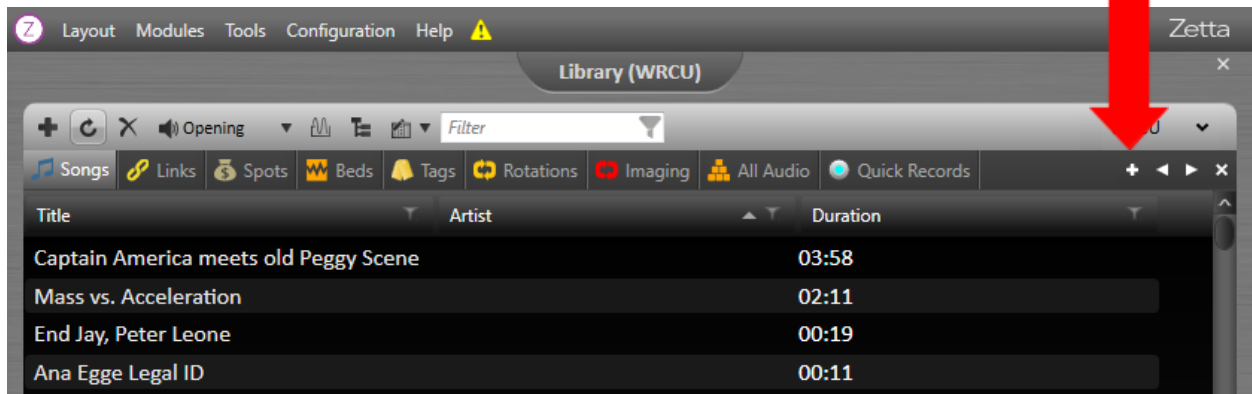


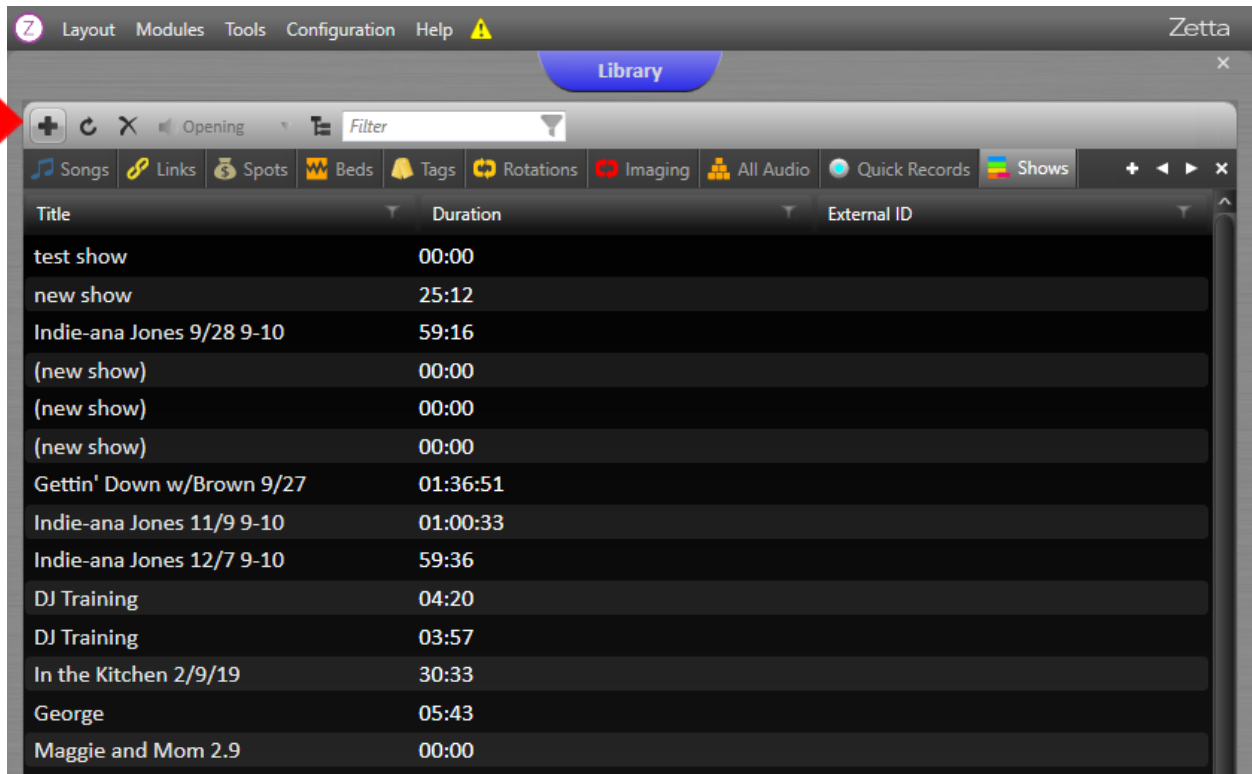
How to Pre-record a Show

This handout will help remind you how to pre-record a show for times when you have a conflict with your regular show hour(s).

