16

	File or Word	Description
1	9700	 Play the next event
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

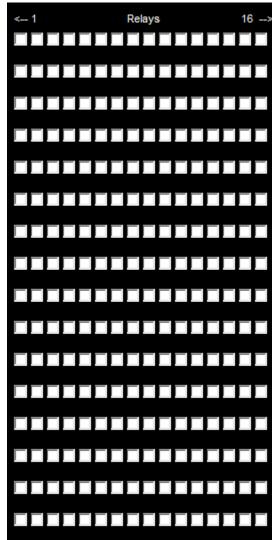
In the center, the first column labeled "File or Word" consists of 16 boxes that represent the 16 inputs that DJB Radio can receive from your I/O device. If you are using a broadcast Tools switcher with 16 PIP inputs then they PIP numbers correspond directly to these boxes.

You can type a Cut number in this box and when the Input is triggered, that audio file will play on the Satellite Triggered channel set in the On Air Settings. If you don't know the cut number you can click the browse button [...] and choose it from the event library.

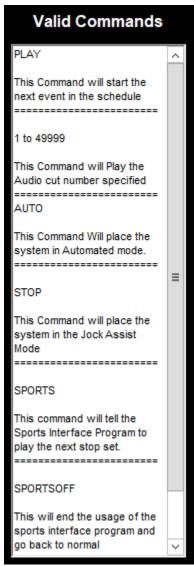
You can also type in one of the Valid Command words from the list on the far right.

In the Description box you should type something meaningful for that relay input to indicate its purpose.

**Output Relays** 



To the right of the Description box are 16 checkboxes that correspond to Output Relays. You can use the output relays to trigger an external device when the input is triggered by the satellite relay.



This box shows the commands recognized by DJB Radio for use with satellite I/O triggers.

#### 9700 or the word PLAY

These Commands will simply play the currently highlighted event on the On Air screen. Input 1 always performs this task. It's meant to act as a remote segue button.

1 to 29999 and 31000-99999

These Commands will tell the program to fire the audio cut entered into this field when the input is triggered.

\_\_\_\_\_

#### 30000 to 30999

These Commands will fire a multiple cut cart when the input is triggered.

\_\_\_\_\_

#### 9701 or the word AUTO

These Commands will play the next event and then place the system into the Automated mode to continue playing audio cuts until a jock assist command is seen in the On Air screen.

\_\_\_\_\_

#### **STOP**

This Command will place the system in the Jock Assist Mode so it can await the next trigger from the satellite network.

\_\_\_\_\_

#### **SPORTS**

This command will tell the Sports Interface Program to play the next stop set.

\_\_\_\_\_

#### SportsOFF

This will end the usage of the sports interface program so you can go back to normal programming. It will automatically place the system into the Automated Mode.

#### Satellite Grid X 1p 2p 5p 6p 8p 9p Day M 3p 4p 7p 10p | 11p SUN MON TUE WED FRI SAT SUN Save

## **Edit Satellite Grids**

Once you have created all of your Input/Output controls, you need to tell the Grid, which controls to use during which hours.

In the example above from Wednesday from 8PM to 11:59PM is I/O Control number 1, The Joe Schmoe Show.

The rest of the week uses I/O Control set zero.

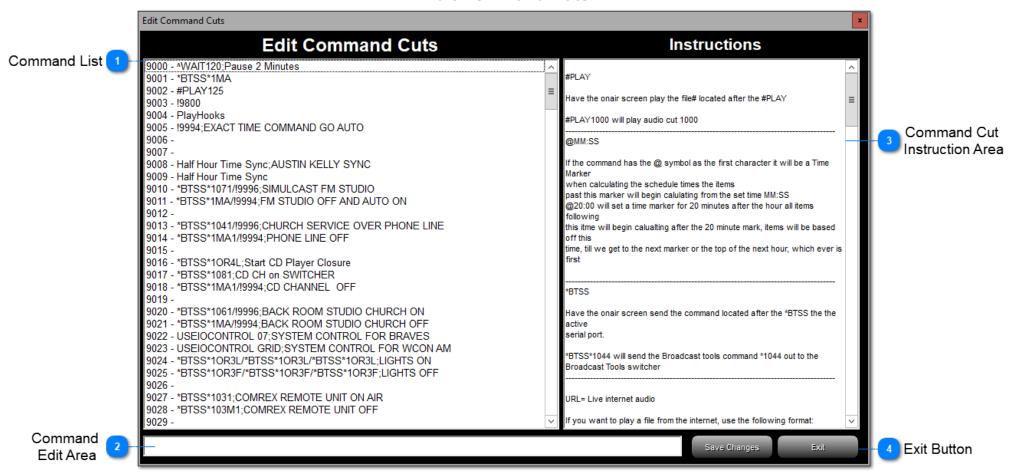
To make changes here, click on the day you wish to edit and change the numbers in the boxes corresponding to each hour (in military time) and click Save.

All relay inputs can be disabled by Command Cut 9800; Turn ALL Inputs OFF They can be re-enabled by Command Cut 9801; Turn ALL Inputs ON

This Grid is activated by a Command Cut with the text: USEIOCONTROL GRID You can disable the grid by specifying a number: USEIOCONTROL 0

This would prevent the Wednesday night show from using I/O Control number 1.

#### **Edit Command Cuts**



```
9000 - ^WAIT120;Pause 2 Minutes
9001 - *BTSS*1MA
9002 - #PLAY125
9003 - !9800
9004 - PlayHooks
9005 - 19994:EXACT TIME COMMAND GO AUTO
9006 -
9007 -
9008 - Half Hour Time Sync; AUSTIN KELLY SYNC
9009 - Half Hour Time Sync
9010 - *BTSS*1071/!9996;SIMULCAST FM STUDIO
9011 - *BTSS*1MA/!9994;FM STUDIO OFF AND AUTO ON
9012 -
9013 - *BTSS*1041/!9996;CHURCH SERVICE OVER PHONE LINE
9014 - *BTSS*1MA1/!9994;PHONE LINE OFF
9015 -
9016 - *BTSS*10R4L;Start CD Player Closure
9017 - *BTSS*1081:CD CH on SWITCHER
9018 - *BTSS*1MA1/!9994;CD CHANNEL OFF
9019 -
9020 - *BTSS*1061/!9996;BACK ROOM STUDIO CHURCH ON
9021 - *BTSS*1MA/!9994;BACK ROOM STUDIO CHURCH OFF
9022 - USEIOCONTROL 07;SYSTEM CONTROL FOR BRAVES
9023 - USEIOCONTROL GRID: SYSTEM CONTROL FOR WCON AM
9024 - *BTSS*10R3L/*BTSS*10R3L/*BTSS*10R3L;LIGHTS ON
9025 - *BTSS*10R3F/*BTSS*10R3F/*BTSS*10R3F;LIGHTS 0FF
9026 -
9027 - *BTSS*1031;COMREX REMOTE UNIT ON AIR
9028 - *BTSS*103M1;COMREX REMOTE UNIT OFF
9029 -
```

This is where you can create and edit User Commands from number 9000 to 9199.

There are also system commands from 9200-9999

9201-9220 Stopset Commands used when importing from external traffic.

9301-9316 Pulse Output Relays 1-16

9401-9416 Turn ON Output Relays 1-16

9501-9516 Turn OFF Output Relays 1-16

9600 Scheduled Voice Track

9601 Internet Voice Track

9800 Turn ALL Inputs OFF

9801 Turn ALL Inputs ON

9990 Announce The Time

9991 Announce The Temperature

9993 Music Slot for Importing External Music

9994 Automated Mode

9996 Jock Assist Mode

9999 Hourly Time Update - This should be the last event in each schedule hour.

Save Changes

After you click on a Command Cut number you can edit the exisiting text or create a new command in this box. After you make any changes, click the Save Changes button.

This box contains instructions and examples of how to use the command cuts.

Once created, these command cuts will show up in the Audio & Event Library on the Commands page.

#### COMMANDS:

**#PLAY XXXXX** 

Have the On Air screen play the file# located after the #PLAY #PLAY1000 will play audio cut 1000

If you want to play a file from the internet, use the following format:

-----

@MM:SS

If the command has the @ symbol as the first character it will be a Time Marker.

When calculating the schedule times, the items past this marker will begin calculating from the set time MM:SS @20:00 will set a time marker for 20 minutes after the hour all items following this time will begin calculating after the 20 minute mark, items will be based off this time, till we get to the next marker or the top of the next hour, whichever comes first.

-----

#### \*BTSS

Have the On Air screen send the command located after the \*BTSS the the active serial port.

\*BTSS\*1044 will send the Broadcast tools command \*1044 out to the Broadcast Tools switcher.

\_\_\_\_\_

#### URL= Live internet audio

If you want to play a file from the internet, use the following format:

URL=http://www.radioforecast.com/spots/krajfmam.mp3 ending=2;The Weather

It will load and play the forecast and then start the next event 2 seconds

from the end of the weather forecast.

-----

#### URLVolume XX

Adjust the level of a hot internet audio stream by replacing XX a percentage from 1 to 99.

\_\_\_\_\_

#### StopURL

This will stop the URL= Command from playing.

-----

#### SignOn

This tells the DJB Radio where to start playing after the sign on time is reached.

If you do not use the SignOn command, it will start at the beginning of the hour.

\_\_\_\_\_

#### USEIOCONTROL XX

USEIOCONTROL XX where XX is the grid number between 0 and 99.

This will allow your to switch Satellite I/O controls to something other than the one used in the grid.

You can also label the command after a semi-colon(;): USEIOCONTROL 4; Switch to Dr. Laura.

USEIOCONTROL GRID will switch back to the hourly grid settings.

, 5

#### ^WAIT XXX

^WAIT120 will have the On Air screen pause 120 seconds after the ^WAIT

\_\_\_\_\_\_

#### Command Labels for the On-Air Screen

Since #PLAY2000/!9800/!9405/^WAIT120 is not a very attractive thing to have on your on-air screen,

you can label the command by using a semi-colon (;) followed by the label that you want on the screen.

IE:#PLAY2000/!9800/!9405/^WAIT120;Legal ID and CBS News

------

#### Stacking Commands

You can put multiple commands on a single line using a slash (/).

#PLAY2000/!9800/!9405/^WAIT120

This will play cut number 2000, then turn all inputs off, then turn on relay 5, then wait 120 seconds.

If a Wait command is used it should be the last command in the stack and should not be used in combination with !9700 or !9701.

Any commands that follow the wait will be processed right away, not after the wait.

\_\_\_\_\_

#### !9XXX

Can be used to call one of the preconfigured commands in a stacking command.

Commands that can be used

19700 calls the Play Next Command

!9701 calls the Plays the next event and puts the system in automation mode

19996 calls the Jock Assist mode command

19994 calls the Automation mode command

19800 calls the Inputs Off Command

19801 calls the Inputs On Command

193XX calls the Relay Pulse Commands

!94XX calls the Relay ON Commands

195XX calls the Relay OFF Commands

-----

#### Screen Notes

You can also use the 9000 to 9199 commands to place notes on your screen for the On Air personality. For example one could say ;Lower AM Power.

Another could say ;Take Meter Readings.

-----

#### playvolume x yyy

You can set the playback volume of a given player by issuing the command.

playvolume 8 0 will set the play volume of player 8 to zero or off.

playvolume 8 100 set the play volume of player 8 to max.

\_\_\_\_\_

### PlayerFadeOut x yyyy

This command will fadeout player x in yyyy milliseconds.

1000 milliseconds = 1 second.

Command PlayerFadeOut 8 500 will fade out player 8 in 1/2 second

#### KillPlayer x

This command will stop player x from playing and move on to the next audio cut.

-----

#### Timer sss

**End Timer** 

This will start a timer running for sss number of seconds and will continue to play audio cuts normally, however, if you place an "End Timer" command in the schedule and the amount of the Timer seconds has not passed, the system will simply wait for the timer to end before continuing on.

\_\_\_\_\_

#### **BTSSReset**

This will reset your Broadcast Tools Box

\_\_\_\_\_

### NowPlayingText

This will allow you to send a message out to the nowplaying for displaying data on your website.

\_\_\_\_\_\_

This will allow you to send a message out to the ShoutCast for displaying data on your web stream.

-----

#### **RDSText**

This will allow you to send a message out to the RDS for displaying data on RDS equipped Radios.

\_\_\_\_\_

#### FileCopy filefrom fileto

Performs a literal file copy. Must contain the full windows path.

FileCopy C:\JBMusic\DJB 99037.mp3 C:\JBMusic\DJB 99038.mp3

#### FileDelete filename

Performs a literal file delete. Must contain the full windows path.

FileDelete C:\JBMusic\DJB 99038.mp3

-----

#### PlayHooks

This will automatically build a Hooks Promo and play it.

\_\_\_\_\_

\*\*\*\*\*\*\*\*\*\*\*

If you use our DJB Sports Program Interface

#### SportsStart XX

This command will load the DJB Sports Program Interface and use the program # XX and then automatically put the system into the Jock Assist Mode

\_\_\_\_\_\_

#### SportsStop

This command will quit the DJB Sports Program Interface. If you do not get an end of game closure this can be used with an exact time sync to resume regular programming. It will quit the DJB Sports program and Turn the system from Jock Assist Mode to Automation Mode

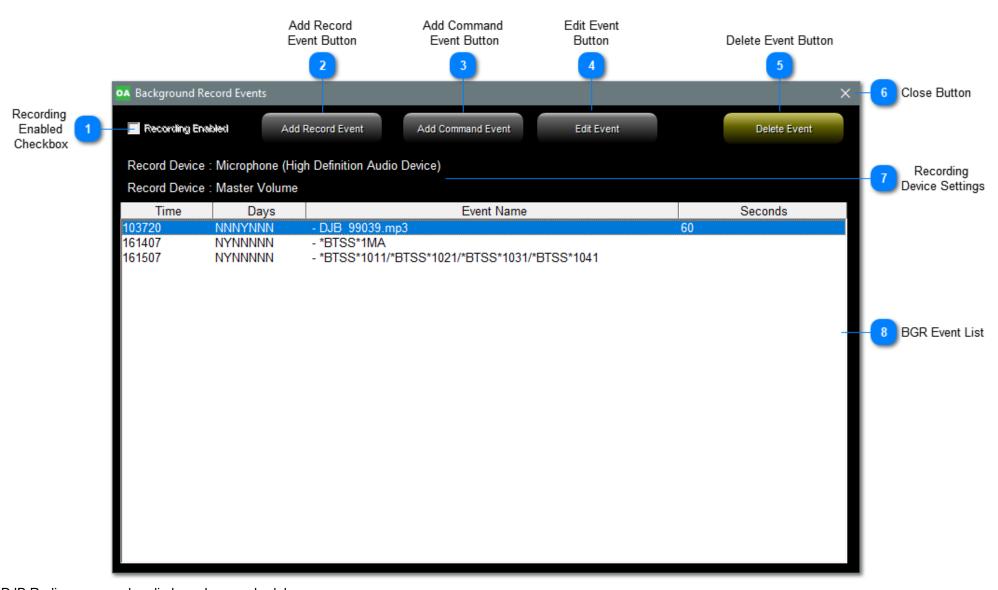
**Exit Button** 

Exit

After you have made changes and clicked Save, click Exit to close the Command Cut Editor

**BGR Schedule (Back Ground Recording)** 

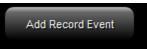
4



DJB Radio can record audio based on a schedule



In the BGR Schedule window in DJB Radio Production Suite this indicator is grayed out.
You can only enable and disable the BGR feature in the On Air software's System Menu - Edit BGR Events HERE.



Click this to begin creating a new audio recording event.

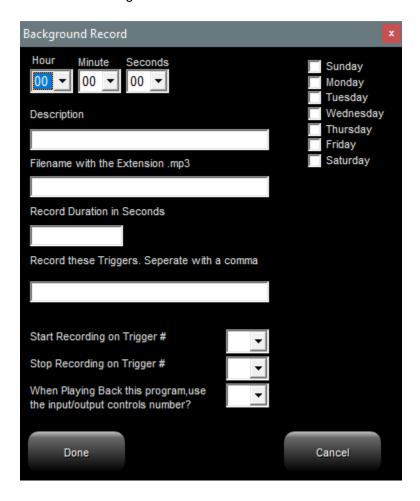
On the box that pops up, you select the exact time (HHMMSS) and check the boxes for the days of the week you wish the event to record. Enter a description for the BGR Event.

Enter the file name in the form DJB\_xxxxx.mp3 (if recording is set to MP3).

\*\*NOTE\*\* BGR can only overwrite existing cuts in the database.

If the database entry doesn't already exist, BGR will still record the cut into your JBMusic folder, but it will not show in the Audio & Event Library or on the Production screen.

Enter the recording duration in seconds.



The next 4 sections only pertain to Input triggers.

If triggers are firing during the recording and you wish them to be fired when the BGR cut plays back, then you put the trigger number(s) in the "Record these Triggers" box.

So if you want triggers 3 and 4 to be recorded and played back, put "3,4" in the box (without the quotes).

The next 2 boxes allow you to receive a trigger to start and stop the BGR.

Example: you have a 1 minute recording that will start recording when input 4 is triggered and stop when input 5 is triggered.

If the trigger is coming between 00 and 05, then set the minutes to 00 and the duration to 360 (6 minutes).

When input 4 is received it will begin recording and when input 5 is received 60 seconds later it will stop and save the 60 second file.

The last box selects the IO Grid number that will be used when the triggers that were recorded are replayed.

Add Command Event Button



Click this to begin creating a new Command Event.

These can be used to send commands to a switcher before or after an audio BGR.

Edit Event
Button



After selecting an existing event, click this button to make changes to it.

Delete Event Button



After selecting an existing event, click this button to delete the event.

Close Button



Click this X to close the BGR Event editor.



Record Device : Microphone (High Definition Audio Device)

Record Device: Master Volume

This area shows the audio devices set in the On Air Program Settings

8

#### **BGR Event List**

Time	Days	Event Name	Seconds
103720	NNNYNNN	- DJB 99039.mp3	60
161407	NYNNNNN	- *BTSS*1MA	
161507	NYNNNNN	- *BTSS*1011/*BTSS*1021/*BTSS*1031/*BTSS*1041	

This list shows all existing BGR events.

You can see from the columns the time (HHMMSS) and days that the event will run as well as the name and duration of audio events.

# IVT Audio Scooper (Internet VoiceTracking)

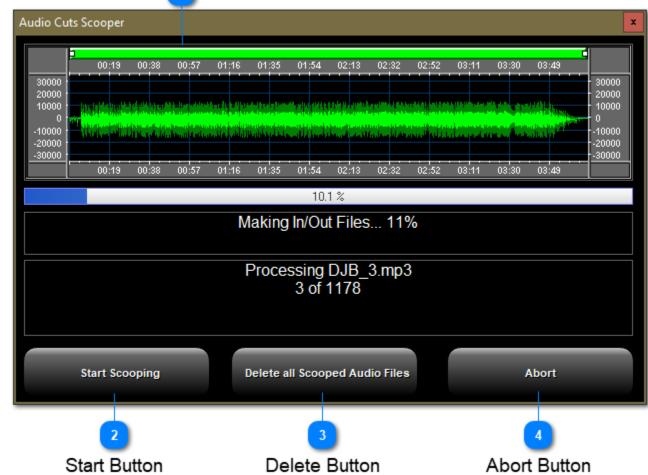
Internet Voice Tracking is an optional component that allows On Air talent to record voice tracks outside the station and then upload them into DJB Radio.

The IVT Scooper grabs the outros and intros of the music so the IVT client can hear them while recording their voicetracks.

Scooping is a manual process so anytime you add new music, you will need to scoop again.

## Waveform Window





Waveform Window



This windows shows the waveform of the audio cut currently being scooped.

Start Button



This button starts the scooping process.

Delete Button



This button will cause the deleting of all of the in and out files created by scooping.

Abort Button



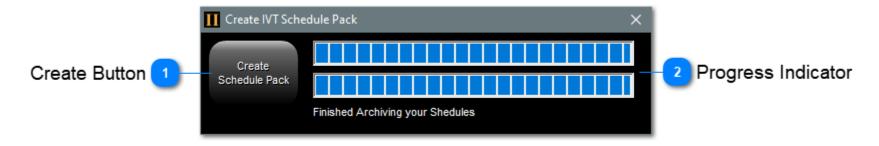
This button aborts the scooping process if it is in progress.

## IVT Create Schedule Pack (Internet VoiceTracking)

IVT Schedule Packs are created automatically every time you merge a new log if the box below is check in the Schedule Settings in Scheduler.



If you make changes to a log afterwards, you can manually recreate the Schedule Pack using this button in the Engineering Box.



Create Button

Create
Schedule Pack

This button begins creating a zip file containing the schedule files for IVT use.

Progress Indicator

This gauge gives you a visual indication of the progress of the zip file creation.

**Program Settings** 

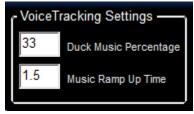


**Station Setup** 

	Station Setup	
Station Files	C:\JBDATA\	
Weather Files	C:\JBDATA\	
Audio Drive	c:\	
Audio Dir	jbmusic\	
Album Art Dir	C:\JBCOVERART\	
Call Letters	WDJB	
City and State	DJB Radio	
Station ID	DJB On-Air	

This important section tells the program where to find the necessary files. Typically this will be an audio drive on the On Air computer.

# VoiceTracking Settings



The first box tells the On Air to what level to duck (or reduce) the volume of the intro of the song after the VoiceTrack. The second box is the time in seconds it takes the song to return to full volume after the VoiceTrack ends.

# Editor Update Settings



This important setting affects how Production interfaces with Today's log.

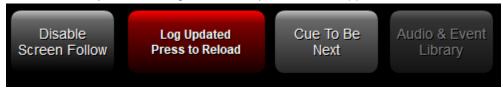
If this is set to "After Edit," changes made to the current log in the Log Editor or Voice Tracking will go to the On Air immediately.

If this is set to "After Exit," changes made to the current log in the Log Editor or Voice Tracking will go to the On Air after you close the Log Editor or Voice Tracking.

While attached in "After Exit" mode an indicator will appear notifying the On Air user because any changes made in the studio will be replaced when the Log Editor or Voice Tracker disconnects.



After each edit (or after exiting either editor) a button will appear at the bottom of the On Air screen "Log Updated Press to Reload":



Also under the Stop Log Audio button there is a countdown timer (the time is set in the On Air settings).



Once you press the "Press to Reload" button or the countdown finishes on the On Air PC, the log changes are made in the On Air Log.

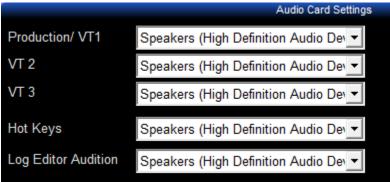
# Segue/Intro Defaults



When you rip, record, or import a new audio file these default times will be applied to it.

After the initial creation you can change those settings in the Production Database Editor HERE

# Sound Card Settings (Outputs)



These drop boxes allow you to set the sound card channels for Production. In the example above there is only one playback device available, but you may have several to choose from.

# **Recording Options**



You can choose which format, sample rate, and bitrate your Production recordings use. Also you can uncheck the box if you wish to record in mono.

# 7 Sound Card Settings (Inputs)



You can choose which input channel records on the Production screen as well as Voice Tracking.

