DIGILINK FREE MANUAL

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Welcome to Digilink Free

Introduction
Digilink Free is an intuitive and simple application that can make
working with the largest library of songs straightforward and easy. It
is both a powerful Live Assist program and a reliable Automation
system. From its helpful search features, to the unlimited jingles,
running your radio station has never been easier. To fully understand
and appreciate all of Digilink Free's capabilities, you must read this
help file carefully.

What you should know
To be able to operate Digilink Free you need a basic understanding of
the Windows operating system and your computer hardware, such as the
keyboard and mouse. If you need help using any these items refer to
Windows help or a basic book on Windows.

Required Hardware
For Digilink Free to be continuously On air it requires an IBM
compatible PC computer that is used for no other purpose.
Recommended minimum computer configuration
400+MHz Pentium PC
64MB or more RAM
20MB of free Hard disk space
VGA driver supporting at least 1000's of colors
Keyboard
Mouse (or Trackball / Trackpad)

Technical Support Resources
Phone – 970-493-9057 (8am to 5pm Mountain time)
Web – www.arrakis-systems.com
NOTE – Digilink Free is a free program and for this reason customer
support is via 1-900 number. Call Arrakis support for the number and
details.

Software Installation
Digilink Free comes on a CDROM disk which contains the 'Digilink Free'
directory (directory). To install Digilink Free, copy the directory

onto your computer. Leave all of the files in this directory. Place this directory wherever you wish and then create a shortcut to the application (Digilink-Free.exe) and place the shortcut wherever you desire (perhaps the desktop) where it will be used.

IMPORTANT - Save this CDROM disk for any later re-installations.

Win98 Liquid Fonts
The Lucida Sans Unicode, Lucida Handwriting Italic, and Westminster fonts may not be found on Windows 95 and some Windows 98 computers. These fonts are used by Digilink Free and are required for all of its text and labels to be displayed properly. You can find the fonts in the 'Digilink Free\Win98 Liquid Fonts' directory; just drag them to the 'C:\Windows\Fonts' directory to install the fonts onto the computer.

Hardware Installation
If you use your PC computer for any use besides Digilink Free then your On air operation might be interrupted. Playing audio files might be computer processing intensive for your computer and for this reason using any other applications may interrupt the audio playback.

Starting your Software

Introduction
　　　To start Digilink Free, double click with the left mouse button on the Digilink-Free.exe software icon.
　　　Whenever you open Digilink Free there will be a form, which you have to close by clicking the 'OK' button, that gives you information about your current Digilink Free software, like its version number. A new form which displays the wide range of industry leading radio products from Arrakis replaces the About form. If you would like more information about any one of Arrakis' many number one selling consoles, digital audio products, or furniture lines just call 970-224-2248, or visit www.arrakis-systems.com. Click on the button in the upper right hand corner of the form to hide it in the upper right hand corner of the screen.

Selecting a Directory Directory Path
Digilink Free must have all audio files stored in a single directory and Digilink Free must know where that directory is. There is a 'Library' directory in the main 'Digilink Free' directory where the software will look first. If there are no audio files (.wav, .mp2, .mp3) in the 'Library' directory, then a path must be set and saved to your library directory. A path may be desired so that multiple PC's can play from the same library located somewhere on your network.

To select a directory you create and put your audio files in, you find the Options by clicking on the 'OPTIONS' button, then click on the 'Directory Directory Path' button and choose the directory, and you finally save your changes by clicking on the 'SAVE' button.

Digilink Free Directory
The directory titled 'Digilink contains Digilink Free's setup file, 'DigilinkSetup.dig', the default Jingles file, 'DigilinkJingles.dig', the 'DigilinkHelp' directory, the 'DigilinkJing' directory, the 'DigilinkLogs' directory, and the 'DigilinkSchdl' directory. The 'DigilinkHelp' directory contains the help file 'DigilinkManual.rtf'.

You can use the 'DigilinkJing' directory to save any jingles files you create. The current play Log and any older play Logs will be saved in the directory 'DigilinkLogs'. Any Digilink Free Schedules you create and save can go into the 'DigilinkSchdl' directory.

About your Software
Digilink Free is designed to make working with your audio library a fun, enjoyable experience. There is a Single Line Directory, found at the bottom of the screen, a 30 button Jingle array, on the right side of the screen, 4 different searches of the directory (replaces the Jingles and Single Line Directory), a Stack of six cart machines, located on the left half of the screen, a Stack play list (replaces the stack of six cart machines), an Options setup screen (replaces the stack of six cart machines and Stack play list), a Jingles Copy panel (replaces the stack of six cart machines and Stack play list), and a panel that holds the Log, Recorder, and Scheduler.

