

DORKING AND DISTRICT TALKING NEWSPAPER

Guidance Notes –Duplicators & Distributors

Issue 6.2: Revised December 2023 - **Please destroy all previous editions**

The recording session is scheduled to end at about 8:00 pm, although this may be delayed if problems are encountered. The duplicator and distributor should arrive at the URC for this time. Access to the building is by keypad lock: you will be sent the current key code separately. If the recording is still in progress, please wait quietly outside the room until it is finished. If the lounge on the ground floor is empty you may use this area to wait.

Duplicators:

Duplicating Without A Magazine Section: (see page 11 for Magazine duplication)

Note: In this document [click] is used to indicate where a single LH mouse button click is used to select an item and [open] is used where a double (fast) click is required.

1. The laptop PC should have been left switched on by the Recorder. If it has been switched off follow the procedure in step 40, page 10.
2. The FlashMax copier system requires a Master USB stick to be made, from which all the other USB sticks are duplicated.
3. The Master stick is changed each week to ensure that a clean copy is made. There is a box of Master sticks in the cupboard, which have WHITE numbered tags (0-9) attached to avoid confusing them with the sticks we send out to listeners.

Please make sure you use the correct stick in the sequence (see step 4 below).

Every 10 weeks, all the Master sticks will be re-formatted and the number sequence will start again.

Making the Master Stick:

4. Recordings are registered in the DDTN Recordings Log Book, kept in the cupboard. The Recorder will have noted the date, edition number and Reader's names in the book, and also whether or not there is a Magazine that week. Last week's Duplicator will have noted the number of the USB Master stick used in the final column on the page. Select the next USB Master stick in the numerical sequence and enter that number in this week's end column.

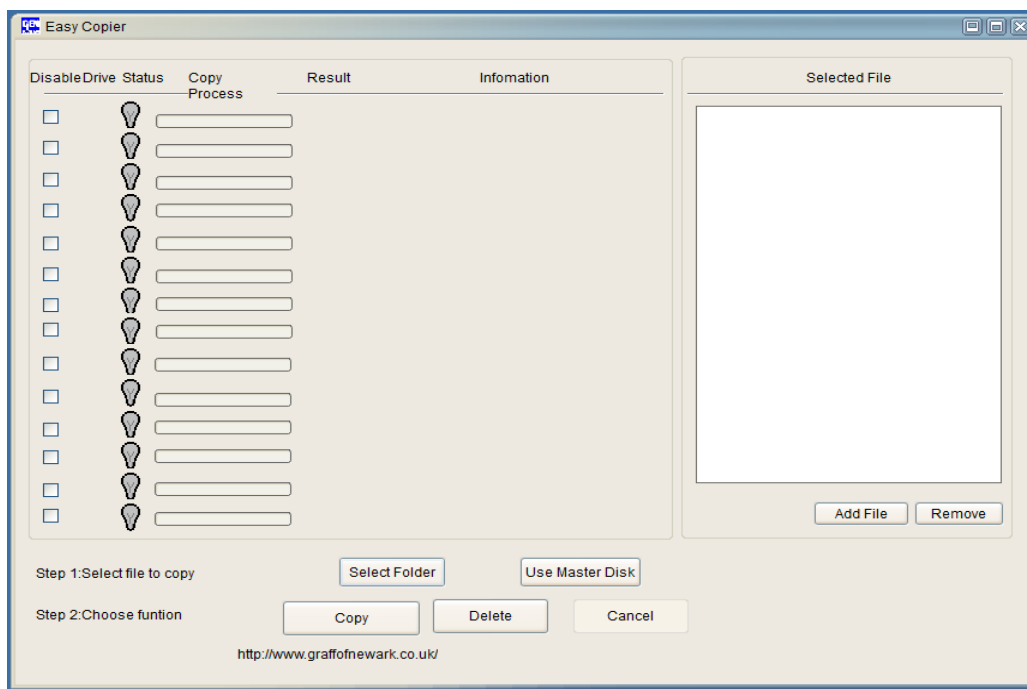
There are two possible methods for making the Master stick: either using Easy Copier as before (see from 5 below), or using Copy and Paste (see from 17 below), to transfer the files from the current week's DDTN edition on the laptop on to the "Master Stick".

Using Easy Copier:

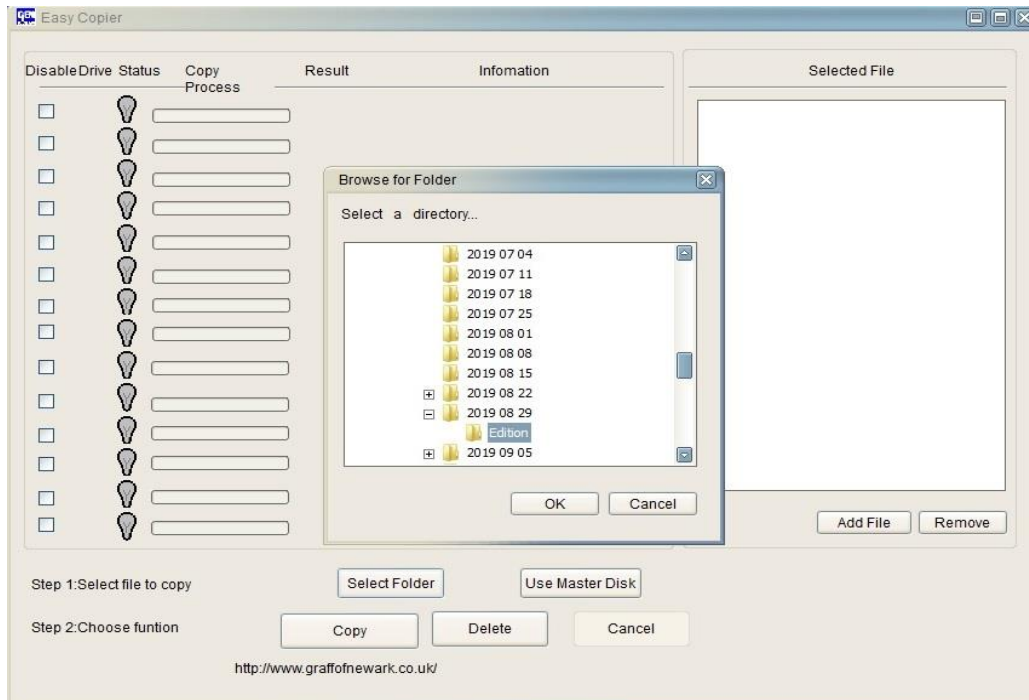
5. Locate the “Launch Easy Copier” icon on the laptop “Desktop”.



