

# VOICE OVER RECORDER USER MANUAL

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**bitonlive**

**V. 1.17.621.1**

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# Voice Over Recorder

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**Voice Over Recorder** is the **BitOnLive** system integrated in **Philo Media Manager** for the registration and management of voice-overs insert in the playlist.

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# VOICE OVER

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Before using the **Voice Over Recorder** you must enter through **Philo Media Manager** elements that indicate the presence of **Voice over** within the playlist.

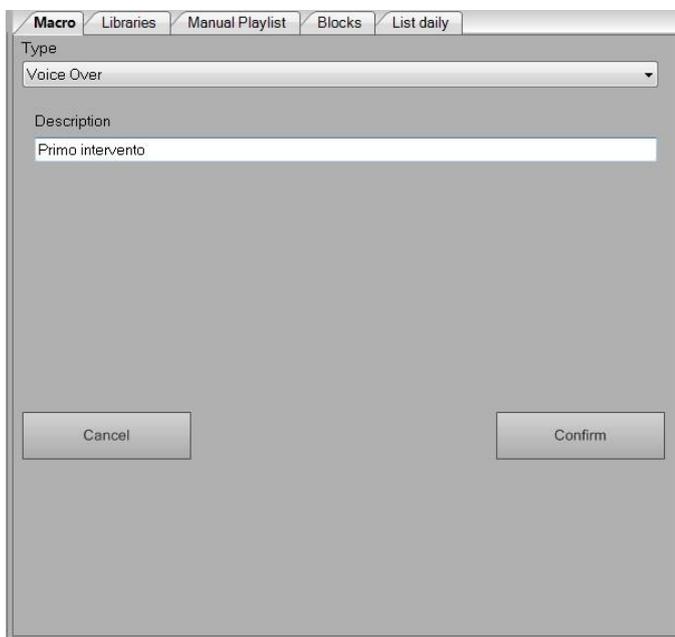
There are two methods to insert the **Voice Over** in Playlists: use macros, or create the Voice Over as simple elements of the archive.

## The first method (macro)

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Open the **Clock**, the **Manual Playlist** or the **Scheduler** and through the library enter the **Voice Over "Macro"**. It indicates to **Philo Media Manager** the presence of **Voice Over** without having to create each time a new item for each element.

The card will be automatically generated only at the time of the recording.



The image shows a dialog box titled "Macro" with several tabs: "Macro", "Libraries", "Manual Playlist", "Blocks", and "List daily". The "Macro" tab is selected. Inside the dialog, there is a "Type" dropdown menu with "Voice Over" selected. Below it is a "Description" text field containing the text "Primo intervento". At the bottom of the dialog, there are two buttons: "Cancel" on the left and "Confirm" on the right.

In the tab macro, select **Voice Over** via the menu **Type**, and enter a name in the **Description** field (which will be used to name the file once registered).

Inserted data click on **Confirm** to insert the new field **Voice Over** inside the playlist.

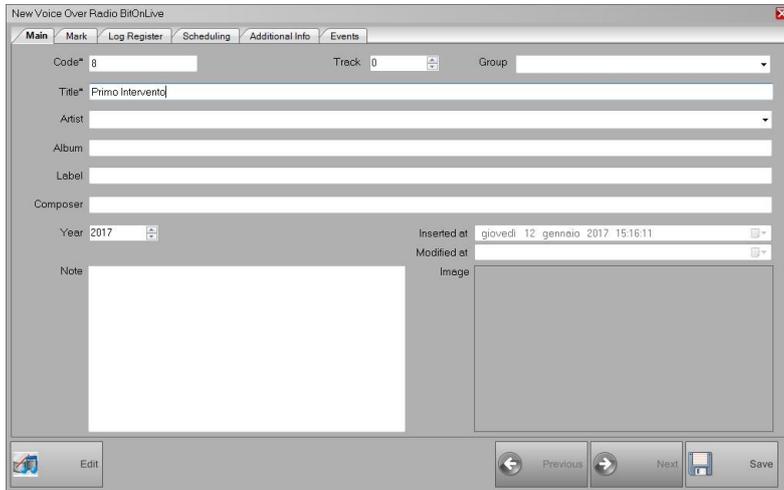
In this way at each new recording saved, will be created a physical file associated to a new item.