On Air and Production Studio
Two computers running Digilink Free, networked to each other, can both use the same audio library by selecting the same Directory Directory Path. This allows your audio library to be operated by On air and Production studio computers running Digilink Free.

Basic System Configuration Considerations
        A single Digilink Free Computer has triple play, Play 1, 2, and 3, and a record. Digilink Free uses your computer's sound card to play audio files and because of this Play 1, 2, and 3 will play out the typical sound card's only output. This means that anything played on Play 3 will be heard on Play 1 and Play 2 and vice versus. The sound card's only output will prevent you from cueing carts while on the air. Cueing is accomplished that same as with a cart machine, where you pot down and take the channel into cue. To keep Digilink Free's operator from accidentally playing a cart in Play 3 while automating you can disable Play 3 in the Options.   You configure Digilink Free's playback resources by going to the Options \ Setup panel and selecting or deselecting the 'P1', 'P2', and 'P3' options, and saving any changes. 'P1' corresponding with Play 1, 'P2' with Play 2, and 'P3' with Play 3.

System Resources used by each Audio Operation
An audio operation cannot function if its required resources are being used by another audio operation. Automation would not work if Play 1 or Play 2 were in use by another audio operation, because Play 1 and Play 2 are required by automation to be able to overlap (crossfade) two events.
                    Audio Resource Allocation
(1) Stack of six cart machines (available or specific Play 1, 2, or 3)
(2) Stack play list (available or specific Play 1, 2, or 3)
(3) Automation (Play 1 and 2)
(4) Jingle Buttons (available Play 1, 2, or 3)
(5) Single Line Directory (Play 3)
(6) Cue Begin (Play 3)
(7) Cue End (Play 3)
(8) Recorder (Play 3(using the Single Line Directory) and Record 1)

                    Digilink Free Basics

Cart Number - Every audio file in the directory has an 8 character cart

number unique to it.

Run time - This is the length of the cart.

Title - The title is generally used for the name of the song or spot.

Text - The text is usually used to hold the artist of the song.

Intro and Extro - A cart's intro and extro are used for the overlap (crossfade) in automation. The start time of a cart is determined by whichever is smaller, the extro of the cart finishing, or the intro of the cart that is next to play. If 2.5 seconds is the smallest time between the intro and extro, then the cart will start 2.5 seconds before the end of the cart that is finishing.

Cart Type - A cart can have one of four different one letter cart types, 'M', meaning music, 'S', for spots, 'O', for other, and any other letter. Each cart type has a specific color that is used in the Stack play list and Scheduler play list, to make them easier to read. 'M' is blue, 'S' is green, 'O' is red, and any other letter is a blueish white.

Start and Kill Date - The start and kill dates are used when the 'S\K:Date' Option is checked. They make sure that a cart will not be played before a certain date, the start date, and not be played after a certain date, the kill date.

Cart Rotation - If a cart number has a base (such as PROMO) followed by a dash (-), placed in the 3rd, 4th, 5th or 6th position of the 8 character cart number, and then finally by a number, (such as PROMO-01) that cart number is defined as being a cart rotation.
        When a cart rotation is played with its full name it will play like a normal cart, but if it is played with just its base name only (such as PROMO), Digilink Free will select from a sequential list of the cart rotations from that base name and play the next one (such as PROMO-07). Each time PROMO is played, the rotation will rotate to the next cart and then back to the beginning again.
        Loading a cart rotation, when the 'Cart-Rot' Option is checked, into the Scheduler play list, Stack of cart machines, or Stack play list, you will be asked 'Do you want to use Cart Rotation?'. If you say no, the cart rotation will be loaded with it full name, but if you say yes the cart will be loaded with only its base name. A cart rotation with only a base name will have a yellow 'Cart-Rot', in the upper right hand corner, in the Stack of cart machines or Stack play list information panel.

Audio File Naming
All of this information, which is used by Digilink Free to operate, is stored in the file name of the audio file. The Digilink Free File Naming Standard is,
   'cart number' + '+' + 'title' + '+' + 'text' + '+' + 'intro' + '+' + 'extro' + '+' + 'cart type' + '+' + 'start date' + '+' + 'kill date' + '+' + 'cart rotation' + '+'.
        When an audio file is loaded into Digilink Free's directory without a specialized Digilink Free file name a temporary cart number, for example 'T0000008', and the title, using the file name, is given. You can then use the Recorder, which can be opened by going into the

Options panel and clicking on the 'Recorder' button, to fill in all of the information and save the new specialized Digilink Free file name by clicking the 'SaveCh' button.

