

Sound On

Procedure to be used for editions recorded online by home readers

Generating the master USB stick at the IP-City Centre office.

Creating Master USB stick for home recorded session

In this procedure the Master USB file set is transferred from Dropbox to the studio via the internet.

When Sound On editions are recorded online by home based readers, the master file set will be uploaded to a Dropbox file sharing account. The following procedure should be used by the person copying to create the master USB stick, which can then be used in the normal way to make all the working copies. An overview of the process is:

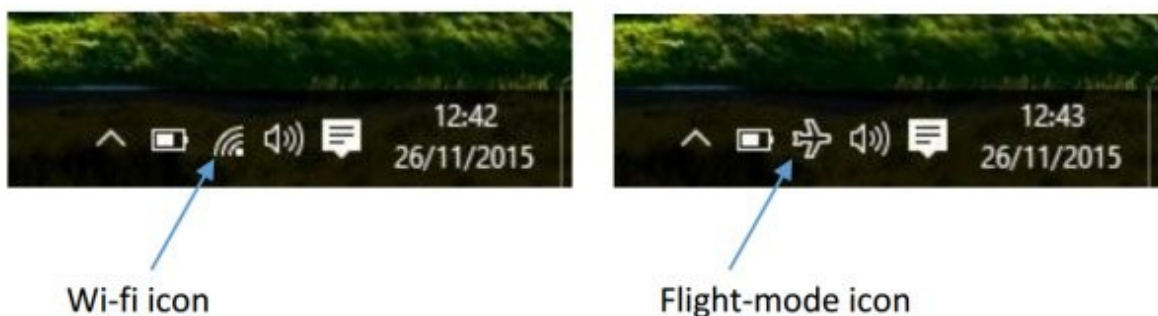
- Switch on the laptop and allow it to boot up.
- Switch off 'Flight-mode'; the laptop will then connect to the internet via WiFi.
- Open the Firefox browser and click on the Dropbox bookmark in the tool bar near the top.
- Locate the edition to be downloaded (the latest date) from the list, and download the zip file.
- Open the zip file and **extract** all files to a newly formatted MASTER stick.
- Test the MASTER stick in a player to check that the order is correct.
- Switch back to 'Flight-mode', and close down the laptop.

The Download procedure

1. **Turn on the wall socket** feeding the recording platform.
2. **Switch on laptop** by opening up and pressing and releasing the power switch in the top right-hand corner. There is no power-on password. The computer is running Windows 10.
(Note: the mixing desk is not required for this operation so should not be switched on.)

3. **Switch off flight mode to enable WiFi connection**

In the bottom right-hand corner of the screen, click on the aeroplane icon which will pop-up the network option window. Click on the blue Flight mode rectangle, which will then turn grey and the WiFi rectangle should turn blue. At the top of this window it will automatically



select the IP-CityNET and connect to it. Click anywhere on the screen outside the pop-up and it will close. Alternatively press the keys Fn-F3. Connection may take a few seconds but is complete when the WiFi icon looks like the left-hand diagram above.

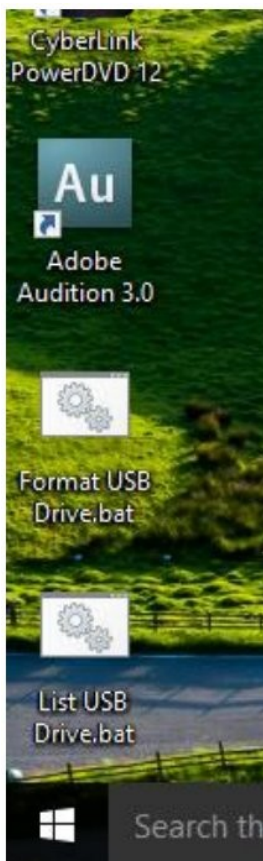
4. Prepare the master USB stick:

Insert a Master USB memory stick (labelled 'Master') into the USB port on the front right-hand side of the computer (the writing on the case will be uppermost/furry dot beneath). Depending on the existing contents of the memory stick, one of three things may happen:

- There will be no discernible activity other than the LED glowing within the stick.
- A dialogue box may appear requesting what action to take. Click on the 'Take no action' option, then click the 'OK' button.
- a blank Explorer window may automatically open, which may be closed in the usual way by clicking on the cross in the top right-hand corner.
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NB the USB socket on the right hand side of the current laptop is cracked, but will work if you are careful. If that fails then use the mouse port on the left-hand side.