1. Go to the Zetta Library. Notice all the tabs listed across the top near the search bar. These tabs help organize different types of files in Zetta. For this process you will want to use “Quick Records” for your audio segments and “Shows” for the actual show file. If either of these tabs are not there when you open Zetta, you can press the small, white plus button and select the one you need from the dropdown menu.

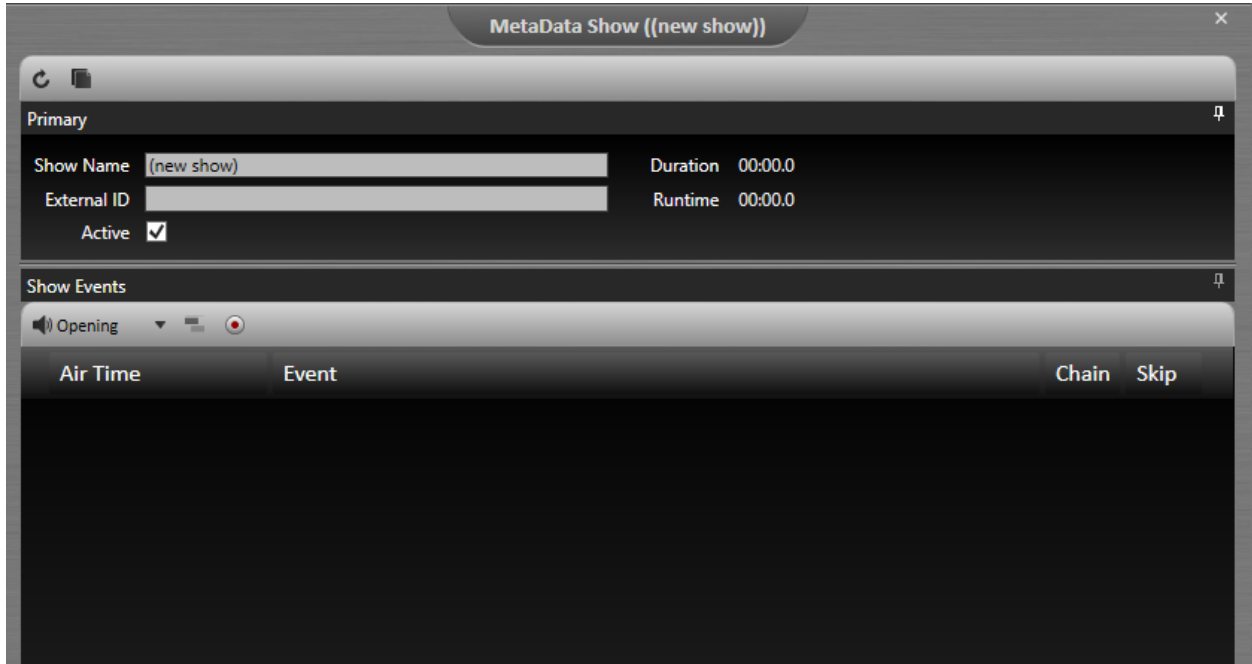


2. Your screen should now look like the photo below. Click on the shows tab to open that library and press the larger plus button on the left-hand side to add a show.