<center>Digilink Free Basic Panels</center>

Clock
The clock, with the current time, is found in the extreme upper left hand corner of the screen.

Stack Play List Total Time
The total time of the Stack play list is found to the immediate right of the clock, when the Stack play list is open.

Day, Date
The current day and date is displayed in a panel located to the right of the clock.

Playing Indicator
The Playing Indicator panel, located to the right of the Day/Date panel, shows the status of Digilink Free's ability to play audio files. When the Playing Indicator is blue Digilink Free did not have a problem playing the last audio file, and red when there had been an error when Digilink Free tried to play the last audio file.

Recording Indicator
To the right of the Playing Indicator is the Recording Indicator. The Recording Indicator is red when Digilink Free is recording and light gray when it is not. You can click on the Recording Indicator to stop any recording that is in progress.

Play 1, 2, and 3 Indicators
The Play 1, 2 and 3 Indicators are found to the right of the Recording Indicator, with the Play 1 Indicator being on the left, Play 2 in the middle, and Play 3 on the right. They are light gray when the play is not in use and colored when in use. Clicking on the indicators will stop any cart that is playing when in manual mode.

Cue Begin and Cue End
The 'Cue Begin' and 'Cue End' buttons, found towards the bottom of the middle of the screen, allow you to listen, using Play 3, to the first and last five seconds of a cart. To cue a cart, select the 'Cue Begin' or 'Cue End' button, they will be white when they are not selected and colored when they are, and then click on the Jingle button, Single Line Directory 'Play' button, Stack of cart machines 'Play' button, or Stack play list information panel.

Pause
The 'Pause' button, located at the bottom of the middle of the screen, is white when it is not selected and gray when it is. To pause a cart that is playing, select the 'Pause' button, and then click on the Jingle button, Single Line Directory 'Play' button, Stack of cart machine's 'Play' button, or Stack play list cart machine 'Play' button when in manual mode.

Clear
Use the 'Clear' button, found at the bottom of the middle of the

screen, to clear a cart out of a Jingle button or the Stack. You first
select the 'Clear' button, it is gray when selected and white when it
is not, and then click on the Jingle button, Stack of cart machines
information panel, or Stack play list information panel to delete a
cart.

Cut
The 'Cut' button, only visible when the Stack play list is open, will
cut an event from the Stack play list and then paste it to a new
location in the Stack play list. First, click on the 'Cut' button,
found at the bottom and in the middle of the screen, selecting it,
shown by the 'Cut' button being gray when it is selected and white when
it is not, and then click on the Stack play list information panel of
the event you want to cut. The 'Cut' button will now say 'Paste',
click the 'Cut' button again to clear it of the event, or click on the
information panel of the event you want to paste it to.

Cart/Options
The Cart/Options button is located to the immediate left of the 'Cart
#' button. The Cart/Options button is used to switch between the Stack
and the Options panel. When the Stack is visible the button will say
'Options' and when the Options are visible the button will say 'Carts'.

Manual/Automation
The Manual/Automation button, found directly bellow the Stack/Options
button, starts and stops the automation. When Digilink Free is in
manual mode the button will say 'AUTO' and when Digilink Free is in
automation mode the button will say either 'MANUAL' or 'AUTO-SCHED'.
The Manual/Automation button will only start an automation when the
Stack play list is open and there are at least two events in the Stack
play list, or one cart is playing and there is one event in the Stack
play list.

Single Line Directory
The Single Line Directory is found at the bottom of the screen, except
for when you are displaying a search, and it consists of a 'Play'
button, an information panel, 'Back' and 'Forward' buttons, and a
button to the right of the 'Forward' button which determines how many
carts the 'Back' and 'Forward' buttons move by. The information panel
holds the cart number, title, run time, and text of the cart that is
loaded into the Single Line Directory. Use the 'Play' button to play
the cart, always in Play 3, and click it again to stop the cart. Click
on the information panel to select the cart. The information panel
will be turqouise when the cart is selected. You can then insert the
selected cart into a Jingle button, into one of the Stack's cart
machines, or into the Stack play list, by clicking on the Jingle
button, or a Stack cart machine's information panel, or a Stack play
list information panel.

Jingle Buttons
There are 30 Jingle buttons on the right side of the screen. The
Jingle buttons can either hold 300 Jingles or the directory arranged
for searches. When a search is not selected the Jingle buttons
organize 300 Jingles, loaded from a Default Jingles file, into 10 banks
of 30 Jingles. Any changes you make to the Jingles will automatically
be saved to the Default Jingle file when you quit Digilink Free. At
the bottom of the left and right columns of Jingle buttons are the

'Back' and 'Forward' buttons that move you through either the 10 Jingle
banks, or the search directory. Clicking on the Jingles button, which
has a cart loaded into it, will play and stop that cart. You load a
cart into a Jingle by finding and selecting a cart in the Single Line
Directory and then clicking on the Jingle button.