6. [Open] by using the mouse to move the pointer (↔) over it and clicking the left hand mouse button twice. This will open the Easy Copier window.

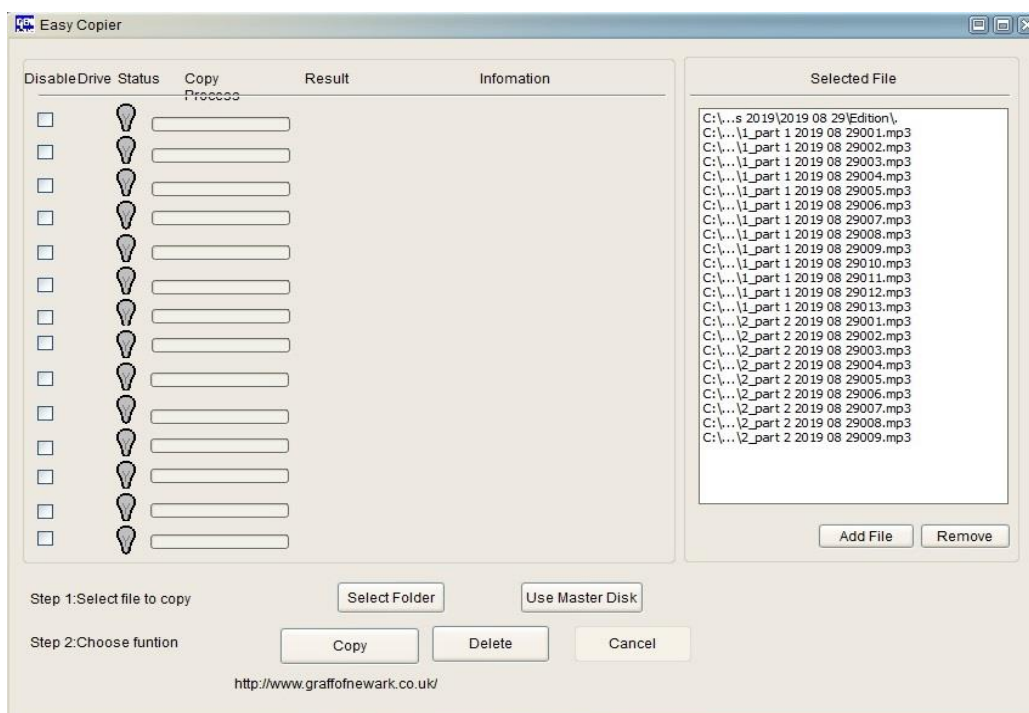


7. The right hand panel headed “Selected File” should be empty. If it still has last week’s files showing, follow the procedure in ‘step 16’ to remove them.
8. Move the mouse pointer over “Select Folder” and [click] the LH mouse button once, it will momentarily turn grey. This will open the folder menu. [Click] on the + next to Computer, the + next to Local Disc C:, the + next to DDTN Weekly Recordings “*year*” to expand the menu and then [click] on the + against today’s date. The + will turn to – and the menu will expand to show other folders.



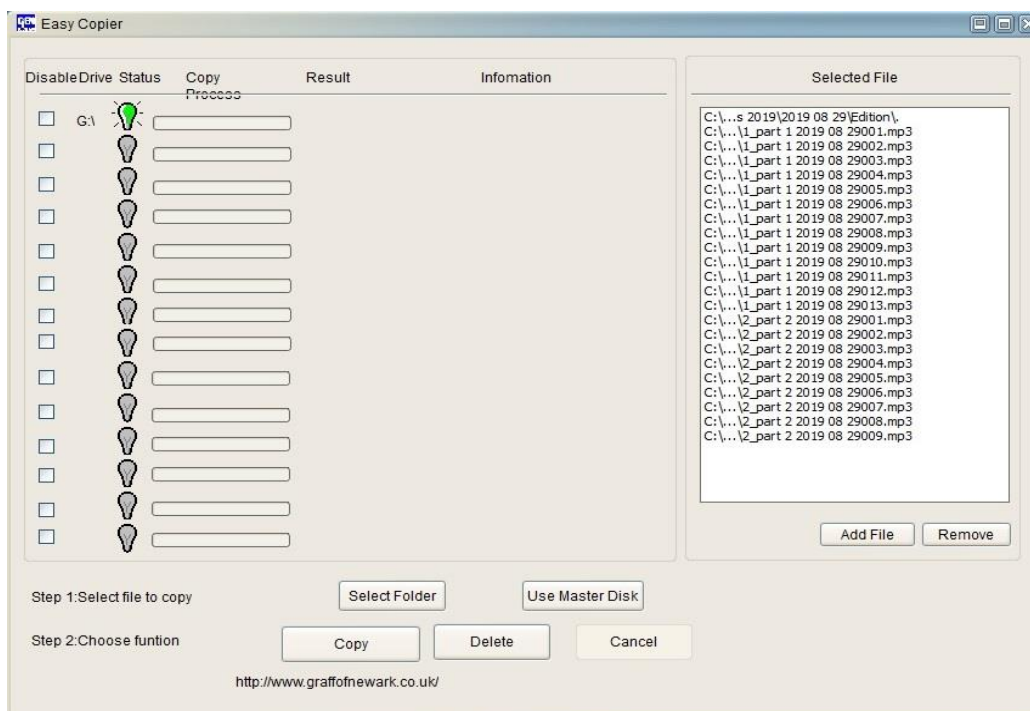
9. There is a folder called Edition. [Click] on this and it will be highlighted blue. [Click] on “OK” and the recording .mp3 files will appear in the “Selected File” list: 1_part 1 “date”xxx.mp3 files and 2_part 2 “date”xxx.mp3 files, where xxx is the number of the tracks. There may be up to 22 1_part 1 files and 10 2_part 2 files.

10. Check that the files are in the correct numerical sequence. If they are not, “Remove” them as in the procedure in ‘step 16’ and reselect them.

