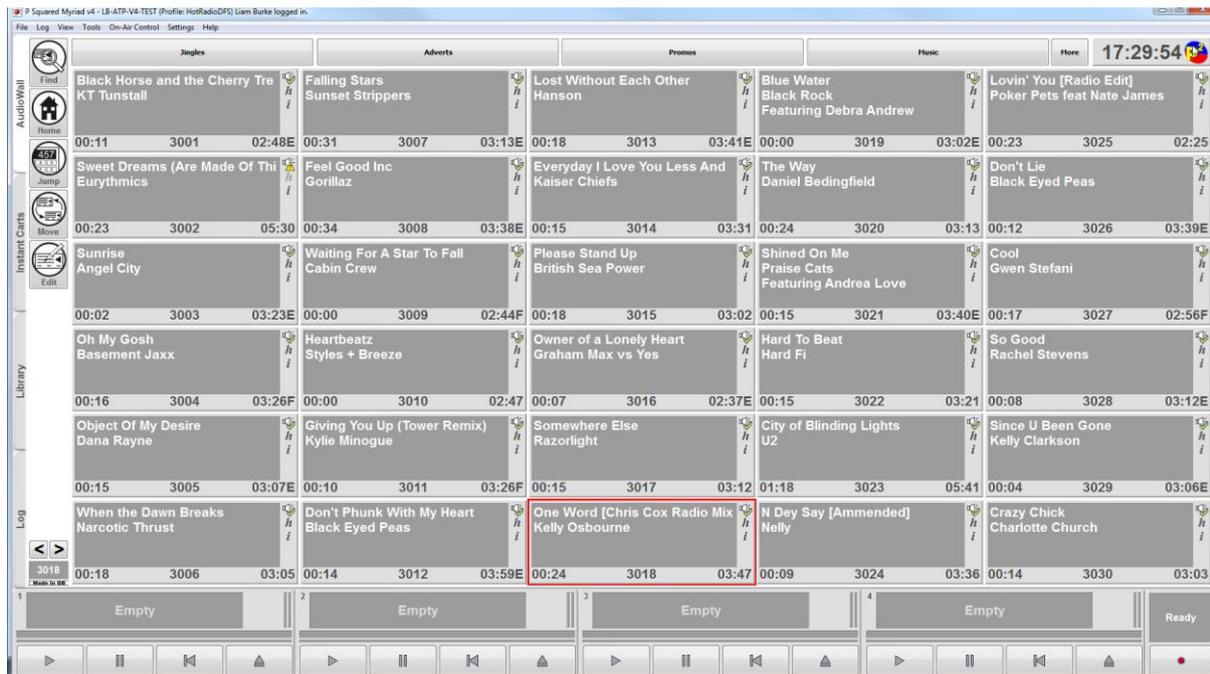




# Quick Reference Guide

Last Updated: September 2012

## The AudioWall Tab

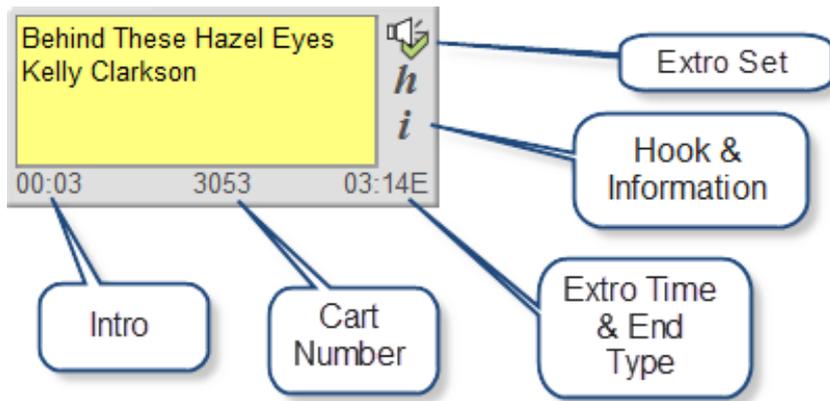


### The AudioWall

The AudioWall is a numeric list of Carts with each Cart being an audio recording such as song, jingle or promo. The best way to imagine the AudioWall is as a large shelf with between 9,999 and 99,999 slots available on it. Each of these slots can contain a single piece of audio which is referred to as a Cart in Myriad.

Just like a physical shelf, Carts containing similar content can be clustered together in different areas to make locating things easier so you might say that you will put all your jingles between Carts 1 and 1000 or all your music between 3000 and 6000. The Jump buttons running along the top of the Audio Wall

### Carts



*i* = Text information is available

*h* = Hook is available

 = Extra (next play) Marker set

### Cart Players



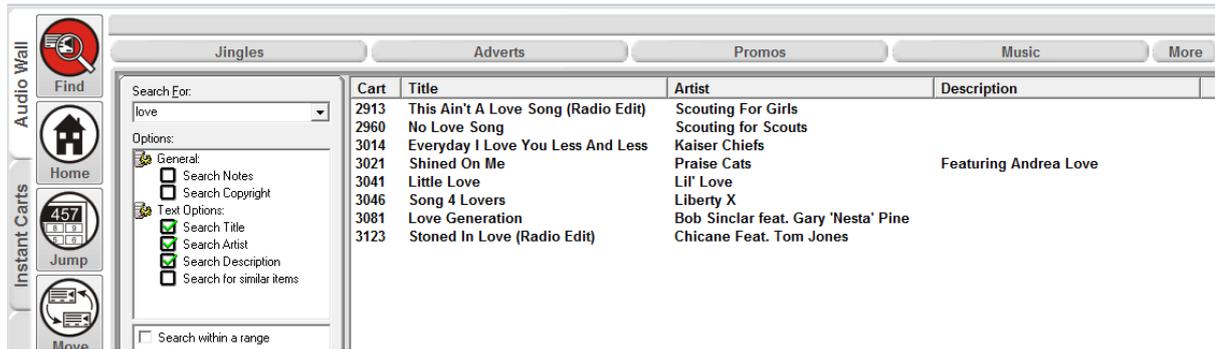
To 'scrub' around inside a Cart, right click on the Progress Bar to 'drag' playback to another point in the Cart.

