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FTPReady

Users Guide

FTPREADY

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INTRODUCTION

FTPReady is a "lite" version of our ControlReady automation software, providing basic commands for scheduled ftp transfers using playlist schedules.

ControlReady for Windows is designed to be the "traffic cop" of your operation. ControlReady for Windows has access to the MediaLog *.WAV files, and also interfaces with Satellite Receivers, CD Players, Consoles, Cart Machines, Reel-Reels, and all other devices which can be controlled with contact closures and/or RS-22 voltage logic (+/- 10 volts).

Although ControlReady for Windows has great flexibility, and has a variety of possible uses, FTPReady is licensed strictly for the use of FTP and UNC copying and moving and deleting style scripting tasks.

This FTPReady manual is intended to instruct you in the creation, maintenance and running of Automation Programs. This manual has been designed to be read from cover to cover. At times you may not be sure exactly how everything comes together. But do not be discouraged, things will start to come together as you read and experiment. That is not to say that the process needs to be difficult. However, the process needs to be complete.

OVERVIEW

AUTOMATION DECKS & AUTOMATION PROGRAMS - WHAT ARE THEY?

WHAT ARE AUTOMATION DECKS?

There are eight (8) Automation Decks which can be used for creating, maintaining, and running your Automation Programs.

Automation Decks always have an Automation Program loaded. When you clear an Automation Deck, a blank Automation Program (called New Playlist) is instantly loaded into the Automation Deck.

WHAT ARE AUTOMATION PROGRAMS?

Automation Programs are sequences of Automation Commands that are arranged in an Automation Deck and saved with a unique name as an Automation Program.

Basically, an Automation Program is a list of things to do. Just like any other list, the commands (things to do) in an Automation Programs are listed, and therefore executed, in sequential order. Automation Programs are also referred to as Playlists.

Automation Programs are lists of commands which each do something. That "something" might be to copy or move a recording (which is stored in the computer), wait for day of the week or a time of the day, or pick up a file from an FTP site, etc. See the *Commands* section in this manual for usage of each command.

AUTOMATION DECKS & AUTOMATION PROGRAMS - THEIR RELATIONSHIP

In terms of the relationship between Automation Decks and Automation Programs, think of the Automation Decks as Cart Machines, and Automation Programs as carts.

Just as cart decks are used for recording audio as well as playing the recording, Automation Decks are used for creating Automation Programs as well as running them.

Just as a cart can be played in ANY cart deck (regardless of which deck was used to record the cart), an Automation Program can be run in ANY Automation Deck, regardless of which Automation Deck was used to create the Automation Program.

Just as a cart machine can have more than 1 cart deck playing at one time, more than one Automation Deck can be running at one time. Actually ALL eight Automation Decks can have Automation Programs running at the same time.

Just as one deck can be playing a cart and another deck in the same machine can be recording a cart, Automation Decks can be active at the same time that you are creating/editing an Automation Program in a different Automation Deck.

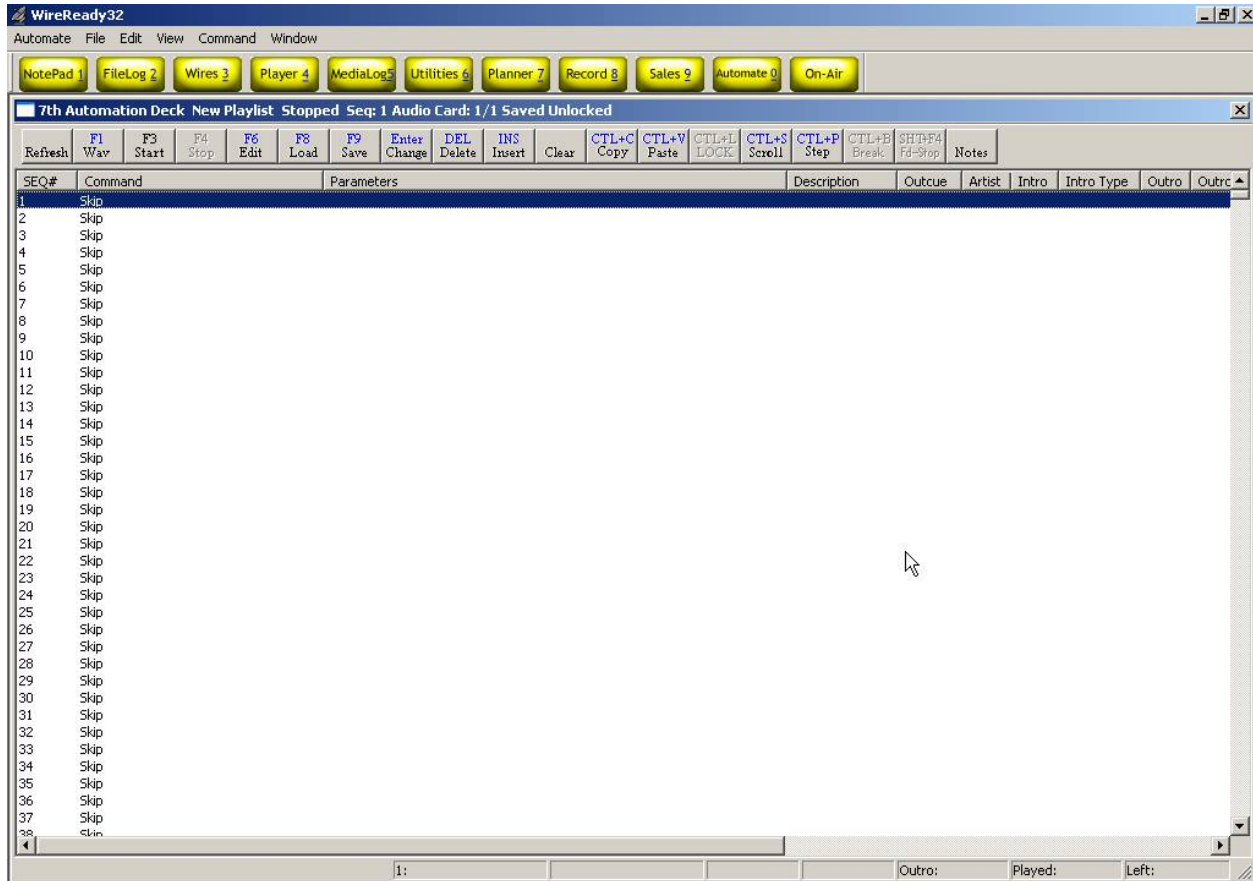
Just as you can make a copy of a cart, and edit the copy while the original cart remains unchanged, you can make a copy of an Automation Program (by saving it to a different name), and edit the copy while the original Automation Program remains unchanged.

Just as the audio on the cart will PLAY when the cart is inserted in the cart deck and the PLAY button pressed, an Automation Program will become active when the Automation Program is inserted into an Automation Deck and the START (F3) key is pressed.

Just as one cart deck can activate another cart deck (with tones), one Automation Program can activate another Automation Program (with a command). The only difference here is that the called cart plays in a DIFFERENT deck than the cart which called it, while the called Automation Program runs in the SAME Automation Deck that the calling Automation Program was running in.

SCREEN OVERVIEW: AUTOMATION DECK

This is an Automation Deck with a blank, unsaved Automation Program loaded into it.



TOP STATUS LINE



The TOP STATUS LINE of the Automation Deck:

- Displays which Automation Deck you are in (1-8).
- Displays the name of the Automation Program that is currently loaded into this Automation Deck.
- Displays whether the Automation Deck is Running or Stopped.
- Displays the Sequence Number of the Automation Program where the Automation Program was last stopped. (When the Automation Program is running, this shows the sequence number of the line currently being executed).
- Displays the Audio Cards being used by this Automation Deck. This is displayed as "Audio Card: 1 / 2" where the 1 is the first audio card and 2 is the second audio card when the deck is configured to use 2 cards for overlapping audio during

playback. If not using overlapping during playback, both characters will be the same.

- Displays whether the Automation Program has or has not been saved since modifications were last made to it.
- Displays whether the Automation Program is Locked or Unlocked.

SEQUENCE LINES

SEQ#	End Time	Command	Description	Parameters	Artist	Intro	Intro Type	Outro	Outro Type	Length	Status
372	14:35:17.2	Play Wave	Over The Rainbow	w:\radio\5116-11.wav	Kimberly Locke	10	Fade up	6	Fade Down	00:03:01.2	02:25 Playing Time

There are a total of 2400 sequences (1-2400) per Automation Program.

The SEQUENCE Line Displays:

- The **Number** of that sequence.
- The **Command** that is on that sequence.
- The Command's **Parameters** (Parameters are details which are added to a command to customize it to do the specific task at hand).
- The **Description** of the audio file (entered from the MediaLog screen)
- The **Outcue** of the audio file (entered from the MediaLog screen)
- The **Artist** of the audio file (entered from the MediaLog screen)
- The **Intro time** of the audio file (entered from the MediaLog screen), in seconds.
- The **Intro Type** of the audio file (entered from the MediaLog screen). Fade Up, Talk over previous cart, or EOM
- The **Outro time** of the audio file (entered from the MediaLog screen), in seconds.
- The **Outro Type** of the audio file (entered from the MediaLog screen). Fade Down, Talk over next cart, or EOM
- The **Length** of the audio file.
- The **End Time** of the audio file, or the time that the file will be done playing.
- The **Status** of the command (waiting, playing, time remaining).

These fields' widths can be changed if you put the mouse over the divider bar, then click and drag to change the field width or to hide the field.

OPTION BUTTONS

Refresh	F1 Wav	F3 Start	F4 Stop	F6 Edit	F8 Load	F9 Save	Enter Change	DEL Delete	INS Insert	Clear	CTL+C Copy	CTL+W Paste	CTL+L LOCK	CTL+S Scroll	CTL+P Step	CTL+B Break	SHFT+F4 Fd-Stop	Notes
---------	-----------	-------------	------------	------------	------------	------------	-----------------	---------------	---------------	-------	---------------	----------------	---------------	-----------------	---------------	----------------	--------------------	-------

The OPTION BUTTONS at the top of the Automation Deck screen show the keys that can be used to perform operations within the Automation Deck. Each of the possible operations is explained within this manual.

Refresh	Refreshes the screen display.
F1 Wav	Puts a Play Wave command on the highlighted sequence #.
F3 Start	Starts the currently loaded playlist on the highlighted sequence #.
F4 Stop	Stops the currently running playlist.
F6 Edit	Allows the user to edit the command on the highlighted sequence #.
F8 Load	Loads a previously saved playlist into the Automation Deck.
F9 Save	Saves the currently loaded playlist.
Enter Change	Changes the command on the highlighted sequence #.
DEL Delete	Deletes the command and parameters from the highlighted sequence #. Will also remove the line, moving all following commands up one line.
INS Insert	Inserts a Skip line above the highlighted sequence #.
Clear	Clears the loaded playlist and opens a blank New Playlist.
CTL+C Copy	Copies the command in the highlighted sequence #.
CTL+W Paste	Pastes single or multiple commands to the current playlist.
CTL+L Lock	Toggles between Locked and Unlocked state.
CTL+S Scroll	Allows the user to scroll to a specific sequence # in the playlist.
CTL+P Step	Allows the user to run a command on one sequence of the playlist, where the playlist will not continue to the next line when the command is completed.
CTL+B Break	Continues execution of the current command but will stop the deck after the completion of the current command.
Shift+F4 Fd Stop	Fade To Stop. Starts fading down the current file being played, from normal volume to no volume, over the next 5 seconds and then stop the deck.
Notes	Opens a window to allow text notes about the deck. Information about when live periods are, which playlist should be running in the deck, which inputs and outputs are connected to each satellite receiver, or any other information that a user would need to know about this deck can be entered here.

MAIN DROP-DOWN MENU

The Main Menu, above the main Button bar, has 8 drop-down menus available for users to change decks, playlists, and screen viewing options, and to configure the audio cards. Use the keyboard shortcut or click on the choice with the mouse to activate the menu choice.

Automate File Edit View Command Setup Programs Window

Automate

The Automate drop-down menu allows you to switch decks, start and stop the playlists, insert a Voice Track, and switch to the MediaLog.

Start F3 Starts the currently loaded playlist on the highlighted sequence number.

Start From End Shift+F3 Allows the user to play the end of an audio file. Used in conjunction with voice tracking, to audition how the song/voice track sound together. Not for use on air.

Stop F4 Stops the currently running playlist.

Break Away CTL+B Continues execution of the current command but will stop the deck after the completion of the current command.

Fade To Stop Shift+F4 Starts fading down the current file being played, from normal volume to no volume, over the next 5 seconds and then stop the deck.

Voice Track Inserts a Voice Track command above the highlighted sequence number. See the section *Using Voice Tracking* in this manual.

Audio Log Used for audio trace level logging. This will be grayed out, unless WireReady is using it for debugging purposes.

Ctrl+[1-8] Automation Deck 1-8 Allows the user to switch between decks

Start	F3
Start From End...	Shift+F3
Stop	F4
Break Away	Ctrl+B
Fade To Stop	Shift+F4
Voice Track...	
Audio Log	
<hr/>	
Automation Deck 1	Ctrl+1
Automation Deck 2	Ctrl+2
Automation Deck 3	Ctrl+3
Automation Deck 4	Ctrl+4
Automation Deck 5	Ctrl+5
Automation Deck 6	Ctrl+6
Automation Deck 7	Ctrl+7
Automation Deck 8	Ctrl+8

File

Open/Load Ctrl+O

Save F9

Save as

Import Traffic Log

Loads a previously saved playlist into the Automation Deck.

Saves the currently loaded playlist.

Saves the currently loaded playlist.

Starts the process of importing the Traffic log. See the section *How to Import A Traffic/Music Log* in this manual for instructions.

Open/Load...	Ctrl+O
Save...	Ctrl+S or F9
Save as...	
Import Traffic Log...	
Import Music Schedule...	
Import Web Log...	
Clear Playlist	
Refresh	
Print F5	
Exit WireReady32	

Import Music Schedule Starts the process of importing the Music log. See the section *How to Import A Traffic/Music Log* in this manual for instructions.

Import Web Log

Starts the process of importing the Web log. See the section *How to Import a Web Log* in this manual for instructions.

Clear Playlist

Clears the loaded playlist and opens a blank New Playlist.

Refresh

Refreshes the screen display

Print F5

Prints the current playlist commands. See the section *Printing the Playlists* in this manual for instructions.

Exit WireReady32

Exits the program

Edit

Cut Ctrl+X

Deletes the command and parameters from the highlighted sequence #. Will also remove the line, moving all following commands up one line.

Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Insert	
Delete	
Replace Text	

Copy CTL+C

sequence #.

Copies the command in the highlighted

Paste CTL+V

Pastes single or multiple commands to the current playlist.

Insert

Inserts a Skip line above the highlighted sequence #. Will also move all following commands down one line.

Delete

Deletes the command and parameters from the highlighted sequence #. Will also remove the line, moving all following commands up one line.

Replace Text

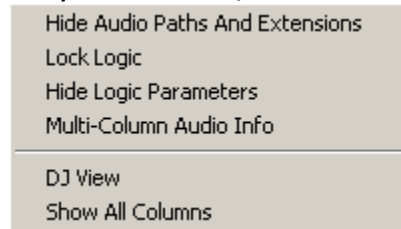
Opens a window that allows the user to replace text in certain commands in the playlist. See the section *Replacing Text in a Playlist* in this manual.

View

The menu choices in this drop-down window are either checked or unchecked. The default is unchecked.

Hide Audio Paths and Extensions Removes the display of path and extension for the wave files in the Play commands, when checked.