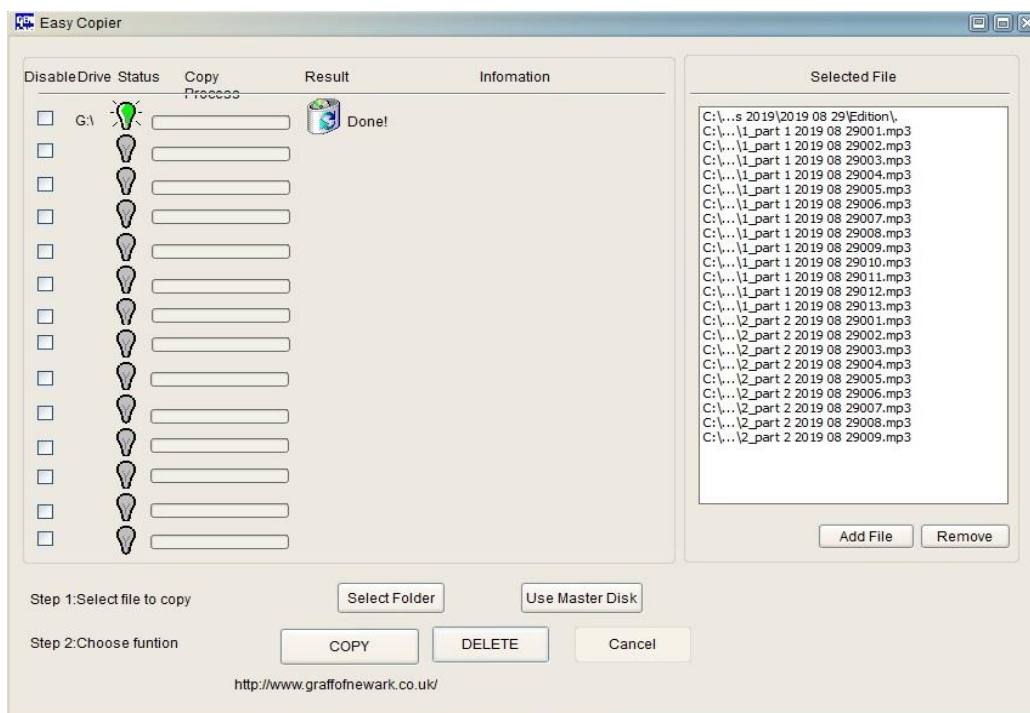


11. Plug the Master stick into a USB socket left-hand side of the laptop.

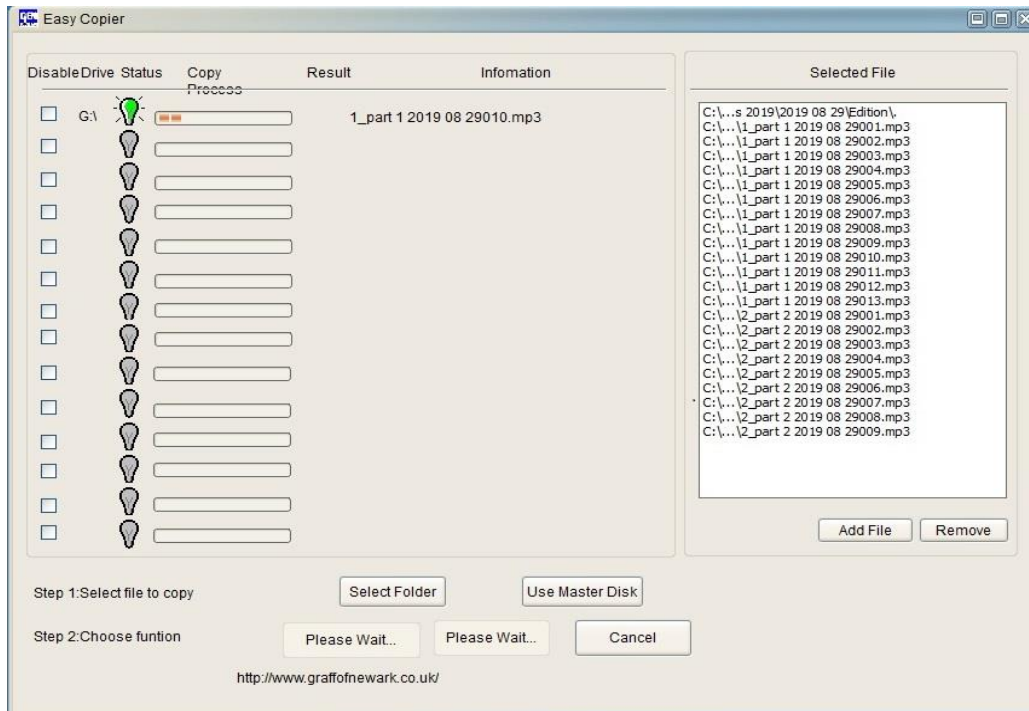
12. There should be one green lamp showing.



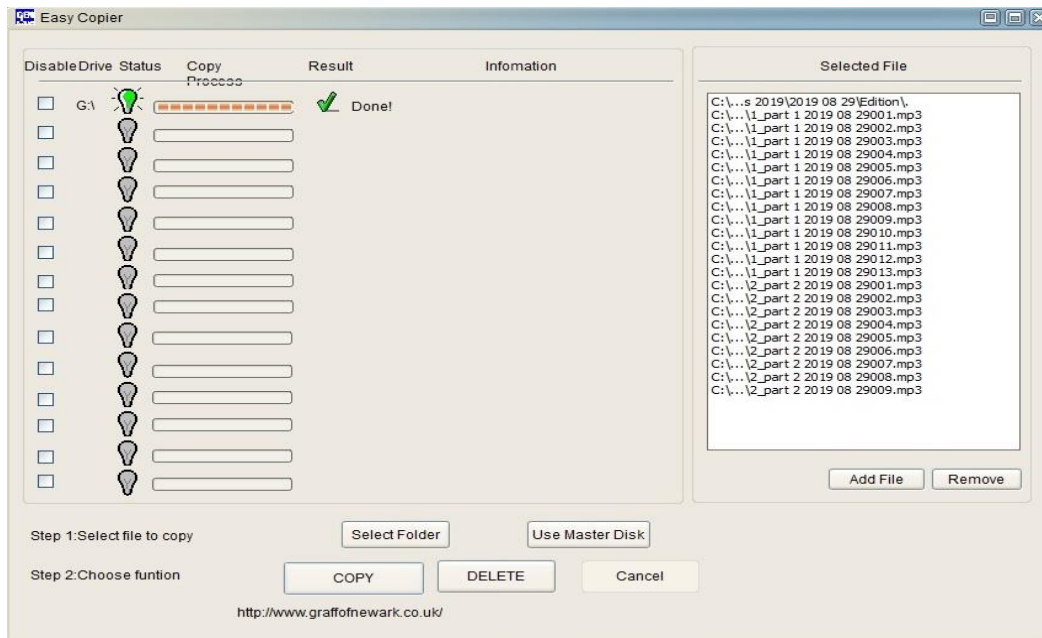
13. [Click] on the “DELETE” button. The “Master Stick” should be empty so “Done!” in the “Result” column will appear almost instantly.



