

Myriad v3
User Guide

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













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














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Chapter 1 – Getting Started

In this Chapter we will look at the basics of Myriad; including what it is, what is included in the standard package, and what you can add to the Myriad Suite to expand its functions.

We will then look at how to get Myriad installed, licensed and set up using the standard (default) settings.

Finally, we will look at the general layout of all of the major screens in Myriad and see the information and tools that they offer. This Chapter provides a useful introduction and overview to the system as well as a handy reference for future use; however, all subjects will be covered in more detail in subsequent Chapters.

General Overview

Myriad is an audio playout system designed for use in broadcast radio environments, production studios and almost any situation where ‘on demand’ audio playback is needed. The system is designed to be used in live situations when the operator controls the flow of audio as well as in automated environments with the system performing a number of tasks without human intervention.

The most common application for Myriad is as a playout system in a broadcast radio studio and this User Guide will concentrate on using Myriad in this way, however, many of the tools and techniques we will look at are applicable to a broad range of applications.

What Is Myriad?

Myriad is actually a single software program that forms part of a larger package known as the Myriad Suite which is designed to provide a complete solution for radio stations of all types and sizes. Myriad’s job is to store all the music, jingles, adverts, promos and any other audio that the station needs, and to provide fast and simple access to this audio for playback ‘on air’, either manually by the DJ, or automatically when the station is unattended.

In general, software packages that perform this role are known as ‘playout systems’ and whilst playout systems by different manufactures differ in the level of functionality they offer and how they work, the general concepts behind most playout systems are the same.

The list below very briefly outlines Myriad’s key functions:

- **Audio Wall** – 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 Audio Wall. The Audio Wall is central to all of the products in the Myriad Suite.
- **Instant Carts** – These are shortcuts to particular Carts and can be accessed with a single key press (or click) making them act like ‘hot keys’. Instant Carts can be arranged into sets of 20 and can be linked to specific Users or available to all Users on the system.
- **The Database** – This provides an alternative way of browsing the audio or Carts that you have on your Myriad system by displaying a copy of the Songs and Links that you have added to your AutoTrack or AutoTrack Pro music scheduling system. This allows you to browse the Songs and Links on your system by Category, Artists or Type as well as perform more thorough searches. If you do not use AutoTrack or AutoTrack Pro, you will still be able to use The Database function but to a more limited capacity.
- **The Log Screen** – The Log Screen (known as Q-NXT in Myriad v2.6) displays a manually or automatically scheduled ‘log’ of Songs, Links, Adverts, Commands and Events that make up a typical radio show. In a Live Assisted show, Myriad will run through the items in the Log and automatically load them into the Cart Player for playback ‘on air’. The presenter controls when items are played, and where they appear in the Log, and by combining the Log Screen with the Audio Wall and Database screens can make alterations to the Log as necessary. The presenter can also elect to make Myriad automatically start the next item when the current one has finished. This is commonly referred to as a ‘segue’ and forms an important part of Myriad’s functionality. In an automated environment, Myriad can playback the items in the Log automatically, allowing you to operate your station unattended for extended periods of time. In addition to audio items (such as Songs and Links), Myriad can also handle a number of additional commands or events in the Log to allow your automated programming to interact with external sources, back-time to time critical events, and include pre-recorded voice links (sometimes called Voice Tracking) to your automation to make it sound as ‘live’ as possible.
- **Cart Player** – The Cart Players are used to actually play audio items and Carts using the PCs’ sound cards. In general, Myriad requires a minimum of three Cart Players to function correctly and each Cart Player is usually configured to use an individual sound card output. This is most commonly achieved using multi-channel sound cards such as the Echo Layla 3G or the Midiman Delta 10/10 each of which has four individual stereo outputs. These individual outputs are usually connected to separate faders on your mixing console so you end up with four Cart Players in Myriad that appear on four faders on your mixing desk and you can use them just like normal CD or Mini Disc players.

As you can see, even on a very basic level, Myriad provides a great deal of diversity and functionality. In the coming Chapters, we will examine each area

within Myriad in a lot more detail and you will learn how to use Myriad to get the best results for your station and make your life as easy as possible but before we look at Myriad in any more detail, let's look at the wider Myriad Suite of products and their general role.

The Myriad Suite of Products

As discussed in the previous section, Myriad itself is actually part of a Suite of products designed to combine to offer stations of all sizes a complete solution for all their broadcast software needs. It is possible that your station will only need to use some of the products in the Myriad Suite and combine these with other 3rd party applications.

The Standard Myriad Suite

Myriad – Provides playout and automation facilities as well as acting as the primary way to add, access and manage the audio on your system. Myriad is the product the presenters will use in the studio to help present their radio programs.

AutoTrack – Provides Song and Link scheduling facilities to produce a 'Schedule Log' for either Live Assisted or Automated playout. The Schedule Log that AutoTrack produces is imported into the Log Screen in Myriad.

Advanced Advert Manager – This application allows you to either manage Clients and Adverts for yourself or import pre-scheduled advert breaks for 3rd party advert scheduling systems (often called Traffic systems). If you are using the Advanced Advert Manager to manage adverts, it can also be used to schedule the advert breaks and guard against the clashing of unsuitable adverts.

CD Ripping Module – This expansion to the Audio Wall found within Myriad allows you to 'rip' audio from compatible audio CD's as if the audio were standard data files. This means that the digital quality of the audio on the CD is preserved and the audio on the CD can be transferred at a faster than 'real time' rate. The CD Ripping Module can even look up Title and Artist details for a track on the web.

OCP – The Online Content Processor allows you to add and control additional information (such as text and pictures) to compliment the audio, for delivery on compatible digital platforms such as DAB and the Web. Want to send 'now and next' information to your web site? No problem!

Log Importer – This tool is only necessary when you are using a 3rd party music scheduling system (such as Selector™ by RCS™) to generate the schedule that you want to import into the Log Screen in Myriad.

SmoothEdit – SmoothEdit is a simple Audio Editor utility that is built in to most studio-based Myriad systems to allow simple editing and manipulation of audio. Not all Myriad terminals need Myriad.

Optional Additions to The Myriad Suite

AutoTrack Pro (optional) – This optional addition to the standard Myriad Suite expands the scheduling capabilities of AutoTrack to offer greater flexibility and control over the generated schedule. AutoTrack Pro is recommended for use in commercial radio stations or stations that have specialised music formats.

Myriad STS (Split Transmission System) – As the name suggests, Myriad STS is used when you wish to use Myriad to deliver program content to different geographical areas or transmission chains. If you want play different adverts and jingles on the different transmission paths then you will need Myriad STS.

Voice Tracking (Local & Remote) – This adds voice tracking capabilities to your system. You can voice track either locally using Myriad or remotely using the Remote Voice Tracking software.

The Advanced Tools Pack – Offers a range of additional tools and utilities that some users may find very interesting. The Advanced Tools Pack includes:

- **Audio Wall Linkifier & De-linkifier** - Exports all of the Carts on your Audio Wall to a specified file location and format and then links the Carts on the Audio Wall back to the freshly exported files. *Example use - need to have common audio file storage between Myriad and another playout system? The Delinkerfier does the same in reverse.*
- **Audio Wall Lister** - Command line tool for exporting a text list of all the Carts in a specific range on your Audio Wall. *Example use - export a list of Carts for a 3rd party system such as Broadnet(tm).*
- **Audio Wall Information Importer** - Allows you to import a Cart's title, artist and timing information from a CSV (comma separated variable) text file.
- **Audio Wall Title Compactor** - Works through an Audio Wall moving description lines around on the Carts. *Example use - in your Myriad v2 system, you used to have Title on line 1, nothing on line 2 and Artist on line 3. Now you have Myriad v3 you need to move all the line 3 info on to line 2.*
- **Audio Wall Title Re-mapper** - Similar to the Title Compactor but this utility allows you to shift stuff around in a more flexible way. *Example use - need to switch the Title and Artist fields over on your Audio Wall, this will do it for you.*
- **Configuration Removal Tool** - Removes all previous configuration data from the PCs' registry so that you can ensure you have a clean

slate to start again with. *Example use - want to reinstall with a totally clean sheet.*

- **Station Log Exporter / Importer** - A really powerful tool! This allows you to select a section in your scheduled Station Log (formerly known as the Q-NXT log in Myriad v2) and export it as a file. This would not be much use unless you could import it again later. Luckily the Station Log Exporter allows you to do just that. *Example use - take a Voice Tracked show, export it and then re-import a few days later into the log to reuse it.*
- **Log Importer (music & advert log importer)** - This tool is used to import music and advert logs from 3rd party scheduling systems such as RCS Selector(tm) or Broadnet(tm). This tool is included with all Myriad licenses but if you want your Program Controller or Traffic Manager to be able to import their respective logs from their desktop PCs, but you don't want to pay for a Myriad license for them, then the Advanced Tools Pack is the way to go.
- **Multiple Audio Format Import Utility** - This stand alone import utility allows you to import single or multiple audio files directly into your Myriad Audio Wall. The difference is that this baby can import files in a range of linear and compressed formats including MP2, WMA, Ogg Vorbis and MP3. The import utility will import the files, convert them to your standard Myriad format, trim any silence from the beginning and normalise them to your standard Myriad level. You can also import linear files and rip tracks from CD even if you do not have Myriad installed on the machine. So if you regularly need to import WMA or MP3 files then this tool may be for just what you need.

More tools are being added all the time so please visit www.psquared.net for more up to date details.

For more details on the individual components in the Myriad Suite, please refer to the appropriate documentation. You can also find additional information at www.psquared.net

Installing Myriad

To install the software, place the CD in your computer's CD drive and the installation page should automatically open. Choose the Product installation from a menu similar to this:

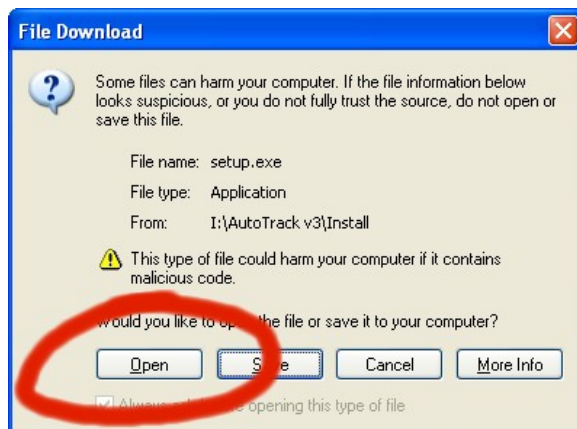


PLEASE NOTE:

The Supplemental End User License Agreement for P Squared Software ("Supplemental EULA") can be found at [http://www.p-squared.com/Support/SupplementalEULA.htm](#). You should read and understand this document before installing any of the P Squared Software products.

Documentation for the products you are about to install can be found on the accompanying Documentation CD or can be downloaded from the website. You will need to have a copy of Adobe® Acrobat Reader™ installed onto your system to view these files correctly. To

Click on the hyperlink to start the installation and click on Open when the Open / Save screen appears.



For Windows 2000



For Windows XP



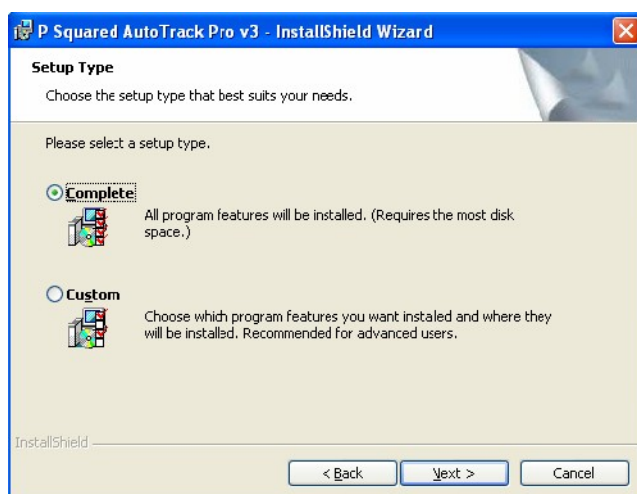
For Windows XP Service Pack 2 (SP2)

This will start the InstallShield installation process. Follow the on-screen instructions to install the software.

NB: Please read the EULA (End User License Agreement) fully before installing any product.



When you are given the option, select Complete setup type.



Click on Next again to start the install process. After a couple of minutes, your installation should be complete and you will be ready to run Myriad for the first time. Next we need to deal with licensing.

NB: AutoTrack Pro installation screen shots have been used in this section as no Myriad installer screen shots were available at time of writing. The procedure is the same for both products.

Licensing Myriad

Myriad v3 uses an advanced licensing system to prevent software piracy and to safeguard the future of Myriad™ and other P Squared Ltd products.

The advanced licensing procedure generates a special code (called a PSQUISH) that is unique to your computer. The first time that you activate Myriad you will need to provide this code to P Squared Ltd in order to complete the licensing process. Subsequent codes can be obtained automatically (assuming you have web access) but you may have to contact P Squared Ltd periodically in the future.

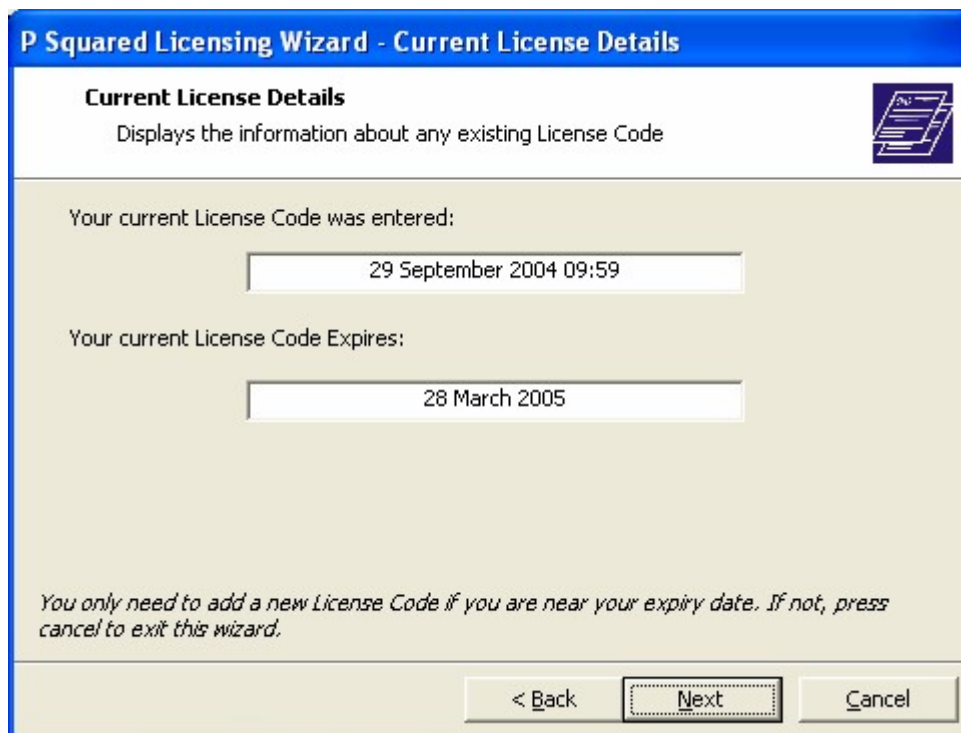
Manually Obtaining a License Code

The standard licensing procedure for manually obtaining a license code is:

1. Select the License Code option from the Tools menu. The License Wizard will run automatically the first time that you run Myriad, or if you run Myriad once your license has expired.
2. If this is the first time that you have licensed Myriad (or you have not ticked the option to skip the introduction screen the last time you entered a license code), the introduction screen will be displayed.



3. Read the screen and then tick the "Skip this screen in the future" option unless you want to read this introduction each time. Then click Next.
4. You will then see a summary of the current license status of Myriad. In the example below, you can see that we currently have a valid license that is not due to expire for some months. If you are entering a license for the first time then this information will be blank. If you wish to proceed, click the Next button.



5. If you do not need to license Myriad, the License Wizard will warn you before you proceed to the next screen, if you want to proceed anyway then click on OK.
6. The next phase is to enter your registration details. You will only have to do this the first time; the information will be loaded automatically on subsequent license procedures.

The first thing that you have to enter is your P-SQUID (P Squared Unique ID) which is your P Squared unique customer ID and will be provided by P Squared. Your P-SQUID will be at the top of all quotes, or purchase orders that you receive from P Squared and should be quoted whenever you contact P Squared. To enter or alter your P-SQUID, click on the Change button and type in the new P-SQUID.

The screenshot shows a software window titled "P Squared Licensing Wizard - P-SQUID and Personal Details". The window has a blue header bar with the title. Below the header, the main area is titled "P-SQUID and Personal Details" and contains the subtitle "Details about your Company/Station as well as your Contact Details". There is a small icon of a document with a magnifying glass in the top right corner of the main area.

The main content area is divided into sections. The first section says "Your 'P-SQUID' is used to uniquely identify your Company/Station by P Squared" and shows a text field with "PSQUARED" and a "Change" button next to it. The second section says "You need to give your Contact Details to confirm your identity" and contains a text box with the following information: "Contact Name: Liam Burke", "Company: P Squared Ltd", "Address: Victoria House, 82 Beverley , Hull, HU3 1YD", "email: liamb@psquared.net", and "Telephone: 01482 383700". There is a "Change" button to the right of this text box. At the bottom of the window, there is a navigation bar with three buttons: "< Back", "Next", and "Cancel". The "Next" button is highlighted with a dashed border.

P Squared Licensing Wizard - P-SQUID and Personal Details

P-SQUID and Personal Details
Details about your Company/Station as well as your Contact Details

Your 'P-SQUID' is used to uniquely identify your Company/Station by P Squared

Your P-SQUID:

You need to give your Contact Details to confirm your identity

Contact Name: Liam Burke
Company: P Squared Ltd
Address: Victoria House, 82 Beverley , Hull, HU3 1YD
email: liamb@psquared.net
Telephone: 01482 383700

You can think of your P-SQUID as your 'Account Number' with P Squared - as well as Licensing, it is used for everything from Quotes to Invoices, as well as Technical Support.

Next add in your contact details by clicking on the Change button by the contacts summary window.

P Squared Support (Personal Details)

The following information will be used to process your Support and Licensing requests. This information is held completely confidentially, and will not be disclosed to any third parties.

OK Cancel

Contact Name:
Liam Burke

Company Name (optional):
P Squared Ltd

Address (optional):
Victoria House
82 Beverley
Hull
HU3 1YD

Email Address:
liamb@psquared.net

Telephone number (optional):
01482 383700

● = REQUIRED FIELD


You are required to enter your name and a valid email address; these details will be used when processing requests for 'online' license renewals in the future. You may also fill in the additional information if you wish. Once you have finished, click on OK to return to the main wizard and then click on Next to move on to the next step.

7. The next step in the license wizard allows you to enter the License Name and Features Code for the product. Both of these will be provided by P Squared with the purchased product, or we can give you the details over the phone.



P Squared Licensing Wizard - License Details

License Details
Confirm the 'License Name' and the 'Features' you have purchased.

Enter your 'License Name' exactly as supplied by P Squared and then click "Set"

License Name: 


Enter your 'Features Code' exactly as supplied by P Squared and then click "Set"

Features Code:  

*This code allows: Standard audio editing facilities
as well as editing of other related
information such as titles and timing*

*If you need to change your 'License Name' or 'Features Code', P Squared will need to issue
you a new License Certificate and 'License Code'. After you entered the 'License Name' and
'Features code', click the respective "Set" buttons to store the details.*

Type in the License Name exactly as it is given to you by P Squared and then click on the Set button. Repeat the same procedure for the Features Code.

NB: *It is possible to obtain a Features Code 'online' by clicking on the  button. When you select this option, the progress of the 'online' Features Code generation is shown on screen and if a code is successfully generated, it will be added to the Wizard window. Please note that this option will generally only be available to existing customers who have licensed Myriad previously.*



P Squared Licensing Wizard - License Details

License Details
Confirm the 'License Name' and the 'Features' you have purchased.

Enter your 'License Name' exactly as supplied by P Squared and then click "Set"

License Name: 

Enter your 'Features Code' exactly as supplied by P Squared and then click "Set"

Features Code:  

This code allows: Standard audio editing facilities

If you need to change your 'License Name' or 'Features Code', P Squared will need to issue you a new License Certificate and 'License Code'. After you entered the 'License Name' and 'Features code,' click the respective "Set" buttons to store the details.

< Back Cancel

Once the License Name and Features Code have been set, you can alter them by clicking on the appropriate Change button. If you are happy however, click on Next to proceed.

8. The next screen allows you to choose the method that you want to use to obtain your Myriad license code.

P Squared Licensing Wizard - License Method

License Method
Select the licensing method to use

☐ **Manually enter a new License Code**
Displays the current 'P-SQUISH' and allows you to manually enter a new License Code.

☒ **Obtain a License Code Online**
Automatically get a new License Code online from a P Squared Licensing Server.

☐ **E-mail a License Code Request**
Send an e-mail to P Squared Licensing with all the necessary information.

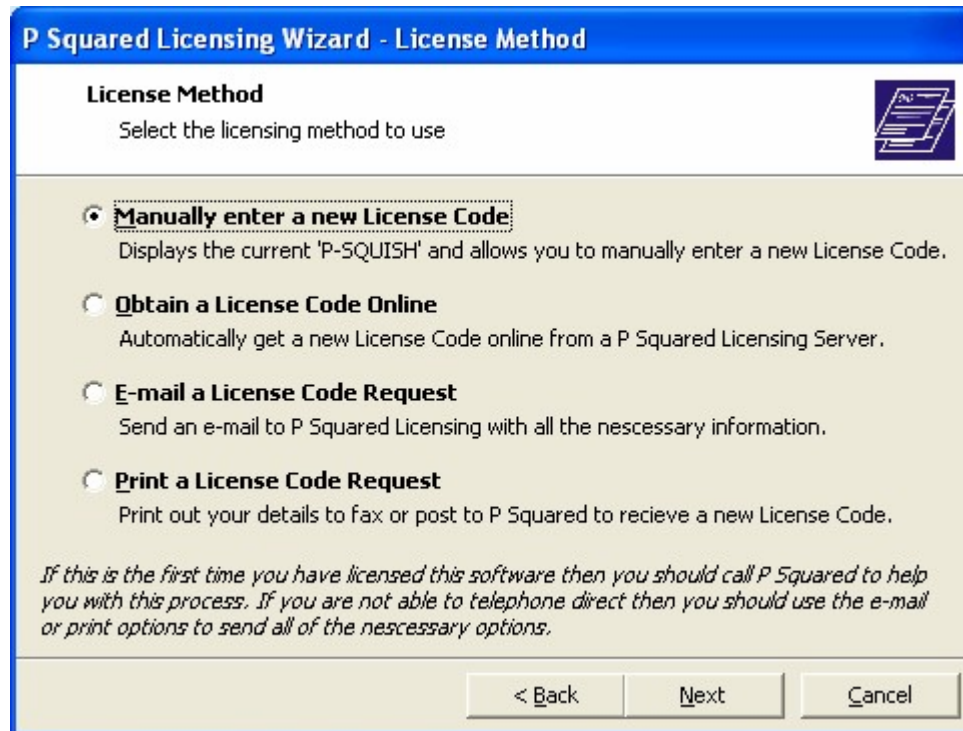
☐ **Print a License Code Request**
Print out your details to fax or post to P Squared to receive a new License Code.

If this is the first time you have licensed this software then you should call P Squared to help you with this process. If you are not able to telephone direct then you should use the e-mail or print options to send all of the necessary options.

< Back Cancel

Each option is explained on screen as you can see from the image above.

In this case, let's assume that we want to manually enter the code and we intend to phone P Squared to give them the details needed to activate the product. Select 'Manually enter a New License Code' and then click on Next.




9. The next screen displays the P-SQUISH code which is a unique code that is used to generate your Myriad license. The P-SQUISH is unique to your contact details, the PC you are working on, and the time and date that you generate it.

P Squared Licensing Wizard - Enter a License Code

Enter a License Code
 Gives the current 'P-SQUISH' and allows you to enter a new 'License Code'


To prevent anyone being able to take a copy of your software and use it illegally, P Squared uses a custom designed licensing system. Below you will see your "P-SQUISH" which is a unique sequence of characters that can only come from this computer. P Squared will provide a matching 'License Code' that will only work with this 'P-SQUISH'

P Squared Unique Individual Serial Hash (P-SQUISH):

XXXX XXXX XXXX XXXX XX 

This P-SQUISH is only valid until: 09 October 2004

New License Code:



The P-SQUISH above is time-dependent and it is important that you contact P Squared Licensing before it expires or they will be unable to issue you a compatible 'License Code'

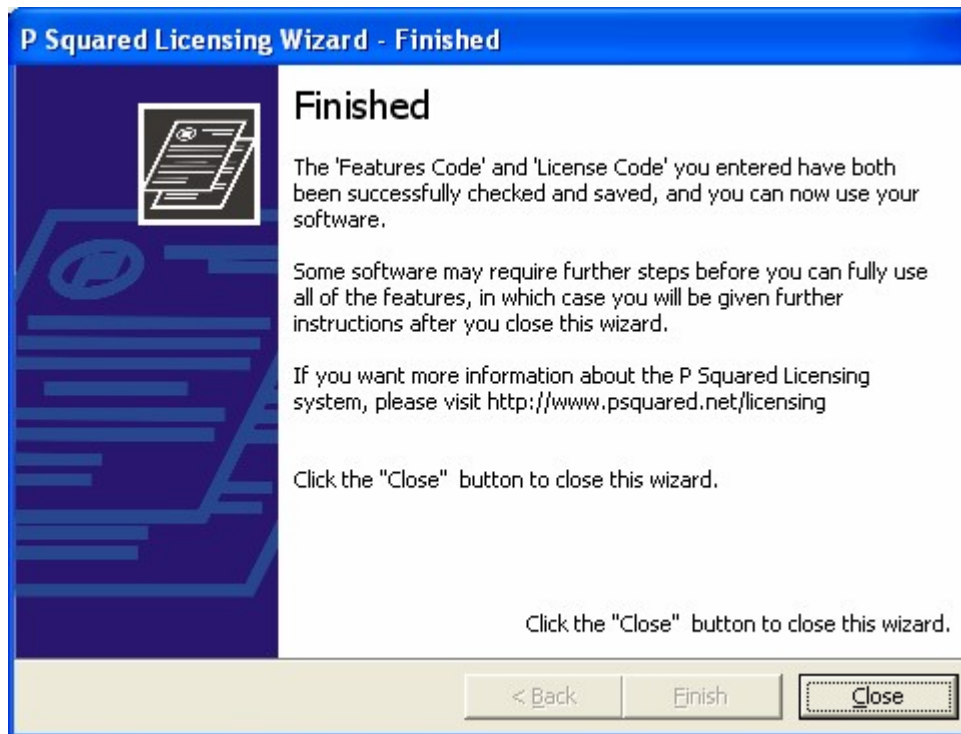
< Back Finish Cancel

The P-SQUISH is only valid for a few days so you should contact P Squared as soon as possible to let them have your P-SQUISH code. You can do this either by:

- Telephoning: +44 1482 383700
- Emailing: licenses@psquared.net
- Faxing To: +44 1482 383701

Once P Squared has a valid P-SQUISH code, they will then provide you with a License Code that you need to type into the New License Code part of the screen before finally hitting Finish.

10. Clicking on Finish will end the licensing process. A short summary screen will be displayed before you can proceed on to using Myriad.



Automatically Obtaining a License Code

In general, the first license code that you receive will have to be processed manually but once all your details are registered with P Squared, subsequent licenses can be obtained 'online' without the need to contact us. This means that you can renew your license at your convenience provided your PC has a web connection.

To obtain a license code 'online' follow these steps:

1. Select the License Code option from the Tools menu.
2. The introduction screen is usually skipped when renewing a license. In this case, the first screen you will see is the Current License Details screen which shows you when the current license was entered and when it is going to expire.

P Squared Licensing Wizard - Current License Details

Current License Details
Displays the information about any existing License Code

Your current License Code was entered:

05 October 2004 12:54

Your current License Code Expires:

28 December 2004

You only need to add a new License Code if you are near your expiry date. If not, press cancel to exit this wizard.

< Back Next Cancel

- Click on Next to move on to the P-SQUID and Personal Details screen. You only need to alter the information on this screen if it has changed. If not, click on Next to move on to the next screen.

P Squared Licensing Wizard - P-SQUID and Personal Details

P-SQUID and Personal Details
Details about your Company/Station as well as your Contact Details

Your 'P-SQUID' is used to uniquely identify your Company/Station by P Squared

Your P-SQUID: PSQUARED Change

You need to give your Contact Details to confirm your identity

Contact Name: Liam Burke
Company: P Squared Ltd
Address: Victoria House, 82 Beverley , Hull, HU3 1YD
email: liamb@psquared.net
Telephone: 01482 383700

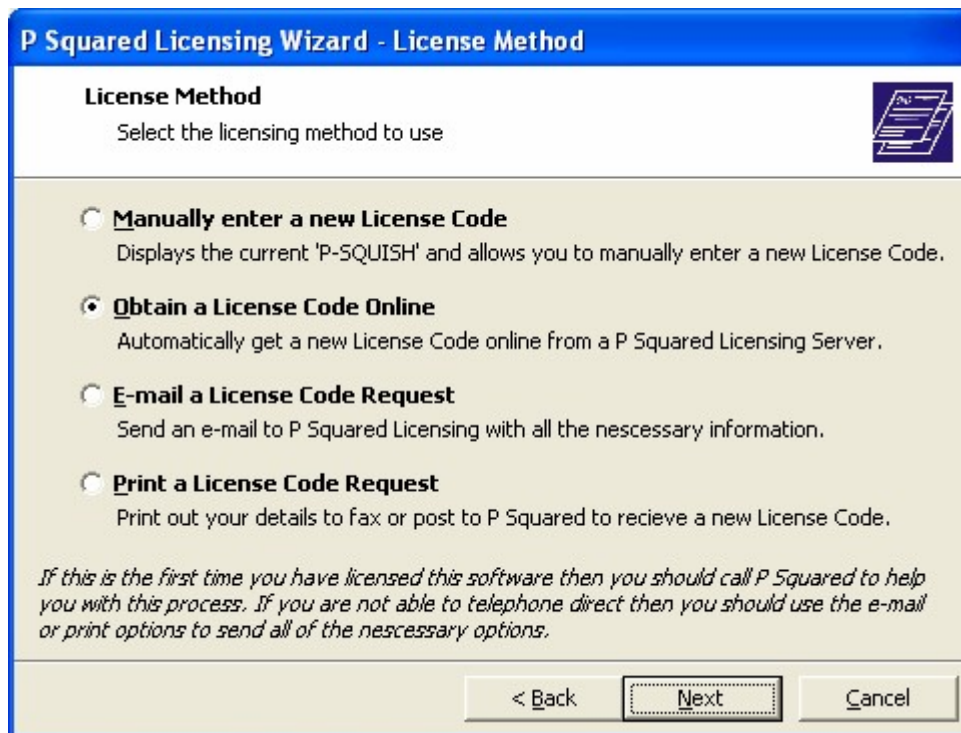
Change

You can think of your P-SQUID as your 'Account Number' with P Squared - as well as Licensing, it is used for everything from Quotes to Invoices, as well as Technical Support.

< Back Next Cancel

- Next you will see the License Details screen. Again, unless you need to alter any of this information, you can click on the Next button to move on to the next window.

5. The License Method window allows you to select the way in which you want to obtain your License Code. In this case, we want to renew the license online so we need to make sure 'Obtain a License Code Online' is ticked and then click on Next.



P Squared Licensing Wizard - License Method

License Method
Select the licensing method to use

☐ **Manually enter a new License Code**
Displays the current 'P-SQUISH' and allows you to manually enter a new License Code.

☒ **Obtain a License Code Online**
Automatically get a new License Code online from a P Squared Licensing Server.

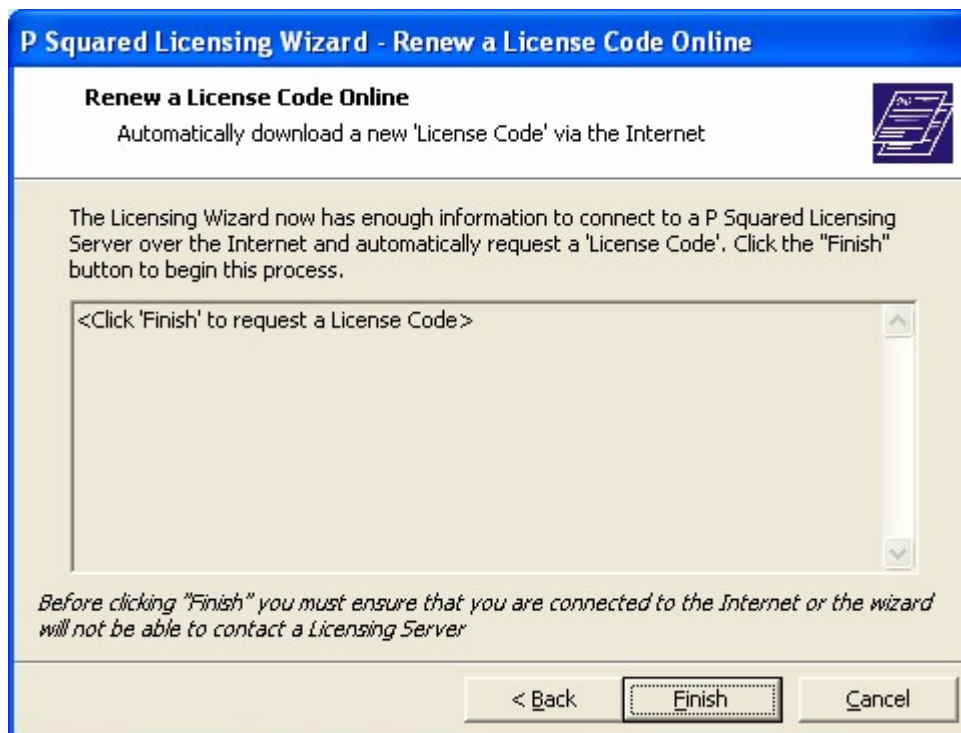
☐ **E-mail a License Code Request**
Send an e-mail to P Squared Licensing with all the necessary information.

☐ **Print a License Code Request**
Print out your details to fax or post to P Squared to receive a new License Code.

If this is the first time you have licensed this software then you should call P Squared to help you with this process. If you are not able to telephone direct then you should use the e-mail or print options to send all of the necessary information.

< Back Next Cancel

6. Finally, you will see a brief summary screen before Myriad attempts to obtain a license 'online'. Click on Finish to begin the process.



P Squared Licensing Wizard - Renew a License Code Online

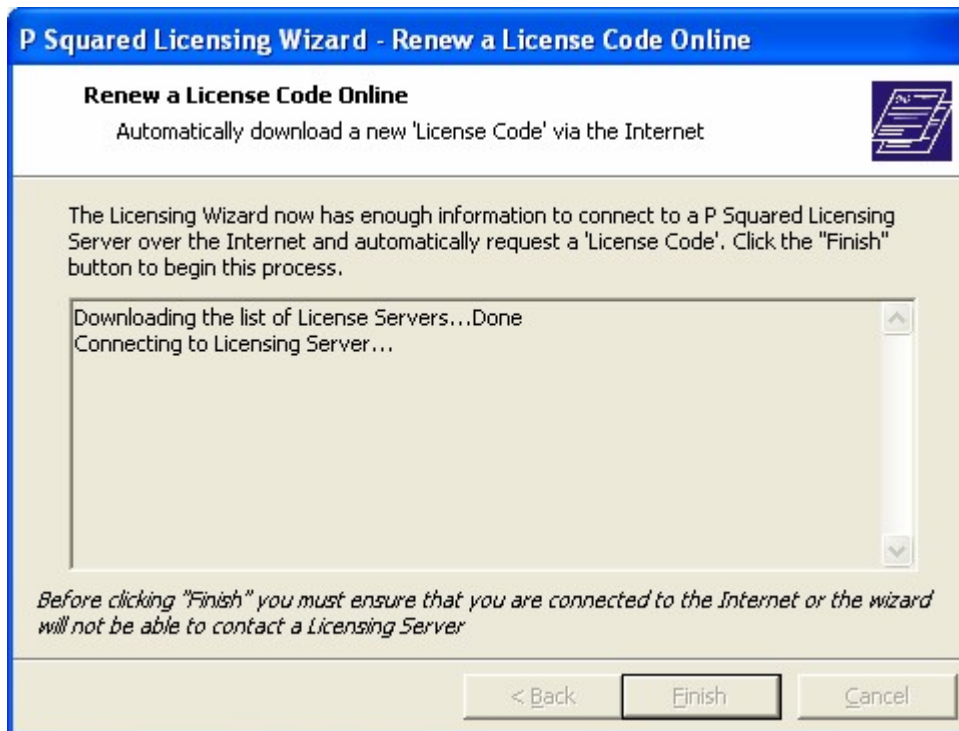
Renew a License Code Online
Automatically download a new 'License Code' via the Internet

The Licensing Wizard now has enough information to connect to a P Squared Licensing Server over the Internet and automatically request a 'License Code'. Click the "Finish" button to begin this process.

<Click 'Finish' to request a License Code>

Before clicking "Finish" you must ensure that you are connected to the Internet or the wizard will not be able to contact a Licensing Server

< Back Finish Cancel



At the end of the process, you will be told whether your license code was successfully renewed or whether you need to contact P Squared to continue the licensing process.

For more information on P Squared product licensing, please refer to www.psquared.net/support as well as your P Squared Software License Agreement.

Setting Up Myriad Using the Configuration Wizard

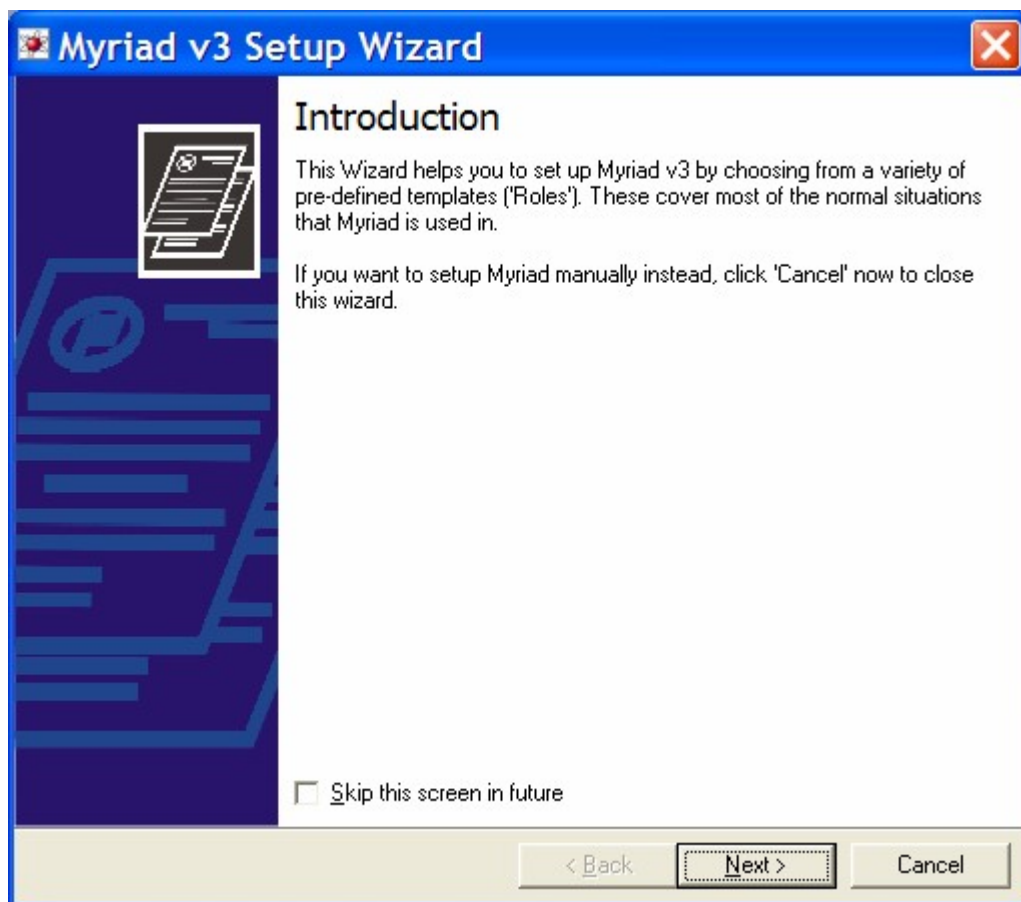
In this section we will go through the initial setup phase of Myriad and see how the Configuration Wizard for Myriad is able to configure your system to your needs simply by asking a few questions.

In this section, we will be working from the assumption that this is the first time that Myriad v3 has been installed on this PC. If you re-install Myriad v3 at a later date or you upgrade to a later version in the future, all of your Myriad v3 settings will be retained.

If you are setting up Myriad v3 on a PC that has previously had Myriad v2.6 on it then the Myriad v2.6 file locations and some of the settings will be automatically detected and suggested as part of the wizard process, but you will have the option to use alternative locations as you are setting up.

In this walkthrough, we have already installed Myriad v3 on a new PC (see *Installing Myriad*) and have just run Myriad for the first time. The system detects that you have not configured Myriad before and the Configuration Wizard starts automatically.

Introduction

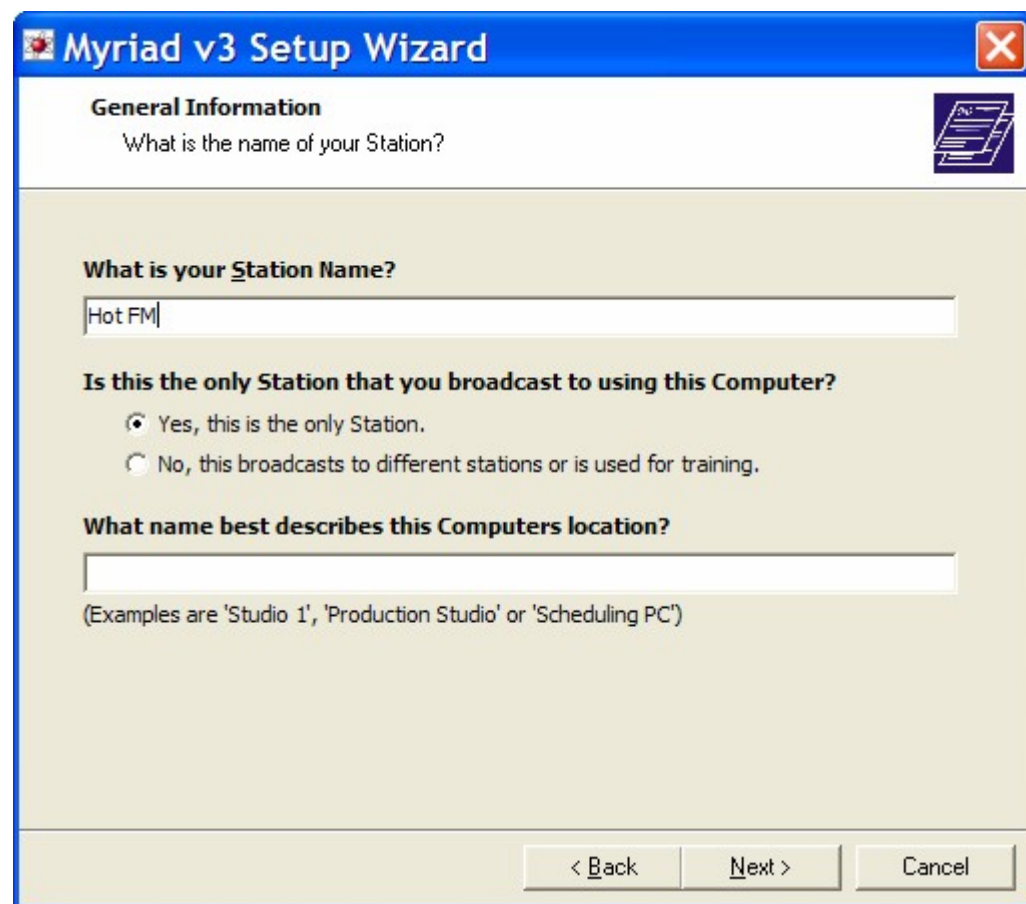


The first screen of the wizard introduces the Configuration Wizard and prompts you to click on Cancel if you wish to configure Myriad manually.

You can opt to skip this screen in future by ticking the 'Skip This Screen In Future' option.

Click on the Next button to move on to the next phase of the Configuration Wizard.

General Information



The screenshot shows the 'Myriad v3 Setup Wizard' window. The title bar is blue with the text 'Myriad v3 Setup Wizard' and a red close button. The window has a light beige background. At the top, there's a section titled 'General Information' with a small icon of a document. Below this, the text 'What is the name of your Station?' is displayed. The main area contains three questions: 'What is your Station Name?' with a text box containing 'Hot FM'; 'Is this the only Station that you broadcast to using this Computer?' with two radio buttons, the first of which is selected; and 'What name best describes this Computers location?' with a text box. Below the text box is a note: '(Examples are 'Studio 1', 'Production Studio' or 'Scheduling PC')'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

What is your Station Name?

The first section of this window asks you to type in your station's name. This is used in numerous places in Myriad and is specifically important if you are running two or more stations from a single Myriad system. In this case, each station has its own Profile and the Station Name setting here dictates the name of the Profile for the station. The Station Name is also used by Myriad as it creates the Station Database (if you want it to). Use the box to type in your radio station's name or the name you wish to use within Myriad.

If you are installing Myriad on several PCs it is worth sticking with the same Station Name on all of the PCs. If you have already created a Station Database on another PC then the Station Name will not be used (but you should still type it in anyway!).

Is this the only Station that you broadcast to using this Computer?

This question is used by Myriad to determine how the system will work each time you start it.

Basically, if you only broadcast one radio station from your Myriad system and this PC is not used for training then you should tick the 'Yes this is the only station' option. If you tick this option then Myriad will automatically load the Station Database each time Myriad is started. This setting is ideal for a broadcast studio where only one station output is broadcast.

If you want to be able to switch between more than one radio service using this PC or if you wish to be able to switch between a 'live' Station Database and a training Station Database (that will not affect 'on air') then you should tick the 'No, this broadcasts to different stations or is used for training' option.

If you tick this option then when Myriad starts, it will not automatically load a specific Station Database but will allow you to open the Station Database that you wish to work on at that time.

NB: You can create as many Station Databases as you wish. Each Station Database can be configured differently and contains independent Schedule Logs to allow you to use a single Myriad workstation to work with and broadcast different station content, although it should be noted that you can only work with one Station Database at a time and Myriad cannot be used to broadcast more than one station output from a single computer at the same time.

What Name Best Describes Your Computers Location?

The final option on this page of the wizard allows you to type in a description for the PC that you are installing Myriad on. This description is used by Myriad in Play Log and Copy Right reports and also whenever Myriad refers to an individual Workstation.

Myriad v3 Setup Wizard

General Information

What is the name of your Station?

What is your Station Name?

Hot FM

Is this the only Station that you broadcast to using this Computer?

☒ Yes, this is the only Station.

☐ No, this broadcasts to different stations or is used for training.

What name best describes this Computers location?

Studio 1 Playout PC

(Examples are 'Studio 1', 'Production Studio' or 'Scheduling PC')

< Back Next > Cancel

Once you are happy with the settings on this page, click on the Next button to move on to the next page in the wizard.

Data Locations

The Data Locations page of the Configuration Wizard allows you to set the data location for all the files and folders that Myriad will use. These are split into three main areas.

- **Data Locations:** Used to store all the databases, settings, schedule and general Myriad data and information.
- **P Squared Directory:** This is a special database that is used to store and manage User details, settings and access rights. The P Squared Database is common across all third (or higher) generation P Squared products so you can have a single Users Directory for organising access to Myriad, Scoop, Powerlog, AutoTrack Pro and other P Squared products.
- **Audio Wall Locations:** This final location is where all the audio and data files that make up the Myriad Audio Wall are stored. With this setting, you have the option to have a single folder for all of your audio files or to specify independent locations for the first ten thousand Carts in blocks of one thousand.

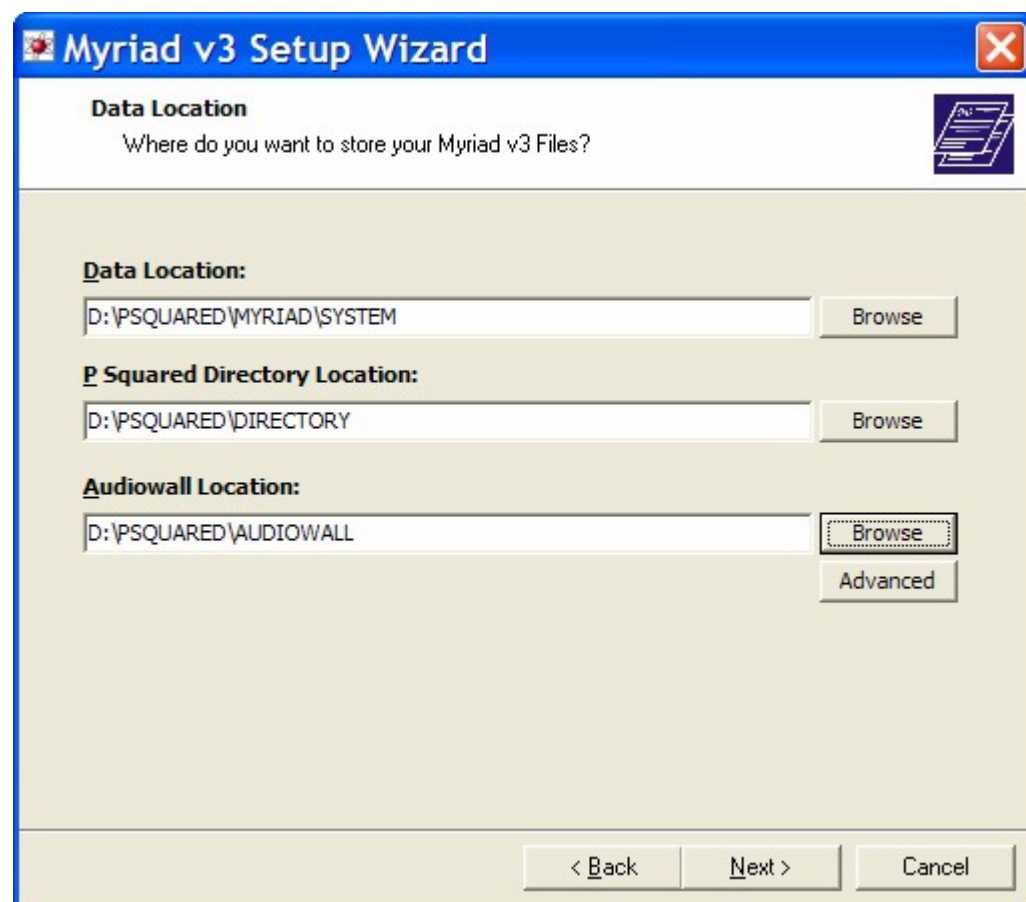
The Configuration Wizard will automatically examine all of the drives that you have available on the PC and will select the most likely locations for the three different data types. Myriad will examine all drives (local and network) and look for previous or established Myriad data locations, if it locates any that have already been configured then it will use them, if not then it will set to the default locations listed below.

Data Location – D:\PSQUARED\MYRIAD\SYSTEM

Directory Location – D:\PSQUARED\DIRECTORY

Audio Wall Location – D:\PSQUARED\AUDIOWALL

(Where Myriad has detected that the D drive is the drive with the largest amount of free space available.)

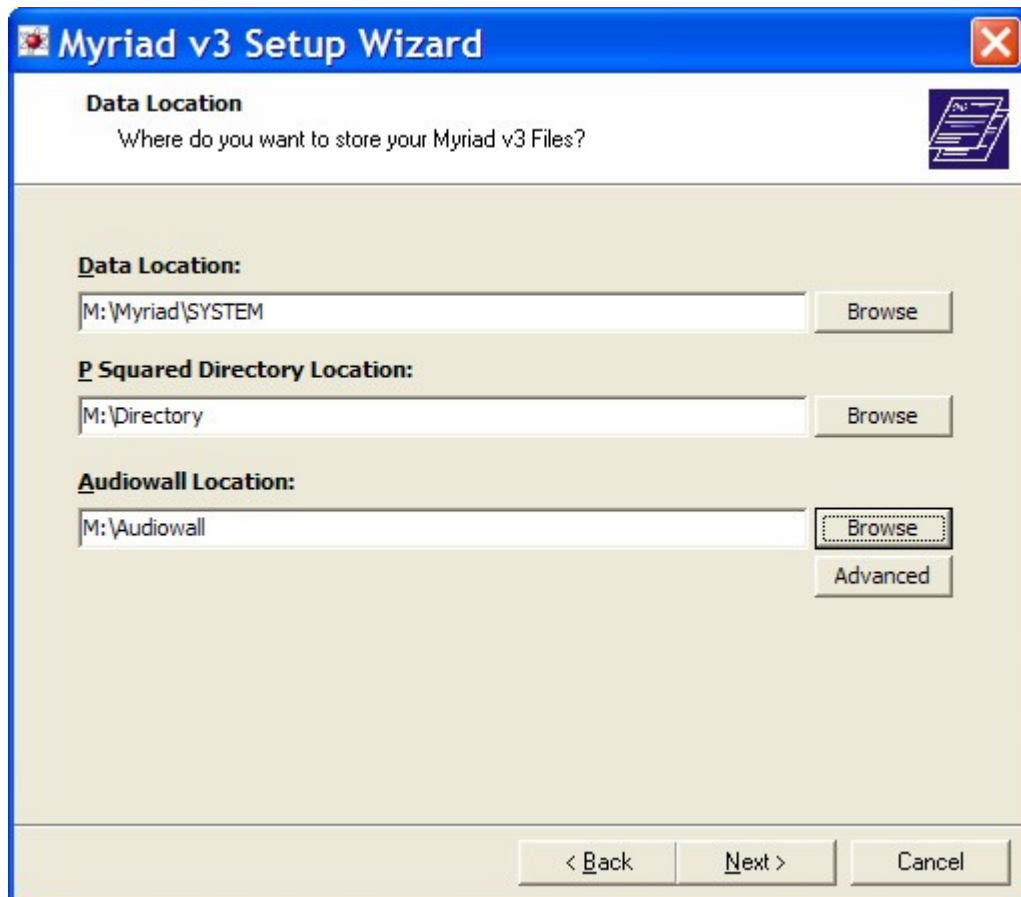


The screenshot shows the 'Myriad v3 Setup Wizard' window. The title bar is blue with the text 'Myriad v3 Setup Wizard' and a close button. The main window has a light beige background. At the top, there's a section titled 'Data Location' with a question 'Where do you want to store your Myriad v3 Files?'. Below this, there are three sections, each with a label and a text input field followed by a 'Browse' button:

- Data Location:** The text field contains 'D:\PSQUARED\MYRIAD\SYSTEM'.
- P Squared Directory Location:** The text field contains 'D:\PSQUARED\DIRECTORY'.
- Audiowall Location:** The text field contains 'D:\PSQUARED\AUDIOWALL'. Below this field is an 'Advanced' button.

At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Alternatively, if it locates some previously set locations, it will use them instead.



Mapped Drive vs UNC Locations

WARNING: Here comes the science bit!

There are two different ways that you can specify a file or folder location in Windows, you can either use a drive letter (i.e. D drive) or a UNC (Universal Naming Convention) path. The following two examples are both valid and both point to the same location.

Drive Location –
M:\Myriad\System

&

UNC Location –
\\My_Server\Myriad\System

NB: Please note the format of the UNC, this is the format that must be used when working with UNC's.

In this example, the Drive Location refers to a mapped network drive (the M drive) that is mapped to a specific folder on the server. The UNC location

points directly to the same folder but instead of a mapped network drive, the server name (My_Server in this case) is used instead.

Mapped Drives are much simpler to work with in practice as you do not have to remember a long location path each time you want to browse a folder or file, but if the mapping is lost or disconnected then Myriad will not be able to locate any data that uses the mapped drive. UNC's, on the other hand, will always work as long as the server is available but because you do not have a mapped drive, the User would have to type in the location or browse to the server each time they wanted to import, export or save files within Myriad. One potential solution would be to use UNC's for the key Data Locations but then map the drives anyway to make life easier for the system users.

Myriad will work either way but you should consider carefully which convention to use as both have advantages and disadvantages. If you are unsure, you should consult with your network IT manager.

Myriad v3 Setup Wizard

Data Location
Where do you want to store your Myriad v3 Files?

Data Location:
\\my_server\psquared\myriad\system

P Squared Directory Location:
\\my_server\psquared\directory

Audiowall Location:
\\my_server\psquared\audiowall

< Back Next > Cancel

Data Location

Myriad will do its best to configure the Data Locations to the best place but you can always alter it to another location if you prefer. To do this either type the location directly into the Data Location box or click on the Browse button and then select the location that you wish to use.



P Squared Directory Location

As mentioned above, the P Squared Directory is a new Contacts database that can be used to store contact details and User information for Users of your Myriad System. The Directory is also used by a range of other P Squared products to provide a common platform for access to all of your station's software systems.

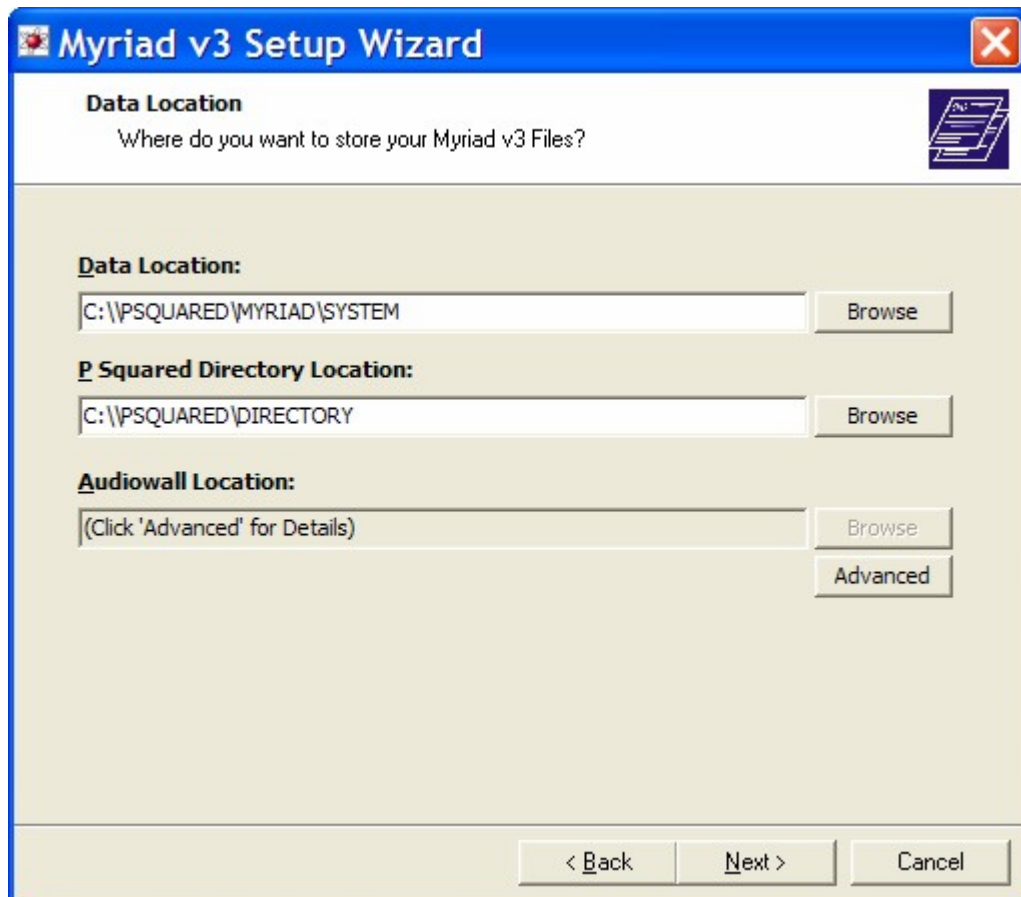
The P Squared Directory takes the place of the Users database in Myriad v2.6 although it offers far more comprehensive control and tools when compared with the older system.

To set the P Squared Directory Location, either type the location directly into the box or click on the Browse button to browse for the location.

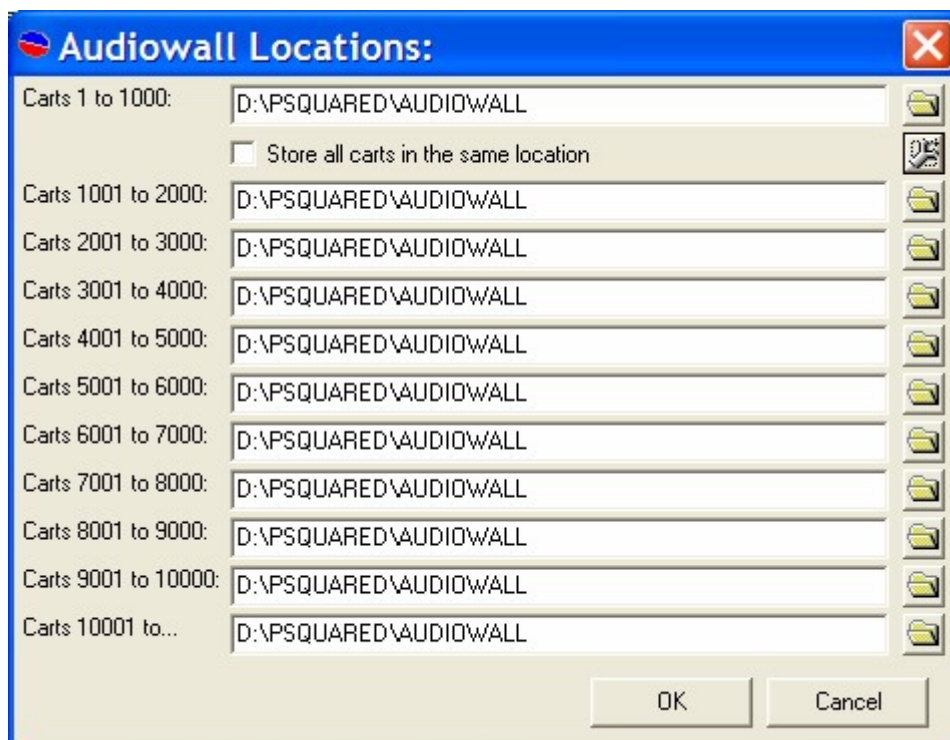
NB: Because the P Squared Directory is used by a range of P Squared products, it is a good idea to set the location to a place that can be accessed by all the PCs that may need to use it.

Audio Wall Locations


Unlike the Data and Directory Locations, the Audio Wall Locations can actually be spread over multiple locations if you want. In the example below, the Data and Directory settings have been set, but the Audio Wall Locations are configured using the Advanced option.



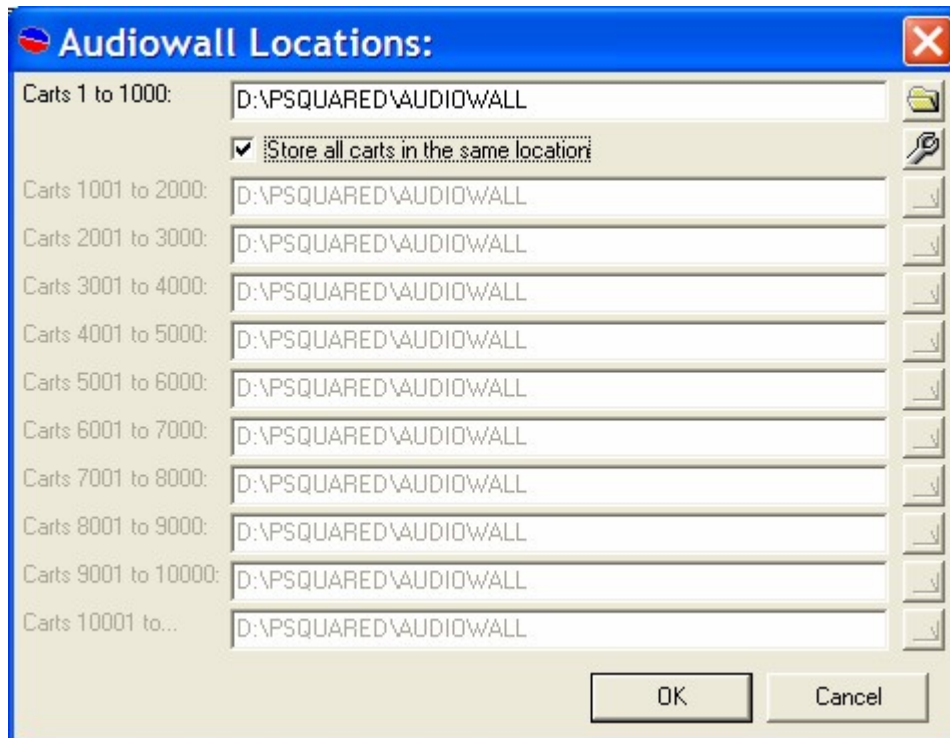
To access the Advanced options, click on the Advanced button.



The Advanced Audio Wall Locations Window allows you to set a different location for the first ten thousand Carts in blocks of one thousand Carts. To

set the location of each block of 1000 Carts, either type the location into each box or click on the Browse  button for each.

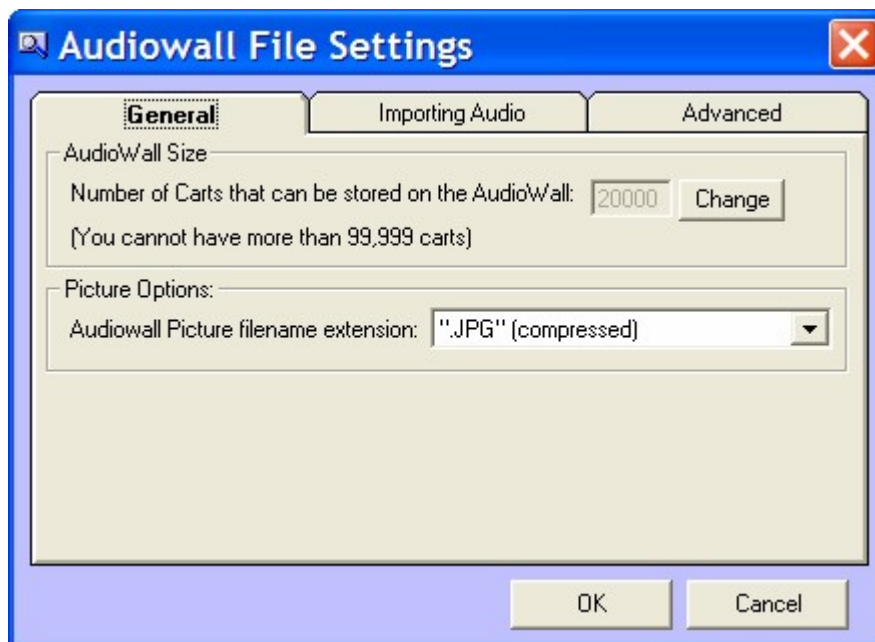
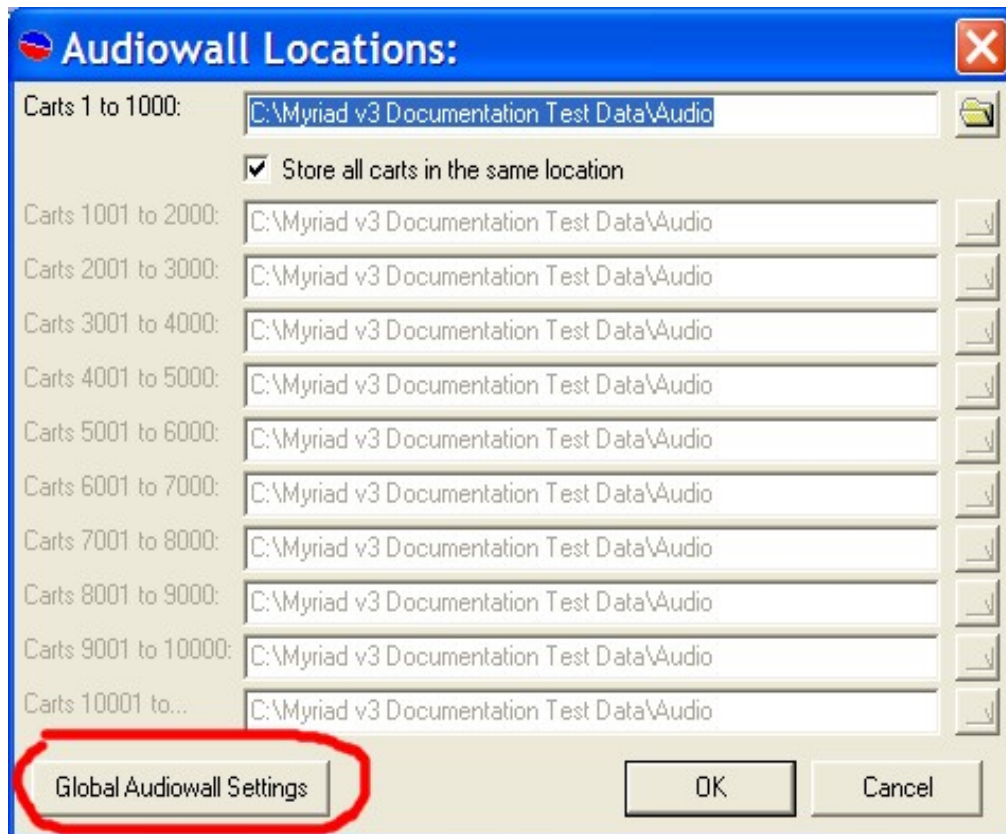
If you want to use the same location for each block of 1000 Carts then tick the 'Store all Carts in the same location' option.



The image shows a Windows-style dialog box titled "Audiowall Locations:". It has a blue title bar with a close button (X) in the top right corner. The main area is light beige. At the top, there's a label "Carts 1 to 1000:" followed by a text box containing "D:\PSQUARED\AUDIOWALL". To the right of this text box is a folder icon (Browse button). Below this, there's a checked checkbox labeled "Store all carts in the same location" with a key icon to its right. Below the checkbox, there are ten more rows, each with a label (e.g., "Carts 1001 to 2000:", "Carts 2001 to 3000:", etc.) and a corresponding text box, all containing the same path "D:\PSQUARED\AUDIOWALL". Each text box has a small folder icon to its right. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

| Cart Range | Location | Configuration Icon |
|--|-----------------------|--------------------|
| Carts 1 to 1000: | D:\PSQUARED\AUDIOWALL | Folder icon |
| <input checked="" type="checkbox"/> Store all carts in the same location | | |
| Carts 1001 to 2000: | D:\PSQUARED\AUDIOWALL | Key icon |
| Carts 2001 to 3000: | D:\PSQUARED\AUDIOWALL | Folder icon |
| Carts 3001 to 4000: | D:\PSQUARED\AUDIOWALL | Folder icon |
| Carts 4001 to 5000: | D:\PSQUARED\AUDIOWALL | Folder icon |
| Carts 5001 to 6000: | D:\PSQUARED\AUDIOWALL | Folder icon |
| Carts 6001 to 7000: | D:\PSQUARED\AUDIOWALL | Folder icon |
| Carts 7001 to 8000: | D:\PSQUARED\AUDIOWALL | Folder icon |
| Carts 8001 to 9000: | D:\PSQUARED\AUDIOWALL | Folder icon |
| Carts 9001 to 10000: | D:\PSQUARED\AUDIOWALL | Folder icon |
| Carts 10001 to... | D:\PSQUARED\AUDIOWALL | Folder icon |

You will also notice that there is a small configuration button on this window. This is used to access the Audio Wall Settings options that are also available on the Settings menu in Myriad. These allow you to alter a number of settings with regard to how Myriad works with the Audio Wall.



These are covered in detail in the Settings Menu > Audio Wall File Settings later in this manual and do not usually need adjusting at this stage.

Once you are happy with all of your Data Locations, click on the Next button to proceed to the next page of the Configuration Wizard.

Select Role

The next phase of the Configuration process allows you to specify the Role of the Myriad PC you are configuring.

Myriad v3 introduces a new On Air Control system that provides a fast and simple system to allow you to assign which Myriad PCs are 'on air' at any one point in time. The basic idea is that by informing Myriad that it is currently 'on air' then the PC will be able to make a note of the fact when it is creating Play Logs and also change the way it interacts with the Scheduled Log accordingly. This has been done to enable you to restrict access to the Schedule Log so that only the 'on air' PC will be able to alter the currently running hour. It also allows you to preview Carts and the Log on 'off air' PCs without affecting the schedule log or providing erroneous data in your Play Log and Copy Right reports.

The On Air Control system in Myriad has three levels of complexity.

1. No On Air Control – Simplest method with no On Air Control system in place.
2. Simple On Air Control – The default method offers very simple On Air Control. Only one PC can be 'on air' at any one time and 'on air' status is represented by a 'token' that is passed from workstation to workstation. You can configure Simple On Air Control so that PCs can take control at any time or such that the 'on air' PC has to release control before another can take it.
3. Full On Air Control – This offers full two way communication between the PCs in your Myriad system and can be used in conjunction with OCP and Myriad STS for switching On Air Control. This option offers the most flexibility but is also harder to set up.

The Select Role screen is designed to help you configure the PC you are working on to have the correct On Air Control settings simply by asking you what the PC will be used for.



Simply select the option that best describes the role that the PC will be used for.

On Air Studio – Always On Air

This option should be selected if the PC you are working on is the only PC that will be 'on air'. This would normally be used on a workstation in a primary studio. If this option is selected, the PC will always be set to 'on air'. Users will not have the option to switch other PCs to 'on air' status.

Myriad will also be configured to do the following:

- On-Air Control is set to 'Always On Air'
- If the User specified that this computer is only used for one station, then Myriad automatically loads that Station Database at start up, otherwise prompts User to select a Station Database at start up.
- In Mini-SegEdit mode, when the Play button is pressed Myriad warns the User before starting play back.
- If a log is running, Myriad can only be closed while a User is logged in.
- Prompts to setup Auto Login option.

On Air Studio – Not Always On Air

This option should be selected if the PC will sometimes need to be 'on air' but other Myriad workstations will also need to be 'on air' at times. This is most commonly used on studio workstations where you need to switch different studios 'to air' at different times.

When this option is selected, Myriad will be configured to have 'off air' and 'on air' buttons on the Log screen. This allows Users to manually switch which PC has 'on air' status.

Myriad will also be configured to do the following:

- On-Air Control is set to Simple Mode
- If the User specified that this computer is only used for one station, then Myriad automatically loads that Station Database at start up, otherwise prompts User to select a Station Database at start up
- In Mini-SegEdit mode, when the Play button is pressed Myriad warns the User before starting play back.
- If a log is running, Myriad can only be closed while a User is logged in.
- Prompts to setup Auto Login option.

Production Use – Never On Air

This option should be selected on PCs that will never be used to broadcast 'on air' but will be used for adding and editing the Audio Wall and Log screens. This would typically be in production only studios or key staff offices (such as Program Controller etc).

When this option is selected, Myriad will be configured to never have 'on air' control and not give the User the option to manually do so.

In addition, Myriad will be configured to do the following:

- On-Air Control is set to Never On-Air
- Myriad does not prompt User to select a Station Database at start up.

Administration Computer

This final option should be selected for PCs that will not be used 'on air' or in a studio capacity but will be used to administer the system and occasionally add and edit audio.

When this option is selected, Myriad is configured to do the following:

- On-Air Control is set to Never On-Air
- Prompts User to select a Station Database at start up.

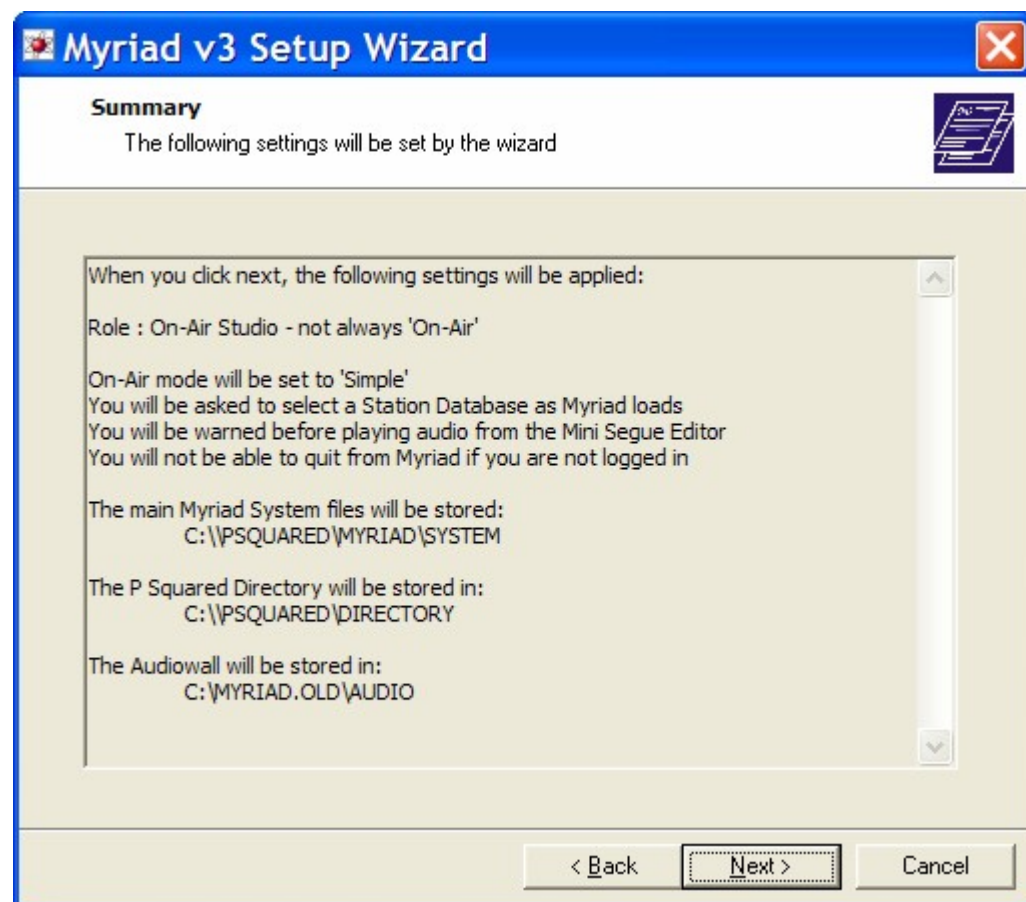
- Attempts to login to the P Squared Directory using the windows username.

It is important to remember that the Roles outlined here provide a fast and simple way of selecting the default Myriad settings that best suit the role that the PC will be used for. All of the settings can be configured manually using the Settings menu within Myriad.

When you are happy with the Role that you have selected, click on the Next button to move on to the next phase.

Summary

Once you have finished selecting the Role for your PC, the next screen provides a summary of all the options you have selected using the Configuration Wizard. Take a second to review these and if you need to, hit the Back button to move back through the wizard to make any changes.



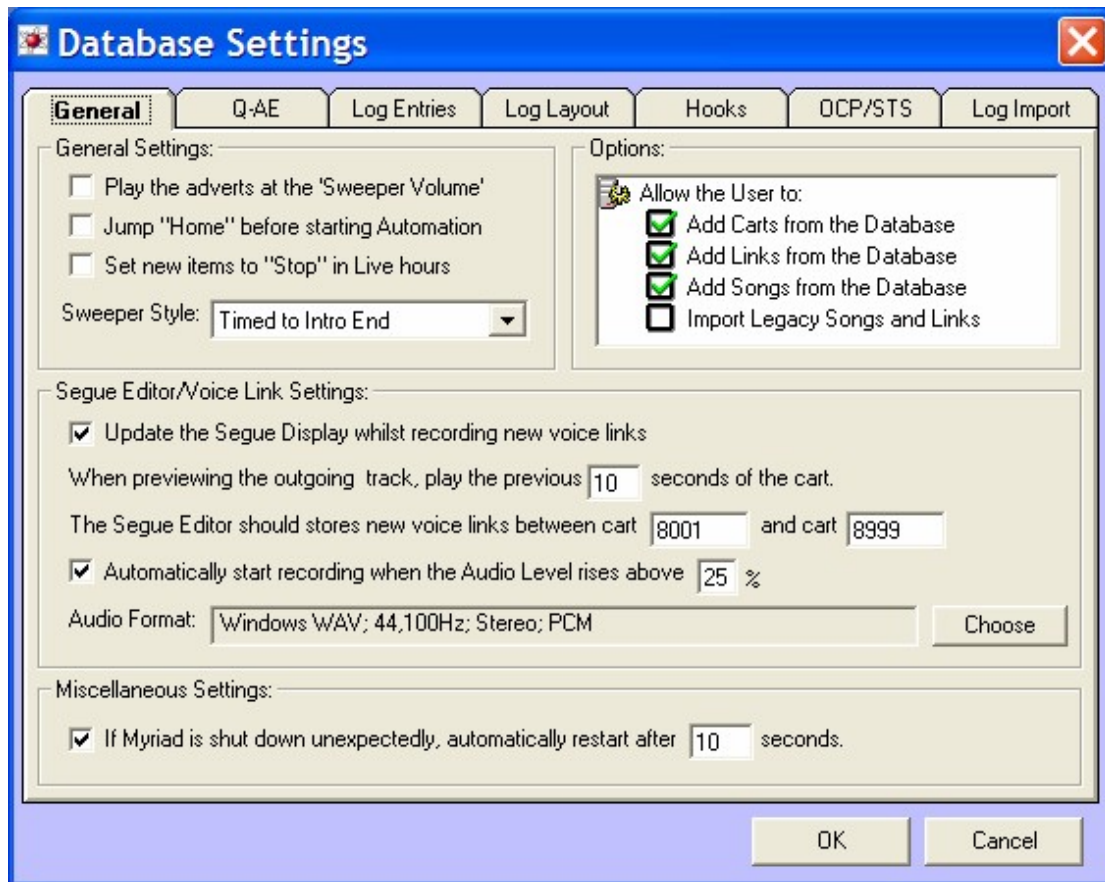
Once you are happy, click on the Next button and Myriad will be configured according to the information provided over the past few pages of the Wizard. This may take a few seconds but once finished, the final screen of the wizard will be displayed.



Click on the Close button to close the Configuration wizard and proceed in to Myriad for the first time.

The Station Database Settings Window

Although we have configured Myriad using the Configuration Wizard, if no Station Database was already located at the Data Location provided, Myriad will automatically create one when it runs for the first time. As the Station Database is fundamental to the operation of Myriad, you will be given the opportunity to review the Station Database settings that Myriad has used to create the new Station Database, as Myriad loads for the first time.



Myriad automatically sets the Station Database settings to the most commonly used values when it is created so unless you wish to change any of those settings at this stage, click on the OK button to close the Database Settings window and continue into Myriad for the first time.

NB: If you do wish to alter any of these settings, it is advisable to check out the Settings Menu > Station Database Settings section of the documentation prior to doing so as some of the options in this screen can have a very big effect on how Myriad operates.



And there you have it. Myriad installed, configured and ready to go. So let's get stuck in and have a look around!

The Audio Wall Screen at a Glance

The diagram below shows the standard Audio Wall screen layout when Myriad is running on a single monitor configuration PC.



The list below gives a brief overview of what each item on the diagram is for. All of these are covered in more detail in later sections of this manual.

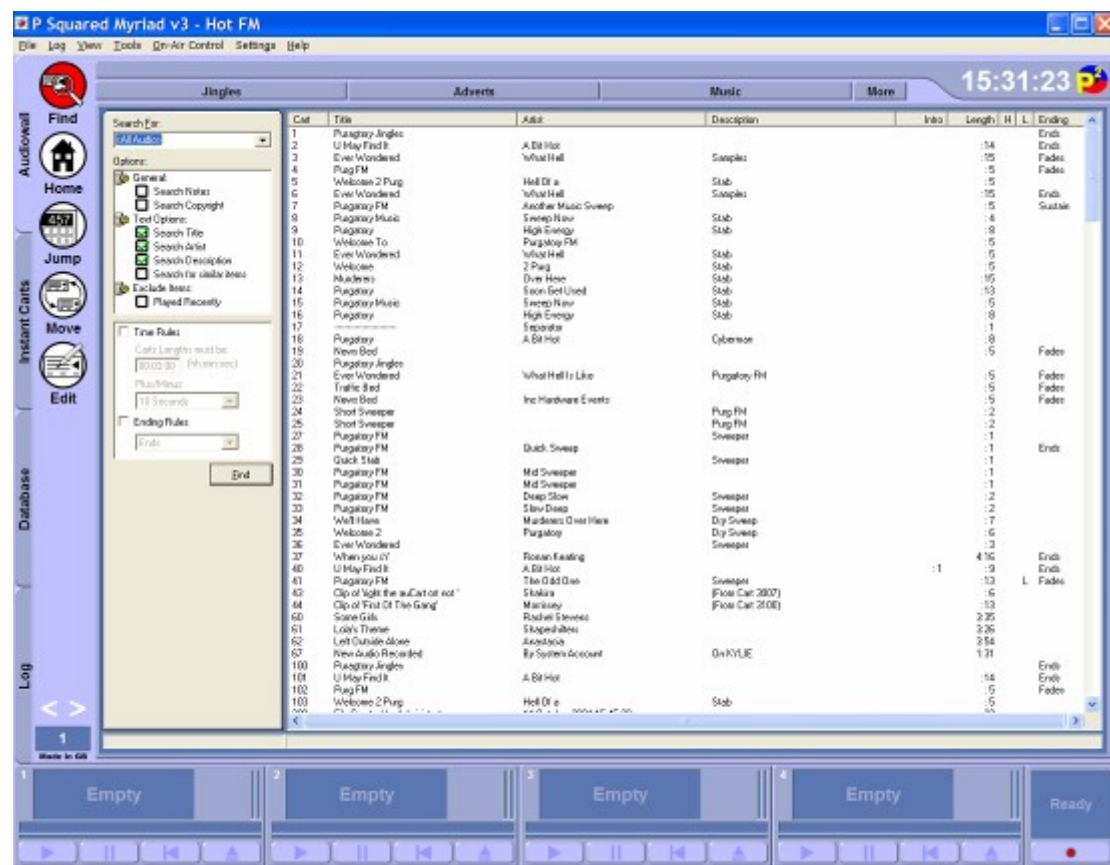
Tab Strip

This allows you to switch the view between the Audio Wall, Instant Carts, Database and Log Screens. When you are editing one or more Carts in Myriad, 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.

NB: When in dual screen mode, the Log Screen is normally displayed on the other monitor so does not appear on the Tab Strip.

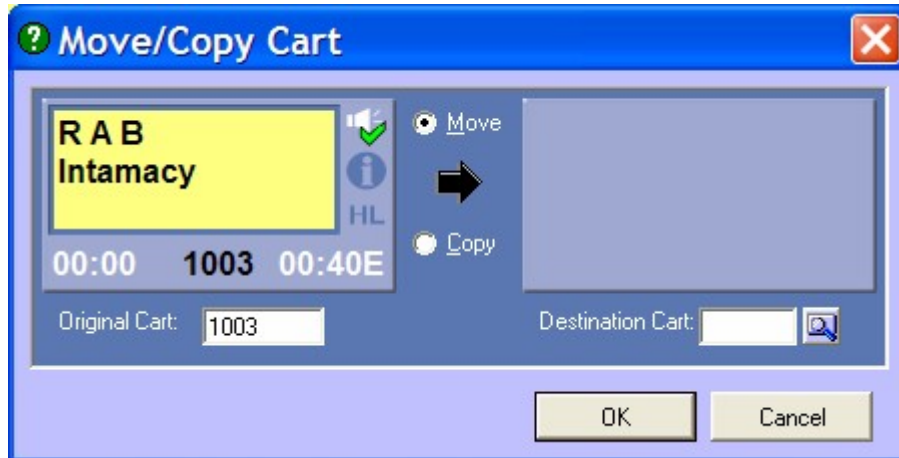
Find Cart

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



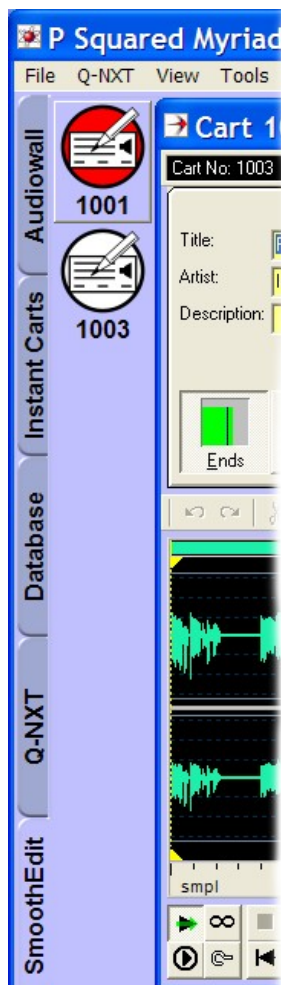
Move Cart

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.



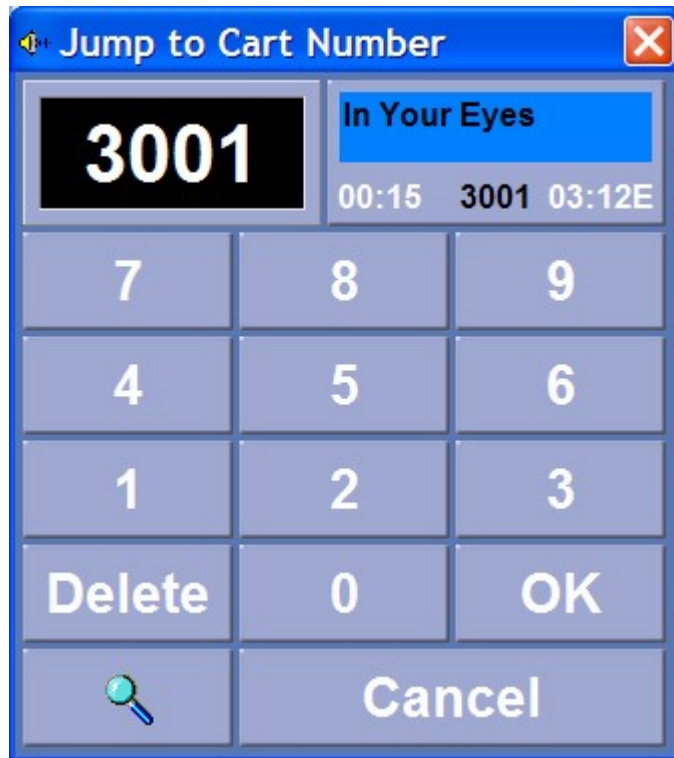
Edit

The Edit button opens the SmoothEdit window to allow you to edit the details or audio for the Cart highlighted on the main Audio Wall. You can edit more than one Cart at a time by opening the first Cart, then clicking on the Audio Wall 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.



Jump to Cart

The Jump to Cart button opens the Jump to Cart window which allows you to type in a specific Cart Number that you want to jump to on the Audio Wall.



Type in the Cart Number that you want to Jump to and click on the OK button.

Home

The Home button takes you directly to the first Cart in your defined User Edit Range.

Page Up / Down

The Page Up / Down buttons scroll the Carts visible in the main Audio Wall up or down a page at a time. The number of Carts on each page is determined by the configurable size of the Carts themselves and the resolution that you are running your computer monitor in.

Cart Number

The Cart Number indicator shows the Cart Number of the Cart currently highlighted on the Audio Wall. If you click in this area, it will open the Jump to Cart window.

Cart Players

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 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.

Record Cart Player

As the name suggests, the Record Cart Player is a special Cart Player that is used for recording audio into Myriad. If you click on a blank Cart, and then click on the record button, Myriad will start to record the designated audio input into that Cart. If no Cart is selected then Myriad will automatically select the next free Cart from your defined personal edit range, if none is available then you will be asked to confirm which Cart you want to record into.

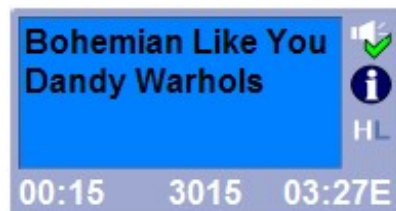


Once recording, click on the record button again to stop recording.

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

Carts

The Carts themselves make up the main part of the Audio Wall screen with each Cart having a unique number and containing a single piece of audio.



There is a large range of information that can be stored on a Cart and this information is covered in detail in the next Chapter.

Date

Displays the current date.

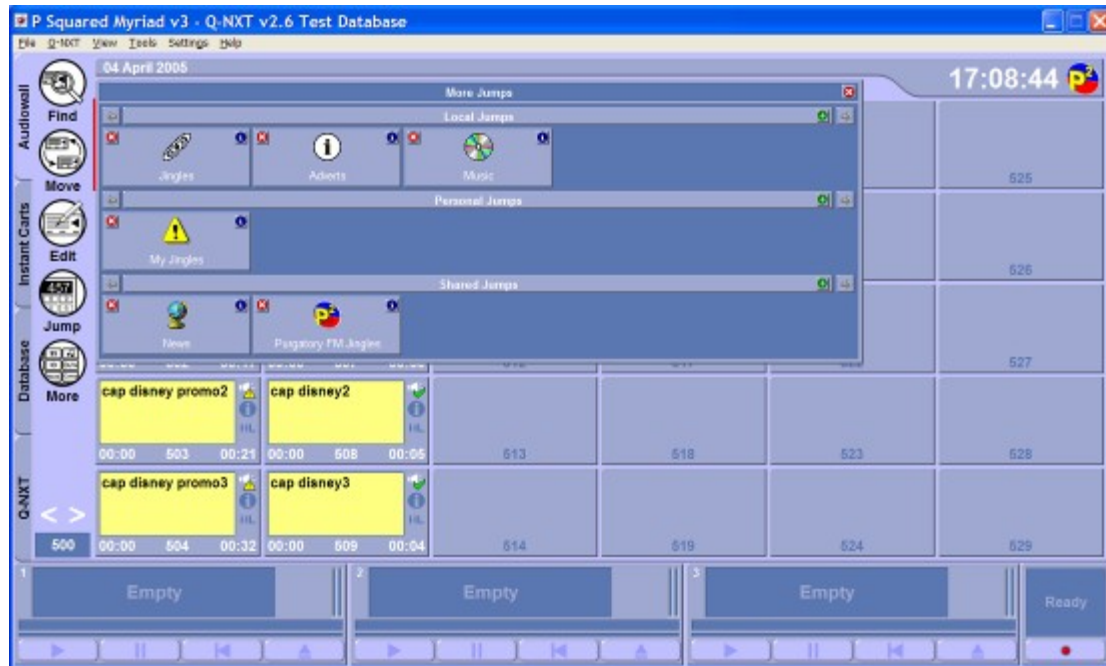
Jump Buttons

The Jump Buttons provide up to five 'quick jumps' to configurable Carts on the Audio Wall. The most common way of organising Carts on the Audio Wall is to group them in specific areas so you might have all your jingles starting at Cart Number 1 and your music starting at Cart Number 3000. If this is the case then you can set up the Jump Buttons to provide a fast and convenient shortcut to these areas. You can set up five major Jump Buttons which are displayed on the Audio Wall screen at all times. Clicking on these buttons automatically jumps the highlighted Cart to the Cart Number specified on the button. There is also a More button that opens the More Jumps window which allows you to configure the five major Jump Buttons as well as add an unlimited amount of personal and shared additional Jump Buttons (see More Jump Buttons).

For more information on how to work with Jump Buttons, please refer to the *Jump Buttons* section of the main Audio Wall documentation.

More Jumps Button

The More Jumps button opens the More Jumps window which provides shortcuts to specific places on the Audio Wall. You can set up Jumps on a per User (personal) basis as well as for the Local PC and Shared access.



You can also access this window using the More button located on the Jump Buttons section of the main Audio Wall screen.

Clock

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.

The Instant Carts Screen at a Glance

Instant Carts in Myriad are shortcuts to specific Carts on the Audio Wall 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 Audio Wall. 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.

The diagram below shows the general layout of the Instant Carts screen.



Each of these areas on the Instant Carts screen are explained in brief below. They are also covered in more depth in later Chapters.

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

Tab Strip

As with the Audio Wall screen, the Tab Strip is used to change the principle view between the Audio Wall, Instant Carts, Database and Log screens. When you are editing Carts, a SmoothEdit tab is also added to the Tab Strip.

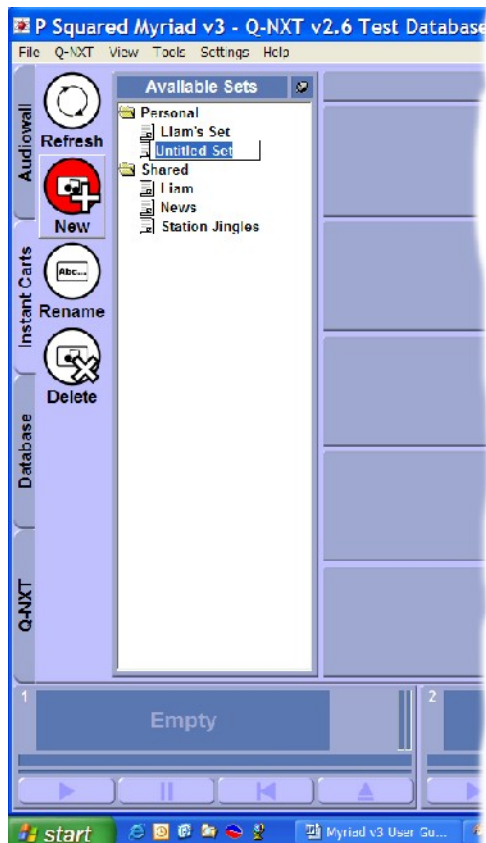
Refresh Button

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.

New Set

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).

The New Set button adds a new Instant Cart Set to the system. Whether this Set is added as a 'personal' or a 'shared' Set depends on which of the two options is highlighted in the Instant Carts Set section (see below).

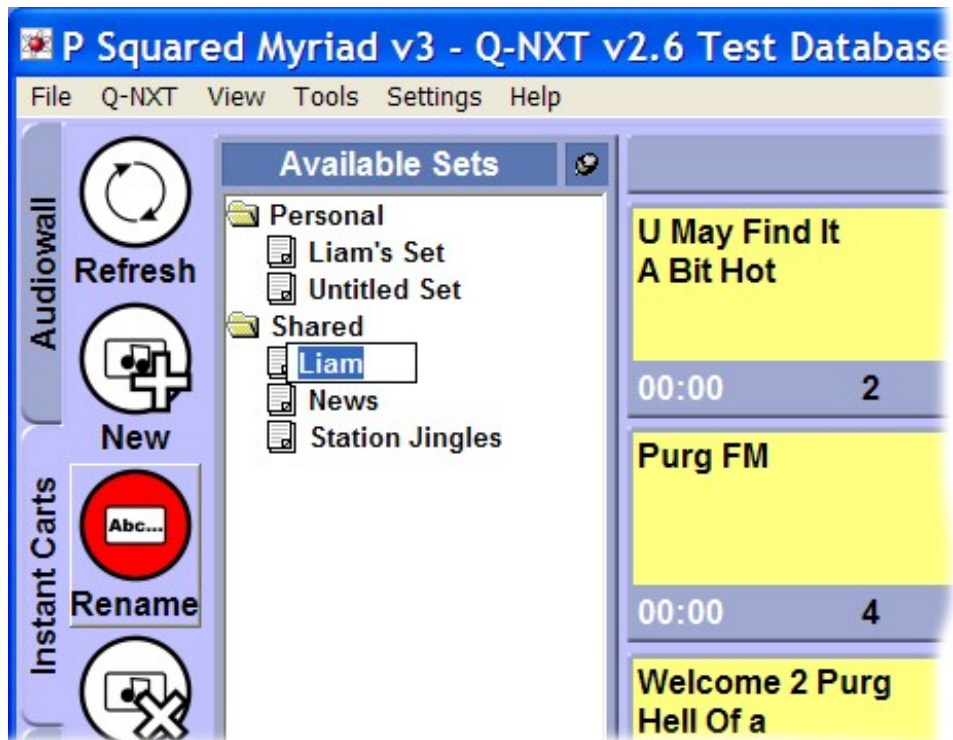


The New Set is initially marked as 'untitled set' but you can over-type this with a more useful name for your Set.

This option is also available on the right click menu on the Instant Cart Set area.

Rename

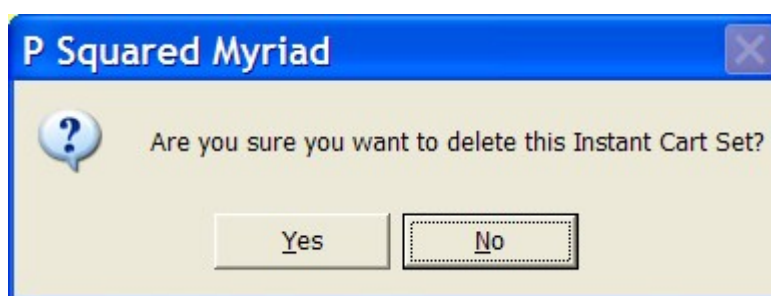
The Rename button allows you to rename an existing Instant Cart Set by highlighting the Set name and then clicking on the Rename. You can then over-type with the new Set name.



This option is also available on the right click menu on the Instant Cart Set area.

Delete

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.



You will then be asked to confirm whether you wish to continue. If you click on Yes then the Instant Cart Set will be deleted from the system (but the Cards will still be on the Audio Wall).

This option is also available on the right click menu on the Instant Cart Set area.

Set Name

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

Instant Carts

The main part of the Instant Carts screen is the twenty Instant Carts themselves. Each Instant Cart carries the Cart Number of the Cart that will be played when it is triggered along with the Cart's description.

To trigger an instant Cart, either press the corresponding key on the keyboard or click on the screen.

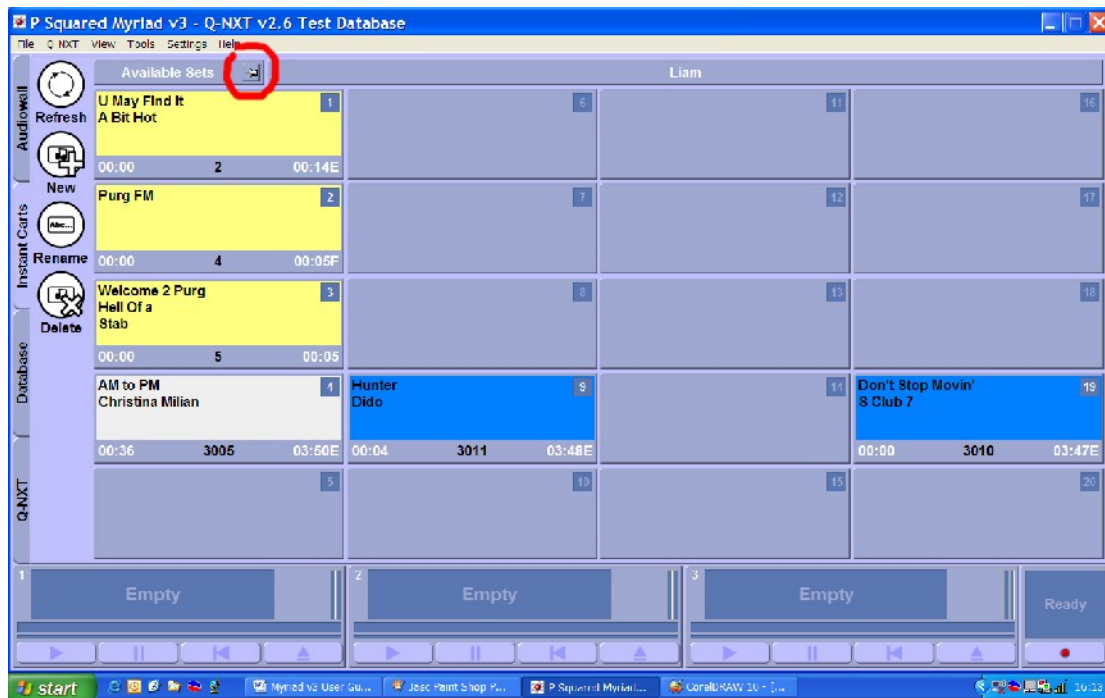
NB: Use keys 1-0 for Instant Carts 1 to 10 and <shift> + Keys 1-0 for Instant Carts 11 to 20.

Instant Cart Sets

The Instant Carts are arranged in groups of twenty called Sets and these can be added as personal (only available when you are logged in) or shared (available to all Users on the system). The Instant Carts Set area is used to display the Sets on the system and whether they are personal or shared. You can use this to select the Instant Cart Set displayed on screen as well as adding new Sets, changing the name of Sets and deleting Sets.

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 Available Sets panel to expand the list.

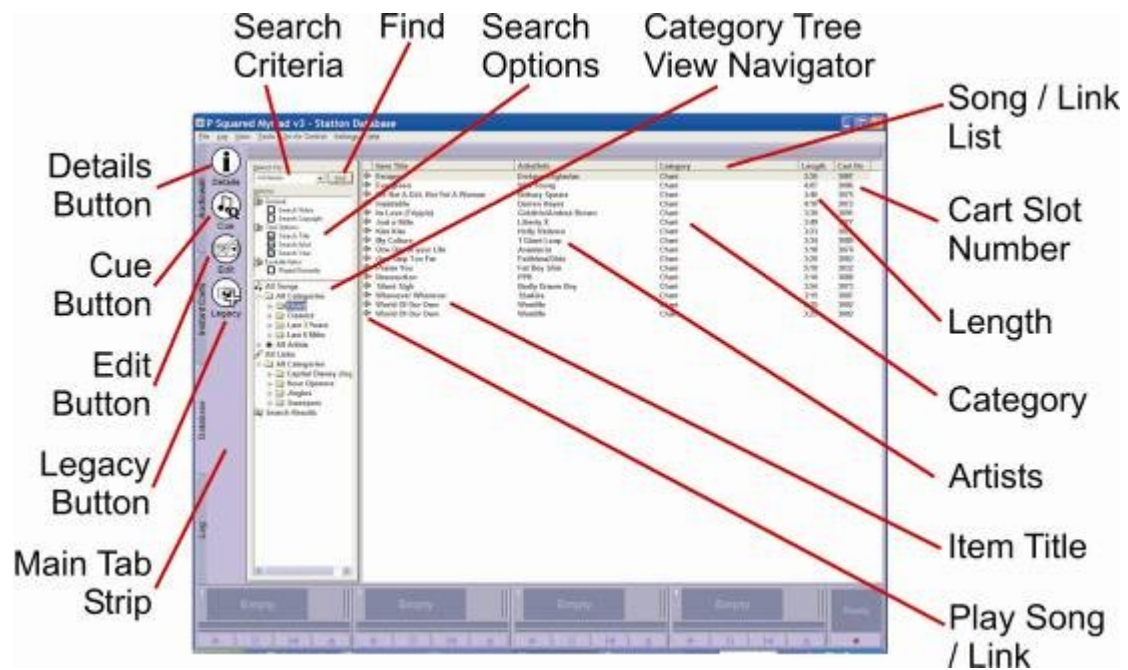


The Database Screen at a Glance

The Database screen shows a copy of the AutoTrack or AutoTrack Pro Song and Link databases to allow you to view Songs and Links by Category as well as Artist and Title. You can also perform a more advanced search from this screen but it will only encompass Songs and Links that are in your schedule database.

Database General Layout





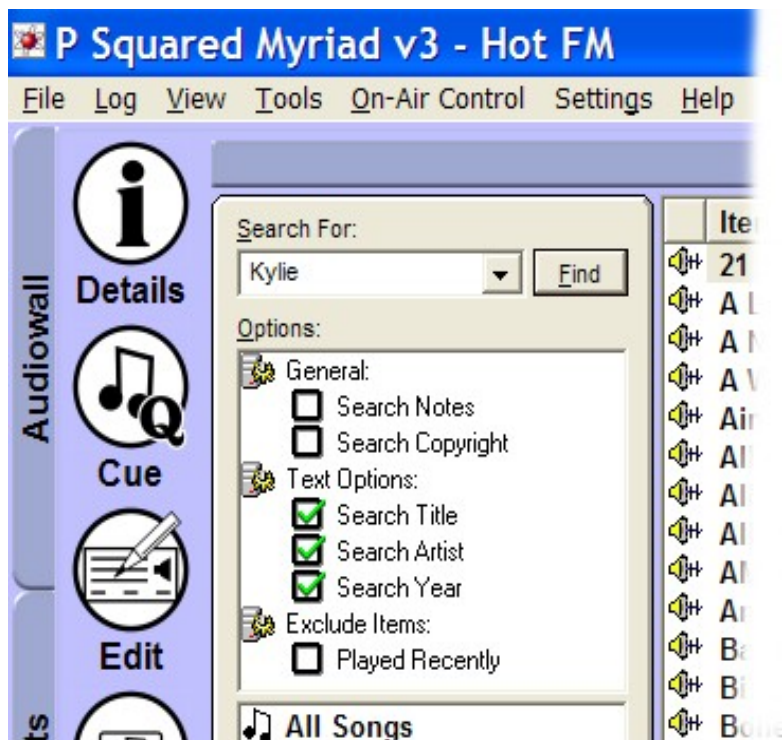
If you are not using AutoTrack or AutoTrack Pro then you can still use the Database screen to a limited extent by exporting your scheduling system database in a specific format that the Log Importer (the program that imports Selector™ and Powergold™ logs into Myriad) can understand.

Tab Strip

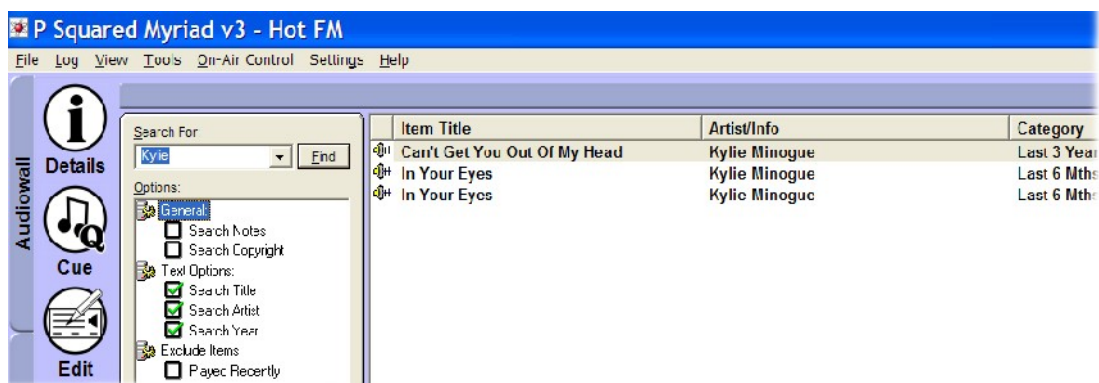
As with the other screens in Myriad, the Tab Strip allows you to switch between the Audio Wall, Instant Carts, Database and Log screens as well as SmoothEdit when editing one or more Carts.

Search Criteria

The Search panel allows you to enter search criteria that you wish to use to search the Database for matching items.



Type in the criteria you wish to use, set any options that you wish to include in your search and then click on the Find button.



The results are listed in the Song Link List Area section of the window.

Song / Link List Area

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 Category Navigation Tree.

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 spread sheet).

Details

The Details button opens the details for the selected Song or Link including the general Cart information, Notes and AutoTrack / AutoTrack Pro information.



The screenshot shows a software window titled "Item Details" with a blue header bar and a red close button. The window is divided into three main sections: "Cart Information:", "Database Information:", and "Notes:". The "Cart Information:" section includes fields for Title, Artists, Description, Intro Start/End, Hook Start/End, Cart Number, Ending, and Length, along with a small album cover image. The "Database Information:" section includes fields for Title, Artists, Category, Year, Type, and Gender. The "Notes:" section has a text area with a notepad icon and a globe icon. The data displayed is for the song "Can't Get You Out Of My Head" by Kylie Minogue.

| Cart Information: | |
|-------------------|------------------------------|
| Title | Can't Get You Out Of My Head |
| Artists: | Kylie Minogue |
| Description: | |
| Intro Start: | 00:00:00 |
| Hook Start: | 00:02:01 |
| Intro End: | 00:00:15 |
| Hook End: | 00:02:17 |
| Cart Number: | 3034 |
| Ending: | Fades |
| Length: | 00:03:45 |

| Database Information: | |
|-----------------------|------------------------------|
| Title: | Can't Get You Out Of My Head |
| Artists: | Kylie Minogue |
| Category: | Last 3 Years |
| Year: | |
| Type: | |
| Gender: | |

Notes:

Kylie beat Victoria Beckhams debut solo single to the No 1 spot with this hit

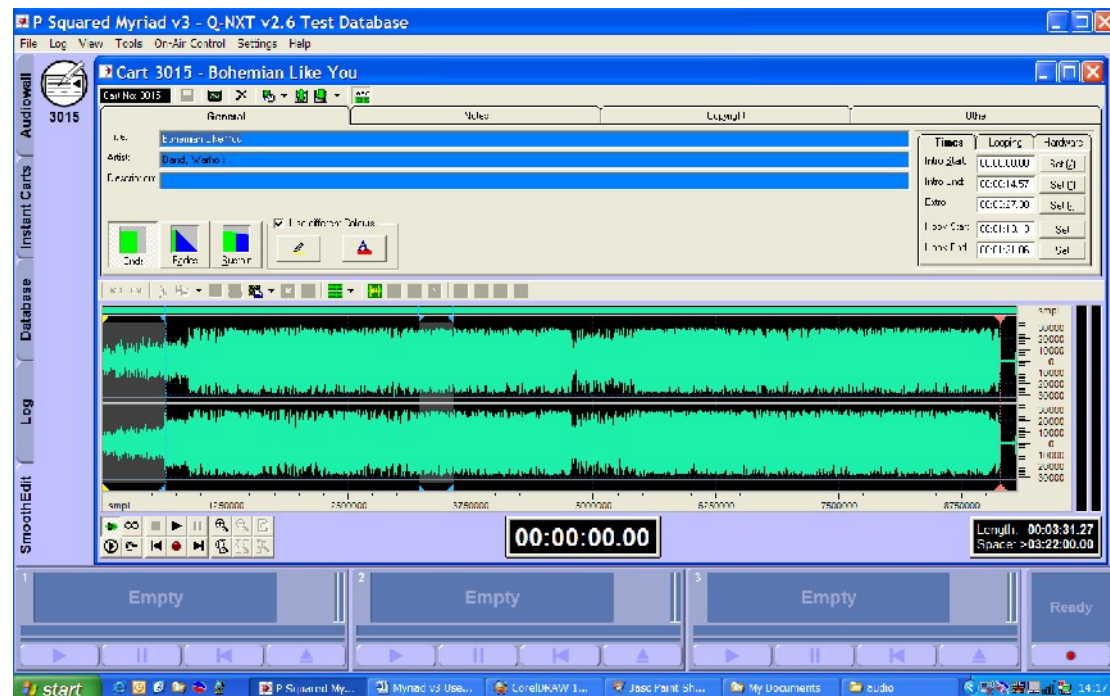
You can also double click on Songs / Links in the Song Links Results window to access this information.

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 (see Edit on the Audio Wall screen).



Song / Link Navigator

The Song / Link Navigator provides a 'tree' like view of the Songs and Links stored in your AutoTrack or 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.

The Legacy Button

This button is only visible if Myriad has been configured to allow Users to manually import Database information from legacy AutoTrack v2 databases.

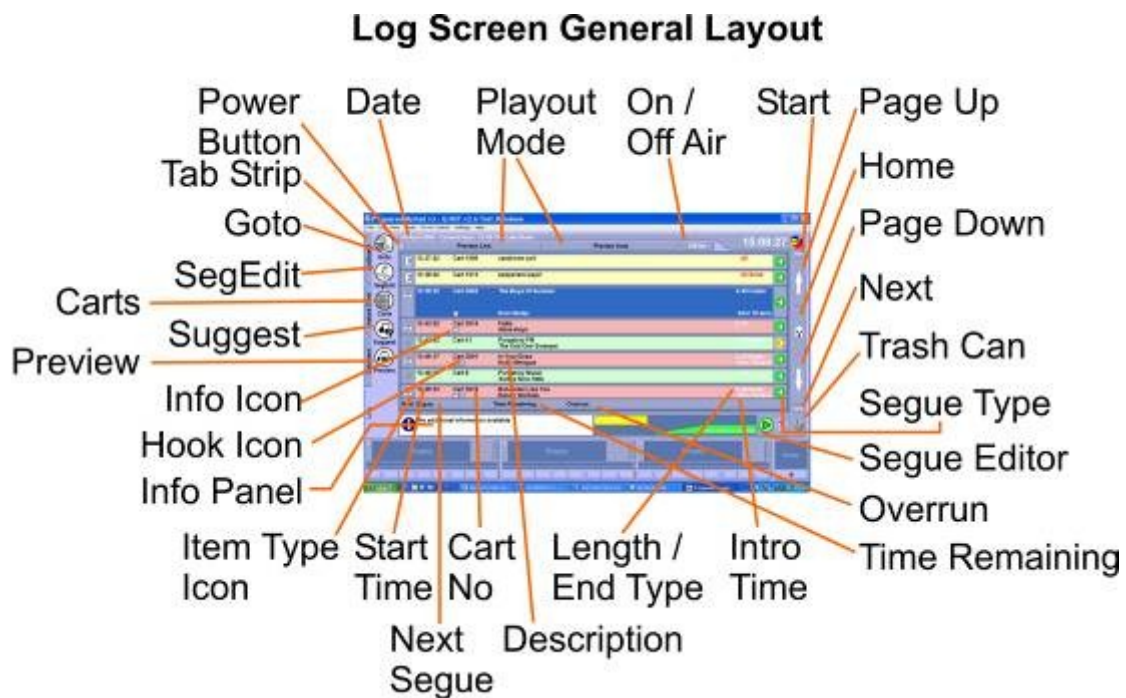
When you click on this button, Myriad automatically imports the Database information from your AutoTrack v2.6 database. AutoTrack v3 and AutoTrack Pro v3 users need not configure this option as the Database is updated each time AutoTrack or AutoTrack Pro 'pushes' a schedule into the Schedule Log.

The Log Screen at a Glance

The Log screen is arguably the most important screen in Myriad as it contains the scheduled programming for your station's output for both live assisted and automated broadcasts.

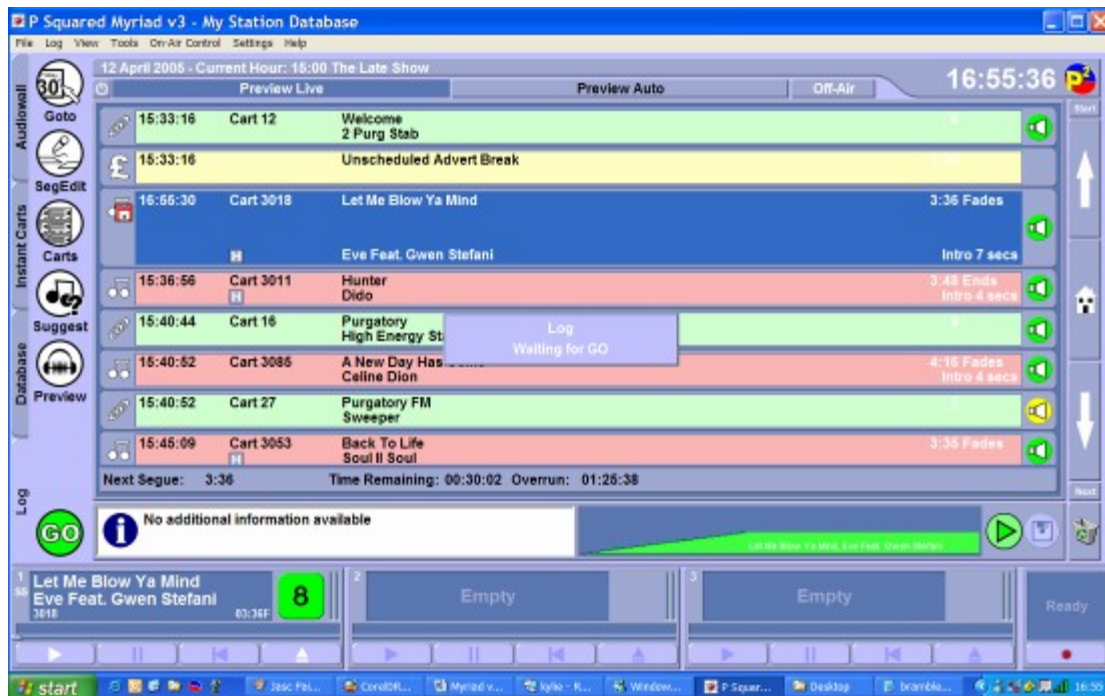
The Log screen primarily consists of a list of items for each hour along with the tools needed to play these items and control the way Myriad runs through the log.

All of the Log screen options are covered in greater detail in later Chapters but the following outlines the general features of the screen.



The Power Button

The Power button is a bit like the on/off switch on your TV. If you click the Power button then Myriad automatically switches to the default playout mode for the hour of the Log currently in use, loads the first Log Item to be played, enables the Go button and then sits and waits for you to start playback by pressing the Go button either on screen or on your keyboard.



When you press Go, Myriad starts playing through the Log in whichever playback mode was set for the current hour.

If you click on the Power button again, Myriad switches from whichever payout mode it was in, back into Standby mode.

If you are using On Air / Off Air control, Myriad can also be set to take control automatically when the Power button is pressed.

Date

This shows the current date, along with the current hour that is highlighted in the Log, and the show name as defined by the scheduling system.

Playout Mode

These buttons allow you to select the current playout mode for Myriad as well as indicating the current mode when it is running.

If you click on one of the Playout Mode buttons, Myriad automatically switches to that mode. If it was in standby prior to you clicking, 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. If you click on the depressed Playout Mode button, it pops back out and Myriad switches back to Standby mode

where no further action will take place (but any playing Carts will continue playing until they reach their end).

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

Preview Live (off air only)

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 (off air only)

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.

Live (on air only)

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 (on air only)

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.

Auto Fade (on air only)

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.

For more details on Auto Fade mode and how Myriad works with time critical events, please refer to the Chapter 6 – The Log Screen section of the documentation.

On Air / Off Air Toggle

In most cases, stations will have more than one Myriad 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. 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.
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 Myriad to interact with external systems such as OCP and Myriad STS. This option requires additional configuration.

If you are using option 1 then the On Air / Off Air button is not visible on the Log screen, but, 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 menu, there are more details on this later.

Clock

The Clock in the top right hand corner of the Log screen shows the PC system clock time. If you have a radio receiver clock attached, or your PC is updating it's time from a network time server then this correct time will be displayed here.

Start Button

The Start button will automatically move the cursor in the main Log window to highlight the Hour Start for the hour that you are currently working on.



This can be useful if you wish to return to the start of the hour to change the Playout Mode for the hour (using the right click menu) or you just want to double check which hour you are looking at (although this is also covered in the Date section above).

Page Up

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.

1. Find your way back to the currently playing item if you are lost or have been editing the Log for another hour.
2. 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.

Page Down

Page down does the opposite to Page Up in that it allows you to scroll down the Log a 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 highlighted Log Item to the Hour Start for the next hour in the Log.

Trash Can

The Trash Can icon is used to permanently remove Log Items from the Log. Simply 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 to permanently delete a Log Item.

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 will cue the next one but will not start to play it until the user says so.



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



Yellow, this is a special case where Myriad 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.

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 Auto Fade modes.

In general, the Segue Types are originally set in the scheduling system (such as AutoTrack Pro) 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.



If a Log Item is Soft Deleted from the Log (i.e. it is marked so that it does not play but remains in the Log) then a red cross graphic is added to the Segue Type icon.



The item is also 'greyed out' to indicate that it has been Soft Deleted.

Segue Editor

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

Mini Segue Edit Mode

The Segue Editor is visible at all times in the Log screen in Mini Segue Edit mode and the primary role of the Segue Editor in this mode is to alter and 'fine tune' the way that Myriad 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 will perform the segue between the two items.

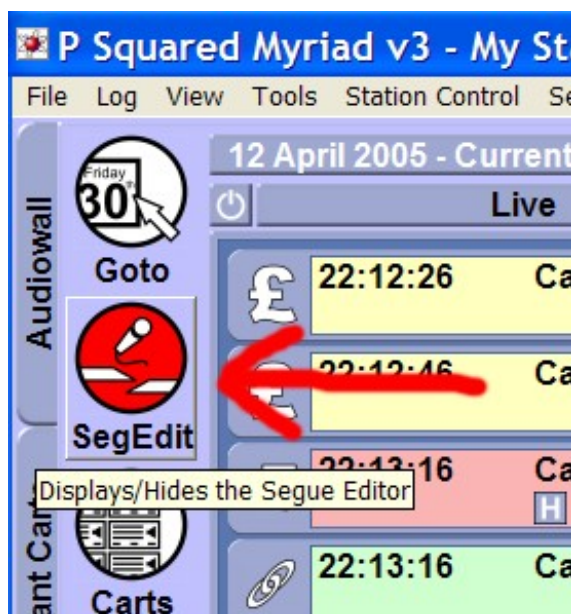


You can review the new segue by clicking on the play button and when you are happy, click on the save button to commit the new segue.

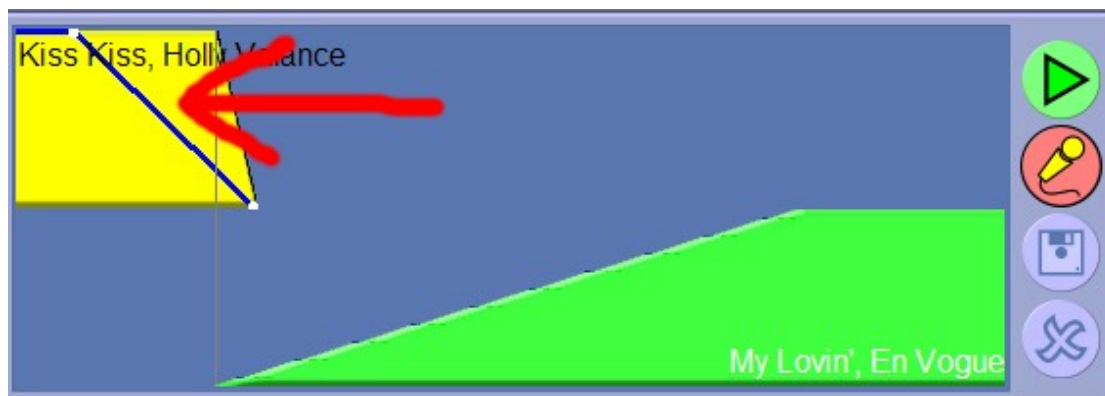
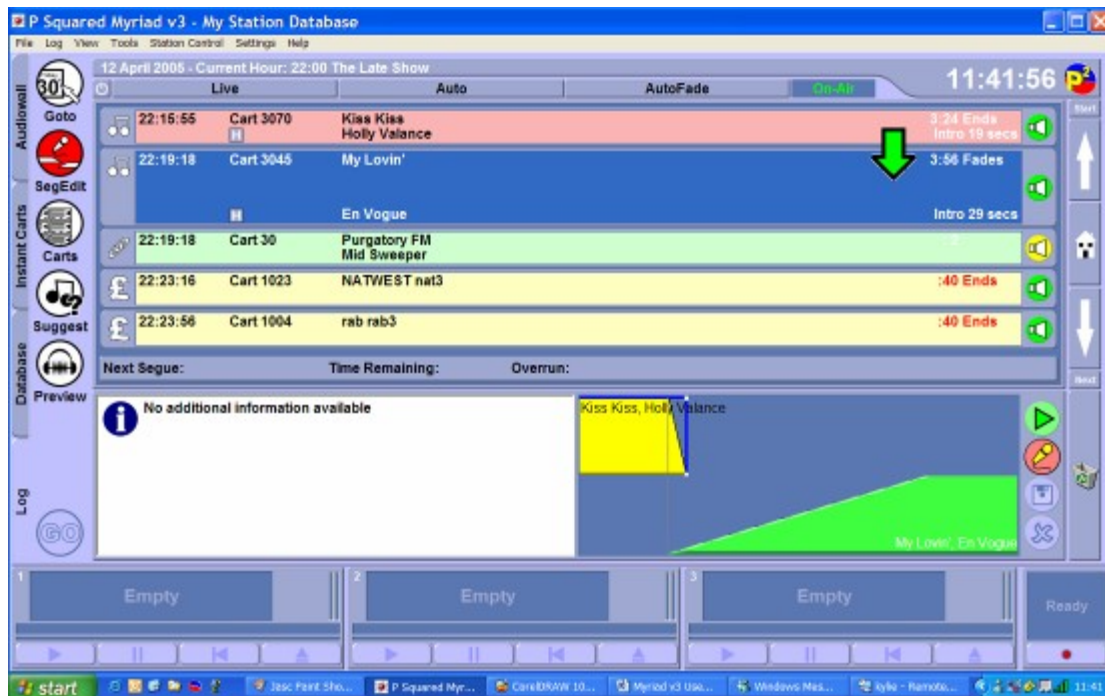
Tip: You can even segue the end of the item that is currently playing as long as it is not too close to the end!

Full Segue Edit Mode

You can also expand the Segue Editor to Full Segue Edit Mode by clicking on the SegEdit button on the Main Tab Strip.



This expands the Segue Editor to it's full height which not only allows you to perform the type of segue editing outlined above, but also allows you to adjust the 'fade' period of the outgoing item.

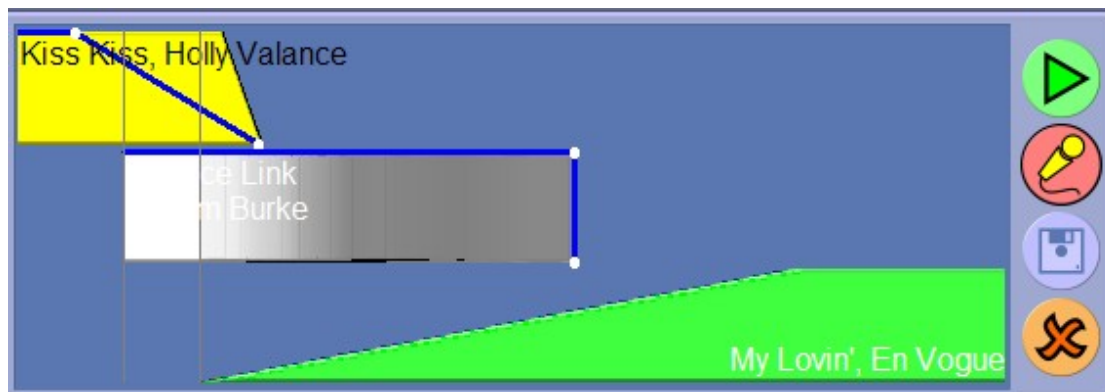


Recording Voice Links (in brief)

You can also use this mode to record Voice Links (sometimes called voice tracks) into automated programming. The procedure is very simple.

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 and the end of the last Song / Link will start playing.
4. Put up the mic channel fader on your desk and start speaking, Myriad will automatically start recording. Alternatively, press the <space bar> again to start recording.
5. Press the <space bar> to start the next Song Link playing when you are ready.
6. At the end of your vocal link, press the <space bar> to stop recording. You will then be asked whether you wish to save the Voice Link.

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

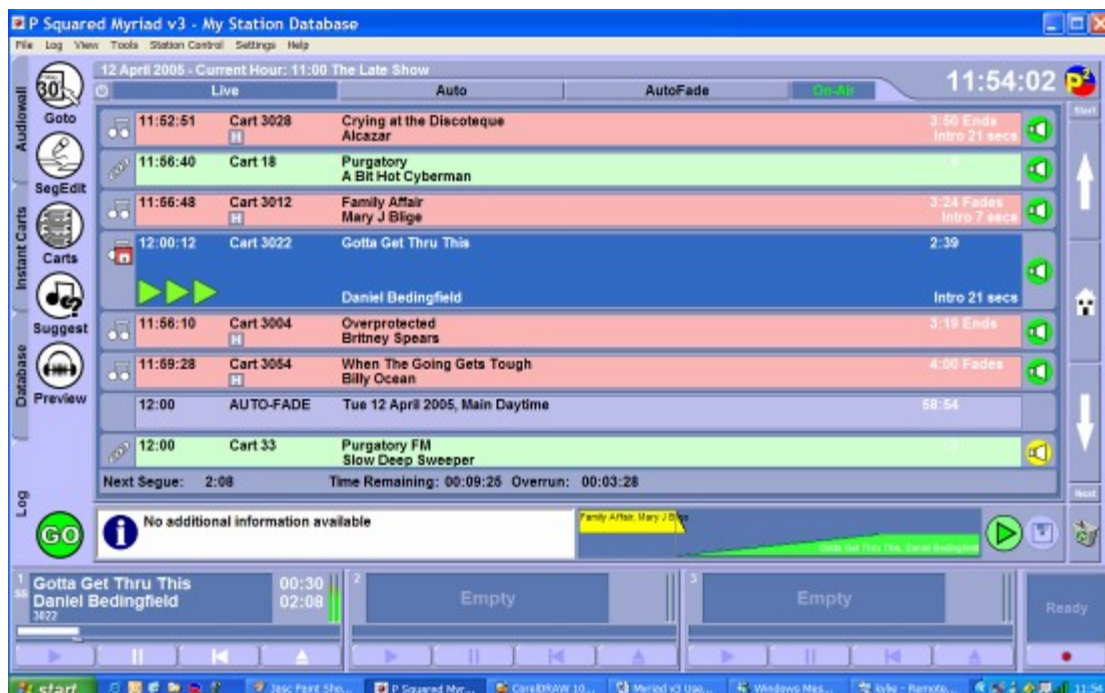


You can now edit this segue and fade points of this Voice Link in the normal way.

To return to Mini Segue Mode, click on the SegEdit button again.

Overrun

The Overrun indicator shows whether the Log Items in the current hour are set to over run the top of the hour (shown in black) or under run to the top of the hour (shown as a minus number in red).



When you are running in Auto Fade 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.

NB: this is flagged up as a report by AutoTrack, AutoTrack Pro and the Log Importer when using 3rd party music schedulers.

Time Remaining

The Time Remaining indicator shows the total remaining duration of all the Log Items left in the current hour. In the example above, the Time Remaining is 00:09.25 which means that the remaining duration the Daniel Bedingfield song added to the total length of the Britney Spears and Billy Ocean songs is 9 minutes and 25 seconds. Obviously, the number is continually counting down when Log Items are playing.

Intro Time

The Intro Time 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 (See *SmoothEdit* in the main Audio Wall Chapter). Not all Songs have an Intro so some Song Log Items will not have Intro times displayed.

Technically, you can set Intros on any audio based Cart on the Audio Wall so you could set them on Links, Adverts or just about anything else but you would not normally do so unless you had a specific use in mind.

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 discernable 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 considers the End Type of Songs when it is deciding what Songs it can fade out early in Auto Fade mode in order to run to time.

Under certain circumstances, Myriad 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.



(NB: In the show above, the Length has been shortened by 1 second using the Segue Editor).

It is also worth noting that the Length and end Type have changed to red text which indicates that the items are now not droppable so Myriad cannot automatically drop them in order to run to time.

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.

Cart Number

Shows the Cart Number of Cart based Log Items.

Next Segue

The Next Segue counter counts down the time to the next segue in the Log. If Myriad 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 count down to when the next Log Item will start. If Myriad is in Live mode and the current Log Item has a Red Segue Type then it is the countdown to when that item will end.

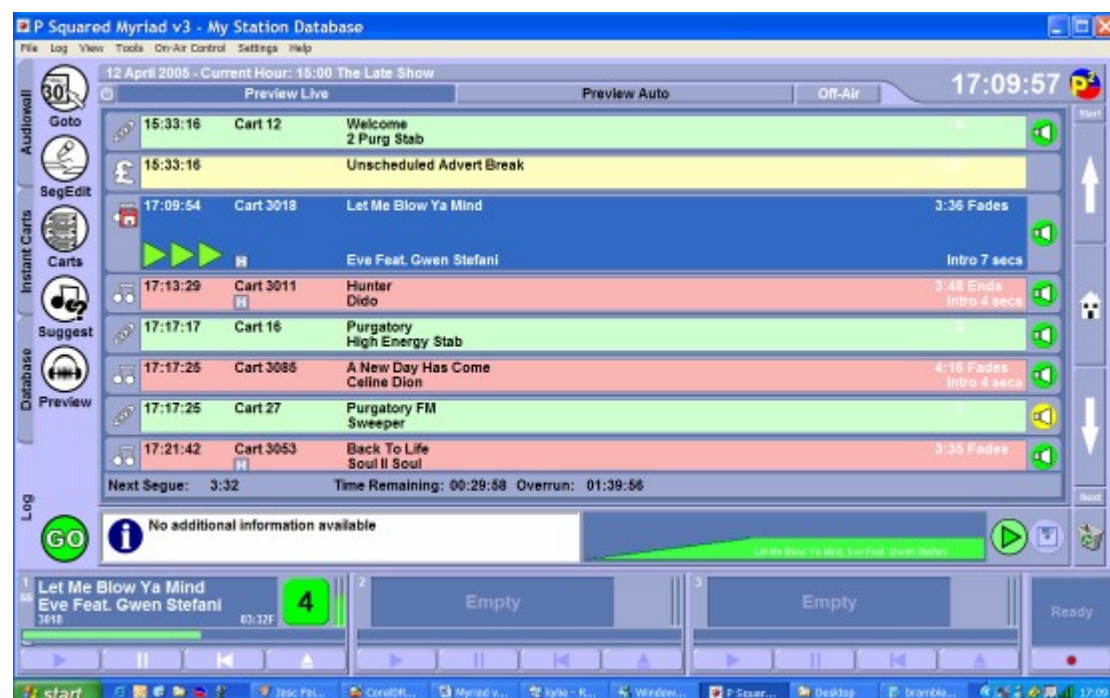
Start Time

The Start Time is listed on all Log Items and is the estimated time that the Log Item will be played based on best current information. The Start Time is calculated assuming that there will be no pauses in playback so each time you stop between Log Items to speak or use an external source; the Start Times are recalculated automatically when the next Log Item starts.

Start Times are very useful for looking at hours that will be played in the future and are especially handy when recording Voice Links using the Segue Editor although it should be kept in mind that they are an indication only and are subject to external factors such as Songs being dropped or vocal links being added.

The Go Button (not shown on diagram)

The Go button is fundamental to using Myriad in a Live Assisted show and to a lesser degree in automated environments as well.



The Go button is only enabled when Myriad is in an active Playout Mode (Live, Auto or Auto Fade) 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 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.

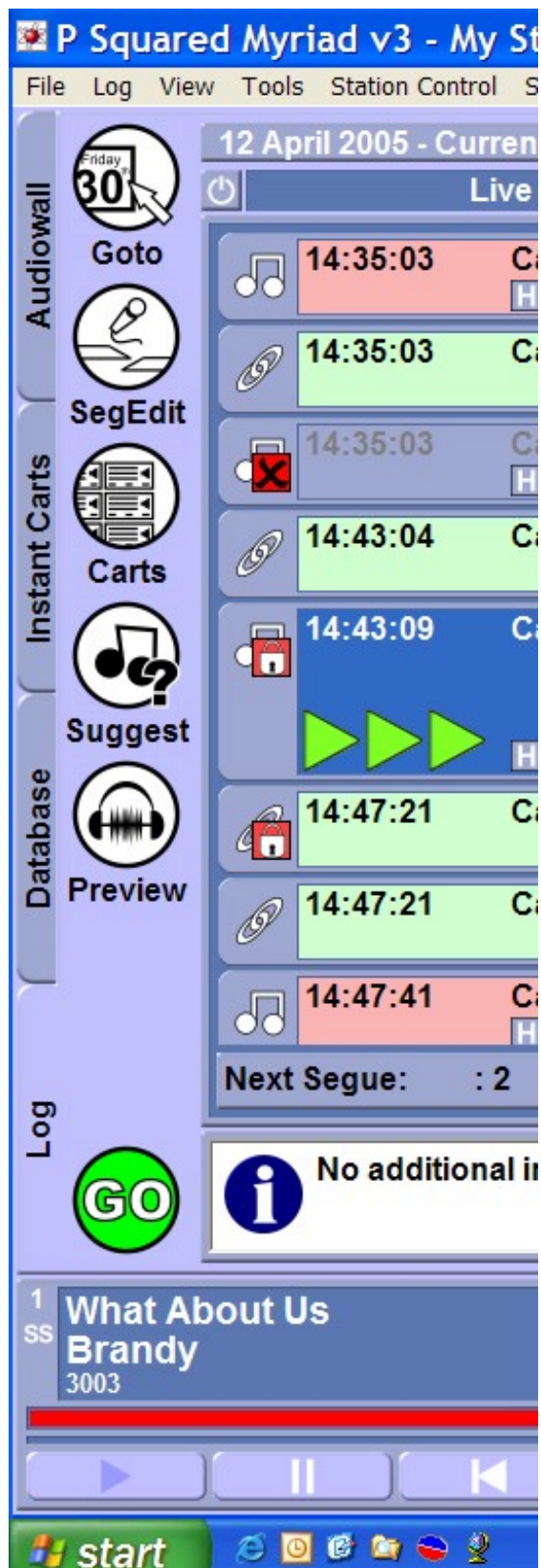
Basically, you can run your entire show from the Go button.

Item Type Indicator

The Item Type Indicator is a graphical icon that can be used to determine the Item Type of each Log Item. The Item Type Indicator options are as follows:

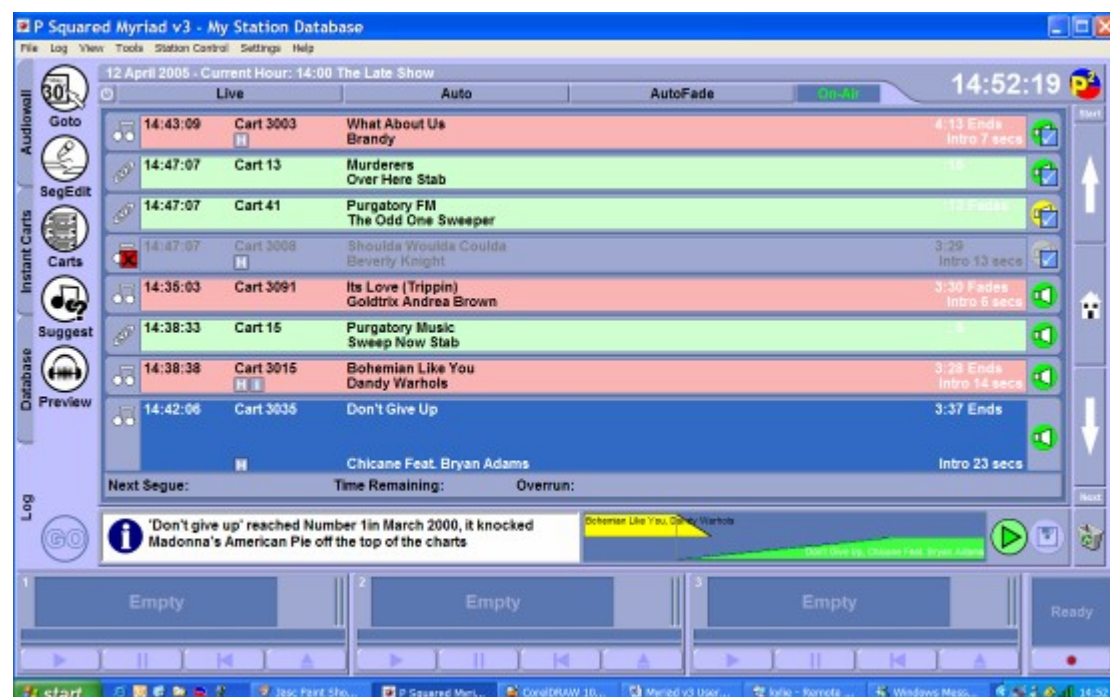
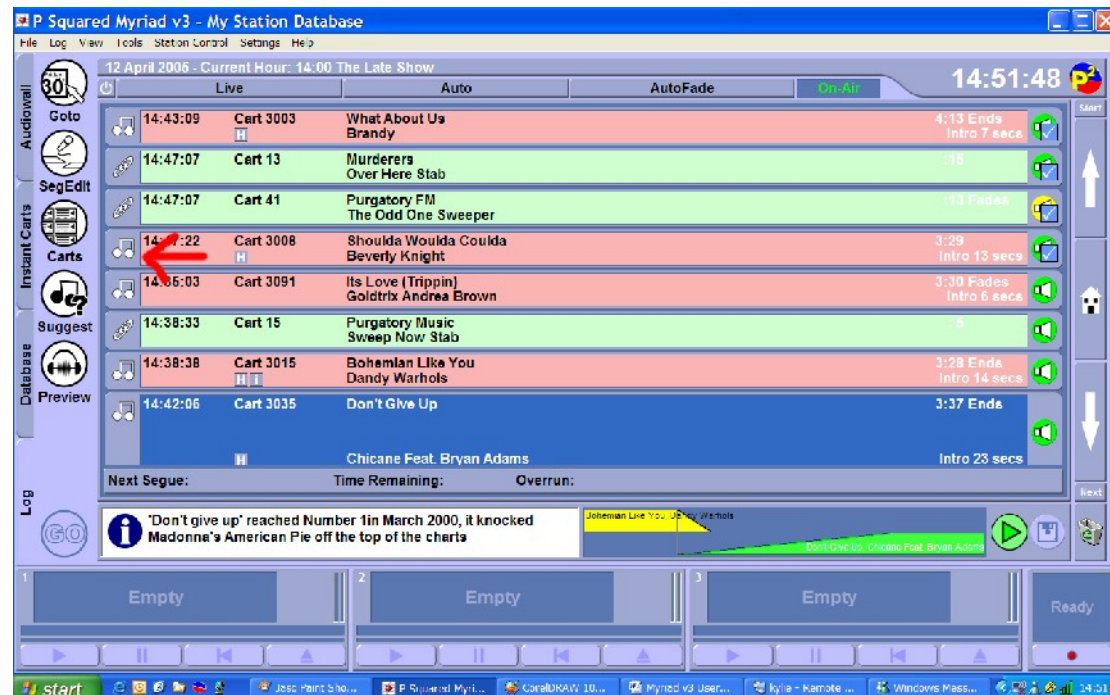
| | |
|---|--------------------|
|  | Song |
|  | Link |
|  | Advert Break |
|  | Absolute Time |
|  | Cart |
|  | Command |
|  | Hardware Event |
|  | Split Advert Break |
|  | Split Cart Group |
|  | Voice Link |

When a Log Item is playing (or in operation), Myriad locks it to prevent it from being moved, or deleted from the Log. This also happens to the next Log Item about 3 seconds before it is needed. When a Log Item is locked, a padlock icon appears on top of the Item Type Indicator as seen below.



Soft Deleting Items Using the Item Type Indicator

In addition to indicating the type of Log Item, the Item Type Indicator can also be used to Soft Delete Log Items which means that Myriad will not play them and their duration will be removed from the Start Time and Overrun time calculations but they will physically remain in the Log just in case you want to reinstate them at a later time. To Soft Delete a Log Item, click on the Item Type Indicator.



To reinstate a Soft Deleted Log Item, click on the Item Type Indicator of the Soft Deleted Item.

NB: The Item Type Indicator includes a red cross on Soft Deleted Log Items and the Log Items appear to be 'greyed out' as well.

You can also Soft Delete Log Items using the right click menu.

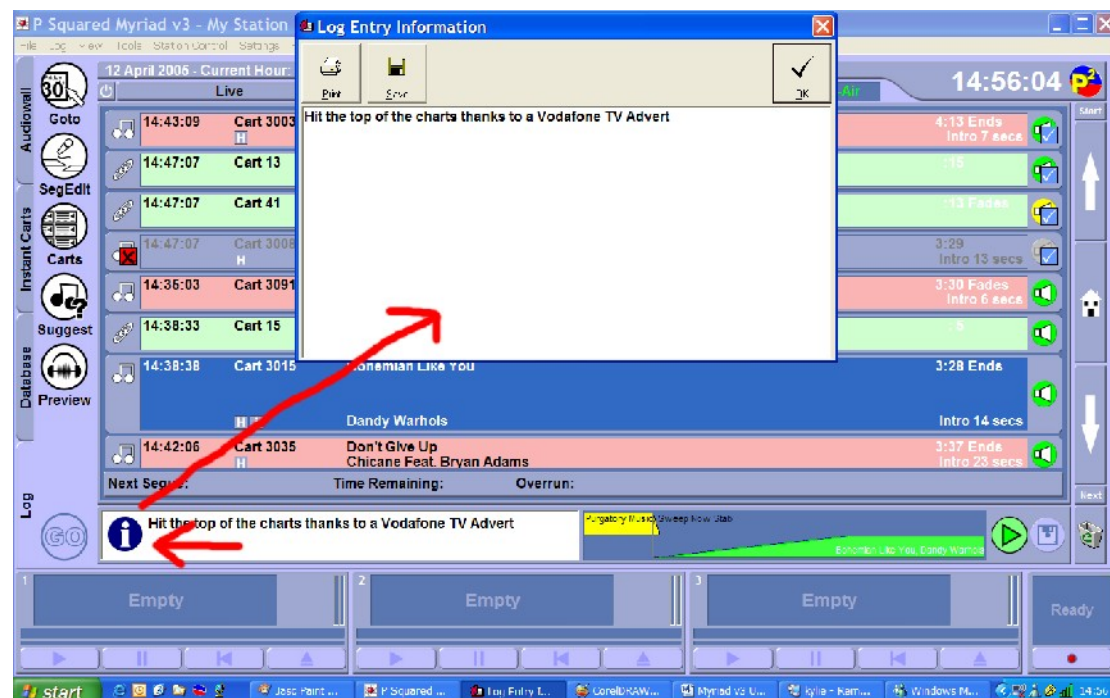
Info Panel

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 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.



Hook Icon

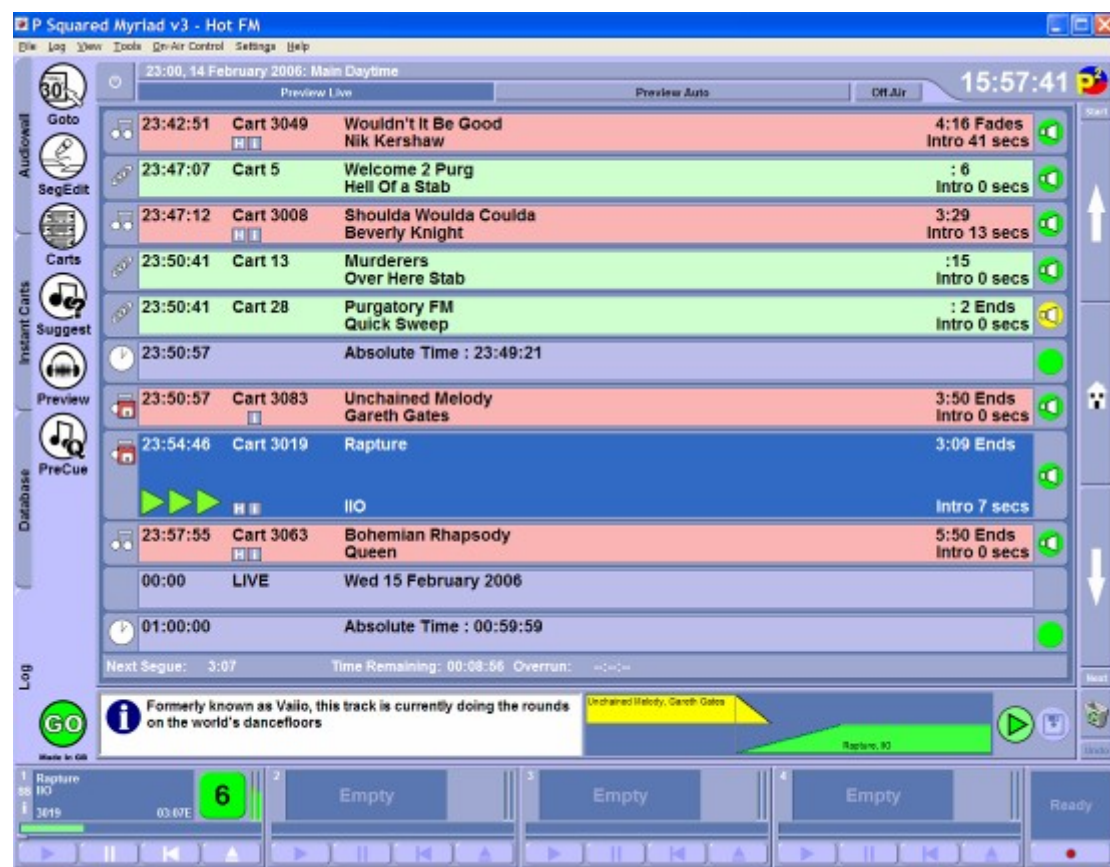
The Hook Icon indicates whether the Log Item has a Hook defined on the Cart that it refers to. Usually, only Songs have Hooks defined but technically, any Cart on the Audio Wall can have a Hook set. Log Items without the Hook Icon do not have Hooks set.

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 (see above).

Preview

The Preview button on the Tab Strip 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 Auto 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 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.

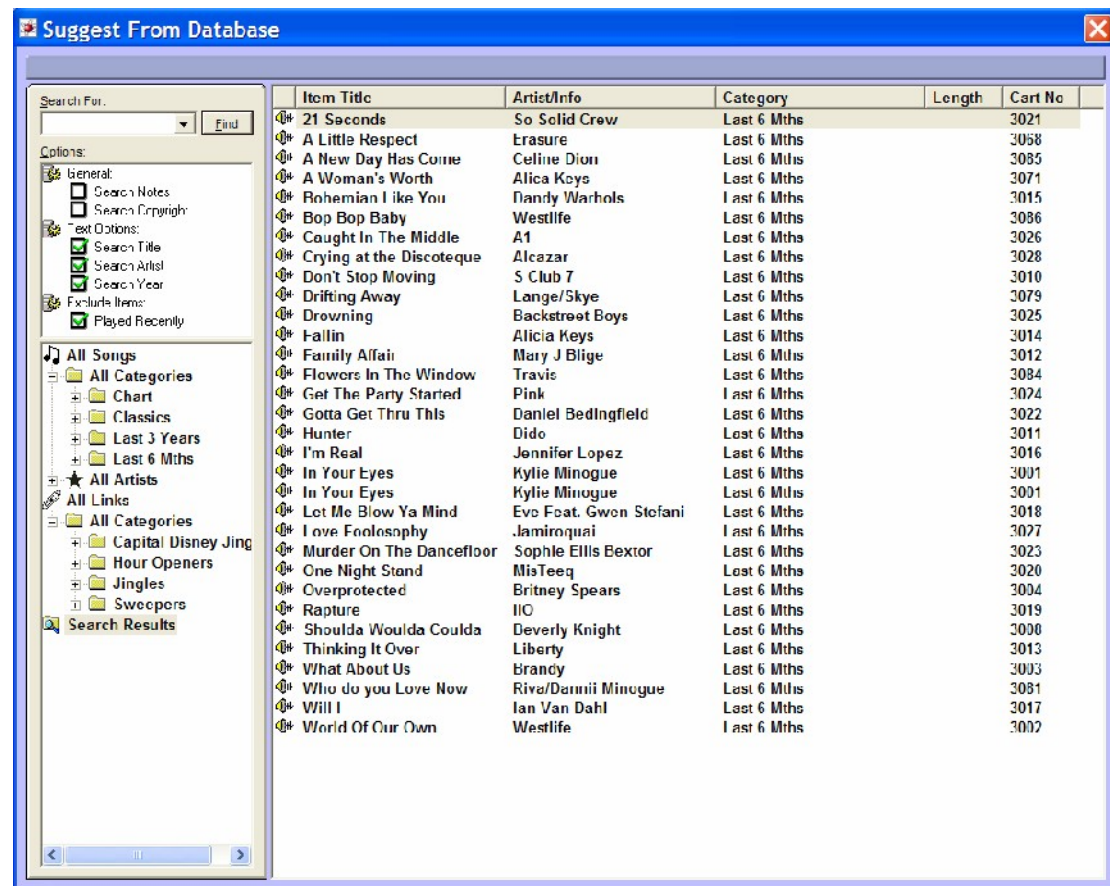
PreCue

The PreCue button is used to force Myriad 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.

Suggest

The Suggest button is used to open a list of alternative Songs or Links that are in the same Song or Link category in the Database screen. To use this facility, highlight the Song or Link that you want Myriad to suggest alternatives for and then click on the Suggest button.



You will then see a list of alternative Songs or Links that are in the same category. If you double click on one of these, it will replace the Log Item originally highlighted.

Carts

The Carts button on the Tab Strip opens Myriad's mini Cart Browser which you will find is used throughout the Myriad Suite to allow you to browse, search and select Carts from the Audio Wall without accessing the main Audio Wall screen.

SegEdit

We have already covered the Segue Editor in both Mini and Full modes. The SegEdit button on the Tab Strip allows you to switch between these modes easily. For more detail, see the *Segue Editor* covered earlier in this Chapter and in Chapter 5.

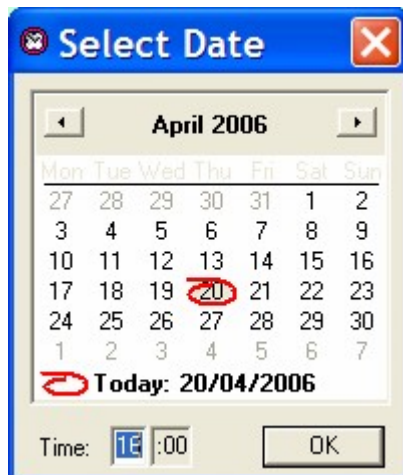


In the context of the Log screen, the primary role of the Carts Browser is to allow you to browse the Audio Wall and drag Carts directly from the Cart Browser into the Log. This is especially useful when running in single screen mode as you cannot (normally) have the Audio Wall screen and Log Screens visible at the same time.

The Cart Browser has all the main features of the standard Audio Wall including Find Cart and Jump. The Cart Browser is covered in more detail later.

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.

Tab Strip

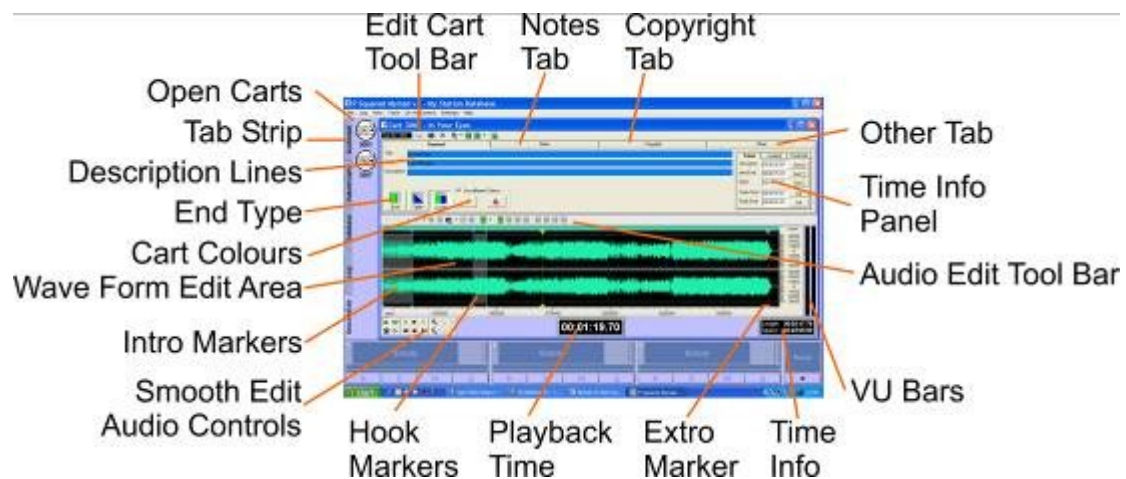
As with all the other screens we have looked at, the Tab Strip allows you to switch between the major screens in Myriad which are Audio Wall, Instant Carts, Database, Log and SmoothEdit.

The Tab Strip for each of these also contains a number of buttons to allow you to access the primary functions for that screen.

The SmoothEdit Screen at a Glance

The SmoothEdit screen (also sometimes called the Edit Cart) is used to view and edit the details and settings for Carts and also edit the actual audio should you wish to.

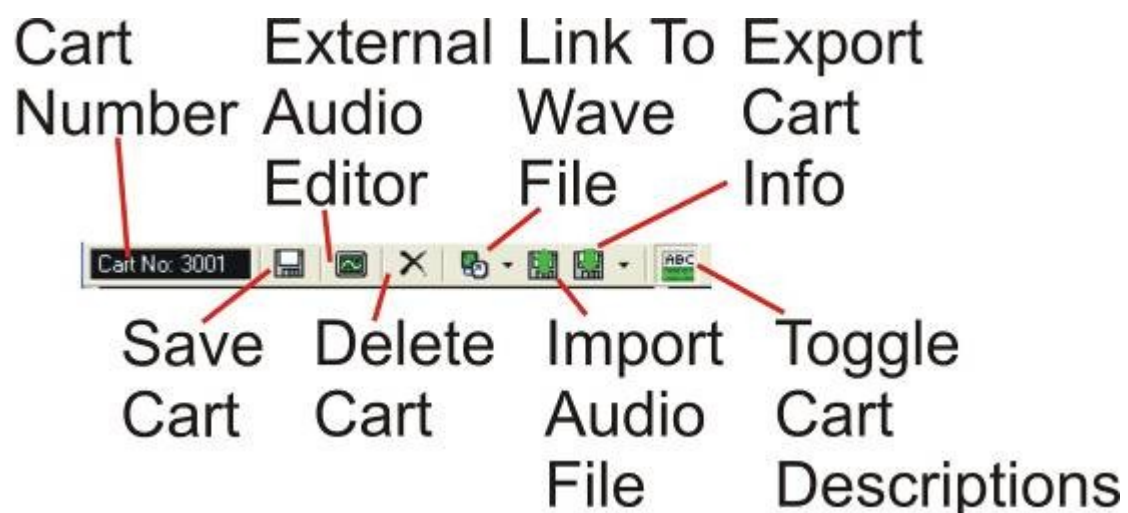
A good working knowledge of SmoothEdit is essential for getting the most from your system but as the SmoothEdit screen plays a big role in adding Carts to your system, you are likely to be familiar with it fairly quickly. The picture below shows the standard SmoothEdit screen layout.



We will now look at these items in brief; they will also be covered in greater detail in Chapter 2 – The Audio Wall.

Edit Cart Tool Bar

The Edit Cart Tool Bar offers a range of tools designed to help you when working with Carts in general. The Edit Cart Tool Bar differs from the SmoothEdit Tool Bar (see below) in that the Edit Cart tool Bar tends to deal with the Carts as a whole (text, audio, pictures etc) as opposed to the SmoothEdit Tool Bar which concentrates on offering audio editing tools.



Cart Number

The Cart Number box shows the Cart Number of the Cart that you are currently working on.

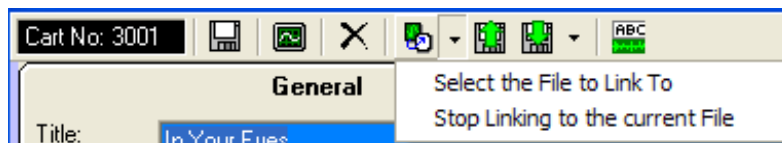
External Audio Editor

Whilst Myriad v3 does offer the ability to edit the audio in Carts because it has P Squared's SmoothEdit audio editor 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.

Link to Wave File

There are two ways that Myriad can deal with the audio that is associated with a Cart. The audio file can either be imported into Myriad in which case a copy of the original audio file is made and stored in the Audio Wall Location. The alternative way is to Link to the original audio file which does not duplicate the file and Myriad uses a reference to that file instead. This method is potentially more efficient in terms of hard drive resources but does offer more potential for problems in that the Audio Wall is not centrally located and it is easy to delete a file that it is linked to without realising it.

The Link To Wave File option has a drop down menu.

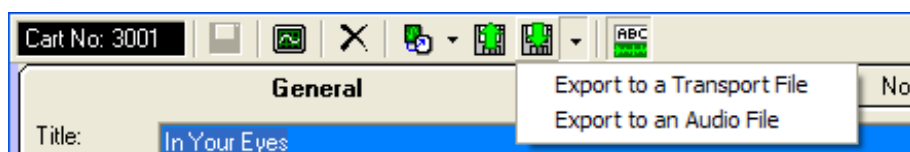


The options are:

- Select the file to link to.
- Stop linking to the current file.

Export Cart Info

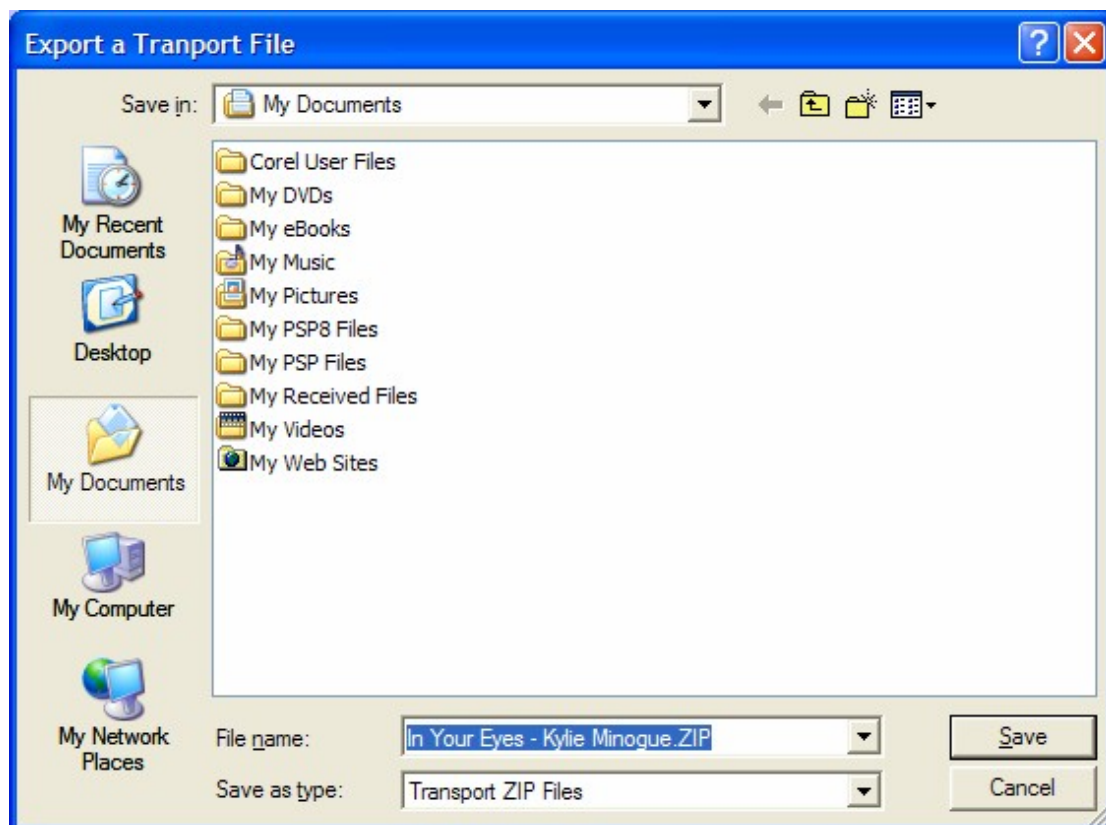
The Export Cart Info option on the Edit Cart Tool Bar allows you to export the Cart that you are working on as either a Transport File or an Audio File.



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.



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.

Delete Cart

The Delete Cart button will delete all audio and data from the Cart Slot you are working on, leaving it blank.

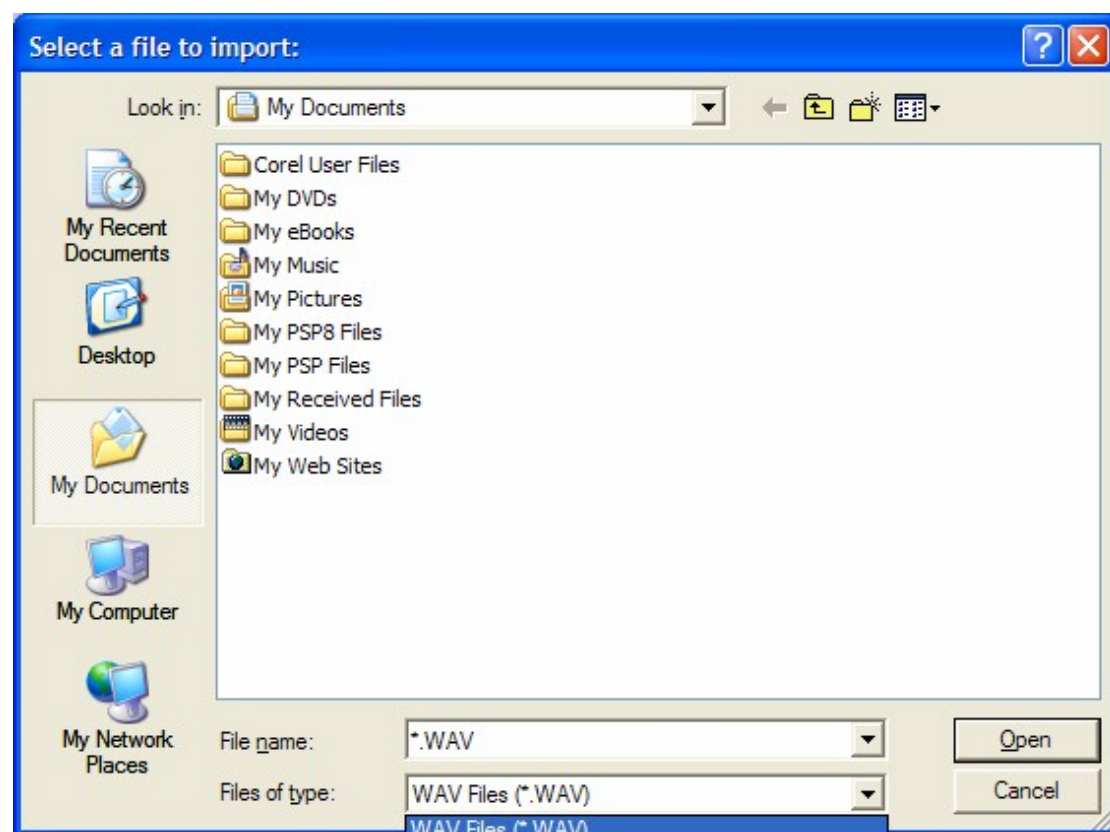
If you click on the Delete Cart button, you will be asked to confirm your actions before the Cart is deleted.

Caution: Once a Cart is deleted, it cannot be recovered so please be careful.

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.

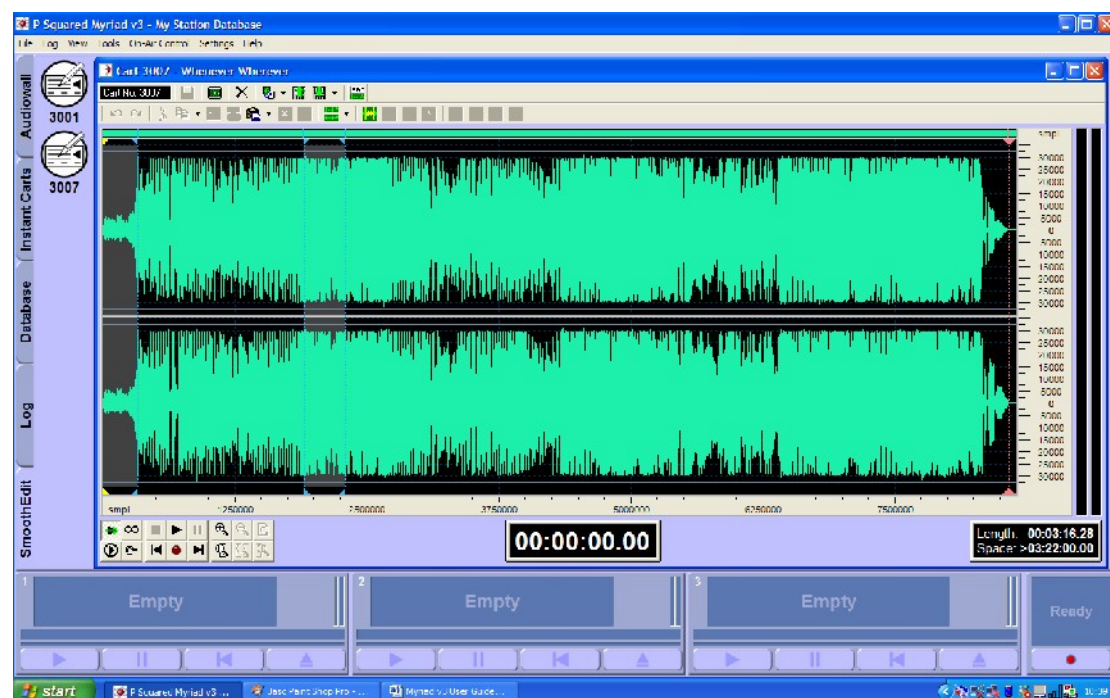
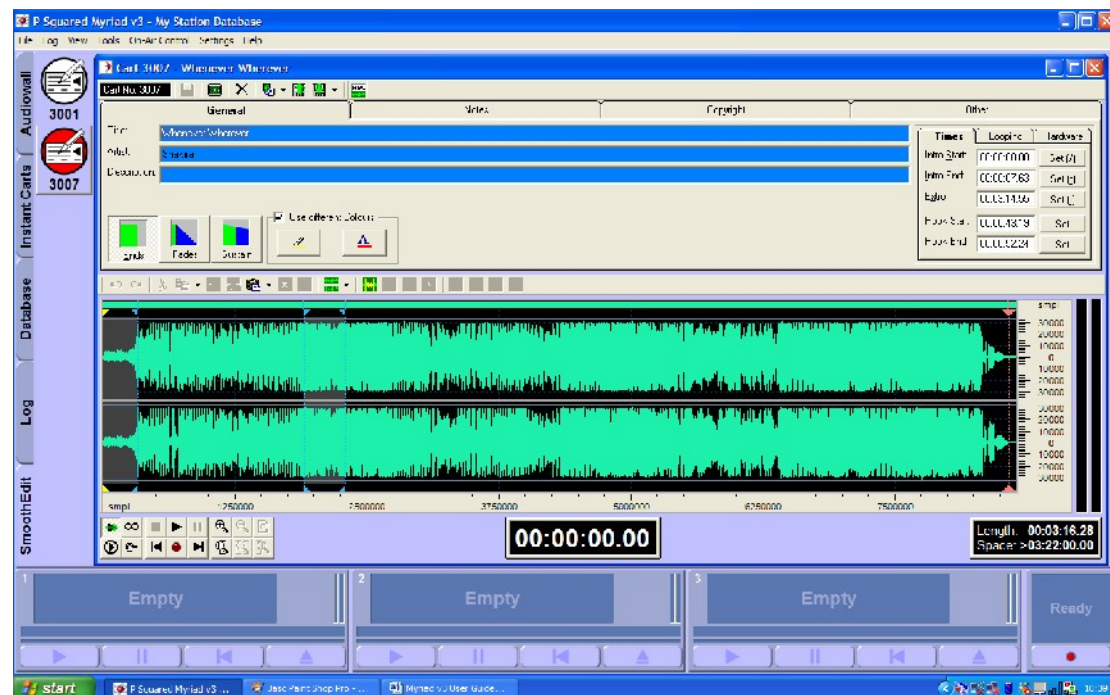
When you click on the Import Cart option, you will first be warned that importing over an existing Cart will erase all previous data. Once you have confirmed this, simply use the explorer window that opens to locate the audio (wav) or Transport (zip) file that you want to import.



Toggle Cart Description

The Toggle Cart Description option allows you to toggle the Cart Description information area between visible and hidden. This is useful if you are working

on audio editing and want the edit window to be larger. The two screen shots below show Edit Cart in both states.



The General Tab

The General Tab is used to set the most general information about the Cart you are working on such as the Title and Artists, the End Type and the colour of the Cart as it appears on the Audio Wall. Crucially, the General Tab also includes the Timing Info Panel which includes all the Timing information such

as Intro and Extro points, as well as information about hardware points, Hooks and Loops.

Title, Artist & Description Lines

These are used to add the primary description that is displayed on the Audio Wall and all places in Myriad where the Cart is used.

In general, the first description line is used for Title whilst the second and third are used for Artists one and two.

This can be important as there are areas in Myriad where only the first Description line is displayed and more importantly, if you are using AutoTrack or AutoTrack Pro, the first Description line is typically imported as Title whilst the second and third are imported as Artists one and two.

When you are adding the descriptions for Carts that are not Songs, you can use the Description lines in whichever way suits your needs best.

You do not have to use all description lines, although it is a good idea to fill in at least one on each Cart. Each description line is limited to 50 characters.

End Type

This option allows you to select the type of ending that best describes the Cart you are working on. There are five options:

- 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.

The End Type is used to let the presenter know how a Cart is going to end but is also used by Myriad to determine which Songs in an Auto Fade hour can be faded early in order to hit time critical markers (Absolute Times). The logic is covered in greater detail in Chapter 2 but in brief:

Ends – Cannot be faded early.

Fades – Can be faded early.

Sustain – Cannot be faded early.

Slow Fade – Can be faded early.

Not Specific – Cannot be faded early.

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 Audio Wall. Tick this option to enable it, and then click on the following buttons:

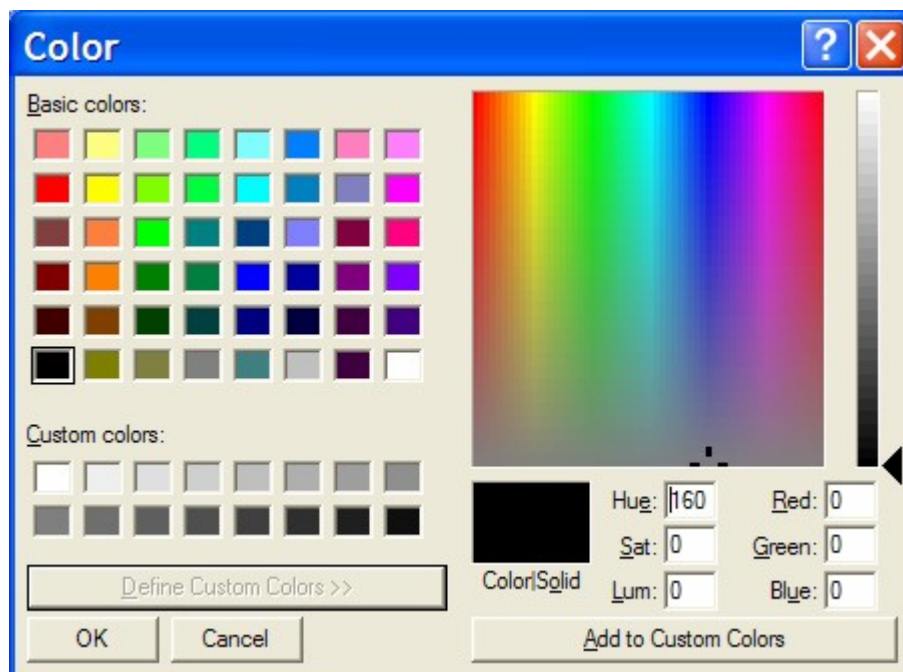


To change the background colour of the Cart.



To change the text colour for the Cart.

In either case, select the colour you want to use with the colour pallet window.



Time Info Panel

The Time Info Panel is an essential part of the Cart information as it contains the Timing information that Myriad will use when playing Carts. It also includes additional information about Looping Carts and also Hardware Events that can be associated with certain Timing events.

The Timing Tab

The Timing tab contains the main Timing information for the Cart you are working on.

| Times | Looping | Hardware |
|--------------|-------------|----------|
| Intro Start: | 00:00:00.00 | Set (/) |
| Intro End: | 00:00:07.63 | Set (*) |
| Extro: | 00:03:14.55 | Set (-) |
| Hook Start: | 00:00:43.19 | Set |
| Hook End: | 00:00:52.24 | Set |

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.
- **Extro** – This is the point that Myriad 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.
- **Hook Start** – 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 has the ability to play Hooks as part of an automated run so this is a useful addition to the Cart. The Hook start marks the beginning of the Hook.
- **Hook End** – This marks the end of the Hook.

Setting these timing events is covered in detail in Chapter 6 but in general, if you click on the play button on SmoothEdit (see Smooth Edit Audio Controls) you can then click on the 'Set' button at the appropriate time to set each of the Timing events. You can fast forward and rewind using '<' and '>' keys on the keyboard or by clicking in the Audio Editing Area. Finally, you can adjust the Timing events by using the Audio Editing Area.

The Looping Tab

Myriad also 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' and is covered in greater detail in Chapter 2 but in brief, you can mark a section to be looped using the Loop tab. When Myriad plays this Cart, it will repeat the looped section for either a set amount of iterations or until the presenter presses the Play button on the Cart Player that is playing the Cart.

The Looping information and settings are set on the Loop tab.



The Loop start and end times can be either typed in or set using the Set buttons during playback (see Timing tab). Once they have been set, it is worth reviewing the Loop using the Play button and if necessary, fine tuning the Loop start and end using the Edit Audio Area.

Once you have set the start and end, decide how many times you want the loop to happen (e.g. 10 times) and finally whether you want playback to jump to the Loop End point when a User clicks the Play button on the Cart Player (tick option) or whether you would prefer for the Cart to continue normally from the point that the Play button is ticked (leave option un-ticked).

The Hardware Tab

The Hardware tab allows you to add special Hardware Events to the Timing Events described earlier (in the Timing tab 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.

Hardware and its uses can be considered a more advanced Myriad feature and is covered later in this manual so there is not too much to worry about if the above means nothing to you at this stage.

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 Notes Tab

The Notes tab allows you to add a range of additional notes to the Cart. Switching to the Notes tab shows the additional notes that you can add.



The notes fields on the Notes tab are outlined below.

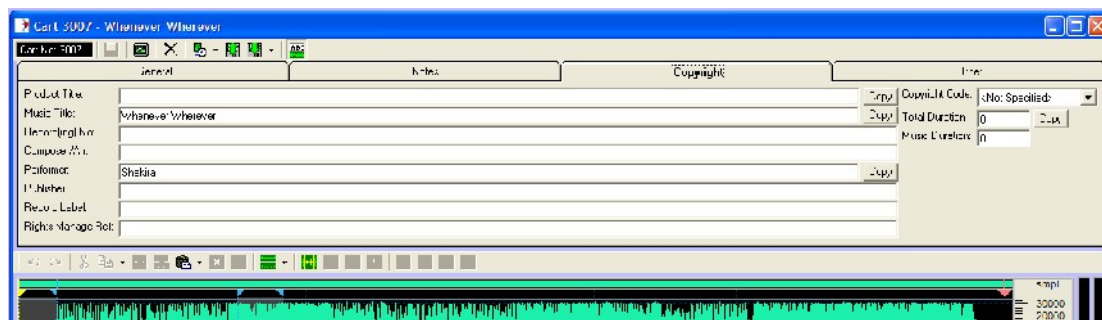
- **Studio Notes for the presenter** – As the title suggests, these are notes that will be displayed on the Log screen when the Cart is played and are intended to aid the presenter.
- **DAB Notes to be transmitted to compatible DAB transmitters** – These notes can be used by OCP (see The Standard Myriad Suite earlier in this Chapter) to feed DAB transmitters with text information about the Cart being played.
- **Information displayed on the web** – Again, these notes can be used by OCP to update your website in real time, with information about the Cart that is playing or playing next.
- **Artist / Performer webpage** – This can be used by OCP but also may be useful for the presenter.
- **Online store reference** – This can be used to add unique IDs to Carts to allow you to link them to external music stores (such as www.amazon.co.uk).

The above is intended as a guide only. The Notes fields can be very personal to each station so use them in a way that is most appropriate to you.

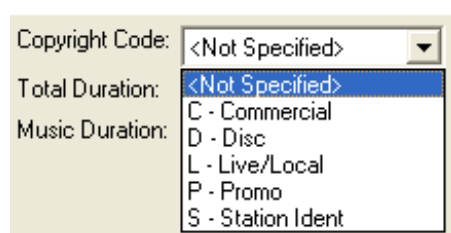
The Copyright Tab

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).

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.



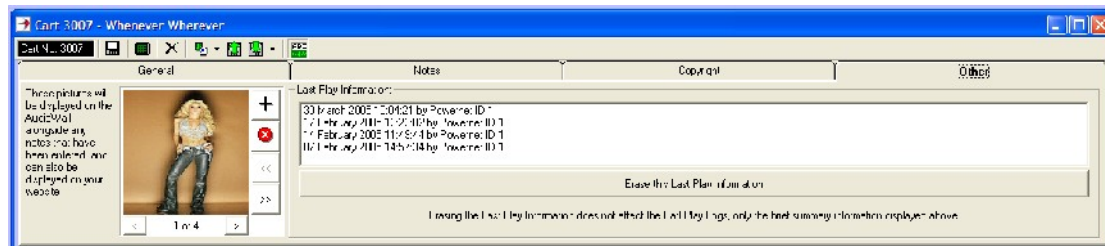
- **Product Title** - The title of the Cart you are working on. Clicking on the Copy button will copy the Title of the Cart from the General tab.
- **Music Title** – The title of any music that is used in the Cart (like music used in a promo). Clicking on the Copy button will copy the Title of the Cart from the General tab.
- **Recording Number** – The unique reference for the original recording that you are using. These can usually be found on the spine of commercial CDs etc.
- **Composer/Arr** – The names of the composer or arranger if known.
- **Performer** – The name of the artist performing the music. Clicking on the Copy button will copy the Artist from the General tab.
- **Publisher** – The name of the company who published the music used.
- **Record Label** – The name of the record label promoting the music.
- **Rights Management Reference** – The rights management reference if known.
- **Copyright Code** – This drop down option allows you to select the copyright code that best describes the Cart you are working on.



- **Total Duration** – This allows you to set the total length of the Cart. Clicking on the Copy button will copy the total length of the Cart from the General tab.
- **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.

The Other Tab

The Other tab is used to add and display pictures that have been associated with Carts and also to show the last five times the Cart has been played to provide an instant recent history for the Cart.

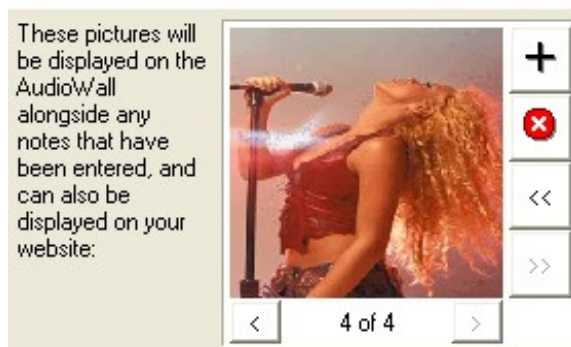


Pictures

The left side of the Other tab is dedicated to adding and viewing pictures that have been associated with the Carts.

Why would you do this?

The answer is that OCP (see The Standard Myriad Suite) 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. Pressing the '<<' or '>>' buttons will move the visible picture in the selected direction in relation to the other pictures associated with the Cart.

The '<' and '>' 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.

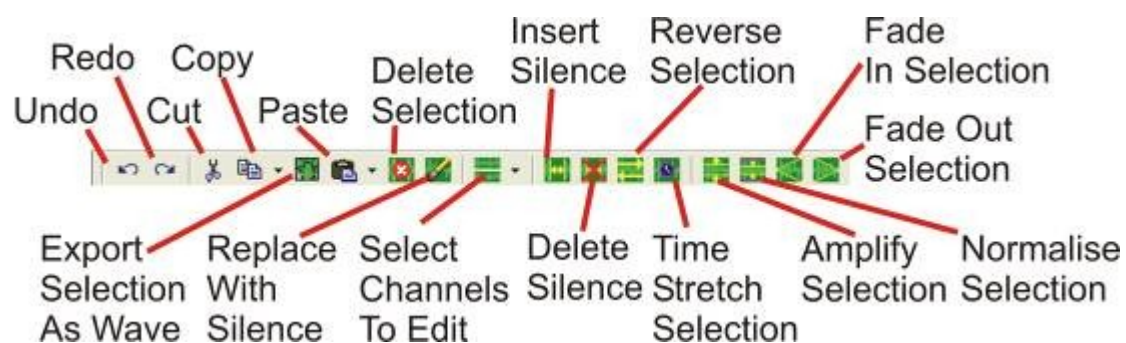
Last 5 Plays

The rest of the Others tab shows a brief history of the Cart including the date and time of the last five times that the Cart was played. It also shows the Myriad workstation name of the PC that played them.

You can clear this recent history by clicking on the Erase This Last Play Information button which will clear this history but will not affect the overall play logs that Myriad keeps so it will not impact on your copyright reports or scheduling system reconciliation.

Audio Edit Tool Bar

The SmoothEdit Tool bar offers a range of tools that you can use when working with audio in the Audio Edit Area.



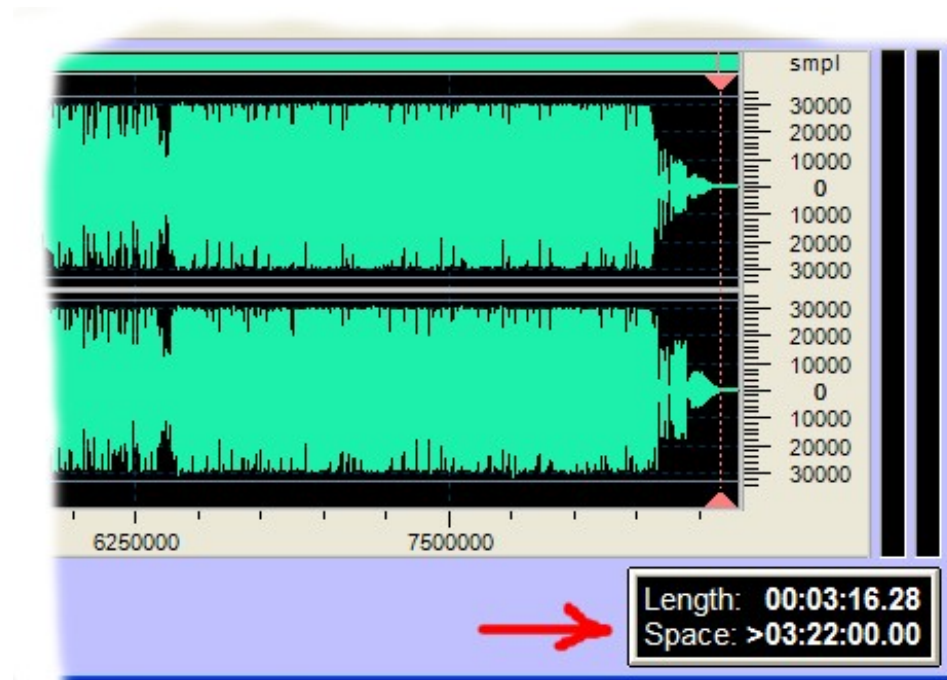
These are covered in more detail in the *SmoothEdit screen* Chapter later in this manual.

VU Bars

The VU Bars 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.

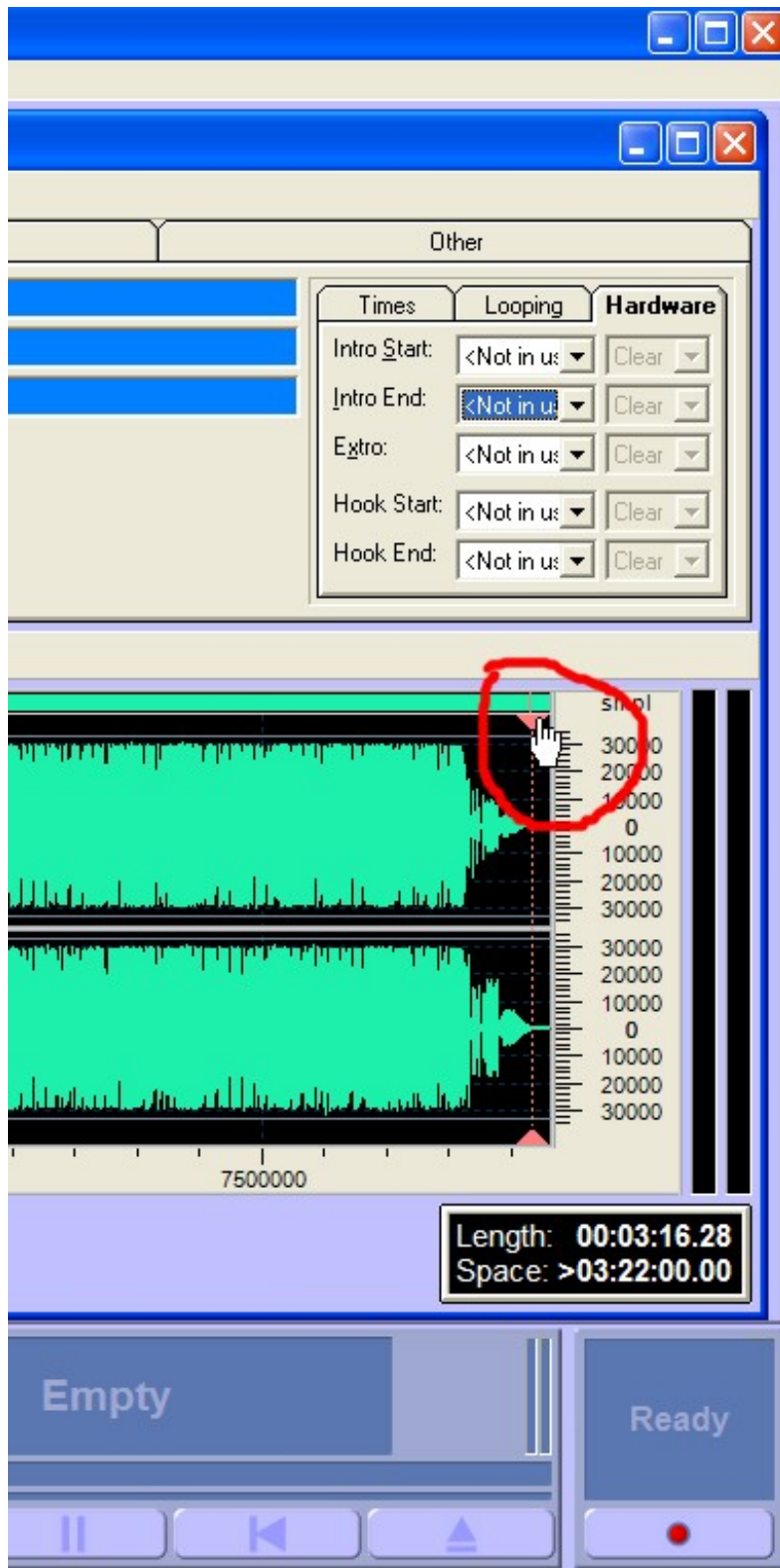
Time Info

The Time Info panel in the Audio Edit Area shows the overall length of the audio being edited. It also shows an estimate of the free disk space left available to the Audio Wall.



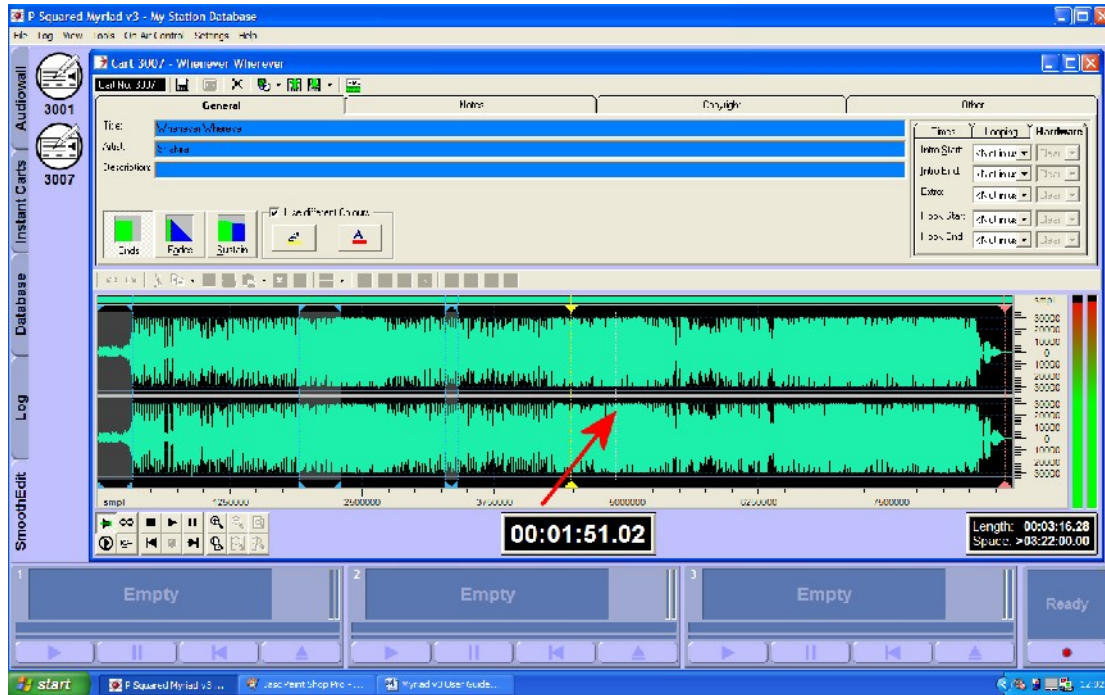
Extro Marker

The Extro Marker offers a visual representation of the Extro point on the Audio Edit Area (see The Timing Tab). The Extro Marker can be repositioned from within the Audio Edit Area by moving your mouse cursor to the top of the Extro Marker (until the hand icon cursor appears) and then dragging it left or right using the left mouse button.



Playback Time

The Playback Time panel in the Audio Edit Area displays the time of the current play point when audio is playing or the last place that you clicked in the Audio Edit Area when no audio is playing.

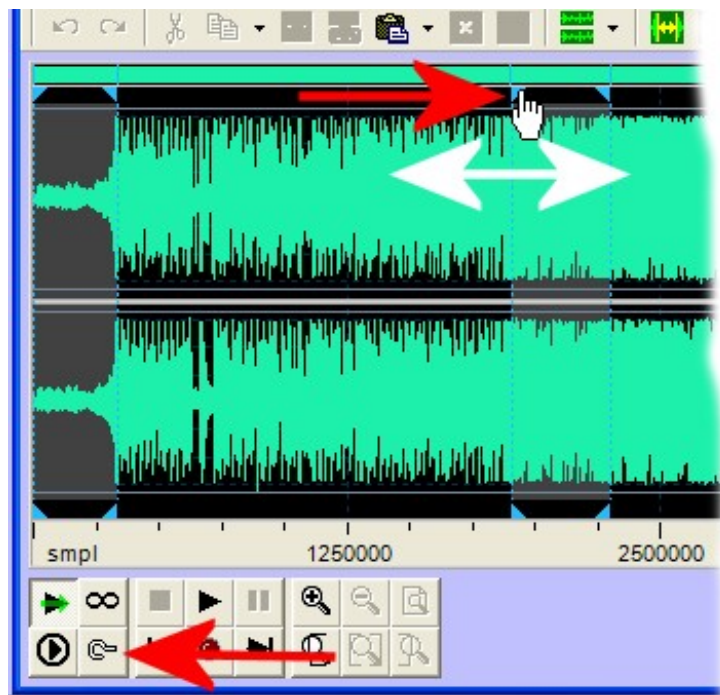


Hook Markers

The Hook Markers show a visual representation in the Audio Edit Area, of the Hook Start and End points that have been set on the Timing Tab (see The Timing Tab).

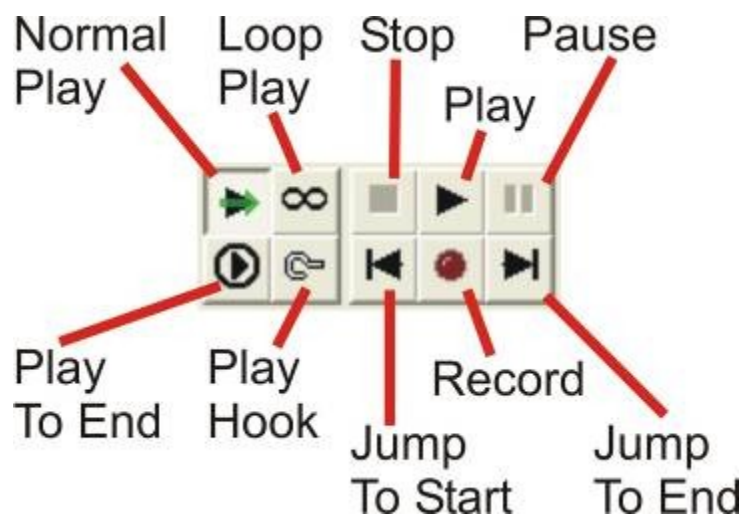
Using the Audio Edit Area, you can move the Hook Start and End points by moving your mouse cursor to the top of either marker until the cursor turns to a hand icon (see below). Then use the left mouse button to drag the Hook Start or End Marker to the left or right.

NB: You can just play the Hook by clicking on the Hook button on the Smooth Edit Audio Controls.



SmoothEdit Audio Controls

The SmoothEdit Audio Controls include all the controls you need to control audio playback in SmoothEdit. The buttons on the Audio Control Tool Bar not only allow you to control the playback of audio but also to control the way in which SmoothEdit deals with playing audio.



Intro Marker

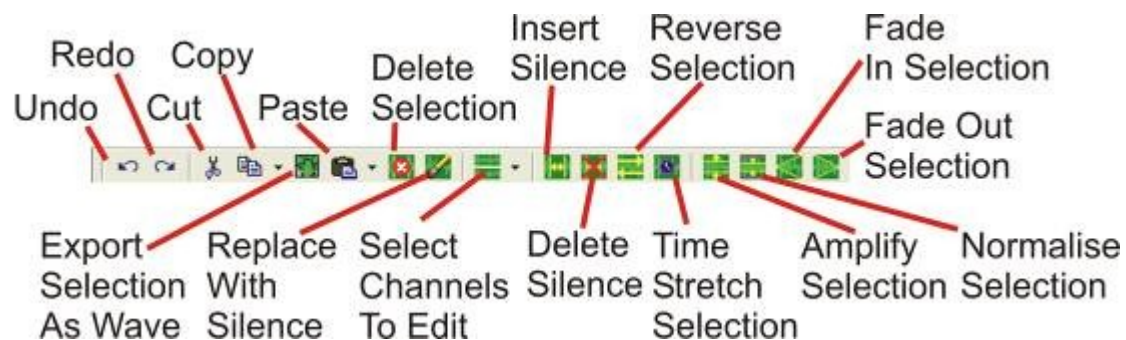
The Intro Marker shows a visual representation of the Intro Start and End points as set in the Timing Tab.

As with Hook Markers, you can use the mouse to 'drag' these points around in the Audio Edit Area by moving the mouse cursor to the top of the Intro Marker (start or end) until the cursor changes to a hand icon, then using the left mouse button drag the Intro Markers left or right (see picture in Hook Markers section for more detail).

Wave Form Edit Area

This is the section of the SmoothEdit screen where the audio wave form for the audio recorded into the Cart is displayed. The wave form represents a series of 'samples' that are used to describe the audio digitally. This information is then used by Myriad to reproduce the sound perfectly every time the Cart is played.

The Audio Edit Area allows you to view the audio wave form and manipulate it using the tools provided on the Smooth Edit Tool Bar.



Key Timing events (such as Intro, Extro, Loop and Hooks) are also visually displayed in the Audio Edit Area.

Audio Editing is covered in much greater detail later in this manual and also in the SmoothEdit manual which is available to download from the P Squared website.

Tab Strip

The Tab Strip is used to switch between the major screens in Myriad which are: Audio Wall, Instant Carts, Database, Log and SmoothEdit.

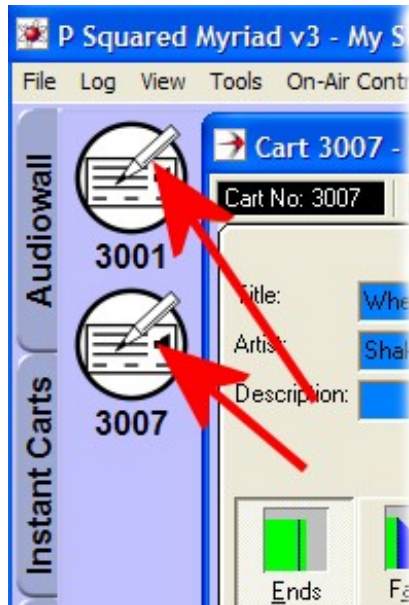
To switch to another screen, click on the appropriate tab on the Main Tab Strip.

Open Carts (working with multiple SmoothEdit screens)

With Myriad v3, it is possible to open multiple Carts for editing at the same time. To do this, open the first Cart by highlighting it in the Audio Wall and click on Edit, for example, this will open the SmoothEdit screen for that Cart.

Next, click on the Audio Wall tab on the Main Tab Strip to go back to the Audio Wall and open another Cart for editing (by repeating the process).

You will see that the SmoothEdit tab then has two Cart icons on it, one for each of the open SmoothEdit windows. You can now switch between these SmoothEdit windows by clicking on the Icons on the SmoothEdit tab.



This is really useful as it allows you to copy and paste information between Carts easily.

Myriad v3 Keyboard Shortcuts Reference Guide

The following table shows a list of the keyboard shortcuts that are available in Myriad and when and where they apply.

NB: Many of these combinations may seem cumbersome but that is because unique combinations are needed for each function. Most of these combinations can be programmed into the special Myriad keyboards to make life as easy as possible for the presenters.

- | • Keyboard Shortcuts | • Description |
|---|--------------------------------|
| • | • |
| • Global Keys | |
| • These keys work no matter which section or window in Myriad is active or has focus. | |
| • | |
| • Number Keys 0-9 | • Instant Carts 1 – 10 |
| • <Shift> + Number Keys 0-9 | • Instant Carts 11 – 20 |
| • <Ctrl> + 1 | • Switch to the Audio Wall tab |

- <Ctrl> + 2
- <Ctrl> + 3
- <Ctrl> + 4
- <Ctrl> + 5
- Pause/Break
- <Ctrl>+<Insert>
- <Ctrl>+<Shift>+<Insert>
- <Ctrl>+<Home>
- <Ctrl>+<Backspace>
- <Ctrl>+<Up>
- <Ctrl>+<Down>
- <Ctrl>+<PageUp>
- <Ctrl>+<PageDown>
- <Ctrl>+<Shift>+<PageUp>
- <Ctrl>+<Shift>+<PageDown>
- <Ctrl>+<Space>
- <Ctrl>+F
- <Ctrl>+J
- <Ctrl>+L
- <Ctrl>+Q
- <Ctrl>+<Shift>+Q
- <Ctrl>+<Shift>+<Alt>+Q
- <Alt>+Q
- <Ctrl>+S
- <Ctrl>+U
- <F1> to <F4>
- <F5> to <F8>
- <F9> to <F12>
- Switch to the Instant Carts tab
- Switch to the Database tab
- Switch to the Log Screen tab
- Switch to the SmoothEdit tab
- Toggle Log Playback Mode (the Power button on Log screen)
- Record into highlighted cart on Audio Wall
- Record into first available cart in personal area
- Jump 'Home' on the Log Display screen
- Toggle the Stop/Go at the end of the currently playing Log Item
- Scroll up the Station Log 1 item
- Scroll down the Station Log 1 item
- Scroll up the Station Log 1 page of items
- Scroll down the Station Log 1 page of items
- Scroll up to the previous hour start in the Scheduled Log
- Scroll down to the next hour start in the Scheduled Log
- If in SegEdit mode, do the highlighted action in the Segue Editor
- Open/Close the Find window on the Audio Wall
- Open the Jump to Cart window for the Audio Wall
- Play the highlighted cart on the Audio Wall
- Starts the next item in the Station Log ('Go')
- Pre-Cue the next item in the Station Log
- Preview the next item in the Station Log in the Preview Player
- Display the Q-Audio Engine for the Station Log
- Show/Hide the Segue Editor
- Cue the highlighted cart on the Audio Wall in the first available player
- Controls Cart Player 1 (See Notes below)
- Controls Cart Player 2 (See Notes below)
- Controls Cart Player 3 (See Notes below)

- <Shift>+<F1> to <F4> below)
- <Shift>+<F5> to <F8> • Controls Cart Player 4 (See Notes below)
- <Shift>+<F5> to <F12> • Controls Cart Player 5 (See Notes below)
- <Ctrl>+<Shift>+<Up Cursor Key> • Controls Cart Player 6 / Cart Recorder (See Notes below)
- <Ctrl>+<Shift>+<Down Cursor Key> • Move highlight up one Cart on the Audio Wall.
- <Ctrl>+<Shift>+<Left Cursor Key> • Move highlight down one Cart on the Audio Wall.
- <Ctrl>+<Shift>+<Right Cursor Key> • Move highlight left one Cart on the Audio Wall.
- Notes: The keys for each cart player are: Play, Pause, Cue, Eject - i.e. <F2> is the Pause key for Cart Player 1 and <Shift>+<F7> is the Cue key for Cart Player 5.
- Holding down the <Ctrl> key while pressing the Play key for a Cart Player rewinds that player by 5 seconds
- Holding down the <Ctrl> key while pressing the Cue key for a Cart Player rewinds that player back to the start
- Holding down the <Ctrl> key while pressing the Eject key for a Cart Player forward winds that player by 5 seconds
- Holding down the <Alt> key while pressing the Play or Cue keys for a Cart Player will Play or cue the highlighted cart in the active window in that cart player, ejecting what is already in that player.
- If you have less than 6 Cart Players, the controls for Cart Player 6 are used for the Cart Recorder instead.
-
- <Shift>+<F9> • Start recording
- <Shift>+<F10> • Pause recording
- <Shift>+<F12> • Stop recording and prompt for further action
- <Shift>+<Ctrl>+<F12> • Stop and save the current recording immediately
- <Shift>+<Alt>+<F12> • Stop and abandon the current recording
-
-
- **Audio Wall Only Keys**
- These keys only apply to the Audio Wall screen when it is active or has focus.
-
- <A> • Add the highlighted item to the Pad
- <C> • Copy the highlighted item to another Cart
- <Ctrl>+E • Export the highlighted Cart to a WAV File

- <Ctrl>+<Shift>+E
- <Ctrl>+H
- <Ctrl>+<Shift>+H
- <Ctrl>+I
- <Alt>+I
- <M>
- <Insert>
- <Ctrl>+<Insert>
- <Ctrl>+<Delete>
- <Return>/<Enter>
-
- **Log Screen**
- These keys apply only when the Log screen is active and has focus.
-
- <Space>
-
- <Home>
- <Delete>
-
- **SmoothEdit Display keys**
- These keys only apply when the SmoothEdit screen is active and has focus.
-
- <Ctrl>+C
- <Ctrl>+V
- <Ctrl>+X
- <Delete>
- <Left>
- <Ctrl>+<Left>
- <Shift>+<Left>
- <Right>
- <Ctrl>+<Right>
-
- <Shift>+<Right>
- <Insert>
- Export the highlighted Cart to a Transport File
- Play the hook of the highlighted Cart in the Hook Player
- Cue the hook of the highlighted Cart in the Hook Player
- Import a WAV File into the highlighted Cart
- Display extended information about the highlighted Cart
- Move the highlighted item to another Cart
- Edit the highlighted Cart
- Record into the highlighted Cart
- Delete the highlighted Cart
- Cue the highlighted item in the first available player
-
-
- In SegEdit mode, do the highlighted action in the Segue Editor
- In normal mode, Starts the next item in the Station Log (Go)
- Jumps 'Home'
- Soft Deletes/Restores the highlighted log item
-
- Copies the selected audio/text to the clipboard
- Pastes the audio/text from the clipboard
- Cuts the selected audio/text to the clipboard
- Deletes the selected audio/text
- Rewinds the audio by 1 second
- Rewinds the audio by 1/4 of a second
- Rewinds the audio by 5 seconds
- Forward winds the audio by 1 second
- Forward winds the audio by 1/4 of a second
- Forward winds the audio by 5 seconds
- Edit the audio with an external audio

- <Space> editor
- Starts/Stops the audio playing
- Note: This only works when the waveform editor has 'focus'

Please note that when you have configured Myriad to operate in Limited Myriad v2 Keyboard Support mode, some of the keyboard shortcuts outlined above are replaced with the keyboard shortcuts from Myriad v2.

Chapter 1 Summary

In this Chapter, we have looked at what Myriad consists of in general, as well as what programs combine to make up the Myriad Suite, and how it can be expanded for additional functionality.

We also looked at how to get Myriad installed, licensed and set up using a basic (default) configuration.

Finally, we looked at the layout of each of the major screens in Myriad and looked briefly at what information they display and the tools they offer.

In subsequent Chapters, we will look at the major elements of Myriad in more detail and examine how to use Myriad to its full potential.

Chapter 2 – The Audio Wall

In this Chapter we will look at the Myriad Audio Wall in more detail and see how it is the framework that the entire Myriad Suite works around. We will look at the various tools available when using the Audio Wall, the Carts themselves and the different ways in which Carts can be played.

Finally, we will look at the role that the Audio Wall plays in other areas of the Myriad Suite and how the Cart Browser can be used to act like a mini Audio Wall when you need to search and select Carts from elsewhere in the suite.

What Is The Audio Wall?

The simplest way to understand the Audio Wall is to use the following analogy that we should all be familiar with. Imagine you had a shelf that has space for up to 100 CDs on it. Now imagine that all of your station's audio material is available on CD (e.g. songs, links, adverts, jingles etc), and each individual piece of audio was recorded onto its own CD. In that case, you would have 100 'slots' on your shelf onto which you could place your CDs. You *could* just put them on the shelf in a random order, but then it might be hard to find CDs that contain different types of audio (like songs and jingles), so instead you

might group CDs of similar content together to make it easier to browse the shelf and find what you are looking for, like a library.

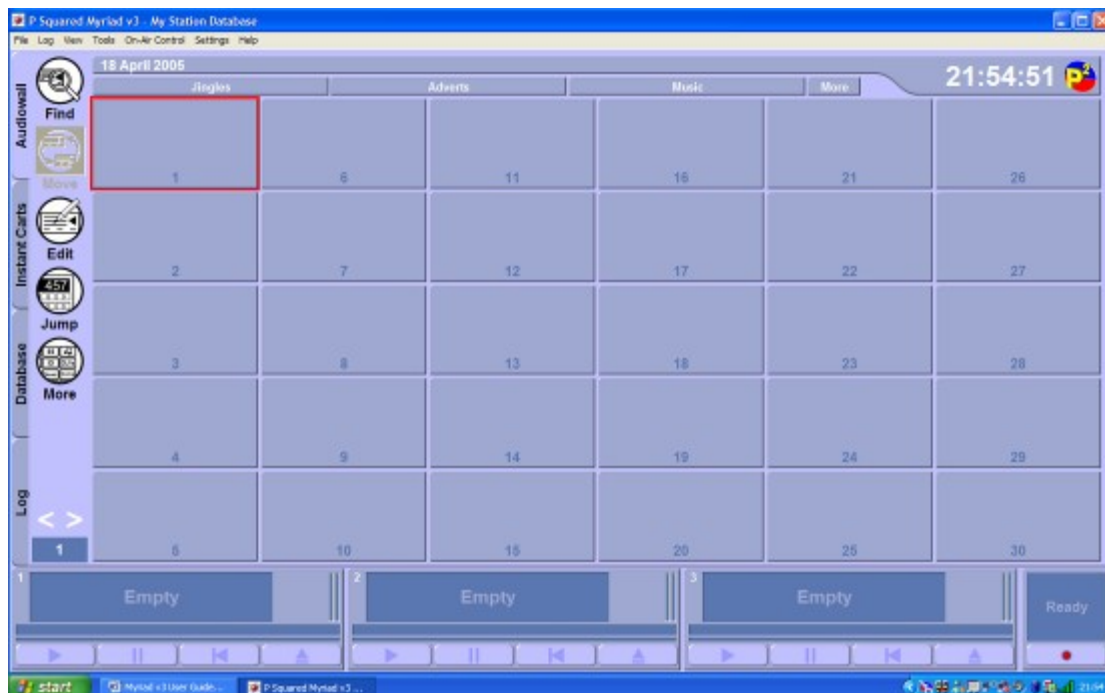


Now let's replace the shelf with an empty Audio Wall and make it a lot bigger (anywhere from 10,000 to 100,000 slots or more), and instead of CDs we will use Carts to fill the empty slots. Just as before, each Cart contains a single audio item but as well as the audio, we can add a whole bunch of additional information including text information, pictures, copyright details and timing information about the audio contained in the Cart. The Carts also have a unique reference number called the Cart Number which determines where they appear on the Audio Wall because the Audio Wall uses a simple numeric system.

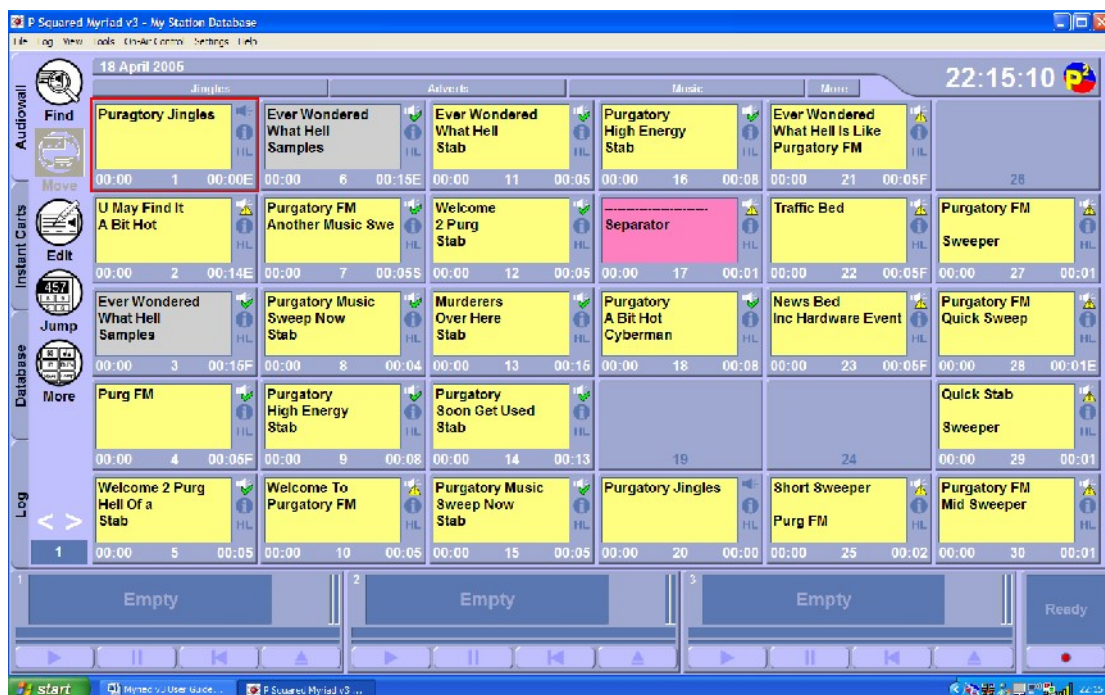
This means that in Cart Number 1 you could have a jingle and in Cart Number 2, a song or pre-recorded show, but as with a library, it makes a lot of sense to group Carts of a similar nature together to make it easier to find what you need, so you might say "the first 500 Carts are Jingles and the next 1000 Carts are adverts" to make finding Carts on the Audio Wall more intuitive (there will be more details on planning the Audio Wall later).

So to recap, we have an Audio Wall which is made up of Cart Slots numbered from 1 to (typically) 10,000 or more, and each Cart Slot can contain one single piece of audio or a 'Cart'. The Carts themselves also contain a range of additional information such as text, pictures and timing information that is used by both Myriad and the presenter. Finally, it is common practice for Myriad Audio Walls to be set up so that Carts that contain similar types of audio (such as jingles, promos, songs etc) are grouped together in different places on the Audio Wall to make navigation and finding Carts simpler.

Hopefully, the analogy above will help but it might also help to look at the empty Audio Wall in the screen shot below.



Here we can see a totally empty Audio Wall with the first 30 Cart Slots in view. The Audio Wall is arranged in numerical order and even once you start to populate it with Carts, any empty Cart Slots remain in place so you can fill them at a later date.



We will look at the Carts themselves in much greater detail later in this Chapter, but first, let's touch on typical Audio Wall layout.

Planning Your Audio Wall

As covered in the previous section, the Audio Wall is actually a long list of single audio items called Carts, and the Audio Wall itself is made up of Cart Slots that the Carts go into.

There is no reason why you can't just start with Cart Number 1 and work your way across the Audio Wall recording or importing all of your audio randomly and, as we will see later, Myriad's powerful Find utilities would still make it workable, but the more common approach is to group Carts that contain similar content into the same areas on the Audio Wall. This makes it easier for a User to locate the Carts that they are looking for as they can go to a general area and view a number of Carts of a similar nature.

In practice, this usually means that you need to plan your Audio Wall when you set up the system to encompass all of the different types of audio that you are going to add. Because the Audio Wall is a numerically based system, it is also important to consider how many Carts you assign to each different type of audio, leaving enough space for each type of audio, because whilst you can perform 'mass moves' further down the line, it is better to get it right from the beginning if possible.

The best way to illustrate a typical Audio Wall layout is by example.

Let's assume that broadly speaking we want to include the following types of audio in our system:

- Songs
- Jingles
- Promos
- Adverts
- Pre-recorded Voice Links
- News Cuts
- Pre-recorded Interviews & Events

NB: This may not cover every type of audio you want to add to the system but as long as it covers the basics then that will be OK. Your list may be very different depending on the type of station that you are setting Myriad up to run with.

For each of the above, we need to plan which section of the Audio Wall they will use. There is no right or wrong way to do this, you can use whatever scheme you like. The example below shows just one possible solution.

| Audio Type | Cart Range |
|-------------------|-------------------|
| 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 Audio Wall 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 whenever Myriad starts up, it will automatically display Cart 1 onwards which means that in this case, the station's Jingles will be displayed by default.

The Songs have been assigned to the other end of the Audio Wall 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 Audio Wall above the Songs area (although you would probably run out of disk space long before then!).

In general, planning the layout of your Audio Wall at this 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 Audio Wall 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 Audio Wall 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 AutoTrack or AutoTrack Pro then you can move Carts from within those systems and they will be moved both on the Myriad Audio Wall and in the music scheduling database.

The Audio Wall Layout at a Glance

Chapter 1 provided a brief outline of the main Audio Wall screen and its layout, and also covered the major features and their functions.

In this Chapter we will cover all of these areas in much greater detail but first, let's take another look at the general layout of the Audio Wall.

Audio Wall General Layout



- **Tab Strip** – Used to switch between the major screens in Myriad which include Audio Wall, Instant Cards, Database, Log and SmoothEdit.
- **Find Cart** – Search the Audio Wall for a Cart with a particular description or length.
- **Home** – Takes you to the first Cart in your User Edit Range.
- **Jump To Cards** – Let's you 'dial' in a Cart Slot Number that you want to jump to.
- **Move Cart** – Allows you to move or copy Cards from one Cart Slot to another.
- **Edit Cart** – Used to open the SmoothEdit (sometimes called Edit Cart) screen which allows you to edit audio, text and timing information for a Cart.
- **More Jumps** – Opens the More Jumps window which allows you to set up and manage additional shortcut buttons to Cards on the Audio Wall.
- **Page Up / Down** – Allows you to scroll up or down the Audio Wall a page at a time.
- **Cart Number** – Displays the Cart Slot Number of the Cart that is currently highlighted.
- **Cart Players** – The Cart Players are used to play all audio in Myriad. Think of them as virtual CD players.
- **Record Cart Player** – This is used to record audio into a Cart Slot when the audio is being recorded from the soundcard input channel.
- **Carts** – The central focus of the Audio Wall. A Cart is a single piece of audio that can also be enhanced with additional text, picture and timing information.
- **Jump Buttons** – Allows you to setup up to five shortcut buttons that Jump to specific places in your Audio Wall.
- **Clock** – Shows the current PC system's time. If your PC is fitted with a radio clock or is getting the time from an accurate source over the network then this time should be exactly correct.

Carts

Carts are essential to all operations in Myriad so a good grasp of what a Cart is and what the information displayed on a Cart means will be essential for you to get the most from your system.

Overview

A Cart in Myriad refers to a single piece of audio or information. Each Cart has a unique Cart Number which is used to refer to that Cart throughout the Myriad Suite. Carts themselves consist of the following information:

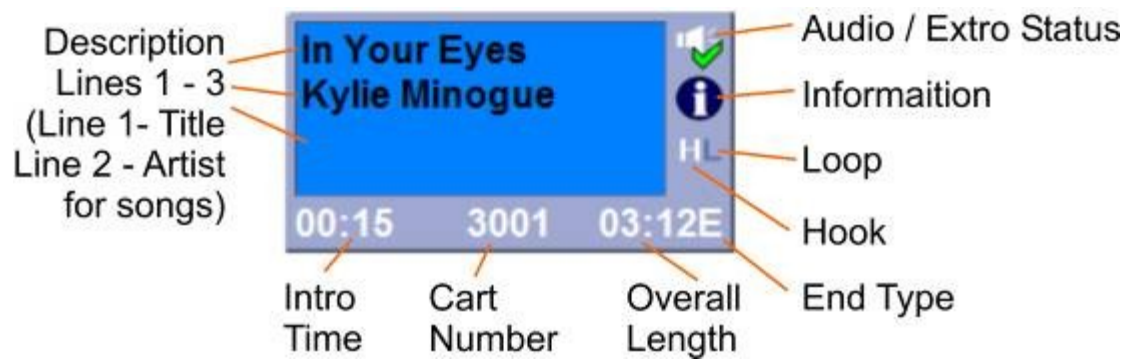
- Audio
- 3 Lines Of description
- Intro Start Time
- Intro End Time
- Extro Time
- Loop Start / End Time
- Hook Start / End Time
- Hardware Triggers For Time Events
- End Type
- Studio / Presenter Notes
- DAB Notes
- Internet / Web Notes
- Artist / Performer Web Site
- Online Store Reference
- Copyright Information
- Multiple Pictures

In addition, each Cart can be colour-coded using both the background and text colour.

Most of this information is accessed via the Edit button which loads the Cart's details into the SmoothEdit screen but most of the key information is displayed on the Carts themselves on the Audio Wall. This is what we will look at first.

The Cart Layout

The diagram below shows the layout of a typical Cart. In the example below, the Cart in question contains a song but the same layout is used for all Carts on the Audio Wall, no matter what their audio content is.



Description Lines

The bulk of each Cart is taken up with displaying the three description lines that are used to describe the audio on the Cart for the user to identify it. For most Carts on the Audio Wall, the description lines can be used in any order and in any way to best describe the Cart, but when you are dealing with Carts that contain songs, it is advisable to use each description line for the following information.

1. Song Title
2. Artist 1
3. Artist 2 – if needed!

The reason for this is twofold, firstly, there are places in Myriad where only the first description line is visible (like the Cart Browser) and under these circumstances, the song title is often more use than the artist. The second reason is more important. If you are using AutoTrack or AutoTrack Pro then all of the information on a Cart is copied into the music database when the Cart is imported as a Song. This includes the description lines, and when this happens, the first description line is imported as the Song Title and the second and third description lines are imported as Artists 1 & 2. Obviously, if you get this information the wrong way around in Myriad, you may cause yourself more work further down the line. In short, it is generally easier to input the information as listed above.

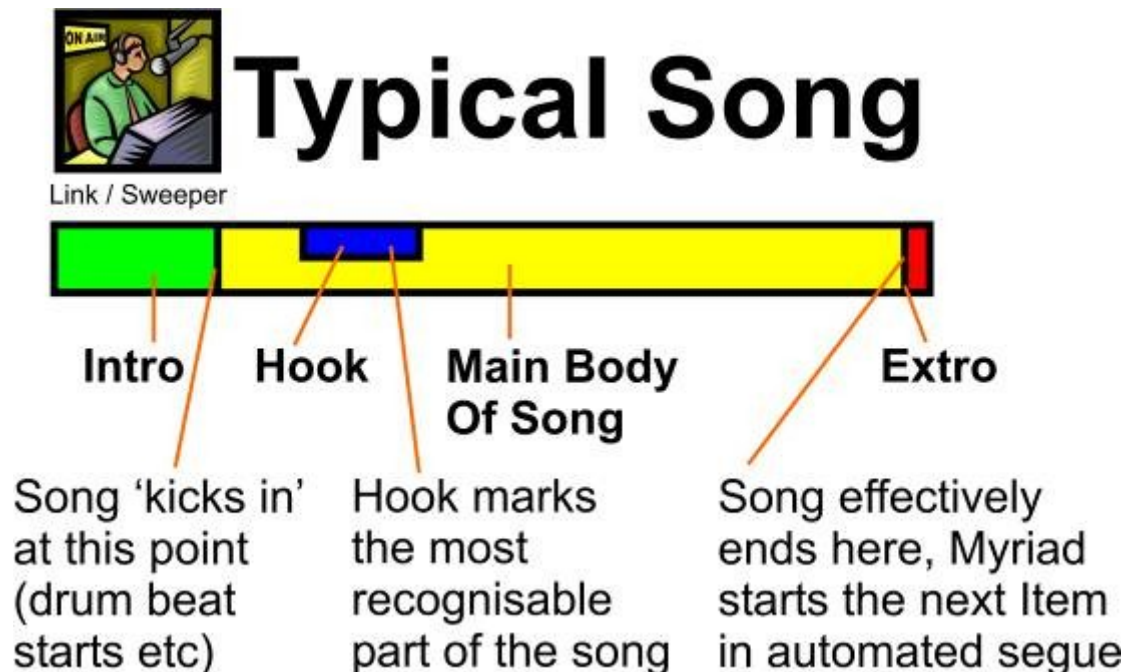
NB: AutoTrack Pro does not usually have this problem as the import description lines can be routed to different fields, but this will only help you if you are consistent across the entire Audio Wall.

Intro Time

The Intro Time is most commonly defined as the section at the beginning of the audio that can be used to talk over, or play jingles over. Obviously this is usually applied to songs but you can also have Intros on other types of audio.

The reason you may want to set Intros is to provide a visual indicator to presenters of the time they have at the beginning of songs that they can speak over. In this way, presenters can time their vocal links such that they stop speaking just as the song 'kicks in'. This is a very common practice in radio, although not all stations do it.

The diagram below may help to explain this principle in more detail.



As you can see, the Intro is usually the part at the beginning of the song before the vocals or the drum beat kicks in. It is a very personal thing and there is no right or wrong policy on Intro's but it is often best to keep the Intro's short.

When a Cart that has an Intro set is played using the Myriad Cart Players, the Intro time is counted down using the large square count down panel, the progress through the Intro is displayed in the progress bar.



The Intro Time is displayed on the bottom left hand corner of the Carts:



If no Intro has been set, the Intro time is displayed as zero:



Cart Number

The Cart Number is the unique number that is used to identify the Cart. The Cart Number can be anything from 1 to 100,000 (or more) and the Audio Wall displays Carts numerically.



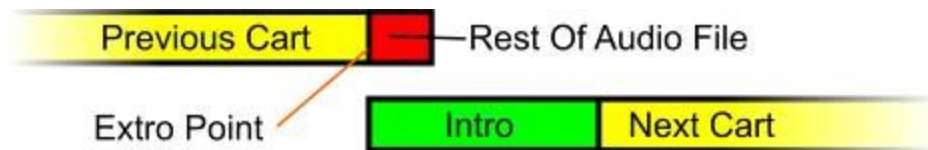
Overall Length

The Overall Length displays the overall length of the audio on a Cart from the beginning of the audio file to the Extro point or if no Extro point has been set, to the end of the audio file.



As explained in the diagram at the top of this sub-section (see Intro Time), the Extro is a point that you mark on the Cart signifying when Myriad can start the next item playing when playing two Carts back to back. When being used manually by a presenter, it can be considered to be the end of the audio.

It is important to set Extros on all Carts that may appear in automated segues, as it ensures that they will sound as smooth as possible. The diagram below should help to illustrate how Myriad deals with automated segues.



End Type

The End Type indicator shows the End Type that has been set for the Cart in question.



The available options are:

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

The End Type is useful for the presenter but it is also used by Myriad when it is working out the items in the Log that it can fade out early in order to hit Absolute Time Markers (such as the top of the hour news etc). The logic works as outlined below.

Ends – Cannot be faded early.

Fades – Can be faded early

Sustain – Cannot be faded early

Slow Fade – Can be faded early

Not Specific – Cannot be faded early.

So basically, if it is a Song (this only applies to Songs anyway), and it has a Fade or a Slow Fade End Type then if Myriad needed to fade it early in order to hit a time marker in Auto-Fade mode then it can do so. If it is anything other than a Song or if it is a Song with an End, Sustain or Non Specific End Type then Myriad cannot fade it early.

Hook

The Hook markers on Carts are usually used to mark the most recognisable section of a Song. This can then be played by Myriad using the Hook Player which is a simple and powerful way of promoting what is going to be played soon. Hooks are usually used on Songs but you can set a Hook on any Cart on the Audio Wall so you could set a Hook on a jingle or promo or to mark a section of an interview that you want to play in order to provide a 'teaser' for the whole interview.

Hooks are set using SmoothEdit and are usually set on the Song's chorus or most well known 'hook'.

When a Cart has a Hook set, the Hook indicated appears in white on the Cart.



If a Cart does not have a Hook set then the Hook indication appears in pale blue.



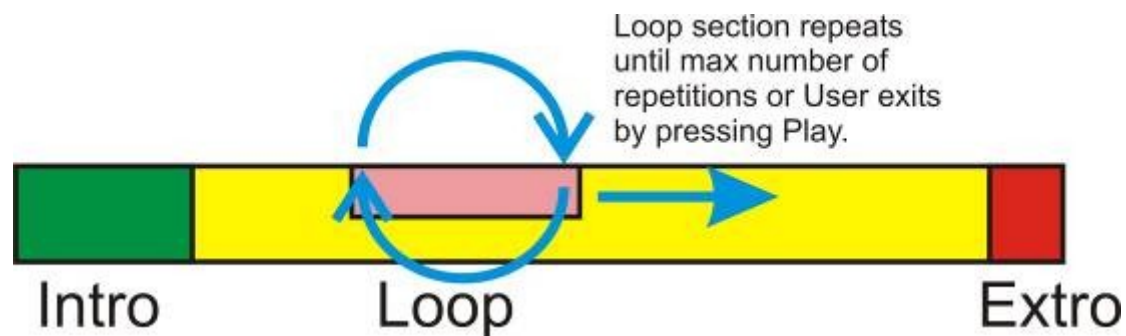
For details on how to set Hooks, please refer to the SmoothEdit section of the documentation.

Loop

The Loop indicator on the Cart acts in a similar way to the Hook indicator in that if it is white, it indicates that the Cart has a Loop section set and if it is in pale blue, it indicates that the Cart does not have a Loop section set.

But what is a Loop section?

A Loop section is a specially marked area of the Cart that Myriad will repeat whenever the Cart is played. When a Cart with a Loop section is played, Myriad will play the Cart normally until it reaches the end of the Loop section for the first time, at which point it jumps back to the beginning of the Loop section and plays it again.

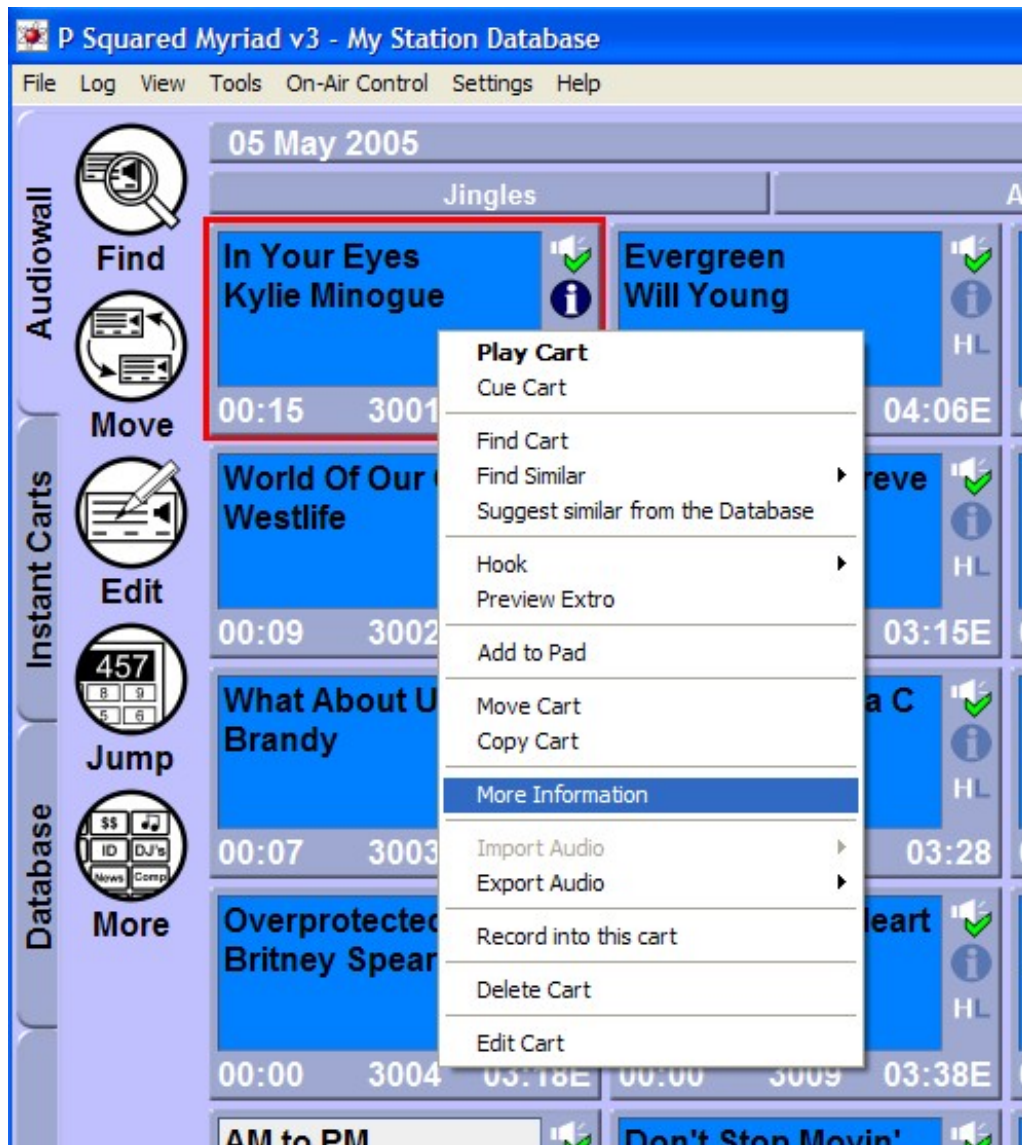


This continues until either the maximum number of Loops is reached (set in SmoothEdit) or the presenter ends the Loop by clicking on the Play button on the Cart Player that is playing the Loop Cart. When this happens, Myriad will either jump directly to the end of the Loop section and then play the rest of the Cart normally, or continue to play from the point the presenter pressed the Play button, but when it reaches the end of the Loop, it will continue to play the rest of the Cart normally. This is determined on a Cart by Cart basis in the Loop section of SmoothEdit.

Information

The Information icon will appear on a Cart whenever there are any additional Notes that have been added. These may be text notes in the main Notes field as well as Web notes and DAB notes.

To view the Notes for a Cart, right click on the Cart, and then select More Information.



If the Information icon appears as pale blue; there are no additional Notes for the Cart.

Item Details

Cart Information:

Title

In Your Eyes

Artists:

Kylie Minogue

Description:

Intro Start: 00:00:00

Hook Start: 00:00:45

Intro End: 00:00:15

Hook End: 00:00:52

Cart Number: 3001

Ending: Sustain

Length: 00:03:12

Database Information:

Title: In Your Eyes

Artists: Kylie Minogue

Category: Last 6 Mths

Year:

Type:

Gender:

Notes:

This is the 2nd track to be taken off her album Fever.

Kylie will be in concert at the Hull Arena on Friday 25th May, tickets are available from ticket master on 07000 777555

There are three different types of Notes in Myriad:

- Show 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.

The Cart Information window allows you to switch between these notes by clicking on the appropriate Notes button (as seen in the picture above).

Please note that Notes buttons are only displayed when Notes of that specific type have been added to the Cart. If no Notes buttons are displayed then there are no Notes associated with that Cart.

Audio / Extro Status

The Audio / Extro Status shows you the status of the Cart in regards to whether there is audio recorded into the Cart and if there is audio, whether the Extro point has been set.

There are three possible states for the Audio / Extro Status icon:



- The Cart has no audio.



- There is audio recorded into the Cart but the Extro has not been set.



- There is audio recorded into the Cart and the Extro has been set.

But what does this mean?

Obviously if a Cart does not have any audio recorded into it then you cannot play it in the Cart Players. This could mean that the Cart is awaiting audio being added or it could be that the Cart is being used as a 'marker' Cart to effectively label a section of the Audio Wall.

Once audio has been added to a Cart, the Audio / Extro Status changes to have a white speaker icon but with an exclamation mark (audio recorded but no Extro has been set). This means that the audio is now available and the Cart can be played in the Cart Players, but because no Extro has been set, Myriad will play the Cart in it's entirety (right the way to the end of the audio file even if there is silence at the end). This means that if the Cart is played in an automated segue, it is likely to sound less smooth.

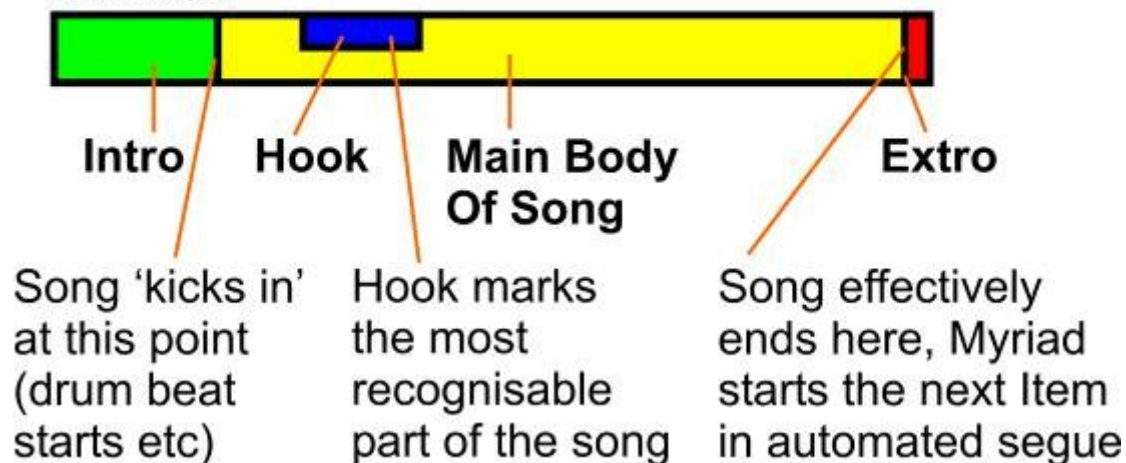
If you set the Extro (see SmoothEdit) then the Audio / Extro Status icon changes to have a green tick and this means that the Cart can be played in both live and automated situations and the segue should work.

Extros are covered independently in above sections of this documentation, but to re-cap briefly:



Typical Song

Link / Sweeper



To understand where best to set Extro points, it is worth considering how Myriad uses them and how it relates to the 'real world'. When you are manually doing a segue between two songs on CD, you would normally press play on the next track just before the last one finished, in order to get a smooth transition between the two. The best way to think of the Extro point is as exactly the same point, just before the first track finishes. Myriad will then use this to start the next item whenever the Cart is used in an automated segue.

The Extro is usually set as the song is fading out or a fraction of a second before a hard ending.

For more details on Extros and how to set them, please refer to the SmoothEdit section.

Recently Played Cart Icon

Myriad can be configured so that Carts that have been played recently will be marked as played on the Audio Wall to try to help avoid playing things too often on manually scheduled or 'free choice' stations.

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 Audio Wall is played, it is marked with a special icon that will remain until the set time (or number of possible iterations) has elapsed.

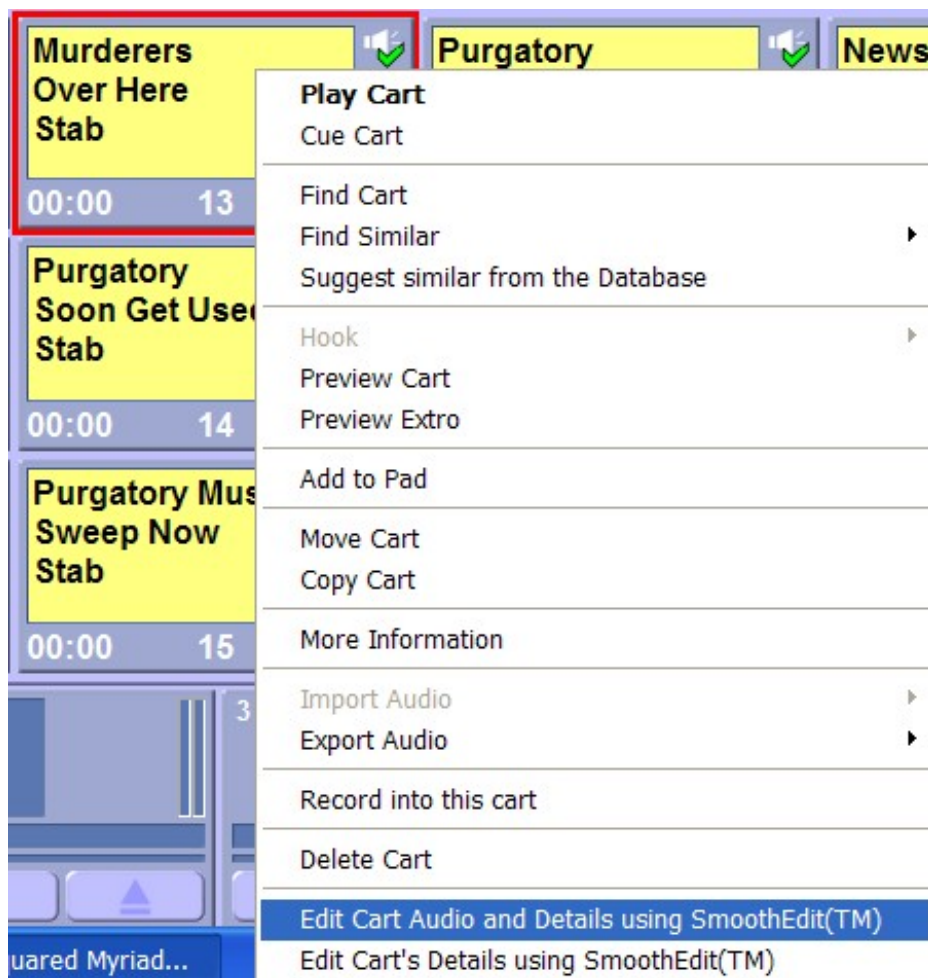
To tell if a Cart has been played within the specified 'recent' period, keep an eye out for Carts that carry the 'recent play' marker which is a yellow exclamation mark directly to the left of the Cart Description lines.



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

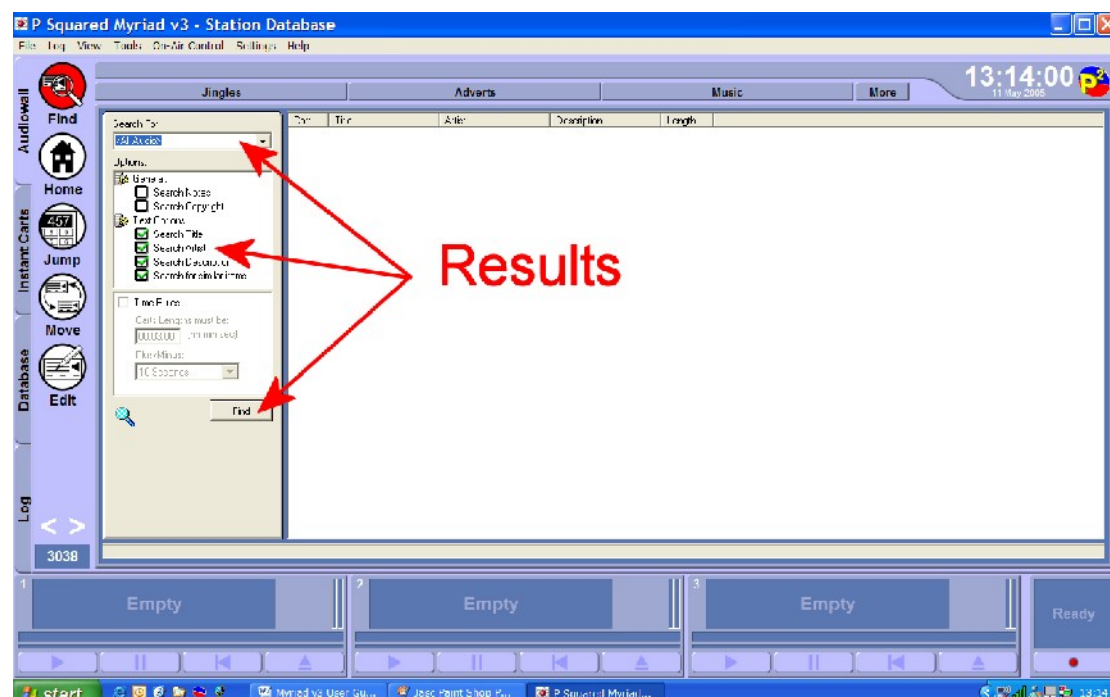
As you would expect, if you right click on a Cart and select the Play Cart option from the right click menu then the Cart you right clicked on will be loaded into the first free Cart Player and playback will begin immediately.

Cue Cart

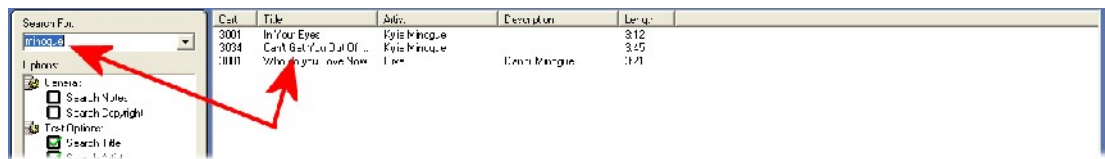
As with Play Cart, if you select this option from the right click menu then the Cart that you right clicked on will be loaded into the first free Cart Player but playback will not begin. Instead, the Cart will be cued ready to be manually played by the presenter (by clicking on the Play button on the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

Find Cart

The Find Cart option on the right click menu will switch the Audio Wall screen to display Find Cart which allows you to search for Carts on the Audio Wall, matching your criteria.



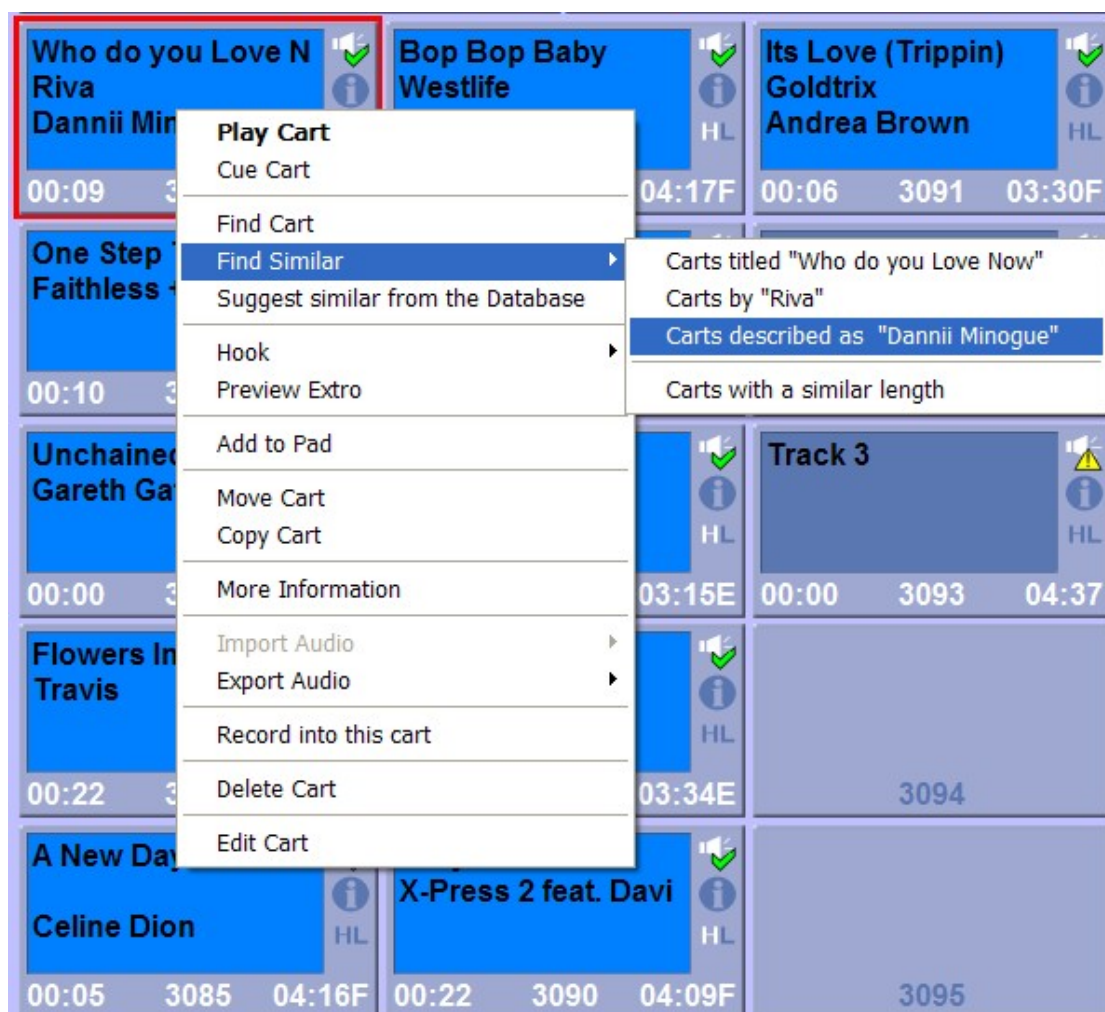
To use Find Cart, type in a word or phrase you want to search for in the Search For box, select any options that you want to include in your search using the Options section and then click on the Find button.



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 Screen (dual screen mode). 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 highlighted. Find Cart is covered in more detail in the *Find* section later.

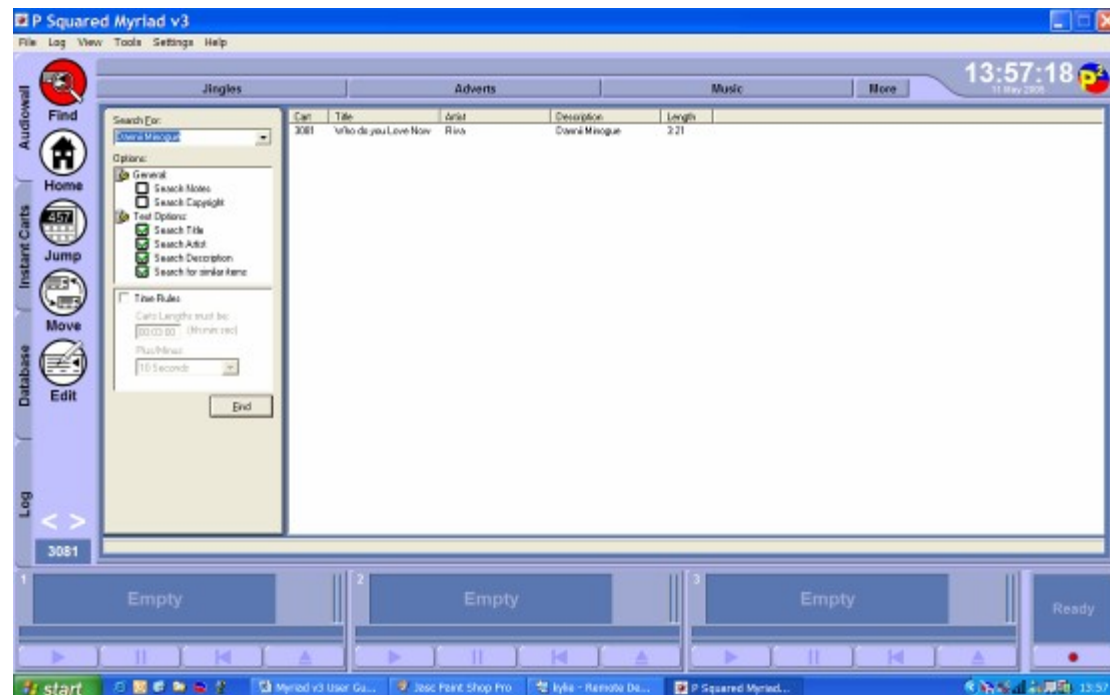
Find Similar

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 Audio Wall 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. In the above example, we will find other Carts that include the phrase Dannii Minogue by selecting the appropriate menu option.

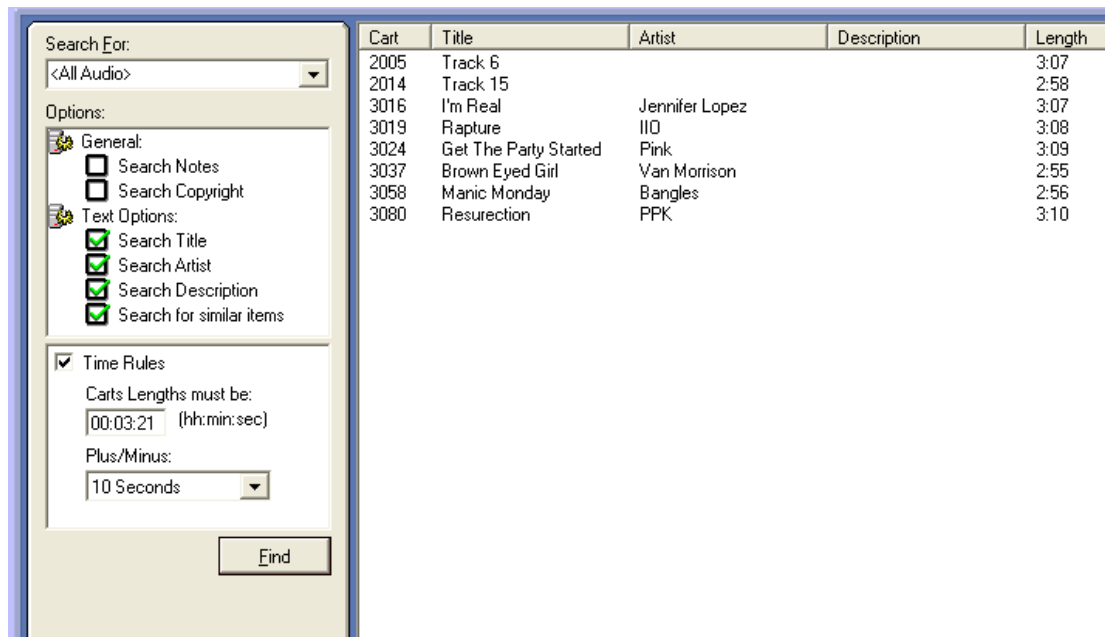


The Find Carts window appears and Dannii Minogue is automatically added to the Search For box. The Find starts immediately and the results should be available in a matter of seconds.

Let's try that again but this time we will select Carts with a Similar Length.

First 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.



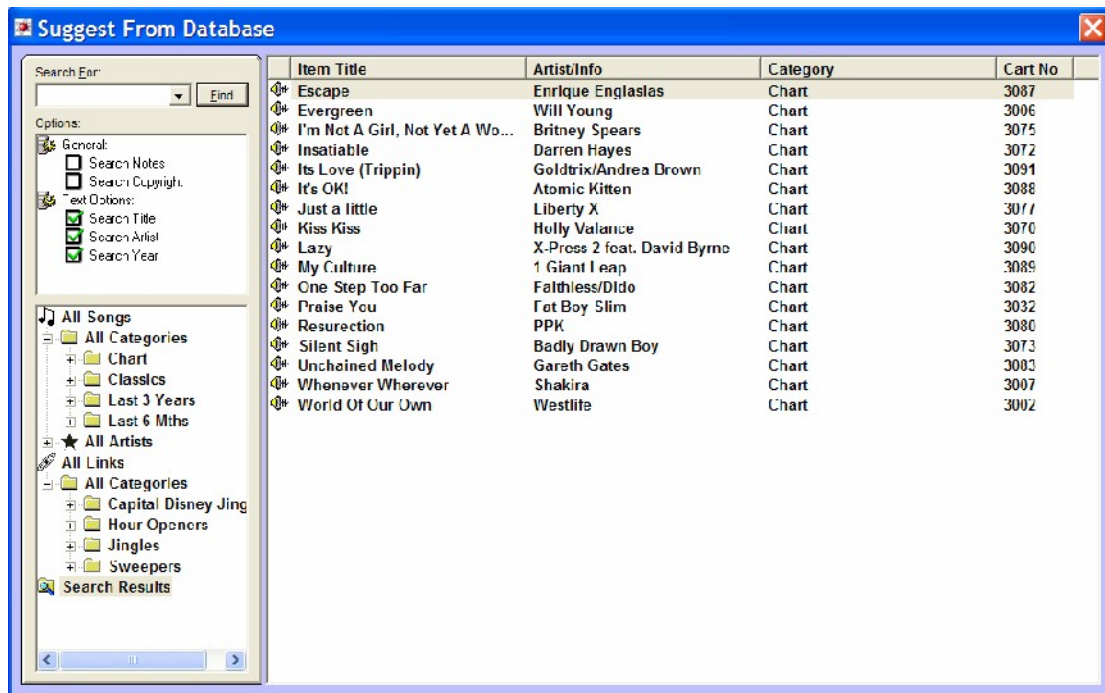
NB: You can also combine Find Cart criteria for more specific search results, so, for example, you could do a search for all Carts that contain the word 'love' in the Description Lines and whose duration is between 2 minutes 50 seconds and 3 minutes 10 seconds – if you really wanted to!

Suggest Similar From Database

This option is linked to the Database screen which shows a copy of your music scheduling database if you are using either AutoTrack or AutoTrack Pro 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 Database screen but the import process is less automatic than when using AutoTrack or AutoTrack Pro.

If you have looked at the *Database screen* section in Chapter 1, you will already know that the Database 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 Database 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 Database 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 Audio Wall 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 Audio Wall and selected this option. Myriad would then scan through the Audio Wall from Cart 15 onwards and locate the next Cart that had nothing in it (was empty). The Audio Wall 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 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 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 want to add. You can also remove Carts from the Hook Player 'stack' by double clicking on them. They will then be removed from the Hook Player stack.

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.



NB: Preview Cart is not shown on all of the screen shots in this section as it was a relatively late addition to Myriad v3.

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.



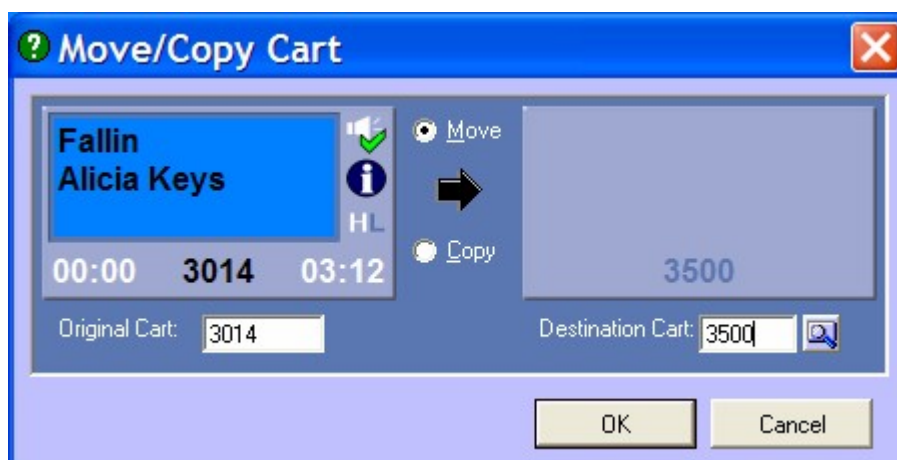
As with previewing entire Carts, the relevance of the Cart Player being in preview mode is that a note is made in the play logs which are used to generate reconciliation files and copyright reports. Carts that were played under 'preview' conditions can be excluded from these reports.

Add To Pad

This option will add the Cart that you right clicked on to the Pad for payout. 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.

Move Cart

The Move Cart option allows you to Move the selected Cart to a new location on the Audio Wall. Selecting this option will open the Move/Copy window in Move mode.



Using this screen, you can select the destination Cart 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 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 Audio Wall 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 AutoTrack or AutoTrack Pro it is recommended that you use AutoTrack or AutoTrack Pro to move Carts on the Audio Wall as the database information will be updated automatically at the same time.

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. Move is covered in more detail in the *Move / Copy* section of the documentation.

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.



To use this feature, type the Cart Slot Number into the Destination Cart box that you want to copy to. You can use the button to the right of this field to find the next empty Cart along from the typed destination. If there is a Cart already in the Destination Cart Number Slot then its details are displayed to the right of the window. Once you are happy with the Destination Cart, click on the OK button and the Cart will be copied to the new location.

You can switch to Move mode by ticking the Move option.

This option will only be open to Users with sufficient User Rights to allow them to Move and Copy Cards. Copy is covered in more detail in the *Move / Copy* section of the documentation.


More Information

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

The screenshot shows the 'Item Details' window with the following sections and annotations:

- Cart Information:** Contains fields for Title ('In Your Eyes'), Artists ('Kylie Minogue'), and Description. A red arrow points to the Artists field, labeled 'Cart Information'.
- Intro Start:** 00:00:00, **Hook Start:** 00:00:45, **Intro End:** 00:00:15, **Hook End:** 00:00:52.
- Cart Number:** 3001, **Ending:** Sustain, **Length:** 00:03:12. A red arrow points to the Length field, labeled 'Cue Cart'.
- Database Information:** Contains fields for Title ('In Your Eyes'), Artists ('Kylie Minogue'), Category ('Last 6 Mths'), Year, Type, and Gender. A red arrow points to the Artists field, labeled 'Database Information'.
- Notes:** Contains a text area with the note: 'This is the 2nd track to be taken off her album Fever.' and 'Kylie will be in concert at the Hull Arena on Friday 25th May, tickets are available from ticket master on 07000 777555'. A red arrow points to the text area, labeled 'Notes'.
- Note Type Selector:** A red arrow points to the icons in the top right of the Notes section, labeled 'Note Type Selector'.

The Information displayed is covered in more detail below:

- **Cart Information Section**
 - Title – Description line 1 on the Cart
 - Artist – Description line 2 on the Cart
 - Description - Description line 3 on the Cart
 - 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
 - Cart Number – The Cart Slot Number for the Cart
 - Ending – The End Type for the Cart
 - Length – The Extro point on the Cart (or end of file if no Extro)
 - Cue Cart  - Cues the Cart in to the first free Cart Player
- **Database Information Section**
 - Title – Title in music scheduling system (AutoTrack or AutoTrack Pro)
 - Artist(s)– Artist(s) in music scheduling system
 - Category – The Song / Link Category the Cart is in
 - Type – The Type (sub Category) that the Song / Link is in
 - Gender – The Gender of the Song / Link according to the music scheduling system
 - Year – The year the Song / Link was released / made
- **Notes**
 - Notes – The text notes added to the Cart using Edit Audio
 - 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 has Notes and Web Notes (but not DAB Notes) so only two icons are visible. You can switch between the different Notes Types by clicking on the Icons.

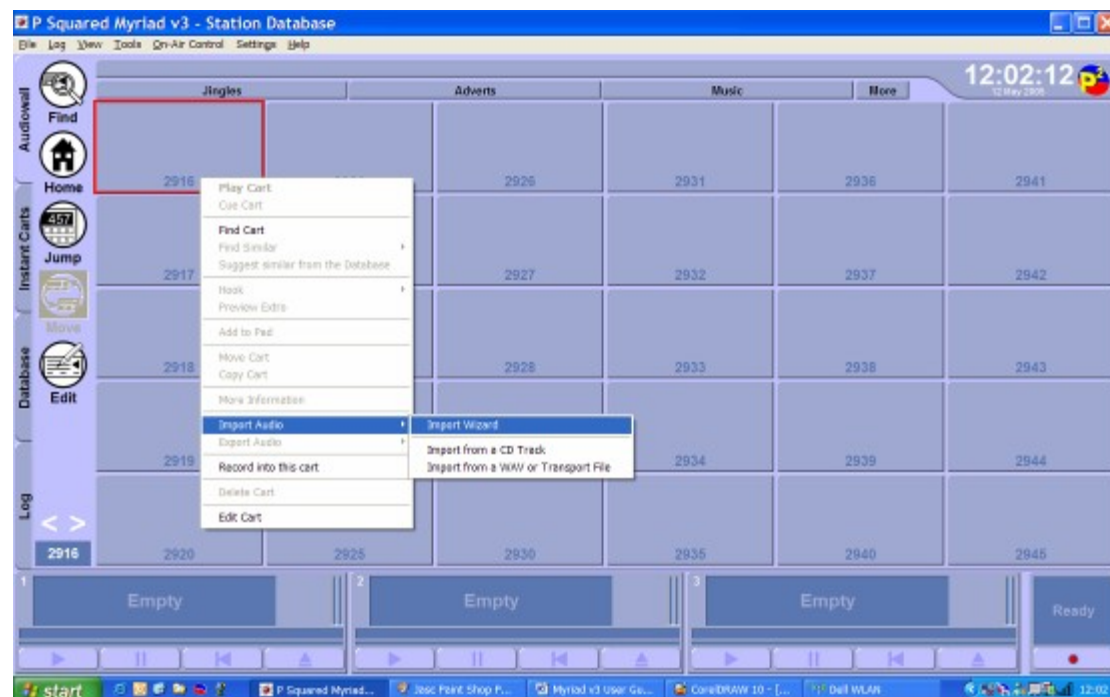
It is important to keep in mind that the information displayed in the Database section is the most recent information Myriad has received from your music scheduling system. If you are using AutoTrack or AutoTrack Pro then this will happen each time you schedule. If you are using a 3rd party scheduling system (like Selector™ by RCS) then you will need to manually import this information periodically.

Send This Cart's Information to OCP (only available when using OCP)

This option will only be available when Myriad is configured to work with OCP. Selecting this option will send the Cart's details to OCP as the currently playing item. OCP can then use this information to update a range of digital platforms including websites and DAB radios.

Import Audio

The Importing 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 PC’s CD-ROM 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 in the following section.

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 purposes or for importing onto another Myriad system.

The Export Audio menu expands to offer two options:

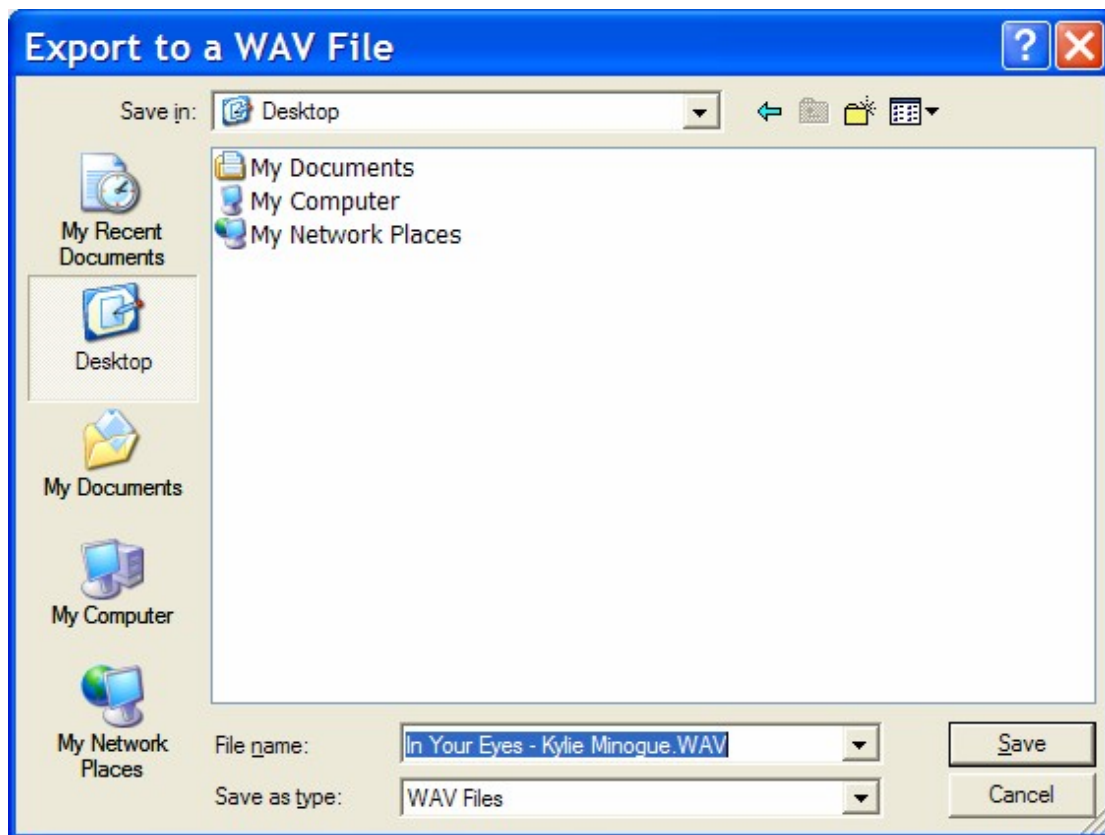


- **Export As A Transport File** – This option exports the audio and all additional Cart data (including Notes, Pictures and Copyright information) as a single zipped (.zip) file. Other Myriad systems can then import these zipped files and restore all of the Cart's audio and additional data.
- **Export 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. Not all the additional Cart information can be embedded however, the list below shows the information that is included in the WAV file Myriad generates.
 - Title – Cart Line 1
 - Artist – Cart Line 2
 - Description – Cart Line 3
 - Intro Start & End
 - Extro
 - End Type

- Cart Background Colour
- Cart Text Colour
- Notes (standard only, not Web or DAB)
- Copyright Product Title
- Copyright Music Title
- Copyright Composer
- Copyright Performer

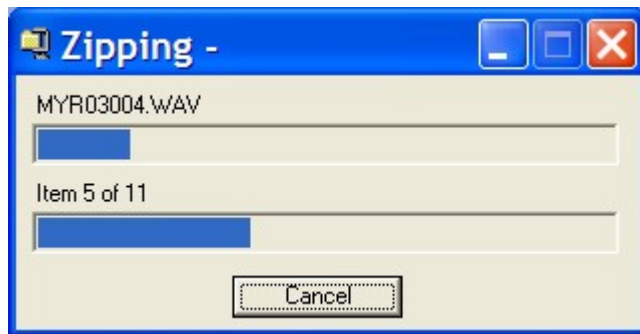
We have added as much information as the CartChunk standard will allow us. In theory, CartChunk is supported by a number of different playout system manufacturers so you should be able to take a CartChuck compliant WAV file generated by Myriad and import it into a CartChuck compatible 3rd party playout system (and vice versa). There is however, room for interpretation on the implementation so there may be some issues arising from this. You can however generate a WAV file in Myriad and email it to another station using Myriad. When they import it, the information above will automatically be imported along with the audio.

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 file name and location of the file you want to export. Note that by default, the file name contains the Artist and Title

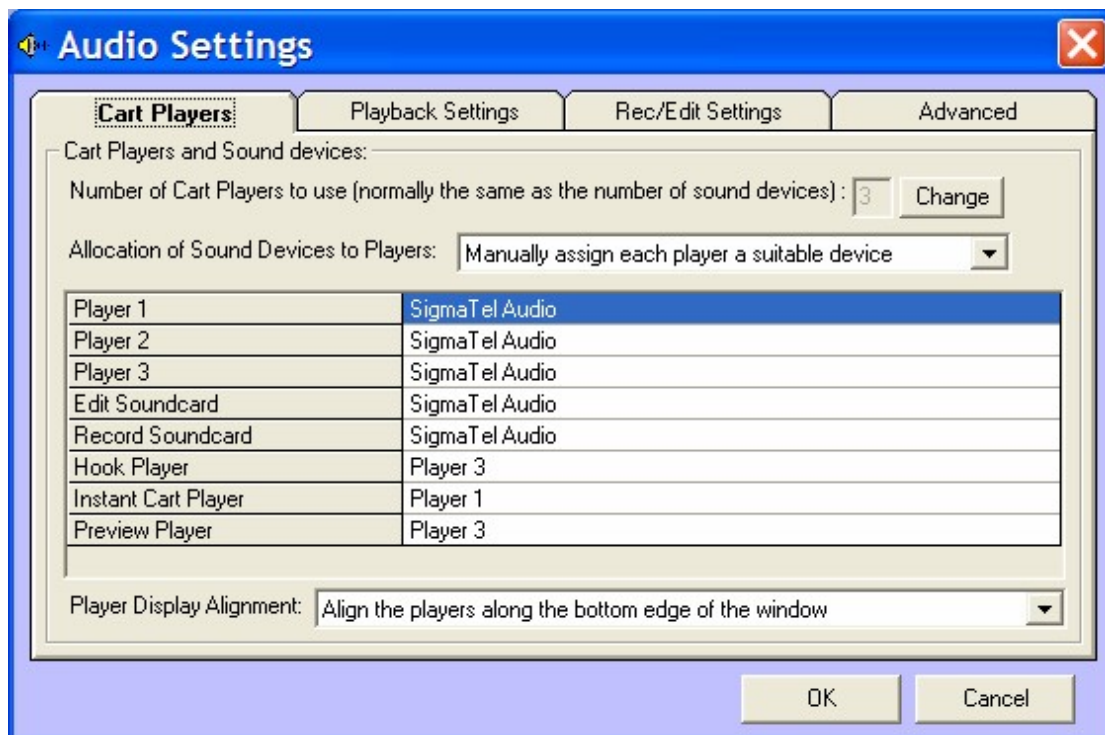
information to make future identification simple. When you are happy with the file name and location, click on the Save button to finish exporting the audio.



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. The progress window above represents what happens when you export as a Transport file.

Record into This Cart

This allows you to record audio directly into a specific Cart. Myriad records audio using the Record Cart Player (bottom right by default) and the sound card input specified in the Settings>Audio Settings Menu.



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.

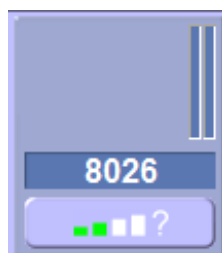


If you say No at this stage the recording will be abandoned. If you say Yes then the recording will proceed.

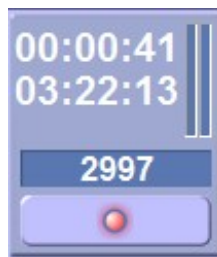
Next you will be asked whether you wish to use 'trigger level recording' which basically means that Myriad will not start recording until it detects that audio has started. This allows you to start Myriad recording and then press 'play' on the source material to record without the need to trim any silence from the beginning.



If you select No then recording will start immediately, if you select Yes then the Record Cart Player will go into stand-by 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 Card 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 Audio Wall and the description lines change to indicate that it is being recorded into, who it is being recorded by and on which workstation. This prevents other users from trying to use the same Cart for something else.

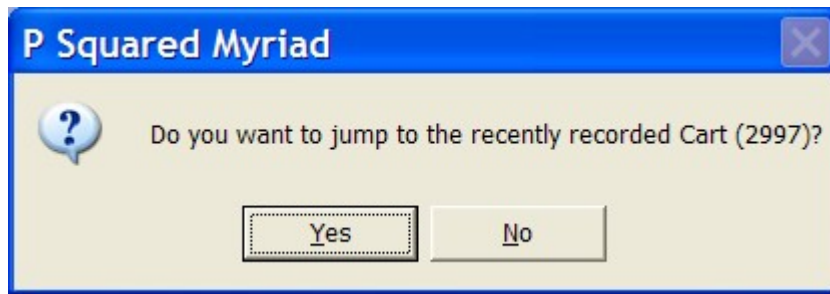


To stop the recording, click on the Record button on the Record Card Player (red flashing symbol) and you will be asked whether you want to save the recorded Cart onto the Audio Wall.



If you answer Yes then the Cart will be saved and can be played from any Myriad 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 Audio Wall 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).

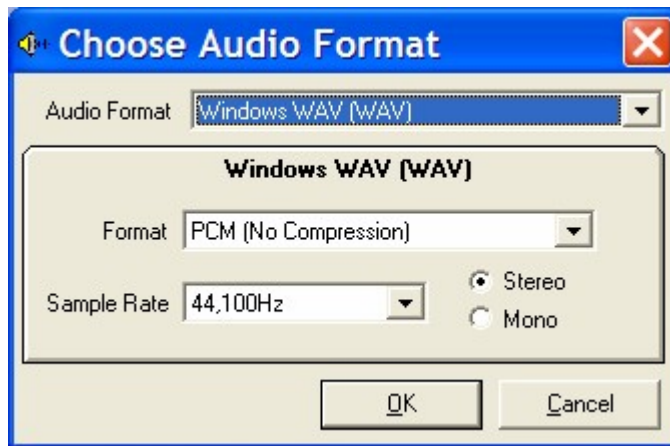
Record into this Cart Using Default / Different Format

If Myriad is configured to allow Users to set the audio format and quality (see Settings Menu > Audio Settings > Record / Edit Settings Tab > Allow Users to Choose a Different Format), then the Record into Cart option is replaced by two record options on the right click menu:

| | |
|--|---|
| Play Cart | |
| Cue Cart | |
| Find Cart | |
| Find Similar | ▶ |
| Suggest similar from the Database | |
| Jump to the next empty cart | |
| Hook | |
| Preview Cart | ▶ |
| Preview Extro | |
| Add to Pad | |
| Add to AutoPlay | |
| Move Cart | |
| Copy Cart | |
| More Information | |
| Import Audio | |
| Export Audio | ▶ |
| Record into this cart using the default audio format | |
| Record into this cart using a different format | |
| Delete Cart | |
| Edit Cart Audio and Details using SmoothEdit(TM) | |
| Edit Cart's Details using SmoothEdit(TM) | |

The options are:

- **Record Into This Cart Using The Default Audio Format** – If this option is selected then Myriad will record using the default audio format and quality as set on the Settings Menu > Audio Settings > Record / Edit Tab.
- **Record Into This Cart Using A Different Format** – This option allows you to select the format and quality that you wish to use for the recording you are doing.

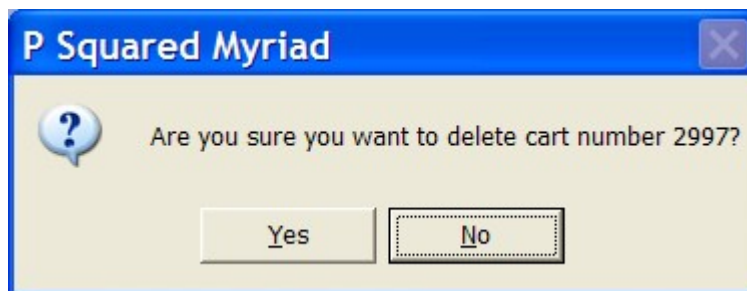


For more details on how to use the Choose Audio Format window, please refer to the *Settings Menu > Audio Settings > Record / Edit Tab > New Audio Will Be Recorded Using the Audio Format* section of the documentation.

Delete Cart

The Delete Cart option on the right click menu allows you to delete a Cart from the Audio Wall.

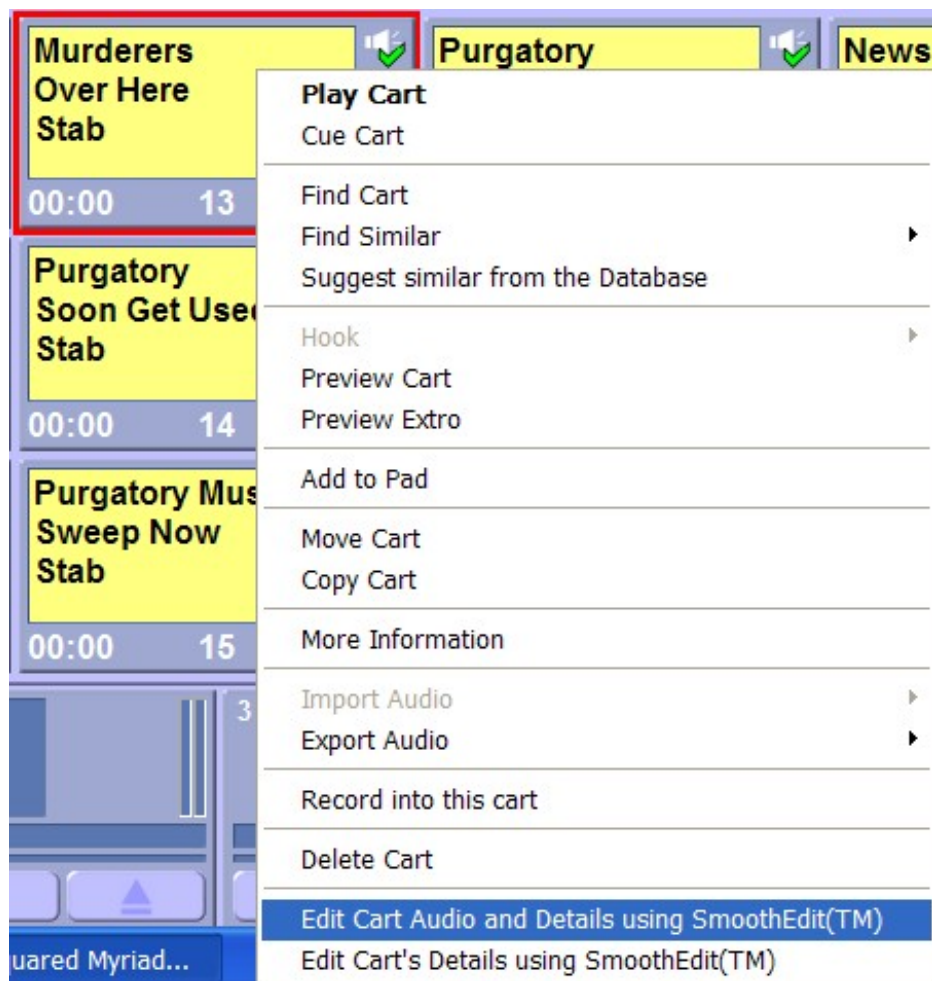
Right click on the Cart that you want to delete and select Delete Cart.



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 Audio Wall and all associated data will be lost.

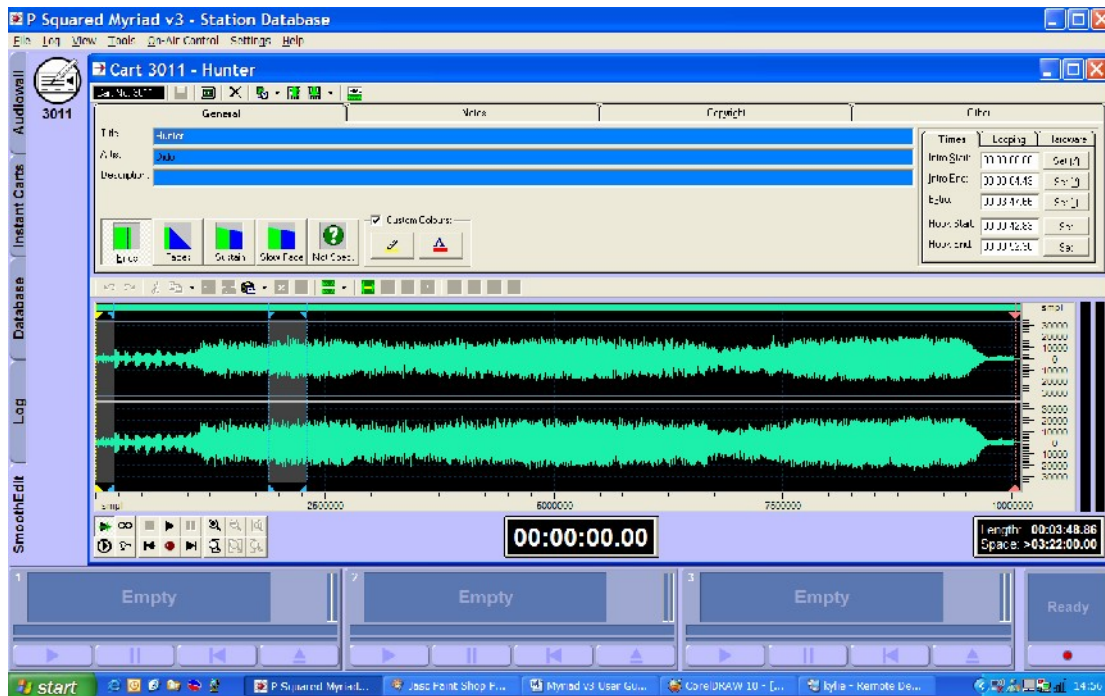
CAUTION – Once a Cart has been deleted, there is no way to recover either the audio or the data for the Cart so use this feature with caution. You should also consider that if you delete a Cart in Myriad, you need to remove it from your scheduling system (music or advert) as well. If you are using AutoTrack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

Edit Cart Audio & Details Using SmoothEdit



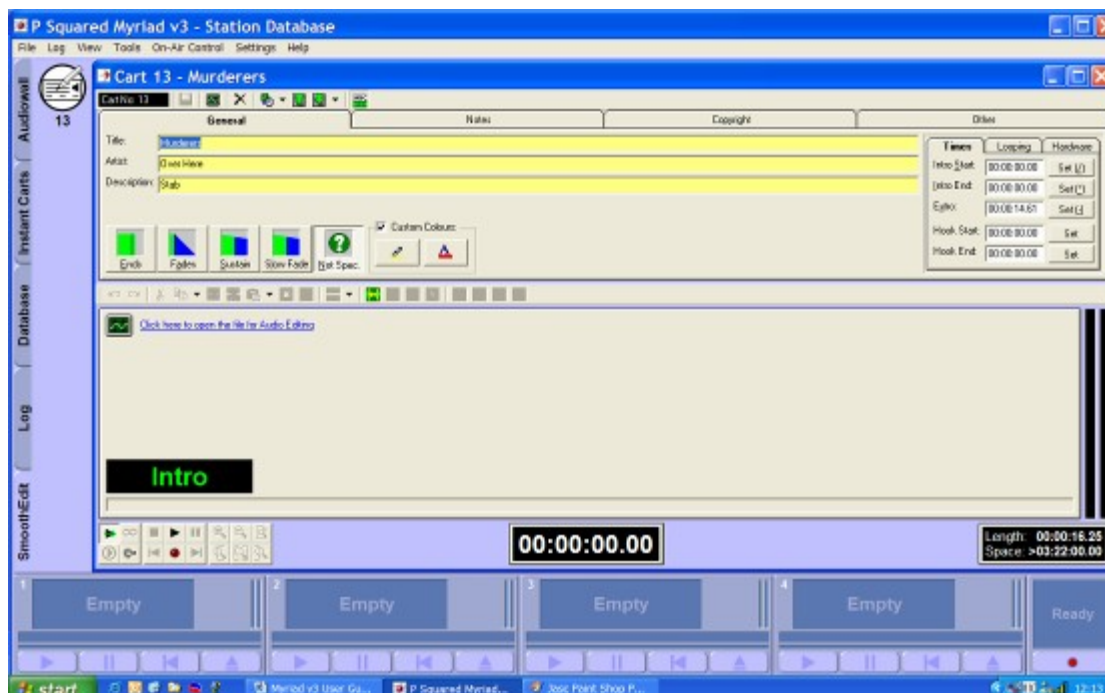
As the name suggests, the Edit Cart Audio & Details Using SmoothEdit option will open the SmoothEdit window for the selected Cart. This allows you to record and edit the audio for the Cart as well as alter the title and timing information, notes and pictures associated with the Cart.

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 wave form 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 wave form (which can take a several seconds depending on the size of the file).



If you use this method to Edit the Cart, you can still set the Timing Information in the normal way (by listening to the Cart and clicking on the corresponding Set button at the appropriate time). You can also load the audio wave form at any time by clicking on the wave form icon in the Audio Wave Form Edit Area.

Playing Carts from the Audio Wall

Ok so now we know what a Cart is, it's time to see how we can use the Carts to play audio in Myriad. This section will concentrate on the various ways in which Carts can be cued into the Cart Players ready to be played. We will also look at the Live Assisted and Automated methods available from the Audio Wall.

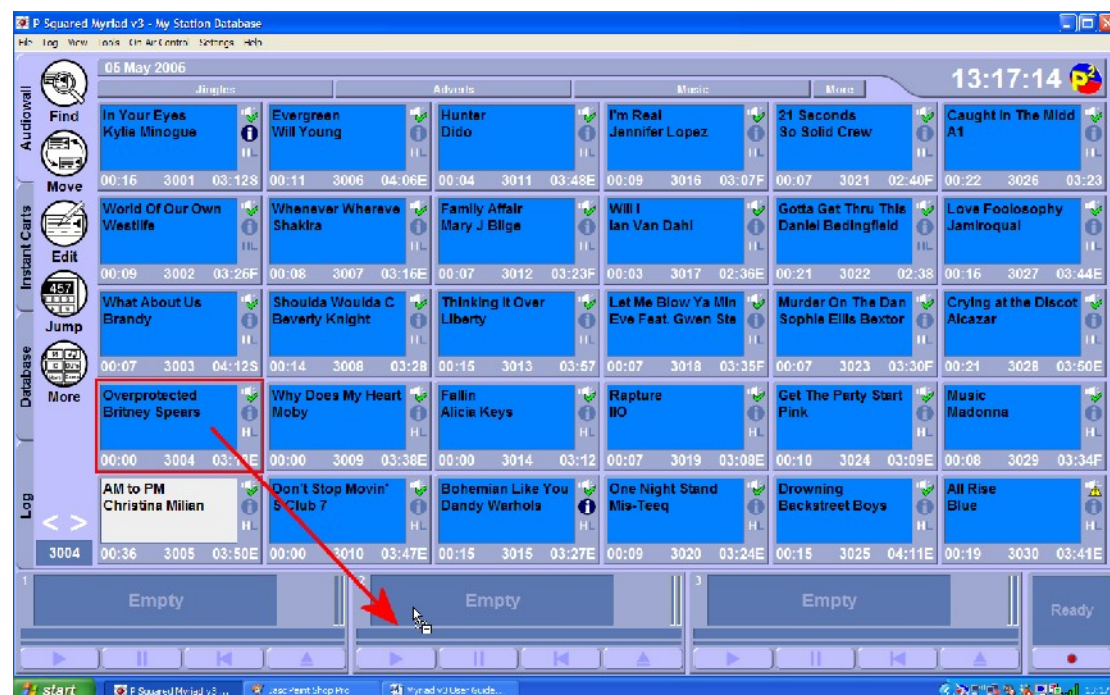
This section will not cover playing Carts from the other major sections of Myriad and in particular how Carts are played when using the Log screen. This will be covered in the *Log Screen* section of the documentation.

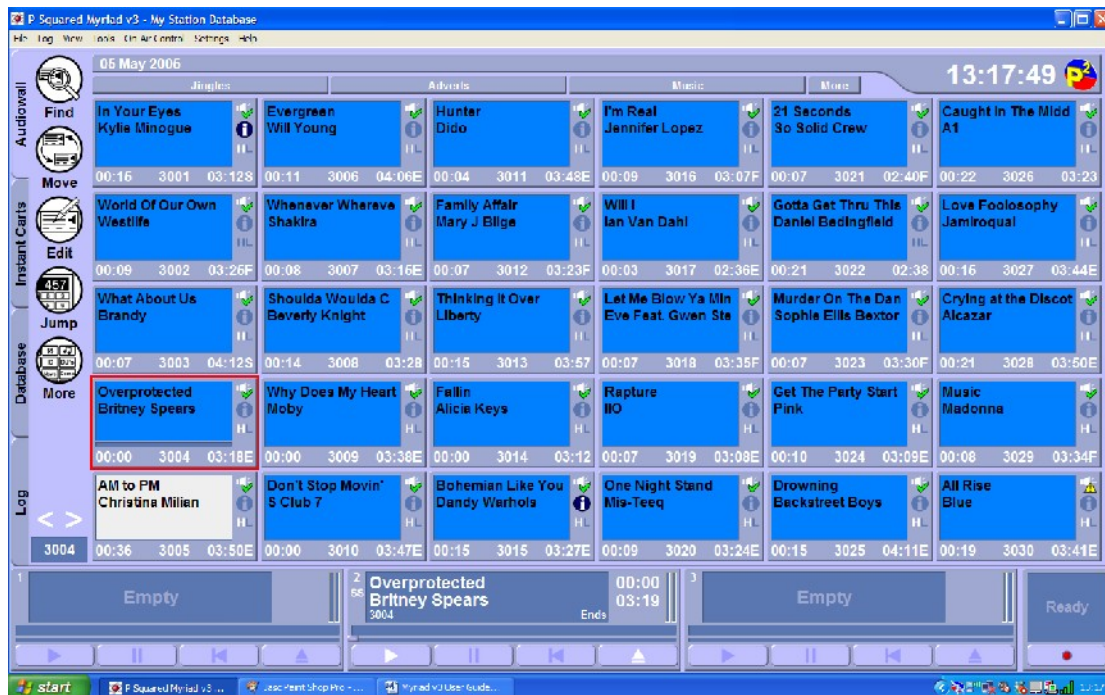
Playing / Cueing Carts

There are a number of methods that you can use to manually play a Cart in Myriad. The primary methods are outlined below:

Drag n Drop

One of the most commonly used methods for manually playing Carts in Myriad 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.





Click and hold the left mouse button on the Cart that you want to play, and drag the mouse cursor to the Cart Player you want to use. 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.

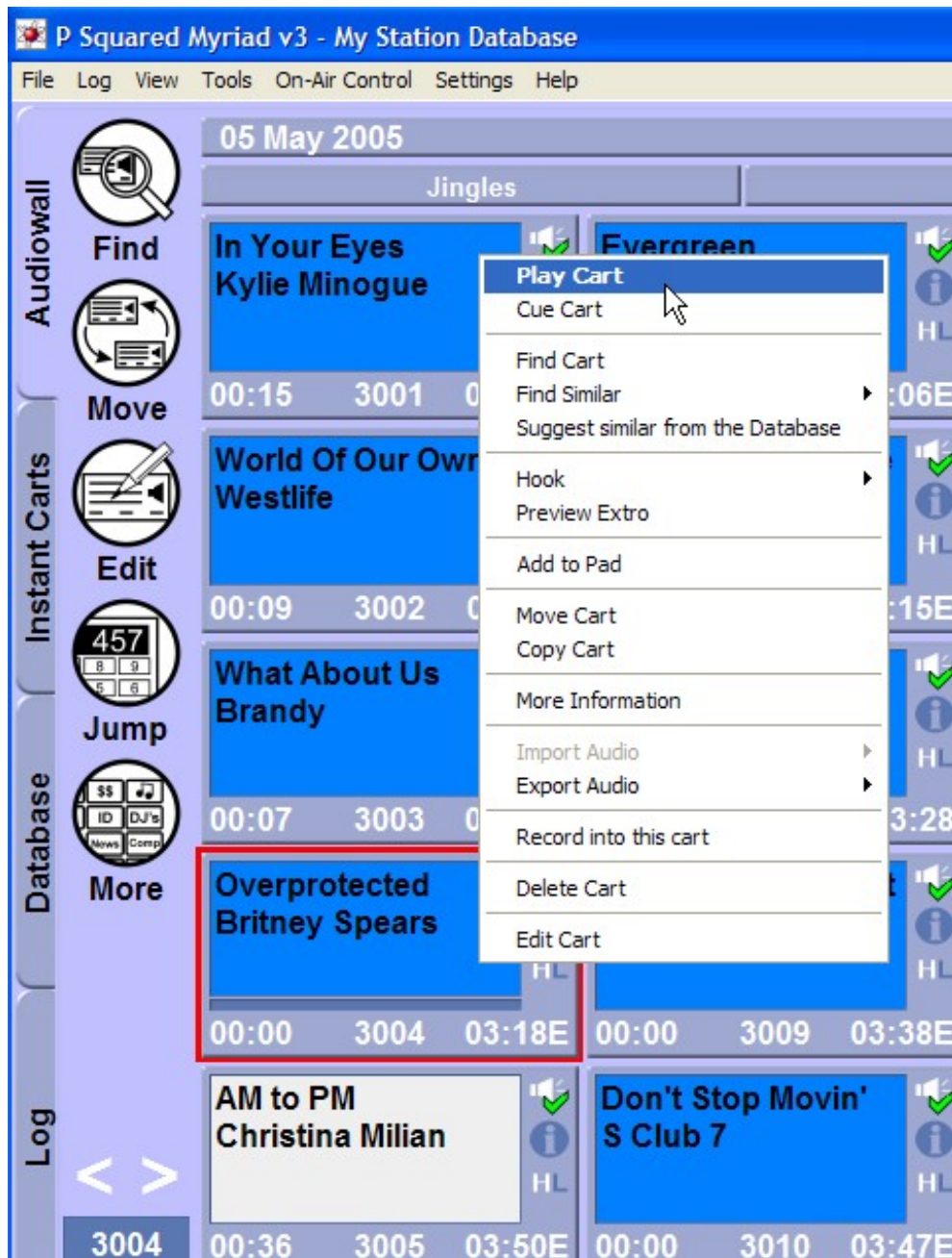
You can then use the Cart Player's play button to start playback of the Cart.



Using the Right Click Menu

The right click menu provides an alternative way of manually playing a Cart on the Audio Wall.

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 cued ready to be played manually by clicking on the Play button on the Cart Player.

Double Click

You can also double click on a Cart to play it in Myriad. 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 the Keyboard (Myriad Keyboards & Standard QWERTY Keyboards)

In addition to using the mouse, you can also use the keyboard to either cue or play Carts on the Audio Wall. There are actually two different keyboard shortcut methods that can be employed. This may sound confusing (because it is) but it is to allow legacy users to continue to use Myriad in the way they are accustomed, whilst offering an alternative method for stations that have dedicated Myriad Keyboards (pictured below) that can be used reliably on non-dual screen systems.



Earlier versions of Myriad used the following keyboard short cuts to allow you to play and cue Carts on the Audio Wall. To use the following short cuts, highlight the Cart that you want to play / cue and press the appropriate key.

- <ENTER> Key – This will load the highlighted Cart into the first free Cart Player and start play back immediately.
- <Space> Bar Key – This will load the highlighted Cart into the first free Cart Player in a cued state but will not start the Cart playing until the presenter clicks on the Play button (on the Cart Player).

Both of these commands work well in single screen mode but when you are working in dual screen mode, you can run into difficulties with 'focus' issues because the <SPACE> bar is also used to initiate a Go on the Log screen (i.e. start the next item in the Log). This has been addressed to a certain extent with the inclusion of an option that stops the <SPACE> bar key from playing Carts or initiating a Go when in dual screen mode. It is recommended that the <SPACE> bar key should be turned off when you have a dual screen system combined with a Myriad Keyboard.

In addition to the <SPACE> and <ENTER> keys, the following keyboard shortcuts can also be used:

- <Ctrl> + L - This will load the highlighted Cart into the first free Cart Player and start playback immediately.
- <Ctrl> + U - This will load the highlighted Cart into the first free Cart Player in a cued state but will not start the Cart playing until the presenter clicks on the Play button (on the Cart Player).

The key thing here is that these keyboard shortcuts work from every screen in Myriad so it does not matter whether you are looking at the Log screen or the Database screen, <Ctrl> + L will load the highlighted Cart into the first free Cart Player and start playback immediately. This is very important as it means that the Myriad keyboards can be set up to include buttons to play and cue Carts from the Audio Wall regardless of what screen is visible or has focus.

Hardware & Command Methods

You can also use hardware inputs or Log Commands to play / cue specific Carts on the Audio Wall. Although a presenter would not use these methods under normal circumstances, they can provide useful solutions to specific problems or situations.

Hardware inputs refer to physical signals (or logic) presented to a compatible hardware I/O (usually PCI 1750 by Advantech) card installed on the Myriad workstation. In this situation, a specific hardware line input is assigned (using the Hardware Manager) to play or cue a specific Cart from the Audio Wall. Then whenever that hardware line is activated, Myriad will automatically play the Cart. This is very useful if you want to set up a bank of buttons on your desk which play specific Carts such as jingles or news beds etc. For more details, please refer to the *Hardware Manager* section of the documentation.

Commands are special items in the Log that can be used to make Myriad execute one or more specific events. These may include launching external programs, communicating with external devices or executing a list of tasks in Myriad. The tasks that a Command can execute include playing and cueing specific Carts and Commands can be very useful if you wanted to play or cue a list of Carts or a specific sequence. For more details, please refer to the *Command* section of the Log Screen Chapter.

Live Assist & Automated Playing / Cueing of Carts

This method of playing Carts is covered in much greater detail later in the documentation but it is worth touching on how it works while we are discussing Carts in general.

In a Live Assisted environment, Myriad will work its way through a list of Carts that it needs to play. As each Cart approaches its end, the next in the sequence is cued ready to play and presenter decides whether to manually start it when they are ready, or to have Myriad automatically start it when the previous Cart reaches its Extro point.

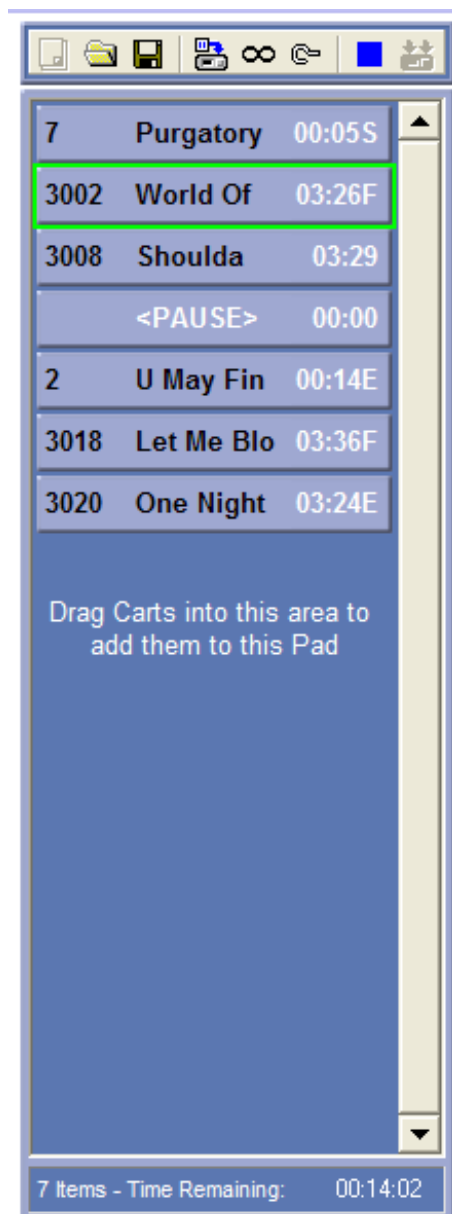
The Log

By far the most common form of Live Assisted playout is when you are running in Live (or Preview Live) Playout Mode on the Log Screen. In this mode, Myriad works its way through the scheduled Log and cues each Cart in sequence, as it is needed. Whether Myriad automatically plays the next Cart as the last finishes, or waits for the presenter to manually play the next Cart is determined by the Segue Type indicator on the Log screen (green for automated segue, red for manual). When Myriad is using Auto, Auto Fade (or Preview Auto) Playout mode, each Cart in the Log will be cued in sequence and automatically played as the previous Cart reaches its Extro point.

The Pad

The second scenario where Live Assist or Automated playout occurs is when you are using the Pad on the Audio Wall. This is less commonly used than the Log but can still be a very useful tool.

The Pad allows you to manually build a sequence of Carts to be played by dragging Carts from the Audio Wall onto the Pad. You can then click on the Play button on the Pad and Myriad will run through the Carts listed on the Pad, cue and play them in turn. You can also insert <PAUSE> commands into Pad runs to create a pseudo-Live Assist environment.



The Hook Player

The final way that Carts can be played in an automated fashion is when the Hook player is used. The Hook Player is a special mode for a Cart Player that 'stacks' a number of Carts to be played in sequence but instead of playing all of the Carts, it only plays the Hook from the Carts. Hooks can be manually cued from the Audio Wall (using the right click menu), manually cued from the Log Screen (using the right click menu) or automatically played as part of the Scheduled Log by using an AutoHook Log Item.



Adding Carts to the Audio Wall

In this section we will look at the various methods that can be used to add Carts (audio) to the Audio Wall.

As discussed in previous sections, all of the audio that Myriad plays is in the form of Carts; this means that there is likely to be a wide variety of different types of Cart stored on your Audio Wall. It is not uncommon for stations to use several different methods for getting audio onto their system depending on their needs and of course the source material for the audio. The key is really to be aware of the different methods available and find the ones that will suit your situation best.

Here we will look at how to physically get audio onto the system but we will not cover how to title it, edit it or add in timing and notes. This will be covered in the *SmoothEdit* section later in this manual.

Adding Carts Overview

There are a number of ways to get audio onto your system in the form of Carts. Each is suited to a particular circumstance and you may not need to use them all. The methods are outlined in brief below:

- **Manually Record Audio** – This method must be used for audio that is not already in a digital format. So unless it is on a computer disk or a CD, you have to record it manually.
- **Importing Files** – This method allows you to import digital audio files of the right format, directly onto the Audio Wall. This method allows you to work on any PC to convert (or rip) the audio and then you can transfer it in when you are ready.
- **Importing Audio CDs (ripping)** – This method you will most probably use the most for songs and other commercial audio. Basically, this

involves digitally transferring the audio from a CD directly onto the Audio Wall via the PC's CD ROM (or DVD ROM) drive.

This broadly outlines the options available however both Importing and Manually Recording can be achieved in several different ways. These are described below:

Manual Recording Methods

Manual recording can be used to record audio from any source but it is primarily used when Importing CD (ripping) or Importing Files is not possible because of the format of the original material.

In simple terms, the Record Cart Player is used to Manually Record into Myriad and it does this by recording the audio input from a specific sound card. This would typically be connected to the output of your mixing desk or preferably, the record / AUX bus on your mixing desk for greater flexibility. In this scenario, you can record audio into Myriad from any source connected to your mixing desk (including the mic for voice tracking). You can however connect any audio source directly to the selected soundcard input if it suits your needs better.

Once connected, you can record at any time in Myriad, even when you are in the middle of a 'live' show. This can be done in a number of different ways (outlined below). The primary advantage of all of the Manual Record methods is that you can continue to use Myriad normally while you are recording which makes them ideal for use in a 'live' show environment.

Quick Record – Recording into an Automatically Assigned Cart

This is the simplest and fastest of all the ways of manually recording audio into Myriad but it is also the least flexible as the Cart that the audio is recorded into is automatically assigned from a specified range which is set on a per User basis.

The idea behind Quick Record is to give a fast way of recording audio without having to set up the recording in advance. This is ideal for recording telephone conversations or interviews as it can be accessed via a single click on screen.

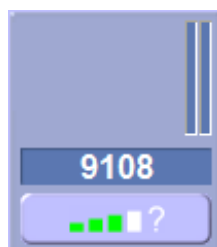
To initiate a Quick Record, click on the Record button on the Record Cart Player (or press <Ctrl> + <Shift> + <Insert> - this may be represented by a Quick Record button on your Myriad keyboard).



Depending on how you have set up Myriad, you may then be asked whether you wish to use trigger level recording.



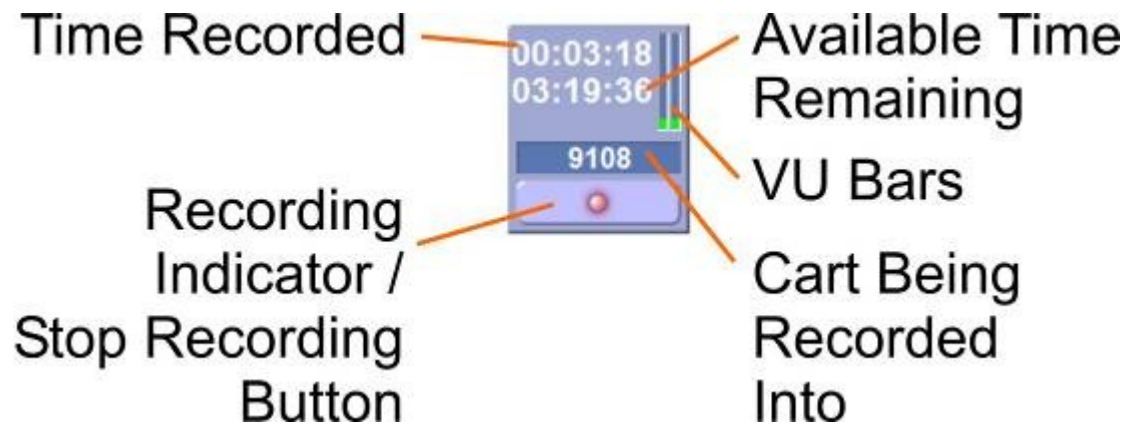
If you say Yes then the Record Card Player automatically assigns the first empty Card in your Personal Card Range (defined on a per User basis) and prepares to start recording, but does not actually start recording until the incoming audio level rises above the configured trigger level (set to 25% in the example above).