5. **Erase and re-format the memory stick** by double-clicking on the icon labelled 'Format USB Drive.bat' on the desktop. Press the Enter or Return key on the keyboard when prompted. The window will close when completed. (This assumes that the stick is recognised as the E: drive, which it should be).



- To find the file in Dropbox, open Firefox by clicking on the icon  in the task bar at the bottom of the screen. Click on the Bookmark 'Sound On Dropbox'. This will open a Dropbox folder containing one or more editions of Sound On contained in Zip files Fig 1.

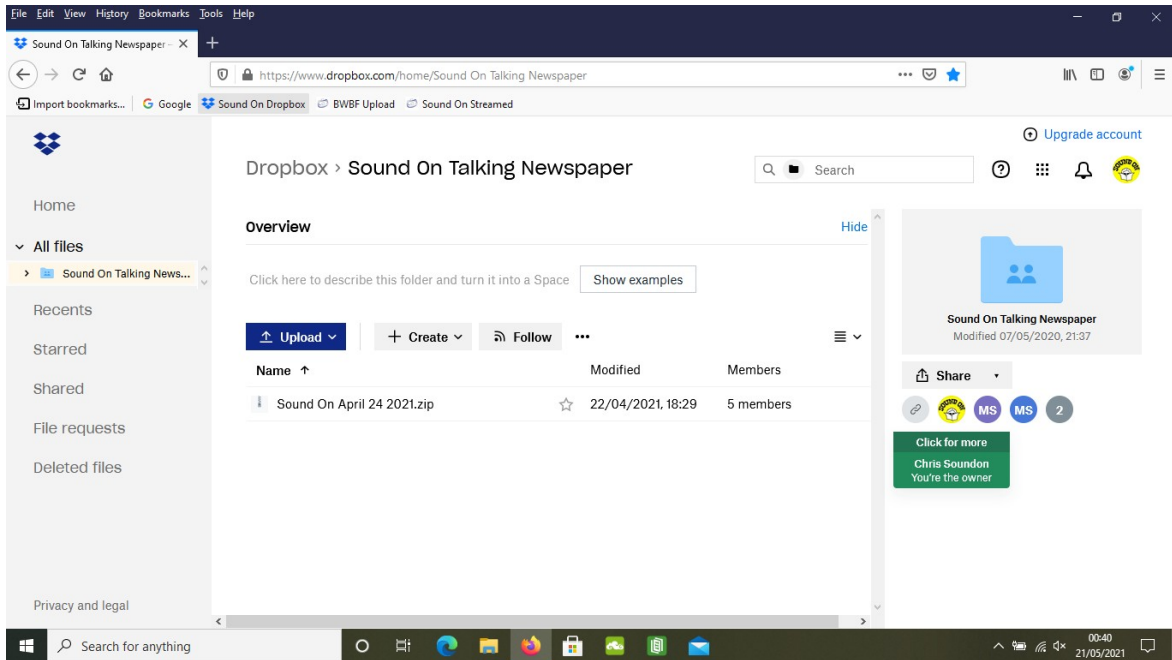


Figure 1: Sound On folder on Dropbox

- Identify the correct edition to download by the file name's date. When you place the cursor anywhere on the line of this file, the line will turn grey and extra symbols will appear at the right-hand end. Click on the three dots to select more actions, Fig. 2. In the drop-down menu, select Download, Fig. 3.

