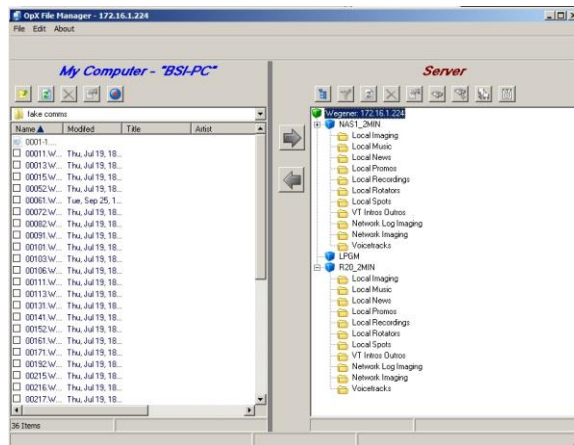# Westwood One

STORQ2
FLEXIBLE | VERSATILE | LOCALIZABLE

File Manager

Quick Start Manual

October 2018

STORQ2 File Manager

The File Manager module shows the files each station has available. It also allows you to transfer your audio files from your production machines into the STORQ2 File Server, generate reports, and create carts. When you create audio files to put on the air, you use the File Manager module to transfer those audio files into the File Server.
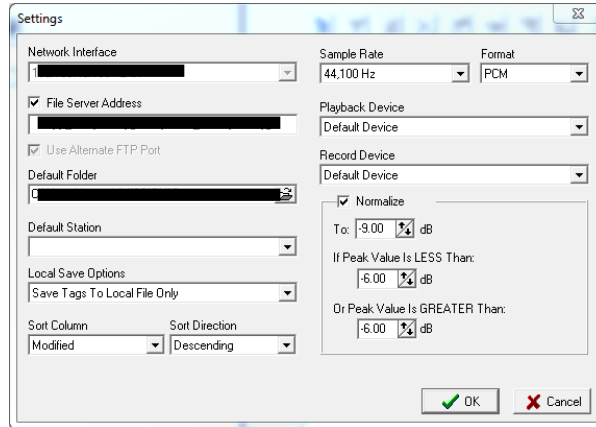
Quick Tour
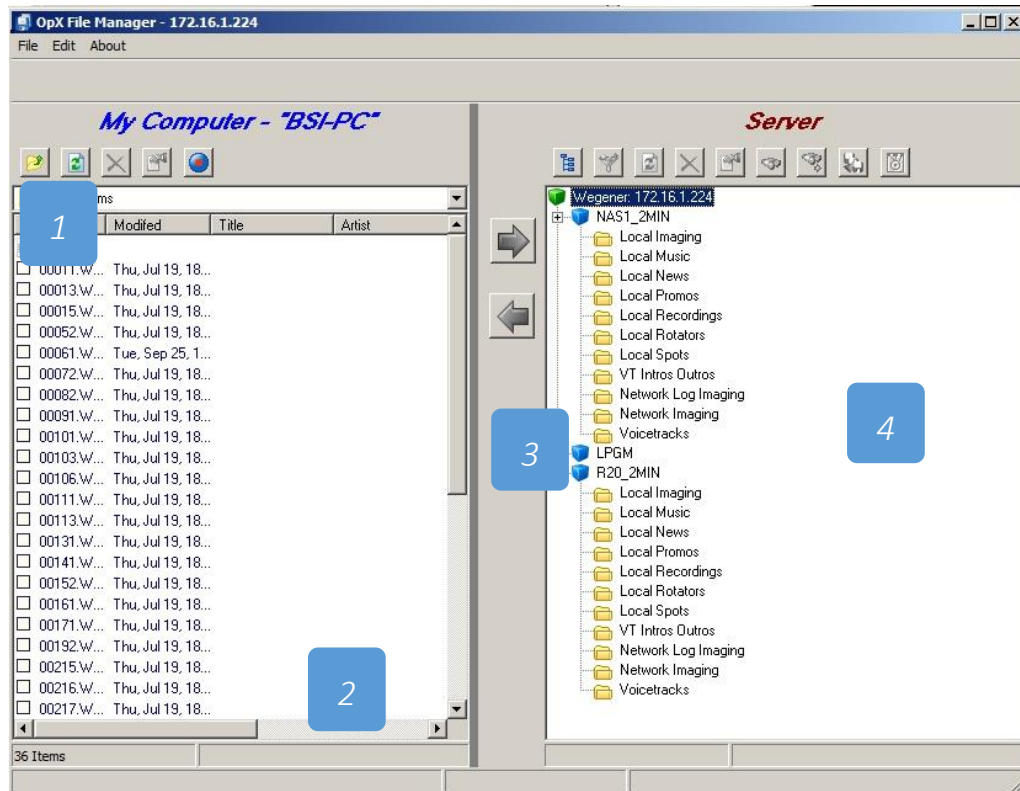
NUMBER DESCRIPTION

