MOODYRADIO CHICAGO 90.1 FM & AM 1110

Newsroom

Audio Production

Assistant

Operations

Notebook

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18. **Place** forecast on edge of News Director's desk for News Director to see

19. Using stack of stories taken from News Director's board, *right*-click *"RELOAD"* and **look**
    both at Illinois Information Service and Metro News, **making note** of any stories NOT in stack
    (if no stack available, begin logging **all available stories**, see **VCR OPERATION NOTES**
    for news gathering guidelines)

20. Once the VCR has rewound the tape, **review** it, **making note** of any useable sound bites,
    and a brief description of each (brief story details, name, title, venue, etc.)

21. **Download** weather bites (3), usually available around 4:30am

(if not, call Accuweather)

Sound File wmbi_am1.wav 23-JUL-2009 05:24:19(ET)

Sound File wmbi_am2.wav 23-JUL-2009 05:25:51(ET)

Sound File wmbi_am3.wav 23-JUL-2009 05:25:56(ET)

US Satellite Map   National Radar

above desk
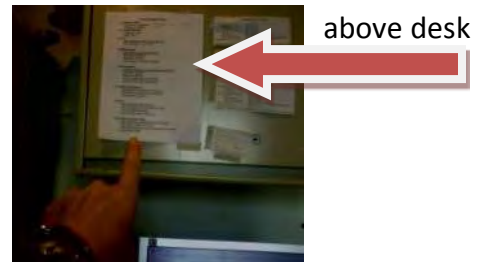
22. **Notify** News Director of any relevant sound bites or stories available he/she may
    wish to use, in addition to those he already has
    (Templates available in **WMBI Morning News Assistant** *folder—located on desktop)*

23. **Process** and **save** weather bites (always **preview** AND **review** bites for possible errors, etc.)

24. **Process** and **save** sound bites from tape (prioritize any News Director requests first)

25. At 5:00am **STOP** ALL OTHER WORK, and **begin** monitoring TVs and **capture** available sound bites
    --for processing procedures, see WIREREADY NOTES—

26. After 5:15am, **resume** other work

27. BEFORE LEAVING, **program VCR** to record both 9pm and 10pm newscasts
    (see **VCR OPERATION NOTES**)

THANKS FOR ALL YOUR HELP!!!

Guidelines for Reviewing Recorded Video Tape For Available Audio Bites

On the instrument panel tower, located in the left corner of the desk (see Fig 1), **press** the red *RS 1* button for TV/VCR input for **Adobe Audition**.

Verify that the *RS 1* button is lit. This is the TV/VCR audio monitor channel.

The indicator on the volume knob (gray/white knob below button) should be pointed up (**adjust** as needed).

1. **Press** the *"Display"* button, located in the upper-right hand corner of the VCR remote control, in order to display the tape counter on the screen.

   HINT—You can **verify** that last night's tape recorded properly by noting the tape counter, which should read somewhere around "41:50" (approx. 20 min. x 2 newscasts)

2. **Using** the VCR remote, **aim** it at the VCR and **press** the *"CM/ZERO"* button (6 buttons down from the top, on the left).

   This rewinds the tape only back to the "0" point, where last night's tape began recording (occasionally, the tape may not have been rewound after yesterday's playback).

WIREREADY OPERATION NOTES **(unless otherwise indicated, "click" means *left*-click)**

1. If **WireReady fails** to load upon first logging on, **click** satellite dish-looking icon, located on quick launch bar, at bottom of monitor screen

    When headline "*Wires 3*" screen (default) appears,
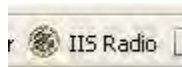   **click** *"MediaLog5"* button, located at top of the screen

2. **Verify** the "nc-0332.wav" (or "0341") file appears at the top of the currently recorded file list
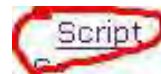
    If not, **take note** of the name of the most current file recorded, and **call** assigned engineer IMMEDIATELY (*Yes--wake him/her up!*), and **follow** instructions given

