

Producing Using Skylla Producer

Skylla allows several ways to bring in audio from existing sources or to record your own. In this section we will cover

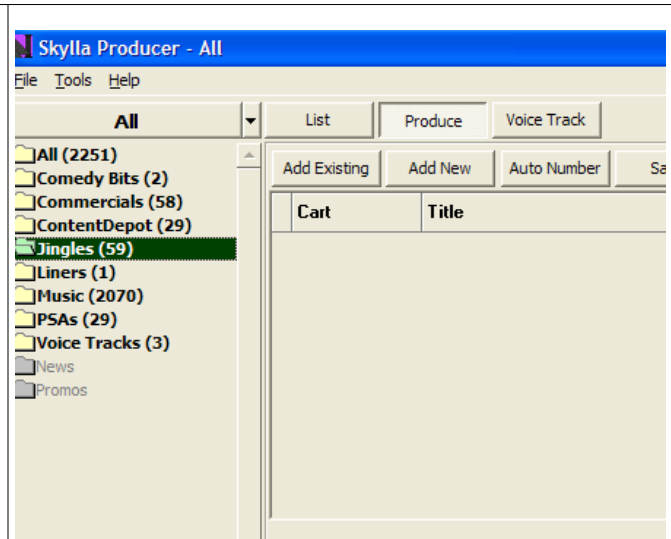
- Importing Audio
- Recording
- Editing Audio
- Clearing the Work Space

Importing Audio

Step 1: Getting Ready to Import

Open Skylla Producer and click on the produce button.

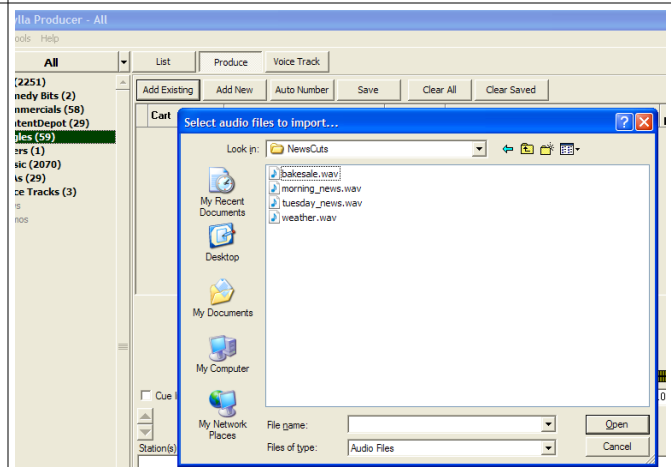
You can also open this up by clicking file at the top of the screen > New > Import. This will automatically open the dialog box so you can browse to the audio file.



Step 2: Adding Cuts

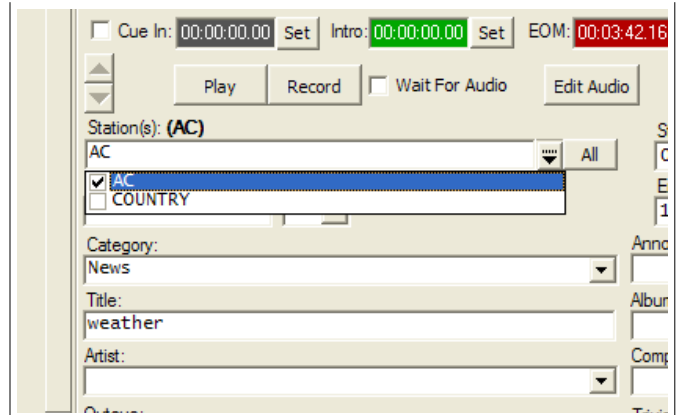
Click on the Add Existing Button. This will bring up a dialog box that you can use to navigate to the directory containing your audio. Select the audio file or files to import.

Audio can come from the local hard drive, network folders, data CD-Roms or floppy disks. Note that you can select multiple audio files.