## The second method (Creating Voice Over)

From the **Database menu** -> **Voice Over** click **Add**.

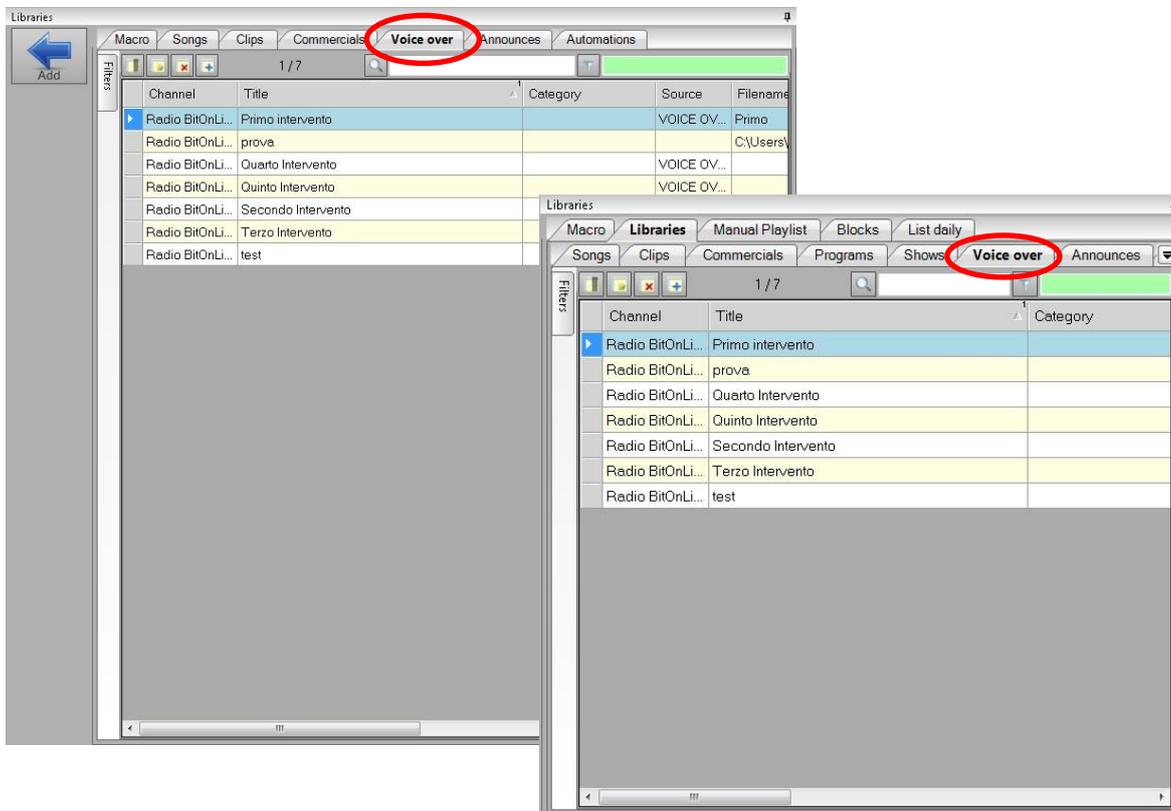


In the window that appears, enter the title of the item, and all useful information for the management of the element.



In this way you can manage the programming phase separately from the recording of audio files.

Created the **Voice Over**, they can enter inside the **Scheduling**, the **Clock** or **Manual Playlist** as all the elements of the archive, selecting them through the library and dragging inside the playlist in the desired point.



Every time that will be reinserted the same card within a playlist and recorded a new track file will be overwritten by the new recording.

# VOICE OVER RECORDER

To record the audio of the **Voice Over** is necessary to open the playlist in which they were previously inserted (Clock, Scheduler or Manual Playlist).