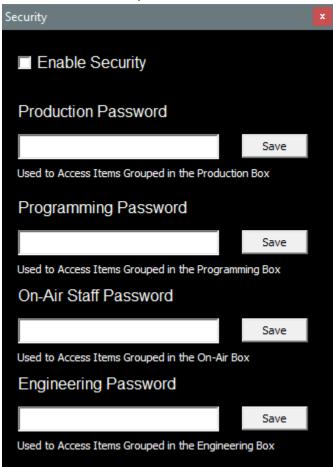
Save and Exit
Button



When you are done making changes to the settings, click "Save and Exit."

Security Setup

The "Security Setup" button allows you to create or modify passwords for each box on the main Production screen. You can have different passwords for the Production, Programming, On-Air, and Engineering boxes.



Click the "Enable Security" checkbox.

Enter a password and click save for EACH password you enter.

You do not have to use all 4 passwords; you may restrict any box you wish.

When you are done, close the box by clicking the red "X" at the upper-right.

After you click the "Scheduler" button from the main Production Suite screen, you are presented with the screen below:



## There are several methods of Log Scheduling and Programming using the DJB Radio Automation System:

## **DJB Radio Internal Scheduler Only**

1) Using the DJB Radio Scheduler as the main source of daily log schedules for Music, Satellite, News Talk, and commercial programming.

## **DJB Radio Internal Scheduler with 3rd Party Traffic Schedulers**

- 1) Using the DJB Radio Scheduler as the main source of daily log schedules for Music, Satellite, and News Talk programming.
- 2) Using 3rd Party Traffic Schedulers for commercials.

### DJB Radio Internal Scheduler with 3rd Party Music & Traffic Schedulers

- 1) Using the DJB Radio Scheduler as the main merge engine to create a daily log template, and external music and traffic programs.
- 2) Using 3rd Party Music Schedulers for music scheduling.
- 3) Using 3rd Party Traffic Schedulers for commercials.

If you use External Traffic or Music, please read <u>THIS SECTION</u> for some clarification.

## Popular Music & Traffic Schedulers Supported by DJB Radio:















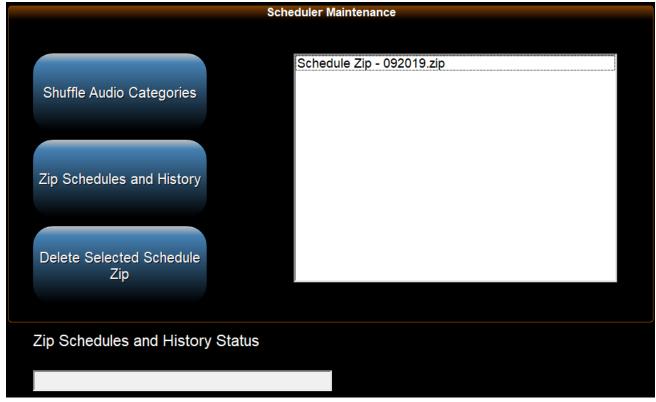


This box contains the vital controls to create a log for each day and to import external music and traffic, depending on your setup. These buttons are discussed in detail HERE.

**Scheduler Setup Box** 



This box contains the setup for your daily Shells (log templates), the settings that the scheduler uses, and the Categories that Production uses. These buttons are discussed in detail HERE.



This box contains necessary Maintenance functions and is discussed in detail **HERE**.



This box contains the various reports that DJB Radio can generate and is discussed in detail <u>HERE</u>.



As with most DJB screens, this button will close the Scheduler windows and will not be discussed in detail.

# **Scheduler Setup Box**



Click one of the links below, or click the picture above to return to the main DJB Radio Scheduler page.

Edit Hour Shells
Schedule Settings
Edit Categories

## **Hour Shell Editor**

When you click on Edit Hour Shells, you see the Hour Shell Editor window --- each shell corresponds to a 24 hour day.

#### TIPS:

You can use the same shell for multiple days if the programming is consistent.

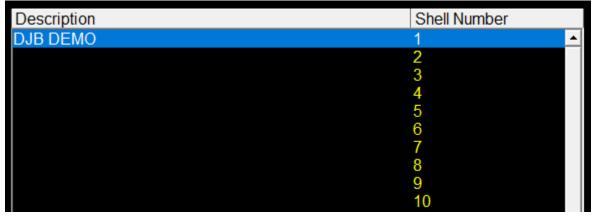
You can also have specialized shells for days when things change like a 'Friday Night Football' shell.

Don't forget to include weekend and holiday shells when programming differs from your usual weekdays.



1

#### **Shell List**



This list contains all of the shells available to schedule.

There are 99 slots for creating shells.

2

## **Shell Name/Rename Box**

To change the shell name, type it in the box below and press enter DJB DEMO

You can click a shell and rename it by typing the new name in the box and pressing the Enter key. When you create a new shell, this is where you name it.

7

## **Edit Shell Button**

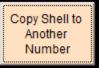


This button opens the selected shell for editing.

Read More about that HERE

4

# **Copy Shell Button**



This allows you to make a complete duplicate of an existing shell, very useful if most of the day is the same.

Click on a shell to select and then click to make a copy.

Enter the number you wish to use.

You can overwrite an existing shell if you want but there will be a confirmation dialogue to make sure you really want meant it.

## **Delete Shell Button**

Delete Shell

As you might expect, this button will delete the selected shell.

Make sure you have selected the shell you want to delete before pressing.

There will be a confirmation dialogue before it actually gets deleted.

6

## **Save and Exit Button**

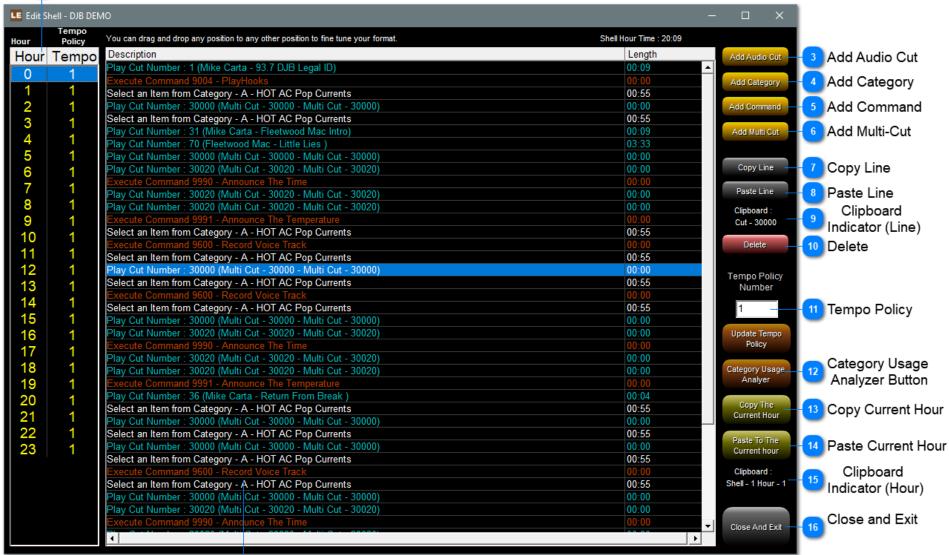
Save and Exit

Saves any changes and exits back to the DJB Radio Scheduler page.

**Edit Shell** 

### Hour Select & Tempo Policy Indicator





2 Edit Window

Hour	Tempo Policy
Hour	Tempo
0	1
1	1
2	1
3	1
4	1
5	1
6	1
7	1
8	1
9	1
10	1
11	1
12	1
13	1
14	1
15	1
16	1
17	1
18	1
19	1
Hour 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23	
21	1
22	1
23	1

Each shell consists of 24 hours labeled in military time from 0 (midnight) to 23 (11PM).

There is also an indication of which tempo policy is active in each hour of the shell.

Set the tempo number to 0 to exempt that shell hour from tempo policies.

For more on tempo policies click <u>HERE</u>

Simply click on the hour you wish to edit. The selected hour is indicated by a blue bar (hour 0 in the above picture).

### **Edit Window**

You can drag and drop any position to any other position to fine tune your format.	Shell Hour Time: 20:09
Description	Length
Play Cut Number : 1 (Mike Carta - 93.7 DJB Legal ID)	00:09
Execute Command 9004 - PlayHooks	00:00
Select an Item from Category - A - HOT AC Pop Currents	00:55
Play Cut Number : 30000 (Multi Cut - 30000 - Multi Cut - 30000)	00:00
Select an Item from Category - A - HOT AC Pop Currents	00:55
Play Cut Number : 31 (Mike Carta - Fleetwood Mac Intro)	00:09
Play Cut Number : 70 (Fleetwood Mac - Little Lies )	03:33
Play Cut Number : 30000 (Multi Cut - 30000 - Multi Cut - 30000)	00:00
Play Cut Number : 30020 (Multi Cut - 30020 - Multi Cut - 30020)	00:00
Execute Command 9990 - Announce The Time	00:00
Play Cut Number : 30020 (Multi Cut - 30020 - Multi Cut - 30020)	00:00
Play Cut Number : 30020 (Multi Cut - 30020 - Multi Cut - 30020)	00:00
Execute Command 9991 - Announce The Temperature	00:00
Select an Item from Category - A - HOT AC Pop Currents	00:55
Execute Command 9600 - Record Voice Track	00:00
Select an Item from Category - A - HOT AC Pop Currents	00:55
Play Cut Number : 30000 (Multi Cut - 30000 - Multi Cut - 30000)	00:00
Select an Item from Category - A - HOT AC Pop Currents	00:55
Execute Command 9600 - Record Voice Track	00:00
Select an Item from Category - A - HOT AC Pop Currents	00:55
Play Cut Number : 30000 (Multi Cut - 30000 - Multi Cut - 30000)	00:00
Play Cut Number : 30020 (Multi Cut - 30020 - Multi Cut - 30020)	00:00
Execute Command 9990 - Announce The Time	00:00
Play Cut Number : 30020 (Multi Cut - 30020 - Multi Cut - 30020)	00:00
Play Cut Number : 30020 (Multi Cut - 30020 - Multi Cut - 30020)	00:00
Execute Command 9991 - Announce The Temperature	00:00
Play Cut Number : 36 (Mike Carta - Return From Break )	00:04
Select an Item from Category - A - HOT AC Pop Currents	00:55
Play Cut Number : 30000 (Multi Cut - 30000 - Multi Cut - 30000)	00:00
Select an Item from Category - A - HOT AC Pop Currents	00:55
Play Cut Number : 30000 (Multi Cut - 30000 - Multi Cut - 30000)	00:00
Select an Item from Category - A - HOT AC Pop Currents	00:55
Execute Command 9600 - Record Voice Track	00:00
Select an Item from Category - A - HOT AC Pop Currents	00:55
Play Cut Number : 30000 (Multi Cut - 30000 - Multi Cut - 30000)	00:00
Play Cut Number : 30020 (Multi Cut - 30020 - Multi Cut - 30020)	00:00
Execute Command 9990 - Announce The Time	00:00
T	h

This Edit Shell window allows users to insert:

- a) Audio files from the categories (IDs, Liners, Jingles, etc.)
- b) Music Categories
- c) Stop Set Slot Commands for Commercial breaks (9201, 9202, etc.) to be filled from External Traffic Programs
- d) Music Slot Commands (9993) to catch Music from 3rd Party Music programs
- e) Commands such as Announce the Time or Announce the Temperature
- f) End of Hourly Time Update Last Event In Hour

#### NOTE:

### Log List

Adding events to this Edit Shell window is straight forward and all that users need to do is think of the Line Items placed in a sequential order that would replicate the programming desired.

This Log List will, in essence, build and produce programming that generates the "Sound of the Radio Station".

It will become the On Air log.

### DRAG & DROP

This Log List window is fully Drag & Drop, which means if things aren't on the Log List as you want them, simply Drag an event / Line Item by clicking and holding down the left mouse button on a Line Item or event and moving it to where you want it.

## **Add Audio Cut**

## Add Audio Cut

This button pulls up the window below allowing you to select any audio file in the database.

You can also put a cut number in the search box and click Search.

Click the cut and click the select button to insert it in the shell.

One other feature to note here is Exact Time.

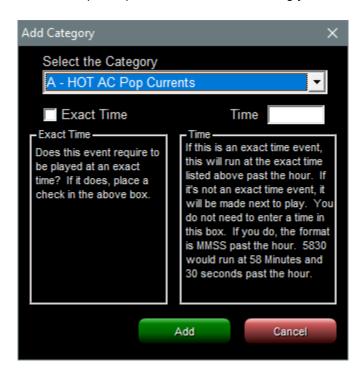
If you put a time (MMSS) in the box, the item will Cue To Be Next at that time in the hour.

This is good for an item before a StopSet to keep the playlist on track.

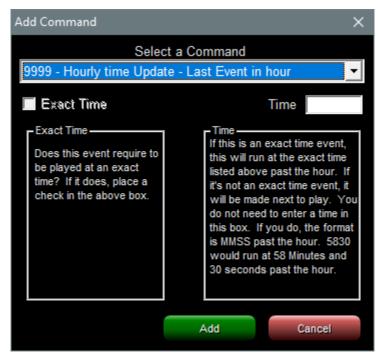
If you check the Enable box and put a time (MMSS) in the box, the item will play at EXACTLY that time in the hour. It will fade the currently playing item and skip any unplayed items between the current item and the Exact Time item. This is useful for joining a sporting event or remote at the correct time.

Database Load Time - 0								
Cut #	Artist	Title	Length	Туре	Category			
00001	Mike Carta	93.7 DJB Legal ID	00:09	Legal ID				
00002	AC/DC	Back In Black	04:08	Music				
00003	AC/DC	Back In Black-short	04:08	Music				
00004	AC/DC	Back In Black	04:08	Music				
00005	Mike Carta	4 in a Row	00:13	Liner				
00006	Mike Carta	93.7 DJB	00:06	Liner				
00007	Mike Carta	You're Listening to the Digital Jukebox	00:09	Liner				
8000	Mike Carta	Smiles Worldwide		Liner				
00009	Mike Carta	Broadcasting to the Universe	00:09	Liner				
00010	Mike Carta	This is 93.7 DJB	00:09	Liner				
0011	Mike Carta	The DJB Automation System	00:06	Liner				
0014	Mike Carta	Rewind to the 70's	00:08	Liner				
0015	Mike Carta	Back to the 80's	00:05	Liner				
0020	Hooks	Opener	00:04	Hooks				
0021	Hooks	And This 1	00:00	Hooks				
0022	Hooks	And This 2	00:00	Hooks				
0023	Hooks	And This 3	00:01	Hooks				
0024	Hooks	Closer	00:03	Hooks				
0030	Mike Carta	Chicago Intro	00:09	Voicer				
0031	Mike Carta	Fleetwood Mac Intro	00:09	Voicer				
0032	Mike Carta	Best Music From Yesterday and Today	00:05	Voicer				
0033	Mike Carta	Best Music From Yesterday and Today		Voicer				
0034	Mike Carta	Music From Yesterday and Today	00:06	Voicer				
	Search for a File #	Eva	ct Time					
	Search for a File #	Search Enable	ot Time	. Ca	lect Cancel			

This button pulls up the window below allowing you to select a category of song for the scheduler to fill.



This button pulls up the window below allowing you to select any Command Cut.



If you are using 3rd Party Music or Traffic you can insert the commands to "catch" the info from the MUS or TRAF file. If you use External Traffic or Music, please read <u>THIS SECTION</u> for some clarification.

You can read more about Importing External Traffic HERE

You can read more about Importing External Music HERE



This button pulls up the window below allowing you to select any Multi-Cut Cart to enter in the shell.





This button will copy the currently selected line and place it in the clipboard.



This button will paste the contents of the clipboard at the selected point in the shell and it pushes the selected cut down. The button will be grayed out and inaccessible unless the copy button has been used.





This shows which line has been copied and will be pasted if you use the paste button.

10

### **Delete**



This button will delete the selected line item.

11

## **Tempo Policy**



Each hour uses one of nine tempo policies. For more about temp policies click <u>HERE</u>

To change the tempo policy for the hour you are editing, put a number 1-9 in the box and click the Update Tempo Policy button.

# Category Usage Analyzer Button



Clicking this button will cause the software to analyze the various categories scheduled in the current hour, the day from 6A to 6P, and the entire day.

Category U	sage Analy	yer									x
Hour Usage			6am - 6pm Usage				All Day Usage				
Category	Count	%		Category	Count	%		Category	Count	%	
A	13	100 %		Α	184	100 %		Α	327	100 %	_
AA	0	0 %		AA	0	0 %		AA	0	0 %	
В	0	0 %		В	0	0 %		В	0	0 %	
BB	0	0 %		BB	0	0 %		BB	0	0 %	
С	0	0 %		С	0	0 %		С	0	0 %	
cc	0	0 %		cc	0	0 %		cc	0	0 %	
D	0	0 %		D	0	0 %		D	0	0 %	
DD	0	0 %		DD	0	0 %		DD	0	0 %	
E	0	0 %		E	0	0 %		E	0	0 %	
EE	0	0 %		EE	0	0 %		EE	0	0 %	
F	0	0 %		F	0	0 %		F	0	0 %	
FF	0	0 %		FF	0	0 %		FF	0	0 %	
G	0	0 %		G	0	0 %		G	0	0 %	
GG	0	0 %		GG	0	0 %		GG	0	0 %	
н	0	0 %		н	0	0 %		н	0	0 %	
нн	0	0 %		нн	0	0 %		нн	0	0 %	
ı	0	0 %		ı	0	0 %		ı	0	0 %	
li .	0	0 %		II	0	0 %		II	0	0 %	
J	0	0 %		J	0	0 %		J	0	0 %	
JJ	0	0 %		JJ	0	0 %		JJ	0	0 %	
κ	0	0 %		ĸ	0	0 %		ĸ	0	0 %	
KK	0	0 %		KK	0	0 %		KK	0	0 %	
L	0	0 %		L	0	0 %		L	0	0 %	
LL	0	0 %		LL	0	0 %		LL	0	0 %	
М	0	0 %		М	0	0 %		М	0	0 %	
MM	0	0 %		MM	0	0 %		MM	0	0 %	
N	0	0 %		N	0	0 %		N	0	0 %	
NN	0	0 %		NN	0	0 %		NN	0	0 %	
0	0	0 %		0	0	0 %		0	0	0 %	
00	0	0 %		00	0	0 %		00	0	0 %	
Р	0	0 %		Р	0	0 %		P	0	0 %	
PP	0	0 %		PP	0	0 %		PP	0	0 %	
Q	0	0 %		Q	0	0 %		Q	0	0 %	
ūα	0	0 %		QQ	0	0 %		QQ	0	0 %	
D C	0	0 %	▼	B	0	0 %	▼	B	0	0 %	•



**Copy Current Hour** 



Once you have a working hour, you can copy the hour to the clipboard just like you can with a line item.



### **Paste Current Hour**



Clicking this button will paste the copied hour over the selected hour.

This makes it very fast to duplicate hours that repeat.

You can even copy an hour from one shell, close that shell and open another, and then paste it into the other shell.

Clipboard Indicator (Hour)



This indicator shows which shell number and hour number has been copied for later pasting.

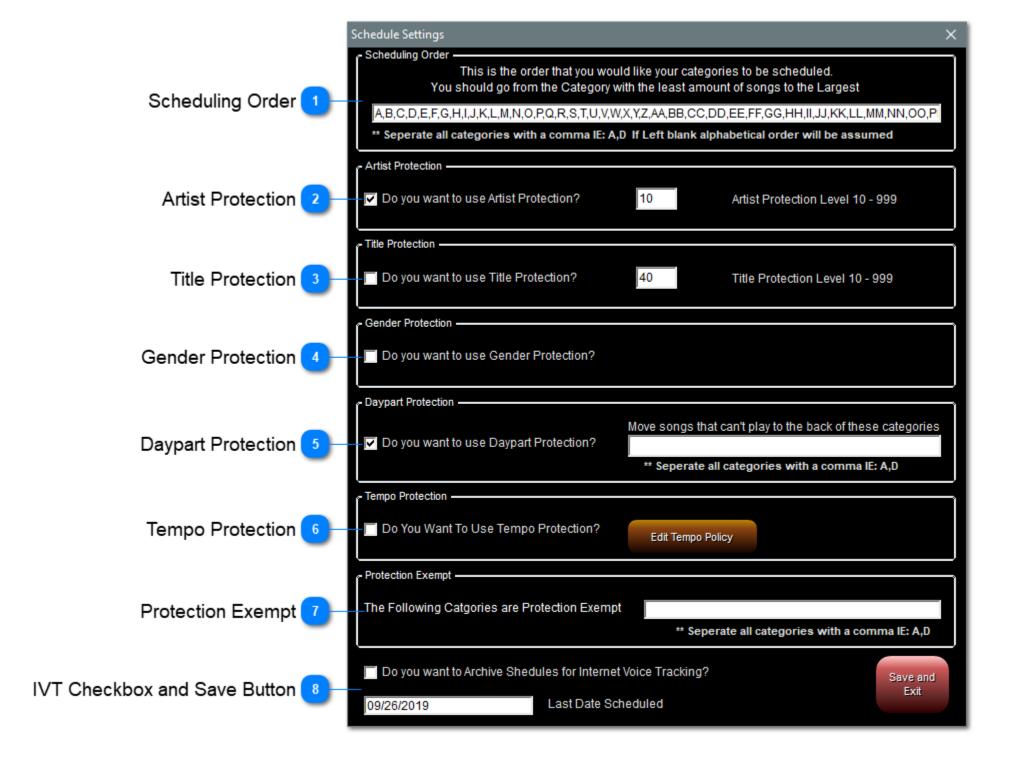
16

#### **Close and Exit**



Closes the current shell and exits back to the Hour Shell Editor.

**Schedule Settings** 



# **Scheduling Order**

This is the order that you would like your categories to be scheduled.

You should go from the Category with the least amount of songs to the Largest

A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,S,T,U,V,W,X,Y,Z,AA,BB,CC,DD,EE,FF,GG,HH,II,JJ,KK,LL,MM,NN,OO,P

\*\*\* Seperate all categories with a comma IE: A,D If Left blank alphabetical order will be assumed

This box will need to contain every category you use, in the order you want them to be scheduled.

Each category is separated by a single comma (,).

Typically you would list the categories from smallest number of cuts to largest.

The DJB Radio uses what's called a Multi-Pass Scheduling process.

This means that we schedule one category at a time throughout the entire 24 hours before we go on to the next category.

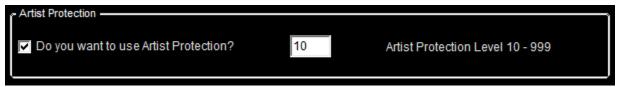
This allows the small categories to be used while there are still many slots to fill.

The larger categories have more options to fill the remaining slots.

For more info on Editing Categories click HERE

2

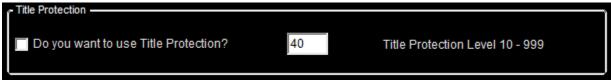
### **Artist Protection**



If you don't want the system to schedule the same Artist too close together, you can use Artist Protection.

Check the box to activate and the number in the box is the number of songs before that Artist can be scheduled again.

