

Keyboard shortcuts in the MediaLog

Alt+5 to switch to the MediaLog screen

Up and Down arrows to navigate the list of audio files.

Ctrl+L is Select. It allows you to switch the folder that is displayed. It will be used when you store commercials, jingles, liners or PSAs in separate folders from the music.

Ctrl+R is Refresh. It refreshes the display of the current folder. Anytime audio is added to the folder, you will need to refresh the screen to see all of the files.

Ctrl+N is New. It allows the user to create a new audio file by opening the window to start a new recording.

Del is Delete. It allows for deleting the highlighted audio file or files. It will open a window asking if you are sure you want to delete. Strike Y for Yes or N for No.

F2 is Search. It allows the user to enter characters and filter to display only certain files. It will look in the Description and Artist fields in addition to Filename. Use Ctrl+R Refresh to go back to the display of all files.

F3 is Preview. Striking F3 will play the highlighted file. F3 will also stop the audio if it is playing.

F4 is Info. Info opens the AudioLog Editor window and allows the user to add or change information, such as the Description, Artist, or hit point. Note: More shortcuts for maneuvering within the AudioLog Editor window below in a separate section of this document.

F5 is Print. It will print a list of audio files in the folder.

F6 is Edit. Edit will open the selected file into the default audio editor (GoldWave).

F8 is Split. Split will split the screen and put a Notepad window on the bottom of the screen.

F9 is Embed. It will put a pointer to the selected audio file into the Notepad. Used when putting actualities into a news story or when publishing to the web.

Ctrl+D is Dup. It allows the user to duplicate or copy a file to another folder.

Ctrl+O is Lock. It allows a user to lock a file (set it as read-only) to prevent deletions. It will also toggle back to unlocked (remove the read-only attribute).

Alt+I is Import. It is used to synchronize audio folders to copy files from Production to the Control/OnAir machine.

Ctrl+S is Send. It allows a user to send the audio file to another station. It requires additional software and will probably not be used.

Alt+F brings up the File menu. Then strike the hotkey M to rename the selected audio file.

Alt+E brings up the Edit menu. Then strike the hotkey M to open the Mass Update Information window to make changes to a group of audio files.

Alt+T brings up the Setup menu. Then strike the hotkey V to open the Preview Device window. It allows the user to change the audio device that will be used to preview audio from the MediaLog.

Keyboard shortcuts for the Audiolog Editor window

This is accessed from within the MediaLog.

Highlight the audio file to add information to.

Strike F4 on the keyboard.

Tab can be used to move between the fields in this window.

Alt+P will preview the audio. It will also act as a toggle to stop audio while playing.

Alt+S will save changes and close the window.

Alt+C will activate the Cancel button and will close the window without saving changes.

Alt+N (formerly Alt+E) will play from the end of the file.

Alt+O will set the outro time / hit point while the audio is playing.

Alt+I will set the intro time while the audio is playing.

Alt+T will open the Trim window. This allows a user to trim the audio by deleting the audio in the Intro and Outro times, only the audio file between the Intro and Outro times will be saved.

Alt+D will open the Day Parts window, where audio can be restricted to only playing at certain hours on certain days of the week.

Alt+R will reset the Start Date and Time fields to blank.

Alt+E will reset the Stop Date and Time fields to blank.

Keyboard shortcuts for the On Air screen

Alt+Shift+1 to switch to the OnAir screen.

Up and Down arrow keys to move to a different deck.

Ctrl+F7 to Eject All – This puts the cursor on Deck 10.

F7 to eject the audio from the current deck

Enter or Alt+F8 to load a new file into the current deck.

Ctrl+Shift+F8 to set all decks to Loaded status

Ctrl+F8 to set current deck to Loaded status

Ctrl+F3 to play the current deck

F3 to stack and play all loaded decks.

Number key to play audio in that number deck

F9 or space bar to Stack or cue audio in current deck

F1 Help

F2 Pause

F3 Play

F4 Stop

F7 Eject

Ctrl+F7 Eject All

Enter Load

Alt+L Import from playlist

Keyboard shortcuts for the Automate window

Alt+0 to switch to the Automate Deck Selector. This will list the 8 decks, along with the playlist or program loaded in the deck and the current status of the deck.

While on the Automate screen, Ctrl+ the deck number will switch the display to that Automate deck. (example: Ctrl+1 opens deck 1, Ctrl+8 opens deck 8.)

Up and Down arrow keys to move between sequence lines.

Ctrl+R is Refresh. It refreshes the display of the sequence lines. Used when audio is recorded and played back later. The file may not exist when the playlist is loaded, so that wave file will show as “missing”. After it is recorded, a refresh will show it ready to be played.

F1 is Wav. It allows the user to put a Play Wave command on the selected sequence line.

F3 is Start. It starts the playlist at the selected sequence line.

Shift+F3 is Start from End. It allows the selected Play command to start the audio from the middle of the file. It opens a window that allows the user to enter the time from the end of the audio to start playing. It is useful when a long program has to be started partway thru to keep the program on time.

F4 is Stop. It stops the playlist and leaves the cursor on the current sequence line.

F6 is Edit. It allows the user to edit the selected command.

F8 is Load. It loads a playlist into the deck.

F9 is Save. It saves the current playlist.

Enter is Change. Hitting the Enter key opens the list of commands to assign to that sequence line.

Del is Delete. It removes the command on the selected sequence line. Then it moves all following commands up one sequence line.