Lock Logic Sets the deck to only allow changes to or addition/deletion of Play and Skip commands. All other commands are locked and cannot be edited or removed. Specific to the ControlReady for Windows deck. Can be set with a password.



Hide Logic Parameters Removes the display of parameters for most commands when checked. Does not affect the display of the Play, Record or Scheduled Break/Music Sweep commands.

Multi-Column Audio Info When checked, the parameters of the Play commands are separated into multiple columns (Description, Artist, Length, etc). When unchecked, all parameters are displayed in the Parameters field of the playlist.

DJ View Uses preset widths for the columns and displays only the Seq#, End Time, Command, Description, Artist, Intro, Outro, Length and Status fields. The display is also set to Hide Logic Parameters and Multi-Column Audio Info.

Show All Columns Displays a portion of each column. The user will need to set the width for each column they wish to display.

Command

This drop-down list shows all the commands available in the ControlReady for Windows Playlists. See the *Commands* section of this manual for descriptions of the commands and their use.

Setup

Audio Boards Configures the audio devices that will be used in each deck for playback and recording. See the section *Assigning Sound Cards to the ControlReady for Windows Decks* in this manual.



Voice Track Configures the voice tracking parameters. See the section *Using Voice Tracking* in this manual.

Use Old Command Selection Dialog Allows the users to use the list of commands in the format that was used in versions 3.814 and below of WireReady32, when checked. See the *Commands* section of this manual for more information on the list of commands.

Programs

The Programs menu lists the 11 screens in WireReady32. Many of these screens are not used in ControlReady for Windows. Consult the other WireReady manuals for information on using the news and sales screens.

Notepad – NewsReady Alt+1 The Notepad is used to edit text and create new stories and rotations.

FileLog – NewsReady Alt+2 The FileLog is used to access text stories that have been saved from the Notepad, and to edit rotations.

Notepad - NewsReady...	Alt+1
FileLog - NewsReady...	Alt+2
WireBrowser - NewsReady...	Alt+3
AudioPlayer...	Alt+4
MediaLog/AudioLog... - NewsReady	Alt+5
Utilities...	Alt+6
Planner - NewsReady...	Alt+7
Record...	Alt+8
Sales - SalesReady...	Alt+9
Automate - ControlReady...	Alt+0
OnAir...	Alt+Shift+1

WireBrowser – NewsReady Alt+3 The WireBrowser displays the wire stories that have been captured.

AudioPlayer Alt+4 The Player is used to read newscasts and play the embedded audio.

MediaLog/AudioLog – NewsReady Alt+5 The MediaLog is used to store audio files to be used in newscasts and automation.

Utilities Alt+6 The Utilities screen allows access to StormReady32, QuickRecorder, and the DOS PhoneReady and StormReady programs.

Planner – NewsReady Alt+7 The Planner is a calander program to track appointments and assignments for newsrooms.

Record Alt+8 The Record button is used to manually record new audio files.

Sales – SalesReady Alt+9 The Sales screen is used to record and track contacts with customers/advertisers.

Automate – ControlReady Alt+0 The ControlReady for Windows decks are used to automate recording and playback of audio, and for web publishing.

OnAir Alt+Shift+1 The OnAir 10-deck screen is used for playback of audio while live.

Window

This drop-down list is used mainly for newsrooms. It allows users to clear stories from wire services that have been set to alert the WireReady32 users, and to check a list of windows that are open within the WireReady32 software. In addition to the menu choices, any open WireReady32 screens or open text files will be listed at the bottom of the menu choices in this drop-down window.

Previous Window	Escape
Cascade ...	Shift+F5
Tile ...	Shift+F4
Arrange Icons	
Jump to Next Open Window...	Ctrl+Tab
Toggle Active Dual Screen	Ctrl+F2
Switch	F7
Split Last Two	
Zoom/Split with Notepad	F8
Clear Alert	Shift+F11
Clear Alert for All Users	Shift+F12
✓ 1 Notepad1 - NewsReady - Notepad1.txt	
2 Wires - NewsReady - ALL STORIES as of 14:08:14 WireBrowser	
3 FileLog - NewsReady - FileLog [Newscasts (w:\newscasts\)] - Current Sort: Changed<Descending>	
4 AudioPlayer	
5 MediaLog/AudioLog - NewsReady - [Tuesday Audio (w:\tue\)]	
6 Planner	

Previous Window Escape Puts the last window that was open before the Notepad as the current display.

Cascade Shift+F5 Allows the screens to be cascaded. Only active when the user is set to Windows Standard mode.

Tile Shift+F4 Allows the screens to be tiled. Only active when the user is set to Windows Standard mode.

Arrange Icons

Jump to Next Open Window Ctrl+Tab Makes the next open screen be displayed.

Toggle Active Dual Screen Ctrl+F2 Toggles between the 2 windows when the user is set to Dual Screen mode.

Switch F7 Toggles between the Notepad and the last open screen.

Split Last Two

Zoom/Split with Notepad F8 Splits the current screen (or last open screen) with the Notepad.

Clear Alert Shift+F11 Clears the red wire alert at the bottom of the screen for the logged-in user.

Clear Alert for All Users Shift +F12 Clears the red wire alert at the bottom of the screen for all users.

WORKING WITH AUTOMATION DECKS AND PROGRAMS

HOW TO GET TO THE AUTOMATION DECKS

From the MAIN button bar in WireReady32, click on the **Automate** button, or Strike **Alt-0** on the keyboard.

The AUTOMATE – CONTROLREADY - DECK SELECTOR screen will open:



Note: The Automation Deck Selector screen shows the Status of each of the Automation Decks. If a deck shows *Idle*, there is no playlist running on that deck. If the Status shows *Active*, that deck is currently running the listed playlist.

Highlight the Automation Deck that you want to go to and press **Enter**.

-OR-

Highlight the Automation Deck you want to go to and click on the **Edit** button.

-OR-

Double-click on the Automation Deck

HOW TO MOVE BETWEEN AUTOMATION DECKS

3 Methods

1). Using the main WireReady32 buttons

From the main button bar in WireReady32, Strike **Alt-0** or click on the **Automate** button.

The AUTOMATE – CONTROLREADY - DECK SELECTOR screen will open:



Highlight the Automation Deck that you want to go to and press **Enter**.

-OR-

Highlight the Automation Deck you want to go to and click on the **Edit** button.

-OR-

Double-click on the Automation Deck

2). Using the drop-down menu choices in the ControlReady for Windows screen

From the main menu in WireReady32, click on **Automate** or strike **Alt-A** on the keyboard.

The drop-down menu will appear:



Click on the deck to move to.

3). Using the keyboard shortcuts

On the keyboard, strike the **Ctrl** key and the number of the deck at the same time.

HOW TO CREATE AN AUTOMATION PROGRAM

(All of the available commands are described in the *Commands* section.)

To create an Automation Program:

- 1) Go to an Automation Deck that is not currently active and click the **Clear** button to clear the deck.
- 2) Create the Automation Program by:
 - a) Pressing **Enter** on a line and adding the necessary command.
 - b) Pressing **F6** over an existing command and Edit the parameters of the command.
 - c) Pressing the **Insert** key to add a SKIP command.
 - d) Pressing the **Delete** key to delete a command.
 - e) Clicking on the **Copy** and **Paste** buttons to COPY BLOCKS of commands.
- 3) When you are done putting all of the commands in, press **F9** to Save the Automation Program.

Type in the NAME that you want to assign to this Automation Program. If the name is the same name as another Automation Program and you go through with the Save, the original Automation Program will be overwritten by the one you just created.
- 4) After the Automation Program is Saved, you can click on the **Clear** button to Clear the Automation Deck.

HOW TO SAVE AN AUTOMATION PROGRAM

- 1) Press **F9** to Save the Automation Program.
- 2) In the File Name entry box, type the name that you want to assign to this Automation Program, and press **Enter** or click **Save**.

-OR-

If the NAME is already there, just press **Enter** or click **Save**.
- 3) If a file with the same name exists, you will be prompted to replace the file. If you are sure you want to overwrite the program (if you were editing that program and are saving the changes) choose **Yes** to replace the file. If you are not sure if you should replace the file, choose **No** and give the file a different name.

HOW TO LOAD AN AUTOMATION PROGRAM

- 1) Press **F8** while in the Automation Deck which you want to Load an Automation Program into.

-OR-

Click on the **F8 Load** button.
- 2) Type the NAME of the Automation Program that you want to Load, and press **Enter** or click the **Open** button.

-OR-

Highlight the Automation Program that you want to Load and press **Enter** or click on the **Open** button.

HOW TO START AN AUTOMATION PROGRAM

Strike the **F3** key while in the Automation Deck which has the Automation Program that you want to Start loaded into it.

-OR-

Click on the **F3 Start** button.

If the Automation Decks already have the Automation Programs you want to run loaded, you can start all decks from the Automate Deck Selector window.

-Click on the **Automate** button from the main button bar, or strike **Alt-0** to open the Automate Deck Selector window.

-Highlight the Automation Deck that you would like to start.

-Click on the **Start** button or strike **Alt-S**.

-Continue highlighting and starting the Automation Programs.

-Click the **Cancel** button when done.

Note: A warning message was added to WireReady32 to alert users attempting to exit the program that the Automation is currently running on the machine. This will let users know that they are about to exit the program and stop the audio playback or recording that is scheduled in the playlists. The message reads:

WARNING - AUTOMATION IS RUNNING

If the system is playing or recording, you can take your station off the air or kill a program (if one is being recorded).

Make sure your automation programs are idle/waiting and you won't interrupt any programming.

Are you really sure you want to exit WireReady32?

(Choose No to double check your automation programs before exiting.)

HOW TO STOP AN AUTOMATION PROGRAM

Press **F4** while in the Automation Deck which has the Automation Program that you want to Stop loaded into it.

If you want to stop all decks from running, this can be done from the Automate Deck Selector window.

-Click on the **Automate** button from the main button bar, or strike **Alt-0** to open the Automate Deck Selector window.

-Highlight the Automation Deck that you would like to stop.

-Click on the **Stop** button or strike **Alt-T**.

-Continue highlighting and stopping the Automation Programs.

-Click the **Cancel** button when done.

HOW TO CHANGE A SAVED AUTOMATION PROGRAM

To change (edit) an Automation Program:

- 1) Go to an Automation Deck that is not currently active and click on **Clear** to clear the Deck.
- 2) Press **F8** to Load an Automation Program.
Type the NAME of the Automation Program that you want to Load, and press **Enter** or click the **Open** button.
-OR-
Highlight the Automation Program that you want to Load and press **Enter** or click on the **Open** button.
- 3) Change the Automation Program by:
 - a) Pressing **Enter** over an existing command and overwriting it with a different command.
 - b) Pressing **F6** over an existing command and changing the parameters of the command.
 - c) Pressing the **Insert** key to add a SKIP command.
 - d) Pressing the **Delete** key to delete a command.
 - e) Clicking on the **Copy** and **Paste** buttons to COPY BLOCKS of commands.
- 4) When you are done putting all of the commands in, press **F9** to Save the Automation Program.
Type in the NAME that you want to assign to this Automation Program. If the name is the same name as another Automation Program and you go through with the Save, the original Automation Program will be overwritten by the one you just created.
- 5) After the Automation Program is Saved, you can click on the **Clear** button to Clear the Automation Deck.

HOW TO CLEAR AN AUTOMATION DECK

Click the **Clear** button to Clear the Automation Deck you are currently using.

The Automation Program that is in the Automation Deck will be cleared and all of the sequences will have the SKIP command on them.

Note: If the Automation Program which you are clearing has not been Saved since changes were last made to it, the changes will be lost if you Clear the Automation Deck.

Clearing an Automation Deck does not delete the Automation Program from the hard drive (Unless it was never saved).

To **Delete** an Automation program you must go out to DOS or to Windows Explorer and delete the file. The filename will be the name of the Automation Program plus the ".PLY" extension. For example, if the name of the Automation Program that you want to delete is TUESDAY, then the file you need to delete will be called TUESDAY.PLY.

The drive and directory where the files are stored is configurable. However, the Automation Program files will probably be in the W:\WIRE\USERS\PUBLIC\FILES directory.

COMMANDS

WHY TO USE PASTE TO COPY BLOCKS OF COMMANDS

Copying blocks of commands is a VERY useful tool that will most likely save you a lot of time creating and changing Automation Programs.

Let's say that you are doing satellite automation and the commands for one hour are the same for many, or all, of the other hours. The only differences would be the time that the TIME WINDOWS are set to, the time that SET CLOCK sets the time to, and of course the PLAY commands. But when you are creating Automation Programs you need not consider which specific PLAYS will take place, but rather where in the program they will occur.

So this is what you would do:

- 1) Put in the commands for one full hour.
- 2) Use the PASTE command with the option to INCREMENT HOUR checked, and copy the hour that you created.

-OR-

Let's say you are adding a commercial break to each hour of the AUTOMATION PROGRAM. Instead of going to each hour and putting the same 4 or 5 commands in, you would use PASTE.

This is what you would do:

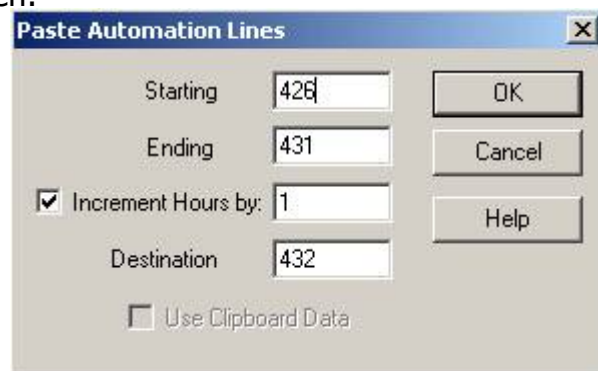
- 1) Put in the commands for the commercial breaks for one of the hours.
- 2) Use the PASTE command (instructions on next page) and copy the block of commands that contains the new breaks. IF THE BLOCK OF COMMANDS INCLUDES TIME WINDOWS, CHECK THE INCREMENT HOUR OPTION.
- 3) Repeat step #2 each time you want the block of break commands copied again.

HOW TO COPY BLOCKS OF COMMANDS IN THE SAME DECK

1) Highlight the sequence number that you want the block of commands to be copied to. THE HIGHLIGHT BAR CANNOT BE WITHIN THE BLOCK OF COMMANDS THAT YOU WANT TO COPY.

2) Click on the **Paste** button or strike **Ctrl-V** on the keyboard.

This window will open:



Uncheck **Use Clipboard Data** if it is checked.

3) Enter the sequence number of the first line of the block you want to copy in the **Starting** box

4) Enter the sequence number of the last line of the block you want to copy in the **Ending** box.

5) Check the **Increment Hours by:** box and enter in the number of hours to increment the time commands by.

6) Enter the sequence number of the line where the block is to be copied to in the **Destination** box.

7) Click the **OK** button.

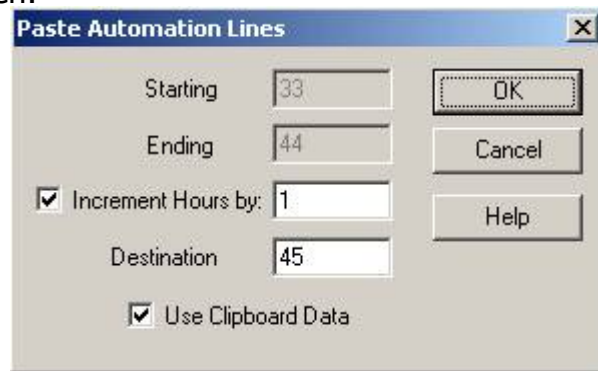
When you use the Paste command with the INCREMENT HOUR option checked, ALL of the TIME WINDOWS are advanced by the number of hours entered in the box, and the THEN GOTO's for the TIME WINDOWS are changed to the correct sequence numbers.