1	Menu bar
2	Local file list
3	Transfer buttons
4	Server file list

File Menu > Exit = exits the File Manager Module.

Edit Menu > Settings = Allows Adjustment of some File Manager settings, such as "Default folder", Sort settings, Playback Device Settings (for auditioning cuts), etc.

About = Opens a window that shows the version and build date of the File Manager module you are running. This window also shows the amount of memory and virtual memory being used, and the amount of time that the File Manager module has been running. See Figure 7-1 for an example. To close the window, click OK.

2. Local File List Icons

Parent Folder To display the contents of the folder one level above (that is, the parent folder), click this button.

Refresh To get the most up-to-date list of files on the local hard drive, click this button to refresh the list of files.

Delete To delete the files selected in the local file list, click this button. Files are deleted permanently, so exercise care when deleting files.

Info Tags Click this button to open a pop-up window for editing common audio file tags. This feature can be thought of as a trimmed down (or "light") version of the Info Edit module.

Record When you need to record a file ASAP while using the File Manager module.

After you find the audio file you want to transfer and the location to where you want to transfer it, click the appropriate transfer button to copy your file.

The button with the arrow pointing to the right transfers the file selected in the Local File List to the location selected in the server file list.

The button with the arrow pointing to the left copies the file selected in the Server File List to the location selected in the local file list.

4. Server File List Icons

Station View Returns the file list to the 'top level', showing all the stations or formats available.

Filter is disabled.

Refresh To get the most up-to-date list of files on the File Server, click this button to refresh the list of files.

Delete To delete the files selected in the server file list, click this button. Files are deleted permanently, so exercise care when deleting files.

Info Tags This function is not currently utilized.

Find To search for a file by name, click this button. (Files are all named using numeric values, such as 101.WAV).

Find Next After using the Find button to find an item, click this button to find the next file using the same search criteria. (if there are multiple matches).

Check For Duplicates To have STORQ2 search for files with the same name in other folders for the station you are managing, click this button.

New Cart/Rotation To create a new cart/rotator, click this button. When prompted, enter a name for your cart/rotator and click the OK button. When the Cart/Rotator Editor window appears, drag items from the Server's file list on the right side of the File Manager window into the Cart/Rotator's Event List in the cart. ***SEE CART/ROTATOR MODULE***

