P Squared Ltd

P Squared Myriad Playout V4

Users Guide v1.0 – Feb 2013

ABOUT THIS GUIDE

This guide is split up into a variety of sections and is hoped to be a way for you to quickly begin using *Myriad Playout* and then to delve a little deeper into it. We begin with an overview of the main areas of the application followed by the 'at a glance' sections for each of those main areas.

After this we dive deeper into the components of *Myriad Playout* and learn a little more about how they work. This will further develop your understanding and use of *Myriad Playout*.

Finally, there is a 'how do I' section dealing with customising Myriad Playout as you desire and doing some voicetracked links.

It has been designed with hyperlinks within the document so if you are reading it on screen this will allow for faster navigation of the document.

The screenshots and usability are all based on *Myriad Playout* v4.0.15

CONTENTS

AUDIOWALL

Description - provides access to audio stored on the system. Each individual piece of audio is known as a Cart and is assigned a unique Cart Number. The Carts are arranged numerically up to a maximum of 99,999 and this forms the Myriad AudioWall. The AudioWall is central to all of the products in the Myriad Suite.

INSTANT CARTS

Description - Shortcuts, 20 per page, to particular Carts and can be accessed with a single key press (or click) making them act like 'hot keys'. Instant Carts sets can be setup for to specific Users or available to all Users on the system.

LIBRARY

Description - Browse the items you have catalogued in the music scheduler Myriad Autotrack or if not using Myriad Autotrack items categorised from within Myriad Playout. Browse the Songs and Links on your system by Category, Artists or Type as well as perform more thorough searches.

LOG

Description - Displays a manually or automatically scheduled 'running order' of Songs, Links, Adverts, Commands and Events that make up a typical radio show. Use in Live Assist, Automation or AutoFade mode bringing complete flexibility to your show production and station output. Pre-record voice links to go between the songs to speed up the production of 'as-live' hours.

SMOOTHEDIT

Description – A built-in simple audio editor allowing for the manipulation of audio, the setting of intro, extro (segue) and hook points and the adding of naming information, title, artist etc along with album artwork if required.

TAB STRIP

Description – This allows you to switch the view between the AudioWall, Instant Carts, Library and Log Screens. When you are editing one or more Carts in Myriad Playout, a SmoothEdit tab is added to the Tab Strip to allow you to switch between the Carts you are editing and the other main screens in Myriad Playout.

N.B. When in dual screen setup, the Log screen is normally displayed on the other monitor so does not appear on the Tab Strip.

THE AUDIOWALL SCREEN AT A GLANCE

Provides access to audio stored on the system. Each individual piece of audio is known as a Cart and is assigned a unique Cart Number. The Carts are arranged numerically up to a maximum of 999,999 and this forms the Myriad AudioWall.
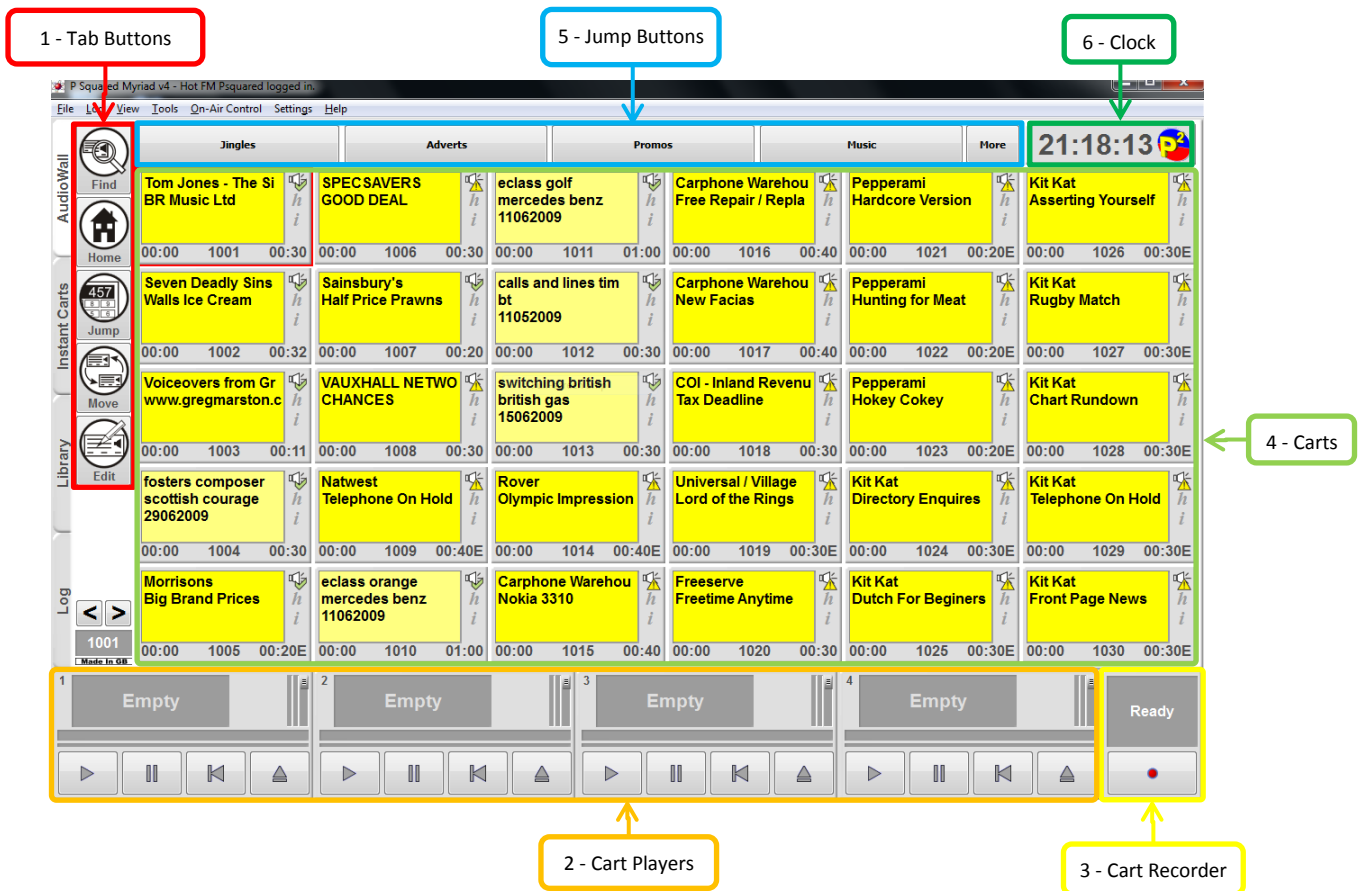
Figure 1: Myriad AudioWall in Single Monitor Setup

TAB BUTTONS (1)

FIND

The Find Cart button opens the Find Cart window which allows you to search the AudioWall for a particular Cart.

HOME

Pressing this will jump to the cart number set in your 'personal cart range' or will jump to cart number 1 if nothing is set. To set your personal cart range, go to *Tools – Customize Myriad*. This is also where the 'quick record' Carts recorded using the record buttons on the keyboard will be found.

JUMP

Brings up a dialog box enabling you to type in a specific cart number and jump to where it is in the AudioWall. You can also click on the number in the box below the < > buttons (above Cart Player 1) to bring this dialog box up or use the < or > keys to move along the AudioWall in that direction.

MOVE

The Move Cart button opens the Move / Copy Cart window which allows you to move a Cart from one Cart Number slot to another or to copy the contents of one Cart to another Cart Number slot.

EDIT

The Edit button opens the SmoothEdit window to allow you to edit the details or audio for the Cart highlighted on the main AudioWall. You can edit more than one Cart at a time by opening the first Cart, then clicking on the AudioWall tab, highlighting the second Cart that you want to edit and then clicking on the Edit button again. You can switch between the open SmoothEdit windows by clicking on the Cart Number buttons on the SmoothEdit tab.

CART PLAYERS (2)

The Cart Players are used to play audio Carts in Myriad and are the interface that the presenter uses to control audio playback. The number of Cart Players displayed will depend on how many you have configured (and how many sound card outputs you have) as well as whether you are running in single or dual screen mode. In dual screen mode, the Cart Players are normally spread across the two monitors.

The Cart Players and Record Cart Player are displayed on screen at all times regardless of which screen you are viewing.

CART RECORDER (3)

As the name suggests, the Cart Recorder enables you to highlight a cart, hit the record button and record audio onto that cart. You can also just click on the record button and the first available cart within the users personal range will be recorded into.

CARTS (4)

The Carts themselves make up the main part of the AudioWall screen with each Cart having a unique number. The Carts are always displayed on the AudioWall in cart number order running from top to bottom of each column.

JUMP BUTTONS (5)

The Jump Buttons provide a quick way (by left clicking) of getting to certain cart numbers which may be certain pieces of audio i.e. music or adverts. You can make additional shared or personal jumps which are accessed by the 'More' button.

CLOCK (6)

The Clock displays the current PC system clock time. If your PC is configured to set it's time from an external source (such as radio clock or NTP time server) then this is the time that is displayed. You can right click on the clock and select for the clock to countdown to the top of the next hour. You can also personalise your login to show the date below the clock.

PAD AND INSTANT CARTS MINI VIEWER

Although not present by default you may choose to display either or both the Pad and Instant Carts on the AudioWall. You can do this via the '*View>Display Instant Carts' / 'View>Display Pad*' menu options. Once enabled they can be seen across all screens of *Myriad Playout.* They are explained in more details in the main User Guide section for each of these tools.

Instant Carts in Myriad are shortcuts to specific Carts on the AudioWall and they can be fired at any time using a single keyboard button press or mouse click. In this way, they can be used as 'hot keys' to fire different Carts or as a convenient way of grouping Carts that are located in different areas of the AudioWall. The Instant Carts are arranged in groups of twenty called Sets and these can be added to the system for either personal or shared use. You can also see the Instant Carts in a Panel of 10 whilst looking at the AudioWall, Library and Log tab by selecting 'View - Display Instant Carts'.
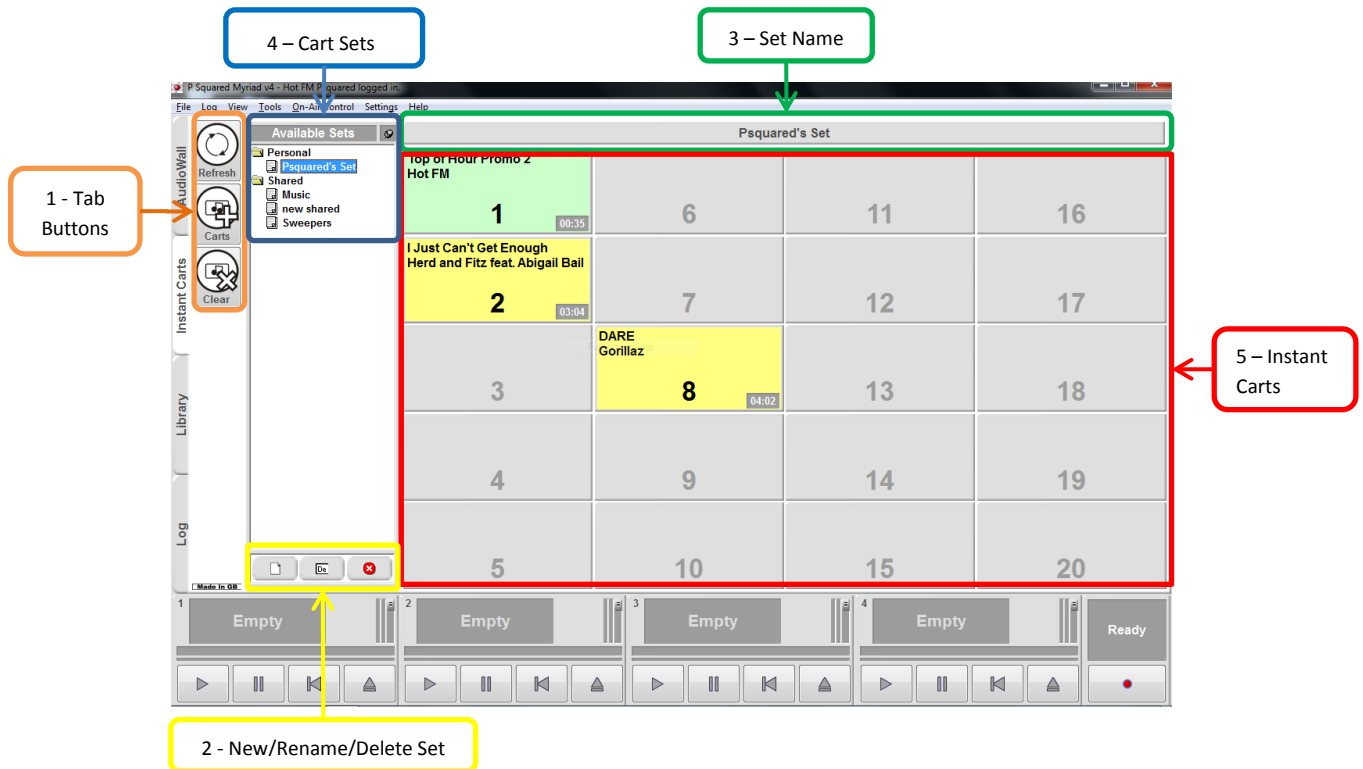
Figure 2: Instant Carts Screen

TAB BUTTONS (1)

REFRESH BUTTON

The Refresh button will check both the Instant Cart Set list and the Instant Carts displayed on screen to make sure that they have not been altered on a different workstation. If they have been altered then the screen will be updated to reflect the change.

CARTS

Brings up a mini audio browser enabling you to drag and drop from it straight to an instant cart position.
Useful if running on a single screen setup.

CLEAR

Used to clear Instant Carts. Click on the Clear button (it turns red), then click on the Instant Cart you want to clear. You will be asked to confirm before the Instant Cart is cleared. Note, the Clear button stays depressed to allow you to clear another Instant Cart. Click on the Clear button again to turn off this feature.

NEW SET (2)

Instant Carts are arranged in groups of twenty and each of these is called a Set. Instant Cart Sets can be added as either personal (only available when you are logged in) or shared (available to all Users).

RENAME (2)

The Rename button allows you to rename an existing Instant Cart Set by highlighting the Set name and then clicking on the Rename. You can then over-type with the new Set name. This option is also available on the right click menu on the Instant Cart Set area.

DELETE (2)

The Delete button allows you to remove an Instant Cart Set by highlighting it in the Instant Cart Set section and then clicking on the Delete button. This option is also available on the right click menu on the Instant Cart Set area.

SET NAME (3)

Displays the name of the Instant Cart Set currently in use.

INSTANT CARTS (5)

The main part of the Instant Carts screen is the twenty Instant Carts themselves. Each Instant Cart is given a position number between 1 and 20, alongside the Carts titling details.

To trigger an instant Cart, either press the corresponding key on the keyboard or click on the screen.
NB: Use keys 1-0 for Instant Carts 1 to 10 and <shift> + Keys 1-0 for Instant Carts 11 to 20.

INSTANT CART SETS (4)

The Instant Carts Set area is used to display the Sets on the system and whether they are personal to your login or shared across the station. You can use this to select the Instant Cart Set displayed. The Instant Cart Sets are arranged in a 'tree view' to make navigating them as intuitive as possible.

You can hide the Instant Cart Sets area by clicking on the Pin button located at the top of the window. In this situation, the Instant Carts take up the whole screen and Instant Cart Set list is hidden at the top of the screen. To access it, click on the Set name panel to expand the list.

The Library tab provides access to your Station Database (which is shared between Myriad and AutoTrack Pro) and can be used as an alternative to the AudioWall for browsing the content on your system. The difference is that whilst the AudioWall contains everything on the system, the Library tab will only show Songs and Links that have been imported into the selected Station database. So newly added songs, or songs added to a different Station database will not show up in the Library tab. The advantage is that searching is much quicker and it shows schedule history for Songs and Links to allow you to decide what should be added to the log.
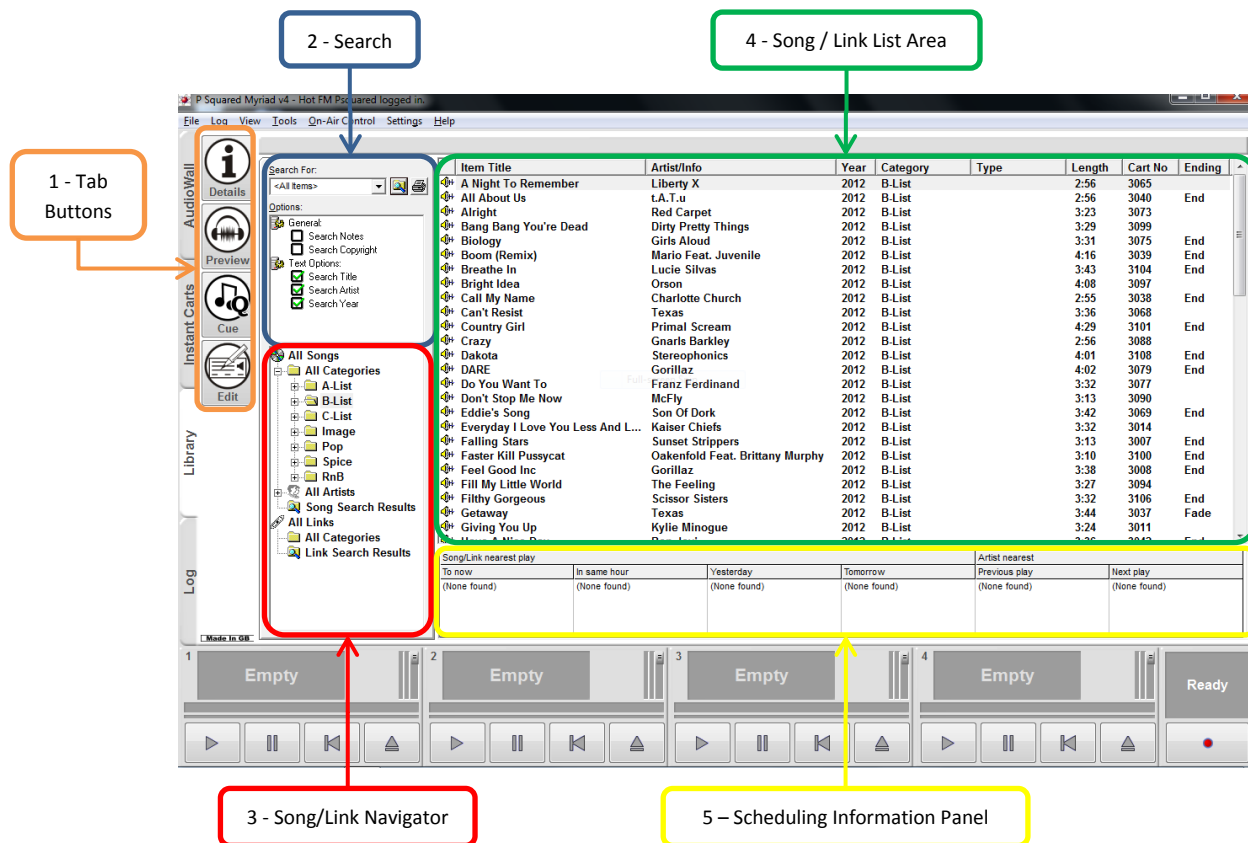
Figure 3: Library Screen

TAB BUTTONS (1)

DETAILS

The Details button opens the details for the selected Song or Link including the general Cart information, Notes and *Myriad AutoTrack* / *Myriad AutoTrack* Pro information.
You can also double click on Songs / Links in the Song Links Results window to access this information.

PREVIEW

Selecting a song in the list area and clicking Preview will load up the item into a cart player in 'preview' mode enabling you to listen to the song and it will not be reported to have played and will not cause the currently playing song to fade and be dropped.

CUE

This button will cue the highlighted Song or Link into one of the free Cart Players.

EDIT

The Edit button will open the highlighted Song or Link for editing in SmoothEdit.

SEARCH (2)

The Search panel allows you to enter search criteria that you wish to use to search the Database for matching items. The results are listed in the Song Link List Area section of the window.

SONG / LINK NAVIGATOR (3)

The Song / Link Navigator provides a 'tree' like view of the Songs and Links stored in your *Myriad AutoTrack* or *Myriad AutoTrack Pro* databases. You can use the Song / Link Navigator to view Songs and Links by Artists and Category by clicking on expanded folders. The results are listed in the Song Link Results window.

SONG / LINK LIST AREA (4)

This main section of the Database screen shows a list of all the Songs or Links in the Database that match the search criteria or are contained within the Song Link Category highlighted on the left hand Song/Link Navigator. The Song / Link List Area is divided into a series of columns that are used to describe the Database entries. You can re-order the items in the Song / Link List Area by any of the column attributes by clicking on the appropriate column title (like a spreadsheet).

SCHEDULING INFORMATION PANEL (5)

As you highlight items in the search results pane, the bottom section shows you Separation summary information which helps you decide whether it is a suitable item to play. Items that break Artist or Title Separation rules (set in *Myriad AutoTrack*) will be highlighted in red. Items in red can still be played though.

THE LOG SCREEN AT A GLANCE

The Log screen is arguably the most important screen in Myriad Playout as it contains the scheduled programming for your station's output for both live assisted and automated broadcasts. The Log screen primarily consists of a list of items for each hour along with the tools needed to play these items and control the way Myriad Playout runs through the log.
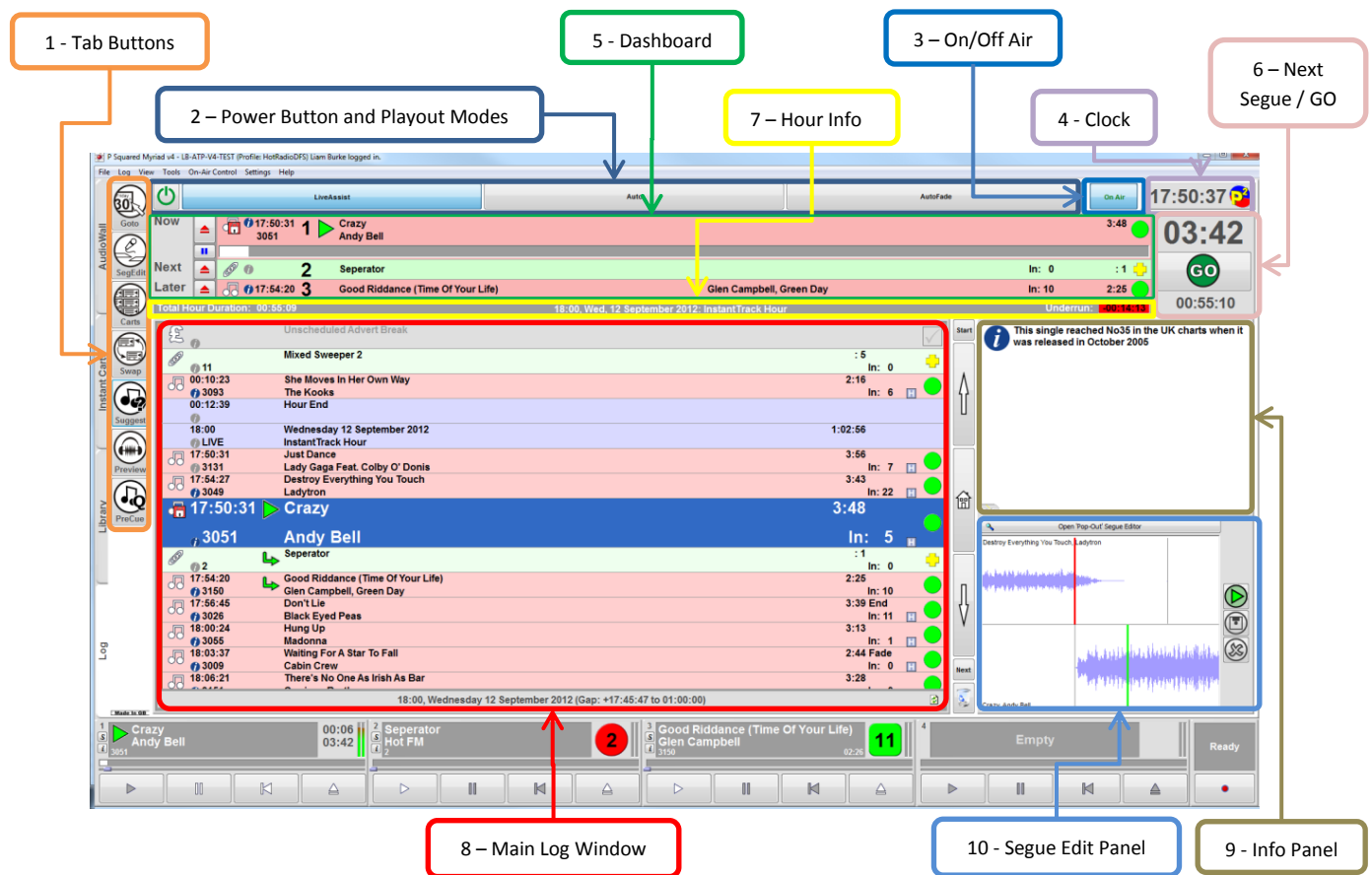
Figure 3: Log running on Single Widescreen Setup

TAB BUTTONS (1)

GOTO

The GoTo button allows you to specify a time and date in the Log that you want to view or work with. Click on the GoTo button to open the GoTo window and the type in the time and date that you are interested in. Click on OK to go to the selected time and date.

SEGEDIT

Opens up the Full Segue Edit ('Pop-Out' Segue Editor) interface which is described in more detail later in the guide

SCRIPTS (ONLY VISIBLE IN DUAL SCREEN SETUP)

Enables access to any scripts you have saved in your scripts area. Click on scripts to reveal dropdown of script titles – click on chosen script to load it in a pop-out window.

CARTS

The Carts button opens *Myriad Playout's* mini Cart browser to allow you to browse, search and select Carts from the AudioWall without accessing the main AudioWall screen.

SWAP

Click on this button once you have highlighted an item and then click on another item in the log. This will swap the item you first had highlighted with the second item.

SUGGEST

Highlight a Song and click on the Suggest button. This will open a floating Library window with the options for Songs of the same Category / Type pre-selected. The scheduling information panel will show you, based on where you are in the log, the nearest play or song by artist played.

Use this to find a suitable song then double click on it in the Library list to replace the original Song in the Log with your new selection.

PREVIEW

The Preview button is used to load the highlighted Log Item into the Preview Cart Player to allow you to review the Cart without affecting the actual playback from the Log. The Preview Cart Player can be defined as any of the Cart Players. The difference is that when a Log Item is reviewed as a Preview, it becomes completely independent from the Live or Automatic playback from the Log. Indeed, if you Preview a Log Item and then leave it in the Preview Cart Player, when the time comes to play that Log Item, *Myriad Playout* will actually load a new version into one of the other free Cart Players, totally ignoring the Preview version. You can also Preview a Log Item using the right click menu.

PRECUE

The PreCue button is used to force *Myriad Playout* to cue up the next Log Item in the Schedule Log regardless of whether it needs to or not. When you click on this button, Myriad will cue the next Log Item to play in the next free Cart Player.

THE POWER BUTTON AND PLAYOUT MODES (2)

Used to toggle between Active Playout and Standby modes. When pressed, the schedule Active Playout Mode (LiveAssist, Auto or AutoFade) will be automatically selected based on the scheduled clock.

The first three buttons show the Active Playout mode and can be in four states (when On Air).

