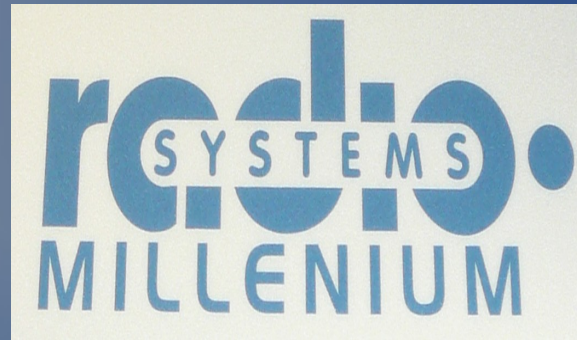


Running the board for Calling All Catholics

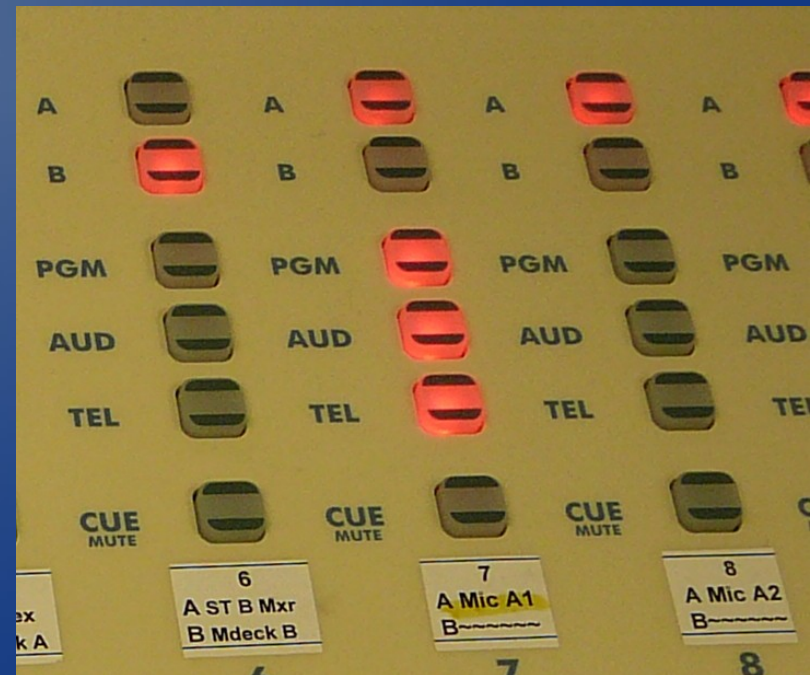


E-mail corrections to:

MXM, SJ

Basic theory: Pgm, Aud, Tel

- The little buttons above the sliders decide where that line is going to go.
 - **Pgm**: output goes to the Program (on air)
 - **Aud**: output goes to Adobe Audition recorder
 - **Tel**: output goes to telephone lines



Basic Theory: Going live

The master computer directs all output from the board to the air starting around 16:00:01 and takes the output from the board off the air around 16:56:31. Either it works or it doesn't. Getting the show on the air is not my problem.

Start Spark chat

- Double-click Spark icon.
- Select conference chat.
- Fuss with name to personalize it and get the desired color scheme. “Daughter of Zion” apparently is not a good color. “father” is hot pink.

Start Adobe Audition

- Double-click on icon.
- Click record button.
- May start this early. The material recorded before the program begins can be trimmed.
- Make sure that the track is not highlighted. Black = not highlighted; white = highlighted. If it is highlighted, it will stop recording at the end of the highlighted block.