Inside the playlist select with right click the **Voice Over** desired and from the menu select **Rec Voice Over**

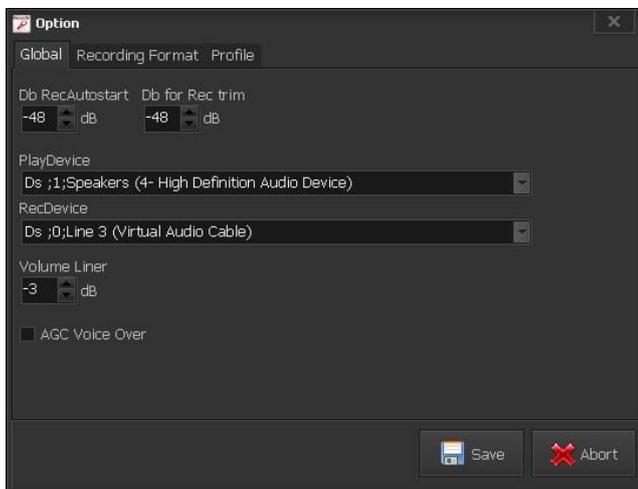


In the window that appears displays the waveforms of the previous and next element to track of **Voice Over** and, in the bottom part, the waveform of the input signal for recording.

## Setup Recorder

Before you begin recording it is necessary to check the configurations of the program, press  to open the **Setup**.

### Global



**Db RecAutostart:** Volume in decibels of the input signal to start automatically the recording.

**Db for Rec trim:** Volume in decibels of the threshold below which must act Trim

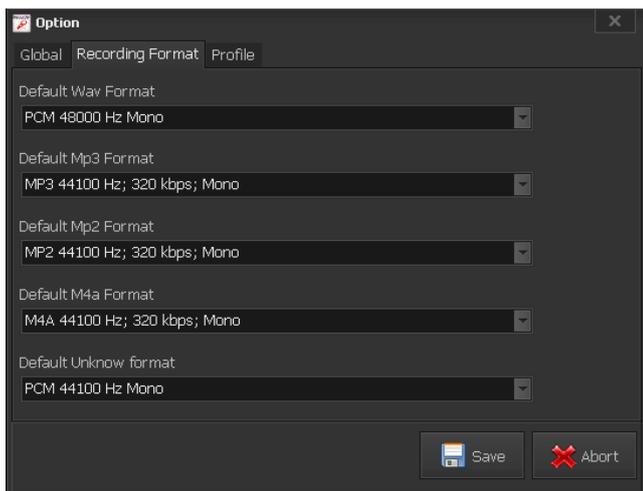
**Play Device:** output device for the cueing of tracks

**Rec Device:** input device for recording

**Volume Liner:** decrease volume of the tracks in the case of overplaying with Voice Over

**AGC Voice Over:** Enables or disables the AGC on the input track

## Recording Format

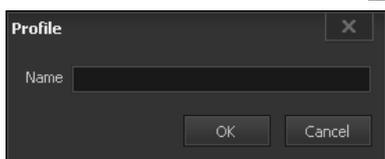


Select the **frequency** and **quality** of different format from each combo box that will be used as the standard for each extension of the recorded files.

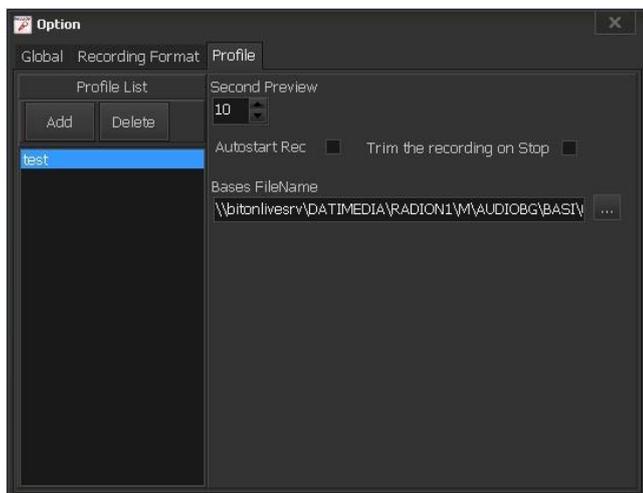
## Profile

In this tab, you can add different configuration profiles that can be reload without reconfigure the settings every time.

