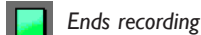## Record
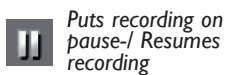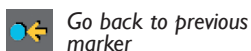
THE RECORD TOOL COLLECTS AND ARRANGES MICROPHONE RECORDINGS.

Recording

F2
Starts recording

Puts recording on pause-/ Resumes recording

Ends recording

Sets a marker

Speaker playback

Play

Plays the recording from the playhead

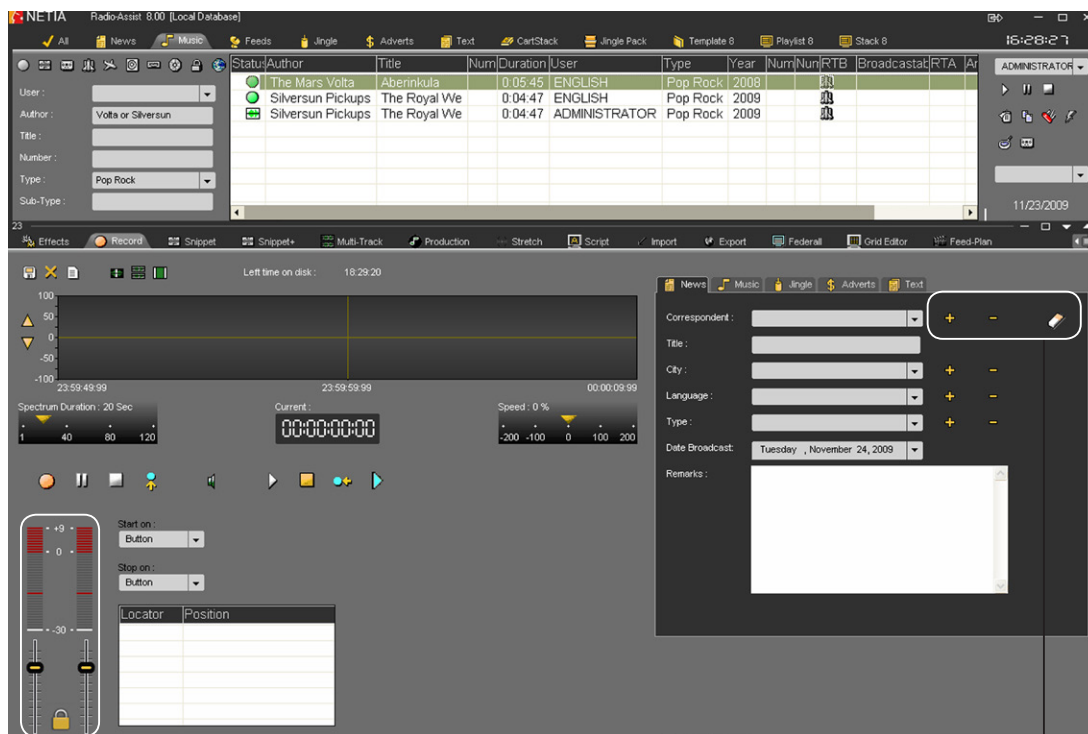Stops playing

Go back to previous marker

Goes to next marker
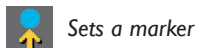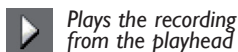
Recording a document

1 - Set the sound input level. 2 - Start recording.
3 - End the recording (stop). Several takes can be done by repeating the above operations.
4 - Select the best take. 5 - Fill in the identity sheet.
6 - Save.

Sound input level

Identity sheet

| | Creates a new term in the list | | Deletes displayed data | | Deletes all displayed data |

Snippet (monotrack)

THE SNIPPET TOOL IS A USER-FRIENDLY WAY TO DO SIMPLE OR COMPLEX EDIT WORK.

