TTN: Recording, Editing & Duplicating

Overview

The recording system has three main components. The Anker unit, the laptop computer and the duplicators.

Anker conference mic and speaker.

The Anker automatically controls the audio level for the active reader and to an extent can reduce background noise. It will 'focus' on the active reader but it is always sensitive to other noises such as paper rustling, creaking chairs and anything making physical contact with the table. It should be positioned centrally to be as near equidistant from each reader as possible.

Laptop PC

The laptop computer runs the record and edit software. It saves the audio from the Anker in an uncompressed format and allows the engineer to pause recording and to start the next track. When paused the edit interface opens enabling the track to be edited or deleted. The laptop has a touchscreen interface or the track pad or shortcut keys can be used to control the recording session.

After all the tracks have been recorded and the end of the recording session confirmed, two master USB sticks are inserted. The recorded TTN tracks and the current magazine are then copied automatically in MP3 format to the USB sticks.

Duplicators

There are two duplicators on the truck, these are used to copy the master stick recordings to multiple USB sticks, which are then inserted in the wallets and sent to listeners.

Each duplicator displays a tally of the total number of sticks successfully copied.

A maximum of 99 tracks can be recorded. In practice a TTN recording will have between 20 and 25 tracks depending on the editorial content. An individual track shouldn't exceed 5 minutes, although some items such as the death notices or lead stories may be longer. If a reader has multiple items to read that are unrelated they should be recorded as individual tracks.

Either the Tynedale Talking Magazine or The Northumbrian magazine will be added to the TTN on the USB sticks (see page 4).

Confirm with the team leader which magazine it will be. This schedule is shown on the TTN rota in the red binder

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Preparing to Record

- Set up the truck, and plug in the power lead. The truck is only used for duplicating the sticks.
- Put the laptop and the Anker on the table, the Anker should be approximately equidistant from each reader
- Connect the Anker to the laptop and connect the laptop power lead (from the truck)
- Switch on the laptop, the Anker will start as well (if not press the power button on the Anker). Log on to the laptop by typing in the password. The recording app will load automatically.
- The record and edit interface will appear, ready to begin the session.
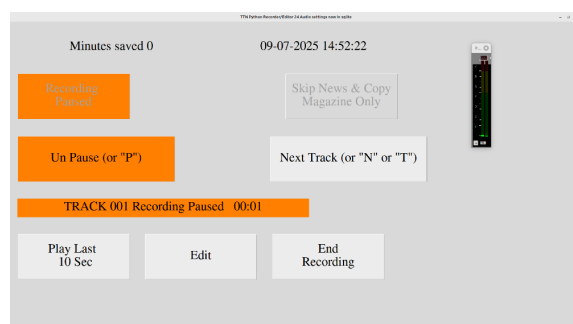

Check…….
- ✓ Ensure that all present have set mobile phones to silent.
- ✓ Use the metal framed chairs, the wooden framed chairs creak!
- ✓ Remind readers to wait for your signal before they begin reading
- ✓ Remind readers to signal the imminent end of a track to the next reader

Recording

- The laptop has a touchscreen and can be controlled by touching the on screen buttons or by using the trackpad to position the cursor over a button and clicking or by pressing a key.
- Press the 'Start Recording' button. The first track will begin recording. Cue (gesture to) the first reader to begin reading.
- The recording can be paused and restarted at any time by pressing the 'Pause / UnPause' button or the 'P' key


Check……
- ✓ The level meter is moving in tandem with the reader speaking.
- ✓ The track length is increasing
- ✓ The recording is not Paused
- ✓ The track number has incremented by 1 after each 'Next Track'