As soon as the incoming audio level rises above the trigger level, the Record Card Player starts recording.

If you select No then the Record Card Player automatically assigns the next empty Card in your Personal Card Range and starts recording immediately.

Selecting Cancel will abandon the recording session.

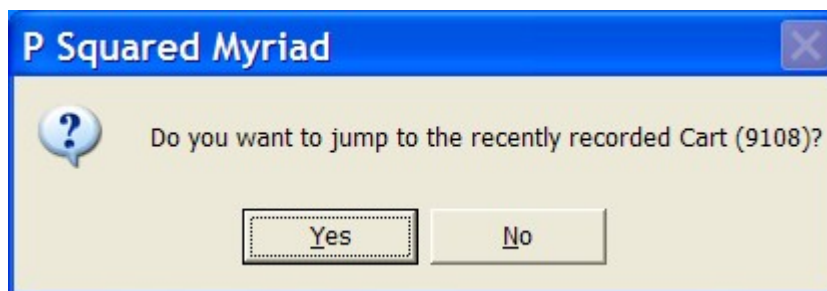


As you can see from the diagram above, the Record Card Player has automatically assigned the Cart to record into, it shows how long has been recorded and how much more record time is available. The button at the bottom of the Record Card Player flashes red to indicate that recording is taking place. This button also acts as the Stop button when you want to stop recording. Finally, the VU bars at the right of the Record Card Player show an approximation the incoming audio level to the Record Card Player.

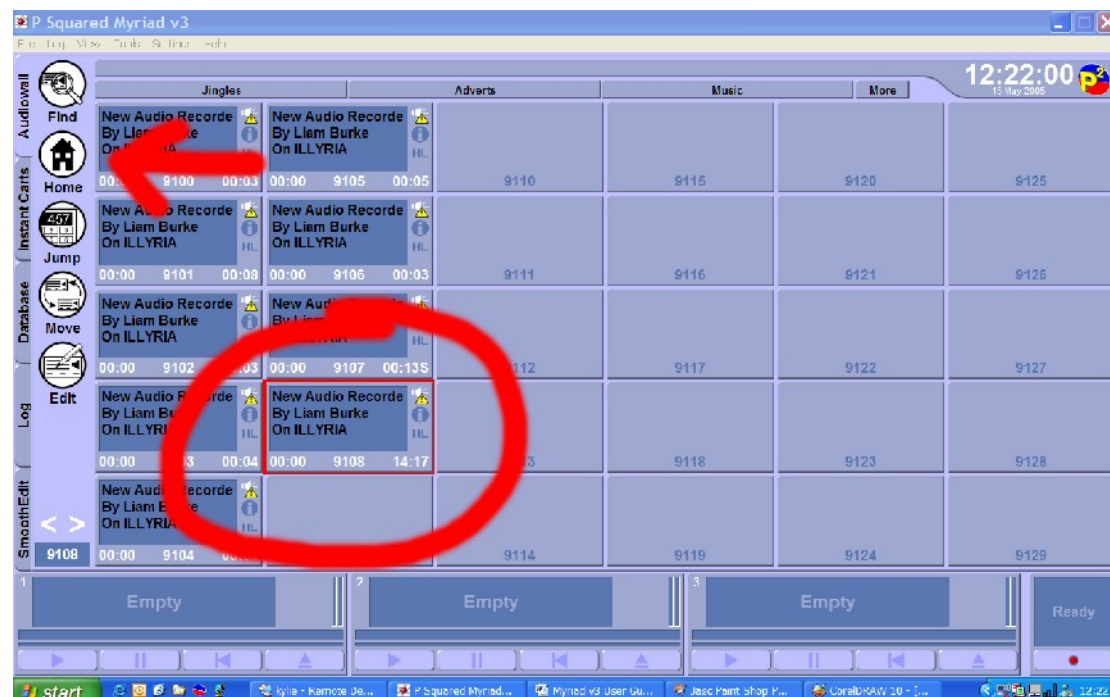
When you are ready to stop recording, click on the Record Indicator / Stop Recording button. You will then be asked if you want to save the Cart. Clicking Yes will save the Cart whilst clicking No will abandon the recording and you will lose all of the audio that has been recorded.



If you select Yes then you will then be asked whether you wish to jump to that Cart to allow you to begin working with it.



Again, clicking Yes will take you to the Cart, clicking No will leave you in the current position on the Audio Wall but the recorded Cart will remain where it is.



TIP: To get to your Personal Cart Area quickly at any time, click on the Home button on the Audio Wall Main Tab Strip.

As mentioned previously, the keyboard short cut Quick Record is <Ctrl> + <Shift> + <Insert> and whilst this is a bit of a handful on a normal keyboard, you could configure a programmable Myriad keyboard to provide a short cut to this feature.

You can also use the following keyboard shortcuts to control the Record Cart Player.

- Ctrl + Shift + Insert – Starts recording in the next free Cart in your User Edit Range.
- Ctrl + Insert – Starts recording into the currently highlighted Cart on the Audio Wall.
- Shift + F12 – Stops recording and asks the User whether they wish to save the recording.
- Ctrl + Shift + F12 – Stops and automatically saves current recording.

Manual Recording – into a Specific Cart

Manual Record is very similar to Quick Record in that it is fast and easily accessible, uses the Record Cart Player and allows you to continue to use Myriad normally whilst recording. The main difference is that in a Manual Record, you specify which Cart the audio is recorded into.

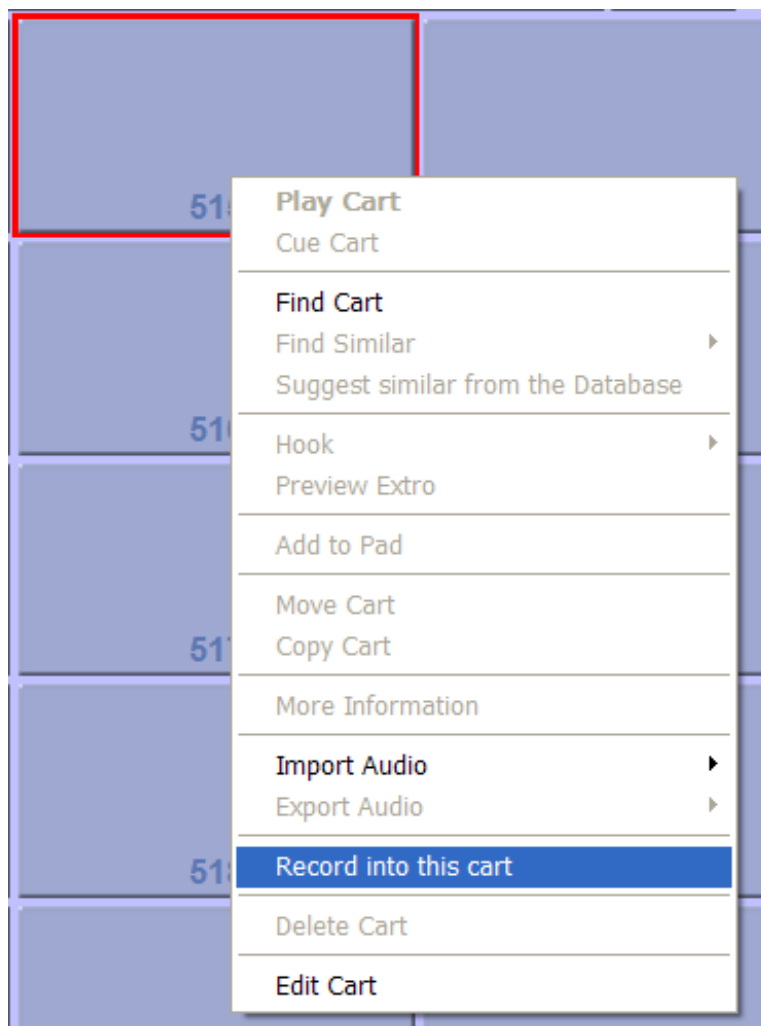
Myriad employs a comprehensive User management system (see The Directory) which includes the ability to restrict Users to only be able to record and edit (or play) Cards in certain ranges. This means that the Manual Record feature may not be available to all Users in all areas of the Audio Wall. For this example, it is assumed that the User has full record / edit rights for the chosen Card Range.

There are actually two methods for Manually Recording into a specific Card. They are both outlined below.

Using the Right Click Menu (Or Keyboard Shortcut)

This method is the faster of the two and allows you to continue to use Myriad normally whilst you are recording but it does not allow you to add additional information whilst the Card is being recorded.

To perform a Manual Record using the right click menu, Right click on the Card you want to record into and select Record into this Card.

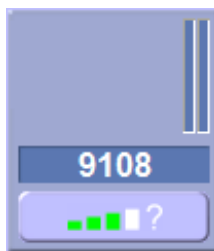


N.B. If you select a Cart that already has information stored in it, you will be asked to confirm that you wish to overwrite it. If you say Yes then the original information will be deleted prior to beginning recording. You cannot recover this information even if you abandon the recording later on so take care with this option!

Just as with Quick Record, you will then be asked whether you wish to use the trigger level to start recording.



Selecting Yes will make the Record Cart Player wait until the audio input level rises above the specified trigger level before it starts recording. Once this level is reached, it starts recording normally.



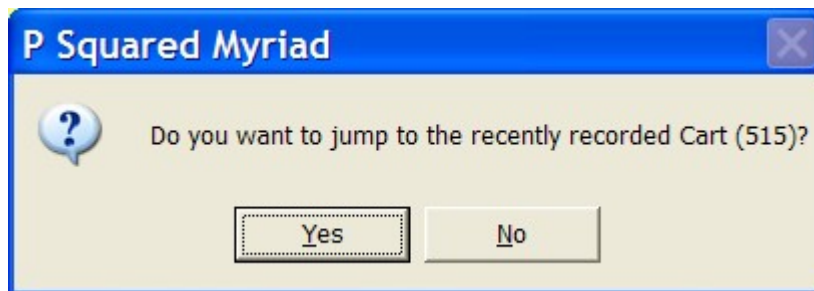
If you select No then the Record Cart Player starts recording immediately.



To stop recording, click on the Recording Indicator / Stop Recording button (see diagram). You will then be asked whether you wish to save the Cart. Click Yes if you do and No if you want to abandon the recording and discard the recorded audio.



Finally, you will be asked whether you wish to jump to that Cart to begin working on it. Again, click on Yes if you do and No if you don't.



You can also Manually Record a Cart using the keyboard by highlighting the Cart that you want to record into and then pressing the <Ctrl> + <Insert> keys on the keyboard. This will then go through the same procedure as outlined above. The standard Myriad keyboard has a Manual Record button on it to allow you to start a Manual Record from the keyboard.

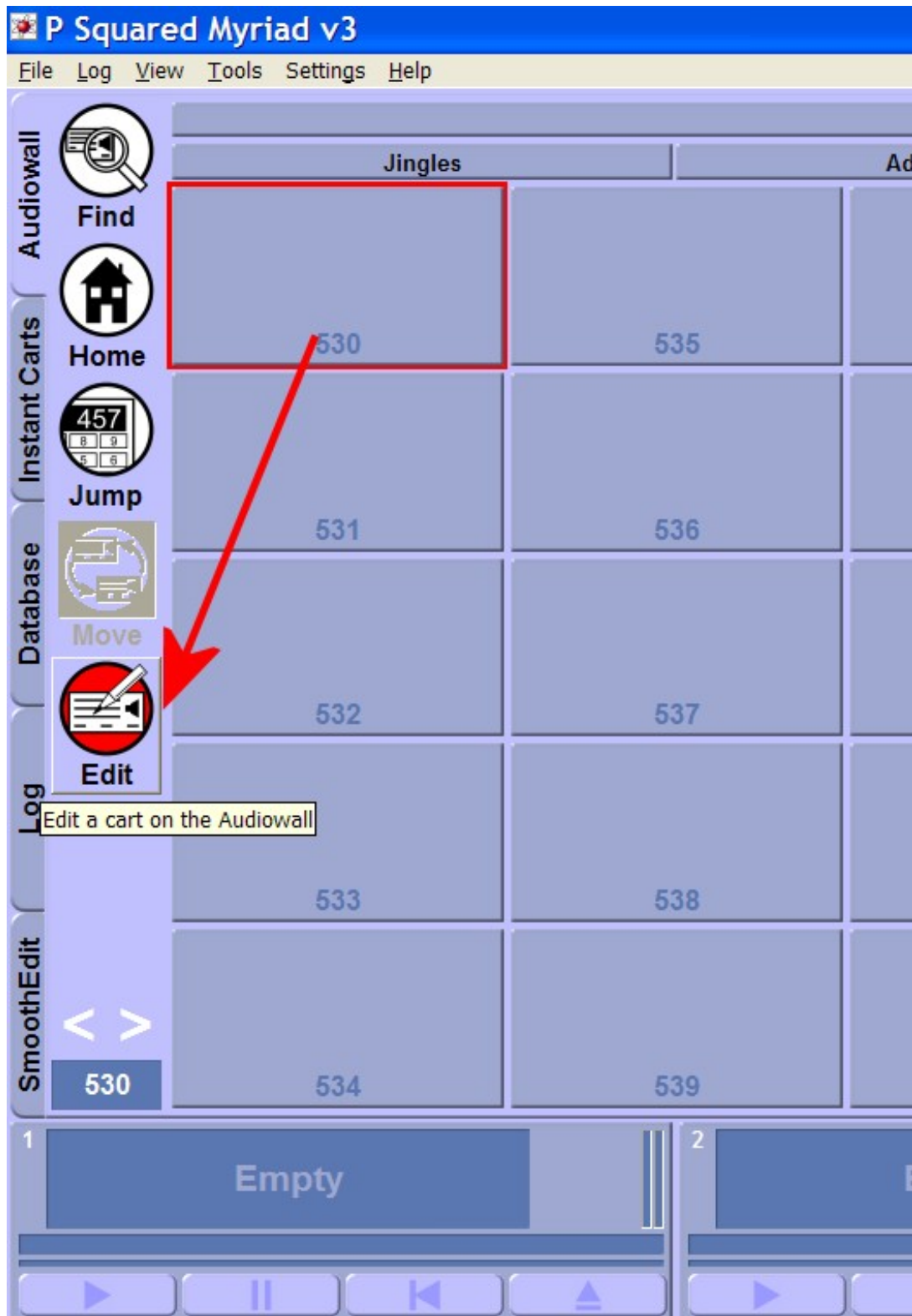
You can also use the following keyboard shortcuts to record into a specific Cart.

- Ctrl + Shift + Insert – Starts recording in the next free Cart in your User Edit Range.
- Ctrl + Insert – Starts recording into the currently highlighted Cart on the Audio Wall.
- Shift + F12 – Stops recording and asks the User whether they wish to save the recording.
- Ctrl + Shift + F12 – Stops and automatically saves current recording.

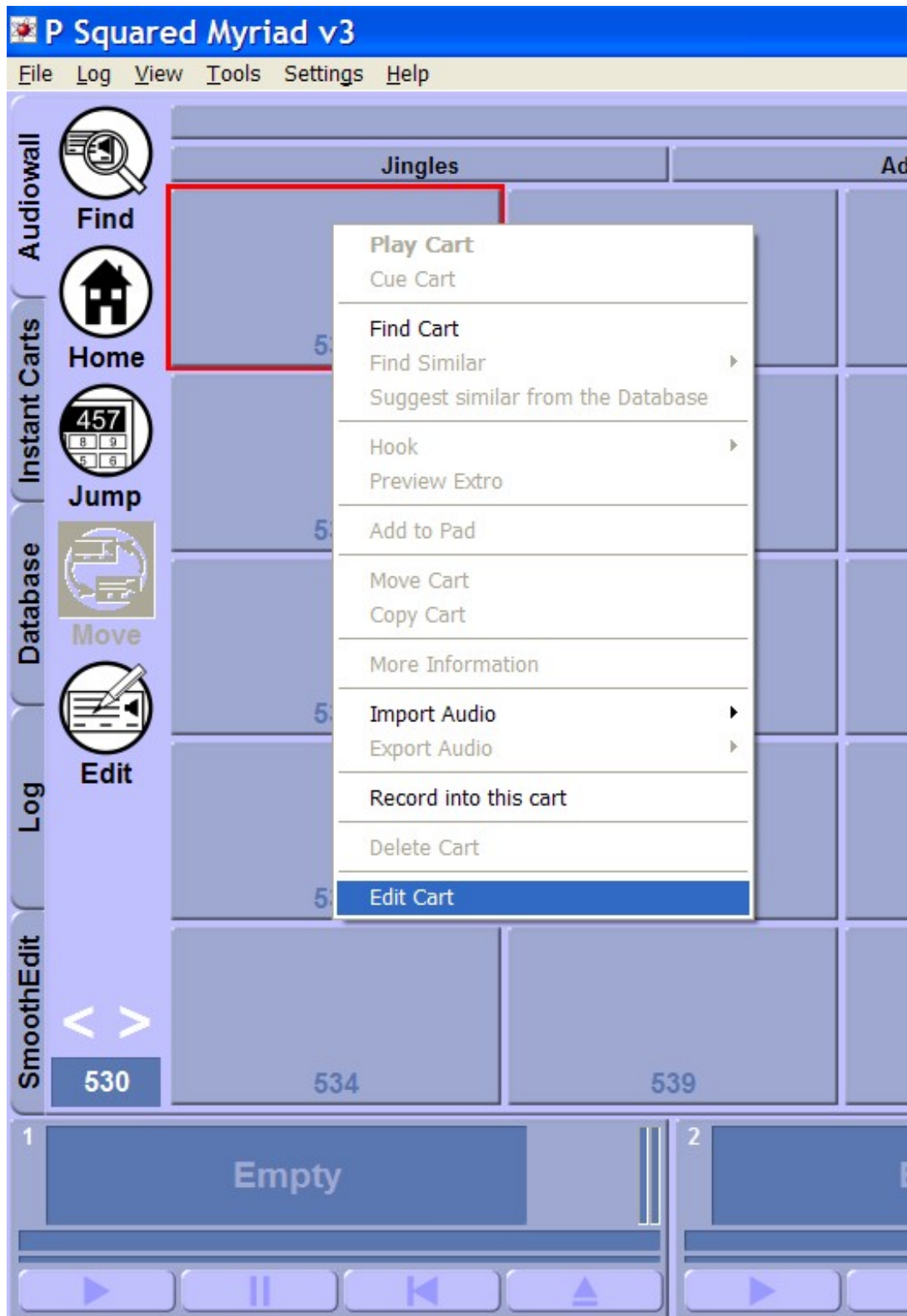
Using the Audio Edit Area on the SmoothEdit Screen

The alternative method for Manually Recording audio into Carts is to use the record facility built into the Audio Edit Area which is the audio editing tool located on the SmoothEdit window.

To record into a Cart using this method, first click on the Cart that you want to record into, then click on the Edit button on the Audio Wall Main Tab Strip.



Alternatively, you can right click on the Cart you want to record into and then select Edit Cart Using SmoothEdit from the menu.



Whichever method you choose, the SmoothEdit screen will automatically open and the SmoothEdit tab will be added to the Main Tab Strip.

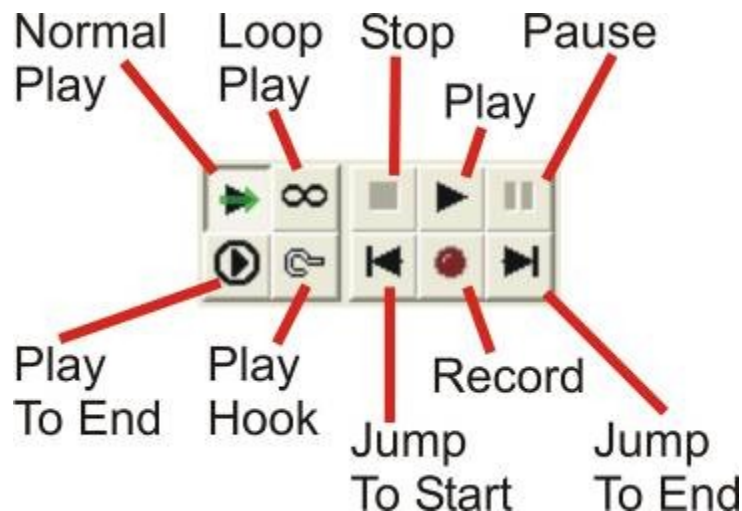
If the Cart you are editing is an empty Cart then the SmoothEdit screen (and audio editor) will also be blank. If you selected a Cart that does contain audio or data then this will be displayed on the SmoothEdit screen. You can still

First we use either of the methods outlined above to open an empty Cart in the SmoothEdit window.

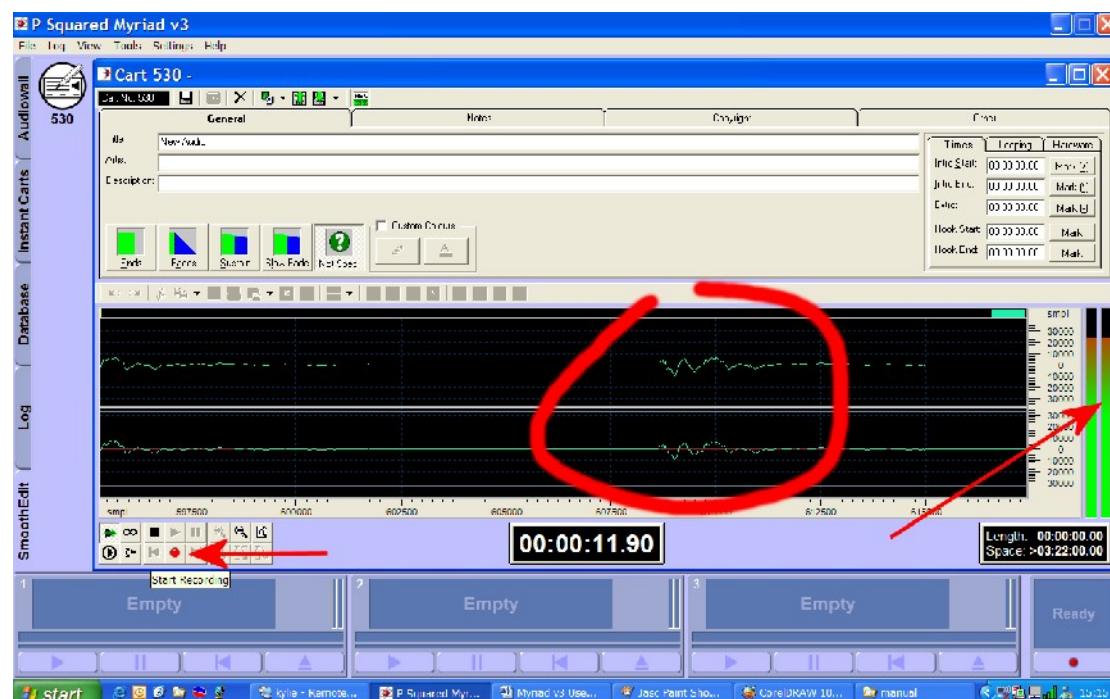


As you can see from the screen shot above, the SmoothEdit window is broken into two areas, the top half is used to add in text, timing and additional data for the Cart whilst the bottom half is used to view and edit the audio for the Cart. (The SmoothEdit screen is covered in greater detail in the *SmoothEdit* section of the documentation so for now we will just concentrate on how to manually record some audio into the Cart).

To start recording, click on the Record button which is located with the other SmoothEdit Audio Controls.

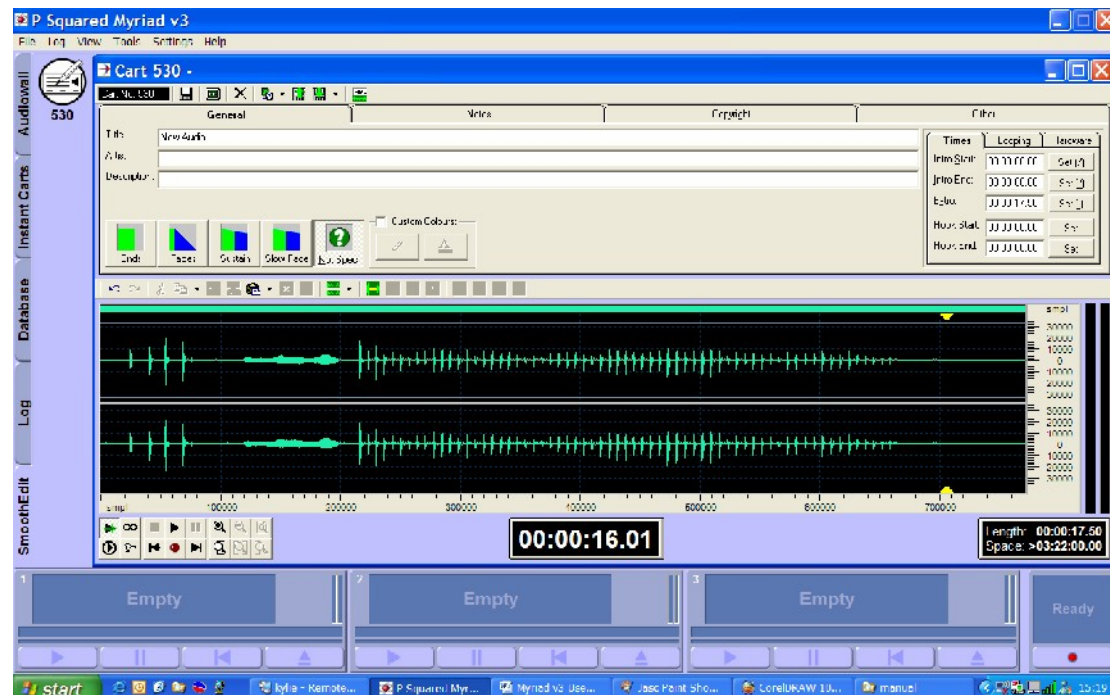


As soon as you click on the Record button, SmoothEdit will start recording the incoming audio to the sound card. The incoming audio wave form is displayed on the screen (although its refresh speed will depend on the speed of your PC) but the VU bars offer a good indication as to whether the audio level is about right.



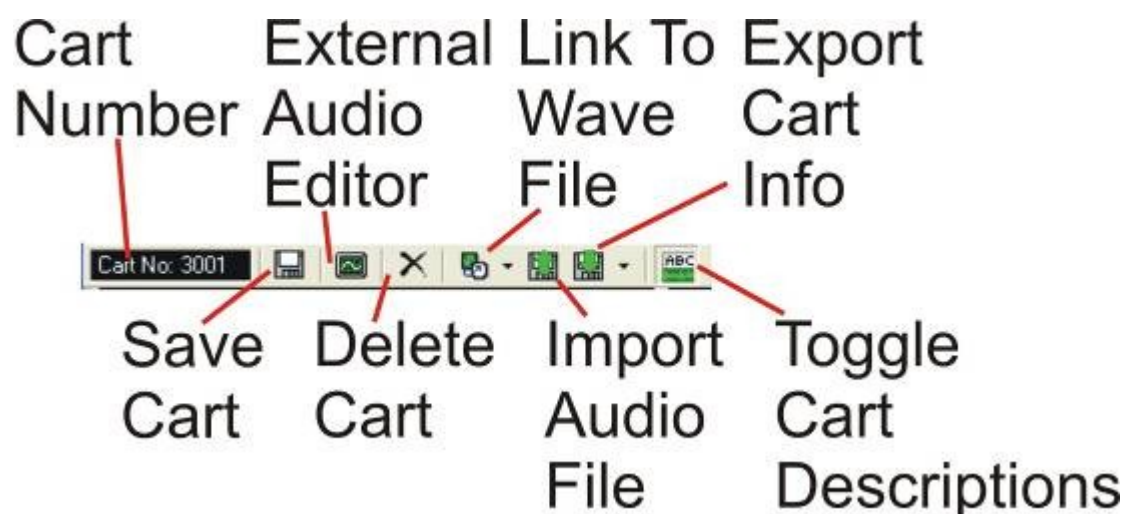
When you are ready to stop recording, click on either the Stop button or the Record button (again) to end the recording.

Once you have finished, the audio wave form for the recording will appear in the Audio Edit Area to allow you to edit the audio if necessary. For more details on Editing Audio, please refer to the *Audio Edit Area* section of SmoothEdit.

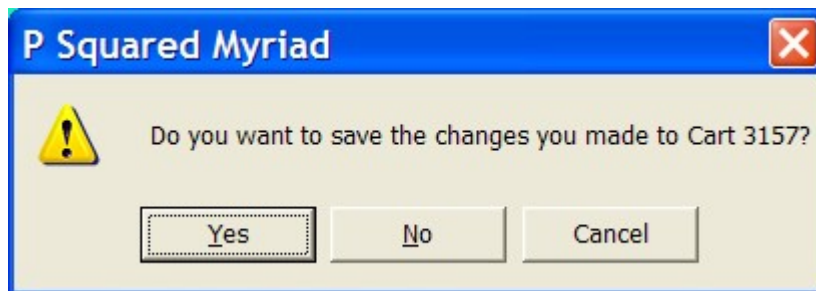


This method is particularly good if you have a lot of additional text and timing information to add to the Cart as you can add it all while the Cart is being recorded using the information fields at the top of the SmoothEdit screen. For more details please refer to the *SmoothEdit* section of the documentation.

Once you are happy with the Cart, click on the Save button (located on the Edit Cart Tool Bar at the top of the screen – see below).

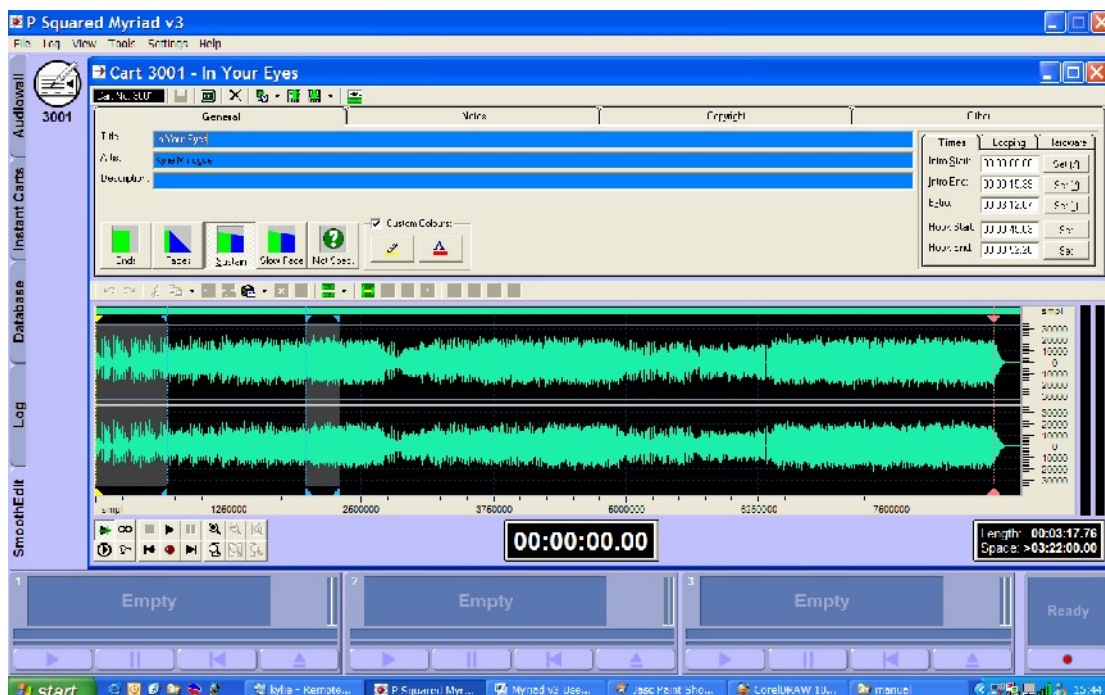


Alternatively you can close the window (by clicking on the cross in the top right hand corner of the SmoothEdit window) and if you have not saved the audio or data, you will be prompted to save.



Clicking Yes will save the Cart details, clicking No will discard the Cart details and close SmoothEdit, clicking Cancel will not save the Cart details but will allow you to continue working on the Cart in SmoothEdit.

This next example deals with a situation where the Cart already has information stored on it.




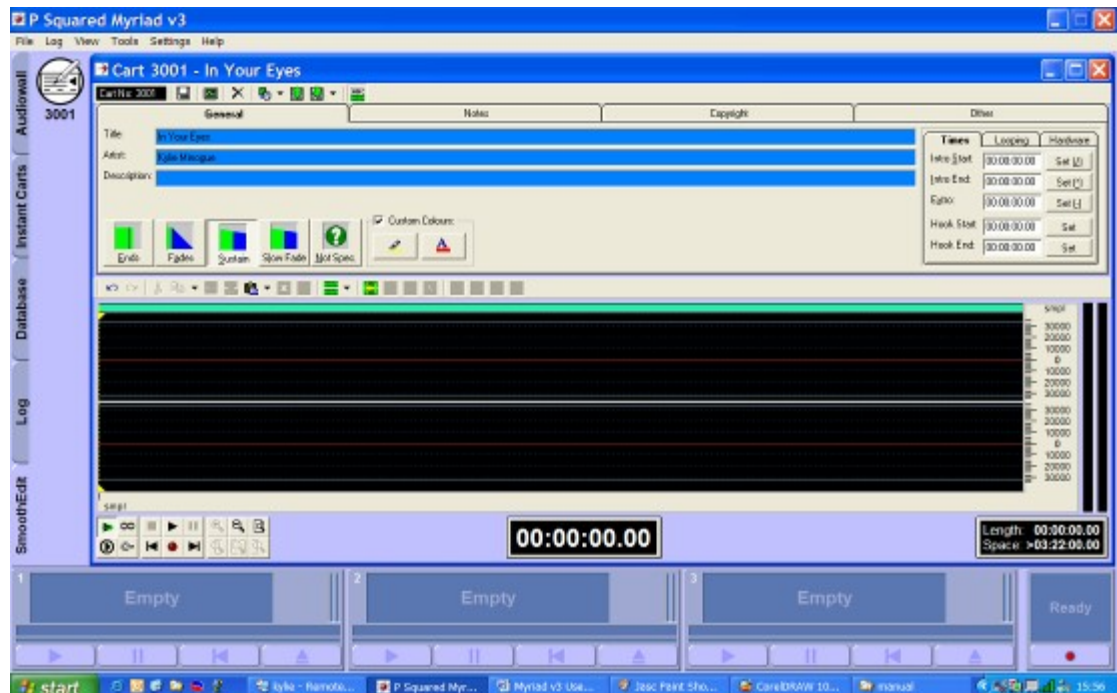
You can see that we have clicked on the Edit button with an occupied Cart highlighted. As you can see the SmoothEdit window includes the audio for the Cart as well as the text, timing, copyright and picture information for the Cart.

From here we can do one of two things.

- We can add additional audio to the Cart by moving the cursor in the Audio Edit Area to the point in the existing audio where we want to start recording from. If we do this and then click on the Record button (as above) then the audio is recorded in the normal way but when you

have finished recording, the audio is inserted into the original at the point you selected. It does not overwrite any of the original audio but rather just extends the length of the Cart accordingly. This is ideal for building an interview or feature from several different sources.

- Alternatively, if you select all of the wave form in the Audio Edit Area (by using the left mouse button to highlight it or double clicking in the centre of the wave form) and then press the <Delete> key or click on the Delete Highlighted Section  button then the current audio for the Cart will be deleted leaving the way free for you to record new audio in the normal fashion (see the first example above).



This is really useful because whilst the audio is completely new, all of the additional Cart information (Title, Artists, and Copyright Details etc) is retained (except timing as this is no longer relevant). This can be very useful if you are recording, for example, a new news bulletin into the same Cart each hour, as it saves you from having to retype all the text information each time.

Once you are happy with the recording, all you need to do is click on the Save button on the Edit Cart menu (see diagram in the previous example) or close the SmoothEdit window and save when prompted.

The SmoothEdit screen contains a great deal of information and powerful tools. These are covered in more detail in the *SmoothEdit* Chapter later in this documentation.

Importing Audio Files into the Audio Wall

This method of adding Carts to the Audio Wall is becoming more and more important as legitimate digital sources for music and audio distribution are becoming common place, and online music stores such as iTunes and MSN Music can provide plentiful and inexpensive ways to build your music database.

One important thing to bear in mind is that Myriad's native audio format is uncompressed WAV files which offer the best audio quality and fidelity but do take up a lot of hard disk space (typically about 40MB per song). Most web based delivery methods rely on using audio compression techniques such as MP3 or Windows Media to reduce the size of audio files. This does have an impact on the audio quality, but when balanced against the decrease in time taken to transport them and the reduced bandwidth costs, the drop in quality is acceptable to many people. If you are using Myriad v3.0 then you will have to convert any file that is not in a WAV format in order for Myriad to be able to play it (we will cover how to do this). If you are using Myriad v3.1 or higher then Myriad can play a greater number of compressed formats (MP3, WMA, MP2 & Ogg Vorbis) so the likelihood of having to convert your digitally sourced files is somewhat reduced.

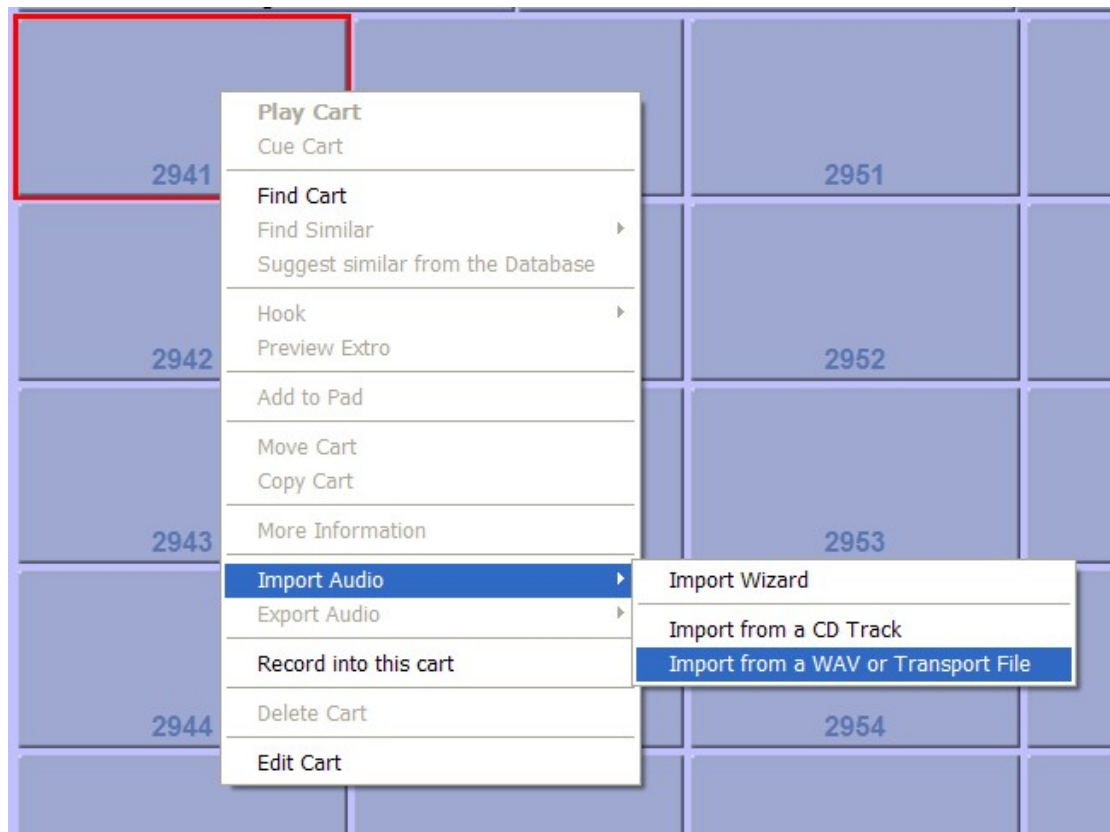
There are three main methods used for Importing Audio into Carts on the Audio Wall:

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

Importing Audio Using the Import Audio Wizard

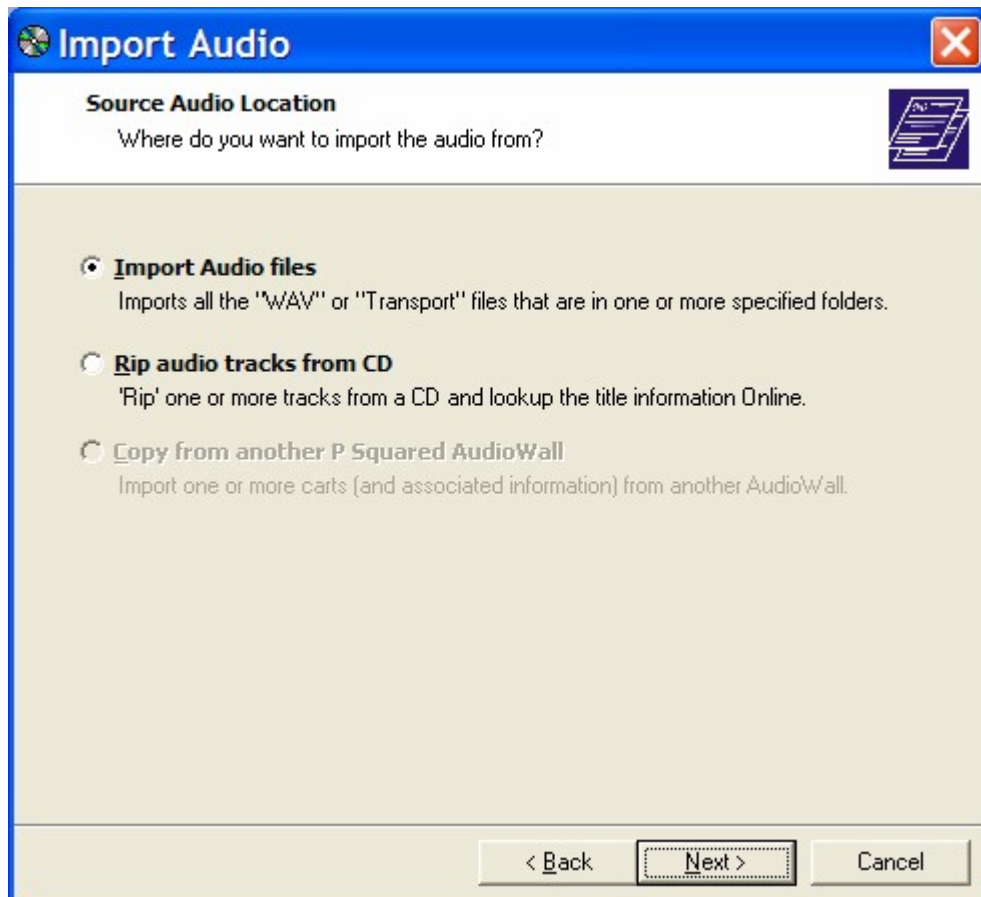
This is probably the primary method most people will use for importing audio into Carts on the Audio Wall. The Import Audio Wizard is a multi-function wizard that is used for both importing existing audio files and ripping audio files directly from a CD. In this instance we will concentrate on the Import Audio Files section as the CD ripping facilities are covered elsewhere.

The Import Audio Files 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 page 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 starting at the highlighted Cart and working up from there.
3. **Import From A Single WAV Or Transport File** – This option skips most of the steps in the wizard and allows you to immediately select a single WAV or Transport (zip) file to be imported into the highlighted Cart.

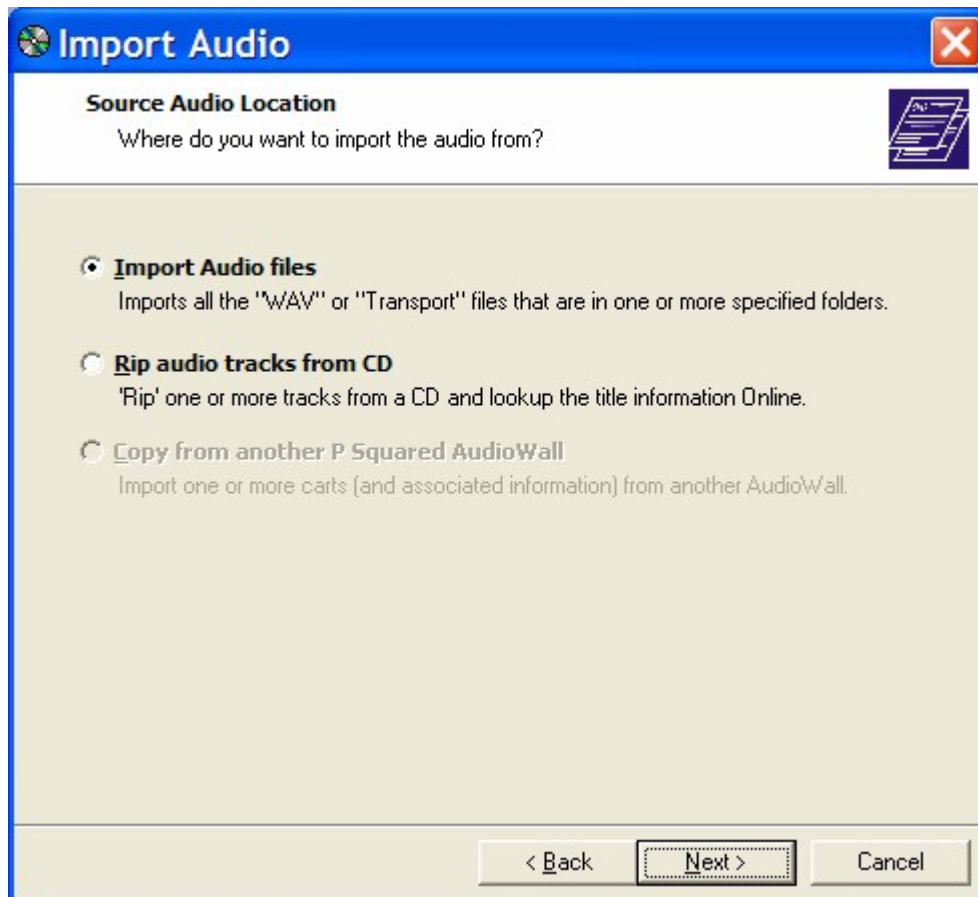
In most cases you would go straight for option 3 as it skips most of the settings and allows you to get on with importing a single file, but for the sake of this example, we will assume that we selected Option 1, Import Wizard.

The Information Page



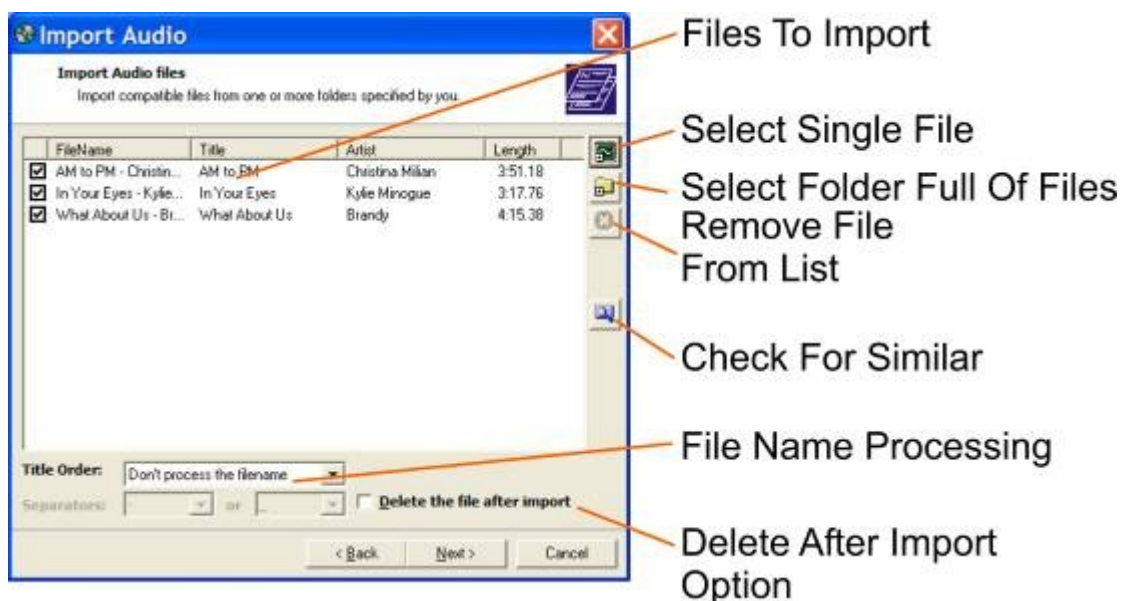
The first page that you will see just explains what the wizard is for. If you tick the 'Skip this screen in future' option then you will not see this screen each time you run the wizard. Click on the Next button to proceed to the next page.

Selecting Import Type Page



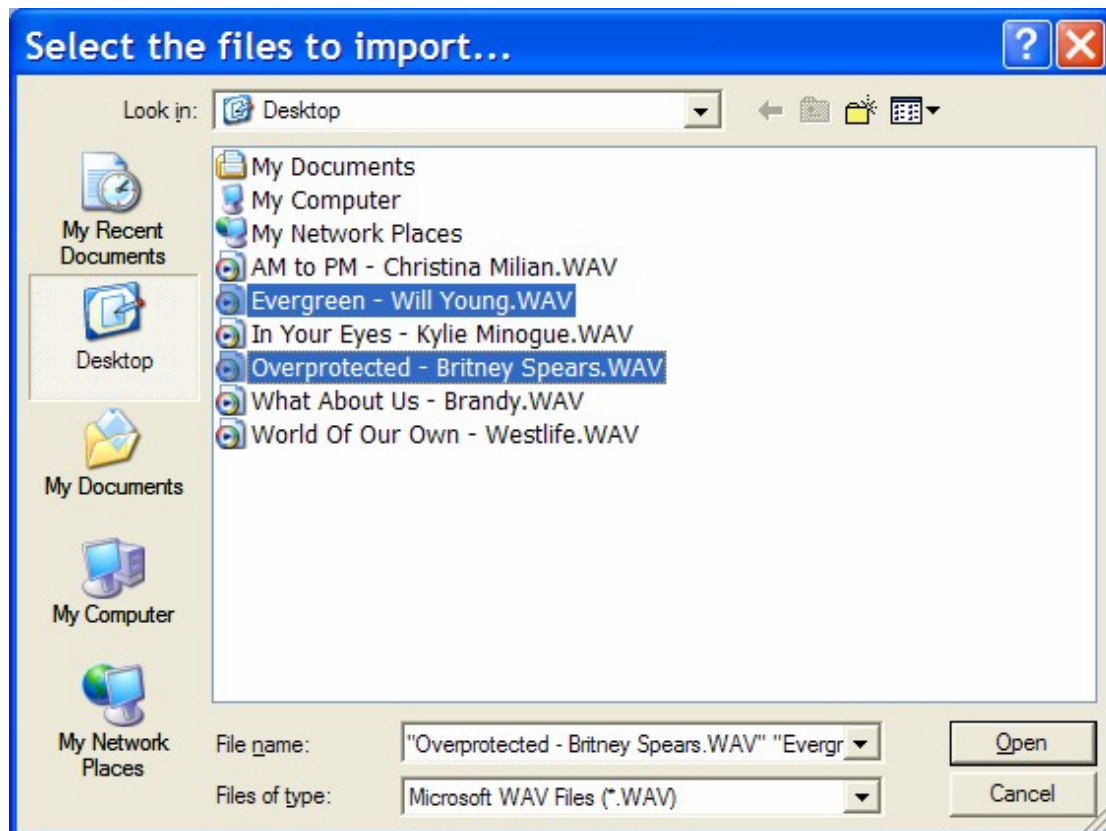
Here we get to choose whether to import audio files or rip tracks from a CD (in this case we are looking at importing audio files). Tick the 'Import Audio files' option and click on Next.

Select Audio Files Page

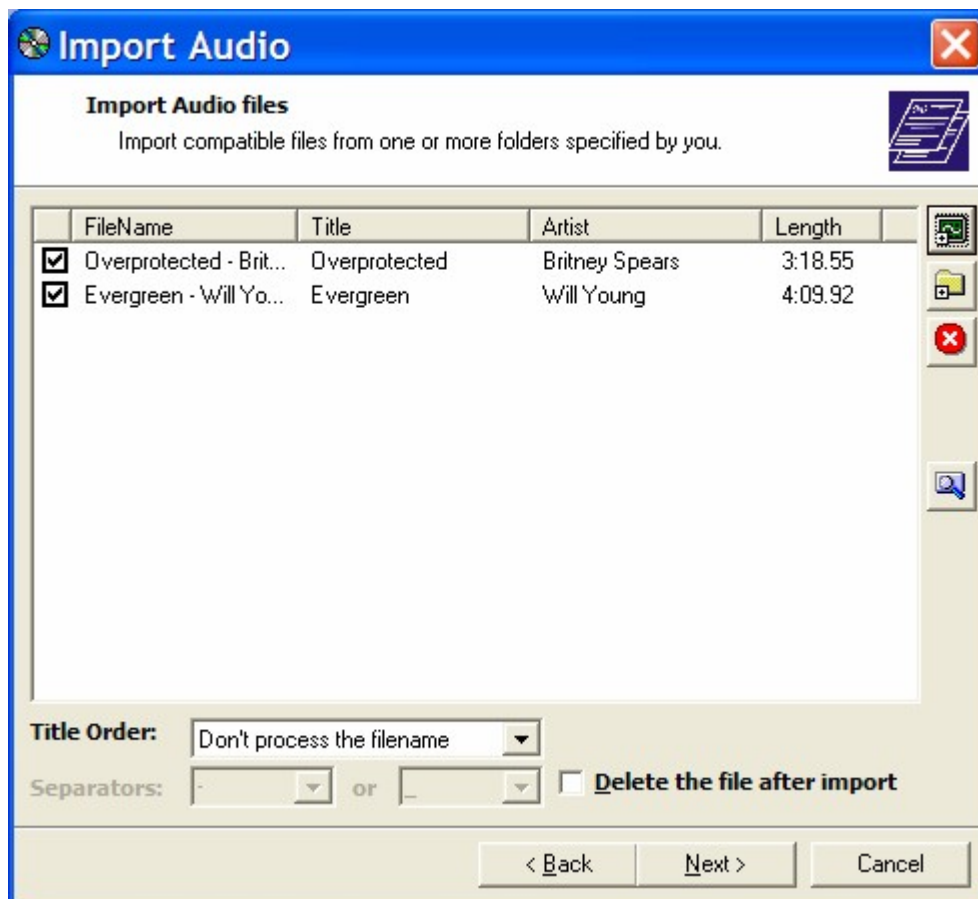


This page of the wizard allows you to select the file or files that you want to import. There are a number of options on this screen so we will go through them in turn.

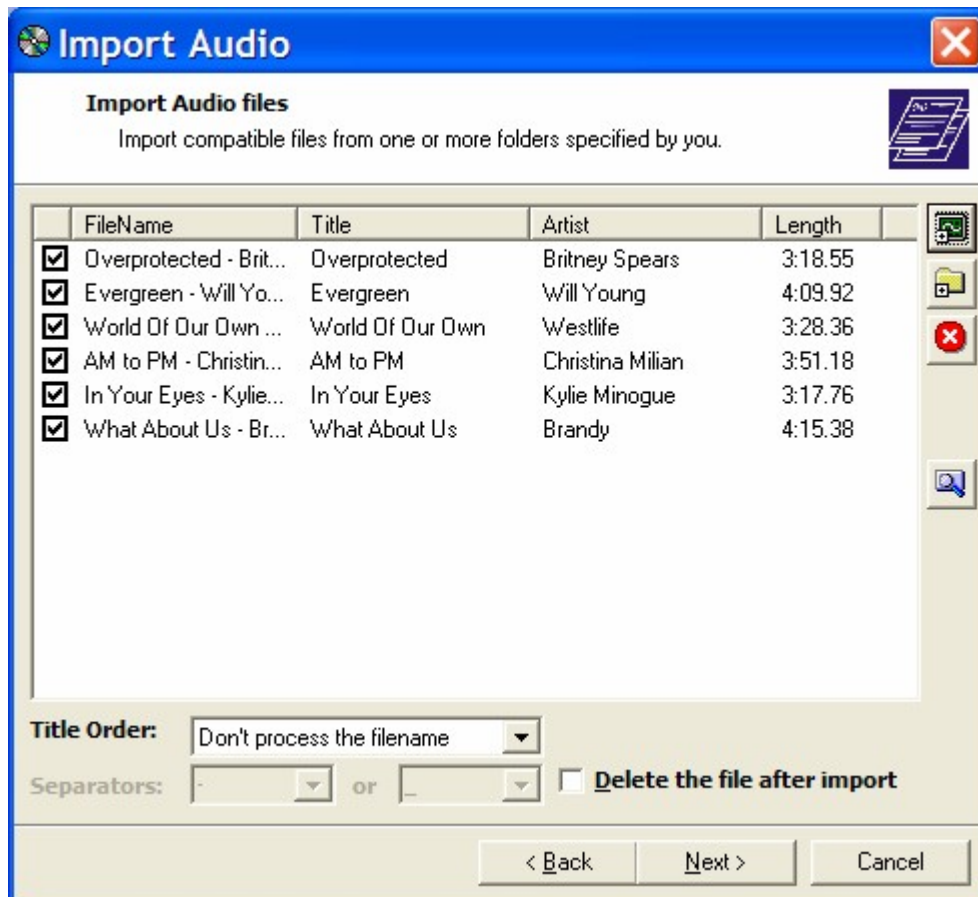
The Select Single File button allows you to browse your computer and network to select a single file to be added to the list of files to be imported. When you click on the Select Single File button, the standard windows file selection window appears.



You can use this window to select a single WAV or Transport (zip) file to be imported or (as in the example above) 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.

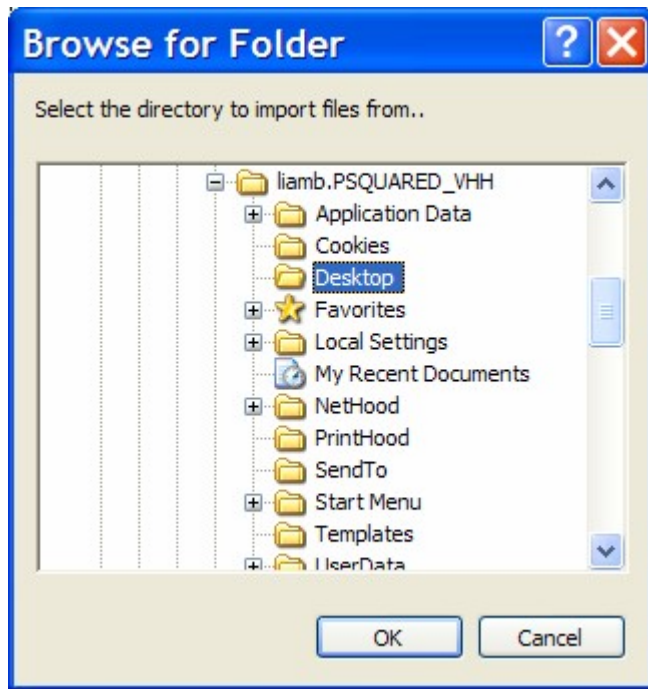


You can click on the Import Single File button multiple times to select files from different folders or locations to build up a list of files that you want to import.



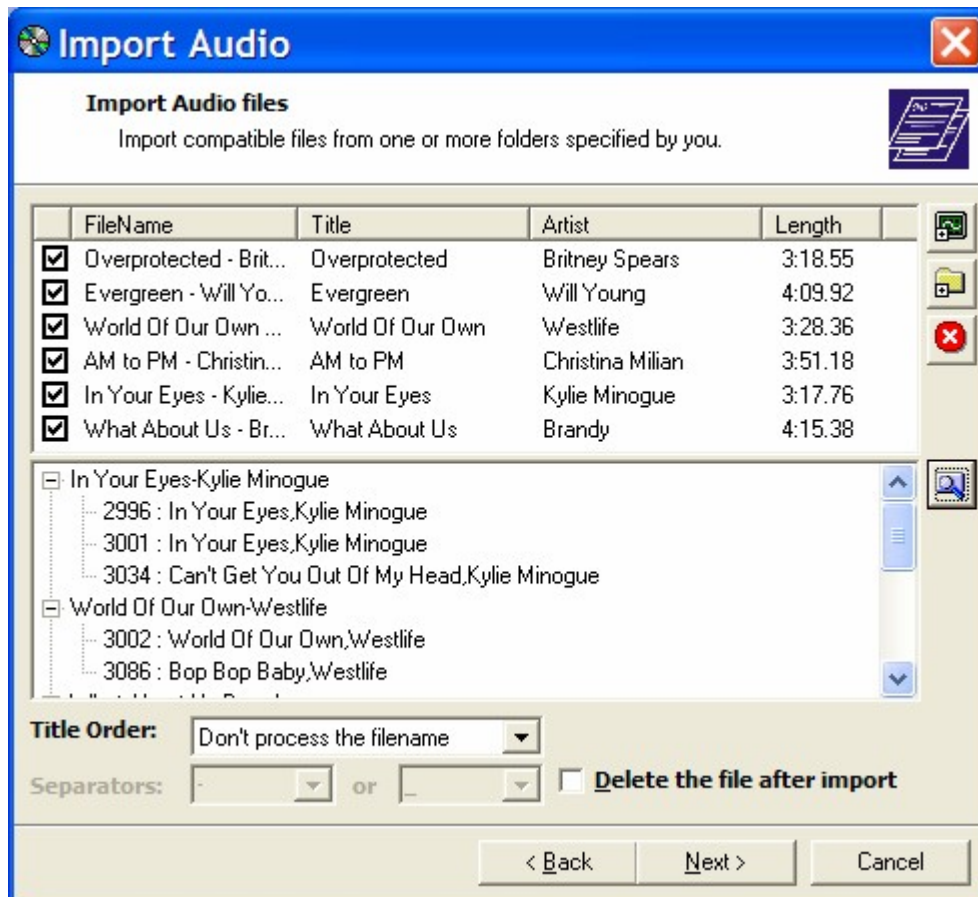
Note the tick by each file. Only the ticked files will be imported, so even if you add a file to the list by mistake, you can still exclude it from the import process by clicking to un-tick it.

Below the Select Single File button is the Select Folder button which offers a simple way of adding all of the suitable audio files within a folder, to the list of files to be imported. Clicking on this button allows you to select the folder whose content 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 Audio Wall, to avoid making duplicates. The Check for Similar button allows you to search the Audio Wall 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.

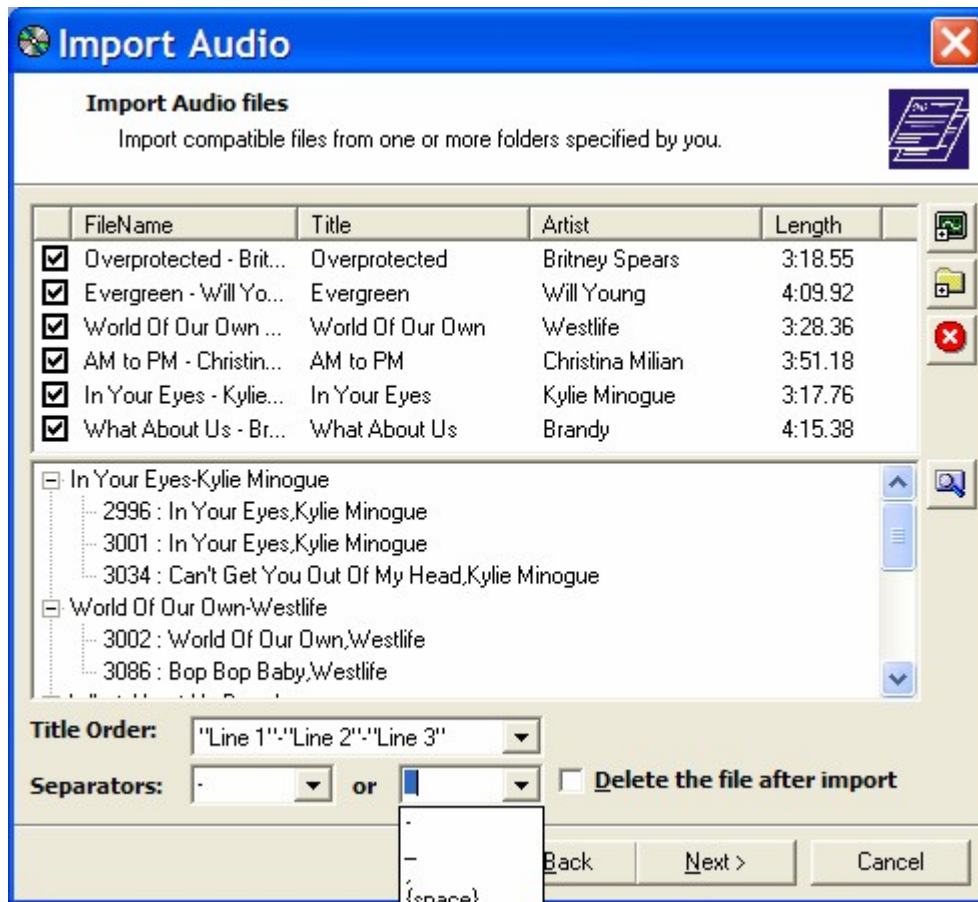


As you can see from the screen shot above, several of the Songs we are trying to import already exist on our Audio Wall, so we may wish to exclude them from the import process by un-ticking the conflicting songs.

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
 Britney Spears – Overprotected
 Overprotected / Britney Spears

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 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.

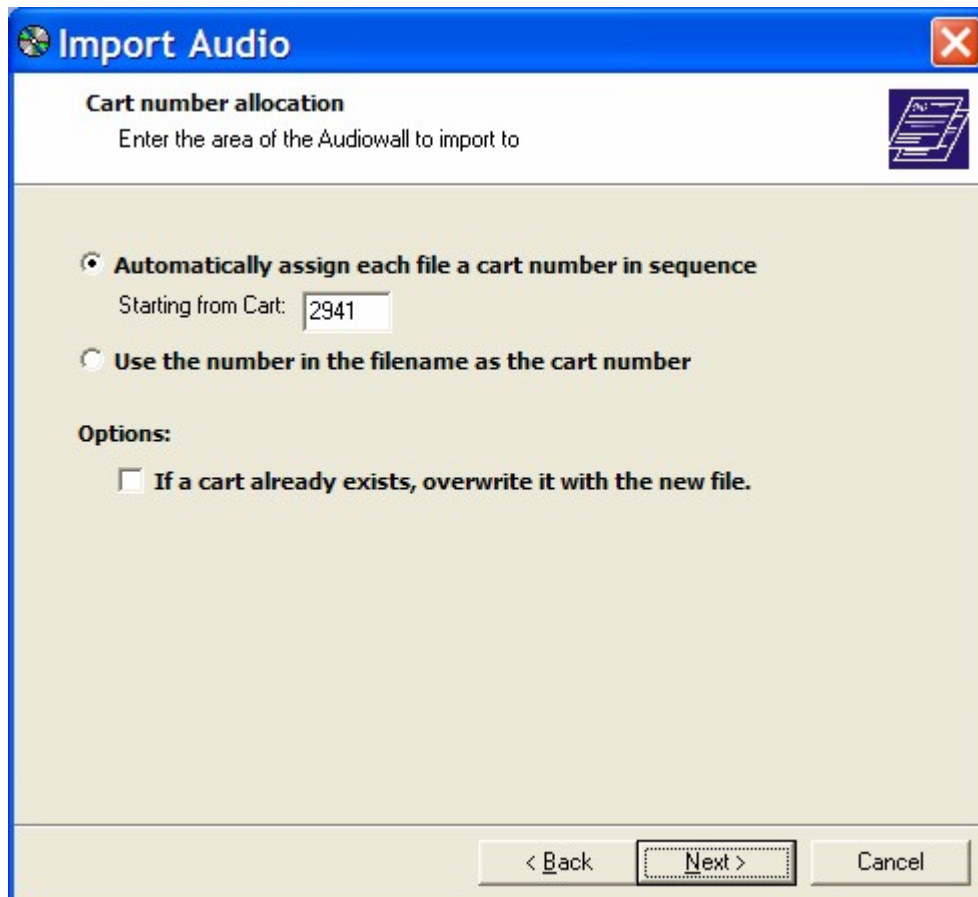
The final option on this page is the Delete the File after Importing option which does exactly what it says. After the file has been imported to the Cart the original source file will be deleted.

CAUTION – If you tick this option and then run the import process, there will be no way to recover the audio files that Myriad deletes.

Finally, when you are happy with all of the options on Select Audio Files page, click on the Next button to proceed.

Select Destination Carts Page

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 Audio Wall 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).

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 2941 (as above) then they would each be imported in sequence between Carts 2941 and 2951 on the Audio Wall. Now let's say we already had a Cart at 2950, if this option were ticked then the Cart at 2950 would be overwritten with the new imported Cart. If you leave this option un-ticked then the Cart at 2950 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 2952. Basically, if you leave this option un-ticked then the import process will stop the overwriting of any existing Carts on your Audio Wall which is probably the way you will usually want it.

When you are happy with the destination Cart selection, click on the Next button.

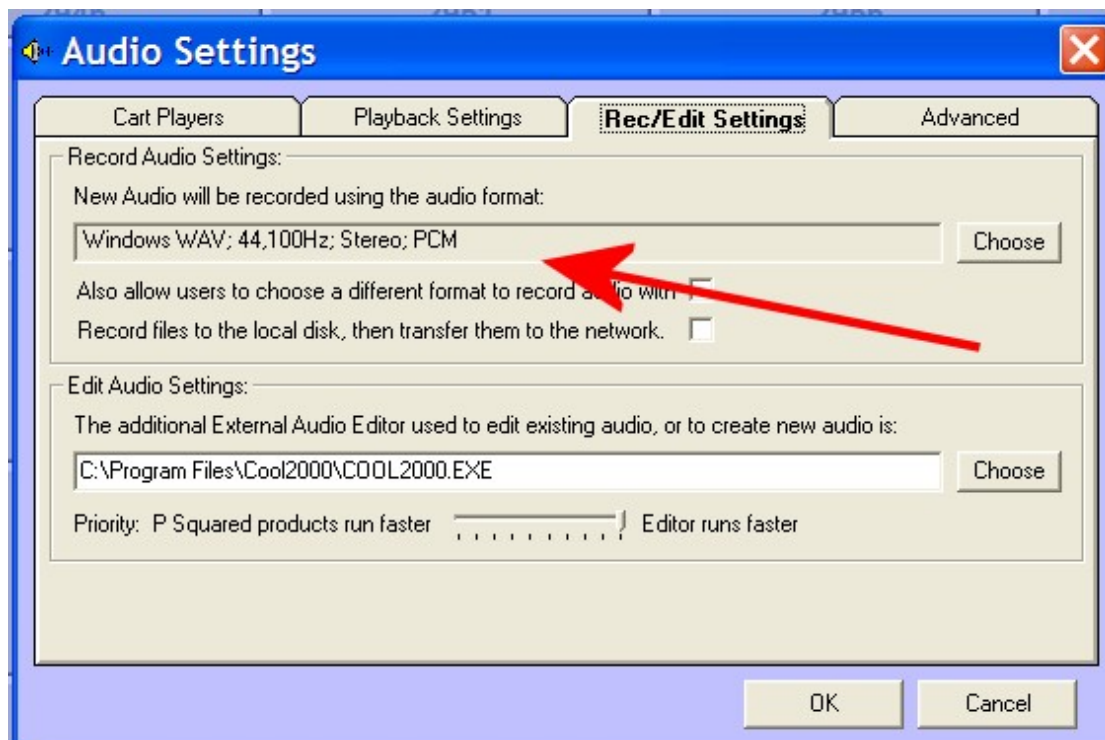
Import Audio Format

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) 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.



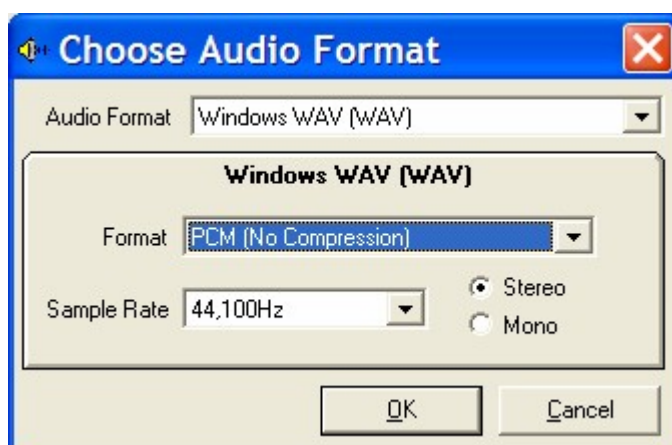
If you select the Convert The Audio To Match The Audio Wall Format option then (if possible) Myriad will convert the audio to the audio quality (e.g. 44,100Khz stereo) and format (e.g. WAV, ADPCM etc) that has been set as the default for the Audio Wall - see Settings>Audio Settings menu and the Record / Edit tab – as seen below.



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 Audio Wall. It should be noted that Myriad cannot convert all file types and formats. If you import a file in a quality or format that Myriad cannot convert, you will be notified as it attempts the conversion.

The Import Audio in its Current 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 Audio Wall that Myriad cannot play.

The Convert 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.



This will open the Choose Audio Format window which allows you to select from the available audio formats and quality options. The available options do differ from format to format but in general, the options are listed below.

- **Audio Format** – This allows you to select the basic audio format to convert the audio to. In Myriad v3, this is restricted to just Windows Wav files but in Myriad v3.1 this option is expanded to allow you to select from MP2, MP3, WMA (windows media format), Ogg (ogg vorbis) and WAV files in Myriad v3.1.
- **Format (WAV only)** – This option allows you to select between PCM (uncompressed WAV files) and ADPCM (4:1 compressed WAV files).
- **Sample Rate** – This allows you to select the sample rate on which the audio is based. *NB: This is not a configurable option on some formats.*
- **Bit Rate** – This option allows you to set the bit rate at which to encode the audio. This option is only applicable to MP2, MP3, Ogg and WMA formats. The higher the bit rate, the higher the quality, but the larger the file size. It is generally accepted that 256Kbit MP3 or WMA give a comparable audio quality to CDs but you must set the bit rate that best suits the balance between audio quality and file size that your station needs.
- **Stereo / Mono** – This option allows you to select whether the audio should be imported as a stereo or mono audio file. This option may not be available on all formats.

Many of the above options are only available in Myriad v3.1 so if you do not have all the options, please check that you are on the latest version of Myriad before contacting P Squared. Myriad v3.1 is scheduled for release in Autumn 2005 so it is possible that not all the features will be available before this date.

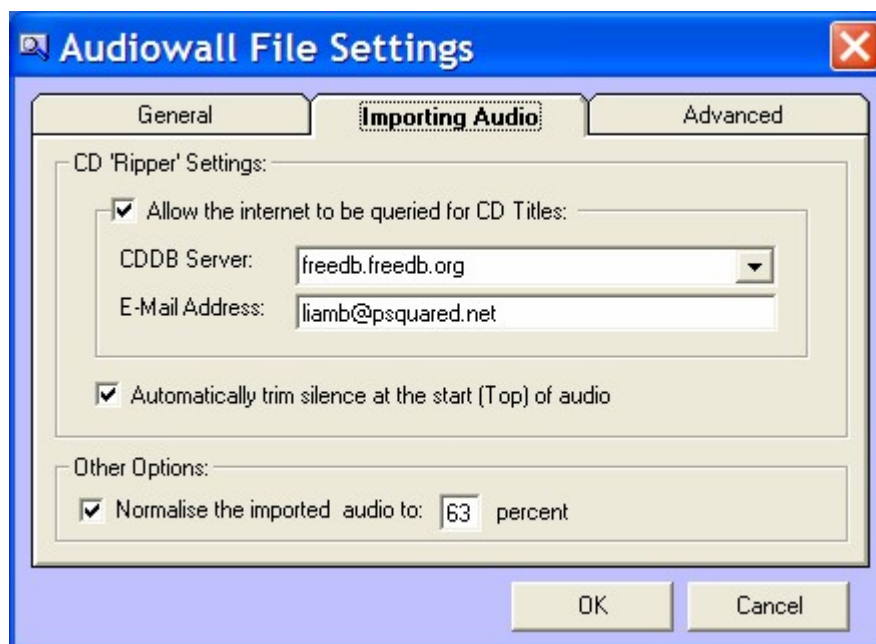
The final option on the Import Audio Format page of the Import Audio Wizard is to do normalising of the audio as it is imported. But what do we mean by normalising?

The basic idea is simple. An audio file or wave form is a graph of peaks and troughs and like any graph, there is always a point in the wave form 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 Audio Wall are normalised to the same value then the loudest point in each file will be exactly the same.

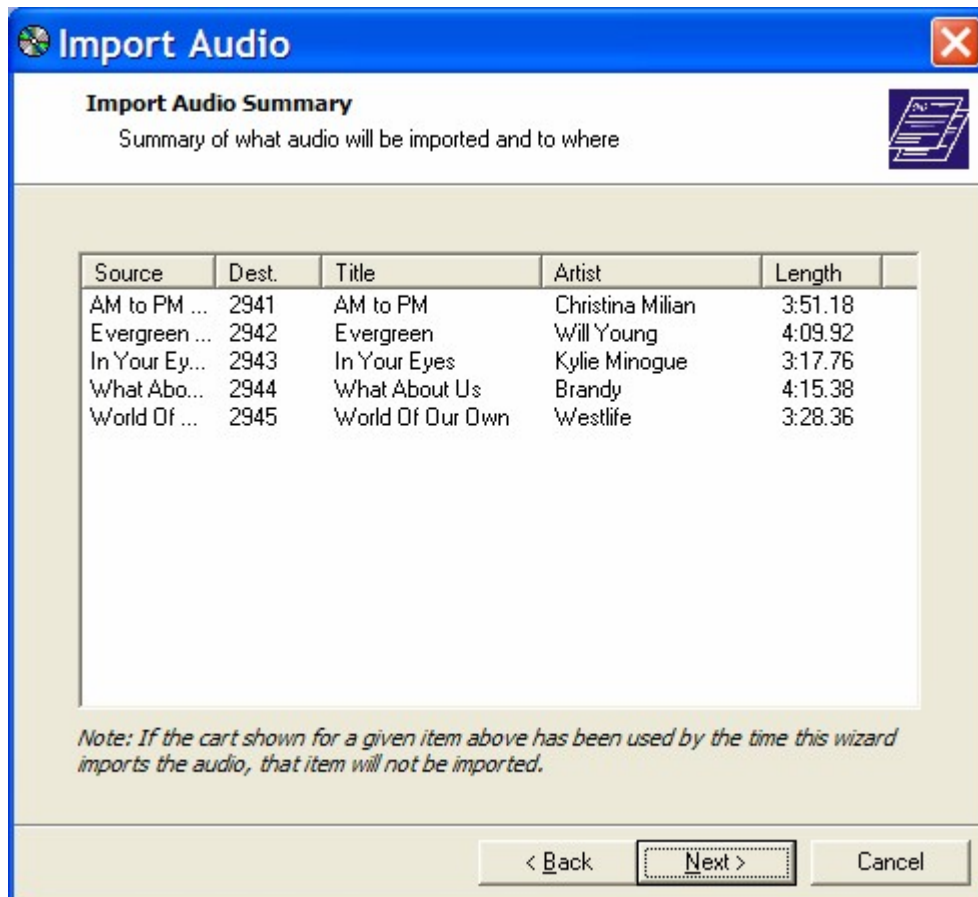
You can alter the Percentage to Normalise to value as part of the normalise procedure. The value represents the entire range of volume of the sampled audio with 100% representing full volume (e.g. wave form reaches top of scale) and 0% representing silence. The default of 63% has been calculated to provide 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. The Audio Wall Default button resets this value to the pre-set default normalise level which can be altered using the Settings>Audio Wall File Settings menu and selecting the Importing Audio tab.



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

Import Audio Summary

This next page in the wizard provides an overall summary of the audio files that you want to import, along with destination Carts, Title & Artists information and length of audio.



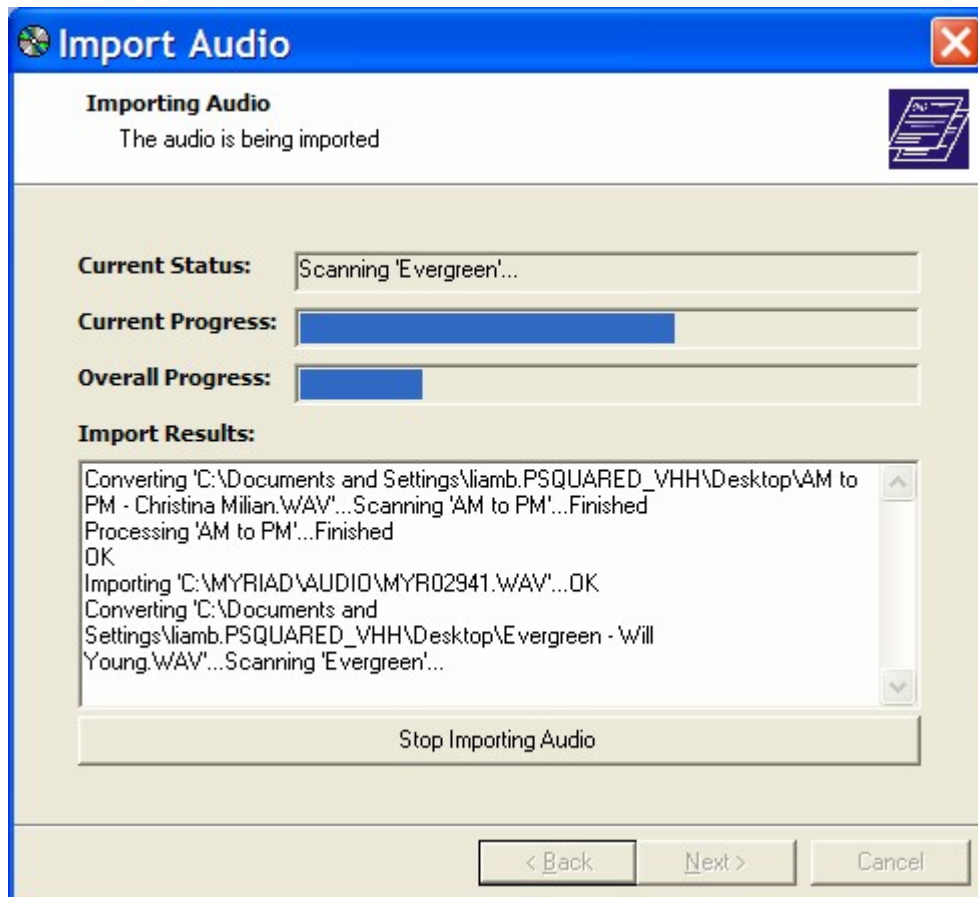
If you are not happy with the displayed summary, click on the Back button until the relevant page is displayed and make whatever alterations are needed. If you are happy, click on the Next button to proceed.

You will then be asked to confirm that you want to proceed.



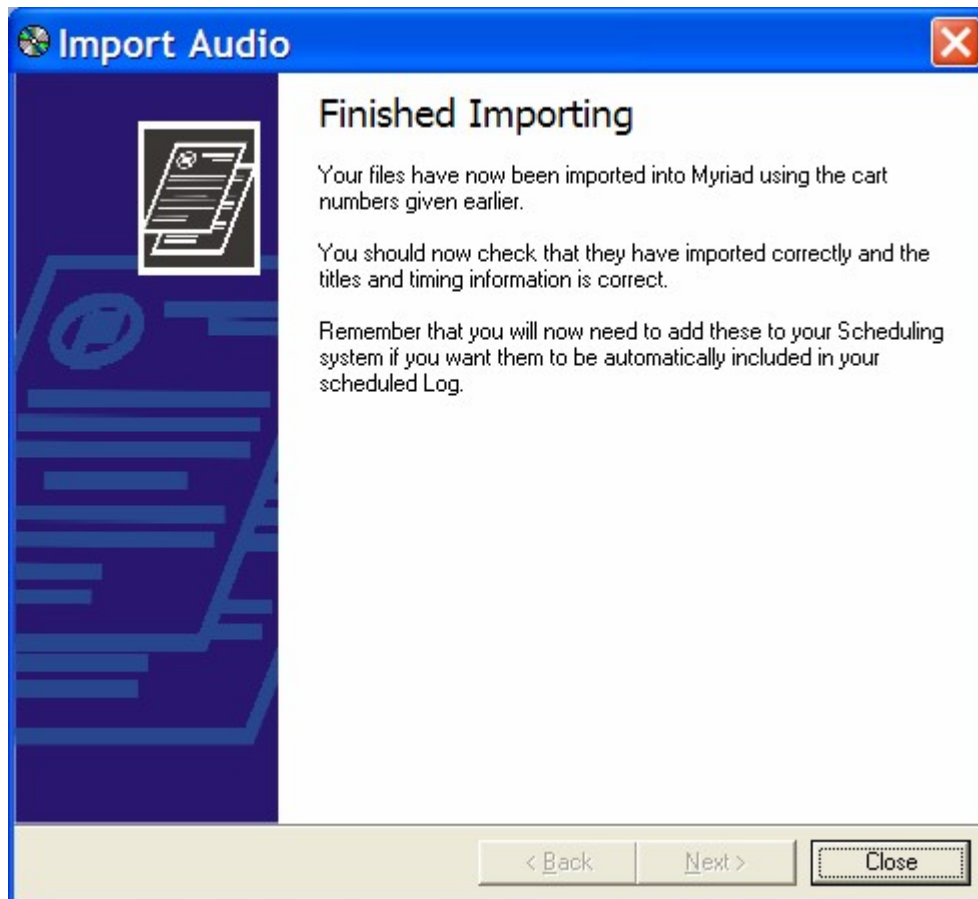
Importing Audio

Once you have confirmed that you want to proceed, Myriad starts the import process. The Importing Audio screen shows you a summary of the progress made along with a log of the actions it has performed.

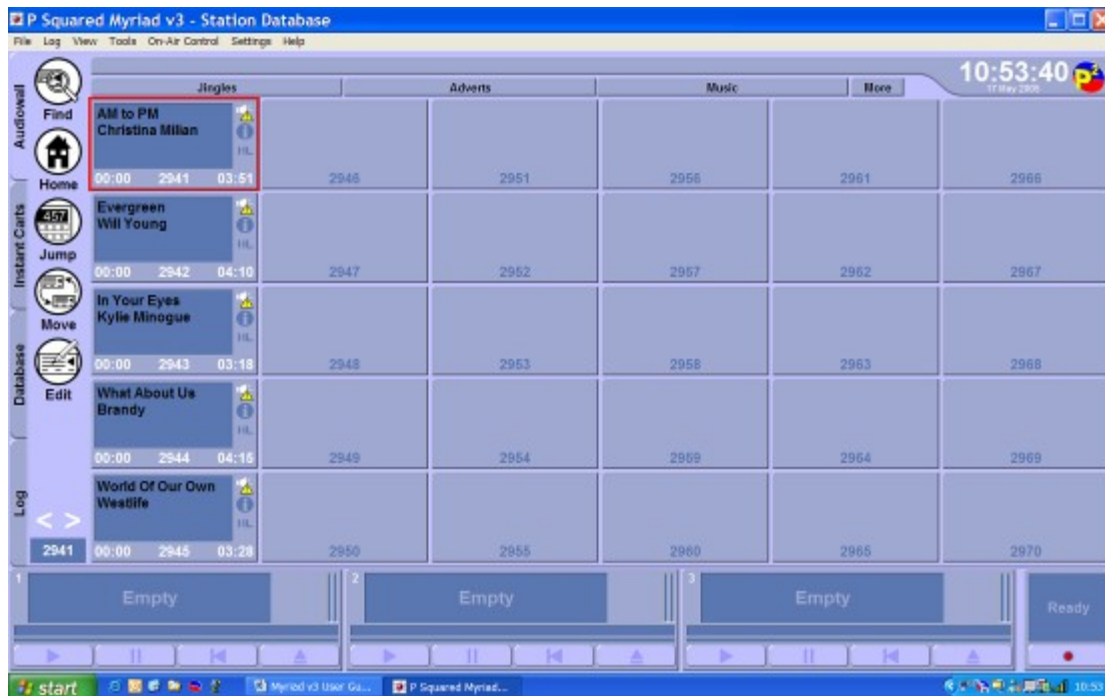


You can stop the import process at any time by clicking on the Stop Importing Audio button. If you do this then any audio files that have been successfully imported will remain on the Audio Wall but the current audio file and any remaining in the list to import will be discarded.

Once the import process has been completed, the final page of the wizard will be displayed.



This page concludes the wizard. 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 when you are using AutoTrack or AutoTrack Pro, they will not automatically be added to the scheduling system.

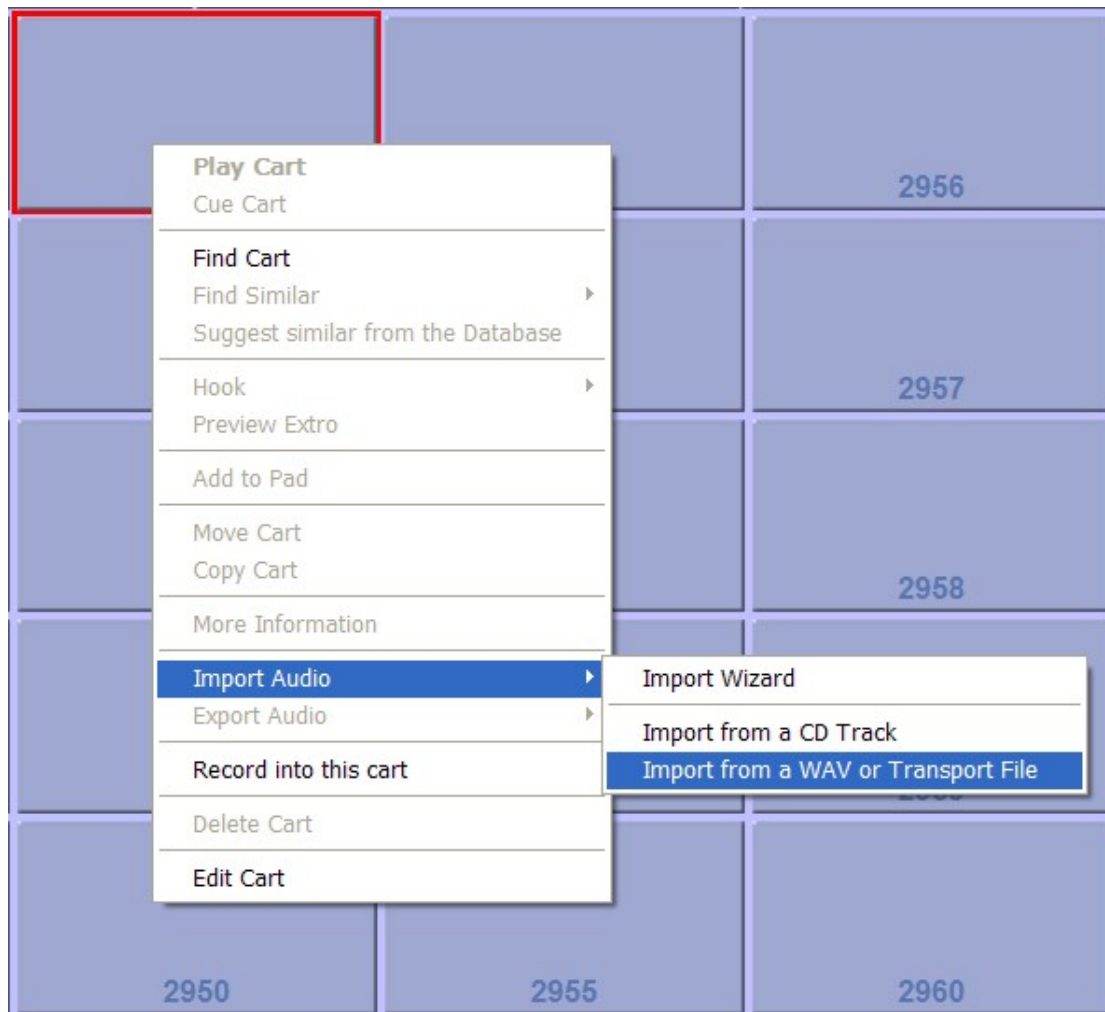


(Resulting audio imported onto the Audio Wall using the Import Audio Wizard)

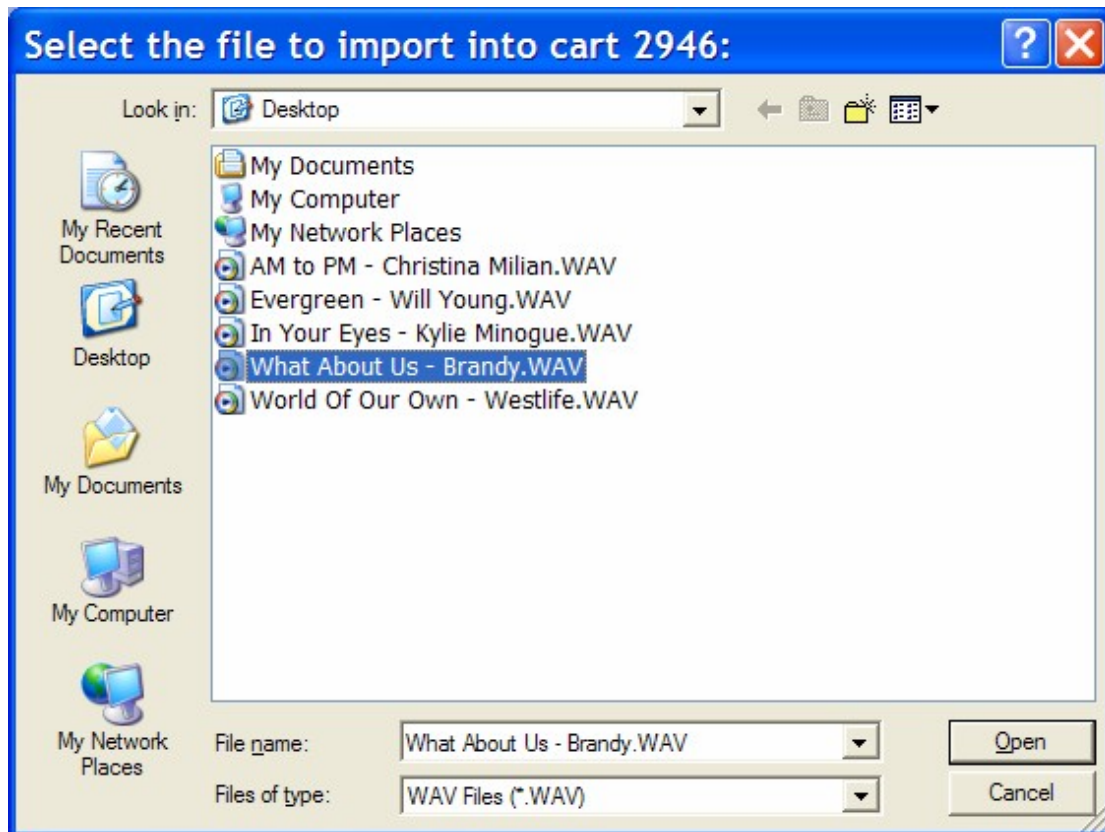
Importing Audio Directly onto the Audio Wall (Using Right Click Option)

In the previous section, we looked at how to import audio files using the Import Audio Wizard which is available via the right click menu. This method is great if you want to import multiple files or if you want to control the way in which Myriad imports them. If, however, you only wish to import a single audio file using the Myriad default qualities and formats then there is a quicker method using the Import Single WAV or Transport File option on the right click menu.

To do this, right click on the Cart you want to import into and select the Import Single WAV or Transport File on the Import Audio menu.



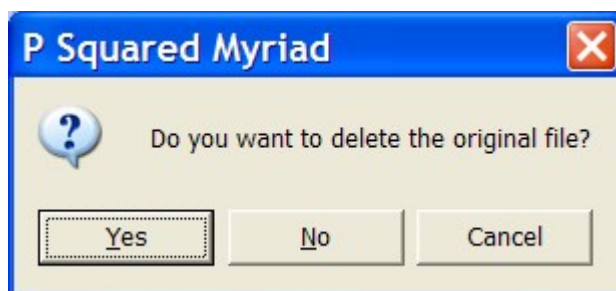
When you click on this option, you will then be asked to locate the audio file that you want to import.



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 before the import starts. Use the Yes / No buttons to answer accordingly. Click on Cancel if you wish to abandon the import.



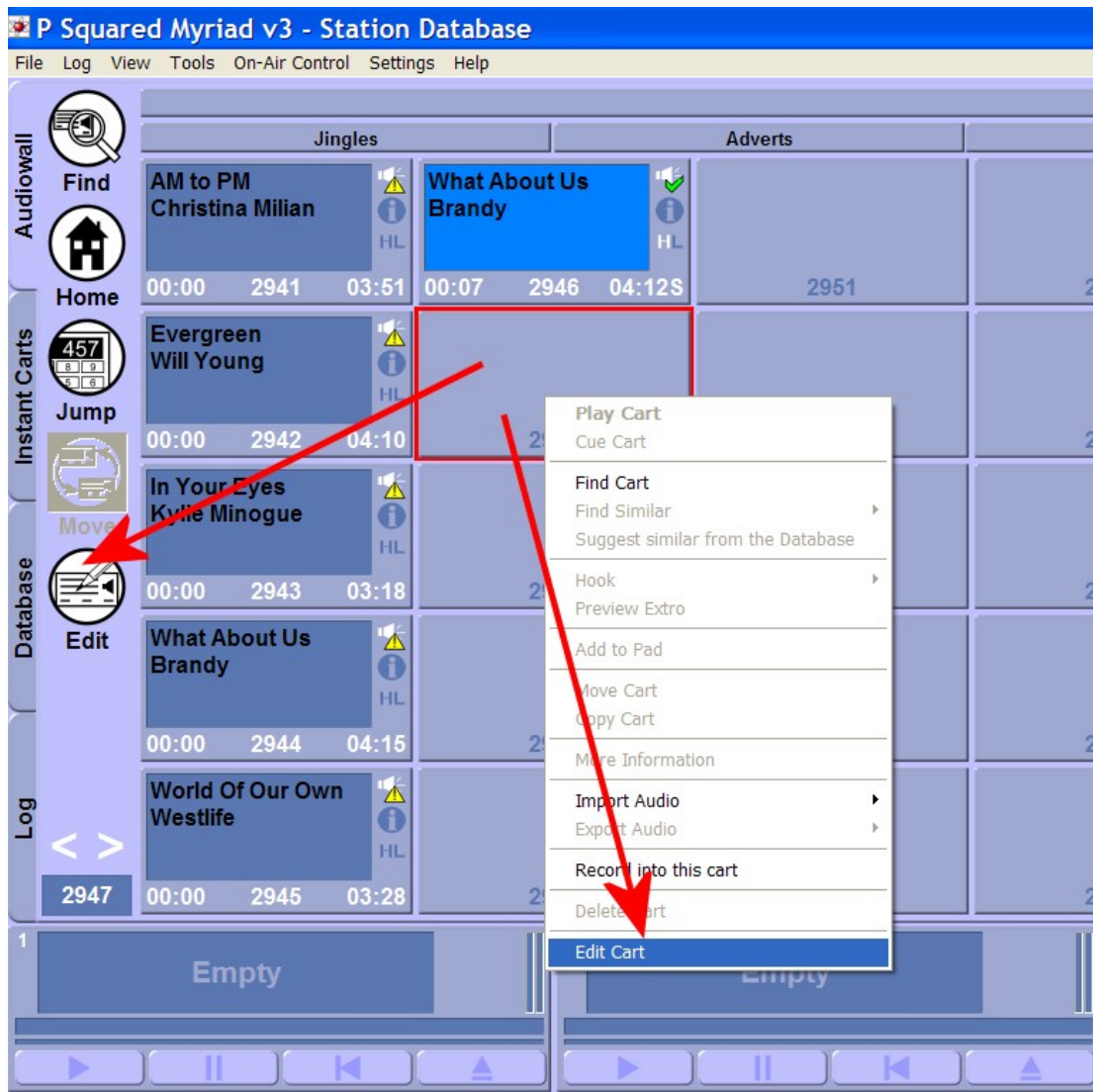
Clicking Yes will complete the Import process.



Importing Audio Using SmoothEdit (including MP3, WMA etc)

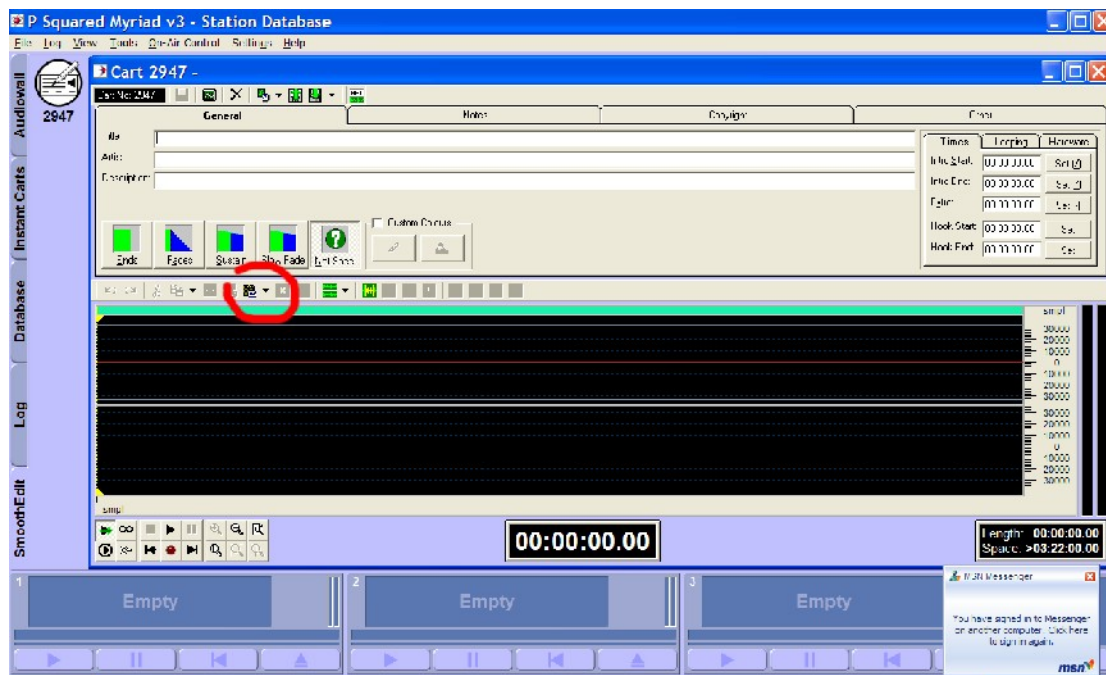
The final method for importing an audio file onto the Audio Wall involves importing the audio directly into the destination Cart via the SmoothEdit screen which is accessible via the Edit button on the Main Tab or the Edit Cart Using SmoothEdit option on the right click menu. This method only allows 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 the 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 Using SmoothEdit option.

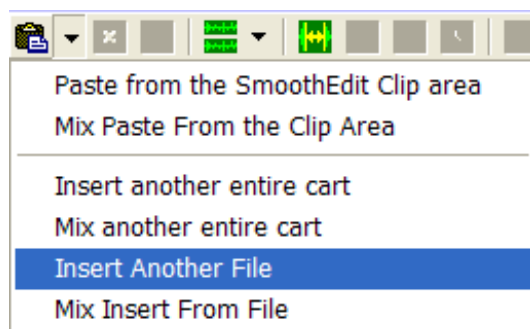


This will then load the SmoothEdit screen.

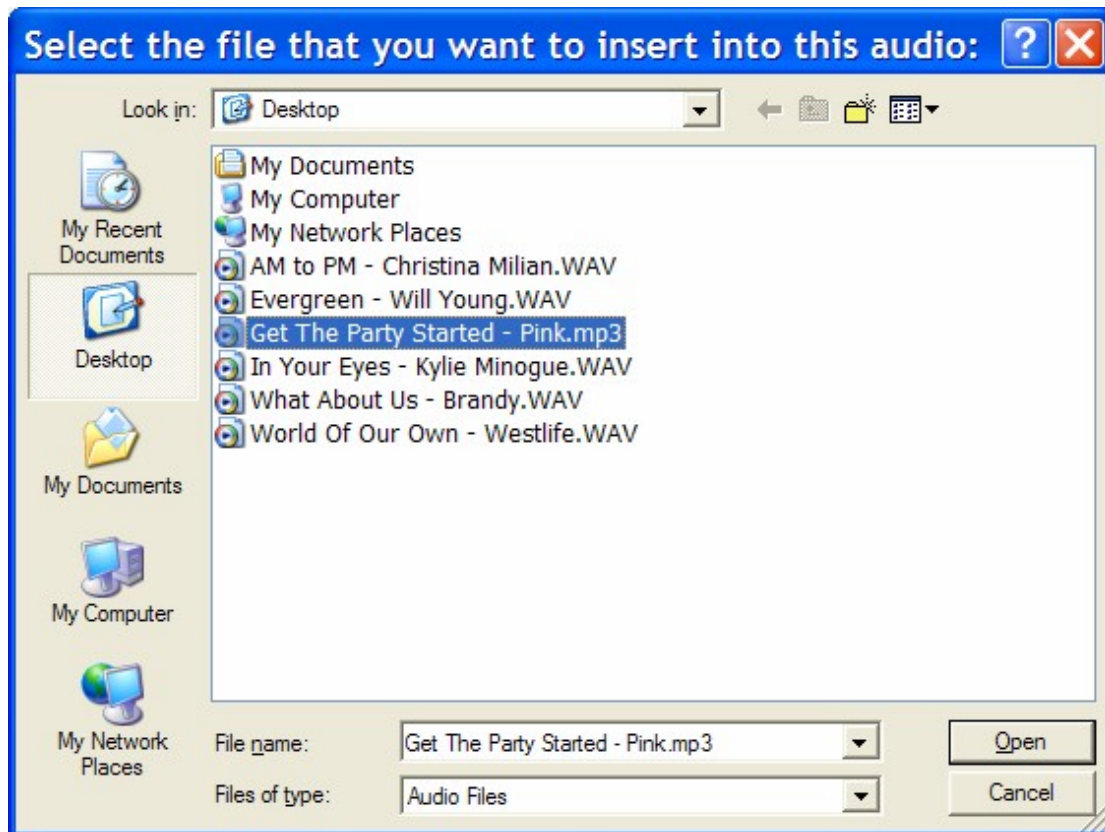
If you click on a populated Cart and then open the SmoothEdit window then the Cart's current details and audio wave form will be displayed. This does not stop you from importing a new audio file using this method. If you place the playback cursor (see Audio Edit Area) at a single point in the wave form then the imported audio will be added to the existing audio at that point. If however, you double click in the middle of the wave form (to select it all) and then 'Insert Another File' then the imported audio will replace the existing audio.



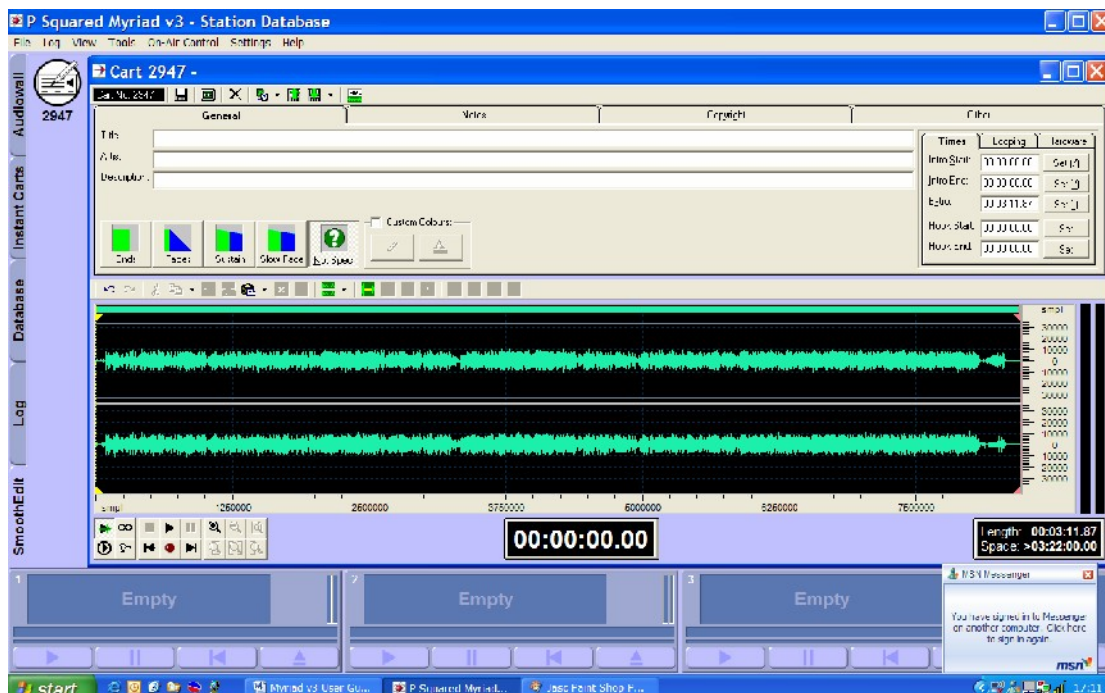
Click on the down arrow  to open the extended Paste menu.



Select the Insert Another File option and you will then be asked to select the file that you want to import.

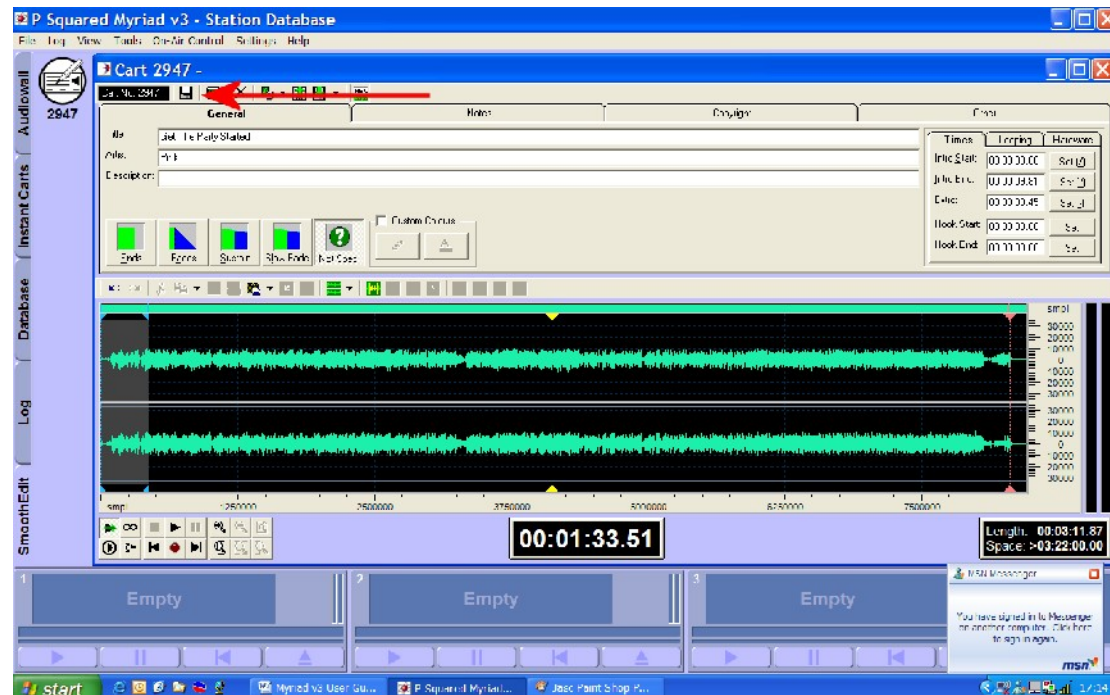


Note that the key difference here is that as well as WAV files, audio files of other formats are also listed. In this example we will select the 'Get The Party Started – Pink.mp3' file to demonstrate importing an MP3 file.

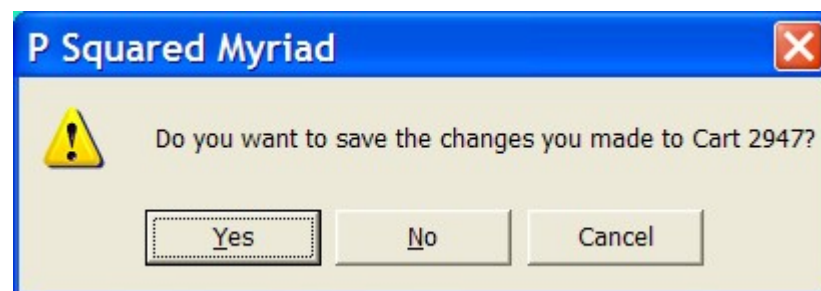


Here we can see that the MP3 file has been converted into a suitable format and imported into the selected Cart. All that remains to be done is to add the

Title & Artists information and ideally add the Intro and Extro timing information.



Here we can see the finished Cart complete with Title, Artists and timing information (see SmoothEdit documentation for how to do this). All that remains to be done is to click on the Save Cart button on the Edit Cart Tool Bar (see arrow on diagram) and then close the SmoothEdit window. If you attempt to close the window before saving, you will be prompted to save before the Cart is closed.



Importing Audio CDs (Ripping)

In this section we will look at how to import audio directly from a standard audio CD. This procedure is commonly referred to as 'ripping' and it involves the rapid transfer of audio from a CD to the PC as raw data. This means that a file can be transferred into the system in a fraction of the time of manually recording it in. The other advantage is that the vast majority of commercial CDs have unique numbers that can be used to find the Title and Artist information from specialised websites on the Internet. This means that in

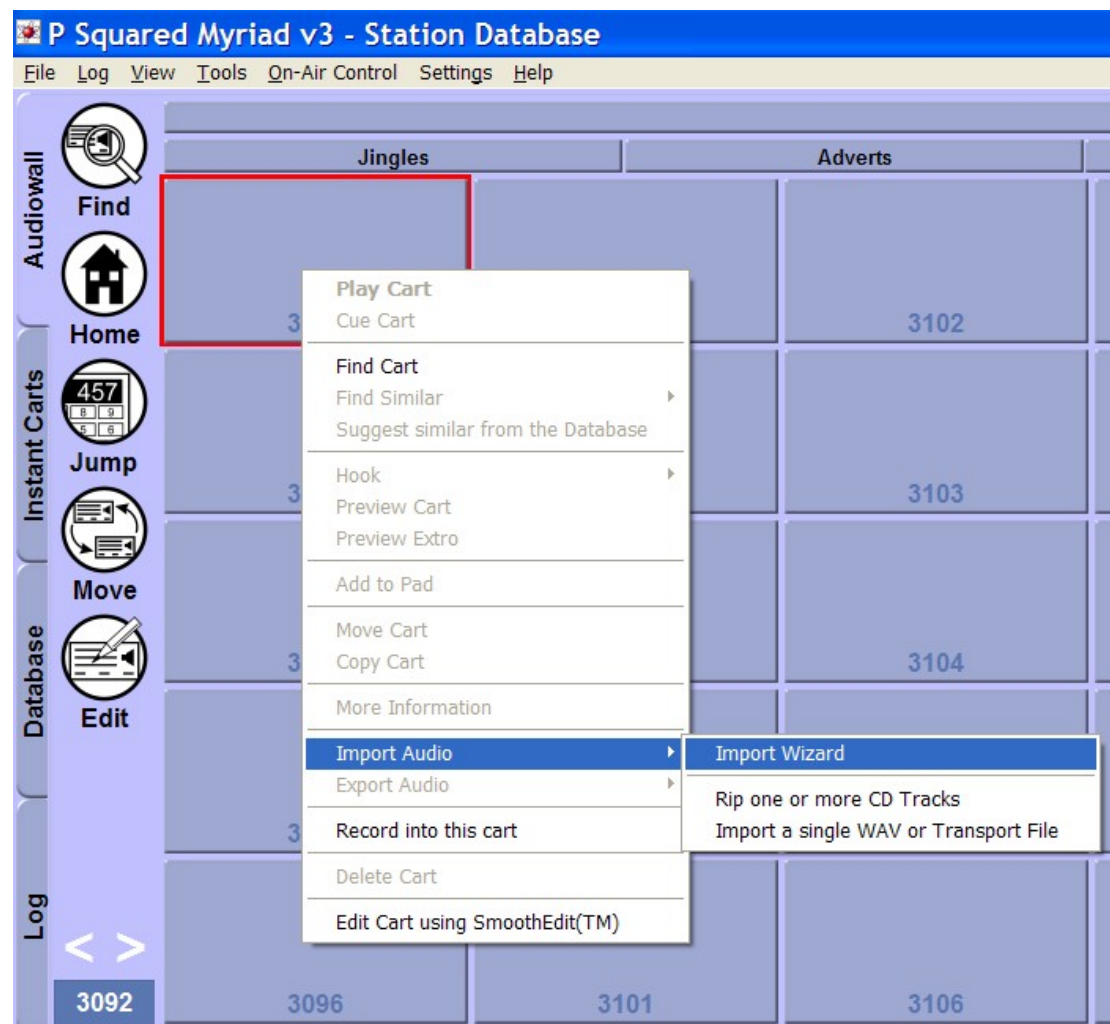
some cases, Myriad can automatically gather this information as part of the CD ripping process.

The only problem with this method is that some commercial CDs now include protection to prevent this type of digital transfer as an anti-piracy measure. Unfortunately, it would be unlawful for Myriad to work around such measures, so CDs that include copy protection cannot be ripped into Myriad using the built in Import Audio CD function.

CD Tracks are imported into Myriad using the Import Audio Wizard but you can actually initiate this process in two different ways.

Importing CD Tracks Using the Import Audio Wizard

This method uses the Import Wizard which is available from the right click menu on the Audio Wall.



This will then open the Import Audio Wizard.

The Information Page

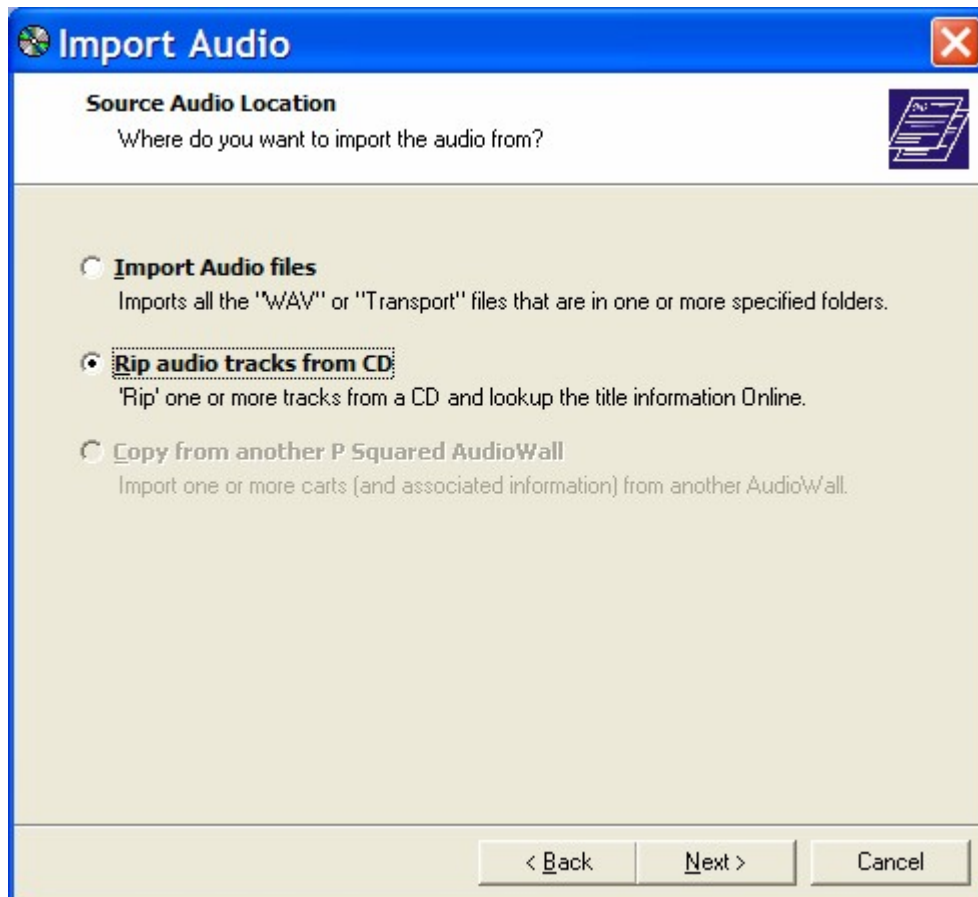
The initial page on the Import Audio Wizard offers some general information on what the Import Audio Wizard does.



You can opt to skip this page in future by ticking the Skip This Screen In Future option.

Selecting Import Type Page

The next page in the Wizard allows you to select whether you wish to import audio from existing audio files or whether you wish to import CD tracks from an audio CD. In this case we obviously need to select the Rip Audio Tracks From CD option.



Once it is selected, click on the Next button to continue.

Rip Audio from CD Tracks Page

The next page is the main page for setting which tracks you want to rip into Myriad and also how to interpret and process the audio tracks imported. This page of the Wizard contains a number of settings and options. The diagram below shows a general overview of the layout of the page and the individual options are examined in more detail below.



The most obvious section of the page is the Track Listing section. When you first move onto this page, Myriad 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.



In the above example, tracks 1, 2, 4 & 5 will be imported and all other tracks will be ignored. 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 Myriad 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).

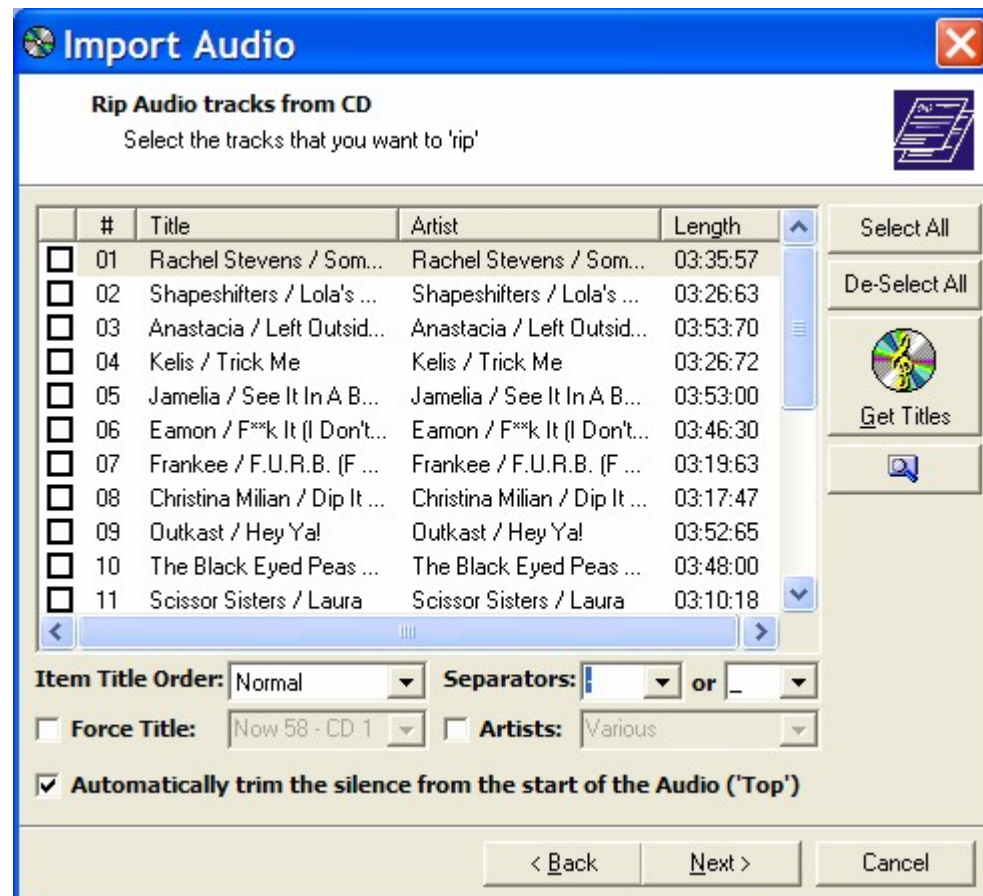
Once enabled, this option will make Myriad submit the unique ID number for the CD to the online database and will then display any Title and Artist information listed in the database for the CD.



Please note that the information stored on the online databases are maintained by the general public and as such the information may not be

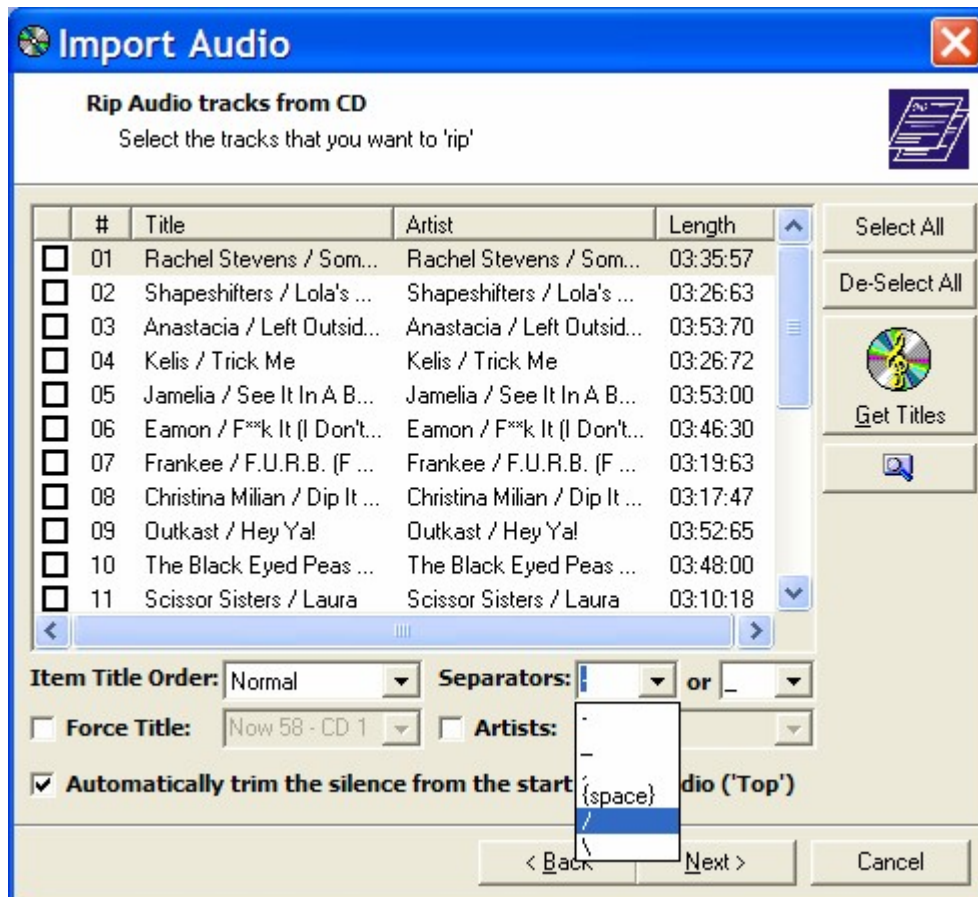
available or accurate. It is always worth checking that the information is both relevant and accurate.

Once the information has been gathered, Myriad will do it's 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 so you could end up seeing something like the screen shot below.



In this case the Track Details Import Options can be useful to allow you to work around information that has been listed incorrectly or in the wrong format.

We can see from this example that the '/' character is used to separate the Artist and Title but we are using the '-' or '_' characters to separate them so Myriad is not able to separate the information correctly. This is simple to fix however, using the Separators drop down lists to select the correct character.



By selecting the '/' character as one of the separators, the problem is alleviated.

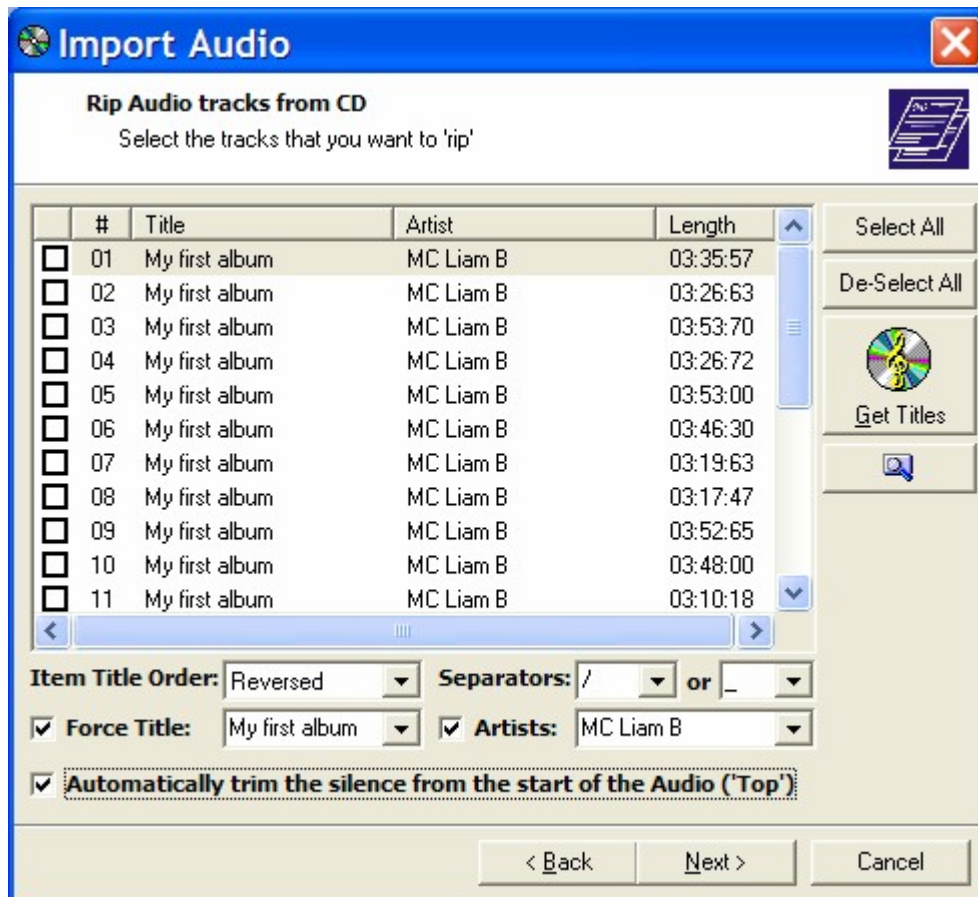


The Item Title Order drop down list is used if the Title & Artist information appears the wrong way round in the Track Listing area.

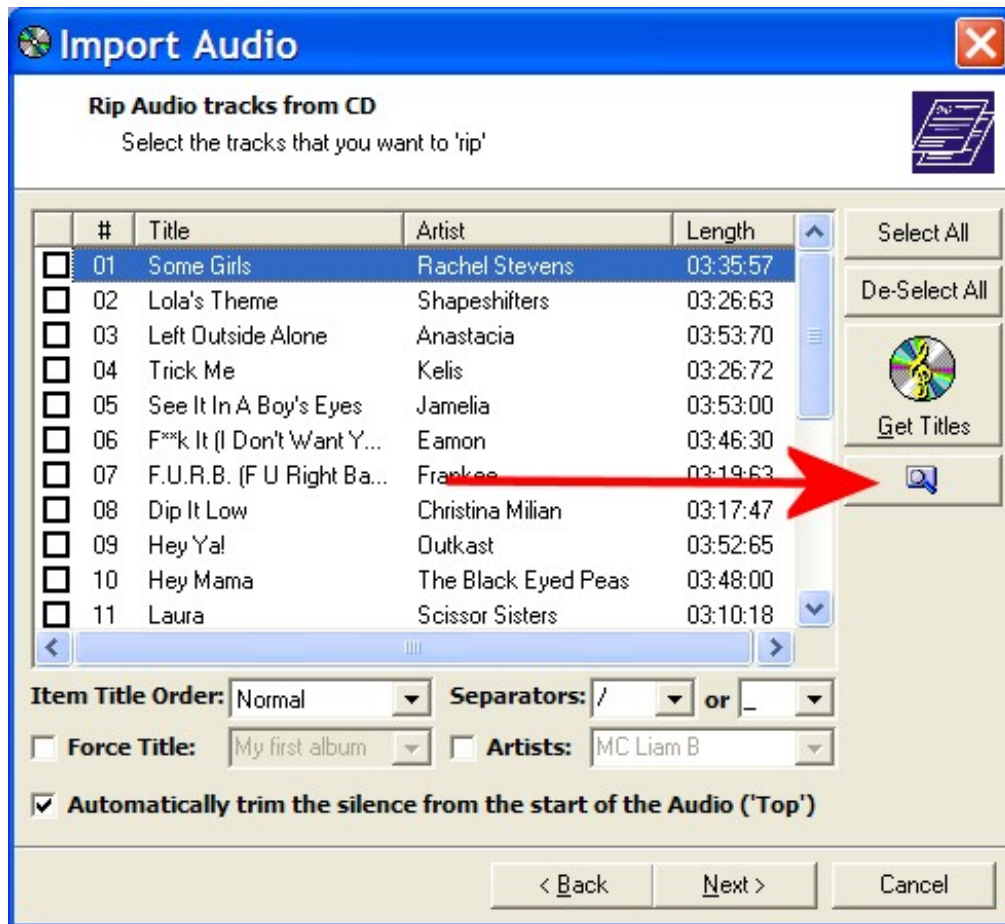


In this situation, you can use the Item Title Order to switch the Title and Artist to be displayed correctly.

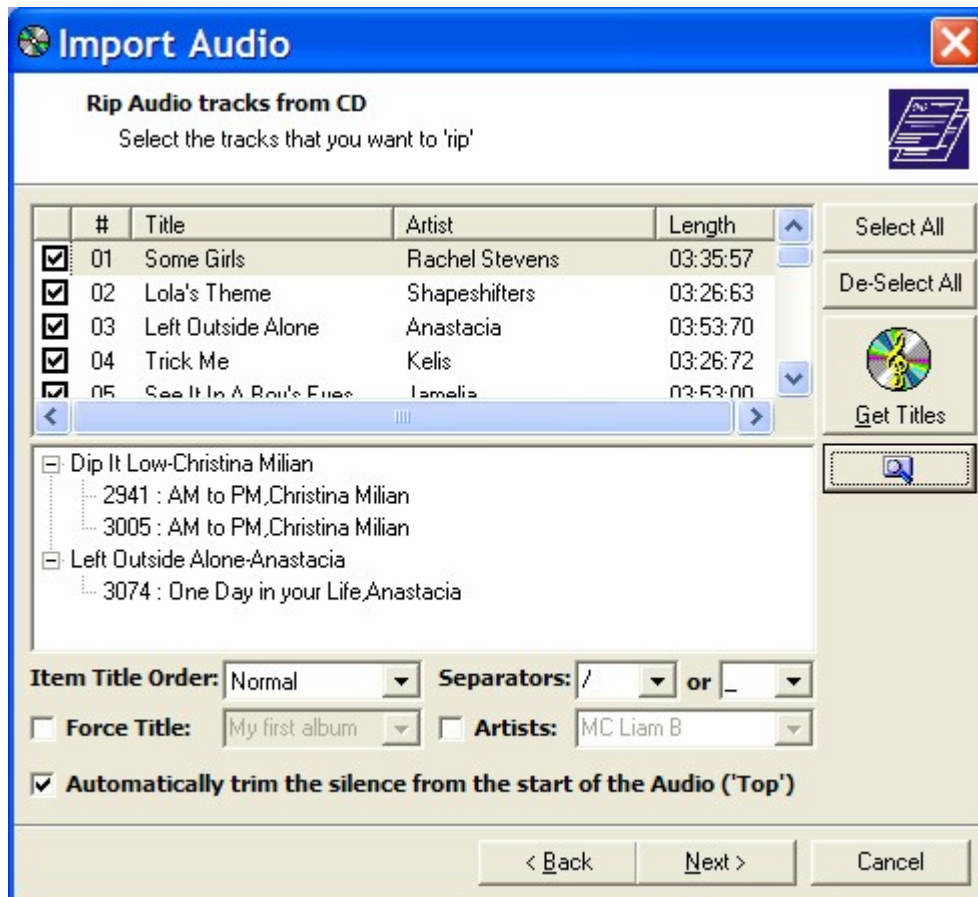
The Force Title / Artist options allow you to overrule the information supplied by the online database with your own information.



Once you have Title and Artist information that you are happy with, you can get Myriad to check the Audio Wall for existing Carts with similar Artist or Title information to avoid duplication, using the Scan Audio Wall For Similar button.



This will scan the Audio Wall and display all Carts with similar information to the selected tracks in the Track Listing Area.



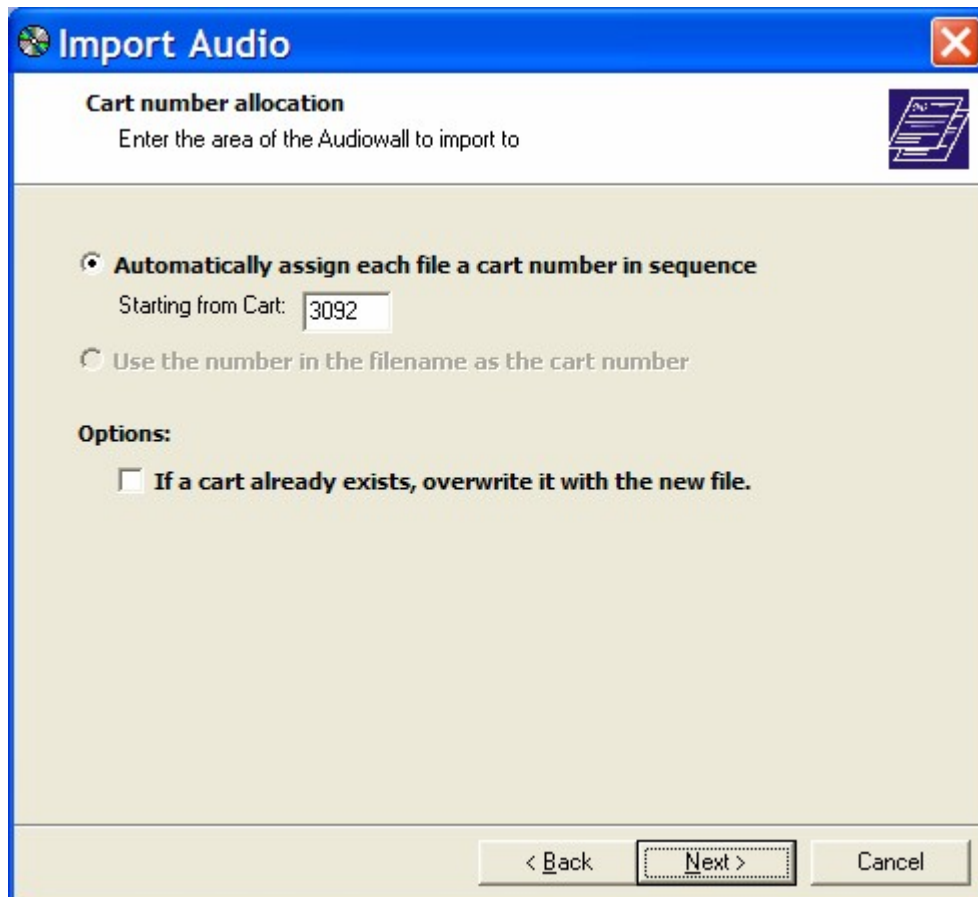
As you can see from the example above, similar Carts were found for both Christina Milian and Anastacia but not with the same track Titles so importing the Christina Milian and Anastacia tracks from this CD should be OK.

The final option on this page is the Automatically Trim The Silence From The Start Of The Audio ('Top') option which, as the name suggests, automatically removes any silence from the beginning of the audio track as it is imported. This option is highly recommended because without it you would have to manually trim the silence from the beginning of tracks using SmoothEdit. Otherwise Myriad would play the silence each time the Cart was played in a Cart Player.

When you are happy with your selection of tracks, and that the additional information will be imported as correctly as possible, click on the Next button to continue.

Select Destination Carts Page

The next page on the Import Audio File Wizard allows you to select the Cart Slot Number that you want the first audio track in the list to be ripped into and also how to deal with the subsequent tracks in the list.



The top section allows you to choose between automatically assigning a Cart Slot Number on the Audio Wall starting from the selected point (which by default is the Cart you right clicked on originally).

The second option allows you to select whether to overwrite Carts that already exist in that range. Let's say we were importing 10 tracks starting at Cart number 3092 (as above) then they would each be imported in sequence between Carts 3092 and 3102 on the Audio Wall. Now let's say we already had a Cart at 3100 then if this option were ticked the Cart at 3100 would be overwritten with the new imported Cart. If you leave this option un-ticked then the Cart at 3100 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 3103. Basically, if you leave this option un-ticked then the import process will stop the overwriting of any existing Carts on your Audio Wall which is probably the way you will usually want it.

Import Audio Format

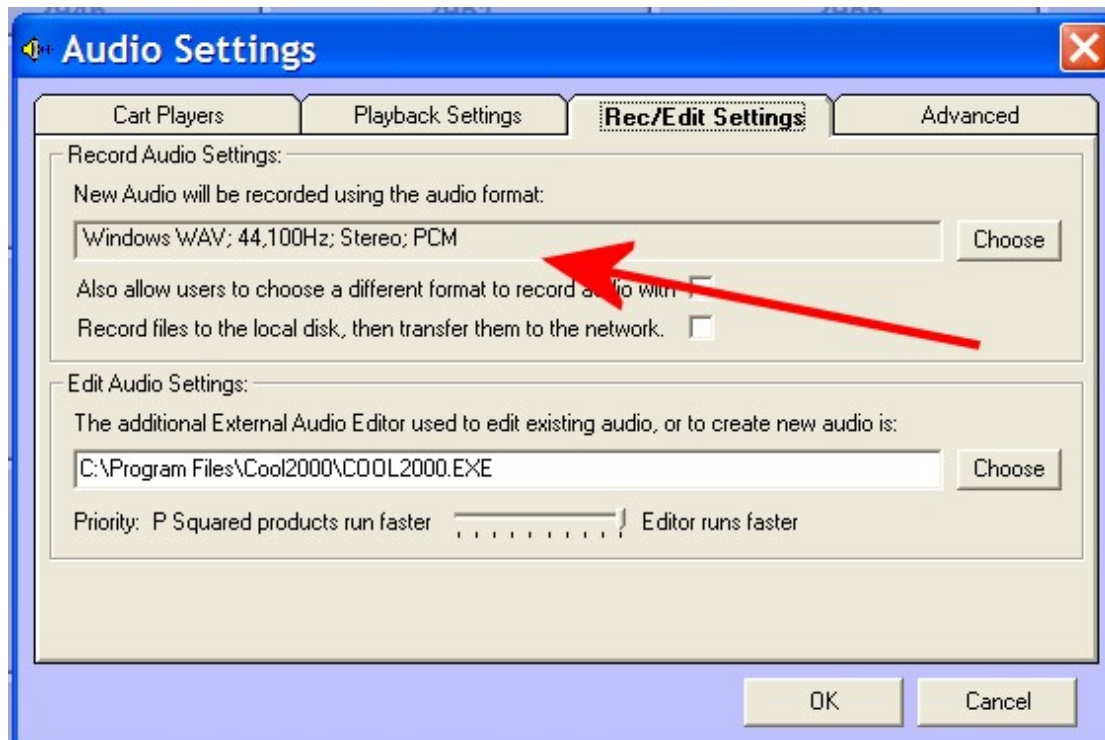
The next stage in the Import Wizard allows you to control the format of the audio tracks that you are importing and also the audio level of the audio within the tracks.

From this screen you can opt to convert all the imported tracks to a pre-set format and compression scheme or to convert them to a User specified

format. You can also set whether to 'normalise' the audio and if so the level to normalise it to.

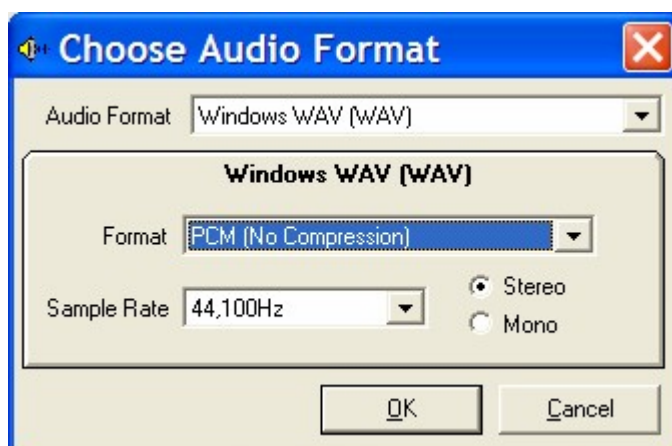


If you select the Convert The Audio To Match The Audio Wall Format option then (if possible) Myriad will convert the audio to the audio quality (e.g. 44,100Khz stereo) and format (e.g. WAV, ADPCM etc) that has been set as the default for the Audio Wall - see Settings>Audio Settings menu and the Record / Edit tab – as seen below.



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 Audio Wall. It should be noted that Myriad cannot convert all file types and formats. If you import a file in a quality or format that Myriad cannot convert, you will be notified as it attempts the conversion.

The Convert 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.



This will open the Choose Audio Format window which allows you to select from the available audio formats and quality options. The available options do differ from format to format but in general, the options are listed below.

- **Audio Format** – This allows you to select the basic audio format to convert the audio into. In Myriad v3, this is restricted to just Windows Wav files but in Myriad v3.1 this option is expanded to allow you to select from MP2, MP3, WMA (windows media format), Ogg (ogg vorbis) and WAV files in Myriad v3.1.
- **Format (WAV only)** – This option allows you to select between PCM (uncompressed WAV files) or ADPCM (4:1 compressed WAV files).
- **Sample Rate** – This allows you to select the sample rate on which the audio is based. *NB: This is not a configurable option on some formats.*
- **Bit Rate** – This option allows you to set the bit rate at which to encode the audio. This option is only applicable to MP2, MP3, Ogg and WMA formats. The higher the bit rate, the higher the quality, but the larger the file size. It is usually accepted that the 256Kbit MP3 or WMA give a comparable audio quality to CDs but you must set the bit rate that best suits the balance between audio quality and file size that your station needs.
- **Stereo / Mono** – This option allows you to select whether the audio should be imported as a stereo or mono audio file. This option may not be available on all formats.

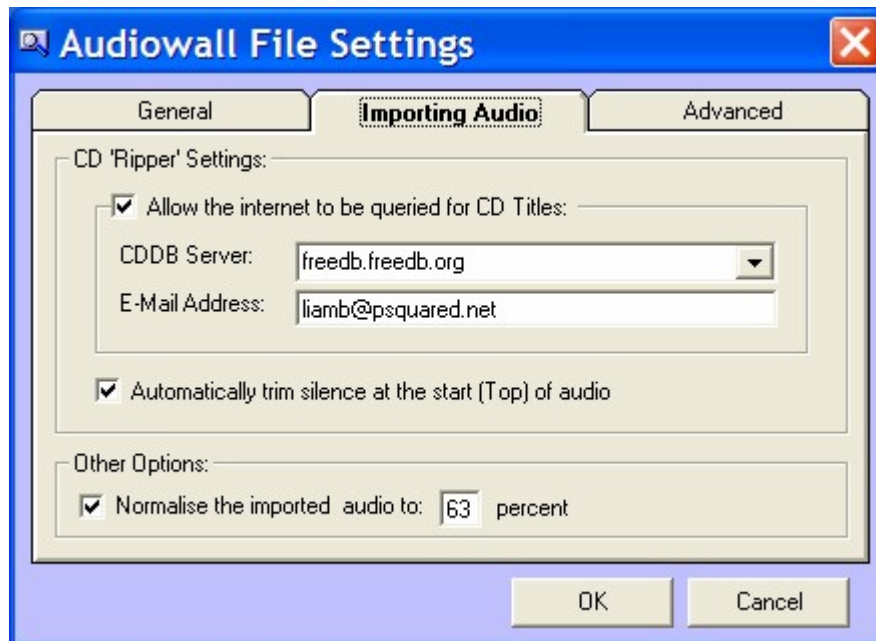
Many of the above options are only available in Myriad v3.1 so if you do not have all the options, please check that you are on the latest version of Myriad before contacting P Squared. Myriad v3.1 is scheduled for release in autumn 2005 so it is possible that not all the features will be available before this date.

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

The basic idea is simple. An audio file or wave form is a graph of peaks and troughs, and like any graph, there is always a point in the wave form 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 into the Audio Wall are normalised to the same value then the loudest point in each file will be exactly the same.

You can alter the Percentage To Normalise To 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. The Audio Wall Default button resets this value to the pre-set default normalise level which can be altered using the Settings>Audio Wall File Settings menu and selecting the Importing Audio tab.



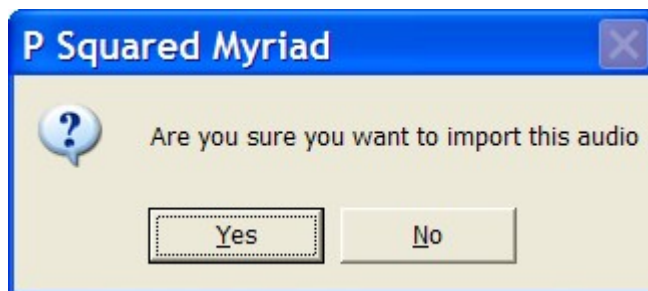
When you are happy with the Import Audio Format setting, click on the Next button to advance to the next page of the wizard.

Import Audio Summary

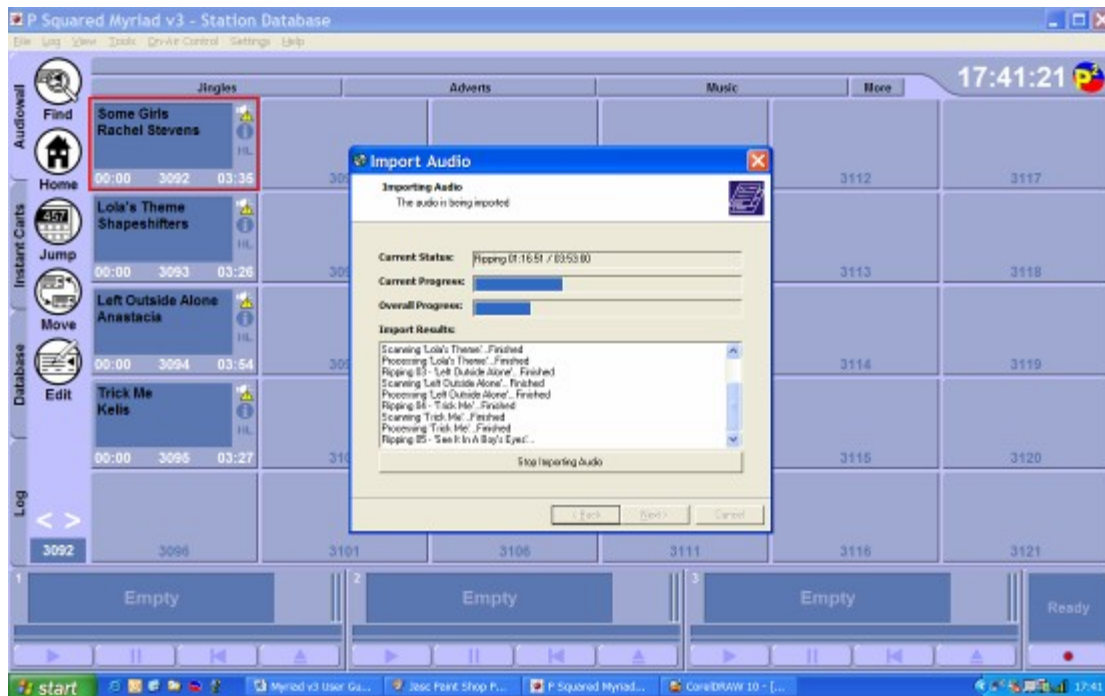
The Import Audio Summary page displays an overview of the CD tracks that are going to be imported and the destination Carts they will be imported into.



Click on the Next button to start the CD ripping process, you will then be asked to confirm that you want to proceed.



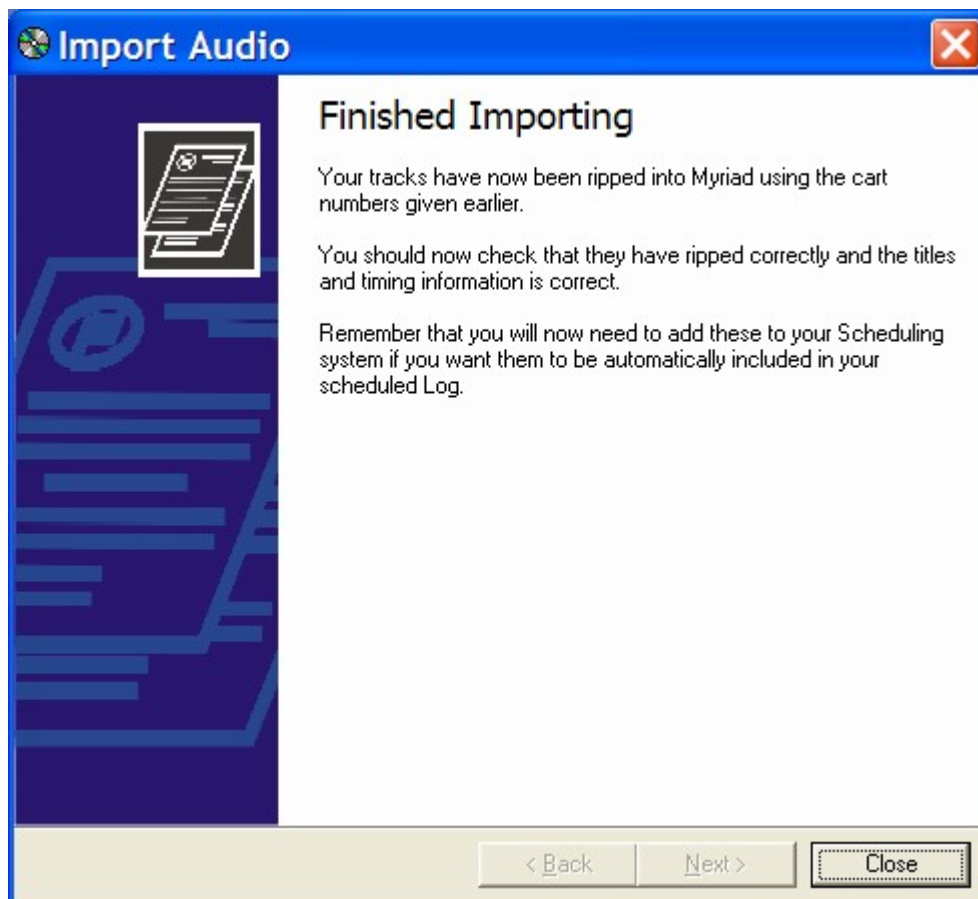
Click Yes to start the process.



The import process is displayed both as a progress bar and as a text log of the tracks imported.

You can stop the import process at any time by clicking on the Stop Importing Audio button. If you do this then any audio files that have been successfully imported will remain on the Audio Wall but the current audio file and any remaining in the list to import will be discarded.

Once the import process has been completed, the final page of the wizard will be displayed.



Click on the Close button to close the Import Wizard and return to the Audio Wall.

The Clock

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

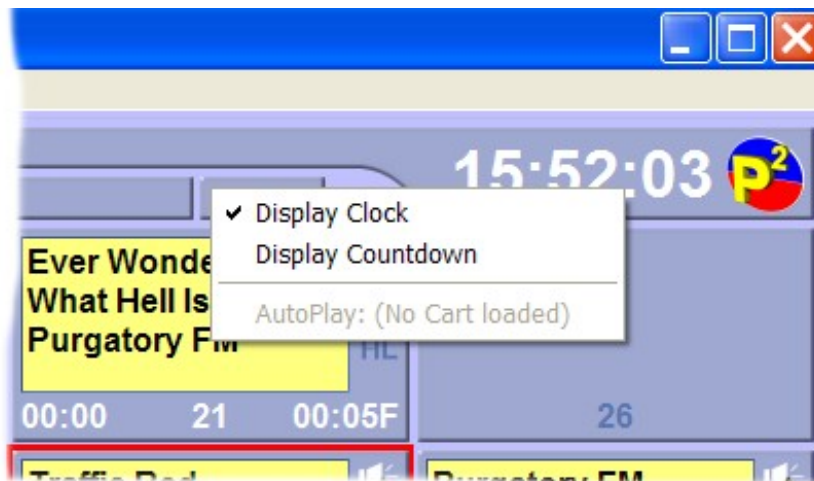
- **Clock** – This is the simple one. It displays the PC's system time and if the PC has been configured to use either an atomic clock (such as the Rugby radio controlled clock in the UK) or an Internet based time server then the time displayed by the Clock should be absolutely accurate.
- **Countdown** – When in countdown mode, rather than the PC's system time, the Clock displays a count down 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.

Switching Between Clock & Countdown Modes

The Clock displays the PC's system time by default; however, you can switch to a Countdown mode at any time. When in this mode, the Clock will display a countdown of the minutes and seconds left before the very end of the current hour.

To switch between Clock and Countdown modes, click on the Clock (using either the left or right mouse button) and select the option you want from the menu that appears.



As you can see, switching from Clock to Countdown mode alters the Clock to show you how much time is remaining in the hour.



Using the AutoPlay Feature

As outlined above, the AutoPlay feature is mainly used when you are presenting a fully manual 'live' show using the Audio Wall but you still need to backtime the show so that it finishes at the very end of the hour in order to allow you to switch to a news source (either local or remote).

The AutoPlay feature allows you to place a Cart into the AutoPlay Clock to be played in such a way that the Cart will end exactly at the XX:59.99 (i.e. the top of the hour). As well as starting the selected Cart at the appropriate time so

that it will end at exactly the end of the hour, AutoPlay will also fade out any other Carts playing at the time.

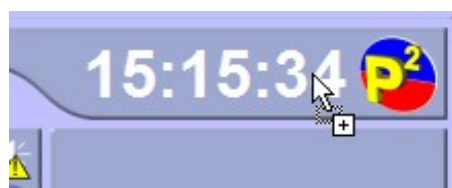
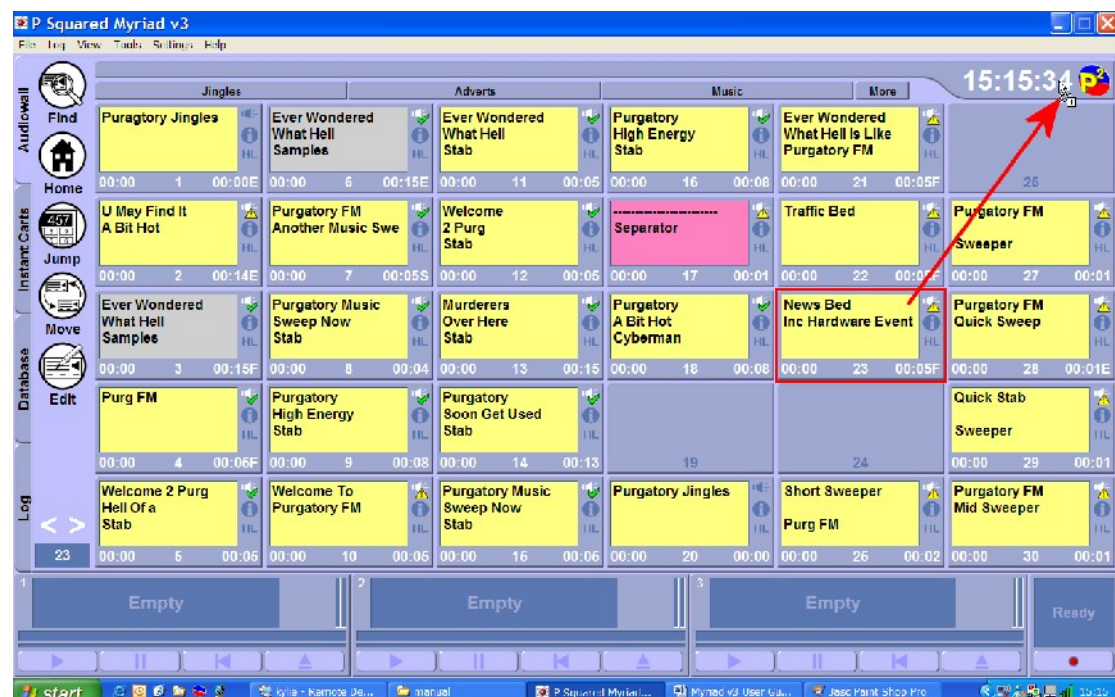
Let's look at an example. If we had a 'news in' jingle that was exactly 5 seconds long then the following sequence would need to happen:

1. At 59 minutes and 45 seconds, fade out any Carts that are already playing in Cart Players.
2. Load the 'news in' Cart into the first free Cart Player.
3. Start playback of 'news in' Cart.
4. 'News in' Cart finishes (or reaches Extro more accurately) at exactly the end of the hour.

When you are using AutoPlay, all this happens automatically so all you have to do is drop the Cart you want to play into the AutoPlay Clock and let Myriad do the rest.

Adding a Cart to the AutoPlay Clock

In order to add a Cart to the AutoPlay Clock, all you have to do is drag the Cart that you want to be AutoPlayed onto the Clock on the Audio Wall (top right hand corner) until you see the mouse icon change to a copy symbol.



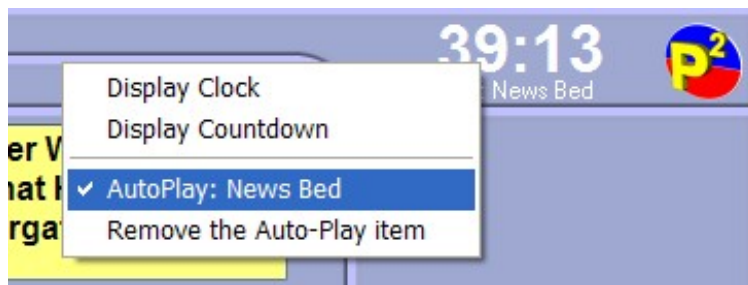
Then release the left mouse button to 'drop' the Cart into the AutoPlay Clock. The display will change to show a countdown to the point at which the Cart will be played as well as the title of the Cart itself.



NB: The AP initials indicate that the Cart is scheduled to be AutoPlayed.

Removing Carts from the AutoPlay Clock

Once a Cart has been added to the AutoPlay Clock, it can be removed using the Remove The AutoPlay Item option on the Clock menu which can be accessed at any time by clicking on the clock with either the left or right mouse buttons.



When you select to Remove Item, the Cart is removed from the AutoPlay Clock and the Clock returns to its ordinary status.

Switch Clock Views Whilst In AutoPlay Mode

You can also use the Clock menu (accessed via the left or right mouse buttons) to switch between Clock and Countdown mode even when you are using the AutoPlay feature. Just click on the Clock and select either the Display Clock or Display Countdown mode.

In Countdown mode, the display changes to show the time remaining in the current hour.



This may be different to the countdown displayed in AutoPlay mode as the countdown in AutoPlay mode counts down to the point where the AutoPlay Cart starts playing whereas Countdown mode always displays the time until the end of the hour (regardless of AutoPlay Cart length).

If you switch to Clock mode, the standard PC system time is displayed.



You will note that in either mode, the AutoPlay indicator remains visible to let you know that a Cart has been added to the AutoPlay Clock.

You can of course switch the view back to AutoPlay using the Clock Menu.

Jump Buttons

As covered in the Carts section of this Chapter, the Audio Wall is really just a large list of Carts, each of which contains a single audio file along with complimentary text, timing information and other data. All of the individual parts of the Myriad Suite revolve around this single Audio Wall which can consist of anything from 10,000 to 100,000 Carts.

It is advisable to separate the Audio Wall into different areas to allow you to group similar Carts together to make navigating through the Audio Wall easier for the end users. The Audio Wall includes several tools to help you navigate around the Audio Wall quickly and efficiently to allow you to find the Carts you want. The Audio Wall navigation tools can be broken down into three key areas.

1. Jump Buttons – Customisable short cut buttons that jump to specific places on the Audio Wall.
2. Jump To Cart – This allows you to jump to a specific Cart Slot Number on the Audio Wall.
3. Find – Allows you to add search criteria and then search the Audio Wall for Carts that match.

All of these methods have their own advantages and uses but in this section we will focus on the Jump buttons, how they are used and how they can be configured.

Local, Personal & Shared Jumps – Explained

There are actually three different types of Jump buttons in Myriad 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 Audio Wall at all times. Local Jumps are limited to a maximum of 10 at any one time.
- Personal – These Jump Buttons are specific to each Myriad User Account and effectively follow users around as they log in and out of

different Myriad workstations. Users can set an unlimited number of Personal Jump Buttons.

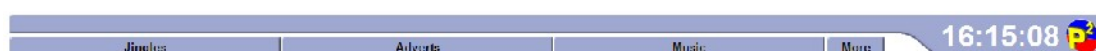
- Shared – These Jump Buttons are non specific are available to all Users using any Myriad workstation. You can set an unlimited number of Shared Jump Buttons.

Although all Users can use Local, Personal or Shared Jump Buttons; adding, configuring and removing them is restricted to Users with appropriate User Access Rights.

Each of the Jump Button types is explored in more detail below.

Local Jumps

Local Jump Buttons are specific to each individual Myriad workstation and are visible on the Audio Wall at all times running along the top of the Audio Wall screen.



In the example above, only three local Jump Buttons have been configured and they have been labelled 'jingles', 'adverts' and 'music'. As we will see in the next section, each Local Jump Button is given a title and a destination Cart Slot Number which is the Cart that the Audio Wall will jump to when the button is clicked. The number of Local Jump Buttons visible on screen varies between zero and ten depending on how many you have configured. 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 Audio Wall. They are specific to each workstation so you may configure a studio workstation to have very different Local Jump Buttons to a newsroom workstation.



To the right of the Local Jump Buttons is the More button which allows you to configure the Local Jumps as well as view and configure Personal and Shared Jumps.

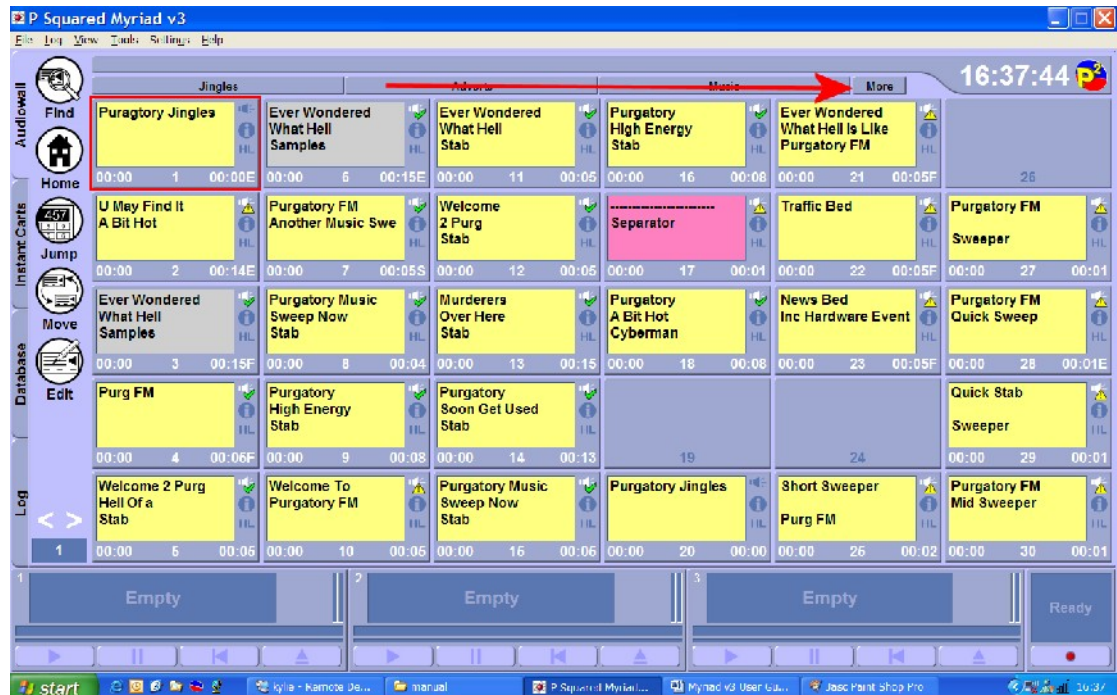
Adding Local Jumps

Local Jumps are configured on a per workstation basis which means that they may be different in different studios or locations within your station. To configure Local Jumps, you need to be logged in as a User with sufficient User Access Rights.

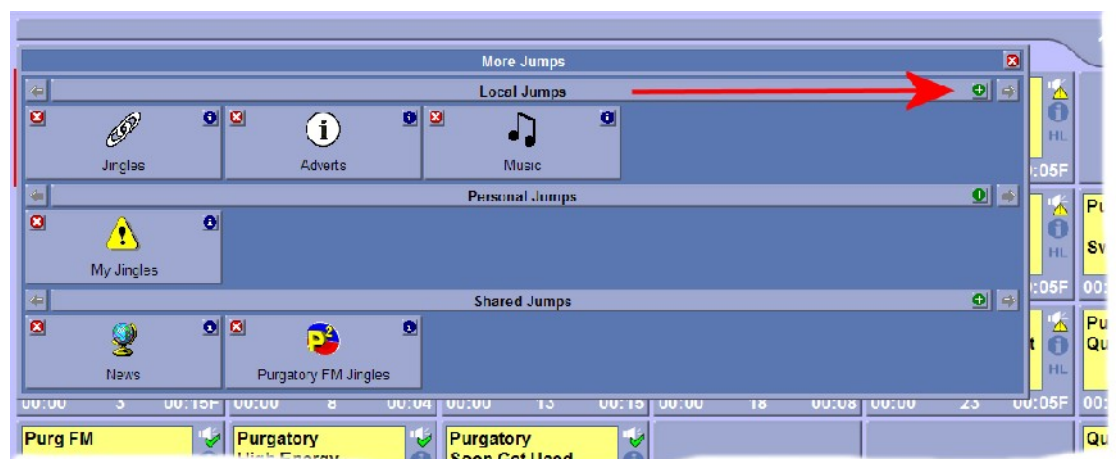
Adding Local Jumps is a very simple process. All you need to know is what you want the caption on the Local Jump Button to say and what Cart Slot

Number you want to jump to when the button is pressed. To add a new Local Jump Button, use the following method:

1. Ensure you are logged in as a User with sufficient rights to add / edit Local User Jumps.
2. Click on the More button located to the right of the Local User Jumps to access the More Jumps screen.



3. Next you will see the More Jumps screen which allows you to maintain your Local Jumps as well as access and maintain the Personal and Shared Jumps.
4. The top part of the More Jumps screen is used to display and configure Local Jumps so that is what we are interested in at this stage. To add a new Local Jump, click on the Add (+) button on the Local Jumps section.



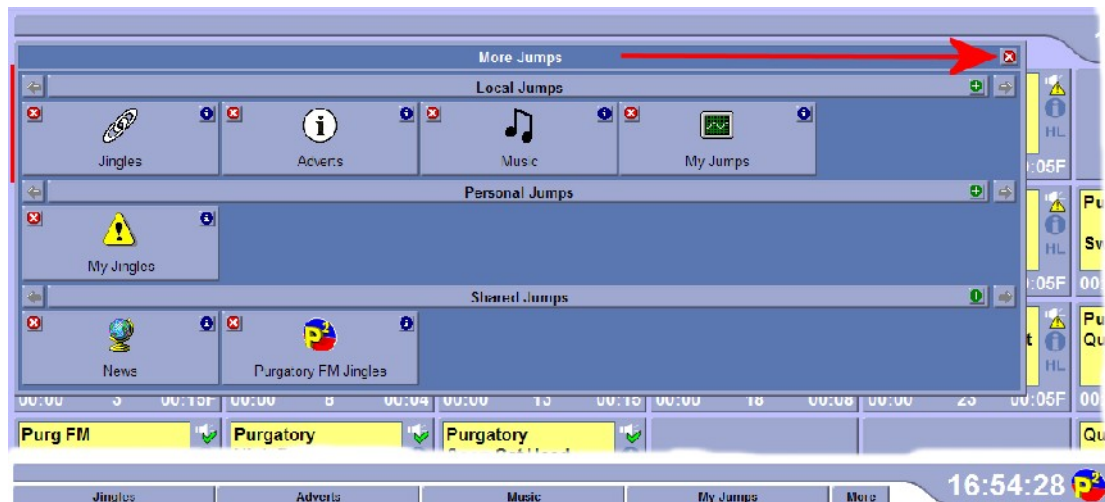
5. This will open the Jump Properties window which allows you to configure the Jump Button we are working on.



6. First type in the title for the Jump Button in the Caption section. Remember that this is what will be displayed on the main Audio Wall view so keep it short and sweet.
7. Next, select an icon for the Jump Button using the Icon drop down list. NB: The icon will not be visible when in the main Audio Wall but will be visible when using the More Jumps screen to click on the Jump.
8. Finally, set the target Cart Number that you want to jump to using the Jump To option.
9. The click on the OK button.



As you can see, the new Local Jump Button has been added to the More Jumps window. Close the More Jumps window by clicking on the (X) in the top right of the window and you will see that the new Local Jump Button has also been added to the Audio Wall.



Remember, you can only add up to ten Local Jumps per workstation and the Local Jumps need to be configured on each Myriad workstation individually.

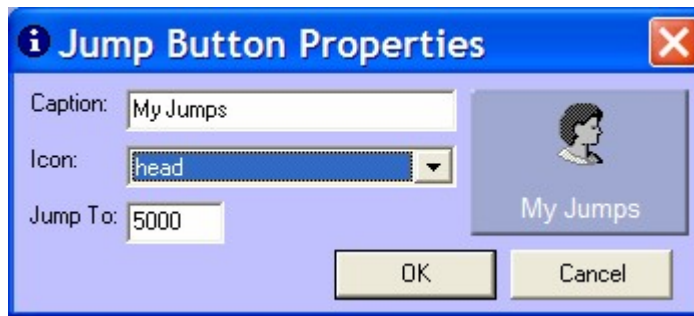
Editing Existing Local Jump Buttons

You might need to alter the caption or destination of Local Jump Buttons from time to time. To alter the Local Jump Button properties, follow these steps:

1. Make sure you are logged in as a User with sufficient User Rights to alter the Local Jump Buttons.
2. Click on the More button (to the right of the Local Jump Buttons).
3. Click on the Properties button for the Local Jump Button that you wish to edit.



4. Use the Jump Button Properties window to make the alterations that you need to.



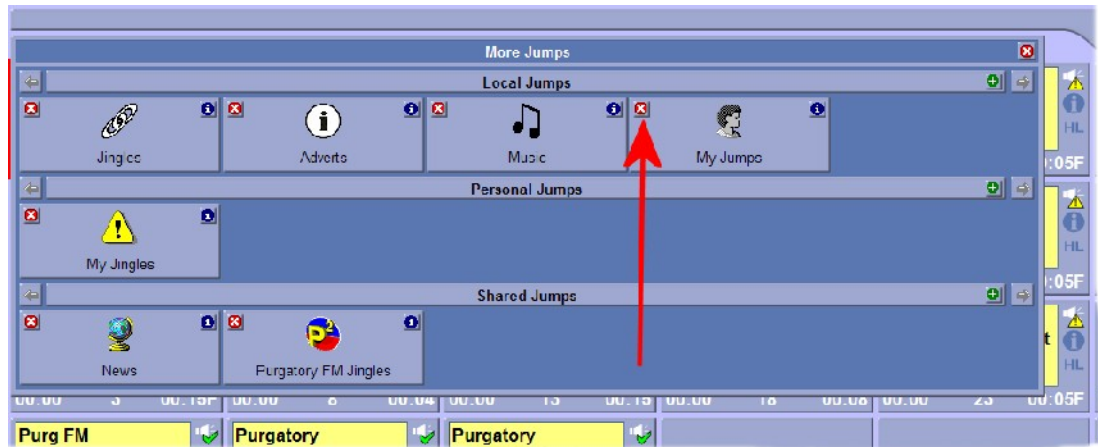
5. Click on the OK button to save the changes to the Jump Button properties.
6. Close the More Jump Buttons window by clicking on the (X) in the top right of the window.



Removing Existing Local Jump Buttons

You may also wish to remove Local Jump Buttons from time to time. The procedure is very similar to editing them and is outlined below.

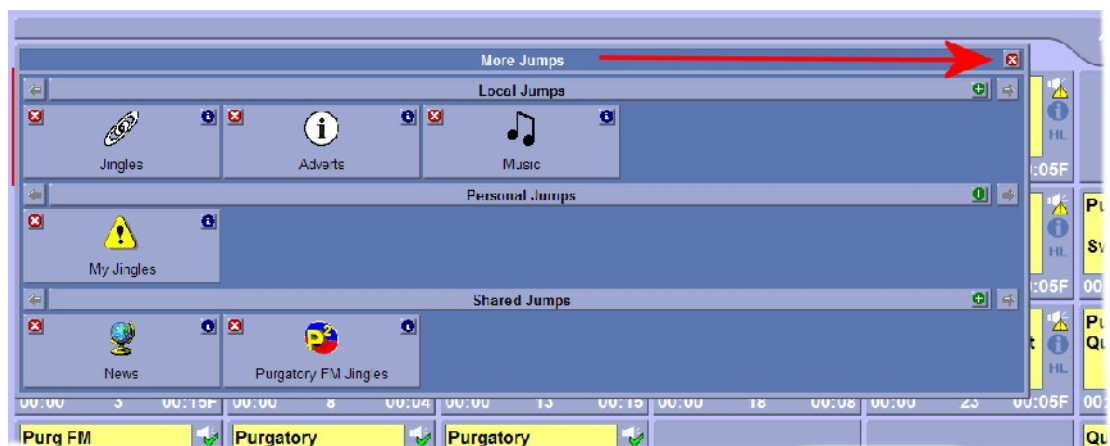
1. Make sure you are logged in as a User with sufficient User Rights alter the Local Jump Buttons.
2. Click on the More button (to the right of the Local Jump Buttons).
3. Click on the Delete Jump Button icon for the Local Jump Button that you wish to delete.



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



5. 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, once a Local Jump Button has been deleted, it cannot be recovered so please use this facility with caution.

Personal Jumps

In the last section, we looked at how to use, add and edit Local Jump Buttons. Now we will move on to Personal Jump Buttons which are very similar but rather than being specific to a particular Myriad workstation, the Personal

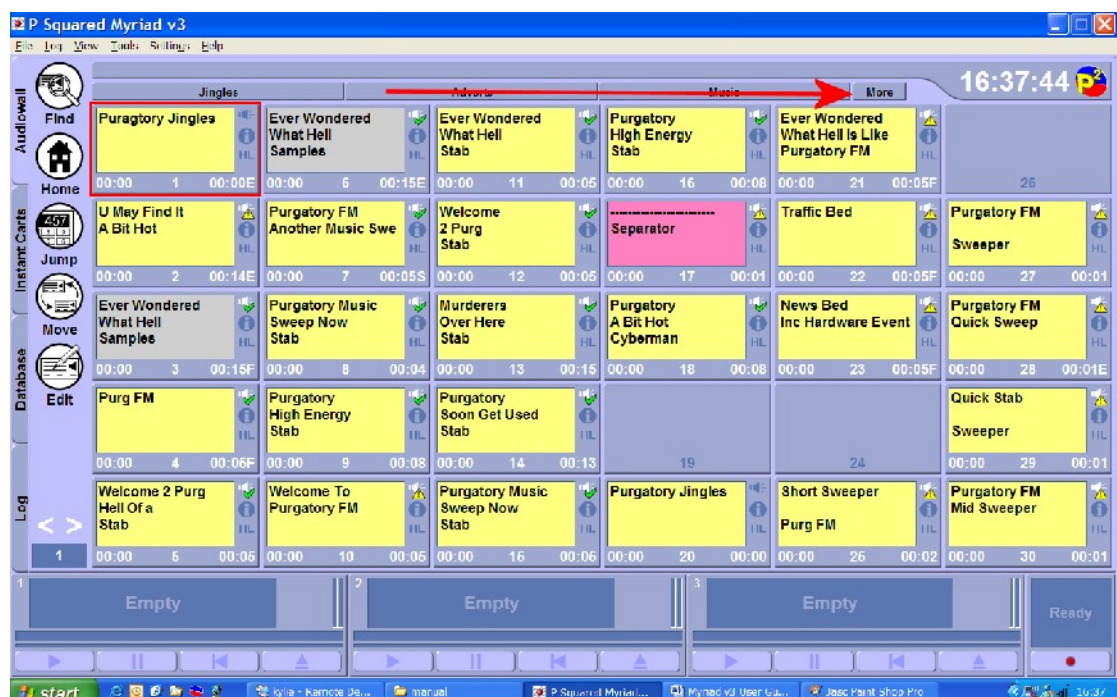
Jump Buttons are specific to the User logged into Myriad and effectively follow you to whichever workstation you are using (well within a single station at least!). The other principle difference is that unlike the Local Jump Buttons, the Personal Jump Buttons are only accessible via the More Jump Buttons window.

The procedure for adding, editing and removing Personal Jump Buttons is basically the same as for Local buttons so if you have already read that section then you can probably skip on ahead. If not then the procedures are outlined below.

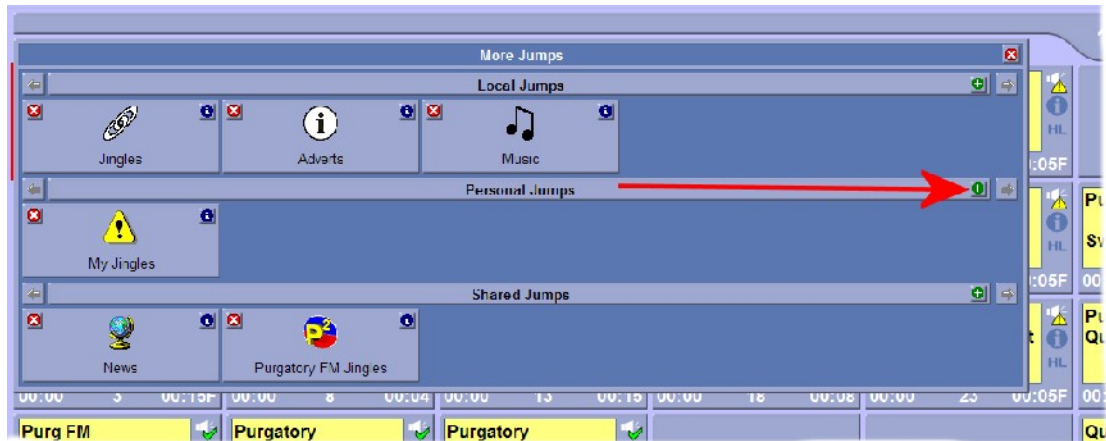
Adding Personal Jump Buttons

If you have sufficient User Access Rights, you can add additional Personal Jump Buttons to provide you with short cuts to specific Cart Numbers on the Audio Wall. The procedure is outlined below:

1. Ensure you are logged in as a User with sufficient User Access Rights to add Personal Jump Buttons.
2. Click on the More button located to the right of the Local Jump Buttons.



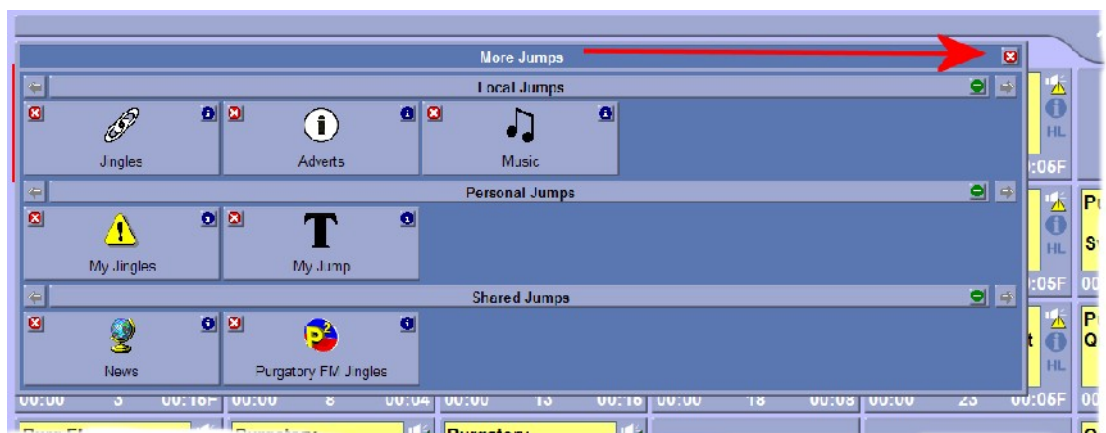
3. This will open the More Jumps Window which is used to access and configure Local, Personal and Shared Jump Buttons. In this case we are adding a new Personal Jump Button so we are concerned with the middle section.
4. Click on the Add (+) button in the Personal Jumps section.



5. This will open the Jump Button Properties window which allows us to set the caption, icon and destination Cart Number for the Jump Button we are adding.



6. First type in the title for the Jump Button in the Caption section.
7. Next, select an icon for the Jump Button using the Icon drop down list.
8. Finally, set the target Cart Number that you want to jump to using the Jump To option.
9. Then click on the OK button.
10. The new Personal Jump Button will then be added to the More Jumps window.



11. Finally, click on the (X) icon at the top of the More Jumps window to close it and return to the main Audio Wall.

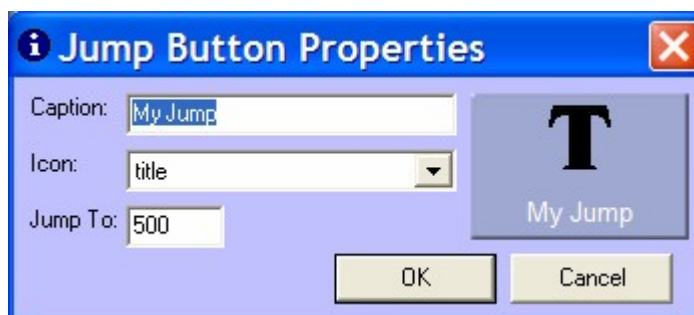
Editing an Existing Personal Jump Button

As with adding a Personal Jump Button, the procedure is the same as editing a Local Jump Button. The process is outlined below:

1. Make sure you are logged in as a User with sufficient User Rights to alter the Personal Jump Buttons.
2. Click on the More button (to the right of the Local Jump Buttons).
3. Click on the Properties button for the Local Jump Button that you wish to edit.



4. Use the Jump Button Properties windows to make the alterations that you need to.



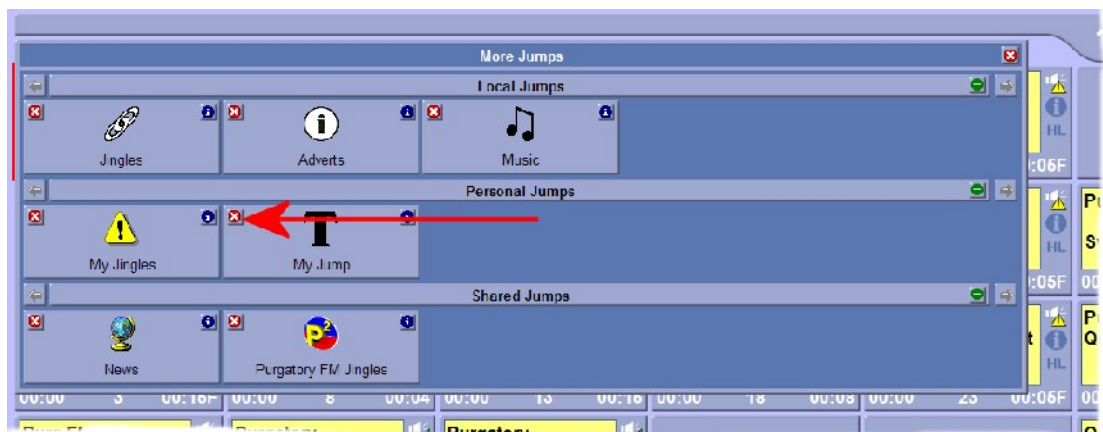
5. Click on the OK button to save the changes to the Jump Buttons properties.
6. Close the More Jump Buttons window by clicking on the (X) in the top right of the window.



Removing an Existing Personal Jump Button

Once again, the procedure here is the same as for Local Jump Buttons and is outlined below:

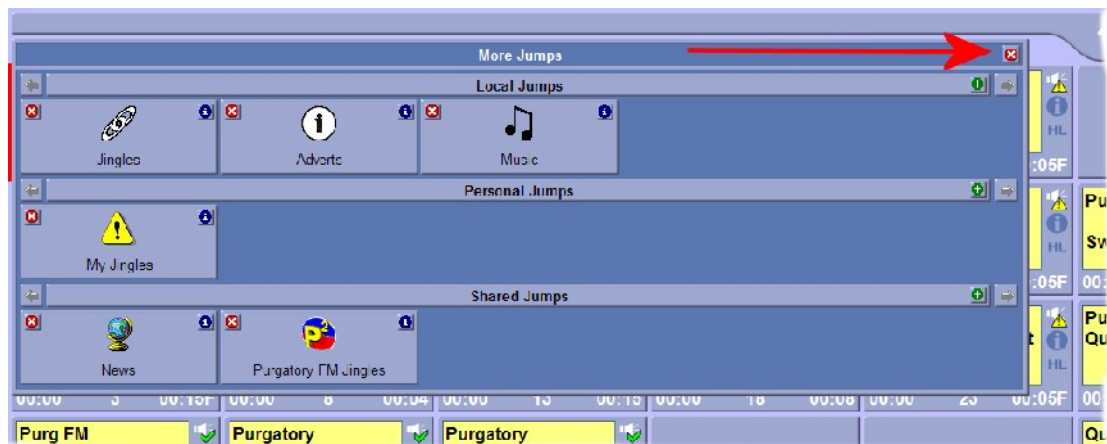
1. Make sure you are logged in as a User with sufficient User Rights to alter the Personal Jump Buttons.
2. Click on the More button (to the right of the Local Jump Buttons).
3. Click on the Delete Jump Button icon for the Local Jump Button that you wish to delete.



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



5. The Personal Jump Button is then removed from the Personal 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, once a Personal Jump Button has been deleted, it cannot be recovered so please use this facility with caution.

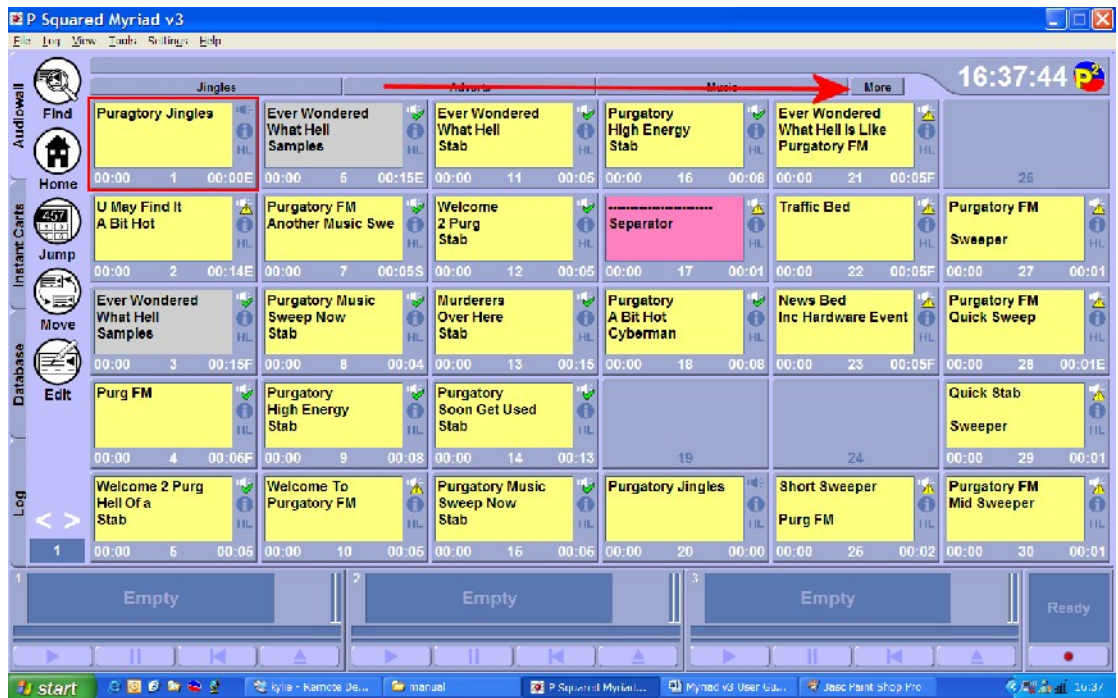
Shared Jumps

As with Personal Jumps, Shared Jumps share many common procedures with Local Jumps. The principle difference is that whereas Local Jumps are for each individual workstation and Personal Jumps are for a specific User, Shared Jumps are available to all Users on all workstations across your Myriad system.

Adding Shared Jump Buttons

If you have sufficient User Access Rights, you can add additional Shared Jump Buttons to provide you with shortcuts to specific Cart Numbers on the Audio Wall. The procedure is outlined below:

1. Ensure you are logged in as a User with sufficient User Access Rights to add Shared Jump Buttons.
2. Click on the More button located to the right of the Local Jump Buttons.



3. This will open the More Jumps Window which is used to access and configure Local, Personal and Shared Jump Buttons. In this case we are adding a new Shared Jump Button so we are concerned with the bottom section.
4. Click on the Add (+) button in the Shared Jumps section.



5. This will open the Jump Button Properties window which allows us to set the caption, icon and destination Cart Number for the Jump Button we are adding.



6. First type in the title for the Jump Button in the Caption section.
7. Next, select an icon for the Jump Button using the Icon drop down list.
8. Finally, set the target Cart Number that you want to jump to using the Jump To option.
9. Then click on the OK button.
10. The new Shared Jump Button will then be added to the More Jumps window.



11. Finally, click on the (X) icon at the top of the More Jumps window to close it and return to the main Audio Wall.

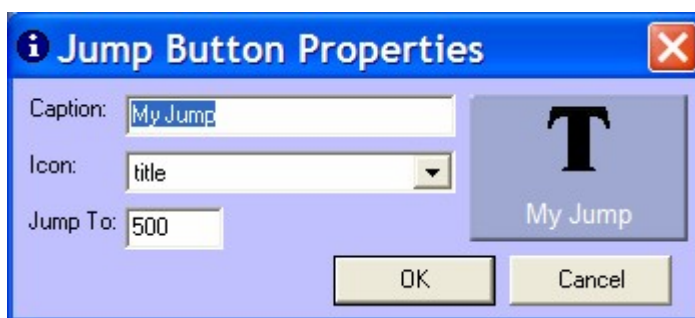
Editing an Existing Shared Jump Button

As with adding a Shared Jump Button, the procedure is the same as editing a Local Jump Button. The process is outlined below:

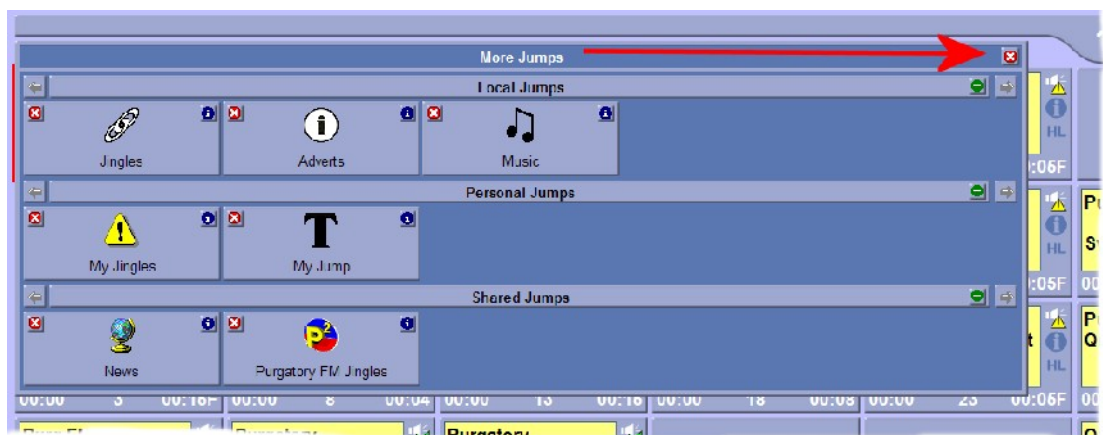
1. Make sure you are logged in as a User with sufficient User Rights to alter the Shared Jump Buttons.
2. Click on the More button (to the right of the Local Jump Buttons).
3. Click on the Properties button for the Local Jump Button that you wish to edit.



4. Use the Jump Button Properties windows to make the alterations that you need to.



5. Click on the OK button to save the changes to the Jump Buttons properties.
6. Close the More Jump Buttons window by clicking on the (X) in the top right of the window.



Removing an Existing Personal Jump Button

Once again, the procedure here is the same as for Local Jump Buttons and is outlined below:

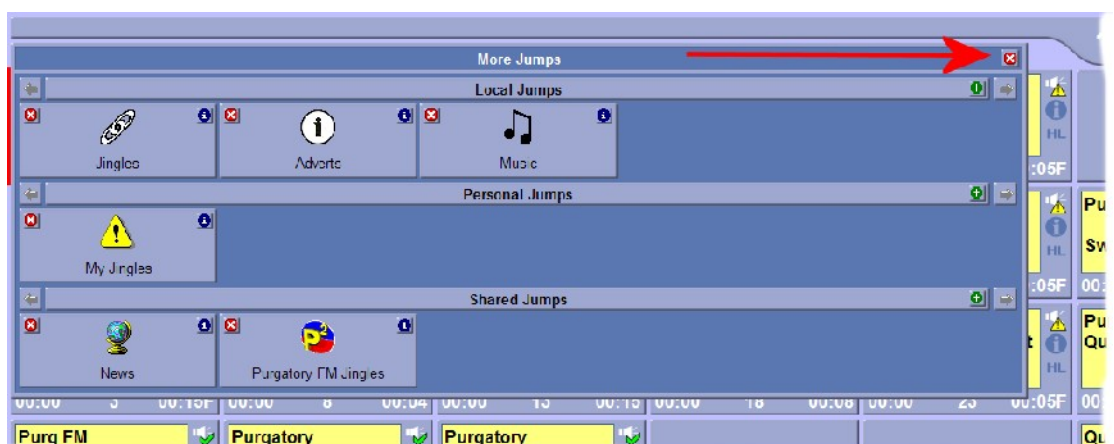
1. Make sure you are logged in as a User with sufficient User Rights to alter the Shared Jump Buttons.
2. Click on the More button (to the right of the Local Jump Buttons).
3. Click on the Delete Jump Button icon for the Local Jump Button that you wish to delete.



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



5. The Shared Jump Button is then removed from the Shared 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, once a Shared Jump Button has been deleted, it cannot be recovered so please use this facility with caution.

The Record Cart Player

The Record Cart Player is a special Cart Player that is used to record 'real time' audio into Carts on the Audio Wall. Unlike previous versions, Myriad v3 displays the Record Cart Player at all times (under most circumstances) to offer a fast and simple way of recording audio into the system via the selected soundcard audio input channel.

The exception to this is when you are logged in as a User that does not have the necessary access rights to record or edit Carts on the Audio Wall in which case the Record Cart Player is not displayed.

The great thing about the Record Cart Player is that you can continue to use Myriad normally while it is recording so you can set it to record a segment of your show and then get straight on with presenting without having to worry. When you have finished, stop recording and the audio will be instantly available across the entire Myriad system.

The Record Cart Player is used whenever audio is recorded in 'real time' to the Audio Wall unless the audio is recorded directly in to the Audio Edit Area of SmoothEdit.

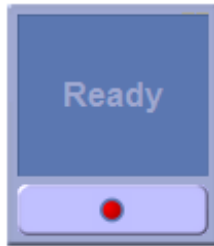
The Record Cart Player General Layout

The diagram below shows the Record Cart Player's general layout. In this example the Record Cart Player is in record mode. The other states are also covered below.

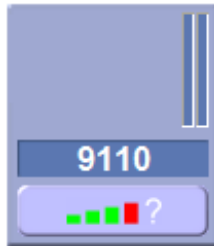
Record Cart Player in Recording State



Record Cart Player in Ready State



Record Cart Player in Waiting for Trigger Level State



Time Recorded

This indicates the total time recorded into the target Cart so far.

Available Time Remaining

This shows an estimate of the total recording time available for the selected Cart. Myriad has a maximum recording time per Cart of around 3 hours and 22 minutes (about 2GB linear audio) which is imposed by Windows™, so when you start recording, the Available Time Remaining counts down from this time to zero. If you actually have less than 3 hours 22 minutes (or 2GB) of space left on the folder that the selected section of the Audio Wall resides in, then this starting time will be reduced accordingly.

VU Bars

The VU Bars show a general indication of the incoming audio level to the soundcard channel that the Cart Player is configured to use for recording. The lower the VU bars, the lower the level. As the incoming audio level gets louder, the VU bars move towards the red zone which possibly indicates that the volume is too loud.

The VU Bars are not calibrated and should be used as an indicator only.

Cart Being Recorded Into

This indicates the Cart Slot Number that is currently being recorded into. If you used Quick Record (clicked Start Recording button on Record Cart Player) to initiate the recording then this Cart Number will automatically be assigned from your personal Edit Range. If you used the right click menu to select a Cart specifically to record into then it is this Cart Number that is displayed here.

Start / Stop Record Button

The Start / Stop button actually has three distinct states and clicking on the button in each of these states has a different effect.

Not Recording



Clicking on the button in this state will initiate a Quick Record which will automatically assign the next free Cart in the currently logged in User's personal edit range. Whether recording starts straight away or only after the incoming audio level reaches a pre-defined volume will depend on the setting on the Audio tab of Customise Myriad (see Tools menu).

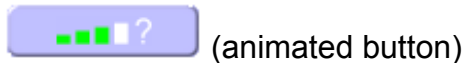


You can also use the following keyboard shortcuts to start recording.

- Ctrl + Shift + Insert – Starts recording in the next free Cart in your User Edit Range.
- Ctrl + Insert – Starts recording in to the Cart currently highlighted on the Audio Wall.

Tip: One of these is usually set up on the customised Myriad keyboard.

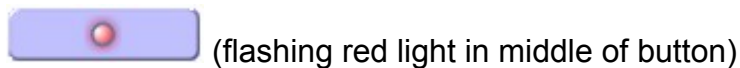
Waiting for Trigger Level



If you have customised Myriad to either 'always use trigger level' or 'ask user for trigger level' (and the User has selected to use trigger level) then the Record Cart Player goes into Waiting For Trigger Level mode and the Start / Stop button changes to display an animated horizontal VU style bar. In this state, as soon as the incoming audio level rises to the pre-configured trigger level, the Record Cart Player will automatically start recording and the Record Cart Player will switch to recording mode (see below).

If you click on the button when it is in this state, the Record Cart Player will start recording immediately and switch to record mode (regardless of trigger level).

Recording



When the Record Cart Player is recording audio, the Start / Stop Recording Button indicates this by flashing the LED icon in the middle of the button.

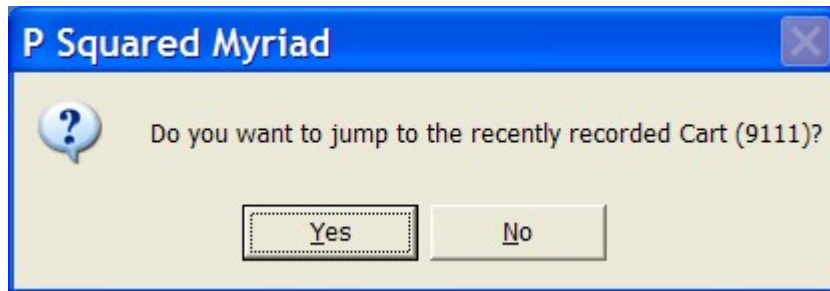
If you click on the Start / Stop Record button in this state, the Record Cart Player stops the current recording and allows you to select whether to keep (Yes) or discard (No) the recording.



You can also stop recording by using the following keyboard shortcuts:

- Shift + F12 – Stops recording and asks User whether they wish to save the recording.
- Ctrl + Shift + F12 – Stops and automatically saves current recording.

If you opt to save the Cart you have been recording, you will then be asked whether you wish to jump (Yes) to that Cart or remain where you are (No) on the Audio Wall.



Using the Record Cart Player to Quick Record (Into User Edit Range)

The Quick Record feature in Myriad is accessed using the Record Start / Stop button on the Record Cart Player and will automatically assign the next free Cart Slot Number to record into from the Edit Range for the User logged into the system.

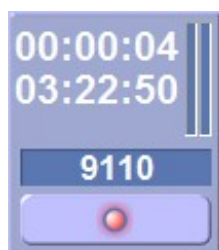
This is ideal if you just want to quickly record something but don't have time to find an empty Cart to record into.

To Quick Record, follow these steps:

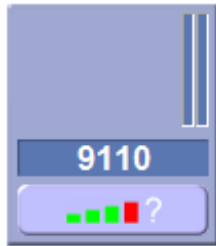
1. Click on the Start Record button on the Record Cart Player



2. The next free Cart in your User Edit Range will be assigned automatically and if your system has been customised to start recording automatically then the Record Cart Player will start recording.



3. If you have customised Myriad to use trigger level recording then the Record Cart Player will move straight into Waiting for Trigger Level status.



4. If you have customised Myriad to ask about using trigger level each time then you will be asked whether you wish to use trigger level or not.



If you click on Yes then the Record Cart Player will go into Waiting for Trigger Level state (see step 3), if you click on No then it will go straight into Record mode (see step 2). If you click on Cancel then the recording will be abandoned and you will return to the Audio Wall.

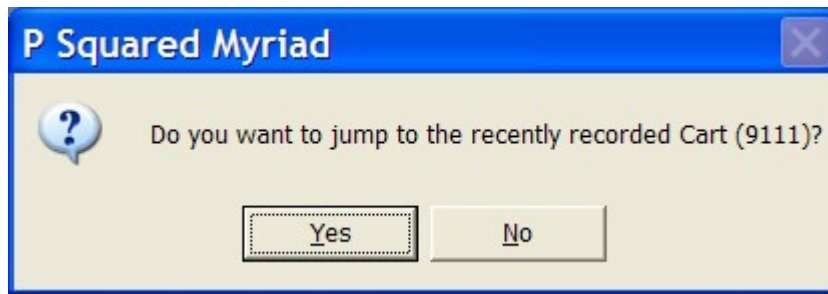
5. Once you are recording, you can click on the Start / Stop Recording button at any time to stop recording.



Once you have clicked on the Start / Stop Recording button, you will be asked whether you wish to save the recording (Yes) or discard it (No).



6. If you opt to save the Cart you have been recording, you will then be asked whether you wish to jump (Yes) to that Cart or remain where you are (No) on the Audio Wall.



NB: You can also use the following keyboard shortcuts:

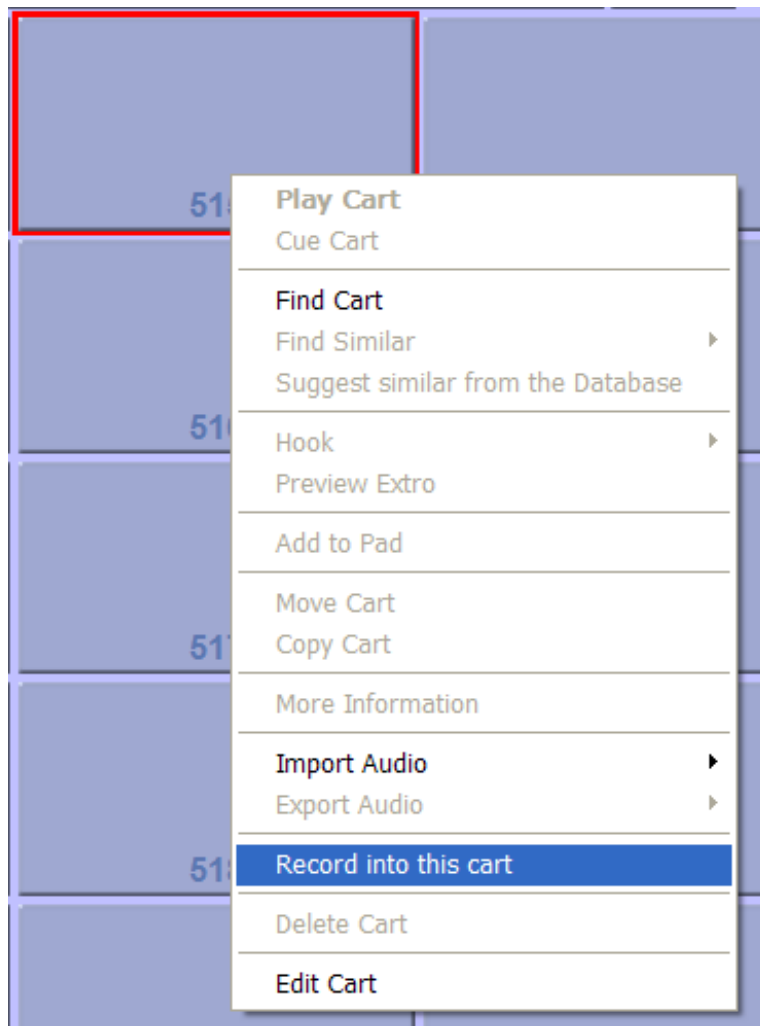
- Ctrl + Shift + Insert – Starts recording in the next free Cart in your User Edit Range.
- Shift + F12 – Stops recording and asks User whether they wish to save the recording.
- Ctrl + Shift + F12 – Stops and automatically saves current recording.

Recording Into a Specific Cart Slot Number Using the Record Cart Player

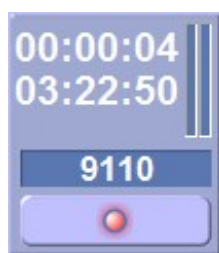
In the last section we looked at how to use the Record Cart Player to Quick Record into your User Edit Range. Now we will look at how to record into a specific Cart Number.

If you have already been through the Manual Recording Methods section then you should be familiar with this process. Basically, there are two ways to make Myriad record into a specific Cart Slot Number using the Record Cart Player, they are both outlined below:

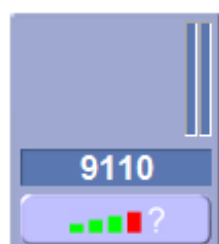
1. Ensure you are logged on as a User with sufficient rights to record into the Cart you want to use.
2. Right click on the Cart you want to record into and select 'Record Into This Cart'.



3. If you have customised Myriad not to use a trigger level then the Record Cart Player will go straight into record mode.



4. If you have customised Myriad to use trigger level recording then the Record Cart Player will move straight into Waiting For Trigger Level status.



5. If you have customised Myriad to ask about using trigger level each time then you will be asked whether you wish to use trigger level or not.



If you click on Yes then the Record Cart Player will go in to Waiting For Trigger Level state (see step 4), if you click on No then it will go straight into Record mode (see step 3). If you click on Cancel then the recording will be abandoned and you will return to the Audio Wall.

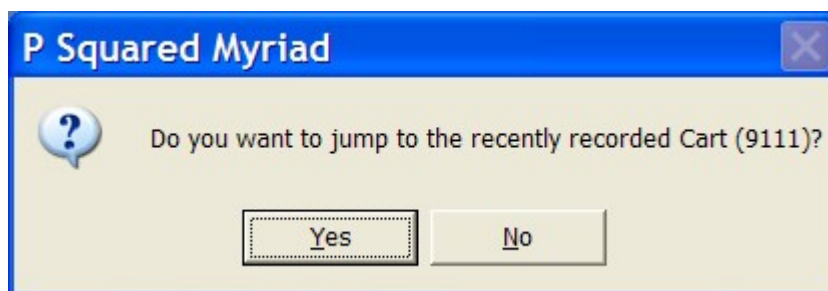
6. Once you are recording, you can click on the Start / Stop Recording button at any time to stop recording.



Once you have clicked on the Start / Stop Recording button, you will be asked whether you wish to save the recording (Yes) or discard it (No).



7. If you opt to save the Cart you have been recording, you will then be asked whether you wish to jump (Yes) to that Cart or remain where you are (No) on the Audio Wall.



NB: As ever, the Record Cart Player keyboard shortcuts are available throughout this process:

- Ctrl + Shift + Insert – Starts recording in the next free Cart in your User Edit Range.
- Ctrl + Insert – Starts recording into the currently highlighted Cart on the Audio Wall.
- Shift + F12 – Stops recording and asks User whether they wish to save the recording.
- Ctrl + Shift + F12 – Stops and automatically saves current recording.

Remember, you can also use the Audio Edit Area on the SmoothEdit screen to record into a specific Cart. For more details on this procedure, please check the '*Manual Record – Using the Audio Edit Area on the SmoothEdit Screen*' section in this Chapter and the SmoothEdit Chapter later in the manual.

The Cart Players

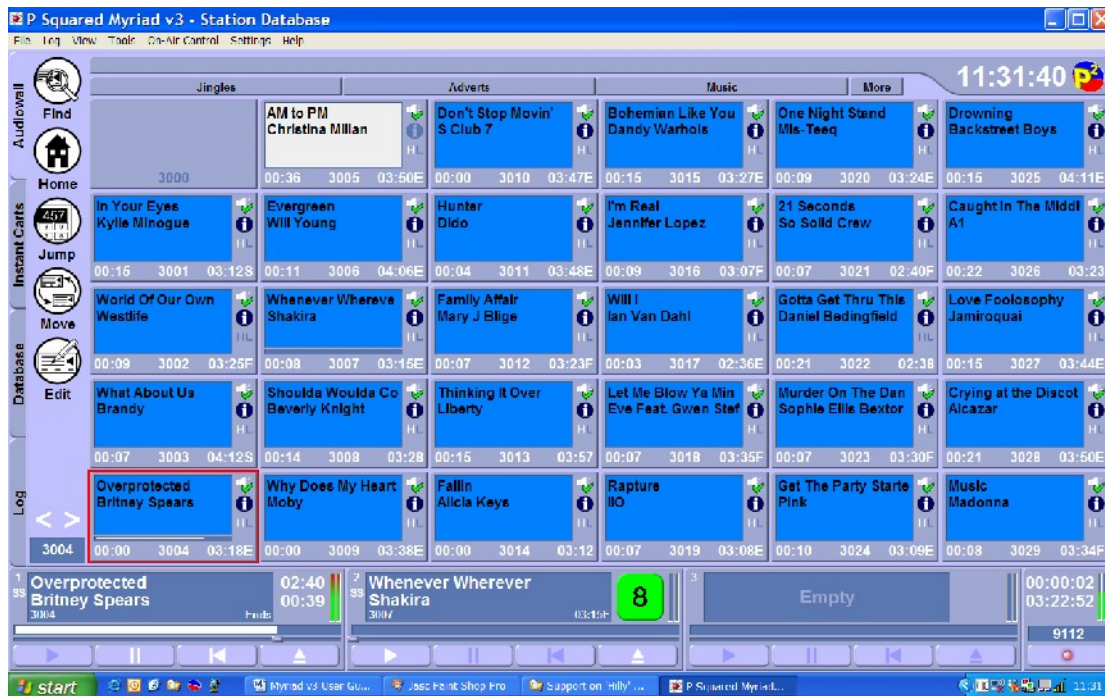
The Cart Players are used throughout the Myriad product suite whenever audio needs to be played by the system. The Cart Players are almost certainly the part of Myriad that you will use the most but they are also the part of Myriad that you will think about the least.

The Cart Players have been designed to be fast and simple to use, offering a range of features but only displaying the information that is most useful to the presenter using them.

The Cart Players used by Myriad and Myriad Manager are different to the Cart Players used by AutoTrack and AutoTrack Pro (and Scoop) as the role of Cart Players in each application is different. In this section, we will focus on the Cart Players that are used in Myriad and Myriad Manager but we will also touch on the Cart Players in other products just to give you a little background on how they differ.

The Cart Players General Layout

The Cart Players are generally located along the bottom or top of the main Myriad screen(s). The screen shots below show the Cart Players location when Myriad is configured in a variety of different modes.



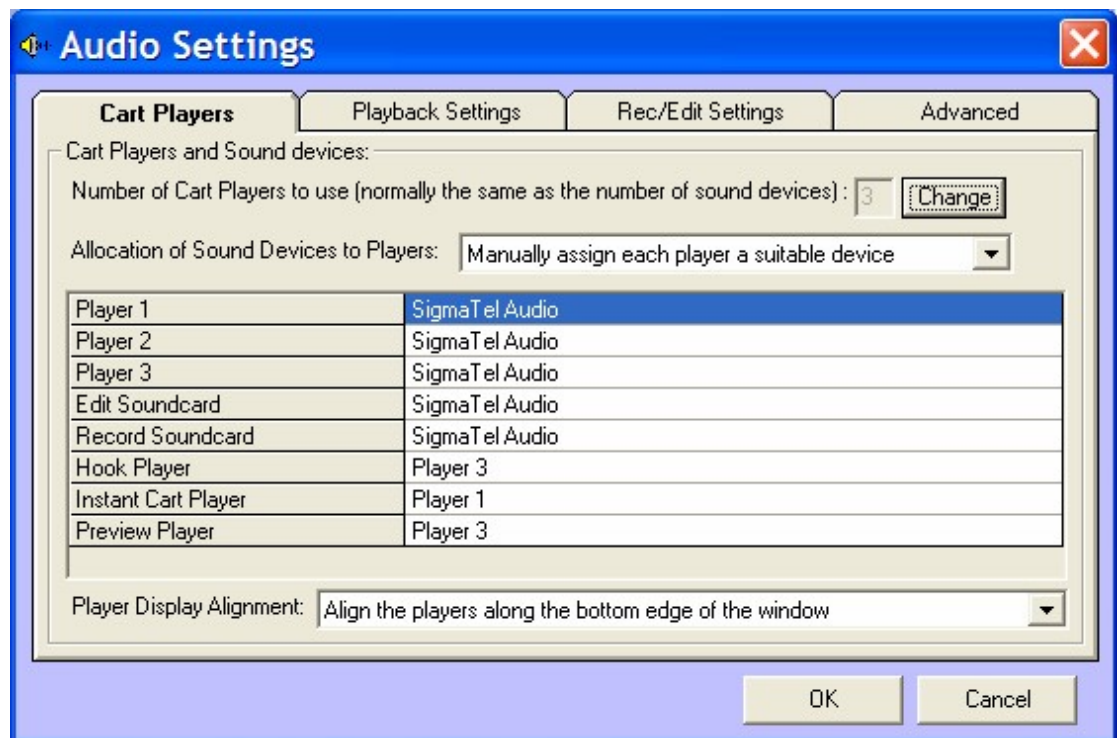
This first screen shot shows Myriad in its most typical configuration which is a single screen system running in 'classic' Myriad mode. In this configuration, the Cart Players are spread across the bottom of the screen (alongside the Record Cart Player). The Cart Players remain visible regardless of which screen is on display (i.e. which tab on the Main Tab Strip is selected).



This shot shows the same configuration but running on a 'dual screen' platform. In this case, the Audio Wall, Instant Carts & Database (and SmoothEdit but not visible in this example) screens are selectable via the Main Tab Strip on the left hand screen. The Log screen is visible on the right hand screen and the Cart Players are spread across both screens at the bottom.

Tip: In this example, Myriad has been configured to have four Cart Players. You can also configure Myriad to have between 1 and 6 Cart Players depending on how many soundcard output channels you have available. Myriad will automatically configure itself to a suitable number of Cart Players

based on how many sound cards it detects when setting up. You can alter this using the Settings>Audio Settings menu option.

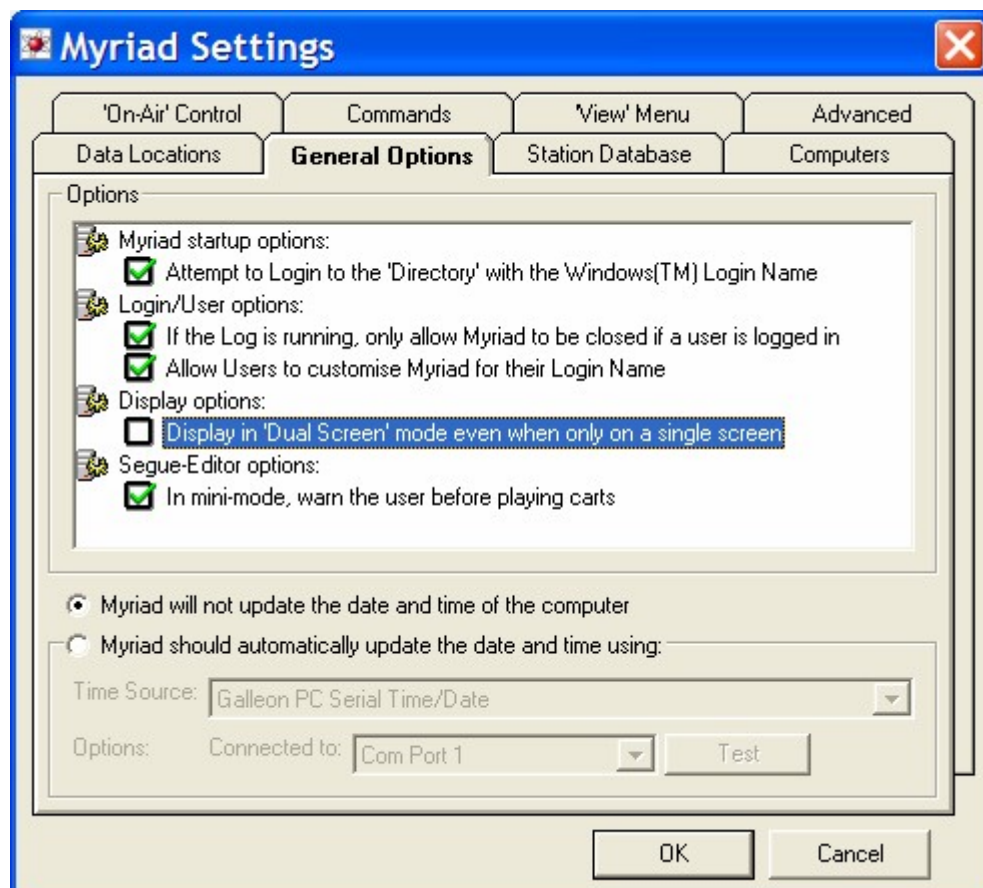


You can configure Myriad to have multiple Cart Players even if you only have a single sound card (as above) but you should keep in mind that in Myriad v3.0.x, Myriad will not have the ability to alter the volume for the Cart Players independently so 'Auto Fade' playout mode and Voice / Segue Links may not function correctly. This restriction is removed in Myriad 3.1.x.

In the example below, Myriad has been configured to run in 'dual screen' mode, but on a PC that only has a single monitor setup. In this configuration, the two main screens are displayed side by side on the single monitor and the Cart Players are spread across the bottom of the screen.



Tip: To switch to this mode, use the Settings>Myriad Setting menu option, switch to the General Options tab and then tick the 'Display In Dual Screen Mode Even When Only On A Single Screen' option.



You will note that whilst Myriad itself can be configured to run in several different modes, the Cart Players appear common throughout. This is to ensure that presenters can always see the Cart Players and can use them regardless of how Myriad is configured.

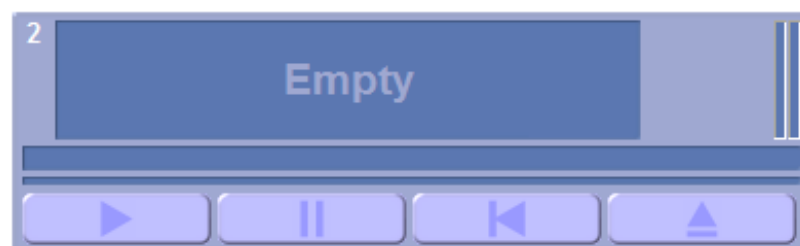
So let us now look at the actual layout of the Cart Players themselves.



There are also two additional special states that the Cart Players use to display the Intro time at the beginning of a Cart and the Extro at the end of the Cart.



When a Cart Player finishes playing a Cart, it always ejects the Cart and returns back to the Empty state ready for the next Cart to be played.



Most of these elements will be self explanatory and you may well find that most Users will be able to understand and use the Cart Players almost instinctively but there are a few less obvious elements so we will go through them all in turn.

Title & Artist

The Title & Artist sections on the Cart Players display the Title and Artist (or description lines 1 & 2 for Carts that are not songs) for the Cart that is playing.

The size of the Artist & Title text and the amount of text displayed is automatically set by Myriad to be as large as possible given the amount of Cart Players that you have requested and the resolution that your video output is set to.

End Type

The End Type indicator shows the currently set End Type for the Cart being played. This End Type is set using the SmoothEdit screen and can be set to one of the following options:

- 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.

The End Type is used to let the presenter know how a Cart is going to end but it also used by Myriad to determine which Songs in an Auto Fade hour can be faded early in order to hit time critical markers (Absolute Times). This will be covered in greater detail in the Log Screen Chapter but the following basic rules apply.

Ends – Cannot be faded early.

Fades – Can be faded early.

Sustain – Cannot be faded early.

Slow Fade – Can be faded early.

Not Specific – Cannot be faded early.

Count Up

As you would expect, the Count Up displays a count of the time played of the Cart so far, counting up towards the end of the Cart.

Count Down

This provides a countdown of the time remaining to the end of the Cart that is playing. More accurately it actually counts down to the Extro point if one has been set and the end of the audio file if one has not been set.

Intro Count Down

This special case 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 to start playback, the Intro Count Down counts down the seconds to the end of the Intro period.



One easy way of telling the difference between the Intro Count Down and the Extro Count Down (see below) is that the Intro Count Down is in a square box and the Extro Count Down is displayed in a circle.

Extro Count Down

Like the Intro Count Down, the Extro Count Down replaces the standard Count Up / Count Down timers but unlike the Intro Count Down, the Extro Count Down is displayed when playing the last ten seconds of all Carts played. Under normal conditions, the Extro Count Down will display the last ten seconds before the Extro but if no Extro has been set then the Extro Count Down will count down the final ten seconds of the audio file.



The Extro Count Down 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 sound card.

Overall Progress Bar

In normal operation, the Overall 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 Overall 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. Ten seconds from the Extro point, the Overall Progress Bar turns yellow to indicate the Extro is approaching. Five seconds from the Extro, the Overall Progress Bar turns red to warn you that there are only a few seconds left on the Cart. The screen shots below show the Overall Progress Bar in all its states.



Intro Progress Bar



Overall Progress Bar



10 Seconds from Extro the Overall Progress bar Turns Yellow



5 Seconds from Extro the Overall Progress bar Turns Red

Using the Main Progress Bar to 'Skip' Through a Cart

You can use the Main Progress Bar to skip ahead or backwards through the Cart by right clicking on the Main Progress Bar and 'dragging' the playback point left or right.

NB: This feature has been included for Myriad v2 users but the need for it has been largely replaced by the Jog Bar (see below).

The Jog Bar

The Jog Bar is 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.



Play

The Play button is used to start playback. The Play button is only available when a Cart is cued or paused.

Pause

The pause button stops playback from the Cart Player but leaves the play position in the same place. The Pause button is only enabled when a Cart Player is actually playing audio.

Recue

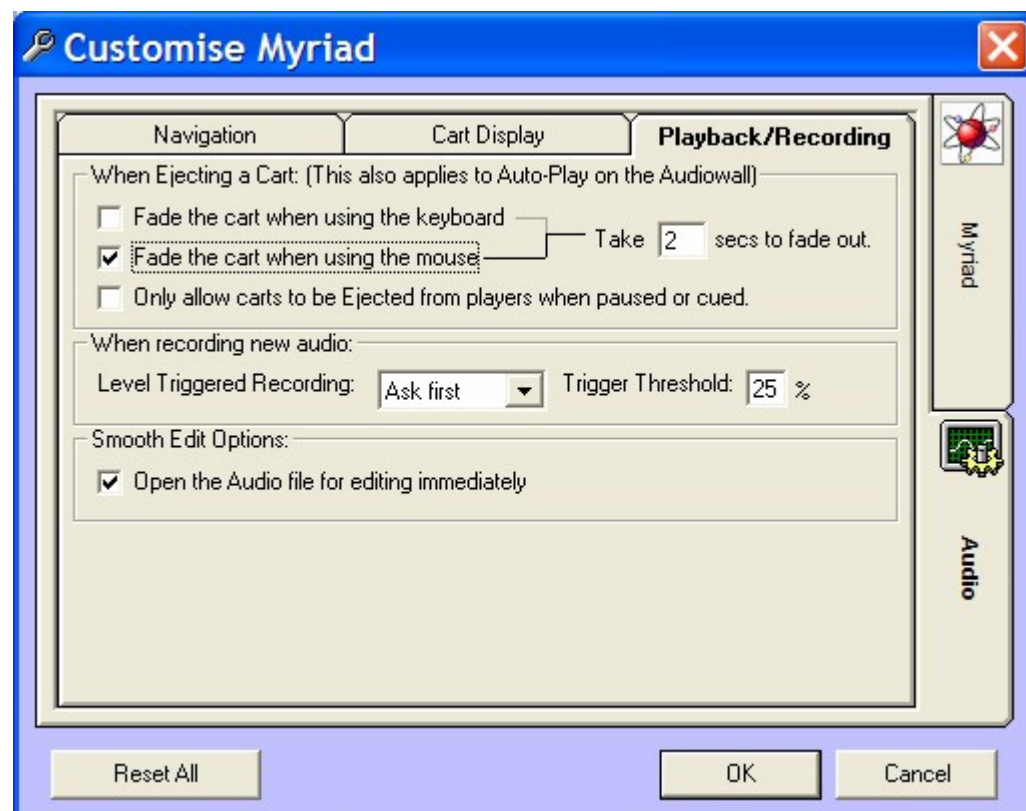
The Recue button is used to pause playback and rewind to the very start of the Cart i.e. to recue it ready to play from the beginning again. The Recue button is only enabled when the Cart Player is playing.

Eject

The Eject button is used to stop playback and remove the Cart from the Cart Player. 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, use the Customise Myriad option on the Tools menu, switch to the Audio (vertical) tab and the Playback / Recording (horizontal) tab.



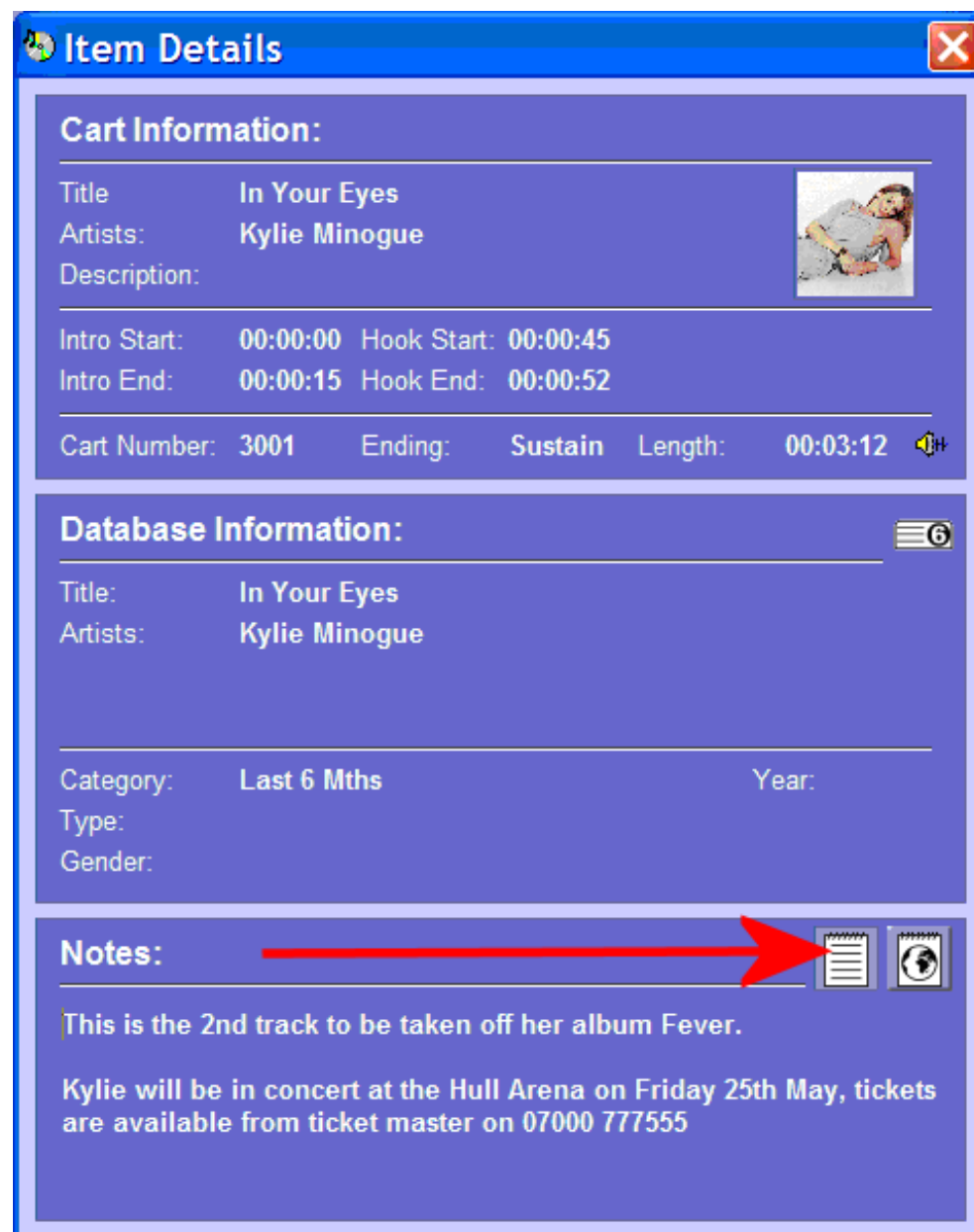
In this screen, you can also customise whether you want Myriad to be able to Eject Carts while they are playing or whether you wish the User to have to Pause or Recue the Cart first (like some CD players).

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.

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 Screen for more details).

To view the text notes, click on the Display Info icon to open the Cart Information window which displays a summary of the Cart information including the Title & Artists, the timing information and the additional information for the Cart provided by your scheduling system (see The Database Screen). In addition, the Cart Information displays any text Notes that have been added to the Cart.





Item Details [Close]

Cart Information:

| | | |
|--------------|---------------|---|
| Title | In Your Eyes |  |
| Artists: | Kylie Minogue | |
| Description: | | |




Intro Start: 00:00:00 Hook Start: 00:00:45
Intro End: 00:00:15 Hook End: 00:00:52

Cart Number: 3001 Ending: Sustain Length: 00:03:12 

Database Information:  6

| | |
|----------|---------------|
| Title: | In Your Eyes |
| Artists: | Kylie Minogue |

Category: Last 6 Mths Year:
Type:
Gender:

Notes:   

This is the 2nd track to be taken off her album Fever.

Kylie will be in concert at the Hull Arena on Friday 25th May, tickets are available from ticket master on 07000 777555

There are three different types of Notes in Myriad:

- Show 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 web site.

The Cart Information window allows you to switch between these notes by clicking on the appropriate Notes button (as seen in the picture above).

Please note that Notes buttons are only displayed when Notes of that specific type have been added to the Cart. If no Notes buttons are displayed then there are no Notes associated with that Cart.

Cart Number

This displays the Cart Slot Number of the Cart that is currently loaded or playing in the Cart Player.

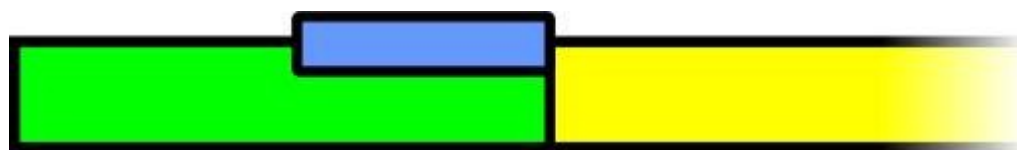
Super Sweep

The Super Sweep button is used to manually set up Myriad 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 we are talking about basically the same process but instead of a presenter talking live, Myriad plays one Cart over the beginning (Intro) of another Cart following the rules you have used for sweepers when configuring Myriad. There are basically three different ways of sweeping one Cart into another.



Sweep To Intro End

In this mode, Myriad 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.



Sweep From Beginning Of Intro

In this mode, Myriad 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.

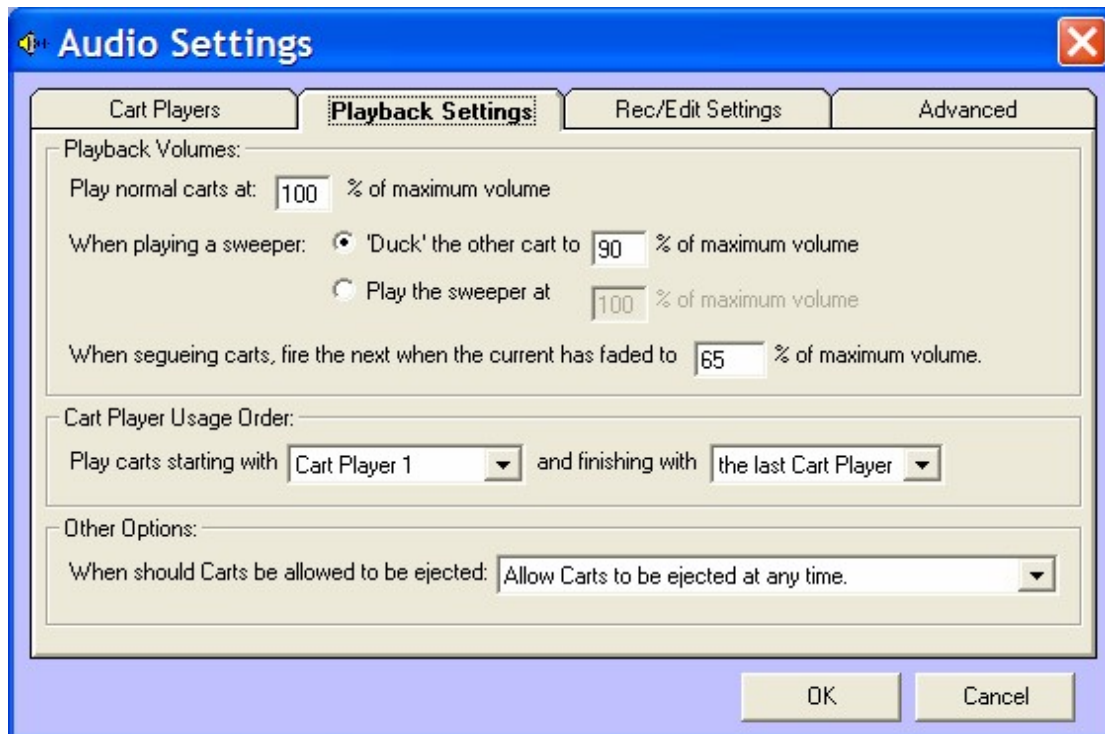
NB: In this mode, the end of the sweeper Cart will not occur after the end of the Intro of the main Cart. If the length of the sweeper Cart is greater then the length of the Intro on the main Cart then the sweeper will be played using the 'dry' method outlined below.



Play Sweeper Dry (not embedded in Intro)

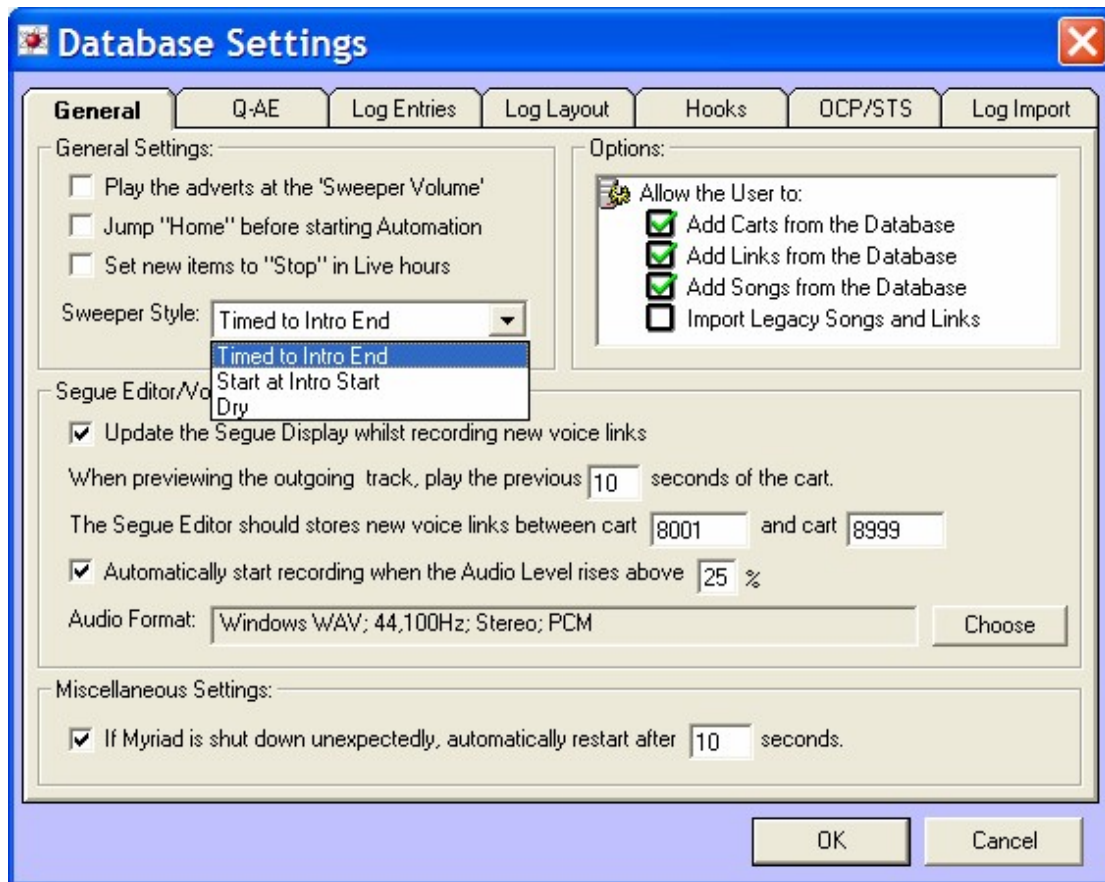
In this final method, Myriad makes no attempt to play the sweeper Cart over the top of the Intro of the main Cart but rather plays the sweeper and then automatically goes on to the beginning of the main Cart.

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 Setting menu option.



You can also configure Myriad to not 'duck' the audio of the main Cart when playing a sweeper but rather to play back all audio at one volume (usually you would set this to a lower level such as 80%), but play sweepers and voice link at a higher level (usually 100%) and let the station processing handle the rest. Use the configuration screen above to select the method and settings that you feel will work best for you.

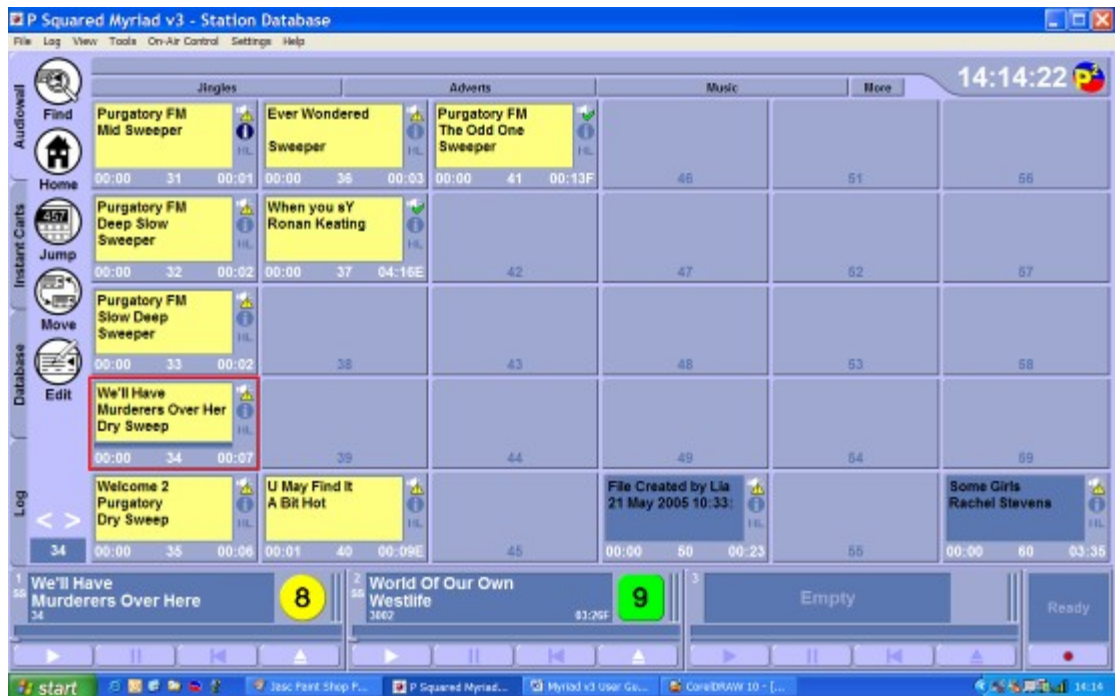
The default for Myriad is for it to try and Sweep To Intro End at all times but it will select an alternate method if the timing of the sweeper Cart is not compatible with the Intro length. In this situation, Super Sweep has the ability to play the sweeper 'dry'. You can however, change the default sweeper method Myriad uses by using the Settings>Database Setting 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.



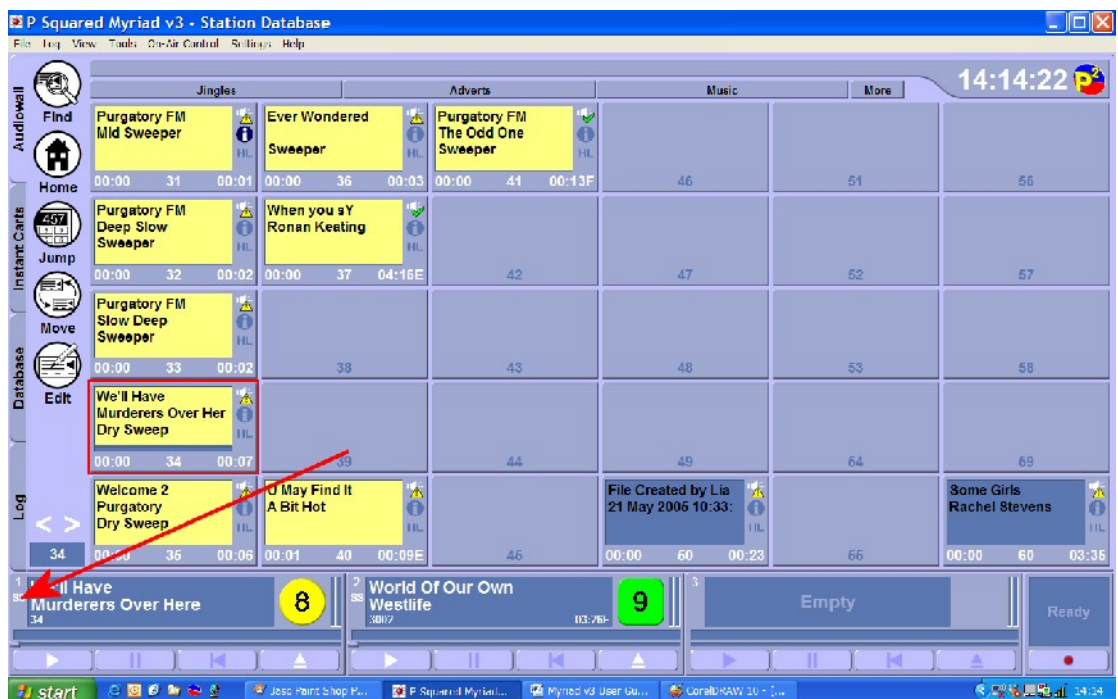
Using Super Sweep

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 (see screen shot).



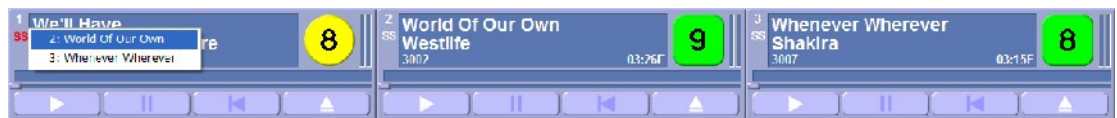
3. **IMPORTANT** – This is the most important stage. Click on the Super Sweep button on the **Cart Player** that the **sweeper Cart** is in, not the Cart Player that the main Cart is in.



4. Myriad will then automatically link the two Cart Players. This is indicated by the SS buttons being displayed in red.



5. If more than one or two Cart Players have Carts cued in them then you will be given the option to chose which main Cart you want the sweeper Cart swept in to.



6. Once linked, simply press play on either Cart Player and Myriad will automatically start the correct Cart Player to play the sweeper using the most appropriate sweeper mode.
7. 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 Live Assist, 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 AutoTrack Pro). Items that will be swept into the next item have a yellow Segue Type indicator.

| | | | | |
|----------|-----------|-----------------------------------|-----------------------------|------------------|
| 23:29:37 | Cart 3026 | Drowning Backstreet Boys | 4:12 Ends Intro 14 secs | |
| 23:29:37 | Cart 32 | Purgatory FM Deep Slow Sweeper | : 3 Intro 0 secs | Sweeper → |
| 23:33:48 | Cart 3052 | The Boys Of Summer Don Henley | 4:40 Fades Intro 10 secs | |
| 23:38:27 | Cart 3012 | Family Affair Mary J Blige | 3:24 Fades Intro 7 secs | |

For more details, check out Segue Type in Chapter 1 or the Log Screen Chapter.

Cart Player Number

The Cart Player Number displays the number of the Cart Player that you are using. These will normally correspond to specific channels on your studio mixing desk.

Cart Player Right Click Menu

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



The options are:

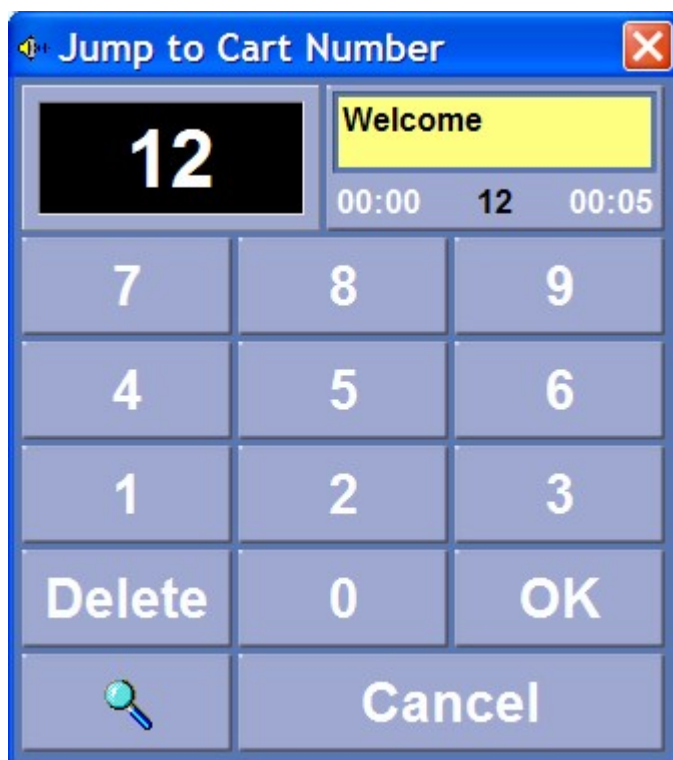
- **Add The Cart To The Pad** – Adds the Cart in the Cart Player to the Pad (see The Pad).
- **Jump To This Cart On The Audio Wall** – Will jump to the Cart on the Audio Wall.
- **Display This Carts Information** – Will display the Cart details window which provides a summary of all the information available about the Cart.
- **Send This Carts Information To OCP** – This option will only be available when Myriad is configured to work with OCP. Selecting this option will send the Carts details to OCP as the currently playing item. OCP can then use this information to update a range of digital platforms including web sites and DAB radios.

Cart Number

The Cart Number display on the Audio Wall screen shows the Cart Slot Number for the Cart currently highlighted (the Cart with the red box around it on the Audio Wall).

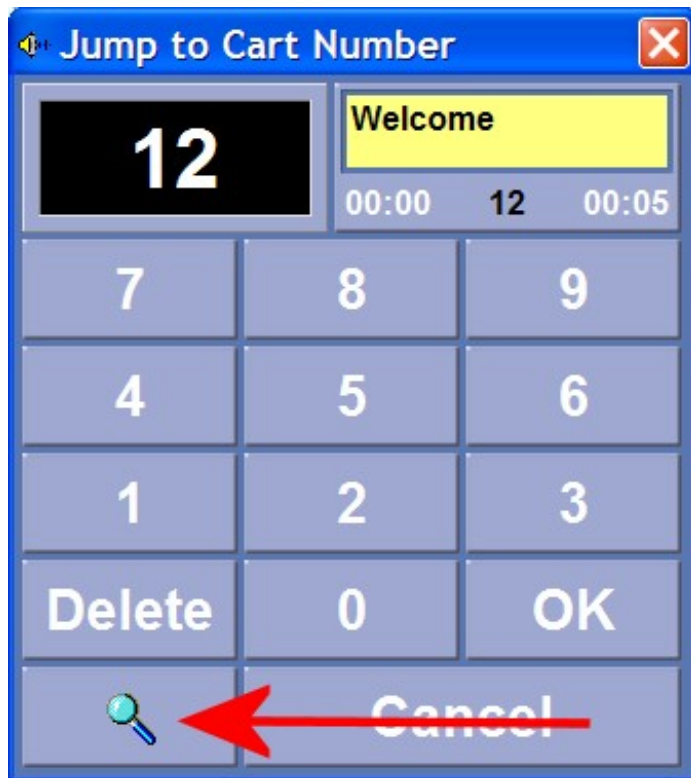


If you click on the Cart Number box, the Jump To Cart window appears which allows you to type in a specific Cart Slot Number to jump to.



To use this window, type in the Cart Slot Number that you want to jump to and then click OK.

You can also find the next empty Cart Slot by clicking on the Next Empty Cart button.



For more details, see the Jump To Cart section in this Chapter.

Page Up / Down

The Page Up / Page Down buttons on the Audio Wall scroll forwards or backwards through the Audio Wall a page at a time. The amount of Carts on a single page is determined by the size you have set the Carts to and the resolution you have set your PC to run at.

You can also use the Page Up / Down on the Audio Wall by pressing the Page Up / Down keys on the keyboard or you may have dedicated Audio Wall Page Up / Down keys on your custom Myriad Keyboard.

Edit Cart – See SmoothEdit Screen for Details

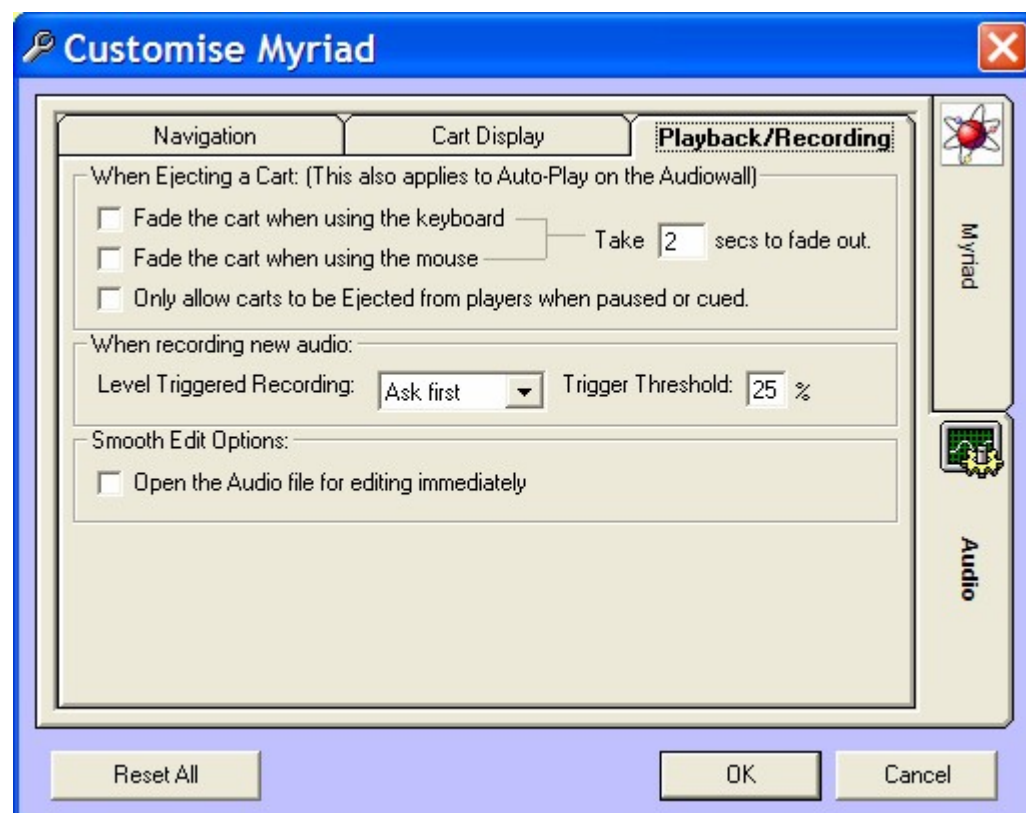
The Edit Cart button on the Main Tab Strip is used to open the currently highlighted Cart on the Audio Wall using the SmoothEdit screen. This allows you to add and edit the Cart details such as Title, Artist and Timing information as well as additional information such as Copyright details, Notes and accompanying pictures.

You can also use the SmoothEdit screen to alter and edit the audio for a Cart as well as record new audio.

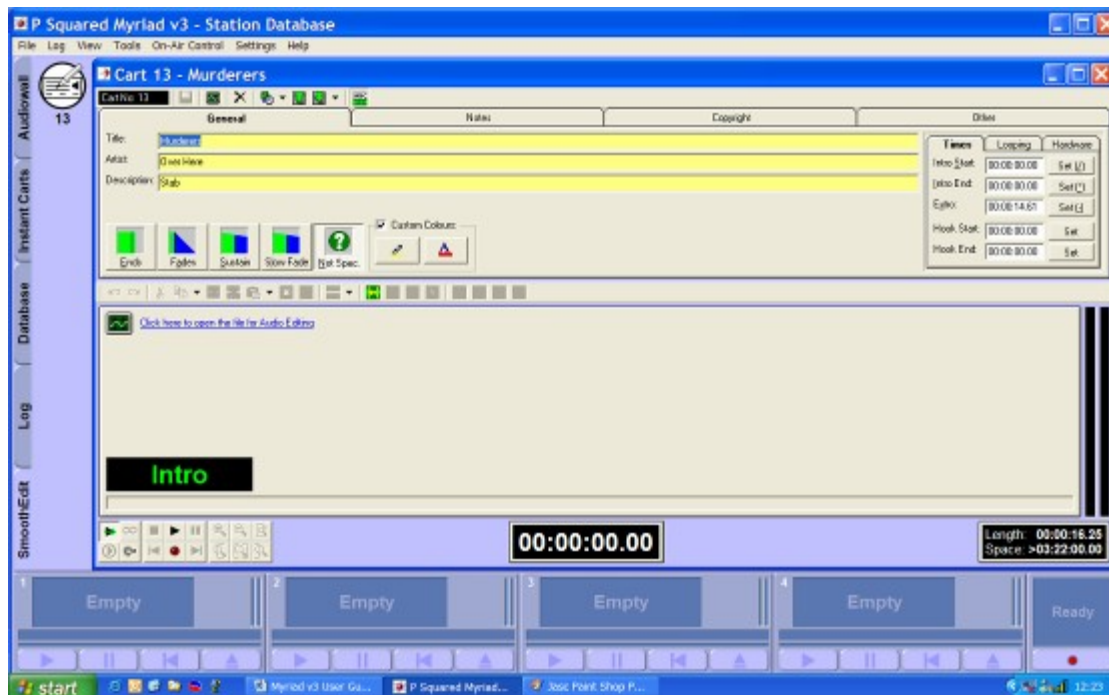


The SmoothEdit Screen is covered in brief in Chapter 1 (see SmoothEdit Screen) and in more detail in the SmoothEdit Screen Chapter later on. For details on how to use the SmoothEdit screen to alter and edit Carts, please refer to the SmoothEdit Screen Chapter.

Myriad can also be customised to not automatically load the audio wave form when you click on the Edit Cart button. This is done by clicking on the Tools>Customise Myriad menu option, then the Audio vertical tab and finally the Playback/Recording horizontal tab. Then toggle the Open The Audio File For Editing Immediately option on and off depending on whether you want Myriad to automatically open the audio wave form when you click on the Edit Cart button.

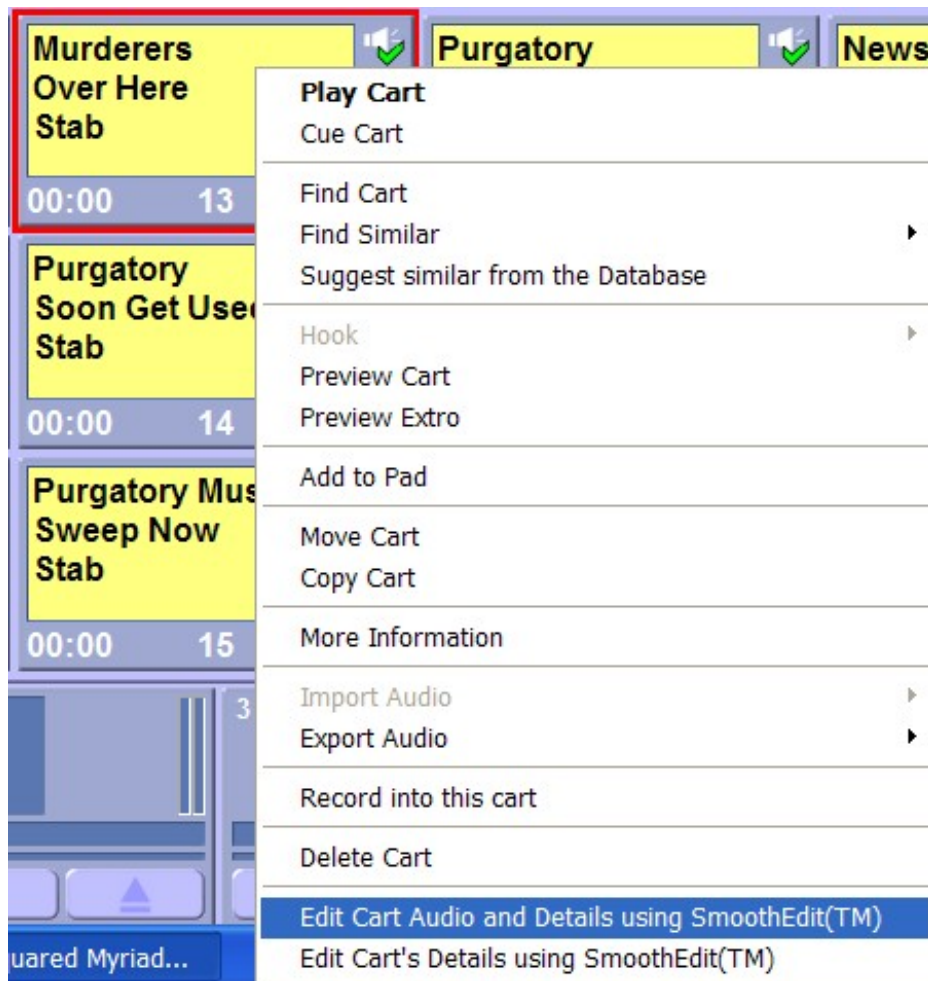


If this option is turned off then the SmoothEdit screen will load all the general Cart information such as Title, Artist, Notes etc but will not automatically load the audio wave form. This may be useful as loading the audio wave form can take several seconds for larger files.

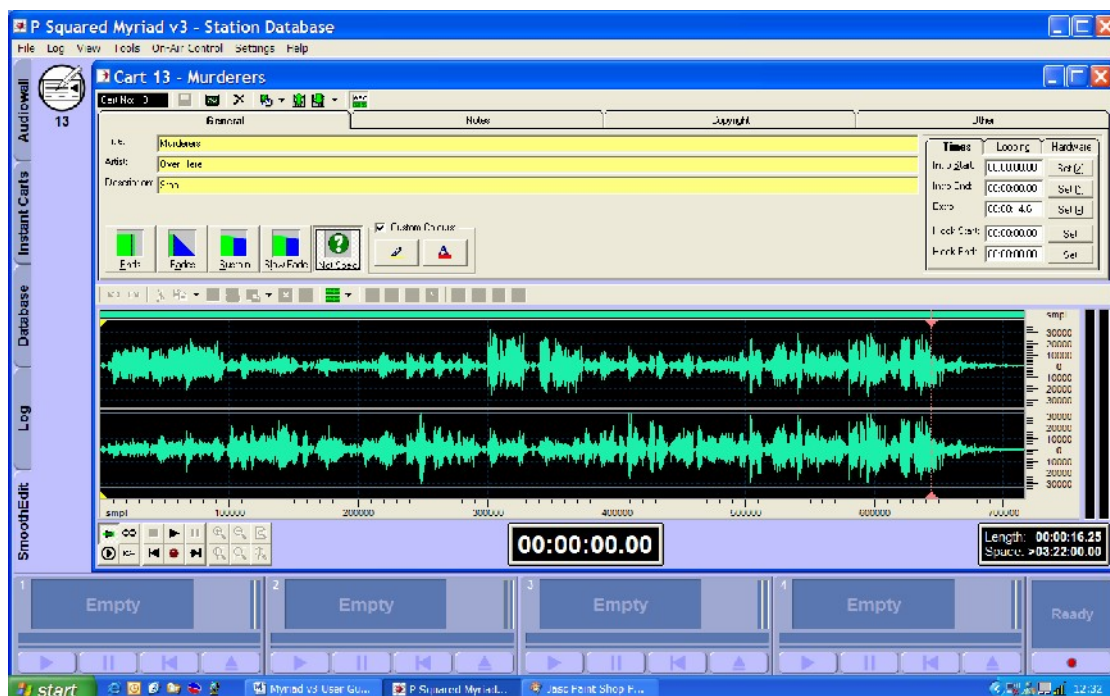


When SmoothEdit is in this mode, you can load the audio wave form at any time by clicking on the wave form icon in the Audio Wave Form Edit Area.

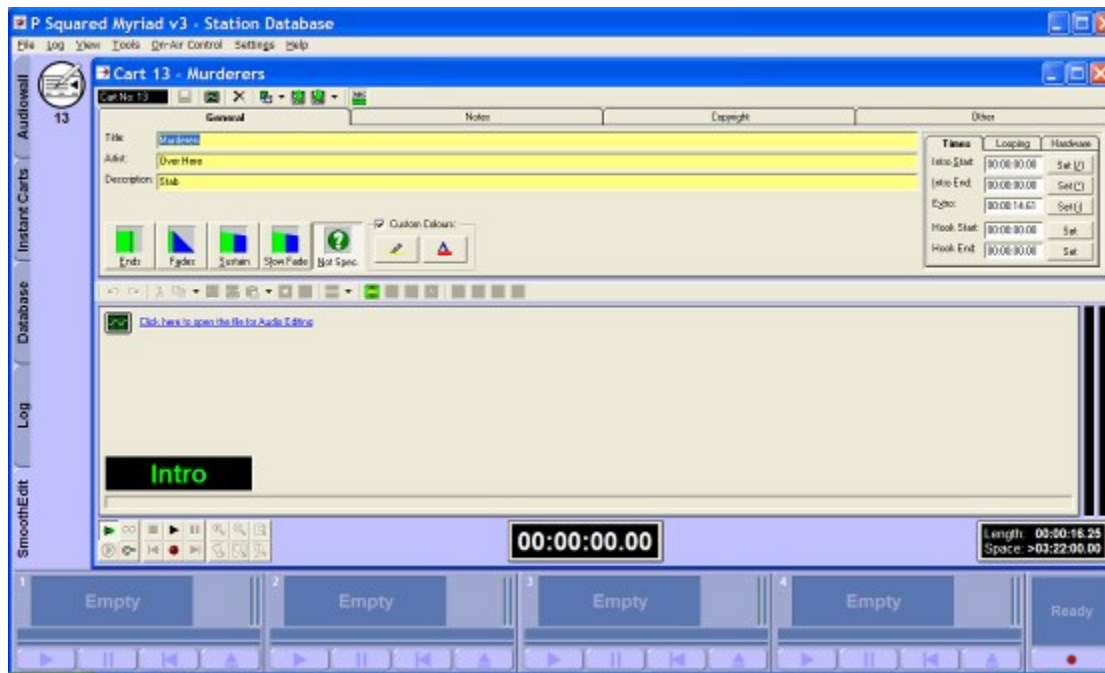
You can also access the SmoothEdit screen by right clicking on a Cart on the Audio Wall and then selecting one of the Edit Cart options from the right click menu.



If you select Edit Cart Audio & Details Using SmoothEdit then the Cart details and audio are loaded into the SmoothEdit screen.



If you select the Edit Carts Details Using SmoothEdit option then the Cart details are loaded into the SmoothEdit screen but the audio wave form is not automatically loaded which can save time if you do not actually need to view or edit the audio wave form.



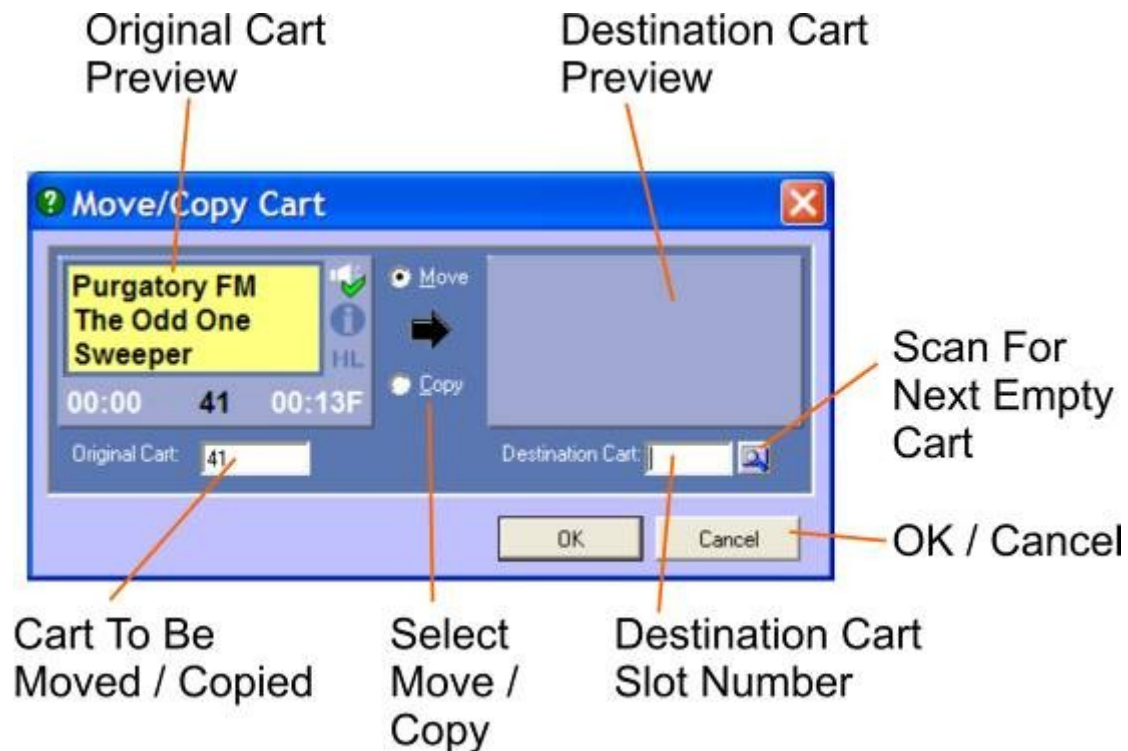
You can also open the SmoothEdit screen by pressing the <Insert> button on the keyboard or you may have a specific Edit Cart button on your custom Myriad keyboard.

Move Cart

The Move button on the Main Tab on the Audio Wall screen opens the Move / Copy Cart window which is used to move or copy a single Cart to another Cart Slot on the Audio Wall.

The Move / Copy Cart window is very simple to use. Highlight the Cart on the Audio Wall that you want to move or copy to another Cart Slot and then click on the Move Cart button on the Main Tab Strip. This will open the Move / Copy window.

The Move Copy Window General Layout



Original Cart Preview

The Original Cart Preview section shows a visual representation of the Cart that you are intending to move or copy. This allows you to check to make sure it is the right Cart.

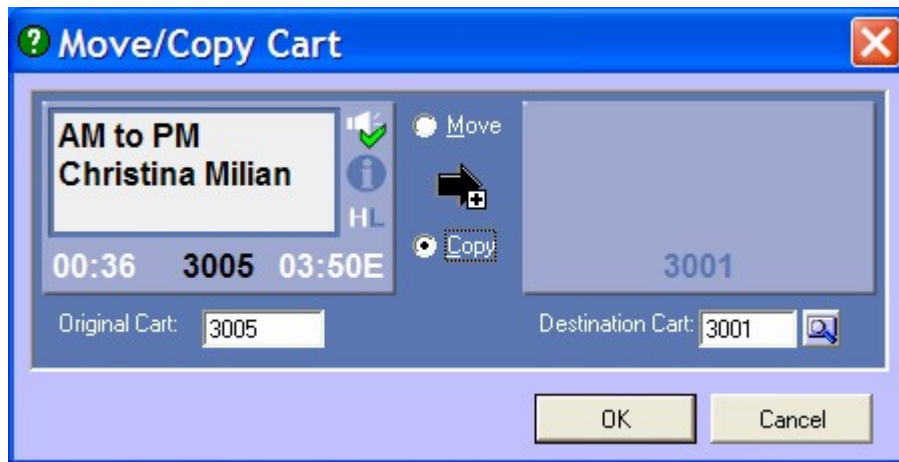
Cart to Be Moved / Copied

This shows the Cart Slot Number for the Cart that will be moved or copied. When you highlight a Cart and then click on the Move button on the Main Tab Strip, this field is automatically populated with the Cart Slot Number that was highlighted (or the Cart you right clicked on if you have accessed the Move / Copy option via the right click menu).

You can manually type in an alternate Cart Slot Number if you wish to move or copy a different Cart.

Select Move / Copy

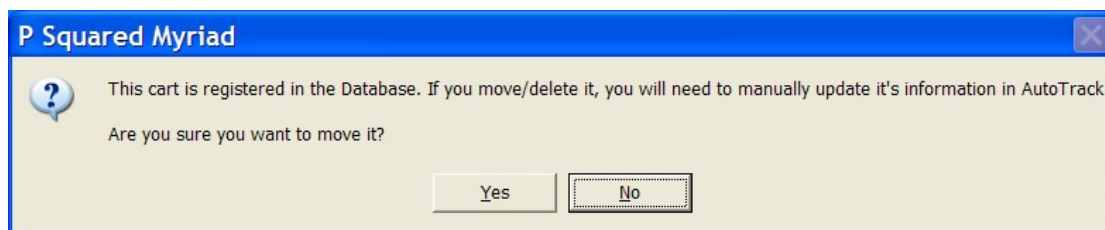
This option is key as it allows you to select whether to move the selected Cart (i.e. move the original to a new destination leaving the original Cart Slot empty) or to make a copy of the selected Cart leaving the original in place.



To use this option, simply click to toggle between the two settings. You can also use <Alt> + <M> to select Move and <Alt> + <C> to select Copy.

NB: Be careful when you move Carts on the Audio Wall. You should keep in mind that moving a Cart on the Audio Wall may affect your advert or music scheduling system. Let's say you have a Fat Boy Slim track at Cart Slot 5000 but you decide to move it to Cart Slot 6000. Unless you tell your scheduling system that you have moved the Cart, it will still schedule Cart 5000 to be played, expecting Fat Boy Slim to still be there. This may result in Carts being scheduled to play that do in fact not have any audio or a totally different Song recorded into that Cart.

If you are using AutoTrack or AutoTrack Pro then Myriad will check on the Database Screen to see if the Cart you are moving is listed as either a Song or a Link and if it finds the Cart listed, it will prompt you before it actually moves the Cart.



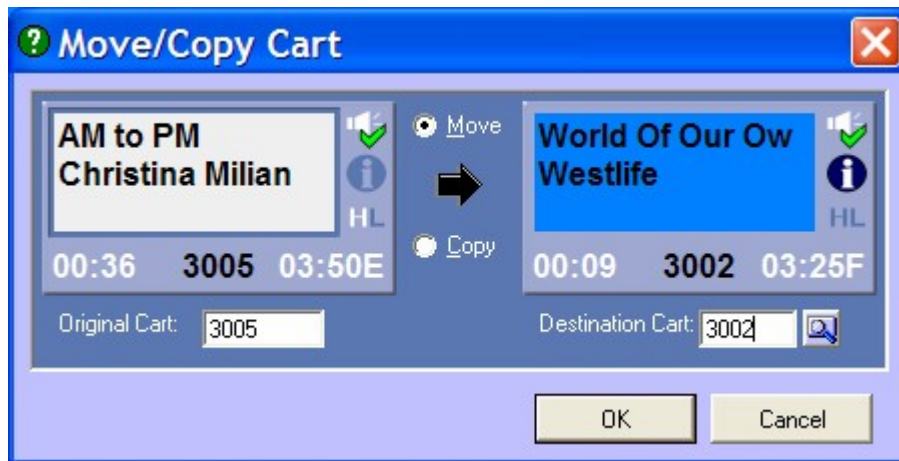
If you click on Yes then the Cart will be moved regardless. If you click on No then the Move will be abandoned. If you are using AutoTrack or AutoTrack Pro then the Move / Copy Carts facilities within either product will allow you to move Carts around on the Audio Wall whilst maintaining the link to the Carts in the music and link databases.

Destination Cart Preview

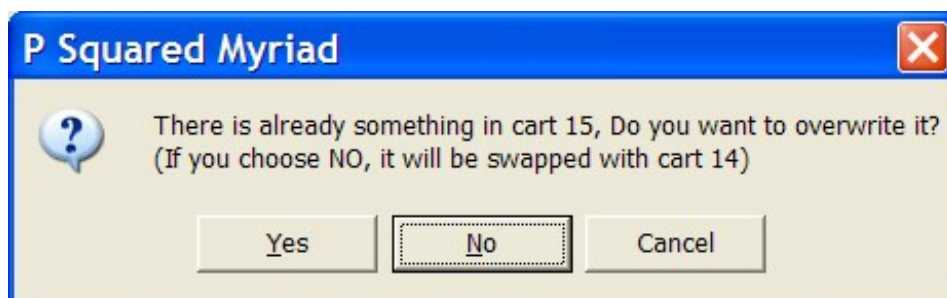
The Destination Cart Preview shows a visual representation of the destination Cart Slot that the original Cart will be moved or copied to. If the destination Cart is empty then no Cart will be displayed in the Destination Cart Preview.



If however, the Cart is occupied then the Cart details are displayed.



In this situation, if you click on the OK button, you are presented with a range of options as to how to deal with the conflict.



- **Yes** – If you click on Yes then the Cart in the Destination slot will be overwritten by the Cart you are moving. The audio and data currently in the destination Cart will be discarded and you will not be able to recover them.
- **No** – If you select No then the two Carts will swap positions so the Cart currently in the Destination Cart Slot will be moved to the Original Cart Slot and vice versa.

- **Cancel** – Clicking on the Cancel option will abandon the Move / Copy and return you to the Audio Wall.

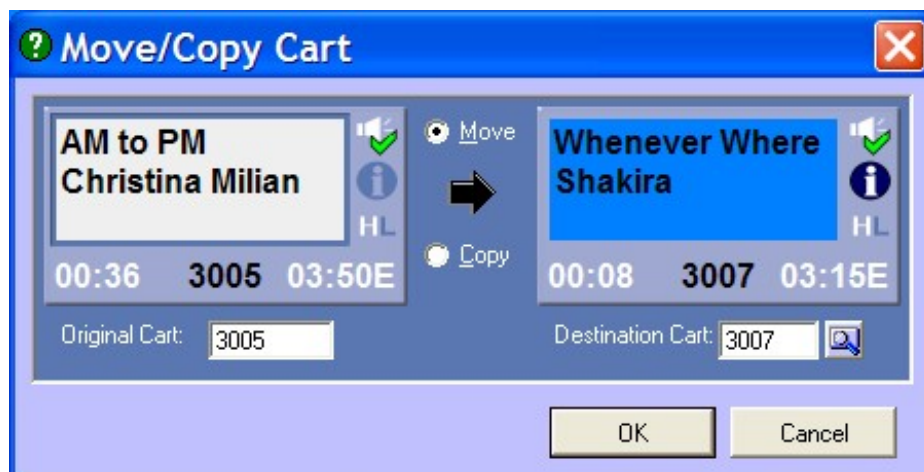
Destination Cart Slot Number

The Destination Cart Slot number allows you to type in the Cart Slot Number that you want the original Cart copied or moved to. By default, this will be empty when the Move / Copy window first opens.

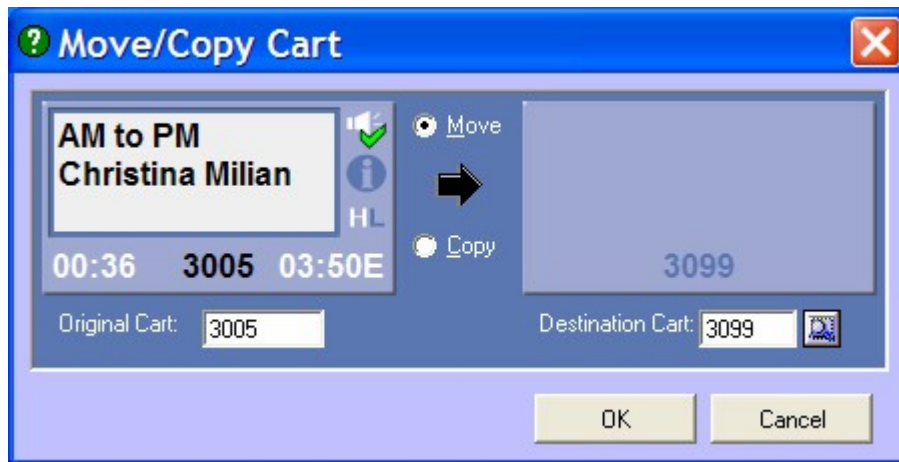
As you type in the Destination Cart Slot Number, the Destination Cart Preview will automatically update to show you the Cart (if any) that is already in the Destination Cart Slot.

Scan for Next Empty Cart

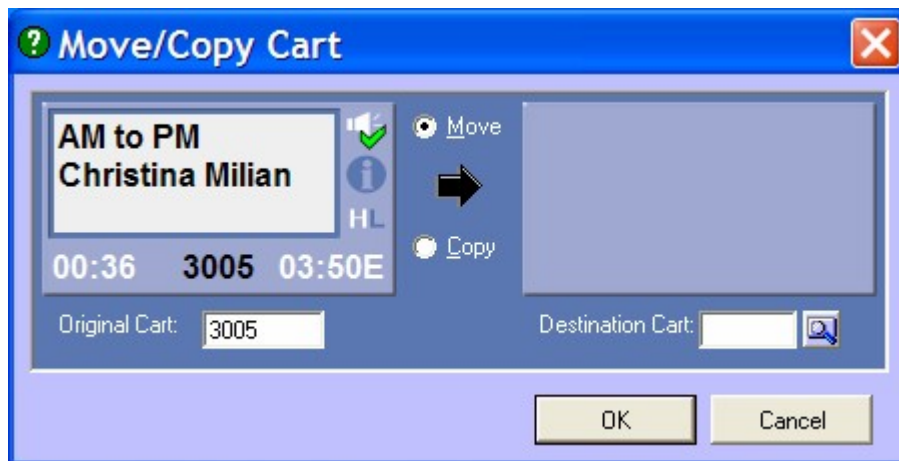
The Scan for Next Empty Cart button is used to automatically find the next empty (or free) Cart Slot on from the Cart Slot Number currently typed into the Destination Cart Slot Number. It is probably easier to explain this by example:



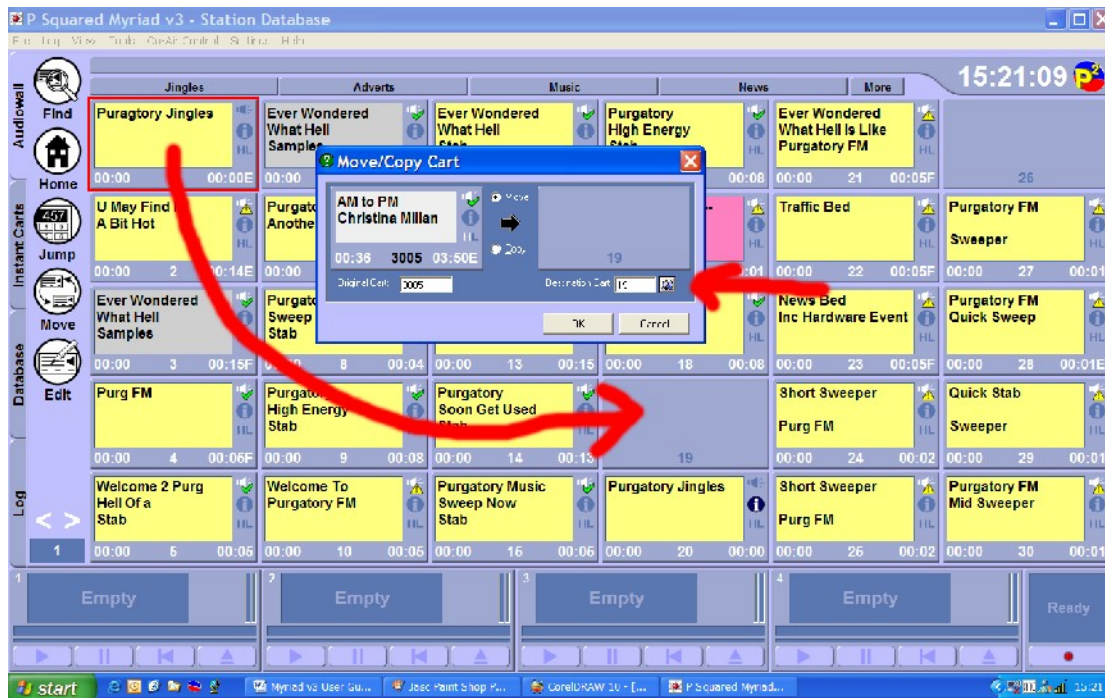
In the above example, the Destination Cart is set to 3007 but we can see from the Destination Cart Preview that Cart Slot 3007 is occupied (by Shakira). If we clicked on the Scan for Next Empty Cart button, Myriad would scan forward from Cart Slot 3007 on the Audio Wall looking for the next Cart Slot that is empty.



In this particular case, the next free Cart Slot was at Cart 3099. The Destination Cart Slot Number is automatically updated with this Cart Number. We can now click on OK to proceed with our Move / Copy.



In this example, the Destination Cart Slot Number field is empty so if we clicked on the Scan for Next Empty Cart button, Myriad would start at Cart 1 (the beginning of the Audio Wall) and find the first empty Cart it came across.



OK / Cancel

Once you have set up the Move / Copy window to do what you want, click on the OK button to start the Move / Copy.

If you click on the Cancel button then the Move / Copy window will close and you will be returned back to the Audio Wall.

Mass Moving & Copying

The Move / Copy window in Myriad can only be used to Move or Copy a single Cart from one Cart Slot to another. This is ideal for occasional use in the studio but if you want to move or copy several Carts then you would be better off using the Mass Move / Copy facilities found in Myriad Manager or AutoTrack / AutoTrack Pro.

Myriad Manager provides a range of administrative tools and reports to help you manage and get the most from your Myriad system. If you are using either AutoTrack or AutoTrack Pro for scheduling music and links then many of the administrative features found in Myriad Manager are also carried over into AutoTrack and AutoTrack Pro. The key difference is that if you used Myriad Manager to mass move a number of Carts, you would still have to go into the corresponding Songs / Links in AutoTrack or AutoTrack Pro and update them with the new Cart locations. If you used AutoTrack or AutoTrack Pro to mass move those same Carts then it would not only move them in Myriad but also update the Song / Link databases at the same time, saving you loads of extra work. If you are using a 3rd party scheduling system (such

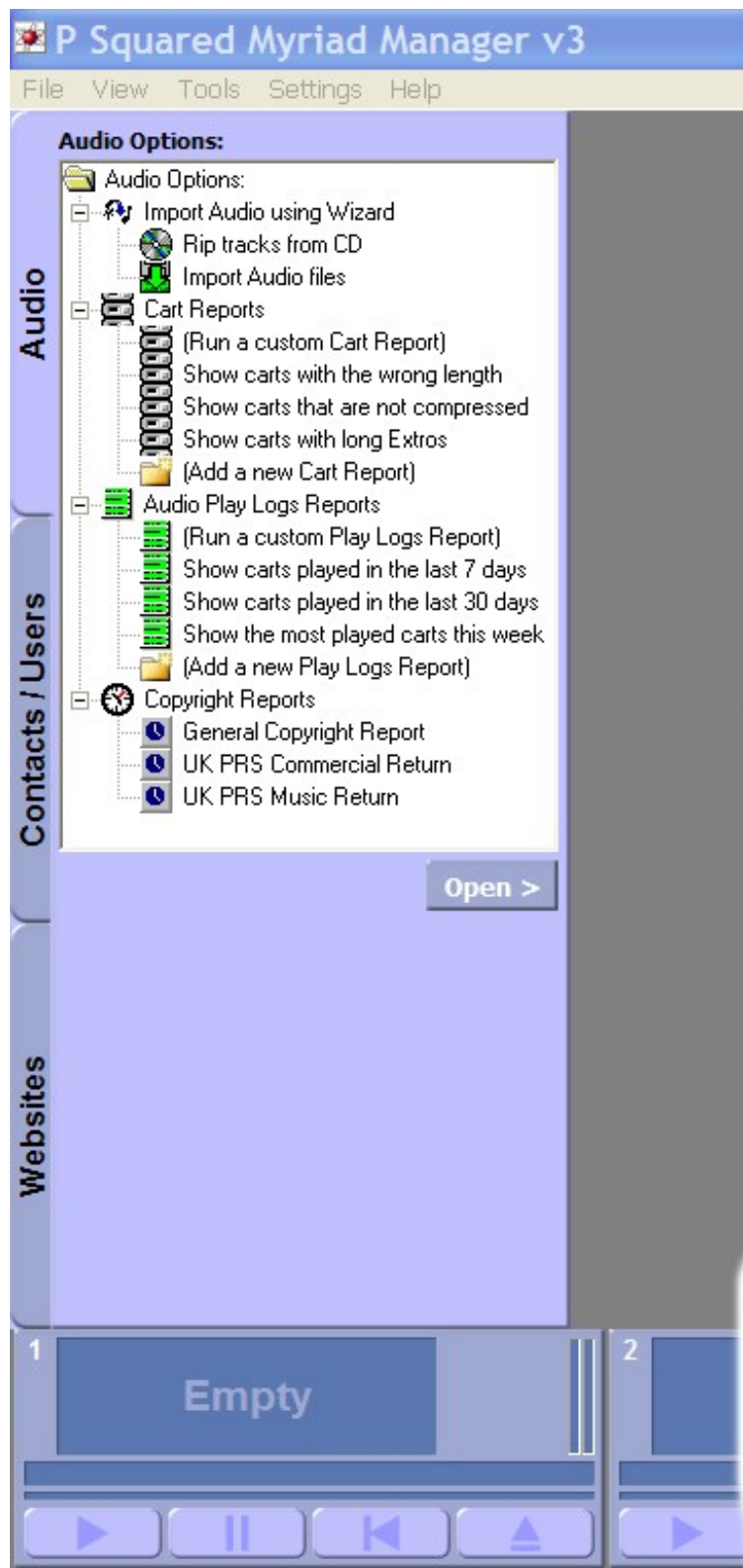
as Selector™) then you will have no choice but to use the Mass Move features in Myriad Manager and then manually update the corresponding Songs / Links in your music database.

In this next section, we will briefly look at how to mass Move / Copy Carts in Myriad Manager and AutoTrack / AutoTrack Pro but as both of these procedures are covered in more detail in the corresponding product documentation, we will only look at the overall processes.

Mass Move / Copy Carts Using Myriad Manager

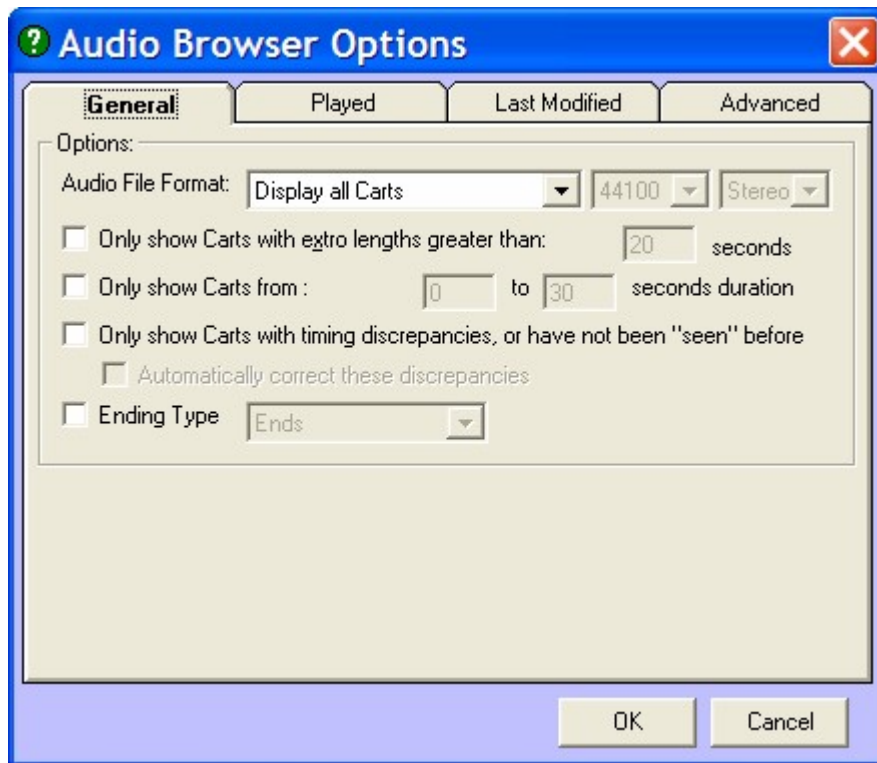
In this section, we will briefly look at the procedure for Mass Moving / Copying Carts using the Myriad Manager. Please note that this is covered in more detail in the Myriad Manager documentation.

1. Start Myriad Manager and log in with a user name and password with an appropriate level of security.
2. Expand the Cart Reports section if it is not already expanded.



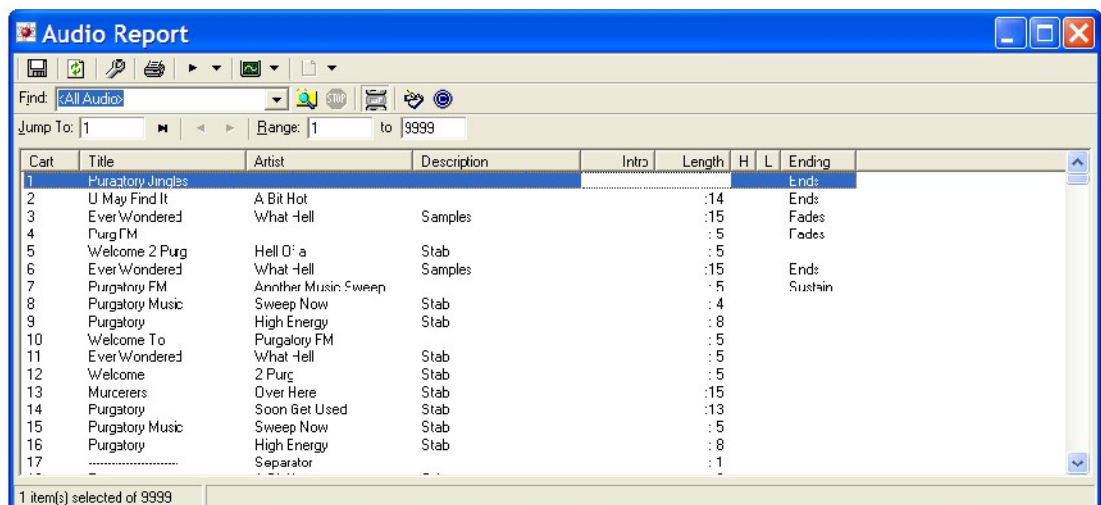
3. Highlight the Run Custom Cart Report option and then click on the Open button. You can also double click on the Run Custom Cart Report option if you prefer.
4. The Cart Report Options window will open (this can take a second to pop up). This allows you to set a whole range of different criteria to

allow you to restrict the Carts displayed in the Cart Report Results window.



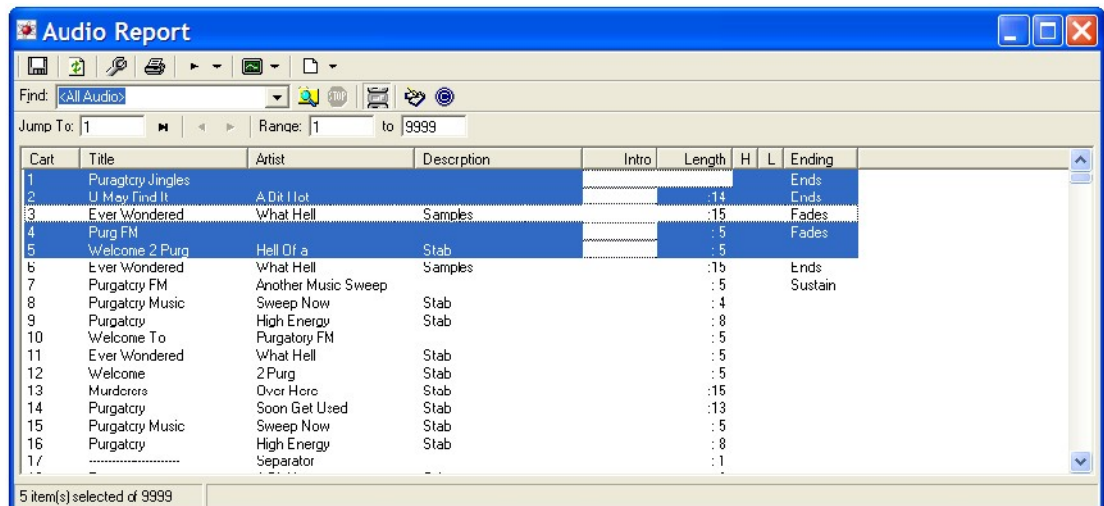
If you wish to add any of these criteria, feel free. If not, click on the OK button to get a full list of all of the Carts on your Audio Wall. (Please note that these options are covered in more detail in the Myriad Manager Manual).


5. The Cart Report Results window shows a list of Carts on your Audio Wall that match the set criteria. If you just clicked OK on the previous screen this will be a full list of all of the Carts on your Audio Wall.

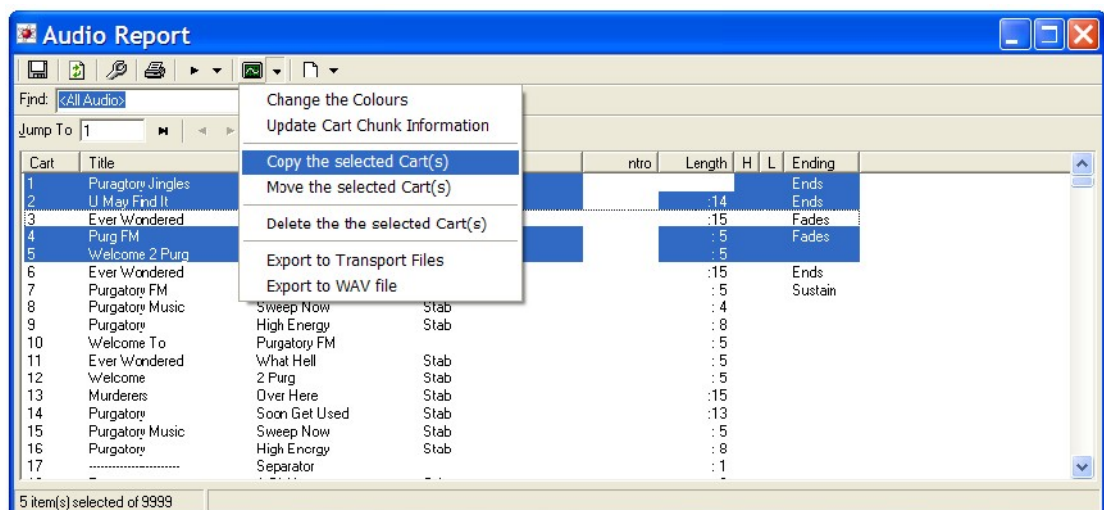


This is the standard Cart Report Result window which is used in many different places within the Myriad suite of products as well as AutoTrack Pro and Scoop. You can use this window to restrict the Carts displayed by Range, Title / Artist and a whole range of other criteria but for this example, we will assume that we are interested in Move / Copying the first five Carts on the Audio Wall.

6. Hold down the <Ctrl> key on the keyboard and then click on the Carts that you want to Move or Copy (you could also use the mouse to select them or the <Shift> key – standard Windows techniques).



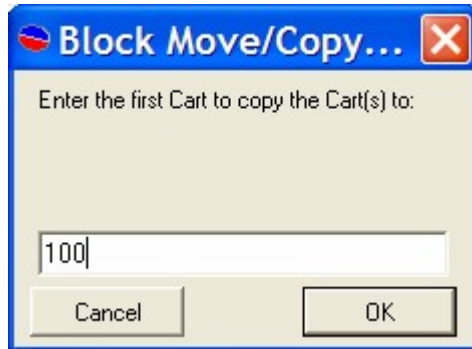
7. Next use the Edit  button drop down menu to select either Move The Selected Carts or Copy The Selected Carts.



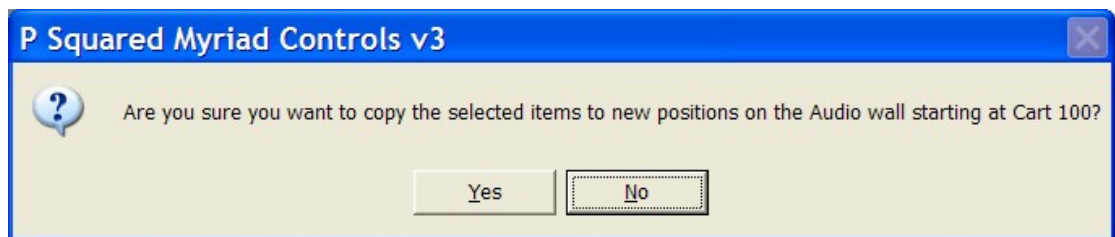
In this example, we will assume we want to Copy the Carts but moving works in virtually the same way.

NB: You will see that you have a range of other options on this menu. We will not go through them here but this is a very useful tool to know about.

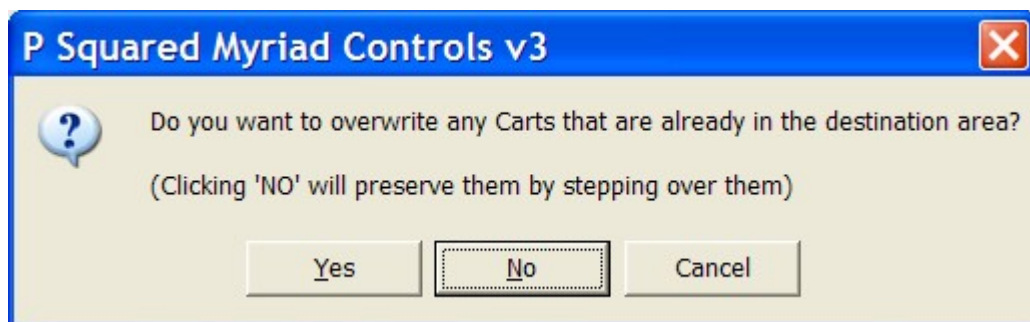
8. Next you will be asked to type in the Cart Slot Number that you want the first Cart to be Moved / Copied to. In this example, let's say that we want to copy the selected Carts to Cart Slot 100 onwards.



9. Next you will be asked to confirm your action.

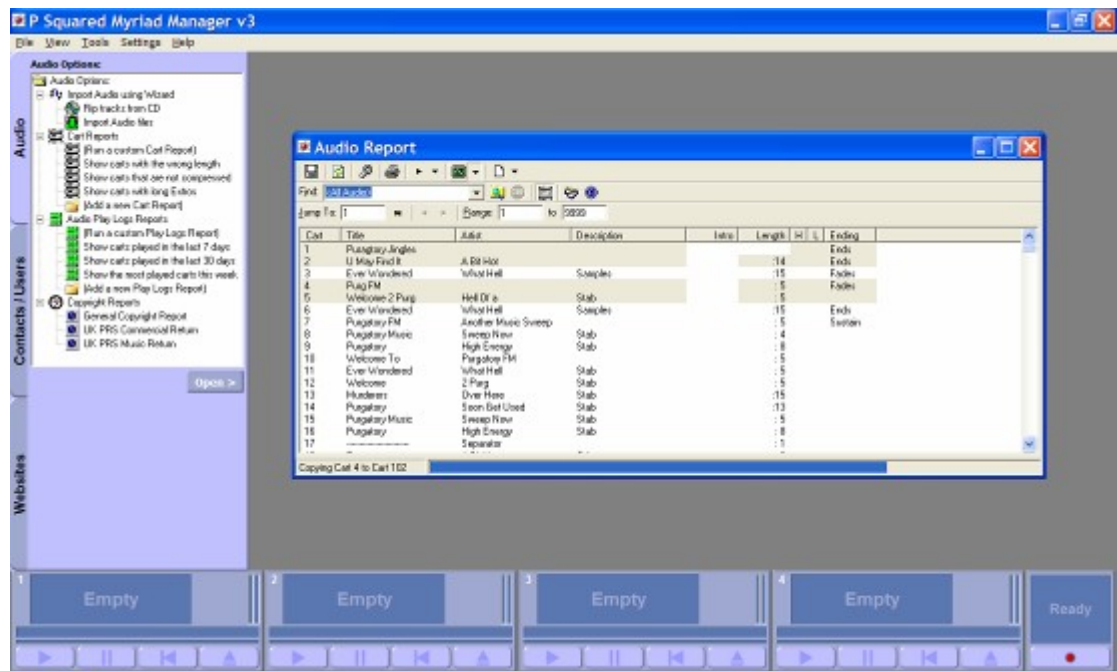


10. You will then be asked to handle any Carts Slots that already contain Carts. Your options are outlined below.



- **Yes** – If you click on Yes then the Cart in the Destination slot will be overwritten by the Cart you are moving. The audio and data currently in the destination Cart will be discarded and you will not be able to recover them.
- **No** – If you select No then the two Carts will swap positions so the Cart currently in the Destination Cart Slot will be moved to the Original Cart Slot and vice versa.
- **Cancel** – Clicking on the Cancel option will abandon the Move / Copy and return you back to the Audio Wall.

11. Decide on what option is best and click as appropriate. You will then see a progress bar displayed along the bottom of the Cart report Results window which shows the progress of the move / copy process.



Once the process has finished, a summary will be displayed to show how many Carts were moved or copied.

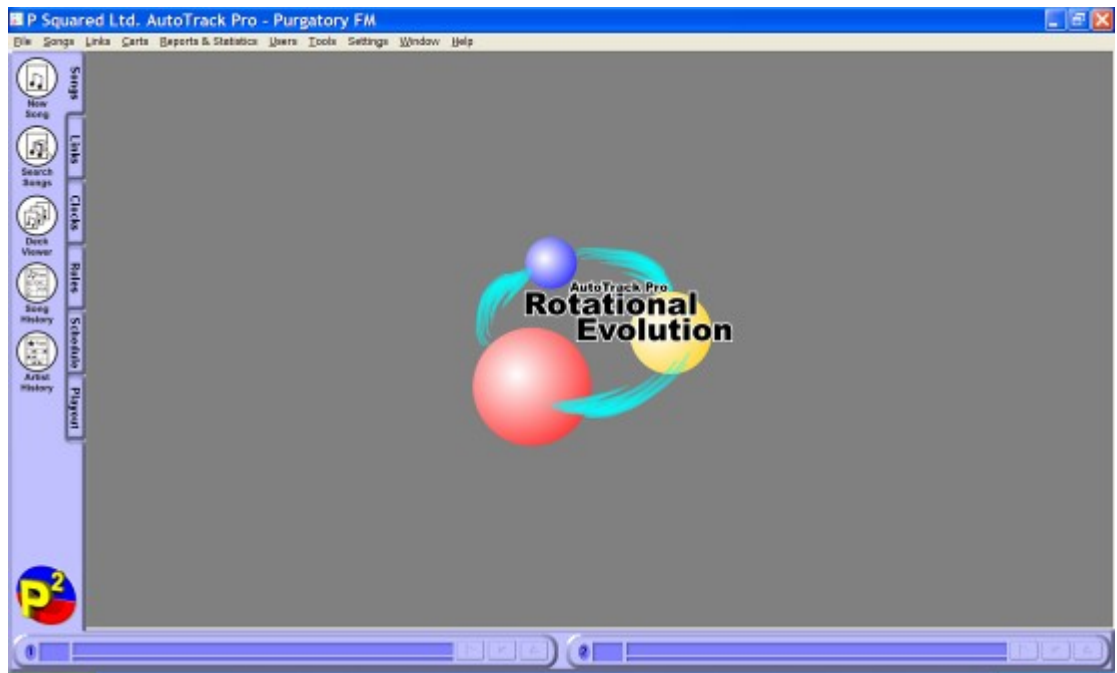


Keep in mind that if you move Carts that are referenced in external programs such as your music or advert scheduling systems, if you move Carts in Myriad you will need to update these records accordingly. If you are using AutoTrack or AutoTrack Pro then you can mass move / copy Carts from within the scheduler which will prevent this problem from happening.

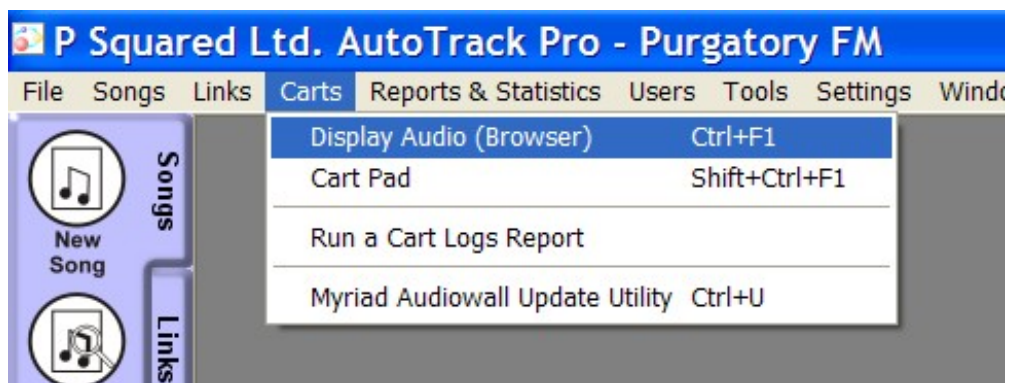
Mass Move / Copy Using AutoTrack Or AutoTrack Pro

Now we will look at how to Mass Move / Copy Carts using AutoTrack or AutoTrack Pro. In this example we are using AutoTrack Pro but the procedure is the same in both (although more options are available to AutoTrack Pro users).