HOW TO COPY BLOCKS OF COMMANDS INTO ANOTHER DECK

There may be times when you want to copy a block of commands from one playlist to another playlist in a different deck.

- 1) Highlight the first sequence number that you want to copy. While holding the **Shift** key down, click on the last command in the block that you want to copy.
- 2) Click on the **Copy** button or strike **Ctrl+C** on the keyboard. The block of commands will be sent to the clipboard.
- 3) Open the deck to paste the block of commands into and highlight the sequence number to paste the block to.
- 4) Click on the **Paste** button or strike **Ctrl-V** on the keyboard.

This window will open:



- 5) Check **Use Clipboard Data**. The **Starting** and **Ending** entry boxes will be grayed out.
- 6) Check the **Increment Hours by:** box and enter in the number of hours to increment the time commands by, if you will be incrementing the times in the commands that were copied.
- 7) Enter the sequence number of the line where the block is to be copied to in the **Destination** box. If you highlighted that sequence number above, this will be displayed.
- 8) Click the **OK** button or strike **Enter** to paste the block of commands.

When you use the Paste command with the INCREMENT HOUR option checked, ALL of the TIME WINDOWS are advanced by the number of hours entered in the box. Because of all of the variables involved in copying and pasting between decks, the sequence numbers in the THEN GOTO's for the TIME WINDOWS will probably not be accurate. Be sure to check the commands after they are pasted.

HOW TO CROSS THE MIDNIGHT HOUR PROPERLY

As of this writing you need to cross midnight differently than all of the other hours.

If the last command executed before midnight is to PLAY your legal ID, the Automation Program will stay on the PLAY command until the audio is done and then move on to the next command. So there is a chance that the Automation Program will get to a command with a time window or a Wait Until command before midnight strikes. And what will happen when the Automation Program comes to that command?

Well, In terms of the time window, ControlReady for Windows will check the IF AFTER time which will be 00:xx:xx (because midnight is the 00 hour), and compare it to the current computer time. This command is gotten to before midnight, so when the times are compared, it will certainly be after 00 hour because it's the 23 hour (11 o'clock pm). And because the time is after the IF AFTER time, the THEN GOTO will be performed, and that is NOT what you want.

In terms of the WAIT UNTIL (00:xx:xx) command, the same thing will happen. When the command is reached, ControlReady for Windows will compare the time to WAIT UNTIL to the current computer time. This command is gotten to before midnight so when the times are compared, it will certainly be AFTER 00 hour because it's the 23 hour (11 o'clock pm). And because the time is after the WAIT UNTIL time, the Automation Program will proceed - and that is NOT what you want.

HOW TO FIX THE PROBLEM:

Use the IF command. When the IF command is used to look for a time before 1 am, it will wait until after the midnight hour is crossed before moving to the next command. An example of how the command can be used to cross midnight is below:

678	Label	Label: Cross Midnight
679	Skip	
680	If	Time is before 01:00:00 continue, else goto 680.
681	Skip	
682	Load and Start	FRIDAY.ply

The Automation Program will look at the IF line, and compare the time to the computer's current time. If the time is before midnight, then it will be after 1 am, and the Automation Program will go to line 680. This is the same line that the IF command is on, so the Automation Program will continue to compare the time in the IF command with the computer's time. When the computer's time crosses midnight, the time will be before 1 am, and the Automation Program will continue to the next sequence. In the above example, the next line that the Automation will take action on is the Load and Start line, which will load and start the Friday playlist.

INTRODUCTION TO COMMANDS

INTRODUCTION TO TIME WINDOWS

A TIME WINDOWS is a block of time that you specify for a certain event (closure, hot key pressed, etc.) to take place. TIME WINDOWS consist of NOT BEFORE, IF AFTER, and THEN GOTO parameters.

- If the event occurs before the NOT BEFORE time, it will be ignored
- If the IF AFTER time is reached BEFORE the event occurs, the program will jump to the sequence number specified in THEN GOTO.
- If the event does, in fact, occur within the time window, the Automation Program will simply go to the next sequence number.

For example, let's say I am using the WAIT FOR CHANNEL B1-A to go HI command, which will cause the Automation Program to remain on the sequence which that command is on until the channel goes HI. And let's say that the channel will go HI when the satellite network sends down a tone to go to commercials. Now, what happens if someone at the network accidentally sends down the tone too early, or if they forget to send the tone altogether.

IF I AM NOT USING A TIME WINDOW:

If they send the tone too early, the Automation Program will cut off the audio from the network and go into commercial.

If they forget to send the tone, the Automation Program will just sit on that sequence until someone corrects the situation.

IF I AM USING A TIME WINDOW:

If they send the tone before the NOT BEFORE time, the Automation Program will ignore it because it was probably a mistake or you do not want to cover that commercial break.

If they forget to send the tone, when the IF AFTER time is reached, the Automation Program will jump to the sequence specified in THEN GOTO.

IN SUMMARY, think of a time window as a plan that you might make with a friend. "I (the tone) will be not be there until :00, so if someone rings your doorbell do not open the door because it is not me (NOT BEFORE). If I am not there by 4:00, I am not going to make it and even if I do it is too late by then (IF AFTER), so go ahead and make your other plans (THEN GOTO)".

INTRODUCTION TO CHANNELS

There are two (2) types of channels, INPUTS and OUTPUTS.

INPUTS are channels that ControlReady for Windows monitors to be told what to do.

OUTPUTS are channels that ControlReady for Windows uses to tell a device to do something.

THINK OF INPUTS AS THE COMPUTER'S EARS.

THINK OF OUTPUTS AS THE COMPUTER'S MOUTH.

Each channel has a name (B1-A, etc.) so that ControlReady for Windows knows which channel to listen to, or talk to.

If you did not install the hardware for this system, ask the person who did to give you a COMPLETE list of what each of the channels are used for, as well as how they are to be used (latched, pulse, etc.).

IMPORTANT NOTE: WHEN PULSING, LATCHING, OR WAITING FOR A CHANNEL, HI IS EQUIVALENT TO CLOSED (CLOSURE) AND LO IS EQUIVALENT TO OPEN.

COMMANDS SECTION

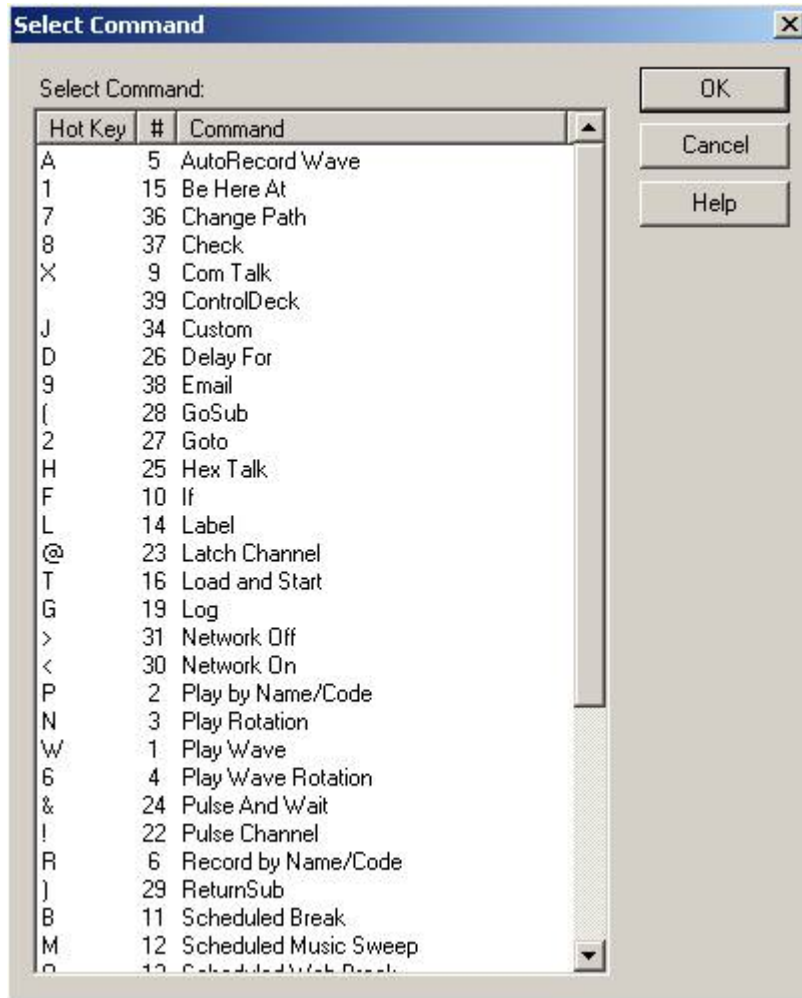
INTRODUCTION

This COMMANDS section introduces you to each of the commands that are available to you for creating Automation Programs. Depending on what you have purchased ControlReady for Windows for (recording with closures, playback based on time, etc.), some of these commands may not be available to you within the software.

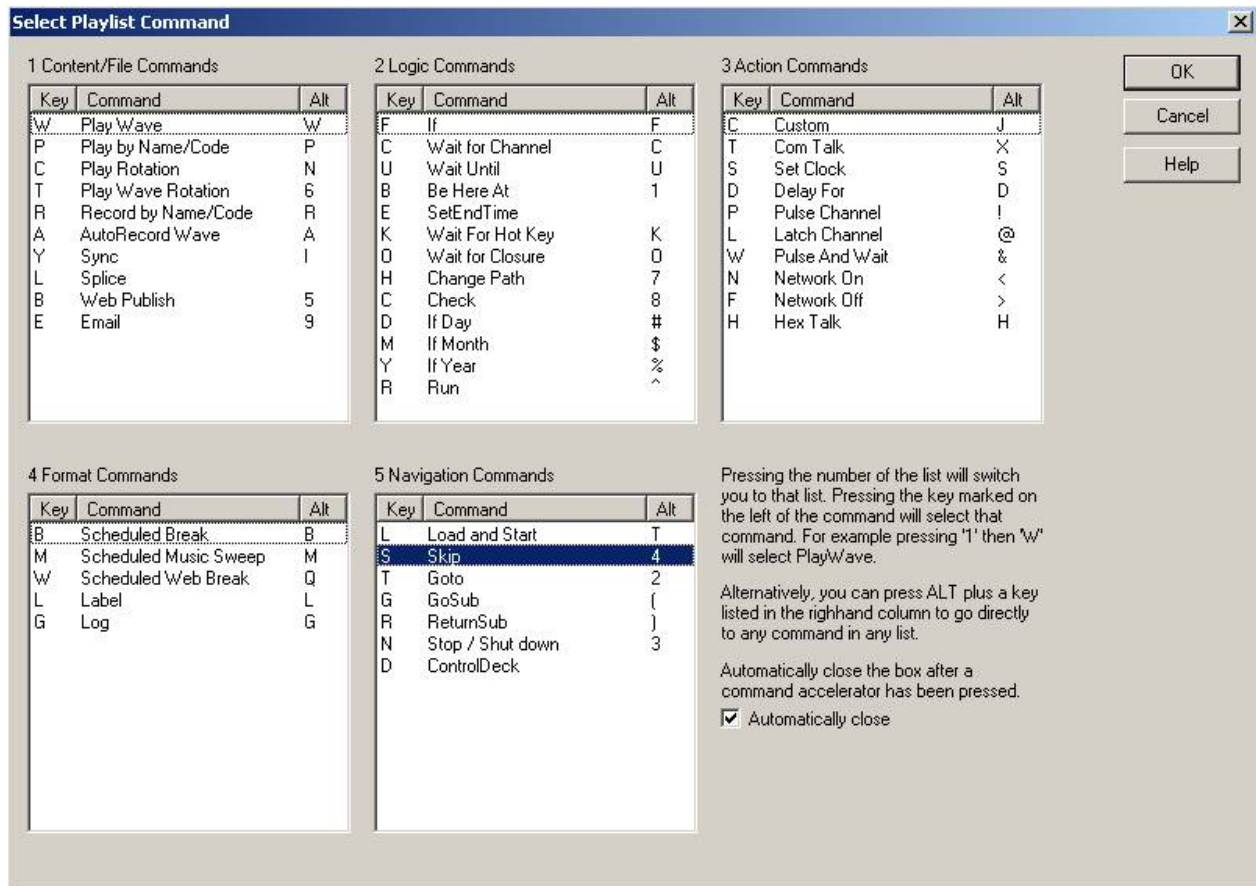
EACH command is presented to you with:

- 1) An EXAMPLE of the how the command looks when it is in an Automation Program.
- 2) The PURPOSE of the command.
- 3) An EXAMPLE OF USE of the command. These are only examples - there are a number of different possible uses for each command.
- 4) The PARAMETERS associated with each command. Parameters are details that are added to a command to customize it to do the specific task at hand.
- 5) IMPORTANT NOTES that you should know before using the command.
- 6) OTHER COMMANDS TO SEE which are similar in purpose, or associated with the command being presented.
- 7) STEP-BY-STEP INSTRUCTIONS FOR ADDING the command to an Automation Program.

The commands can be displayed in one of 2 ways when adding or editing a sequence line. The default in versions before 3.815 is shown below:



The default for version 3.815 and higher is shown below:



In version 3.815 and higher, the user can set which view they would like. You want to have the Use Old Command Selection Dialog statement unchecked under the Setup menu.

- 1) From the Main Menu, choose **Setup**.
- 2) Uncheck **Use Old Command Selection Dialog** if it is checked. The drop-down box will close. If it is already unchecked, click somewhere else on the screen to close the menu.

Note: All time parameters are entered in the commands in Military Format (24 hour) using 6 digits as either HHMMSS or HH:MM:SS, where HH is hours, MM is minutes, and SS is seconds.

COMMANDS

AUTORECORD

ALL ABOUT: **AUTORECORD**

AutoRecord

w:\tues\CNN10am.wav 000500 1

PURPOSE: The **AutoRecord** command is used to automatically record an audio source and then create a *.WAV file in the MediaLog which contains your recorded audio.

EXAMPLE OF USE: If there were a program that a satellite network sends down at a certain time, and you want to play it at a different time, you would use the **AutoRecord** command. The **AutoRecord** records the audio and creates a file that can then be played at a later time.

PARAMETERS: 1) You select the file name for the WAV file that will be created. The file name that you specify can be a new file name or can be the same as a file that already exists. The existing file will be overwritten with the file created by the **AutoRecord**.
2) You put in the destination folder, recording length, and audio card to record on.

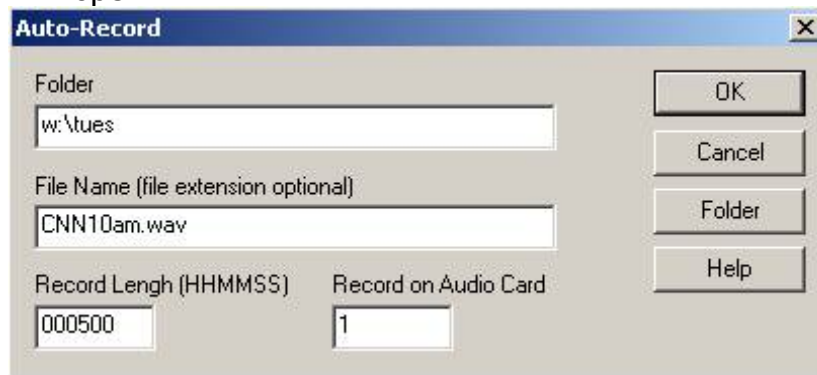
IMPORTANT NOTES:

ALSO SEE: RECORD BY NAME/CODE

HOW TO SET UP: AutoRecord

- 1) Highlight the sequence that you want the **AutoRecord** command to go on.
- 2) Press **Enter** to open up the LIST OF COMMANDS.
- 3) Press **Alt-A**, or highlight **A-AutoRecord Wave** and press **Enter**.

