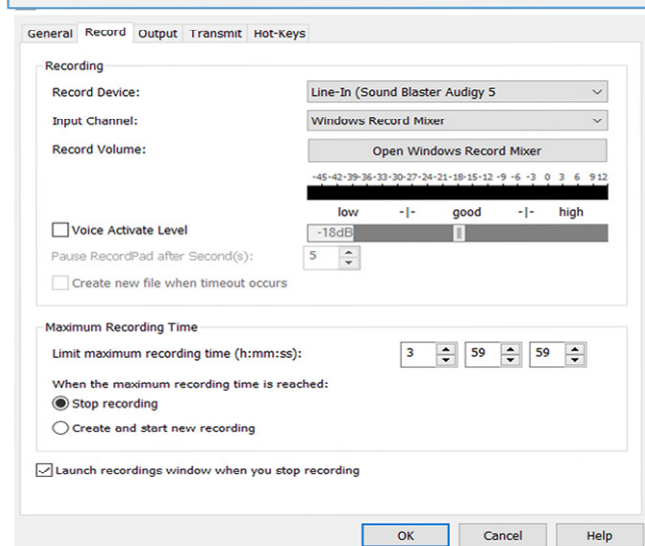
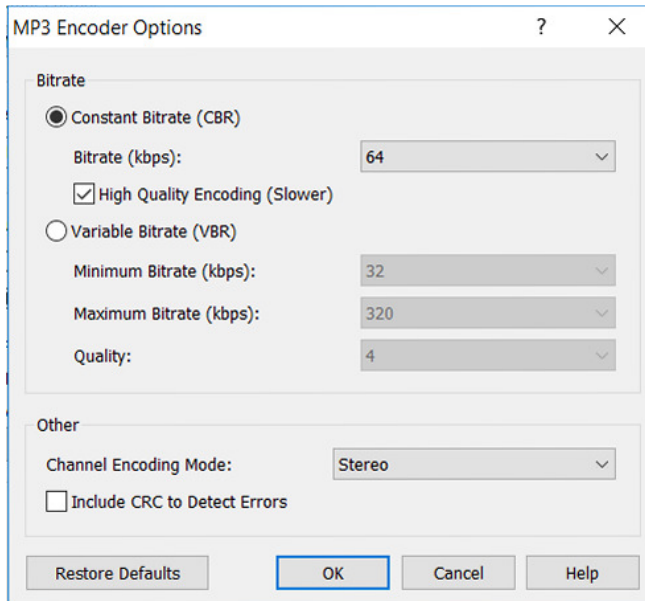
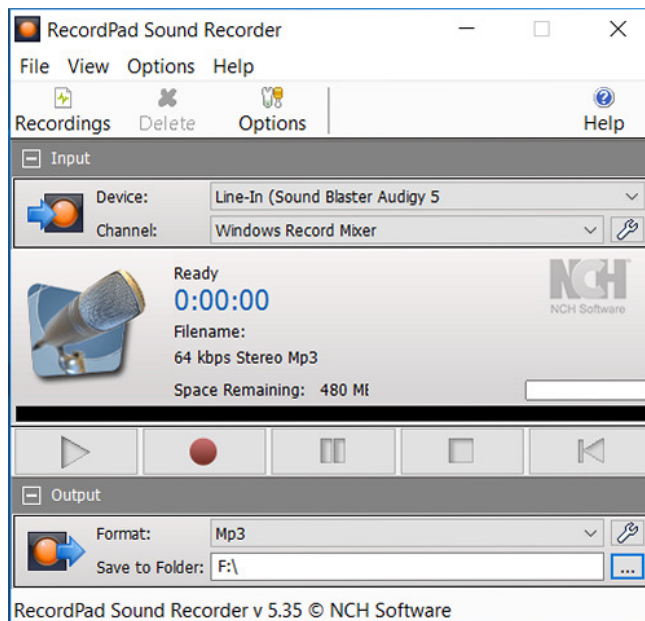