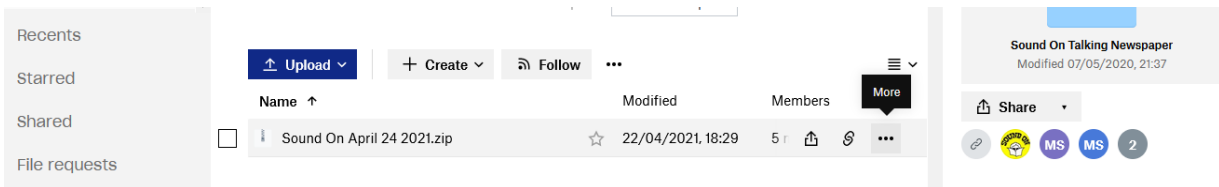


Figure 2: Select "More" actions

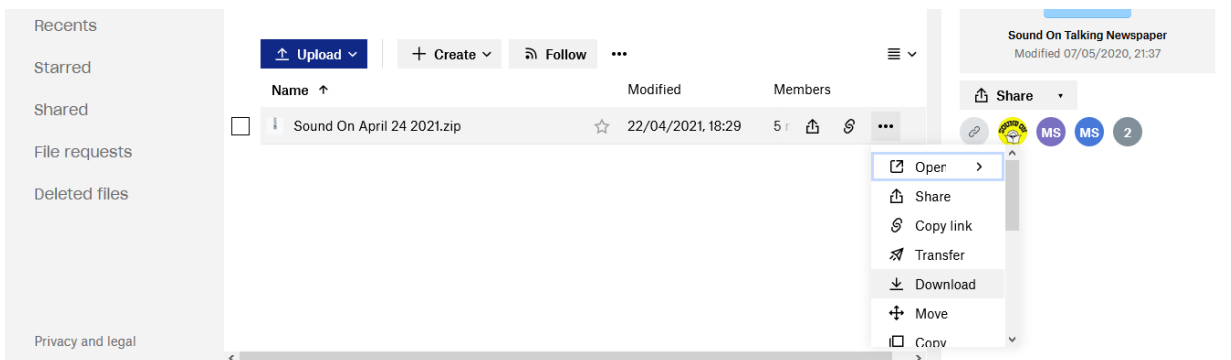


Figure 3: Select "Download"

A pop-up box will appear. Select “Open with [Windows Explorer]” as the option, Fig. 4.

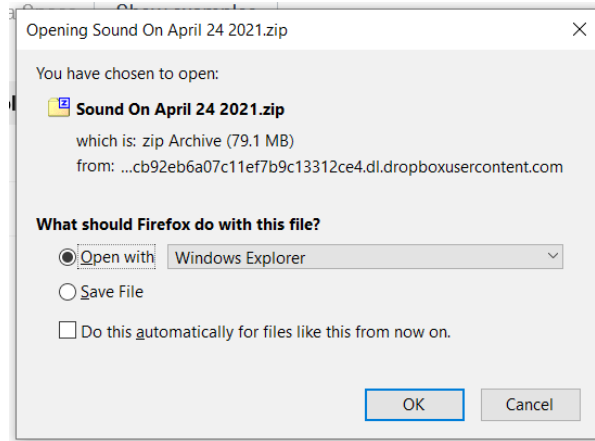


Figure 4: Open

8. Click OK and wait! Unfortunately the progress bar is only visible as a slight shading on the Firefox icon in the task bar, shown below. So just wait until the Windows Explorer window opens, Fig 5. This may take 10 seconds or more, don't be impatient and click download again.

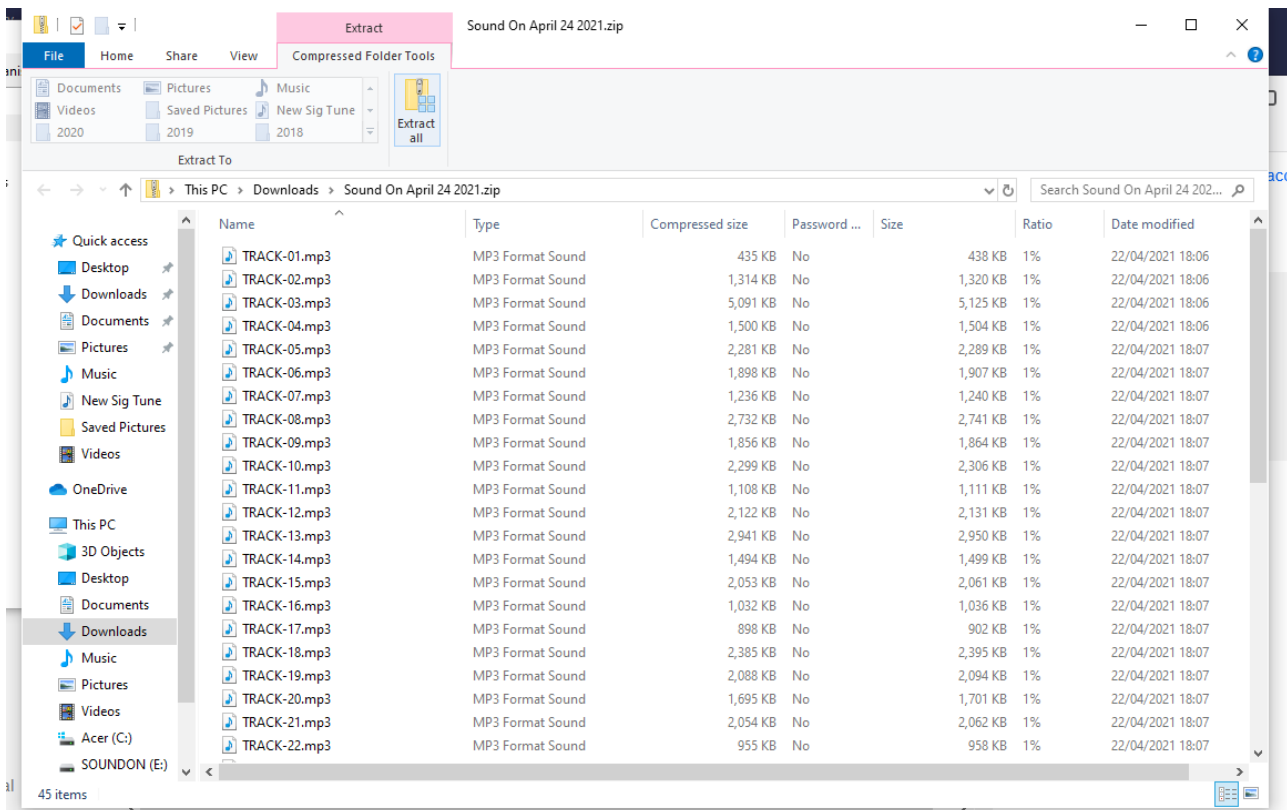
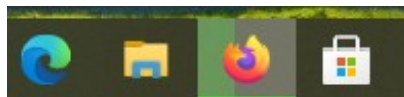
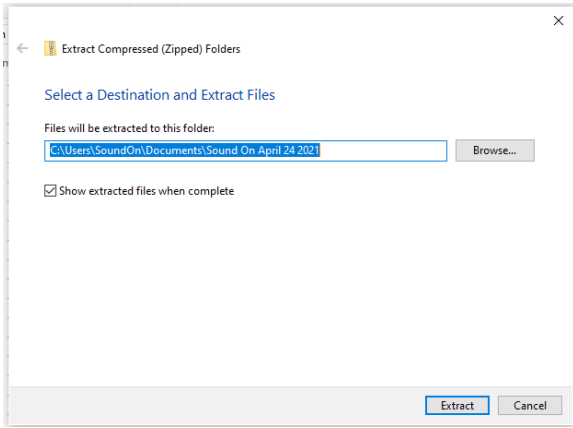


