

How to Record Your Show (When Another Show Is Playing)

A guide on pre-recording in the WBTV-LP radio booth

START WITH AN SD CARD THAT DOES NOT HAVE ANY VALUABLE INFO! It will need to be erased the first time you put it in the recorder (it won't have to be erased after initial use with the recorder).

Step 1: Make sure the AUD (Audition) button is lit on all channels you will use to record your show **except** for Automation. The AUD channels are what you will be recording. The PGM (Program) button should be lit on the Automation channel, that is what is playing out live on the station. NO OTHER CHANNEL ON THE PGM ROW SHOULD BE LIT!

Step 2: Make sure the Tascam recorder is powered on (button is on the far left side).

Step 3: Open the little door on the left side of the recorder, and insert your card. If it does not insert easily, you have it the wrong way around.

Step 4: If this is the first time you have used the card with the recorder, you'll be prompted to format card. Move the dial labeled "multi-jog" to the right "YES" and push the knob to accept.

The following is a list of SD cards confirmed for use with the Tascam: 64MB-2GB SD cards, 4-32GB SDHC cards and 48-128GB SDXC cards.

Step 5: Press "RECORD" once and you should see a red light start to blink. If so, the recorder is now "armed" but NOT recording.

When you are ready to record (before you actually start your show), hit record a second time and the red light will be on solid. The recorder is now recording. You will see the timer on the recorder count up.

If it still says "0:00:00", then you are not recording.

To hear what you are recording you can plug headphones into the “PHONES” jack on the bottom right of the Tascam. The board is connected to the Tascam via inputs 3-4. There is an orange light next to the screen that indicates which inputs are being recorded. If 3-4 are not selected as inputs, the Tascam recorder will receive no audio. Once you have confirmed you are recording, do your show as you normally would.

Step 6: When you are done, press "STOP/HOME" to stop recording.

Step 7: Push the card IN to eject it.

Step 8: Insert the card into your computer. The file will be located in the “SOUND” folder on the card. Your file will be in the WAV 16 format.



The Board with PGM off for all channels except Automation and AUD on for all channels except Automation.



A show recording properly on the Tascam. Notice the audio levels and recording time.

You can export your file as an MP3 using various programs on your computer. Here are a couple free options with guides on how to export an MP3:

[VLC: How to Convert Video to Audio \(Mp3\) using VLC:](https://www.vlchelp.com/convert-video-audio-mp3/)

<https://www.vlchelp.com/convert-video-audio-mp3/>

[Audacity: MP3 Export Options](https://manual.audacityteam.org/man/mp3_export_options.html)

https://manual.audacityteam.org/man/mp3_export_options.html

[Audacity basics](#)

We recommend the following for file naming and file tagging:

- Naming the file: WBTV-LP uses this convention:
ShowCode_EpisodeNumber_DateOfFirstPlay.mp3
 - Don't forget the underscores between each part of the file name.

- Your **ShowCode** is the first word all lower case, followed by capital initials of all subsequent words in the title. For example: Vermont Favorites = vermontF
 - **EpisodeNumber**: 3 digits. If you don't have an episode numbering system yet, make one up. Start at 001 with your next episode if you don't know how many you've done before.
 - **DateOfFirstPlay** - Use 8 digits, year first. YYYYMMDD
 - For example, if your episode first airs March 18, 2019 use: 20190318
 - Examples:
 - An episode of Green Bubble Tea might be: greenBT_001_20190411.mp3
- MP3 tagging:
- Artist Name: Your DJ name or name of your show
 - Track Title: Name of Episode (theme or date or whatever)
 - Album Title: Name of your show
 - Track Number: episode number (e.g. 001)
 - Genre: Show

Submission:

Files should be exactly two hours in length (or the exact length of your slot if it is a different length) and contain legal WBTV-LP station IDs at the top of each hour. MP3 files are encouraged and preferred.

Go to: <https://www.dropbox.com/request/ftmTaZ2JZutr7q9krNk4>

Click on "choose files" and upload your files.