14. [Click] on “COPY”. Copying will start. Information on how much has been copied will be shown in the “copy process” and the file name being copied will appear in the information column.



15. When the copying is complete ✓ - Done! will appear in the “Result” column for each memory stick.



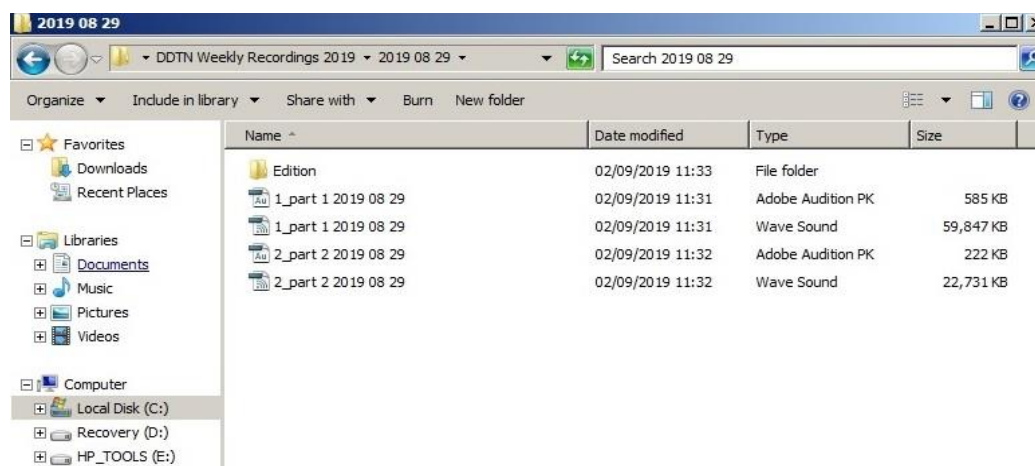
16. When you have completed the copying delete the files from the “Selected File” panel. To delete the files, highlight the first file in the list by placing the mouse pointer on the file name and [click] the LH button once. Scroll down to the last file in the list and click] the LH button once. All the items in the list should now be highlighted. Move the mouse pointer to “Remove” and [click] the LH mouse button once.

Using Copy and Paste:

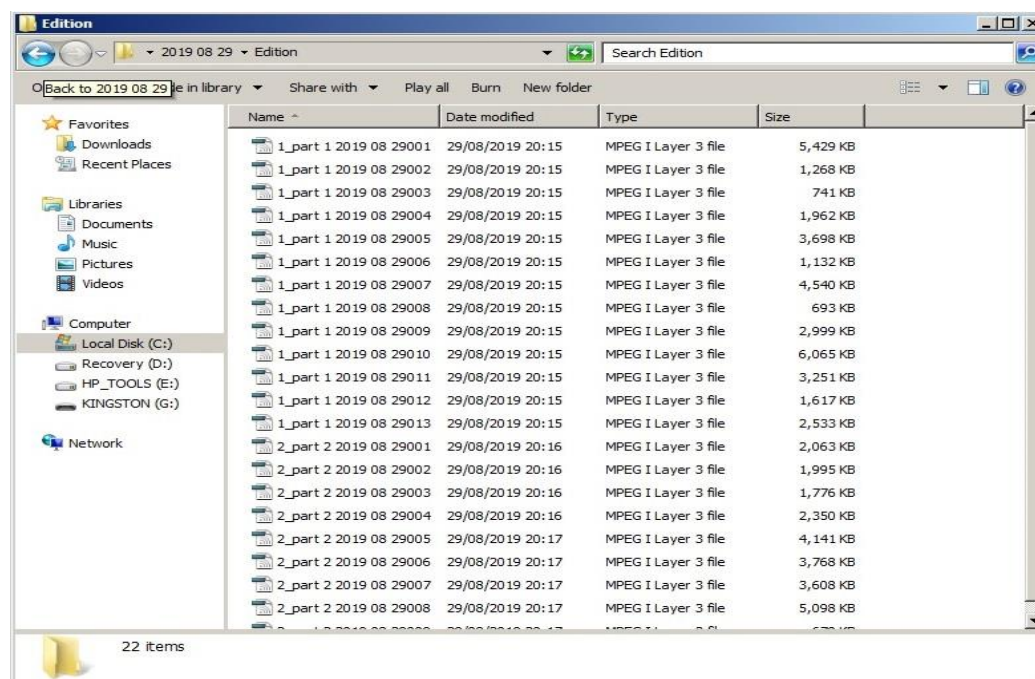
17. Locate the “DDTN Weekly Recordings year” icon on the desktop and [open] it.



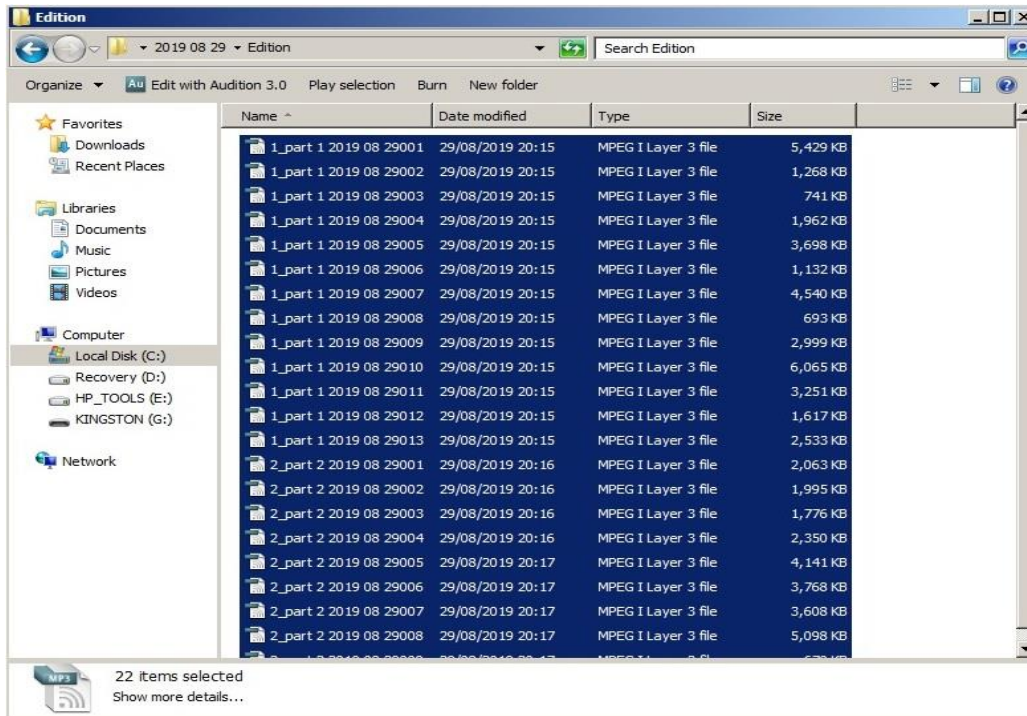
18. Select the folder for the current date and [open] it.