**Jump Buttons** – buttons that provide quick access to key points on the AudioWall.



**More** – provides access to more jump buttons.

**Find** – Search the AudioWall for Carts. This includes all Carts even if they have not been added to AutoTrack or the Library tab (if not using AutoTrack).



You can drag Carts from the Search Results window into the Cart Players, the Log or Instant Cart screen or double click on the them to jump to the Cart on the AudioWall.

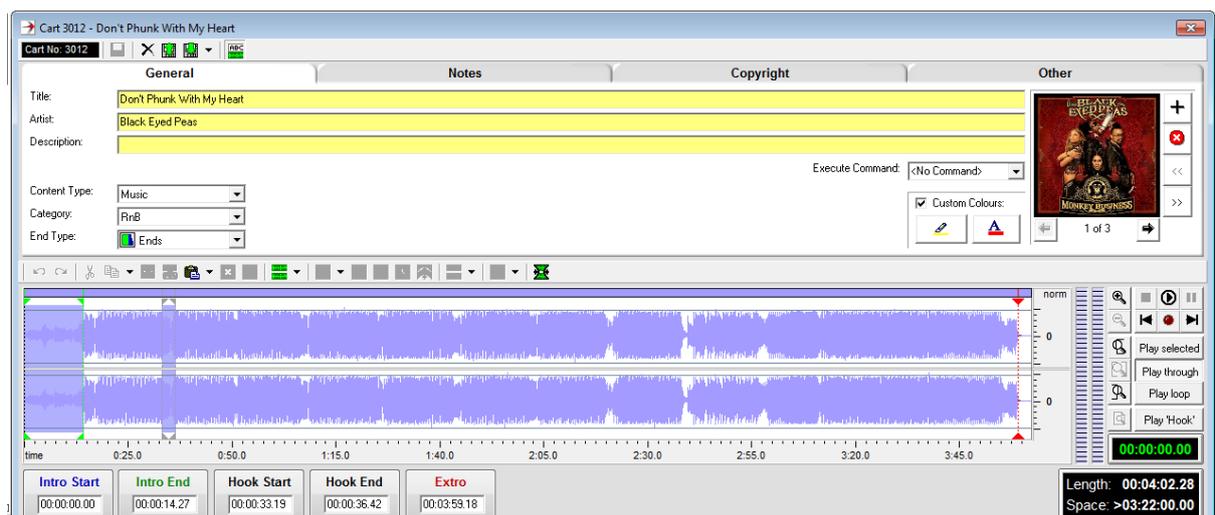
**Home** -Takes you to the default home area for the brand/studio. This is also where the 'quick record' Carts recorded using the record buttons on the keyboard will be found.

**Jump** - Jump to a specific Cart Number on the AudioWall.

**Move** - Provides access to the move and copy functions. Click on the Cart you want to Move or Copy then click on this button. Note, only available if you have sufficient access rights. The Copy function on the right click menu for Carts will allow you to copy a Cart into an area of the AudioWall you can edit.

**Edit** - Opens the SmoothEdit window which is used to edit descriptions, set the intro times (etc) and edit audio when necessary. Remember this is destructive editing so it is best to make a copy before editing.

### SmoothEdit (Edit Cart)



**General Tab** – Allows you to set Cart Descriptions, End Type and Cart Colours (ignore Content Type and Category).

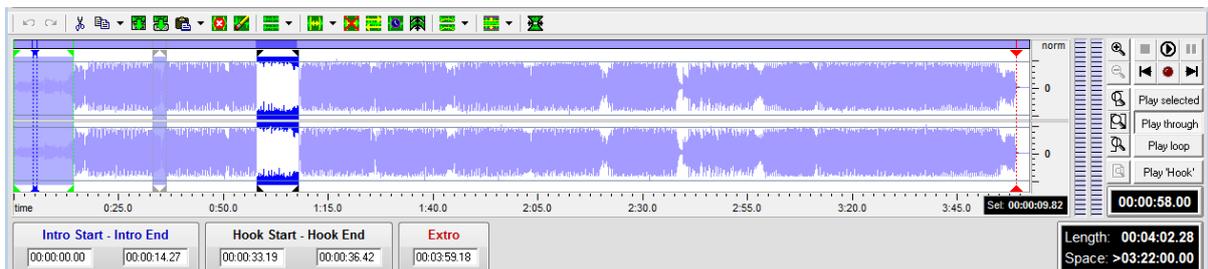
**Notes Tab** – Allows you to add presenter and web notes.

**Copyright Tab** – Add copyright information.

**Other Tab** – Check audio format and origination as well as set Looping sections for beds.



### Audio Edit Area



This area is used for editing audio and for setting Intros, Extros & Hooks.

