

## **Audio Library – Technicians’ Guidelines**

On 6<sup>th</sup> November 2018, a group of us recorded a number of tracks of general interest. They are for editors to use to supplement Friday editions of CVTN. They are stored in the following folders:

**C:\Users\CVTN\audio\_library\available**

and at:

**G:\audio\_library\available**

### **How to Use**

If the editor chooses to add one or more files to the weekly recording:

1. Use File Explorer to copy the file from one of the above folders to the F:\ drive by dragging and dropping it

2. Use File Explorer to move the file from the above folder to the following folder:

**C:\Users\CVTN\audio\_library\used**

or

**G:\audio\_library\used**

3. This will place the pre-recorded files at the end of the day's recording, without having to re-number the file

4. The editor may want to insert the track amongst the day's recordings. If so, use File Explorer to rename them.

E.g. to place ***track-109 santiago*** after ***track-007***

rename ***track-109 santiago*** to ***track-007A santiago***