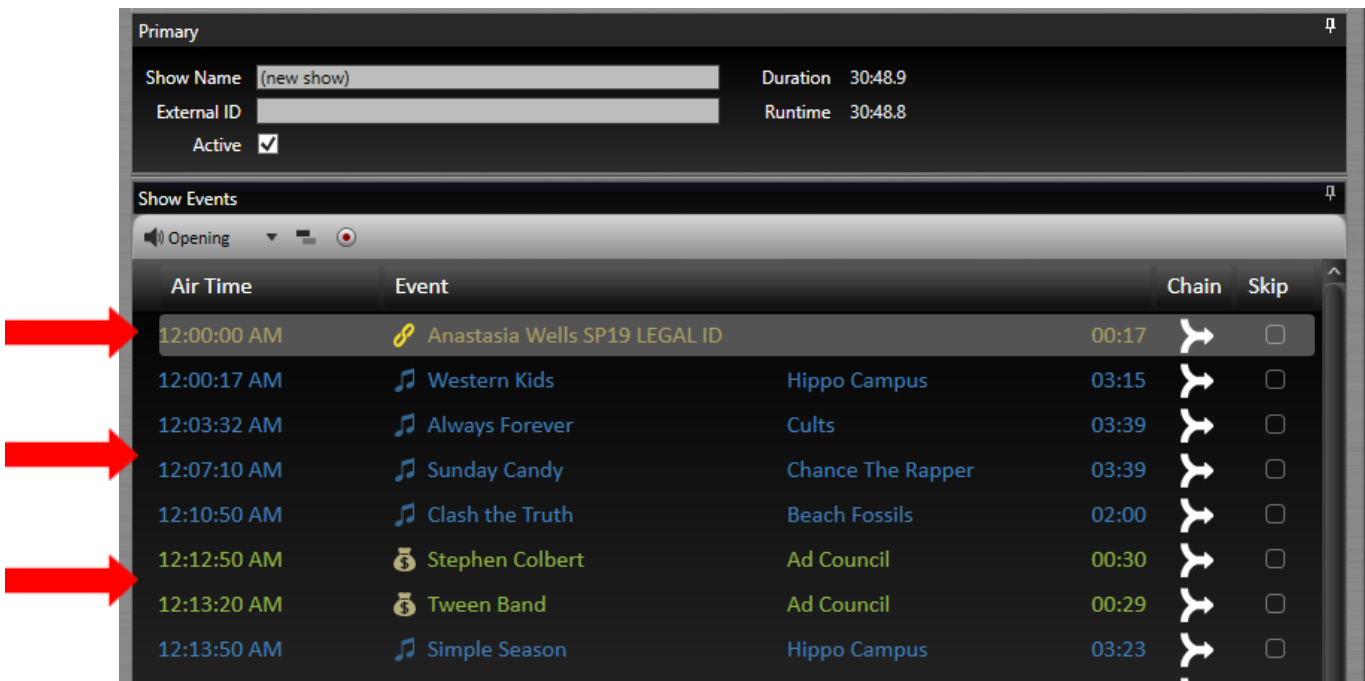


How to Pre-record a Show

3. Once you add a show, a window will pop up that looks like this:



4. You now need to fill up the hour (or two) with the audio segments outlined in the contract. You will need: a legal ID, two PSA breaks each hour, and two new rotations. These files can be dragged out of the library, or you can take the rotation file from the Logs (if you want a random legal ID to play or random PSAs). Once you've added these items, your show should look like

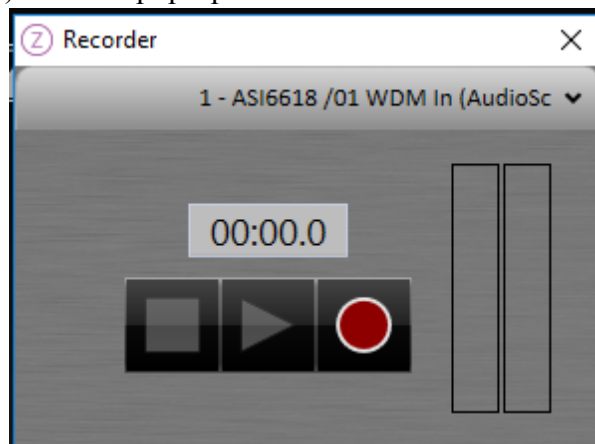


How to Pre-record a Show

- Now that you've added the mandatory audio segments, you can add your songs and more importantly, your voice! To do this, you will want to go back to the Zetta library and click on the "Quick Records" tab. Once there, press that large plus button on the left-hand side to add an audio file. A window like this will appear (it is the same as the song-uploading window, but you won't drag in any files unless you have audio segments saved somewhere else):