Intro Start – Point where Intro section starts

Intro Mid – Alternative Intro end point or mid point

Intro End – End of Intro section

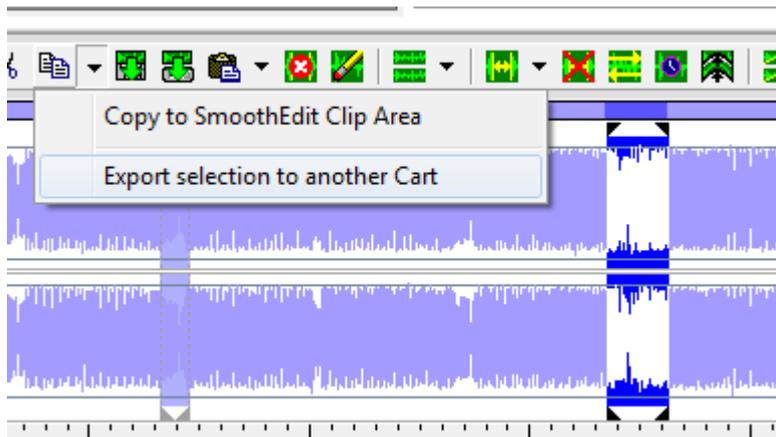
Hook Start/End – Set the start and end of the hook section of audio.

Extro – Point that Myriad will play next items when automated.

To set any of the above, click the play button (top right hand) and then click on the appropriate mark button under the wave form area. Note that you can fast forward and rewind using the < and > keys. You can also click inside the waveform to jump the play position.

### Copy Audio Section To Another Cart

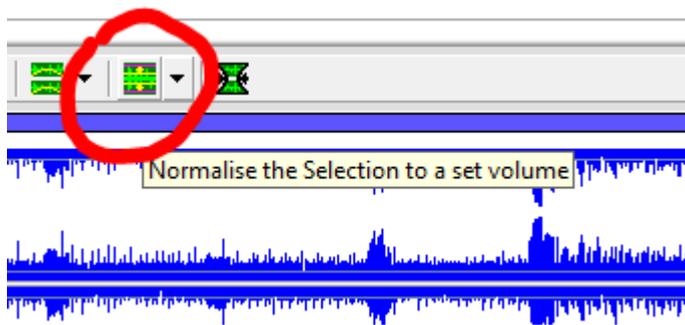
Highlight a section and then use the drop down option on the copy button to select the Export Selection To Another Cart option.



You can then select the destination Cart using the floating Cart Browser window that will open.

### Normalising

Select the section you want to normalise (tip, double click in wave form to select all). Click on the normalise button and follow on screen instructions.



### Instant Carts (Hot Keys)

Available Sets	Liams Show			
Personal Liam's Set Shared Liams Show	Separator Hot FM AUTO HOOK ELEMENTS  1 00:01	Top of Hour Promo Hot FM Wheely Bin of Fortune  6 00:35	11	16
	Dry Sweeper Hot FM Greg Marston  2 00:01	News IN SKY Version Hot FM  7 00:06	Simon Hirst Promo Hot FM  12 00:29	17
	Television The Drug Of The Nat The Disposable Heroes Of Hiphop  3 07:34	8	13	18
	Nine2five The Ordinary Boys vs Lady Sovereign  4 02:53	In The Morning Razorlight  9 03:38	14	19
	Hirsty Hour Opener Hot FM AUTO HOOK ELEMENTS  5 00:10	10	15	20

## Sets

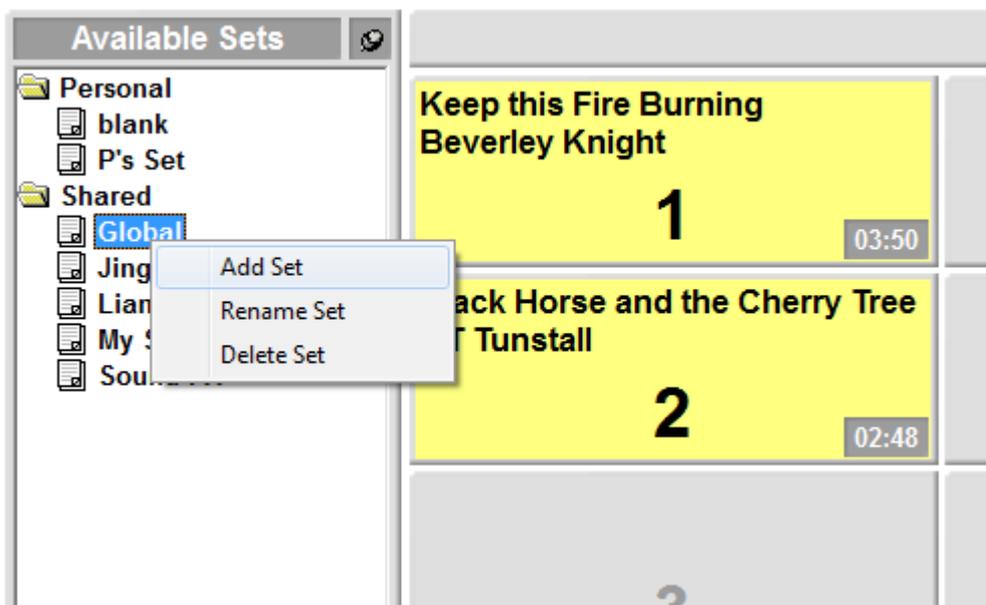
Instant Cards are arranged into Sets of 20 which correspond to the keys 1-20 on the keyboard. Select the set you want to use then press the corresponding number key on the keyboard to play the Instant Card.