3. When instructed by News Director to find "copy" (printed story), or when matching script notes with sound bites from either **Illinois Information Service** or **Metro News**…
    a. From Illinois Information Service (**IIS**)   - **click** *"Script"*,
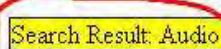   located in the far-right box of
        the corresponding news story; at the top of the news story, **click** and hold, then **drag** over and **highlight** entire story to place onto digital clipboard

    b. From **Metro News**

        - **click** desired news story link in box on left, click on desired headline,
        when it appears in box at right;
        at the top of the news story,   **click** and hold, then **drag** over
        and **highlight** entire story   to place onto digital clipboard

    c. From **Chicago Breaking News**, or other approved online source (Tribune, Suntimes, TV)
        find desired headline;

4. **Delete** these non-essential details in copy:
   a. **IIS stories**… *(At bottom)* "AT THE STATE CAPITOL…I'M KIM HOWARD.
   FOR THE ILLINOIS INFORMATION SERVICE."
   (If 2 stories, in middle) "FOR THE ILLINOIS INFORMATION SERVICE.
   SECOND STORY: *(FIRST LINE TITLE…DUPLICATED)*
   (two stories, same lead)."

   (If 2 stories, at top line) "(two stories, same lead)."

   b. **Metro News**…(Top-most 3 lines) *Example:*

   "MetroSource News 02/22/2010 23:54:02
   WDC - Dulles Flu Shots w/audio
   (3 bites)"

5. **Drag** over and **highlight** title of story, *right-click* to "copy" to clipboard

6. **Click** *"F4 Save"* button (located below *"Wires 3"* button, at top of page)
   or **press** F4 on keyboard to open "Text File Header" window

7. *Right-click* to "paste" title into "slug" field

**IMPORTANT: Save stories under any other title EXCEPT "Notepad 1"—this title is used ONLY
by the News Director**

ADOBE AUDITION NOTES **(unless otherwise indicated, "click" means *left*-click)**

1. On the instrument tower, located on the desk,
   to the left of the computer monitor, **verify** that the unlabelled button
   located between the *DAT* and *RS 1* button is lit.

   This is the computer audio monitor channel. The indicator on the volume (yellow knob below button) should be pointed up, and/or slightly to the right (adjust as needed).
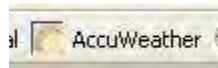
   - The volume knob for the headphone (to the left of the headphone jack) should be set so that the indicator is pointed about halfway (up)

2. **Verify** you are in the Edit View screen
   (A square should outline the icon below *"Edit"*
   in the tool bar at top of page)

3. **Acquiring** audio:
   a. From **AccuWeather** online…

      1. *right*-click each file link (ex. Sound File wmbi_am1.wav 1-MAR-2010 05:33:51(ET))

      2. **select** "Save Link As
         (*"Enter name of file to save to…"* window will open up, and *"Save in: Desktop"* should
          be the default location; if not, **manually find** "Desktop" to save file)

      3. **re-save** over each existing weather files already there

      4. in Adobe Audition, **either click** the "open" folder icon, **or click** "File," then
         "Open…" (**Find** each saved file **in** the *"Desktop"*) to load each file
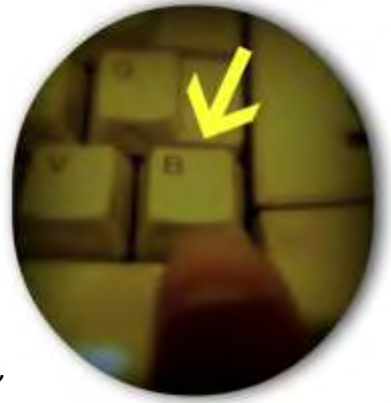
b. **Apply** broadcast compression

1. Using shortcut key "B" on keyboard

   --OR—

   a. **Click** *"Effects"* in top tool bar
   b. **Click** on *"Multiband Compressor…"*
   c. At top, *"Effect Preset:"*, **Click** arrow to pull down choices
   d. **Click** *"Broadcast"*
   e. **Click** *"OK"*

2. **Normalize** again (see step "h.")