19. There is a folder called “Edition” inside it. [Open] this folder and you will see the list of tracks for the week’s recording. These will be labelled 1_part 1 “date”xxx.mp3 files and 2_part 2 “date”xxx.mp3 files, where xxx is the number of the tracks. There may be up to 22 1_part 1 files and 10 2_part 2 files.

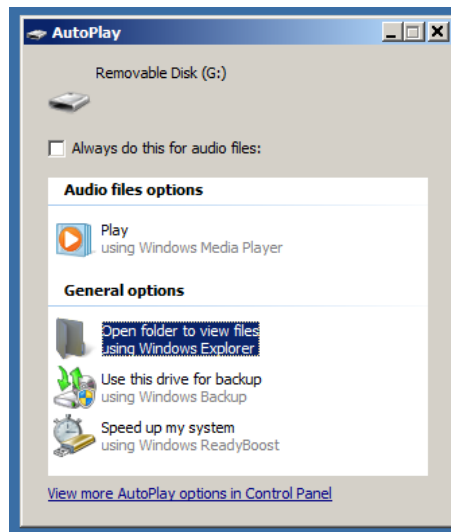


20. Press Control and hold it while you also press “A”. This will select all the files in the folder. Then press Control and hold it while you also press “C”. This will copy the selected files and hold them.



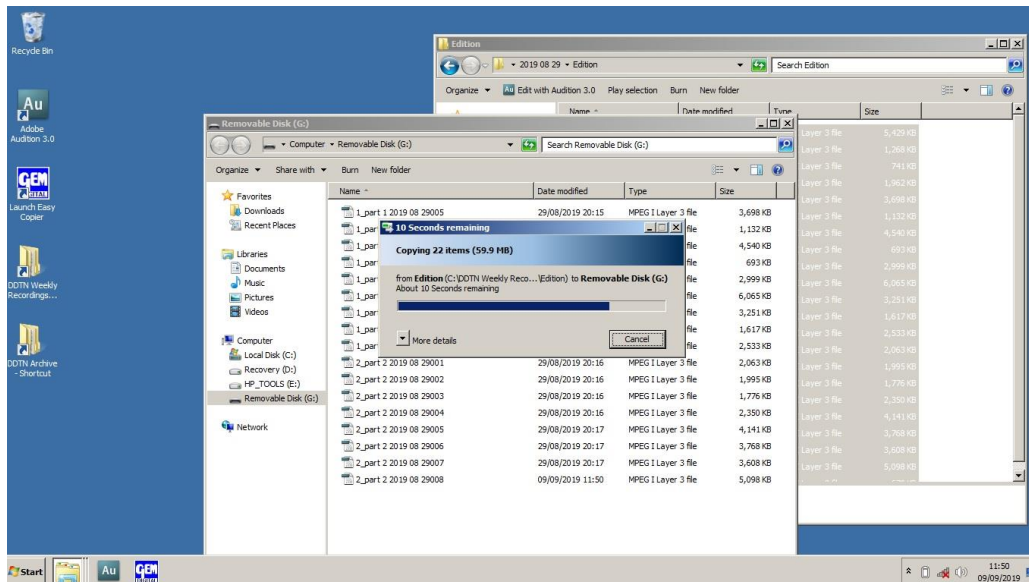
21. Plug the Master stick into a USB socket on the left-hand side of the laptop.

22. A window labelled “Removable Disk” will automatically appear. [Click] on the “open folder to view files” option and [click] on OK.



23. Open the folder to display the contents of the Master stick. NB it should be empty. Move the mouse pointer over this open window and press Control, holding it while you also press “V”. This will paste the files you have just copied on to the Master stick.

If there are files shown first check you have the correct Master stick. If you have, then you will need to delete the files. Move the mouse pointer over the open window and press Control, holding it while you press Delete(top righthand key of the keyboard). [Click] YES then continue as above.

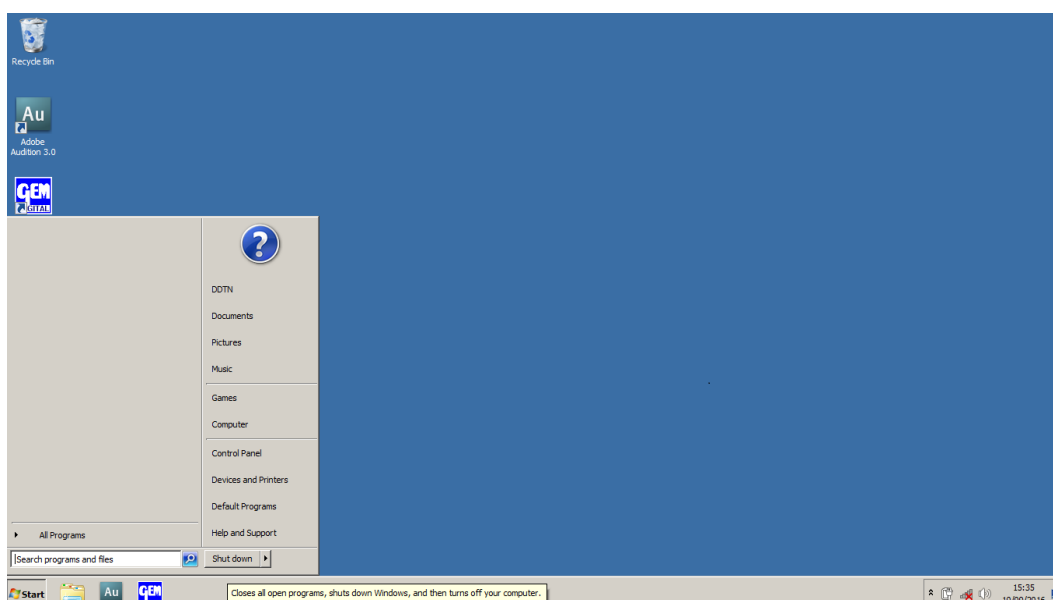


24. Now close both the open windows by [clicking] on the X at the top of each one.

25. Remove the “Master Stick” from the laptop.

26. The “Master Stick” must now be fully tested (see Distributors page13 step 6). Place it into either the Boombox or Sonic USB player and listen to the opening announcement. This will give the date of the paper and the names of the reading team. If these are correct use the jump forward control to listen to the start of each track. Keep jumping forward until the start announcement is heard again. Remove the “Master Stick” from the player.