This window will open:



Note: All time parameters are entered in Military Format (24 hour) using 6 digits as HHMMSS, where HH is hours, MM is minutes, and SS is seconds.

- 4) Enter the folder path in the **Folder** box to assign the directory where the audio will be stored. Click on the **Folder** button to see a list of available MediaLog folders.
- 5) Enter the name of the file in the **File Name** box. Entering the file extension is not necessary. ControlReady for Windows will record the audio as a WAV file and assign WAV as the extension.
- 6) Enter the length of the recording in the **Record Length** box as a 6-digit number (HHMMSS).
- 7) Enter the audio card to use in the **Record on Audio Card** box.
- 8) Click the **OK** button to save the parameters and add the command.

BE HERE AT

ALL ABOUT: **BE HERE AT**

***** BE HERE AT *****

09:00:00

PURPOSE: The **Be Here At** command is used to have the Automation Program move to a specific sequence at a specific time.

EXAMPLE OF USE: This command can be used when the network news is run from satellite at the top of the hour. By putting this command at the top of the hour, it will ensure that whatever was playing as the top of the hour approaches is faded out as a new program begins.

PARAMETERS: You select the time of day for the Automation Program to be on that sequence line.

IMPORTANT NOTE: This command can cause any audio playing to fade for the 5 seconds before the time entered in the command. Beginning with version 4.005, Be Here At can also be set to finish the audio that is playing before moving to the command.

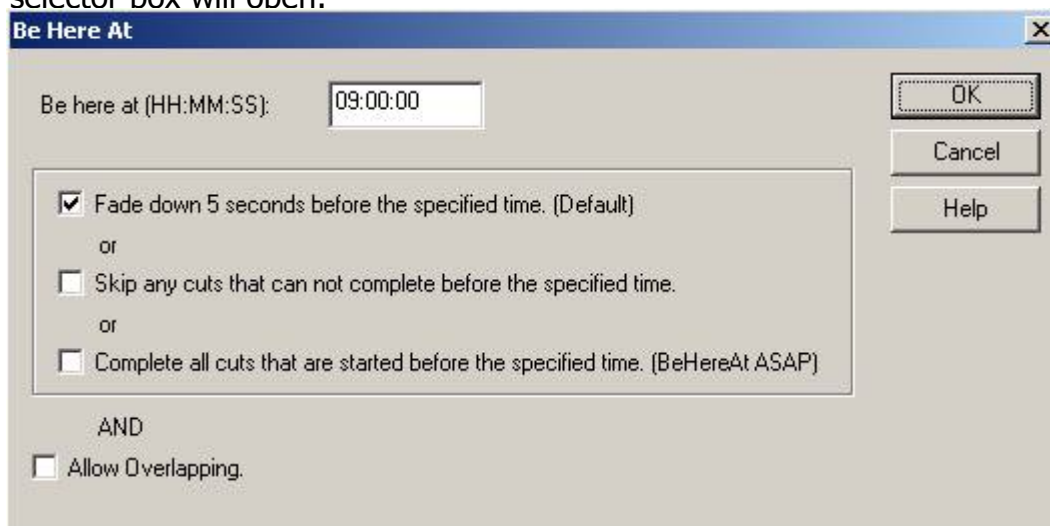
IMPORTANT NOTE: If the sequence line is reached before the time specified in the command, the automation will remain on this line until the time is reached (like a Wait Until command).

ALSO SEE: Wait Until

HOW TO SET UP: Be Here At

- 1) Highlight the sequence that you want the **Be Here At** command to go on.
- 2) Press **Enter** to open up the LIST OF COMMANDS.
- 3) Press **Alt-1**, or highlight **1-Be Here At** and press **Enter**.

This selector box will open:



Note: All time parameters are entered in Military Format (24 hour) using 6 digits as HH:MM:SS, where HH is hours, MM is minutes, and SS is seconds.

- 4) Enter the time you want the Automation Program to be on that sequence line in the **Be here at (HH:MM:SS)** box.
- 5) Check the statements that reflect how you want the command to be at the sequence line at the designated time:

Fade down 5 seconds before the specified time (Default). When checked, this will cause the currently playing audio to fade out for the 5 seconds before the specified time.

Skip any cuts that can not complete before the specified time. When checked, this will skip any audio files that cannot be completed before the specified time. If there are no audio files that will fit within the time left before the Be Here At specified time, then the program will arrive at the command early.

Complete all cuts that are started before the specified time (BeHereAt ASAP). When checked, this will continue playing the current audio until that file is completed, then move to the Be Here At sequence line, skipping any other lines between the playing audio and Be Here At line. The playlist will arrive at the command late, but as soon as possible.

Allow Overlapping. (This feature has not been enabled yet) When checked, this will allow the currently playing audio to be overlapped with the first audio file after the Be Here At line.

- 6) Click the **OK** button to save the parameters and add the command.

CHANGE PATH

ALL ABOUT: **CHANGE PATH**

Change Path

w:\beds

PURPOSE: The **Change Path** command is used to allow the commands Splice and Record By Name/Code to use a path other than the default play path.

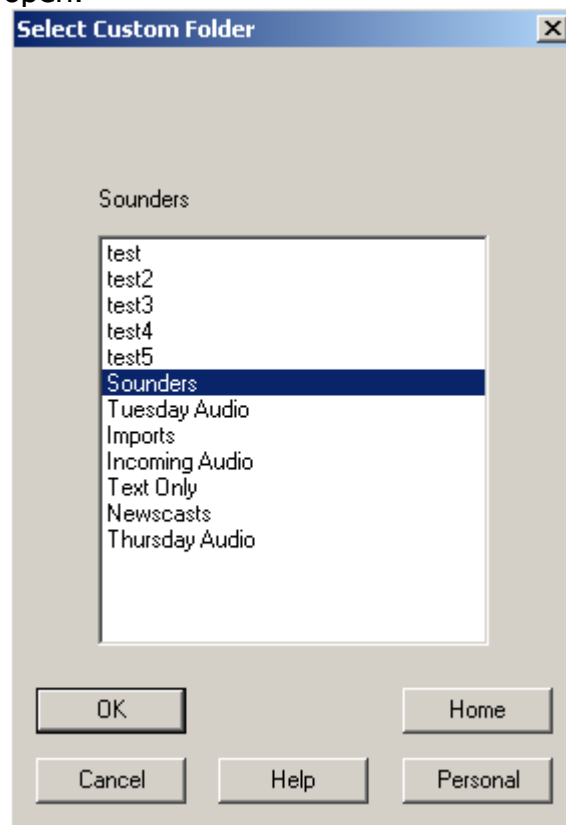
EXAMPLE OF USE: If trying to put 2 audio files together using the Splice command, if they are not located in the default path, the path to find the files can be specified by the Change Path command.

PARAMETERS: This command must be located immediately before the non-pathed command, and is only valid for a single command

HOW TO SET UP: Change Path

- 1) Highlight the sequence that you want the **Change Path** command to go on.
- 2) Press **Enter** to open up the LIST OF COMMANDS.
- 3) Press **Alt-7**, or highlight **7-Change Path** and press **Enter**.

This selector box will open:



- 4) Highlight the Custom Folder path you would like to change to, then click **OK**.

CHECK

ALL ABOUT: **CHECK**

Check

NC#6 Exists If Fails then goto 1

PURPOSE: The **Check** command is used to check the existence or state of a file.

EXAMPLE OF USE: This command would be used to alert users if a file has not been recorded or if the file is not the correct size. The command then sends the playlist to a specified line, where other commands can be activated to alert other users/management, or to perform some other action.

PARAMETERS: You choose the dates, times, file size and if a specified file exists. You choose what sequence line to go to if it passes or fails. Can also be used to check a playlist for all Play commands.

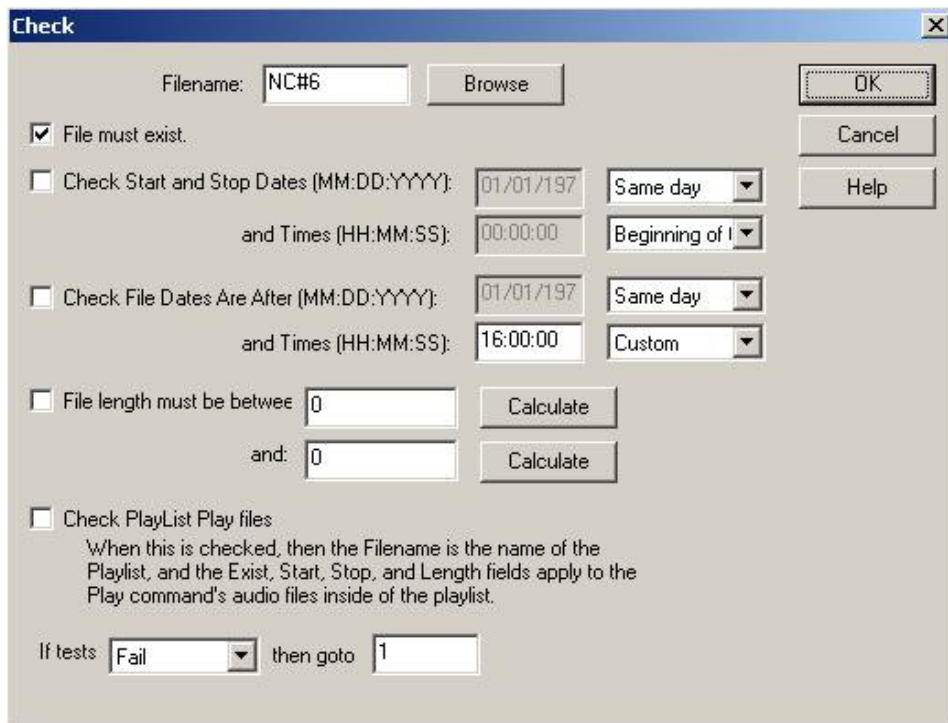
IMPORTANT NOTES: The **Check** command uses the Default Play path to find the specified file. If the file is not in the Default Play path, the **Change Path** command should be used immediately preceding the Check command.

SEE ALSO: EMAIL; CHANGE PATH

HOW TO SET UP: Check

- 1) Highlight the sequence that you want the **Check** command to go on.
- 2) Press **Enter** to open up the LIST OF COMMANDS.
- 3) Press **Alt-8**, or highlight **8-Check** and press **Enter**.

This selector box will open:



- 4) Enter the name of the wave file in the **Filename** field, or click the **Browse** button to browse to the file.
- 5) Click the **File must exist** checkbox if you want to have the Check command be used to see if the file exists.
- 6) Click the **Check Start and Stop Dates** box if you are going to have the command check for a specified start and stop date/time. The date and time fields will be made active if this box is checked.
- 7) Click the **Check File Dates Are After** box if you are going to have the command check that the file was created after a specified date. The date and time fields will be made active if this box is checked.
- 8) Check the **File length must be between** box if you are going to use the command to check the size of the file. Click to **Calculate** to have the program estimate the file size based on the format of the audio file.
- 9) Check the **Check PlayList Play files** to have all of the Play commands in the entire playlist checked for any of the above parameters. If this is used, the **Filename** field must include the name of the playlist to be checked.
- 10) Use the drop-down choices in the **If** box to choose if the above information either Passes or Fails.
- 11) Enter the sequence number to go to in the **Then** box.
- 12) Click the **OK** button to save the parameters and add the command.

CONTROLDECK

ALL ABOUT: CONTROLDECK

Control Deck

3 Stop And Restart at line 254

PURPOSE: The **ControlDeck** command is used to control another ControlReady for Windows deck.

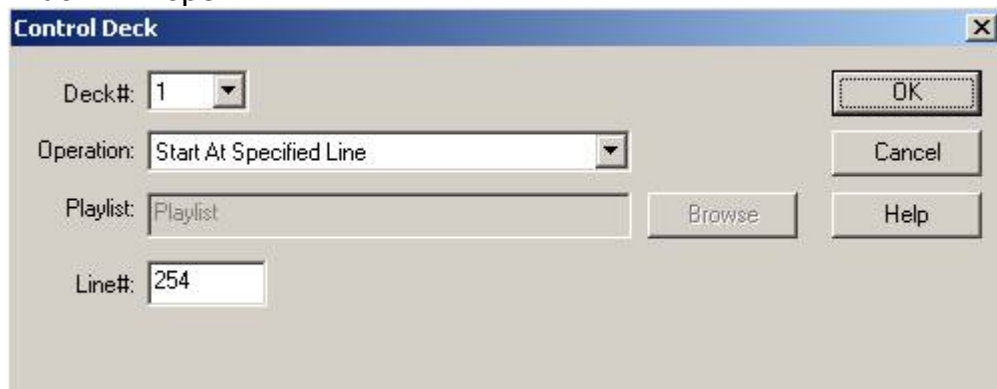
EXAMPLE OF USE: This command could be used to control a deck during a remote event or ball game.

PARAMETERS: You set the ControlReady for Windows deck to control, if the other deck will be stopped or started, and the sequence line to start the other deck on.

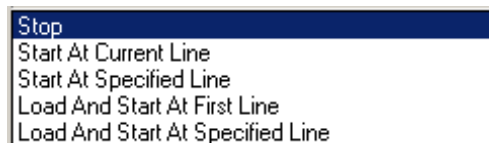
HOW TO SET UP: ControlDeck

- 1) Highlight the sequence that you want the **ControlDeck** command to go on.
- 2) Press **Enter** to open up the LIST OF COMMANDS.
- 3) Highlight **ControlDeck** and press **Enter**.

This window will open:



- 4) Use the drop-down list in the **Deck#** box to choose which ControlReady for Windows deck to control.
- 5) Use the drop-down list in the **Operation** box to choose what action will be taken on the other deck.



- 6) If one of the Load and Start statements is selected, the **Playlist** field will become active. If one of the statements to start at a Specified Line is selected, the **Line#** field will be active.
- 7) Enter the playlist name or sequence line # to start on.
- 8) Click the **OK** button to save the parameters and add the command.

DELAY FOR

ALL ABOUT: DELAY FOR

Delay for **00:00:20.00 After 07:58:00 and Before 08:00:10**

PURPOSE: The **Delay For** command is used to hold the program at a specific sequence number for a specified period of time.

EXAMPLE OF USE: When you use the Auto-record command, you might want to make sure that no other commands attempt to use the same audio card. The Delay For command can be used for this. Set up a Delay For command that is as long as, or a little longer than, the autorecording.

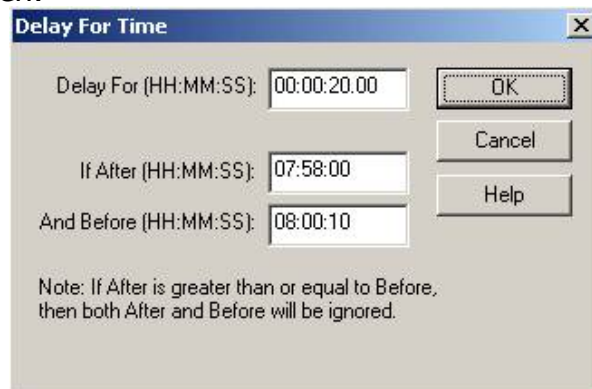
PARAMETERS: You set the time period to delay for.