Start Flash Operator

- Double-click icon.
- Re-size and position windows as needed.
- Goal: get Spark and Operator side-by-side

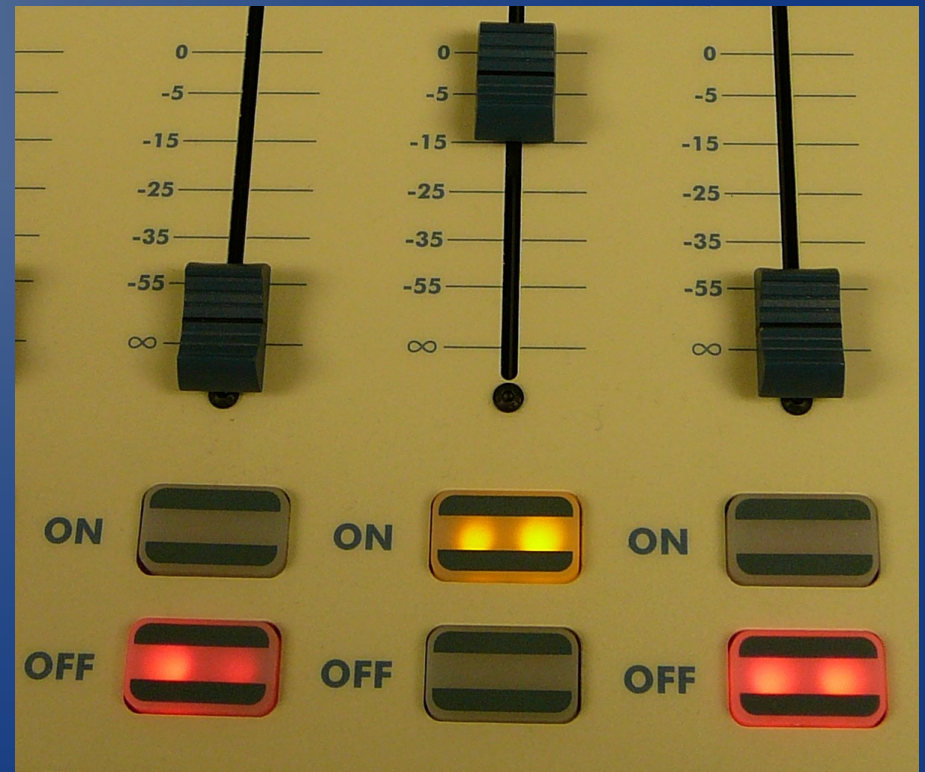
Plug headphone into board



- There is only one jack over in the lower right-hand corner of the board.
- Turn Headphone on (Monitor is optional).
- Control volume with Headphone knob.

Line 7: Microphone A1

- Highlight all 3 buttons at top (Pgm, Aud, Tel)
- Push “On” to use the mic, “Off” to clear throat.