Select "Choose from computer" if the files are on your computer. Select "Choose from Dropbox" if the files are in your personal Dropbox account. Select the file you want to upload. Once selected you should see it listed in the Dropbox window. Click Upload to begin the upload. Upload time will depend on the size of the file and the speed of your internet connection.

Follow with a quick email to patrick@mediafactory.org to let us know they are there.

Files should be uploaded a minimum 48 hours prior to your scheduled slot.

Questions?

Contact patrick@mediafactory.org

Tascam Quick How Tos & Overview

The Tascam is the audio recorder that uses SD, SDHC and SDXC cards (or just SD card to refer to all variations). Read more in the [Tascam SD-20m Solid State Recorder manual](#)

SD Cards

The Tascam uses SD cards for recording and playback. It can use **64MB–2GB SD** cards, **4–32GB SDHC** cards and **48–128GB SDXC** cards. Open the door on the Tascam and insert the SD card until it clicks into place to begin.

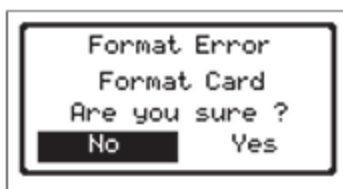
Card capacity estimates (hours:seconds)

File format (recording setting)		SD/SDHC/SDXC card capacity			
		1 GB	4 GB	8 GB	32 GB
WAV/BWF 16-bit (STEREO)	44.1 kHz	1:34	6:17	12:35	50:23
	48 kHz	1:26	5:47	11:34	46:17
	96 kHz	00:43	2:53	5:47	23:08

Formatting cards

In order to use an SD card in this unit, you must format it first. You may also need to re-format if the card has been used for non-audio content recently. *CAUTION Formatting a card erases all the data on it.*

1. Confirm that an SD card is inserted and the Tascam power is ON.
2. The following message appears when a new card or a card formatted for use with another device is installed in the unit.



3. Turn the MULTI JOG dial to select “Yes”, and press the MULTI JOG dial to start formatting. To cancel formatting, select “No”, and press the MULTI JOG dial to return to the MENU screen.
4. When formatting ends, the Home Screen opens. You can also reformat the card in this unit at any time.

Headphones

You can use headphones to hear exactly what the Tascam is recording. There is a headphone jack and volume control on the right side of the front of the Tascam.

Inputs

Inputs 3 and 4 are used to receive left and right audio from the Board and are used in all recording. Inputs 3 and 4 are located on the backside of the Tascam. An **orange light** next to “3-4” just to the right of the Display indicates that inputs 3 and 4 are selected and will be recorded by the Tascam.

To change what input is being recorded, press the INPUT SETTINGS 1-2 or INPUT SETTINGS 3-4 button to open the INPUT 1-2 or INPUT 3-4 screen. Select the REC item on the INPUT 1-2 or INPUT 3-4 screen.

Screen	Options	Meaning
INPUT 1-2 screen	OFF	No input
	MONO 1	Input from the MIC/LINE INPUT 1 jack
	STEREO 1-2 (default value)	Input from the MIC/LINE INPUT 1 and 2 jacks
INPUT 3-4 screen	OFF (default value)	No input
	ON	Input from the ANALOG INPUT 3/L and 4/R jacks

Recording

The Tascam is set to record **WAV/BWF 16-bit (STEREO)** files.

1. Press the RECORD [●] button to start recording standby.

The screen shows the recording file name, input source, recording audio file type and sampling frequency. Please confirm that these are as desired before starting recording.

2. Press the PLAY [▶] or RECORD [●] button to start normal recording.

When recording starts, the RECORD indicator lights continuously, and the display shows the elapsed recording time and the remaining recording time.

3. Press the STOP/HOME [■] button to finish recording.

To pause recording, press the PLAY [▶] or RECORD [●] button.

Press the PLAY [▶] or RECORD [●] button again to resume recording in the same file.

If you press the STOP/HOME [■] button after pausing, an audio file of the recording is created up to the moment that it was paused.

To remove the SD card, open the door on the Tascam and press the SD card in gently and then release it to allow it to come out.