ALSO SEE: WAIT UNTIL

HOW TO SET UP: Delay For

- 1) Highlight the sequence that you want the **Delay For** command to go on.
- 2) Press **Enter** to open up the LIST OF COMMANDS.
- 3) Press **Alt-D**, or highlight **D-Delay For** and press **Enter**.

This window will open:



Note: Enter time parameters in Military Format (24 hour) using 6 digits as HH:MM:SS, where HH is hours, MM is minutes, and SS is seconds.

- 4) Enter the number of hours, minutes and seconds that you want the Automation Program to delay for in the **Delay For** box.
- 5) Enter the parameters to restrict this to a specific time of day in the **If After** and **And Before** entry boxes. There may be times that you would like to have the program delay if one event is shorter than desired, but not delay if it ends on time.
- 6) Click the **OK** button to save the parameters and add the command.

EMAIL

ALL ABOUT: **EMAIL**

Email

w:\textonly\Errors.txt to Test1 Imports

PURPOSE: The **Email** command is used to send out email notifications to preset email addresses.

EXAMPLE OF USE: The email command could be used to send an error message because something went wrong, or status notifications because something didn't go wrong. Used in conjunction with the Check command.

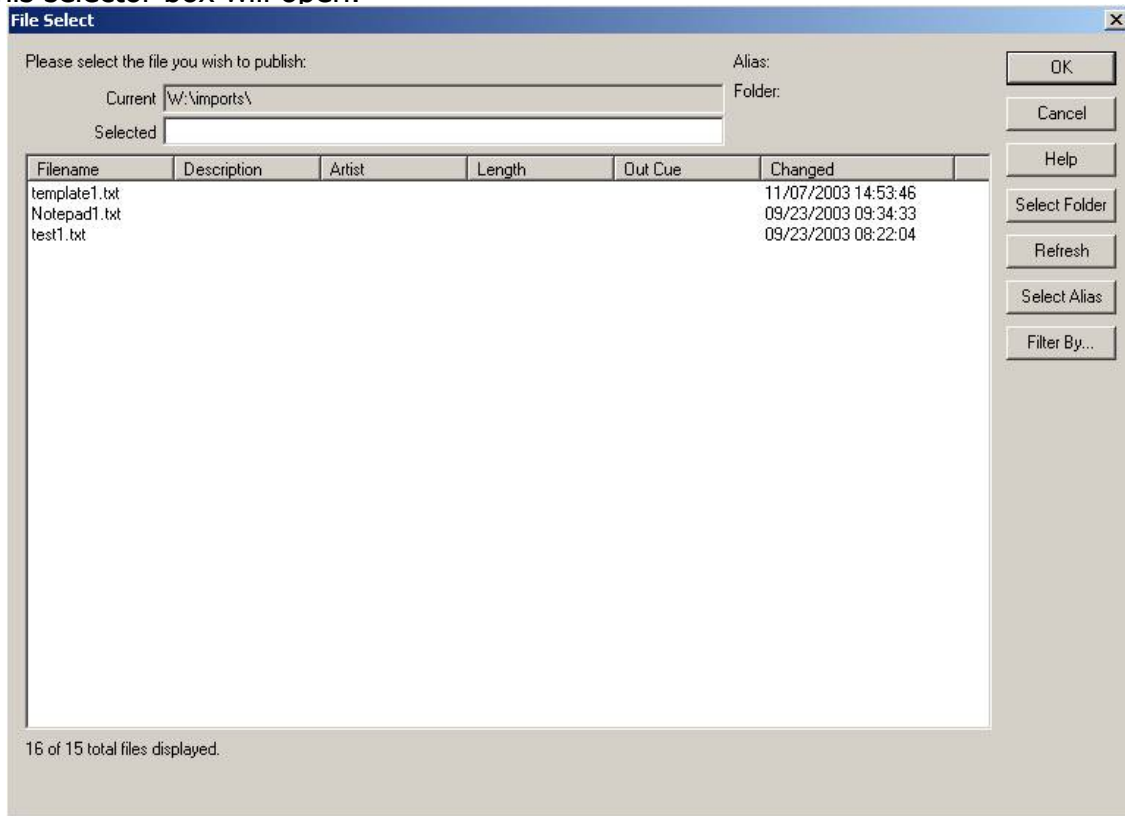
PARAMETERS: The email addresses need to be set up in advance. You choose the account to send an email to, the text file that will be sent, and what folder/location the message will be written to.

ALSO SEE: CHECK

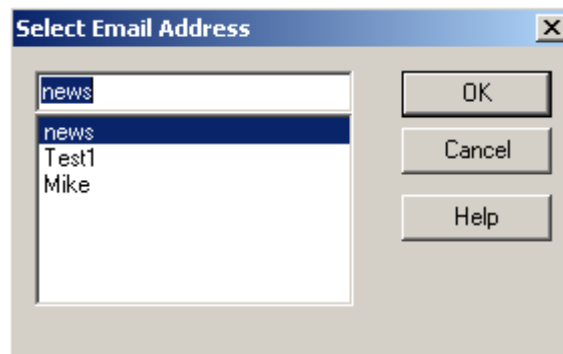
HOW TO SET UP: Email

- 1) Highlight the sequence that you want the **Email** command to go on.
- 2) Press **Enter** to open up the LIST OF COMMANDS.
- 3) Press **Alt-9**, or highlight **9-Email** and press **Enter**.

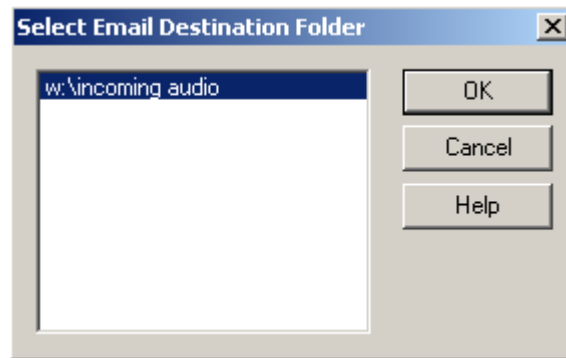
This selector box will open:



- 4) Click on the **Select Alias** button.



5) Choose the email alias to send the file to, then click **OK**.



6) Choose the destination folder, then click **OK**.

7) Choose a text file from the list, and double-click on it to select it or click **OK**.

-OR-

8) Click on the **Select Folder** button to choose a file from a different folder.

9) Choose the folder to switch to.

10) Choose a text file from the list, and double-click on it to select it or click **OK**.

FILE TRANSFER

ALL ABOUT: FILE TRANSFER

File Transfer:

Copy c:\wireready\programs\ShoppersGuide.txt To ftp:\{wnsi}\local\Shopping Guide.txt

PURPOSE: The **File Transfer** command is used to copy, move or delete files from a local, network, or FTP path.

EXAMPLE OF USE: If you wanted to automatically download a specific file from an FTP path on a regular schedule.

PARAMETERS: You choose the source and destination path and file name.

IMPORTANT NOTES: In the user's ini file, you want to have the following line under the [Automation] group: "Use New Playlist File Format=yes". Either add the ini line, or run the WireReady32 version once and then exit, and then edit the ini file. The line will be added, with the line set to No.

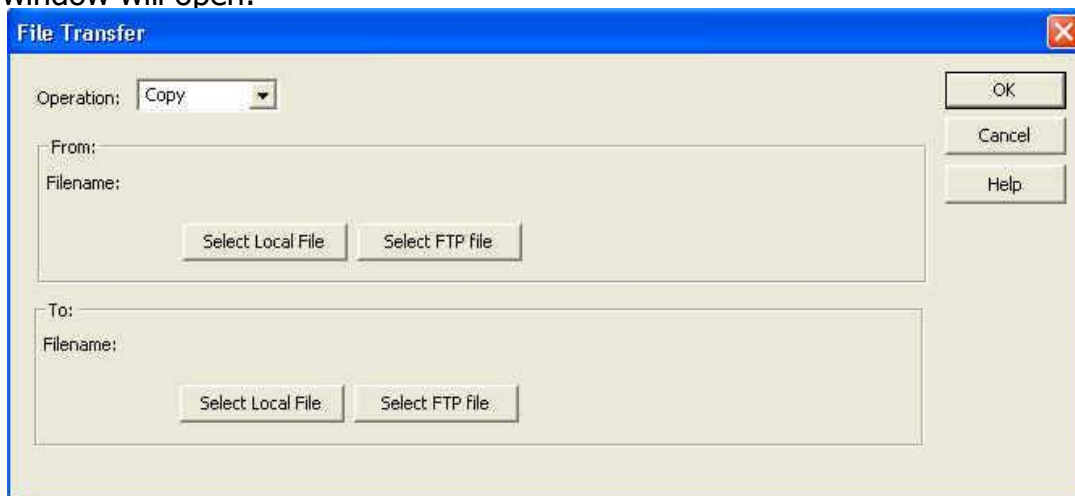
Warning: Before using the new playlist file format, you should back up the existing playlists first. The new format saves the playlist files in a different format, and the older versions of WireReady32 cannot read the new format.

Within the Automate screen, you want to have the *Use Old Command Selection Dialog* statement unchecked under the Setup menu.

HOW TO SET UP: File Transfer

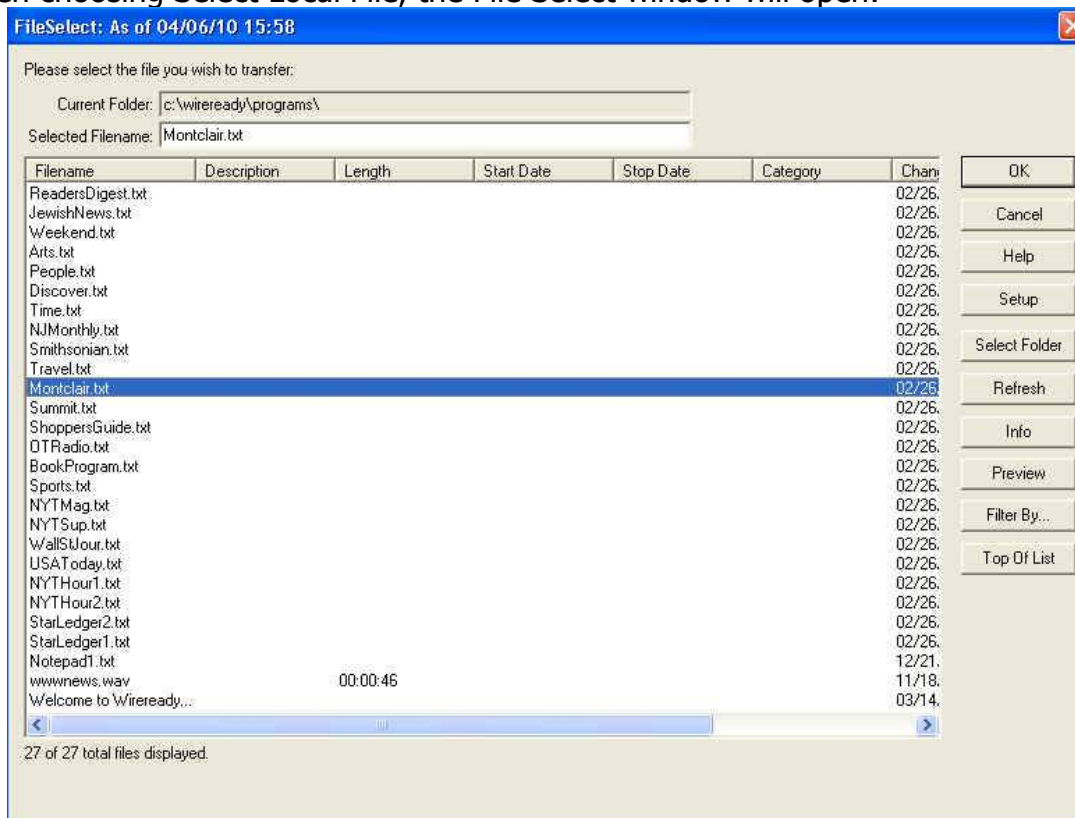
- 1) Highlight the sequence that you want the **File Transfer** command to go on.
- 2) Press **Enter** to open up the LIST OF COMMANDS.
- 3) Press **1**, then F, or highlight **File Transfer** and press **Enter**. The command is in the first section, Content/File Commands.

This window will open:



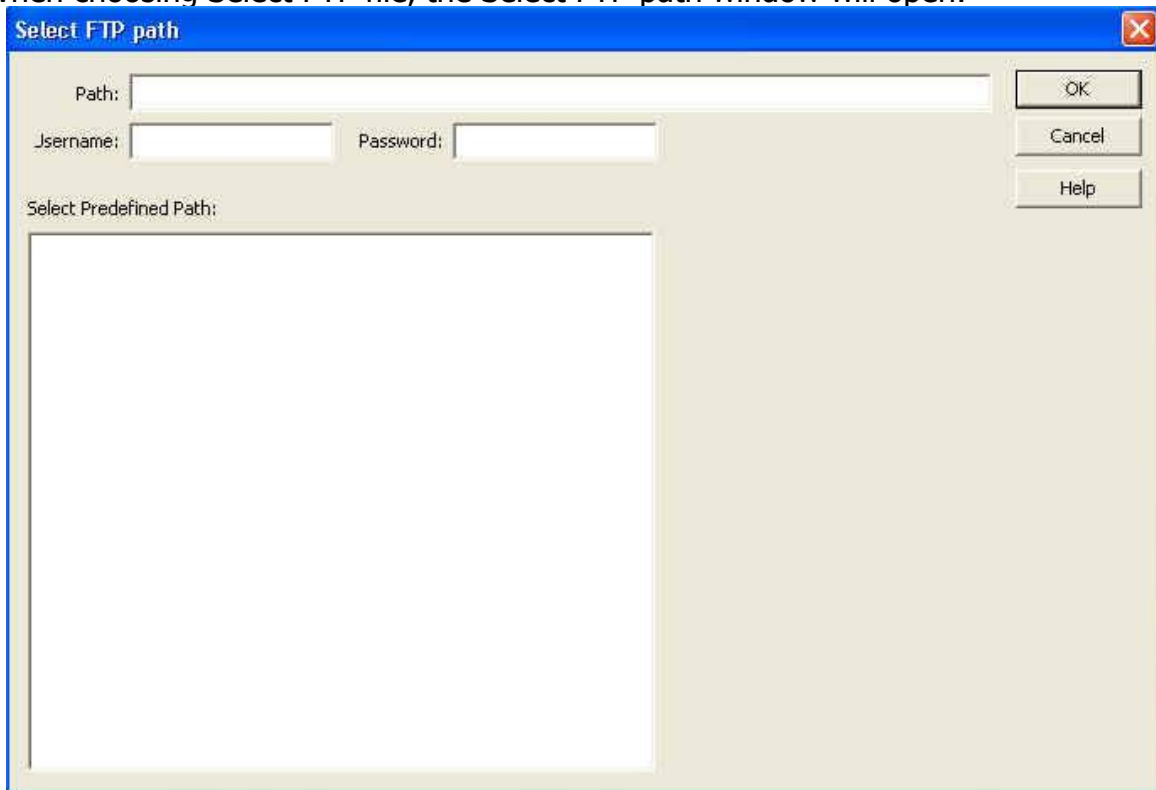
- 4) Use the Operation drop-down menu to choose either Copy, Move or Delete.
- 5) In the From: section, click the Select Local File button if the source file you will be copying or moving is in a local/network folder. Click the Select FTP file button if the source file is on an FTP path.