**Playing Instant Cards** – You can play an Instant Card by either pressing the matching key on the keyboard or clicking on the Instant Card on screen.

**Dragging Instant Cards** – You can also drag Instant Cards into the Card Players, or the Log.

**Adding Instant Cards** – Cards can be assigned to an Instant Card by drag and drop. You can drag Cards from the AudioWall directly, from the Library tab or from the Log directly onto a Instant Card. You can also open the Card Browser window by clicking on the Cards button to allow you to drag several Cards from the AudioWall into Instant Cards.

**Adding / Renaming / Deleting Sets** – You can add, rename or delete Instant Card Sets using the right click options on the Set List panel.



**Refresh Button** – Reloads the Instant Card Set list so include new or updated Instant Card Sets done on other workstations.

**Cards Button** – Opens the floating Card Browser window which is a mini version of the AudioWall tab. This allows you to drag several Cards into Instant Cards without having to keep switching tabs.

**Clear Button** – Used to clear Instant Cards. Click on the Clear button (it turns red), then click on the Instant Card you want to clear. You will be asked to confirm before the Instant Card is cleared. Note, the Clear button stays depressed to allow you to clear another Instant Card. Click on the Clear button again to turn off this feature.

**Network Instant Cards (when using Myriad Network for split networks or sites)**

If you have on-air control of your network then the Network Instant Carts are also added to the Instant Cart Set list. These function the same and standard Instant Carts but trigger split network jingles and audio.

## The Library Tab

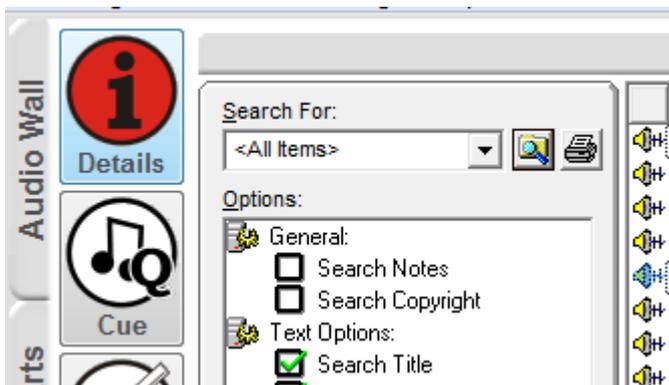
Item Title	Artist Info	Year	Category	Type	Length	Cart No	Ending
Alright	Red Carpet	2011	Pop	Hot	3:23	3073	
Baby	Justin Bieber Featuring Ludacris	2011	Pop	Hot	3:37	2912	
Behind These Hazel Eyes	Kelly Clarkson	2011	Pop	Hot	3:14	3053	End
Believe In Not Stopping	Glee Peeps	2012	Pop	Hot	3:14	3001	End
Biology	Girls Aloud	2011	Pop	Hot	3:50	2961	
Black Horse and the Cherry Tree	KT Tunstall	2011	Pop	Hot	3:31	3075	End
Black Horse and the Cherry Tree	KT Tunstall	2011	Pop	Hot	2:48	2989	End
Breathe In	Lucie Silvas	2011	Pop	Hot	2:48	2991	End
Call My Name	Charlotte Church	2011	Pop	Hot	3:43	3104	End
Chooza Looza	Marla Willson	2012	Pop	Hot	2:55	3038	
Cool	Gwen Stefani	2011	Pop	Hot	3:11	3155	Fade
Crash Landing	Route One Feat. Jenny Frost	2011	Pop	Hot	2:56	3027	
Crazy	Andy Dell	2011	Pop	Hot	2:53	3056	End
Crazy Chick	Charlotte Church	2011	Pop	Hot	3:41	3121	
Cry Me Out (Bimbo Jones Remix)	Pixie Lott	2011	Pop	Hot	3:03	3039	
DARE	Gorillaz	2011	Pop	Hot	6:26	2967	
Don't Stop Believin' (Glee Cast Version)	Glee Cast	2011	Pop	Hot	4:02	3079	End
Don't Stop Me Now	McFly	2011	Pop	Hot	3:50	2911	
Electric	Lisa Scott Lee	2011	Pop	Hot	3:13	3090	
Fight Test	The Flaming Lips	2011	Pop	Hot	3:11	3054	End
Fill My Little World	The Feeling	2011	Pop	Hot	4:09	187	
Filthy Gorgeous	Scissor Sisters	2011	Pop	Hot	3:27	3084	
Getaway	Texas	2011	Pop	Hot	3:32	3106	End
Hollaback Girl	Gwen Stefani	2011	Pop	Hot	3:44	3037	
Horny As A Dandy	Mousse T vs Dandy Warhols	2011	Pop	Hot	3:16	3089	
I Wish I Was A Punk Rocker (With Flowers In My Hair)	Sandi Thom	2011	Pop	Chilled	3:13	3116	
I'm With You	Auril Lavigne	2011	Pop	Chilled	2:29	3092	End
Jump	Madonna	2011	Pop	Chilled	3:44	184	
Just Dance	Lady Gaga Feat. Colby O' Donis	2011	Pop	Chilled	3:41	3122	
Listen To Your Heart	D.H.T.	2011	Pop	Chilled	3:56	3131	
Lonely No More	Rob Thomas	2011	Pop	Chilled	3:46	3071	End
Long Hot Summer	Girls Aloud	2011	Pop	Chilled	3:41	3117	Fade
Love Generation	Bob Sinclar feat. Gary 'Nesta' Pine	2011	Pop	Chilled	3:47	3036	
Madame Helga	Stereophonics	2011	Pop	Chilled	2:52	3081	End
Move In My Direction	Bananarama	2011	Pop	Chilled	3:55	186	
Nine2Five	The Ordinary Boys vs Lady Sovereign	2011	Pop	Chilled	3:12	3033	Fade
No Worries	Simon Webbe	2011	Pop	Chilled	2:53	3112	
One Word (Chris Cox Radio Mix)	Kelly Osbourne	2011	Pop	Chilled	3:25	3061	
Penny And Me	Hanson	2011	Pop	Chilled	3:47	3018	
Push The Button	Sugababes	2011	Pop	Chilled	3:33	3107	End
Real Blooded Woman	Kylie Minogue	2011	Pop	Chilled	3:33	3043	
		2011	Pop	Chilled	4:21	3136	Sust