# Title Protection



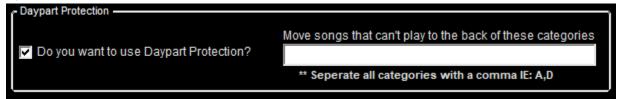
Like Artist Protection, Title Protection prevents the same title from playing until the number of songs in the box has passed.

Gender Protection



Gender Protection will prevent two female artists from playing back to back.

# **Daypart Protection**



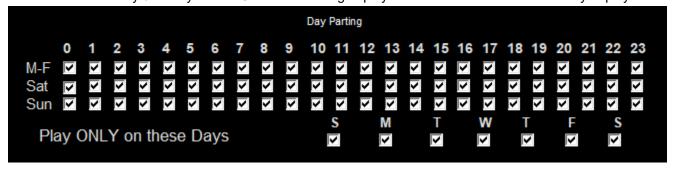
If you wish to use daypart protections to restrict the hours in which a song can play check the "Do you want to use Daypart Protection?" box. In the "Move dayparted songs that cannot be played to the back of these categories" text box enter in the categories which you want songs that don't meet the daypart requirements to be moved to the end of the line of songs being scheduled.

This is only meant to be used by current categories that rotate more than once in a day.

This would keep the dayparted currents from stacking up into the front of the category.

Show Day Parts and Relays

In the Production Database Editor you can select the dayparts the song is allowed to play by clicking: Then uncheck the days/hours you do NOT want the song to play. A checkmark indicates it is okay to play.



**Tempo Protection** 



The check mark turns on Tempo Protection. Click the Edit Tempo Policy to set teh actual policies. Read more about Tempo Protection <u>HERE</u>





Any categories placed in this comma separated list will ignore all of the protection rules.

IVT Checkbox and Save Button

Do you want to Archive Shedules for Internet Voice Tracking?		Save and
09/26/2019	Last Date Scheduled	Exit

If you are using IVT (Internet Voice Tracking) check the box to cause the schedules to be archived for the IVT software to download.

Click Save and Exit to save the changes you have made to the settings and return to the Scheduler menu.

# **Edit Tempo Policy**

In general, Tempo Policies shape the overall sound of the music on your station.

In the Production Database Editor each cut can be assigned a tempo:

Slow, Medium Slow, Medium, Medium Fast, or Fast.

In the grid below the tempos correspond to numbers:

- 1 Slow
- 2 Medium Slow
- 3 Medium
- 4 Medium Fast
- 5 Fast

There are 9 tabs corresponding to the 9 Tempo Policies you can assign to a shell hour (or you can assign 0 to exempt that hour).

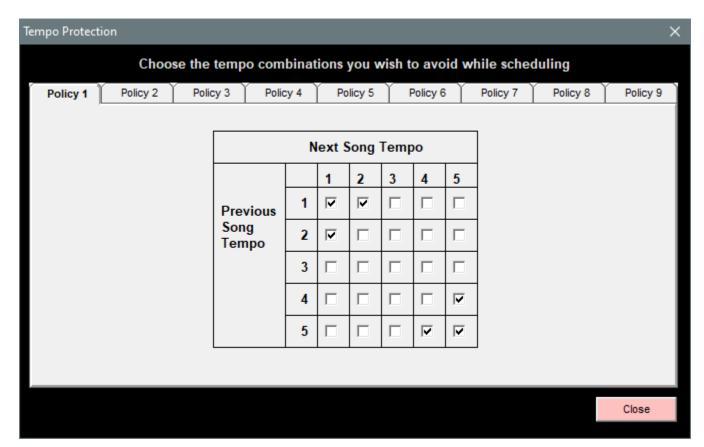
On each of the tabs you check the tempo interactions you wish to avoid.

In the example below the scheduler will avoid going from a Slow to Slow (1 to 1).

It will also avoid a 1 into a 2 AND a 2 into a 1.

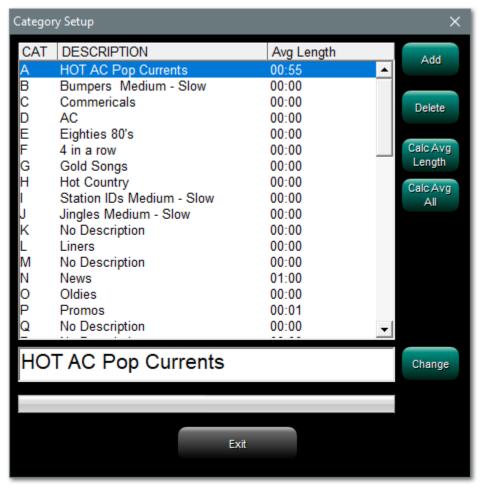
Finally it will avoid 4 into 5, 5 into 4, and 5 into 5.

All of these will be ignored if the "Do you want to use Tempo Protection?" box is not checked.



**Edit Categories** 

This is where you setup the categories you will schedule.



You should try to make the various categories logical.

[Music Genres:] H Hits; CC Classic Hits; PP Pop; RR Classic Rock etc., [Event Names:] N News, S Sports, L Liners, [Imaging] I IDs etc., P Promos

The Add button allows you to create a new, 2 digit category.

The Delete button will delete the currently selected category

Calc Avg Length will give you the average length of every cut in the category.

Calc Avg All will give you the average length of every cut in each category.

If you wish to change the name of a category, click it to select, type the new name and then click Change.

Click exit to close the Category Setup and return to the Scheduler menu.

**Scheduler Box** 



Click one of the links below, or click the picture above to return to the main DJB Radio Scheduler page.

Create Daily Schedule Import External Traffic Import External Music

If you use External Traffic or Music, please read <u>THIS SECTION</u> for some clarification.

A Special Note on 3rd Party Importers

It should be noted that whether you are importing the Traffic, the Music, or both you should be aware of the mechanics of the import slot commands.

# Music

Command 9993 is for music imports.

Execute Command 9993 - Music Slot for Importing from Music Scheduler	00:00
Execute Command 9993 - Music Slot for Importing from Music Scheduler	00:00
Execute Command 9993 - Music Slot for Importing from Music Scheduler	00:00

The music playlist is loaded by Scheduler into each hour, slot-by-slot into music avails (Command 9993) set up in the Shells.

In other words, the first song in the hour is loaded into the first music slot for that hour in the shell, the second song into the second slot, and so on.

It is imperative that you have at least the same number of 9993 commands as the music scheduling software is sending.

It is okay to have more 9993 commands than are needed; at import time the excess will disappear.

If you don't have at least the correct number, you will experience log errors.

The error may show the song as missing when actually the 9993 slot to insert the song is lacking.

If you see errors and want more info, run the Music Scheduler Error Report.

# **Traffic**

Commands 9201 - 9220 are for traffic imports.

Execute Command 9201 - Schedule a Stop Set 1 Spot	00:00
Execute Command 9201 - Schedule a Stop Set 1 Spot	00:00
Execute Command 9201 - Schedule a Stop Set 1 Spot	00:00
Execute Command 9201 - Schedule a Stop Set 1 Spot	00:00
Execute Command 9202 - Schedule a Stop Set 2 Spot	00:00
Execute Command 9202 - Schedule a Stop Set 2 Spot	00:00
Execute Command 9202 - Schedule a Stop Set 2 Spot	00:00
Execute Command 9202 - Schedule a Stop Set 2 Spot	00:00

Command 9201 will catch 1 avail that is designated as being in break or stop set #1 by the traffic software.

Command 9202 will catch 1 avail that is designated as being in break or stop set #2 by the traffic software.

If the first break in the hour is 4 minutes, you need 4 minutes worth of 9201 commands, not necessarily 4 commands. If your station plays :60s and :30s to make sure you have enough avail slots you would need 8 9201 commands for 4 minutes. If you air :15s you would need 16 9201 commands to catch the maximum possible number of avails from your traffic system.

Then if you have another break in the hour you need at least the minimum number of 9202 commands to catch commercials designated for break or stop set #2.

If you have 3 breaks in the hour you need 9201s, 9202s, and 9203s.

You can go up to 20 breaks in an hour.

The break number characters in the TRAF file must match the last 2 digits of the 92xx command to schedule properly.

As with music above, you can schedule extra 92xx commands in your shell (or have extra embedded in your MUS file if the music scheduler adds the avails for stop sets). But it is imperative that you have **at least** the same number of 92xx commands as the number of individual commercial elements in break number xx.

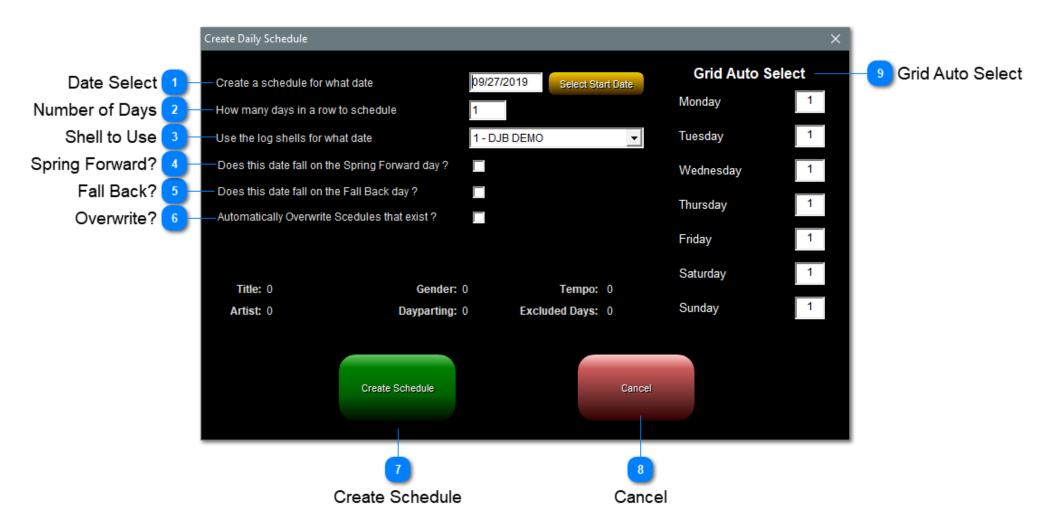
If you don't have at least the correct number, you will experience log errors.

The error may show the commercial as missing when actually there are not enough slots to load the commercial.

If you see errors and want more info, run the Traffic Import Audit Report.

# **Create Daily Schedule**

This is the main window for scheduling logs.



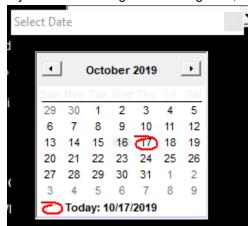
# 1

### **Date Select**

Create a schedule for what date 09/27/2019 Select Start Date

The date window shows the next available date the scheduler will try to schedule.

If you want to change the starting date, click the Select Start Date button and choose from the calendar.

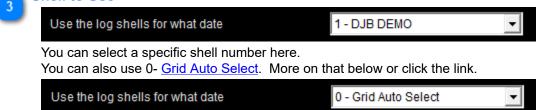


Number of Days

How many days in a row to schedule

This box allows you to schedule multiple days at once.

Shell to Use



Spring Forward?

Does this date fall on the Spring Forward day?

If you are in an area that uses Daylight Saving Time, you will need to check this once per year when you schedule that day's log.

### Fall Back?

Does this date fall on the Fall Back day?

If you are in an area that uses Daylight Saving Time, you will need to check this once per year when you schedule that day's log.

6

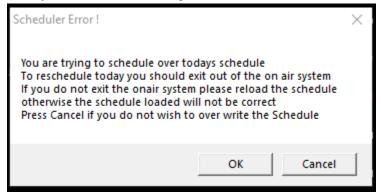
### Overwrite?

# Automatically Overwrite Scedules that exist?

If you click this box, it will overwrite an existing log with no further warnings.

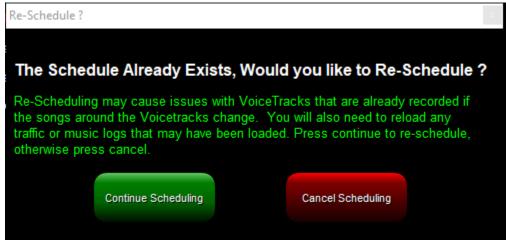
The exception to this is if you attempt to reschedule today's log and the On Air software is using it.

Then you will see this warning:



It will still let you overwrite the log if you click OK, but the changes will not occur in the studio until the schedule is refreshed.

If you don't check the box but the schedule already exists, you will see the following warning:



If you click Continue Scheduling it will overwrite the log; if you click Cancel Scheduling it will leave the existing log.

# **Create Schedule**



Once all of the parameters are correct, click this button to begin.

First the shell will become a template. If you are using external music and traffic then it will be done.

If Scheduler is scheduling your music, the template will begin to fill with items based on the order of your categories in the setup.

You can read more about that HERE

8

### Cancel



Clicking Cancel will interrupt a schedule in process.

If nothing is in process it will simply close the window.

# **Grid Auto Select**

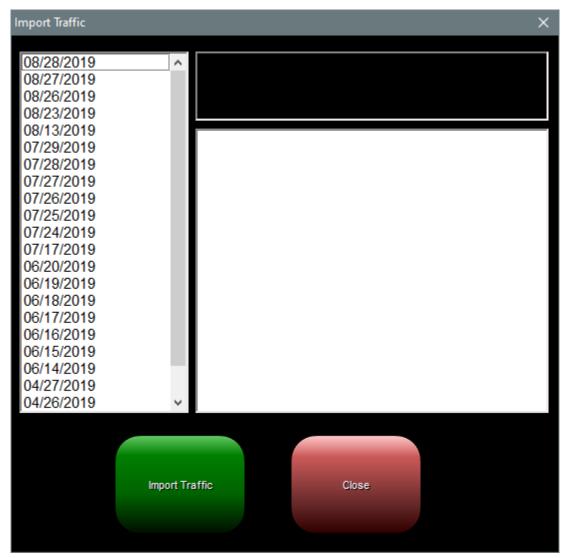
You will likely have different shells for the different days of the week, and you can use the <u>0-Grid Auto Select option</u> to automate the process.

	Use the log shells for what date	0 - Grid Auto Select	-
--	----------------------------------	----------------------	---

In the example below, if you schedule an entire week each day will use a different shell.

<b>Grid Auto Select</b>		
Monday	1	
Tuesday	2	
Wednesday	3	
Thursday	4	
Friday	5	
Saturday	6	
Sunday	7	

**Import External Traffic** 



# Importing A Traffic Log from a 3rd Party Scheduler

From the **Scheduler Menu** if you select the **[Import External Traffic]** button the above window will pop up. To import traffic from a Traffic Log file, highlight the day you wish to import and click the **[Import Traffic]** button.

When you are finished importing Traffic click the **[Close]** button.

DJB Radio can work with many 3rd party systems. In the following pages you will see instructions for working with Natural Log. These are here for example's sake - if you use a different 3rd party scheduler, please contact us for assistance <a href="mailto:support@dibradio.com">support@dibradio.com</a>

# **Traffic Import File Structure**

- · ASCII File (Text)
- Filename format is DDD Traf.log, where DDD is the first 3 letters of the day of the week. (MON, TUE, etc.)
- Event format is HHSS[space]CCCCC where:
- · HH is the hour in military time (00 through 23),
- SS is the Stopset number 01 to 20 within that hour, then a single space,
- CCCCC is up to a 5 digit cart number 00001 to 99999 does not need to have leading zeroes.
- If there are 4 stop sets in an hour but a stop set is empty, you may either exclude that set from the file or make the cart number 00000

Here is an example of what the DDD\_TRAF.log file might contain:

# Time - Cart# 0001 00669 0001 00928 0001 00733 0001 00904 0001 00311 0001 00816 0101 00669 0101 00816 0101 00832 0101 00821 0101 00733 0101 00743 0101 00838 0101 08015 0201 00669 0201 00816 0201 00821 0201 00827 0201 00840 0201 00804

0401 00669

# **Natural Log Instructions**

# **Natural Log Traffic Import for DJB Radio Automation**

Automation Logs are created in the NL8 Log Editor. At the Natural Log main screen, select [Logs]. Select an existing commercial log and then click [Open]. In the NL8 log Editor, click [Convert-Log] [Automation Log] to create the Automation Log.

### **DJB Radio Cut Numbers**

The DJB Radio system uses 5 digit cart numbers from 1 to 99999 which can be entered directly into Natural Log orders. All you need to do is enter the DJB Radio cut number (1 to 99999) for the particular commercial spot into the "CopyID" field in the Natural Log system when entering the order lines. Make sure the number in NL8 exactly matches the number in the DJB Radio (including leading 0's if used).

### Log Reconciliation is supported for DJB Radio

You must obtain the DJB Radio "history file" for Natural Log to read the exact spot run times. Copy the play log file for the selected single date to a folder on your LAN, and use the [ConvertLog] [Reconcile Schedule-Log with Play-Log] function in the Log Editor section of Natural Log, with the day's log loaded into the NL8 Log Editor. You will need to use the [Browse] button to point NL8 to the PlayLog. Natural Log will read the run times and print a discrepancy report.

### **Output & Input Log FileNames**

### Output (send) log file

ddd\_TRAF.LOG ddd=Day of week (MON, TUE, WED...)
MON\_TRAF.LOG is Send Log (spots) for Monday

# Input (reconcile log file

History - MMDDYYYY.txt where MM=Month, DD=Day, YYYY=Year History - 10172019.txt is the DJB Radio history file for October 17th, 2019

### **DJB Radio Break Numbers**

The DJB Radio works with individual breaks numbered beginning with **BREAK1** in each hour, in which you can insert spots. Natural Log allows you to set up only those breaks you want to use in the Natural Log Templates. You need a way to identify the DJB Radio "Break numbers" into which the spots are to be inserted when the log conversion is done. Therefore, immediately before each "Commercial Break" on the Natural Log Template, you need to give it a DJB Radio "Break number". Within each hour you can have breaks numbered from 1 to 20. The break number must precede every break in the NL8 log templates. Page 10-46 Natural Log User Manual

**Import External Music** 



# **Import Music From 3rd Party Scheduler**

From the Scheduling Menu if you select [Import External Music] you will see the above window.

To import music from a Music Log file, highlight the day you wish to import and click the [Import Music] button.

When you are finished importing Music click the **[Close]** button.

DJB Radio can work with many 3rd party systems. In the following pages you will see instructions for working with Natural Music. These are here for example's sake - if you use a different 3rd party scheduler, please contact us for assistance <a href="mailto:support@djbradio.com">support@djbradio.com</a>

# **Import Music Structure**

- · ASCII File (Text)
- Filename format is DDD\_Mus.log Where DDD is the first 3 letters of the day of the week. (MON, TUE, etc.)
- Event format is HH[space]CCCCC where:
- · HH is the hour in military time 00 through 23, followed by a single space,
- CCCCC is up to a 5 digit cart number 00001 to 31000 leading zeroes are not mandatory.
- You need to schedule at least the same number of 9993 command cuts in the DJB Radio as you schedule per hour in your music scheduler.
- It is okay to have too many 9993s, but having too few will cause problems.

Here is an example of what the DDD\_MUS.log file might contain:

# Here is an ex Time - Cart# 00 01434 00 01826 00 00957 00 01834 00 01850 00 01605 00 00305 00 01835 00 01341 00 01801 00 01761 00 01812 00 01713

# **Natural Music Instructions**

# **DJB Radio Automation Log**

Automation Logs are created in the Music Log Editor. At the Natural Music main screen, select [Logs].

Select an existing Music Log and then click **[Open]**. In the Music Log Editor, click **[Automation Log]** to create the Automation Log

### **DJB Radio Music Log FileName**

The output music log is named **day\_MUS.LOG**, where **day** is 3-letter day of week. The day\_MUS.LOG file format is a proprietary format of DJB Radio and does not use the *Generic Text Log File Format*.

**Example:** Music Log for Saturday is SAT\_MUS.LOG This file can be viewed with a text editor such as Notepad.

### **Slot-by-Slot Loading**

The Natural Music song list is loaded by DJB Radio into each hour slot-by-slot into Music avails set up in the DJB Radio clocks. In other words, the first song in the hour is loaded into the first music slot for that hour in DJB Radio, the second song into the second slot, and so on. At the top of each hour, DJB Radio skips any unused songs in the prior hour and starts loading the first song in the new hour as listed in Natural Music's Music Log.

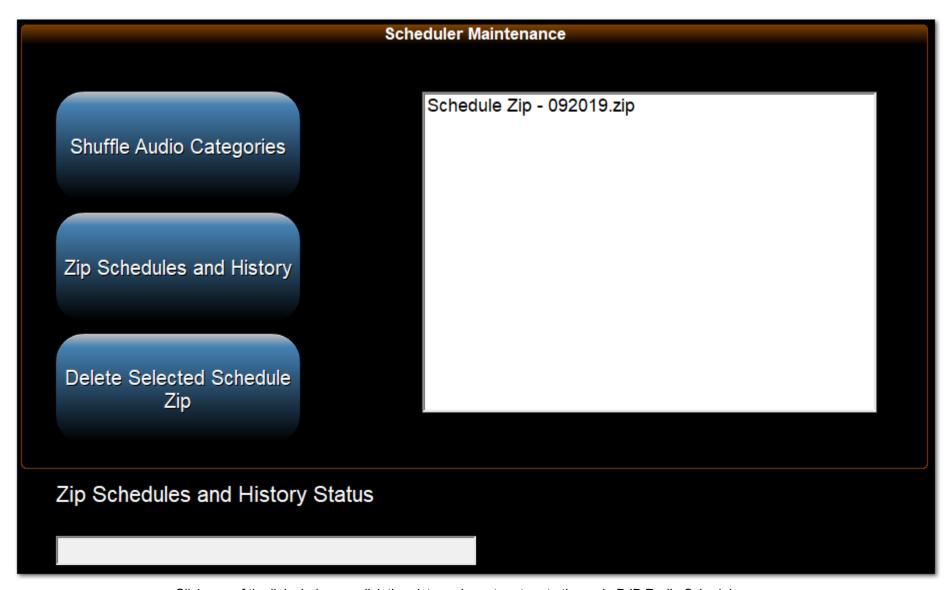
### **DJB Radio™ Source Restrictions**

*DJB Radio* uses a Cut Number from 1 to 99999 to identify cuts.

Be sure to put a valid DJB Radio cut ID in the Source entry field in Natural Music.

This is the field that will be sent to DJB Radio to tell it to play this Audio Cut

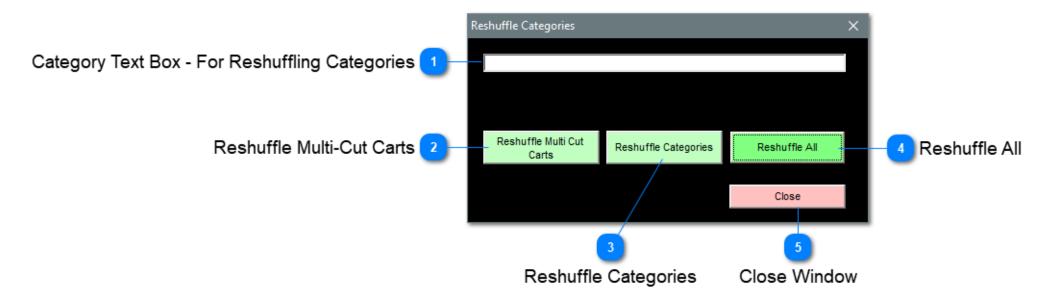
**Scheduler Maintenance Box** 



Click one of the links below, or click the picture above to return to the main DJB Radio Scheduler page.