When choosing Select Local File, the File Select window will open:



If the Current Folder is not the folder that contains the file to process, click the Select Folder button and choose the correct folder from the list. Enter the file name into the Selected Filename field, or highlight it in the list.

When choosing Select FTP file, the Select FTP path window will open:



Enter the full path to the FTP server, including the filename and extension, into the Path field.

Enter the user name and password for the FTP path into the corresponding fields. It will remember the FTP paths you enter, and will remember the username and password with them. Then next time you go to use the command, you will have a list of the FTP paths and filenames that were previously entered.

- 6) Use the buttons in the To: section to specify the destination location and file name.
- 7) Click the **OK** button to save the parameters and add the command.

GOTO

ALL ABOUT: GOTO

Goto

58

PURPOSE: The **Goto** command is used to make the program jump from the sequence the **Goto** command is issued on, to the sequence number specified.

EXAMPLE OF USE: If you want the program to repeat a certain set of commands, the last line of the set would be a **Goto** that specifies the first sequence number of the set of commands to repeat.

PARAMETERS: You select which sequence number you want the program to go to when it executes this command.

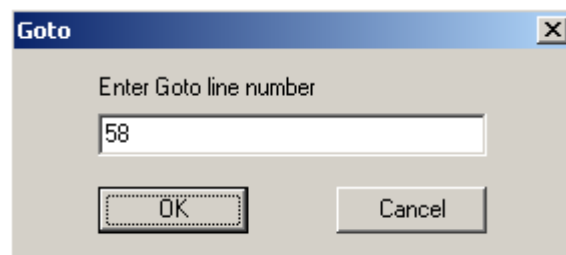
IMPORTANT NOTES: **Goto** is different than **GoSub** because **Goto** will cause the program to jump to a specific sequence number, without any memory of the sequence number that caused it to jump. While **GoSub** will cause the program to jump to a specific sequence number, and then return to the sequence below the **GoSub**.

ALSO SEE: GOSUB

HOW TO SET UP: Goto

- 1) Highlight the sequence that you want the **Goto** command to go on.
- 2) Press **Enter** to open up the LIST OF COMMANDS.
- 3) Press **Alt-2**, or highlight **2-GOTO** and press **Enter**.

This window will open:



- 4) Type in the sequence number in the **Enter Goto line number** that you want the Automation Program to jump to when this command is executed.
- 5) Click the **OK** button to save the parameters and add the command.

IF

ALL ABOUT: **IF**

```
If                               Time is before 01:00:00 continue, else goto 771.  
If                               Channel B1-A: is Hi continue, else goto 458
```

PURPOSE: The **If** command is used to check for either the current time, or whether or not a closure has been received.

EXAMPLE OF USE (If Time...): For those music sweeps scheduled towards the end of an hour, an **If Time** command immediately before the scheduled music sweep command can determine whether to play those songs, or to skip ahead to legal ID, and the songs scheduled for the next hour.

PARAMETERS: You choose what time to check for, and which line to go to if it is after that time (or before that time).

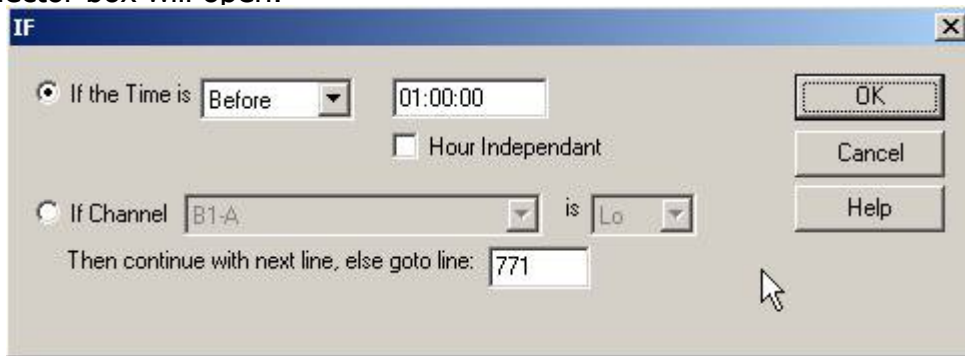
EXAMPLE OF USE (If Channel): When a satellite network can send any of two or more closures to trigger jingle and liners, the **If Channel** command (in combination with **If Time**) can permit one playlist to check for all of the closures. This is done by have an **If Time is before** line, followed by **If Channel is Lo** for each of the possible closures.

PARAMETERS: You choose what channel to check for, which state (HI or LO) to check for, and which line to go to if it is NOT the state you are checking for.

HOW TO SET UP: If

- 1) Highlight the sequence that you want the **If** command to go on.
- 2) Press **Enter** to open up the LIST OF COMMANDS.
- 3) Press **Alt-F**, or highlight **F-If** and press **Enter**.

This selector box will open:



Note: All time parameters are entered in Military Format (24 hour) using 6 digits as HH:MM:SS, where HH is hours, MM is minutes, and SS is seconds.

- 4) a) If you are using time, use the drop-down menu to choose **Before** or **After** in the **If the Time is** box.
Enter the time of day the **If** command should use.
b) If you are using a channel, use the drop-down menu to choose the channel in the **If Channel** box.
Use the drop-down menu to choose if the channel should be **Hi** or **Lo**.
Enter the sequence number the Automation Program should go to in the **Then continue with next line, else goto line:** box.
- 5) Click on the **OK** button to save the parameters and add the command.

IF DAY

ALL ABOUT: IF DAY

If Day If today is Monday or Tuesday or Wednesday or Thursday or Friday then continue, else goto 107

PURPOSE: The **If Day** command is used when events occur on certain days of the week, or are to be skipped on certain days of the week.

EXAMPLE OF USE: The **If Day** command can be used at the beginning of each playlist to keep the playlist running on the correct day of the week.

PARAMETERS: You check the statements that reflect the days of the week that the playlist is to continue to the next line, and enter the sequence line number for the playlist to go to if the current day is not one of the selected days.

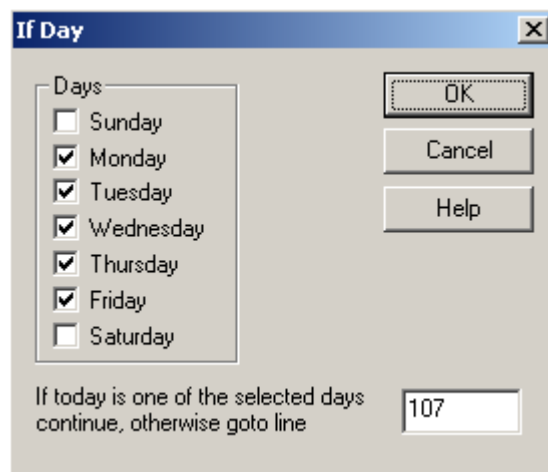
IMPORTANT NOTES: The If Day command is not displayed when using the Old Command Selection Dialog screen.

ALSO SEE: IF MONTH; IF YEAR

HOW TO SET UP: If Day

- 1) Highlight the sequence that you want the **If Day** command to go on.
- 2) Press **Enter** to open up the LIST OF COMMANDS.
- 3) Press **Alt-#**, or highlight **If Day** and press **Enter**.

This window will open:



- 4) Click on the statements for the days of the week that the playlist is to continue to the next line.
- 5) Enter the line to go to if the day is not one of the selected days in the **If today is one of the selected days continue, otherwise goto line** entry box.
- 6) Press **Enter** or click on the **OK** button.

IF MONTH

ALL ABOUT: IF MONTH

If Month If this month is Dec then continue, else goto 258

PURPOSE: The **If Month** command is for when events occur on certain months of the year, or are to be skipped in certain months.

EXAMPLE OF USE:

PARAMETERS: You check the statements that reflect the months of the year that the playlist should continue to the next line, and enter the sequence line number for the playlist to go to if the current day is not in one of the selected months.

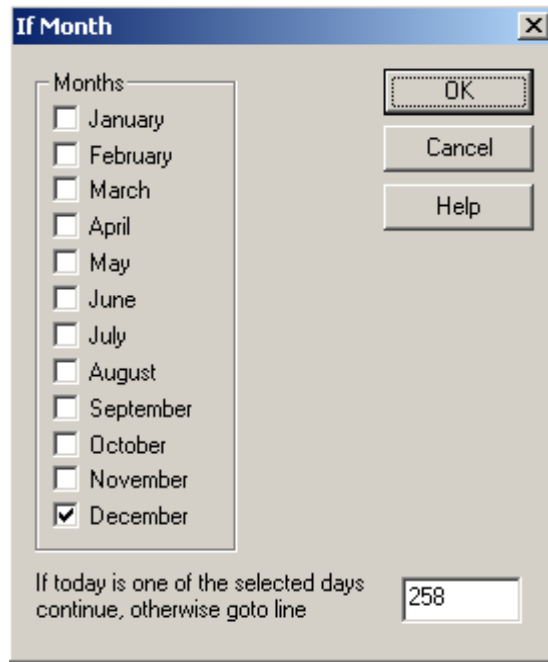
IMPORTANT NOTES: The If Month command is not displayed when using the Old Command Selection Dialog screen.

ALSO SEE: IF DAY; IF YEAR

HOW TO SET UP: If Month

- 1) Highlight the sequence that you want the **If Month** command to go on.
- 2) Press **Enter** to open up the LIST OF COMMANDS.
- 3) Press **Alt-\$**, or highlight **If Month** and press **Enter**.

This window will open:



- 4) Check the statements for the months of the year in which the playlist should continue to the next line.
- 5) Enter the line to go to if the day is not within one of the selected months in the **If today is one of the selected days continue, otherwise goto line** entry box.
- 6) Press **Enter** or click on the **OK** button.

IF YEAR

ALL ABOUT: IF YEAR

If Year If this year is 2005 then continue, else goto 324

PURPOSE: The **If Year** command is for when events occur on certain years.

EXAMPLE OF USE:

PARAMETERS: You check the statement that reflects the year that the playlist should continue to the next line, and enter the sequence line number for the playlist to go to if the current day is not within one of the selected years.

When you choose the year (this year, Next Year, etc), the sequence line will display the numeric equivalent (2004, 2005, etc)

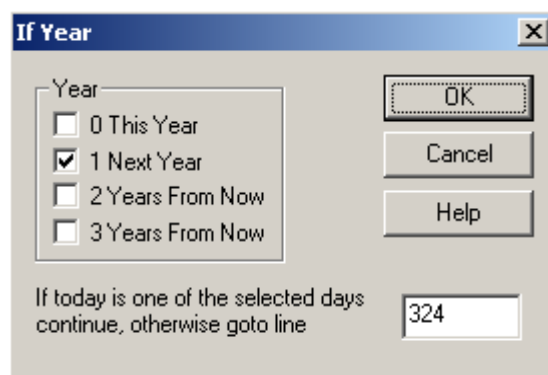
IMPORTANT NOTES: The If Year command is not displayed when using the Old Command Selection Dialog screen.

ALSO SEE: IF DAY; IF MONTH

HOW TO SET UP: If Year

- 1) Highlight the sequence that you want the **If Year** command to go on.
- 2) Press **Enter** to open up the LIST OF COMMANDS.
- 3) Press **Alt-%**, or highlight **If Year** and press **Enter**.

This window will open:



- 4) Choose the years in which the playlist should continue to the next line.
- 5) Enter the line to go to if the current day is not within one of the selected years in the **If today is one of the selected days continue, otherwise goto line** entry box.
- 6) Press **Enter** or click on the **OK** button.

LABEL

ALL ABOUT: **LABEL**

Label
Label
Label

Label: Recording on Audio Card 1
Label: Begin Day
Label: New Hour

PURPOSE: The **Label** command is for you to put labels and comments into the Automation Program. ControlReady for Windows ignores all **Label** commands.

EXAMPLE OF USE: At the top of every program you should have **Label** commands that say the name of the Automation Program, as well as the purpose of the Automation Program, and what the different input and output channels are used for. Also at the top of every hour and before each break, as well as any other place you think it is a good idea to explain what the Automation Program is doing.

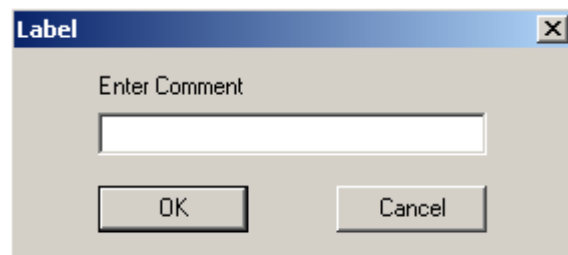
PARAMETERS: You type in the text to display on the sequence that the **Label** command is on.

ALSO SEE: SKIP

HOW TO SET UP: Label

- 1) Highlight the sequence that you want the **Label** command to go on.
- 2) Press **Enter** to open up the LIST OF COMMANDS.
- 3) Press **Alt-L**, or highlight **L- Label** and press **Enter**.

This window will open:



- 4) Type in the text that you want to be displayed, and press **Enter** or click on the **OK** button.

LOAD AND START

ALL ABOUT: LOAD AND START

Load and Start

Tuesday.ply

PURPOSE: The **Load and Start** command is used to stop the Automation Program that is running and load and start a different program, on sequence 1, in the same automation deck.

EXAMPLE OF USE: If at the end of Monday's program you want to load the program for Tuesday, you would put a **Load and Start** command at the end of the Monday program so that when it reaches that point the Tuesday program is loaded into the same Automation Deck and immediately started on sequence 1.

PARAMETERS: You specify which Automation Program that you want to be loaded and started.

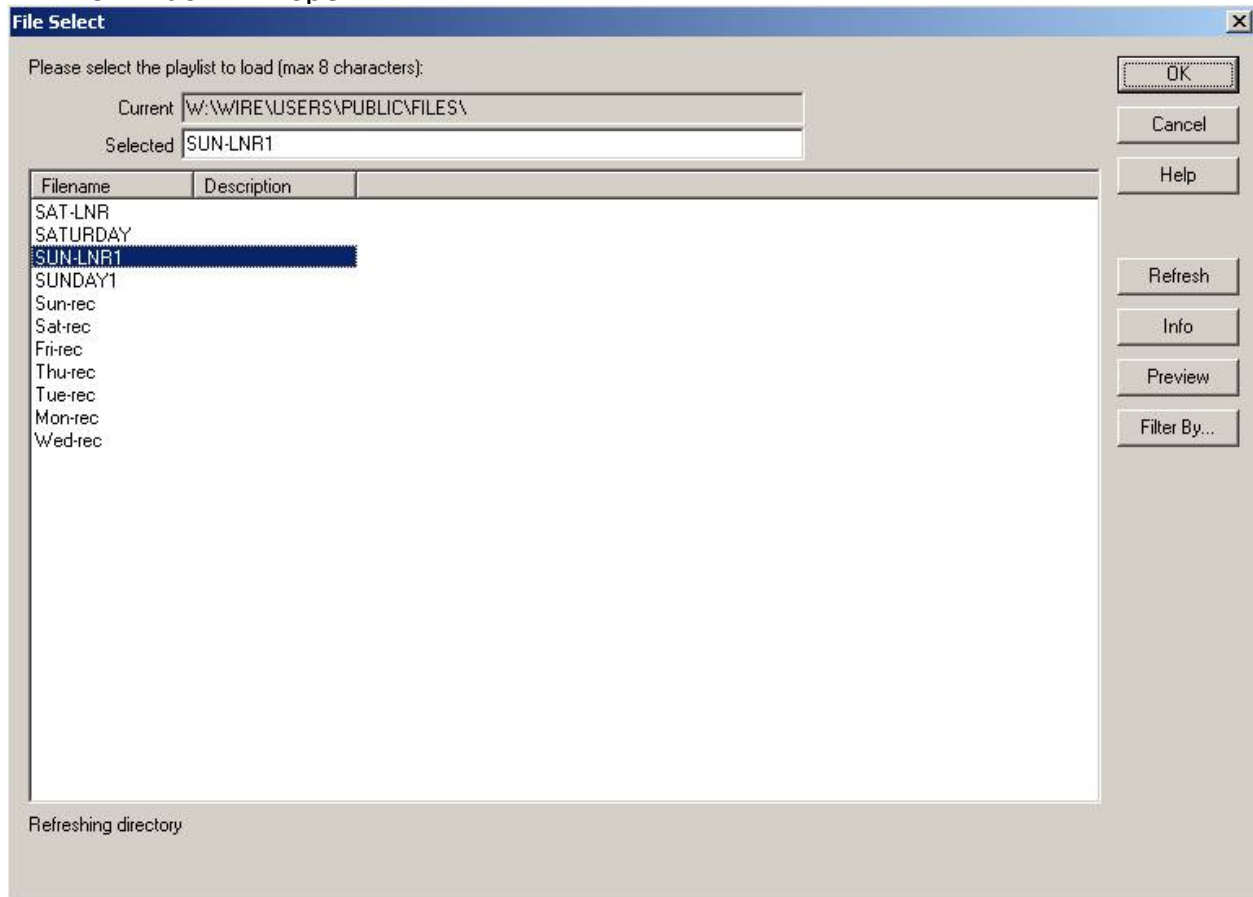
IMPORTANT NOTES: 1) Make sure that the Automation Program that you want to **Load and Start** exists.
2) This command will only have an effect on the Automation Deck in which it was executed. It will NOT have any effect on the other Automation Decks that are running.