The Library tab provides access to your Station Database (which is shared between Myriad and AutoTrack Pro) and can be used as an alternative to the AudioWall for browsing the content on your system. The difference is that whilst the AudioWall contains everything on the system, the Library tab will only show Songs and Links that have been imported into the selected Station database. So newly added songs, or songs added to a different Station database will not show up in the Library tab. The advantage is that searching is much quicker and it shows schedule history for Songs and Links to allow you to decide what should be added to the log.

## Categories

The Category Selection tree on the left can be used to select a specific Song or Link Category or to select specific Artist.

## Searching



Type in your search criteria and press <enter> the results will be displayed in the right hand pane.

Item Title	Artist/Info	Year	Category	Type	Length	Cart No	Ending
Behind These Hazel Eyes	Kelly Clarkson	2005	Image	Pop	3:14	3053	End
Boom (Remix)	Mario Feat. Juvenile	2005	Image	R N B	4:16	3039	End
Crazy Chick	Charlotte Church	2005	Image	Pop	3:03	3030	
Do Your Thing 2005	Basement Jaxx	2005	Image	Dance	3:36	3044	Fade
Electric	Lisa Scott Lee	2005	Image	Pop	3:11	3054	End
From Paris To Berlin	Infernal	2006	Image	Dance	3:27	3124	End
Hot N Cold	Katy Perry	2011	Image		3:40	3153	End
Long Hot Summer	Girls Aloud	2005	Image	Pop	3:47	3036	
Move In My Direction	Bananarama	2005	Image	Pop	3:12	3033	Fade
Oh My Gosh	Basement Jaxx	2010	Image		3:26	3004	Fade
Perfection (Turn Me Upside Down)	Dannii Minogue, The Soul Seekerz	2005	Image	Dance	3:20	3059	
Positivity	Stevie Wonder Feat. Aisha Morris	2005	Image	Pop	4:09	3064	

You can sort the results by clicking on the column headers.

Song/Link nearest play		Artist nearest			
To now	In same hour	Yesterday	Tomorrow	Previous play	Next play
Mon 27/08/2012 22:21:53 (-15d 19h 24m)	Sat 25/08/2012 17:19:44 (-1d)	(None found)	(None found)	Mon 27/08/2012 22:21:53 (-15d 19h 24m)	(None found)

As you highlight items in the search results pane, the bottom section show you Separation summary information which helps you decide whether it is a suitable item to play. Items that break Artists or Title Separation rules (in AutoTrack Pro) will be highlighted in red.

### Details Button & Schedule History Window

You can access the Item Details & Schedule History window for an item by highlighting it and clicking on the Details button (or just double clicking on it).

Item Details
X

#### Cart Information:

Title: **Say Say Say (Waiting 4 U)**

Artists: **Hi\_Tack**

Description: 

Content Type: **Music - Dance**

Audio Format: **Windows WAV; 44,100Hz; Stereo; PCM**

---

Intro Start: **00:00:00** Hook Start: **00:00:41**

Intro End: **00:00:11** Hook End: **00:00:46** Extro: **00:02:48**

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Cart Number: **3083** Ending:      Length: **00:02:52**

#### Scheduling History:

Date:	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
Sun 02/09/2012	Week beginning : 03 September 2012																								
Mon 03/09/2012																									
Tue 04/09/2012																									
Wed 05/09/2012																									
Thu 06/09/2012																									
Fri 07/09/2012																									
Sat 08/09/2012																									
Sun 09/09/2012	Week beginning : 10 September 2012																								
Mon 10/09/2012																									
Tue 11/09/2012																									
Wed 12/09/2012																									
Thu 13/09/2012																									
Fri 14/09/2012																									
Sat 15/09/2012																									
Sun 16/09/2012																									

'#' means same song, '+' means same artist

#### Library Information:

Title: **Say Say Say (Waiting 4 U)**

Artists: **Hi\_Tack**

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Category: **Dance**      Year: **2011**

Type: **Chilled**

Gender: **Mixed**

#### Notes:

This dance track samples the 1983 original version which was released by Michael Jackson and Paul McCartney

#### Scheduling Warnings:

Song/Link nearest play				Artist nearest	
To now	In same hour	Yesterday	Tomorrow	Previous play	Next play
Mon 27/08/2012 23:20:24 (-15d 18h 27m)	Wed 22/08/2012 17:21:08 (-21d)	(None found)	(None found)	Mon 27/08/2012 23:20:24 (-15d 18h 27m)	(None found)

This window shows Cart and Library information as well as notes and Schedule History for the item. On the Schedule History grid ‘#’ shows plays of the same Song whilst ‘+’ shows plays by the same Artist.