Save Ctrl+S

Save as

New document - Ctrl+N

Cancel - Ctrl+Z
Redo - Ctrl+Y

Playing speed

Recently used items for the edit

Sound volume

F1 Places a marker on the spectrum (insertion at the red line)

Recent Items : Tubelord — He Awoke On A Bench In Abergavenny

00:00:00:00   00:00:40:63   00:01:21:26   00:02:01:88   00:03:23:14

Selected Length : 00:00:00:77
Current : 00:00:02:21
Edited Length : 00:04:03:77

Horizontal zoom:
Orange arrows.
Zoom up:
Ctrl + right arrow
Zoom down:
Ctrl + left arrow

Vertical Zoom:
Orange arrows.
Zoom up:
Ctrl + up arrow
Zoom down:
Ctrl + down arrow

Before Blue : 00:00:01:66

Speed : 0 %   -200 -100 0 100 200

Access to a range of functions with a right click on a sequence line:

• play a cut sequence
• rename it
• paste it
• save it with another name (it will be inserted in the database as a new file)
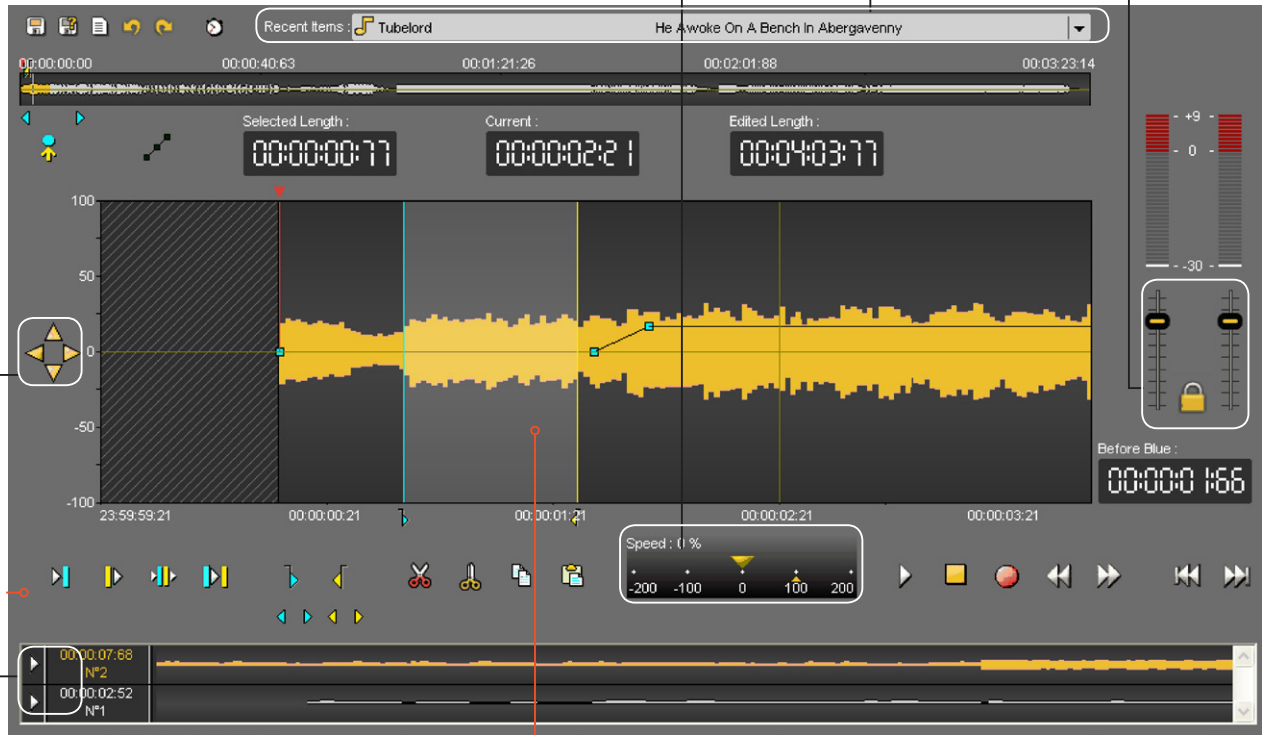
Plays 2 secs before the blue line

Plays 2 secs after the yellow line

Plays 2 secs before the blue and after the yellow **F6**

Plays 2 secs after the blue and before the yellow **F7**

⬆ Go to blue line
⬇ Go to yellow line
F10 Fast rewind
F11 Fast forward

Selecting a sequence:
Just click and move it to the spectrum. The selected sequence turns black.

Ctrl **A** Select all the track.