ALSO SEE: STOP / SHUT DOWN

HOW TO SET UP: Load and Start

- 1) Highlight the sequence that you want the **Load and Start** command to go on.
- 2) Press **Enter** to open up the LIST OF COMMANDS.
- 3) Press **Alt-T**, or highlight **T-Load and Start** and press **Enter**.

This window will open:



- 4) Highlight the Filename of the Automation program that you want to load and start when this command is executed and click the **OK** button.

-OR-

Double click on the Automation program that you want to load and start when this command is executed.

LOG

ALL ABOUT: LOG

Log

Off

PURPOSE: The **Log** command will cause a file to be created that will record the date and time that each line of the Automation Program was executed.

EXAMPLE OF USE: This is an information and trouble-shooting tool. It gives you the ability to go back at a later time and determine what audio files played, when the automation switched to and from satellite networks, or any other commands that have been set up.

PARAMETERS: You choose to turn the logging on or off.

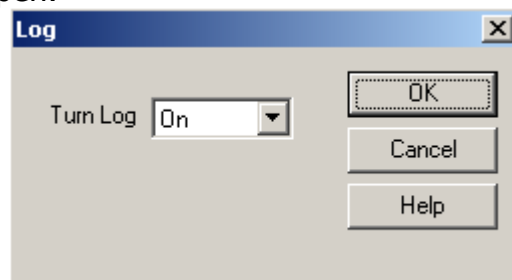
IMPORTANT NOTE: Logging is off by default, so if you do not put a Log On command in a playlist, none of its commands are logged.

IMPORTANT NOTE: If you are using a liner playlist, such as shown in the examples for the If and Goto commands, do NOT turn on logging for that playlist. The log file for such a playlist would become too large.

HOW TO SET UP: Log

- 1) Highlight the sequence that you want the **Log** command to go on.
- 2) Press **Enter** to open up the LIST OF COMMANDS.
- 3) Press **Alt-G**, highlight **G-Log** and press **Enter**, or double-click on **G-Log**.

This selector box will open:



- 4) Use the drop-down menu to choose **Off** or **On** in the **Turn Log** box.
- 5) Click the **OK** button to add the command.

PACKAGER

ALL ABOUT: PACKAGER

Change Path

Packager

w:\newscasts

File scan news5*. * to news5pm in w:\newscasts\ as attached files newer than 02:00.

PURPOSE: The **Packager** command is used to take audio files and put them together into a text file. The resulting text file is then sent to other locations using via email or web publishing.

EXAMPLE OF USE: When you want the Automation Program to put files together at a set time to send to affiliates or to have put to a web site.

PARAMETERS: You select the path and files to put together into a user-defined file.

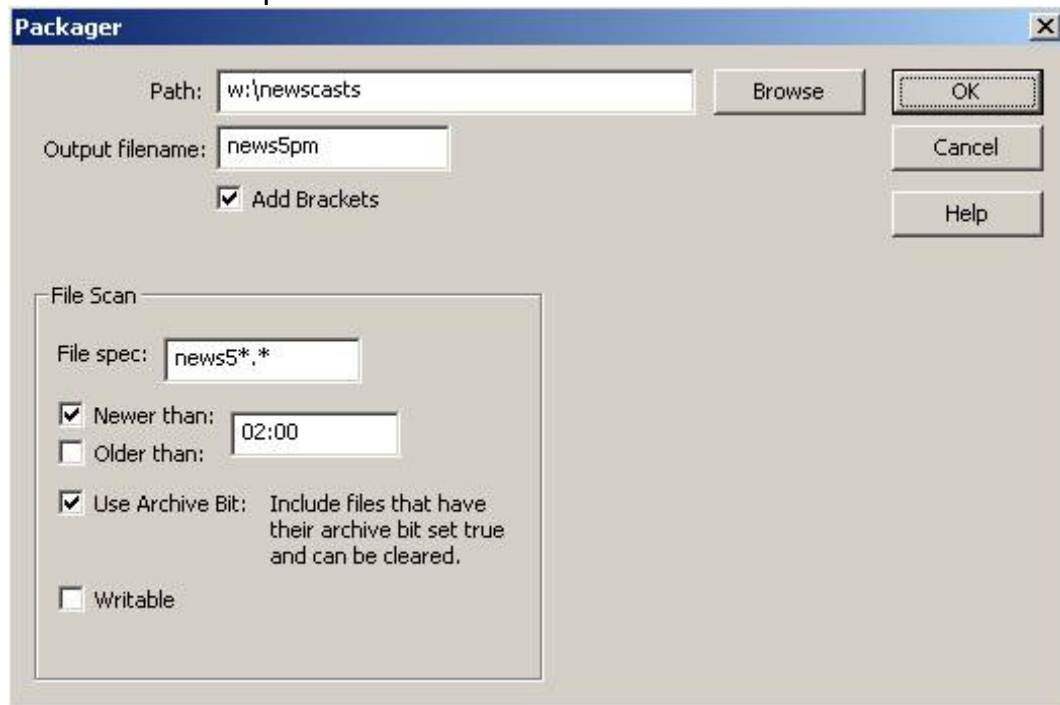
IMPORTANT NOTE: Scheduling this command also adds the Change Path command before it to switch to the defined path of the source files.
Use Old Command Selection Dialog must be unchecked in the Setup menu choice for the command to show on the list of commands.

ALSO SEE: EMAIL, WEB PUBLISH

HOW TO SET UP: Packager

- 1) Highlight the sequence that you want the **Packager** command to go on.
- 2) Press **Enter** to open up the LIST OF COMMANDS.
- 3) Press **1** and then **V**, highlight **Packager** and press **Enter**, or double-click on **Packager**.

This selector box will open:



- 4) Enter the **Path** of the files that will be packaged. Click the **Browse** button to navigate to the desired folder, if you are unsure what the exact path is.
- 5) Enter the name of the file to be created in the **Output filename** field.
- 6) Check **Add Brackets** to have brackets put around the file names in the output file.
- 7) Enter the **File Spec** of the files that are to be packaged. Wildcards are allowed if multiple files will be packaged into the output file.
- 8) Check **Newer Than** if
Check **Older Than** if
- 9) Check **Use Archive Bit** to have the command look at the attributes of the files. If this is checked, the command will check to see that the Archive attribute exists for the file, and if so, will include the file and clear the Archive attribute. This keeps files from being processed in multiple files.
- 10) Check **Writable** to have the command confirm that the file is complete and able to be processed. This prevents files that are still being transferred from another source from being processed while incomplete.
- 11) Strike **Enter** or click the **OK** button to add the command.

RUN

ALL ABOUT: RUN

Run w:\wire\mpeg2wav.exe

PURPOSE: **Run** is used when you want a separate program to run outside of ControlReady at a certain point in the automation program.

EXAMPLE OF USE: The Run command can be used when you have recorded a program that you will be sending to other markets or affiliates, and it needs to be converted to a different format. A Run command can be scheduled for after the recording is completed, which would start the conversion program to run outside of the automation.

PARAMETERS: You enter the command string, including the path, file name and parameters to start the program.

IMPORTANT NOTE: You must include the path in the command string. This command was added to the program in version 4.006. The Run command is not displayed when using the Old Command Selection Dialog screen.

HOW TO SET UP: Run

- 1) Highlight the sequence that you want the **Run** command to go on.
- 2) Press **Enter** to open up the LIST OF COMMANDS.
- 3) Press **Alt+^**, or highlight **Run** and press **Enter**.

This selector box will open:



- 4) Enter the path and command string into the Command entry box.
- 5) Click the **OK** button to save the parameters and add the command.

SET CLOCK

ALL ABOUT: SET CLOCK

Set Clock

10:59:55

PURPOSE: The **Set Clock** command will set the computer's clock to the time of day that is specified. It is very important to keep the computer's clock accurate.

EXAMPLE OF USE: If you know that your satellite network sends down a tone at exactly 59 minutes and 55 seconds after the hour (xx:59:55), you would put in a **Wait for Channel** or **Wait for Closure** command to catch the tone, and then the very next command would be **Set Clock**.

PARAMETERS: You select the hour, minute, and second that you want the computer's clock set to.

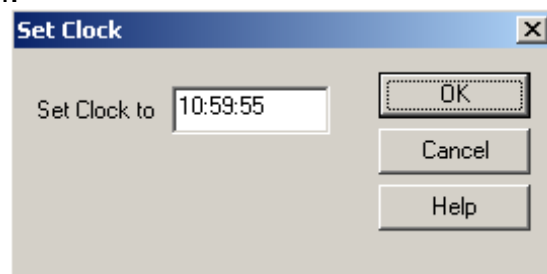
IMPORTANT NOTES: You should only use **Set Clock** when you are sure an event (closure, etc.) will happen at an exact time.

ALSO SEE:

HOW TO SET UP: Set Clock

- 1) Highlight the sequence that you want the **Set Clock** command to go on.
- 2) Press **Enter** to open up the LIST OF COMMANDS.
- 3) Press **Alt-S**, or highlight **S-Set Clock** and press **Enter**.

This window will open:



Note: All time parameters are entered in Military Format (24 hour) using 6 digits as HH:MM:SS, where HH is hours, MM is minutes, and SS is seconds.

- 4) Enter the time in the **Set Clock to** box.
- 5) Click the **OK** button to save the parameters and add the command.

SKIP

ALL ABOUT: **SKIP**

Label	Label: Tuesday AM-
Skip	
Label	Label: Record Tuesday News
Skip	
Wait Until	09:58:30
Record By Name/Code	TuesNew Length: 01:01:30 Description: TuesProg Quality: P22 Stop Channel if HI: NONE
Skip	

PURPOSE: The **Skip** command is just an optional space between commands to make the program easier to read/follow. ControlReady for Windows ignores all **Skip** commands.

EXAMPLE OF USE: Between scheduled breaks you would probably want a couple of skips to separate the breaks, as well as between different hours.

PARAMETERS: There are no parameters associated with this command

IMPORTANT NOTES: ControlReady for Windows ignores all **Skip** commands. All GOTO and GOSUB commands will be adjusted correctly as you insert **Skips**.

ALSO SEE: LABEL

HOW TO SET UP: Skip

- 1) Highlight the sequence that you want the **Skip** command to go on.
- 2) Press the **Insert** key on the keyboard.

-OR-

- 1) Highlight the sequence that you want the **Skip** command to go on.
- 2) Press **Enter** to open up the LIST OF COMMANDS.
- 3) Press **Alt-4**, or highlight **Skip** and press **Enter**.

SPLICE

ALL ABOUT: **SPLICE**

Splice

Prison Riot M5:3

PURPOSE: The **Splice** command is used to merge 2 audio files into 1.

EXAMPLE OF USE: If a news feed is being recorded, that when played will have an intro and commercials, several audio files could be added together. This would allow the scheduling of one audio file in the playlist, or enable the on-air personality to only play one file. This would also ensure the correct commercials are played during the newscast.

PARAMETERS: You choose the names of the 2 files to add together, and the amount of time that will be added between the files.

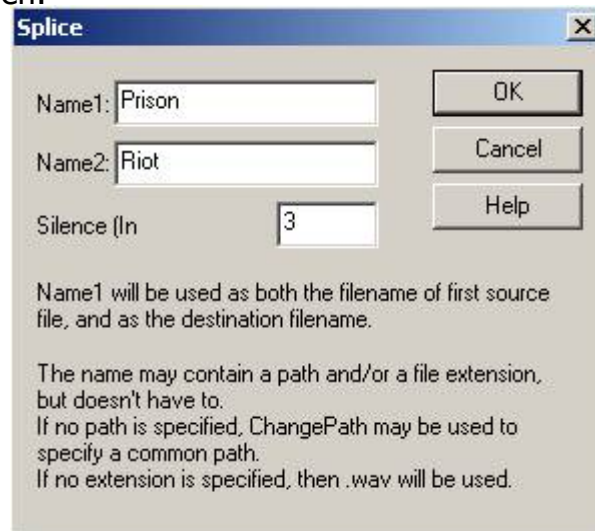
IMPORTANT NOTES: This command modifies the first file by adding the audio from the second file.

ALSO SEE: CHANGE PATH

HOW TO SET UP: Splice

- 1) Highlight the sequence that you want the **Splice** command to go on.
- 2) Press **Enter** to open up the LIST OF COMMANDS.
- 3) Highlight **Splice** and press **Enter**.

This window will open:



- 4) Enter the name of the first audio file in the **Name1** field.
- 5) Enter the name of a second audio file in the **Name2** field.
- 6) Enter the amount of silence to insert between the files, in milliseconds (100 would be 1/10 second, 1000 would be 1 second), in the **Silence** field.
- 7) Click the **OK** button to save the parameters and add the command.

STOP / SHUT DOWN

ALL ABOUT: **STOP / SHUT DOWN**

Stop / Shut down

PURPOSE: The **Stop / Shut Down** command is used to stop the Automation Program when the command is executed.

EXAMPLE OF USE: If you want the Automation Program to shut down at 7:50 pm, you would put a **Wait Until 19:50:00** command followed by **Stop / Shut Down**.

PARAMETERS: There are no parameters associated with this command.

IMPORTANT NOTES: This command will only stop the Automation Program that contains the Stop / Shut Down command. All other Automation Programs that are running will continue to run.

ALSO SEE: WAIT UNTIL; LOAD AND START

HOW TO SET UP: Stop / Shut Down

- 1) Highlight the sequence that you want the **Stop / Shut Down** command to go on.
- 2) Press **Enter** to open up the LIST OF COMMANDS.
- 3) Press **Alt-3**, or highlight **3-Stop / Shut down** and press **Enter**.

SYNC

ALL ABOUT: **SYNC**

Sync

Alias: Production, W:\liners*.wav -> Z:\prod Speed: 10

PURPOSE: The **Sync** command is used to have the Automation Program synchronize the audio files in a source and destination folder. Any file that exists (or is newer) in the source folder and does not exist in the destination folder will be copied to the destination folder.