Shuffle Audio Categories
Zip Schedules and History
Delete Selected Schedule Zip

**Shuffle Audio Categories** 





Reshuffling your audio categories randomizes the order in which songs (and other elements) are selected by our built-in scheduler. Doing this once a week can greatly reduce the repetitiveness of your station's music.

To reshuffle the audio cuts in **specific categories** ie. (A, AA, B, BB,) enter the categories you want to reshuffle in the text box. As illustrated above, in the text box, **separate each category with a comma.** 



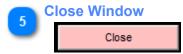
To reshuffle the Multi-Cut Carts, (cart numbers that house multiple audio cuts within them), simply press [Reshuffle Multi-Cut Carts]. Click HERE for more info on Multi-Cut Carts.



After entering the categories (comma separated) in the Text Box in the above illustration, click the **[Reshuffle Categories]** button.



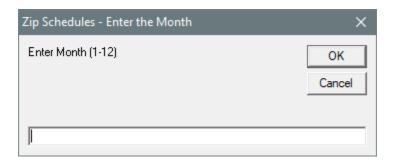
To reshuffle the audio cuts in ALL your audio categories click the [Reshuffle All] button.

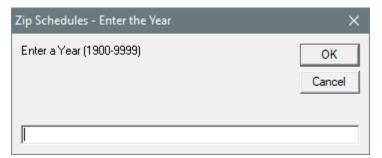


Press the [Close] button to return to the Scheduler Main Menu

# **Zip Schedules and History**

To keep your JBData folder tidy, you can archive old logs one month at a time. Click [Zip Schedules and History] and then enter the month (1-12) and year (YYYY) you wish to zip. You can then back up the files or delete them, they will be located in the JBData\Schedules folder.

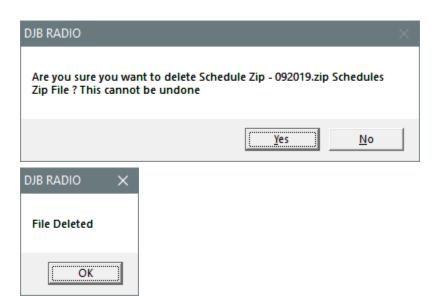




# **Delete Selected Schedule Zip**

Once you have zipped a month's schedules and history files, you can copy them elsewhere for backup purposes or delete them to save space. Click on one of the zip files shown and click [Deleted Schedule Zip].

Answer yes to the following dialog and the file will be deleted.



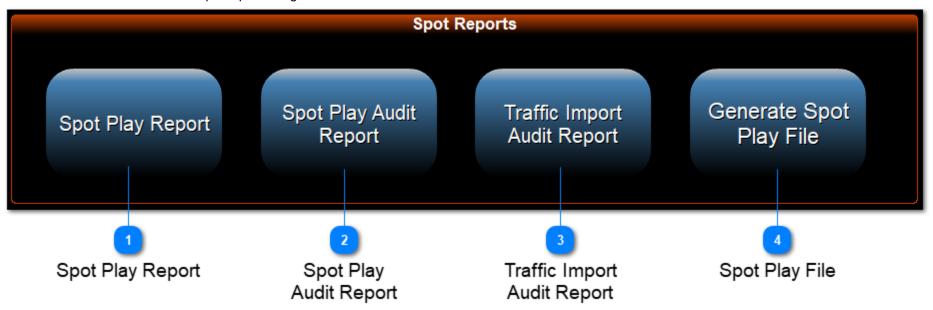
**Scheduler Report Boxes** 



Click one of the links below, or click the picture above to return to the main DJB Radio Scheduler page.

Spot Reports
Music Reports
Other Reports
System Reports

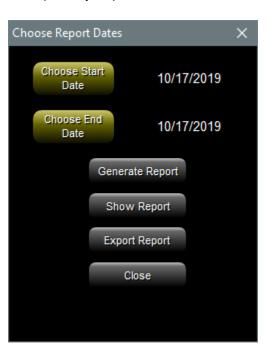
This row of buttons contains the reports pertaining to Commercials.



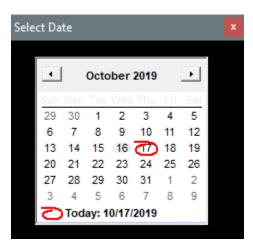
# **Spot Play Report**



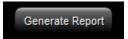
The Spot Play Report looks at the schedule file for the date or dates you choose and returns a report containing all the commercials that played.



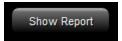
First you choose the date or dates on the window below.



Then you click Generate Report.



To see the report on screen, click Show report:



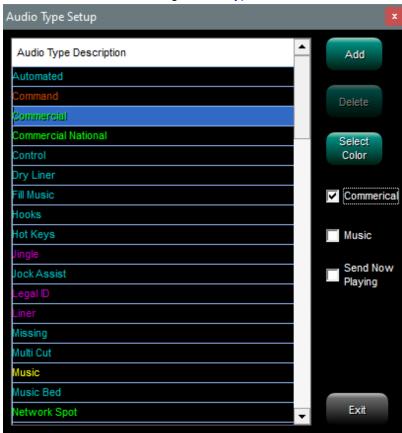
You will see something like the image below.



You can click the Print Preview button to see what it will look like if printed.

You can click the Print button 
to print the report on actual paper.

If the report is blank, either no commercials played or your Audio Types haven't been setup for Commercials like in the picture below. Click <u>HERE</u> for info on settings <u>Audio Types</u>.



If you click Export Report it will create the file in your JBdata\Schedules\ folder.

Spot Play Export.csv

If there is already a file there you will see the following warning:



Click yes to replace the existing file.

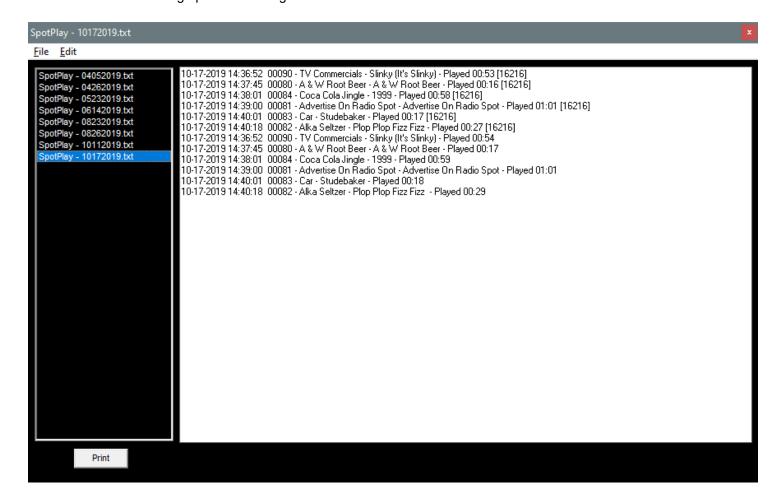
NOTE: The file is saved with a CSV (Comma Separated Values) extension, but due to the fact that there could be commas in the title and artist columns, the actual delimiter is a semicolon.

When you import it into your favorite spreadsheet program at text make sure you identify the semicolon (;) as the delimiter.

This report button shows a list of SpotPlay - MMDDYYYY.txt files that contain a record of every Commercial file played. Remember that the Commercials need to be setup in Audio Types first!

You can Click File, then Save As to save a copy.

You can click Edit, then Select All, then Copy to copy the text to the clipboard for pasting elsewhere. You can click Print to bring up a Print Dialog.



Traffic Import Audit Report

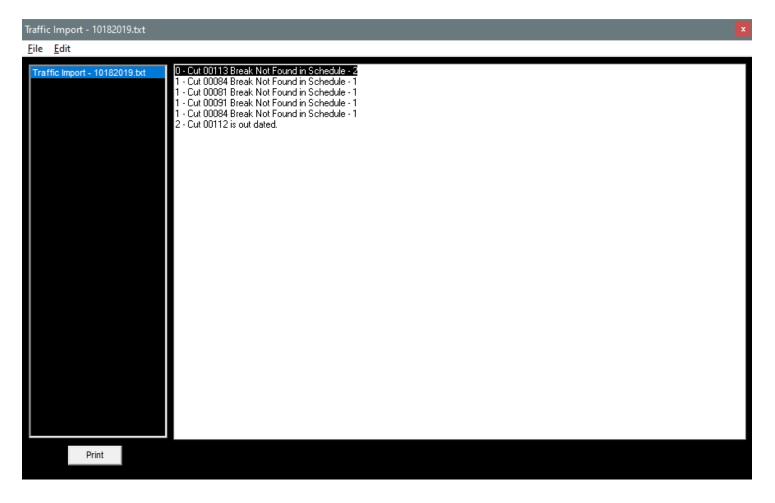
This allows you to see the error reports from importing 3rd Party Traffic.

Click on the Traffic Import - MMDDYYYY file you wish to look at.

You can Click File, then Save As to save a copy.

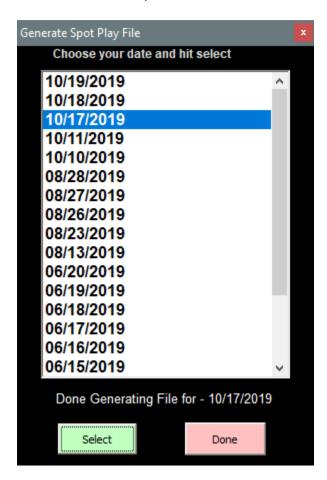
You can click Edit, then Select All, then Copy to copy the text to the clipboard for pasting elsewhere.

You can click Print to bring up a Print Dialog.



# Generate Spot Play File

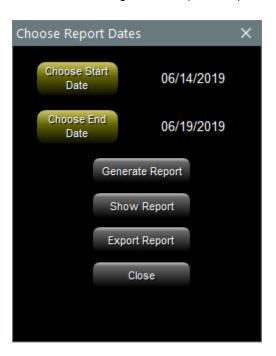
This button will allow the generation of a missing Spot Play - MMDDYYYY.txt file. Click on the date to select and then click the green Select button. When done, click the pink Done button.



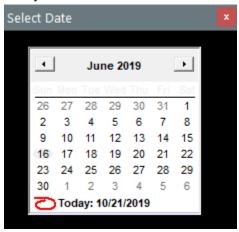


# BMI / ASCAP Report

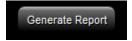
Use this button to generate reports requested by Music Publishers.



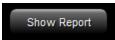
First you choose the date or dates on the window below.



Then you click Generate Report.



To see the report on screen, click Show report:



# BMI Report

<b>△</b> €
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date	time	artist	title	album	composer
D6/14/2019	16:46:51	Combo Audio	Romanticide	Living In Oblivion: The 8	No Composer Info in Da
06/14/2019	16:50:03	999	Homicide	Living In Oblivion: The 8	No Composer Info in Da
06/14/2019	16:53:18	Fleetwood Mac	Little Lies	Tango in the Night	Christine McVie, Eddy Q
06/14/2019	16:53:43	Missing Persons	Destination Unknown	Living In Oblivion - The	No Composer Info in Da
06/15/2019	16:46:51	Combo Audio	Romanticide	Living In Oblivion: The 8	No Composer Info in Da
06/15/2019	16:50:03	999	Homicide	Living In Oblivion: The 8	No Composer Info in Da
06/15/2019	16:53:18	Fleetwood Mac	Little Lies	Tango in the Night	Christine McVie, Eddy Q
06/15/2019	16:53:43	Missing Persons	Destination Unknown	Living In Oblivion - The	No Composer Info in Da
06/16/2019	16:46:51	Combo Audio	Romanticide	Living In Oblivion: The 8	No Composer Info in Da
06/16/2019	16:50:03	999	Homicide	Living In Oblivion: The 8	No Composer Info in Da
06/16/2019	16:53:18	Fleetwood Mac	Little Lies	Tango in the Night	Christine McVie, Eddy Q
06/16/2019	16:53:43	Missing Persons	Destination Unknown	Living In Oblivion - The	No Composer Info in Da
06/17/2019	16:46:51	Combo Audio	Romanticide	Living In Oblivion: The 8	No Composer Info in Da
06/17/2019	16:50:03	999	Homicide	Living In Oblivion: The 8	No Composer Info in Da
06/17/2019	16:53:18	Fleetwood Mac	Little Lies	Tango in the Night	Christine McVie, Eddy Q
06/17/2019	16:53:43	Missing Persons	Destination Unknown	Living In Oblivion - The	No Composer Info in Da
06/18/2019	16:46:51	Combo Audio	Romanticide	Living In Oblivion: The 8	No Composer Info in Da
06/18/2019	16:50:03	999	Homicide	Living In Oblivion: The 8	No Composer Info in Da
06/18/2019	16:53:18	Fleetwood Mac	Little Lies	Tango in the Night	Christine McVie, Eddy Q
06/18/2019	16:53:43	Missing Persons	Destination Unknown	Living In Oblivion - The	No Composer Info in Da
06/19/2019	16:46:51	Combo Audio	Romanticide	Living In Oblivion: The 8	No Composer Info in Da
06/19/2019	16:50:03	999	Homicide	Living In Oblivion: The 8	No Composer Info in Da
06/19/2019	16:53:18	Fleetwood Mac	Little Lies	Tango in the Night	Christine McVie, Eddy Q
06/19/2019	16:53:43	Missing Persons	Destination Unknown	Living In Oblivion - The	No Composer Info in Da

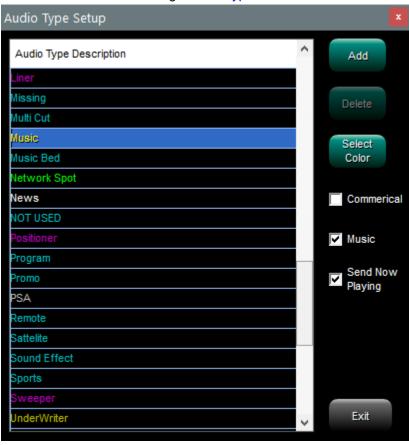
You can click the Print Preview button to see what it will look like if printed.

You can click the Print button 

to print the report on actual paper.

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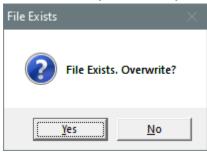
If the report is blank, either no music played or your Audio Types haven't been setup for Music like in the picture below. Click <u>HERE</u> for info on settings <u>Audio Types</u>.



If you click Export Report it will create the file in your JBdata\Schedules\ folder.

BMI Export.csv

If there is already a file there you will see the following warning:



Click yes to replace the existing file.

NOTE: The file is saved with a CSV (Comma Separated Values) extension, but due to the fact that there could be commas in the title and artist columns, the actual delimiter is a semicolon.

When you import it into your favorite spreadsheet program at text make sure you identify the semicolon (;) as the delimiter.

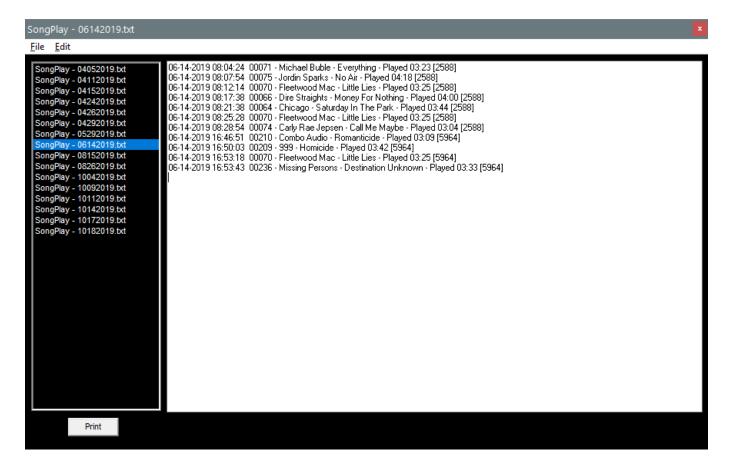


This report button shows a list of SongPlay - MMDDYYYY.txt files that contain a record of every Music file played. Remember that Music needs to be setup in Audio Types first!

You can Click File, then Save As to save a copy.

You can click Edit, then Select All, then Copy to copy the text to the clipboard for pasting elsewhere.

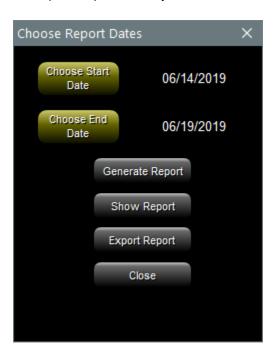
You can click Print to bring up a Print Dialog.



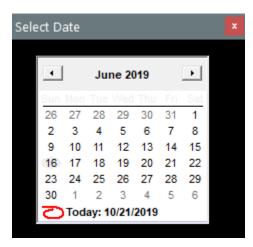
# **Spins Report**



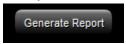
The Spins Report allows you to select a start and end date and also select which Music Categories you wish to check for total number of Spins (plays).



First you choose the date or dates on the window below.



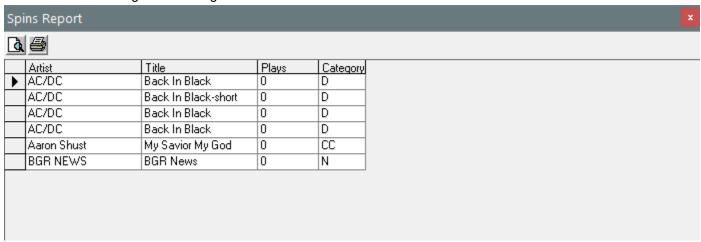
Then you click Generate Report.



To see the report on screen, click Show report:



You will see something like the image below.



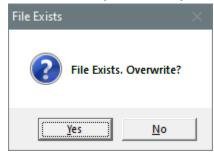
You can click the Print Preview button to see what it will look like if printed.

You can click the Print button 
to print the report on actual paper.

If you click Export Report it will create the file in your JBdata\Schedules\ folder.

SPINS Report Export.csv

If there is already a file there you will see the following warning:



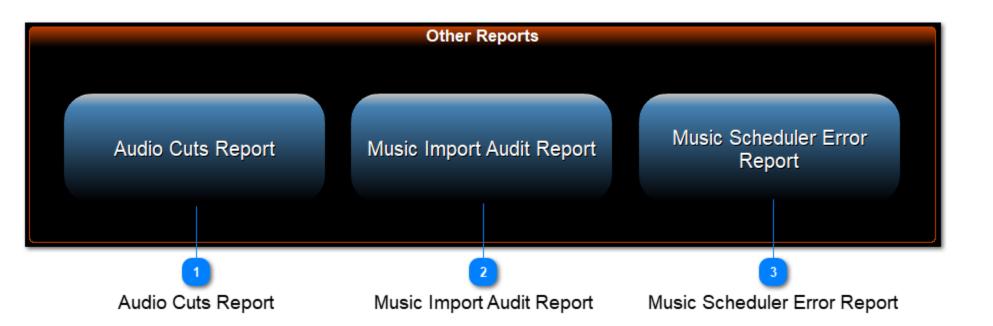
Click yes to replace the existing file.

NOTE: The file is saved with a CSV (Comma Separated Values) extension, but due to the fact that there could be commas in the title and artist columns, the actual delimiter is a semicolon.

When you import it into your favorite spreadsheet program at text make sure you identify the semicolon (;) as the delimiter.

Side Note: If you don't pick any categories, the software will scan all existing Schedule files and report the number of spins of every cut in every category.

**Other Reports** 



## **Audio Cuts Report**

Audio Cuts Report

The Audio Cuts Report is a versatile search and report tool.

If you click "Any of the below (OR)" and leave everything else blank, you will get a report of every cut in your DJB Database.

If you want a more specific report:

On the Window below, first select the Audio Type you wish to search for.

You can add a Category, Tempo, Gender, Artist, and even whether or not the cut is Active.

In the Sort By box you select how you want the report sorted.

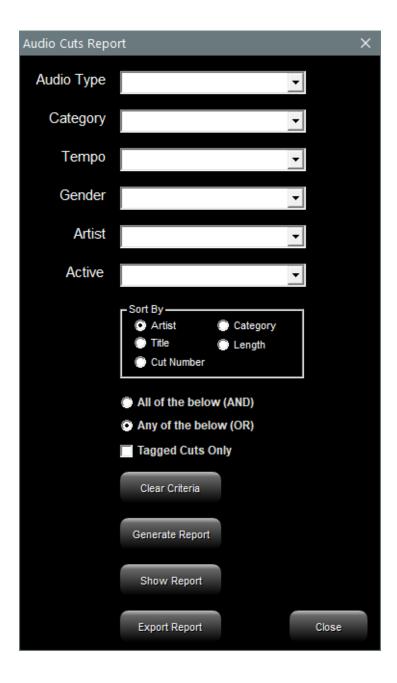
Below that are 2 important radio buttons:

"All of the below (AND)"

"Any of the below (OR)"

If you select AND only items of the Audio Type that meet ALL of the additional criteria will be reported. If you select OR any items of the Audio Type that meet ANY of the additional criteria will be reported.

The last option, Tagged Cuts Only will only report cuts you have currently tagged in Production. For more on Tagging look <u>HERE</u>



If you wish to empty all of the boxes and start over, click [Clear Criteria]

Once you are happy with your criteria then click Generate Report.



To see the report on screen, click Show report:



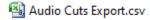
You will see something like the image below.

dio Cuts Report								
CutNumber	Artist	Title	Album	Cat	Туре	Intro	Length	Composer
92		Title but no Artist	jinglethe studebakers	00	Commercial	0.5	00:18	
209	999	Homicide	Living In Oblivion: The 8	Α	Music	15.402	03:43	
80	A & W Root Beer	A & W Root Beer	JingleA&W Rootbeer!	00	Commercial	0.5	00:17	
6000	Aaron Shust	My Savior My God		CC	Music	0	04:15	
2	AC/DC	Back In Black		D	Music	0.5	04:08	
3	AC/DC	Back In Black-short		D	Music	0.5	04:08	
4	AC/DC	Back In Black		D	Music	0.5	04:08	
58	AC/DC	Back In Black		D	Music	0.5	04:08	
81	Advertise On Radio S	pd Advertise On Radio Spo	or the radio advertising	00	Commercial	0.5	01:01	
82	Alka Seltzer	Plop Plop Fizz Fizz	jingleoh what a relief it	00	Commercial	0.5	00:29	
91	Artist but no title		jinglethe studebakers	00	Commercial	0.5	00:18	
99039	BGR NEWS	BGR News		N	News	0.5	01:00	
52	Big Rig Horn			00	Hot Keys	0.5	00:04	
85	Boston Pizza	All Meat Wings	Here to make you happ	00	Commercial	0	00:30	
48	Bouy Bell			00	Hot Keys	0	00:28	
214	Bow Wow Wow	C30 C60 C90 Go	Living In Oblivion: The 8	Α	Music	8.514	03:03	
201	Bryan Adams	Straight From The Heart	So Far So Good	Α	Music	5.762	03:29	
20001	Bryan Adams	Straight From The Heart	So Far So Good	00	Music	0.5	03:29	
83	Car	Studebaker	jinglethe studebakers	00	Commercial	0.5	00:18	
74	Carly Rae Jepsen	Call Me Maybe	Curiosity	Α	Music	4	03:11	Carly Rae
10076	Casting Crowns	Lifesong	-	00	Automated	6	04:31	M.Hall
64	Chicago	Saturday In The Park	Chicago V	Α	Music	25	03:51	Robert La
55	CHICKEN DANCE		_	00	Hot Keys	0	02:42	
59	Chris Rice	Untitled Hymn		Α	Music	16.171	03:45	
31039	Chris Tomlin	Jesus Loves Me		00	Music	12.809	03:31	
10017	Chris Tomlin	Jesus Loves Me		00	Automated	12.809	03:31	
76	Christina Aguilera	Genie In A Bottle	Christina Aguilera	Α	Music	5	03:38	Steve Kipi
211	Classix Nouveax	Guilty	Living In Oblivion: The 8	Α	Music	30.29	03:13	
84	Coca Cola Jingle	1999	Jinglealways coca co	00	Commercial	0.5	00:59	
210	Combo Audio	Romanticide	Living In Oblivion: The 8	Α	Music	14.789	03:10	
31040	Cory Asbury	Reckless Love		00	Music	3.014	03:56	
10019	Coru Asburu	Beckless Love		nn	Automated	3.014	03:56	

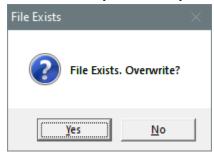
You can click the Print button it to print the report on actual paper.