- When the current reader ends and hands over to the next reader, press the 'Next Track' button or 'N' key, check the track number has incremented by 1 and cue the next reader to begin reading. **There should be a pause of 1 or 2 seconds between tracks to give some space when the recording is played continuously on the listener's player.**
- If the reader has two or more medium or long articles each one should be on a separate track. The reader should silently indicate they are starting a new article, press the 'Next Track" button as above including the 1 or 2 second pause.
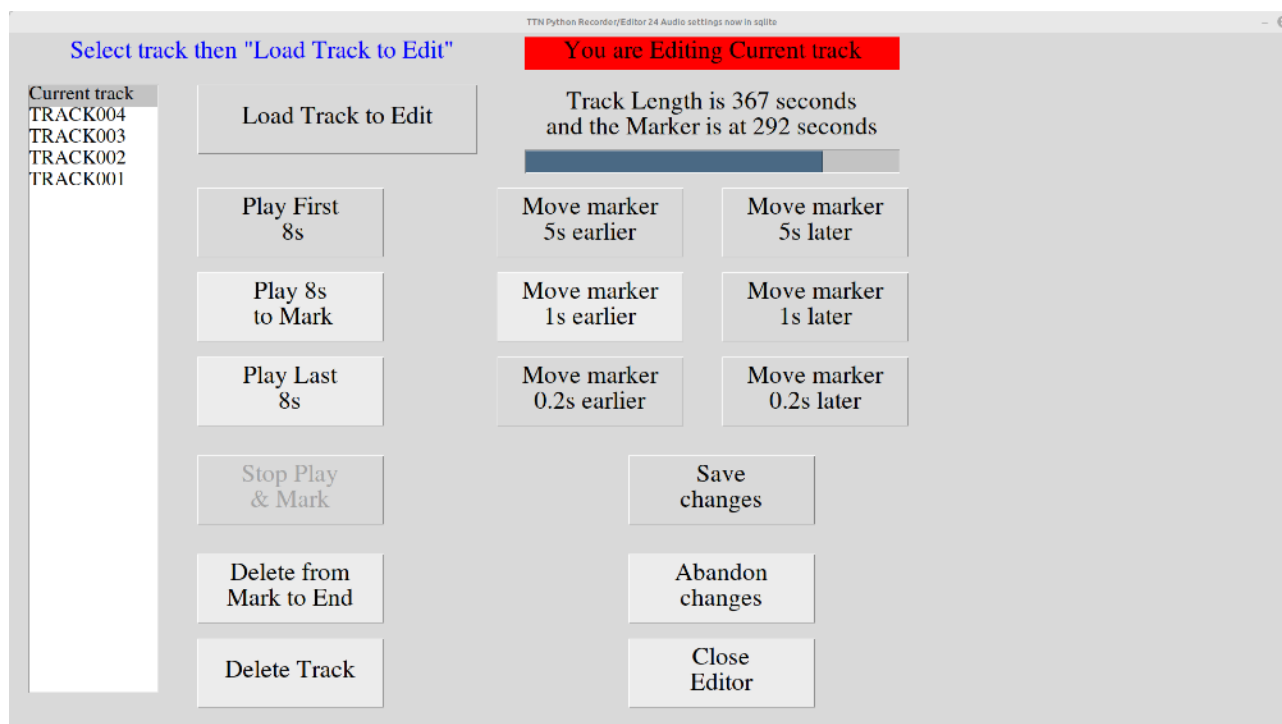
Editing

Sometimes a reader will need to stop and re-read an article. If this happens then first press 'Pause' to stop recording. When paused the Edit button on the screen is active and clicking on it opens the editor. Usually you want to edit the current track, which is highlighted by default but you can select another track. When the recording was paused a 'Mark' was placed 8 seconds before the pause as represented below
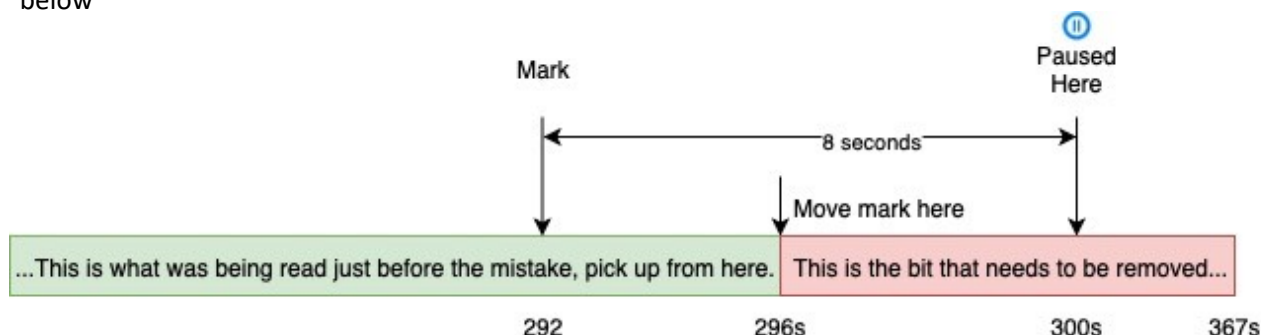
The 'Mark' is the point where the track will be split, keeping the audio before and deleting the audio after. Agree with the reader where this should be, after the edit they will continue to read from that point. If they only recorded a short piece it may be easier to start over, in which case click on 'Delete Track' then 'Save Changes'. The recorder screen will re-appear. As the track has been deleted, click 'Next Track' to continue.