Ins is Insert. It inserts a sequence line and moves all following commands down one sequence line.

Ctrl+E is Clear. It clears the current playlist from the deck. It will warn the user if changes were not saved.

Ctrl+C is Copy. It allows the user to copy a series of commands and put them on the clipboard.

Ctrl+V is Paste. It allows users to copy a series of commands from the clipboard or by entering the starting and ending sequence lines.

Ctrl+L is Lock. It locks the cursor on the currently activated command. This allows the playlist to always display the current line on the screen and track the playlist. It also acts as a toggle to unlock the playlist.

Ctrl+S is Scroll. It allows the user to move to a sequence line number by entering that value.

Ctrl+P is Step. It allows the user to run one command on the current sequence line. The playlist will not continue on after that command is activated. It is useful for testing purposes.

Ctrl+B is Break. It causes the currently playing audio to continue, but stop the playlist after it is done with the audio. It is useful during Live times.

Shift+F4 Fd-Stop is Fade to Stop. It will fade the currently playing audio over 5 seconds and stop the audio. It is useful when breaking in with important news or alerts.

Ctrl+N is Notes. It allows a user to enter notes about a playlist. It is useful for manager to leave info for disc jockies.

Ctrl+A L-Ast is Live Assist. It will open the playlist into the Live Assist screen.

Alt+F brings up the File menu. Then strike the hotkey T to import the Traffic log into the playlist.

Alt+F brings up the File menu. Then strike the hotkey M to import the Music log into the playlist.

Alt+C brings up the Command menu to open the list of commands to assign to the current sequence line. It has the same effect as hitting Enter on a sequence line, although the lists are set up slightly differently.

Alt+A brings up the Automate menu. Then strike the hotkey V to insert a Voice Track onto a sequence line. The Voice Track window has a separate list of keystrokes.

File Select window

Up and Down arrow keys to navigate the list of files

Alt+L to Select Folder

Alt+I to open AudioLog Editor info window

Alt+F is Filter By. You can limit what is displayed with this function. Then key in your parameters and strike Enter.

Alt+P to Preview current audio file (will both start and stop audio)

Alt+C to Cancel

Enter or Alt+O for Ok button

Keyboard shortcuts for the FileLog screen

The FileLog is where the rotations will be managed.

Alt+2 to switch to the FileLog screen

Up and Down arrows to navigate the list of text files and rotations.

Enter to open the selected text file.

Ctrl+L is Select. It allows you to switch the folder that is displayed. It will be used when you store commercials, jingles, liners or PSAs in separate folders from the music.

Ctrl+R is Refresh. It refreshes the display of the current folder. Anytime a file is added to the folder, you will need to refresh the screen to see all of the files.

Del is Delete. It allows for deleting the highlighted file or files. It will open a window asking if you are sure you want to delete. Strike Y for Yes or N for No.

F2 is Search. It allows the user to enter characters and filter to display only certain files. It will look in all of the fields. Use Ctrl+R Refresh to go back to the display of all files.

F3 is All. Striking F3 will display all the files in the folder. This can be used after doing a search to get back to displaying all files.

Ctrl+I is Info. Info opens the Text File Header window and allows the user to add or change information. Is used more with news stories.

F5 is Print. It will print the text of the highlighted file.

Alt+M is Move This will move the selected file to another custom folder.

Alt+P is Rip & Read This will copy the text of the highlighted file and paste it into the Notepad or other open files.

Alt+U is Rundown This is used in newsrooms when reading stories on air.

Ctrl+E is Email This will allow a story (including embedded audio) to be sent via email to a set list of addresses.

F6 is Archive This will allow a copy of the file to be put into a different custom folder.

F7 is Notepad This will switch the screen to the last opened notepad.

F8 is Split This will split the screen with the Notepad.

F11 is Prior This will open the story above the highlighted story. Used by newsrooms when reading stories on air.

F12 is Next This will open the text of the next story in the list. Used by newsrooms when reading stories on air.

Keyboard Shortcuts for the Notepad window

The Notepad will be used to create and edit the rotations

Alt+1 will switch to the Notepad screen

Ctrl+N is New This clears the text from the Notepad and opens a blank notepad.

F4 is Save This will save the current text as a file to the selected custom folder.

F5 is Print This will print the text in the current notepad. If any text is highlighted, it will only print that highlighted text.

Ctrl+W is Wave Allows the user to choose an audio file to “embed” at the cursor position in the notepad.

F3 is Play This will play the next embedded audio file below the cursor position.

Shift+F3 is Stop This will stop the audio that is currently playing.

F6 is Archive This will save the current text as a file to the selected custom folder. Slightly different from F4, as F6 will allow multiple files with the same slug.

F10 is Open Allows the user to open a saved text file into the Notepad.

Ctrl+F is Find Opens a window that will search the notepad for the entered text.

Ctrl+I is Info. Info opens the Text File Header window and allows the user to add or change information.

Ctrl+T Time Displays the number of words in the text file, and calculates the time it will take to read the text and play the embedded audio files.

Ctrl+M is Email This will allow a story (including embedded audio) to be sent via email to a set list of addresses. Requires Outlook.

Alt+S is Send Allows the user to send text and audio to other locations. Used with WANReady.

Alt+B Web Allows the user to publish text and audio to a web site. Requires additional software from WireReady.

Alt+P Rip & Read Copies and pastes the selected text to an opened text file.

Alt+K is Spell Check Entire Document Will check the spelling of text in the entire document.