- No buttons depressed – *Myriad Playout* is in standby mode.
- LiveAssist depressed – *Myriad Playout* is in Live Assist mode which allows the presenter to start and stop playback after each item.
- Auto depressed – *Myriad Playout* is in Auto mode which means all segues are automated but Myriad does not handle backtiming. If some items have been set with a red stop type these will be changed to green.
- AutoFade depressed – *Myriad Playout* is in AutoFade Mode which means all segues are automated and Myriad also handles backtiming automatically. If some items have been set with a red stop type these will be changed to green.

ON AIR / OFF AIR (3)

In most cases, stations will have more than one *Myriad Playout* workstation in operation and in such cases, it is desirable to have a way of indicating which of the workstations is 'on air' at any one time. This is important as it allows you to apply control over people editing the currently running Log and also provides accurate play logs for reports to advertisers and copyright report

bodies. When off air you will have the opportunity to go into Preview Live, Preview Auto or Preview AutoFade mode to listen to music and links planned for the time and date you 'goto' but the start times in the log will not be modified.

CLOCK (4)

The Clock in the top right hand corner of the Log screen shows the PC system clock time. Right clicking on clock enables you to choose to countdown to the top of the hour.

DASHBOARD (5)

Now - shows the currently playing item at all times. It also displays progress as well as the Cart Player that is being used to play it.

Next - shows the item that will play next along with the Cart Player that will play it.

Later - shows the item that will play after the Next item but does not normally show which Cart Player will be used.

NEXT SEGUE (6)

The Next Segue counter counts down the time to the next segue in the Log. If *Myriad Playout* is in Auto or Auto Fade mode or if the Segue Type is set to green for the current item in Live mode then this will be the countdown to when the next Log Item will start.

THE GO BUTTON (6)

The Go button is fundamental to using *Myriad Playout* in a Live Assisted show and to a lesser degree in automated environments as well. The Go button is only enabled when *Myriad Playout* is in an active Playout Mode (LiveAssist, Auto or AutoFade) and is used to either start the Log running, move on to the next Item or start the next Log Item after a pause. The exact function of the Go button can be configured to a certain extent but by default, if you click on the Go button when *Myriad Playout* is playing a Log Item, that Item will be faded out and the next will start (regardless of whether it has been cued up or not). If playback has either not yet started or you are in Live mode and you have paused (using a red Segue Type) to do a Vocal Link or external source, pressing the Go button will start playback of the next Item in the Log. Basically, you can run your entire show from the Go button.

PLAY VERSUS GO

Both the Go button and the Play buttons on the Cart Players can be used to start the Next log item on the Log screen but they do behave differently. By default

Go – The previous item is faded out and the next item is started.

Play (on Cart Player) – Next item is started but the previous item is also left playing in a Cart Player for the presenter to manually fade and eject (good for beds etc).

SEGUE TIME LEFT (6)

Below the Go button shows the time until the log will stop automatically playing items, the time until the next red will be hit.

HOUR INFO (7)

TOTAL HOUR DURATION (7)

To the left of the window shows the total remaining duration of all the Log Items left to play in the current hour.

CLOCK TIME/DATE AND SHOW NAME (7)

In the centre of the window this shows the time and the date the log is programmed for and the show name as defined by the scheduling system.

UNDERRUN (7)

To the right of the window this indicator shows whether the Log Items still to play in the current hour are too many and set to overrun the top of the hour (shown in black) or too few and will under run to the top of the hour (shown as a minus number in red).

When you are running in AutoFade mode, this number will normally be 00:00.00. If it is a minus number then you will need to add some more Log Items in order to avoid the automated hour running out of content before the end of the hour (or you could use Auto Instant Track to fill up the log automatically if this is the case, details later in this guide.)

When in LiveAssist mode you will probably want this number to be red as this will allow you time to insert your voice links.

MAIN LOG WINDOW (8)

ITEM TYPE INDICATOR

The Item Type Indicator is a graphical icon that can be used to determine the Item Type of each Log Item. These are explained further in this guide.

START TIME AND CART NUMBER

Shows the time that future items are due to play (useful for voice tracking) and the time the current item started playing below this is the Cart Number of the Item.

DESCRIPTION

This field shows the description for the Log Item in question. When dealing with Song, Link and Cart Log Items, the Description is usually the Title and Artist or the description used on the Carts themselves. For non-cart based Log Items (such as Hardware Events and Hour Start Markers) the Description is used to convey key information about the Log Item.

LENGTH / END TYPE

This indicator shows the overall duration of the Log Item as well as the Ending Type for the item. The duration is normally the total length of the audio from the beginning to the Extro point or if no Extro point has been set, the end of the audio file.

The End Type is used to indicate to the presenter how the audio Log Item will end. The options are:

Ends – Comes to an abrupt ending.
Fades – Has a discernible fade out.
Sustain – The end is sustained.
Slow Fade – Has a longer fade out.
Non Specific – Has a non-descript ending.

This is also important to the automation process as *Myriad Playout* considers the End Type of Songs when it is deciding what songs it can fade out early in AutoFade mode in order to run to time. Under certain circumstances, *Myriad Playout* may need to alter the length of a song so that it can fade it out early to hit an Absolute Time marker or because the segue has been manually edited using the Segue Editor. In this circumstance, the original length is crossed out and the new length takes its place.

INTRO TIME

This indicator on audio based Log Items (usually just Songs) shows the duration of the beginning section that has been set as the Intro. The Intro to a Song is usually defined as the part of the Song that it is possible to speak over before the main body of the Song kicks in. You set the Intro duration on a Song by Song basis using SmoothEdit.

HOOK ICON

The Hook Icon indicates whether the Log Item has a Hook defined on the Cart that it refers to. Usually, only Songs have Hooks defined but, technically, any Cart on the AudioWall can have a Hook set. Log Items without the Hook Icon do not have Hooks set.
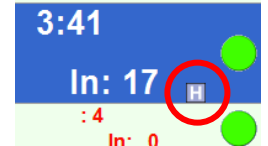
INFO ICON

Like the Hook Icon, the Info Icon indicates that the Log Item has some additional text information set. This information will be displayed in the Info Panel when the Log Item is highlighted.
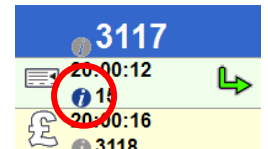
SEGUE TYPE

The Segue Type indicator shows what will happen at the end of each Item in the Log.

Red indicates that when this Log Item finishes, *Myriad Playout* in LiveAssist mode will cue the next one but will not start to play it until the user press Go or play on the cart player.

Green indicates that *Myriad Playout* will automatically segue in to the next Log Item when the current one finishes.

Yellow, this is a special case where *Myriad Playout* will 'sweep' the Item into the Intro of the following item. The most common use for this is pre-recorded Voice Links or jingles that you want to be 'back timed' up to the Intro end on the next Song.

Yellow + with 3 is a Triple Segue. Usually seen on Voice Links this item will be displayed as a three link item in the Segue Editor.

You can toggle between Red and Green Segue Types on a per item basis by clicking on the Segue Type for each item. You can only do this in Live or Live Preview modes (or standby mode) as the Segue Type is automatically changed to Green for all items when in Auto, Auto Preview and AutoFade modes.

In general, the Segue Types are originally set in the scheduling system (such as *AutoTrack*) when setting up templates or Clocks for shows.

Once a Log Item has been played, the Segue Type icon also has a tick graphic added to it to indicate that it was played successfully.

LOCK

When a Log Item is playing or soon will be it is locked to prevent it from being moved or deleted. When a Log Item is locked, a padlock icon appears on top of the Item Type Indicator.

GAP

In normal operation this shows any timing underruns if you have no reset time markers in your log it will tell you the time that the last item in the log will finish playing.

EDITING THE LOG

You can drag items around within the Log as well as dragging Carts from the AudioWall, Instant Carts and Library tabs directly into the Log. You can also use the Cut/Copy/Paste & Swap options on the right click menu to move or duplicate one or more Log Items.

You can Soft Delete a Log item by clicking on the Log Item Icon on the left hand side of the Log screen. This will 'grey' out the item and Myriad will not play it but it will be left in the Log to be re-instated later should the need arise.

To restore a Soft Deleted Log item, click on the Log Item Icon again.

You can also delete permanently by using the right click menu or dragging to the recycle bin but we recommend Soft Deleting in most cases.

START

Will automatically move the main Log window to highlight the Hour Start for the hour you are currently in.

UP ARROW

As you would expect, this button moves the view up the Log a page at a time. The amount of Log Items displayed on a page will depend on the monitor resolution and the size you have set the text on the Log Items to be. You can also use the <Page Up> key on the keyboard or the 'wheel' on some mice to move up and down the Log.

HOME

Clicking on the Home button will move the Log display to highlight the Log Item that is either playing right now or should be playing if nothing is actually playing. This button has two main functions.

- Find your way back to the currently playing item if you are lost or have been editing the Log for another hour.
- Find the item that should be playing when you are starting a Live Assisted or Automated show. You can also press the <Home> key on your keyboard.

DOWN ARROW

Navigates down the Log one page at a time.

NEXT

Just as the Start button jumps back to the Hour Start for the current hour you are looking at, the Next button moves the Log view to the next Hour.

RECYCLE BIN

The Recycle Bin icon is used to permanently remove Log Items from the Log. Drag a Log Item from the Log into the Trash Can and it is deleted from the Log. You can also use the right click menu on the currently highlighted log item to permanently delete it. You can undo the last deletion by clicking on the bin.

INFO PANEL (9)

The Info Panel is used to display any additional text information associated with the highlighted Log Item. If there are several lines of text to display, *Myriad Playout* will automatically scroll through the text after pausing for a few seconds initially. You can also open the text information in a separate window by clicking on the Info icon within the Info Panel.

SEGUE EDITOR (10)

The Segue Editor performs two roles and can be viewed in two different ways.

DOCKED SEGUE EDIT MODE

The Segue Editor is visible by default in the Log screen and the primary role of the Segue Editor in this mode is to alter and 'fine tune' the way that *Myriad Playout* will perform an automated segue.

In this mode, you can drag the lower Log Item to the left or right to change the way *Myriad Playout* will perform the segue between the two items.

You can review the new segue by clicking on the play button and, when you are happy, click on the save button to commit the new segue.

Tip: You can even segue the end of the item that is currently playing as long as it is not too close to the end!

FULL SEGUE EDIT (POP-OUT) MODE

You can get to this mode by clicking on the SegEdit Button or by clicking to Open 'Pop-Out' Segue Editor. It will open an extra window which is used to editing automated segues and also for recording Voice Tracks. It also allows you to adjust the 'fade' period of the outgoing item and the start point and any fade in of the next item.

The SmoothEdit screen is used to view and edit the details and settings for Carts and also edit the actual audio should you wish to.

Figure 4: SmoothEdit Screen

TAB BUTTONS (1)

When you select an item to edit the SmoothEdit tab appears and you are switched to this tab automatically. Once in SmoothEdit you can navigate back to any other screen by clicking on the appropriate tab and you can go back to your editing when you wish. If you have more than one file in SmoothEdit (as in the example above) you can change between them by clicking on the cart number of the item you wish to edit.

TOP TOOLBAR (2)

Gives you the ability to save, delete, export, import and show/hide the Titling information panel (making the Audio File fill the space). Pressing the 'i' button shows the where the original file came from when imported. If you have an external audio editor selected in the settings a button will be present in this toolbar to open the Audio file in that.

TOP TAB STRIP – GENERAL (3)

This allows you to enter Title, Artist and Description details for the cart along with the content type and category and details of how it ends. If the Artist or Title have been entered in the wrong place you can use the up/down arrows to the right of the entry box to swap them over.

You have 5 options for the ending:-

Ends (E) – The Cart comes to an abrupt end.
Fades (F) – The Cart fades out at the end.

Sustain (S) – The Cart's ending is sustained for a period at the end.

Slow Fade (SF) – The Cart fades out over a longer period at the end.

Not Specific (blank) – The ending has not been specified

To play just the end of the file you can click on the green play icon to the right of the end selection box

There is also the option to set a 'custom colour' for the background and text colour of the cart.

FULL EDIT TOGGLE AND REFRESH WINDOW (4)

By default the audio file will load up in 'Preview' mode which shows a peak file representation of the audio file. From this view you can set the intro, hook and extro points in the file but to do anything destructively to the audio you need to click on the button 'Open for Full Audio Editing'.

The refresh button will update this 'preview' image.

AUDIO EDIT AREA (4)

Once in Full Audio Editing mode this view changes to show you editing controls just as delete selection areas, normalising the audio, apply fade in/out and other audio editing tools which are explained in further detail in the SmoothEdit user guide.

AUDIO WAVEFORM DISPLAY (4)

Shows a visual representation of the audio file and shows shaded areas or markers to show any intro, hooks or extro points set.

ZOOM CONTROLS AND VU BARS (5)

Enables you to zoom into specific areas of the audio file and play certain areas dependent on selection.

Clicking on the 'intro' button will play the area you have selected as between the 'intro start' and 'intro end'. The hook will play the area you have set as the hook. The 'A-Extro' button allows SmoothEdit to automatically place an extro point as the point in the audio when it dips below a certain level – this can then be manually tweaked afterwards if required.

The VU Bars, to the right of the audio waveform display, show a graphical representation of the volume of the audio being played back in SmoothEdit. It should be regarded as a guide only as the VU Bars have not been calibrated.

TIMING SELECTION BOXES AND TRANSPORT CONTROLS (6)

This area is used for setting Intro, Extro and Hook markers.

Intro Start – Point where Intro section starts

Intro Mid – Alternative Intro end point or mid point (only visible if set in *Settings>Myriad Settings>Myriad Settings*)

Intro End – End of Intro section

Hook Start/End – Set the start and end of the hook section of audio.

Extro – Point that Myriad will play next items when automated.

To set them, click the small play button above the attribute you wish to set and then click on the main box for each attribute. If you wish to fine tune the timing use the < and > icons either side of the small play button.

N.B. - You can fast forward and rewind using the < and > keys on your keyboard. You can also click inside the waveform to jump the play position. If you click on the **?** icon to the right of the Extro setting button you will see a list of keyboard shortcuts which you may prefer to speed up this operation.

The transport controls are 'Goto Beginning' 'Rewind' 'Play' 'Fast Forward' 'Goto End' ' Stop' and 'Record' in that order.

TOP TAB STRIP – OTHER

The Other tab removes the audio waveform view and gives you areas and side tabs of information. The top half of the screen stays the same no matter which tab you are on in the bottom half of the screen. This top half is Notes and Pictures.

NOTES AND PICTURES

This tab allows you to add a range of additional notes to the Cart. The different types of notes are outlined below:-

Studio Notes for the Presenter – As the title suggests, these are notes that will be displayed on the Log screen when the Cart is played and are intended to aid the presenter.

DAB Notes – These notes can be used by OCP to feed DAB transmitters with text information about the Cart being played.

Web page - This is the website of Artist or Performer of the Cart and can be used by OCP but also may be useful for the presenter.

Online Store Ref: – This can be used to add unique IDs to Carts to allow you to link them to external music stores.

Information to Display on the Website – Again, these notes can be used by OCP to update your website in real time.

Custom Field 1/2/3 – You can use these however you wish and can be used by OCP if programmed to.

Picture – allows you to add album artwork or other .jpeg images to a cart, you may add more than one and scroll around them using the << >> keys.

SIDE TAB – COPYRIGHT

The Copyright tab is used to add copyright details to the Cart you are working on. This in turn, can be used by Myriad to generate accurate reports for the copyright agencies in your country (PRS/PPL/MCPS in the UK).

SIDE TAB – TIMING

Allows you to set Hardware events to happen when points are hit within the Cart. This could be for example when the cart extro point is played.

You can also choose a command to occur when the Cart is played.

SIDE TAB – OTHER

Allows you to set a loop point in the Cart. You can choose the number of times the loop will play before going to the end and whether or not if you press play again on the same cart it will jump to the end to exit the loop.

You can also set the Kill Date of the Cart to mark it for deletion on a set date. *This requires extra software.*
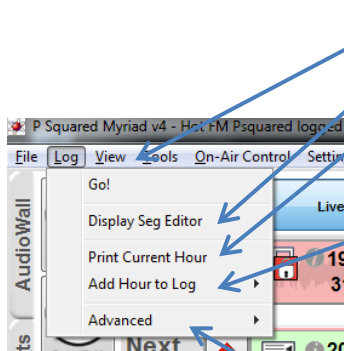
FILE
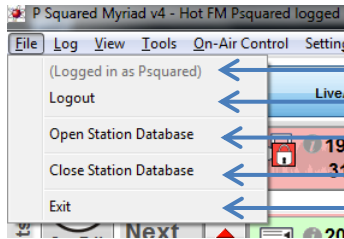
Shows the name of the user currently logged in

Logs out current user enabling a different user to login

Closes the current station database and allows you to choose another

Closes the database and presents you with the open database button

Enables you to either logout or exit the application completely

LOG

Activates the 'Pop out Segue Editor'

Activates the Go command, normally activated via the keyboard or mouse

Sends the hour you are viewing to a printer

Add Hour to Log > Add Empty Hour – enabling you to drag in whatever carts you wish

Add Hour to Log > Add Hour with Carts – enables you to select which carts you want to be included

Add Hour to Log > Add Hour from File – enables you to select a Cart list file you have pre-saved, normally from a Pad you have previously saved

Add Hour to Log > Add Hour using InstantTrack – Brings up the InstantTrack settings window and will populate the hour with Songs/Links as requested

Advanced > Re-Calculate Timings – refreshes the hour duration in Hour Start bar

Advanced > Display Log Item Details – brings up the More Information Window for the highlighted cart

Advanced > Display Q Audio Engine – shows a window enabling some diagnostics if having audio problems

VIEW
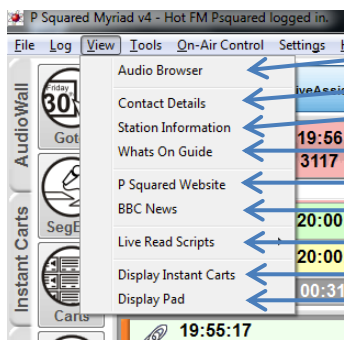
Activates the mini Cart Browser floating window

Displays the Contact Details you have set or allows you to edit the existing document

Displays the Station Information you have set or allows you to edit the existing document

Displays the Whats on Guide you have set or allows you to edit the existing document

Displays in web browser the P Squared Website (requires internet connection)

Displays in web browser the BBC News Website (requires internet connection)

Enables you to select from the pop out list any scripts you have saved in the scripts folder

Displays a miniature Instant Carts Panel on the AudioWall

Displays a miniature Pad Panel on the AudioWall

TOOLS
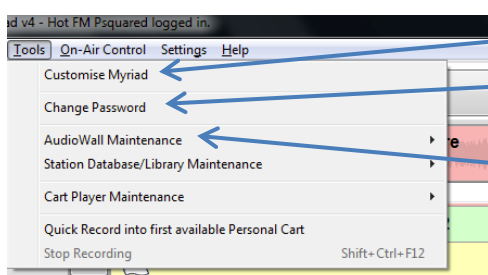
Brings up the Customise Window (explained in more detail in the 'how do i?' section

Enables the current user to change their password

AudioWall Maintenance > Create a backup of the Carts Information – produces a backup of the AudioWall .lst files and settings along with any notes and setup information for each cart.

AudioWall Maintenance > Verify all Carts on the AudioWall are v4 compliant – scans through all carts on the Audiowall to verify.
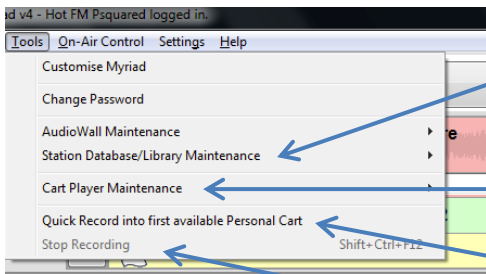
Station Database/Library Maintenance > Rebuild and Squash Library Decks – optimizes the viewing of Songs by category/deck in the Library window

Station Database/Library Maintenance > Import settings from another Station Database – enables you to use any log settings you had set in a different station database/log with the current log open

Cart Player Maintenance gives you the choice to force eject carts from the selected player available in the pop out menu

Quick Record into first available Personal Cart – starts the cart recorder and records into the first cart available within that users personal range set in the Customise Window

Stop Recording – stops any recording

ON-AIR CONTROL
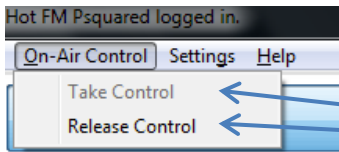
Requests On-Air Control
Releases On-Air Control

SETTINGS
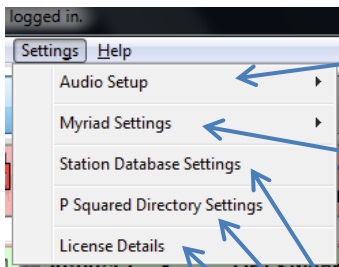
Audio Setup > Audio Settings –
Audio Setup > AudioWall Settings (Global) –
Myriad Settings > Myriad File Locations – enables you to set the locations for the data and audio file locations to be used
Myriad Settings > Myriad Settings – configures a range of options around how things are displayed on the local workstation
Myriad Settings > Edit Commands – Create or Edit commands which can be assigned to carts
Myriad Settings > Hardware Card Settings – Create or Edit settings associated with GPIO cards which can then be assigned to carts
Station Database Settings - Opens the Database settings window
P Squared Directory Settings - Opens the Directory Settings window
License Details - Shows the current license details

HELP
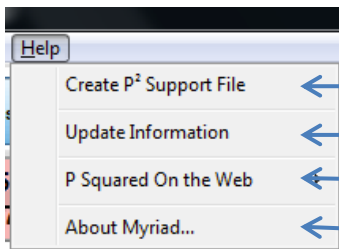
Enables you to send a support file if requested by P Squared Support
Shows a text file detailing the latest changes to the software
Loads up the web browser to certain pages of the P Squared Website
Gives details of the current version number

The AudioWall is a numeric list of Carts with each Cart often being an audio recording such as song, jingle or promo (a cart can contain just text also). The best way to imagine the AudioWall is as a large shelf holding between 9,999 and 99,999 items on it. Each of these items can contain a single piece of audio which is referred to as a Cart in Myriad.

Just like a physical shelf, Carts containing similar content can be clustered together in different areas to make locating things easier. The Jump buttons running along the top of the AudioWall allow you to get to these shelf locations quickly.

The Carts themselves also contain a range of additional information such as text, pictures and timing information that is used by both *Myriad Playout* and the presenter.

PLANNING YOUR AUDIOWALL

The example below shows just one possible solution.

Jingles	**1-1000**
Promos	**1001 – 2000**
Adverts	**2001 – 4000**
Pre-recorded Voice Links	**4001 – 5000**
Pre-recorded Interviews	**5001 – 6000**
News Cuts	**6001 – 8000**
Songs	**8001 and above**

NB: This is just meant as an illustration, you can lay out your AudioWall in whichever way will suit your station best.

Whilst the majority of the cart ranges used in the above illustration have been assigned arbitrarily, the ranges assigned to Jingles and Songs have been done for specific reasons. The reason Jingles have been assigned to the first 1000 Carts is that, by default, whenever Myriad starts up, it will automatically display Cart 1 onwards which means that in this case, the station's Jingles will be displayed.

The Songs have been assigned to the other end of the AudioWall but this has been done to avoid putting a cap on the amount of Songs that we can add to the system. If we wanted to, we could add 50,000 Songs because there is nothing else on the AudioWall above the Songs area.

In general, planning the layout of your AudioWall at an early stage is a very good idea as it offers a clear definition of where the audio you add to the system needs to be put, and makes finding your way around the AudioWall a lot easier. A bit of thought now can save you a lot of headaches later, but if you do make a mistake, don't worry, Myriad includes a range of tools to help you mass move, copy or delete Carts on the AudioWall so you can always have a bit of a shuffle around later!

Tip: Remember, if you move a Cart that is also referenced in a music or advert scheduling system then you will need to update the reference within the music or advert scheduling system. If you are using Myriad AutoTrack or Myriad AutoTrack Pro then you can move Carts from within those systems and they will be moved both on the Myriad Playout AudioWall and in the music scheduling database.

JUMP BUTTONS

There are actually three different types of Jump buttons in *Myriad Playout* designed to allow you to customise the system to your individual needs. The Jump button types are:

Local – These are specific to each Myriad workstation and are displayed on the main AudioWall at all times. You cannot have more than ten Local Jump Buttons configured per workstation. In general, Local Jump Buttons are configured to go to broad areas of your AudioWall. They are specific to each workstation so you may configure a studio workstation to have very different Local Jump Buttons to a newsroom workstation.

Personal – These Jump Buttons are specific to each *Myriad Playout* User Account and effectively follow users around as they log in and out of different *Myriad Playout* workstations. Users can set an unlimited number of Personal Jump Buttons.

Shared – These Jump Buttons are available to all Users using any *Myriad Playout* workstation. You can set an unlimited number of Shared Jump Buttons.

Although all Users can use Local, Personal or Shared Jump Buttons, adding, configuring and removing them is restricted to Users with appropriate rights. Within **Settings>Myriad Settings>Myriad Settings** you can set the top jump buttons to be the first 10 within the Personal or Shared list instead of the local jumps enabling you to change a set of jump buttons on one workstation and it be reflected on another the next time *Myriad Playout* is started.

Adding a Jump Button

All you need to know is what you want the caption on the Jump Button to say and what Cart Slot Number you want to jump to when the button is pressed.

1. Click on the More button located to the right of the Local User Jumps to access the More Jumps screen.

2. Next, click on the Add (+) button on the preferred jump section (local, personal or shared)

3. This will open the Jump Properties window which allows you to configure the Jump Button we are working on.

4. First type in the title for the Jump Button in the Caption section. Keep it short and sweet.

5. Next, select an icon for the Jump Button using the Icon drop down list. NB: The icon will not be visible for any local jump buttons but when using the More Jumps screen to click on the Jump.

6. Finally, set the target Cart Number that you want to jump to using the Jump To option. Then click on the OK button.

7. Close the More Jumps window by clicking on the (X) in the top right of the window

Editing a Jump Button

1. Click on the More button (to the right of the Local Jump Buttons).

2. Click on the i button for the Local Jump Button that you wish to edit.

3. Use the Jump Button Properties window to make the alterations that you need to. Click on the OK button to save the changes.

4. Close the More Jump Buttons window by clicking on the (X) in the top right of the window.

Removing a Jump Button

1. Click on the More button (to the right of the Local Jump Buttons).

2. Click on the Delete Jump Button icon for the Local Jump Button that you wish to delete.

3. You will then be asked to confirm that you wish to delete the Jump Button. Click on Yes if you do and No if you don't.

4. The Local Jump Button is then removed from the Local Jumps section. Click on the (X) to close the More Jumps window and return back to the Audio Wall.

CAUTION: As with most areas in Myriad Playout, once a Local Jump Button has been deleted, it cannot be recovered so please use this facility with caution.

CLOCK

The Clock in Myriad performs three important functions which are listed below:

Clock – This is the simple one. It displays the PCs system time and if the PC has been configured to use either an atomic/GPS clock or an Internet based time server then the time displayed by the Clock should be absolutely accurate.

Countdown – When in countdown mode (achieved by right clicking on the clock and selecting **Display: Time remaining until end of hour**), rather than the PCs system time, the Clock displays a countdown to the start of the next hour to help with back timing live shows.