1. Start AutoTrack Pro in the normal way and login with a suitable username and password if needed.

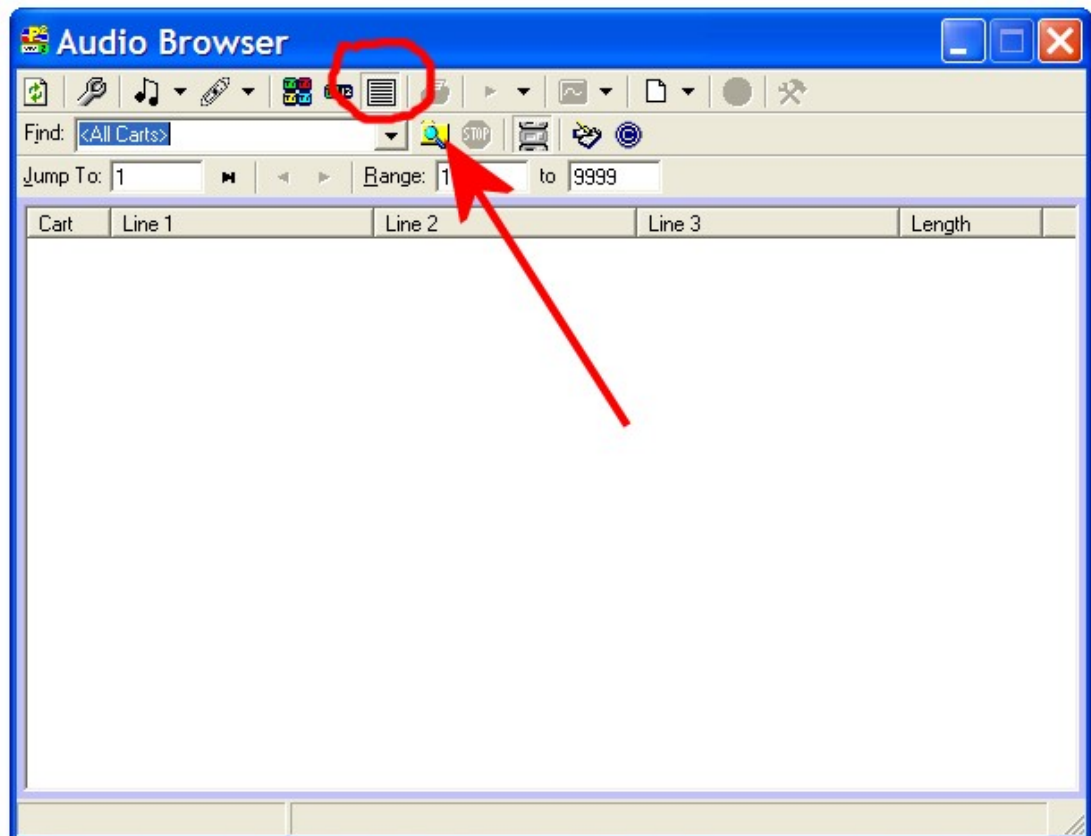


2. Click on the Carts>Audio Browser menu option to open the Audio Browser (the Audio Wall in Myriad terminology).

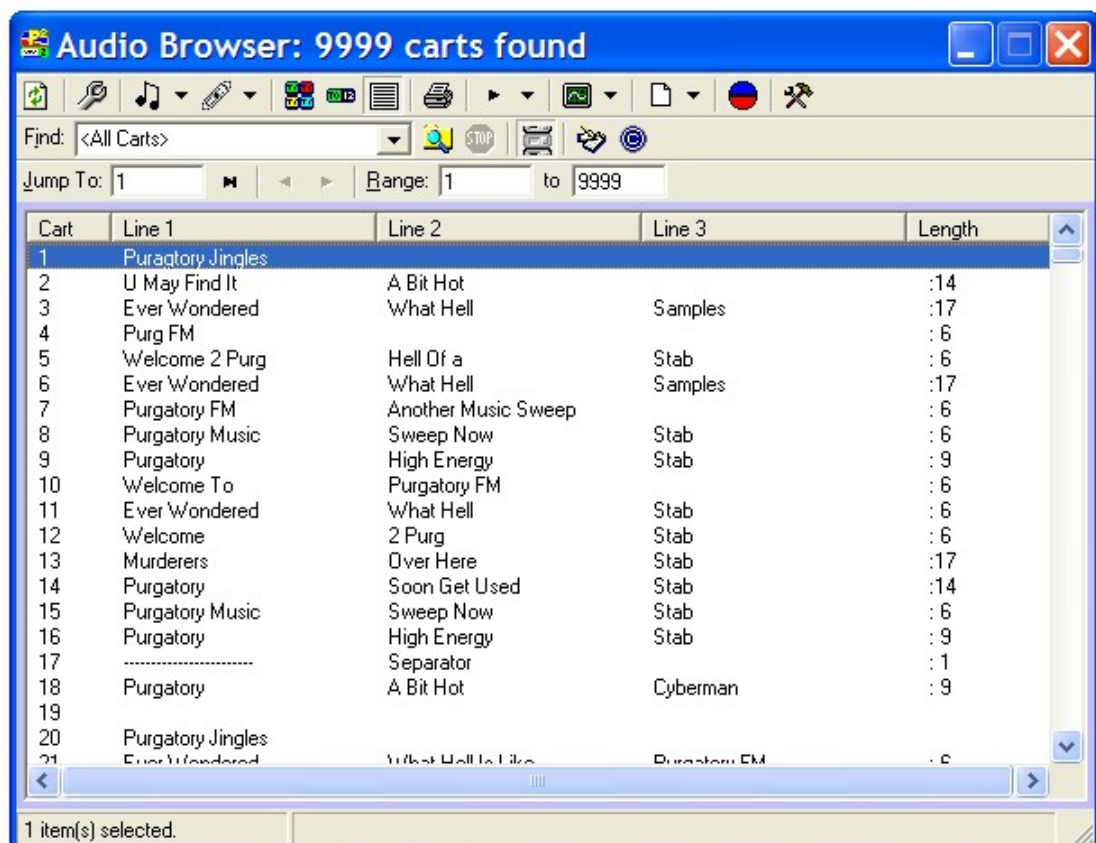


3. Ensure the Audio Browser is in list mode by clicking the List Mode button (circled section below), then click on the Search button (see the arrow below) to list all the Carts on the Audio Wall.

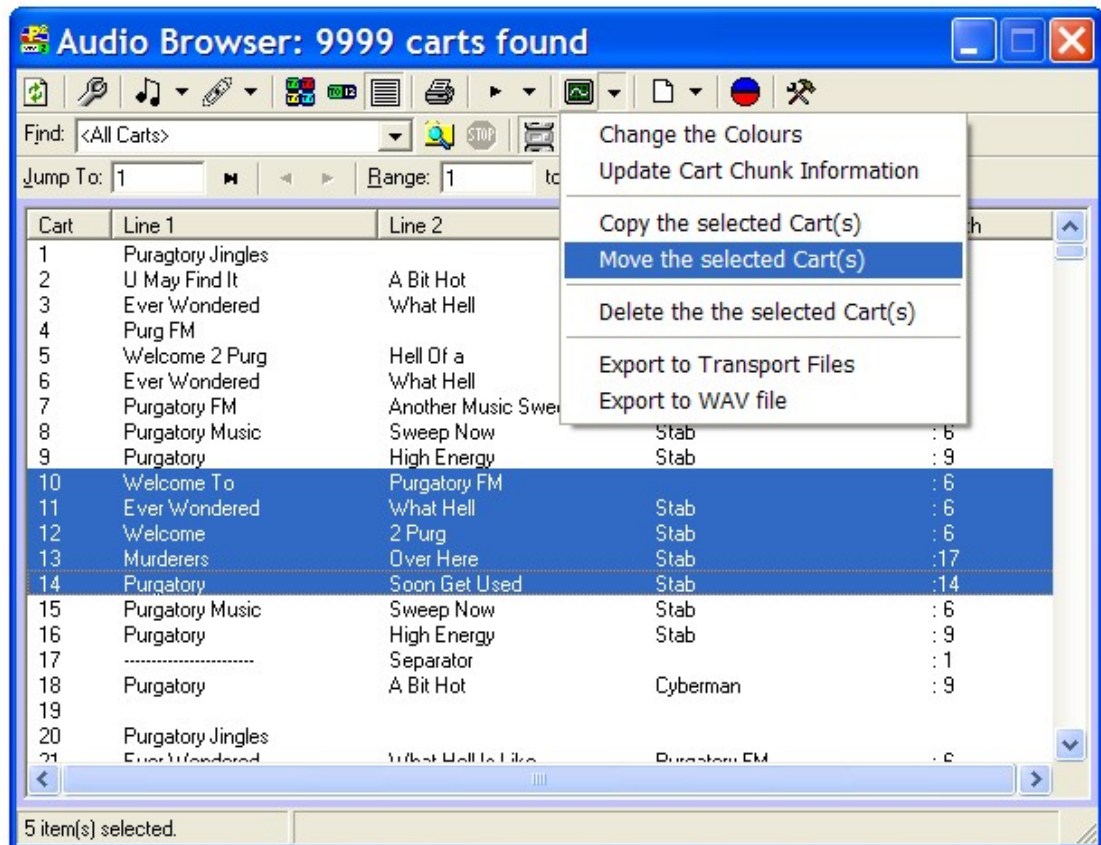
NB: You can also restrict the Carts displayed by range, title and a whole host of other criteria should you wish.



4. This will then display the Carts on the Audio Wall in a list format.

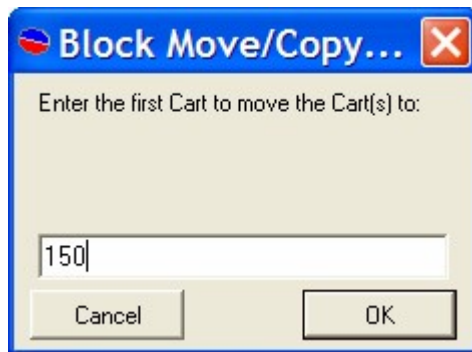


5. Just as before, hold down the <Alt> key and then click on the Carts that you want to mass move or copy. You can also use the <Shift> + cursor keys or left mouse button to select multiple Carts (using standard Windows methods).
6. Once you have selected the Carts you want to mass move / copy, click on the Edit drop down menu and select either Mass Move Selected Carts or Mass Copy Selected Carts.

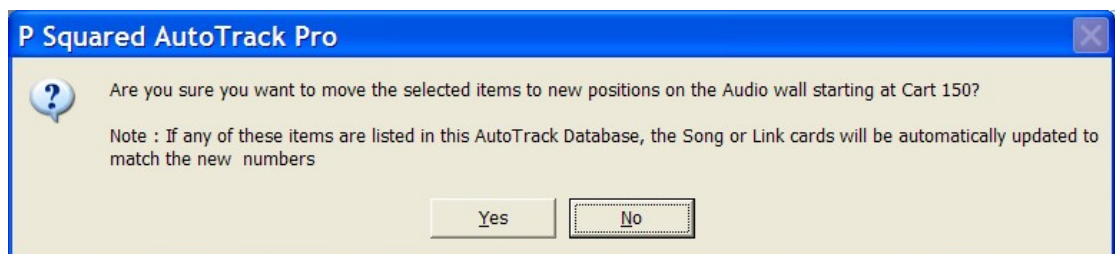


In this example, we have selected some different Carts (10 – 14) and we will Mass Move them to another place on the Audio Wall.

7. Next we need to type in the destination Cart Slot Number for the first Cart to be moved. We will use Cart Slot 150 in this example.

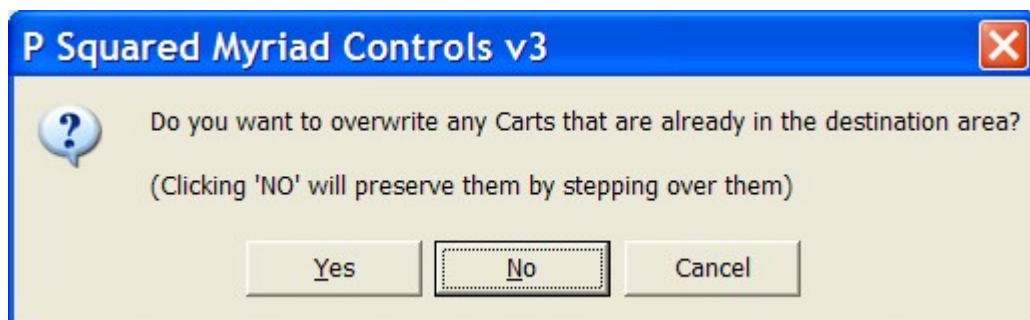


8. You will then be asked to confirm the action. As we are doing this in AutoTrack or AutoTrack Pro, it also confirms that the Song or Link Record Cards will also be automatically updated as part of the move process.



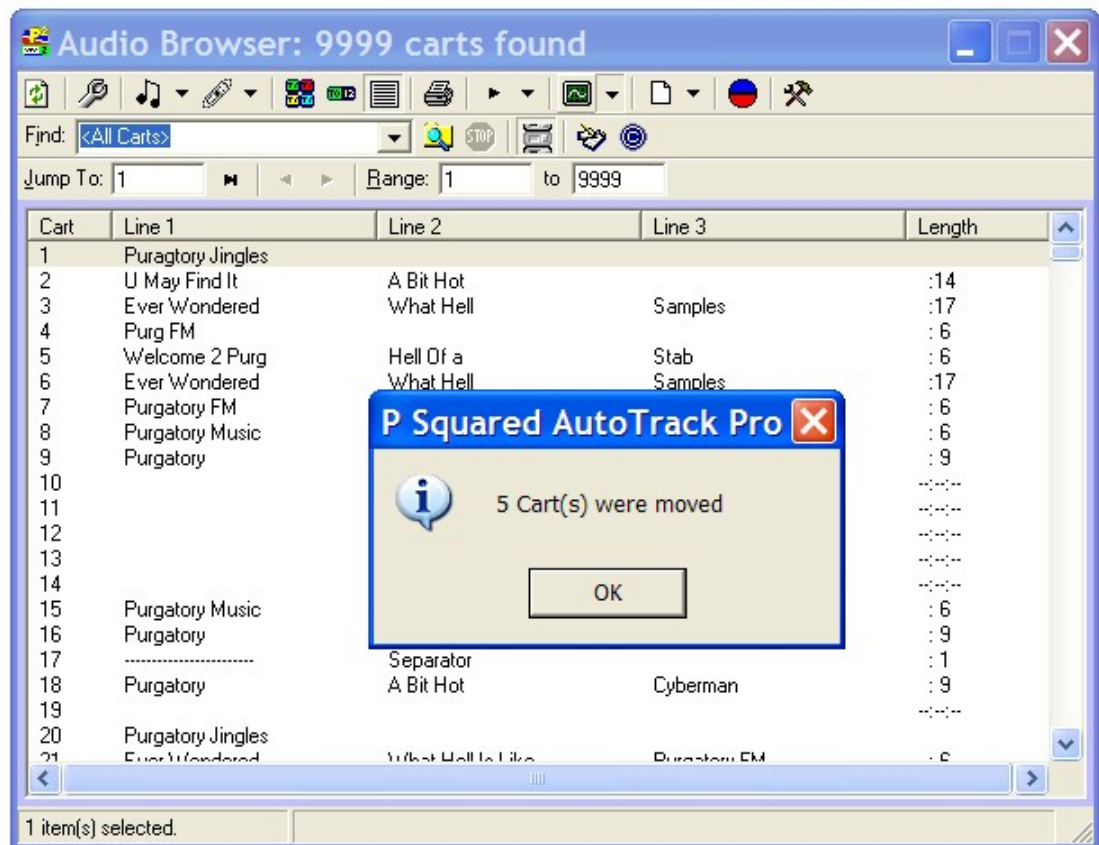
Click on Yes to proceed.

9. You will then be asked to handle any Cart Slots that already contain Carts. Your options are outlined below.



- **Yes** – If you click on Yes then the Cart in the Destination will be overwritten by the Cart you are moving. The audio and data currently in the destination Cart will be discarded and you will not be able to recover them.
- **No** – If you select No then the two Carts will swap positions so the Cart currently in the Destination Cart Slot will be moved to the Original Cart Slot and vice versa.
- **Cancel** – Clicking on the Cancel option will abandon the Move / Copy and return you back to the Audio Wall.

10. Decide on the option best for you and click as appropriate. You will then see a progress bar displayed along the bottom of the Cart report Results window which shows the progress of the move / copy process.
11. Once the process has finished, a summary will be displayed to show how many Carts were moved or copied.



Moving Carts Using Drag And Drop

You can customise Myriad to allow users to move Carts around on the Audio Wall using standard windows drag and drop. To turn on this option, go to the Tools>Customise Myriad menu option and select Audio from the vertical tab and Navigation on the horizontal tab. You can then toggle the Allow Carts To Be Moved By Drag And Drop option on and off as appropriate.

As with all Customise options, this is set on a per user basis and is linked the person logged into Myriad at the time the setting is altered.

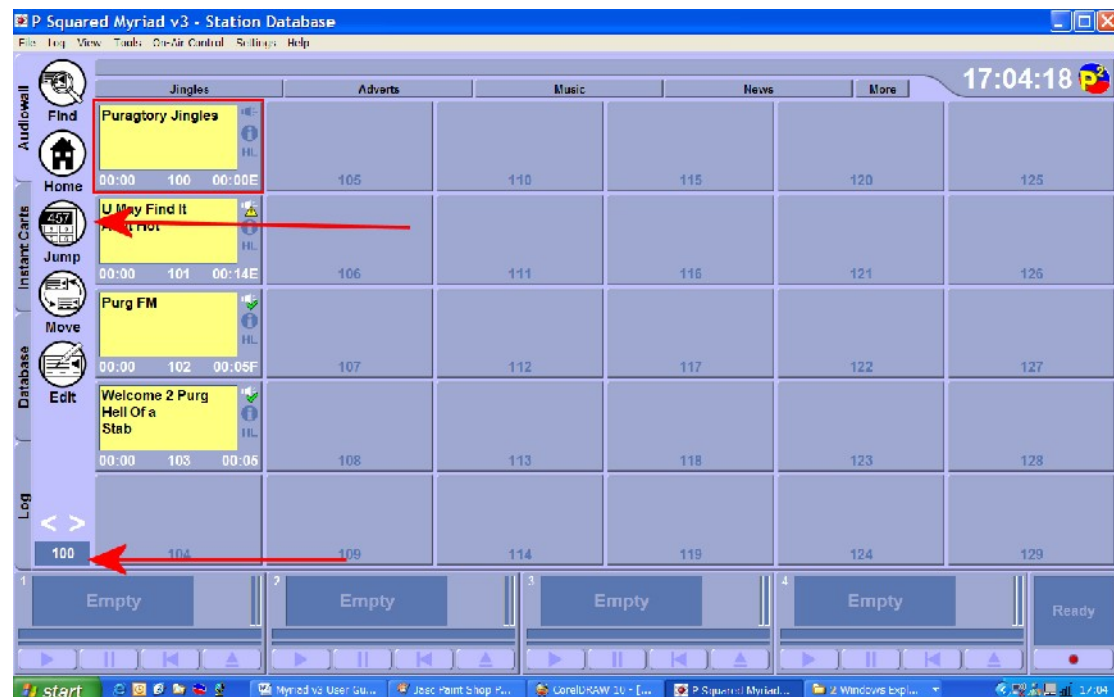
Once enabled, you can move a Cart very simply by click and holding the left button on your mouse, dragging the cursor to the Cart Slot you want to move the Cart to and then releasing the left mouse button.

This option is not normally recommended for use in 'live studio' situations but as it is a customise option; users can set it to their personal preference.

Jump to Cart

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.

The Jump to Cart Window General Layout

The Jump to Cart window works a bit like a number pad on a telephone or a computer keyboard. You type in the Cart Slot Number that you want to jump to by either clicking on the on screen number pad with the left mouse button, or by typing the number in directly using the number keys on your keyboard.



Jump to Cart Slot Number

This section displays the Cart Slot Number that you would jump to if you clicked on OK. As you type in the Cart Slot Number (using the keyboard or on screen keypad) this section updates accordingly.

Cart Slot Preview

This section displays a visual representation of the Cart that occupies the Cart Slot Number that you are going to jump to. This allows you to see whether it is the right Cart prior jumping to it.

TIP: You can actually use the left mouse button to drag a Cart from the Cart Slot Preview directly into a Cart Player or the Log Screen.

Delete

The Delete button on the Jump to Cart window performs the same function as the <BACKSPACE> key on the keyboard and allows you to delete numbers when you are using the on screen key pad to type in the Cart Slot Number that you want to jump to.

Number Pad

The Number Pad is used to type in the Cart Slot Number that you want to Jump to without having to use a keyboard. You can use the left mouse button

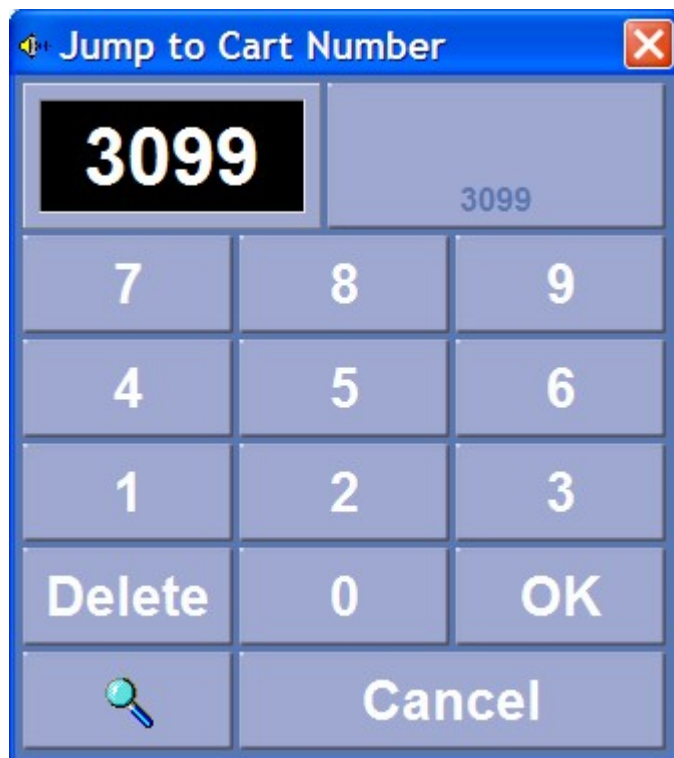
click on the number buttons to 'dial' in the Cart Slot Number you wish to jump to.

OK Button

Once you have typed in the Cart Slot Number that you want to jump to, click on the OK button to actually move the highlight to the selected Cart on the Audio Wall and to close the Jump to Cart window.

Find Next Empty Cart

The Find Next Empty Cart button will scan the Audio Wall starting from the Cart Slot Number currently displayed in the Jump to Cart Slot Number section and locating the next empty Cart on the Audio Wall.



If there is no Cart Slot Number typed in then it will locate the first empty Cart Slot on the Audio Wall.

Cancel

Clicking on the Cancel button will close the Jump to Cart window and return you back to the Audio Wall with the last Cart you were working with still highlighted.

The Home Button

The Home button is used as a shortcut to the personal Home area for the User logged into Myriad at the time.



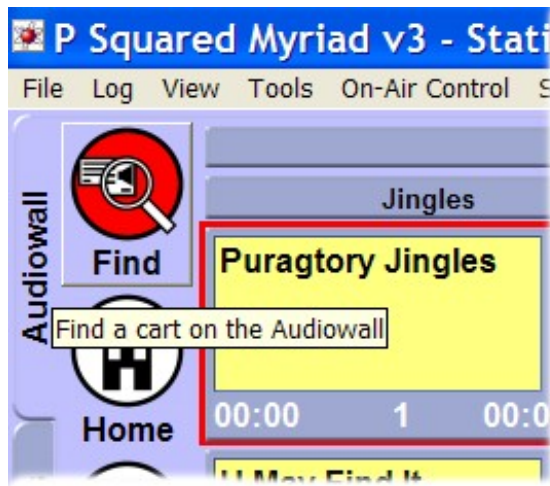
Each Myriad User can be given their own Username and Password and they can use this to customise Myriad (to a certain extent) to their personal tastes. Part of this is assigning a 'personal edit' area on the Audio Wall that is used whenever they perform a Quick Record (see Record Cart Player).

The Home button provides a constant, fast route back to this area whenever the Audio Wall is on display. Clicking on the Home button will move the Audio Wall highlighted Cart to the first Cart in the logged in Users personal edit area.

Find Cart

The Find Cart button on the Main Tab Strip offers access to the extensive Find Cart facilities on the Audio Wall. These allow you to search part or all of the Audio Wall for Carts that contain certain key words or phrases in the Title, Artist or Description fields or in the additional Notes. You can also search for Carts of a specific length (give or take a few seconds), or that end in a specific way.

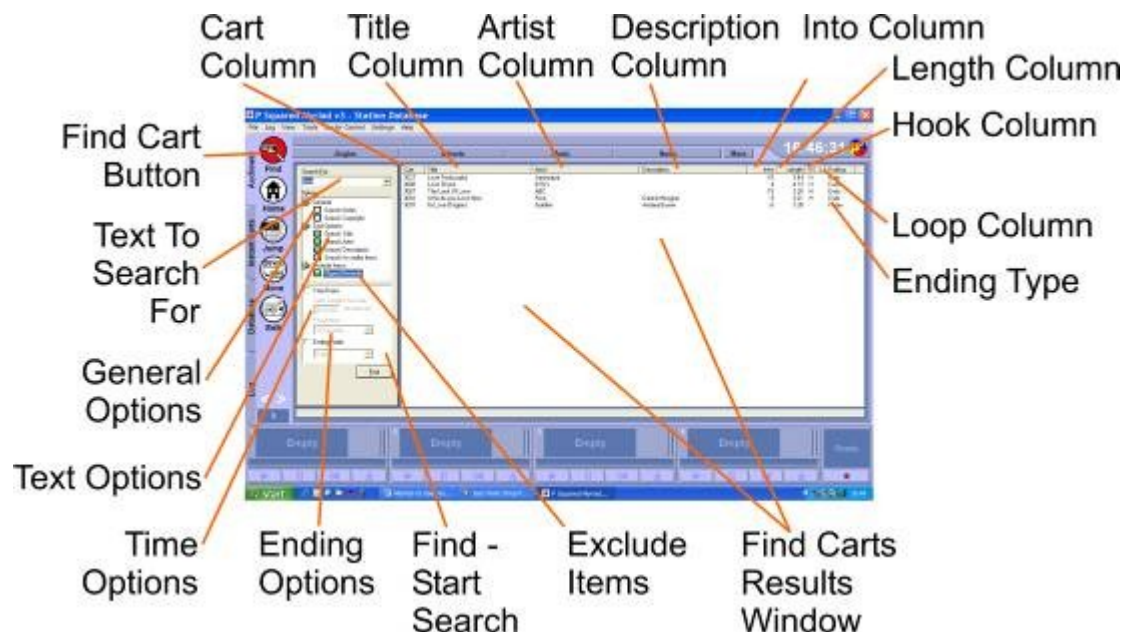
The Find Cart window can be toggled on and off using the Find Cart button on the Main Tab Strip or using the <Ctrl> + <F> keys on your keyboard. Some systems may also have a dedicated Find button on the optional Myriad keyboard.



Once you have added the criteria you want to use to search for a Cart, the results are displayed in the Find Cart Result Window from here you can 'drag' Carts directly into the Cart Players, Instant Carts, Cart Pad or Log Screen. You can also double click on Carts in this list to close the Find Cart window and jump to the selected Cart on the Audio Wall.

The Find Cart Screen General Layout

The diagram below shows the Find Cart Screen general layout.

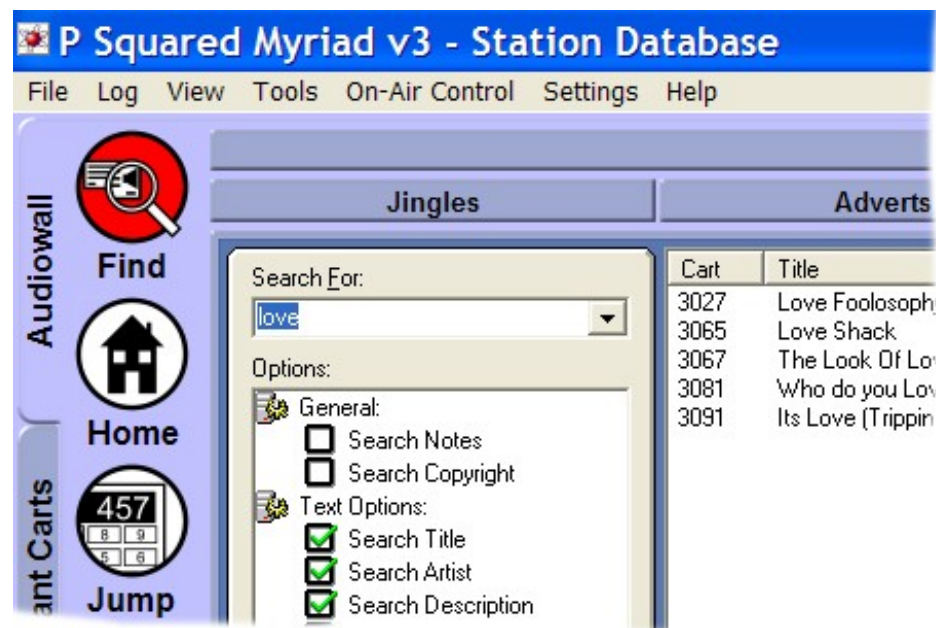


The individual sections of the Find Cart screen are detailed below.

Find Cart Button

The Find Cart button on the Main Tab Strip allows you to toggle the Find Cart window on and off.

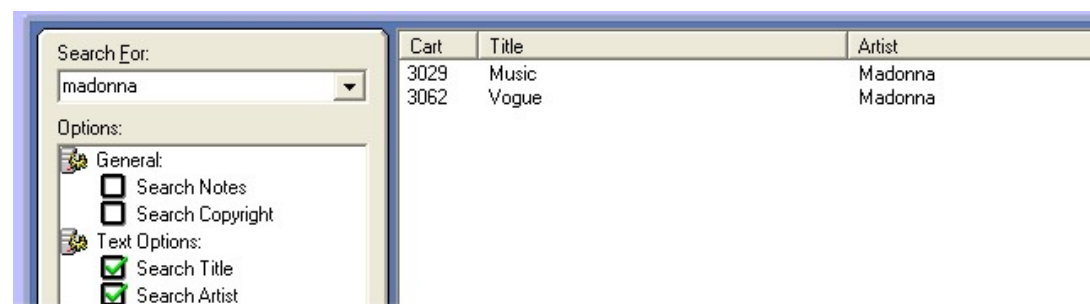
While the Find Cart Window is visible, the Find Cart button remains red to indicate that the Find Cart Window is open.



Text to Search For

The Text to Search For box allows you to type in the word or phrase that you wish to search the Audio Wall for. You can type in whole or partial words to this box but the more specific the text, the more accurate the results will be.

If, for example, you were looking for a song by Madonna, typing Madonna into the Search For box and then clicking on the Find button will provide reasonably specific results.



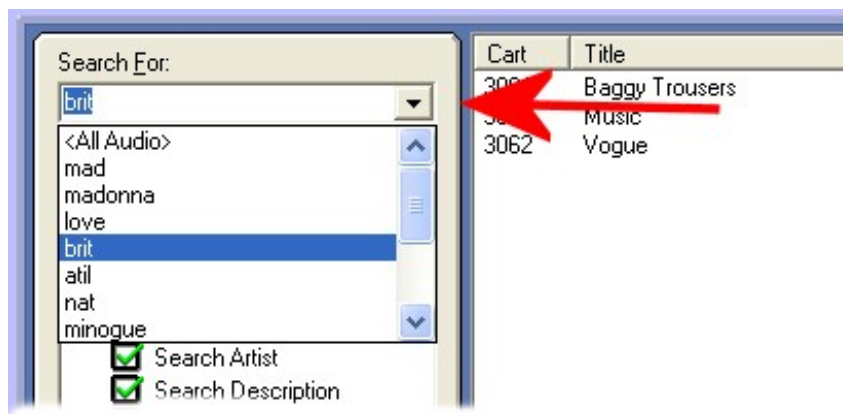
If, however, you try searching for 'Mad' instead, you would get more varied results:



As you can see, as well as the Madonna tracks, 'Baggy Trousers' by Madness was also included in the Find Cart Results window.

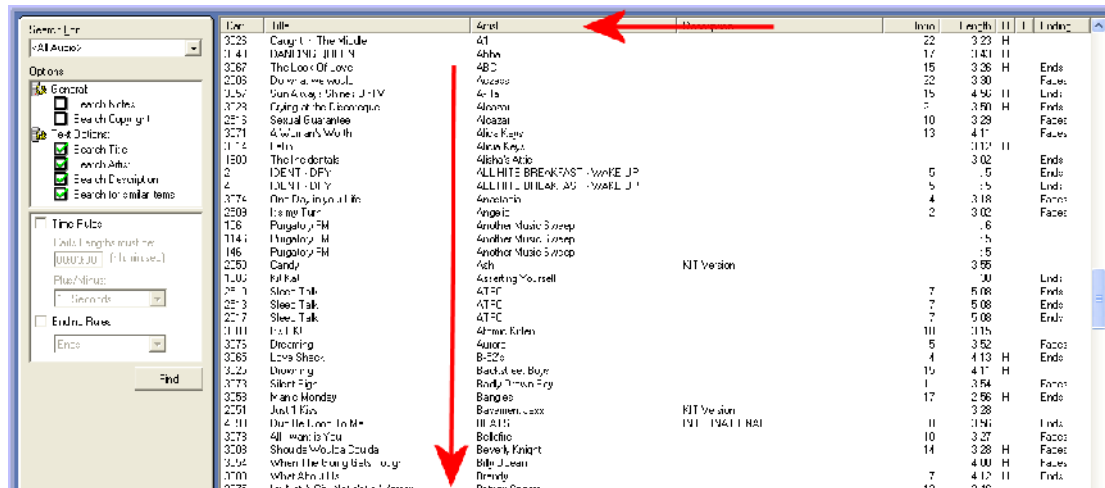
This facility means that you can search for Carts even if you are unsure of the exact spelling or format of the details you are looking for.

You can also use the drop down list on the Search For box to look through the recent words or phrases used as search criteria and select one of them to re-use by either clicking on it or highlighting it with the keyboard and then pressing <enter>.



You can also select <All Audio> from this list which shows a list of all the Carts on your Audio Wall in the Find Cart Results Window. Simply select <All Audio> from the drop down list and then click on the Find button to list all the Carts.

TIP: You can reorganise the Carts listed in the Find Carts Search Results Window by any of the criteria listed in the column headers (along the top of the Search Results). This is really useful because you can see a list of all the Carts on your Audio Wall sorted alphabetically by Artist, Title or any of the other column header criteria. If for example, you wanted to view the Carts sorted alphabetically by Artist, select <All Audio> from the drop down list and then click on the Find button. Once the results are listed, click on the Artist column header to reorganise them alphabetically.



In all cases, Find Cart will only search for the word or phrase you have specified within the Cart fields that you have selected in the Options section.

General Options

The General Options section allows you set Find Cart to search for your specified word or phrase within the additional Notes or Copyright fields on the Carts.

If you tick the Search Notes option then as well as searching the standard Cart details (i.e. Title, Artist, Description etc – see Text Options), Find Cart will also search all of the Cart Notes for each Cart on the Audio Wall looking for your specified word or phrase. This has a number of significant advantages, in that it widens the criteria you can search with, but may also increase the time taken to perform the search.

Text Options

This option allows you to alter the search criteria further by selecting which of the main Cart details are included when searching for a specific word or phrase.

Search For:
 <All Audio>

Options:

General:

- ☐ Search Notes
- ☐ Search Copyright

Text Options:

- ☒ Search Title
- ☒ Search Artist
- ☒ Search Description
- ☒ Search for similar items

☐ Time Rules

Carts Lengths must be:
 00:03:00 (hh:min:sec)

Plus/Minus:
 10 Seconds

☐ Ending Rules

Ends

Find

- **Search Title** – This option allows you to toggle on and off, whether to include Carts whose Title matches the word or phrase you are searching for.
- **Search Artist** – This option allows you to toggle on and off, whether to include Carts whose Artist matches the word or phrase you are searching for.
- **Search Description** – This option allows you to toggle on and off, whether to include Carts whose Description matches the word or phrase you are searching for.
- **Search For Similar Items** – This option toggles Soundex processing on and off. See below for more detail on Soundex processing.

By default, all of these options are switched on, as searching all of these fields at once is extremely fast but you can turn off any options that are not relevant to the search you are performing to make the search faster or more specific.

Search for Similar Items – Soundex Processing

The Find Similar Carts 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 miss-spell 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.

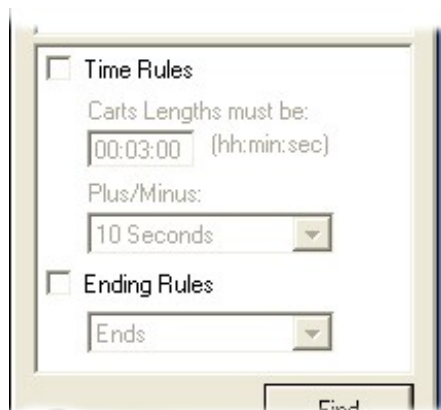
- **Played Recently** – Ticking this option will exclude any Carts from the Find Cart Results that have been played ‘recently’. Here ‘recently’ refers to the time period you have set as the Recent Play warning period for the Audio Wall in general. To view this setting, go to the Setting>Myriad Setting menu option and then click on the Audio Wall tab. In here you can specify that Carts played within XXhXXmXXs will be marked on the Audio Wall as being played recently. Carts that have been played within this period will have an explanation icon next to the Title & Artist on the Audio Wall to indicate they have been played ‘recently’.

The same Carts will be excluded from Find Cart Results if this option is ticked in the Find Cart window.

NB: This option will only be visible on the Find Cart window if you have configured Myriad to display Carts played recently on the Audio Wall as a whole (see Settings>Myriad settings menu and the Audio Wall tab for more details).

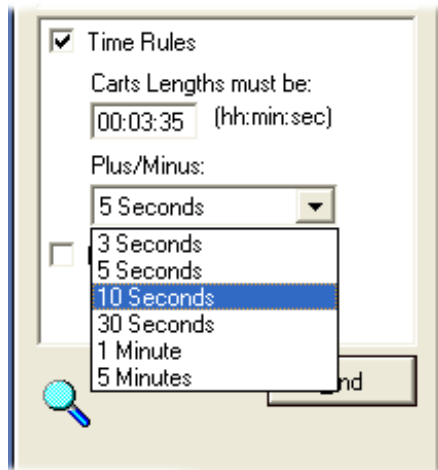
Time Options

The Time Options section of the Find Cart window allows you to refine your search criteria using time related factors.

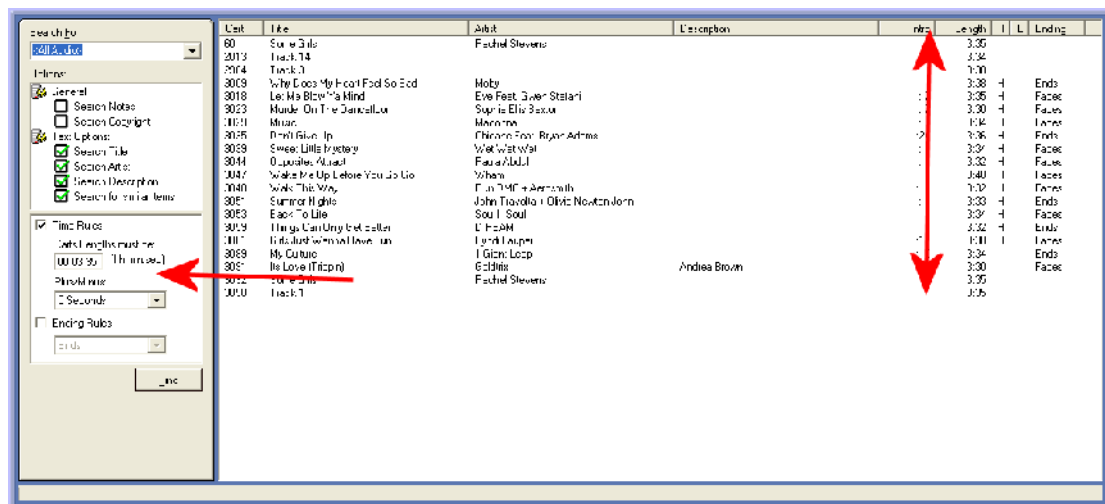


Time Rules

The first option under Time Options is the Time Rules search which allows you restrict the Find Cart Results to Carts that fall within a specific duration.



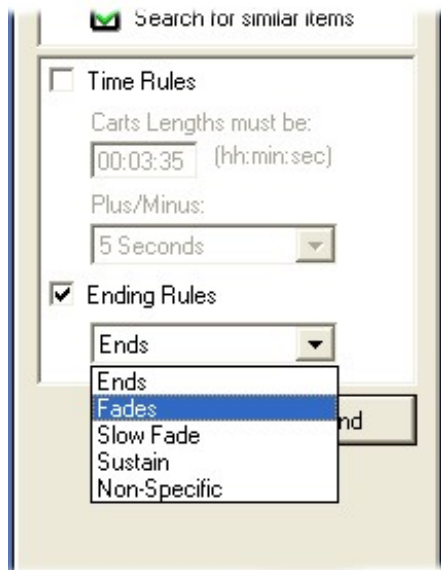
To use this option, first tick the Time Rules option and then use the Cart Length Must Be box to type in the length of the Carts that you are interested in. Finally, use the drop down box to select the Plus/Minus to set the accuracy that you want to use with the search. Click on the Find button to begin the search and list the results.



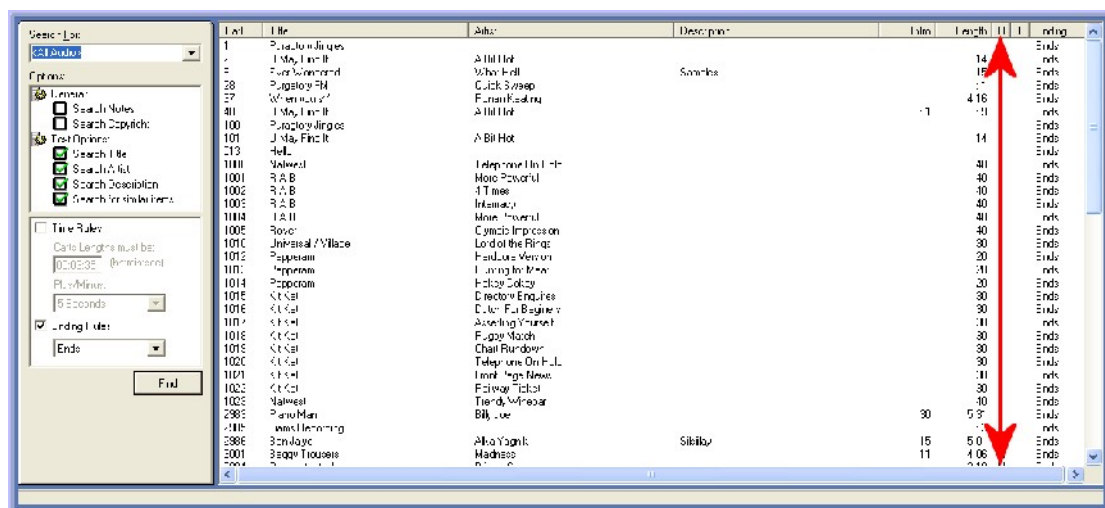
As with all of these options, you can combine the Time Rules with other search criteria for more specific search results.

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.



You can use this option in combination with other search criteria for more specific Find Cart Results.

Find Button (Start Search)

The Find button is used to begin searching the Audio Wall for the word, phrase and criteria as specified in the Find Cart window. Once you have selected the criteria you wish to use, click on the Find button to begin the search.

| Cart | Title | Artist | Description | Intro | Length | H | L | Ending |
|------|-------------------------------|------------------------|-------------|-------|--------|---|---|---------|
| 2983 | Piano Man | Billy Joel | | :30 | 5:31 | | | Ends |
| 2984 | Track 3 | | | | 3:38 | | | |
| 2985 | Lane Recording | | | | :3 | | | Ends |
| 2986 | Bar Jaiye | Alka Yagnik | Silsilay | :5 | 5:01 | H | | Ends |
| 2987 | Track 3 | Track 3 | | | 5:12 | | | |
| 2988 | What About Us | Brandy | | :7 | 4:12 | H | | Sustain |
| 2991 | Writin' Fur Now | Westlife | | :9 | 3:25 | | | Fades |
| 3000 | In Your Eyes | Kylie Minogue | | :5 | 3:12 | H | | |
| 3002 | Would I Cui Own | Westlife | | :9 | 3:25 | | | Fades |
| 3003 | What About Us | Brandy | | :7 | 4:12 | H | | |
| 3004 | Overprotected | Britney Spears | | | 3:18 | H | | Ends |
| 3005 | AM to PM | Christina Milian | | :36 | 3:50 | H | | Ends |
| 3006 | Evergreen | Will Young | | :1 | 4:06 | H | | Ends |
| 3007 | Whenever/Wherever | Shelia | | :0 | 3:15 | I | | Ends |
| 3008 | Shoulda/Woulda/Coulda | Beverly Knight | | :4 | 3:28 | H | | |
| 3009 | Why Does My Heart Feel So Bad | Moby | | | 3:38 | H | | Ends |
| 3010 | Don't Stop Movin' | S Cub 7 | | | 3:47 | H | | Ends |
| 3011 | Hunter | Dido | | :4 | 3:48 | H | | Ends |
| 3012 | Family Affair | Mary J. Blige | | :7 | 3:23 | H | | Fades |
| 3013 | Thinking It Over | Laurie | | :5 | 3:57 | H | | |
| 3014 | Fallin' | Alicia Keys | | | 3:12 | H | | |
| 3015 | Bohemian Like You | Dandy Warhols | | :5 | 3:27 | H | | Ends |
| 3016 | I'm Real | Jennifer Lopez | | :9 | 3:07 | H | | Fades |
| 3017 | Will I | Ian Van Dae | | :3 | 2:36 | H | | Ends |
| 3018 | Let Me Blow Ya Mind | Eve feat. Gwen Stefani | | :7 | 3:35 | I | | Fades |
| 3019 | Rapture | IID | | :7 | 3:08 | H | | Ends |
| 3020 | One Night Stand | Kris Teeg | | :9 | 3:24 | H | | Ends |
| 3021 | 21 Seconds | So Solid Crew | | :7 | 2:40 | H | | Fades |
| 3022 | Gotta Get Thru This | Danie Bedingfield | | :21 | 2:38 | | | |
| 3023 | Murder On The Dancefloor | Sophie Ellis Beatrix | | :7 | 3:30 | H | | Fades |
| 3024 | Get The Party Started | Pink | | :0 | 3:09 | H | | Ends |
| 3025 | Drowning | Backstreet Boys | | :5 | 4:11 | H | | Ends |
| 3026 | Caught In The Middle | A1 | | :22 | 3:23 | H | | |
| 3027 | I've Felt This Way | Jamiroquai | | :5 | 3:44 | H | | Ends |
| 3028 | Crying of the Discotheque | Alcazar | | :21 | 3:50 | H | | Ends |
| 3029 | Irresistible | Irreversible | | :8 | 3:34 | H | | Fades |
| 3030 | All Rise | Blue | | :9 | 3:41 | H | | Ends |
| 3031 | Yellow | Coldplay | | :33 | 4:25 | H | | |

The Find Cart Results Window is divided into a series of rows and columns and each row represents a Cart on the Audio Wall that matches the search criteria. The columns are there to display pertinent information about the Carts listed. The list below explains what each column is used to display.

- **Cart** – The Cart column shows the Cart Slot Number for each Cart listed in the Find Cart Results window. By default, the results are listed in ascending order by Cart Slot Number.
- **Title** – This column displays the Title information (description line 1) for each Cart. If you click on the Title column header, the results will be sorted alphabetically (or reverse alphabetically if you click again) by Title.
- **Artist** – This column displays the Artist information (description line 2) for each Cart. If you click on the Artist column header, the results will be sorted alphabetically (or reverse alphabetically if you click again) by Artist.
- **Description** – This column displays the Description information (description line 3) for each Cart. If you click on the Description column header, the results will be sorted alphabetically (or reverse alphabetically if you click again) by Description.
- **Intro** – The Intro column shows the Intro length for each Cart listed in the results. If no Intro has been set on a Cart then this column is left blank. You can sort the results in ascending or descending order by Intro length by clicking on the Intro column header.
- **Length** – The Length column shows the Length (to the Extro if one is set, otherwise to the end of the file) for each Cart listed in the results. You can sort the results in ascending or descending order by Length by clicking on the Length column header.
- **H (Hook)** – The H column on the Find Cart results Window indicates the Carts listed that have a Hook set on the Cart (see SmoothEdit Screen). If an 'H' appears next to a Cart then it has a Hook set, if this

column is blank then no Hook has been set for the Cart. As with the other columns, if you click on the H column header, the results will be sorted into those that have a Hook set and those that do not.

- **L (Loop)** – The L column on the Find Cart results Window indicates the Carts listed that have a Loop set on the Cart (see SmoothEdit Screen). If an 'L' appears next to a Cart then it has a Loop set, if this column is blank then no Loop has been set for the Cart. As with the other columns, if you click on the L column header, the results will be sorted into those that have a Loop set and those that do not.
- **Ending** – The final column lists the type of ending that has been set for each Cart. The possible options are listed below:
 - Ends – The Cart comes to an abrupt end.
 - Fades – The Cart fades out at the end.
 - Sustain – The Cart's ending is sustained for a period at the end.
 - Slow Fade – The Cart fades out over a longer period at the end.
 - Blank - The ending has not been specified.

As with all the other columns on the Find Cart Results Window, clicking on the End column header will sort the listed results by Ending type.

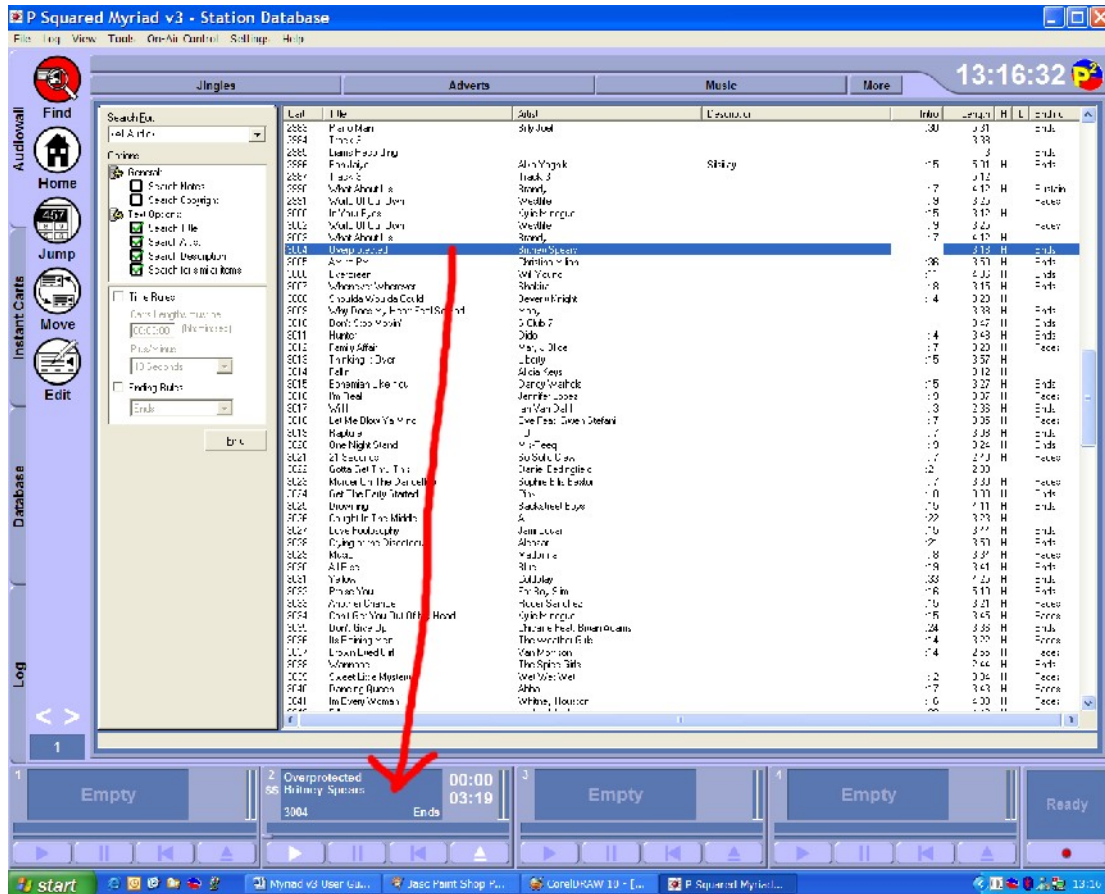
Once you have found the cart you were looking for in the Find Cart Results Window, you can then use it in one of two ways:

- Drag the Cart you want to use into one of the Cart Players, the Log Screen, the Pad, Instant Carts or any other area in Myriad where a Cart can be dropped.
- Double click on the Cart in the list. This will close the Find Cart Results Window and 'jump' you to that specific Cart on the Audio Wall.

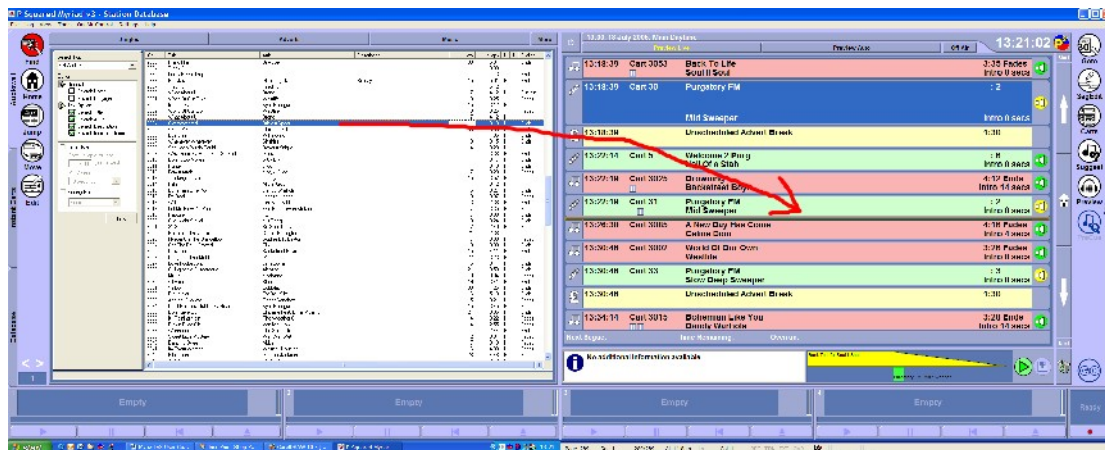
Working With Find Cart Results – Dragging Carts into the Cart Player or Log

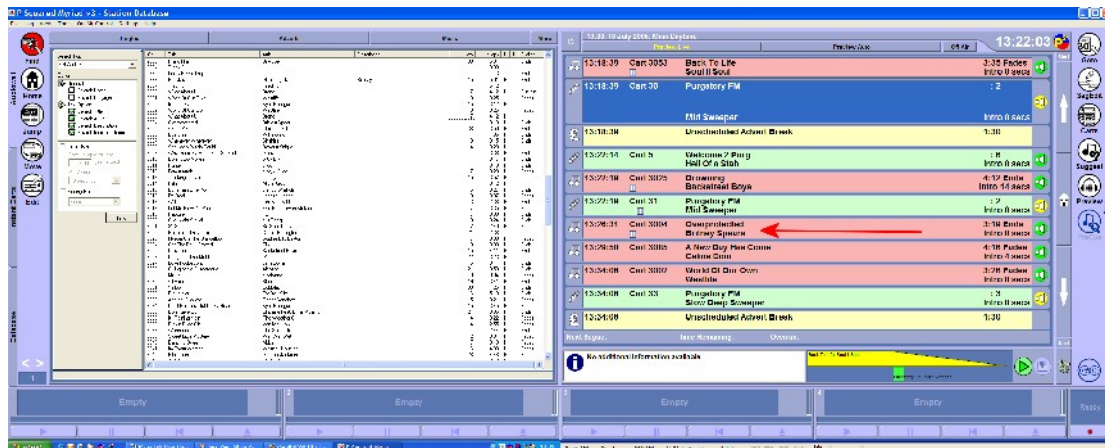
As outlined in the screenshots below, you can 'drag' Carts directly from the Find Cart Results Window into a number of areas in Myriad but most notably, directly into the Log Screen or one of the Cart Players located along the bottom of the screen.

To do this, simply click and hold the left mouse button on the Cart you want to work with and then drag it into either the Cart Player you want to use or the position in the Log Screen that you want to insert it into (great for dual screen systems or single screen systems running in dual screen mode – see Settings Menu> Myriad Settings> General Options).



Single Screen drag into Cart Player



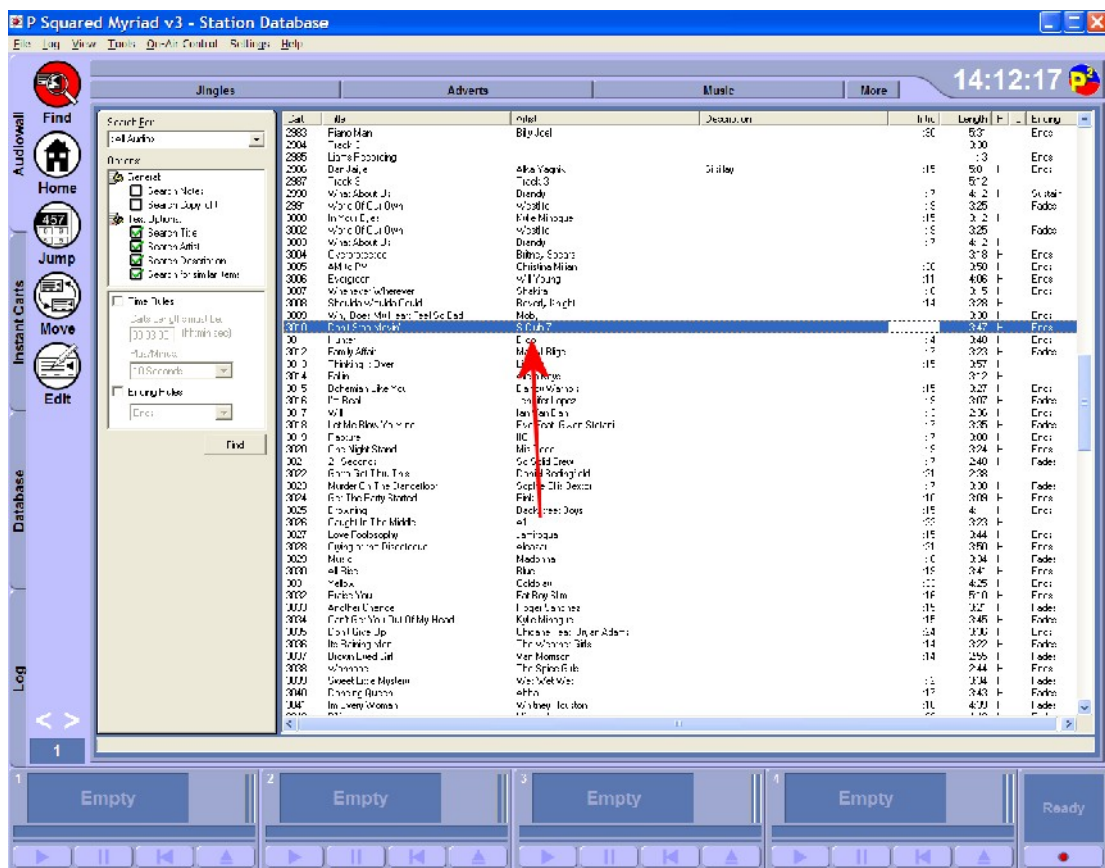


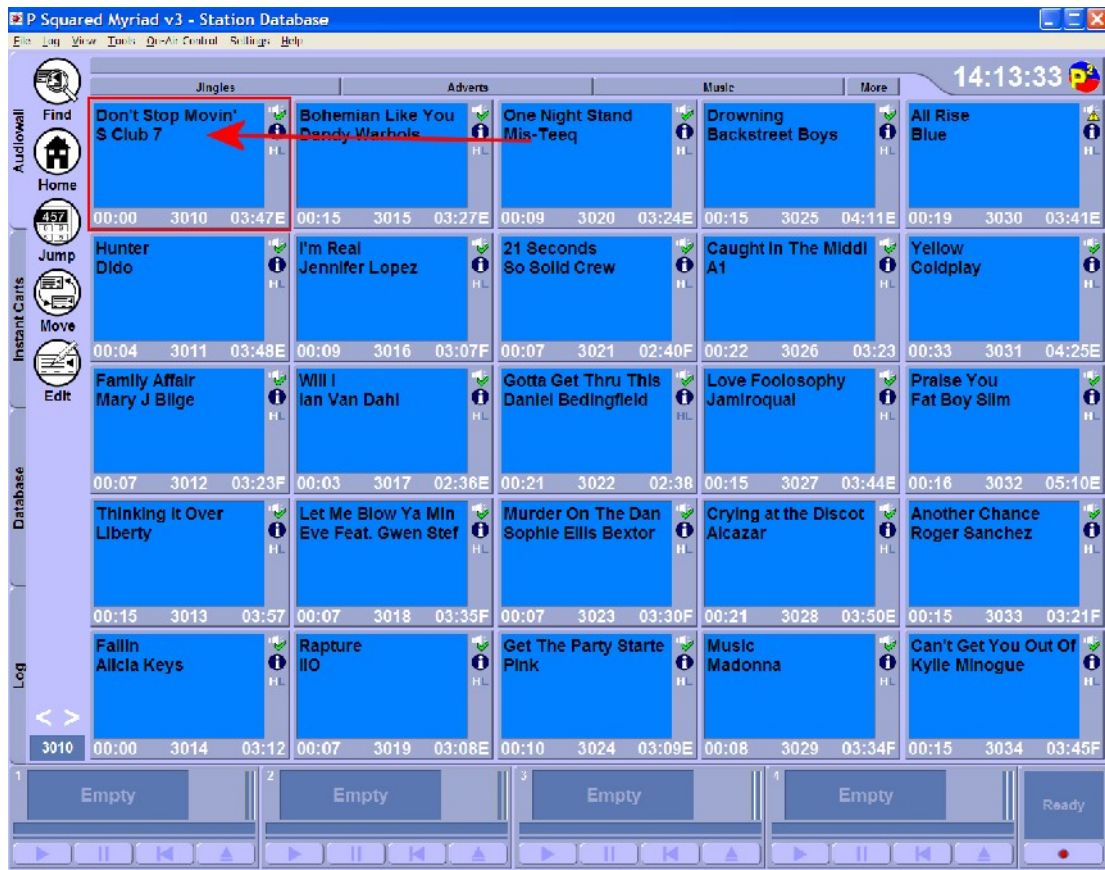
Dual Screen drag into Log Screen

You can also drag from the Find Cart Results Window directly into the Instant Carts and the Pad, plus just about anywhere else in Myriad where you can drop Carts.

Working With Find Cart Results – Double Clicking On Carts

As well as dragging Carts from the Find Cart Results Window, you can also double click on them which will close the Find Cart window and return you to the Audio Wall with the Cart you double clicked on highlighted.





If you click on the Find button on the Main Tab Strip, the Find Cart window will re-open with the last Find Cart results already listed.

For a description of what each column in the Find Cart Results Window displays see the Find Cart Results Window section above.

The Tab Strip

The Tab Strip is used to switch between the major screens in Myriad and is displayed at all times, regardless of which screen you are currently working on.

The Tab Strip usually has five major options:

1. **Audio Wall** – Offers access to the Myriad Audio Wall which is the core list of Carts available on the system. The Audio Wall is central to all Myriad operations. An assortment of options and tools are available using the buttons on the Audio Wall tab.
2. **Instant Carts** – Switches to the full Instant Carts screen which allows you to set up Instant Cart 'hot keys' to your favourite Carts on the Audio Wall in banks of 20.

NB: Myriad can be configured so that the Instant Carts are also on screen on the main Audio Wall but even in this mode, the Instant Carts tab is still available. An assortment of options and tools are available using the buttons on the Instant Carts tab.

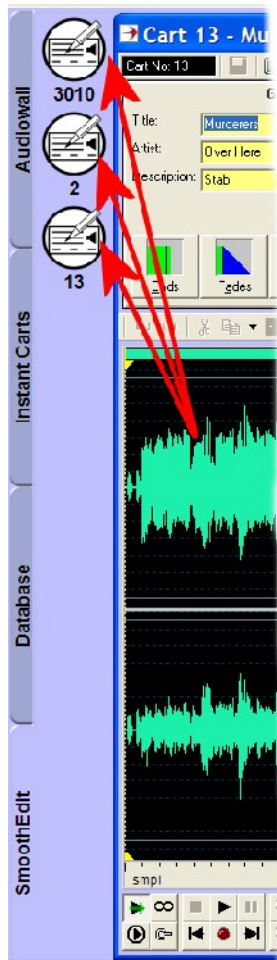
3. **Database** – Switching to this tab will switch to a spread-sheet style listing of all the Songs and Links in your AutoTrack or AutoTrack Pro database or if you are using a third party music scheduling system, the imported Song / Link list. The Database can provide more detailed information as well as the ability to browse your Carts by Category etc. An assortment of options and tools are available using the buttons on the Database tab.
4. **The Log Screen** – The Log Screen is used to display the schedule Log which is a pre-generated list of Carts and events that can be played in Live Assisted or Automated playout modes. The Log Screen is most commonly used in stations that also use a program scheduling system such as AutoTrack or AutoTrack Pro.

NB: Dual Screen – If you have configured your system to have two monitors, or you have configured Myriad to run in 'dual screen' mode even though you only have one monitor, then the Log Screen is displayed on it's own tab and is removed from the Main Tab Strip.



An assortment of options and tools are available using the buttons on the Log Screen tab.

5. **The SmoothEdit Screen** – The SmoothEdit tab is only visible when you are editing a Cart using the SmoothEdit window. While you are editing a Cart, the SmoothEdit tab appears and the Cart you are working one appears as a button on the SmoothEdit tab. When you are working on more than one Cart, each is listed in this way and you can switch between them by clicking on the buttons on the Main Tab Strip



In addition to using the mouse to switch between tabs, you can also use the following shortcut keys on the keyboard:

- <Ctrl> + 1 • Switch to the Audio Wall tab
- <Ctrl> + 2 • Switch to the Instant Carts tab
- <Ctrl> + 3 • Switch to the Database tab
- <Ctrl> + 4 • Switch to the Log Screen tab
- <Ctrl> + 5 • Switch to the SmoothEdit tab

Viewing & Using Instant Carts from the Audio Wall

In previous versions of Myriad, the Instant Carts were traditionally available 'on screen' on the main Audio Wall so that you could see and use them alongside the standard Audio Wall operations. In Myriad v3 and higher versions, Instant Carts have their own screen, but you can still configure Myriad to have the Instant Carts visible on the main Audio Wall screen.

In this section, we will see how to set Myriad up with this option and also how to use the Instant Carts when running in this mode.

What Are Instant Carts?

Instant Carts are effectively just shortcuts to specific Carts on your Audio Wall. Instant Carts are linked to the number keys on your keyboard which means that Instant Carts offer fast and simple access to key Carts on your Audio Wall.

Myriad 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 and begin playback.

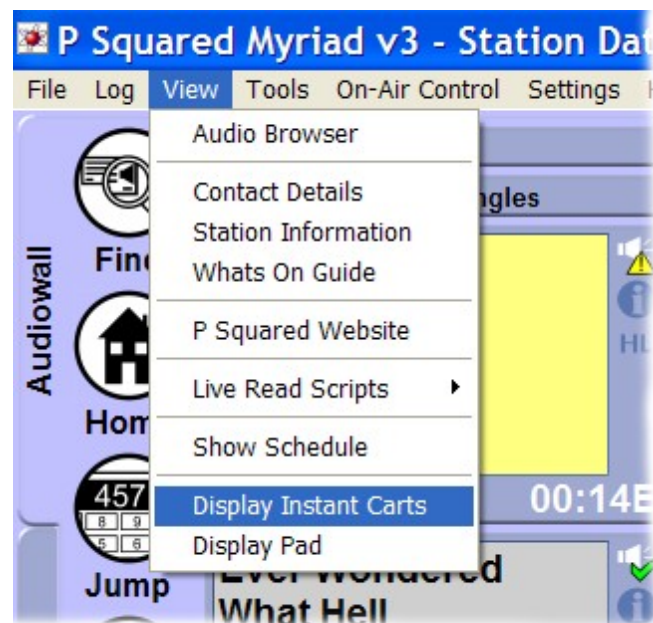
This makes Instant Carts ideal for playing commonly used jingles or liners as well as competition stabs, sound effects and pretty much anything else you will use on a regular basis.

NB: Instant Carts will trigger regardless of which screen is visible in Myriad (with the exception of the Find Cart window, the Database 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!

Instant Carts are covered in more detail in Chapter 3 of this documentation.

Making Instant Carts Visible On the Audio Wall Screen

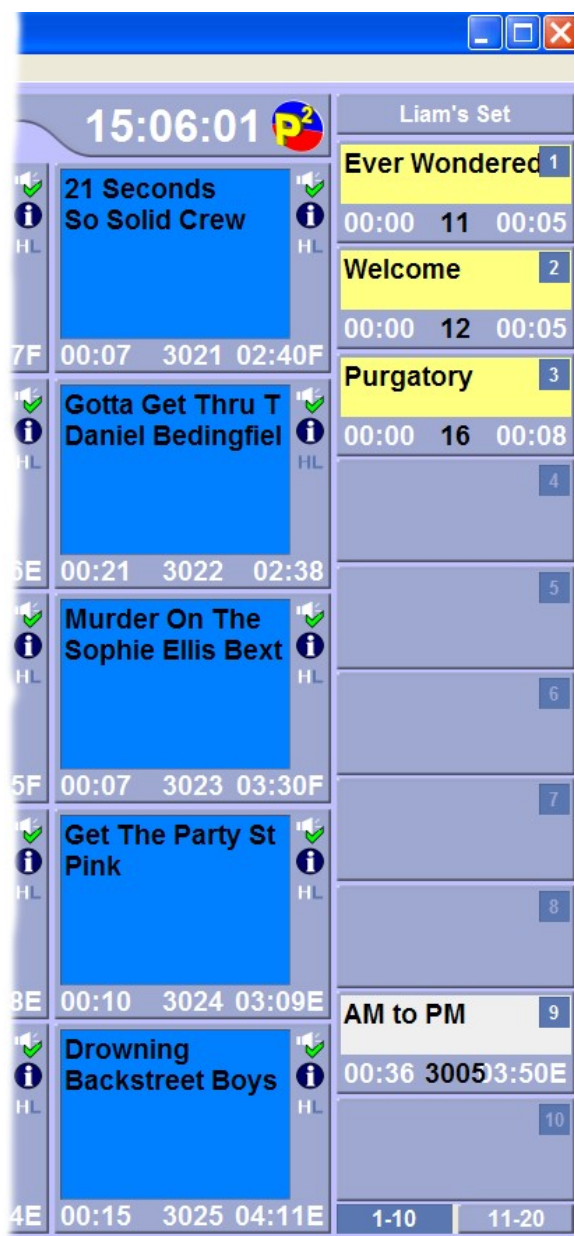
To turn on the Instant Carts section of the Audio Wall, click on the View Menu> Display Instant Carts menu option.



The Instant Carts will then be displayed (in a cut down mode) to the right of the main Audio Wall screen.

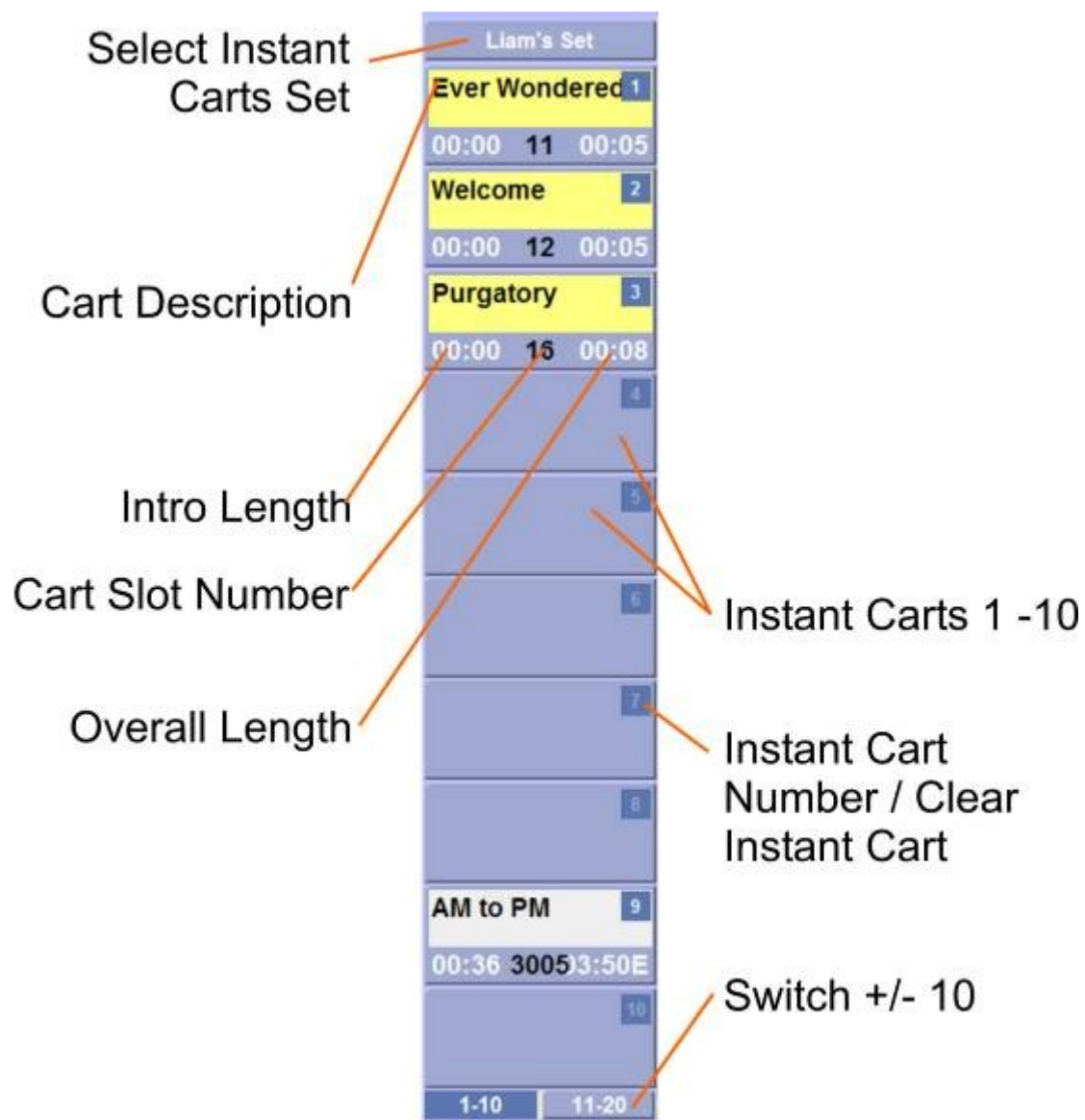
This setting is stored as part of the Customise Myriad data that is set on a per User basis so if you make the Instant Carts visible and then log out of Myriad, the next time you log in, the Instant Carts will be visible on the Audio Wall straight away.

Once enabled, the Instant Carts will be visible on the Audio Wall, Database, SmoothEdit and Log Screens, i.e. they will be visible everywhere except in the Instant Carts tab (where they are already displayed on screen!).



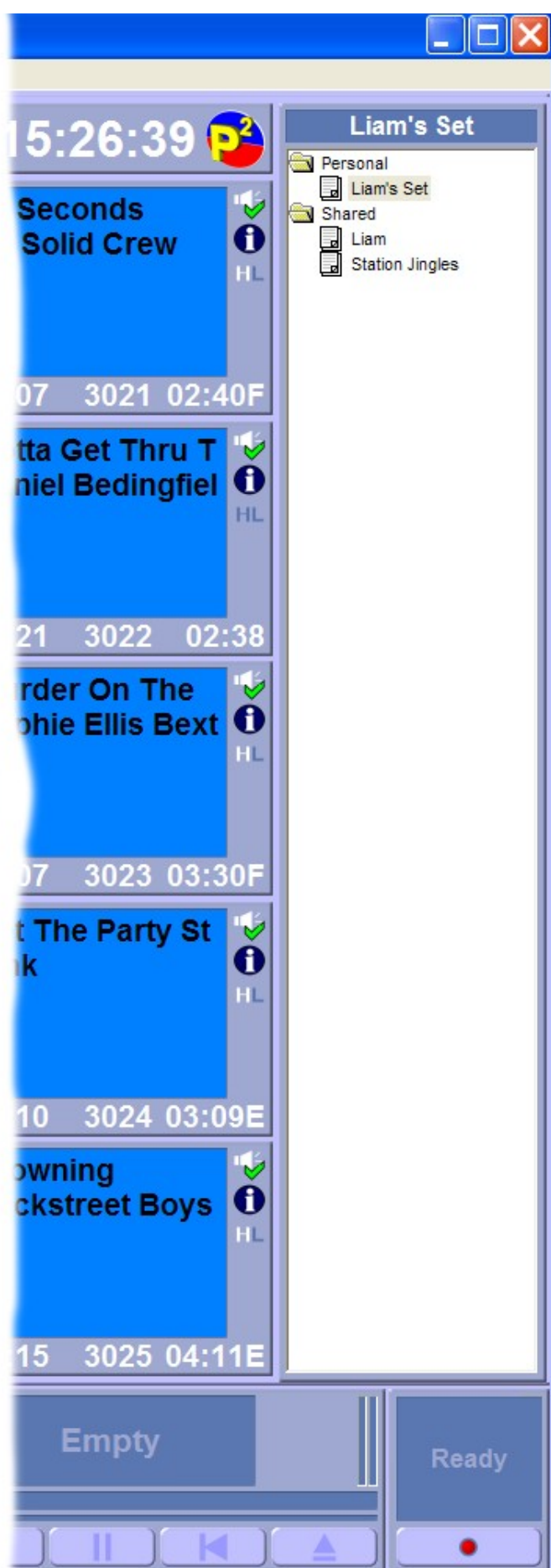
Mini Mode (Audio Wall) Instant Carts General Layout

The Mini Mode Instant Cards are a cut down version of the main Instant Cards available from the Main Tab Strip. The general layout below shows the key components:



Select Instant Cards Set

The Select Instant Cards Set button has a dual role. When in normal operation, it displays the name of the Instant Card Set (bank of 20 Instant Cards) currently being used. Clicking on the button will also allow you to select the Instant Card Set that you want to be displayed so that you can change the Instant Card set directly from the Audio Wall.



The Instant Carts are divided into two different types of Sets, Personal (per User) and Shared (available on all workstations to all Users). The number of Personal and Shared Instant Cart Sets that you can have is virtually unlimited.

To select a new Instant Cart Set from the list, just click on it and the Instant Carts Set List will close and the new Instant Cart Set will be displayed.

You cannot add, rename or remove Instant Cart Sets from this window, this must be done on the main Instant Cart Screen (accessed via the Main Tab Strip).

Cart Description

This section displays as much of the Cart Description (e.g. Title, Artist & Description) as the Audio Wall customise settings for font size allows.

Intro Length

This shows the duration of the Intro period of the Cart that is attached to the Instant Cart. If no Intro has been set then this will be displayed as zero.

Cart Slot Number

This displays the Cart Slot Number for the Cart currently attached to the Instant Cart.

Overall Length

This displays the overall length of the Cart attached to the Instant Cart. If the Cart has an Extro set then this length will be reflective of the duration from the start of the audio file to the Extro point. If no Extro point has been set then this length will be the total length of the audio file.

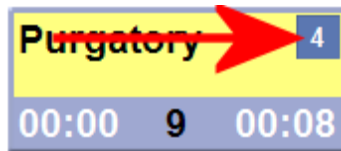
Instant Carts 1 to 10

When in Mini Mode, the Instant Carts are arranged into sets of twenty but only ten are on screen at any one time. Each instant Cart is linked to a number on the keyboard <1 to 0> and when that number key is pressed, the Cart attached to the corresponding Instant Cart instantly starts playback.

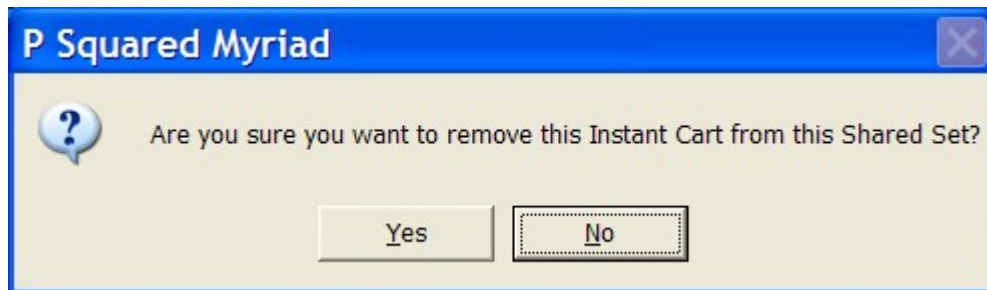
If you switch to the 11-20 view (see Switch +/- 10) then the Instant Carts are numbered 11 – 20.

Instant Cart Number / Clear Instant Cart

The Instant Cart Number on the top right hand corner of each Instant Cart indicates the Instant Cart Number and therefore the key on the keyboard that needs to be pressed to trigger the Instant Cart.



The Instant Cart Number also performs a secondary function in that clicking on this area of the Instant Cart (as opposed to the main Instant Cart) will give you the option to clear the Cart from the Instant Carts leaving it blank to be filled with another Cart.



When you click on the Instant Cart Number to clear the Instant Cart, you will be asked to confirm before the Instant Cart is cleared.

Switch +/- 10

These two buttons allow you to switch the Instant Cart view to view Instant Carts 1-10 or Instant Carts 11-20

As you can see from the screen shots below, switching between the two views offers access to all of the Instant Carts within the Instant Cart Set.

| Station Jingles | | | Station Jingles | | |
|----------------------|--------------|--------|----------------------|--------------|--------|
| Purgatory FM | 1 | | | 11 | |
| 00:00 | 7 | 00:05S | | | |
| Purgatory Mus | 2 | | | 12 | |
| 00:00 | 8 | 00:04 | | | |
| Murderers | 3 | | | 13 | |
| 00:00 | 13 | 00:15 | | | |
| Purgatory | 4 | | Traffic Bed | 14 | |
| 00:00 | 9 | 00:08 | 00:00 | 22 | 00:05F |
| | 5 | | News Bed | 15 | |
| | | | 00:00 | 23 | 00:05F |
| | 6 | | Short Sweeper | 16 | |
| | | | 00:00 | 25 | 00:02 |
| | 7 | | | 17 | |
| | | | | | |
| | 8 | | Hunter | 18 | |
| | | | 00:04 | 3011 | 03:48E |
| | 9 | | | 19 | |
| | | | | | |
| | 10 | | | 20 | |
| | | | | | |
| 1-10 | 11-20 | | 1-10 | 11-20 | |

It is worth noting that all Instant Carts can be triggered by their keyboard short cut regardless of whether they are visible on screen. This means that even if you are looking at Instant Carts 1-10, you can still trigger Instant 18 by pressing the Instant Cart 18 key on your Myriad keyboard or the <Shift> + <8>

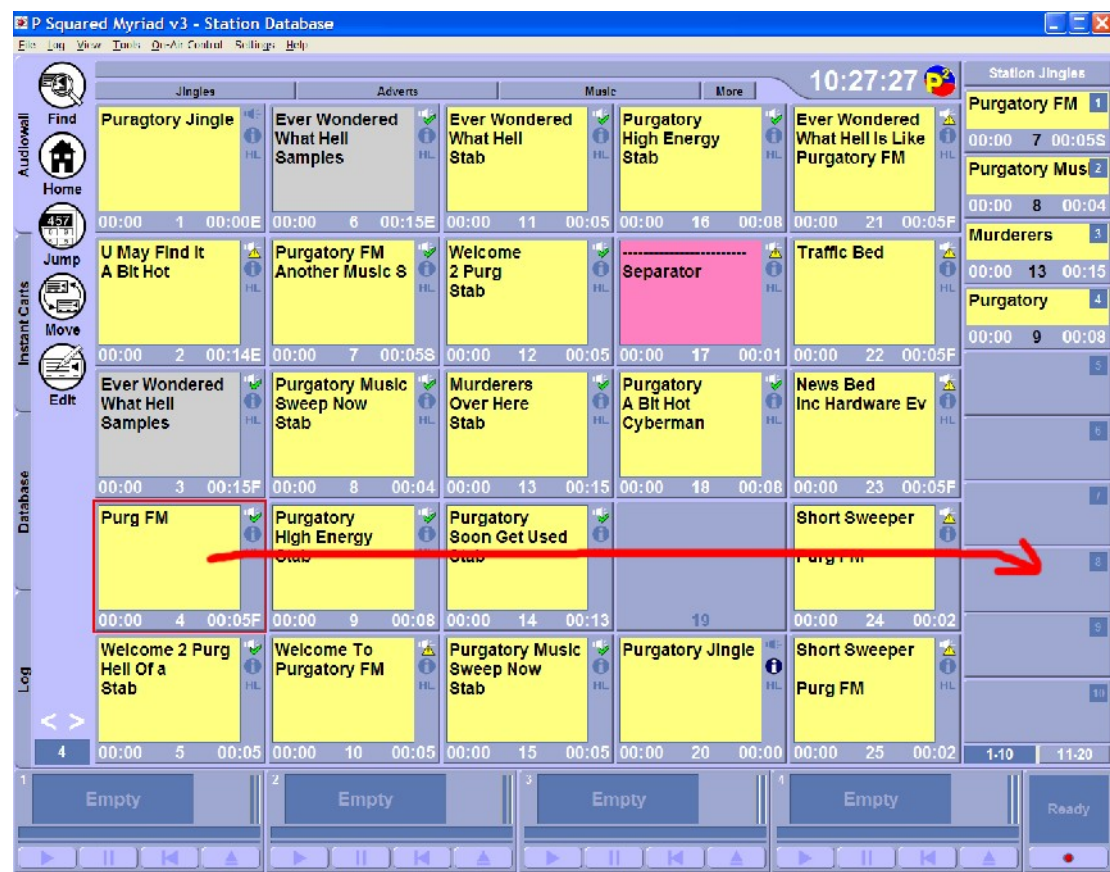
key on a standard keyboard. A full listing of Instant Cart trigger keys is listed below.

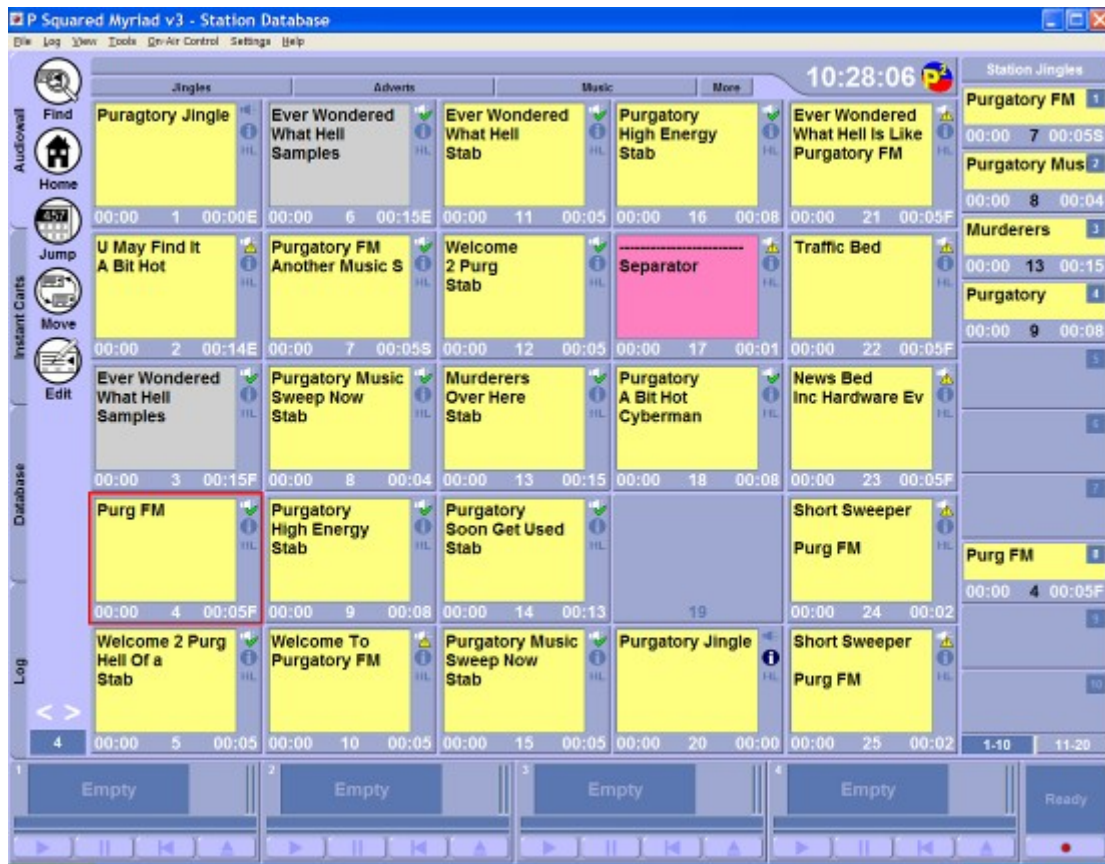
- Number Keys 0-9
- <Shift> + Number Keys 0-9
- Instant Carts 1 – 10
- Instant Carts 11 – 20

Working With Instant Carts – Adding / Changing Instant Carts

Instant Carts can be added or altered at any time directly from the Audio Wall when Instant Carts are set to run in Mini Mode.

To add a Cart to a blank Instant Cart, simply drag the Cart from the Audio Wall onto the Instant Cart that you wish to use.



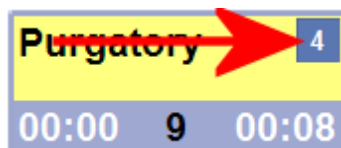


In the above example, the left mouse button is used to drag the Cart from the Audio Wall onto Instant Cart 8 on the Mini Mode Instant Cart section. The Cart will now be triggered whenever the <8> key on the keyboard is pressed or Instant Cart 8 is clicked on screen.

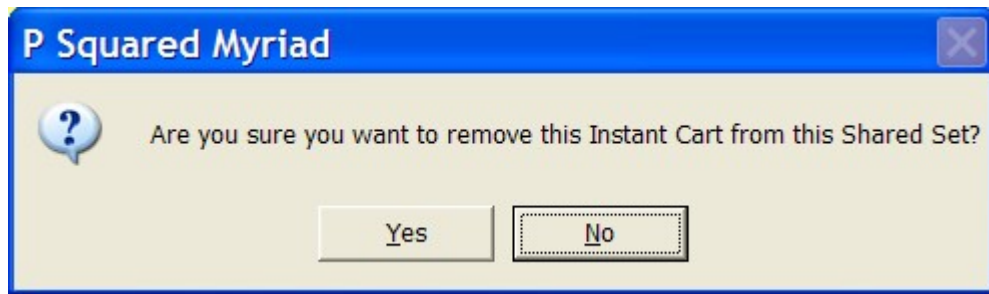
You can also drag a Cart onto an Instant Cart that is already occupied. If you do this (and have the access rights to do so) then the new Cart replaces the existing Cart in the Instant Cart slot and will be played whenever the Instant Cart is triggered from that point onwards.

Working With Instant Carts – Removing Carts from Instant Carts

To remove a Cart from an Instant Cart, simply click on the Instant Cart Number indicator located in the top right corner of each Instant Cart.



This will first ask you to confirm that you want to remove the Instant Cart.



If you click on Yes then the Instant Cart is cleared.



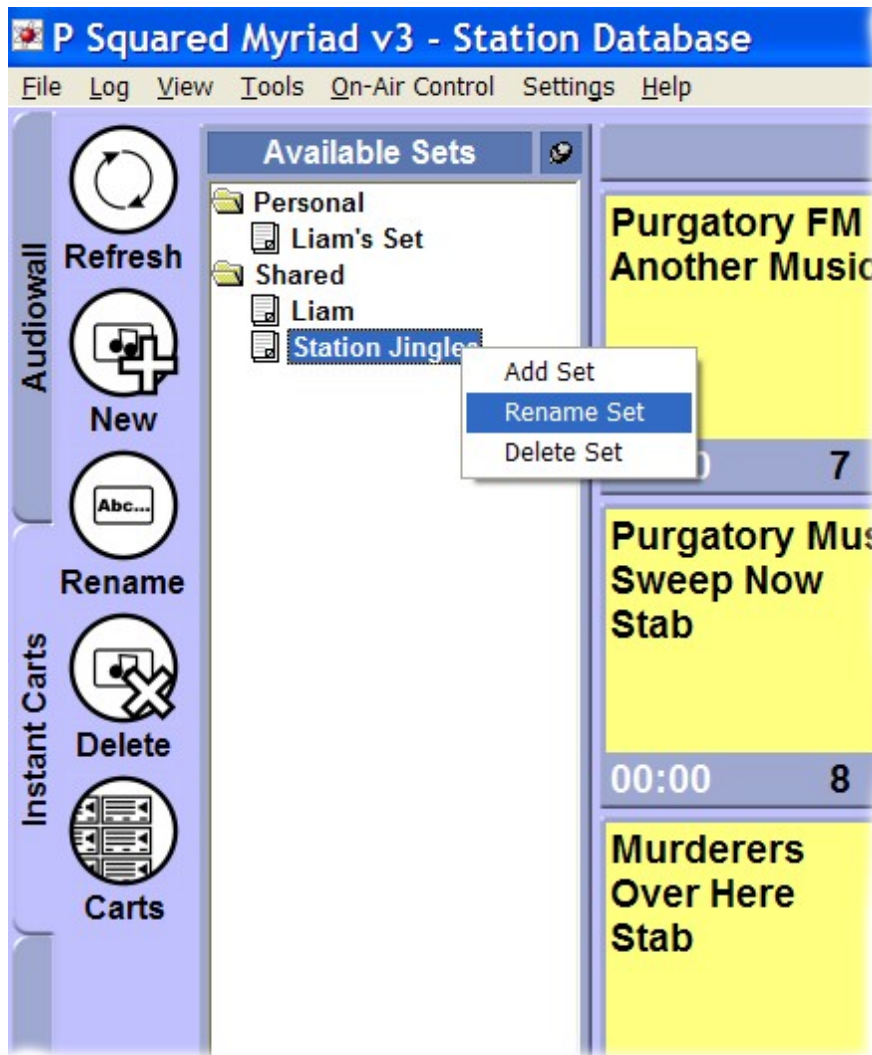
Working With Instant Carts – Playing Instant Carts

You can play an Instant Cart using one of the following methods:

- **Keyboard Number Keys** – Use the keyboard number keys <1 to 0> to play Instant Carts 1 to 10 and <Shift> + <1 to 0> to play Instant Carts 11 to 20.
- **Click On The On Screen Instant Carts** – You can also use the left mouse button to trigger Instant Carts to play instantly.

Working With Instant Carts – Adding, Renaming & Deleting Instant Cart Sets

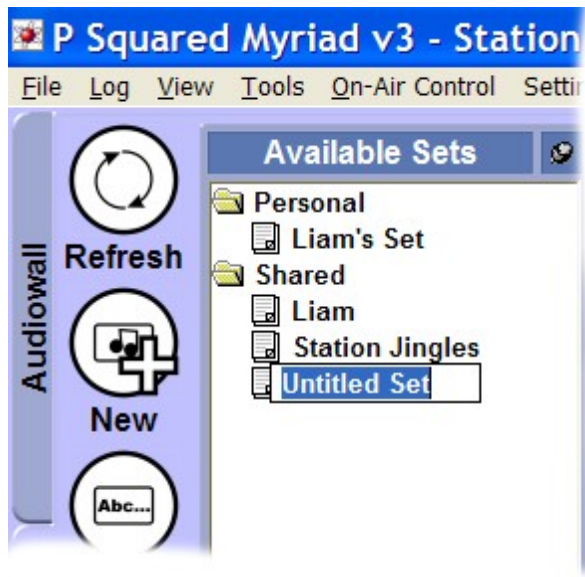
You cannot add, rename or remove Instant Cart Sets from the Mini Mode Instant Carts available on the main Audio Wall screen. In order to add a new set, rename an existing set or remove an existing set, switch to the Instant Carts tab on the Main Tab Strip and use either the buttons on the Main Tab Strip or the options on the right click menu for the Instant Cart Set tree view section.



These procedures are covered in more detail in Chapter 3 of this documentation, however, below is a brief description.

Adding a New Set

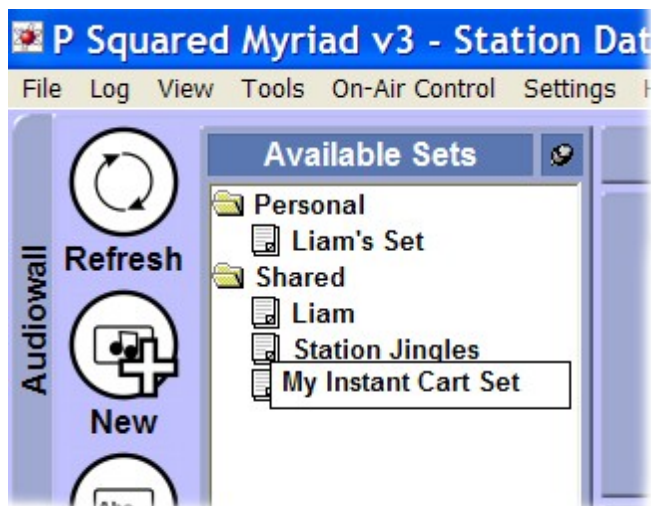
1. Click on the Instant Carts tab to switch to the Instant Carts screen.
2. Click on either Personal or Shared in the Instant Carts Set tree view section to select whether you wish to add a Personal or Shared Instant Cart Set.
3. Click on the New button on the Main Tab Strip, or if you prefer, right click on the Instant Carts Set tree view window and select Add Set from the right click menu.
4. Type in the name for the new Instant Cart Set.



5. Press the <Enter> key on the keyboard once you have finished typing.
6. You have just created a new empty Instant Carts Set.

Renaming an Existing Instant Carts Set

1. Click on the Instant Carts tab on the Main Tab Strip to ensure the Instant Carts screen is visible.
2. Click on the Instant Carts Set that you want to rename in the tree view section to make sure it is highlighted (shown in blue with white text).
3. Either click on the Rename button on the Main Tab Strip or right click on the Instant Carts Set and then select Rename Set from the right click menu.



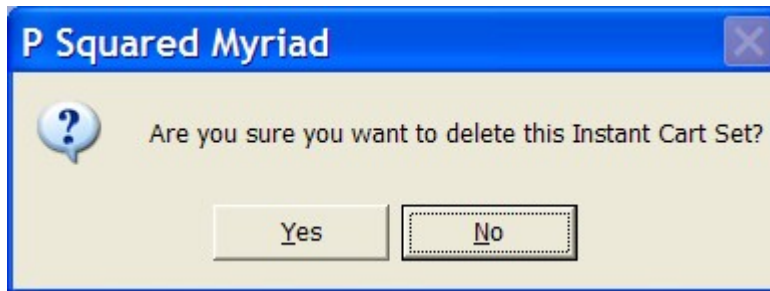
4. Type in the new name for your Instant Carts Set and then press <Enter> when you have finished.
5. You have just renamed an existing Instant Carts Set.

Deleting an Existing Instant Carts Set

CAUTION! You will need to be logged on as a User with enough access rights to perform this operation. Once you have deleted an Instant Carts Set you cannot recover it.

Deleting Instant Carts Sets does not affect the Carts that the Instant Carts within the Instant Cart Set link to so you will not loose any Carts or audio from the audio wall.

1. Click on the Instant Carts tab on the Main Tab Strip to ensure the Instant Carts screen is visible.
2. Click on the Instant Carts Set that you want to delete in the tree view section to make sure it is highlighted (shown in blue with white text).
3. Either click on the Delete button on the Main Tab Strip or right click on the Instant Carts Set and then select Delete Set from the right click menu.



4. You will then be asked to confirm that you wish to delete the selected Instant Carts Set. Click on Yes if you wish to proceed.
5. You have just deleted an existing Instant Carts Set.

Viewing and Using the Pad

The Pad is a special tool built into Myriad and designed to be a simple, fast and effective automation tool for situations when automated playout is needed but no scheduled Log is available or appropriate.

What Is The Pad?

The Pad is basically a list of Carts that will be played in order. You can build up the list of Carts to be played by dragging them into the Pad from the Audio Wall. 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 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.

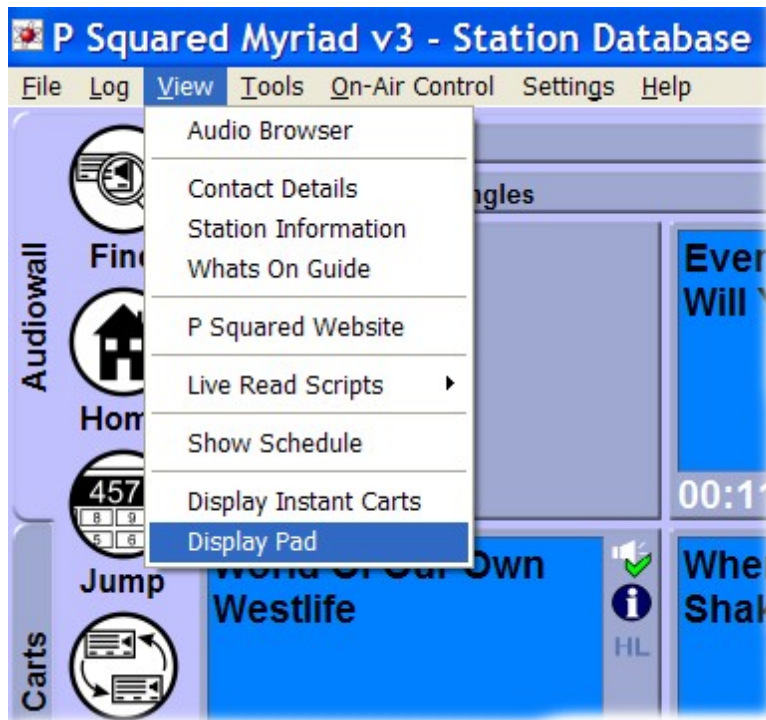
In addition to these core features, the Pad introduces a number of extra facilities such as the ability to just play the Hooks from the selected Carts, to insert Pauses into the automated playback and even 'render' the contents of the Pad to a single Cart on the Audio Wall.



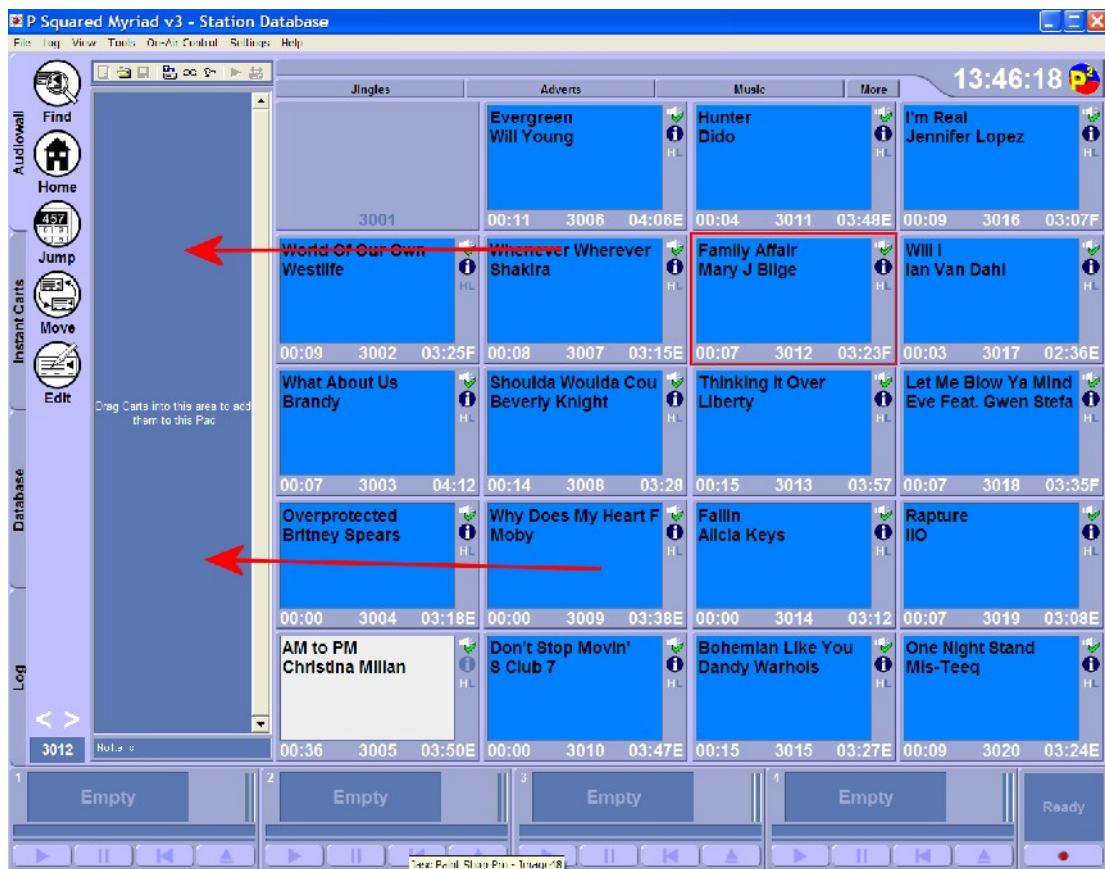
In this section, we will look at the tools and facilities that the Pad offers.

Making the Pad Visible On the Audio Wall

By default, the Pad is not visible when Myriad first starts up but you can make it visible by clicking on the View Menu> Display Pad option.



This will enable the Pad on the left hand screen of the Audio Wall.

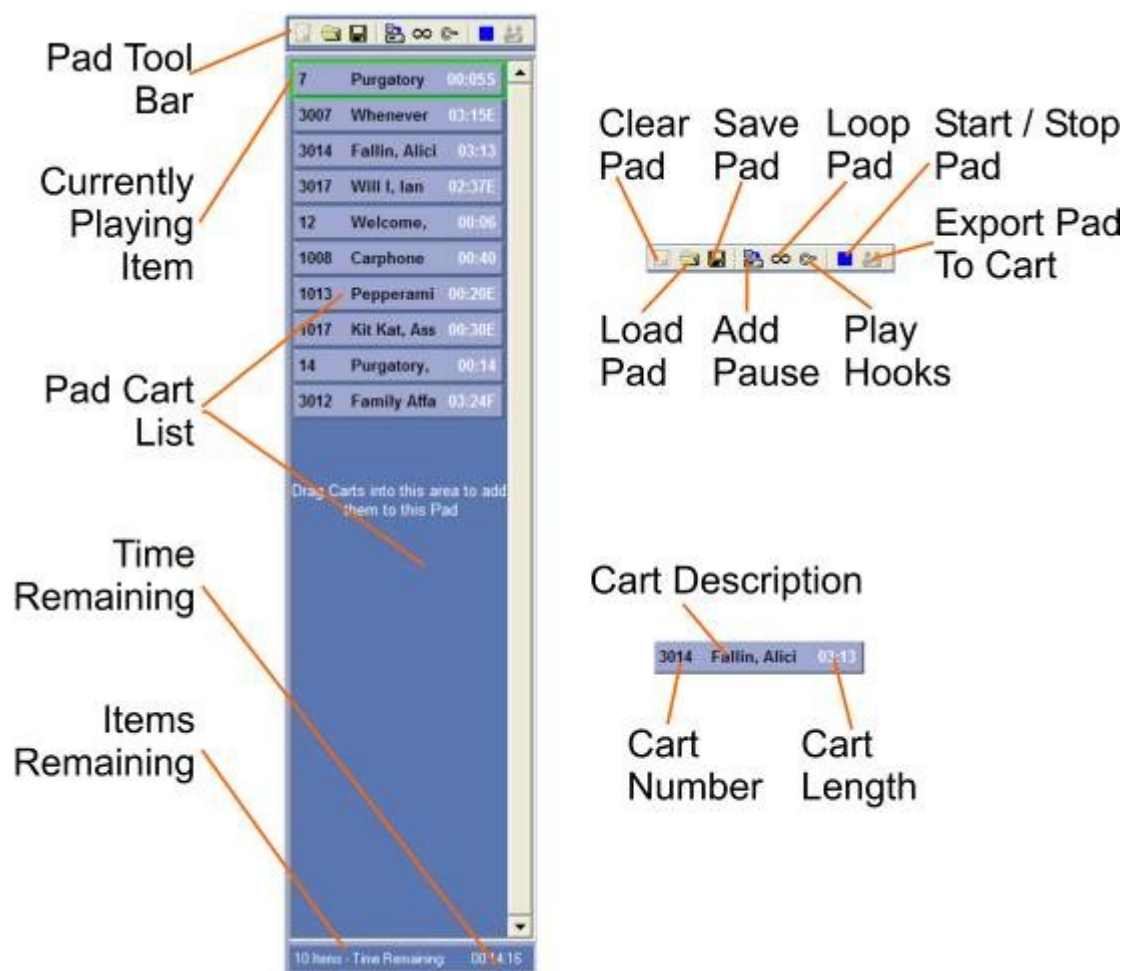


Although the Pad is not initially visible the first time you run Myriad, its visibility status is actually stored as part of the User Customise profile so if you enable the pad and have it visible when you log out of the system, it will be visible the next time you log in again.

Please note that once enabled, the Pad will be visible on the Audio Wall, Database, SmoothEdit, Instant Carts and Log Screens, i.e. it will be visible everywhere in Myriad.

The Pad General Layout

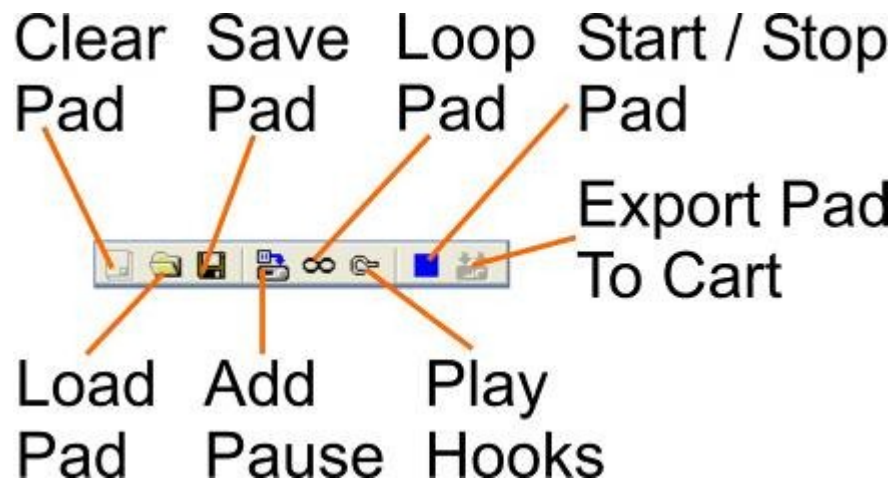
The diagram below shows the general layout of the Pad in Myriad:



These elements are explained in greater detail below.

The Pad Tool Bar

The Pad Tool Bar is the key to using the Pad as it offers a number of different tools and facilities to help you to get the most from the Pad.



Each of these functions are explained below:

Clear Pad

This option is used to clear the Pad of any Carts currently listed in it leaving a completely blank Pad for you to start dropping Carts back into.

The Clear Pad option is only enabled when you have one or more Carts listed in the Pad and the Pad is not active. As soon as the Pad has started (is active) then this option becomes disabled once again.

If you click on the Clear Pad button on the tool bar (when it is available) then you will be asked to confirm before the information on the Pad is discarded.



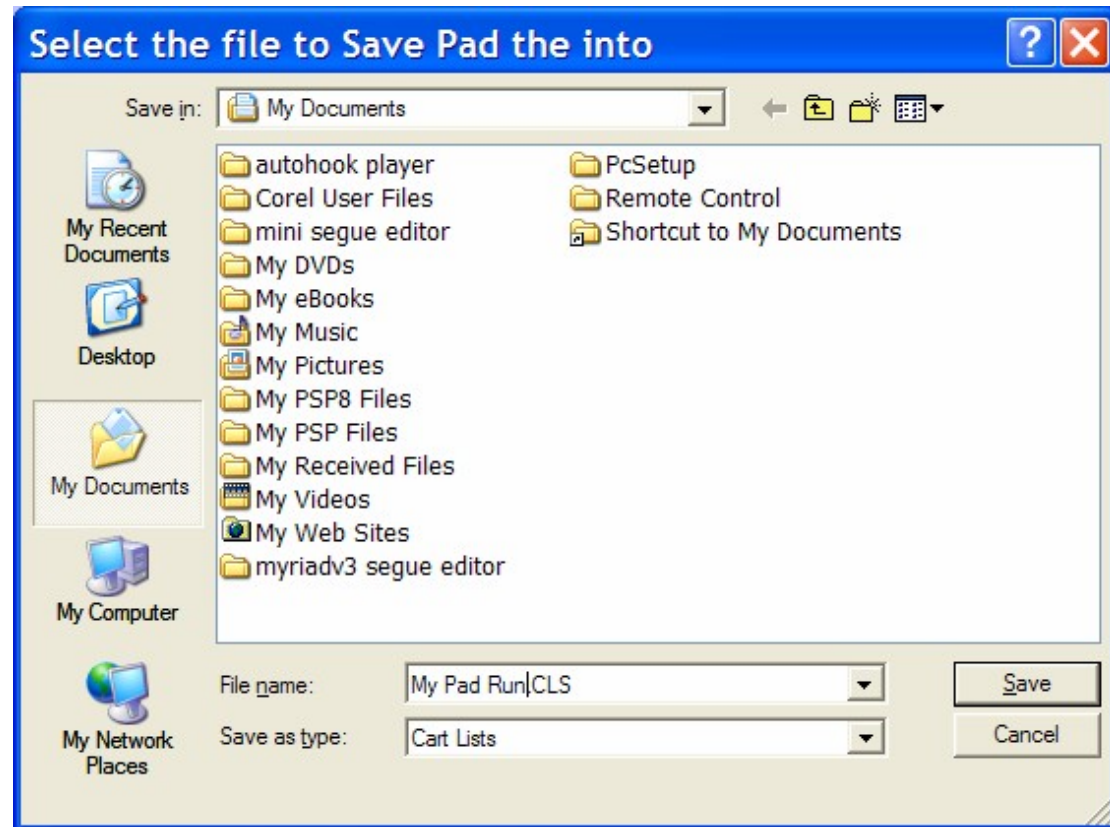
CAUTION – As with other areas in Myriad, if you click on Yes at this stage then the list of Carts on the Pad will be discarded and there will be no way to recover the list unless you have already saved it, in which case you could simply reload it.

Clearing the Pad will not have any adverse on the Carts listed within the Pad, they remain totally unaffected by the clearing process.

Save Pad

The Save Pad option allows you to save the list of Carts currently displayed on the Pad for loading back into the Pad at a later date.

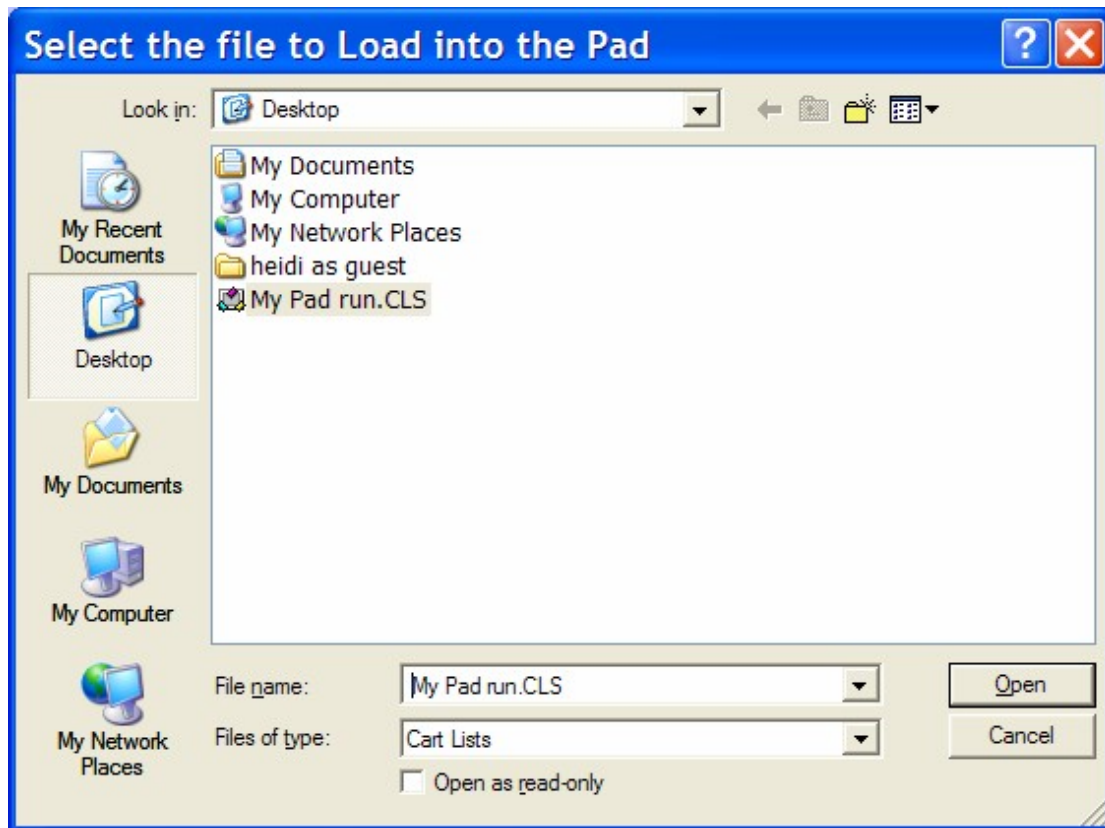
To use this feature, click on the Save Pad button and then select the location and file name that you want to use to save the Pad listing.



You can save Pad listings anywhere on your local PC or network but it is a good idea to save them in a location that is easy to remember and if you want to be able to access them from other Myriad workstation, store them in a location that has shared access.

Load Pad

The Load Pad option allows you to browse the local computer or network and select a previously saved Pad list to be loaded into the Pad. To use this option, click on the Load Pad button and then use the standard Windows Explorer window to locate the Pad List you want to load.

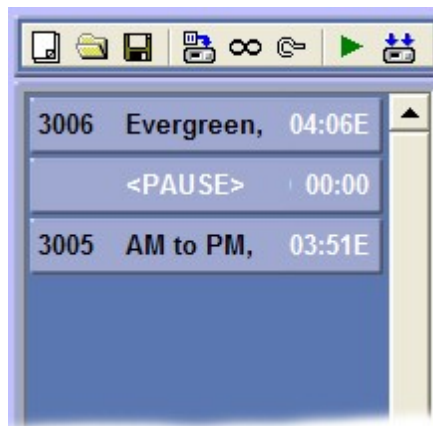


What makes this option really useful is that you can actually load more than one saved Pad List into the Pad. Each Pad List you load will be appended on to the bottom of the existing list so that you can load several previously saved Pad Lists to create a single list of a greater duration.

The Load / Save capabilities of the Pad make it ideal for simple show preparation (where no scheduled show is used) as well as for emergency broadcasts or test transmissions.

Add Pause

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.



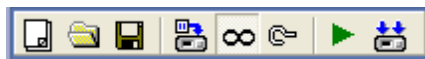
In the example above, when the Pad is started the first Cart (Evergreen) would be played as normal, and around 15 seconds from the end, the next Cart (Am to PM) would be cued ready to start playing at the end of Evergreen. Under normal circumstances, when the Extro point on Evergreen is reached, AM to PM would automatically start but because there is a pause between the two Carts, the Pad would actually stop between the two Carts and it would be up to the presenter to manually start AM to PM by clicking the Play button on the Cart Player it is cued up in (or pressing Play on the keyboard etc).

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.

Loop Pad

As the name suggests, this option will determine whether or not the Pad just stops when it has finished playing the last Cart in the list or whether it loops back to the beginning and starts playing the whole list again.



When this option is selected, the Loop Cart button appears 'indented' on the Pad Tool Bar.

With this option turned on, you could leave the Pad running a list of Carts indefinitely.

Play Hooks

The Play Hooks option on the Pad Tool Bar changes the way in which the Pad plays the listed Carts. Ordinarily, the Pad will just start at the beginning of each Cart in the list and play through to the Extro point, at which point it will automatically start the next Cart in the list (assuming there are no Pauses – see above).




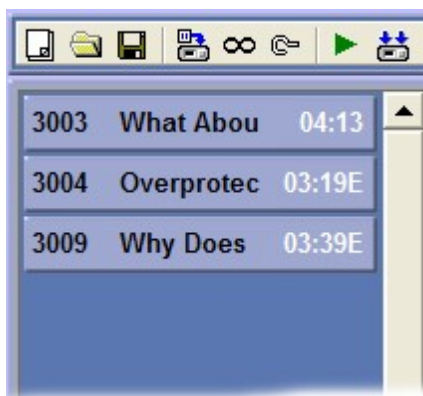
With the Hook option selected (see screen shot above), for any Carts listed on the Pad that have Hooks defined the Pad will only play the Hook from each Cart listed. Any Carts that do not have a Hook defined will be played in their entirety.

You can toggle this option on and off even while the Pad is active (running). When Carts are loaded into Cart Players in Hook mode, the word 'Hook' is displayed across the Cart Player and a large count down is displayed to show when the Hook will end.

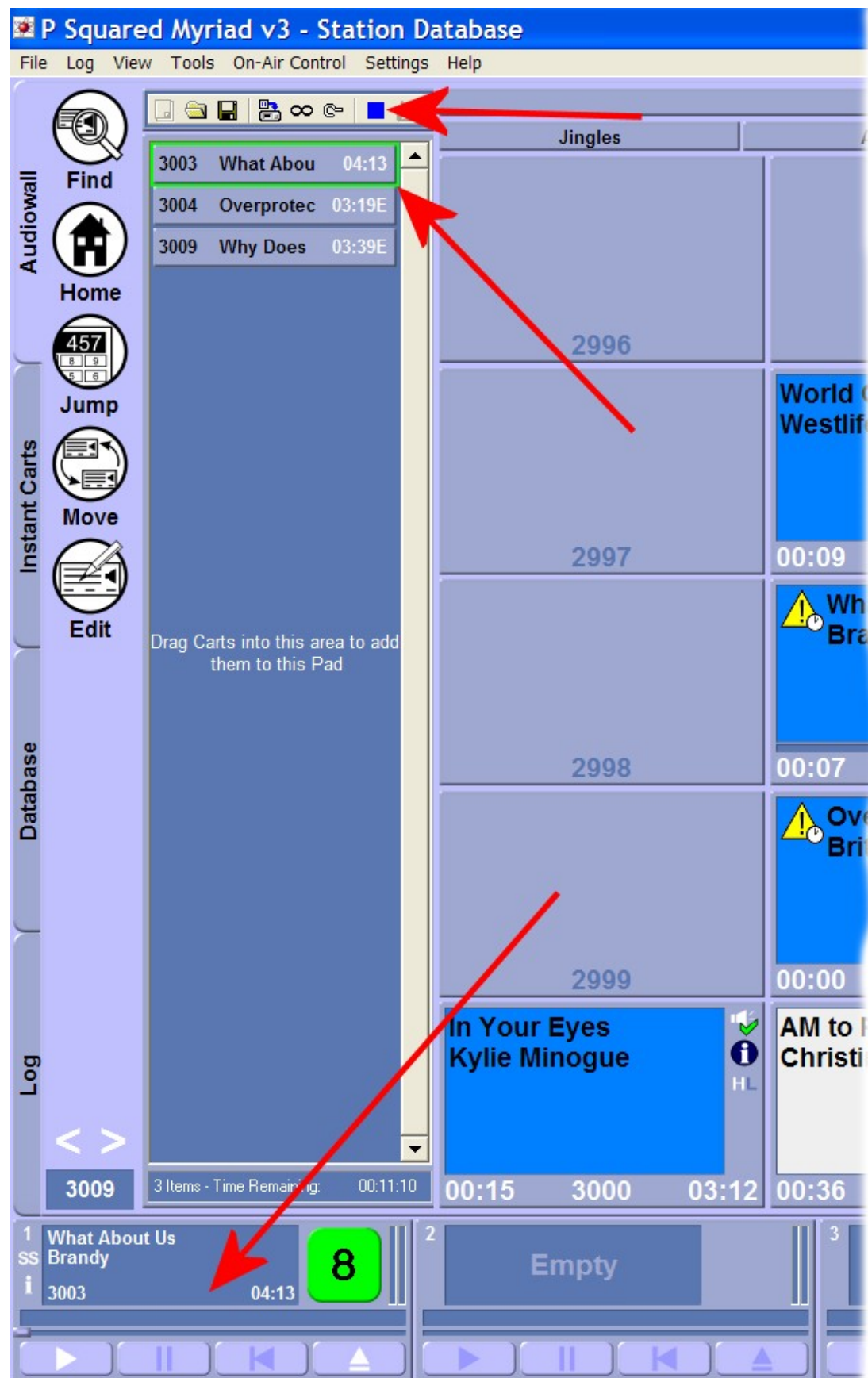



Start / Stop Pad

The Start / Stop button on the Pad Tool Bar allows you to toggle the Pad between Active mode and Standby mode or to put it another way, allows you to start and stop the Pad from running its list of Carts. When the Pad is in Standby mode, it will not be playing any Carts and will not be active in any way. You can still add Carts and change the other options on the Pad Tool Bar. In this mode, the Start / Stop button is in Start  mode and clicking on it will activate the Pad. The screen shot below shows the Pad in Standby mode:

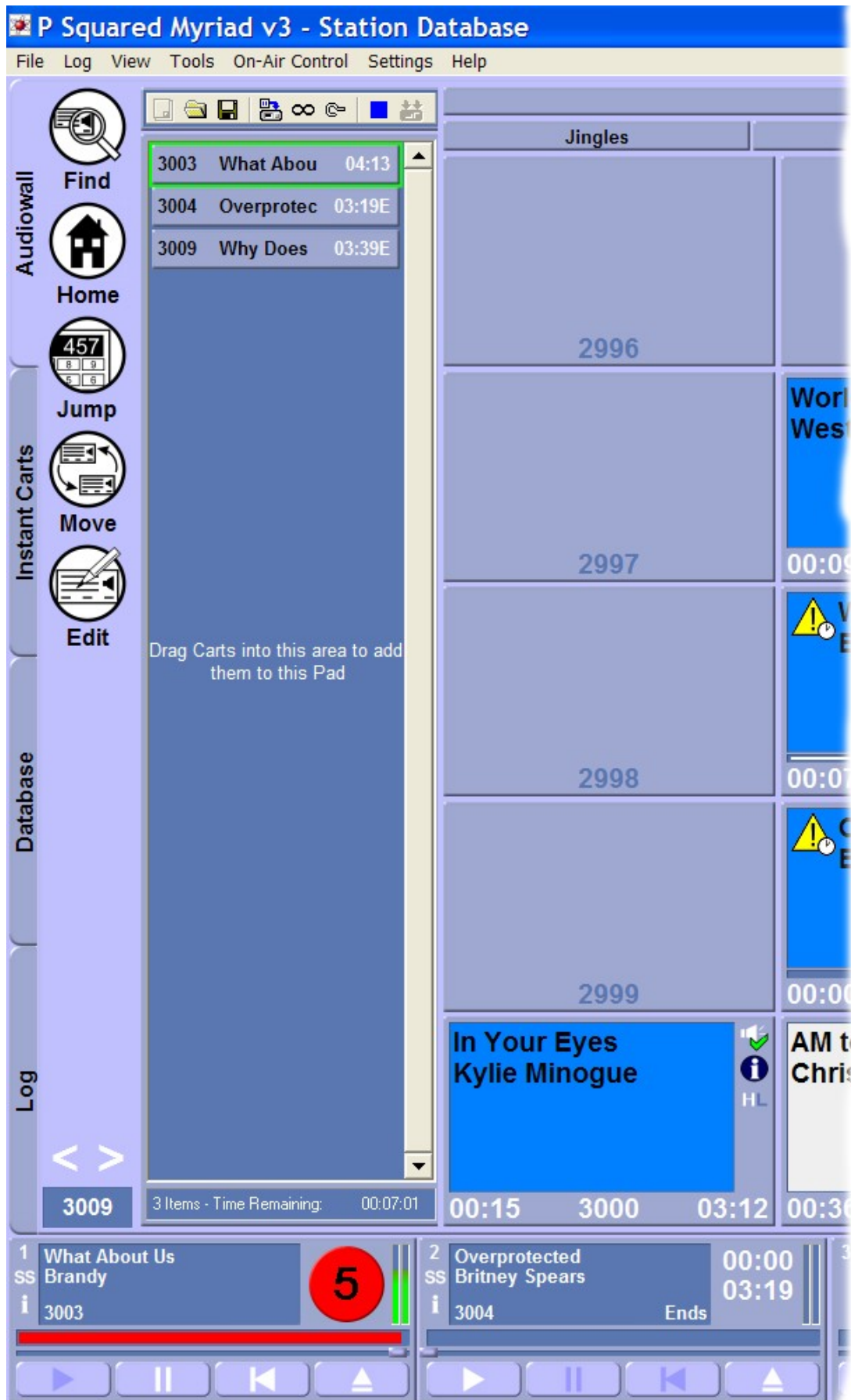


If you click on the Start button then the Pad moves into Active mode.




You will notice that the Start / Stop button toggles to Stop  mode to allow you to switch the Pad from Active mode back to Standby mode when you want to.

You will also see that the first Cart in the Pad list has been loaded into one of the Cart players although it has not actually started playback yet. Clicking on the Play button on the Cart Player that the first Cart in the Pad list is loaded into will start the Pad run actually playing. The currently cued / playing Cart in the Pad list is also highlighted by a green box while the Pad is Active.



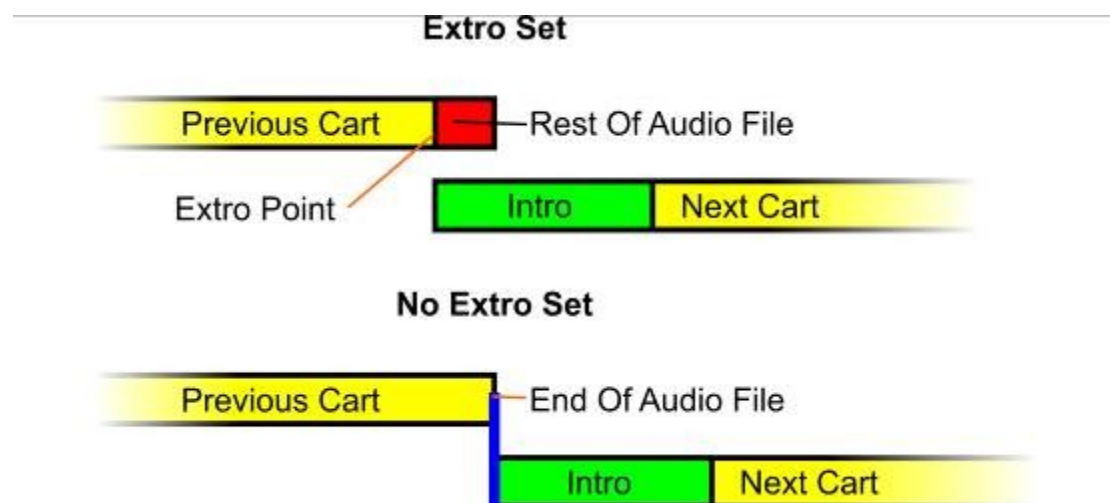
In the screen shot above, you can see that the Pad is Active and that the first Cart in the Pad list is coming to an end. The Pad automatically loads the next Cart in the list into a free Cart Player and will automatically start the next Cart when the current one finishes (reaches its Extro point). The Pad will continue to automatically load and play all of the Carts in the list until the end of the list is reached or a Pause is encountered. You can manually stop the Pad run by clicking on the Stop button. This will put the Pad into Standby mode but the Cart that is currently playing will continue playing to the end as normal.

NB: When the Pad is running, if you eject a Cart that is being played as part of the Pad run, then the Pad will automatically load and start the next Cart in the list. If you want to end the Pad run, click on the Stop  button to put the Pad in to Standby mode before ejecting the Cart from the Cart Player.

Export Pad to Cart

The Export Pad to Cart option on the Pad Tool Bar allows you to create a single Cart on the Audio Wall 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 Payout 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 Audio Wall 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 payout. 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 Audio Wall. 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.

Currently Playing Item

When the Pad is Active (i.e. playing), the Cart that is currently being played is highlighted in the Pad list by a green box.



As the Pad works its way down the listed Carts, the green highlight box also moves down the list showing where in the current list you are up to.

NB: You can drag and drop Carts into the Pad below the currently playing Cart directly from the Audio Wall (or Find Cart screen) and you can also use drag and drop to move Carts around within the Pad list provided you remain below the currently playing Cart. You cannot drag Carts into the Pad list above the currently playing item.

Pad Cart List

This is where the Carts that form the Pad list are listed. The Pad runs simply from top to bottom with the Pad playing each of the listed Carts in turn.

You can add Carts to the Pad Cart List by dragging them directly from the Audio Wall screen, Database screen or Find Carts window. You can also drag items from the Log screen into the Pad Cart List if you wish. You can alter the order of Carts listed on the Pad by dragging items around within the list but only below the currently playing Cart (shown with a green box around it) when the Pad is in Active mode.

You can remove Carts from the Pad Cart List by double clicking on them.

Time Remaining

The Time Remaining counter shows the total duration of all of the Carts listed in the Pad when in Standby mode and a count down of the total run time remaining of the Carts left still to play in the Pad list when in Active mode. In this mode, as the Carts in the list are played, the Time Remaining counts down towards zero (or the end of the Pad run).



Items Remaining

The Items Remaining indicator provides a total of the number of Carts waiting to be played in the Pad Cart List. When in Standby mode, this provides the total number of Carts currently listed in the Pad Cart List. When the Pad is switched to Active mode, as each Cart in the list is played, the Items Remaining counter will drop by one. If you add additional Carts to the Pad list then this number will also rise accordingly.

Cart Description

The Cart Description is used to display the Cart Description details such as Title, Artist etc. The amount of information available on the Cart Description is dependent on the font size used on the Audio Wall and the resolution that you have configured the PCs monitor to display at.

Cart Number

This shows the unique Cart Slot Number for the Cart listed in the Pad List.

Cart Length

The Cart Length shows the length of the Cart listed in the Pad Cart List. This length would normally be the duration from the start of the audio file to the Extro point on the Cart but if no Extro point has been set then this will be to the very end of the audio file.

Working with the Pad – Building & Editing Pad Runs

To build Pad runs, drag Carts from the Audio Wall onto the Pad. Follow these steps:

1. Ensure that the Pad is visible. If it is not then click on the View menu and select the Display Pad option.
2. Drag Carts from the Audio Wall, Database, 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.


The simplest way to think of the Pad is as a list of Carts that you want to be played when the Pad is activated.

Working with the Pad – 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. Ensure that the Pad is visible. If it is not then click on the View menu and select the Display Pad option.
2. Make sure that you have one or more Carts listed in the Pad Cart List area. You can drag additional Carts into the Pad from the Audio Wall, the Database screen, the Log screen or the Find Cart window. You can add Carts to the list even when the Pad is in Active mode and you can move Carts around within the Pad Cart List by dragging them using the left mouse button.
3. 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.
4. 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.

5. If you click on the Start  button when a Cart is already playing in any Cart Player, a menu option pops out from the Start button that allows you to decide how to deal with the situation.



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 (see step 4). If you click anywhere else on the Audio Wall (other than the menu) then the Start operation is cancelled and you return to the Audio Wall.


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.

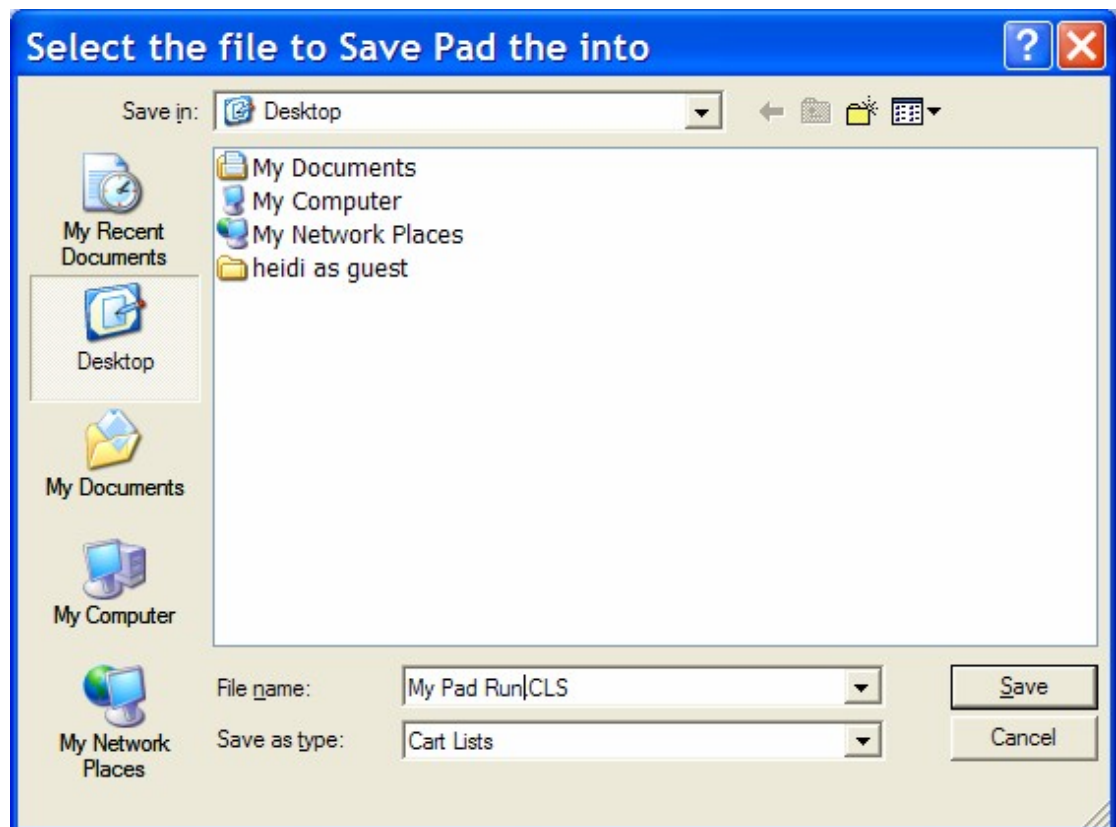
One thing that should be kept in mind is that once the Pad is running, clicking on the Eject button on a Cart Player that is playing a Cart from the Pad will eject the Cart but the Pad will automatically load and start the next Cart in the list. If you wish to stop the Pad run, you will need to follow these steps:

1. Click on the Stop  button.
2. 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).
3. If you wish to end the currently playing Cart early, click on the Eject button on the appropriate Cart Player.


Working with the Pad – Saving & Loading Pad Lists

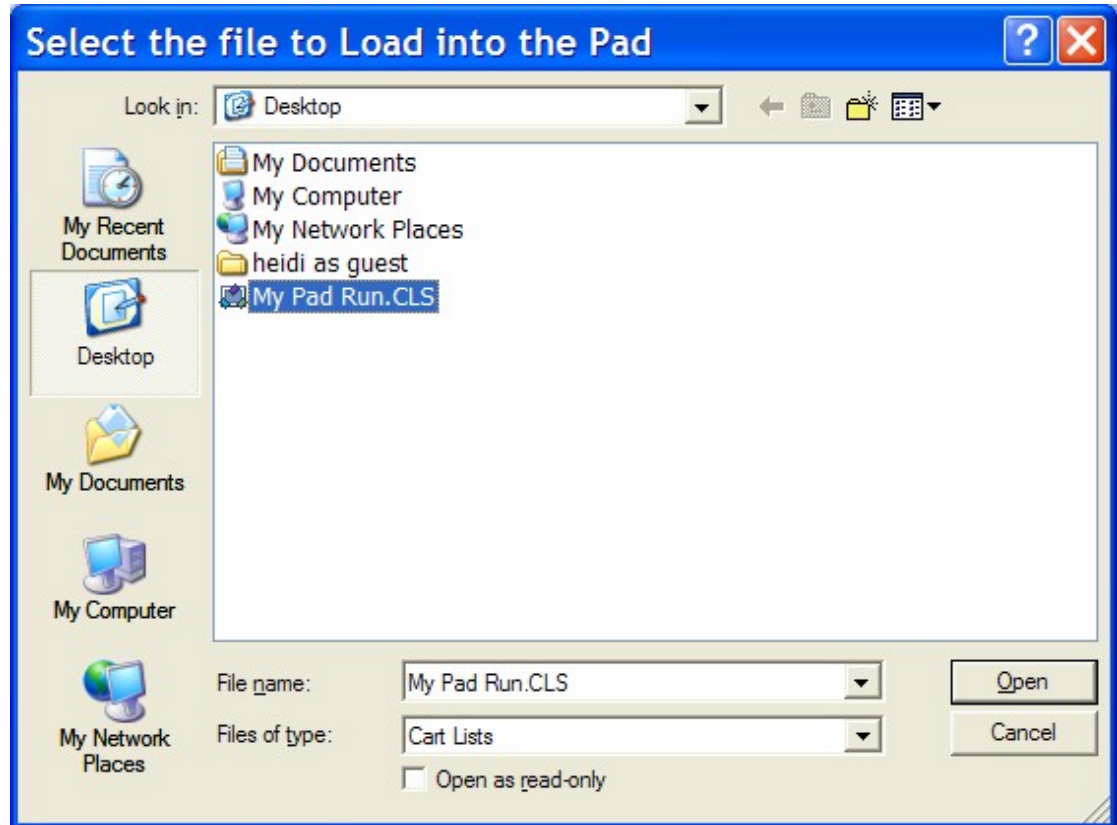
You can save and load lists of Carts for use within the Pad. This is really useful for creating sequences of Carts that you may wish to reuse in the future (like emergency programs etc). You can load multiple lists into the Pad to allow you to combine two or more previously saved lists into a single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

1. Build the Pad list that you want to save.
2. Click on the Save  button.
3. Use the Navigator window to select the file name and location you wish to save the Pad list in.



Then click on the Save button to save your Pad list.

4. To load a previously saved Pad list, click on the Load  button.
5. Use the Navigator window to select the Pad list file that you wish to load in to the Pad.



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 exiting Carts.

Chapter 2 Summary

Chapter 2 has covered the Audio Wall and shown how it is central to all Myriad operations and that it is essentially a 'shelf' full of audio Carts that can be manually or automatically played using the Cart Players.

We have also looked at the various tools and facilities the Audio Wall offers and how these can be used to use and maintain your Myriad system.

In the next few Chapters we will look at some of the other areas in Myriad but all of them will be based on a good working knowledge of what the Audio Wall is and what role it plays in the system as a whole.

Chapter 3 – The Instant Carts Screen

In this Chapter we will look at the Instant Carts screen in detail and examine how Instant Carts are used in everyday broadcasting. We will also look at how Instant Carts are maintained and how they integrate with other sections of Myriad.

What Are Instant Carts?

Instant Carts are effectively just shortcuts to specific Carts on your Audio Wall. Instant Carts are linked to the number keys on your keyboard which means that they can offer fast and simple access to important Carts without having to search for them.

Myriad 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 then you press the number <1> key on your keyboard, the Cart attached would immediately load into a free Cart Player and begin playback.

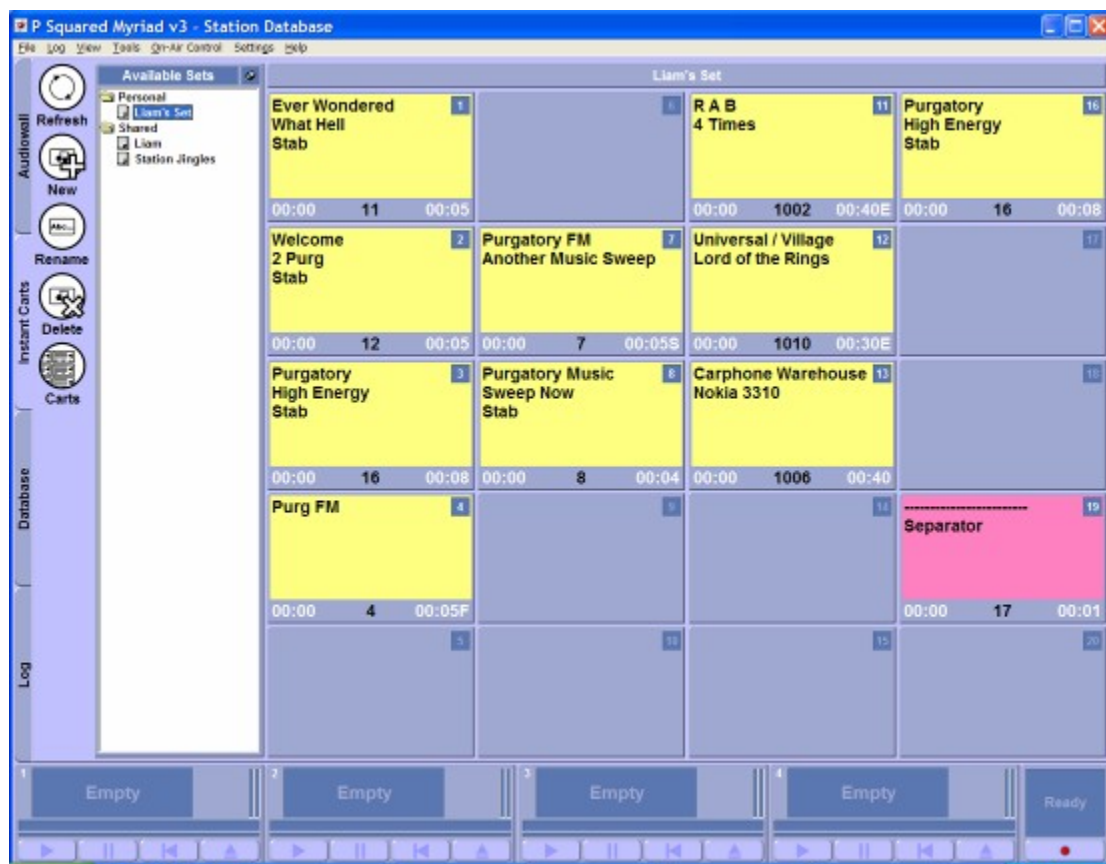
This makes Instant Carts ideal for playing commonly used jingles or liners as well as competition stabs, sound effects and pretty much anything else you want to use on a regular basis.

NB: Instant Carts will trigger regardless of which screen is visible in Myriad (with the exception of the Find Cart window, the Database 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 on screen to take advantage of them!

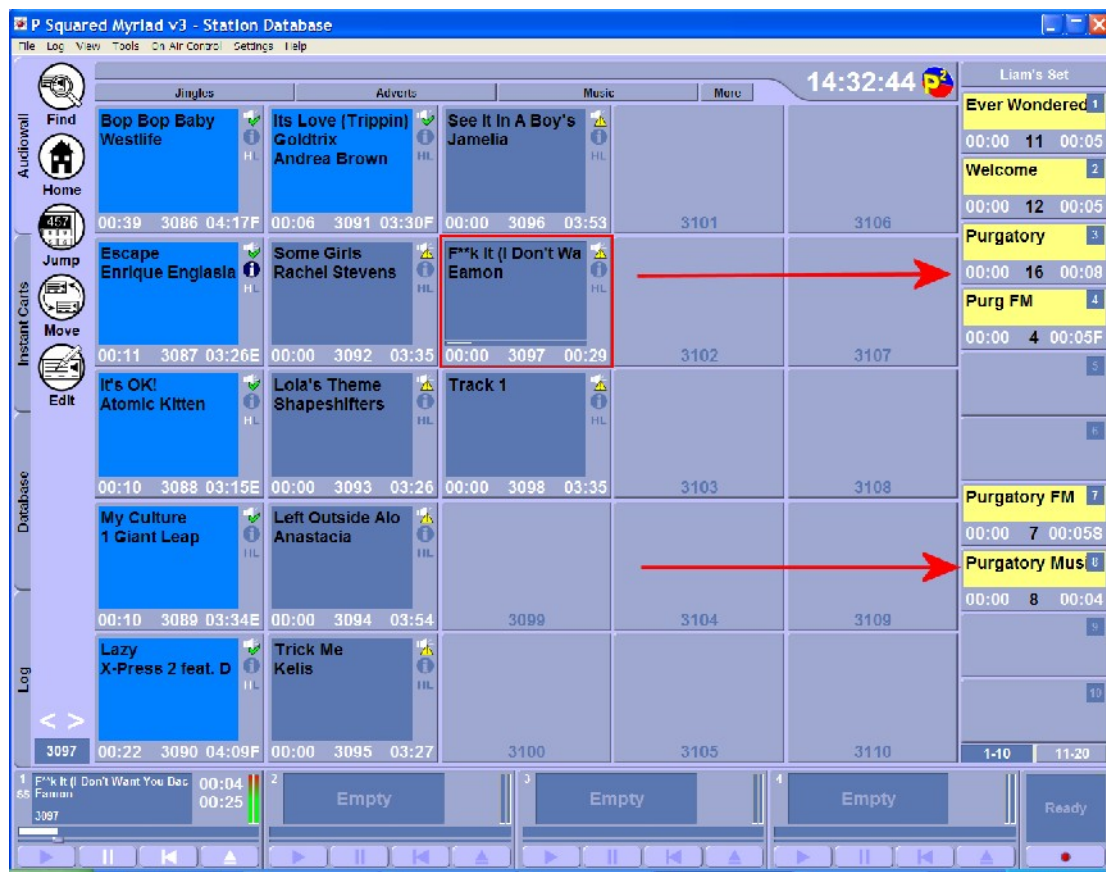
If you have read through Chapter 2 of this manual, then you should already be familiar with Instant Carts and their role which was covered in brief as part of the Audio Wall section. This is because Myriad v3 allows you to customise the system to display Instant Carts in two different ways; the dedicated Instant Carts screen (covered here), and as a cut down view available on most other screens in Myriad.

The Instant Carts screen provides a dedicated display for Instant Carts along with all the tools you need to manage the Instant Cart Sets (blocks of 20 Instant Carts). The optimum configuration for using Instant Carts in this way is a dual screen system with most of the station content coming from the pre-scheduled Log screen. In this type of set up, when in Live Assist mode, the presenter will be able to use the Log screen for most things but also have the Instant Carts available on the other screen for playing promos, competition FX's and other additional audio content. They will also be able to switch to the Audio Wall at any time.

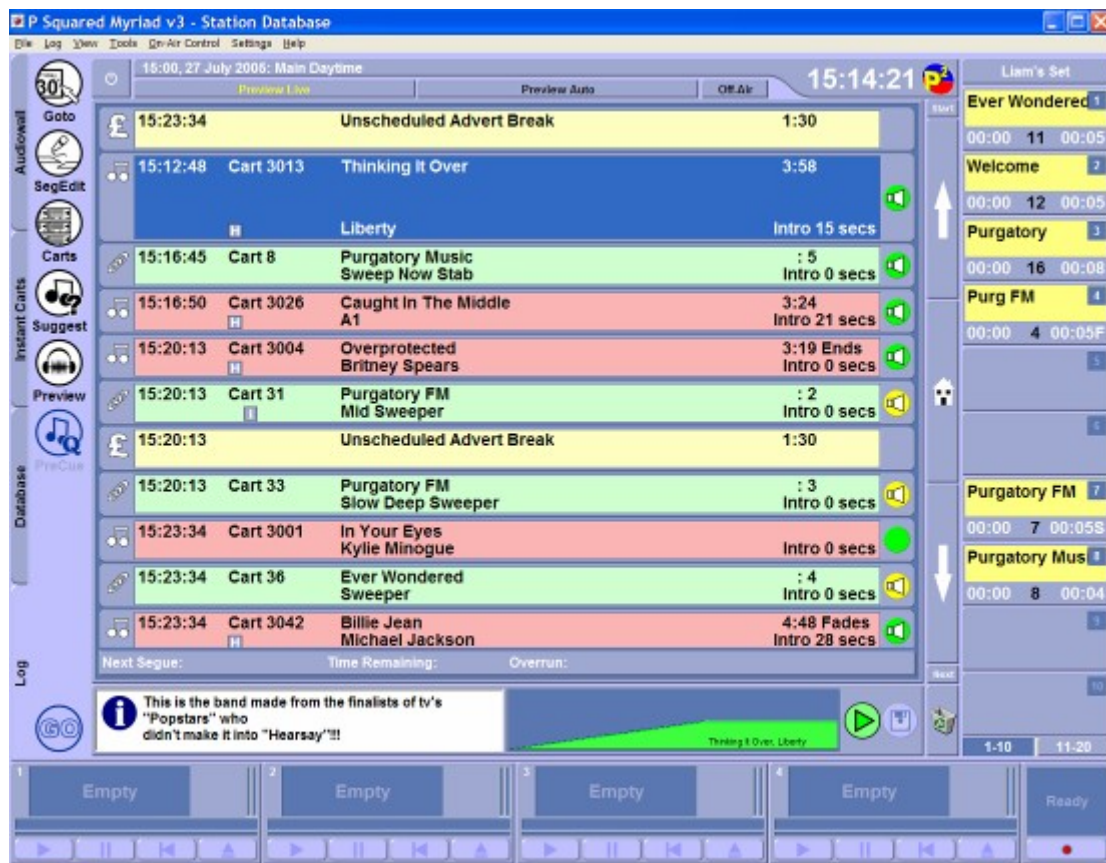
Additionally, you can customise Myriad to display a cut down view of the Instant Carts on most other major screens in Myriad, so that your Instant Carts are visible when you are looking at the Audio Wall, the Database screen, the SmoothEdit screen and the Log screen. This can be very useful if you use Instant Carts but also regularly need to use other screens in Myriad such as the Audio Wall. The screen shots below show Myriad in a number of different configurations:



Standard Instant Carts Screen



The Audio Wall customised to have Instant Carts Displayed



The Log Screen with Instant Carts Enabled

What Are Instant Cart Sets?

Instant Carts are arranged into blocks of twenty Carts, each of these blocks is called an Instant Cart Set. The reason they are arranged in this way is that each of the twenty Instant Carts that make up an Instant Cart Set is assigned a specific key on the keyboard (1-20) and whenever this key is pressed (or the Instant Cart is clicked on screen) the Cart attached to the Instant Cart starts playing immediately in the first free Cart Player. The keys used to trigger Instant Carts are listed below.

- Number Keys 0-9
- <Shift> + Number Keys 0-9
- Instant Carts 1 – 10
- Instant Carts 11 – 20

Myriad allows you to set up an unlimited number of Instant Cart Sets and you can switch between them at any time.

You can add Instant Cart Sets as either Personal (just for the person logged into Myriad) or Shared (available across all workstations to all users) and the Instant Cart Set Tree View makes managing and maintaining the Instant Cart Sets fast and simple.

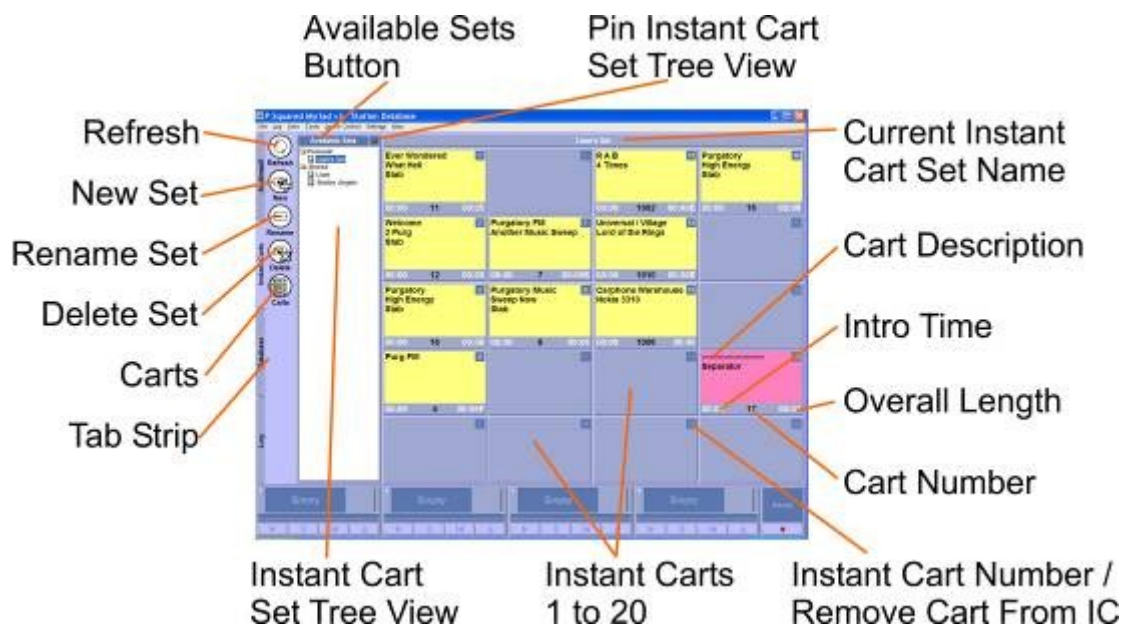
The Instant Carts Screen Layout at a Glance

The Instant Cart screen is split into two main areas. The main part of the screen displays the twenty Instant Carts that make up an Instant Cart Set. Some or all of these may be populated with Carts and clicking on them or pressing the corresponding key on the keyboard will instantly play the Cart in question.

The second part of the Instant Cart screen is the Instant Cart Set Tree View which provides a very simple way of navigating around and managing your Instant Cart Sets.

Finally, the Main Tab Strip provides access to a number of tools that help you maintain and get the most from your Instant Carts.

The diagram below shows the general layout of the Instant Cart screen.



- **Available Button Sets** – Toggles the Instant Cart Set Tree View panel between visible and hidden.
- **Pin Instant Cart Tree View** - The pin button toggles between having the Cart Set Tree View panel between being visible all the time and auto hiding when not in use.
- **Current Instant Cart Set Name** – Displays the name of the Instant Cart Set currently in use.
- **Cart Description** – Shows the Cart Description lines of the Cart associated with the Instant Cart.
- **Intro Time** – Shows the duration of the Intro on the Cart associated with the Instant Cart.
- **Overall Length** – Shows the overall duration (to Extro) of the Cart associated with the Instant Cart.

- **Cart Number** – Shows the Cart Slot Number for the Cart associated with the Instant Cart.
- **Instant Cart Number / Remove Cart From Instant Cart** – Shows the Instant Cart number, this is the number of the keyboard that will trigger the Instant Cart. If you click on this number, the Cart associated with the Instant Cart will be removed from the Instant Cart (but remains on the Audio Wall).
- **Instant Cards 1 – 20** – Displays the twenty Instant Cards that make up the Instant Cart Set.
- **Tab Strip** – Used to switch between the major screens in Myriad. Also has context sensitive tool buttons.
- **Carts** – Opens a floating Audio Browser window (see Chapter 7) which is a mini version of the Audio Wall screen. You can drag Carts from the Audio Browser onto the Instant Cards to associate Carts with Instant Cards.
- **Delete Set** – Deletes the Instant Cart Set that is highlighted in the Instant Cart Set Tree View panel.
- **Rename Set** - Renames the Instant Cart Set that is highlighted in the Instant Cart Set Tree View panel.
- **New Set** – Creates a new Personal or Shared Instant Cart Set.
- **Refresh** – Reloads the Instant Cards and Instant Cart Set Tree View panel taking in to account changes made on other Myriad workstations within your station.

Instant Cart Set Tree View

The Instant Cart Set Tree View panel provides a simple way of navigating and managing your Instant Cart Sets based on a Windows Explorer method. The Instant Cart Set tree View is divided into Personal and Shared sections to allow you to work with your own personal Instant Cards as well as Instant Cart Sets shared with all other workstations and users.

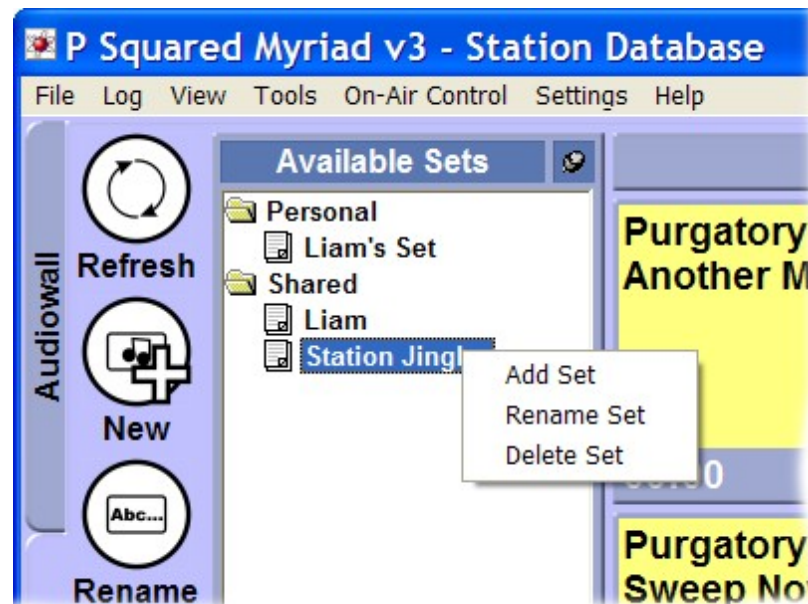


To switch to an Instant Cart Set, simply click on it in the Instant Cart Set Tree View and the main Instant Cards will update accordingly.

You can also right click on the Instant Cart Set Tree View to access the right click menu which allows you to add new Instant Cart Sets, rename existing ones or delete Instant Cart Sets.

Instant Cart Set Tree View – Right Click Menu Options

If you right click on an Instant Cart Set in the Tree View section, the right click menu becomes available.



Adding Instant Cart Sets Using the Right Click Menu

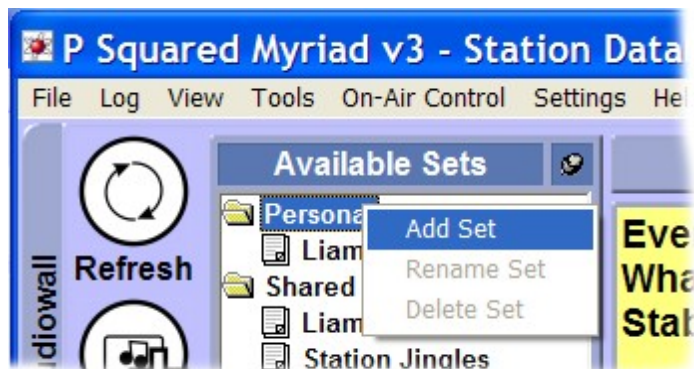
To add an Instant Cart Set using the right click menu, follow these steps:

1. Ensure that the Instant Cart Set Tree View is visible. If it is not visible then click on the Available Sets button to open the Tree View panel.

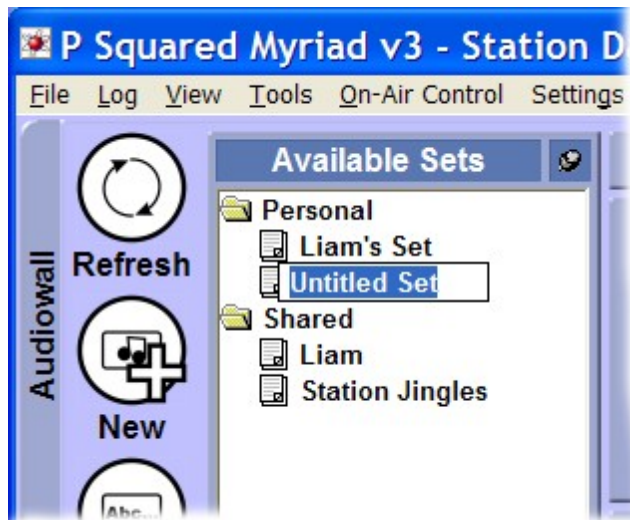


2. Decide whether you wish to add a Personal Instant Cart Set (only available when you are logged into Myriad) or a Shared Instant Cart

Set (available to everyone). Once you have decided, right click on either the Personal or Shared folder as appropriate. In this example we will add a Personal Instant Cart Set



3. Select the Add Set menu option to add the new Instant Cart Set.
4. A new Instant Cart Set will be created with the title 'Untitled Set'.



5. Type in a new title for the set in the box provided.



When you are happy with your new title, hit the <Enter> key on the keyboard to save your Instant Cart Set's title.

6. You have now added a new Instant Cart Set.

You can also add a new Instant Cart Set by clicking the New button on the Main Tab Strip.

NB: If you want to add Shared Instant Cart Sets then you will need to be logged in as a User with sufficient permissions to do so (see the User / Contacts section in Myriad Manager for more details).

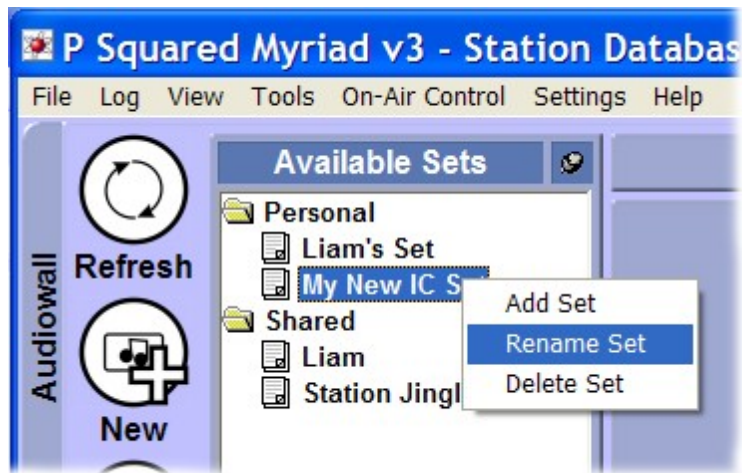
Renaming Instant Cart Sets Using the Right Click Menu

You can also rename any existing Instant Cart Sets using the right click menu by following these steps.

1. Ensure that the Instant Cart Set Tree View is visible. If it is not visible then click on the Available Sets button to open the Tree View panel.



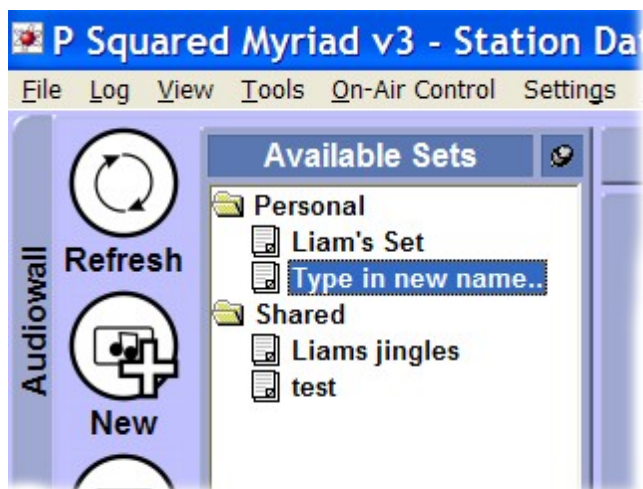
2. Locate the Instant Cart Set that you wish to rename and then right click on it.
3. Select Rename Set from the right click menu.



4. Type the new Instant Cart Set name into the box provided.



5. When you have finished, press the <ENTER> key on the keyboard or click elsewhere on the Instant Carts screen.



6. You have now renamed the Instant Cart Set.

NB: You can also double click on the Instant Cart Set in the Tree View panel to rename the Instant Cart Set, or click on the Rename button on the Main Tab Strip.

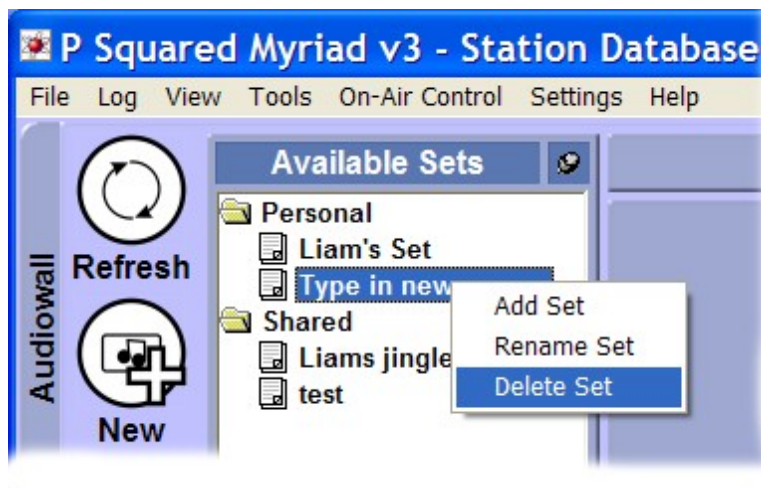
Deleting Instant Cart Sets Using the Right Click Menu

You can delete an existing Instant Cart Set using the right click menu on the Tree View by following these steps:

1. Ensure that the Instant Cart Set Tree View is visible. If it is not visible then click on the Available Sets button to open the Tree View panel.



2. Locate the Instant Cart Set that you wish to delete and then right click on it.
3. Select Delete Set from the right click menu.



4. You will then be asked to confirm the deletion of the Instant Cart Set.



Click on Yes if you wish to continue with the deletion and No if you do not want to continue.

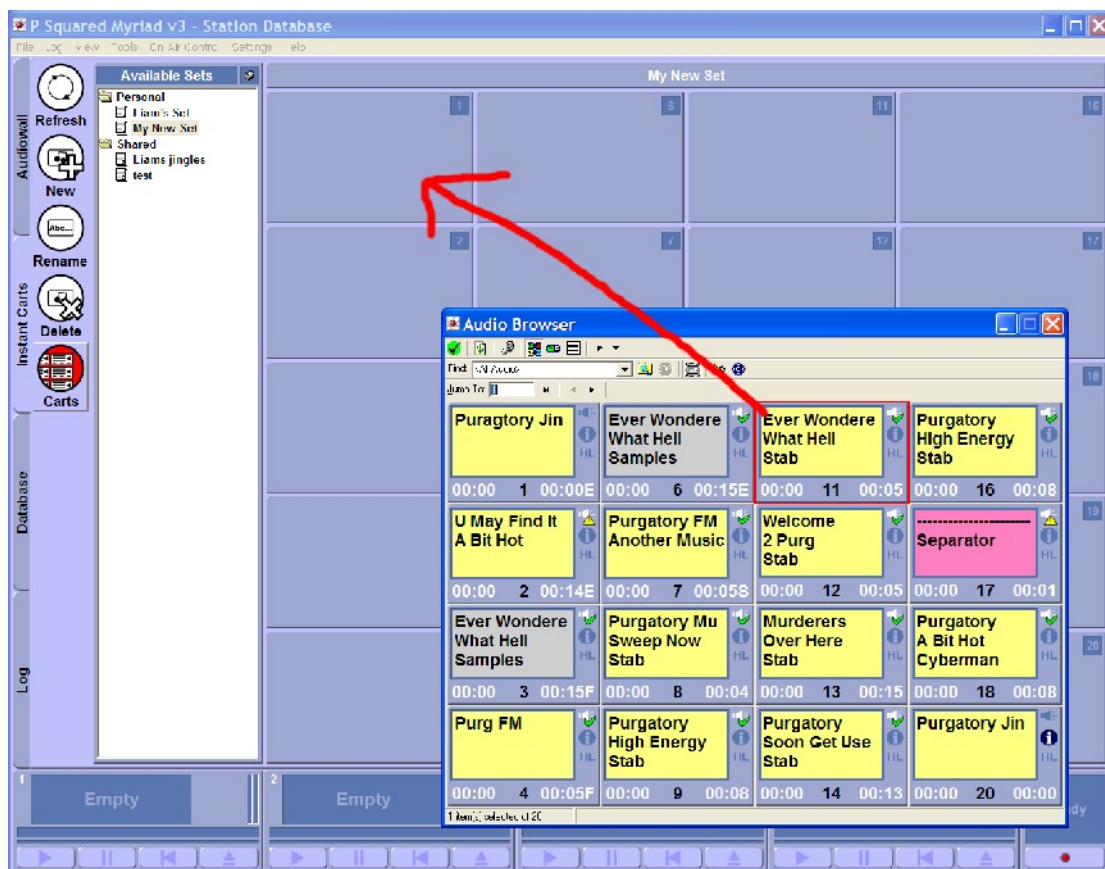
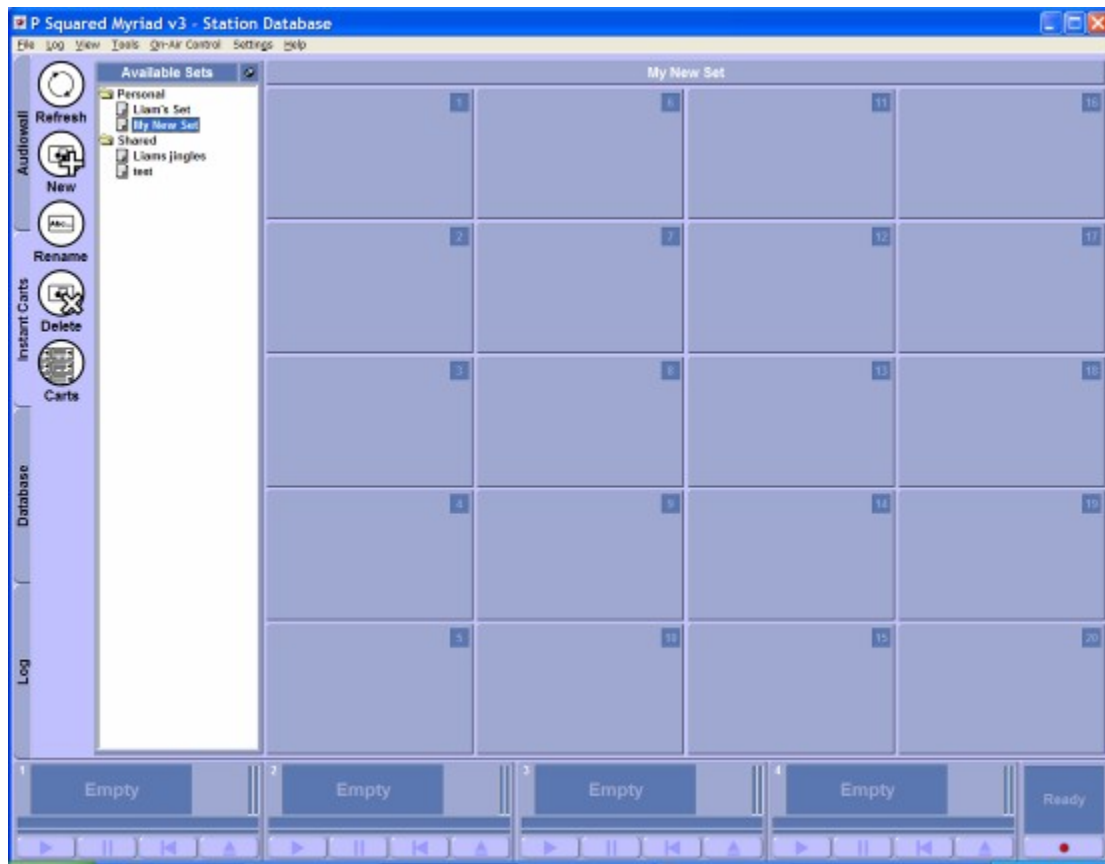
5. If you click on Yes, the Instant Cart Set is deleted and the next Instant Cart Set in the list is displayed.

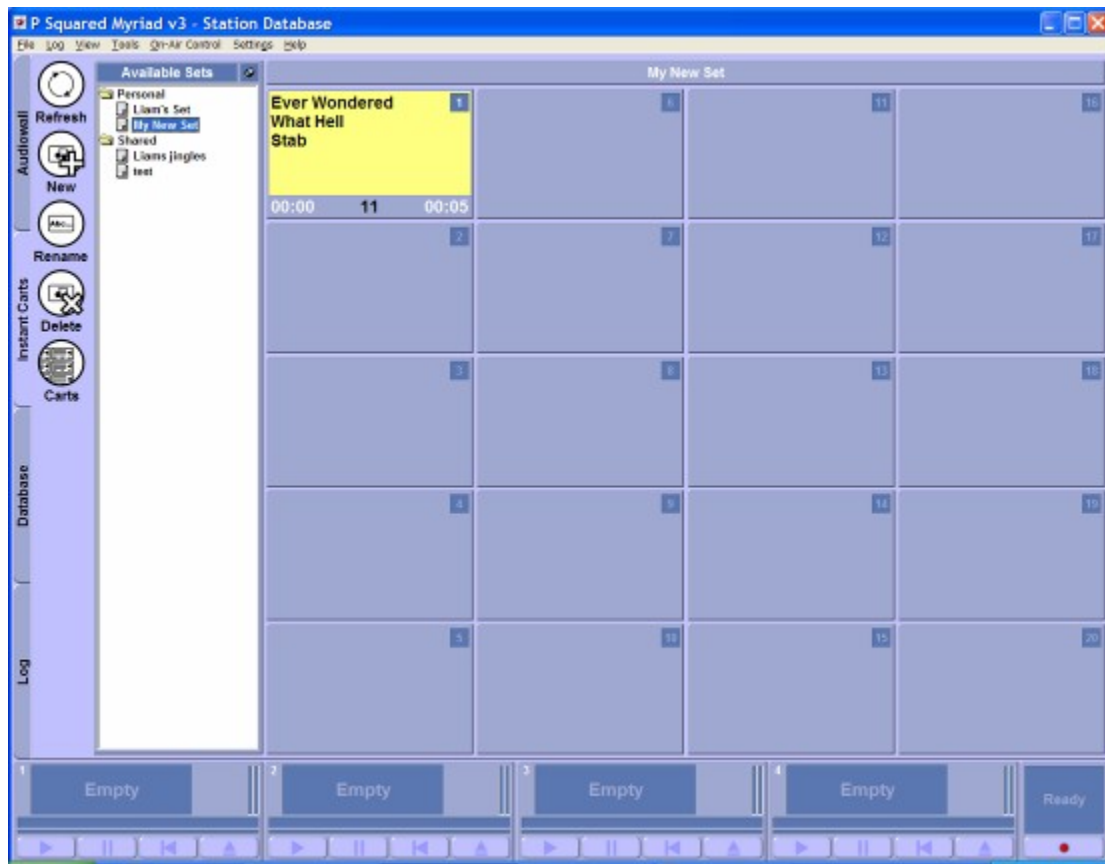
You can also delete an Instant Cart Set by highlighting it in the Tree View panel and then clicking on the Delete button on the Main Tab Strip.

Instant Carts 1 – 20

The main section of the Instant Carts Screen shows the twenty Instant Carts that form the Instant Carts Set currently in use.

When you create a new Instant Cart Set, all twenty Instant Carts are initially blank but you can add Carts (from the Audio Wall) to the Instant Carts Set by clicking on the Carts button on the Main Tab Strip.





Each Instant Card displays the Card Description, Intro length, Card Slot Number and Overall length of the Card attached to it, as well as the Instant Card Number (i.e. the number on the keyboard that you must press to trigger the Instant Card).

Any Instant Cards that appear blank have not had a Card attached to them.

You can trigger Instant Cards by using one of the following methods:

- Press the corresponding key on the keyboard.
- Number Keys 0-9 • Instant Cards 1 – 10
- <Shift> + Number Keys 0-9 • Instant Cards 11 – 20

NB: If you have a customised Myriad keyboard then you may have all twenty Instant Cards available as buttons on the keyboard.

- Click on the Instant Cards using the left mouse button.

If you need to remove a Card from an Instant Card, click on the Instant Card Number in the top right hand corner.



This will clear the Instant Cart leaving it blank.

You can also drag new Carts into Instant Carts that are already occupied; the Instant Carts will be updated immediately to display the new Cart details.

The Main Tab Strip

The Main Tab Strip is used to switch between the main screens in Myriad. It is also used to display a range of context sensitive tools and buttons that update depending on which screen you are working with.

In the case of the Instant Carts Screen, the Main Tab Strip includes a number of buttons to allow you to use and maintain the Instant Carts and Instant Cart Sets. The main functions of these buttons are outlined in brief below:

- **Refresh** – Reloads the current Instant Carts and the Instant Cart Set Tree View list to reflect any changes made by other Myriad workstations on the network.
- **New** – Adds a new blank Instant Cart Set to either the Personal or Shared area of the Tree View panel (depending on which is currently highlighted).
- **Rename Set** – Allows you to rename the currently highlighted Instant Cart Set.
- **Delete Set** – Allows you to delete the currently highlighted Instant Cart Set.
- **Carts** – Opens the Cart Browser window which is a floating window that offers access to the Myriad Audio Wall. In this context, the Cart Browser is primarily used to drag Carts from the Audio Wall into Instant Carts to assign the Cart that will be played when the Instant Cart is triggered.

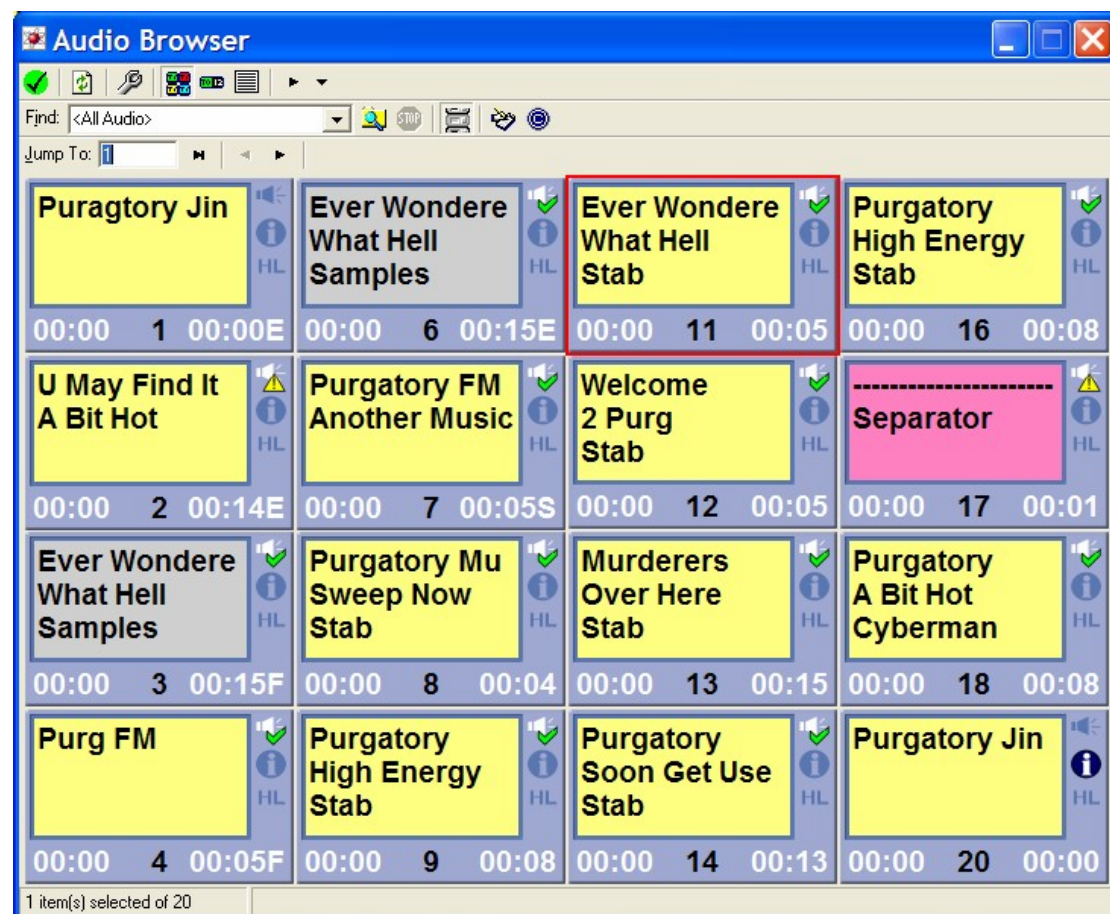
The Main Tab Strip remains on screen at all times regardless of which screen in Myriad you are working on.

The Carts Button

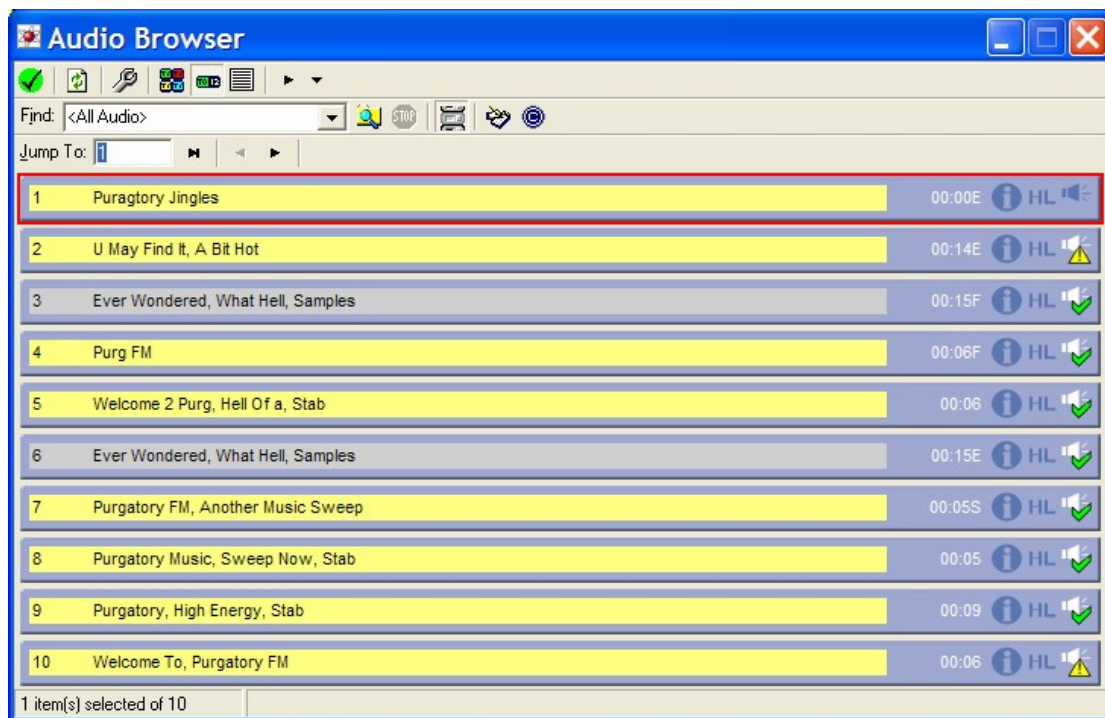
The Carts button on the Main Tab Strip of the Instant Carts screen is used to open the Audio Browser which is a slightly cut down version of the main Myriad Audio Wall screen that appears in a floating window.

The Audio Browser is used throughout Myriad wherever access to the Audio Wall is needed to view or select Carts. It basically allows you to browse the Audio Wall when you are in other areas of Myriad. You can drag Carts from the Audio Browser into other areas of Myriad (such as Instant Carts), in some circumstances, you can also double click on Carts to select them (like the Insert Cart function on the Log Screen). The Audio Browser also goes beyond the standard Audio Wall in some respects as you can limit the Carts displayed by a range of criteria. All of this is covered in greater detail in Chapter 7 - The Audio Browser section of the documentation.

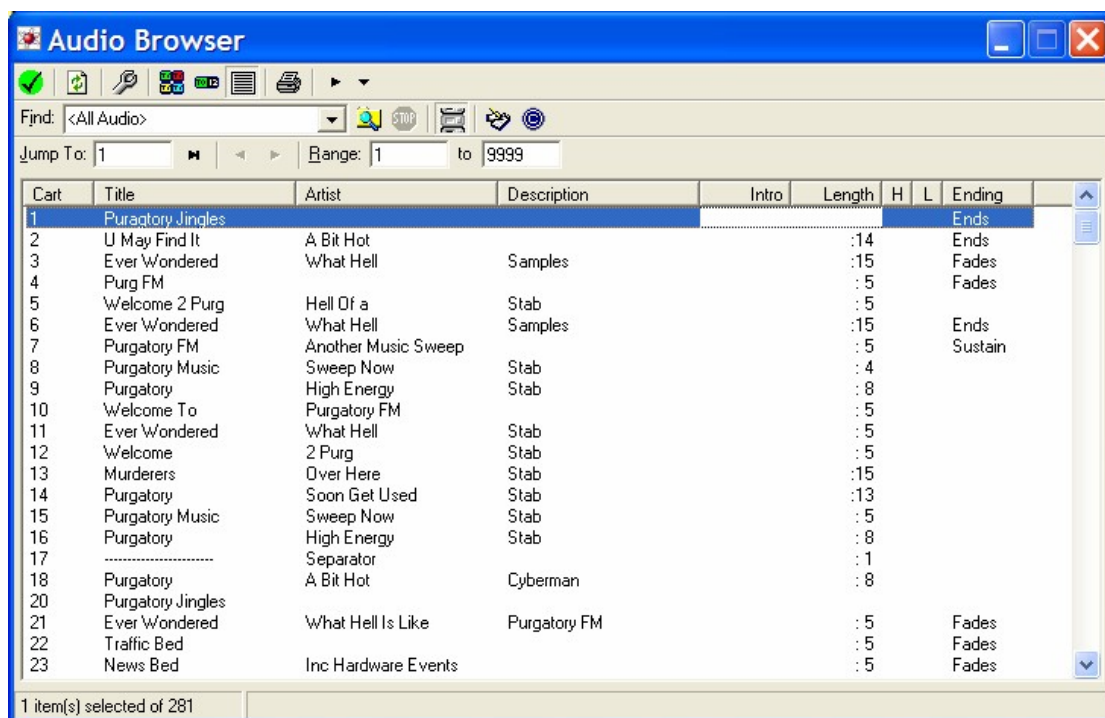
The Audio Browser can be used in three different view modes which can be seen below:



Standard Mode



Slim Cart Mode



List Mode

You can switch between these three modes by clicking on the Audio Browser Mode Select buttons on the Cart Browser Tool Bar.



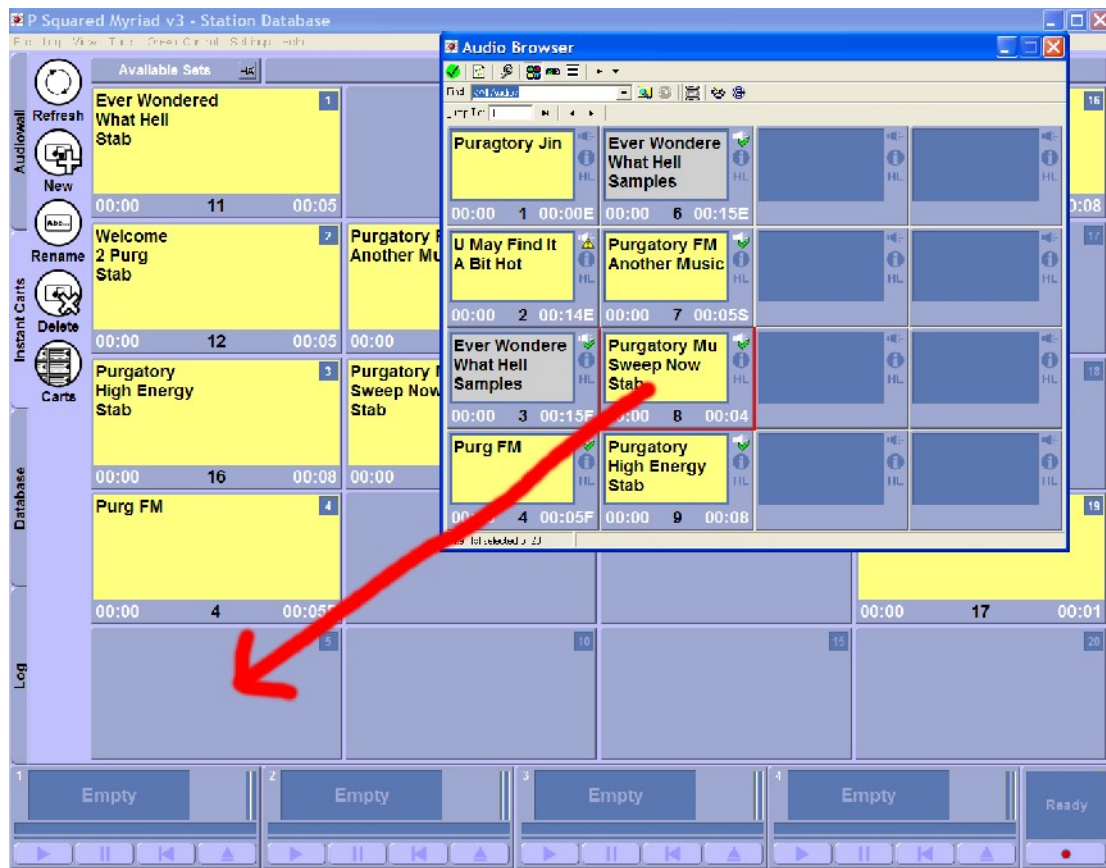
Although the Audio Browser is a powerful and versatile tool, in this section we will only look at how it can be used to attach Carts to Instant Carts.

We will assume that the Audio Browser is in Standard Mode for this example but the same methods apply whichever mode the Audio Browser is viewed in.

Assigning Carts to Instant Carts

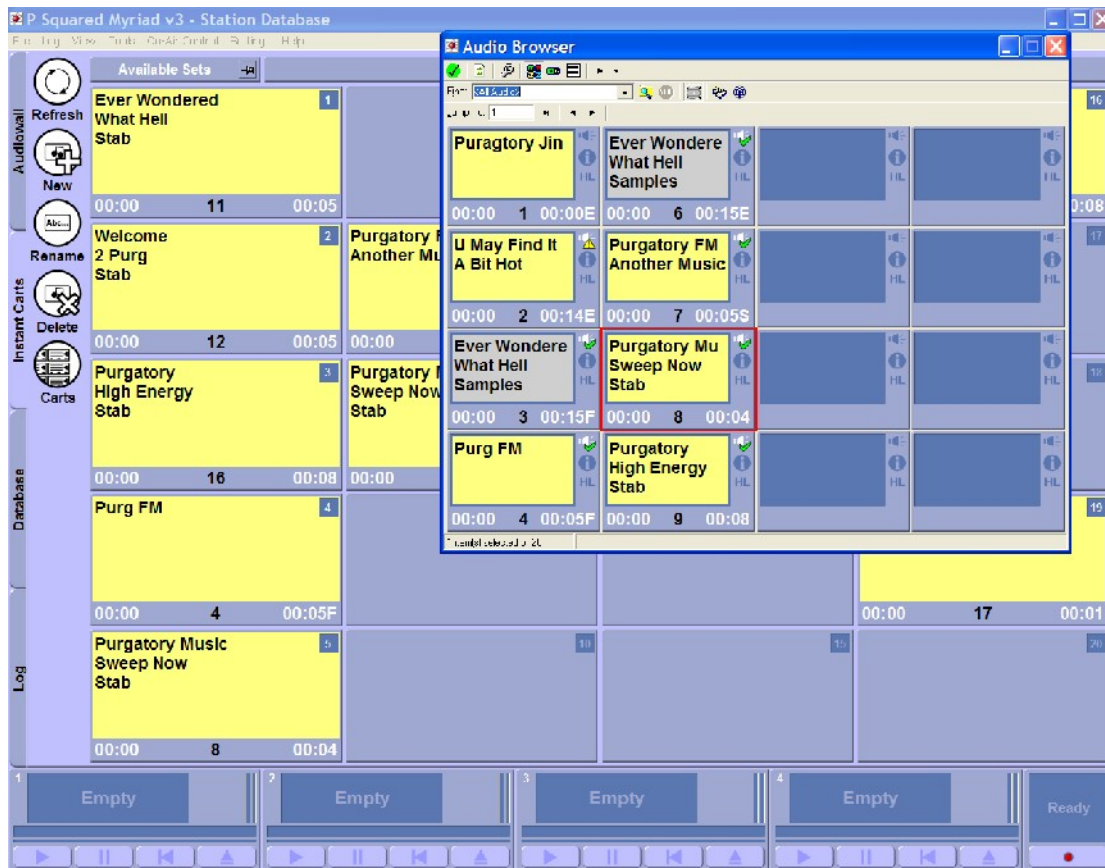
To assign a Cart from the Audio Browser to an Instant Cart, simply drag the Cart from the Audio Browser onto the Instant Cart.

Find the Cart that you want to use for your Instant Cart, using the Audio Browser (see below). Use the left mouse button to drag the Cart from the Audio Browser onto the Instant Cart that you want to use.

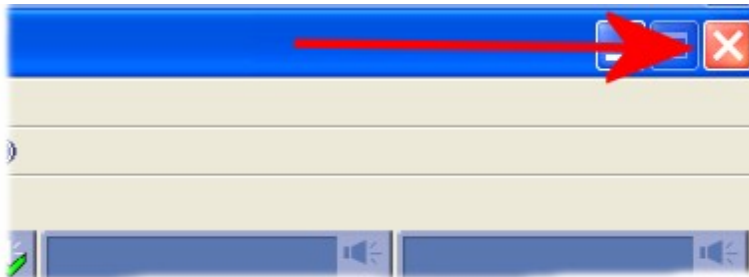


Release the left mouse button to drop the Cart onto the Instant Cart. The Audio Browser will remain open to allow you to add Carts to other free Instant Cards.

If you drag a Cart onto an Instant Cart that already has a Cart assigned, the assigned Cart will be replaced with the new Cart – you will not be asked to confirm the action!



Once you are happy with the Carts you have assigned, click on the X in the top right hand corner of the Audio Browser to close it.

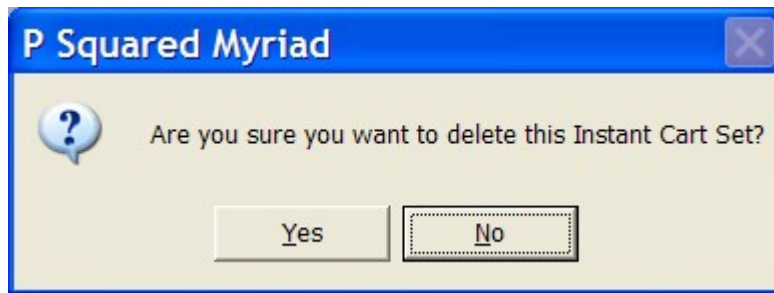


You can also assign Carts to Instant Carts using the main Audio Wall screen when the Instant Carts are configured to be displayed in 'mini mode' (see Mini Mode Instant Carts in Chapter 2).

The Delete Set Button

The Delete Set button is used to delete the selected Instant Cart Set from the Tree View.

To use this feature, make sure the Instant Cart Set that you want to delete is highlighted in the Set Tree View panel and then click on the Delete Set button.



You will then be asked to confirm the action. If you click on Yes then the Instant Cart Set will be deleted from the system but the Carts that were attached to Instant Carts in the Set will not be deleted, they will remain on the Audio Wall.

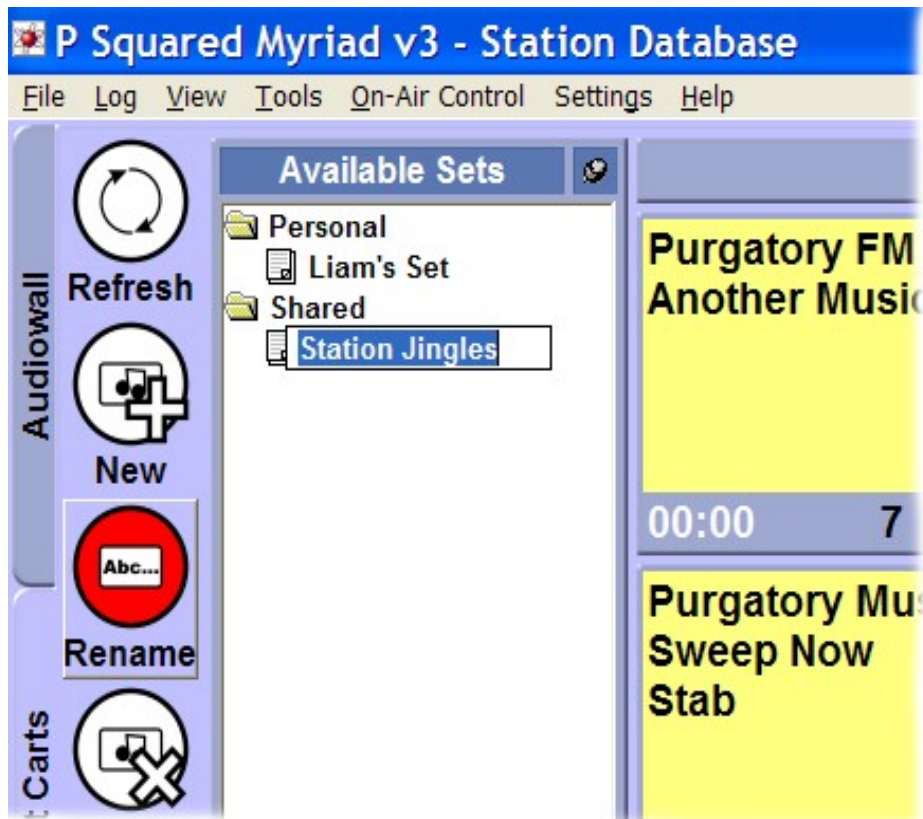
You can also delete Instant Cart Sets using the right click menu on the Instant Cart Set Tree View panel.

The Rename Set Button

The Rename Set button is used to rename an Instant Cart Set listed in the Instant Cart Set Tree View panel.

To use this feature, highlight the Instant Cart Set you wish to rename in the Tree View panel and then click on the Rename Set button.

You can then type in a new name for the Instant Cart Set. Once you have finished, press the <Enter> key on your keyboard or click on another area on the Instant Carts screen.

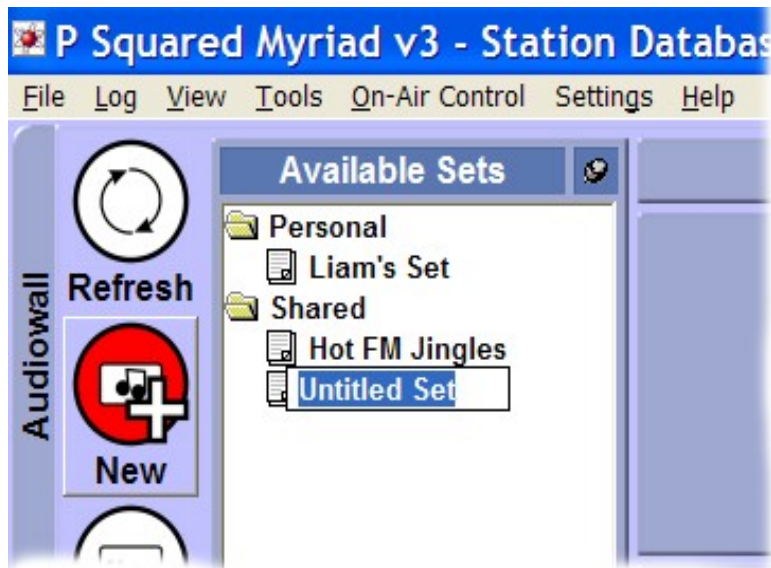


You can also rename an Instant Cart Set by using the right click menu in the Tree View panel.

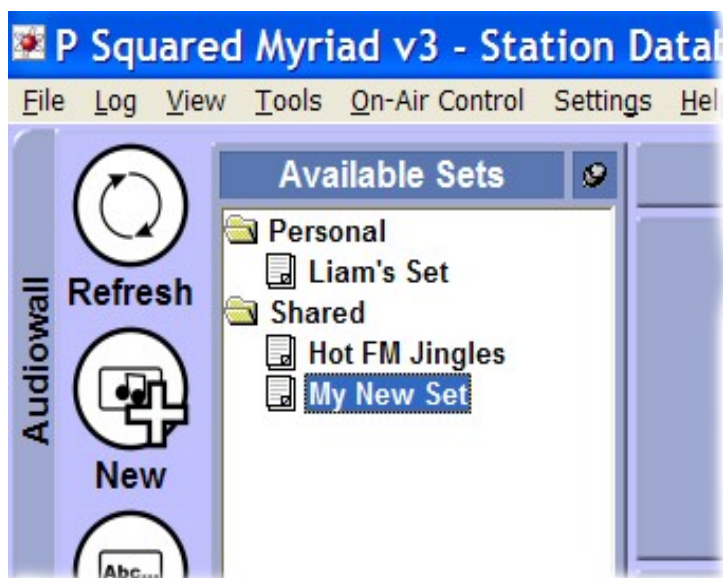
The New Set Button

The New Set button is used to add a new Instant Cart Set to the system. To use this feature, follow these steps:

1. Ensure that you are looking at the Instant Cart screen and that you are logged in with sufficient User Access Rights to add a new Instant Cart Set to the system.
2. Decide whether you wish to add a Personal or Shared Instant Cart Set and then click on either Personal or Shared on Tree View panel as appropriate.
3. Click on the New Set button. A new Set will be created in the Tree View panel.



4. Type in a name for the new Instant Cart Set that you have just added and then press the <Enter> key.



5. You can now use the Audio Browser to start to add Carts to your new Instant Cart Set (see Adding Carts to Instant Carts).

You can also use the right click menu on the Tree View panel to add in new Instant Cart Sets (see Adding Instant Cart Sets Using the Right Click Menu).

The Refresh Button

The Refresh button checks the network system for updated Instant Cart Sets and updates the display on the Instant Carts screen accordingly.

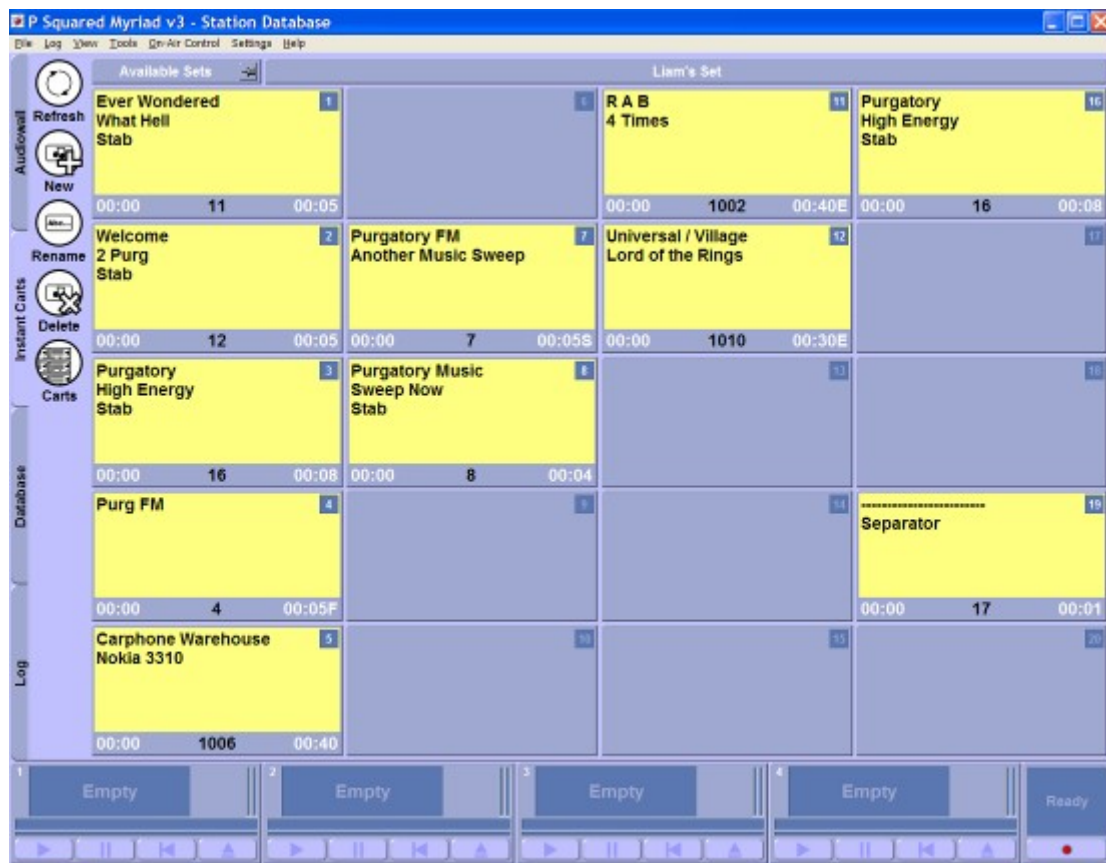
The main use for this button is that if another person is adding Shared Instant Cart Sets in another studio (or another Myriad workstation), you can use this option to force Myriad to check for updates and display the latest Instant Cart Set information.

Myriad automatically updates the Instant Carts displayed within a set periodically so if two people are looking at the same Instant Cart Set then changes made on one would automatically be reflected in the other. Myriad does not however, automatically refresh the overall Instant Cart Set list in the Tree View Panel so you would have to use the Refresh button in order to update this list if it is added to at another workstation.

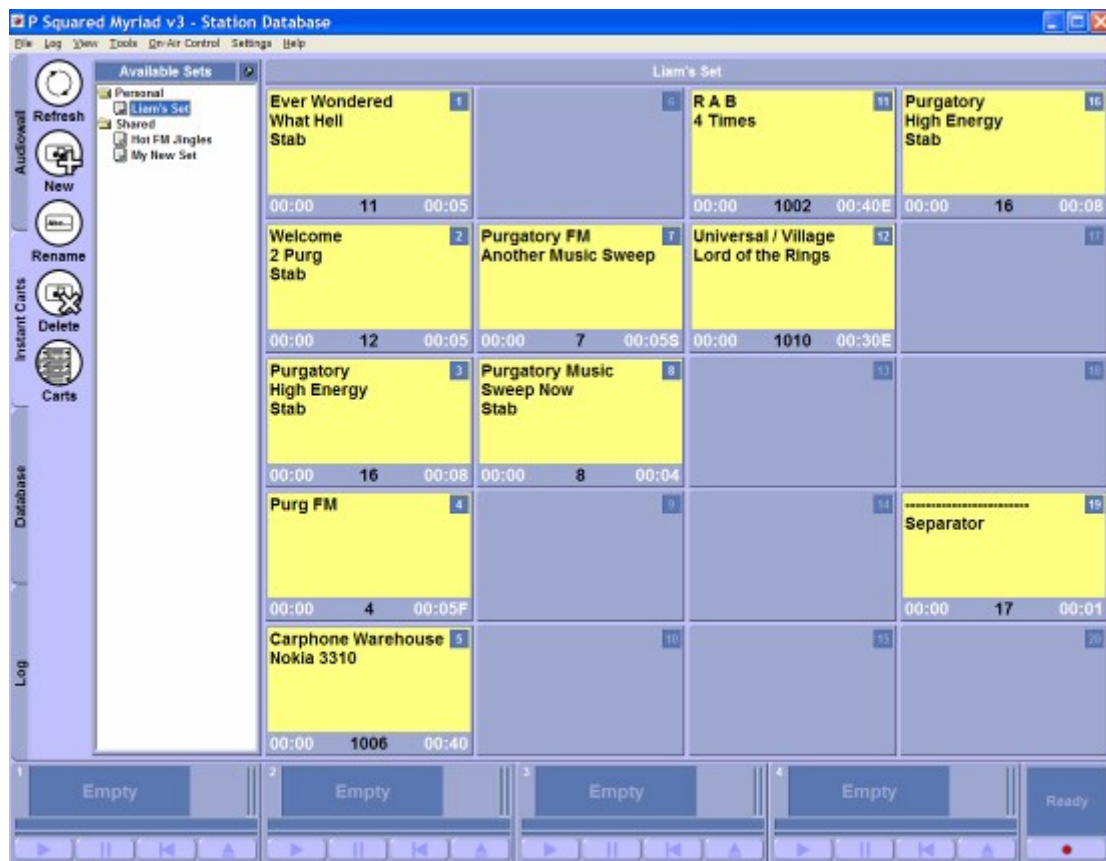
Pin Instant Cart Set Tree View Panel

As we have already seen, the Instant Cart Set Tree View panel is used to display, manage and browse the Personal and Shared Instant Cart Sets available on the system. You can configure the Instant Carts screen to either display the Tree View panel all the times or to hide it most of the time such that you can access it when you want to, and forget about it the rest of the time.

This is done using the Pin Instant Cart Set Tree View button. The two possible states are shown in the screen shots below.



Instant Cart Set Tree View Unpinned

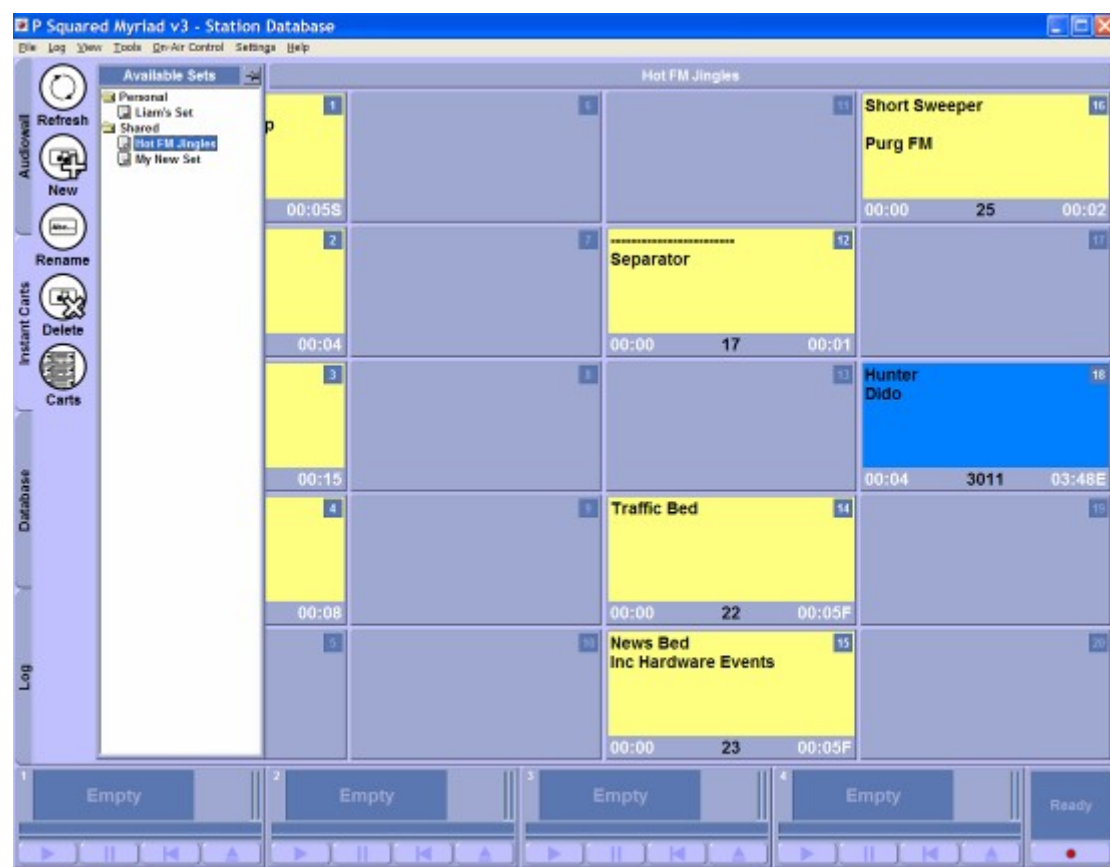


Instant Cart Tree View Pinned

Note the two different states of the icon on the Pin button.



As you will see, when the Tree View panel is unpinned, it basically disappears and the Instant Carts take up the majority of the Instant Carts screen. In this configuration, you use the Available Sets button to 'drop down' the Tree View panel.



The Tree View panel drops down over the top of the left hand row of Instant Carts. You can select the Instant Cart Set you want to switch to by clicking on it in the Tree View. When you do this the Instant Carts screen will switch to show the new Instant Cart Set and the Tree View Panel will disappear again revealing all of the Instant Carts. You can also close the Tree View Panel by clicking elsewhere in the Instant Carts screen.

The Available Sets Button

The Available Sets button is used to access the Tree View panel when it is in unpinned mode. In this mode, the Tree View is hidden most of the time and is only accessed by the user when they want to use it (see above). This is done via the Available Sets button.

Click on the Available Sets button to 'drop down' the Tree View panel. Select the Instant Cart Set that you want to view by clicking on it and the Instant Cart Set will be displayed and the Tree View panel will disappear again.

Current Instant Cart Set Name

This panel displays the name of the Instant Carts Set that is currently active on the Instant Carts screen.

Cart Description

Once an Instant Cart has a Cart attached to it, the details of the Cart are displayed on the Instant Cart in question. The Description segment of the Instant Cart shows the three primary description fields for the Carts. These are:

- Title – The Cart's title.
- Artist – The Cart's artist(s).
- Description – Miscellaneous information.

The background colour and text information is also adopted by the Instant Cart from the linked Cart.

Intro Time

This displays the Intro time (if one is set) for the Cart that is attached to the Instant Carts. For more details on Intro Times see Chapter 2 – Intro Time.

Overall Length

This displays the overall length of the Cart that is attached to the Instant Cart. If the Cart has an Extro set then the Overall Length will be defined as the time from the beginning of the audio file to the Extro point. If no Extro is available

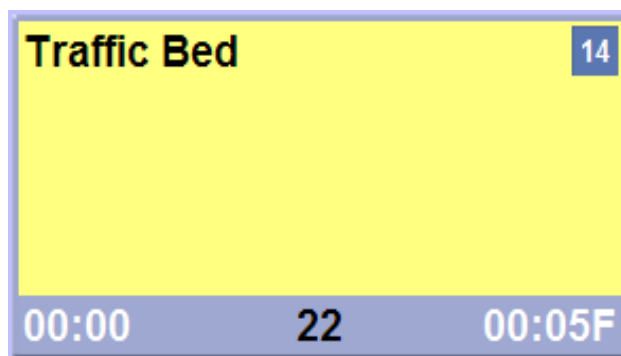
then the Overall Length is defined as from the beginning of the audio file to the end of the audio file.

Cart Number

This displays the Cart Slot Number for the Cart that is attached to the Instant Cart.

Instant Cart Number / Remove Cart from Instant Cart

This is a dual purpose element. Firstly, it is used to show the number of the Instant Cart. This is the number on the keyboard that you need to press to trigger the Instant Cart, so for example, in the screen shot below, is Instant Cart 14 and pressing the 14 key on a Myriad keyboard or the <Shift> + <4> keys on a normal keyboard will trigger the Instant Cart.

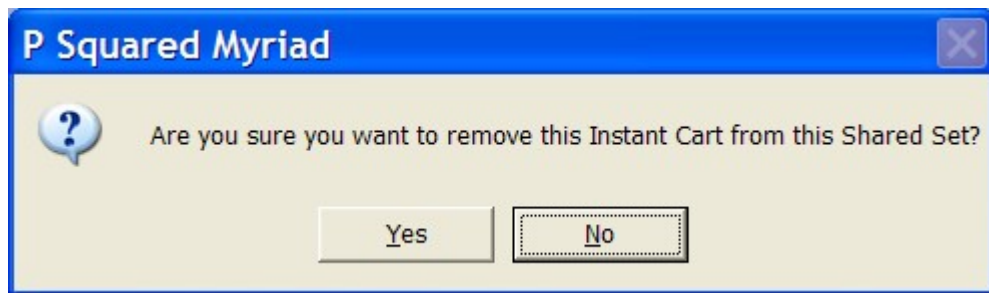


The other role for this element is as a mechanism used to remove the Cart from the Instant Cart.

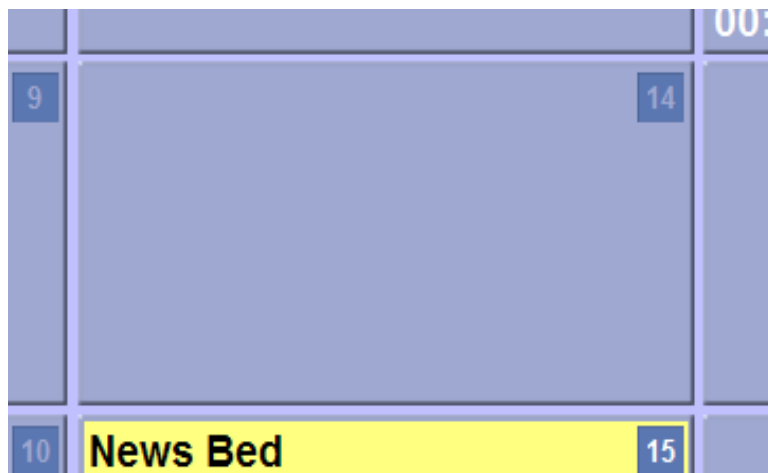
If you click on Instant Cart Number then the Cart that is attached will be removed from the Instant Cart leaving it blank.



Firstly you will be asked to confirm that you want to remove the Cart from the Instant Cart.



If you click on Yes then the Cart will be removed from the Instant Cart leaving it blank.



NB: Please note that this will not remove the Cart from the Audio Wall.

Working with Instant Carts

In the previous section we looked at the basic Instant Carts screen layout and the facilities it offers. In this section we will concentrate on how to use Instant Carts and how to configure them for your needs.

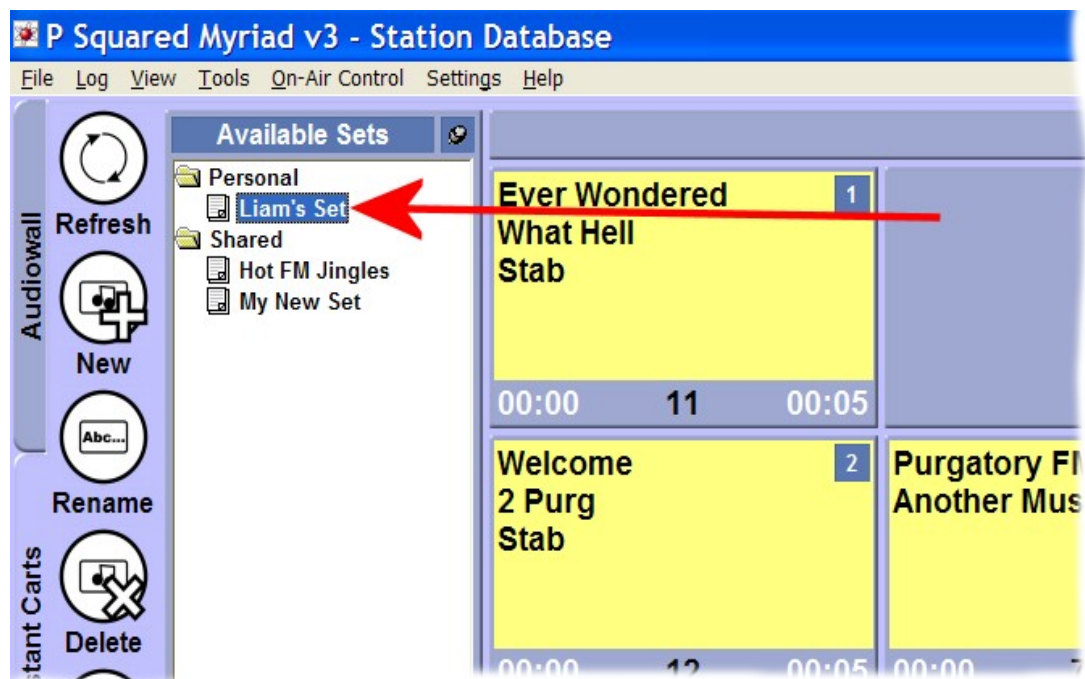
Assigning Carts to Personal or Shared Instant Carts

Once a Cart is assigned to an Instant Cart, that Cart is played automatically whenever the Instant Cart is triggered by either a mouse click or keyboard press (see Triggering Instant Carts).

Assigning Cards to Instant Cards is actually a very simple process. You can drag Cards from the Audio Wall, the Audio Browser, the Database screen or the Log screen directly onto Instant Cards. Basically, you can drag Cards from almost any source but by far the most common method is to use the Audio Browser which can be accessed via the Cards button on the Instant Cards screen.

To assign a Card to an Instant Card using the Audio Browser, follow these steps:

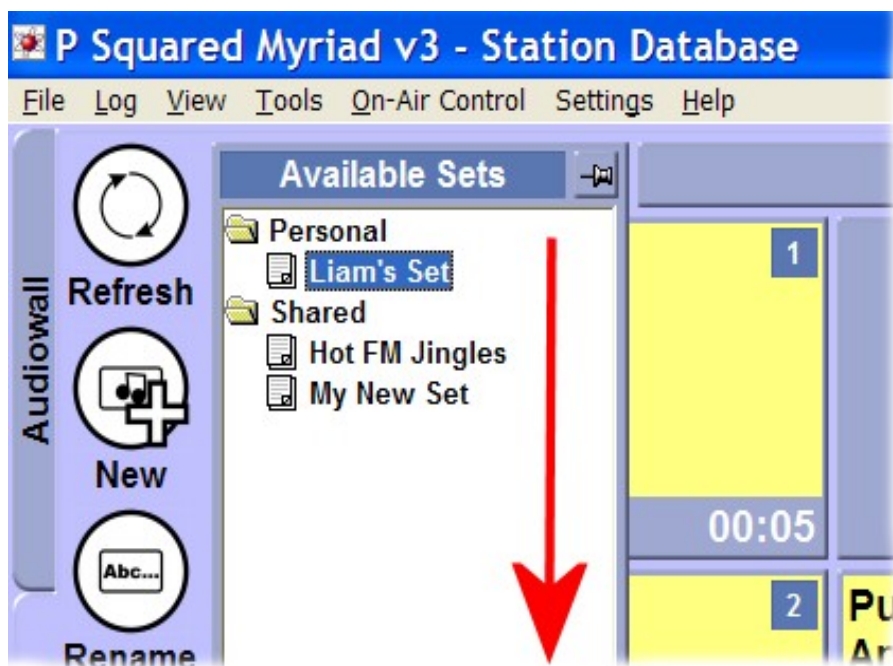
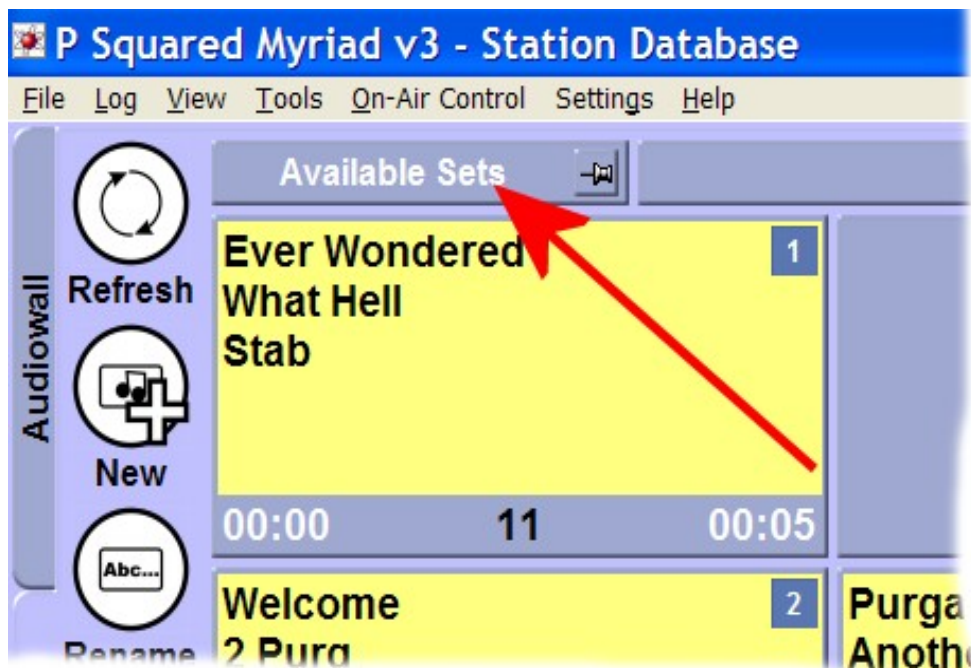
1. Make sure that you are logged into Myriad with a Username that has sufficient rights to modify Shared Instant Cards (if it is Shared Instant Cards that you wish to modify).
NB: Users always have rights to modify Personal Instant Card Sets.
2. Switch to the Instant Cards screen using the Main Tab Strip.
3. Use the Instant Card Set Tree View panel to select the Personal or Shared Instant Card Set that you wish to work with.



In this example we will assume that we wish to assign a Card to an Instant Card in the 'Liam's Set' Instant Card Set which is located under the Personal section of the Tree View panel.

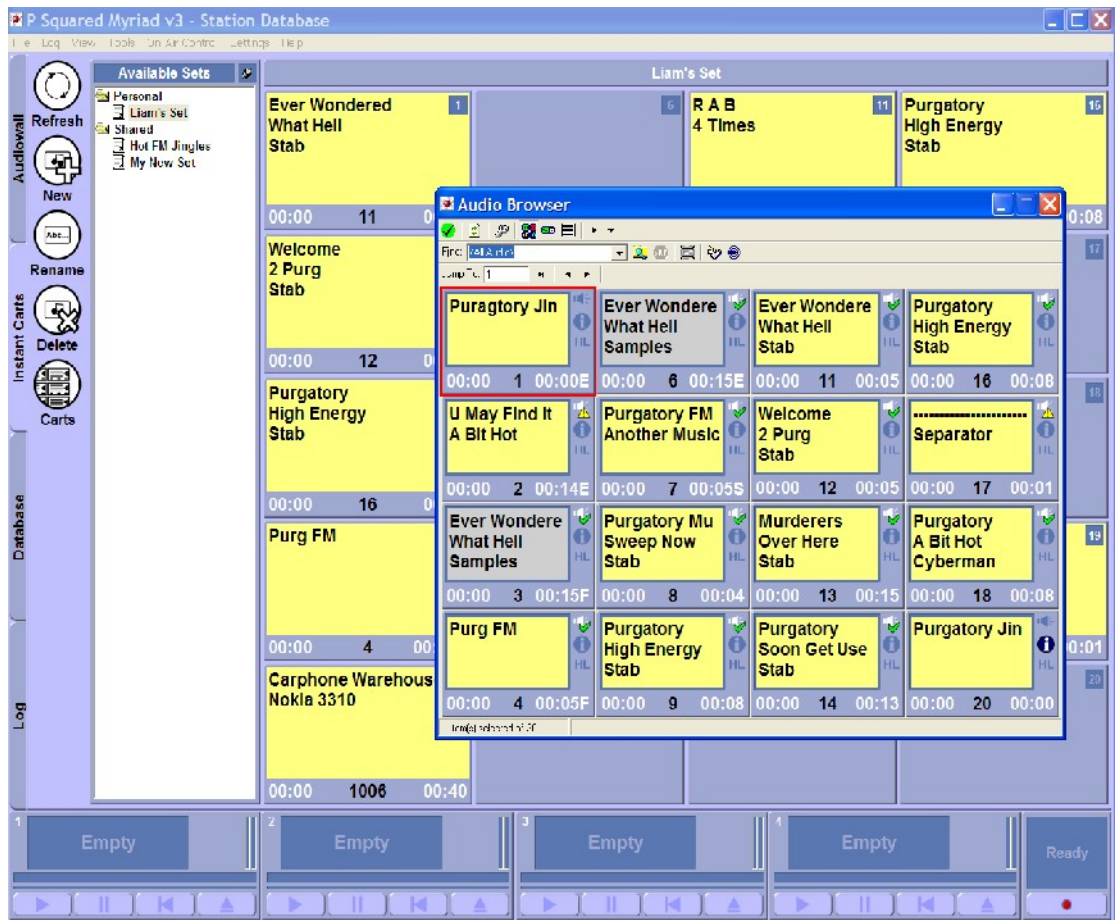
When you click on the Instant Card Set that you wish to work with, the Instant Cards for that Set are displayed in the main section of the screen.

NB: If the Tree View panel is 'unpinned' then it may not be visible at this stage. If the Tree View panel is not visible, click on the Available Sets button to 'drop' it down.



Once you are happy that you have selected the Instant Carts Set that you wish to work with, you are ready to move on to the next step.

4. Next, click on the Carts button to access the Audio Browser. The Audio Browser should be considered as a 'cut down' version of the Audio Wall screen and it is used throughout Myriad whenever access to Carts is needed. In this case we will be using the Audio Browser to view the Carts on the Audio Wall and to 'drag' a Cart onto the target Instant Carts.

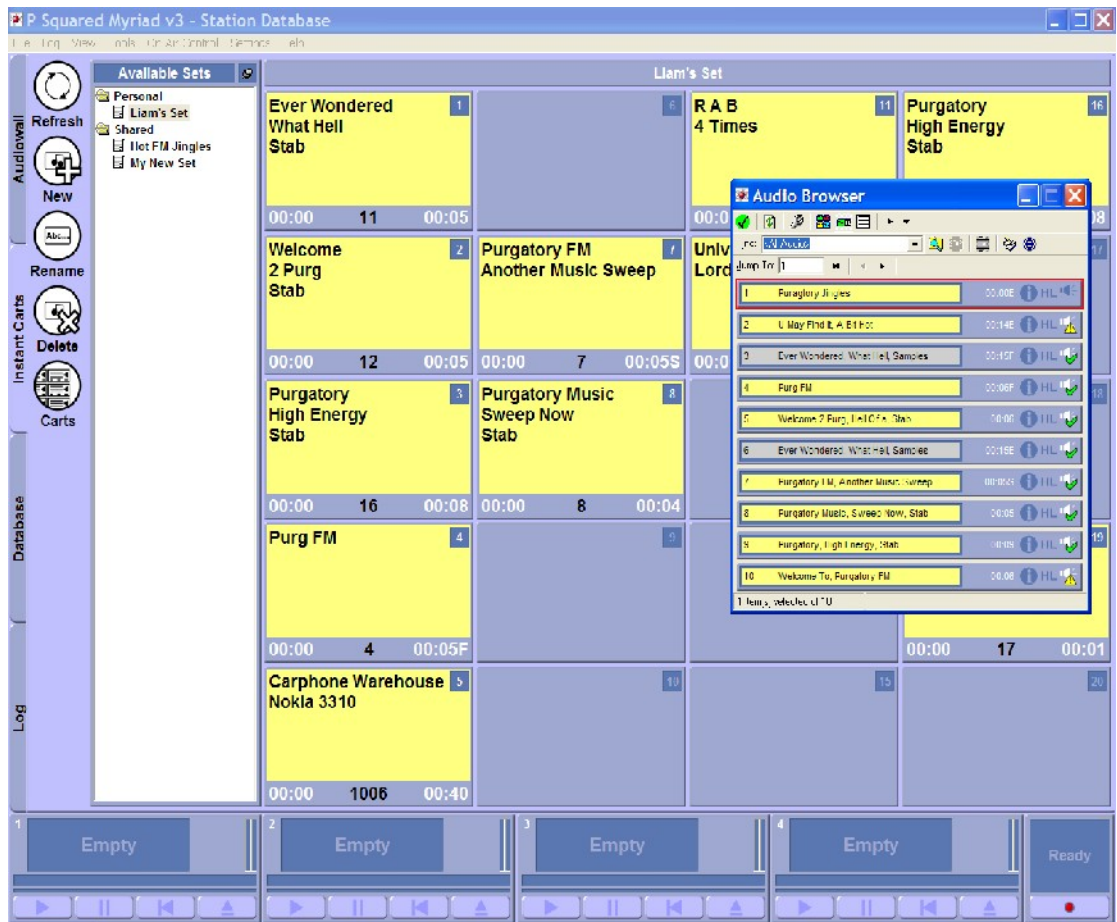


TIP: As you can see from the screen shot above, the Audio Browser has opened in Standard mode but in this case we need to drag Carts from the Audio Browser onto the Instant Carts screen, therefore we need more screen space, so we will switch to Slim Cart mode to make more space. This is not an essential step as you can drag Carts onto Instant Carts from any of the three Audio Browser view modes; this will just make the job of explaining it easier.

Standard Mode
Slim Cart Mode
List Mode





So now the screen looks more like this.



We can move the Audio Browser around on screen to give us access to the Instant Carts screen behind and if you are working on a dual screen system, you can always move the Audio Wall on to the other screen.

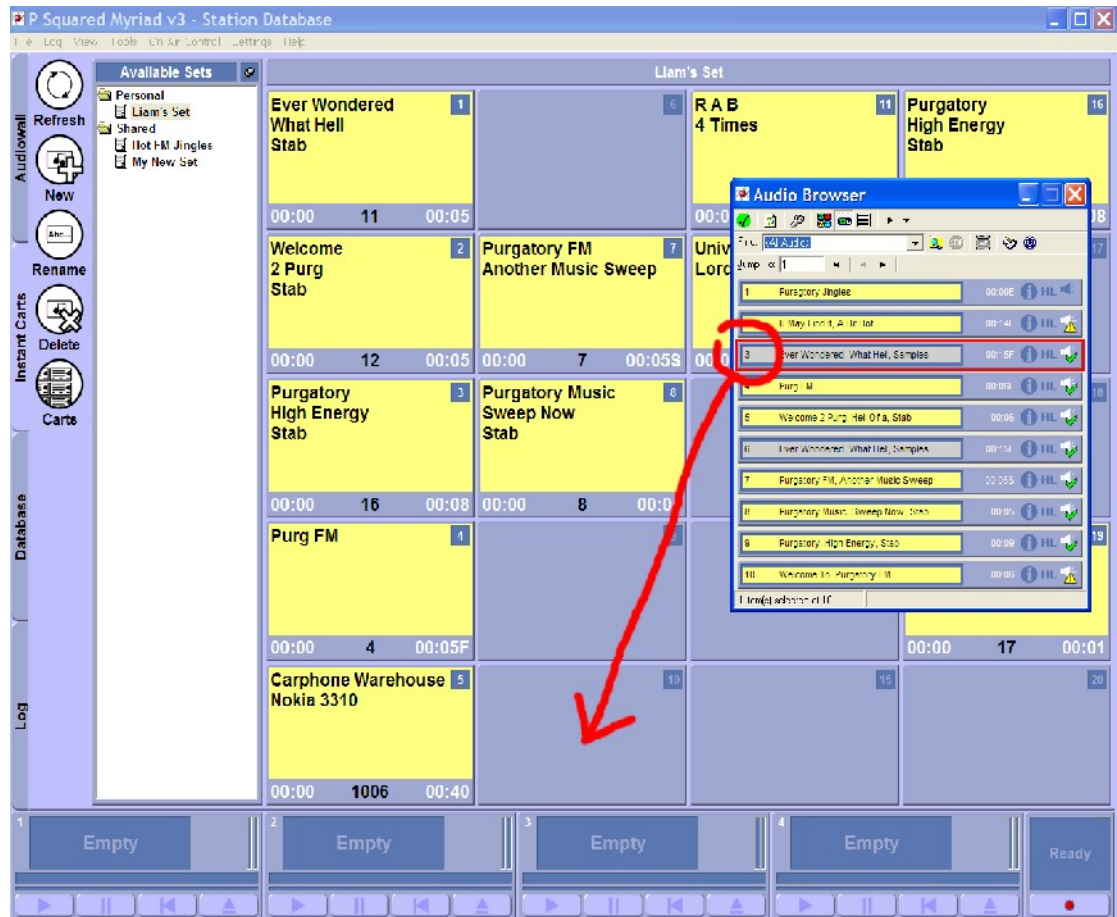
NB: Myriad remembers the mode last used for the Audio Browser on a per User basis so if you switch to this mode, it should remain like that next time you use the Audio Browser.

5. Use the Audio Browser to find the Cart that you want to assign to the Instant Cart. You have several options to help you do this. These include:
 - Scroll around the Audio Wall using the <Page Up> / <Page Down> keys or onscreen buttons.
 - Jump to a specific Cart by typing in the Cart Slot Number in to the Jump To field and then clicking on the Jump To button .
 - Use the Find field to type in a name or phrase to search for and then click on the Start Search button .

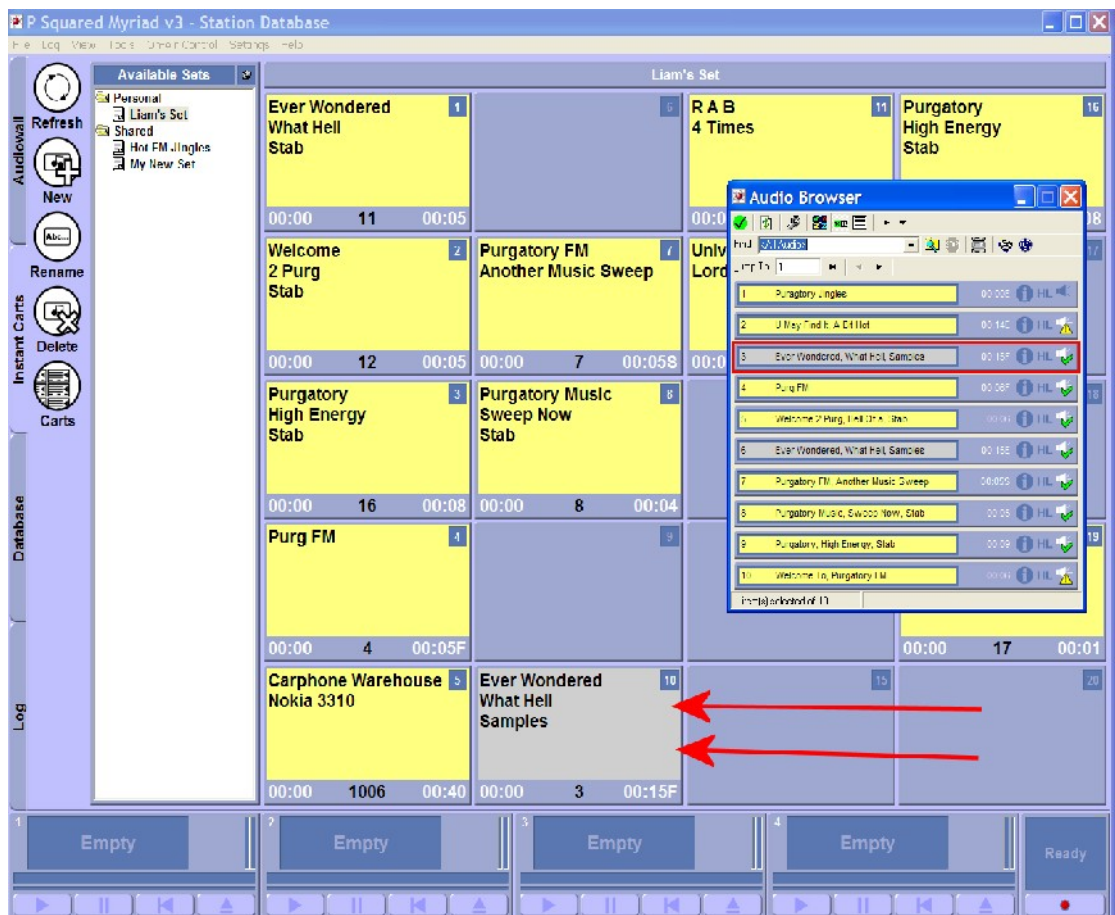
The Audio Browser offers a great many different options for navigating and searching the Audio Wall. For more details on the Audio Browser and how to use it, please refer to Chapter 7 – The Audio Browser.

In this case we will assume that the Cart that we want to assign to the Instant Cart is already visible on the Audio Browser.

6. Next decide which Instant Cart you want to assign the Cart to. In this example we will assume that we wish to assign Cart 3 to Instant Cart 10. To do this, simply drag the desired Cart onto the target Instant Cart.



When you drop the Cart on to the target Instant Cart, the Cart is assigned to the Instant Cart and the Cart details are displayed. The Audio Browser remains open.



7. You have now assigned your first Cart to an Instant Cart. The Audio Browser remains open to allow you to assign additional Carts to Instant Carts or you can click on the 'X' in the top right hand corner of the Audio Browser to close the Audio Browser window.

Playing Instant Carts

You can play an Instant Carts using one of the following methods:

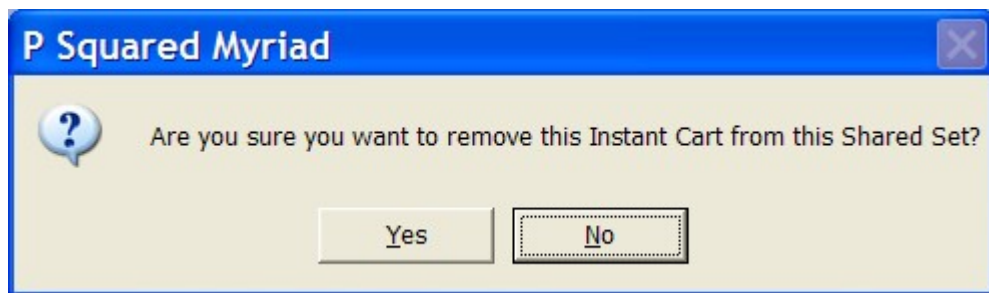
- **Keyboard Number Keys** – Use the keyboard number keys <1 to 0> to play Instant Carts 1 to 10 and <Shift> + <1 to 0> to play Instant Carts 11 to 20.
- **Click On The On Screen Instant Carts** – You can also use the left mouse button to trigger Instant Carts to play instantly.

Removing Carts from Instant Carts

Assuming that you have the access rights to do so, you can remove Carts assigned to Instant Carts leaving the Instant Carts blank. This is done by clicking on the Instant Cart Number / Remove Cart from Instant Carts indicator which is located in the top right hand corner of the Instant Cart.



If you click on this indicator, you will be asked to confirm that you wish to remove the Cart assigned to the Instant Carts.



If you click on Yes then the Cart will be removed from the Instant Cart leaving it blank.



NB: Please note that this will not remove the Cart from the Audio Wall, only from the assignment to the Instant Cart.

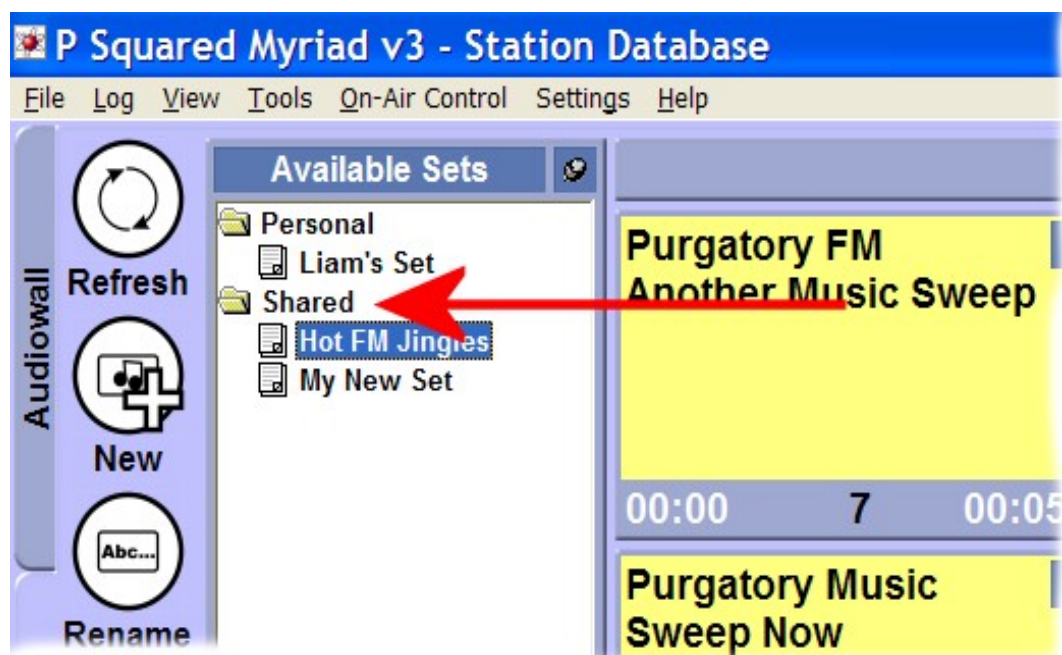
If you try to play an empty Instant Cart by either pressing the keyboard shortcut or clicking on it, Myriad will ignore the request as there is no Cart to play for that Instant Cart.

Adding a New Instant Cart Set

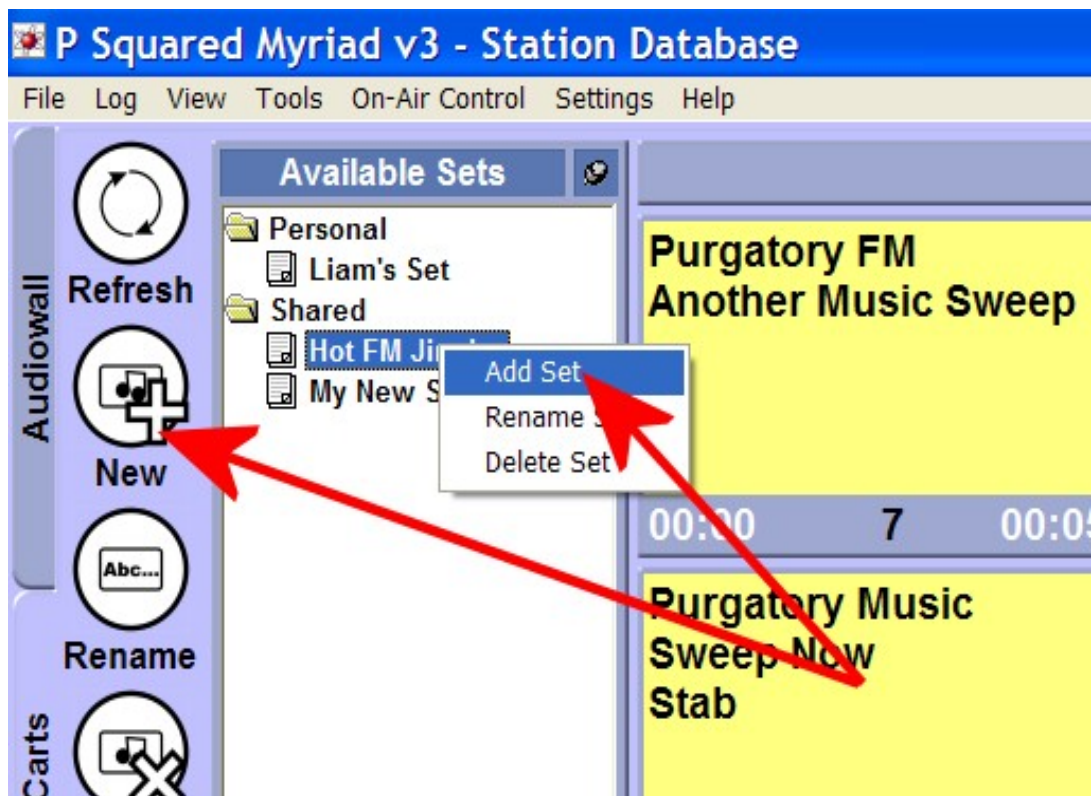
Instant Cart Sets are groups of 20 Instant Carts that can be either Personal (just available when you are logged in) or Shared (available to all Users on all Myriad workstations).

To add a new Instant Cart Set, follow these simple steps:

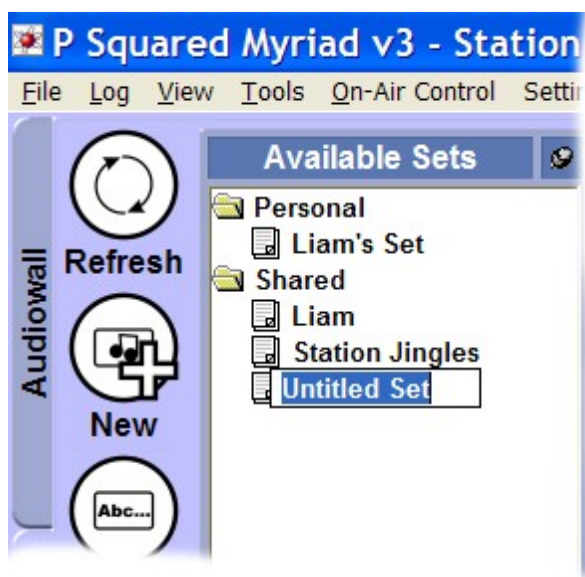
1. Click on the Instant Carts tab to switch to the Instant Carts screen.
2. Click on either Personal or Shared in the Instant Carts Set Tree View section to select whether you wish to add a Personal or Shared Instant Cart Set. In this example, we will add a new Instant Cart Set to the Shared section.



3. Click on the New button on the Main Tab Strip or if you prefer, right click on the Instant Carts Set Tree View panel and select Add Set from the right click menu.



4. Type in the name for the new Instant Cart Set.



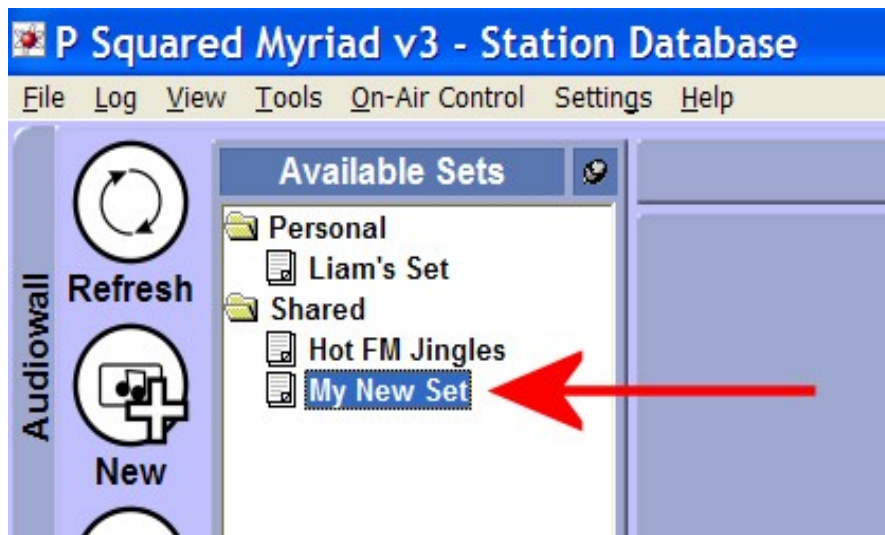
5. Press the <Enter> key on the keyboard once you have finished typing.
6. You have just created a new empty Instant Carts Set.

Renaming an Existing Instant Carts Set

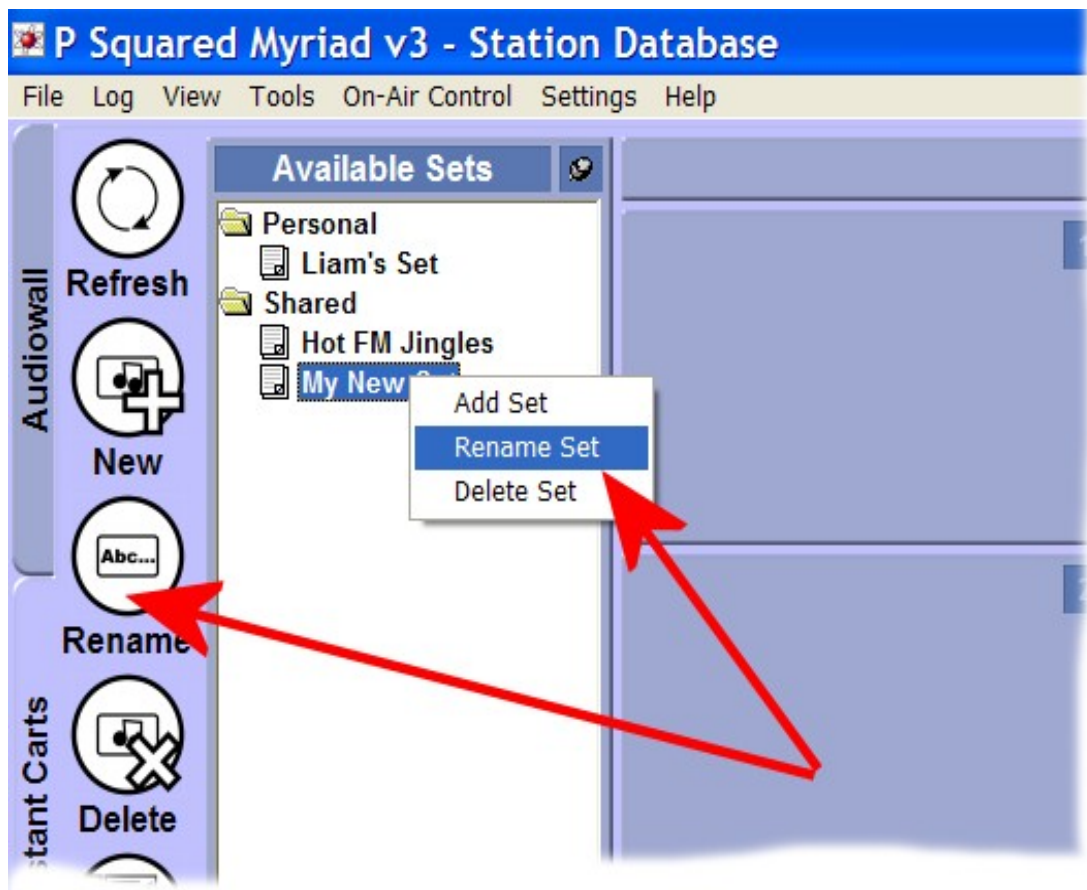
You can also rename an existing Instant Cart Set using the following the steps below.

NB: You can always rename Personal Instant Cart Sets but you will need to be logged in with a Username that has sufficient access rights to rename a Shared Instant Cart Set.

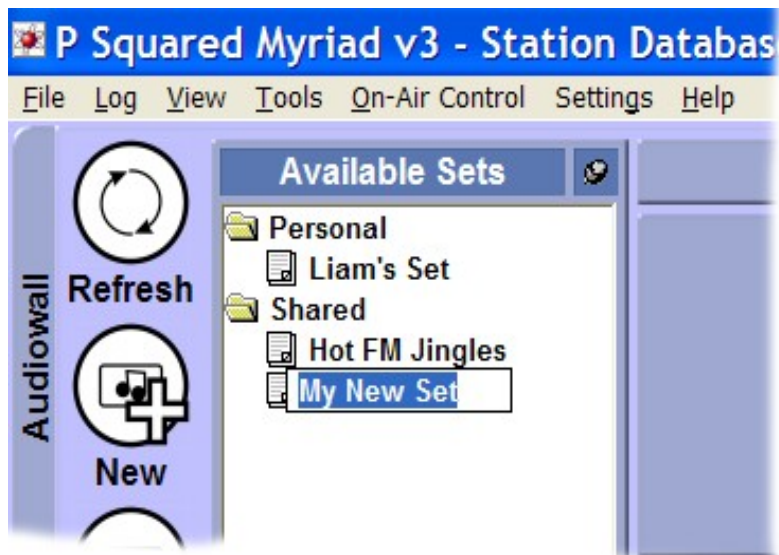
1. Click on the Instant Carts Set that you want to rename in the tree view section to make sure it is highlighted (shown in blue with white text).



2. Either, click on the Rename button on the Main Tab Strip or right click on the Instant Carts Set and then select Rename Set from the right click menu.



3. Type in the new name for your Instant Carts Set and then press <Enter> when you have finished.



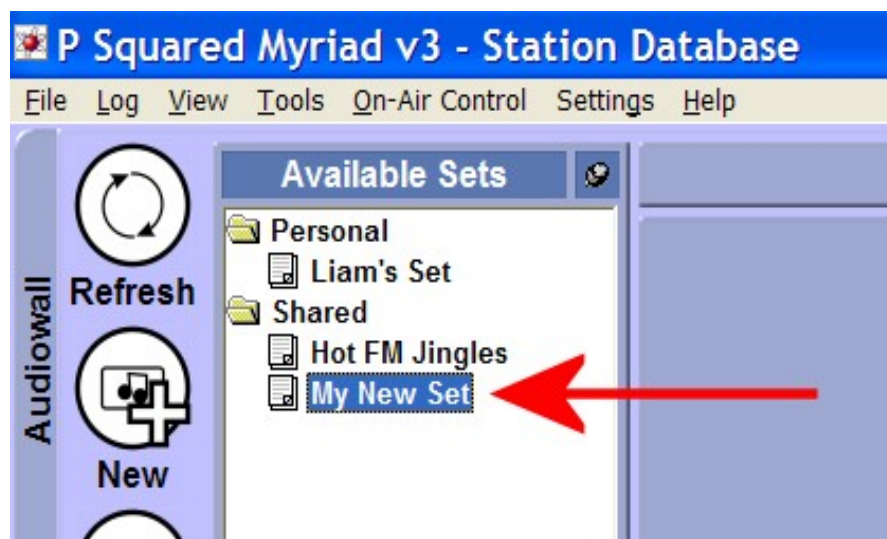
4. You have just renamed an existing Instant Carts Set.

Deleting an Existing Instant Carts Set

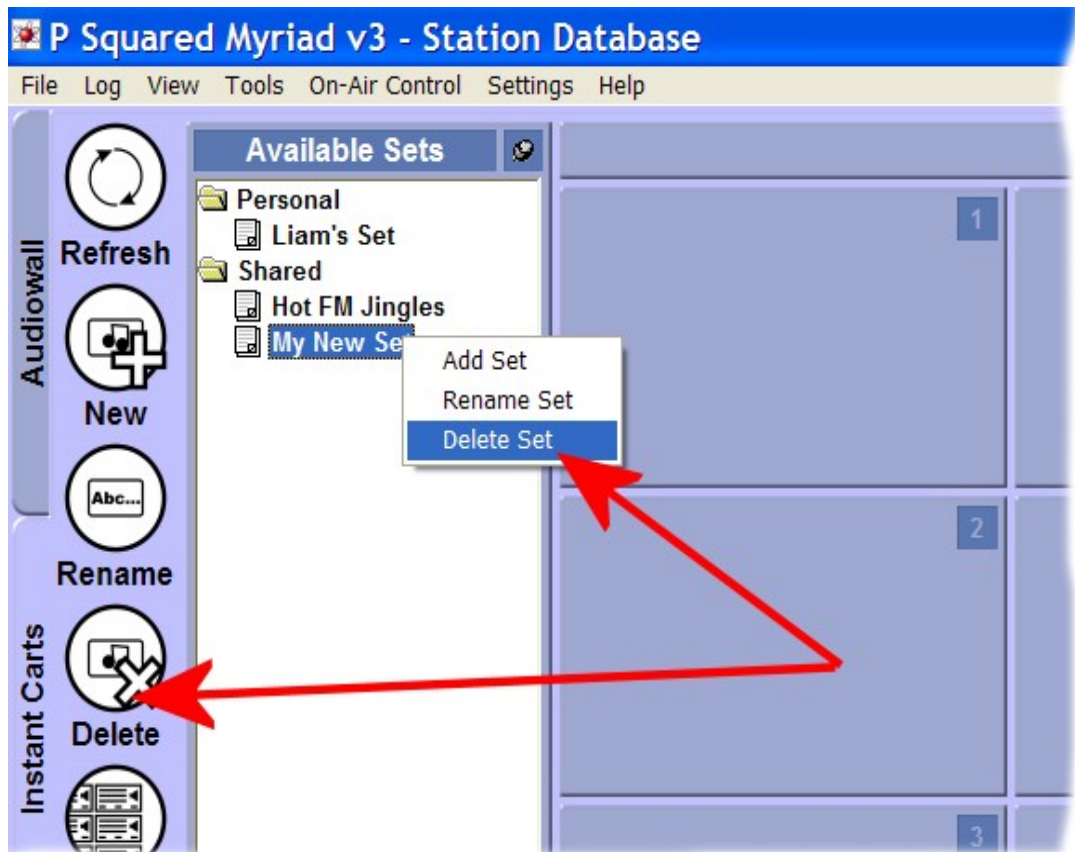
CAUTION! You will need to be logged on as a User with enough access rights to perform this operation. Once you have deleted an Instant Carts Set you cannot recover it. However, deleting Instant Cart Sets does not affect the Carts that the Instant Carts within the Set point to so you will not lose any Carts or audio from the Audio Wall.

To delete an Instant Cart Set follow these steps:

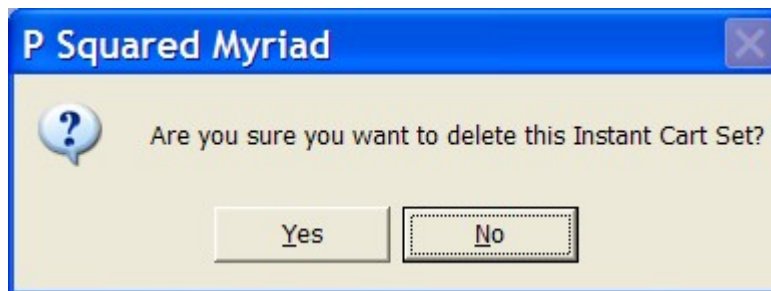
1. Click on the Instant Carts Set that you want to delete in the tree view section to make sure it is highlighted (shown in blue with white text).



2. Either, click on the Delete button on the Main Tab Strip or right click on the Instant Carts Set and then select Delete Set from the right click menu.



3. You will then be asked to confirm that you wish to delete the selected Instant Carts Set. Click on Yes if you wish to proceed.

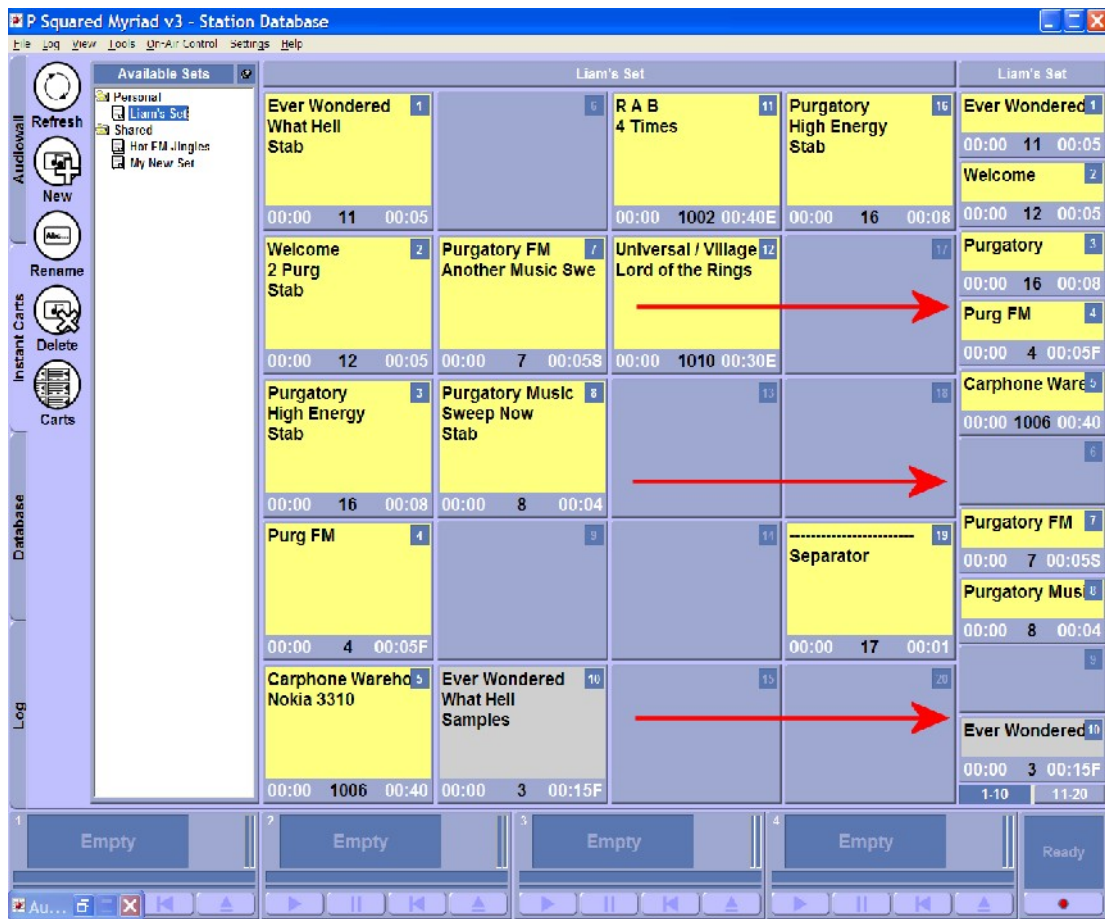
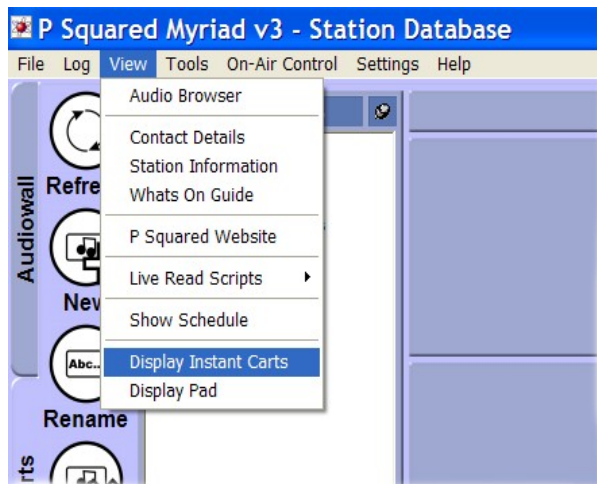


4. You have just deleted an existing Instant Carts Set.

Mini Mode Instant Carts

In Chapter 2 we looked at the Mini Mode Instant Carts configuration, which is where the Instant Carts are displayed (in a cut down form) on the main Audio Wall screen.

Although this configuration was covered in some detail in Chapter 2, it is worth mentioning here that if you turn on the Mini Mode Instant Carts (View Menu > Display Instant Carts) then the Mini Mode Instant Carts are also displayed on the Instant Carts screen.



This has no real bearing on the operation of the Instant Cart screen and is only mentioned to avoid confusion.

Chapter 3 Summary

In this Chapter we have looked at the concept of Instant Carts and how they are represented by the Instant Carts Screen in Myriad. We have seen how to use and interact with the Instant Carts and how we can use and manage the Instant Carts themselves.

The key things to take from this Chapter are:

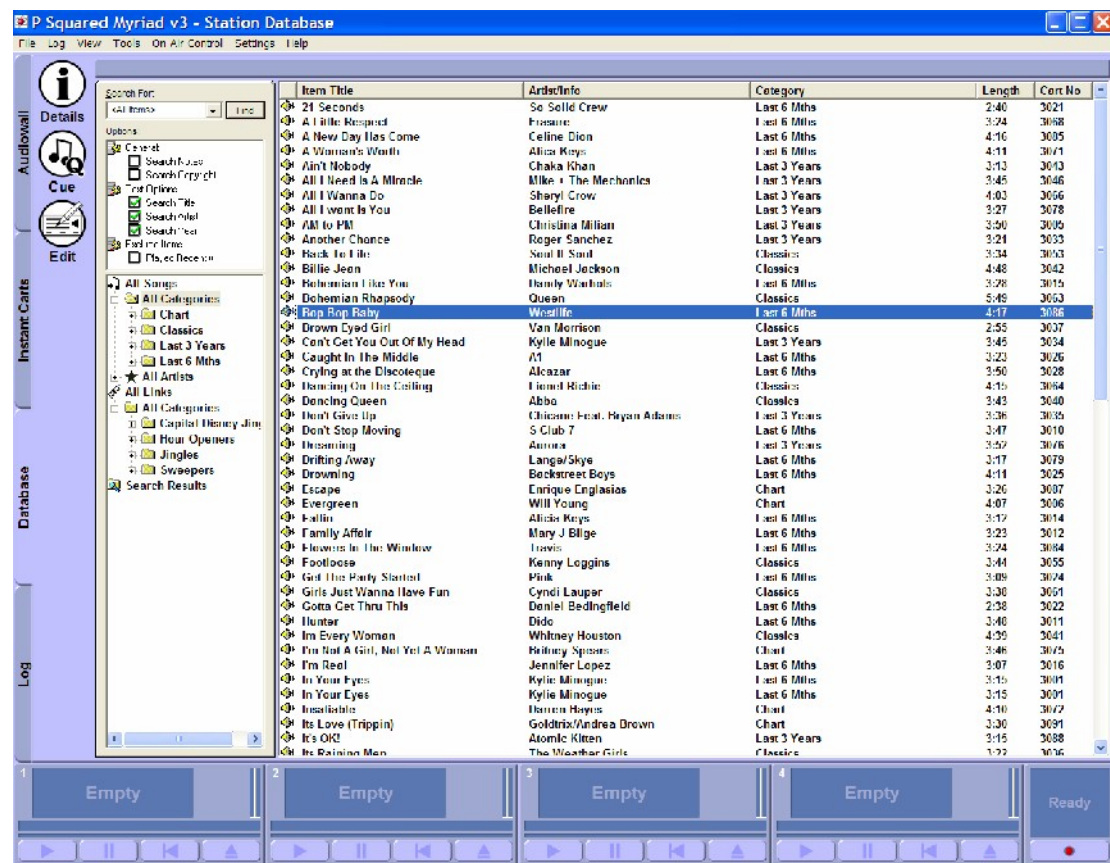
- Instant Carts are shortcuts to specific Carts on the Audio Wall.
- Instant Carts can be played at any time by pressing the corresponding number keys on a standard or customised Myriad keyboard.
- Instant Carts are arranged into groups of twenty which are known as Instant Cart Sets.
- Instant Cart Sets can be either Personal (to the User logged in) or Shared (for all Users on all workstations).
- You can assign Carts to Instant Carts using the Audio Browser or any of the other main screens in Myriad where Carts can be dragged from into the target Instant Cart.
- You can manage your Instant Cart Sets using the Main Tab strip buttons or the right click menu on the Tree View panel.
- The selected Instant Cart Set determines which Carts get played when an Instant Cart is triggered, even when Instant Carts are not visible on screen.

Chapter 4 – The Database Screen

In this Chapter we will concentrate on the Database screen and look at how it offers a powerful alternative to the Audio Wall when looking for and working with Carts.

By the end of this Chapter you should be familiar with the following topics:

- What the Database screen is and what it can be used for.
- The general layout of the screen and the function of the key components.
- How to use the Database screen to browse and search for Songs and Links on your system.



What Is The Database Screen?

The Database screen is usually only used in Myriad systems that also use AutoTrack or AutoTrack Pro for scheduling Songs, Links and station output. Essentially the Database screen offers access to the AutoTrack and AutoTrack Pro Song and Link databases which in turn allow Users to search

and browse the Songs and Links on the system using the categorisation structures that the station employs.

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 can use the Database screen to browse all the Songs in the 'A List' category and select the one you want to use.

The Database screen is not limited to just AutoTrack and AutoTrack Pro users. Stations that use other 3rd party scheduling systems can still employ the Database Screen in one of three different ways (depending on the options you have selected for your Myriad system).

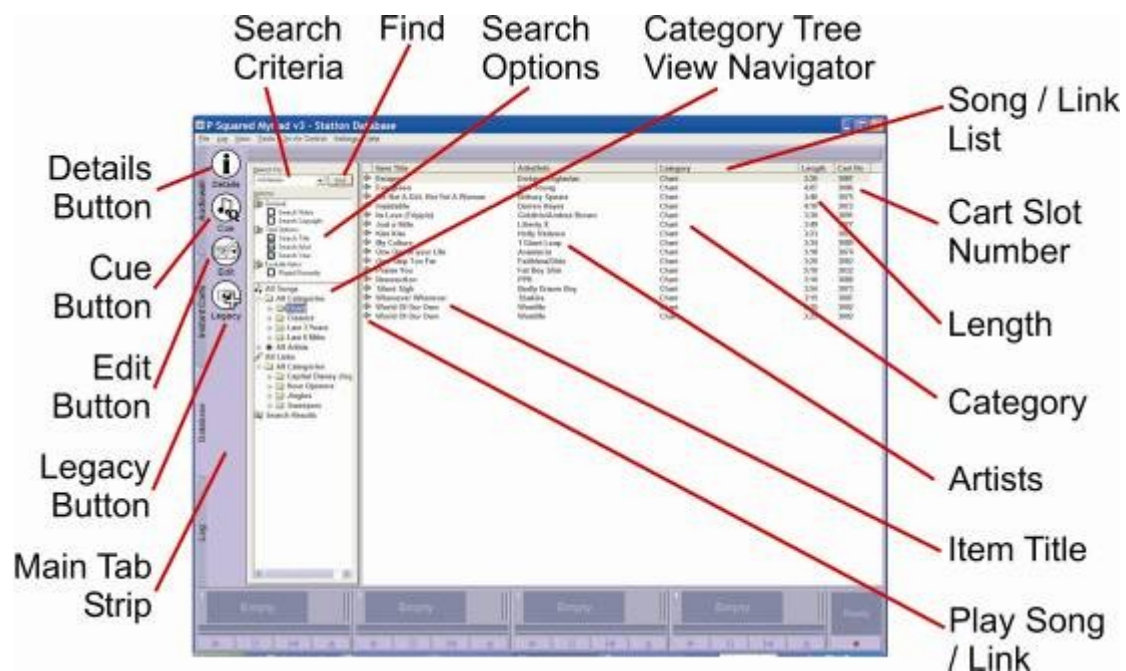
- **Disable** – If you cannot, or do not want to, use the Database screen you can disable it. Once disabled, switching to the Database Screen will present the User with a panel telling them that the Database is currently not enabled.
- **Using Cart Ranges** – This allows you to define special ranges of Cart Slot Numbers for Songs and Links. The Database will then list the Carts in these ranges as either Songs or Links as appropriate.
- **Import the 3rd Party Music Database (Advanced Tool Pack Only)** – This option is only open to Myriad systems that have the optional Advanced Tools Pack. One of the tools in the Advanced Tools Pack allows you to manually import your Songs database from 3rd party scheduling systems such as RCS Selector™. In order to do this, you need to run a specific report in Selector and save the results to a text file. The Import tool in the Advanced Tool Pack can then import this text file and update the Database screen accordingly. Unlike when using AutoTrack or AutoTrack Pro, you have to manually update the Database periodically in order to keep it current but it does provide a useful way of accessing the advantages of the Database screen even when you are using a 3rd party scheduling system.

The Advanced Tools Pack offers a range of powerful and useful tools designed to allow you to expand your Myriad system's functionality and flexibility. For more details on the Advanced Tool Pack and how to add it to your system, please contact sales@psquared.net or check out the P Squared web site (www.psquared.net).

The Database Screen General Layout

The Database general screen is split into two areas. The left panel shows a 'Tree View' of the Song and Link Categories and can be used to navigate to a specific Category to view the Songs or Links in that Category.

Above that are the Search Criteria and Search Options which are used to search for an entry in the Database that matches the search criteria and selected options.



- **Search Criteria** – Type in the word or phrase that you wish to search for.
- **Find** – Click on the Find button to begin the search of the Database.
- **Search Options** – Offers a range of options for narrowing the search results.
- **Category Tree View Navigation** – Select the Songs / Links listed by Song / Link Category by using the tree view.
- **Song / Link List** – Shows the results of the Search Criteria or the Song / Links in a selected Category.
- **Cart Slot Number** – The Cart Slot Number associated with entries in the Database.
- **Length** – The overall duration of the Cart associated with a Database entry.
- **Category** – The Category that a Database entry resides in.
- **Artists** – Shows the Artist name (if applicable).
- **Item Title** – Shows the Database entry Title information.
- **Play Song / Link Icon** – Clicking on this icon will play the Song or Link in a free Cart Player.
- **Main Tab Strip** – Used to switch between the major screens in Myriad. Also used to access context sensitive tools on each major screen.
- **Legacy Button (not on by default)** – Imports Database info from older AutoTrack v2.6.x scheduling system (only needed if using AutoTrack v2.6.x).
- **Edit Button** – Opens the Cart associated with the highlighted Database entry for editing using the SmoothEdit window.
- **Cue Button** – Loads the Cart associated with the highlighted Database entry in to a free Cart Player ready to be played. NB: You can also drag Database entries into the Cart Players using the left mouse button.

- **Details Button** – Displays the Item Details window which is a summary of all the Cart, Database and Notes information for a Cart or Database entry.

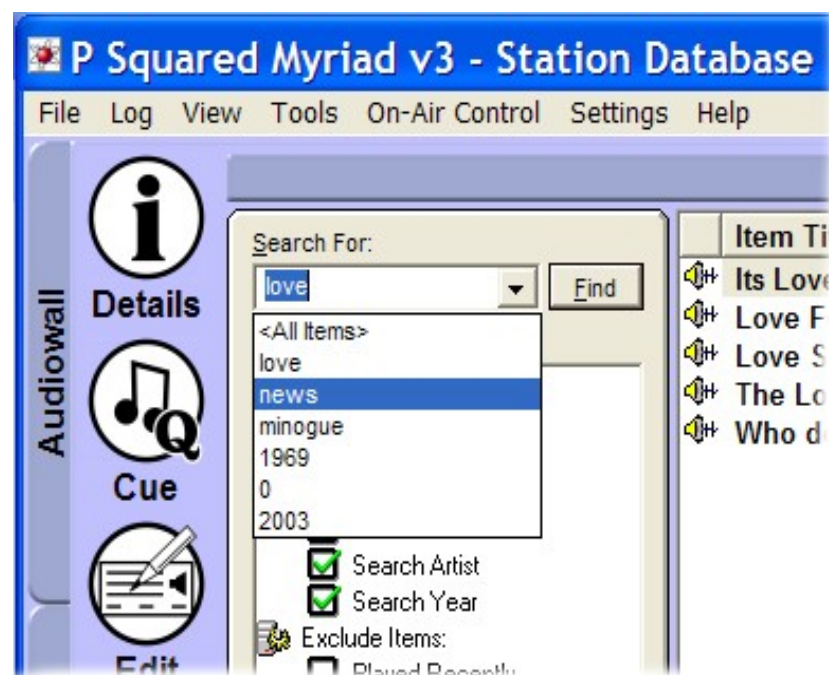
The main section of the Database screen shows a list of all the entries in the Database that match the search criteria or are in the selected Category. This list is organised into columns and can be sorted by any of the categories by clicking on the column headers. As with all the main screens in Myriad, the Main Tab strip completes the screen layout and offers access to a number of tools and options via the buttons. The elements that make up the Database Screen are discussed in more detail below:

Search Criteria

The Search Criteria field is used to type in a word or phrase to search the Database for; when you perform a search of the Database, Myriad looks at a range of information for entries that match your Search Criteria. These include:

- Title
- Artist
- Year
- Notes
- Copyright Details

To set the Search Criteria, type a word or phrase that you wish to search for into the 'Search For' box.



You can also use the drop down list to view and select words that you have searched for recently. Once you are happy with the word or phrase that you want to search for, click on the Find button or press the <Enter> key on the keyboard.

To return to a list of all the Songs or Links in the Database, or a selected Category, select <All Items> from the drop down list or ensure that the Search For box is empty when you click on the Find button.

The Find Button

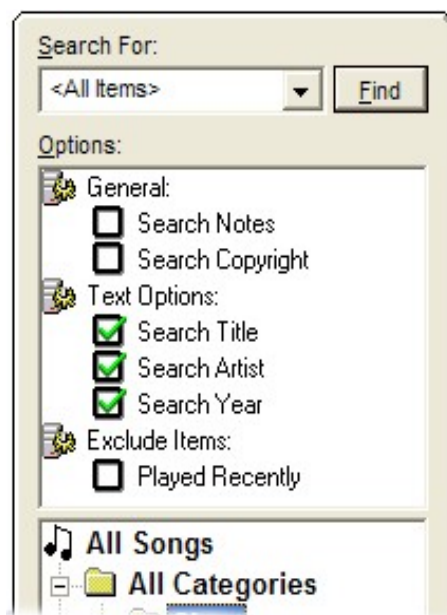
The Find button is used to start searching through the Database for the word or phrase entered into the Search For box.

When you click on the Find button, Myriad performs a fast search of the Database and displays the results almost instantly in the Song / Link List area. Because of the speed with which the Database is searched, there is no need for a progress bar or cancel button.

You can also trigger a search by pressing the <Enter> key on the keyboard while the Search For field has focus (i.e. directly after typing in your search criteria). You can also use the <Alt> + <F> keys to do the same thing.

Search Options

The Search Options panel allows you to specify how Myriad should search the Database when using your Search Criteria.



Your search can be refined using the following options and you can toggle the various options on and off by clicking on them to tick the relevant boxes.

General Options – Search Notes

The Search Notes option allows you to toggle whether or not Myriad will search additional Notes for key words or phrases when doing a search. These are the Notes that have been imported from your AutoTrack or AutoTrack Pro Database so they may be different to the Notes that are attached to Carts on the Audio Wall.

General Options – Search Copyright

The Search Copyright option allows you toggle whether or not Myriad will search additional Copyright for key words or phrases when doing a search. These are the Copyright details that have been imported from your AutoTrack or AutoTrack Pro Database so they may be different to the Copyright details that are attached to Carts on the Audio Wall.

Text Options – Search Title

The Search Title option allows you to toggle whether Scoop will include the item Title field when searching the Database for a Song or Link that matches the Search Criteria.

Text Options – Search Artist

The Search Artist option allows you to toggle whether Scoop will include the item Artist field when searching the Database for a Song or Link that matches the Search Criteria.

Text Options – Search Year

The Search Year option allows you to toggle whether Scoop will include the item Year field when searching the Database for a Song or Link that matches the Search Criteria.

Exclude Items – Played Recently

As we have already seen in Chapter 2, Myriad can be configured to mark Carts on the Audio Wall that have been played within a specific time period. Once a time period has been set within which you wish to warn Users that the Cart has been played, any Carts on the Audio Wall that have been played

within that period will display the Recently Played icon. Hovering over this icon will show you when the Cart was played. This prevents the User from repeatedly playing a Cart within a given period.



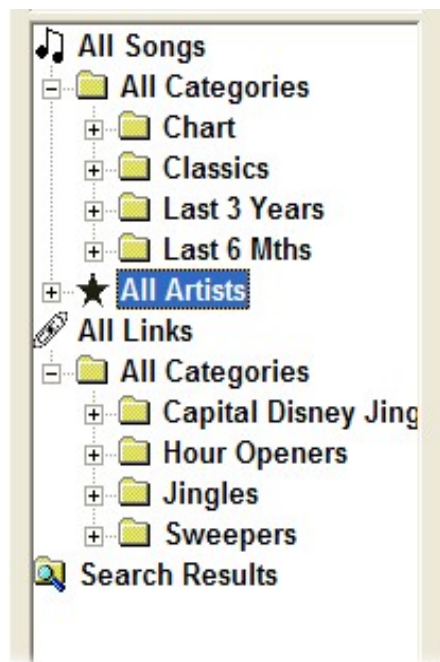
If you tick the Exclude Items Played Recently option in your search, Myriad will cross reference the Songs and Links displayed in the Song / Link List, with the corresponding Cart Numbers and exclude any Songs or Links that refer to Carts that are currently marked as having been played recently.

This means that you can look for a Song or Link from a specific Category using the Database whilst filtering out items that are linked to Carts that have been played recently.

NB: This only applies to Carts played on this workstation so it will not filter Carts played in another studio.

Category Tree View Navigator

The Category Tree View Navigator (or the Tree View as we will refer to it from now on) is used to provide a fast and simple way of navigating the Database and restricting lists of Items listed in the Song / Link List area.



The Tree View panel works in a similar way to Windows Explorer in that Song and Link Categories are represented by folders which can be expanded by clicking on them.

All Songs

The All Songs section of the Tree View panel is used to browse and navigate through all the Songs that are stored in the Database.

When dealing with Songs, you can choose the following folders to expand.

- **All Categories** – When this folder is selected, all Songs will be listed in the Songs / Links List area, regardless of Category. Clicking on this option also expands the Tree View to show the individual Category folders.
- **Category Folders**- You will also have a folder for each Category that you have defined in AutoTrack, AutoTrack Pro or Selector™ (if you are using the Advanced Tools Pack to import a Selector database). You can click on one of these Categories and the Song / Link List area will update to only display the Songs that reside within that Category.

Search For:

<All Items>

Find

Options:

General

☐ Search Notes
 ☐ Search Comments

☒ Text Options
 ☒ Search Title
 ☒ Search Artist
 ☒ Search Lyrics

☒ Exclude Items
 ☐ Played Recently

All Songs

All Categories

Chart

1 Giant Leap

Anastacia

Badly Drawn Boy

Britney Spears

Darren Hayes

Enrique Iglesias

Faithless/Dido

Fat Boy Slim

Goldmix/Andrea Brown

Holly Valance

Liberty X

PPK

Shakira

Westlife


Will Young



Classics

Last 3 Years

Last 6 Mths


| Item Title | Artist/Info | Category | Length | Cart No |
|---------------------------------|----------------------|----------|--------|---------|
| Escape | Enrique Iglesias | Chart | 3:26 | 3087 |
| Evergreen | Will Young | Chart | 4:07 | 3086 |
| I'm Not A Girl, Not Yet A Woman | Britney Spears | Chart | 3:46 | 3075 |
| Insatiable | Darren Hayes | Chart | 4:10 | 3072 |
| Its Love (Trippin) | Goldmix/Andrea Brown | Chart | 3:30 | 3091 |
| Just a little | Liberty X | Chart | 3:49 | 3077 |
| Kiss Kiss | Holly Valance | Chart | 3:23 | 3070 |
| My Culture | 1 Giant Leap | Chart | 3:34 | 3089 |
| One Day In your Life | Anastacia | Chart | 3:18 | 3074 |
| One Step Too Far | Faithless/Dido | Chart | 3:20 | 3082 |
| Praise You | Fat Boy Slim | Chart | 5:10 | 3032 |
| Resurrection | PPK | Chart | 3:10 | 3080 |
| Silent Sigh | Badly Drawn Boy | Chart | 3:54 | 3073 |
| Whenever Wherever | Shakira | Chart | 3:15 | 3007 |
| World Of Our Own | Westlife | Chart | 3:25 | 3002 |
| World Of Our Own | Westlife | Chart | 3:25 | 3002 |

You can view the details for a Song by double clicking on it in the Song / Link List area. You can also play the Songs using the Cart Players by clicking on Play icon. 



Item Details



Cart Information:

TitleI'm Not A Girl, Not Yet A Woman
Artists:Britney Spears
Description:



Intro Start:00:00:00
Hook Start:00:00:00
Intro End:00:00:12
Hook End:00:00:00


Cart Number:3075
Ending:
Length:00:03:46


Database Information:


Title:I'm Not A Girl, Not Yet A Woman
Artists:Britney Spears

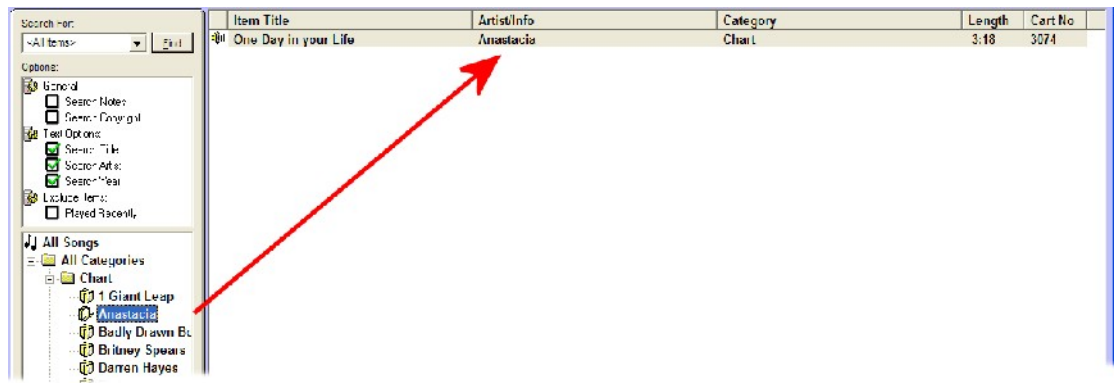
Category:Chart
Year:0

Type:
Gender:

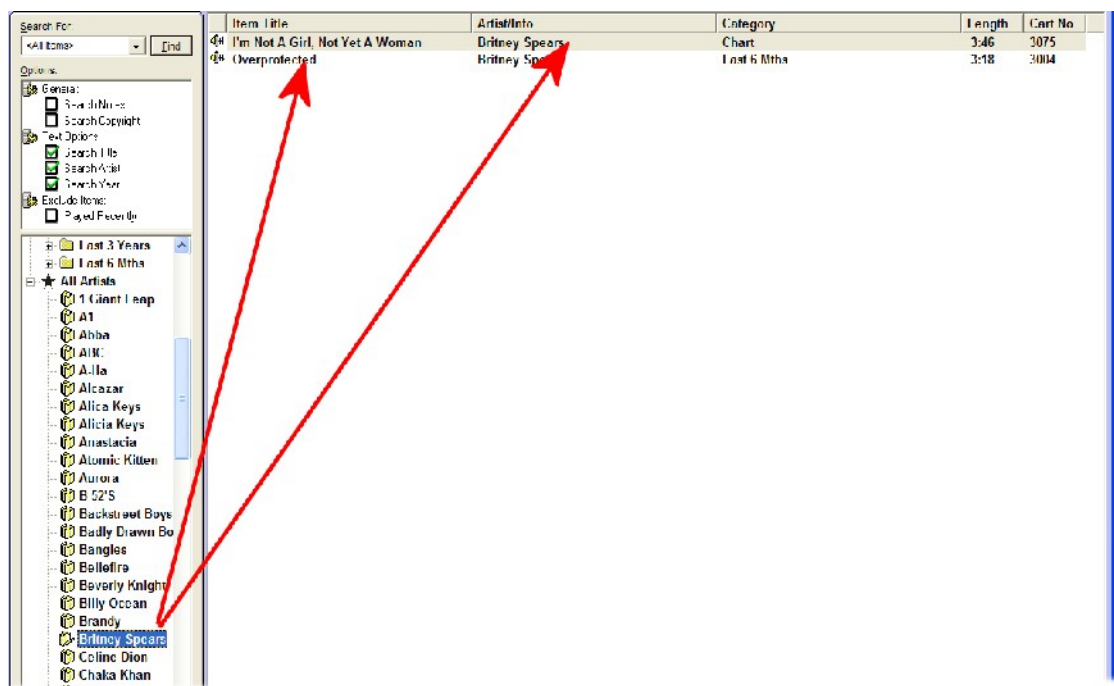
Notes:


This song is taken off the movie soundtrack to the film Crossroads, which was Britneys debut movie role

When you expand a Category folder the Songs in the Category are displayed in the main Songs / Link List area but a list of Artists within that Category are also listed in the Tree View panel. To view the Song(s) for an Artist in the expanded Category, click on the Artist in the Tree View.



- **All Artists** – The final option in the Songs section of the Tree View is the All Artists option which expands to show a full list of all the Artists in the Database (regardless of Category). You can use this to browse through the Artists that you have listed in the Database and by clicking on an Artist, you can see the Song or Songs that you have in the system for that Artist.



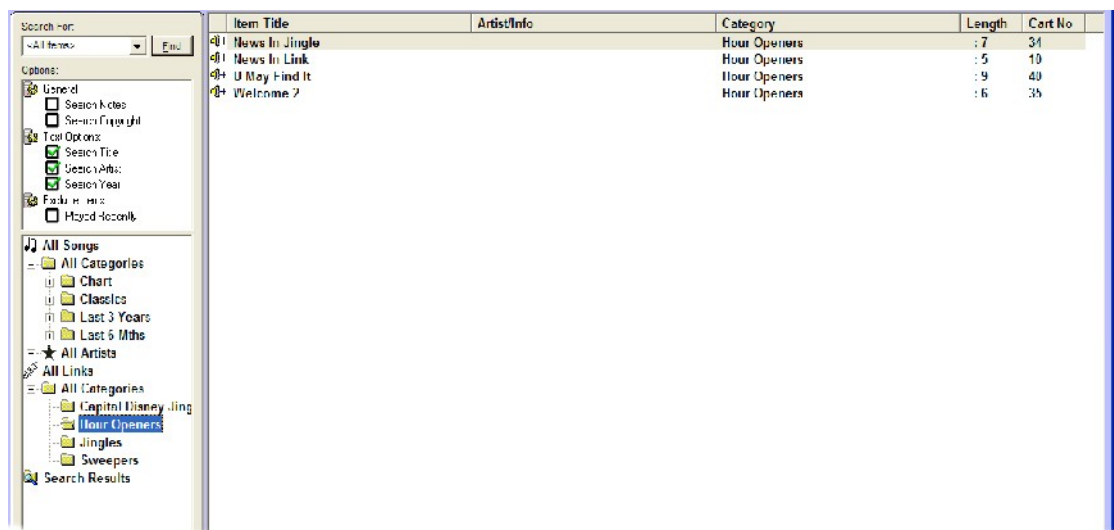
In the above example, the All Artists section is expanded and Britney Spears is highlighted. We can see from the Songs / Links List area that Britney has two Songs in the Database.

All Links

Moving on to the All Links section of the Tree View, this section is used to browse and navigate through the Links section of the Database.

Under the All Links section you have the following options:

- **All Categories** – As with the All Songs section, the All Categories folder is used to view all of the Links in the Database regardless of what Category they are in. Clicking on this option also expands the Tree View to show the individual Category folders.
- **Category Folders** - Underneath the All Categories folder there is a folder for each Link Category stored in your Database. If you click on the specific Link Category folder, the Links that are specified in AutoTrack or AutoTrack Pro as being in that Link Category are displayed in the Song / Link List area.



To view the details of a Link, simply double click on it in the Song / Link List area.


Item Details


Cart Information:

Title

U May Find It

Artists:

A Bit Hot

Description:

Intro Start:

00:00:00

Hook Start:

00:00:00

Intro End:

00:00:01

Hook End:

00:00:00

Cart Number:

40

Ending:

Ends

Length:

00:00:08



Database Information:



Title:

U May Find It

Artists:

Category:


Hour Openers

Year:

Type:

Gender:

Notes:

You can also play the Links using the Cart Players by clicking on the Play icon  in the Song / Links List area.

Search Results

The final option on the Tree View panel is the Search Results folder which is used to view the results from the most recently performed search of the Database. In the example below, we have done a search of the database using the Search Criteria 'minogue' and as you can see; several songs by both Kylie and Dannii Minogue have been listed.

| | | | | | |
|---|------------------------------|-----------------------|--------------|--------|---------|
| Search for: minogue [Find] | Item Title | Artist/Info | Category | Length | Cart No |
| Options: <input type="checkbox"/> Search Name <input type="checkbox"/> Search Copyright <input checked="" type="checkbox"/> Search Title <input checked="" type="checkbox"/> Search Artist <input checked="" type="checkbox"/> Search Year <input type="checkbox"/> Full Link View <input type="checkbox"/> Play Count | Can't Get You Out Of My Head | Kylie Minogue | Last 3 Years | 3:45 | 3034 |
| | In Your Eyes | Kylie Minogue | Last 6 Mths | 3:15 | 3001 |
| | In Your Eyes | Kylie Minogue | Last 6 Mths | 3:15 | 3001 |
| | Who do you Love Now | Rivett/Jannii Minogue | Last 6 Mths | 3:21 | 3081 |

Now if we were to click on one of the Song or Link Category folders or All Songs / Links then the Song / Link List area would update to display the information accordingly but we could switch back to viewing the 'minogue' results by clicking on the Search Results folder.

NB: The Search Results section is cleared if Myriad is restarted or you log off the system.

You can combine any of the Tree View Navigator options with any of the Search Options to create more powerful and specific Search Results.

Song / Link List Area

The Song / Link List Area dominates the centre of the Database screen and is used to display a list of Songs / Links that match the Search Criteria or are contained in the selected folder in the Tree View panel (or both).

The list of Songs or Links displayed in the Song / Link List area is updated in real time as you select new folders using the Tree View panel or use the Search facilities.

| Item Title | Artist/Info | Category | Length | Cart No |
|-----------------------------------|-----------------------|----------|--------|---------|
| 🔊 Escape | Enrique Iglesias | Chart | 3:26 | 3087 |
| 🔊 Evergreen | Will Young | Chart | 4:07 | 3006 |
| 🔊 I'm Not A Girl, Not Yet A Woman | Britney Spears | Chart | 3:46 | 3075 |
| 🔊 Insatiable | Darren Hayes | Chart | 4:10 | 3072 |
| 🔊 Its Love (Trippin) | Goldfrid/Andrea Brown | Chart | 3:30 | 3091 |
| 🔊 Just a little | Liberty X | Chart | 3:49 | 3077 |
| 🔊 Kiss Kiss | Holly Valance | Chart | 3:23 | 3070 |
| 🔊 My Culture | 1 Giant Leap | Chart | 3:34 | 3089 |
| 🔊 One Day in your Life | Anastacia | Chart | 3:18 | 3074 |
| 🔊 One Step Too Far | Faithless/Dido | Chart | 3:20 | 3082 |
| 🔊 Praise You | Fat Boy Slim | Chart | 5:10 | 3032 |
| 🔊 Resurrection | PPK | Chart | 3:10 | 3080 |
| 🔊 Silent Sigh | Badly Drawn Boy | Chart | 3:54 | 3073 |
| 🔊 Whenever Wherever | Shakira | Chart | 3:15 | 3007 |
| 🔊 World Of Our Own | Westlife | Chart | 3:25 | 3002 |
| 🔊 World Of Our Own | Westlife | Chart | 3:25 | 3002 |

The Songs / Links displayed are organised into columns:

- **Play Item** 🎵 - The Play column is used to display the Play icon beside each item listed. If you click on the Play icon for an item, the Cart that the Song or Link refers to will be automatically loaded and started in a free Cart Player.
- **Item Title** – The Item Title column displays the Item Title for the Songs and Links in your Database. Please note that the Item Title in the Database may differ from the Title field on the Audio Wall Cart. That is because the Item Title displayed is taken from your AutoTrack or AutoTrack Pro database (or Selector™ if you are using the Advanced Tools Pack to import the 3rd party database), so if you have updated the information in your scheduling system, it is this altered information that is displayed.
- **Artist / Info** – This column displays the primary Artist for Songs or the Information field for Links. Both of these fields are originated from AutoTrack or AutoTrack Pro and as such might be different to the Artist field on the Audio Wall Cart that the Song / Link refers to.
- **Category** – This column shows the Song or Link Category that the Song or Link reside in within your Database. This information is automatically imported from AutoTrack or AutoTrack Pro (or Selector™ if you are using the Advanced Tools Pack to import the 3rd party database).
- **Length** – This column shows the length of the Cart that the Song or Link refers to. This information is read from the Audio Wall in real time so will reflect any changes made to the Cart even after it has been added to your music scheduling system.
- **Cart Number** – This column shows the Cart Slot Number on the Audio Wall that the Song or Link refers to.

By default, the Song / Link List area is sorted alphabetically by Item Title but you can alter the way it is sorted by clicking on the column header for the criteria that you wish to sort the listed items by.

Taking the example below, as you can see, we are currently looking at the Songs listed in the 'Chart' Category in the Database and by default, they are sorted alphabetically by Item Title.

| Item Title | Artist/Info | Category | Length | Cart No |
|---------------------------------|-----------------------|----------|--------|---------|
| Escape | Enrique Englesias | Chart | 3:26 | 3087 |
| Evergreen | Will Young | Chart | 4:07 | 3006 |
| I'm Not A Girl, Not Yet A Woman | Britney Spears | Chart | 3:46 | 3075 |
| Insatiable | Darren Hayes | Chart | 4:10 | 3072 |
| Its Love (Trippin) | Goldtrix/Andrea Brown | Chart | 3:30 | 3091 |
| Just a little | Liberty X | Chart | 3:49 | 3077 |
| Kiss Kiss | Holly Valance | Chart | 3:23 | 3070 |
| My Culture | 1 Giant Leap | Chart | 3:34 | 3089 |
| One Day in your Life | Anastacia | Chart | 3:18 | 3074 |
| One Step Too Far | Faithless/Dido | Chart | 3:20 | 3082 |
| Praise You | Fat Boy Slim | Chart | 5:10 | 3032 |
| Resurrection | PPK | Chart | 3:10 | 3080 |
| Silent Sigh | Badly Drawn Boy | Chart | 3:54 | 3073 |
| Whenever Wherever | Shakira | Chart | 3:15 | 3007 |
| World Of Our Own | Westlife | Chart | 3:25 | 3002 |
| World Of Our Own | Westlife | Chart | 3:25 | 3002 |

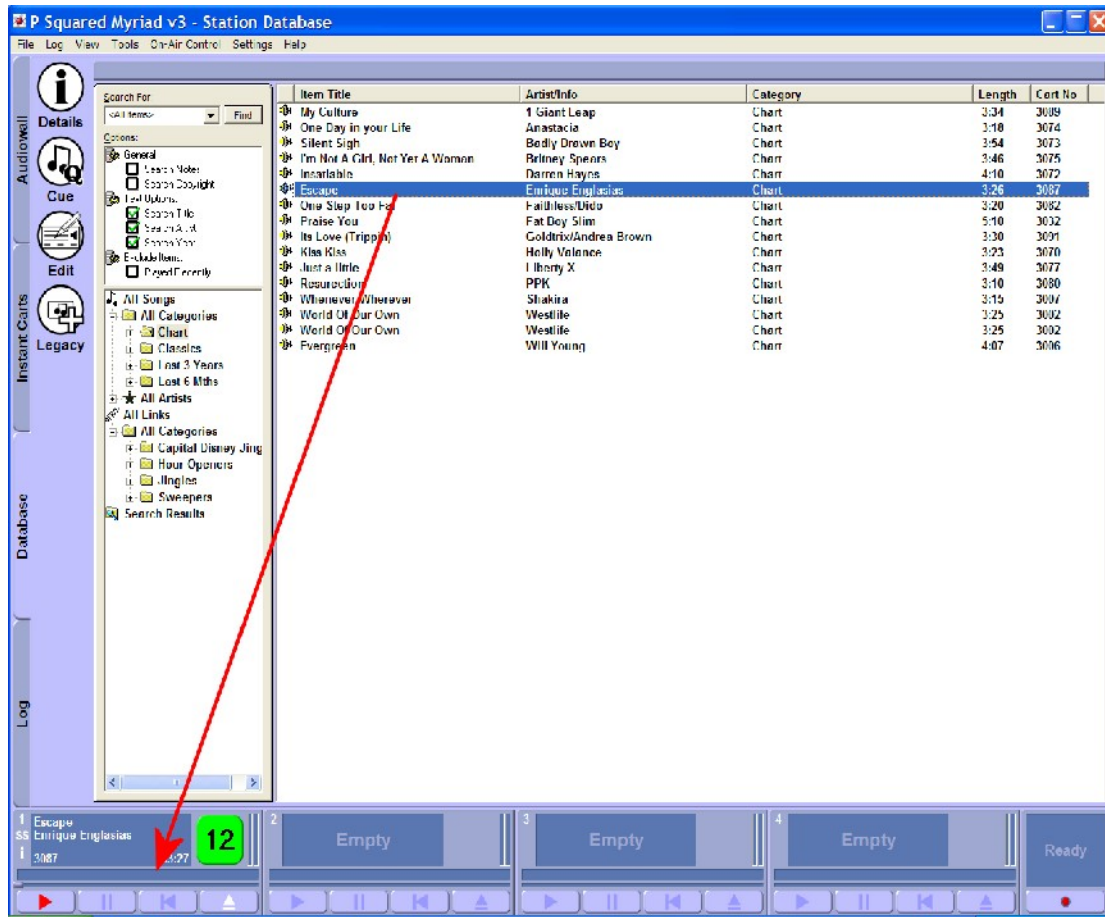
Now let's assume that it would be far more useful if we could view the Songs in the same Category but sorted alphabetically by Artist / Info. Click on the Artist / Info column header to alter the way the Songs are displayed.

| Item Title | Artist/Info | Category | Length | Cart No |
|---------------------------------|-----------------------|----------|--------|---------|
| Escape | Enrique Englesias | Chart | 3:26 | 3087 |
| Evergreen | Will Young | Chart | 4:07 | 3006 |
| I'm Not A Girl, Not Yet A Woman | Britney Spears | Chart | 3:46 | 3075 |
| Insatiable | Darren Hayes | Chart | 4:10 | 3072 |
| Its Love (Trippin) | Goldtrix/Andrea Brown | Chart | 3:30 | 3091 |
| Just a little | Liberty X | Chart | 3:49 | 3077 |
| Kiss Kiss | Holly Valance | Chart | 3:23 | 3070 |

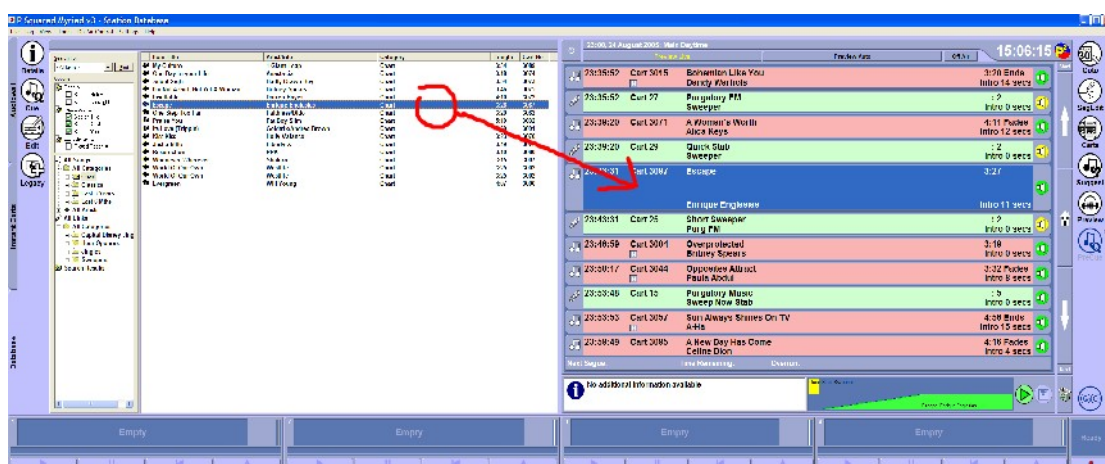
As you can see, the Song / Link List area updates automatically to sort the displayed Songs by the selected column header (in this case Artist).

| Item Title | Artist/Info | Category | Length | Cart No |
|---------------------------------|-----------------------|----------|--------|---------|
| My Culture | 1 Giant Leap | Chart | 3:34 | 3089 |
| One Day in your Life | Anastacia | Chart | 3:18 | 3074 |
| Silent Sigh | Badly Drawn Boy | Chart | 3:54 | 3073 |
| I'm Not A Girl, Not Yet A Woman | Britney Spears | Chart | 3:46 | 3075 |
| Insatiable | Darren Hayes | Chart | 4:10 | 3072 |
| Escape | Enrique Englesias | Chart | 3:26 | 3087 |
| One Step Too Far | Faithless/Dido | Chart | 3:20 | 3082 |
| Praise You | Fat Boy Slim | Chart | 5:10 | 3032 |
| Its Love (Trippin) | Goldtrix/Andrea Brown | Chart | 3:30 | 3091 |
| Kiss Kiss | Holly Valance | Chart | 3:23 | 3070 |
| Just a little | Liberty X | Chart | 3:49 | 3077 |
| Resurrection | PPK | Chart | 3:10 | 3080 |
| Whenever Wherever | Shakira | Chart | 3:15 | 3007 |
| World Of Our Own | Westlife | Chart | 3:25 | 3002 |
| World Of Our Own | Westlife | Chart | 3:25 | 3002 |
| Evergreen | Will Young | Chart | 4:07 | 3006 |

You can drag Songs or Links directly from the Song / Links List area into the Cart Players at the bottom of the screen.

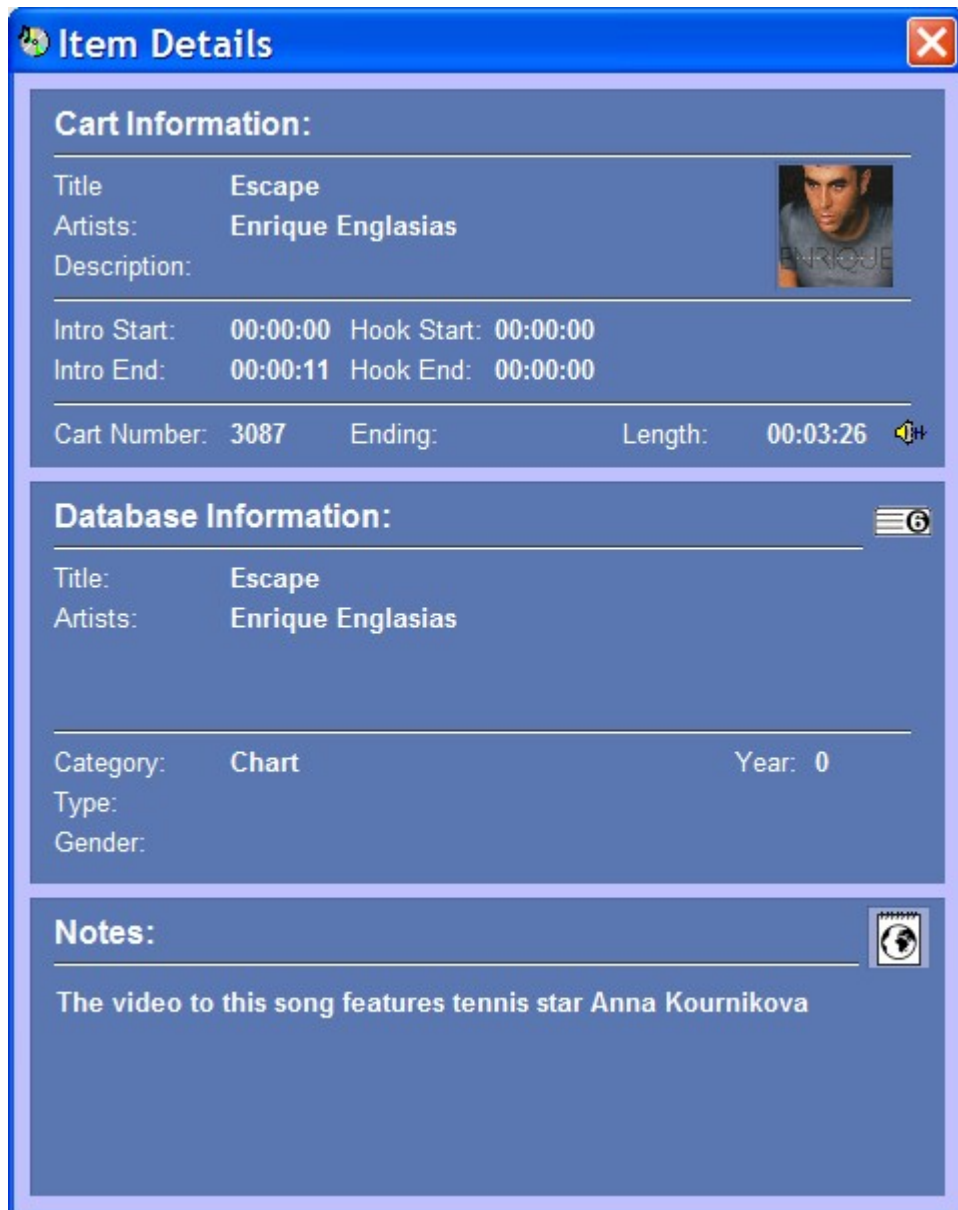


You can also drag Songs / Links from the List area into the Log Screen on a dual screen system.