Start of cut
Set blue line **F3**

End of cut
Set yellow line **F4**

◄ ► Change the begin of a cut

◄ ► Change the end of a cut

Slow forward play **F9**

Slow back play **F8**

Cut selection (cut is binned) **F5** or **Delete**

F5 + **↑ shift** Cut (cut isn't binned)

Normal play Space bar

Pause

Stop Space bar

Go to start

Fin Go to end

Snippet + (multitrack)

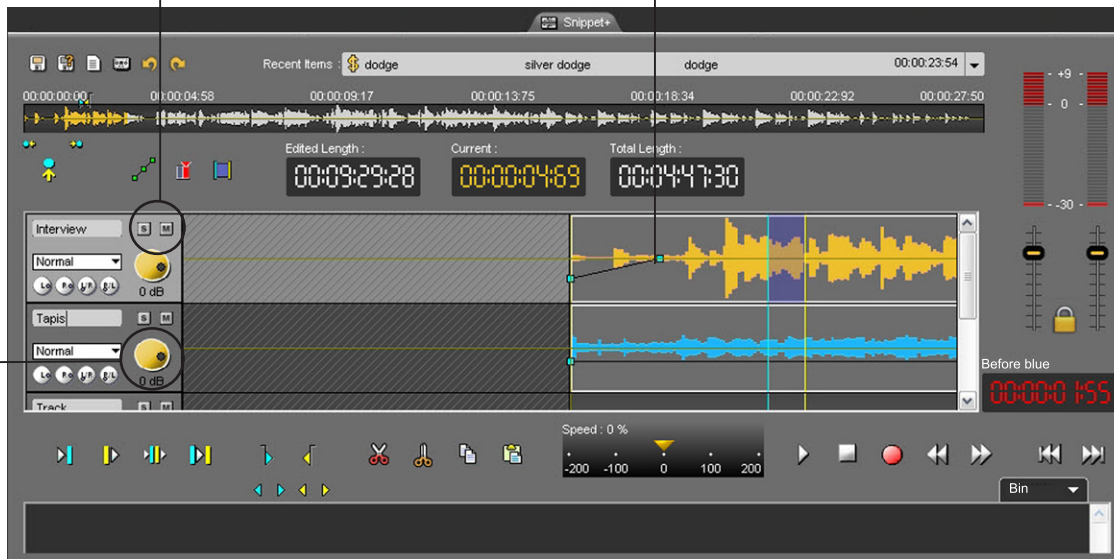THE SNIPPET + TOOL MIXES DIFFERENT ITEMS (VOICE, MUSIC OR OTHER SOUNDS) ON SEVERAL TRACKS.

To raise the level of the track, click on the button and gradually move the mouse upwards.

To lower the level, gradually move the mouse downwards.

Listen to one isolated track (S) or mute the track (M)

R **S** **M**

Modifying the sound level of a sequence

Move the blue squares which start and end a sequence to adjust the fade levels. You can create or delete points with a right click of the mouse.

Snippet+

Recent Items : dodge   silver dodge   dodge   00:00:23:54

00:00:00:00   00:00:04:58   00:00:09:17   00:00:13:75   00:00:18:34   00:00:22:92   00:00:27:50

Edited Length :   Current :   Total Length :
00:09:29:28   00:00:04:69   00:04:47:30

+9
0
-30

Interview   S M
Normal   0 dB
Tapis   S M
Normal   0 dB
Track

Before blue
00:00:0 1:55

Speed : 0 %
-200 -100 0 100 200

Bin

	Split the clip in clip mode
F5	Split the clip in clip mode
Delete	Delete the clip in clip mode
✂	Cuts the selected sequence
🗐	Copies a sequence Ctrl+C
📋	Pastes what was cut - Ctrl+V

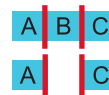## Insertion Mode   Replacement Mode

In this mode, the selected block disappears and goes to the bin, the remaining blocks join together.

A B C
A C

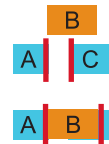When cutting

A B C
A   C

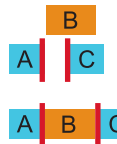*In this mode, the selected block disappears and goes to the bin, leaving an empty space on the track.*

In this mode, we want to insert block B just BETWEEN blocks A and C. As we insert block B into the desired location, block B will push block C towards the right side to avoid overwriting block C.