AutoPlay – The AutoPlay feature is designed to help you back time manual or live shows to the top of the hour by automatically fading out any playing Carts at the appropriate time, and playing the pre-defined Cart instead. The classic use for this would be if you had a 'news in' jingle that was five seconds long and you wanted to play it ahead of taking a network news bulletin at the top of the hour (such as IRN in the UK). In this scenario, if you loaded the 'news in' Cart into the Clock in AutoPlay mode, five seconds from the end of the hour, all other playing Carts would be faded out and the 'news in' Cart would be played automatically. You select the cart you want for this from the AudioWall and drag it over the clock. To remove it right click on the clock and select 'remove item from Auto Play'.

You also have the option using the 'Tools>Customise Myriad' window to show the date underneath the clock.

CART LAYOUT

You can customize the size and colour of each cart as it displays on the AudioWall, however the layout of information presented to you on each cart is set and is described below
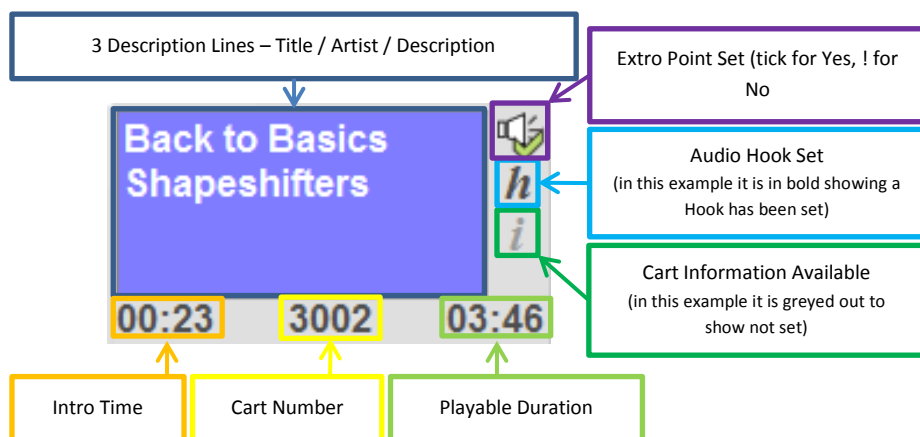
Figure 5: A Cart

More information about adding this information is contained in the [SmoothEdit](#) part of this manual. If the 'h' or 'i' symbol is greyed out there is no hook or information assigned to the cart.

RECENTLY PLAYED CART ICON

One other icon you may see on your Cart is a recently played warning. Myriad can be configured so that Carts that have been played recently will be marked as played on the AudioWall to try to help avoid playing things too often on manually scheduled or 'free choice' stations. This is set via '***Settings>Myriad Settings>Audiowall*** Tab'.

The idea is very simple. You set a duration within which you would deem a Cart to have played recently. This duration can be in terms of time or as a multiple of the duration of the Cart in question. Whichever method you choose, as each Cart
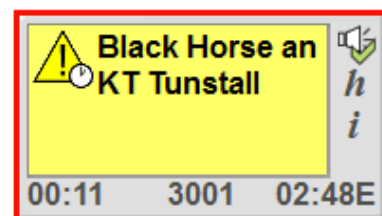
on the AudioWall is played, it is marked with a special icon that will remain until the set time (or number of possible iterations) has elapsed.

To tell if a Cart has been played within the specified 'recent' period, keep an eye out for Carts that carry the 'recent play' marker which is a yellow exclamation mark directly to the left of the Cart description lines. If you hover above the icon with your mouse, then the most recent play (on this machine) is displayed. If the Cart has been played five or more times on another machine since it was last played on this machine, then no recent play information will be available.

THE CART RIGHT CLICK MENU

To access the right click menu, simply right click on a Cart. The range of options available on the right click menu is examined in detail below. NB: The right click menu is context sensitive so not all of the options will be available all of the time. Only relevant options will be available.

PLAY CART

As you would expect, if you right click on a Cart and select the Play Cart option from the right click menu then the Cart you right clicked on will be loaded into the first free Cart Player and playback will begin immediately.

CUE CART

As with Play Cart, if you select this option from the right click menu then the Cart that you right clicked on will be loaded into the first free Cart Player but playback will not begin. Instead, the Cart will be cued ready to be manually played by the presenter (by clicking on the Play button on the Cart Player).

FIND CART

This opens up the Find Cart window which is explained later in this manual as part of the general interface.

FIND SIMILAR

The Find Similar right click option menu expands to offer a range of context sensitive Find options. Basically, this option allows you to perform a Find for other Carts on the AudioWall that are by the same Artist, have the same Title or have the same Description (line 3 on the Carts). It can also be used to Find Carts that have a similar length to the one you right clicked on.
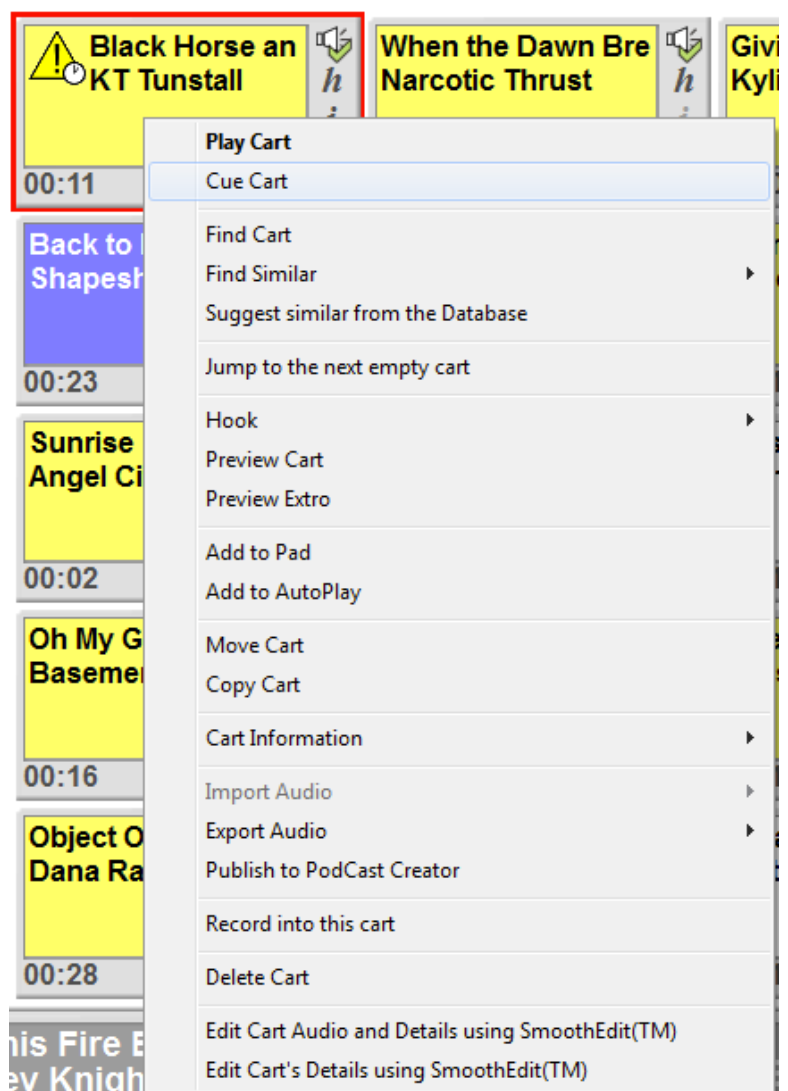
To use this feature, select the option you want to use for your search by clicking on it. The Find starts immediately and the results should be available in a matter of seconds.

To find Carts with a Similar Length - Right click on the Cart you want to use as the basis for the search, and then expand the Find Similar menu option, before finally selecting Find Carts with a Similar Length. The Find Carts window will appear with the Time Rules option ticked and the duration of the selected Cart already filled in. The search results will list all the Carts to within 10 seconds in length of the original Cart. The lengths are listed at the right hand side of the search results window.

NB: You can also combine Find Cart criteria for more specific search results, so, for example, you could do a search for all Carts that contain the word 'love' in the Description Lines and whose duration is between 2 minutes 50 seconds and 3 minutes 10 seconds – if you really wanted to!

SUGGEST SIMILAR FROM DATABASE

This option is linked to the Library screen which shows a copy of your music scheduling database if you are using *Myriad AutoTrack* as your music scheduling system. If you are using a 3rd party music scheduling system such as RCS Selector™ then you can still import the song database information into the *Myriad Playout* Library screen but the import process is less automatic.

The Library screen shows Songs and Links as categorised in your scheduling system. This provides an alternative way of looking for Songs and Links using Category information that is not available otherwise. The Library screen also allows you to view Songs by Artist and so offers a very powerful tool for working with Carts in a real world environment. The Suggest Similar from Database option on the right click menu does two things. Firstly it looks up the Cart you have right clicked on and works out which Song or Link Category the Cart is in. It then displays a list of all the other Songs or Links that are in the same Category so that you can choose one of them to play instead.

The results are listed in a floating Library window and you can drag Carts from the results directly into Cart Players or the Log, you can also double click on a Song or Link to close the floating Database window and jump to the selected Cart.

NB: The Suggest Similar from Database option is only available on Carts that are already listed in the Database.

JUMP TO THE NEXT EMPTY CART

Selecting this item will move the highlight on the AudioWall to the next empty Cart following the Cart that you right clicked on to access the right click menu. Let's say for example that you right clicked on Cart 15 on the AudioWall and selected this option. *Myriad Playout* would then scan through the AudioWall from Cart 15 onwards and locate the next Cart that had nothing in it (was empty). The AudioWall view would then automatically jump to this area and the located empty Cart would be highlighted.

HOOK

A Hook is a small section of a Cart that is marked as the most recognisable or memorable section of the Cart. Hooks are most commonly used on Songs to mark the section of the chorus that everyone will know, but you can also set Hooks on any other type of Cart if you wish.

The principle reason for doing this is to allow *Myriad Playout* to play the Hook from Carts that you intend to play in the near future. This acts as a 'teaser' for what is coming next and is a common feature used in radio. *Myriad Playout* does this using a Hook Player, which is a special mode applied to the standard Cart Players where only the Hooks from the Carts are played. When in Hook Player mode, several Carts can be 'stacked' to play in sequence allowing you to quickly compile a 'promo' of what is coming up in your show.

There are three options on the expanded Hook section of the right click menu:

Play Hook – This will load the selected Cart into the first free Cart Player and begin playback immediately. The Cart Player will play from the beginning of the marked Hook until the end of the Hook, at which point the Cart will be ejected.

Cue Hook – This option will load the selected Cart into the first free Cart Player and will cue the Cart Player at the beginning of the specified Hook area, but will not start playback until the presenter tells it to (by manually clicking on the Cart Player's Play button). Once the Hook Cart Player reaches the end of the Hook area, the Cart will stop and be ejected automatically.

Add To Hook Player – The final option loads the Cart into the Hook Cart Player and cues it to the beginning of the Hook area (just like Cue Hook) but also allows you to add additional Carts to the Hook Cart Player to be played in sequence. As you can see from the screen shot, you can add multiple Carts to the Hook player to create a 'stack' of Carts to be played. When you click on the Play button on the Hook Player, the Hook from the first Cart is played but when it finishes, Myriad will automatically start the Hook on the next Cart in the 'stack'. This will continue until the end of the Hook area in the final Cart in the 'stack'. To build this

'stack' of Carts to play using the Hook Player, right click and select the Hook>Add To Hook Player option on each Cart that you want to add. You can also remove Carts from the Hook Player 'stack' by double clicking on them.

NB: You cannot remove the item that is currently playing. The Hook right click option only becomes available when Carts have Hooks set. This is indicated by the 'h' icon on the Carts themselves.

PREVIEW CART

This option loads the selected Cart into a Cart Player and cues it at the beginning. The only difference from the Cue Cart option is that the Cart Player is set to play in preview mode. This is noted in the play logs for the system. These previews can then be excluded when generating reconciliation files or copyright reports.

PREVIEW EXTRO

This option loads the selected Cart into the first free Cart Player in 'preview' mode and automatically cues the Cart to a few seconds before the Extro point to allow you review the Extro (last few seconds) of the Cart. As with previewing entire Carts, the relevance of the Cart Player being in preview mode is that a note is made in the play logs which are used to generate reconciliation files and copyright reports. Carts that were played under 'preview' conditions can be excluded from these reports.

ADD TO PAD

This option will add the Cart that you right clicked on to the Pad for playout. The Pad is a simple playout system that allows you to manually build up a list of Carts to be played (see The Pad). The Add to Pad option on the right click menu offers an alternative to dragging Carts into the Pad. You can also use this option to add Carts to the Pad even when it is not visible on screen.

ADD TO AUTOPLAY

Adds the selected cart to the AutoPlay function. This will automatically fade any playing items and play this cart so it ends at the top of the hour. You may decide to add your News intro to this.

MOVE CART

The Move Cart option opens the Move/Copy Cart Window in Move mode and allows you to Move the selected Cart to a new location on the AudioWall. To use this feature, type the Cart Slot Number into the Destination Cart box that you want to move to. You can use the button to the right of this field to find the next empty Cart along from the typed destination cart number. If there is a Cart already in the Destination Cart Number Slot then its details are displayed to above the Destination Cart number. Once you are happy with the Destination Cart, click on the OK button and the Cart will be moved to the new location. You can switch to Copy mode by clicking on the Copy text.
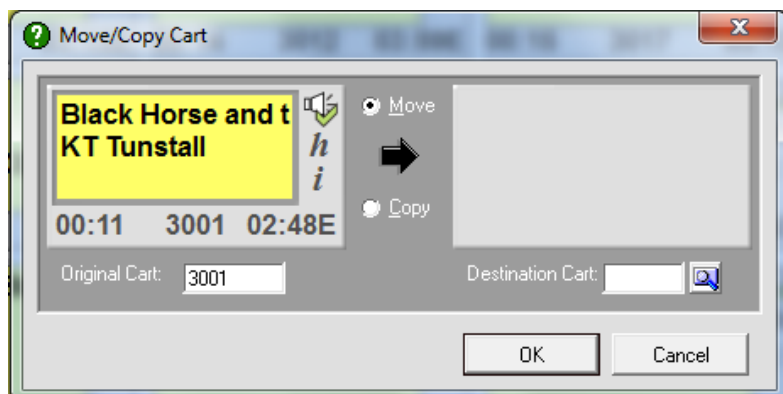
COPY CART

The Copy Cart option opens the Move / Copy window in Copy mode to allow you to copy the selected Cart to another destination on the Audio Wall and works in the same way the Move Cart operates. You can switch to Move mode by ticking the Move option. Both Move and Copy will only be open to Users with sufficient User Rights.

CART INFORMATION>MORE INFORMATION

The More Information option displays the Item Details window for the Cart that you right clicked on. The window is a summary of information stored on the selected Cart from the Cart itself and the Database entry for the Cart. It is used in many places in *Myriad Playout* so a good understanding of what information is on offer will be invaluable.

Along with any pictures associated with the cart it shows:-

Cart Information

Title – Cart Description line 1

Artist – Cart Description line 2

Description – Cart Description line 3

Content Type – Cart Type and Category

Audio Format – Audio file format

Intro Start – Start time of Intro section

Intro End – End time of Intro section

Hook Start – Start of Hook section

Hook End – End of Hook section

Extro – Usable length of the Cart

Cart Number – The Cart Slot Number for the Cart

Ending – The End Type for the Cart

Length – The duration of the audio file

Library Information

Title – Title in music scheduling system

Artists – Artist(s) in music scheduling system

Category – The Song / Link Category the Cart is in

Year – The year entered into the database

Type – The Type (sub Category) that the Song / Link is in

Gender – The Gender of the Song / Link according to the music scheduling system

Notes

Note Type Selector – There are three different Note Types that can be added to Carts in Myriad (Notes, Web Notes & DAB Notes). Each icon in the Note Type Selector section represents one of the different Note Types. In the example above, the Cart just has Notes so only one icon are visible. You can switch between the different Notes Types by clicking on the Icons.

Notes – The text notes added to the Cart

Scheduling History

Shows the date and hour in which the same song or a song by the same artist was scheduled to be played

Scheduling Warnings

Gives you further data on the last time this actual cart was played, a cart with the same title was played or when the artist or artist group was played. Some of these boxes will be highlighted in red if they would break any rules you have setup within *Myriad Autotrack*.

IMPORT AUDIO

The Import Audio option on the right click menu is only available when you have right clicked on an empty Cart. Once it is enabled, there are three options on the expanded Import Audio Menu:

Import Wizard – This opens a wizard that guides you through importing Audio.

Import From A CD Track – This allows you to 'rip' audio directly from an audio CD in your PCs drive.

Import A wav or Transport File – This allows you to import audio files (wav or transport .zip file) directly into Myriad.

All of these options are covered in detail later on in this user guide.

EXPORT AUDIO

The Export Audio option is only enabled when you right click on a Cart that already contains audio and it allows you to export the audio and additional Cart information to a file for either backup/archival purposes or for importing onto another *Myriad Playout* system.

The Export Audio menu expands to offer two options:

Export As A Transport File – This option exports the audio and all additional Cart data (including Notes, Pictures and Copyright information) as a single zipped (.zip) file. Other Myriad systems can then import these zipped files and restore all of the Cart's audio and additional data.

Export As A Wav File – If you select this option then a standard windows audio WAV (.wav) file will be generated from the audio contained within the Cart. A standard WAV file only contains audio information but WAV files exported by Myriad also contain some of the additional information from the Cart, embedded into the WAV file itself using an international standard known as CartChunk.

Whether you are exporting to a WAV or Transport file, the procedure is the same. Right click on the Cart that you want to Export and select Export as a Transport File or Export to a WAV File from the Export Audio section of the menu. You will then be asked to provide the location that you want to export to. Note that by default, the file name contains the Artist and Title and the current date information to make future identification simple. When you are happy with the file name and location, click on the Save button to finish exporting the audio. You can change the default naming structure for exports within **Settings>Audio Setup>Global AudioWall settings – General** tab.

If you are exporting as a WAV file, the export should be very quick. If it takes more than a few seconds, a progress bar will appear. If you are exporting as a Transport file, the information has to be zipped first so it takes a fraction longer.

PUBLISH TO PODCAST CREATOR

Loads the separate *P Squared Podcast Creator* software which is contained as part of the main installation. It allows you to create an .xml and .mp3 file of the Cart highlighted and publish it to a local drive or send it via ftp. You may alter the settings for the quality of the .mp3 file it exports.

RECORD INTO THIS CART

This allows you to record audio directly into a specific Cart. *Myriad Playout* records audio using the Record Cart Player and the sound card input specified in **Settings>Audio Settings**. Basically, the Record Cart Player can be used to record whatever audio is being played into the input on the selected sound card. Typically, this would be connected to either the mixing desk output or (preferably) a record or AUX channel on the mixing desk. That way you can record into Myriad from any source in your studio. The Record into This Cart allows you to record the audio input into the specified Cart. To use this feature, right click on the Cart that you want to record into and select Record Into This Cart from the right click menu. If the Cart already has audio or information in it, you will be asked whether you want to continue, as doing so will overwrite all previous information. If you say No at this stage the recording will be abandoned. If you say Yes then the recording will proceed. Next you will be asked whether you wish to use 'trigger level recording' which basically means that *Myriad Playout* will not start recording until it detects that audio has started. This allows you to start recording and then press 'play' on the source material to record without the need to trim any silence from the beginning. If you select No then recording will start immediately, if you select Yes then the Record Cart Player will go into standby mode and wait for the incoming audio level on the default record sound card to exceed the configurable 'trigger' level. As soon as the trigger level has been reached, the Record Cart Player immediately switches into record mode and records the incoming audio to the selected Cart. While a Cart is being recorded into, it changes to a red colour on the AudioWall and the description lines change to indicate that it is being recorded into, the user logged in who is doing the recording and on which workstation. This prevents other users from trying to use the same Cart for something else. To stop the recording, click on the Record button on the Record Card Player (red flashing symbol) and you will be asked whether you want to save the recorded Cart onto the Audio Wall.

If you answer Yes then the Cart will be saved and can be played from any *Myriad Playout* workstation immediately. If you say No then the recording is discarded and all the recorded audio is lost. Finally, you will be asked whether you want to 'jump' to the Cart you have just finished recording so that if you have been working elsewhere on the AudioWall while recording, you can get back to the Cart you have just recorded quickly.

Once a Cart has been recorded, highlight it, and click on the Edit button to label it and set the timing information (such as Intro and Extro points).

DELETE CART

The Delete Cart option on the right click menu allows you to delete a Cart from the AudioWall. Right click on the Cart that you want to delete and select Delete Cart. You will then be asked to confirm that you want to delete the Cart. If you select Yes then the Cart will be deleted from the AudioWall and all associated data will be lost.

CAUTION – Once a Cart has been deleted, there is no way to recover either the audio or the data for the Cart (unless you have a backup) so use this feature with caution. You should also consider that if you delete a Cart in Myriad Playout, you need to remove it from your scheduling system (music or advert) as well. If you are using Myriad AutoTrack then it is recommended that you delete Carts from within the program instead, as the Cart will then be deleted from both the Database and the AudioWall at the same time.

EDIT CART AUDIO AND DETAILS USING SMOOTHEDIT

This will open the SmoothEdit window for the selected Cart. This will open the Cart for 'Full Audio Editing' and allows you to record and edit the audio for the Cart as well as alter the title and timing information, notes and pictures associated with the Cart. The SmoothEdit window is covered in detail in the SmoothEdit section of the documentation.

EDIT CART DETAILS USING SMOOTHEDIT

This option differs from the previous one in that it opens the SmoothEdit Screen and loads the Cart's Title; Timing & Notes details etc but does not load the audio waveform into SmoothEdit for editing. This option is useful as it allows you to alter the timing or title information quickly, without waiting for SmoothEdit to load the audio waveform.

If you use this method to edit the Cart, you can still set the Timing Information in the normal way. You can also load the audio wave form at any time by clicking on the 'open for full audio editing button' in the audio waveform edit area.

PLAYING CARTS FROM THE AUDIOWALL

This section will concentrate on the various ways in which Carts can be cued into the Cart Players ready to be played. This section will not cover playing Carts from the other major sections of *Myriad Playout* and in particular how Carts are played when using the Log screen. This will be covered in the Log Screen section of the documentation.

DRAG N DROP

One of the most commonly used methods for manually playing Carts in *Myriad Playout* is to drag the Cart you want to play directly into the Cart Player that you want to use to play it, holding down the left mouse button. The mouse cursor will change as you hover over the Cart Players; release the left mouse button to 'drop' the Cart into one of the Cart Players. You can then use the Cart Player's play button to start playback of the Cart.

USING THE RIGHT CLICK MENU

The right click menu provides an alternative way of manually playing a Cart on the AudioWall. To play (or Cue) a Cart using the right click menu, right click on the Cart that you want to play and select 'Play Cart'. The Cart will be loaded into the first free Cart Player (usually lowest number first but this is configurable) and playback starts immediately. If you prefer, you can select 'Cue

Cart' and the Cart will be loaded into the first free Cart Player and the Cart will be ready to be played manually by clicking on the Play button on the Cart Player or using the hardware controller or button on mixer if configured.

DOUBLE CLICK

You can also double click on a Cart to play it in *Myriad Playout*. This method is not recommended for use in a live environment due to the imprecise nature of double clicking. When you double click on a Cart, the Cart is automatically loaded into the first free Cart Player (again, usually the lowest number but this is configurable) and playback starts immediately.

USING A KEYBOARD

In addition to using the mouse, you can also use the keyboard to either cue or play Carts on the AudioWall.

<Ctrl>+ L   Plays the highlighted cart on the AudioWall into the first available cart player
<Ctrl>+ U   Cues the highlighted cart on the AudioWall into the first available cart player

HARDWARE

You may find your mixer desk has been setup so if you press a 'go' button on the mixer on the fader which has a *Myriad Playout* source on it it will start to play whatever is cued up in that slot. For example, the SRM mixer is configured to enable button start of items in cart players.

You may also have a touchscreen monitor and if set within **Settings>Myriad Settings>Myriad Settings** under General Settings to 'Optimise the display for Touchscreens i.e large buttons' this will help. Also under the AudioWall tab you can enable touchscreen to play carts with a single tap.

CART PLAYERS

As part of the setup of your *Myriad Playout* system you decide how many cart players you wish to work with. This normally depends on how many outputs you have from your soundcard. However from version 4.0.15 onwards you can assign multiple cart players to the same output. You can also choose to have some cart players not visible on screen but used for operations such as Voice Tracking.

Figure 6: A Cart Player

To 'scrub' around inside a Cart, right click on the Progress Bar to 'drag' playback to another point in the Cart.

INTRO COUNTDOWN

This counter is only visible at the beginning of Carts that have an Intro period set. When you cue a Cart that has an Intro, this box appears instead of the standard Count Up / Count Down timers. When you click on play, the Intro Countdown counts down to the Intro End.

TIP: One easy way of telling the difference between the Intro Countdown and the Extro Countdown is that the Intro Countdown is in a rounded square box and the Extro Countdown is displayed in a circle.

EXTRO COUNTDOWN

Like the Intro Countdown, the Extro Countdown replaces the standard Count Up / Count Down timers but unlike the Intro Count Down, the Extro Countdown is displayed when playing the last nine seconds of all Carts played. Under normal conditions it will display the last 9 seconds before the Extro but if no Extro has been set it will countdown the final 9 seconds of the audio file. When it reaches 5 seconds from the end it will turn red. The Extro Countdown always appears in a circular graphic.

VU BARS

The VU bars provide a simple visual representation of the audio output of the Cart Player. The VU Bars are not calibrated and simply display a value between 1 – 100% of the overall scale output of the soundcard.

PROGRESS BAR

In normal operation, the progress bar offers a visual representation of where the current playback position is in relation to the overall length of the Cart (to the Extro point). The bar slowly fills as the Cart plays, when it is full, that is the Extro (or end) of the Cart. Carts that have an Intro period set will behave slightly differently. When a Cart that has an Intro set is played, the progress bar is green to begin with and fills rapidly during the Intro such that the bar is full at the Intro end point. It then drops back to display the overall position of the Cart, and continues to fill at a normal pace towards the end of the Cart. Nine seconds from the Extro point, the progress bar turns yellow to indicate the Extro is approaching. Five seconds from the Extro, the progress bar turns red to warn you that there are only a few seconds left on the Cart. Once the extro point has been reached the progress bar will go yellow and when full it will be the end of the file.

The screenshots below show the Overall Progress Bar in all its states.

Figure 7: Cart cued with Intro of 12 seconds, Cart with 9 seconds before extro and Cart with 5 seconds before extro

THE JOG BUTTON

Used to skip forward or backwards around the Cart that is playing. To use this feature, use the left mouse button to click and drag the Jog button left or right. As you drag the Jog Button left and right, the audio will jump forwards or backwards accordingly.

TRANSPORT CONTROLS

Each Cart player has a Play, Pause, Recue and Eject Button. Most of these are self-explanatory however you have some choices and customization over how the Eject button can be configured.

The Eject button can be customised in two different ways. You can either have the Eject button both stop playback and eject immediately (hard eject) or you can customise the Eject button to fade out the audio over a second or so and then eject the Cart

(soft eject). In addition, you can customise the system to work differently depending on whether the User used the keyboard or the mouse to trigger the eject. This means that you could customise the keyboard to do a hard eject and the mouse to do a soft eject, giving the presenter both options.