Click Add to add a new profile. 



In the window that appears enter a name, and then press OK.



**Second Preview:** seconds of waveform of the previous and next tracks displayed inside the preview section

**Autostart Rec:** Enables or disables the automatic registration configured in the "**Global**" tab

**Trim the recording on Stop:** Enables or disables the automatic deletion of the blank from the end of the file

**Bases FileName:** Path and name of the file to use as the Default base.

You can remove profiles created by pressing on the Delete. 

## Work Area (recorder)

Once configured it is possible to proceed with the registration of the files of the Voice Over.



- A => Main Command
- B => Waveform of the preceding element to Voice Over
- C => Waveform of the next element to Voice Over
- D => Registration Information
- E => Navigation and Saving

### Main command (area A)

In this section you can: select the desired profile (created in setup) through the **Profile** combo box; check the steps to register; access the **Setup**.



By clicking on the Start button **Start** or by pressing F8 from keyboard, start play the previous track from the moment in which there is positioned the locator, and appear 2 other keys within the same section: Abort (Esc) and Start Rec.



By clicking on Start Rec **Start Rec** or by pressing F8 from keyboard, begins the track recording of Voice Over and change the keys to control recording: Abort, Start Next and No Intro.



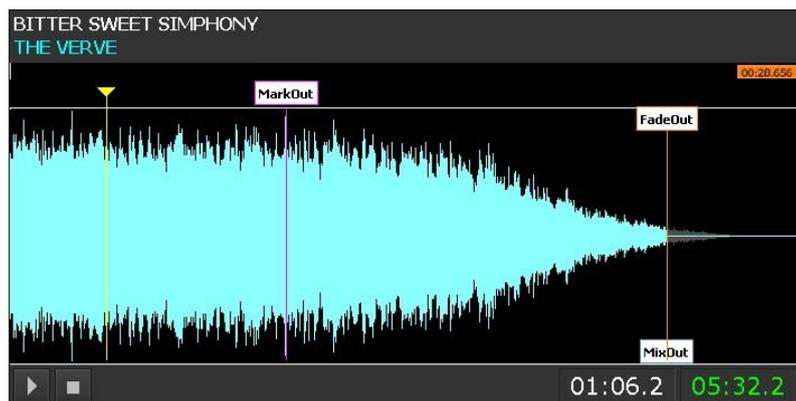
By clicking on the Start Next button **Start Next** or by pressing F8 from keyboard, plays the next track and change again the control keys: Abort and End. If this appears the countdown **00:12.1** on the intro of the second song. If you click No Intro **No Intro** or by pressing F9 from keyboard you stop directly the recording.



By clicking on End **End** or by pressing F8 keyboard, you stop recording.

### Preview of the elements (Area B and C)

The areas B and C are identical, refer to the previous element (B) and next one(C).



Clicking inside the waveform is moved the locator for audio playback.

Through the mouse wheel you can zoom in or out to the waveform display.

With the buttons Start and stop it is possible to start and stop playback of the audio.

Finally, there are two time indicators relating to the position of the Intro (white) and the position of the selector (green).

### Registration information (area D)

In this section you find all the information relating to the registration:



The format of the registration, the counter corresponding to the length of the audio track recorded, the name of the element that is being recorded and the relative path and file name to which the element will refer once saved the track. During Registration this part flashes red to indicate that recording is active.

Also shows the waveform of the input signal (highlighted in red in the registration phase) and the meter to monitor the volume, is also made available to the user the fader to adjust the volume of the recording.

### Navigation and Saving (Area E)

In the last section of the window are the navigation and saving keys the Voice Over.

 Allows you to navigate to the Previous Voice Over inside the playlist, at the same time save changes to current Voice Over.

 Allows you to navigate to the Next Voice Over inside the playlist, at the same time save changes to current Voice Over.

 Reset to the initial state of the Voice Over undoes any changes made.