If the report is blank you may need to check your criteria.

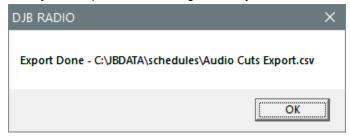
If you click Export Report it will create the file in your JBdata\Schedules\ folder.



If there is already a file there you will see the following warning:



Click yes to replace the existing file and you will see:



NOTE: The file is saved with a CSV (Comma Separated Values) extension, but due to the fact that there could be commas in the title and artist columns, the actual delimiter is a semicolon. When you import it into your favorite spreadsheet program at text make sure you identify the semicolon (;) as the delimiter.

# **Music Import Audit Report**



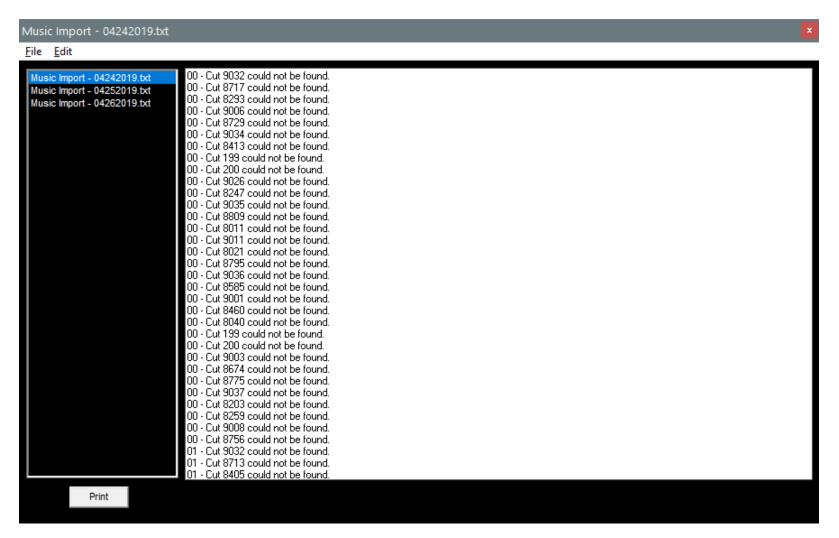
This allows you to see the error reports from importing 3rd Party Music.

Click on the Music Import - MMDDYYYY file you wish to look at.

You can Click File, then Save As to save a copy.

You can click Edit, then Select All, then Copy to copy the text to the clipboard for pasting elsewhere.

You can click Print to bring up a Print Dialog.



## **Music Scheduler Error Report**



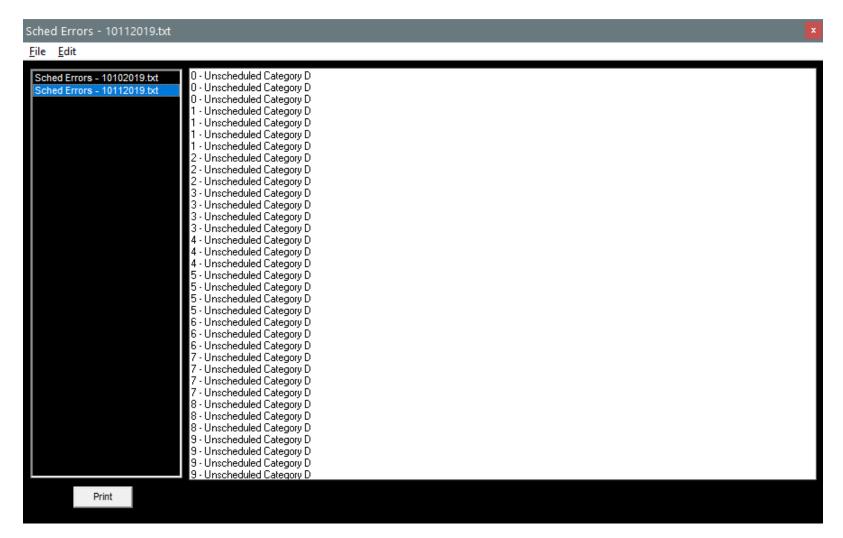
This report allows you to see the specific errors during the scheduling process.

Click on the Sched Errors - MMDDYYYY file you wish to look at.

You can Click File, then Save As to save a copy.

You can click Edit, then Select All, then Copy to copy the text to the clipboard for pasting elsewhere.

You can click Print to bring up a Print Dialog.



# **System Reports**



## **System History Audit Report**



The History report allows you to review the History file for the day you choose.

This is mainly for Engineering and troubleshooting use. The History file shows everything that happened on the day in question.

Click on the History - MMDDYYYY file you wish to look at.

You can Click File, then Save As to save a copy. You can click Print to bring up a Print Dialog.

You can click Edit, then Select All, then Copy to copy the text to the clipboard for pasting elsewhere.

```
History - 04292019.txt
File Edit
                                    04-29-2019 09:23:22 DJB Sports Start Up 14.1.8
 History - 04012019.txt
                                    04-29-2019 09:23:22 DJB Sports Loading Show
 History - 04022019.txt
                                    04-29-2019 09:23:55 DJB Sports Quiting
 History - 04052019.txt
                                    04-29-2019 10:18:43 Load Station Info [5216]
 History - 04082019.txt
                                    04-29-2019 10:18:43 System Initialize & Load Settings [5216]
 History - 04092019.txt
                                    04-29-2019 10:18:43 DJBRadio Startup 3.4.308 [5216]
 History - 04102019.txt
                                    04-29-2019 10:18:43 | Checked Drive Mappings [5216]
 History - 04112019.txt
                                    04-29-2019 10:18:43 License Type -N -1 [5216]
 History - 04122019.txt
                                    04-29-2019 10:18:43 Load Schedule Settings [5216]
 History - 04152019.txt
                                    04-29-2019 10:18:43 Checking For Prvious State File [5216]
 History - 04182019.txt
                                    04-29-2019 10:18:43 Setup Machine Config [5216]
 History - 04222019.txt
                                    04-29-2019 10:18:43 System start apps [5216]
                                    04-29-2019 10:18:43 Load Now Play [5216]
 History - 04242019.txt
 History - 04252019.txt
                                    04-29-2019 10:18:43 Load Weather [5216]
                                    04-29-2019 10:18:43 Open Database [5216]
 History - 04262019.txt
                                    04-29-2019 10:18:43 Checking for Backup Directory [5216]
  History - 04292019.txt
                                    04-29-2019 10:18:43 License Type -N -1 [5216]
  History - 05012019.txt
                                    04-29-2019 10:18:43 License Type -N -1 [5216]
 History - 05032019.txt
                                    04-29-2019 10:18:43 Loading Audio Database [5216]
 History - 05072019.txt
                                    04-29-2019 10:18:43 Starting OnAir [5216]
 History - 05132019.txt
                                    04-29-2019 10:18:45 Success Unlocking HTTP Component [5216]
 History - 05202019.txt
                                    04-29-2019 10:18:45 Create System Timers [5216]
 History - 05222019.txt
                                    04-29-2019 10:18:45 | Setup Audio Cards [5216] |
 History - 05232019.txt
                                    04-29-2019 10:18:45 | Setup Up OnAir Processing [5216] |
 History - 05292019.txt
                                    04-29-2019 10:18:45 Setup BGR [5216]
 History - 06132019.txt
                                    04-29-2019 10:18:45 | Setup Schedule Display [5216]
 History - 06142019.txt
                                    04-29-2019 10:18:45 Mode Toggeled to Jock Assist [5216]
 History - 06242019.txt
                                    04-29-2019 10:18:45 Load HotKeys [5216]
                                    04-29-2019 10:18:45 Load Weather [5216]
 History - 06252019.txt
                                    04-29-2019 10:18:45 Load Schedule [5216]
 History - 06262019.txt
                                    04-29-2019 10:18:45 Compact Schedule File [5216]
 History - 08012019.txt
                                    04-29-2019 10:18:45 Compact Schedule File Before - 606208 [5216]
 History - 08052019.txt
                                    04-29-2019 10:18:46 Compact Schedule File After - 606208 [5216]
  History - 08072019.txt
                                    04-29-2019 10:18:46 Open Schedule File [5216]
 History - 08122019.txt
                                    Print
```

# **Serial Data Report**

Serial Data Report

The Serial Data report allows you to review the Serial file for the day you choose.

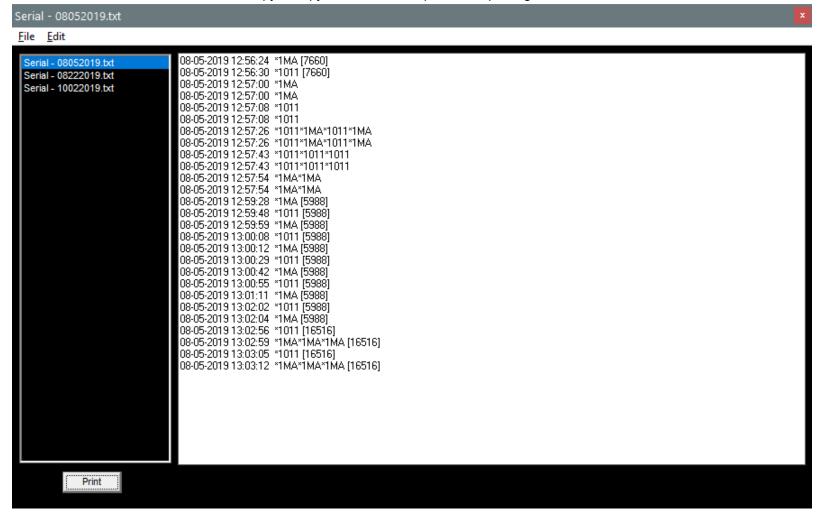
This is mainly for Engineering and troubleshooting use.

The Serial file shows every input and output sent or received on the serial port.

Click on the Serial - MMDDYYYY file you wish to look at.

You can Click File, then Save As to save a copy. You can click Print to bring up a Print Dialog.

You can click Edit, then Select All, then Copy to copy the text to the clipboard for pasting elsewhere.



# **Digital I/O Report**

#### Digital I/O Audit Report

The Digital I/O (Input/Output) report allows you to review the Digital IO file for the day you choose.

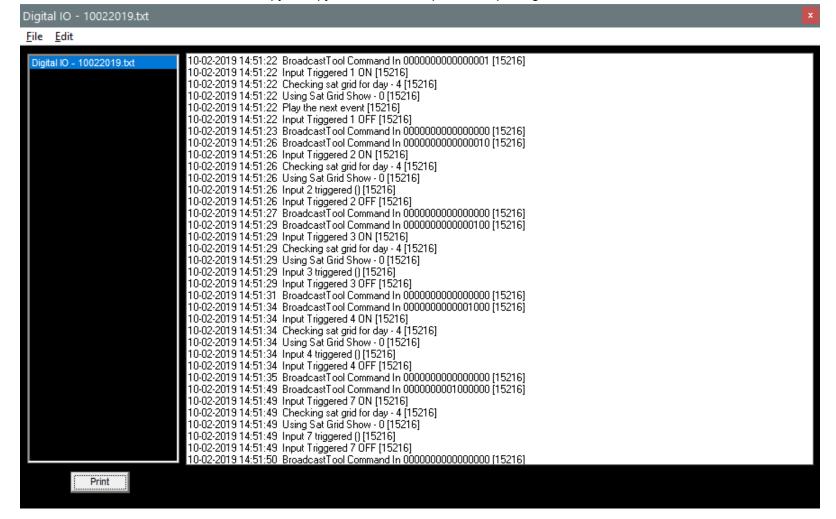
This is mainly for Engineering and troubleshooting use.

The Digital IO file shows every relay input and output that the On Air processed on the day in question.

Click on the Digital IO - MMDDYYYY file you wish to look at.

You can Click File, then Save As to save a copy. You can click Print to bring up a Print Dialog.

You can click Edit, then Select All, then Copy to copy the text to the clipboard for pasting elsewhere.





This concludes our overview of the DJB Radio Production software.

For more information, or if we've missed anything, please contact support@DJBRadio.com.

The next section of this manual covers the DJB Radio OnAir playout software.

# **DJB Radio On Air**

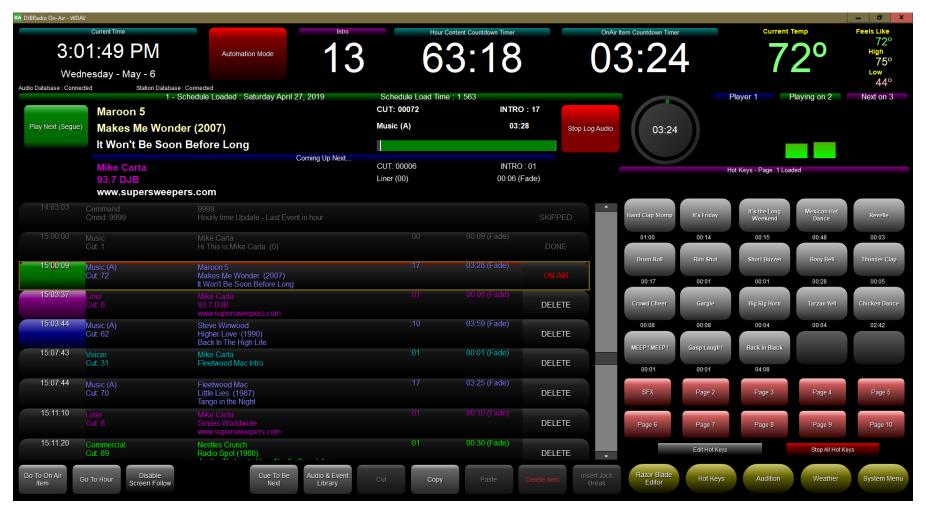
# **Automation Mode - Jock Assist Mode - Hot Keys**



## [GREEN] ON AIR ICON

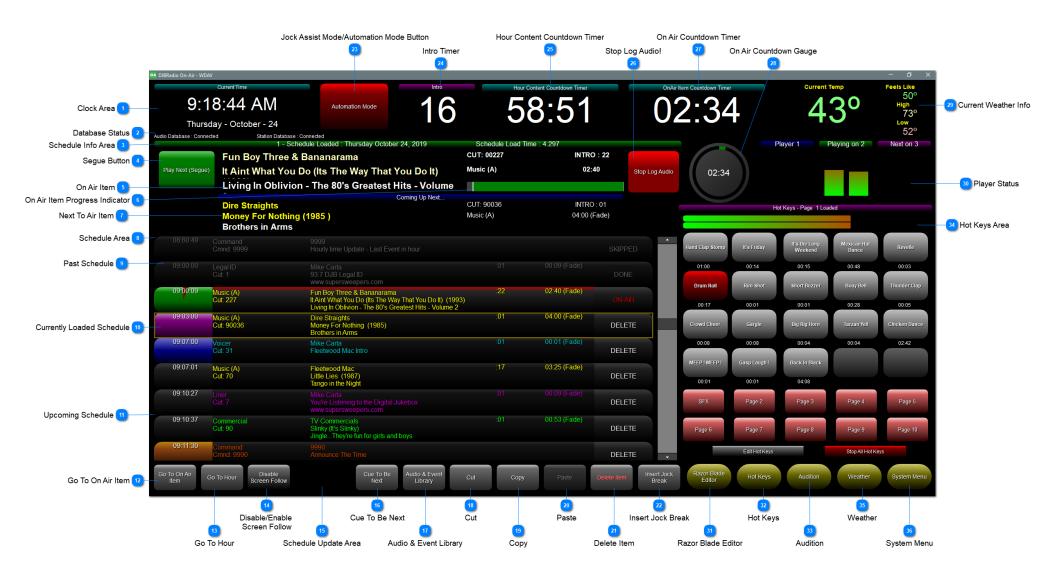
[ Automation Mode - Jock Assist Mode ]
 [ Hot Keys - Audition - Weather ]
 [ Audio and Event Library ]
 [ Razor Blade Editor ]

Launch The DJB Radio On Air by clicking on the [GREEN] ON AIR ICON



The On Air Screen

This section will take you through all of the functions of the DJB Radio On Air Interface



**Clock Area** 

# 9:18:44 AM

**Current Time** 

Thursday - October - 24

This area shows the date and time.

If you click on the time, the display changes from a clock to a "time remaining in hour" display. Click again to return to a classic clock.

4PM - 41:40

Friday - October - 18

Data

**Database Status** 

Audio Database: Connected

Station Database: Connected

These indicators should say connected while operating the software.

3

## Schedule Info Area

# 1 - Schedule Loaded: Thursday October 24, 2019

Schedule Load Time: 4.297

This area shows the currently loaded schedule and how long (in seconds) it took to load.

You can use this as a quick check to make sure the schedule is today's schedule.

If no schedule file was ready at midnight, DJB Radio would have reloaded yesterday's log for a second day.

Also as a side note, the color of this bar changes to match the deck that is currently playing (See <u>Deck Status</u> below).

# **Segue Button**



If DJB Radio is playing, this button fades the currently playing item and starts the next. If it is not playing already this plays the next event but does not put it into Automation Mode.

5

#### On Air Item



This left side of this area shows the artist, title, and album.

The middle shows the cut number and audio type (Category).

The bottom right shows the On Air Item Progress Indicator.

This right side of this area shows the intro time and length.

# **On Air Item Progress Indicator**



This gauge also moves across as the item plays. It starts out green....



...changes to orange...



...and finally before the cut ends it turns red. This is a great visual cue for the on air staff.

There is also a seldom used feature; you can click on the white bar and drag it to move the current file to a different place in the song. Not very useful for On Air, but useful for testing purposes for the engineers.

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#### **Next To Air Item**

Dire Straights
Money For Nothing (1985)
Brothers in Arms

Coming Up Next...

CUT: 90036 Music (A) INTRO: 01 04:00 (Fade)

This area shows the same info as the On Air item but has no progress indicator.

#### **Schedule Area**

08:60:49	Command Cmnd: 9999	9999 Hourly time Update - Last Event in hour			SKIPPED	•
09:00:00	Legal ID Cut: 1	Mike Carta 93.7 DJB Legal ID www.supersweepers.com	:01	00:09 (Fade)	DONE	
09:00:09	Music (A) Cut: 227	Fun Boy Three & Bananarama It Aint What You Do (Its The Way That You Do It) (1993) Living In Oblivion - The 80's Greatest Hits - Volume 2	:22	02:40 (Fade)		
09:03:00	Music (A) Cut: 90036	Dire Straights Money For Nothing (1985) Brothers in Arms	:01	04:00 (Fade)	DELETE	
09:07:00	Voicer Cut: 31	Mike Carta Fleetwood Mac Intro	:01	00:01 (Fade)	DELETE	
09:07:01	Music (A) Cut: 70	Fleetwood Mac Little Lies (1987) Tango in the Night	:17	03:25 (Fade)	DELETE	
09:10:27	Liner Cut: 7	Mike Carta You're Listening to the Digital Jukebox www.supersweepers.com		00:09 (Fade)	DELETE	
09:10:37	Commercial Cut: 90	TV Commercials Slinky (It's Slinky) JingleThey're fun for girls and boys	:01	00:53 (Fade)	DELETE	
09:11:30	Command Cmnd: 9990	9990 Announce The Time			DELETE	<b>•</b>

This area show the active schedule (log).

The button on the left shows the calculated time the item will air. It also doubles as a start button allowing you to start an item that is not next to air. It also shows the color of the deck (blue, purple, or green) which corresponds to the number of the deck.

If you have a multi-channel sound card with different decks on different pots, this helps you determine which pot is playing. It also becomes a gauge of the On Air item's progress gradually filling up with red until it changes to the next cut.

The second field has the Audio Type, (Category), and cut number.

This is also the area you need to click if you wish to drag an item in the current schedule.

When your mouse is over the area it turns to a lighter shade of gray indicating dragability.

The 3rd field contains the Artist, Title, Album, Intro, Duration, and Ending (Fade/Cold).

You should know that the Duration value reflects the duration up to the Segue mark.

This allows you to know how much time you have before the next item triggers.

The button on the right says ON-AIR for the currently playing item.

For past items, the button will say DONE if the item played and SKIPPED if the item was skipped.

For future items the button will say DELETE allowing you to quickly delete unwanted items. You can delete loaded items, but not the item currently playing.

#### **Schedule Area Continued**

The last item in this area is the gray scroll bar. You can click the up and down arrows to move one line at a time.

You can click the dark gray slider and drag it up and down to move rapidly.

You can click above or below the dark gray slider to move a page at a time up or down.

Finally, if your mouse is over the scroll bar area, you can use the wheel on your mouse to scroll the schedule.

#### **Past Schedule**

08:60:49	Command	9999				•
	Cmnd: 9999	Hourly time Update - Last Event in hour			SKIPPED	
09:00:00	Legal ID Cut: 1	Mike Carta 93.7 DJB Legal ID www.supersweepers.com	:01	00:09 (Fade)	DONE	

Grayed out items are in the past.

On the far right the button will change to DONE if the item played or SKIPPED if it didn't.

You can still click in the audio type field and drag past items into the schedule if you need to.

You can also scroll back into the past, click an item, and click Cue To Be Next to effectively go back in time.

# **Currently Loaded Schedule**

09: <mark>0</mark> 0:09	Music (A) Cut: 227	Fun Boy Three & Bananarama It Aint What You Do (Its The Way That You Do It) (1993) Living In Oblivion - The 80's Greatest Hits - Volume 2	:22	02:40 (Fade)	ON-AIR	
09:03:00	Music (A) Cut: 90036	Dire Straights Money For Nothing (1985) Brothers in Arms	:01	04:00 (Fade)	DELETE	
09:07:00	Voicer Cut: 31	Mike Carta Fleetwood Mac Intro	:01	00:01 (Fade)	DELETE	

The 3 playback decks are color coded:

Blue: Player 1 Green: Player 2 Purple: Player 3

This is very useful if you are running multiple pots on the console. The currently playing item says ON-AIR in the button at the far right. And the start button of the playing item will gradually fill with red.