To alter these customise options, go to **Tools>Customise Myriad**, switch to the **Audiowall** settings and the **Ejecting/Recording** tab.

In this screen, you can also customise whether you want *Myriad Playout* to be able to Eject Carts while they are playing or whether you wish the User to have to Pause or Recue the Cart first (like some CD players).

As both of these options are Customise options, they are personal to the User logged in, so different presenters can set them in different ways to suit their preferences. More customisation options are explained here in this guide.

DISPLAY INFO

The Display Info icon is only displayed when the Cart Player is playing a Cart that has some additional text notes available (see the SmoothEdit user guide for how to add in notes).

To view the text notes, click on the Display Info icon to open the Notes window. There are three different types of Notes in *Myriad Playout*:

Presenter Notes – designed for use by the presenter.
DAB Notes – designed to be passed on to a DAB (digital radio) transmitter.
Web Notes – designed to be passed on to OCP (Online Content Processor) to be displayed on your website.

You do have the ability to create your own notes from within this window. Ensure you click on Save Notes if you wish to keep them.

CART NUMBER

This displays the unique Cart number of the Cart that is currently loaded or playing in the Cart Player.

SUPER SWEEP

The Super Sweep button is used to manually set up *Myriad Playout* to automatically 'sweep' one Cart in to the beginning of another. Before we look at how this works, it would be a good idea to clarify what we mean by 'sweeping':

WHAT IS A SWEEPER AND HOW ARE THEY HANDLED BY MYRIAD?

When we talk about 'sweeping' a Cart what we actually mean is to play it over the Intro of another Cart such that it can be heard over the top. You can probably think of many times when you have heard a radio DJ talk over the beginning section of a song and sometimes they will time their voice link so that it ends just as the lyrics kick in for the song. When we talk about sweeping in *Myriad Playout* we are talking about basically the same process but instead of a presenter talking live, *Myriad Playout* plays one Cart over the beginning (Intro) of another Cart automatically adjusting the volume down and up at the correct points and following the rules you have used for sweepers when configuring *Myriad Playout*. There are basically three different ways of sweeping one Cart into another.

Timed to Intro End

In this mode, *Myriad Playout* will start the main Cart (usually the Song) and then start the sweeper cart (usually a dry voice link or dry jingle – i.e. no music) such that the end of the sweeper cart will coincide exactly with the end of the Intro on the main Cart.

NB: In this mode, if the sweeper Cart is longer than the length of the Intro on the main Cart then the sweeper Cart is played first and the main Cart is automatically started at the appropriate time in order for the end of the sweeper Cart and the Intro on the main Cart to coincide.

Start at Intro Start

In this mode, *Myriad Playout* will start both the sweeper Cart and the main Cart at exactly the same time such that the sweeper Cart plays along with the start of the main Cart but the end of the sweeper Cart may be before the end of the Intro on the main Cart.

NB: In this mode, the end of the sweeper Cart will not occur after the end of the Intro of the main Cart. If the length of the sweeper Cart is greater than the length of the Intro on the main Cart then the sweeper will be played using the 'dry' method outlined below.

Dry (not embedded in Intro)

In this final method, *Myriad Playout* makes no attempt to play the sweeper Cart over the top of the Intro of the main Cart but rather plays the sweeper and then automatically goes on to the beginning of the main Cart. In all of these modes, Myriad will automatically 'duck' the playback volume of the main Cart while the sweeper Cart is playing so that the sweeper Cart can be heard over the Intro of the main Cart.

The level that the main Cart is ducked to is configurable using the Playback Setting tab on the ***Settings>Audio Setup>Audio Settings*** menu option.

The default for Myriad is for it to try and 'Sweep To Intro End'. You can however, change the default sweeper method *Myriad Playout* uses by using the ***Settings>Station Database Settings*** menu option and selecting the ***General*** tab. You can then use the Sweeper Style drop down list to select the sweeper style that you wish to use.

USING SUPER SWEEP

Using Super Sweep manually is a very simple process. Use the guide below to set up your first manual Super Sweep.

1. First, cue up the Song that you want to use (It is not important how long the Intro is on the Song, Myriad will automatically select the sweeper method best suited to the song / sweeper Cart combination).

2. Cue the sweeper Cart in an alternate Cart Player so that you have both elements of the sweep cued and ready to go

3. IMPORTANT – This is the most important stage. Click on the Super Sweep (SS) icon on the Cart Player that the sweeper Cart is in, not the Cart Player that the main Cart is in.
NB: If more than one or two Cart Players have Carts cued in them then you will be given the option to choose which main Cart you want the sweeper Cart swept in to.

4. Myriad will then automatically link the two Cart Players. This is indicated by the SS icon being displayed in red on the two cart players linked.

5. Once linked, simply press play on either Cart Player. Myriad will automatically start the correct Cart Player to play the sweeper using the most appropriate sweeper mode.
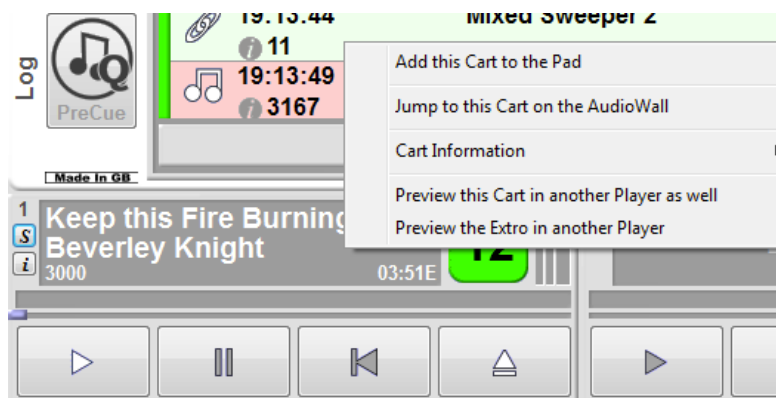*NB: If you need to cancel a Super Sweep, click on the SS button on either of the linked Cart Players and the Super Sweep is cancelled*

When you are running on LiveAssist, Auto or AutoFade Playout Mode using the Log Screen, items in the Log can be set to automatically sweep into the next item. These can be manually added by Users or scheduled using the music scheduling system (like *Myriad AutoTrack*). Items that will be swept into the next item have a yellow Segue Type indicator.

CART PLAYER RIGHT CLICK MENU

You can also right click on a Cart Player to get a range of options.

The options are:-

Add this Cart to the Pad – adds the Cart in the Cart Player to the Pad (see The Pad).

Jump to this Cart on the AudioWall – will jump to the Cart on the AudioWall.

Cart Information – will display the Cart details window which provides a summary of all the information available about the Cart.

Preview this Cart in another Player as well – loads the cart into a preview cart player

Preview the Extro in another Player – loads the cart into a preview cart player and cues it up to play the last few seconds of the cart

To use Find Cart, type in a word or phrase you want to search for in the **Search For** box, select any options that you want to include in your search using the Options section and narrow down the search to a Cart range, time rule or ending type and then click on the **Find** button.

The results are then listed in the Search Results window. From here you can drag Carts to the Cart Players or directly into the Log or Instant Carts screen. You can also double click on an item in the Search Results window, the Search Results window closes, and the Cart that you double clicked on will be jumped to in the AudioWall and highlighted. With every Find window you can click on the column headers to sort by that aspect of the cart in A-Z or Z-A order or if you click on the duration column by ascending or descending length.

SEARCH FOR SIMILAR ITEMS – SOUNDEX PROCESSING

The 'Search for similar items' option allows you to toggle Soundex processing on and off when using the Find Cart facility. Soundex is a mathematical process designed to match similarly spelt words without the need for exact matches to the search criteria. This means that if you misspell the word you are searching for, you may still find the Cart you want. In this example, instead of searching for Kylie Minogue we have typed Kylee Minogue but because the Find Similar option is ticked, the Find Cart Search Results also includes close matches to the spelling and (in this case) the Carts we are looking for.
As with all things like this, Soundex is not perfect and can yield surprising results sometimes, but it can also be a very useful tool if you are not completely sure how to spell the Artist or Title you are looking for.
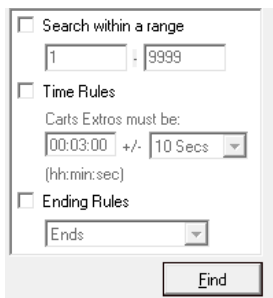
EXCLUDE ITEMS

The Exclude Items section allows you to add in some additional criteria to further reduce the amount of Carts listed in the Find Cart Search Results. If you tick any of the options in this section then Carts that meet the selected criteria will be excluded from the final results.

Played Recently – Ticking this option will exclude any Carts from the Find Cart Results that have been played 'recently'. Here 'recently' refers to the time period you have set as the Recent Play warning period for the AudioWall in general. To view this setting - go to *Settings>Myriad Settings* menu and then the AudioWall tab. In here you can specify that Carts played within XXhXXmXXs or for the length of time it would take to play them a certain amount of times will be marked on the AudioWall as being played recently. Carts that have been played within this period will have an exclamation icon next to the Title & Artist on the AudioWall to indicate they have been played 'recently'.

NB: This option will only be visible on the Find Cart window if you have configured Myriad to display Carts played recently on the AudioWall.

SEARCH RANGE AND TIME RULES

Within this window you have the option to restrict the Cart range which is searched. You then have Time Rules search which allows you to restrict the Find Cart Results to Carts that fall within a specific duration.

To use this option, first tick the Time Rules option and then use the 'Cart Extros must be' box to type in the length of the Carts that you are interested in. Finally, use the drop down box to select the Plus/Minus to set the accuracy that you want to use with the search. Click on the Find button to begin the search and list the results. As with all of these options, you can combine the Time Rules with other search criteria for more specific search queries.

Ending Rules - The End Rules option in the Time Option section allows you to restrict the Find Cart Results to only include Carts that are set as having the specified Cart Ending Type.

To use this option, tick the Ending Rules option and then use the drop down list to select the Ending Type that you want to use for this search.

HOME BUTTON

The Home button is used as a shortcut to the personal Home area for the User logged into Myriad at the time. Each *Myriad Playout* User can be given their own Username and Password and they can use this to customise *Myriad Playout* (see Customise Myriad section of 'How do I?' to their personal tastes. Part of this is assigning a 'personal cart range' area on the AudioWall that is used whenever they perform a Quick Record (see Record Cart Player). The Home button provides a constant, fast route back to this area whenever the AudioWall is on display. Clicking on the Home button will jump to the first Cart in the logged in Users personal cart range area.

JUMP BUTTON

The Jump to Cart button on the Main Tab Strip on the Audio Wall is used to access the Jump to Cart window which in turn is used to jump to a highlighted Cart on the Audio Wall to a specific Cart Slot Number.

You can actually access the Jump to Cart window from two places on the Audio Wall. You can either click on the Jump to Cart button or you can click on the Cart Number section on the Main Tab Strip. Either way, the Jump to Cart window appears to allow you to enter the Cart Slot Number you want to 'jump' to. You can also access the Jump to Cart window by pressing the <Ctrl> + <J> keys on the keyboard and some custom Myriad Keyboards may also have a dedicated Jump to Cart button.
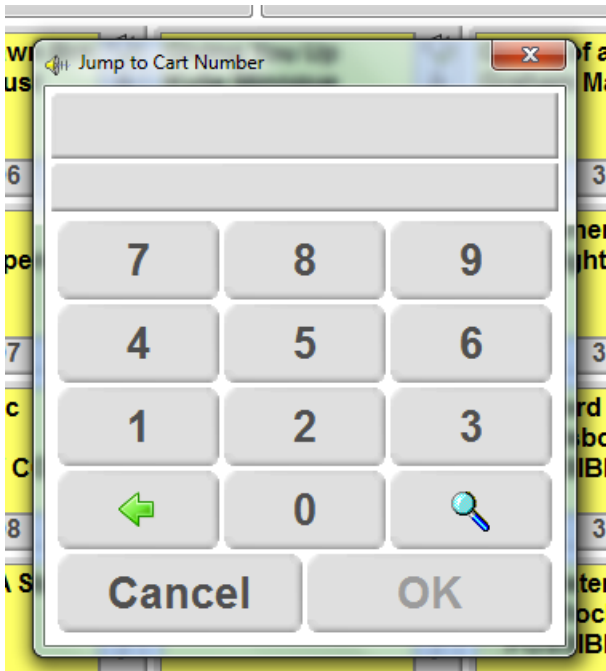
You can type in the cart number you wish to jump to using either the number keys on your keyboard or clicking the number pad with your mouse. The numbers you type will be displayed above the keypad and a preview of the cart will appear above that. When finished click on OK or hit <ENTER> to jump the cart on the AudioWall. You can use the backspace or ⇦ button if you click on the wrong number.

MOVE BUTTON

Selecting this option will open the Move/Copy window in Move mode. Using this screen, you can select the destination Cart number that you want to move it to by typing the number into the Destination Cart field. If a Cart is already in that destination, it is shown on the right hand side of the screen. The button to the right of the Destination Cart allows you to scan for the next empty Cart number along from the proposed destination. If you select a Destination Cart that already has a Cart in it and then click on OK, you will be asked whether you wish to overwrite the Cart, swap the two Carts over or cancel the Move operation. When you are happy with the destination, click on OK to begin the move.
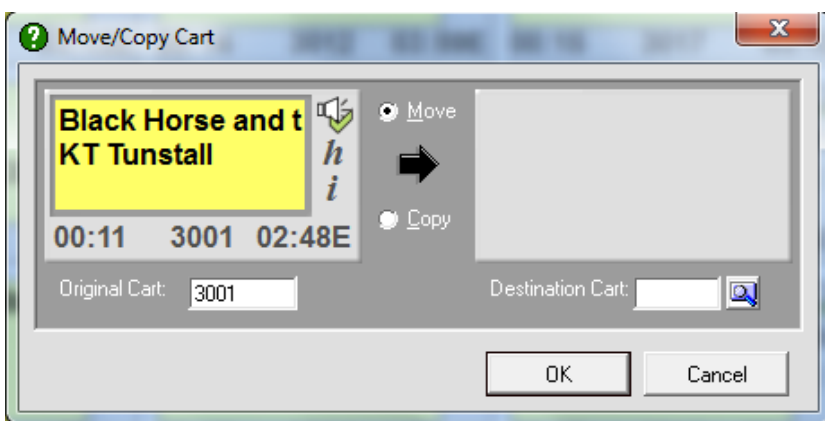
CAUTION – If you move Carts on the AudioWall that are linked to Songs or Links in your scheduling system (no matter what it is) then you will have to manually update your scheduling system with the new Cart location. If you have *Myriad AutoTrack* it is recommended that you use this to move or mass move Carts on the AudioWall as the database information will be updated automatically at the same time.

TIP: You can switch to Copy mode by ticking the Copy option. This option will only be open to Users with sufficient User Rights to allow them to Move and Copy Carts.

EDIT BUTTON

Clicking on this will open the highlighted cart into SmoothEdit (the built in audio and metadata editor). This will cause an extra tab on the left hand side to be created. You can go back to the AudioWall whenever you want by clicking on the tab and then to go back just click on the SmoothEdit tab again. See SmoothEdit User Guide for more details

GETTING AUDIO ONTO THE AUDIOWALL

There are a variety of ways to create new carts.

RECORDING THE OUTPUT OF THE MIXER DESK

As long as you have the rights to 'edit' a range of carts you can record into them. To quickly record click the red record button in the cart recorder to the right of the normal playout cart players. This will select the next free cart in the range and instantly start recording. There are some VU bars on the recorder to show you there is audio going in.

You can also record by highlighting an empty cart (this will put a red highlight around the cart) and then use the *Myriad Playout* keyboard to select 'Start Rec'. You can also right click on that empty cart and choose to record into this cart.

You also have the option of clicking on 'Edit' once you have highlighted an empty cart to open it into SmoothEdit where you can then click on the record button within the Audio Edit Area.

IMPORTING AUDIO

There are three main methods used for importing audio into Carts on the AudioWall:

- Import using the Import Audio Wizard.
- Import using the Audio Edit Area on the SmoothEdit screen.
- Drag and drop audio files from Windows Explorer™ directly onto the AudioWall.

IMPORT AUDIO: AUDIO WIZARD

The Import Audio Wizard is a multi-function wizard that is used for both importing existing audio files, ripping audio files directly from a CD and downloading Audio from an Online store.

The Import Audio option is accessed via the right click menu so to begin with, right click on an empty Cart and scroll down the menu to the Import Audio option.

Here you will see that the expanded menu gives you three options:

1. Import Wizard – This opens the Import Wizard at the first page which allows you to choose whether you want to import files or import audio from an audio CD. As well as allowing you to rip multiple CD tracks, the wizard also allows you to import multiple audio files at one time.
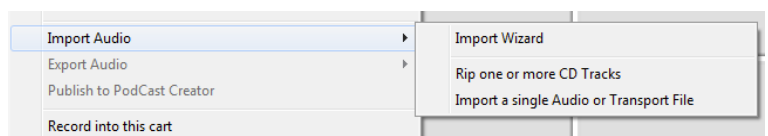

2. Rip one or more CD Tracks – This option basically skips the first two pages of the Wizard and goes straight to the CD ripping option. This allows you to select multiple tracks from an audio CD to be ripped into *Myriad Playout* starting at the highlighted Cart and working up from there.

3. Import a Single Audio or Transport File – This option skips most of the steps in the wizard and allows you to immediately select a single file or Transport (zip) file to be imported into the highlighted Cart.

IMPORT AUDIO: IMPORT WIZARD

This first window gives you a brief description of what the Wizard will do. You can choose to skip this page the next time you start the Wizard.
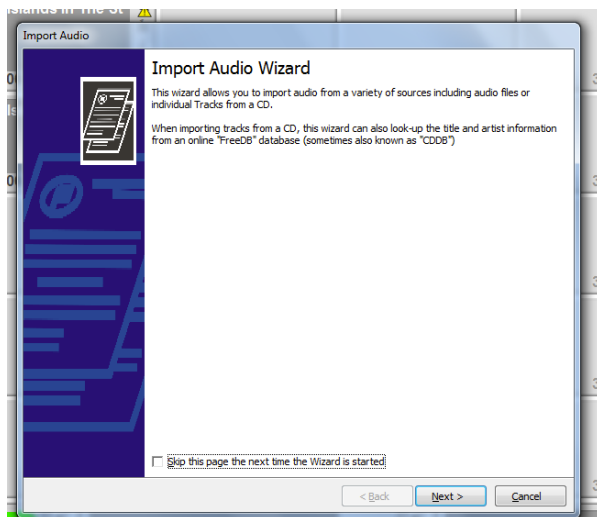
Here you get to choose whether to import audio files, rip tracks from a CD or Download Audio from an Online Store. In this example we are going to Import Audio files so we highlight that and click on Next.
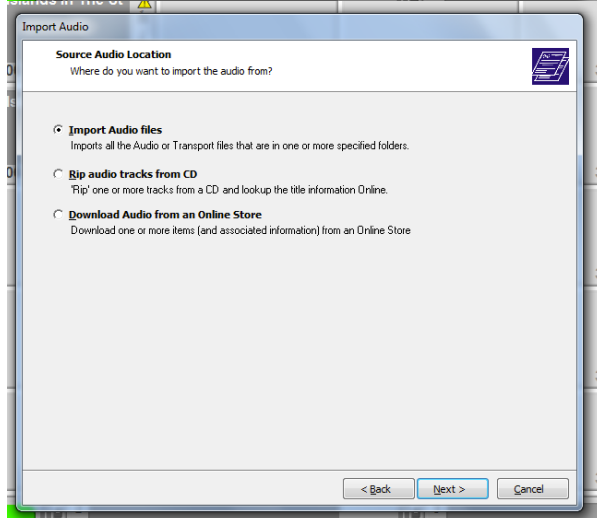
In this box you can choose via the icons to the right of the box to:-

Select individual files by clicking on the green Audio icon
Select a whole folder to import from with the folder icon below
Remove any files in the main window by highlighting them and clicking on the X button
Mass select items based on criteria
Check for Similar items already on the AudioWall
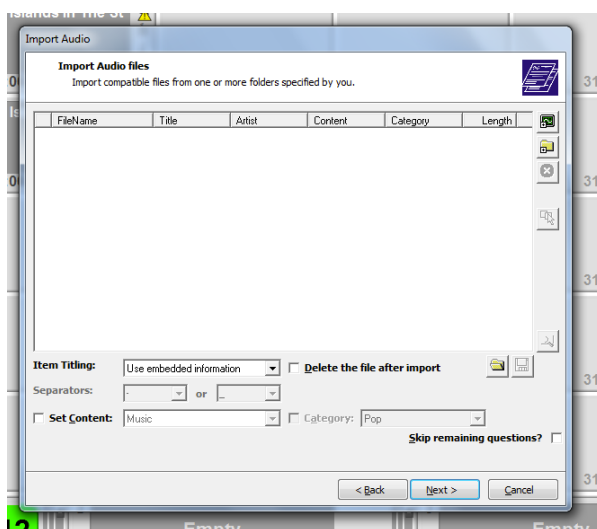
The Select individual File button allows you to browse your computer and network to select a single file to be added to the list of files to be imported. When you click on the Select Single File button, the standard windows file selection window appears. You can use this window to select a single WAV or Transport (zip) file to be imported or you can select multiple files by holding down the <Ctrl> key and clicking on the ones you want (other standard windows selection tricks also work). Click on the Open button

and the files are added to the Files to Import list. You can click on the Import Single File button multiple times to select files from different folders or locations to build up a list of files that you want to import.

The tick boxes to the left of the files in the Files To Import list is even more useful when you are adding a folder's worth at a time because you can add the entire folder and then go through and exclude any you don't want to import. You may want to exclude, for example, any files which could already exist on your AudioWall, to avoid making duplicates. The Check for Similar button allows you to search the AudioWall and look for any Carts that match the Title or Artist information for the files that you are planning to import. Obviously, this option will only be useful if the Title and Artist information is present, meaning that it needs to either be embedded into the filename (e.g. Overprotected – Britney Spears) or hidden inside the file itself (e.g. it is CartChunk compliant which all Carts exported from Myriad are). If you click on the Check for Similar button, the results are displayed in a separate panel underneath the Files to Import list.

The File Name Processing options allow you to alter the way in which Myriad interprets the file name when it is using it to title the files it is importing. Consider the following.

Overprotected – Britney Spears.wav

Britney Spears – Overprotected.mp3

Overprotected / Britney Spears.wav

To a human, it is clear that they are all the same track (i.e. Overprotected by Britney Spears) but because software is not as intelligent as your average person, it can get confused by this type of situation. *Myriad Playout* will always attempt to interpret the file name as best it can, but the File Name Processing options allow you to give it a hand by telling it the order it should be using for Title and Artists and also the character that is being used to separate them.

Use the drop down lists to select the options that best suit the files that you are trying to import. If you have several different filename formats within the list of files to import, it may be impossible to resolve the situation, in which case it is advisable to import them in small batches of similarly formatted files. You also have the option on this page to 'Delete the file after Import' option which does exactly what it says. After the file has been imported to the Cart the original source file will be deleted.

CAUTION – If you tick this option and then run the import process, there will be no way to recover the audio files that is deleted. Finally, when you are happy with all of the options on Select Audio Files page, click on the Next button to proceed.

You can finally set which Content type the audio is and what category it should be added to which can then make importing into *Myriad Autotrack* easier or setting up InstantTrack.

The next page on the Import Audio File Wizard allows you to select the Cart Slot Number that you want the first audio file in the list to be imported to and also how to deal with the subsequent files in the list. The top section allows you to choose between automatically assigning a Cart Slot Number on the AudioWall starting from the selected point (which by default is the Cart you right clicked on originally) or to attempt to interpret the destination Cart Number from the file name (e.g. MYR05467.wav would be imported in to Cart number 5467). Also if a number is stored in the 'Cut ID' field this can be used instead. The second option allows you to select whether to overwrite Carts that already exist in that range. Let's say we were importing 10 files starting at Cart number 3166 (as right) then they would each be imported in sequence between Carts 3166 and 3175 on the AudioWall. Now let's say we already had a Cart at 3171, if this option were ticked then the Cart at 3171 would be overwritten with the new imported Cart. If you

leave this option un-ticked then the Cart at 3171 would remain and the position of the imported files after that would be shuffled up by one so the imported Carts would actually end at 3176. Basically, if you leave this option un-ticked then the import process will stop the overwriting of any existing Carts on your AudioWall which is probably the way you will usually want it. When you are happy with the destination Cart selection, click on the Next button.
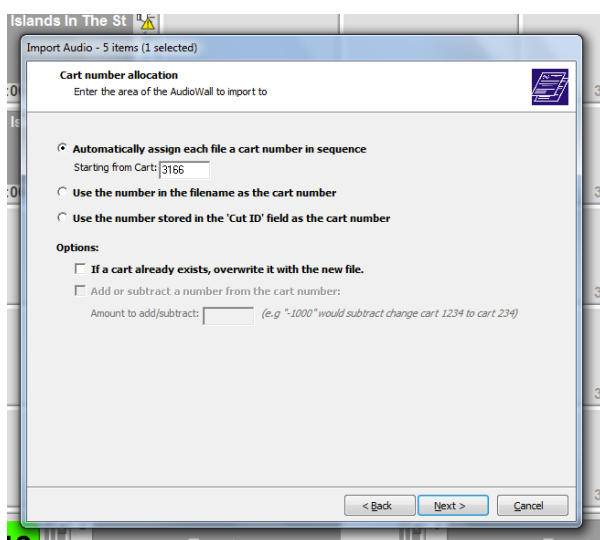
The next stage in the Import Wizard allows you to control the format of the audio files that you are importing and also the audio level of the audio within the files. From this screen you can opt to convert all the imported files to a pre-set format and compression scheme, leave the files in their current format (regardless of whether it is compatible with *Myriad Playout*) or to convert them to a User specified format. You can also set whether to 'normalise' the audio and if so what level to normalise it to. If you select the Convert the Audio to match the AudioWall's Format option then (if possible) Myriad will convert the audio to the audio quality (e.g. 44,100Khz stereo) and format (e.g. WAV, ADPCM etc) that has been set as the default for the AudioWall – to check this look in **Settings>Audio Setup>** and the Record / Edit tab.
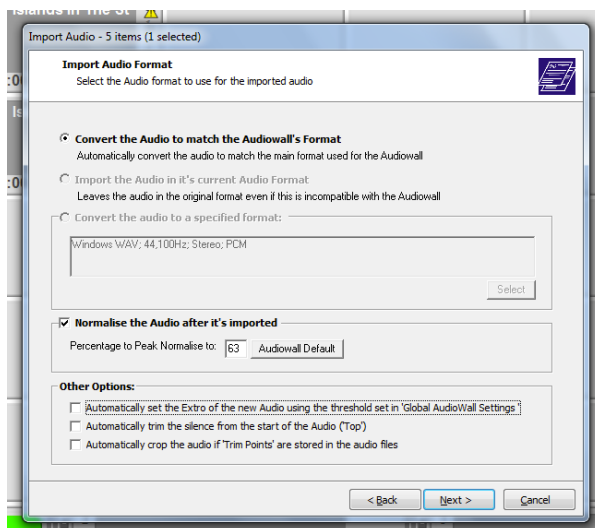
This is the most commonly used setting as it ensures that the audio is converted into the same format and quality as the other audio on the AudioWall. The 'Import the audio in its current Audio Format' option does exactly as the name suggests. Audio is imported into the destination Cart but is left in the original format and quality. This option is not advisable as it could lead to Carts existing on the AudioWall that cannot play. The 'Convert the audio to a Specified Format' option allows you to set the audio format and quality for the import batch you are working on. To use this option, select it and then click on the 'Select' button to choose the format you want to use.