File Editor

The File Editor is the place you prepare audio files before transferring them to the server. This includes naming the files, setting Intro and Segue values, trimming the files, and auditioning them.
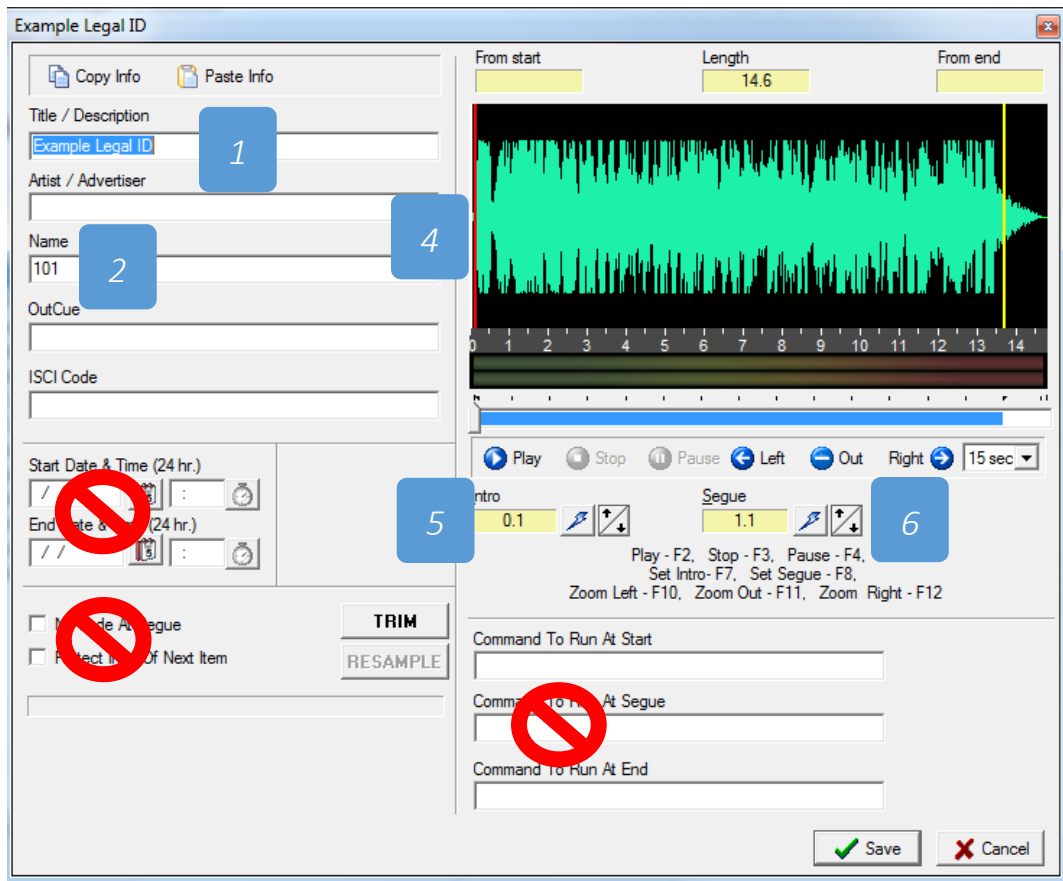
| 1 | Title/Description = A title for the file, such as "WXYZ Legal ID" |

| 2 | Name = A file name, which should be numbers. |

| 3 | Trim = Trim silence from the beginning or end of a file |

| 4 | Waveform = this gives you reference waveforms for the audio file you are working on. Using the "Play", "Stop" and additional functions here you can audition the file before sending to the server. |

5 Intro = every file MUST have an intro value. For produced files (that should not play on top of something else), always set the Intro Value to 0.1. For Dry files which can play on topf of a song ramp/etc., you can set the Intro according to what makes the most sense for you.

6 Segue = every file MUST have a segue value. For produced files (that should not play on top of something else), always set the Segue Value to 0.1. For Dry files which can play on top of a song ramp/etc., you can set the Segue according to what makes the most sense for you.

Any function covered by this symbol is not currently utilized in the system.

Cart/Rotator Module

Creating a New Cart/Rotator

1. At the top of the File Server List, click the New Cart button
   Type in a new number for the Cart/Rotator.
   Example:

2. You will be presented a new window to setup your new Cart/Rotator.
   First Type in your "artist/advertiser" fields and "title/description fields"
   Example:

3. Select what type the Cart/Rotator will be. There are four to choose from.
   Sequential – Starting from top-down, sequentially run through each entered cut
   or another rotator until the end and repeat
   Random – Pseudo Randomly pick a cut or cart/rotator. Will work through all
   available before recycling the listing again
   Hour-of-Day – Setups up unique cut or cart/rotator for each hour. Please sure to
   fill all available hours or use 99999 as a blank default wav file.
   Day-of-Week – Setups up unique cut or cart/rotator for each day of the week.
   Again you can use other rotators or a specific to cut

NOTE: Only one more rotator can be used in any of these listings. You can put one cart/rotator into another only one time. Multiple layers of cart/rotators into other cart/rotators are not allowed beyond the noted of one.