## **Upcoming Schedule**

<u> </u>	9						
	09:07:01	Music (A) Cut: 70	Fleetwood Mac Little Lies (1987) Tango in the Night	:17	03:25 (Fade)	DELETE	
	09:10:27		Mike Carta You're Listening to the Digital Jukebox www.supersweepers.com		00:09 (Fade)	DELETE	
	09:10:37	Commercial Cut: 90	TV Commercials Slinky (It's Slinky) JingleThey're fun for girls and boys	:01	00:53 (Fade)	DELETE	
	09:11:30	Command Cmnd: 9990	9990 Announce The Time			DELETE	•

Future events show their approximate time to air and if you click that button they will play immediately.

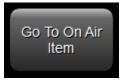
You can click in the audio type field and drag items around the schedule if you want to.

The delete button will remove that item from the schedule after answering this prompt:



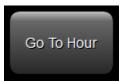
You can also select an item and click the Cue To Be Next button to advance the schedule to that position. That feature is useful if you need to jump ahead to catch up.

# Go To On Air Item

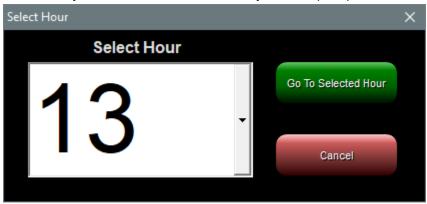


This button causes the schedule window to take you to the currently playing item.

**Go To Hour** 



This allows you to look at a different hour by number (0-23).



Disable/Enable
Screen Follow



If you intend to look ahead or into the past, this button will prevent the schedule window from jumping to the current item every time it changes.

# **Schedule Update Area**

While a Log Editor or Voice Tracker is attached in "After Exit" mode an indicator will appear notifying the On Air user. Any changes made in the studio will be replaced when the Log Editor or Voice Tracker disconnects.



After each edit (or after exiting either editor) a button will appear at the bottom of the On Air screen "Log Updated Press to Reload":



Also under the Stop Log Audio button there is a countdown timer (the delay is set in the On Air settings).



Otherwise this area will remain mysteriously blank....



By selecting a line in the schedule, either future or past and pressing this button, the schedule will jump to that point in time.

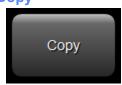
**Audio & Event Library** 



This brings up the Audio and Event Library which is covered in detail **HERE**.



After clicking to select an item from the schedule, the cut button will remove the item and place it in the memory buffer for pasting. Only one item may be in the buffer at once, so if you cut or copy twice the first item is lost.



After clicking to select an item from the schedule, the copy button will place it in the memory buffer for pasting. Only one item may be in the buffer at once, so if you copy or cut twice the first item is lost.

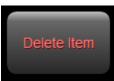
**Paste** 



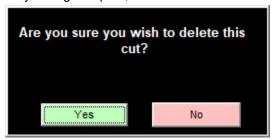
The Paste button is grayed out as seen above until something has been Cut or Copied. Click on the item in the schedule and click Paste to paste the item above the selected item. You can paste multiple times to place the same cut multiple times.

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#### **Delete Item**



As you might expect, Delete Item will delete the elected schedule item after this warning:



Selecting Yes will delete the item, selecting No will close the window and leave the item in place.

22

#### **Insert Jock Break**



This button inserts a command 9996 Jock Assist Jock Break which will stop the schedule and allow manual control in the studio.



23

## **Jock Assist Mode/Automation Mode Button**

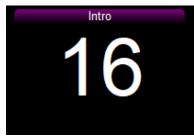


This Button will Toggle the system between Automation Mode and Jock Assist Mode

In Automation Mode the system will continue to play audio until stopped by a command or a user button press.

In Jock Assist Mode the user must start all events manually using the play next button or the individual start buttons on the left of each schedule item.

**Intro Timer** 



When a cut begins, this timer counts down from the beginning of the audio to the point marked as Intro in the Production software. Basically this is how long you have to pontificate over the music before you walk on the vocals.

25

## **Hour Content Countdown Timer**



This countdown timer shows the amount of audio left in the current hour.

26

# **Stop Log Audio!**



This big red button will kill the playing cut and place the system in Jock Assist Mode.

## **On Air Countdown Timer**



This timer counts down to the Segue point on the currently playing cut.

28

## On Air Countdown Gauge

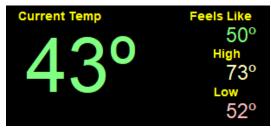


Like the On Air Item Countdown Timer, this gauge counts down to the Segue point on the currently playing cut. This gauge also gives a visual cue as the timer counts down, the gauge fills up.

The color of the gauge changes from green to red as the Segue point approaches.

29

## **Current Weather Info**

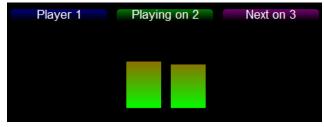


This shows the current weather information.

The DJB Weather updater checks every 60 minutes for new weather.



# **Player Status**



This is a visual representation of the 3 players available to the DJB Radio On Air software.

The colors match the currently loaded schedule items and as each item plays you can see the levels here.



#### **Razor Blade Editor**



This opens the Razor Blade Editor which you can use to quickly trim cuts.

You can also record quick audio files. They will be saved in C:\DJBRADIOAIR\RBrec\

For details about the Razor Blade Editor look HERE.

32

# **Hot Keys**



This button causes the Hot Keys to be visible on the main screen.

33

# **Audition**



This button causes the Audition page to be visible on the main screen.

For details about the Audition Page look HERE.



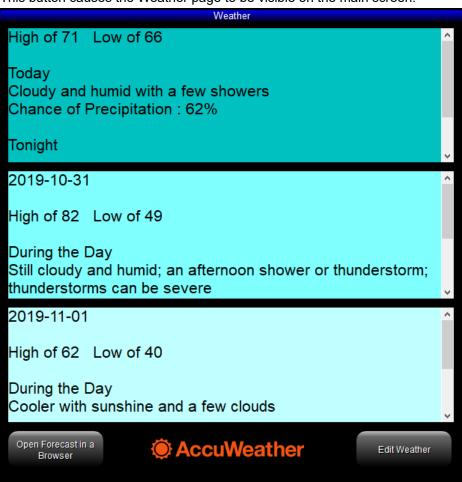
Each Hot Key page has 20 assignable buttons. To Play a Hot Key simply click the button.

When the audio is playing the button will turn red. If you wish to stop the button simply press the button again. You can play up to 4 Hot Keys at the same time.

On Air settings has a Hot Keys entry in the sound card setup so you can choose where the Hot Keys play. For more on Hot Keys and how to configure them, look in the Production software <u>HERE</u>.



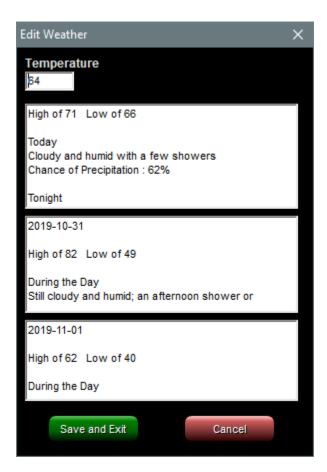
This button causes the Weather page to be visible on the main screen.



Clicking Open Forecast in a Browser causes your PC to open your default browser and Head over to Accuweather.com

#### **Weather Continued**

Clicking Edit Weather brings up the window below allowing manual editing of the weather text displayed on the On Air screen when the Weather button is clicked. That info will be overwritten when the DJB Weather Updater grabs the latest temperatures every 60 minutes.



**System Menu** 



This button causes the System Menu page to be visible on the main screen. We will cover the many functions of the <u>System Menu HERE</u>



1

#### Info Area

Watcher Disabled Last Edit Time Last Exact Time Sync : None Watcher Enabled

Last Log Update Loaded: 10/31/2019 12:49:34 PM

Last Exact Time Sync: 13:00:00

This area shows several things:

- 1. The Watcher is enabled in Automation Mode. If a bad cut hangs up the schedule, Watcher will click the Play Next button to ensure the station doesn't stop.
- 2. Last Edit Time shows the date and time of the last schedule update caused by and edit function in Production Log Editor or Voice Tracking.
- 3. Last Exact Sync Time shows when an exact time item in the log caused the schedule to advance.

2

#### System Messages

#### **RDS Music Command Sent**

This area will show various system messages including Digital I/O like RDS outputs and Relay Inputs.

3

#### **Player Volume Area**

Player 1 Volume : 100
Player 2 Volume : 100
Player 3 Volume : 100

Reset Player
Volumes

It is possible to reduce player volumes using command cuts.

If the players are set to anything less that 100%, clicking the Reset Player Volumes button will return them to 100%

4

# **Live Inputs**



This area shows the audio levels of the REC and BGR inputs.

If a BGR event is recording, the red NO will change to YES.

# **Playback Processing**



This opens a software compressor that can be applied to the players' outputs.

Here is a simple rundown:

Gain: Increase or decrease volume with the compressor

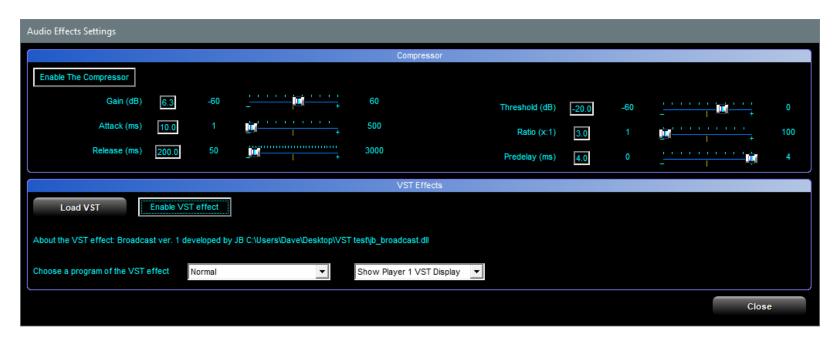
Attack: How quickly does the compressor react to changes in volume when the threshold is exceeded

Release: How long does the compressor take to return after adjusting volume when back below the threshold

Threshold: The level at which the compressor will begin to compress the audio

Ratio: 3.0 means for every 3dB the audio exceed the threshold, the compressor allows 1dB to pass

Predelay: The amount of time after the Threshold is reached before the attack phase is started.



There is also a VST (Virtual Studio Technology) Effects section.

If you load a compatible VST plug-in DLL file you can apply the effects to all output channels.

Note: VST files are supplied and maintained by their creator and not supported by DJB Support.

Use at your own risk.



# DJBRadio Version 3.5.52

Software Activated (63780559)

This area will show the software version you are running in case Tech Support asks. Also shown is the status of your license and the License ID of the software.

Stop Button



Like the emergency stop at the gas station, if you push the big, red button all audio stops and teh system is placed in Jock Assist Mode.

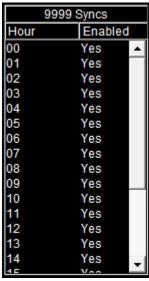
Exit Button



This button will be grayed out if audio is playing to prevent accidental closure. If you stop the audio and then click Exit On Air, the program will close.

# 9

# **Sync Info**



This box shows which hours in the log have a command 9999 Sync to remove any excess audio past the Sync time. Sync time can be changed in On Air settings, but defaults to 58:30 after the hour.

# 10

#### Pack DB Button



Clicking this button will initiate a database pack.

The Production must be closed and only one On Air connected to the database.

This is identical to the automatic pack performed at midnight each night (if Production is not left open).

Also if there are multiple On Airs only one should not have this checkbox checked in the program settings.





# Refresh Schedule Button



If you have changed the database information for cuts in the schedule this button will allow the user to refresh and update that information in the schedule.





This button allows you to put your Back Ground Record (BGR) audio source directly on the air.

If you record a news feed periodically and a breaking news event is happening you might use this button to air the news feed.

# Put REC Input On Live



This button allows you to put your Record (REC) audio source directly on the air.

# Closure Inputs Status



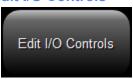
This button shows whether inputs are able to be received by the software.

If it says "Inputs Are OFF" no satellite or other Digital I/O inputs will be registered or acted upon.

Basically it prevents others from pushing you buttons.

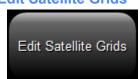
Command cuts 9801 (ON) and 9800 (OFF) can change this setting from the schedule.

# Edit I/O Controls



Allows you to change the I/O Control grids. It is explained in the Production suite <u>HERE</u>.

#### **Edit Satellite Grids**



Allows you to edit the Satellite grids.

It is explained in the Production suite **HERE**.



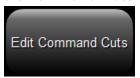
# **Edit BGR Events**



Edit Back Ground Recording Events (BGR) is covered in detail HERE

18

# **Edit Command Cuts**

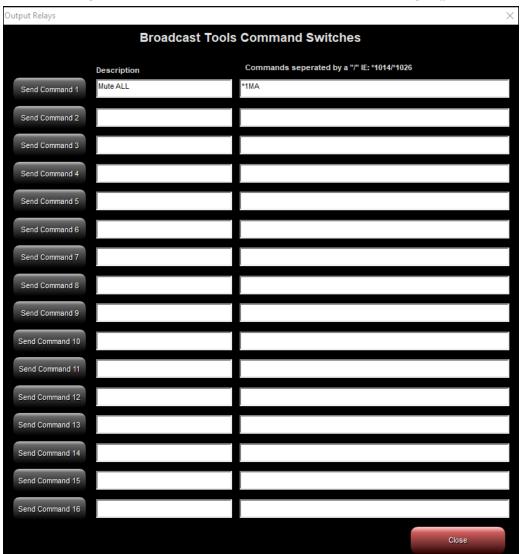


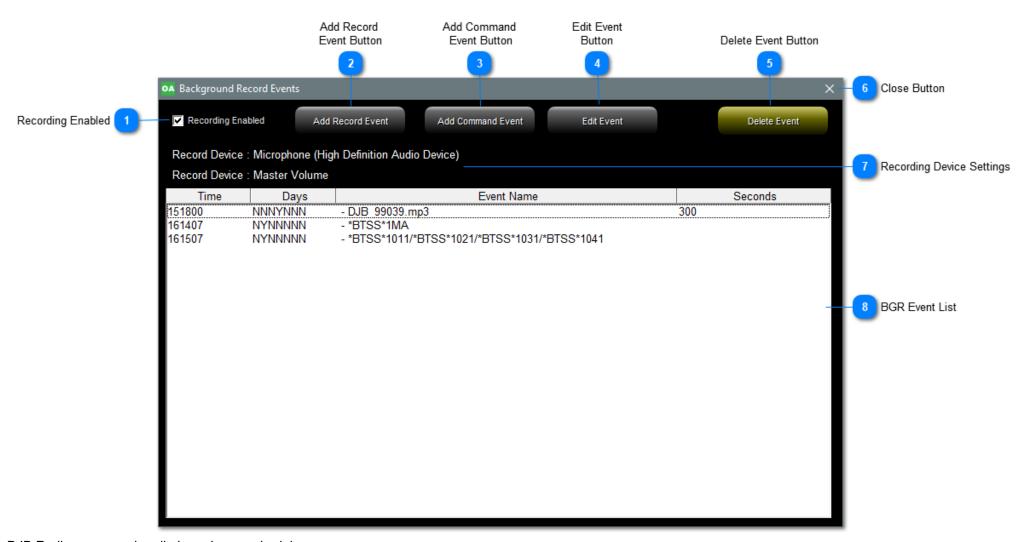
You can edit command cuts in On Air or Production. Click <u>HERE</u> for details.

Serial Device Hotkeys

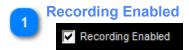
This window gives you access to a window to send manual serial commands to your serial device that you have hooked up. Generally that serial Device is a Broadcast Tools Switcher.

If I click Send Command 1 below the switcher would receive \*1MA or Unit #1 Mute All.





DJB Radio can record audio based on a schedule



You can only enable and disable the BGR feature here.

You can also create and edit BGR Events in the Production suite <u>HERE</u>.



Click this to begin creating a new audio recording event.

On the box that pops up, you select the exact time (HHMMSS) and check the boxes for the days of the week you wish the event to record. Enter a description for the BGR Event.

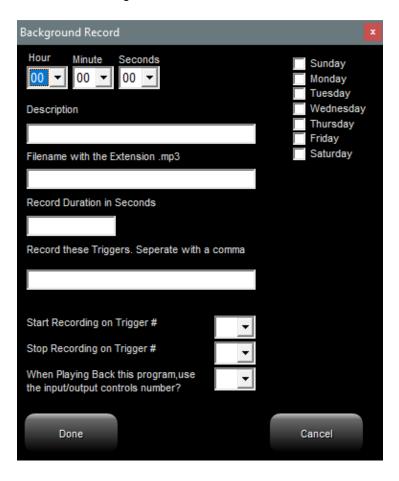
Enter the file name in the form DJB\_xxxxx.mp3 (if recording is set to MP3).

#### \*\*NOTE\*\* BGR can only overwrite existing cuts in the database.

If the database entry doesn't already exist, BGR will still record the cut into your JBMusic folder.

It will not show in the Audio & Event Library or on the Production screen.

Enter the recording duration in seconds.



#### **Add Record Event Continued**

The next 4 sections only pertain to Input triggers.

If triggers are firing during the recording and you wish them to be fired when the BGR cut plays back, then you put the trigger number(s) in the "Record these Triggers" box.

So if you want triggers 3 and 4 to be recorded and played back, put "3,4" in the box (without the quotes).

The next 2 boxes allow you to receive a trigger to start and stop the BGR.

Example: you have a 1 minute recording that will start recording when input 4 is triggered and stop when input 5 is triggered.

If the trigger is coming between 00 and 05, then set the minutes to 00 and the duration to 360 (6 minutes).

When input 4 is received it will begin recording and when input 5 is received 60 seconds later it will stop and save the 60 second file.

The last box selects the IO Grid number that will be used when the triggers that were recorded are replayed.

Add Command Event Button



Click this to begin creating a new Command Event.

These can be used to send commands to a switcher before or after an audio BGR.

Edit Event Button



After selecting an existing event, click this button to make changes to it.

Delete Event Button



After selecting an existing event, click this button to delete the event.

Close Button



Click this X to close the BGR Event editor.



# **Recording Device Settings**

Record Device : Microphone (High Definition Audio Device)

Record Device: Master Volume

This area shows the audio devices set in the On Air Program Settings



#### **BGR Event List**

Time	Days	Event Name	Seconds
151800	NNNYNNN	- DJB 99039.mp3	300
161407	NYNNNNN	- *BTSS*1MA	
161507	NYNNNNN	- *BTSS*1011/*BTSS*1021/*BTSS*1031/*BTSS*1041	

This list shows all existing BGR events.

You can see from the columns the time (HHMMSS) and days that the event will run as well as the name and duration of audio events.

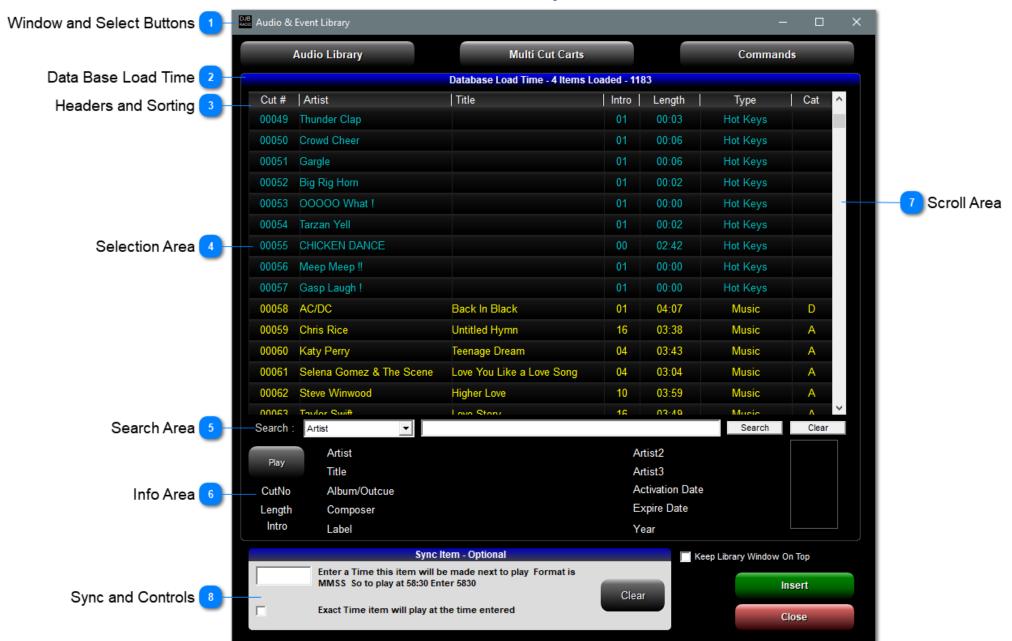
# **Audio and Event Library**

The Audio & Event Library allows you to look at the database and insert items into the schedule from here.

There are 3 screens which will be covered below:

Audio Library
Multi-Cut Carts
Commands

# **Audio Library**





#### **Window and Select Buttons**



This top area (common to all 3 screens) contains window minimize, maximize, and close buttons as well as select buttons for all 3 screens.

2

#### **Data Base Load Time**

#### Database Load Time - 4 Items Loaded - 1183

The Audio Library is the only one of the three screens that shows the database load time. In the picture above the database took 4 seconds to load and shows 1183 items.

3

# **Headers and Sorting**



The column headers also allow for sorting by any of the headers.

If you click the header once it sorts ascending, a second click sorts descending.



For example if you click Artist you get the artists from A to Z, if you click it again you get Z to A.

The triangle pointing up indicates ascending.

# 4

# **Selection Area**

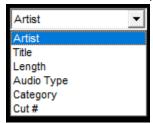
00049	Thunder Clap		01	00:03	Hot Keys	
00050	Crowd Cheer		01	00:06	Hot Keys	
00051	Gargle		01	00:06	Hot Keys	
00052	Big Rig Horn		01	00:02	Hot Keys	
00053	00000 What !		01	00:00	Hot Keys	
00054	Tarzan Yell		01	00:02	Hot Keys	
00055	CHICKEN DANCE		00	02:42	Hot Keys	
00056	Meep Meep !!		01	00:00	Hot Keys	
00057	Gasp Laugh!		01	00:00	Hot Keys	
00058	AC/DC	Back In Black	01	04:07	Music	D
00059	Chris Rice	Untitled Hymn	16	03:38	Music	Α
00060	Katy Perry	Teenage Dream	04	03:43	Music	Α
00061	Selena Gomez & The Scene	Love You Like a Love Song	04	03:04	Music	Α
00062	Steve Winwood	Higher Love	10	03:59	Music	Α
บบบย่ว	Toulor Swift	Lovo Stone	16	U3-10	Music	٨

Click on the line you wish to select.

# **Search Area**

Search:	Artist ▼	Search	Clear

You can use the first drop down box to select the header to search by.



Then enter a search term and click Search.



In the result below I had selected Artist and searched for "BA" so I got BAnd, BA, llet, BAsil, and BAnanarama.