The next option on the Import Audio Format page of the Import Audio Wizard is to do normalising of the audio as it is imported. But what do we mean by normalising?

WHAT IS NORMALISING?

The basic idea is simple. An audio file or waveform is a graph of peaks and troughs and like any graph, there is always a point in the waveform that is the loudest single point. When you perform a normalisation, Myriad scans through the wave form to find this point. It then works out how much it would need to amplify this point by in order to reach the percentage level that you have specified when setting up the Normalisation. It then applies the same level of amplification to the entire wave form. This is important because as the loudest point is used to calculate the amplification level and this level is applied to the rest of the wave form, you avoid distortion by over amplification. It is also important because if multiple audio files are normalised to the same level, they should be pretty even in terms of volume as the loudest point in each file will always be at the same level.

If you tick the 'Normalise the Audio After It's Imported' option then Myriad will scan through the audio after it has imported it, find the loudest point and then work out how much it will need to amplify or reduce the volume by in order for this point to be the same as the Percentage to Normalise To. Once it has this value, it will then apply the same amplification / reduction to the rest of the file and hence the file will be normalised. The important thing is if all the audio files imported or ripped onto the AudioWall are normalised to the same value then the loudest point in each file will be exactly the same.

You can alter the Percentage to Peak Normalise value as part of the normalise procedure. The value represents the entire range of volume of the sampled audio, with 100% representing full volume (e.g. wave form reaches top of scale) and 0% representing silence. The default of 63% has been calculated to provide audio normalised to -14Db which is the technically correct level for digital audio. It is worth experimenting to get the right level for your station.

RMS normalisation is also available this type of normalisation is based on a measure of loudness, wherein the gain is changed to bring the average amplitude to a target level so it looks across the whole waveform rather than just the peaks.

The AudioWall Default button resets this value to the pre-set default normalise level which can be altered using the **Settings>Audio Setup>AudioWall Settings (Global)** – Import/CD tab. You can change between Peak Normalisation (63% recommended) and RMS normalisation (37% recommended).

Within the 'Other Options' area of the page you have the option to automatically add an extro point based on the settings with **Settings>Audio Setup>AudioWall Global Settings.** You can trim any silence from the start of the file and also set any intro/extro points in the file if it is already contains some trim points.

When you are happy with the Import Audio Format setting, click on the Next button to advance to the next page of the wizard.

This next page in the wizard provides an overall summary of the audio files that you want to import, along with destination Carts, Title and Artist information and length of audio. If you are not happy with the displayed summary, click on the Back button until the relevant page is displayed and make whatever alterations are needed. If you are happy, click on the Next button to proceed.

You will then be asked to confirm that you want to proceed. When you click on yes you will see a progress screen of the import and a finished page when all the items have been imported. Remember that if the imported files did not include embedded timing information, you will need to use SmoothEdit to set the Intro and Extro for the Carts in order for them to sound good in an automated segue. If you have imported Songs or Links, you will also have to add them to your scheduling system as even if you are using *Myriad AutoTrack*, they will not automatically be added to the scheduling system.
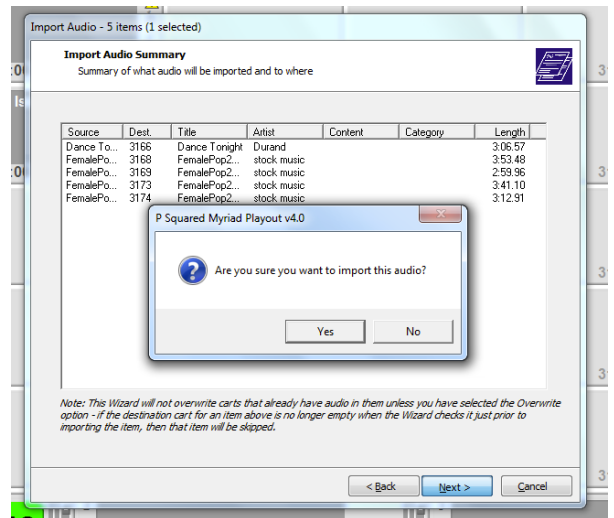
IMPORT AUDIO: RIP ONE OR MORE CD TRACKS

If you choose this option you will see the window to the right. *Myriad Playout* will automatically scan the CD that is in the CD ROM drive with the lowest drive number. It will read how many tracks are available on the CD and put an entry for each in the Track Listing area. Beside each track is the Individual Track Selector which is a tick box option that allows you to indicate whether the track should be imported as part of the CD ripping process. This option is very useful when you are working with albums that only have a few tracks that you want to install. Related to this feature are the 'Select All' and 'De-select All' buttons. As you would expect, these buttons allow you to select ('tick') all of the tracks on the CD to be imported or to de-select any that have already been selected.

The Get Titles button is only enabled if your system has been configured to use a web connection to 'look up' Title and Artist information for CDs using one of the CD databases available on the web (FreeDB or CDDB are the most common).

Once enabled, this option will make Myriad submit the unique ID number for the CD to the online database and will then display any Title and Artist information listed in the database for the CD.

Please note that the information stored on the online databases is maintained by the general public and as such the information may not be available or accurate. It is always worth checking that the information is both relevant and accurate.

Once the information has been gathered, *Myriad Playout* will do its best to sort the information into the correct fields in the Track Listing area. The problem is that there is no standard for entering the data onto the online databases so sometimes the Artist and Title appear in the wrong order. To make matters worse, the character used to separate the Artists and Title is not always the same. Below the listing are various tools to help sort this out including the ability to force the name of the Title or Artist. You can set the content and category as you can on the audio file import window. Once you have Title and Artist information that you are happy with, you can check the AudioWall for existing Carts with similar Artist or Title information to avoid duplication, using the Scan AudioWall For Similar button to the bottom right of the track listing window.
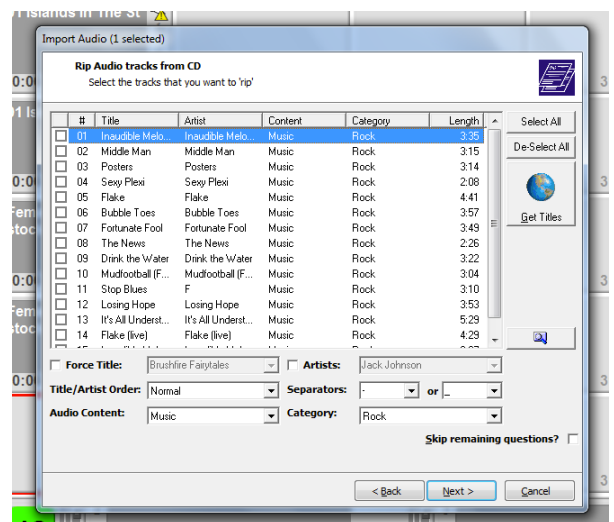
You will then see the Cart number allocation and Audio Format windows that you see when importing audio. Once you have chosen the options you require you will see a Summary window. Then click on 'Next', a progress window will come up and the import will begin. Once complete a finished window will pop up.

IMPORT FROM A SINGLE WAV OR TRANSPORT FILE

To do this, right click on the Cart you want to import into and select *Import Audio>Import Single WAV or Transport File.* You will then be asked to locate the audio file that you want to import.

NB: You can only select files in the supported formats and you can only select one file at a time.

When you have located the audio file that you want to import, make sure it is highlighted and then click on the Open button. You will be asked whether you want to delete the original file after it has been imported. Use the Yes / No buttons to answer accordingly. Click on Cancel if you wish to abandon the import.
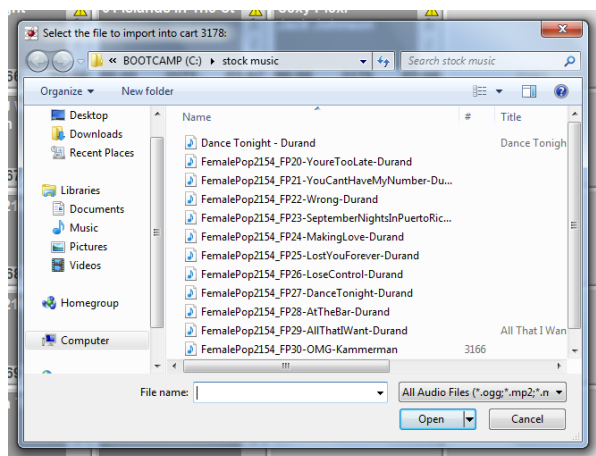
IMPORT AUDIO: AUDIO EDIT AREA ON THE SMOOTHEDIT SCREEN.

Another method for importing an audio file onto the AudioWall involves importing the audio directly into the destination Cart via the SmoothEdit screen which is accessible via the Edit button on the Main Tab or the Edit Cart Using SmoothEdit option on the right click menu. This method only allows you to import one file at a time, but does allow you to import audio files of multiple formats (e.g. MP2, MP3, WMA & Ogg), plus it allows you to edit the audio, data and timing information directly after the audio has been imported. To use this method, find an empty Cart that you want to import into and either click on the Edit button on the Main Tab Strip or right click and select *Edit Cart*. Then from the top menu choose Import Audio, navigate to the file you wish to import and click on open. This will then import the file using the filename as the Item Title. You can then do any further editing as required.
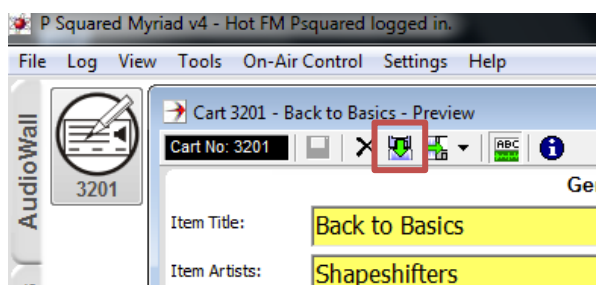
DRAG AND DROP FROM WINDOWS EXPLORER

Open an explorer window and navigate to the file or files you wish to import. Click or highlight the file(s) you wish to import and drag them onto the first cart you wish the audio to be imported into. The normal Audio Wizard window will appear and you can make your selections and when happy click on import and the files will be imported onto the AudioWall.

The Pad is basically a list of Carts that will be played in order. The Pad is not visible by default when *Myriad Playout* first starts up but you can make it visible by clicking on **View>Display Pad** from the top menu. It's visibility status is actually stored as part of the User profile so if you enable the pad and have it visible when you log out of the system, it will be visible the next time you log in again.

The pad will be shown in a panel on the left hand side of the AudioWall and will be visible as you navigate around the other windows too. The pad by default is narrow and takes one column away from the AudioWall cart display window but it can be changed to wide mode via '**Settings>Myriad Settings>Myriad Settings>AudioWall'** tab.
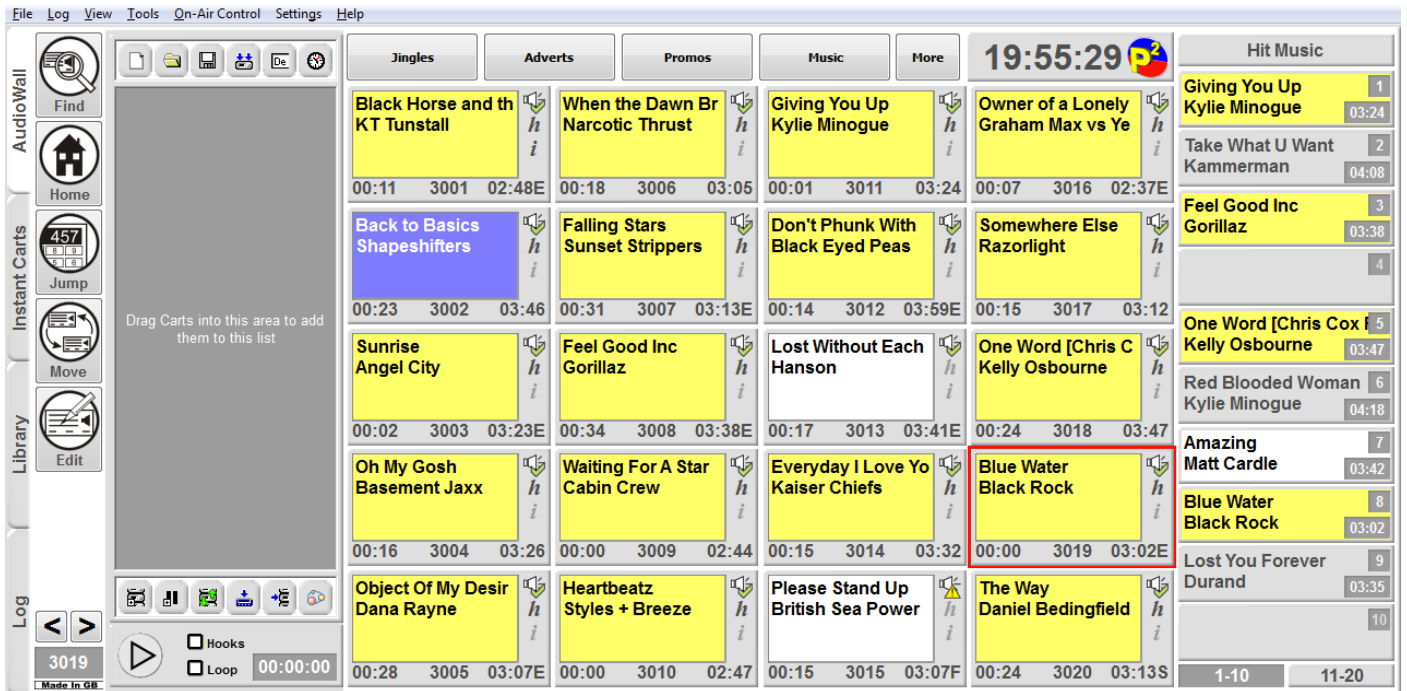

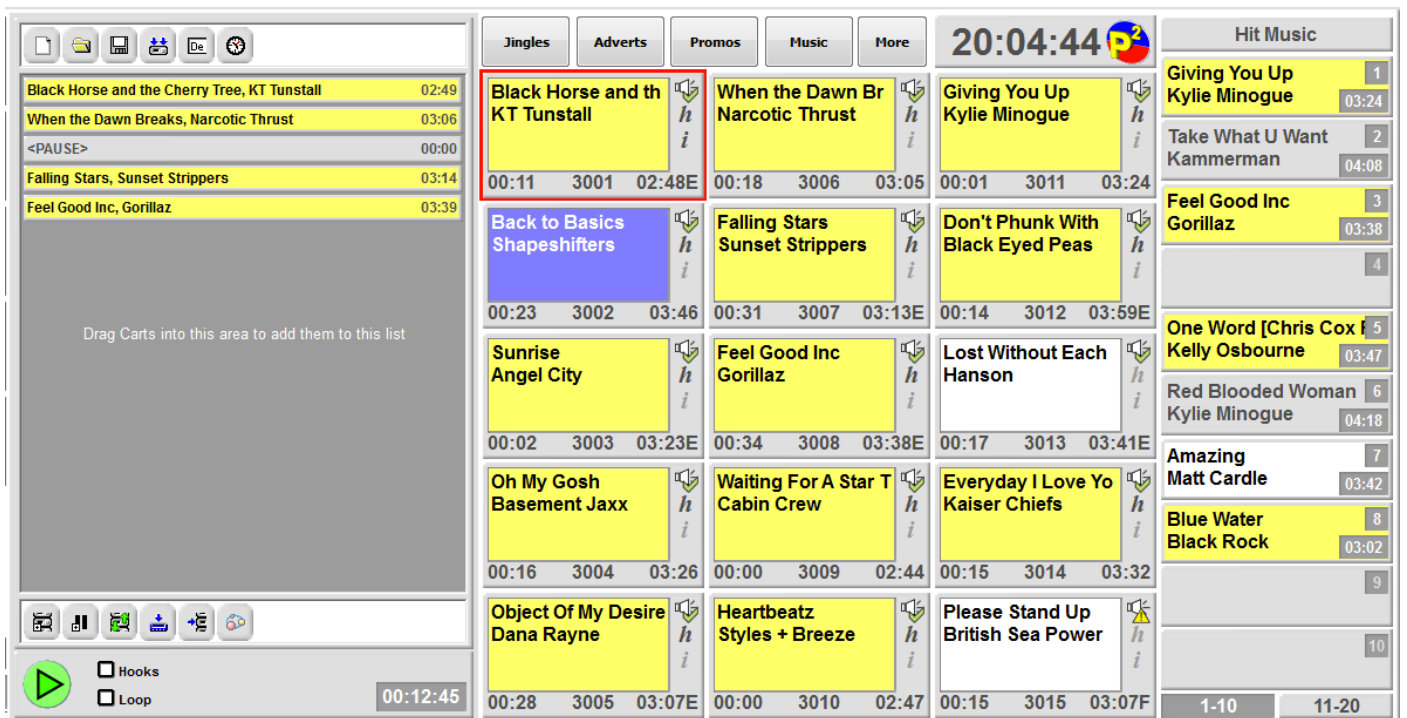Figure 8: AudioWall with both Pad and Instant Carts displayed
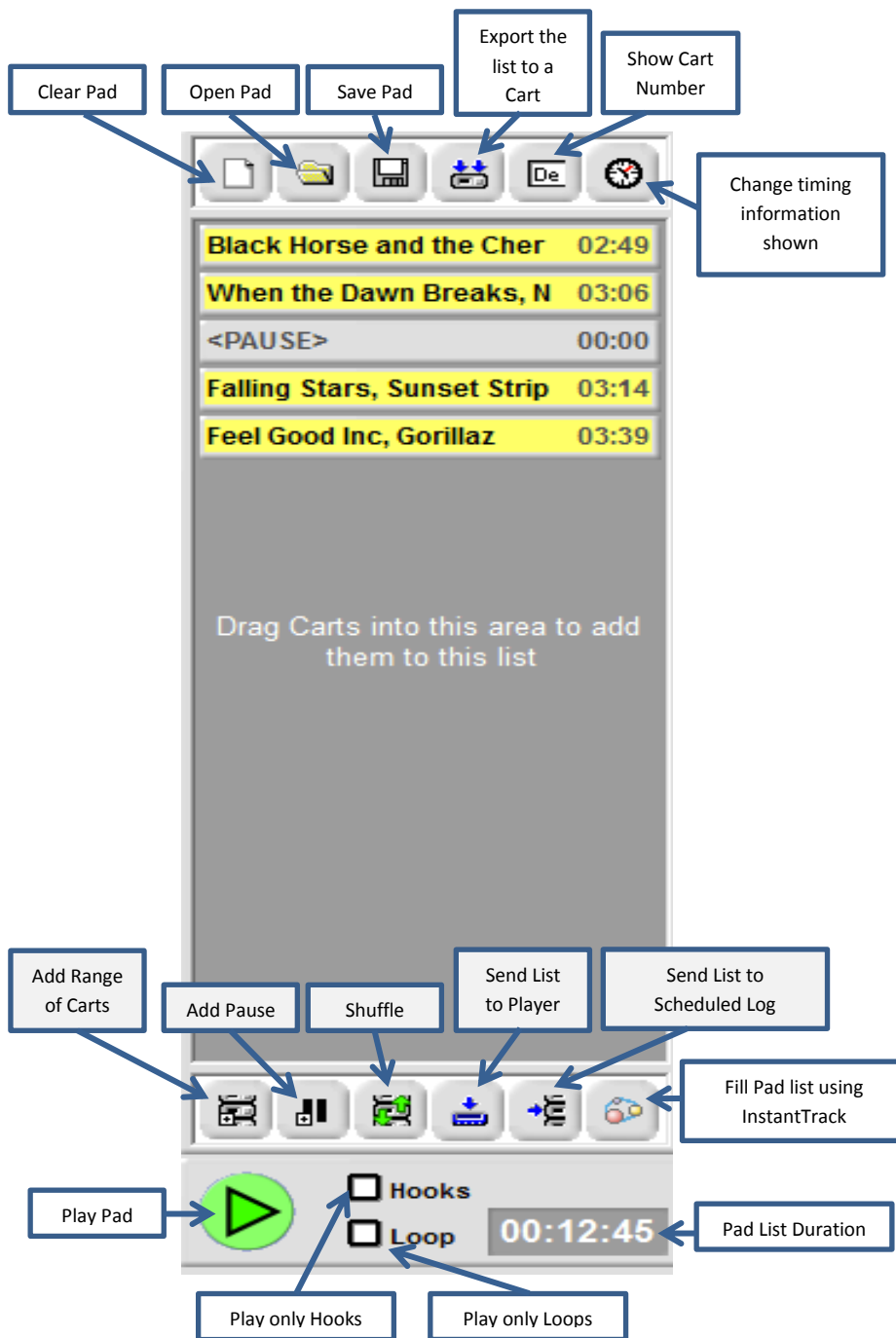

Figure 9: Pad in Wide mode

Figure 10: Pad Buttons

You can build up the list of Carts to be played by dragging them into the Pad from the AudioWall, Instant Carts, Library or Log screen. Once the Pad is started, each Cart in the list is cued up in turn into the Cart Players and the next Cart is automatically started as the previous one finishes. You can also see a countdown of the total duration of the audio left to play in the Pad.

You can add additional Carts, or change the order of Carts in the Pad even once it has started running and because you can save and load Pad runs and make them loop to run indefinitely, it is also a great emergency backup tool.

In addition to these core features, the Pad introduces a number of extra facilities such as the ability to just play the Hooks from the selected Carts, to insert Pauses into the automated playback and even 'render' the contents of the Pad (including just the hooks of the carts and the crossfades between songs) to a single Cart on the AudioWall.

You also have the ability to display only certain information from the Carts you have placed in the Pad.

BUILDING AND EDITING PAD LISTS

To build Pad runs, drag Carts from any screen onto the Pad. Follow these steps:

1. Ensure that the Pad is visible. If it is not - click on the **View** menu and select the **Display Pad** option.

2. Drag Carts from the AudioWall, Library, Log or Find Cart screens directly onto the Pad Cart List area on the Pad.

3. You can move the Carts on the Pad around by dragging them up or down with the left mouse button.
NB: If the Pad is active, you can only move Carts around below the currently playing Cart.

4. If you need to delete a Cart from the Pad list, double click on it and it will be removed from the Pad. You can also clear the entire pad list by clicking on the Clear button in the top left hand side.

You can also add carts from between a range of Cart numbers. Use the **Add range of Carts** button at the bottom of the Pad List and type in the first cart number, the last cart number and the number of carts from that range you want to include and then they are added. You can then shuffle that list if you wish using the shuffle button.

STARTING & STOPPING PAD RUNS

Once you have loaded some Carts onto the Pad, and you are ready to activate the Pad to make it play the Carts listed, follow these steps.

To start the Pad run:-

1. Make sure that you have one or more Carts listed in the Pad Cart List area.
2. Click on the Start button to put the Pad into Active mode.
   The first Cart listed in the Pad Cart List will be loaded into the first free Cart Player and will be cued ready to be played.
3. Click on the Play button on the Cart Player in question, this will start the Pad running and it will continue to play all the Carts listed until the final Cart finishes, or a Pause is encountered, or you manually stop the Pad.

If there is already something playing in a Cart Player when you click on the Start button a dialog box will appear that allows you to decide how to deal with the situation. You have two options:-

If you select the Start After option then the Cart that is currently playing will automatically be added to the top of the Pad Cart List and when it finishes playing, the next Cart listed will start playing automatically, as normal.

If you select the Ignore Item In Players option then the first Cart in the Pad will be immediately loaded into a free Cart Player to await manual triggering by the presenter. If you click anywhere else on the AudioWall (other than the menu) then the Start operation is cancelled and you return to the AudioWall.

If you click on the Start button when more than one Cart is playing, you will be asked to select the Cart that you want to use to act as the trigger for the Pad run, using the menu that pops out from the Start button. You can also select the Ignore Items in Players option to manually load the first Cart on the Pad into one of the free Cart Players.

Once the Pad is in Active mode, each Cart in the list will be automatically played unless a Pause is encountered in the list or you manually stop the Pad run.

One thing that should be kept in mind is that once the Pad is running, clicking on the Eject button on a Cart Player that is playing a Cart from the Pad will eject the Cart but the Pad will automatically load and start the next Cart in the list.

To stop the Pad run simply Click on the Stop button. *Any cued Carts will automatically be ejected from the Cart Players but any Carts that are playing will be allowed to continue to play through to their natural end (or Extro).* If you wish to end the currently playing Cart early, click on the Eject button on the appropriate Cart Player.

ADDING PAUSES

The Add Pause button on the Pad Tool Bar adds a special Pause item to the Pad list which causes the Pad to temporarily stop playback between Carts when it is actively running.

In the example above, when the Pad has played the first two carts back to back the Pad would cue up Falling Stars and actually stop, and it would be up to the presenter to manually start Falling Stars by clicking the Play button on the Cart Player it is cued up in (or pressing Play on the keyboard). A Pause can be inserted into the Pad at any time (even while it is active) by clicking on the Pause button. The pause is always initially added to the Pad List below the last Cart but you can use the left mouse button to drag the Pause back up the list to the position you want it to actually be in. Pauses can be used to create a pseudo-live assist mode when using the Pad instead of the Log screen for automated playout.

SAVING & LOADING PAD LISTS

You can save and load lists of Carts for use within the Pad. This is really useful for creating sequences of Carts that you may wish to reuse in the future (like emergency programs etc). You can load multiple lists into the Pad to allow you to combine two or more previously saved lists into a single Pad run.

To save a Pad list:-

1. Build the Pad list that you want to save.
2. Click on the Save button.
3. Use the Navigator window to select the location you wish to save the Pad list in and type in the name for your list. Then click on the Save button to save your Pad list.
    By default this will be your /Directory/Files/<username> folder within your main data location folder which is a good place to store this data as it will ensure if you log onto another system in another studio this pad can be loaded up onto it rather than being stored onto the workstations local hard drive.

To load a previously saved Pad list:-

1. Click on the Load button.
2. Use the Navigator window to select the Pad list file that you wish to load in to the Pad.
3. Then click on the Open button to add the saved Cart list to the bottom of the Pad.

If you already had Carts in the Pad then the new Cart list that you have just loaded will be appended to the Pad below the existing Carts.

EXPORT THE LIST AS ONE PIECE OF AUDIO

The Export Pad to Cart option on the Pad Tool Bar allows you to create a single Cart on the AudioWall that contains all of the Carts listed on the Pad. When Myriad plays the Carts listed in the Pad in sequence, it uses two or more Cart Players to overlay the end of one Cart with the beginning of the next depending on whether there is an Extro set on the Cart that is finishing. This allows playback to sound smooth as Myriad effectively 'cross fades' between the two Carts. This is the same method used by the Log Screen in any of the Active Playout Modes.