Jingle Options
You will find the Jingle Options by clicking on the button at the
bottom of the middle column, that displays which of the Jingle banks
you are looking at, when there is no search selected. The 'Clear Bank'
option clears the Jingle bank you are currently displaying, and the
'Clear Jingles' button will clear the entire Jingles file. Digilink
Free allows you to create, load and save as many Jingle files as you
need. By using the 'Load Jingles' button you load one of the Jingles
files you have saved. The 'Save Jingles' button will save the Jingles
file, you currently have loaded, into a new file. Whenever you Load or
Save a new Jingles file that new file automatically becomes the Default
Jingles file.

Searches
There are four searches of the directory, the Cart Number, Title and
Text searches, being arranged alphabetically, and the Run Time search,
arranged by length. You select any one of these searches by clicking
on the 'CART #', 'TITLE', 'TEXT' or 'TIME' buttons located towards the
bottom of the left hand side of the screen. The Jingle buttons will be
filled with the directory arranged for the search, and the Single Line
Directory will be replaced by the search input. The search input can
either be a keyboard or seperate number and letter buttons, which are
useful when you are using a touchscreen. To switch between numbers,
upper case letters, and lower case letters, where applicable, click on
the button in the extreme lower right hand side of the screen.
Clicking on the number and letter buttons will assemble the search
input, one character at a time, into the panel directly to the right of
the numbers and letters. By clicking once on this panel the search
input is cleared, but by holding the panel down you delete one
character at a time from the search input. Clicking on the button at
the bottom of the middle Jingles column, which now displays which
search you have selected, will open and close the Jingles Copy panel.
You can use the Jingles Copy panel to quickly load carts into the
Jingles from the search directory. Just select one of the Jingle Copy
buttons, it will show it's selected by turning navy blue, and then
click on one of the Jingle buttons with a search directory cart loaded
into it.

Carts (Stack)
The Stack is the six buttons and six information panels stacked on each
other on the left hand side of the screen. This Stack is either a
Stack of six cart machines or a Stack play list. Use the 'Cart
Machine' button and 'Play List' button in the Options, to switch
between the two.
Stack of Six Cart Machines
The Stack of six cart machines is just that, six cart machines stacked
on each other. To load a cart into a cart machine, you select the cart
machine by clicking on its information panel, the information panel is
maroon when selected and black when it is not, and then you click on a
Jingle button or the Single Line Directory's information panel. You
can use the '1', '2', or '3' buttons in the 'Play' button to select

which specific play output, Play 1, 2, or 3, you want to play out of.
When you click <u>above</u> the numbers '1', '2' and '3' on one of the 'Play'
buttons the cart machine will play out of the first available play
output, starting with Play 1.

Stack Play List

The Stack play list is a list of up to 500 events, and at the top of
these 500 events are three cart machines, one for each play.

     The Stack play list 'UP' and 'DOWN' buttons are located under the
search buttons, and they allow you to move up and down in the list.
The '5', '10', and '20' buttons, under the 'UP' and 'DOWN' buttons,
determine how many events the 'UP' and 'DOWN' buttons move by. If none
of these buttons are selected the 'UP' and 'DOWN' buttons move by one
event at a time.

     The two turqouise buttons, that are in the middle of the screen,
are the Top and Bottom buttons for the play list. The turqouise button
that is on the top, and that always says '1', is the Top button, and
will take you to the top of the list. The turqouise button below that
will always say the number of events in the play list, and will take
you to the bottom of the play list.

     To load a cart into an event, you select the event by clicking on
its information panel, the information panel is maroon when selected
and black when it is not, and then you click on a Jingle button or the
Single Line Directory's information panel.

     You can move carts around the play list by using the 'CUT'
button, or by selecting a cart and then clicking on an event you want
to move the cart to.

     When you hit the 'Play' button, next to one of the events in the
Stack play list, the event will be loaded and played in one of the cart
machines at the top of the list. You can use the '1', '2', or '3'
buttons in the 'Play' button to select which specific play output, Play
1, 2, or 3, you want to play out of. When you click above the numbers,
'1', '2' and '3' on one of the 'Play' buttons, the cart machine will
play out of the first available play output, starting with Play 1.