 Cancel all changes and closes the window without saving.

 Save the changes to the Voice Over and closes the window.

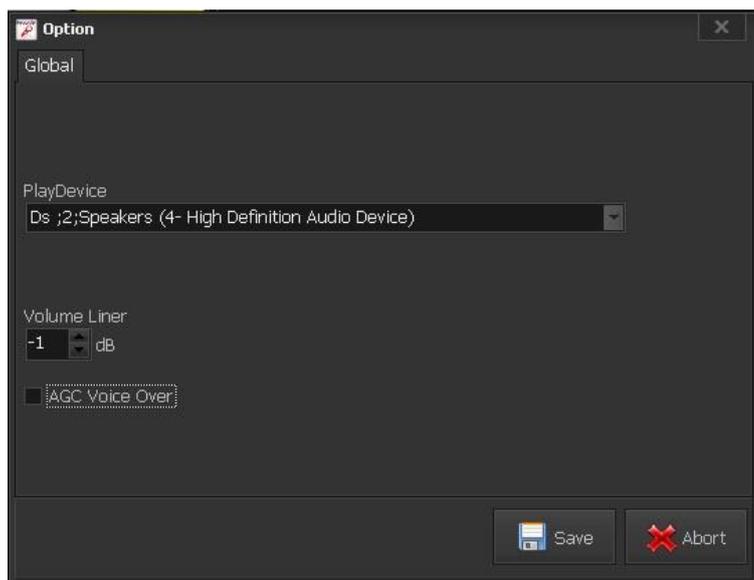
## Editor

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By clicking on the Editor tab in the upper part of the window, opens editor for the track just recorded with the visualization of the previous and next tracks.

### Setup

Press  to open the **Setup**.



**Play Device:** Output Device for listening

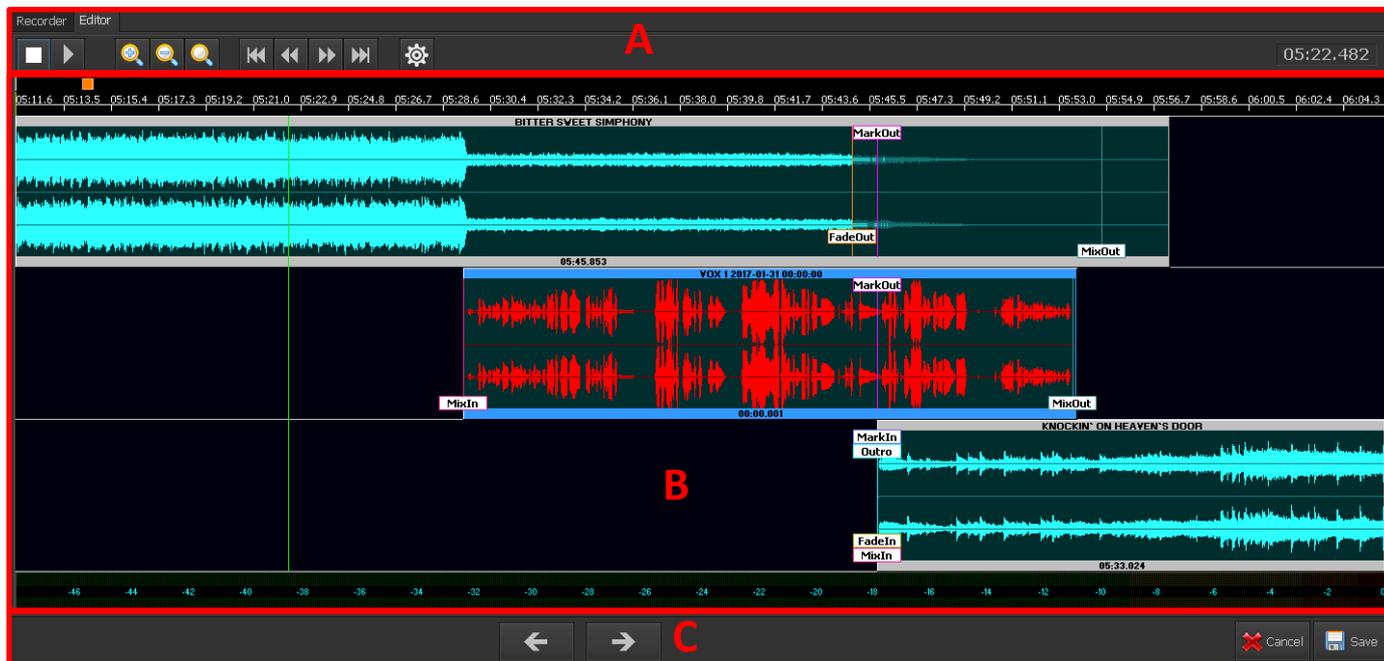
**Volume Liner:** decrease volume of the tracks in the case of overplaying with Voice Over