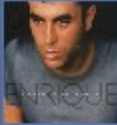


Song / Link Details

Finally, you can also use the Song / Link List area to view the details for a Song or a Link. To do this, double click on the Song or Link that you wish to view the details for.



The screenshot shows a window titled "Item Details" with a blue header bar containing a CD icon and a close button. The window is divided into three main sections: "Cart Information:", "Database Information:", and "Notes:". The "Cart Information:" section includes fields for Title ("Escape"), Artists ("Enrique Englesias"), and a description area with a small album cover image. It also shows timing information: Intro Start (00:00:00), Hook Start (00:00:00), Intro End (00:00:11), and Hook End (00:00:00). At the bottom of this section are Cart Number (3087), Ending, Length (00:03:26), and a speaker icon. The "Database Information:" section includes Title ("Escape"), Artists ("Enrique Englesias"), Category ("Chart"), and Year (0). It also has fields for Type and Gender. A list icon with the number 6 is in the top right of this section. The "Notes:" section has a globe icon and contains the text: "The video to this song features tennis star Anna Kournikova".

| Cart Information: | |
|-------------------|---|
| Title | Escape |
| Artists: | Enrique Englesias |
| Description: |  |
| Intro Start: | 00:00:00 |
| Hook Start: | 00:00:00 |
| Intro End: | 00:00:11 |
| Hook End: | 00:00:00 |
| Cart Number: | 3087 |
| Ending: | |
| Length: | 00:03:26 |

| Database Information: | |
|-----------------------|-------------------|
| Title: | Escape |
| Artists: | Enrique Englesias |
| Category: | Chart |
| Year: | 0 |
| Type: | |
| Gender: | |

Notes:

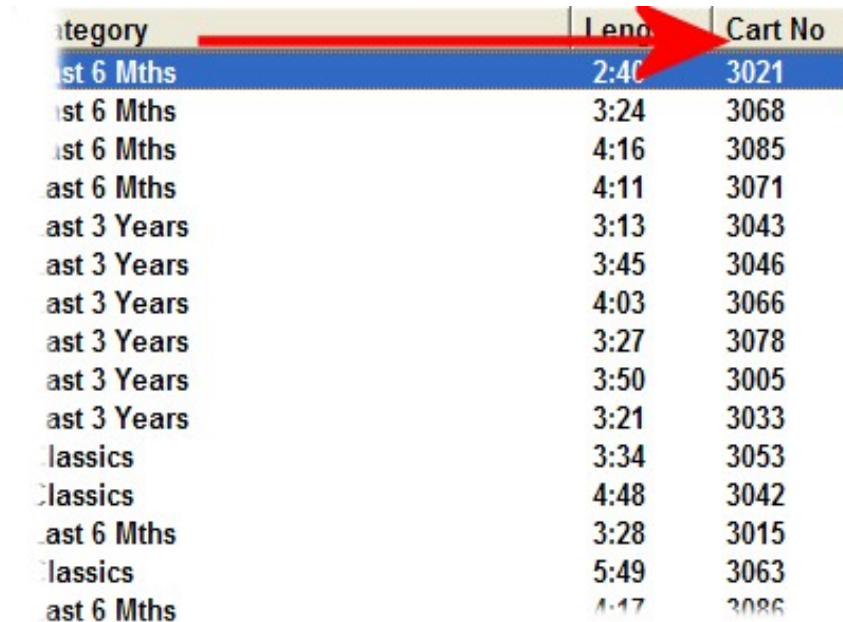
The video to this song features tennis star Anna Kournikova

When you double click on a Song or Link in the Song / Link List area, the Item Details window opens which shows a combination of Audio Wall and Database related information.

The top section (Cart Information) shows information about the Cart that the selected Song or Link refers to. This information is lifted directly from the Audio Wall so will always be up to date. The middle section (Database Information) contains information held within the Database and includes information such as the Category that the Item is in and the Year that it was released. Then bottom section shows any Notes that are associated with the Item.

Cart Slot Number

The Cart Slot Number column is used to display the Cart Number of Carts associated with Songs and Links in your Database.



| Category | Length | Cart No |
|--------------|--------|---------|
| Last 6 Mths | 2:40 | 3021 |
| Last 6 Mths | 3:24 | 3068 |
| Last 6 Mths | 4:16 | 3085 |
| Last 6 Mths | 4:11 | 3071 |
| Last 3 Years | 3:13 | 3043 |
| Last 3 Years | 3:45 | 3046 |
| Last 3 Years | 4:03 | 3066 |
| Last 3 Years | 3:27 | 3078 |
| Last 3 Years | 3:50 | 3005 |
| Last 3 Years | 3:21 | 3033 |
| Classics | 3:34 | 3053 |
| Classics | 4:48 | 3042 |
| Last 6 Mths | 3:28 | 3015 |
| Classics | 5:49 | 3063 |
| Last 6 Mths | 4:17 | 3086 |

You can resort the Items listed in the Song / Link List by Cart Number by clicking on the Cart No. column header as indicated in the image above.

Length

The Length column in the Song / Link List Area shows the length of the Carts associated with the items in the Database. As with the other columns in the Song / Link List Area, you can click on the Length column header to sort the Songs / Links listed by the length of the associated Carts.

| Category | Length | Cart No |
|----------|--------|---------|
| Chart | 3:10 | 3080 |
| Chart | 3:15 | 3007 |
| Chart | 3:18 | 3074 |
| Chart | 3:20 | 3082 |
| Chart | 3:23 | 3070 |
| Chart | 3:25 | 3002 |
| Chart | 3:25 | 3002 |
| Chart | 3:26 | 3087 |
| Chart | 3:30 | 3091 |
| Chart | 3:34 | 3089 |
| Chart | 3:46 | 3075 |
| Chart | 3:49 | 3077 |
| Chart | 3:54 | 3073 |
| Chart | 4:07 | 3006 |
| Chart | 4:10 | 3072 |
| Chart | 5:10 | 3032 |

Category

The Category column in the Song / Link List Area displays the Song or Link Category that the Songs or Links reside in within the Database.

| | Category | Length | Cart No |
|--------------------|--------------|--------|---------|
| | Last 6 Mths | 2:36 | 3017 |
| field | Last 6 Mths | 2:38 | 3022 |
| | Last 6 Mths | 2:40 | 3021 |
| Olivia Newton John | Classics | 2:44 | 3050 |
| 3 | Classics | 2:44 | 3038 |
| | Classics | 2:55 | 3037 |
| | Classics | 2:56 | 3058 |
| | Last 6 Mths | 3:07 | 3016 |
| | Last 6 Mths | 3:08 | 3019 |
| | Last 6 Mths | 3:09 | 3024 |
| | Chart | 3:10 | 3080 |
| | Last 6 Mths | 3:12 | 3014 |
| | Last 3 Years | 3:13 | 3043 |
| | Last 6 Mths | 3:15 | 3001 |
| | Last 6 Mths | 3:15 | 3001 |
| | Last 3 Years | 3:15 | 3088 |

If you use the Category Tree View Navigator to select a specific Category to be displayed then all of the Songs or Links displayed will be in the same Category.

| | | | |
|---|---------------------------------|-----------------------|----------|
| Search For: <All Items> Find | Item Title | Artist/Info | Category |
| Options: General: <input type="checkbox"/> Search Notes <input type="checkbox"/> Search Copyright Text Options: <input checked="" type="checkbox"/> Search Title <input checked="" type="checkbox"/> Search Artist <input checked="" type="checkbox"/> Search Year Exclude Items: <input type="checkbox"/> Played Recently | Resurrection | PPK | Chart |
| | Whenever Wherever | Shakira | Chart |
| | One Day in your Life | Anastacia | Chart |
| | One Step Too Far | Faithless/Dido | Chart |
| | Kiss Kiss | Holly Valance | Chart |
| | World Of Our Own | Westlife | Chart |
| | World Of Our Own | Westlife | Chart |
| | Escape | Enrique Englesias | Chart |
| | Its Love (Trippin) | Goldtrix/Andrea Brown | Chart |
| | My Culture | 1 Giant Leap | Chart |
| | I'm Not A Girl, Not Yet A Woman | Britney Spears | Chart |
| | Just a little | Liberty X | Chart |
| | Silent Sigh | Badly Drawn Boy | Chart |
| | Evergreen | Will Young | Chart |
| | Insatiable | Darren Hayes | Chart |
| | Praise You | Fat Boy Slim | Chart |

As with all the other columns in the Song / Link List Area, you can sort the Songs or Links listed by the Category they are in by clicking on the Category column header.

| |
|-----------------|
| Category |
| Chart |
| Chart |

Artist / Info

The Artists column displays the primary Artist for Songs and the Info field for Links.

As with all of the other columns we have looked at, you can sort the Songs or Links displayed in the Song / Link List Area by either Artist or Info (depending on whether it is Songs or Links) by clicking on the Artist / Info column header.

| | Item Title | Artist/Info | Category |
|---|---------------------------------|-----------------|------------|
| 🔊 | My Culture | 1 Giant Leap | Chart |
| 🔊 | Caught In The Middle | A1 | Last 6 Mth |
| 🔊 | Dancing Queen | Abba | Classics |
| 🔊 | The Look Of Love | ABC | Classics |
| 🔊 | Sun Always Shines On TV | A-Ha | Classics |
| 🔊 | Crying at the Discoteque | Alcazar | Last 6 Mth |
| 🔊 | A Woman's Worth | Alica Keys | Last 6 Mth |
| 🔊 | Fallin | Alicia Keys | Last 6 Mth |
| 🔊 | One Day in your Life | Anastacia | Chart |
| 🔊 | It's OK! | Atomic Kitten | Last 3 Yea |
| 🔊 | Dreaming | Aurora | Last 3 Yea |
| 🔊 | Love Shack | B-52'S | Classics |
| 🔊 | Drowning | Backstreet Boys | Last 6 Mth |
| 🔊 | Silent Sigh | Badly Drawn Boy | Chart |
| 🔊 | Manic Monday | Bangles | Classics |
| 🔊 | All I want is You | Bellefire | Last 3 Yea |
| 🔊 | Shoulda Woulda Coulda | Beverly Knight | Last 6 Mth |
| 🔊 | When The Going Gets Tough | Billy Ocean | Classics |
| 🔊 | What About Us | Brandy | Last 3 Yea |
| 🔊 | Overprotected | Britney Spears | Last 6 Mth |
| 🔊 | I'm Not A Girl, Not Yet A Woman | Britney Spears | Chart |
| 🔊 | A New Day Has Come | Celine Dion | Last 6 Mth |

This is particularly useful for Songs as you can list the Songs in the Database, a specific Category or that match your Search Criteria, alphabetically by Artist. If you click on the Artist / Info column header again, the Songs / Links will be sorted in reverse alphabetical order by Artist or Info.

The reason that this column has a dual role is that the Database is effectively a copy of your AutoTrack or AutoTrack Pro database (or possibly your Selector™ database if you are using the Advanced Tools Pack to import your database) and the Links in AutoTrack and AutoTrack Pro do not have an Artist field. When dealing with Links, the Artist field is replaced by an additional Information (Info) field.

Item Title

As you may expect, the Item Title column is used to display the Title of the Song or Links displayed in the Song / Link List Area.

As we have already seen with the other columns, you can sort the Songs / Links listed by clicking on the Item Title column header.

| | Item Title | Artist/Info |
|--|------------------------------|-----------------|
| | 21 Seconds | So Solid Cre |
| | A Little Respect | Erasure |
| | A New Day Has Come | Celine Dion |
| | A Woman's Worth | Alica Keys |
| | Ain't Nobody | Chaka Khan |
| | All I Need Is A Miracle | Mike + The M |
| | All I Wanna Do | Sheryl Crow |
| | All I want is You | Bellefire |
| | AM to PM | Christina Milia |
| | Another Chance | Roger Sanche |
| | Back To Life | Soul II Soul |
| | Billie Jean | Michael Jacks |
| | Bohemian Like You | Dandy Warhol |
| | Bohemian Rhapsody | Queen |
| | Bop Bop Baby | Westlife |
| | Brown Eyed Girl | Van Morrison |
| | Can't Get You Out Of My Head | Kylie Minogur |
| | Caught In The Middle | A1 |
| | Crying at the Discoteque | Alcazar |
| | Dancing On The Ceiling | Lionel Rich |
| | Dancing Queen | Abba |
| | Don't Give Up | Chicane Fe |
| | Don't Stop Moving | S Club 7 |
| | Dreaming | Aurora |
| | Drifting Away | Lene/R/Sky |

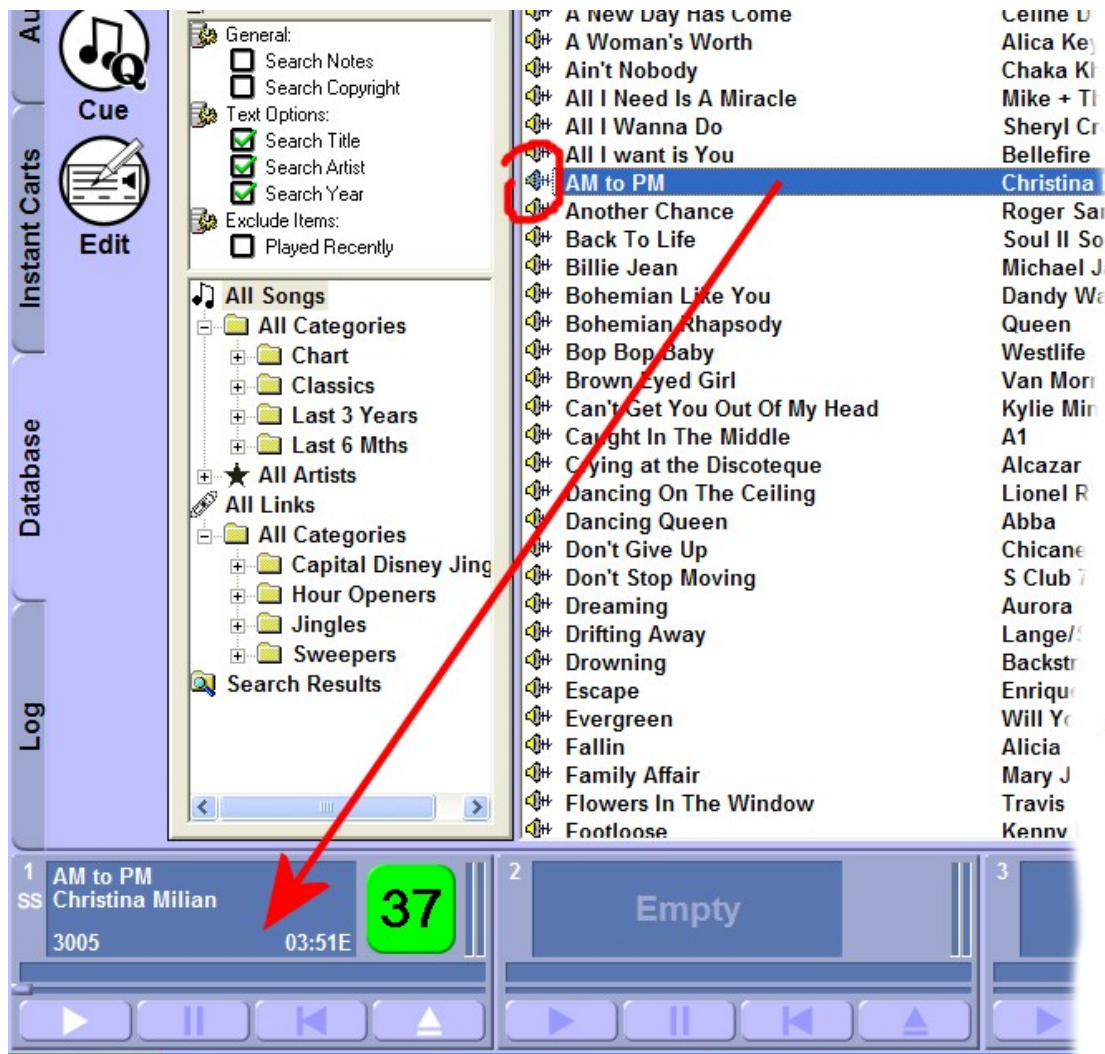
The Item Title field is common for both Songs and Links in AutoTrack and AutoTrack Pro so the Item Title column is used for both Songs and Links.

Play Song / Link

The final column is the Play Song / Link column which is basically used to allow you to review a listed Song or Link using the Myriad Cart Players.

| | |
|--|----------------------|
| | All I Need Is A Mira |
| | All I Wanna Do |
| | All I want is You |
| | AM to PM |
| | Another Chance |
| | Back To Life |
| | Billie Jean |

To review a Song or Link using the Cart Players, click on the speaker icon in the Play Song / Link column for the Song or Link that you want to review. The Cart associated to that Song or Link will then be automatically loaded into a free Cart Player, ready to be played.



Simply click on the Play button on the Cart Player to begin playback.



Unlike all of the other columns, clicking on the Play / Song / Link column header will have no effect on the sort order of the Songs / Links listed.

NB: You can also click on the Cue button on the Main Tab Strip to achieve the same thing.

Main Tab Strip

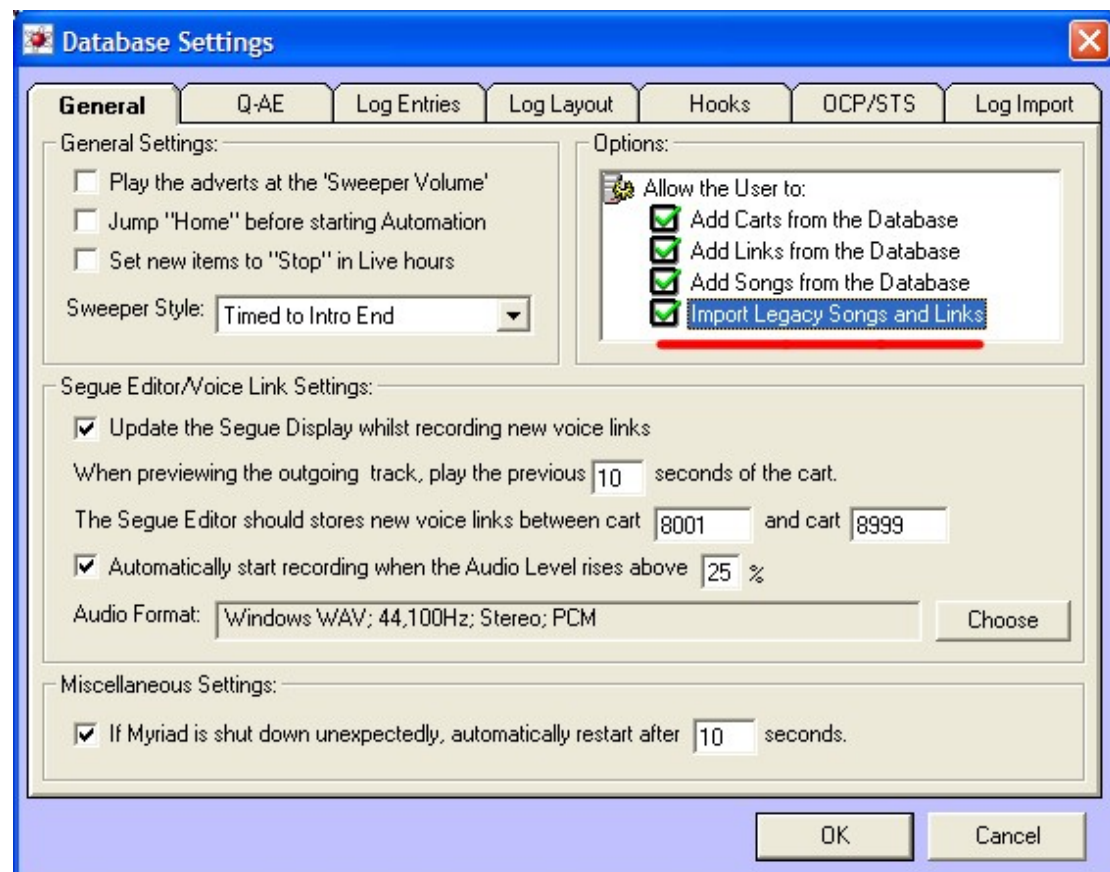
The Main Tab Strip is used to switch between the major screens in Myriad which are:

- Audio Wall
- Instant Carts
- Database
- The Log Screen
- SmoothEdit

The Main Tab Strip also offers access to a range of Database related tools and options in the form of the buttons that reside on the Main Tab Strip when the Database tab is selected.

The Legacy Button

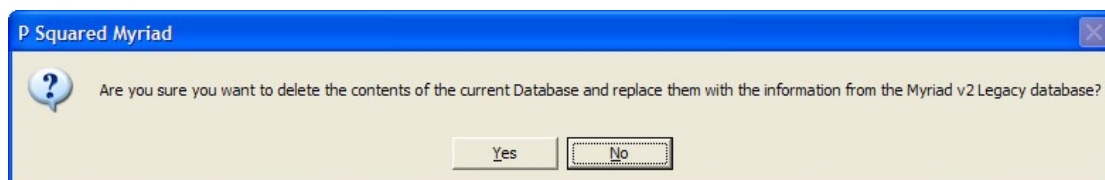
The Legacy Button is used to import Database information from legacy systems such as AutoTrack v2.6. This button is only visible if it is enabled in the Station Database Settings window. To enable this option, click on the Settings>Station Database Settings menu option and then make sure the General tab is visible on the Station Database Settings window.



In the Options section (top right of window), tick the Import Legacy Songs and Links options to enable the Legacy button on the Database screen.



When you click on Legacy button, you will be asked to confirm that you wish to import the AutoTrack v2.6 (or Myriad v2) database. Importing this legacy database will overwrite the current information in the Myriad v3 Database.



If you click on the Yes button, the old Myriad / AutoTrack v2 Song and Link information will be imported. Once Myriad has finished importing the information, a message appears to confirm.



Using Myriad v3 With AutoTrack v2.6

You should use this option if you are using Myriad v3 with AutoTrack v2.6 as only AutoTrack v3 or AutoTrack Pro v3 will update the information in the Database screen automatically as part of the schedule / push process.

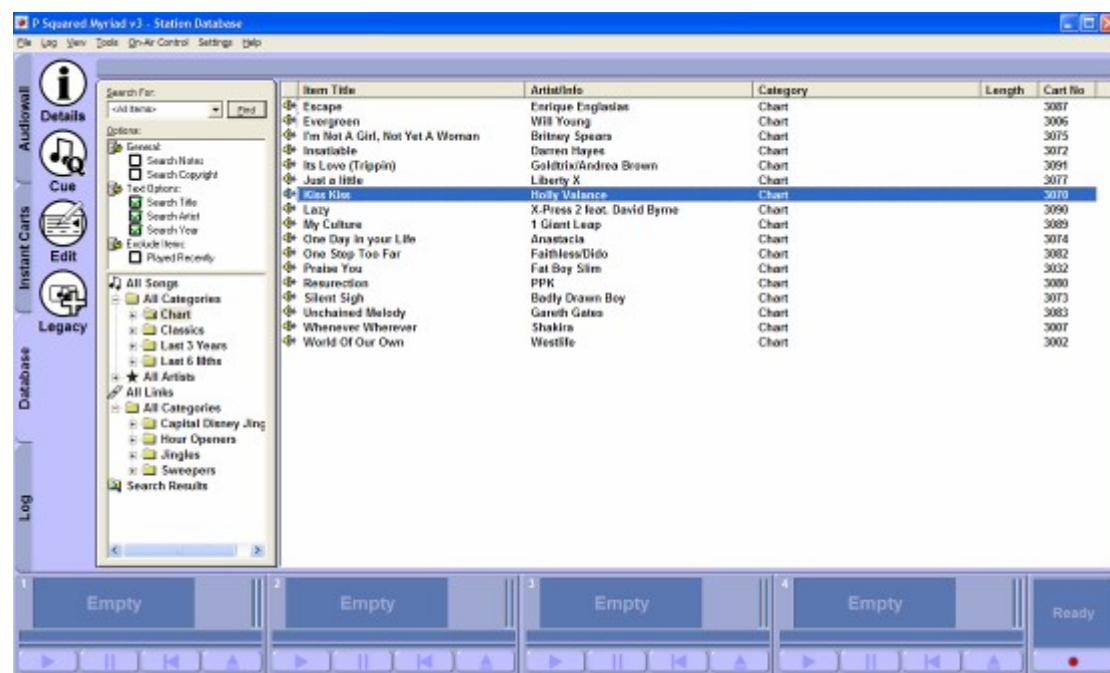
If you are using AutoTrack v2.6 then changes you make to the Songs and Links in your AutoTrack database will not be passed on to Myriad automatically so you will have to manually import the legacy information using the Legacy button in order for any changes you make (in AutoTrack) to appear in Myriad.

If you are using AutoTrack Pro v3 then you will not have to worry about this as AutoTrack Pro can be set up to have Myriad v3 as a primary Playout System and this will automatically update the Songs / Link information listed in the Database screen as part of the schedule / push process.

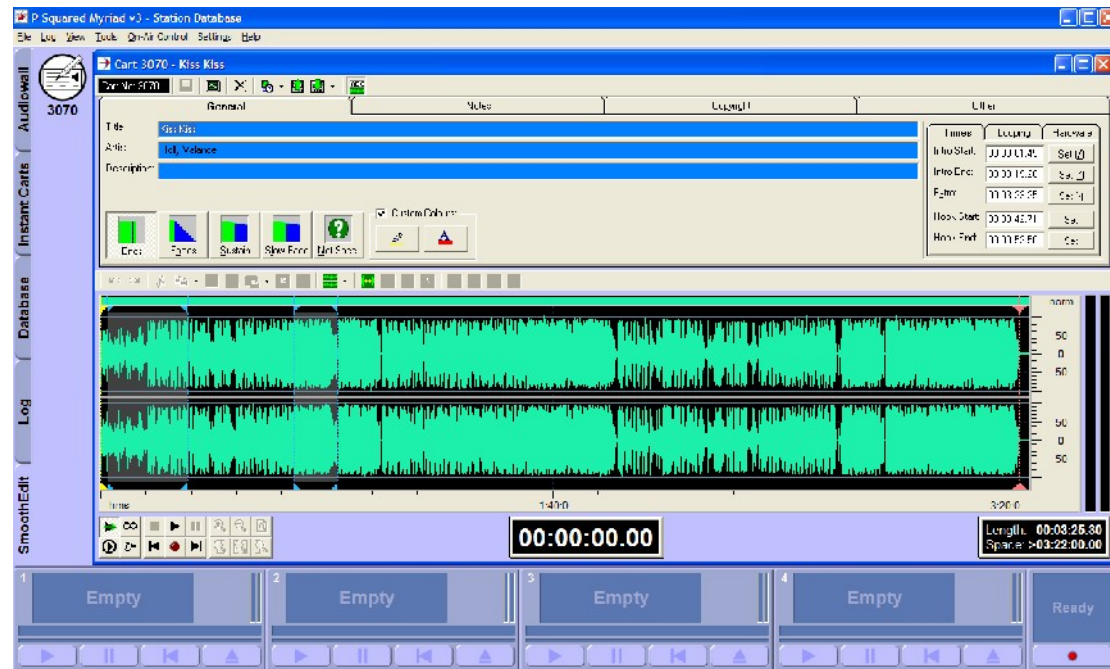
The Edit Button

The Edit button is used to open the Cart associated with the highlighted Song or Link (in the Song / Link List Area) using the SmoothEdit screen. This allows you to view and edit the Cart details and the actual audio for the Cart associated with the Song or Link.

In this example, you will see that a Song by Holly Valance is highlighted in the Song / Link List Area.



Clicking on the Edit button will cause Myriad to switch to the SmoothEdit screen and the Cart associated with the Holly Valance Song will be loaded ready for editing.

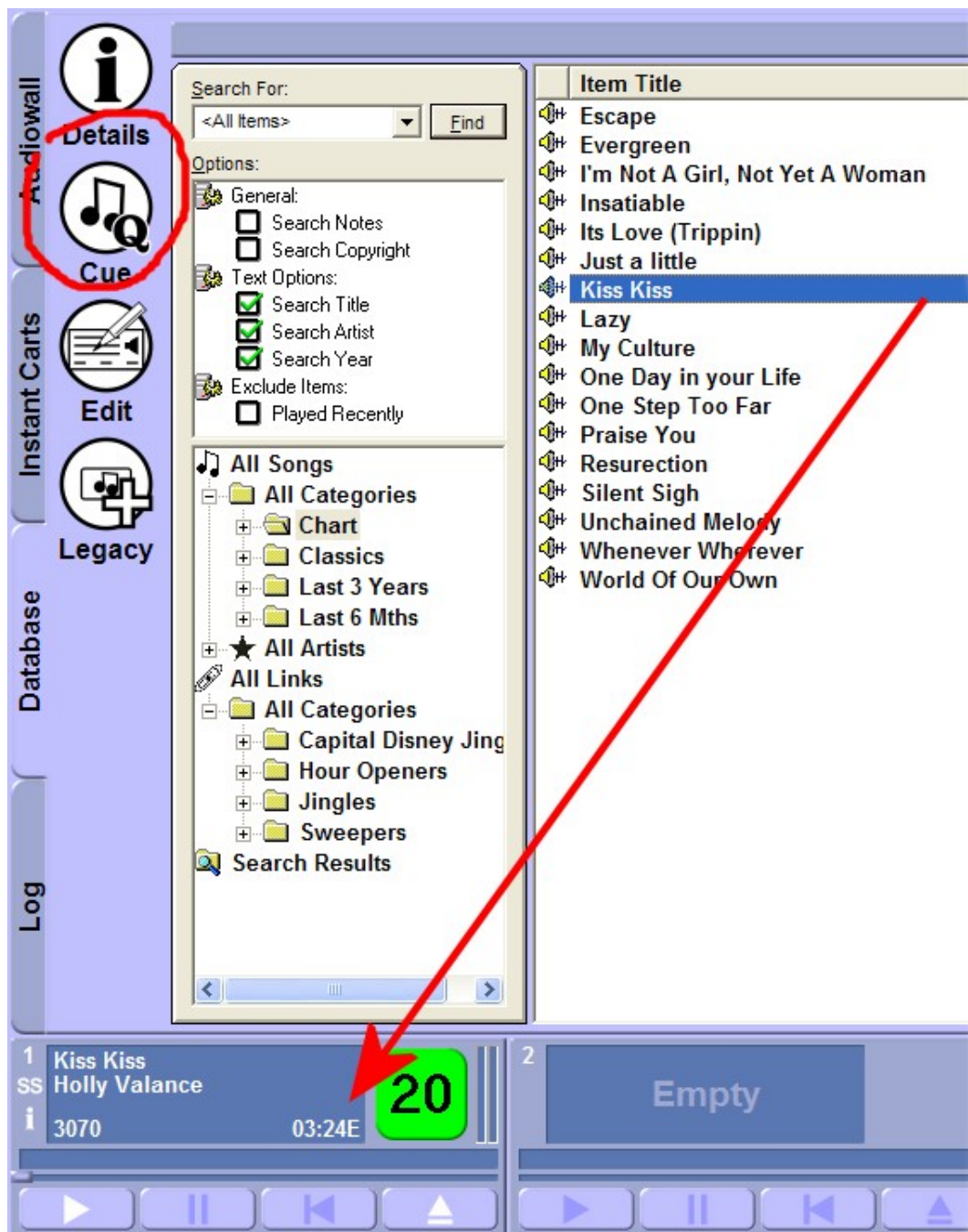


For details on using the SmoothEdit screen, please refer to Chapter 6 of this documentation.

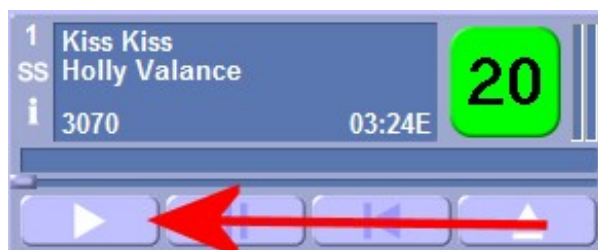
The Cue Button

The Cue button on the Main Tab Strip is used to cue the selected Song or Link (in the Song / Link List Area) into a free Cart Player.

Once again, Holly Valance is highlighted in the example below. In this case, if we click on the Cue button, the Cart associated with the highlighted Song is loaded into one of the Cart Players at the bottom of the screen.



Once the Cart associated with the Song / Link has been cued, you can click on the Play button on the Cart Player to begin playback.

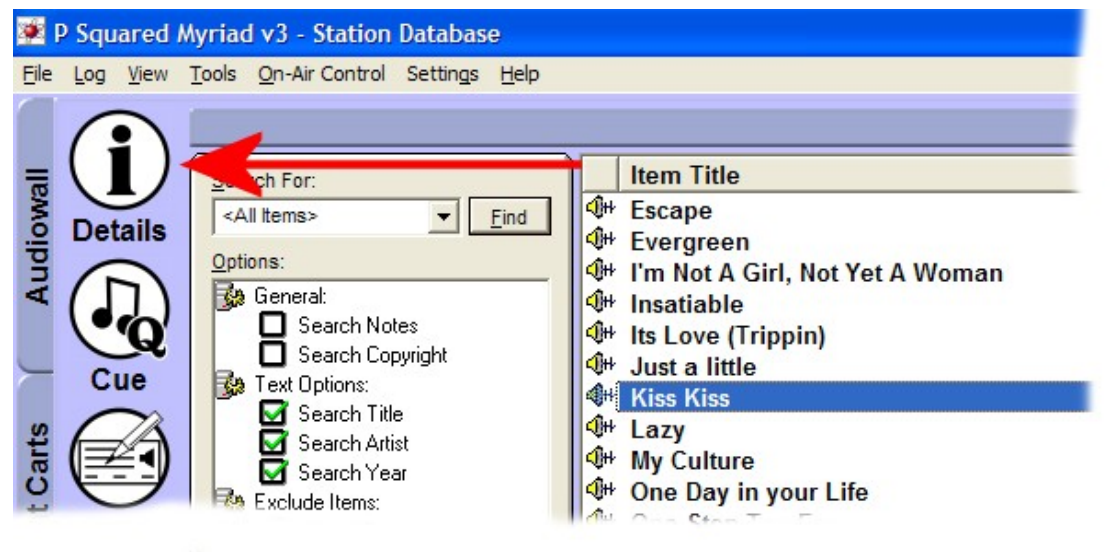


NB: Clicking on the speaker icon to the left of each Song / Link in the Song / Link List Area (Play Song / Link column) will also do the same thing.



The Details Button

The Details button on the Main Tab Strip is used to view the Item Details window for the highlighted Song or Link in the Song / Link List Area.

Highlight the Song in the Song / Link List Area and then click on the Details button.




This will open the Item Details window for the selected Song (or Link) which is an information summary window that combines information about the associated Cart as well as pictures, Notes and Database information.



Item Details


Cart Information:


Title: Kiss Kiss
Artists: Holly Valance
Description:



Intro Start: 00:00:01 Hook Start: 00:00:43
Intro End: 00:00:19 Hook End: 00:00:52

Cart Number: 3070 Ending: Ends Length: 00:03:23 

Database Information:




Title: Kiss Kiss
Artists: Holly Valance

Category: Chart Year:

Type:

Gender:

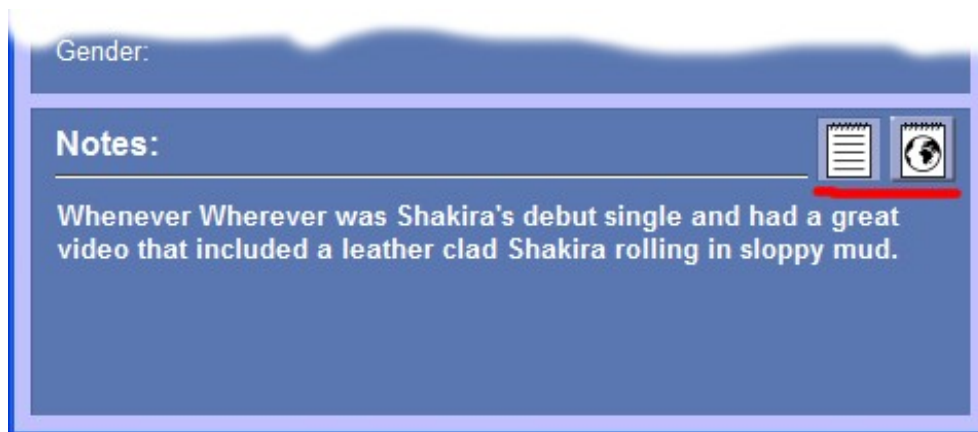
Notes:



This is the ex neighbours star's debut single, this song was originally released by a Turkish Pop Star called Tarkan with a different song name of Simarik

The top section (Cart Information) shows information about the Cart that the selected Song or Link refers to. This information is lifted directly from the Audio Wall so will always be up to date. The middle section (Database Information) contains information held within the Database and includes information such as the Category that the Item is in and the Year that it was released. Then bottom section shows any Notes that are associated with the Item.

As we saw in Chapter 2, Carts can have several different types of Notes attached to them and if you view the Item Details for a Song or Link that is associated with such a Cart, the different types of Notes are represented by icons along to top of the Notes section.



In such a case, you can click on the different Notes icons to read each of the attached Notes.

NB: You can also view the Item Details for a Song or Link by double clicking on it in the Song / Link List Area.

Working with the Database

In the last section we covered the general layout of the Database screen and saw the function of each of the elements that make up the screen. In this section we will concentrate more on how to use the Database to get the results you want.

Searching For a Song or Link

You can use the Database screen to search for a Song or Link that matches your Search Criteria.

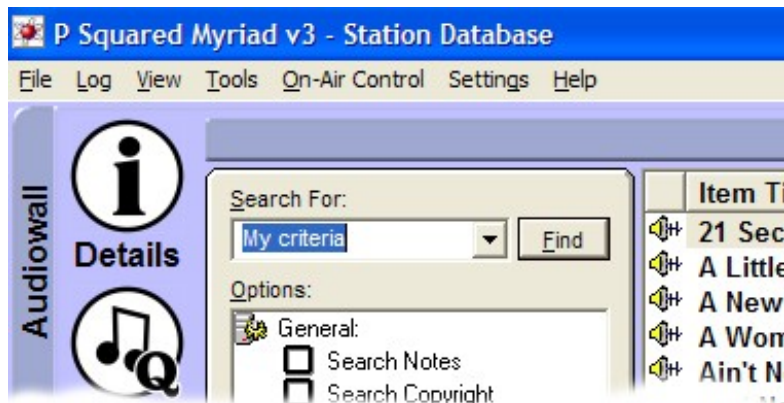
This process is very similar to the Find process on the Audio Wall but the important distinction here is that we are not searching the Audio Wall, but the Database, which should be an up to date copy of your music / link library from your music / link scheduling system.

If you are using AutoTrack or AutoTrack Pro, you are searching a copy of the AutoTrack database, not the Audio Wall. This means that the Database could contain Song or Links that do not exist on the Audio Wall or only include the Songs / Links that you use when scheduling. The Options section can be used to further 'fine tune' the results when searching for a Song or Link.

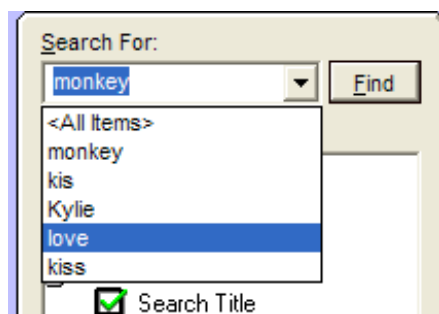
To search for a Song or Link, follow these steps:

1. Click on the Database tab on the Main Tab Strip to ensure you are viewing the Database screen.

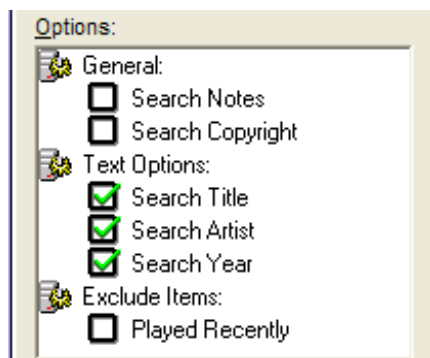
2. Click in the Search For box and type in the word or phrase that you wish to search the Database for.



NB: You can use the drop down list on this box to view and select words or phrases that have been used as Search Criteria recently.



3. Next check out the options section to make sure that the search options that you wish to use are selected.



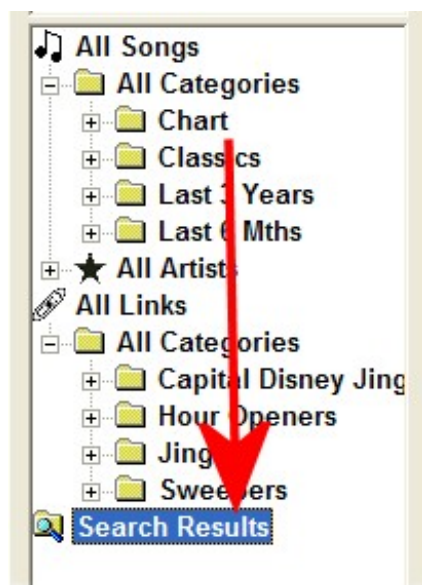
These options are covered in more detail in the Search Options section earlier in this Chapter but in brief:

- Search Notes – Include the Cart Notes when searching.

- Search Copyright – Include the Cart Copyright details when searching.
 - Search Title – Include the Song / Link Title when searching.
 - Search Artist – Include the Song / Link Artist / Info when searching.
 - Search Year – Include the Song / Link Year when searching.
 - Exclude Recently Played Items – Filters out Songs / Links that are attached the Carts that are classed as having been played recently (a configurable setting – see Chapter 2 – Recently Played Cart Icon).
4. Once you are happy with the Search Criteria and Options, click on the Find button. Myriad will search the Database for your selected Search Criteria and Options and display all the Songs / Links that meet the criteria in the Song / Link List Area.

| Search For: | Item Title | Artist/Info | Category | Length | Cart No. |
|-------------|---------------------|-----------------------|-------------|--------|----------|
| love | Its Love (Trippin) | Goldtrix/Andrea Brown | Chart | | 3091 |
| | I Love Enlarmphy | Jamiraqua | Last 6 Mths | | 3027 |
| | Love Strack | B 52 S | Classics | | 3065 |
| | The Look Of Love | ABC | Classics | | 3067 |
| | Who do you Love Now | Riva/Danill Mingue | Last 6 Mths | | 3081 |

The most recent Search results are retained by Myriad and can be viewed at any time by clicking on the Search Results folder on the Category Tree View Navigator.



NB: These will be lost if you restart Myriad or when you log out from Myriad and another User logs in.

5. Searching the Database is virtually instant so your search results will be displayed immediately.

Sorting Songs / Links in the List Area

Whether you are viewing Songs / Links by Category or you are looking at search results, the Song / Links displayed in the List Area can be easily sorted in ascending or descending order by any of the main columns by clicking on the appropriate column header.

| Item Title | Artist/Info | Category | Length | Cart No |
|--------------------|-----------------------|----------|--------|---------|
| Its Love (Trippin) | Goldtrix/Andrea Brown | Chart | | 3091 |

The columns are:

- **Item Title** – The Song / Link Title.
- **Artist / Info** - The Song's primary Artist or the Link's Info field.
- **Category** – The Song or Link Category that the item is in.
- **Length** – The length of the Cart associated with the Song or Link.
- **Cart No** – The Cart Number associated with the Song or Link.

Clicking on one of these column headers will sort the Songs / Links in ascending alphabetical or numerical order (depending on whether is a text or numeric field). Clicking on the column header again will re-sort in descending order.

| Item Title | Artist/Info | Category |
|---------------------------------|-----------------------------|----------|
| My Culture | 1 Giant Leap | Chart |
| One Day in your Life | Anastacia | Chart |
| Silent Sigh | Badly Drawn Boy | Chart |
| I'm Not A Girl, Not Yet A Woman | Britney Spears | Chart |
| Insatiable | Darren Hayes | Chart |
| Escape | Enrique Englesias | Chart |
| One Step Too Far | Faithless/Dido | Chart |
| Praise You | Fat Boy Slim | Chart |
| Unchained Melody | Gareth Gates | Chart |
| Its Love (Trippin) | Goldtrix/Andrea Brown | Chart |
| Kiss Kiss | Holly Valance | Chart |
| Just a little | Liberty X | Chart |
| Resurrection | PPK | Chart |
| Whenever Wherever | Shakira | Chart |
| World Of Our Own | Westlife | Chart |
| Evergreen | Will Young | Chart |
| Lazy | X-Press 2 feat. David Byrne | Chart |

Using the Tree View Navigator to View Song / Link Categories

You can use the Database screen to view only Song and Links within a certain Song or Link Category.

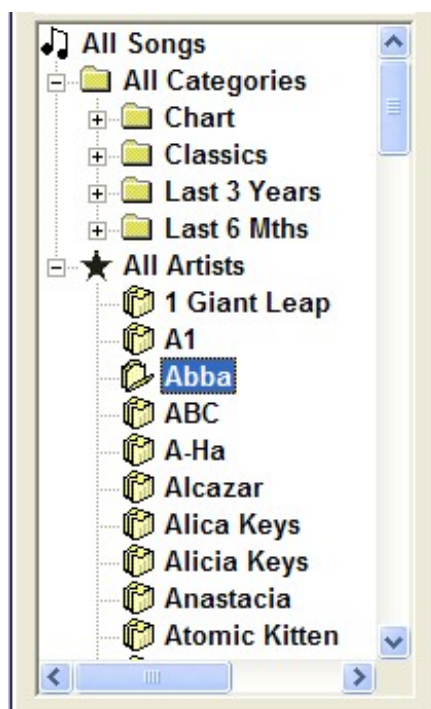
Follow these steps:

1. Make sure that the Database screen is selected by clicking on the Database tab on the Main Tab Strip.
2. Select the Song or Link Category that you wish to browse using the Category Tree View Navigator.

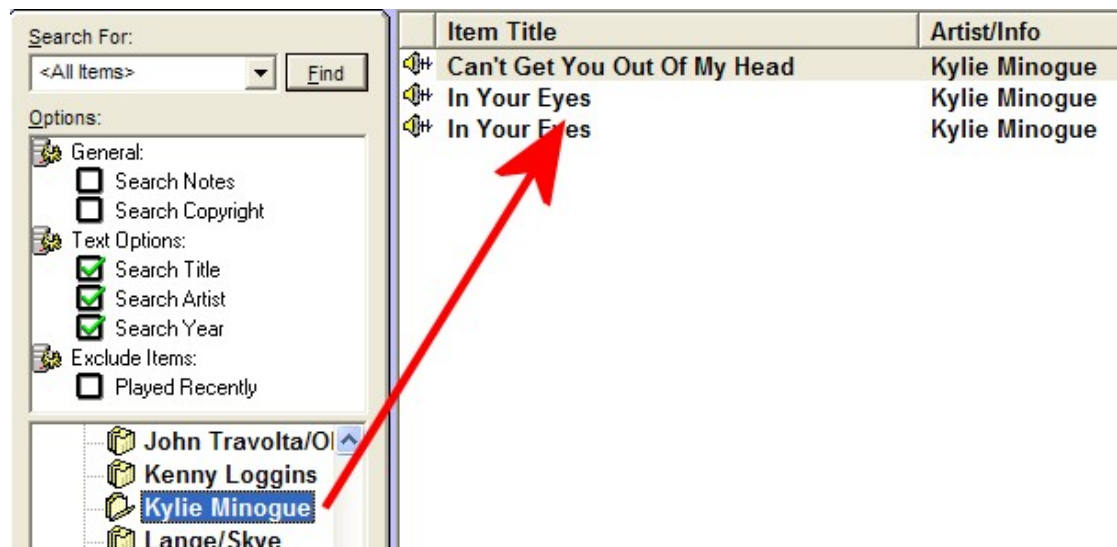


As you click on a Song or Link category, the Song / Link List Area is updated in 'real time' to display the Songs or Links within the selected Category.

3. You can also use the All Artists option to view all the Artists listed in the Database.




If you click on All Artists then all the Songs in Database are listed by Artist. You can also expand the All Artists tree to see a list of the Artists. Clicking on an Artist will display all the Songs by that Artist in the Database.



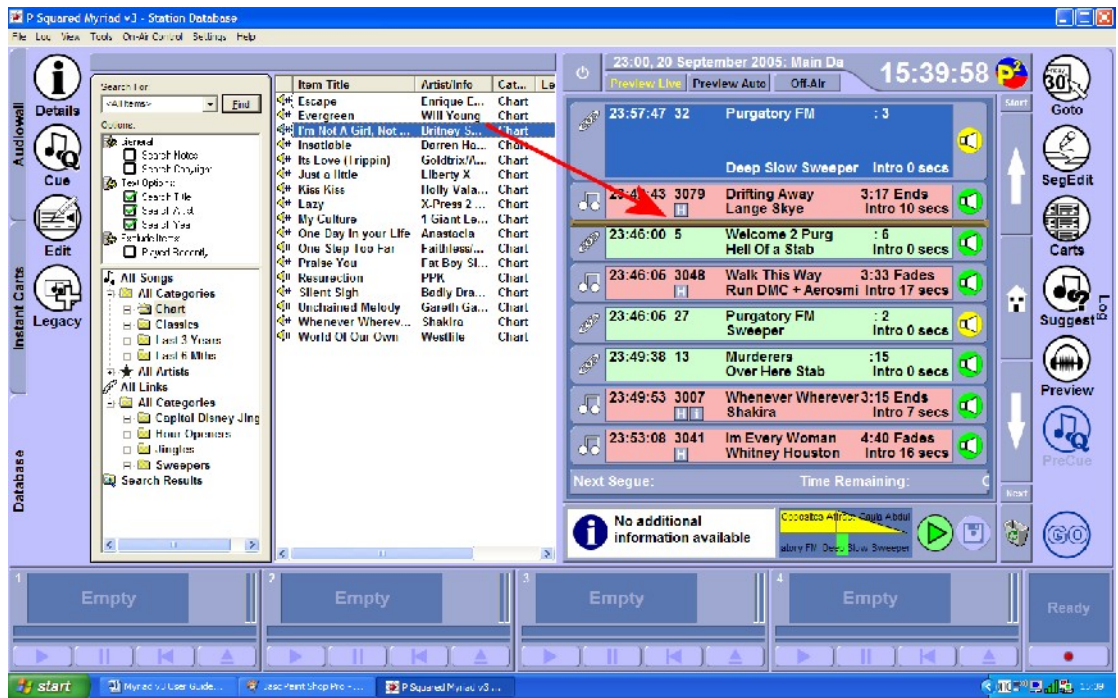
4. You can also use the Search Results folder to view the results for the most recently performed Database search.

Playing Songs & Links and Dragging Them into the Log Screen

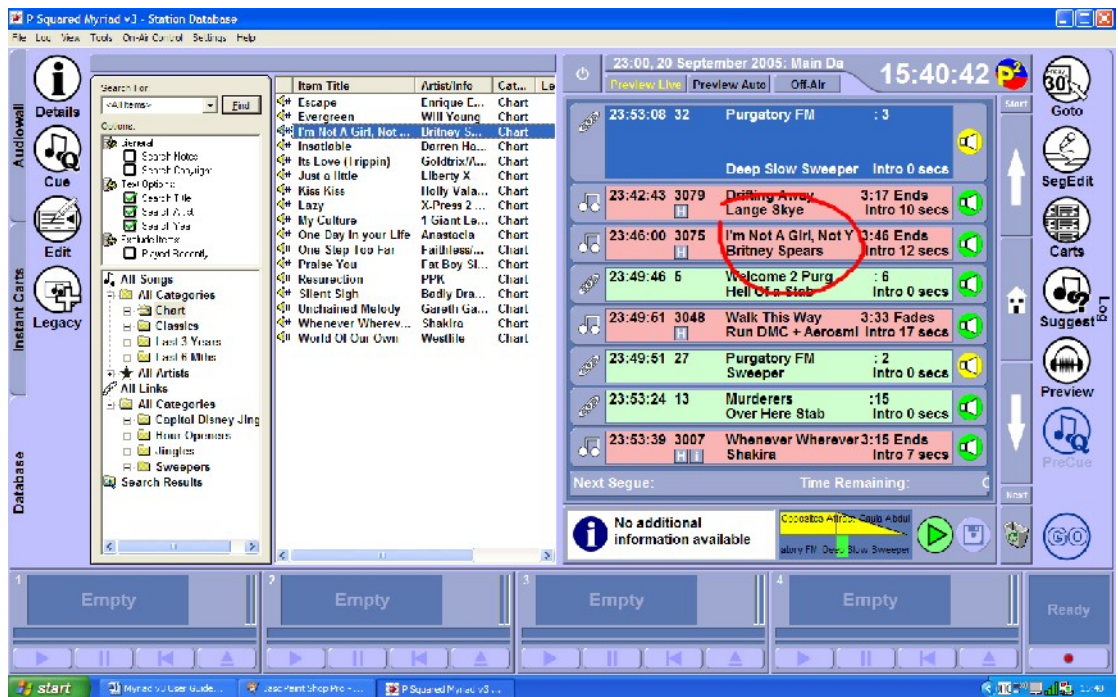
Once you have browsed to or found the Song or Link that you want to use, you can do one of the following.

- **Play Using A Cart Player** – You can play a Song or link any of the methods below.
 - Highlight the Song or Link and then click on the Cue button on the Main Tab Strip. The Cart associated with the Song / Link will be cued into a free Cart Player ready to be played.
 - Click on the Play Song Link Icon  to the left of the Song or Link in the Song Link List Area. This will have the same effect as clicking the Cue button.
 - Drag the Song / Link directly into a Cart Player.
- **Drag Song / Link into Log Screen (dual screen)** – If you are running a dual screen system or you have Myriad configured to operate in dual screen mode on a single screen then you can drag a Song or Link directly from the Database screen into the Log screen area.

In this example, Myriad is configured to display in dual screen mode on a single monitor. We will drag the Britney Spears Song from the Database screen directly into the schedule log on the Log Screen.



The 'bar' on the Log Screen shows where the Song will be dropped in to the schedule log. Release the mouse button and the Song is added to the schedule log.



You can also drag a Song directly into a free Cart Player if you wish to play the Song manually.

Chapter 4 Summary

In this Chapter we have examined what the Database Screen is, the information it provides and the tools it offers. We have seen how the Database is effectively a copy of your Song / Link scheduling system database and that certain systems (like AutoTrack and AutoTrack Pro) will automatically update the Myriad Database as part of the music scheduling process.

We have seen how to search the Database using a number of different methods and finally how we can use the Database screen to play Carts or to add Songs and Links to the schedule Log.

The key Database features are:

- The Database is a copy of your music and link scheduling database.
- It allows you to search the Songs and Links available to you using Song / Link Categories and a number of additional criteria not available when using the Find Cart facilities on the Audio wall.
- You can search the Database for a word or phrase.
- You can browse the Songs and Links by Category or Artist using the Category Tree View Navigator.
- You can view a summary of the Song or Link by double clicking on it or highlighting it and pressing the Details button.
- You can play Carts associated to Songs or Links by highlighting it and clicking the Cue button or clicking on the Play icon to the left of the Song or Link.
- You can drag a Song or Link directly into a Cart Player or into the Log Screen (on dual screen configured systems).

In the next Chapter we will move on to look at the Log Screen in detail. The Log Screen is key to Myriad as it is the principle method of providing both Live Assisted and fully Automated output from Myriad.

Chapter 5 – The Log Screen

In this Chapter we will examine the Log screen and its role within Myriad. We will look at the general layout of the Log screen and the functions of its constituent elements. We will then concentrate on how to use the Log screen in both Live Assist and Automated situations.

If you are using Myriad for Automation or Live Assist program delivery then this will probably be the most important Chapter to read and understand as the Schedule Log is crucial to working with Myriad.

What Is The Log Screen?

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 payout. Basically, the Schedule Log (as we will refer to it) is a list of Carts and events that make up your station output. Myriad then follows this list of Carts and events and either helps you to present them live (Live Assist) or plays them all automatically (Automation).

In simple terms, imagine you had never done a radio show before and somebody asked you to prepare a show ready to be presented 'live' on air. You may well start with a piece of paper and a pen and sketch out an outline for your first show. It might look a little like this:

My New Show

3 minutes of news
Introduce myself
Play record
Play record
Play jingle
Play Advert
Live link
Play Record
Read traffic and weather
Play jingle
Play record
Etc.....

This would be a great start but you might want to 'flesh out' your plan so that you know exactly what you are going to play and you can get all the CDs and jingles together before your first show. You might end up with something like:

My New Show

3 minutes of news - News bed - Mini disc 3 track2
Introduce myself - My name is Liam and welcome to Hot FM Drive
Play record - Pussycat Dolls - Don't cha
Play record - Kelly Clarkson - Since You've Been Gone
Play jingle - Hot FM Sweeper - Mini Disc 1 track 1
Play Advert - Mini disc 4 - Tracks 1 to 3
Live link - Entertainment news - Holly Valance will be visiting our area next week for a concert at the Arena - tickets available from 01233 556627
Play Record - Oasis - Wonder Wall
Read traffic and weather - Get from local paper and traffic link.
Play jingle - Hot FM Great Music Mix - Mini disc 1 track 5
Play record - Green Day - September Comes
Etc.....

This is a Schedule Log. If you were to prepare your show in this much detail, you could get together all the music and jingles you needed in advance, practice your links and print out all the details. With this much preparation, your show is bound to go well.

It is to provide this level of preparation week in and week out that systems like Myriad were invented, and the Log screen is the part of Myriad that allows you to do this.

But before we give Myriad all the credit, it is important to remember that music and link scheduling systems such as AutoTrack and AutoTrack Pro are the systems that actually generate the Schedule Log based on the frameworks that you provide. In effect, you give AutoTrack the basic outline for the show (your first draft) along with some rules about how you want your station to sound and it produces the 'fleshed out' version (the final draft above) which is what it then passes on to Myriad.

Myriad then allows you to add to and edit the Schedule Log, changing things where you see fit, and customising it to your needs. It is common (but not essential in Live Assist shows) that all of the music and jingles that will be used in your show will be Carts on the Audio Wall, which means that you will not have to prepare the CDs and mini discs as in our example.

So what we end up with is a Schedule Log that is (usually) generated by a music scheduling system such as AutoTrack Pro. This is then fed into Myriad so that you can see all of the Jingles, Songs, Adverts and events that make up your show, on the Log Screen. Much of the content will also be on Myriad so typically all you will have to do is concentrate on your links and the external elements such as travel and weather. You can also view and edit the

Schedule Log both before your show and while you are on air. You can even record voice links into the Schedule Log so you can nip out for a pizza!

This all sounds very complicated but is very simple in practice. The Log screen contains the Schedule Log which is a list of Carts and events that are played in order. Each show in the Schedule Log is an hour long and the Schedule Log is a continuous list that goes as far ahead as your scheduling system has scheduled.

NB: You can also manually build a Schedule Log by dragging Carts in from the Audio Wall, though this is a time consuming job.

The Log Screen Layout at a Glance

As we touched on in the last section, the Log screen is used to display and work with the Schedule Log which is effectively a list of Carts to play and events to happen in a given show. This Schedule Log (or Log as we will refer to it) can be used in one of two ways:

- **Live Assist** – This mode is used when you are doing ‘live’ shows with a presenter. In Live Assist mode, the Carts that appear in the Log are cued by Myriad to make life easy for the presenter but the presenter retains control over when each item in the Log is started. They do have the option to hand over control to Myriad at any time.
- **Automated** – This mode is used for automated playout when no presenter is present. Once again, the Log contains a list of all the Carts that need to be played but Myriad will automatically cue and play the Carts in the order that they appear in the Log. In this mode, a presenter can still move the order of the Log and add and remove Items from the Log but they cannot instruct Myriad to ‘stop’ at the end of an Item before starting the next.

There are additional variations on these two fundamental modes but these will be covered in more detail later.

The Log screen is dominated by the Log itself which takes up the majority of the centre of the screen. In addition, the Main Tab Strip offers a range of tools and facilities, the Mini Segue Editor allows you to review and adjust automated segues (or mixes), the Notes area displays Cart Notes or Link Scripts and the navigation tools to the right of the Log allow you to scroll up and down the Schedule Log area.

The general Log Screen layout is shown below. The Log screen includes a lot of information so in order to make the diagrams below as clear as possible, the general layout has been broken into three separate diagrams.

The General Screen Layout



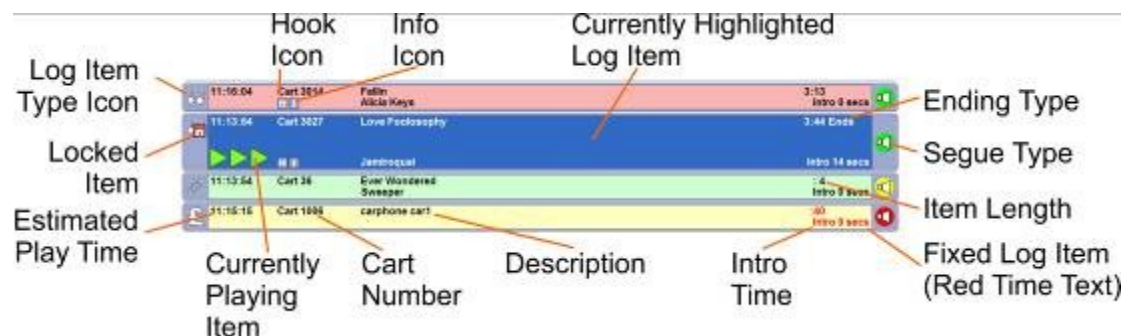
- **The Power Button** – This is used to toggle between the default Active Playout Mode for the currently selected section of the Schedule Log and Standby mode.
- **Log Date / Time** – Shows the date and time of the section of the Schedule Log that is currently being viewed on the Log Screen.
- **Playout Mode** – These buttons allow you to switch between Myriad's five Active Playout Modes which are Live, Auto, AutoFade, Preview Live and Preview Auto.
- **On-Air / Off Air Control** – Allows you to take On Air Control or release On Air Control.
- **The Schedule Log** – Displays the Schedule Log which is a list of Carts, Links and events that are scheduled to be played.
- **Current Time** – Shows the current PC system time (and date optionally).
- **Jump To Start** – Moves the highlight cursor on the Schedule Log window to the start of the currently selected hour. Also doubles as 'Prev' button which jumps to the start of the previous hour in the Schedule Log but only when you are on an Hour Start Log Item.
- **Page Up** – Scrolls up the Schedule Log a page at a time.
- **Home** – Returns the highlight cursor to the Log Item that is currently playing or the Log Item that would be playing if the workstation were in an Active Playout mode.
- **Page Down** - Scrolls down the Schedule Log a page at a time.
- **Jump To Next** – Jumps the highlight cursor to the Hour Start Marker for the following hour in the Log.
- **Trash Can / Undo** – You can drag Log Items directly from the Log into the Trash Can to delete them from the Log (but not from the Audio Wall). The Undo button returns the last Log Item deleted, back to the Schedule Log.

- **Mini Segue Editor** – Used to review and alter the segue between Log Items.
- **Over / Underrun** – Shows whether the remaining Log Items will overrun or underrun with respect to the next Absolute Time Event in the Log (or the end of the hour, whichever is first).
- **Time Remaining** – Shows a total of all of the audio Log Items left in the current hour.
- **Next Segue** – Shows the time remaining until the next segue is due.
- **Notes** – Display Cart or Log Event Notes. You can click on the 'i' icon to open the Notes in a floating window.
- **Main Tab Strip** – Allows you to switch between the major screens in Myriad and also has context sensitive buttons depending on the screen you are viewing.
- **Go** – Moves on to the next Log Item in the Schedule Log, optionally fading out the currently playing Log Item.
- **Preview** – Loads an independent version of the highlighted Log Item into the preview Cart Player for reviewing.
- **Pre-Cue** – Loads the next Log Item in the Schedule Log, into a free Cart Player (this happens automatically before the Log Item is actually needed anyway).
- **Suggest** – Offers a list of Songs or Links in the same Song / Link Category as the highlighted Log Item (Autotrack or AutoTrack Pro only).
- **Carts** – Opens the Cart Browser, a mini version of the Audio Wall used to drag Carts from the Audio Wall into the Schedule Log when working with a single screen configuration.
- **Seg / Edit** – Toggles into full Segue Editor Mode which is used for Voice Tracking and adjusting the fade points on segues.
- **Goto** – Allows you to select a time and date to jump to in the Schedule Log.

Please note that the above layout refers to the Log Screen running on a single screen Myriad system but if you have a dual screen system then the Log Screen will be displayed on the right hand side at all times. The only other difference is that the Log Screen Main Tab Strip moves to the right hand side of the right hand screen.

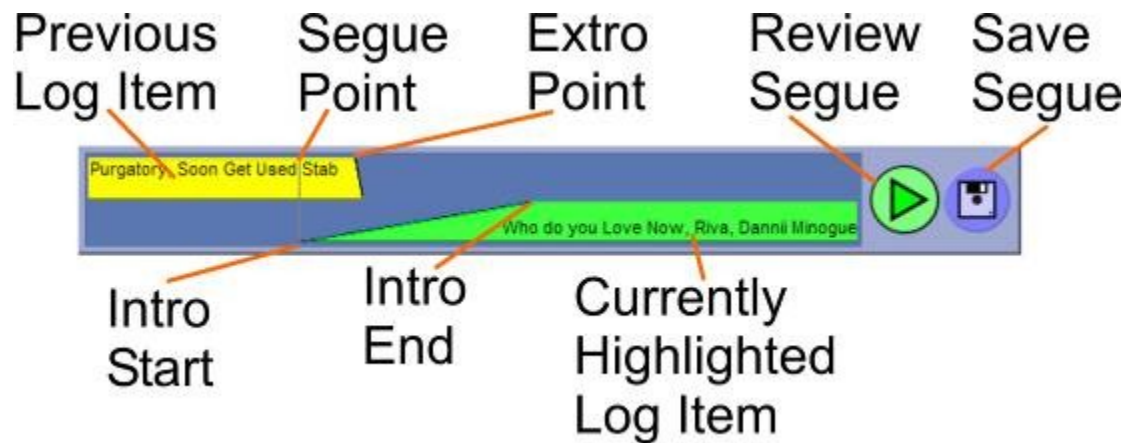


Log Item General Layout



- **Hook Icon** – Indicates whether the Log Item has a Hook set on the Cart it refers to.
- **Info Icon** – Indicates whether the Log Item has additional text information attached.
- **Currently Highlighted Log Icon** – The double height (blue by default) bar indicates the Log Item that is currently highlighted in the Schedule Log. You can move this up and down by using the mouse wheel or cursor keys.
- **Ending Type** – Shows the Ending Type that has been specified for the Log Item (see Chapter 2 – Carts – Cart Layout – End Type).
- **Segue Type** – Indicates what will happen at the end of the Log Item.
 - Green – Automatically segue on to the next Log Item.
 - Yellow – Sweep the Log Item into the Intro of the next Log Item.
 - Red - Stop at the end of the Log Item and wait for the presenter to press the Go button (Live & Preview Live payout modes only).
- **Item Length** – Displays the length of the Log Item (to Extro point).
- **Fixed Log Item** – If the Item Length appears in red text then it is fixed and cannot be dropped or faded early by Myriad.
- **Intro Time** – Shows the duration of the Intro for the Cart associated with the Log Item.
- **Description** – Shows the Artist and Title for Songs and general description for all other Log Items.
- **Estimated Play Time** – Shows the time that the Log Item is scheduled to start playing based on current information.
- **Locked Item** – Around three seconds before Myriad plays a Log Item, it locks it. Once locked, the item cannot be moved or deleted.
- **Log Item Type Icon** – Shows the type of Log Item for each entry.

Mini Segue Editor General Layout



- **Previous Log Item** – Shows the last viewed seconds of the previous Log Item. The top of the slope indicates the Extro point and the end of the slope indicates the end of the audio file.
- **Segue Point** – Shows the point at which the segue will occur.
- **Extro Point (start of slope)** – Shows the Extro point on the previous Log Item.
- **Review Segue / Stop Segue** – Click to start playback of the segue. If in an Active Playout Mode you will be prompted to close the faders on the segue review Cart Players before playback begins.
- **Save Segue** – You can use your left mouse button to drag the segue point to the left or right. When you are happy, click on the Save button to save the new segue.
- **Currently Highlighted Log Item** – The Log Item that is currently highlighted.
- **Intro End (top of slope)** – Shows the Intro End point in the currently highlighted Log Item.
- **Intro Start (bottom of slope)** – Shows the start of the currently highlighted Log Item.

Full Segue Edit Mode / Voice Tracking Mode

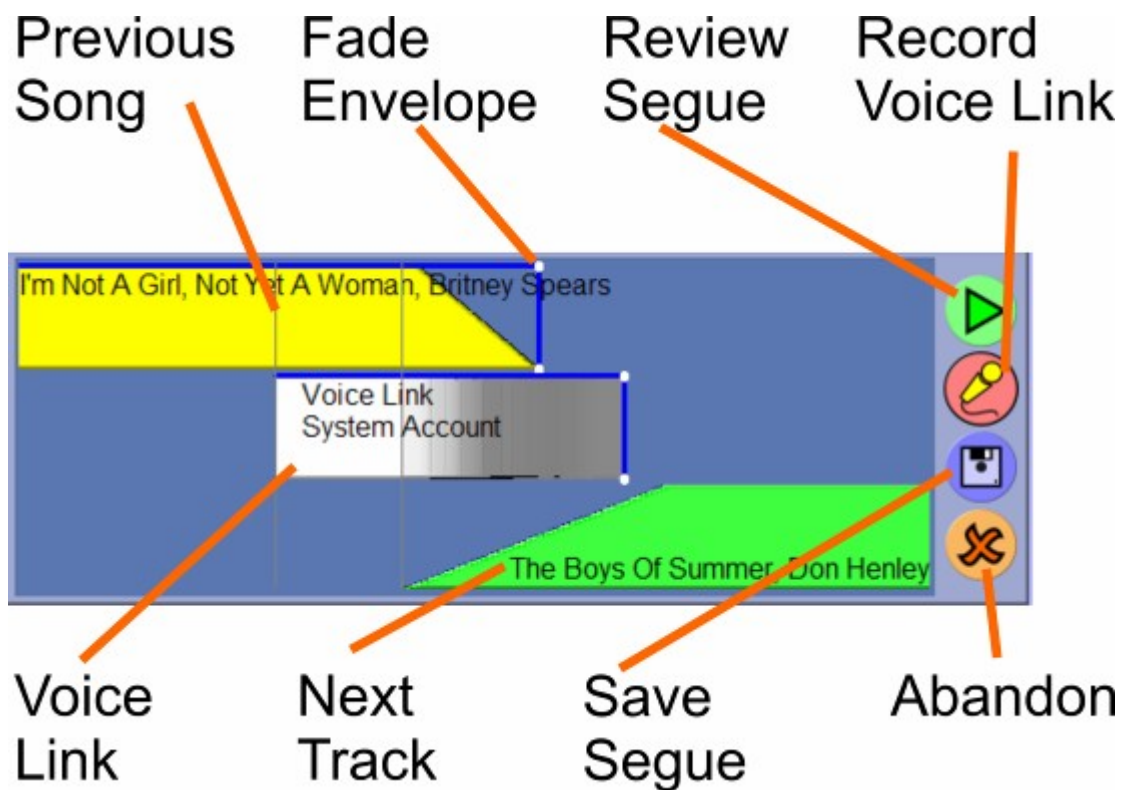
You can toggle into full Segue Edit mode by clicking on the Seg Edit button on the Main Tab Strip.



When this button is pressed, the Segue Editor area on the Log Screen expands to allow you to work with the Segue Editor more efficiently and also to record and edit voice links in to the Schedule Log.



The Full Segue Editor shares many features with the Mini Segue Editor (see above) but also adds a number of new features and facilities.



- **Previous Song** – Shows the Song or Log Item prior to the highlighted item in the Schedule Log.
- **Fade Envelope** – Allows you to set the way Myriad will fade out the previous Log Item or the Voice Track.
- **Review Segue** – Allows you to review the segue in the reserved Myriad Cart Players.
- **Record Voice Link** – Starts recording when you are adding Voice Tracks to the system.
- **Abandon** – Abandons the segue edit or Voice Track and returns the segue to its original state.
- **Save Segue** – Saves changes made to the timing and fade of the segue and commits Voice Tracks to the Schedule Log.
- **Next Track** – Shows the next Log Item when Voice Tracking or the highlighted Log Item when editing a normal segue.
- **Voice Link** – Shows the Voice Track when you are working with a segue that includes a Voice Tracked link.

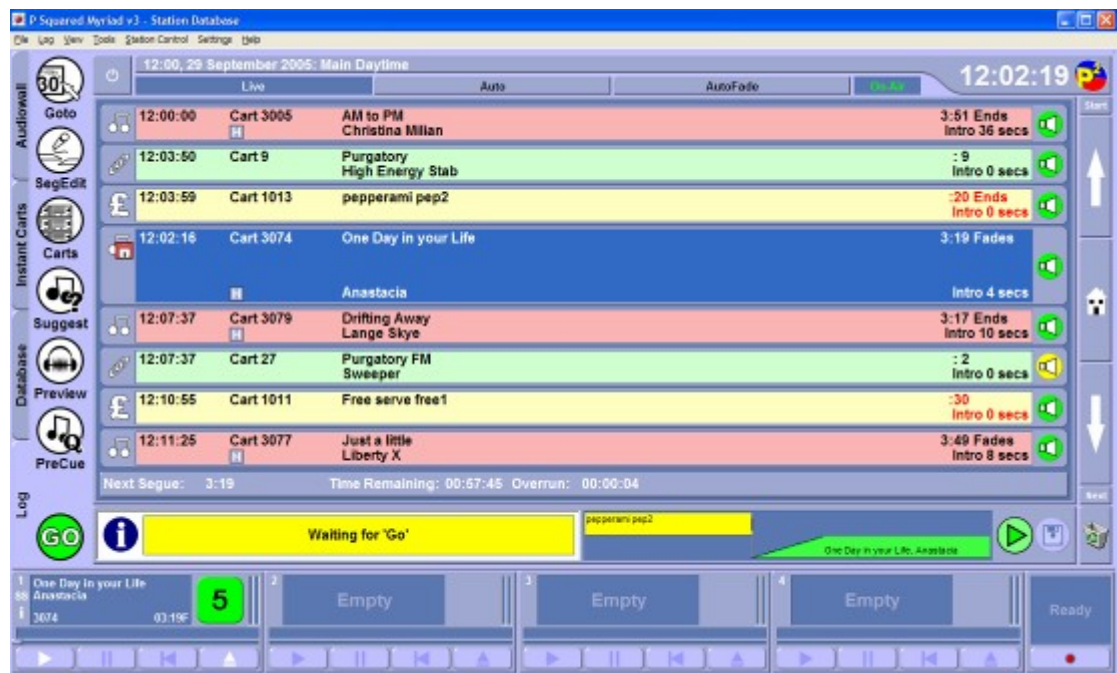
We will now look at each of these functions in turn in more detail:

The Power Button

The Power button is used to toggle Myriad between one of the Active Playout modes and Standby mode. The best way of thinking of the Power button is that it works in the same way as the Power button on your TV. Clicking on the

Power button (on the Log screen) will perform the following sequence of events:

1. Optionally – Take On Air Control.
(NB: This will only happen if Myriad has been configured to automatically take On Air Control as it enters an Active Playout mode.)
2. Switch to the default Active Playout Mode for the hour that is currently visible in the main Log area.
3. Cue the highlighted Log Item (if appropriate) and display the 'Waiting For Go' message in the Notes area. When you press the Go button (on screen or on your Myriad keyboard), the cued Log Item will start and you will be in an Active Playout mode.



Once you are in an Active Playout mode, clicking on the Power button will have an alternate effect.

1. Switches back to Standby mode, i.e. no Active Playout Mode is selected.
2. Removes any cued Log Items from the Cart Players but leaves the currently playing Log Item to finish.

We will cover the Active Playout Modes in more detail later, however as a brief summary:

- **Standby Mode** – When in Standby Mode, Myriad will not automatically cue or play any Items from the Schedule Log. You can still view, edit and add to the Schedule Log but the only way to cue and play Items is to manually load them into the Cart Players (by dragging them in) and clicking on the Play button for the Cart Player.

- **Active Playout Mode** – When in one of the Active Playout Modes, Myriad will treat the Log as being ‘live’ and will work through the Items in the Log playing Carts and carrying out instructions in the order they appear in the Log. Exactly how it does this is determined by which of the Active Playout Modes is selected. The Active Playout Modes are outlined below.

Preview Live (off air only)

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 (off air only)

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.

Live (on air only)

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 onto 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 (on air only)

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.

Auto Fade (on air only)

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.

Please note that you can manually switch between Active Playout modes and Standby Mode by clicking on the Active Playout Mode buttons which run along to the top of the Log Screen.

Let's say you wanted to manually switch to Live mode. Make sure that the Myriad Workstation you are working on has On Air Control (as Live is only available in this mode) and then click on the Live button. The button will be depressed and the Currently Highlight Log Item will be cued ready to be played.



To switch back to Standby mode, click on the Live button again and it will 'pop out'. Any cued Carts will be ejected but any Carts that are still playing will be left to continue playing to the end or until you manually Eject them.

Log Date / Time

The Log Date / Time indicator displays the date and hour of the section of the Log that is currently visible in the main Log area. This means that if you were to use the Goto button to jump to tomorrow's show to review or edit it, tomorrow's time and date would be displayed in this area.

Playout Mode Buttons

We touched on Playout Modes in the Power Button section (see above) but we will now look at the role of the Playout Mode buttons in more detail.

Essentially, the Playout Mode buttons are there to perform two functions. Firstly, the Playout Mode buttons provide you with a visual indication of the Playout Mode that Myriad is currently operating in. This is indicated by the currently selected Playout Mode button appearing depressed on screen (see below).



The second function of the Playout Mode buttons is to allow you to switch between the available Active Playout Modes with a single click.

In the example above, the Live Active Playout Mode is selected which means that Myriad is working in Live Assist mode and there is a presenter 'driving' the show. Now, if the fire alarm went off and the presenter needed to leave the studio, a single click on the AutoFade Playout Mode button would switch Myriad from Live Assist mode to full Automation mode (AutoFade mode).



In this mode, Myriad would play all of the remaining Log Items in the hour, automatically segueing between them. It would also back time the Log Items in the hour, making adjustments to ensure the final Item in the hour finished exactly at the 'top' of the next hour (as this is a feature of AutoFade mode).

When he returned, the presenter could switch back to Live mode by clicking on the Live Playout Mode button.

There are actually five Active Playout modes in Myriad as well as Standby mode. Each Active Playout Mode has different attributes and some of them are only available when a Myriad workstation has 'On Air' control. The Active Playout Modes are examined in detail below.

On Air Control Overview

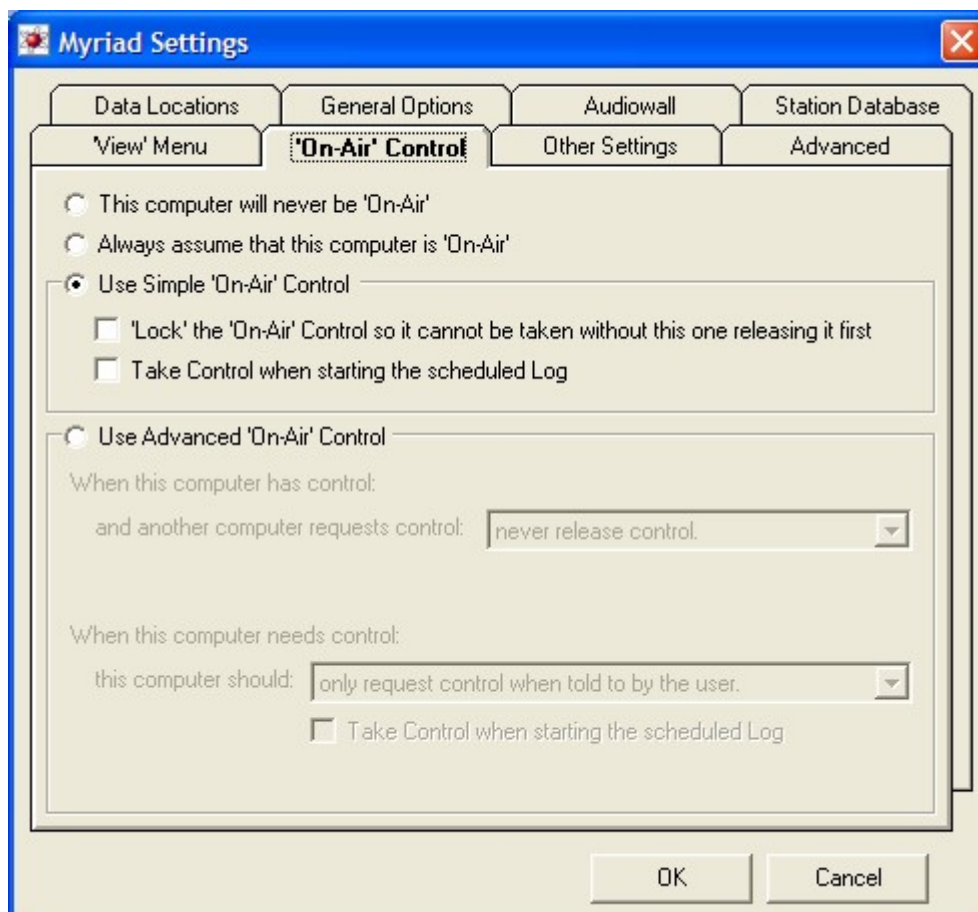
Myriad v3 employs three different types of On Air Control system depending on how complicated your broadcast system is and whether you need to control external systems such as Myriad STS or OCP. The three possible On Air Control scenarios are outlined below.

- **Simple On Air Control** – This is the simplest On Air Control solution and is the default setting for Myriad. In this mode, only one Myriad workstation can have On Air Control (i.e. be 'On Air') and the On Air status is passed from workstation to workstation like a token. So if you have two studios and studio 1 is On Air then studio 2 would be Off Air. If you wanted studio 2 to be On Air then it could take the On Air Control token taking studio 1 Off Air. The procedure for taking On Air control can be configured such that control must be released before it can be reassigned, this removes the possibility of accidentally taking studio 1 Off Air. In practice, the On Air status is used to determine which Active Playout Modes are available and is also used by Myriad when compiling 'play log' reports and copyright report returns. There is no direct communication between the Myriad workstations in Simple On Air Control mode.
- **Advanced On Air Control** – This mode offers a more advanced On Air Control configuration and is principally used in stations that need Myriad to interact with external systems such as Myriad STS and OCP. The reason for this is that Advanced On Air Control includes two way communications between the Myriad workstations (and external elements such as OCP and STS) but the negative aspect is that it requires more setting up. Once it is correctly configured, it works in exactly the same way as Basic On Air Control from a Users point of view.
- **No On Air Control** – The final option is to use no On Air Control system which effectively means that Myriad will not track which

workstation is On Air and so will not be able to adjust the available Playout modes accordingly. This method is not recommended as it removes certain safe guards that have been put in place to protect the 'live' content from being compromised by other Myriad workstations. For example, when using either of the above On Air Control systems, Myriad can be configured so that only the On Air workstation is able to edit the Log for the hour that is currently being broadcast (although you can override this on a per User basis to still provide the functionality to key personnel). If No On Air Control is used then this safety feature is also disabled.

There is also a fourth option which is to assume that the Myriad workstation always has control. This option should be used for 'playout' workstations or where you only have a single broadcast studio that is always 'on air'.

For more information on On Air Control and how to configure it, please refer to Chapter 8 – Settings Menu>Myriad Settings> On Air Control tab.



Standby Mode

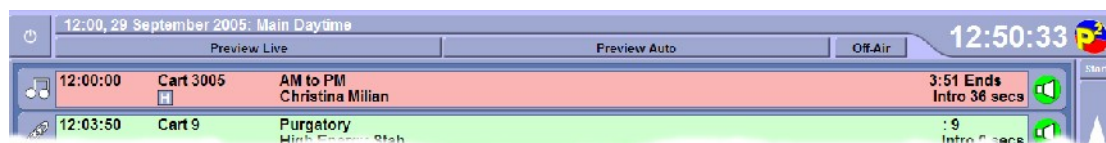
This is applied when Myriad is awaiting the start of an Active Playout mode. Myriad workstations can only be in one of two states, either Standby mode or

Active Playout mode. When in Standby mode, Myriad does not actively use the Log. It will not cue or play any items in the Log and the only way to play Items from the Log is to manually drag them into Cart Players and play them yourself.

In the majority of cases, Myriad workstations that are not in the primary broadcast studio (or are playout machines) will spend the majority of their time in Standby mode as the Active Playout modes are generally needed for studio workstations or PCs that are used for live broadcasts.

Preview Live Mode (Off Air Mode Only)

The first Active Playout mode we will look at is the Live Preview mode. The first thing to note is that Preview Live mode is only available on Myriad workstations that are set to Off Air, i.e. they do not have On Air Control.



As you can see in the example above, this Myriad workstation is Off Air (does not have On Air Control) so the Playout Mode button options are Preview Live and Preview Auto (but not Preview AutoFade).

If you click on the Preview Live button it will switch Myriad into Preview Live mode which allows you to listen and review the Log as if it were played out in full Live Assist mode but there a couple of key differences.

When you are reviewing the Log in Preview Live mode:

- **Estimated Play Time Does Not Update** – When you work with the Log in full Live mode, the estimated play times are updated in real time, as each segue occurs. This means that if you were to look at tomorrow's Log and put it into Live mode, the Estimated Play Time for each Item in the Log would be replaced with the current time which would look very confusing. It would not really matter tomorrow when it was played out because Myriad would correct it again at the start of the show but it could be very confusing to anyone looking through the Log. Preview Live avoids this problem by not updating the Estimated Play Time as you preview the Log.
- **Log Items Not Marked As Played** – When you watch Myriad work through the Log in any of the three 'On Air' Active Playout modes (Live, Auto or AutoFade), you see that as each item in the Log is played, the Segue Type marker is superimposed with a tick icon to indicate that the Item has been played.



When you review the Log using Preview Live mode, the Log Items that are played are not marked as being played. Again, this means that you can preview a show in Preview Live mode without having any adverse effect on the Log as a whole.


Preview Live mode does allow you to edit, add and remove Items from the Log so it is the ideal mode to use when working with the Log in a non broadcast situation.

Preview Auto Mode (Off Air Mode Only)

Just like the Preview Live mode, the Preview Auto mode is only available when you are working on a Myriad workstation that does not have On Air Control (is Off Air). The Preview Auto mode provides a way of previewing how automated shows will sound without adversely affecting the Schedule Log.



Basically, when in Preview Auto mode, Myriad will work its way through all the Log Items in the Schedule Log, automatically segueing between each item. You can still edit, add and remove Items from the Log but you cannot change

the Segue Type to be anything other than Automated Segue ( green speaker icon) mode. This is essentially the same as the Auto mode that is available on 'On Air' machines but just as with Preview Live, Myriad will not update Estimated Play Times or mark Log Items as having been played (see Preview Live Mode) so that previewing the Log in this way will not adversely affect the Schedule Log.

Live Mode (On Air Mode Only)

This will probably be the mode that you become most familiar with if you use the Log screen to deliver Live Assisted programming. The Live Playout mode button is only available when the Myriad workstation you are working on has On Air Control (is On Air), or if you have On Air Control disabled entirely.



In the above example, the workstation has On Air Control (is On Air) but currently, no Active Playout Mode is selected (it is in Standby mode). You may notice that the Live Playout Mode button text is in yellow. This indicates that the hour that is currently visible in the main Log area is scheduled to be a Live Playout mode hour.



If we click on the Live button, Myriad will enter Live Playout mode.



Myriad will automatically load the highlighted Log Item into the first free Cart Player and will display the 'Waiting For Go' message in the Notes area. Click on the Go button to start the playback of the cued Log Item and to start Live mode playout.

In Live mode, Myriad will automatically work its way through the Items listed in the Schedule Log, loading Carts into the Cart Players and performing other scheduled events such as Link Scripts, Hardware Events and AutoHooks. The key thing about Live mode is that whilst Myriad will always load the next Item that is needed, ultimately the presenter controls the flow of the playback.

In Live mode, the Segue Type determines what Myriad does as each Log Item comes to an end. The options are:

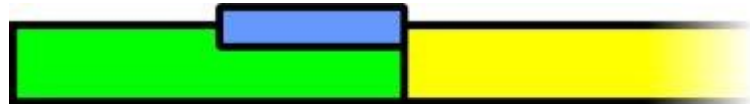
| Icon | Segue Type | Description |
|---|------------|---|
|  | Stop | At the end of a Log Item with this Segue Type, Myriad will cue the next Item in the Log but will not play it. The User must manually start playback by pressing GO or clicking Play on the Cart Player the Item is loaded into. |
|  | Auto Segue | At the end of a Log Item with this Segue Type, Myriad will automatically Segue into the next Item in |



Sweeper

the Log using the Extro point on the currently playing Item to trigger the next (unless the Segue has been edited using the Segue Editor).

This is a special case that you will only see on Log Items that have been set (either manually or by the scheduling system) to 'sweep' into the Intro of the next Log Item. When Myriad encounters an Item that has this Segue Type, it looks at the following Item and determines how best to 'sweep' the Item into the Intro period of the next item.



Sweep To Intro End



Played Item

For more detail on what Sweepers are and how they work in Myriad, please refer to Chapter 2 – What Is A Sweeper And How Are They Handled By Myriad.

This is not technically a Segue Type but it is an indication that a Log Item has been successfully played.



Not Played Item

This is not technically a Segue Type but it is an indication that a Log Item has not been successfully played.

So basically, when in Live mode, Myriad will automatically segue into the next Item if the currently playing Log Item has an Auto Segue (Green) Type. If the Segue Type is a Stop (red) then it will cue the next Log Item ready to be played but will not actually start playback. This will be done by the presenter by either pressing the Go button or the Play button on the Cart Player that the next Item is loaded into.

In Live Playout Mode, Myriad will not attempt any type of back timing or dynamic adjustment, this will be left to the presenter although it will still calculate how much over or under the current hour is (see Over / Under Run).

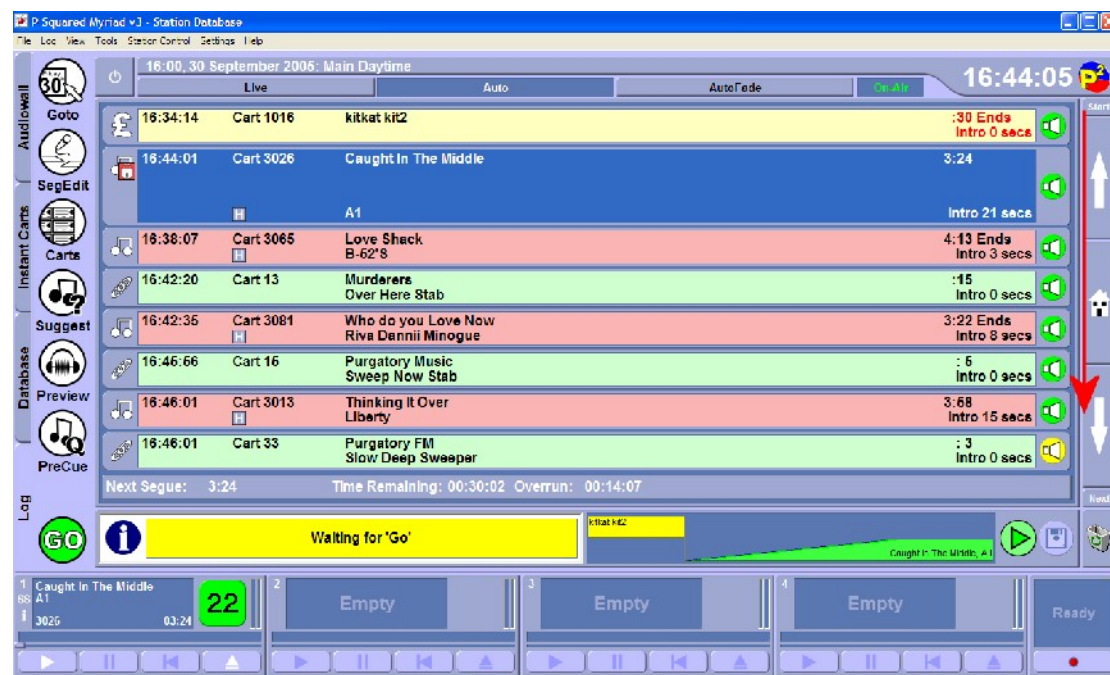


Auto Mode (On Air Mode Only)

Auto Playout mode is only available on Myriad workstations that have On Air Control (is On Air) or on Myriad workstations that have been configured to always have On Air Control or if On Air Control is disabled completely.

Auto Playout mode is actually a mode that does not get used very often as it bridges the gap between Live and AutoFade mode by offering automated output without the ability to automatically adjust the Log to ensure it is back timed to time critical events (such as the news).

When you click on the Auto button, Myriad will automatically load the highlighted Log Item into a free Cart Player and display the 'Waiting For Go' message in the Notes area. It also automatically converts all of the Segue Types within the current hour to Auto Segue (Green).



This means that when in Auto Playout mode, it will automatically play all of the Log items in the hour, automatically segueing between. What it does not do is perform any type of 'running to time', so it will not dynamically adjust the Schedule Log to ensure that Absolute Time Markers (or Time Critical Events) are reached at the correct time.

In effect, this means that in Auto Mode, if there is one hour and three minutes worth of content in the Log, it will take one hour and three minutes to play it!

If you switch back from Auto mode to Live mode, the Segue Types are returned to their previous state.

AutoFade Mode (On Air Mode Only)

AutoFade Payout mode is only available on Myriad workstations that have On Air Control (is On Air), on Myriad workstations that have been configured to always have On Air Control, or if On Air Control is disabled completely.

AutoFade Payout mode is the payout mode that you will probably use most often for any automated payout that you wish Myriad to do. Just like in Auto mode above, AutoFade mode is used to play all of the items within the Log with each segue handled automatically by Myriad. This means that when in AutoFade mode, Myriad will play all of the Items in the log using the Extro points on each Item to segue into the next.

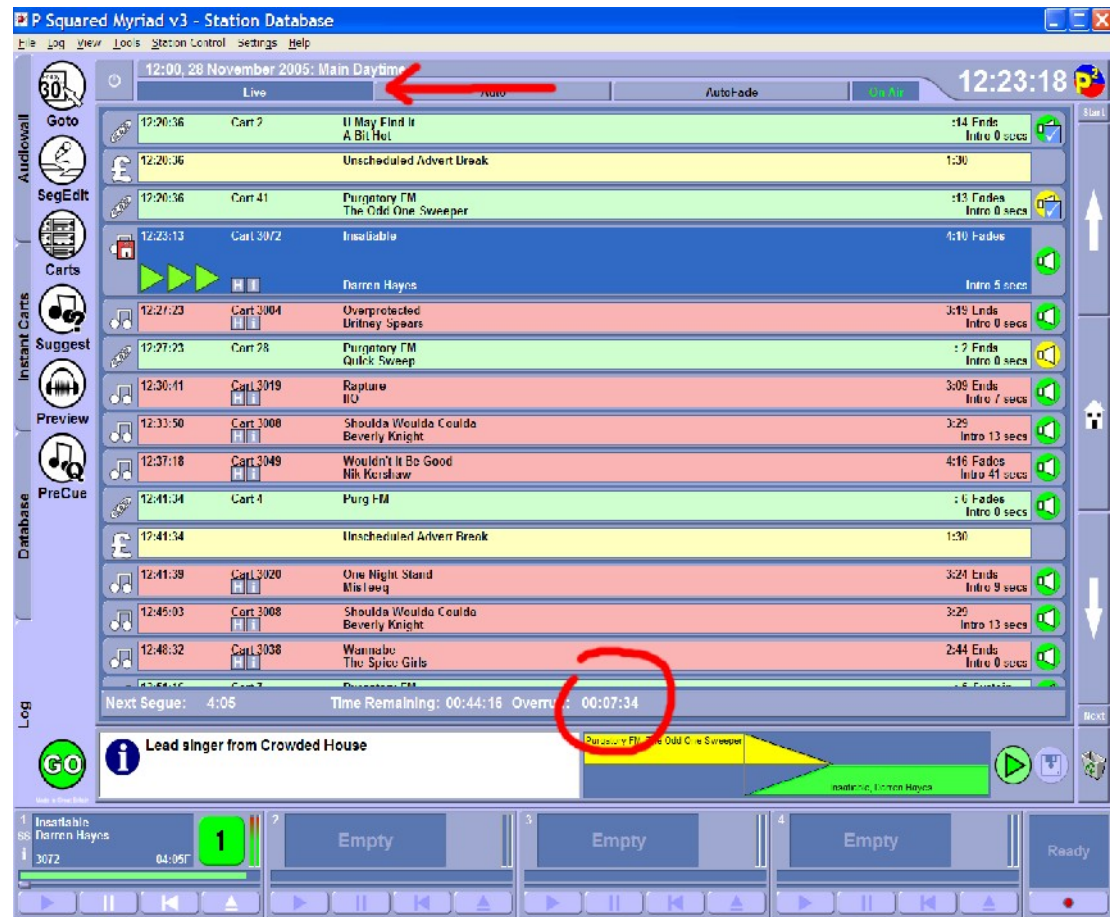
The principal difference between this and standard Auto Mode, is that when running in AutoFade mode, Myriad will automatically make adjustments to the Log to ensure that time critical events (called Absolute Time Markers) such as the news at the top of the hour, happen at the right time.

For example, if we wanted Myriad to automatically take a network news feed at the start of each hour, Myriad needs to ensure that when it is running an automated show, the final Item in the Log finishes in time for the start of the externally fed news bulletin. In Live mode, it would be the responsibility of the presenter to 'back time' the output so that they can bring in the news on time. They would do this by calculating how much time is left in the Log and then deciding whether they need to fade a Song or two out early or maybe even drop a Song or two altogether. When in AutoFade mode, Myriad does the same thing.

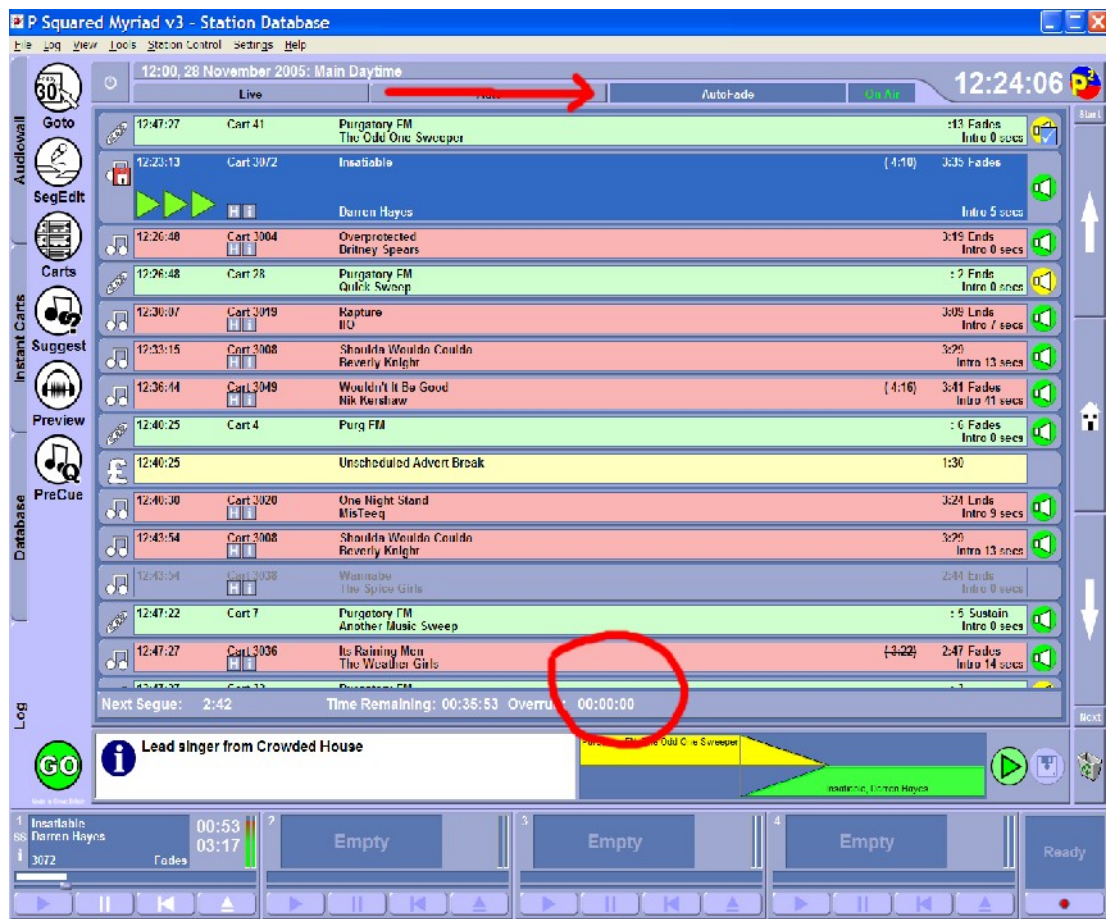
In order to ensure that time critical events happen when they are supposed to, Myriad needs to constantly monitor the amount of total time left in the hour and if there are too many items in the Log then it will remove Songs if necessary and fade others early according to needs. The exact method that Myriad uses to do this will depend of the way that you have configured the QAE settings in the Station Database settings (see Settings Menu) but by default, Myriad will first look through the Log for the hour it is working on and identify all the Songs in the hour that have been set as droppable (this is usually set in the scheduling systems Clock but can be manually changed using the right click menu on the Log Screen). Once it has identified the Songs that could be dropped, it then looks at the best place to drop one or more Songs. It will not drop Songs that have voice links going into or out of them and it will also not drop Songs that have been included in any AutoHooks that are scheduled for the hour. It will also try to avoid Songs that are nested between Links or other non-Song Log Items (such as Hardware Events or Adverts etc). So basically it will look for a nice run of two or more Songs that can be dropped and then drop as many Songs from this area as it can to get as close to running to time as possible.

Once it has dropped as many Songs as it can, Myriad will then complete the back timing process by spreading the remaining overrun over multiple fadable Songs (Songs that have the End Type set to Fades or Slow Fades). This is designed to minimise the impact on the listener whilst still allowing Myriad to run to time.

The easiest way to explain this process is by way of an example. Look at the screen shots below. In the first shot, Myriad is in Live Payout mode and Myriad is currently playing a Song by Darren Hayes. You will see that the Overrun indicator is showing that if all of the Log Items remaining in the hour were played in full, the total show would overrun by 7min 34 seconds.

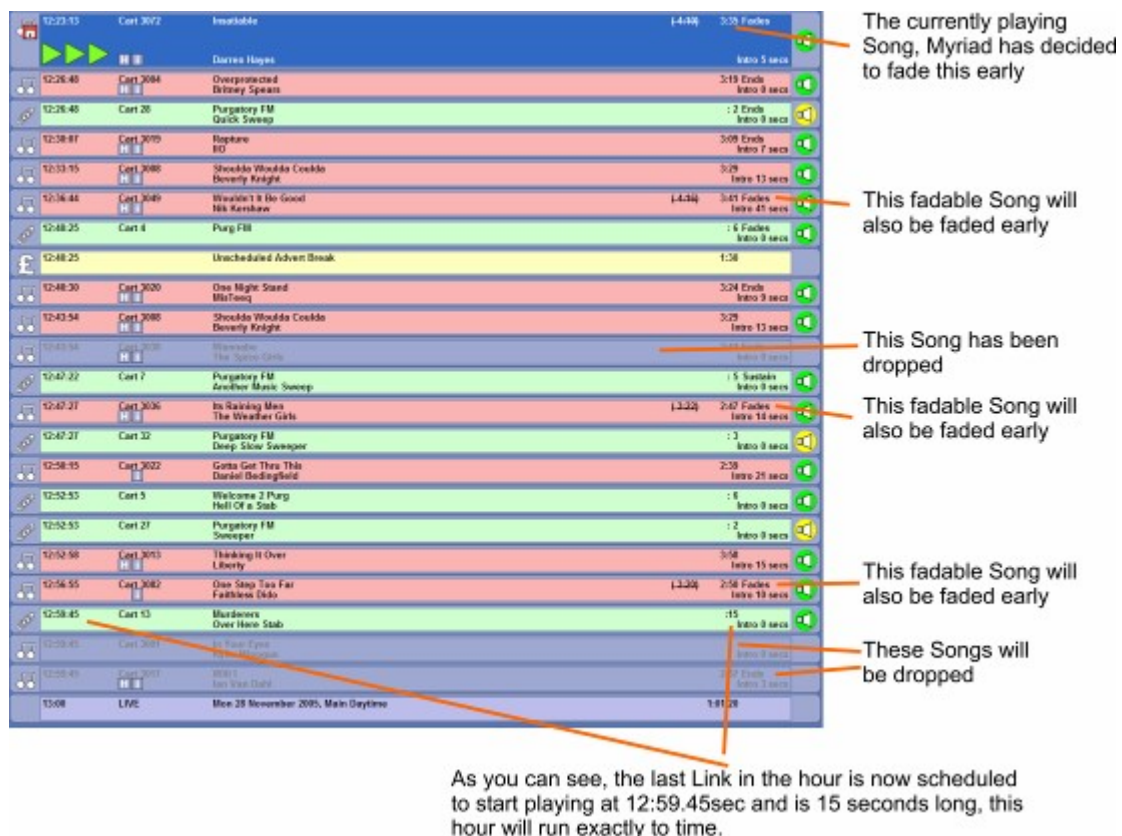


Now let's take a look at what happens when we switch to AutoFade Payout mode by clicking on the AutoFade button at the top of the Log Screen.



As you can see, Myriad manipulates the Station Log so that the Overrun is removed from the show. Any Red (Stop) Segue Types will also be set to Green (Go) as part of this process.

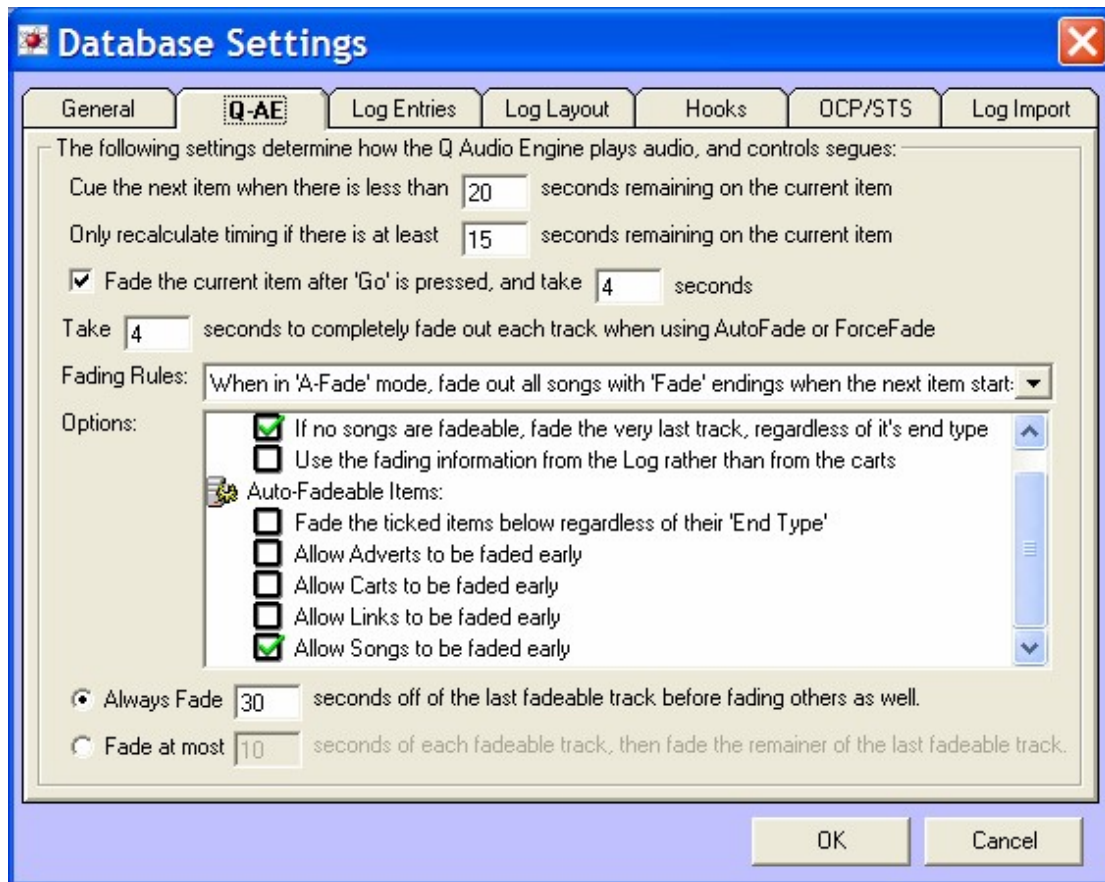
The graphic below shows an extract from the Station Log which includes the remaining Log Items within the Hour.



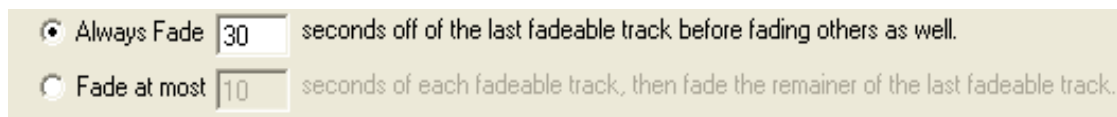
Myriad has dealt with the Overrun by dropping three Songs from the Log and fading time off of a number of other Songs in the hour that have the End Type set to either Fades or Slow Fades as it considers Songs with these End Types to be fadable. This means that the Log will run to time and the impact on the listener has hopefully been minimised.

The logic that Myriad uses when dealing with Overruns can be customised to suit your station's sound and further control over how Myriad can manipulate the Log can be exacted by setting Songs as droppable and fadable in when you are creating the Clocks in your scheduling system.

The screen shot below shows the Q-AE settings (Settings Menu > Station Database Settings) that were used in this example. The key things to look at are the Fading Rules section which allows you to set which Log Items can be faded early (just Songs in this case). This section also allows us to tell Myriad what to do if no Fadable Items are available and in this case we have ticked the option to allow Myriad to fade from the last Song in the hour regardless of Fadable status if no other options are available.



The other important section is outlined below.



These two options allow you to set parameters as to how Myriad will fade Log Items to hit Absolute Time Events. The first option (the one we are using in this example) allows you to set an upper amount to fade off of the last Song in the hour and once this amount has been exceeded, to spread the fade over all the Fadable Items within the hour.

The Second option basically does the opposite. It allows you to set the maximum that can be faded from general (fadable) Items in the hour. Once this limit has been reached, any remaining overrun will be faded off the last fadable Log Item in the hour.

- **Always Fade XX Option** – Myriad will always try to fade time off of the last fadable Log Item in the hour. It will not spread the fading over several Songs in the hour unless the time needed to be faded exceeds the XX setting.
- **Fade At Most XX Option** – Myriad will first try to spread the time it needs to fade over all of the fadable Log Items in the hour, but, if doing

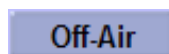
so will mean that it will have to fade more than XX from each item, then it will fade XX off of each item and then fade the remainder from the final fadable Log Item in the hour.

On-Air / Off-Air Control Button

The On-Air / Off-Air buttons are only visible if you are using either Simple or Advanced Station Control (see On Air Control Overview) and have your system configured to allow workstations to manually take or release On-Air (Station) Control.

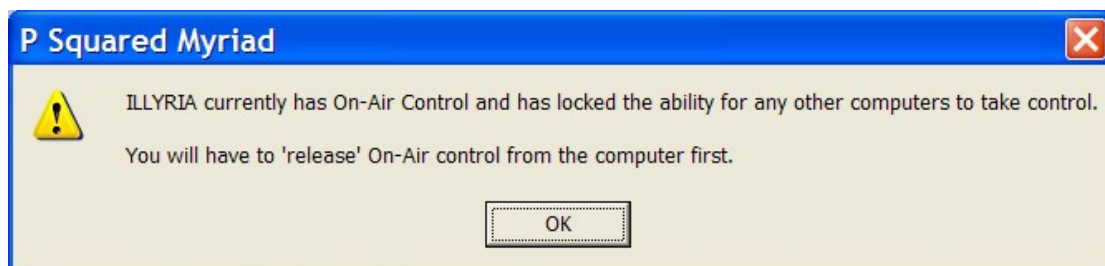


The On-Air button indicates that the workstation you are working on is currently 'On Air' and has On Air Control. You can release On Air Control by clicking on the On Air button.



The Off-Air button indicates that the workstation does not currently have On Air Control and so is classed as Off-Air. You can take On Air Control by clicking on the Off-Air button.

Myriad can be configured so that the On-Air workstation must release control before another workstation can take On Air Control. If this option is configured then if you click on the Off-Air button while another workstation has On Air Control, you will receive a message letting you know which workstation has On-Air control and that you will need to release control on that workstation first.



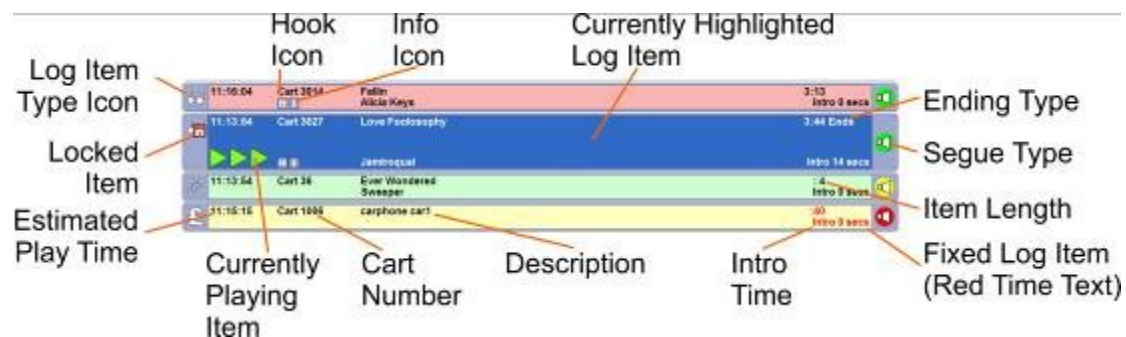
The Schedule Log

The Schedule Log section dominates the centre of the Log screen and is essentially used to display and manipulate the Station Log in either Stand By mode or any of the active Payout Modes.

The Station Log is a list of Songs, Links, Carts and other events that make up your station output. When in Standby mode, you can scroll through and manipulate the Station Log, adding, moving and deleting Log Items as you see fit. In one of the Active Playout modes, Myriad works its way through the Station Log (from top to bottom), cueing audio Log Items and executing other Log Items as it encounters them. How it handles the segue between each Log Item is determined by the Segue Type and the Active Playout Mode selected (see Playout Mode Buttons).

In this section we will concentrate on the Schedule Log layout and how to work with the Songs, Links and other Log Item types.

Log Items General Layout



In this section we will look at the general layout of the Log Items that make up the Schedule Log. Whilst there are a number of different Log Items that can appear in the Schedule Log, the majority of them are very similar in look and layout. Different Log Item types can be colour coded and this can be customised using the Log Entries tab on Database Settings (see Settings Menu>Database settings).

We will look at the special Log Entry types in a few minutes but first let us concentrate on the standard Log entry layout.

Hook Icon

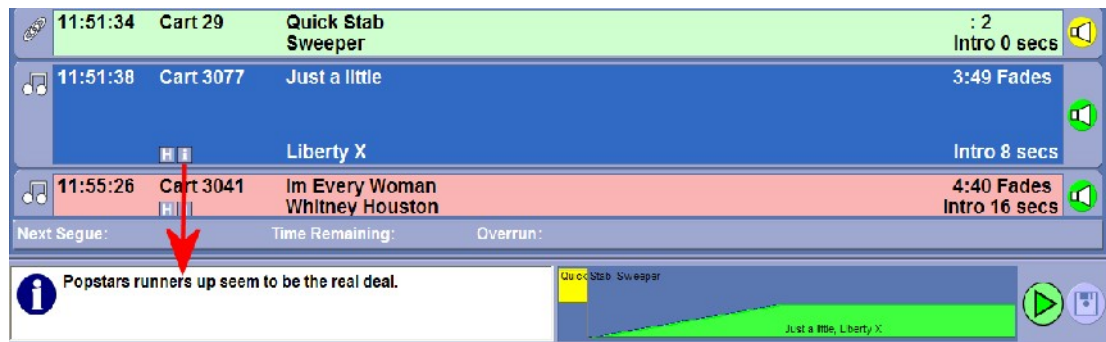
The Hook Icon indicates that the Cart that the Log Item refers to has a Hook set. The Hook is generally used to indicate the most popular or recognisable section of a song but can be used for marking any section of any Cart.

Knowing whether a Log Item has a Hook is useful as you can then use that to manually play hooks or prepare AutoHook runs.

Log Items that refer to Carts that do not have Hooks will not display the Hook icon.

Info Icon

The Info Icon appears on all Log Items that have text or scripts attached directly. It will also appear on audio based Log Items that are associated with Carts that have text Notes or Scripts. When a Log Item is highlighted that includes the Info Icon, the text Info is displayed in the Notes area.



Currently Highlighted Item

When you are working with the Schedule Log, you can move up and down the Log Items using the cursor keys, clicking on Log Items or using the wheel on your mouse (if you have one). As you move up and down the Log, the currently highlighted Log Item is indicated by the background colour changing (to blue by default) and the size of the Log Item doubling in height. This makes it easy to see which Log Item is currently highlighted.

| | | | | |
|---|-----------|---|-----------------------------|--|
| 13:32:14 | Cart 14 | Purgatory Soon Get Used Stab | :14 Intro 0 secs | |
| 13:32:14 | | Unscheduled Advert Break | 1:30 | |
| 13:32:28 | Cart 3035 | Don't Give Up Chicane Feat. Bryan Adams | 3:37 Ends Intro 23 secs | |
| 13:36:04 | Cart 3037 | Brown Eyed Girl Van Morrison | 2:56 Fades Intro 14 secs | |
| 13:36:04 | Cart 30 | Purgatory FM Mid Sweeper | : 2 Intro 0 secs | |
| 13:38:59 | Cart 3002 | World Of Our Own Westlife | 3:26 Fades Intro 8 secs | |
| 13:42:25 | Cart 11 | Ever Wondered What Hell Stab | : 5 Intro 0 secs | |
| 13:42:30 | Cart 3008 | Shoulda Woulda Coulda Beverly Knight | 3:29 Intro 13 secs | |
| 13:45:58 | Cart 18 | Purgatory A Bit Hot Cyberman | : 8 Intro 0 secs | |
| 13:45:58 | Cart 31 | Purgatory FM Mid Sweeper | : 2 Intro 0 secs | |
| 13:46:06 | Cart 3003 | What About Us Brandy | 4:13 Intro 7 secs | |
| Next Segue: 3:31 Time Remaining: 00:27:48 Overrun: 00:04:28 | | | | |

In the example above, the Log Item that is currently playing is 'Don't Give Up' but the currently highlighted Log Item is 'Shoulda Woulda Coulda' as indicated by the double height Log Item with dark blue background.

Many of the tools available on the Main Tab Strip or the right click menu affect the Currently Highlighted Log Item, not the currently playing Log Item.

Ending Type

The End Type indicator shows the End Type that has been assigned to the Cart that the Log Item refers to. The End Type is used to indicate to the presenter how the Log Item is likely to end.

The possible End Types are:

- 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.

It is also used by Myriad in AutoFade Playout Mode to determine which Log Items can be faded early in order to reach time critical events such as top of the hour news. The logic that Myriad uses is outlined below.

Ends – Cannot be faded early.

Fades – Can be faded early.


Sustain – Cannot be faded early.



Slow Fade – Can be faded early.

Not Specific – Cannot be faded early.

Segue Type

The Segue Type indicator on each Log Item determines what Myriad will do at the end of the Log Item when it is in an Active Playout Mode. The possible options are outlined below.

- **Red (Stop) Segue Type**  - The Red (Stop) Segue Type is used to indicate that at the end of the Log Item, Myriad will cue the next Log Item in the Schedule Log but will not actually start playing it. It will be up to the presenter to manually start the next Log Item by either pressing (or clicking) the Go button or manually triggering the play button on the Cart Player the Log Item is loaded into. This option is only available when in Live or Preview Live Active Playout Modes or in Standby mode. You can toggle between Red (Stop) and Green (Go) Segue Types by clicking on the Segue Type icon with the left mouse button.

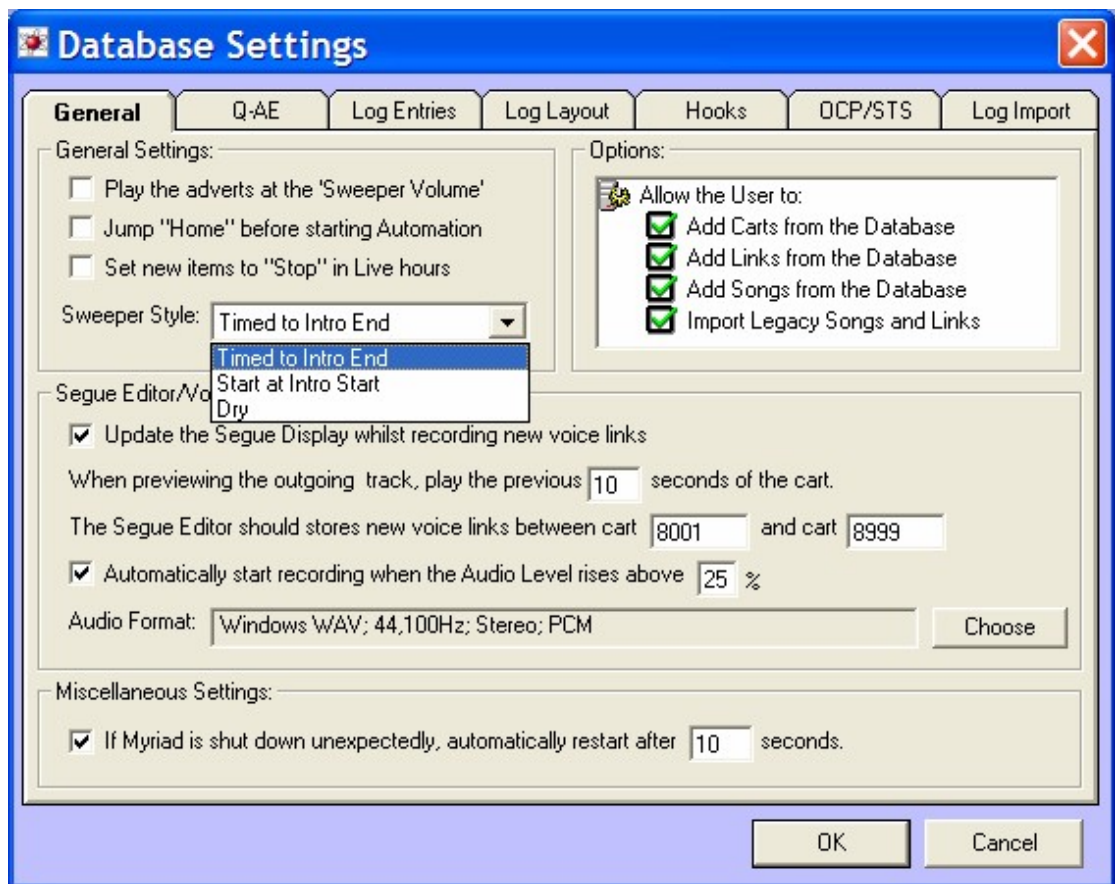
- **Green (Go) Segue Type**  - The Green (Go) Segue Type is used to indicate that at the end of the Log Item, Myriad will automatically segue on to the next Log Item in the Schedule Log using either the Extro point or the edited segue (depending on whether you have set an edited segue point using the Segue Editor). When in Auto, AutoFade or Preview Auto Playout Modes, all Segue Types will be set to Green (Go) or Yellow (Sweep) – see below. In Live or Preview Live mode, you can toggle between Red (Stop) and Green (Go) Segue Types by clicking on the Segue Type icon.
- **Yellow (Sweep) Segue Type**  - The Yellow (Sweep) Segue Type is a special case that indicates that Myriad will 'sweep' the Log Item into the Intro of the next item.

In Myriad, when we refer to sweeping, we actually mean overlaying one Cart over the Intro of another Cart. This is most commonly used to play a 'dry voice' style link over the top of the beginning of a Song and is often set up in such a way that the end of the 'dry voice link' coincides with the end of the Intro period on the following Song. This mimics the way some presenters will continue to speak over the beginning of a song and stop at exactly the right point to allow the listeners to hear the vocals on the song.

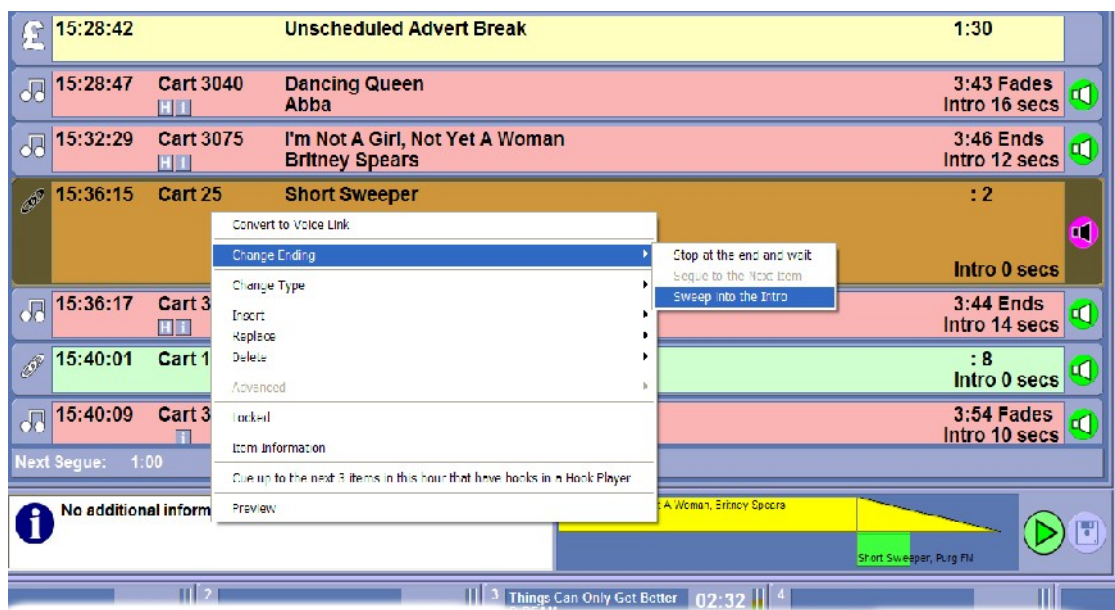
When a Log Item has the Yellow (Sweep) Segue Type, Myriad will automatically treat it as a sweeper and sweep it into the Intro of the next Log Item using the default sweeper style you have configured. Your options are:

- **Timed To Intro End** – The sweeper is backtimed so that the end of the sweeper coincides with the end of the Intro period on the next Log Item.
- **Start At Intro Start** – The Sweeper and the next Log Item will start simultaneously providing that doing so will not cause the sweeper to overrun the Intro end on the next Log Item.
- **Dry** – The sweeper will be played on its own just like any other Log Item.



You can select the sweeper method that you wish to use for your station using the Database Settings window which is accessible via the Settings Menu. Use the drop down Sweeper Style option to select the Sweeper Style that you wish to use.



You can toggle back from Yellow (Sweep) Segue Type to Red or Green by clicking on the Segue Type icon. To set a Log Item as having a Yellow (Sweep) Segue Type manually, right click on the Log Item and select the Change Ending>Sweep Into The Intro option.



The three Segue Types above are used for Log Items that have not been played yet. There are a further two Segue Item types that you will see on Log Items that have been played or have been soft deleted:

- **Played Segue Type**  - Once a Log Item has been played (or executed) in an Active Playout Mode, the Segue Type icon changes to include a tick.
- **Soft Deleted Segue Type**  - If a Log Item is soft deleted (by clicking on the Log Item Type Icon or using the right click option) then the Log Entry appears 'greyed out' and the Segue Type Icon has a red cross on it.

It is important to remember that whilst you can freely switch Segue Types on Log Items when in Standby, Preview Live or Live mode, you cannot add Red (Stop) Segue Types when in Auto, Preview Auto or Autofade Playout Modes.

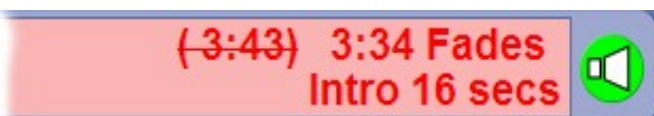
The default Segue Type for each Log Item would normally be determined by the Clock in your scheduling system. If you use AutoTrack Pro for example, each Clock Item can be set to have a Red, Yellow or Green Segue Type. This information is then passed on to Myriad as part of the scheduling and Schedule Log import process.

Item Length / Fixed Log Item (Red Time Text)

The Item Length field on the Log Item shows the overall duration of the Log Item or the Cart associated with the Log Item. The Item Length would normally be determined as the duration from the start of the audio file attached to the Cart to the Extro point or if no Extro has been set, the end of the audio file.



If however, you edit the segue using the Segue Editor, or if Myriad needs to fade out the Log Item early in order to hit a time critical event (in AutoFade mode) then the original Item Length is 'crossed out' and the new length takes it's place. This will be the length of the Cart / Log Item that will be played up to the segue.



In the above example, the Segue Editor has been used to adjust the segue such that the Log Item will be segued into the next approximately 9 seconds earlier than originally planned. The original Item Length appears with a strike through it and the new length is added. You will also note that the colour of the Item Length has been changed from black (by default) to red to indicate

that the segue has been edited. Myriad cannot drop or alter the fading on any Log Items that have the Item Lengths in red text.

Intro Time

The Intro Time displays the duration of the Intro time in seconds, for the Cart that is associated with audio based Log Items.

Not all Carts have Intros and not all Log Items are based on Carts so this field will only be visible on Log Items when it is appropriate.

Description

The Description area displays a brief two line description of the Log Item in question. For audio based Log Items, it would normally be the Description lines from the Carts that the Log Item is associated with but you can configure Myriad to display the information from the Schedule system, not the Audio Wall if you prefer.

Cart Number

The Cart Number section shows the Cart Slot Number of Carts associated with audio based Log entries. For Log Items that are not based on Carts or have not been associated with a specific Cart, this field will remain blank.

Currently Playing Item

The Currently Playing Item icon is only visible when you are in one of the five Active Playout Modes and is used to indicate the Log Item that is currently playing on 'on air'.



If you are in Live or Preview Live mode and the Currently Playing Item is set to have a Red (Stop) Segue Type then the Currently Playing Item icon will not move on to the next Log Item in the Schedule Log until you manually start the next Item with the 'Go' button.

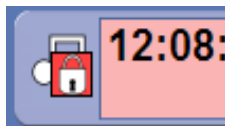
Estimated Play Time

The Estimated Play Time is used to indicate the estimated time that each Log Item within a given hour is likely to be played. When you are in an Active

Playout Mode, this Estimated Play Time is recalculated for the entire hour at each segue so if you are in Live Playout Mode and you stop to speak for 20 seconds, when you start the next Log Item, the Estimated Play Time for each subsequent Log Item in the hour will have moved by 20 seconds accordingly.

Locked Items

Myriad uses a locking system to lock the Log Items that it is playing to prevent them from being moved, altered or deleted whilst they are playing. As you will see while you are using Myriad, the Currently Playing Item in the Schedule Log is always locked which means that it cannot be moved or deleted until it has finished playing or until you have moved on to the next Log Item. When you are in Preview Auto, Auto, AutoFade or Live mode but with the Segue Type set to Green (Go), three seconds before it is scheduled to start the next Log Item in the Log, Myriad will also place the locked icon on the next Log Item. At this point, Myriad is committed to playing the Log Item and it cannot be deleted from the Schedule Log.



If you are in Live or Preview Live Playout Mode and the Segue Type is set to Red (Stop) then Myriad will not lock the next Log Item to allow you to decide to move, replace or delete the next Log Item even in the middle of a vocal link or split advert break.

Log Item Type Icon

The Log Item Type icon indicates the type entry each item in the Schedule Log is. The different Log Item types can also be colour coded (using Settings Menu>Station Database – Log Entries tab) to further aid identification.

The different Log Item Type logos are shown below.



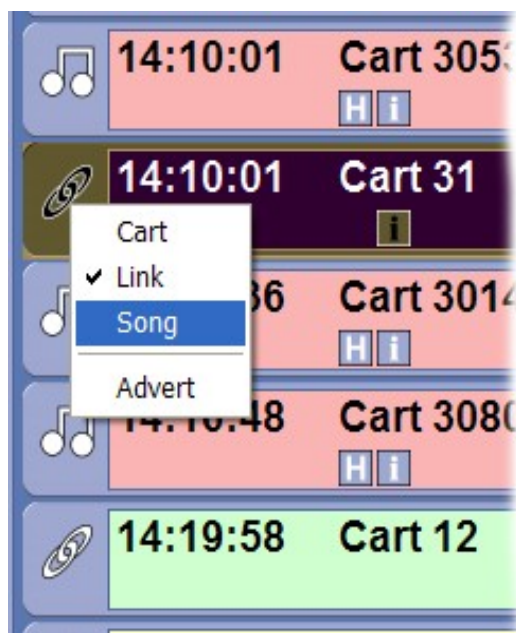
- Song
- Link (or Jingle)
- Split Cart Group
- Voice Tracked Link
- Advert Break



- Split Advert Break
- Cart – Specific Cart from the Audio Wall
- AutoHook – N.B. You can double click on AutoHook Log Items to alter the AutoHook properties
- Command
- Hardware Event
- Time Critical Event

Depending on your system setup and the Clock you are using in your scheduling system, you may not see all of these different Log Item Types in your Schedule Log.

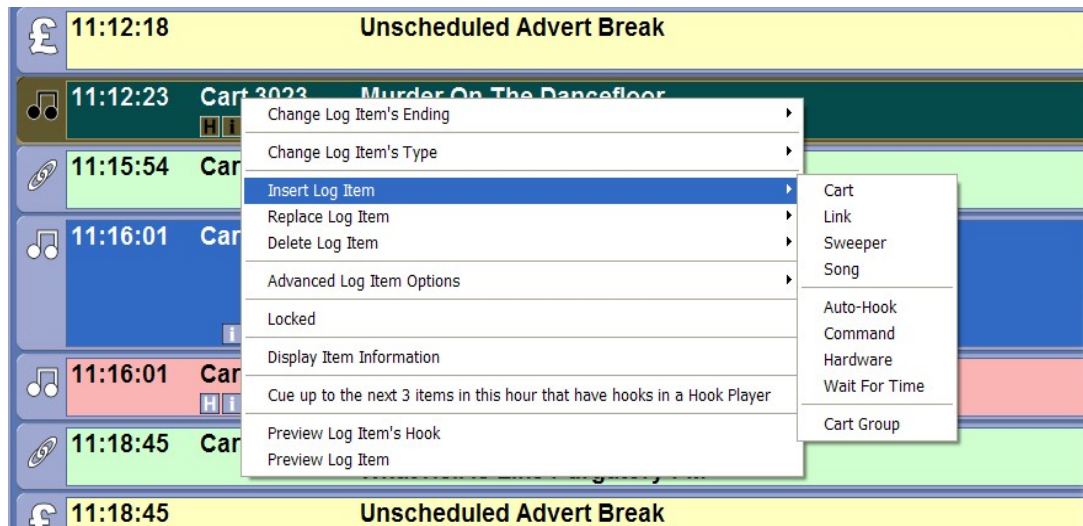
You can also right click on the Log Item Type Icon to change a Log Item from one type to another.



The tick indicates the Log Item's current type and you can click on an alternative option to change the highlighted Log Item to another Log Item Type.

The Log Item Right Click Menu

By right clicking on general Log Items, you can access the right click menu which offers a range of tools and options.



NB: The right click menu is context sensitive so not all options will be available when right clicking on all Log Item Types.

Change Log Item's ending

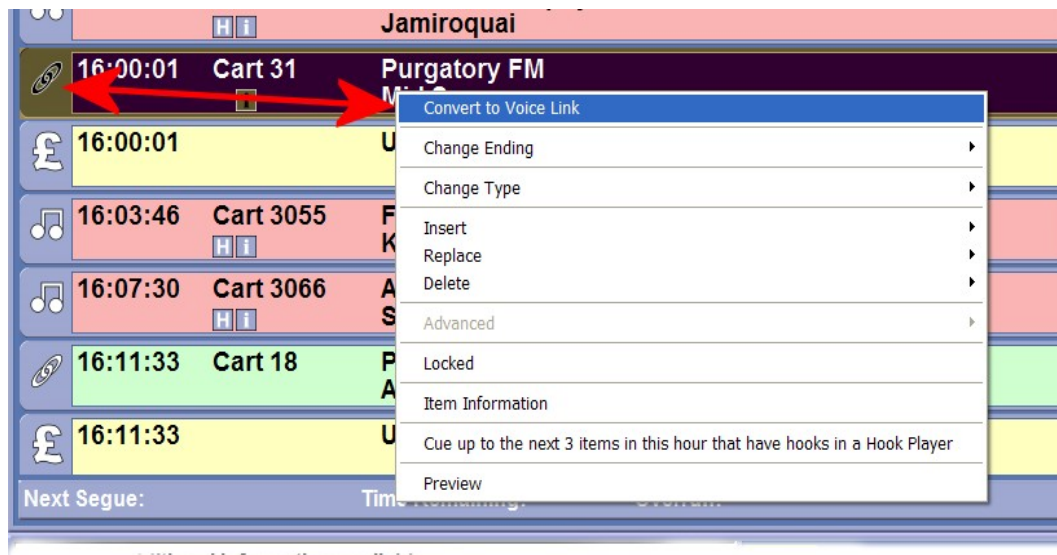
The Change Ending option allows you to alter the Segue Type for the Log Item that you right clicked on. When you select the Change Ending option, the menu expands to allow you to select the Segue Type that you want to change the Log Item to use. The options are:

- **Stop At The End And Wait** – This will change the Segue Type to be a Red (Stop) Segue Type which means that at the end of the Log Item, Myriad will not start the next Log Item until the presenter manually triggers it. This is only applicable when in Live or Preview Live Playout Modes.
- **Segue To The Next Item** – This will change the Segue Type to be a Green (Go) Segue Type which means that at the end of the Log Item, Myriad will automatically segue into the next Log Item. This is valid for all Active Playout Modes.
- **Sweep Into Intro** – This will change the Segue Type to be a Yellow (Sweep) Segue Type which means that Myriad will use the default sweeper style to embed the Log Item into the Intro of the next Log Item. This is valid in all Active Playout Modes.

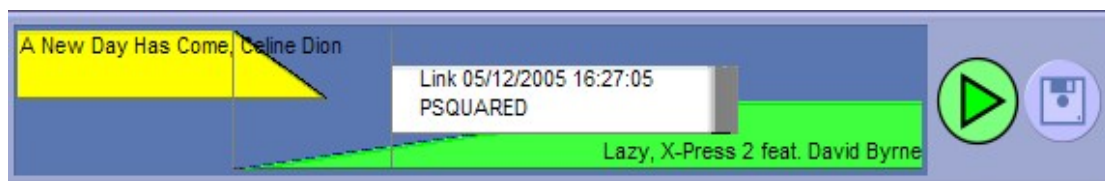
For more detail on the Segue Types, please refer to Segue Type section earlier in this Chapter.

Special Case – Convert Log Item to Voice Link

The Convert to Link option is only available on the right click menu when you have right clicked on a Log Item that is a Link.

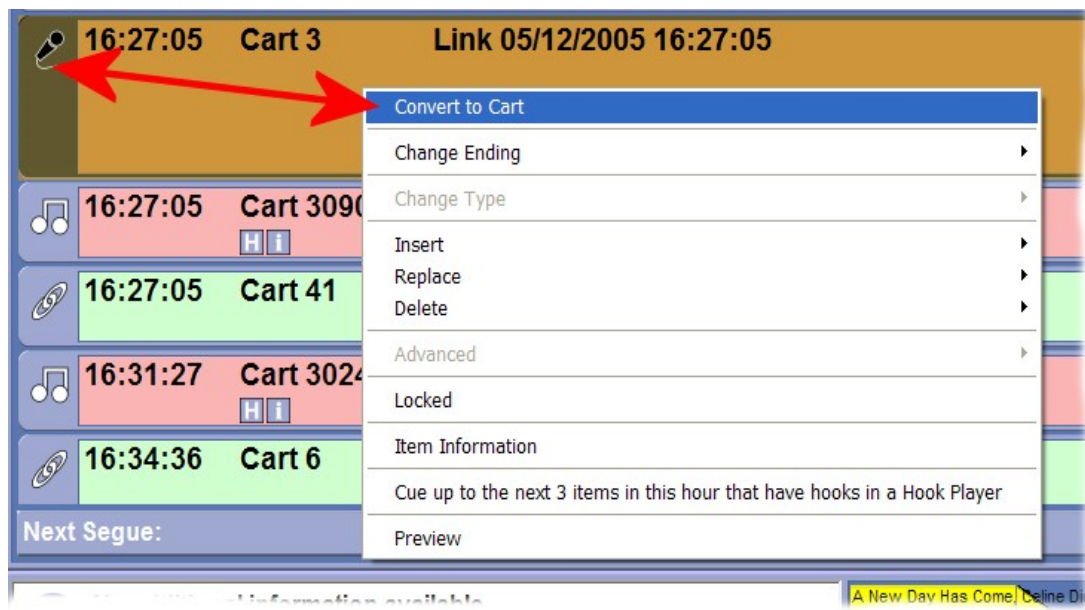


If you select the Convert To Voice Link option, the Link in question is converted to be a Voice Link Log Item and will be treated just like any other Voice Link which includes Myriad 'ducking' the audio playback volume of other Carts when the Voice Link is playing. You can also edit the new Voice Link item using the Segue Editor (in either mini or full mode) to get the perfect mix.



Special Case – Convert Log Item to Cart

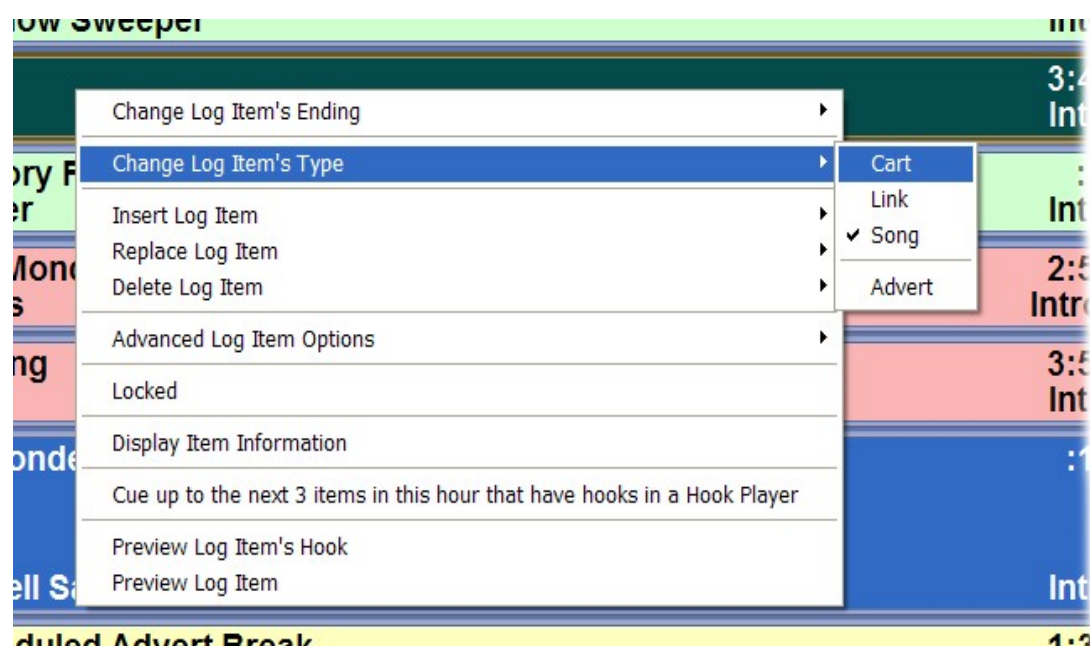
The Convert to Cart right click option only appears when you right click on a Voice Link Log Item in the Schedule Log.



Selecting this option will convert to the selected Voice Link to be a standard Cart Log Item which means it will be played back without being embedded into the Intro of the next Log Item (unless you manually alter it to have a Yellow (Sweep) Segue Type) and Myriad will not 'duck' the audio volume on any other Carts while it is playing (again unless you manually set it to be a Yellow (Sweep) Segue Type).

Change Log Item's Type

The Change Type option allows you to change the Log Item Type for the Log Item you right clicked on. Again, selecting this option will cause an expanded menu to pop out.



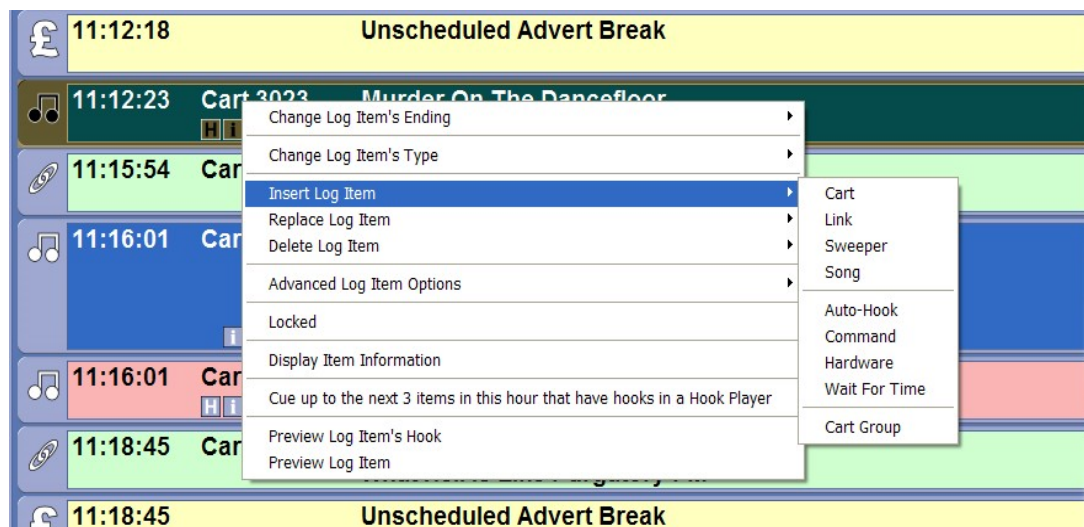
The options are:

- **Cart** – Changes the selected Log Item to be a Cart.
- **Link** – Changes the selected Log Item to be a Link.
- **Song** - Changes the selected Log Item to be a Song
- **Advert** - Changes the selected Log Item to be an Advert.

For more detail on the Link Types, please refer to the Link Type Icons section of this Chapter.

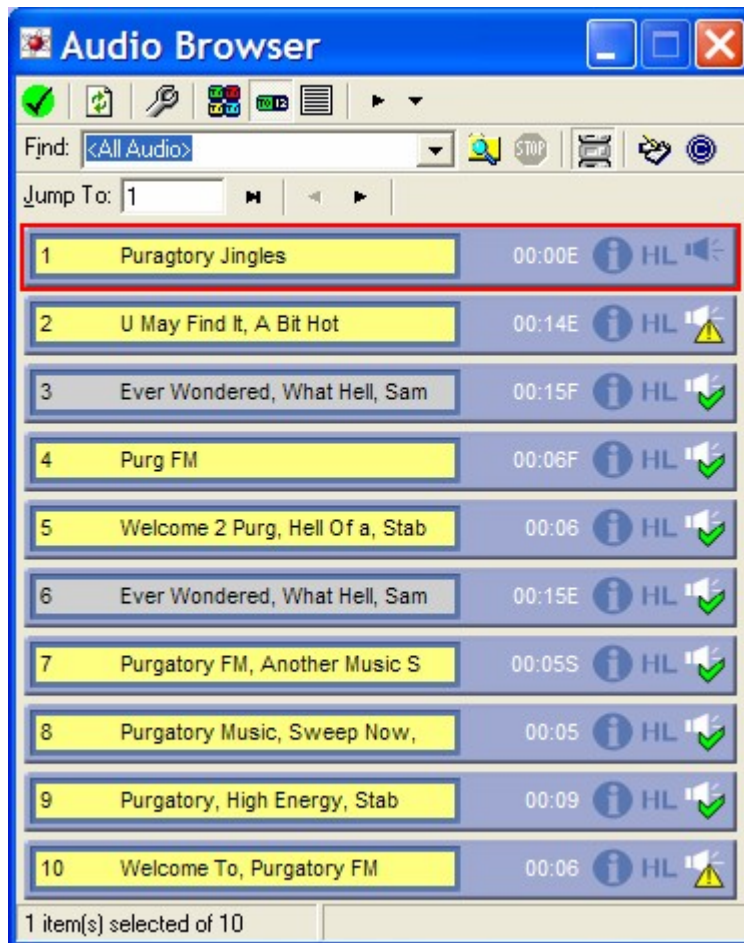
Insert Log Item

The Insert menu is used to insert a particular Log Item above the Log Item that you right clicked on. Click on the Insert option to expand the Insert menu options.



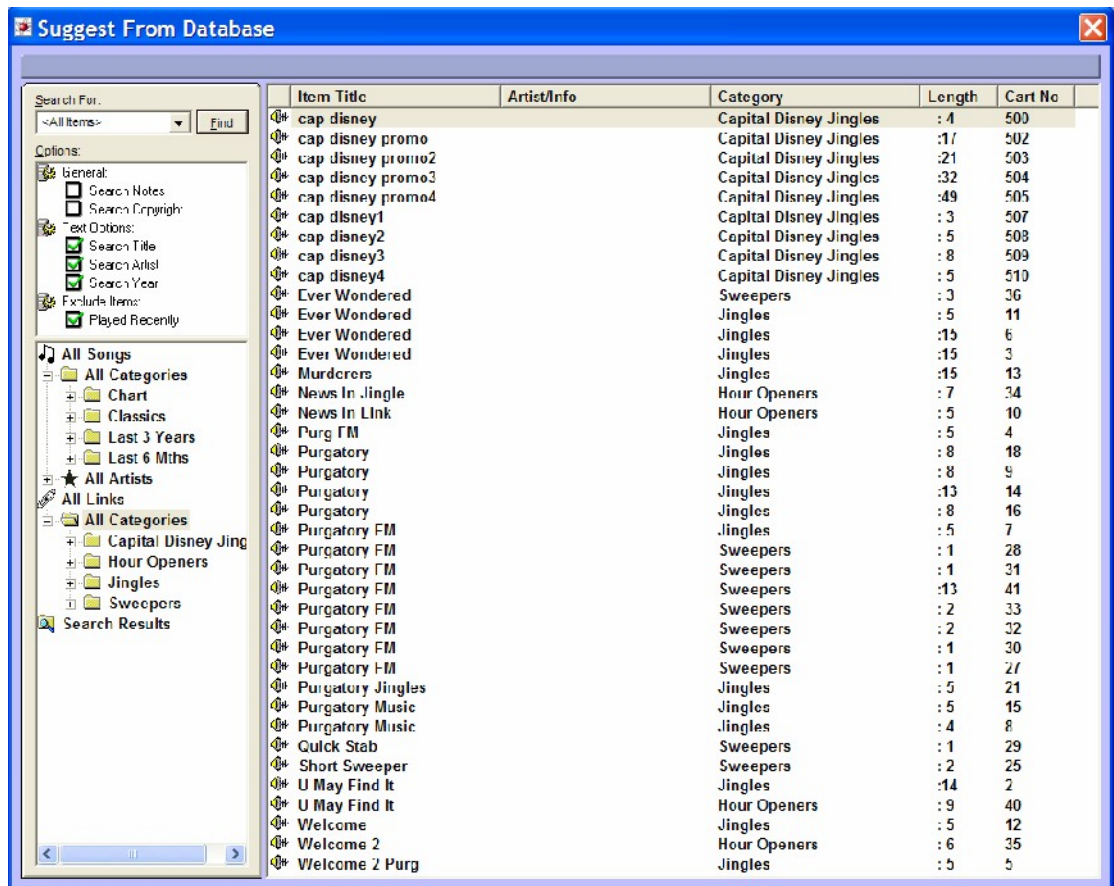
Each of these options is used to insert a different Log Item type and each results in a different procedure in order to insert the desired Log Item. These are explained below.

- **Cart** – The Cart option allows you to insert a Cart Log Item Type into the Log. When you select Cart, the Audio Browser appears to allow you to select the Cart that you want to insert into the Schedule Log



To select a Cart either double click on it or highlight it and then click on the tick button in the top left of the Audio Browser. The selected Cart will then be inserted into the Log above the item you originally right clicked on. For more details on the Audio Browser, see Chapter 7.

- **Link** – The Link option allows you to use a special floating window version of the Database screen (see Chapter 4) to select a Link to be inserted into the Schedule Log.



To select a Link to be inserted, simply double click on it in the main central list area.

- **Sweeper** – The Sweeper option works in the same way as the Link option but the resulting Link that is inserted in to the Log will also be set to have a Yellow (Sweep) Segue Type – i.e. it will be a sweeper!
- **Song** – The Song option allows you to select a Song to be inserted in to the Schedule Log using a special floating window version of the Database screen (see Chapter 4).



To select a Song to insert, just double click on it in the main Song / Link list area of window.

NB: If you are not using AutoTrack, AutoTrack Pro or another compatible scheduling system that allows you to import your Song / Link databases into Myriad then this option will not be of use.

- **AutoHook** – The AutoHook option will insert a AutoHook Item into the Log above the Log Item you right clicked on. Once you have selected this item, the AutoHook properties window opens to allow you to set the AutoHook properties.



These properties are –

- **Max Number Items** – The maximum number of Songs in the hour to include Hooks from. If there are less Songs that have Hooks left in the hour than this number then the AutoHook player will reduce this number accordingly.
- **Item Selection** – Allows you to choose between the AutoHook playing the next X Songs in the hour with Hooks or X random Songs from the hour with Hooks.
- **Start Cart** – Allows you to specify a Cart to play directly before the first Hook in the AutoHook run. You can use the Browse button to open the Audio Browser to aid with your selection.
- **Separator Cart Number** – Allows you to specify a Cart to be played between each Hook. If you leave this blank then the Hooks will be played 'back to back'. Again, you can use the Browse button to access the Audio Browser.
- **End Cart** – Allows you to specify a Cart to be played after the end of the final Hook.

Once you are happy with these properties, click on the OK button to insert the AutoHook item into the Log.

When the AutoHook Log Item is reached in the Schedule Log, Myriad will automatically select Log Items that have Hooks defined (as per the AutoHook properties you have set) and then load them into a Cart Player.



NB: You can access and alter these AutoHook properties by double clicking on the AutoHook Log Item in the Schedule Log.

- **Command** – The Command option is used to insert a Command Log Item into the Log. 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 in

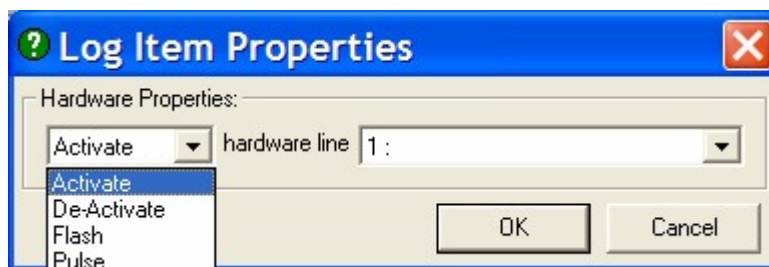
Myriad prior to inserting them in the Log (using the Settings Menu > Myriad Settings > Other Settings tab). Once you have selected this option, you will be asked to confirm which pre-defined command you wish to insert into the Log using the drop down list.



Once you have made your selection, click on OK to insert the Command above the Log Item that you right clicked on.

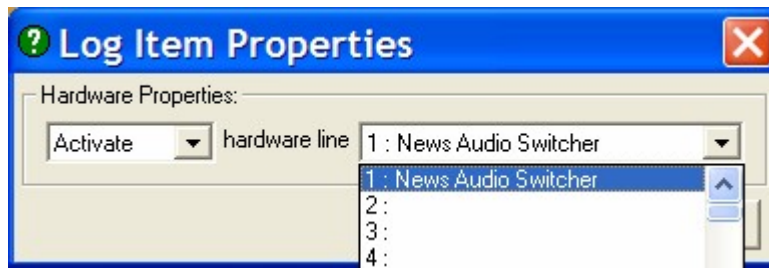
- **Hardware** – The Hardware option on the Insert right click menu is used to manually insert a Hardware Event into the Schedule Log. The Hardware Events are used to control external equipment by means of switching a hardware I/O logic line on a special card (called an Advantech PCI1750) fitted to your PC. The most common application for this type of event is to switch control logic that in turn controls an external audio router to allow Myriad to switch audio sources (such as external news) on and off.

When you select this option, you will then be asked to set which hardware line you wish to work with and also what action you wish to take.



- **Activate** – This will turn the selected hardware line on.
- **De-Activate** – This will turn the selected hardware line off.
- **Flash** – This will continuously toggle the selected hardware line between on and off until a De-activate event is used.
- **Pulse** – This will switch the selected hardware line on for a short period (1 second) before automatically deactivating.

You can also set the hardware line number using the drop down list. Each hardware line can be assigned a description using the Hardware Card Settings option on the Setting window.



- **Wait For Time (Absolute Time Event)** - This option allows you to manually insert an Absolute Time Event (also known as Time Critical Event) into the Schedule Log. These are used in AutoFade playout mode to determine what time Myriad will back time the content in the Schedule Log to.

They can be used in two different ways, firstly, if the total audio running time of the Log Items before an Absolute Time Event, exceeds the time stated in the event then Myriad will alter the log to ensure that the last Log Item before the Absolute Time Event finishes at the specified time (see AutoFade Playout Mode).

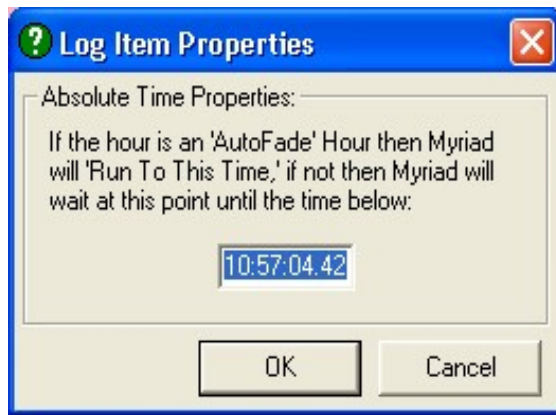
You can also use Absolute Time Events to instruct myriad to wait for a specific time. If the total audio duration of the Log Items prior to the Absolute Time Event is less than the specified time then Myriad will wait for the Absolute Time Event time to occur before it will move onto the next Log Item in the Log. A good example of this in practice is the sequence of events needed to back time to the top of the hour, then switch on the news, wait for 3 minutes and then continue with the Schedule Log.

The typical sequence is:

- Final song in previous hour.
- News in jingle
- Hardware Event – Turn news on
- Absolute Time Marker – 59:59.99
- Hour Start Marker – Next Hour
- Absolute Time Marker – 03:00.00
- Hardware Event – Turn off news
- First song or jingle in hour

There are other ways in which this sequence can be done but this does illustrate one way in which Absolute Time Markers can be used to perform two different roles.

When you manually insert an Absolute Time Marker using the right click menu option, you will then be asked to type in the time that you wish to use. This will default to the estimated play time for the point in the Log you are inserting the item.



Format: HH:Min:Sec.Hundreth of second

Once you are happy, click on the OK button to insert the Absolute Time Event.

- **Cart Group** – The Cart Group option will only be enabled when you have configured Myriad to work with Myriad STS in a split transmission environment. Cart Groups act a lot like Instant Carts in that each Cart Group is assigned a number and when the Cart Group is triggered, Myriad instructs all of the Myriad STS workstations to play the Cart assigned to the Cart Group. The difference of course is that the Split Cart Groups only apply to Myriad STS workstations.

You can insert a Cart Group using the Cart Group option on the right click menu. Select the option and then select the Cart Group that you wish to insert using the drop down list of available groups (these are read from the STS Master workstation).

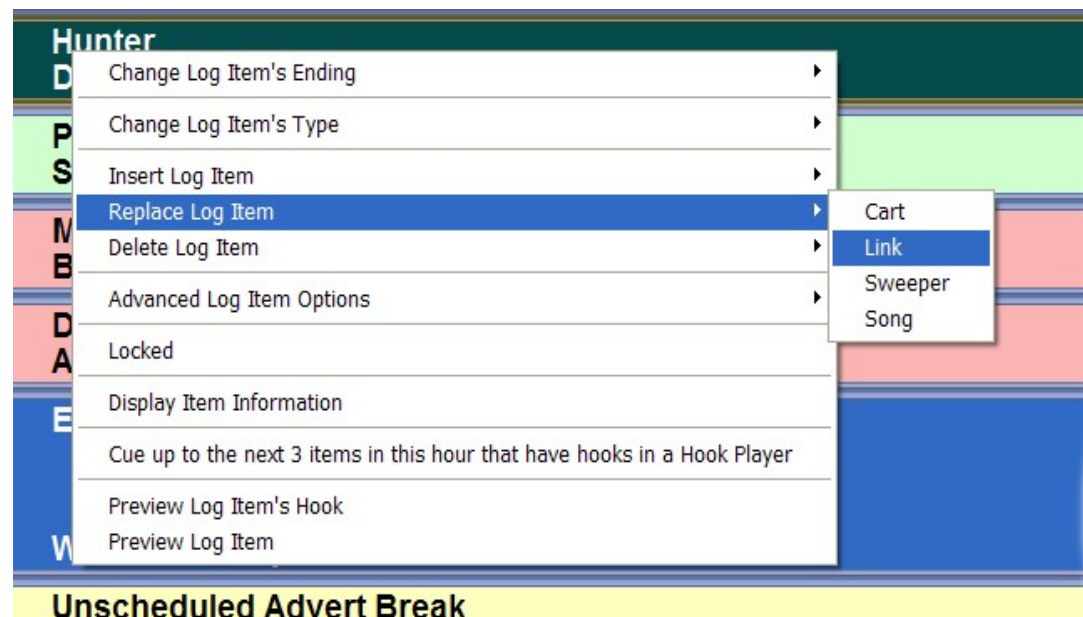


Once you are happy with your selection, click on the OK button and the Cart Group Log Item will be inserted into the Schedule Log. Once inserted, a Cart Group Log Item behaves and can be manipulated just like any other Log Item.

Replace Log Item

The Replace menu options work in exactly the same way as the Insert menu options with the exception that when you right click on a Log Item and select

Replace, the Log Item that you originally right clicked on is replaced with the new Log Item that you have selected.



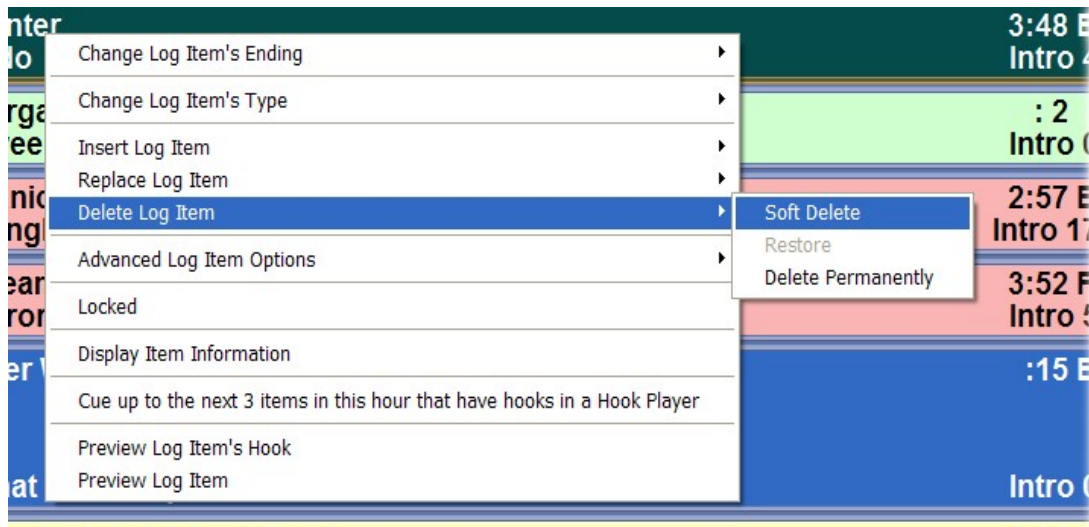
As with the Insert menu, clicking on the Replace Log Item option will expand the Replace menu.

The options on this menu are exactly the same as the first four options on the Insert menu so we will not cover them in detail again.

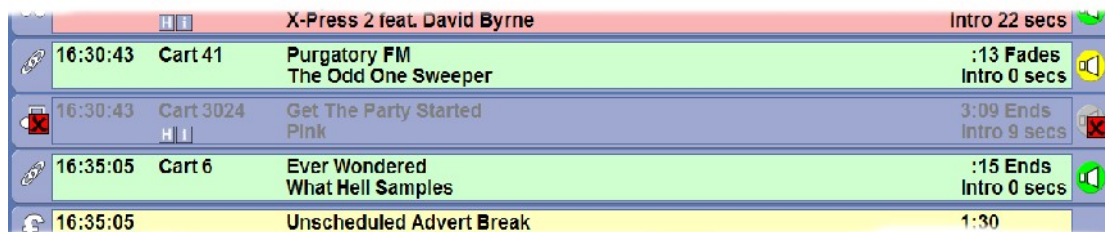
- **Cart** – This option replaces the current Log Item with a new Cart Log Item. Selecting this option will open the Audio Browser to allow you to select the Cart you want to replace the current item with.
- **Link** – The Link option allows you to replace the current Log Item with a Link Log Item. Selecting this option will open a special floating window version of the Database screen to allow you to select a Link by double clicking.
- **Sweeper** – This does exactly the same thing as the Replace > Cart option (see above) but the resulting replacement Cart is also set to have a Yellow (Sweep) Segue Type.
- **Song** – The Song option allows you to replace the current Log Item with a Song Log Item. Selecting this option opens a floating Database window to allow you to select the Song you wish to use by double clicking on it.

Delete Log Item

The Delete menu option is used to delete the Log Item that you have right clicked on. Expanding the Delete menu shows the available options.



There is an important distinction between Soft Deleting a Log Item and Permanently Deleting a Log Item. When you Soft Delete a Log Item, the Log Item appears 'greyed out' in the Schedule Log and Myriad will act as if it is not there but the Log Item remains visible in the Log and can be restored if needed.



If a Log Item is Permanently Deleted then it is removed from the Schedule Log altogether and the only way of putting it back into the Log is to manually insert it again.

The right click Delete menu option allows you to Soft and Permanently delete Log Items depending on which one suits your needs best.

- **Soft Delete** – Selecting this option will soft delete the Log Item that you right clicked on.
- **Restore** – This option is only available when you right click on a Log Item that has been Soft Deleted and selecting it will restore it back to the Schedule Log.
- **Delete Permanently** – The Delete Permanently option removes the selected Log Item from the Schedule Log.

NB: If a Log Item is Permanently Deleted then you can restore it by clicking on the Undo button located below the Trash Can in the right hand corner of the screen.



Myriad will only store the last Permanently Deleted Log Item so if you delete another Log Item then you will not be able to restore the first. The only option will be to manually insert the Log Item back into the Schedule Log. Permanently Deleting Log Items will not delete any associated Carts from the Audio Wall.

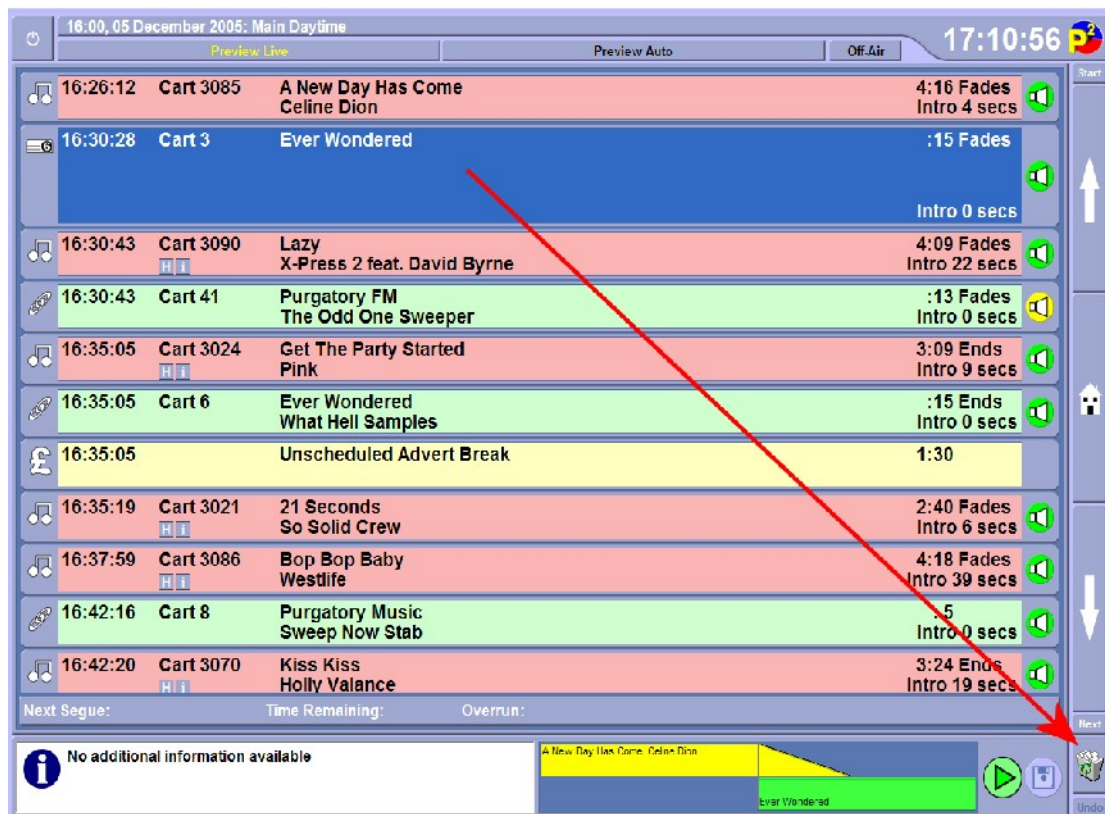
You can also Soft Delete Log Items by clicking on the Log Item Type icon to the left of the Log Item.



You can then Restore a Soft Deleted Log Item by clicking on the Log Item Type icon.



You can Permanently Delete a Log Item by dragging it from the Schedule Log area down into the Trash Can in the bottom right hand of the Log Screen.



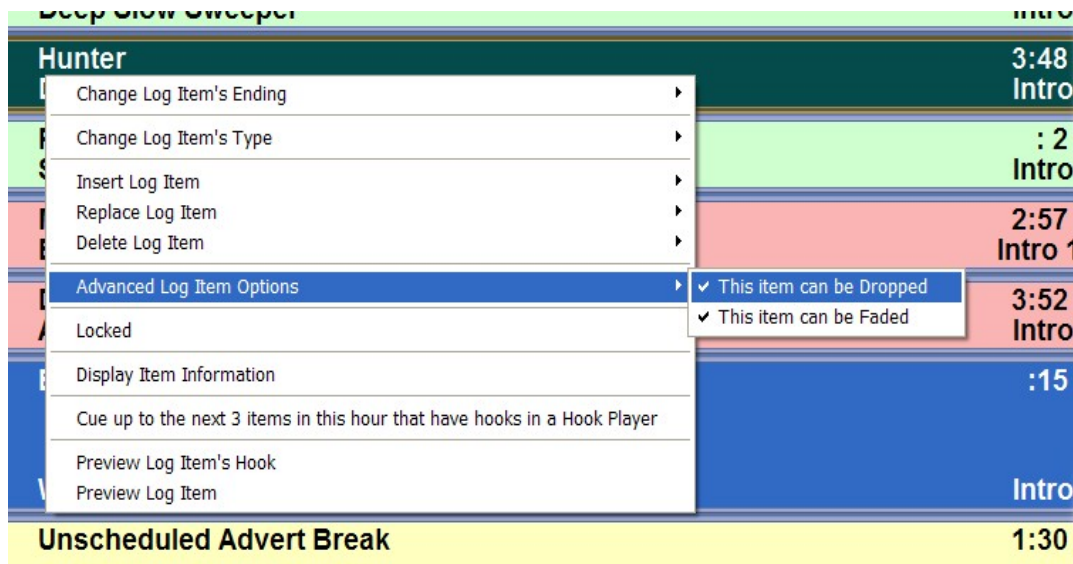
This will enable the Undo button below the Trash Can.



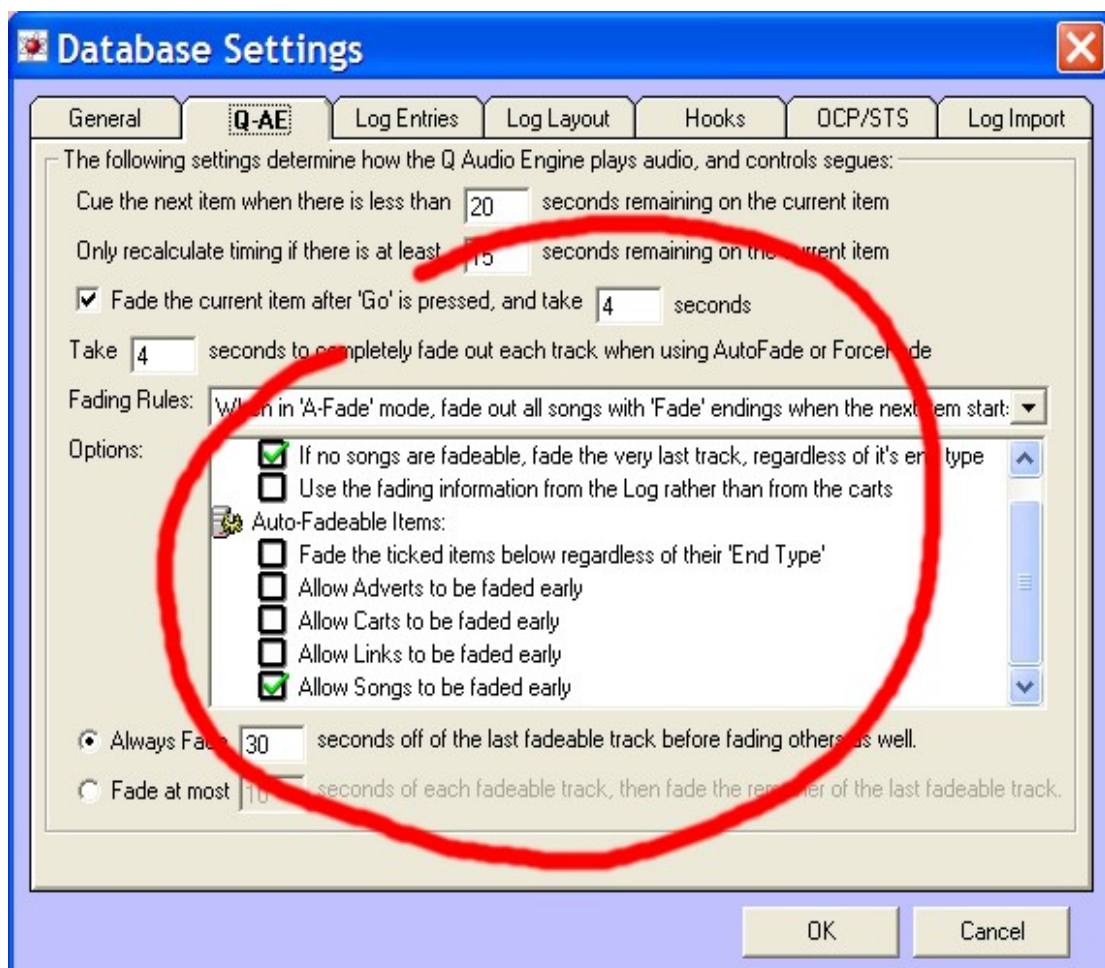
Clicking on this will restore the last Log Item that was Permanently Deleted.

Advanced Log Item Options

The Advanced right click menu option is only available on certain Log Items depending on how you have configured Myriad. It is used to view and edit whether a particular Log Item can be dropped automatically, or faded out early, when Myriad is running in AutoFade Playout Mode. For this reason, the Advanced option is only available on Log Item Types that are allowed to be dropped or faded in AutoFade mode so, for example, it would normally be available when right clicking on Songs but not when you right click on an Advert.

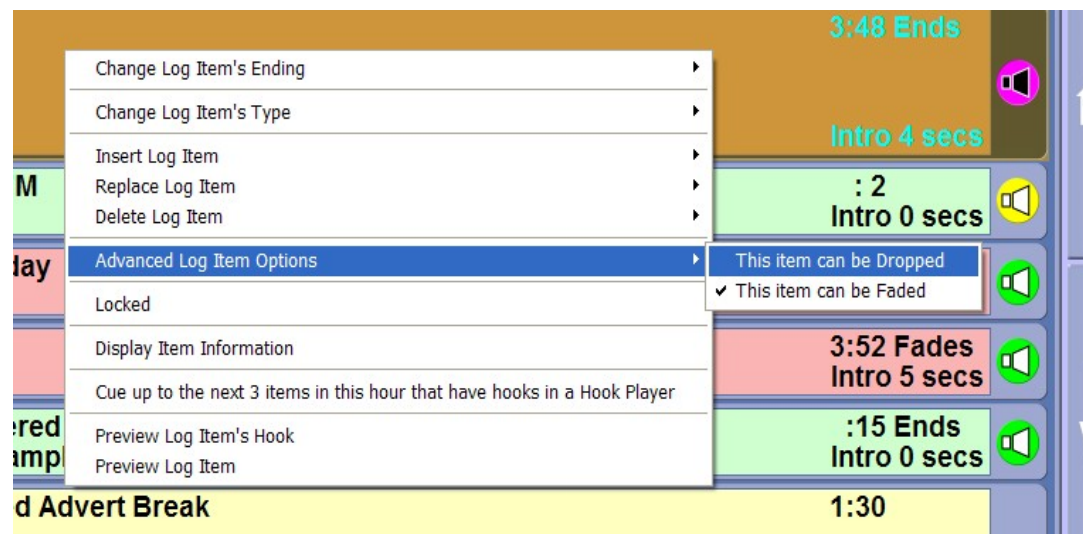


You can however configure Myriad to fade Log Items other than Songs early using the Settings Menu > Database Settings and Q-AE tab.



You can toggle the 'This Item Can Be Dropped' and 'This Item Can Be Faded' options on and off by clicking on them. This will add or remove a tick from the

menu option to indicate the status of the Log Item you originally right clicked on. In the example below, the Log Item can be faded early in AutoFade mode but cannot be dropped.

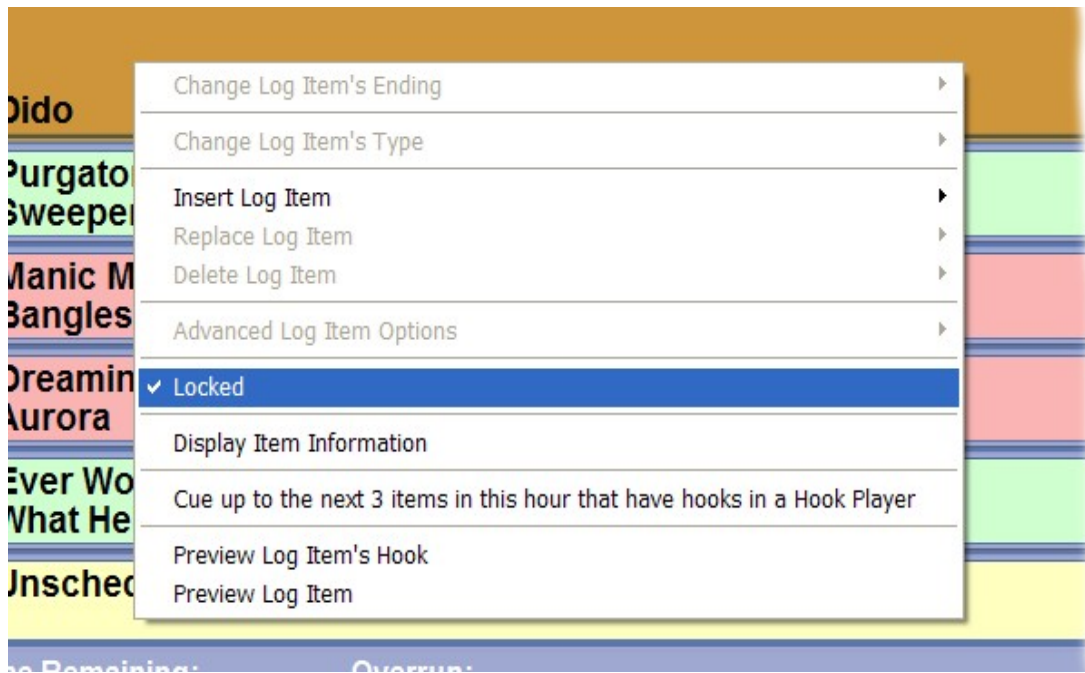


NB: If an item cannot be dropped by Myriad in AutoFade Playout Mode, the timing information to the right of the Log Item is displayed in red text.

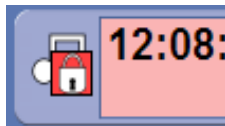


Locked

The Locked option on the right click menu is used to indicate whether a Log Item is Locked and also to manually toggle a Log Item status between Locked and normal status.



If the Locked menu option has a tick by it, then the Log Item that you right clicked on is Locked. This will also be indicated by a padlock icon on the Log Item Type indicator.



The reason for the Locked status is explained in more detail in the Locked Items section of this Chapter but in brief, if an item is Locked then it cannot be moved within, or deleted from, the Schedule Log. Myriad normally locks Log Items a few seconds before it plays them but you can manually lock a Log Item by clicking on the Locked right click menu option.

NB: You cannot change the Locked status of the Log Item that is currently playing.

Send This Item's Information to OCP (only available when using OCP)

This option will only be available when Myriad is configured to work with OCP. Selecting this option will send the Log Items details to OCP as the currently playing item. OCP can then use this information to update a range of digital platforms including web sites and DAB radios.

Display Item Information

The Item Information option on the right click menu allows you to view the

Item Details window which displays a summary of the selected Log Item including pictures, notes, Cart information and schedule system information (usually only available when using AutoTrack or AutoTrack Pro).



The screenshot shows a software window titled "Item Details" with a blue header bar and a close button. The window is divided into three main sections: "Cart Information:", "Database Information:", and "Notes:". The "Cart Information:" section includes fields for Title ("Wannabe"), Artists ("The Spice Girls"), and a small album cover image. It also displays timing information: Intro Start (00:00:00), Hook Start (00:00:40), Intro End (00:00:00), and Hook End (00:00:49). At the bottom of this section, it shows Cart Number (3038), Ending (Ends), and Length (00:02:44) with a speaker icon. The "Database Information:" section includes Title ("Wannabe"), Artists ("The Spice Girls"), a music note icon, Category ("Classics"), Year (1996), Type, and Gender. The "Notes:" section has a notepad icon, a globe icon, and a text entry field containing the note: "This was their debut single and went straight in at Number 1 in the charts".

Item Details

Cart Information:

Title: Wannabe
Artists: The Spice Girls
Description:

Intro Start: 00:00:00 Hook Start: 00:00:40
Intro End: 00:00:00 Hook End: 00:00:49

Cart Number: 3038 Ending: Ends Length: 00:02:44

Database Information:

Title: Wannabe
Artists: The Spice Girls

Category: Classics Year: 1996
Type:
Gender:

Notes:

This was their debut single and went straight in at Number 1 in the charts

Please note that when a Cart has more than one type of text Notes attached to it, the Text Note Type buttons allow you to switch between the available notes.



This close-up focuses on the "Notes:" section. A red arrow points from the left towards the first icon in the row of note type buttons, which is a notepad icon. The second icon is a globe icon. Below the icons, the text "This was their debut single and went straight in at Number 1 in the charts" is visible.

Notes:

This was their debut single and went straight in at Number 1 in the charts

Cue No More Than X 'Hooked' Items in a Hook Player

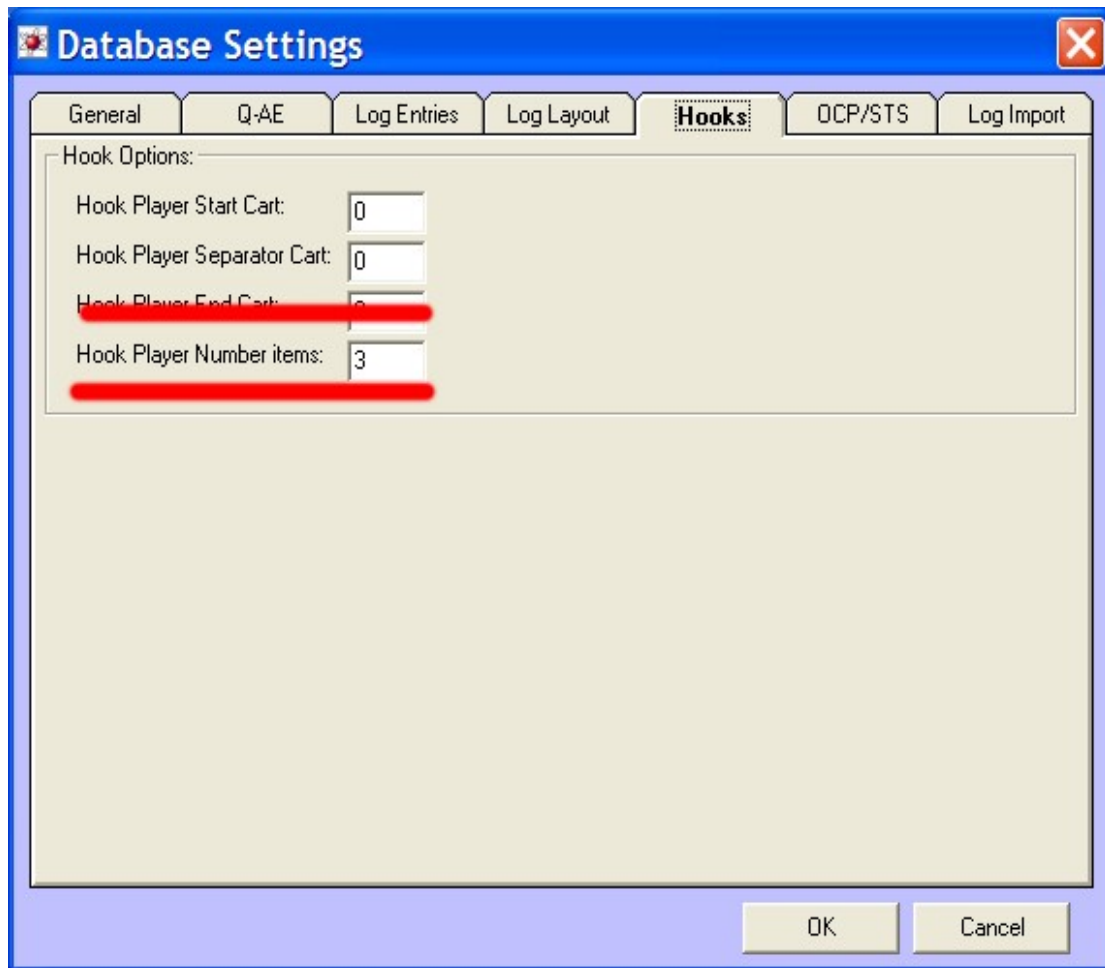
Earlier in this Chapter we looked at how the AutoHook option could be used to place AutoHook Log Items into the Schedule Log. These AutoHook Items act like any other item in the Log but when Myriad encounters them, it looks forward in the Schedule Log within the current hour and selects X songs that have Hooks set (depending on the AutoHook options). It then cues them in a Hook Cart Player and plays just the Hook from each song creating a dynamic 'promo' for what it is going to play in the near future.

The 'Cue No More Than X 'Hooked' Items in a Hook Player' option allows you to manually cue a run of Hooks in a Cart Player. When you select this option, Myriad will scan the current hour and look for the next X Log Items that have Hooks defined. It will then cue them into a single Cart Player to be played out as a hook run.



The difference between using this method and inserting an AutoHook is that the AutoHook becomes a part of the Schedule Log and can be moved around and played just like any other Log Item. When you use this method however, no Log Item is created, the Hooked Carts are just loaded into a Cart Player to be manually triggered at your leisure. If you do not ensure that the currently playing Log Item has a Red (End) Segue Type then Myriad will automatically start the next item in the Schedule Log, ignoring the Hook run you have just set up. Only use this option if you want to manually cue a Hook run without adding it to the Schedule Log.

The number of Hooked Items added to the Hook run is determined by a setting on the Settings Menu > Station Database Settings and Hooks tab.



Preview Log Item's Hook

The Preview Hook option on the right click menu allows you to cue just the Hook from the Log Item you right clicked on with the Cart Player in Preview mode.



When a Cart Player is in Preview Mode, clicking on the transport controls for that Cart Player (or using the keyboard) will not affect playback of the Schedule Log so you can use a Cart Player in preview mode to review a Cart (or in this case a Hook) without it inadvertently triggering a Go event which causes Myriad to fade out the current Log Item and move on to the next. The

reason this is important is that under normal operation, if Song A is playing and the system cues Song B (or you do it manually) and you then click on the Play button on the Cart Player Song B is cued in, Myriad will treat this in the same way as if you have pressed the Go button and will either fade out the current Log Item and start the next or just start the next and leave the current Log Item playing (depending on how you have it configured – see Settings Menu > Station Database Settings > Q-AE tab and the 'Fade the current item after the Go is pressed' option).

Obviously, this is great if you want it to do this but if you wanted to review a Log Item without it triggering a Go event then you would have to load the item into a Cart Player in Preview mode.

In this case, the Cart Player will not only be in Preview mode but it will also only play the Hook from the selected Log Item. If no Hook is defined, the Preview Hook option will not be available.

Preview Log Item

The Preview option on the right click menu will cue the selected Log Item into a Cart Player in Preview mode.



In this mode, you can review the Log Item without it triggering a Go event as it would in normal operation (see Preview Hook for a more detailed explanation).

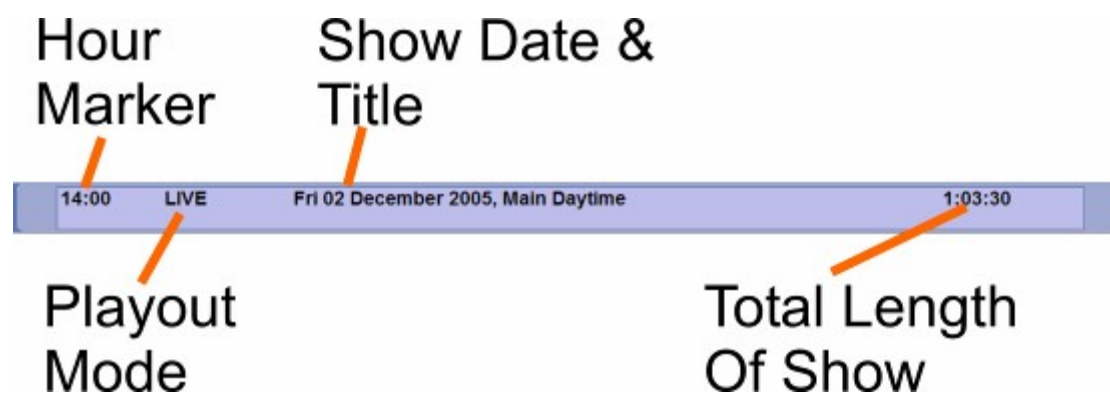
NB: Selecting this option is the same as clicking on the Preview button on the Main Tab Strip.



Special Case: Hour Start Marker

The Hour Marker is a special Log Item that is placed at the start of each hour in the Schedule Log. Myriad deals with the Schedule Log in chunks of an hour at a time, we sometimes refer to these as shows.

The Hour Start Marker provides a range of useful information:



Hour Marker

This indicates the hour of the day that the Hour Start Marker is for.

Show Date & Title

The Show Date & Title displays the date that the hour in question is scheduled to be played out and also the Show Title according to the scheduling system that generated it.

Playout Mode

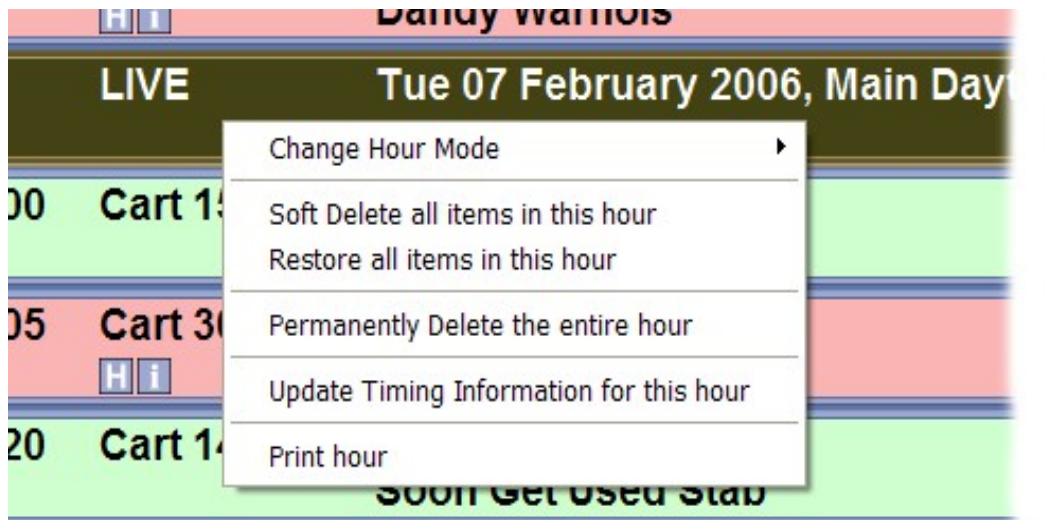
The Playout Mode shows the Active Playout Mode that Myriad will use to play the selected hour. If you change the Active Playout mode by either using the right click menu on the Hour Start Marker or by simply clicking to another Playout Mode while the hour is being played, this will update accordingly.

Total Length of Show

This tells you the total current duration of all the audio Log Items scheduled for the hour. This is really useful if you are voice tracking a show as it gives you an indication of how much time you have to fill or whether you need to remove some content in order to make it all fit.

The Hour Start Marker Right Click Menu

The Hour Start Marker has its own right click menu with different options to the standard right click menu for Log Items.



Change Hour Mode

You can use the Change Hour Mode right click option to change the scheduled Active Playout Mode for an hour in the Schedule Log.



Use the right click menu to select the mode that you wish to change to, the currently selected mode is indicated with a tick, click on another mode to change it.

The options are:

- **Live** – Presenter controls the segues.
- **Auto** – Myriad automatically segues each item.
- **AutoFade** – Myriad automatically segues each item and back-times to Time Critical Events (Absolute Time Markers).

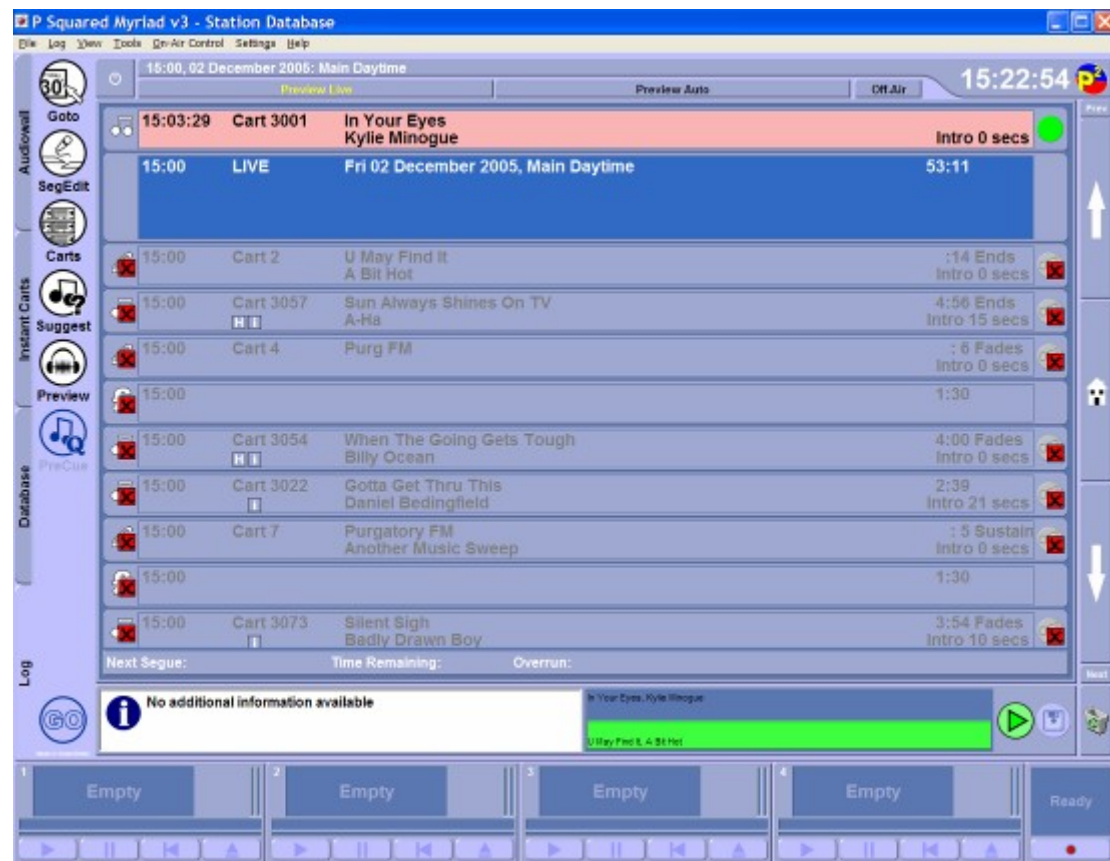
Once you have changed the Active Playout Mode, Myriad will automatically switch to that mode when the Hour Start Marker is reached.

CAUTION – Remember that Myriad deals with the Schedule Log an hour at a time so if you have three hours that were originally scheduled as Live Playout Mode and you want to switch them to play in AutoFade mode, you will need to

right click each of the three Hour Start Markers and make the change, otherwise, the first hour will be ok but at the start of the second hour, Myriad would switch back to the original Live payout mode which could be a disaster if it was at 3am on New Years day!

Soft Delete All the Items in This Hour

If you select this option then Myriad will soft delete all the items in the hour you are working with leaving it effectively empty.



This option can be very useful if you have a breaking story or event that means that you need to ditch the originally scheduled programming and use some alternative programming.

Restore All Items in This Hour

The Restore All Items option does the opposite to the delete all items in that it goes through the current hour and restores any Log Items that have been soft deleted.

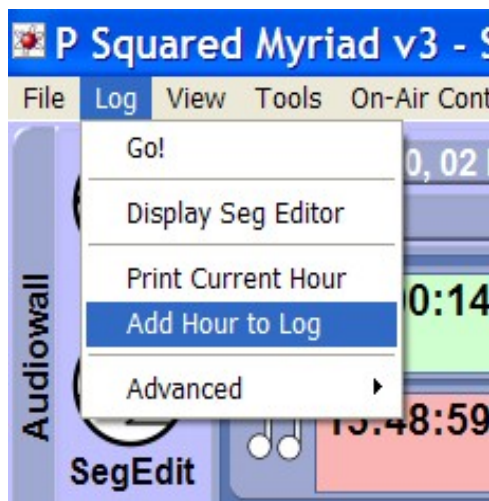
Obviously this is useful for reversing the Soft Delete All option but it can also be useful if you have soft deleted a number of Log Items in the hour but you

want to restore them all and start again. Instead of having to go through the hour manually restoring them, you can do them all in one go with this option.

Permanently Delete the Entire Hour

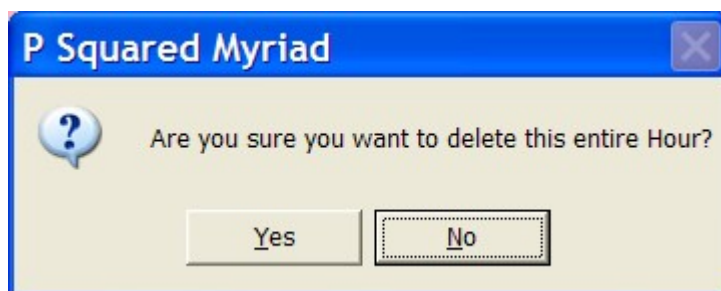
As the name suggests, this option can be used to permanently remove an entire hour from the Schedule Log. When you permanently remove an hour from the Log, all of the Log Entries in the hour will be removed including the Hour Start Marker. This will not, however, harm any Cart on the Audio Wall.

Once Log Items have been permanently removed, there is no way to recover them other than manually dragging them back in from the Audio Wall. You can use the Audio Wall and the right click menu to add most Log Item Types back in to the Log but the only way to add a Hour Start Marker is using the Add Hour option on the Log menu.

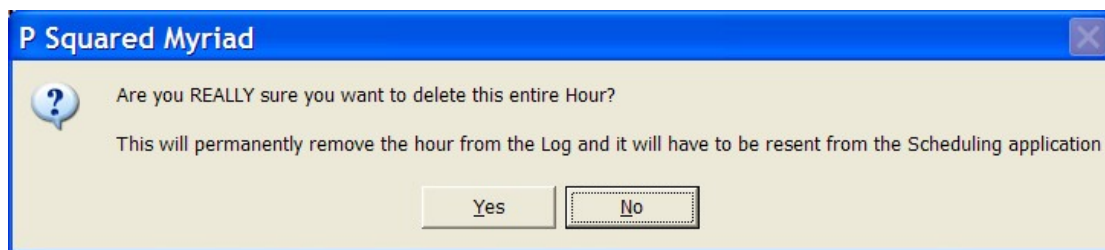


You will then be asked which hour you wish to add and also whether you wish to add some Carts at the same time, more detail on this situation will follow in later sections.

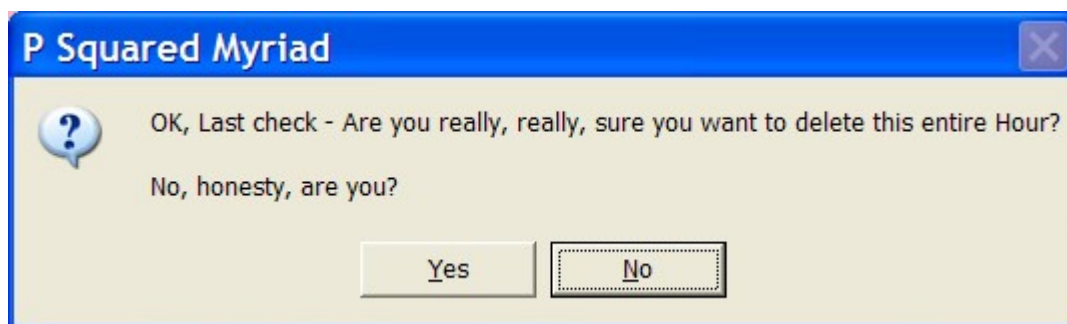
Permanently Deleting the Entire Hour is obviously a powerful and potentially dangerous feature so it is protected by three warning messages prior to the actual deletion. Once you select the option, you get the first warning message asking you to confirm that you wish to proceed.



If you click on Yes you will then be presented with another chance to abandon the procedure.



If you still choose Yes then you will be greeted with the final warning message.



If you answer Yes to this final warning then the contents of the hour you are working on will be permanently deleted from the Schedule Log (but not from the Audio Wall).

CAUTION! – Using this feature will permanently remove the hour from the Schedule Log and the only way to recover the original schedule will be to manually rebuild it or re-send it from your scheduling system – It will not delete any audio from the Audio Wall or remove other common Log Items as Commands from the overall Myriad system.

Update Timing Information for This Hour

Update Timing Information for This Hour is used to force Myriad to recalculate the Estimated Play Times for each Log Item in the hour. The Estimated Play Times are calculated when the schedule is first imported into Myriad but then they are not checked again until the hour is played in one of the Active Playout modes.

Earlier in this Chapter we looked at the Active Playout Modes and why the Preview Live and Preview Auto modes were necessary to prevent previewing a future part of the Log from screwing up all the Estimated Play times. What basically happens is that if you go into Live, Auto or AutoFade Playout modes in an hour in the Schedule Log other than the current hour, the Estimated Play Times for the hour are automatically updated to reflect that you are playing

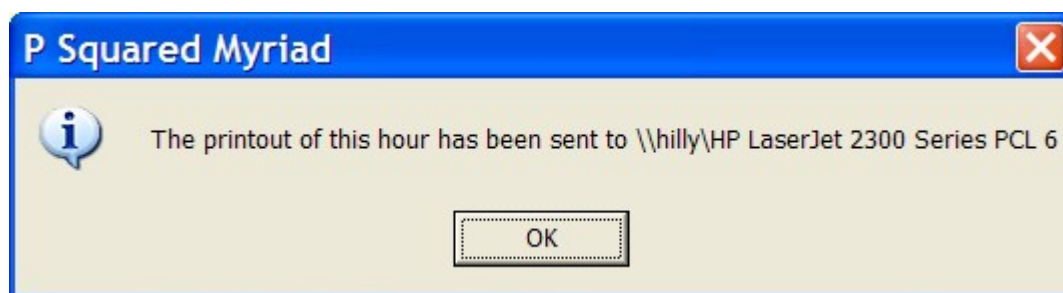
the hour out now! The Preview Live and Preview Auto modes avoid this by letting you preview the Log without adjusting Estimated Play times.

If however, you do get it wrong and end up with an hour that has all the Estimated Play Times screwed up then the 'Update Timing Information for This Hour' option will fix the problem.

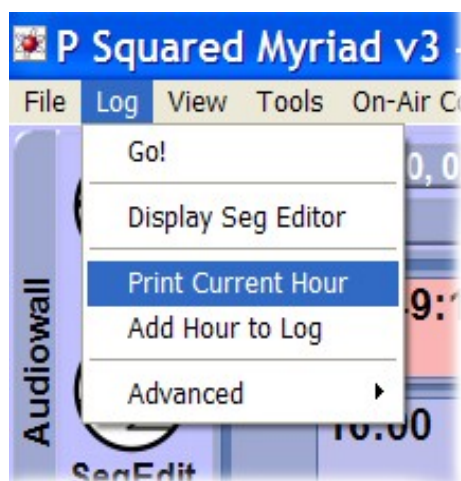
It can also be useful if you heavily edit the audio for Carts on the Audio Wall as this can have an effect on the timing in the Schedule Log.

Print Hour

The Print Hour option will send a text version of the hour of the Schedule Log you are working on to your default printer. Once the print is complete, you will get a conformation message.



You can also access this feature from the Log menu.



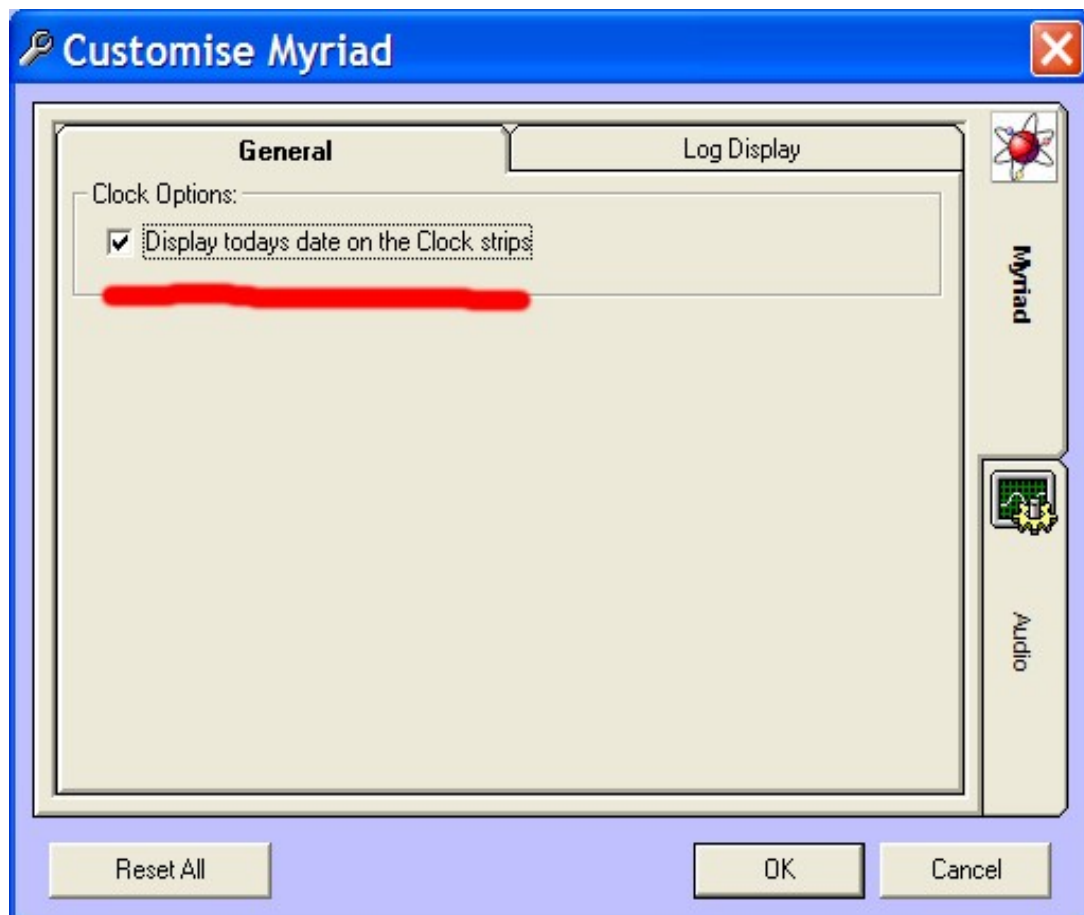
Current Time

The Current Time indicator shows the current PC system time. If you have configured your PC to set it's time from a local or web based time server, or

you have a radio (atomic) clock attached, then this time will be exactly accurate. You can also customise Myriad to display the current date at the same time.



As this is a customised option, this is set on a per User basis and is configured using the Tools Menu>Customise Myriad option and selecting the General and Myriad tabs.



The Start and Prev(ious) Buttons

The Start and Prev(ious) buttons share the same space on screen, but the Prev(ious) button is only visible when then currently highlighted Log Item is a Hour Start Marker.



Start

The Start button is visible when anything but an Hour Start Marker is highlighted in the Schedule Log and clicking on the Start button will jump the highlight cursor to the Hour Start Marker for the hour you are working on.

Prev

The Prev(ious) button is only visible when the currently highlighted Log Item is an Hour Start Marker.



Clicking on the Prev button will jump the highlight cursor to the Hour Start Marker for the hour previous to the one you are currently working on.

Page Up

The Page Up button (the up arrow) will scroll up the Schedule Log (backwards in time) a page at a time. The size of a page is determined by the resolution you are configured to run in and the size of the Log Items text.

You can also use the <Ctrl> + <Page Up> keys on your keyboard to scroll up the Schedule Log a page at a time. You may have a dedicated key on your

Myriad keyboard to perform this task depending on your keyboard model and layout.

NB: when running a dual screen configuration, <Ctrl>+<Page Up> scrolls the Log, and <Page Up> scrolls the Audio Wall back a page at a time. If you are configured to run on a single screen then the <Page Up> key will also allow you to scroll up the Log page at a time when the Log Screen is active (as the Audio Wall is not visible).

Although you can use the keyboard, the easiest way of moving up and down the Schedule Log is to use the central wheel on your mouse (if you have one).

You can use the mouse wheel to scroll up and down the Schedule Log



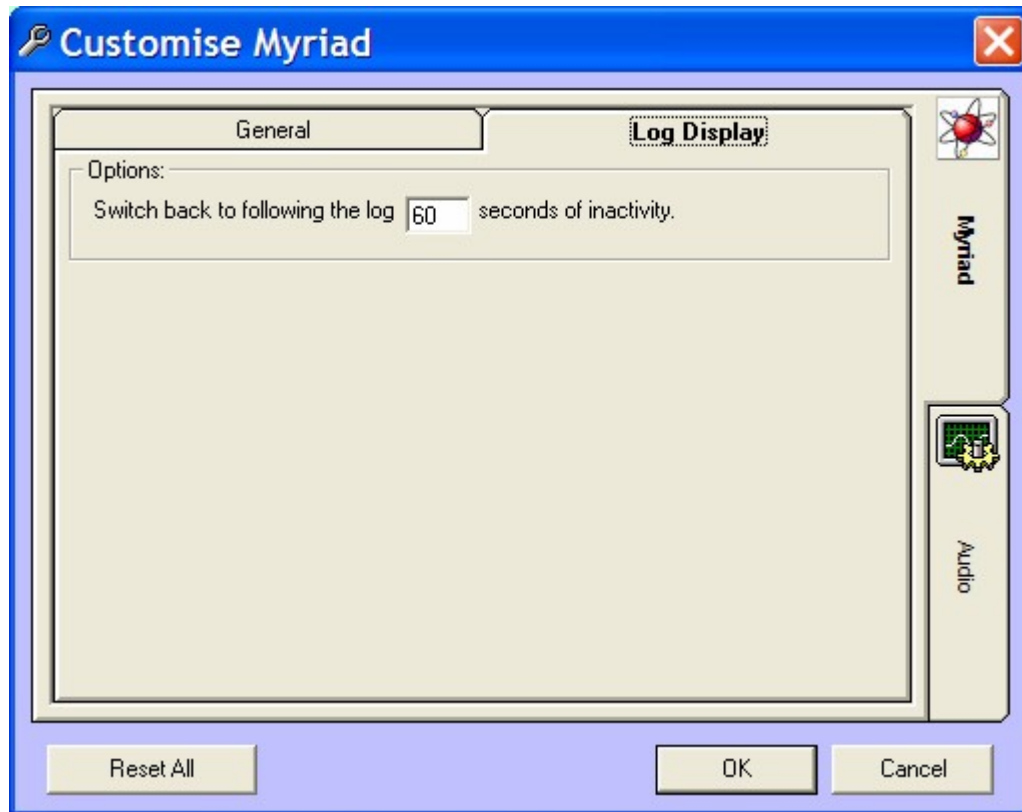
Home

The Home button on the Log screen performs two different tasks depending on whether you are in an Active Playout Mode or in Standby mode. If you are in any of the Active Playout Modes then clicking on the Home button will jump the highlight cursor back to the Log Item that is currently being played or executed. If you are in Standby Mode then the Home button will jump the highlight cursor to the Log Item that would be playing now if you were in one of the Active Playout modes.

You can also use the <Home> key on your keyboard, and some Myriad keyboards will have a dedicated Home button.

As Myriad performs each segue, it automatically moves the highlight cursor onto the currently playing Log Item so the highlight cursor will not be left behind as Myriad plays it's way through the Schedule Log. If you scroll further down (or up) the log and start working with the Log (adding, editing or moving

Log Items) then Myriad will not jump back to the currently playing Log Item even if a segue occurs. Once you have finished playing with the Log or if you have not made a change or moved for X many settings, Myriad will automatically jump the highlight cursor back to the currently playing Log Item. The duration of inactivity before Myriad jumps back is a customised option which means it can be set on a per User basis. To set this option, click on the Tools Menu>Customise Myriad and select the Log Display and Myriad tabs.



Page Down

The Page Down button (the down arrow) will scroll down the Schedule Log (forwards in time) a page at a time. The size of a page is determined by the resolution you are configured to run in and the size of the Log Items text.

You can also use the <Ctrl> + <Page Down> keys on your keyboard to scroll down the Schedule Log a page at a time. You may have a dedicated key on your Myriad keyboard to perform this task depending on your keyboard model and layout.

NB: When running a dual screen configuration, <Ctrl>+<Page Down> scrolls the Log down and <Page Down> scrolls the Audio Wall forwards a page at a time. If you are configured to run on a single screen then the <Page Down> key will also allow you to scroll down the Log page at a time when the Log Screen is active (as the Audio Wall is not visible).

As before, the mouse wheel provides a useful alternative way of scrolling up and down the Schedule Log.

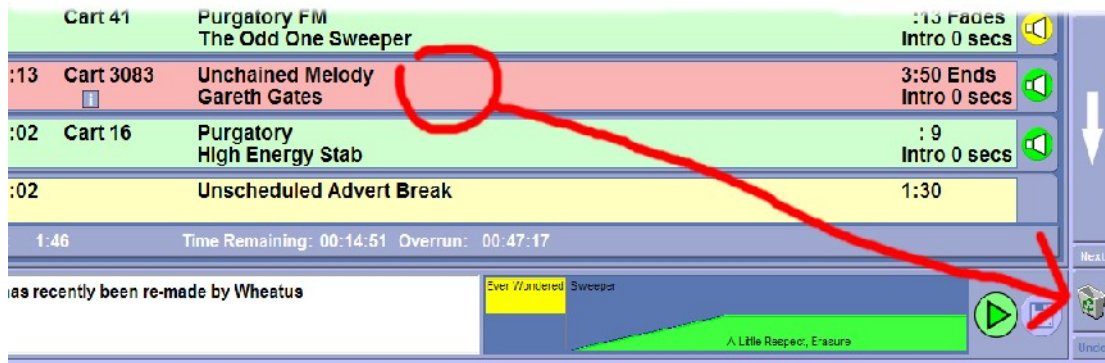
The Next Button

The Next button is visible at all times in the Log screen and is used to jump the highlight cursor to the Hour Start marker for the next hour in the Schedule Log.

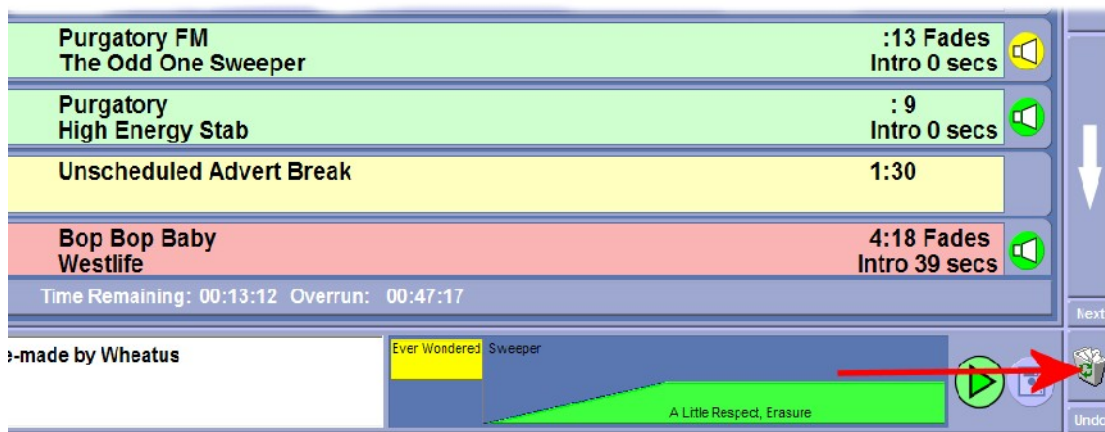


The Trash Can / Undo

The Trash Can provides a graphical area that you can drag Log Items to in order to permanently delete them from the Schedule Log. In the example below, the selected (Gareth Gates) song is permanently deleted by click-and-dragging it to the Trash Can.



As your mouse cursor passes over the icon, you will see the Trash Can icon changes from empty to full. Release the mouse button and the Gareth Gates song is deleted from the Log.

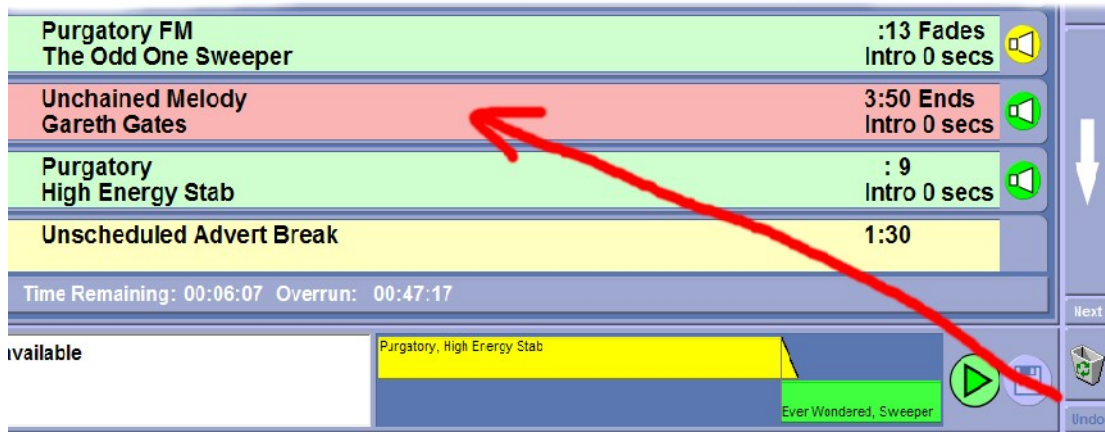


Although the Song has been removed from the Schedule Log, the Cart remains on the Audio Wall and in your music scheduling database.

You will notice from the graphic that once you have deleted a Log Item, the Trash Can Icon appears full and the Undo button becomes enabled.



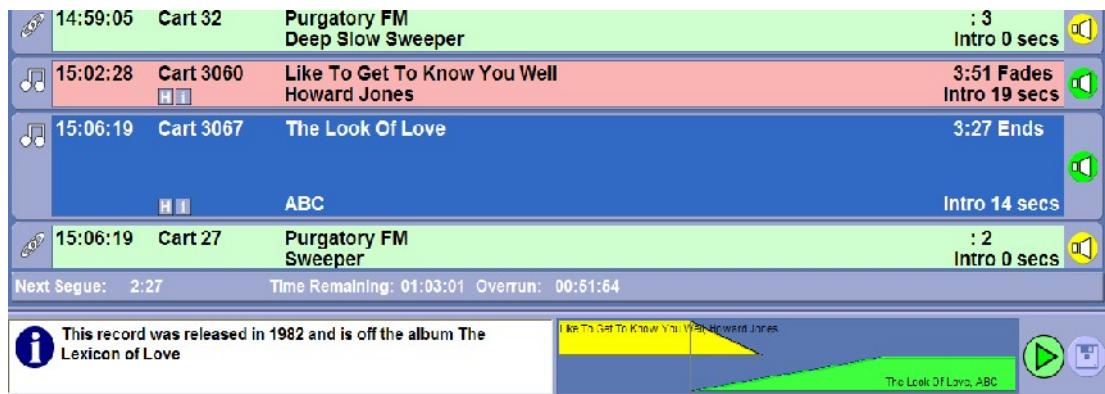
The Undo button is used to restore the last Permanently Deleted Log Item back in to the Schedule Log. If we click on it in this example, then the Gareth Gates song would be restored to the Log.



This feature will work regardless of whether you use the Trash Can or the right click menu to Permanently Delete an item from the Log but it will only restore the *last* deleted Log Item and it will place it back in the Log in the position it was last in, so if you deleted an item three hours ago and then you click on the Undo button, the Log Entry will be put back in the Schedule Log three hours ago (at the position it was in when you deleted it).

The Mini Segue Editor

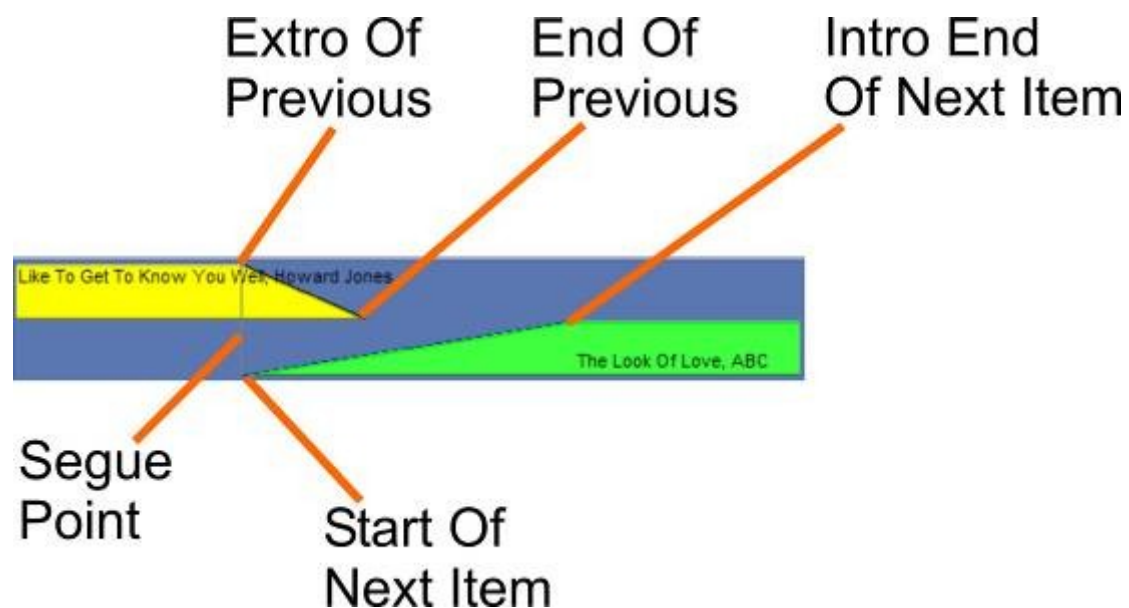
The Mini Segue editor appears on the Log Screen at all times and shows a graphical representation of the segue between the currently highlighted Log Item and the pervious Log Item.



In the example above, 'The look Of Love' is highlighted so the Mini Segue Editor shows a graphical representation of the segue that it will perform (or did perform) between 'The Look Of Love' and 'Like To Get To Know You Well' which is the previous item in the Log.

The Mini Segue Editor shows the amount of overlap between the Extro point of the previous track and the Intro of the currently highlighted track. It also allows you to manually move these points to experiment with alternative segues and ultimately, to save a new segue that Myriad will use when the

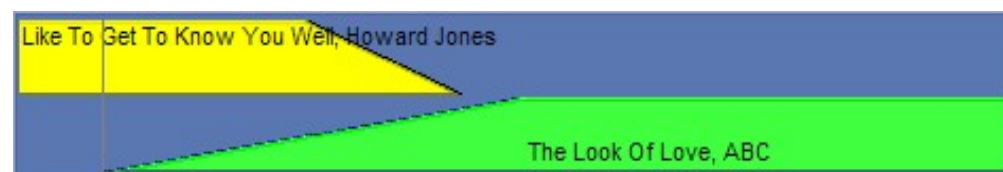
time comes to play out these two items. In more detail, the Mini Segue Editor looks like this:



The diagram above shows the segue as Myriad will perform it, before we have edited it in any way. You will see that the previous item (in yellow) appears as a block with a sloped ending. The top of the slope represents the Extro point in the Log Item and the bottom of the slope represents the very end of the audio file. The slope therefore shows the duration from the Extro point to the end of the audio file.

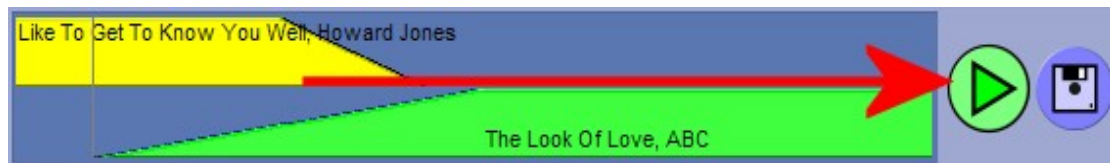
The next Log Item (in green) is represented in a similar way but in this case, the bottom of the slope represents the Intro Start of the audio file and the top represents the Intro End point so the slope shows the duration of the Intro on the Log Item.

Without editing, Myriad will perform the segue at the Extro Point as can be seen in the diagram. Using the left mouse button, we can drag either song to the left or right to alter the way Myriad performs the segue.

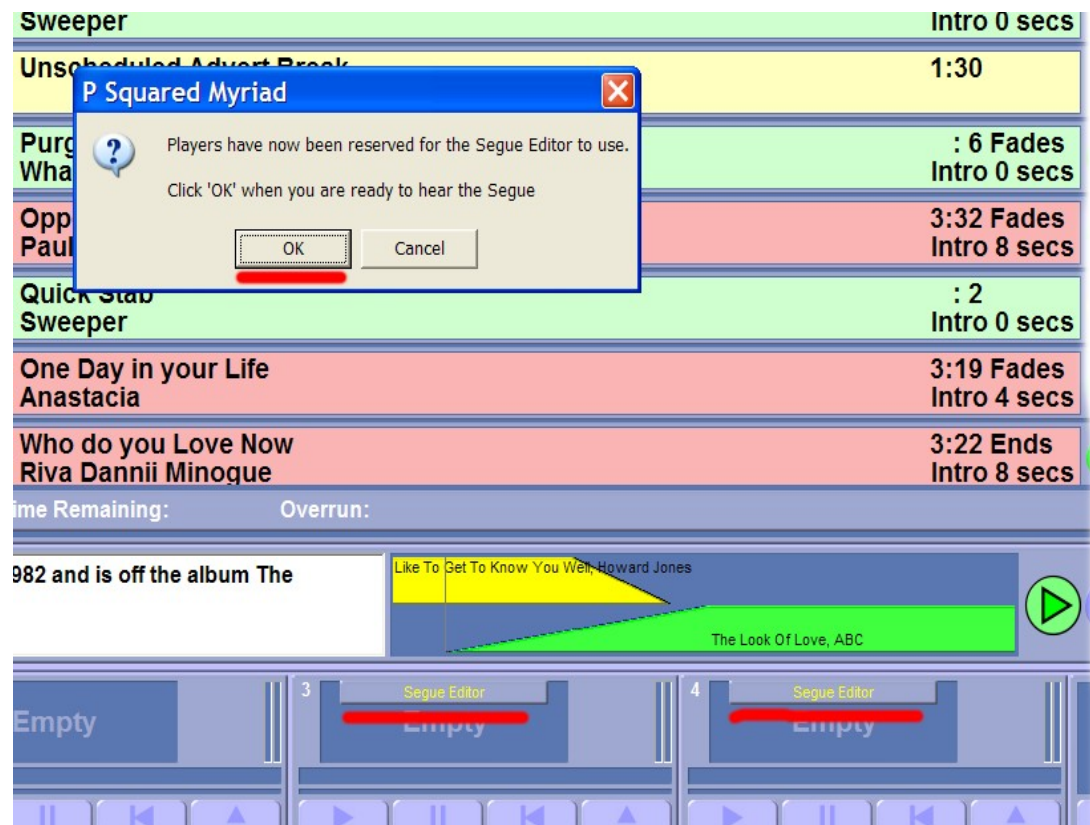


Here we can see that 'The Look Of Love' has been dragged to the left which moves the Segue Point to the left as well. This means that in this example, 'The look Of Love' would start playing into 'Like To Get To Know You Well'

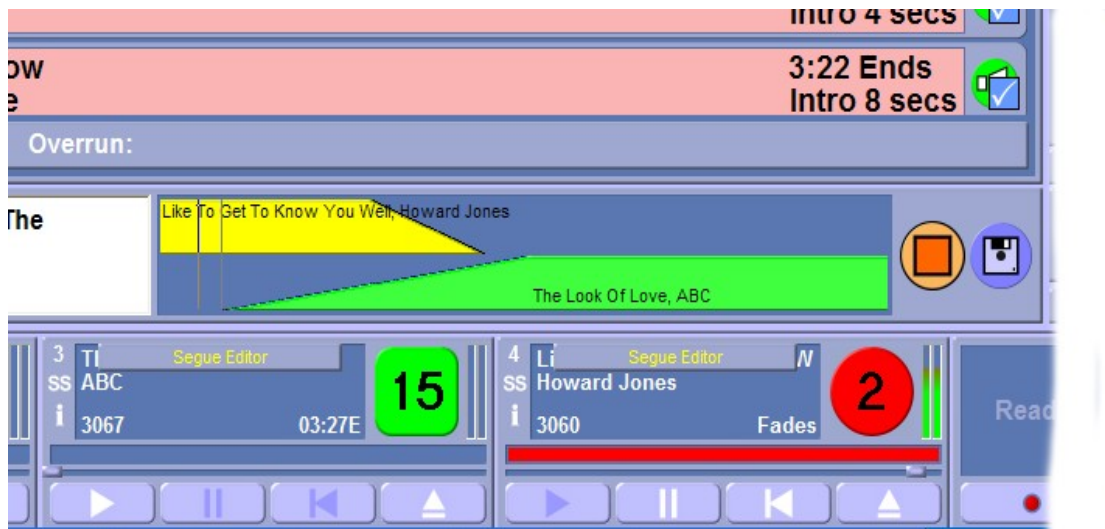
earlier, several seconds before the Extro point on the Song. We can now review the edited segue by clicking on the Play segue button.



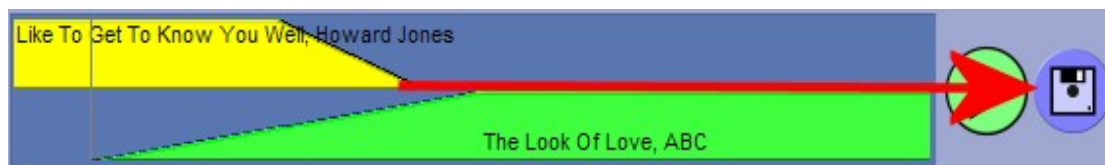
If you are working on a Myriad workstation that does not have On Air Control (is Off Air) then the segue start to play immediately in two free Cart Players. If however, you are working on a workstation that does have On Air Control then Myriad will reserve a couple of Cart Players for playing the segue back but will then throw up a message box warning you that it is about to start playback on the reserved Cart Players. This will allow you to pull down the faders on your mixing desk to ensure that the segue you are reviewing does not go out 'on air'.



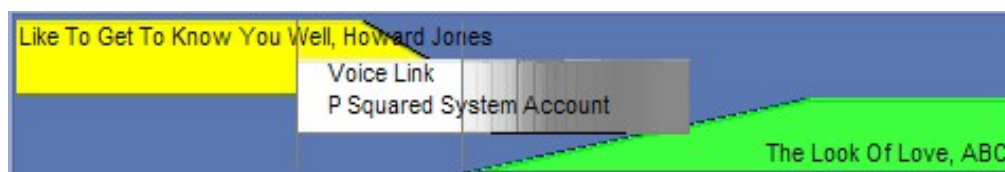
You can see in the screen shot above that the Cart Players Myriad will use to review the segue have a little Segue Editor panel appear at the top and a warning box appears to warn you to get ready. Pull down the faders on your mixing desk and when you are ready, click on the OK button to begin playback.



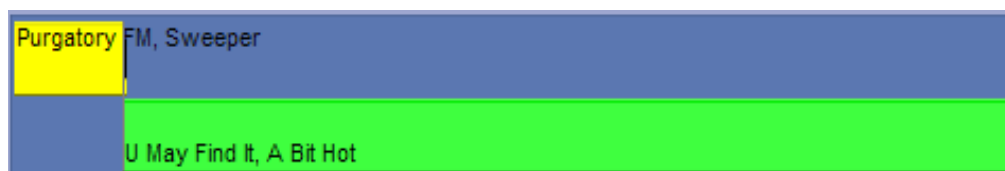
While the segue is playing, you can drag the Log Items within the Mini Segue Editor until you get the segue exactly the way you want it. Once you are happy, click on the Save Segue button to commit your new segue timing details to the Schedule Log.



Below are a couple of other examples of the Mini Segue Editor in action under different circumstances.



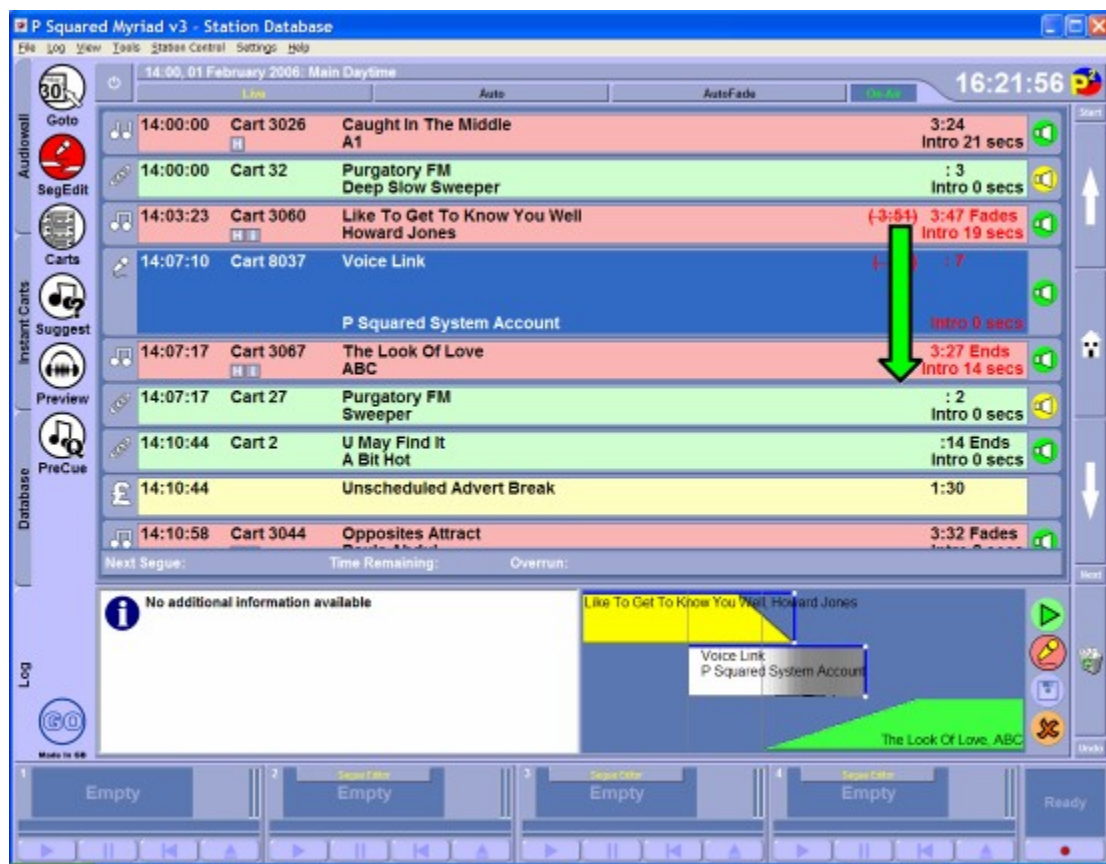
In this situation, we are using the Mini Segue Editor to review a Voice Track between two Log Items. It works in exactly the same way, there are just three Log Items in view at once to allow for the unique characteristics of Voice Tracked segues.



In this case, we are looking at a segue between two Log Items that have no Extro or Intro's set. These are both jingles, so it does not matter too much

how this is done, but if these were songs then they would require some attention.

If at any point, you want to get a bit more control of the Segue Editing or if you want to record a Voice Track into the segue (and assuming you have the Voice Tracking module), then you can always click on the SegEdit button to switch into full Segue Editor mode, there are more details on this in the Segue Editor section of the manual.

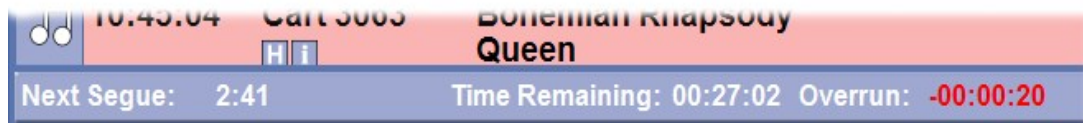


Over / Under Run

The Over / Under Run indicator is only visible when you are running in Live, Auto or AutoFade (or the Preview Live and Preview Auto) playout modes, and is used to show whether the remaining Log Items in the hour would lead to an excess or deficit assuming they are all played 'back to back' with no pauses between items. This means that you can easily see whether your live or automated show is going to end at the 'top of the hour' or whether it is going to overshoot or finish early.

The Over / Under Run is calculated in real time so if you are in Live playout mode and it is indicating that you will under run by 20 seconds (indicated by a minus sign and the font turning red) then it means that if all the Log Items left

in the hour are played out automatically then the last item in the Schedule Log will finish exactly 20 seconds from the end of the current hour.



As we are in live mode in the above example, if we were to change the Segue Type on the current Log Item to a Red (stop) Segue Type then at the end of the current Log Item, Myriad would stop and wait for you to manually restart playback by pressing the Go button or the Play button on the Cart Player that the Log Item is cued into. At this point, the Under Run indicator would start to count down to zero as every second that Myriad is not playing is adding a second onto the overall length of the Log Items in the Schedule Log. So this means that if we were to talk for exactly 20 seconds and then press the Go button then the Over / Under Run would be corrected.

It works the same way if you have too much in your hour. The Over Run would be indicated as a positive number.



This indicates that currently, if all the Log Items in left in the current hour are allowed to play in their entirety with no pauses in between then the last Log Item in the hour will finish 1 minute and 47 seconds into the next hour. That means that if you are working towards taking a news bulletin at the end of the hour, you will need to either drop something from the Schedule Log or fade out a couple of items early in order to reach the 'top of the hour' correctly.

In practice, you can use the Over / Under Run indicator to help you present Live Assist shows and shows presented when Myriad is in Auto Playout Mode. If you switch to AutoFade mode, the Over / Under Run indicator should always read 00:00:00 as Myriad will be automatically managing the fading of items in order to have an Overrun of zero.

| | | | | | |
|---|----------|--------------------------|--------------------------------------|------------------------------------|---------|
| 10:00, 02 February 2006: Main Daytime | | | | 10:55:24 | |
| Live | | Auto | | AutoFade | |
| | 10:47:15 | Cart 3073 | Silent Sigh Badly Drawn Boy | 3:54 Fades Intro 10 secs | |
| | 10:55:14 | Cart 7 | Purgatory FM | : 5 Sustain | |
| Another Music Sweep | | | | Intro 0 secs | |
| | 10:55:19 | Cart 3007 | Whenever Wherever Shakira | 3:15 Ends Intro 7 secs | |
| | 10:58:33 | Cart 3088 | It's OK! Atomic Kitten | (-3:15) 1:12 Ends Intro 10 secs | |
| | 10:59:45 | Cart 13 | Murderers Over Here Stab | :15 Intro 0 secs | |
| | 10:59:45 | Cart 3005 | AM to PM Christina Milian | 3:51 Ends Intro 36 secs | |
| 11:00 | | LIVE | Thu 02 February 2006, Main Daytime | | 1:07:20 |
| | 11:00:00 | Cart 15 | Purgatory Music Sweep Now Stab | : 5 Intro 0 secs | |
| | 11:00:05 | Cart 3059 | Things Can Only Get Better D:REAM | 3:33 Ends Intro 0 secs | |
| | 11:00:05 | Cart 30 | Purgatory FM Mid Sweeper | : 2 Intro 0 secs | |
| | 11:00:05 | Unscheduled Advert Break | | | 1:30 |
| Next Segue: 3:09 Time Remaining: 00:04:36 Overrun: 00:00:00 | | | | | |

The exception to this is if there is actually an Under run in which case you will need to add one or more Log Items to the Schedule Log so that there is more in the hour than Myriad needs, Myriad will then trim the hour accordingly. This situation should not normally happen as each hour is checked for under runs as they are scheduled or imported into Myriad (depending on whether you are using AutoTrack Pro or a 3rd party scheduling system).

Please note that in all cases, Myriad takes into account Extro's, edited segues and special cases such as Voice Tracks, AutoHooks and sweepers when calculating the Over / Under Run so it is always accurate.

Time Remaining

Located next to the Over / Under Run indicator, the Time Remaining indicator shows the total duration of all of the Log Items left within the current hour regardless of whether the hour will over or under run. This is great for checking that you have enough Log Items at the start of each hour.

| | | | |
|------------------|---------|--|--|
| 10:48:25 | Cart 32 | Purgatory FM Deep Slow Sweeper | |
| Next Segue: 3:02 | | Time Remaining: 00:24:21 Overrun: -00:00 | |

As Myriad plays Log Items, the Time Remaining counter will continuously drop but if you stop playback (to speak etc) then the Time Remaining counter will pause.

The Time Remaining counter is only visible when you are in one of the Active Playout modes (Preview Live, Live, Preview Auto, Auto or AutoFade – not standby).

Please note that in all cases, Myriad takes into account Extro's, edited segues and special cases such as Voice Tracks, AutoHooks and sweepers when calculating the Time Remaining so it is always accurate.

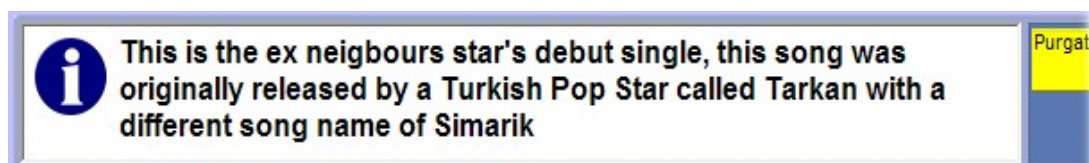
Next Segue

The Next Segue indicator is only visible when Myriad is in one of the Active Playout modes (Preview Live, Live, Preview Auto, Auto or AutoFade – not standby) and provides a countdown to the Extro point or end of the currently playing Log Item. If you are running in Auto or AutoFade Playout modes or you are in Live or Preview Live mode but the Segue Type is set to Green (Go) then this will be the point at which Myriad performs the next segue. If you are in Live or Preview Live mode and the Segue Type is set to Red (Stop) then this will be the countdown to the end of the current Log Item only as it is up to you to manually start the next Item using the Go or Cart Player Play buttons.

NB: The Next Segue indicator is located on the right hand side of the screen on later versions of Myriad.

Notes

The Notes panel displays any text notes associated with a Log Item.



Myriad allows you to enter a variety of different Notes to Carts, and your music scheduling system may also allow you to attach text to entries in the music database (AutoTrack and AutoTrack Pro does).

The primary use for this panel is to provide some script information for presenters. In cases where a Log Item may have more than one different type of Notes, Myriad will display the text in the Notes field in an order of priority outlined below:

- Notes on the Log Schedule (provided by the scheduling system)
- Cart Studio Notes
- Cart Web Notes
- Cart DAB Notes
- No info available

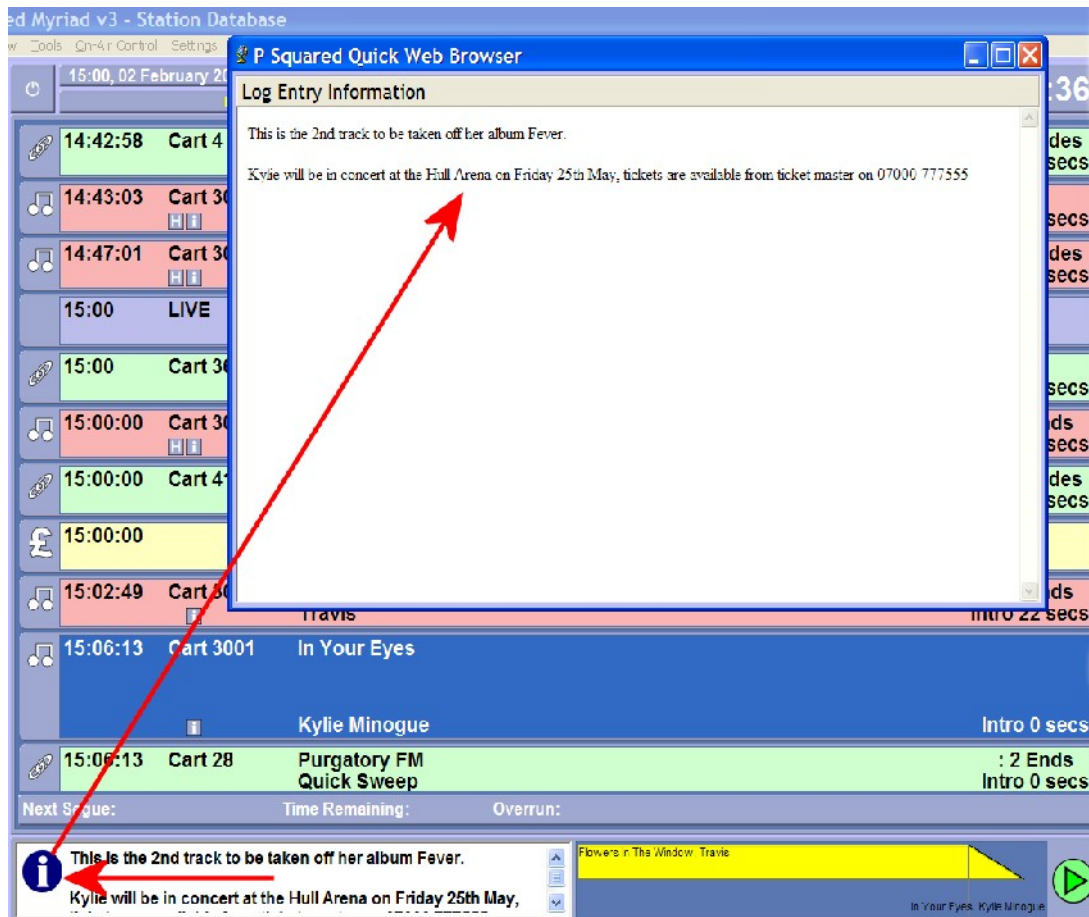
This means that when you move the highlight cursor onto a Log Item in the Schedule Log, Myriad will first check to see if the Schedule Log itself contains any Notes for the item. If Notes are found, they are displayed but if no Notes are found in the Schedule Log, Myriad checks the Cart itself (assuming it is a Cart based Log Item). It will first check to see if there are any Studio Notes. If none are available then it will look for Web Notes and the DAB notes. If it cannot find any Notes at all then it displays 'No additional information available' in the Notes panel.



If the text displayed in the Notes Panel is several lines long then a scroll bar will appear and, after a pause of a second or so, the text will automatically start to scroll.



You can also click on the 'i' icon to open a floating window with the text displayed in it.



Once you have opened a floating script window, it will remain open until you close it again (by clicking on the cross in the top right hand corner); even if you scroll away from the Log Item it refers to. This is ideal for getting the Notes from a Log Item that is going to be played soon.

The Main Tab Strip

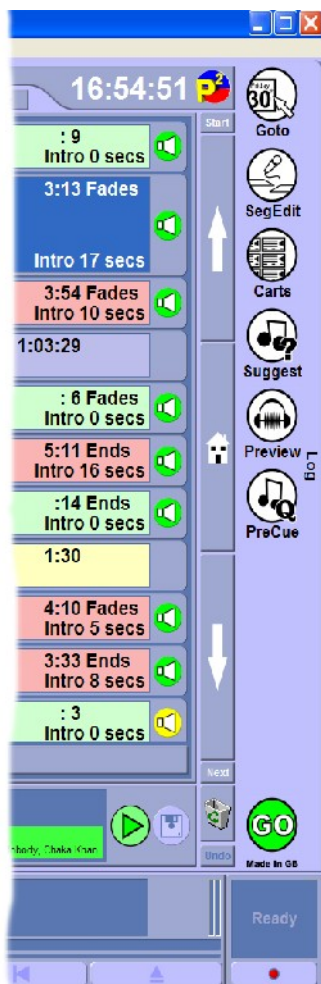
The Main Tab Strip allows you to switch between the major screens in Myriad and also contains a range of context sensitive tool buttons for each of the major screens.

Most of the screen shots in this section have been taken with Myriad running in single screen mode, in which case the Log Screen appears as a tab on the Main Tab Strip and you can switch between the Log Screen and all of the other major screens in Myriad.

If you are running a dual screen configuration then the layout is slightly different. When in dual screen mode, Myriad always displays the Log Screen on the right hand screen and allows you to switch between the other major screens using the Main Tab Strip on the left hand screen.



In this configuration, the Log Screen Tool Buttons are located on the right hand side of the right hand screen and not on the Main Tab Strip.



Go

In many ways the Go button is the most important button on the Log screen. When you are in any of the Active Playout modes (any mode other than Standby), pressing the Go button starts the next Log Item in the Schedule Log.

This means that whether a Log Item is still playing or whether you are in Live (or Preview Live) mode and you are currently between Log Items, pressing the Go button will start the next Log Item playing and, depending on how Myriad is set up, fade out the previous Log Item (if it is still playing).

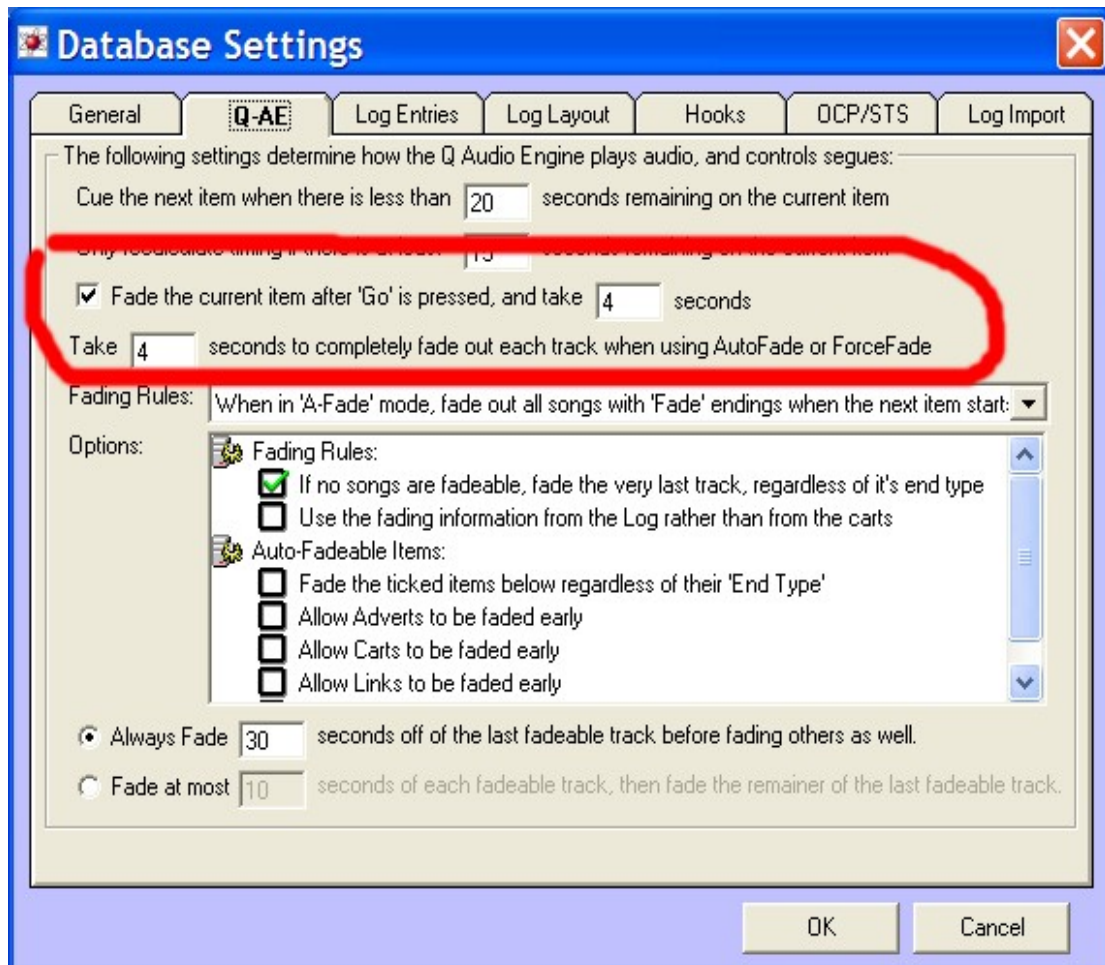
The Go Event

The process above is known as the Go Event and there are a couple of ways the Go Event can be triggered in Myriad. Obviously, pressing the Go button on screen will always cause a Go Event to be triggered, but you may also have a Go button on your Myriad keyboard, there are also a couple of different keyboard shortcuts that will work, and you can also click on the Play button on the Cart Player that the next Log Item is cued up in. The list below outlines the ways of triggering a Go Event.

- Click on the Go button on screen.
- Press the Go button on your Myriad keyboard.
- Press the <Ctrl>+<Q> keys on your keyboards (works in all configurations and all screens in Myriad).
- Press the <Space Bar> (only works in single screen mode when the Log Screen is visible and has focus. This method should be avoided).
- Press the Play button on the Cart Player that the next Log Item is cued in (either using the on-screen play button or a keyboard shortcut / Myriad keyboard Cart Control).
- Select the Log Menu > Go option.

Whilst there are several ways in which a Go Event can be triggered, you will probably find that you only use one or two methods regularly. Either way, the result is always the same.

What happens when a Go Event is triggered can be configured using the Settings Menu > Station Database Settings > Q-AE tab. The two settings that determine whether the previous Log Item is faded out, and the duration of the fade if used, are highlighted in the screen shot below.



PreCue

The PreCue button is only available when you are in Active Playout mode and it is used to manually force Myriad to cue the next Log Item into a Cart Player ready to be played.

Normally, Myriad only cues the next Log Item into a Cart Player a few seconds before it needs to play it, but there may be occasions where you would prefer to have the next Log Item cued long before Myriad would normally do the job. In these situations, clicking on the PreCue button or pressing the Ctrl+Shift+Q keys will force Myriad to cue the next item for you.

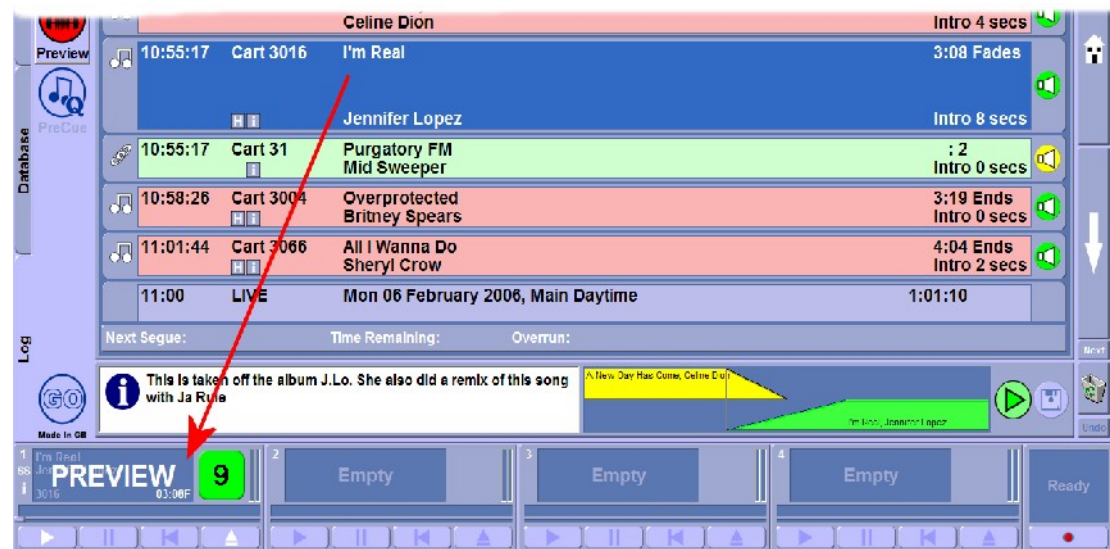
Some Myriad keyboards will also have a PreCue key on them which works in exactly the same way. You can also manually drag a Log Item into a free Cart Player and Myriad will use the cued item when it needs to play it rather than load cue a second version of the same Log Item.

Please note that whether the next Log Item is cued or not, if Myriad receives a Go command from with the on screen button or the keyboard, it will automatically cue and play the next Log Item. Similarly, if it gets to a segue

point and the next Log Item is not cued, it will cue and play it anyway so you really don't have to worry!

Preview

The Preview button on the Main Tab Strip is used to load a copy of the currently highlighted Log Item into a Cart Player in Preview Mode.



When a Cart Player is working in Preview mode, you can listen to the Cart and use the Cart Player as normal but Myriad will ignore the fact that you are using the Cart Player when it comes to playing Log Items from the Schedule Log.

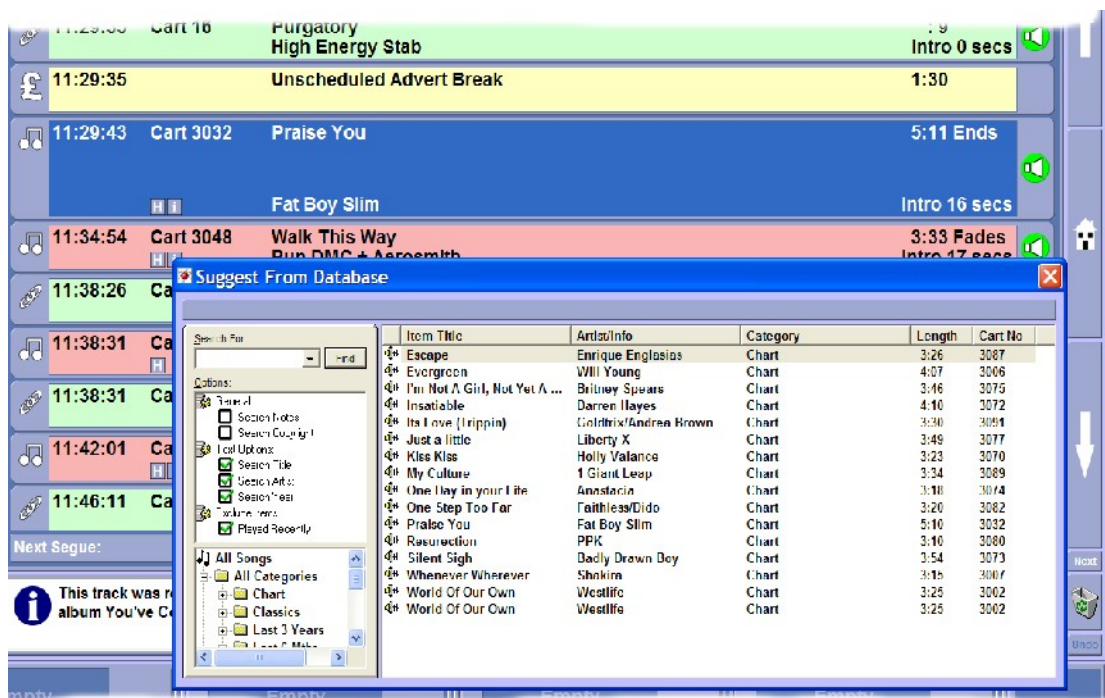
The reason Myriad does this, is that in normal operation, when Myriad is in one of the Active Playout Modes, if the next Log Item to play is loaded into a Cart Player and then the Play button is pressed, Myriad will treat this as a 'Go' event and will move the Currently Playing Item indicator on to that item. Depending on how Myriad is set up, it may also fade out the previous Log Item at the same time. The reason for this is that it allows you to use the Play buttons on each Cart Player to control the flow of the program when presenting a Live Assisted or Automated radio program. The problem comes when you want to preview a Log Item to see what it sounds like but you do not want Myriad to move on to that Log Item just yet. Under these circumstances, clicking on the Preview button will load the Log Item into a Cart Player in Preview mode which allows you to play and review the Log Item without affecting the main playout of Myriad. Indeed, if you still have a Log Item in Preview mode when it is time for Myriad to play the Log Item, Myriad will load the item again on another Cart Player (but not in Preview mode).

You can also use the Preview option on the right click menu to do the same thing, and many Myriad keyboards also have a Preview Log button on them as well. The keyboard shortcut for this option is <Shift>+<Ctrl>+<Alt>+<Q>.

Suggest

The Suggest button is only available when you highlight a Song or Link Log Item and it is used to help you replace the currently highlighted Log Item with an alternative Log Item from the same Song or Link Category in your scheduling system.

If you highlight a Song or Link Log Item and then click on the Suggest button then a 'floating' Database Screen (see Chapter 4) window appears to allow you to browse the Database and select a suitable Song and Link by double clicking on it.



In the example above, 'Praise You' is the currently highlighted Log Item and clicking on the Suggest button opens a 'floating' Database screen which initially shows the other Songs in the same Category as 'Praise You'. Whilst the default is to display Songs from the same Category, you can use Song / Link Category Navigation tree to the left of the screen to browse Songs and Link Database by Category. You can also perform a Search of the Database using the Search For box and some of the Search Options such as excluding Songs / Links Played Recently may prove very useful.

To Select a Song or Link to replace the highlighted Log Item, double click on the Song or Link entry on the Database screen.

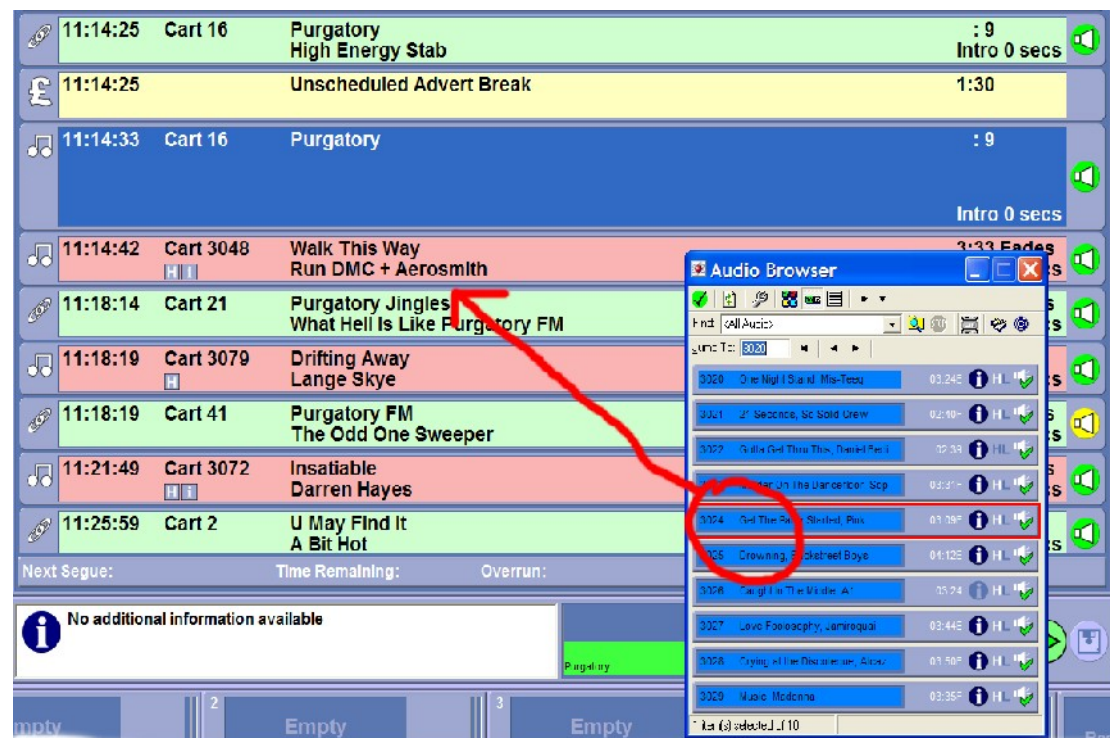
Please note that just as with the Database screen as a whole, this option will only be useful if you are using AutoTrack or AutoTrack Pro or if you are using a third party scheduling system (like RCS Selector™) and have imported the

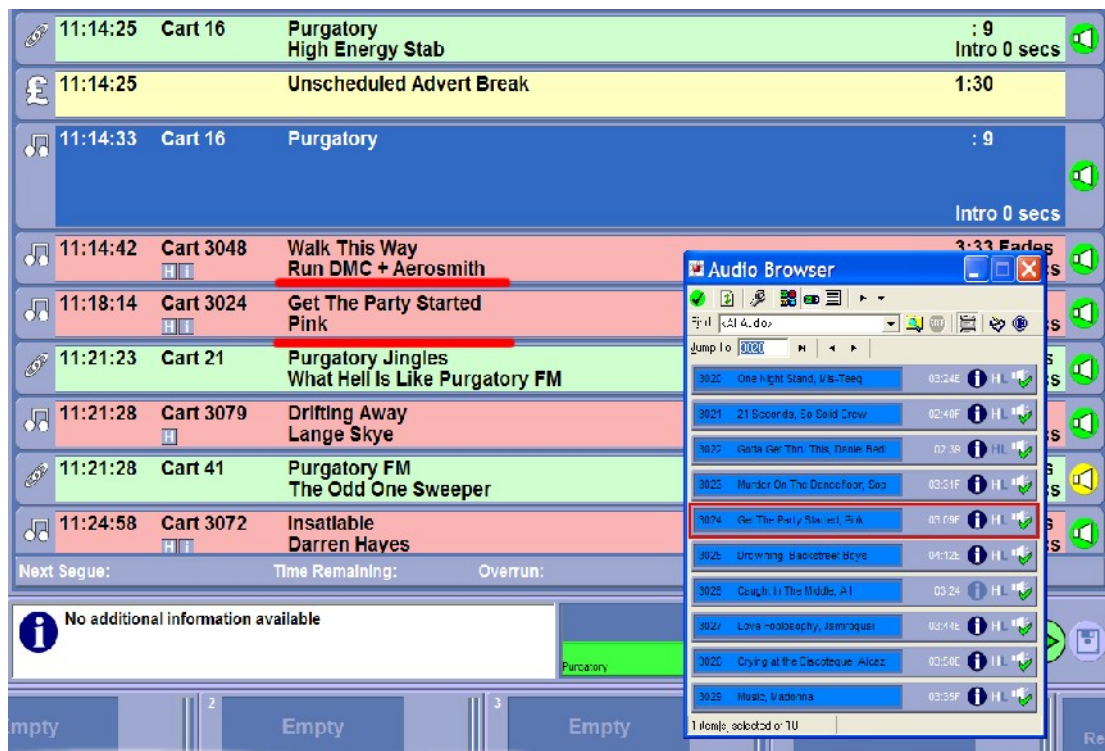
music database into Myriad using the Log Importer tool (which is part of the Myriad Tools Pack).

You can also access this facility using the Replace > Song option on the right click menu.

Carts

The Carts button on the Main Tab Strip is used to open a 'floating' Audio Browser window to allow you to browse the Audio Wall, search for Carts and 'drag' Carts from the Audio Browser directly into the Schedule Log.



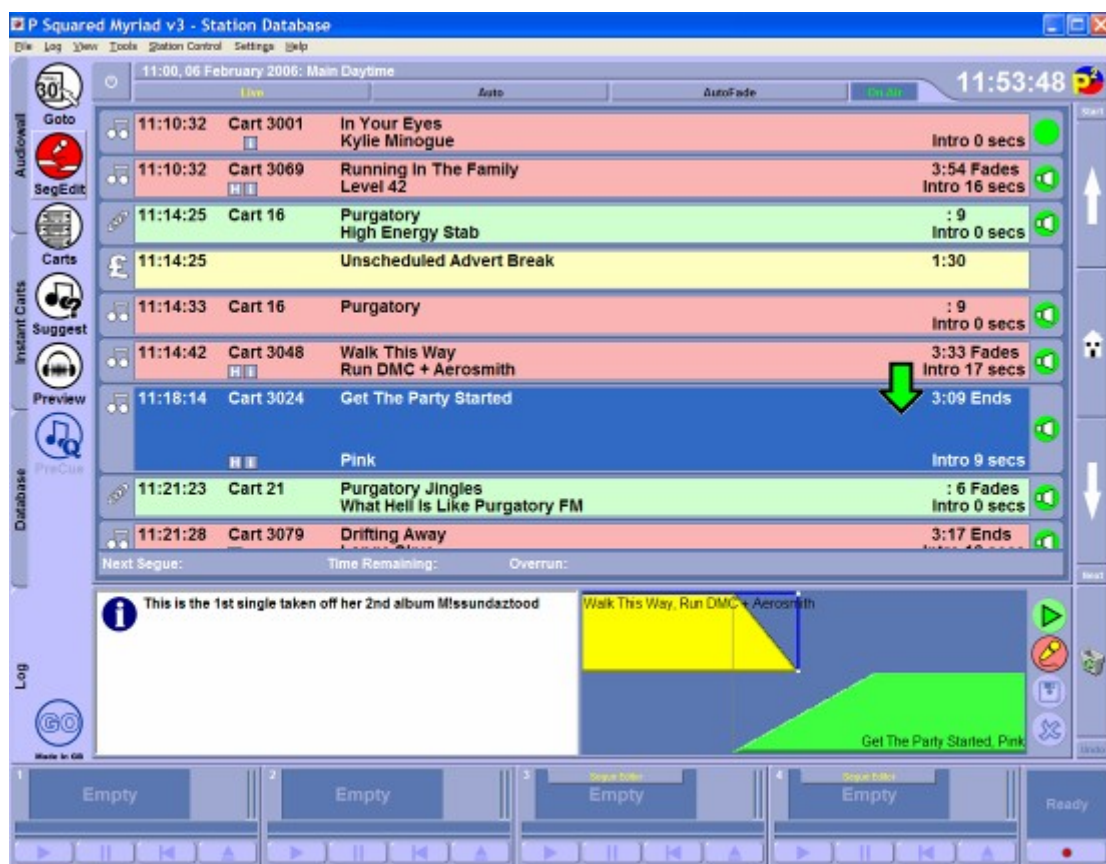
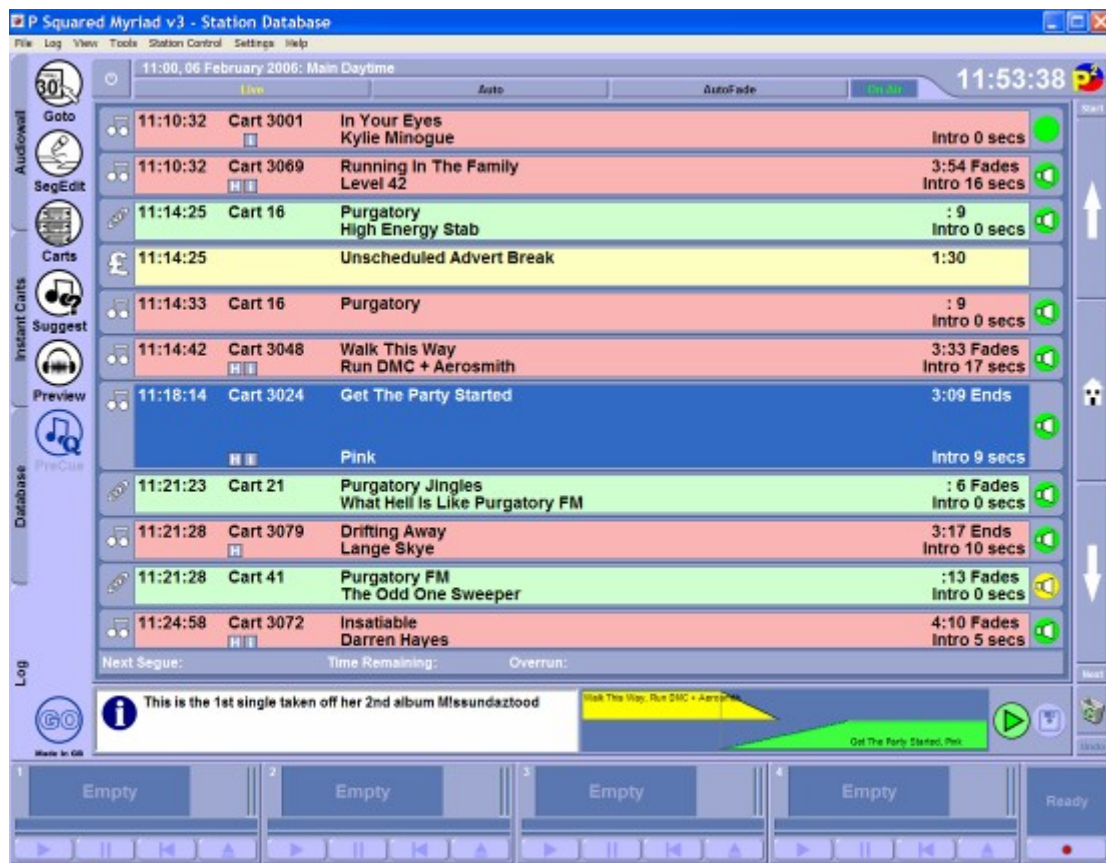


The Audio Browser is an extremely powerful and flexible tool and is covered in detail in Chapter 7. For more details on the Audio Browser and how to use it to navigate around and search the Audio Wall, please refer to the Audio Browser documentation.

The Carts button is very useful if you are using Myriad in single screen mode as it is the simplest method for adding Carts from the Audio Wall to the Schedule Log. If you are running in dual screen mode then there is far less need for the Carts button as the Audio Wall will be available on the first screen via the Main Tab Strip. The Carts button will still be available in this mode should you wish to access it.

SegEdit

The SegEdit button on the Main Tab Strip is used to toggle the Mini Segue Editor between mini and full Segue Editor modes. Clicking on the Seg Edit button will have the effect of enlarging the Mini Segue Editor into full Segue Editor mode which allows you to adjust the fade points and positioning of the segue between two Log Items as well as allowing you to record a Voice Track in between two Log Items (assuming you have the Voice Tracking module installed).



The Large green arrow on the Schedule Log shows the two (or sometimes three) Log Items that are currently displayed in the Segue Editor.



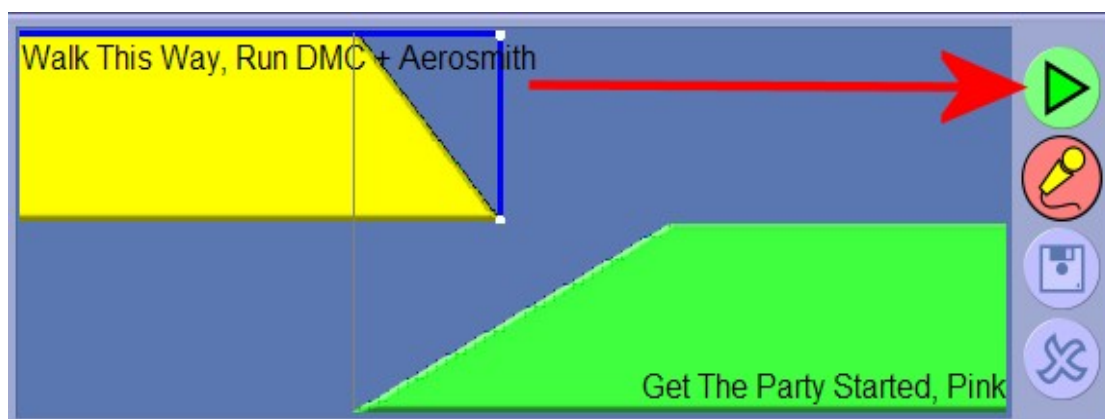
You will notice that when you go into full Segue Editor mode, two or more Cart Players will be reserved for use by the Segue Editor.



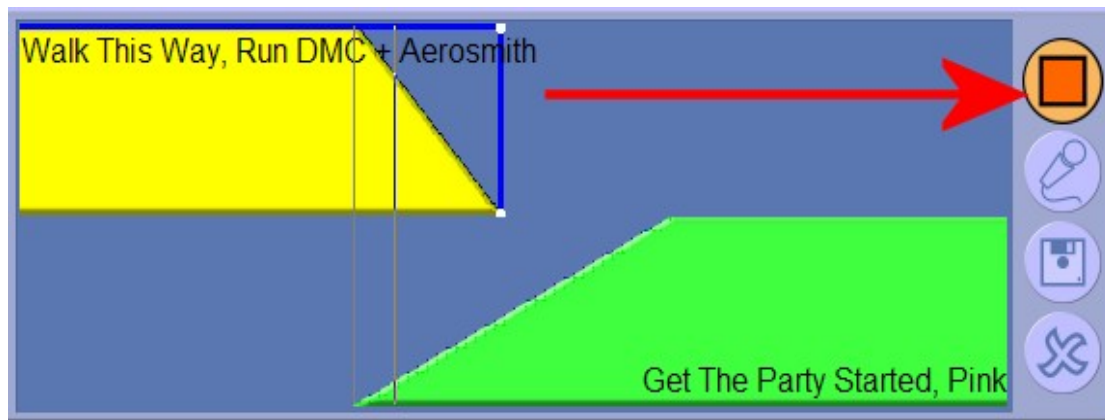
The Segue Editor in full mode will assume that it can use these Cart Players whenever it needs to, so it is important that if you are working on a Myriad Workstation that is 'live to air' then make sure you close the faders for the corresponding channels on your desk (and prefade / cue them if needed) at this stage.

In Mini Segue Editor mode, the Segue Editor will warn you prior to using Cart Players for reviewing purposes, but in Full Segue Editor mode, it assumes that you have decided to use the Segue Editor (by clicking the button) and that you have taken the necessary steps to ensure that the audio will play safely. You have been warned!

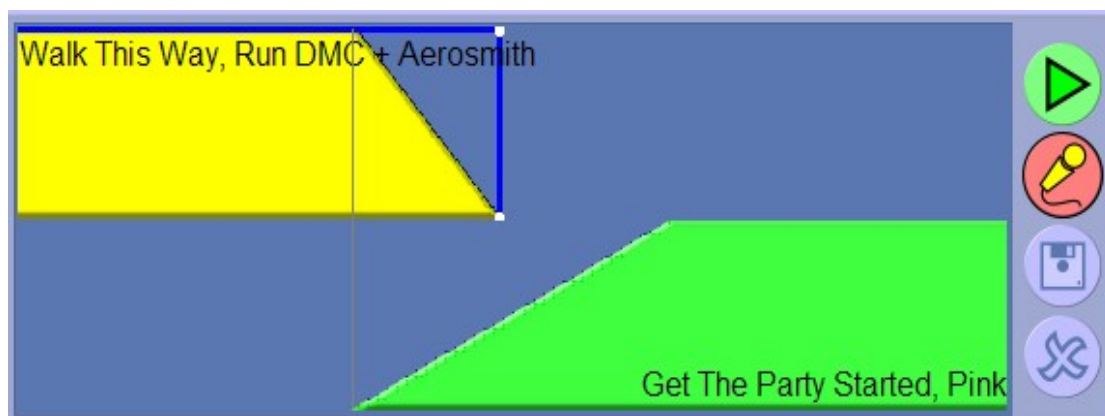
To review a segue, click on the Play button on the Segue Editor and playback will begin using the reserved Cart Players.



You can stop playback at any time by clicking on the Stop button (which replaces the Play button while it is playing).

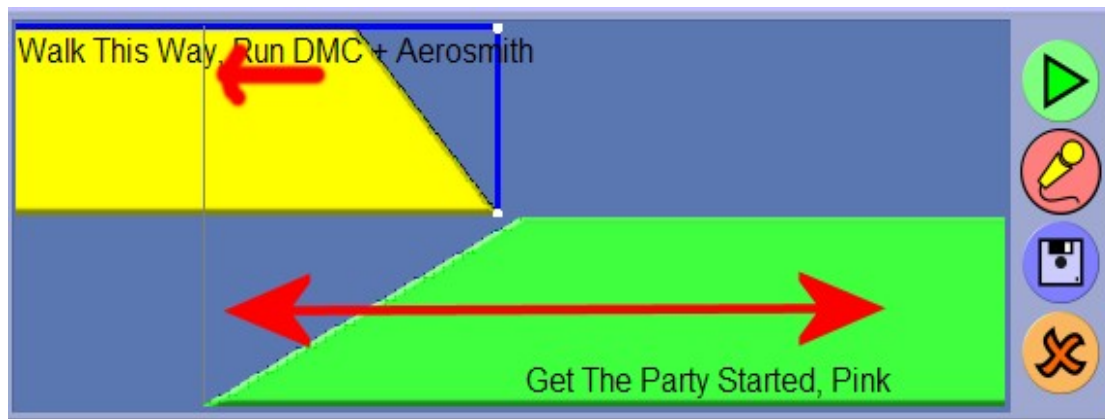


Adjusting Positioning and Fading in SegEdit Mode



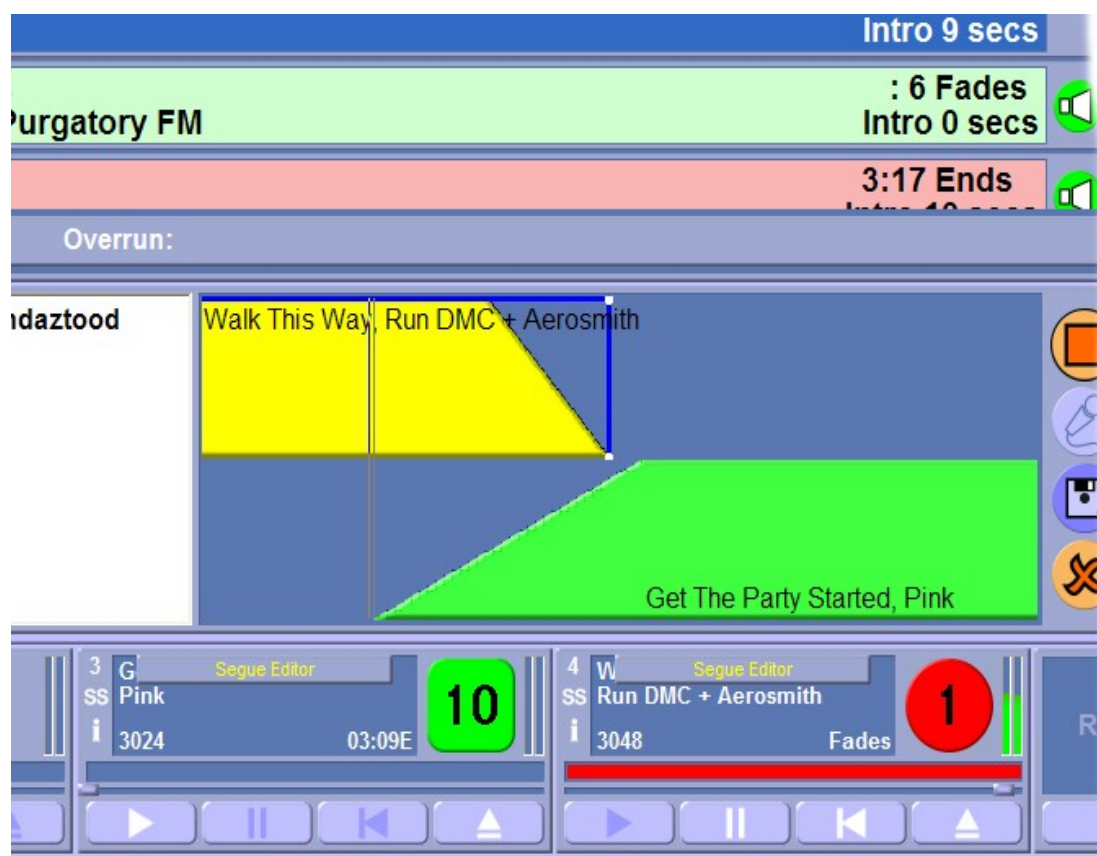
Once you are in full SegEdit mode, the Segue Editor works in exactly the same way as the Mini Segue Editor (see Mini Segue Editor). The currently highlighted Log Item is shown in the lower section of the Segue Editor (in green) and the previous Log Item is shown in the top section in yellow. As before, the downward slope on the top Log Item indicates the duration between the Extro point on the item and the very end of the audio file. The upward slope on the lower item represents the duration between the start of the Log Item and the Intro End point. The vertical line represents the segue point between the two Log Items and as we have not edited the segue yet, it will be at the previous Log Item's Extro point.

To edit the Segue point between the two items, use the left mouse button to drag the lower Log Item to the left or right.



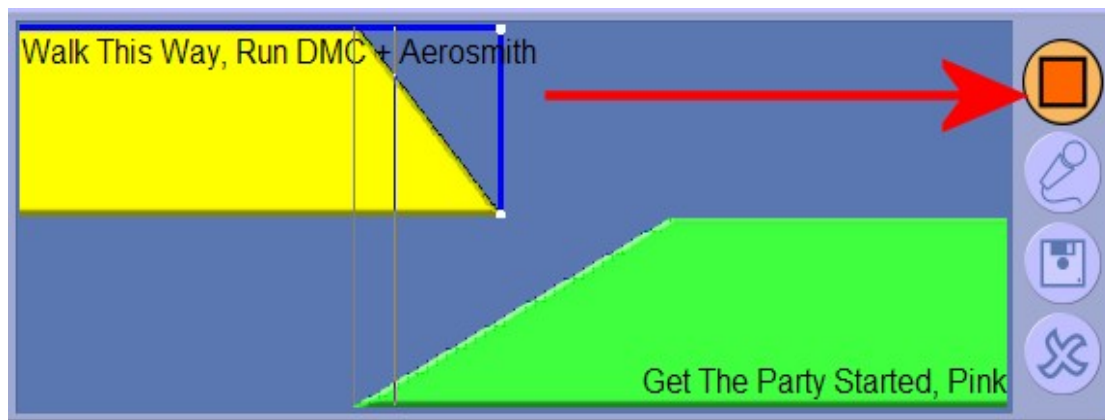
Note how the Segue Point moves with the start of the Lower Log Item.

CAUTION: when you release the Log Item, the Segue Editor will automatically begin playback of your newly edited segue in the Segue Editor reserved Cart Players.

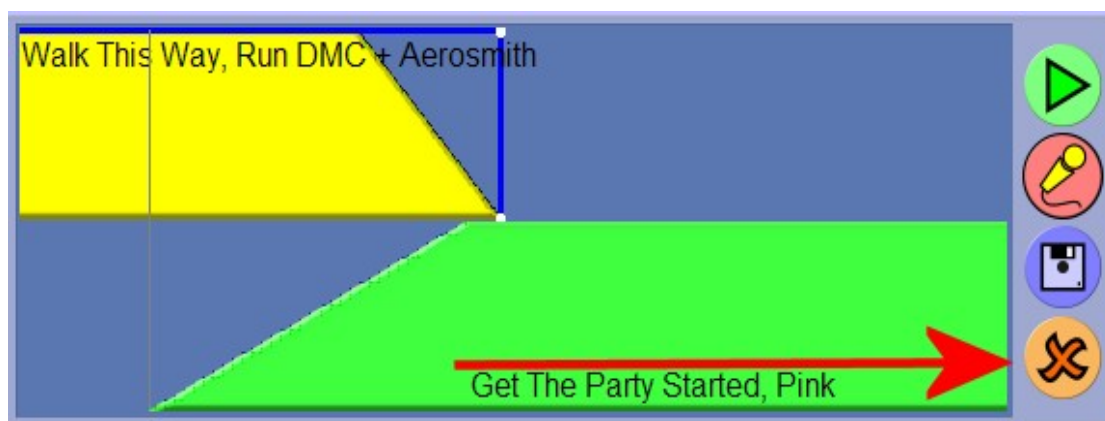


When you edit a segue using the Mini Segue Editor, you have to click on the Play button on the Segue Editor in order to review the segue but when you are in Full Segue Edit mode, Myriad assumes that you have taken steps to ensure that the reserved Cart Players are safe to use (i.e. you have pulled down the corresponding faders on your mixing desk).

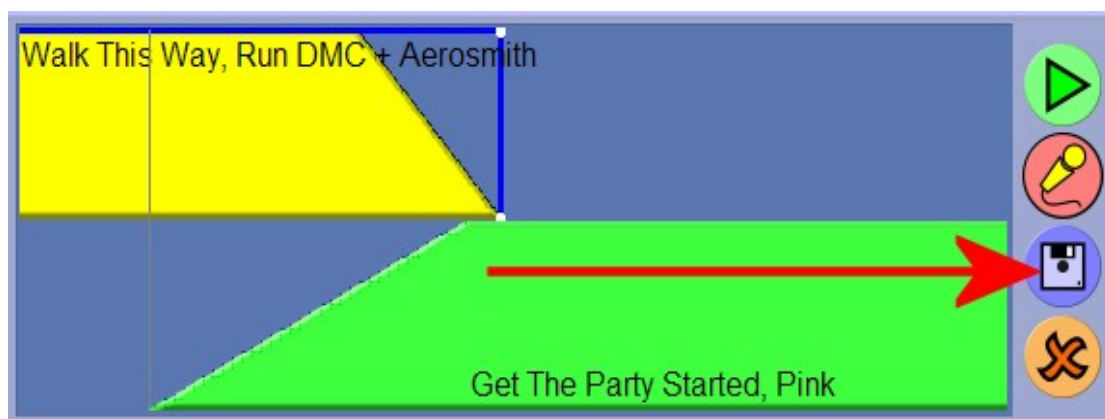
Once playback has started you can continue to edit the segue in the same way if needed. To stop playback, click on the Stop button.



If you wish to abandon your segue edit and return the segue to its original position, click on the abandon button.

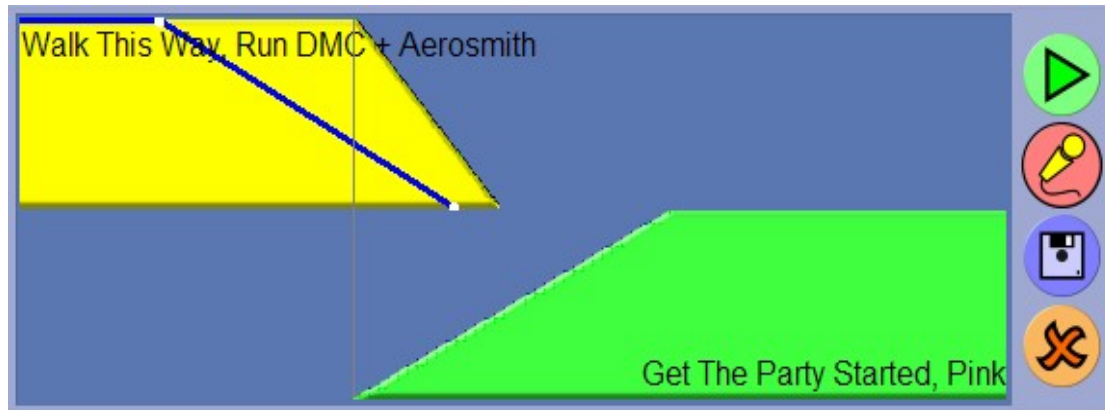


When you are happy, click on the Save button to save the new segue information to the Schedule Log.



You can also use this mode to edit the way in which the previous Log Item is faded out to allow for greater control of the segue. This is done by adjusting the fade 'envelope' (the blue line) on the upper section of the Segue Editor.

The fade 'envelope' consists of two editable points, one for the start of the fade and the other for the end. In the example above, the fade start and end are directly above each other and at the end of the audio file so effectively, Myriad will not fade the item at all. In the example below, the fade 'envelope' has been adjusted to start fading the item out earlier.



Note how the fade 'envelope' has been edited to start fading before the song reaches its Extro point and will be faded out completely before the end of the audio file is reached.

To edit the fade 'envelope' use the left mouse button to drag the fade start and end points to the left or right.





Again, you can use the Save button to save your edited fade 'envelope' and the Abandon button to discard your fade 'envelope' changes and return to the original state.

Recording A Voice Track (Link) Using the Segue Editor

The other primary use for the Segue Editor in full mode is to allow you to record Voice Tracks between Log Items to be played back by Myriad in one of the Active Payout modes.

The general Voice Tracking (as it is known) is used to add 'live' sounding voice links to automated payout to make the listener think that a presenter is presenting the show when in fact Myriad is playing a mixture of Log Items and pre-recorded voice links. The key factor is that when Voice Tracking, each voice link is recorded as if it were being done 'live' and specifically for the Log Items that it is positioned between. Myriad then plays the Voice Tracks exactly as they were recorded meaning that they should be indistinguishable from the 'real thing'.

In practice, the Voice Tracking process is very simple to allow the presenter to concentrate on the content of their links and not the buttons they are pressing. In general, the entire process can be controlled by one button, and each stage happens automatically. The process is:

1. Click on the SegEdit button to open the Segue Editor in full mode.
2. Highlight the Log Item that you want to be playing at the end of your Voice Track. You can use the GoTo button on the Main Tab Strip to jump to a specific time and date in the Schedule Log if you need to.
3. Press one of the following to start the Voice Tracking process:
 - Click on the Voice Tracking button on screen .
 - Press the <Space Bar> (make sure that the Log Screen was the last screen you clicked on as you do not want to accidentally trigger an Audio Wall play).
 - Press the <Ctrl>+<Space Bar> (this method works whichever screen you clicked on last).
 - Press the Segue Step button on your Myriad keyboard.
4. Whichever method you chose, the result will be the same, the last few seconds of the previous Log Item will play using the first reserved Cart Player.
5. When you are ready to record your link, put the 'mic' fader up and start speaking. Myriad will automatically detect the incoming audio level and start recording into the next free Cart in the Voice Tracking Cart Range (see Settings Menu > Station Database Settings > General tab). If you have not configured Myriad to start from a 'trigger' audio level, or you wish to start recording manually, click on the Record button  (which takes the place of the Voice Tracking button) or press either one of the <Space Bar> or <Ctrl>+<Space Bar> button options to manually start recording.

6. When you are ready to start the next Log Item playing, click on the Play



Next button or press the <Space Bar> or <Ctrl>+<Space Bar> keyboard options (or the Segue Step button on your Myriad keyboard).

7. When you have finished your Voice Track, click on the Stop button

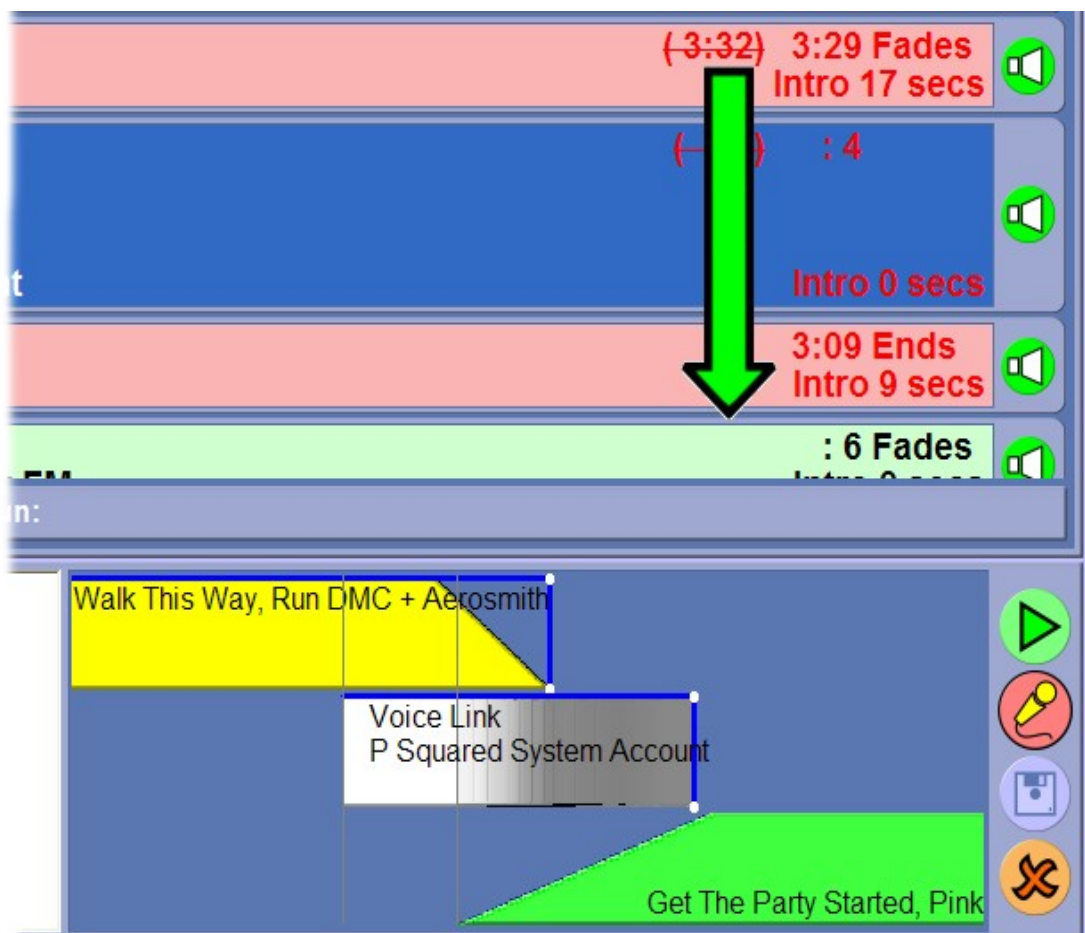


or press the <Space Bar> or <Ctrl>+<Space Bar> options (or the Step Segue button).

8. You will then be asked to confirm whether you wish to save the recorded audio (and the Voice Track information) or whether you wish to discard it. Click on Yes to keep the Voice Track or No to discard it.

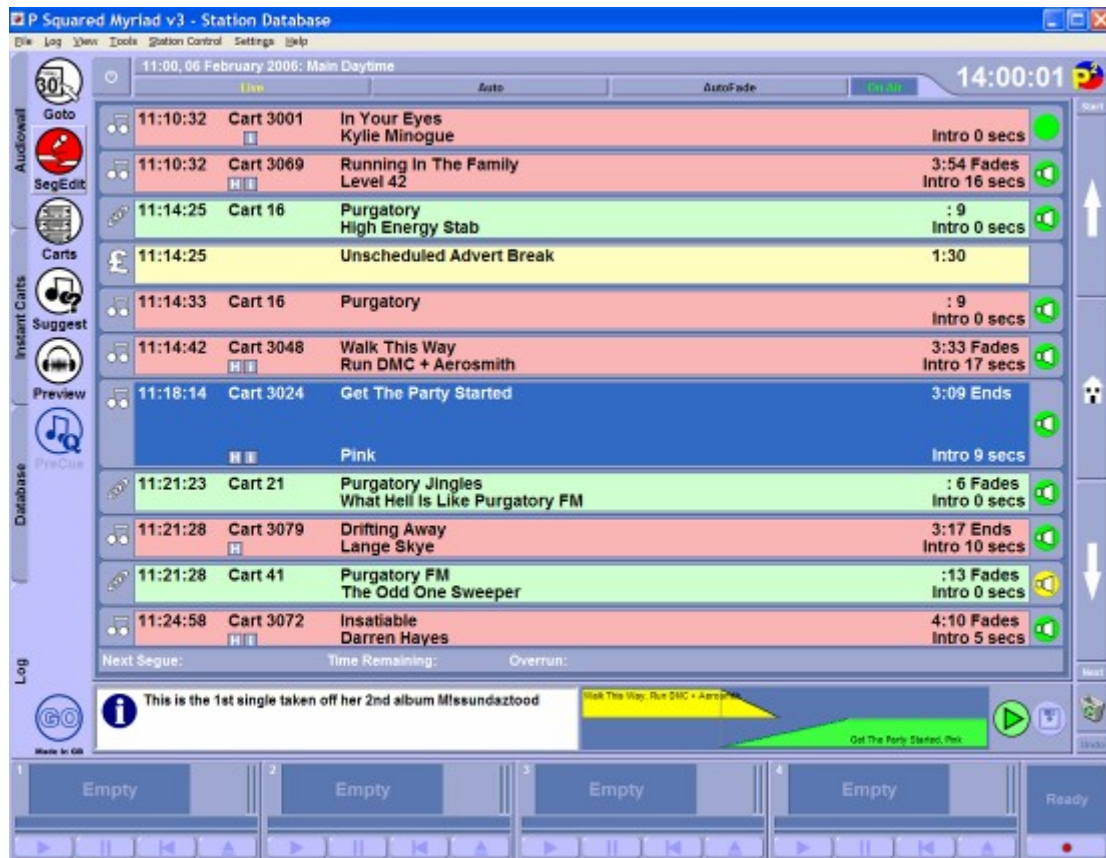


9. Your finished Voice Link has been recorded to the Audio Wall and the relevant details have been added to the Schedule Log.

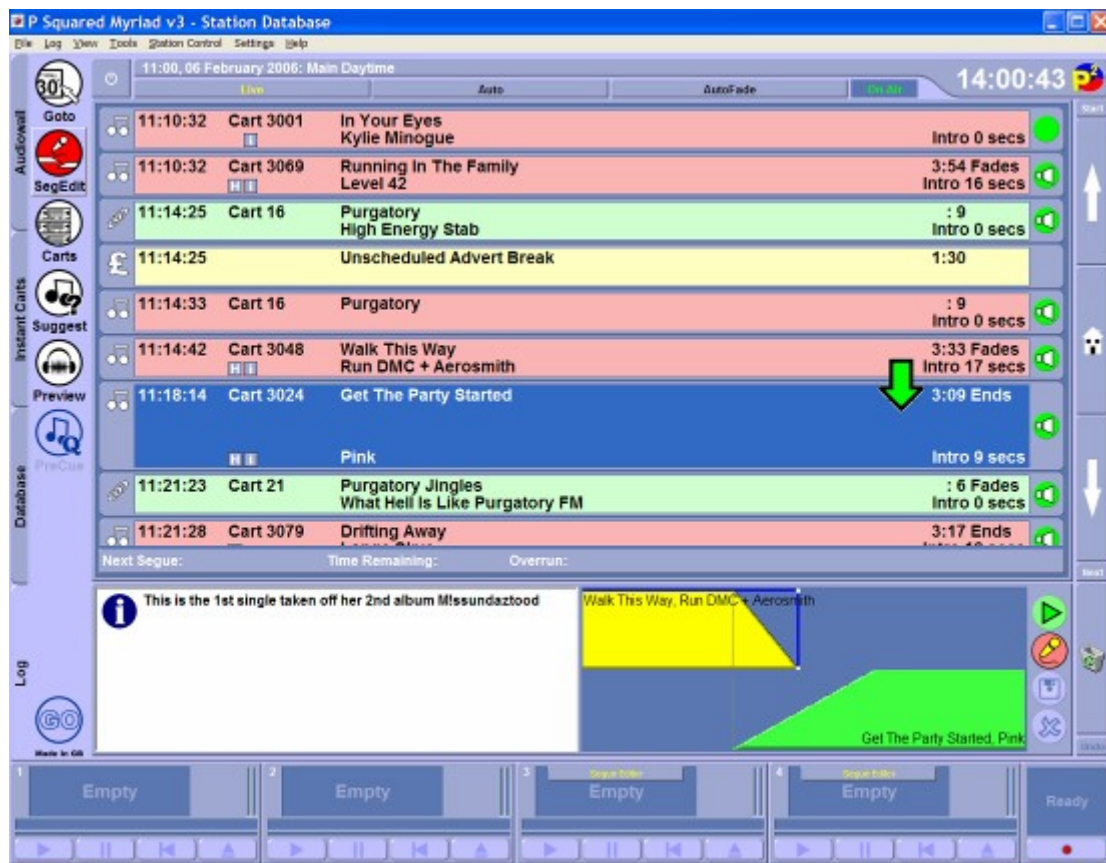


Note how the large green arrow on the Schedule Log shows the Log Items that are displayed in the Segue Editor.

This may seem a little complicated in the above example but that is because there are a number of different methods that you can use to step through the Voice Tracking process. Let's look at the process again but this time we will just assume that we are working with a single screen Myriad workstation and that the Log Screen is on display. In this instance, we can use the <Space Bar> to step through the entire process.

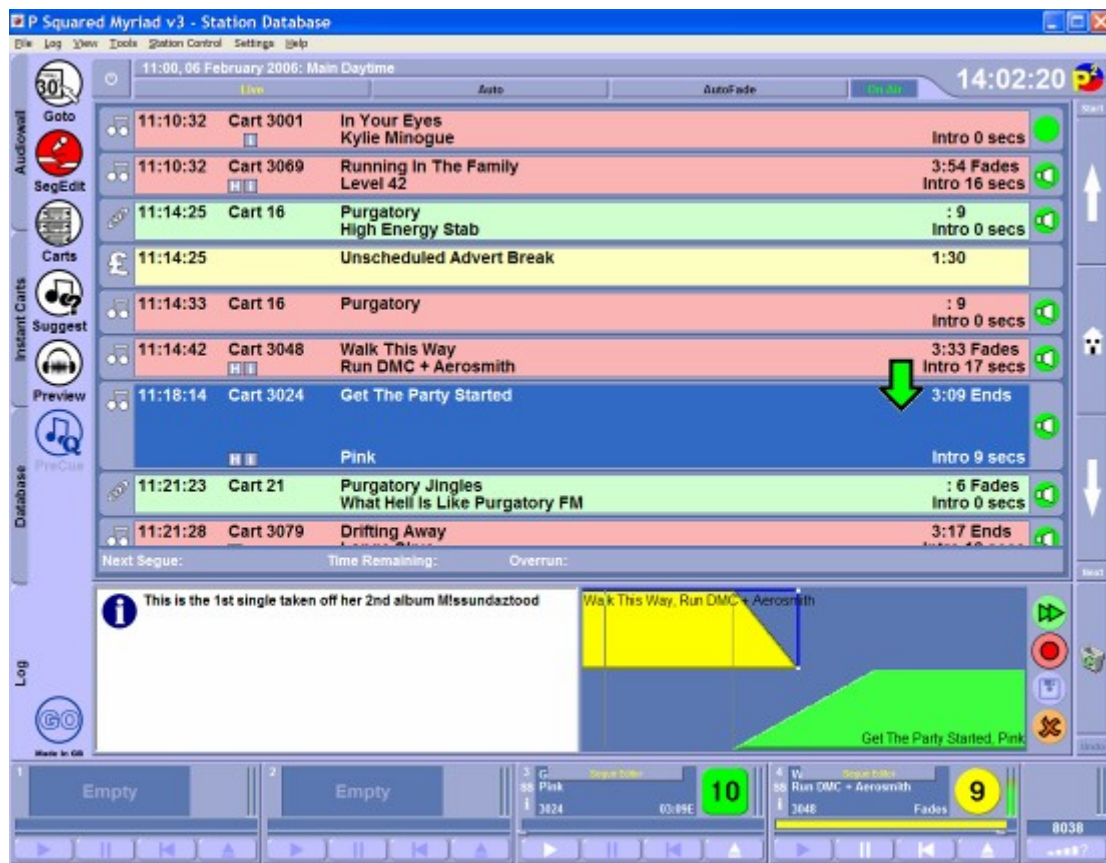


Firstly, click on the SegEdit button to open the Full Segue Editor.



Ensure that the highlight is on the Log Item that you want to be playing when you finish your link.