BASIC INSTRUCTIONS FOR C.V.T.N. TECHNICIANS

1. Switch on the electrical sockets under the window and the red warning light by the door.
2. Start up the computer (button on front top L).
3. Click on the 'File Explorer' icon on the screen. Scroll down (L side) to find the memory stick 'F:\RECORDINGS' already plugged in to the computer, and erase the contents.
4. Plug in a memory stick to the flying socket on the desktop This will be H:\NAME.
5. superseded
6. Double-click on the icon 'RecordPad Sound Recorder' and in the window that opens, ensure that the File format shown is Mp3 and Save to Folder is F: (in Output at bottom). (see illustration).
7. Check Input (at top) is also as shown in the illustration.
8. If any settings need changing, this is done via the Options menu.
9. NOTE that the session will be recorded on F:\. Should you feel the need to backup your work before, for example, editing a file, use C:\users\CVTN\temp
10. NOTE also, that F: and G: should **not** be removed from the computer.
11. Stick H: is the one you will use to create the master memory stick, and is the only one you will remove.
- 12 & 13 superseded.
14. **We now have to reset the track numbers to start at zero in this version of RecordPad.** Click on Options, then Output tab. Click on 'Reset Auto Numbers to 0' (see illustration below). Click OK on confirming message, click OK again.
15. Now check in turn that each reader's



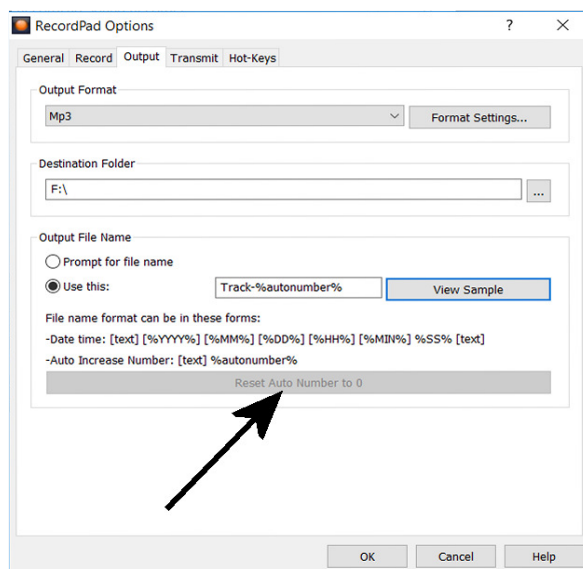
microphone is working correctly and note the approximate slider level on the slider desk for each reader. Do this by clicking on the red dot record button and adjust the slider until the recording level indicator occasionally just pops into the red zone. The slider should be around the 0dB mark on the desk. **Record all readers on the same track.** When satisfied, click the square stop button (see first illustration).

16. The test recording will show in the recording list and be saved on the memory stick as Track-000. **Highlight this track and press 'Delete'**. This ensures that the first 'real' track is Track-001, and the numbering will be as the readers say it. You need to close the Recordings window to continue. NB to show the recordings window manually, click on the Recordings button (top left).

Session

17. You are now ready to start the Recording Session proper. The first track will have the short intro, followed by a few seconds pause, and then the long intro. This leaves a gap to help put in the music later.

18. Check that the reader is ready. Commence the recording by clicking on 'Record', wait one second and nod to the reader. The reader should raise a hand as they approach the end of the piece, and drop it at the end. Allow 1 second then stop recording by clicking on stop button. During recording adjust the slider as needed to keep the required recording level for each speaker – it changes with time. Each Track is saved as 001, 002, 003 ... etc.



19. If a reader has a coughing fit or similar, press the Pause button. Note the recording time. Get the reader to go back to a break (eg last sentence or paragraph before the problem). Restart by pressing the red 'Record' button, (unless the reader is starting from the top, when 'return to start' button is appropriate) and nod to the reader. When the track is finished, load into WavePad to edit out any break or coughs. Save the file and close WavePad.
20. At the end of recording all tracks, if you wish create a safety backup copy all the files on F:\ to 'C:\users\CVTN\temp' (**not G:**). (Takes a couple of minutes) You could do this before making any edits if nervous.
22. To add the Intro and Outro music fades, first double click on the 'WavePad' icon on the screen.
23. Click on 'File' then on 'Open File'. Find F:\.