## The Log Tab

The Log Tab (or right hand screen) displays the schedule Log as well as the Dashboard.

## On-Air Control & Playback Mode



This shows whether you have On Air control of the split network machines and also what Active Playback mode is selected.



**Power Button** – Used to toggle between Active Playback and Standby modes. When pressed, the schedule Active Playback Mode (Live Assist, Auto or AutoFade) will be automatically selected based on the scheduled clock.

The first three buttons show the Active Playback mode and can be in four states.

- No buttons depressed – Myriad is in standby mode.
- Live Assist depressed – Myriad is in Live Assist mode which allows the presenter to start and stop playback after each item. This mode should be used for all live show.
- Auto depressed – Myriad is in Auto mode which means all segues are automated but Myriad does not handle backtiming.
- AutoFade depressed – Myriad is in AutoFade Mode which means all segues are automated and Myriad also handles backtiming automatically.

The Off Air / On Air button shows current network control status.

- Off Air – Myriad does not have network control
- On Air (X) – Myriad does have network control and is controlling X split networks.

## Dashboard



- Now shows the currently playing item at all times. It also displays progress as well as the Cart Player that is being used to play it.
- Next shows the item that will play next along with the Cart Player that will play it.
- Later show the item that will play after the Next item but does not normally show which Cart Player will be used.

## Segue Icon (Stop/Go/Sweep)

The Segue Icons show what will happen at the end of a Log Item. It is displayed both on the Dashboard and in the Log.

	• <b>Red Square – Item will stop at the end</b>
	• <b>Green Circle – Item will automatically go on to next at the end</b>
	• <b>Yellow + - Item will automatically 'sweep' into the Intro of the next item (if possible)</b>
	• <b>Yellow + with 3 – Triple Segue. Usually seen on Voice Links this item will be displayed as a three link item in the Segue Editor</b>

You can toggle between Stop (Red) and Green (Go) Segue Types by clicking on the icons in either the Log or the Dashboard. If you want to set something to Sweep (Yellow +) then right click on the Segue Item and select 'Sweep Into Intro'.

## Deleting Log Items

	<b>18:00:28</b> <b>3055</b>	<b>Hung Up</b> <b>Madonna</b>
	<b>3009</b>	Waiting For A Star To Fall Cabin Crew
	<b>18:03:41</b> <b>3151</b>	<b>There's No One As Irish As Bar</b> <b>Corrigan Brothers</b>

You can Soft Delete a Log item by clicking on the Log Item Icon on the left hand side of the Log screen. This will 'grey' out the item and Myriad will not play it but it will be left in the Log to be re-instated later should the need arise.

To restore a Soft Deleted Log item, click on the Log Item Icon again.

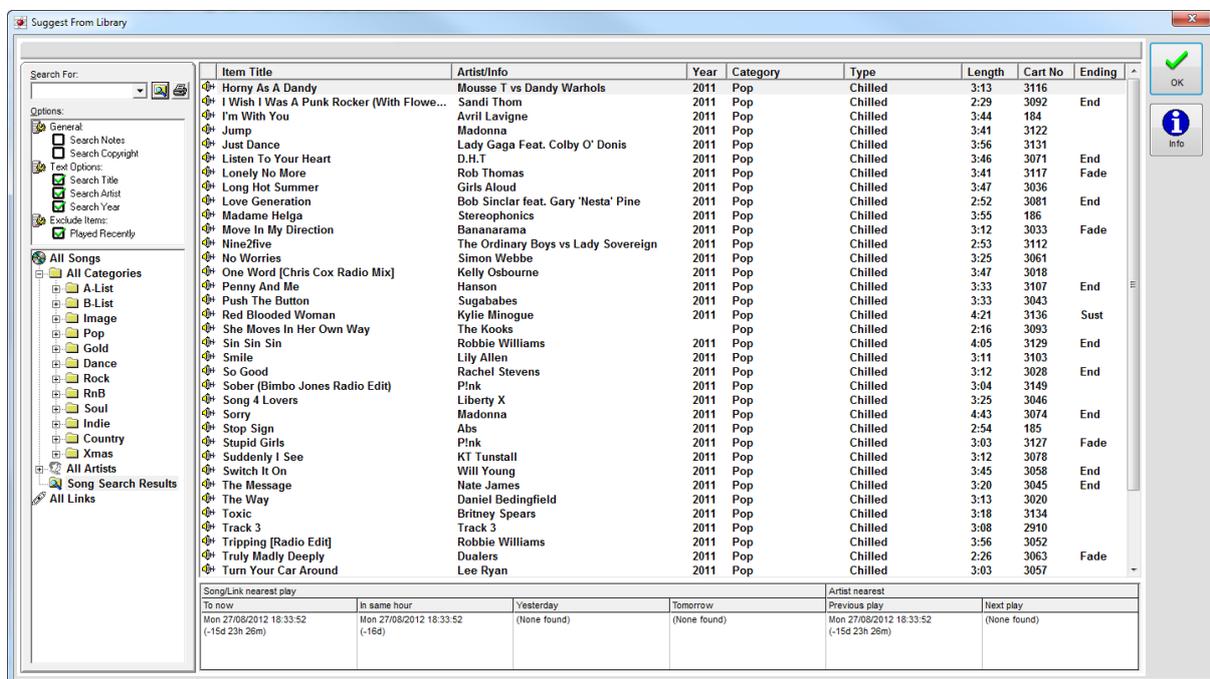
You can also delete permanently by using the right click menu or dragging to the waste bin but we recommend Soft Deleting in most cases.