B
A   C
A B C

When pasting

B
A   C
A B

In this mode, we want to insert block B just BETWEEN blocks A and C. Block B is inserted where the playhead is but if there is not enough space to insert block B, the next block(s) will be overwritten.

In this mode, we start the recording from where the playhead is. The new block corresponding to the recording in progress will push all blocks on the right side.

A B → C

When recording

A B C →

In this mode, we start the recording from where the playhead is. The new block corresponding to the recording in progress will overwrite the other blocks on the right side.

Production

THE PRODUCTION TOOL PREPARES DOCUMENTS FOR BROADCASTING. YOU CAN SET "MUSIC" DOCUMENT SOUND LEVELS, WORK ON FADE-IN AND FADE-OUT POINTS, SPECIFY INPUT AND OUTPUT POINTS AND RELAYS.

Sets the Fade-In start point

Sets the Fade-In end point

Sets the Fade-Out start point

Sets the Fade-Out end point

Sets a lead-in start point (the end of the item A will play at the same time as the start of the item B).

A
B

Sets a lead-in end point (play the item B over the current item A).

A
B

Defines relays / GPI (for switchovers)

Marks the end of the intro (information on when the presenter comes in)

Marks the start of the outtro
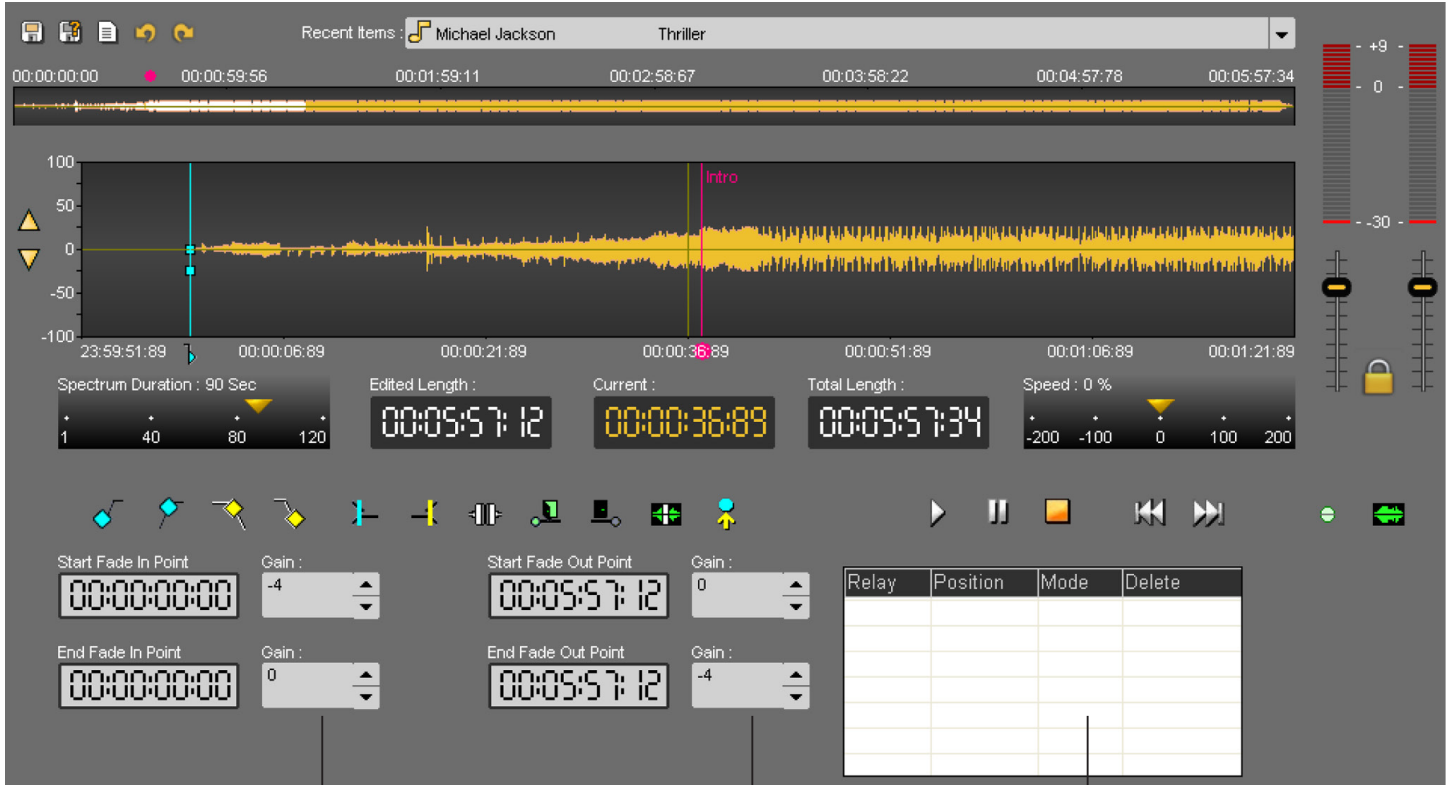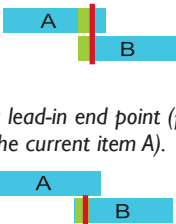
Information on Fade-In and Fade-Out positions