Cut #	Artist	Title	Intro	Length	Туре	Cat
00213	Tom Robinson Band	2-4-6-8 Motorway	23	03:09	Music	
00217	Spandau Ballet	Chant No. 1 (I Dont Need This	16	03:57	Music	Α
00220	Toni Basil	Mickey	04	03:17	Music	Α
00227	Fun Boy Three & Bananarama	It Aint What You Do (Its The W	22	02:40	Music	Α
00238	Toni Basil	Mickey (Spanish Version)	03	03:26	Music	Α

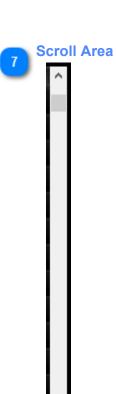
# **Info Area**



After clicking on a line item the info fills in as shown below:



If you click the Play button the item begins to play in the audio channel designated for Audition.



You can click the up and down arrows to move one line at a time.

You can click the dark gray slider and drag it up and down to move rapidly.

You can click above or below the dark gray slider to move a page at a time up or down.

Finally, you can use the wheel on your mouse to scroll the list.

# **Sync and Controls**



Sync: If you put a time (MMSS) in the box, the item will be marked Next to Air at that time in the hour. Only enter Minutes and Seconds. If you enter a time AND check the Exact Time box, the event you insert will be triggered at that time in the hour.

The check box "Keep Library Window On Top" will keep the library window on top of any other windows.

You can still click the Minimize button but clicking on a window behind the Event Library will cause it to lose focus but remain on top.

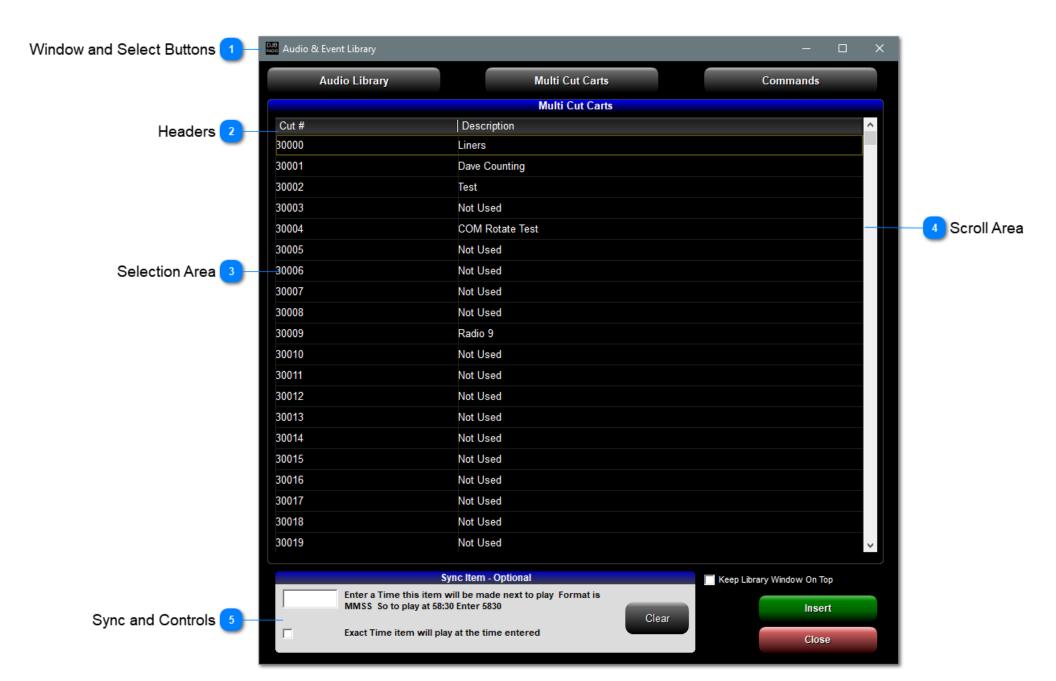
Once an item is select from one of the 3 screens, the insert button will place it in the schedule at the selected location.

The schedule location must be in the future or insert will be grayed out and disabled.

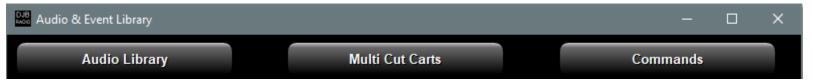


The Close button will close the Event Library.

**Multi-Cut Carts** 



# **Window and Select Buttons**



This top area (common to all 3 screens) contains window minimize, maximize, and close buttons as well as select buttons for all 3 screens.

2

# **Headers**

Cut # Description

These are headers only and are always sorted ascending.

3

#### **Selection Area**

30000	Liners
30001	Dave Counting
30002	Test
30003	Not Used
30004	COM Rotate Test
30005	Not Used
30006	Not Used
30007	Not Used
30008	Not Used
30009	Radio 9
30010	Not Used
30011	Not Used
30012	Not Used
30013	Not Used
30014	Not Used
30015	Not Used
30016	Not Used
30017	Not Used
30018	Not Used
30019	Not Used

Select the MCC line you wish to insert, then click the Insert Button.

You can click the up and down arrows to move one line at a time.

You can click the dark gray slider and drag it up and down to move rapidly.

You can click above or below the dark gray slider to move a page at a time up or down.

Finally, you can use the wheel on your mouse to scroll the list.

# **Sync and Controls**

Sync Item - Optional			Keep Library Window On Top		
	Enter a Time this item will be made next to play Format is MMSS So to play at 58:30 Enter 5830	Clear		Insert	
Г	Exact Time item will play at the time entered			Close	

Sync: If you put a time (MMSS) in the box, the item will be marked Next to Air at that time in the hour. Only enter Minutes and Seconds. If you enter a time AND check the Exact Time box, the event you insert will be triggered at that time in the hour.

The check box "Keep Library Window On Top" will keep the library window on top of any other windows. You can still click the Minimize button but clicking on a window behind the Event Library will cause it to lose focus but remain on top.

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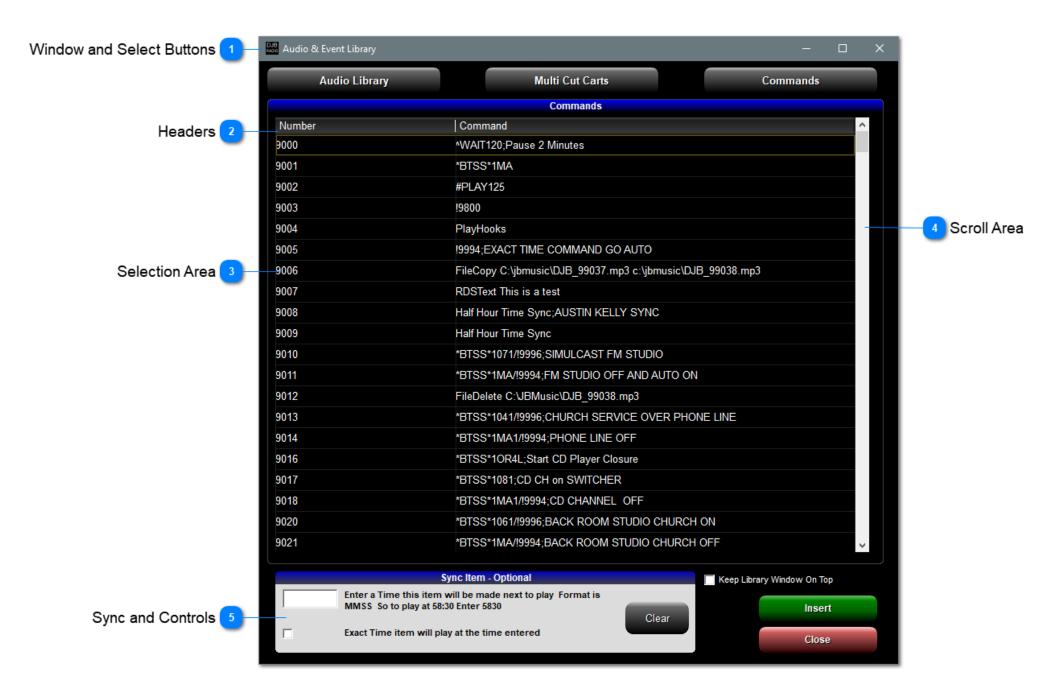
Once an item is select from one of the 3 screens, the insert button will place it in the schedule at the selected location.

The schedule location must be in the future or insert will be grayed out and disabled.



The Close button will close the Event Library.

**Commands** 



# **Window and Select Buttons**



This top area (common to all 3 screens) contains window minimize, maximize, and close buttons as well as select buttons for all 3 screens.

2

#### **Headers**

Number	Command	
--------	---------	--

These are headers only and are always sorted ascending.

3

#### **Selection Area**

9000	^WAIT120;Pause 2 Minutes
9001	*BTSS*1MA
9002	#PLAY125
9003	!9800
9004	PlayHooks
9005	9994;EXACT TIME COMMAND GO AUTO
9006	FileCopy C:\jbmusic\DJB_99037.mp3 c:\jbmusic\DJB_99038.mp3
9007	RDSText This is a test
9008	Half Hour Time Sync;AUSTIN KELLY SYNC
9009	Half Hour Time Sync
9010	*BTSS*1071/!9996;SIMULCAST FM STUDIO
9011	*BTSS*1MA/!9994;FM STUDIO OFF AND AUTO ON
9012	FileDelete C:\JBMusic\DJB_99038.mp3
9013	*BTSS*1041/!9996;CHURCH SERVICE OVER PHONE LINE
9014	*BTSS*1MA1/!9994;PHONE LINE OFF
9016	*BTSS*10R4L;Start CD Player Closure
9017	*BTSS*1081;CD CH on SWITCHER
9018	*BTSS*1MA1/!9994;CD CHANNEL OFF
9020	*BTSS*1061/!9996;BACK ROOM STUDIO CHURCH ON
9021	*BTSS*1MA/!9994;BACK ROOM STUDIO CHURCH OFF

Select the Command you wish to insert, then click the Insert Button.

You can click the up and down arrows to move one line at a time.

You can click the dark gray slider and drag it up and down to move rapidly.

You can click above or below the dark gray slider to move a page at a time up or down.

Finally, you can use the wheel on your mouse to scroll the list.

# **Sync and Controls**



Sync: If you put a time (MMSS) in the box, the item will be marked Next to Air at that time in the hour. Only enter Minutes and Seconds. If you enter a time AND check the Exact Time box, the event you insert will be triggered at that time in the hour.

The check box "Keep Library Window On Top" will keep the library window on top of any other windows.

You can still click the Minimize button but clicking on a window behind the Event Library will cause it to lose focus but remain on top.

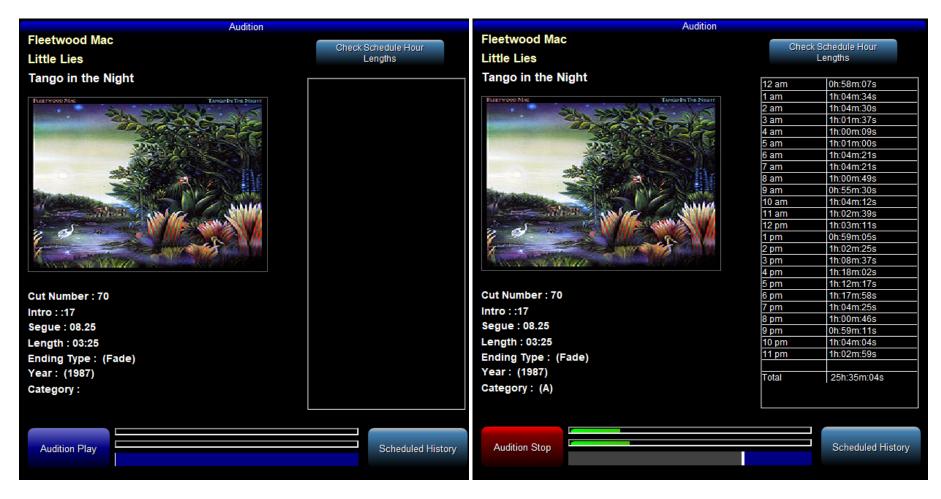
Once an item is select from one of the 3 screens, the insert button will place it in the schedule at the selected location.

The schedule location must be in the future or insert will be grayed out and disabled.



The Close button will close the Event Library.

**Audition** 



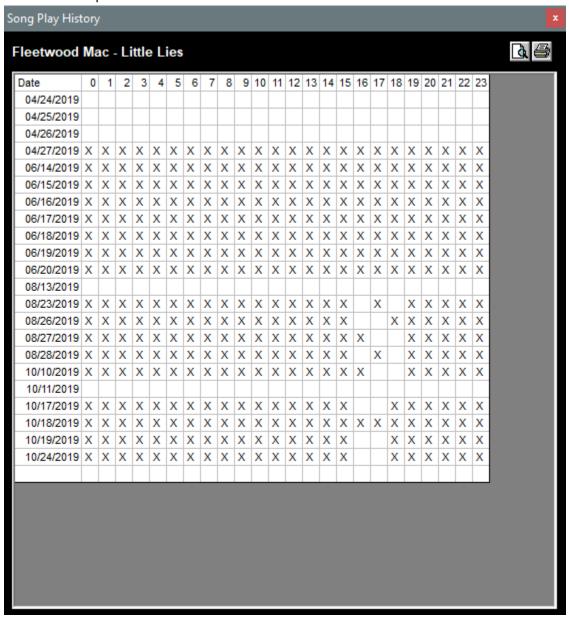
If you click on a schedule item and the Audition page is open you will see a Picture like the above-left. If you were to click the blue Audition Play button you would see something like the picture above-right.

Both pictures show Artist, Title, Album, Album Art, Cut number, Intro time, Segue time, Length, Ending Type, Year, and Category.

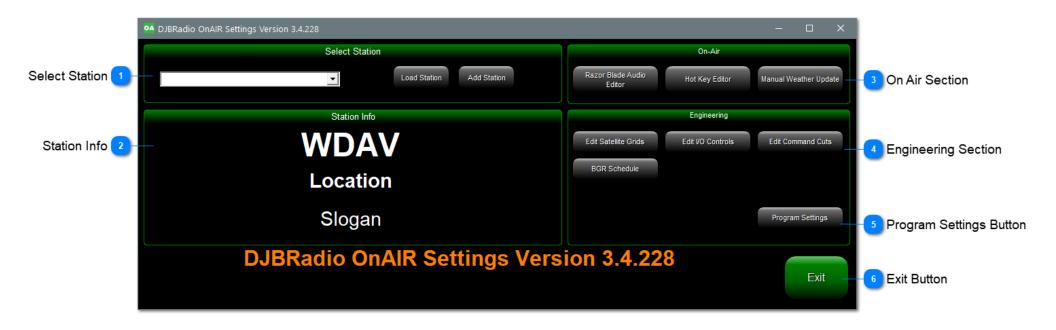
While playing the level are visible above the blue progress bar and the white vertical bar can be dragged to fast forward or rewind. The Audition audio comes out of the sound channel set in the Program Settings <u>HERE</u>.

Clicking Check Schedule Hour Lengths will recalculate the audio in each hour and display it in the box under the button.

Clicking Scheduled History will cause the software to check the schedule files for how often this cut has been scheduled. It looks like the picture below:



**DJB Radio On Air Settings** 





In this section, you can create and load stations. For most On Air situations this will not be used.

#### **Station Info**

# WDAV Location Slogan

This area shows the Station Info you set in the Program Settings **HERE**.

3

# **On Air Section**

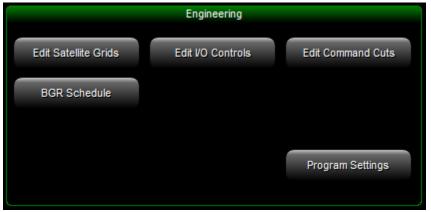


These controls are duplicates of the buttons in production.

Click the links below for info:

Razor Blade Audio Editor
Hot Key Editor
Manual Weather Update

# **Engineering Section**



These controls are duplicates of the buttons in production.

Click the links below for info:

**Edit Satellite Grids** 

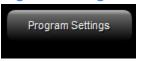
Edit I/O Controls

**Edit Command Cuts** 

**BGR Schedule** 

5

# **Program Settings Button**



There are so many important settings, this button gets its own section: CLICK HERE for the Program Settings Section.

6

#### **Exit Button**



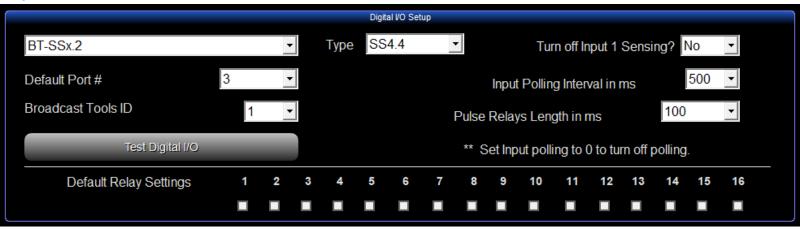
Clicking this button will close the On Air Settings windows.



			Stat	ion Setup			
Call Letters	WDAV			<b>Location</b> Anywhere		e, USA	
			Slog	jan	Greatest	Hits of the 80's!	
Otation Files	M:\JBdata\			\\\4b		M:\JBdata\	
Station Files	W. WBdata			Weather	Files	W. Obdata	
				Album A	art Dir	M:\JBCOVERART\	
Audio Drive	m:\			Audio D	ir	jbmusic\	
	5830	Hourly Update Time	(4 Digits)			■ Do Not Pack Database	

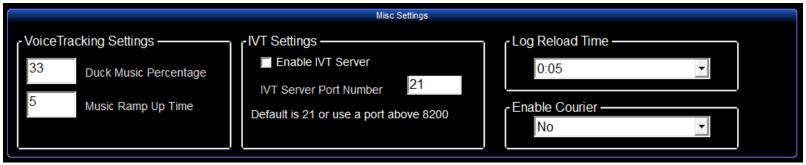
Click **HERE** or on the picture for detailed information.

Digital I/O (Input/Output)
Setup Area



Click **HERE** or on the picture for detailed information.

# Miscellaneous Settings Area

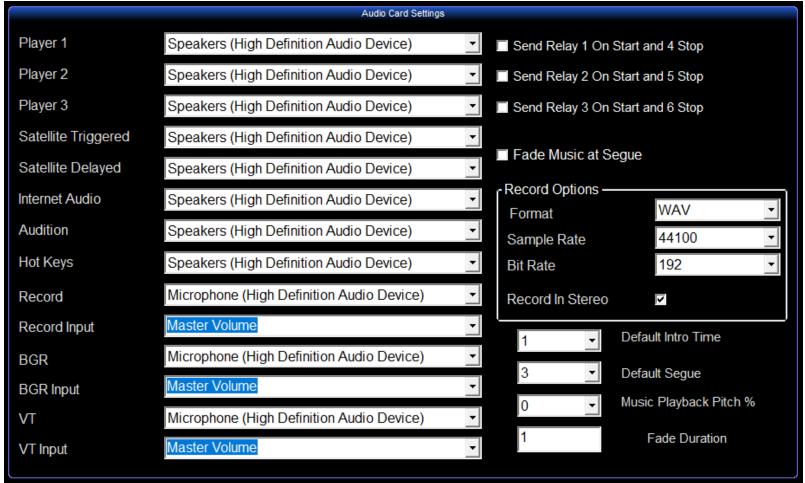


Click **HERE** or on the picture for detailed information.

# Titling Options Area

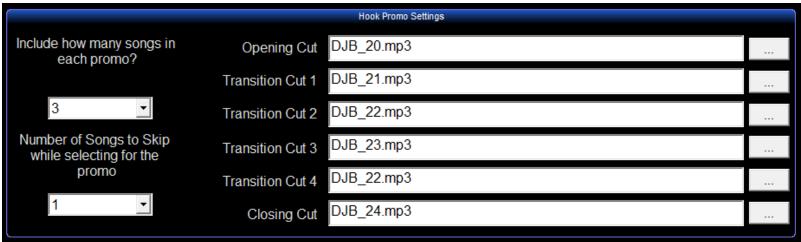


Click **HERE** or on the picture for detailed information.



Click <u>HERE</u> or on the picture for detailed information.

# Hook Promo Settings Area



Click **HERE** or on the picture for detailed information.

7 Security Setup Button.



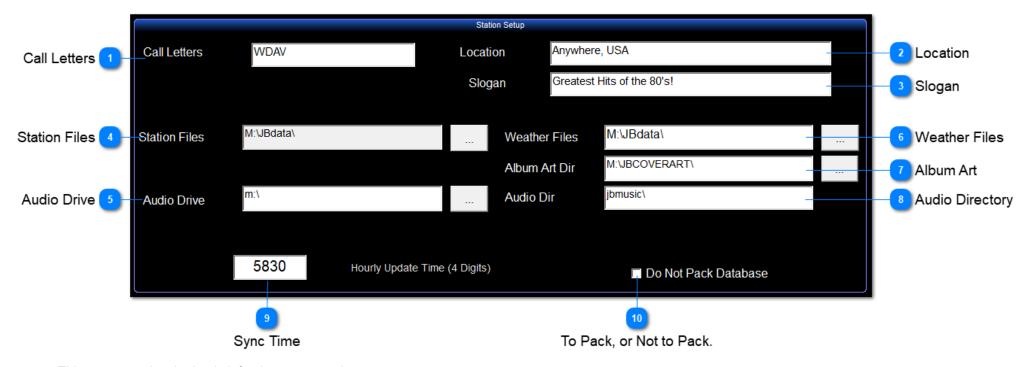
Click HERE or on the Button for detailed information.

Save and Exit
Button



Saves Changes you have made and then closes the Program Settings.

**Station Setup Area** 

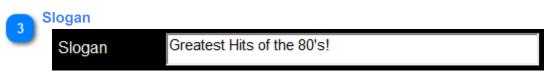


This area contains the basic info about your station.



Call letters will be your station's call letters. You can add AM, LP, or FM to distinguish if you have more than one signal. Make sure the naming convention is consistent. Voicetracking uses the Call Letters for voicetrack folders.





Slogan can be your generic positioning statement like, "Greatest Hits of the 80's!"

## **Station Files**



Station Files is the all important location of your JBData folder.

Best practice is to have the On Air software running on an SSD drive C and the JBData and JBMusic folders on a separate audio drive like M (M for Music).

To set the location, click on the gray browse button and browse to the JBData folder.

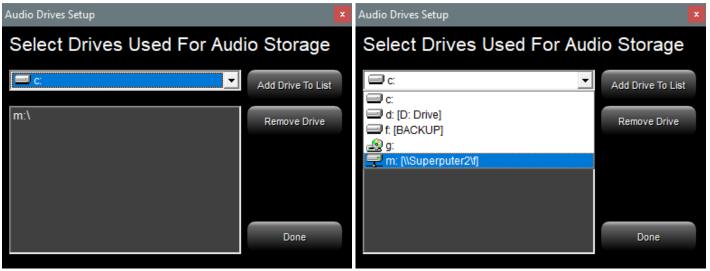
5

## **Audio Drive**



Audio Drive is the Drive Letter where your JBMusic folder is located.

To set the drive letter, click on the gray browse button Then you will see the window below:



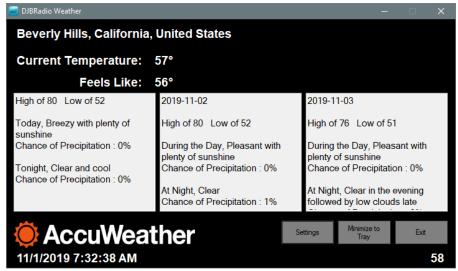
If the drive you want is not already on the list, click the drop down box and select the drive letter you want and click "Add Drive To List." You can also select unnecessary drives and click "Remove Drive."