Step 3: Chose Your Station

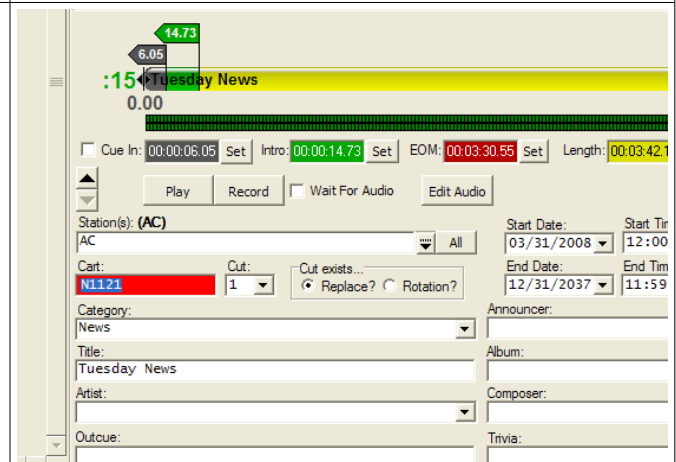
You can choose all stations or an individual station to which to save cuts. For individual stations the drop down tab on the right side of Station(s) field allows you to choose the station(s) you want. To the right of that tab is the All button. Clicking this will automatically select all stations. If you change your mind, you can clear the station field by right clicking in the station field and choosing De-select All.



Step 4: Assigning Cut Numbers

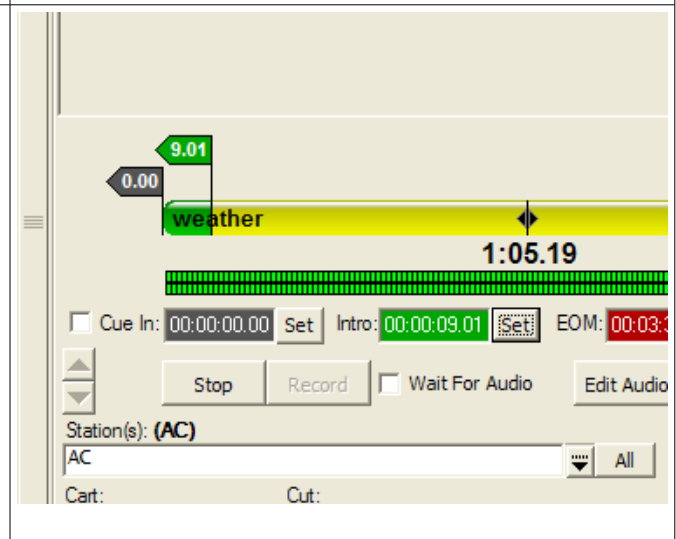
Type a cart number. If a cart number already exists, then the cart number will be highlighted in red. In this case you can either replace it or add it to a rotation.

You can also auto number a set by clicking Auto Number before entering any cut numbers. This will bring up a dialog box asking for the cut number of the first cut. All other cuts will be automatically numbered in sequence.



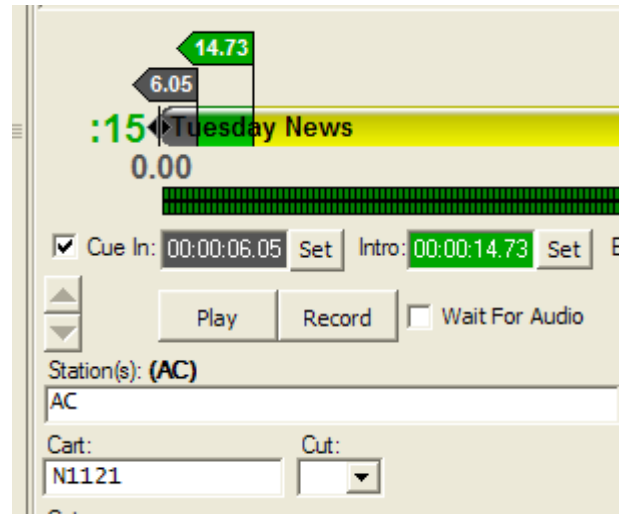
Step 5: Set Intro

The intro is the area of song before the vocals begin and gives useful information for voice tracking. Set an intro by either pressing the set button to the right of the green intro field or by dragging the green flag on the yellow tracking bar.