### Editing The Log

You can drag items around within the Log as well as dragging Carts from the AudioWall, Instant Carts and Library tabs directly into the Log. You can also use the Cut/Cop/Paste & Swap options on the right click menu to move or duplicate one or more Log Items.

### Suggesting A Song

Highlight a Song and click on the Suggest button. This will open a floating Library window with the options for Songs of the same Category / Type pre-selected.



Use this to find a suitable song then double click on it in the Library list to replace the original Song in the Log with your new selection.

### Play V's Go

Both the Go button and the Play buttons on the Cart Players can be used to start the Next log item on the Log screen but they do behave differently.

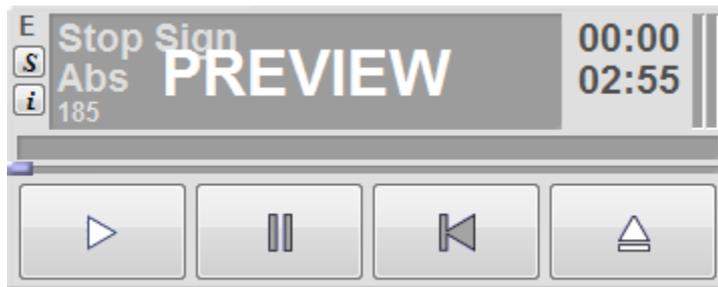
- **Go** – The previous item is faded out and the next item is started.
- **Play (on Cart Player)** – Next item is started but the previous item is also left playing in a Cart Player for the presenter to manually eject (good for beds etc).

**Goto Button** – Allows you to jump to another date and time in the Log.

**Carts Button** – Opens floating Cart Browser window. Not used for dual screen systems but useful on a single screen.

**Suggest Button** – Opens the Library window with a list of Songs from the same Category that can be substituted. See above.

**Preview Button** – This loads the highlighted Log item into the Preview Cart Player which can be previewed (with the fader down of course) without affecting the 'On Air' playout or being logged for copyright returns.



This is important as usually pressing Play on a Cart Player with the Next item loaded will be treated the same as pressing Go by Myriad but if it is in Preview mode then it is ignored.

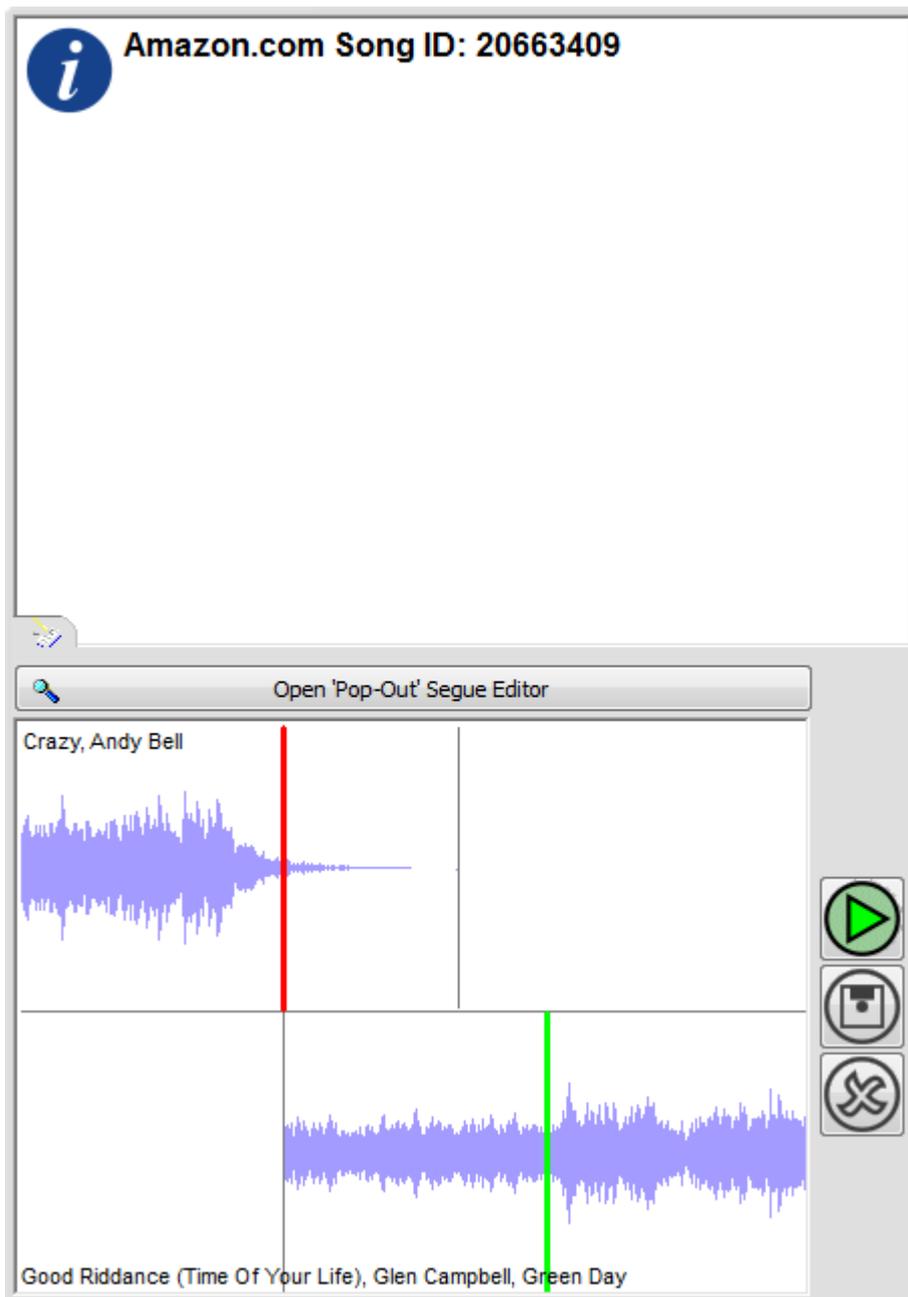
Please note that you can also use this to review the end of the Item that is currently playing if you wish.