EXAMPLE OF USE: This command will enable production to be done on one computer, while the new/edited audio files will be automatically copied to the Control computer for use on air.

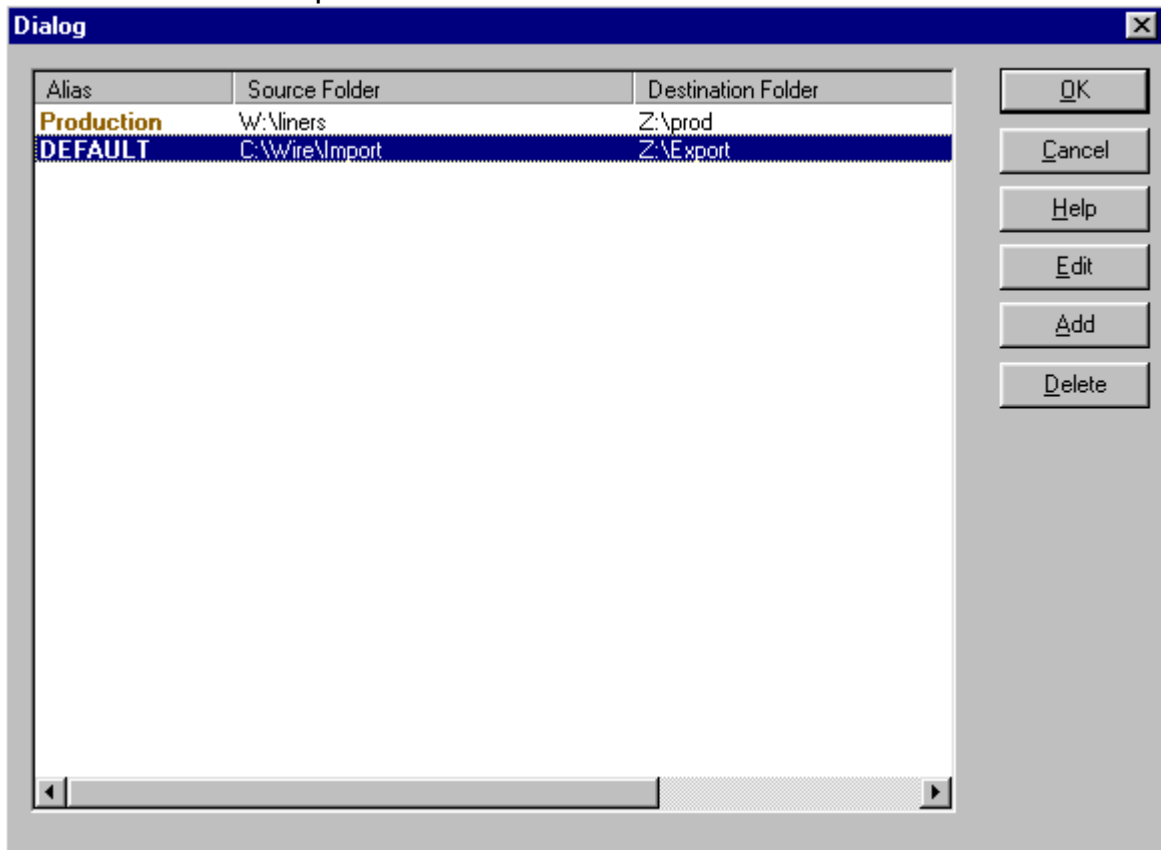
PARAMETERS: The parameters are set upon scheduling the command in the Automation Program. The user is given the option to use existing parameters or add a new set of parameters that include the alias and source and destination folders.

IMPORTANT NOTE: Changes made to the existing parameters will affect all future uses of that alias's operation. If the **Sync** command has an alias of Production, and changes are made to that alias's source or destination folder, the new parameters will be reflected when that **Sync** command is struck in the Automation Program.

HOW TO SET UP: Sync

- 1) Highlight the sequence that you want the **Sync** command to go on.
- 2) Press **Enter** to open up the LIST OF COMMANDS.
- 3) Press **Alt-I**, highlight **I- Sync** and press **Enter**, or double-click on **I- Sync**.

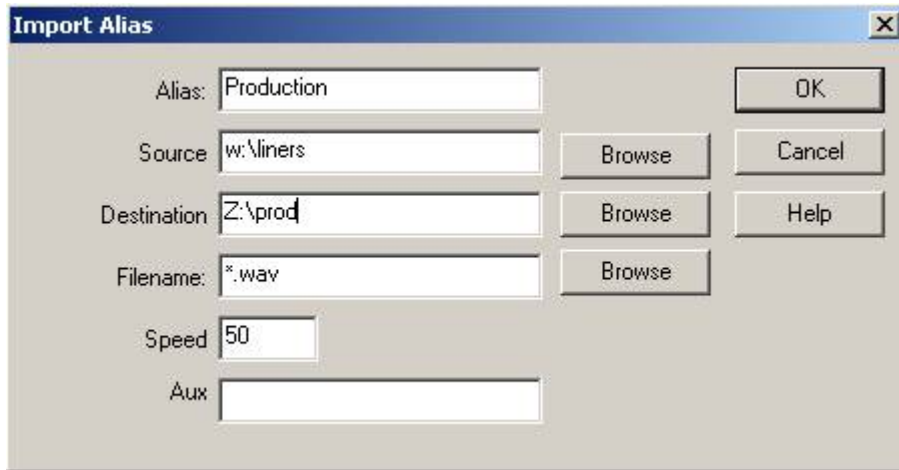
This selector box will open:



- 4) If there are already **Sync** alias parameters created, choose one and click the **OK** button to add the command.

To create a new **Sync** alias:

- a) Click the **Add** button or strike **Alt-A**.
- b) Enter an **Alias**. This is the name that will appear in the Automation Program.
- c) Enter the path of the **Source** directory.
- d) Enter the path of the **Destination** directory.
- e) Enter the **Filename** or file spec that is to be copied. Asterisks and questions marks are allowed.
- f) Enter a **Speed**. This is a number from 1-100, indicating how fast the operation should take place. This is an optional parameter, and if it is not present, then it will default to 50.
- g) When you are done creating the new command, click **OK** or strike **Alt-O** to save the parameters.



To edit an existing **Sync** alias:

- a) Highlight the alias line to edit.
- b) Click the **Edit** button or strike **Alt-E**.
- c) Change the existing parameters, then click **OK** or strike **Alt-O** to save the changes.

5) Click the **OK** button to add the command.

WAIT UNTIL

ALL ABOUT: **WAIT UNTIL**

Wait Until

05:00:00

PURPOSE: The **Wait Until** command is used to hold the Automation Program on a specific sequence number until a specified time of day.

EXAMPLE OF USE: If you want to switch to ABC News at 5:00 am, you would put a **Wait Until 05:00:00** command. The commands following the **Wait Until** would be to select ABC (PULSE, LATCH, etc.).

PARAMETERS: You set the hour, minute, and second to wait until.

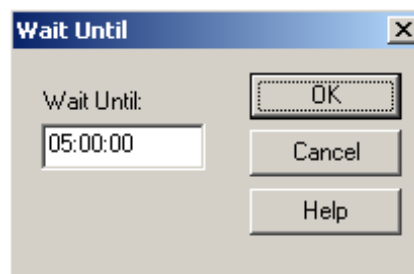
IMPORTANT NOTES: When the Automation Program comes across this command, it will stay on the sequence until the time of day is at, or after, the time specified. Therefore, if you issue a **Wait Until 10:00** command at 5:00 am, the Automation Program will not move for 5 hours. And if you issue a **WAIT UNTIL 10:00** command at 5:00 pm, the program will move to the next sequence as soon as it comes to the **Wait Until** command.

ALSO SEE: DELAY FOR; WAIT FOR HOT KEY; WAIT FOR CHANNEL; WAIT FOR CLOSURE.

HOW TO SET UP: Wait Until

- 1) Highlight the sequence that you want the **Wait Until** command to go on.
- 2) Press **Enter** to open up the LIST OF COMMANDS.
- 3) Press **Alt-U**, or highlight **U-Wait Until** and press **Enter**.

This window will open:



Note: All time parameters are entered in Military Format (24 hour) using 6 digits as HH:MM:SS, where HH is hours, MM is minutes, and SS is seconds.

- 4) Enter the HOUR, MINUTE, and SECOND that you want the program to **Wait Until**.
- 5) Click the **OK** button to save the parameters and add the command.

SYSTEM CONFIGURATION AND OTHER OPTIONS

The Logs created by the Log command

The log file is written in the Log folder of the user's directory. The filename consists of the deck number, the month, the day, the year, and the playlist's name, all separated with underscores, followed by the extension ".log".

For example, if the root directory is "W:\Wire", the user's name is "Testuser", the automation deck is 1, the date is 2-3-2002, and the playlist's name is "Monday", then the name of the log file is "W:\Wire\Users\Testuser\Logs\1_2_3_2002_Monday_ply.log".

The log file will be appended to, but neither deleted nor overwritten. It is the responsibility of the system administrator to delete unwanted logs.

The format of the log file is [sequence line number]-[time that the line was executed]-[total length of time the playlist has been running] [the command and its parameters].

Example of the log created by the Log command:

Note: if the command and its parameters will extend past the margins of the page parameters, the line is word-wrapped to the following line.

```
848-16:46:04- 0:00:00:00 Starting the playlist.
848-16:46:04- 0:00:00:00 LabelLabel: next hour
849-16:46:04- 0:00:00:00 LogOn
849-16:46:04- 0:00:00:00 Logging being turned on.
850-16:46:04- 0:00:00:00 LabelLabel: Command All
851-16:46:04- 0:00:00:00 Play WaveW:\Jingles\JF3D.WAV W:\Jingles\JF3D.wav o: l:
00:00:10
851-16:46:15- 0:00:00:11 Advancing to the next command.
852-16:46:15- 0:00:00:11 Play By Name/CodeCBS-1
852-16:46:15- 0:00:00:11 No valid file found to play.
853-16:46:15- 0:00:00:11 AutoRecordw:\jingles\jimrecord.wav 000100 1
854-16:46:15- 0:00:00:11 Delay for00:02:00.00
855-16:48:15- 0:00:02:11 Wait Until16:09:55
856-16:48:15- 0:00:02:11 Play WaveW:\Jingles\JF3B.WAV W:\Jingles\JF3B.wav o: l:
00:00:02
856-16:48:17- 0:00:02:13 Advancing to the next command.
857-16:48:17- 0:00:02:13 Skip
858-16:48:17- 0:00:02:13 *** BE HERE AT ***16:10:00
859-16:48:17- 0:00:02:13 Record By Name/Codebyname1 Length: 00:01:00 Description:
Quality: P22 Stop Channel if HI: B1-A left
859-16:49:17- 0:00:03:13 Finished recording W:\Audio\byname1.wav
860-16:49:17- 0:00:03:13 Wait For ChannelB1-A: left to go Low. Not before 16:00:00. If
after 16:15:00 then goto 862.
```

860-16:49:17- 0:00:03:13 Time is after 16:15:00 time. Going to line 861
862-16:49:17- 0:00:03:13 ComTalk"" - COM: 2 N81 9600 Char Delay = 1
862-16:49:17- 0:00:03:13 ComTalk outputting string .
863-16:49:17- 0:00:03:13 IfTime is before 17:00:00 continue, else goto 865.
864-16:49:17- 0:00:03:13 Delay for00:00:01.00
865-16:49:19- 0:00:03:15 GoSub1328
1328-16:49:19- 0:00:03:15 Delay for00:00:03.00
1329-16:49:22- 0:00:03:18 Play WaveW:\Jingles\JF2.WAV
1329-16:49:22- 0:00:03:18 No valid file found to play.
1330-16:49:22- 0:00:03:18 ReturnSub
866-16:49:22- 0:00:03:18 IfTime is after 17:00:00 continue, else goto 868.
869-16:49:22- 0:00:03:18 Play WaveW:\Jingles\JF3D.WAV W:\Jingles\JF3D.wav o: l:
00:00:10
869-16:49:33- 0:00:03:29 Finished playing W:\Jingles\JF3D.wav
871-16:49:33- 0:00:03:29 Play WaveW:\Jingles\JF3D.WAV W:\Jingles\JF3D.wav o: l:
00:00:10
871-16:49:43- 0:00:03:39 Advancing to the next command.
872-16:49:43- 0:00:03:39 Wait For ChannelB1-B: right to go Hi . Not before 16:30:00. If
after 16:40:59 then goto 874.
872-16:49:43- 0:00:03:39 Time is after 16:40:59 time. Going to line 873
874-16:49:43- 0:00:03:39 IfChannel B1-C:Liners is Lo continue, else goto 876
875-16:49:43- 0:00:03:39 Delay for00:00:01.00
876-16:49:44- 0:00:03:40 IfChannel B1-D:Commercial is Hi continue, else goto 878
878-16:49:44- 0:00:03:40 Wait Until16:50:00
879-16:50:00- 0:00:03:56 Set Clock16:50:00
880-16:50:00- 0:00:03:56 LogOff
880-16:50:00- 0:00:03:56 Logging being turned off.

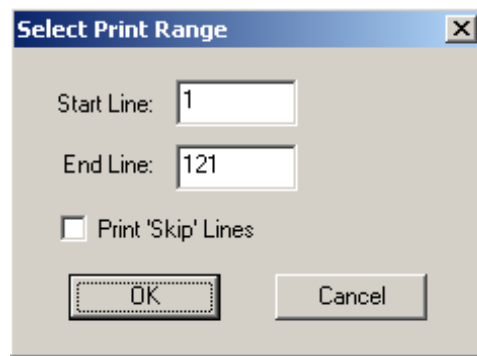
Printing the Playlists

WireReady32 can print the commands in a playlist from the ControlReady for Windows screen. The print-out will include the Sequence #, the Command and the Parameters fields for each line of the playlist.

Note: If the ControlReady for Windows Decks are set to **Hide Audio Paths and Extensions** and **Hide Logic Parameters**, these will not be printed. If you wish to print this information, uncheck these settings under the **View** menu before printing.

1. Open the playlist you wish to print in one of the decks (playlists will print from any of the 8 decks)
2. From the main menu, click on **File** or strike **Alt+F** on the keyboard.
3. Click on **Print F5** or strike the **F5** key.

The **Select Print Range** dialog box will open.



4. Enter the sequence number of the line that you wish to start printing on in the **Start Line** box.
5. Enter the sequence number of the line that you wish to stop printing on in the **End Line** box.
6. If you wish to only print the sequence lines that have commands on them, leave the **Print "Skip" lines** statement unchecked. Checking this statement will include the Skip lines in the printout and will make the print-out use more pages.
7. Click the **OK** button or strike the **Enter** key.

Note: The playlists will not print in color.

Configuration Files

[server]:\wire\system\SyncDir32.dat

This file holds the configuration of the Sync lines. When the Automation Program hits a Sync command, this file will be read for custom folder information. All audio that is in the source directory will be copied into the destination directory.

Except when: The audio in the destination path is newer than the source path and the destination audio cannot be accessed (locked by another process, read only etc.).

Paths are acceptable both with and without trailing backslash characters.

Format of syncdir32.dat file:

<destination alias>;<destination path>;<source alias> (not used any more);<source path>;<file type>;<speed to copy> (value between 1 and 400)

Example:

```
Production;Z:\prod;;c:\liners;*.wav;10
DEFAULT;Z:\Export;;C:\Wire\Import;*.wav;10
```

HOW TO REACH WIREREADEY

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