When you use the Export Pad to Cart facility, Myriad does the same thing but instead of doing it in 'real time' it exports all of the Carts in the Pad to a single audio file, overlaying the Intros and Extros as if they were playing out live. This audio file is then added to the AudioWall as a Cart. So when it is played out it uses only one Cart player.
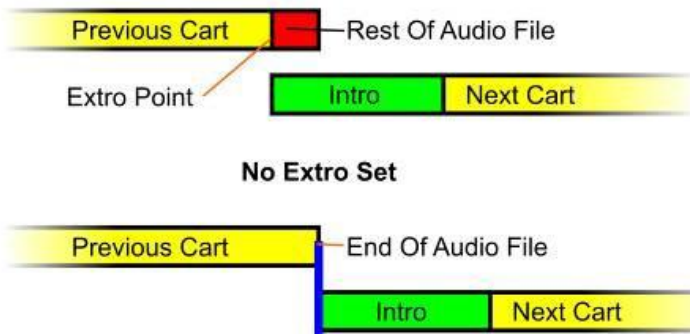
This feature becomes very useful when you combine it with Hook mode playout. When the Pad is playing a list of Carts on Hook mode, it only plays the Hook from each Cart and then moves on to the next. When you export to a Cart while in Hook mode, the Hooks from the listed Carts are combined into one single piece of audio and then added to the AudioWall. If you then put a jingle at the beginning and end of the Pad list (with no Hook defined on either jingle) then you end up with a Cart that contains a starting jingle, then the Hooks from a number of songs followed by an ending jingle…instant promo!

This feature also has a number of good applications for combining sections of an interview or separate news stories into a single Cart.

SENDING THE LIST TO A SINGLE PLAYER

In addition to outputting the list as a single Cart you can send the Pad list contents to a single cart player and thus a single output on your mixer. Just create your list and click on the 'Send the List to a Player' button at the bottom of the Pad list. The items will then all be sent to one player and you will see the total duration of all the items contained in the list. You can click on the small arrow at the top of the list if you want to 'minimise' this list view.
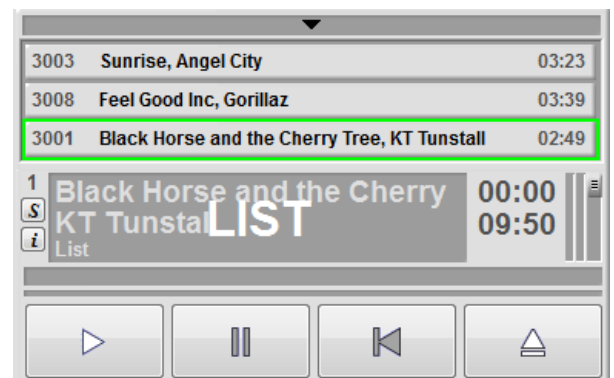
SEND THE LIST TO THE SCHEDULED LOG

If you have created a list you wish to use in the Log window you can click on the button to send it to the Scheduled Log. When you click on the button you will asked to specify a date and time you want this list to appear in. You need to ensure there is nothing in the scheduled log for this time before you send it across.

FILL THE LIST USING INSTANTTRACK

You can use InstantTrack to add items to your Pad list. Either using an existing preset or by making up a custom choice. InstantTrack is explained in more detail as part of the Log User Guide.

Instant Carts are effectively just shortcuts to specific Carts on your AudioWall.

Instant Carts are linked to the number keys on our keyboard which means that Instant Carts offer fast and simple access to key Carts on your AudioWall. *Myriad Playout* allows you to configure Instant Carts in banks of twenty with the first ten being triggered by keys <1> to <0> and the second ten being accessed by keys <Shift> + <1> to <0>. If you have attached a Cart to Instant Cart one and you then press the number <1> key on your keyboard then the Cart attached to Instant Cart one will immediately load into a free Cart Player (you can configure it to play from a preferred cart player if it is free) and begin playback. This makes Instant Carts ideal for playing commonly used jingles or liners as well as competition stabs, sound effects and pretty much anything else you will use on a regular basis. If when one instant cart is playing you fire another it will be loaded in the next available cart player by default. You can also [customise](#) Instant Carts to restart from the beginning if the same cart position is triggered twice in quick succession via the **Tools>Customise Myriad** menu option

Rather than having the Instant Carts take up your whole screen you can choose to see your instant carts when on any screen by going to the **'View>Display Instant Carts'** menu. The layout in this mode is explained later.

NB: Instant Carts will trigger regardless of which screen is visible in Myriad (with the exception of the Find Cart window, the Library window, the Jump window and the Goto window on the Log Screen) so you do not have to be able to see the Instant Carts to be able to use them!
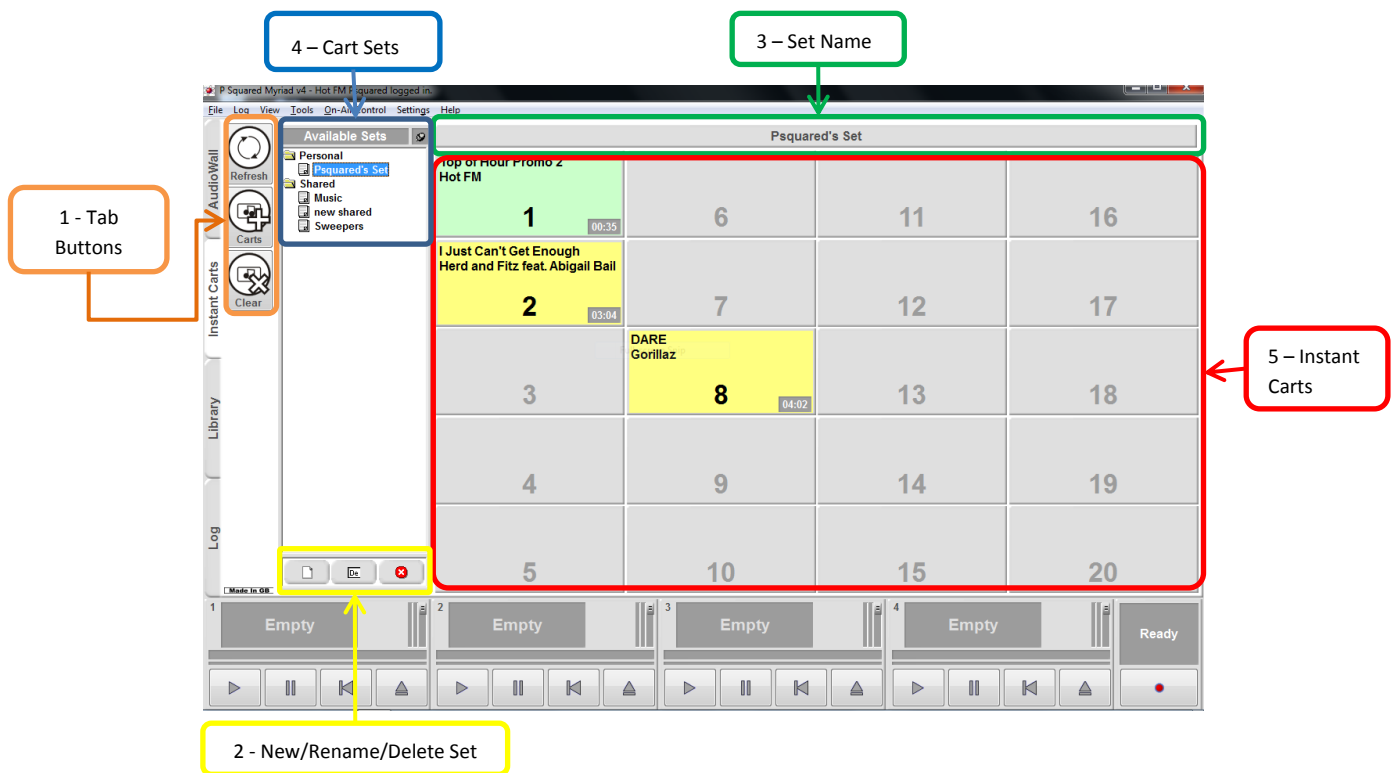
SETS

Instant Carts are arranged into Sets of 20 and you can have sets which are personal to your login or that are shared across the workstations/studios.

ADDING / RENAMING / DELETING SETS (2)

You can add, rename or delete Instant Cart Sets (4) using the right click options on the Set List panel or using the buttons at the bottom (2). Also in this panel you have the option of clicking on the pin to hide this panel, allowing the instant carts to take up more of the screen. To get it back click on the name of the set (3) you are viewing and click on the pin again.

Adding Instant Carts – Carts can be assigned to an Instant Cart by drag and drop. You can drag Carts from the AudioWall, Library or from the Log directly onto an Instant Cart (if an instant cart position is already filled the cart position will be replaced by whatever you drag onto the position). You can also open the Cart Browser window by clicking on the Carts button to allow you to drag several Carts from the AudioWall into Instant Carts.

Renaming – Highlight a set name and then click on the rename button at the bottom of the list panel. A dialog box will come up allowing you to type over the existing name with your new one. You can also right click on the Set name itself to bring up this option.

Deleting – Highlight a set name and click on the delete button at the bottom of the list panel. You can also right click on the Set name itself to bring up this option.

NAVIGATING SETS

If you have the Sets list panel showing you can left click on the desired set and it will load up that set instantly or if this panel is hidden, click on the name of the current set and choose another one and it will show that set and the panel will vanish again.

PLAYING INSTANT CARTS

You can play an Instant Cart by either pressing the matching key on the keyboard or clicking on the Instant Cart on screen. You can also left click and drag Instant Carts into the Cart Players, or the Log or right click on an instant cart to cue it into a player. *NB: Use keys 1-0 for Instant Carts 1 to 10 and <shift> + Keys 1-0 for Instant Carts 11 to 20.*

INSTANT CARTS MAIN INTERFACE BUTTONS

Refresh Button – Reloads the Instant Cart Set list so includes new or updated Instant Cart Sets done on other workstations.

Carts Button – Opens the floating Cart Browser window which is a mini version of the AudioWall tab. This allows you to drag several Carts into Instant Carts without having to keep switching tabs.

Clear Button – Used to clear Instant Carts. Click on the Clear button (it turns red), then click on the Instant Cart you want to clear. You will be asked to confirm before the Instant Cart is cleared. Note, the Clear button stays depressed to allow you to clear another Instant Cart. Click on the Clear button again to turn off this feature.

MINI INSTANT CARTS VIEWER

You can display your Instant Carts sets in a panel to the right of your monitor. Select from the *'View'* menu *'Display Instant Carts'*. The instant carts are displayed in blocks of 10 allowing you to switch using the buttons at the bottom of the panel between positions 1-10 and 11-20.

Once enabled, the Instant Carts will be visible on all screens.

To change the current set click on the name of the set at the top of the panel and it will display the other sets available. Click on the desired set and it will load up. You can add carts to the set using drag and drop as with the full size screen and to remove carts from a position click on the position number and then click on OK. You do not need to save instant carts as any changes are saved automatically.
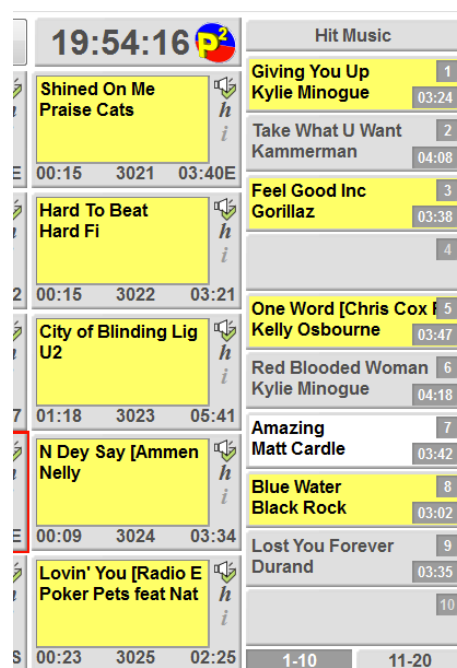
Allows users to search and browse the Songs and Links on the system using the categorisation structures that the station uses. The Library screen is not limited to just Myriad AutoTrack, stations that use other 3rd party scheduling systems can still employ the Library Screen, contact P Squared for more details.
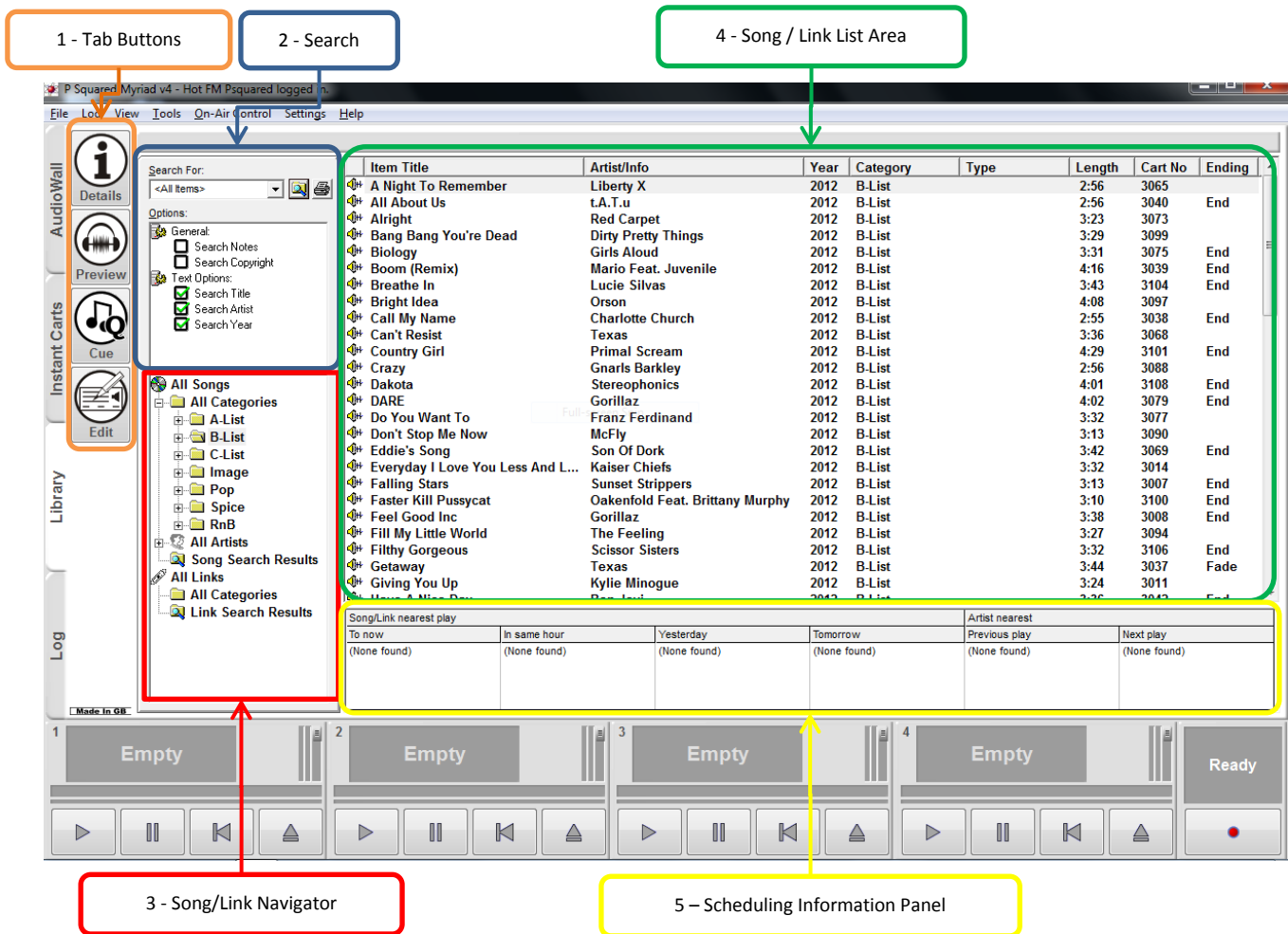
SEARCHING FOR CARTS

The main difference between this window and the 'find' window is this will only search carts added to your database whereas find will search the contents of the AudioWall. In everyday terms that means that if you are looking for a Song to play and you want it to be from the station's 'A List' then you should use the Library screen to browse all the Songs in the 'A List' category and select the one you want to use. You have the ability to search (2) by year and as long as this data has been added into *Myriad Autotrack* will return the results correctly. You can also search the notes and copyright fields of your carts.

You may also wish to search only within a certain category which can be achieved by clicking on the desired category and then conducting a search, or you can click on the + icon next to the category to see the Artists contained within it. In the Song/Link Navigator window (3) you can expand a list of 'All Artists' which will give you an A to Z list of those artists in your library and clicking on an artist name will show you in the right hand side all of the songs attributed to that person or group.

Previous searches are available from the dropdown menu to the right of the search box. You also have the ability to print out a list of your results if desired by clicking on the printer icon to the right of the search magnifying glass icon.

The columns in the result window can be clicked on to re-order the data in A-Z or time or number ascending/descending order. Below the results window is the scheduling information panel.

SCHEDULING INFORMATION PANEL

Once you have some results in the right hand panel you can highlight an item by left clicking on it. This will then show you details in the scheduling information panel (5) of when the particular song or link was last played, based on the current date and time of the PC clock. It shows this across a variety of timeframes (To now, In same hour, Yesterday or Tomorrow) enabling you to make a judgement about its suitability to inclusion in your output. To the right of this panel, and if the item is a song, it will also show you the last time a song which included the same artist was last played or is due to play.

If any of these break any rules you have around separation in your *Myriad Autotrack* settings these times will be highlighted in red. You still have the ability to play the song or item if you want.

ACTIONS AVAILABLE FROM SEARCH RESULTS

Once you have conducted a search you can cue an item up to play just by clicking on the speaker icon next to the item in the search results window (also achieved by highlighting the item and clicking on the Cue button). You can find out more details about the item by highlighting it and clicking on the Details button to bring up the card. You can load the item into preview in a cart player to listen to it on pre-fade or if you wish to edit the song you can highlight it and then click the Edit button to load it into SmoothEdit.

Finally, of course, you can left click and drag an entry into a cart player to be cued up ready for playout.

The best way to think of the Log screen is as a playlist or running order that is used to deliver Live Assisted or Automated playout. Basically, the Scheduled 'Log' (as we will refer to it) is a list of Carts and events that make up your station output. Myriad Playout then follows this list of Carts and events and either helps you to present them live (Live Assist) or plays them all automatically (Automation).

LOG DISPLAY OPTIONS

There are a variety of different ways you can change the layout of the log window and a lot of this depends on the size/width and number of monitors you are using. There are some options which can be set on a per user basis (see Customise Myriad section) alongside the main workstation wide settings which can be made by those with the correct rights. Below we will go over some of the layout options you have and how to achieve them.

Under '**Settings>Myriad Settings>Myriad Settings – Station Database Tab**' you have the various options to change the layout of the Log screen. A point to note is that if you choose to 'Display the Information Panel next to the log' this will show the notes window plus a mini seg editor window. You do have the option to only show the mini segue editor without the notes information panel being visible however this just leaves a blank space and does not increase the size of the segue editor. Figure 12 shows the information and mini segue editor window next to the log along with the Log Button Bar above the log.
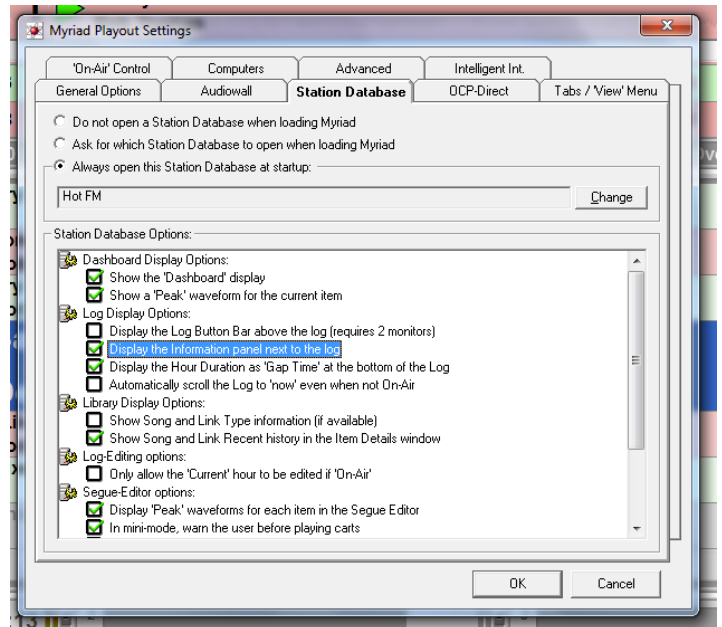
You can also alter settings via **Settings>Station Database Settings – Log Items** and **Log Layout** tabs. This deals mainly with colours and views of the main log items rather than turning on or off additional features.
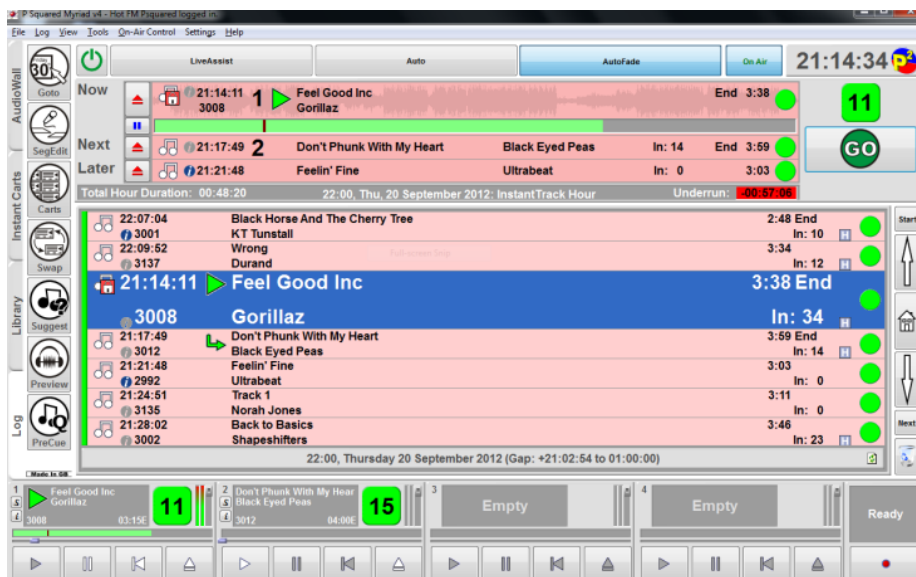

Figure 11: Myriad running on Single Screen (no access to 'scripts' button)

Figure 12: Myriad Running in Dual Screen Mode

Please note: Log Screen running on a single screen Myriad system presents the log manipulation buttons on the left hand side but if you have a dual screen system then the Log Screen will be displayed on the right hand side at all times. The Log Screen manipulation buttons will be on the right of the log or you can set for them to move to the top of the log or between the log and dashboard (if you have this selected) of the right hand screen also in dual screen mode.

DASHBOARD

This feature is only available in v4 and above and gives you a quick view of the item playing Now, Next and Later.

STATION CONTROL

Myriad offers three levels of On Air / Off Air Control:-

1. **No On Air Control** - The terminal is either always set as On Air or never On Air.
   If you are using option 1 then the On Air / Off Air button is not visible on the Log screen
2. **Simple On Air Control** - Only one workstation can be On Air at a time and On Air control is taken by clicking on the On Air button.
   This option requires no special configuration.
3. **Advanced On Air Control** - This provides a more complicated mechanism for On Air control and allows to interact with external systems such as OCP and Myriad STS.
   This option requires additional configuration.

If you are using options 2 or 3 then the On Air / Off Air buttons act as both the indicator as to the status of the workstation you are working on as well as the button to switch state. Basically, if the On Air / Off Air button is displaying On Air then this workstation is currently 'on air'. If you click on the button, the status will change to Off Air indicating the workstation is no longer 'on air'. You can now set an alternate workstation to On Air (to make Studio 2 the live studio for example).

You can set both Simple and Advanced On Air control so that On Air control must be released before it can be taken by another workstation, or if you prefer you can have it so any workstation can take On Air control at any time.

These settings can be found on the On Air Control tab on the ***Settings>Myriad Settings>Myriad Settings – 'On Air' Control*** Tab menu.

PLAYOUT MODE
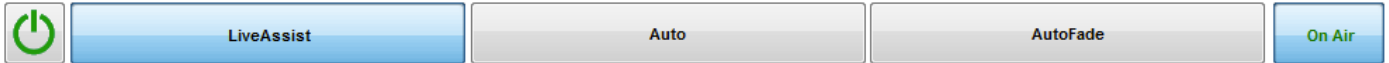
These buttons allow you to select the current playout mode for *Myriad Playout* as well as indicating the current mode when it is running. If you select a mode different from that which the hour has been designated (normally set within the Clock in *Myriad Autotrack*) it will automatically switch to that mode. If it was in standby mode prior to you clicking, it will turn on and it will load the first item, enable the Go button and then wait for you to tell it to start playback by pressing GO. The current Playout Mode is displayed by the corresponding button remaining depressed. You can switch to a different mode at any time by clicking on one of the alternate Playout Mode buttons.

There are five possible options for Playout Mode and they are outlined below.

OFF AIR MODE

Preview LiveAssist

This mode is only available when the workstation is not On Air and allows you to preview the log as if it were in 'live assist' mode without making any permanent changes to the timing information log. This allows you to practice a 'live assisted' show without affecting the on air log. In Live mode, the User controls whether items are automatically or manually segued (mixed) by using the Segue Type indicator (green – auto, red – stop).

Preview Auto

This mode is only available when the workstation is not On Air and allows you to preview a show in automation mode without permanently changing the timing information on the log. In Automation mode, all items in the log will automatically be segued (mixed) into the next.

ON AIR MODE

LiveAssist

The Live mode is only available if the workstation you are working on is currently On Air. In Live mode, the presenter controls when Myriad automatically segues on to the next item and when it stops and waits to be told to continue. This is controlled by the Segue Type control on each item (red – stop, green – go) and can be toggled by clicking on the Segue Type icon. Live mode is the most commonly used mode for presenting live shows as Myriad will load each item as you need it but you control how the action flows.

Auto

In Auto mode, Myriad will turn all of the Segue Types green (automatically segue from one to next) within a given hour and then play through all the items in the Log for that hour in an automated fashion.

AutoFade

Auto Fade mode is similar to Auto mode in that it is used to switch all of the Segue Types green to play through the hour in automation but the difference is that whilst Auto will just play all the items in the Log for the hour, Auto Fade will automatically back time the hour so that it ends at the correct time (i.e. the end of the hour). It will also work around time critical events (called Absolute Time Markers) which allow you to have automated output that can interact with time critical events such as external news etc.

LOG LAYOUT

Each hour of the log has some set pieces in it and some item types have a default colour. You can change these colours using *Settings>Station Database Settings – Log Items* and *Log Layout* tabs.