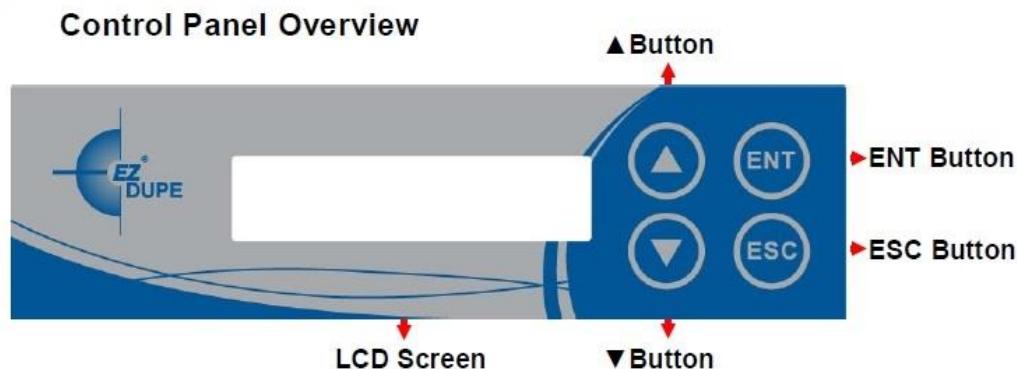
27. Shut down the laptop PC. Move the mouse pointer over the start icon at the bottom left of the screen and [click] LH button once. [click] on “Shut down”.



The PC will now shut down.

Making the USB copies

28. Take the “FlashMAX” USB copier from the cupboard, plug it into the mains and switch on. The mains on/off switch is on the back of the unit. There are 16 USB ports. The top left port has a white surround and is for the “Master Stick” the other 15 are for the copies. Below the USB ports is a Control Panel window and buttons.



▲ Button: *Up, Backward:* To navigate backward in the menu.

▼ Button: *Down, Forward:* To navigate forward in the menu.

ENT Button: *Enter, OK:* Execute the function.

ESC Button: *Escape, Cancel:* Go back to the previous level in the menu.

29. The unit will boot up. When the unit is ready the indicator window will show:
- 3. Copy+Compare
 - Source Not Ready
- N.B. DO NOT** plug any USB sticks into the FlashMAX until it has fully booted up.
- If “3. Copy+Compare” is not shown, use the up and down buttons to find it.

30. Plug the “Master Stick” into the top left USB socket. There will be a **GREEN** light above the socket and the indicator window will now show:
- 3. Copy+Compare
 - Ready device: 0

31. Take the USB memory sticks for the copies from the plastic box for USB sticks and plug them into the remaining 15 USB ports. Please ensure that each USB stick has an Adloop attached, As you plug them in a **GREEN** light will appear above each socket and the “Ready device” indicator will increase to show the number of sticks available.
32. If a faulty stick is found, the light above that socket will go **RED** and the “Ready device” indicator will not show that stick. Remove the faulty stick and replace it. Put the faulty stick into the plastic “Faulty Sticks” box in the cupboard for investigation.

33. When all the USB memory sticks are ready, press the ENT button. The indicator window will change to show:
CpyCmp: xx(number of copies) xxM (Size of files)
P: (number passed) F: (number failed) xx% (amount complete)
34. When the copying is complete the indicator will change to:
Result:
Pass xx Fail xx
The copies which have passed the compare will have a **GREEN** light above the socket, any which have failed will have a **RED** light above them. The sticks which have failed can be reused on the next run.
35. Remove the copies from the FlashMAX. Press the ESC button to reset the copier for the next run.
36. Reload the FlashMAX with another set of memory sticks and repeat from 31 above until enough copies have been made.
37. When you have made all the copies needed, remove the "Master Stick" and return it to the box with the other Master Sticks, switch off the FlashMAX and put it in the equipment cupboard.
38. Put the Laptop PC in its protective cover. Place the laptop, power supply, mouse, USB Player and the trays into the cupboard. Fold up table cover and put in cupboard, secure and lock the equipment cupboard. Lock the padlock in its hasp.

See **Distributors'** notes regarding locking up and taking tapes to Post Office.

39. If the laptop has been switched off by the Recorder, switch it on as follows:
 - Plug the laptop power supply into the laptop. The socket is on the RH side towards the back.
 - Open the screen of the laptop.
 - There is a lamp next to the power socket which comes on when power is applied.
 - Switch on using the power button above the keyboard (above F4/F5 keys). The lamp in the button will light. It will take a few minutes for the PC to "boot up" fully.

Should you find a fault that you cannot cure, **don't just put the problem back in the cupboard** to jinx the next recording: write down the fault in the **Equipment Log Book** and let Dave Thurtell know about it a.s.a.p. on **01306 888783** or email **davidthurtell@btinternet.com**.

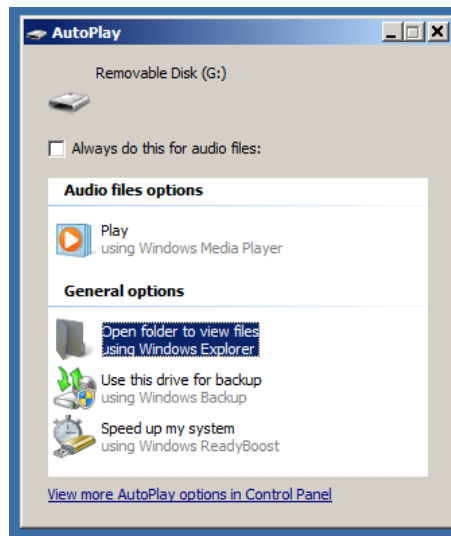
If you turn up a problem you can't solve, RING 01306 888783 ...
David or Jessica will do their best for you.

Duplicating With a Magazine Section: or any other additional material.