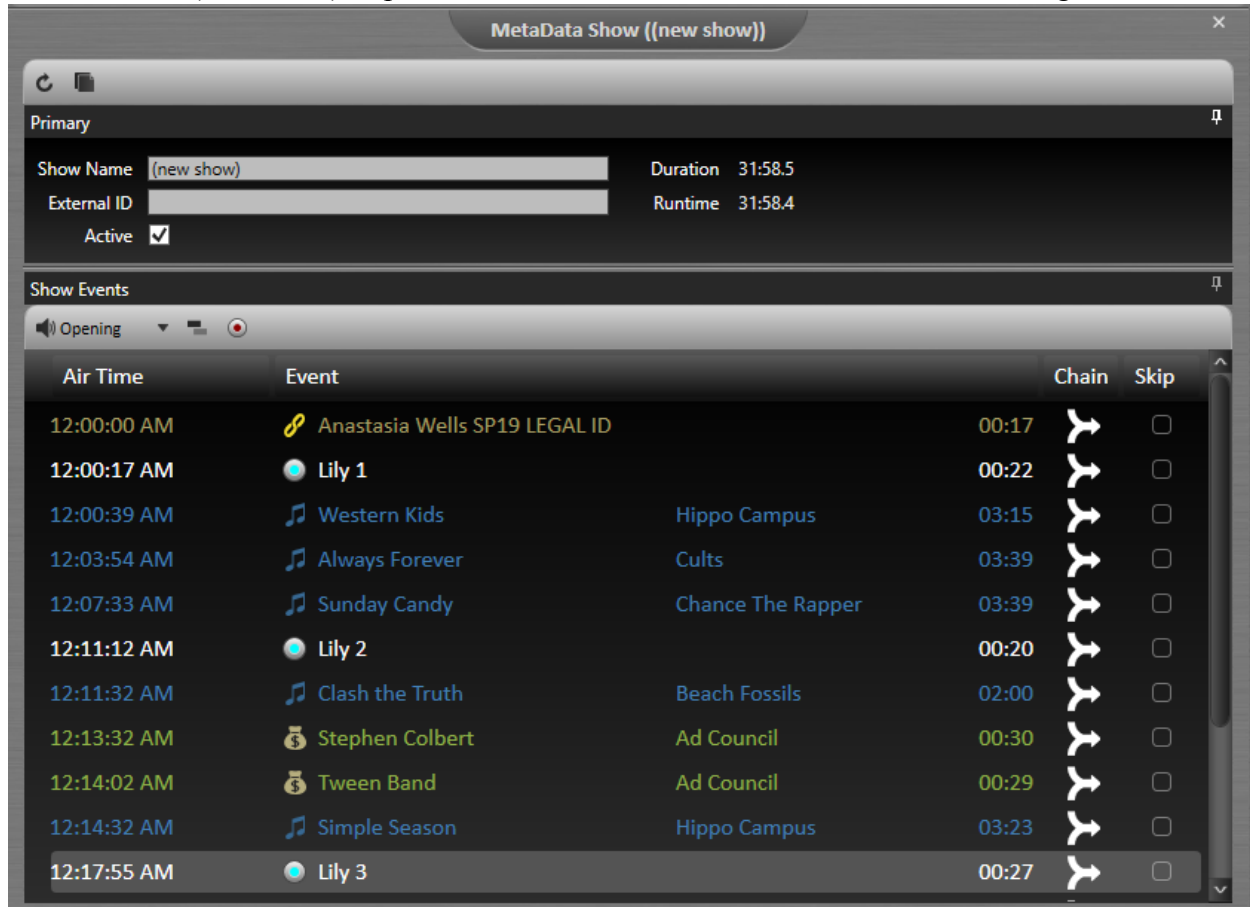
- In this window, you will want to press the red circle "Record" button to record you (and your cohost's voice(s)). A small pop-up window like the one below should appear.



Make sure both of your mics are turned on! The sound board in the production studio operates the same way as the one in the broadcasting booth, so the buttons are all in the same place. Your guest is also able to turn their mic on from the button on the side table.

How to Pre-record a Show

7. Press the “Record” button on the pop-up window and then start talking! To stop recording, press the square button. Once you finish recording, it is not set in stone yet, so you can overwrite the recorded audio by pressing the record button in the bigger window. Make sure to check that the green “Segue” line is in a good spot in the recording—this indicates when the next command/song will play.
8. When you are happy with the result, give it an easily identifiable name and save it. You can then drag these files into the show builder. Place them between the appropriate songs, and pay attention to the “Duration/Runtime” at the top. Try to make your show as close to 1 hour (or 2 hours) as possible. When it’s finished, it should look something like this:



9. The last step when pre-recording a show is to drag the show file (containing all of your songs, PSAs, etc. in order) into the logs. When you do this, **DO NOT FORGET to turn off the rotations, PSAs (spot blocks), and the legal ID rotation for the hour of your show. If you forget to do this, you will push all shows back an hour and cause the clocks to be incorrect.** (Do not ever delete the command “Fill Position” or “Execute Command: Switch to Auto.” If you do, we will have dead air, which is an FCC violation.)