

Music Loading: Loading of new music:

from AMRAP / PlayMPE

From CD / USB

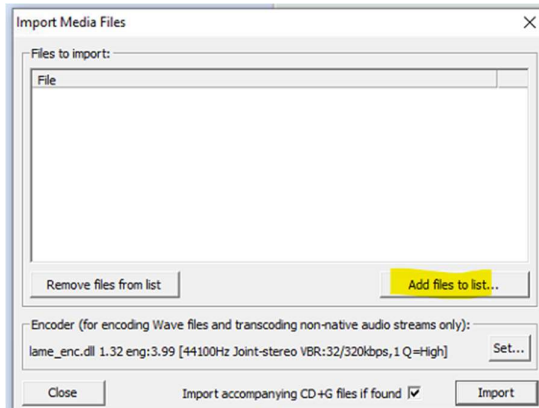
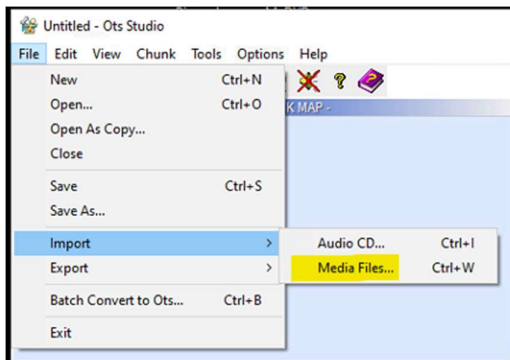
On Office computer open Ots Studio



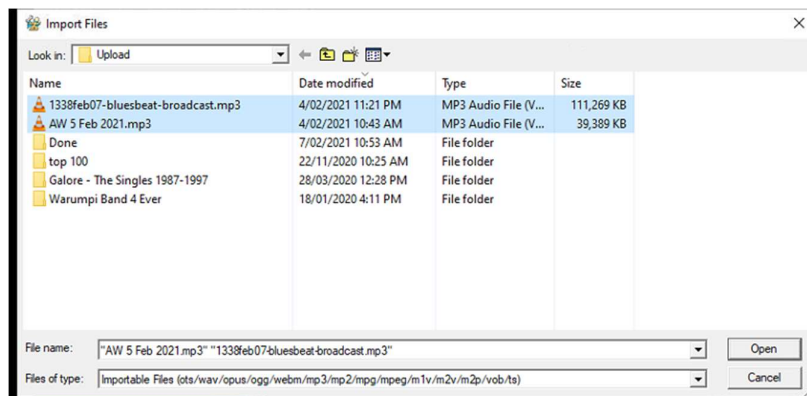
Create a new file



File import > Media Files...

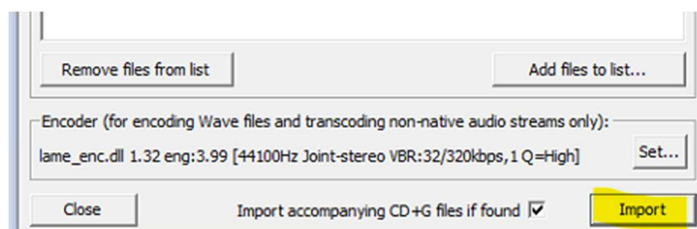


Add files to list...

