Recording a session for Kaleidoscope (or Keynotes)

Introduction

Kaleidoscope differs from ordinary sessions only in that there are usually some pre-recorded tracks to slot in, such as 'the interview' and 'nature notes'. These tracks will be on the portable recorder – they should be in .mp3 format. To find out how to find them and drag them into the memory stick, see the instructions on the website "Dealing with files on a mobile recorder".

There is usually some different intro and outro music on CD or memory stick.

Intro and Outro Procedure

To use the CD for intro and outro, the simplest way is to revert to the original hand method of manually cross fading. If it is on a memory stick, then please see the Appeendix at the end of this document.

Dealing with the intro music on CD

1. Check the first reader is ready
2. Start the CD, with the fader at a level such that recording level is normal (check before starting)
3. After 15 to 20 seconds, start fading the music out slowly
4. When the level has dropped by 15 to 20dB, indicate to the reader to start
5. Continue to fade the music to nothing very slowly.
6. Stop the CD

If you think the fade may not be good, then stop the reader, erase the track and start again.

Recording the outro with music on CD

1. Agree with the reader what is about to happen, and get them to indicate when there are only five to ten seconds of speech left.
2. Start the CD at this time with the fader at a low level (-30dB is about right) and immediately start to fade it up slowly.
3. Continue to fade up to the full level found originally (total fade in about 20 secs)
4. Continue to play the music for as long as decided – 30 to 40 seconds is usually enough
5. Fade out slowly
6. Stop the CD.

Dealing with the pre-recorded tracks

After recording the readers as for any other session, drag the files from the portable recorder on to the memory stick you are using for the recording session. You may want to rename them so you know what they are.

Check there are no spurious noises at the start and end of the tracks, and if necessary edit them suitably in Wavepad. Check also that the recording level is OK – if not, use the Normalise function to get them to a suitable level – usually either Peak Level 100% or an rms level about -18dB.

There are now two different situations – getting them in the right place on the memory stick, and then on the master CD.

The simplest method is to rename the inserted tracks in the style 'Track-0xxA [space] original name' so that if you simply collate the tracks into alphabetical order the inserted track will be after track 0xx.

Memory stick order

1. Plug in a target memory stick to the laptop flying usb lead
2. In My Computer, identify the original stick (F:\) and check the contents
3. Identify the 'target' memory stick (should be H:\).
4. On the desktop, double click on the Camel icon
5. Familiarise yourself with the command list in the window that appears, press the 'Y' key followed by 'Enter' to continue
6. Enter the source and target directories (probably F:\ H:\) and press enter (any files on the target will be erased)
7. The current playlist appears, with numbers down the left hand side. Note the current position of the pre-recorded tracks.
8. Using the command 'c, enter' will collate them into alphabetical order, but if you wish…
9. Use the 'm' command to move them to the desired position (eg, m 15 6, enter, moves the track from position 15 to position 7 (ie after 6)). Repeat until all are correct.
10. Press the 'b' key followed by 'Enter' which will result in the tracks and the file 'play.m3u' being burnt to the new master memory stick.
11. Eject this stick cleanly, and check it plays all the tracks and in the right order on a Sovereign player. Use as the master to produce a sub-master for the duplicators, then take it home to upload to the website.
12. If all OK, press 'q', enter, to quit the programme.

CD order

1. Return to the computer, and wake up 'Nero', then for safety **delete all files in the LH disc content pane** (highlight and press Delete).
2. **In the RH browser pane highlight all tracks on F: and drag to the LH content pane**.
3. If desired any or all tracks can be normalised, but it takes a bit longer to burn. Usually not necessary, so make sure you un-tick all the boxes.
4. If the files are not in the correct order, drag them to where desired.
5. Load a blank CD into the built-in CD drive on the computer. The eject button is half way up the computer box near the RHS, and the disc is loaded recording side facing right. Make sure it is comfortably seated in the drawer before closing.
6. In Nero, click the 'Burn' icon at the top. Check the settings in the window that appears – write speed is normally 32x, and 'Method' is 'Disc/Session at once'.
7. Click on 'Burn'. After some delay, the green light on the recorder will start to flash and the burning progress will be indicated on the screen.
8. When complete, the CD tray will open. Remove the CD and click OK. Close the drawer. Finally, click 'Exit' and close Nero. Mark up this Master CD, check it plays all tracks and give to the duplicators.

Switch off and go home!

Appendix – dealing with intro/outro on memory stick

The only practical way to do this is to edit a fade onto the music in Wavepad, and then mix the result into the spoken track in the usual way for Track 2 of the weekly news. The following seems to work for the **Intro** -

* Open Wavepad, and open the music file from the memory stick

* Save As... a different file name to a temp folder, or the memory stick

* edit to about 45 secs length, and resave

* highlight about the last 25 secs

* click on the Effects menu, and look for Fade... or Fade out... (depends on the Wavepad version)

* If offered options, opt for 'linear' (usually the default), and 'fade out'

* Click OK, and check it sounds OK. If not, undo and try again.

* Save again

* Use as in the instructions for the weekly intro music addition. If the normal 33 sec space doesn't work well, undo and adjust to suit.

For the **Outro** we need a fade in and probably a fade out, should the whole piece not be wanted. Less than one minute overall length is enough. So proceed as follows –

* Open Wavepad, and open the music file from the memory stick

* Save As... another different file name to a temp folder, or the memory stick

* edit to about 45 secs length, and resave

* highlight about the last 10 secs

* click on the Effects menu, and look for Fade... or Fade out... (depends on the Wavepad version)

* If offered options, opt for 'linear' (usually the default), and 'fade out'

* Click OK, and check it sounds OK. If not, undo and try again.

* Save again

* Now highlight the first 15 seconds

* click on the Effects menu, and look for Fade... or Fade in… (depends on the Wavepad version)

* If offered options, opt for 'linear' (usually the default), and 'fade in'

* Click OK, and check it sounds OK. If not, undo and try again.

* Save again

* Use as in the instructions for the weekly outro music addition. If the normal 7 sec highlighting doesn't work well, undo and adjust to suit.