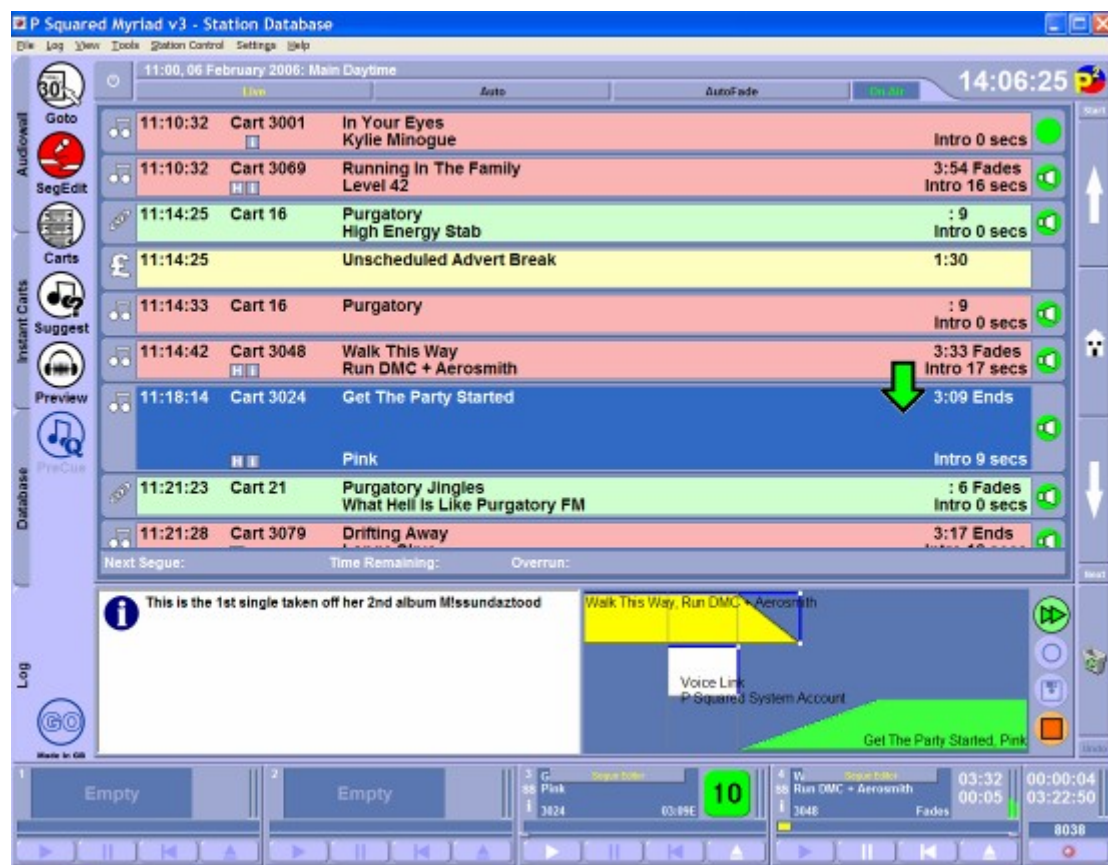
Now press the <Space Bar>



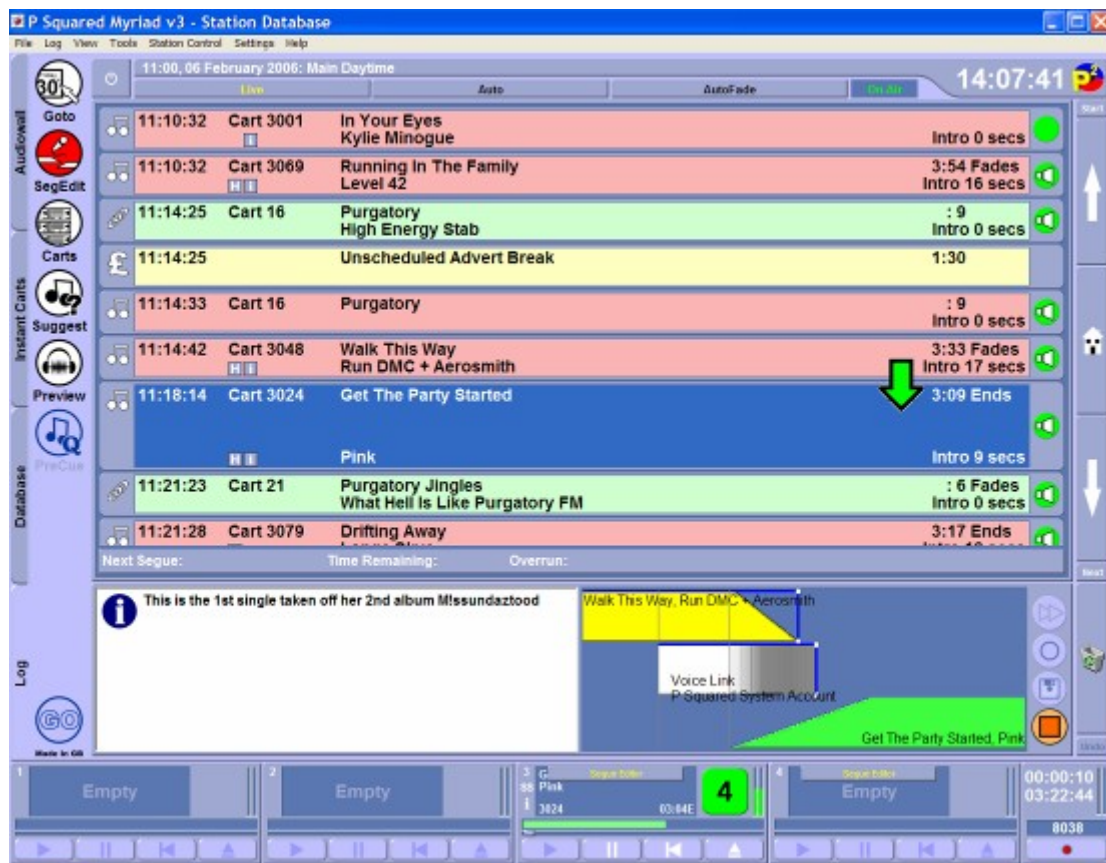
The end few seconds of 'Run DMC' starts playing in one of the reserved Cart Players.

Let's assume that we have configured Myriad to record from a 'trigger' audio level when working with the Segue Editor. In this configuration, Myriad will automatically assign the first free Cart in the defined Voice Segue Cart Range (all configured on the Settings Menu > Station Database Settings > General tab) and start recording as soon as the incoming audio level exceeds the defined 'trigger' level.

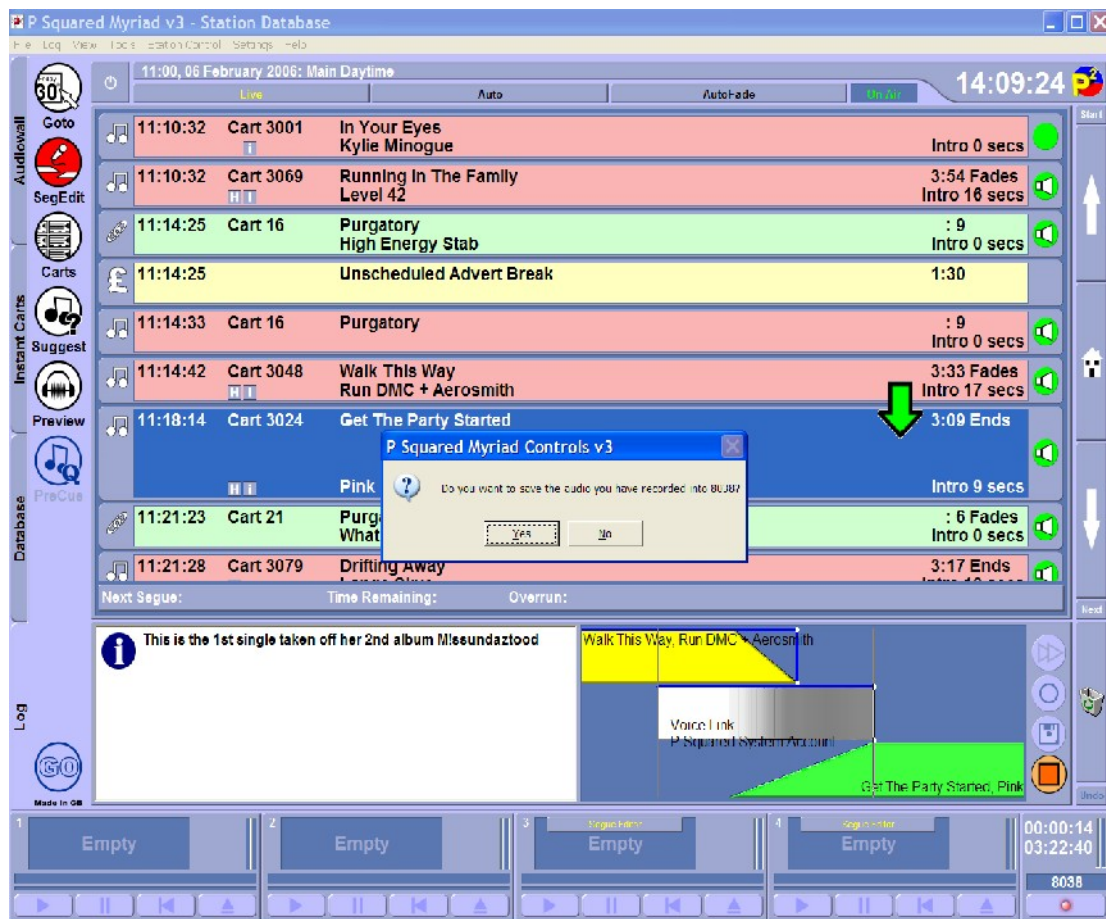
So to start recording our voice link, we put the 'mic' channel fader up (on our mixing desk) and start speaking.



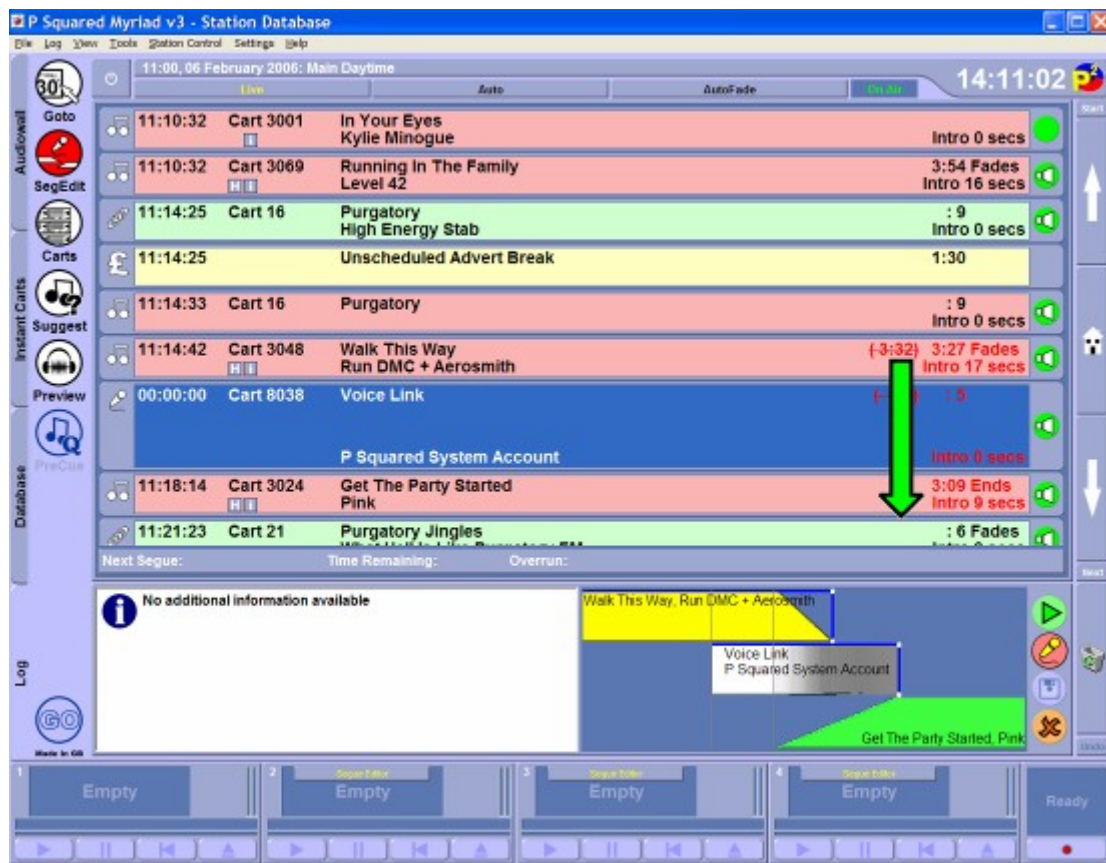
Next we want to start the next Log Item playing. Once again, hit the <Space Bar> to start playback.




Currently, Myriad is still recording your voice and the next Log Item has been started. You can use the Cart Players to talk right up to the Intro End on the Song if you like but either way, as soon as you don't want to speak any more, press the <Space Bar>, halt playback and decide whether you wish to keep or discard the Voice Track.

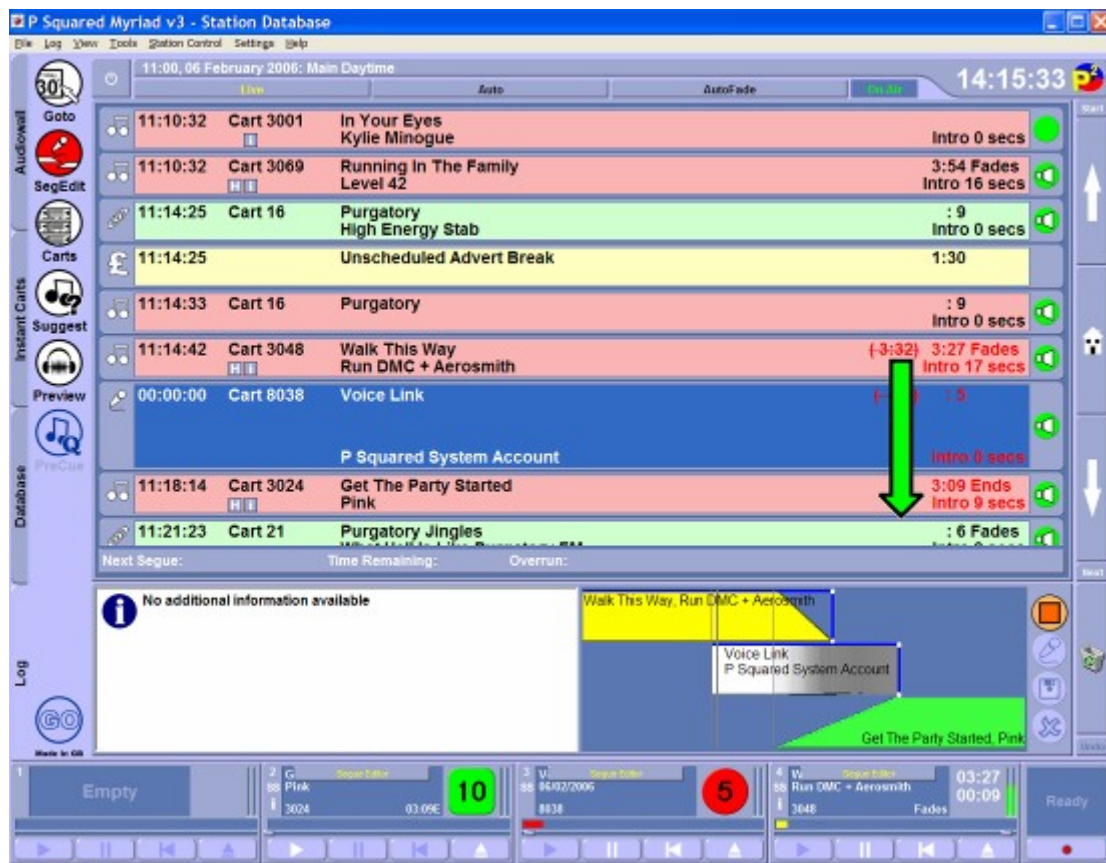


You can click on the Yes button to keep the Voice Link or the No button to discard it, or, because the Yes button has focus, you can also press the <Space Bar> to keep the link.



As you can see, the Voice Track has been added to the Schedule Log and the details are displayed in the Segue Editor.

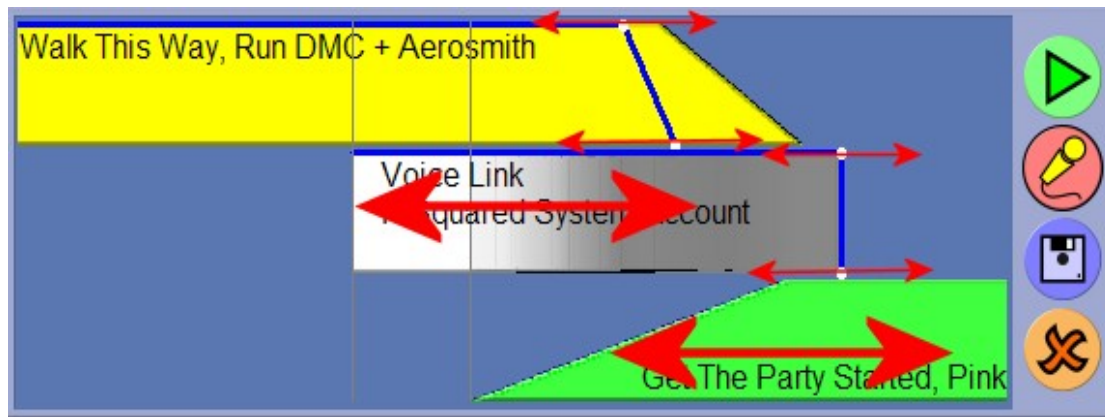
You can review the Voice Link by clicking on the Play button . The Link will be played in reserved Cart Players.



NB: If Myriad is on an Active Playout Mode then it will always ensure that there are at least two Cart Players available for general playout, so if you only have four Cart Players (as above) and you review a Voice Track whilst also in any Active Playout mode then Myriad will only reserve a maximum of two Cart Players for the Segue Editor. Myriad will still allow you to review segues under these circumstances but it will not be an accurate representation of how it will sound when it is eventually played out on air. If you are not in an Active Playout mode (as in the screen shot above) then Myriad can reserve three Cart Players and will provide an accurate recreation of the Voice Link.

If we leave this link as it is, Myriad will play it back exactly the way we recorded it in Active Playout mode so if we had been singing along to the vocals, that is what will go out 'on air'. Myriad will even automatically 'duck' the volume of the two songs whilst the Voice Track is playing to allow the voice to 'travel' over the songs.

Alternatively, we can use the Segue Editing and fade 'envelope' editing techniques we discussed earlier to move any of the Log Items involved with our Voice Link around and change the fade points on the previous Log Item and Voice Link.

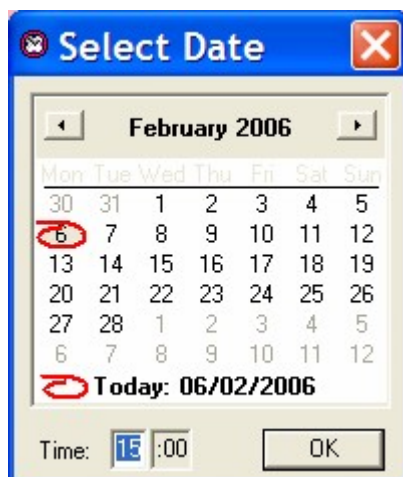


Using these techniques, you can tidy up any gaps in your voice link, fade out the previous song early and generally make it as tight sounding as you like. When you have finished, click on the Save button to commit your changes to the Schedule Log.

GoTo

The Goto button allows you to select a time and date in the Schedule Log that you wish to view or work with.

To use this feature, click on the GoTo button and then select the date and time that you wish to GoTo using the popup window.



Once you have selected the time and date you wish to jump to, click on the Ok button. Myriad will then automatically jump to the Hour Start Marker for selected hour.

| | | | | |
|----------|-----------|---|---------------------------|--|
| 14:58:18 | Cart 3051 | Summer Nights John Travolta Olivia Newton John | 3:33 Ends Intro 8 secs | |
| 15:00 | LIVE | Mon 06 February 2006, Main Daytime | 1:00:10 | |
| 15:00:00 | Cart 6 | Ever Wondered What Hell Samples | :15 Ends Intro 0 secs | |
| 15:00:15 | Cart 3028 | Crying at the Discoteque | 3:50 Ends | |

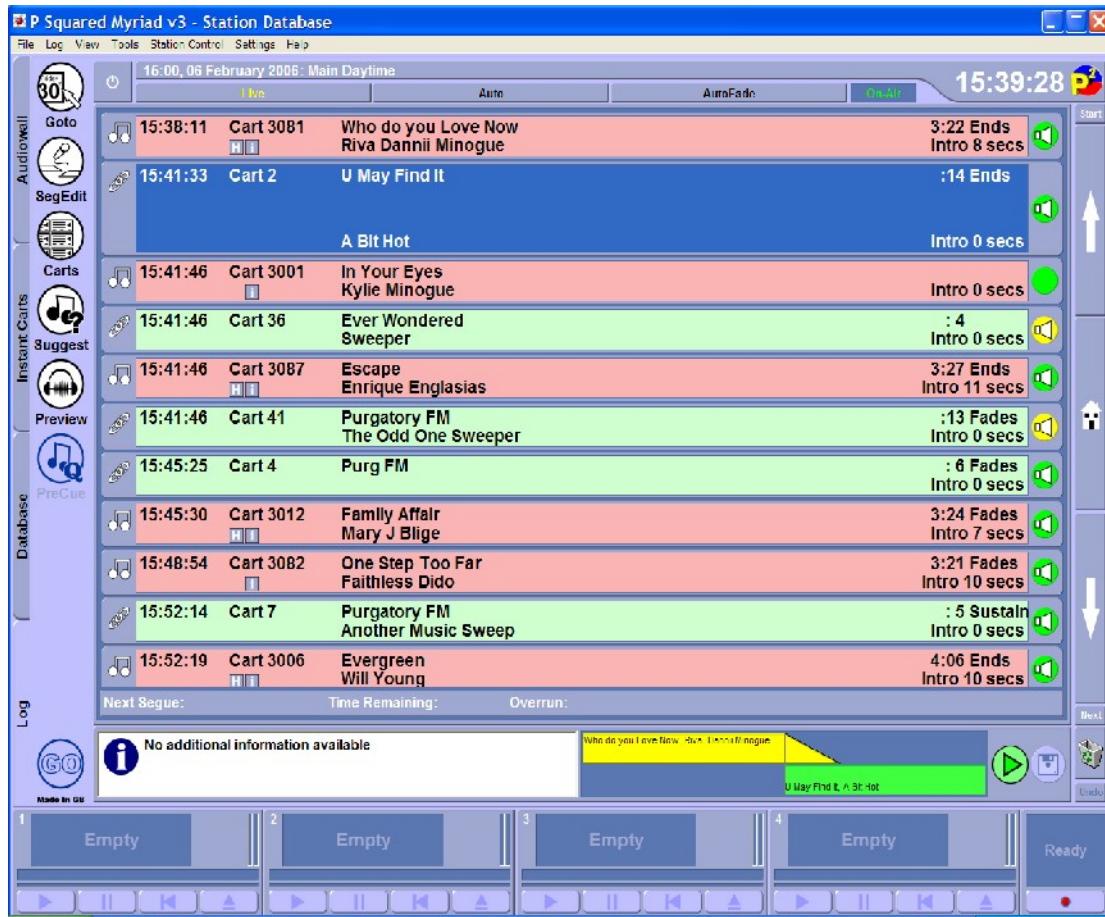
Working with the Log Screen

In this section we will run through some of the more common tasks you will face when using the Log Screen. This section assumes that you are familiar with the screen layout and terminology used on the Log Screen and also you are familiar with the basic concept. If you are unsure, it may be worth reviewing the What Is the Log Screen and Log Screen General Screen Layout sections earlier in this Chapter.

Switching From Standby to an Active Playout Mode (and back again)

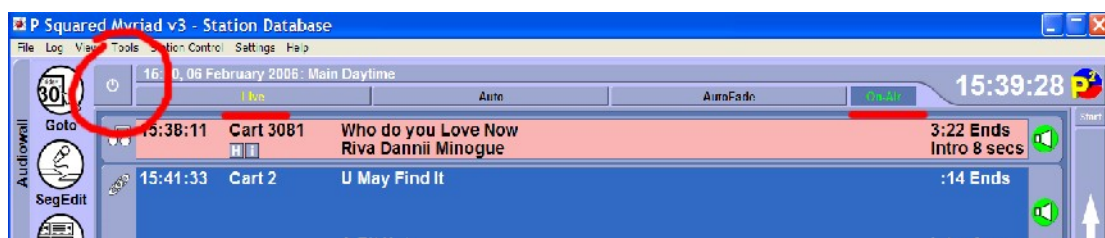
The first thing we will look at is how to switch between Standby mode and one of the five Active Playout modes (see Playout Mode Buttons for more details).

The screen shot below shows Myriad in a single screen configuration with the Log Screen selected.



Note that the workstation currently has On Air Control (is On Air) and so the Live, Auto and AutoFade playout mode buttons are visible. If we did not have On Air Control then only Live Preview and Auto Preview buttons would be visible.

Note that the Live Playout Mode is in yellow text which indicates that it is the default Playout Mode for the currently selected hour in the Schedule Log.



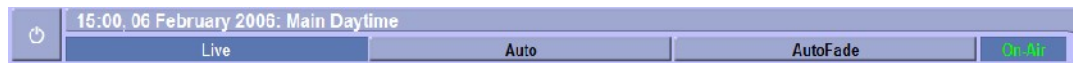
To switch Myriad from Standby Mode to one of the available Active Playout Mode, use one of the following methods.

- **The Power Button** – If you click on the Power Button (top left), Myriad will automatically switch the default Playout mode for the hour (in this case Live mode), cue the currently highlighted Log Item in a Cart Player and display a 'Waiting For Go' message in the Notes panel. To

start Active Payout, press the Go button (or press play on the Cart Player the Log Item is loaded on to).

- **Manually Select A Payout Mode** – You can also manually select an Active Payout Mode by clicking on one of the three Active Payout Mode buttons (i.e. Live, Auto or AutoFade). When you click on one of these buttons, Myriad will switch to the selected Active Payout mode and cue the selected Log Item into a free Cart Player. You then press the Go button or press the Play button on the Cart Player being used to start Active Payout.

Please note that while you are in an Active Payout Mode, the corresponding Payout Mode button remains depressed to indicate which mode you are in.



If your workstation does not have On Air Control (is Off Air) then both of the methods above will still work but only Preview Live and Preview Auto Payout Modes will be available.



If you are in an Active Payout Mode and you want to drop back to Standby mode, you pretty much do the same thing but in reverse. The options are:

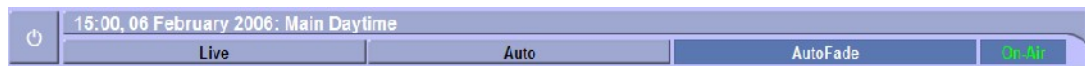
- **The Power Button** – Clicking on the Power button when in an Active Payout Mode will cause Myriad to drop back to Standby mode. The currently playing Log Item will continue playing but no further Log Items will be played while Myriad remains in Standby.
- **Manually Deselect A Payout Mode** – You can switch from an Active Payout Mode back to Standby by clicking on the depressed Payout Mode button. The currently playing Log Item will continue to play but no further Log Items will be played whilst Myriad remains in Standby mode.

Switching Between Active Payout Modes (on the fly)

Once you are in one of the five Active Payout Modes, you can switch to one of the other available modes at any time by simply clicking on the corresponding Active Payout Mode button.



In the example above, Myriad is in Live mode. To switch to AutoFade mode, simply click on the AutoFade button.



To switch back to Live, just click on the Live button again!

Switching Station (On Air) Control

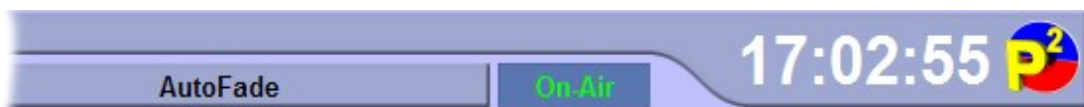
As outlined in the On Air Control Overview section of this Chapter, Myriad can be configured to allow only one workstation to be classed as 'on air' at a time. This allows you to compile more accurate 'as played' logs for copyright report bodies or internal use. It also allows you to switch control of external software such as OCP and Myriad STS between Myriad workstations without changing any settings.

The default setting for Myriad is to use Simple On Air Control where only one Myriad workstation has On Air Control at any one time and On Air Control is passed from workstation to workstation using the On Air / Off Air button.



In the example above, the workstation currently does not have On Air Control so the indicator shows 'Off Air' status.

To take On Air Control, simply click on the On Air / Off Air Control button.



To release On Air Control, click on the On Air / Off Control button again.

Please note that Myriad can be configured so that the workstation that has On Air Control has to release it before another workstation can take control. If this is the case then you will see a message box that explains the situation when you attempt to take On Air Control. Myriad can also be configured so that a single workstation always has control or never has control in which case the On Air / Off Air button will not be visible at all.

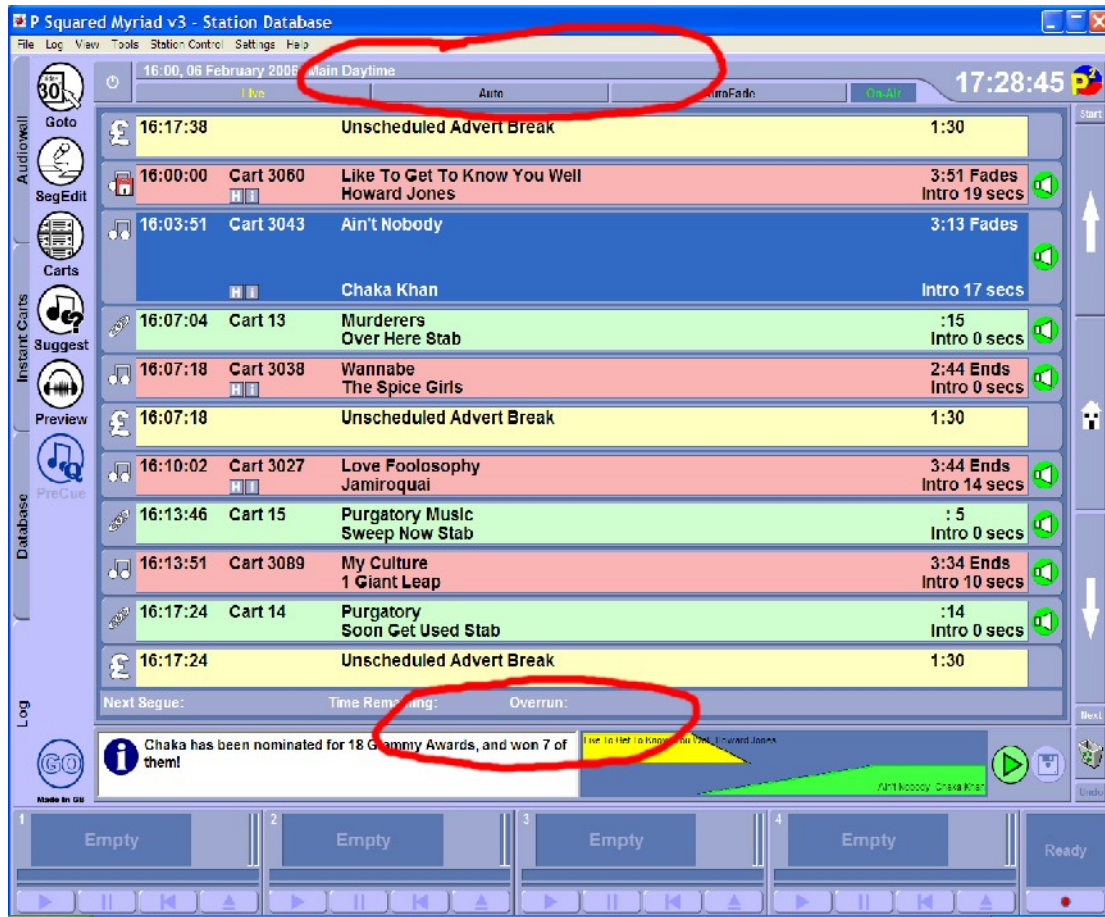
Moving Log Items Around In the Log

To move Log Items around with the Schedule Log, simply use the left mouse button to drag them up or down the Log to the desired place.

| | | | | | |
|---|----------|-----------|------------------------------|---------------|---|
| £ | 17:10:18 | | Unscheduled Advert Break | 1:30 | |
| 📺 | 16:52:53 | Cart 3060 | Like To Get To Know You Well | 3:51 Fades | 🔊 |
| | | | Howard Jones | Intro 19 secs | |
| 🎵 | 16:56:44 | Cart 3043 | Ain't Nobody | 3:13 Fades | 🔊 |
| | | | Chaka Khan | Intro 17 secs | |
| 🎬 | 16:59:57 | Cart 13 | Murderers | :15 | 🔊 |
| | | | Over Here Stab | Intro 0 secs | |
| £ | 16:59:57 | | Unscheduled Advert Break | 1:30 | |
| 🎵 | 17:00:11 | Cart 3027 | Love Foolosophy | 3:44 Ends | 🔊 |
| | | | Jamiroquai | Intro 14 secs | |
| 🎬 | 17:03:55 | Cart 15 | Purgatory Music | :5 | 🔊 |
| | | | Sweep Now Stab | Intro 0 secs | |
| 🎵 | 17:04:00 | Cart 3038 | Wannabe | 2:44 Ends | 🔊 |
| | | | The Spice Girls | Intro 0 secs | |
| 🎵 | 17:06:44 | Cart 3089 | My Culture | 3:34 Ends | 🔊 |
| | | | Instant Leap | Intro 10 secs | |
| 🎬 | 17:10:18 | Cart 14 | Purgatory | :14 | 🔊 |
| | | | Soon Get Used Stab | Intro 0 secs | |
| £ | 17:10:18 | | Unscheduled Advert Break | 1:30 | |

Once you have clicked on a Log Item and dragged it up or down the Log, a thick brown line indicates the position in the Schedule Log that the item will be dropped in when you release the left mouse button.

If you need to move a Log Item further up or down the Schedule Log than is currently visible then you can scroll up or down the log by dragging the Log Item in the area directly above or below the main Schedule Log Area.

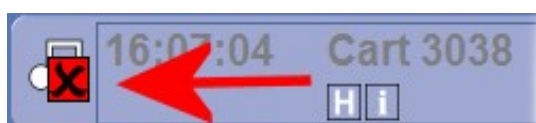


Deleting Log Item from the Schedule Log

There are a number of options open to you if you want to delete Log Items from the Schedule Log, but before we get to that we need to review the difference between a Soft Delete and a Permanent Delete. When you Soft Delete a Log Item, it remains in the Schedule Log but appears 'greyed out'. In this state, Myriad will not play it and treat it as it is not in the Log at all but you can restore it to the log at any time (see below). When you Permanently Delete a Log Item it is removed from the Schedule Log altogether.

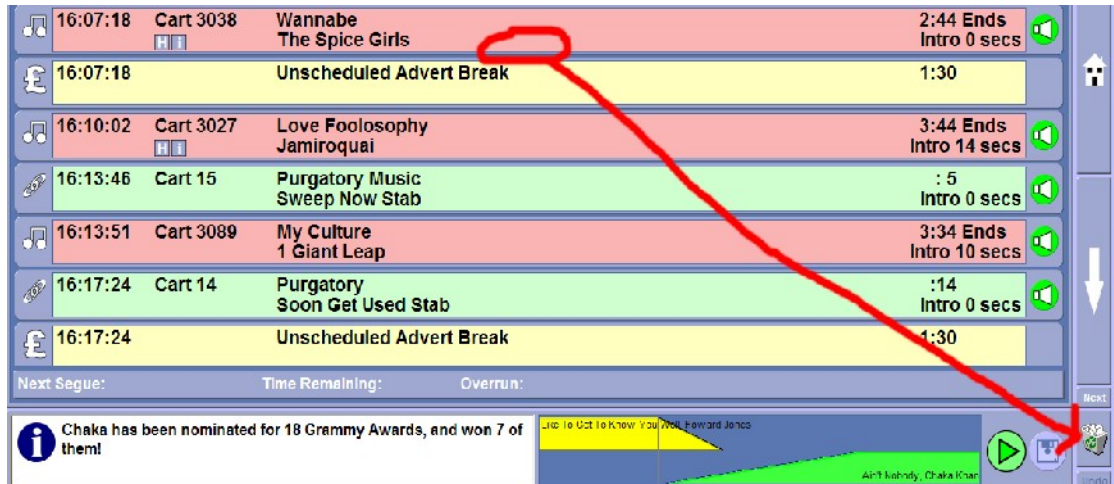
The options for deleting Log Items from the Schedule Log are outlined below:

- **Soft Delete Using The Log Item Type Icon** – You can Soft Delete a Log Item by clicking on the Log Item Type Icon. The Log Item will be Soft Deleted and the Type Icon will have a red cross through it.



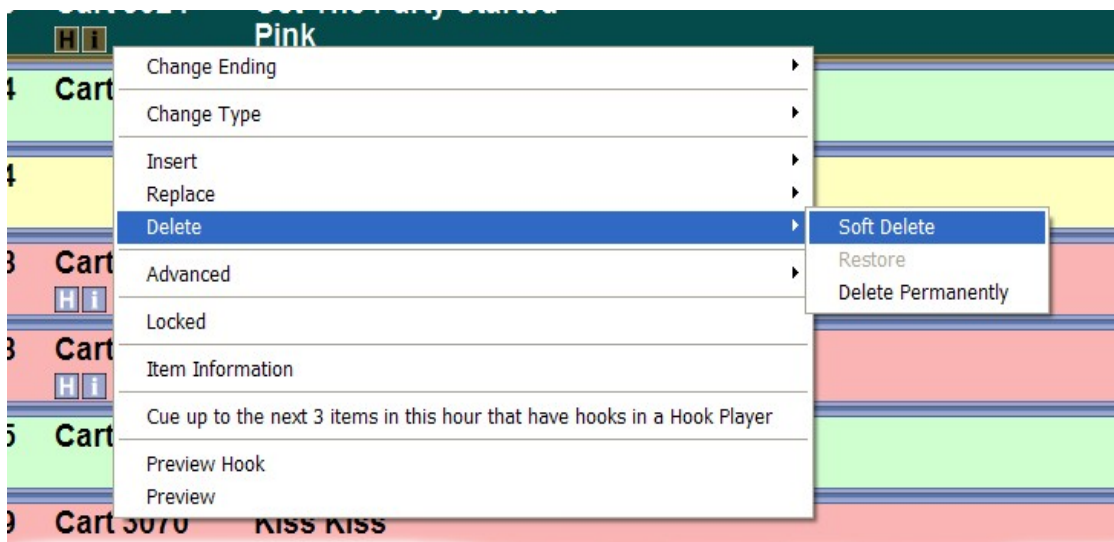
You can restore a Soft Deleted Log Item by clicking on the Log Item Type Icon again.

- **Permanently Deleting Using The Trash Can** – You can Permanently Delete a Log Item by using the left mouse to drag the Log Item to the Trash Can icon on the bottom right of the screen.



You can restore the last Permanently Deleted Log Item back to the Schedule Log by clicking on the Undo button located directly below the Trash Can.

- **Using The Right Click Menu** – You can use the Right Click menu to Soft or Permanently Delete a Log Item or to restore a previously Soft Deleted Log Item.



Adding a Voice Track to a Show

This is covered in detail in the SegEdit section of this Chapter but here is a brief recap. In this example, we will assume that Myriad is configured to use 'trigger' audio level recording.

1. Use the GoTo button on the Main Tab Strip to enter the time and date that you wish to work with in the Schedule Log.
2. Click on the SegEdit button to enter Full Segue Editor mode.
3. Highlight the Log Item that you want to be playing at the end of your Voice Track.
4. Ensure that the faders are down for the reserved Cart Player channels that the Segue Editor is going to use.
5. Press the <Space Bar>, Myriad will automatically start playback of the last few seconds of the previous Log Item.
6. When you are ready to start recording, put the 'mic' fader up and start speaking. Myriad will automatically start recording into a free Cart in the Voice Tracking Cart range.
7. Press the <Space Bar> again to start playback of the next Log Item.
8. When you have finished speaking, press the <Space Bar> to end recording and playback. You will now be asked to confirm the Voice Track.
9. Press the <Space Bar> one final time to save the Voice Track and add it to the Schedule Log.

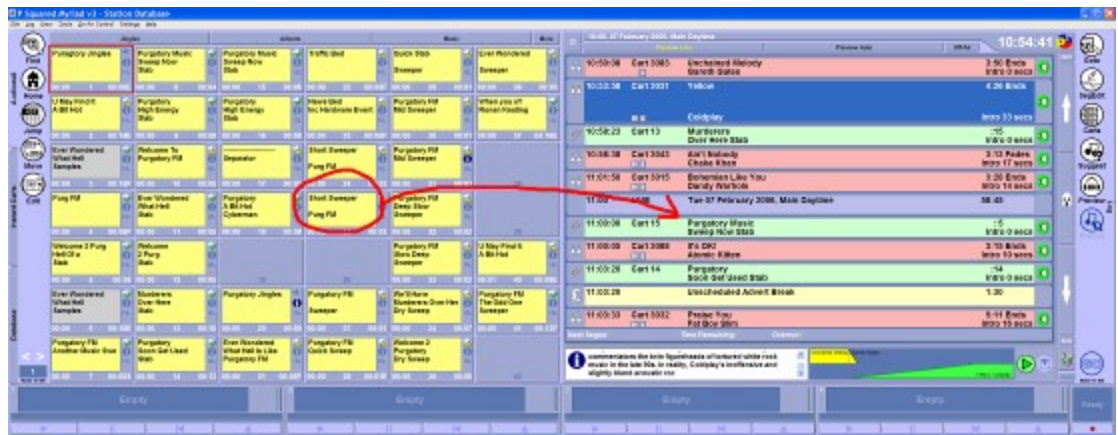
You can review your Voice Track using the Play button on the Segue Editor, the link will be reviewed using the reserved Cart Players. You can change the segue points in the link by dragging the Voice Track and next Log Item to the left and right in the Segue Editor. You can also use the fade 'envelope' to change the way the fading will work. When you have finished editing your Voice Track, click on the Save button.

Adding / Replacing Items to the Schedule Log

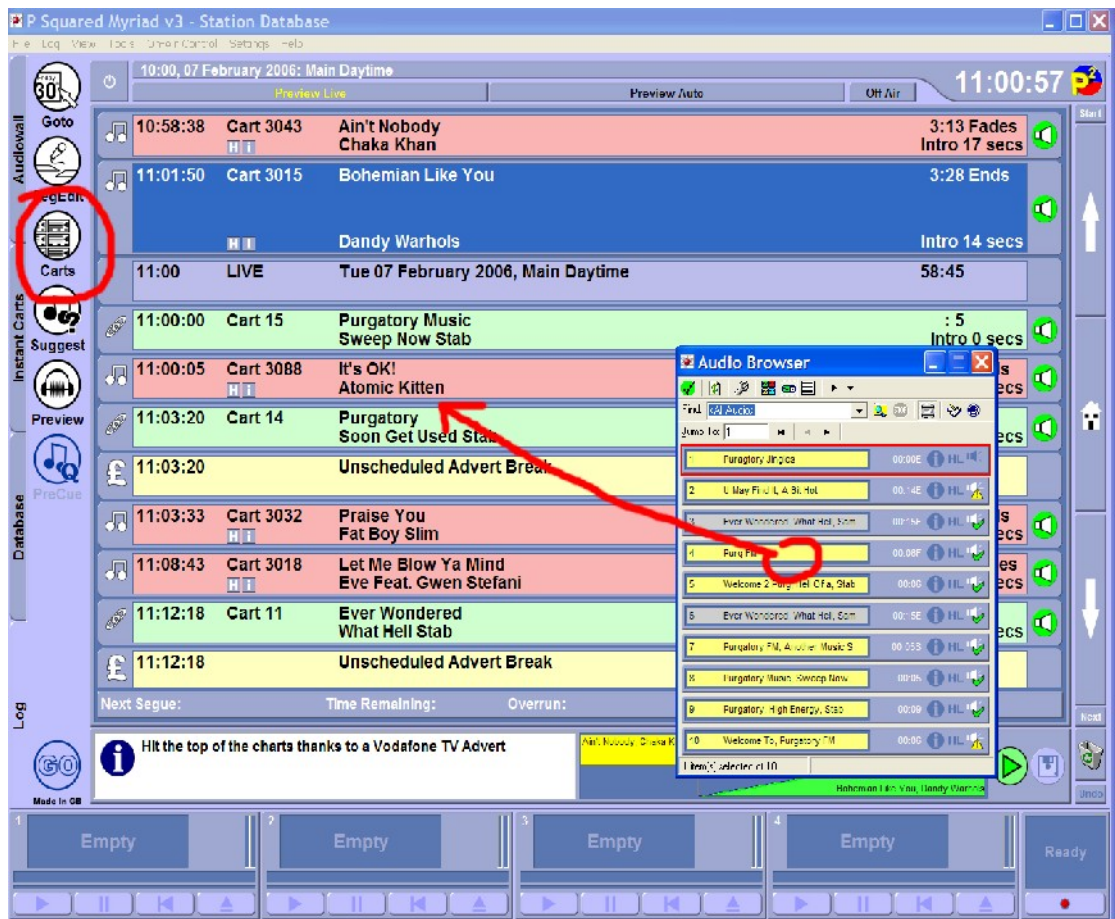
As well as moving Log Items around and deleting items, you can also add Log Items to the Schedule Log if you have enough access rights.

There are actually several methods that can be used for adding Log Items depending on your system set up and the type of Log Item that you want to use. Here are your options:

- **Drag Carts From The Audio Wall** – The first and simplest method is to drag Carts that you want to add to the Schedule Log directly from the Audio Wall. If you have a dual screen set up then you can drag directly from the Audio Wall on the left hand screen in to the Log Screen on the right.

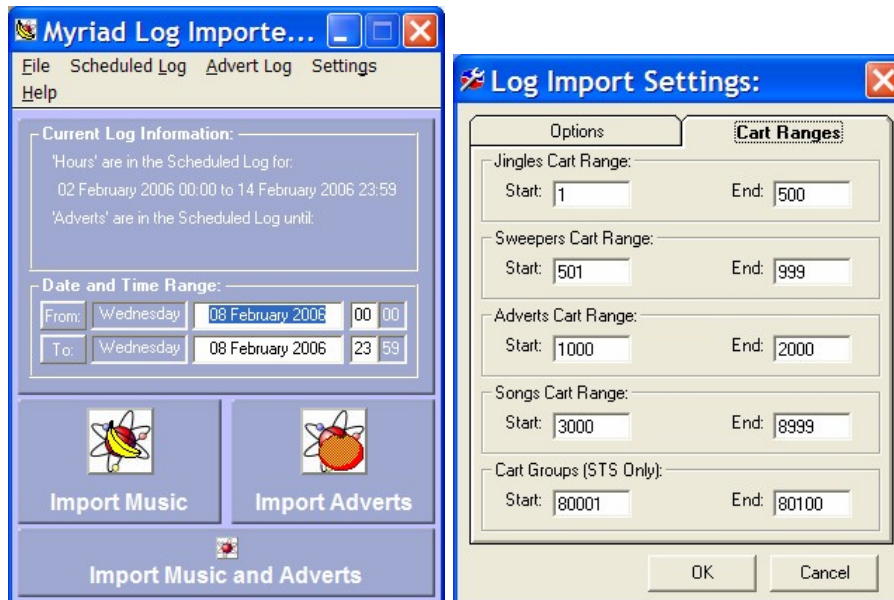


If you are working on a single screen system then you will have to use the Carts button on the Main Tab Strip to access the Audio Browser. Once the Audio Browser is open, you can drag Carts from the browser into the Schedule Log.



Whether you are using single or dual screen configurations, Carts added to the Schedule Log by dragging will automatically be checked against the Database (see Chapter 4 - The Database Screen) and if they are found listed as Songs or Links then they will be added to the Schedule Log as a Song or Link Log Item as appropriate. If you are

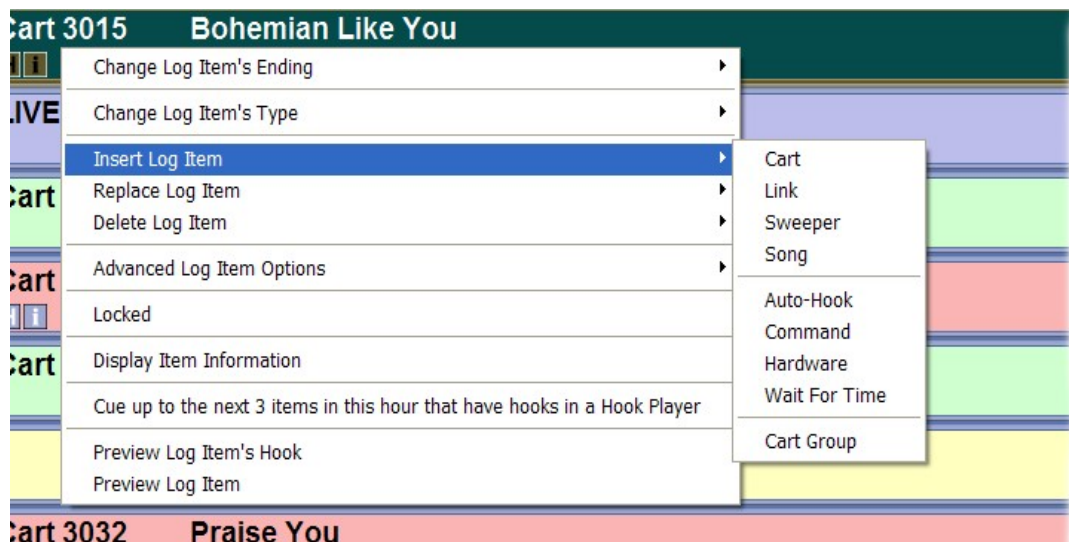
using a 3rd party music scheduling system and the Myriad Log Importer to import the Schedule Logs then you can set up Cart Ranges to tell Myriad where Carts of different types are stored on the Audio Wall. These will then be used to determine Log Item Types when dragging Cart from the Audio Wall. To set the Cart Ranges, run the Myriad Log Importer, click on the Settings > Log Import Settings menu option and select the Cart Ranges tab.



- **Drag From Other Areas In Myriad** – You can also drag in Log Items from several other areas in Myriad. These include:
 - The Database Screen
 - The Find Cart Window
 - The Jump To Cart Preview
 - The Pad List

Pretty much any areas in Myriad that contains Carts or a list of Carts will also allow you to drag them into the Schedule Log.

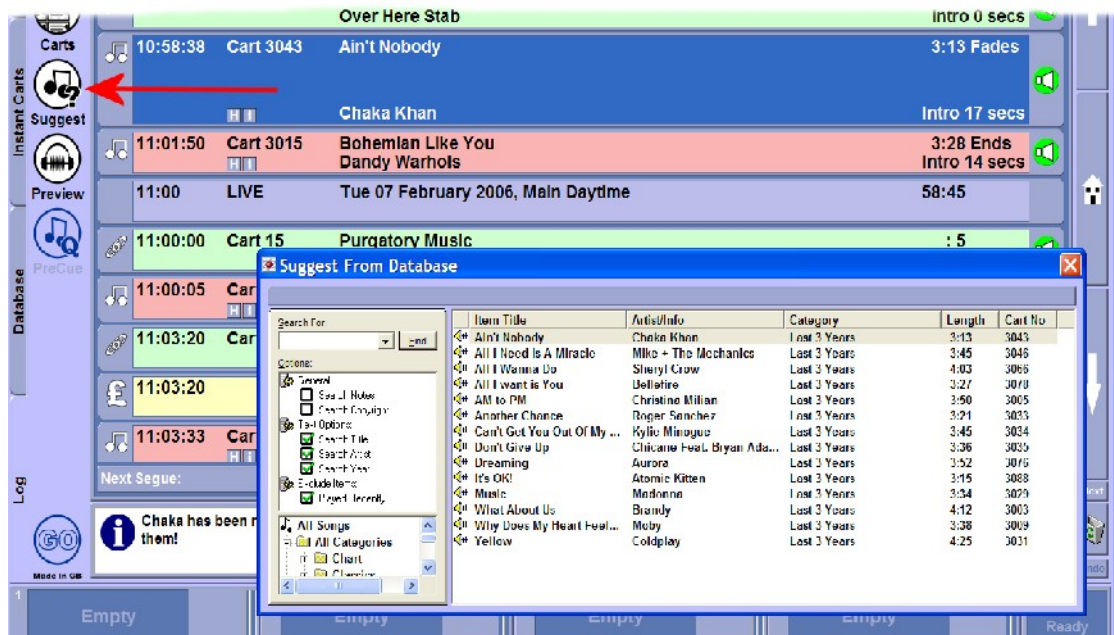
- **Using The Right Click Menu** – You have a range of options for Inserting Log Items using the right click menu on the Schedule Log.



You can use the Insert menu option to insert a Log Item into the Schedule Log. You can use the extended menu options to select the type of Log Item that you want to insert. Each option allows you to either select a Cart from the Audio Browser or Database window or if the Log Item is not Cart based (e.g. Hardware, AutoHook etc) then you will be asked to provide the details for the Log Item you are inserting. For more details on the right click menu options, please refer to the Right Click Menu section of this Chapter.

You can also opt to use the Replace menu options to replace the highlighted Log Item with another Log Item. Again, use the extended menu to select the Log Item Type that you want to replace it with.

- **The Suggest Button** – You can use the Suggest button on the Main Tab Strip to replace the highlighted Log Item with another Song or Link from the Database window.

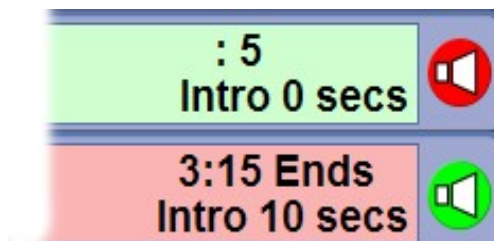


When you click on the Suggest button, a special 'floating' Database window appears to allow you to browse the Songs and Links in your Database (See Chapter 4 for more details). By default, this window will list all of the Songs or Links in the same Category as the Log Item you clicked on but you can use the Song / Link Category Navigation Tree and Search For tools on the left of the window to browse and search the Database. To select a Song or Link to replace the highlighted Log Item, simply double click on it in the Database window.

Tips for Presenting a Show in Live Playout Mode

All of this has been covered in more detail earlier in the Chapter so here we will just recap over a few things that you should remember when presenting a live show using the Log Screen in Live Playout mode.

- If you are presenting a show using Myriad, make sure you are in Live mode as in Auto or AutoFade mode, Myriad will automatically perform all segues for you.
- Use the Segue Type to toggle between Red (Stop) and Green Go to decide when Myriad should pause at the end of a Log Item or automatically segue in to the next.

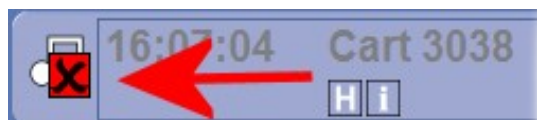


- Remember that you can press the Go button at any time to move on to the next Log Item in the Schedule Log. Most commonly this is used to restart playback after a Red (Stop) Segue Type but you can click on Go at any time to start the next item. Myriad can be configured to automatically fade out the previous Log Item when you press Go and the next Log Item does not have to be cued for the Go button to work.

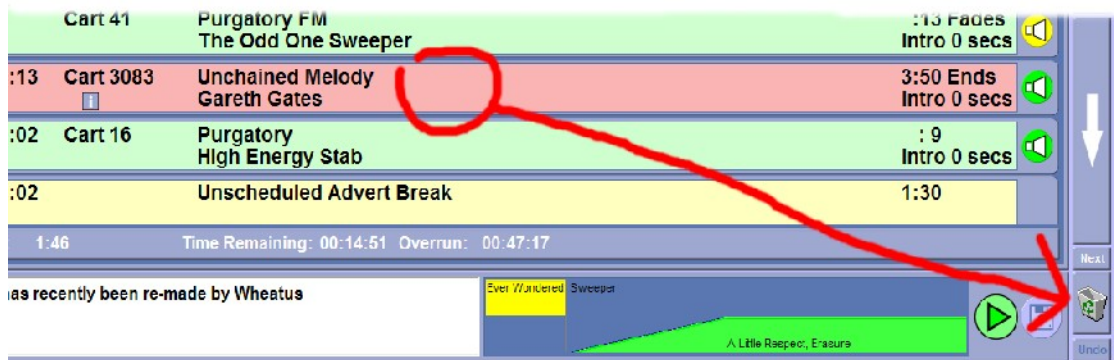
You can also trigger a 'Go Event' but pressing Play on the Cart Player in which the next Log Item is loaded. You can combine this with the Pre-Cue button to load the next Log Item before Myriad would normally do so.

- You can drag Carts in from the Audio Wall screen (in dual screen configurations) or from Audio Browser which can be accessed using the Carts button on the Main Tab Strip. You can also drag Songs and Links into the Log from the Database screen and replace Songs and Links using the Suggest button. Finally, the right click menu provides comprehensive options for adding, altering or removing Log Items from the Schedule Log.
- You can remove Log Items from the Schedule Log in two ways. When you Soft Delete a Log Item, it remains visible in the Log but appears 'greyed out' and will not be played by Myriad. If you Permanently Delete a Log Item, it is removed from the Schedule Log altogether.

You can Soft Delete a Log Item by clicking on the Log Item Type Icon. You can restore a Soft Deleted Log Item by clicking on the Log Item Type Icon again.



To Permanently Delete a Log item, either use the Permanently Delete option on the right click menu or drag the Log Item in to the Trash Can icon (on the lower right hand side of the screen).



You can restore the last Permanently Deleted Log Item back to its original position in the Schedule Log by clicking on the Undo button located below the Trash Can.

- Remember that Log Items that have a Yellow (Sweeper) Segue Type will be dealt with in a special way by Myriad. Depending on how Myriad is configured, the sweeper will either play with the beginning of the Song Intro, be back timed to the Intro End on the Song or be played dry. You can use the right click menu to change a standard Segue Type to a Yellow (Sweeper) Segue Type (See Change Log Items Ending Type).
- Use the Next Segue, Time Remaining and Overrun indicators to help you get the timing of your show just right.
- Use the Mini Segue Editor to review and adjust any automated segues to sound the way you want them to.
- If you need to open a 'floating window' with a Log Item's Notes displayed, click on the large 'i' icon on the Notes panel.
- You can use the wheel on your mouse to scroll up and down the Log Screen quickly.
- If you need to step out of the studio, either ensure that the next few Log Items has Green (Go) Segue Types or better still, click on the Auto or AutoFade Playout Mode buttons to put Myriad in Auto or AutoFade mode. When you switch back to Live mode, all of your Segue Types will be restored back to their 'live' state.

Chapter 5 Summary

In this Chapter we spent a good deal of time looking at the Log Screen and the Schedule Log and how they can be used to deliver both 'live' and automated programming for your station. We examined the basic principles behind the Log Screen and how to actually use it in day to day operation. Finally we looked at how Voice Tracking could be used to enhance automated playout and how to add Voice Tracks to the Schedule Log.

The key areas covered in this Chapter are:

- What the Schedule Log is and its role.
- The general layout of the Log Screen.
- What all the major elements of the Log Screen do.
- The different Active Playout Modes and how to use them.
- Working with the Schedule Log.
- Editing segues and recording Voice Tracks.
- Tips on how to get the most from the Log Screen.

Chapter 6 – The SmoothEdit Screen (Edit Cart)

The SmoothEdit Screen is used to review and edit Cart Details in Myriad, this means that everything from the Notes to the Timing information is set using various parts of the SmoothEdit screen.

In this Chapter we will familiarise ourselves with the SmoothEdit Screen layout and look at the elements included on screen. We will look at how to use key Myriad functions such as titling Carts and adding timing information like Intros, Extros and Hooks. We will then move on to basic audio editing and how to use the SmoothEdit audio editor. Key things we will cover include:

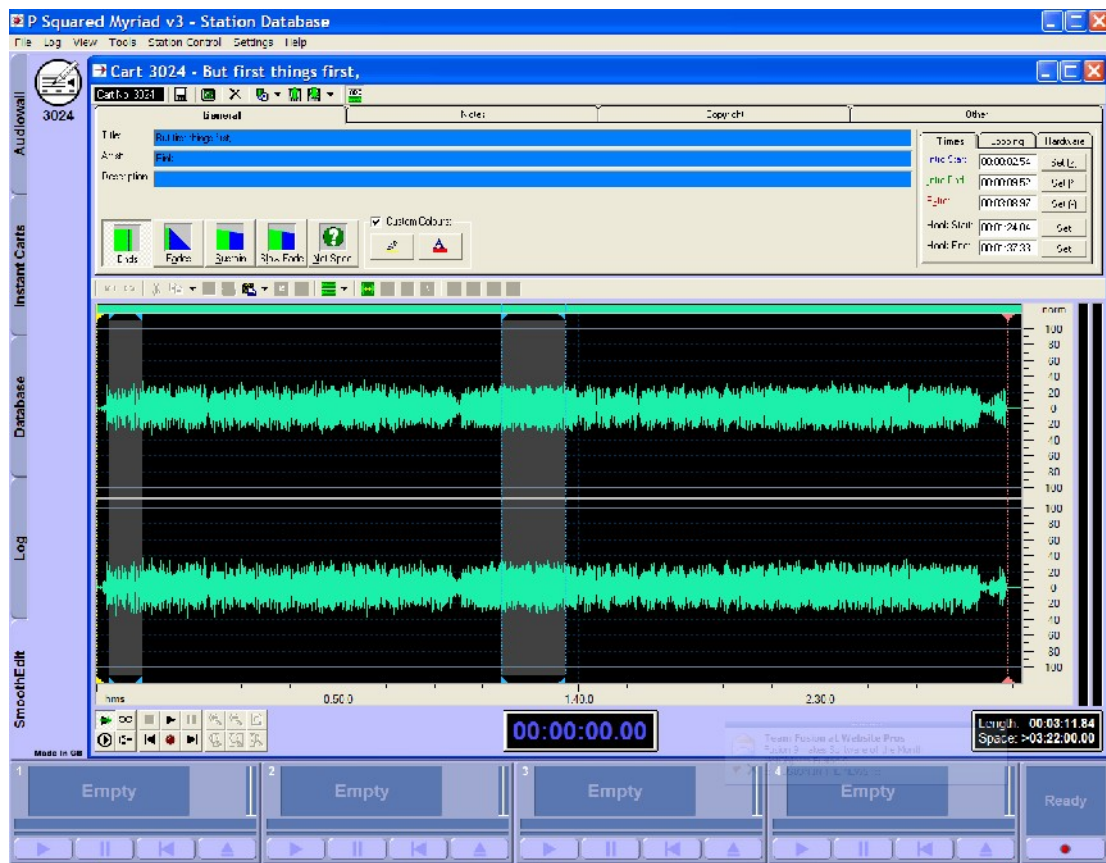
- What is SmoothEdit and how does it fit into the Myriad suite of products.
- The general SmoothEdit Screen layout and the role of all the elements.
- Filling in basic Cart information such as Title and Artist.
- Adding the key timing events such as setting Intros, Extros and Hooks.
- The basic layout and tools available in the audio editor area.

What Is SmoothEdit?

SmoothEdit is a P Squared stand alone audio editing tool and it is designed to provide simple audio editing facilities for studios, news workstations and other low demand applications. Whilst SmoothEdit is a stand alone system (which can be purchased separately from P Squared), many P Squared products now incorporate a SmoothEdit module to allow the tools that SmoothEdit provides to be added to the overall product abilities.

The SmoothEdit module in Myriad has been expanded to include a whole range of additional information about Carts to provide a comprehensive screen for editing and working with the details for Carts on the Audio Wall.

In addition to the Cart information, you can also use the audio editing tools in SmoothEdit to edit the audio for a Cart, record new audio into a Cart and visually set the timing information for a Cart.



You may notice that the SmoothEdit tab is not visible on the Main Tab Strip at all times, in fact it is only visible when one or more Carts are being edited, when the final Cart is closed, the SmoothEdit tab disappears from the tab strip altogether. You can open a Cart up for editing with SmoothEdit by either using the Audio Wall right click menu or by highlighting the Cart you want to Edit and then clicking on the Edit button on the Audio Wall Main Tab Strip.

The SmoothEdit Screen Layout at a Glance

In this section we will look at the General Layout for the SmoothEdit screen, and the primary function of the elements on screen. The following section will then look at each element in a little more detail.

The General Tab at a Glance

The General tab is the default visible tab in SmoothEdit and covers all of the primary information you would normally set or review when working with Carts. There is also a Notes tab, a Copyright tab and an Other tab but we will deal with those in due course.

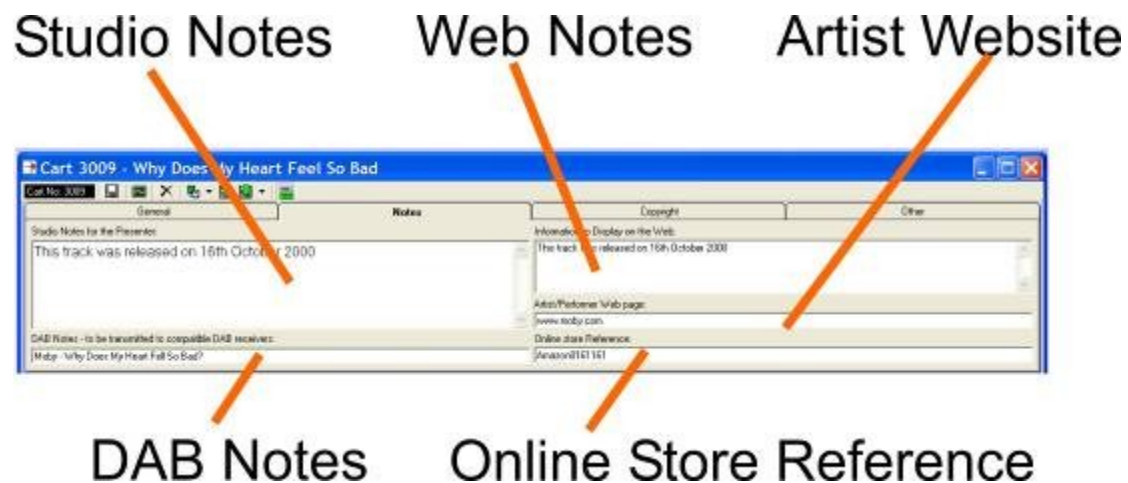


- **Edit Cart Tool Bar** – This provides a range of tool options for working with the Cart as a whole. These tools include:
 - **Cart Number** – The Cart Slot Number for the Cart you are working on.
 - **Launch External Audio Editor (if configured)** – Launches another external audio editor (such as Adobe Audio Audition).
 - **Link Cart To Wav File** – Link the Cart to an external audio file (but don't copy the audio content to your Audio Wall folder).
 - **Export Cart** – Export the Cart to an external file.
 - **Save Cart** – Save any changes you have made.
 - **Delete Cart** – Delete the Cart audio and details.
 - **Import Audio** – Import an audio file as a Cart on the Audio Wall.
 - **Toggle Cart Descriptions** – Toggles the Cart Descriptions panel on and off.
- **Notes Tab** – Switch to the Notes tab to add text notes to the Cart.
- **Copyright Tab** – Switch to the Copyright panel for viewing and editing the Cards copyright details.
- **Other Tab** – Switch to the Other tab which allows you add pictures to the Cart and view recent play history.
- **Time Info Panel** – Allows you to view and set the Cart Timing information i.e. the Intro, Extro and Hook points.
- **Audio Edit Tool Bar** – Offers a range of tools that can be used to edit the audio. The options include:
 - **Undo** - Undoes the last action in SmoothEdit.
 - **Redo** – Redoes the last undone action.
 - **Cut** – Cuts the highlighted section of audio from the overall file and copies it to the computers 'clipboard'.
 - **Copy** – Copies the selected section of audio to the computers 'clipboard'.
 - **Export Selection As Wave** – Exports the selected section as a separate audio file.
 - **Paste** – Pastes audio from the 'clipboard' into the selected position in the audio file. You can also use the drop down list to get a more comprehensive range of pasting options.

- **Delete Selection** – Removes the selected section from the audio file.
- **Replace With Silence** – Replaces the selected section of the audio file with silence.
- **Select Channels To Edit** – Use the drop down list to select left, right or both channels to work with.
- **Insert Silence** – Inserts X many seconds of silence into file at the selected position.
- **Delete Silence** – Scans the audio file looking for silent periods and removes them.
- **Reverse Selection** – Reverses the selected section, so that it will be played backwards.
- **Time Stretch** – Allows you to stretch or shrink the selected section of audio to a specific length.
- **Amplify Selection** – Change the volume of the section of audio selected.
- **Normalise** – Performs a normalise function on the selected section of audio.
- **Fade In Selection** – Fades in volume from zero to full over the selected audio section.
- **Fade Out selection** – Fades out volume from full to zero over the selected audio section.
- **VU Bars** – Offers a visual representation of audio levels during playback.
- **Time Info** – Provides useful information about the length of recording space available and the length of the overall Cart you are working on.
- **Extro Marker** – Visually shows the position of the Extro point on the Cart.
- **Playback Time** – Displays the position of the audio edit cursor.
- **Hook Markers** – Visually shows the position of the Hook for the Cart.
- **SmoothEdit Audio Controls** – Provides a range of tools and options for controlling audio playback within SmoothEdit.
- **Intro Markers** – Shows where the Intro Start and Intro End markers are on the audio.
- **Wave Form Edit Area** – The Wave Form Edit Area displays a visually representation of the audio for the Cart in the form of a wave form. You can use this area view and edit the audio for the Cart.
- **Cart Colours** – You can set the colour for both the text and background for the Cart using these options.
- **End Type** – Allows you to specify the End Type that is most appropriate for the Cart you are working on.
- **Description Lines** – You can edit the Title, Artists and Description text using these fields.
- **Open Carts** – You can be working on more than one Cart at once in SmoothEdit. If you have multiple Carts open, the Cart buttons on the Main Tab Strip allow you to switch between the open Carts.

The Notes Tab at a Glance

The Notes Tab allows you to add a range of text notes to the Cart you are working on. Other than the areas highlighted below, the rest of the SmoothEdit screen remains the same.



- **Studio Notes** – The Studio Notes are used to add text information intended for use by the presenter when they are presenting a show. These Notes appear in the Notes panel on the Log Screen unless the Schedule Log contains notes itself.
- **Web Notes** – Web Notes allow you to set specific text notes that OCP can then use to update a web site in 'real time'.
- **Artist Website** – Again, this can be used by OCP for updating your web site. The presenters may also find this useful.
- **DAB Notes** – The DAB Notes can be sent to DAB (Digital Radio) transmitters via OCP.
- **Online Store Reference** – Some online music stores require you to provide a unique song reference when setting up 'click to buy' reciprocal arrangements. Amazon however, does not need this as it uses the Artists and Title to formulate the search query.

The Copyright Tab at a Glance

The Copyright tab allows you to add a range of additional copyright information for the Cart you are working on. Other than the parts outlined below, the rest of the SmoothEdit screen remains the same.

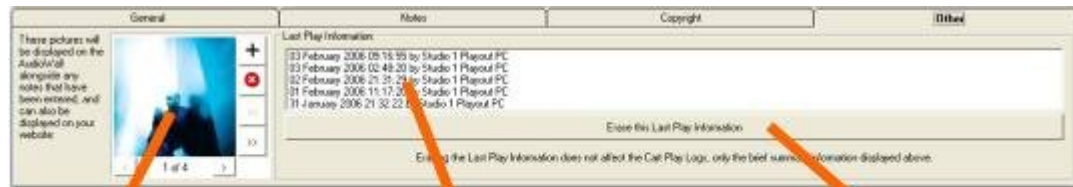


The Copyright info is used when generating copyright reports for copyright bodies, using Myriad Manager. The exact use for each field will differ depending on which country you are in and the organisation you are reporting to. The outline below is meant as a guide only.

- **Product Title** – The product title for the audio you are working with. This could be an album title for example.
- **Music Title** – The title of the music you are working with. Click on the Copy button to copy the Title from the General tab.
- **Recording Number** – This is normally the unique recording number found on the spine of the CD.
- **Composer / Arranger** – The name or names of the composer / arranger.
- **Performer** – The name of the artist who performed the song. This can be copied from the Artist field on the General tab using the Copy button.
- **Publisher** – The name of the company that published the recording.
- **Record Label** – The name of the record company that owns the recording.
- **Rights Management Field** – Special field used by some copyright agencies.
- **Copyright Code** – Allows you to assign a code to identify the use for the audio. The options are:
 - **Not Specified**
 - **C – Commercial**
 - **D – Disc**
 - **L – Live / Local**
 - **P – Promo**
 - **S – Station Ident**
- **Total Duration** – The total duration of the audio recording. You can click on the Copy button to copy the overall Cart Length from the General tab.
- **Music Duration** – This allows you to specify a separate music duration. This may be useful if you are working with a promo that is 30 seconds long but only contains 10 seconds of music. You would set Total Duration to 30 seconds and Music Duration to 10 seconds. That way, if your music copyright body charges per second played, you will not have to pay for time you did not use.

The Other Tab at a Glance

The Other tab provides access to recent play information for the Cart that you are working with. It also allows you to attach JPG pictures to the Cart which OCP can then in turn upload to your station website when the Cart is played.



Picture
Carrousel

Recent Play
History

Erase Play
History

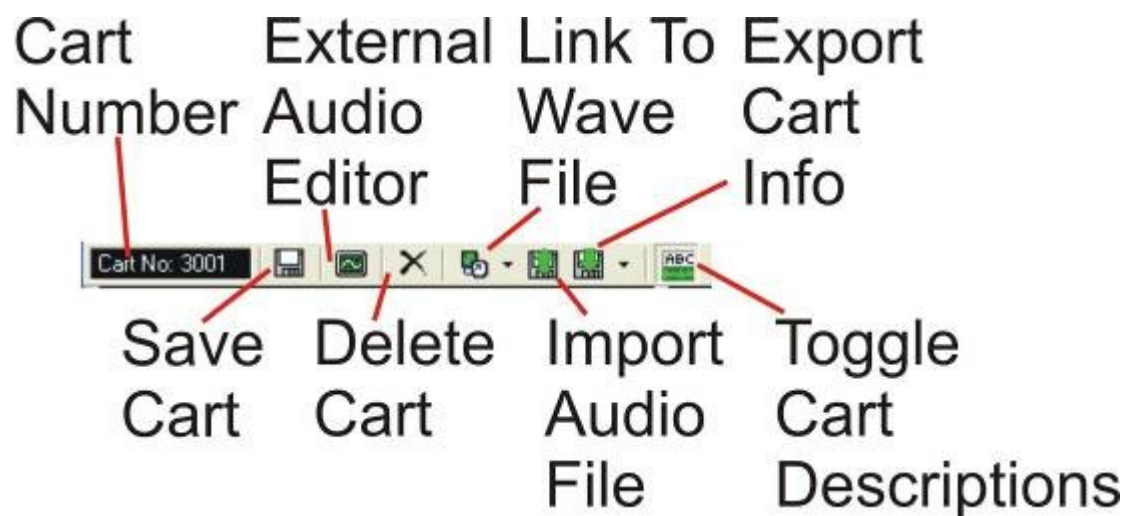
- **Picture Carrousel** – This allows you to add, view and remove JPG pictures to the Cart which can then be uploaded to your web site as the Cart is playing, by OCP.
- **Recent Play History** – This field shows information about the last five plays for the Cart you are working on.
- **Erase Play History** – This button will clear the Recent Play History window. Please note that this does NOT affect the overall play logs that Myriad maintains so clicking this box will not cause a problem for generating copyright reports etc. This will however, clear the recent play flag on the Cart which will also remove the Recently Played icon from the Cart on the Audio Wall.



We will now look at all these elements in greater detail.

The Edit Cart Tool Bar

Located at the top of the SmoothEdit Screen, the Edit Cart Tool Bar provides a range of tools to allow you to work with Carts as a whole. The diagram below shows the tools available on the tool bar.



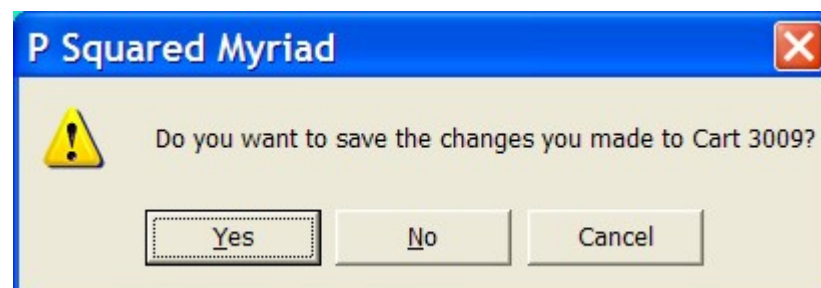
Cart Number

The Cart Number field on the Edit Cart Tool Bar displays the Cart Slot Number for the Cart that you are currently working on in the SmoothEdit Screen.

Save Cart

The Save Cart option only becomes available once you have made a change to a Cart's details or the audio for the Cart. Once enabled, click on the Save button to commit the changes to the Audio Wall. Once you have saved the changes you have made to a Cart, you cannot recover the old information, so make sure you want to save the Cart before you click the button.

If you attempt to close the SmoothEdit Screen on a Cart that you have edited without saving first, Myriad will prompt you to save the Cart.



If you click on Yes then your changes will be saved and the SmoothEdit Screen will close. If you select No then the SmoothEdit Screen will close without saving the Cart and any changes you have made will be discarded.

If you click on the Cancel button, then you will be returned to the SmoothEdit Screen to allow you to continue to work on the Cart.

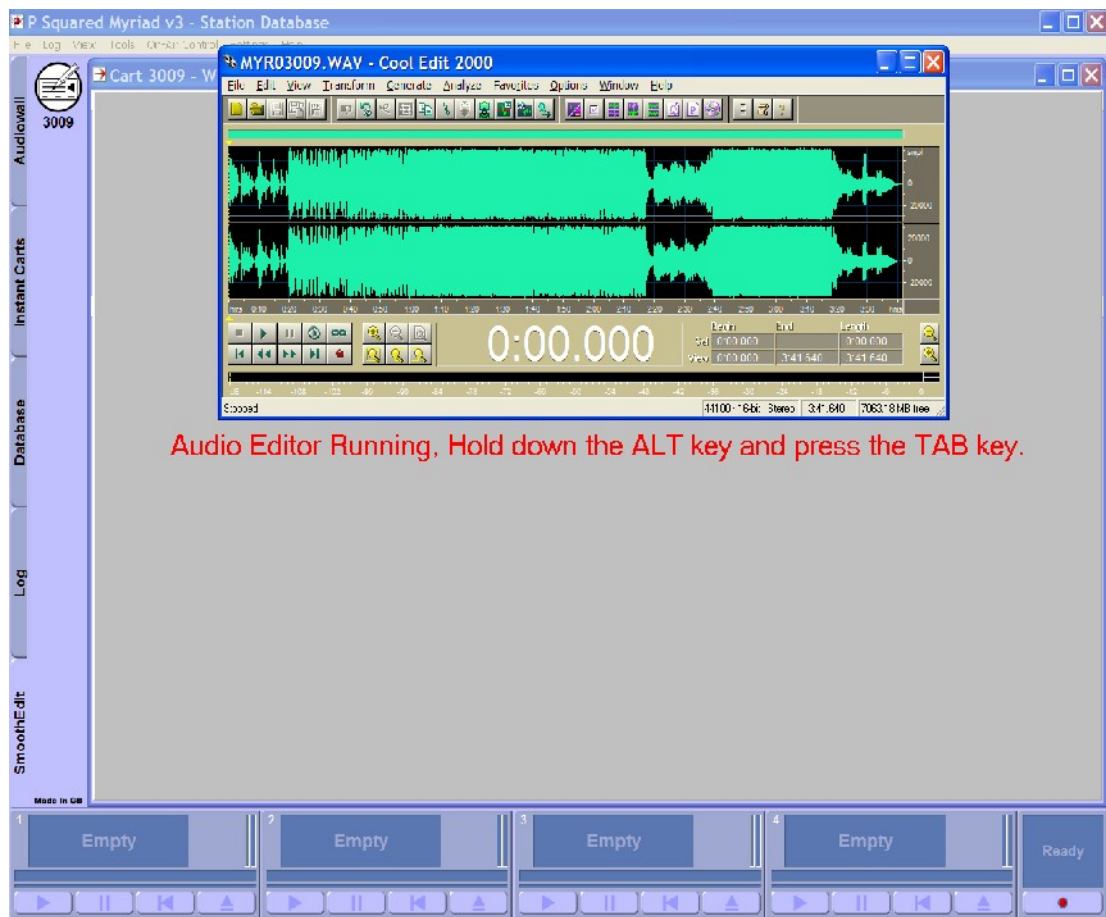
Audio Editor (optional)

The Audio Editor button is only visible if you have configured Myriad to use an additional external audio editor such as Adobe Audio Audition.



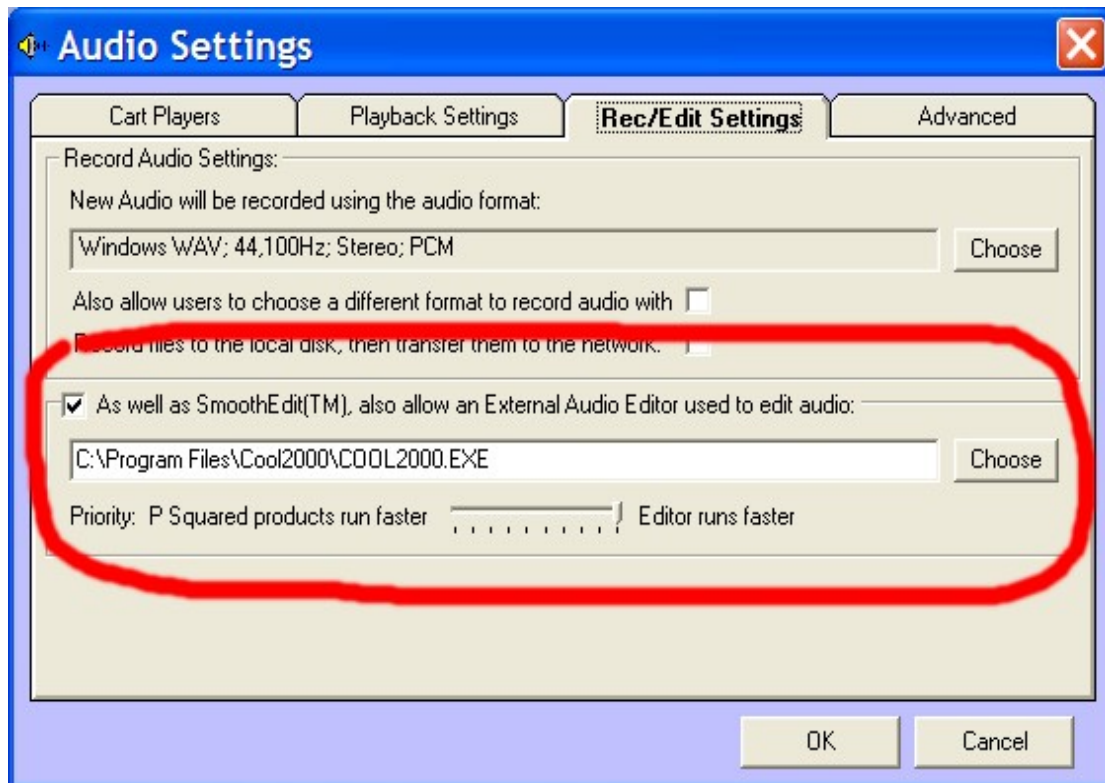
If you have configured Myriad in this way then clicking on the Audio Editor will open your specified audio editor and replace a large panel of the SmoothEdit Screen you are working on. In the example below, the external audio editor window has been shrunk to allow you to see Myriad in the background.

If you are using the external audio editor to make changes to the audio, make your changes, and when you have finished, click on the close button on the audio editor (or click on the X in the top right hand corner of the audio editor window). You should then be asked whether you wish to save the changes. Say 'Yes' and the audio editor should shut down and return you to Myriad. At this point, Myriad will re-scan the audio file and update the wave form display on the SmoothEdit Screen to reflect the changes you have made.



Please remember that if you have trimmed the end of the Cart, you may have affected the Extro point so it is worth re-setting this if you need to.

You can configure Myriad to use an external audio editor using the Settings Menu > Audio Settings option and selecting the Rec/Edit Settings Tab.



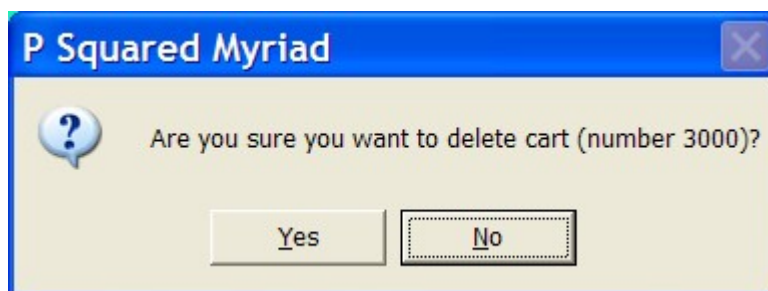
To enable the Edit Audio button, tick the 'As well as SmoothEdit, also allow an External Audio Editor' option and then type in (or browse using the Choose button) the path to the audio editor you want to use. In the example above, we have selected an installation of Cool edit 2000.

You can also change the priority in which windows runs Myriad or the audio editor using the slider below. It is recommended that you leave it at the default (all the way over towards the audio editor) unless you are finding the audio is 'skipping' in Myriad while using an external audio editor.

Delete Cart

The Delete Cart button on the Edit Cart Tool Bar is used to delete a Cart from the Audio Wall from within the SmoothEdit Screen.

If you click on the Delete button, you will then be asked to confirm the action.



If you click on Yes, then the Cart will be removed from the Audio Wall and the SmoothEdit Screen will shut down.

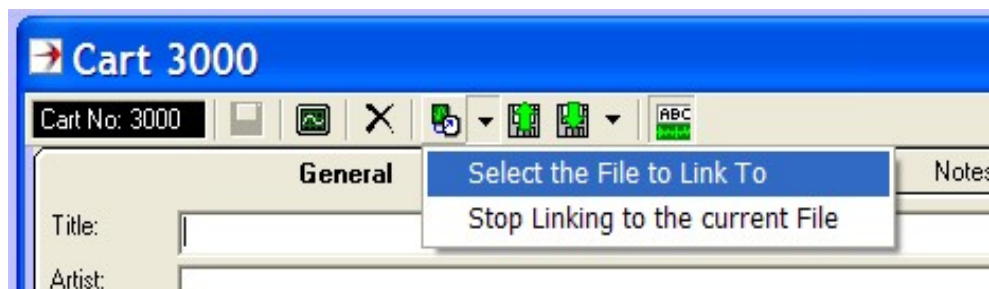
CAUTION – Once you have deleted a Cart, there is no way to recover it (unless you have an external backup), so exercise with caution!

Link to Wave File

The Link to Wave File option on the Edit Cart Tool bar allows you to link the Cart you are working on to an external audio file. The key difference between linking to a file and importing an audio file (see Import Audio File) is that when you import an audio file, the file is copied into the default Myriad Audio Wall folder location. When you link to a file, the original file stays where it is and no copy is made. When Myriad has to play or edit the linked Cart, it will read the audio file from the original 'linked' location.

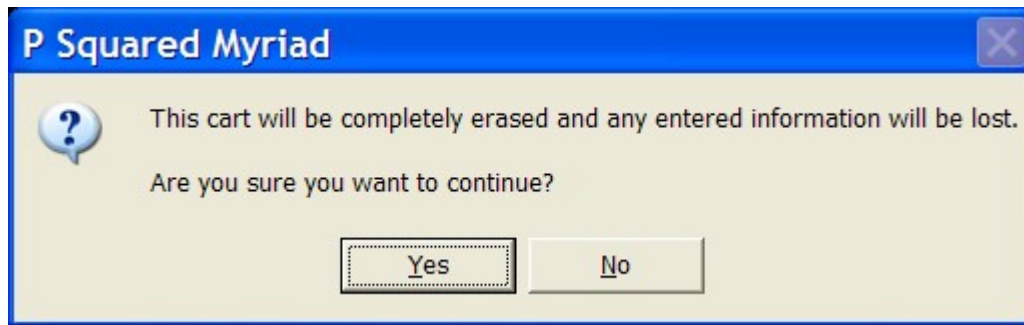
The advantage of linking to files is that you do not duplicate audio, the down side is that you end up with a very dispersed file structure which is more difficult to maintain and backup, and may be slower as Myriad will need to work with multiple locations.

The Link to Wave File button has a drop down option list as shown below.



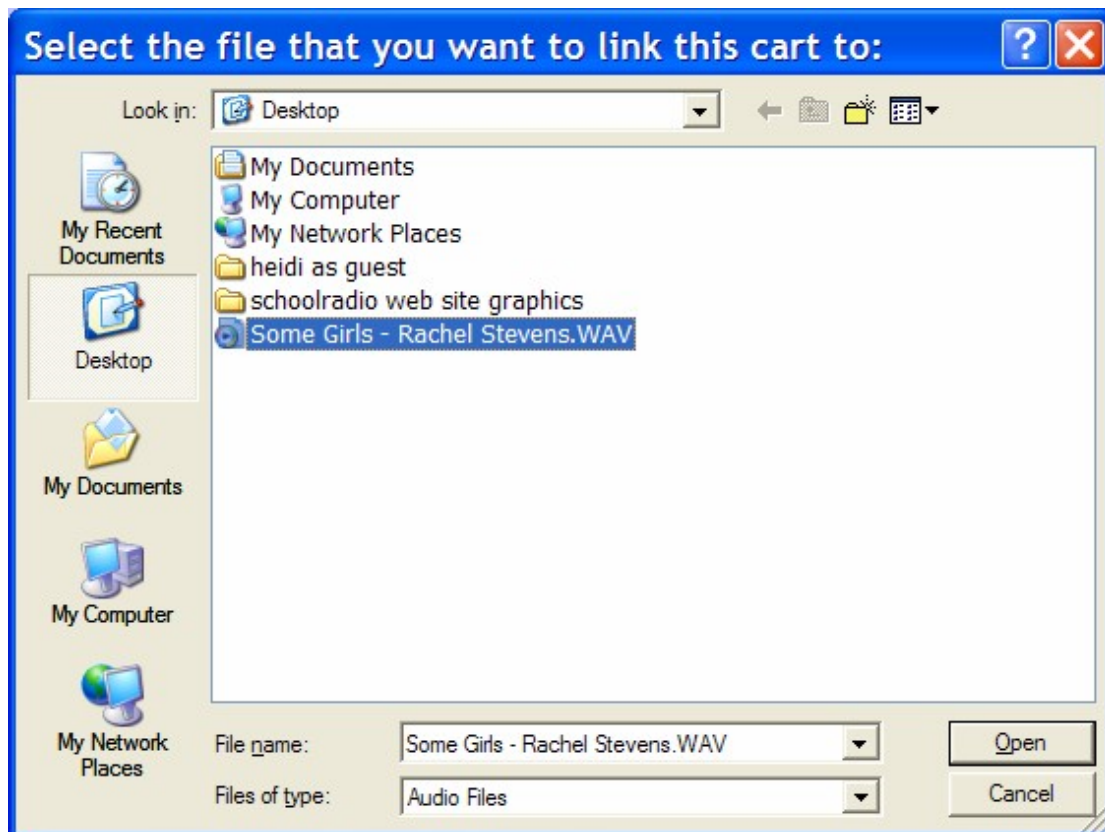
This allows you to either create a Link to an audio file, or if you are working on a Cart that is already linked to an audio file, to break the link to the file. If you click on the button, it will automatically select the most appropriate option.

When you click on the Link to Wave File option, if the Cart contained any data previously, you will be warned that continuing with the linking process will discard all previous data for the Cart.



If you wish to continue, click on the Yes button.

You will then see a standard navigation window that allows you to browse the folders on your computer and available via your network. Use the browser to select the audio file that you wish to Link the Cart to, and then click on the Open button.



To stop linking the Cart to the audio file, use the drop down options on the Link to Wave File button and select the 'Stop Linking to the Current File' option.



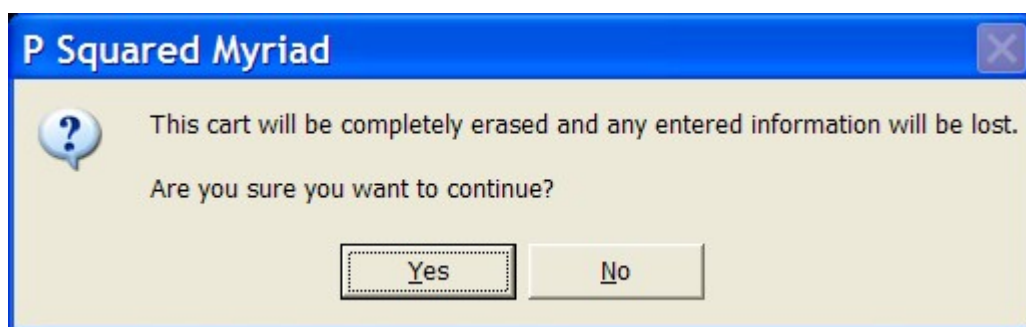
NB: It is recommended that Link to Cart option is not used for general operations as it does increase the workload on Myriad and can lead a system to be much harder to administer.

Import Audio File

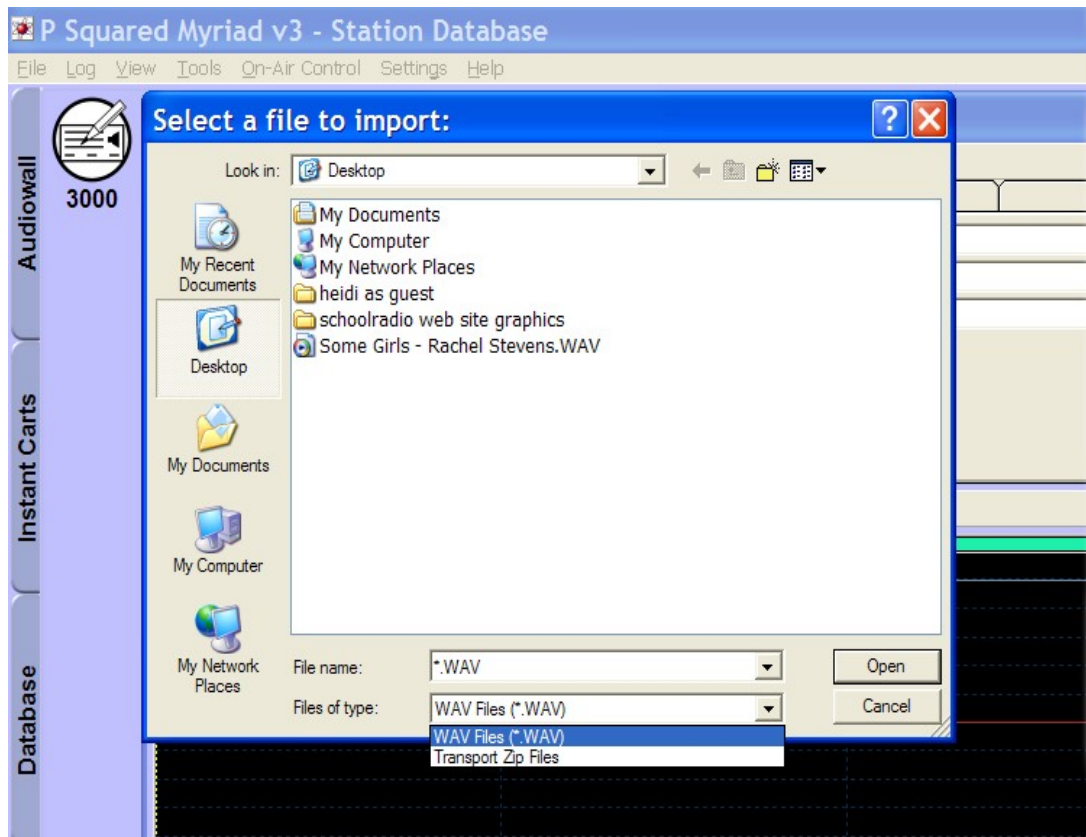
The Import Audio File button is used to import an external audio file into the Cart you are working on. This differs from linking to the file in that when you import an audio file, a copy of the original audio file is made in the Myriad Audio Wall folder location.

This is the safest method as it means that all of the audio is in one place making it easier to secure and backup. It also means that Myriad only has to access one location to get to the audio. The down side is that it can lead to duplication.

When you click on the Import Audio File button, you will first receive a warning that importing will discard any previous information stored on the Cart.



You can then use the navigation window that opens to browse your local drives and network locations looking for the file that you want to import.



In Myriad, there are two main types of audio file that can be imported. The first is a standard Windows™ WAV file, which can be either uncompressed (linear) or compressed (IMA ADPCM).

You can also import Myriad Transport Files which are special ZIP files created by Myriad or other compatible programs. These transport files contain all the additional information associated with a Myriad Cart including text, pictures and copyright information. For details on how to generate a transport file, please refer to Export Cart Information.

When you import a Transport file, all the additional supporting information such as Notes and Copyright details will be automatically imported into the Cart as well. If you are importing a WAV file that has been exported from Myriad previously (e.g. from another station) or was generated using a Cart Chunk compliant 3rd party application then key information such as the Title, Artist and Timing information will be automatically imported into the Cart from the WAV file header.

Export Cart Information

The Cart Information button allows you to export the Cart as an audio file to an external hard disk or location. It also gives you the option to export the information as a Transport file which is a special ZIP file that includes all of

the additional information that is associated with the Cart including pictures, copyright details etc.

Please note that as Myriad is a Cart Chunk complaint software product, it will automatically imbed certain key Cart information into the WAV file header. This information includes Title & Artist info as well as timing information such as Intro, Hooks and Extro. This means that if you export a Cart as a WAV file and then import it again later (or on a different Myriad system), most of the key information will be included along with the WAV file. The main things that are not included are the copyright details and associated picture file. You will need to use Transport files if you want to export this information as well.

To Export Cart Information, first use Export Cart button to access the drop down list (click on the little arrow to the right of the icon).



Select either 'Export to a Transport File' or 'Export to an Audio File' as appropriate.

Next you can use the navigator window to select the location that you wish to export to and the name of the audio file that you wish to generate. By default, the Artists and Title information are included in the audio file name.

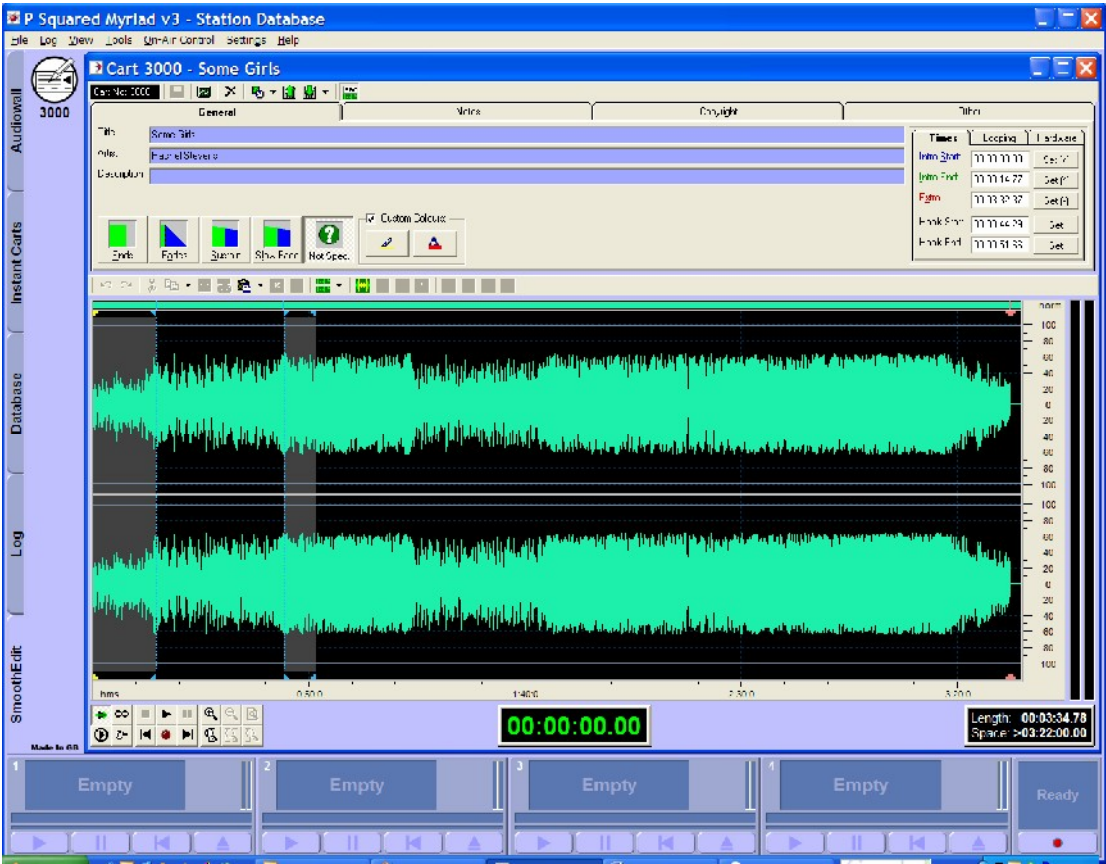


Finally, when you are ready, click on the Save button and the Cart will be exported as either a WAV file or a ZIP file depending on whether you are exporting as an audio file or a Transport file.

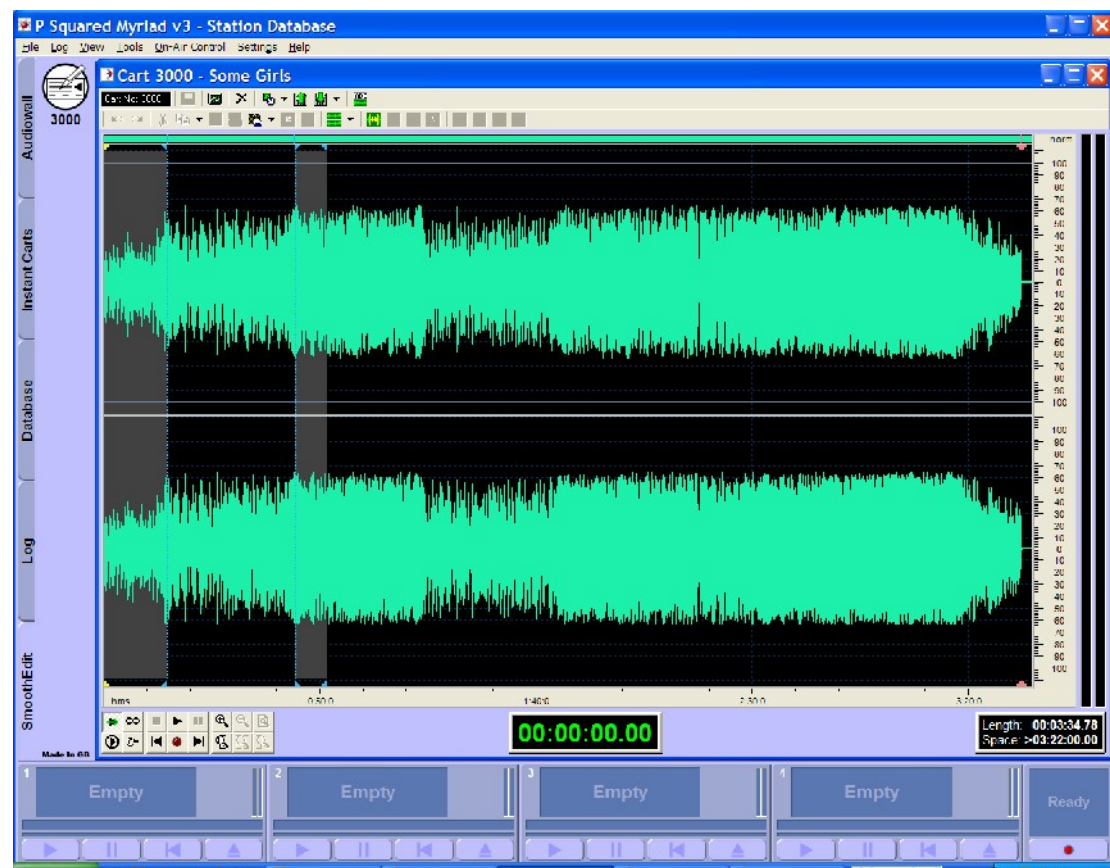
Toggle Cart Descriptions

The Toggle Cart Descriptions button is used to toggle between the Cart Descriptions panel being visible or hidden. The screen shots below show the two possible states:

Cart Descriptions Visible



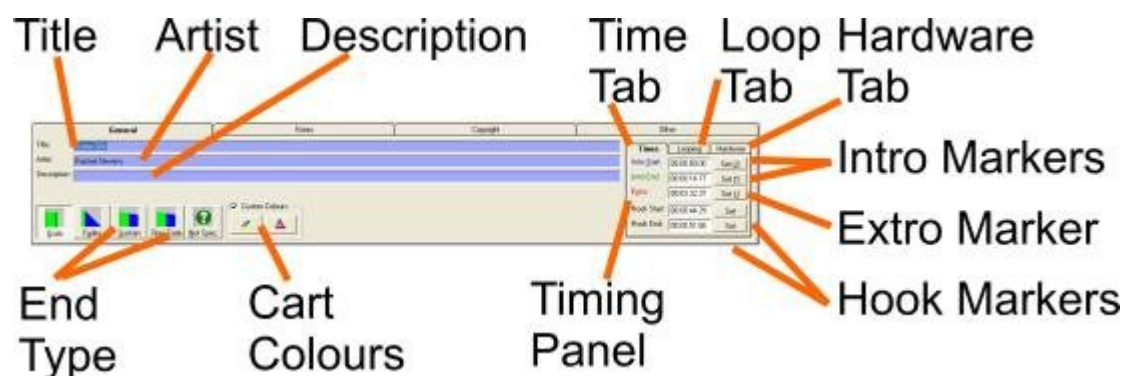
Cart Descriptions Hidden



Note that when the Cart Description panel is hidden the General (and Other) Tabs are removed from the screen and the Audio Edit Area expands to take up the majority of the screen space. This mode is very useful when editing audio as it allows the wave form to be displayed more clearly.

The General Tab

The General tab contains all of the vital Cart Information that Myriad needs. This includes Title and Artist information as well as Timing information and cosmetic details such as the colour that the Cart will appear on the Audio Wall.



Title

As you would expect, you use this field to add a suitable Title for the Cart. For songs it is simply the title of the song, for all other Carts it can be any descriptive title that you like.

Artist

Once again, you can type in the primary artist information into here and if there are any other artists, they can go in the Description field below. For Carts that are not songs, you can use this field for whatever you like.

Description

This third text field can be used for additional description. If you are using AutoTrack then when you import a Cart that is a Song, the Title and Artists fields in Myriad are imported into the Title and Primary Artist fields in AutoTrack but the Description field in Myriad is imported into the second Artist field in AutoTrack. AutoTrack Pro allows you to configure this import mapping so it is not a problem.

End Type

The End Type buttons are used to select one of the five available End Types for Carts. The End Types are used for two things; firstly they act as an indicator for presenters to tell them how a Cart ends without having to listen to it. If the Cart has a Fade Ending set then that would indicate to the presenter that the Cart will end 'gently' as opposed to an 'Ends' Ending which would indicate that it would come to an abrupt end. These settings are only intended as rough indicators and the exact definition will be personal to your station but in general, the available Ending Types are:

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

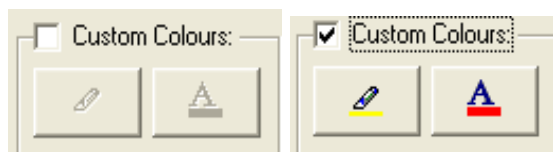
- Sustain (S) – The Cart's ending is sustained for a period at the end.
- Slow Fade (SF) – The Cart fades out over a longer period at the end.
- Not Specific (blank) – The ending has not been specified.

The second and potentially more important use for End Types is that they are used by the Log Screen when it is running in AutoFade mode to determine which Carts it could potentially fade out early in order to help it 'run to time'. Basically, the system will try to avoid fading Carts that have an 'End' or 'Sustain' Ending Type and only fade Carts that have the 'Fades' or 'Slow Fades' Ending Types. There are situations when it will actually fade End Type Carts but that is explained in more detail in the Log Screen section.


To use the End Type indicators on the SmoothEdit Screen, just click on the button that you feel is most appropriate for the Cart you are working on.

Cart Colours

The Cart Colours section of the General Tab allows you to set the Audio Wall background and text colours for the Cart you are working on. To enable this option, tick the Custom Colours option, this will enable the background and text Colour buttons.

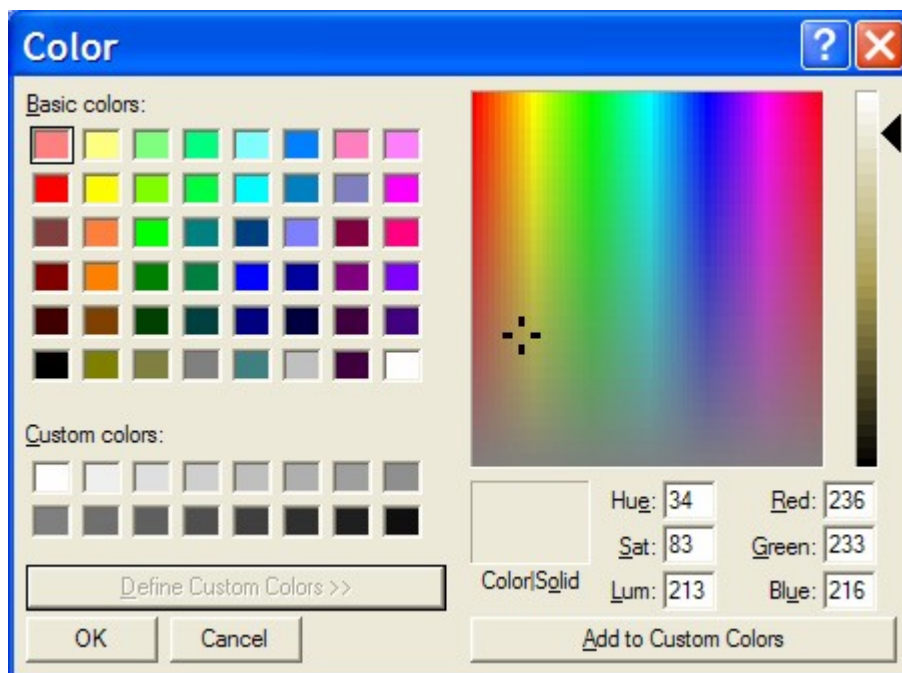


Once enabled, click on the Background Colour button  to alter the

background colour for the Cart or the Text Colour button  to alter the foreground text for the Cart. In both cases, you will then be asked to select the colour you wish to use by picking a colour from the floating colour palette window.



This offers basic colour choices but if you want to get more creative, you can click on the Define Custom Colours button for a wider choice of colours.



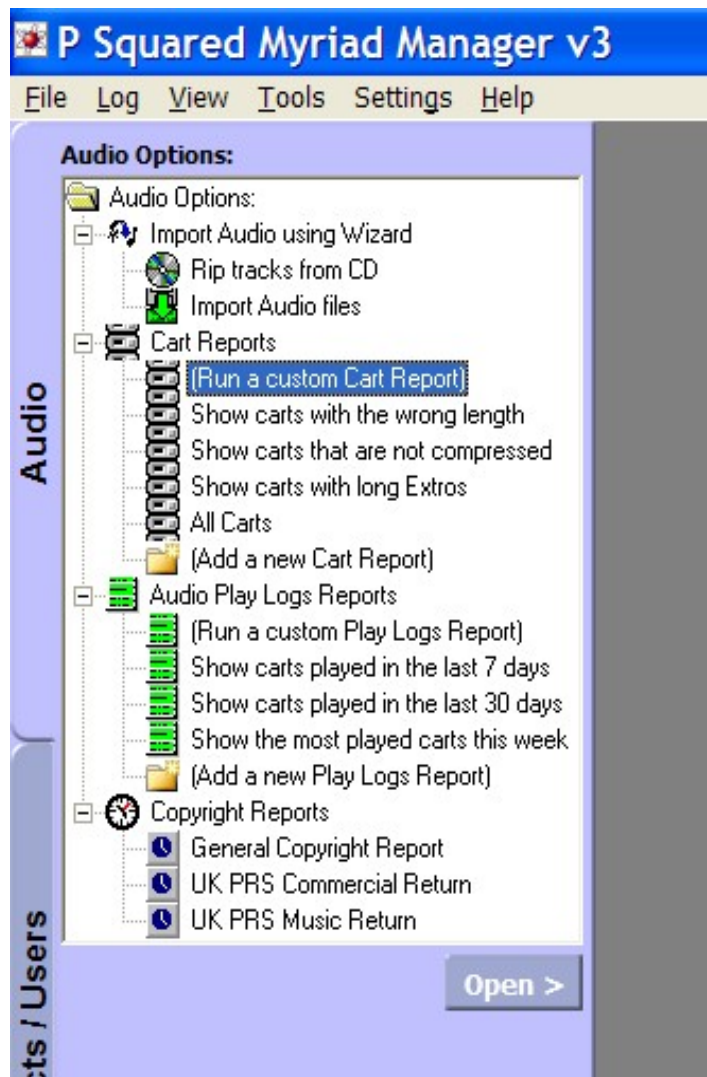
When you are happy with the colour, click on OK. You can revert back to the default colours at any time by un-ticking the custom colours option.



Mass Colour Changing (in Myriad Manager)

On a related note, you can change the colours of multiple Carts at once using the tools in Myriad Manager. This procedure is covered in detail in the Myriad Manager documentation but in brief you do the following:

1. Open Myriad Manager.
2. Double click on the Run Custom Cart Report option in the Cart Reports section.

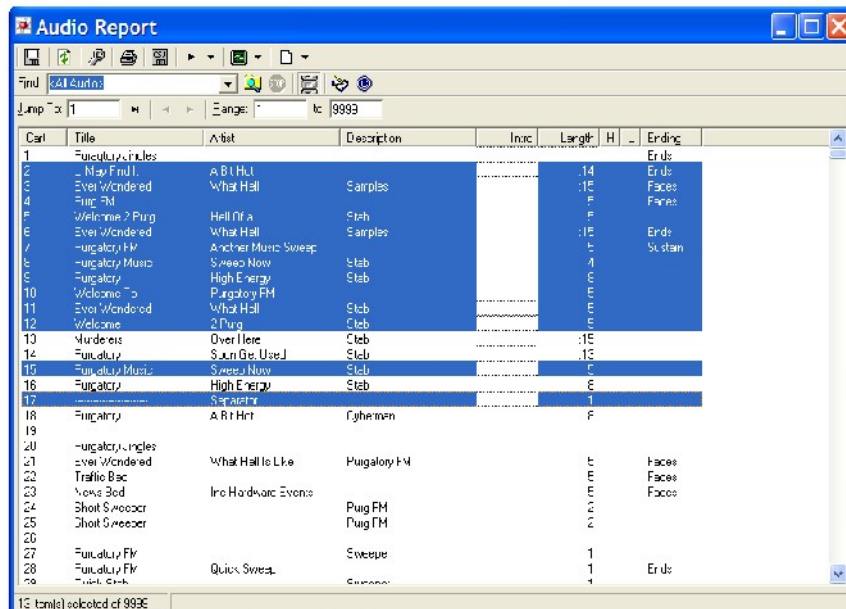


3. When the Audio Browser Options window appears, make sure 'Display All Carts' is selected in the drop down list.

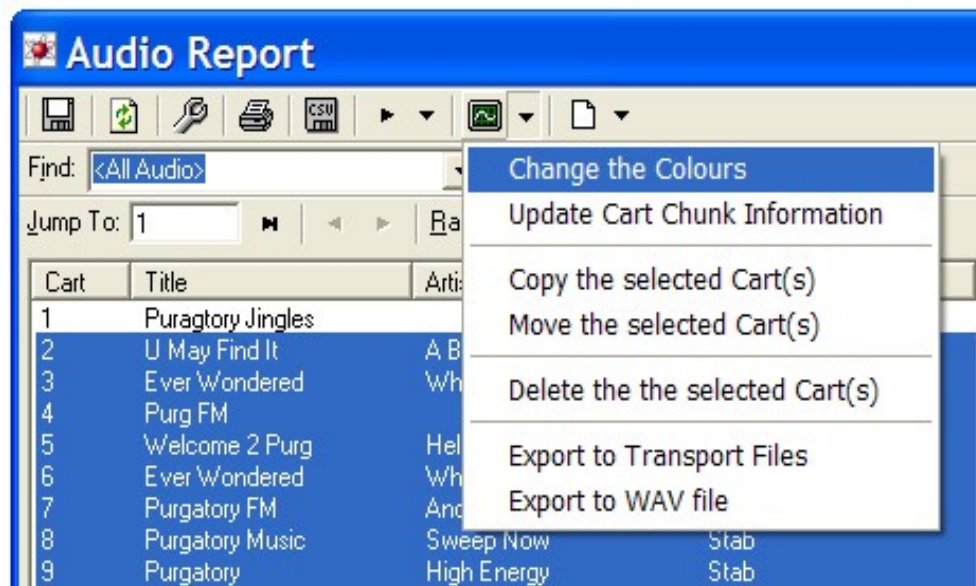


The click on OK.

4. Select the Carts you want to change the colour on using the <Shift> or <Ctrl> keys and the left mouse button (standard windows style selection process).



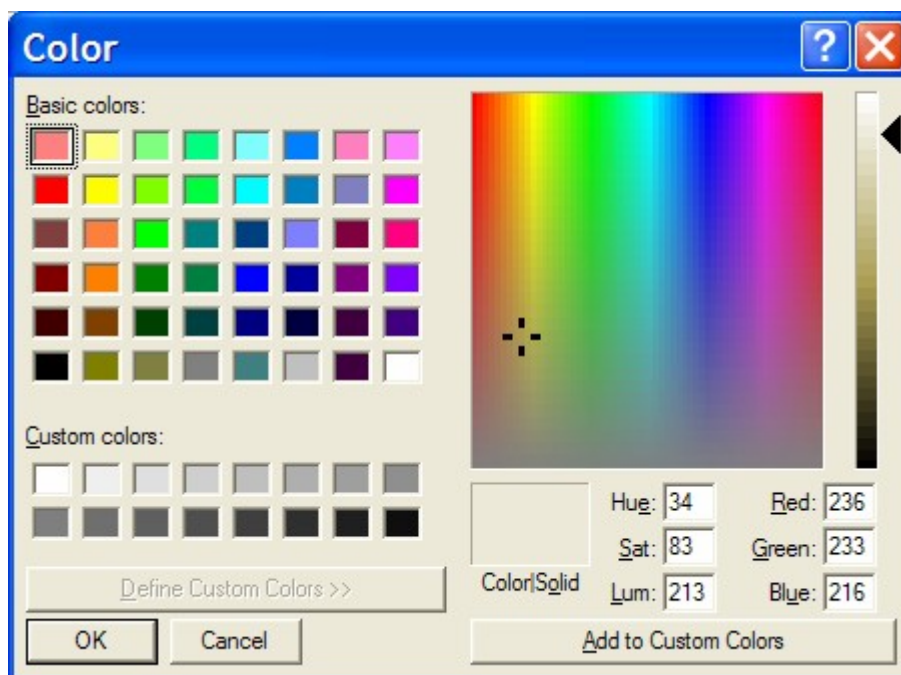
5. Next, use the Edit Selection drop down menu (see picture) and select Change the Colours.



- Next you will be instructed to select the background colour that you want to change the Carts to have.

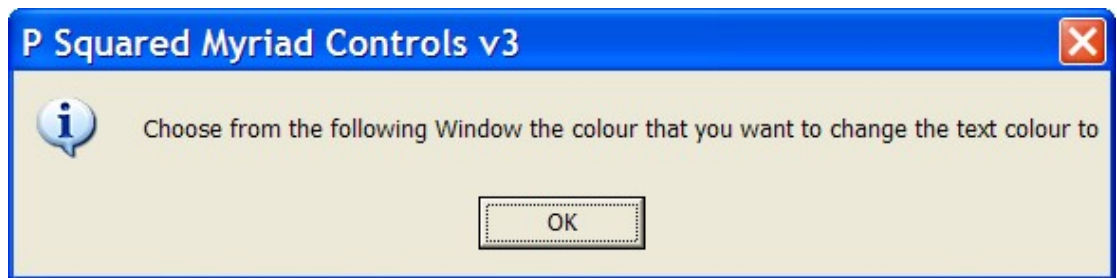


Click on OK and then select the colour you want to use from the Colour Palette window.



Once you are happy, click on OK.

7. You will then be asked to set the text colour you wish to use.



Again, you will then be asked to select the text colour. Pick a colour and then hit OK.

8. Finally, you will be asked to confirm the action.



Click on Yes to change the colours.

9. Once the changes have been made, you will see a brief summary of the amount of Carts that were updated.



The Timing Panel

The Timing Panel is a generic term for the section of the General tab to the right of the Description fields, and is used to review and set key timing information about the Cart you are working on. The Timing Panel itself is divided into three tabs which are:

- **Times** – Allows you to set the key timing information for the Cart including Intros, Extros and Hooks.

| Times | Looping | Hardware |
|--------------|-------------|----------|
| Intro Start: | 00:00:00.00 | Set (L) |
| Intro End: | 00:00:14.77 | Set (R) |
| Extro: | 00:03:32.37 | Set (L) |
| Hook Start: | 00:00:44.29 | Set |
| Hook End: | 00:00:51.66 | Set |

- **Looping** – The Looping tab allows you to review and edit the looping information for a Cart. This allows you to specify a section of the Cart that Myriad will play repeatedly whenever the Cart is played.

| Times | Looping | Hardware |
|---|-------------|----------|
| <input checked="" type="checkbox"/> Loop a section of this audio | | |
| Start: | 00:00:19.47 | Set |
| End: | 00:00:23.05 | Set |
| <input checked="" type="checkbox"/> Play Loop 10 times. ▶ | | |
| <input checked="" type="checkbox"/> Jump to Loop End when user terminates the loop early. | | |

- **Hardware** – The Hardware tab allows you to assign Hardware Events to the specific timing events set up on the Timings tab. A good example of this might be that you use the Hook markers on a news bed jingle to mark where the news actually is, then assign the news hardware control to turn on and off while the 'Hook' is happening.

| Times | Looping | Hardware |
|--------------|---------|----------|
| Intro Start: | <N/A> | Clear |
| Intro End: | <N/A> | Clear |
| Extro: | <N/A> | Clear |
| Hook Start: | 1 News | Set |
| Hook End: | 1 News | Clear |


The Times Tab

The Times Tab allows you to set and review the Intro, Extro and Hook markers for the Cart you are working on.

| Times | Looping | Hardware |
|--------------|-------------|----------|
| Intro Start: | 00:00:00.00 | Set (L) |
| Intro End: | 00:00:14.77 | Set (R) |
| Extro: | 00:03:32.37 | Set (L) |
| Hook Start: | 00:00:44.29 | Set |
| Hook End: | 00:00:51.66 | Set |

Each marker has three sections as seen in the diagram below.

Timing Marker Time In Cart Set To Current Playback Position



The diagram shows three orange arrows pointing from the text labels above to the corresponding sections of the 'Times' tab interface. The first arrow points to the 'Intro Start' label, the second to the '00:00:00.00' time field, and the third to the 'Set (L)' button.

| Times | Looping | Hardware |
|--------------|-------------|----------|
| Intro Start: | 00:00:00.00 | Set (L) |
| Intro End: | 00:00:14.77 | Set (R) |

The left hand section shows the name of each time marker on the Timing panel. The middle section shows the Time in Cart that the marker is currently set to. The Set button can be used to update the marker to the current cursor position in the Audio Edit Area.

This all sounds complicated but in fact is really simple. It has been designed so that you can press play to listen to the Cart and just click Set at the appropriate time for each time marker.

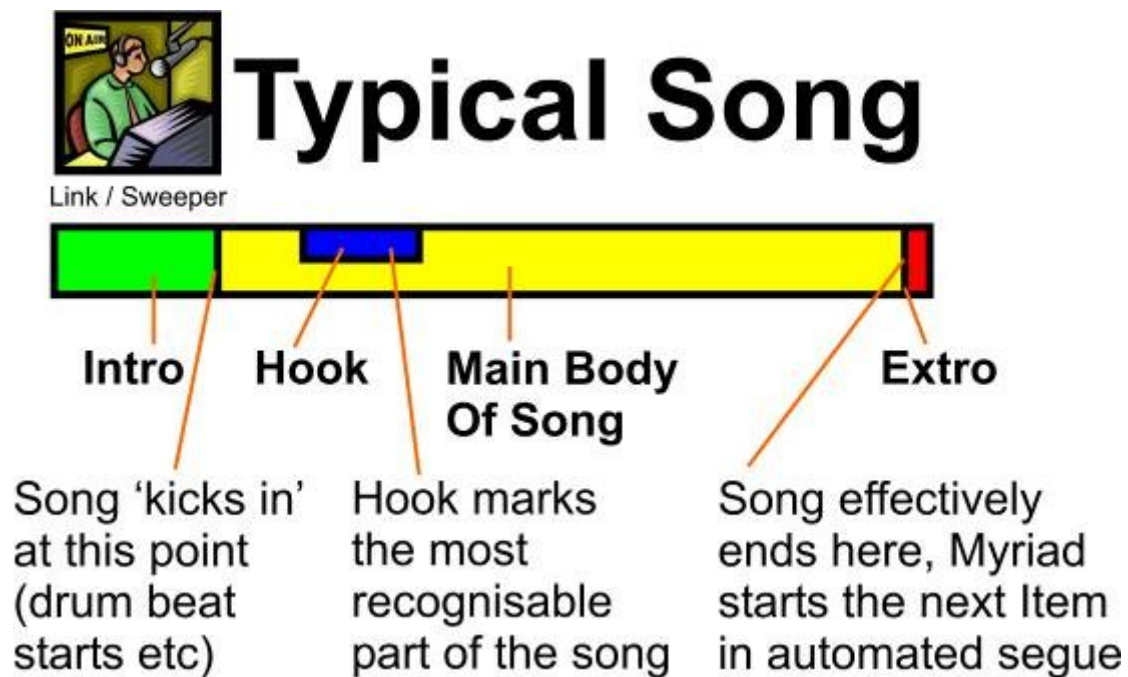
All should become clear when we look at the different methods for setting Intros, Extros and Hooks but first, let's review exactly what we mean by each of these terms.

What Is An Intro?

Intros can be fairly subjective and certainly stations will have very different ideas about what Intros should be set to, but in general, an Intro can be

regarded as the section of a Song that the presenter could talk over should they wish to. In practice the Intro of a Song would run from the beginning of the Song to when the first vocals of the Song kick in. Some Songs have very long Intros (or are instrumentals) in which case you may prefer to set the Intro to end at a change in tempo of the Song or when the drum kicks in etc. The only real thing to avoid is having an Intro that goes over the top of vocals in the Song because if the presenter talks over this, or Myriad plays a sweeper over it, it will not sound good on air.

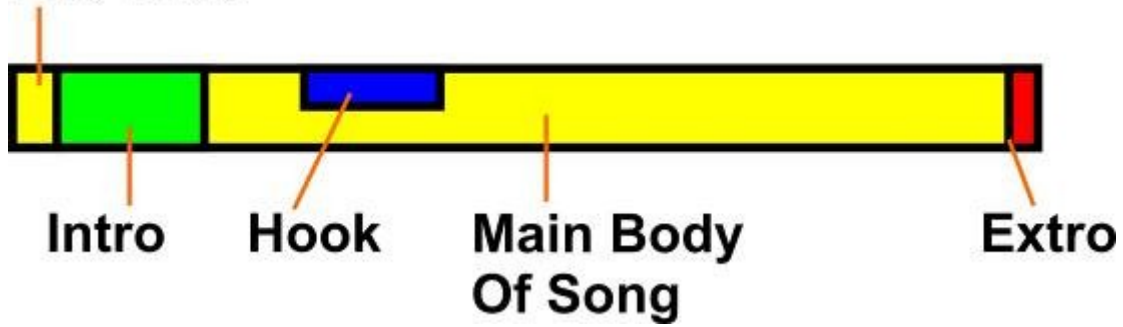
The diagram below shows the typical timing layout for a Song.



So why do we have an Intro Start and an Intro End?

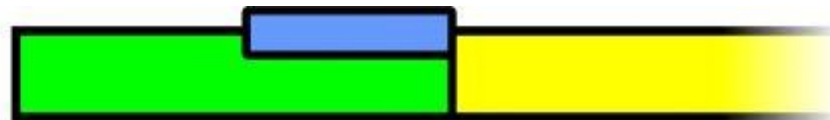
The fact is for the vast majority of songs you will have on the Audio Wall, the Intro Start will be at the very beginning of the song and so can effectively be ignored when you are setting the timing marks. The exception is the rare song that starts with a bit of vocal and then goes into a classic 'lull' that can be used as an Intro section. In this case you could set the Intro Start to be at the end of the first section of vocals and the Intro End to be when the vocals kick in properly. The diagram below shows how that alters the typical song layout:

Pre- Intro



A real world example of this might be 'When the Going Gets Tough' by Billy Ocean (and Boyzone later but we try not to talk about that!). That song starts with a couple of lines of singing, and then goes into an instrumental section for around 20 seconds before the singing starts again. So we would want to set the Intro Start at the end of the first section of singing and the Intro End at the beginning of the next section of singing.

The only real reason for going to all this effort is if you intend to use Myriad with sweepers and have the system automatically embed sweepers into the Intros of songs. Normally, when Myriad encounters a sweeper, it will do one of three different things depending on how you have set Myriad up and how the length of the sweeper compares with the length of intro in the Song.



Sweep To Intro End

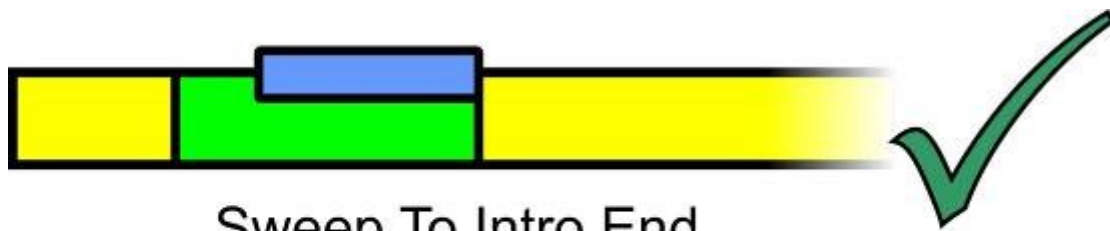


Sweep From Beginning Of Intro



Play Sweeper Dry (not embedded in Intro)

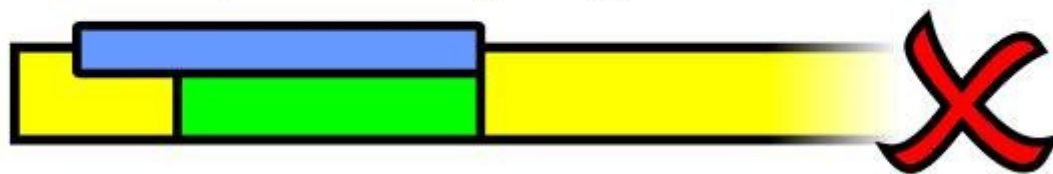
Usually, it will play the sweeper so that it either starts at the same time as the song or so that the sweeper end coincides with the end of the Intro. In the case when an Intro Start is set, the situation is a little different:



Sweep To Intro End



Sweep From Beginning Of Intro



Sweeper Too Long For Intro

Normally, if the sweeper is longer than the Intro on the song, Myriad will just start the sweeper first and start the song 'underneath' the sweeper as appropriate.



But if there is an Intro Start then it cannot do this, because part of the sweeper would play over the vocals at the beginning of the song which would sound wrong, so in this situation, Myriad will play the sweeper 'dry'.



Sweeper Played 'Dry' To Avoid 'Crashing'
The Intro Start Section

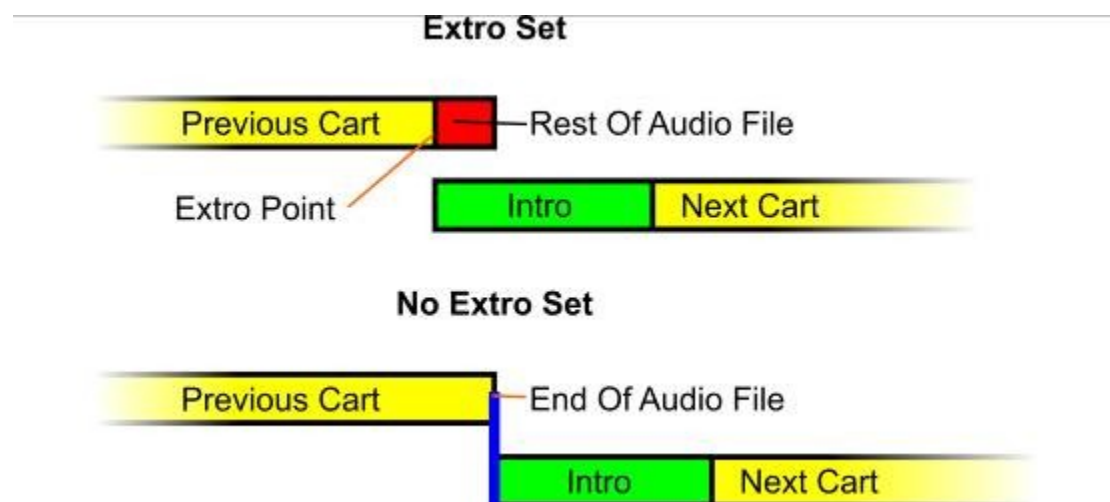
This is a lot of explanation for a situation that really will not come up much at most stations but it is important to understand what the Intro Start is for and why it can be important to the sound of your station.

In general, you only need to set Intros in songs but you can set them on all Carts if you need them.

What Is An Extro?

The best way to think of an Extro is the point at the end of a Song or Link when you would press play on the next item if you were DJ'ing manually. Technically, the Extro point is the point in a Cart when Myriad triggers playback of the next item whenever it is called upon to do an automated segue. The same mechanism is used whether the segue is being done as part of a 'Pad' run, or from the Log Screen in one of the active playout modes, when Myriad reaches the Extro on the current item, it starts the next.

The reason that Extros are so important is that without an Extro, Myriad has no choice but to play a Cart right to the end of the audio file before starting the next item. The diagram below shows what happens.



Whilst in practice, this will not stop Myriad from playing automated segues, they will not sound as natural, or 'real', and your automation will end up sounding more like a CD jukebox than sophisticated playout.

Extros are so important that Carts that do not have Extros set are marked on the Audio Wall by way of the Audio / Extro indicator.



- There is audio recorded into the Cart but the Extro has not been set.



- There is audio recorded into the Cart and the Extro has been set.

It is a good idea to set Extros on all Carts even if they come to an abrupt end and they have been edited to cut any extraneous audio from the end of the file. Even a fraction of a second Extro can make all the difference in making your station sound as slick as possible.

What Is A Hook?

The final Timing Markers on the Times tab are the Hook Start and Hook End, but what exactly do we mean by a Hook?

Hook is a term used to describe the section of a Song that is most recognisable or most interesting and the term is derived from the idea of hooking your listeners in and reeling them in for more.

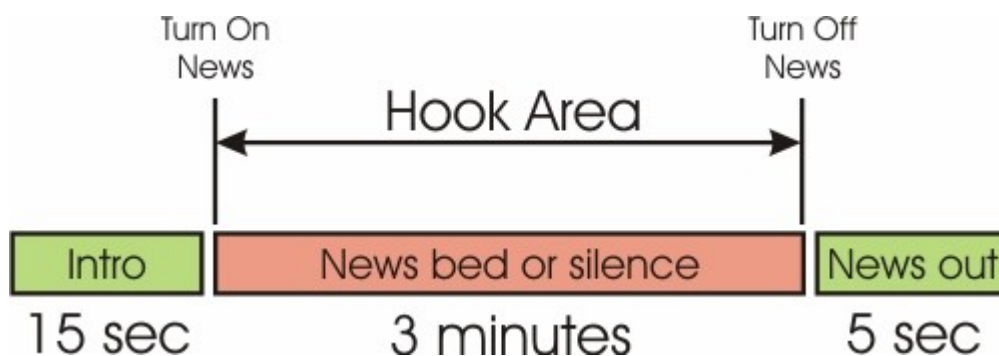
Hooks are most often the chorus of a song, or if there is a bit that everyone will recognise then that is the Hook. Hooks should be kept short and snappy as you only want to tease your listeners with what is coming up not play them a quarter of the song.

The reason for setting Hooks in Myriad is that it has the ability to just play Hooks from a selection of Carts, meaning that you can very easily 'promo' what you are going to play in the near future, playing just a snippet to whet your listeners appetite.

You will have heard this effect at some time or another, where the station plays a jingle that says something along the lines of 'Coming up in the next 30 minutes' followed by snippets of songs, often put together between sound effects or jingles. Traditionally, this type of thing (sometimes called a music positioner) is put together 'by hand' by the production team but with Myriad, it can be put together 'on the fly' with no effort or preparation.

Hooks can be played manually from the Audio Wall (using the right click > Play Hook or Cue Cart in Hook Player options) or automatically in the Log Screen using the AutoHook Log Item. Both of these methods are covered in the Audio Wall and Log Screen Chapters respectively.

Hooks are usually only used on song but can be put to lots of different uses with a little imagination. The diagram below shows how by combining Hooks with Hardware Events, you can create a 'news switching' Cart that when played will play the news intro, then trigger the hardware to switch to an external news feed, play a bed underneath the news feed, and then use another hardware event to switch the news off again. This type of Cart could be used in both automated and live shows to make the news as easy as possible.



For details on how to assign hardware events to the Hook markers (or Intro / Extro for that matter, please refer to the Hardware tab section of this Chapter).

Setting Intros, Extros and Hooks

There are three different ways in which Intros, Extros and Hooks can be set. No one method is better than another so you can choose the method that is better suited to your needs.

Whilst Intros, Extros and Hooks perform very different tasks, they are all set in exactly the same way, so we need only learn one method to be able to set all three.

Setting Intros, Extros and Hooks Audibly

The first method we will look at involves listening to the Cart you are setting the Timings on and setting the Intro, Extro or Hook points by clicking on the appropriate Set button at the correct time.

This method is good because you can set all three Timing types in a single pass and it tends to give a very 'organic' and natural sound to your automation, as the process is not really different to what you would do in a live show. The down side is that it can be fiddly, especially when you first start and if you are not quick with the mouse, you can spend a lot of time back-tracking.

The basic process for setting the Intro, Hooks and Extro for a song is as follows:

1. We will assume that for this song does not have any vocals at the beginning but goes into an instrumental section for around 10 seconds before the vocals kick in. As there are no vocals right at the beginning of the song we can ignore the Intro Start and leave it at 00:00:00.00 and move straight on to the Intro End.
2. Click on the Set button on the Intro End section of the Times tab.



Myriad will start playing the song and the Audio Cursor will start moving from left to right in the Audio Edit Area to show current progress through the audio file. The Set button will also change to say Mark rather than Set.

3. Get ready with your mouse cursor hovering over the Intro End Mark button and listen to the audio carefully. As soon as you hear the exact point you want to set the Intro End at, click on the Intro End Mark button.




If you miss it, don't worry. Use the < and > keys (that's the greater than and less than keys not the cursor keys) on your keyboard to shuttle playback backwards and forwards 2 seconds at a time, you can also hold down <Shift> and the < > keys to shuttle 5 seconds at a time.

Tip: Rest your left hand on the < and > keys to allow you to quickly shuttle back and forth and use your right hand to hover over the Mark buttons.

4. Now we have set the Intro End, it is time to move on to Hooks (assuming you want to, otherwise skip this stage). Use the > key or the <Shift> + > keys to shuttle forward to the chorus for the song (or wherever the Hook is most likely to be). Use the < and > keys to get to just before the Hook you want and then get ready on the Hook Start Mark button.


| Times | Looping | Hardware |
|--------------|-------------|----------|
| Intro Start: | 00:00:00.00 | Mark [Z] |
| Intro End: | 00:00:11.13 | Mark [*] |
| Extro: | 00:00:11.13 | Mark [L] |
| Hook Start: | 00:00:46.36 | Mark |
| Hook End: | 00:00:49.94 | Mark |



As soon as you hear the exact bit where you want the Hook to start, click on the Hook Start Mark button. Once you get to the bit where you want the Hook to end, click on the Hook End Mark button.

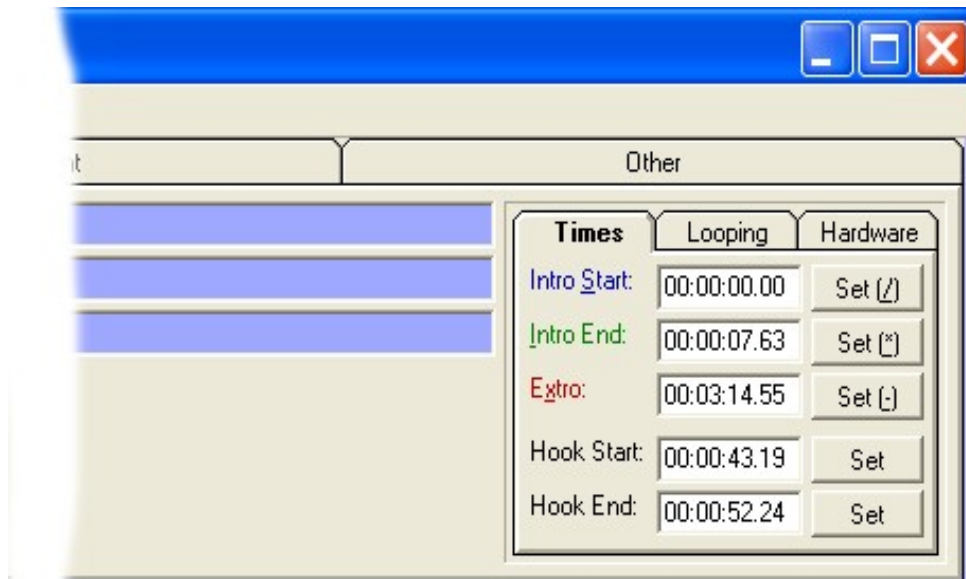
- Now all that is left to set is the Extro point. Hold down the > key to skip thought to towards the end of the song. You can use <Shift> + > to get there quicker, or if you prefer, you can click on the place you want to jump to in the Audio Edit Area. Once you get to the last bits of the song, get ready on the Extro Mark button.

| Times | Looping | Hardware |
|--------------|-------------|----------|
| Intro Start: | 00:00:00.00 | Mark [Z] |
| Intro End: | 00:00:11.13 | Mark [*] |
| Extro: | 00:00:11.13 | Mark [L] |
| Hook Start: | 00:00:46.36 | Mark |
| Hook End: | 00:00:49.94 | Mark |



When the point that you feel is most suitable is reached, click on the Mark button to set the Extro.

- And that is it finished. All of the major Timing information done in a single sweep through the audio. With a little practice the process will become very natural and fast.



The only additional tip that we can add is that this method is a fairly subjective process and you should not put too much thought into, go with your instincts, they are usually right.

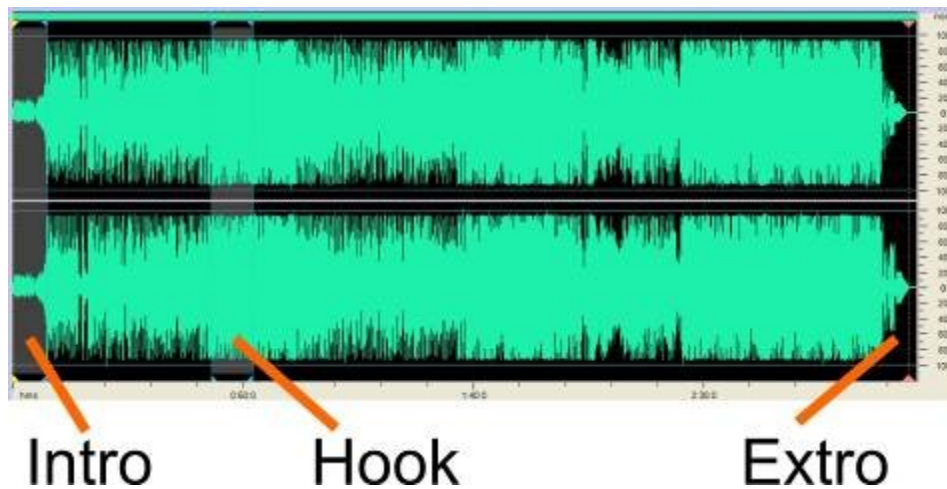
You may also note that the Intro, Hook and Extro are also automatically displayed in the Audio Editing Area as visual markers. It is this that we will turn our attentions to next.

Setting Intros, Extros and Hooks Visually

In the last section we covered how to set Intros, Extros and Hooks audibly by listening to the audio and clicking on the button at the right time. In this section we will see how we can do a similar thing using a combination of listening to the audio and viewing the audio wave form in the Audio Edit Area. We will also see how this method can be used to 'fine tune' the Timing Info for very accurate results.

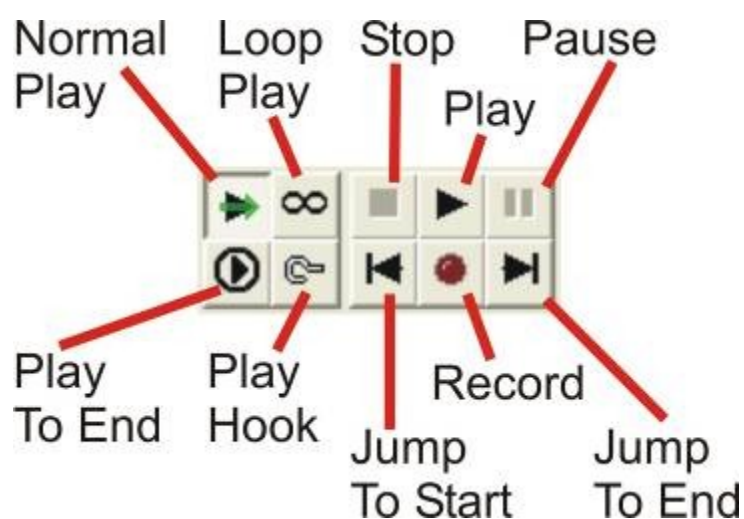
This method is particularly suited to setting Hooks where accuracy is essential for a clean Hook sound. It can be less productive for setting Intros and Extros as results are often a little too accurate and can lead to a fairly automated sounding output.

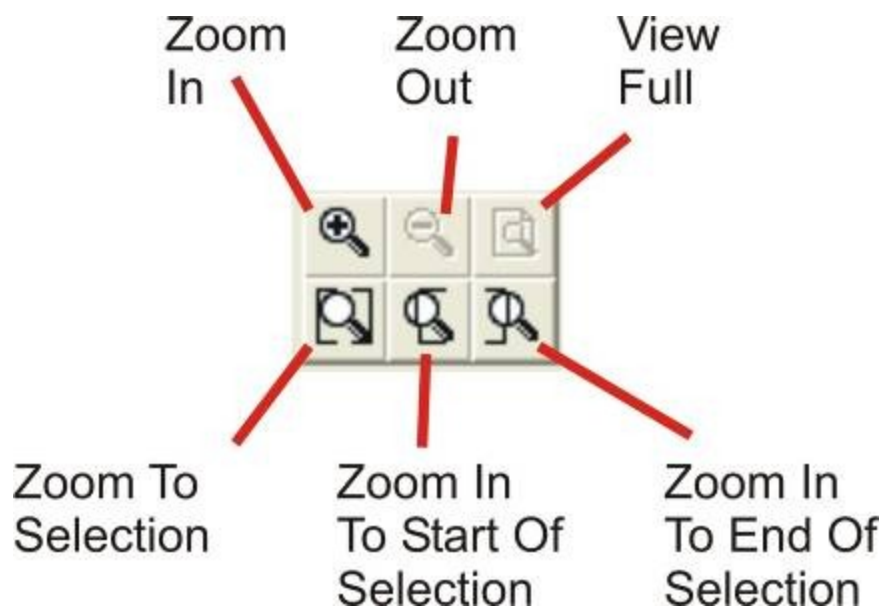
Before we get started on the actual procedure, it will be worth taking a few seconds to familiarise ourselves with the Audio Editing Area and the transport controls we use to move around inside it.



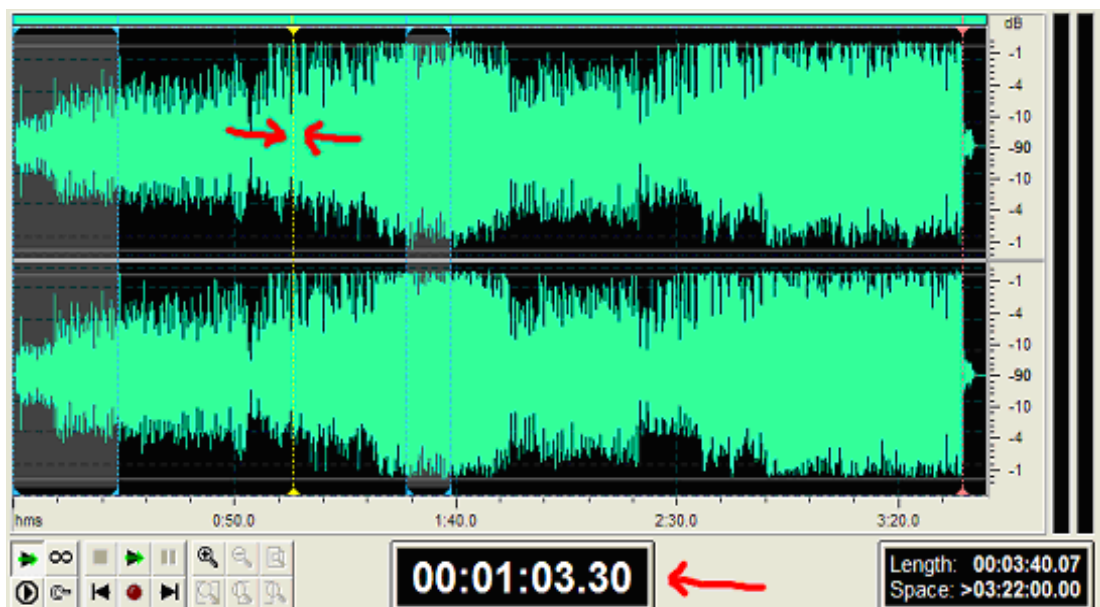
The screen shot above shows a typical song in the Audio Edit Area. Notice how the wave form shows a graphical representation of the audio and the major Timing markers (Intro, Extro and Hooks) are overlaid over the top.

Directly below the Audio Edit Area are the Audio Controls and Zoom Controls. These are both covered in detail later but the available options are shown on the diagrams below.





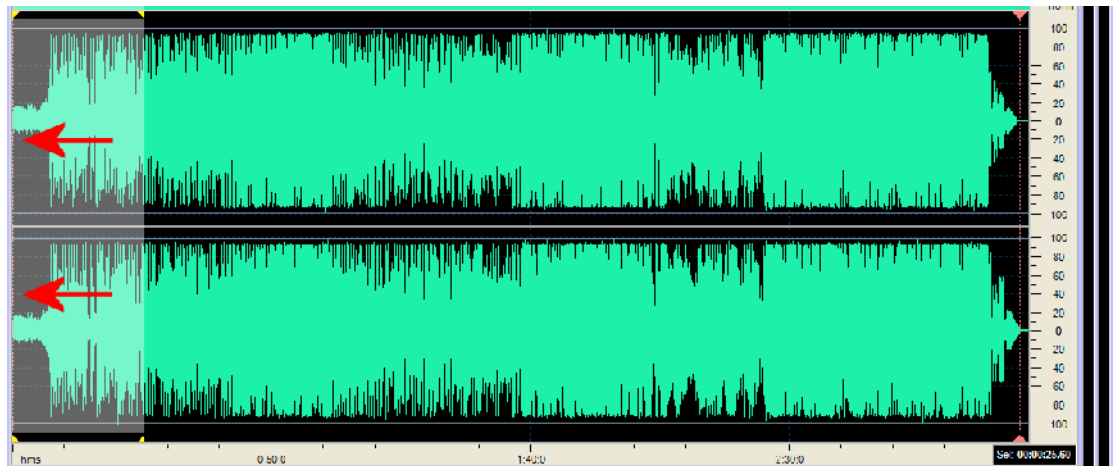
The only other thing we need to worry about at this stage is the Audio Cursor which is used to show the current point of playback when SmoothEdit is playing audio and the current selected position of the audio wave form when it is not playing. The Audio Cursor Position counter in the bottom centre of the window also shows this position.



The basic premise of setting Intros, Extros and Hooks visually is simple, position the Audio Cursor at the place where you want to place the marker and the click on the appropriate Mark button on the Times panel. In theory, because you can zoom in on the audio wave form, you can position the Audio Cursor with a great deal of precision.

The general procedure is outlined below:

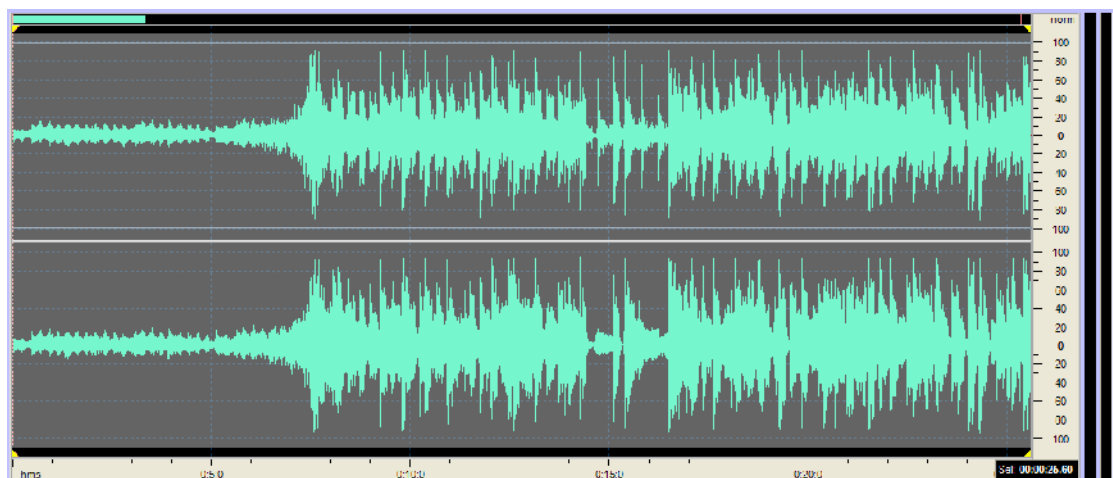
1. Let's assume we are working with a similar song to the previous example, and as such the Intro Start will remain at the start of the Song and we can move straight on to setting the Intro End.
2. In order to get a clear view of the beginning section of the audio wave form, highlight the beginning of the wave form by clicking the left button a couple of centimetres in and dragging back to the beginning of the wave form.



3. Next click on the Zoom To Selection button on the Zoom Controls.

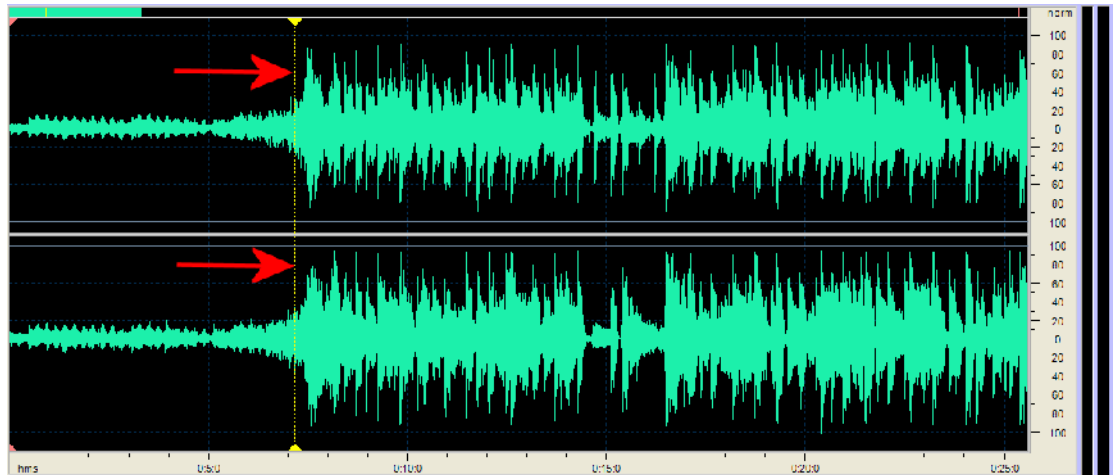


This will zoom in the view so that just the selected area is visible in the Audio Edit Area. This will make it much easier to see the wave form.

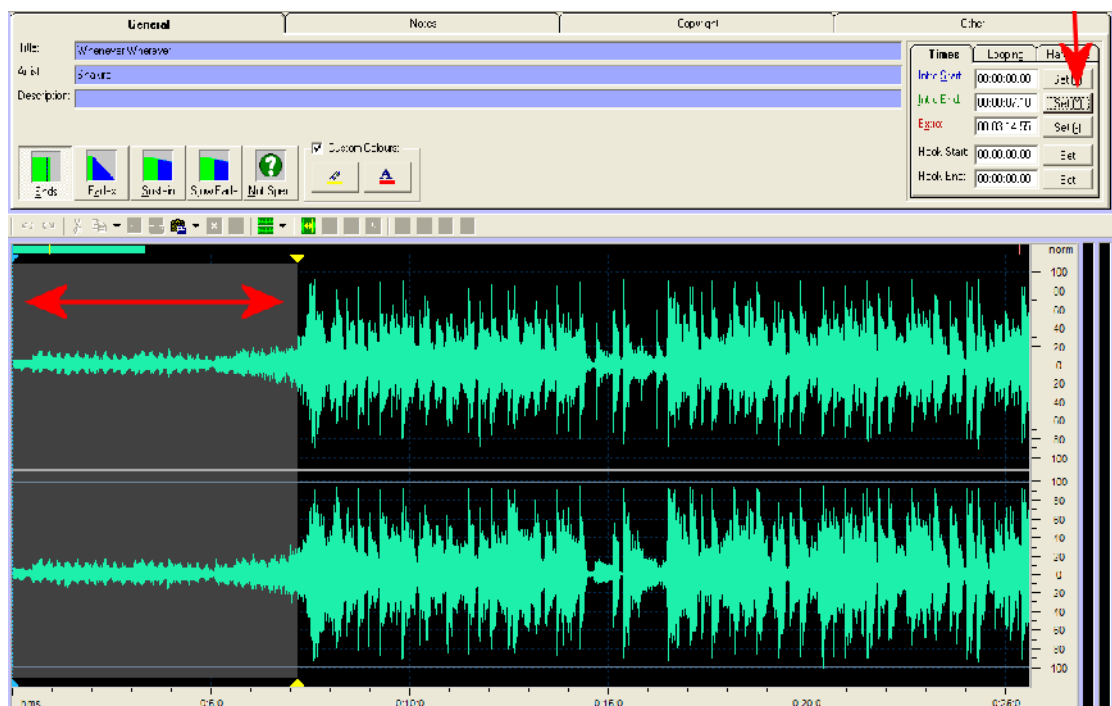


You can see clearly in the example above where the audio wave form starts to spike, this is where the drum beat kicks in on the song. Click on the Play button to listen to the selected area to double check.

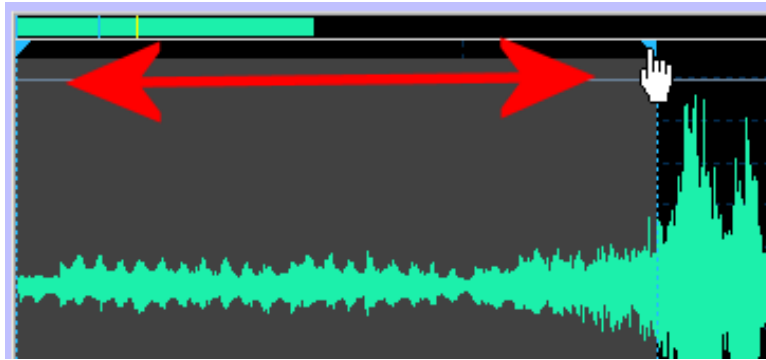
- Now we need to position the Audio Cursor where we want to place the Intro End. Use the left mouse button to click in the Audio Edit Area to position the Audio Cursor




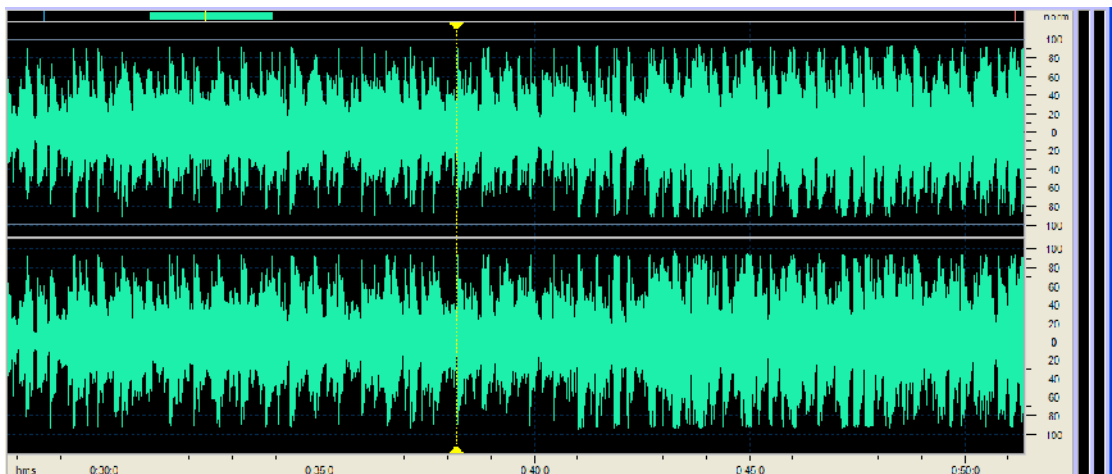
- If we are happy with the positioning, click on the Set button for Intro End.



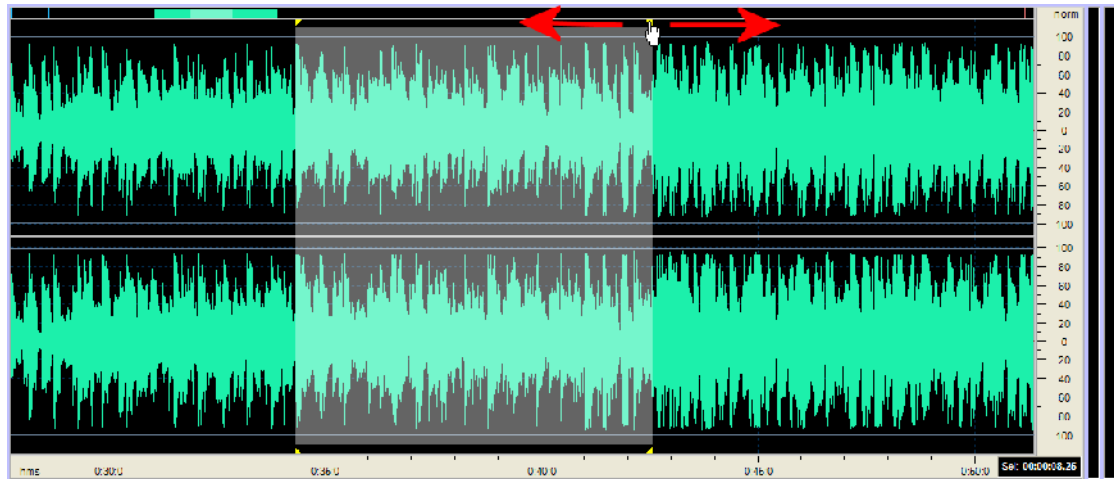
Note how the Intro Start and End are both marked on the wave form in a blue colour. You can move the mouse cursor up to these colour-coded markers for Intro, Extro and Hook and manually move them to the left or right by clicking when the mouse cursor turns to a hand icon.



6. Ok, now we have done one, the rest are easy. Click on the Full View button  on the Zoom Controls and use the same method to zoom in to the end of the audio wave form and set the Extro point.
7. We are going to do something a little different to set the Hook. Use the Zoom to Selection tool to zoom in on a section of the wave form that contains the part of the song that you want to 'hook'.



8. Next, use the left mouse button to highlight the exact section that you want to be marked as the Hook. Once you have made your initial selection, you can use the move the start or end of your selection to the left or right by moving up to the top of the wave form until the mouse cursor turn to a hand icon, you can now use the left mouse button to reposition the selected area boundaries.



You can use the Play button on the Audio Controls to ensure you have the exact area that you want.

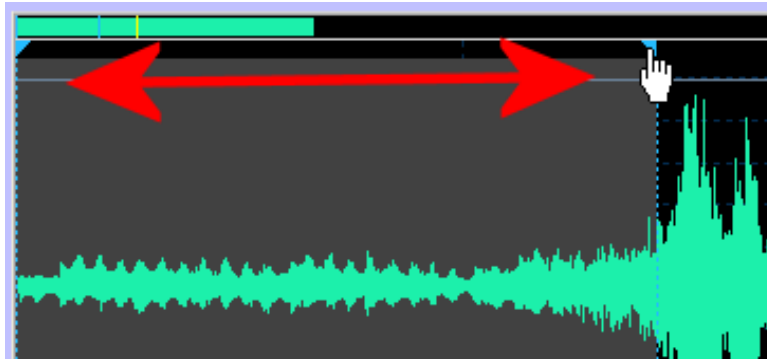
9. Once you are happy with the area you have marked, it is time to take a look at the Times tab.

| Times | Looping | Hardware |
|--------------|-------------|----------|
| Intro Start: | 00:00:00.00 | Set (L) |
| Intro End: | 00:00:07.18 | |
| Extro: | 00:03:14.55 | Set (L) |
| Hook Start: | 00:00:00.00 | Set |
| Hook End: | 00:00:00.00 | |

Note how, when you have selected an area of the wave form in the Audio Edit Area, the Times tab alters to allow you to click Set the Hook Start and Hook Ends to be the start and end of the selected area. It does the same for Intro Start and End but Extro remains the same, as an Extro is only ever a single point, not a time between two points.

10. Click on the Set button next to Hook Start and End to set the Hook area to be the same as the selected area in the wave form. It is as simple as that.

You can also use the visual markers on the wave form to adjust the Intro, Extro and Hook points by moving the mouse cursor to the top of each mark until the mouse cursor changes to a hand icon, and then using the left mouse button to drag them left or right.

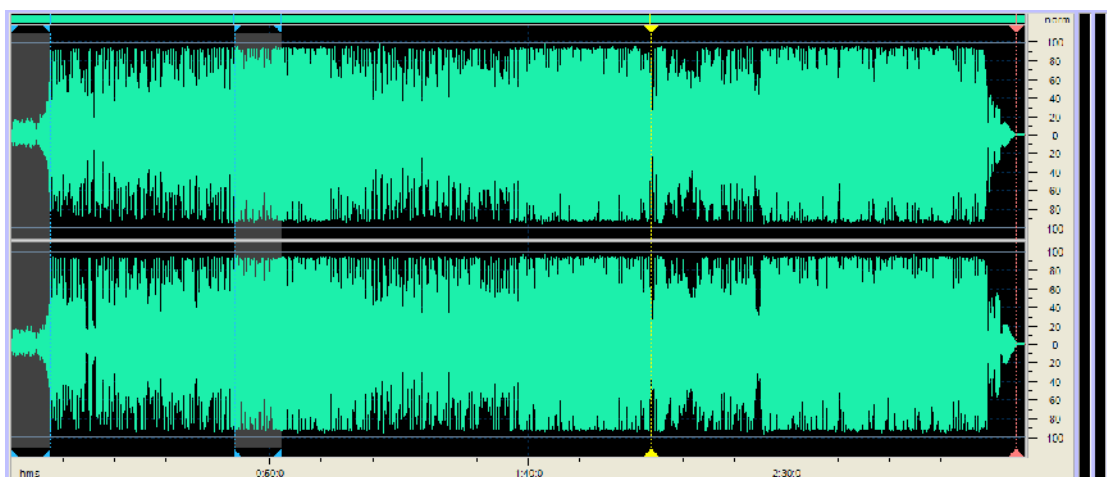


The Timing Marks on the Audio Edit Area are colour coded to help you identify them.

- Blue – Intro Start
- Green – Intro End
- Red – Extro

The Hook and Loops (see Looping Tab) also appear in light blue.

Your finished wave form will look something like this.



Setting Intros, Extros and Hooks Manually

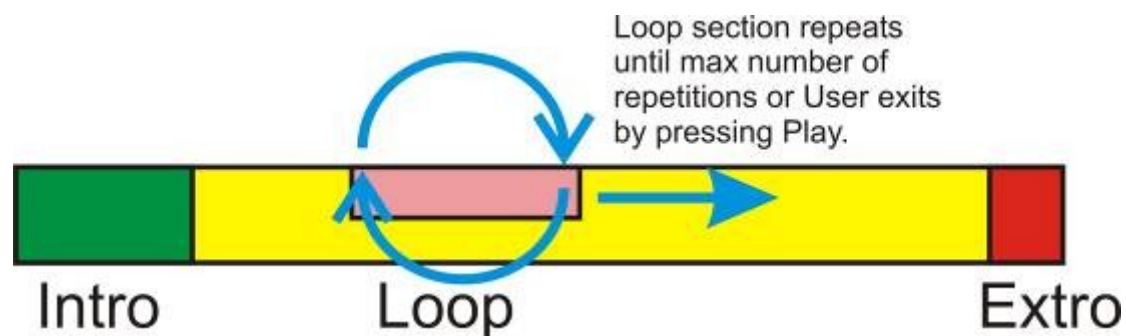
The final option is to manually add the Intro, Extro and Hook markers by typing the times directly into each box.

| Times | Looping | Hardware |
|--------------|-------------|----------|
| Intro Start: | 00:00:00.00 | Set (Z) |
| Intro End: | 00:00:07.63 | Set (*) |
| Extro: | 00:03:14.55 | Set (-) |
| Hook Start: | 00:00:43.19 | Set |
| Hook End: | 00:00:52.24 | Set |

This method is rarely used as it involves a lot of work and offers no real benefits but there may be specific circumstances where it is useful like if you have already set an Intro and you just want to take half a second off of it but do not want to go through the whole process again. You can simply take half a second off the time by editing it directly in the timing box.

The Looping Tab

The Looping tab is used to set up a looping section on a Cart, this is a specially marked area of the Cart that Myriad will repeat whenever the Cart is played. When a Cart with a Loop section is played, Myriad will play the Cart normally until it reaches the end of the Loop section for the first time at which point it jumps back to the beginning of the Loop section and plays it again.



This continues until either the maximum number of Loops is reached (set on the Looping tab) or the presenter ends the Loop by clicking on the Play button on the Cart Player that is playing the Loop Cart. When this happens, Myriad will either jump directly to the end of the Loop section and then play the rest of the Cart normally or, continue to play from the point the presenter pressed the Play button but when it reaches the end of the Loop, it will continue to play the rest of the Cart normally. This is also set on the Looping tab on the SmoothEdit Screen.

You would normally use Looping Carts to create dynamic 'music beds' that can be played to accompany live vocal links. In this way you can make a Cart that starts with a jingle, then goes in to a few seconds of bed (low profile

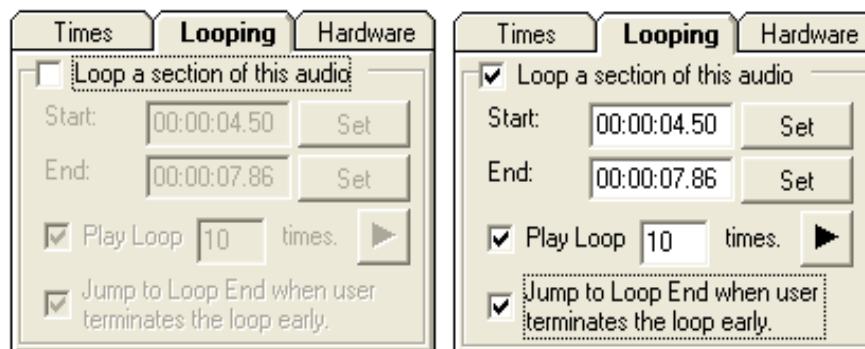
music or sound you can talk over) before ending with an 'out jingle' section. By looping the bed section, you can take a relatively short Cart and use it for longer speech links, and it has the added bonus that as you control when the end part of the bed is played, it is always exactly the length that you need it to be.

Due to a technical constraint in Myriad, looping sections in Carts can only be positioned after the initial 4 seconds of the Cart. This is because Myriad internally buffers 4 seconds of audio for smooth playback (all part of SmoothStream™), this means that there are some restrictions on the lengths of Carts you can use and also on the position of the Loop. If you attempt to put a loop in a position Myriad cannot handle, it will let you know.

As well as using Loops on 'jingles' or 'music beds', you can also use them on the beginning of Songs to create a virtually infinite Intro to a song. You can combine this with the feature that means that when you press Play button, instead of jumping to the end of the looped section, it just continues and exits the loop when at the end of the next loop to create a seamless transition into the main part of the song.

CAUTION - Be careful when using Loops on Songs because you need to make sure that any Songs (or Jingles for that matter) that you add looping sections to will not end up in Automated output, as your listeners will get bored of hearing the same Intro looped all night. We would advise that all Carts with Loops do have a maximum number of loops set so that if they do find their way into automation, this will not be the result.

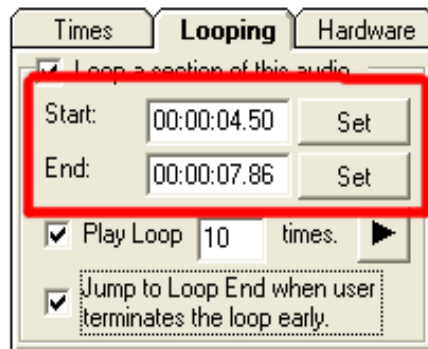
The Loop tab allows you to set the Looping Section on any Cart along with additional settings you wish to use.



To enable Looping on the Cart, tick the 'Loop a Section of This Audio' option to access settings.

Setting the Looped Section

You can set the section of the audio that you want to loop using exactly the same methods that we used to set Intros, Extros and Hooks (see Setting Intros, Extros and Hooks).

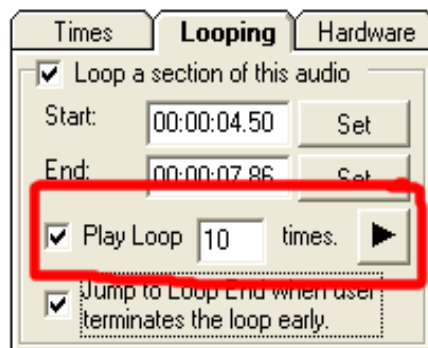


Your options are:

- **Set Audibly** – Start playback and click on the Mark buttons for the Loop Start and Stop respectively. This method is ok but it can be difficult to getting the timing for the loop absolutely correct.
- **Set Visually** – Use the Audio Edit Area to view the audio wave form and position the Audio Cursor in the position that you wish the loop to start, then click on the Mark / Set button on the Loop Start button on the Looping tab. Move the Audio Cursor to section of the audio where you want the Loop to end and then click on the Loop End Set button.
- **Set Manually** – You can type in the start and end loop times manually using the time boxes.

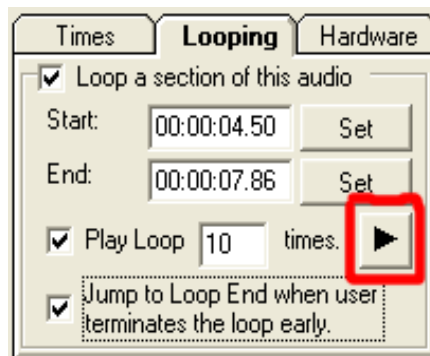
Setting the Amount of Times the Loop Will Play

You can also set the maximum amount of times the Loop will play after which Myriad will automatically exit the loop and play the rest of the Cart as normal. To enable this, tick the 'Play Loop X Times' option and then type in the amount of times that you want the loop to play in the provided box.



In the example above, the looped section will be played a maximum of 10 times before Myriad automatically exits the loop and plays the rest of the Cart.

You can also review the looped section by clicking on the Play button on this section.

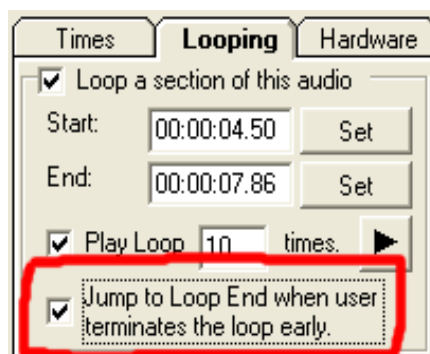


Setting Whether Myriad Will 'Jump To End of Loop' When You Press Play

As discussed earlier in this section, when Myriad is playing a looped section, you can click on the Play button on the Cart Player that is playing the looping Cart to manually exit the looped section. When you do this, one of two things will happen.

- **Jump To End Of Loop** – Myriad will automatically jump to the end of the looped section and play the rest of the Cart immediately.
- **Continue From This Point In The Loop** – Myriad will continue to play through the looped section from the current point (as normal) but when it reaches the end of the looped section, instead of going back to the beginning of the looped section, Myriad will instead carry on to the end of the Cart.

You can configure Myriad to use the 'Jump to End of Loop' method by ticking the 'Jump to Loop End When User Terminates the loop early' option on the Looping tab.



If this option is not ticked then Myriad will use the 'Continue from This Point in the Loop' method when the User terminates the loop by clicking on the Play button on the Cart Player that the Cart is playing in.

Once you have configured a Loop Section and saved the Cart details, the Cart on the Audio Wall displays a Loop icon to indicate that the Cart has a Looped Section.



The Hardware Tab

The Hardware Tab is used to assign Hardware Events to the Intro, Extro and Hook marker times which in turn can be used for a variety of different applications.

In order to make use of these features, you will need to have a hardware I/O card (such as a PCI1750) fitted to your PC and configured for use within Myriad. Once configured, the hardware card provides Myriad with a method for interacting with the 'outside world' via switching logical outputs and reading logical inputs. The most common use for this type of technology is for switching external audio sources on and off and it is this mechanism that makes it possible for Myriad to automatically switch an external news feed on and off in automation (via an audio switcher).

Hardware cards can be configured and hardware lines assigned using the Settings Menu > Hardware Card Settings option which is covered in detail in the Menu System part of the documentation.

Hardware Settings

Hardware Card 1 Hardware Card 2 Hardware Card 3

Type: RS232 based controller

Not Used: 1 Attached to: 1

| Line | Type | L | Description | Built-in Action | Info 1 | Info 2 |
|------|--------|---|---------------------|-----------------|--------|--------|
| 1 | Input | | News Audio Switcher | Not in use | | |
| 2 | Input | | | Not in use | | |
| 3 | Input | | | Not in use | | |
| 4 | Input | | | Not in use | | |
| 5 | Output | | | Not in use | | |
| 6 | Output | | | Not in use | | |
| 7 | Output | | | Not in use | | |
| 8 | Output | | | Not in use | | |

The "L" column is for 'Active Low' - this allows you to flip the logic of the line. e.g. when it is actually ON, it is registered as OFF

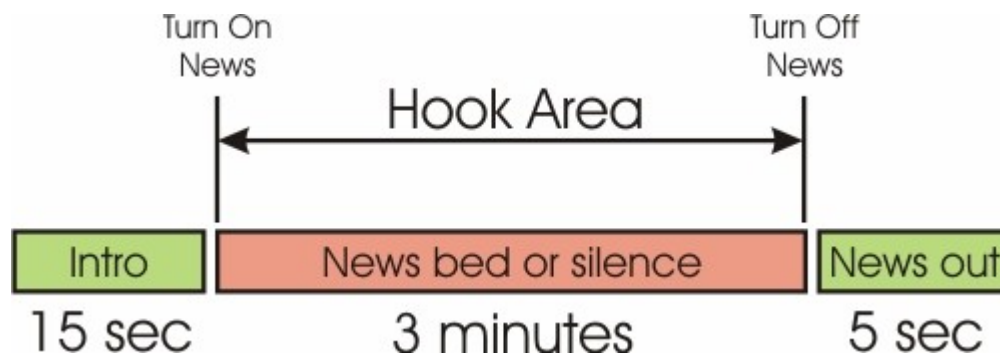
OK Cancel Apply

For the purposes of setting up Hardware Events on the Intro, Extro and Hooks, we will assume that the hardware card is configured correctly and that you have already assigned some hardware outputs.

Setting Up Hardware Events to Happen On Intro, Extro or Hook Points

To demonstrate this feature, it is best to use an example. Let's say that we want to turn Hardware Line 1 on while the Cart is in playing the Hooked section and turn it off again once the Hook has finished.

Now if Hardware Line 1 is configured to be the News Switch and the physical output of Hardware Line 1 is connected to a suitable audio switcher then we could use this Cart to switch the news on and off in live and automated output.



If we assume that the Hook Start and End have already been set then all we have to do is go on to the Hardware tab and assign the appropriate hardware event to happen at the Hook Start and Hook End points.

Use the following procedure to set this event:

1. Make sure that you have set the Hook Start and Hook End on the Times tab and that they are in the correct place.
2. Now switch to the Hardware Tab. As we have not set any Hardware Events yet, it should all be blank.

| Label | Dropdown | Clear |
|--------------|----------|-------|
| Intro Start: | <N/A> | Clear |
| Intro End: | <N/A> | Clear |
| Extro: | <N/A> | Clear |
| Hook Start: | <N/A> | Clear |
| Hook End: | <N/A> | Clear |

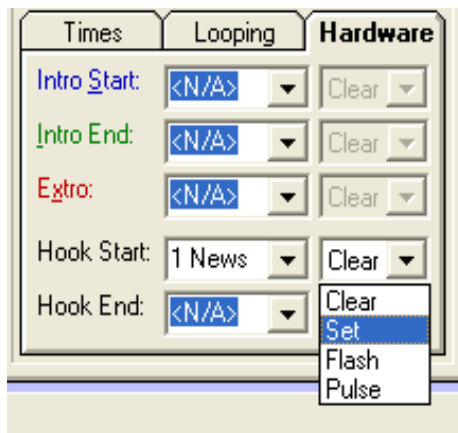
3. In this example, we are going to set Hardware Line 1 to be switched by the Hook Start Marker but we could assign any Hardware Line to be affected by any of the available timing markers. First use the drop down list next to the Hook Start caption to select the Hardware Line we wish to work with.

| Label | Dropdown | Clear |
|--------------|----------|-------|
| Intro Start: | <N/A> | Clear |
| Intro End: | <N/A> | Clear |
| Extro: | <N/A> | Clear |
| Hook Start: | <N/A> | Clear |
| Hook End: | <N/A> | Clear |

In this case, we want to work with Hardware Line 1 so we select 1 from the drop down list. Then descriptions that you give to each Hardware Line in the Hardware Card Settings window are also included in the drop down list.

4. Next we need to tell Myriad what action to take with the selected Hardware Line. The options are:
 - **Clear** – Clears the hardware line (turns it off).
 - **Set** – Sets the hardware line (turns it on).
 - **Flash** – Continuously switches the hardware line between on and off (flashes it).
 - **Pulse** – Sets the hardware line for 1 second, and then clears it (turns it on for 1 second only).

You can use the drop down list to the right of the Hardware Line to select the action we want to happen.



In this example, we want the Hardware Line turned on at the Hook Start point so we need to select Set.

Once we have done this we need to move on to the Hook End marker.

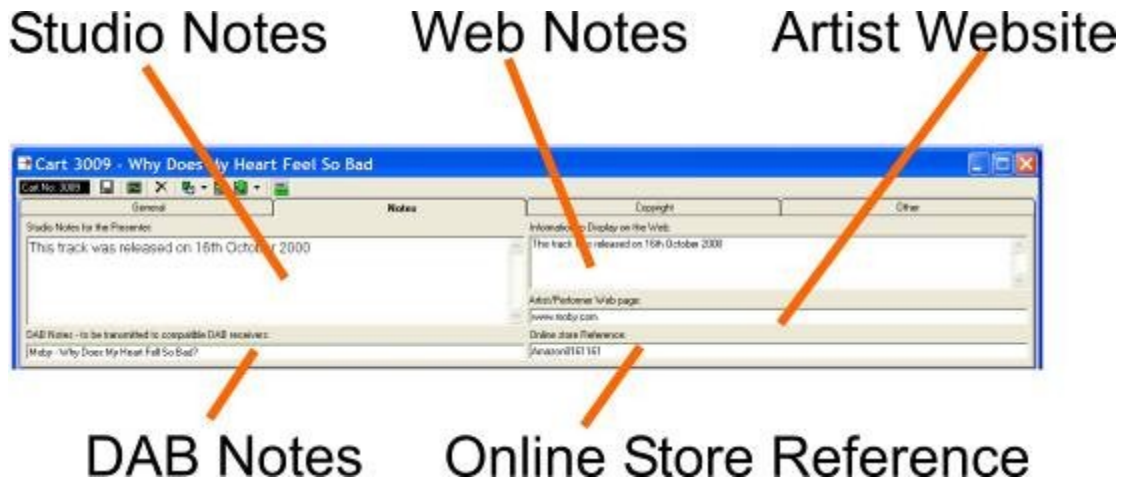
5. Now we have set Myriad to turn Hardware Line 1 on when the Hook Start point has been reached, we now have to set it to turn it off again once the Hook End is reached. To do this we repeat the steps for Hook End but set the action to Clear to turn off the Hardware Line. You should end up with something like this.



Obviously, you can set Hardware Events to happen on the Intro Start, Intro End and Extro Markers using the same method should you wish to.

The Notes Tab

The Notes Tab provides fields to allow you to add text Notes to the Cart you are working on. There are a number of different Notes fields on the Notes tab to allow you to add different Notes for different potential outlets. The diagram below shows the layout of the Notes tab.



We will now look at these elements in more detail.

Studio Notes

The Studio Notes are the primary Cart notes in Myriad and are intended to be used by the presenter when presenting a live show. Notes typed into the Studio Notes field will be displayed on the Notes panel on the Log Screen whenever a Log Item that is linked to the Cart is highlighted.



You can also access the Studio Notes on the Audio Wall via the Cart Details window which can be opened from the More Information option right click menu.



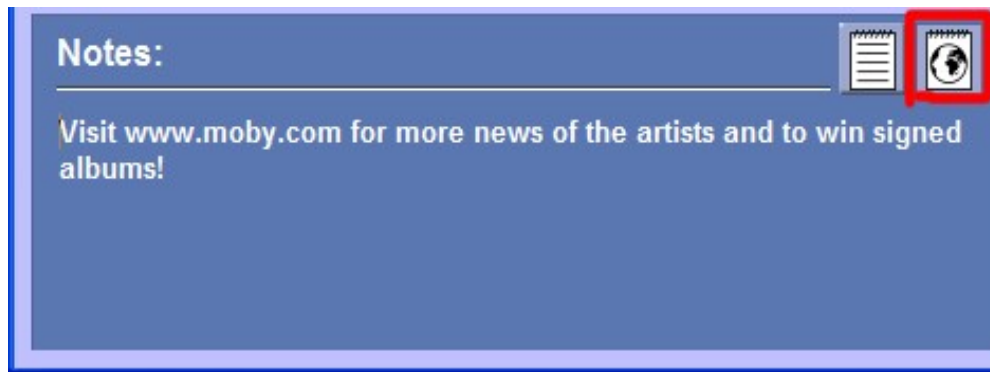
Or from the 'i' icon on the Cart Player when a Cart is playing.



Web Notes

Web Notes are intended for text notes that you want to be posted to your station's web site using OCP to upload them. Whereas the Studio Notes are intended for the presenter, in general, Web Notes are intended for your end listener so you may need to be a little more careful about what you write.

You can access Web Notes from the Audio Wall via the More Information option on the right click menu or the 'i' icon on the Cart Player (just like Studio Notes). Once the Cart Details window is open, click on the Web Notes icon to switch the view to Web Notes.



Artist Web Site

This field is used to store the web site address for the Artist performing the Song on the Cart. The principle reason for this is to allow OCP to add a link to the Artist's web site on your own site whilst the track is playing (if you want to). The presenter may also find this information useful, although it is only visible from the SmoothEdit Screen.

DAB Notes

The DAB Notes field allows you to add text specifically for display on Digital DAB Radios. OCP can take this information and send it directly to your DAB transmission provider. Once again, this may be public information field so be careful what you write.

Online Store Reference

This field allows you to add a unique reference for the Cart which may be useful if you are intending to add 'click to buy' style link on your web site. The most commonly used online store is Amazon, who do not require you to put anything into this field. Amazon uses the Artist and Title fields along with your unique reseller reference to provide the 'click to buy' style service.

NB: Please note that most of these fields are for use with external applications for P Squared's OCP (Online Content Processor). OCP is available as part of the standard Myriad package and its operation and configuration is covered in the separate OCP documentation.

The Copyright Tab

The Copyright tab is used to store additional copyright information for the Cart you are working on. This information can then be used by Myriad to generate an accurate copyright return report using the Myriad Manger application.

The Copyright tab is intended to work for a number of copyright organisations and as such has been designed with fairly generic terms for the information fields.

The diagram below shows the fields available on the Copyright tab.



We will now briefly look at each of the available fields.

Product Title

The product title for the audio you are working with. This could be an album title for example.

Music Title

The title of the music you are working with. Click on the Copy button to copy the Title from the General tab.

Recording Number

This is normally the unique recording number found on the spine of the CD.

Composer / Arranger

The name/names of the composer / arranger.

Performer

This is the name of the artist who performed the song. This can be copied from the Artist field on the General tab using the Copy button.

Publisher

This is the name of the company that published the recording.

Record Label

This is for the name of the record company that owns the recording.

Rights Management Field

This is a special field used by some copyright agencies.

Copyright Code

This allows you to assign a code to identify the use for the audio. The options are:

- **Not Specified**
- **C – Commercial**
- **D – Disc**
- **L – Live / Local**
- **P – Promo**
- **S – Station Ident**

Total Duration

This is the total duration of the audio recording. You can click on the Copy button to copy the overall Cart Length from the General tab.

Music Duration

This allows you to specify a separate music duration. This may be useful if you are working with a promo that is 30 seconds long but only contains 10 seconds of music. You would set Total Duration to 30 seconds and Music Duration to 10seconds. That way, if your music copyright body charges per second played, you will not have to pay for time you did not use.

NB: These definitions are intended as guides only, please consult with the appropriate copyright organisations that you report to for more details about the information you need to add to these fields.

The Other Tab

The Other tab serves two general purposes. Firstly it allows you to view, add and edit the JPG pictures that are associated with a Cart. You can also use the Other tab to view and erase the recent play history for the Cart you are working on.



Picture
Carrousel

Recent Play
History

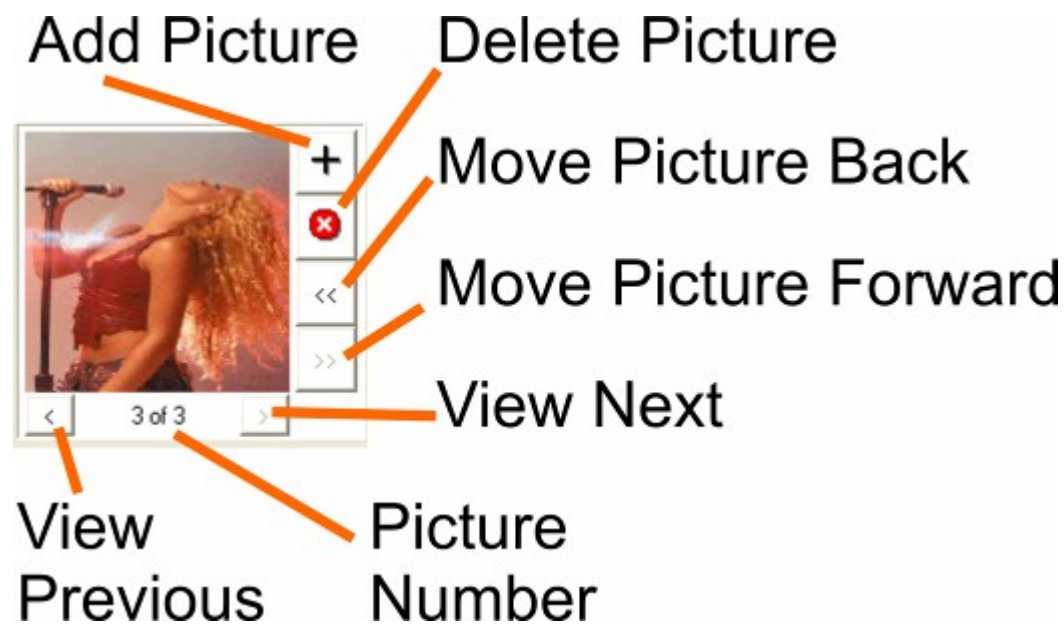
Erase Play
History

The Picture Carrousel

The Picture Carrousel is used to display, add and manage the JPG pictures that you have added to the Cart. The reason you may want to add pictures to a Cart is to allow OCP to upload one or more pictures to your web site when the Cart is being played.

The Picture Carrousel window displays the pictures currently attached to the Cart you are working on. If you have more than one picture attached to the Cart then the display will rotate through all the attached pictures, changing every few seconds.

The Picture Carrousel also includes the tools needed to add, edit and remove pictures from the Cart.



Add Picture

The Add Picture button allows you to add another JPG picture to the Picture Carousel. When you click on the Add Picture button, the Select Picture window opens which allows you to browse the local computer and connected network locations, looking for the picture you want to attach.



Browse to the JPG image you want to add and then click on the Open button. The image is then added to the end of the Picture Carrousel.



Delete Picture

The Delete Picture button is used to remove the currently visible picture from the Picture Carrousel.

Make sure the picture you want to delete is visible and then click on the Delete button. You will then be asked to confirm your action.



If you click on Yes then the picture will be removed. Please note that when you add a picture to Myriad, the picture is copied into the Audio Wall location leaving the original image where it is. When you delete the picture, it is deleted from the Audio Wall at the same time but the original file still remains where it is (unless you have deleted or moved it in the intervening time).

Move Picture Back / Forward

You can use the Move Picture Forward / Back buttons to move a picture either forward or backward one position in the Picture Carrousel. In the example below, the visible image is image 3 of 3.



If you click on the Move Picture Back button once, the position of the picture will move to 2 of 3 (and the move forward button will be enabled).



Picture Number

The Picture Number shows the current position in the Picture Carrousel of the image that is currently visible.



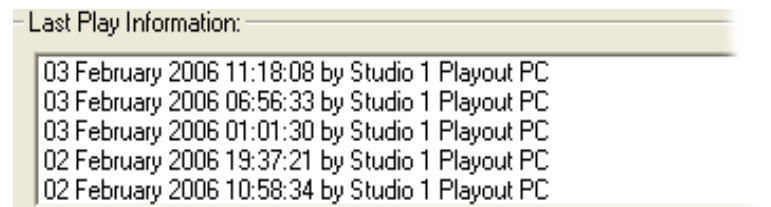
In the example above, the picture is the second of three pictures.

View Previous / Next

The View Previous / Next buttons are used to manually step through the pictures available on the Picture Carrousel.

Recent Play History

The Recent Play History shows the last five times that the Cart you are working on was played along with additional information such as the date and time of play and the Myriad workstation that played it.



This information is also used by Myriad to determine which Carts need to have the Recent Play Icon on the Audio Wall.



Myriad stores the last five times that a Cart is played inside the Cart headers themselves which makes checking recent play history very fast but alongside this information, Myriad also maintains a full history of 'play logs' which are generated independently by the Cart Players and used to generate things like the Copyright Reports etc.

The Recent Play History can be deleted from the Cart using the Erase the Last Play Information function.

Erase Recent Play History

As the name would suggest, the Erase the Last Play Information button clears the Recent Play History leaving a blank window.



You may want to do this if you wish to clear the Recent Play Icon from a Cart on the Audio Wall. Doing this will not affect the overall play logs that Myriad maintains so it will not affect copyright reports etc.

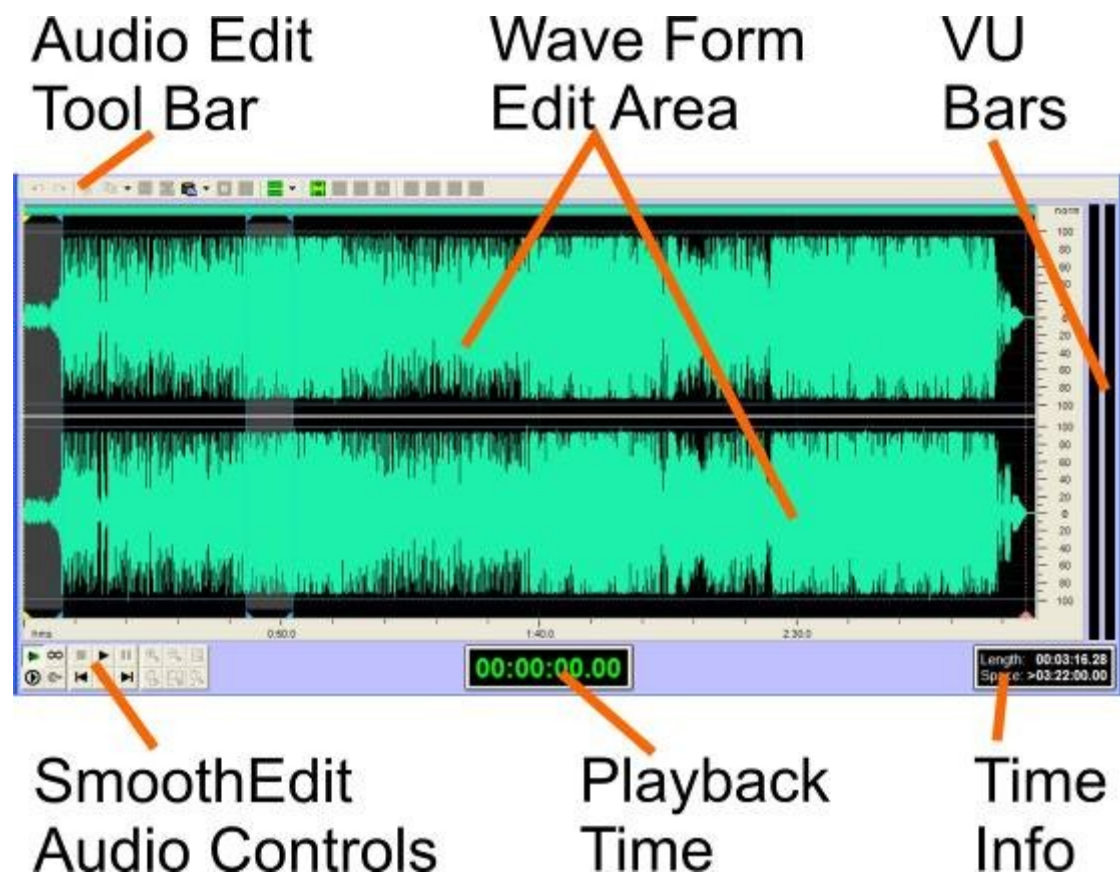
The Audio Edit Area

The Audio Edit Area is a generic term that refers to the lower part of the SmoothEdit Screen which is dedicated to displaying the audio wave form for the Cart you are working on along with the tools and options for viewing and editing the audio.

Conceptually, audio editors are very similar to word processors. The audio is represented visually on screen (in the form of a graph or 'wave form') and the editor is used to select areas to be moved, edited, replaced, formatted or deleted. The main difference between a word processor and an audio editor is that in an audio editor, you are not working with text and words but with digitally recorded audio (also known as sampled audio). In order to allow us to see and work with sound, the audio is represented as a graph or 'wave form' which plots the value of the audio every fraction of the second (known as a sample). In the case of audio editors, instead of making words bold, sections of the audio can be amplified, replaced, cut, pasted reversed, replaced with silence etc. Just like a word document, you can also select sections of an audio file and move them around within the file, copy and paste sections into the same file or into a new file or repeat a section as many times as you like.

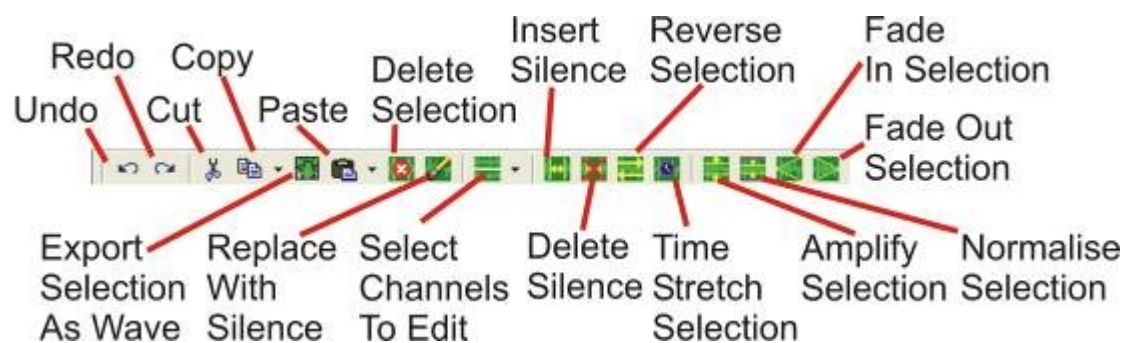
There is a wealth of information on the subject available on the web but for the purposes of SmoothEdit™, all you really need to know is that you can open (or record) an audio file, edit it and save it back to the Audio Wall.

The diagram below shows the general layout of the Audio Edit Area:

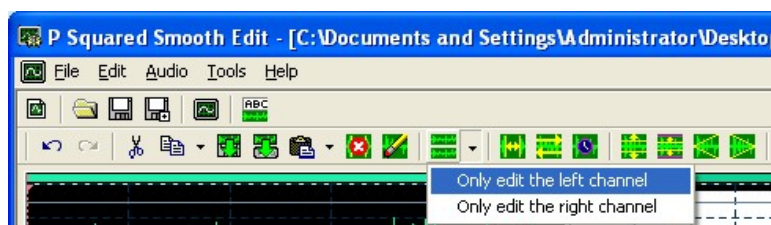
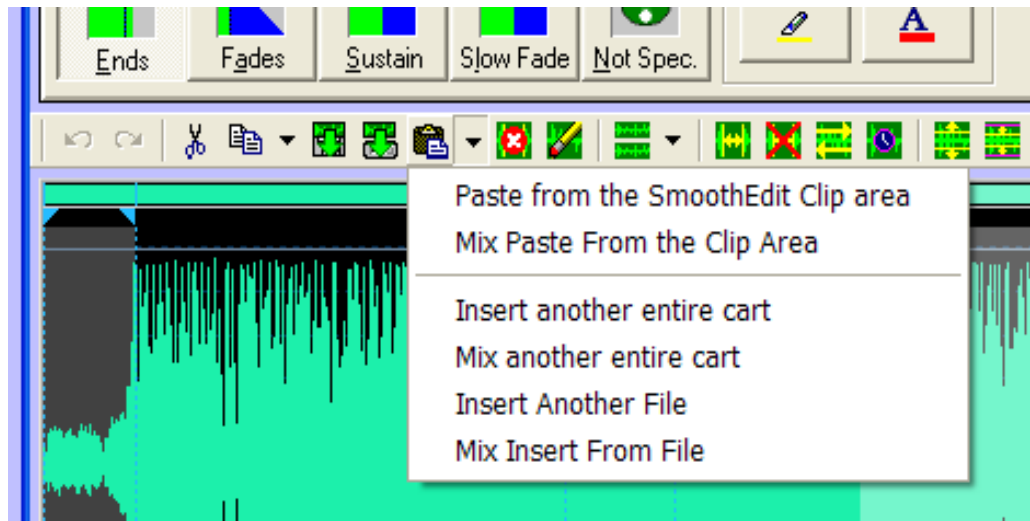
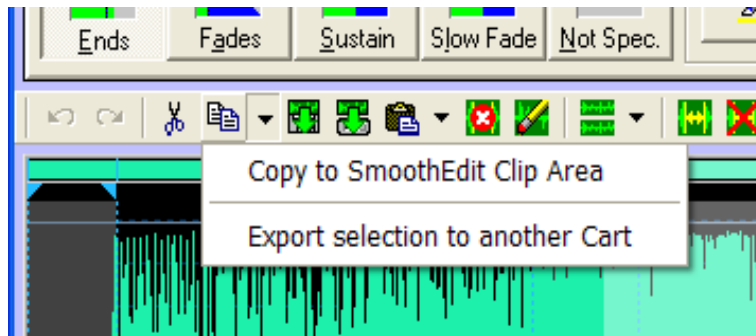


Audio Edit Tool Bar

The Audio Edit Tool Bar offers a range of tools and facilities that relate to working with and editing audio in the Wave Form Edit Area on the SmoothEdit Screen. The Audio Edit Tool Bar layout is outlined below.



In addition, the 'Copy', 'Paste' and 'Select Channels to Edit' options also offer drop down menus for expanded options.



Please note that some of the screen shots used in the next section are taken directly from the SmoothEdit documentation so they may include a menu bar that is not necessary when using SmoothEdit in Myriad.

Undo

This option only becomes available after you have started working with a Cart. Undo removes the last action, restoring the file to the previous state. SmoothEdit™ actually allows you to Undo multiple levels so even if you have performed a number of tasks, you can undo them to get back to a previous state.

Hitting Ctrl + Z on the keyboard will also undo the last action, you can also access Undo via the Edit menu.

Redo

The Redo option does the opposite to the Undo option and re-does anything that you have just undone. Let's say that you wanted to use the Undo to remove the last three edits but you accidentally clicked on the Undo button four times, clicking on the Redo button would restore the last change.

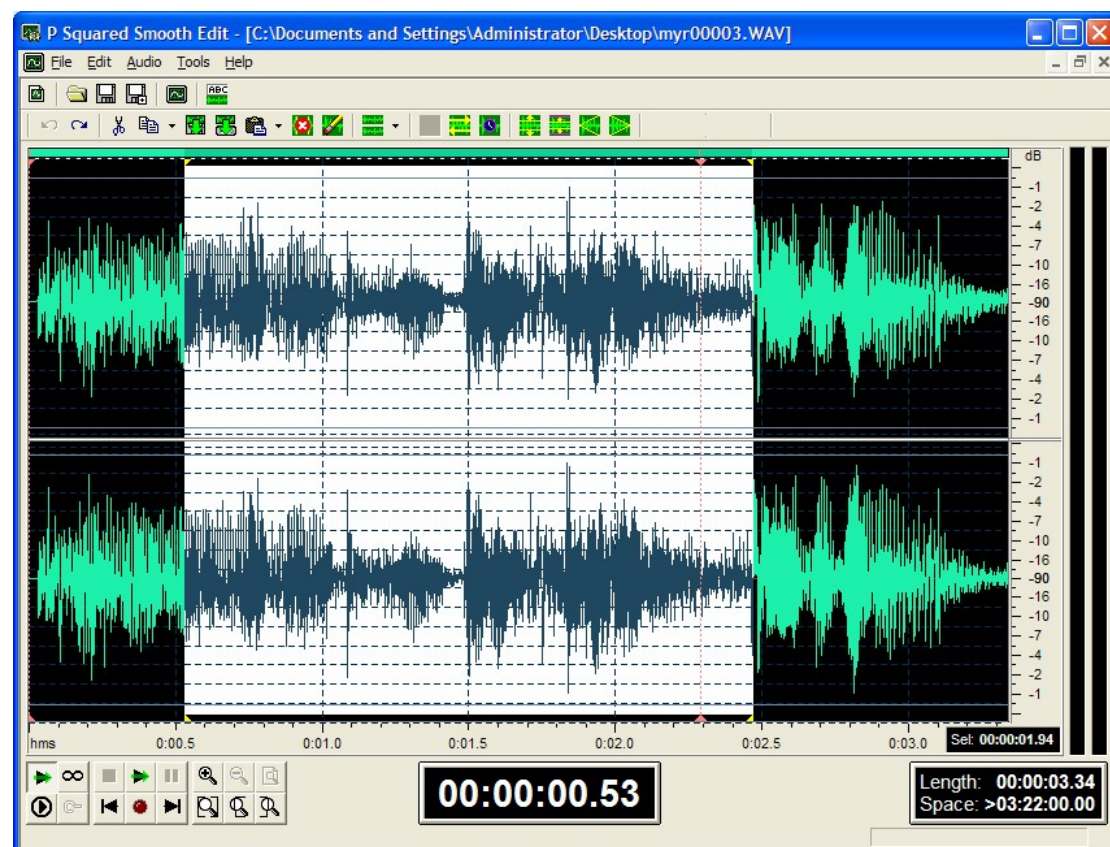
This option only becomes available when Undo has been used.

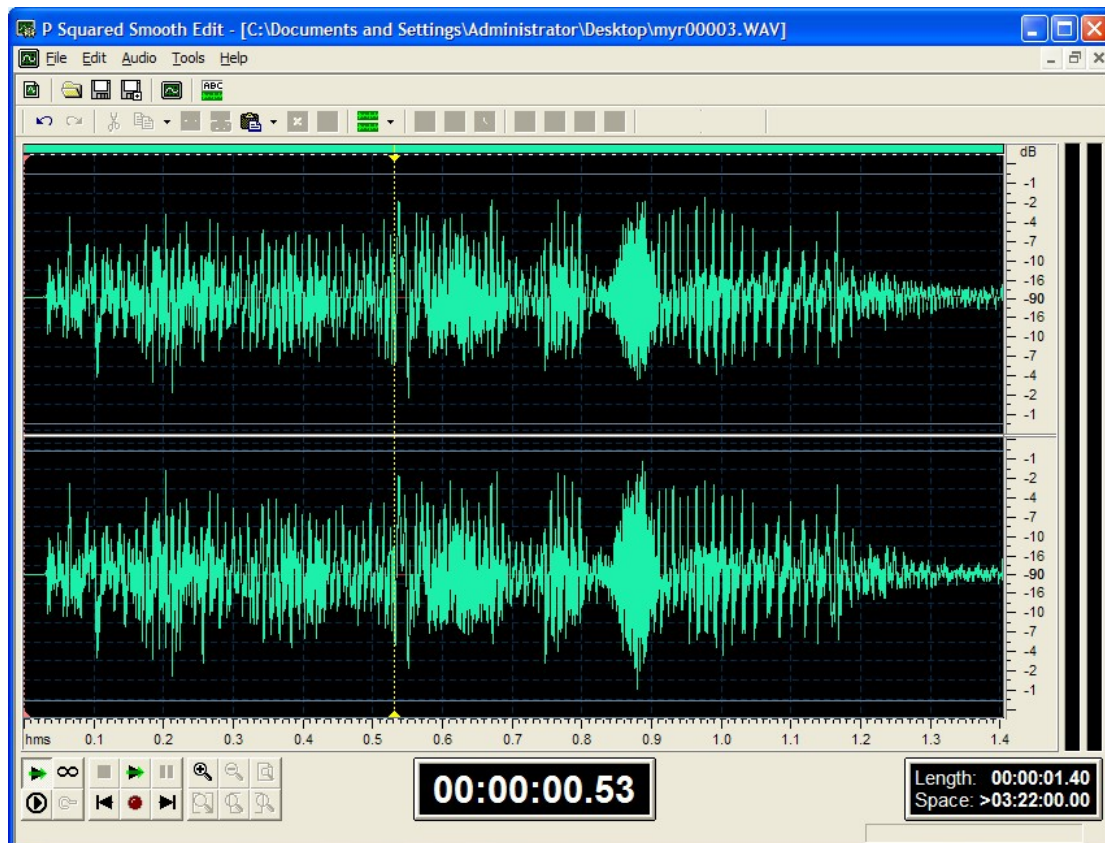
Redo is also available on the Edit menu and pressing Ctrl + Y.

Cut

As with Copy, the Cut button is used to add a selected area to the Windows 'clip board' to be pasted into a different area of the same file, an entirely new file or another application. The difference is that when you use Cut, the selected area is not only copied to the 'clip board' but also removed from the original file with the wave form either side of the Cut area spliced together to make a new (shorter) wave form. The two screen shots below should help make it clearer.

First, a section is selected, and then the Cut option is selected.





The total length, which is displayed in the bottom right corner, has dropped from 3:34 to 1:40 because we have cut an area of audio out of the middle.

Cut is only available once a section has been selected.

You can also use Ctrl + X on the keyboard to Cut a selected area.

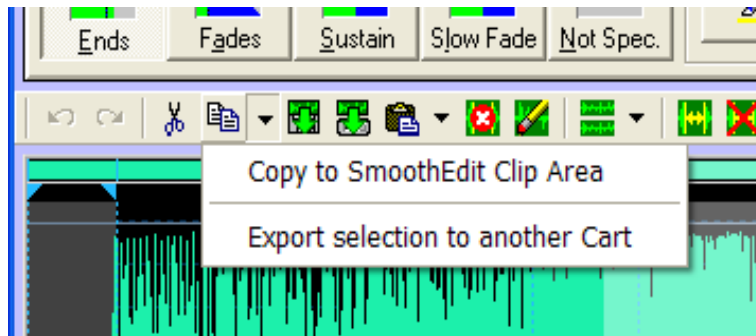
Copy

Clicking on the Copy button (or hitting Ctrl + C on the keyboard) copies the selected section in the Wave Form Edit Area, to the windows 'clip board'. This copied selection can then be pasted back into another area in the same file, a completely new file, or even into another application (that also supports audio editing or playback).

Use of the copy and paste functions should be familiar to anybody who has used Windows applications in the past. The only difference here is that we are copying a section of audio instead of the usual text or graphics.

The Copy option is only enabled after an area has been selected in the Wave Form Edit Area.

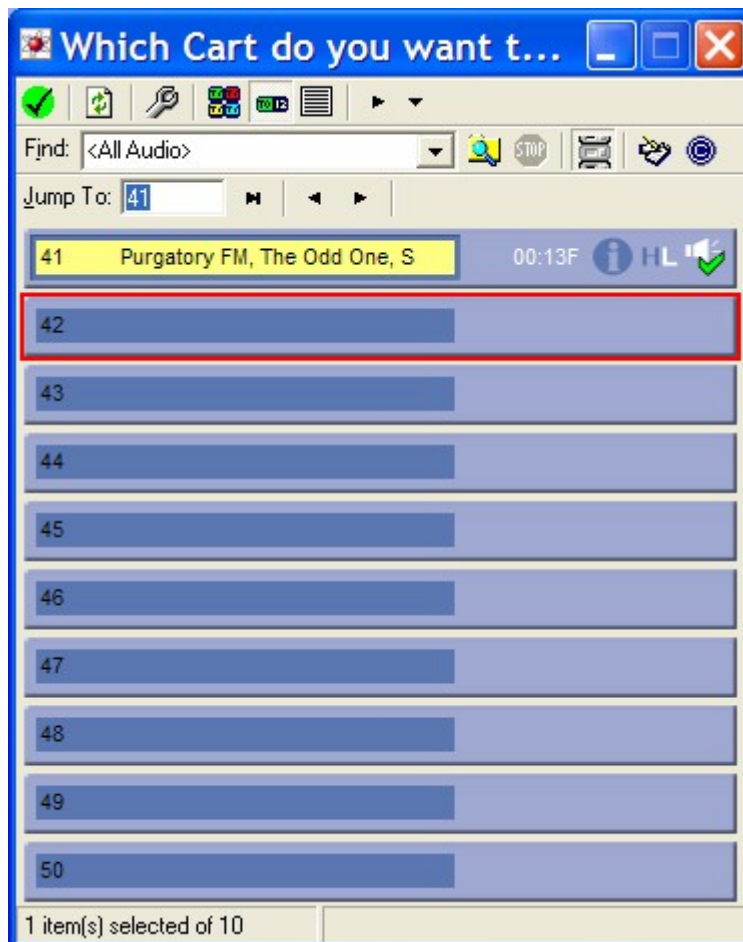
Copy Button Drop Down: Copy to SmoothEdit™ Clip Area



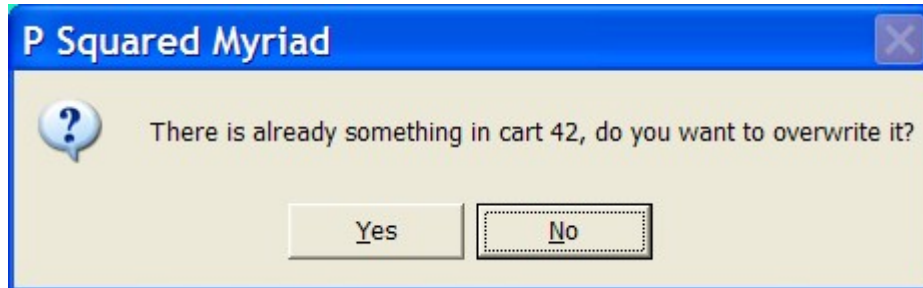
Copy to SmoothEdit™ Clip Area: This option copies the selected area to the 'clip board'

Copy Button Drop Down: Export Selection to another Cart

If you select this option, the selected area will be copied to another Cart altogether. The Audio Browser will open to allow you to select the Cart Slot that you want to copy the selected audio into.



Find the Cart you want to copy into and then double click on it to begin the process. A new Cart will be created in the Slot you picked and the selected audio will be copied into the Cart. If you select a Cart that already contains audio then you will get a warning box that allows you to decide whether to overwrite the Cart details and audio or not.



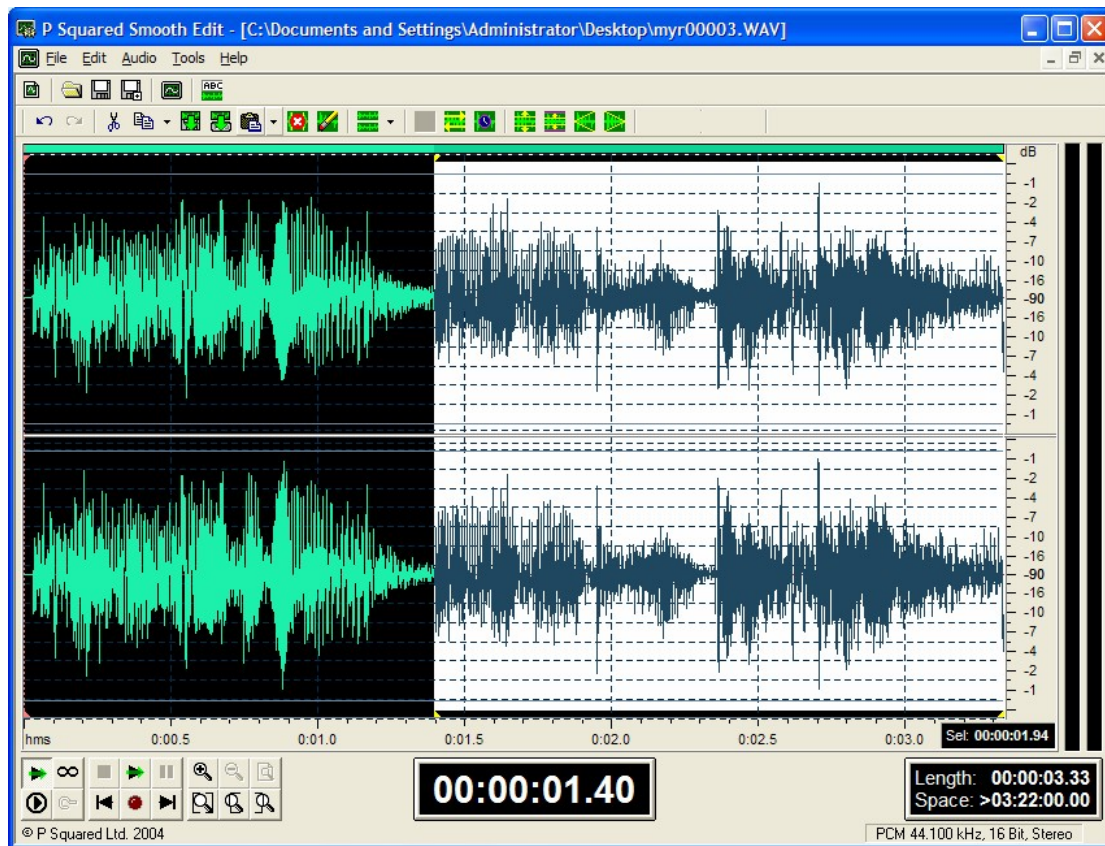
Export Selection to Wave File

This Export Selection to Wave File button will close the exiting file and open a new file using the selected area. This is really useful if you wish to grab a section from an audio file, to use as a basis for your next edit.

Paste

In both the Copy and Cut options examined above, we mentioned that the selected area is copied to the Windows 'clip board'. This is a special area of memory where Windows holds data for short term storage with a view to using it again either later in the same audio file or in another audio file. In general, only one thing can be stored in the 'clip board' and the data will be lost if the PC is rebooted but the 'clip board' does provide a quick, simple and convenient way of moving sections of audio around or between audio files.

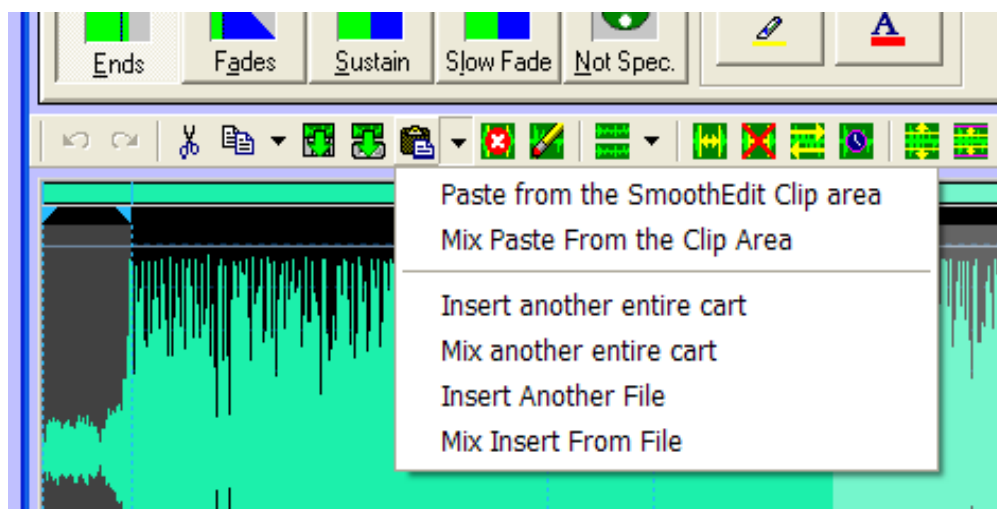
The Paste in SmoothEdit™ works exactly the same as the Paste in a word processor. Let's take the example above. In the Cut example, we started with a complete wave form; we then highlighted a big section in the middle which we cut out. Now if we place the audio cursor at the end of the wave form and select Paste, the Cut section will be pasted into the wave form at the selected point.



You can also Paste in sections from previous files or even from other applications.

The Paste option is also available by pressing Ctrl + V on your keyboard or on the Edit menu.

Paste Drop Down: Paste from the SmoothEdit™ Clip Area



This does the same thing as clicking on the Paste button on the Audio Edit Tool Bar. The audio stored on the 'clip board' is pasted into the open audio wave form at the point that the cursor is currently positioned. See Paste for a more detailed description.

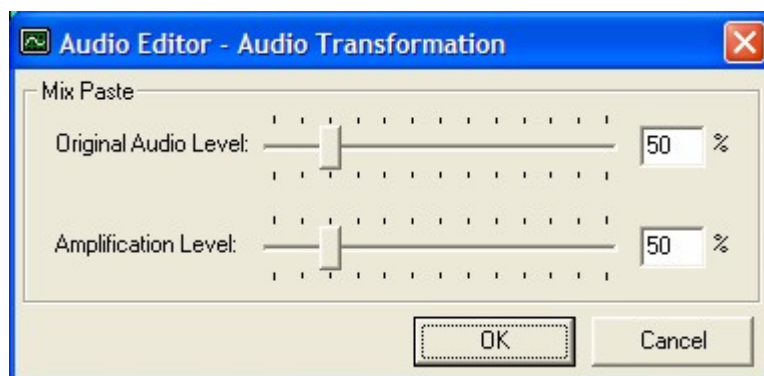
Paste Drop Down: Mix Paste from Clip Area

So far we have looked at Copy, Cut and Paste which should be familiar to most Windows users as they are common to most Windows applications. The Paste Mix option, however, is fairly unique to audio editors. In a word processor, you never need to have multiple words on top of each other but in audio, that is exactly what you want sometimes.

The Paste Mix option allows you to do this. Once you have a section of audio in the 'clip board' (see Cut or Copy), you can select the position on the wave form where you want the mix to begin, then select the Paste Mix option to mix the audio in the Windows 'clip board' with the audio that is already on the wave form.

In order for this to work, you must select the proportional volume of the two pieces of audio using the Mix Paste setting window (that will appear when you select Mix Paste).

The top setting determines the amplification level for the section of the original audio file that is highlighted. The second setting determines the level of amplification applied to the audio that you are about to mix paste into the selected area. The reason that you need to do this is that if you mix pasted them both at 100%, if the two pasted audio sections happened to both peak at exactly the same time, you could end with a mix that is at 200% of the maximum volume which would lead to distortion.

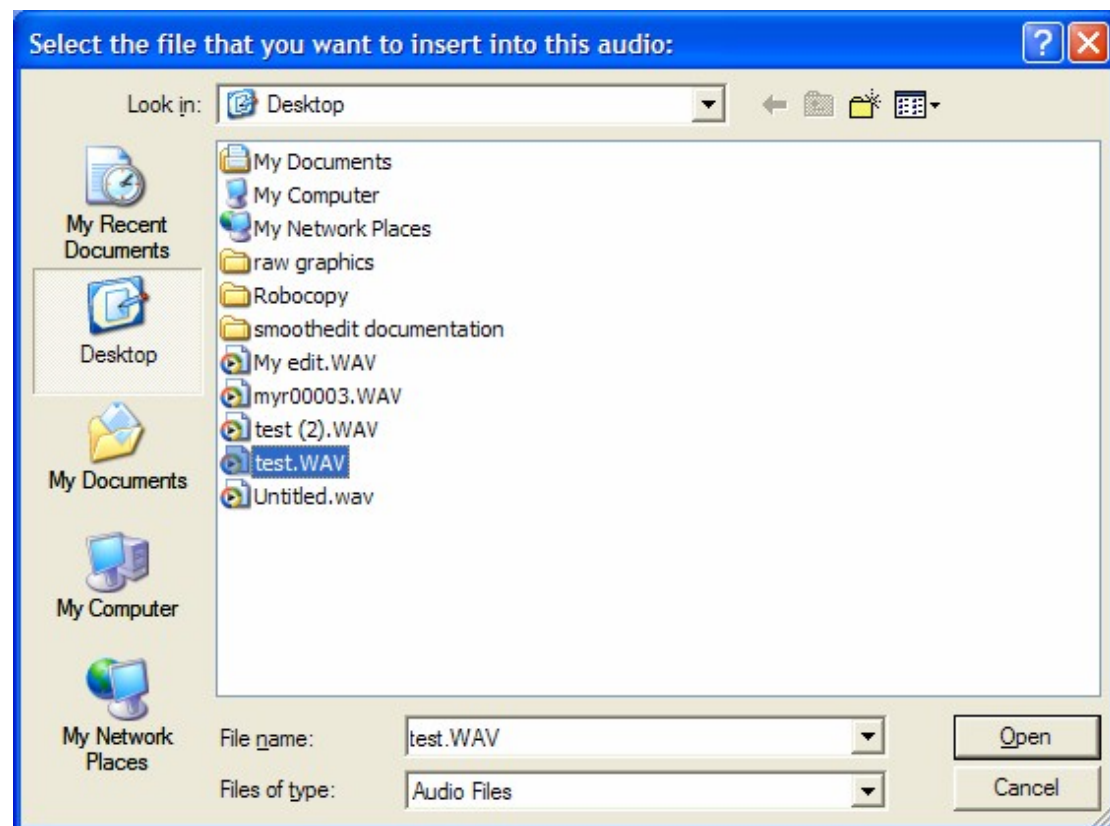


Different settings will suit different applications; your best bet is to experiment with these settings until you get the mix level that you are looking for. Remember, you can use the Undo button to remove a Mix Paste easily.

Paste Drop Down: Insert From File

This option on the Audio Edit tool bar acts in exactly the same way as a Paste but instead of pasting a section of audio that is in the Windows 'clip board', the Insert Another File button pastes in the audio contained in a completely different file.

To use this option, click in the area of the Wave Form Edit Area where you want the Insert to begin, and then select the option from the drop down menu. Next select the file you want to be inserted using the file browser window that appears.

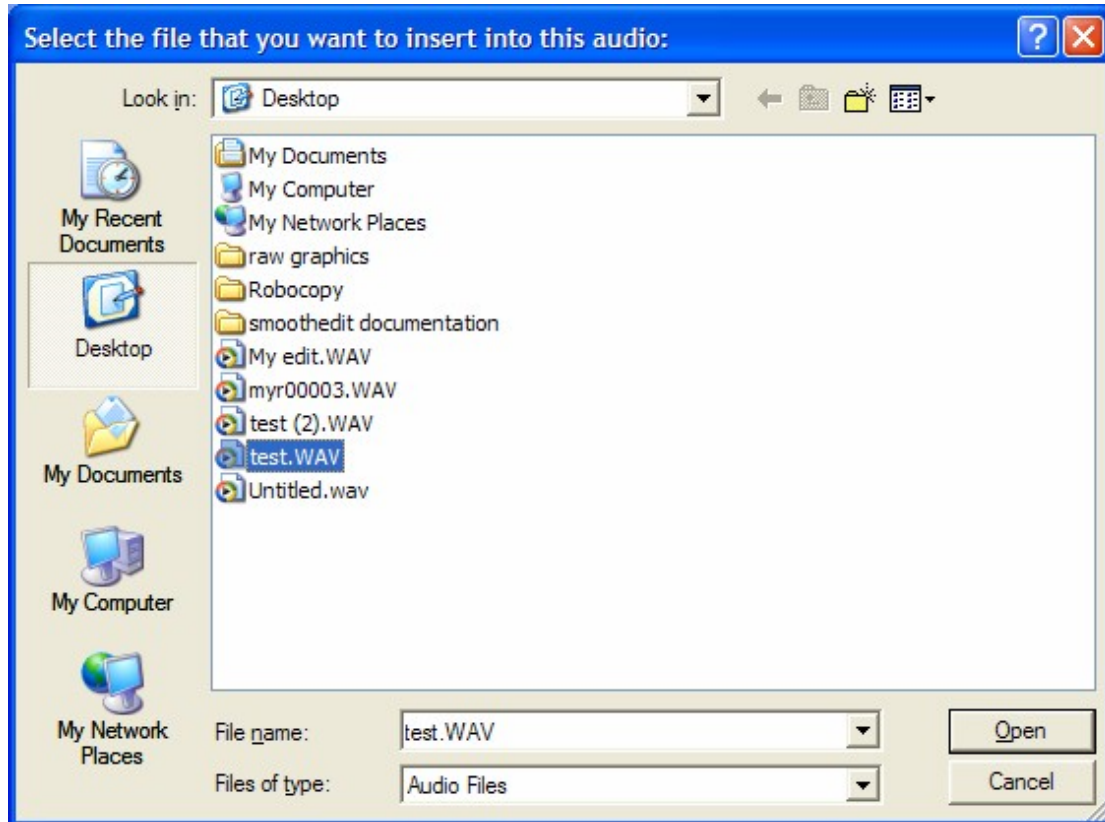


Finally, click on Open and the file will be inserted in to the wave form at the selected point.

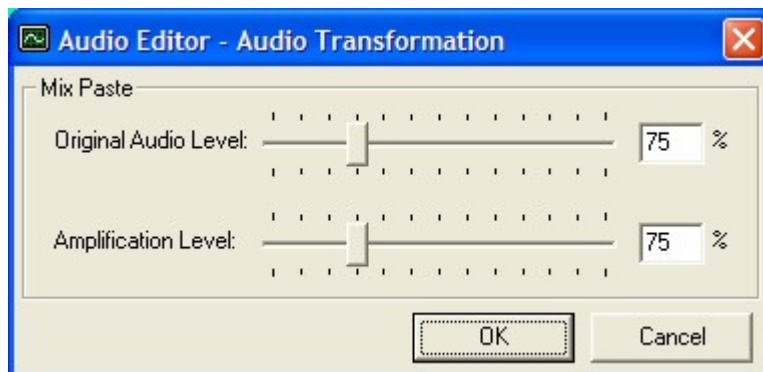
Paste Drop Down: Mix Insert from File

Just as Insert another File did the same thing as Paste, using an external file instead of the 'clip board' so Mix Insert another File does the same thing as Mix Paste but using an external audio file as the source for the audio to be mixed.

As before, this is done by selecting the point the Mix Insert is to start in an open wave form, then selecting the Mix Insert File option. Next select the file that you want to Mix Insert.



Finally, you have to set the respective levels to mix the two audio sources at using the popup box (see mix paste for more details).



As with Mix Paste, the levels will depend greatly on the source and destination audio as well as the kind of effect you are looking for. Experimentation is the key to getting the sound you are looking for.

Paste Drop Down: Insert another Entire Cart

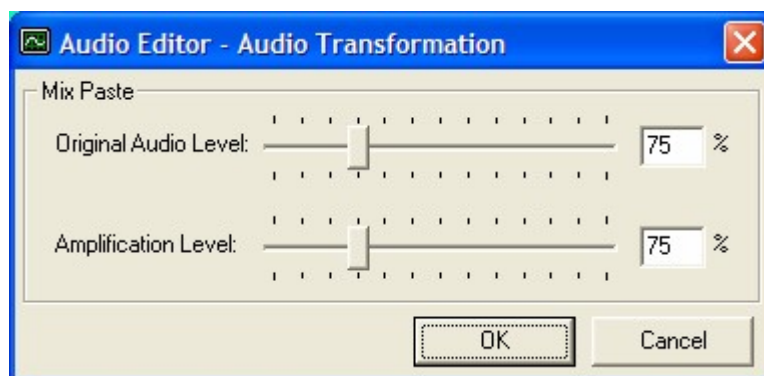
The Insert another Entire Cart works in exactly the same way as Insert from File but instead of selecting an external audio file to be inserted at the Audio Cursor in the Wave Form Edit Area, you select a Cart from the Audio Wall using the Audio Browser.

To use this feature, select the position that you want to insert the Cart into using the Audio Cursor on the Wave Form Edit Area. Next select the Insert another Entire Cart option from the Paste Drop Down Menu. Finally, select the Cart that you want to insert using the Audio Browse, find the Cart and double click on it to begin the insert process. For more details, please review the Insert from File section above.

Paste Drop Down: Mix another Entire Cart

This works in exactly the same way as the Mix Insert From File in that it paste the audio new over the top of the existing audio, mixing the two audios together. The difference is that instead of selecting an external audio file to be mixed in, you use the Audio Browser to select another Cart on the Audio Wall to be mixed in.

To use this option, position the Audio Cursor on the place in the wave form that you want the mix to begin, then select the Mix Another Entire Cart options from the Paste Drop Down menu. Next select the Cart you want to mix in by finding it on the Audio Browser and then double clicking on it. You will then be asked to select the ratio of volume between the original audio and the new audio.



Select the appropriate levels and then click on OK to begin process. For more details, please refer to the Mix Insert from File documentation above.

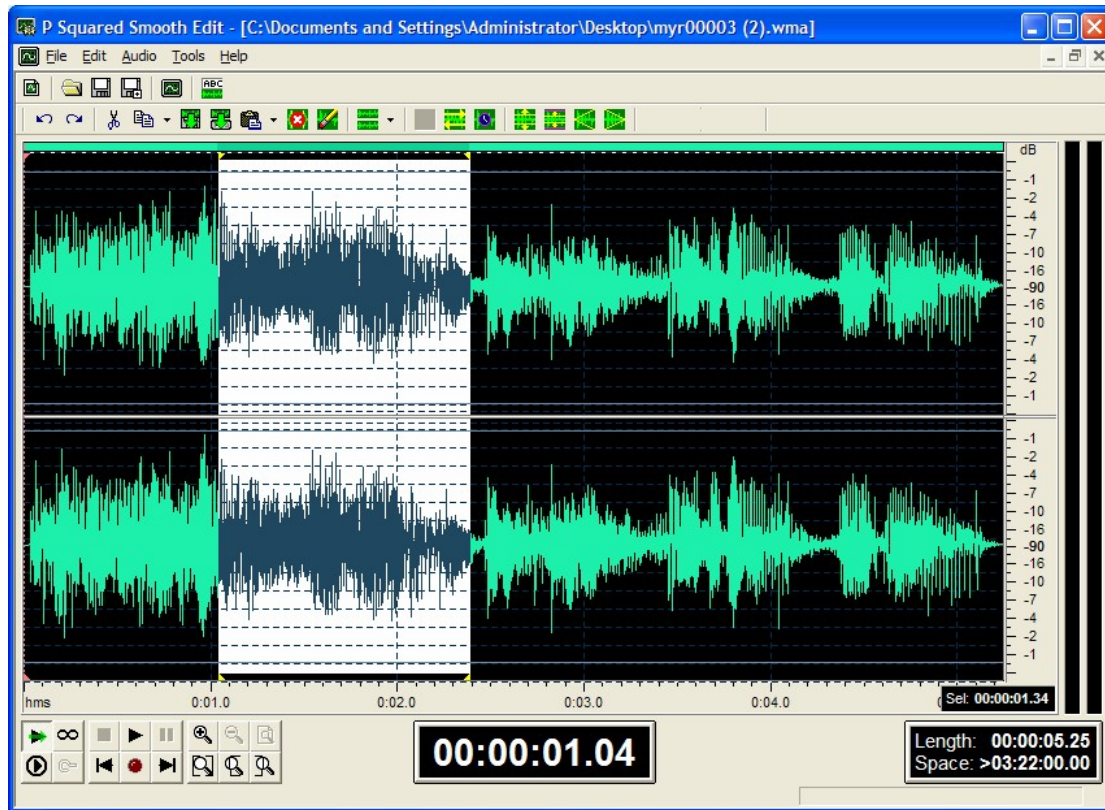
Delete Selection

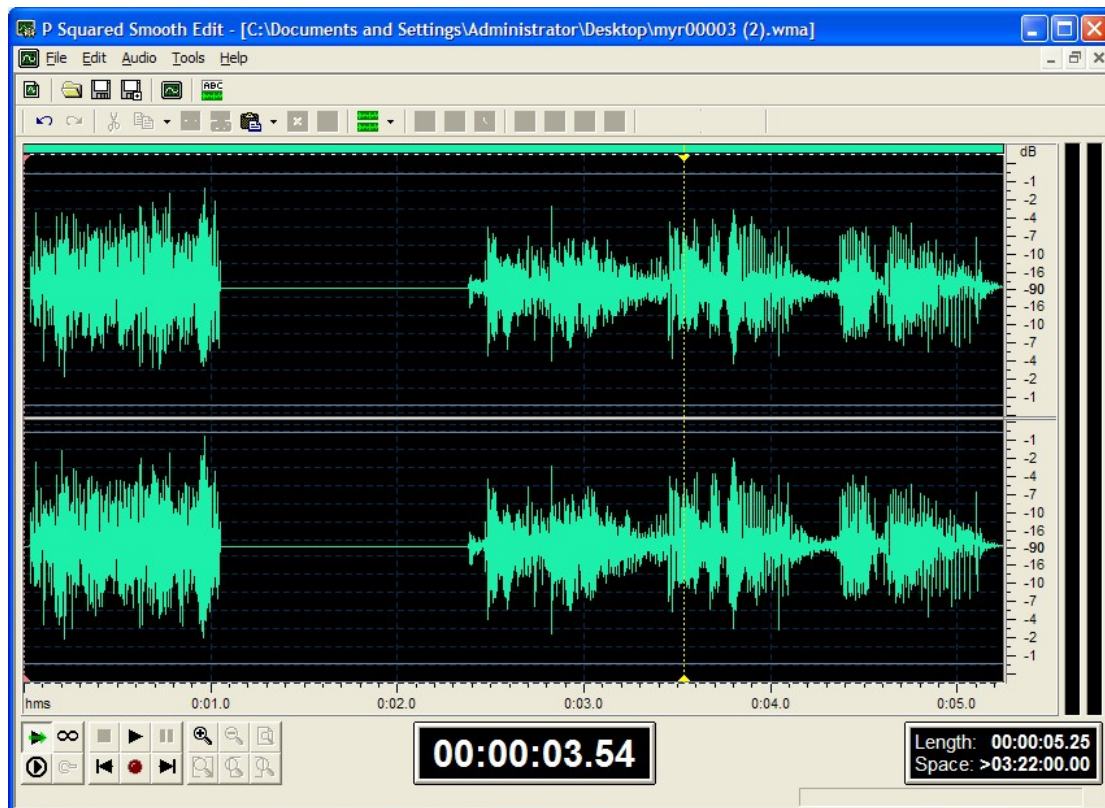
This option probably needs little by way of explanation. Basically, if you highlight a section in the wave form and then select this option, the highlighted section will be removed from the wave form and the two adjoining sections will be spliced together. You can Undo deleted selections so don't worry if you delete the wrong bit.

You can also delete a selection by highlighting it and the pressing the Delete key on the keyboard.

Replace With Silence

As with Delete Selection, this one is fairly self explanatory. If you highlight a section of the wave form and then select this option, the highlighted section will be replaced with a silence of the same duration.



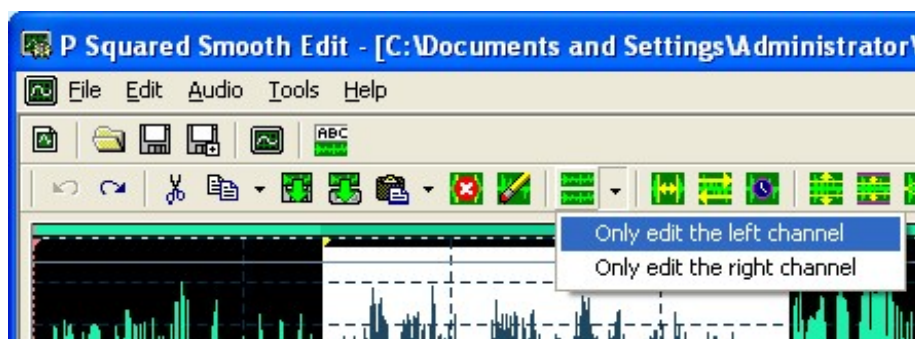


Select Channels to Edit (Inc Drop Down Menu)

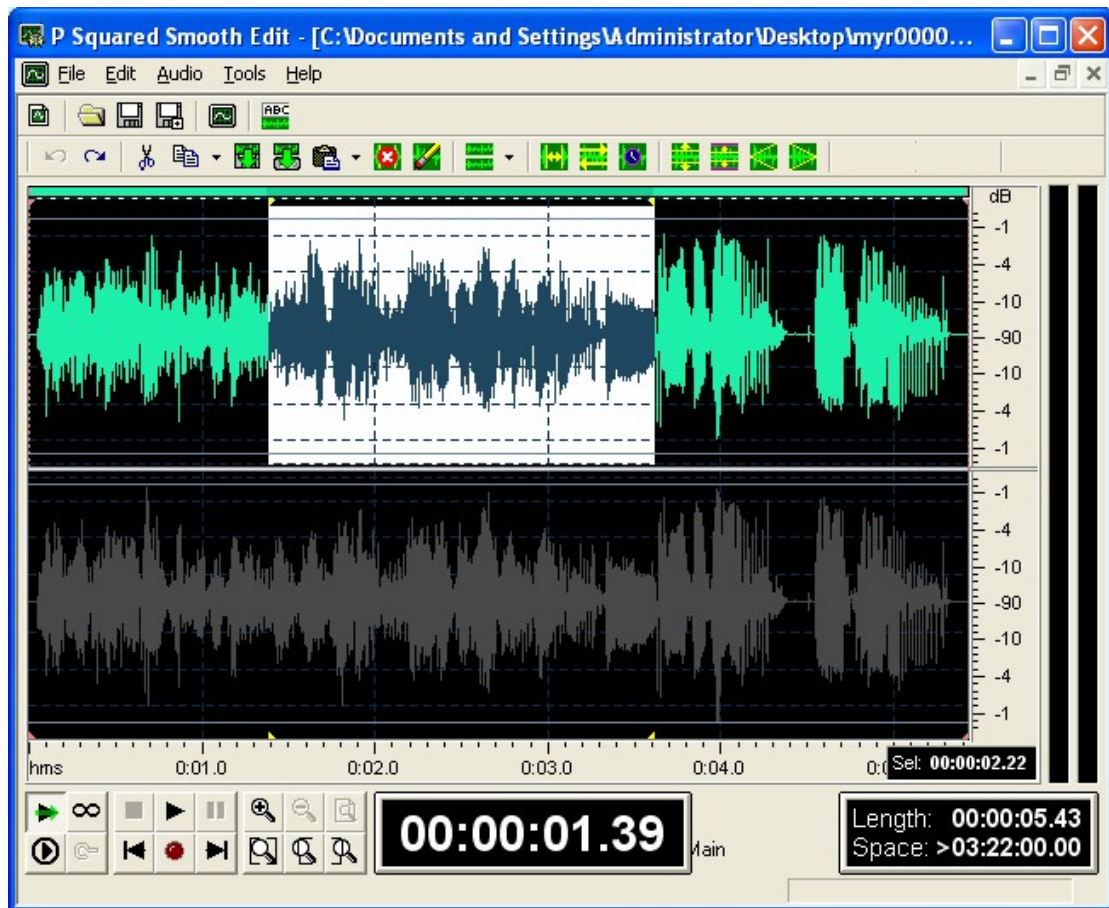


If you are working on a stereo audio file then the Wave Form Edit Area will be split horizontally into two, with the upper wave form representing the left hand side of the audio and the lower representing the right.

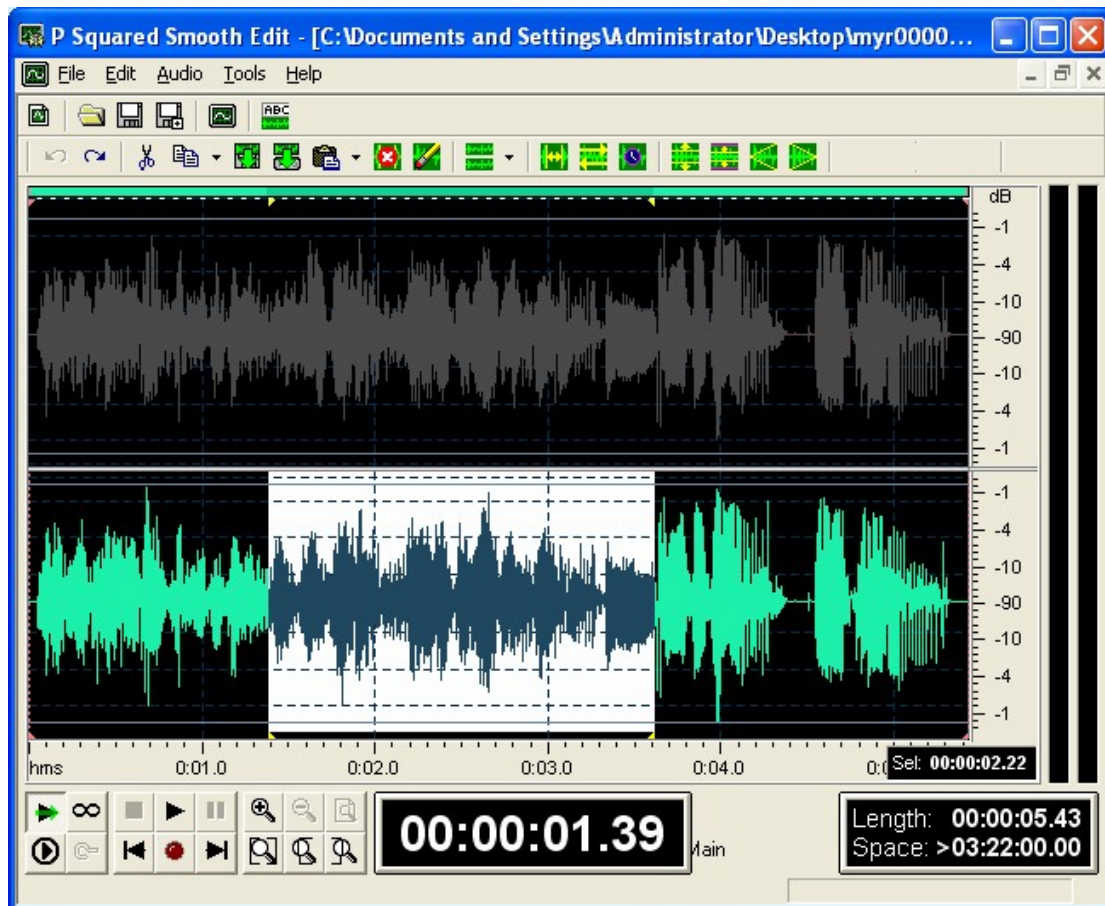
By default, any editing that you do in SmoothEdit™ will be applied to both channels at the same time but the Select Channels to edit button on the Audio Edit Tool Bar allows you to select which channel you want to work with by using the drop down list.




If the Only Edit the Left Channel is selected then the right hand side (lower) section of the wave form is disabled and your edits will only affect the left hand side (top) of the wave form.

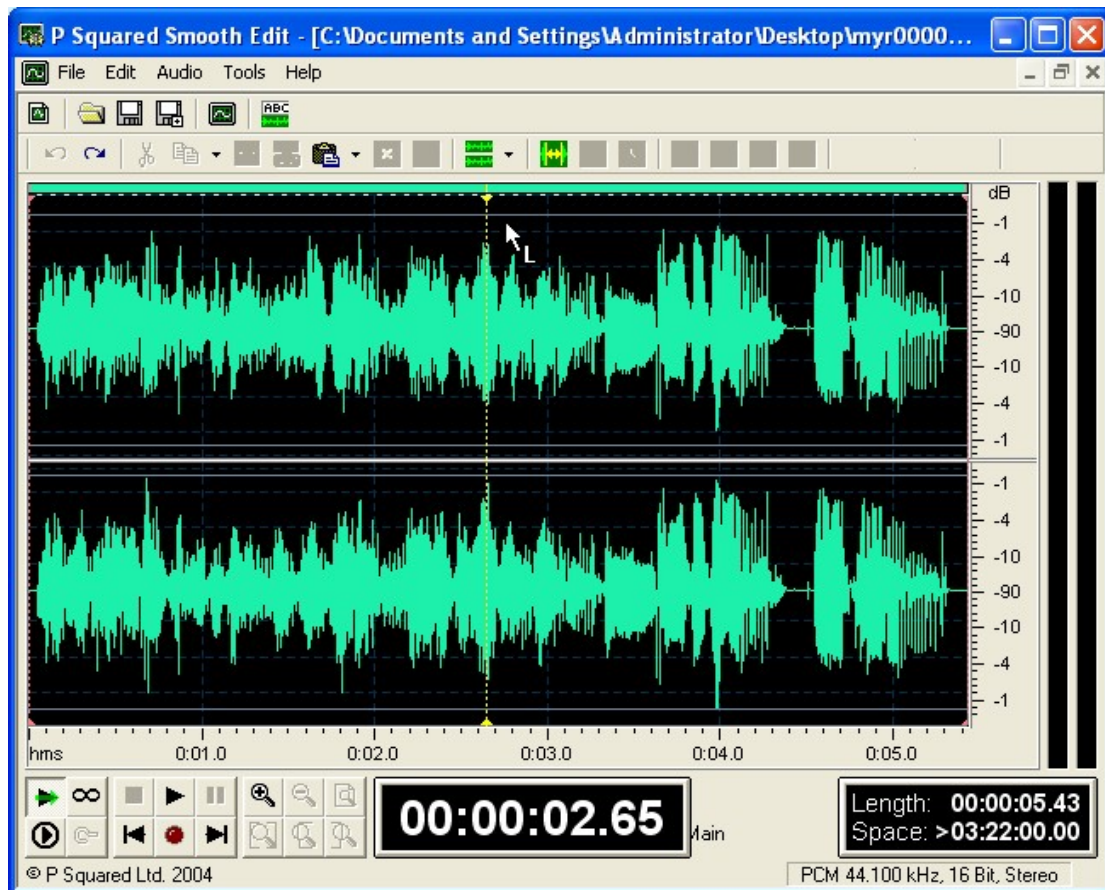


Obviously if you select the Only Edit the Right Channel option, the opposite is true.

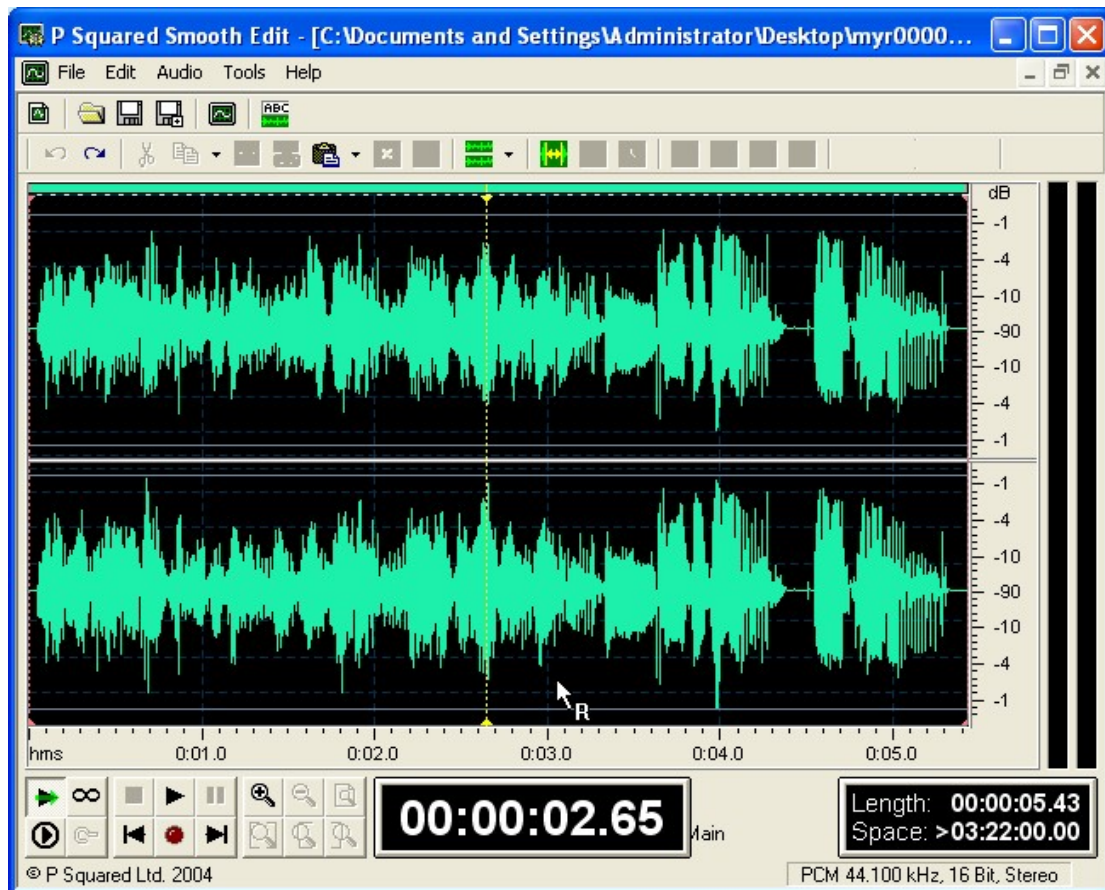



Finally, to return to editing both channels, click on the Select Both Channels button  to re-enable both channels.

NB: You can also select the left or right channel by moving the mouse cursor to the top or bottom part of the upper or lower wave forms respectively. As you approach the top of the upper wave form, the mouse cursor changes to include an 'L' icon to indicate that clicking here would allow you to edit just the left hand side of the stereo wave form.



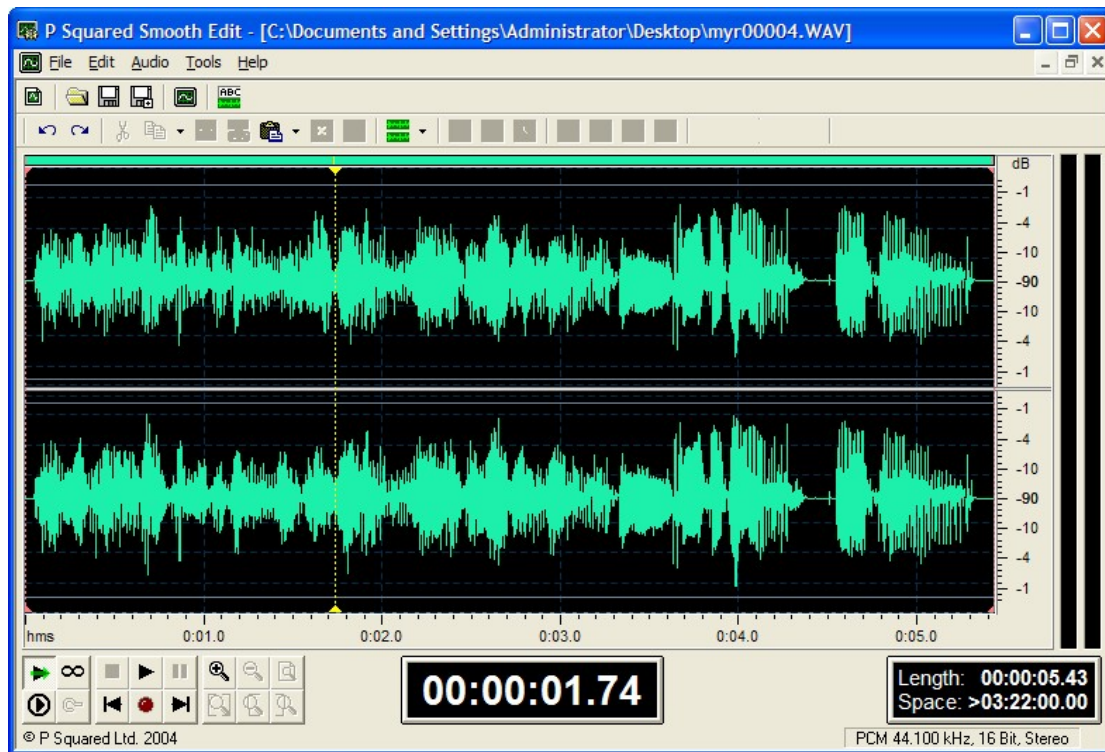
Moving the cursor to the bottom part of the lower wave form will change the cursor to display an 'R' icon indicating that clicking here will restrict editing to only the right hand side of the wave form.



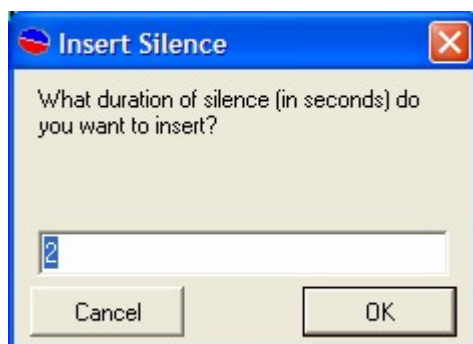
If you click on the centre of the Wave Form Edit Area (between the upper and lower wave forms) then both left and right hand sides are re-enabled (the same as clicking ).

Insert Silence

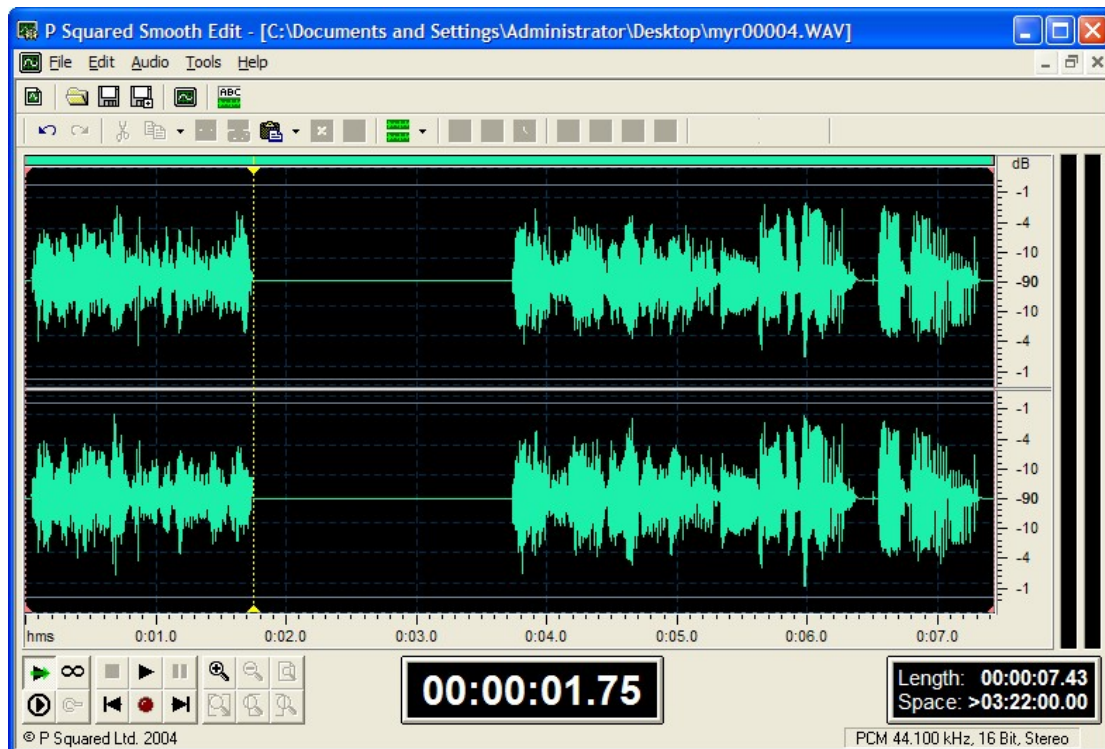
The Insert Silence option on the Audio Edit Tool Bar is used to insert a specified period of silence at the point in the wave form where the Audio Cursor currently is.



In this example, the Audio Cursor (dotted yellow line) has been positioned at the point in the audio file where we want to insert some silence.



Selecting the Insert Silence option allows you to specify the length of the silence you want to insert. In this case we have elected to insert 2 seconds of silence.



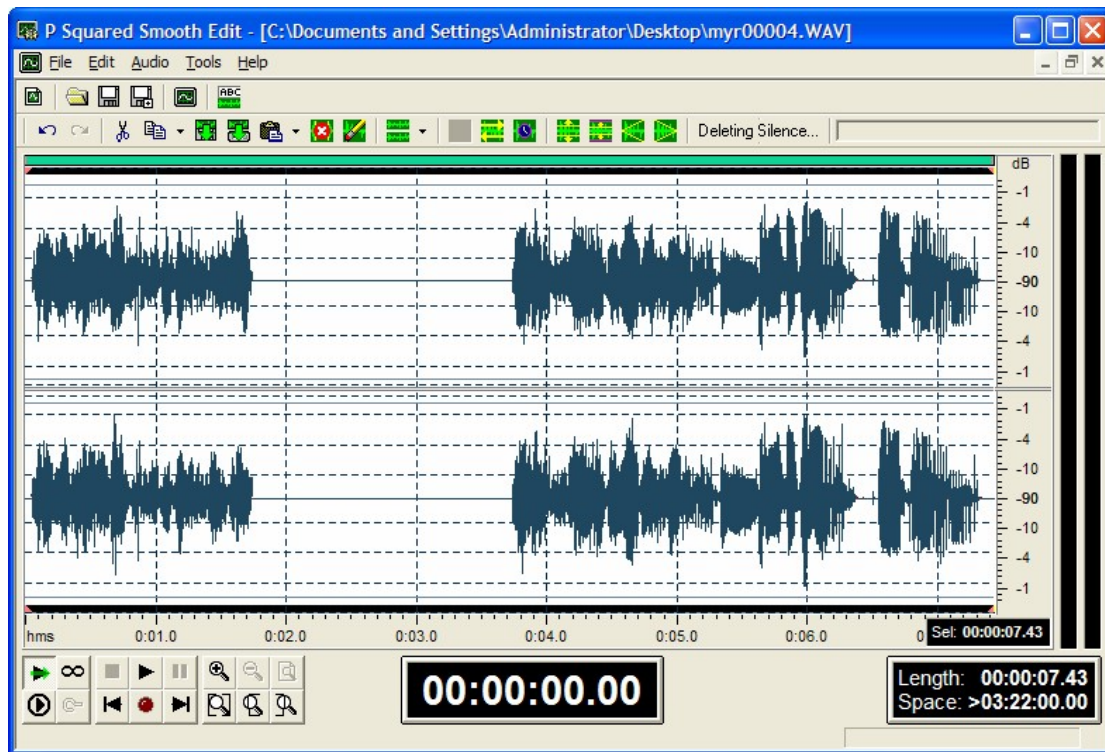
As you can see, the silence has been inserted into the wave form.

CAUTION: If you select an area on the wave form (not just put the cursor where you want it to start) then Insert Silence, the selected area will be replaced with silence. If the selected area is shorter in duration than the selected area then the rest of the inserted silent period will be inserted after the selected area in the normal way.

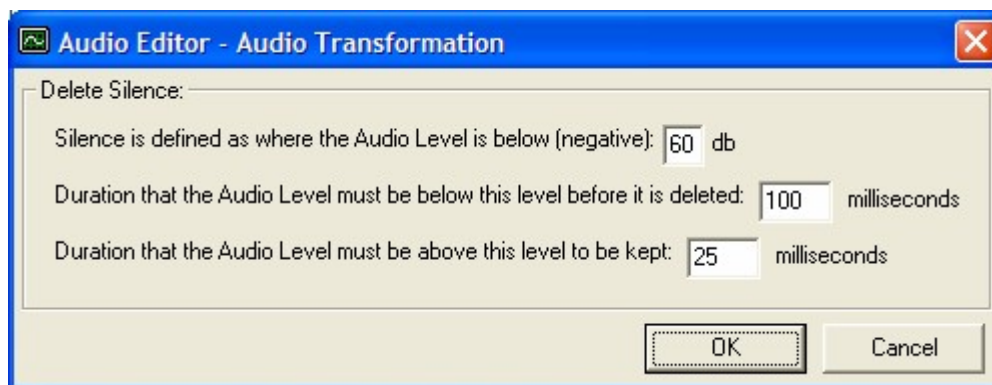
Delete Silences

The Delete Silences tool may not be familiar from other audio editors as not many of them have this type of option. The Delete Silences tools will search through the selected section of the wave form looking for sections that it determines are 'silent', and then removes them. This can be used to automatically 'top and tail' an audio file removing silences from the beginning and end of the audio but it will also strip out silent periods from the middle of the file.

First double click (or press Ctrl + A, or select Select Entire Wave from the Edit menu) to select the entire wave form.

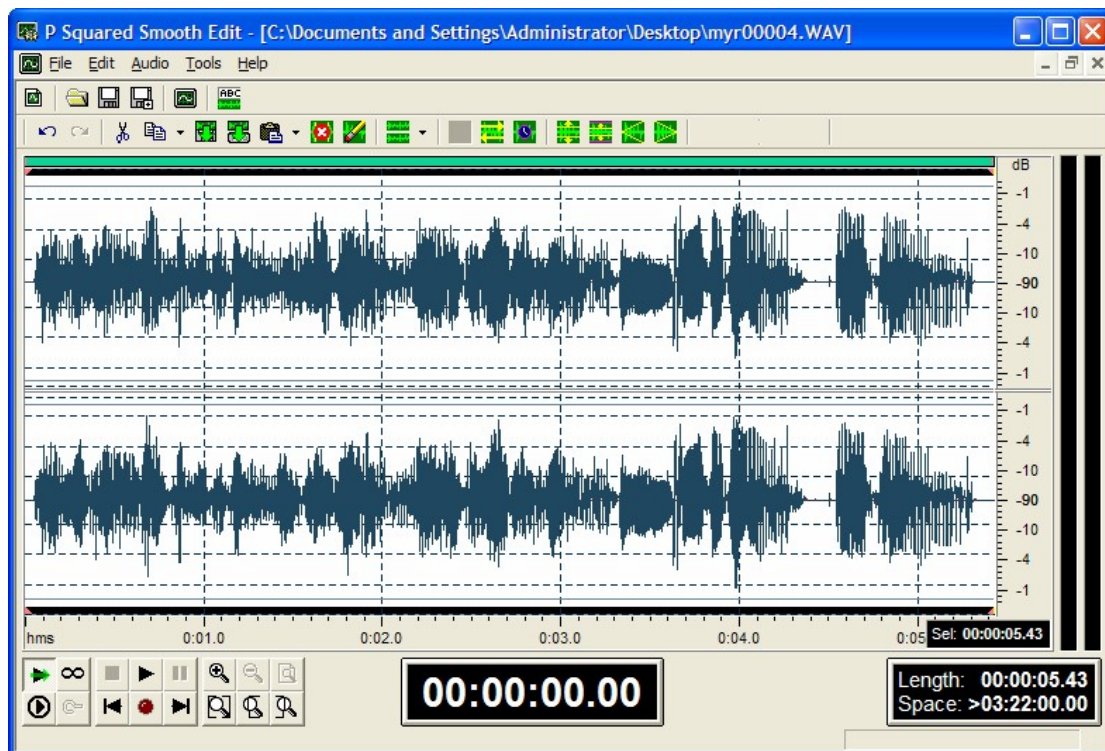


Next select the Delete Silences button.

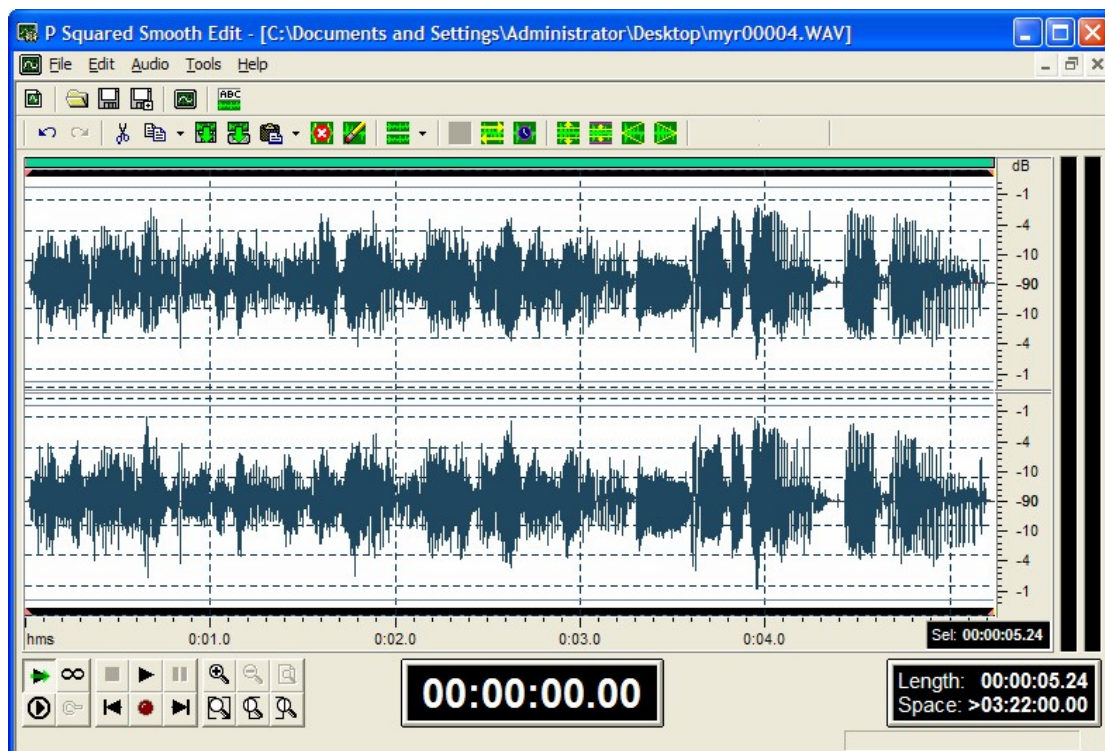


This opens the Delete Silences options window. In here you set the level for three things before the process is started. The first option is the audio level below which audio is classed as silent. This needs to be set low enough that no audio is lost but above the level of general background noise or 'hum'. The default is -60dB which is probably a good starting point for most people.

The next option is the duration (in milliseconds) that the audio can be silent for before SmoothEdit™ starts to tag the area as silent. This is set to 100 milliseconds by default as you do not want SmoothEdit™ trimming silent periods when they are supposed to be in the audio (e.g. for dramatic pause). The final option is the duration that audio has to rise above the silence threshold (set in the first option) before SmoothEdit™ determines that the silences has ended. This needs to be short as you don't want SmoothEdit™ to be slow to react to a silent period finishing and audio starting. The default for this is 25 milliseconds.



Because we set the Delete Silence parameters fairly loosely, the silences at the beginning middle and end remain in place but if we were to tighten up the parameters, we can see that the effect is more pronounced.



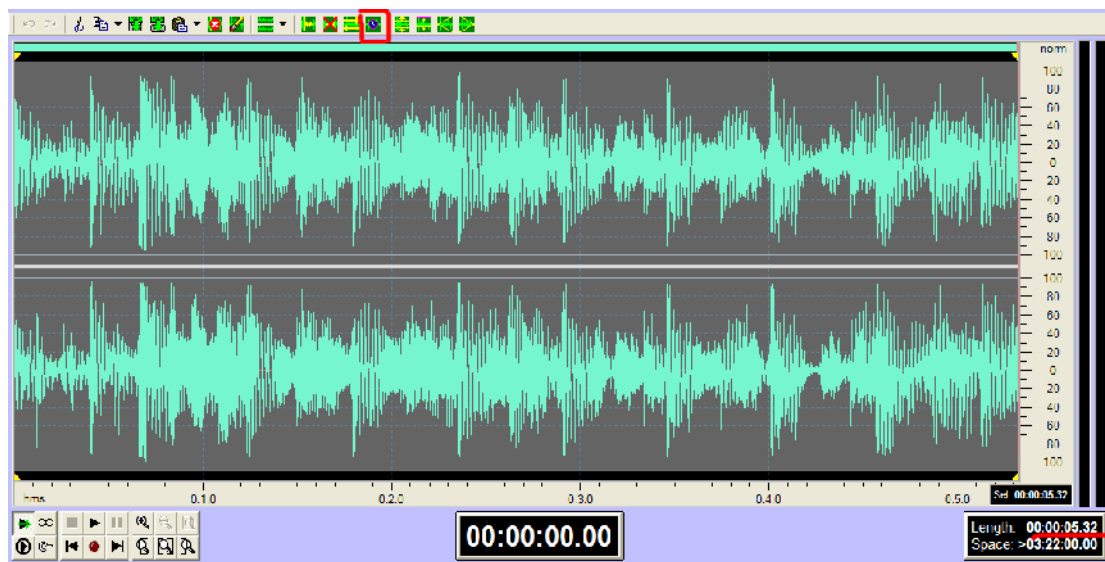
Reverse Selection

The Reverse option on the Audio Edit Tool Bar menu will reverse the selected section of the wave form.

Time Stretch

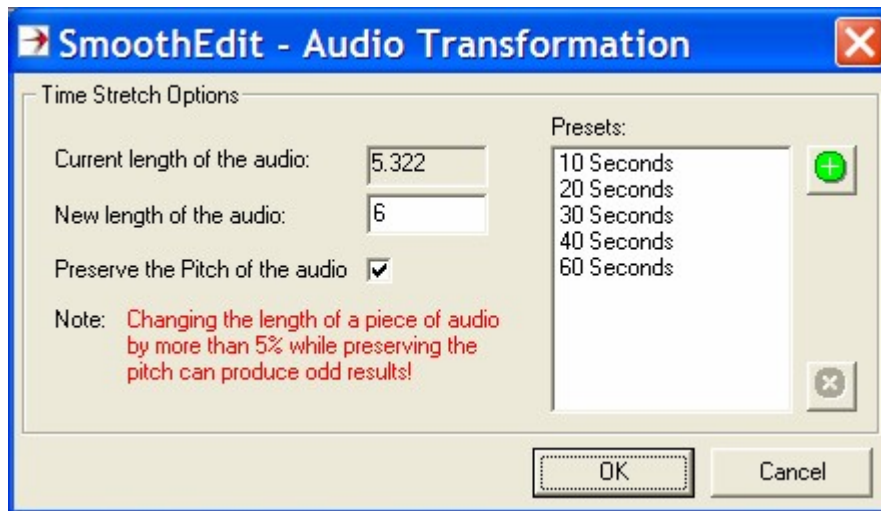
The Time Stretch tool in SmoothEdit™ allows you to alter the length of a selected part of the wave form. This may be important if you are producing audio that needs to be of an exact length (for say split advert breaks) but you are having difficulties getting it spot on.

To use the Time Stretch tool, first select the section of the wave form that you want to stretch / shrink. If you need the entire file to be of a specific length then select the entire wave form.



The overall length is for the audio file is currently 5.32 seconds.

Next, click on the Time Stretch button on the Audio Edit Tool Bar.

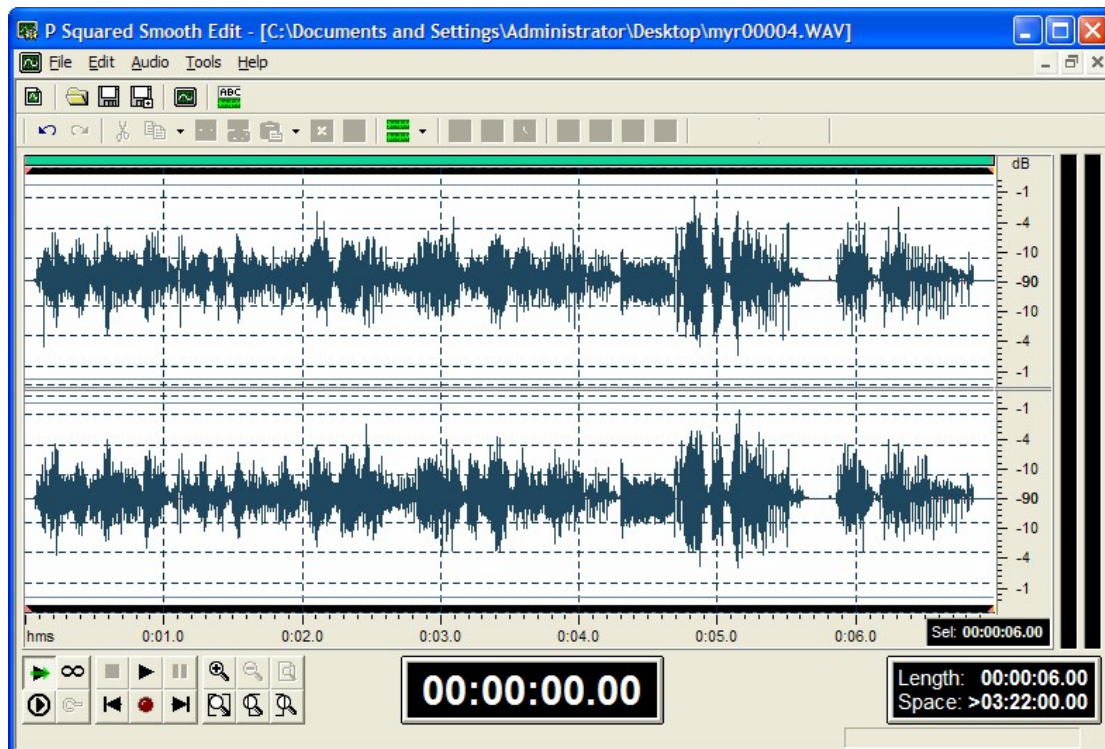


This window shows the current length of the selected area and allows you to type in the length that you want it to be after the stretch process.

You can also decide whether you wish to preserve the pitch of the audio by ticking the Preserve the Pitch of the Audio option. Time stretching can be done in two ways. The simplest is to slow down or speed up the playback of the selected section to get to the desired length. The down side to this is that the pitch of the audio changes and if the stretch is too short or long, this may be very noticeable. The alternative is a far more complicated process of repeating / dropping tiny sections of the audio and inserting / removing tiny silences to get to the required length. This method does not affect the pitch of the recorded audio but tends to be very noticeable if the stretch is more than say 5% either way of the original length of the audio.

Whichever method you chose, Time Stretching should only be used to make small adjustments to the length of the audio or the results will be apparent to the listener.

In this example, we will stretch the audio to a total of 6.0 seconds and preserve the pitch by ticking the preserve box.



As you can see, the new overall length is 6.0 seconds but because we stretched it by around $\frac{1}{2}$ a second on a 5 second audio file, that is a change of about 20% so the effect on the audio is very pronounced. For best results you should try to restrict the time stretch to about 5% of the overall length of the original audio.

You may have also noticed that there were a number of preset values to the right of the Time Stretch Options window. You can load one of these preset values by clicking on them so if you need a time stretch to 10 seconds, just click on the 10 seconds preset. You can also save your own presets by putting in the values you want to use and then clicking on the add button.



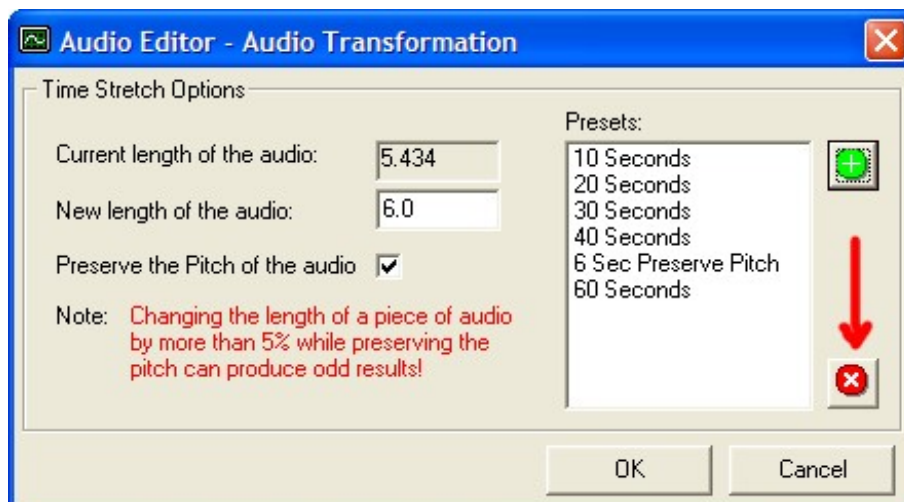
You will then be asked to add a name for your preset.



Your time stretch will then be added to the list of presets.



You can also delete presets by highlighting them and the clicking on the remove preset button.

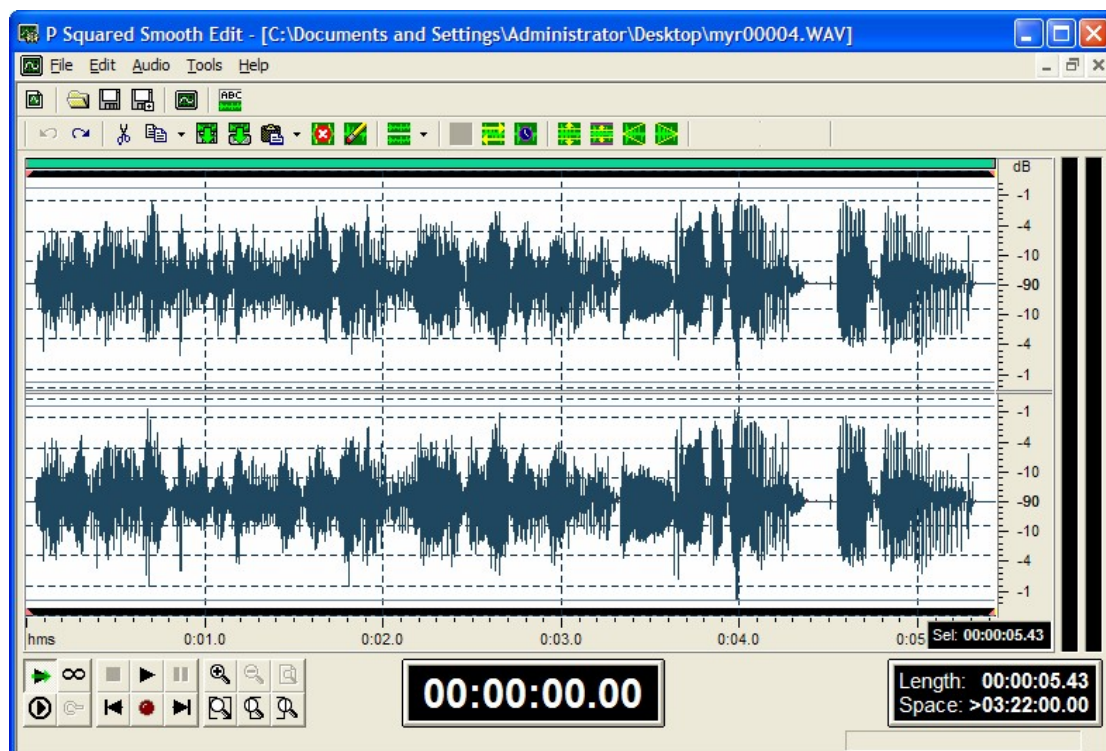


You can also access the Time Stretching tools from the Time Stretch option on the Audio menu.

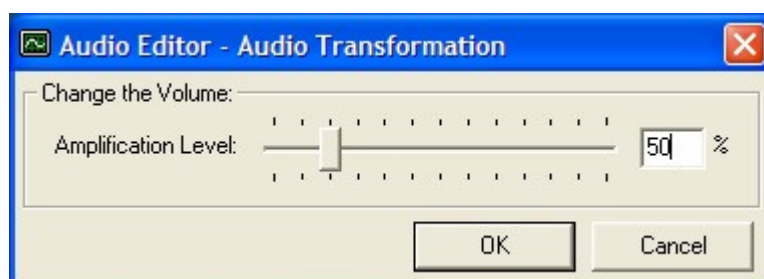
Amplify

Possibly the most used function in audio editing, the Amplify button on the Audio Edit Tool Bar allows you to either increase or reduce the amplitude (or volume) of the section of the wave form selected in the Wave Form Edit Area.

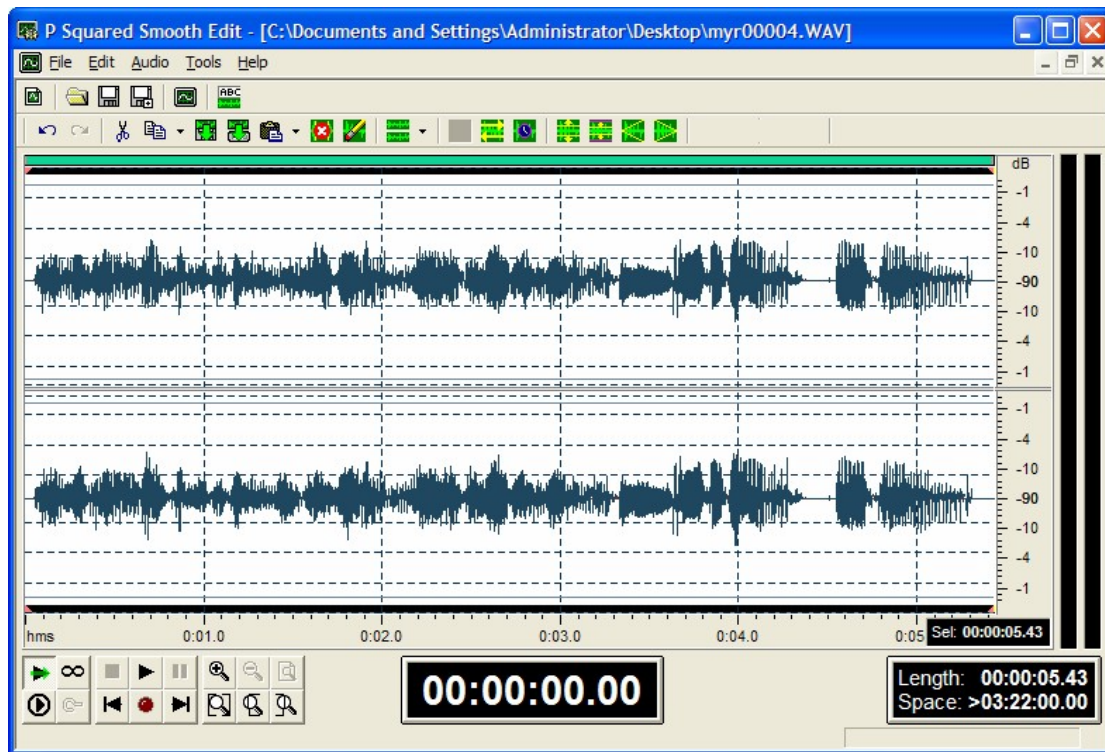
Let's say that we open a file and then decide that we want to reduce the volume of the entire wave form. First we double click in the Wave Form Edit Area; this will then select the entire wave form as shown below.



Next click on the Amplify button on the Audio Edit Tool Bar, this will then open the Audio Amplification window which allows you to set the amount you want to increase or reduce the selected area of the wave form by.



In this case, we want to reduce the volume to half it's original level so all that we need to do is set the Amplification level to 50% by using the slider or typing the level directly into the percentage box. SmoothEdit™ will alter the amplification of the selected area when you click on OK.

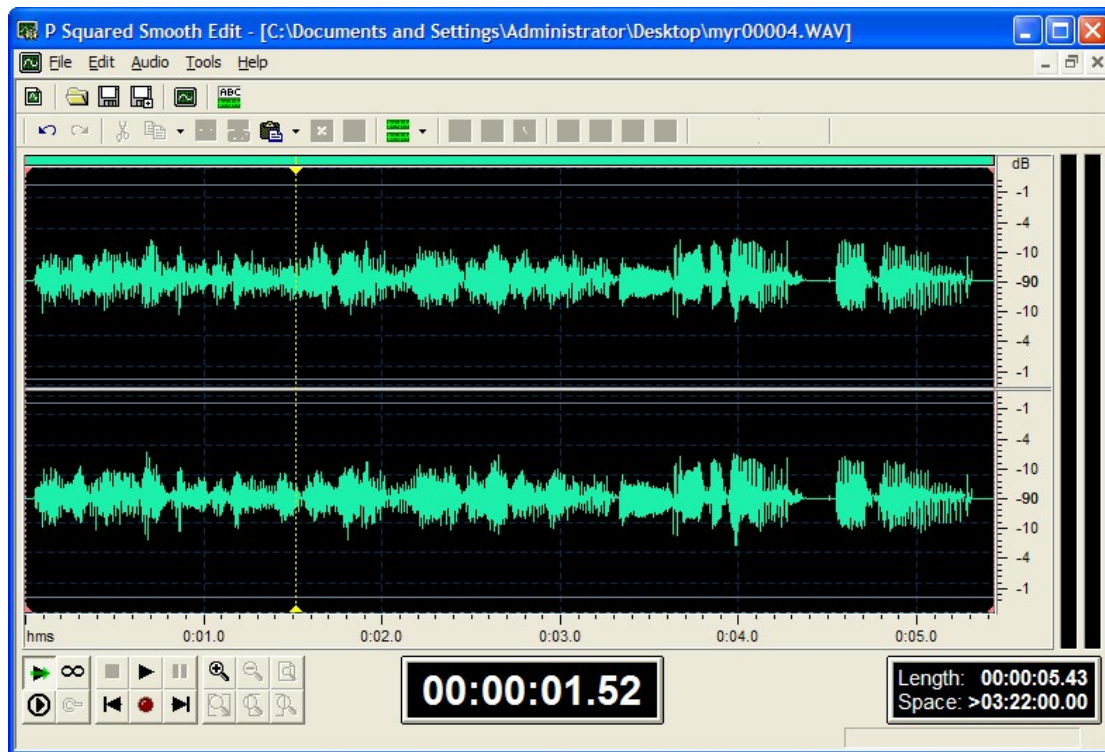


Normalise

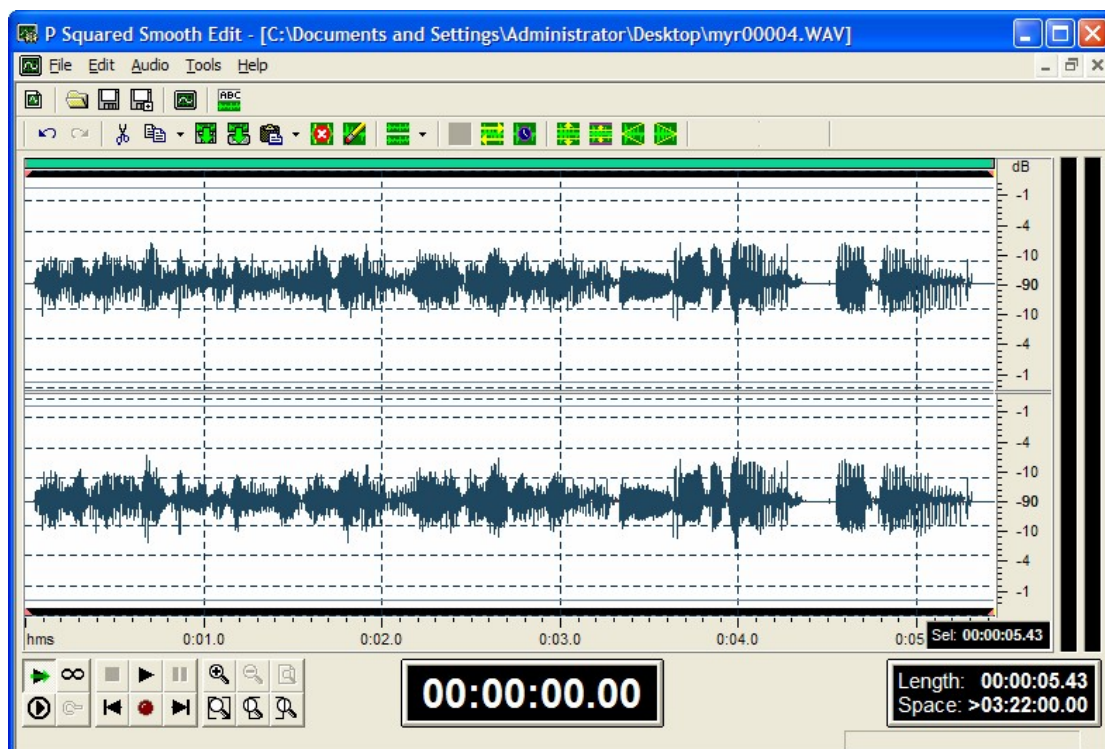
Normalise is closely related to Amplify in that Normalise alters the volume of the selected section of the wave form, but in many ways, Normalise is more useful than Amplify because it allows you to apply a change in Amplification in a safe way that prevents the audio distorting due to over amplification in certain sections of the wave form.


The basic idea is simple. A normal wave form is a graph of peaks and troughs and like any graph, there is always a point in the wave form that is the loudest single point. When you perform a normalisation, SmoothEdit™ 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, giving an overall level sound to all songs.

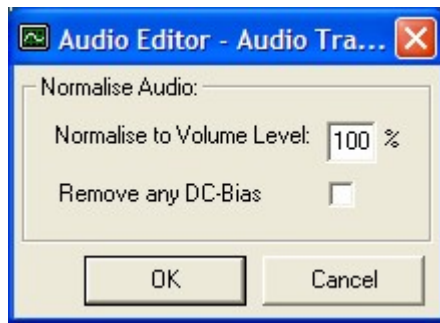
Let's look at an example. We start with the file that we reduced by 50% in the Amplification section.



First double click on the Wave Form Edit Area (or hit Ctrl + A) to select the entire wave form.

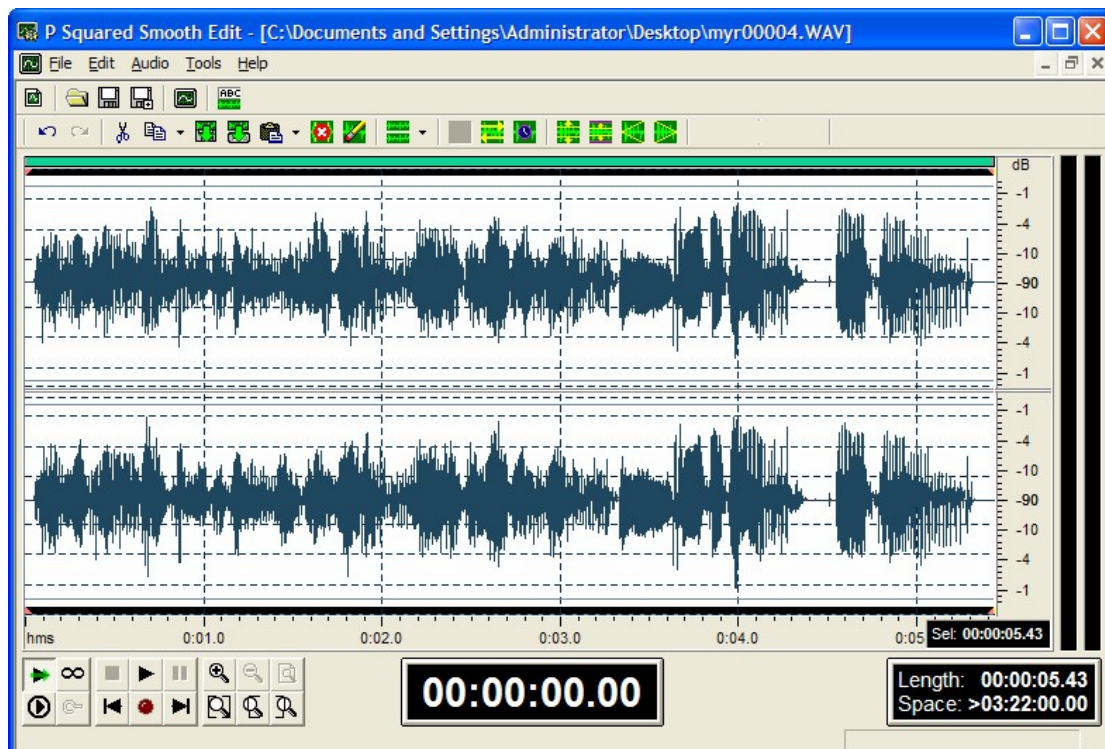


Next, click on the Normalise button on the tool bar . This will open the Normalise options window.



This allows you to set the level that you want to normalise to, i.e. the level on the wave form scale that you want the loudest point in the audio file to be amplified to. You can see that to the right of the Wave Form Edit Area is a scale (one for the top wave form, one for the bottom wave form) which goes from -90dB to 0dB. The exact meaning of this scale is not covered in this documentation but all you really need to know is that -90dB is silent and 0dB is the loudest value you can have on a wave form. The Normalisation percentage refers to this scale so if you were to set the Normalisation to 100% then the loudest point in the wave form would be amplified such that it was at 0dB and then the same amplification value would be applied to the rest of the wave form. If you set the Normalisation value to 50% then the loudest point in the wave form would be amplified (or reduced) to make it hit -4dB (half way up the scale – don't ask!) and the same value would be applied to the rest of the wave form.

For this example, let's set the normalisation value to 90% and see what happens.



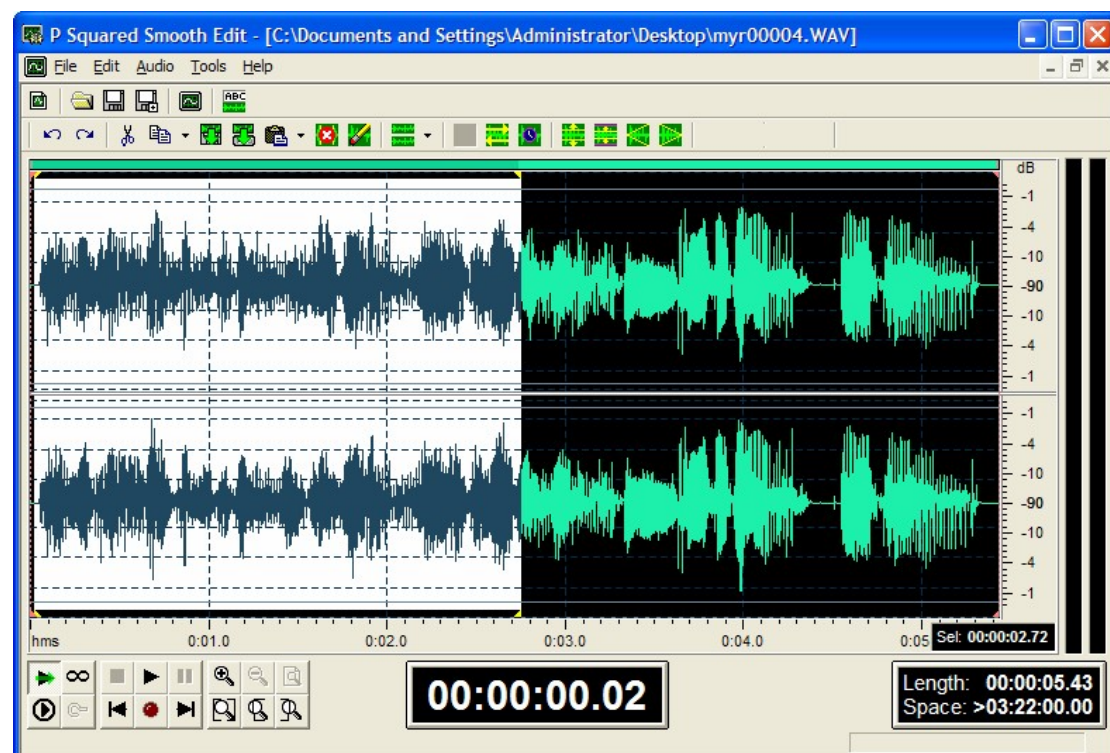
Here we can see that the entire wave form has been amplified such that the loudest section peaks at 90% of the maximum value of the wave form.

There is also a tick option to Remove DC-Bias when Normalising. DC-Bias occurs sometimes when you are recording from external sources that are not calibrated in the same way as a PC. Basically, the central point of the wave form (horizontally) will not be on the -90dB line on the scale. The Remove DC-Bias option simply moves the entire wave form to the correct values as part of the Normalisation process.


Fade In

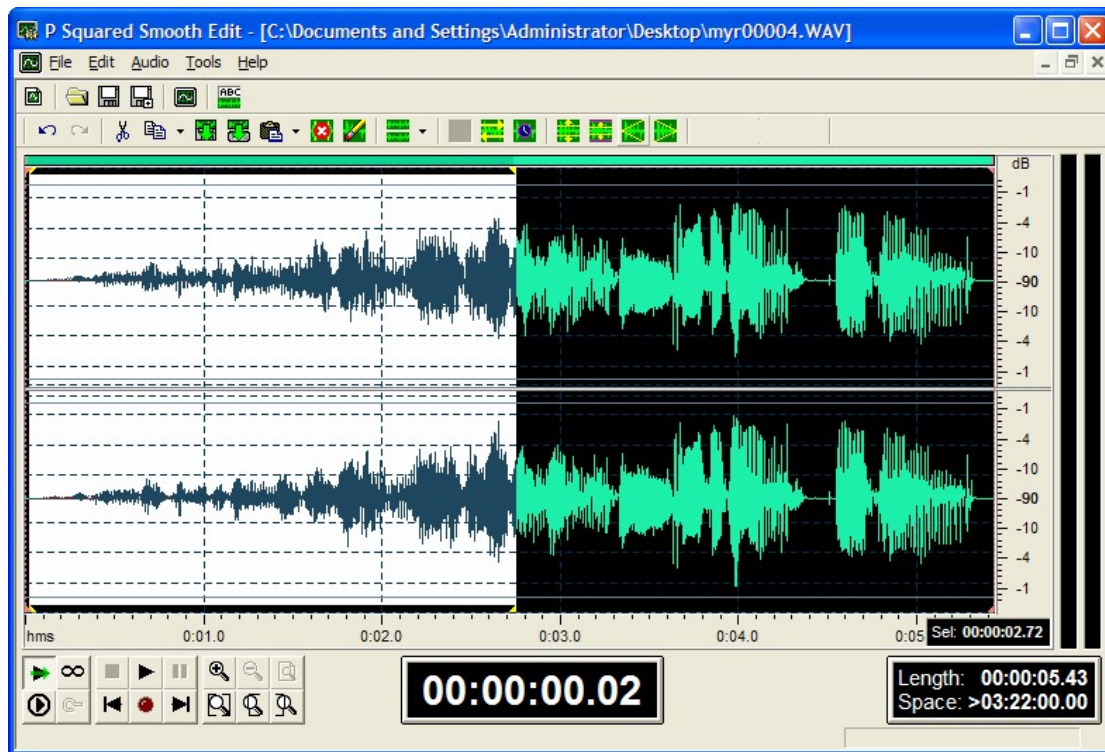
The Fade In button on the Audio Edit Tool Bar will alter the selected section of the wave form so that the beginning part of the selection will start at zero volume and the volume will steadily rise across the selected area to reach the starting volume at the end of the selected area.

This is better explained with an example. Let's look at our wave form again.



In this case, we have used the mouse to select the first half of the wave form (use the left mouse button to select the area).

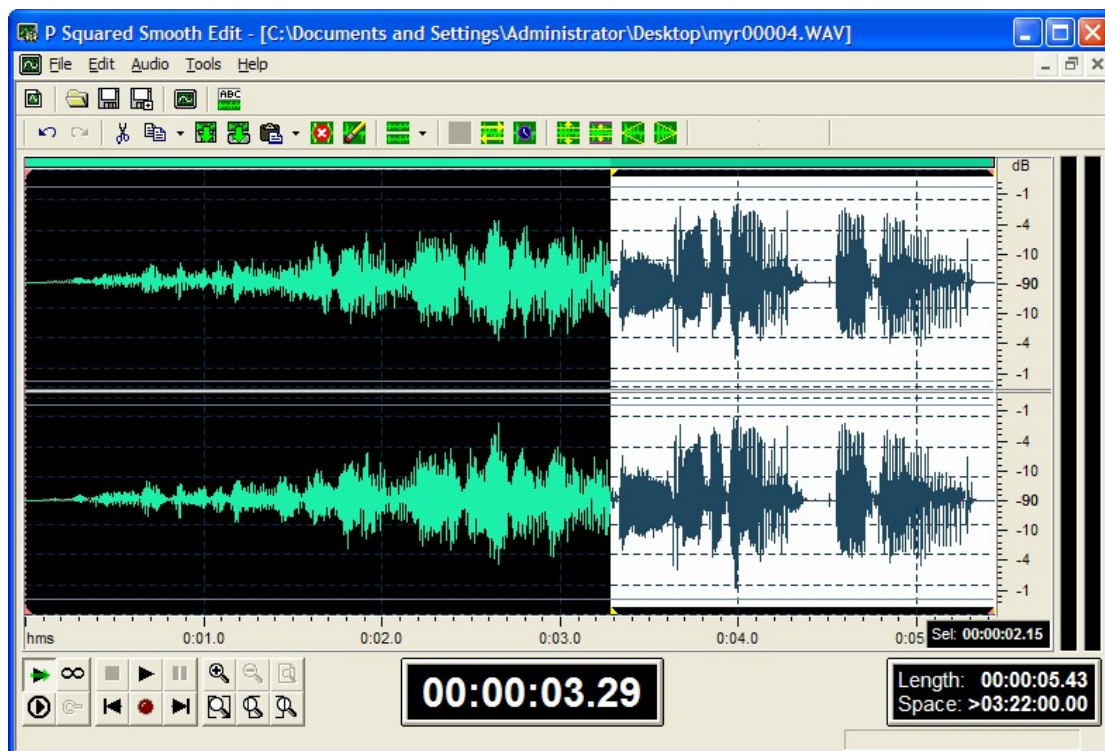
If we now click on the Fade In  button, the wave form will be altered to fade in the volume over the selected area.



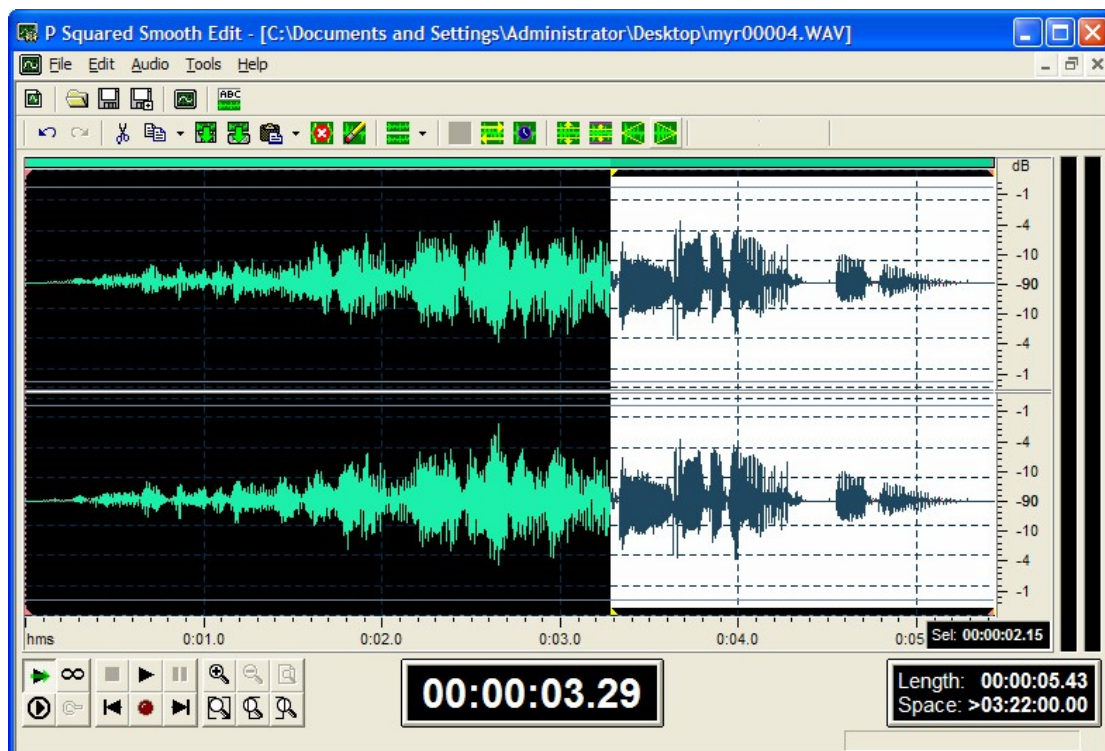
This function is great for smoothing abrupt starts to audio files or for mixing two audio segments together.

Fade Out

As you may have already guessed, this does the opposite to Fade In. Basically, if you can select a section of a wave form and then use the Fade Out function, the volume of the wave form will be gradually reduced to zero over the selected area.



Becomes:



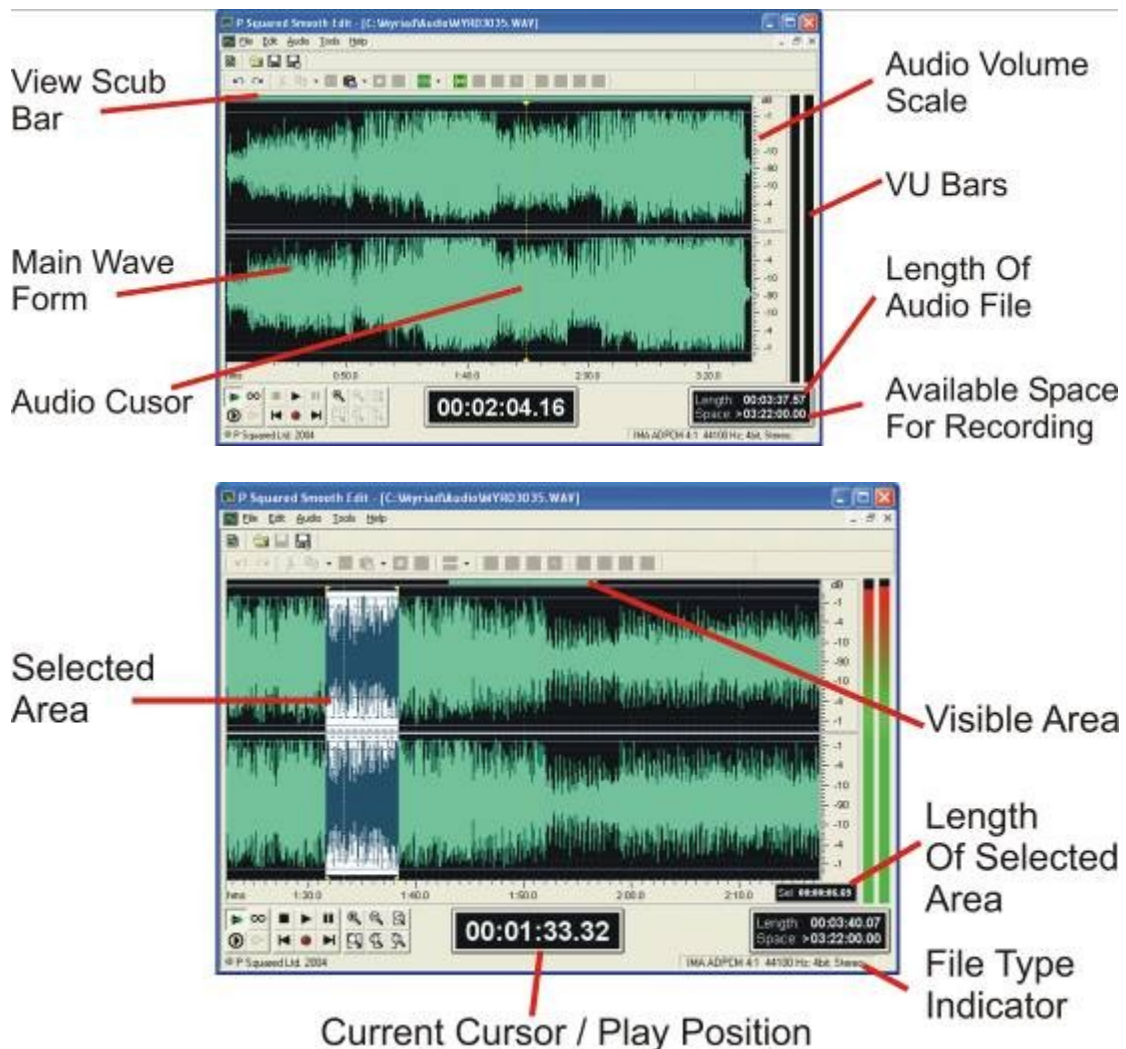
This function is very useful for ending audio files as it allows you to put a soft sounding ending and avoids abrupt 'cut off' sounds.