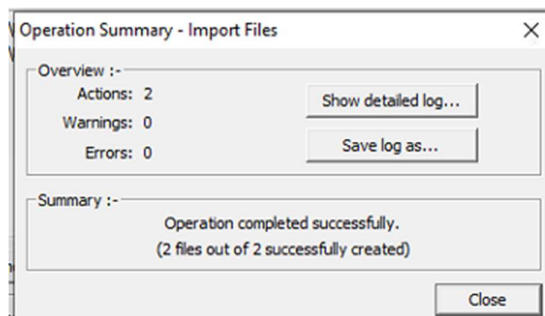


Select files – to select multiple files use Shift or CTRL

Open



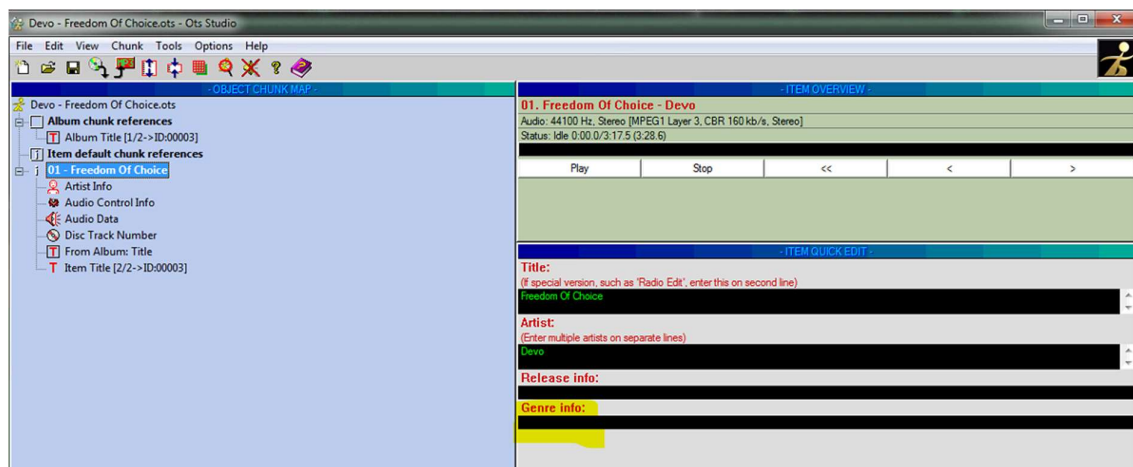
Import



Check for warnings – if warnings review via Show detailed log... - may have found duplicates.

Close

Song Details:



Title – Ensure correct spelling, remove any unwanted numbers

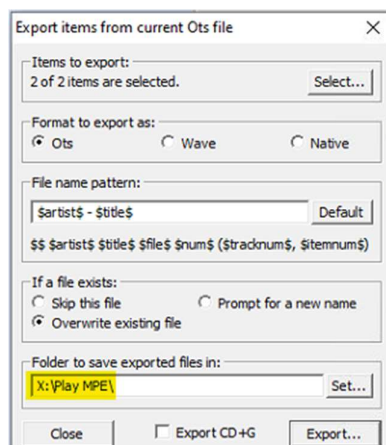
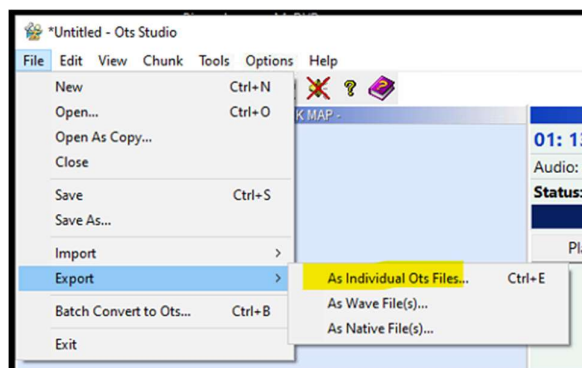
Artist – Ensure correct spelling

Release info – currently not used

Genre – Ensure correct for addition to categories

- Use comma's between categories
- Ensure correct spelling of categories
- ONLY USE APPROVED CATEGORIES – see Desktop/Genre.xls