The main item type elements are coloured by default:-

Songs	Pink
Links and Carts	Green
Adverts	Yellow
Voice Links	White
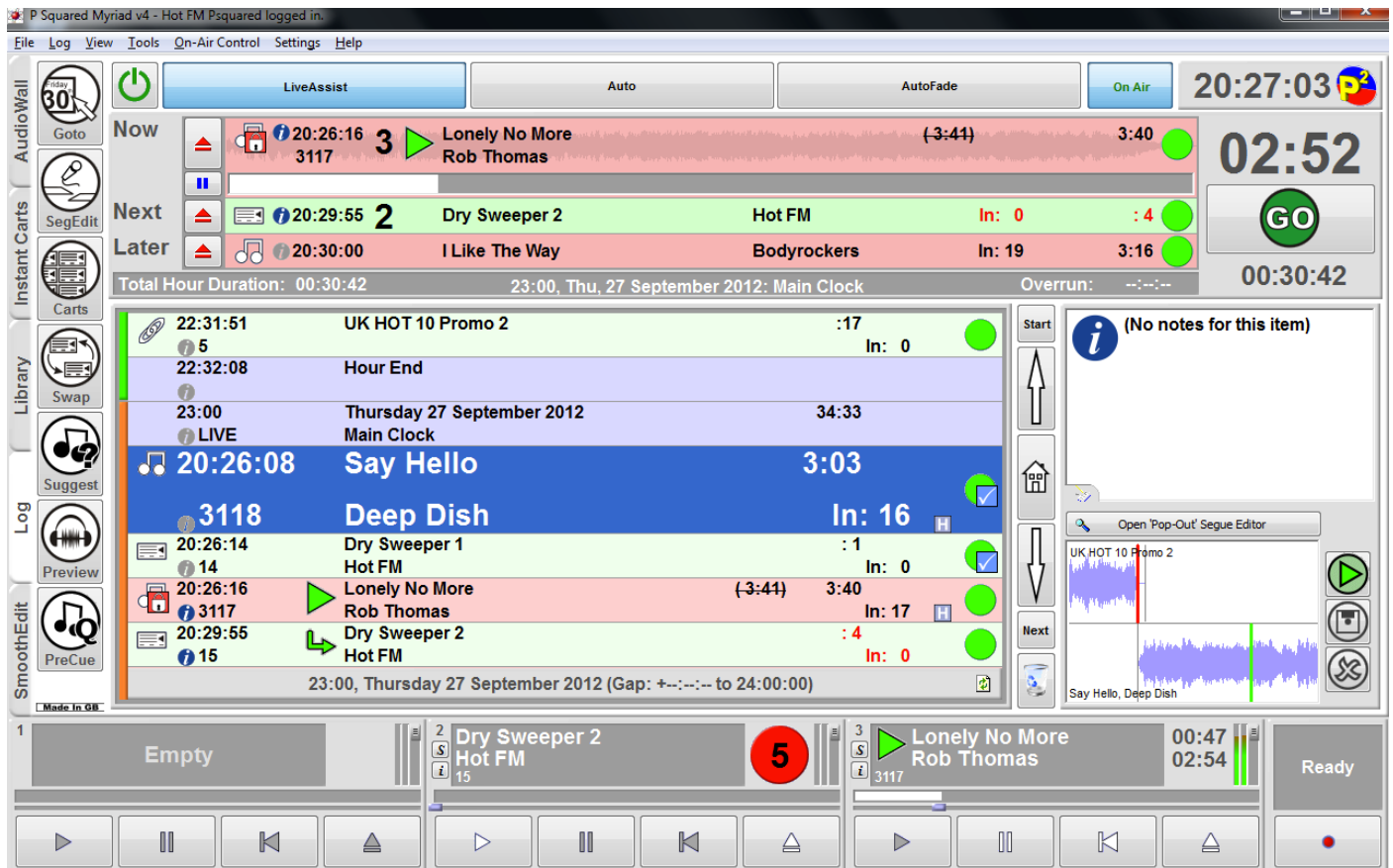
HOUR START AND HOUR END BLOCK

By default there is a blue block at the start of each hour which shows you the time and date that the log is scheduled for and the total duration of the items contained in that hour. Below this is the current or default playout mode (in the above example the hour is 'LIVE'). Then if you are using *Myriad Autotrack* to programme your log it will state the clock name you are using for that hour. There will be a second block below this one if you have stated in your clock to use a show rule different from the default one.

There are a variety of options when you right click on this block.

Most of these are self-explanatory. The 'Export this Hour to A File' can be useful if you want to copy an hour of the log for use later. You can export it into the user files area and this can then either be re-inserted into the log at another time or this file can be opened in the Pad and used there instead. If you wish to send something from the Pad to the scheduled log you need to use the 'Permanently Delete the entire
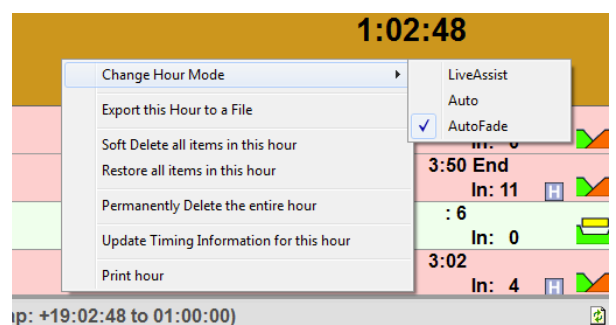
hour' command to remove it from the log before you are able to send the pad contents and create a new hour.

At the end of the hour there is an Hour End block which shows the time that the last item in the log will finish playing.
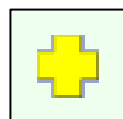
SEGUE TYPE INDICATORS

The Segue type indicators follow the same colouring although the icon can be changed to a variety of different shapes which are shown below. There are also different styles of shapes which can be set as part of the user customisation options if you have users with problems identifying colours.
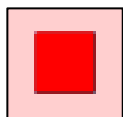
 Stop at End of Item
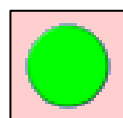
 Segue onto the next item in the log

 'Sweep' over the next item in the log

 'Triple Segue' Normally used for Voicetracked links

MAIN ITEM TYPE INDICATORS

These are the most common item type indicators you will see in the Log:-

 Link

 Auto Hook

 Song

 Absolute Time Marker / Reset Time

 Cart

 Script

 Advert Break

 Hardware Event (for example, turn on IRN)

 Voice Link

GAP

This is displayed at the bottom of the log display window and shows either the time that the final item in the log will finish or, if you have inserted any 'Reset Time' markers in your log, any gap you have between the time the item before the marker finishes

playing and the time stated in the marker. The 'Reset Time' markers are useful if you are running a more speech heavy programme or you have certain hard posts to hit during the clocked hour.
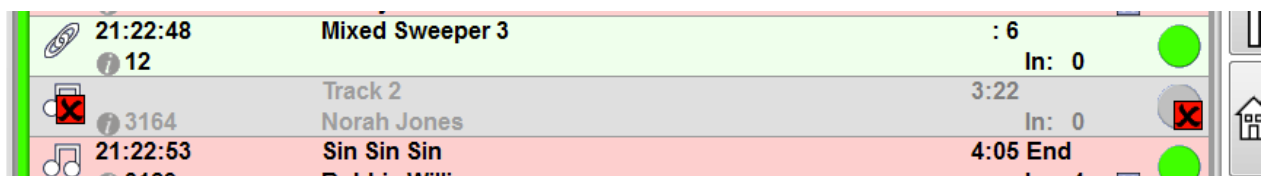
EDITING THE LOG

MOVING ITEMS

To change the order of the items in the log left click on the item you wish to move and with the button held down move the mouse pointer to the position you would like the item to be placed. Whilst moving an item you will see a black bar appear between items to indicate where the item will be placed when you release the button.

DELETING ITEMS

You have two options for deleting items: Hard or Soft Delete.

Soft Delete - To soft delete an item you can either click on the item type indicator or highlight the item and press the delete key on the keyboard. This will grey out the item allowing for you to easily change your mind and re-instate the item.


Hard Delete - this other option will remove the item from the log completely. You can do this by highlighting the item and holding down <Shift> and the <delete> key or clicking on the item and dragging it into the recycle bin. The bin will then change its icon and you can undo this last deletion action by clicking on the bin icon.

ADDING OR REPLACING ITEMS

You can easily add new items to the log by dragging and dropping them from the AudioWall, Library or Instant Carts windows. If you are in dual screen setup just drag them across from the left hand side to the log or in single mode drag the item onto the log tab to activate the log screen and then release the mouse button when the black line is in the desired place. You can also press the 'Carts' button to load up a mini audio browser and pull them from there.

To replace an item you can select it and click on the 'Suggest' button which will bring up a pop out window offering you suggestions of other songs within the same category. Select it and click on 'OK' and it will replace the previously highlighted item or you can use the right click menu item to replace the item with a cart, song or link. You also get a scheduling warning panel with the information linked to the timings based on the hour and date of the log you are editing rather than the current system time.
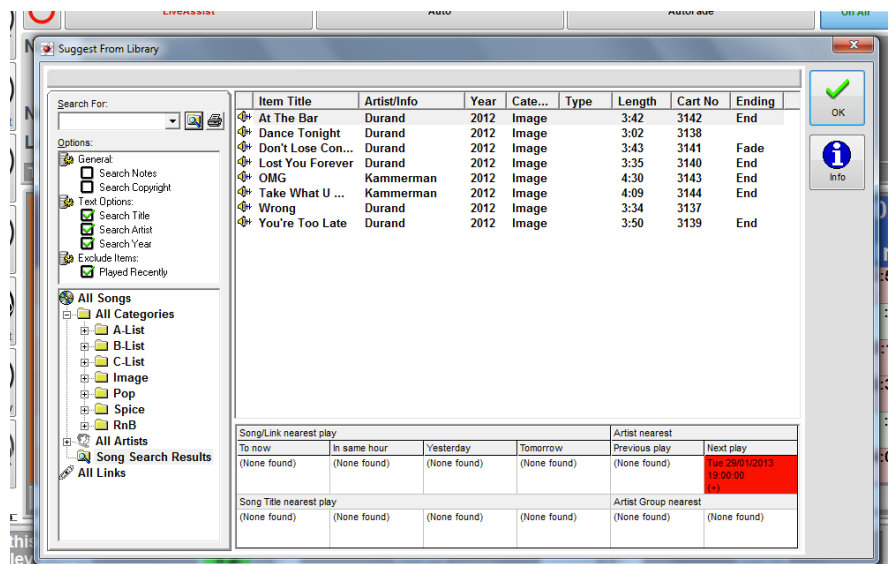
RIGHT CLICK MENU

When you right click on an item in the log you are greeted with the menu you see to the right.

Most of these are self-explanatory however there are a few which need clarification.

Convert Log Item to Voice Link – this is used to produce a 'Triple Segue' enabling 3 items to be shown in the Segue Editor giving you greater choice on how you want it to sound.

Move Log Item to 'next to play' – when the log is On this is enabled and it allows you to highlight an item further down in your log and move it so it is the next item to play in the log.

Advanced Log Item Options – this allows you to set whether or not the item can be dropped or faded which can be especially useful when manually making up log hours.

Cue no more than 3 'Hooked' items in a Hook Player – enables you to produce a teaser piece of audio of some audio items you have still to play in that hour.
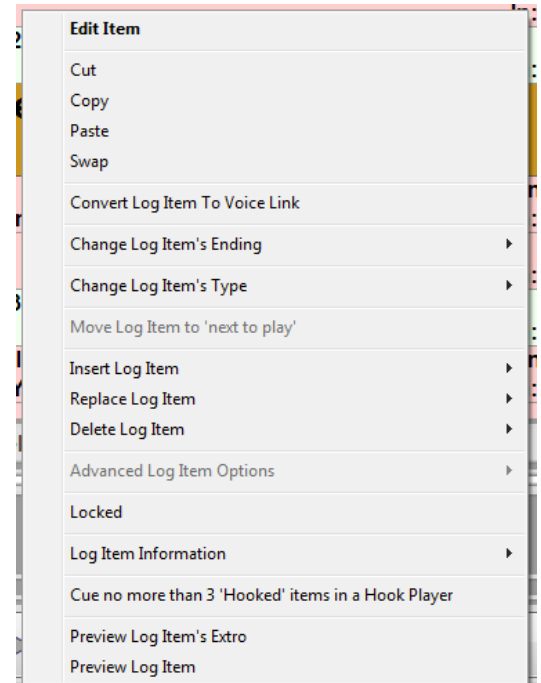
END OF LOG

When the log finishes you are shown a message and you have some options as to how to proceed and produce more items.

Add Empty Hour – produces an Hour Start Header block and an Hour End block.

Add Hour with Carts – displays the mini Audio browser and enables you to select a cart number you wish to start the hour with followed by how many more carts you wish to add after this one. These are then inserted into the log in number order.

Add Hour from File – brings up an explorer window allowing you to navigate to a folder which you may have stored the contents of a Pad list in. This Pad list can then be loaded into the log. You may also have previously saved an hour from the log on a previous day which you can then use again in whichever hour you wish.

Add Hour using InstantTrack – shows any InstantTrack presets you have set, or you can select <Ask> to bring up the InstantTrack settings window enabling you to tweak your choices. Once confirmed it will produce a log based on these criteria.
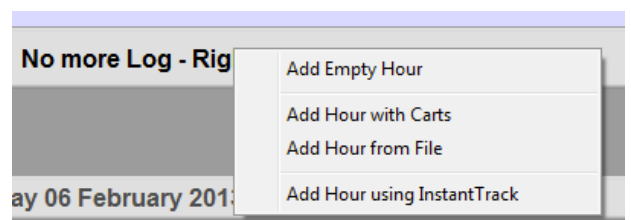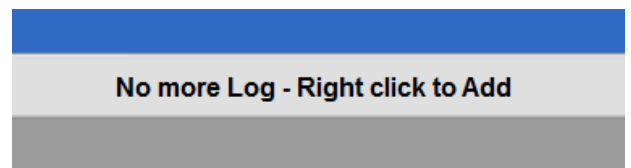
SEG EDITING

Whenever you use either of the segue modes, the Segue Editor will reserve whatever number of Cart Players it requires. These reserved players will look like these. Obviously make sure you have these players faded down and on Pre-fade. You will be warned about this whenever you wish to review a segue or record a voicelink. These cart players could be hidden if desired.
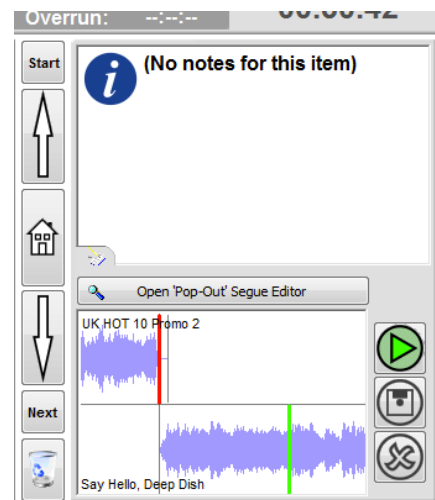

DOCKED SEGUE EDIT MODE

The primary role of the Segue Editor in this mode is to alter and 'fine tune' the way that *Myriad Playout* will perform an automated segue.

In this mode, you can drag the lower Log Item to the left or right to change the timing used to perform the segue between the two items.

You can review the new segue by clicking on the play button and when you are happy, click on the save button to commit the new segue to the log. To undo any changes click on the X button.

Tip: You can even segue the end of the item that is currently playing as long as it is not too close to the end!
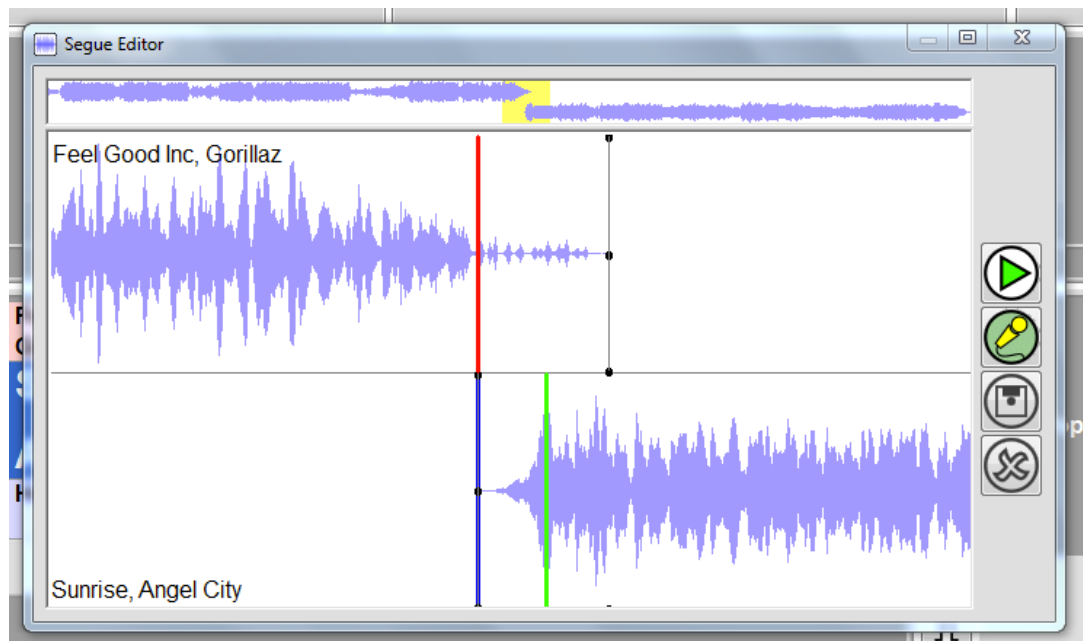

Full Segue Edit (Pop-Out) Mode

You can get to this mode by clicking on the SegEdit Button or by clicking to Open 'Pop-Out' Segue Editor. It will open an extra undocked window which is used for editing automated segues, and this is also the method to use for recording Voice Tracks. It also allows you to adjust the 'fade' period of the outgoing item and the start point and any fade in of the next item. You can adjust the end point by clicking on the black dot at the bottom of each item's waveform and adjust the fade by clicking and moving the black dot at the top of the waveform. You can keep the fade speed and move the whole fade point by clicking on the black dot in the middle of the waveform and dragging. When happy, click on the disk icon or, to discard your changes, click on the X icon.
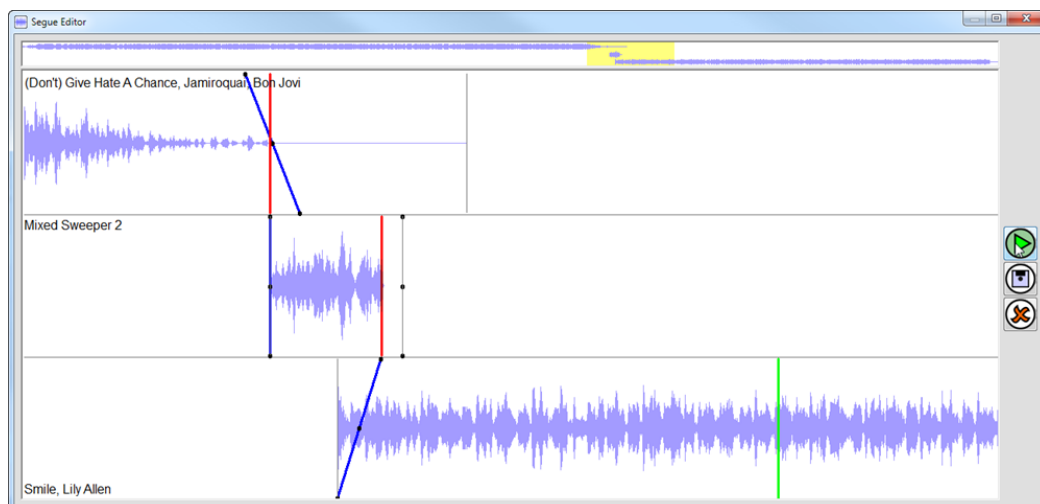
RECORDING A VOICETRACKED LINK

'Voicetracking' is a way to quickly produce a programme by dynamically inserting audio (normally voice links) between other items in the log in non-realtime. To record the link, by default, the last 10 seconds of the item you will be coming out of will be played enabling you to tailor the pacing of your link and the start of the next item can be fired off to do likewise into the next item. Once recorded you can also tweak the segue to ensure it sounds the best it can.

The process requires some setup on whichever mixer desk you are using as you want to send to the recording only your voice and not the songs you are coming out of or into. This is normally achieved by de-routing the *Myriad Playout* faders from the record 'bus' enabling you to hear the audio but it not be recorded. By only recording your voice you can move the link around within the segue without strange phasing issues happening.

To record a Voicetracked link:-

1.	Highlight the Song / Link that you want to be playing at the **end** of your voice link.
2.	Click on the SegEdit button to enter Full Segue Edit mode.
3.	Press the <space bar> key or click on the microphone icon and the end of the Song / Link you will be talking out of will start playing.
4.	Put up the mic channel fader on your desk and start speaking at the suitable point, *Myriad Playout* can be automatically set to start recording (if you have this configured in your settings). Alternatively, press the <space bar> to start recording (or click on the Red Record Icon)
5.	Press the <space bar> to start the next Song Link playing when you are ready (or click on the >> icon).
6.	At the end of your vocal link, press the <space bar> to stop recording. If you are talking into an ad break you will need to press the spacebar twice in short succession.

	You will then be asked whether you wish to save the Voice Link. If you select 'No' you can redo your link and the recording will be deleted.

7.	Hit <space bar> one final time to confirm that you want to save and you have finished recording a Voice Link.

You can now edit this segue and fade points of this Voice Link in the normal way. If you decide that you don't like your link you can click on the X button and you will be asked if you wish to delete the voice link. You can choose Yes and it will be deleted from the AudioWall and the log or No and it will be removed from the log but still be on the AudioWall or you can click cancel to remove this box and go back to your segue.

You can then leave the segue editor window up and select with the mouse the next log item you wish to talk out of and the segue editor window will update.

When you have completely finished voicetracking items, close the segue editor window using the x in the top right of the undocked window.

INSTANTTRACK EXPLAINED

InstantTrack is a way of automatically producing a series of music and link items which can be used in either the Pad or Log. It can be used to produce a starting point for some ad hoc programming if you just want to practise using *Myriad Playout*. It can also be used to automatically produce hour logs if the schedule which is normally produced by *Myriad Autotrack* runs out.

To create an InstantTrack preset it is best to go to *Settings>Station Database Settings -* **Scheduler Tab**. This is also the point where you can set a preset to be automatically used if the log runs out.
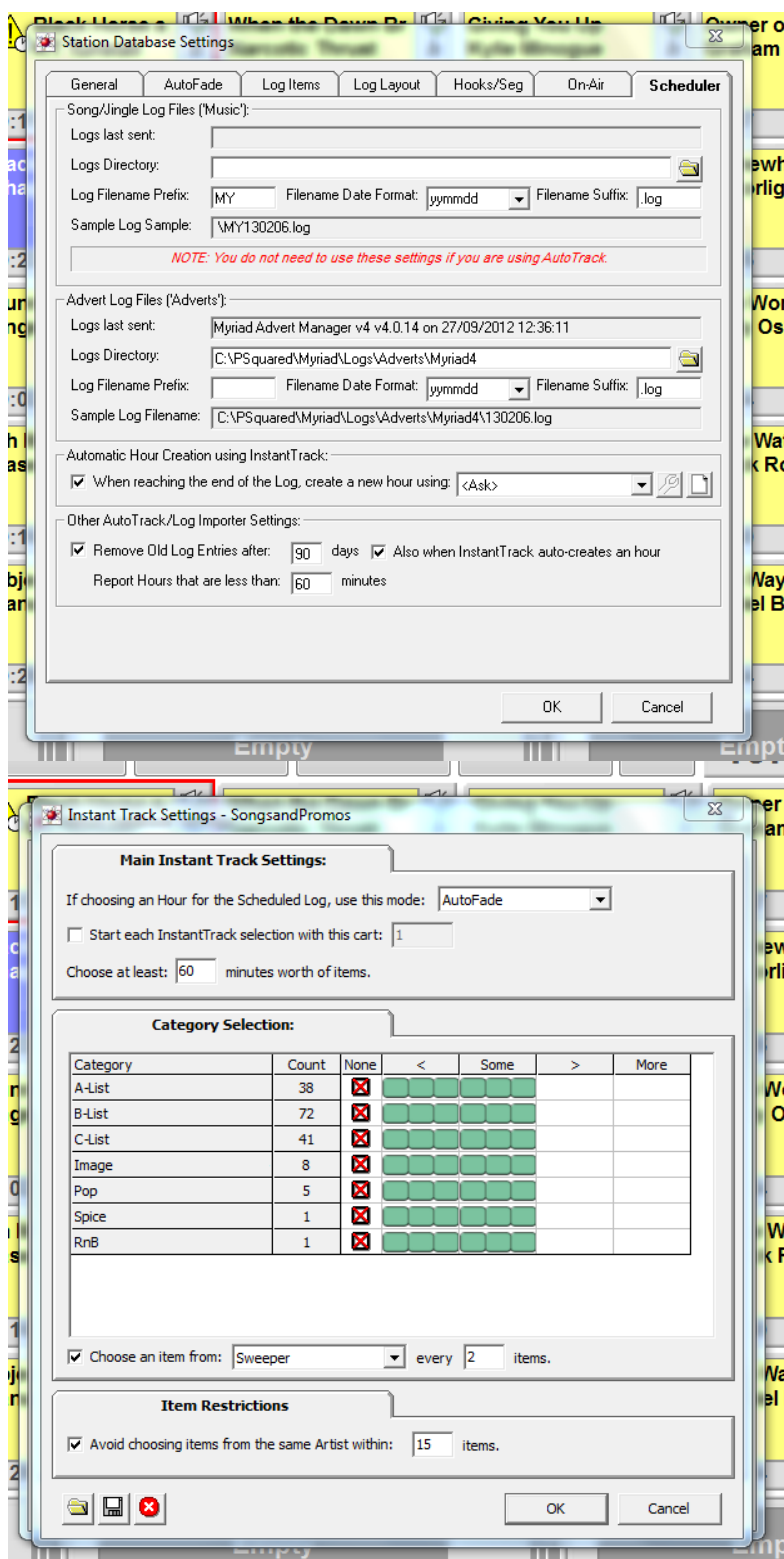
You can create a new preset by clicking on the piece of paper icon and you will be shown the window to the right.

Here you have choices to make over the default playout mode, a start cart and duration of audio items to choose.

It uses the Categories you have set in your system which are normally the same as used in *Myriad Autotrack.*

You can alter the number of songs from a certain category by clicking along the row with the green dots to increase or decrease them or, if you don't want any music from a certain category, click on the icon under the 'None' column.

You can choose to have a link played after every x number of songs and there is also some basic artist rotation restrictions you can add to ensure you don't have a song by the same artist within the next x items/songs.

