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MAINTAINING NEWSREADY32

Creating a Template in WR32

From within WireReady32, open a Notepad (**ALT-1**).

Type the text of the template (intros, weather, traffic, stock update, outro).

Embed the audio (station id, news bed, weather bed, traffic bed).

From the Menu bar, click on *File*, then *Save As...*

Save the file to the root directory (or the Template folder if it is being used).

Give the file a unique template name.

Strike CTRL-N to close the template

Minimize WireReady32.

Go to My Computer and find the template.

Double-click it, or Single-click then choose *Open* from the *File* Menu bar.

Delete the headers (the lines in all caps, including WR32 . . . FILENEXT).

From the Menu bar click on *File*, then chose *Exit*. When prompted to save, chose *Yes*.

Go to Properties for the template (right click on the file).

Make the file Read-only.

Click *OK*.

Go into WR32 and test to be sure template comes up.

From Notepad, click **F10 Open**.

Type in the name of the template and strike Enter.

Tape a list of the template names to each monitor.

Backing up Audio

Because of the size of audio files it is necessary to purge them occasionally so the server does not run out of storage space. The standard audio file is recorded at 22Khz mono. That corresponds to approximately 6 ½ hours of audio per GB of space on the server. If the server has 16 GB of available storage space, then it will hold 90-100 hours of audio.

Many stations wish to save audio files for future use (I.E. a Year End Review show). Therefore some or all audio files must be backed up in some fashion. There are many methods for backing up audio. Each station should decide which method works best for their situation. Some stations burn CDs, some use individual hard drives on workstations, some convert the files to MP3s, some use the archived audio folder in WireReady32 if they seldom save audio files. Instructions are provided below for assistance in burning CDs as a back up.

Using Direct CD to burn a CD

Each CD should contain one week of folders/audio cuts (Sunday-Saturday)

In the daily folders in the AudioLog, delete all files not used for embedding in newscasts (if using a numbering system, delete all files without numbers).

Start the CD Writer software.

Choose to create a Data CD using the Direct CD option.

Follow the instructions on the screen to allow you to read and write directly to the CD.

When prompted for a name for the CD, enter the week, i.e. February 19-24, 2001.

Once the CD is prepared, use the My Computer icon to display the drive icons.

Open the W:\ drive (the WireReady server drive) on one side of the desktop and the CD drive on the other side.

Hold **Ctrl** while clicking on each daily folder in the W:\ drive (Mon, Tues, Wed, Thurs, Fri, Sat, Sun).

Release the **Ctrl** key, then click and hold one of the daily folders. Drag it into the CD drive window. The other folders will follow.

When ejecting the CD you will be asked whether to leave the CD open in order to add more data later or to close the CD so it can be read by any CD-ROM drive. If all the audio files for the week are on the CD then choose to close it.

The CD will then be burned.

Label the CD with the date range.

Save the CD in a binder arranged by date for easy retrieval.

Another method of burning a CD

Each CD should contain one week of folders/audio cuts (Sunday-Saturday)

In the daily folders in the AudioLog, delete all files not used for embedding in newscasts (if using a numbering system, delete all files without numbers).

Start the CD Writer software.

Locate the daily audio folders to be backed up.

Drag the folders to the destination area of screen.

Rename the volume title to the week (ex: January 7-13, 2001).

Burn the CD.

Label the CD with the date range.

Save the CD in a binder arranged by date for easy retrieval.

Finding previous stories and audio cuts (from CD)

In the FileLog, do a text search for the story.

Locate the story from the search results.

Open the story and write down the audio cut numbers/filenames and date of the story.

Find the corresponding week's back-up audio CD.

On the CD, open the folder for the correct date.

Find the cut number/filename.

Save the audio (*Save As..*) back to WR32 (in same folder as original).

The audio should now be ready to be played within the story.

Other Maintenance Items:

- **Disable Sounds on all computers:**
Click on the Start button, then Settings, then Control Panel. Double-click Sounds. For the Scheme choose No Sounds. Click OK.
- **Check Power Management on all computers:**
Click on the Start button, then Settings, then Control Panel. Double-click on Power Management. For the Power Schemes choose Always On. For "Turn off Monitor" choose Never. For "Turn off Hard Disk" choose Never. Click OK.
- **Change Resolution on all computers (if necessary):**
Click on the Start button, then Settings, then Control Panel. Double-click on Display. Click on the Settings tab. In the Screen Area section drag the slider to less or more. More resolution makes the icons appear smaller on the screen. Click on the Advanced button to change the Font size. In the Display section choose the size you desire. Click OK. Click OK again.
- **Turn off screen savers on all computers:**
Click on the Start button, then Settings, then Control Panel. Double-click on Display. Click on the Screen Saver tab. For the Screen Saver choose None. Click OK.
- **Disable CD auto insert notification on all computers except CD burner:**
Click on the Start button, then Settings, then Control Panel. Double-click System. Click on the Device Manager tab. Click on the plus sign to the left of the CD-ROM icon. Click on the CD-ROM device that appears, and click on Properties. Click on the Settings tab. Turn Off the Auto Insert Notification. Click OK.

- **Disable Print Notification message on all computers:**
Right-click on the Network Neighborhood icon, and choose Properties. Click on the Default Capture tab. Turn Off Print Notify. Click OK.
- **Move WAV files out of Windows\Media folder on all computers (if necessary):**
If navigating Internet Explorer is causing the click sound to be broadcast through the speakers then the WAV files must be moved from their current location. Double-click on the My Computer icon. Double-click on the C: drive. Double-click the Windows folder. Double-click the Media folder. Move all WAV files from this folder to safe location (possibly to the My Documents folder on the Desktop).
- **Include computer name on WireReady32 icons on all computers:**
It is possible to by-pass the initial WireReady32 prompt asking for the name of the computer. This can be done whether using Open or Secure log-ins. Right-click on the WireReady32 icon, and choose Properties. Click on the Shortcut tab. The pathname to launch the program is located in the Target entry box. Click in the entry box, and put a space immediately following the path. Then type **/u news1** (this is assuming the particular computer is typically logged in as news1). Click OK.

This may be different if Novell is being used. In this case administrators may be using **/u %wruser%** as part of the pathname. Call 1-800-833-4459 for clarification on this issue.

- **Include computer name on WireReady32 icons under the Start Menu also:**
As mentioned above by adding **/u news1** (or whatever computer name) to the pathname WireReady32 will launch as that particular user when the icon is double-clicked. If a shortcut to WireReady32 is located under the Start button then this same shortcut should be added to its pathname. Click on the Start button, then Programs. Drag the mouse to WireReady32, then right-click on it. Choose Properties. Click on the Shortcut tab. Modify the pathname as mentioned above.
- **Turn Off "suspend" on Manager.exe on the Wire Capture computer:**
Right click on the Manager.exe icon on the Desktop, and choose Properties. Click on the Miscellaneous tab. Turn Background to "Always suspend". Click OK. This also needs to be done to the Manager shortcut under the Start Button, Programs, Startup.
- **Have LogMeIn running**
LogMeIn should be running on the server, the wire capture computer, the audio capture computer, and one workstation (for future training).