The Wave Form Edit Area

The Wave Form Edit Area makes up the main part of the SmoothEdit window and is used to display either the whole wave form or a part of the wave form, as well as additional timing information and extra markers such as Intro, Hook and Extro points.

The Wave Form Edit Area is used to navigate around the audio wave form and to select the areas of the wave form that you want to use SmoothEdit™ to edit. A good understanding of the Wave Form Edit Area and the information it provides is essential to get the most from SmoothEdit and Myriad.

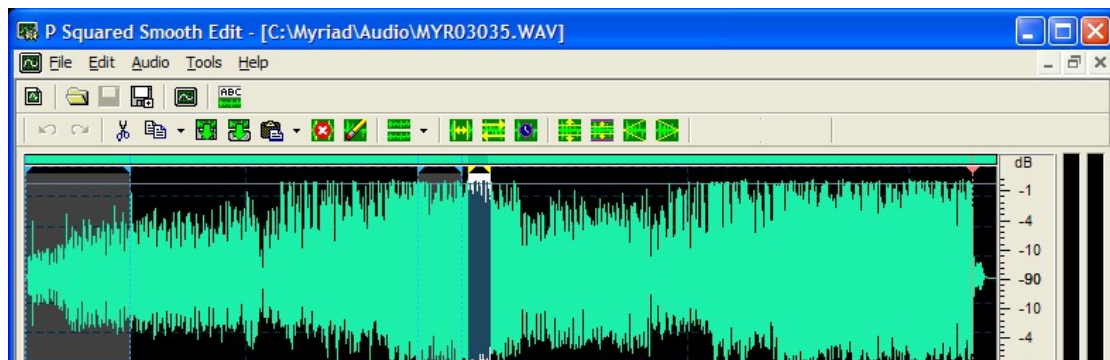
A detailed breakdown of the Wave Form Edit Area can be seen in the diagrams below.



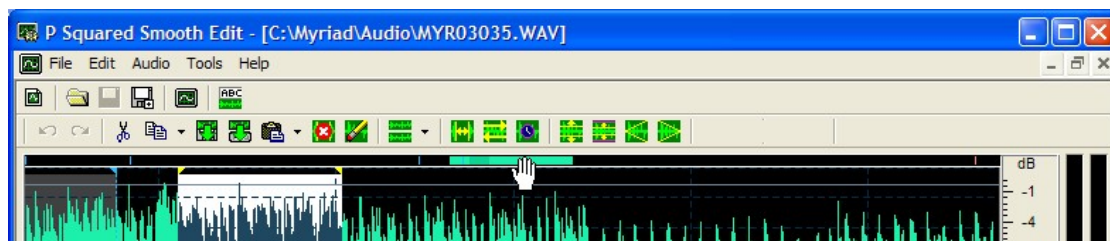
View Scrub Bar

The View Scrub Bar is a very important tool in SmoothEdit™. The bar runs along the top of the Wave Form Edit Area and is used to display the length of the wave form that is currently visible in the Wave Form Edit Area in proportion to the entire length of the file. The full width of the bar represents the full length of the audio whilst the light green section of the Scrub Edit Bar represents the portion of the wave form that is visible in the Wave Form Edit Area.

This means that if the entire wave form is visible then the entire View Scrub Bar is coloured green as in the example below.

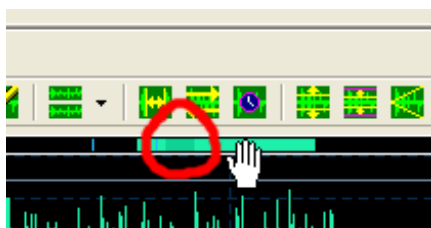


If however, you zoom in to a particular section of the wave form, then the Wave Form Edit Area only shows a portion of the entire wave form and this portion is shown in light green on the View Scrub Bar as in this example.



When this is the case, you can move the mouse cursor to the View Scrub Bar and the mouse icon will turn into a hand (as above) and you can 'scrub' the area of the portion of the wave form displayed in the Wave Form Edit Area by left clicking and the dragging the light green part of the View Scrub Bar to the left or right.

You may also notice that in the example above, there is a slightly darker green section on the View Scrub Bar.



This represents the section of the current view in the Wave Form Edit Area that is also selected (in white in the main wave form).

The Main Wave Form

The Main Wave Form section of the Wave Form Edit Area shows the actual audio wave form for the entire file or the selected section of the audio file.

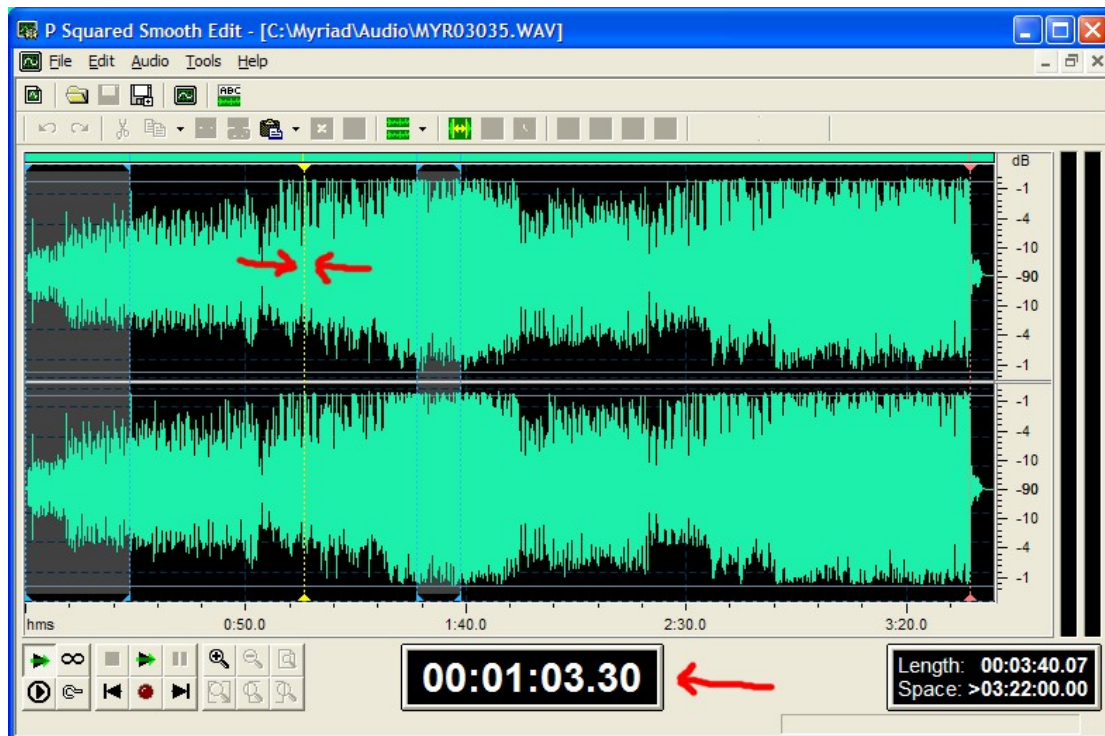
The audio is represented as a graph with the peaks and troughs plotting the value of the samples that make up the digital audio file. Roughly speaking the higher the peaks, the louder that part of the audio is.

When dealing with stereo wave forms, the Main Wave Form is divided into two sections, the upper section represents the left hand side of the stereo file and the lower represents the right.

Audio Cursor

The Audio Cursor is a single point in the audio wave form that is currently selected in SmoothEdit™ and is indicated by a vertical dashed yellow line. The Audio Cursor can be moved around the wave form by using the left mouse button to click on the place in the wave form where you want to position the cursor.

The Cursor is important because it is used to indicate where playback will commence from in certain playback modes in SmoothEdit™ plus it is also used to indicate where other functions such as Paste and Paste Mix will begin.



When SmoothEdit™ is not playing audio, the Current Cursor / Play Time indicator shows the position of the Audio Cursor point.

Available Space for Recording

This counter shows the estimated maximum time left for recording in SmoothEdit™ based on available hard disk space on the Audio Wall file location.

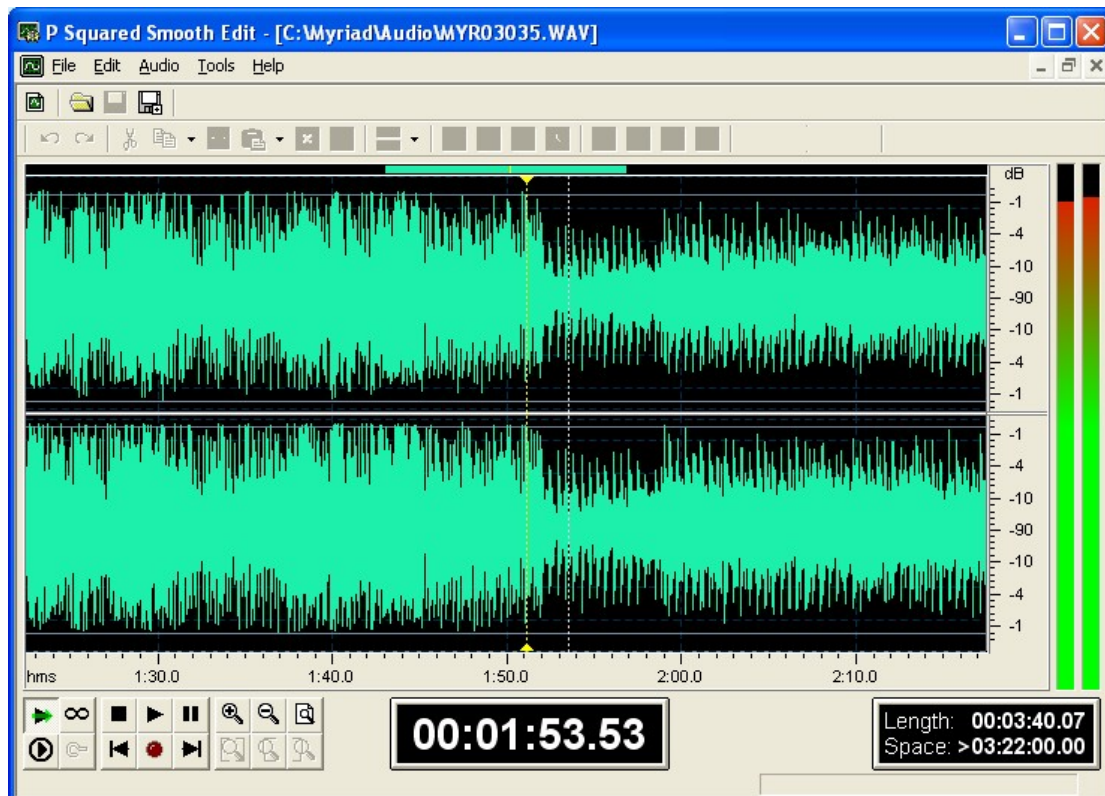
Please note that due to a restriction in Myriad, this will only show a maximum 3h22min. This is because windows can only record an audio file up to the size of 2GB which is equivalent to 3 hours and 22 minutes. So each time you start a new recording, you will have 3 hours and 22 minutes to play with unless you have less than 2gb of overall free space in the Audio Wall File Location folder.

Length of Audio File

This counter shows the overall length of the Cart currently loaded.

VU Bars

The SmoothEdit™ VU bars show the level of audio playback when SmoothEdit™ is playing audio and the level of incoming audio when SmoothEdit™ is recording audio.



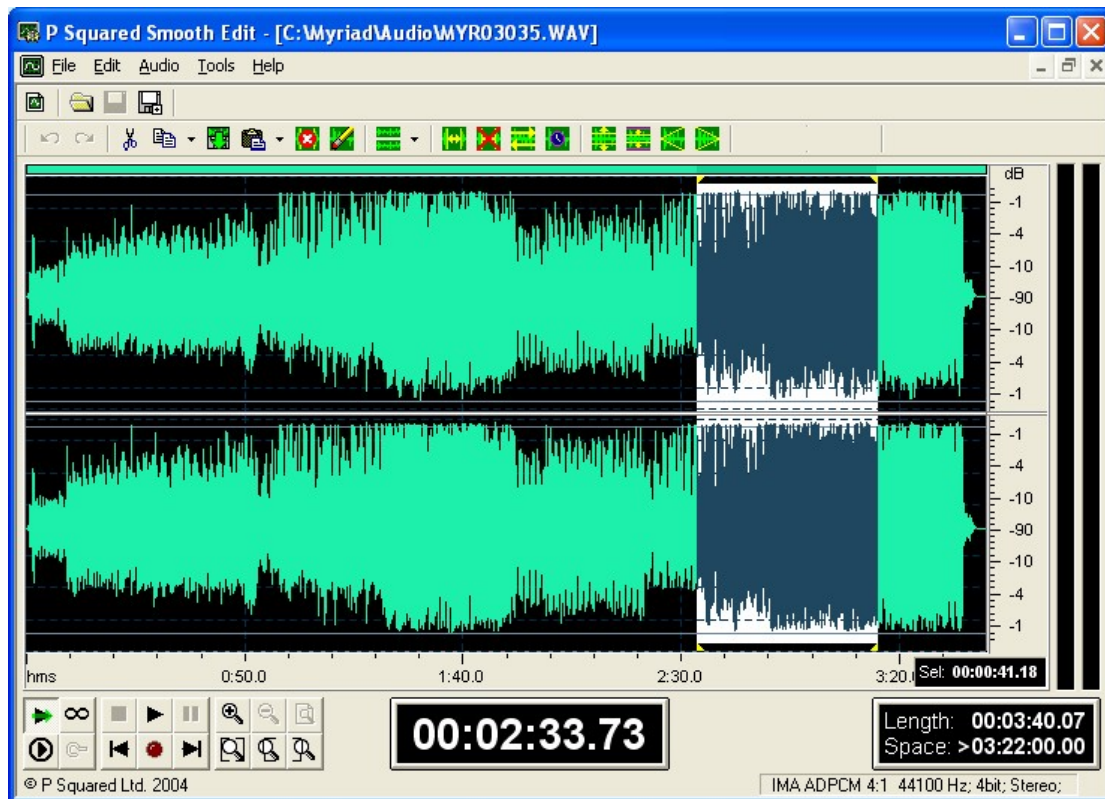
The VU's are intended as an indicator only and should not be used to calibrate external audio equipment.

Audio Volume Scale

The scale to the right of the Main Wave Form shows the scale of deviation of the wave form around the central axis at -90dB (which is effectively silence) and 0dB (which is effectively as loud as a digital file can go before it distorts). The scale is a logarithmic scale and should only be used as a visual indicator as to the proportional volume of the audio within the Cart.

Selected Area

The concept of selecting an area of the wave form to view or work with is key to understanding how audio editing using SmoothEdit™ works. The example below shows typical wave form with a section selected.

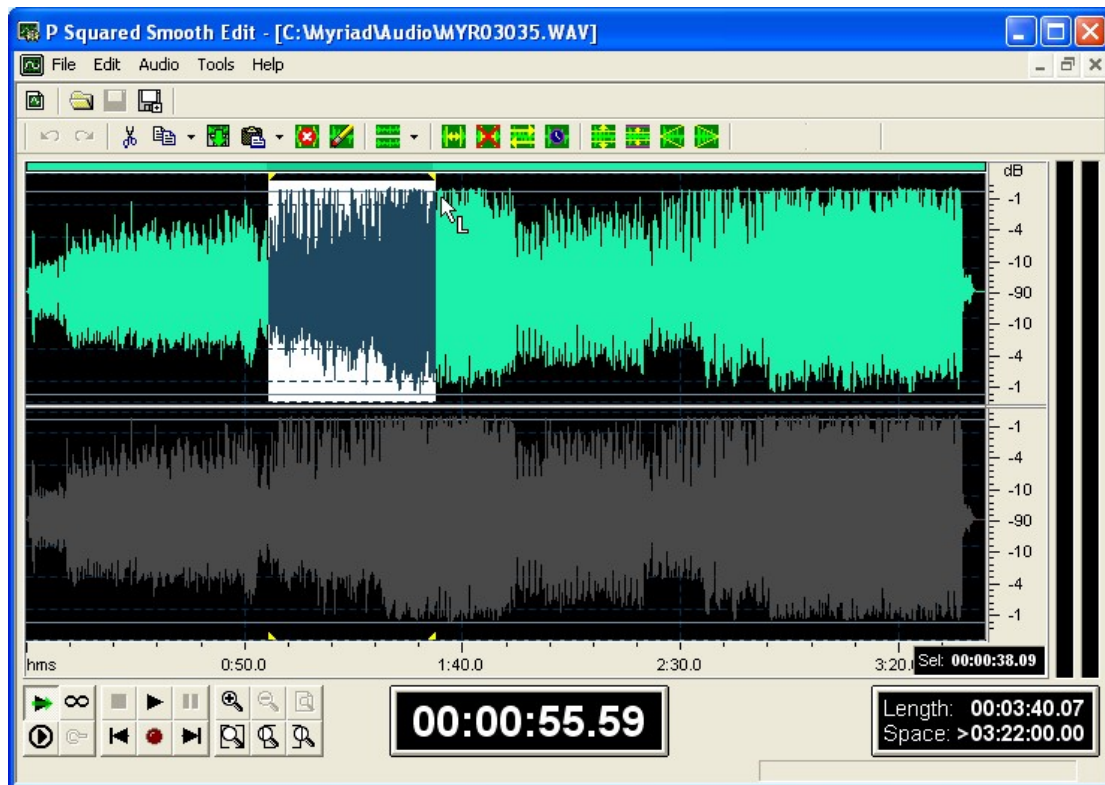


The selected area is the area that is in white and the beginning and end are indicated by a pair of dashed yellow, vertical lines. When an area of a wave form is selected in SmoothEdit™, this area then becomes the section of the wave form that is affected by any of the tools on the Audio Edit Tool Bar. The selected area can also be used to alter the amount of the wave file that is displayed in the Wave Form Edit Area by using the Zoom to Selection option on the Zoom Tool Bar.

Selecting an Area to Edit

To select an area of a wave form, use the left mouse button to drag over the area you want to select. The length of the selected area is displayed in the Length of Select Area Indication (bottom right of Wave Form Edit Area) and is also displayed as a dark green bar on the View Scrub Window.

You can also opt to work with only the left or right side of the audio by using the Channels To Select option on the Audio Edit Tool Bar (see Select Channel To Edit), and then select the part of the wave form you want to work with in the normal way.

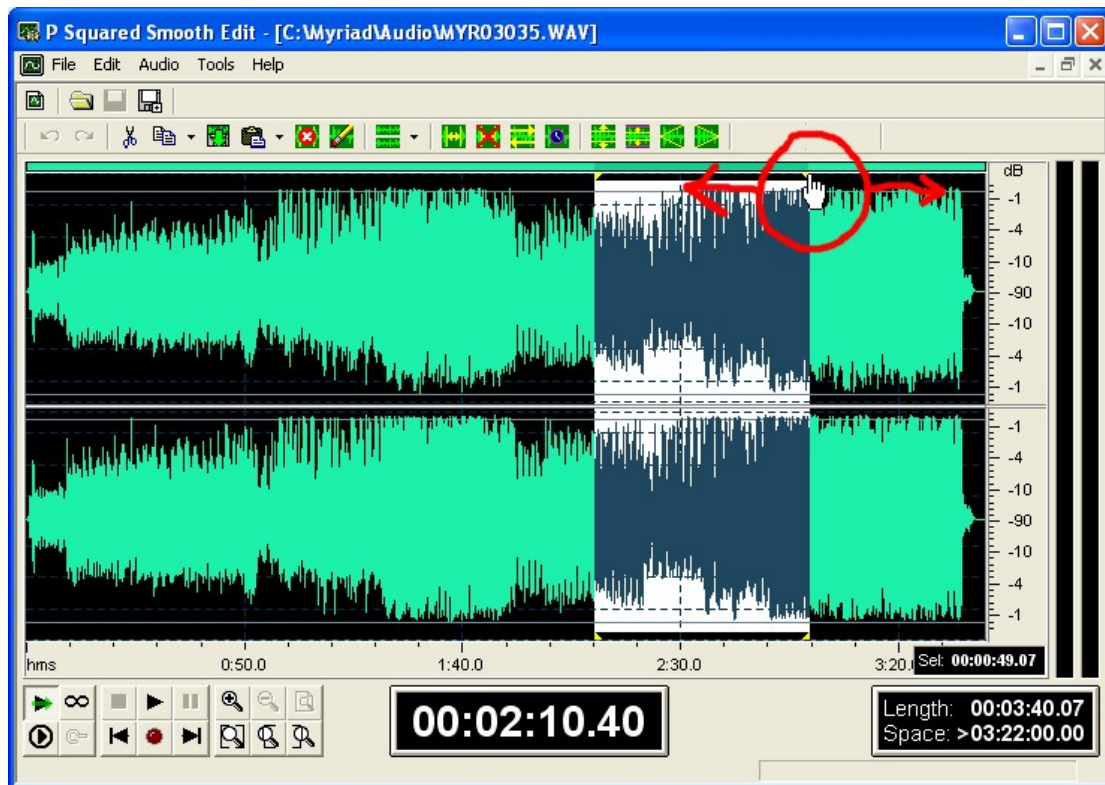


De-selecting an Area

You can de-select the selected area by clicking the left mouse button anywhere in the wave form.

Altering the Selected Area

You can also change the selected area without totally de-selecting it by using the select tabs at the top of the dotted yellow line at the beginning and end of the selected area. As you move the mouse cursor over these, the mouse cursor changes to a hand and when this happens, you can use the left mouse button to 'drag' the beginning or end of the selected area to a different place in the wave form.



Selecting the Entire Wave Form

You can select the entire wave form by either:

- Double clicking anywhere in the wave form.
- Pressing Ctrl + A on the keyboard

Please note that if you wish to perform any type of amplification, time stretching, copy / cutting, normalising or virtually any other function, to the entire audio file, you must first select the entire wave form using one of the above methods.

Current Position / Play Position

This counter performs two different functions depending on whether SmoothEdit™ is playing audio or not. When SmoothEdit™ is not playing audio, this counter shows the exact position of the Audio Cursor.

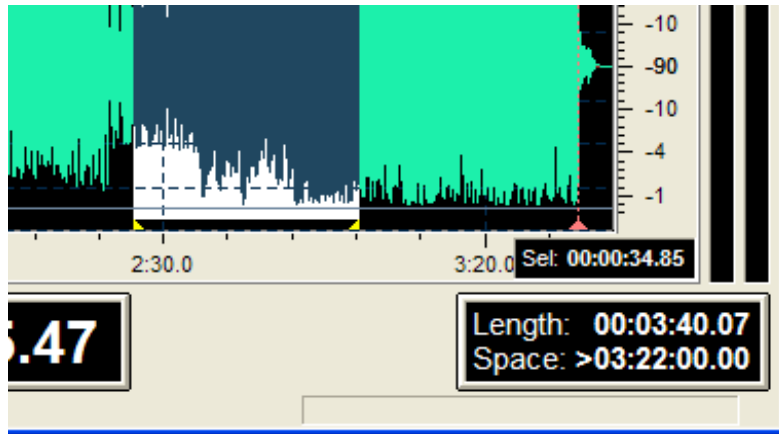
When SmoothEdit™ is playing audio, this indicator shows the exact position of the currently playing point within the wave form.

File Type Indicator

This section is not visible when working with SmoothEdit from within Myriad.

Length of Selected Area

This indicator only becomes visible when you have Selected an area of the file (see Selected Area). Once an area has been selected, the exact length of the selected area is displayed here.

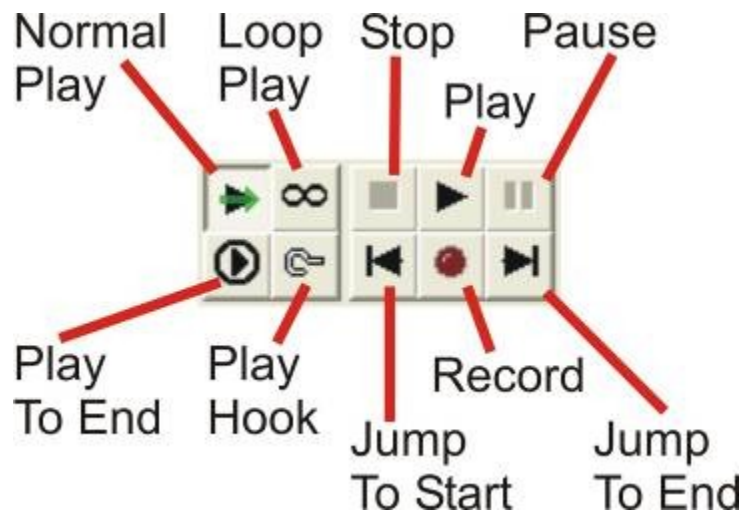


Visible Area

The Visible Area indicator on the View Scrub Bar shows the portion of the entire audio file that is currently displayed in the Wave Form Edit Area. For a full explanation, see View Scrub Bar.

The Audio Control Tool Bar

The Audio Control Tool Bar includes all the controls you need to control audio playback in SmoothEdit™. The buttons on the Audio Control Tool Bar not only allow you to control the playback of audio but also to control the way in which SmoothEdit™ deals with playing audio.



Normal Play

The Normal Play button sets SmoothEdit™ to operate in normal playback mode. In this mode, SmoothEdit™ will do the following:

- **When a part of the audio file is selected:** SmoothEdit™ will play only the selected area. Clicking play will start playback from the start of the selected area and SmoothEdit™ will automatically stop playback at the end of the selected area.
- **When no part of the audio is selected:** SmoothEdit™ will start playback from the cursor point (the yellow vertical dashed line) and continue until the end of the file or until you stop playback manually.

Loop Play

In Loop Play mode, SmoothEdit™ will do the following depending on whether a section of the audio file has been selected:

- **When a part of the audio file is selected:** SmoothEdit™ will start playback from the start of the selected area but when it reaches the end of the selected area, it will automatically return to the beginning of the selected area and start playback again.
- **When no part of the audio is selected:** SmoothEdit™ will start playback from the cursor point (the yellow vertical dashed line) and continue until the end of the audio file. At this point it will return back to the cursor point and start playback again.

Play to End

In the Play to End mode, SmoothEdit™ will do the following depending on whether a section of the audio file has been selected or not.

- **When a part of the audio file is selected:** SmoothEdit™ will play from the beginning of the selected area but will continue on to the end of the audio file regardless of where the selected area ends.
- **When no part of the audio is selected:** SmoothEdit™ will start playback from the cursor point (the yellow vertical dashed line) and continue until the end of the file.

Play Hook

This special mode is only available if you have an audio file that has the 'hook' point specified.

When the Hook Play button is pressed, the Hook area is automatically selected and playback begins. When the end of the hook is reached, SmoothEdit™ automatically stops playback.

Stop

The Stop button stops SmoothEdit™ playback of the audio file regardless of that play mode you are in. This option is only enabled while SmoothEdit™ is playing audio.

Play

The Play button starts playback in SmoothEdit™. The icon on the Play button changes to reflect the current play mode of SmoothEdit™. You can also press the <Space Bar> to toggle between start and stop.

Pause

The Pause button temporarily pauses playback and the Pause button turns blue. Clicking on the Pause button will resume playback from the point that it was paused regardless of playback mode.

Jump to Start

The Jump to Start button moves the Audio Cursor point (horizontal dashed yellow line) to the very beginning of the audio file.

Record

The Record button will start SmoothEdit™ recording from the cursor point in the audio file. Once recording, you can click on the Record button or the Stop button to stop recording.

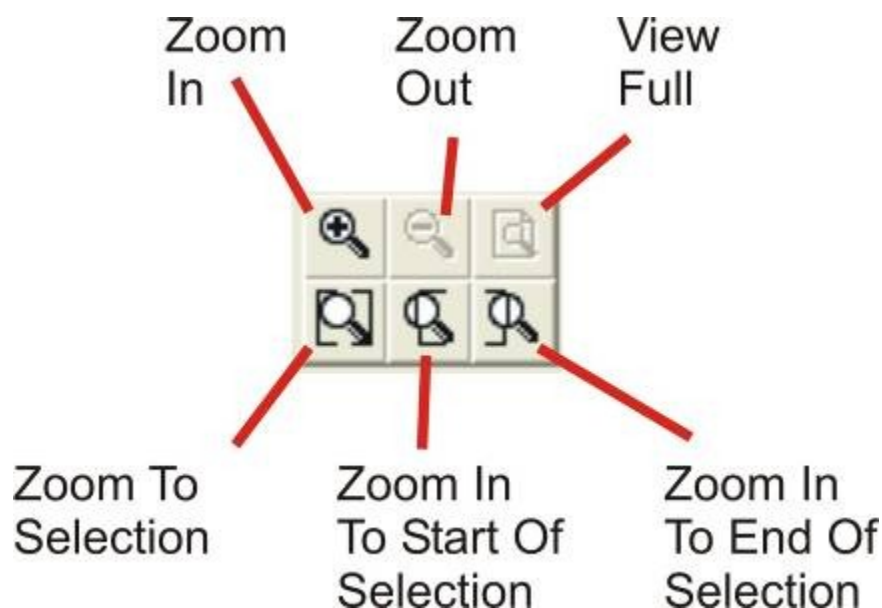
While recording, the VU bars change to show the incoming audio level. The incoming wave form is also displayed on screen although this is not updated in real time.

Jump to End

The Jump to End button moves the Audio Cursor point (horizontal dashed yellow line) to the very end of the audio file.

The Zoom Tool Bar

The Zoom Tool Bar contains the buttons used to zoom in and out of the wave form to allow you to view and edit it more accurately. The general layout is outlined below.



Zoom In

The Zoom In button zooms in to the centre of the wave form visible in the Wave Form Edit Area. You can click this button multiple times to zoom in further. The Zoom In button always zooms in to the centre of the wave form visible in the Wave Form Edit Area. You can then use the View Scrub Bar to reposition the zoomed area you are looking at.

TIP: If you use the Zoom to Selection button to zoom in to a selected area, you can then use the Zoom in button to continue to zoom in to the centre of the selected area.

TIP 2: You can use the wheel on your mouse to zoom in and out of the Wave Form Edit Area.

Zoom Out

The Zoom Out button does the opposite to the Zoom In by zooming the view out from the centre of the wave form visible in the Wave Form Edit Area. You can click the Zoom Out button multiple times to zoom out further, up to the point that the whole wave form is visible. The Zoom Out button only becomes visible when you have zoomed in to a section of the wave form.

View Full

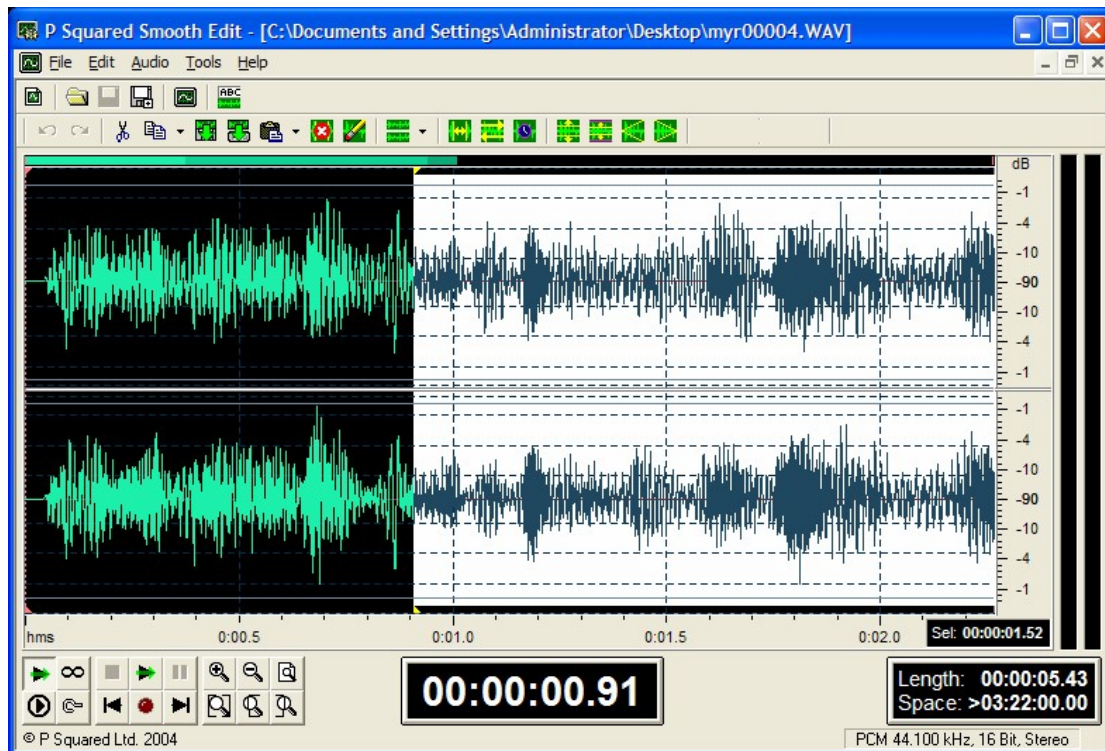
No matter which part of the wave form you are looking at or how far zoomed in you are on a section, the View Full button will always zoom all the way out so the entire wave form is visible in the Wave Form Edit Area.

Zoom To Selection

The Zoom to Selection will zoom such that the selected area of the wave form fills the entire Wave Form Edit Area. This option is only available once you have selected a section of the wave form that you want to take a closer look at.

Zoom In To Start Of Selection

The Zoom in to Start of Selection is similar to Zoom to Selection but instead of zooming in so that the entire selected area is displayed in the Wave Form Edit Area, this option shows only the beginning of the selected area as well as a small section of the wave form before the start of the selected area.



Zoom In To End of Selection

This final button on the Zoom Tool Bar does the same as the Zoom in to Start of Selection but instead of focussing on the start of the selected area, this option zooms in to the end of the selected area and the part of the wave form directly following the end of the selected area.

Chapter 6 Summary

The key things that we have covered in this Chapter are basic concepts behind the SmoothEdit Screen and how SmoothEdit itself fits into the overall Myriad package. We have looked at the general Myriad Cart information such as Title and Artist and spent some time looking at the methods used to mark the key Timing Information for Carts such as Intro's, Extros and Hooks. Finally, we looked at the SmoothEdit audio editor itself and the Audio Edit Area as a whole.

Key things you should take away from this Chapter include:

- An understanding of the general purpose of the SmoothEdit Screen and how it fits into Myriad.

- A knowledge of how to set the basic Cart information and how to add enhanced information such as Notes, Copyright details and Pictures to a Cart.
- A good knowledge of how to set the Intro, Extro and Hook for a Cart (using either of the outlined methods) and how these skills can be expanded into setting up Looped sections.
- Have an understanding of the Audio Edit Area.
- Be comfortable zooming in to a wave form, selecting an area and using the tools on the Audio Edit Tool Bar to manipulate the audio.
- Be familiar with using SmoothEdit to listen to and review the Cart you are working on.

Remember that you can use tool tips on any buttons that you are not sure about, just hover the mouse cursor over the button and a little tip will tell you what the button does.

Audio editing is a skill in its own right, and the various techniques and skills in audio editing fall well outside the scope of this manual. For more details on general audio editing, why not type audio editing techniques into Google and find out more information?

In the next Chapter, we will turn our attentions to the Audio Browser which is a mini version of the Myriad Audio Wall which is used extensively throughout Myriad and all the supporting P Squared products.

Chapter 7 – The Audio Browser

The Audio Browser

The Audio Browser is used throughout the Myriad Suite and indeed throughout the P Squared product range to provide the ability to browse and select Carts listed on the Myriad Audio Wall.

Essentially, the Audio Browser can be considered as a ‘cut down’ version of the Audio Wall but in many respects it is actually more powerful than the standard Audio Wall, as it combines most of the Audio Wall functions with some more specific options for working with and displaying Carts, that are not generally available on the Audio Wall.

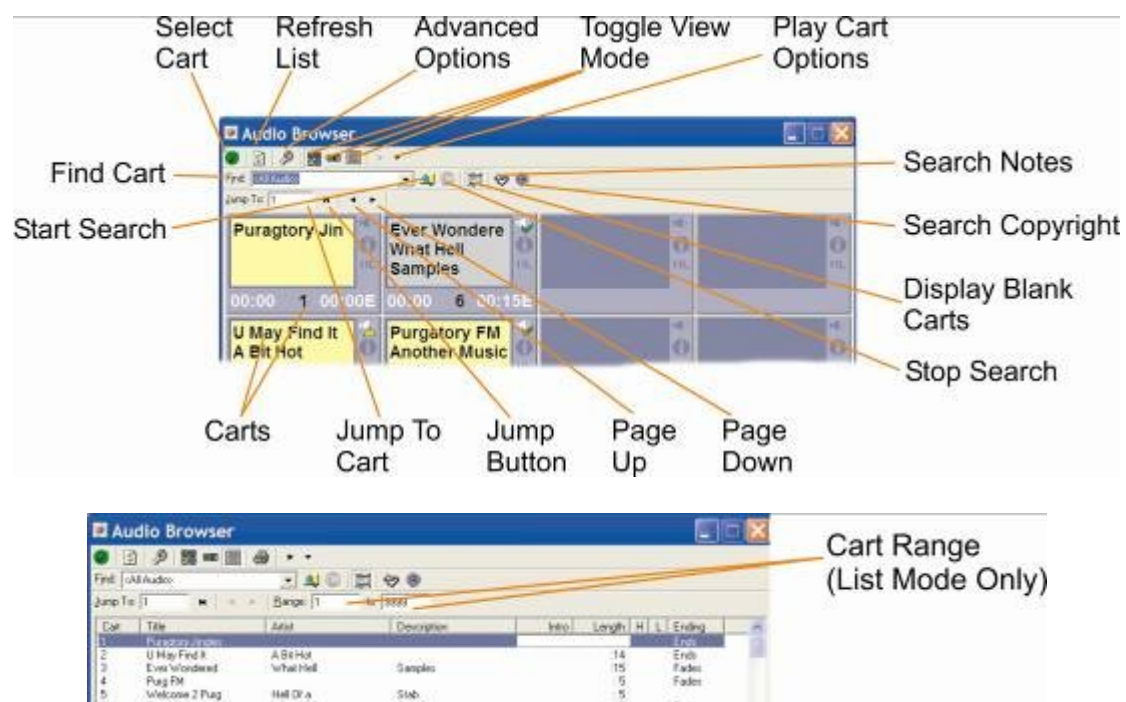
The Audio Browser can be used to browse Carts as well as search for Carts that match specific criteria. The Advanced options also allow you to customise the Audio Wall to have control over a great deal of detail as to which Carts are displayed.

The Audio Browser can be configured to display Carts in three distinctly different styles and these are designed to reflect the different roles that the Audio Browser plays within the Myriad Suite.

Whilst the Audio Browser is used in several different ways in Myriad, the core operation is the same everywhere. In this section we will look at how the Audio Browser works and the facilities it offers.

The Audio Browser Layout at a Glance

As covered above, the Audio Browser is basically a cut down version of the Audio Wall so many of the features and concepts will be familiar to you as a Myriad user. In this section we will look at the general layout of the Audio Browser and briefly cover what each section does. These will then be expanded upon in the subsequent sections as we cover how to do key things with the Audio Browser.



Select Cart Button

The Select Cart button is used when the Audio Browser is being used to select a specific Cart from the Audio Wall. Clicking on this button will usually select the highlighted Cart and close the Audio Browser.

This option is available in all three view modes but is not applicable in all applications for the Audio Browser.

Refresh List

As the name suggests, this button is used to refresh the list of Carts displayed in the Audio Browser.

NB: The list of Carts listed in the Audio Browser is automatically refreshed whenever you use Jump to Cart, change the Find options, or add any Advanced Options.

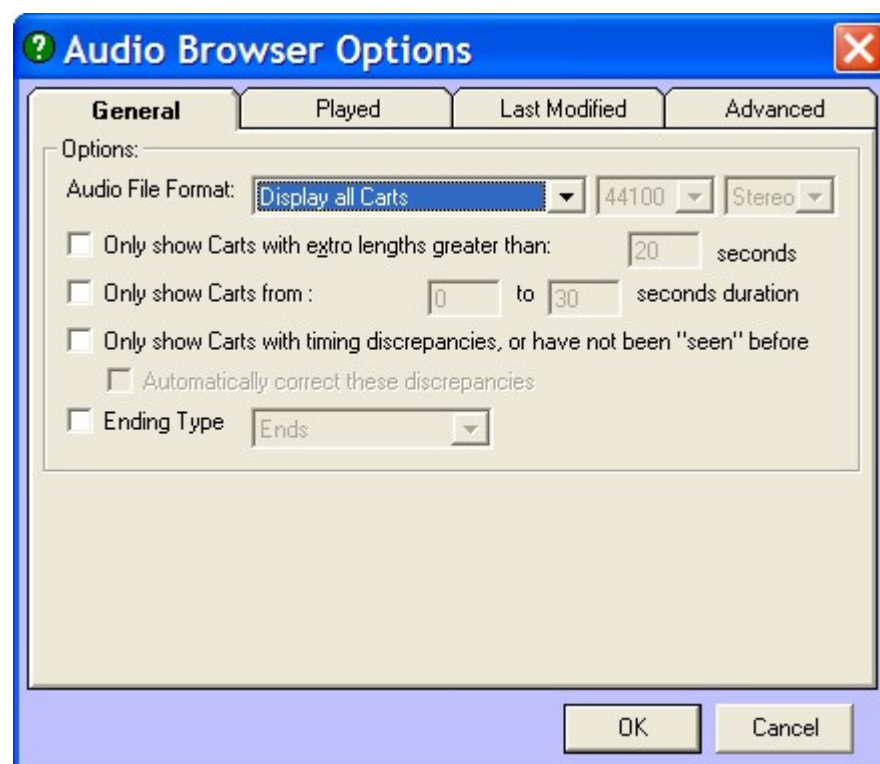
Advanced Options

The Advanced Options button is used to access the Advanced Options for the Audio Browser. Clicking this button will open the Advanced Options window.

The Advanced Options are represented on four tabs:

The General Tab

The General tab is used to set more general Advanced Options for the Audio Browser.



The options are explained in more detail below.

Audio File Format

The Audio File Format option allows you to restrict the Carts displayed in the Audio Browser to just Carts of a specific format. To use this feature, use the drop down list to select the option you want to use.



- **Display All Carts** – This is the default and does not restrict the Carts displayed in the Audio Browser.
- **Display Linear Carts** – Only displays Carts that are linear (i.e. not compressed) in the Audio Browser.
- **Display Compressed Carts** – Only displays Carts that are compressed.
- **Display Carts That Aren't** – Allows you to display Carts that are not of a specific sample rate and type. Use the drop down lists to select sample rate and mono/stereo type.
- **Display Carts That Are** – Allows you to display Carts that are of a specific sample rate and type. Use the drop down lists to select sample rate and mono/stereo type. (N.B. This option is not shown on the screen shot above).

Only Show Carts with Extros Greater Than XX Seconds

Ticking this option will restrict the Audio Browser to only displaying Carts with an Extra greater than the length that you type into the option box.

Only Show Carts from XX to XX Seconds Duration

This option allows you to select the duration range for the Carts that are displayed in the Audio Browser. Just type in the required duration range using the option boxes.

Only Show Carts with Time Discrepancies or Have Not Been ‘Seen’ Before

If this option is selected then the Audio Browser will only display Carts whose actual length is different to the length that Myriad has recorded on the Cart. This would normally only ever be the case if the audio file behind the Cart has been edited or changed externally (i.e. not through the SmoothEdit screen).

This option will also display any Carts that exist in the Audio File Locations but are not displayed on the Audio Wall. This would only happen if the audio files for the Carts were manually copied into the Audio Locations directory without using Myriad.

In either case, you can tick the ‘Automatically Correct These Discrepancies’ option to make the Audio Browser automatically correct these problems as they are listed.

Ending Type

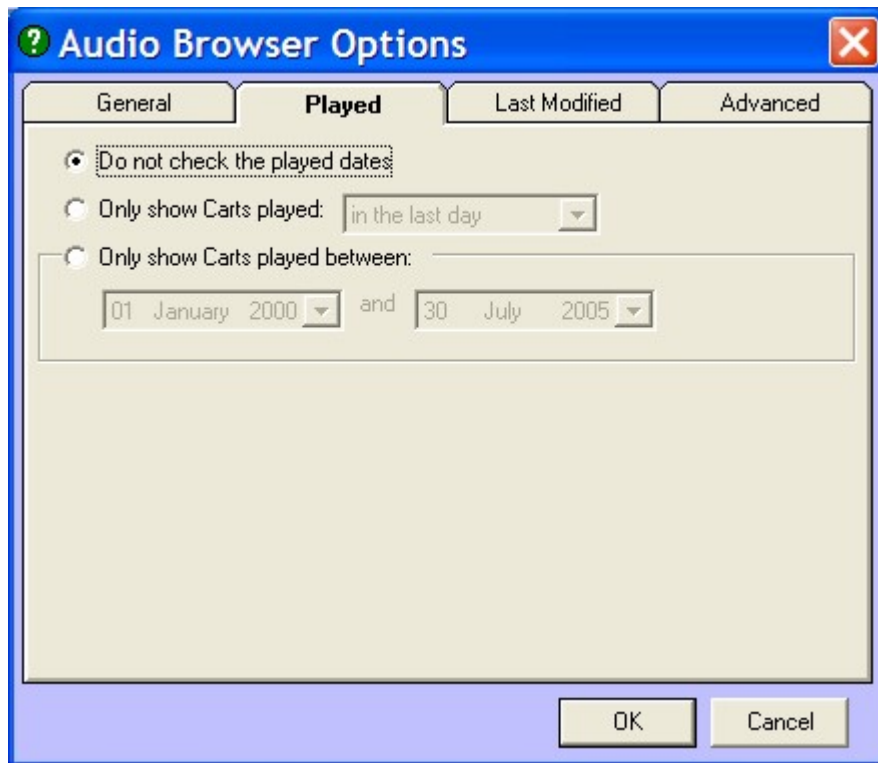
This option allows you to restrict the Carts displayed in the Audio Browser to only list Carts with the specific Ending type set.

Use the drop down list to select the Ending type. The options are:

- **Ends.**
- **Fades.**
- **Sustain.**
- **Slow Fade.**
- **Not Specific.**

The Played Tab

The Played tab allows you to configure the Audio Browser Advanced Options that refer to the dates that Carts have been played.



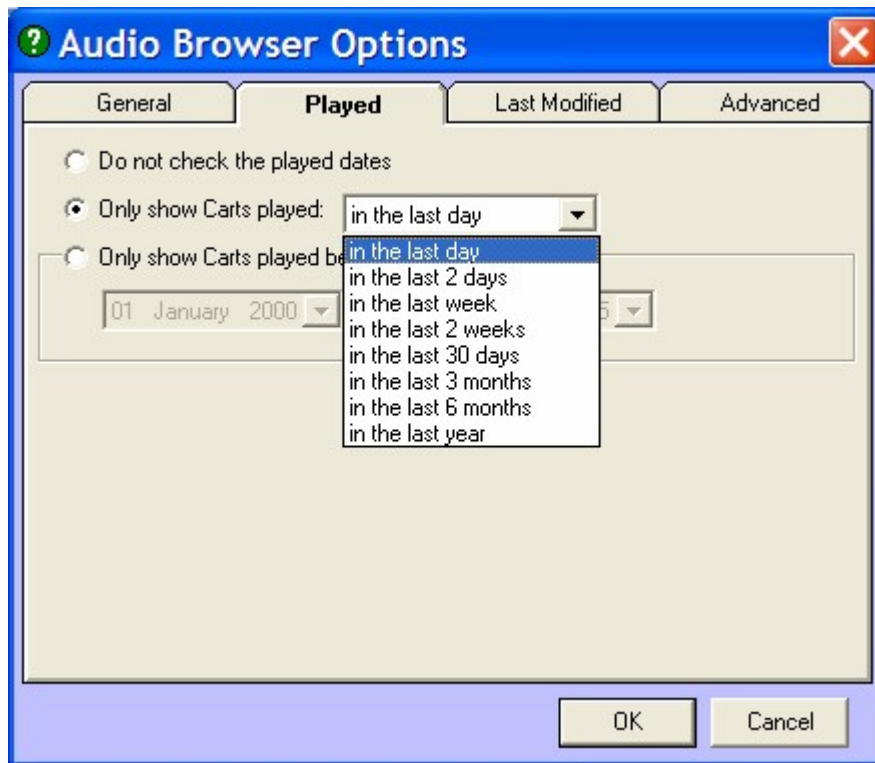
In general, these options are used to restrict the Carts listed in the Audio Browser to only list Carts played in the last XX days or between a time and date range.

Do Not Check the Played Dates

This is the default setting and does not restrict the displayed Carts by last play or date range.

Only Display Carts Played In the Last XX Days

This option allows you to restrict the Carts displayed in the Audio Browser to only display Carts the last XX days. If you tick this option, you can then use the drop down list to select the time frame that you are interested in.



Selecting this option will mean that the Audio Browser will display all the Carts played between the selected start time period and the current date.

Only Show Carts Played Between XX Date Range

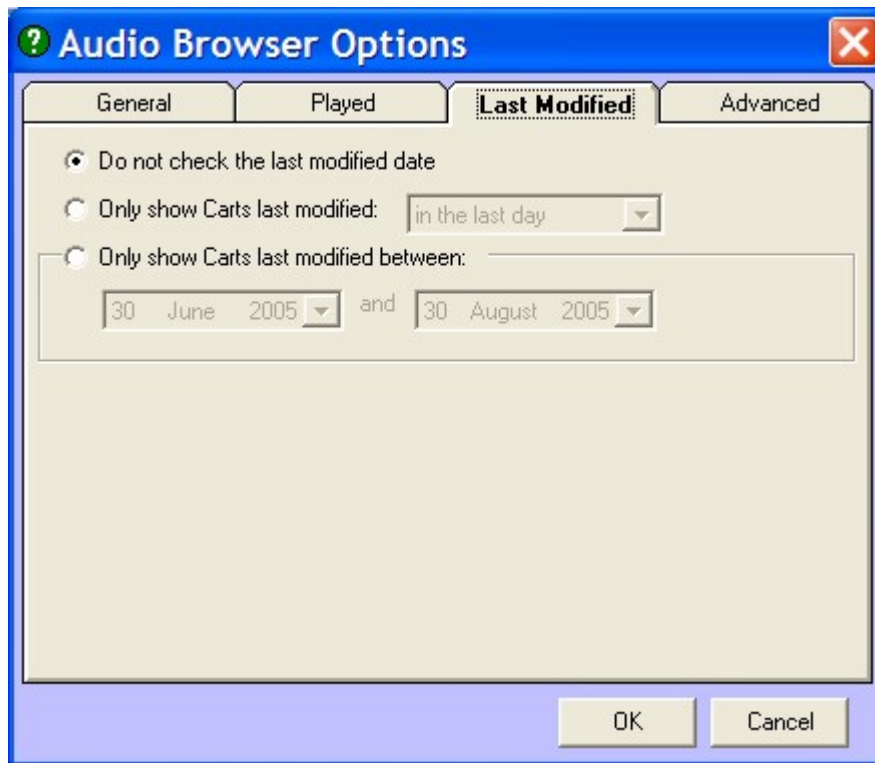
This option allows you to only display the Carts that have been played between two specific date ranges. This is great if you wish to see all the Carts played last week for example.

To use this feature, tick the option and then use the drop down calendars to select the start and end dates that you want to use.



The Last Modified Tab

The Last Modified tab allows you to configure Audio Browser options that relate to the last modified date of the Carts displayed.

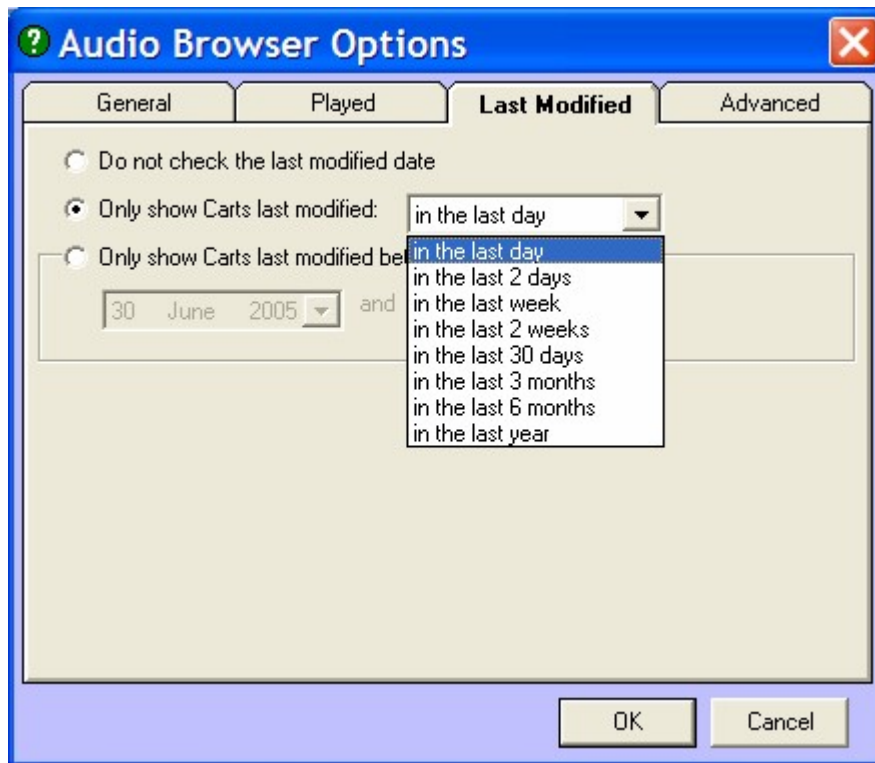


Do Not Check the Last Modified Date

This is the default option and when it is ticked, the Audio Browser does not take 'last modified' information into account when listing Carts.

Only Show Carts Modified In the Last XX Days

This option allows you to restrict the Carts listed in the Audio Browser to only include Carts modified in the last XX days.



To use this option, select the time range that you want using the drop down list. This option will list all Carts modified between the selected start time period and the current date.

Only Show Carts Last Modified Between XX Date Range

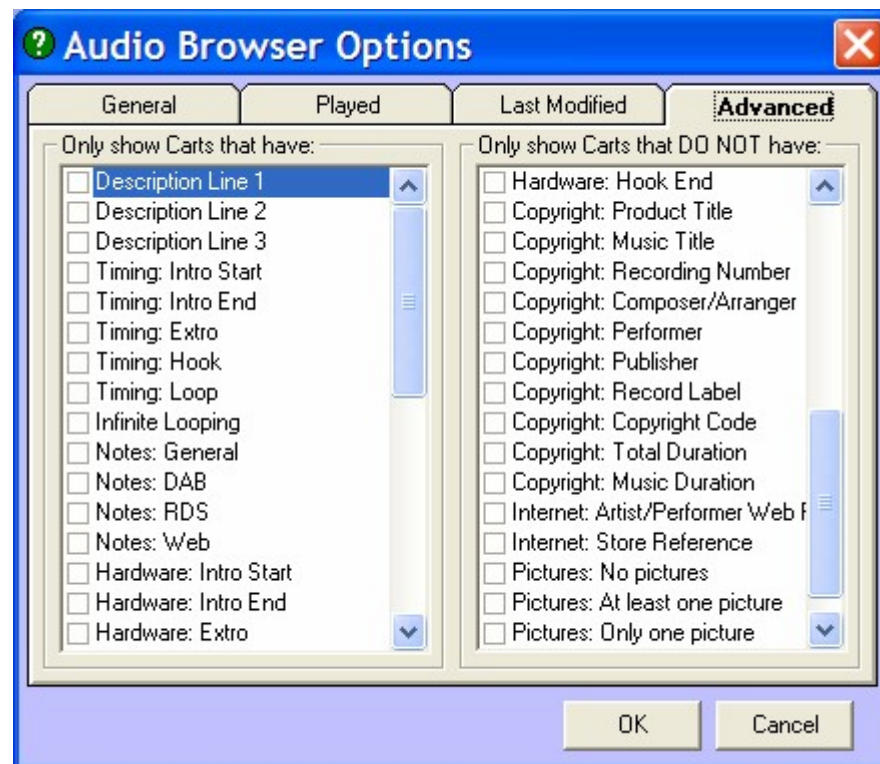
You can use this option to make the Audio Browser only display Carts last modified between a specified date range.

Tick this option and then use the calendar drop downs to select the start and end dates that you wish to use.



The Advanced Tab

The Advanced Tab allows you to set a number of additional criteria to include or exclude the Carts listed in the Audio Browser. The Advanced tab includes a comprehensive list of criteria taken from the Edit Cart screen and you can select whether to display Carts that do or don't have the selected criteria set.



This tab is split in to two columns; the left hand column allows you to include Carts that do have the selected criteria set on them. The right hand side allows you to select the criteria that Carts must have missing in order to be listed.

This is a really useful feature. Let's say that you are doing a copyright report and you want to see all the Carts that have some of the copyright criteria missing. All you would have to do would be to tick the appropriate copyright criteria on the right hand column and then click on OK.

The Advanced tab opens up a whole host of powerful possibilities when working with the Audio Browser.

Toggle View Mode

There are three possible view modes when working with the Audio Browser. They are:

Standard Mode – Most like the standard Audio Wall.

Slim Cart Mode – Slimmed down Audio Wall that allows you to see more Carts.

List Mode – Lists the Carts on the Audio Wall in a standard windows explorer style.

Standard Mode
Slim Cart Mode
List Mode



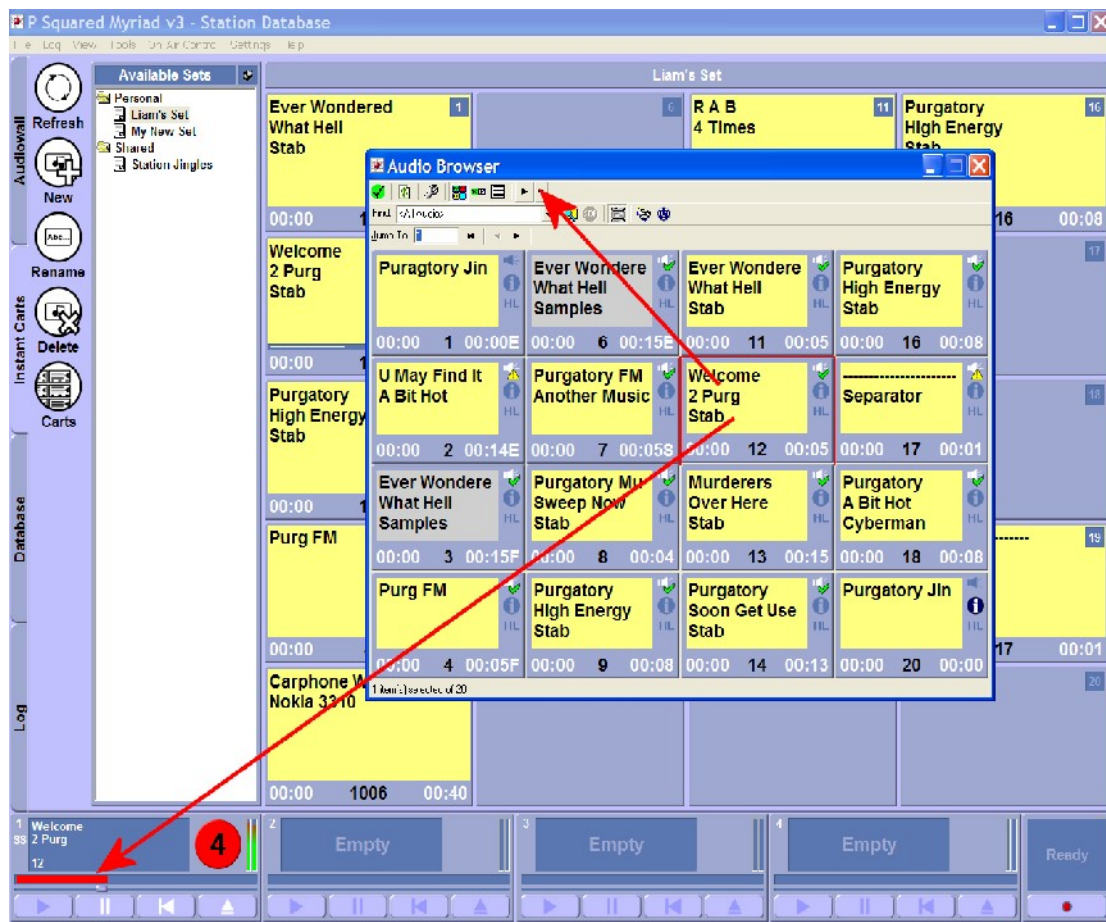
You can switch between the different views at any time by clicking on the View Mode buttons. Any mode can be used in any situation although you may find that certain modes are better suited to different situations.

For more on the three View Modes, check out the section on View Modes later in this Chapter.

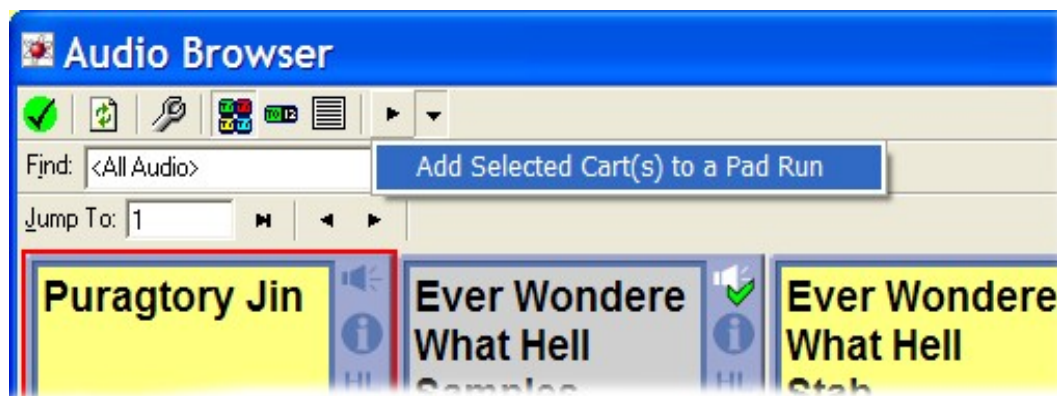
Play Cart Options

The Play button is used to play the selected Cart on the Audio Browser using a free Cart Player.

When you click on the Play button, the highlighted Cart will be loaded into one of the free Cart players and playback will start immediately.

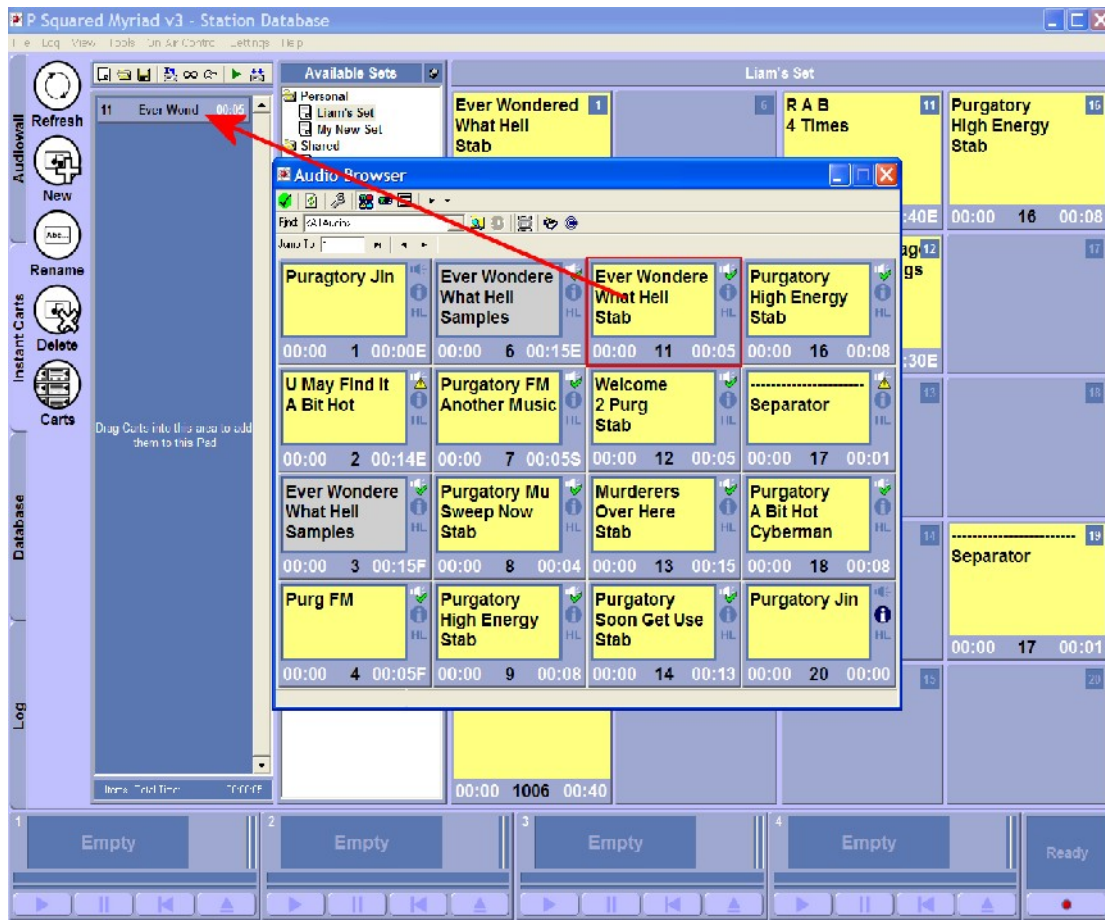


You can also use the drop list to select other Play Cart options.



This allows you to add the highlighted Cart to the Pad (see Chapter 1 – Viewing and Using the Pad).

If you select this option, the highlighted Cart will be added to the current Pad run. This will happen even if the Pad is not currently visible.



Search Notes

The Search Notes button allows you to toggle searching the additional Notes fields for Carts on and off, when using the Audio Browser's Find facility.

If this button is depressed then when you perform a Find Cart (see Finding Carts Using The Audio Browser), the Audio Browser will return any Carts that match the search criteria in either then main description lines (Artist, Title & Description) or in the additional Notes fields (Presenter Notes, DAB Notes, Web Notes, Artist Web Page or Online Store Reference).

You can combine this option with any of the Advanced options or the Search Copyright Details toggle (see below).

Search Copyright

As with the Search Notes field above, this option is used toggle between including and not including the additional Copyright information when using the Find facility on the Audio Browser.

With this option depressed, all of the Copyright details will be included when the Audio Browser is searching the Audio Wall for a Cart that matches the Find criteria.

As with the Search Notes, this option can be combined with the Advanced options as well as the Search Notes option.

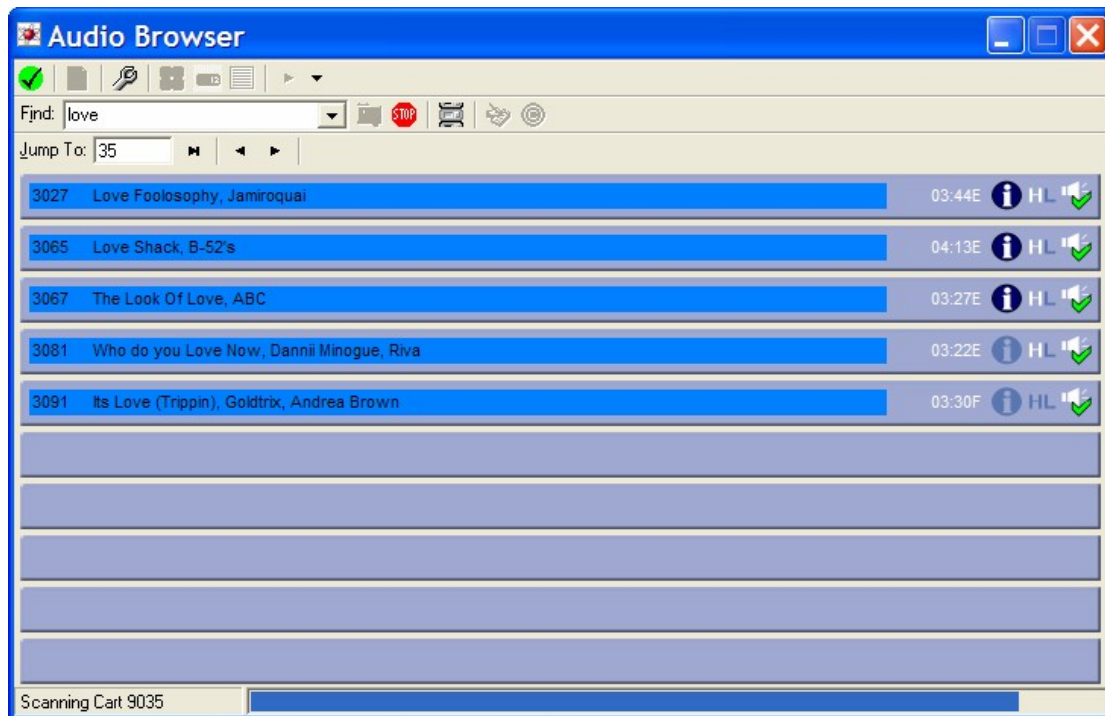
Display Blank Carts

The Display Blank Carts button on the Audio Browser allows you to toggle between whether the Audio Browser displays empty Carts and whether it filters them out and only displays Carts that are actually populated. When this option is off (not pushed in), the Audio Browser will only display Carts that are populated so the Cart's Slot Numbers listed in the browser may not run in sequence. If the Display Blank Carts button is depressed then all Carts will be displayed in the browser regardless of whether they contain audio.

This option is applicable on all three playout modes but is usually most obvious in List mode.

Stop Search

This button is only enabled while the Audio Browser is performing a search and it is used to stop the search process. If you stop a search mid way through, the Carts that have already been found (that match the search criteria) will remain visible in the Audio Browser.



Page Up / Page Down

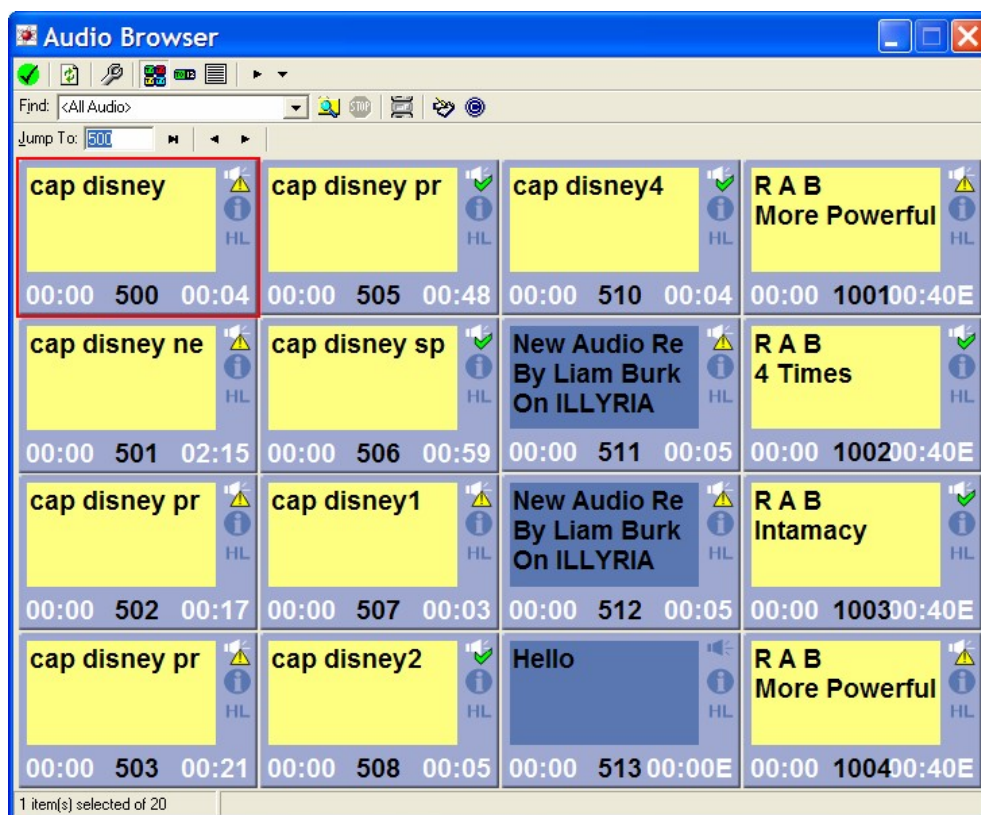
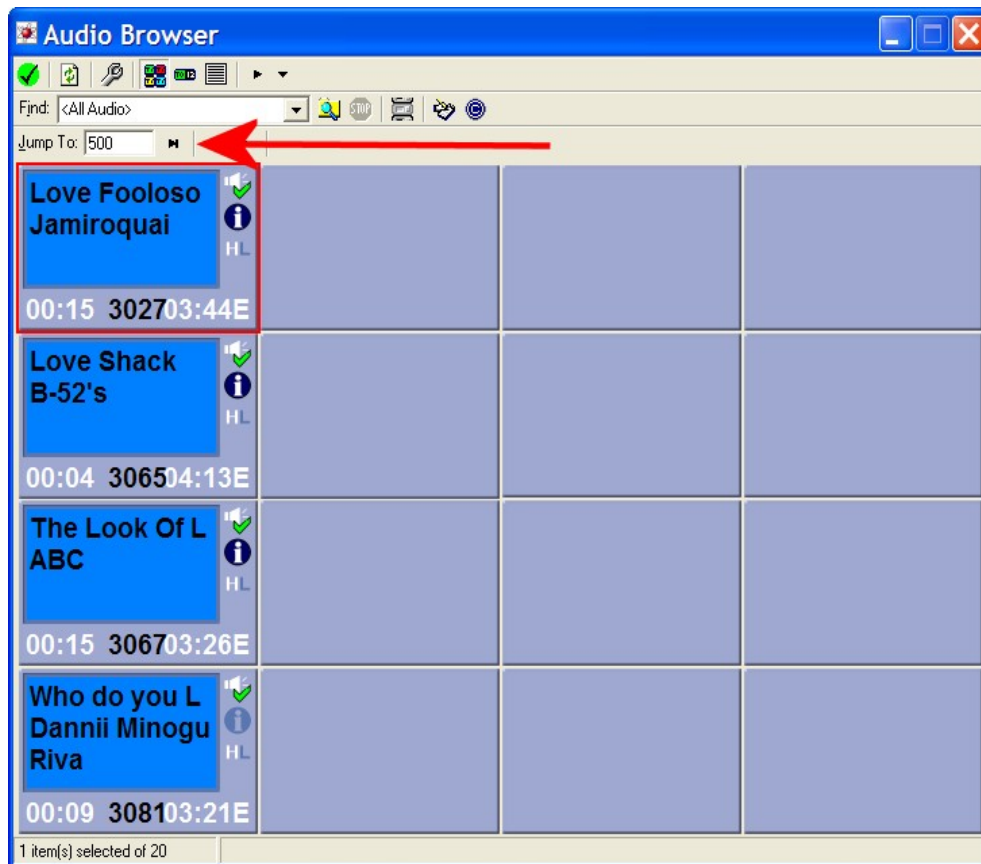
Just as you would expect, these buttons are used to scroll up or down the Audio Wall a page at a time. You can also use the <Page Up> and <Page Down> buttons on the Audio Browser to do the same thing.

Jump to Cart

This option is used to allow you to jump to a specific Cart Slot Number. To do this, type in the Cart Slot Number that you wish to jump to in this field, and then click on the Jump button (see below). You can also press the <Enter> key on your keyboard when the Jump to Cart field has focus, to initiate a jump.

Jump Button

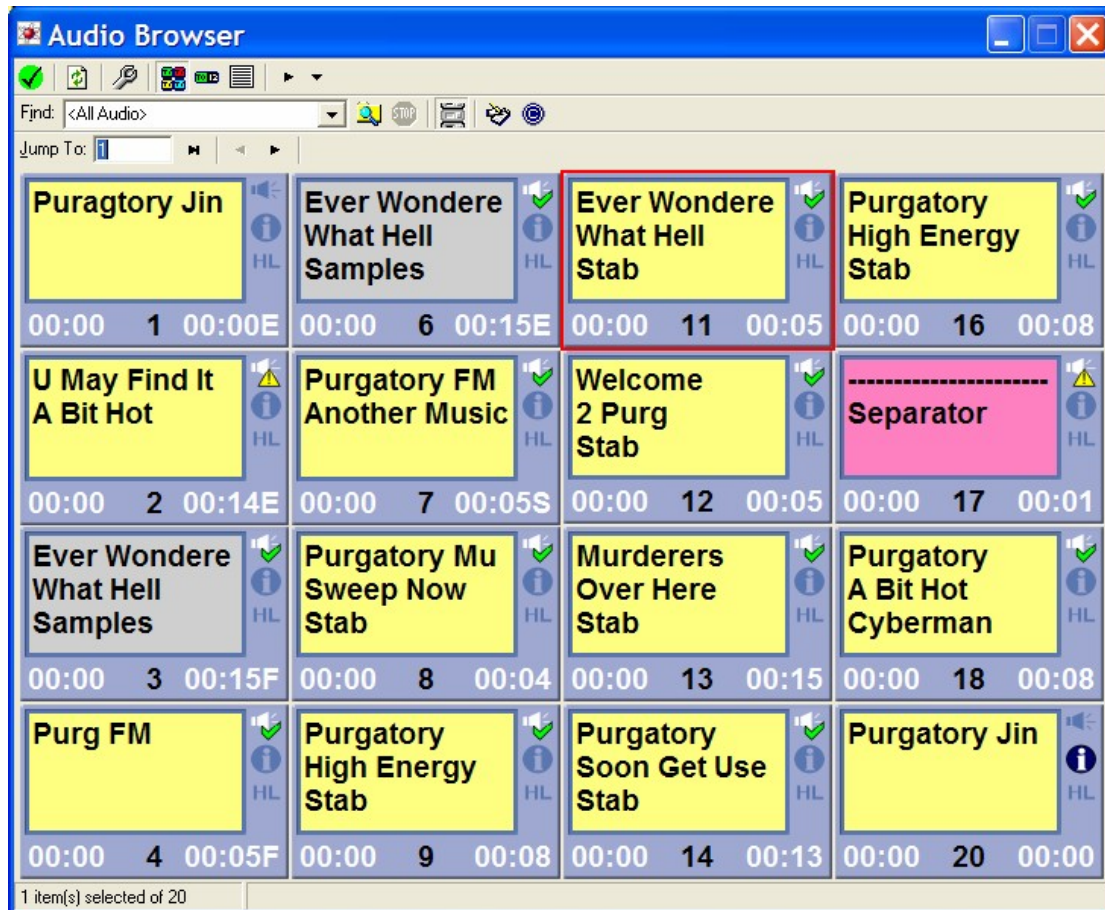
The Jump button is used to trigger a jump in the Audio Browser to the Cart Slot Number that is displayed in the Jump to Cart field. In the example below, when the Jump button is pressed, the Audio Browser will be updated to display the Carts around Cart 500 and Cart 500 itself will be the highlighted Cart.



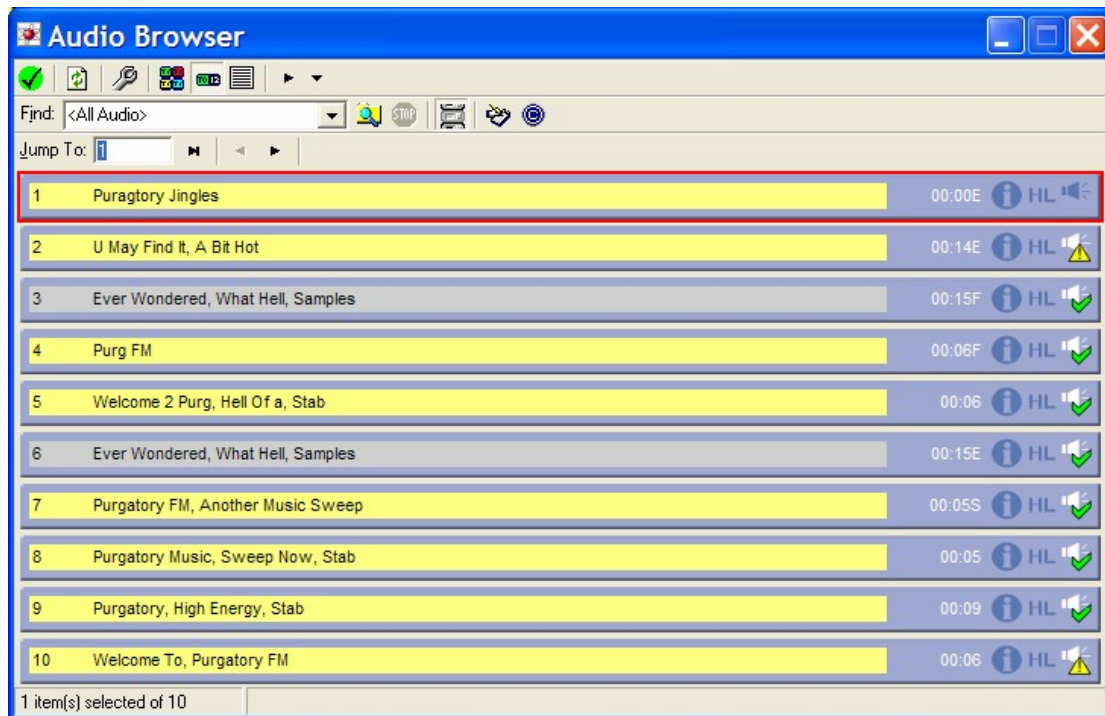
Carts

The Carts from the Audio Wall are displayed in the main section of the Audio Browser. The Carts can be displayed in three different ways depending on what you are using the Audio Browser for and what you prefer.

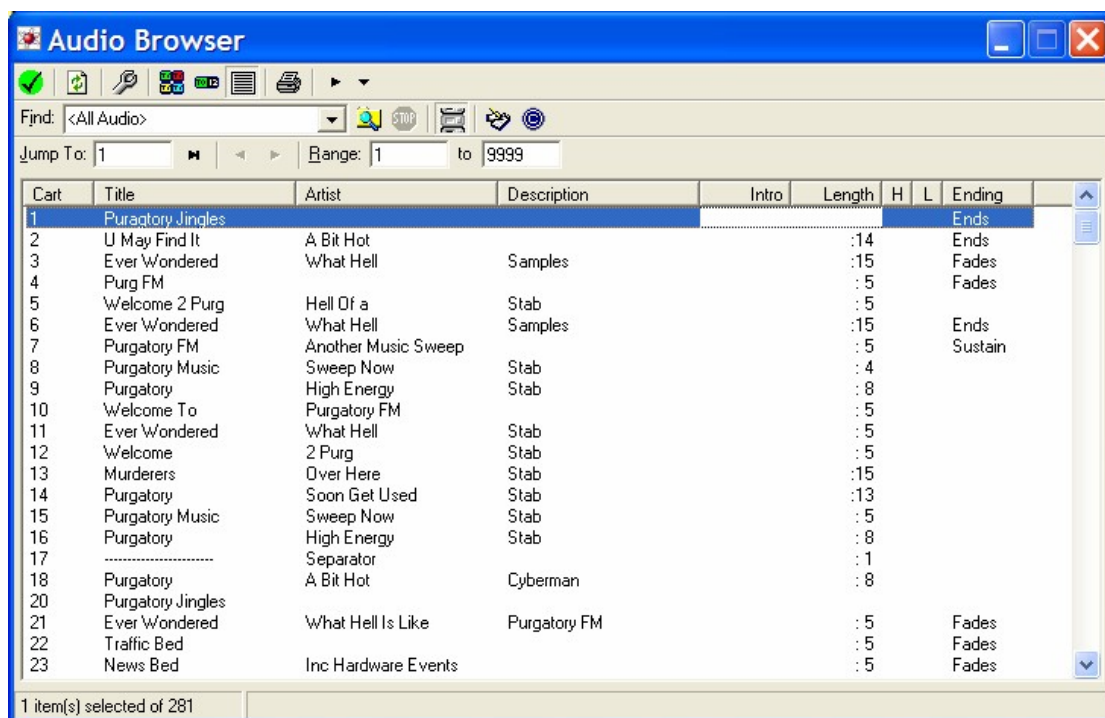
The three view modes for the Audio Browser are shown below.



Standard Mode



Slim Cart Mode



List Mode


You can toggle between these modes at any time using the Toggle View Mode buttons.

Standard Mode
Slim Cart Mode
List Mode

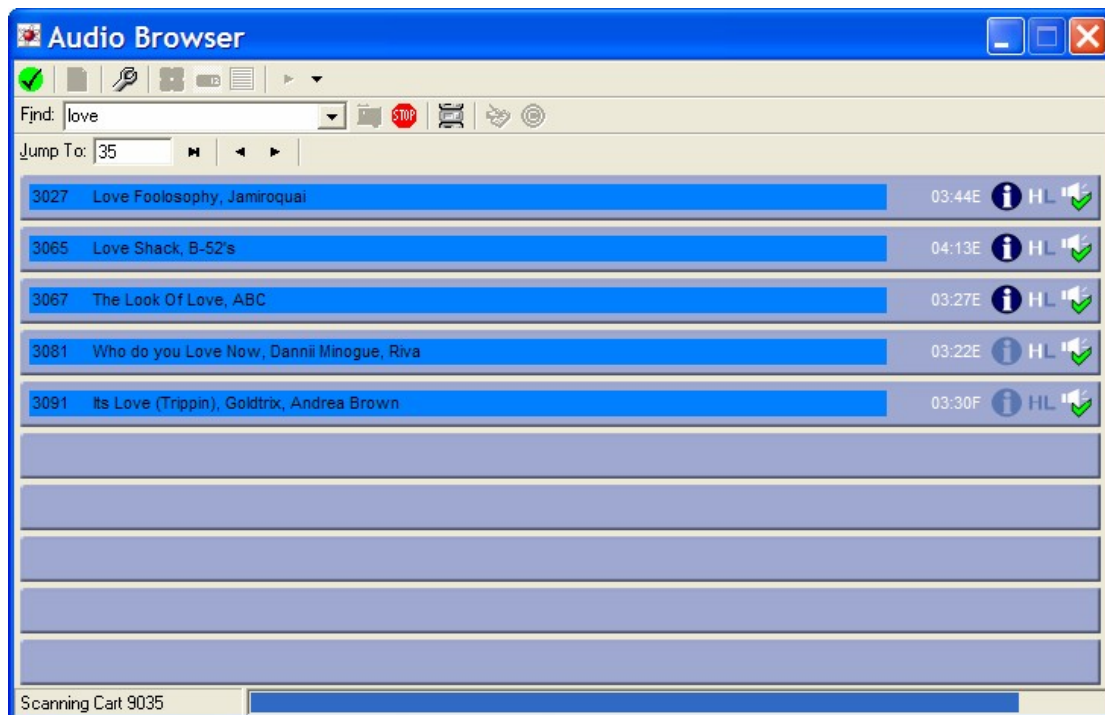


Find Cart

The Find Cart button allows you to use the Audio Browser to search for a Cart on the Audio Wall that contains a specific word or phrase in the main Cart description lines (Artist, Title and Description) as well as optionally in extended fields such as the Notes or Copyright details.


To use the Find Cart, type the word or phrase that you want to search for in the Find box and then click on the Start Search button  (see below).

The Carts that match your Find criteria are displayed in the Audio Browser once the search has finished.



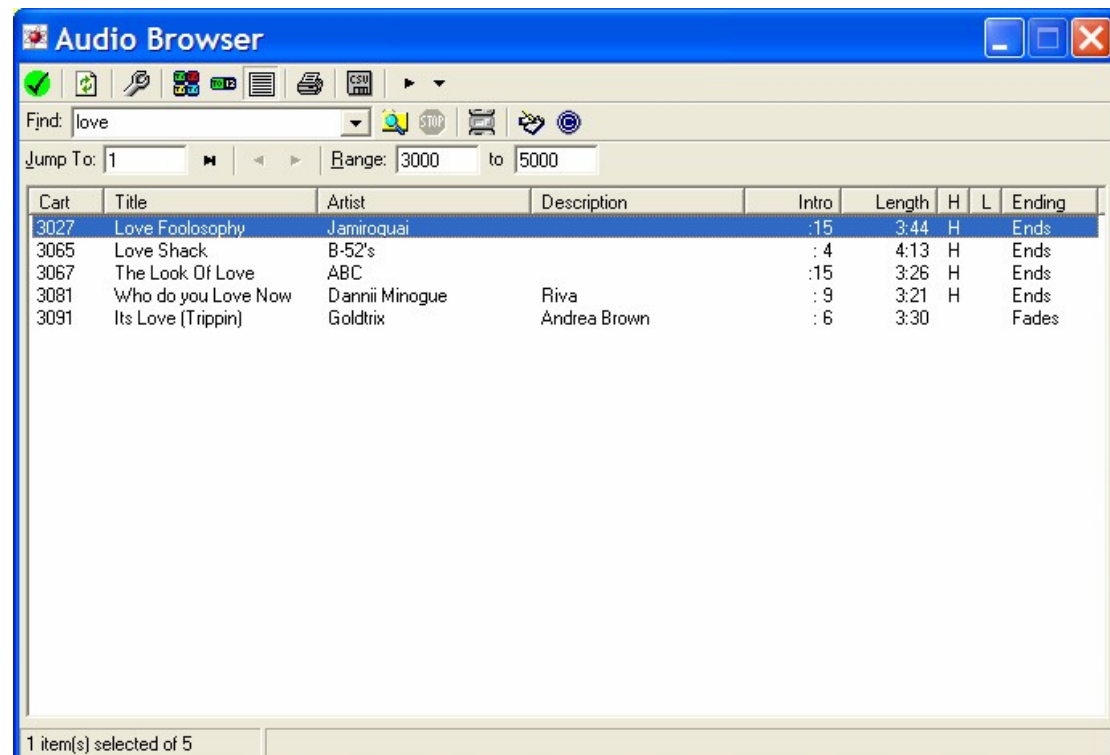
You can combine this facility with the Advanced Options, the Search Notes and Search Copyright options for more accurate and powerful searching. For more details on Find Cart, see Finding Carts Using the Audio Browser.

Start Search

The Start Search  button is used to initiate a search of the Audio Wall using the Audio Browser. Once you click on this button, the search begins and the progress is displayed as a progress bar running along the bottom of the Audio Browser window. The Stop button is also enabled once the search starts which allows you to stop the search before it has finished.

Cart Range (List Mode Only)

The Cart Ranges options are only available when the Audio Browser is in List mode and they are used to enter a range of Cart numbers to limit the display results to. Let's say you wanted to look for all the songs on your system that contained the word 'love'. If you just typed 'love' into the Find box and hit <enter> then all the Carts on the Audio Wall that contained the word 'love' would be displayed but if you used the Range option in List View mode to limit the search to only include Carts in area of the Audio Wall you use to store songs (3000 – 5000 in this example) then only the songs that contained the word 'love' in the Title, Artist or Description would be displayed.

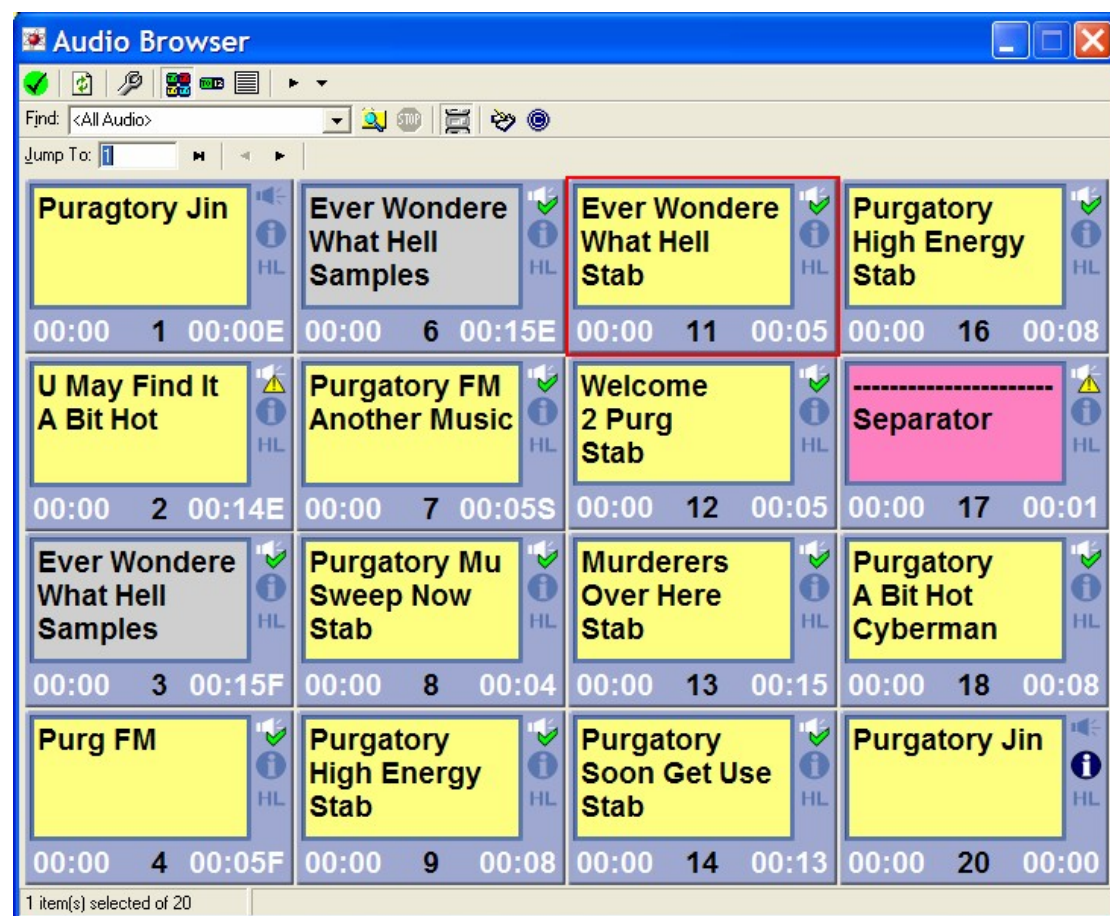


As with all the other options, you can combine the Range criteria with other search criteria for more accurate results.

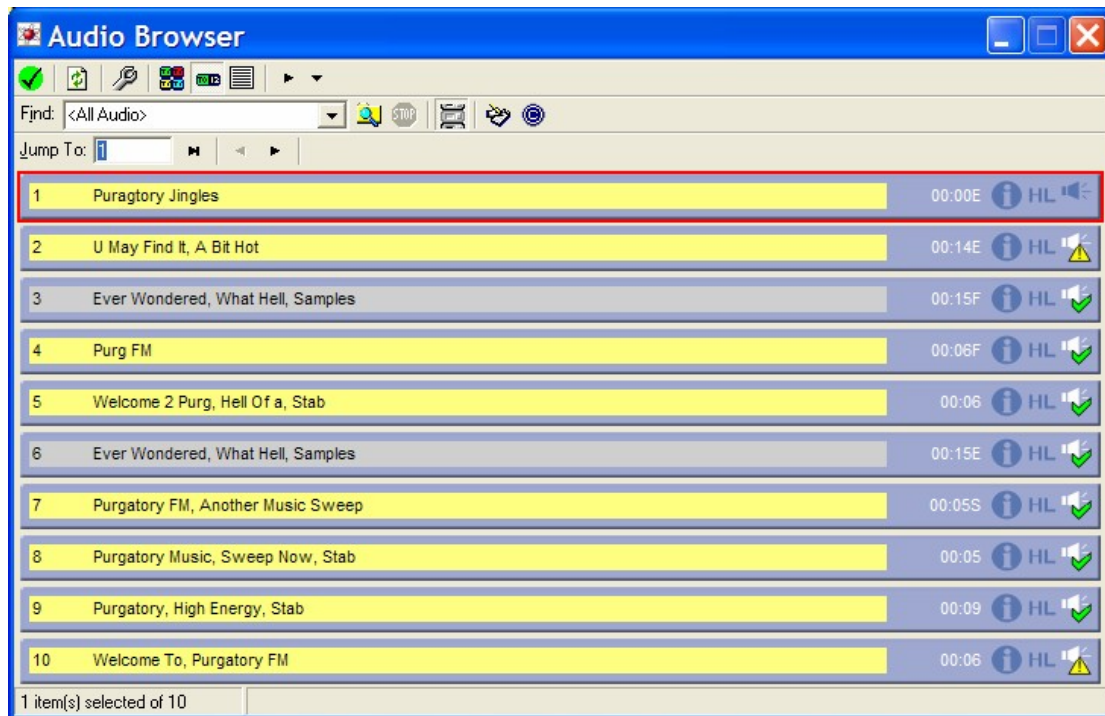
The Three View Modes for the Audio Browser

The Audio Browser can be used in three different view modes each of which displays the Carts on the Audio Wall in a different way. You may find that one of the display modes suits your tastes better and that you favour that mode or you may find that different situations are better suited to certain display modes.

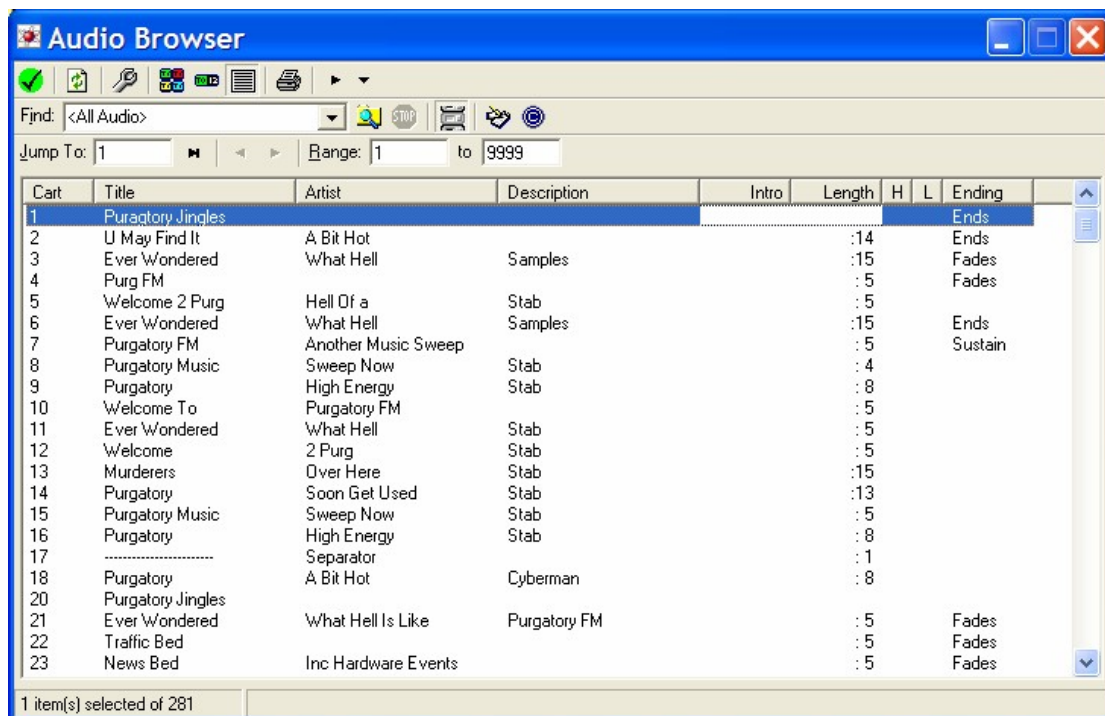
The three view modes for the Audio Browser are shown below.



Standard Mode



Slim Cart Mode



List Mode

You can switch between these three modes at any time by clicking on the Audio Browser Mode Select buttons on the Audio Browser Tool Bar.

Standard Mode
Slim Cart Mode
List Mode



Using the Audio Browser to Move around the Audio Wall and Find Carts

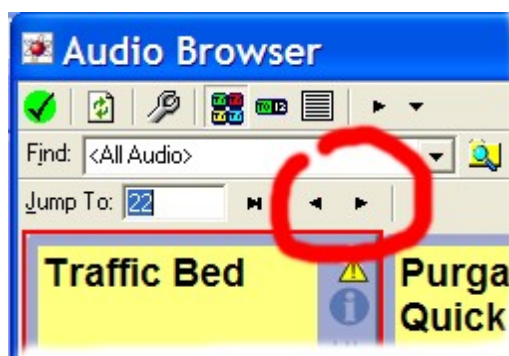
As we have already covered, the Audio Browser is a very powerful tool that is used in many different environments within the Myriad Suite of products. Essentially it provides access to the central Myriad Audio Wall and allows you to browse and search for Carts and to select Carts when the circumstances call for such ability.

In this section we will look at how you can use the Audio Browser to move around the Myriad Audio Wall.

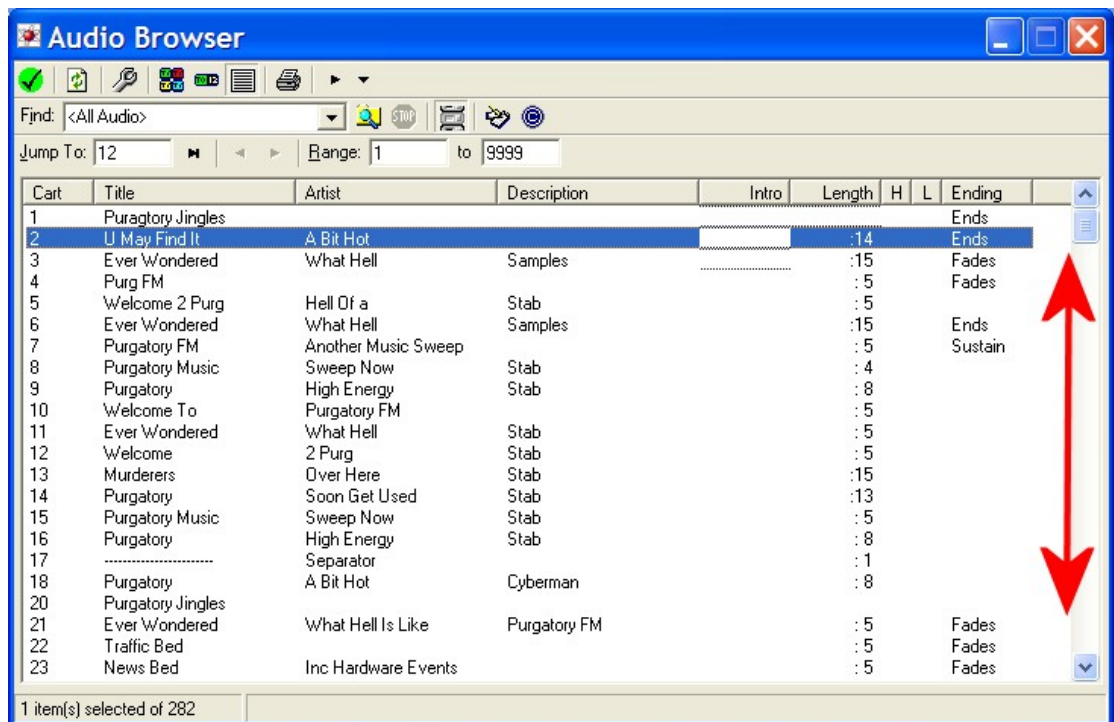
Moving Around the Audio Wall Using the Audio Browser

You can manually scroll around in the Audio Browser a page at a time using either of the methods outlined below.

1. Use the <Page Up> and <Page Down> keys on your keyboard or Myriad keyboard to scroll through the Audio Wall page at a time.
2. Use the scroll button on the Audio Browser to scroll backwards and forwards through the Audio Wall page at a time.



- When you are using the Audio Browser in the List Mode, you can use the standard scroll bar to the side of the window to scroll up and down the list of Carts.



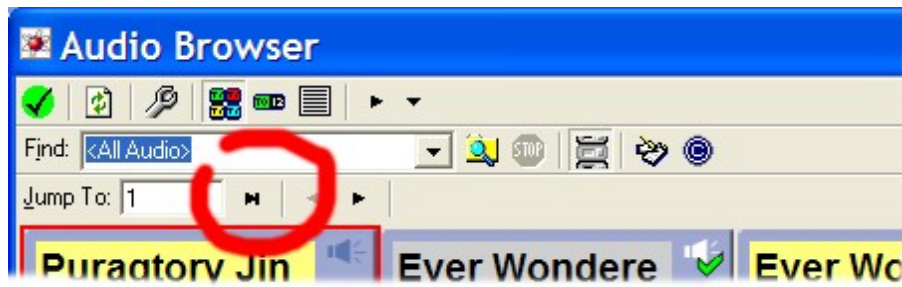
When in this mode, the <Page Up> and <Page Down> keys on your keyboard will also work but the Scroll buttons on the Audio Browser are disabled. If you have a wheel mode, this will also scroll up and down when the Audio Browser has focus and is in List mode.

Jumping To a Specific Cart

You can also use the Audio Browser to jump to a specific Cart Slot Number on the Audio Wall using the Jump to field on the Audio Browser.



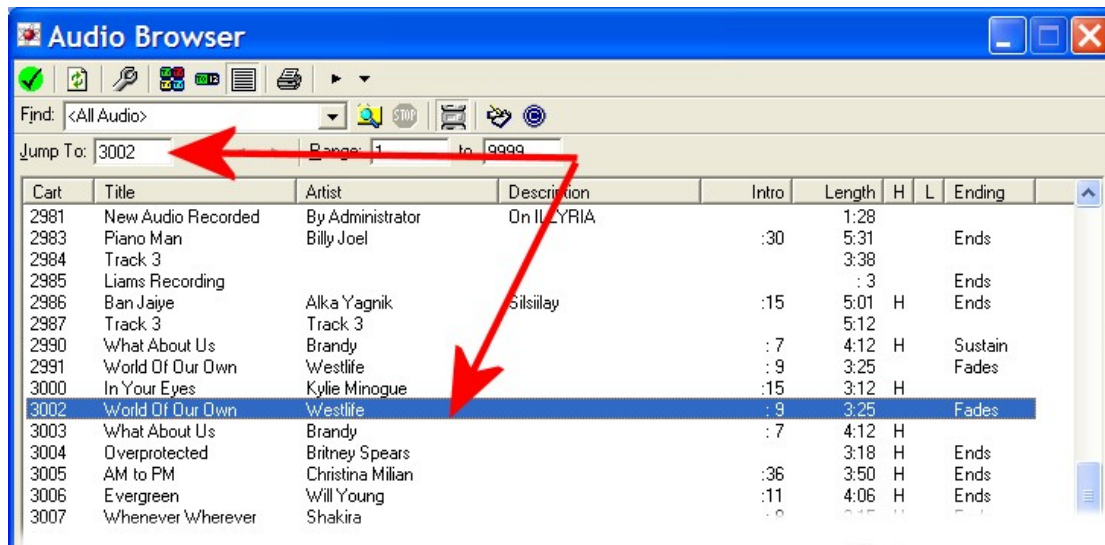
To jump to a specific Cart Slot Number, type in the Cart Slot Number that you want to Jump to into the Jump To field and then either press the <Enter> key on the keyboard or click on the Jump button.



This will then move the Audio Browser to display the appropriate area on the Audio Wall and highlight the selected Cart.



This procedure works the same regardless of what view mode you are using to view the Audio Browser. In the example below we can see how it looks in the List mode. As you can see, the Jump to field works in exactly the same way but the Cart Slot that is jumped to is highlighted in a slightly different way.

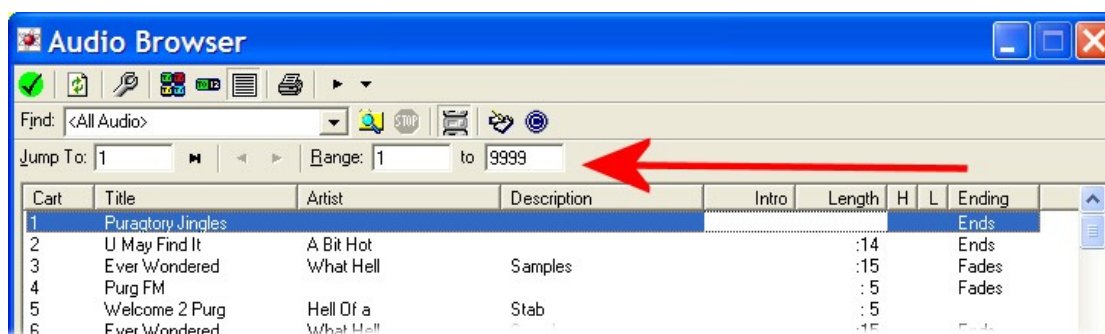


As with the Jump to Cart facility on the Audio Wall Screen, you can use the <Alt> + <J> keys to initiate a Jump to Cart. The only difference is that pressing <Alt> + <J> on the Audio Wall will open the Jump To Cart window where as on the Audio Browser, <Alt> + <J> places focus in to the Jump To field to allow you to type in the Cart Slot Number you want to jump to. You can then press the <Enter> key (or click on the Jump button) to jump as normal.

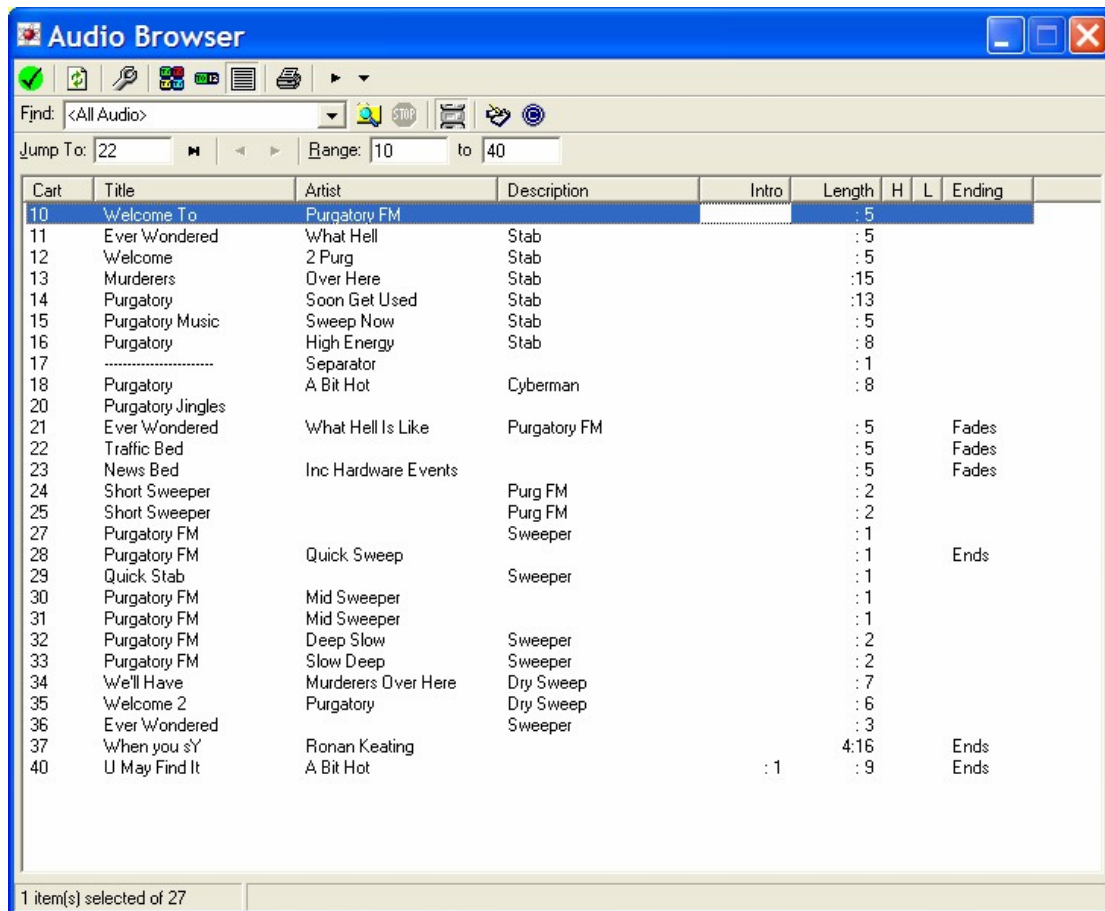
Using Cart Ranges When In List View Mode

When you are using the Audio Browser in List mode, you can also limit the range of Carts displayed in the Audio Browser to a specific number range.

This is done using the Range options that appear on the Audio Browser tool bar when you switch to List mode.



To restrict the Carts displayed in the Audio Browser to a specific range, type in the Cart Slot Number Range and then press the <Enter> key or click on the Refresh button (see Audio Browser Tool Bar At A Glance).



The Audio Browser will then only display Carts found within the selected Cart Slot Number Range. You can combine this with the Find function to perform very specific searches within a restricted Cart range. This is useful if you are looking for a specific song as you could type the song title and select the range of Cart Slots where your songs are stored so that no other Carts that match the Find criteria are displayed.

Finding Carts Using the Audio Browser

In addition to browsing the Audio Wall, the Audio Browser also allows you to search for Carts that contain specific words or phrases in the three main description lines as well as optionally, the Notes fields and Copyright details.

This works in a very similar way to the Find Cart window on the Audio Wall but instead of displaying the results in a list, the Carts that match the search criteria are displayed in the Audio Browser.

Here's how it works:

1. Click on the Carts button to open the Audio Browser.
2. Type in the word or phrase that you want to search for. By default, the Find will look at the main three Description lines on the Carts (i.e.

Artist, Title and Description). You can also set the Audio Browser to search the Copyright Details and Notes fields.

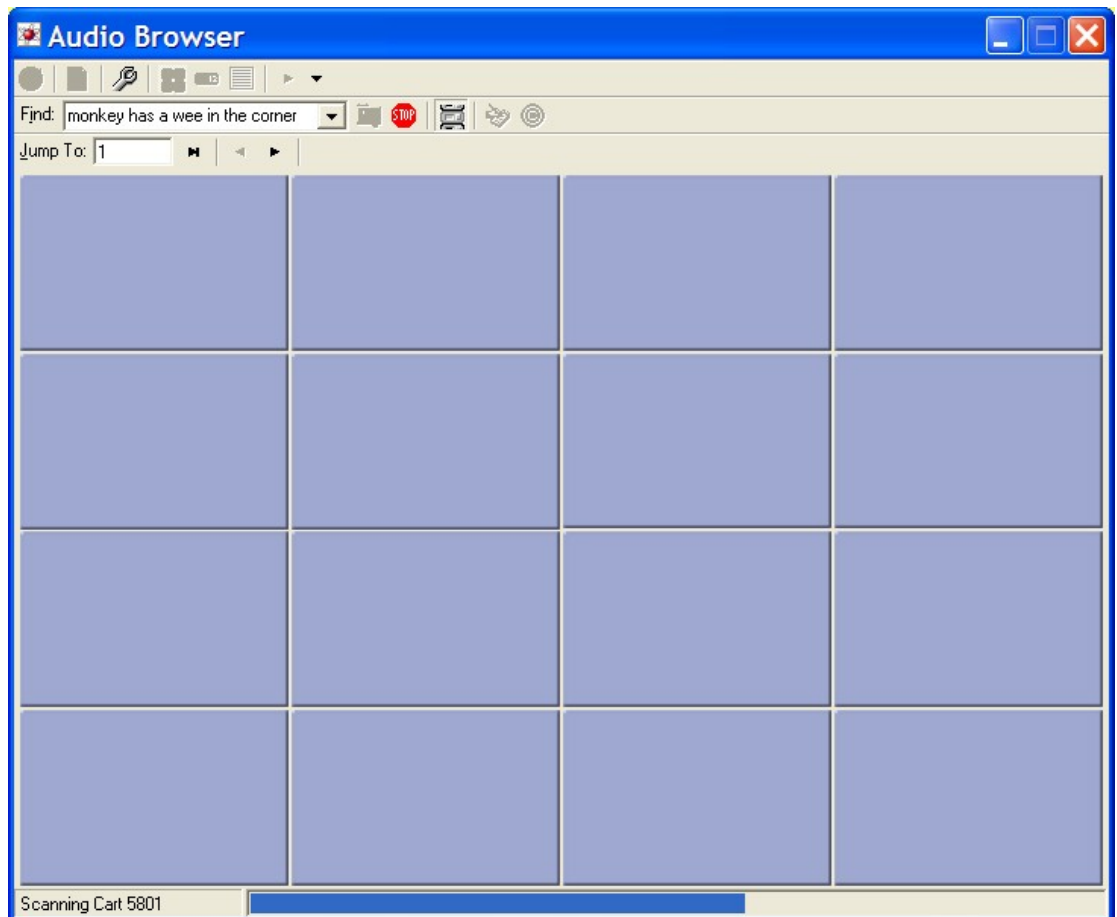


You can also use the drop down list to see words or phrases that have been searched from recently. You can highlight one of these previously searched for phrases if you prefer.

3. Click on the Find button or press the <Enter> key on the keyboard to start the search.

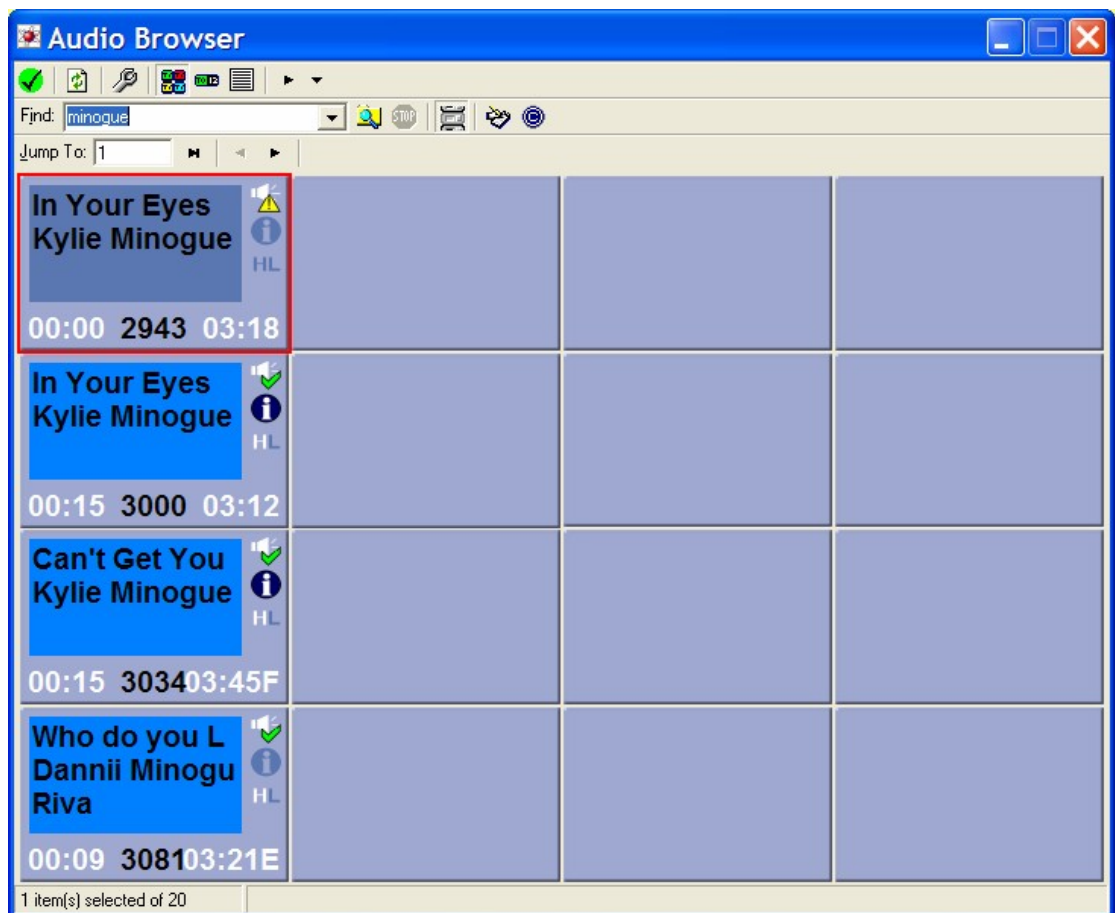


4. The search progress is displayed by a progress bar that runs along the bottom of the Audio Browser. Any Carts that match the search criteria are displayed as they are found and you can stop the search at any time by clicking on the Stop button.

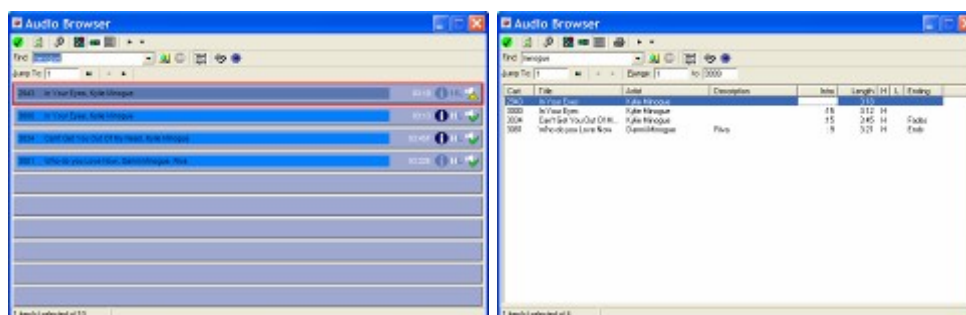


If no Carts are found then the Audio Browser will remain blank at the end of the search - see above.

5. If several Carts meet the search Criteria then they will all be displayed in the Audio Browser.



In this example, we can see that a search for 'minogue' has returned Carts that contain songs by both Kylie and Dannii Minogue. Had the search criteria been shortened to 'mino' then the results would also have included such Carts as 'Morris Minor & The Majors' as this also contains the 'mino' search criteria.

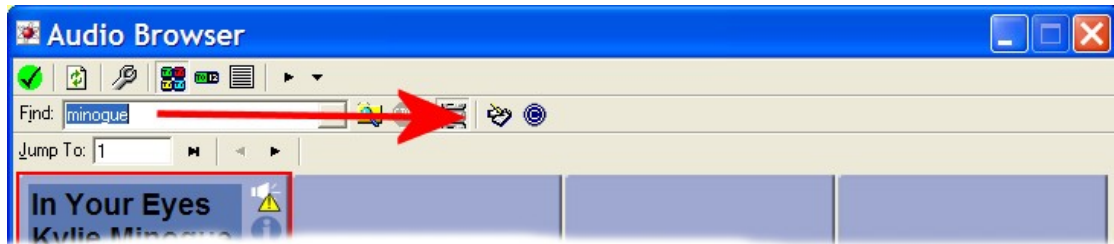


The results are displayed in the same way regardless of which mode you are using the Audio Browser in.

- You can also set the Audio Browser to include Copyright details and Notes when looking for the search criteria. To include the Copyright details in the search, click on the Copyright toggle button.



To include the Notes in the search, click on the Notes toggle button.



You can also combine these options by clicking both toggle buttons; this will then include all Carts that contain the search word in the Description fields, the Copyright details or the Notes sections.

The Audio Browser in Other Products

The Audio Browser is fairly unique in that whilst all P Squared products should feel familiar to regular users, only the Audio Browser spans the entire Myriad Suite as well as some P Squared products that are not directly related to Myriad. The List below shows the P Squared products where the Audio Browser can be found.

- Myriad Manager
- Log Importer
- Myriad STS
- OCP
- Advert Manager
- AutoTrack
- AutoTrack Pro
- Scoop Capture
- Scoop Edit

Chapter 7 Summary

In this Chapter we have looked at the Audio Browser in some detail. We have seen the different ways in which the Audio Browser can be configured and the tools it provides for browsing the Audio Wall and locating Carts. We have also touched on how the more advanced features can be used to provide detailed information about the Carts on your Audio Wall.

The key things that we have covered include:

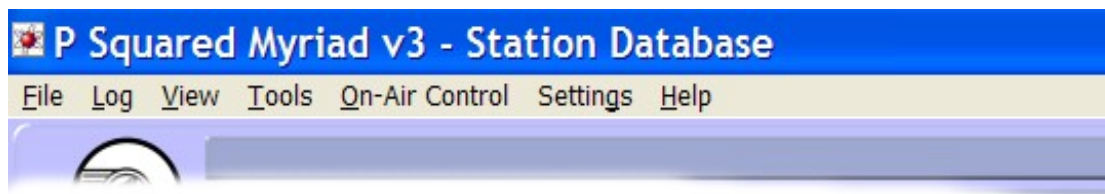
- The layout of the Audio Browser and the primary function of all of the main elements.
- The three different view modes for the Audio Browser and how to switch between them.
- How to use the Audio Browser to move around the Audio Wall and jump to specific Cart Slot Numbers.
- How to search for Carts that contain words or phrases and how you can configure the Audio Browser to search a range of additional fields.
- We also touched on the fact that the Audio Browser is used in other P Squared products including AutoTrack Pro and Scoop.

The Audio Browser is used in a number of different situations in Myriad so a good working knowledge of this Chapter will be a big help in understanding how to get the most from your system.

Chapter 8 – The Menu System

In this Chapter we will look at the Menu system in Myriad and how it is used to configure and customise Myriad and also the tools that it offers in every day use.

When we talk of the menu system we mean the series of menus and sub-menus that are accessible from the top left of the left hand screen in Myriad.



This may seem very obvious as most people will have used menu systems in other applications, but in fact, Myriad v3 is the first version of Myriad to include a menu system so long term Myriad users who switch to Myriad v3 may find the menu system a little unusual at first.

The menu system offers a range of diverse options from providing access to information, to totally re-configuring Myriad. Because of this, this Chapter will be fairly eclectic in content. Not all options covered in this section will be applicable to all stations or users so just take from this Chapter whatever you need.

Please note that many of the file options are also only available if the logged in User has enough access rights within the P Squared Directory. For the purposes of this documentation, it is assumed that the User has full access

rights to all sections of the menu system but general Users may well find that some of the options are not available to them.

Menu System General Overview

As mentioned in the introduction, the menu system covers a great many areas of Myriad. In order help with navigation, the menu options are arranged into menus and sub-menus to group together similar options, or options that refer to similar parts of Myriad. The main menu sections are outlined below.

File Log View Tools On-Air Control Settings Help

- **File** – The File menu is common to almost all Windows™ applications and is usually used for opening, closing and saving files. In Myriad, as you do not open or close files, it is used for a slightly different application. The File menu allows users to log in and out of Myriad and also allows users with appropriate access rights to open and close Station Databases. You can also exit from Myriad from this menu.
- **Log** – The Log menu concentrates on providing User options relating to the Log Screen in Myriad. Most of the options on this menu relate to usability of the Log rather than setting up or altering the way the Log works. In general, most Users will have access to most of the options on the Log menu.
- **View** – The view menu contains a range of options relating to either the sections of Myriad that are visible to the User (such as the Pad or Instant Carts) or access to additional information sources such as Scripts, Intranet sites or even web sites. The View menu is fairly unique in that it is the only menu that a station can customise to their needs, adding in or removing information pages that they want their presenters to have access to.
- **Tools** – The Tools menu offers tools aimed at the User (as opposed to the system administrator). These include the ability to customise Myriad to a certain extent, change their password or record into their personal area.
- **On-Air Control** – This menu is only visible on workstations that have been configured in such a way that they are able to take or release On-Air (or Station) Control. So if your station uses several studios and you need to switch on-air control between them then you would configure Myriad accordingly and the On-Air Control menu is enabled. If your workstation is always 'on air' or never 'on air' then there is no need for this menu option and it is disabled.
- **Settings** – This is where the bulk of Myriad's settings and configuration options are housed (other than the Customise options on the Tools menu). Unlike previous versions of Myriad, Myriad v3 does not have a separate configuration tool so the entire configuration is done via the Settings menu. General Users would not normally be allowed access to this menu.

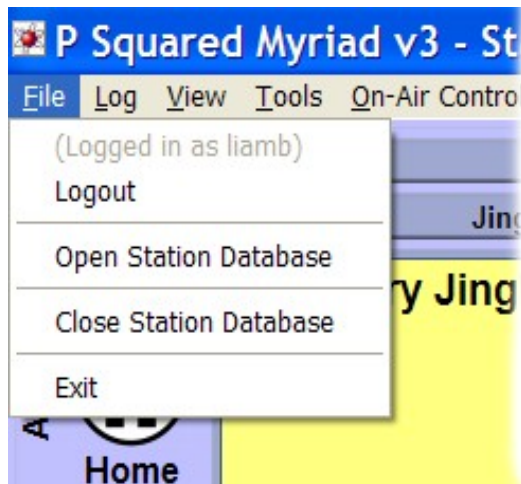
- **Help** – This provides access to the P Squared Support File Generator and other 'online' support services from P Squared. It is also where you can check your Myriad version number using the About Myriad option.

So as you can see, the menu system provides a wealth of diverse options and facilities. Individual descriptions of each of the options follow in the next section.

The File Menu

The File menu is one of the simpler menus in Myriad in that the options are fairly straight forward and not all Users will have access to all of them.

The File menu can be seen in extended form below.



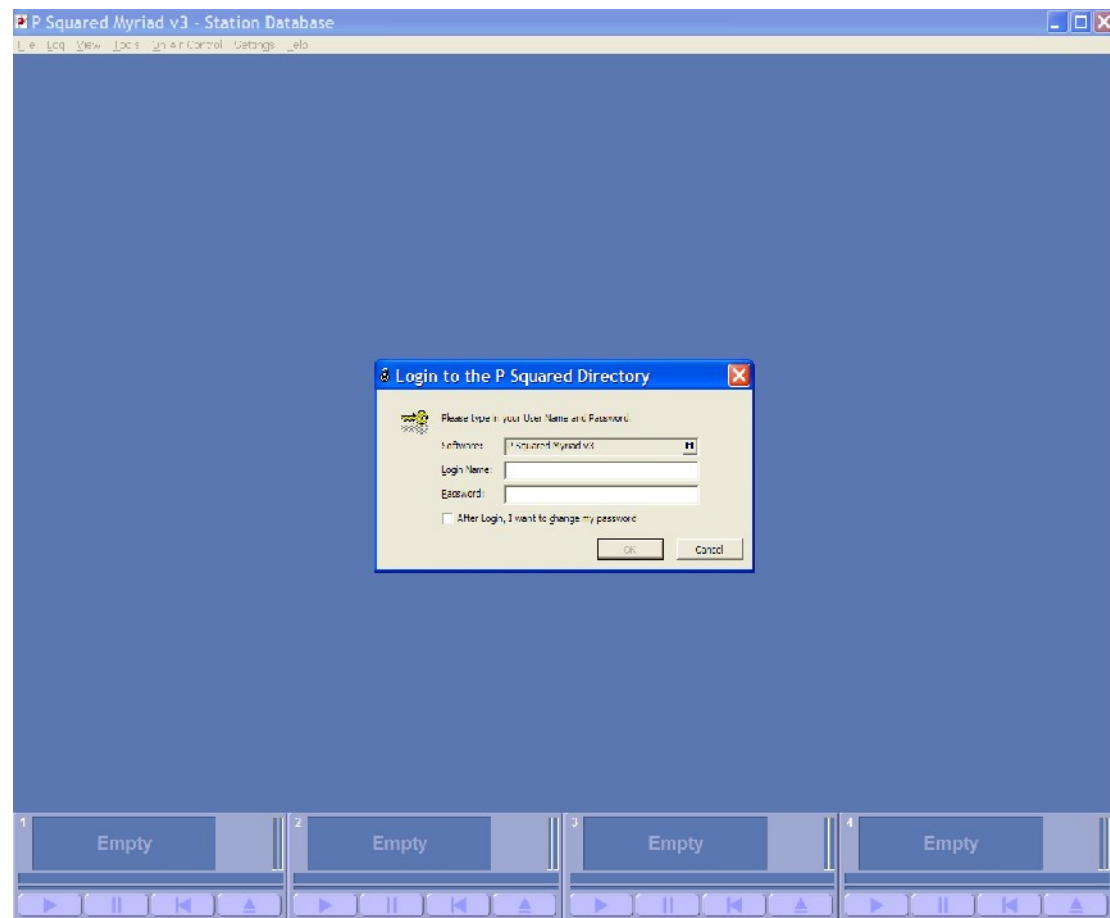
Logged In As XXXX

The Logged in as XXXX section of the File menu is really more for information purposes as the option cannot be selected. As you can see from the screen shot above, the Logged in as section of the menu shows the Login Name of the User currently logged into Myriad. In the example above, the User logged in is called 'Liamb'.

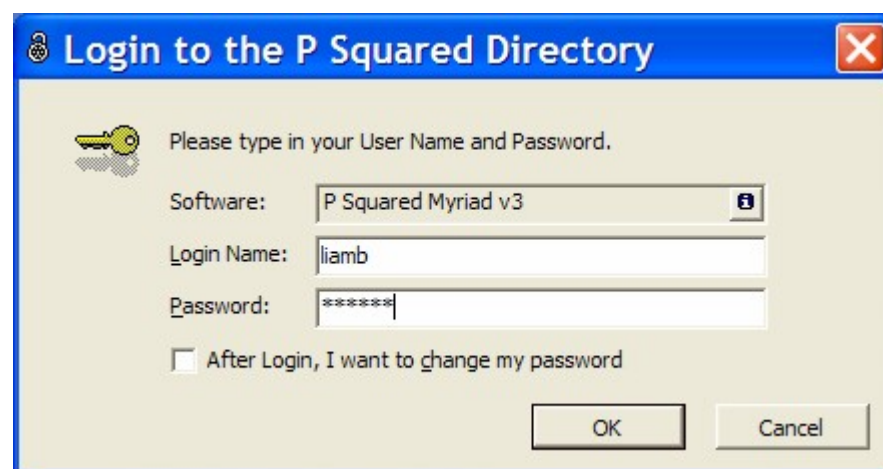
Logout

The Logout option is used to log the current User out of the system. When you select this option, you are immediately logged out of Myriad and the new User Login box is put on screen to allow the next User to log in. If you are playing a Cart at the time, the Cart will continue to play even while you are logged out. If you are running with the Log Screen in one of the Active Playout

modes or you are running a Pad run the Myriad will perform any automated segues that it needs to while you are logged out.

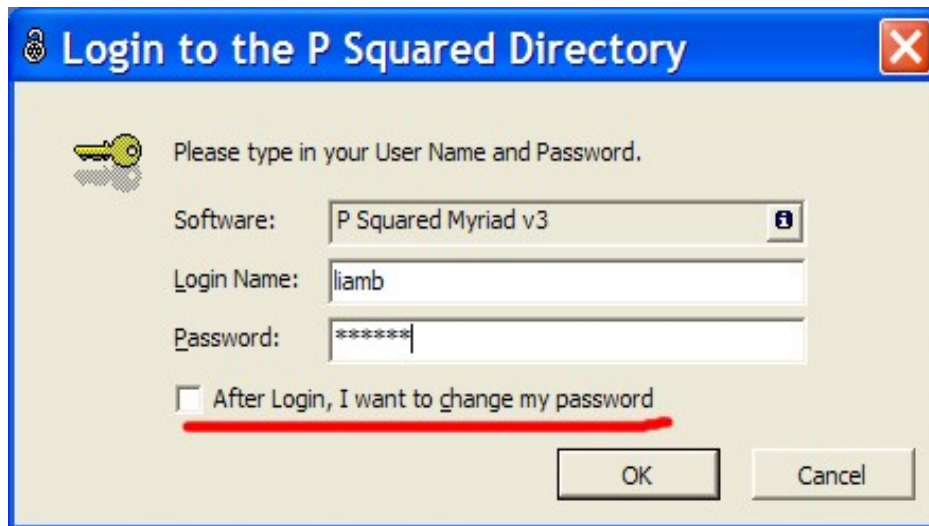


As you can see from the screen shot, the Audio Wall is hidden while you are logging in, don't panic, this is because each User can customise the Audio Wall to look different so while no User is logged in, there is no Audio Wall to view.



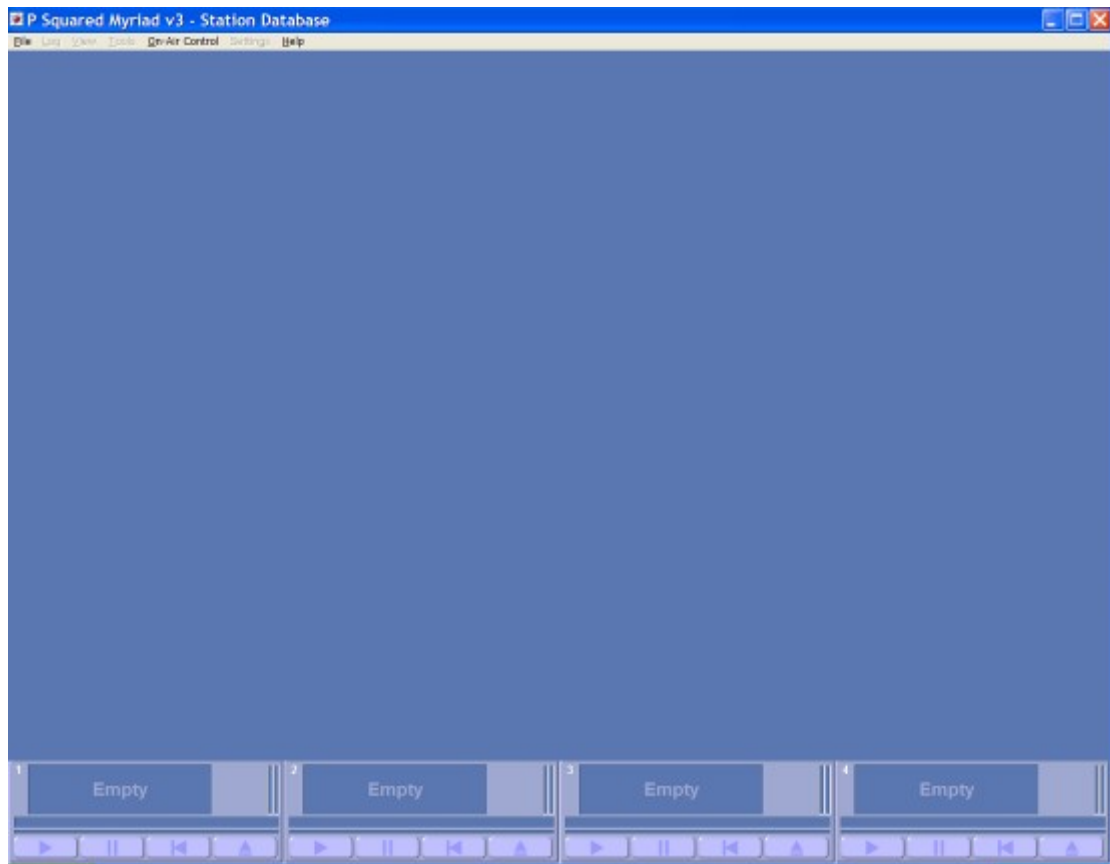
To log in to Myriad: type in a valid Login Name and password, and then click on OK. The Login Name and Password will be checked against the P Squared Directory and assuming the Login Name and Password match, the new User will be logged into Myriad and all their customisation settings will be loaded.

You can opt to change your password directly after logging in by ticking the 'After Login, I Want To Change My Password' option.

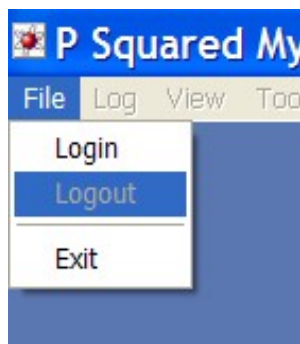
A screenshot of a Windows-style dialog box titled "Login to the P Squared Directory". The dialog has a blue title bar with a close button (X) in the top right corner. Inside the dialog, there is a yellow key icon on the left and the text "Please type in your User Name and Password." on the right. Below this, there are three input fields: "Software:" with the text "P Squared Myriad v3", "Login Name:" with the text "liamb", and "Password:" with the text "*****". Below the password field, there is a checkbox labeled "After Login, I want to change my password", which is currently unchecked. A red underline is drawn under this checkbox label. At the bottom right of the dialog, there are two buttons: "OK" and "Cancel".

If you forget, you can also change you password using the Change Password option on the Tools menu.

If you accidentally click on the Cancel button at this stage, the Audio Wall will remain blank:



What you will see in this case is a blank blue screen with the Cart Players along the bottom of the screen and nothing else. Don't panic, click on the File menu and select the Login option to re-open the Login box.



Open Station Database

The Open Station Database option on the File menu is used for opening the Station Database.

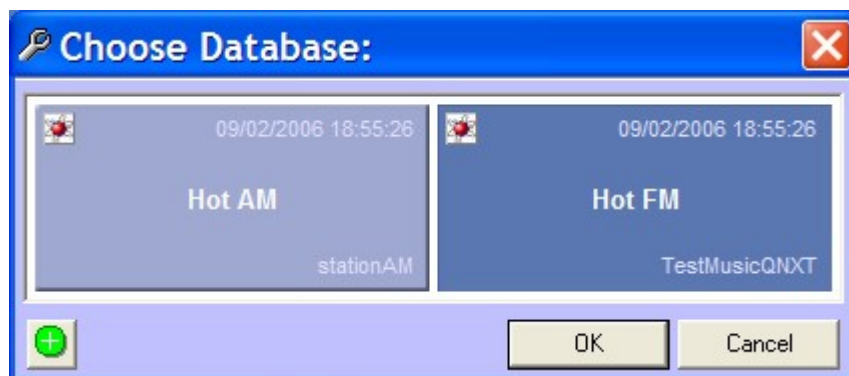
By now you will hopefully have had a play with Myriad and glanced through the preceding Chapters in this documentation. If so then you should be fairly familiar with the concept of the Schedule Log that is displayed on the Log

Screen. The Schedule Log is effectively a list of Songs, Links and other Log Items that can be played in either 'live' shows or 'automated playout'. The Station Database is the database that contains the Schedule Log but more than that, it also contains a great deal of additional configuration settings about the way Myriad work and will deal with audio.

Basically, you need a Station Database per radio station that you are running with your Myriad system, and whilst for the majority of stations, that means that they will only have one Station Database, if you were to run two or more radio stations at the same site (like an AM and an FM for example) then each station would have its own Station Database with separate Schedule Log and configuration options.

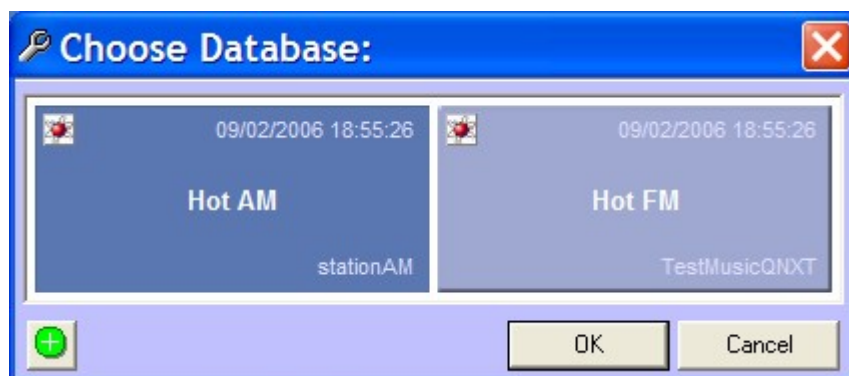
Just because you are running two radio stations, does not mean that you need twice as many Myriad workstations because you can use the Open / close Station Database options on the File Menu to switch between Station Databases at your leisure.

To open a Station Database, select the Open Station Database option on the File menu to access the Choose Database window.



If you use the Open Station Database option while you have a Station Database open, Myriad will automatically close the one that is currently open.

To select the Station Database to open click on it to make sure it is depressed, then click on the Ok button.



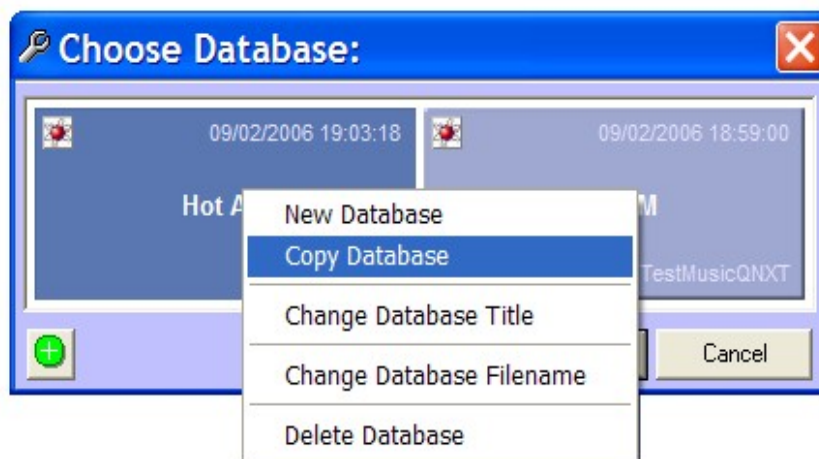
Myriad will then open back up with the new Station Database loaded.

Myriad will let you Open a new Station Database even if you are in one of the Active Playout Modes. The Cart that is currently playing will continue to play as normal but as the Station Database is closed, the Schedule Log will be closed with it so at the end of the Cart, Myriad will have nothing to play. Therefore you really need to get the new Station Database open and get back into an Active Playout Mode (or at least cue a Cart from the Audio Wall).

NB: In general, it is not advisable to change the Station Database on a 'on air' workstation but if you need to you can.

Adding, Copying & Deleting Station Databases Using the Choose Database Right Click Menu

You can use the Choose Database window to perform a number of functions on the Station Databases that you have via the right click menu.



The options are:

- **New Database** – Create an entirely new Station Database. If you select this option you will be asked to provide a File Name and Description for your new Database. The Database will then be automatically generated in the appropriate place by Myriad. When you first go into your new Database, the Station Database Settings window will appear to allow you to alter the settings for your new Station Database; the default settings will already be set so you can click on OK straight away if you are happy with defaults.
- **Copy Database** – If you right click on a Database and the select Copy Database then a duplicate of the Database will be made. All you have to do is give it a new File Name.

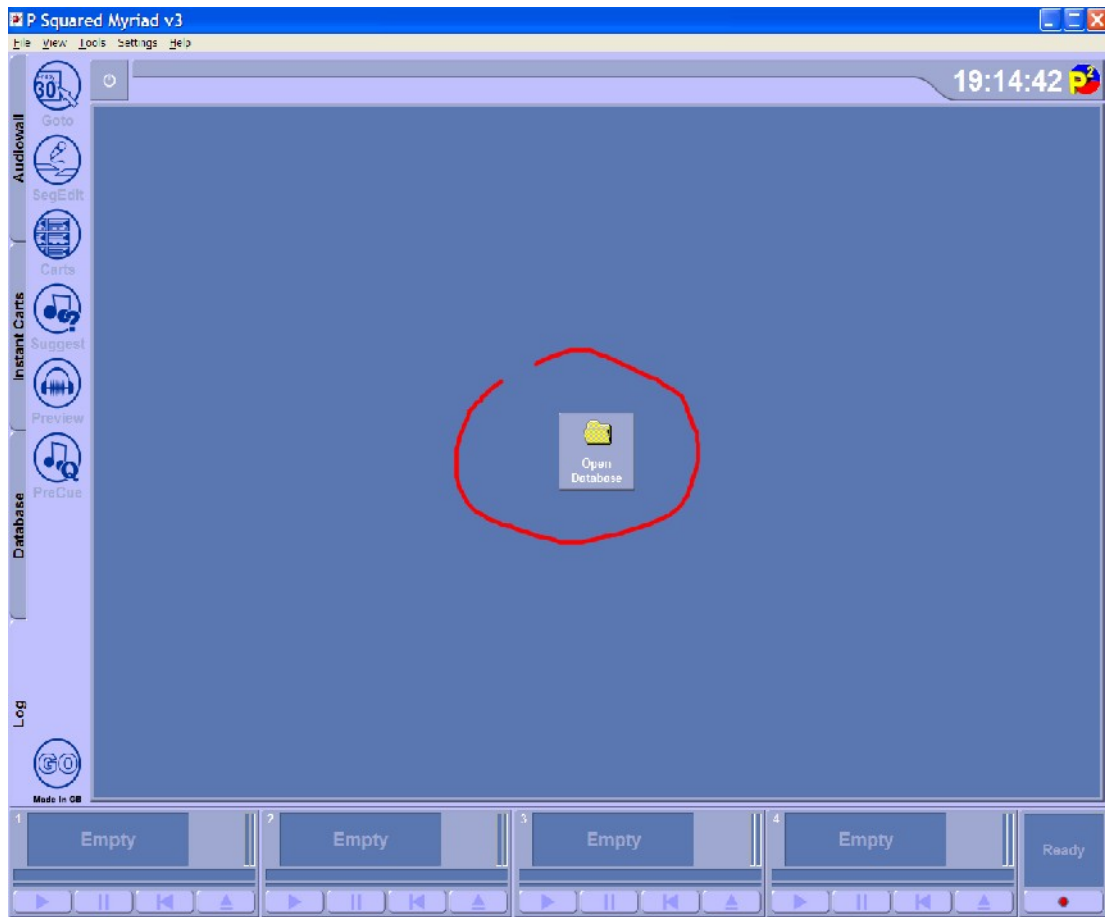
- **Change Database Title** – This option allows you to alter the Database Title which is displayed on the Choose Database screen.
- **Change Database Filename** – This option allows you to alter the file name of the station database.
- **Delete Database** – This option will delete the Station Database from the system. You will be asked twice to confirm your action but if you say yes then the Station Database will be deleted from the system and cannot be recovered.



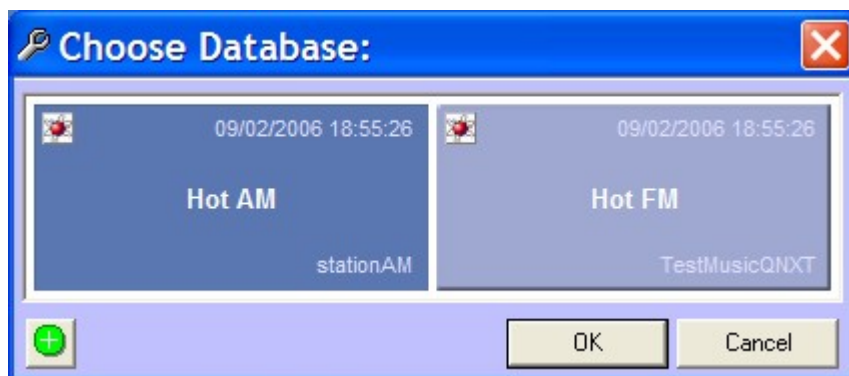
Please note that only Users with appropriate access rights can open, close and edit Station Databases.

Close Station Database

The Close Station Database option will close the currently open Station Database leaving the Log Screen with a button on the middle to allow you to access the Choose Database window.



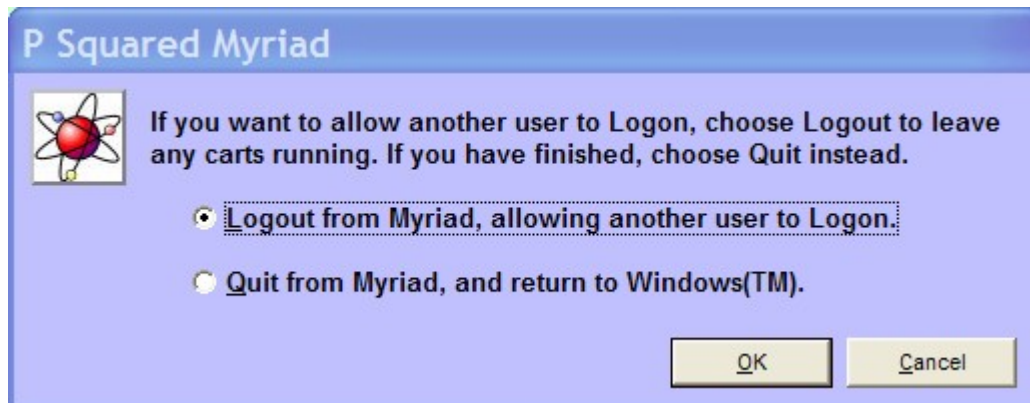
Click on this button to open the Choose Database window, select the database you want to open (by clicking on it) and then click on OK to open the Station Database.



Exit

The Exit option is used to close Myriad altogether and return to the Windows Desktop.

When you select the Exit option, you get a window that allows you to confirm that you wanted to exit from Myriad and not just log out.



If you wanted to exit from Myriad, click on the 'Quit from Myriad' option and then click on Ok.

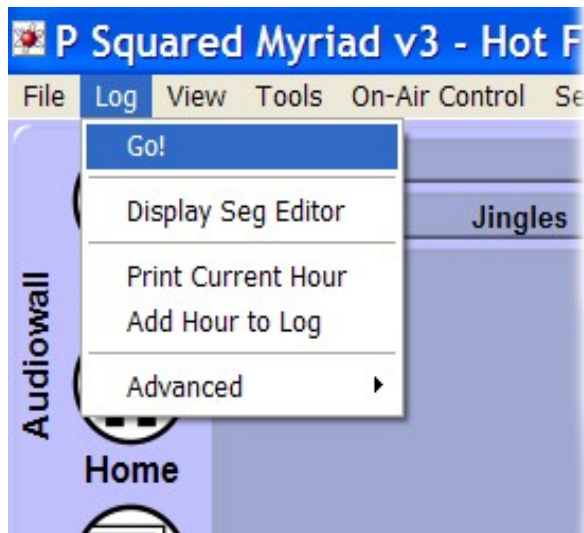
If Myriad detects that it is still playing a Cart, it will offer an additional warning to let you know that quitting now will also end playback of the Cart.



Click on Yes to quit anyway or click on No to return to Myriad.

The Log Menu

The Log menu brings together a number of tools and options that relate to the Log Screen in Myriad and using the Log Screen in one of the Active Playout Modes.



The options on the Log menu are primarily aimed at the presenter using the Log Screen rather than the system administrator who would be setting up and maintaining the Schedule Log and the Log Screen. This means that the options on the Log menu refer to using the log, not configuring them.

In general, all Users will have access to the Log menu.

Go!

The Go option on the Log menu is used to trigger a Go Event in the Log Screen. When a Go Event is triggered, Myriad will start the next Log Item in the Schedule Log and, depending on the configuration, fade out the previous one.

Selecting the Go option has the same effect as pressing the Go button or pressing the Play button on the Cart Player that the next Log Item is loaded into.

Display Seg Editor

The Display Seg Editor option on the Log menu is used to toggle between Mini Segue Editor and Full Segue Editor Mode.



Mini Segue Editor mode



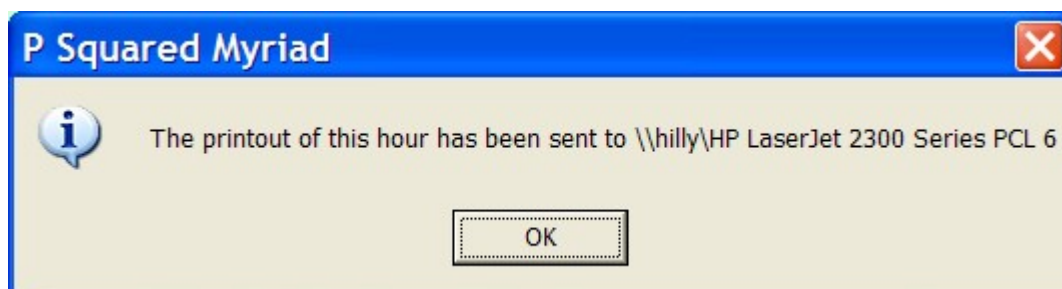
Full Segue Edit mode

Selecting the Display Seg Editor has the same effect as clicking on the SegEdit button on the Log Screen.

Print Current Hour

The Print Current Hour option allows you to send a list of all the Log Items in the hour of the Schedule Log that is currently highlighted, to your computers default printer.

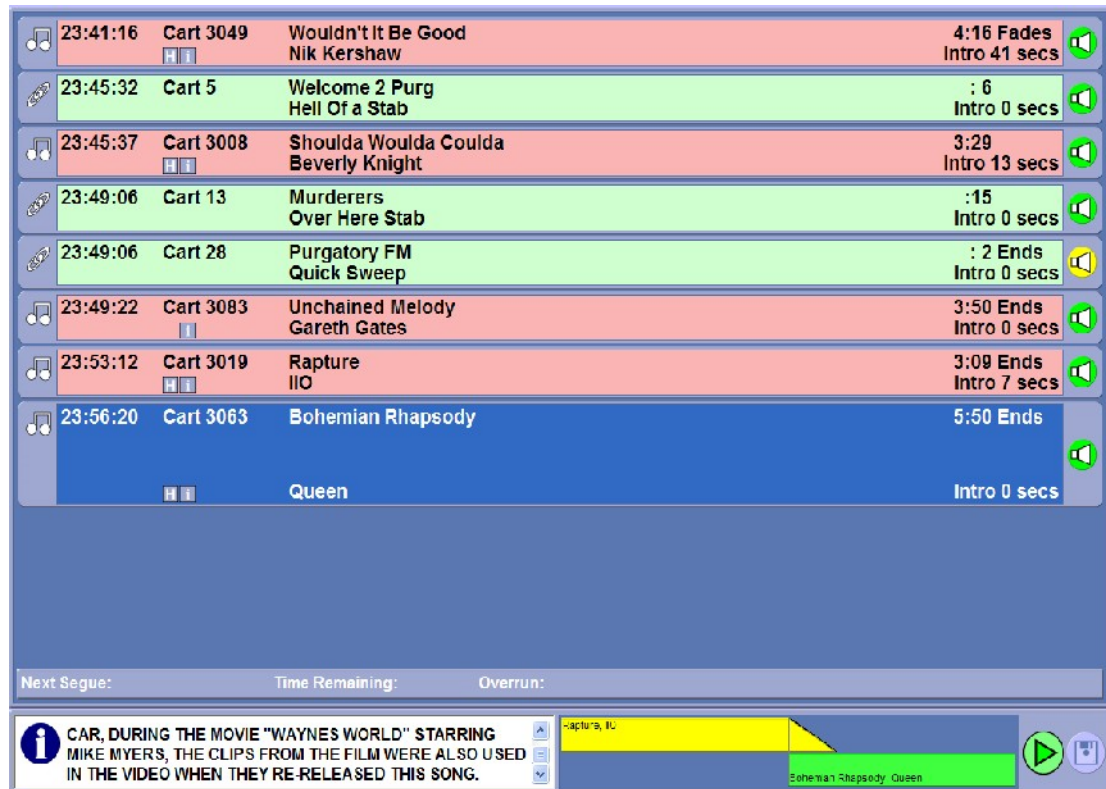
Once the information has been sent to the printer, Myriad confirms with a message box.



Add Hour to Log

The Add Hour to Log option in the Log menu allows you to manually add an Hour Start Marker and Absolute Time Marker to the Schedule Log in order to create a beginning and end of an hour that you can then manually populate.

Take a look at the screen show below.



| Time | Cart | Title | Duration | Intro |
|----------|-----------|---|------------|---------------|
| 23:41:16 | Cart 3049 | Wouldn't It Be Good Nik Kershaw | 4:16 Fades | Intro 41 secs |
| 23:45:32 | Cart 5 | Welcome 2 Purg Hell Of a Stab | : 6 | Intro 0 secs |
| 23:45:37 | Cart 3008 | Shoulda Woulda Coulda Beverly Knight | 3:29 | Intro 13 secs |
| 23:49:06 | Cart 13 | Murderers Over Here Stab | :15 | Intro 0 secs |
| 23:49:06 | Cart 28 | Purgatory FM Quick Sweep | : 2 Ends | Intro 0 secs |
| 23:49:22 | Cart 3083 | Unchained Melody Gareth Gates | 3:50 Ends | Intro 0 secs |
| 23:53:12 | Cart 3019 | Rapture IIO | 3:09 Ends | Intro 7 secs |
| 23:56:20 | Cart 3063 | Bohemian Rhapsody Queen | 5:50 Ends | Intro 0 secs |

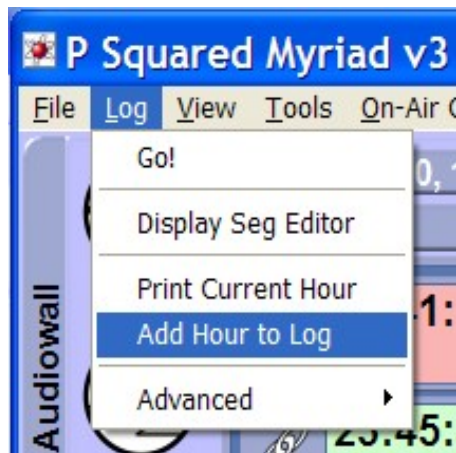
Next Segue: Time Remaining: Overrun:

i CAR, DURING THE MOVIE "WAYNES WORLD" STARRING MIKE MYERS, THE CLIPS FROM THE FILM WERE ALSO USED IN THE VIDEO WHEN THEY RE-RELEASED THIS SONG.

Bohemian Rhapsody, Queen

Here we can see that the Schedule Log ends at 23:56 with a Queen Song. If we do not add some more Schedule Log before Myriad gets to that point, it will stop and wait for more Schedule Log to be added. Normally, this would be imported from your scheduling system long before it is needed but if we wanted to add an hour to the Schedule Log manually, we would need to use the Add Hour to Log option. The process is as follows:

Select the Add Hour to Log option.

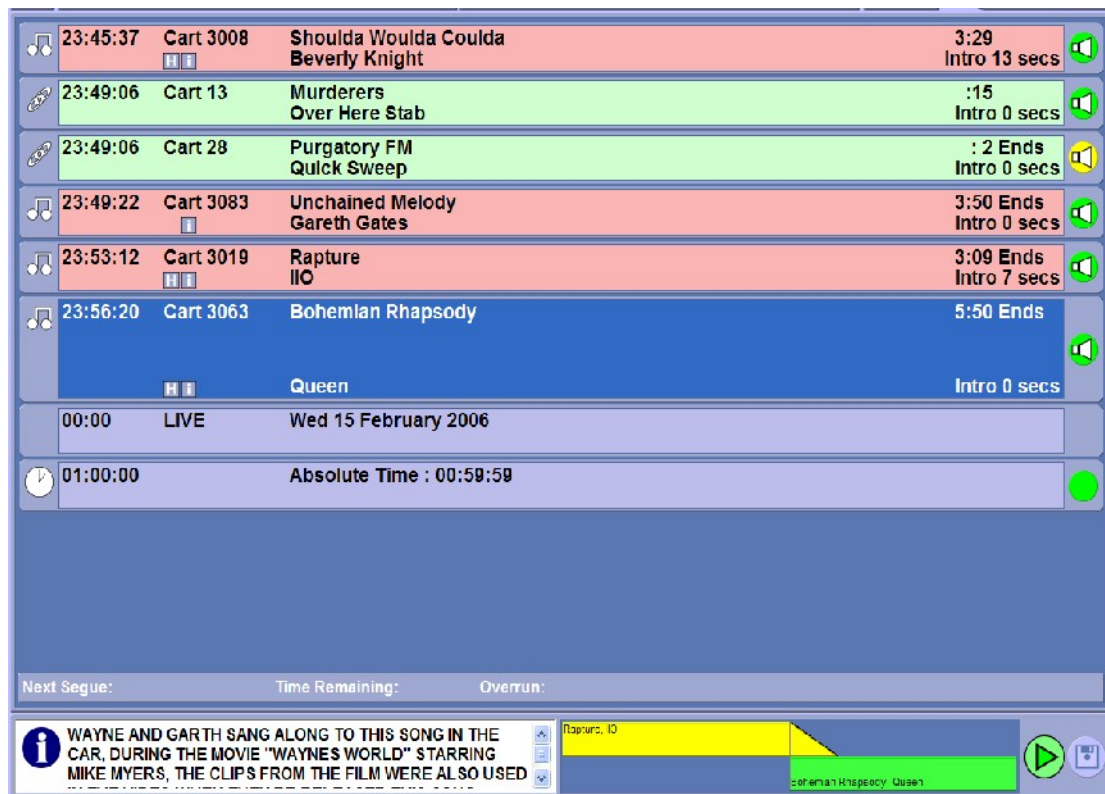


You will then be asked to set the date and time that you want to add to the log. In the above example, we want to add the 00:00 hour on the 15th of February so we select that date and time.



Then click on OK.

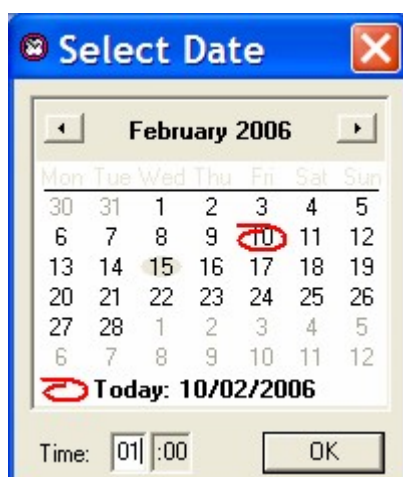
You will next be asked whether you want to add some audio to the hour being added. This allows you to select a point in the Audio Wall using the Cart Browser and Myriad automatically adds the appropriate number of Carts to fill the hour, by adding each sequential Cart on the Audio Wall starting at your selected point. Just for now we will say no so that Myriad will only add the Hour Start Marker and Absolute Time Marker (for the end of the hour).



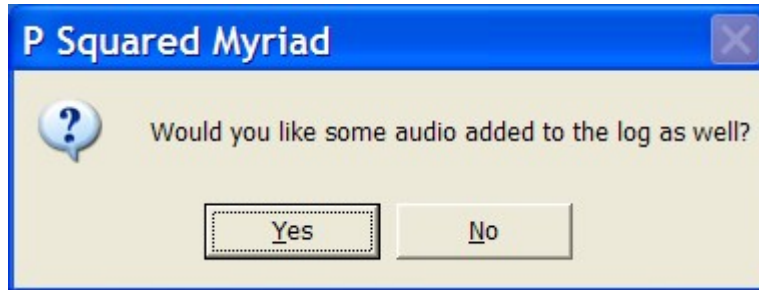
As you can see, the Hour Start and Absolute Time have been added to the Schedule Log, we can now start to add Log Items manually by either dragging them from the Audio Wall or Audio Browser or using the right click Insert options (see Chapter 5 for more details).

Let's see what happens if we decide to add another hour but this time get Myriad to add some audio as well.

Select the Add Hour to Log option again and select the 01:00 hour using the Time / Date selection window.



Select Yes when asked whether we want to add audio to the log.

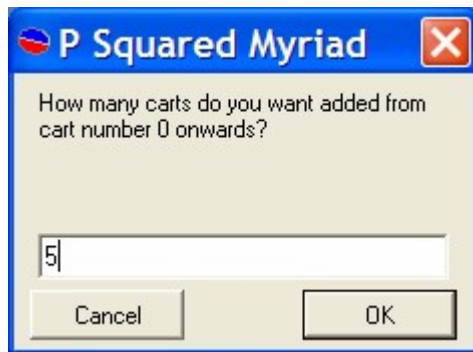


The Audio Browser will then open to allow you to select the starting point in the Audio Wall that you want to use to start adding Carts to the Log.

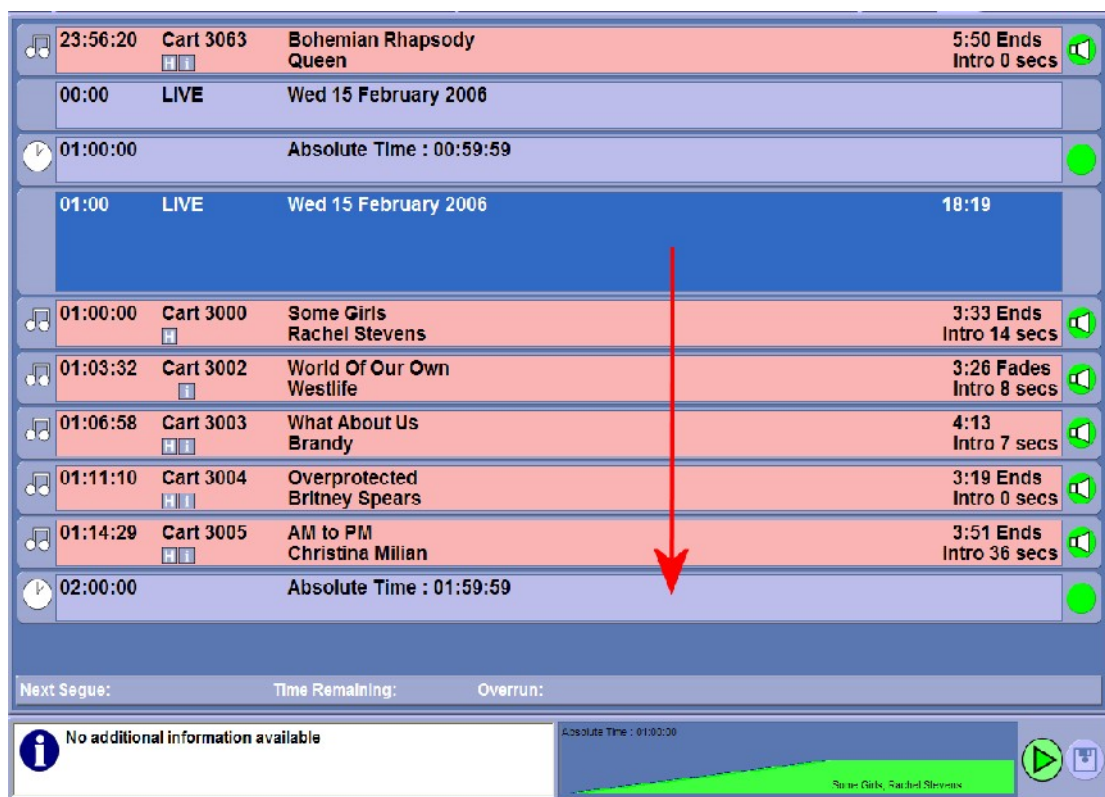


In this example, we will start with Rachel Stevens by double clicking on Cart 3000.

You will then be asked how many Carts you wish to add.



We will add 5 in this example.



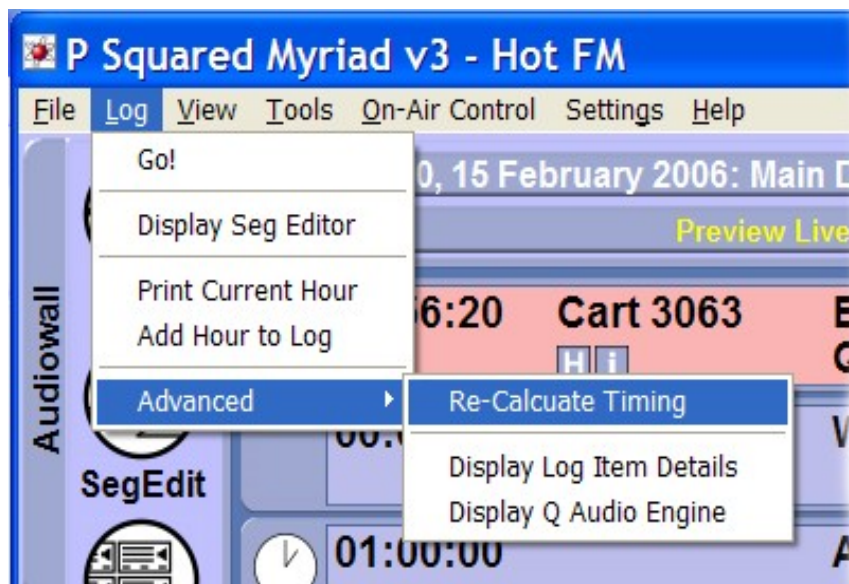
Here you can see that five Songs have been added to the Schedule Log.

Please note that if you attempt to add an hour to the Log that already exists, Myriad will inform you that it cannot comply.



The Advanced Menu

The Advanced menu option expands to offer some more advanced Log related options. These options will not normally be needed but you may be asked to look at them if you are receiving technical support from P Squared engineer.



Re-Calculate Timing

The Re-Calculate Timing option on the Log > Advanced menu forces Myriad to recalculate the estimated play time information for the Log Items in the hour that you are currently looking at. This may be useful if you know that the length of one or more Carts scheduled to play in the hour has changed but the changes have not been updated on the Log Screen. This can happen as Myriad usually only recalculates timing information on the current hour when in Active Playout mode or in a non-current hour if a change is made to the Schedule Log.

This means that if you are looking at an hour in tomorrow's Schedule Log and no changes have been made to the Schedule Log then the timing information will remain the same as when scheduled. If the length of one or more Carts

has been altered since then, then the timing information may not be accurate. This is not usually a problem as Myriad will recalculate the timing before it comes to use the hour (tomorrow) so it will not affect 'on air' but if you are looking to Voice Track in to the hour, it may be a problem.

The Re-calculate Timing option will force Myriad to re-calculate the timing so that it is all up to date.

You can actually achieve the same thing by adding or removing any Log Item to or from the Log.

Display Log Item Details

The Display Log Item Details option need only be used at the request of a P Squared support engineer. Selecting this option opens the Log Details window which offers a range of technical information about the Log Item in the Schedule Log.

Log Item Details: 2233.54409722222

General Info | Timing / HW / Refs | Notes / Segue Codes

Est Start Date/Time: Fri 10 February 2006 13:10:51.43 Ref. Time: 0 00:00:00.00

Entry Type: 3 Random Link Flags: 0 Status: 2

Description: Welcome
2 Purg Stab

Actual Ending Type: 0 Non-Spe

Information Nos.: 11 00:00:11.00 1 00:00:01.00
0 00:00:00.00 0 00:00:00.00

Information Strings: Jingles

Actual Ending Type: 50 Auto Sch. End: 50 Auto H.D. Ref: 12

Estimated Length: 5.06 00:00:05.06 Sched. Length: 5.06 00:00:05.06

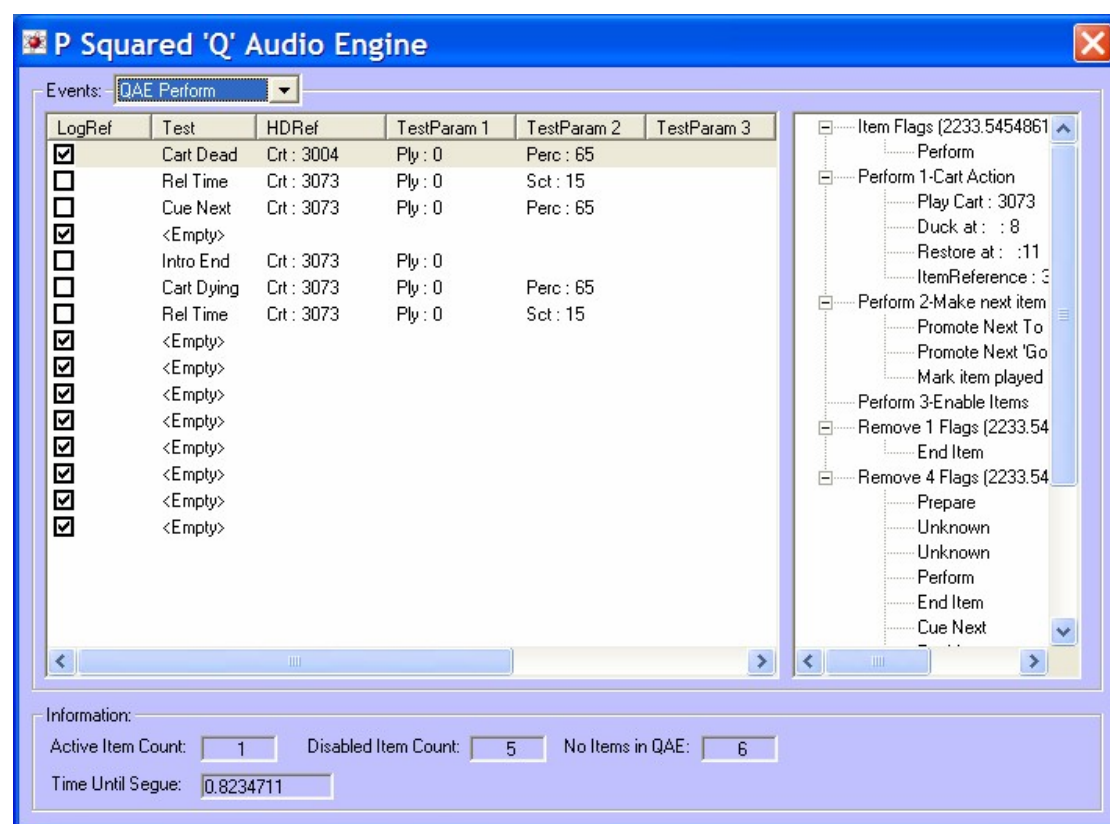
Empty
Bad
☒ Good
Dropped
Deleted
Played

This technical information can be used by P Squared engineers to discern certain details about the Log Item and how it was (or will be) processed by Myriad. The information contained in the Log Item Details window is of a highly technical nature and an explanation of the information is not open to general Myriad customers.

Display Q Audio Engine

The Display Q Audio Engine option provides access to another technical diagnostic tool used by P Squared engineers when they are working on technical queries. The Q Audio Engine is the audio and timing engine that Myriad uses when the Log Screen is in one of the Active Playout mode. The Q- Audio Engine is responsible for cuing and playing all log items, managing sweepers and Voice Tracks and also back timing when in AutoFade mode.

Selecting the Display Q Audio Engine option opens up the Q Audio Engine browser which provides a whole host of real time information on how the Q Audio Engine is running and what Myriad is 'thinking'.



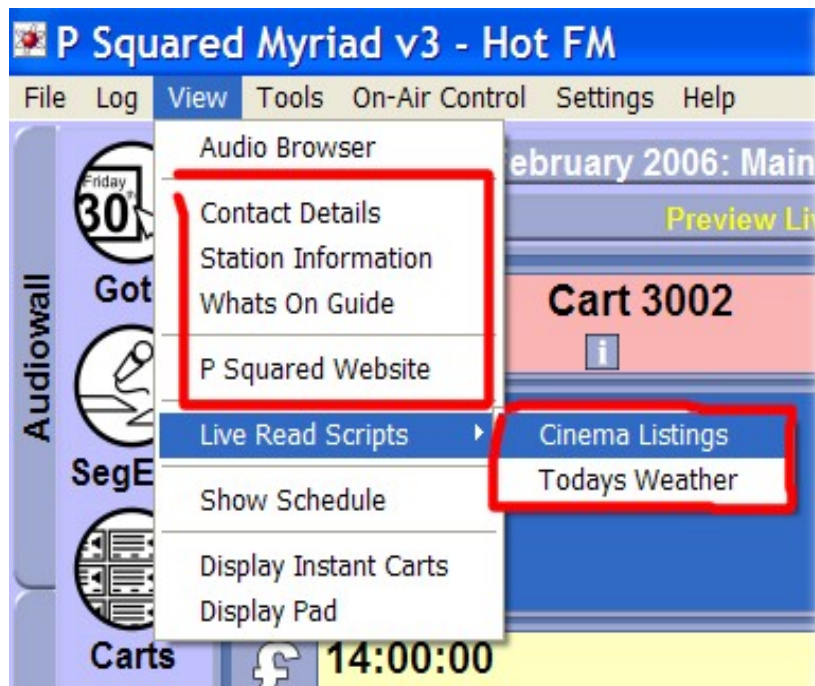
This information will be largely useless to end Users but a P Squared engineer may ask you to view the data whilst diagnosing any Q Audio Engine related problems or faults.

The View Menu

The View menu is fairly unique in Myriad in that it is the only menu that can be customised to your stations needs. In general, the View menu is used to

access additional text information and also to toggle certain elements on the Audio Wall on and off.

The interesting thing about the View menu is that you can add a number of local and web based HTML pages to the menu along with a bunch of HTML scripts. This allows you to customise the View menu to offer Users access to key information pages and web sites. In the screen shot below, the customised elements are indicated with the red boxes.

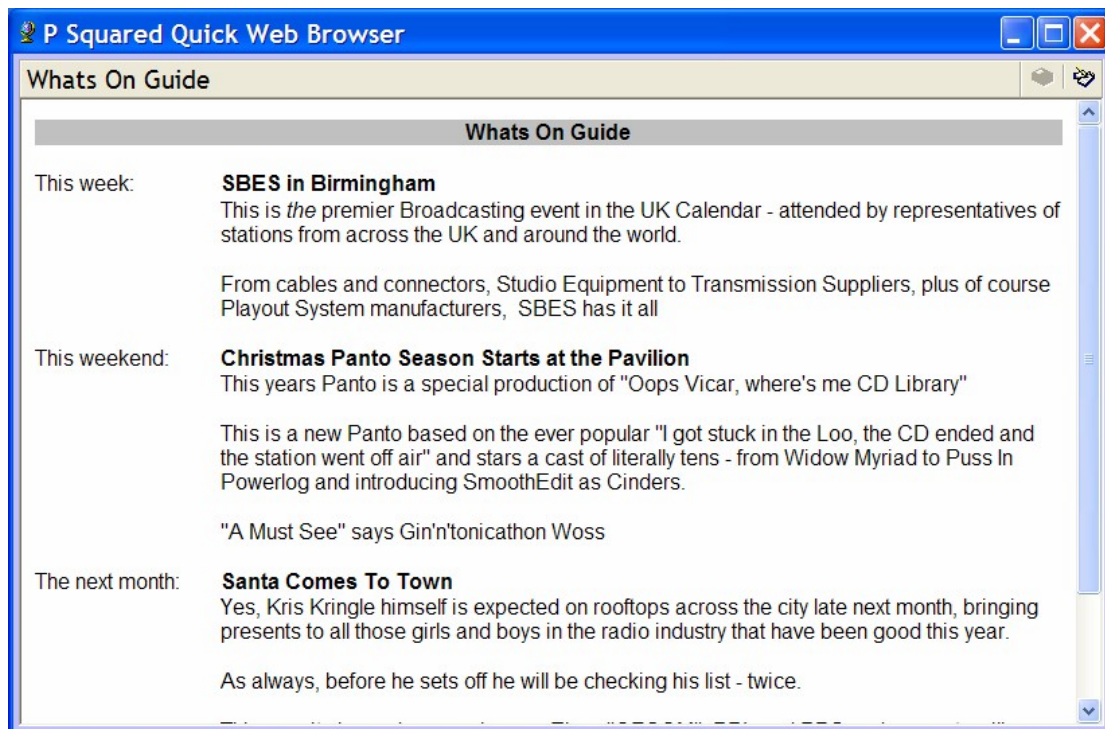


Audio Browser

The Audio Browser option on the View menu opens a 'floating' Audio Browser which allows you to browse the Audio Wall. The Audio Browser is used extensively throughout Myriad and other Audio Wall compatible P Squared applications and is covered in detail in Chapter 7.

Customisable Information Menu Options (Contact Details, Station Info etc)

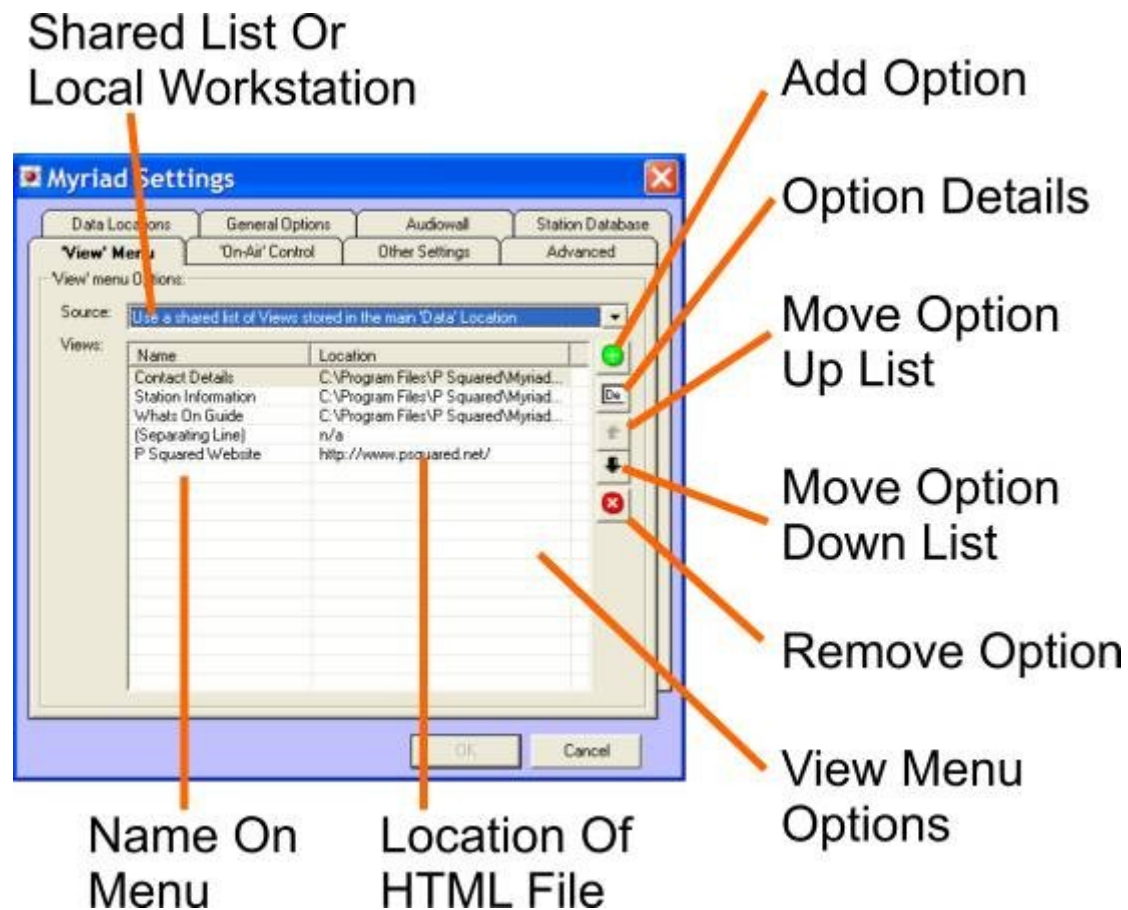
In the example above, you will see a range of information base menu options including Contact Details, Station Information, 'What's On' Guide and P Squared Web Site. Clicking on these options will open a special web page viewing and allow you to view the content of the pages the menu options are linked to.





Nothing too unusual here except for these menu options are not 'hard coded' into Myriad but rather can be configured to be different on each Myriad workstation at your station.

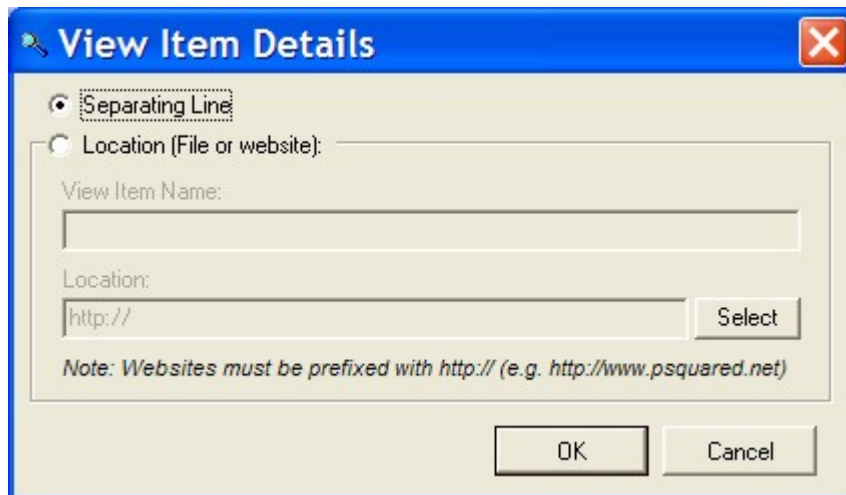
Let's take a look at the Settings menu > Myriad Settings > View Menu tab for the workstation we are working on.



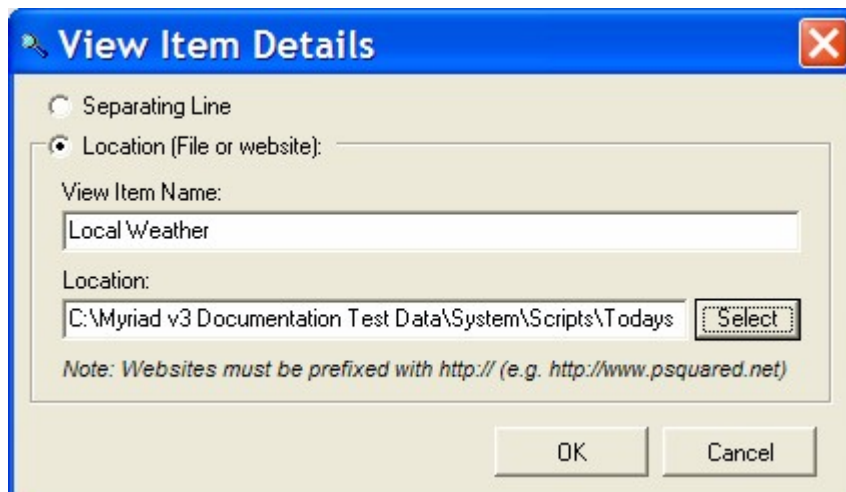
Here we can see that the options on the View menu have been configured in this window. Each option on the View menu corresponds to an entry in this table with the Name column being used for the Name on the view menu and the Location column being used for the location of a local or web based HTML page that the View menu option will open when selected. You may also note that the Separator Line entry between the 'What's On Guide' and the 'P Squared Website' causes the line between the options on the View menu.

Let's say for example that we want to add another option on the View menu that links to a 'weather' HTML page stored on the local computer and we also want to add a separator line between the P Squared Web Site option and the new Weather option.

First click on the Add Option button and tick the Separator Line option to add the separator line to the list.

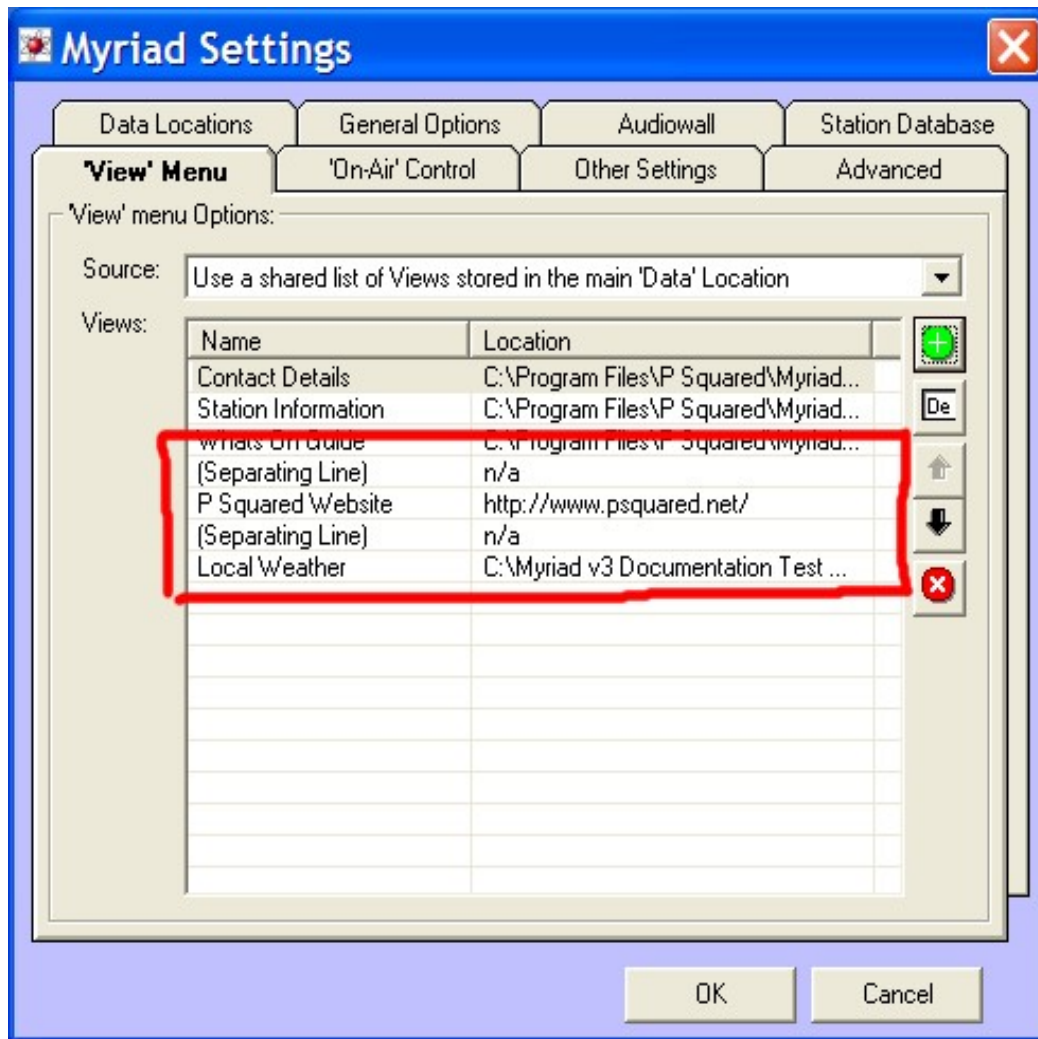


Next click on the Add Option button again and this time type in the Name and Location of the Weather option we wish to add.

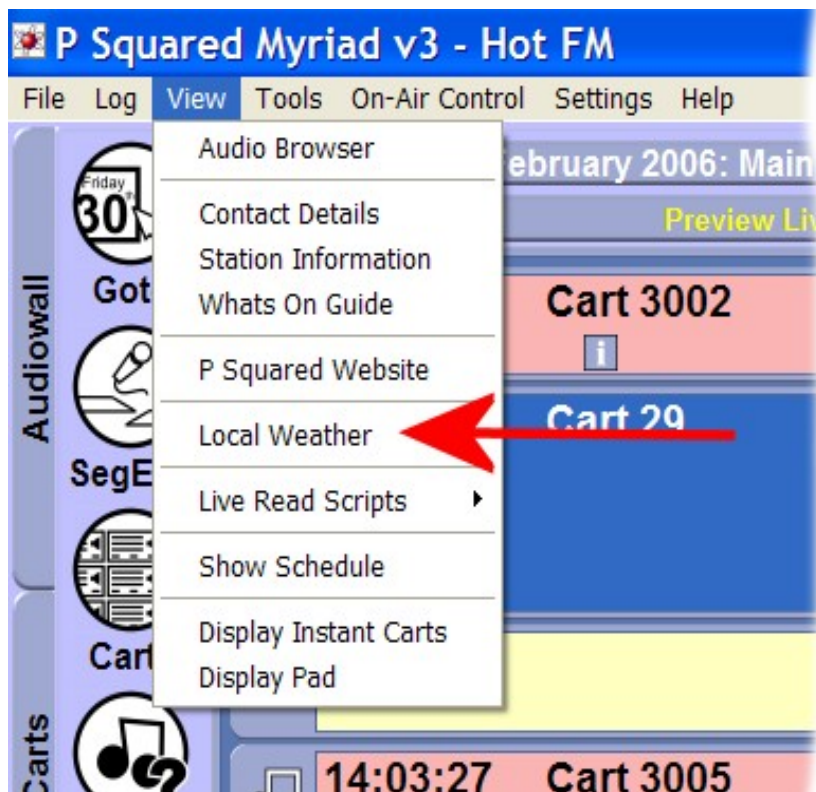


Note that if the HTML file you are linking to is a local or network file then you can click on the Select button to browse your local drives and network connections. Click on OK once you are done.

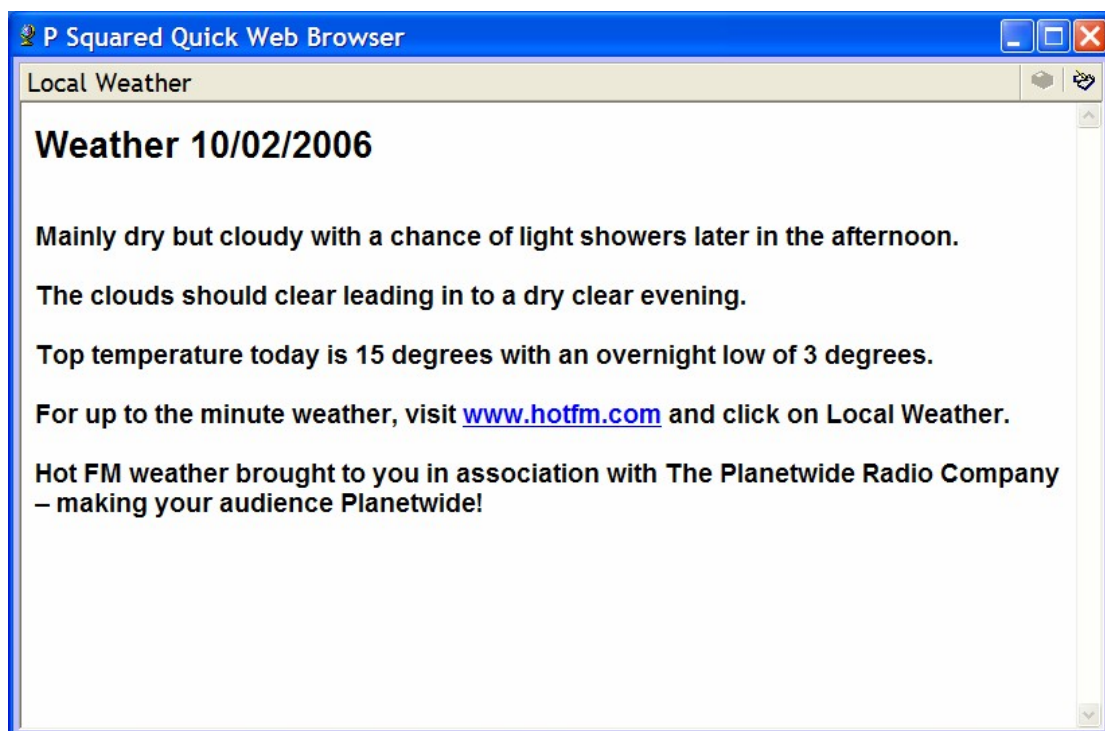
Our View Menu settings window now looks like this with the new Weather option added to the bottom of the list.



Click on OK to save the changes. We can now see the end results on the View menu.



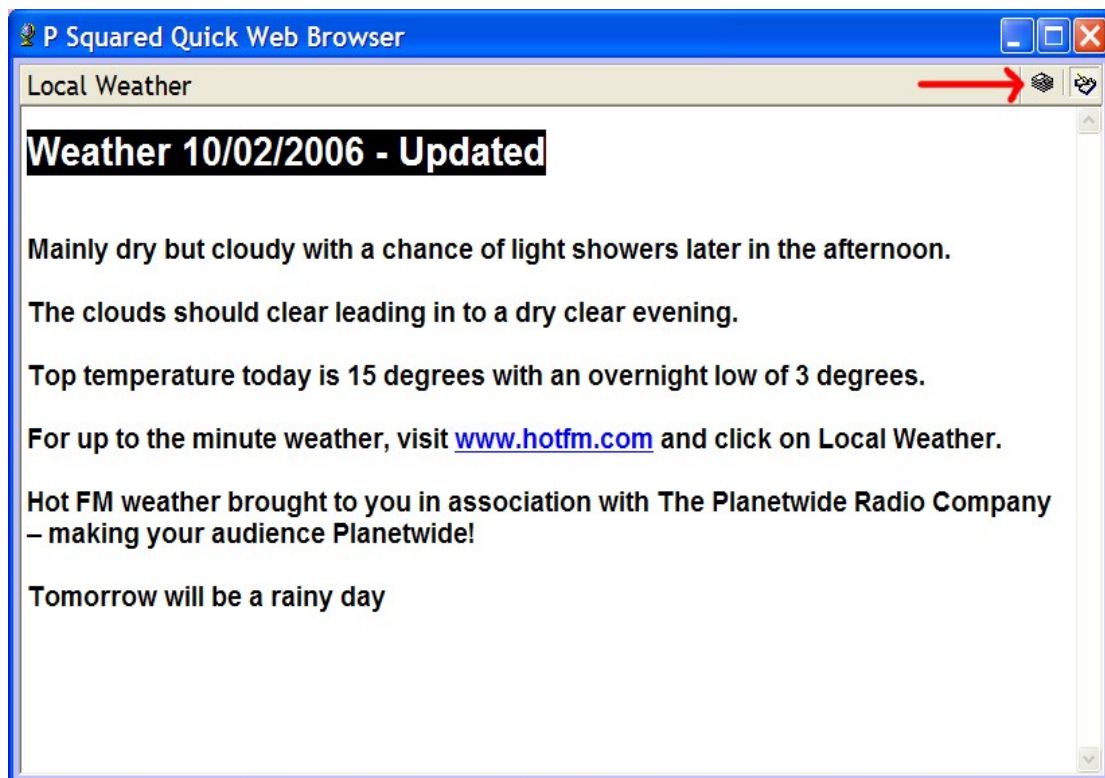
And if we click on the Local Weather menu option:



You can actually edit text in the file from this window by clicking on the Edit button.



You can then type and edit the text in the main window, and when you are done, click on the Save button to save your changes.

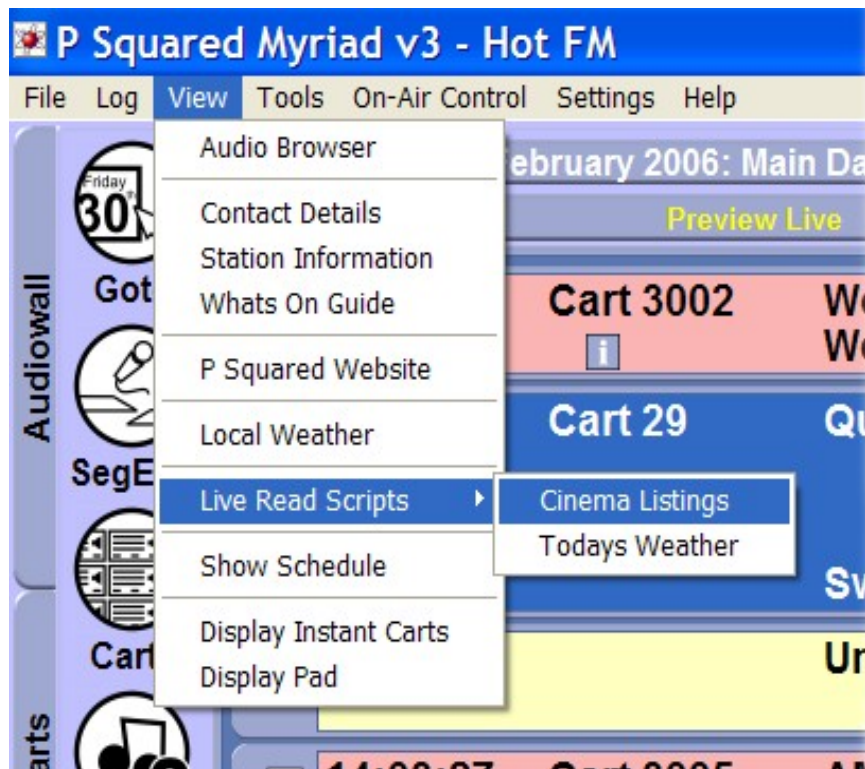


For more details on the View Menu tab on the Settings > Myriad Settings window, please refer to the Settings Menu section of the documentation.

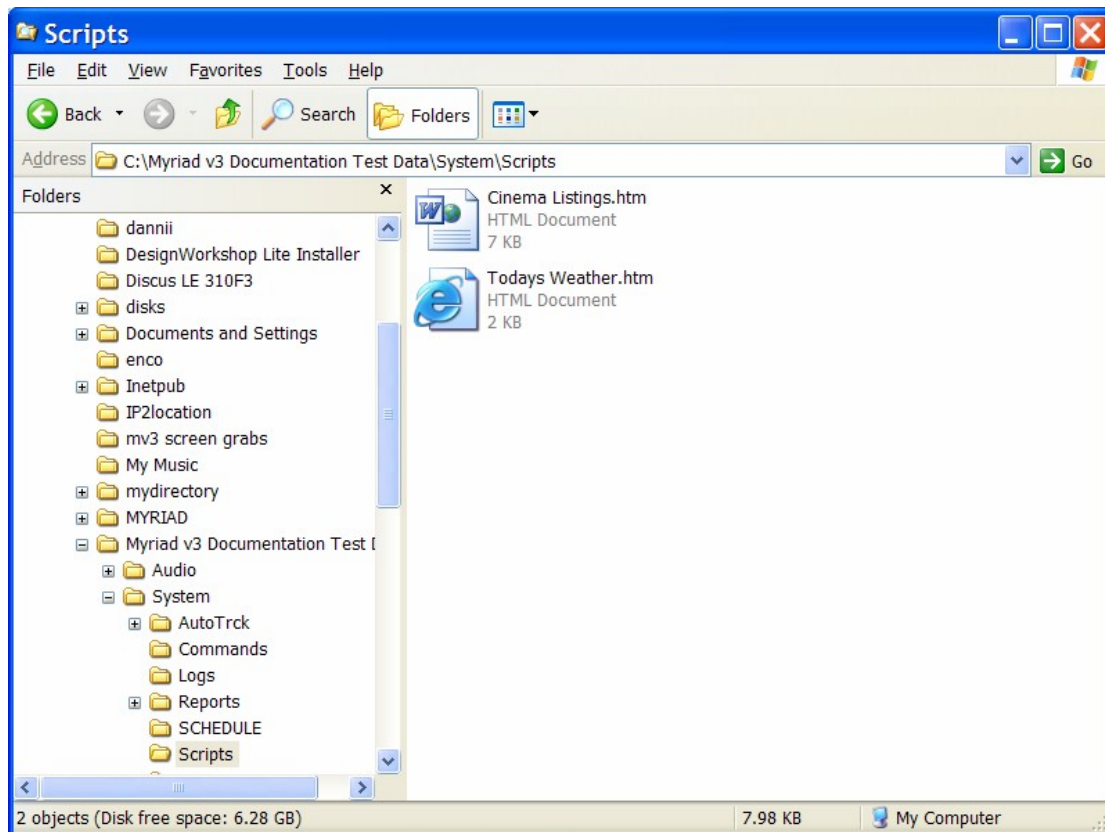
Live Read Scripts

The Live Read Scripts option on the View Menu is another part of the menu that can be changed to suit your station's needs. The difference is that unlike the previous section where we looked at adding more options to the View menu, the Live Read Scripts section of the menu is a lot more dynamic in that

it basically offers access to all of the HTML files in the special Scripts folder within your main Myriad System folder.



In the example above, the Live Read Scripts menu contains two options, Cinema Listings and Todays Weather. If we look at the main Myriad System file location (the folder location where Myriad stores all the Myriad files and databases) and the Scripts sub folder.



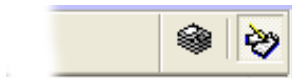
Any HTML pages copied into this folder will automatically be added to the Live Read Scripts section of the View menu with the filename being the option name on the menu.

This means that support staff at a station can write HTML scripts in any word processor, copy them to this folder and they will instantly be available to the presenter in the studio (and all other workstations).

If you click on a Live Read Script option, the script is loaded into the special script viewer window.



As with the Customisable View Options, you can edit the text in the script by clicking on the Edit button and save your changes by clicking on the Save button.



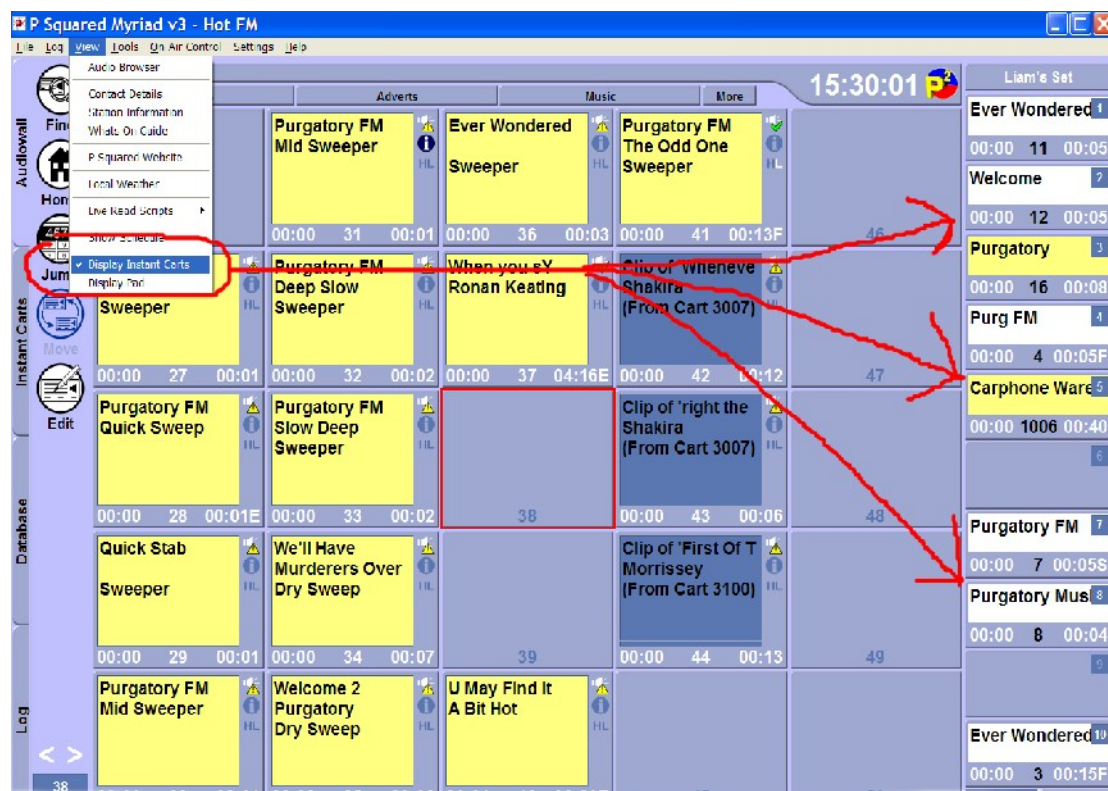
Show Schedule

The Show Schedule option is usually only useful if you are using either AutoTrack or AutoTrack Pro to schedule music and links for your Schedule Log. If you are using either of these products then the Show Schedule option can be used to display the 'Clock Assignment' which is effectively your station's Show Schedule.

| Display Show Schedule | | | | | | |
|--|---------|-----------|----------|--------------------|----------|--------|
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| 00:00 Main Daytime | | | | 12:00 Main Daytime | | |
| 01:00 Main Daytime | | | | 13:00 Main Daytime | | |
| 02:00 Main Daytime | | | | 14:00 Main Daytime | | |
| 03:00 Main Daytime | | | | 15:00 Main Daytime | | |
| 04:00 Main Daytime | | | | 16:00 Main Daytime | | |
| 05:00 Main Daytime | | | | 17:00 Main Daytime | | |
| 06:00 Main Daytime | | | | 18:00 Main Daytime | | |
| 07:00 Main Daytime | | | | 19:00 Main Daytime | | |
| 08:00 Main Daytime | | | | 20:00 Main Daytime | | |
| 09:00 Main Daytime | | | | 21:00 Main Daytime | | |
| 10:00 Main Daytime | | | | 22:00 Main Daytime | | |
| 11:00 Main Daytime | | | | 23:00 Main Daytime | | |
| Live Shows: <input type="checkbox"/> Automated Shows: <input type="checkbox"/> Automated Shows (Run To Time): <input type="checkbox"/> | | | | | | |

Display Instant Carts

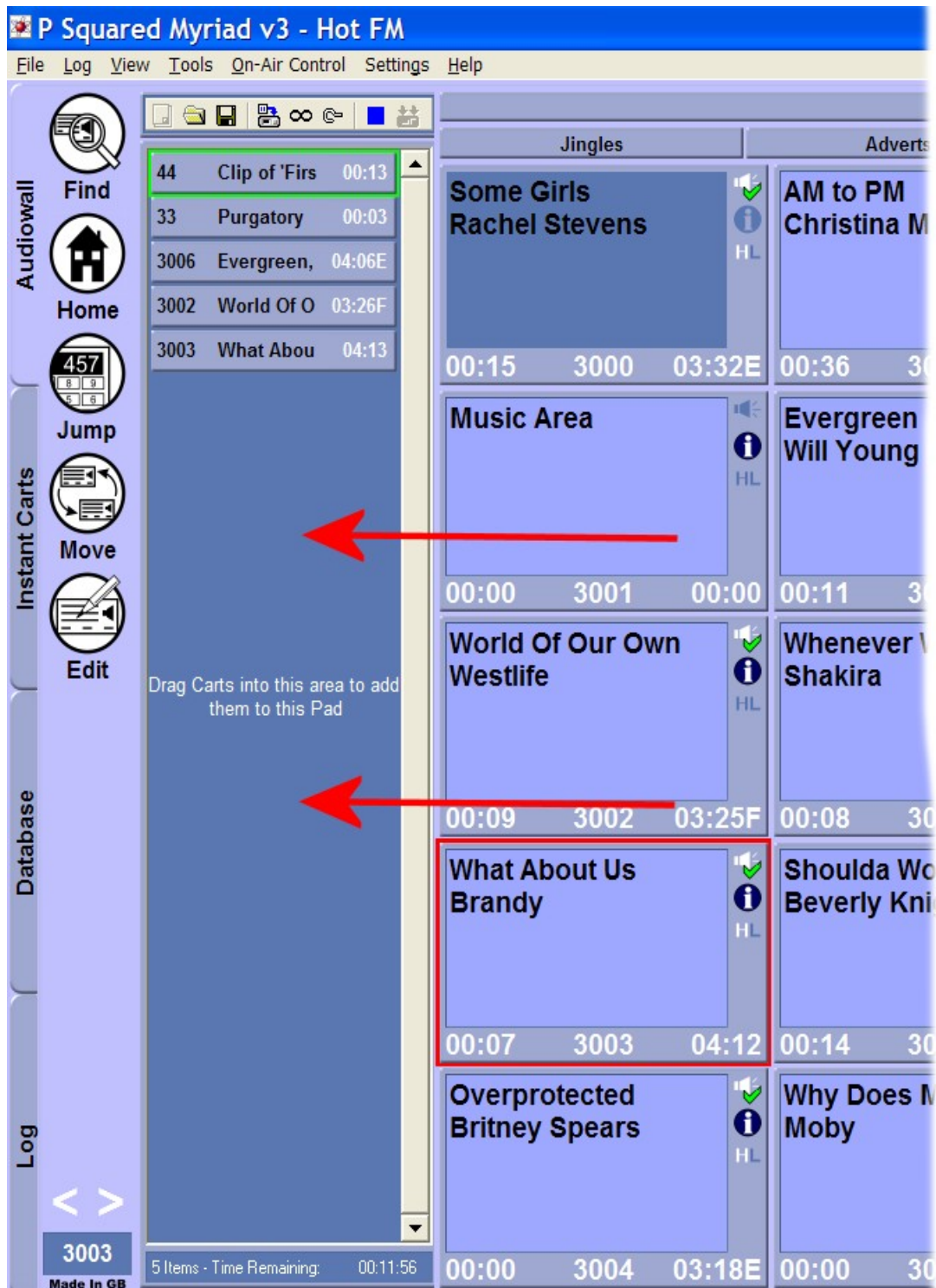
The Display Instant Carts option on the View menu is used to toggle the reduced Instant Cart display on the Audio Wall between visible and hidden.



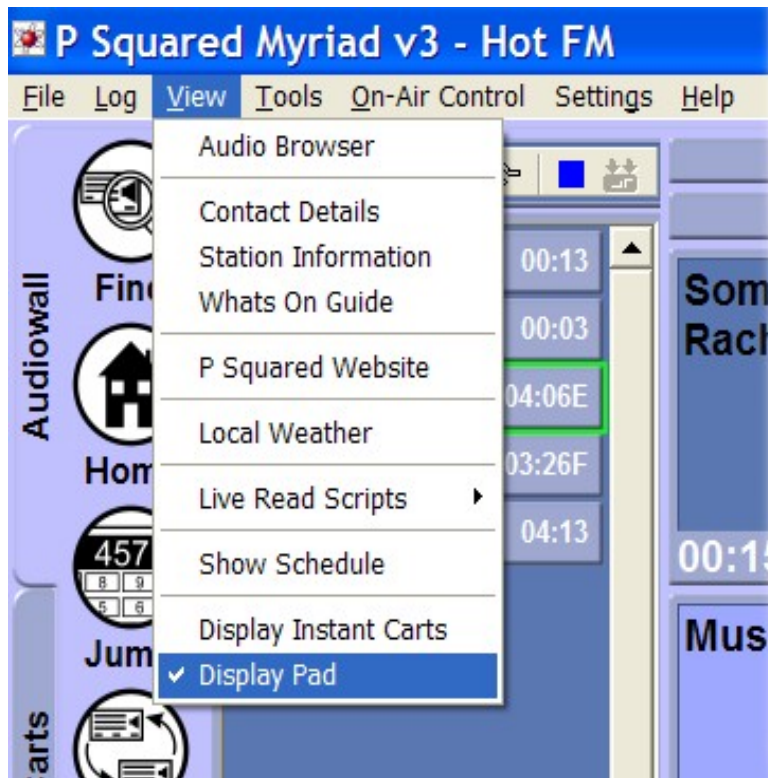
For details on what Instant Carts are and how to use them, please refer to Chapter 3 of this documentation.

Display Pad

The Display Pad option on the View menu is used to toggle the Pad on the Audio Wall between visible and hidden.

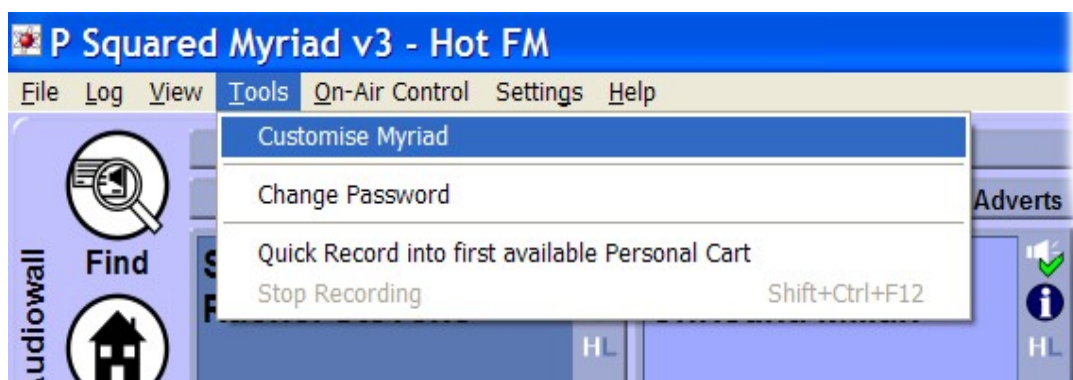


When the Pad is visible, this is indicated by a tick on the Display Pad option on the View menu.



The Tools Menu

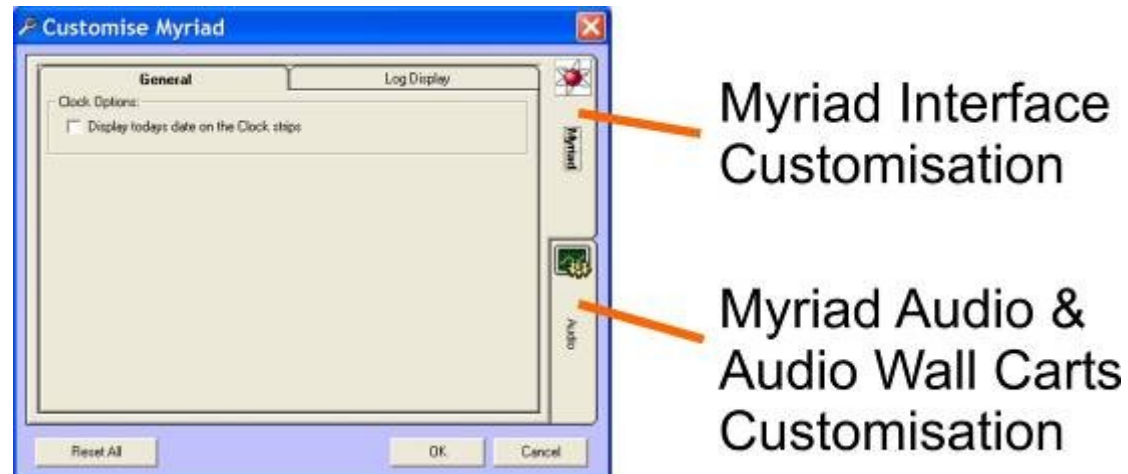
The Tools menu offers a range of tools that are oriented around the User logged into Myriad at the time. The principle option on the Tools menu is the Customise option which allows users to customise certain aspects of the Myriad experience to their personal preferences.



It is important to make the distinction between Customising Myriad and Myriad Settings. Customisation options are only applicable to the User logged in at the time. When they log out, the Customise settings will be saved and automatically reloaded the next time they log in.

We will now look at the various Customise options in Myriad.

Customise Myriad



The Customise Myriad window is split into two main tabs (vertically along the right hand side). The Myriad tab is used to display Myriad Interface Customisation options that refer to the way Myriad looks. The Audio tab refers to a range of options that refer to the way Myriad deals with Audio and Carts on the Audio Wall. Each of these major tabs are then divided in to sub tabs within the main section of the window.

The Reset All button is used to reset all Customisation options back to the default settings. The Ok button is used to save the changes and close the window and the Cancel button is used to close the window without saving the changes.

Myriad Tab > General Tab

This tab allows you to customise General Myriad interface options.

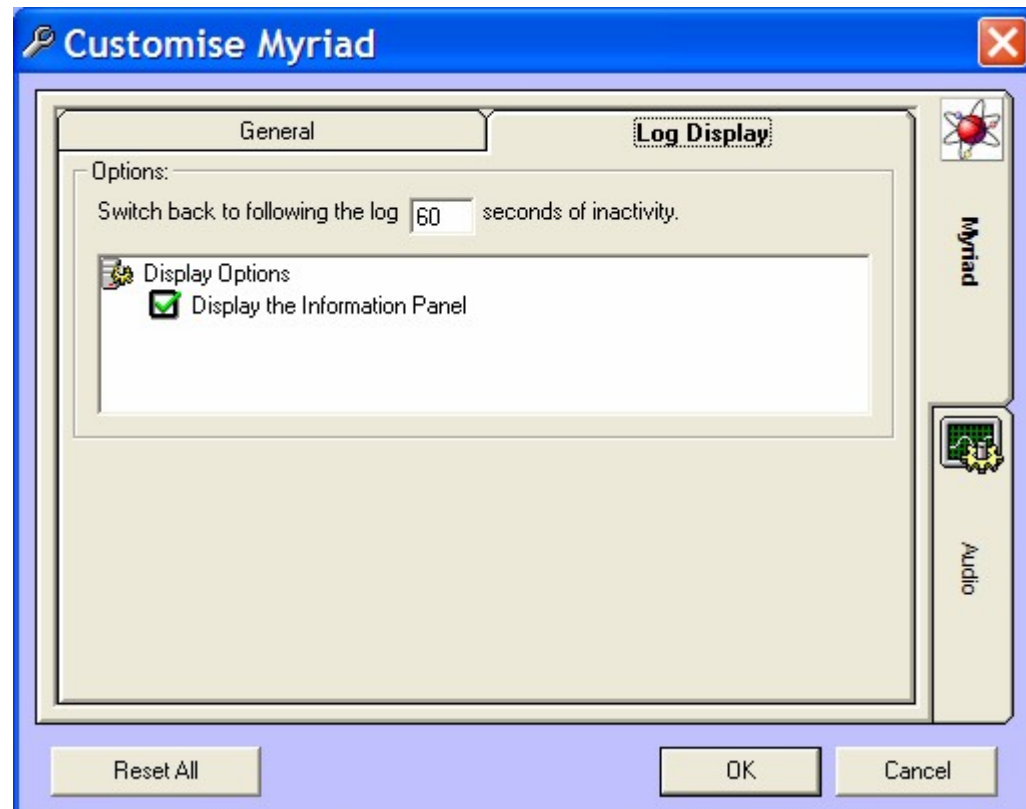
Display Today's Date On the Clock Strip

You can use this customisation option to toggle whether the date is displayed below the time on the general Myriad interface.



Myriad Tab > Log Display Tab

This tab allows you to customise the Log Screen interface options.



Switch Back To Following the Log after XX Seconds of Inactivity

When you are working with the Schedule Log on the Log Screen, the Log Screen display will normally automatically update to follow the currently playing Log Item as each item in the Log is played. This means that when it is in an Active Playout mode, Myriad makes sure that the currently playing Log Item is always visible.

If you move to a different part of the Log to review the Schedule Log for later in the day or to edit tomorrow's show, the last thing you want Myriad to do is keep jumping back to the currently playing Log Item each time it performs a segue. This option allows you to set a time (in seconds) after which, if you have not moved around in the Schedule Log or edited it in any way, it will jump back to display the currently playing Log Item.

Let's say for example that you are presenting a show and you want to look at tomorrow's Schedule to make some changes and record some Voice Track. You use the Goto button to jump to tomorrow in the Schedule Log and start editing the Schedule Log. While you are working with the Log, Myriad is happy to leave the display showing tomorrow's schedule but once you have finished, if you go off to make a cup of tea, Myriad will automatically jump back to the Currently Playing Log Item (just like pressing the Home button) after XX seconds of inactivity.

The default for this setting is 60 seconds but you can customise it to your individual needs.

Display the Information Panel

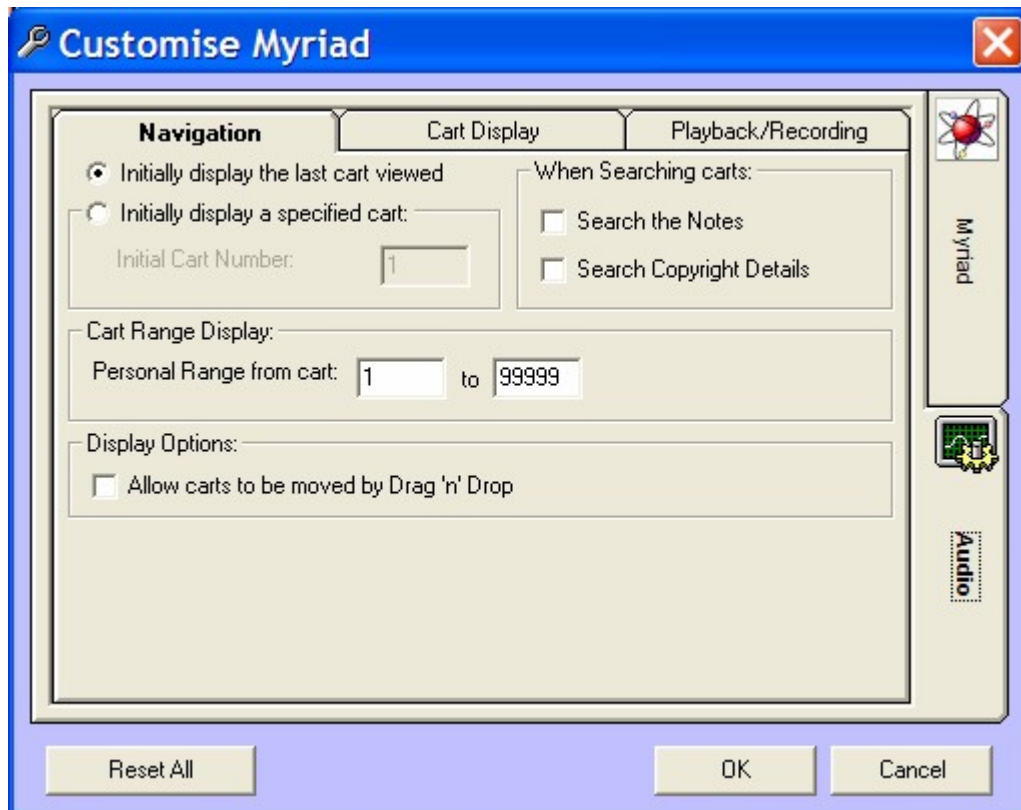
This customisation option allows you to decide whether you wish the Notes / Information panel to be displayed on the Log Screen.



When this option is un-ticked, the Notes / Information Panel is hidden on the Log Screen and the Mini Mode Segue Editor stretches to fill the entire screen.

Audio Tab > Navigation Tab

The Navigation tab allows you to customise elements of Myriad that refer moving round and searching the Audio Wall.

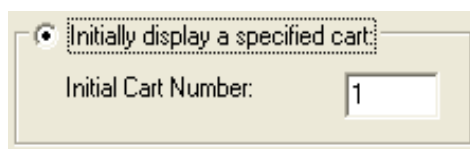


Initially Display the Last Viewed Cart

If you tick this option, each time you log into Myriad, the Audio Wall will automatically jump to the last Cart on the Audio Wall that you had highlighted.

Initially Display a Specific Cart

This customisation option allows you to specify a particular Cart to be highlighted each time you log in to Myriad regardless of the last Cart you were looking at.



To use this option, tick the box and then type in the Cart Slot Number that you wish to use each time you Login to Myriad.

When Searching Carts Search the Notes / Copyright Details

This customisation option allows you to customise the Find Cart default options that will be ticked each time you open the Find Cart window on the Audio Wall.

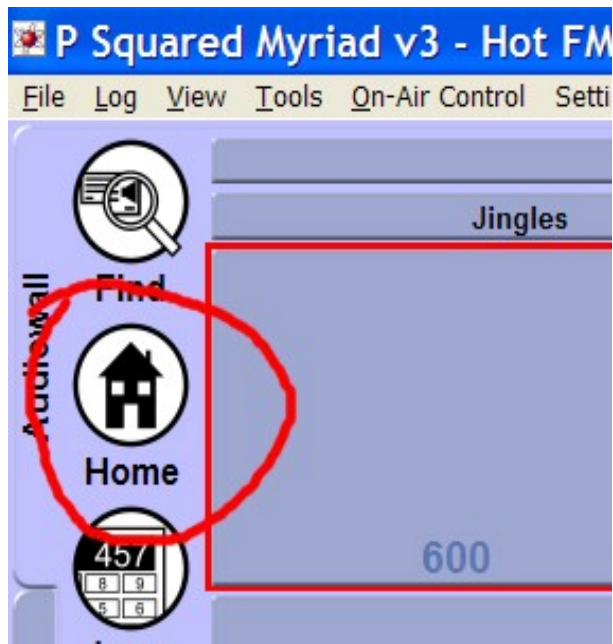


If you tick the Search the Notes option then when you open the Find Cart window for the first time in a single Login session, the Search Notes option on the Find Cart window will be ticked. The same goes for the Search Copyright Details option.

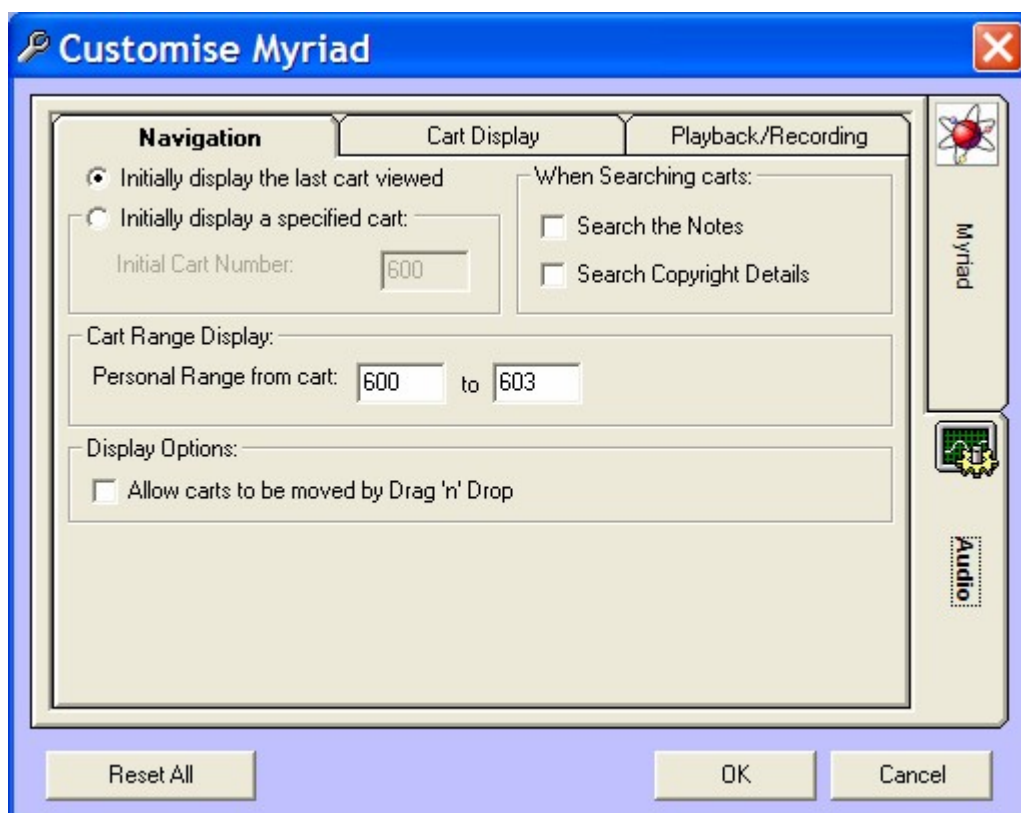
Please note that just because you set them here, you can still turn them on and off as you need to in Myriad, this just sets the initial state when you first log in to the system.

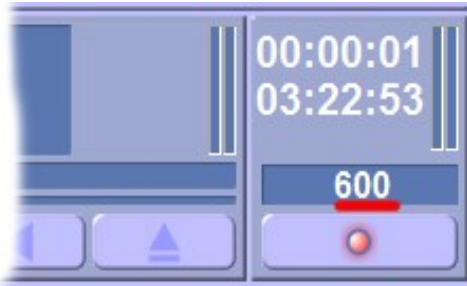
Cart Range Display: Personal Range

The Personal Range allows you to set a range of Carts to be your own personal area. This range is used for two very important uses. Firstly, when you click on the Home button on the Audio Wall Main Tab Strip, Myriad will jump to the first Cart in your Personal Range.

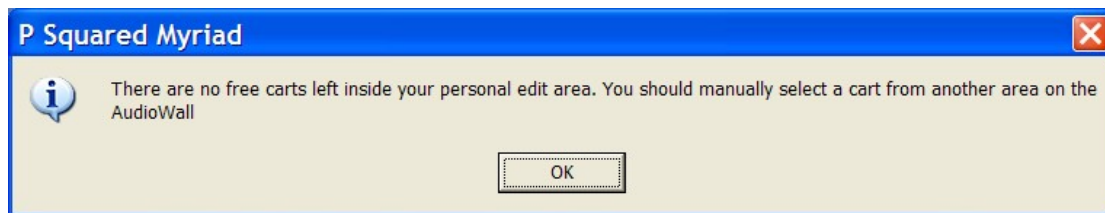


The second and more important use for this Personal Range is that when you click on the Quick Record button on the Record Cart Player, Myriad will automatically assign the next free Cart in your Personal Range to be recorded in to.





If there are no free Carts in your Personal Range then Myriad will let you know.



Please note even if your Personal Range is set to be a specific range of Carts, you still need to have Edit Cart Rights for that range in order to allow you to record or edit the Carts. This is set in the User Security Settings section of the Contact / Directory in Myriad Manager.

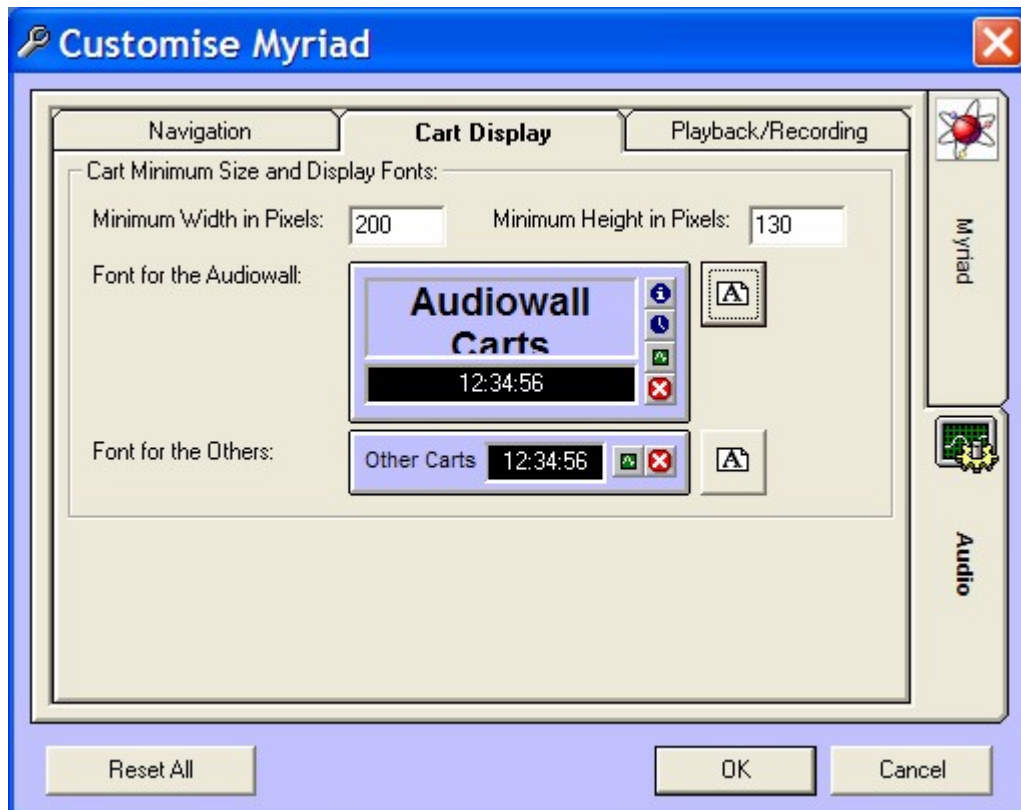
Allow Carts to be moved By Drag 'n' Drop

This option can be ticked to allow you to use 'drag n drop' on the Audio Wall to move Carts from one Cart Slot to another.

Please note that this option is useful if you are doing a lot of moving around on the Audio Wall but is not recommended for general day to day use as it makes it very easy to move a Cart by mistake.

Audio Tab > Cart Display

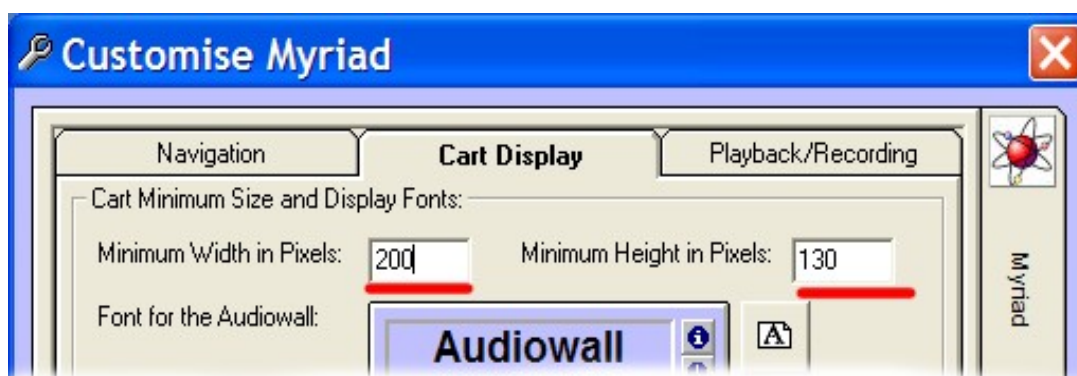
The Cart Display tab allows you to customise the size of the Carts on the Audio Wall and the size of the fonts used on the Carts. This is a very useful option as it allows users who have trouble reading the Audio Wall screen to make everything bigger. And as this is a customise option, the changes made will only apply to the User currently logged in.



Minimum Width / Height in Pixels

In this section you can set the minimum Cart size for the Audio Wall. This is the smallest that the Carts will appear on screen but they may well appear bigger as Myriad will fit the maximum amount on screen that it can (allowing for your minimum size) and any space left over will be shared between the visible Carts

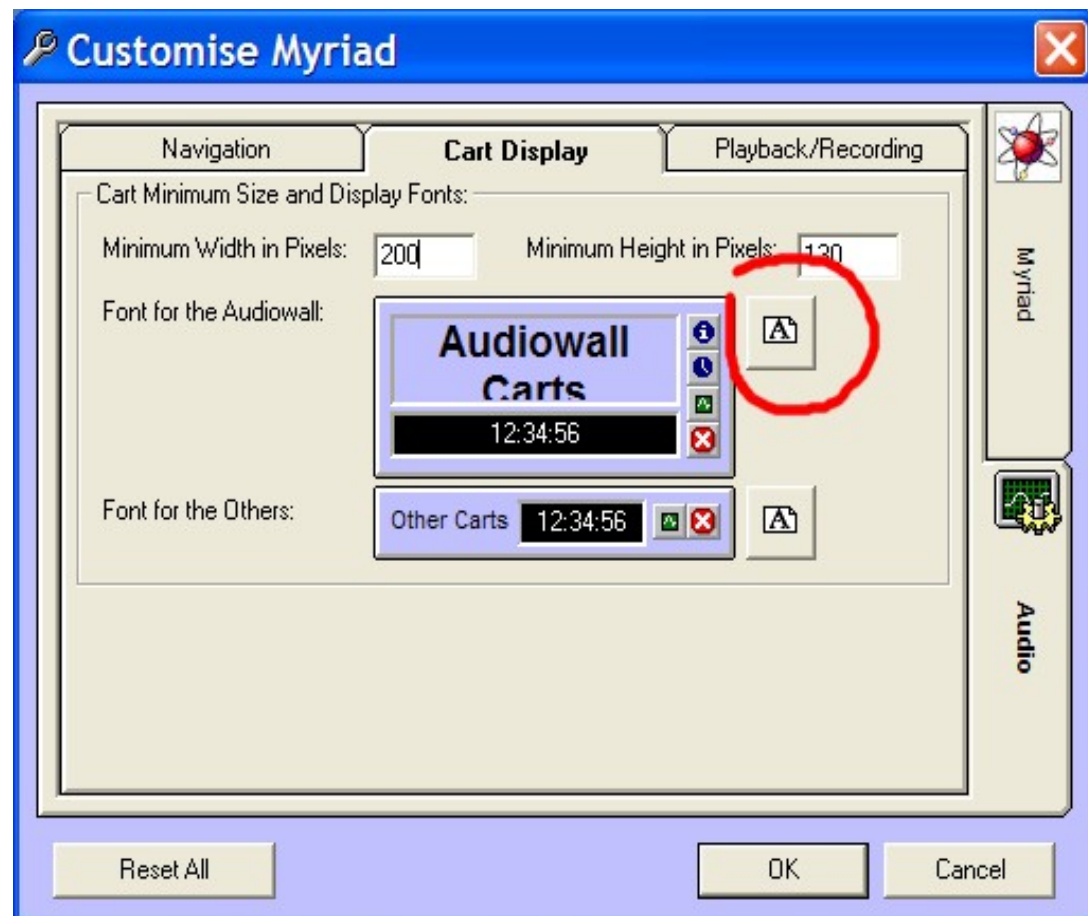
To alter the minimum width and height, type in the size in pixels, in the Width and Height.

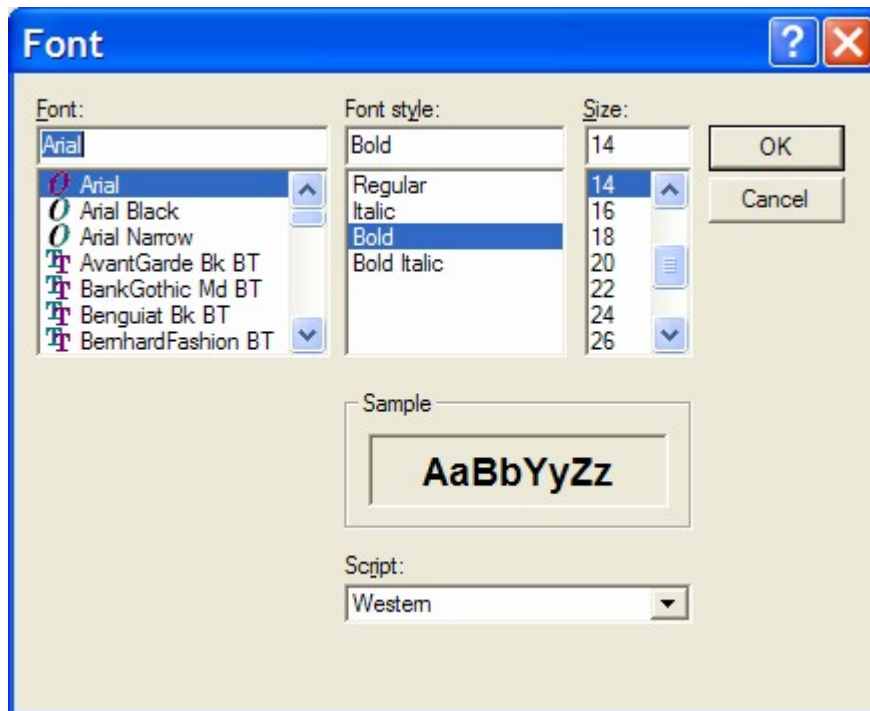


Unfortunately, the only way to test you new size is to click on the OK button and see how the Audio Wall looks!

Font for the Audio Wall

This customise option allows you to set the font and font size for each of the description lines displayed on the Carts on the Audio Wall. To alter the font or font size, click on the Font button and select the font and font size you wish to use.



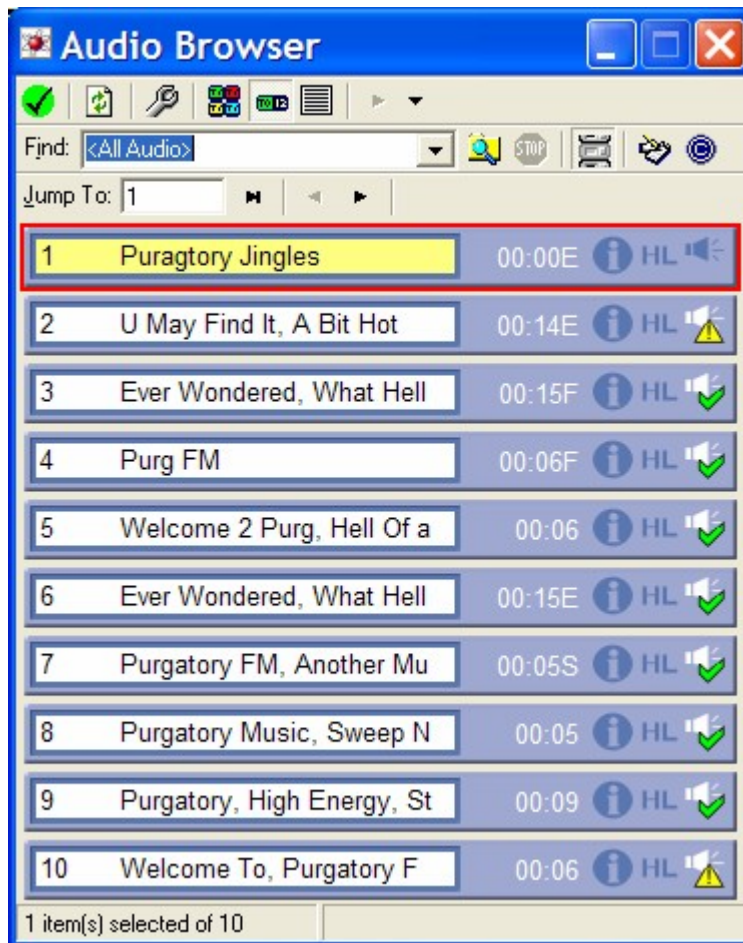


Once you are happy with the new font, click on the OK button. A preview of the font and font size is displayed on the sample Cart in the centre of the window.

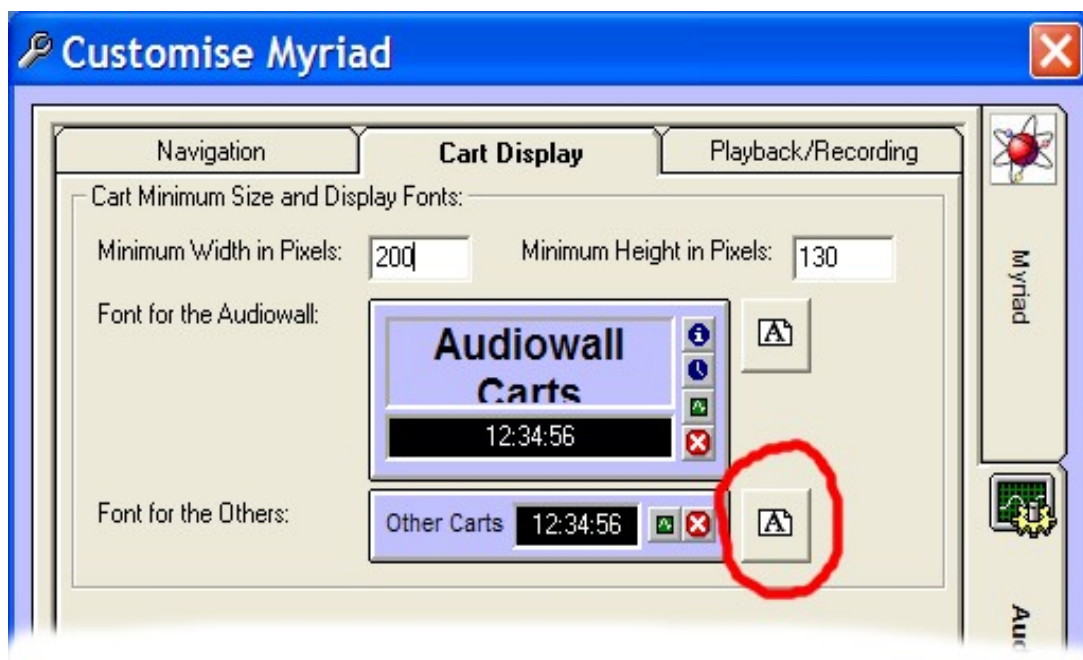


Font for the Others

This setting is used to set the font and font size used for Carts in the Audio Browser when it is in single line Cart Display mode.

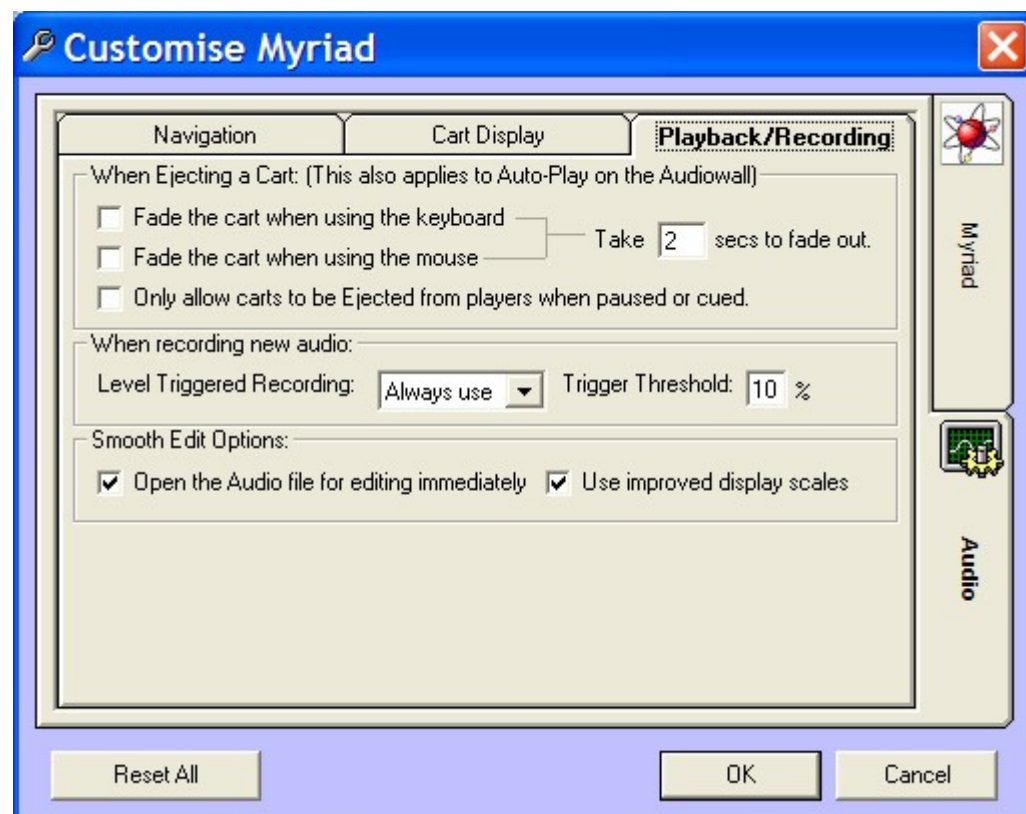


To alter the font or font size, click on the Font button and select the font from the font selection window.



Audio Tab > Playback / Recording Tab

The Playback / Recording tab is used to customise the way that Myriad deals with certain aspects of playback and recording. You can customise the way Myriad acts when Carts are ejected from Cart Players, the level at which Myriad will 'trigger' recording when using the Record Cart Player and also whether Myriad will automatically display the wave form when viewing the SmoothEdit Screen.

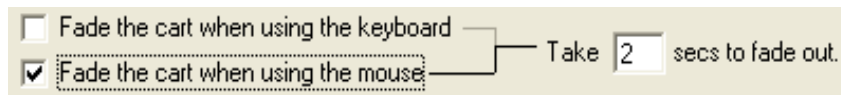


When Ejecting A Cart

This section of the Playback / Recording tab allows you to customise the way that Myriad acts when you either click on the Eject button on a Cart Player or use the keyboard shortcut key for ejecting a Cart on a Cart Player. Basically there are two possible scenarios.

- **The Cart Is Faded** – When the Eject button is clicked on or the Eject key is pressed, Myriad will slowly fade the Cart out over X seconds.
- **The Cart Is Immediately Ejected** – The Cart is immediately ended and ejected from the Cart Player.

The When Ejecting customise options allow you to set Myriad to Fade Carts when either the mouse is used, or the keyboard is used (or both) and to also customise the duration over which Myriad performs the fade.



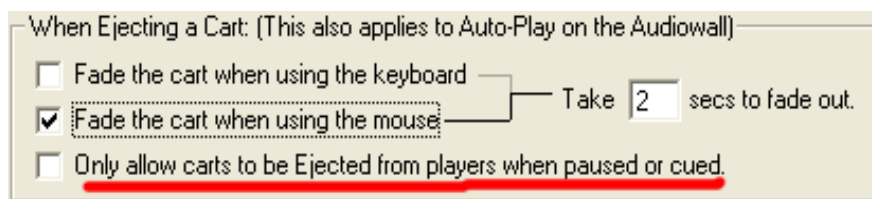
☐ Fade the cart when using the keyboard

☒ Fade the cart when using the mouse — Take secs to fade out.

In the above example, the 'Fade the cart when using the mouse' option is ticked and it is set to take 2 seconds to fade out. The 'Fade the Cart when using the keyboard' option is not ticked so when you press the Eject button on the keyboard, the Cart will stop and be ejected immediately.

So if you ticked both options the Myriad would fade out the Cart regardless of whether you use the keyboard or mouse to eject the Cart and by adjusting the 'Take X sec to fade out' option you can adjust the duration taken to fade out the Cart.

If none of the options are ticked then Myriad will immediately stop and eject the Cart regardless of whether the mouse or keyboard is used.



When Ejecting a Cart: (This also applies to Auto-Play on the Audiowall)

☐ Fade the cart when using the keyboard

☒ Fade the cart when using the mouse — Take secs to fade out.

☒ Only allow carts to be Ejected from players when paused or cued.

The 'Only allow Carts to be Ejected from the players when paused or cued' customise option allows you to set Myriad to only allow you to Eject a Cart from a Cart Player when the Cart Player is either cued ready to play, or paused, i.e. do not let a Cart be Ejected whilst it is playing. This option allows you to customise Myriad to act like many pro CD players.

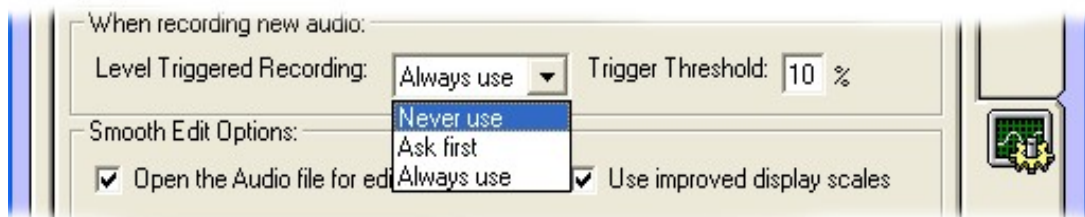
If this option is not ticked then Myriad will allow Carts to be ejected at any time.

When Recording New Audio

This set of customise options allows you to alter the way in which Myriad acts when you are using the Record Cart Player to record audio into a Cart Slot.



Using the drop down option, you can select whether Myriad should use 'trigger level' recording (only start recording when the incoming audio volume exceeds the Trigger Threshold) to start recording into the Cart.



The options on the drop down list are:

- **Never Use** – If this option is selected, Myriad will never use 'trigger level' recording and start recording as soon as you click on the record button on the Record Cart Player.
- **Ask First** – The Ask First option will offer the user the opportunity to decide whether to use trigger recording or not.



This is done via the dialogue box. Click Yes to use trigger level recording, click No to not use trigger recording (start recording immediately), or Cancel to abandon recording.

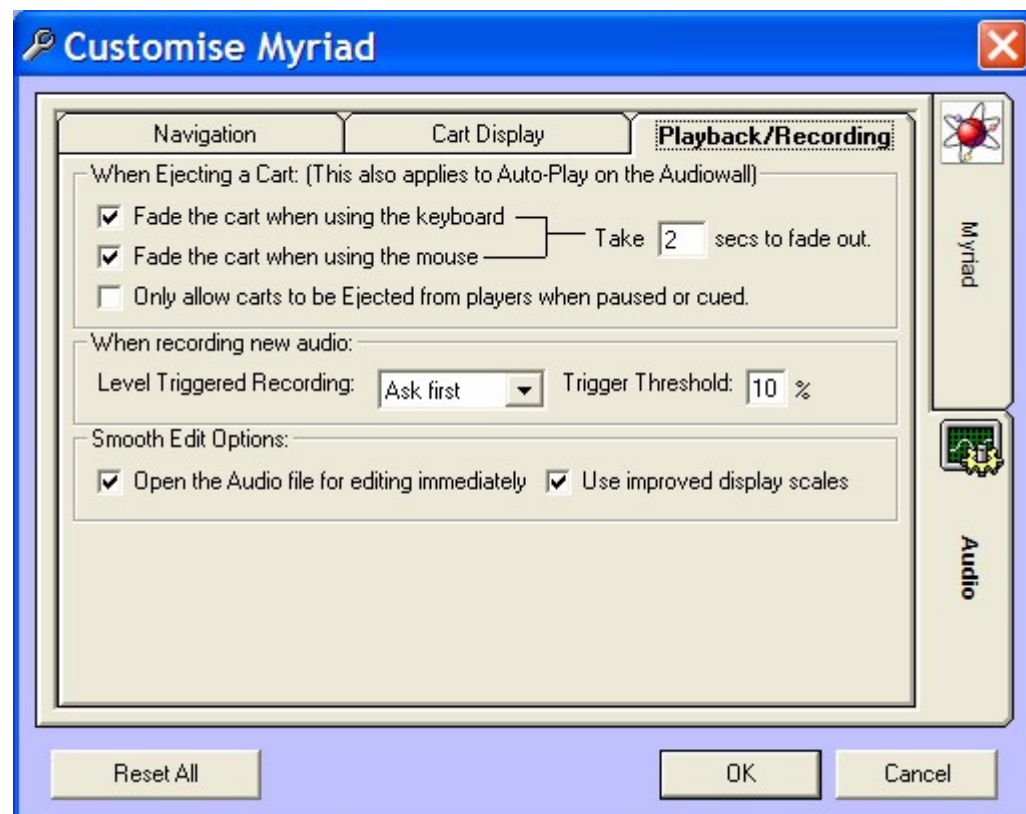
- **Always Use** – If this option is selected then Myriad will always use trigger level recording.

The 'Trigger Threshold' setting allows you to customise the incoming audio level at which Myriad will start recording when using trigger levels. The Trigger Threshold is set as a percentage with 0% being silence and 100% being the maximum input level of the sound card being used. The higher the trigger threshold, the more likely that Myriad will 'clip' the beginning of your recording. Ideally, you need to set the level to be above any background noise

but as low as possible. Unfortunately, the trigger threshold will need to be set individually depending on your sound card and external audio equipment. The default setting is 10%.

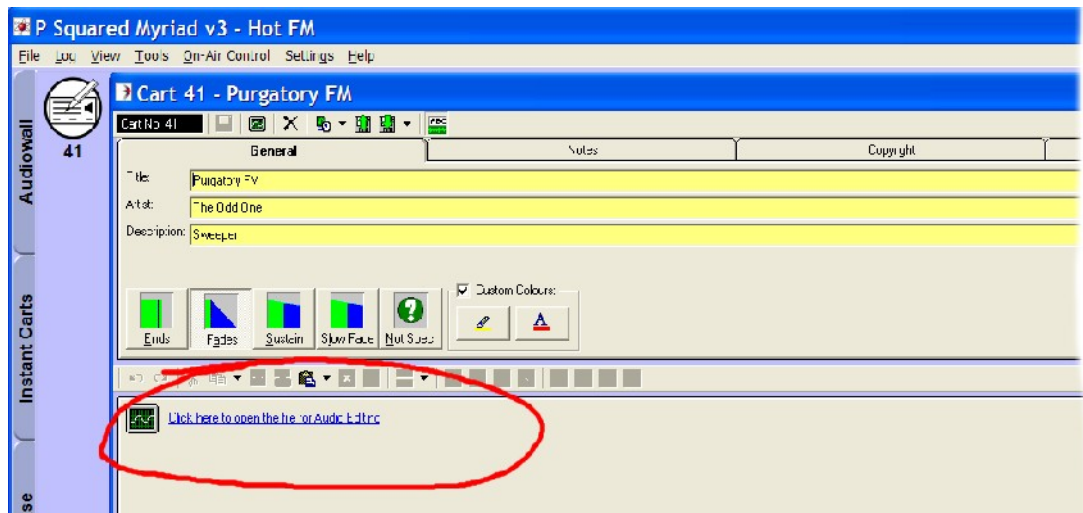
SmoothEdit Options

The SmoothEdit section of the Audio Tab allows you to customise the way Myriad will display wave forms on the SmoothEdit Screen and indeed whether the wave form should be displayed automatically when you switch to Edit Cart.

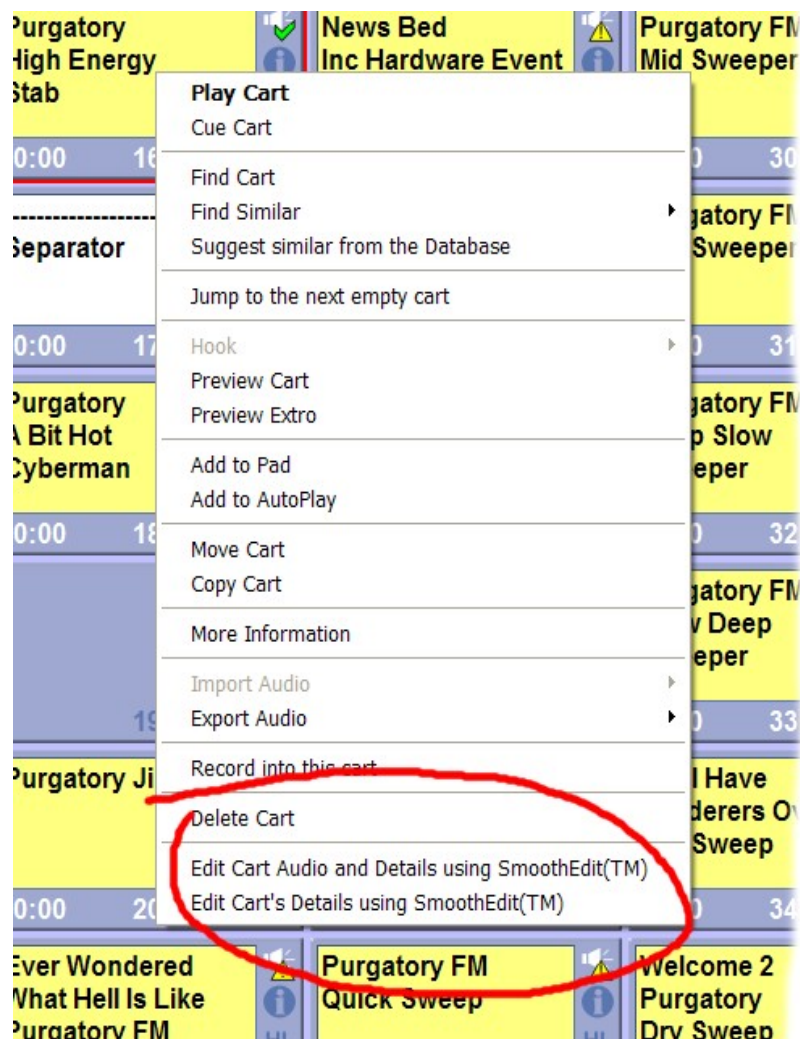


The 'Open the audio file for editing immediately' customise option is used to set whether Myriad will automatically open and display the wave form for a Cart when you click on the Edit button on the Main Tab Strip.

If you un-tick this option then when you click on the Edit button, the SmoothEdit Screen will display the Cart details but will not show the actual wave form. This is useful if you need to alter the title or timing info but do not need to alter the actual audio. In this mode, you can still load the wave form by clicking on the 'open the file for audio editing' option on the SmoothEdit Screen.

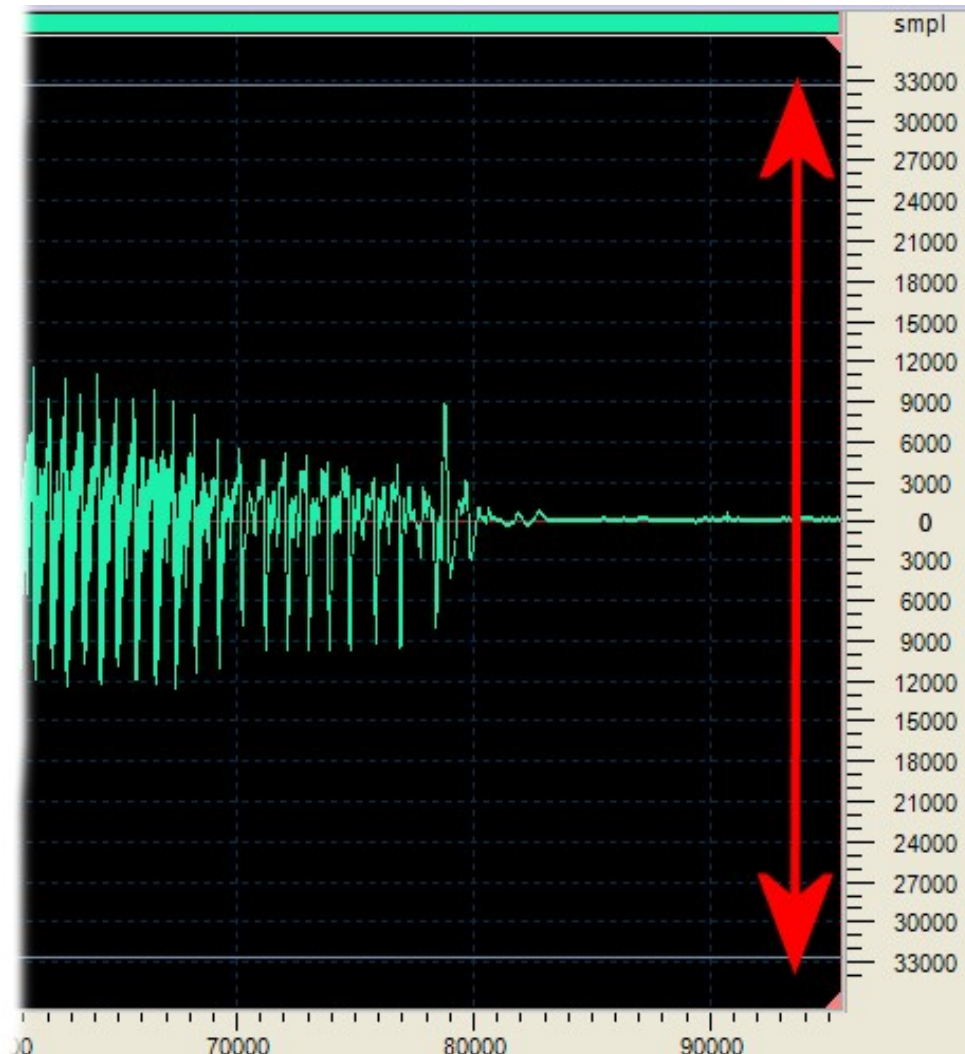


Regardless of how this customise option is set, you can access the SmoothEdit Screen in both modes using the right click menu on the Audio Wall.



You can also use the 'Use improved display scales' option to customise the way in which the SmoothEdit Screen displays the wave form in respect to the scale used down the right hand side of the Wave Form Edit area to show the relative size of the wave form. There are basically two ways in which Myriad will display this information.

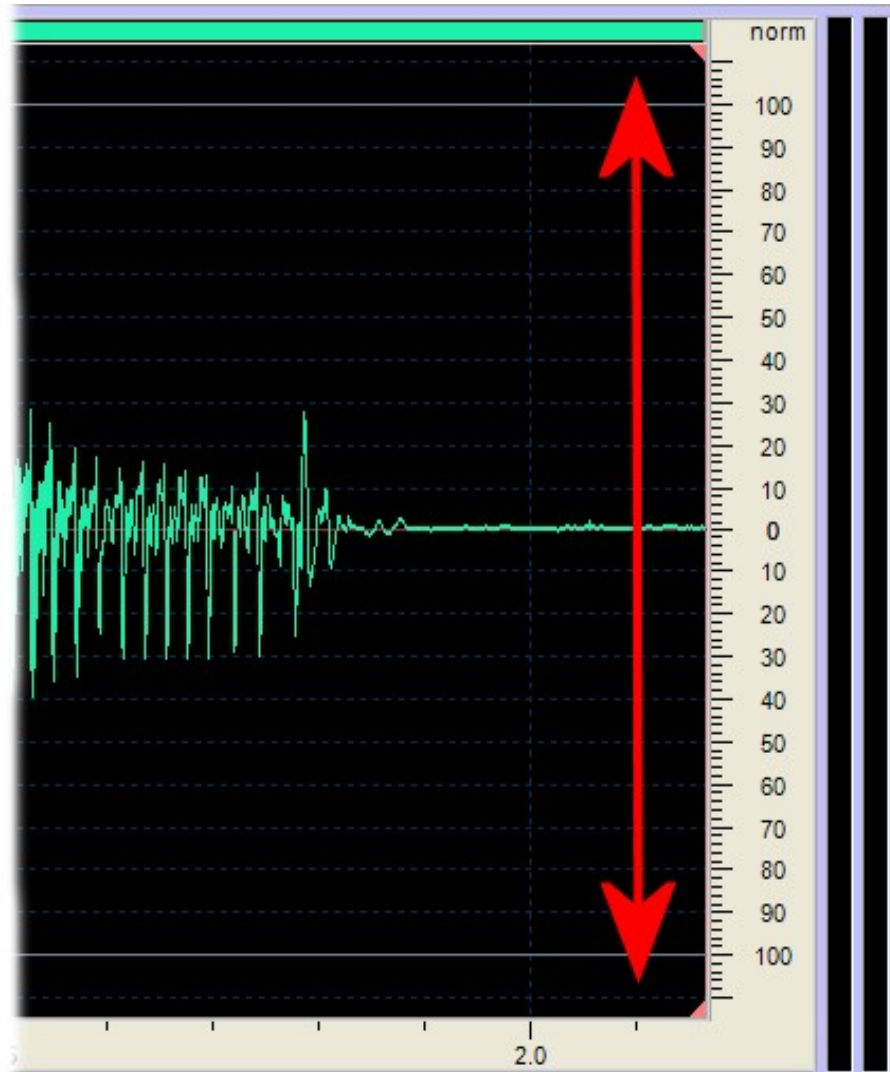
- **Display Scale In Samples** – This shows the value of each 'peak' in the wave form in terms of the actual data per sample. This is technically accurate but has very little 'real world' value.



If the 'Use improved display scale' option is not ticked then the SmoothEdit Screen will display the scale in this way.

NB: The time scale along the bottom is also displayed in samples in this mode.

- **Display Scale In Percentage** – The scale on the right hand side of the Wave Form Edit Area is displayed as a percentage ranging from 0% (silence) to 100% (full range).



When the 'Use improved display scale' option is ticked, the vertical scale is displayed as a percentage and the horizontal scale is displayed in seconds.

This option is usually preferable as it is far more understandable in 'real world' terms.

Change Password

The Change Password option on the Tools menu allows you to change the password for the User currently logged into Myriad.



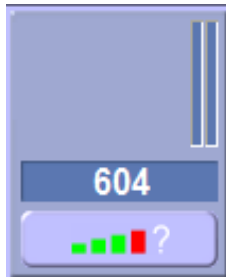
To change the password, you will first need to type in your current password and then the new password that you wish to change to. Next, confirm the new password by re-typing it and then click on the Ok button to complete the change.

Quick Record Into the First Available 'Personal' Cart



The Quick Record option on the Tools menu provides a fast way of starting to record into the first free Cart in your personal range (see Audio Tab > Navigation Tab > Cart Range Display). When you select this option, Myriad will automatically find the first empty Cart in the 'personal' Cart Range you have set and start recording into that Cart using the Record Cart Player.

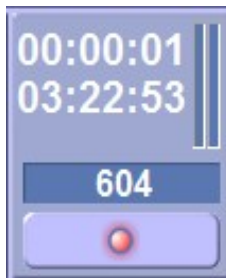
If you have customised Myriad to use 'trigger level' recording (see Audio Tab > Playback / Record > When Recording New Audio) then Myriad will assign the Cart in the Record Cart Player and will then wait for the incoming audio level to raise above the 'trigger threshold' before starting to record.



If you have customised Myriad to ask you each time, you will be asked whether you wish to use 'trigger level' before proceeding.



If you have customised Myriad to never use 'trigger level' then when you select the 'Quick Record' option on the Tools menu, Myriad will automatically start recording in to the next empty Cart in your 'personal' range.



Stop Recording

The Stop Recording option on the Tools menu is only enabled when the Record Cart Player is recording in Myriad. You can use this option to stop recording and select whether to save the recorded Cart or to discard the recording and start again.



NB: This option can be used whenever the Record Cart Player is active, regardless of how you initiated the recording.

The On-Air Control Menu

The On-Air Control menu is only visible when you have configured Myriad to allow the user to switch On Air Control between on and off air using either Simple On Air Control or Advanced On Air Control (see Settings Menu > Myriad Settings > On Air Control tab).

The On-Air Control menu is used to take and release On Air Control and performs the same function as the On-air / Off Air buttons on the Log Screen.



Please note that if you have configured the Myriad workstation you are working on to either always have On-Air Control or never have On-Air Control then this menu option will not be visible.

Take Control

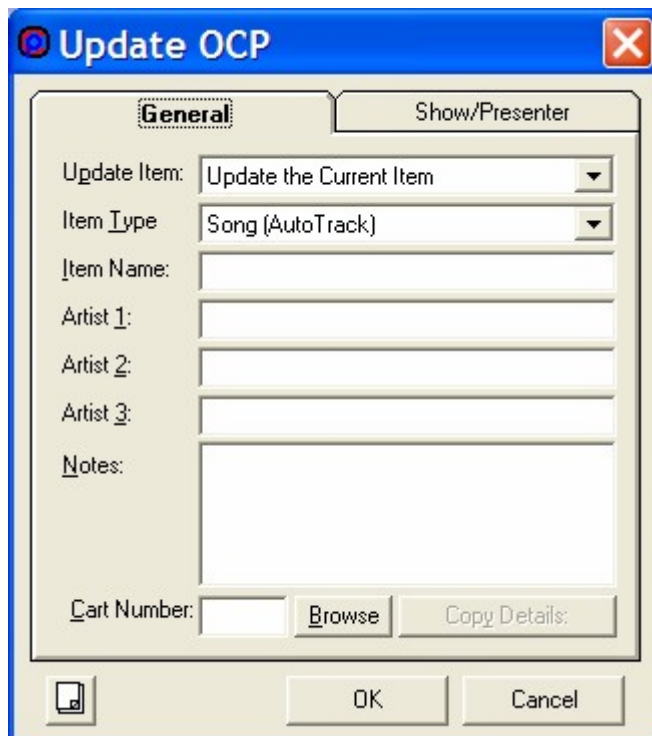
This option is only enabled when you do not have On-Air Control and selecting this option will take On-Air Control for the workstation you are working on.

Release Control

The Release Control option is only enabled when the workstation you are working on has On-Air Control and it is used to release the On-Air Control.

Send Manual Information

This option is only available when you have On-Air (Station) Control and you have configured Myriad to communicate information to OCP. Selecting this option will open the Send Manual Info window which is used to manually type information that you want OCP to update your web site / DAB transmission with.



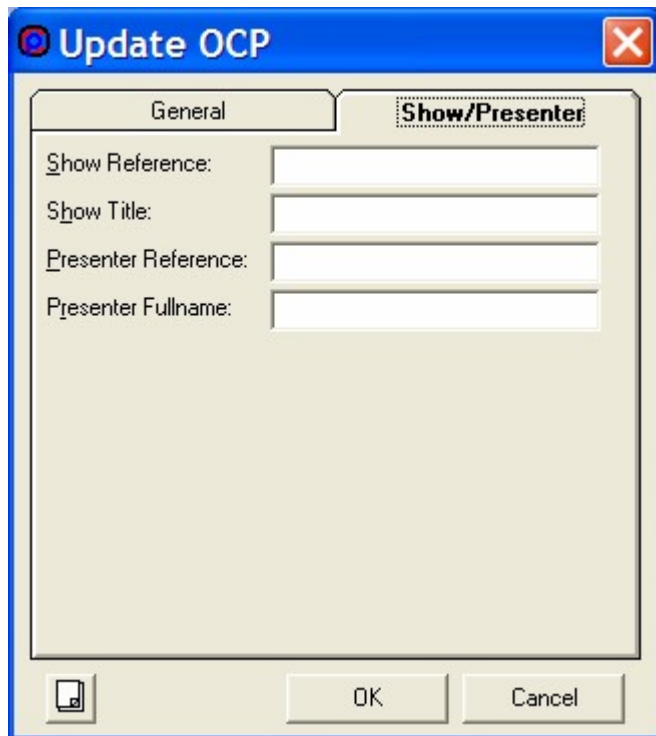
The screenshot shows a Windows-style dialog box titled "Update OCP" with a blue header bar and a red close button. It has two tabs: "General" (selected) and "Show/Presenter". The "General" tab contains the following fields and controls:

- Update Item:** A dropdown menu currently showing "Update the Current Item".
- Item Type:** A dropdown menu currently showing "Song (AutoTrack)".
- Item Name:** A text input field.
- Artist 1:** A text input field.
- Artist 2:** A text input field.
- Artist 3:** A text input field.
- Notes:** A large text area for entering notes.
- Cart Number:** A text input field.
- Browse:** A button next to the Cart Number field.
- Copy Details:** A button.

At the bottom of the dialog are three buttons: a small icon button (possibly for help or a file), "OK", and "Cancel".

The General Tab allows you to type in information such as Title and Artists as well as select the Item that you want to update (current, next etc) as well as the type of information you are sending (as OCP can handle song and link information differently).

The Show / Presenter tab allows you to manually update the show reference, presenter name etc that OCP will be using.

The image shows a Windows-style dialog box titled "Update OCP" with a blue header bar containing a red close button. The dialog has two tabs: "General" and "Show/Presenter". The "Show/Presenter" tab is active, showing four text input fields labeled "Show Reference:", "Show Title:", "Presenter Reference:", and "Presenter Fullname:". At the bottom, there is a small icon of a document with a magnifying glass, and two buttons labeled "OK" and "Cancel".

When you are happy with the information, click on the OK button and the info will be sent to OCP.

The Settings Menu

The Settings Menu offers access to all of the various configuration options and settings available in Myriad and is the principle method for viewing and altering the way Myriad works.

The Settings menu offers an extensive range of configuration options and settings so to help you navigate around them and find the options you are after, the settings are divided into several different menu options each covering a different aspect of Myriad.



The Settings Menu Overview

Broadly speaking, the menu options offer access to the following settings in Myriad.

- **Audio Settings** – The Audio Settings option opens the Audio Settings window which allows you to configure Cart Player assignments, playback and sweeping options, recording and editing settings as well as a range of additional advanced audio related options. The Audio Settings window is divided into four tabs:
 - **Cart Players** – The Cart Players tab allows you to configure how many Cart Players are visible in Myriad and which soundcard outputs to use for each Cart Player. You can also use this tab to tell Myriad which Cart Players to use for special items such as Instant Carts and AutoHooks etc.
 - **Playback Settings** – The Playback Settings tab allows you to alter the way in which Myriad deals with sweepers and Voice Tracks as well as the order in which the Cart Players are used. You can also set whether to allow Users to customise the way in which Myriad ejects Carts or whether to use a global method.
 - **Record / Edit Settings** – This tab allows you to set the audio quality and format that Myriad will use when recording, ripping or importing audio into the system. You can also optionally give the User the ability to alter this on a 'per recording' basis. You can also configure an external audio editor (such as Adobe Audition™) for Myriad to use.
 - **Advanced** - The Advanced tab provides some miscellaneous advanced audio related options that should only really be altered at the direction of a P Squared engineer. This tab also allows

you to switch Myriad to 'debug' mode where the system writes a varying degree of information to a text file while it is running. This can be useful for P Squared engineers tracing a fault. Debug mode should be left 'off' by default as it slows Myriad down and creates a large amount of unnecessary data when the system is operating normally.

All of the settings on the Audio Settings window are 'local box' settings which only affect the local Myriad workstation that you are working on.

- **Audio Wall File Locations** – The Audio Wall File Locations menu option allows access to the Audio Wall File Locations window which allows you to browse and select the data location for the audio and data files that comprise your Myriad Audio Wall. These are usually all stored in a single location but Myriad can be configured to store each 'chunk' of a thousand Carts in a different location (up to 9999 beyond which they are all stored in a single folder). The Audio Wall File Locations are 'local box' settings and only apply to the Myriad workstation you are working on.

The Audio Wall File Location option also offers access to the Global Audio Wall Settings window which allows you to alter a range of 'global' (affects all Myriad workstations on your network Audio Wall) related settings. The Global Audio Wall Settings window is divided into three tabs:

- **General** – This tab allows you to set the number of Carts on your Audio Wall (up to 99,999) and the picture format that Myriad will use for pictures associated with Carts.
- **Import Audio** – This tab allows you to set up Myriad to acquire Title and Artist information from an 'online' database such as Free DB when ripping in audio from CDs. It also allows you to set the default Normalise level for all audio imported in to Myriad.
- **Advanced** – The Advanced tab offers some advanced Global Audio Wall settings that should not normally be altered unless directed by a P Squared support engineer.

The Audio Wall File Locations are a 'local box' setting so they only apply to the workstation you are working on. The Global Audio Wall Settings are 'global' and apply to all Myriad workstations within your system.

- **Hardware Card Settings** – The Hardware Card Settings option on the Settings menu allows you to access the Hardware Settings window which in turn allows you to configure the inputs and outputs for up to three hardware I/O cards or devices. You can use this window to assign specific events in Myriad to certain hardware triggers and also to label hardware outputs in Myriad that can be used to control external devices.

The Hardware Settings options are 'local box' settings and only apply to the workstation you are working on.

- **Station Database Settings** – The Station Database Settings option offers access to the Station Database Settings window for the Station Database that is currently open in Myriad. As discussed previously, the Station Database is a database that contains the Schedule Log (as displayed on the Log Screen), as well as a range of additional information and settings. Normally, you would have one Station Database per radio station you are running so if you operate an AM and FM station from the same building, you would have two Station Databases (one each) and you would switch between them in Myriad to work on either the FM or AM Schedule Log. This allows a single Myriad workstation to be used to work with multiple radio stations at a single physical site.

The Station Database Settings window offers a range of settings relating to the Schedule Log and the way in which Myriad will operate in both Live and Auto/AutoFade Playout modes.

The Station Database Settings Window is divided into seven tabs:

- **General** – The General tab plays host to a range of miscellaneous settings and options. These include how Myriad should handle 'sweepers' in Live and AutoFade mode, whether Users can add specific Log Item Types to the Schedule Log and the configuration options for Voice Tracking in Myriad. You can also set Myriad to automatically restart Active Playout in the event of an unexpected shutdown.
- **Q-AE** – The Q-AE (o Q –Audio Engine) tab is used to alter a range of settings relating specifically to the way that Myriad operates when in one of the Active Playout modes. The settings on this tab allow you to alter the way Myriad 'cross fades' Log Items, the rules it follows when selecting Log Items to drop or fade in AutoFade mode and also how far in advance Myriad will cue the next Log Item it needs to play.
- **Log Entries** – The Log Entries tab is used to assign the colours for Log Items on the Log Screen. It is also used to set which Cart Players certain Log Item Types are allowed to be played out of. For example if you wanted all Songs to be played out of Cart Players 1 to 3 but all Adverts only out of Cart Player 4.
- **Log Layout** – The Log Layout tab allows you to configure the font, size and colour of text on the Log Screen as well as whether Myriad should use the timing information from Carts on the Audio Wall or the timing information included in the Schedule Log (not recommended).
- **Hooks** – This allows you to set the settings for the Hook Player that is available using the right click menu on the Log Screen as

well as the default settings for any AutoHook Log Items that you may insert.

- **OCP / STS** – This OCP / STS tab allows you to configure options relating to the way in which Myriad communicates with OCP or Myriad STS (for split networks) as well as the information that is passed to either external program.
- **Import Log** – This tab allows you to enter the location and configuration options for external schedule or adverts that need to be imported in to Myriad using the Log Importer application. You will need to configure these options if you are using Myriad with a 3rd party music scheduling system (like Selector™ or Powergold™) or a 3rd party advert schedule (such as Broadnet™). If you are using AutoTrack Pro or AutoTrack or the P Squared Advert Manager then you do not need to worry about these settings.

The Station Database Settings are stored in the Station Database itself and in general apply to all Myriad workstations which have that Station Database open. This means that in practice they are 'global' but because Myriad can be configured to work with more than one Station Database, you can make a change in the Station Database on a workstation that is using the 'FM' Station Database and the change will not affect any workstations working with the 'AM' Station Database.

- **P Squared Directory Settings** – The Directory Settings menu option offers access to the P Squared Directory Settings window which is used to set the location of the P Squared Directory that Myriad will use and also to alter some of the settings within that directory. The fact that the same window is used to set the location of the P Squared Directory as well as settings within the Directory means that there is a mixture of 'local box' and 'global' settings on this window. The location (path) of the Directory and the Automatically Create User options are local but all other settings are global.

The P Squared Directory Settings window is divided into three tabs:

- **General** – The General tab allows you to set the location of the P Squared Directory using the Path setting. You can also set whether Myriad should automatically create a P Squared Directory User based on the Windows Login name. The final section on this tab allows you to add additional 'stand alone' Directory Manager licenses to your system to give access to the P Squared Directory on PCs that do not have Myriad installed. These stand alone licenses are available for a small cost directly from P Squared Ltd (email sales@psquared.net for more information).
- **Security Groups** – The Security Groups tab allows you to add, view and manage security groups within the P Squared

Directory. Security Groups provide a quick and simple way of specifying access rights for multiple Users on the system.

- **Backup** – The Backup tab allows you to setup and manage the automatic backup of the P Squared Directory.
- **Myriad Settings** – Another very important section of the Settings menu, the Myriad Setting option is used to access the Myriad Settings window which hosts a vast array of settings and configuration options relating to the general behaviour and operation of Myriad. The majority of the settings on the Myriad Settings window are 'local box' settings with the exception of some of the options on the View Menu, Advanced and Other Settings tabs.

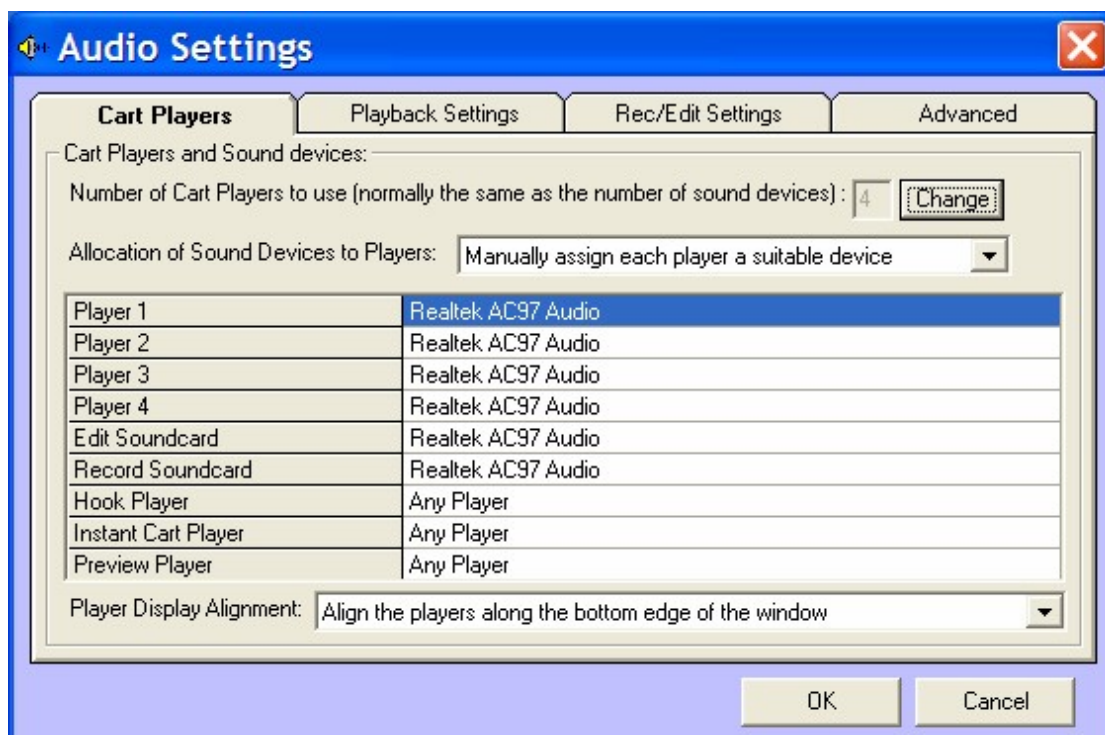
The Myriad Settings window is divided into eight tabs, each of which refers to a different area in Myriad. These tabs are:

- **Data Location** – The Data Location tab allows you to browse and select the base level file location for the data files and databases that Myriad uses to store its data. All Myriad workstations should be 'pointed' at the same Data Location which would normally be located on a server or a RAID disk array on one of the local boxes.
- **General Options** – The General Options tab contains a number of miscellaneous settings and options pertaining to a wide variety of areas in Myriad.
- **Audio Wall** – The Audio Wall tab allows you to set Audio Wall related options in Myriad (not covered in the Audio Wall Global Options). Of particular interest are the 'Recent Play' settings which can be set up to make Myriad mark Carts played in the last X hours as having been played recently on the Audio Wall. These Carts have a special 'Recently Played' icon on them.
- **Station Database** – The Station Database allows you to set whether Myriad will automatically open a specific Station Database when it starts up, ask the User to select a database or not open a Station Database at all. You can also set whether you want Users to be able to edit the 'currently on air hour' on workstations other than the one that is 'on air' using an option on this tab.
- **View Menu Tab** – The View Menu tab allows you to customise the options on the main View Menu (as seen earlier in this Chapter). Basically, you can use this tab to add new local or web based links to the View Menu and also to decide whether the list should apply just to the workstation you are working on or to all Myriad workstations on your system.
- **On Air Control** – The On Air Control tab allows you to select the On Air control method that you wish to use (simple or advanced) and also to set up the way the on air control will work.

- **Other Settings** – The Other Settings tab covers two main areas. Firstly it allows you to maintain a global list of all the Myriad workstations on your network and to assign a Computer Name to the workstation you are working on. The second area covered on this tab is the Command interface which allows you to add and manage the Commands that you want to be available to users via the Log Screen.
 - **Advanced** – The Advanced tab offers some more advanced configuration options that would not be altered by Users in normal operations. These include managing Configuration Profiles (for multi-configuration setups), altering system priority for Myriad, setting debug information. You can also configure Myriad to automatically log in to Windows when the PC starts up and get time sync information from a PC time source.
- **License Details** – The License Details option on the Settings menu offers access to the License wizard, which is used to review and renew the License Code for the Myriad workstation you are working on.

Audio Settings

The Audio Setting option on the Settings menu provides access to the Audio Settings window which in turn allows you review and edit a range of Myriad settings, all of which relate to audio playback, audio recording or the Cart Players in Myriad.



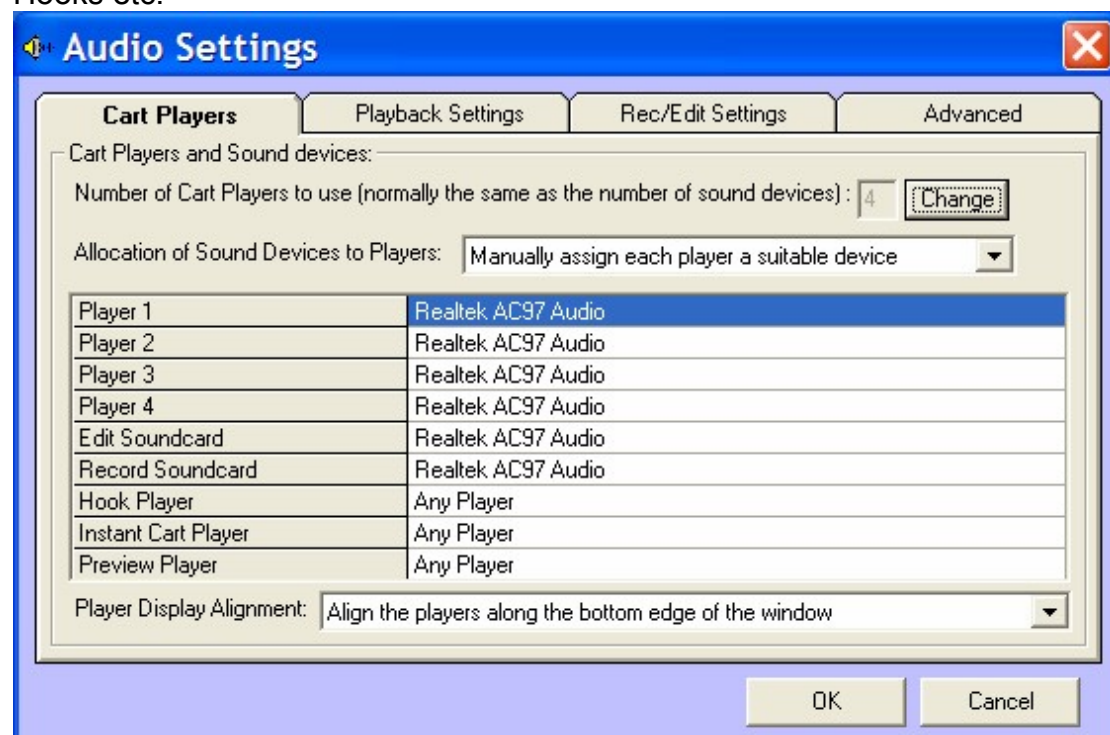
The Audio Settings window is divided into four tabs which are:

- **Cart Players** – For editing the number of Cart Players Myriad shows and which sound card outputs Myriad should use for each Cart Player.
- **Playback Settings** – For adjusting the way Myriad deals with ‘sweepers’ and Voice Tracks and well as the order Myriad should use Cart Players in and whether to allow Users to customise the way Cart Players eject Carts.
- **Record / Edit Settings** – For setting the audio quality and format that Myriad uses when it records, rips or imports audio into the Audio Wall. Also allows you to configure an external audio editor (such as Adobe Audition™) to use in addition to the SmoothEdit Screen.
- **Advanced** – For a range of more technical and advanced audio related settings that should normally only be adjusted at the advice of a P Squared engineer.

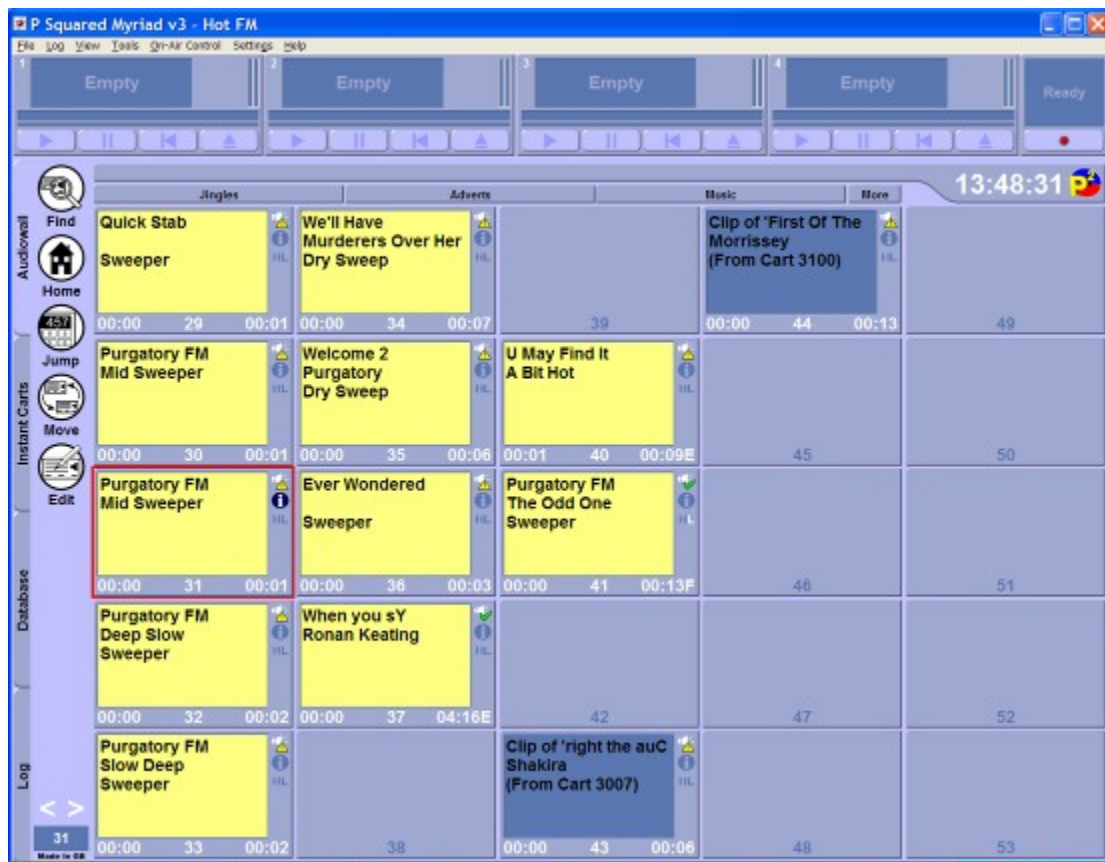
We will now look at the options on each of these tabs in more detail.

The Cart Players Tab

The primary role of the Cart Players tab is to allow you to set how many Cart Players will be used on the Myriad workstation you are working on, which sound card outputs each Cart Player should use and also which Cart Plays Myriad should use for certain special events such as Editing Carts, playing Hooks etc.



You can also configure Myriad to display the Cart Players along the top of the screen if you wish.

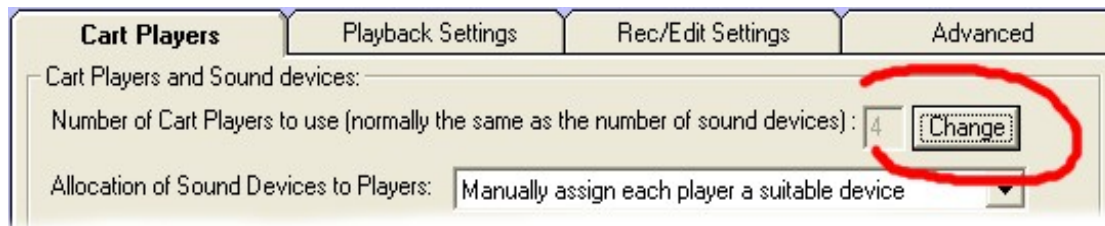


Number of Cart Players to Use

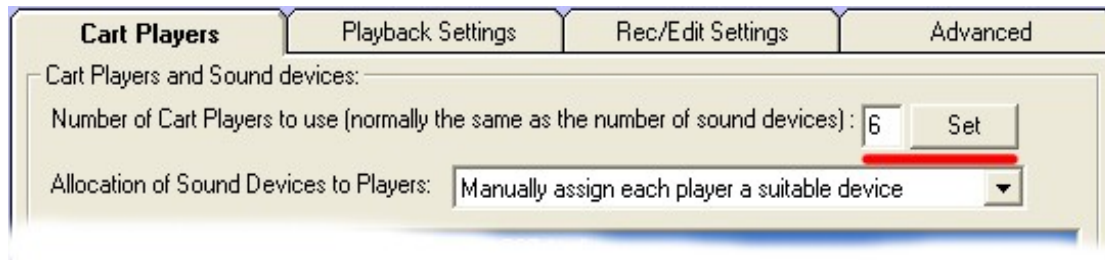
The 'Number Of Cart Players' option allows you to set the number of Cart Players that will appear on screen and therefore the amount of Cart Players that are available in Myriad.

When you run Myriad for the first time, Myriad will automatically scan your PC for soundcards and set the amount of Cart Players based on the amount of audio playback channels it finds. If your PC is fitted with one of the standard soundcards that P Squared uses (Midiman Delta 10/10 or Echo Layla 3g) then Myriad will automatically pick the correct amount of Cart Players and assign the Cart Players to the correct audio channels (in theory – but it can be confused by other audio devices such as fax / modems or Bluetooth adaptors).

To alter the amount of Cart Players Myriad will use, click on the Change button.



You can then type in the number of Cart Players that you wish to use.



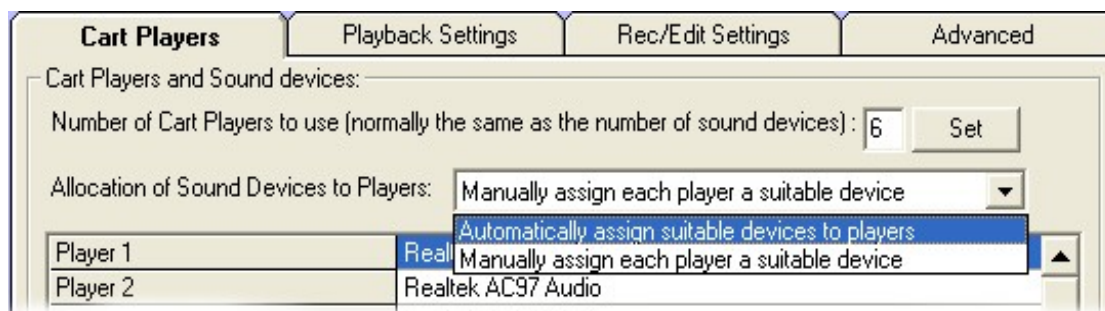
You can enter a number between 1 and 12, however keep in mind that you should have an individual soundcard playback channel available for each Cart Player you enable, and also that Myriad will need to fit them all on screen. If you select more Cart Players than can be fitted on screen, Myriad will do its best to fit them in but you may find that they are not practically useful.

Once you have typed in the appropriate number of Cart Players for use, click on the Set button.

NB: Please note that changing the amount of Cart Players on an 'on air' PC is not recommended and the changes will not come into effect until you next restart Myriad.

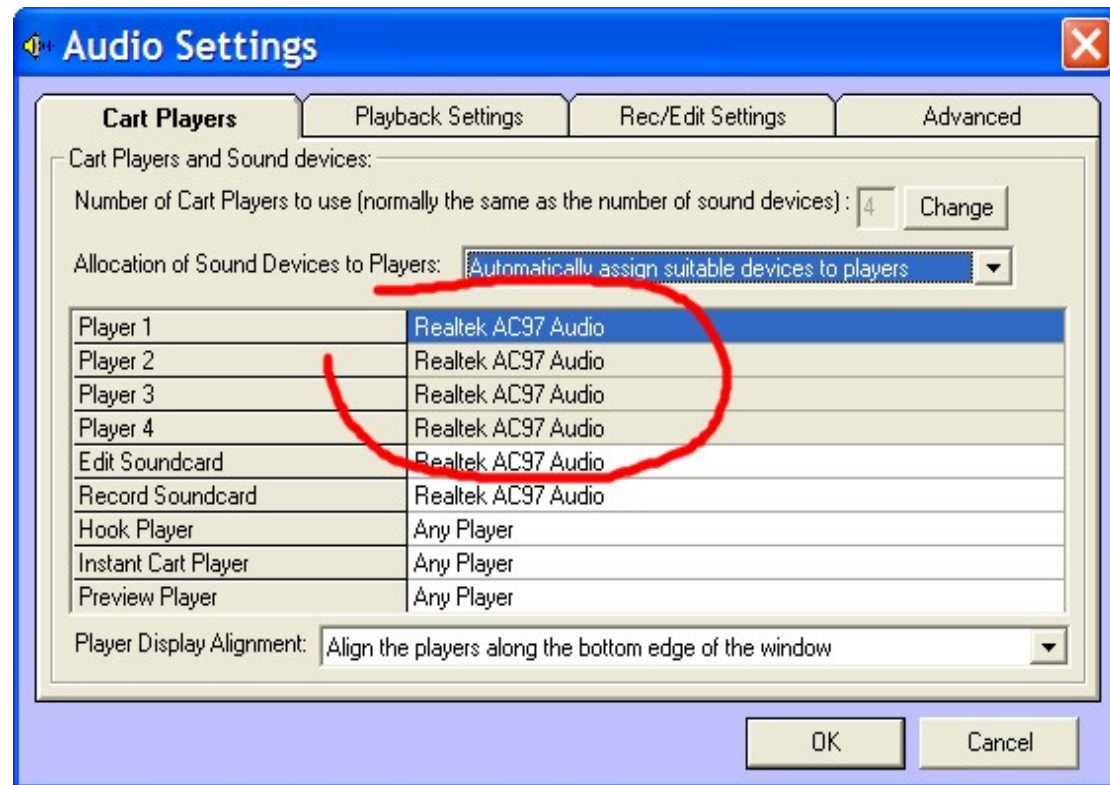
Manual / Automatic Allocation of Sound Devices to Players

The 'Allocation Of Sound Devices To Players' drop down list allows you to switch between Myriad automatically assigning a soundcard output to each Cart Player and you manually assigning a sound device to each Cart Player.

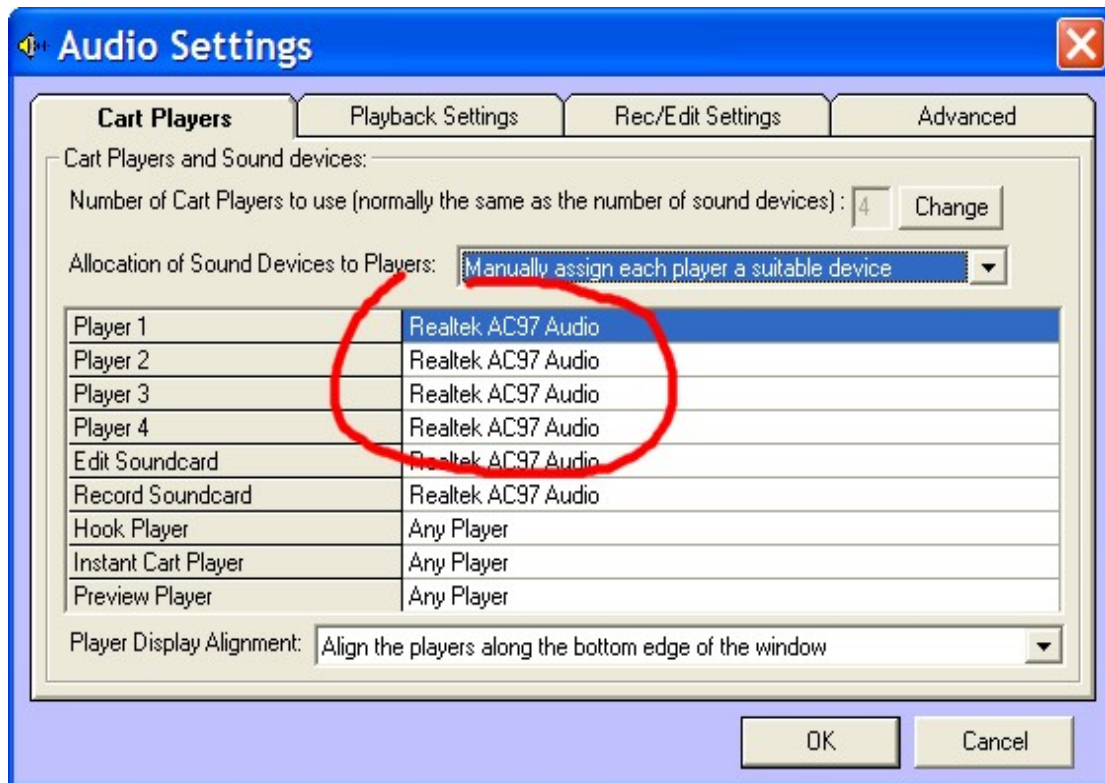


To set this option, use the drop down list to select Manual or Automatic assignment.

When the setting is set to Automatic, the Cart Players are automatically assigned to sound card outputs and the sound card assignment section is 'greyed' which prevents you from altering these settings.

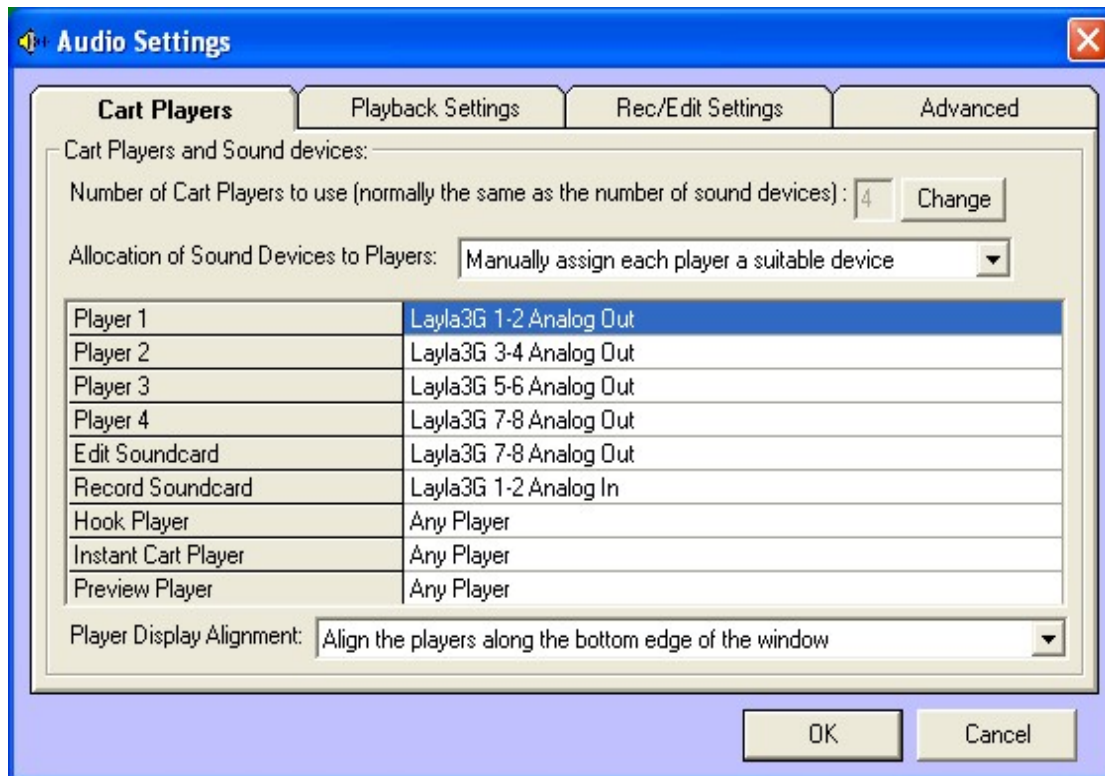


Once you switch to Manual, the Player Soundcard Assignments section becomes white and you can edit the sound card assignments for each Cart Player using the drop down lists (see next section).



