Quick Start: The On-Air Software for Show Hosts
Section 1 – The On-Air Software

This software keeps CHMR on the air 24 hours a day, 7 days a week. It ensures that if someone doesn’t show up for their show, we will still be broadcasting something. It also keeps us on the air during the overnight hours. When you are doing your show, you are essentially telling this software to stop running while you play music and talk, and you are using it to air Public Service Announcements, Station ID's, Promo's, and Ads, along with other types of audio files.

Let's take a closer look at what's on the screen.
The log consists of a list of audio files which play one after another for a 24-hour period. Just before the log ends, the software loads the log for the next day, ensuring that we're always broadcasting. In the example above, a song called “Do You Like That?” by Lena Fayre is playing. Once it is over, it will disappear, and all of the other files will move up a space so that the “INDIE SUPPORT” station ID will be at the top of the log and playing. The file that is currently playing is always at the top of the log.

Next, let's examine a single line from the log so that we can understand what everything means.
Section 1b – A Log Item Explained

- Pause the file / Time elapsed
- Stop file from playing (never click this)
- Time remaining on this file
- Fade out this file & play next file
- File number
- File type
- Time inserted / To be aired
- File length

**Lena Fayre**
Do You Like That?
YEAR: 2015

**INDIE SUPPORT**
ROCK ID

Click here to play this file (to be used only coming out of TALK BREAK, which will be discussed later)

File is 9 seconds long and cued to play

A MEMO makes no sound. It serves one of three purposes:
1) It identifies the beginning of each hour that has been programmed into the log.
2) If there is more music than can be played in the hour, the MEMO works as a synchronization tool and removes the extra material just before the top of the hour. These MEMO's have no text, just time.
3) They contain information that must be recorded for the CRTC concerning the type of programming aired in that hour.

**Generic Music Hour**
Local, EN, Cat. 21, Type X

10:00:00
00:00
Section 1c – Navigating through the log

The blue buttons at the bottom of the screen allow you to navigate through the log as follows:

- Jump to the beginning/current time in the log
- Jump to the end of the log
- Move up through the log one file at a time
- Move down through the log one file at a time
- Jump up through the log by one page (6 log items)
- Jump down through the log by one page (6 log items)
- Jump directly to the next hour
- TALK SEGMENT

“Talk Segment” is elaborated upon in the next section.
Section 2 – Talk Segment (or talk break)

So let's talk about the TALK SEGMENT button found at the far right of the navigation bar for a minute...

Remember: the log is set up to assume that it has to provide programming for CHMR 24 hours a day, 7 days a week. It assumes that nobody is ever going to show up. This is great because if someone can't make their show, SOMETHING will air in place of their regular show.

Because the log is playing constantly, a live DJ has to STOP the log in order to do their show. We do this by inserting a TALK BREAK. This is done by highlighting where in the log you want the talk break to occur. Click on the log item occupying the space where you want the TALK BREAK to go. It will turn blue.
Then click the TALK SEGMENT button... TALK BREAK will appear in the spot you had highlighted. The file that was there, and all subsequent files will move down a spot to accommodate it.

When the TALK BREAK reaches the top of the screen (in this case, after the song by The Lighthouse and the Whaler finishes), the log will stop. Then you are able to talk or play your own music uninterrupted by the log.

To get OUT of talk break, simply press START on the file after it (in this case, a song by Spelles). The TALK BREAK will disappear, and the log will continue to play until it finds another TALK BREAK.
Section 3 – The Database

In a perfect world, a program could hypothetically consist of just one TALK BREAK. A DJ with a show from 4-5 pm, for example, could come in, remove all of the files that the computer intends to air during that time, and insert a TALK BREAK. At 5 pm, the host would click “START” on the next Top of the Hour station ID, and we’d be back in automation. Easy.

Unfortunately, this isn’t a perfect world. During your show, you are required to play Public Service Announcements (PSA’s), Station ID’s, Promo’s, and Ads. You will have to add these to the log yourself, playing them at specific times and then going back into TALK BREAK to continue your show.