Figure 5: The downloaded zip file

9. From the Extract tab at the top click on “Extract all”, Fig 5.

N.B. It is vital that you use the Extract function in order to preserve the order of the files. If you were to copy and paste them to the master USB stick, they will play in a random order, and not as they were recorded.

You then need to select the Master USB stick as the destination of the files, Figs 6 & 7.



Windows will suggest an internal location for the extracted files. This needs to be changed.

Click on Browse and select the USB drive, then Click Select Folder, Fig 7.

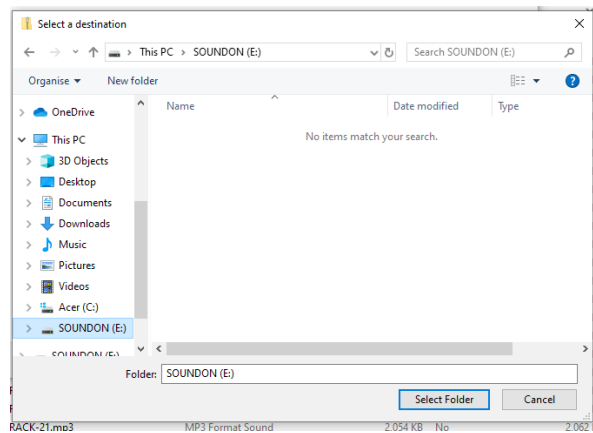


Figure 7: Select USB master stick

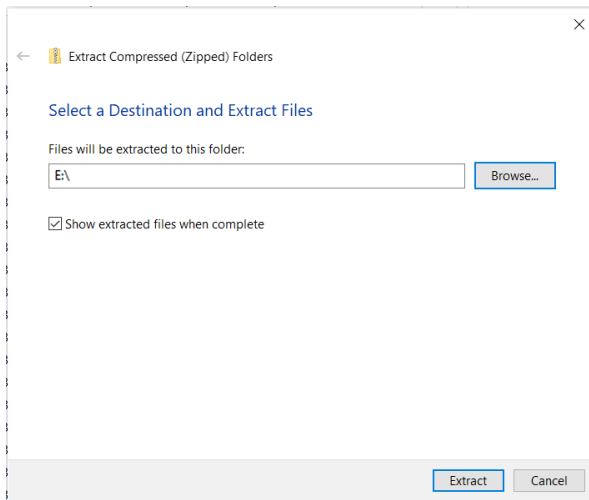


Figure 8: Extract to USB Master stick

Finally Click on Extract, Fig 8.