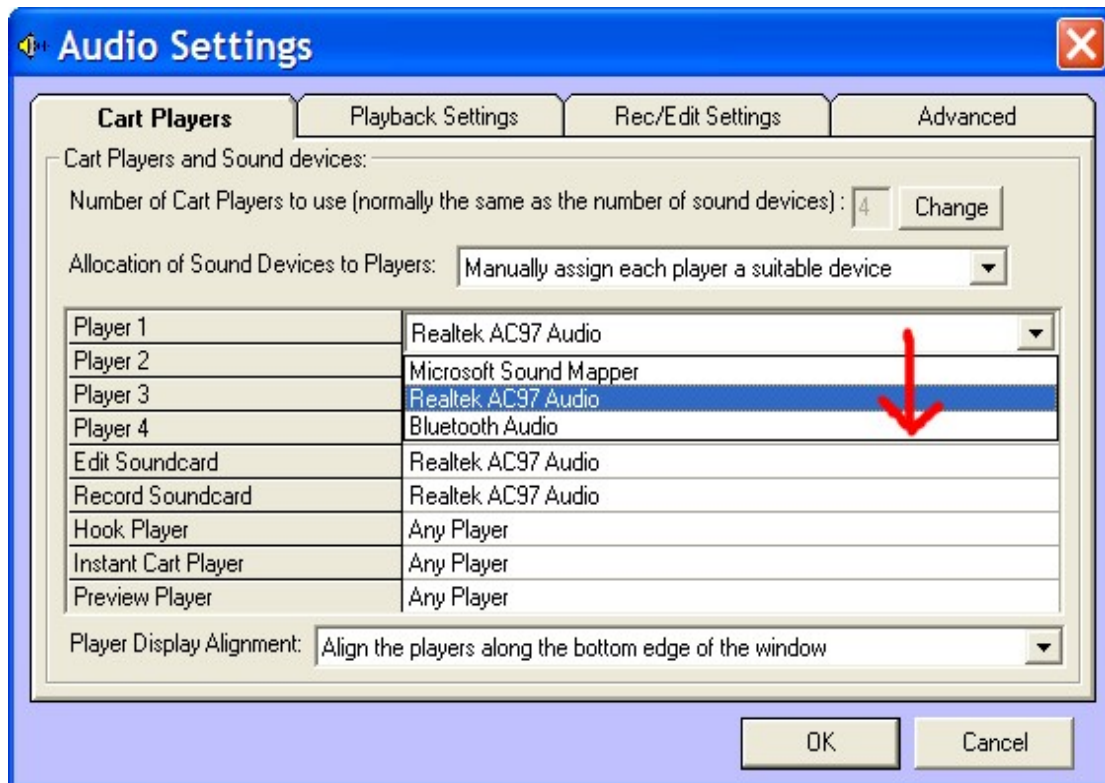
Allocating Sound Devices to Card Players

When Myriad is running on a workstation that is intended for use 'on air' then each Card Player must be assigned to a separate sound device playback channel to allow Myriad to individually fade and control each Card Player, and to allow you to physically wire each Card Player to a separate channel on your mixing desk. The screen shot below shows a typical setup using a multi-channel sound card (in this case an Echo Layla 3G).



Note that each of the 'Player' rows is assigned to a different output on the multi channel sound card.

To alter the sound device that a Cart Player uses, click on the sound device column and select the sound device you want to assign to the Play row you are working on.

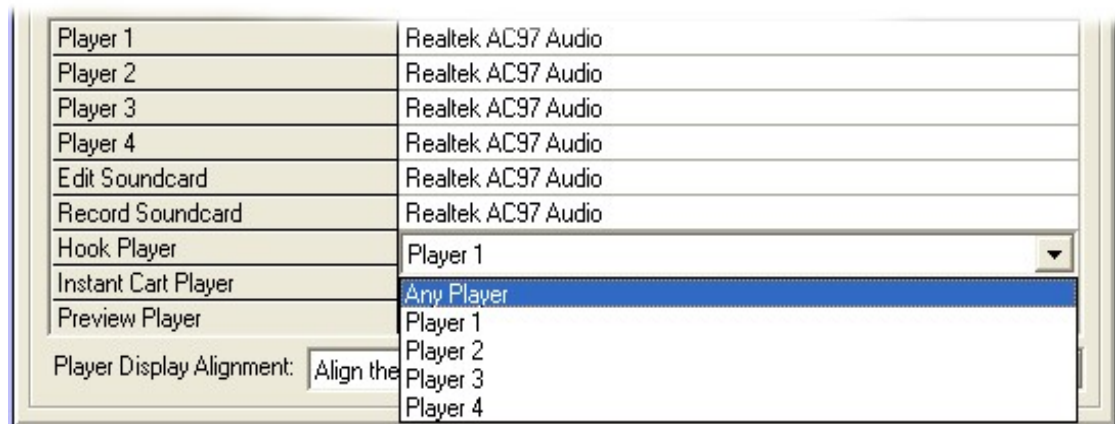


In the example above, we are changing the sound device assigned to Cart Player 1.

Please note that the Cart Players, the Edit Soundcard and the Record Soundcard can be assigned to sound devices, whereas the Hook Player, Instant Cart Player and Preview Player can only be assigned to Cart Players (which of course are assigned to sound devices). The list below should help identify what each option is for.

- **Player 1 – X** – Each 'Player' row represents a Cart Player so if you have Myriad configured to use six Cart Players, you will see 'Players 1 to 6' in the list.
- **Edit Sound Card** – The sound device playback channel used by the SmoothEdit Screen when editing the audio. This is often set to the same channel as Cart Player 4 but if you have a sound device free then having an 'edit' fader on your desk may be useful.
- **Record Soundcard** – This is the audio input channel that Myriad will use for recording audio in Myriad. This is used by both the Record Cart Player and the SmoothEdit Screen. Many multi-channel soundcards actually have multiple inputs as well as outputs but Myriad will only use one audio input.
- **Hook Player** – Use this option to select the Cart Player that Myriad will use when you manually load the Hook Player or an AutoHook Log Item is encountered in the Schedule Log. It is a good idea to either set this to 'Any Player' or if you always want to use a specific Cart Player, select a high number Cart Player as if you set this to a specific Cart

Player and that Cart Player is not available when Myriad comes to use the Hook Player then Myriad will not be able to play the hooks.

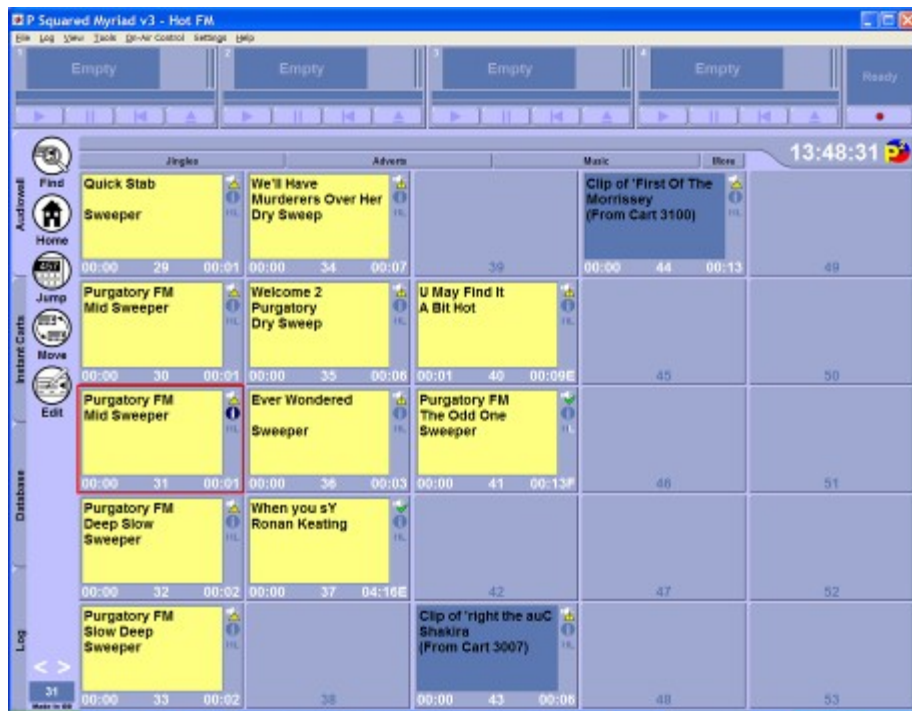


- **Instant Cart Player** - This allows you to set a default Cart Player that will be used in preference whenever an Instant Cart is triggered in Myriad. Unlike Hooks however, Instant Carts will play through other Cart Players if the default Instant Cart Player is not available.
- **Preview Player** – The Preview Player option is used to select the Cart Player that is used when you preview a Log Item on the Log Screen. As with the Hook Player, it is a good idea to leave it set to Any Player or a higher number Cart Player as Myriad if you specify a Cart Player and the Cart Player is in use, Myriad will not be able to Preview items from the Log.

Please note that sound device assignment changes and changes to the amount of Cart Players on screen do not take effect until you have restarted Myriad.

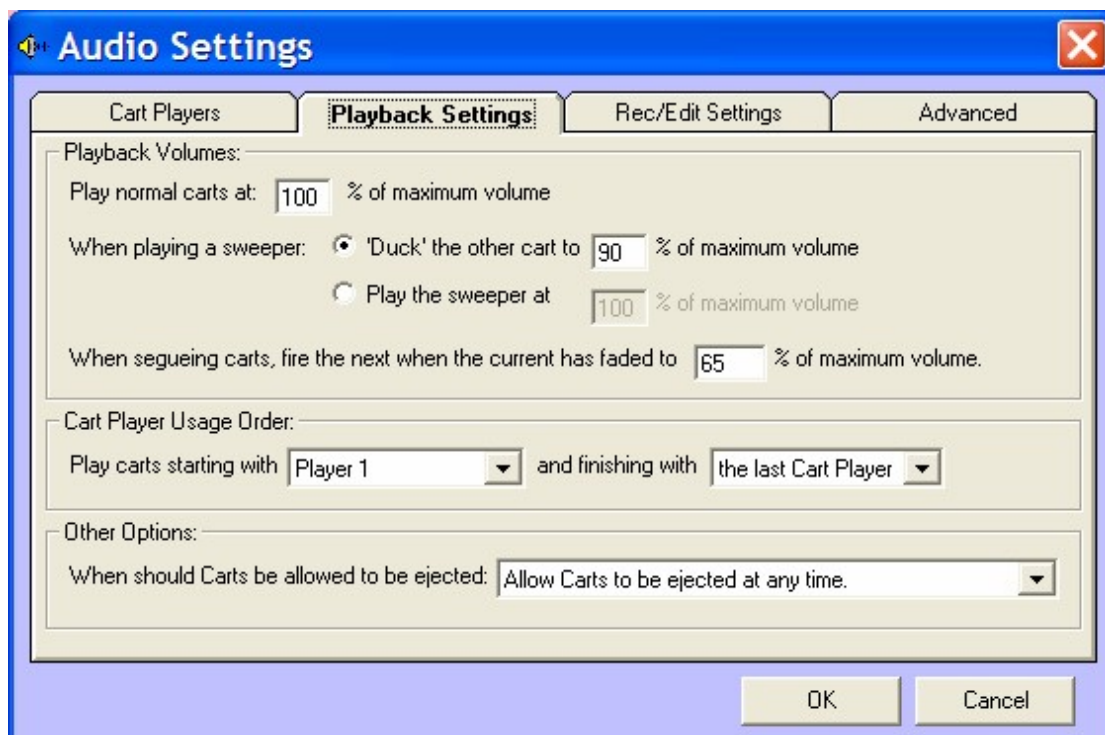
Player Display Alignment

The Player Display Alignment option is used to set whether the Cart Players in Myriad are displayed along the bottom of the screen (default) or along the top of the screen.



Playback Settings Tab

The Playback Settings tab is used to review and alter a range of playback related settings in Myriad.



The tab is divided in to three general areas:

- **Playback Volume** – Allows you to alter the way in which Myriad deals with special event Carts such as ‘sweepers’ and Voice Tracks. Also allows you to alter the segue (cross fade) point which has a direct effect on how ‘tight’ Myriad will sound in automated segues.
- **Cart Player Usage Order** – By default, when Myriad needs to use a Cart Player for automated playback (on either the Log Screen or the Pad), it will try to find the lowest Cart Player Number available. This means that the first Cart would be played in Cart Player 1 and then the next Cart would be played in Cart Player 2. By the time this Cart has finished, Cart Player 1 should be empty again so Myriad will use that next. The system will only use the higher numbered Cart Players if the lower number Cart Players are in use. The Cart Player Usage section allows you to set Myriad to do this in reverse order (start with the highest number Cart Player and work backwards) and also to restrict the system so it does not use all of the available Cart Players.
- **Option Options** – The Other Options section allows you to configure Myriad to use or over rule Cart ejection Customise options.

We will now look at the options on the Playback Settings tab in more detail.

Play Normal Carts at XX% of Maximum Volume

This setting allows you to set the audio playback volume for normal Carts played by Myriad as a percentage of the maximum volume of the sound card.

In this instance ‘normal Carts’ refers to any Cart played by Myriad that is not to be played as a ‘sweeper’ or a Voice Track, and also Advertises in some configurations.

The reason for the distinction is that sweepers and Voice Tracks are intended to be played ‘over the top’ of other Carts and so ideally should be louder than the Carts they are playing alongside. Myriad Can be configured to do this is two different ways.

1. All normal Carts are played out at a standard volume (say 100% for example) and then every time a sweeper or Voice Track is played, the sweeper or Voice Track plays at the standard volume but all other Carts are faded down to a lower audio volume to allow the sweeper or Voice Track to be heard.
2. All normal Carts are played at a lower audio volume and Myriad plays sweepers and Voice Tracks at a higher audio volume. (Usually this would have to be combined with an external audio processor in order to create the right sound.)

Of the two methods, the first is the most desirable as it does not rely on external equipment, and is also much closer to the way a presenter may work in a live show. Obviously, whichever method you wish to use, the Play Normal

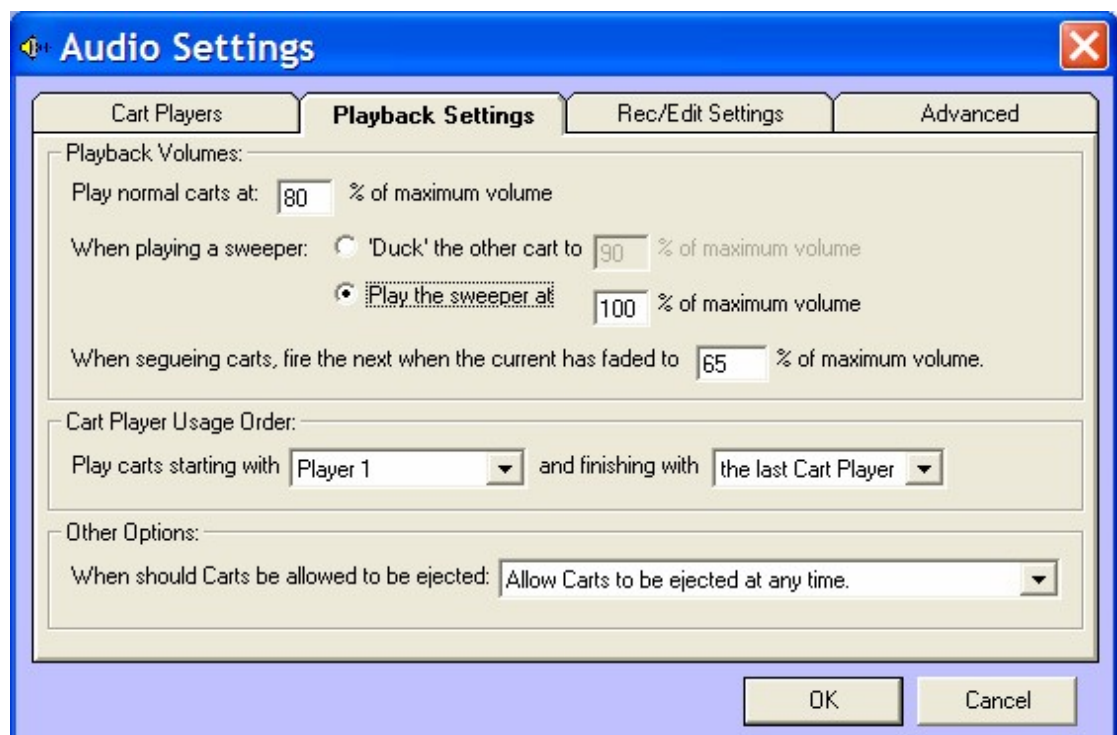
Carts at XX% Of Maximum option is important as it allows you to set the base level audio volume for playing normal Carts in Myriad.

When Playing a Sweeper Duck to XX% / Play at XX%

In the last section (Play Normal Carts at XX %) we looked at the two different ways that Myriad can be set to play sweepers and Voice Tracks. We also set the playback volume for 'normal' Carts.

The 'When Playing a Sweeper' option allows you to select the method that you want Myriad to use, as well as set the audio volume percentage for each method. The options are:

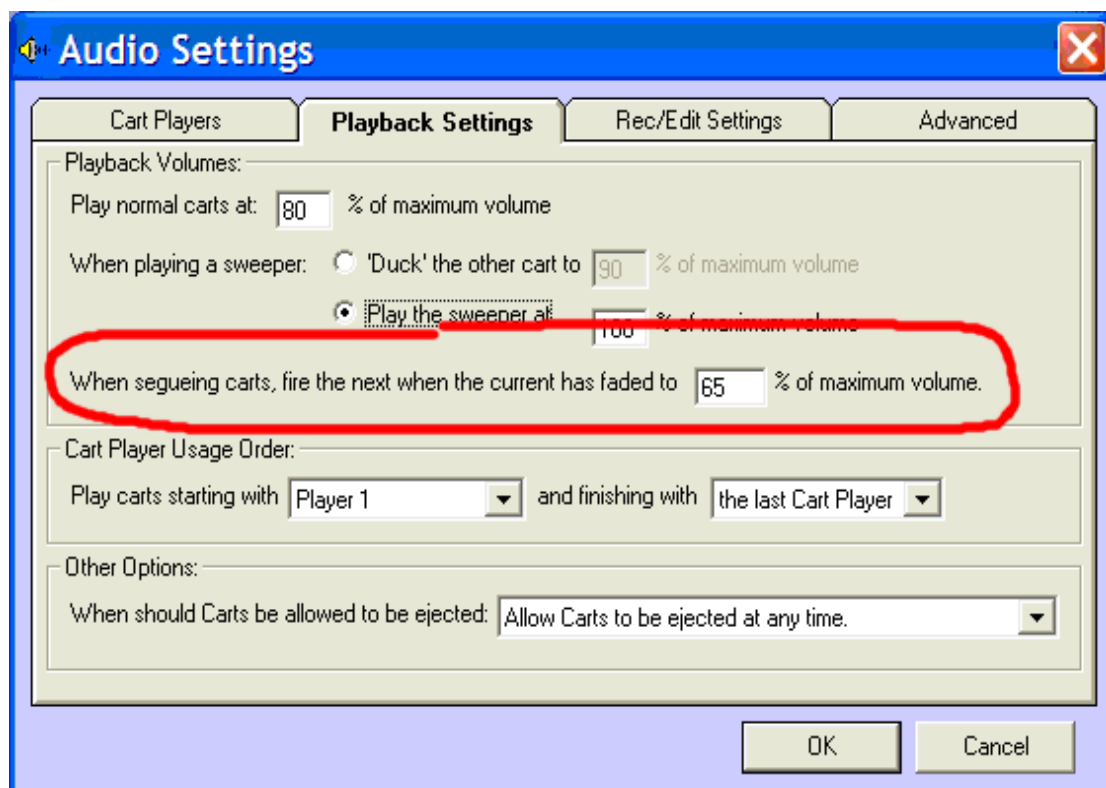
- **Duck the Other Cart to XX% Of Maximum Volume** – If you select this option then Myriad will fade or 'duck' all other Carts to the prescribed audio volume percentage whenever a sweeper or Voice Track is playing. The sweeper or Voice Track will be played out at the 'normal' Cart volume.
- **Play Sweeper At XX% Maximum Volume** – If you select this option then sweepers and Voice Tracks will be played at this audio volume and all other Carts will be played at the 'normal Cart' volume with no ducking or volume changes of any kind. This method should usually be combined with external audio processing in order to 'lift' the audio volume of 'normal' Carts to an acceptable level. The screen shot below shows a typical setup for using Myriad in this way.



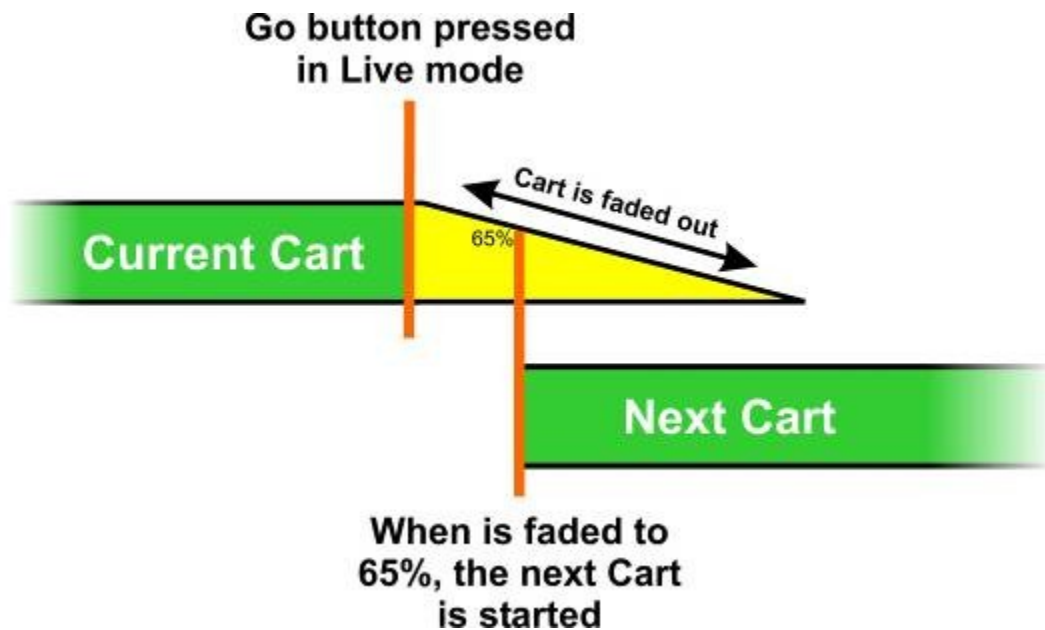
So with these settings, all 'normal' Carts in Myriad will play out at 80% of full volume on the sound card but sweeper and Voice Tracks (and optionally adverts) will play out at 100% volume on the sound card.

When Segueing Carts, Fire the Next When the Current Has Faded To XX%

This setting actually affects the entire way that Myriad will sound in manually triggered segues in any of the Active Playout Modes, as well as when you 'soft' Eject a Cart that is part of an active Pad run. When you trigger a Go event in an Active (or soft Eject a Cart in a Pad run), Myriad will start to fade down the currently playing Cart but will not start the new Cart straight away, this is intended to give a smooth sounding transition between the two Carts.



The diagram below should help to illustrate:



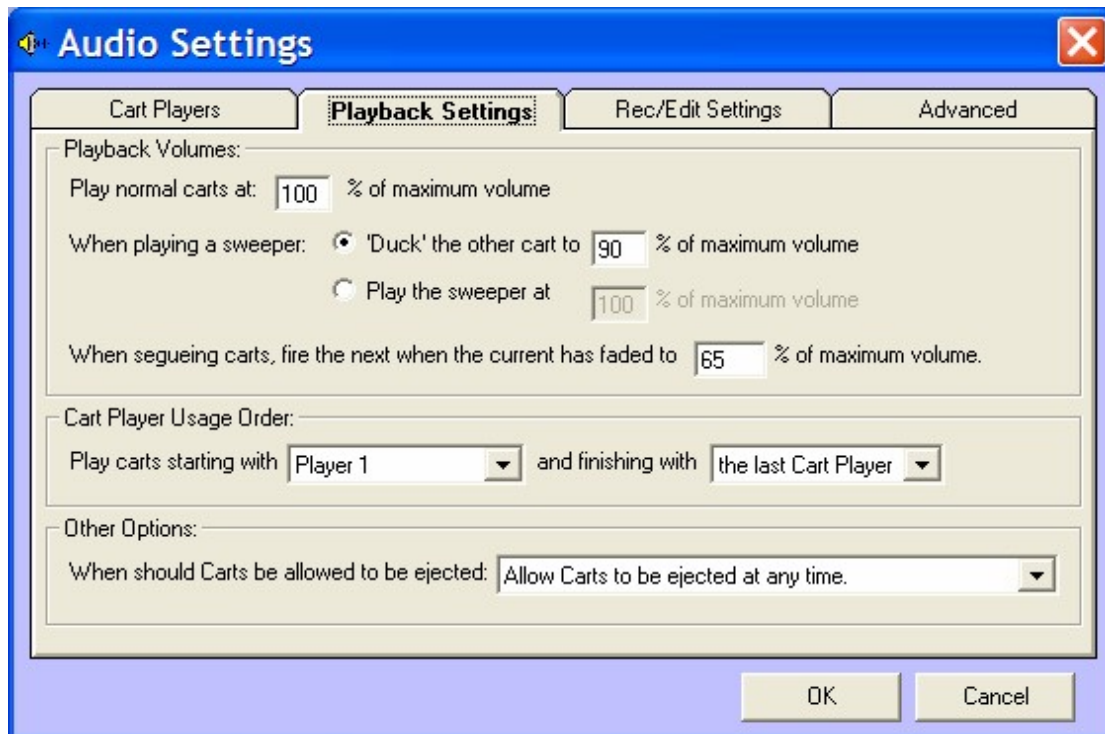
In this example, when the Go button is pressed in Live Playout Mode, Myriad will start to fade out the Cart that is currently playing. When the volume of the Cart being faded drops to 65%, the next Cart is automatically started.

This means that by setting this value higher, the transition between the two Carts will be faster with the next Cart cutting in while the current Cart is still playing at a high volume, this may be more suitable for 'hot' sounding stations. Set this setting lower and the transition will be slower giving a more relaxed transition, more suited to a 'gold' style station.

Please note that Myriad can be configured in such a way that when you trigger a Go event, the next Cart starts straight away and the current Cart is not faded at all, if you configure Myriad in this way, then the 'When Segueing Carts' setting will not be used.

Play Carts Starting With Cart Player X

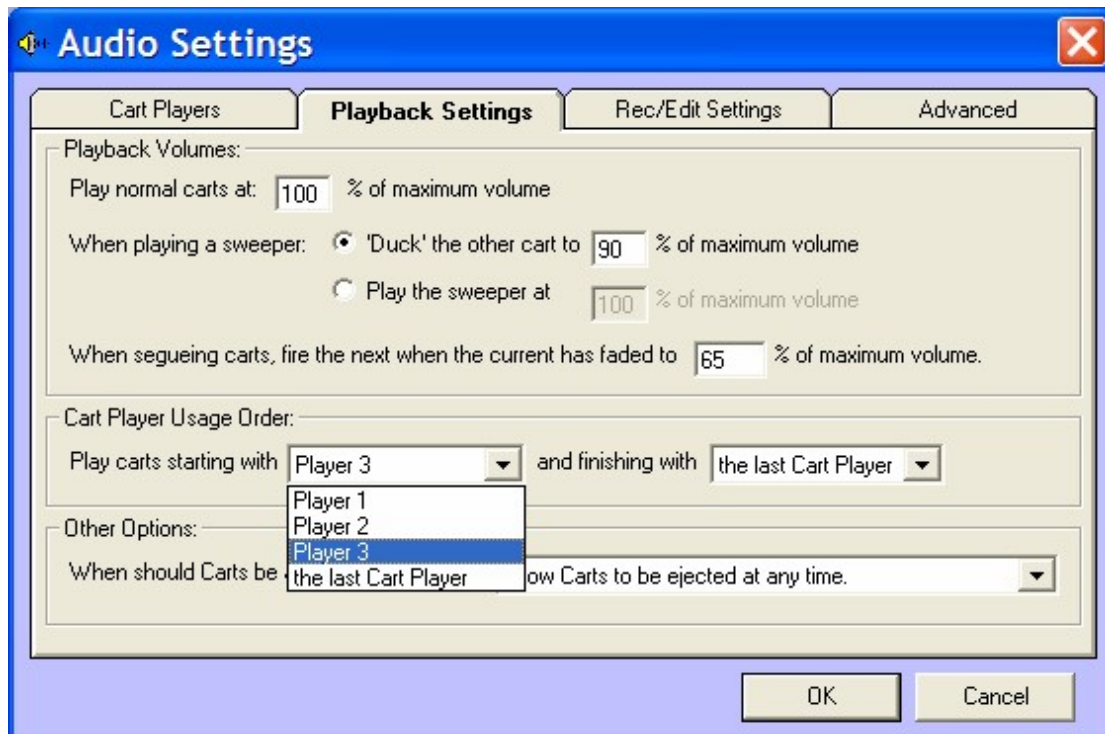
The Cart Player Usage section of the Playback Settings tab allows you to configure the default way in which Myriad will load Carts in to the Cart Players when in Active Playout Mode or when you cue a Cart without specifying which Cart Player to use.



The default setup is for Myriad to always start with Cart Player 1 and work its way up to the 'Last Cart Player'. In practice, this means that if you have configured Myriad to have four Cart Players, the first Cart would be played using Cart Player 1, the next Cart would have to be cued in Cart Player 2 prior to starting (as Cart Player 1 is still in use playing the first Cart). Once the second Cart Player is playing, Cart Player 1 would finish what it is doing and become empty again. At this point, Myriad would be free to cue the next Cart back in Cart Player 1. Myriad will continue in this way 'flip flopping' between Cart Players 1 & 2. If at any point, Myriad needed to cue a Cart and both Cart Players 1 and 2 were in use then it would cue the next Cart into Cart Player 3. In extreme conditions, if Myriad was using three Cart Players and needed to cue another Cart, it would make use of Cart Player 4 and so on and so forth.

So basically, Myriad will always try to use the lowest number available Cart Player and the higher number Cart Players will only be needed under heavy load conditions, leaving them free for you to use manually.

The Cart Player Usage settings allow you to change this default behaviour to restrict the Cart Players that Myriad can use or alter the order in which it uses the Cart Players.



The 'Play Carts Starting With' drop down list allows you to select the Cart that Myriad will attempt to use first when cueing audio. If you set this to Cart Player 2 then Myriad would always start from Cart Player 2 and work its way up leaving Cart Player 1 free at all times. If you selected 'the last Cart Player' option then Myriad will start with the highest number Cart Player first.

And Finish With Cart Player X

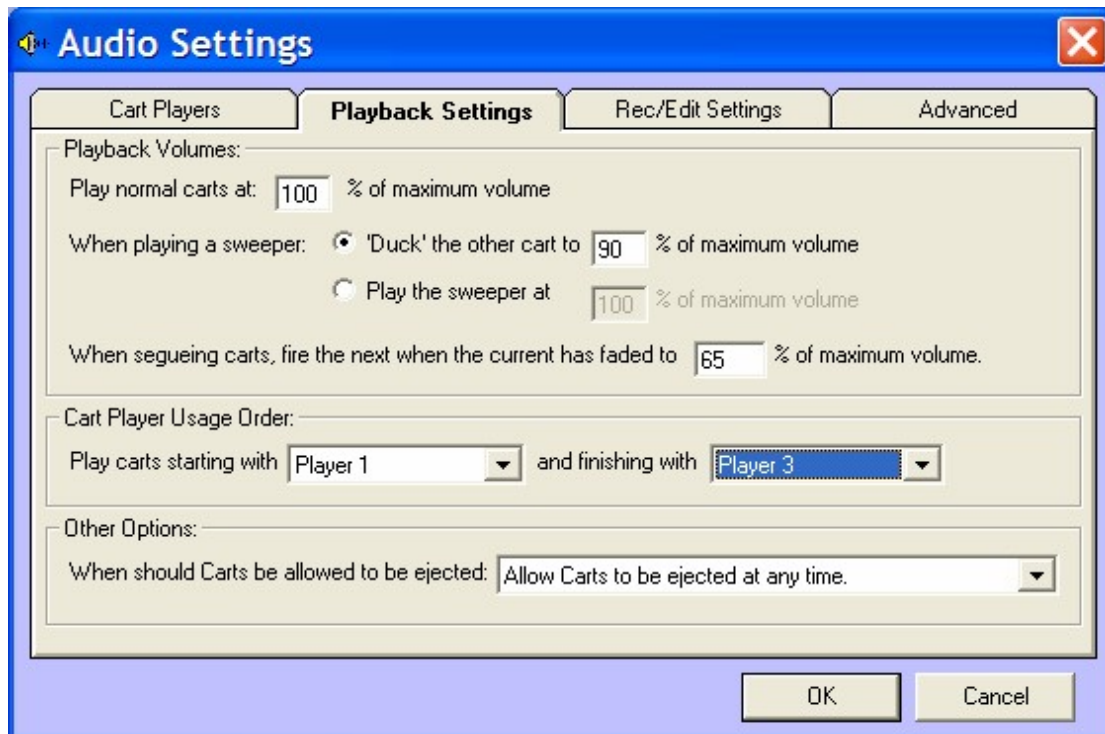
You can use the 'and finish with Cart Player X' drop down list allows you to select the last Cart Player that Myriad will use for automatically cueing Carts.



In the above configuration, Myriad will first try to cue Carts in the highest number Cart Player (Cart Player 4 for example), then the next highest and so on until it has to use Cart Player 1. With this configuration, under normal circumstances, Myriad would alternate between Cart Players 4 and 3 (assuming Cart Player 4 is highest) and only use the lower number Cart Players when Cart Players 4 and 3 are already in use.

You can also use this option to restrict the Cart Players that Myriad will use to automatically cue Cart up in.

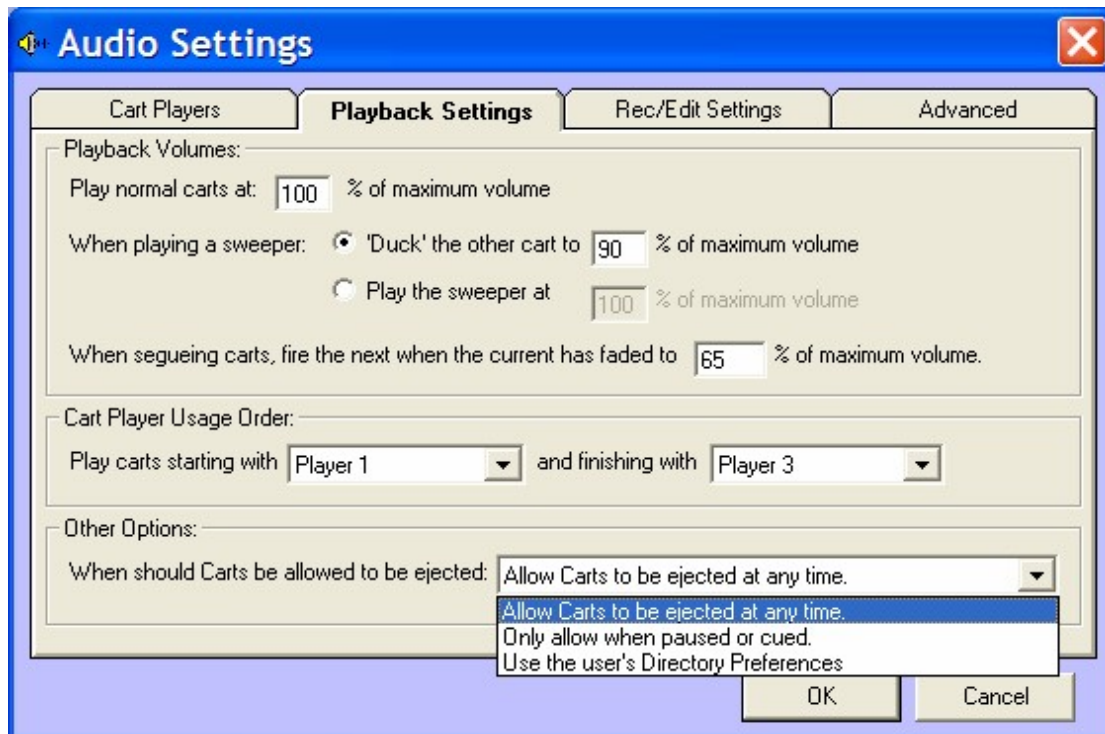
In the configuration below, Myriad will automatically cue Carts in Cart Players 1 to 3 but will not automatically cue Carts in Cart Player 4 leaving it free for manual use.



NB: Please note that changes made to the Cart Player Usage section will only take effect the next time that you restart Myriad.

When Should Carts Be Allowed To Be Ejected

This option allows you to set the conditions under which a User can eject a Cart from a Cart Player. To set this option, use the drop down list to select the option that you wish to use.



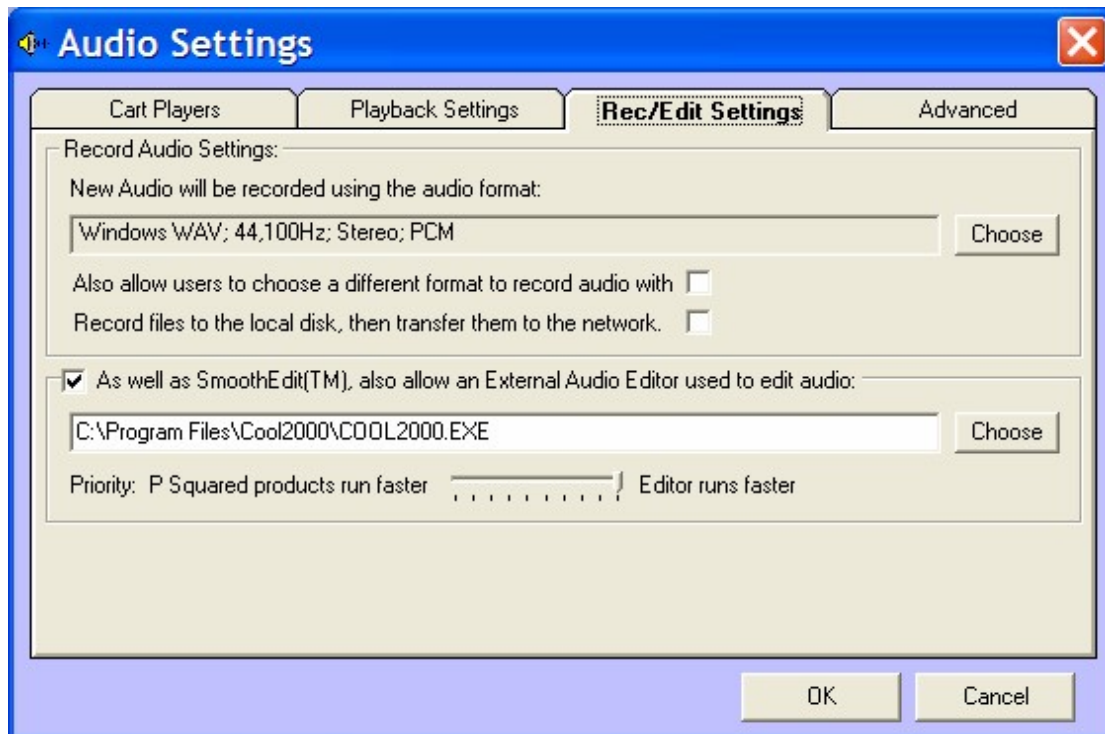
The options are:

- **Allow Cart To Be Ejected At Any Time** – When this option is set, the User can Eject the Cart at any time, even when it is playing.
- **Only Allow When Paused Or Cued** – When this option is set, the User can only Eject the Cart while the Cart Player is in cue or pause mode. This means that you cannot Eject a Cart that is playing without stopping it first.
- **Use The Users Directory Preferences** – If this option is selected then Myriad will use the individual Users preference for Ejecting which is set on a per User basis using the Customise options on the Tools menu (see Tools Menu > Customise > Audio Tab > Playback & Recording).

Changes to this setting will only take effect once you have restarted Myriad.

The Record / Edit Settings Tab

The Record / Edit Settings tab allows you to set a range of options that refer to the method and format that Myriad uses when recording or importing audio into the system. It also allows you to configure an external audio editing software program to use for more advanced audio editing techniques that may not be available in the SmoothEdit Screen.

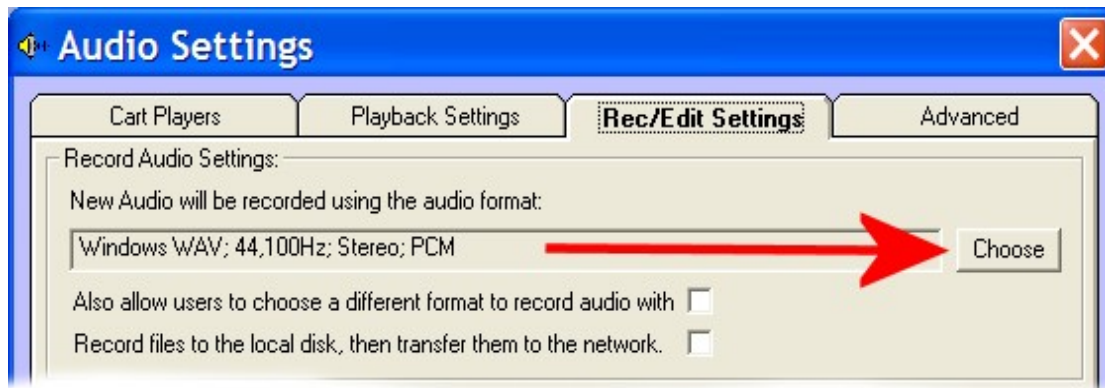


Record Audio Settings > New Audio Will Be Recorded Using the Audio Format

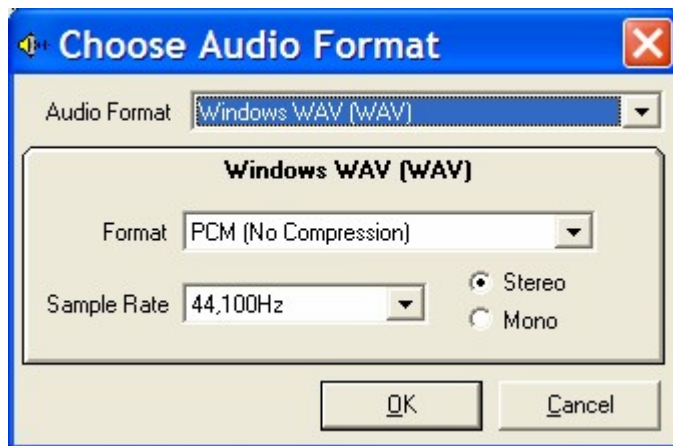
This setting allows you to select the audio quality level and compression format for all audio recorded, ripped or imported into Myriad. This setting is very important as it is used to set the quality and format for several areas in Myriad. These include:

- Recording audio via the Record Cart Player.
- Ripping CD tracks using the Import Audio wizard.
- Importing audio files using the Import Audio wizard.
- Recording audio using the SmoothEdit Screen.

But it does not set the quality the Voice Tracks will be recorded in at when using the Segue Editor (in Full Segue Editor mode). This is set as part of the Station Database settings (see Settings Menu > Station Database Settings > General tab).

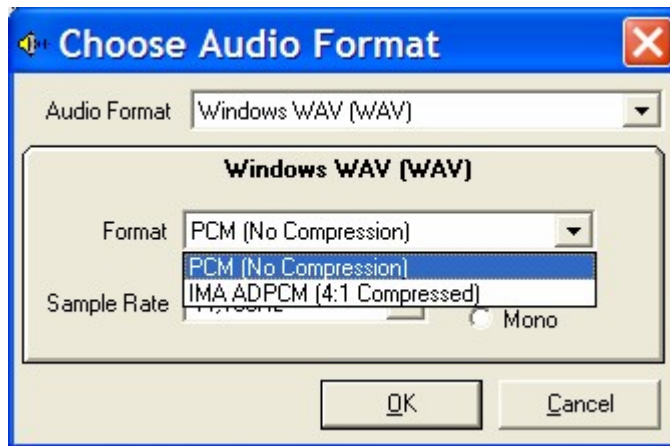


To select the audio quality and format to use, click on the Choose button to open the Choose Audio Format window.



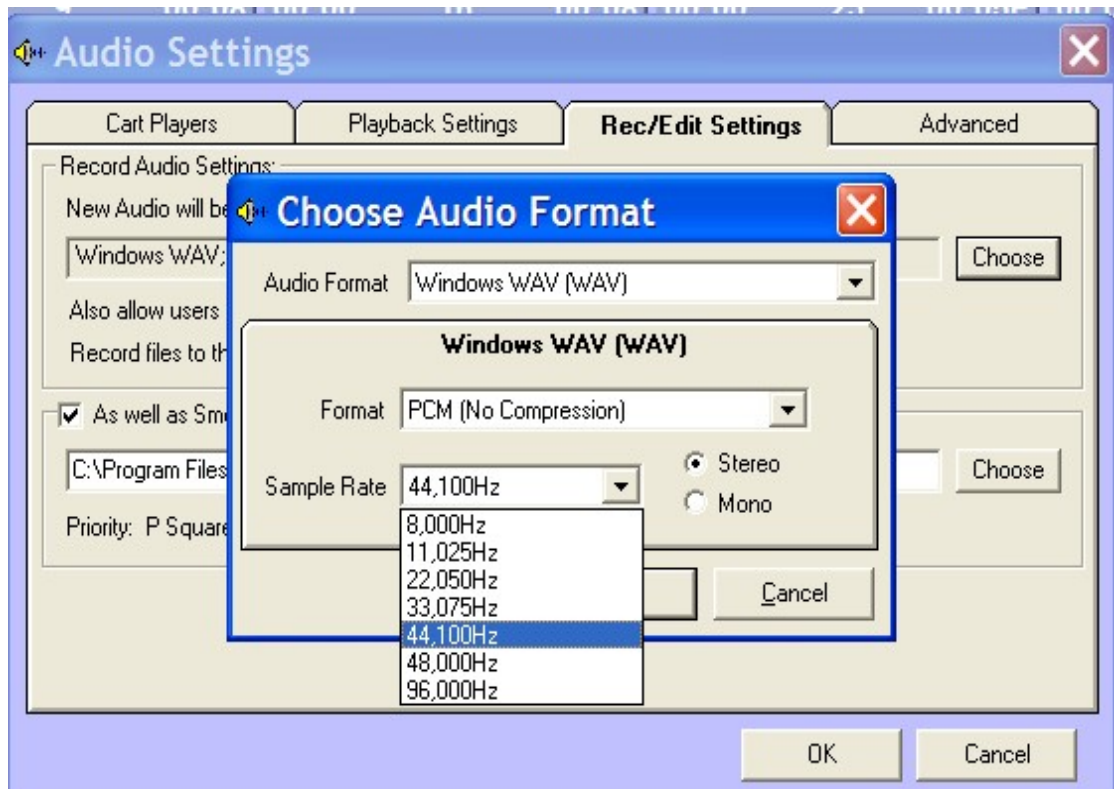
You can use this window to set the audio format, quality and other associated audio quality settings.

- **Audio Format** – This allows you to set the basic audio format type that you wish to use. In Myriad v3.0.x, the only option on this drop down list is Windows Wave (WAV) format as that is the only format that Myriad supports. Myriad v3.1 or higher supports other audio formats including MP2, MP3, WMA, Ogg Vorbis, AAC and AC3 (see future versions below).
- **Format** – When working with WAV format options, the Format drop down list is used to select whether you wish to use PCM (linear / non compressed) format or IMA ADPCM (4:1 compressed) format.



The advantage of PCM is that it offers the highest quality audio but also takes the most hard disk space per minute recorded on to the system. IMA ADPCM offers 4:1 compression which means that four times as much data can be stored in the same space as PCM. The down side is that compressed audio is not as high a quality as linear audio (although IMA ADPCM is a very light compression scheme).

- **Sample Rate** – The Sample Rate drop down list allows you to select the sample rate that you wish to use for recording / importing audio in to Myriad.

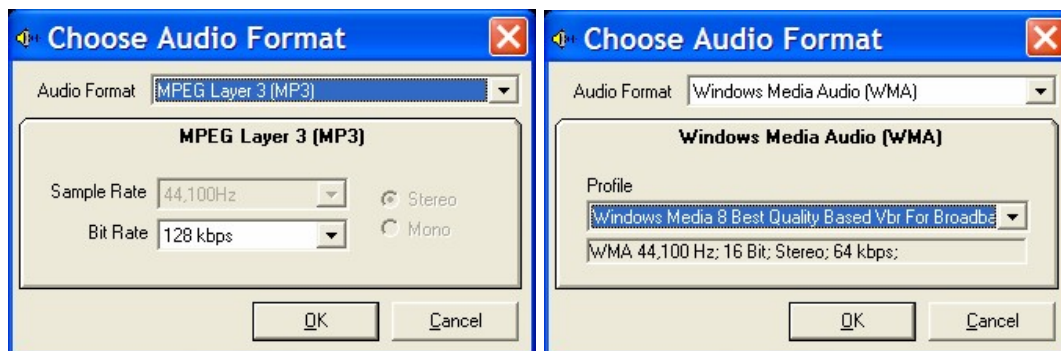


The drop down list shows all of the Sample Rates that Myriad supports but it is highly recommended that you stick with 44,100Hz as this will offer the best audio quality.

NB: 48,000Hz and 96,000Hz may not function on all configurations.

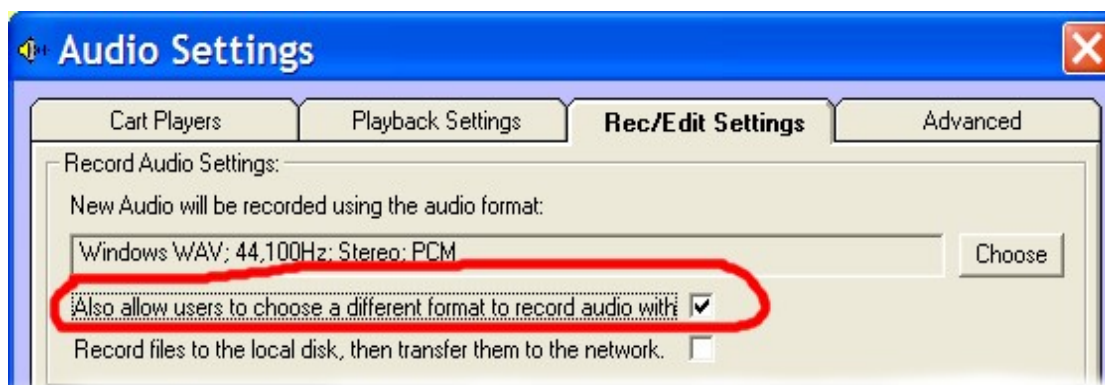
- **Stereo / Mono** – This allows you to select whether Myriad should record audio in stereo or mono.

Future Releases: Myriad v3.0.X only supports WAV format audio files but future releases will support a range of other compression formats including MP2, MP3, WMA and Ogg Vorbis as well as PCM Wav and ADPCM Wav formats. Once these additional formats are supported, the settings on the Choose Audio Format window will change to accommodate the options for the selected format. The screen shots below show the configuration options for MP3 and Windows Media formats. Remember, these options are not available in versions earlier than Myriad v3.1 which is due for release in late summer in 2006.



Also Allow Users to Choose a Different Format to Record Audio With

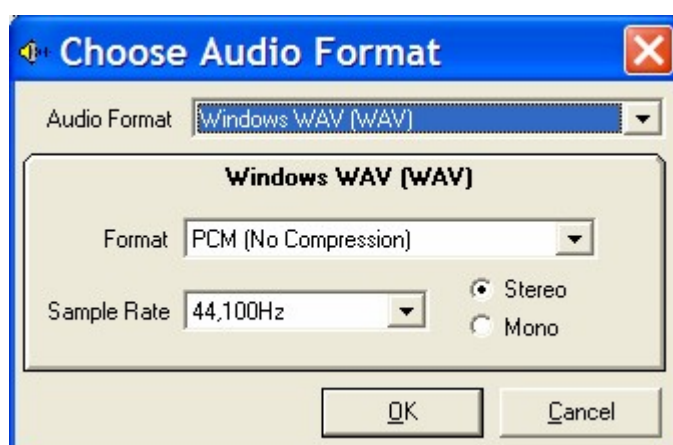
This tick box option enables a new option on the Audio Wall right click menu



With this option ticked the right click menu on the Audio Wall changes to give users the option to either record using the default audio format or to select an alternative audio format for the recording.

| | |
|--|---|
| Play Cart | |
| Cue Cart | |
| <hr/> | |
| Find Cart | |
| Find Similar | ▶ |
| Suggest similar from the Database | |
| <hr/> | |
| Jump to the next empty cart | |
| <hr/> | |
| Hook | ▶ |
| Preview Cart | |
| Preview Extro | |
| <hr/> | |
| Add to Pad | |
| Add to AutoPlay | |
| <hr/> | |
| Move Cart | |
| Copy Cart | |
| <hr/> | |
| More Information | |
| <hr/> | |
| Import Audio | ▶ |
| Export Audio | ▶ |
| <hr/> | |
| Record into this cart using the default audio format | |
| Record into this cart using a different format | |
| <hr/> | |
| Delete Cart | |
| <hr/> | |
| Edit Cart Audio and Details using SmoothEdit(TM) | |
| Edit Cart's Details using SmoothEdit(TM) | |

If a User opts to use a different format, the Choose Audio Format window appears prior to Myriad starting recording.

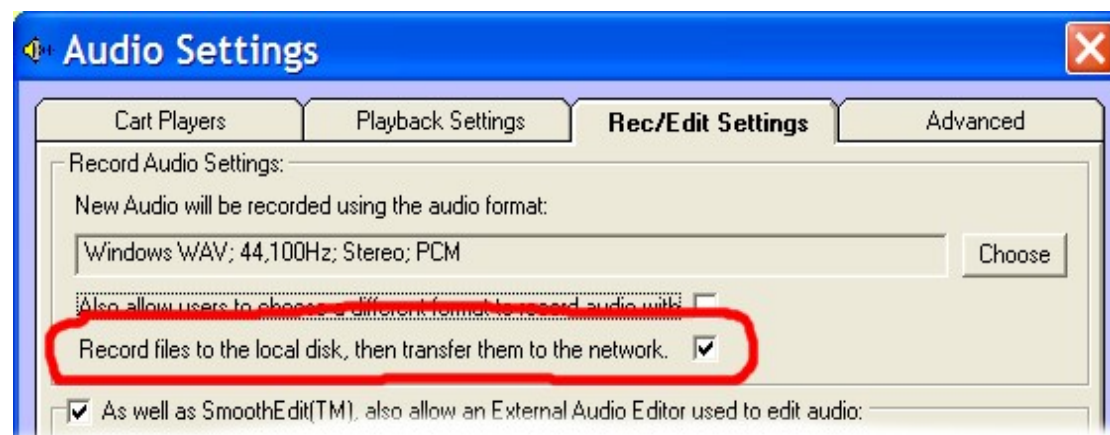


The image shows a 'Choose Audio Format' dialog box. At the top, there's a title bar with a speaker icon and a close button. Below the title bar, there's a dropdown menu for 'Audio Format' currently set to 'Windows WAV (WAV)'. Below this, there's a section titled 'Windows WAV (WAV)' containing a 'Format' dropdown set to 'PCM (No Compression)', a 'Sample Rate' dropdown set to '44,100Hz', and two radio buttons for 'Stereo' (selected) and 'Mono'. At the bottom, there are 'OK' and 'Cancel' buttons.

Record Files to the Local Disk Then Transfer Them to the Network

By default, when Myriad records audio onto the Audio Wall, the audio is written directly to the folder that the Audio Wall files are stored in regardless of whether it is a local disk drive or a network drive. This has the advantage that once you have finished recording, there is virtually no 'save time' as the audio is saved to the disk (as it is saved in real time) and the audio is available to all Myriad workstations almost immediately.

The only time that this configuration can be problematic is if you are saving to a network location and you have a very slow network or your network is very busy. Under these circumstances, you may find that the recordings contain small gaps or jumps which is when Myriad was not able to write to the network location because the network was busy or too slow to keep up with the data being written.



In order to avoid this situation, you can use the 'Record Files to the Local Disk' option to configure Myriad to record audio to a temporary file on the local hard disk drive and then transfer the file to the network location once the recording is complete. This has the advantage that a busy or slow network will not cause problems when recording but there will be an increased 'save time' as the file is transferred to the network after recording has finished. On longer files, this may also have a negative effect on playback in Myriad so it is recommended not to use this option unless you have to.

As Well As SmoothEdit™, Also Allow an External Audio Editor to Be Used

Myriad v3 introduces the SmoothEdit Screen for editing Cart details and also performing simple audio editing functions using the Wave Form Edit Area. The audio editing functions in SmoothEdit are designed cover a range of

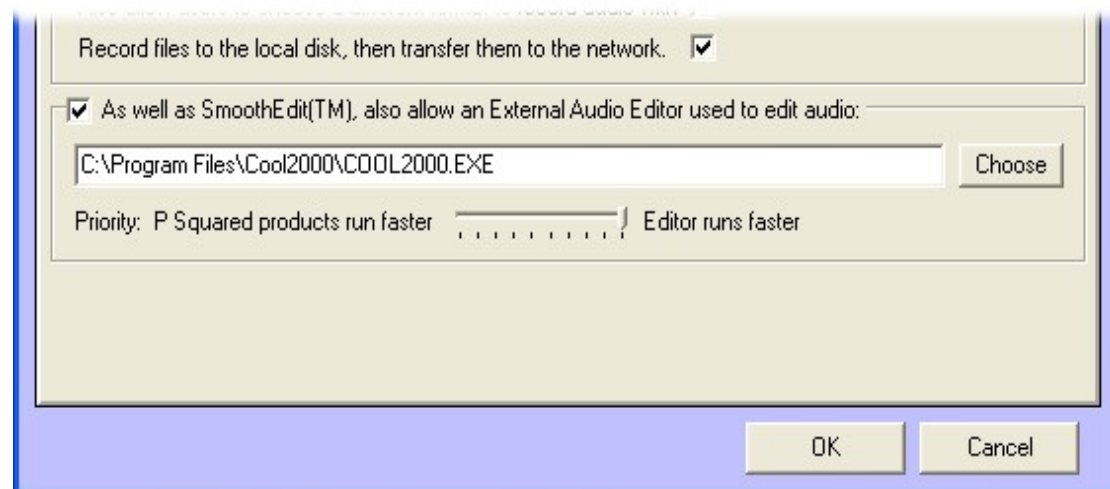
common tasks used in everyday studios but if you want to do production work then you may find the audio editing capabilities in SmoothEdit to be a little limiting. In this situation, you can configure Myriad to offer access to an external audio editor such as Adobe Audio Audition™.

If you configure Myriad in this way then the SmoothEdit Screen acquires an External Editor Button on the main Edit Cart Tool Bar.



When you click on this button, Myriad automatically starts your selected audio editor program, loading the audio file you are working on. Myriad then minimises until you have finished working on the audio, saved the file and exited the external audio editor.

To set up this option, tick the 'As Well As SmoothEdit™, Also Allow An External Audio Editor To Be Used' option and then type in the location of the program (exe) file for the audio editor that you wish to use.



You can also use the Choose button to browse your computer for the audio editor program that you wish to use.



TIP: Whilst programs can be installed anywhere, the most common location for applications to install is the `c:\Program Files\[Application Name]` folder. You can see this in the example above where we have configured Myriad to use Cool Edit 2000 which is located in the `c:\Program Files\Cool2000` folder and the actual program is called `Cool2000.exe`. If you are unsure as to the location of your external audio editor or the name of the application program, please refer to the audio editor documentation for further details.

Priority: P Squared Product / Editor Runs Faster

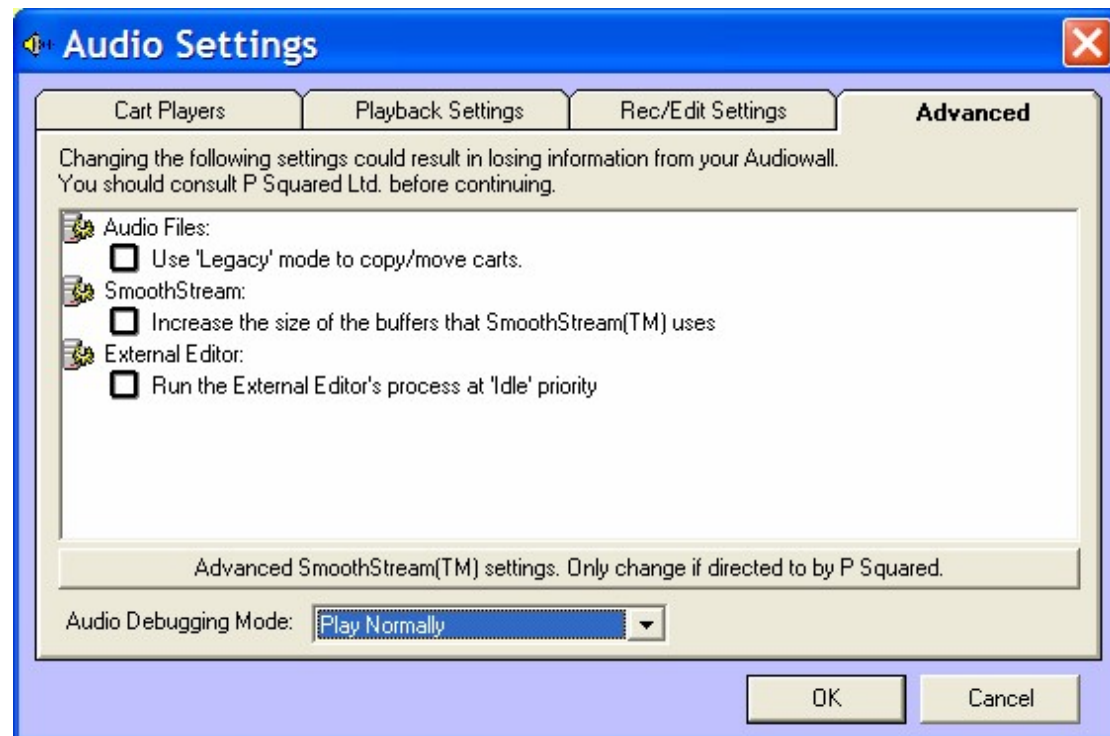
The Priority setting is used to prioritise computer processing power for either running Myriad or for running the external audio editor (see above). The reason for doing this is that editing audio can be a fairly intensive process and if you are working on a Myriad workstation that is also playing out at the same time, intense audio editing could affect playback in Myriad.

The Priority setting allows you to divert computer power more towards Myriad or your external audio editor which should allow you to balance between the two applications to allow Myriad to play out reliably even when editing

The default for this setting is for the audio editor to run as fast a possible with Myriad running at a lower priority in the background. For the vast majority of workstation configurations, this setting will work just fine but if you are having problems then move slider more towards the Myriad side to alter the priority between the two applications.

The Advanced Tab

The Advanced tab offers access to some of the more advanced configuration options in Myriad, relating to audio, audio playback and editing. In general, there is no need to alter any of these settings unless you are trying to fix a particular problem or you are advised to do so by a member of the P Squared technical support team.



This tab also offers access to the Advanced SmoothStream settings which allow you to alter the settings for Myriads' proprietary audio engine SmoothStream.

The SmoothStream settings are for advanced users only and you should not 'tinker' with them unless advised to do so by a member of the P Squared technical support team.

The final option on the Advanced tab is the Debugging Mode options which allows you to set Myriad to generate various levels of debugging log files to help track down problems in the audio engine or with playback in Myriad. When in debug mode, Myriad generates large quantities of data as special files that can be sent to P Squared to help solve problems. Generating these files will cause Myriad to run more slowly than usual and also fill up the local hard drive so it is not a good idea to run in debug mode for long and you should only ever do so at the request of a P Squared technical support engineer. The options on the Advanced Tab are outlined below:

Audio Files > Use 'Legacy' Mode to Copy / Move Carts

If this option is ticked, Myriad will use an older, slower method for moving and copying Carts on the Audio Wall. The reason for this option is that over time, the Myriad move / copy functions have been optimised to take advantage of modern hardware and operating systems (OS). Unfortunately, this means that some hardware configurations may exhibit problems when moving and copying Carts on the Audio Wall. If you are experiencing problems when moving or copying Carts, select this option and see whether matters improve.

When this option is ticked, Myriad will use a more generic method for moving and copying Carts which will be more reliable on older configurations but will also be a bit slower.

SmoothStream > Increase the Size of the Buffers That SmoothStream Uses

SmoothStream is the audio engine that Myriad uses for all audio playback and recording. Developed exclusively by P Squared, SmoothStream sits at the heart of all P Squared products, delivering fast, reliable playback and recording that allows Myriad to interact and control directly with your PCs soundcards.

Some configurations of hardware (particularly Windows 2000 installs) can have problems with playback when there is a lot of graphical manipulation happening on screen. This most commonly occurs when you minimise or maximise a window and the audio stops for a fraction of a second.

In order to overcome this, you can tick the 'Increase The Size Of Buffers' setting to set Myriad to use slightly larger audio buffers for playback which allow the computer to be 'busy' doing other things for slightly longer before playback is affected. The only down side to this is that you may find that cueing Carts takes fractionally longer (and we mean a very small fraction of a second) and also that the 'VU' bars on the Cart Players are a little less accurate.

If you experience 'choppy' playback in general, it is worth switching this option on to determine whether it is a resource issue or if the problem originates elsewhere.

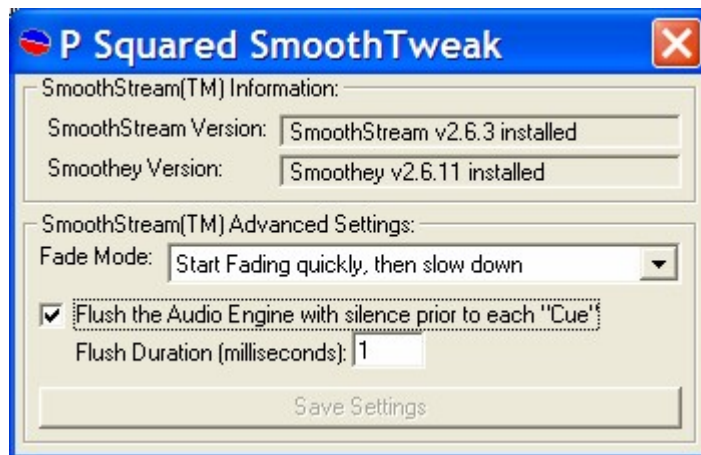
External Editor > Run the External Editor Process at Idle Priority

This option is very similar to the Priority option we looked at on the Record / Edit Settings tab a little while ago. Ticking this option will cause the external audio editor that you have configured Myriad to use to be launched at a very

low priority which will mean that it will run slower leaving more computer processing power for Myriad.

Advanced SmoothStream Settings

Clicking on the Advanced SmoothStream Settings button gives you access to the Advanced SmoothStream settings window which contains a number of advanced settings regarding the SmoothStream audio engine.



The options on this window are covered in the Advanced SmoothStream Settings section of the documentation below.

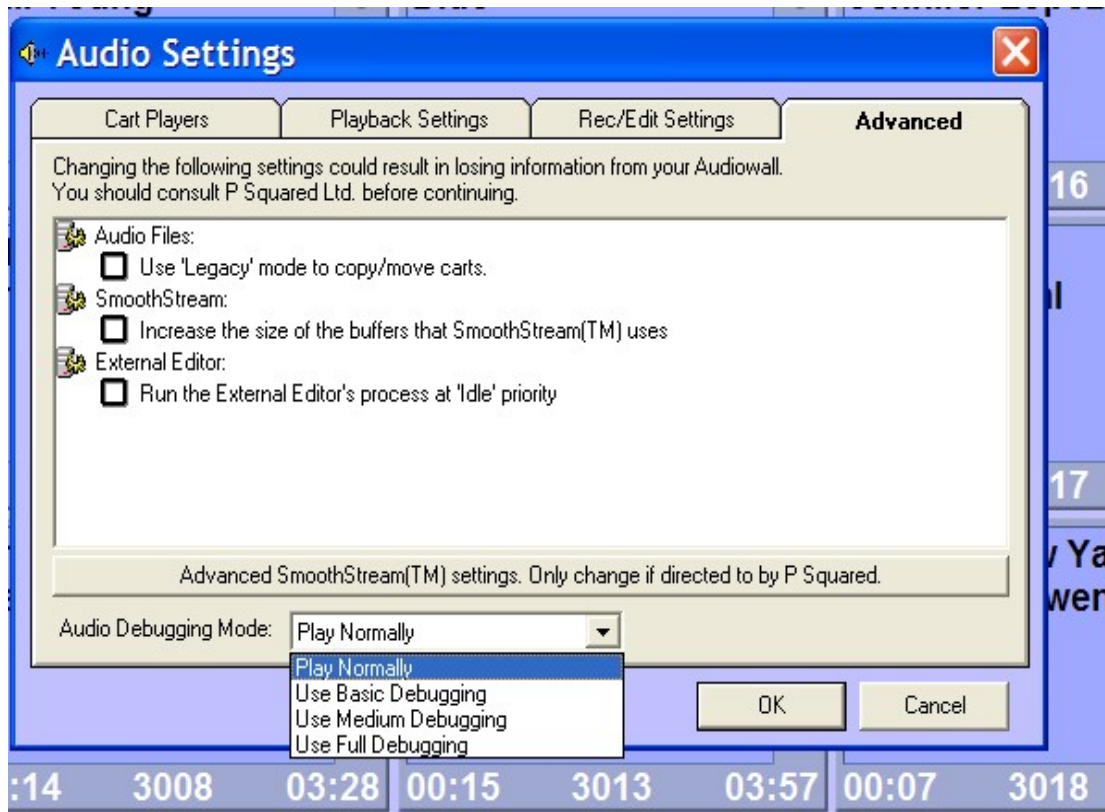
Audio Debugging Mode

The Audio Debugging Mode option on the Advanced tab allows you to switch Myriad between several different debugging modes to help P Squared technical support engineers to track down problems you may be having with playback and recording on the system.

When in debug mode, Myriad automatically generates a text based file for each Cart Player which is stored in the root of your workstation C drive. These files are called:

- C:\Smplyer1.dbg – Debug file for Cart Player 1
- C:\Smplyer2.dbg – Debug file for Cart Player 2
- C:\Smplyer3.dbg – Debug file for Cart Player 3
- C:\Smplyer4.dbg – Debug file for Cart Player 4
- ...etc

The type and amount of data written to these log files depends on the level of debugging that you select from the drop down list.



The options are:

- **Play Normally** – The default mode for Myriad with no debug files being created.
- **Use Basic Debugging** – The recommended level of debugging for tracking down occasional problems as only top level functions are added to the debug log files.
- **Use Medium Debugging** – More intensive than basic, medium debugging provides more details in the debug files but can slow the workstation down and fill up your hard drive.
- **Use Full Debugging** – When using this option, Myriad will write a great deal of detail to the debug log file and is likely to run very slowly and fill up your hard drive very quickly. As an example, in full debug mode, simply cueing and playing around 30 seconds of a Cart will generate more than 7000 lines of debug code!

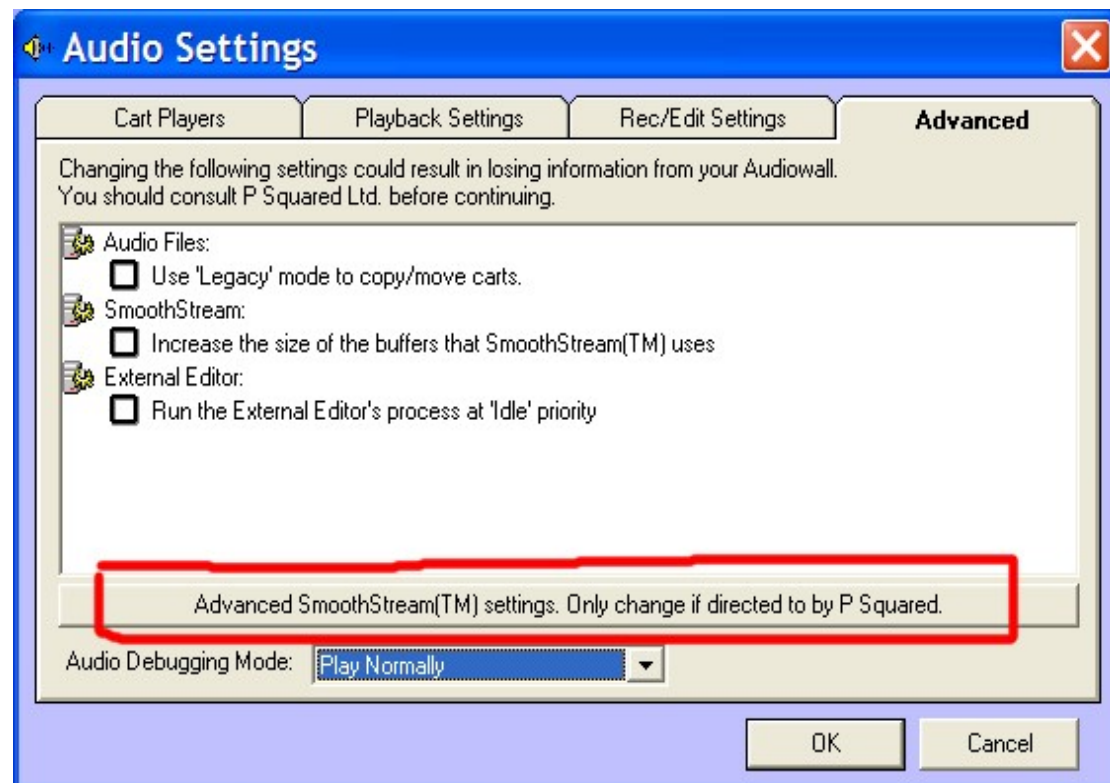
It is recommended that you only use debug modes when requested to do so by a P Squared technical support engineer and they will advise you as to the level of debugging you should use.

Due to the nature of the debug file, left unchecked they could get very large, very quickly so Myriad includes an inbuilt management system that monitors them and if they get too big, deletes them and starts again. Myriad also deletes them and starts again each time you re-start the system so if you are running debug mode to track down a particular problem, it is recommended that as soon as the problem occurs, stop Myriad and copy the appropriate

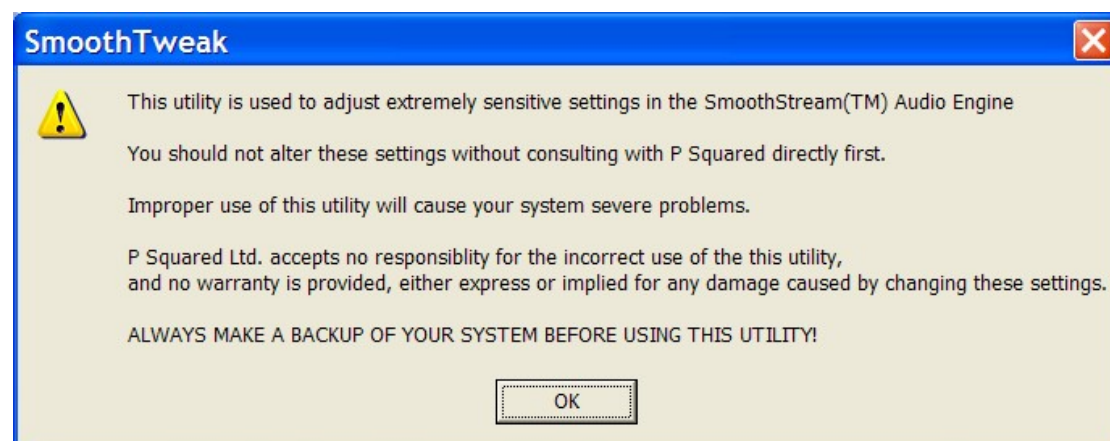
debug file to a save location prior to re-starting Myriad. That way you can go back to using Myriad and send the debug file to P Squared technical support at your leisure.

SmoothStream Advanced Settings Window

The SmoothStream Advanced Settings window is accessed via the Advanced SmoothStream Settings button on the Advanced tab of the Audio Settings window.

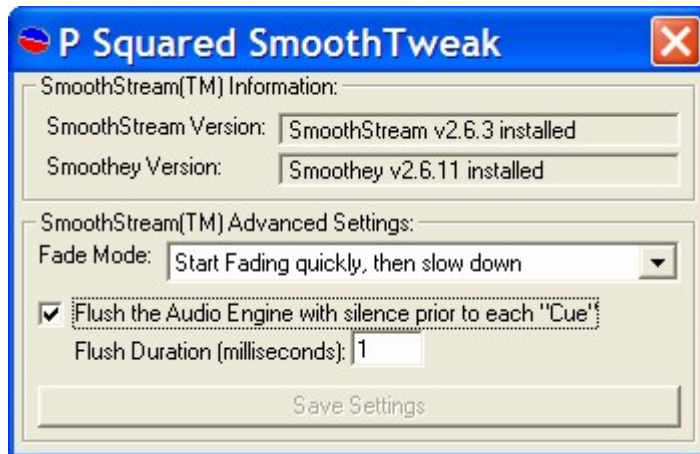


When you click on this button, it first warns you that you are about to access the Advanced SmoothStream settings window and that you should only do so if you have been advised to by a P Squared support engineer.



It also advises that you should make a backup of your system before altering these settings. This is done by copying the System folder in your Myriad Data Locations (see Myriad Settings > Data Location tab).

If you wish to proceed, click on the Ok button.

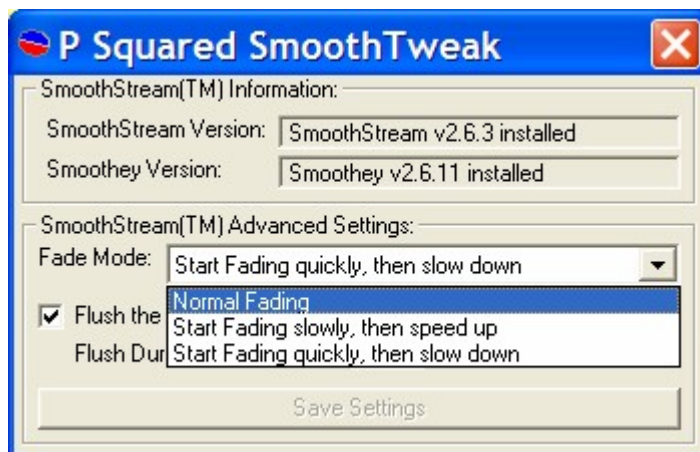


SmoothStream Information

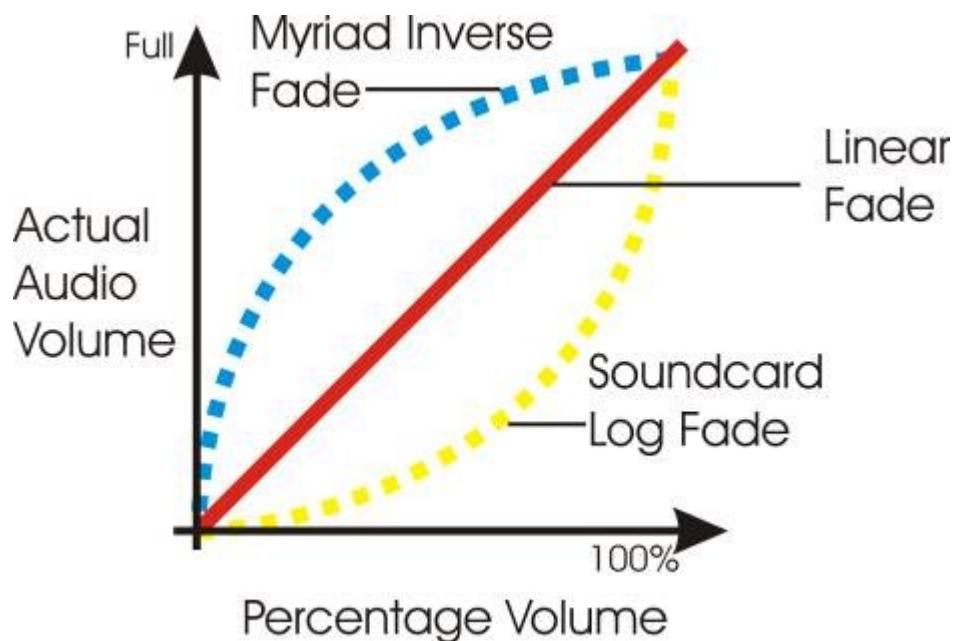
The top section of the window shows you some technical details about the SmoothStream system running as part of your Myriad installation. The SmoothStream version and Smoothey version numbers will be particularly important to P Squared technical support engineers when diagnosing potential faults with the SmoothStream audio engine.

Fade Mode

The Fade Mode option on the SmoothStream Settings window allows you to alter the way in which the audio engine performs audio fades by changing the way the fade information is passed to the sound card that is being used to play the audio.



Under normal conditions Myriad fades Carts out in a linear fashion so that it starts at 100% of full volume, then fades it down steadily to 0% volume. This assumes that the sound card performs in the same way but some sound cards do what is called logarithmic fading which is where the rate at which the audio fades out is not constant across the entire duration of the fade. If this is the case then Myriad tells the card to fade to 90% of volume but because the drop in volume between 100% and 90% is much greater than the drop in volume from 90% to 80% the overall affect is that you get a very fast and rough sounding fade out. This is not good for automation because it relies on smooth fading to sound 'live'.



To help to combat this, SmoothStream can be tweaked so that it actually uses a logarithmic method of fading so that the actual drop of volume over the first 10 % (100% - 90%) is the smallest drop of all with the drop steadily increasing over the duration of the fade out or vice versa.

The graph above shows a rough approximation of what happens when the 'Start fading quickly and then slow down' option for Fade Mode option is switched on. The sound card fades out the volume slowly at first then more quickly as time goes by. Conversely, SmoothStream fades out rapidly at first and decreases the rate of fading as time goes by. The net result is a basically linear fade which is what we wanted in the first place.

The opposite happens if you select 'Start fading slowly and then speed up' for use with soundcards that use logarithmic fading in the opposite way.

Use the drop down list to select the option and test it before putting it 'on air' as it is essentially a work around for a short coming of some sound card drivers and assumes that the sound cards are doing a perfect logarithmic fade

which may not be the case. Many people have found that this tweak does get around 'dodgy' sounding fades on their system.

Of course, if your sound card works the way it is supposed to then it will have a linear fade and when Myriad says fade to 50%, it will reduce the audio volume to 50% of maximum volume in which case 'Normal fading' should be selected from the drop down list.

Flush the Audio Engine with Silence Prior To Each Cue

This option has been added to specifically cure a bug in the actual multimedia sub system of Windows 2000™ when a soundcard is using WDM (Windows Drive Model) drivers. The WDM initiative is supposed to allow manufacturers to make a single driver for a device that works across all the different operating systems. Our internal testing has highlighted a few of problems common to all WDM drivers which would suggest the problem lies in the WDM system itself.

One of the most common problems occurs under Windows 2000 using WDM drivers. If you recue a Cart when it is halfway through playing and the press Play again, a fraction of a second of the middle of the song plays before the start of the song. This is very annoying in a broadcast environment so we set about working around the problem. The solution is to flush the buffers in the Audio Engine each time an item is re-cued. This has practically no effect on Myriad but does appear to fix the problem in all the cases that we have tested.

The problem does not exist on most Windows XP (SP2) installations but if you experience problems similar to those described above then try setting this option.

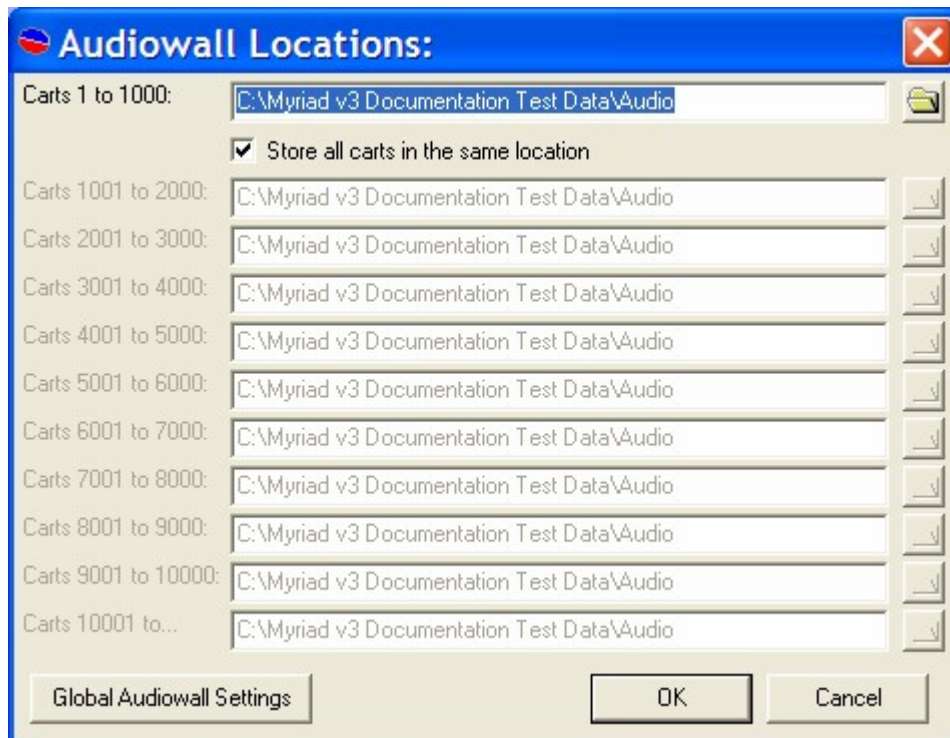
If you tick this option, you can also set the size of the audio used to flush the Audio Engine. It is highly recommended that you leave this setting at 1 millisecond unless advised otherwise by a P Squared engineer.

If you make any changes to the Advanced SmoothStream Settings window, click on the Save Settings button to save the changes you have made. You may have to restart Myriad in order for the changes to take effect.

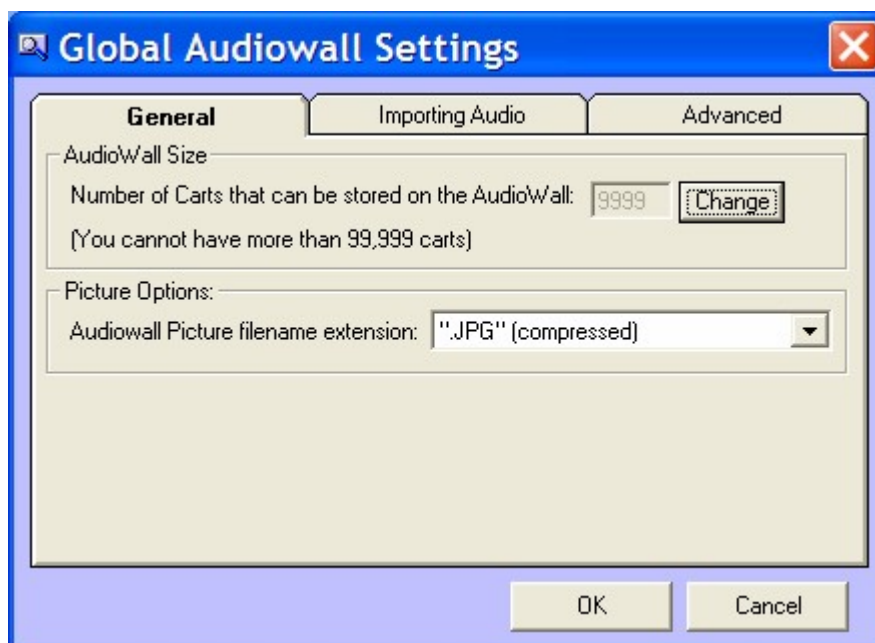
Audio File Locations

The Audio File Locations option on the Settings menu offers access to the Audio File Locations window which is used to set the folder locations of the audio and data files that are used to make up the Myriad Audio Wall.

The Audio File Location can be set for all Carts on the Audio Wall or individually per 'chunk' of a thousand Carts on the Audio Wall (up to 10,000).



The Audio Wall Locations window also offers access to the Global Audio Wall Settings window which (as the name suggests) allows you to set a number of global Audio Wall related options that affect your entire system.

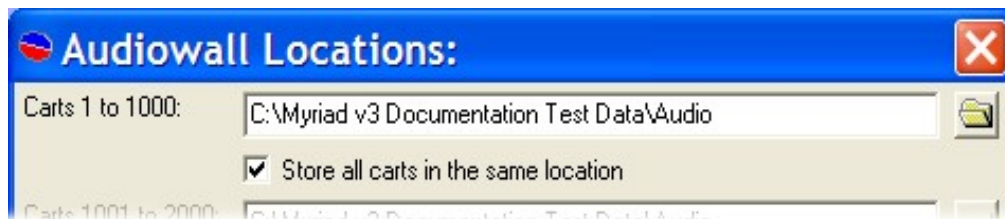


The Audio Wall Locations are set on a 'per box' basis so if you want all of the Myriad workstations in your station to use the same Audio Wall, set the file locations to be the same on each box. The Audio Wall File Locations would normally be set to either a shared drive on a server or a local hard disk.

NB: It is highly recommended that you store your audio files on a hard disk array that is protected by either hardware mirror or RAID 5. You should also make sure you implement a regular backup routine to ensure against valuable data loss.

Carts 1 to 1000

The Carts 1 to 1000 section allows you to type in the location of the folder where you want to store Carts 1 to 1000 from your Audio Wall. This location could be a local hard disk and folder or a network path or UNC.



You can also use the browse button to open the folder browser window to allow you to select the folder that you wish to use.



This will open a standard Windows file browser window which allows you to view and navigate the local and network file locations available to your system.

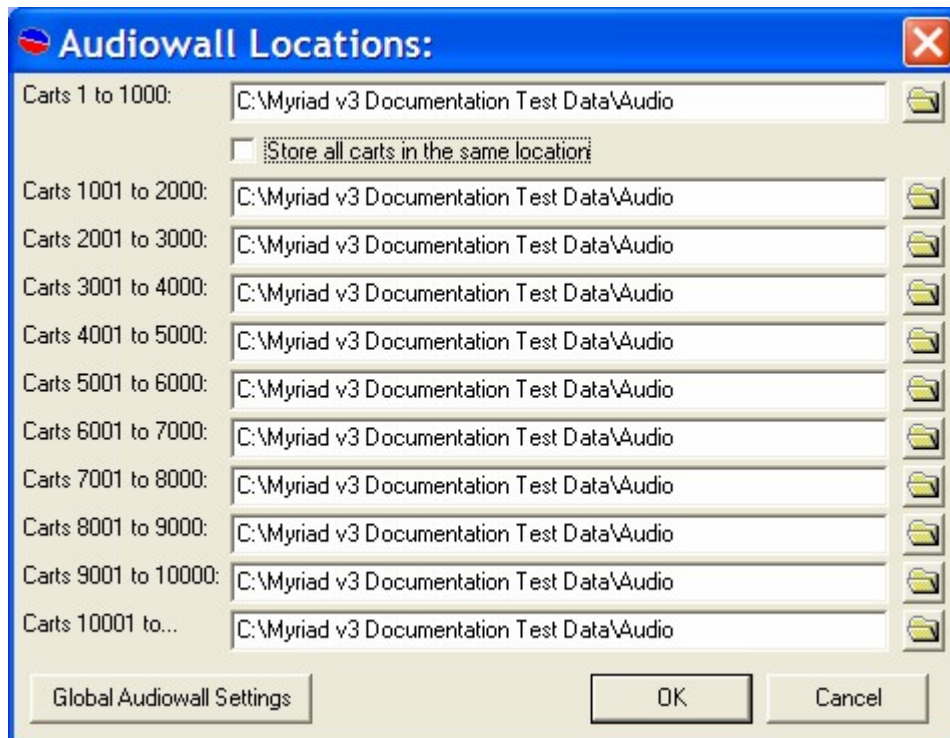


Select the folder that you want to use and click on the OK button.

TIP: You can use the right click menu on this window to copy, rename, delete or create a folder.

Carts 1001 to 10000+

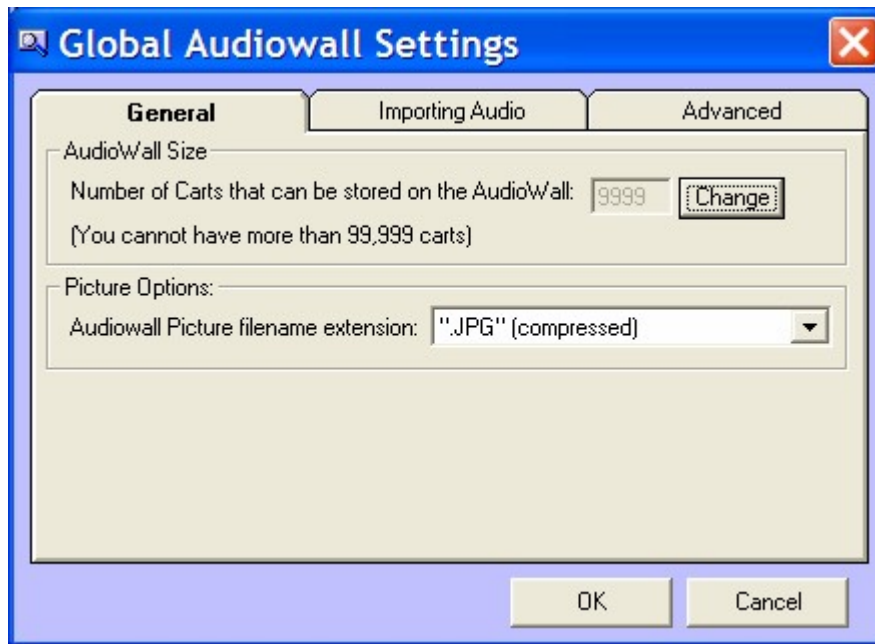
You can also set alternative folder locations for each 'chunk' of 1000 Carts on the Audio Wall up to Cart 10000 after which only a single file locations can be set. To enable this option, un-tick the 'Store All Carts in the Same Location' option and then you can set a different folder location for each 'chunk' of the Audio Wall.



If you have configured Myriad to have more than 10000 Carts then the 'Carts 10001 to....' option becomes enabled which allows you to set the location for all Carts over 10000. As before, you can use the browse buttons to access the Browse Folder window to select the location that you wish to use.

Global Audio Wall Settings

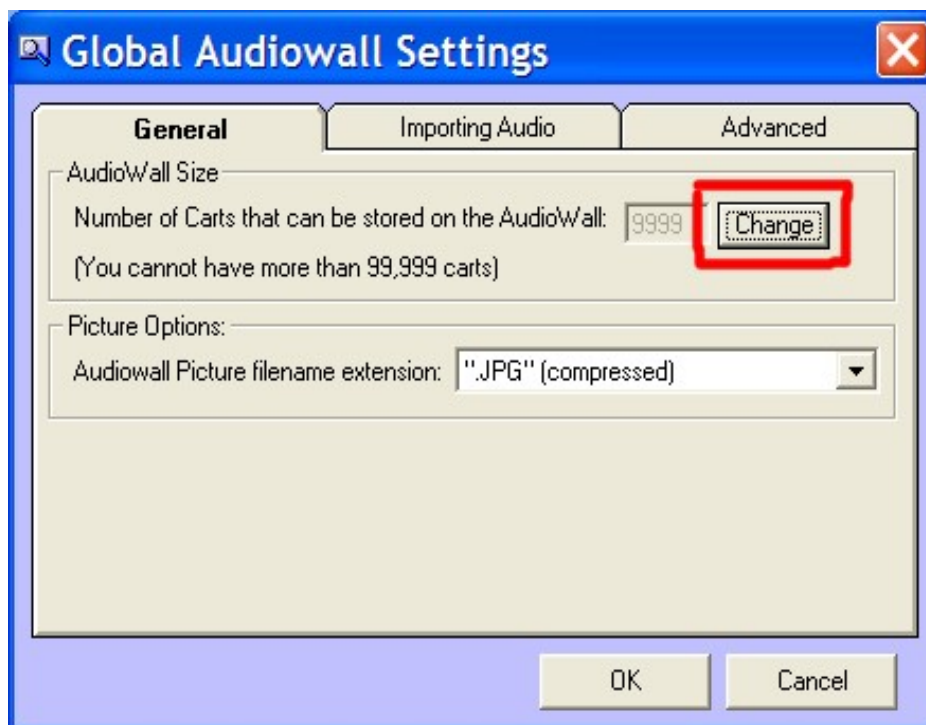
The Global Audio Wall Settings button opens the Global Audio Wall Settings window which is used to set a number of Audio Wall related options that are used by all Myriad workstations configured to use the same Audio Wall locations for Carts 1 to 1000.



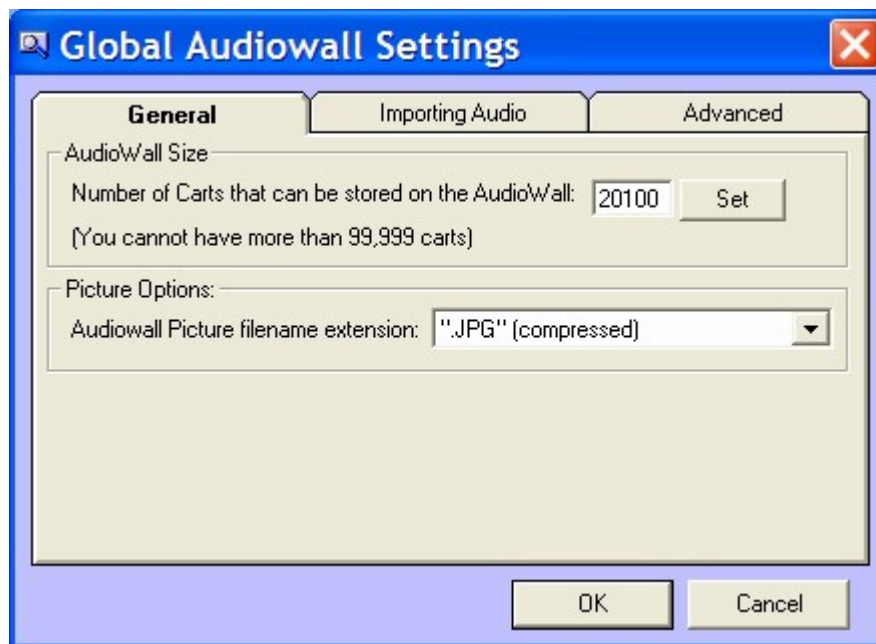
The Global Audio Wall Settings window is divided in to three main tabs that explained in more detail below.

General Tab > Audio Wall Size

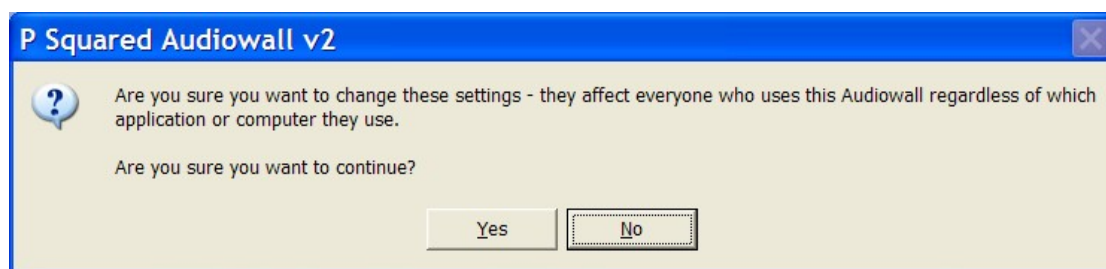
This option allows you to set the number of Cart Slots that will be available on your Myriad Audio Wall. This can be set to any number from 1 to 99999 but the default value is 9999 which effectively gives you 10000 Carts.



To change the number of Cart Slots on your Audio Wall, click on the Change button and type in the new number of Cart Slots that you want to use.



Once you are happy with the number, click on the Set button to save the changes. Once you have finished in the Global Audio Wall Settings window, click on the OK button and Myriad will warn you that the changes you have made will affect all users.



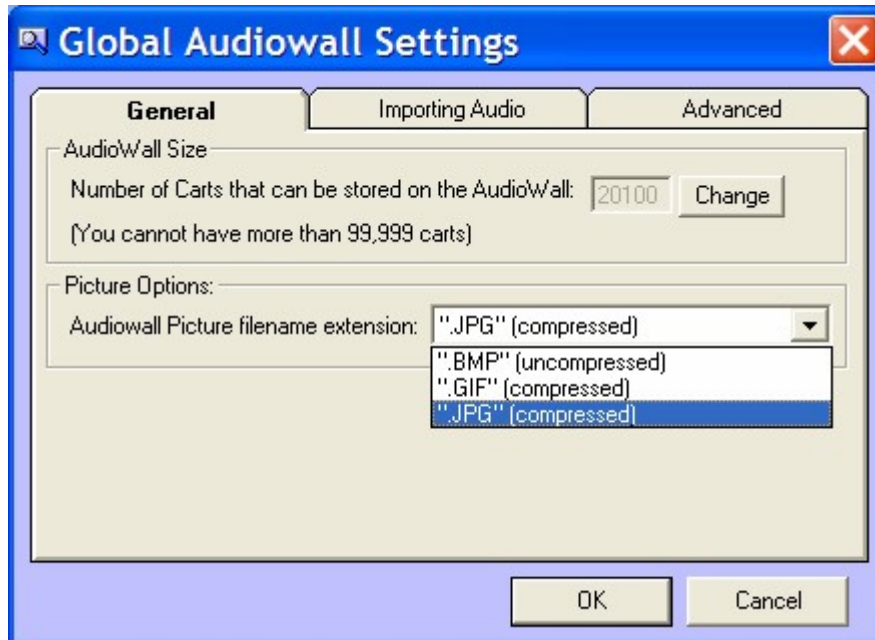
Click on Yes if you wish to continue.

NB: Whilst Myriad restricts you to 99,999 Carts, practical restrictions such as hard disk space and the time taken to find Carts on the Audio Wall mean that it is usually better to set this number only as high as you think you need it to be. You can always expand the Audio Wall in the future if you need to.

General Tab > Audio Wall Picture Filename Extensions

The Audio Wall Picture Filename Extensions option allows you to set the picture file format that Myriad will use for importing and storing pictures associated with Carts on the Audio Wall.

To select the format that you wish to use, click on the drop down list and highlight your preferred format.



The options are:

- JPG – Jpeg compressed picture files. This is the most common format on the Internet and is the default format for Myriad.
- GIF – Compressed pictures that allow transparent backgrounds but are not as common on the Internet now.
- BMP – Bitmap is the default Windows picture format but is essentially uncompressed so BMP pictures will be much larger than JPG or GIF in terms of the space used on your hard disk per picture.

Myriad is only able to use one picture file format so it is best to pick the format you think will be the most use and stick with it.

And as we are dealing with pictures, here is a special treat just for reading such an obscure part of the Myriad manual. Britney and Atomic Kitten:



And so no one feels left out, A1 and Roger Sanchez.



Now back to business!

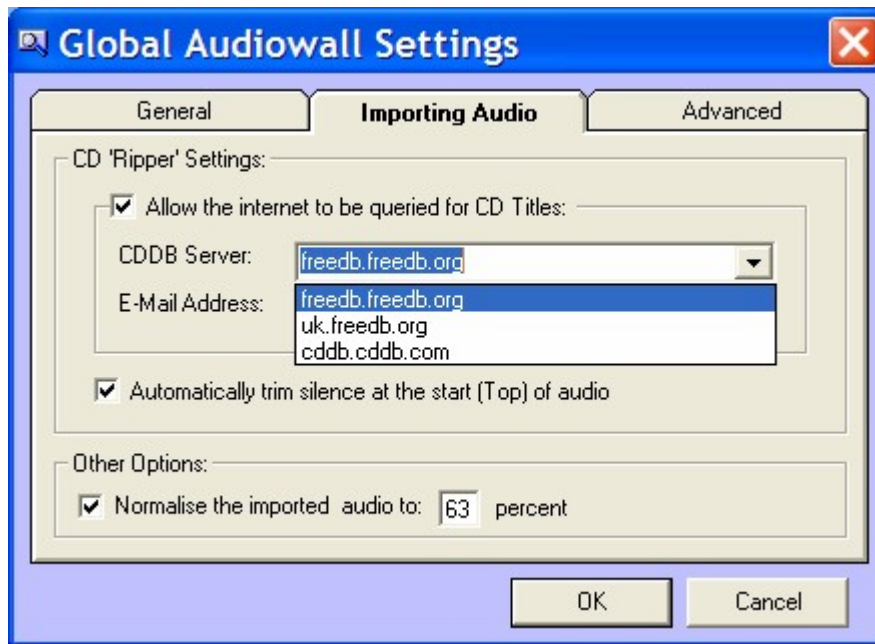
Importing Audio Tab > CD Ripping > Allow the Internet to Be Queried For CD Title (CDDDB Details)

This section of the Importing Audio tab allows you to set whether Myriad can 'look up' information such as Title and Artists from special audio CD databases on the Internet when ripping audio in to the system from CD.

Basically, CDDDB is a generic term for a CD Database which is a database of commercially available CDs along with the track information contained on the CD. Each commercially produced CD is given a unique reference number and Myriad can read this number as part of the CD ripping process and automatically download Artist and Title information from your selected database site.

This will only work with commercially produced CDs, as a CD burnt at home does not have a unique ID and the details of the tracks it contains are not publicly known. Some more obscure CDs may also not be listed on the online databases.

To enable Myriad to use this facility, tick the 'Allow the Internet to Be Queried for CD Title' option and select the CDDDB that you wish to query using the drop down list.



All of the options in this list operate a free service that is updated by users of the service, so whilst it is free to use, there is no guarantee of the quality or accuracy of the information downloaded into Myriad.

The default database is 'freedb.freedb.org' as Myriad users have indicated that it offers the most accuracy.

All of the CDDb services available for use in Myriad require users to submit a valid and working email address as part of the enquiry. This database is not used for any marketing services (that we are aware of) but if you require more information, you should contact the CDDb services directly. To set the email address for Myriad to submit with enquires type in the address in to the Email field.



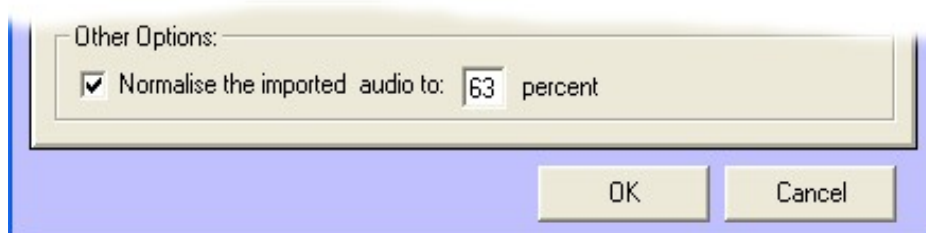
Import Audio Tab > CD Ripping > Automatically Trim Silence at the Start (Top) Of Audio

This setting is used to determine whether Myriad should automatically remove any silence from the beginning of audio ripped from CD and also when Myriad imports audio data files.

If you un-tick this setting, a CD track that includes 3 seconds of silence at the beginning will also have 3 seconds of silence at the beginning as a Cart on the Audio Wall meaning you may have to manually edit it. Turn this setting on and the 3 seconds would be automatically removed as part of the ripping process.

Import Audio Tab > Other Options > Normalise the Imported Audio to XX Percent

This section allows you to configure Myriad to automatically normalise audio that is imported in from data files or ripped from audio CDs.



To configure Myriad to normalise imported / ripped audio, tick the Normalise option to enable the setting and type in the percentage of maximum audio volume that you wish Myriad to normalise to.

The default in Myriad is 63% which tests indicate is around digital zero or -14dB analogue but this will vary with your equipment. The level is not as important as the fact that all of your audio is normalised to the same level.

For details on what normalising is and how it affects audio, please refer to Chapter 6 – Normalise.

Advanced Tab > Allow Users to Link to Other Files Not Stored In the Audio Wall

This option is used to enable linking to files in Myriad. Under normal circumstances, many of the Carts that appear on the Audio Wall have a corresponding audio file stored in the appropriate Audio Wall File Location. But Myriad can also be configured so that Carts on the Audio Wall 'link' to an external audio file that is not located in the main Audio Wall File Locations. This means that the file is not copied to the Audio Wall File Location and Myriad instead uses the original file wherever that may be stored.

The disadvantage is that you can end up with a very complicated system which will run fractionally slower than the standard setup.

Advanced Tab > Store A Copy of Each Carts Information in an Individual File

This is a legacy setting that should not be switched on in modern versions of Myriad unless directed by a P Squared Technical Support engineer.

Basically, the Title, Artist and timing information for a Cart in Myriad is stored in two separate places. Firstly, the information for each Cart is stored in a special data file called a Cart List (carts1.lst etc) file that is located in the Audio Wall File Locations folder. This file contains all of the vital information about the Carts and is used by Myriad when browsing or searching the Audio Wall. In addition, key Cart information (such as Title, Artists and Timing) are also embedded into the audio files themselves and Myriad can use this information to re-build the Audio Wall should the need arise.

The 'Store a Copy' setting is used to activate a third option for storing the information with an individual Cart List file being generated for each individual Cart on the Audio Wall.

This method will slow Myriad considerably in day to day use and is no longer necessary as the information is embedded into the audio files themselves.

CAUTION: Do not use this option unless instructed by a P Squared engineer.

Advanced Tab > Use / Store Copyright Details in ‘Cart Chunk’

As mentioned above, Myriad automatically embeds key Cart information into the audio files to allow it to recover the information if needed or to allow another Myriad system to import the audio and Cart information at the same time. This is done using an international standard called Cart Chunk which defines where the Cart information should be stored within the audio file. In theory, this means that you could export a Cart from Myriad and then import it into another 3rd party playout system that is Cart Chunk compatible and all the title and timing information would be imported as well.

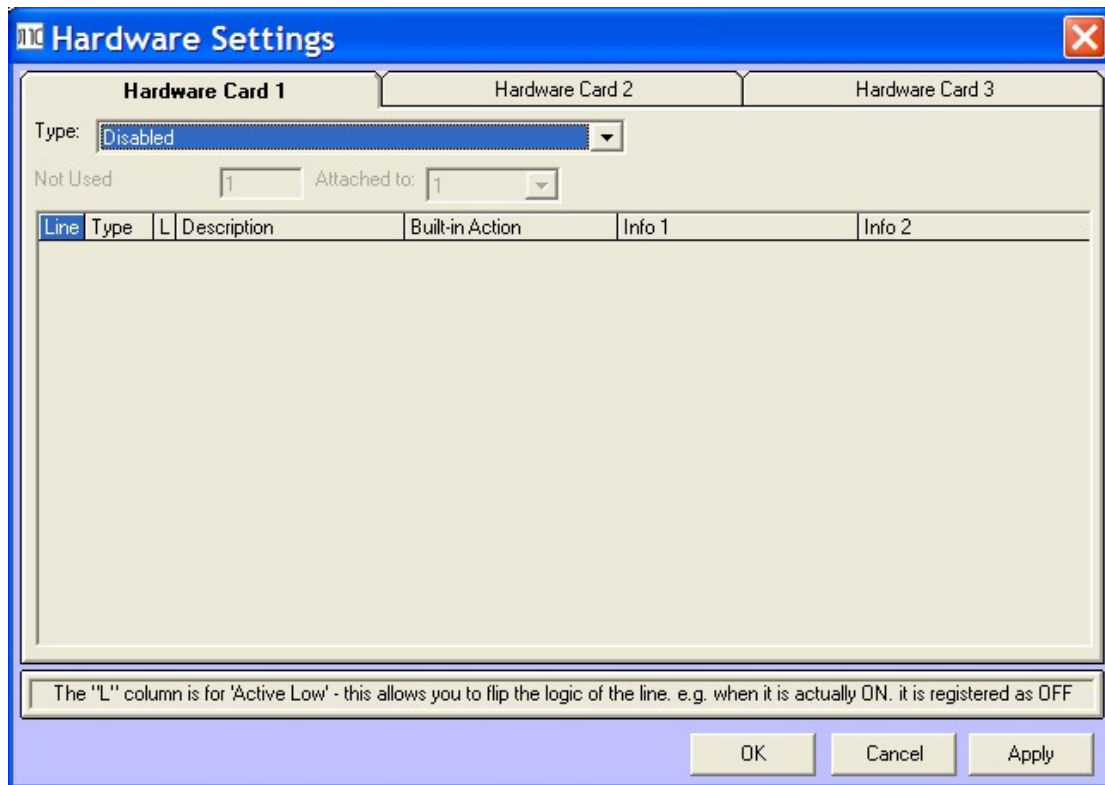
The problem is that there are not enough fields in the Cart Chunk specification to cover all of the information that Myriad allows you to add to the Cart. The main problem is that Cart Chunk does not differentiate between the Cart Title & Artists fields and the Copyright Title and Artists fields. In practice, these are normally the same so it makes little difference but there may be circumstances when it is important.

When this option is switched off, Myriad will use the Title and Artists information from the General tab on the SmoothEdit Screen for embedding into the audio file. If you switch the option on, Myriad will use the Title and Artist information from the Copyright tab on the SmoothEdit Screen for embedding into the audio file.

If you are most likely to transfer audio between Myriad systems then you should leave this option off. If you think you will need to transfer audio between Myriad and other third party systems then turn this option on as strictly speaking, Myriad is not fully Cart Chunk compliant with it off (but only on a technicality so don't worry).

Hardware Card Settings

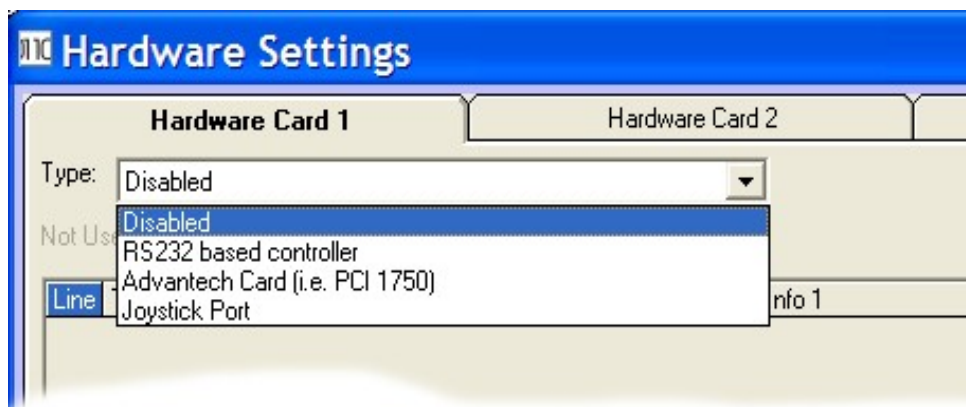
The Hardware Card Settings option on the settings menu opens the Hardware Settings window which allows you to set up the hardware I/O card(s) in your Myriad system and configure the inputs and outputs to do certain things. To understand this section of the configuration, you will need a passing knowledge of logic based hardware and Myriad as a whole.



Type: Setting Up Hardware Cards

Each Myriad workstation can be fitted with up to three hardware I/O devices and Myriad supports several different types of hardware I/O devices. The individual inputs into each card can be configured to do a range of things in Myriad whilst each output can be labelled to make using them in AutoTrack and AutoTrack Pro easier.

To set up Hardware Card 1, select the Hardware Card 1 and select the Type of card that you have fitted from the drop down list.



The options are outlined below:

- **Disabled** – No hardware I/O device is configured for this Hardware Card tab.
- **RS232 Based Controller** – Uses a specific RS232 (serial) hardware I/O device to provide a limited amount of hardware inputs and outputs. Contact sales@psquared.net for details of compatible devices.
- **Advantech Card (i.e. PCI1750 etc)** – A range of professional hardware I/O cards commonly used with Myriad. The PCI1750 is the standard card that is used and it offers up to 16 inputs and 16 outputs. Other cards in the range may also be compatible, please contact sales@psquared.net for more details.
- **Joystick Port** – This uses the inputs on a standard joystick port to trigger events in Myriad. This provides a low cost alternative to a hardware card but it only offers inputs.

You can select the type of hardware device you wish to add using the drop down list.

Once you have selected the Type that best describes your Hardware Card, you can start to configure what the inputs actually do and label the outputs.

The screenshot shows the 'Hardware Settings' dialog box with three tabs: 'Hardware Card 1', 'Hardware Card 2', and 'Hardware Card 3'. The 'Hardware Card 1' tab is selected. Below the tabs, there is a 'Type:' dropdown menu set to 'Advantech Card (i.e. PCI 1750)'. Below that, there is a 'Device Number(Hex)' input field with '0' and an 'Attached to:' dropdown menu. The main part of the dialog is a table with 7 columns: 'Line', 'Type', 'L', 'Description', 'Built-in Action', 'Info 1', and 'Info 2'. The table has 15 rows. The first four rows are configured for 'Play Player 1' through 'Play Player 4'. The remaining 11 rows are set to 'Not in use'. The 'Info 1' column for the first four rows is 'Cart Player 1' through 'Cart Player 4'. The 'Info 2' column for the first four rows is 'Play'. The 'L' column for all rows is 'Y'. At the bottom of the dialog, there is a note: 'The "L" column is for 'Active Low' - this allows you to flip the logic of the line. e.g. when it is actually ON, it is registered as OFF'. At the bottom right, there are three buttons: 'OK', 'Cancel', and 'Apply'.

| Line | Type | L | Description | Built-in Action | Info 1 | Info 2 |
|------|-------|---|---------------|-----------------|---------------|--------|
| 1 | Input | Y | Play Player 1 | Player Control | Cart Player 1 | Play |
| 2 | Input | Y | Play Player 2 | Player Control | Cart Player 2 | Play |
| 3 | Input | Y | Play Player 3 | Player Control | Cart Player 3 | Play |
| 4 | Input | Y | Play Player 4 | Player Control | Cart Player 4 | Play |
| 5 | Input | Y | | Not in use | | |
| 6 | Input | Y | | Not in use | | |
| 7 | Input | Y | | Not in use | | |
| 8 | Input | Y | | Not in use | | |
| 9 | Input | Y | | Not in use | | |
| 10 | Input | Y | | Not in use | | |
| 11 | Input | Y | | Not in use | | |
| 12 | Input | Y | | Not in use | | |
| 13 | Input | Y | | Not in use | | |
| 14 | Input | Y | | Not in use | | |
| 15 | Input | Y | | Not in use | | |

The "L" column is for 'Active Low' - this allows you to flip the logic of the line. e.g. when it is actually ON, it is registered as OFF

OK Cancel Apply

The most commonly used hardware card in Myriad is the PCI1750 by Advantech so this example will concentrate on setting up for using this card, however the other Hardware device options are basically the same so the information will apply to them all (with the exception that the joystick port option only offers inputs so the output section will not apply).

The Device Number (Hex)

This will automatically be detected by Myriad so don't worry about manually entering a device number.

Configuring Inputs - Type

The grid below the Device Number lists the Hardware Card's available I/O ports in the form of Inputs and Outputs. In the case of the PCI 1750, it has 16 Logical Inputs and 16 Logical Outputs (IDI0-15 & IDO0-15 respectively, see pinout in the PCI1750 Hardware I/O Card Information section below). If you scroll down the list you will see that, in the case of the PCI 1750, the Outputs start at number 17 onwards.

The screenshot shows the 'Hardware Settings' dialog box with the 'Hardware Card 1' tab selected. The 'Type' dropdown is set to 'Advantech Card (i.e. PCI 1750)'. The 'Device Number(Hex)' is 0. The 'Attached to' dropdown is empty. Below these is a table with 7 columns: Line, Type, L, Description, Built-in Action, Info 1, and Info 2. The table lists 25 lines. Lines 11-16 are Inputs, and lines 17-25 are Outputs. Lines 17-20 are configured for 'Player 1 Playing' through 'Player 4 Playing' respectively, with 'Built-in Action' set to 'Player Display' and 'Info 1' set to 'Cart Player 1' through 'Cart Player 4'. Lines 21-25 are 'Not in use'. At the bottom of the dialog, there is a note: 'The "L" column is for 'Active Low' - this allows you to flip the logic of the line. e.g. when it is actually ON, it is registered as OFF'. There are 'OK', 'Cancel', and 'Apply' buttons at the bottom right.

| Line | Type | L | Description | Built-in Action | Info 1 | Info 2 |
|------|--------|---|------------------|-----------------|---------------|---------|
| 11 | Input | Y | | Not in use | | |
| 12 | Input | Y | | Not in use | | |
| 13 | Input | Y | | Not in use | | |
| 14 | Input | Y | | Not in use | | |
| 15 | Input | Y | | Not in use | | |
| 16 | Input | Y | | Not in use | | |
| 17 | Output | Y | Player 1 Playing | Player Display | Cart Player 1 | Playing |
| 18 | Output | Y | Player 2 Playing | Player Display | Cart Player 2 | Playing |
| 19 | Output | Y | Player 3 Playing | Player Display | Cart Player 3 | Playing |
| 20 | Output | Y | Player 4 Playing | Player Display | Cart Player 4 | Playing |
| 21 | Output | Y | | Not in use | | |
| 22 | Output | Y | | Not in use | | |
| 23 | Output | Y | | Not in use | | |
| 24 | Output | Y | | Not in use | | |
| 25 | Output | Y | | Not in use | | |

The "L" column is for 'Active Low' - this allows you to flip the logic of the line. e.g. when it is actually ON, it is registered as OFF

OK Cancel Apply

Active Low 'L'

The 'L' column refers to whether the Input needs to be 'active low', this means that the logic's natural state is high and Myriad actually only responds to the falling edge of a logic change to low state. To make an Input 'active low' click in the 'L' column for the Input and a 'Y' (for Yes) will appear. If the column is left blank for an Input then the Input will be 'active high' i.e. the logic's natural state will be low and will respond to the rising edge of logic state that changes from low to high. The fact that Myriad only responds to the change from its

natural state to the active state means that Myriad will work with either pulsing or latching logic, whichever is easiest for you.

Description

The Description column has two different functions depending on whether the I/O line that you are configuring is an Input or an Output. If the line is an Input then the Description automatically displays a suitable description of the function of the Input.

For Outputs, the Description allows you to label the Output so that it is easier to use in Myriad as a whole. Let's say for example, we decide to use line 22 for controlling an external audio switch that switches the IRN news service on or off. We can enter a label onto the Description column that shows what the Output controls, so that elsewhere in Myriad and AutoTrack Pro we don't have to remember that Output 22 is connected to the IRN switcher because it will already be labelled.

Hardware Settings

Hardware Card 1 Hardware Card 2 Hardware Card 3

Type:

Device Number(Hex) Attached to:

| Line | Type | L | Description | Built-in Action | Info 1 | Info 2 |
|------|--------|---|------------------|-----------------|---------------|---------|
| 11 | Input | Y | | Not in use | | |
| 12 | Input | Y | | Not in use | | |
| 13 | Input | Y | | Not in use | | |
| 14 | Input | Y | | Not in use | | |
| 15 | Input | Y | | Not in use | | |
| 16 | Input | Y | | Not in use | | |
| 17 | Output | Y | Player 1 Playing | Player Display | Cart Player 1 | Playing |
| 18 | Output | Y | Player 2 Playing | Player Display | Cart Player 2 | Playing |
| 19 | Output | Y | Player 3 Playing | Player Display | Cart Player 3 | Playing |
| 20 | Output | Y | Player 4 Playing | Player Display | Cart Player 4 | Playing |
| 21 | Output | Y | | Not in use | | |
| 22 | Output | Y | IRN Audio | Not in use | | |
| 23 | Output | Y | | Not in use | | |
| 24 | Output | Y | | Not in use | | |
| 25 | Output | Y | | Not in use | | |

The "L" column is for 'Active Low' - this allows you to flip the logic of the line. e.g. when it is actually ON, it is registered as OFF

OK Cancel Apply

Action

The Action column is where things really start to get exciting. The Action for an individual Input dictates what it will do when it is triggered. Some Actions apply specifically to Inputs (such as Cart Controls) and some apply specifically to Outputs (like Cart Displays).

To change an Action that occurs when an Input hardware line is triggered or to change the Output when an Action occurs, use the drop down menu in the Action column to select the action you want.

Hardware Settings

Hardware Card 1 Hardware Card 2 Hardware Card 3

Type: Advantech Card (i.e. PCI 1750)

Device Number(Hex): 0 Attached to:

| Line | Type | L | Description | Built-in Action | Info 1 | Info 2 |
|------|-------|---|---------------|-----------------|----------------|--------|
| 2 | Input | Y | Play Player 2 | Player Control | Cart Player 2 | Play |
| 3 | Input | Y | Play Player 3 | Player Control | Cart Player 3 | Play |
| 4 | Input | Y | Play Player 4 | Player Control | Cart Player 4 | Play |
| 5 | Input | Y | | Not in use | | |
| 6 | Input | Y | IC Trigger 1 | IC Trigger | Instant Cart 1 | |
| 7 | Input | Y | | Not in use | | |
| 8 | Input | Y | | IC Trigger | | |
| 9 | Input | Y | | Command | | |
| 10 | Input | Y | | Cart Control | | |
| 11 | Input | Y | | Player Control | | |
| 12 | Input | Y | | Log - Set Mode | | |
| 13 | Input | Y | | Log - Other | | |
| 14 | Input | Y | | On-Air Control | | |
| 15 | Input | Y | | Not in use | | |
| 16 | Input | Y | | Not in use | | |

The "L" column is for 'Active Low' - this allows you to flip the logic of the line. e.g. when it is actually ON, it is registered as OFF

OK Cancel Apply

For each Action, the Info 1 & Info 2 columns can be used to specify the Action more directly. In the example above, Input line 2 has been set to Cart Player Control, which tells the system that this hardware will be used to control one of the Cart Players. In the case of Cart Controls, Info 1 column is used to select a specific Cart Player and Info 2 column is used to select exactly what to do to the Cart Player when triggered. Use drop down menus to select options from Info columns 1 & 2.

The full list of Input Actions available is:

| Input Action | Info 1 | Info 2 | Description |
|---------------------|--|--|---|
| IC Trigger | IC Number | N/A | Fires specified IC when triggered |
| Command | Select the Command | N/A | Allows you to set a specific Command to be triggered by the Input. Commands can be instructions, external programs or RS232 / TCP IP messages. |
| Player Control | Cart Player No | Play / Pause / Cue / Eject / RR / FF / Inhibit Logging | Controls specified Cart Player when triggered. The Inhibit Logging option stops Myriad from logging Carts as played in the play logs (ideal for previews) |
| Cart Control | Play / Cue | Cart Number | Plays or cues a specific Cart from the Audio Wall |
| Log – Set Mode | Stand by / Use Log Mode / Live Assist / Automation / Auto Fade | N/A | Set the active playout mode for the Log Screen using hardware |
| Log - Other | Log Go / Log SegEdit / Log Jump Home | N/A | Triggers Log Go event, toggle between standard and Full Segue Edit mode and Jump to Home in Log using hardware |
| On Air Control | Take Control / Release Control | N/A | Allows you to take or release On Air Control (on air / off air) using hardware |
| Set Time | Off-set:0 (sec) | Set on active / Set on clear | Will reset the system clock when triggered |
| Miscellaneous | Exit Looping Carts | N/A | Exit looping Carts or generate |

The full list of Output Actions available is:

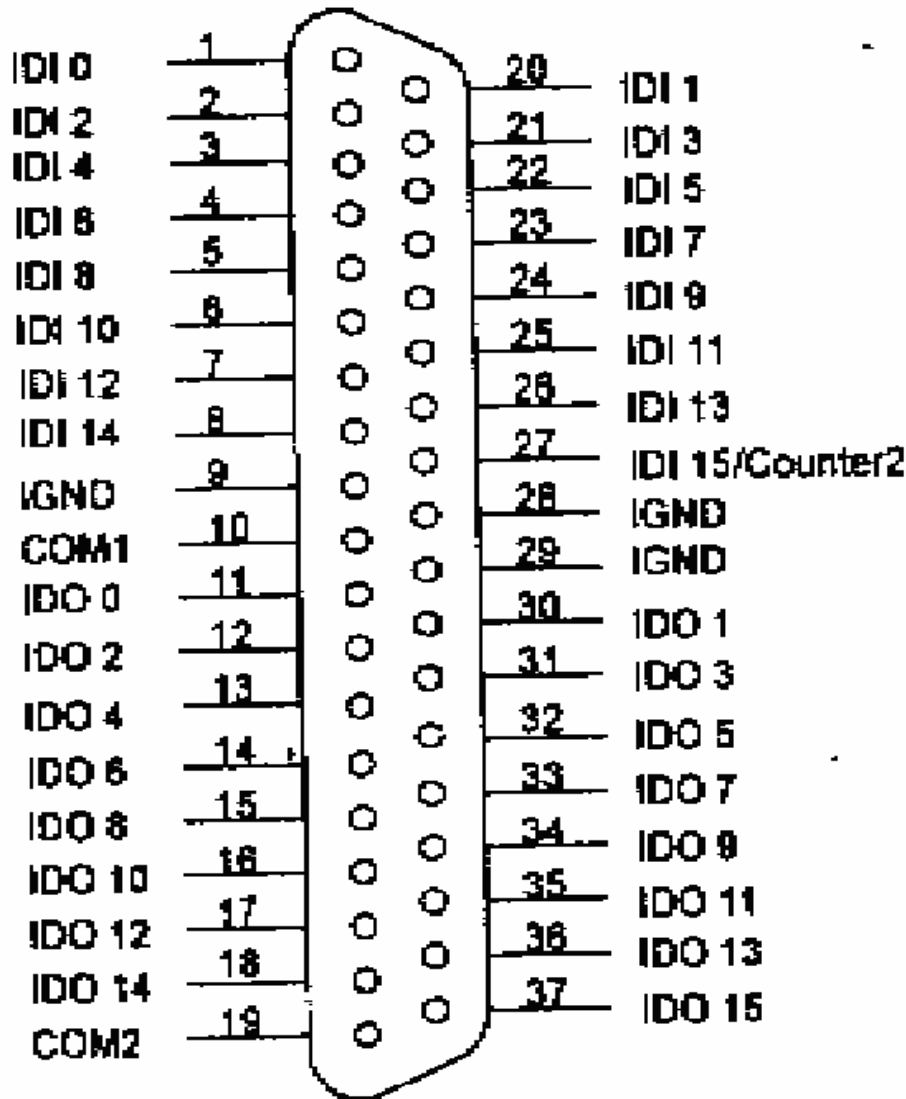
| Output Action | Info 1 | Info 2 | Description |
|----------------------|----------------|--|---|
| IC Display | IC Number | N/A | Enables Output if IC exists in specified IC number |
| Cart Display | Cart Player No | Playing / Playing & Flashing In Extro / Is Cued Ready / Cued & | Enables Output when specified Cart Player is in condition specified in Info 2 |

| | | | |
|---------------------|---|---|--|
| | | Flashing In Extro / During Intro / After Extro | |
| Display Log Mode | Stand By / Running / Live Assist / Automation / Auto Fade | N/A | Enables Output when the Log Screen is in Active Playout Mode specified in Info 1 |
| On-Air Control | Has Control | N/A | Output enabled when the workstation has On Air Control |
| Miscellaneous | Heartbeat Pulse / Audio Run Ended | N/A | Outputs a hardware pulse at 5 Hz or when a Pad run comes to an end |

TIP: You can highlight several Inputs or Outputs at once by using the left mouse button to move down the column, then selecting the Action or Info from the drop down menu. The system will even enumerate the numbers for you, e.g. if you highlight Input lines '1 to 4' and select Cart Controls, then it will automatically assume that you want to actually set the four lines for the respective Cart Players 1 – 4 and fill in the Info 1 & 2 columns for you.

PCI1750 Hardware I/O Card Information

Although strictly speaking, the PCI 1750 card has nothing to do with Myriad, we thought that we would take the opportunity to add a pinout for the card and briefly explain how to wire it up. For full details you should consult your hardware card manual or visit www.advantech.com.



IDI 0-15 are the 16 Inputs (represented as 1-17 on the Hardware Settings screen),
IDO 0-15 are the 16 Outputs (represented as 17-32 on the Hardware Settings screen),
IGND is independent ground and should be connected to the PC case in some way,
Com 1 & 2 are not used in Myriad

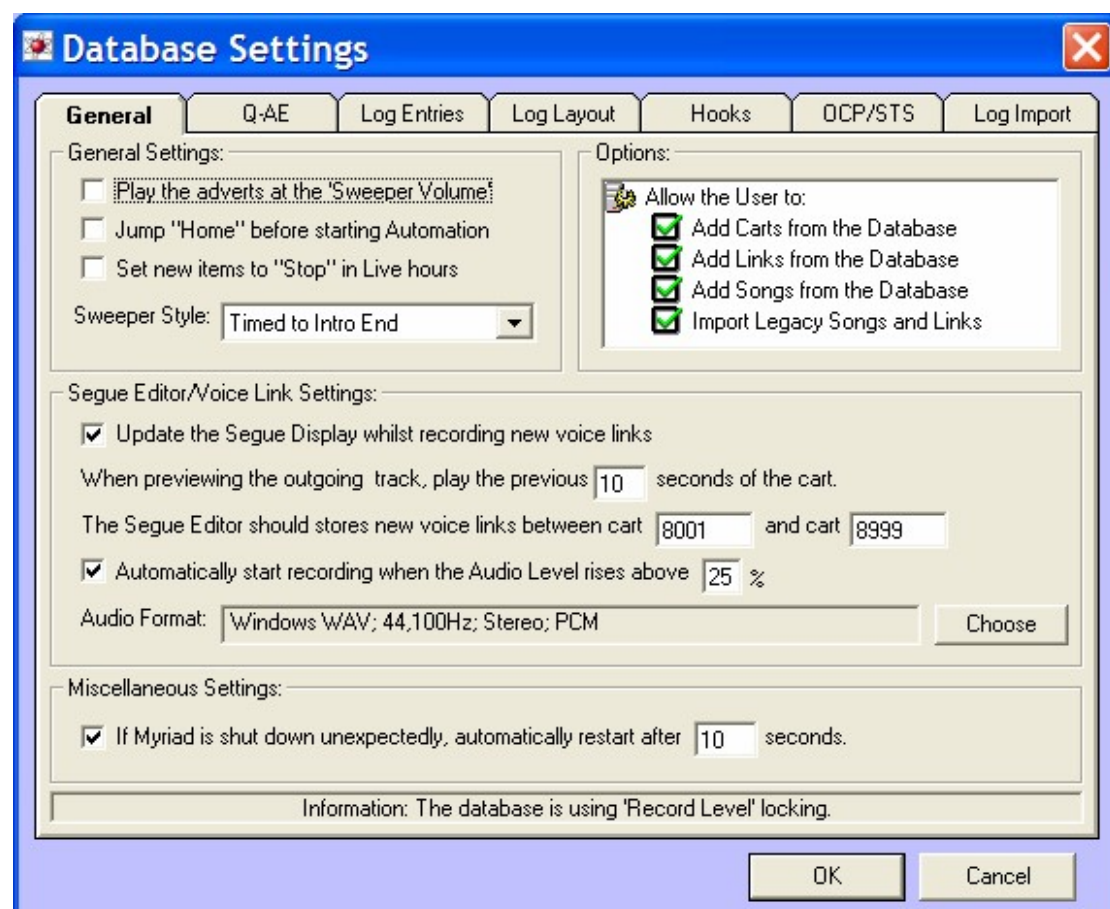
To connect up an Input, connect the positive input from the mixing desk or other external equipment to the desired IDI and the negative to one of the IGND pins. A closure from IDI pin to IGND counts as a valid Input.

To connect up an Output, connect the positive input from the mixing desk or other external equipment to the desired IDO and the negative to one of the IGND pins. An Output from the system will close the IDO pin to IGND. If you are using Outputs, you should always ground the IGND pin to the PC case with an external grounding fly wire.

For more information on the PCI 1750 or other hardware I/O cards, please consult the documentation supplied with the card.

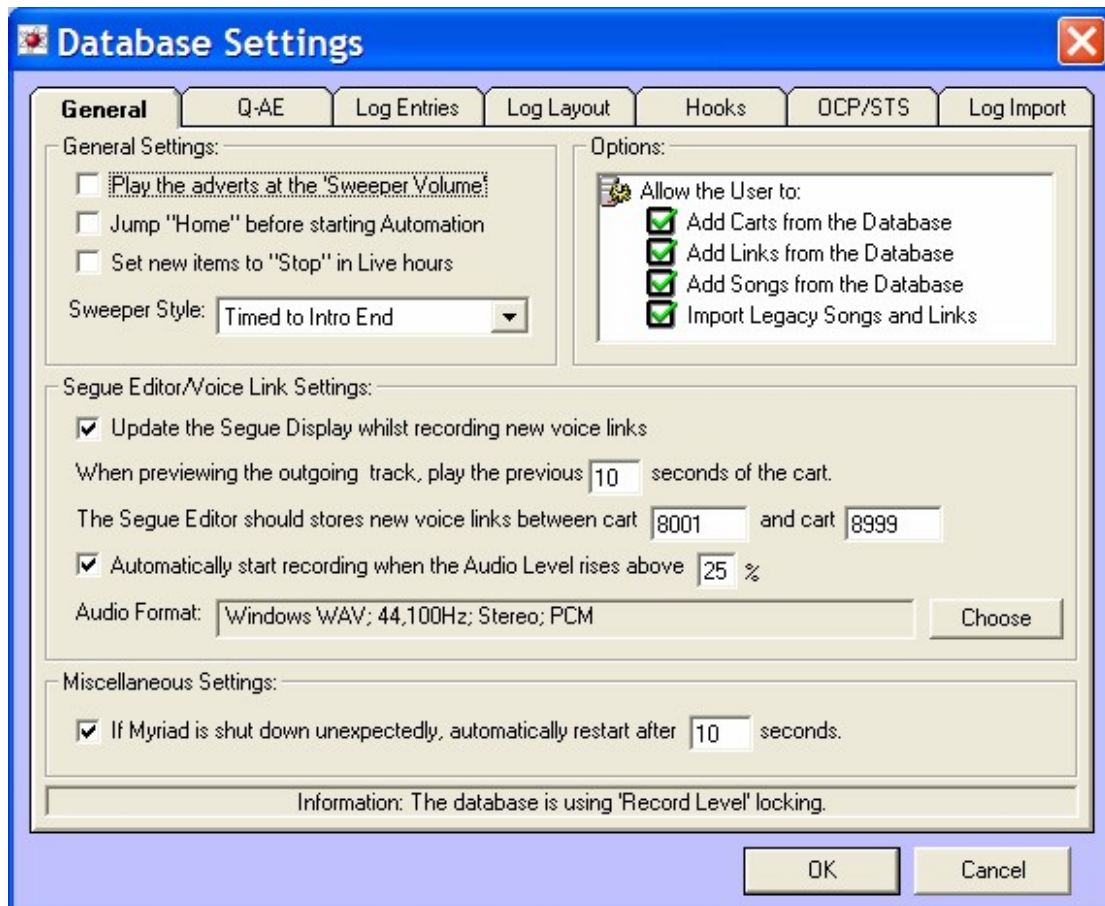
Station Database Settings

The Station Database settings option on the Settings menu opens the Station Database Settings window which includes a large number of settings that cover a diverse range of functions in Myriad. The one unifying factor is that all of the settings on the Database Settings window refer only to the Station Database that the Myriad workstation you are working on currently has open. Because of this, changes made in this section will affect all Myriad workstations that access the Station Database you are working on.



The General Tab

The General tab of Station Database Settings window covers many of the general Log Screen settings, affecting the way the system works.



General Settings > Play the Adverts at the 'Sweeper Volume'

Myriad has two different ways of playing out 'sweepers'. The first mode will dynamically 'duck' the volume on songs while a 'sweeper' Cart or Voice Track is playing. The second is for all songs and jingles to be played at one volume and all 'sweepers' and Voice Tracks to be played at another (higher) volume. If this method of 'sweeping' is selected (see Sweeper Style section below) then you also have the option of having adverts played back at the higher 'sweeper' volume. This option is off by default.

General Settings > Jump 'Home' Before Starting Automation

If you set this option then whenever you select one of the Active Playout modes on the Log Screen, Myriad will automatically jump to the Log Item that should be playing before it cues that Log Item up ready to be played. This basically has the same effect as if you click on the Home button before you switched to one of the Active Playout modes.

General Settings > Set New Items to 'Stop' In Live Hours

By default, when you are in Live Playout Mode (or Preview Live mode), new Log Items that are added to the Schedule Log will be added with a Green (Go) Segue type meaning that when Myriad plays them it will automatically segue on to the next item once it has finished.

If you tick this option then new Log Items added to the Schedule Log will be added with the Red (Stop) Segue Type which means that Myriad will automatically stop at the end of the item and will not start the next Log Item until you tell it to (by pressing the Go button etc).

This setting does not apply in Auto, AutoFade or Preview Auto modes as all segue types are Green (Go) Segue types in these modes.

General Settings > Sweeper Style

The Sweeper Style option allows you to tell Myriad how it should deal with 'sweepers' when it encounters them. There are three options available from the drop down list.

- **Timed To Intro End** - If this option is selected, Myriad will start 'sweepers' so that their end coincides with the end of the Intro of the song. These are sometimes referred to as power intros. Myriad will check to see that the 'sweeper' will actually fit into the Intro of the song; if it will not fit then it will play the 'sweeper' dry before playing the song.
- **Start At Intro Start** - This option will start the 'sweeper' at the same time as the song unless the 'sweeper' length is longer than the length of the Intro of the song being 'swept' into. If this is the case then Myriad will play the 'sweeper' dry before starting the song.
- **Dry** - The Dry option will play all 'sweepers' dry and never overlap 'sweepers' over the Intro's of songs.

Options > Allow Users to Add Carts from the Audio Wall

The Allow Users to Insert Carts from the Audio Wall option allows you to specify whether or not the User can insert entries into the Schedule Log from the Myriad Audio Wall or Cart Browser. This also affects 'drag n drop' from the Audio Wall (on dual screen systems).

Options > Allow Users to Add Links from the Database

This option works the same way as the option below by letting the User select a Link from a list of all the Links stored in the Database screen.

Options > Allow Users Add Songs from the Database

This option allows a User to insert new entries into the Schedule Log from a list of all the songs in the Database Screen. This option will allow the User to choose from an alphabetical list of songs or search for an artist or song name.

Third party music scheduling system users (such as Selector™ users) should disable this option.

Segue Editor / Voice Link Settings

As the name suggests, the settings in the Segue Editor / Voice Link section of the General tab allows you to adjust the settings specifically for the Full Segue Editor on the Log Screen in Myriad.

Segue Editor / Voice Link Settings > Update the Segue Display While Recording New Voice Links

When this option is ticked, a visual representation of the voice link that is being recorded is superimposed in 'real time' over the original segue as a voice link is recorded.

This option can be turned off on slower machines to allow the computer to concentrate on recording the voice link although the default is for the option to be ticked.

Segue Editor / Voice Link Settings > When Previewing the Outgoing Track, Play the Previous XX Seconds of That Cart

As the name suggests, this setting allows you to set how many seconds of the end of the previous track you hear when recording a voice link.

Segue Editor / Voice Link Settings > Voice Links Should Store Carts Between Cart XXXX and Cart XXXX

Voice links are automatically stored on the Audio Wall as Carts so that they can be played back later on the Log Screen. This option allows you to specify the area of the Audio Wall that the voice links will be recorded onto.

It is recommended that you select an area of the Audio Wall that is not in general use by any other P Squared products or in regular use by presenters. The voice links will automatically be recorded into the lowest empty Cart in the specified range but voice links will not automatically be deleted and you will not be able to record more voice links once the range is full so make sure the

range is sufficiently large to allow you record all the voice links you will need between manually clearing out the 'used' Carts by deleting them.

Segue Editor / Voice Link Settings > Automatically Start Recording When the Audio Level Rises Above XX %

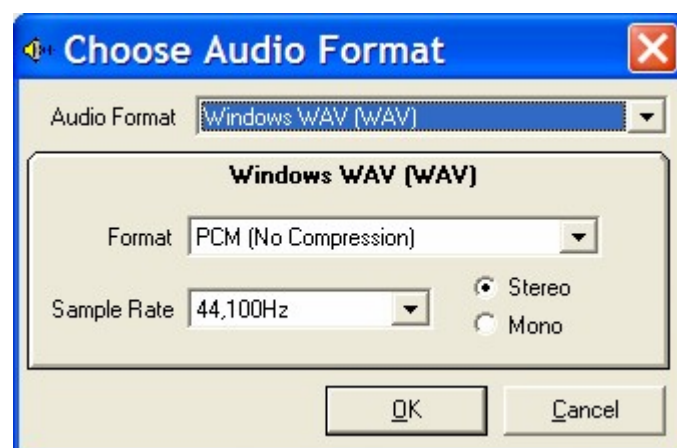
When recording Voice Links using the Full Segue Editor, you can either opt to manually start recording your voice link (by pressing the <SPACE BAR>) or have the system automatically start recording as soon as you start to speak into the microphone. This option is the default and the preferred option because when the link is played back by Myriad in automation, Myriad can be configured to 'duck' the audio level on the songs around the link starting at the beginning of the voice recording. It is therefore desirable to start to speak as close to the beginning of the recording as possible to get the best effect.

Ticking the Automatically Start Recording option minimises the problem by making the system 'listen' to the incoming audio level and then start recording as soon as it hears it. The percentage setting allows you to set a threshold that the incoming audio level must reach before recording is started. This allows you to set the threshold above background noise or cross talk ensuring that it only starts recording when the presenter speaks.

Unfortunately, there is not really a recommended threshold setting as it depends on your audio set up. You need to set this option as low as possible but above the threshold volume that would mean that Myriad would start recording on background noise alone. A little trial and error is probably the best way to get the right setting but start off at about 5% and see how you get on.

Audio Format

The Audio Format option is used to select the audio format and quality that your recorded voice links are recorded in. To select the Audio Format that you want to use, click on the Choose button.



From this window, you can select whether you want the recordings to be linear (PCM) or compressed (IMA ADPCM etc) using the Format drop down menu, you can also select the recording quality by using the Sample Rate drop down menu and whether you wish to record in mono or stereo.

Once you have the format and quality that you like, click on the OK button.

NB: This Audio Format window allows you to select any of the formats and qualities that are available to windows but not all are suitable for voice links and not all will work with Myriad. We suggest you stick to the settings listed below.

| | |
|------------|--|
| Linear | PCM |
| Compressed | IMA ADPCM |
| Qualities | 44.100 KHz 16 Bit Stereo (CD Quality) |
| | 44.100 KHz 16 Bit Mono (CD Quality Mono – saves space) |

Using other formats or qualities is done at your own risk but feel free to experiment as other formats and qualities do work.

Miscellaneous Settings > If Myriad Shuts Down Automatically Restart After XX Seconds

Every time Myriad is switched into an Active Playout mode, it sets an 'Active Flag' on the system to say that it has been activated. When it is put back into 'Standby' mode, it clears the flag to say that it has been stopped correctly. If the PC reboots or the power to the PC is interrupted when in 'Active' mode then because Myriad has not had the chance to shut down properly the 'Active Flag' stays on.

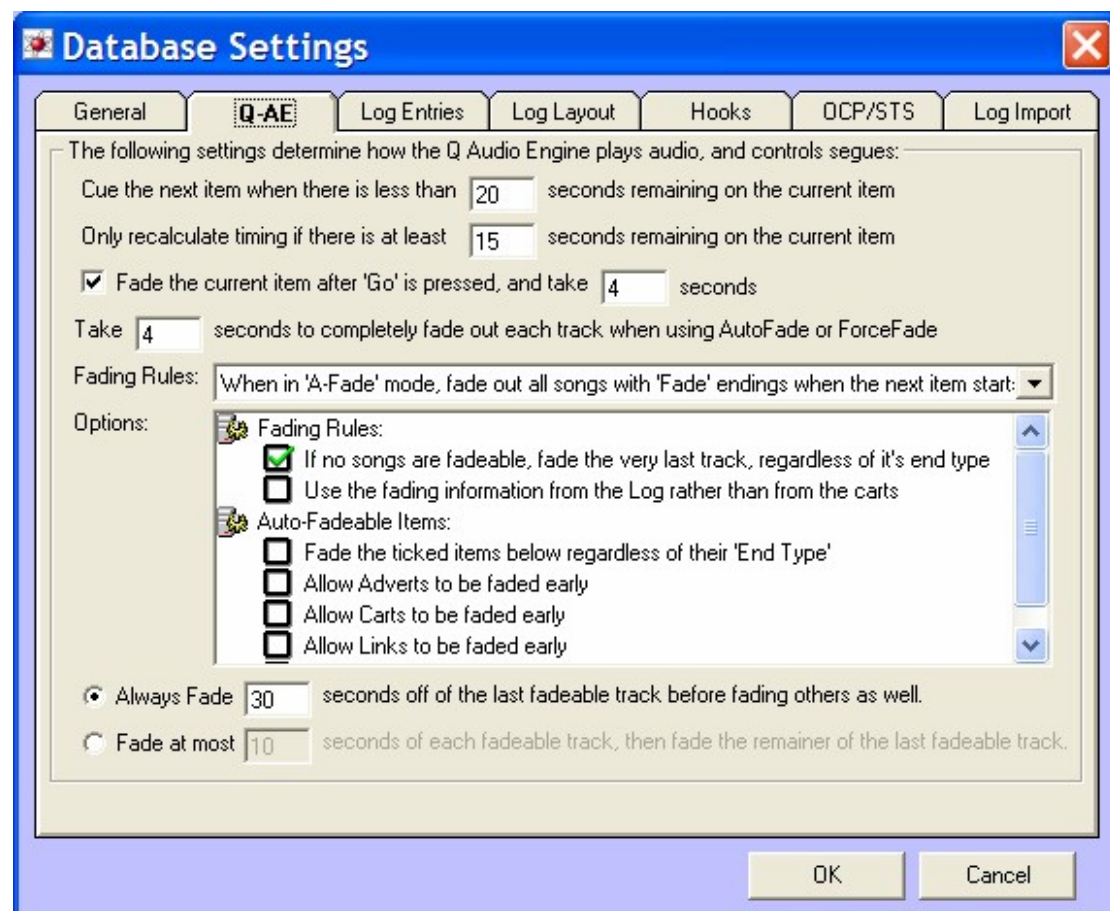
When Myriad does eventually restart, it checks to see if the 'Active Flag' is set, to determine if it was shut down correctly the last time it was used. If Myriad determines that it was not shut down correctly then it will search through the Schedule Log to find the entry closest in time to now, and then put a warning box on screen for XX seconds. This gives the User the option to cancel the automatic restart. If the User does not cancel the automatic restart then Myriad will switch to the scheduled Active Playout Mode and start playback. It will also leave a warning message on screen to inform then next User that it automatically restarted.

This option is on by default with a delay of 10 seconds.

NB: For this to protect against power failures, Myriad must be in the Windows™ Startup Menu so that it is automatically run when the PC restarts. You should also configure Myriad to automatically login to Windows, otherwise if your PC reboots, it will just sit on the Windows Login prompt and not restart Myriad.

The QAE Tab

QAE stands for Q Audio Engine, which is the engine that runs the Log Screen in Myriad. It decides what songs to fade, how to 'sweep' a 'sweeper' and how to play audio in general. For the most part, the QAE requires very little input from the User but there are a few settings that can be changed in the QAE Settings tab in Station Database Settings window.



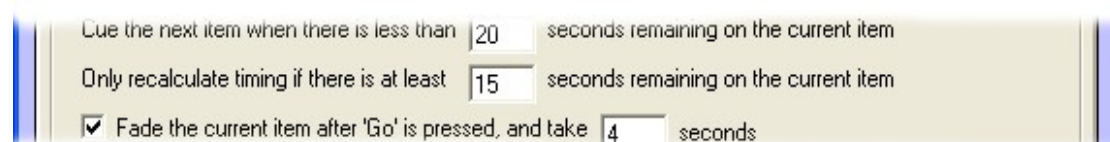
Cue The Next Item When There Is Less Than XX Sec Remaining...

Myriad will always cue up the next item in the Station Log before it actually needs to play it to allow it to do smooth segues. How far in advance it loads the next item is determined by this setting by entering the time in seconds. The default is 20 seconds although many stations set this a lot higher so that presenters can end songs earlier.

The presenter will still have several options for manually cueing the next item and even once an item has been cued, it can still be replaced or removed should the presenter wish to.

Only Calculate Fading If There Is At Least XX Seconds Remaining...

Myriad has the ability to manipulate an automated hour (in AutoFade mode) to ensure that it ends exactly at a specified time. This is most commonly used for hitting the top of the hour to take an external news service such as IRN. It does this by going through the hour and adding all the remaining audio together until the next absolute time marker. This is then compared to how long is left until the next absolute time marker and the excess audio is disposed of, by dropping some songs and fading other songs early. The QAE performs this calculation at every single segue where the next item's duration is longer than the time in seconds specified in this setting.



In the example screen shot above, the setting is set to 15 seconds which means that the QAE will be recalculated to make sure that it has all the timings right whenever a segue occurs into an item longer than 15 seconds.

This setting is primarily there so that you can decrease the amount of times in an hour that the QAE recalculates the fading on a slower machine. By increasing the time and therefore reducing the likelihood that it will recalculate on any segues other than going from a song to a song.

Fade the Current Item After 'Q-NXT Go' Is Pressed and Take XX Seconds

If you tick this item then whenever you manually segue from one Log Item in the Schedule Log to the next (using Go, Cart Controls, or Fader Starts) it will automatically fade out the previous item. You can also specify the time period that the previous item is faded out over by adjusting the XX seconds setting.

If you do not have this option ticked, when you manually start the next item, the previous Log Item will continue to play at the normal volume until it reaches the end of the Cart; it is assumed that you will control the volume using the fader on your mixing desk.

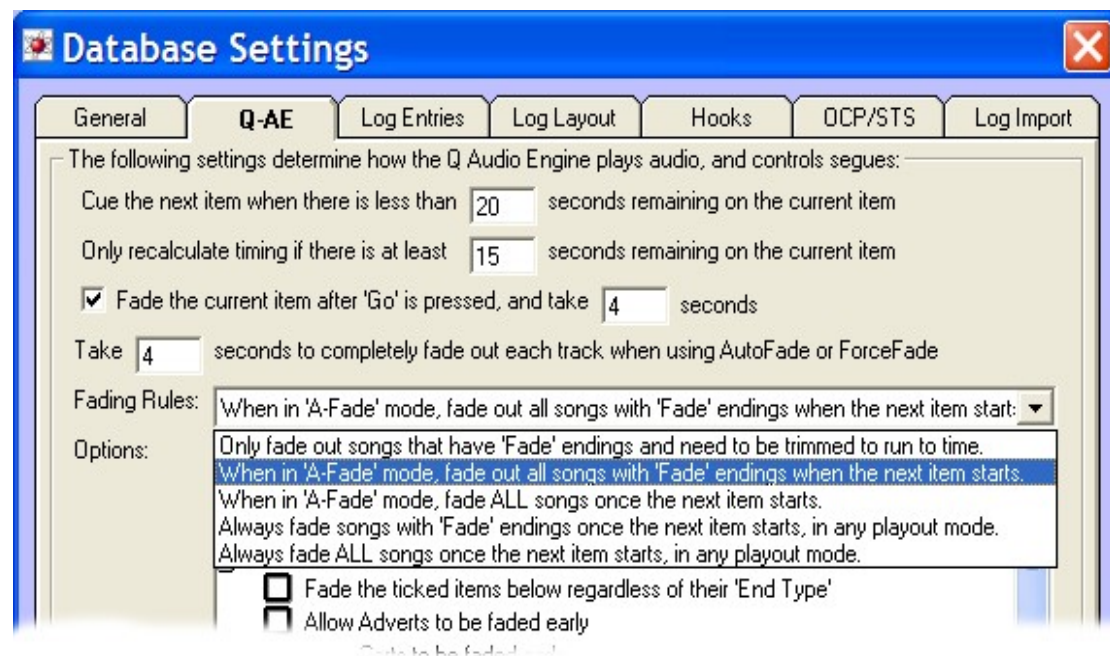
The default is for this option to be ticked and for the fade to over 4 seconds.

Take XX Seconds to Completely Fade Out Each Track When Using AutoFade or ForceFade

This setting tells the system how long to take to Autofade tracks that are being faded early to hit an absolute time marker. If you set this to 4 seconds, for example, the songs that are faded out automatically by the system will fade out over a period of 4 seconds. The longer this setting is set to, the longer the fade (and therefore the cross fade) and the 'looser' the mix will sound. On the other hand, if you set this setting shorter then the mix will sound very abrupt and forced. The default setting is 4 seconds, which has proven to be a good compromise between the two.

Fading Rules

The Fading Rules section of QAE tab allows you to set the way in which Myriad deals with fading Songs when in various Active Playout modes.



The options available from the drop down list are as follows.

Fading Rules > Only Fade Out Songs That Have 'Fade' Endings and Need to Be Trimmed To Run To Time

If you select the first option in the drop down list then Myriad will only fade out the volume on the previous song if that song is marked as having a 'Fade' ending on the Cart itself (or in the log generated by the music scheduler if you have configured Myriad to use this information instead) and the system has determined that it needs to fade the item early in order to hit an Absolute Time Marker. Experienced Myriad users may recognise this option as AutoFade only from previous versions.

Fading Rules > When In A-Fade Mode, Fade Out All Songs with 'Fade' Endings When the Next Item Starts

The second option will cause Myriad to fade out the volume on every song in the Schedule Log that has a Fade Ending Type as it starts the next song in the log but only when it is in AutoFade playout mode.

This option is the default setting in Myriad.

Fading Rules > When In A-Fade Mode, Fade ALL Songs Once the Next Item Starts

This option will force Myriad to fade out every song in the Schedule Log as the next is started but only when in AutoFade mode.

Fading Rules > Always Fade Songs with 'Fade' Endings Once the Next Item Starts, In Any Playout Mode

With this Fading Rule selected, all Songs that have 'Fade Endings' will be faded out when the next songs starts regardless of the selected Active Playout mode in Myriad.

Fading Rules > Always Fade ALL Songs Once the Next Item Starts, In Any Playout Mode

This final mode will cause Myriad to fade out all songs once the next item has started regardless of what playout mode is selected.

Options > Fading Rules > If No Songs Are Fadeable, Fade The Very Last Track...

The options sections allow you to set a range of options relating to how Myriad deals with audio and fading and also what rules it should employ when in AutoFade mode.

When you tick this option, it allows Myriad to consider fading the very last Song in the hour even if it has an 'Ends' ending type. This would only happen if there were no other fadeable songs in the hour and Myriad had little choice.

It is recommended that this option is left switched on as it provides a 'safety net' for AutoFade mode where Myriad is able to take drastic action if it needs to. If you turn this option off and there are no fadeable songs in an hour that has to 'run to time' then Myriad will not be able to comply and will over shoot to end of the hour (possibly crashing the news).

This option is set by default.

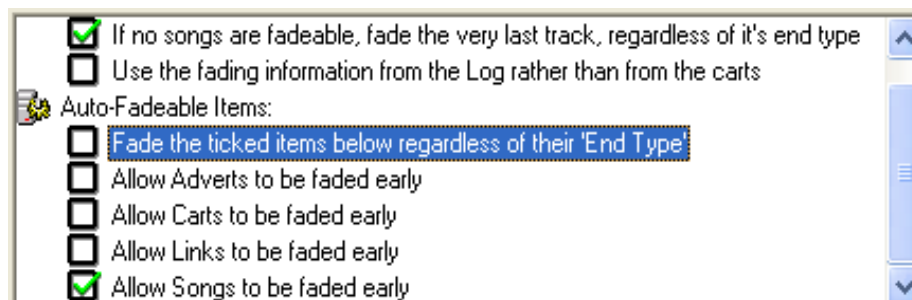
Options > Fading Rules > Use the Fading Information from the Log Rather Than the Carts

To work effectively, Myriad needs to know whether each item in the Schedule Log comes to an abrupt end (Ends) or slowly fades out over a few seconds (Fades). This information is usually stored on each individual Cart on the Audio Wall and Myriad checks this information as it plays it but, if you tick this option then Myriad will not look on the Audio Wall but rather take the information about how the item ends from the log that is generated by the music scheduling program (AutoTrack Pro, Selector etc).

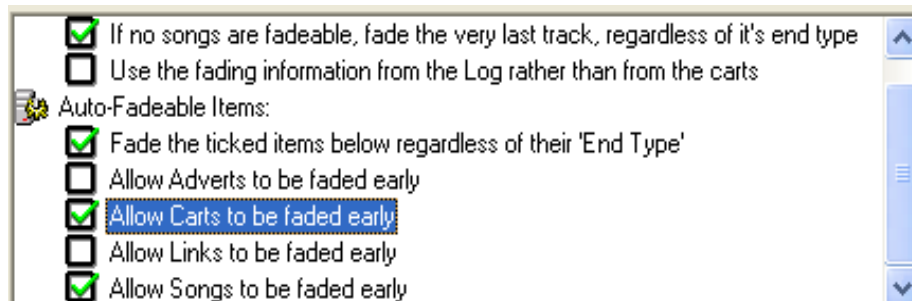
The default for this option is to be left unchecked.

Options > AutoFadeable Items > Fade the Ticked Items Below Regardless Of End Type

This setting actually refers to the options directly below it. Basically, this section allows you to set the Log Item Types that Myriad can fade early when in AutoFade mode and this setting allows you to set Myriad to be able to fade these Log Items early, regardless of what the End Type is set to on the Item.



If you tick this option, Myriad will have free reign to fade any Log Item of the allowed type, regardless of whether the Log Items End or Fade.



In the example above, Myriad is has been configured to allow it to fade both Songs and Carts early and it can fade any Song or Cart in the Schedule Log regardless of whether they have an End or Fade Ending Type.

Options > AutoFadeable Items > Allow Adverts to Be Faded Early

If this option is set, then Myriad is allowed to fade Adverts out early when in AutoFade mode in order to hit Time Critical Events (Absolute Time Markers).

This option is off by default.

Options > AutoFadeable Items > Allow Carts to Be Faded Early

If this option is set, then Myriad is allowed to fade Carts out early when in AutoFade mode in order to hit Time Critical Events (Absolute Time Markers).

This option is off by default.

Options > AutoFadeable Items > Allow Links to Be Faded Early

If this option is set, then Myriad is allowed to fade Links out early when in AutoFade mode in order to hit Time Critical Events (Absolute Time Markers).

This option is off by default.

Options > AutoFadeable Items > Allow Songs to Be Faded Early

If this option is set, then Myriad is allowed to fade Songs out early when in AutoFade mode in order to hit Time Critical Events (Absolute Time Markers).

This option is on by default.

Always Fade XX seconds off of the last fadeable track before fading others...

As outlined above, the QAE will drop and fade songs throughout an hour to ensure that it hits any specified absolute time markers, but before it goes off and does all of the calculations (see above), it will see if it can just fade a 'chunk' off the last fadeable track in the hour. The amount that it will fade off the final fadeable track before looking elsewhere is set in this setting.

The default for this setting is 30 seconds.

Selecting this option disables the Fade at Most XX option and vice versa.

Fade At Most XX Seconds From Each Fadeable Track, Then The Remaining...

Alternatively, the Fade At Most XX Seconds From option instructs the QAE to only fade the maximum stated amount from each fadeable song in the hour with the balance being faded from the last fadeable song in the hour. Say you set this to 10 seconds then up to 10 seconds will be faded from all the other fadeable songs in the hour with whatever additional time needed being faded from the final fadeable song.

Example: 2 minutes to get rid of with this option set to 10 seconds and the being 9 songs in the hour that are fadeable.

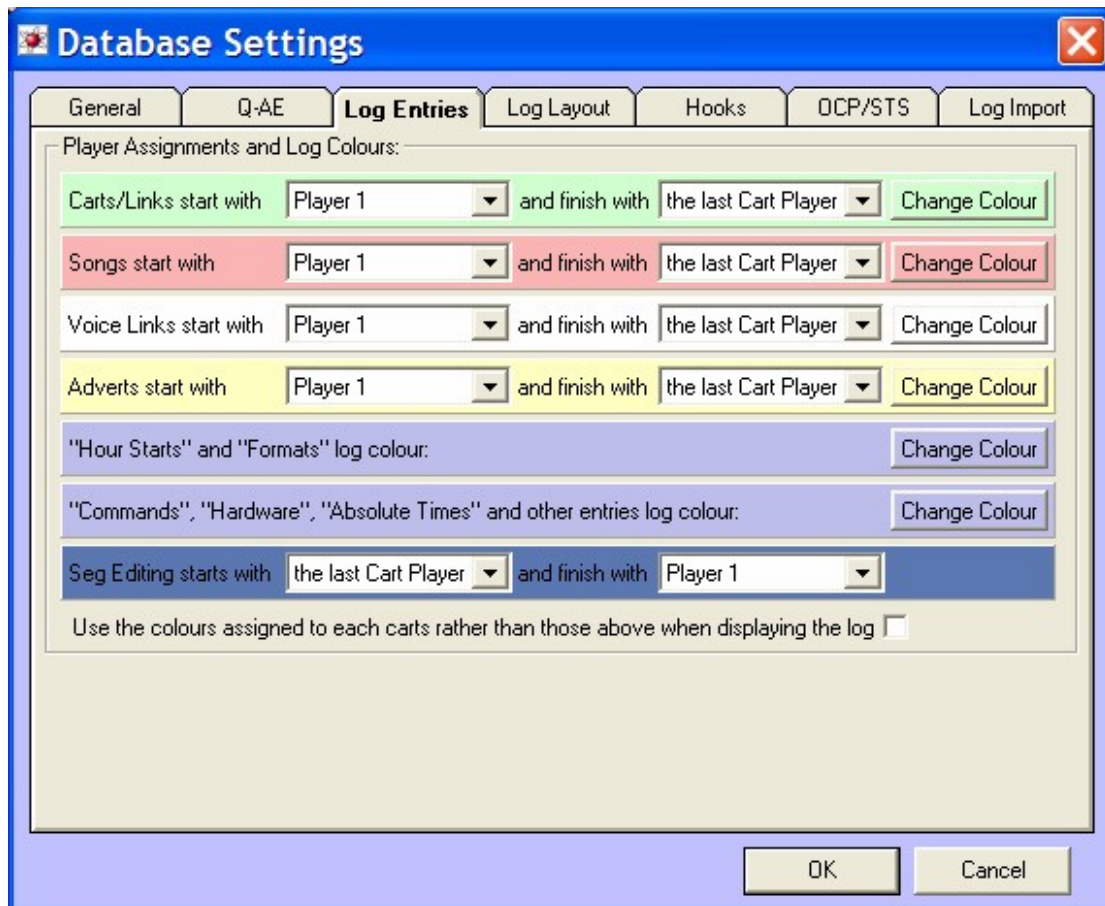
In this situation the QAE would fade 10 seconds of off each of the first 8 fadeable songs and 40 seconds off of the final fadeable song in the hour.

Selecting this option disables the Always Fade XX from the Last option and the default is 20 seconds.

The Log Entries Tab

The Log Entries tab deals with two important elements of the Log Screen in Myriad. This first of these is setting the colours of the individual Log Item Types displayed in the Schedule Log.

The second is to allow you to dictate the range of Cart Players that certain types of Log Item Types in the Schedule Log are allowed to use. This means you can make Adverts come out of a different set of Cart Players to Music etc.



On this screen the main Log Item Types are listed along the left hand side of the screen. Each item is on a colour-coded panel, which reflects the way it looks in the Schedule Log.

Next to the item name is a drop down list that allows you to select the first in a range of Cart Players that the specific type of item will use. To the right of this is another drop down list, which allows you to select the final Cart Player in the range for the items.

Finally, to the right hand side is a Change Colour button that allows you to change colour of the panel that the item appears on in the Schedule Log.

Example: Playing Songs and Adverts in Different Cart Players

Let's say we want to make it so that Songs, Carts, and Vocal Links come out of the first four Cart Players on a six Cart Player system but the Adverts all come out of the top two Cart Players. We also need to set which Cart Players the Voice / Segue Editor reserves when you are editing segues or recording voice links. Let's say that in this example, we are happy for it to reserve as many Cart Players as it needs but want it to start at the highest Cart Player and work it's way down to Cart Player 1. In this example, we would have to set the following options.

Database Settings

General Q-AE **Log Entries** Log Layout Hooks OCP/STS Log Import

Player Assignments and Log Colours:

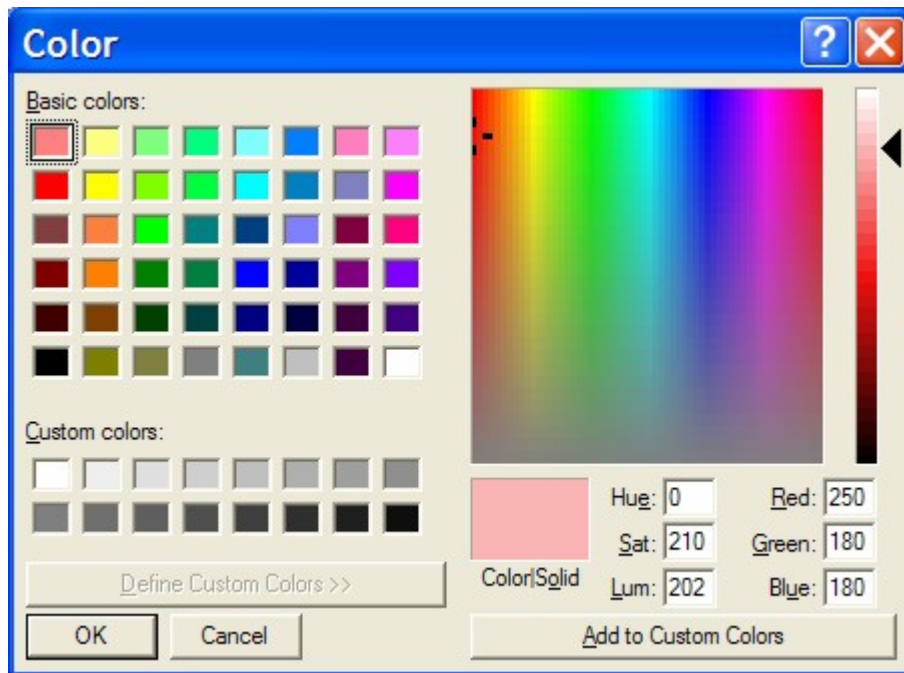
| | | | | |
|--|----------------------|-----------------|----------------------|---------------|
| Carts/Links start with | Player 1 | and finish with | Player 4 | Change Colour |
| Songs start with | Player 1 | and finish with | Player 4 | Change Colour |
| Voice Links start with | Player 1 | and finish with | Player 4 | Change Colour |
| Adverts start with | Player 5 | and finish with | the last Cart Player | Change Colour |
| "Hour Starts" and "Formats" log colour: | | | | Change Colour |
| "Commands", "Hardware", "Absolute Times" and other entries log colour: | | | | Change Colour |
| Seg Editing starts with | the last Cart Player | and finish with | Player 3 | |

Use the colours assigned to each carts rather than those above when displaying the log ☐

OK Cancel

Changing Log Item Colours in the Schedule Log

Now let's say we wanted to change the colours of Songs in the Schedule Log, all we have to do is click on the Change Colour button and selected the new colour from the colour selector window.



By default, all the colours in the Schedule Log are pastel shades that have been selected for their ease of use but please feel free to experiment. All of the items in Myriad will use the lowest Cart Player first and end with the highest Cart Player unless you change the default settings, the exception is the Voice / Segue Edit Cart Player range which defaults to the highest Cart Player and then works its way down.

You can also set the system to display the colours for the individual Carts on the Audio Wall instead of default colours in the Schedule Log.

The Log Layout Tab

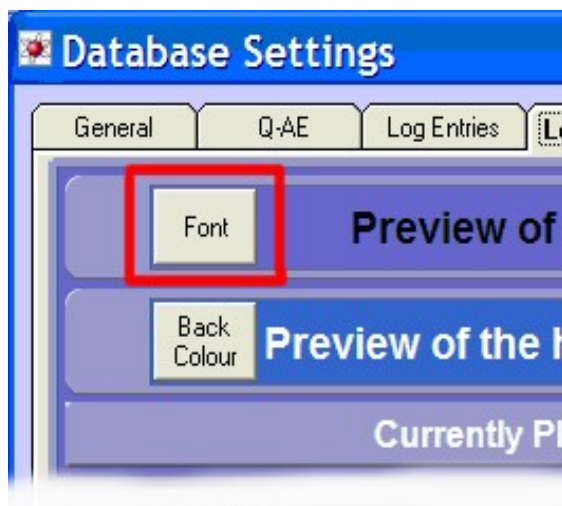
The Log Layout tab allows you to set the font size and style for the text that appears on the Log Screen. It also allows you to configure text colours for key information on the Log Screen and set where Myriad should get the timing information that it uses.



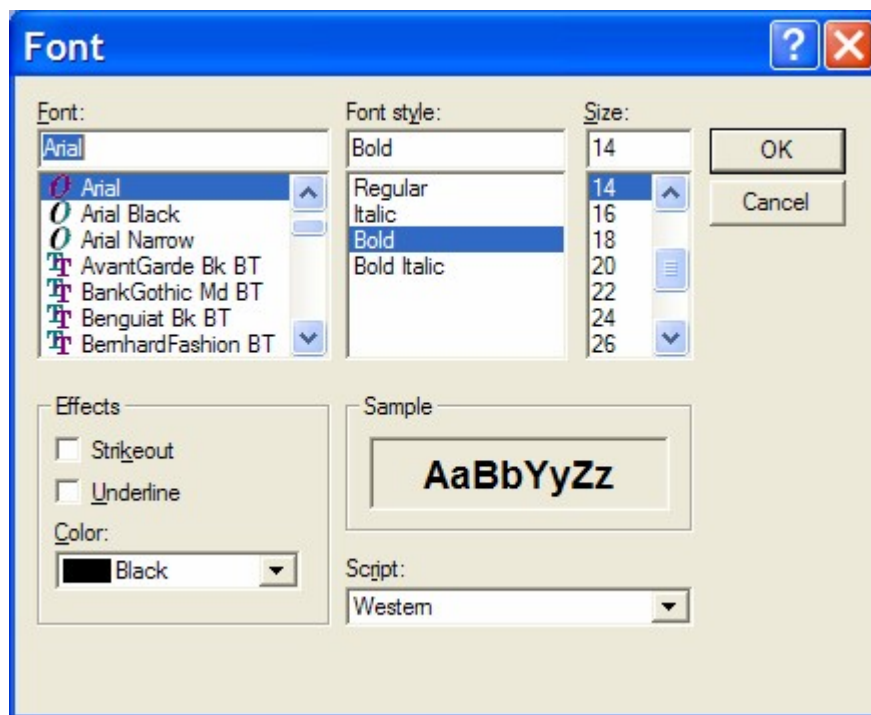
Preview of the Log Display

The Preview of the Log Display allows you to configure the font and font size and text colour for the text that appears on normal Log Items in the Schedule Log.

To change the font and font size for standard Log Items, click on the Font button.



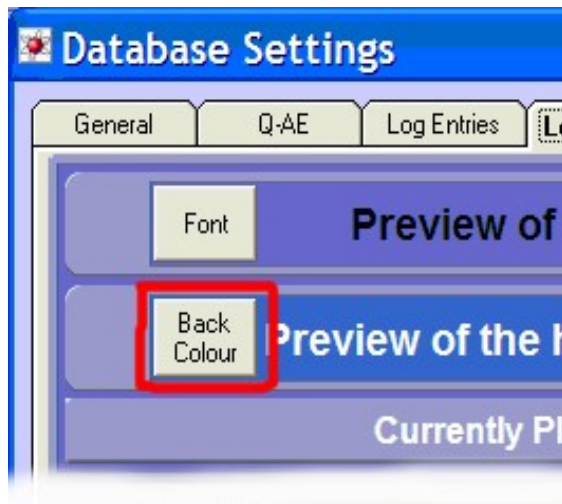
This will open the Font Selection window which allows you to select the font and font size to be used.



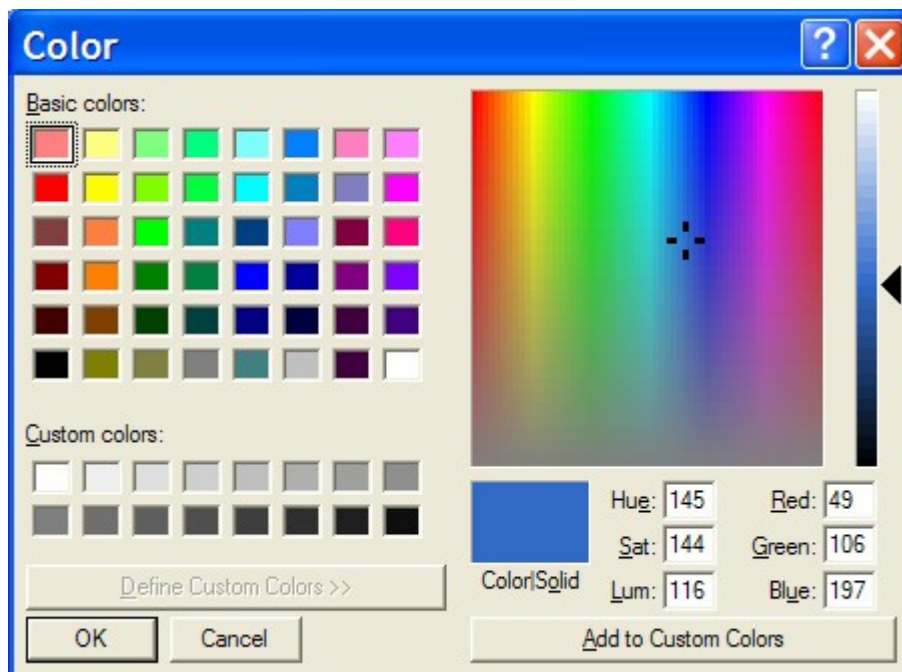
Please note that Myriad automatically sets the size of individual Log Items on the Log Screen depending on the size of the font selected here. This means that if you pick a larger font size, the Log Items will appear larger on the Log Screen (but less of them will be displayed on screen).

Preview of the Highlighted Log Item

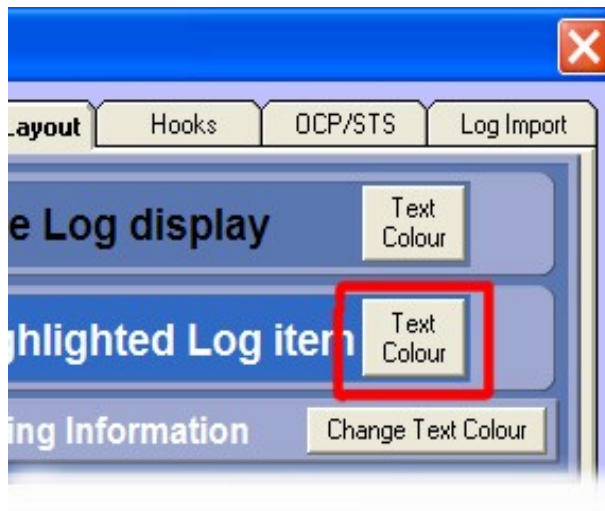
This section allows you to preview the way a highlighted Log Item in the Schedule Log will look. You can set the background colour for highlighted Log Items using the Back Colour button.



You can then select the colour using the Colour Palette window.



You can also set the colour for the text that will be displayed using the Text Colour button.



Currently Playing Information (Change Text Colour)

The Currently Playing Information section allows you to set the text colour for the Currently Playing Information (Overrun, Next Segue & Time Remaining) which is displayed at the bottom of the Schedule Log.



To alter the text colour, click on the Change Text Colour button and select the desired colour using the Colour Palette window.

NB: Please note that you cannot change font or font size for this option.

Time Display > Display the Time Information from Log

If you tick this option then instead of using the timing information from the Carts on the Audio Wall, Myriad will use the timing information from the Schedule Log and not the information on the Audio Wall. This option should only be used in exceptional circumstances.

The default setting for this option is not set.

The Hooks Tab

The Hooks Tab is used to set the default setting for Hook runs set up by the Log Screen and Auto Hook Log Items inserted in to the Log.

The screenshot shows a Windows-style dialog box titled "Database Settings" with a blue title bar and a red close button. It has several tabs: "General", "Q-AE", "Log Entries", "Log Layout", "Hooks" (which is selected and highlighted), "OCP/STS", and "Log Import". The "Hooks" tab contains a section labeled "Hook Options:" with four text input fields. The first field is labeled "Hook Player Start Cart:" and contains the number "2". The second field is labeled "Hook Player Separator Cart:" and contains the number "3". The third field is labeled "Hook Player End Cart:" and contains the number "2". The fourth field is labeled "Hook Player Number items:" and contains the number "3". At the bottom right of the dialog are "OK" and "Cancel" buttons.

These settings are used in one of the two following circumstances:

- When you right click on the Log and select the 'Cue No More Than X 'Hooked' Items in A Hook Player' menu option. When you select this option, the settings here are applied to the Hook Run that is cued in the Hook Cart Player.
- When you insert a AutoHook Log Item in to the Schedule Log using the right click menu. In this case, the settings here are used as the default setting for the AutoHook but you can change them.

Hook Player Start Cart

This allows you to set a Cart to be played first in the Hook Run or AutoHook Log Item. If you leave this blank then the first Hook will be played at the beginning of the Hook Run or AutoHook.

Hook Player Separator Cart

This allows you to specify a Cart to be played between each Hook in the Hook Run or AutoHook Log Item.

If you leave this blank then the Hooks will be played 'back to back'.

Hook Player End Cart

This allows you to specify a Cart to be played after the last Hook has finished.

If you leave this blank then the Hook Run or AutoHook Log Item will end after the end of the last Hook.

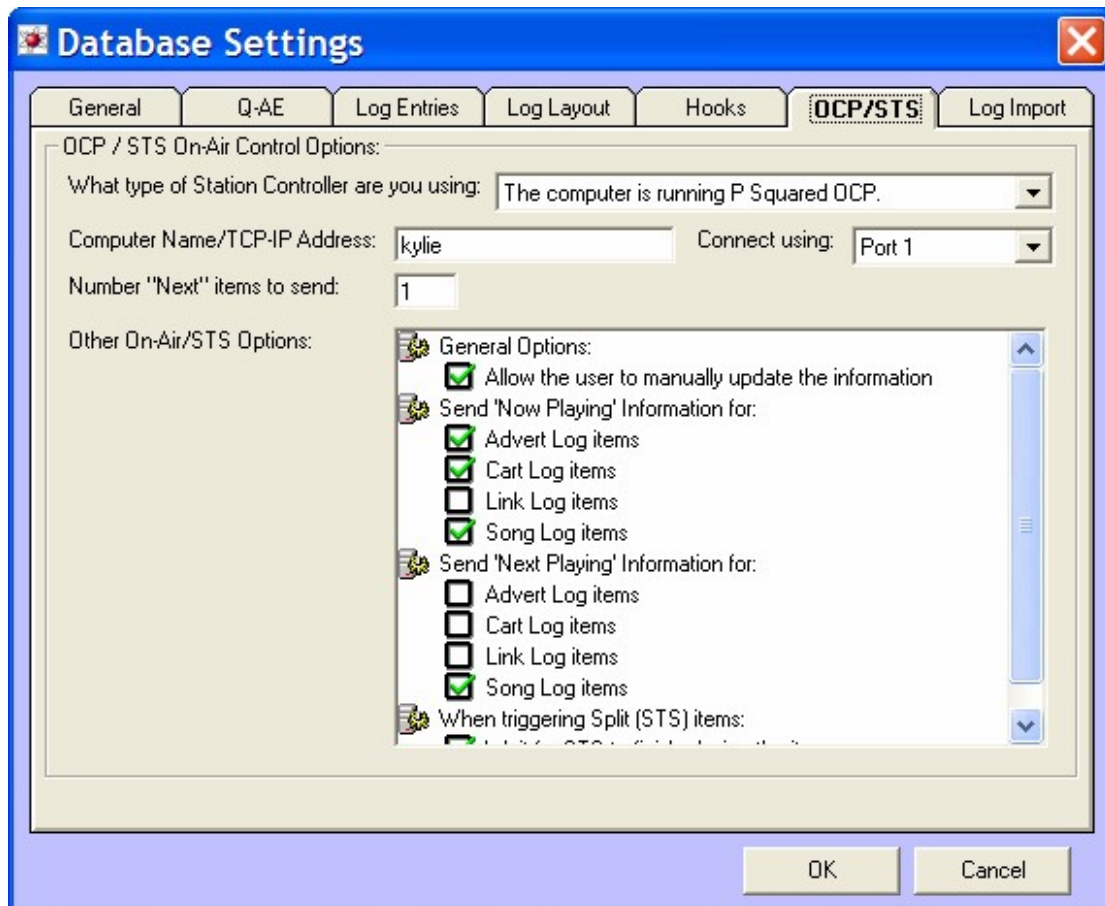
Hook Player Number Items

This option allows you to set the maximum number of Songs that contain Hooks that will be added to the Hook Run, and the default number of Hooks to use when inserting AutoHooks. When you are working with AutoHooks, all of these options can be altered when you add the AutoHook or at any other time by double clicking on the AutoHook in the Schedule Log. Hook Runs are less flexible in that these settings are used each time.

The OCP / STS Tab

The OCP / STS tab Station Database Settings is concerned with Myriad communicating with the Myriad STS and OCP which both allow you to expand your overall Myriad system. The role of Myriad STS and OCP is outlined below:

- **OCP (Online Content Processor)** – OCP is part of the standard Myriad package and is used to provide additional text and visual information to a range of digital broadcast platforms. In simple terms this means displaying text and picture information about what is playing and what will play next to web sites and DAB transmitters. As OCP is part of the standard Myriad package, if you have purchased a full Myriad license then you are also entitled to an OCP license.
- **Myriad STS (Split Transmission System)** – Myriad STS is not part of the standard Myriad system and should be purchased as an upgrade (email sales@psquared.net for more details). The role of Myriad STS is to provide split advertising and branding capabilities to the Myriad system. Basically, the central Myriad system plays music and other content but split adverts and branding are played by Myriad STS workstations (either locally or remotely).



The OCP / STS tab is used to configure Myriad to communicate with these two external programs and also what information it should share with them.

CAUTION: You must be using Advanced on Air Control in order to use Myriad with OCP or Myriad STS. For more details please refer to the Settings Menu > Myriad Settings > On Air Control Tab for more details.

What type of On-Air Controller are you using

The first thing that you must do is choose which of the two types of On-Air Controller programs you want Myriad to connect to. The options are as follows:

- **There Is No Computer To Connect to** - The first option is that there is no computer to connect to. If this option is selected then Myriad will not attempt to communicate with any external programs. If you select this option then the rest of the settings in this section are disabled, as they will not be needed. This is the default setting.
- **The Computer Is Running P Squared's OCP** - This option tells Myriad that the computer it will try to communicate with will be running

OCP for generating and sending additional multimedia information in a variety of formats.

- **The Computer Is Running P Squared's Myriad STS** - This option tells Myriad that the specified PC will be running Myriad STS so the appropriate information for split transmission advert breaks and jingles should be sent to it.

NB: As implied by the nature of this drop down box, Myriad can only send to either OCP or STS but not both at the same time. Should you wish to do this then you should set your Q-NXT system to talk to the master STS system that in turn will talk to the OCP system passing on information from Myriad. You would also only connect to one STS system even though you may have several different Myriad STS workstations servicing different areas. This is known as the Master STS machine and this in turn relays Myriads commands to any other Myriad STS systems on the network.

For more information on STS and OCP network topologies, please consult the individual product's documentation or a P Squared support engineer.

Computer Name / TCP-IP Address

Once you have decided what type of On Air Control service you want to connect to, you must tell Myriad the computer name or IP address of the PC that the software is running on so that it can send the information to the correct place. This is done in the form of a UNC computer name or a TCP-IP address. Both of these addresses are unique for each machine on your network so Myriad will always send information to the right PC and all other PCs on the network will ignore it. For more information on specific computer names and TCP-IP addresses on your network, you should consult your local network administrator or the Windows™ documentation on 'network names'.

Tip: The TCP-IP address 127.0.0.1 is special because it means 'the same address as this computer'. You should use this address if OCP is running on the same physical PC as Myriad. This is known as a loop-through TCP-IP address.

Connect Using: Port X

Next to the specific address you can also specify a Port Number by using the drop down list. The Port Number system allows a single OCP system to accept data from several Myriad or STS systems at the same time. As long as each one has a unique Port Number then it can tell the difference between the data it receives from each. You must make sure that each Myriad or Myriad STS system that links to a central OCP program has a unique Port Number.

The reason for doing this is if you are running an FM and AM service from your Myriad network then you can configure a single OCP+ application to

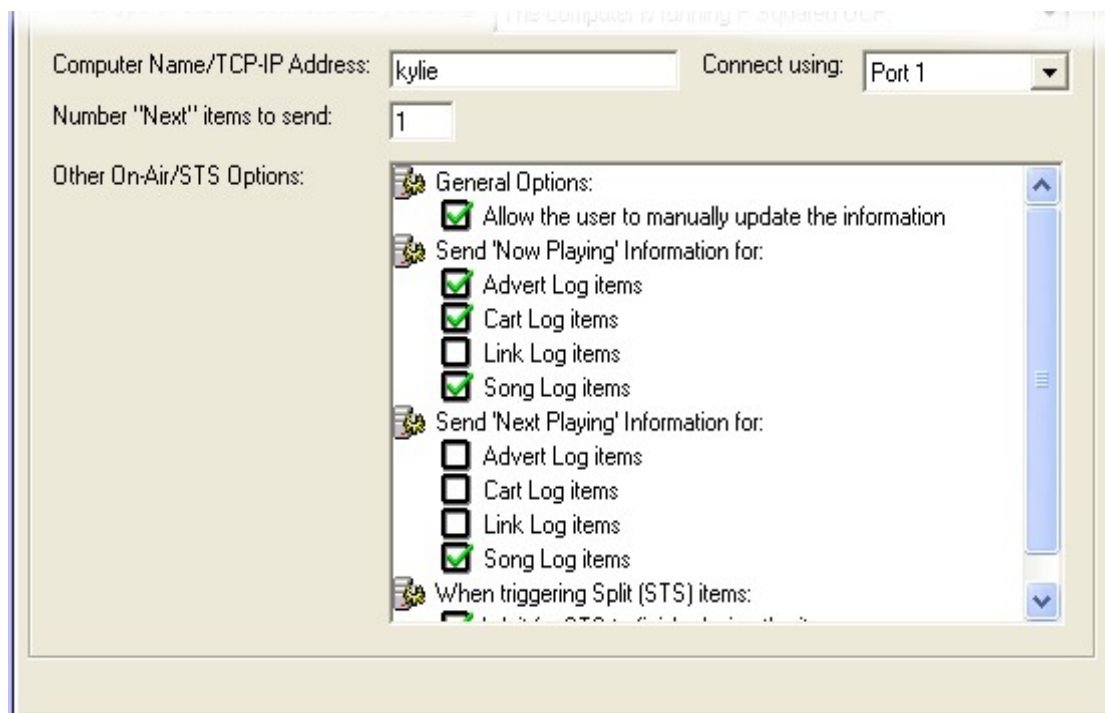
provide multimedia information for both. Each station would need to run on different Port Numbers in order for OCP+ to be able to tell the difference between the information being received and update the correct service accordingly.

Number “Next” Items to Send

This option allows you to specify how many Schedule Log Items ahead of the current entry to send to OCP. The default is 1 which means that only the current and next item information would be available to OCP but if you wanted to list the next five Log Items on your web site, you would have to change this setting to be 5 (and add in all the extra OCP information accordingly).

Other On-AIR / STS Options

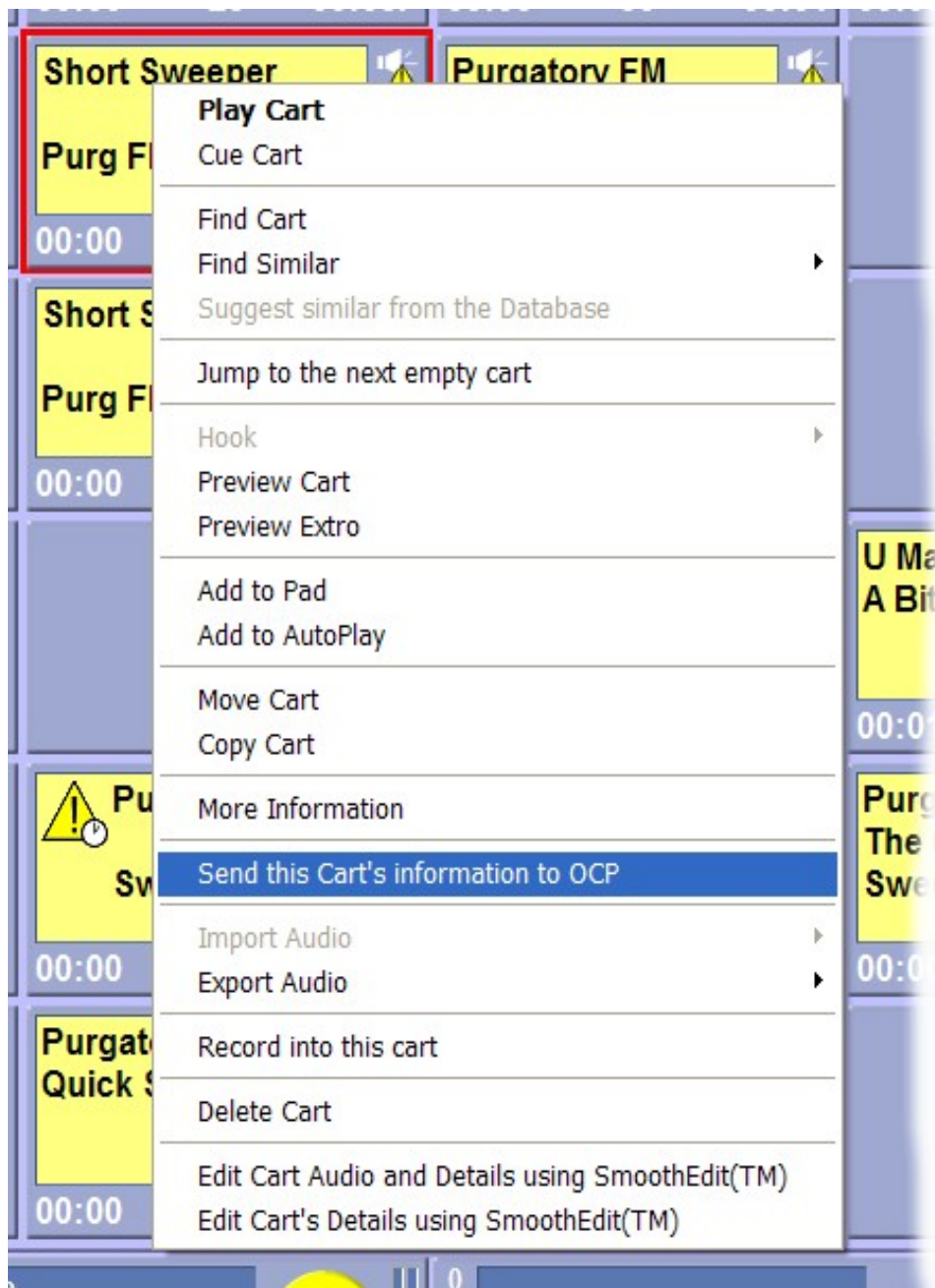
The Other On-Air / STS Options Section offers a number of tick options to allow you to configure the information that Myriad supplies to OCP or Myriad STS. Tick each option that you wish Myriad to use.



The roles of the options offered in this section are outlined below.

- **Allow The User To Manually Update The Information** – Setting this option will allow a User to manually send information to OCP from Carts on the Audio Wall, Carts that are in Cart Players, Log Items or by manually typing in information using the Send Manual Information on

the On Air Control menu. Once this option is set and Myriad has control of an OCP application, a new right click menu options become available when right clicking on Carts, Cart Players or Log Items.



Selecting the 'Send the Cart / Log Item's Information to OCP' option will update OCP with the text and picture information for the Cart or Log Item that you right clicked on.

You can also manually type in the information that OCP will use by selecting the On-Air Control Menu > Send Manual Information option.

You can then type in the information and then click on OK to send the information to OCP.

- **Send Now Playing Information For Advert Log Items** – Tick this option to send the information to OCP for Advert Log Items that are currently playing.
- **Send Now Playing Information For Cart Log Items** – Tick this option to send the information to OCP for Cart Log Items that are currently playing.
- **Send Now Playing Information For Link Log Items** – Tick this option to send the information to OCP for Link Log Items that are currently playing.
- **Send Now Playing Information For Songs Log Items** – Tick this option to send the information to OCP for Song Log Items that are currently playing.
- **Send Next Playing Information For Advert Log Items** – Tick this option to send the information to OCP for Advert Log Items that will play next.
- **Send Next Playing Information For Cart Log Items** – Tick this option to send the information to OCP for Cart Log Items that will play next.
- **Send Next Playing Information For Link Log Items** – Tick this option to send the information to OCP for Link Log Items that will play next.
- **Send Next Playing Information For Song Log Items** – Tick this option to send the information to Song for Advert Log Items that will play next.
- **When Triggering Split (STS) Items: Wait For STS To Finish Playing The Item** – This option instructs Myriad whether it should wait for split advert breaks to play before continuing with this next Log Item in the

Schedule Log. If this option is ticked and the Schedule Log contains a Split Advert Break Log Item, when Myriad starts the Split Advert Log Item, it will not continue on to the next Log Item in the Schedule Log until the connected STS Master tells Myriad that the break has finished. If the option is not ticked then Myriad will trigger the Split Advert Log Item and then immediately start the next Log Item in the Schedule Log.

The Log Import Tab

The final tab on the Station Database Settings window is the Ads / Log Import tab which allows you to set up the information needed to import both music schedule and advert logs from a third party software vendor systems such as RCS Selector™ and Broadnet™. You will not need to use these settings if you use AutoTrack or AutoTrack Pro for music / link scheduling or the P Squared Advert Manger for advert scheduling.

Database Settings

General | Q-AE | Log Entries | Log Layout | Hooks | OCP/STS | **Log Import**

Song/Jingle Log Files ('Music'):

Logs last sent:

Logs Directory:

Log Filename Prefix: Filename Date Format: Sample:

Amount to add to Cart Numbers: ☐ Use the Log Importer Cart Ranges when adding carts.

NOTE: You do not need to use these settings if you are using AutoTrack.

Advert Log Files ('Adverts'):

Logs last sent:

Logs Directory:

Log Filename Prefix: Filename Date Format: Sample:

Amount to add to Cart Numbers: Only use adverts marked for Transmitter Chain:

Other Settings:

☒ Remove Old Log Entries after: days Report Hours that are less than: minutes

Song / Jingle Log Files (Music)

There are two sections, the first deals with the settings for importing a music log from a third party music scheduler such as Selector™ or Powergold™.

Although you can alter these settings from inside Myriad it is recommended that you use the settings facility on the actual Log Importer program which is used to import the logs.

Logs Last Sent

This information panel shows the last data the 3rd part music / link logs were imported into Myriad.

Logs Directory

The Logs Directory setting allows you to select the folder and drive where the music scheduling system exports its log file to. To alter this setting, click on the Browse button.

Log Filename Prefix

The Log File Prefix allows you to set the prefix that log files are exported with from the third party music / link scheduling program. A common file format for the exported log is to have a two-letter prefix followed by the date for the file so an example might be FM060411.log for a log file for the 11th of April 2006. In this case the Log Filename Prefix would have to be set to FM.

Filename Date Format

As mentioned above, the most common form of log file outputted from third party music scheduling systems has a file name prefix and the date of the log embedded in to the file name (e.g. FM060411.log for 11th of April 2006). This option allows you to change the date format that the import utility will use.

Amount To Add To Cart Numbers

This option allows you to off-set the Cart Slot Numbers that are listed in the log file generated by the third party music scheduler so that they match with the Cart Numbers in Myriad. Let's say that the music listed in your Selector™ system starts at one but your music starts on the Audio Wall at 3001 then by adding 3000 to this setting, the numbers will tally up. This option is usually only needed if you are adopting a schedule database from another playout system, most of the time you would go through and add the correct Cart Numbers to each item in your music database.

Use Log Importer Cart Range When Adding Carts

If you enable this option then when you drag Carts from the Audio Wall in to the Schedule Log, it will place them in the log as songs, link or sweepers Log Items based on the Cart range that are stored in the Log Importer settings section of the Log Importer utility. This means that if your Log Importer is set up to treat all Carts between 3000 – 6000 as songs, any Cart dragged into the Schedule Log from that Cart range will be added as a Song Log Item.

Advert Log Files

NOTE: You do not need to use these settings if you are using AutoTrack.

Advert Log Files ('Adverts'):

Logs last sent:

Logs Directory:

Log Filename Prefix: Filename Date Format: Sample:

Amount to add to Cart Numbers: Only use adverts marked for Transmitter Chain: ☐

Other Settings:

☒ Remove Old Log Entries after: days Report Hours that are less than: minutes

The bottom half of the screen is dedicated to the settings needed to import advert logs from a third party advert scheduling systems such as Broadnet™. Although you can alter these setting from inside Myriad it is recommended you use the settings facility on the Log Importer utility itself.

Logs Last Sent

The Logs Last Sent info panel shows the time and date of the last advert log file imported into the system.

Logs Directory

The Logs Directory setting allows you to specify the drive and directory where the advert log file generated by your 3rd party advert scheduler is located. To select the database you want to use, click on the Browse button and select the desired folder location using the Windows Folder Browser window.

Log Filename Prefix

The Log Filename Prefix allows you to set a text character prefix to the advert log file name. Typically, advert log files have a unique prefix and the date of the log embedded in the actual filename so an example might be AD110406.log for the adverts for the 11th of April 2006. In this example the Log Filename Prefix would have to be set to AD.

NB: The overall filename format needs to tally with the filename format generated by your advert scheduling system.

File Date Format

As outlined in the Log Filename Prefix, advert log files usually include the date that the file covers in the actual filename and you have one file per day. The File Date Format allows you to select the format that this date follows.

NB: This needs to tally with the date format used by your advert scheduling system.

Amount To Add To Cart Numbers

This option allows you to set an 'off set' on the numbers that come from the advert log generated by a third party advert scheduling system, and the adverts that are stored as Carts on the actual Audio Wall. If the first advert on your advert scheduling system is number one but the adverts start at 4001 on your Audio Wall then you would put 4000 into this setting to make it work. It is common practice to put the correct Cart numbers in to your advert scheduling system in which case then this setting can be left blank.

Only Use Adverts Marked For Transmission Chain

This setting is concerned with the use of Transmission Chains Codes, which are used by some third party advert scheduling systems when scheduling adverts for multiple transmission chains. For details on the use of transmission codes, please consult your advert scheduling system documentation.

Other Settings > Remove Old Log Entries After X Days

This setting allows you to set, on a per Station Database basis, the amount of expired Schedule Log information Myriad should keep available on the Log Screen.

If you set this to seven days then Myriad will delete all Log Entries from the Log Screen that were played (or where scheduled to be played) seven days or more ago.

Please note that this process only when Myriad you import new music logs in to Myriad using the Log Importer utility.

Other Settings > Report Hours That Are Less than XX Minutes

This setting also only applies when you are using the Log Importer utility to import 3rd party music / advert logs in to your Schedule Log using the Log Importer. When you use the Log Import utility to import music or advert logs, the system checks the total length of audio Log Items for each hour being imported and any hours that have less than the value set here will be reported as being potentially short hours. This is particularly useful for automated hours where you have more audio content than is needed and it is essential to allow Myriad to reach Time Critical Events at the correct time.

Directory Settings

The Directory Settings option on the Settings menu offers access to the Directory Settings window which is to instruct Myriad as to which P Squared Directory it should be using to configure the use of the Directory itself.



What is The P Squared Directory?

The P Squared Directory is essentially a contacts database that is used to keep contact details and access rights for all the Users of your Myriad system as well as Users for other P Squared products and general contacts that you may wish to add to the database.

For Users familiar with previous versions on Myriad, the P Squared Directory replaces the old Users Database from Myriad v2.6.

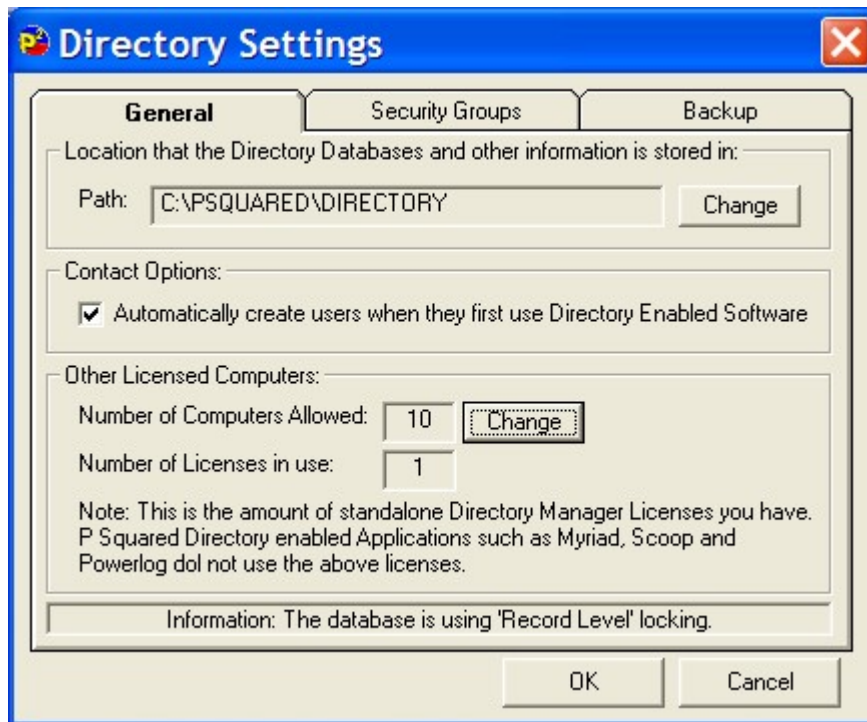
The main advantage to the P Squared Database structure over the older Users Database system is that the P Squared Directory is common across all Directory activated P Squared products (which includes, Scoop, Myriad and Powerlog) so you can have a single database for Users for all the P Squared Products at your station. The other advantage is that P Squared offer a stand alone Database Manager application that can be purchased for installation on other (non Myriad) PCs at your station providing you with a low cost central contacts database that can be accessed by any enabled PC.

The P Squared Directory is used more heavily in information focused products such as Scoop. In Myriad its primary role is to allow you to add Users to your system and administer the access rights that they have.

The Directory Settings window is split into three tabs which are examined in more detail below.

The General Tab

The General tab is used to set the location of the P Squared Directory database file that you wish Myriad to use as well as what Myriad should do when you first set up your Directory.



You can also administer any stand alone P Squared Directory Manager software licenses that you may have purchased in addition to Myriad.

Directory Database Path

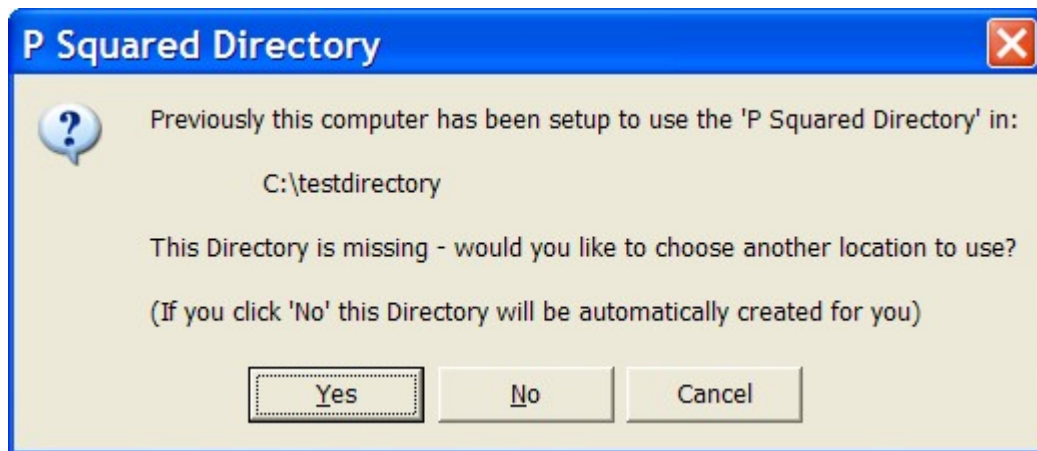
This Path setting is used to set the location of the P Squared Directory Database that Myriad will use to access the Database.

To alter this setting, click on the Change button and then use the Browse for Folder window to select the folder that your Directory Database is located in or the folder that you wish to create it in if you are working on a new database.

Once you are happy with the location, click on the OK button.



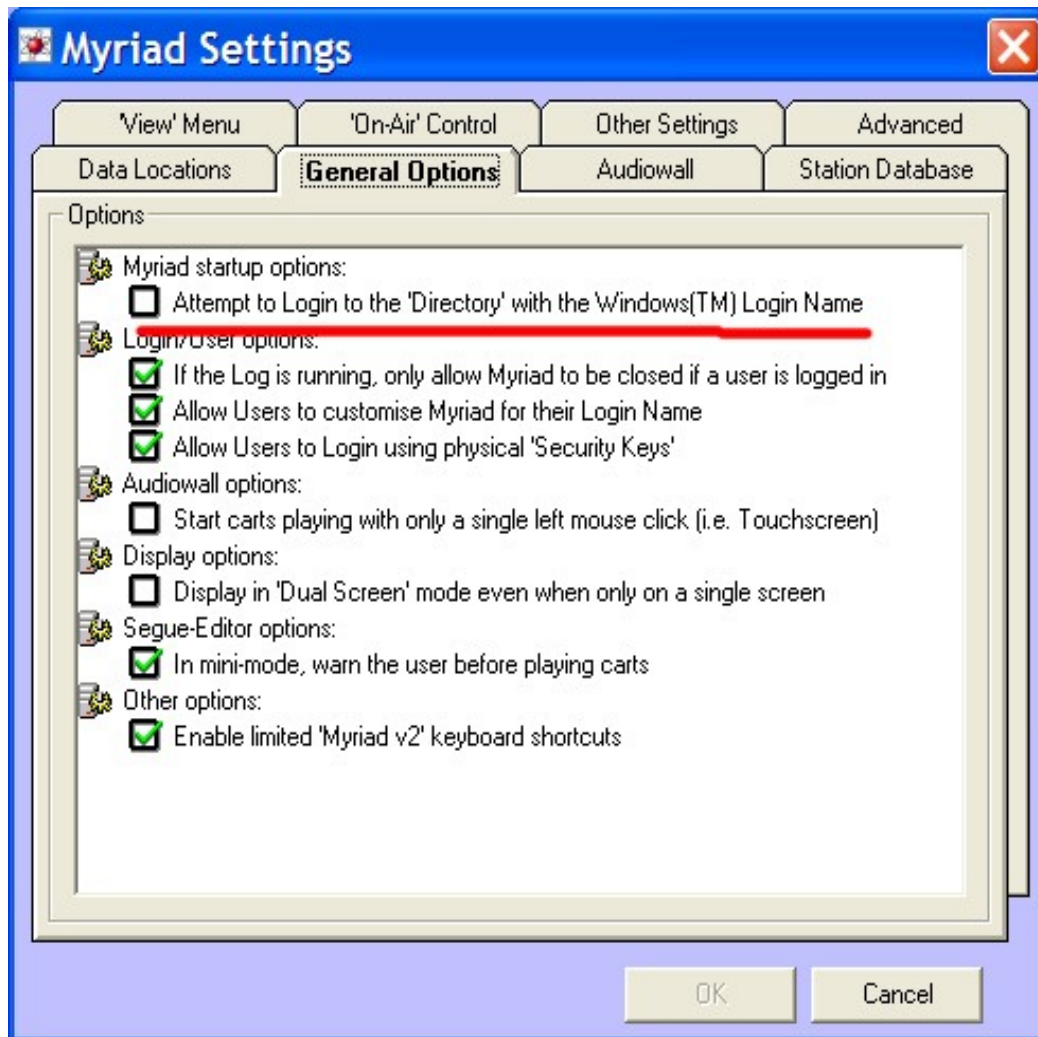
Please note that if you select a Directory Database Path in here that does not contain a valid P Squared Database File, Myriad will ask you whether it should create a Directory in the folder then next time it restarts.



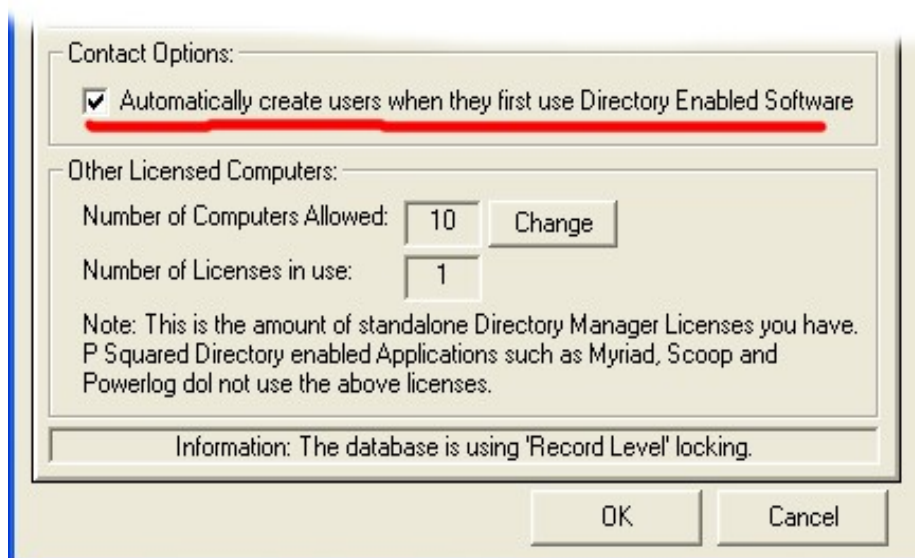
Click on the Yes button to create a P Squared Directory in the selected folder.

Automatically Create Users When They First Use Directory Enabled Software

This setting is only used if you have configured Myriad to automatically attempt to login to Myriad when it starts, using the Windows Login name that is currently logged in to Windows (see Settings Menu > Myriad Settings > General Options tab).



In this condition, Myriad will attempt to login using the Username and Password from the Windows Login but will fail if the Login name is not also in the P Squared Directory.



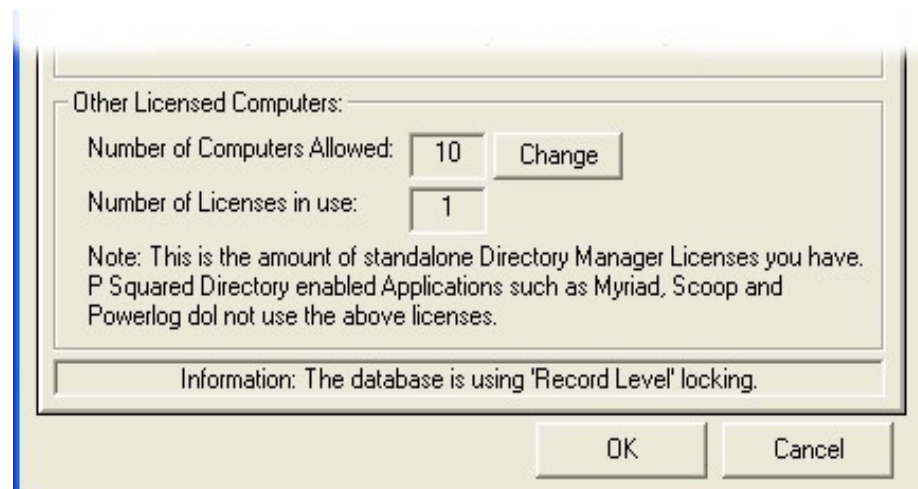
If you tick the 'Automatically Create Users' option on the General tab of Directory Settings then Myriad will also create a User contact for the Windows login name and password.

Other Licensed Computers > Number of Computers Allowed

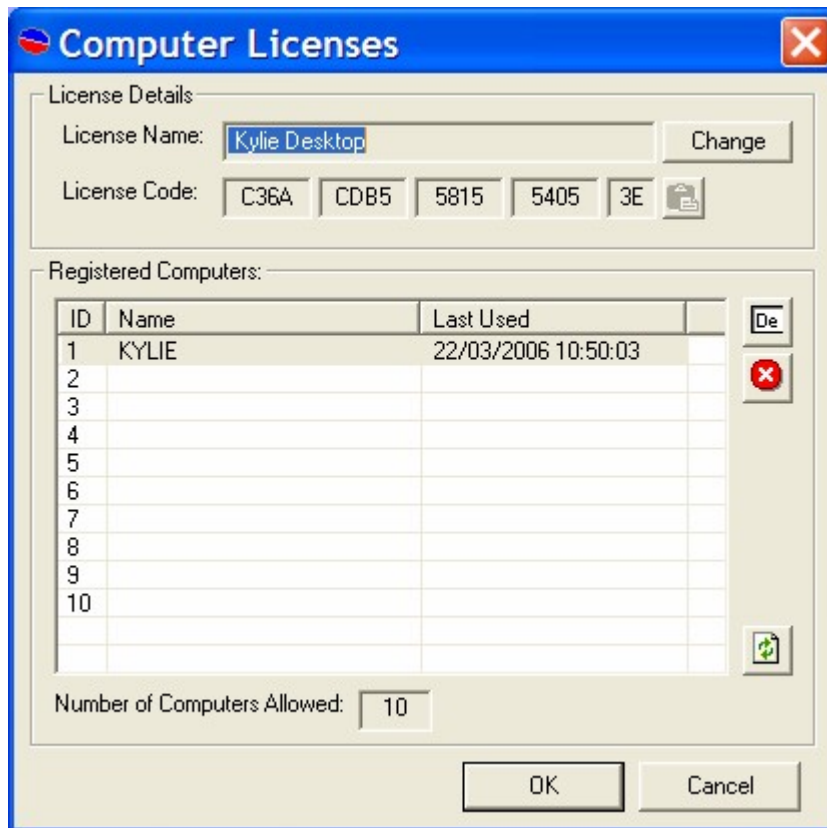
This is a very strange setting to find in Myriad as it does not relate directly to Myriad in the slightest but rather to the stand alone P Squared Directory Manager application which enabled standard PCs to access the P Squared Directory without any other P Squared products being installed.

The stand alone Directory Manager licenses can be purchased for a low cost from sales@psquared.net. Each PC that has the Directory Manager installed needs a separate license but the licensing model used for the Directory Manager is much simpler than the model used for Myriad. This means that if you purchased 10 Directory Manager licenses (they are £30 each at time of writing) then you would have a single license code that actually allowed up to 10 PCs on your network to 'hold' a Directory Manager license at any one time.

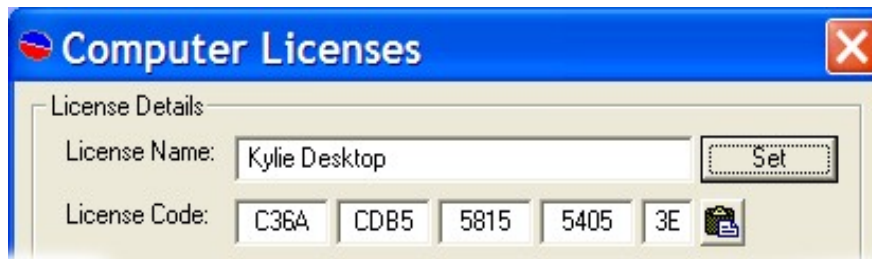
The license code issued by P Squared can be entered in this section, you can also assign one of the licenses to the PC you are working on (but you would not need to as the Myriad Manager offers the same functionality and you already have that licensed!).



The Other Licensed Computers panel shows a summary of the amount of stand alone Directory Manager Licenses you have and how many have been assigned. You can enter, or update your Directory Manager License code by clicking on the Change button.

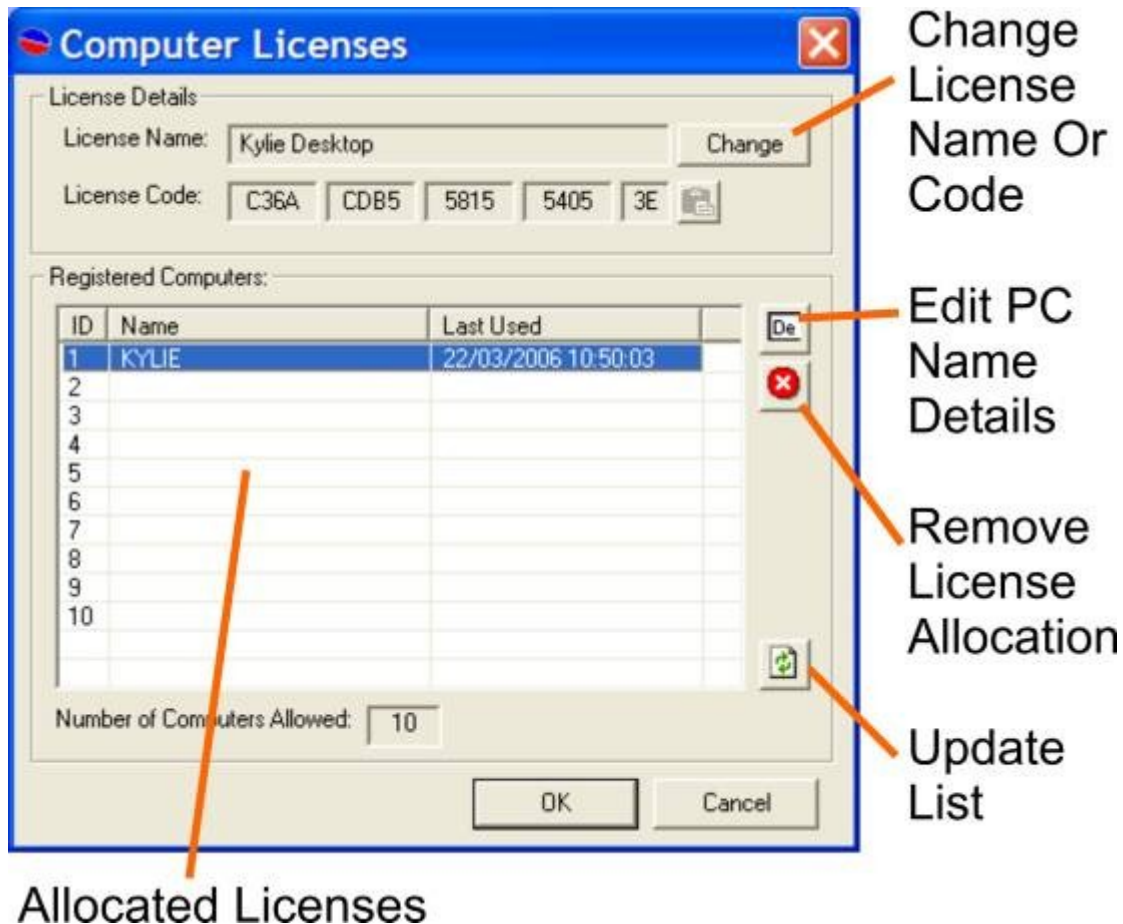


This opens the Computer Licenses window. To alter the License Name or License Code, click on the Change button and type in the relevant details.



Once you are happy, click on the Set button.

The Lower section of the window shows a list of PCs that the Directory Manager licenses are currently allocated to.



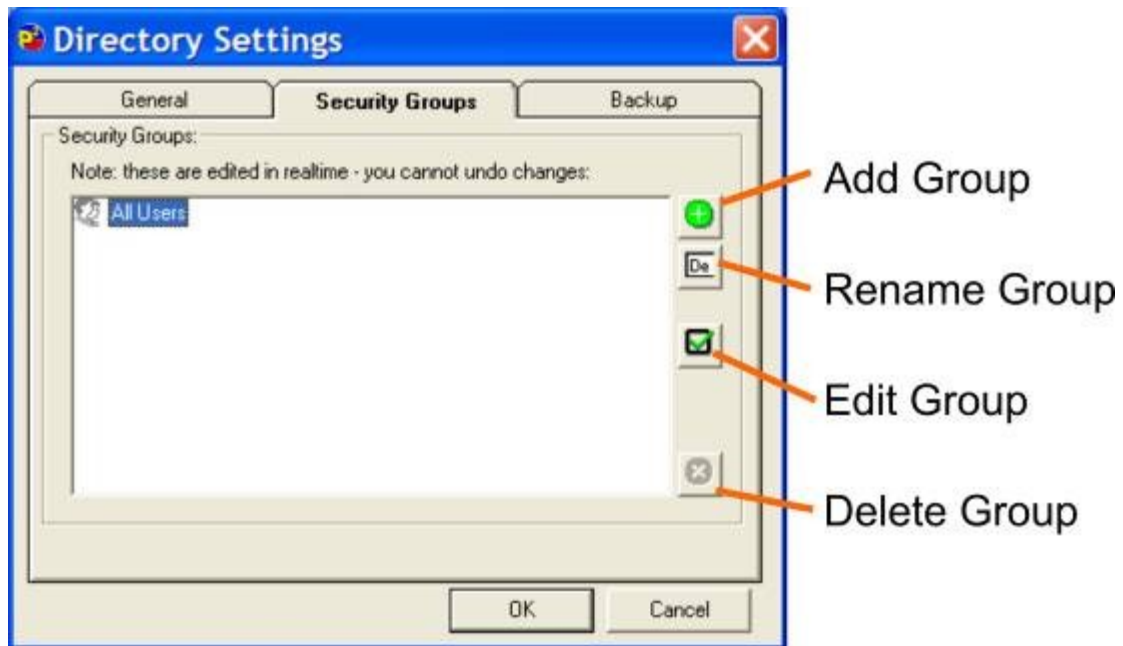
The buttons to the right of this list allow you to manage your license allocations.

- **Edit PC Name Details** – Allows you to alter the PC name that the license is allocated to. Make sure you type in a valid PC network name.
- **Remove License Allocation** – This removes the highlighted allocation freeing the license to be used by another computer.
- **Update List** – This option updates the list based on the latest network information.

When you are happy, click on the Ok button to save the changes and close the window.

The Security Tab

The Security tab shows a list of all the available Security User Groups with the currently selected P Squared Directory and allows you to add new Security User Groups, edit the existing groups and delete groups entirely.



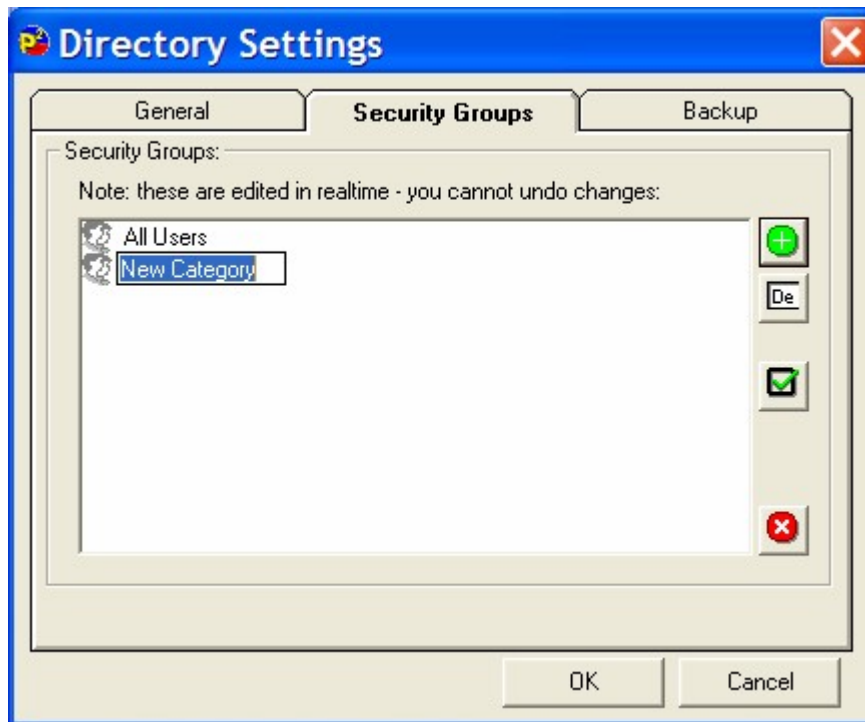
The buttons down the right hand side of the window allow you to add, edit and remove Security User Groups. These options are examined in more detail below.

Adding a New Security User Group

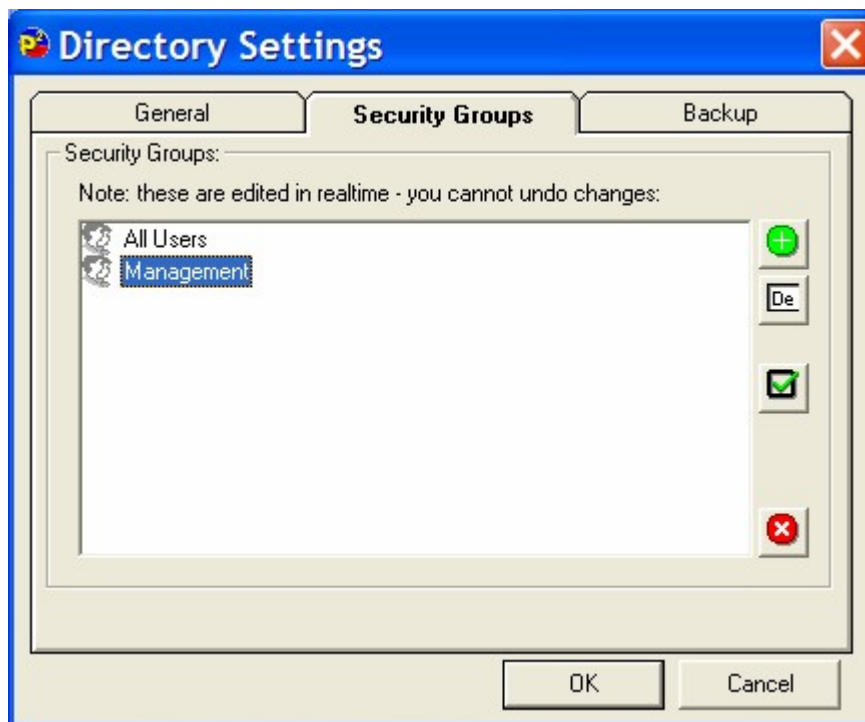
To add a new Security User Group, click on the Add Group button.



Myriad will then add a Security User Group to the list with a default title, type in your preferred User Group title and press the <Enter> key on your keyboard.



Your new Security User Group is added to the system.

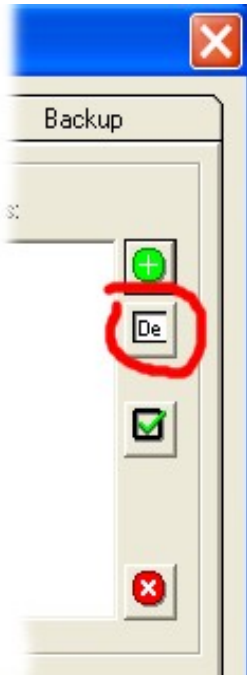


Important Note: Please note that the top User Security Group in this list is the default User Security Group for all new Users added to the system so this Security Group should only include the minimum security permissions that you want Users to have. That way, if you create a new User but forget to

assign a Security User Group, they will only have minimal access rights on your system.

Renaming a Security User Group

To rename an existing Security User Group, highlight the group that you want to rename and then click on the Rename Group button.



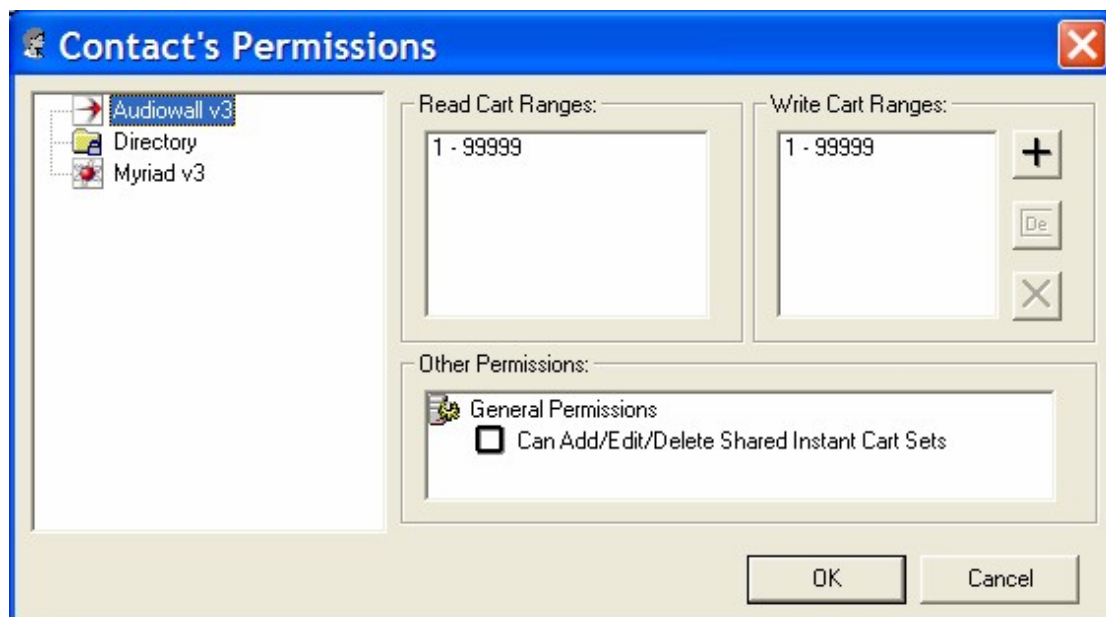
You can then type in a new title for your Security Group.



When you are happy, press the <Enter> key on your keyboard to confirm the action.

Edit Security User Group Settings

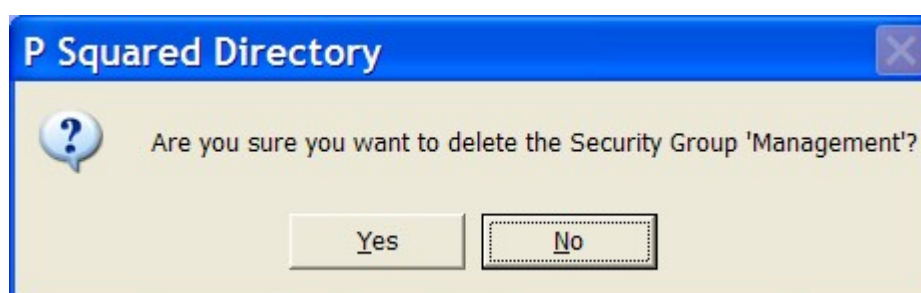
Clicking on this button will open the Security User Group Permission window which is used to assign security permissions for individual Users or Security User Groups.



This important window is covered in detail in the Security Permission Settings section of this Chapter.

Delete Security User Group

This option is used to delete the highlighted Security User Group from the system. When you click on this option, you will be asked to confirm that really do want to delete the User Group.



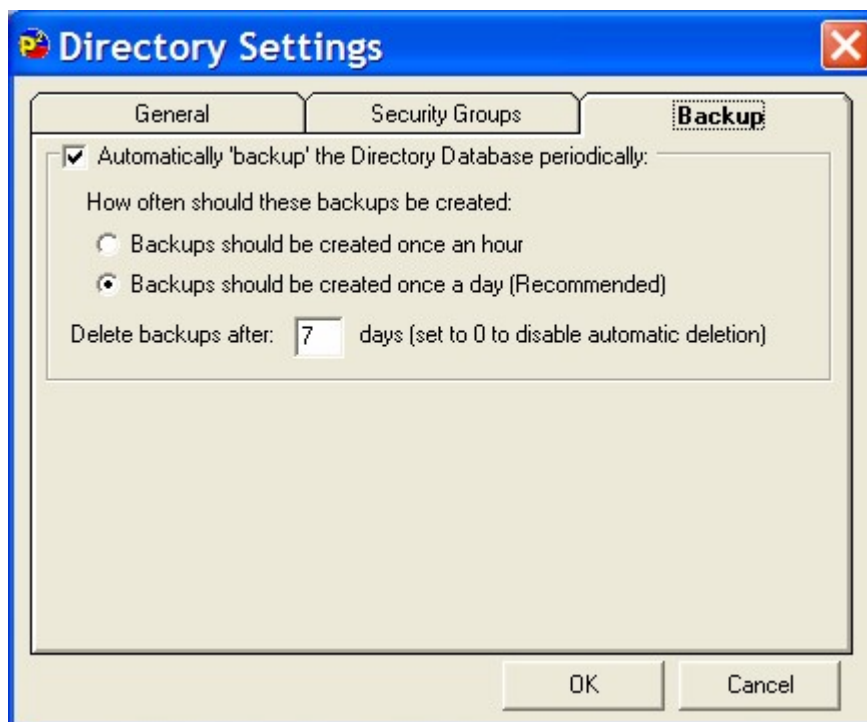
If you click on Yes then the Security User Group will be deleted but this can only happen if there are no Users within the Security Group. If there are one or more Users still within the Security User Group the Myriad will not allow the Group to be deleted.



Use Myriad Manager to move all Users from the User Group that you wish to delete and then try again.

The Backup Tab

The Backup tab allows you to configure the regularity with which Myriad takes backup copies of the P Squared Directory database in case of emergency or accidental deletion.



To enable Myriad's automatic backup of Directory databases, tick the 'Automatically backup the Directory database periodically' option at the top of the tab.

Caution: Think carefully before disabling this option. Myriad will automatically create backup files and automatically delete older backup files so the whole process is maintenance free so there is little point disabling this useful feature!

How Often Should These Backups Be Created

This section of the window allows you to set the regularity with which Myriad backs up your Directory database. The options are:

- **Backups Should Be Created Once An Hour** – Myriad will take a copy each hour of the day. This is the safest option but it generates a lot of backup files. You probably do not need to use this option unless you add and remove a lot of Users each day.
- **Backups Should Be Created Once a Day (Recommended)** – Myriad will take a backup copy once a day. This is the recommended option as it keeps your database safe but does not generate too many backup files.

Delete Backups After X Days

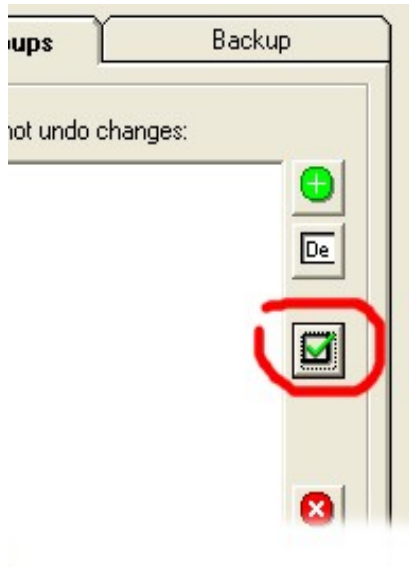
This section allows you to set the amount of days after which Myriad will automatically delete older backup files. This means that if you set this to 7 days (for example), Myriad would keep a rolling 7 days of backup files.

You can set this to 0 (zero) then Myriad will not automatically delete any backups that it creates.

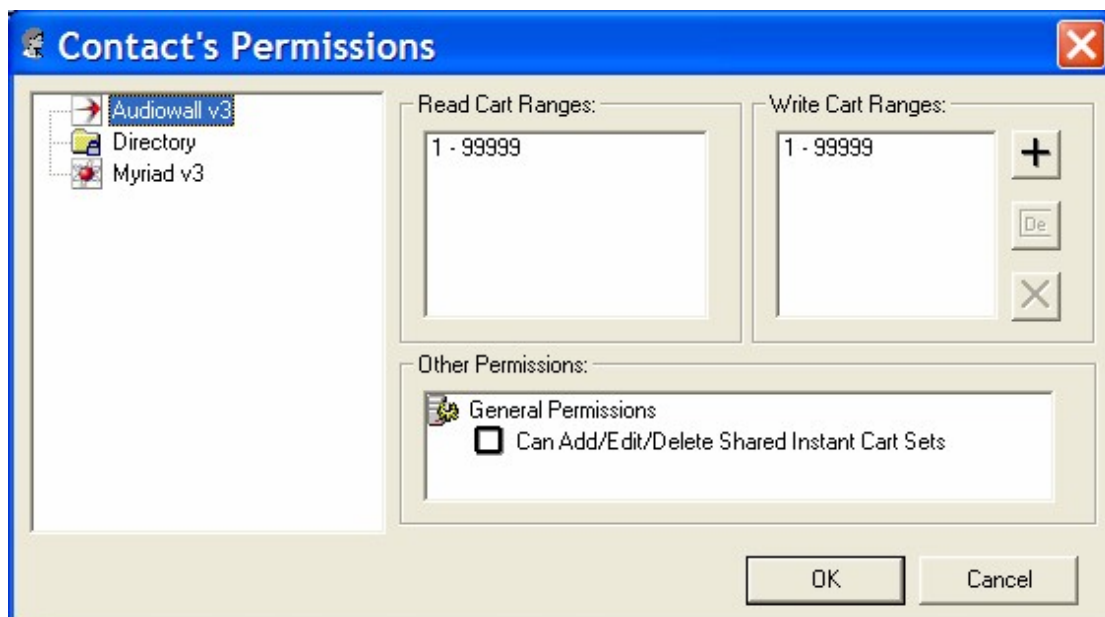
Security Permissions Settings (User or User Group)

The Security Permissions Settings window is used to set specific Myriad related security permissions for an individual User or members of a User Security Group.

To change the Security Permissions for an individual User, you will need to access this window through the Contacts section of Myriad Manager but if you wish to edit the Security Permissions for a Security Group then you can do that via the Edit Group button on the Security tab of Directory Settings.



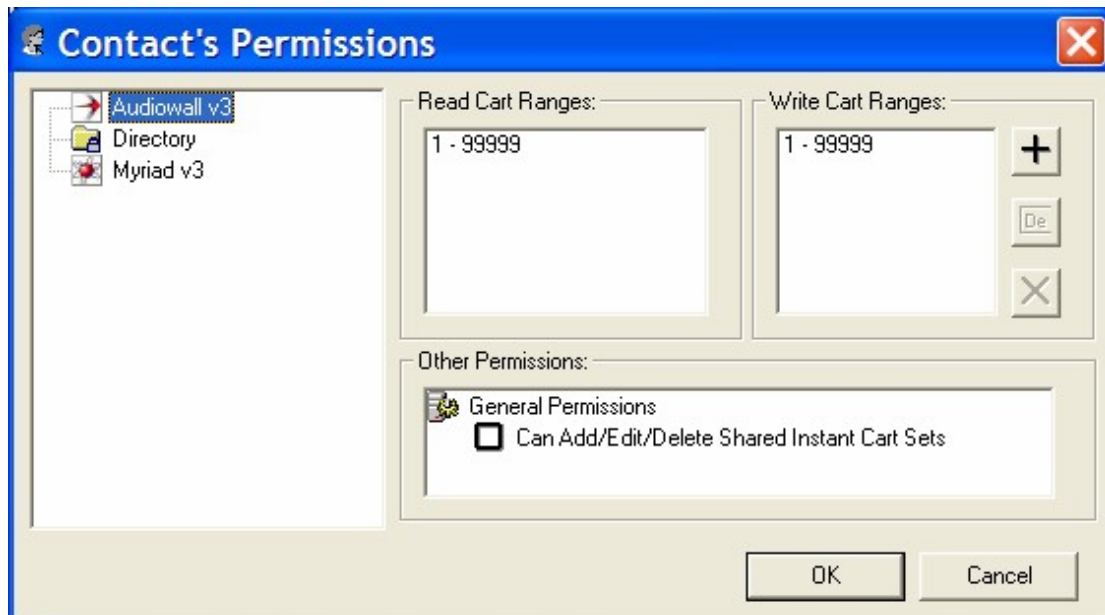
The Security Permissions window is used to set Security Permissions for Myriad but it is also used for setting permissions for other Directory enabled P Squared products such as Scoop and Powerlog. If you have other P Squared products installed on your PC then you may well have more than just Myriad related options in this window but as we are mainly concerned with Myriad right now, we will stick with the Myriad based options.



The left hand side of the window shows a list of the P Squared products that are available to be configured. You will notice that as well as Myriad, the Audio Wall and Directory are listed separately. This is because both the Audio Wall and the P Squared Directory are shared by several P Squared products and so the settings need to be configured separately from Myriad. To select the application (or element) you want to configure permissions for, simply click on it on the left hand list. The Security Permissions options are displayed on the right hand side of the window.

Audio Wall > Read Cart Ranges


To view this option, make sure that the Audio Wall is selected in the left hand list.



This section allows you to add one or more ranges of Cart Slot Numbers that the User or members of a User Group is allowed to view and play on the Audio Wall.

To add in a new range, click on the '+' button and then add the start and end Carts for the range you wish to add.



You can edit the details of a Cart Range previously added by highlighting it and then clicking on the Edit Range button .

To remove a Cart Range, highlight the Cart Range and click on the 'X' button.


Caution: You will not be asked to confirm so be careful!

Audio Wall > Write Cart Ranges

This section allows you to add one or more ranges of Cart Slot Numbers that the User or members of a User Group is allowed to record in to or edit.

To add in a new range, click on the '+' button and then add the start and end Carts for the range you wish to add.

A screenshot of a Windows-style dialog box titled "Cart Range Details" with a red 'X' icon in the top right corner. The dialog has a light beige background. It contains the text "The Cart Range is:" followed by two input fields. The first is labeled "Start Cart Number:" and the second is labeled "End Cart Number:". At the bottom, there are two buttons: "OK" and "Cancel".

You can edit the details of a Cart Range previously added by highlighting it and then clicking on the Edit Range button .

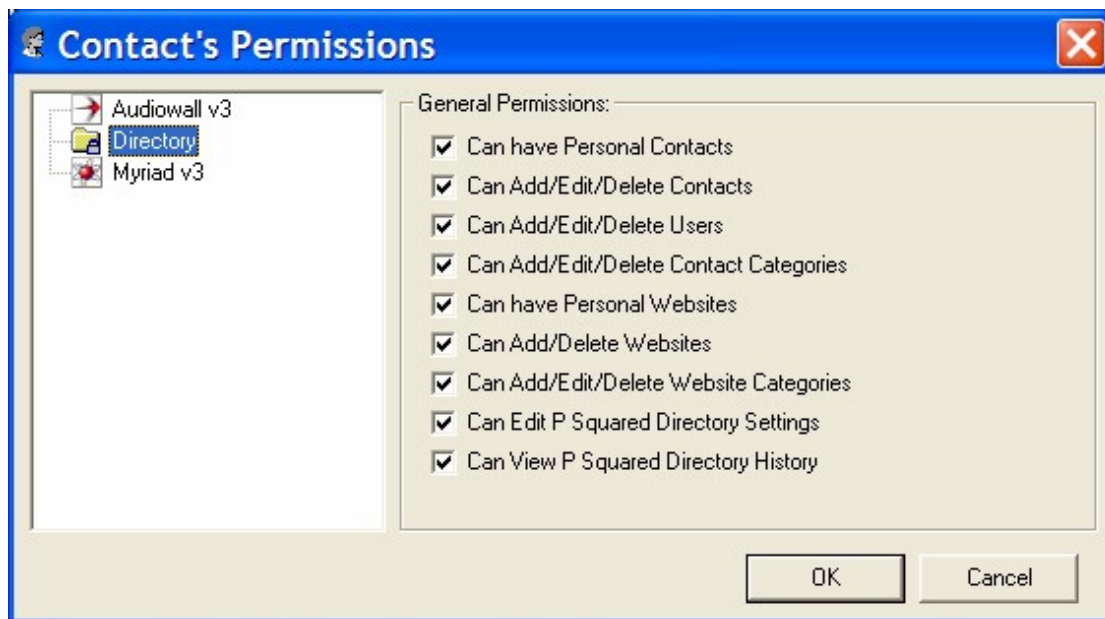
To remove a Cart Range, highlight the Cart Range and click on the 'X' button.

Caution: You will not be asked to confirm so be careful!

Audio Wall > Can Add / Edit / Delete Shared Instant Cart Sets

If this option is ticked, the User or members of a User Group are allowed to add, edit or delete shared Instant Cart Sets from the Instant Carts Screen.

Directory > Can Have Personal Contacts



The User or members of a User Group are allowed to have personal Instant Carts on the Instant Carts Screen in Myriad.

Directory > Can Add / Edit / Delete Contacts

The User or members of a User Group are allowed to add, edit or delete contacts in the P Squared Directory.

Directory > Can Add / Edit / Delete Users

The User or members of a User Group are allowed to add, edit or delete Users in the P Squared Directory.

Directory > Can Add / Edit / Delete Contact Categories

The User or members of a User Group are allowed to add, edit or delete Contact Categories in the P Squared Directory.

Directory > Can Have Personal Websites

The User or members of a User Group are allowed to add personal websites to the website lists in Myriad Manager.

Directory > Can Add / Delete Websites

The User or members of a User Group are allowed to add or delete websites from the shared websites section of Myriad Manager.

Directory > Can Add / Edit / Delete Websites

The User or members of a User Group are allowed to add, edit or delete websites categories from the shared websites section of Myriad Manager.

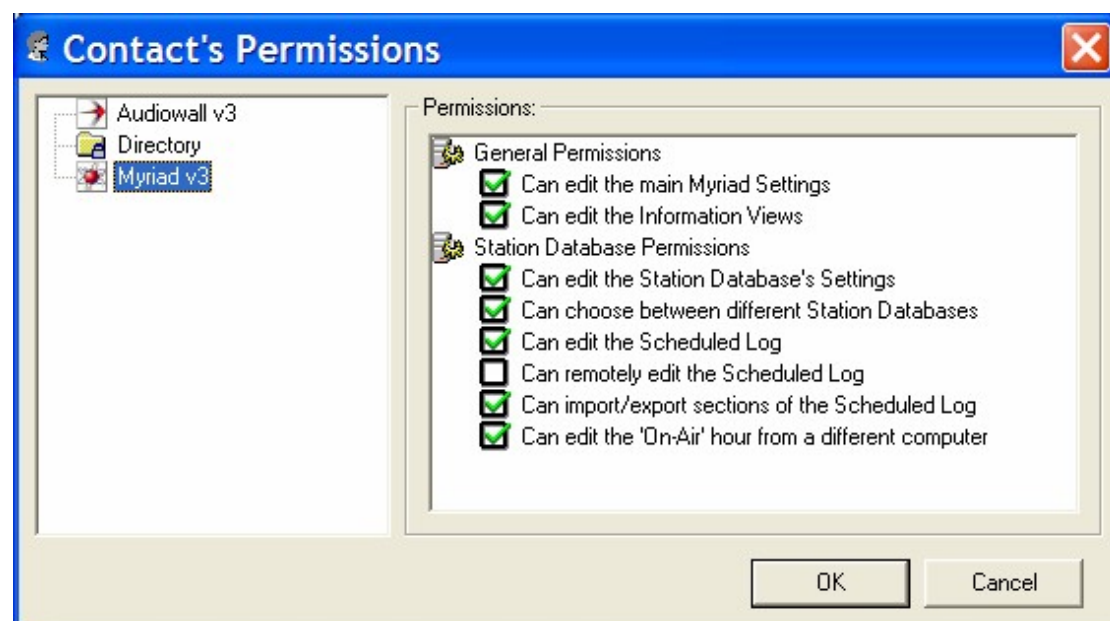
Directory > Can Edit P Squared Directory Settings

The User or members of a User Group are allowed to edit settings in the Directory Settings window.

Directory > Can View P Squared Directory History

The User or members of a User Group are allowed to view P Squared Directory History which is a history of Users movements and actions in Myriad.

Myriad v3 > Can Edit the Main Myriad Settings



This option allows a User or member of the User Security Group to access the Myriad Settings option on the Settings menu.

Myriad v3 > Can Edit the Information Views

This option allows a User or member of the User Security Group to edit the options that appear in the View Menu. These are edited using the View Menu tab on the Myriad Settings window.

Myriad v3 > Can Edit the Station Database Settings

This option allows a User or member of the User Security Group to access the Station Database Settings option on the Settings menu.

Myriad v3 > Can Choose Between Different Station Databases

This option allows a User or member of the User Security Group to switch between Station Databases using the options on the File menu in Myriad.

Myriad v3 > Can Edit the Schedule Log

This option allows a User or member of the User Security Group to edit the Schedule Log on the Log Screen in Myriad. If this option is not ticked then the User cannot add or remove Log Items or move Log Items around within the Schedule Log.

Myriad v3 > Can Remotely Edit the Schedule Log

This option allows a User or member of the User Security Group to remotely edit the Schedule Log and record Remote Voice Tracks using the P Squared Remote Voice Tracking system.

Please note that not all Myriad systems include the capabilities for this option.

Myriad v3 > Can Import / Export Sections Of The Schedule Log

This option allows a User or member of the User Security Group to import or export sections from the Schedule Log on the Log Screen in Myriad.

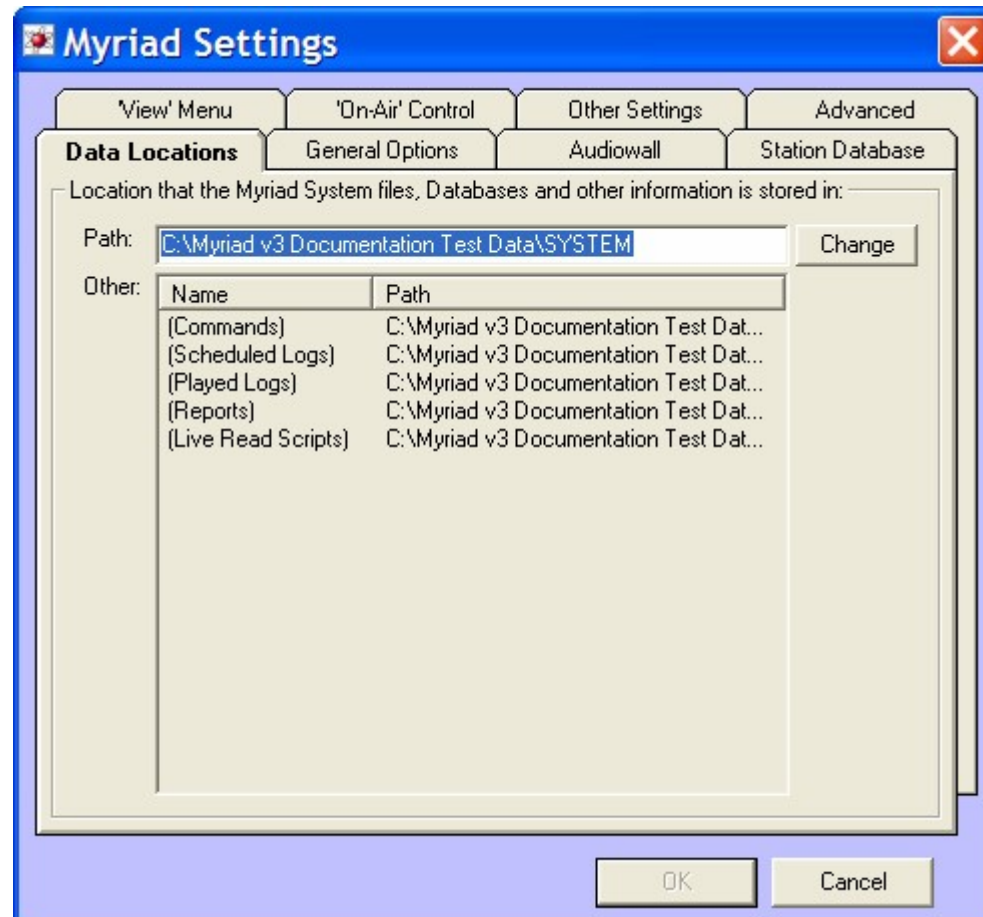
Please note that not all Myriad systems include the capabilities for this option. The Schedule Log Import / Export utility is part of the Advanced Tools Pack.

Myriad v3 > Can Edit the 'On-Air' Hour from A Different Database

This option allows a User or member of the User Security Group to override the Myriad Setting that prevents a non-'on-air' workstation from editing the currently playing hour in the Schedule Log. It is recommended that this option is used for Programme Controllers that want to retain the ability to edit the 'on-air' Schedule Log from any Myriad workstation.

Myriad Settings

The Myriad Settings option on the Settings Menu offers access to the Myriad Settings window which offers a range of general options related to all aspects of configuring and using Myriad.



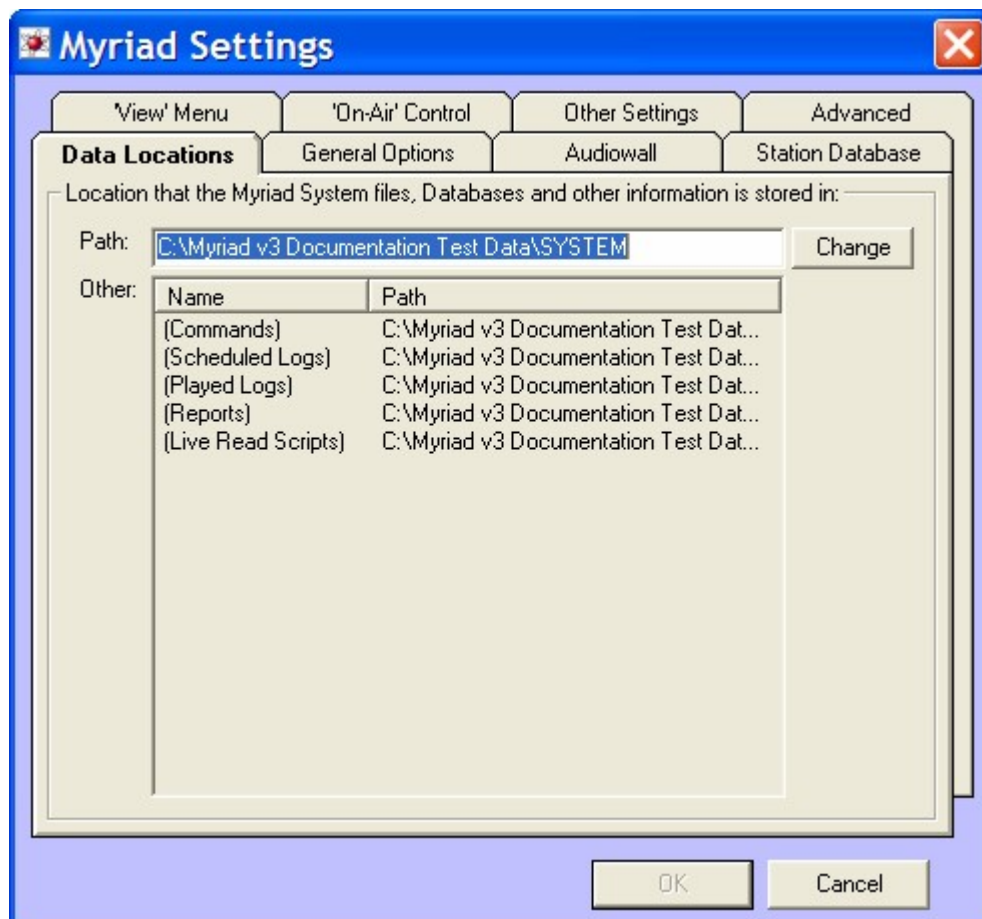
The Myriad Settings window is arranged in a number of tabs each of which contains settings that relate to a specific area of Myriad. In brief, the tabs options are:

- **Data Locations** – Allows you to set the key base location for data stored by Myriad.
- **General Options** – Includes a diverse mix of Myriad settings that covers a wide range of aspects.
- **Audio Wall** – Includes general Audio Wall related settings.
- **Station Database Settings** – Allows you to configure how Myriad selected the Station Database that should be used as well as option Station Database related options.
- **View Menu**- Allows you to configure the options on the View Menu.
- **On Air Control** – Allows you to select the type of on-air control that you wish Myriad to use.
- **Other Settings** – Includes options for workstation network ID's and also the configuration and management of Commands Log Items available on the Log Screen in Myriad.

- **Advanced** – Covers a number of more advanced Myriad related options that should not be altered under general conditions.

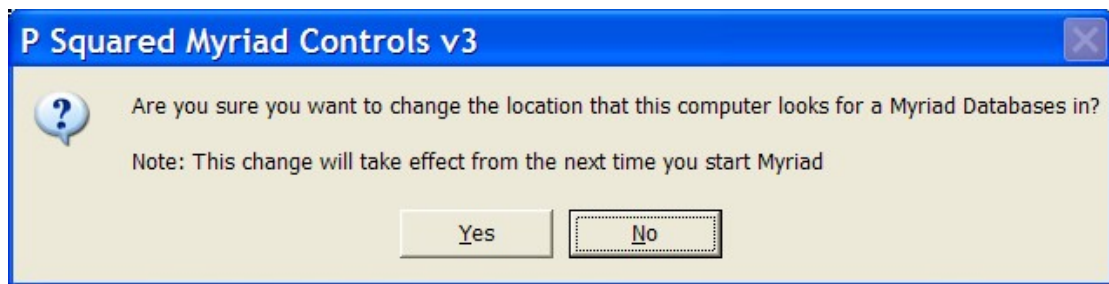
We will now look at the options on these tabs in a bit more detail.

The Data Locations Tab



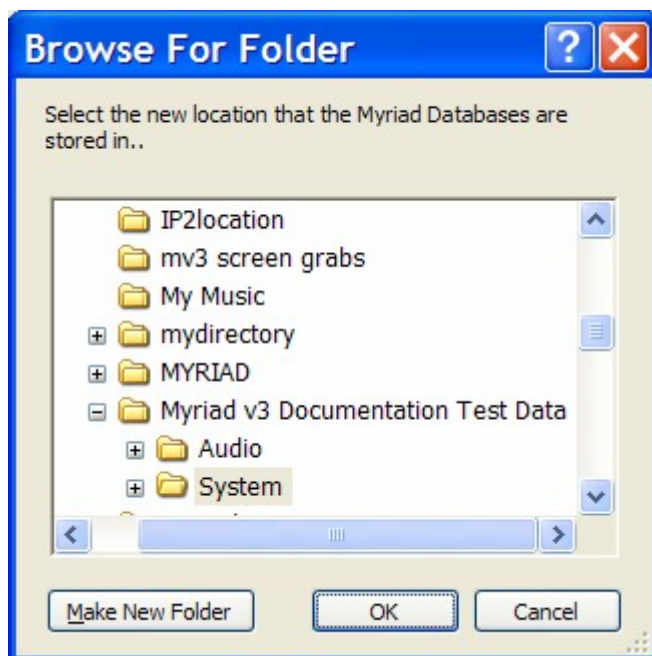
The only option on the Data Locations tab is the Path option which is used to set the base data location for all of the data files and databases that Myriad uses in general operation.

To set the Path for the Myriad Data Location, either type the path into the provided field, or click on the Change button to browse for the location of your new Data Location folder.

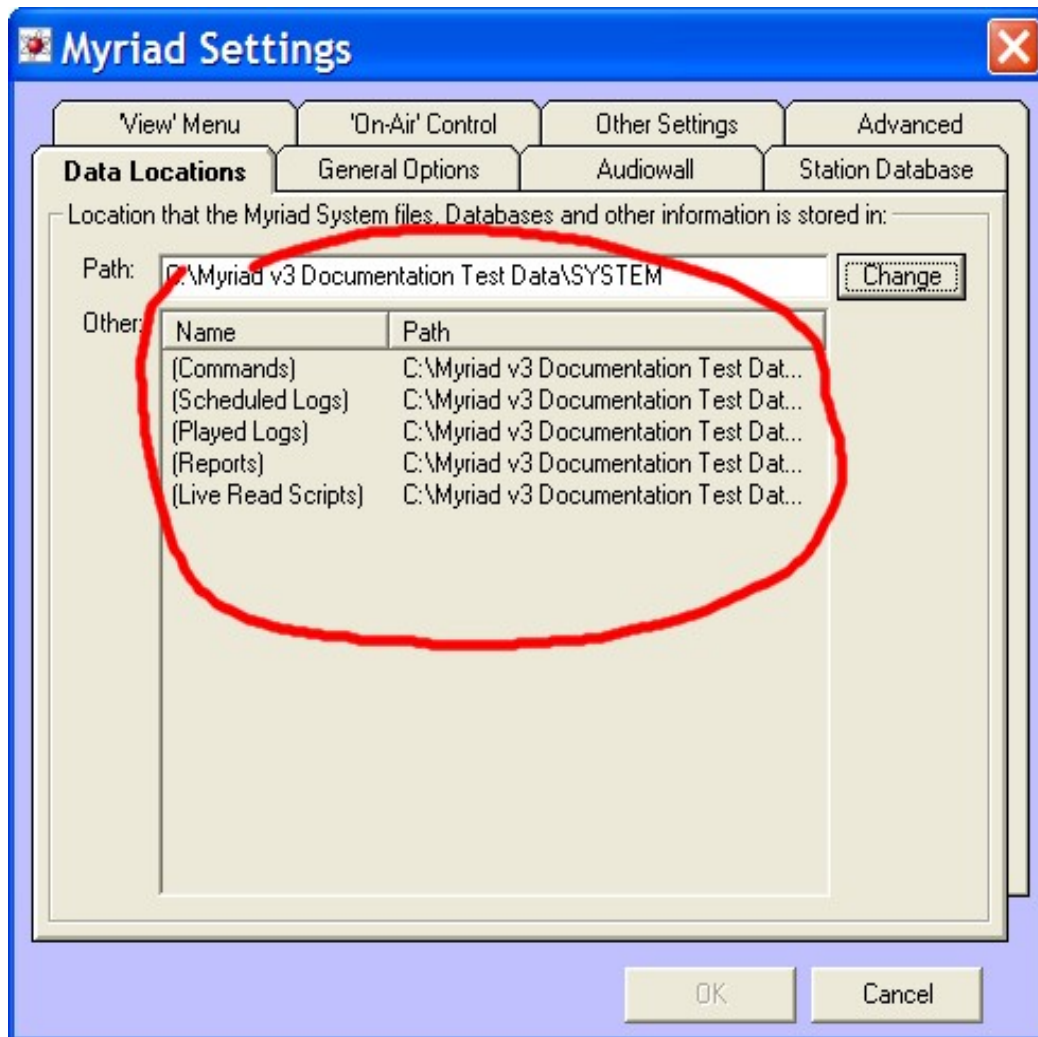


If you click on the Change button, you will first be warned that changes made will not take effect until you restart Myriad.

You can then use the Browse For Folder window to select the folder you wish to use.



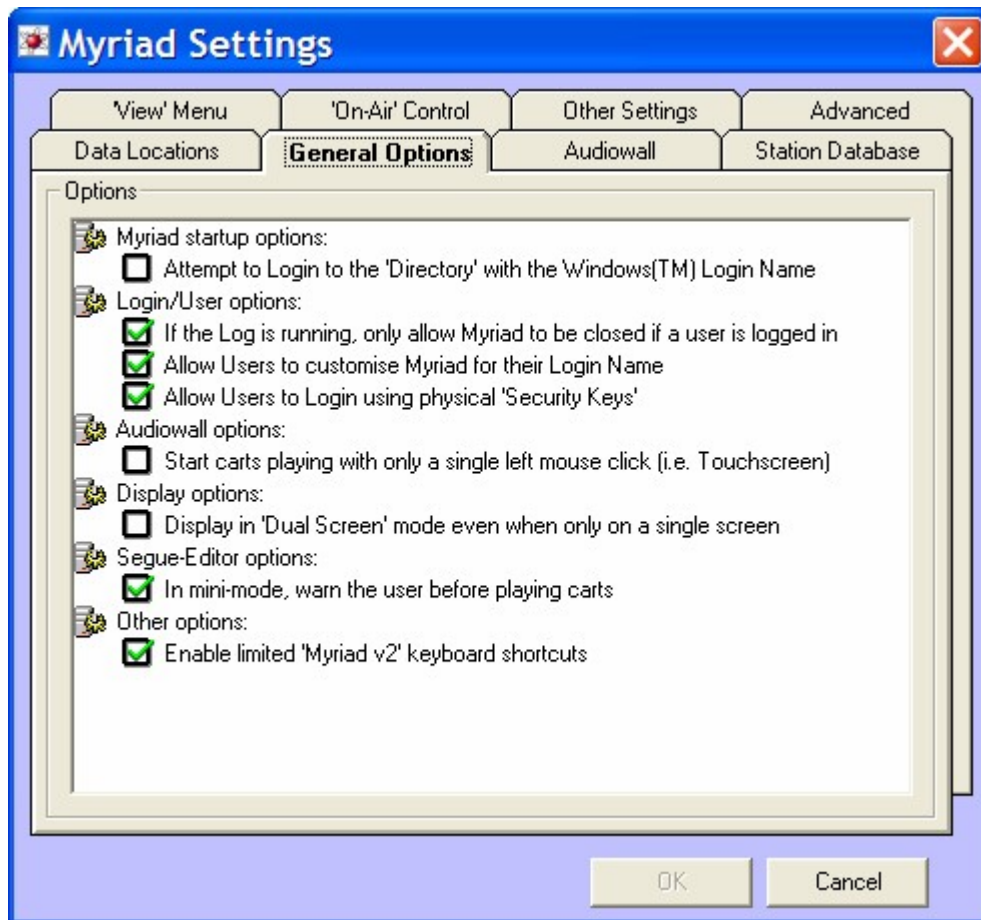
Please note that the Data Locations tab also displays the sub folders used to store various database or information types in Myriad.



This is for information only, you cannot alter anything but the base Data Location, Myriad will automatically create all of the sub folders that it needs.

The General Options Tab

The General Options tab is used to set a range of general options for Myriad that do not necessarily refer to specific areas of Myriad.



To set an option in the General Options tab, click on it to 'tick' the box.

Myriad Startup Options > Attempt to Login into the Directory with the Windows Login Name

If this option is ticked, each time Myriad is loaded, it will attempt to automatically login to Myriad using Windows™ Login Username and Password. If the Windows Login details match that of a User in the P Squared Directory Database then they will automatically be logged in to Myriad.

This setting is very closely related to the Automatically Create Users When They First Use Directory Enabled Software option on the General Tab of Directory Settings which will automatically create a User in the Directory if the Windows Login Username is not found.

Login / User Options > If the Log Is Running, Only Allow Myriad to Be Closed If A User Is Logged In

The caption for this setting says it all really. Basically, if Myriad is in any of the Active Playout modes and this option is set then Myriad can only be shut

down when a User is logged in to the system. This prevents the system being shut down 'accidentally' without realising that it is in Active Playout Mode.

Login / User Options > Let Users Customise Myriad for Their Login Name

When this option is ticked, the Customise Myriad option becomes available for all Users. This allows them to customise certain aspects of Myriad such as the size of Carts on the Audio Wall and the way in which Myriad fades Carts when ejecting.

If this option is turned off, Users will not have access to the Customise Myriad options.

This option is set by default.

Login / User Options > Allows Users to Login Using Physical Security Keys

When this option is set, Myriad will allow Users to log in and out of Myriad by inserting or removing a specially set up USB Security Key.

A Security Key is just a standard USB hard disk (sometimes called a pen or key-ring drive) that has special encrypted security information on it that allows it to be used to log in to Myriad. These Security Keys are created using the Contacts / Users tab in Myriad Manager (see Myriad Manager Documentation for more details).

Once this option is enabled, a User can log in to Myriad by plugging in a Security Key in to the PC's USB connector. They can also log out by unplugging the Security Key.

This option is not set by default.

Audio Wall Options > Start Carts Playing With Only A Single Left Mouse Click (i.e. a touch screen)

When this option is ticked, Carts on the Audio Wall will automatically played with a single click from the left mouse button.

The primary use for this feature is when you are running Myriad on a touch screen enabled system. Typically, a touch screen emulates a mouse so simply tapping a Cart on the Audio Wall would automatically start playback of that Cart with this option set.

You can use this option with a mouse if you prefer.

This option is not set by default.

Display Options > Display in Dual Screen Mode Even When Only On A Single Screen

This option is designed for use with high resolution monitors (1280x1024 for example) or wide screen monitors (1280x800 or higher) and is used to make Myriad display both the Audio Wall (or Database / Instant Carts) and the Log Screen at the same time, just like in a dual screen configuration, but on a single screen.



The screen shot above shows Myriad running in this mode on a wide screen monitor.

This option is ideal for a show preparation workstation where dragging Carts from the Audio Wall into the Schedule Log is desirable but a dual screen system may be impractical.

Segue Editor Options > In Mini Mode, Warn the User before Playing Carts

When this option is set, If a User clicks on the Play button on the Mini Segue Editor to review a segue, Myriad will reserve the Cart Players that it intends to use and then warn the User that it is about to start playback by way of a message box.



In this situation, clicking on OK will start playback in the reserved Cart Players. Clicking Cancel will abandon the review process.

This option should always be set on any 'on-air' workstations to prevent accidental playback in a 'live' situation.

Other Options > Enable Limited Myriad v2 Keyboard Shortcuts

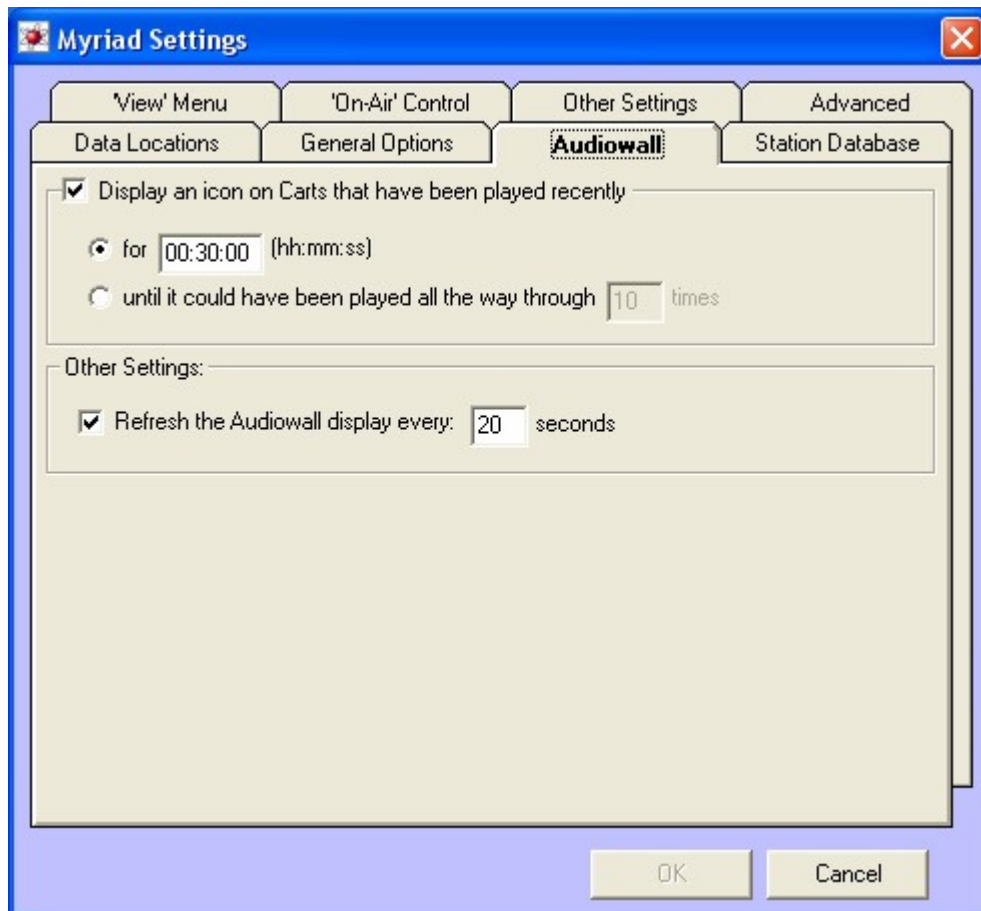
Due to the many improvements and new features added to Myriad v3, some of the keyboard shortcuts used in Myriad v2 had to be changed in order to accommodate the new options. This unfortunately means that any station that upgrades from Myriad v2 to Myriad v3 and has a special Myriad Keyboard (K500, K1000 or K2000) will also have to re-program the keyboard to use the new Myriad v3 keyboard shortcuts (see Myriad Keyboard Shortcuts section).

The alternative is to enable this option which configures Myriad to use as many as possible of the old Myriad v2 shortcuts. Unfortunately, support is limited as not all options can be accommodated.

It is recommended that this option is only used as a short term solution and that Myriad v2 keyboards are re-programmed as soon as possible. The software needed to re-program the keyboards should have been included with your keyboard originally. If not then P Squared should be able to provide you with a copy of the software. P Squared can also provide the necessary configuration information to allow you to re-program the keyboard. If you do not fancy messing around with your keyboard, for a small charge, P Squared can re-program your keyboard for you.

The Audio Wall Tab

The Audio Wall tab contains general Audio Wall related options. These include the settings that allow you to configure Myriad to visually mark Carts that have been played 'recently' and also how often Myriad should check for changes made to the Audio Wall by other workstations on your system.



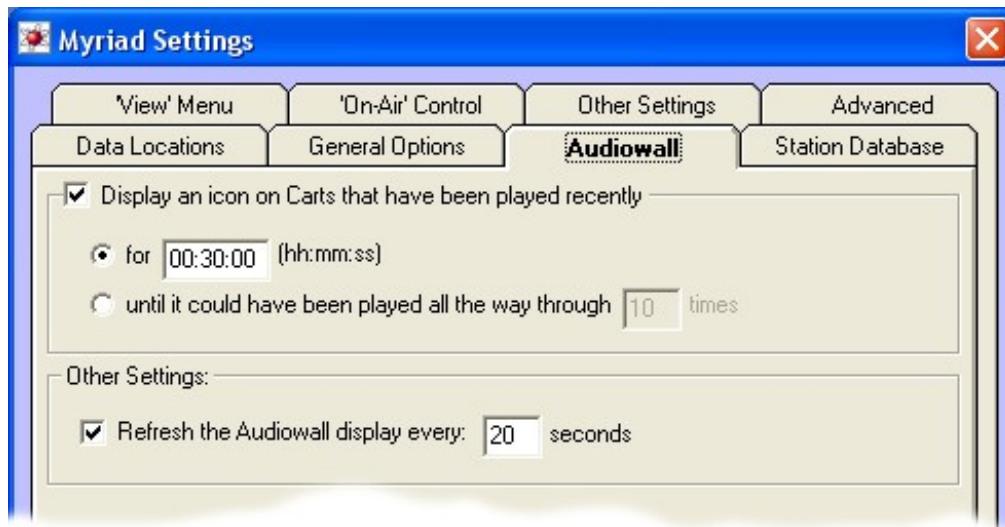
Display an Icon on Carts That Have Been Played Recently

This is an extremely useful option, particularly for stations that use the Audio Wall to present 'live' shows because if the Schedule Log is not used then a presenter would not know what the previous presenter had played.

This option gets around the problem by automatically marking Carts that have been played 'recently' with a special icon on the Audio Wall.



To enable this feature, tick the 'Display An Icon On Carts' option with enables the settings section to allow you to configure the amount of time that the Recently Played Icon appears on the Carts.



You have two options when determining how long a Cart on the Audio Wall should be marked as being Recently Played.

- **For XX:XX:XX (hh:mm:ss)** – If this option is selected, you simply set the duration in hours, minutes and seconds that you want the Carts to be marked for. This duration will then apply to all Carts on the Audio Wall.
- **Until It Could Have Been Played All The Way Through XX Times** – This option allows you to set the 'recently played' duration in terms of a multiple of the overall length of the Cart. This is useful because it means the time that Carts are marked as recently played will be longer on Carts with a longer overall length. Why? Well let's say that you set this to be 30 then a 10 second Cart (like a jingle) would be marked as recently played for 5 minutes (10 seconds x 30) where as a 3 minutes Cart (like a song) would be marked for 90 minutes.

You can select the method that will suit your station the best. If you are not interested in knowing when Carts have been played in the past then this option can be disabled altogether by un-ticking the overall option.

Other Settings > Refresh the Audio Wall Every XX Seconds

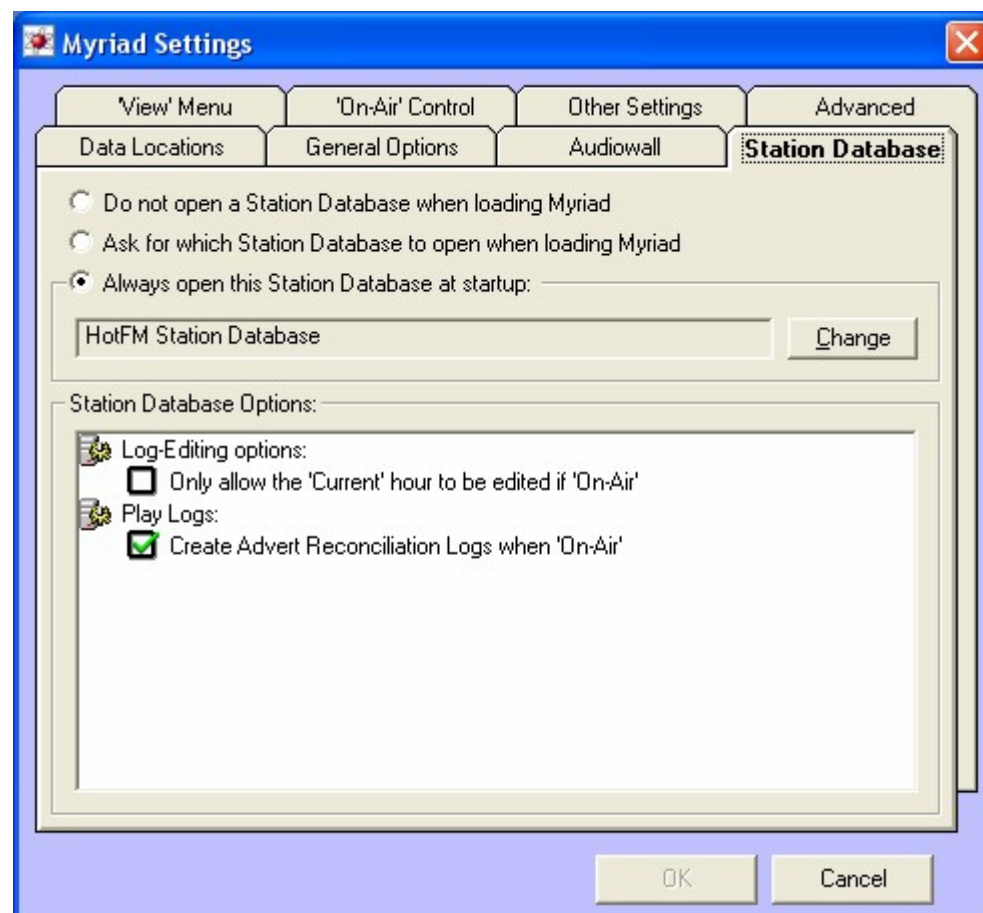
This setting allows you to set the frequency with which Myriad will rescan the Audio Wall and update with any changes or new Carts added by other workstations on the network.

The default for this setting is 20 seconds. If you set this too high then Myriad will spend all its time checking for changes to the Audio Wall. Set it too low and you may have to wait for changes made on other workstations to take effect.

Please note that this setting only really applies when you are looking at one single 'page' on the Audio Wall without touching it as the act of moving around on the Audio Wall forces Myriad to check for changes anyway.

The Station Database Tab

This tab contains general Myriad settings that relate to the Station Database being used by Myriad but not specifically the settings in the Station Database (that is handled by the Station Database Settings menu option).

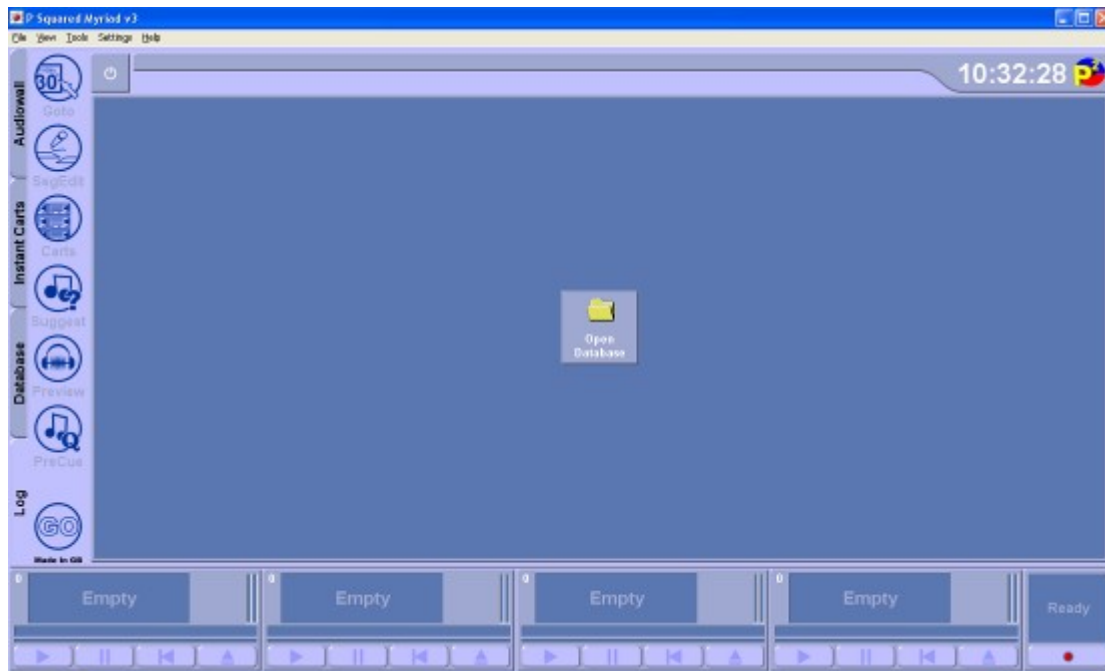


You can also set whether you want Users to be able to edit the currently playing hour in the Schedule Log on any workstation other than the On-Air workstation.

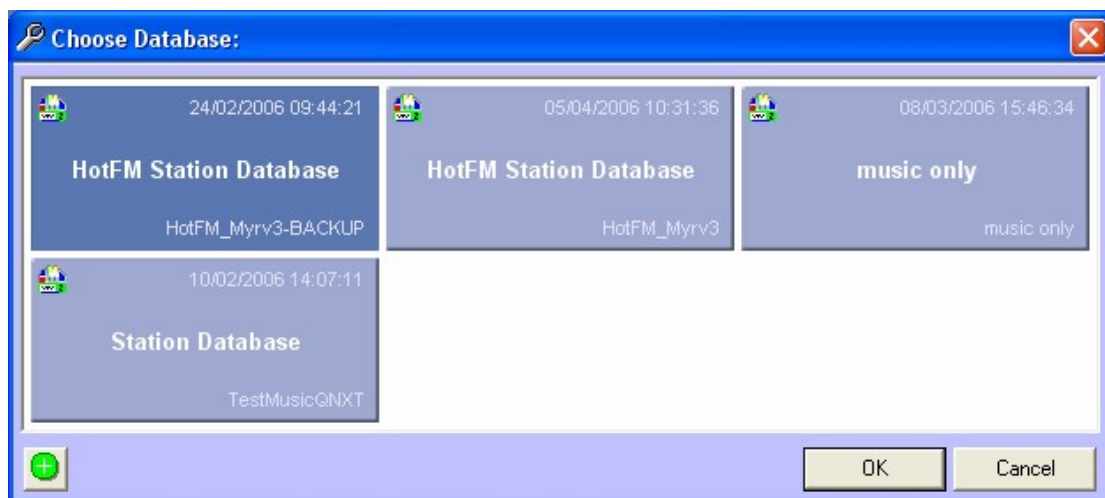
The options on the Station Database tab are examined below.

Do Not Open a Station Database When Loading

When this option is selected, Myriad will not open a Station Database when it first loads. Instead, the Log Screen just contains a button to allow you to select a Station Database to open.



Click on the Open Database button to access the Choose Database window.



Highlight the database that you want to open and then click on OK.

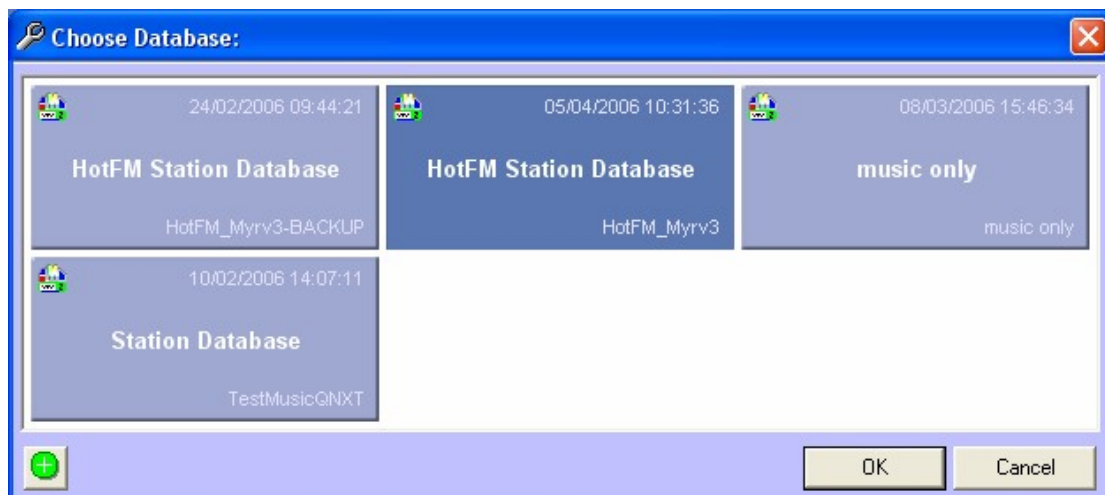
Ask Which Database to Open When Loading Myriad

If you select this option then each time that Myriad loads, it will automatically display the Choose Database window to allow you to select the Station Database that you want to use.

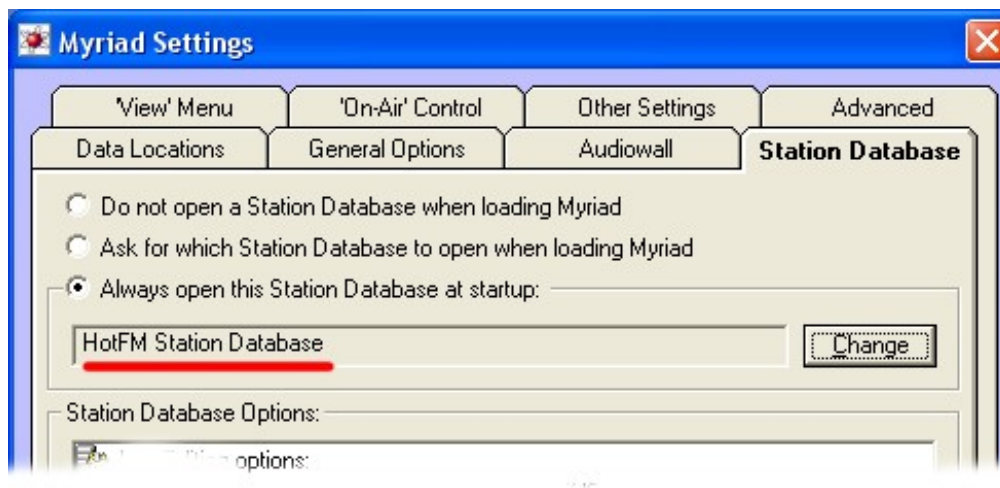
Again, just highlight the Station Database you want to open and click on OK.

Always Open This Station Database at Startup

This option allows you to set a Station Database to be loaded each time Myriad loads. To select the Station Database that Myriad loads, click on the Change button and use the Choose Database window to highlight the Station Database you want and then click on OK.



The Station Database that will be loaded at startup is displayed on screen.



Please note that the Choose Database window can also be used to add new Station Database, copy and rename existing Station Databases and also delete Station databases. For more details, please refer to 'Adding, Copying & Deleting Station Databases Using the Choose Database Right Click Menu' in the File Menu section of this Chapter.

Log-Editing Options > Only Allow the Current Hour to Be Edited If On Air

This option allows you to configure Myriad to only allow the workstation that has On-Air (Station) control to be able to edit the 'current' hour in the Schedule Log. All other workstations would be blocked from making changes to the Schedule Log between the currently playing Log Item and the Hour Start Marker for the next full hour in the Schedule Log.

This options can be over-ridden on a per User bases (see Settings Menu > P Squared Directory Settings > Security Tab Myriad v3 > Can Edit The 'On-Air' Hour From A Different Database for more details). If this option is not set then any workstation can edit the current hour in the Schedule Log.

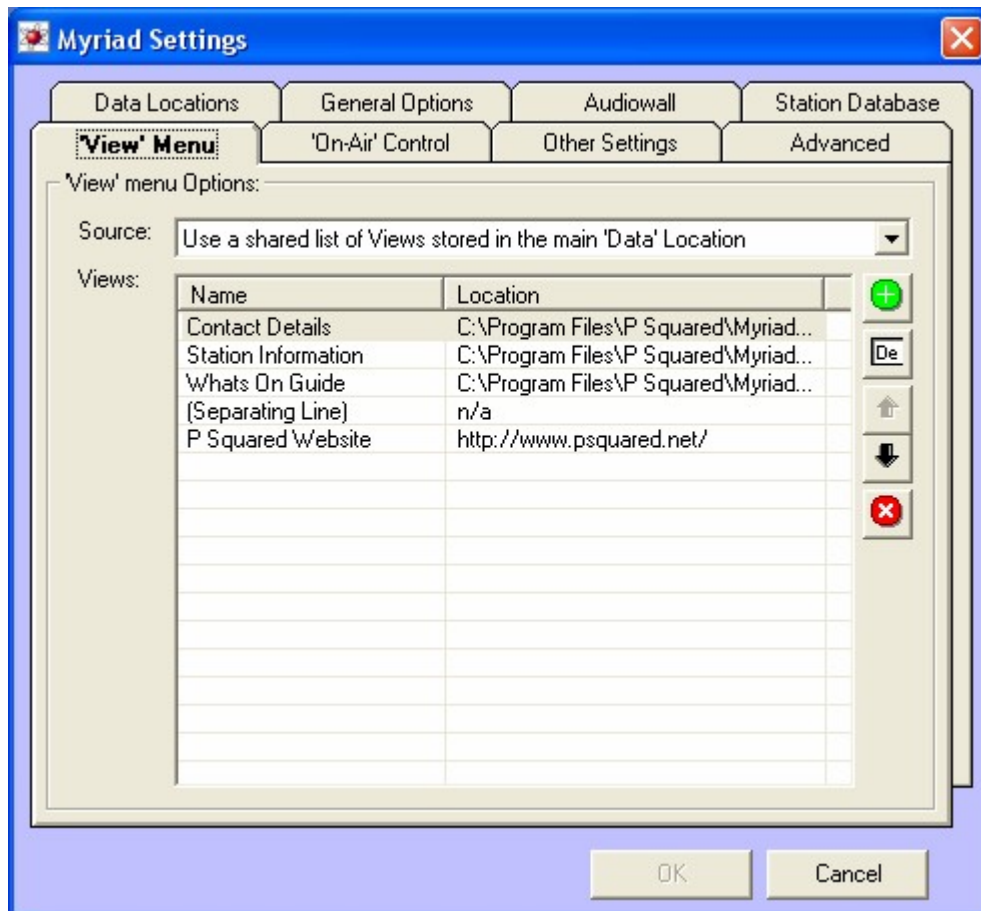
Play Logs > Create Advert Reconciliation Logs When On Air

This setting is used in conjunction with 3rd party advert scheduling systems such as Broadnet™ and is used to set Myriad to automatically create special reconciliation log files whenever the workstation has On-Air (Station) control.

These log files can then be imported back in to the advert scheduling system to provide 'full loop reconciliation'. For more details, please consult a P Squared technical support engineer or email support@psquared.net.

The View Menu Tab

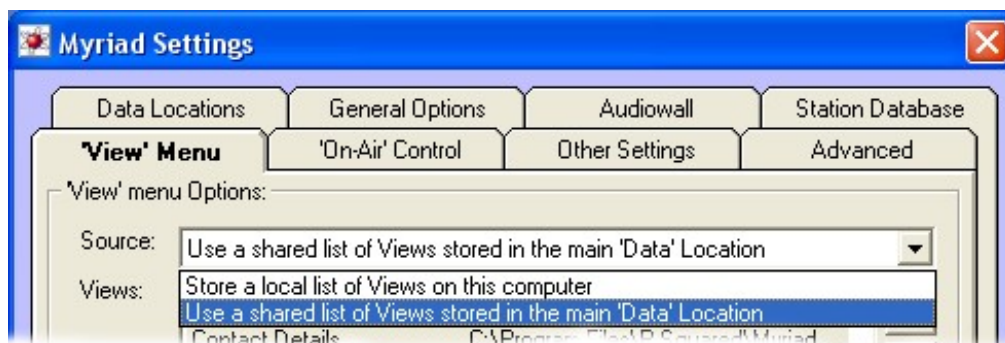
The View Menu tab is used to add customisable content to the View Menu on the main menu system (see The View Menu earlier in this Chapter).



This basically allows you to add links to HTML pages (either local or web based) to the View Menu so that Users can access the information directly from the View Menu.

View Menu Options > Source

This drop down allows you to select whether to use a local View Menu configuration or a shared View Menu configuration.

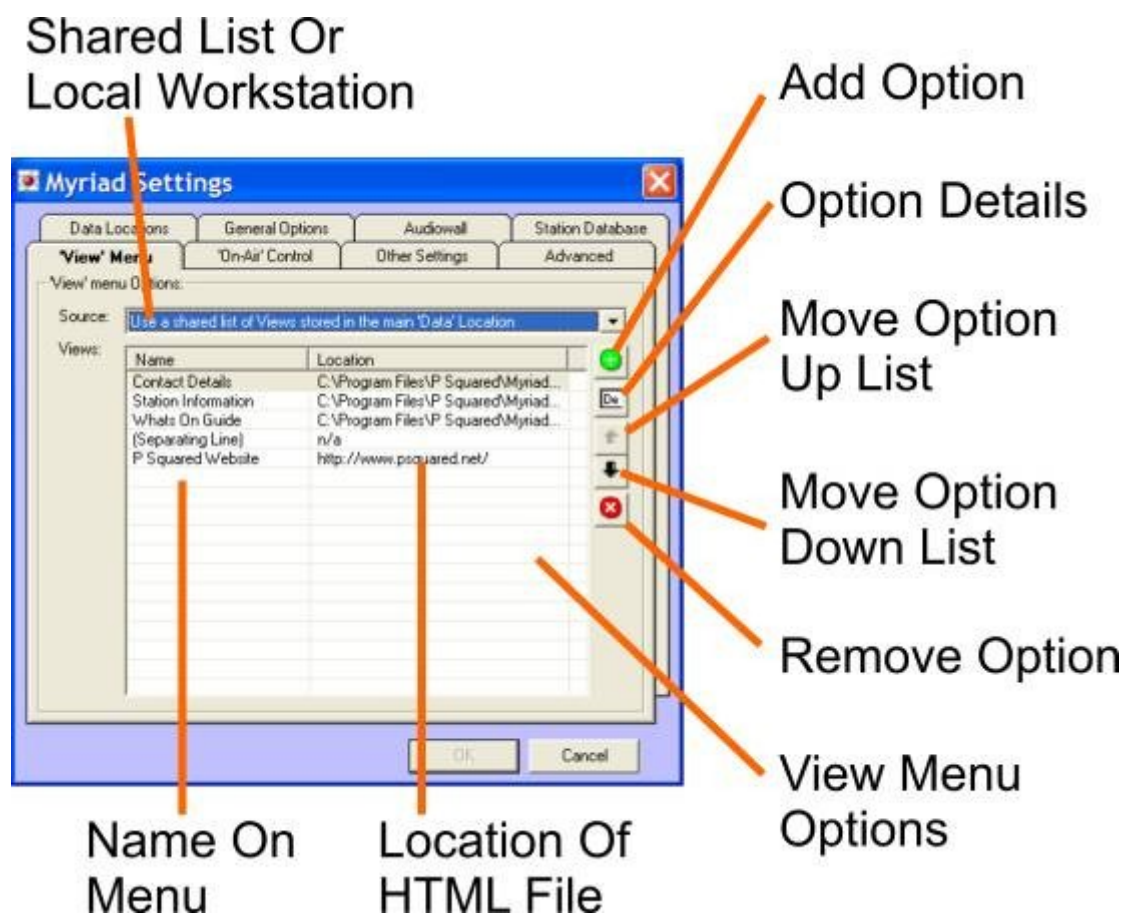


The options are:

- **Store A Local List Of Views On This Computer** – The View Menu is configured locally and is unique to the workstation you are working on.
- **Use A Shared List Of Views Stored In The Main Data Location** – Use a shared View Menu configuration which is stored in the main Myriad Data Location (see Data Location tab in this section).

View Menu Options > Views (Customisable View Menu Content)

The Views section allows you to add, edit or remove the customisable content from the View Menu as discussed in the View Menu section earlier in this Chapter. The diagram below shows the layout of the View Menu tab and the role of the buttons available on the tab.

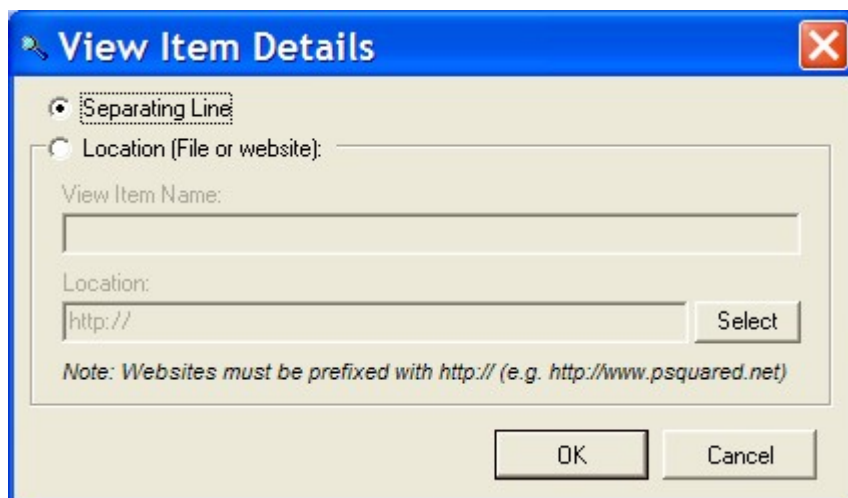


Here we can see that some options on the View menu have already been configured in this window. Each option on the View menu corresponds to an entry in this table with the Name column being used for the Name on the view menu and the Location column being used for the location of a local or web based HTML page that the View menu option will open when selected. You may also note that the Separator Line entry between the 'What's On Guide' and the 'P Squared Website' causes the line between the options on the View menu.

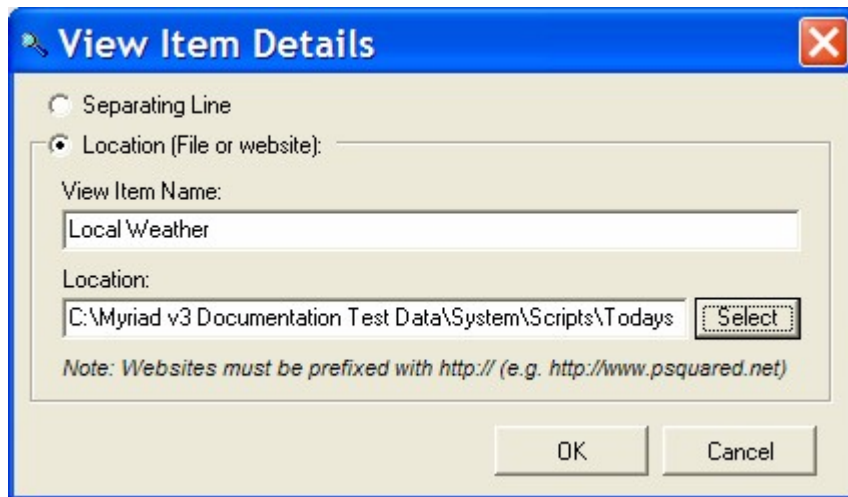


Let's say for example that we want to add another option on the View menu that links to a 'weather' HTML page stored on the local computer and we also want to add a separator line between the P Squared Web Site option and the new Weather option.

First click on the Add Option button and tick the Separator Line option to add the separator line to the list.

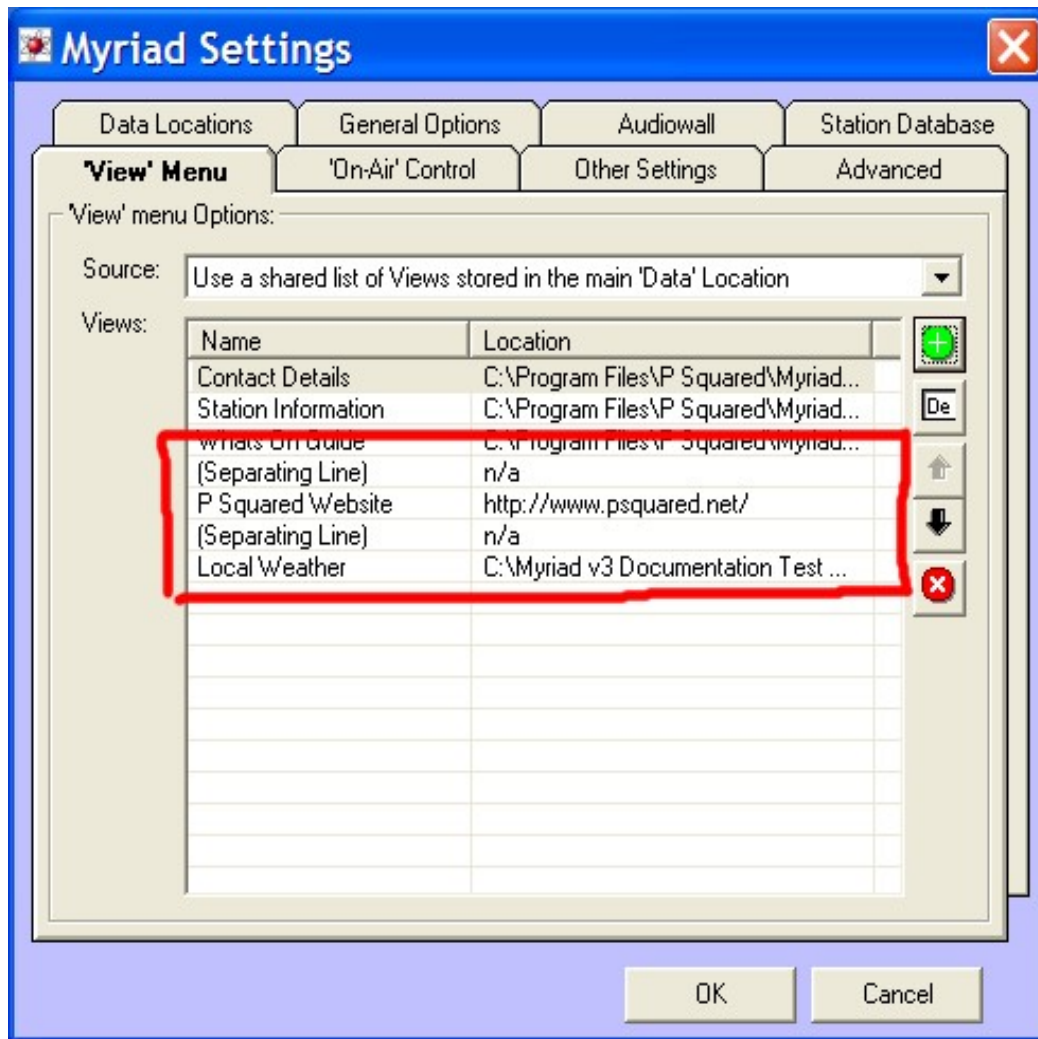


Next click on the Add Option button again and this time type in the Name and Location of the Weather option we wish to add.

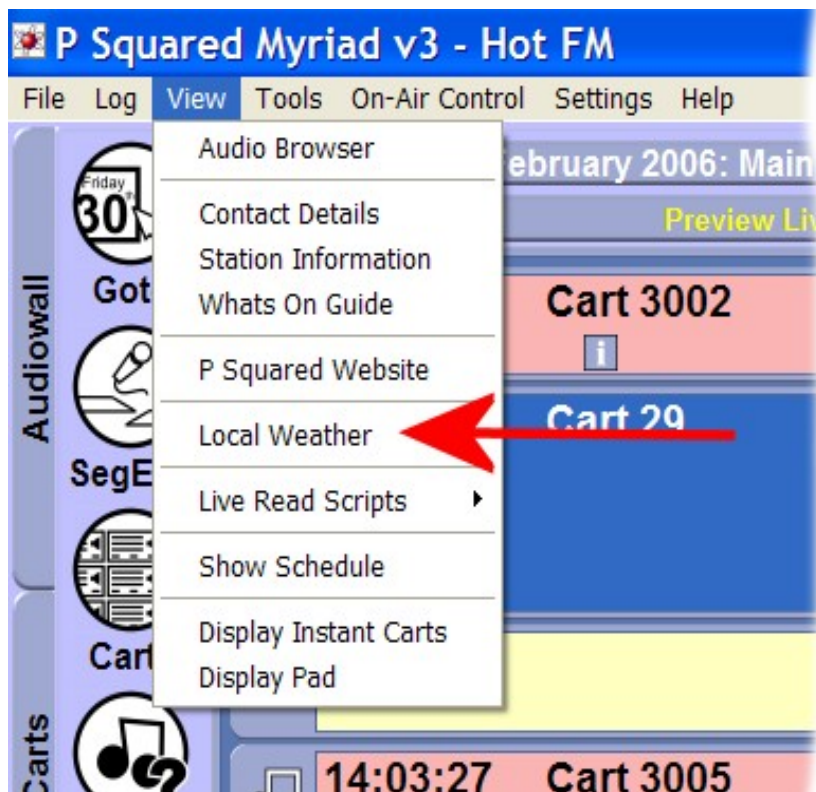


Note that the HTML file you are linking to is a local or network file then you can click on the Select button to browse your local drives and network connections. Click on OK once you are done.

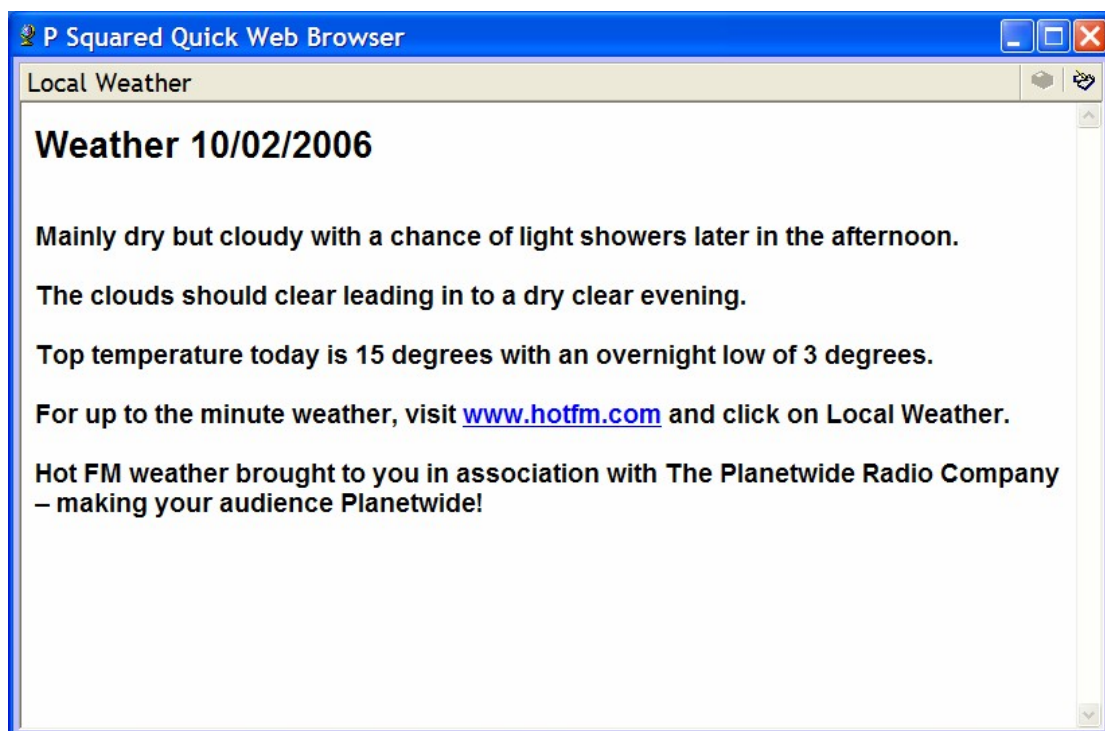
Our View Menu settings window now looks like this with the new Weather option added to the bottom of the list.



Click on OK to save the changes. We can now see the end results on the View menu.