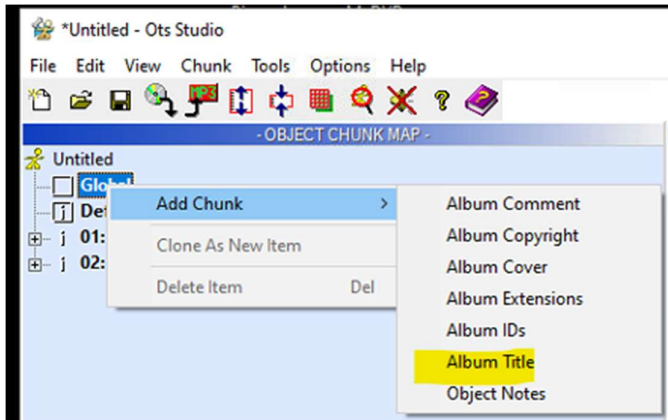
Export



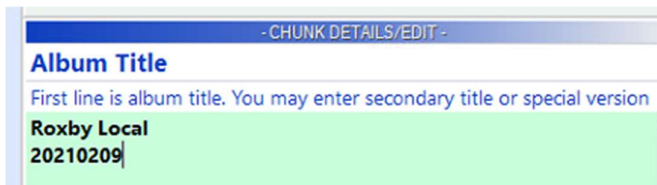
File Export

- Saving in correct folders – duplicates – only works by folder

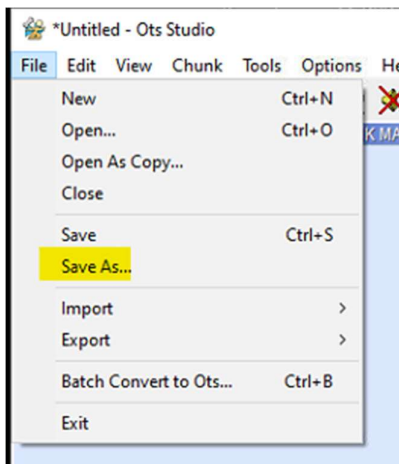
Albums – if generating a playlist

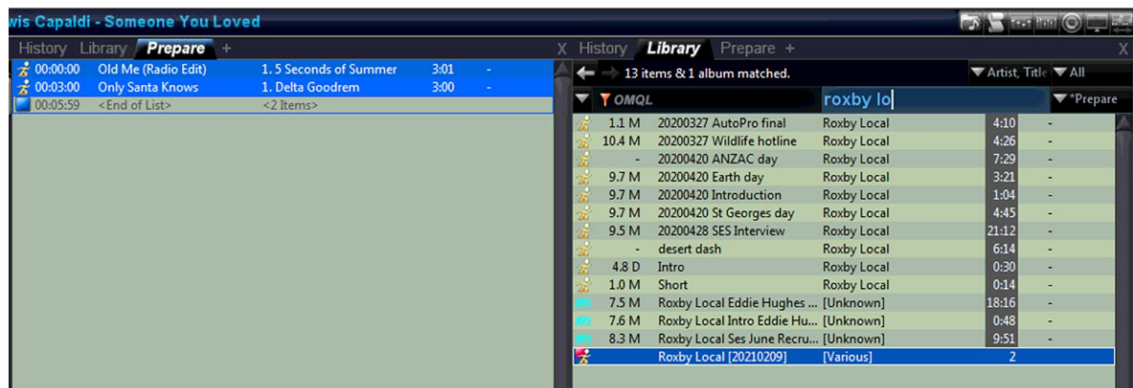
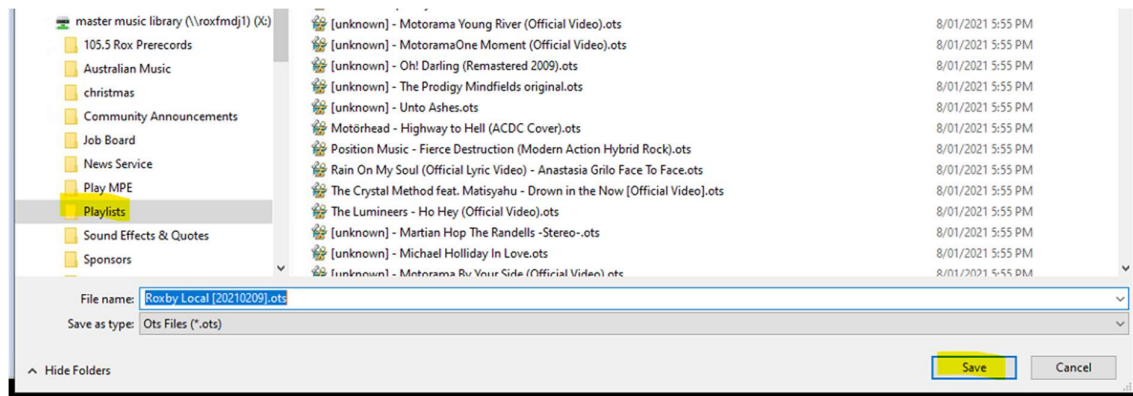


Chunk – Add album title chunk



Save album as – name as date and show – take note of convention and continue to use throughout.





OTsDJ:

Import / Refresh folder

Once loaded categorise from genre in OTs DJ

Loading pre-recorded programs:

Aboriginal Way

BluesBeat