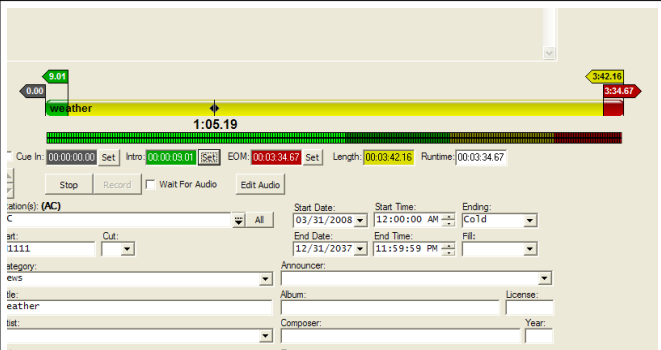
Step 6: Set Cue In

Sometimes a cut is recorded with silence at the beginning of the cut. If you do not have time to edit out the silence, you can set a Cue In time. This is the position that Skylla will begin playing the cut. Set the Cue In by selecting the "Cue In" check box and then clicking the set button. Alternately, you can move the gray flag on the yellow tracking bar.



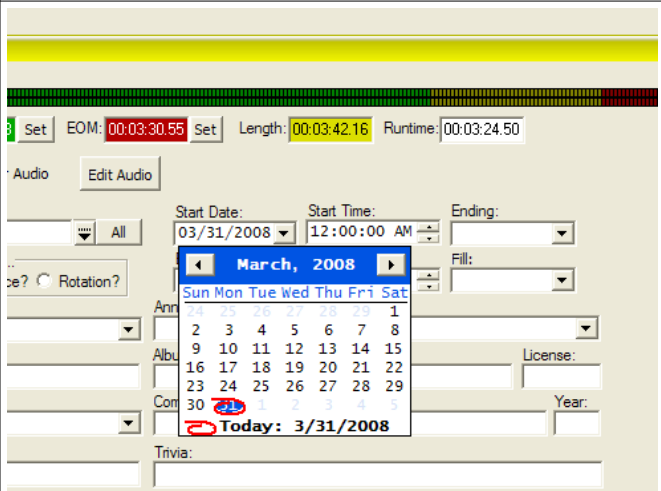
Step 7: Set the EOM

End of Message is the point in the audio where the cut is ending and the next cut will begin playing. Set the EOM by clicking the set button to the right of the red EOM field or by dragging the red flag to the left on the yellow tracking bar.



Step 8: Set Start and End Date/Time

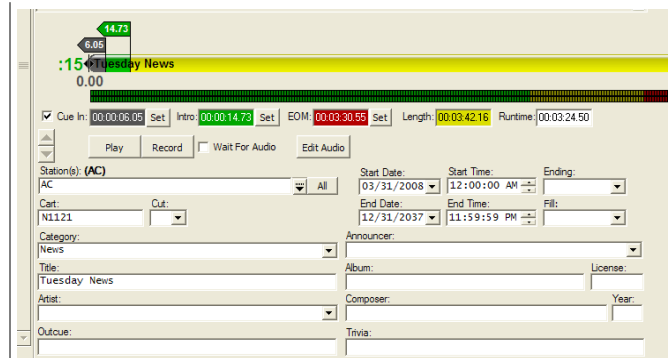
The start and end date and time is the period of time when a cut is eligible to play. Set these by either typing the date in or clicking the down arrow next to the field, which will bring up a calendar.



Step 9: Other Fields and secondary fields

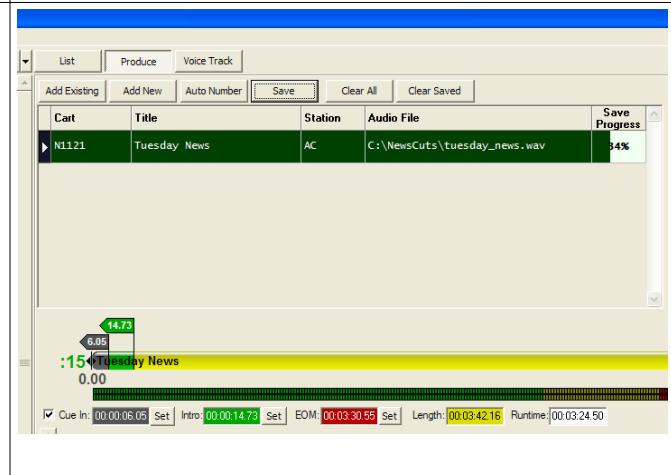
Fill in any other field you deem necessary. Such fields include the type of ending (Cold, Face and Quick) and whether you wish to use it as fill material.