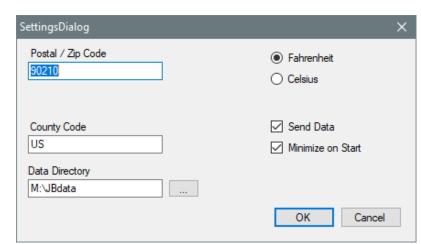
#### **Weather Files**



Weather Files should also be set to the JBData folder and in the settings of the DJB Radio Weather Updater the Data Directory must match.

To set the location, click on the gray browse button and browse to the JBData folder.





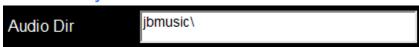
**Album Art** 



This is the location of the JBCoverArt folder, typically the root of the audio drive where the JBMusic folder is located.

To set the location, click on the gray browse button and browse to the JBCoverArt folder.

**Audio Directory** 



Audio Directory is the path on the audio drive to the JBMusic folder.

## **Sync Time**

# 5830 Hourly Update Time (4 Digits)

Hourly Update Time is the time in the hour when command 9999 will remove any unplayed items and makes the first item in the next hour next to air. If you have shorter items, you can tweak the time closer to 5930.

If you find that you are dropping numerous items, it is a good indicator that you need to reduce the overall number of items in the shell or in your music scheduling software.

10

### To Pack, or Not to Pack.

## ■ Do Not Pack Database

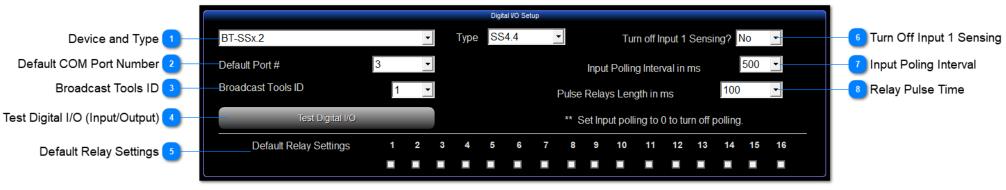
The last item is a Do Not Pack Database checkbox.

If you have multiple On Air computers sharing the same database, only ONE On Air can leave this box UNCHECKED.

If 2 computers both try to pack the database at midnight, the database will not get packed.

It defaults to unchecked as most stations only have one On Air for each database.

# Digital I/O (Input/Output) Setup Area



## **Device and Type**



The 2 most common devices are a Broadcast Tools Switcher (BT-SSx.2) and WheatNet Interface (Wheatnet). The other interfaces are only there for backward compatibility and not recommended for use now.

If you are not using an I/O device, select "None".

Here is the complete list:



If you select BT-SSx.2 for a Broadcast Tools device, you will also see the Type drop down box where you can select which model you are using. You will also see the Broadcast Tools ID box appear below and have to choose an ID in the range 0 though 2.

ID 1 is recommended and set by dipswitch on the unit itself.

## Default COM Port Number



If you I/O Device is serial (RS-232), put the COM Port number in this box. The supported range is 1 through 8.

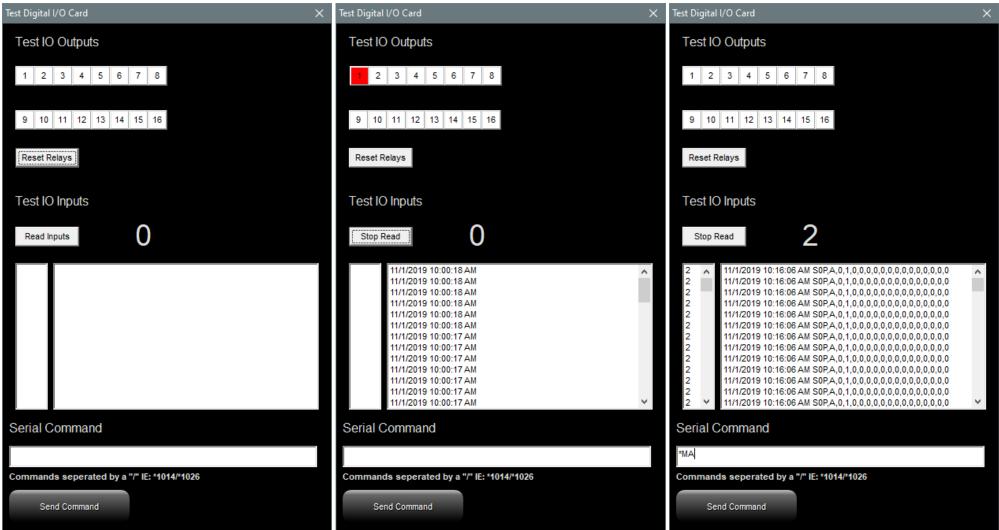
## **Broadcast Tools ID**



This box only appears if you have selected BT-SSx.2 for a Broadcast Tools device.

ID 1 is recommended and set by dipswitch on the unit itself.

Test Digital I/O brings up the box below and can test communication with the I/O device attached to the COM port.



Test IO Outputs: Click an output relay number and the relay in the device should close (Turn ON) and the relay number lights up red. Click the Reset Relays Button to open (Turn OFF) all of the relays.

If you click the Read Inputs Button you will see the Polling information in the box like the picture above-middle. This indicates a good COM port, but no communication to a device.

If a serial I/O device is connected and communications are established you would see other information like the picture above-right. A field of comma separated zeros and a big Zero to the right of the Stop Read Button indicates that no PIP relays are currently being pulsed. The 1 in the picture above-right and the big 2 to the right of the Stop Read Button indicates that PIP 2 is being closed.

DJB Radio On Air will interpret that as Input 2 being triggered.

The info below will appear in the <u>System Messages Area</u> in the <u>System Menu</u> of the On Air program.

Input 2 triggered () Input 2 triggered.

Send Command: You can type in a command to send to the I/O Device and click the Send Command Button. If a serial I/O device is connected and communications are established the switcher will execute the command. In the above-right picture, the command \*1MA will tell Broadcast Tools device ID1 to Mute All.

Default Relay Settings



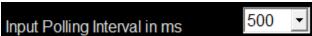
Some of the devices on the list support checking the default relays to be turned on at startup.

Turn Off Input 1 Sensing

Turn off Input 1 Sensing? No ▼

This will disable input 1.

Input Poling Interval



The time in milliseconds between polls. The DJB Radio On Air polls the I/O device to see if any inputs are active. If you set the polling interval to zero, it disables the polling function thus disabling Inputs.

Relay Pulse Time

Pulse Relays Length in ms

The length of time in milliseconds a relay is held closed when it is Pulsed.

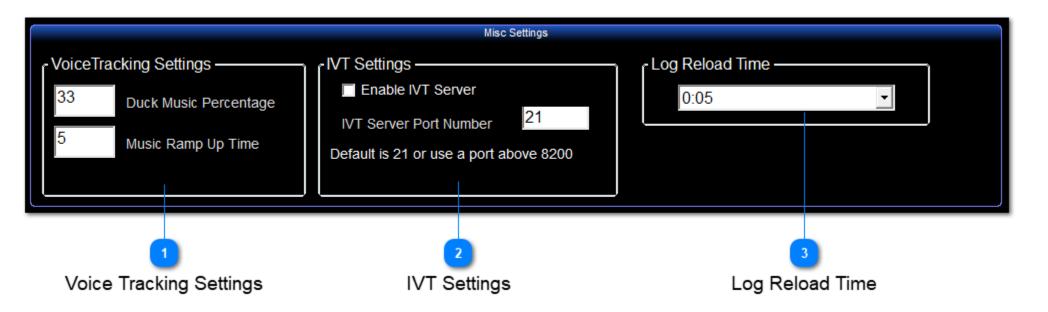
Relays can be:

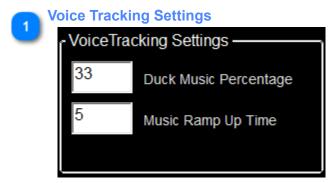
Closed (Turned ON),

Opened (Turned OFF), or

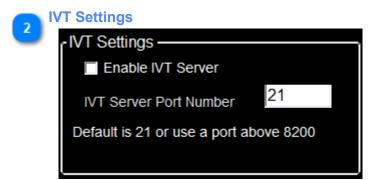
Pulsed (Turned ON for the number of milliseconds in the box and then turned OFF)

by various Command Cuts.





Duck Music Percentage: 33 will reduce the intro of the song TO 33% of normal when playing under the voicetrack. Music Ramp Up Time: The time in seconds for the volume to return to 100%.



For Internet Voice Tracking to be active you must check "Enable IVT Server"

The port number for IVT defaults to 21, or you can change it to a port above 8200.

IVT Client users will need to be on a VPN (Like Hamachi VPN) and know the VPN IP Address of the server and the port number.



This controls the amount of time On Air will count down before reloading the log after Log Editor or Voice Tracker makes a change.

# **Titling Options Area**



# Non-Titling Replacement Text

# Non-Titling Item Replacement Text

Greatest Hits of the 80's!

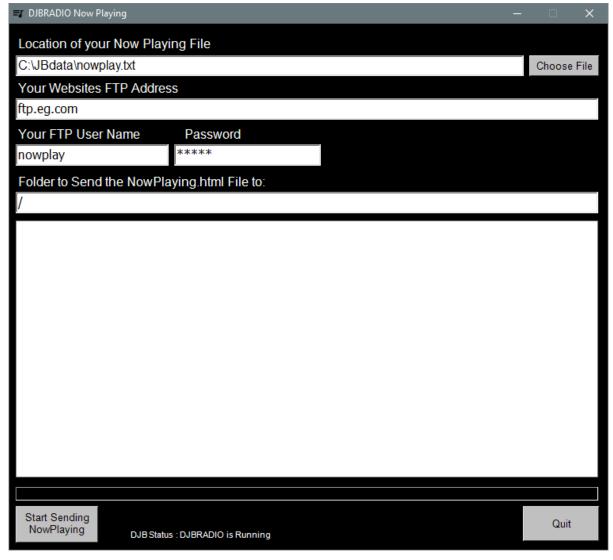
This is the text sent to RDS and Now Playing when an event plays that is NOT set for Now Playing in the Edit Audio Types window.

## **HTML Section**

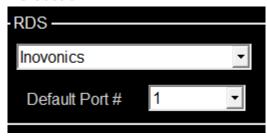


The checkbox enables the Now Playing interface below to launch with DJB Radio On Air.

You can use this to send the title and artist information of any Audio Type that has the Now Playing checkbox checked in the Edit Audio Types. You can also select the style of now playing output If you are going to use the now playing software provided by DJB then set the version to A



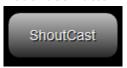
#### **RDS Section**



This area allows you to activate Serial RDS commands on the RS-232 COM Port listed under Default Port #. Inovonics' standard RDS output preamble is "DPS=" For Example DPS=Back in Black by AC/DC on WDAV If you are not using Serial port RDS select None from the drop down menu.

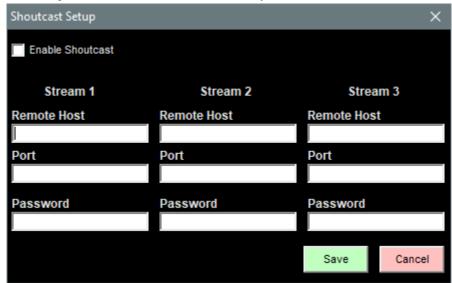
4

## **ShoutCast Button**



Clicking the button will bring up the window below where you can enter the Host IP Address, Port number, and password for ShoutCast. This information will be available from your provider.

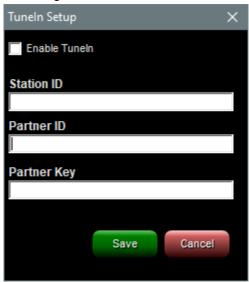
Don't forget the checkbox to enable it after you enter the info.



## **TuneIn Button**



Clicking the button will bring up the window below where you can enter the Station ID, Partner ID, and Partner Key. Don't forget the checkbox to enable it after you enter the info.



# 6

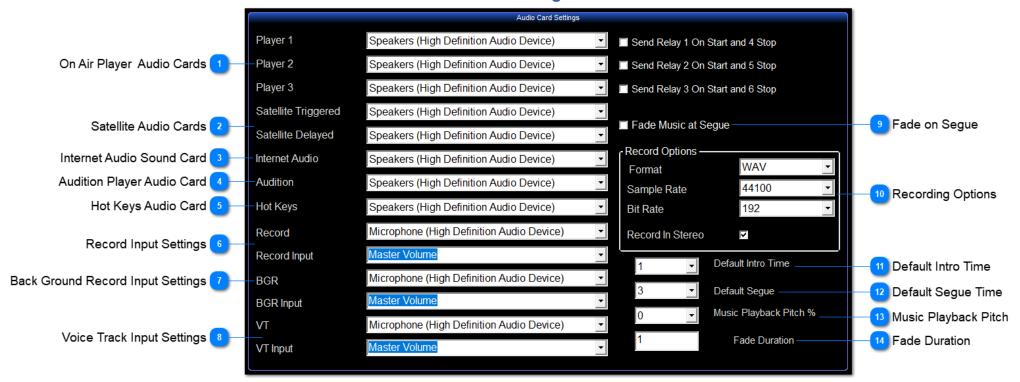
## **TCP/IP Button**



Clicking the button will bring up the window below where you can enter a TCP/IP address and port number to receive the Now Playing info. Don't forget the checkbox to enable it after you enter the info.



## **Audio Card Settings Area**

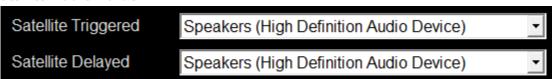


On Air Player Audio Cards

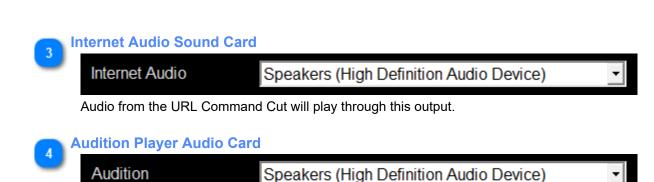
Player 1	Speakers (High Definition Audio Device)	■ Send Relay 1 On Start and 4 Stop
Player 2	Speakers (High Definition Audio Device)	■ Send Relay 2 On Start and 5 Stop
Player 3	Speakers (High Definition Audio Device)	■ Send Relay 3 On Start and 6 Stop

This is where the audio for the 3 On Air Players is setup.

Satellite Audio Cards



Audio fired from the I/O Controls will play over the Satellite Trigged output.

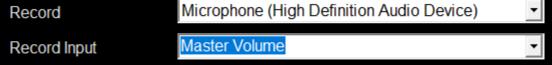


Audio selected in the playlist can be previewed by the Audition Play button on this sound device.



Hot Keys play out through this device. Up to 4 Hot Keys may play simultaneously.





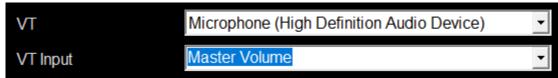
This is the main Record Input.

## Back Ground Record Input Settings



This is the Back Ground Record Input.

## Voice Track Input Settings



This is the Voice Tracking Input.

9

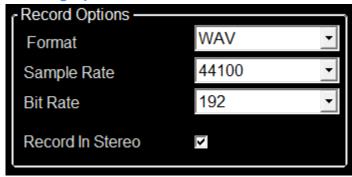
## **Fade on Segue**

# ■ Fade Music at Segue

If this box is checked, tracks designated as music will begin to fade when they reach the Segue marker and start the next event. If not checked, the song will continue to play until the end of file after starting the next event.

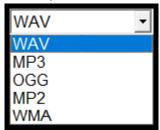
10

#### **Recording Options**



This box allows you to select the various formats and quality DJB Radio's Recording, Back Ground Recording, and Voice Tracking.

You may choose from the following formats:



WAV is the only uncompressed PCM, lossless format and is recommended for the best audio quality. All of the others are compressed and suffer from some quality loss.

The Sample rate should be 44100 unless you are using a Digital Audio System where your digital sample rate is set to something different like 48000.

The Bit rate is the quality setting if you choose a compressed format. We suggest not going below 192

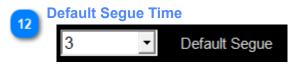
Record in Stereo will cause your recordings to be in stereo, if unchecked you will record in mono.

11

#### **Default Intro Time**



When you import a new cut, this is the default Intro time that will be applied. You can edit Intro times in Production Database Editor HERE.



When you import a new cut, this is the default Segue time that will be applied. You can edit Segue times in Production Database Editor HERE.

Music Playback Pitch

Music Playback Pitch %

This allows you to pitch (speed) up your music.

This is similar to the top 40 radio trick of turning up the speed on the turntables slightly to make the music sound brighter and pick up the tempo. You can adjust in increments of 1/10th of a percent from 0 to 5 percent.

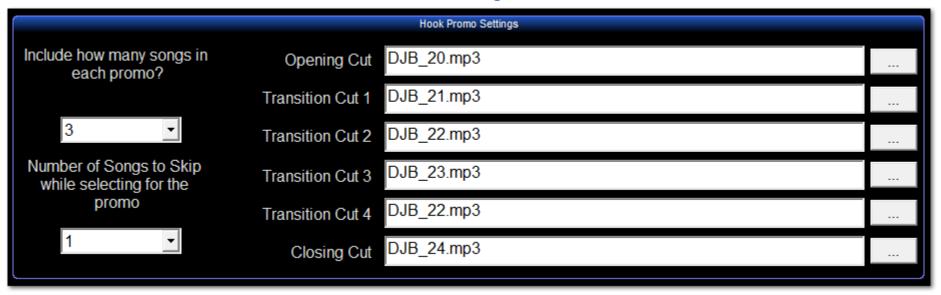
This is not recommended for audiophiles.

Fade Duration

Fade Duration

This is the amount of time in seconds for an event to fade out once it reaches its Segue marker if Fade On Segue is checked. If the user clicks the Play Next (Segue) button while audio is playing, it will also use this value to fade out.

## **Hook Promo Settings Area**



Hook Promos are built on the fly by On Air when the PlayHooks command is scheduled. You will have to assign PlayHoos to a user command number in the EDIT COMMAND CUTS window.

On Air looks for scheduled songs each hour from Audio Types that have the "Music" checkbox checked.

To determine which songs will be selected for a Hooks Promo use the "Number of Songs to Skip" drop down box.

For instance... you can play hooks for the next three songs in the schedule by leaving a 0 in the "Number of Songs to Skip" drop down box or you can increase that number to 1 or 2 or 3.

In the example above if a PlayHooks command cut is sent the software will look at the next 6 songs and build a promo using every other cut.

DJB 20.mp3 will be the intro

Then it will skip the first song and play the Hook of the second song. If you need info on setting up Hook, look HERE.

Then it will play DJB\_21.mp3

Then it will play the Hook of the fourth song.

Then it will play DJB 22.mp3

Then it will play the Hook of the sixth song.

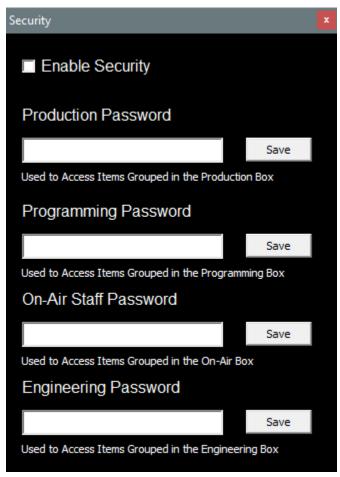
Then since I only told it to promo 3 songs, it will play DJB\_24.mp3 as the closing cut.

## **Security Setup Button**

The "Security Setup" button allows you to create or modify passwords for DJB Radio Production Suite.



You can have different passwords for the <u>Production</u>, <u>Programming</u>, <u>On-Air</u>, <u>and Engineering boxes</u>.



Click the "Enable Security" checkbox.

Enter a password and click the "Save" button next to EACH password you enter.

You do not have to use all 4 passwords; you may restrict any box you wish.

When you are done, close the box by clicking the red "X".

# **Keyboard Shortcuts**

# **Disable Keyboard Shortcuts:**

To disable all keyboard commands, create an empty text file named "nokeys.txt" in the install folder (C:\DJBRADIOAIR\).

To re-enable them you can delete the "nokeys.txt" file.

This can be done while the On Air software is running.

#### **Log Editor**

Space - Audition Play and Stop

Insert - Event Library

Delete - Delete

Home - Go to Air Item

- F2 Check Hour Run Times F3 - Go To Hour
- F4 Toggle Log Display Mode

#### VT

Space - Start Stop Record

Insert - Event Library

Delete - Delete

Home - Go to Air Item

F2 - Check Hour Run Times

F3 - Go To Hour

F4 - Toggle Log Display Mode\

F5 - Audition Play / Stop

F6 - Stop Hot Key Audio

F9 - Find Next VT

#### On Air

Insert - Event Library

Delete - Delete

Home - Go To Air Item

F1 - Automation / Jock Assist

F2 - Insert Jock Break

F3 - Go To Hour

F4 - Toggle Log Display Mode

F5 - Display Toggle

F6 - Hotkeys

F7 - Audition

F8 - Weather

F9 - System

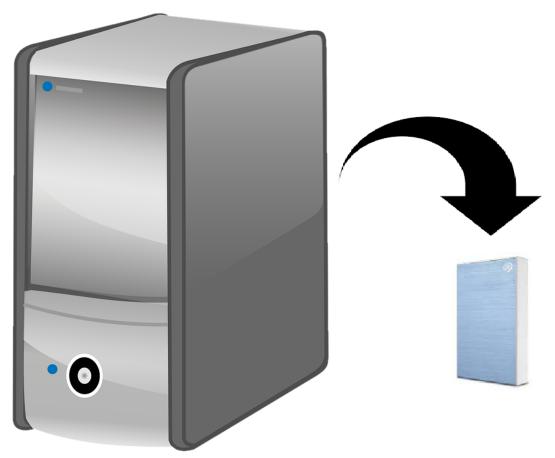
ESC - Stop Log Audio

Space - Play Next

1-9 - Load Hot Key Page 1-9

0 - Load Hot Key Page 10

**Backing Up Your System** 



Backing up your system is fairly easy, there are just 3 folders you need in the case of disaster

You need to Backup your Station Files, Your Audio Files and your Coverart

To find out where those files are located refer you your on air settings.

Station Setup									
Call Letters	WDAV		Location		Anywhere, USA				
			Slogan Greatest H		Hits of the 80's!				
Station Files	M:\JBdata\			Weather	Files	M:\JBdata\			
				Album A	art Dir	M:\JBCOVERART\			
Audio Drive	m:\			Audio D	ir	jbmusic\			
	5830	Hourly Update Time (4 Digits)		■ Do Not Pack Database					

Using our demo setup as an example....

The Stations Files are in M:\JBDATA, so this is the first folder that needs to be backed up

Using the audio drive and audio directory settings we can see that the audio files are located in M:\JBMUSIC this is the second folder that needs to be backed up

The third folder will be M:\JBCOVERART. The cover art is always stored in JBCOVERART on the Audio drive M:\

We suggest using a 3rd party Product such as SyncBack Free

http://www.2brightsparks.com/syncback/syncback-hub.html

The Best Solution would be to backup the files every week to an external USB drive attached to the On Air