Information on relay modes and positions

Import

THE IMPORT TAB IS USED TO IMPORT INTO THE RADIO-ASSIST DATABASE ONE OR MORE DOCUMENTS FROM AN EXTERNAL SOURCE. THE NEW DOCUMENT, IMPORTED FROM HARD DISK, CD, MD, NAGRA OR FTP, CAN THEN BE ACCESSED FOR EDITING PURPOSES.

Left side:
*list of documents
to import*

Import
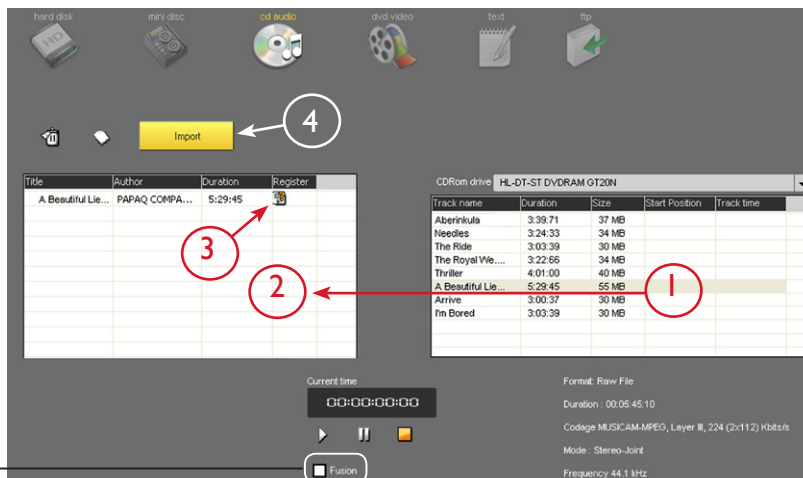*Imports all documents in the list*

Creates a new list

Deletes the selected item from the list

Fusion mode allows the user to generate a single imported or exported file from various selected items.

Right side:
external support drive tools (CD, MD, etc.)

You can:

Stop

Play the selected track

Put on Pause

Select a target directory on the hard disk

Importing a document

1 - *Select a track in the right side (click on it)*
2 - *Drag & drop the item from the right side to the left*
3 - *Fill in its identity sheet (click on the save icon, which will change into an OK icon)*
4 - *When all the documents are in the list, click on the Import button.*