Other fields such as Album, Composer and Trivia can be added to give the on air talent more information about the cut but is not needed for cut to play.



Step 10: Saving

Click Save at the top the screen. This will transfer and save your work to your Skylla Inventory.



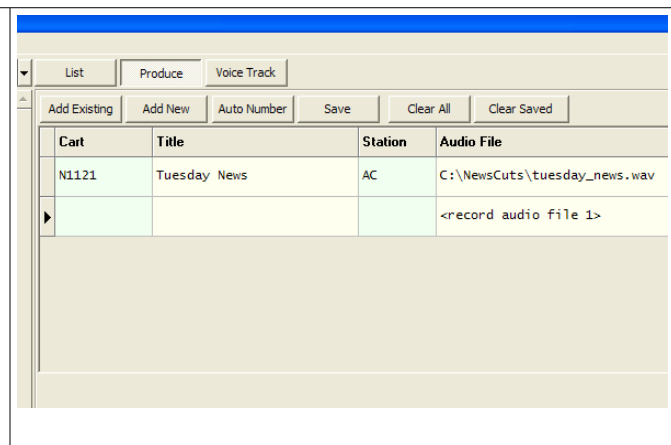
Recording

Step 1

Getting Ready to Record

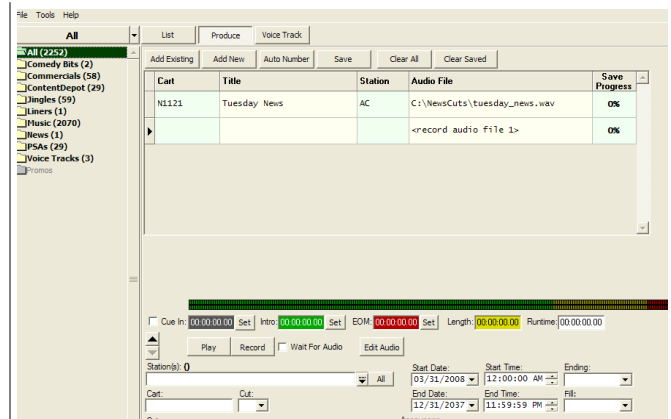
Open Skylla Producer and click on the produce button.

You can also open this up by clicking file at the top of the screen>New>Record. This will automatically create a cut for recording.



Step 2: New Cut

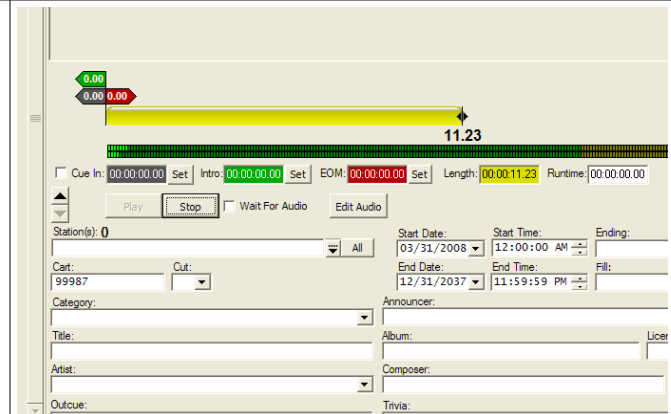
Click Add New. This will create a new audio files where you can add cut number and choose the station(s). See previous section. You will need to set a cut number before you can record.



Step 3: Recording

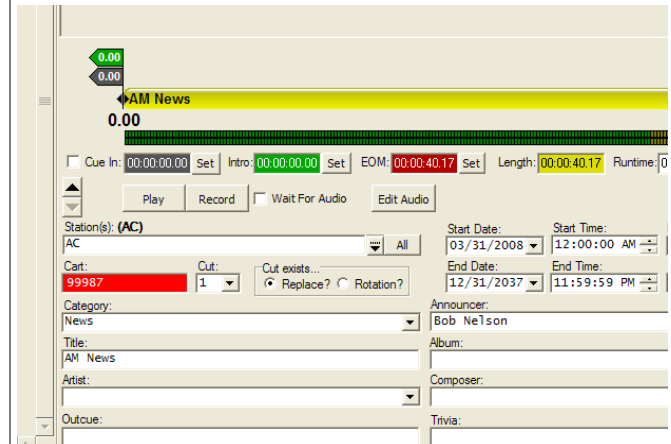
Click Record. The button will change to stop and you can begin recording.