In the example the mark is before the desired edit point but it could be after.

- Decide if the Mark should be moved later or earlier
- Use the Move buttons to move the Mark, in the example 4 seconds later is needed (5 seconds later & 1 second earlier or 1 second later x 4)
- Click 'Play 8s to Mark' and listen to check the 'Mark' is in the right place. Adjust again if needed.
- When the Mark is in the right place click 'Delete from Mark to end' - 'Save Changes' - 'Close Editor'
- The recorder screen will re-appear, click 'UnPause' and cue the reader to continue reading.

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Continue recording, remembering to click 'Next Track' between each reader.

When between 60 and 70 minutes have been recorded, at the end of a round, pause recording and discuss with the team how many more rounds to do before ending. If you paused after the last reader in the cycle start recording by clicking 'Next Track.'

After the Team Leader has read the "outro", track pause again for the team leader to gather any phone numbers that were read out and then restart using 'Next Track'. After the numbers have been read press 'Pause' and confirm everything has been read.

Check……

✓ 20 to 25 Tracks are recorded (it varies)
✓ 80 to 90 minutes are saved (it varies)
✓ Confirm everything has been recorded
✓ Click 'Confirm End and Open Copier'

Copying & Duplicating

The next stage is preparing to duplicate the recording on to the USB sticks. The system will process the TTN tracks to convert them to the MP3 format used by the audio players and adjust the volume of each track to make the level consistent between readers. After ending the recording the Magazine Selection screen will open. Set and confirm the appropriate magazine.

Check……

✓ The selected magazine matches the schedule in the rota (red binder & website) and team leader's intro.
✓ Confirm the selection

✓ After the screen changes insert two master sticks in the laptop sockets labelled 'Master'
✓ Check two sticks are confirmed inserted
✓ After the copy completes remove the sticks and check the recording using the USB player in the truck
✓ If OK exit the recorder program

The master sticks are kept in the similarly labelled small plastic tray in the truck.

After the recorder program is exited the admin program will then open and label scanning can commence. The files are uploaded to the server for the online TTN in the background.

Duplicating

Switch on the duplicators and wait for them to boot up and self check.

Check the display shows '**1. Copy and Compare**' and then press 'OK' on both duplicators.

Insert the master sticks (bumps facing down) into the top left slot labelled 'Source' in the duplicator.

The duplicator will read and validate the stick and the green light will flash, this takes about a minute. When the green light stops flashing and the display shows '**Copy**' (top right), duplication can begin.

<u>DO NOT REMOVE THE MASTER STICKS</u>

✓ Fill the empty slots with listener sticks from the box with the most sticks

✓ The green light next to the slot flashes while copying

✓ When all the lights stop flashing remove a stick and check it using the player

✓ If OK remove the rest of the sticks, leaving the master stick in its slot and put them in the pile ready for sending in the wallets. (If you inadvertently remove the master stick, put it back in its slot and check a copied stick in the player after the next pass)

★ If a stick has a red light or no light remove it and reinsert in a different slot with the next batch to be copied. If it's ok add to the pile, if not put it in the Sin Bin

✓ Continue until there are enough sticks, each duplicator displays a running total. The admin screen on the laptop indicates the number of sticks needed.

Packing Up

Once the sticks have been duplicated and put in the wallets, double check with the team that enough sticks have been copied. Remove the master sticks and put them in the 'Master Sticks' box

Return all items to the truck putting the laptop and Anker unit in the hidden compartment, put the large storage boxes on top of the compartment cover.

Unplug the power cable and stow it in the recess on the back of the truck.

✓ Return the truck to the office, switch off the lights and lock the door.

✓ <u>RETURN THE OFFICE KEY TO THE PLACE YOU RETRIEVED IT FROM</u>

✓ With the team leader, check the room windows are closed and locked, all lights switched off and that everyone has left the building.

✓ Lock the main door and return the key to the key safe box.