4. **Saving/Naming** Audio

   You **MUST** perform **TWO** saves for **ALL** audio:
   One – to the *"Audio Backup"* folder (local drive)
   Two – to the *"Mitch"* folder (network drive "V:")

   a. **Highlight** processed sound bite

   b. **Click** the *"Save selection"* button in the shortcut bar
      or
      Click "File", then "Save selection…"

   c. **Pull down** menu at top of "Save Selection" window to do **FIRST** save
      - C:\Audio backup

   d. **Name/Rename** file as follows:
      - "FILENAME- Speaker's Name 1"
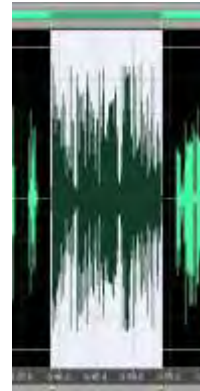
      NOTE: **Choose** a **UNIQUE** file name, not currently used, and **use** *only* the
      speaker's name (no titles); in some cases, use speaker's last name
      (in case of long full name); speaker's **name to be followed** by series
      number (*1* for the **first** bite by same speaker)

AT THE CLOSE OF YOUR SHIFT (7:30am)...

a. **Use** VCR remote to leave TV below VCR on channel 2 (afternoon board op will ensure VCR is powered off for recording evening news)

b. **Press** appropriate red button to turn off any audio which may still be feeding headphones

c. **Check** trash container for News Director. Dump as necessary (ask for proper location of trash disposal)

d. **Close** Firefox browser, Adobe Audition (*"no to all"*), and WireReady (*"Yes"* to exit)

e. **Click** "*START*", at the bottom of the screen

f. **Click** "*Log Off*", to reset the computer for the next person

THANK YOU FOR YOUR HELP!!!

TROUBLESHOOTING NOTES (unless otherwise indicated, "click" means *left*-click)

AFTER DOUBLE-CLICKING THE MOUSE, OR PRESSING ENTER ON THE KEYBOARD, THE MONITOR SCREEN REMAINS BLACK

- **Verify** the computer tower (below equipment tower) is powered on (green LED next to power button on computer will be lit/blinking). If not, press power button (with white dot) to turn on
- **Check** to see the green LED below monitor is blinking, if it is, the display will show, momentarily; continue with START UP PROCEDURE
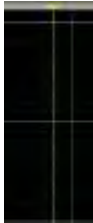
AFTER POWERING-UP TVS, ON TV BELOW VCR, PICTURE IS BLACK OR SHOWS STATIC

- **Verify** the VCR is powered on (using VCR remote)
- **Verify** the TV is set to channel 3 (using TV remote)
- **Verify** the VCR feed is set to display VCR (using VCR/TV button, located below the power button, on remote)

THE VIDEO TAPE ISN'T SHOWING LAST NIGHT'S NEWS

- **Verify** the video tape is rewound to the beginning of last night's recording (use *"cm/zero"* button to rewind automatically to *00:00:00*)
- **Verify** the video tape reads at about 41:35 on tape counter (indicates successful recording last night); if not, or if still at 00:00:00, last night's news probably wasn't recorded
- **Verify** the recorded program, by viewing the online scheduling guide for the channel recorded (located in links bar of browser); news may have been delayed, or timer may not have been set for proper time

ADOBE AUDITION WON'T PLAY OR RECORD

- **Find** which internet browser tab has a video window open, and close it (the delivery functions in Adobe Audition often conflict with the streaming video functions of most websites)
- **Verify** the start time indicator   is at the beginning of the recording/soundbite
  If not, use the
  "go to the beginning"
  button   to rewind