In order to do this, you need to familiarize yourself with the database, which can be accessed in two ways. The most easy way is from the bottom of the screen:

If this is not showing at the bottom of the screen, click the blue “LIBRARY” tab (NOT the button marked “Library” above the database).
On the left side of the database you will see a bunch of categories.

Section 3a – The Prefixes and What they Mean

ADS - Paid Advertisements
DNA - Do Not Air. Consists of expired PSA's, Promo's, etc. Kept for posterity
IDS - Station ID's which tell a listener that they are listening to CHMR.
LCL - Locally Produced programs
MUS - Music entered into the database by dj's
NEW - News files (news breaks, interviews, intros and extros, etc.)
PRO - Promo's for different shows. (i.e. “Listen to my show Thursdays at 5 pm)
PSA - Public Service Announcements
SFX - Sound Effects
SPC - Special programs
SYN - Programs that we download from other sources and stations
TMP - Music downloaded from different promoters and labels weekly
XCJ - Canadian Jazz randomly selected to be played in the log during automation
XCN - Canadian Rock randomly selected to be played in the log during automation
XCT - Newfoundland and Irish Traditional randomly played during automation
XHH - Hip Hop randomly selected to be played in the log during automation
XJZ - Jazz randomly selected to be played in the log during automation
XML - Metal randomly selected to be played in the log during automation
XMS - Christmas Specials and Programs
XMT - Christmas Music
XOM - Non-Canadian Rock selected to be played randomly during automation
XRP - Electronica selected to be played in the log during automation
ZIN - Zingers – Station ID’s that let people know what program they’re listening to.

The categorys highlighted above are the most frequently used categorys during a show.
Clicking on one of the categories in the small left panel reveals all of the files in that category in the larger right panel. For example, clicking on "IDS" reveals all of the files in the IDS category (Station ID's). You can scroll down through the list of them using the scroll bar on the right.

To insert a file into the log, click on the file and DRAG it to the spot where you want it to be in the log.

You can also sort files in the library by clicking on their header (i.e. Category (Cat), Cut, Artist, Title, Album, etc)
Section 4 – The Anatomy of a One-Hour Long Program

The list of entries for a one-hour long program without an advertisement or a newsbreak would be as follows:

**Beginning of the Show**

- **IDS 0000** (also called the “Top of the Hour” station ID. This starts EVERY show, and will automatically appear at the beginning of your show. You will never have to insert this yourself.)
- **TALK BREAK** (This is the beginning of your show. You will either be talking or playing music)

**10 minutes after the Top of the Hour (roughly)**

- **PSA** (play a pre-recorded public service announcement of your choice from the database).
- **IDS** (play a station ID of your choice)
- **TALK BREAK** (You'll be going back to talking or playing music here)

**30 minutes after the Top of the Hour (roughly)**

- **PRO** (play your choice of Promo for somebody else's show)
- **TALK BREAK** (READ a PSA from the INFORMATIONAL PC)
- **IDS** (play a station ID of your choice)
- **TALK BREAK** (You will stay in TALK BREAK for the rest of the hour because you will either be talking or playing music)

**Section 4a – Other Parts of a Show**

**ADVERTISEMENTS**

Ads are paid for and must be aired at the scheduled time. If you have an advertisement during your program, you will be notified. It will appear immediately after the TOP OF THE HOUR ID (IDS0000), and will be identified by the prefix **ADS** on the log. In that instance, you would let the Top of the Hour ID play, allow it to run into the Ad, and then start your show.

**NEWS**

Top of the hour newsbreaks are aired between 2 pm and 8 pm, Monday through Friday. These are pre-recorded by another volunteer, and will also appear after the Top of the Hour ID as follows:

- **Top of the Hour News Intro (NEW 0000)**
- **News** (identified by name and date) (NEW 0008)
- **News Bridge** (NEW 0001) – this is the extro to the news.