How to Import News Recordings into the Database

If iMediaTouch Production is not yet open, open it by clicking its icon on the task bar, or by double clicking its icon on the desktop.
When the program opens, it will look like this:
Click on the tab marked "IMPORT FILES"

Then click the button marked, "Add Files to Import..."
The following screen will appear:
Click the arrow on the drop down box to reveal the categories into which you can place your files:

From the list that appears, select NEW:
Under “Cut Information”, select “Manual” (this allows you to name the file later on)

Check the box to the left of the word “Normalize”. Move the slider beneath it all the way to the right.
Check the box to the left of the word “Trim”. DO NOT move the slider beneath it at all.

Click “OK”
A screen much like this one will appear:
Navigate to your folder using the drop down box:

In the list that appears from the drop down menu, select "Production Data Disk (D):"
After clicking “Production Data Disk (D:)”, the contents of that folder will appear. Double click on “PRODUCTION_ROOT”.

The contents of that folder will appear. Double click on “Production Database”.

[Images showing the folder structure and file selection interface]
A screen will appear showing the personal folder for every person at CHMR. Scroll down until you find your own folder. For this example, we will use Colleen’s folder.
Click on the folder with your name on it

All of the files in your folder will appear. Click on the file you want to import (the news you just recorded), and then click “Open”
The following screen will appear:
Clear the box marked "ID", and replace the number that was in it with 0008.

A box will appear asking if you want to “Add as Rotation”, “Overwrite”, or “Cancel”. Click on “OVERWRITE”.

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Click on “OVERWRITE”. 
Clear the box marked "Artist" and replace the contents with your own name. Clear the box marked Title and enter the name of the file (i.e. "News Sept 16th 2019") Then click the button marked “APPLY CHANGES”

<table>
<thead>
<tr>
<th>ID</th>
<th>Rotation</th>
<th>Add the next cut to the same rotation set</th>
</tr>
</thead>
<tbody>
<tr>
<td>0008</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Artist:** Colleen Power

**Title:** News Thurs Sept 5th
The following screen will appear. The file that you are importing will appear at the top of the screen. Click on the button marked “IMPORT FILES (GO)”. 
You will see a red progress bar fill up left-to-right as the file is being imported.

And when it's finished, you will see something like this on the bottom of the screen. Your file has now been imported to the database!
Now that your file is in the database, you need to add it to the log so that it will get aired at the top of each hour. THIS HAS TO BE DONE IN THE MASTER CONTROL ROOM (MCR) – NOT PRODUCTION.

Move the mouse to see which computer it's working on. If it's moving on the Production computer, you'll have to change it so that it's working on the On-Air computer. To do that, tap “Scroll Lock” twice on the keyboard with the “ON-AIR/PRODUCTION” sticker on it"
The library of all of CHMR's audio files should be showing at the bottom of the screen. If not, click on the blue bar labelled “LIBRARY.”

Use the scroll bar on the left to scroll all the way down to the bottom of the categories.

Click “Refresh”
The database will refresh all of the files and reset itself so that it looks like this. Double click on the prefix NEW.

You should then see all of the NEWS files in order of ascending or descending cut number.

Use the “NEXT HOUR” button to jump right to the beginning of the next hour in the log.
You should see something like this:
By way of explanation:

This is a MEMO. It makes no sound its purpose is solely to show where (in this case) the files that are supposed to play at 10 am start.

This is what we call the "TOP OF THE HOUR" Station ID. It has to start every hour.

This (and all of the files after it) is what is scheduled to air during the 10 am hour.

Our goal is to insert the News Intro (NEW0000), the News you recorded (NEW0008), and the News Extro (NEW0001) between the TOP OF THE HOUR station ID, and the programming that follows it.

(SEE NEXT PAGE)
STEP 1: In the library, click on “NWS0000 – CHMR News – Newsbreak Intro”, drag it, and drop on top of the file under the TOP OF THE HOUR station ID (in this case, that would be “Alternative Radio”)

![Image of library interface with highlighted file drop action]
The Newsbreak Intro will appear after the TOP OF THE HOUR Station ID. “Alternative Radio” will move down.

**STEP 2:** Next, do the same for the news file your recorded (NWS0008), dropping it after the Newsbreak Intro (on Alternative Radio)

The news you recorded will now appear just after the Newsbreak Intro.
STEP 3: Add the Newsbreak Outro (NEW0001) by dragging and dropping it after the Newsbreak (once again, in this example, on top of “Alternative Radio”).
The news intro, newsbreak, and outro have now all been added to the log.

**STEP 4:** Click the “NEXT HOUR BUTTON”. Go back to STEP 1 (4 pages back) and add the same files to all hours until 8 pm.