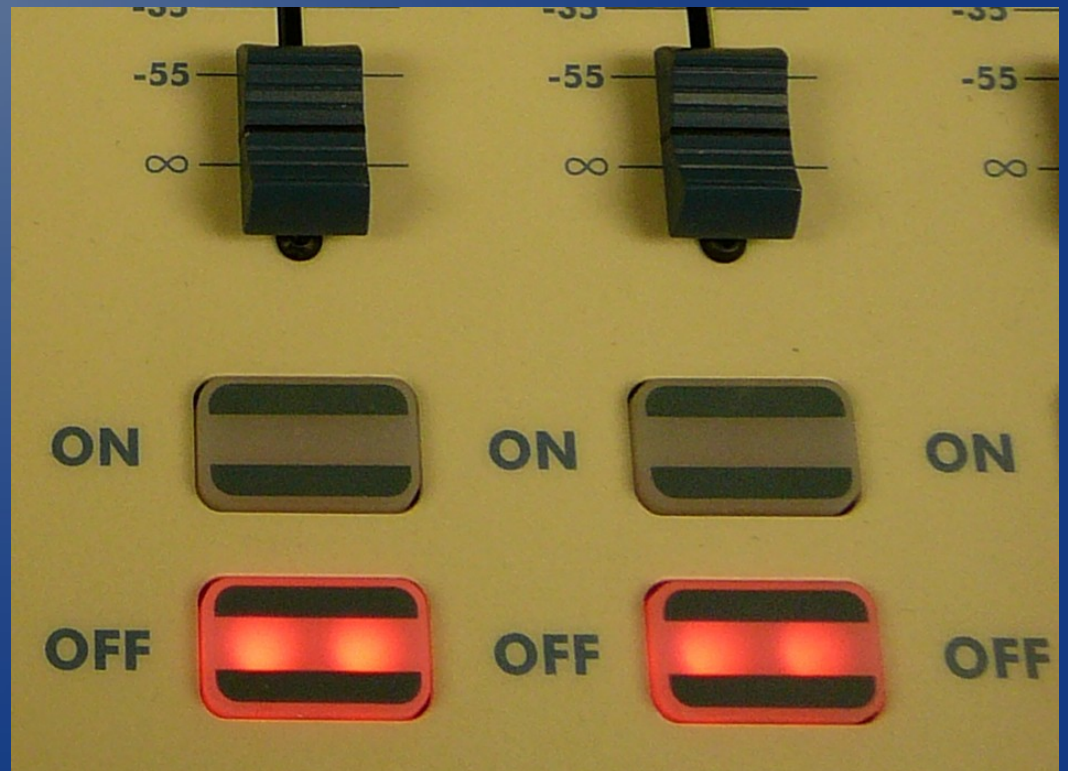


CD1 & 2

- Line #14 = CD1 = Intro / Outro CD
- Line #15 = CD2 = Robo Gina CD
- Turn on three buttons above slider:
Pgm, Aud, Tel
- Turn line “On.”
- Put Intro/Outro CD into CD player #1.
- Put RoboGina into CD player #2.
- Bring sliders up to audible level.

A1 and A2 Telephone lines

- Line 17 = A1
- Line 18 = A2
- Preset lines for Pgm and Aud but *not* Tel (!)
- Leave off



Check CD players

- Make sure power is on.
- Set Pitch Lock on both sides.
- Set “Single” (Sgl) on both sides.
 - “Single” means “play one track, then stop.”



How to start the show

- Press play button on CD player at 16:00:01.
- Wait for the right chord, then fade music and do intro over it. Keep talking and the music will quit after a minute.

How to play Robo Gina

- Put Robo Gina CD into player 2
- Turn on three buttons for player 2 (Pgm, Aud, Tel)
- Turn on line for player 2
- Press play button for CD player 2

How to take a call

- Put your left hand on the A1 or A2 “On” button.
- Drag tiny people icon from lines 51-54 to tiny telephone icon on the A1 or A2 connection with your right hand.
- Release the mouse button with your right hand and depress “On” button with your left hand.
- Bring up caller's slider while saying “Hello, _____, you are on the air ...” and then adjust the slider as needed when they start speaking.
- Remember the name of the person transferred to A1 and/or A2. There is no cue available after the call is transferred.

Use slider to mute caller

- To keep the caller on the line but to silence them, bring the slider down to zero.

Use “Off” to hang up

- The “Off” button drops the line.
- Reset level on slider to average.

How to end the show

- Lower slider on Line #4 – CD
- Start outro music playing on CD player at 16:55:31
- Bring up music gradually to audible-but-not-overpowering level.
- Do outro.
- Bring music slider up to normal level and let the music finish. Goal: hit last chord before the Program computer switches to next output.

Save the recording

- In Adobe, File / Save As
- Browse to My Computer → (Z:) → Production → CAC → {this month-this year}
- Left-click *once* if there is a file in the folder already, then edit the date. Otherwise, name file like this: **CAC-MMDDYY.wav**
- So, for example, the November 8, 2010, show ends up with this filename:
 - Z:\Production\CAC\November-2010**CAC-110810.wav**
- Click Save

Shut down

- Turn off all lines and all buttons on the board.
- Turn off the CD player on Friday afternoon.
- Exit Spark, Flash Operator, and Adobe Audition.
- Turn off the computer monitor.
- *Open* the door to the computer room to improve circulation. *Close* the door to the corridor after exiting the studio.
- Say goodnight, Gracie.