Each cart/rotation type will change the view on the bottom window.

You will now use the FILE SERVER listing window to find your cuts that you want to play. In this example, we picked a "network imaging" cut from the drop down selection, then dragged the cut into the listing window in the Cart/Rotator Editor.
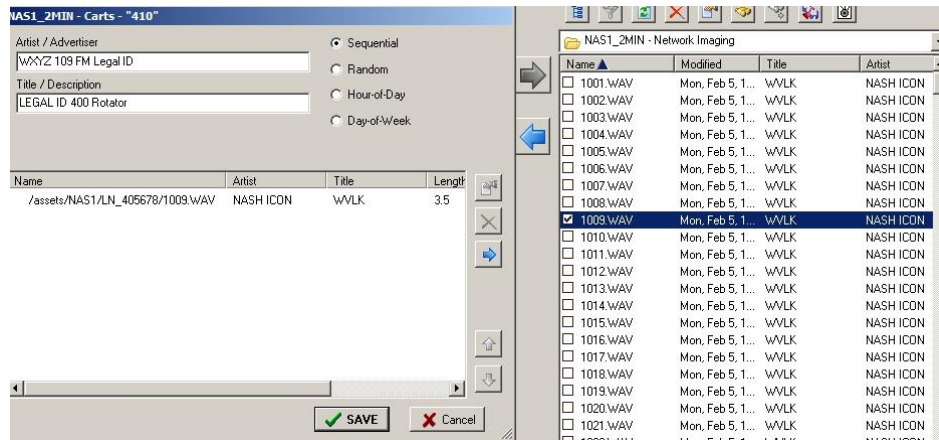
This step may be repeated as many you need for any of the types. You may also "pull" the window larger by using the small drag lines on the bottom right of the cart/rotator window.
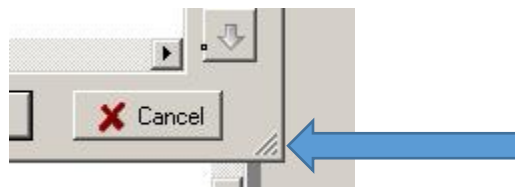

After making all the necessary changes to the listing of the new cart/rotator. Click "SAVE".

To activate a custom imaging rotator, you must place it inside of a log event. For example, creating rotator "400" does not put it in rotation. Place rotator "400" inside of rotator "900" would put the rotator in rotation for Legal ID events.

The functions of the editing the cart/rotator are the same as creating new. Instead you click on the Cart/Rotator you wish to edit in the "Local Rotators" folder under the specific station/format.
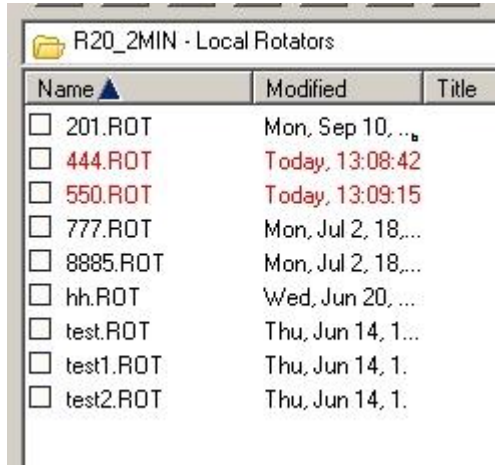
You may now move items in your cart/rotation. Or use the "Delete" button to wholesale remove the cuts/carts from the listing.

After your changes are made, click on "SAVE" on the bottom right of the Carts Window.

For any questions on the File Manager directory setup, please visit with your Westwood One Format Programming department.