**Scripts Button** – The Scripts button provides access to a list of pre-written scripts that can be opened as floating window. This is separate from Log Scripts which are inserted into the Log as part of the schedule process.

**Precue Button** – This button cues the Next item to be played into a Cart Player. This normally happens automatically as each Current item starts but if the Next item is accidentally ejected from a Cart Player then this can be used to re-load it. It is not however necessary as Myriad will load the item when it needs it if you press Go or the current item finishes.

**Notes** – Cart Notes or Log Scripts can be displayed in the Notes area to the right of the main log.

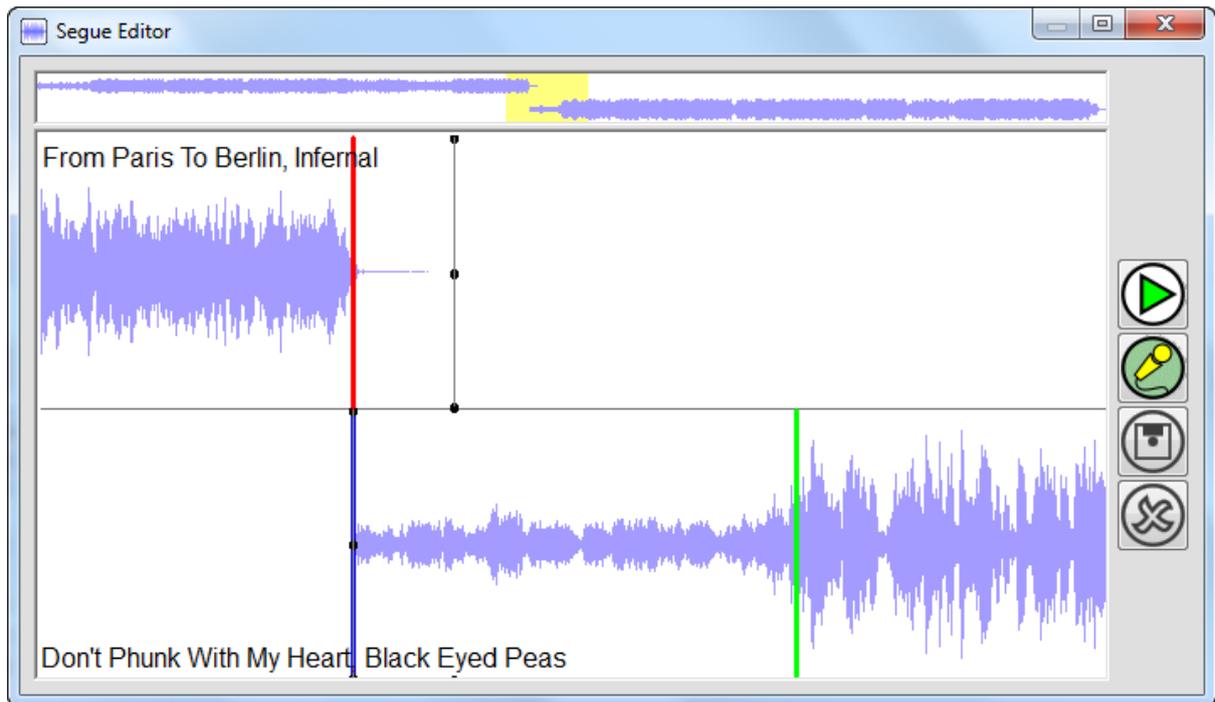
Please note that the Notes panel can be hidden if preferred.



**Docked Segue Editor** – Below the Notes section is the Docked Segue Editor which can be used to review and adjust automated segues in Myriad (see Pop-up Segue Editor for more details).

Please note that the docked 'mini segue editor' is visible to the right of the Log in default mode but can be hidden entirely if the Pop-up Segue Editor is the preferred option.

**Segue Edit Button (Pop-up Segue Editor)** – This will open the Pop-up Segue Edit window which is used for editing automated segues and also for recording Voice Tracks.



You can drag the bottom item to the left or right to adjust the segue and also use the Fade In / Fade Out bars to adjust either the fade out of the previous item or the fade on of the next. Review the segue using the Play button (it will play on the Edit fader) and save changes using the Save button (the disk icon).

### Voice Tracking

1. To Voice Track, select the two Log Items you want to start with and click Segue Edit button.
2. Switch the desk to voice tracking mode.
3. Press the Record Voice Link button on the keyboard, the first Log Item will start playing.
4. Open the mic and start speaking.
5. Press the Record Voice Link on the keyboard again to start the next Log item.
6. When you have finished speaking press the Record Voice Link button a third time.
7. You will then be asked whether to save you link. Say Yes to save you link and then move on to the next one by using the mouse wheel to scroll down the Log.
8. When you have finished recording all your links, close the Segue Editor window.