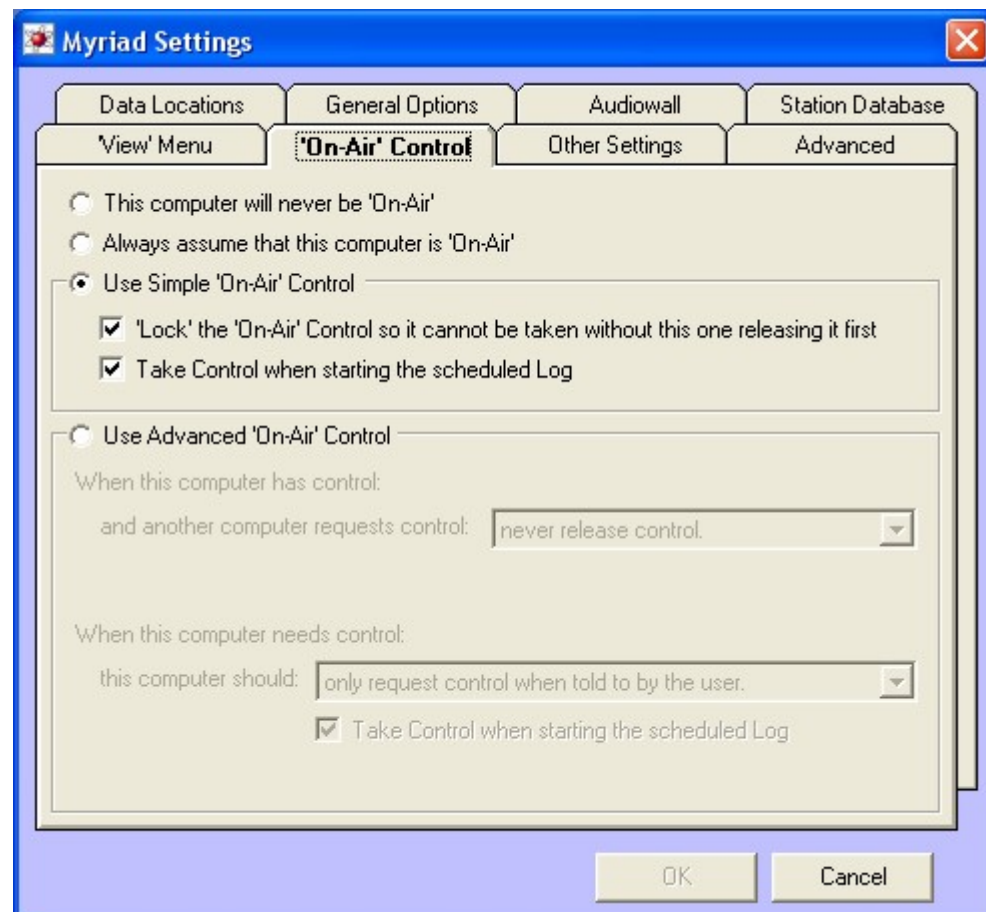


And if we click on the Local Weather menu option:



The On-Air Control Tab

There has been a lot of talk about On-Air (or Station) Control throughout this manual. On-Air control changes the way in which the Log Screen works and is used by Myriad Manager when compiling copyright reports but what do we mean by On-Air control and why is it needed?



What Is On-Air Control And Why Is It Needed?

In most stations, you may have several Myriad workstations but at any one time, only one of them can be playing out content that is actually being broadcast 'on-air'. Traditionally, you would designate a studio or resource as being 'on-air' and the output from that studio would be what your station was broadcasting. Depending on the station setup, there may actually be more than one studio and 'on-air' control is switched between studios as circumstances dictate.

The situation is very similar in Myriad. You may have several Myriad workstations but if only one is broadcasting On-Air at a time then we need a way of telling which one it is. The reasons that we need to know which workstation is On-Air are outlined below:

- **Accurate Reporting** – Myriad tracks all Carts that are playing regardless of On-Air status but sometimes we are only interested in the

workstation that is On-Air. Copyright reports are a good example. When generating reports for the copyright agencies, you usually only want to include Carts that were broadcast as you usually have to pay for their use. By using On-Air control in Myriad, the generated reports can automatically include Carts that were broadcast On-Air only, even if you switched studios several times during the reporting period.

- **Security** – Myriad can be configured so that the only workstation that can perform certain tasks is the On-Air workstation. The most obvious of these is the ability to limit editing the current hour of the Schedule Log to only the On-Air workstation.
- **Communication With External Software Applications Such As OCP and Myriad STS** – If you are using OCP to update a web site or DAB broadcast with information about what is being played 'On-Air' then you need a mechanism to be able to tell OCP which workstation it should be 'listening' to. The same is true when you are using Myriad STS to deliver split broadcasting to different regions or transmission methods.

There are three different levels of On-Air control available in Myriad, they are:

- **Fixed On-Air Control** – The Workstation is set to always have On-Air Control or never have On-Air control. If using this method, you should set only one workstation to always have On-Air control and then set all other workstations to never have control. If you always use the same workstation for broadcasting then this method is good because it removes the need to have On-Air control options visible on the Log Screen.
- **Simple On-Air Control** – This is the recommended method if you are not using OCP or STS. The simple On-Air Control method is a simplified model that works on the fact that only one workstation has On-Air Control at any one time. If one workstation has On-Air control then all the others are Off-Air. You can configure simple On-Air control to only allow another workstation to take control when it is released by the current On-Air PC.
- **Advanced On-Air Control** – This is the most advanced option and must be used if you want Myriad to work with OCP or STS. In Advanced mode, Myriad workstations communicate with each other and other external programs (such as OCP and STS) to 'discuss' On-Air control.

We will now see how the options on the On-Air Control tab are used to configure one of these three options.

This Computer Will Never Be On-Air

If you set this option then the workstation you are working on will be set to never take On-Air control. This means that the On-Air / Off-Air button will be disabled on the Log Screen and the PC will be configured as if it were in Off-Air mode.

This option should be used for Admin workstation and any other workstation that is not going to be needed for On-Air use.

Always Assume That This Computer Is On-Air

If you select this option then the workstation you are working on will be assumed to always have On-Air control. The On-Air / Off-Air button will be removed from the Log Screen and the system will be configured for On-Air mode.

Caution: You should only use this option for one PC in your Myriad network.

Use Simple On-Air Control

Ticking this option will enable Simple On-Air control in Myriad which is a simplified On-Air control method which only allows one workstation to have On-Air control. The On-Air / Off-Air button will appear on all workstations that have this option set and this button can be used to select On-Air control for the workstation in question (see Chapter 5 > On-Air / Off-Air Control Button for more details).

Ticking this option also enables the Simple On-Air Control options which are outlined below:

Lock On-Air Control So That It Can Not Be Taken Without This One Releasing It First

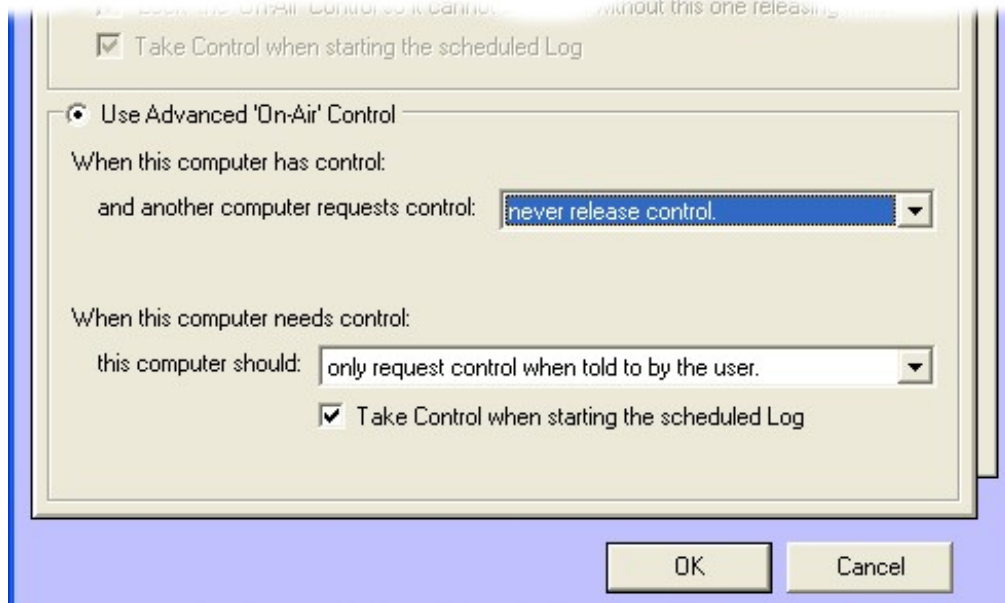
If this option is set, when the workstation you are working on has On-Air control and another workstation requests it. It will not be transferred unless you manually release On-Air control (by clicking on the On-Air / Off Air button). If this option is not ticked then On-Air control can be transferred to another PC without you releasing it first.

Take Control When Starting the Schedule Log

If this option is ticked then On-Air control will automatically be taken (or attempted to be taken) by the workstation whenever an Active Playout mode (Live, Auto or AutoFade) is activated.

Use Advanced On-Air Control

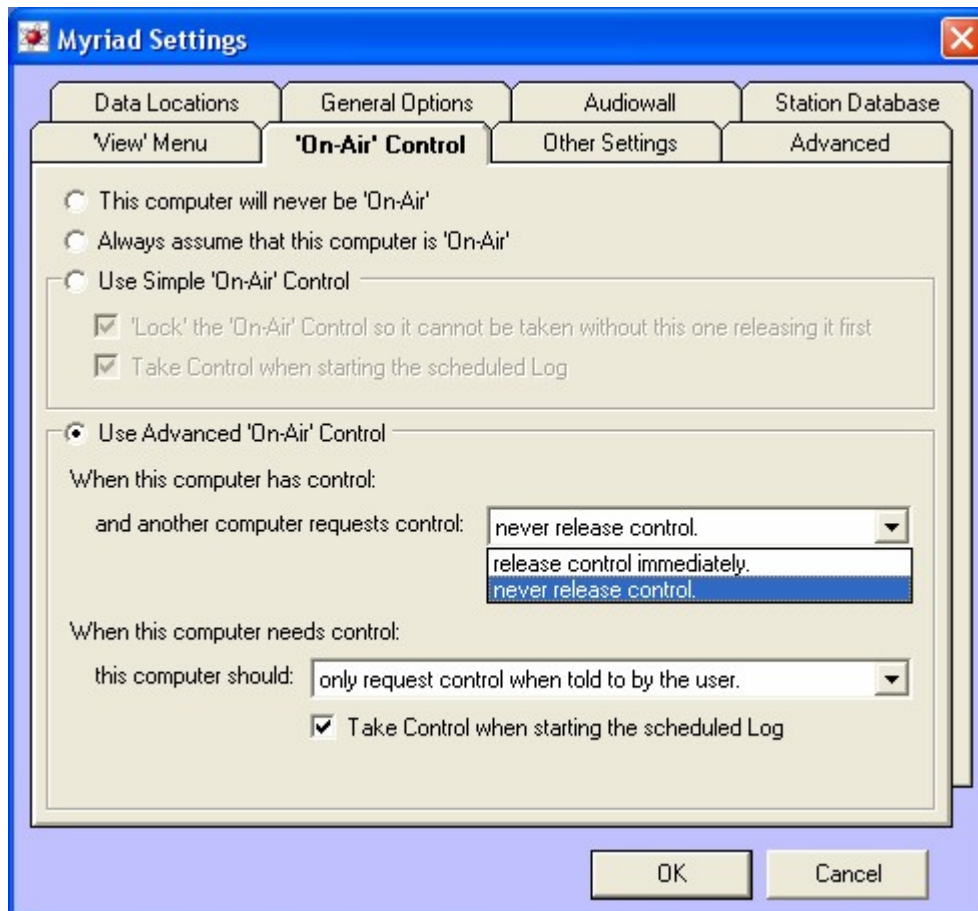
Selecting this option will enable Advanced On-Air control which must be used whenever you want Myriad to communicate with external software applications such as OCP and Myriad STS.



Selecting this option will enable the options for Advanced On-Air which are outlined below.

When This Computer Has Control and another Requests Control

The 'When This Computer Has Control and another Requests Control' option is used to determine what to do in Advanced On-Air control when another workstation requests On-Air control. The drop down list is used to select the action that you want Myriad to take.

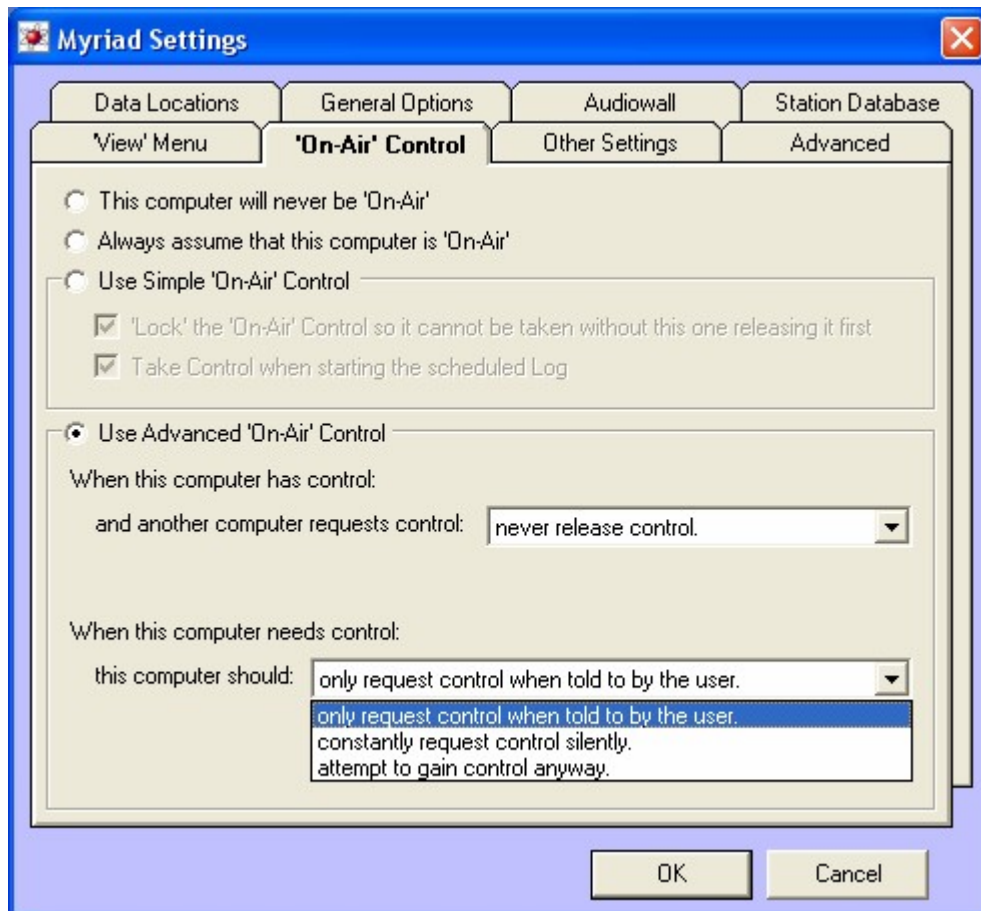


The options are:

- **Release Control Immediately** – With this option selected, Myriad will automatically hand over On-Air control to any PC requesting it. This option should be used for automated 'playout' PCs that may need to hand control to a live studio workstation.
- **Never Release Control** – If this option is set, Myriad will never automatically release On-Air control. You will have to manually release control (by clicking on the On-Air / Off-Air button on the Log Screen) in order for another workstation to take control.

When the Computer Needs Control This Computer Should

This computer allows you to configure how Myriad acts when you request On-air control (either automatically or by clicking on the On-Air / Off Air control button). The options are available on the drop down list.



The options are:

- **Only Request Control When Told To By The User** – With this option set, Myriad will only attempt to gain control when told to by the User (by them clicking on the On-Air / Off-Air button on the Log screen or using the On-Air menu option). If this option is selected, when the On-Air / Off-Air button is clicked (on the Log Screen), Myriad will request On-Air control from the workstation that has it. Whether you get On-Air control will depend how the other workstation is configured (see above options).
- **Constantly Request Control Silently** – When this option is selected, the workstation will constantly request On-Air control but it will do so 'silently' which means that whilst it requests control every few seconds, the workstation that has control does not tell the User. When running in this mode, the workstation will take On-Air control as soon as it is released by the other workstations. This option is well suited to workstations that are used for automated playout as a 'sustaining' service. This setting is usually coupled with the Release Immediately option outlined above.
- **Attempt To Gain Control Anyway** – This option should be used with caution. When selected, if the User clicks on the On-Air / Off Air control button to take On-Air control, the Myriad workstation will take On-Air

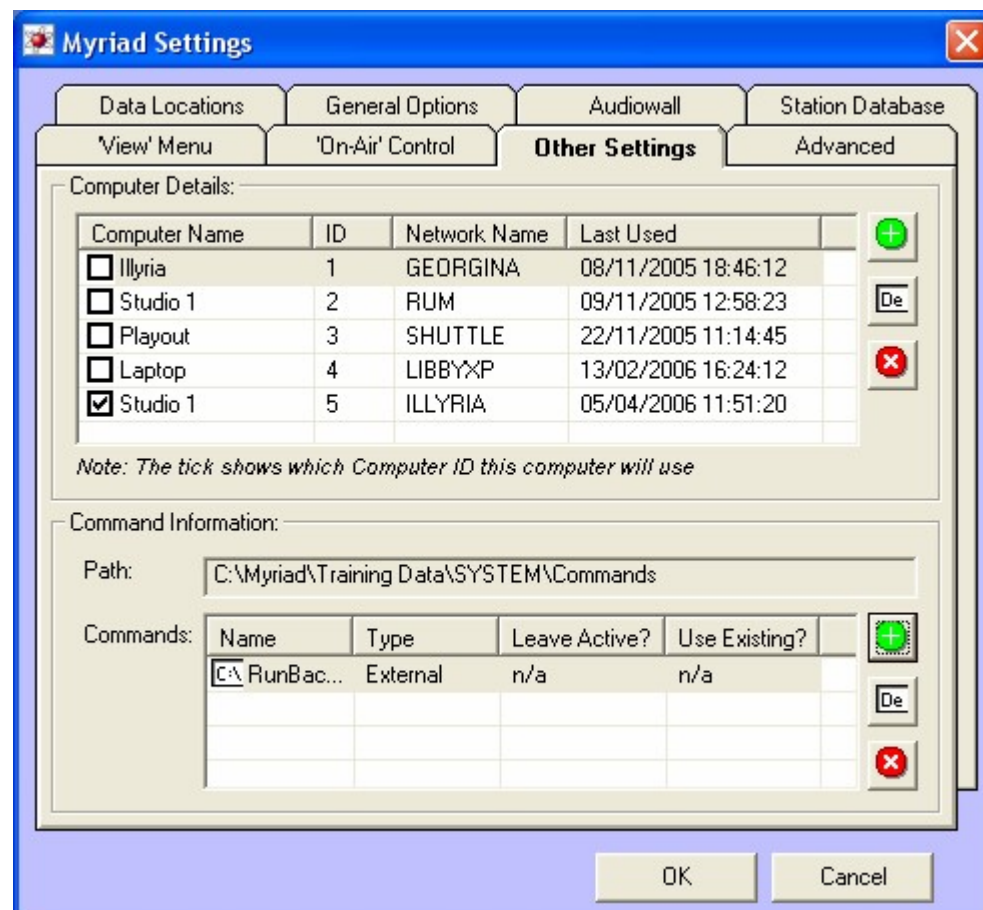
control regardless of what the current On-Air workstation is set to do upon a request.

Take Control When Starting the Schedule Log

If this option is ticked then On-Air control will automatically be taken (or attempted to be taken) by the workstation whenever an Active Playout mode (Live, Auto or AutoFade) is activated.

The Other Settings Tab

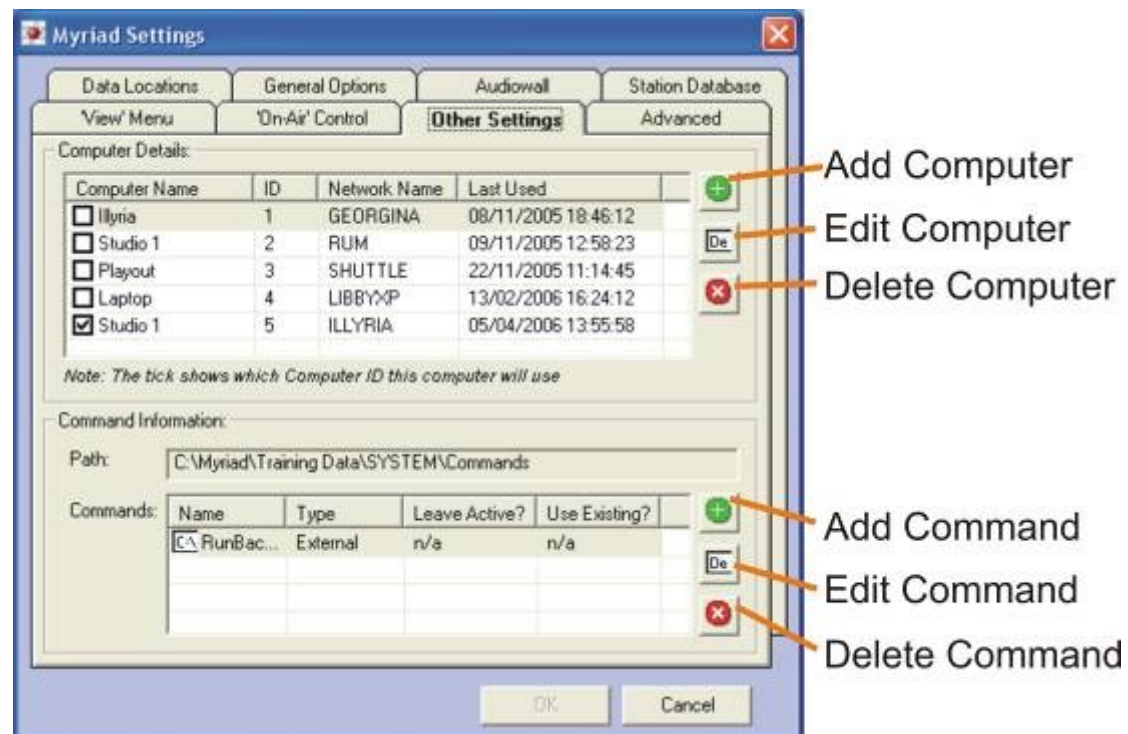
The Other Settings tab is primarily used for two things in Myriad Settings; firstly it allows you to assign workstations in your Myriad network with usable names to make them more identifiable. The second major section of the Other Settings tab is concerned with Commands but we will get to them in a minute.



Computer Details

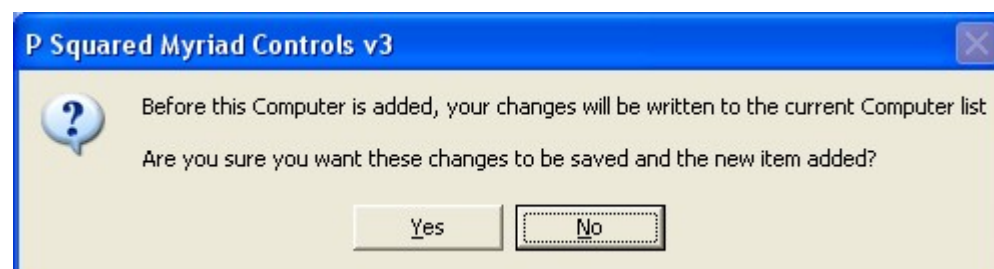
The Computer Details section allows you to add workstation details for all of the PCs on your Myriad network. You can then assign a network ID number to each workstation.

The reason for doing this is that when you are working with Myriad Manager and you wish to generate play logs or copyright reports, it is useful to be able to filter the results to include just the workstations that you are interested in. By giving each workstation a human readable name, you make this selection process a lot simpler.

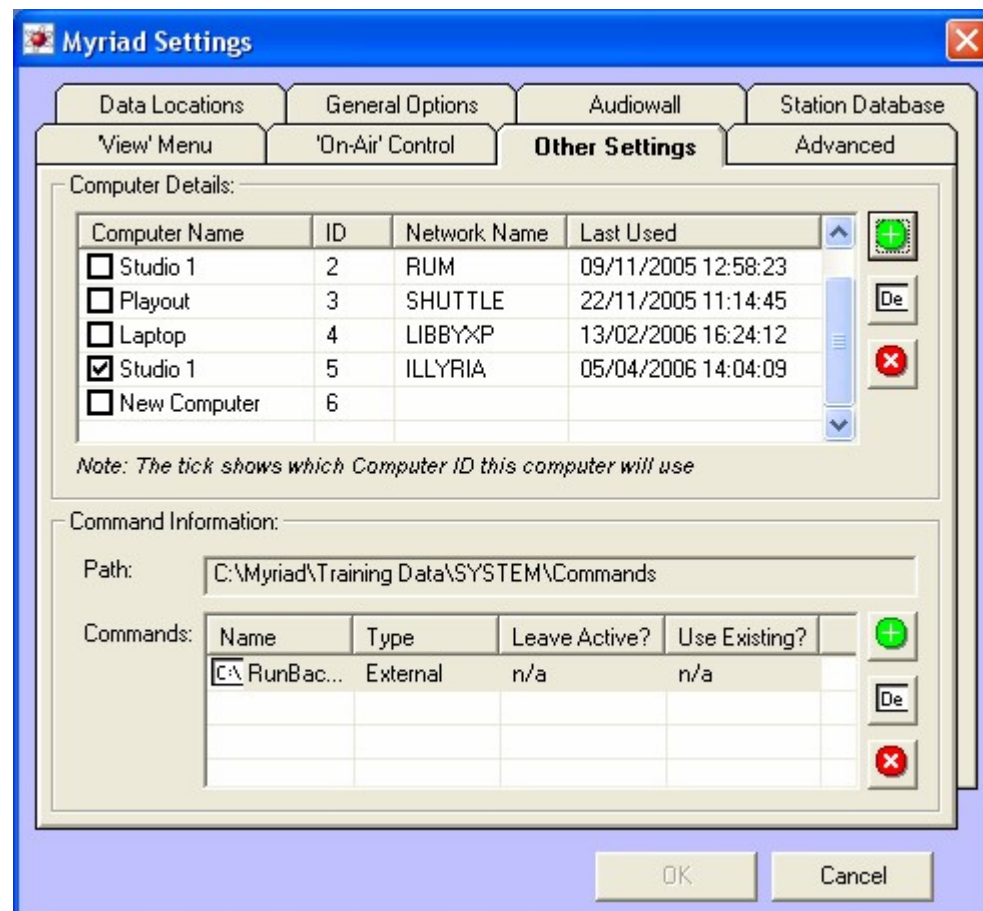


Add Computer Name

To add a computer name to this list, click on the Add Computer button. You will first see a warning message warning you that the changes you have made will be applied to the central computer list and asking you whether you wish to continue. Click on Yes to continue.



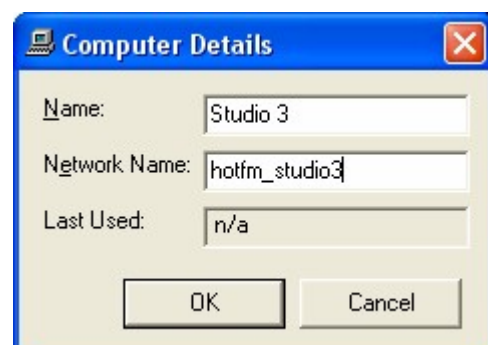
A 'New Computer' entry will then be added to the list of computer names.



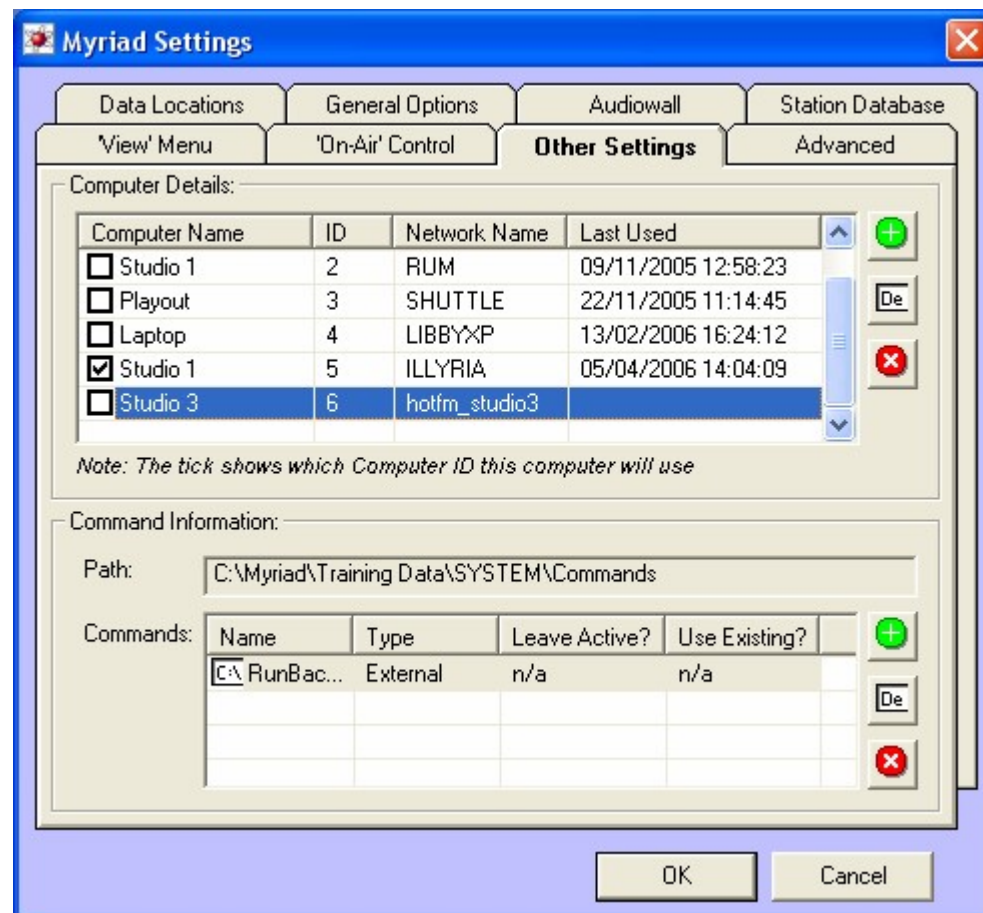
Next we need to edit the details.

Edit Computer Name Details

You can access the Computer Name Details window either by highlighting the Computer Name you wish to work with and then clicking on the Edit Computer Name button, or you can simply double click on the Computer Name in the list.

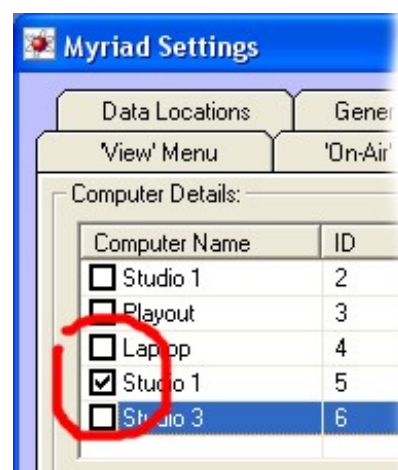


You can then add a Name for your computer along with the Network Name (if known). Click on OK to save the details.



Assigning a Computer Name to the Workstation You Are Working On

This is done by placing a tick in the box to the left of the Computer Name you wish to assign.

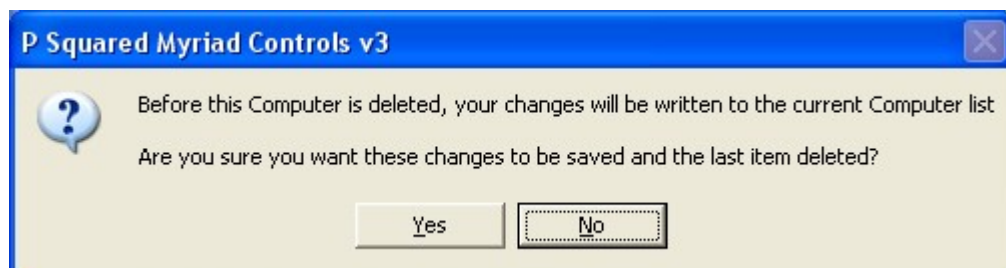


Please note that each workstation can only be assigned to one Computer Name.

Deleting a Computer Name

To delete a Computer Name from the list, highlight it in the list and then click on the Delete Computer Name button (see diagram above for button map).

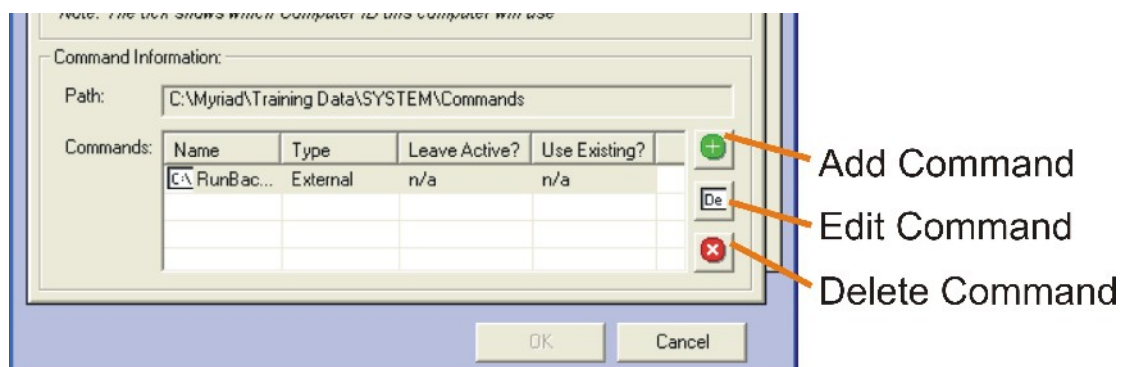
You will then be warned that the action you are taking will affect the central computer list, and asked if you wish to continue.



If you wish to delete the Computer Name, click on Yes and it will be removed from the list.

Command Information

The Command Information section of the Other Settings tab is used to view and manage the Commands that are available within Myriad. Commands are a special type of Log Item that can perform range of tasks. This section allows you to add and delete Commands from Myriad as well as edit the details on existing Commands.



Types of Commands

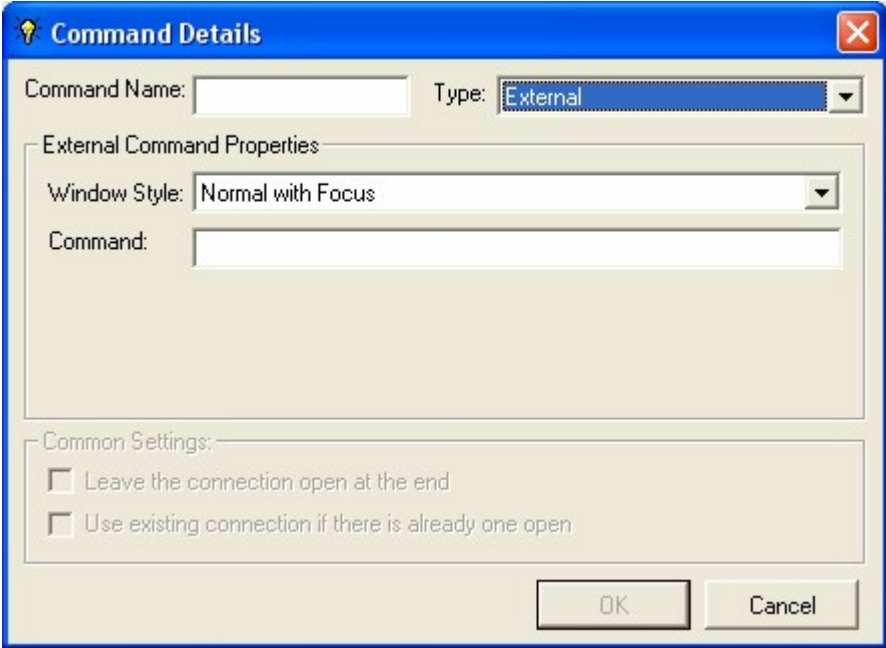
There are four main types of Commands, which are:

- **External** – Used to run an external window program or application. When Myriad encounters an External Command in the Schedule Log, it runs the external application detailed in the command then moves on to the next Log Item in the Schedule Log.
- **Myriad Command** – Allows you to add a Command Log Item that performs one or more tasks in Myriad. The Myriad Command section allows you to construct a special script that can be used to perform a variety of tasks (more on this in the New Command section).
- **TCP/IP** – This Command will send a specific message to a specified IP address. When Myriad encounters one of these in the Log, it will send the specified message to the desired TCP/IP address and then move on to the next Log Item.
- **Serial (RS232)** – This works in the same way as a TCP/IP message. When encountered in the Schedule Log, Myriad will send the specified message to the selected serial port.

Commands are designed to be general purpose, problem solving additions to the standard Myriad Log Items.

Add a Command

To add a new Command to the list, (and therefore make it available in Myriad), click on the Add Command button to open the Command Details window.

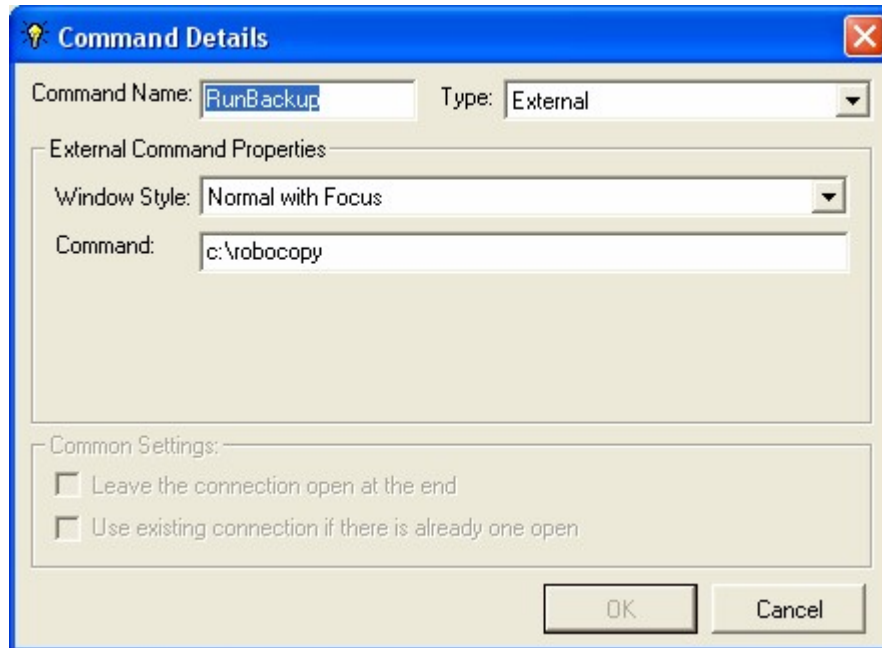


The screenshot shows the 'Command Details' dialog box. It has a blue title bar with a lightbulb icon and a close button. The dialog is divided into several sections. At the top, there is a 'Command Name' text box and a 'Type' dropdown menu currently set to 'External'. Below this is a section titled 'External Command Properties' which contains a 'Window Style' dropdown menu set to 'Normal with Focus' and a 'Command' text box. At the bottom, there is a 'Common Settings' section with two checkboxes: 'Leave the connection open at the end' and 'Use existing connection if there is already one open', both of which are currently unchecked. At the very bottom of the dialog are 'OK' and 'Cancel' buttons.

At this stage you have to select the type of Command that you wish to add to Myriad using the Type drop down list. The main details screen changes for each Type of command you can add so we will tackle each one separately.

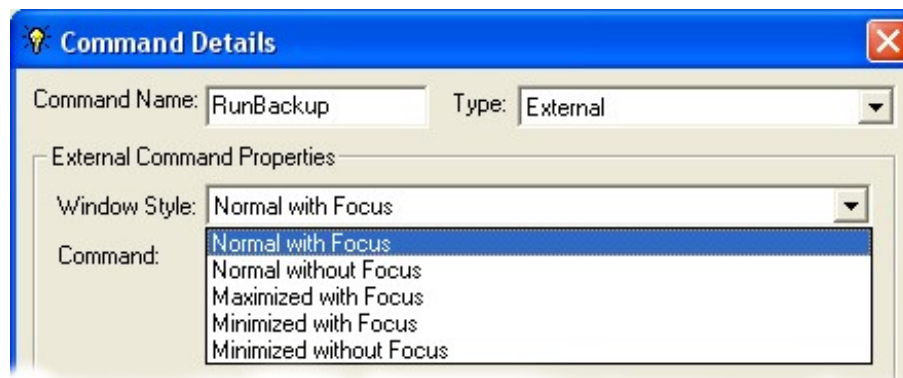
Adding an External Command

An External Command allows you to run an external Windows™ application from within the Log Screen in Myriad.

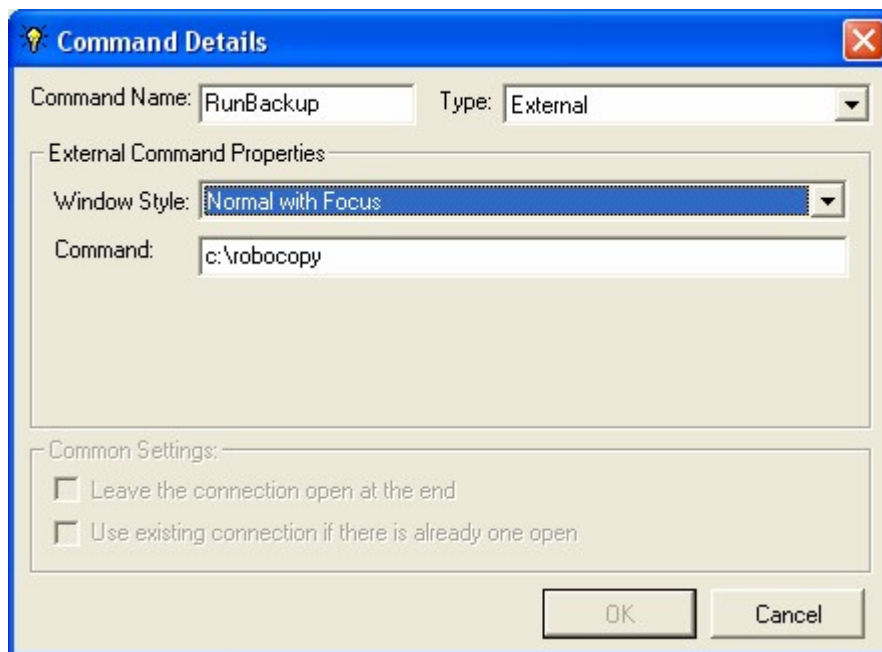


To add an External Command, follow these steps.

1. Give your Command a unique name by typing it into the Command Name Field.
2. Make sure that External is selected from the Type drop down list.
3. Use the Window Style drop down list to select the way in which you want Myriad to run the external application. The options are:



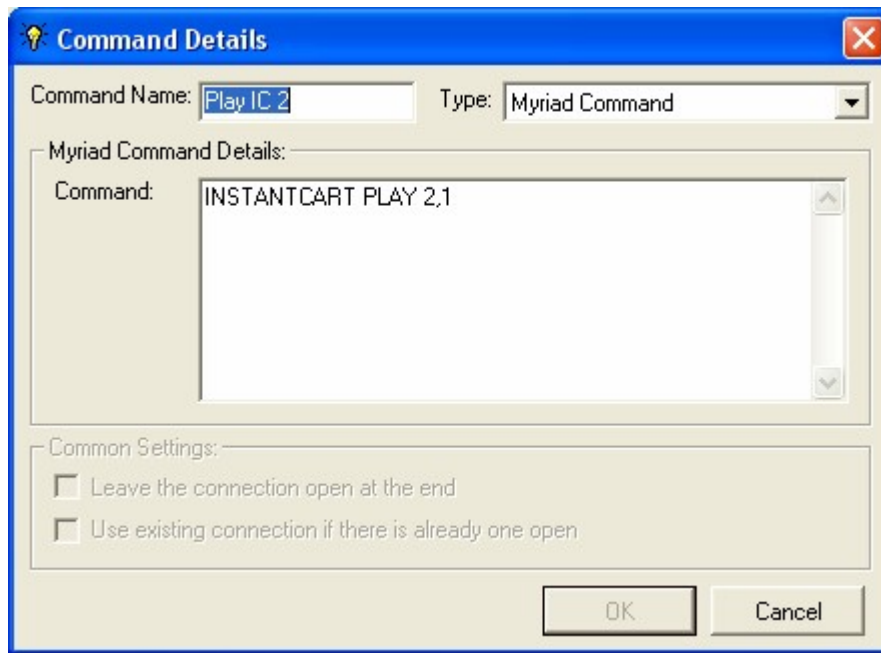
- **Normal With Focus** – Application opens in normal window with mouse focus.
 - **Normal Without Focus** – Application opens in a normal window but Myriad retains mouse focus.
 - **Maximised With Focus** – Application opens maximised (full screen) with mouse focus.
 - **Minimised With Focus** – Application opens minimised but does have mouse focus.
 - **Minimised Without Focus** – Application opens minimised and Myriad retains mouse focus.
4. **Command** – Type in the location of the application program (.exe) that you want Myriad to run when the Command is evoked. Remember that you can include 'command line switches' in this Command field should you wish to.



Click on OK to save the Command Details and add the Command to the Commands List.

Adding a Myriad Command

A Myriad Command is a specially scripted sequence of events that will happen when Myriad executes the Myriad Command. This is done by using a simple 'script' style language that gives a list of instructions for Myriad to complete before moving on to the next Item in the Schedule Log.



To add a Myriad Command, follow these steps:

1. Type in a name for your Myriad Command using the Command Name field.
2. Make sure that the Myriad Command option is selected using the Type drop down list.
3. Type the Myriad Command sequence into the Command box paying close attention to the syntax as described in the Myriad Command Script reference outlined below.
4. When you are happy, click on OK to save your Myriad Command and add it to the list.

Myriad Command Script Reference

As detailed above, the Myriad Command is a series of instructions for Myriad to carry out as part of the Command Log Item. When creating the Myriad Commands, it is important that the syntax of the script language used is exact as Myriad will only follow correctly formatted scripts.

The reference guide below details the script commands that are available for use in Myriad v3. Myriad Commands are intended to be used by advanced users only. Beyond this reference, the Myriad Command script language falls outside the scope of this documentation.

Note: Parameters shown surrounded by square brackets - [] are optional

MyriadCommand Reference:

| Command | Usage |
|----------------------|--|
| <code>COMMAND</code> | Run another MyriadCommand sequence |
| | Example: <code>COMMAND PlayNewsCart</code> |

CART/ | Used to *Play, Pause, Cue/Recue, Close/Eject* a cart or a player

HARDDISK/ | Commands:
HDITEM | *PLAY Player[,Reference][,Sync]* - Sync is used to wait until the cart has finished playing.

| *CUE Player[,Reference]*
| *RECUE Player[,Reference]*
| *PAUSE Player*
| *CLOSE Player*
| *EJECT Player*
| Example: *PLAY 1,3001,1*
| (This will play cart 3001 in player 1 and wait until it finishes

INSTANTCART | Used to Play or Cue a specified Instant Cart
| Commands:
| *PLAY Reference[,Sync]*
| *CUE Reference*
| Example: *INSTANTCART PLAY 2,1*
| (This will play Instant Cart 2 and wait until it finishes

DEBUG/ | Used to change the debugging mode used when diagnosing problems.

DEBUGMODE/ | Commands:
OFF/NONE/0 Turn off debugging
MEDIUM/5 Medium debugging
ON/HIGH/MAX/10 Full debugging

HARDWARE | Used to *Set/Clear/Flash/Pulse* a hardware line
| Example: *HARDWARE Pulse 12*
| (This will cause line 12 to pulse)

LOG | Used to change the Log mode or move around in the log
QNXT | Commands:
GO Move on to the next item in the Log
PRECUE Precues the next log item ready to play
TOGGLEENDING Changes the ending of the currently playing item

ITEM Changes to the currently highlighted Item
PREVIEW Previews the highlighted item
TOGGLEDELETE Deletes/Restores the highlighted item
TOGGLEENDING Toggles the ending of the highlighted item

VIEW Changes the Log View
HOME Jump to 'now'
NEXTHOUR Scroll up to nearest hour start
PREVHOUR Scroll down to next hour start
PAGEUP Scroll up one page
PAGEDOWN Scroll down one page
SCROLLUP Scroll up one line
SCROLLDOWN Scroll down one line

MODE Change QAE's running mode

HOURLMODE Change to the original play mode for the current hour

AUTOFADE Change to AutoFade mode
AUTO/AUTOMATION Change to Auto Mode
LIVE/LIVEASSIST Change to LiveAssist Mode
STANDBY Stop the Log Running

TOGGLE Toggles the mode between Standby and the Hour's original mode

ONAIR | Used to Take/Release 'On-air Control'
 | Commands:
TAKE/REQUEST Request/Take On-Air control
RELEASE Release On-Air control
MESSAGE Advanced: Sends a formatted network message to the On-Air device being Controlled

WAIT | Waits for a number of seconds
 | Example: *WAIT 5*
 | (this will wait for 5.5 seconds)

WEB | Opens the Quick web browser and displays a specified file or webpage

WEBBROWSER | Parameters: *URL,Caption*

WEBVIEW | Commands:
 | *VIEW* Display the given URL
 | Example: *WEB VIEW http://www.psquared.net,P Squared's Website*

If you can not really work out what this is all about, don't worry, you will not be alone. If you are really stuck then why not email support@psquared.net if you need some additional helpful advice.

Adding a Serial Command

A Serial Command is used to send a specific sequence of numbers and characters to the computers serial (RS232) port in a specific format. This may be controlling external devices or sending commands to remote computer systems.

Command Details

Command Name: Type:

Serial Command Properties:

Serial Port: Settings:

Handshaking:

Command:

Common Settings:

☐ Leave the connection open at the end

☐ Use existing connection if there is already one open

In order to understand these settings, you will need a fairly good understanding of RS232 (serial) communication as the meaning of the various protocols used falls outside of the scope of this documentation.

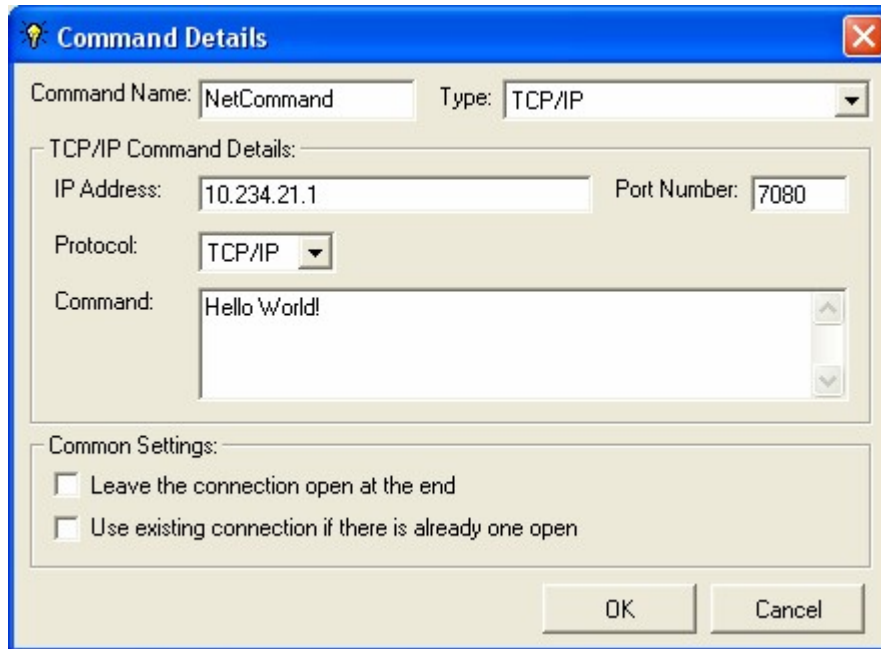
To add a Serial Command, follow these steps:

1. Give your Serial Command a name using the Command Name field.
2. Make sure Serial is selected using the Type drop down.
3. Select the Serial Port that you want using the Serial Port drop down list.
4. Check that the Settings are correct. The format for this settings string is: baudrate,parity,databits,stopbit so 9600,n,8,1 means 9600 baudrate, no parity, 8 data bits, and 1 stop bit. All you really have to do is match these settings to the equipment you are sending the Serial Command to.
5. Use the Handshaking drop down list to select the handshaking type you wish to use. Again, this will depend on what you are connecting to.
6. Type in the actual message that you want to send in the Command section.
7. Tick the 'Leave the Connection Open' option if you want Myriad to leave the serial port open at the end of the message.
8. Tick the 'Use Existing Connection' option if you want Myriad to make use of an open Com Port if possible.

Adding a TCP/IP Command

The TCP/IP Command option is very similar to the Serial Command in that when Myriad encounters one in the Log, it will send the specified message to a specified device only instead of using RS232 (serial) it will use TCP/IP to

send it over the network. This feature can be used for a wide variety of applications such as network monitoring or triggering external events.



Again, it is assumed that an understanding of TCP/IP technology is assumed in this section of the documentation.

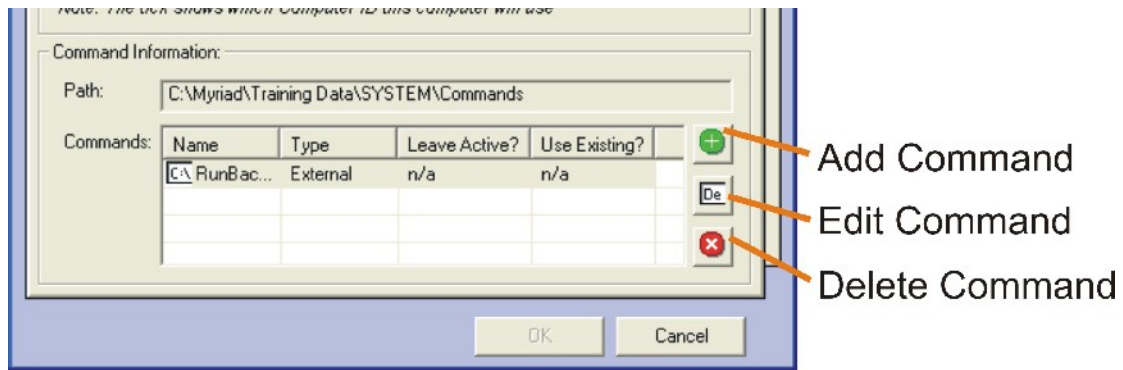
To add a TCP/IP Command, follow these steps:

1. Give your TCP/IP Command a name using the Command Name field.
2. Make sure TCP/IP is selected from the Type drop down list.
3. Type in the IP address that you want Myriad to send the message to using the IP Address field.
4. Type in the Port Number that you want to use via the Port Number field.
5. Select either TCP/IP or UDP/IP using the Protocol drop down.
6. Type in the message you want to send using the Command field.
7. Tick the 'Leave the Connection Open' option if you want Myriad to leave the IP port connection open at the end of the message.
8. Tick the 'Use Existing Connection' option if you want Myriad to make use of an open IP connection port if available.

When you are happy click on the OK button.

Editing an Existing Command

To edit an existing Command you have two options. You can either highlight the Command in the list and the click on the Edit Command button.



Or you can double click on the Command itself.

In both cases, the Command Details window opens which allows you to alter the details for the selected Command.

Deleting an Existing Command

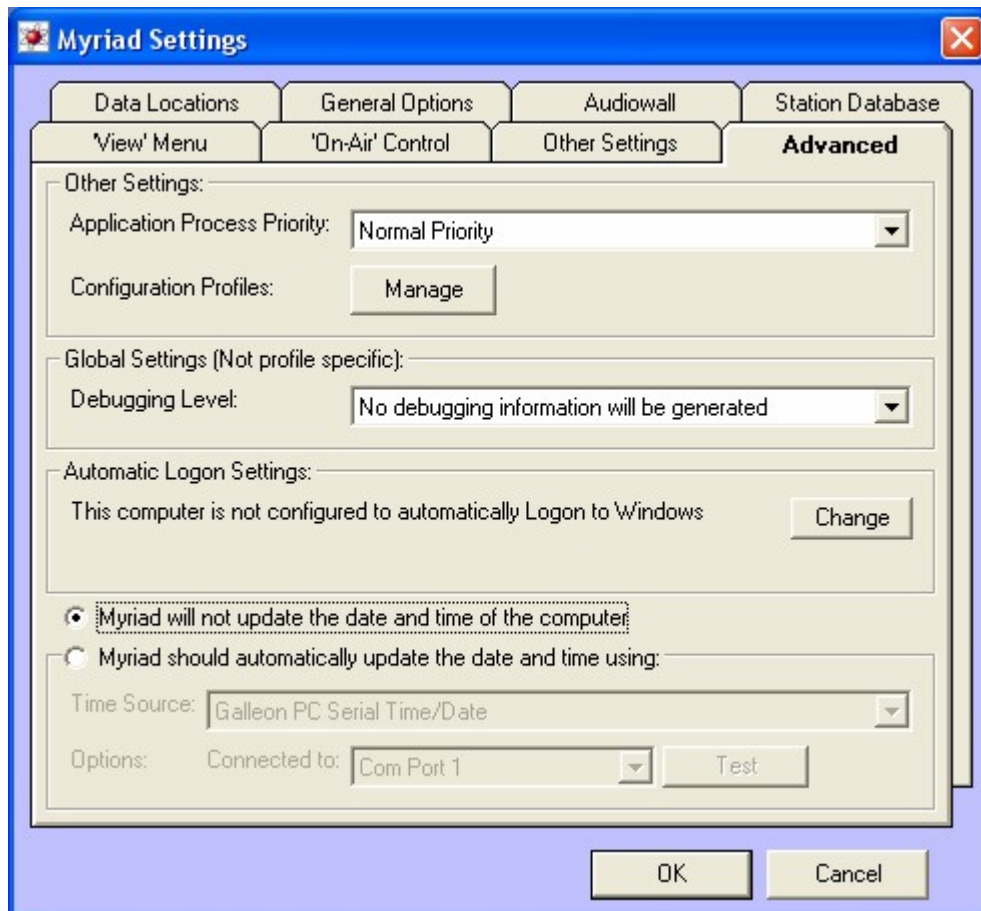
To delete an existing Command, highlight the Command in the list and then click on the Delete Command button.



You will be asked to confirm your actions before the Command is deleted. Click on Yes to delete the selected Command.

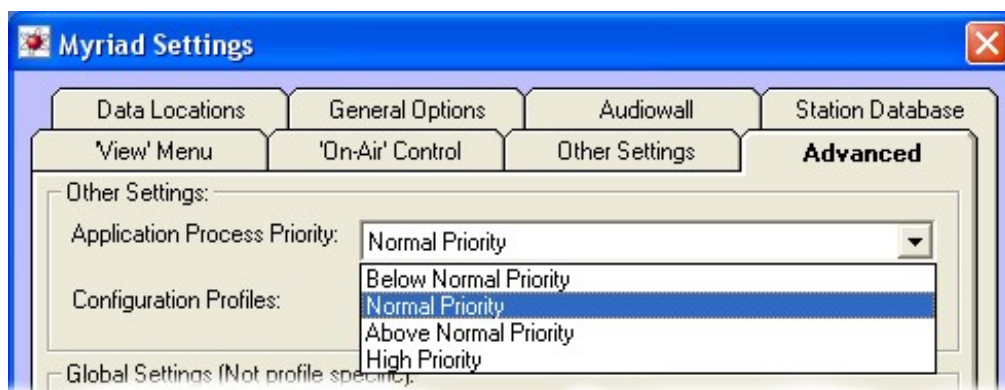
The Advanced Tab

The Advanced tab is home to some of the more advanced Myriad settings and as such, you should not really play with the settings in here unless you are confident that you know what you are doing. Unlike most of the tabs in Myriad Settings, the options on the Advanced Tab are not related to any specific areas in Myriad.



Application Process Priority

This option allows you to alter the processing priority that Windows™ gives Myriad in normal operation. Under normal circumstances, Myriad should be given Normal Priority but if you are running several other applications on the same PC and you want Myriad to take priority over the other applications, it might be worth putting Myriad's priority up a notch.



There are four options in total but you should only alter this setting if directed to by a P Squared Technical Support engineer.

Configuration Profiles > Manage

Configuration Profiles allow you to effectively save the particular setup information and configuration options for Myriad to be reloaded at a later date.

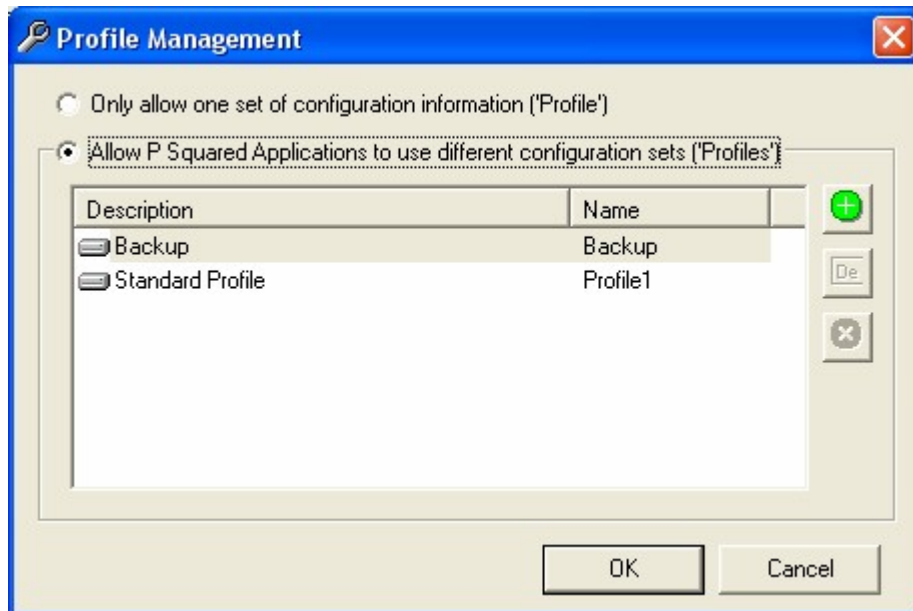
In practice, the most common application for this is if you are running several different radio stations from a single Myriad system and the different stations use totally different Data Locations, Audio Wall File Locations and settings etc. In which case you could set up two profiles (one for each) and each time you start Myriad, you select the Configuration Profile that you want to use.

Another common use for this is to have a 'backup' profile that is configured to use audio and data locations on a backup hard drive or backup server.

Profiles are added and managed using the Profile Manager window. To access this window, click on the Manage button.

Configuring Myriad to Have Multiple Configuration Profiles

The Profile Manager window is accessed via the Manage button on the Advanced tab of Myriad Settings and is used to switch Myriad to using multiple Configuration Profiles and to add and remove the available Configuration Profiles.



To configure Myriad to use multiple Configuration Profiles, select the 'Allow P Squared Applications to Use Different Configuration Sets (Profiles)' option. This will also enable the main Profile Management window which list available profiles and allows you to add and delete Profiles.

To add a new Configuration Profile, click on the Add Profile button.



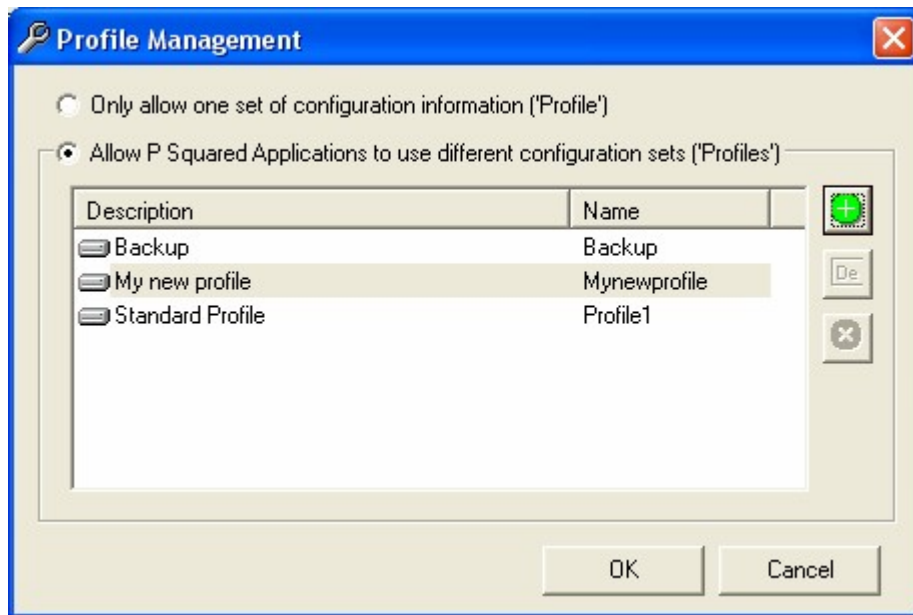
You will then be asked to provide a name for your new Profile.



Once you have typed in the new Profile name, click on OK.



You will then be asked to confirm that you want to create the new Configuration Profile. Click on Yes to create the new Profile.



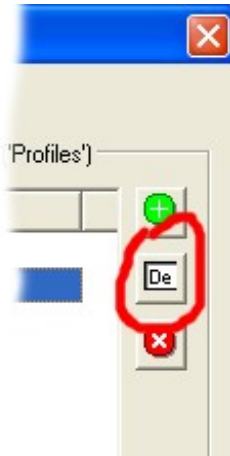
Next time you quit Myriad and then restart it, you will be asked which Profile you wish to use.



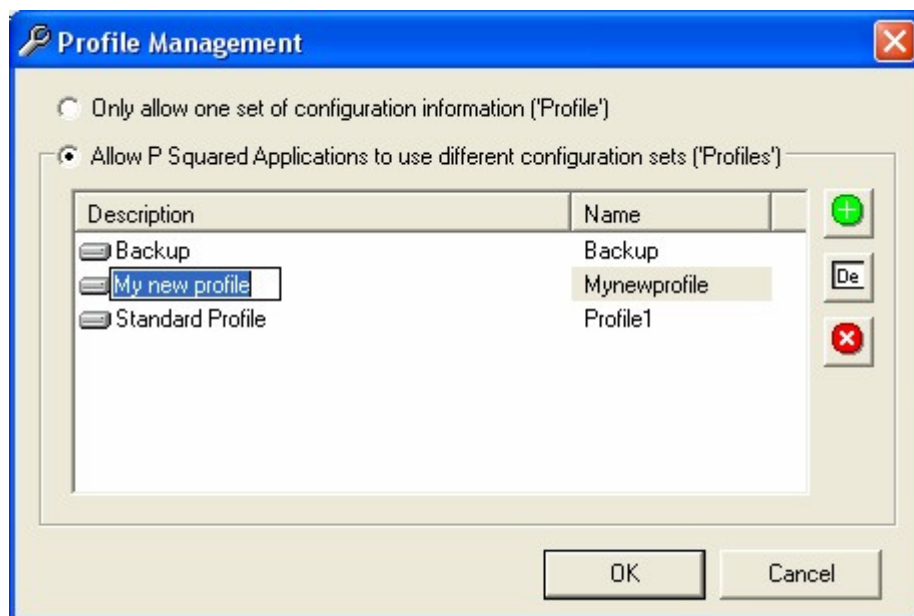
Once you have loaded Myriad with your new Profile, any changes you make to the configuration will be stored in the settings for the selected Configuration Profile.

You can switch back to using a single Configuration Profile by selecting the 'Only Allow One Set Of Configuration Options' option (at the top of the window). In this case, the highlighted Configuration Profile will be used.

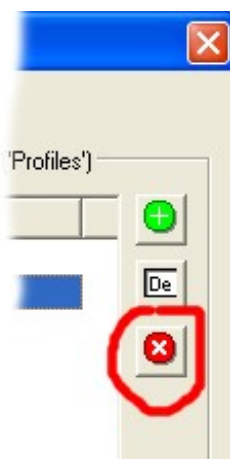
You can edit the description for a Configuration Profile by clicking on the Edit Profile button.



This will then allow you to 'over type' your new Profile name.



Finally, you can delete a Configuration Profile by highlighting it and then clicking on the Delete Profile button.



You will then be asked to confirm that you wish to delete the selected Profile.

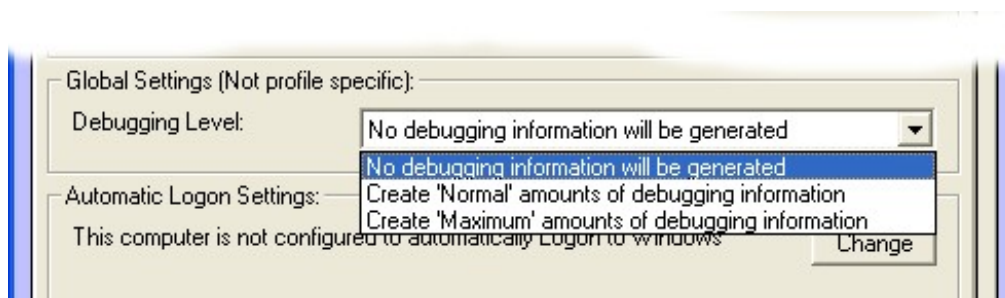


If you click on Yes, the Configuration Profile will be deleted immediately and there is no way to recover deleted Profiles.

Global Settings > Debugging Level

This is a Global Setting and it applies to all Configuration Profiles.

This setting allows you to set an overall level of debugging mode in Myriad which is a special mode where lots of information is logged to a text file that P Squared engineers can use to track down system faults.



In general, Myriad should be run with the 'No Debugging Information Will Be Generated' option selected. In this mode, Myriad does not keep track of debugging information and does not generate debug files.

If you are experiencing problems, a P Squared Technical Support Engineer may ask you to switch to 'Create Normal Amounts of Debugging Information' mode where Myriad keeps track of a number of key factors and generates modest debug files that can be sent to P Squared in the event of a problem. In this mode, Myriad will run fractionally slower but the difference should be marginal.

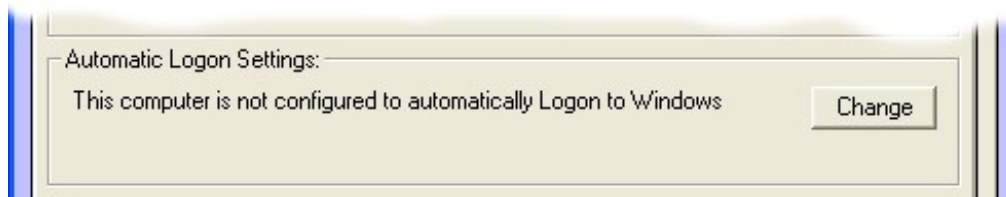
As an additional note, if you are asked to run in debug mode to track a particular problem. You should stop Myriad as soon as the problem occurs and then copy the entire debug files (found in the root of the C drive and called smplayer1.dbg to smplayerX.dgb) to a safe place ready to be sent to P Squared. The reason for this is that Myriad over-writes debug files once they

reach a certain size so useful information could be lost if you do not copy the files as soon as the problem occurs.

The 'Create Maximum Amounts of Debug Information' option should only be used in extreme circumstances as a great deal of information will be recorded. Myriad is not likely to perform to a satisfactory level while in this state.

Automatic Logon Settings (for logging in to Windows™)

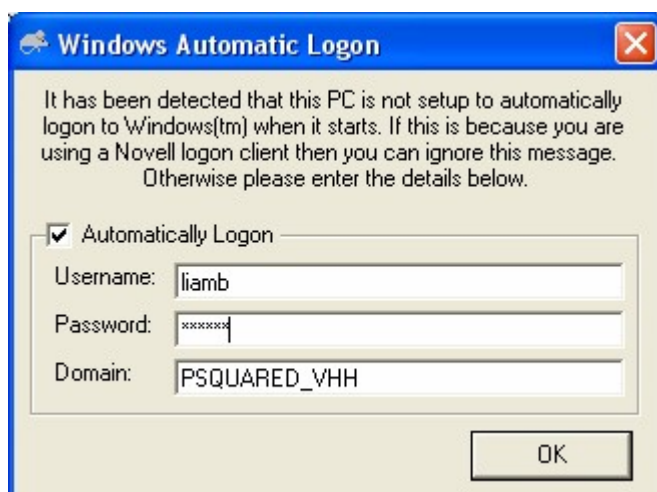
Myriad has the ability to configure your overall Windows™ system to automatically login to Windows™ using a specific Login Name and Password.



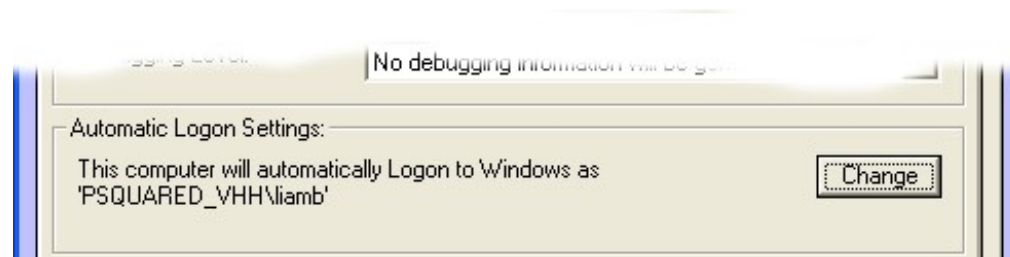
This is important because if you have a Myriad workstation running in automation and there is a power cut. Myriad can be configured to automatically detect this and restart in automation in the appropriate place in the Schedule Log.

This ability is dependent on two factors however. Firstly, someone or something needs to log in to Windows™ in order for any applications to run and secondly, Myriad needs to be in the 'start up group' so it is automatically launched when Windows™ loads. The second is easily achieved by copying the Myriad shortcut in to the Start Up section of the Start bar. The first can be achieved by using this configuration option to supply Myriad with a username and password to automatically log in to Windows™ with.

To set the login name and password you want Myriad to log in to Windows™ with, click on the Change button.



This will open the Windows Automatic Logon window which allows you to enter the Username, Password and Domain that you want to use. To enable this option you will also need to tick the Automatically Logon option.



You will see that the Advanced tab is updated to display the information that Myriad will use to login to Windows™.

Myriad Will Not Update the Time and Date for the Computer

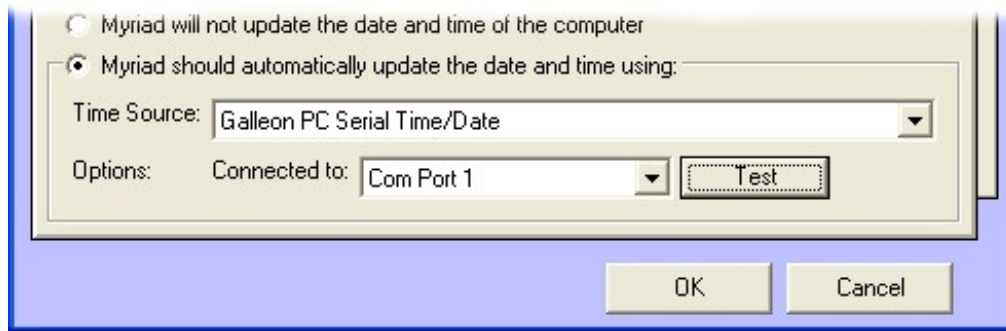
If this option is set then Myriad will not attempt to update the computer time and date and the standard system time and date will be used for displaying time and AutoFade Playout Mode by Myriad.

It is recommended that you have a central time and date server (which can be any PC) which is either using a radio clock or is getting it's time from a web time server. All of the other PCs can then 'sync' their time from that.

An explanation on how to set up a PC as a 'time server' and then synchronise all the other PCs from that can be found on the P Squared Forums which you will find at <http://forum.psquared.net>

Myriad Should Automatically Update the Date and Time Using: X

This setting should be enabled if you have a P Squared supplied Galleon Rugby Radio Clock attached to your system via a serial port. If you have purchased one of these radio controlled clocks (or sourced the same model from another company) then you should enable this option.



Once the clock is attached to a valid Com Port, ensure that Galleon PC Serial Time / Date is selected from the drop down list and select the correct Com Port using the 'Connected To' drop down list.

Once you are happy it is all connected and configured correctly, you can test that the clock is getting a strong enough signal by clicking on the Test button.

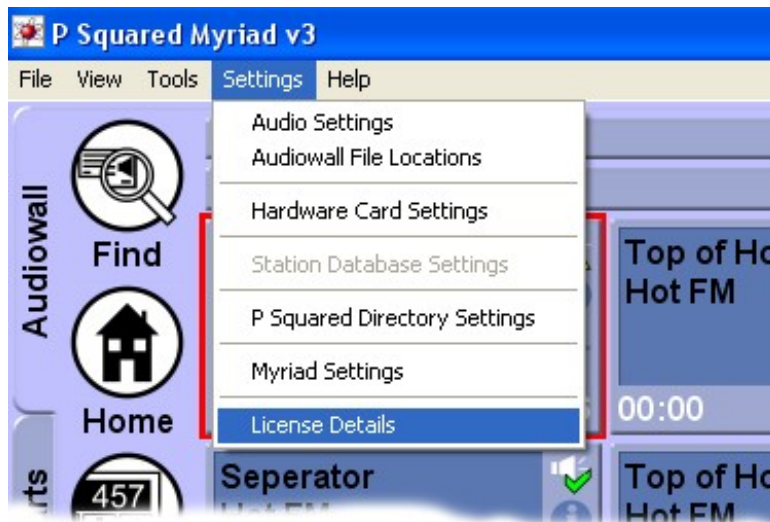


The Test Radio Clock window shows the strength of the radio signal that the Radio Clock is receiving. You will need to get a fairly constant 60% or greater for the clock to function. When you first open the window, the signal will appear erratic. It will take approximately 1 minute to settle down to a valid indication of the signal strength. If you are getting less than 60% then you should consider repositioning the clock to get a better signal. If the reading remains on 0% then check that the batteries in the clock are fitted correctly and that you have configured Myriad to use the correct Com Port.

When you are happy with the signal strength, click on OK.

License Details

The License Details option on the Settings Menu offers access to the Myriad License Wizard which is used to enter the initial license code for Myriad as well as subsequent annual (or more regular) license codes which are issued by P Squared as an anti-piracy measure.



Selecting this option will open the P Squared Software License Wizard which will walk you through the process of entering an initial license or renewing an existing license.

Myriad v3 uses an advanced licensing system to prevent software piracy and to safeguard the future of Myriad™ and other P Squared Ltd products.

The advanced licensing procedure generates a special code (called a PSQUISH) that is unique to your computer. The first time that you activate Myriad you will need to provide this code to P Squared Ltd in order to complete the licensing process. Subsequent codes can be obtained automatically (assuming you have web access) but you may have to contact P Squared Ltd periodically in the future.

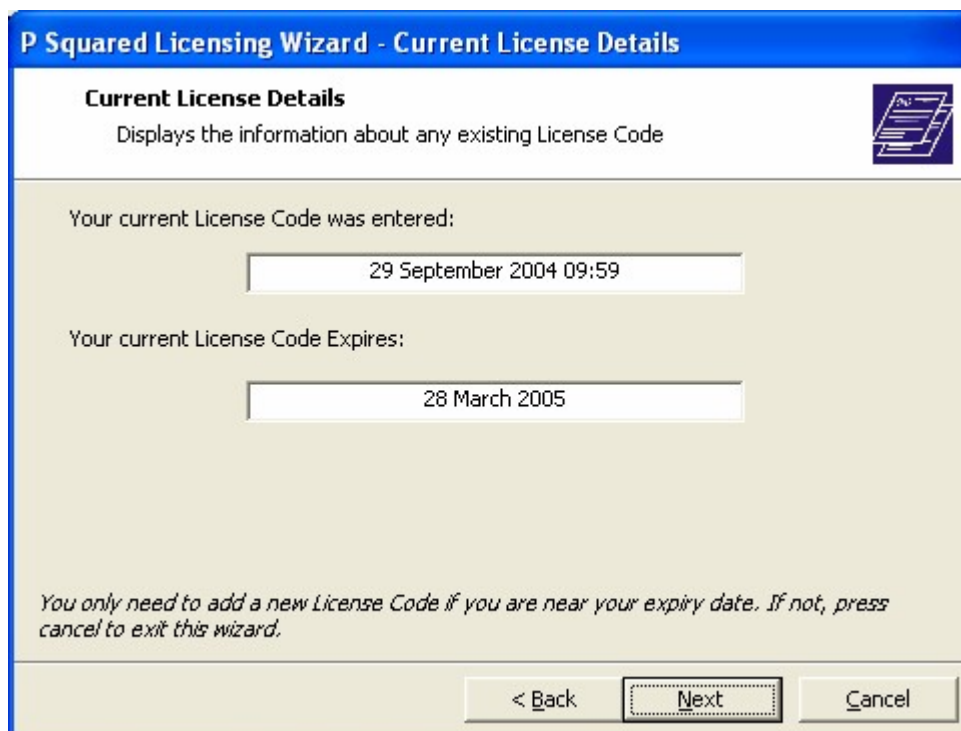
Manually Obtaining a License Code

The standard licensing procedure for manually obtaining a license code is:

1. Select the License Code option from the Tools menu. The License Wizard will run automatically the first time that you run Myriad or if you run Myriad once your license has expired,
2. If this is the first time that you have licensed Myriad or you have not ticked the option to skip the introduction screen the last time you entered a license code, the introduction screen will be displayed.



3. Read the screen, and then tick the “Skip this screen in the future” option unless you want to read this introduction each time. Then click on Next.
4. You will then see a summary of the current license status of Myriad. In the example below, you can see that we currently have a valid license that is not due to expire for some months. If you are entering a license for the first time then this information will be blank. If you wish to proceed, click on the Next button.



5. If you do not need to license Myriad, the License Wizard will warn you before you proceed to the next screen, if you want to proceed anyway then click on OK.
6. The next phase is to enter your registration details. You will only have to do this the first time; the information will be loaded automatically on subsequent license procedures

The first thing that you have to enter is your P-SQUID or P Squared Unique ID which is your P Squared unique customer ID and will be provided by P Squared. Your P-SQUID will be at the top of all quotes, or purchase orders that you receive from P Squared and should be quoted whenever you contact P Squared. To enter or alter your P-SQUID, click on the Change button and type in the new P-SQUID

The screenshot shows a software window titled "P Squared Licensing Wizard - P-SQUID and Personal Details". The window has a blue header bar with the title. Below the header, the main area is titled "P-SQUID and Personal Details" and contains the subtitle "Details about your Company/Station as well as your Contact Details". There is a small icon of a document with a checkmark in the top right corner of the main area.

The main content area is divided into sections. The first section says "Your 'P-SQUID' is used to uniquely identify your Company/Station by P Squared" and shows a text field with "PSQUARED" and a "Change" button next to it.

The second section says "You need to give your Contact Details to confirm your identity" and contains a text box with the following information:
Contact Name: Liam Burke
Company: P Squared Ltd
Address: Victoria House, 82 Beverley , Hull, HU3 1YD
email: liamb@psquared.net
Telephone: 01482 383700
There is a "Change" button to the right of this text box.

At the bottom of the window, there is a note: "You can think of your P-SQUID as your 'Account Number' with P Squared - as well as Licensing, it is used for everything from Quotes to Invoices, as well as Technical Support."

The bottom of the window has three buttons: "< Back", "Next", and "Cancel". The "Next" button is highlighted with a dashed border.

Next add in your contact details by clicking on the Change button by the contacts summary window.

P Squared Support (Personal Details)

The following information will be used to process your Support and Licensing requests. This information is held completely confidentially, and will not be disclosed to any third parties.

OK Cancel

Contact Name:
Liam Burke

Company Name (optional):
P Squared Ltd

Address (optional):
Victoria House
82 Beverley
Hull
HU3 1YD

Email Address:
liamb@psquared.net

Telephone number (optional):
01482 383700

● = REQUIRED FIELD


You are required to enter your name and a valid email address; these details will be used when processing requests for 'online' license renewals in the future. You may also fill in the additional information if you wish. Once you have finished, click on OK to return to the main wizard and then click on Next to move on to the next step.

7. The next step in the license wizard allows you to enter the License Name and Features Code for the product. Both of these will be provided by P Squared with the purchased product or we can give you the details over the phone.



P Squared Licensing Wizard - License Details

License Details
Confirm the 'License Name' and the 'Features' you have purchased.

Enter your 'License Name' exactly as supplied by P Squared and then click "Set"

License Name: 


Enter your 'Features Code' exactly as supplied by P Squared and then click "Set"

Features Code:  

*This code allows: Standard audio editing facilities
as well as editing of other related
information such as titles and timing*

*If you need to change your 'License Name' or 'Features Code', P Squared will need to issue
you a new License Certificate and 'License Code'. After you entered the 'License Name' and
'Features code', click the respective "Set" buttons to store the details.*

Type in the License Name exactly as it is give to you by P Squared and then click on the Set button. Repeat the same procedure for the Features Code.

NB: It is possible to obtain a Features Code 'online' by clicking on the  button. When you select this option, the progress of the 'online' Features Code generation is shown on screen and if a code is successfully generated, it will be added to the Wizard window. Please note that this option will generally only be available to existing customers who have licensed Myriad previously.


P Squared Licensing Wizard - License Details

License Details
Confirm the 'License Name' and the 'Features' you have purchased.

Enter your 'License Name' exactly as supplied by P Squared and then click "Set"

License Name: 

Enter your 'Features Code' exactly as supplied by P Squared and then click "Set"

Features Code:  

This code allows: Standard audio editing facilities

If you need to change your 'License Name' or 'Features Code', P Squared will need to issue you a new License Certificate and 'License Code'. After you entered the 'License Name' and 'Features code,' click the respective "Set" buttons to store the details.

< Back Cancel

Once the License Name and Features Code have been set, you can alter them by clicking on the appropriate Change button. If you are happy, however, click on Next to proceed.

8. The next screen allows you to choose the method that you want to use to obtain your Myriad license code.

P Squared Licensing Wizard - License Method

License Method
Select the licensing method to use

☐ **Manually enter a new License Code**
Displays the current 'P-SQUISH' and allows you to manually enter a new License Code.

☒ **Obtain a License Code Online**
Automatically get a new License Code online from a P Squared Licensing Server.

☐ **E-mail a License Code Request**
Send an e-mail to P Squared Licensing with all the necessary information.

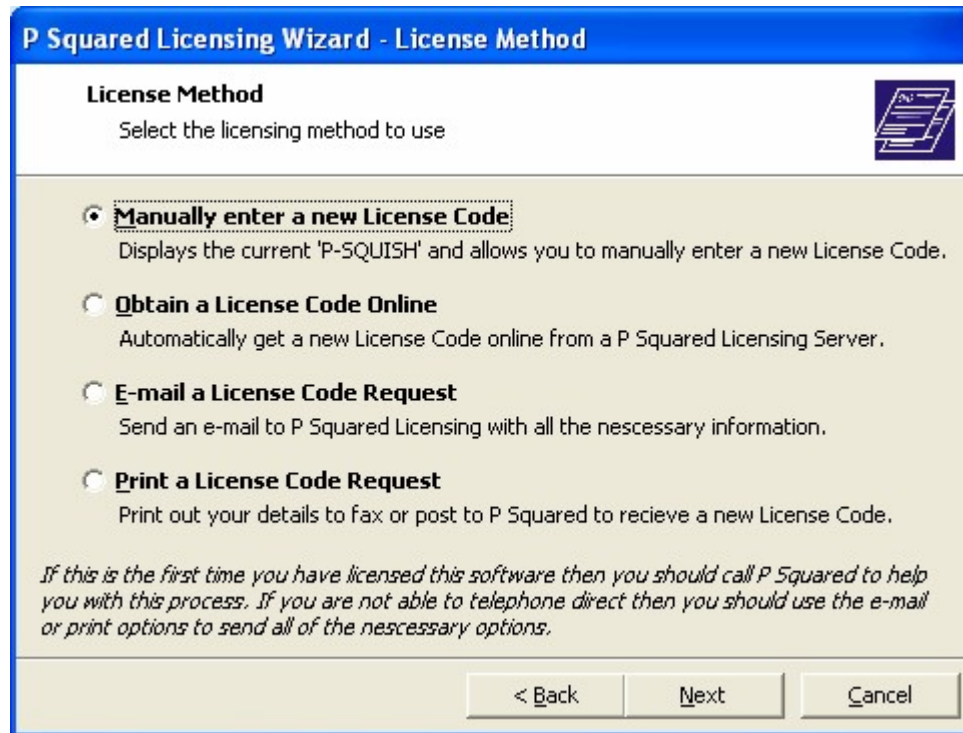
☐ **Print a License Code Request**
Print out your details to fax or post to P Squared to receive a new License Code.

If this is the first time you have licensed this software then you should call P Squared to help you with this process. If you are not able to telephone direct then you should use the e-mail or print options to send all of the necessary options.

< Back Cancel

Each option is explained on screen as you can see from the image above.

In this case, let's assume that we want to manually enter the code and we intend to phone P Squared to give them details needed to activate the product. Select 'Manually Enter a New License Code' and then click on Next.




9. The next screen displays the P-SQUISH code which is a unique code that is used to generate your Myriad license. The P-SQUISH is unique to your contact, details, the PC you are working on and the time and date that you generate it.

P Squared Licensing Wizard - Enter a License Code

Enter a License Code
 Gives the current 'P-SQUISH' and allows you to enter a new 'License Code'


To prevent anyone being able to take a copy of your software and use it illegally, P Squared uses a custom designed licensing system. Below you will see your "P-SQUISH" which is a unique sequence of characters that can only come from this computer. P Squared will provide a matching 'License Code' that will only work with this 'P-SQUISH'

P Squared Unique Individual Serial Hash (P-SQUISH):

XXXX XXXX XXXX XXXX XX 

This P-SQUISH is only valid until: 09 October 2004

New License Code:



The P-SQUISH above is time-dependent and it is important that you contact P Squared Licensing before it expires or they will be unable to issue you a compatible 'License Code'

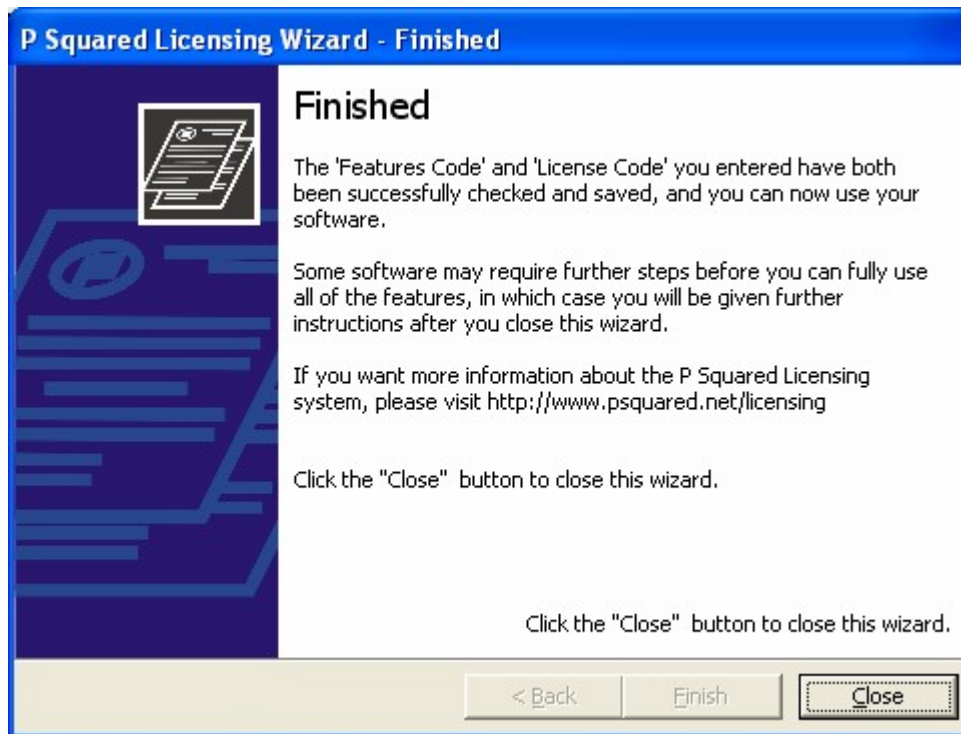
< Back Finish Cancel

The P-SQUISH is only valid for a few days so you should contact P Squared as soon as possible to let them have your P-SQUISH code. You can do this by either:

- Telephoning: +44 1482 383700
- Emailing: licenses@psquared.net
- Faxing To: +44 1482 383701

Once P Squared has a valid P-SQUISH code, they will then provide you with a License Code that you need to type in to the New License Code part of the screen before finally hitting Finish.

10. Clicking on Finish will end the licensing process. A short summary screen will be displayed before you can proceed on to using Myriad.



Automatically Obtaining a License Code

In general, the first license code that you receive will have to be processed manually but once all your details are registered with P Squared, subsequent licenses can be obtained 'online' without the need to contact us. This means that you can renew your license at your convenience providing that your PC has a web connection.

To obtain a license code 'online', follow these steps.

1. Select the License Code option from the Tools menu.
2. The introduction screen is usually skipped when renewing a license. In this case, the first screen you will see is the Current License Details screen which shows you when the current license was entered and when it is going to expire.

P Squared Licensing Wizard - Current License Details

Current License Details
Displays the information about any existing License Code

Your current License Code was entered:

05 October 2004 12:54

Your current License Code Expires:

28 December 2004

You only need to add a new License Code if you are near your expiry date. If not, press cancel to exit this wizard.

< Back Next Cancel

- Click on Next to move on to the P-SQUID and Personal Details screen. You only need to alter the information on this screen if it has changed. If not, click on Next to move on to the next screen.

P Squared Licensing Wizard - P-SQUID and Personal Details

P-SQUID and Personal Details
Details about your Company/Station as well as your Contact Details

Your 'P-SQUID' is used to uniquely identify your Company/Station by P Squared

Your P-SQUID: PSQUARED Change

You need to give your Contact Details to confirm your identity

Contact Name: Liam Burke
Company: P Squared Ltd
Address: Victoria House, 82 Beverley , Hull, HU3 1YD
email: liamb@psquared.net
Telephone: 01482 383700

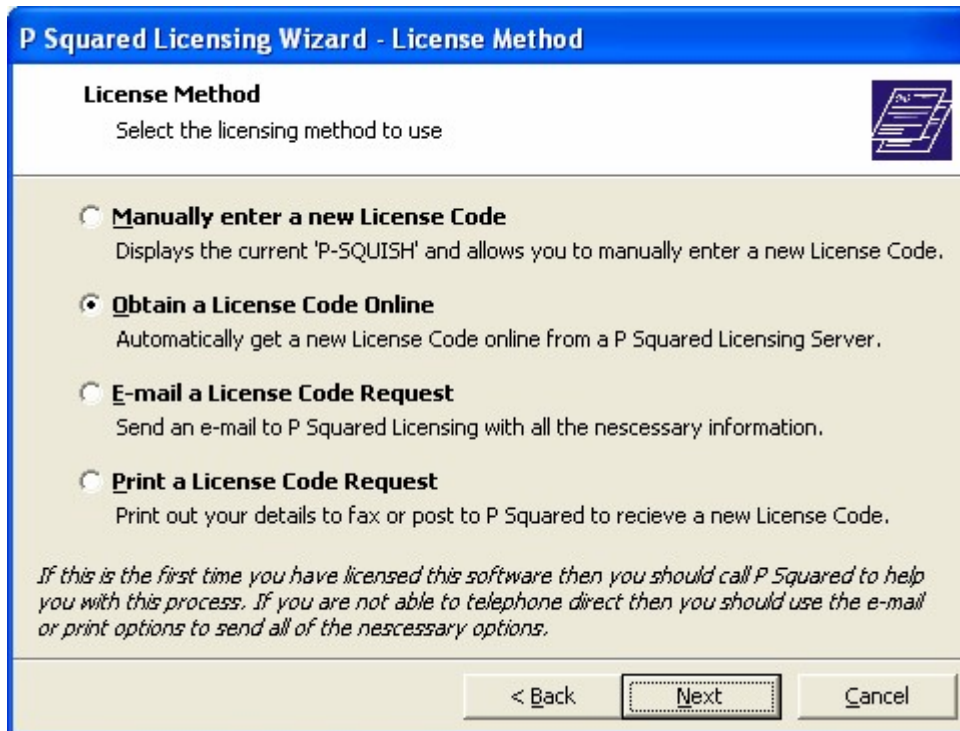
Change

You can think of your P-SQUID as your 'Account Number' with P Squared - as well as Licensing, it is used for everything from Quotes to Invoices, as well as Technical Support.

< Back Next Cancel

- Next you will see the License Details screen. Again, unless you need to need to alter any of this information, you can click on the Next button to move on to the next window.

5. The License Method window allows you to select the way in which you want to obtain your License Code. In this case, we want to renew the license online so we need to make sure 'Obtain a License Code Online' is ticked and then click on Next.



P Squared Licensing Wizard - License Method

License Method
Select the licensing method to use

☐ **Manually enter a new License Code**
Displays the current 'P-SQUISH' and allows you to manually enter a new License Code.

☒ **Obtain a License Code Online**
Automatically get a new License Code online from a P Squared Licensing Server.

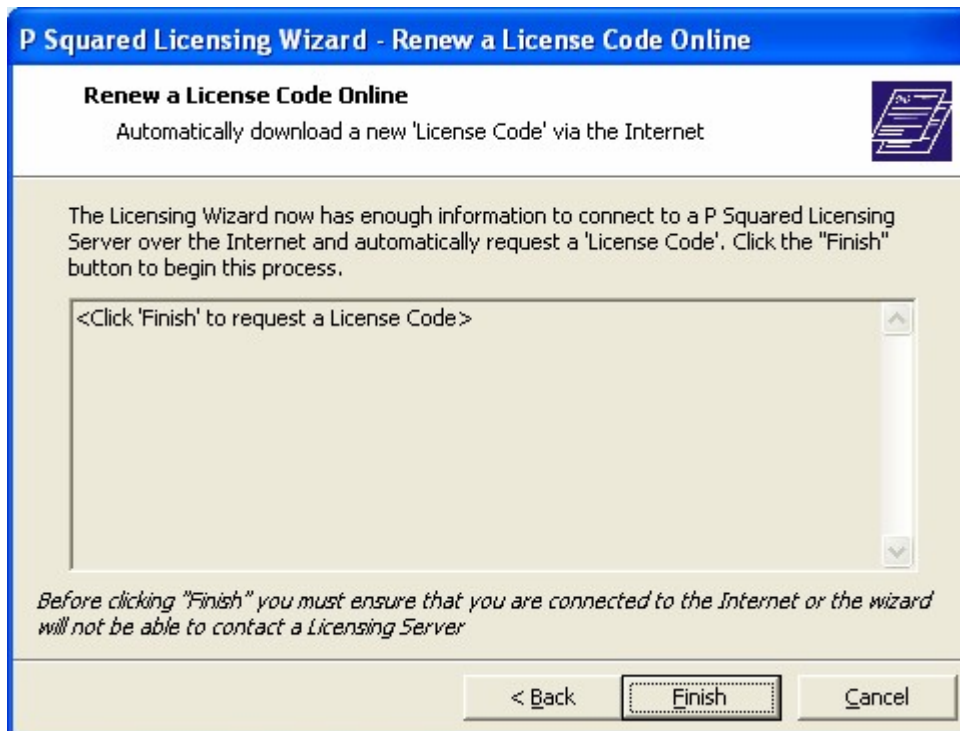
☐ **E-mail a License Code Request**
Send an e-mail to P Squared Licensing with all the necessary information.

☐ **Print a License Code Request**
Print out your details to fax or post to P Squared to receive a new License Code.

If this is the first time you have licensed this software then you should call P Squared to help you with this process. If you are not able to telephone direct then you should use the e-mail or print options to send all of the necessary information.

< Back **Next** Cancel

6. Finally, you will see a brief summary screen before Myriad attempts to obtain a license 'online'. Click on Finish to begin the process.



P Squared Licensing Wizard - Renew a License Code Online

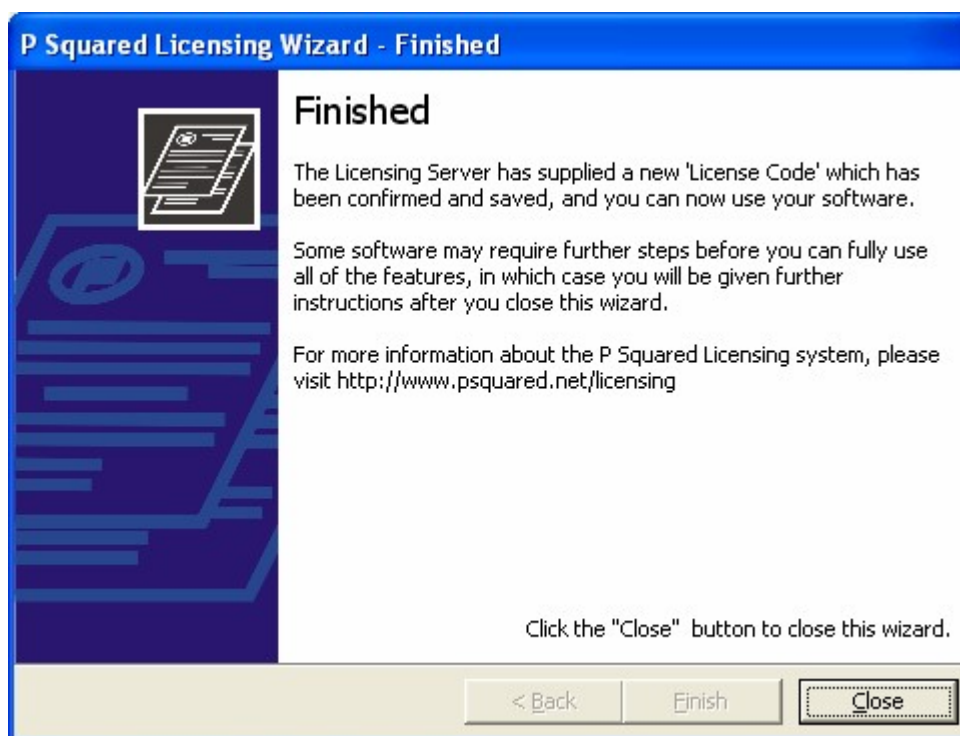
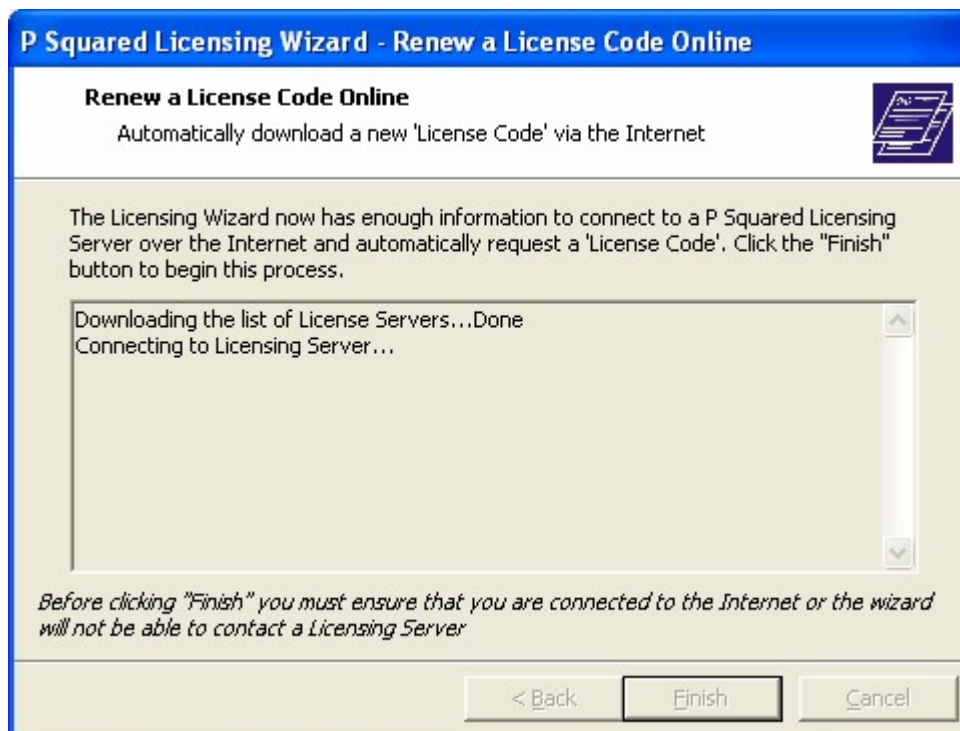
Renew a License Code Online
Automatically download a new 'License Code' via the Internet

The Licensing Wizard now has enough information to connect to a P Squared Licensing Server over the Internet and automatically request a 'License Code'. Click the "Finish" button to begin this process.

<Click 'Finish' to request a License Code>

Before clicking "Finish" you must ensure that you are connected to the Internet or the wizard will not be able to contact a Licensing Server

< Back **Finish** Cancel



At the end of the process, you will be told whether your license code was successfully renewed or whether you need to contact P Squared to continue the licensing process.


For more information on P Squared product licensing, please refer to www.psquared.net/support as well as your P Squared Software License Agreement.

Common Configuration Questions


Whilst we have finished with the Settings Menu as a whole, it may be useful to go through a few of the most commonly requested configuration options to save you trawling through the menu system to find the one option you want. In this section we will cover some of the most common configuration questions step by step. It is assumed that you have already reviewed the options in the Settings menu and are familiar with all the concepts.

The list below is by no means exhaustive but it does cover some of the more commonly asked questions regarding configuration of Myriad. Remember, you can always visit the P Squared Forum (www.forum.psquared.net) if you have a question that you want to ask, but before you do so, please take a few minutes to browse the existing posts as it is possible somebody has already asked the exact same question and the answer is already waiting for you.

How Do I Change The Cart Size And Text Size On A Per User Basis?

1. Click on the Tools Menu and select Customise Myriad.
2. Click on the Audio tab on the vertical tab strip.
3. Click on the Cart Display tab on the horizontal strip.
4. Set the new Maximum Width (in pixels) to change the horizontal width of the Carts on the Audio Wall.
5. Set the new Maximum Height (in pixels) to change the vertical height of Carts on the Audio Wall.
6. Click on the Cart Font button  to access the Font Selection window.
7. Pick a new Font and Font Size and click on OK.
8. Myriad has just been customised to have different size Carts for the User logged in.

How Do I Add Custom Options On The View Menu?

1. Click on the Settings Menu and select the Myriad Settings option.
2. Click on the View Menu tab.
3. Click Add View Options button  to open the View Options details window.
4. Type in the View Item Name (what will appear on the View Menu).
5. Type in the location of the HTML page you want to be displayed when the View Option is selected. It can be a local or remote HTML page.
6. Click on OK. Your option has been added to the View Menu options.

How Do I Increase / Decrease The Amount Of Carts On My Audio Wall?

1. Click on the Settings Menu and select the Audio Wall File Settings option.
2. Next click on the Global Audio Wall Settings button at the bottom of the screen. This opens the Global Audio Wall Settings.
3. Make sure you are on the General tab of Global Audio Wall Settings.
4. Click on the Change button for the 'Number of Carts That Can Be Stored on the Audio Wall' setting and type in the maximum number of Carts you want to use.
5. Click on the Set button.
6. The Audio Wall has now been expanded (or contracted) as per your setting.

How Do I Change The Amount Of Cart Players On My System?

1. Click on the Settings Menu and select the Audio Settings option.
2. Make sure that the Cart Players tab is selected.
3. Locate the 'Number of Cart Players to Use' option (top option) and click on the Change button.
4. Type in the new number of Cart Players that you want to use in the provided field.
5. Click on the Set button.
6. You may also wish to manually assign a sound card output channel to any new Cart Players; this is done by selecting Manually Assign and then using the drop down lists to assign sound card channels to Cart Players.
7. When you are done, click on OK.

How Do I Change The Audio Quality & Format For Recording?

1. Click on the Settings Menu and select the Audio Settings option.
2. Select the Recording / Editing tab.
3. Locate the 'New Audio Will Be Recorded Using the Audio Format' option (at the top of the window) and click on the Choose button to change the format.
4. Use the Choose Audio Format window to select the new audio format and quality.
5. Click on OK when you are done.

How Do I Change The Range Of Carts That Voice Tracks Are Recorded Into?

1. Click on the Settings Menu and select the Station Database Settings option.

2. Make sure that the General tab is selected.
3. Locate the Segue Editor / Voice Link Settings section (in the middle of the window).
4. Type in the Cart range that you want to use for Voice Tracks using the appropriate fields.
5. You can also alter the audio quality and format of Voice Tracks and the audio volume trigger level from this section should you wish to.
6. Click on OK when you have finished.

How Do I Alter The Normalisation Level For Audio Imported Into Myriad?

1. Click on the Settings Menu and select the Audio Wall File Locations option.
2. Click on the Global Audio Wall Settings button at the bottom of the window.
3. Select the Importing Audio tab on the Global Audio Wall Settings Window.
4. Alter the 'Normalise Imported Audio To' setting in the Other Options section towards the bottom of the screen.
5. You can also configure Myriad to get Title and Artist Information from the web on this tab.
6. Click on OK to save your changes.

How Do I Get Carts Played Recently To Be Marked On The Audio Wall?

1. Click on the Settings Menu and select the Myriad Settings option.
2. Switch to the Audio Wall tab.
3. Tick the option to 'Display an Icon on Carts Played Recently'.
4. Type in the duration that you wish Carts to be marked for or alternatively, the amount of times that they could have been played.
5. Click on OK to save changes.

How Do I Re-License Myriad?

1. Click on the Settings Menu and select the License Details option.
2. Work through the License Wizard. If you get stuck, refer to the License Details section of the documentation but in most cases, reading the text on screen will answer your questions.

How Do I Upgrade To A Newer Build Of Myriad?

1. Make sure you are logged in as Administrator.
2. Download the latest version of Myriad.

3. Shut down Myriad on the workstation you are upgrading.
4. Click on the Start button and select Control Panel.
5. Double click on Add / Remove Programs.
6. Scroll down until you see P Squared Myriad v3 and click on the Remove button.
7. Don't worry, none of your data will be lost, you will not have to re-configure and your license code details will be retained.
8. Once Myriad has been removed, run the new Myriad installer program.
9. Follow the on screen instructions to complete the installation process.

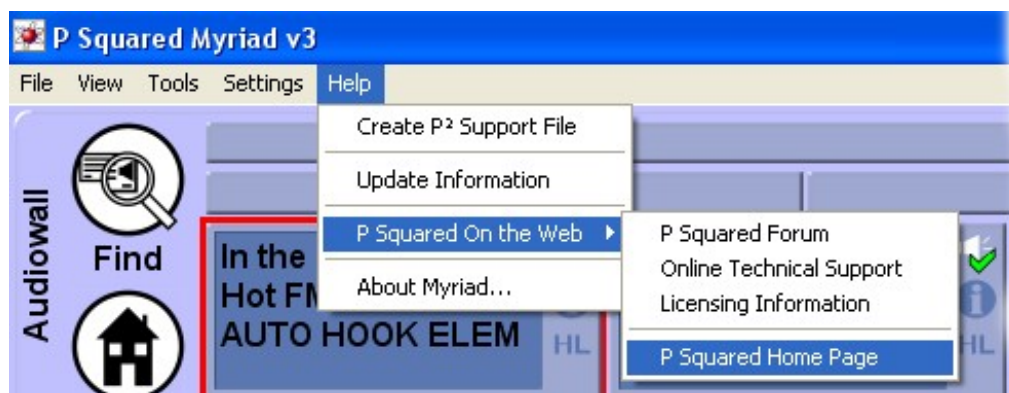
Myriad Locks Up When Using Cart Players 2 And Above, What Am I Doing Wrong?

This is by far the most commonly asked question in technical support and sadly it is a fault with the sound card drivers that we sometimes use. If you are using either an Echo card (Gina, Darla, Mia or Layla 3G) then the chances are that there is a setting incorrectly set in your driver settings that will be causing all sorts of playback issues in Myriad. Thankfully the answer is simple and is outlined below.

This is caused by a setting called 'Sync Wave Devices' being set when it should be switched off for Myriad use. To change the setting, load up the Echo Audio Console and click on the Options or Settings button (it is different for different driver version numbers). Look around for the 'Sync Wave Devices' option and turn it off. You should find this solves the problem.

The Help Menu

The Help Menu option in Myriad offers access to information about the latest updates to Myriad; and also shortcuts to the P Squared websites, discussion forums and online technical support resources.



In addition to this, the Help menu offers access to the P Squared Support File generator which is a special tool that can be used to compile a report that can

be automatically uploaded to P Squared. These support files contain a whole host of information about your system and can be used by P Squared engineers to help pinpoint problems with your system.

Finally, the Help Menu offers access to a specially formatted version of this manual that can be downloaded and added to your system to allow Users to browse the documentation while using Myriad.

Myriad Help System

This option is only enabled if you have downloaded the specially formatted version of this documentation and copied it to the applicable folder in your Myriad Data Location.

If this option is available, click on it to load a PDF version of this manual but keep in mind that it is a very big document so it is probably not a good idea to be browsing while you are broadcasting 'live' from the same workstation.

Create P Squared Support File

Clicking on the Create P Squared Support File option will open the Create P Squared Support File window which allows you to add in the all the information that you need in order to create a P Squared Support file. Some of this information will be supplied by the P Squared Technical Support Engineer that requests the file in the first place. The details you need to enter are outlined below.

Create P Squared Support File

P-Squared Support ID: [PSQ 1]

Information to include:

- ☒ Send Cart Play Log Files
- Start Date: 05 April 2006 End Date: 05 April 2006
- ☒ Send Audiowall Information
- ☒ Send P Squared Directory
- ☐ Send Station Database: Choose
- ☐ Send Cart:

Reason for sending Support File:

Edit Personal Details Make File

P Squared Support ID

This is a unique ID number that is assigned by P Squared for the support issue that you are currently working on. Every time you contact P Squared with a new technical support enquiry, the P Squared support system automatically assigns a unique ID number that allows us to track your support issue, recall the details if you contact us again and to ensure that we do not have issues that go unresolved.

You will usually be generating a Support File at the request of the Technical Support Engineer who is dealing with your enquiry and they should provide you with the Support ID for issue you are working on when they request the Support File. You will also find the Support ID at the top of all e-mails you receive with respect to the issue you are working on. If you do not have a Support ID, please contact P Squared prior to generating the Support File.

Send Cart Play Log Files

If you tick this option then Cart Play Log files for the selected dates (see Start / End Date) will be included in the Support File that is generated and sent to P Squared. You should include Play Log Files for a day either side of the dates that your issue occurred.

Start / End Dates

You can use these settings to set the Start and End Dates for the Play Logs that you want to be included in the Support File being generated.



Use the drop down option to select the dates that you want to include.

Send Audio Wall Information

Ticking this option will include the special Cart List files that Myriad uses to search and display the Carts on your Audio Wall. It is worth including this information in all Support Files generated as they do not make a big

difference to the size of the support file but give P Squared a great deal of information about your system.

Send P Squared Directory

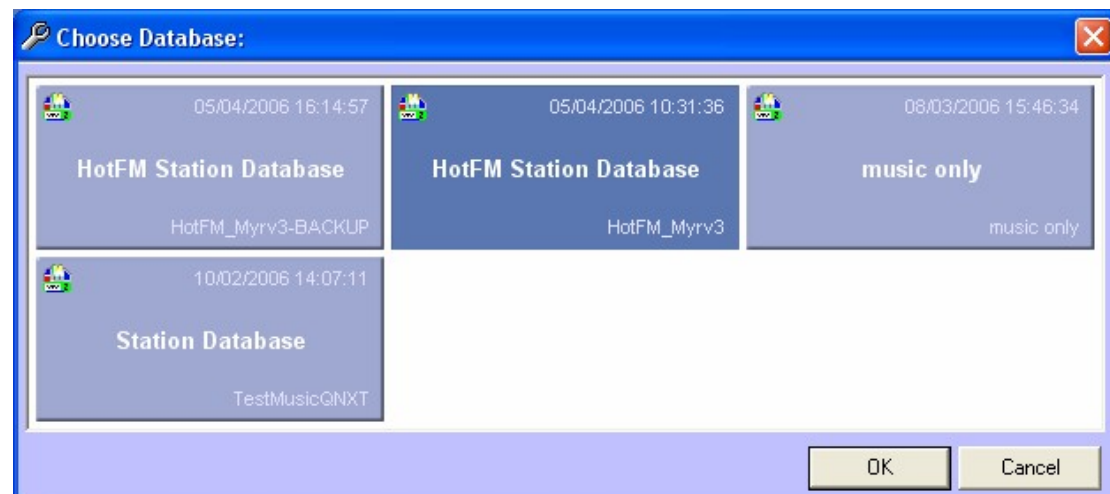
This option will include the P Squared Directory database as part of the Support File being generated. Normally, this option would only need to be ticked if your support issue is related to Users or User History but the P Squared Directory does contain a great deal of information so under some circumstances, the Support Engineer may request that you include it even if the link is not apparent.

Send Station Database

This option will be used in the majority of cases - ticking it includes the Station Database in the Support File being generated and as the Station Database includes the Schedule Log and a great deal of the settings for Myriad, it will normally be essential in tracking down the majority of problems in Myriad.

When you tick this option, you then have to select the Station Database that you wish to send using the Choose button.

Clicking on this button will open the Choose Database window.



Highlight the Station Database that you want to include in the Support File and then click on OK.

Create P Squared Support File

P-Squared Support ID: [PSQ]

Information to include:

- ☒ Send Cart Play Log Files

Start Date: 05 April 2006 End Date: 05 April 2006
- ☒ Send Audiowall Information
- ☒ Send P Squared Directory
- ☒ Send Station Database:

HotFM Station Database [Choose]
- ☐ Send Cart:

Reason for sending Support File:

[]

Edit Personal Details Make File

Send Cart

This option allows you to specify a specific Cart to be included in the Support file being generated. If you are having problem with a specific Cart then it is a good idea to include it in the Support File.

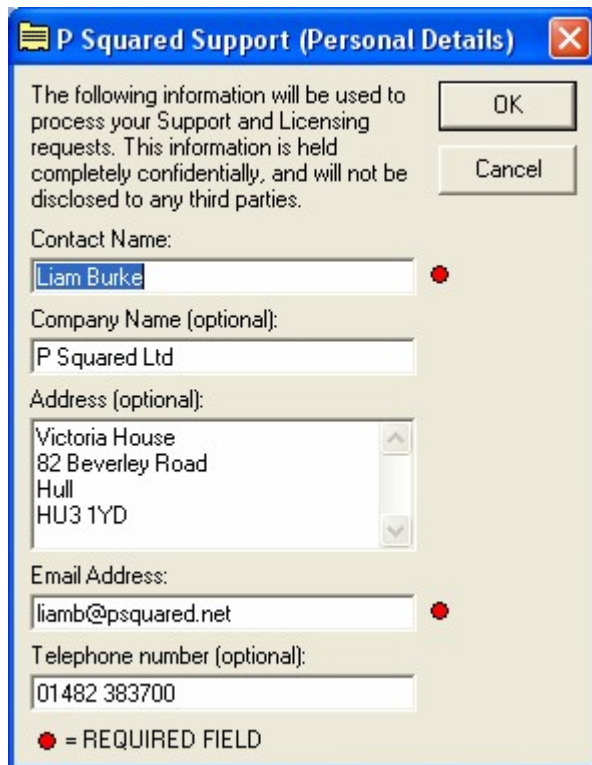
Select the option and the type in the Cart Slot Number of the Cart you wish to include.

Reason for Sending Support File

This field allows you to type in a brief summary of the reason for generating the Support File. Normally, you would be asked to generate a Support File as part of an ongoing support issue and the Support ID will identify the support issue so P Squared will already know what the support issue is about, but it is a good idea to write a quick summary to avoid any confusion.

Edit Personal Details

The Support File generated contains a range of additional information on top of the options selected (such as registry keys etc). One of the information types included in the Support File are the contact details of the person sending the Support File. By default, Myriad will use the Contact Details entered when you initially licensed the product but you can alter this information by clicking on the Edit Personal Details button.



P Squared Support (Personal Details)

The following information will be used to process your Support and Licensing requests. This information is held completely confidentially, and will not be disclosed to any third parties.

OK Cancel

Contact Name:
 ●

Company Name (optional):

Address (optional):

Email Address:
 ●

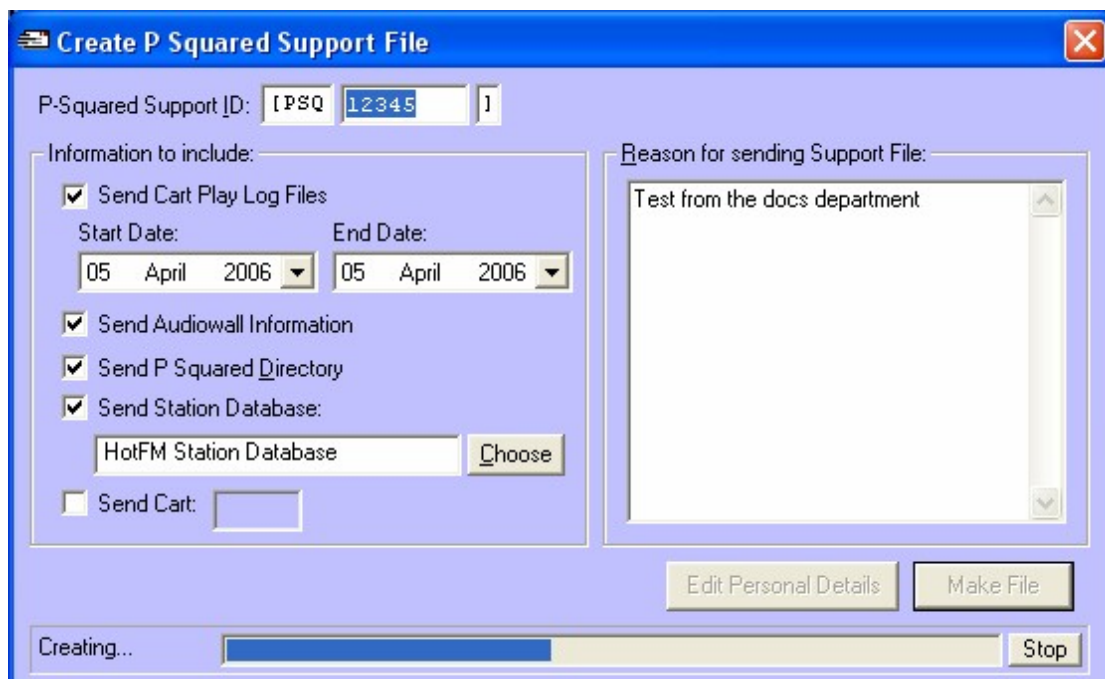
Telephone number (optional):

● = REQUIRED FIELD

When you are happy with the personal details that will be sent, click on the OK button.

Make File

The Make File button is used to actually generate the Support File.



Create P Squared Support File

P-Squared Support ID:

Information to include:

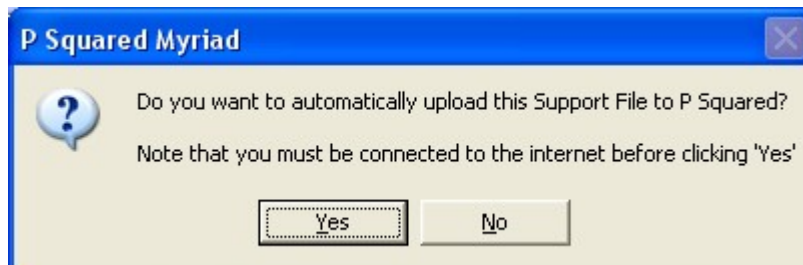
- ☒ Send Cart Play Log Files
 Start Date: End Date:
- ☒ Send Audiowall Information
- ☒ Send P Squared Directory
- ☒ Send Station Database:
- ☐ Send Cart:

Reason for sending Support File:

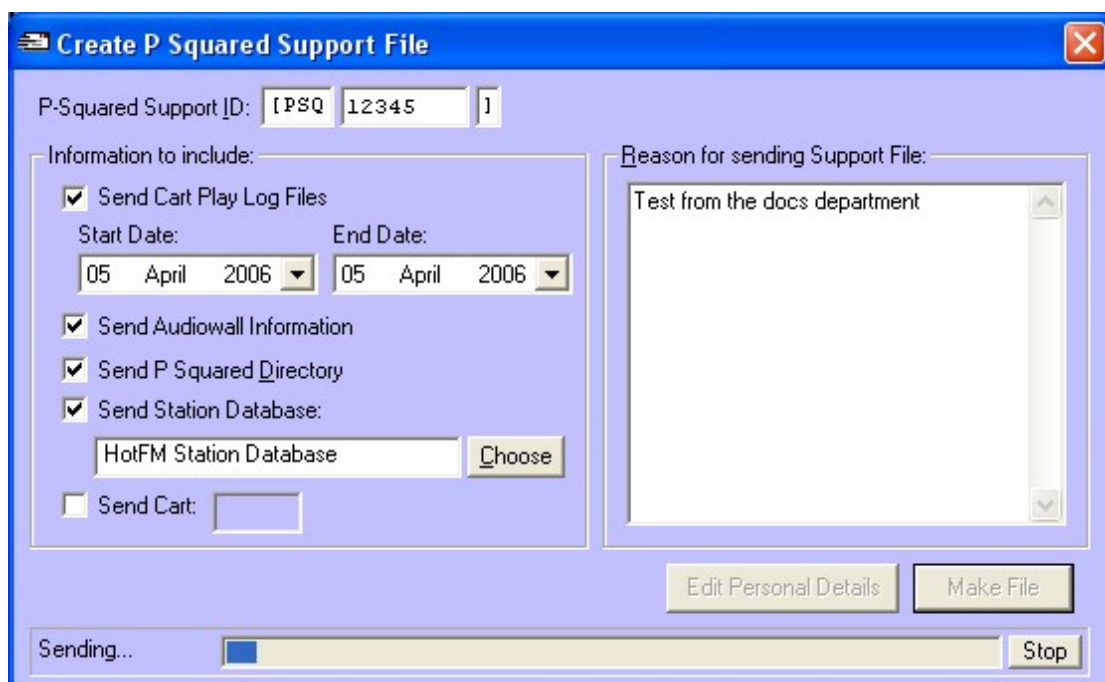
Creating...

While Myriad is working to generate the Support File, you will see a progress bar along the bottom of the screen showing how far there is to go. You can click on Stop to abandon the process if you wish.

Once the process is finished, you will be asked whether you wish to automatically upload the Support File to P Squared.

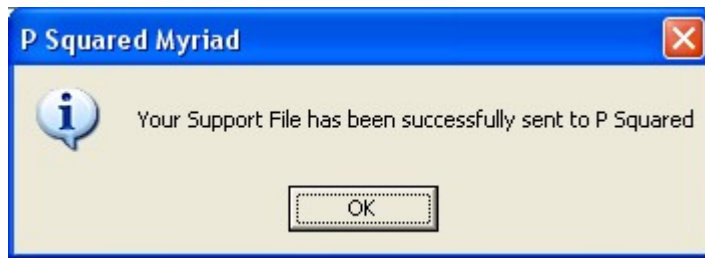


If the workstation you are working on has a web connection then you can click on Yes and Myriad will automatically upload the file to the special support FTP site. This is then accessed directly by the P Squared internal support system and support engineers are alerted to its arrival.

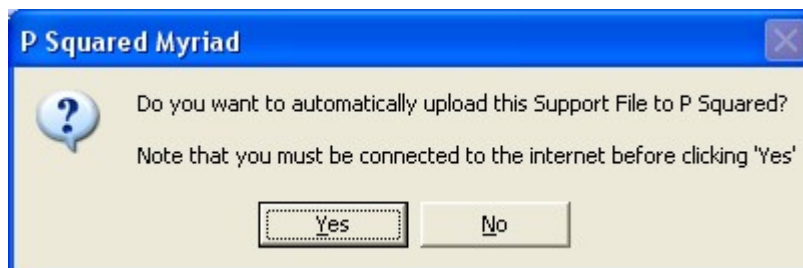


Depending on the size of the Support File, the Station Database and any Carts Included, the process can take anything from a few minutes to several hours. Progress is displayed along the bottom of the window and you can abandon the send process by clicking on Stop if you wish.

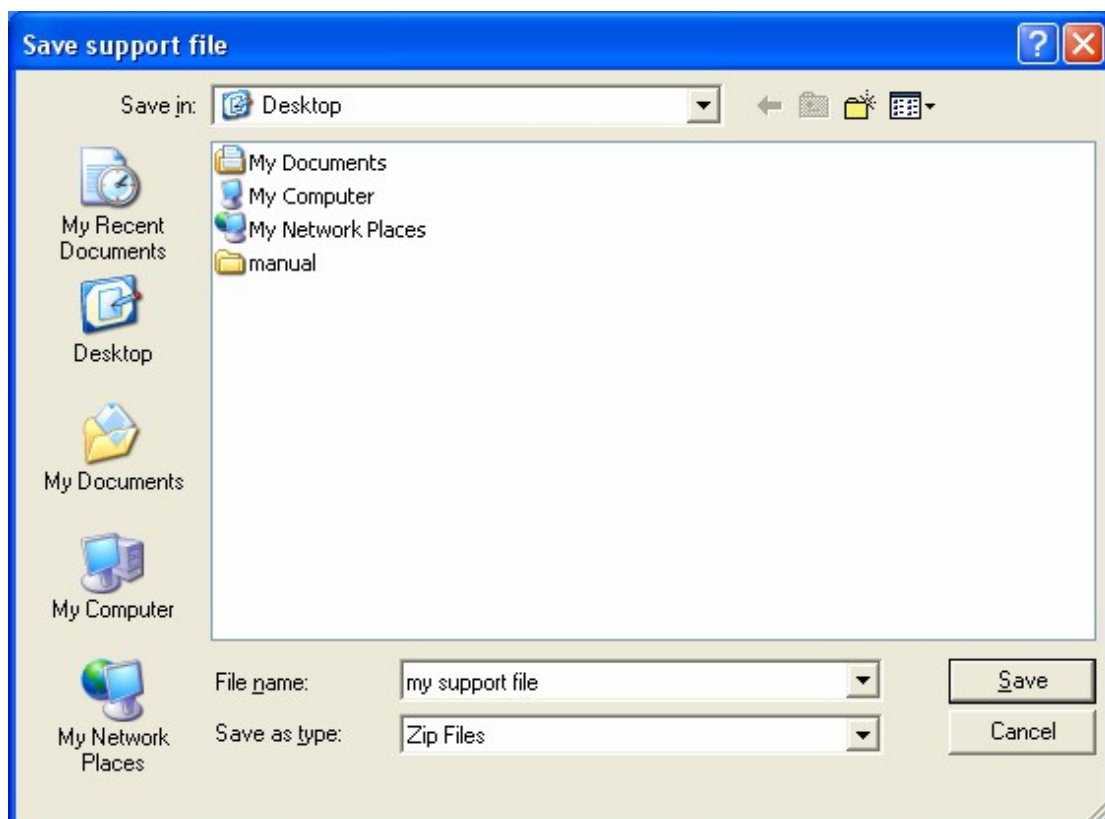
Once the Support File has been uploaded, you get a message confirming that it was successfully sent.



If you do not have a web connection on the PC you are working on then you need to select No.



If you select No then you can choose a file name and location for the Support File. You can then send it to P Squared as an email or burn nit to disk to be sent at your convenience.

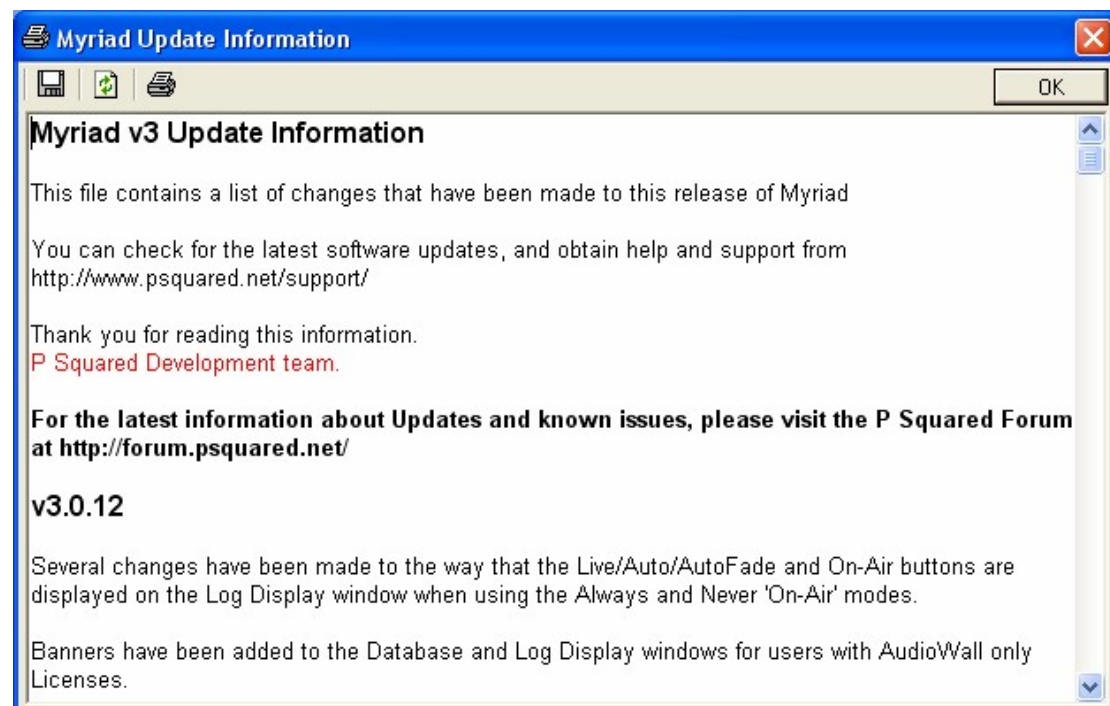


Support Files are a vital part of the technical support offered by P Squared so being familiar with this section of Myriad is a good idea.

Update Information

Each time you install a new version of Myriad, there is an RTF (text) file that is installed at the same time that outlines all the changes, new features and bug fixes that the new version includes.

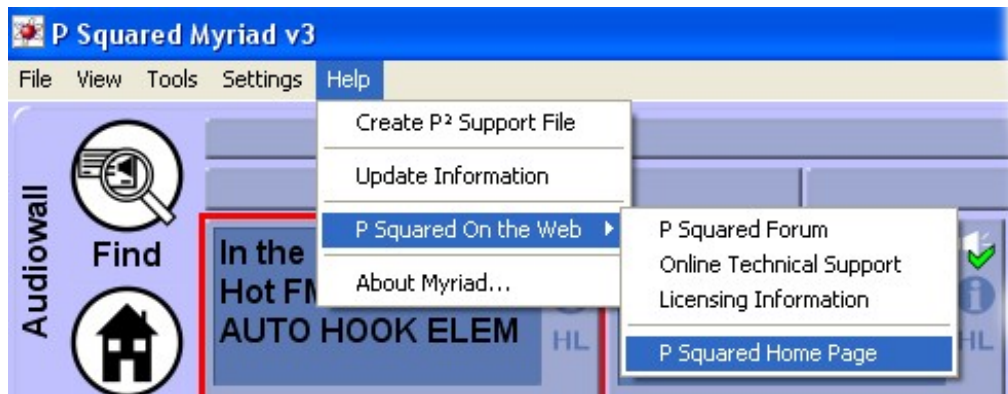
The Update Information option provides access to this file from within Myriad. Clicking on this option will open the Update Information window.



It is a good idea to read this document each time you install a new version of Myriad as it will familiarise you with any new features or facilities included with the build and alert you to any bugs that have been fixed.

P Squared on the Web

The P Squared on the Web option expands to offer access to a range of P Squared related web sites. To access these sites you will need a web connection on the PC you are working on.

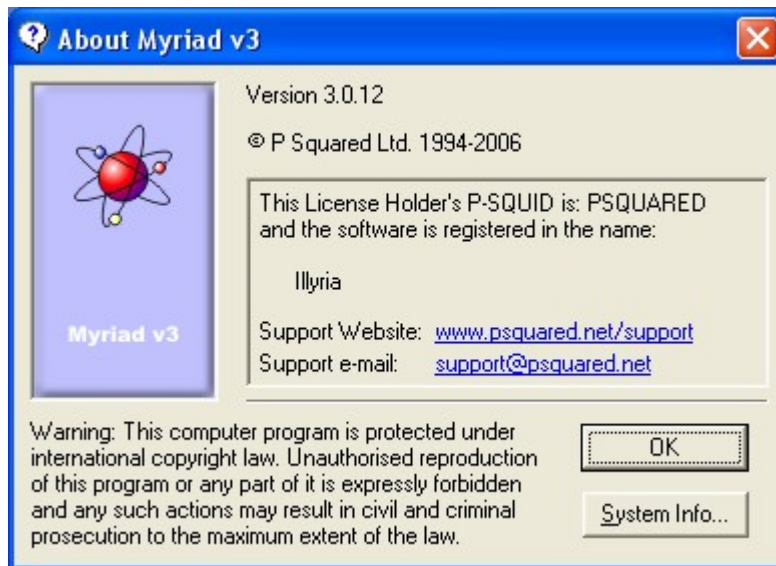


The options are:

- **P Squared Forum** – Access the online P Squared discussion forum where you will find a wealth of information about all P Squared products and an opportunity to share your questions / views with other P Squared users as well as the P Squared Support Team.
- **Online Technical Support** – Direct access to the P Squared support site which offers product downloads, documentation and general support advice.
- **Licensing Information** – Provides information on P Squared licensing policies and procedures.
- **P Squared Home Page** – Access to the main P Squared web site which includes the latest news and product information, pricing and access to the support and forum sites.

About Myriad

The About Myriad option on the Help Menu offers access to the About Myriad screen which displays a range of information about the build of Myriad that you are running on, the PC platform that you are using and license name and PSQUID that the product is licensed to.



The principle reason for accessing this information is to check the Myriad version number you are running.



This window also offers access to the P Squared support site and direct email access to P Squared Technical Support Engineers.

Click on OK to close the About Myriad window.

Chapter 8 Summary

In this Chapter we have taken an extensive look at the Menu system in Myriad. The Menu system covers a side and diverse range of topics and options with everything from running the Log Screen through to configuring every detail of Myriad included.

The important things to remember from this Chapter include:

- Using the File Menu options to log in and out of Myriad and to switch between Station Databases at stations that run more than one radio station from a common Myriad system.
- How the Log Screen can be controlled from the Log Menu if needed.
- Customised options on the View Menu provide a way giving your presenters direct access to the information you want to use.
- How the Customise Myriad options on the Tools Menu allow Users to customise key aspects of Myriad (in particular Cart text and size) on a per User basis.

- How the On-Air Control menu can be used to switch simple or advanced On-Air control.
- That the Settings Menu offers more configuration options than you can shake a stick at and that you should really restrict access to this menu to people who know what they are doing.
- The Help Menu is there if you get in trouble or need to send P Squared a Support File.

Personally I hope that you have found this documentation useful, informative and at times entertaining. It has certainly taken a great deal of time and effort to write which I think is testament to the depth and richness of the product itself for which I think the Myriad development team. But as with all great journeys, the final stage is just about the sweetest portion!

All that remains is to thank you for taking the time to read this documentation, whether you have read it 'cover to cover' or just dipped in where you need it, I sincerely hope you have found the information that you need.

So finally, to quote a great man get out there and do it to them before they do it you. Remember, Myriad may be a great tool but it is people that make great radio. Have fun!

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Trouble Shooting

In this section we will deal with a few of the more common problems people have encountered setting up or operating Myriad. Some of the problems outlined below are related to hardware issues whilst others are configuration options but the end result is the same. If you are having a problem with Myriad then maybe this section will help you to resolve the issue.

If you do not find what you are looking for in this section, it is also worth checking the How Do I section in Chapter 8 which covers a range of common Myriad configuration questions.

Symptom: Myriad Locks Up When Playing Carts in Cart Player 2 Or Above

This is actually one of the more common problems we see with Myriad systems that are using either Layla 3G cards (or the older Echo Audio cards such as Gina 24, Darla 24 or Mia sound cards) or a Delta 10 / 10 (or Delta 4/4 or 10/10 Lite). So basically, this problem can occur if you are using any of the sound cards recommended by P Squared in the last five years!

The problem is caused by a mis-configuration of the soundcard drivers involving a setting which synchronises the all of the output channels so that they all start at the same time. This is ideal for sound recording but not good for the type of playback that Myriad uses. The result is that when Cart Player 1 is playing, the other Cart Players are also able to play but when you try to play a Cart on a higher numbered Cart Player when Cart Player 1 is not playing, the sound card does not respond up which in turn makes Myriad appear to 'lock up'.

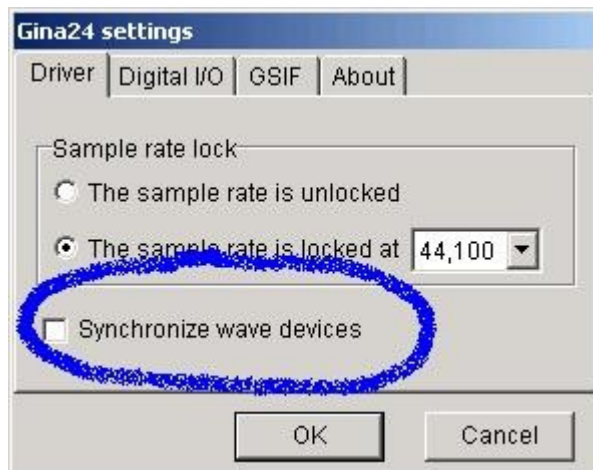
Whether you are using an Echo Card (Layla 3G, Layla 24, Gina 24, Darla, 24, Mia or Indigo I/O) or a M-Audio Delta card (Delta 10/10, Delta 10/10 Lite, Delta 4/4) the cure for the problem is as simple as turning off the appropriate option in the drivers.

In theory, Myriad can be used with any multi-channel sound card in which each playback channel can be accessed independently (using multi client audio protocols) so your Myriad system may not be using one of the sound cards listed above. The 'sync audio devices' setting is common on all sound cards which have been designed with sound recording in mind so there may well be an equivalent setting in your sound card driver settings but you will need to consult the sound card manufacturers documentation to find out how to alter it.

We will now look at how to correct the problem for both Echo Audio and M Audio based systems.

Solving the Problem with Echo Audio Sound Cards (Layla 3G, Gina 24, Darla 24, Mia and Indigo I/O)

1. Open the Echo Audio Console by going to Start => Programs => Echo Digital Audio => Console => Show All Console Windows, or from the Windows task bar.
2. Click on the Settings button to access the Echo Audio card settings.
3. On the Driver tab make sure that the 'Synchronise Wave Devices' setting is NOT TICKED.



4. You may also want to make sure that the 'Sample Rate Is Unlocked' option is also selected.
5. Click on OK to close the window. You can now close the Echo Audio Console.
6. NB: Some earlier versions of the Echo Audio drivers had a settings menu as opposed to the Settings button shown in this example. Either way, the Synchronise Wave Devices is the setting you need to make sure is not selected.

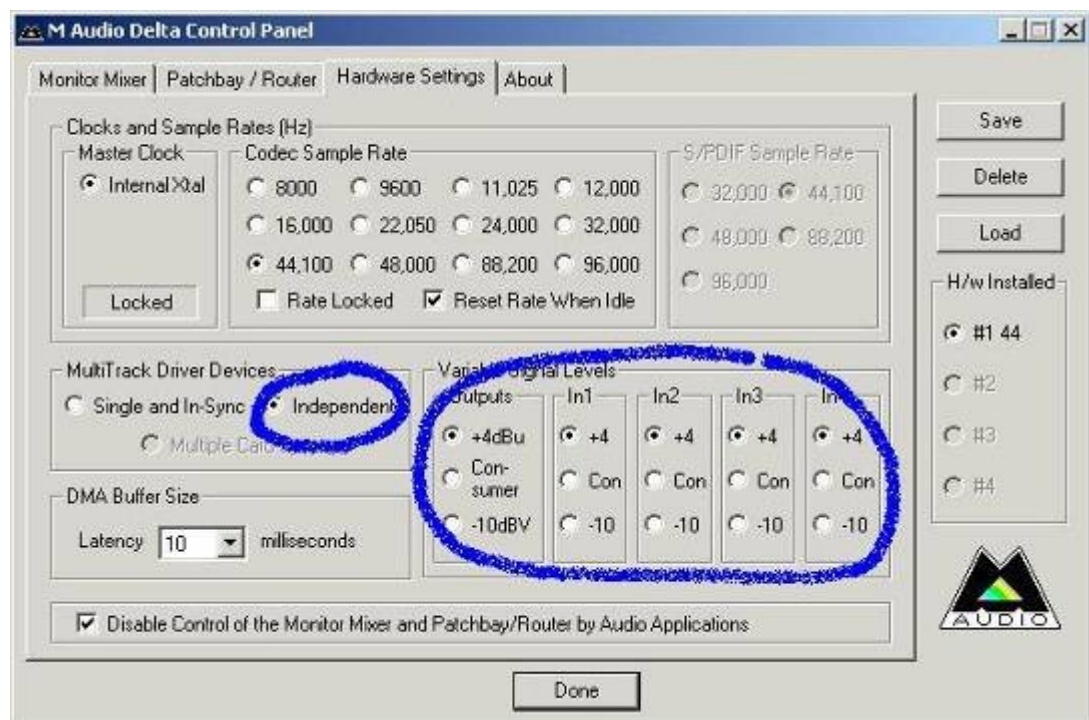
You may have to restart Myriad but you should find that the playback problems all magically clear up.

In the past, we have had reports of this option being re-set without the User manually doing so. Although we have not been able to confirm this, it is worth checking this option if you see the symptoms outlined above, even if you know you have not manually changed the settings and it was working OK before.

Please note that there are a number of other settings that you should alter from the default Echo Audio installation setup in order to properly configure your Echo Audio soundcard. Please refer to the Configuring an Echo Audio Sound Card appendix for more details.

Solving the Problem with an M-Audio Soundcard (Delta 10/10, Delta 10/10 Lite, Delta 4/4)

1. Open the M-Audio Console which can be done by either double clicking on the M-Audio Console option on your computers Control Panel or by double clicking on the M-Audio Console icon on the 'sys tray' which is the section of your Start Bar to the right of the screen beside the clock.
2. Once you have the M-Audio Console open, click on the Hardware Settings tab.
3. Now make sure that the Multi Track Driver Devices option is set to Independent.



4. You may also need to set the Input levels between +4dB and -10dB but that depends on the audio equipment connected to the sound card.
5. When you are done, click on the Done button to close the window.

Please note that there are a few options that need to be changed from the default M-Audio installation setup in order for the card to operate correctly with Myriad. Please refer to the Configuring a Delta Sound Card appendix for more detail.

Symptom: Myriad Is Showing A 'Database Format Is Not Recognised' Error on Start Up

This error is reported when one of the databases that Myriad uses has been damaged or corrupted and is only displayed when Myriad is not able to read the database.

Myriad v3 uses two key databases, the Station Database (which contains settings and the Schedule Log) and the P Squared Directory database (which contains User settings and information). In both cases, seeing this error will be rare as Myriad automatically compacts and validates both databases each time it starts up. That said databases can from time to time become damaged by a PC not shutting down correctly or even a hardware error or fault.

The important thing to remember is that the damaged database is not the end of the world and you should be able to recover the database using the steps outlined below.

Repairing a Damaged or Corrupted Database

1. **TAKE A BACKUP OF YOUR DATABASE FIRST.** It may seem like it is a little late but it is better to have a backup of a corrupted database that P Squared may be able to repair, than to not have a database at all. There are two databases in Myriad v3 that you may have to repair; they are the Station Database and the P Squared Directory Database. The default location for each database is shown below but keep in mind that the location of these databases is a configuration option so your system may be configured differently.

Database: Station Database - (previously known as Q-NXT)
Default Folder: D:\Myriad\System\Schedule
Default File Name: Myriad3.mdb

Assuming your Myriad Data Location is set to D:\Myriad\System (see Settings Menu > Myriad Settings > Data Location)

Database: P Squared Contacts and Users Directory (previously Users)
Default Folder: D:\Directory
Default File Name: Directory.mdb

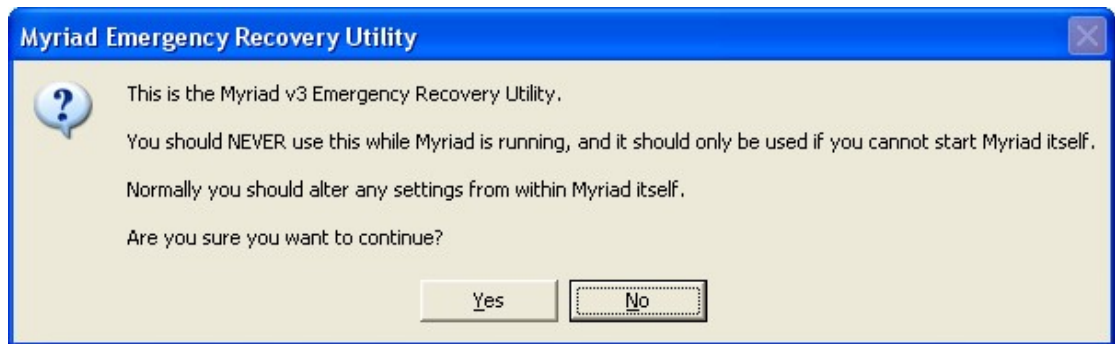
Assuming your P Squared Directory Location is set to D:\Directory (see Settings Menu > P Squared Directory Settings > Path)

To take a backup of either of these files, use My Computer to browse to the appropriate location and then simply copy the .MDB file to a backup location just in case something goes wrong.

2. Next you need to make sure that you quit from Myriad on **ALL THE WORKSTATIONS** at your station. This includes all studios, any office machines with Myriad installed and playout workstations. If Myriad is left running anywhere on your system then the repair will not be able to be performed and potentially you could further damage the database you are trying to repair. Also, if you are repairing the P Squared Directory you will also have to shut down any Scoop workstations (including Scoop Capture) any AutoTrack or AutoTrack Pro

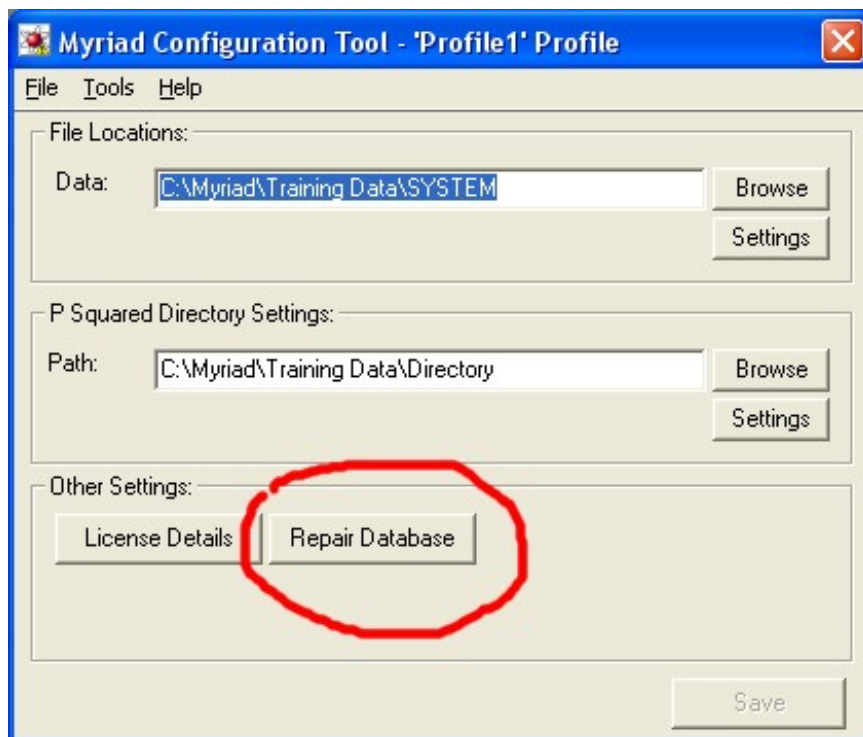
workstations and any copies of Powerlog Client that you are running. In all cases, you just have to quit the P Squared application, shutting down the box will not be necessary.

3. Next, run the Myriad Emergency Recovery Utility (Start > Programs > P Squared Myriad v3 > Utilities > Emergency Recovery Utility).
4. You will be warned that you should only use this utility if you are unable to use Myriad to make changes to your setup. In this case, the corrupted database may well be preventing you from accessing Myriad.

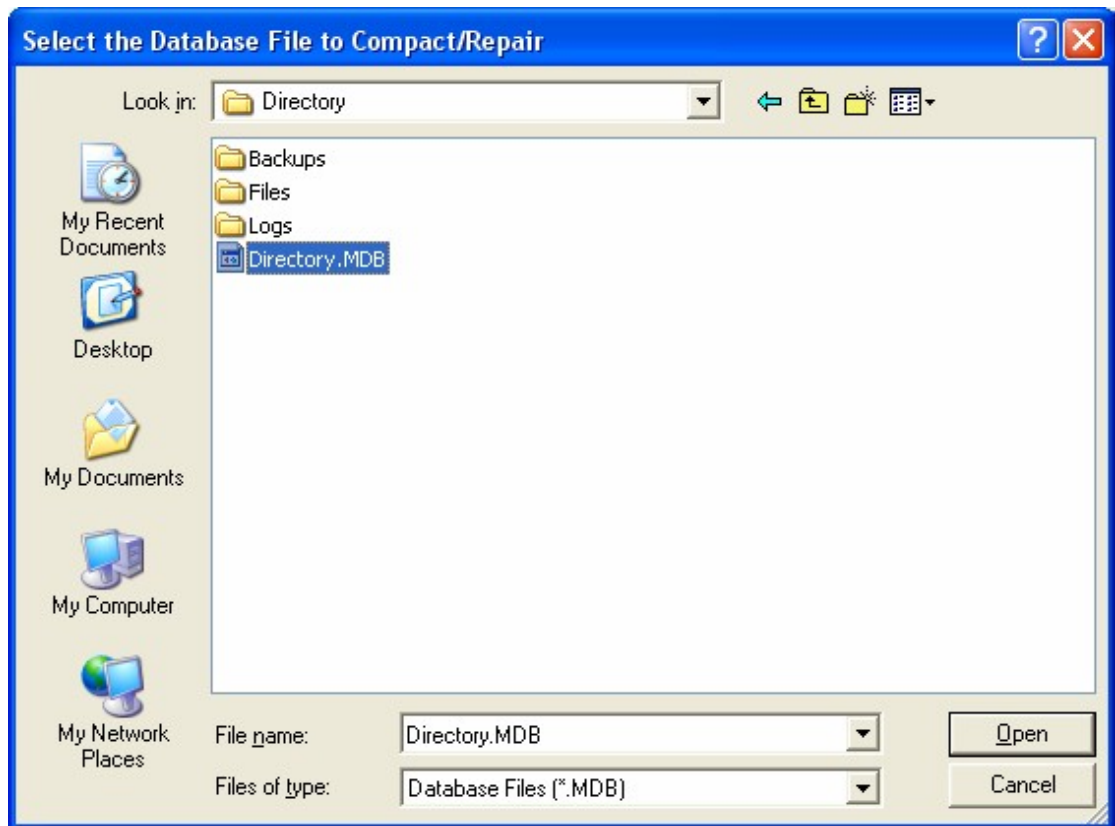


Click on the Yes button to continue to the Emergency Recovery Utility.

5. Next click on the Repair Database button.

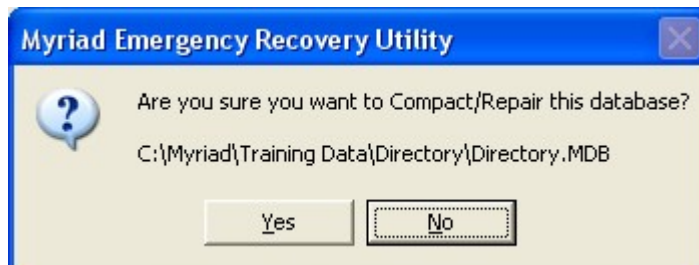


6. Use the Browse for File window to browse to the location of the database that you want to repair. Once the database you want to repair is selected, click on the Open button.



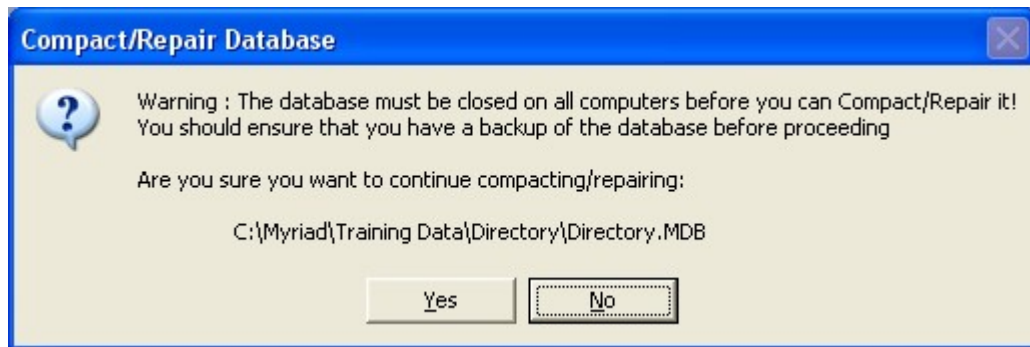
In this example, we will be repairing the P Squared Directory database.

7. You will be asked to confirm that you want to repair / compact the selected database.



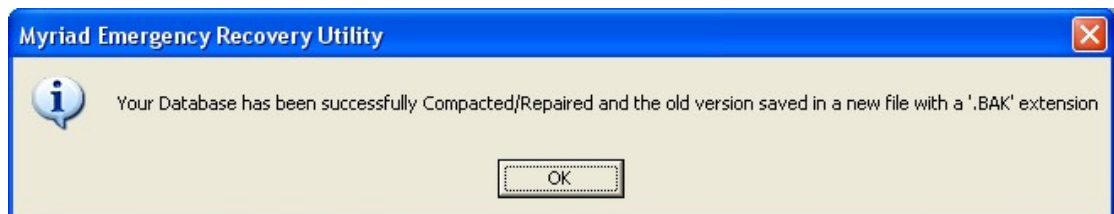
Click on Yes to continue.

8. You will next get a warning that applications that use the database must not be running on any PC in the building. Remember that the P Squared Directory is also used by Scoop, AutoTrack, AutoTrack Pro and Powerlog Client so they will all have to be shut down also.



Click on the Yes button to proceed.

9. Myriad will then compact and repair the selected database. This can take anything from a couple of seconds to several minutes during which time the computer may appear to have stopped responding. Please be patient as Myriad will inform you when process has been completed.



Myriad will also create its own backup which you can delete later when you are happy that everything is OK but it is better to have your own backup anyway.

If Myriad reports a problem with this process then the best thing to do is contact P Squared Technical Support (support@psquared.net) as soon as possible.

10. You should now be able to close the Emergency Recovery Utility and go back in to Myriad (Scoop, AutoTrack etc) as normal.

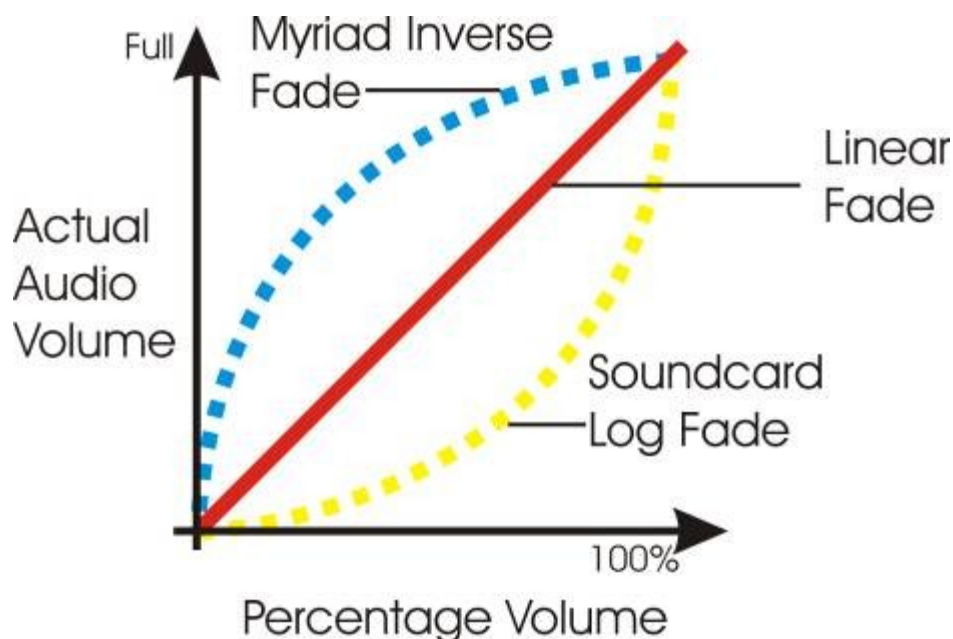
Symptom: When Myriad Fades Carts out It Does Not Sound Right (fades out quickly at first or slowly at first)

There are two common symptoms that people with relation to fading of Carts not sounding right. They are:

- When Myriad fades a Cart, nothing seems to happen for the first second or so, and then the Cart fades out really quickly.
- When Myriad fades a Cart out, the volume drops to virtually nothing almost immediately but then fades out slowly for the remainder of the fade period.

Both of these symptoms are caused by the way the sound card drivers fade change the volume of audio when Myriad instructs it to lower (or raise) the playback volume.

Under normal conditions Myriad fades Carts out in a linear fashion so that it starts at 100% of full volume, then fades it down steadily to 0% volume. This assumes that the sound card performs in the same way but some sound cards do what is called logarithmic fading which is where the rate at which the audio fades out is not constant across the entire duration of the fade. If this is the case then Myriad tells the card to fade to 90% of volume but because the drop in volume between 100% and 90% is much greater than the drop in volume from 90% to 80% the overall affect is that you get a very fast and rough sounding fade out. This is not good for automation because it relies on smooth fading to sound 'live'.

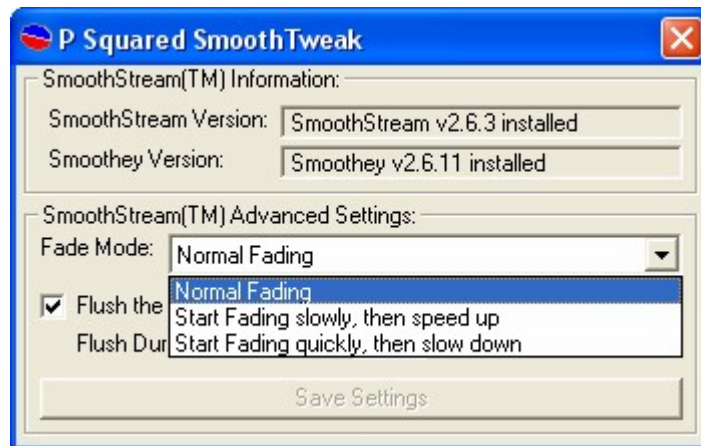


Setting Myriad to Counteract Logarithmic Fades on Sound Cards

Thankfully, we can alter the way in which Myriad fades out to do the opposite to the sound card so you effectively get a linear fade again. To do this, follow the steps below.

1. Click on the Settings menu in Myriad and select the Audio Settings option to access the Audio Settings window.
2. Click on the Advanced tab.
3. Click on the Advanced SmoothStream Settings button.
4. Click on the OK button when the SmoothStream Settings warning window appears. This window warns you that you should not be messing around with these settings unless you are sure about what you are doing. You are so click on OK.

5. Use the drop down Fade Mode option to select the Fade Mode that you want Myriad to use.



Normal Fading will make Myriad use a standard linear fade and is the default. The Start Fading Slowly Then Speed Up option should be selected if currently you system fades out Carts almost immediately. The Start Fading Quickly Then Slow Down option should be used if currently, you system appears not to fade the Carts at all until the very end of the fade period.

Select the setting that best suits your problem.

6. Click on the Save Settings button to return to the Audio Settings window and then click on OK to return to Myriad. Test out the fading and see whether you have set the right option, if not, go back and choose the other option.

Symptom > Myriad Has Auto Configured the Cart Players I Want To Use Incorrectly

When running Myriad for the first time, the system attempts to auto-configure based on information that you give as part of the initial start up process and the hardware that is found in your PC.

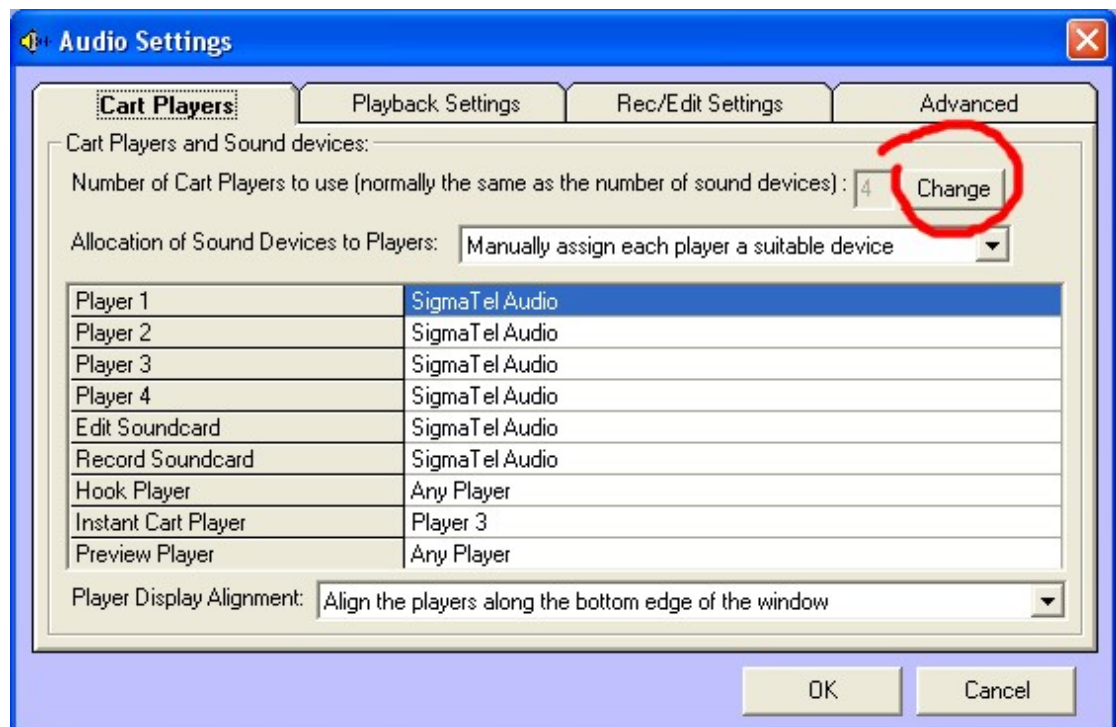
One of the things that Myriad does automatically is to attempt to ascertain the amount of Cart Players that it should set up for use based on the amount of valid sound card devices (or playback channels) that it can find. If you are using a Card that Myriad knows about (like a Delta 10/10 or a Gina / Layla) then Myriad should configure the correct amount of Cart Players and assign a playback channel to each Cart Player in turn (so Cart Player 1 uses outputs 1 & 2 etc).

If, however, you are not using one of the cards mentioned above, or you have several cards fitted to your PC, Myriad will attempt to configure your system based on 'best guess' but you may wish to manually alter the configuration to be the way you want it.

Manually Setting the Amount of Cart Players & Which Sound Card Channels They Use

To manually change the amount of Cart Players that Myriad will display on screen, follow these steps.

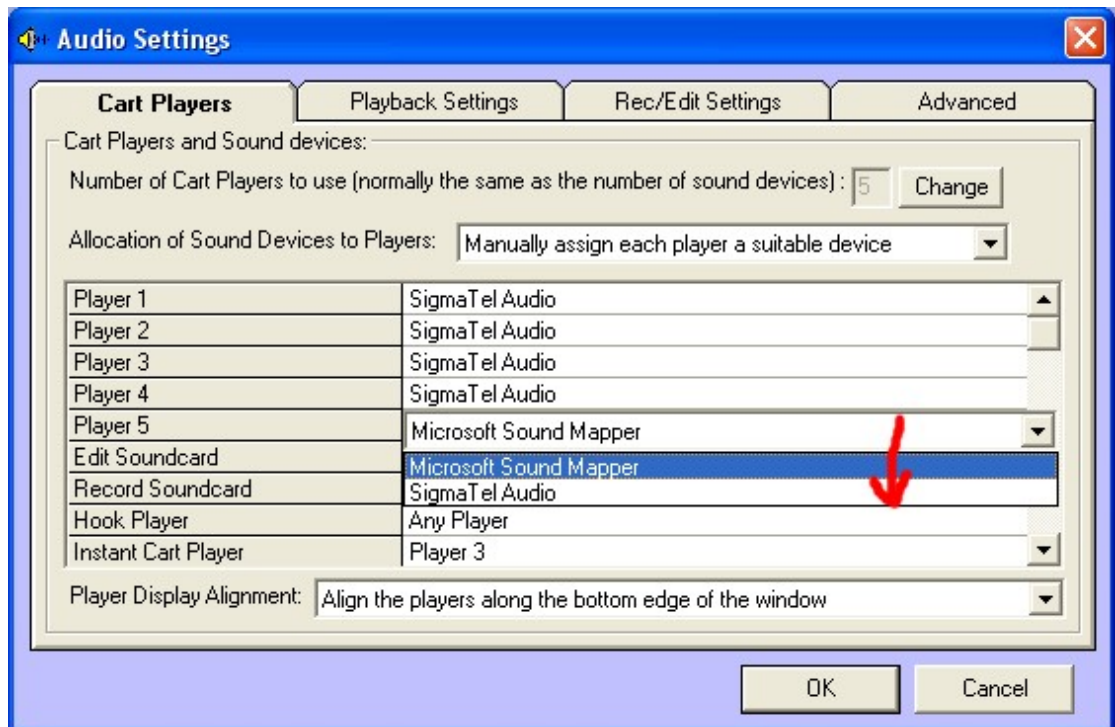
1. Click on the Setting menu and select the Audio Setting option.
2. Make sure you are on the Cart Players tab.
3. Click on the Change button.



4. Type in the amount of Cart Players that you want to use.
5. Click on the Set button.

Next we will see how to change the sound card channel that the Cart Player we have just added will use.

6. Make sure that Manually Assign Each Player A Suitable Device is selected in the Allocation Of Sound Devices To Players option.
7. Use the drop down list next to the Cart Player you have just added to select the sound device that you wish to use.



Remember, several Cart Players can be assigned to the same sound device but fading will not work correctly (or more accurately, when Myriad fades a Cart Player, all other Cart Players sharing the sound device will be faded at the same time).

8. When you are happy, click on the OK button to return to Myriad.

Symptom > Data Location XXXX Can Not Be Found Error Message on Start Up

If Myriad is unable to locate either the Myriad Data Location folder or any of the Audio Wall File Location folders when it starts up, it will inform you via a message box.



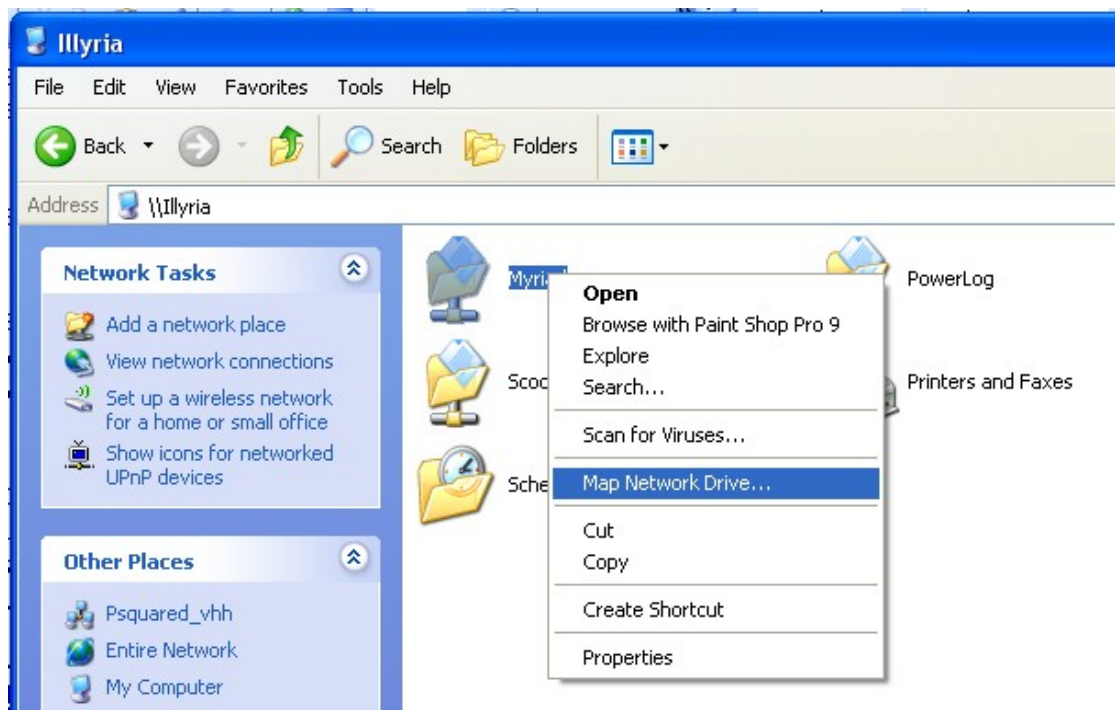
Check Local Drive & Mapped Network Drives / Locations

If you see this message, it means one of two things has happened.

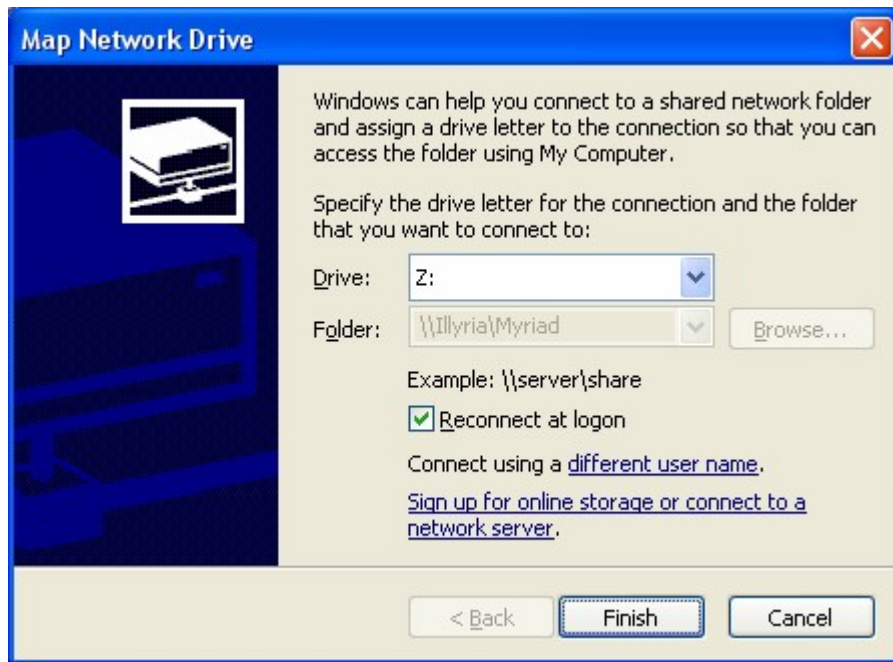
1. The local or network drive location is not accessible or is not functioning. If it is a local drive, check that the drive is functioning and that you can see it in My Computer. If it is a network location, check that the network location is accessible (using My Computer) and that the mapped network drive exists. If not then you may need to re-map the network drive (see below).
2. The other option is that the drive and folder are there but the data that Myriad needs is not. If this is the case then you may have to restore from your most recent backup. Please note that Myriad does not have the ability to delete key information such as the data locations so if important data has been deleted, it is most likely to be human error.

Remapping a Network Drive In XP

1. Double click on My Computer.
2. Click on My Network Places.
3. Click On Entire Network.
4. Double click on Window Microsoft Network (assuming you are using a Microsoft network).
5. Double click on the network you want to access.
6. Double click on the computer that contains the location you want to map to (i.e. the server etc).
7. Right click on the resource you want to map to (usually a folder but can be a drive) and select Map Network Drive from the right click menu.



8. Select the drive letter that you wish to use for the mapped network drive and ensure that the Reconnect at Logon option is selected.



9. Click on the Finish button to complete the procedure.

Mapped network drives are good for humans needing to be able to browse a network but they can be unreliable as Windows does seem to occasionally 'forget' that they exist. Another option is to use UNC's ([\\servername\\folder](#)) which is harder for a person to use but more reliable for Myriad use. For details on UNC's and Mapped Network Drives, please refer to the Mapped Drives V's UNC's section of Chapter 1.

Remember that the P Squared Forums (www.forum.psquared.net) provides a wealth of trouble shooting knowledge and if you cannot find the answer to your question listed, you can always post a question and see what answers you get. To join the P Squared forum, visit the link above and follow the on screen instructions for signing up.

Glossary Of Terms

In this section we will explore the various terminology and jargon used in this manual. Whilst every effort has been made to make this documentation as accessible as possible, the technical nature of the products and an assumed knowledge of radio industry terms mean that some jargon is inevitable. Hopefully this section will help demystify any terms you are not familiar with.

Active Playout Modes – This term refers to the modes on the Log Screen when Myriad will actively playout the contents of the Schedule Log.

Audio & Data Logging - In this context, the phrase Audio & Data Logging refers to the practice of automatically recording one or more audio inputs for long term storage on a computers hard disk. In addition to audio, several different additional data sources can also be logged including hardware inputs to allow you to monitor when the 'mic' channel on your mixing desk is open, serial (RS232), silences and DAB Text. The P Squared product that is used for Audio and Data Logging is called Powerlog.

Audio Editing (Audio Editor) - An audio editor provides the means to visually view and work with the content of an audio file. By representing the audio in a file as a visual wave form, Audio Editors allow you to edit audio in an intuitive way. P Squared Audio Editor is called SmoothEdit.

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Audio Wall – A numerically ordered list of Carts available to the Myriad system.

Automation - Automation broadly means things happening automatically but in radio terms, it refers to the playback of pre-recorded or pre-prepared radio shows without the need for human intervention. Typically, an automated show consists of a list of songs, jingles, adverts and other events that has been pre-prepared and the Playout system will automatically play each of the items in the show in sequence. Automation allows a radio station to run for extended periods without anyone being in front of the PC.

Auto Playout Mode – This is an active playout mode where Myriad will play all the Log Items in the Schedule Log ‘back to back’ but will not take account of Time Markers and will not run to time.

AutoFade Mode – An active playout mode where Myriad will play all of the Log Items in the Schedule Log ‘back to back’ as well taking Time Markers in to account to all for running to time.

AutoTrack & AutoTrack Pro - Music and link scheduling system used for producing -pre-prepared shows for Myriad or other playout systems. AutoTrack is part of the standard Myriad package and AutoTrack Pro offers a range of powerful enhancements to provide you with greater flexibility and control.

Cart – A single piece of audio stored on the Audio Wall. Carts can be anything from short jingles to long recording but in general a Cart will be an individual jingle, song or advert. Carts are arranged numerically on the Audio Wall and are central to all Myriad operations.

Cart Player – Small audio playback device located along the top or bottom of the Myriad screen and used to play the audio contained in Carts.

Contact Manager - Allows you to access and manage a central contacts database for all your stations contacts needs.

The Database Screen – The Database screen is used to access a list of Songs and Links that are stored in your AutoTrack or AutoTrack Pro music scheduling system.

Information Hub - A central system for managing information from a diverse range of sources. Nexus is P Squared information hub.

Instant Carts – Effectively short cuts or ‘hot keys’ to your favorite Carts on the Audio Wall. Each Instant Cart is assigned a Cart and pressing the corresponding number key on the keyboard to trigger the Instant Cart.

Myriad - P Squared Playout and Automation system. A Suite of programs that allow for the live or automated playout of audio content and additional items that make up the output of your radio station.

Music & Link Scheduling - This refers to the process of scheduling music, links and other events in to pre-prepared programs to be passed to the playout system for live or automated playout. Typically, a scheduling system consists of a database of songs and links (or jingles) as well a frameworks for shows (which are known as Clocks). The job of the scheduling system is to use the Clocks along with a range of rules to produce your station output.

Multimedia Broadcasting - The practice of broadcasting additional non audio content that compliments the audio broadcast, to digital platforms such as DAB radios or web sites. Typically this can include text about the audio

that is playing, hyperlinks to more information, pictures and the ability to 'click to buy' the currently playing item. P Squared's product that allows this to happen is called OCP (Online Content Processor).

Newsroom System - The term Newsroom system refers to a system that can capture incoming audio and text based news from a variety of sources, help journalists to collate, adding and edit these news items and finally present them 'live on air' or publish them to a web site. The P Squared newsroom system is called Scoop.

Nexus - The information super hub, collates information from a range of diverse sources on to a single screen.

OCP (Online Content Processor) - Adds the ability to broadcast additional text, data and picture information to digital platforms such as DAB Digital Radio or web pages.

Playout & Automation System - Common term for a software system used to play music, jingles and other elements that make up a radio program. Playout systems normally store audio on local or central storage and can normally be used for assisting with presenting live shows (live assist) or run fully automated to allow the radio station to run even if no presenter is present. P Squared's playout system is called Myriad.

Pad – The Pad is a cut down automation tool located on the Audio Wall and used to play out a list of Carts in order. The Pad can also be used to export a 'run' of Carts to a single Cart on the Audio Wall or to save a list of Carts for future use.

Powerlog - A audio and data logging system that allows you to automatically record and store your stations audio output along with a range of additional data criteria, for a present period of time.

Remote Voice Tracking - Adds the ability to record Voice Tracks from a remote site of a VPN connection or the web.

Segue - A segue is term used to describe the transition from one audio item to the next. This may also be known as a mix or a cross fade. Segues can be either manual (the presenter does them manually) or automated (the computer does them automatically).

Voice Tracking - Voice Tracking is a radio industry term for the practice of pre-recording voice links in automated shows such that the playout system will play them out so that they sound like the presenter is in presenting a live show even when it is automated. The Voice Tracking process in Myriad is accessed via the Voice / Segue Editor button or remotely using Remote Voice Tracker.

Split Transmission - This is the practice of splitting the output of your radio station so that different geographical regions or alternate transmission

mediums receive slightly different versions of the same broadcast. Typically this would include localised advert breaks and possibly alternative jingles etc. Myriad STS is the split transmission solution from P Squared.

Scoop (Capture & Edit) - A newsroom system that is split in to two parts. Scoop Capture automatically captures or download audio and text content from a range of news sources and manages a central news database for your station. Scoop Edit is used by journalists to view and edit the audio and text, add new (local) stories and prepare bulletins. Scoop Edit also has a playout mode to help journalists present news bulletins 'live on air' and also upload bulletins to the station web site.

SmoothEdit - P Squared's audio editor program, used for editing audio. In Myriad, the SmoothEdit screen is used to edit the details of a Cart such as title and timing information as well as copyright details and notes. You can also edit the audio for a Cart if you wish.

Appendix A – Myriad And Daylight Savings (GMT – BST)

Introduction

If you are using Myriad in a country that operates different time standards in Summer and Winter, then twice a year the clocks will either jump forward by an hour or repeat the same hour twice to switch between the two time standards.

In the UK, the winter months are covered by GMT while the summer months use BST which is an hour ahead of GMT. In practice this means that at the end of each March, the clocks jump from 1am to 2am on the last Sunday of the month and repeat the 1am hour on the last Sunday of October to switch back to GMT.

This has a number of implications for any station using Myriad to run automated programs particularly if the automated programming includes running to time for external events such as satellite news. Unfortunately, there are a number of factors that can influence when your Windows actually changes the time on your PC which means that it is very hard to predict the exact sequence of events and plan accordingly. Before you get started, double click on the clock in the bottom right hand corner of the Windows Start bar (or sys tray), click on the Time Zones tab and un-tick Automatically Adjust Clock for Daylight Saving.



The best thing to do in both of the time switches is to not attempt to run to time or take any external timed events such as news for a couple of hours either side of the switch. That way, should Windows, the Atomic Clock (a radio controlled clock used for accurately setting time) or the system bios disagree on exactly when to change the time or cause the time to jump

around for a while (both of which we have seen in the past), Myriad should be just fine if you follow the following instructions.

Obviously, depending on whether the clocks are going forwards or backwards will determine how you deal with the situation. Both scenarios are outlined below.

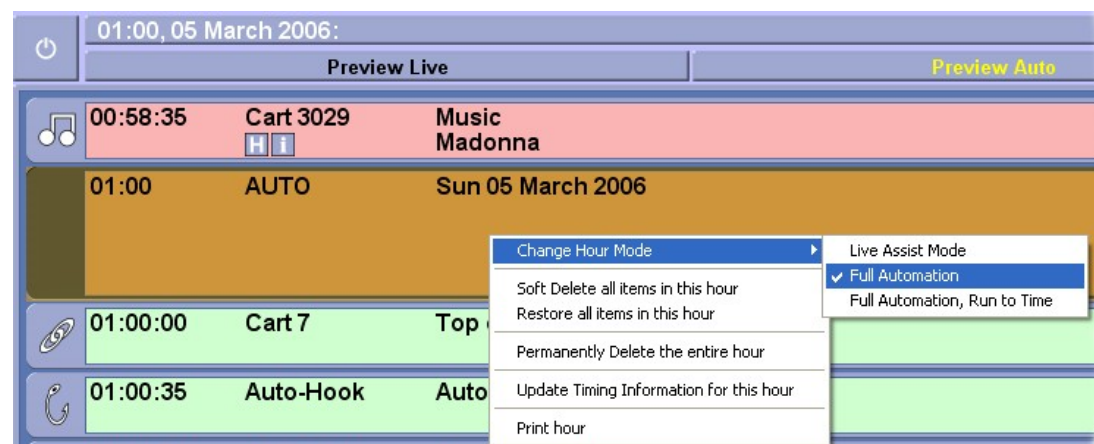
GMT To BST (End of March) – Clocks Go Forward

At the end of March, the time will jump forward by an hour at 1(ish) am effectively meaning that an hour of automated programming will be missed.

Of the two time changes, the clocks' going forward is least likely to have a serious affect on your automated output. If no action is taken, the system will run normally to around 1am and then the clock will jump forward to 2am. At this point, Myriad will believe that it is overrunning by 1 hour and will proceed to drop all the songs from the 1-2am hour. It cannot drop jingles, promos, voice links or protected songs however, so these will play ensuring that the next news break is also missed.

The best way around this is to schedule as normal but once your log has been 'pushed' to Myriad, go into the Schedule Log on the Log Screen and go to 1am on the morning of the time change.

Find the Hour Start marker for the 1am hour and right click on it. Expand the Change Hour Mode option and select Full Automation (not Full Automation, Run to Time) from the list.



This tells Myriad not to attempt to back time this hour of automation.

Next click on the Next Hour button which will jump you on to the next Hour Start marker (2am) and repeat the above process to switch that hour to Full Automation mode also. Also remember to remove any commands that automatically activate a news service such as IRN and wait for 3 minutes etc.

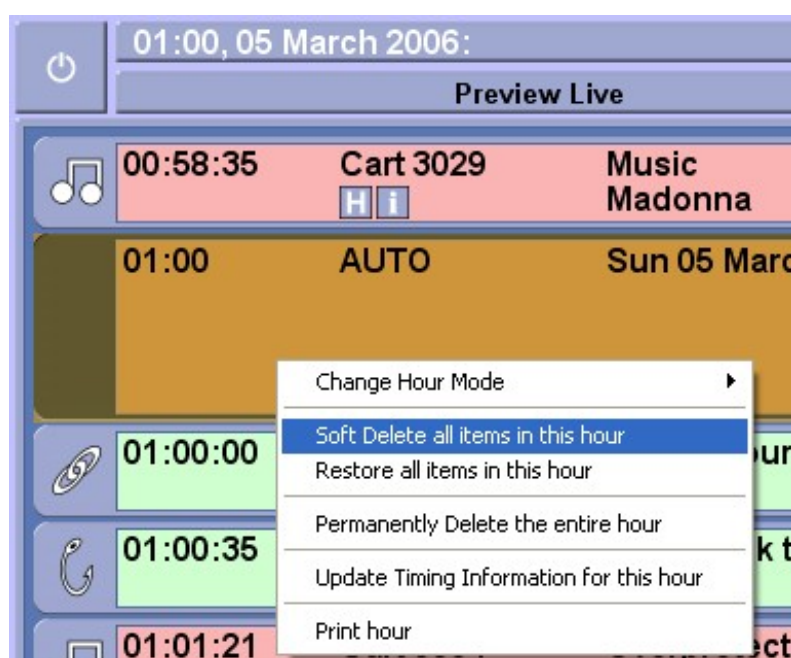
Repeat one more time with the 3am hour just in case your radio clock takes some time to update.

Myriad will now not attempt to 'run to time' between 1am and 4am which should easily cover the time change. But the commands to switch IRN are still in the log so unless we take them out, the news will still be switched on but at the wrong time. Go back to the start of the 1am hour and then go back into the end of the 12am hour and find the hardware event that switches on the news. Right click on this item and select Delete > Permanently Delete from the menu. If you do not do this then the news will be switched on at the end of the 12am hour and not switched off again until 4am.

Now scroll down the hardware event at the beginning of the 1am hour and remove it in the same way. Repeat for all the hardware events between 1am and 4am to ensure that during this time, Myriad does not attempt to switch any external hardware.

Tip: Use the Start Hour / Next Hour buttons to jump to the Hour Start markers for each hour.

We should now not have any hardware events from just before 1am through until 4am and Myriad will not attempt to alter these hours to run to time, but we still have an hours extra programming so the final thing that we need to do is to go the start of the 1am hour and remove all of the music, jingles, voice links and promos for the hour. You can do this by right clicking on each item in the hour and selecting Delete from the right click menu. You could also click on the item type icon (left hand side picture icon) for each item to soft delete it (a red cross appear through the icon and the item turns grey) but the simplest way is to right click on the Hour Start marker for 1am and select Soft Delete All Items In Hour from the menu.



This will soft delete each item in the 1am to 2am hour.

That's it; you are now ready for the clocks going forward. It is a bit of work but at least it only happens twice a year. You could also achieve the above by adjusting the clocks in AutoTrack™ or Selector™ accordingly but then you would have to make sure that you altered them back before the following weekend.

If you do not take an automated news feed overnight then you may prefer to switch off daylight savings in Windows™, unplug your radio clock and let Myriad run normally, blissfully unaware of the injustices of a world where you get an hour less in bed just so the farmers can get the tractors out on the roads extra early to hold up even more people.

BST to GMT (End of October) – Clocks Go Back

As the autumn nights pull in and the leaves start to fall from the trees, the demise of summer is sweetened a little by the magic weekend at the end of October where BST switches back to GMT and you get a full extra hour in bed.

But, the cosmos must balance. For every right there is a wrong, for every ying, there is a yang and while you are tucked up in bed dreaming of a Utopian society where dog and sheep work hand in hand and marmalade is freely available on the NHS, your poor Myriad system has had it's hardest night of the year and without your help, may be on the verge of a nervous break down.

You see; the clocks going back is the hardest situation for Myriad to deal with effectively so it is best for us to make it as easy on the system as possible by taking the following steps.

As with the change from GMT to BST (above) it is not really practical to take external news feeds during the time change period as Windows™, the PC bios and Atomic Clocks do not always agree on when exactly the time change occurs so it is best to give it a wide berth and assume that you will not take news from 1am to 4am. That way you can be sure that all the changes have occurred and the system is back on track by the time your early shift arrives.

The first thing to do is to go to the Hour Start marker for each hour (1am – 3am) and use the right click menu to change the Playout Mode to Full Automation (not Full Automation, Run To Time). This tells Myriad to ignore the time markers in each hour. The reason we only do 1am, 2am and 3am is that this will take us to 3:59am and the 4 am hour wants to run normally so we leave it alone.

TIP: You can use the Start Hour / Next Hour buttons to jump to the next Hour Start marker without having to scroll through the log.

The next thing that we need to do is to remove the Hardware Events between 1am and 4am to stop Myriad switching any external sources such as satellite news. To do this, go back to the 1am Hour Start marker and then scroll back in to the end of the 12am hour and right click on the Hardware Event that switches the news on just before 1 o'clock. Select Delete Permanently from the right click menu to remove the hardware item. This is important because if you remove the Hardware Event that turns that news off after the 1 o'clock break but do not remove the Hardware Item that turns it on then the news may well be stock on for several hours. You need to remove all of the hardware events between 1am and 3:59am to in the same way to ensure Myriad does not switch any external sources during the time change.

Finally, we need to add around 15 extra songs to the 2am hour to effectively make it a 2-hour show. This simplest way to do this is to find the 2am hour in the Schedule Log and drag some songs in from the Audio Wall in to the log. If you do not have a dual screen system then clicking on the Carts button on Log Screen will open the Cart Browser which can be used to drag songs from the Audio Wall to the Schedule Log.

TIP: There is an upper limit to how many items can be inserted in to a single slot in the Schedule Log so you may find it better to spread the load a little by dragging 2-4 items in to one place in the log, then moving down a couple of songs and doing it again.

Once you are happy that your 2am hour has sufficient program content to have a total running duration of 2 hours then you are ready. Because Myriad is not running to time, it will play all of the items in the log regardless of whether the show over runs so it does not matter if the actual time change happens at 2am (as it is supposed to) or 3am because overall the system will just play songs and jingles until 4am by which time, everything should be back on track and ready to run as normal.

If you do not fancy messing around in the Schedule Log then you can always change the clocks in either AutoTrack or Selector™ to achieve the same net result but you would have to remember to alter them back before the next weekend. Alternatively, you could disable the running to time and the Hardware Events, then turn of daylight savings in Windows and unplug your Atomic clock and just let Myriad run through the night and deal with it in the morning!

The above examples are based on the UK daylight savings model but the same method is applicable to any time changes, regardless of when they occur.

Appendix B – Configuring A Delta 10/10 (or Delta 10/10 Lite) Sound Card

In this section we will briefly review the procedure for installing a M-Audio Delta 10/10 sound card and configuring it for use with Myriad. This documentation is intended as a guide only. Please refer to the manufacturers instructions for full details.

To install the Delta 10/10, fit the Delta 10/10 sound card to the PC and attached the 19" breakout box via the provided data cable. Ensure the 19" breakout box is connected and powered up before turning on the PC.

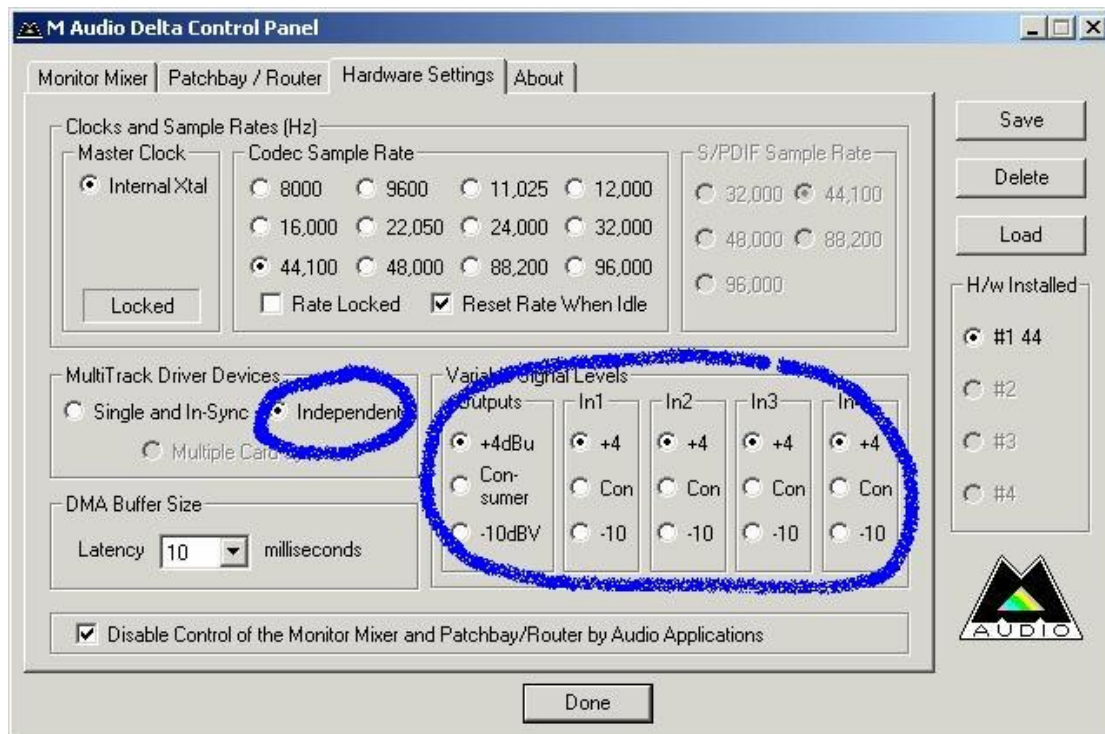
Once the PC has booted up, either use the drives provided with the sound card or download the recommended sound card drivers from the web.

TIP: An up to date list of recommended drivers for use with P Squared products can be found at:

http://support.psquared.net/products/drivers_utilities/default.htm

Once you have installed the M Audio Delta 10/10 soundcard in a machine or need to reinstall the drivers, you will need to make a slight change from the default configuration for correct operation with P Squared products.

Open the M Audio Console from Control Panel or the icon in the Windows task bar, then select the Hardware Settings tab. Make sure that the MultiTrack Driver Device option is set to Independent.



With a Delta 4/4 you may also need to adjust the settings for the input and output levels to allow for connection to different equipment.

For more details on the M-Audio Console configuration, please refer to M-Audio's documentation.

Appendix C – Configuring an Echo Audio Gina 24

The Echo Audio Gina 24 was the standard sound card supplied with Myriad systems for several years and whilst it has now been superseded by the Layla 3G, many Myriad systems still make use of this sound card.

To install a Gina 24, physically install the card in to a free PCI slot and boot up the PC. Once booted, install the appropriate sound card drivers by using the provided CD or downloading them from the web.

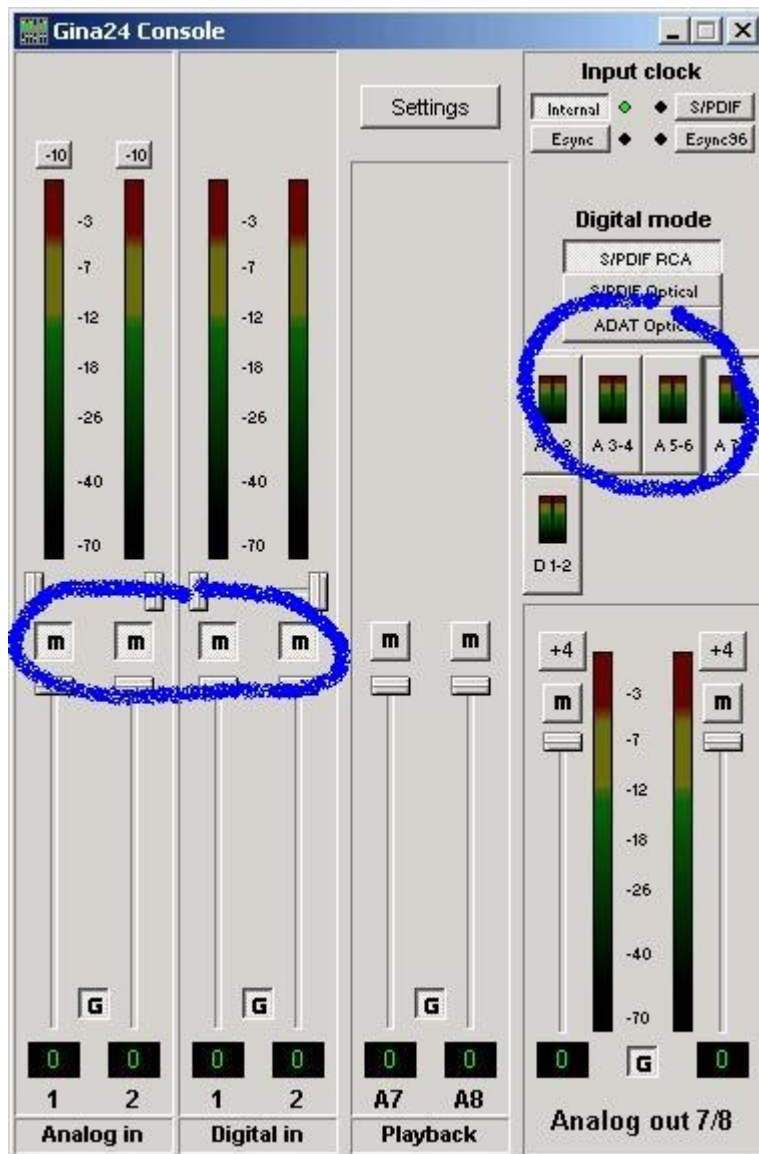
TIP: An up to date list of recommended drivers for use with P Squared products can be found at:

http://support.psquared.net/products/drivers_utilities/default.htm

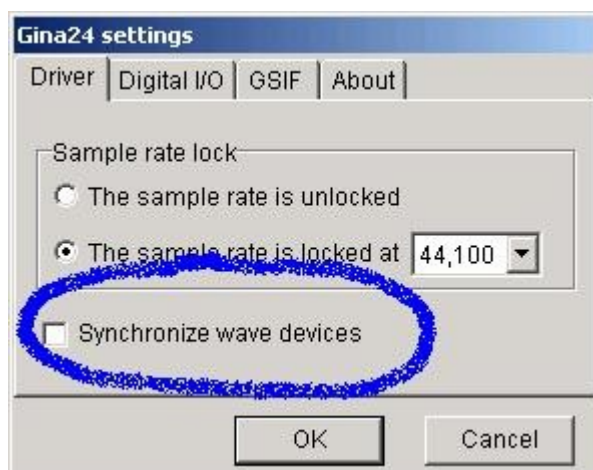
If you are installing an Echo Gina soundcard in a machine or need to reinstall the drivers, you will need to make slight changes from the default configuration for correct operation with P Squared products.

Open the Gina Console by going to Start => Programs => Echo Digital Audio => Console => Show All Console Windows, or from the Windows task bar.

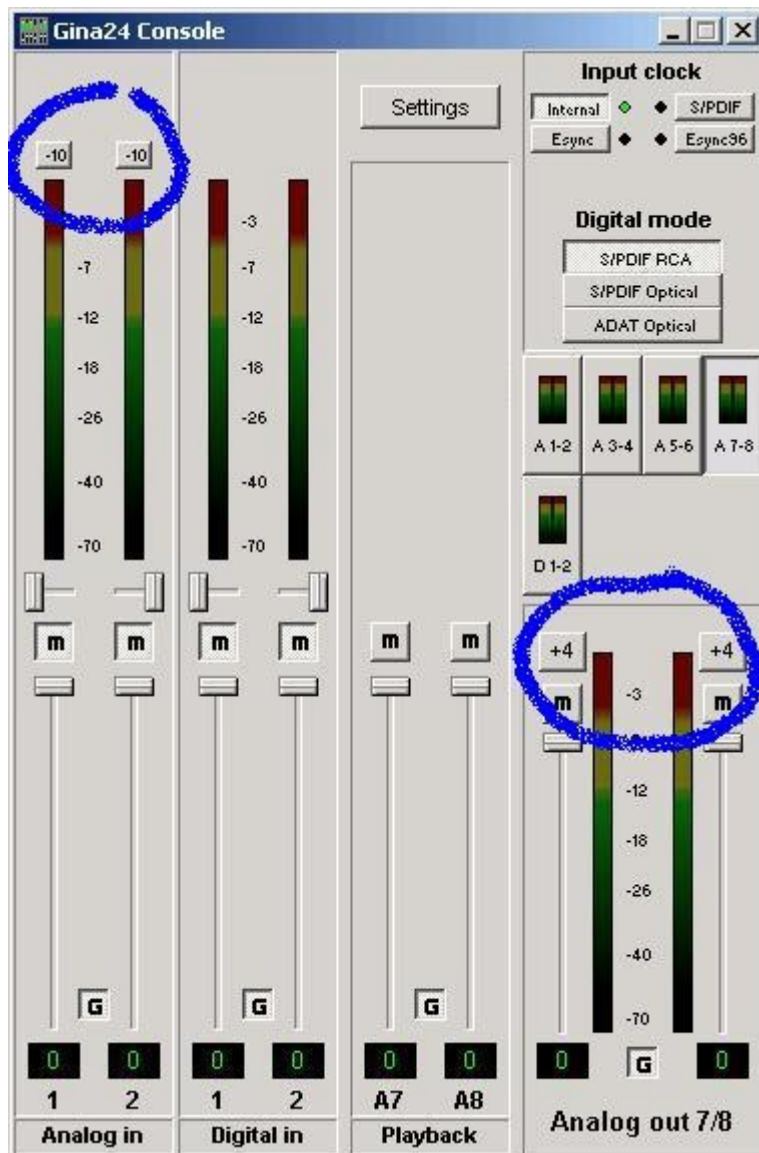
First you may need to mute the loop inputs so that you do not get feedback when you are playing out and recording with the PC at the same time. Click the A1-2 button on the right, then make sure that the Analogue In and Digital In are both muted. Repeat this for the A3-4, A5-6 and A7-8 buttons



You will then need to click the settings button and check that the Synchronise Wave Devices option is not ticked. You may also want to make sure that the sample rate is not locked



Finally, you may need to adjust the levels for the inputs and outputs. On the main Console window, select the appropriate output (such as A1-2) then select from +4dB or -10dB on the main VU bar on the right. For the expected input level, change the settings for the Analogue In in the top left.



For more details on the Echo Gina 24 sound card settings, please refer to the Gina documentation or visit www.echoaudio.com.

Appendix D – Configuring an Echo Layla 3G Sound Card

To install a Layla 3G, physically install the card in to a free PCI slot and connect the 19" breakout box before booting up the PC. Once booted, install the appropriate sound card drivers by using the provided CD or downloading them from the web.

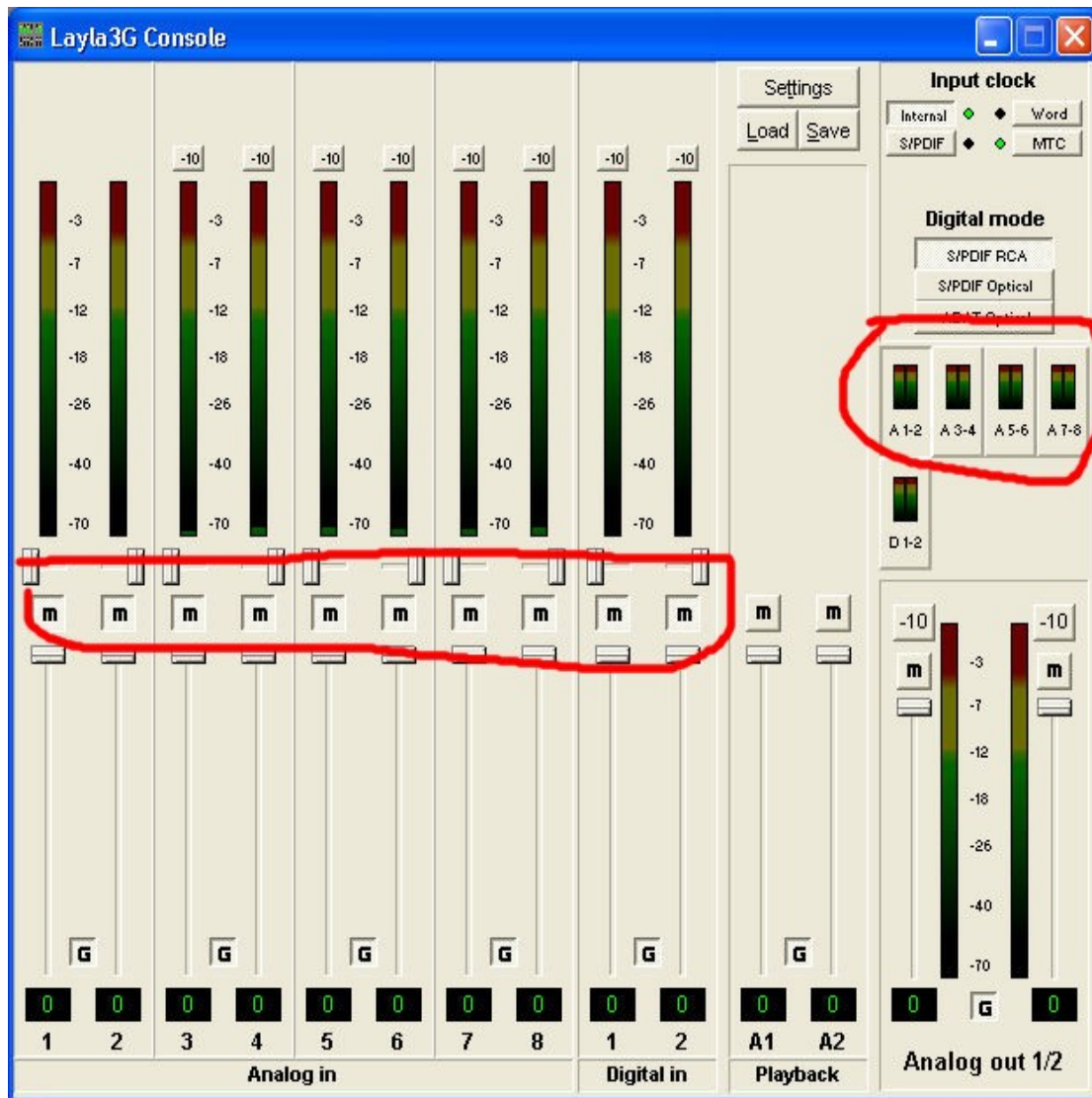
TIP: An up to date list of recommended drivers for use with P Squared products can be found at:

http://support.psquared.net/products/drivers_utilities/default.htm

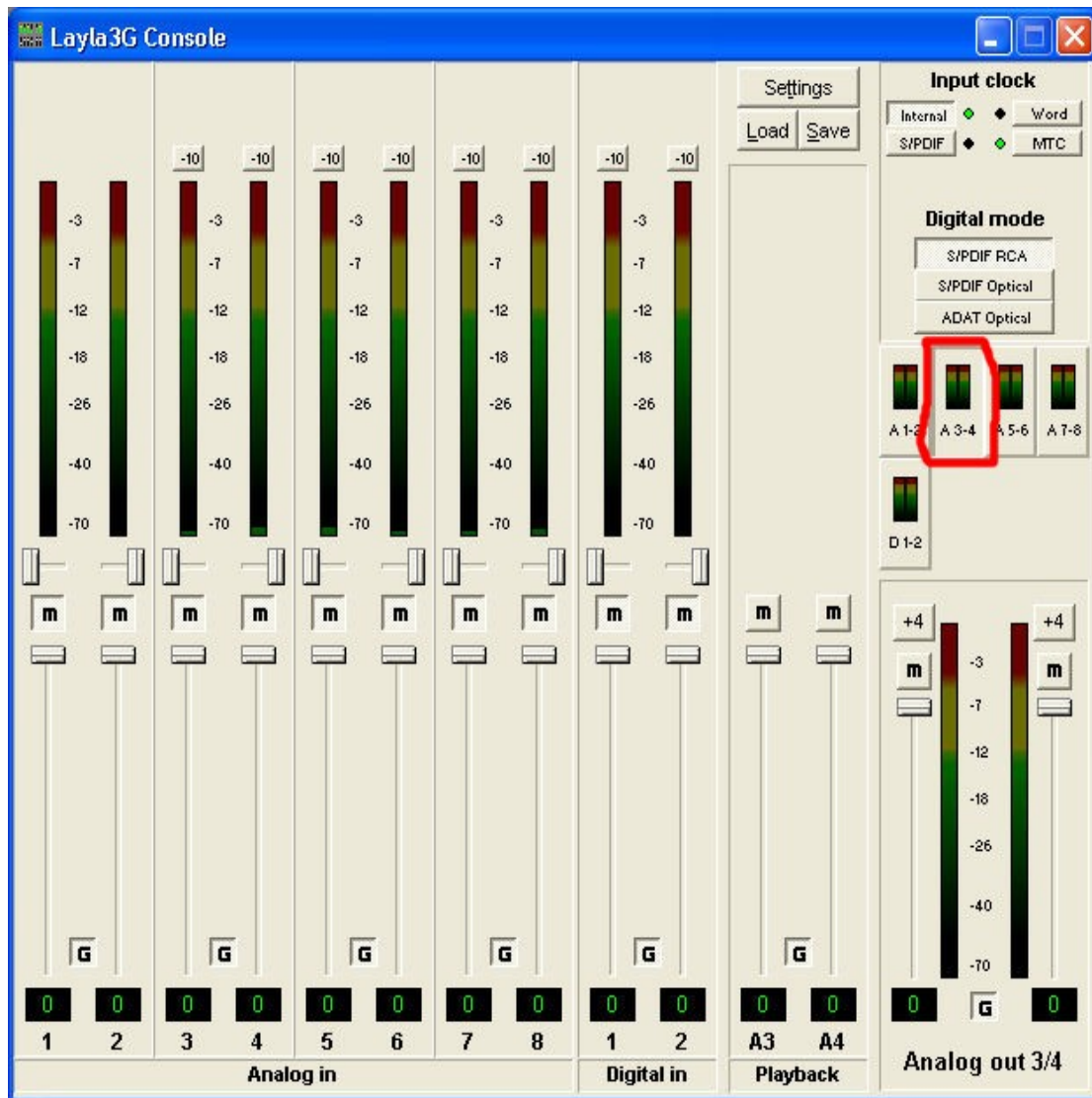
If you are installing an Echo Layla 3G soundcard in a machine or need to reinstall the drivers, you will need to make slight changes from the default configuration for correct operation with P Squared products.

Open the Layla Console by going to Start => Programs => Echo Digital Audio => Console => Show All Console Windows, or from the Windows task bar.

First you may need to mute the loop inputs so that you do not get feedback when you are playing out and recording with the PC at the same time. There are 8 analogue inputs and 2 digital inputs but you will normally only use inputs 1 and 2. Even so, it is a good idea to mute all of these inputs just in case.



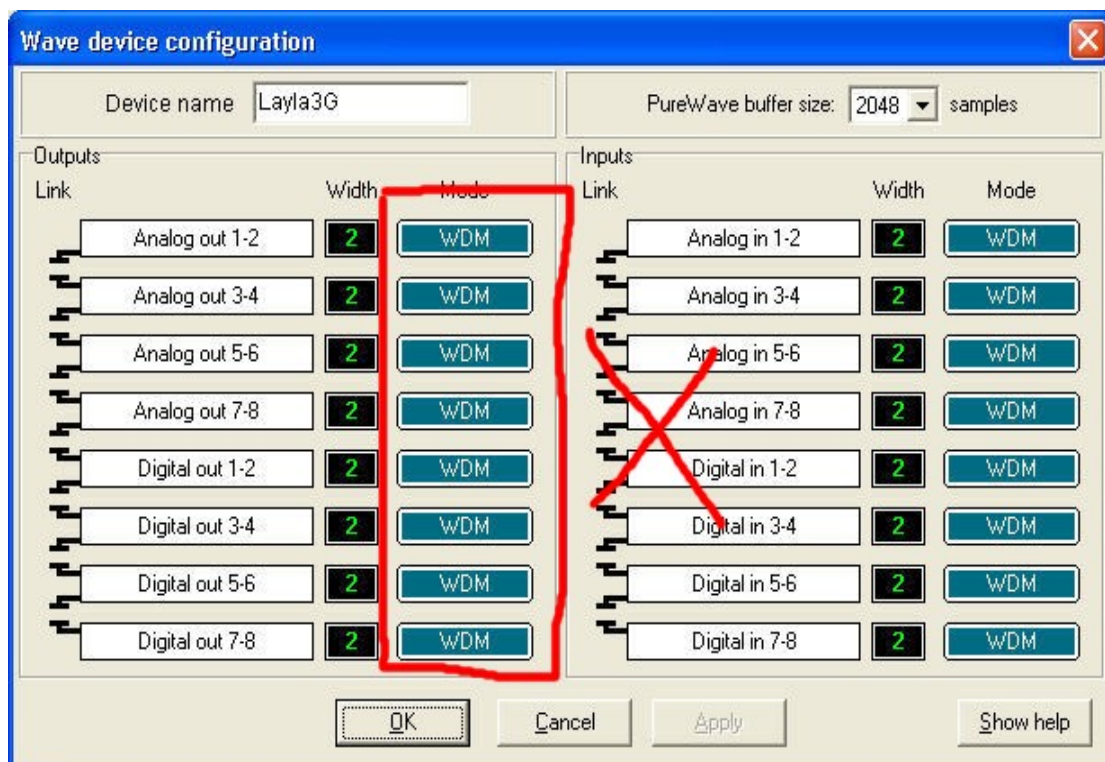
You will need to mute all the inputs for each of the output channels (A1-2 to A7-8). To do this, use the A1-2 to A7-8 buttons on the right hand side of the console to select the output channel and then mute all the inputs for that channel. In the example below, A3-4 has been selected and all the inputs have been muted.



You will then need to click the settings button and check that the Synchronise Wave Devices option is not ticked. You may also want to make sure that the sample rate is not locked.



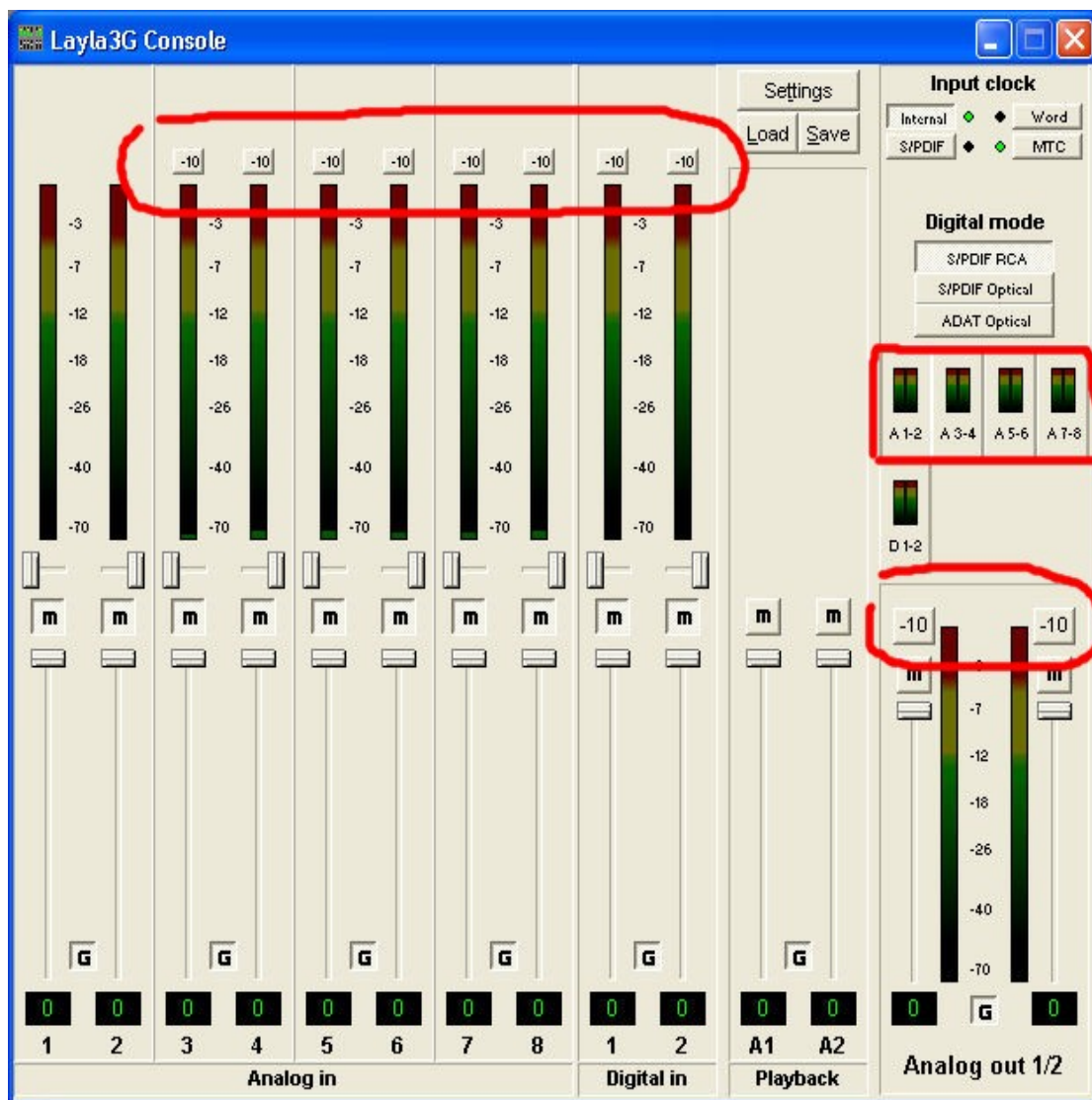
Now click the Advanced button and check that all inputs and outputs are set to Purewave mode not WDM mode.



Please note that whilst Purewave mode is the recommended playout mode, some advanced Myriad features such as the Hook Player will not be available in this mode. If you want to use the Hook Playing in Myriad then you will need to switch all outputs to WDM mode but you need to be using Echo Mia driver version 6.08 in order for this to work reliably.

Finally, you may need to adjust the levels for the inputs and outputs. You can use the -10 / +4 buttons on the Inputs and Outputs to select either -10dB or +4dB depending on the equipment being connected to the sound card.

Again, use the A1-2 to A7-8 buttons to switch between the available audio outputs.



For more details on setting up the Echo Layla 3G, please refer to the Echo Layla 3G documentation or visit the www.echoaudio.com web site for the latest information.

Appendix E – Configuring an Echo Mia Sound Card

To install a Mia, physically install the card in to a free PCI slot and boot up the PC. Once booted, install the appropriate sound card drivers by using the provided CD or downloading them from the web.

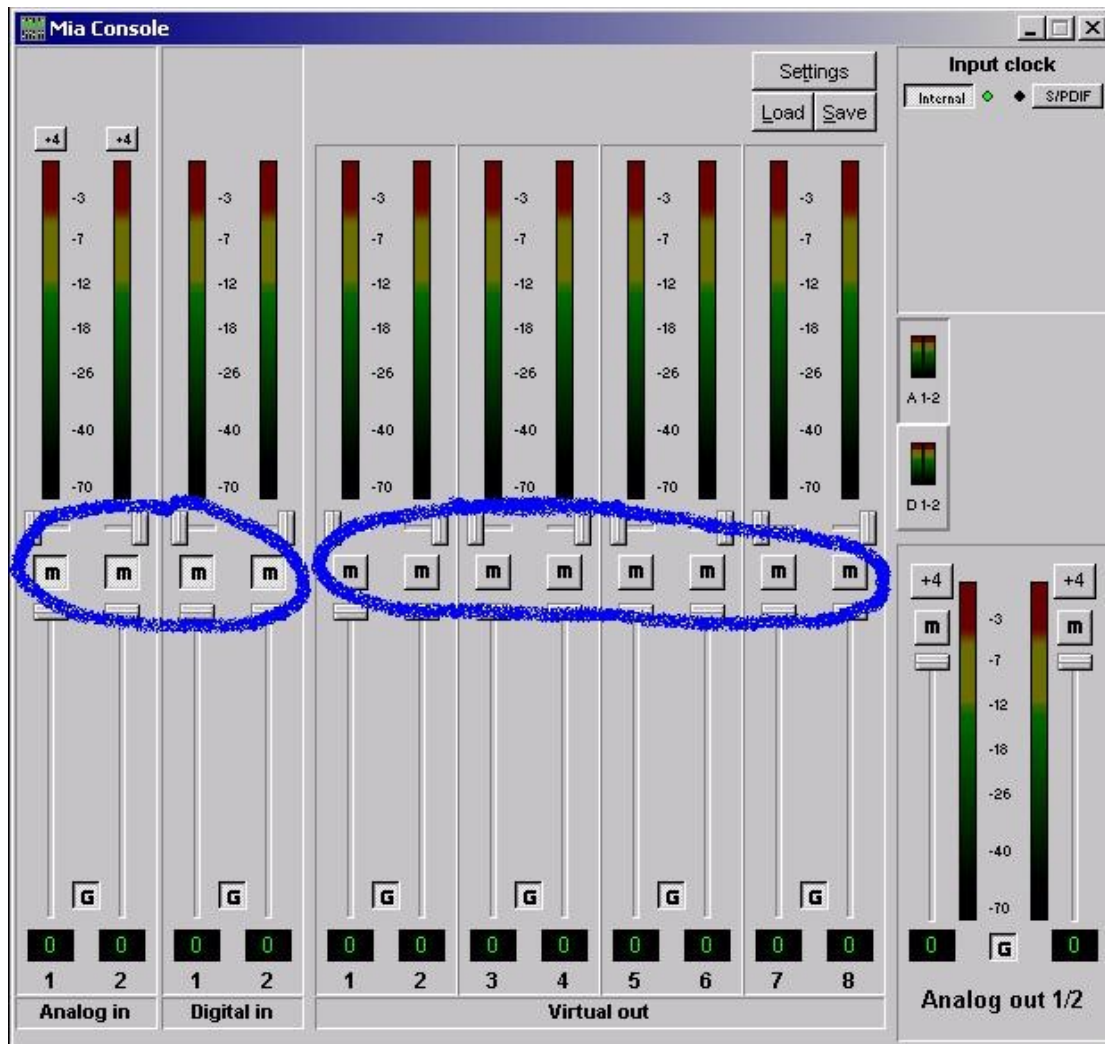
TIP: An up to date list of recommended drivers for use with P Squared products can be found at:

http://support.psquared.net/products/drivers_utilities/default.htm

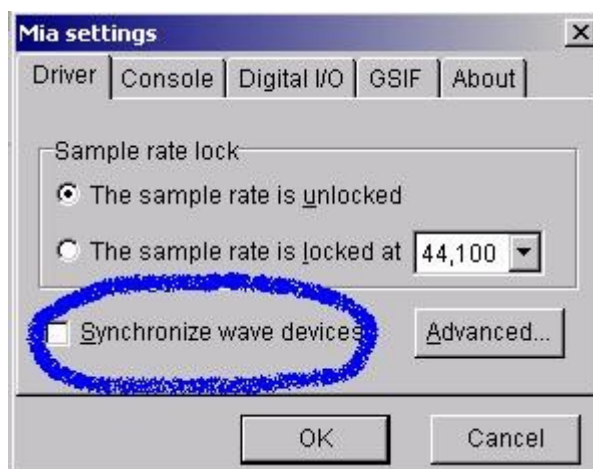
If you are installing an Echo Mia soundcard in a machine or need to reinstall the drivers, you will need to make slight changes from the default configuration for correct operation with P Squared products.

Open the Mia Console by going to Start => Programs => Echo Digital Audio => Console => Show All Console Windows, or from the Windows task bar.

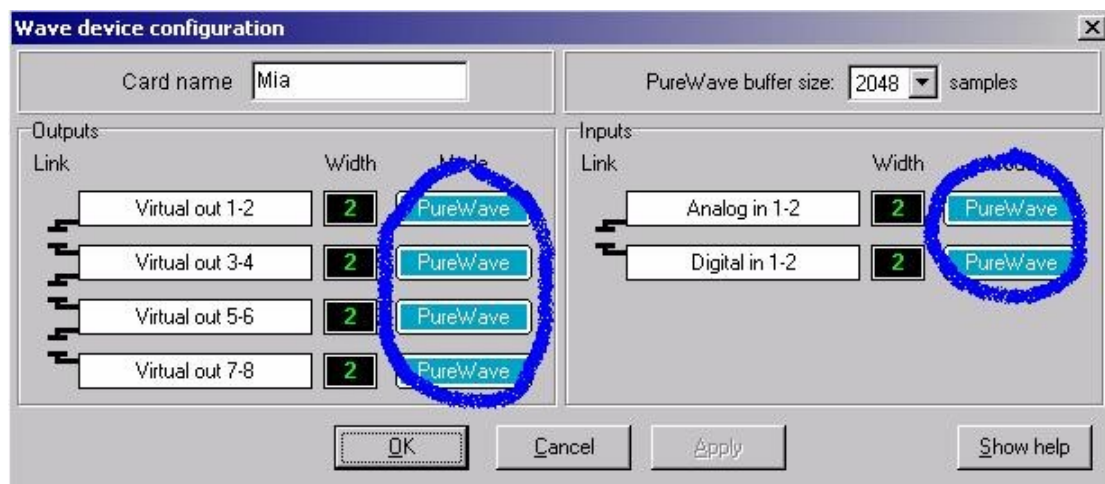
First you may need to mute the loop inputs so that you do not get feedback when you are playing out and recording with the PC at the same time. Make sure that the Analogue In and Digital In at the left are both muted.



You will then need to click the settings button and check that the Synchronise Wave Devices option is not ticked. You may also want to make sure that the sample rate is not locked.

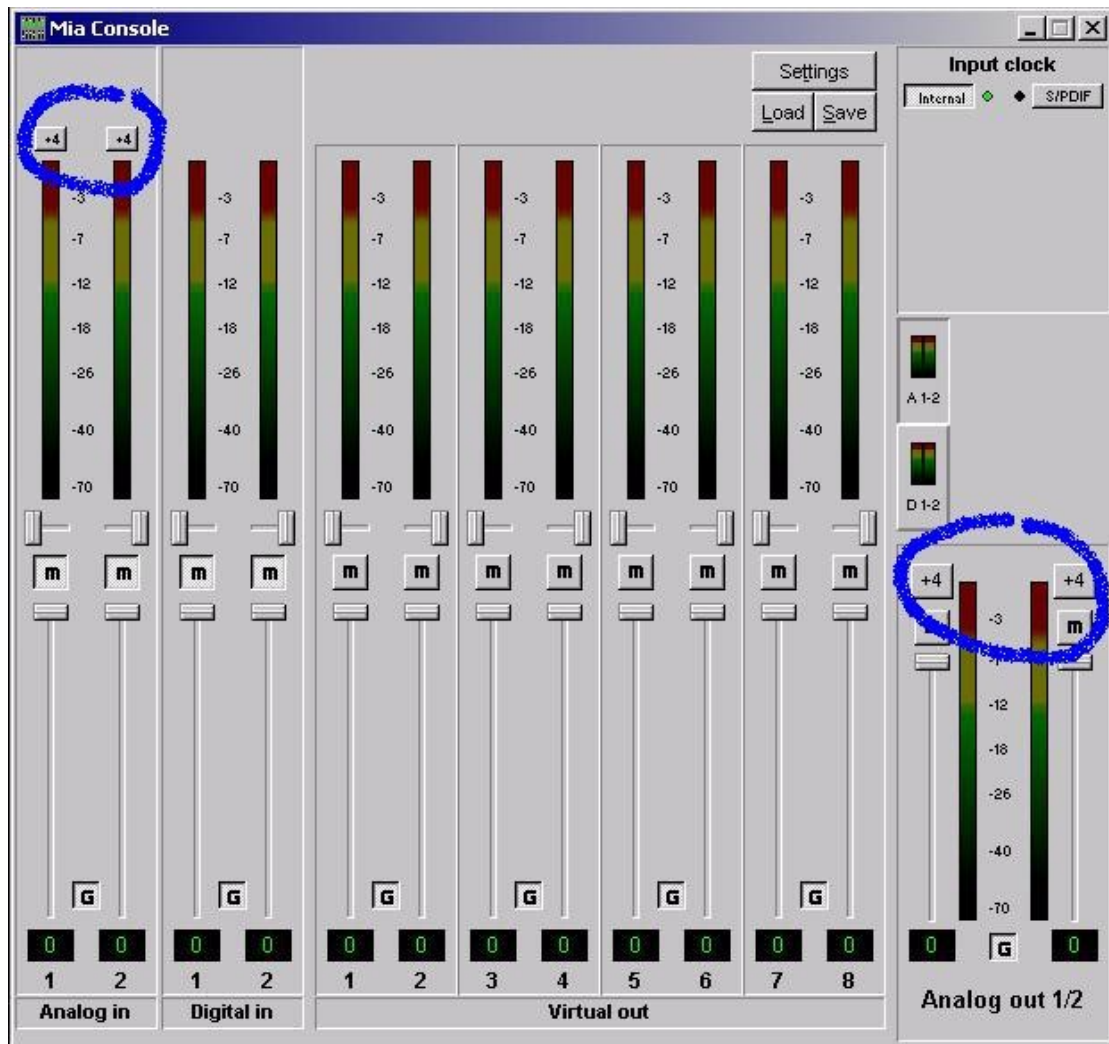


Now click the Advanced button and check that all inputs and outputs are set to Purewave mode not WDM mode.



Please note that whilst Purewave mode is the recommended playout mode, some advanced Myriad features such as the Hook Player will not be available in this mode. If you want to use the Hook Playing in Myriad then you will need to switch all outputs to WDM mode but you need to be using Echo Mia driver version 6.08 in order for this to work reliably.

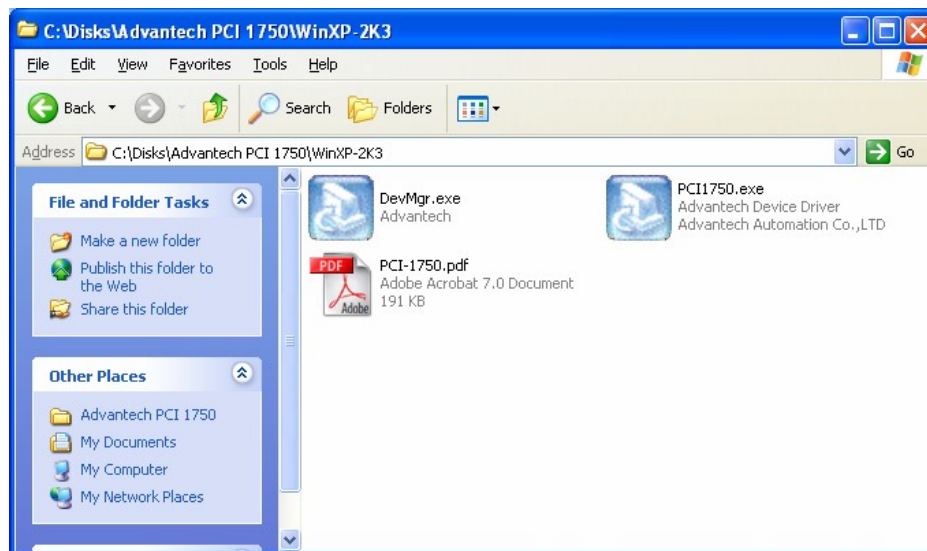
Finally, you may need to adjust the levels for the inputs and outputs. To adjust the output level, select from +4dB or -10dB on the main VU bar on the right. For the expected input level, change the settings for the "Analogue In" in the top left.



Appendix F – Installing A PCI 1750 Hardware I/O Card

Installing the PCI1750 is a little tricky which is why we have put together this quick reference guide. Basically you need to physically install the card first of all. When your PC boots up, Windows will automatically attempt to install the drivers. Cancel this process as Windows will not be able to do it.

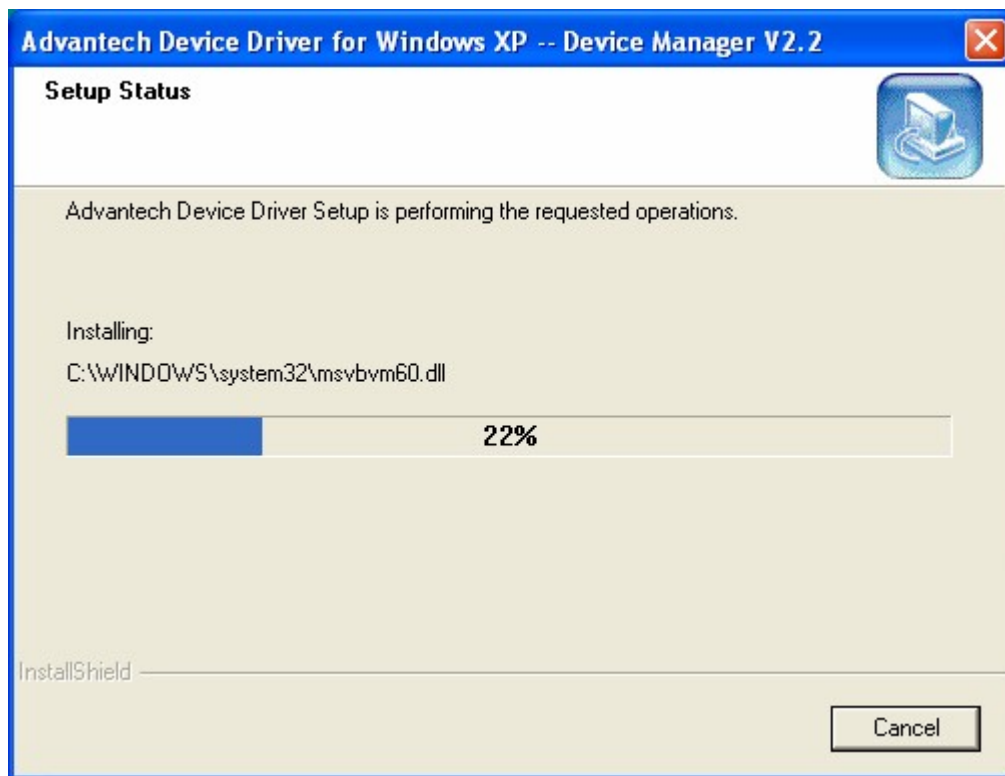
In order to install the PCI 1750 correctly on Windows XP you will need to have the Advantech Device Manager installer and the PCI1750 Driver installer which are available from the P Squared web site (http://support.psquared.net/products/drivers_utilities/default.htm) or possible from the disk supplied (but you should check the disk has the correct driver versions by visiting the link above).



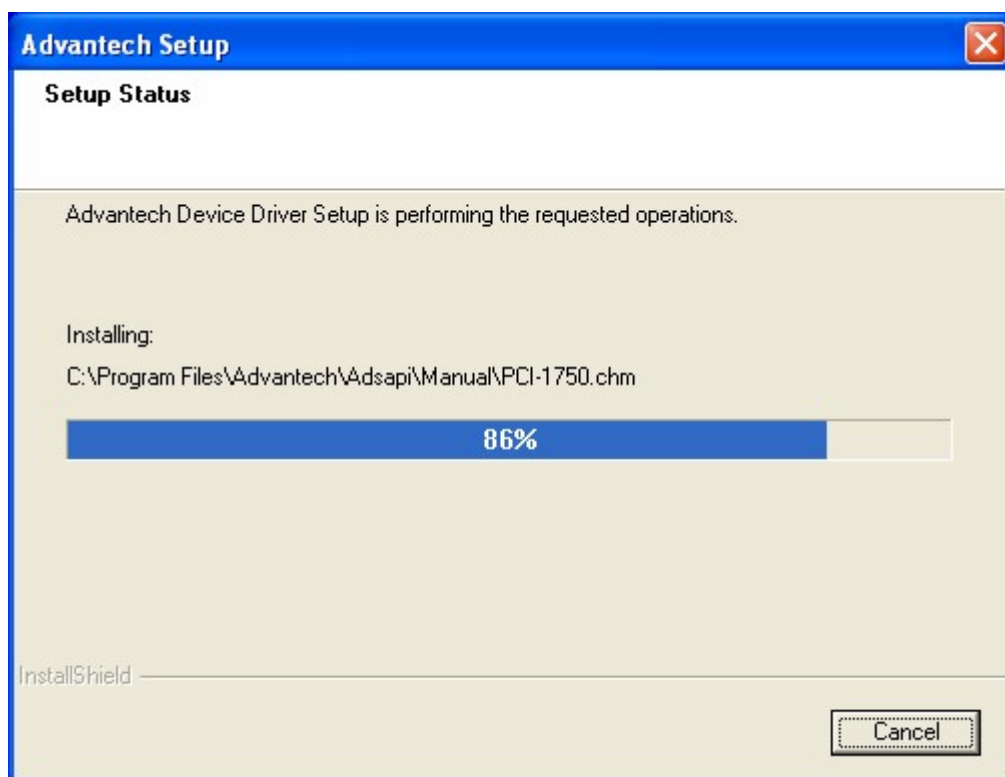
TIP: An up to date list of recommended drivers for use with P Squared products can be found at:

http://support.psquared.net/products/drivers_utilities/default.htm

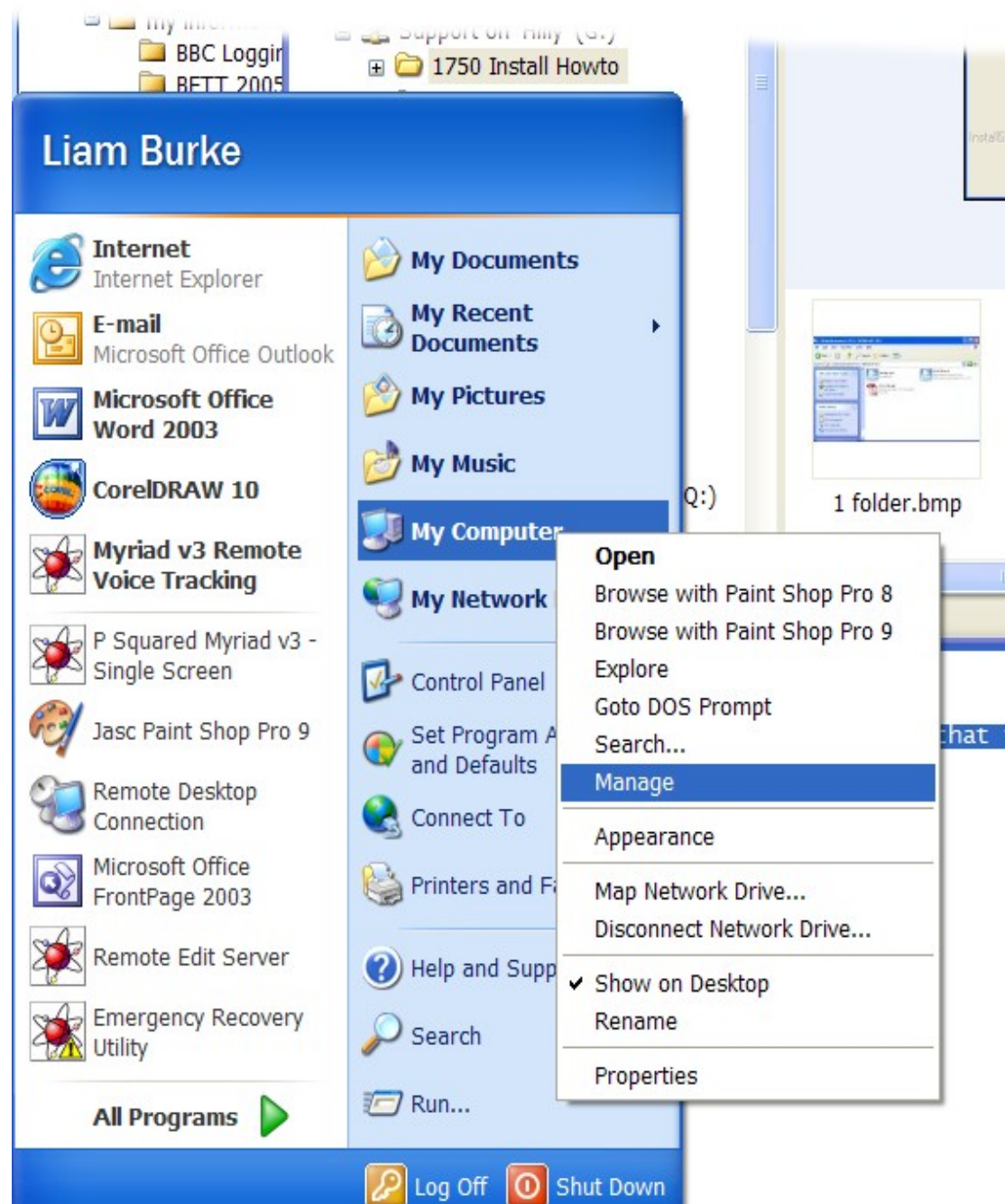
First run the Advantech Device Manager installer, following the on screen instruction which will walk you through the Device Manager installation process.



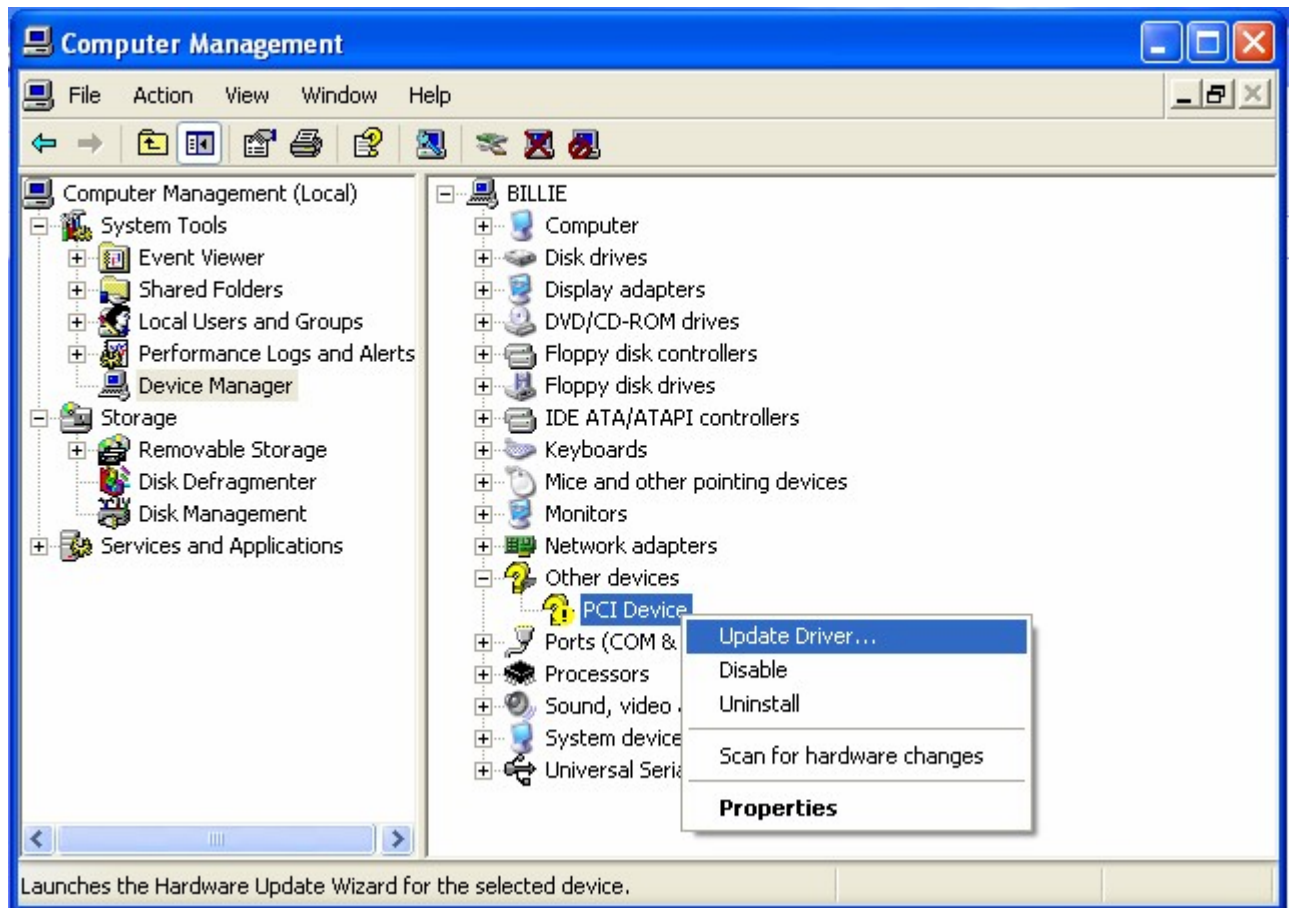
Once finished, run the PCI1750 Driver installer, again following on screen instructions.



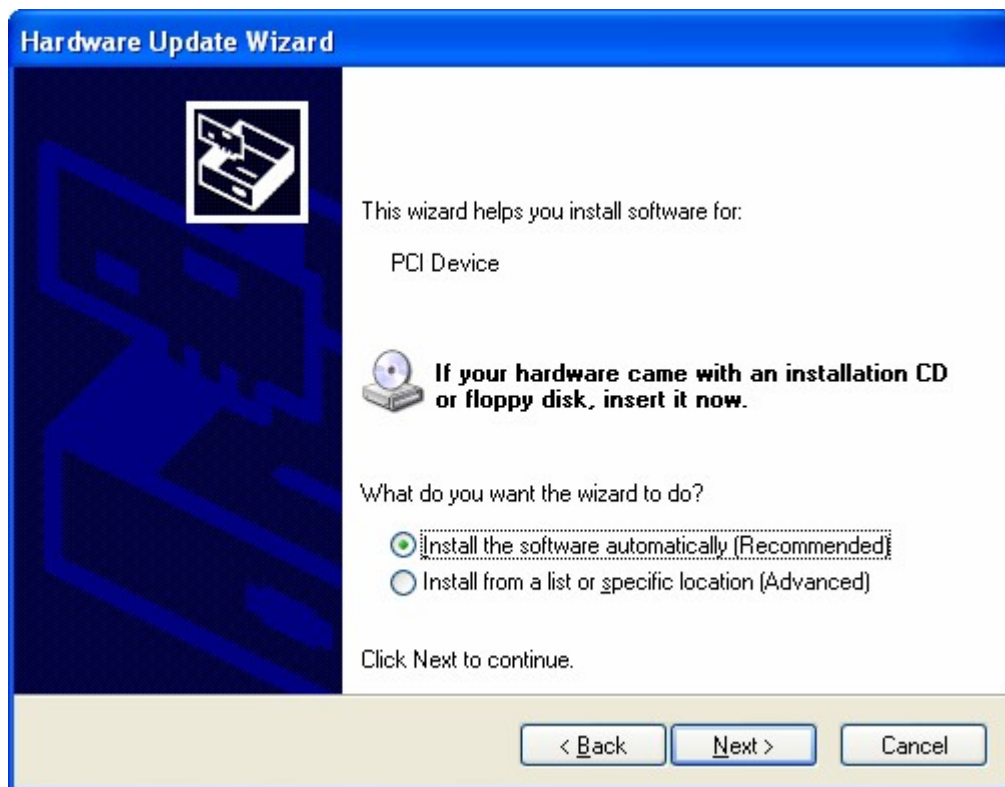
Once you have installed both of these items, you are ready to actually install the card. To do this, click on the Start button and then right click on My Computer and select Manage from the list of options.



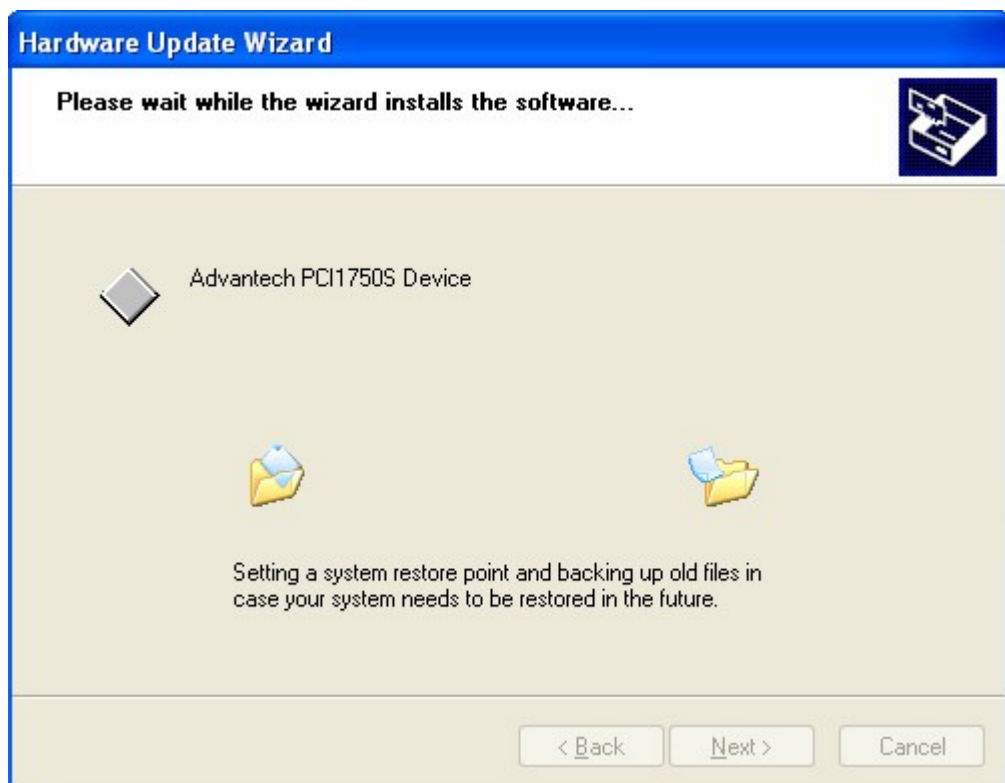
This will open the Computer Management window. Click on the Device option and you should see an 'Unknown PCI Device' listed, this should be the PCI1750. Right click on this item and select Update Driver from the right click menu.



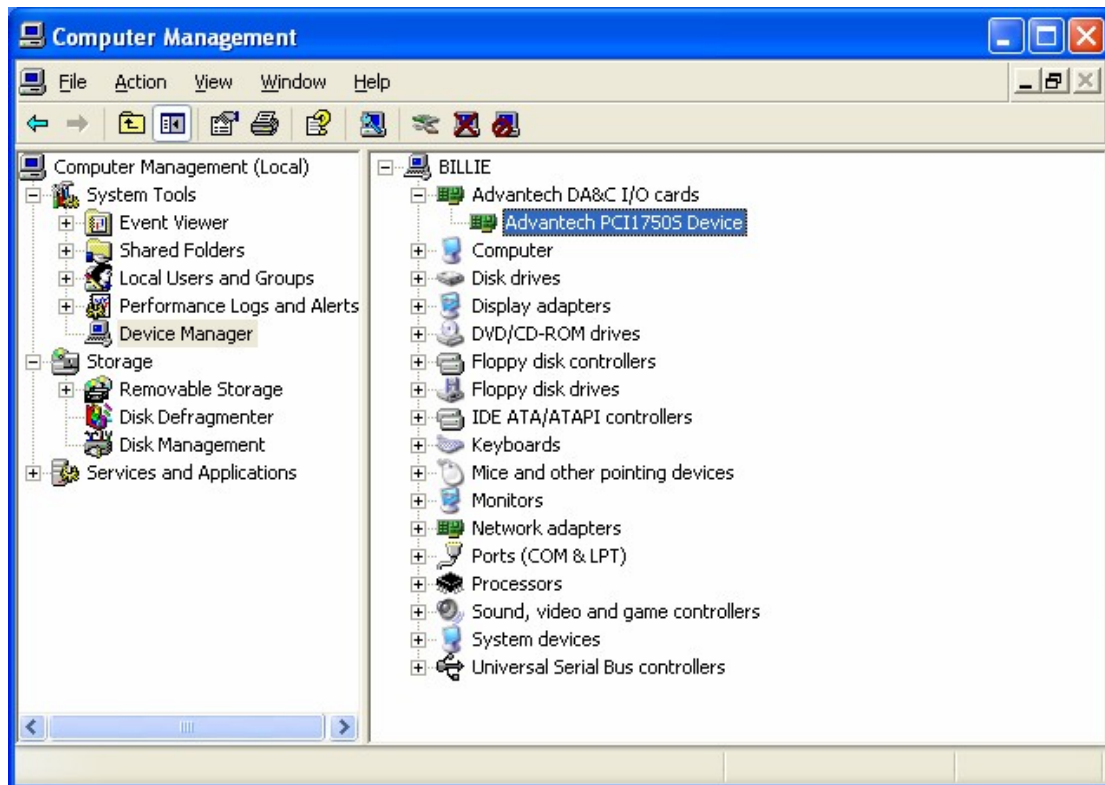
When prompted, select the 'Install The Software Automatically' option and then click on Next. Windows should now install the correct PCI1750 drives that we installed at the beginning of the installation process.



Windows should now install the drivers as normal.



After the driver install finishes, you should see the PCI1750 listed in the Device Manager under an Advantech section.



You should now be able to run Start > Programs > Advantech Automation > Device Manager > Advantech Device Manager to see that the card is installed and recognised.



That should be it. All you have to do now is configure Myriad to use the PCI1750 card in the normal way. This is covered in the Hardware Card Settings section of Chapter 8.

Appendix G – Myriad Keyboard Shortcuts Reference

The following table show a list of the keyboard shortcuts that are available in Myriad and when and where they apply.

NB: Many of these combinations may seem cumbersome but that is because unique combinations are needed for each function. Most of these combinations can be programmed on to the special Myriad keyboards to make life as easy as possible for the presenters.

| Keyboard Shortcuts | Description |
|---|---|
| • | • |
| • Global Keys | |
| • These keys no mater which section or window in Myriad is active or has focus. | |
| • | |
| • Number Keys 0-9 | • Instant Carts 1 – 10 |
| • <Shift> + Number Keys 0-9 | • Instant Carts 11 – 20 |
| • <Ctrl> + 1 | • Switch to the Audio Wall tab |
| • <Ctrl> + 2 | • Switch to the Instant Carts tab |
| • <Ctrl> + 3 | • Switch to the Database tab |
| • <Ctrl> + 4 | • Switch to the Log Screen tab |
| • <Ctrl> + 5 | • Switch to the SmoothEdit tab |
| • Pause/Break | • Toggle Log Playback Mode (the Power button on Log screen) |
| • <Ctrl>+<Insert> | • Record into highlighted cart on Audio Wall |
| • <Ctrl>+<Shift>+<Insert> | • Record into first available cart in personal area |
| • <Ctrl>+<Home> | • Jump 'Home' on the Log Display screen |
| • <Ctrl>+<Backspace> | • Toggle the Stop/Go at the end of the currently playing Log Item |
| • <Ctrl>+<Up> | • Scroll up the Station Log 1 item |
| • <Ctrl>+<Down> | • Scroll down the Station Log 1 item |
| • <Ctrl>+<PageUp> | • Scroll up the Station Log 1 page of items |
| • <Ctrl>+<PageDown> | • Scroll down the Station Log 1 page of items |
| • <Ctrl>+<Shift>+<PageUp> | • Scroll up to the previous hour start in the Scheduled Log |
| • <Ctrl>+<Shift>+<PageDown> | • Scroll down to the next hour start in the Scheduled Log |
| • <Ctrl>+<Space> | • If in SegEdit mode, do the highlighted action in the Segue Editor |
| • <Ctrl>+F | • Open/Close the Find window on the |

- <Ctrl>+J
 - <Ctrl>+L
 - <Ctrl>+Q
 - <Ctrl>+<Shift>+Q
 - <Ctrl>+<Shift>+<Alt>+Q
 - <Alt>+Q
 - <Ctrl>+S
 - <Ctrl>+U
 - <F1> to <F4>
 - <F5> to <F8>
 - <F9> to <F12>
 - <Shift>+<F1> to <F4>
 - <Shift>+<F5> to <F8>
 - <Shift>+<F5> to <F12>
 - <Ctrl>+<Shift>+<Up Cursor Key>
 - <Ctrl>+<Shift>+<Down Cursor Key>
 - <Ctrl>+<Shift>+<Left Cursor Key>
 - <Ctrl>+<Shift>+<Right Cursor Key>
 - Notes: The keys for each cart player are: Play, Pause, Cue, Eject - i.e. <F2> is the Pause key for Cart Player 1 and <Shift>+<F7> is the Cue key for Cart Player5.
 - Holding down the <Ctrl> key while pressing the Play key for a Cart Player rewinds that player by 5 seconds
 - Holding down the <Ctrl> key while pressing the Cue key for a Cart Player rewinds that player back to the start
 - Holding down the <Ctrl> key while pressing the Eject key for a Cart Player forward winds that player by 5 seconds
 - Holding down the <Alt> key while pressing the Play or Cue keys for a Cart Player will Play or cue the highlighted cart in the active window in that cart player, ejecting what is already in that player.
 - If you have less than 6 Cart Players, the controls for cart player 6 are used
- Audio Wall
- Open the Jump to Cart window for the Audio Wall
 - Play the highlighted cart on the Audio Wall
 - Starts the Next item in the Station Log ('Go')
 - Pre-Cue the next item in the Station Log
 - Preview the next item in the Station Log in the Preview Player
 - Display the Q-Audio Engine for the Station Log
 - Show/Hide the Segue Editor
 - Cue the highlighted cart on the Audio Wall in the first available player
 - Controls Cart Player 1 (See Notes below)
 - Controls Cart Player 2 (See Notes below)
 - Controls Cart Player 3 (See Notes below)
 - Controls Cart Player 4 (See Notes below)
 - Controls Cart Player 5 (See Notes below)
 - Controls Cart Player 6 / Cart Recorder (See Notes below)
 - Move highlight up one Cart on the Audio Wall.
 - Move highlight down one Cart on the Audio Wall.
 - Move highlight left one Cart on the Audio Wall.
 - Move highlight right one Cart on the Audio Wall.

for the Cart Recorder instead.

-
- <Shift>+<F9> • Start recording
- <Shift>+<F10> • Pause recording
- <Shift>+<F12> • Stop recording and prompt for further action
- <Shift>+<Ctrl>+<F12> • Stop and save the current recording immediately
- <Shift>+<Alt>+<F12> • Stop and abandon the current recording
-
-
- **Audio Wall Only Keys**
- These keys only apply to the Audio Wall screen when it is active or has focus.
-
- <A> • Add the highlighted item to the Pad
- <C> • Copy the highlighted item to another Cart
- <Ctrl>+E • Export the highlighted Cart to a WAV File
- <Ctrl>+<Shift>+E • Export the highlighted Cart to a Transport File
- <Ctrl>+H • Play the hook of the highlighted Cart in the Hook Player
- <Ctrl>+<Shift>+H • Cue the hook of the highlighted Cart in the Hook Player
- <Ctrl>+I • Import a WAV File into the highlighted Cart
- <Alt>+I • Display extended information about the highlighted Cart
- <M> • Move the highlighted item to another Cart
- <Insert> • Edit the highlighted Cart
- <Ctrl>+<Insert> • Record into the highlighted Cart
- <Ctrl>+<Delete> • Delete the highlighted Cart
- <Return>/<Enter> • Cue the highlighted item in the first available player
-
-
- **Log Screen**
- These keys apply only when the Log screen is active and has focus.
-
- <Space> • In SegEdit mode, do the highlighted action in the Segue Editor
- • In normal mode, Starts the next item in the Station Log (Go)
- <Home> • Jumps 'Home'
- <Delete> • Soft Deletes/Restores the highlighted log item

-
- **SmoothEdit Display keys**
- These keys only apply when the SmoothEdit screen is active and has focus.
-
- <Ctrl>+C
 - Copies the selected audio/text to the clipboard
- <Ctrl>+V
 - Pastes the audio/text from the clipboard
- <Ctrl>+X
 - Cuts the selected audio/text to the clipboard
- <Delete>
 - Deletes the selected audio/text
- <Left>
 - Rewinds the audio by 1 second
- <Ctrl>+<Left>
 - Rewinds the audio by 1/4 of a second
- <Shift>+<Left>
 - Rewinds the audio by 5 seconds
- <Right>
 - Forward winds the audio by 1 second
- <Ctrl>+<Right>
 - Forward winds the audio by 1/4 of a second
- <Shift>+<Right>
 - Forward winds the audio by 5 seconds
- <Insert>
 - Edit the audio with an external audio editor
- <Space>
 - Starts/Stops the audio playing
 - Note: This only works when the waveform editor has 'focus'

Please note that when you have configured Myriad to operate in Limited Myriad v2 Keyboard Support mode, some of the keyboard shortcuts outlined above are replaced with the keyboard shortcuts from Myriad v2.

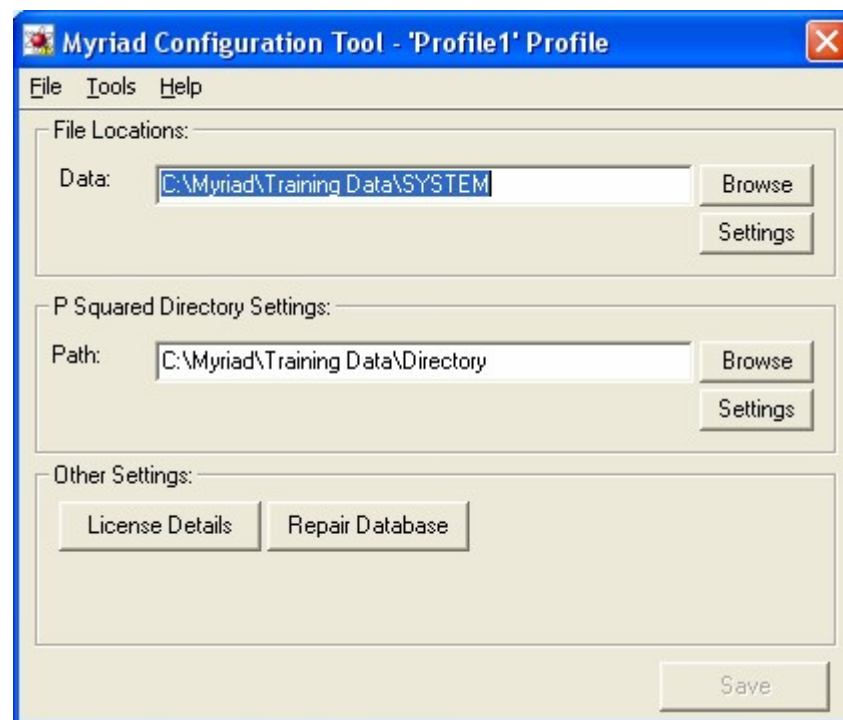
Appendix H – The Emergency Recovery Utility

CAUTION: The Emergency Recovery Utility should only be used in an emergency (hence the name). The Emergency Recovery Utility (ERU) allows you to alter Myriad's settings without actually being able to run Myriad. Unlike previous versions of Myriad, Myriad v3 does not have a separate configuration tool but rather, the settings are available via the Settings menu. This means that for the first time, you can control who has access to the settings on a per User basis. The problem is that if you had a problem such as a corrupted Windows registry then you may get in to the situation where Myriad will not actual run and you can not reconfigure it because it has to be running before you can change the settings.

In this situation, your only recourse is to use the ERU to reconfigure Myriad to get it in a position where Myriad will run again.

The reason that you should not run the ERU unless you have to is that when Myriad changes settings, it does so in such a way that is will not cause a problem to the system. The ERU on the other hand, is designed to force the changes to the settings so using it should be a last resort.

The other reason that the function of the ERU should not be widely known in your station is that it offers access to the Myriad Settings without the need to have the correct User level of access.



The Functions of the ERU

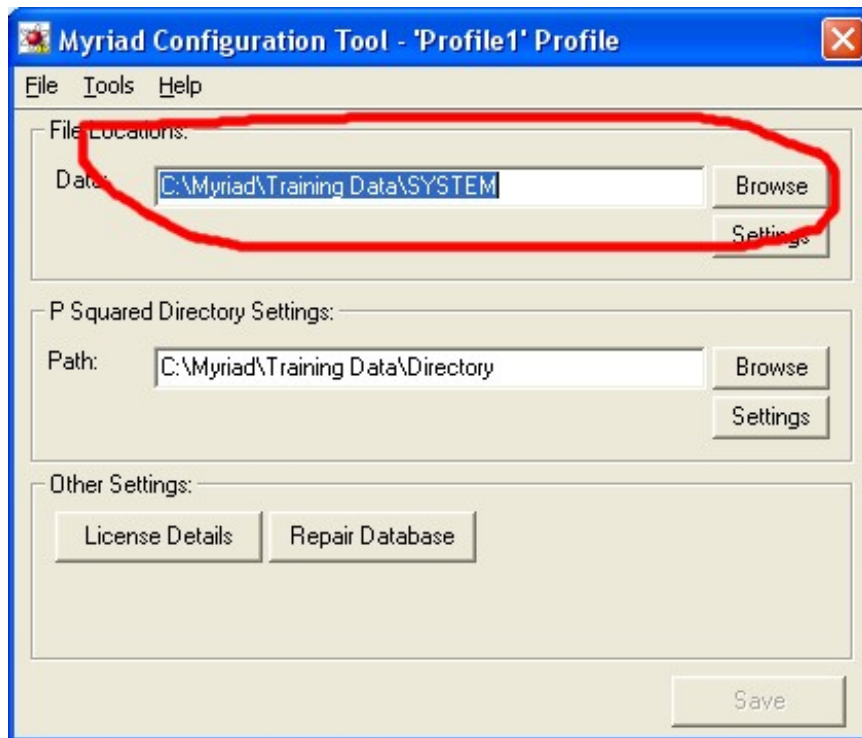
The ERU allows you to perform a number of tasks and alter a number of key settings in Myriad. The primary functions of the ERU are listed below.

- **Change The Myriad Data Locations** – You can alter the folder location of the core data Myriad Data Location. This folder is used to store all the databases and data files that Myriad uses.
- **Change The P Squared Directory Location** – Allows you to change the location of the P Squared Directory database file which contains all the User information about the Users of your system including access rights etc.
- **License Details** – Allows you to update or renew your Myriad license code even if you are not able to run Myriad.
- **Repair Database** – The Repair Database function does two things, firstly it will repair a database that has been damaged or corrupted in some way. The second function is to compact a database which effectively removes 'holes' in the data tables which can reduce the size of your database and also speed up database oriented operations.
- **Access The Myriad Settings Window** – This provides access to the Myriad Settings window which offers a diverse range of configuration options relating to Myriad as a whole. The function of the Myriad Settings window is covered in depth in Chapter 8.
- **Access To The P Squared Directory Settings Window** – Provides a number of Directory related settings for Myriad. These settings are covered in detail in the Directory Settings section of Chapter 8.

In the next section, we will review how to use the ERU to perform the most likely tasks you will be called upon to do. We will not cover the function of the settings available on the Myriad Settings or Directory Settings window as these are covered in detail in the main documentation.

Changing the Myriad Data Location

To change the Myriad Data Location, you can either type in the new folder location in to the Path box or click on the Browse button and use the Choose Folder window to browse to the location you wish to use.

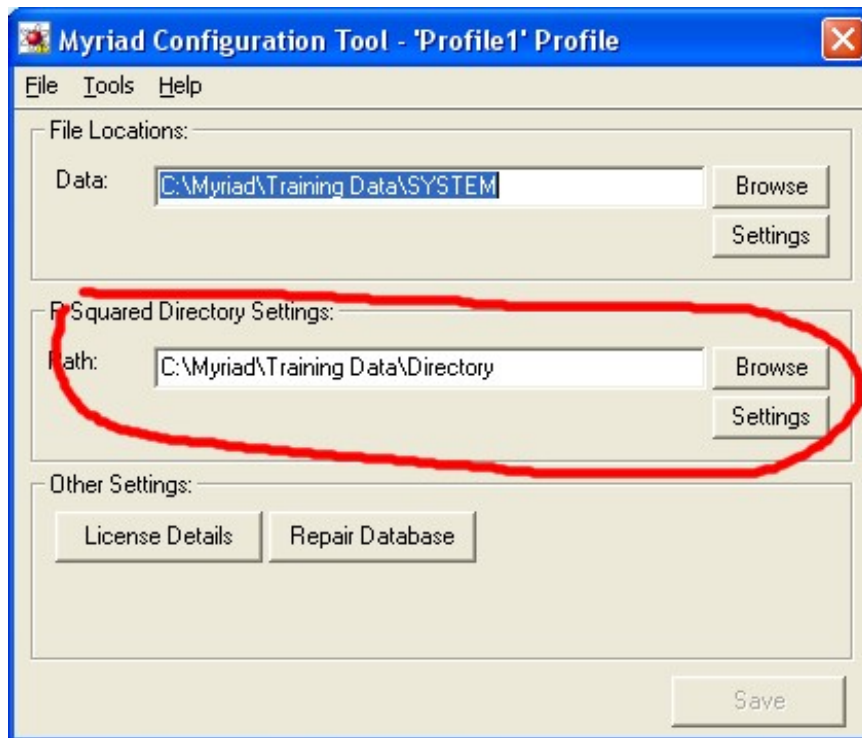


You can also alter the Myriad Settings via the Myriad Settings window by clicking on the Settings button in the File Locations section.

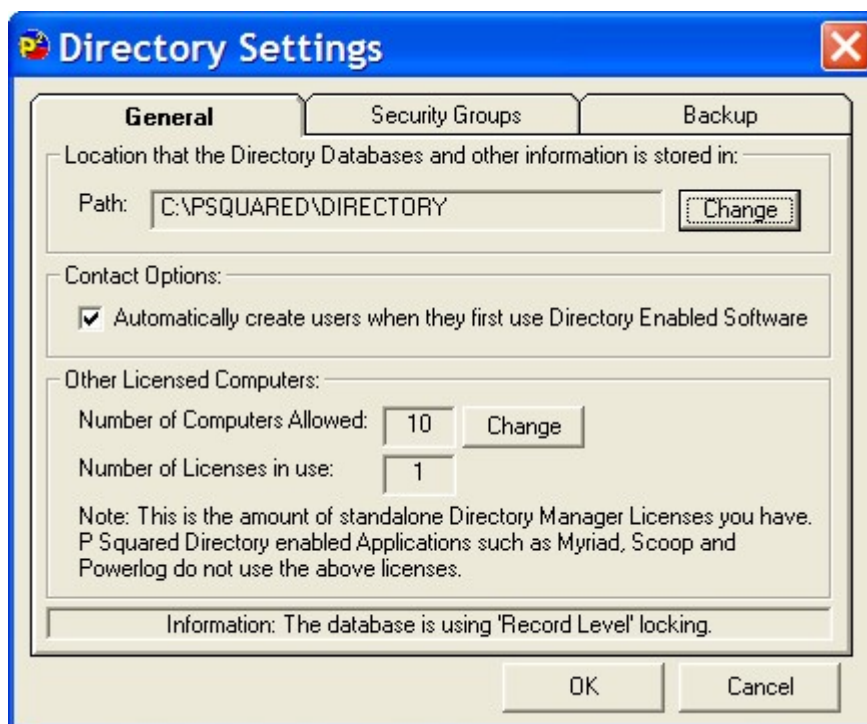
For details on the Myriad Data Locations, please refer to the Settings Menu > Myriad Settings > Data Locations tab section in Chapter 8.

Change the P Squared Directory Location

You can alter the location of the P Squared Directory database by either typing in to the Path box or by clicking on the Browse button and then using the Choose Folder window to browse to the location you want to use.



You can also access the P Squared Directory Settings window by clicking on the Settings button in this section. The configuration options on the Directory Settings window are covered in the Directory Settings section of Chapter 8.



Updating License Details

The License Details button in the Other Settings section offers access to the P Squared Product License Wizard which is used to initially enter the License Code for your P Squared product (Myriad in this case) and to periodically enter license updates that are issued as part of P Squareds ongoing anti-piracy measures.

To launch the License Wizard, click on the License Details button.

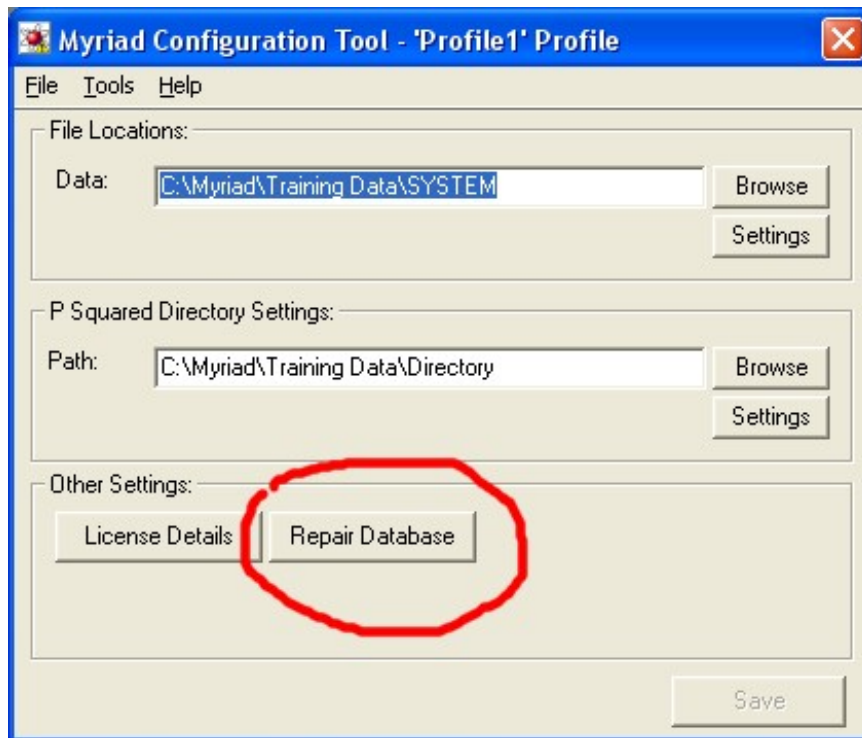


The screenshot shows a Windows-style dialog box titled "P Squared Licensing Wizard - Current License Det...". The main heading is "Current License Details" with a subtitle "Displays the information about any existing License Code". A small icon of a document with a checkmark is in the top right. The dialog contains three text boxes: the first shows "06 April 2006 11:04" under the label "Your current License Code was entered:", the second shows "05 July 2006" under the label "Your current License Code Expires:", and the third is a button labeled "Click here to 'Release' this License" under the label "If you want to 'release' this License so you can use it on another computer:". At the bottom, there is a note: "You only need to add a new License Code if you are near your expiry date. If not, press cancel to exit this wizard." and three buttons: "< Back", "Next", and "Cancel".

For details on the P Squared License Wizard and how to update your License Code, please refer to the Licensing Myriad section in Chapter 1 or Appendix I – The License Wizard.

Repair Database

The Repair Database button on the ERU is used to the access the Repair / Compact Database function for repairing damaged or corrupted Myriad databases.



As a general rule, Myriad maintains its own databases, check each database as it starts up and alerting you to any potential problems. That said, things can happen and if you every start Myriad to discover an error saying 'Database Format Not Recognised' then the chances are that the database in question has been damaged or corrupted in some way and Myriad is no longer able to access it.

First – Don't panic!

The Repair Database option on the ERU is designed to help you out in exactly this situation, but first, take a copy of the database that you are going to repair. This may seem odd but having a backup of a damaged database is better than having no database and P Squared engineers may be able to recover it if all else is lost.

There are two databases in Myriad v3 that you may have to repair, they are the Station Database and the P Squared Directory Database. The default location for each database is shown below but keep in mind that the location of these databases is a configuration option so your system may be configured differently.

Database: Station Database - (previously known as Q-NXT)
Default Folder: D:\Myriad\System\Schedule
Default File Name: Myriad3.mdb

Assuming your Myriad Data Location is set to D:\Myriad\System (see Settings Menu > Myriad Settings > Data Location

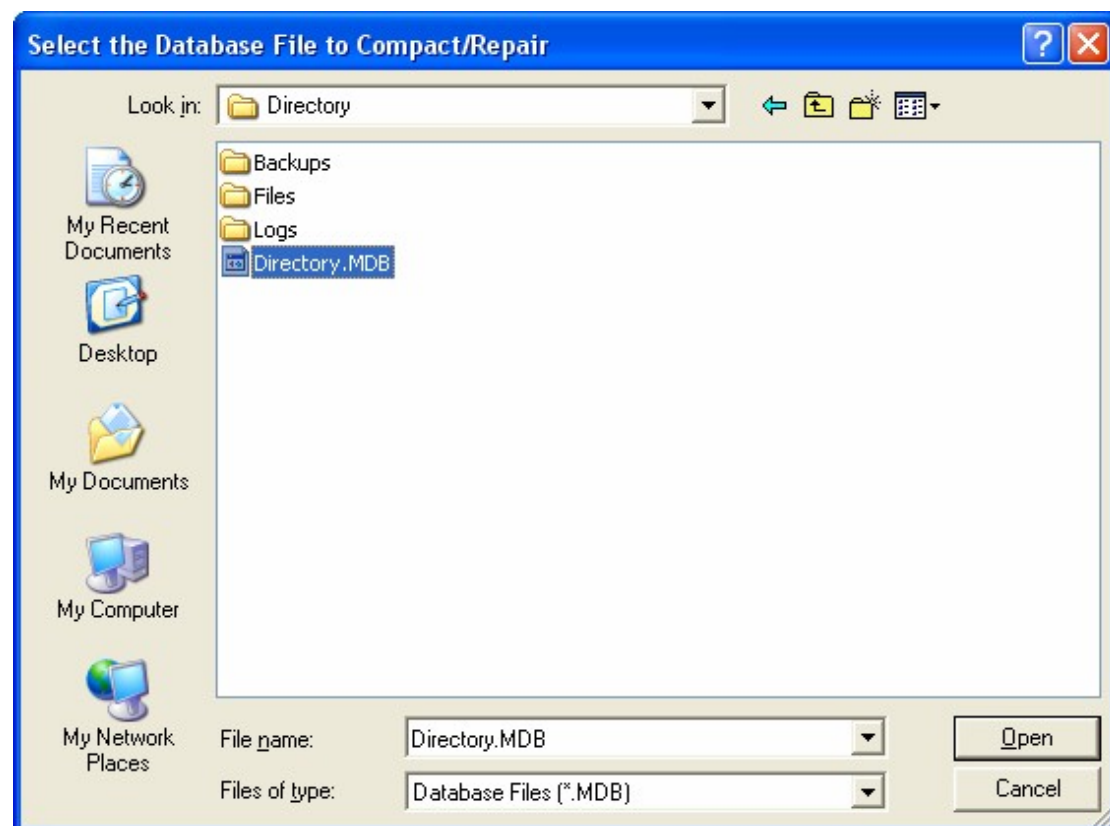
Database: P Squared Contacts and Users Directory (previously Users)
Default Folder: D:\Directory
Default File Name: Directory.mdb

Assuming your P Squared Directory Location is set to D:\Directory (see Settings Menu > P Squared Directory Settings > Path)

To take a backup of either of these files, use My Computer to browse to the appropriate location and then simply copy the .MDB file to a backup location just in case something goes wrong.

Before clicking on the Repair Database button you need to **QUIT MYRIAD ON ALL PCs** and if you are repairing a P Squared Directory Database you will also need to quit Scoop Edit, Scoop Playout, Scoop Capture & PowerLog Client (but not PowerLog Capture) as they also all use the Directory Database. This is essential as the database will not be repairable while an application is still using it and it may further damage the database you are trying to repair.

Once you have clicked on the Repair Database button and confirmed that you wish to proceed, use the Browse For File window to browse to the location of the database that you want to repair. Once the database you want to repair is selected, click on the Open button.



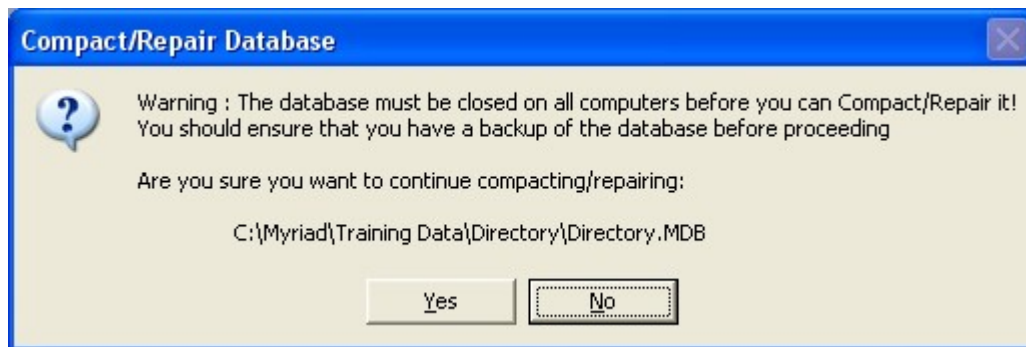
In this example, we will be repairing the P Squared Directory database.

You will be asked to confirm that you want to repair / compact the selected database.



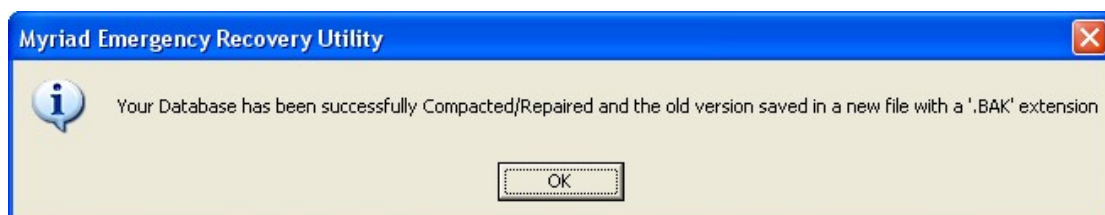
Click on Yes to continue.

You will next get a warning that applications that use the database must not be running on any PC in the building. Remember that the P Squared Directory is also used by Scoop, AutoTrack, AutoTrack Pro and Powerlog Client so they will all have to be shut down also.



Click on the Yes button to proceed.

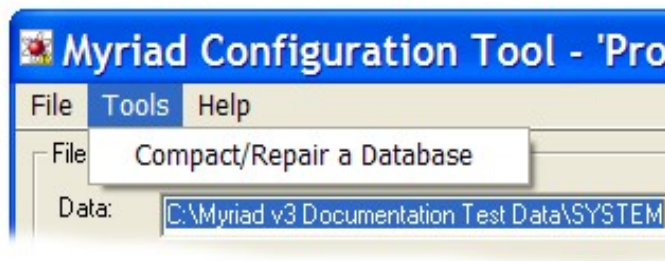
Myriad will then compact and repair the selected database. This can take anything from a couple of seconds to several minutes during which time the computer may appear to have stopped responding. Please be patient as Myriad will inform you when process has been completed.



Myriad will also create it's own backup which you can delete later when you are happy that everything is OK but it is better to have your own backup anyway.

If Myriad reports a problem with this process then the best thing to do is contact P Squared Technical Support (support@psquared.net) as soon as possible.

Please note that the Repair Database function is also available via the Compact / Repair A Database option on the ERU's Tools menu.



For a more details 'walk through' on how to use the Repair Database function, please refer to the 'Myriad Is Showing A Databases Format Not Recognised Error On Startup' section in the Trouble Shooting section of this manual.

The File Menu

The File Menu allows you to save the changes you have made to your Myriad settings as well as exit the ERU.

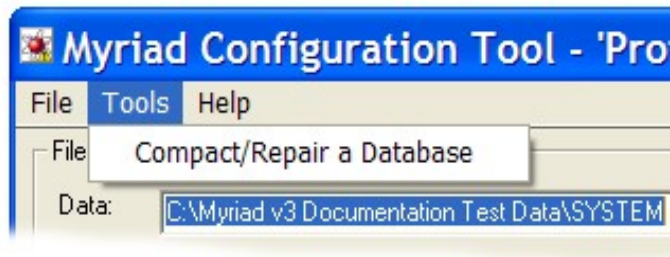


The options are:

- **Save Settings** – Saves the changes you have made to your Myriad Settings without quitting the ERU.
- **Exit** – Closes the ERU without saving the changes you have made.

The Tools Menu

The Tools Menu provides access to the Compact / Repair Database functions outlined above.



The Help Menu

This provides access to the About screen which shows you the exact version number of the Myriad software that you are using.

Appendix I – The License Wizard

Although this procedure has been covered in Chapter 1 of the main Myriad Manual, we will review the procedure here to act as a quick reference for future use.

Myriad v3 uses an advanced licensing system to prevent software piracy and to safeguard the future of Myriad™ and other P Squared Ltd products.

The advanced licensing procedure generates a special code (called a PSQUISH) that is unique to your computer. The first time that you activate Myriad you will need to provide this code to P Squared Ltd in order to complete the licensing process. Subsequent codes can be obtained automatically (assuming you have web access) but you may have to contact P Squared Ltd periodically in the future.

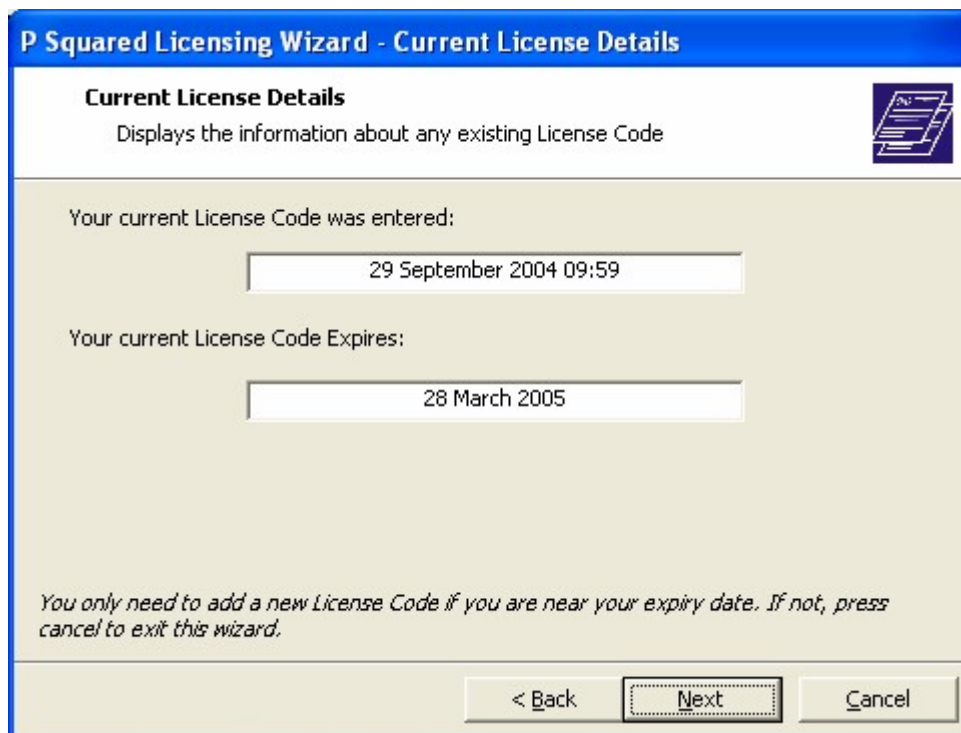
Manually Obtaining a License Code

The standard licensing procedure for manually obtaining a license code is:

1. Select the License Code option from the Tools menu. The License Wizard will run automatically the first time that you run Myriad or if you run Myriad once your license has expired.
2. If this is the first time that you have licensed Myriad or you have not ticked the option to skip the introduction screen the last time you entered a license code, the introduction screen will be displayed.



3. Read the screen and then tick the “Skip this screen in the future” option unless you want to read this introduction each time. Then click on Next.
4. You will then see a summary of the current license status of Myriad. In the example below, you can see that we currently have a valid license that is not due to expire until March 2005. If you are entering a license for the first time then this information will be blank. If you wish to proceed, click on the Next button.



5. If you do not need to license Myriad, the License Wizard will warn you before you proceed to the next screen, if you want to proceed anyway then click on OK.
6. The next phase is to enter your registration details. You will only have to do this the first time; the information will be loaded automatically on subsequent license procedures

The first thing that you have to enter is your P-SQUID or P Squared Unique ID which is your P Squared unique customer ID and will be provided by P Squared. Your P-SQUID will be at the top of all quotes, or purchase orders that you receive from P Squared and should be quoted whenever you contact P Squared. To enter or alter your P-SQUID, click on the Change button and type in the new P-SQUID

The screenshot shows a software window titled "P Squared Licensing Wizard - P-SQUID and Personal Details". The window has a blue header bar with the title. Below the header, the main area is titled "P-SQUID and Personal Details" and contains the subtitle "Details about your Company/Station as well as your Contact Details". There is a small icon of a document with a magnifying glass in the top right corner. The main content area is divided into two sections. The first section is titled "Your 'P-SQUID' is used to uniquely identify your Company/Station by P Squared" and contains a text field with the value "PSQUARED" and a "Change" button. The second section is titled "You need to give your Contact Details to confirm your identity" and contains a text box with the following information: "Contact Name: Liam Burke", "Company: P Squared Ltd", "Address: Victoria House, 82 Beverley , Hull, HU3 1YD", "email: liamb@psquared.net", and "Telephone: 01482 383700". There is a "Change" button to the right of this text box. At the bottom of the window, there is a navigation bar with three buttons: "< Back", "Next", and "Cancel". The "Next" button is highlighted with a dashed border.

P Squared Licensing Wizard - P-SQUID and Personal Details

P-SQUID and Personal Details
Details about your Company/Station as well as your Contact Details

Your 'P-SQUID' is used to uniquely identify your Company/Station by P Squared

Your P-SQUID:

You need to give your Contact Details to confirm your identity

Contact Name: Liam Burke
Company: P Squared Ltd
Address: Victoria House, 82 Beverley , Hull, HU3 1YD
email: liamb@psquared.net
Telephone: 01482 383700

You can think of your P-SQUID as your 'Account Number' with P Squared - as well as Licensing, it is used for everything from Quotes to Invoices, as well as Technical Support.

< Back Cancel

Next add in your contact details by clicking on the Change button by the contacts summary window.

P Squared Support (Personal Details)

The following information will be used to process your Support and Licensing requests. This information is held completely confidentially, and will not be disclosed to any third parties.

OK Cancel

Contact Name:
Liam Burke

Company Name (optional):
P Squared Ltd

Address (optional):
Victoria House
82 Beverley
Hull
HU3 1YD

Email Address:
liamb@psquared.net

Telephone number (optional):
01482 383700

● = REQUIRED FIELD


You are required to enter your name and a valid email address; these details will be used when processing requests for 'online' license renewals in the future. You may also fill in the additional information if you wish. Once you have finished, click on OK to return to the main wizard and then click on Next to move on to the next step.

7. The next step in the license wizard allows you to enter the License Name and Features Code for the product. Both of these will be provided by P Squared with the purchased product or we can give you the details over the phone.



P Squared Licensing Wizard - License Details

License Details
Confirm the 'License Name' and the 'Features' you have purchased.

Enter your 'License Name' exactly as supplied by P Squared and then click "Set"

License Name: 


Enter your 'Features Code' exactly as supplied by P Squared and then click "Set"

Features Code:  

*This code allows: Standard audio editing facilities
as well as editing of other related
information such as titles and timing*

*If you need to change your 'License Name' or 'Features Code', P Squared will need to issue
you a new License Certificate and 'License Code'. After you entered the 'License Name' and
'Features code', click the respective "Set" buttons to store the details.*


Type in the License Name exactly as it is give to you by P Squared and then click on the Set button. Repeat the same procedure for the Features Code.

NB: It is possible to obtain a Features Code 'online' by clicking on the  button. When you select this option, the progress of the 'online' Features Code generation is shown on screen and if a code is successfully generated, it will be added to the Wizard window. Please note that this option will generally only be available to existing customers who have licensed Myriad previously.



P Squared Licensing Wizard - License Details

License Details
Confirm the 'License Name' and the 'Features' you have purchased.

Enter your 'License Name' exactly as supplied by P Squared and then click "Set"

License Name: 

Enter your 'Features Code' exactly as supplied by P Squared and then click "Set"

Features Code:  

This code allows: Standard audio editing facilities

If you need to change your 'License Name' or 'Features Code', P Squared will need to issue you a new License Certificate and 'License Code'. After you entered the 'License Name' and 'Features code,' click the respective "Set" buttons to store the details.

< Back Cancel

Once the License Name and Features Code have been set, you can alter them by clicking on the appropriate Change button. If you are happy, however, click on Next to proceed.

8. The next screen allows you to choose the method that you want to use to obtain your Myriad license code.

P Squared Licensing Wizard - License Method

License Method
Select the licensing method to use

☐ **Manually enter a new License Code**
Displays the current 'P-SQUISH' and allows you to manually enter a new License Code.

☒ **Obtain a License Code Online**
Automatically get a new License Code online from a P Squared Licensing Server.

☐ **E-mail a License Code Request**
Send an e-mail to P Squared Licensing with all the necessary information.

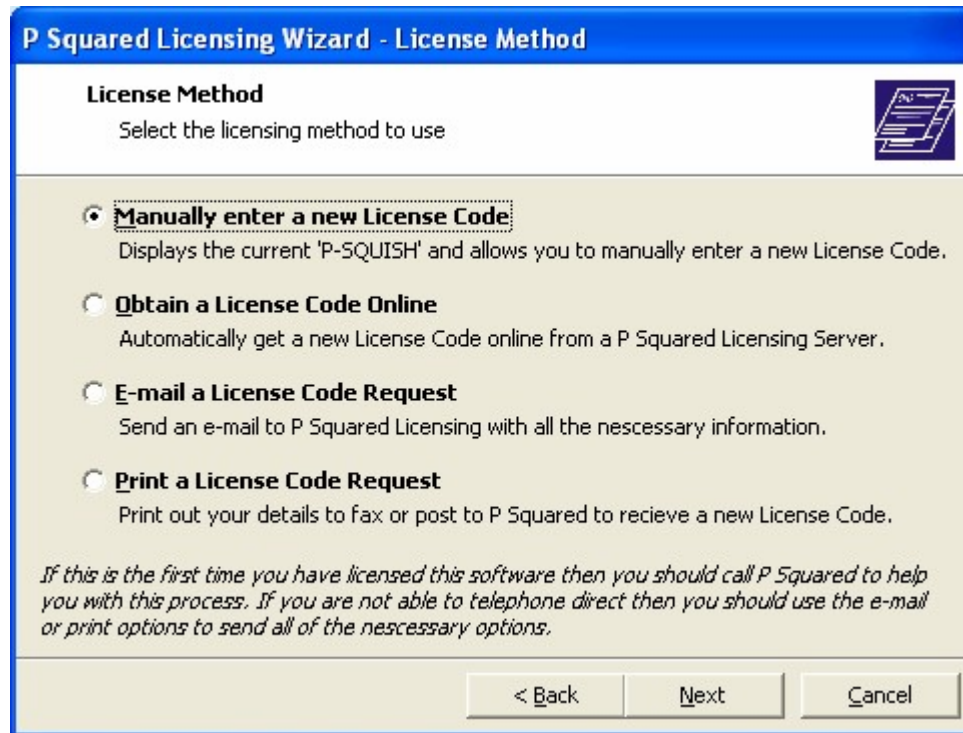
☐ **Print a License Code Request**
Print out your details to fax or post to P Squared to receive a new License Code.

If this is the first time you have licensed this software then you should call P Squared to help you with this process. If you are not able to telephone direct then you should use the e-mail or print options to send all of the necessary options.

< Back Cancel

Each option is explained on screen as you can see from the image above.

In this case, let's assume that we want to manually enter the code and we intend to phone P Squared to give them details needed to activate the product. Select 'Manually Enter A New License Code' and then click on Next.




9. The next screen displays the P-SQUISH code which is a unique code that is used to generate your Myriad license. The P-SQUISH is unique to your contact, details, the PC you are working on and the time and date that you generate it.

P Squared Licensing Wizard - Enter a License Code

Enter a License Code
 Gives the current 'P-SQUISH' and allows you to enter a new 'License Code'


To prevent anyone being able to take a copy of your software and use it illegally, P Squared uses a custom designed licensing system. Below you will see your "P-SQUISH" which is a unique sequence of characters that can only come from this computer. P Squared will provide a matching 'License Code' that will only work with this 'P-SQUISH'

P Squared Unique Individual Serial Hash (P-SQUISH):

XXXX XXXX XXXX XXXX XX 

This P-SQUISH is only valid until: 09 October 2004

New License Code:



The P-SQUISH above is time-dependent and it is important that you contact P Squared Licensing before it expires or they will be unable to issue you a compatible 'License Code'

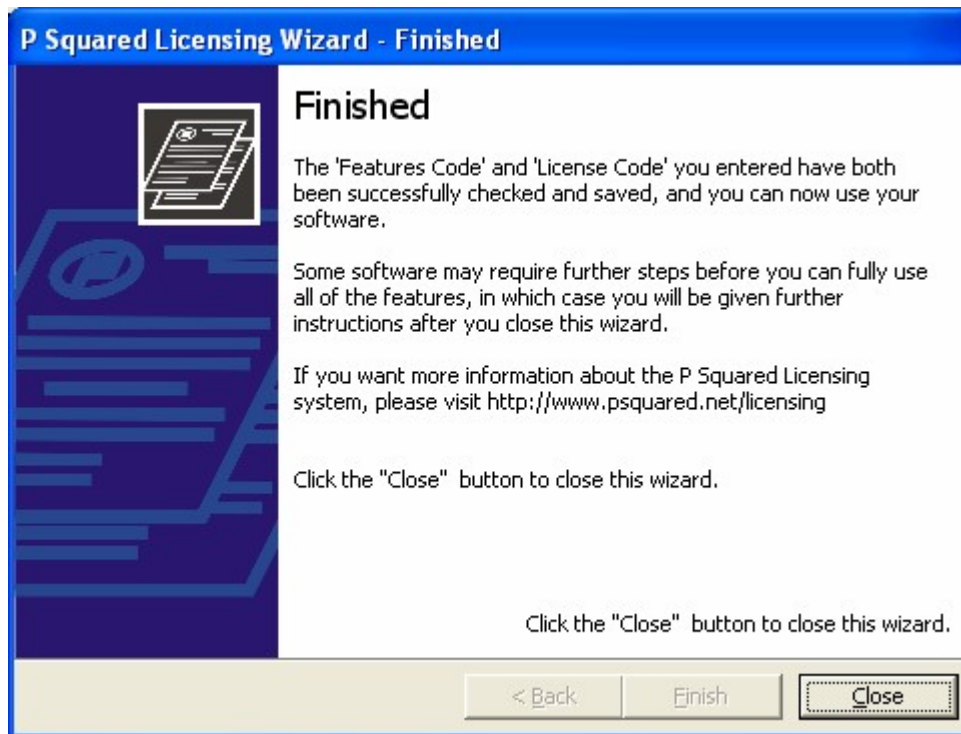
< Back Finish Cancel

The P-SQUISH is only valid for a few days so you should contact P Squared as soon as possible to let them have your P-SQUISH code. You can do this be either:

- Telephoning: +44 1482 383700
- Emailing: licenses@psquared.net
- Faxing To: +44 1482 383701

Once P Squared have a valid P-SQUISH code, they will then provide you with a License Code that you need to type in to the New License Code part of the screen before finally hitting Finish.

10. Clicking on Finish will end the licensing process. A short summary screen will be displayed before you can proceed on to using Myriad.



Automatically Obtaining a License Code

In general, the first license code that you receive will have to be processed manually but once all your details are registered with P Square, subsequent licenses can be obtained 'online' without the need to contact us. This means that you can renew your license at your convenience providing that your PC has a web connection.

To obtain a license code 'online', follow these steps.

1. Select the License Code option from the Tools menu.
2. The introduction screen is usually skipped when renewing a license. In this case, the first screen you will see is the Current License Details screen which shows you when the current license was entered and when it is going to expire.

P Squared Licensing Wizard - Current License Details

Current License Details
Displays the information about any existing License Code

Your current License Code was entered:

05 October 2004 12:54

Your current License Code Expires:

28 December 2004

You only need to add a new License Code if you are near your expiry date. If not, press cancel to exit this wizard.

< Back Next Cancel

- Click on Next to move on to the P-SQUID and Personal Details screen. You only need to alter the information on this screen if it has changed. If not, click on Next to move on to the next screen.

P Squared Licensing Wizard - P-SQUID and Personal Details

P-SQUID and Personal Details
Details about your Company/Station as well as your Contact Details

Your 'P-SQUID' is used to uniquely identify your Company/Station by P Squared

Your P-SQUID: PSQUARED Change

You need to give your Contact Details to confirm your identity

Contact Name: Liam Burke
Company: P Squared Ltd
Address: Victoria House, 82 Beverley , Hull, HU3 1YD
email: liamb@psquared.net
Telephone: 01482 383700

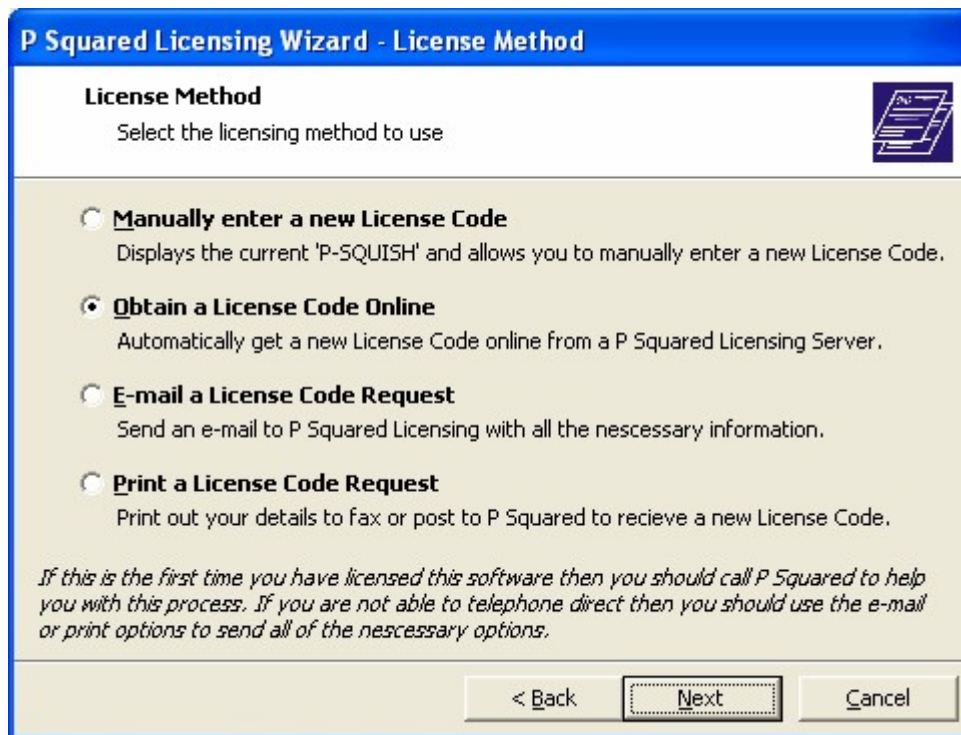
Change

You can think of your P-SQUID as your 'Account Number' with P Squared - as well as Licensing, it is used for everything from Quotes to Invoices, as well as Technical Support.

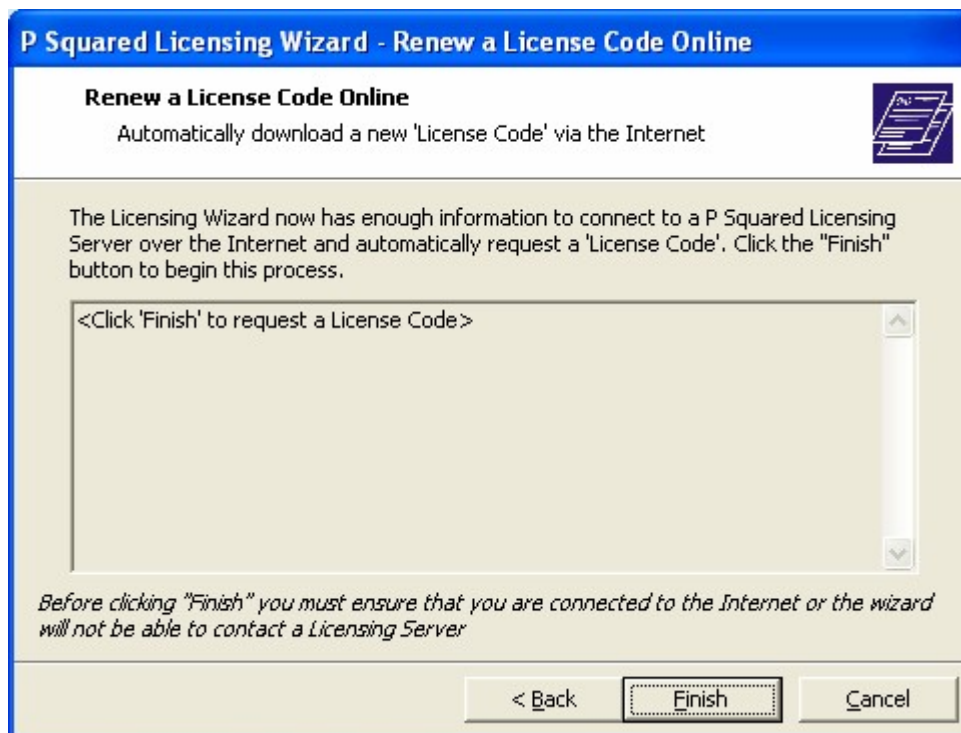
< Back Next Cancel

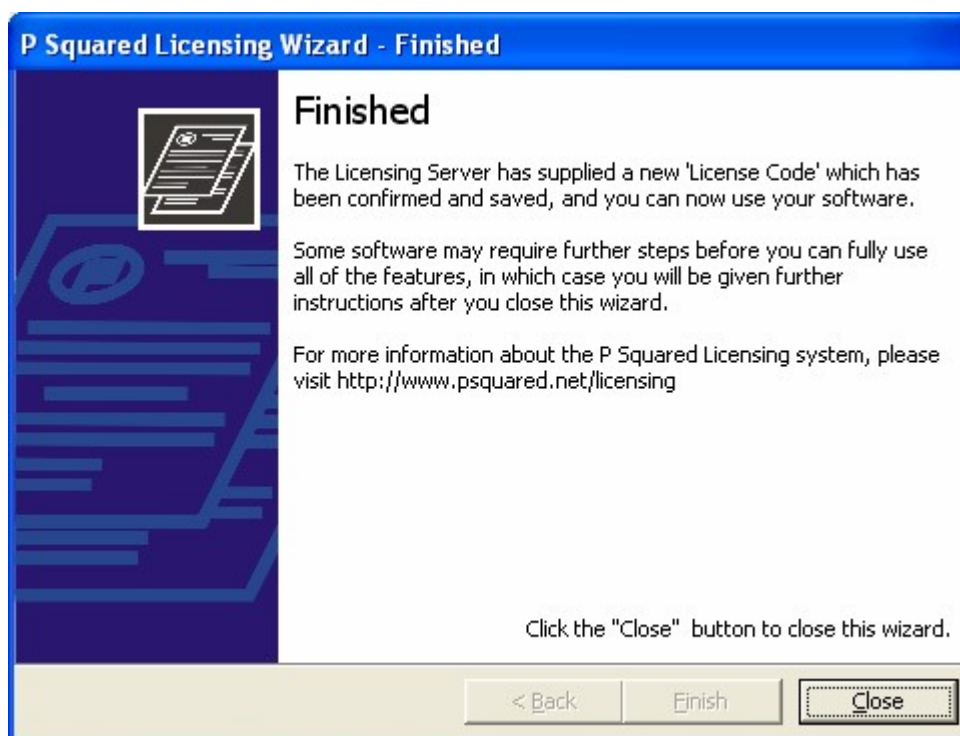
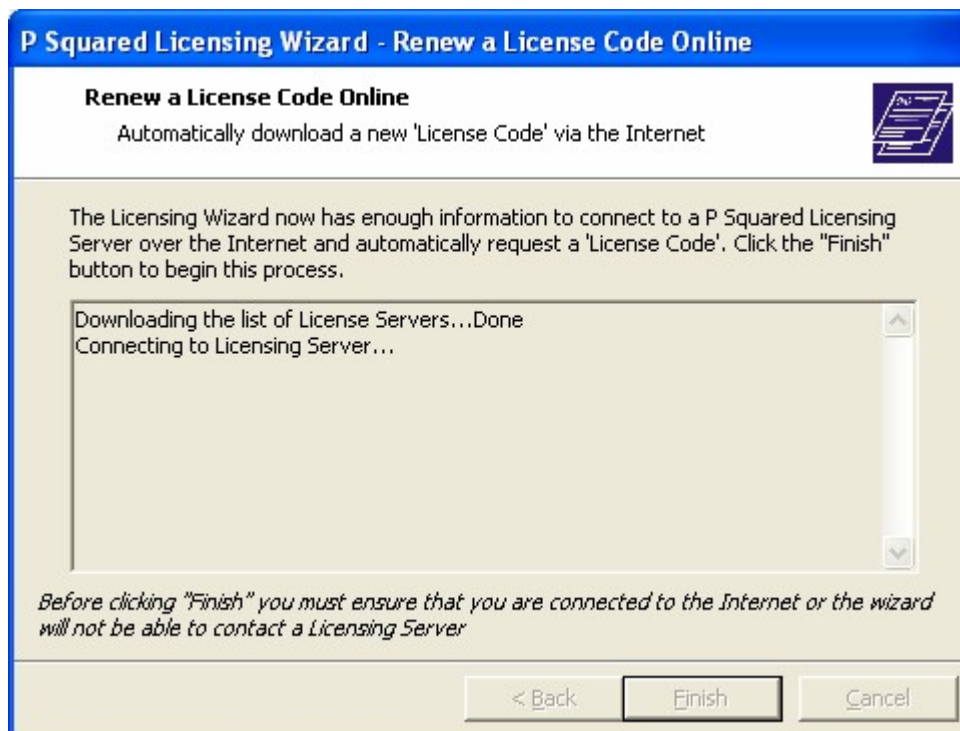
- Next you will see the License Details screen. Again, unless you need to need to alter any of this information, you can click on the Next button to move on to the next window.

5. The License Method window allows you to select the way in which you want to obtain your License Code. In this case, we want to renew the license online so we need to make sure 'Obtain A License Code Online' is ticked and then click on Next.



6. Finally, you will see a brief summary screen before Myriad attempts to obtain a license 'online'. Click on Finish to begin the process.





At the end of the process, you will be told whether your license code was successfully renewed or whether you need to contact P Squared to continue the licensing process.

For more information on P Squared product licensing, please refer to www.psquared.net/support as well as your P Squared Software License Agreement.