SmoothEdit has been designed to allow for simple data and audio manipulation within the Myriad Playout interface. For more advanced audio editing you can choose to open the file into another audio editing program, for example, Adobe Audition.
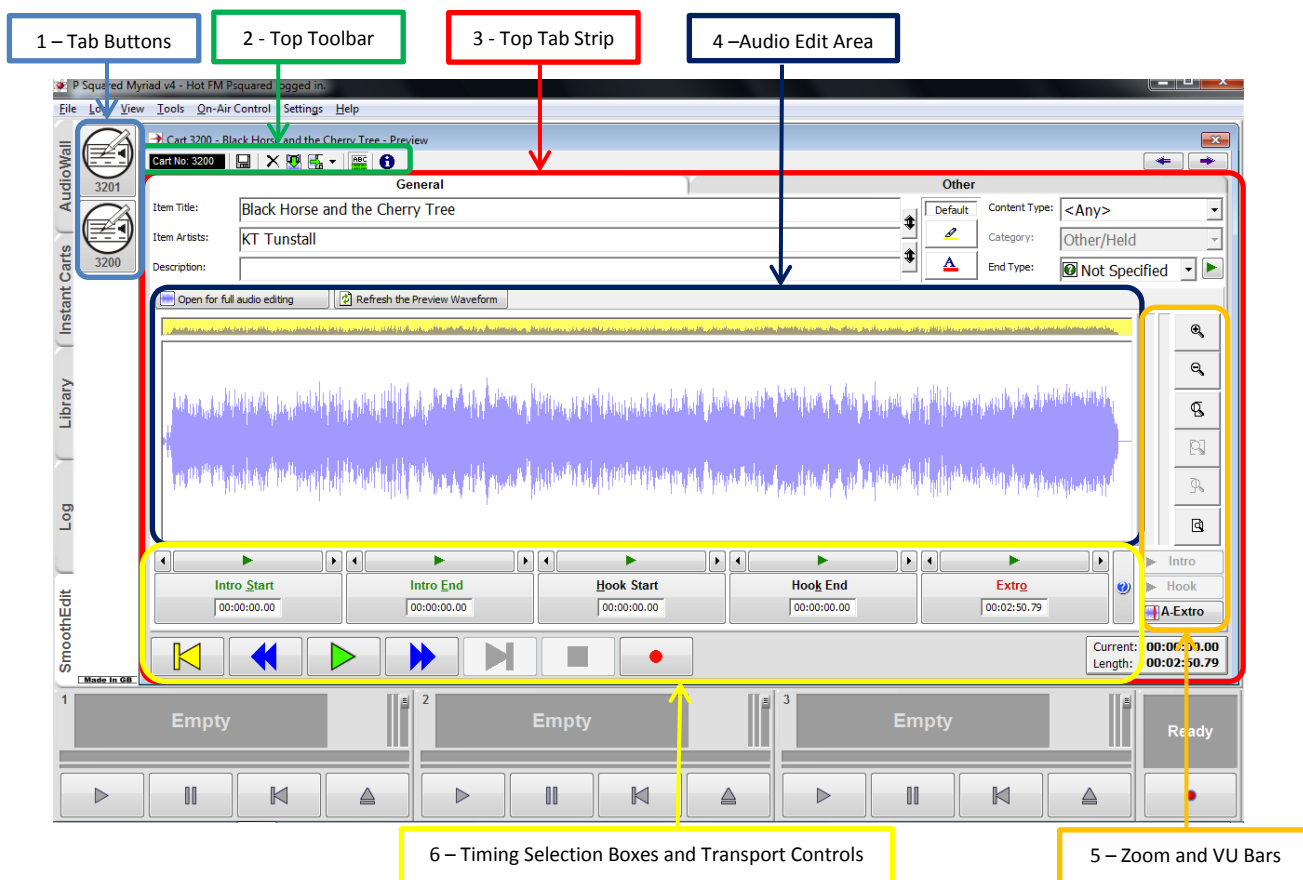

TOP TOOLBAR

SAVE CART

The Save Cart option is only enabled once you have altered the audio or data for the Cart you are working on. You can click on the Save Cart button at any time to save the changes to the Cart you are working on. If you attempt to close a Cart (that you have altered) without saving, you will be prompted to do so. You can then decide whether to save your changes or not, and keep or discard the changes you have made.
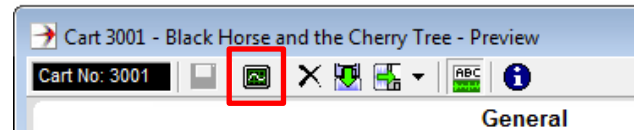
EXTERNAL AUDIO EDITOR

Although SmoothEdit contains a wide variety of tools built in, there may be times when you need a more powerful audio editor or you would prefer to work with an audio editor that you are familiar with. In these circumstances, Myriad can be configured to launch a 3rd party external audio editor by clicking on the External Audio Editor button.

To configure it go to *Settings>Audio Setup>Audio Settings - Rec/Edit Settings* Tab. Then navigate to
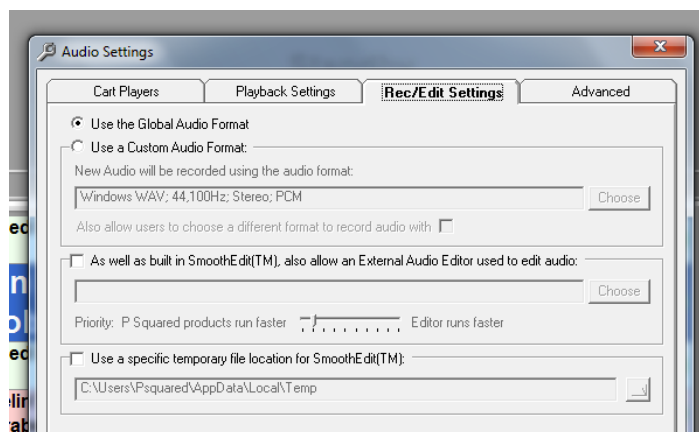
the .exe file of the application you wish to use.

Then after you have restarted Myriad Playout and you edit a cart into SmoothEdit you will see an additional icon between the Save and Delete Icon (see right).

This will open the file into the chosen External Editor. When you have finished any edits, close down that application and the waveform will refresh within SmoothEdit.

DELETE CART

The Delete Cart button will delete all audio and data from the Cart Slot you are working on, leaving it blank. If you click on the Delete Cart button, you will be asked to confirm your actions before the Cart is deleted.
Caution: Once a Cart is deleted, it cannot be recovered so please be careful.

EXPORT CART INFO

The Export Cart Info option on the Edit Cart Tool Bar allows you to export the Cart that you are working on as either a Transport File or an Audio File. By default if you click on the button it will export it as a transport file however if you click on the down arrow to the right of the icon you can choose to export as a .wav. If you select Transport File then all of the Cart details will be added to a '.zip' file in such a way that other Myriad systems will be able to import them. Transport Files contain all information about Carts including copyright details, notes, timing information and pictures.

If you select Audio File, then the Cart will be exported as a '.wav' file which can be used by most software systems. When Myriad creates an audio file, it also embeds some key information about the Cart into the 'header' of the actual audio file using a convention called Cart Chunk. This means that key information such as description lines, and timing information will be retained and can be extracted by other Cart Chunk compliant software (and other Myriad systems) but some information such as pictures, notes and copyright information will be lost.

In both cases, once you have selected the format, all you have to do is set the name and location that you want the Cart to be exported to. By default it will be titled with the details in the Title (1st line) and Artist (2nd line) and, if producing a transport file, the cart number will be added to the front.

IMPORT AUDIO FILE

This option allows you to import either an audio (wav) file, or a transport (zip) file, into the Cart you are working on. You can either start with a blank Cart or a populated Cart depending on whether you want the imported audio to be a new Cart or replace an existing Cart on the system. When you click on the Import Cart option, you will first be warned that importing over an existing Cart will erase all previous data. Once you have confirmed this, simply use the explorer window that opens to locate the audio (wav) or Transport (zip) file that you want to import.

TOGGLE CART DESCRIPTION

When clicked this will remove the Titling information window and fill the window with the Audio file only. Clicking on it again will bring it back.

GENERAL TAB

TITLE, ARTIST & DESCRIPTION LINES

These are used to add the primary description that is displayed on the AudioWall and all places in Myriad where the Cart is used. In general, the first line is used for Title, the second for Artist and the third is used for any other information you wish to add.

The Cart players will only show the text in Title and Artist. When the cart is imported into *AutoTrack* or *AutoTrack* Pro, the title and artist is imported into the correct fields and if there is anything in the Description line this is imported as Artist two. You may then need to remove this line from *Autotrack* if it is not a second artist.

If you have typed any of the details into the wrong fields i.e. title on artist line, artist on title line. You can click on the toggle button arrows to the right of each line and these will swap around.

Each description line is limited to 50 characters.

CUSTOM COLOURS

The Custom Colours section allows you to set a specific colour for the background and text for a Cart as it appears on the AudioWall. To enable it, click on the following buttons:

 Changes the background colour of the Cart.

 Changes the text colour for the Cart.

In either case, select the colour you want to use with the colour palette window and click on OK. You can click on default to return it to the default colour.

CONTENT TYPE, CATEGORY AND END TYPE

Content Type - allows you to choose from a variety of options including Music, Promo, Sweeper etc. These variety of types are most useful if you are not planning on using *Myriad Autotrack* at all and will be using the library tab or InstantTrack to compile logs for playout. If you are using *Myriad Autotrack* then you can send across in *Myriad Playout* the categories you are using, enabling you to set the category when you first import the item on the AudioWall. This category can then be used when importing the song in *Myriad Autotrack*.

Category – allows you to choose the category in your music library or *Myriad Autotrack* database you want the item to be in. If you are not planning on using *Myriad Autotrack* you can modify this list of categories by going to **Settings>Audio Setup>AudioWall Settings (Global) – Categories** Tab.

End Type - This option allows you to select the type of ending that best describes the Cart you are working on. The code in brackets is how it is displayed on each cart. There are five options:

- Not Specific (blank) – The ending has not been specified.
- Ends (E) – The Cart comes to an abrupt end.
- Fades (F) – The Cart fades out at the end.
- Slow Fade (SF) – The Cart fades out over a longer period at the end.
- Sustain Ending (S) – The Cart's ending is sustained for a period at the end.

The End Type is used to let the presenter know how a Cart is going to end but is also used by *Myriad Playout* to determine which Songs in an AutoFade hour can be faded early in order to hit time critical markers (Absolute Times). The logic is:-

- Not Specific – **Cannot** be faded early.
- Ends – **Cannot** be faded early.
- Fades – **Can** be faded early.
- Slow Fade – **Can** be faded early.
- Sustain – **Cannot** be faded early.

AUDIO EDIT TOOL BAR

By default the audio will open up in Preview Waveform mode enabling you to set intro, extro and hook points but if you actually want to change the audio in any way you need to 'Open for full audio editing'. This is explained a little later in this section.

TIME INFO PANEL

The Time Info Panel is an essential part of the Cart information as it contains the Timing information that *Myriad Playout* will use when playing Carts.

The key timing events are:-

Intro Start – The beginning of the Intro (the bit you can talk over). This is usually set to zero (beginning of the song) unless the song has a specific start that you do not want presenters or sweepers to clash with.

Intro End – This is normally defined as the place in the song where you would want your DJ's to stop talking or your sweepers to finish playing. Typically it is when the vocals start or maybe a drum beat kicks in.

Hook Start – The Hook start marks the beginning of the Hook. The Hook is the most recognisable part of the song and is often used as a 'teaser' for what is going to be played soon. *Myriad Playout* has the ability to play Hooks as part of an automated run so this is a useful addition to the Cart.

Hook End – This marks the end of the Hook.

Extro – This is the point that *Myriad Playout* will start the next item when it is performing an automated segue. It is typically very close to the end of the song, maybe as it is fading out.

To set them, click the small play button above the attribute you wish to set and then when it reaches the point you wish to set as that attribute click in the main box below. You can fine tune the timing use the < and > icons either side of the small play button or type in the number box the timing information in hours:minutes:seconds:milliseconds format. You could also go into Full Audio Edit Mode and use the mouse to 'drag' these points around in the Audio Edit Area by moving the mouse cursor to the top of the marker (start or end) until the cursor changes to a hand icon, then using the left mouse button drag the marker left or right.

You can fast forward and rewind by 5 seconds at a time using the < and > keys on your keyboard. You can also click inside the waveform to jump the playhead position. There are keyboard shortcuts available which you can see if you click on the **?** icon to the right of the Extro setting button. They are:-
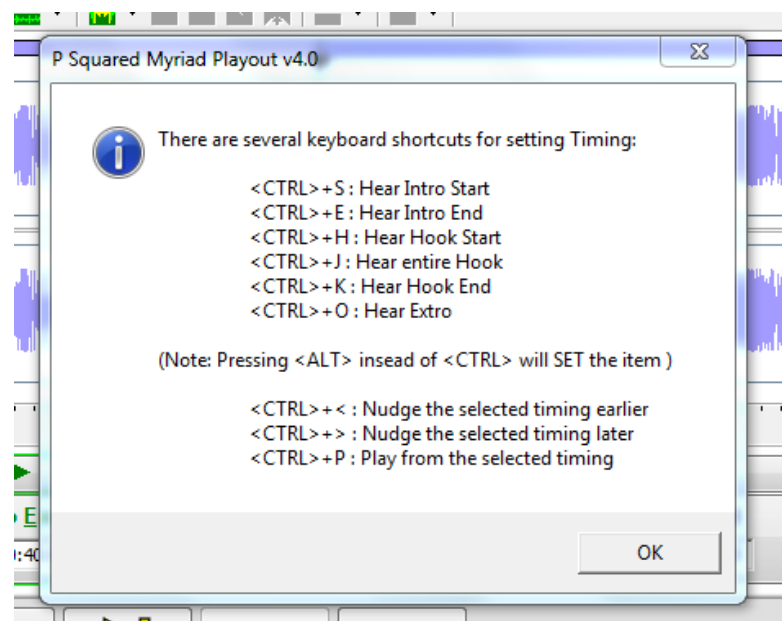
PHOTO / ALBUM ARTWORK

You can add and view pictures that have been associated with the Carts as part of the notes and information panel. Why would you do this?

The answer is that OCP can be used to do a variety of things, one of which is update your stations website, in real time, with information about the Carts that are playing and Carts that will be playing soon. This information includes text, hyperlinks, online store references (click to buy this track etc) and of course pictures. So this means that you have to have a way to attach pictures to the Carts.

You can add new pictures to the Carts by clicking on the '+' button. You can remove pictures from the Cart by clicking the 'X' button. The '<<' and '>>' buttons are used for changing the order that the pictures are arranged in on the Cart. The ← or → buttons allow you to scroll through the available pictures attached to the Carts.

Pictures associated with Carts in Myriad must be in the JPEG (jpg) format.

THE COPYRIGHT TAB

Each country has slightly different definitions for the fields that need to be included in the reports submitted to them by radio stations so it may be that some of the fields listed below are not relevant to your situation.

Product Title - The title of the Cart you are working on. Clicking on the Copy button will copy the Cart Item Title information into this field.

Music Title – The title of any music that is used in the Cart (like music used in a promo). Clicking on the Copy button will copy the Cart Item Title information into this field.

Performer – The name of the Artist performing the music. Clicking on the Copy button will copy the Artist information into this field.

Composer/Arr – The names of the composer or arranger if known.

Publisher – The name of the company who published the music used.

Record Label – The name of the record label promoting the music.

Record(ing) No. – The unique reference for the original recording that you are using. These can usually be found on the spine of commercial CDs etc.

ISRC – This is a unique identifier for the specific music track you have on the Cart. You can click on the globe icon next to the field to launch a web browser and do a lookup search for this number.

Alternate Total Duration – This allows you to set the total length or average length of the Cart. If for example it is a music bed and you normally only play 3 minutes of the 6 minute bed you may wish to enter 3 minutes in this field. By default it will use the total length of the Cart.

Alternate Music Duration – This option allows you to set the total duration of music used in the Cart. This is useful if you have a promo that is made up of speech and music as you can exclude the speech duration when calculating the copyright reports.

Copyright Code – This drop down option allows you to select the copyright code that best describes the Cart you are working on.

Rights Manage Reference – The rights manage reference if known.

THE TIMING TAB - HARDWARE

The Hardware tab allows you to add special Hardware Events to the Timing Events described earlier (in the Time Info Panel section). For each of the Timing events, you can use the drop down list to select a Hardware Line that you want to perform an action on, and then use the second drop down list to select the action that you want to take. The options are:

Set – Turn on.
Clear – Turn off.
Flash – Flash on and off continuously.
Pulse – Turn on for a short time, and then turn off.

The most common use for attaching hardware events to timing events is to use a single Cart to control the automated switching of external events such as a satellite news service.

THE TIMING TAB - COMMANDS

You can select from the Dropdown list any commands you have previously setup (see menus section). Commands can be set up to do a number of things such as carry out a simple sequence of events within Myriad, to run an external program, to send an TCP/IP command or to send a serial RS232 command via the serial port. Commands need to be set up before you can assign any. Go to **Settings>Myriad Settings>Edit Commands** to create or amend them.

THE OTHER TAB – LOOP SECTION

Myriad Playout allows you to mark a section of a Cart to be looped when it is played. This is most commonly used to create dynamic 'music beds'. You can mark a section to be looped by clicking in the box to '**Loop a section of this audio**'. Once that is selected you can type in the timecodes or go back to the audio waveform and drag the area you wish to set as the loop points, then go back to this tab and click on 'Set'. You have the option to set the loop to play for a set number of times before carrying on to the end of the Cart. You also have the ability to choose that if the play button on the cart player that that cart is in is pressed again the audio will jump to the end of the loop section and play to the end of the cart.

THE OTHER TAB – KILL DATE

This allows you to set the Cart to be deleted after a particular date. You can use *Myriad Manager* to run a report to look for these Carts and from there you can delete the Carts found.

EDITING CARTS AND AUDIO

By default when you click on the Edit button to open a Cart in SmoothEdit it will open it in Preview Waveform mode. You can change this behaviour under the 'Customise Myriad' option detailed in the How Do I section so it opens it directly in full Audio Edit mode. The focus can also be changed to be on the Waveform rather than with the Titling fields. If you find you have the Title and Artist entered in the wrong fields you can use the toggle buttons to the right of the fields to swap them around amongst the 3 lines of data you can enter.

If you want to go into Full Audio Edit Mode click on the button to *'Open for full audio editing'*. This will then change the window and you will get a toolbar enabling you to alter many things about the audio.
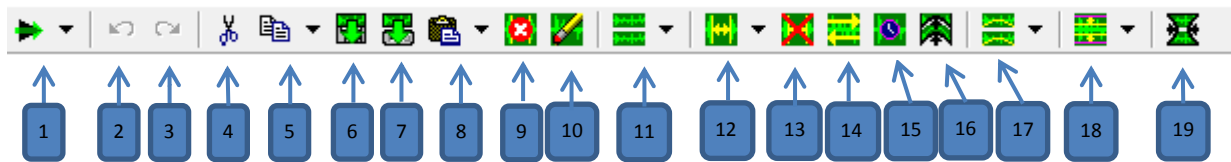
Figure 14: SmoothEdit Audio Toolbar

1 – PLAY with dropdown choices of play selected / play through / play Loop

2 – Undo

3 - Redo

4 - Cut

5 - Copy with dropdown choices of Copy to SmoothEdit Clip Area / Export selection to another Cart

6 - Export the section to a WAV file

7 - Export the section to another Cart

8 - Paste with dropdown choices of paste from the SmoothEdit Clip area / mix paste from the lip area / insert another entire cart / mix another entire cart / insert another file / Mix Insert From File

9 - Delete the highlighted section

10 - Erase the selection leaving silence

11 - Edit both channels with dropdown choices of Edit left / Edit right

12 - Insert silent audio with dropdown choice of Insert white noise

13 - Remove silences from the selection

14 - Reverses the selection

15 - Time Stretch the audio

16 - Pitch Shift the audio

17 - Audibly Compress the waveform with dropdown choices of Expand / gate the waveform / Telephone filter / Echo/ Delay / Chorus / Flanger

18 - Normalise the Selection to a set volume with dropdown choices of Change the volume of the section / Fade in the selection / Fade out the selection / Vibrato

19 - Convert the Audio File to the default Audio format (as set in *Settings>Audio Setup> AudioWall Settings (Global)*)

The editing is destructive and you have linear undo stages, so if you are attempting anything serious you may be best to make a copy of the Cart before you edit it too much, enabling you to revert back to the copy if things don't turn out the way you wanted them to.

Any highlighting you do is able to be fine tuned by clicking on the in and out markers at the top of the waveform. If you wish to move to the next Cart in the AudioWall you can click on the arrows in the top right hand corner of the SmoothEdit window or use the keyboard shortcut of Ctrl + the left or right arrow keys.

RECORD VOICE LINKS (IN BRIEF)

To record a Voicetracked link:-

1. Highlight the Song / Link that you want to be playing at the **end** of your voice link.
2. Click on the SegEdit button to enter Full Segue Edit mode.
3. Press the <space bar> key or click on the microphone icon and the end of the Song / Link you will be talking out of will start playing.
4. Put up the mic channel fader on your desk and start speaking at the suitable point, *Myriad Playout* can be automatically set to start recording (if you have this configured in your settings). Alternatively, press the <space bar> to start recording (or click on the Red Record Icon)
5. Press the <space bar> to start the next Song Link playing when you are ready (or click on the >> icon).
6. At the end of your vocal link, press the <space bar> to stop recording. If you are talking into an ad break you will need to press the spacebar twice in short succession.

   You will then be asked whether you wish to save the Voice Link. If you select 'No' you can redo your link and the recording will be deleted.

7. Hit <space bar> one final time to confirm that you want to save and you have finished recording a Voice Link.

CUSTOMISE MYRIAD PLAYOUT FOR MY LOGIN

Myriad - General

Instant Cart Options - Display the Instant Carts using 'Enhanced' mode (on by default)

Removes the cart number and intro time from the cart and makes the instant cart position number bigger and easier to read.

Clock Options - Display todays date on the Clock strips (off by default)

Show the date underneath the clock.

Accessibility Options - Use Speech Synthesis to announce selections (if setup) (off by default)

You need to have setup under Settings>Audio Setup>Audio Settings - Advanced Tab to Enable this option. You then have a choice to add it to your login or not.
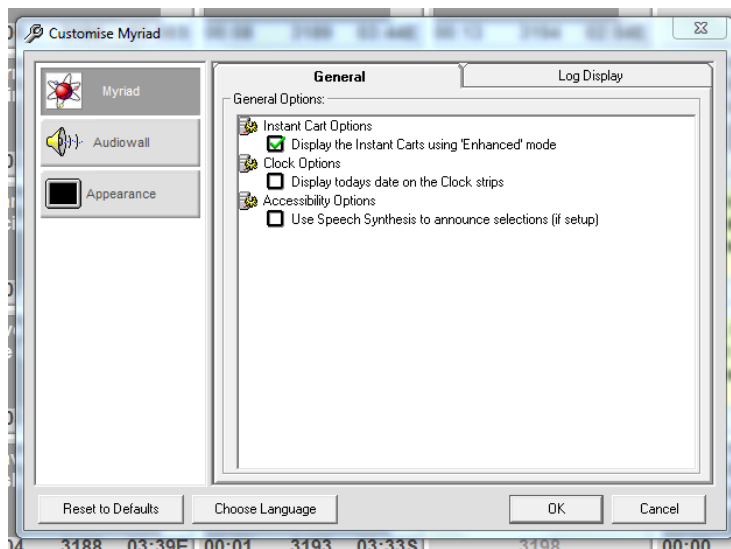
Myriad - Log Display

Display the Notes on the Information Panel (on by default)

If under Settings>Myriad Settings>Myriad Settings - Station Database Tab it has been selected to 'Display the Information Panel next to the log' this will enable you to see any notes associated with the item highlighted in the log.

Double the height of the selected 'Highlit' Log Item (on by default)

Whichever item is highlighted in the log is shown in double height spacing.

Display Pictures from the Carts (off by default)

Display Cart Numbers on the Log (on by default)

Display Edited Times on the Log (on by default)

Use Custom Log Display Fonts (off by default)

Enables you to choose the Font, Style and Size of a normal item and a highlit item.
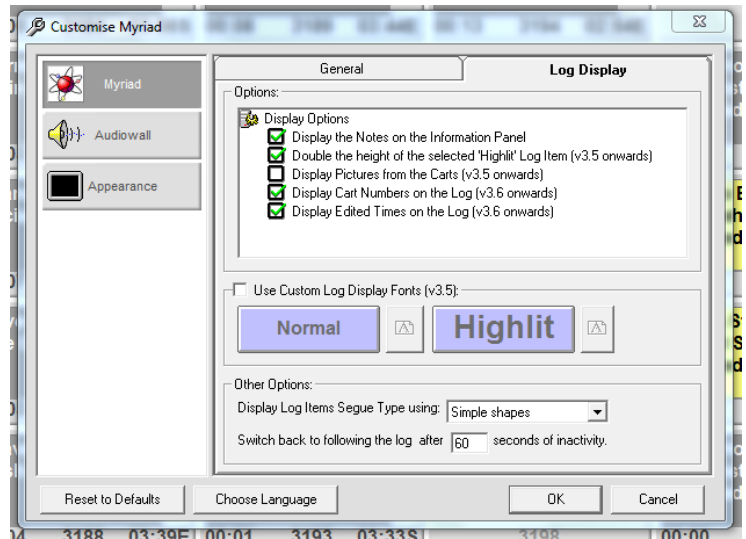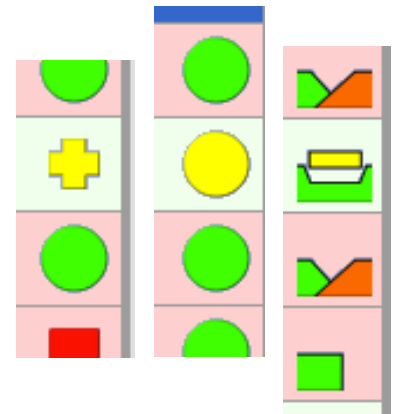
Other Options

Display Log Items Segue Type using either Simple shapes (default) / Classic / Advanced

Useful if you have any users who have problems identifying different colours or shapes. They are shown here in that order left to right.
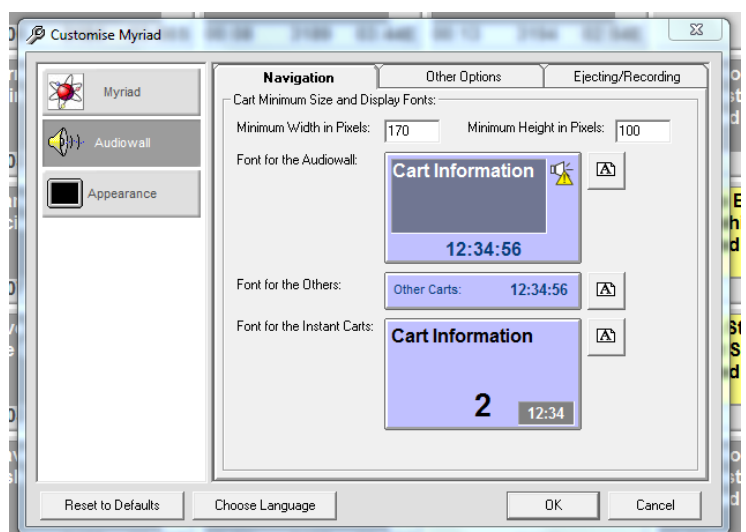
Switch back to following the log, after [60] seconds of inactivity

Enables you to change this to a duration of your choice.

Audiowall - Navigation Tab

Choose the minimum width and height of each cart and the fonts for AudioWall Carts and Instant Carts.

Other Options Tab

Personal Cart Range - enables you to choose which cart number to jump back to when you click on Home in the AudioWall, plus which carts to record into when you click on the Record button in the cart recorder. You must have edit rights to those carts as part of your inital user setup.

In this window you can also choose whether when Myriad Playout launches or your login whether you are taken to the last cart you viewed (default) or a specific cart number which you can specify.

Other items which may need explaining are the SmoothEdit Options which you have to scroll down for. There are options to 'Open the Audio for editing immediately' which bypasses the Waveform preview screen and opens the full edit toolbar on opening. You can also choose to set the 'focus' straight to the waveform which will mean you can start work on the audio straight away and you stand less chance of deleting some information lines about the Cart.

In the Ejecting/Recording window you can set the behaviour of a cart when it is ejected.

You also have the ability to change the settings for any Level Triggered Recording. You can choose between 'Always use' (default) / 'Never Use' and 'Ask first'.

In the Appearance Window you can choose how the whole application looks, including its background colour and the tab, clock and cart timing detail colours to your personal taste.

At the bottom of every window is the ability to reset to the Defaults and also change the language that *Myriad Playout* operates in.

When you are finished just click on OK.