You can also have the recorder to wait for audio for example when it hears your voice to start recording. To the left of record is a box you can click called; Wait for Audio. This will activate this feature.



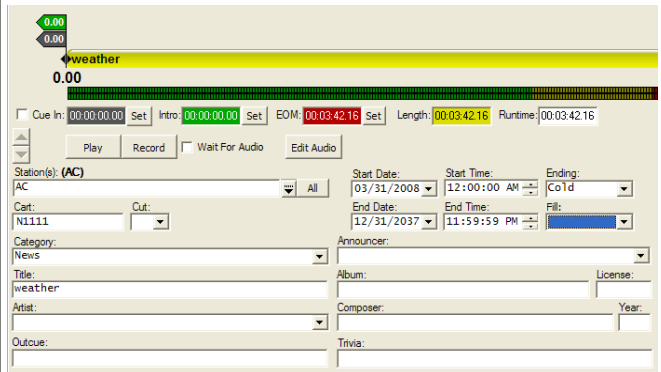
Step 4: Stop Recording

Click Stop. The record will stop and the toggle button will again say "record". If you want to redo the record, you can do so.



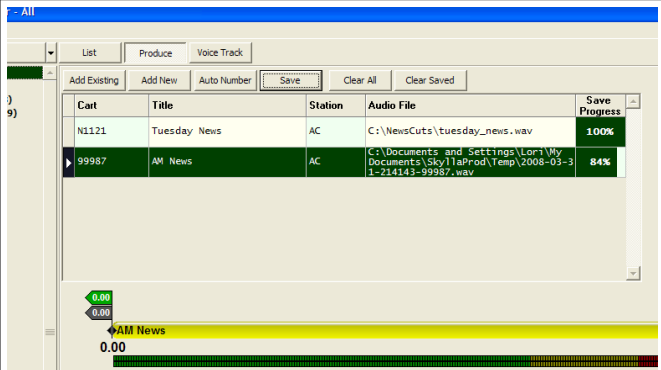
Step 5: Set all appropriate Fields

See previous section for which fields are optional and mandatory.



Step 6: Saving

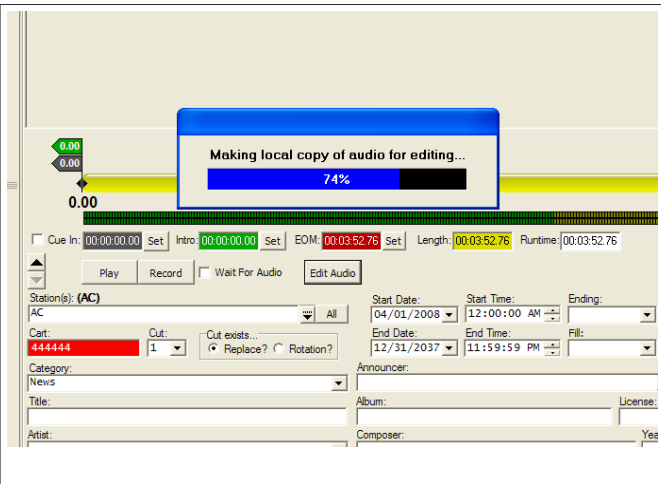
Click Save. This will save your work and transfer it to your Skylla Inventory.



Editing Audio

Skylla Producer has been configured to work with most major editing software. You set the path for the digital editor under Tools > settings.

Click on the "Edit Audio" button. Skylla Producer will make a local copy of the audio for editing. When you are finished save the file.



Clearing the Work Space

Once done you have two choice for clearing out the work areas.

The first is Clear All. This will clear all cuts in the work areas whether they have been saved or not. It will bring up a dialog box warning you that there are unsaved cuts. Clicking yes here will clear all while clicking no will cancel the operation.

The second is Clear Saved. This will only clear any saved work from the work area, leaving behind any unsaved work.