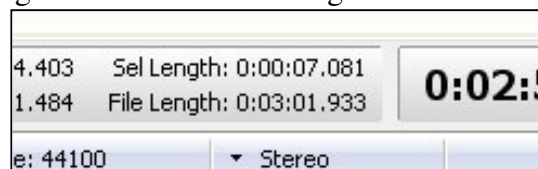
Intro

24. Highlight 'Track 001' then click 'Open'.
25. Find the few seconds gap after the short intro and place the cursor at the end of it. Click on 'Edit', then on 'Insert Silence', then on 'at cursor'. Check 33000 ms is indicated.
26. Click 'Insert Silence' button.
27. Leave the cursor where it was.
- 27a Click 'Edit' menu, then 'Mix with file'

28. Select 'Intro. Mp3', then click on 'Open'. (The files are in the E:\cvtnINTROOUTRO folder.)
29. Accept the defaults and click 'Paste Mix'. Listen to the track beginning to ensure that the Editor comes in with the last few seconds of the Intro still playing, but at a level such that the Editor is clearly audible. If not, undo the mix and adjust the 'insert silence' length appropriately and re-mix.
30. When satisfied with the result remove any excess silence between the short Intro and the music. Click on 'Save File' (at top).
31. Close WavePad.

Outro

32. 'Click on 'Open File', then highlight the last track.
33. Click on 'Open' and then remove any silence at the end of the track.
34. Highlight the last 7 seconds of the file. The highlight length is shown in 'Sel Length' near the bottom centre of the window (see illustration).
35. Click on 'Edit' then on 'Mix with File'.
36. Select 'Outro Jul 12 Faded.Mp3' then click on 'Open'.
37. Accept the defaults and click Paste Mix then listen to the cross fade. If OK click on 'Save File'. If not, undo two steps and adjust the highlighted length appropriately and re-mix.
38. Close WavePad.



Playlist

39. Now, again, if you wish create a safety backup copy all the files on F:\ to 'C:\users\CVTN\temp' (**not G:**). (Takes a couple of minutes)
- 39A. Copy the home recorded files to F;\, and make sure that all the file numbers have the same format – e.g. 005 or 05 – your call! If you wish to add names to the studio recorded files, do so. It is not necessary, but shows up in the BWBF file list.
40. Double Click on the 'Camel' icon on the desktop then, after familiarising yourself with the command list in the window that appears, press the 'Y' key followed by 'Enter' to continue. (The target memory stick will automatically be cleared if there is anything on it).
41. At the prompt that appears enter the source and target directories, F:\ H:\. (if in doubt double check which is which by clicking on 'File Explorer' and checking the contents of each stick), then click 'Enter'.
42. The window that appears displays the current playlist and for the normal CVTN recording there should be no need to change the order. In which case press the 'b' key followed by 'Enter' which will result in the tracks and the file 'play.m3u' being written to the new master memory stick. But if the order does need changing, use either the 'c', Enter, command to put in 'alphabetical' order, or the 'm' command to move tracks to the correct place before using the 'b' command.
43. When the process is complete, press the 'Q' key followed by 'Enter' to shut this programme down. Remove the **newly created master** memory stick, H:, from the flying USB lead by right clicking on it in File Explorer and then clicking on 'Eject'.

44. Now check in the player that it does play all the tracks and in the right order (may need to press Reset), and then give it to the Duplicators as the Master stick. Take a copy of this to use at home.

Shut down & Upload

45. Close all windows down, and shut down the computer - click on Windows button, Power, Shut Down. Leave the two memory sticks in the back in place (F:\ and G:\).
46. Switch off the sockets under the window, and the red light.
47. A copy of the master memory stick can now be taken home for up-loading to the BWBF website (the master memory stick stays with the copiers).
48. To upload the recordings to the BWBF website, using your Broadband connection, first insert the memory stick with the recorded items into your computer at home.
49. In your browser, go to bwbf.org.uk, and log in. Follow the detailed instructions in the relevant document (BWBF Uploading to web site AAP.pdf) to upload the recordings.
50. Enjoy the rest of your day!

Brian Wetton June 2015

Updated 24/10/24 to new practices. Version 10.7 AAP