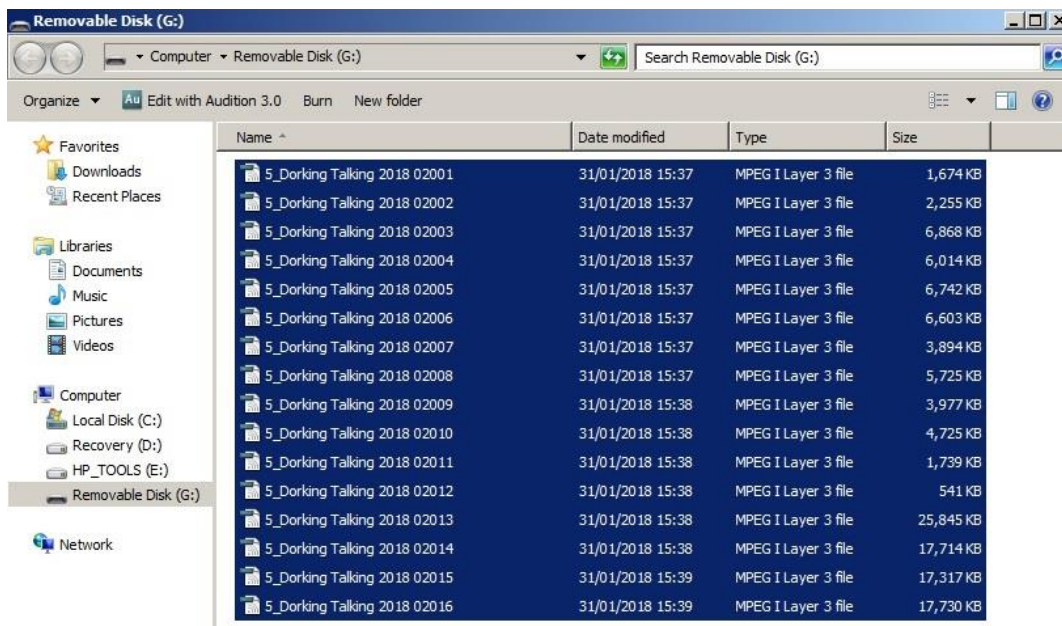
On the nearest Thursday to the beginning of each month the Magazine section will be provided on a black memory stick which will be left in the tray in a wallet labelled “DORKING TALKING MAGAZINE MASTER”. The magazine is split into tracks so there will be several on the stick. These should be added to the recording after the Part 2 files.

40. Before making the “master Stick” (step 5 above), place the memory stick containing the extra items into either USB slot on the left hand side of the laptop PC.

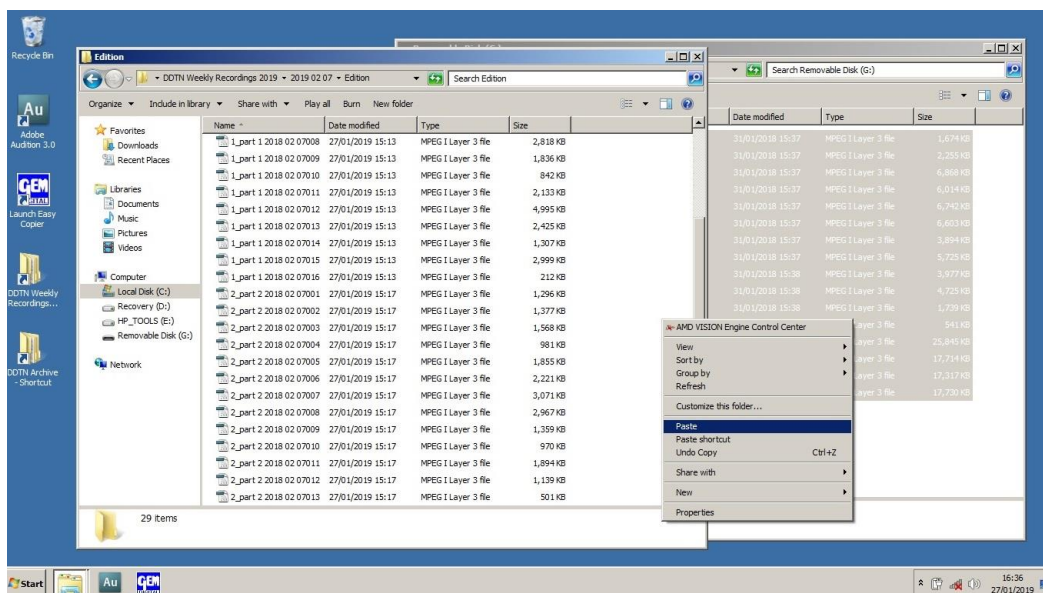
41. A window labelled “Removable Disk” will automatically appear. [Click] on the “open folder to view files” option and [click] on OK.



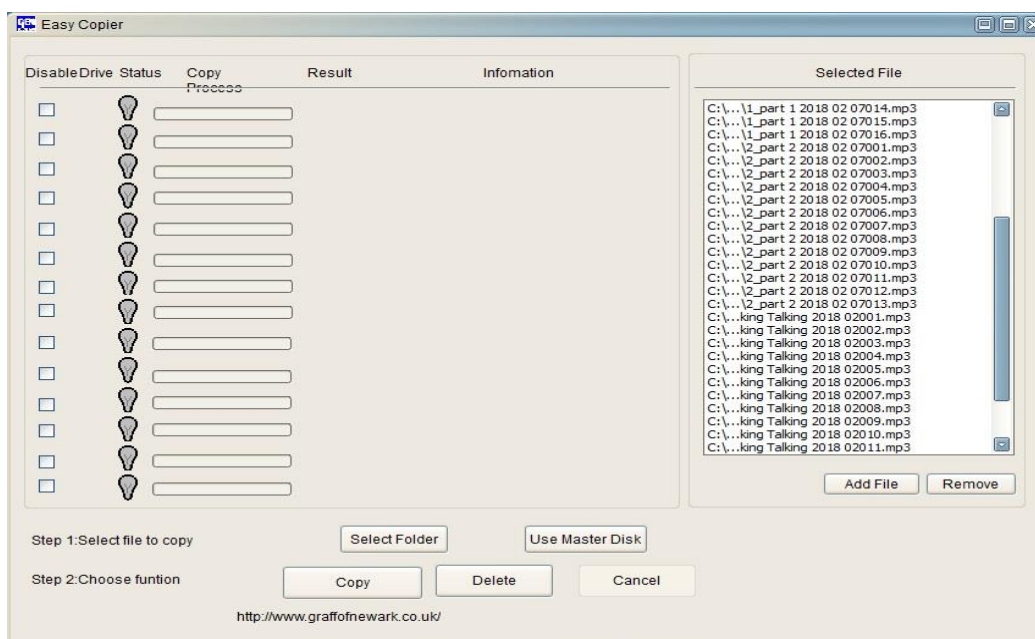
42. [Click] on the first Magazine file name so that it is highlighted. It should start with 5_ and have the suffix mm001, where mm is the month of the magazine. Hold down the shift key and [click] on the last files in the list – you may need to scroll down to ensure you have all the files. It will have a suffix of mmxxx where xxx is the number of tracks. This is to ensure that they go on to the memory stick in the correct order. The list should now be highlighted.



