

KCPR NEWS PRODUCTION Everything you ever needed to know!!!

Board

Rem 1: Use for incoming phone telephone interviews. Use left channel only.

Tape 3: Cassette player for playback and transfer to Revox for editing.

Tape 1: Controls Revox machine on left when you turn around.

Tape 2: Controls Revox machine on your right.

Cart 1: Controls cart unit to left side of board...left one.

Cart 2: Controls second cart unit left of board.

Mike 1: Controls studio mike to record scripts for carts.

Recording a telephone interview

1. Record onto Tape 1. Put tape one slide to bottom during record.

2. On the Revox machine, push the two switches to ready.

3. To record, push record and play button simultaneously. Red light must be on the panel above the machine or you are not recording.

4. Set slide on sound source (i.e, Rem 1) to about 10. Okay for VU meter to peak into the red during recording.

Sound sources for recording: Mike 1

Cart 2

Phone (Rem 1)

Cassette (Tape 3)

Playing back Tape 1

1. On the Revox machine, push the two switches back to safe.

2. Rewind tape.

3. Set Tape 1 slider on board at 10.

4. Start tape machine by pushing play button or Tape 1 button on the board.

5. Listen to tape for sound cut. Put down in and out cues.

Recording Sound Cuts on Cart: Carts vary in length from 40 seconds to 5 minutes. Make sure you have a cart long enough to record a news package (wrap) or whatever you're using it for.

1. Bulk erase tape in unit to right of board. Set lever to both and press start. It will erase anything on the tape and ready it for recording.

2. Put into cart 1 and press record button on cart machine.

3. Set Revox Tape 1 to beginning of sound cut and back up slightly.

4. Put Cart 1 slider all the way down and Tape 1 at 10.

5. Start Cart 1 and almost simultaneously Tape 1, both from the board.

6. At outcue drop Tape 1 slider down.

7. Press stop button on Cart 1 and Tape 1

8. Press start on Cart 1 and it will automatically cue up. The red button in between the start and stop buttons will fast-forward the cart once its been started.

9. Put Cart 1 slider up on board to 10 and start from board. The timer will automatically reset and you can time the length exactly.

You can record a second and third sound cut on the cart if there is room. Go to the end of the first sound cut, wait two seconds and hit stop. The machine is all set to record the second sound cut. The procedure is the same as above starting with step 2...pressing record on the Cart deck.

#### Recording and Mixing a Package (Wrap)

1. After you have your sound cuts, write the script and get ready to record.

2. Put your taped sound cuts into Cart 2 and push start to reset it for playback.

3. Bulk a new master cart and put in Cart 1 and press record.

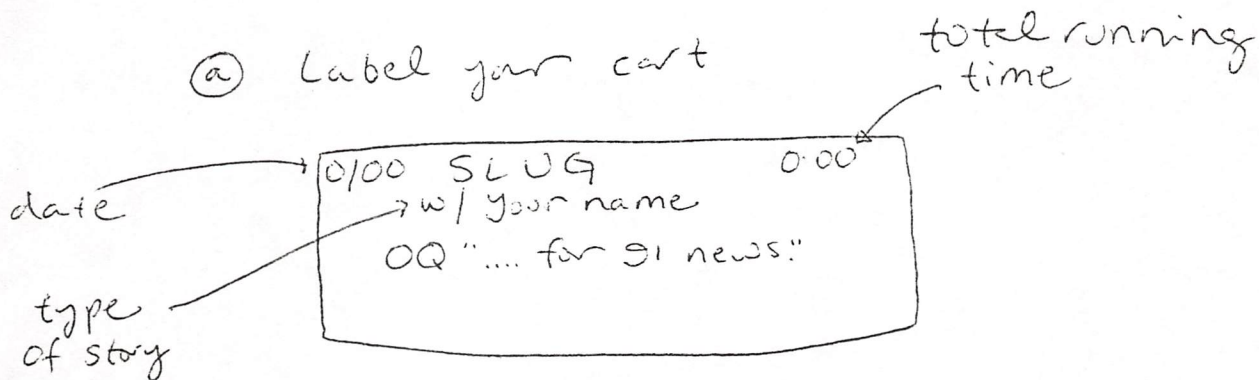
4. Your tape sources are Cart 2 and Mike 1.

5. Using the board start Cart 1 and press the mike button. It will cut off the speakers. Begin your script.

6. When you reach the incue for the sound cut, hit the Cart 2 button on the board to start it. Hit the mike button to turn your mike off so you can hear the tape. When you hear the outcue, hit the mike button and begin reading the rest of your script. If you have a second sound cut on cart 2 it will automatically reset and you merely press Cart 2 on the board start it.

7. At end of tape..."This is \_\_\_\_\_ for 91 News," bring slider down on Mike 1 and then stop Cart 1.

8. Playback to check record and time your package.



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② Write an intro to your story for the on-air person

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③ place intro, script, and cart in "Stories to air" basket -- don't forget to reach into bottom basket and give yourself credit in the "Progress" folder.