Export

THE EXPORT TAB IS USED TO EXPORT FROM THE RADIO-ASSIST DATABASE ONE OR MORE DOCUMENTS TO AN EXTERNAL SOURCE.
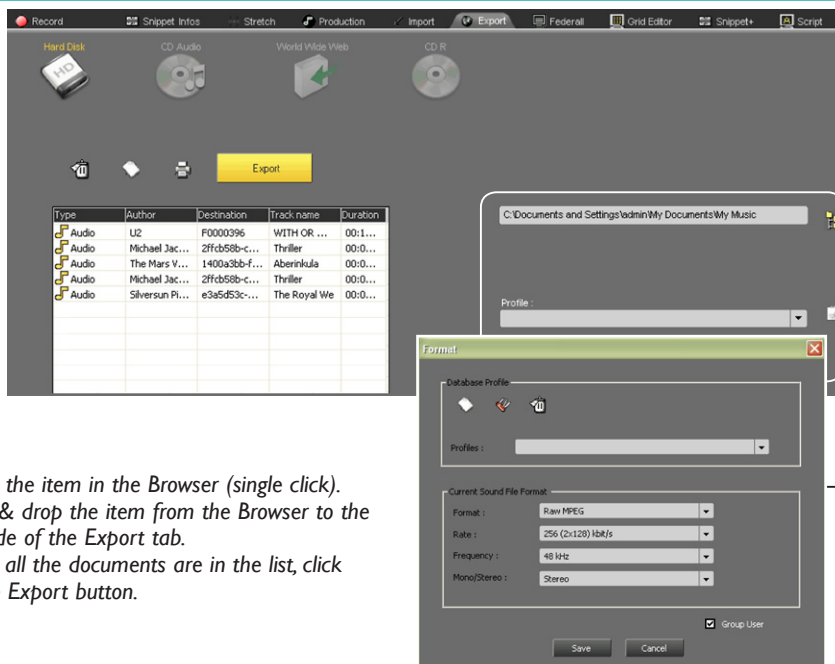
Left side:
*list of documents
to export*

Export
Exports all documents in the list

Creates a new list

Deletes the selected item from the list

Right side:
to select the document target (hard disk, CD, MD, Nagra, FTP, etc.)

Selects a target directory on the hard disk

Exporter un document

1 - *Select the item in the Browser (single click).*
2 - *Drag & drop the item from the Browser to the left side of the Export tab.*
3 - *When all the documents are in the list, click on the Export button.*

Format and technical data for document export.
You can change the settings or use the default ones.

Fiding a document
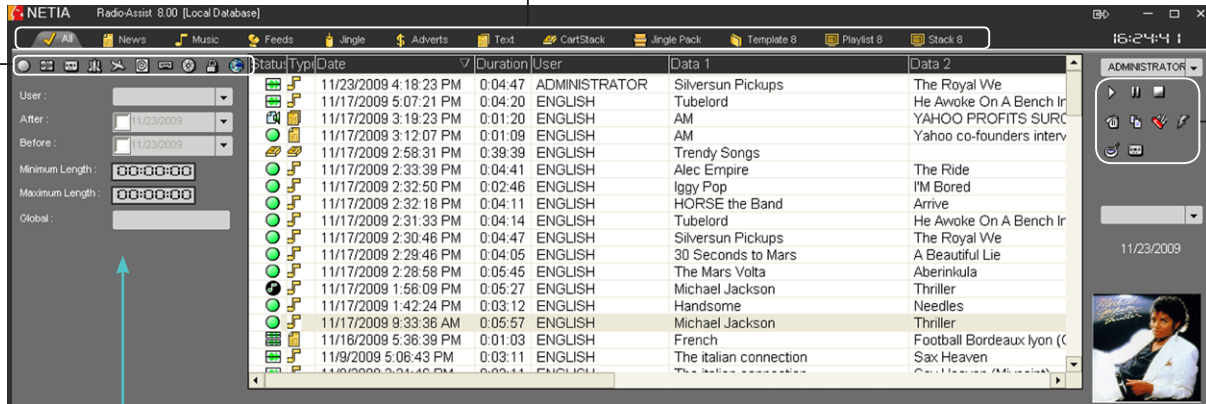
To speed up the search for a document, *select a number of specific search criteria for each type of document (these are different in each tab).*

To select a criterion:
• choose a criterion in the dropdown list,
• or enter the name you want in the field and validate (press Enter on the keyboard).

Search by alphabetical order or date: *click on a column heading (a little arrow appears beside it and gives the classification order. You can reverse the order by giving another click on the column).*

Document status

Click on any of these icons to display the corresponding documents (click again to deactivate them, otherwise a search will always be restricted to the criteria selected).

Raw item (original file)

Edited documents (already edited)

Master documents

Ready-to-Broadcast documents

Broadcastable documents

Ready-to-Archive documents

Archivable documents

Archived documents

Locked documents (cannot be deleted)

Search Zone tools

Deletes the selected document Ctrl+D

Copies the selected document Ctrl+L

Modifies the settings of the selected document - Ctrl+M

Marks the selected document as urgent

Launches a search

Generates a Master Ctrl+G

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