Extract progress will be shown, Fig 9.

10. When complete, check the contents of the memory stick using the List USB Drive.bat icon on the desktop (see the recording manual section 6.19-20 for more detail).

Close all open windows.

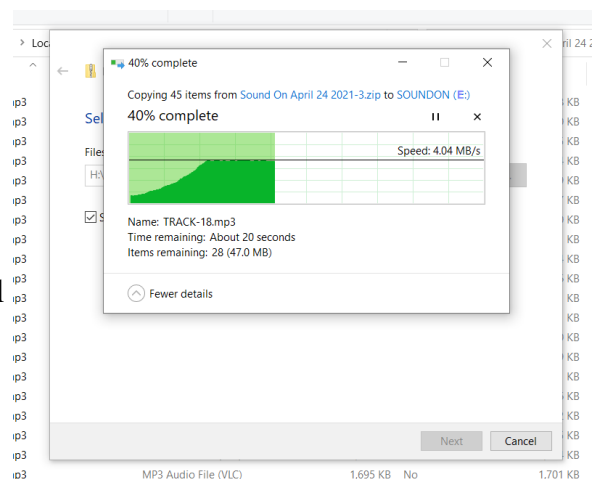
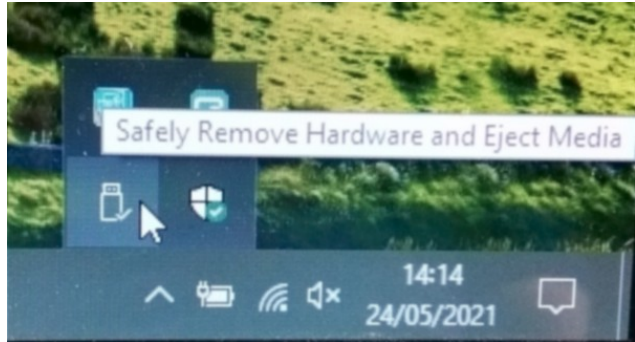
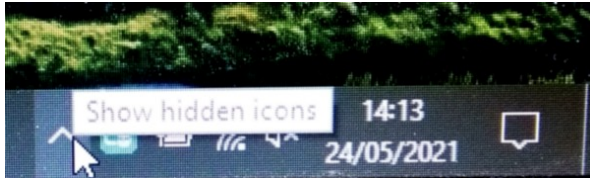


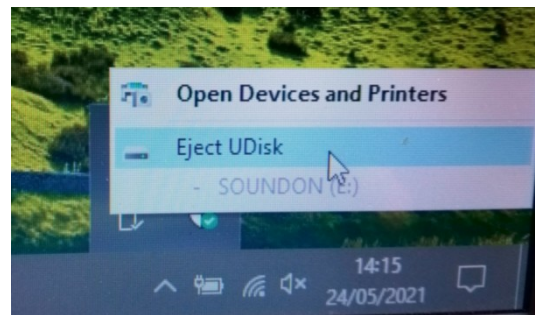
Figure 9: Extract progress

11. **Now remove the Master USB stick** as follows:



12.

Click the chevron icon in the system tray at the bottom right-hand corner of the screen (if necessary, click the left arrow button first to reveal it). Then Click on the media icon.



Click on “Eject Udisk” to stop access to the memory stick.

An information box saying 'Safe to remove hardware' should appear, but don't worry if it doesn't!

13. **Remove the memory stick from the computer.**

14. **Now test the stick in the USB player.**

Press reset – to get into music – press > and check edition number/date

Press reset again, then < - playout music, < again to check you get “That’s all for this week . . .” message.

Press reset to get back to start.

Assuming this is OK, use this as your master for copying.

15. **Return the laptop to Flight mode.** Either click on the WiFi icon and select Flight mode, or use the Fn-F3 keys.

16. **Turn off the computer** by clicking on the ‘Windows’ icon in the bottom left-hand corner, then clicking on the ‘Power’ option, and then the ‘Shut down’ option in the dialogue box. The computer will turn off automatically after a short time.

17. **Turn off socket at wall.**

18. **Use the created master stick in the copier as normal.**

Creating a Master USB stick at home

The master USB stick can be generated at home using the same method, but you will need one of the Sound On selected master sticks as these are the only ones that can be used for copying (the master stick must be slightly smaller capacity than the target sticks).

If you would like to generate your master stick at home, please contact Chris Dix by email or phone below. You will need to be allocated one of the selected master sticks and access to the Dropbox folder.

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