**AGC Voice Over:** Enables or disables the automatic amplifier on the input track

When you have finished configuring the settings press  to save.

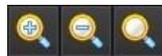
Work Area

In this screen, you can correct any errors in the mixing of the three tracks: Previous, Voice OVER recorded and next track. Changes at this level will be taken only within the playlist you are working on and will not be changed the markers in the database of the radio.



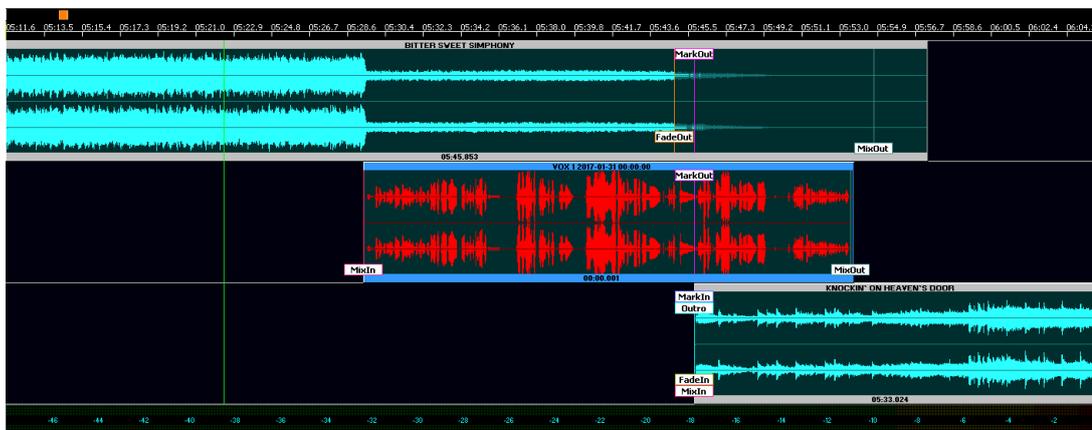
- A => Main Command
- B => Editing Area
- C => Navigation and Saving

The command bar (area A)

-  start and stop playback of cueing
-  Zoom in and out and positioning of the view on the Locator
-  Allow to move the Playback slider to forward and backward along the selected tracks
-  Opens the Setup window

Editing area (area B)

This screen shows the waveforms of the three tracks: previous track, Voice Over recorded, next track. After recording the Voice Over is inserted in the position corresponding to the registration phase.



By click, you can move the selector for listening. By right clicking, you can also silence the different tracks by selecting on Mute.

To change the mix between the elements of the playlist select and drag the waveform that you want to manage. In this way will change the points of Mark In or Mark Out of the song. It is possible to modify the points of Mix, Fade and Intro of various songs by moving them inside of the track.

These changes will be made temporary only to the step of selected files in the playlist, without making any changes to the actual elements of the archive.

Through the scroll of the mouse you can zoom on the inside of the track to make precise changes.

Navigation and saving (area C)

-  Allows you to navigate to the previous Voice Over inside the playlist, at the same time save changes made.
-  Allows you to navigate to the next Voice Over inside the playlist, at the same time save changes made.
-  Cancel all changes and closes the window without saving.
-  Save the changes to the Voice Over and closes the window.