43. Move the mouse pointer over the highlighted area and [click] with the right mouse button. [Click] on copy from the menu.
44. On the desktop [open] the DDTN Weekly Recordings folder. Locate and [open] this week's folder. [Open] the edition folder.
45. Move the mouse pointer to the right hand panel and [click] the right mouse button. [click] on paste from the menu and the files will be loaded.



46. Check that the magazine files are in the correct numerical sequence.
47. Close the “Removable Disc” and “DDTN Weekly Recordings” windows by clicking on the X at the right hand top of the windows.
48. Remove the magazine memory stick from the laptop. Return it to the green wallet and place it in the tray for collection by the magazine team.
49. Now return to step 5 of “Duplicating without a Magazine Section” on page 1 and carry out the normal procedure. When you get to step 9 and select the files, the magazine files will be included. Check that they are in the correct sequence.



Distributors:

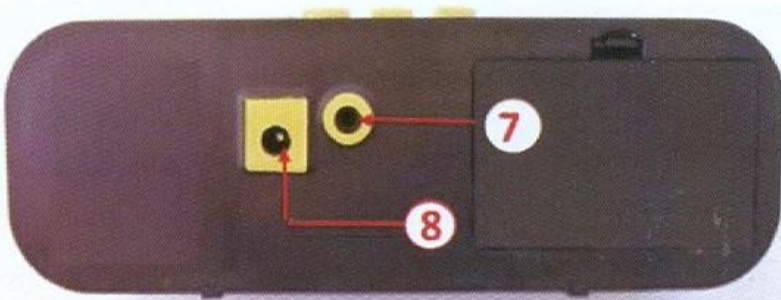
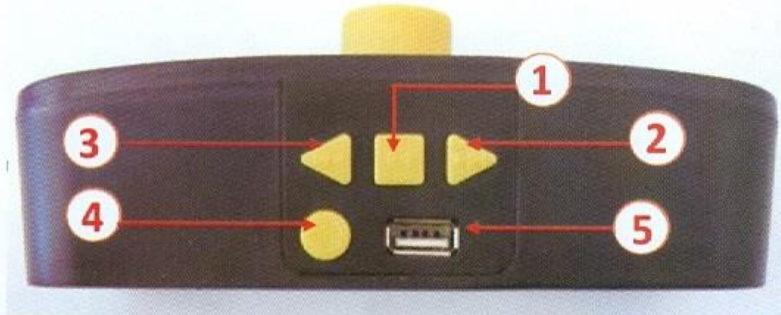
1. The Post Office sack containing the pouches and memory sticks will have been left in the cupboard in the Youth Room.
2. Empty the sack and separate the USB memory sticks and the pouches. There will be a plastic wallet in the sack with the keys to lock up when you have finished.
3. The memory sticks have a hinged metal cover that is fixed in the centre of the stick so that it swings over to protect the connector. Swing open the sticks ready for plugging into the "FlashMAX" copier.
4. There are plastic trays in the cupboard to allow you to separate the copied and uncopied sticks,
5. The copier has a "copy and compare" function so you will not need to check each copy. Test one per run for confidence.
6. There are 2 types of USB player available for use, the old Boombox and the new Sonic. (See page 15 for a diagram of the Sonic controls). Plug the USB Player power adaptor into the player, the socket is on the back of the player, and the mains. Switch the player ON. (The Boombox switch is on the back of the unit, the Sonic requires you to turn the front yellow volume knob clockwise). Plug the memory stick into the USB slot, (on the front of the Boombox and the top of the Sonic), and it will start to play immediately. Listen to the opening to check that the date of the recording is correct; the introduction says "we are reading from the Dorking Advertiser of the 'DATE'".
If it is the wrong date then the duplicator may have picked up the wrong audio file, not deleted last week's files, the previous recording has not been deleted from the memory stick or the reader may have read the wrong date. All these have happened in the past.
7. Press the ⇒ button on the player, bottom button on the Boombox or right arrow on the top of the Sonic, to skip forward to hear the next track. Check that at least the first stick has all the tracks on it. There may be over 45 tracks on a magazine week (22 part 1, 10 part 2 and 13+ magazine).
8. Press the ⇒ button again to return to part 1 track 1. Always leave the replay on part 1 track 1 (Hello this is) before removing the stick from the USB Player as the stick remembers where it was last playing and will start from that track on the Listener's player.
Note: You do not need to stop the replay before pulling the stick out.
9. If the replay starts on the wrong track, (i.e. not track 1) press the player reset button. This is the top button below the volume control on the Boombox, press and hold for 10 seconds, or the round button on the top of the Sonic.
10. Fold the protective cover over the USB memory stick connectors and place them in the pouches. It may be stating the obvious but do ensure that each yellow pouch contains a memory stick attached to an Adloop!
11. Put filled pouches in the Post Office sack.

12. On leaving the recording room, please check the tray of folders has been returned to the right hand cupboard under the kitchen sink, the "Quiet Please" notice has been picked up from the stairs and placed in the tray, the windows are closed and locked, the lights are off. Lock the door of the recording room with the mortise lock. Turn out all the lights downstairs and close the outside door.
13. Take sack to Post Office, in the High Street, and post pouches in post box, preferably on Thursday night after the recording or at the latest on Friday morning.
14. Take empty sack to Downs Solicitors 156 High Street Dorking (or post it through their letter box if you can). There is no urgency in doing this as Downs have sacks for use the following week.

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Sonic Button Layout:



Buttons Explained:

1 Play/Pause

Press button during play to Pause audio, and again to resume.

2 Track Back / Rewind

Click to skip back a track or hold down to rewind within the track.

3 Track Forward / Fast Forward

Click to skip forward a track or hold down to fast forward.

4 Reset / Skip Book

Click to skip to the next book/folder or hold down to reset to the beginning of track 1, folder 1.

5 **USB Port** -Insert the stick into the port - it will only fit one way.

6 On/Off and Volume Dial

Rotate clockwise to switch player on. You will hear a click and musical tone.

Continue turning clockwise to increase volume.

7 Round Headphone Socket

Please use headphones with a mini jack connector

8. Square Power Socket

Only use the AC charger supplied with the Sonic