[Log, Scheduler, and Recorder Panel](#)

The Log, Scheduler, and Recorder are all on the same panel. Go to the
Options and click on the 'Log' button to open or close the Log, the
'Scheduler' button to open or close the Scheduler, and the 'Recorder'
button to open or close the Recorder. You can also close the Log,
Scheduler, or Recorder by clicking on their titles. By using the 'LOG',
'REC', and 'SCH' buttons at the bottom of the panel you can move
between the Log, Recorder and Scheduler. This panel floats on top of
all the other panels and it is moveable. To move this panel you click
and hold on the outside gray portion of the panel and then move it to
the desired location, while an outline of the panel follows the cursor,
and let go.

Log

The Log is a list of all of the carts Digilink Free has played. Once
the Digilink Free Log has reached 19,000 carts the Log file is saved
into a new file, with the date in its name, and a new Log file is
created. The Log file, 'PCLog.dig', can be found in the 'DigilinkLogs'
directory in the 'Digilink Free' directory. The Log display in
Digilink Free will only show 300 carts at a time, and the top cart is
removed from the display whenever you Play a new cart.

Log Format – (standard Digilink 2 / 3 log format)

'Cart Type', 'Cart Number', 'Title', '0000 - ', 'Month', 'Day', 'Year',

'Hour', 'Minute', 'Second', ' -- -- -- 00 00'.

Error Log - The Error Log is a list of all the carts that could not be
played, loaded or scheduled, because they either did not exist on the
hard disk or in the directory, it was before the start date, or after
the kill date. The Error Log will only display 300 lines, and if the
Error Log exceeds 300 lines the top lines will be deleted to make room
for any new errors. The Error Log is not saved to a file and for this
reason it will be empty whenever you open Digilink Free.

Scheduler

        The Scheduler allows you to create schedules for the DL4Sched
file. The DL4Sched file is based on a week of one hour schedules. The
Scheduler works with one specific one hour schedule of the week at a
time.
        There are three panels in the Scheduler, the day select, hour
select, and the Scheduler play list. The day select and hour select
panels are used to determine which specific one hour schedule you are
going to work with in the Scheduler. The day and hour select panels
have the day and hour buttons, the 'Copy' button, day and hour switch
button, 'Open' and 'Save' button, and the 'View' button. The day and
hours being selected is shown by the day and hour panel (such as 'MON'
and '9 AM') being raised.
        Clicking on the 'Copy' button will copy the hour button selected
or day button selected, whichever is being displayed. Then when the
button is gray and says 'Paste' you can select other day and hour
buttons to copy the original day or hour into these new days or hours.
You can also copy a hour and then go into the day select, select
another day, and return to paste the hour into another hour of a
different day.
        The day and hour switch button switches between the day select
panel and the hour select panel. It displays the day selected if the
hour select panel is showing or the hour selected if the day select
panel is showing, and it is to the immediate left of the 'Copy' button.
        The 'Open' button will open the one hour schedule you have
selected into the Stack play list. The 'Save' button will save the
schedule in the Stack play list into the one hour schedule selected.
        To open the one hour schedule you have selected into the
Scheduler play list, you click on the 'View' button. The 'View' button
will then say the day and hour of the one hour schedule you have
selected, and by clicking it again you will return to the day or hour
select panel.
        The play list can hold a maximum of 100 events and the event's
information is, from left to right, the start time, cart number, title,
run time, intro, extro, and cart type. The play list's total time is
located to the immediate left of the 'Save' button. The 'Save' button
for the Scheduler play list saves whatever changes you make to the play
list.
        The Scheduler uses the Single Line Directory and Jingle buttons,
when searching, to add and insert carts into the play list. Use the
text panel, found to the left of the 'View' button, to search, by cart
number, the Single Line Directory.
        An event will be maroon with white lettering when selected, and
just click on an event to select it or deselect it. The 'Add' button
will add the Single Line Directory cart or Jingle buttons carts, when
searching, to the bottom of the Scheduler's play list. The 'Insert'
button inserts the cart into the line selected. To move an event click

on the 'Move' button, when a line is selected, and then click on the
line you want to move it to. The 'Clear' button will delete a line
that is selected and the whole play list when no lines are selected.
The 'VT' button will automatically set up a Voice Track to be recorded
in the Recorder and once it is done recording it will insert it into
the line selected.
        If there is an event in the Scheduler play list that does not
exist in the Hard disk Directory, it will be white, and not be loaded
into the Stack play list.

Recorder
The Recorder allows you to make changes to, delete, and rerecord old
carts, and record new carts. The Recorder's top row of information,
going left to right, is the cart number, title, start date, and kill
date, and the bottom row, from left to right, is the text, run time,
intro, extro and cart type. The 'Back' and 'Forward' buttons and the
directory search text panel, found in the upper left hand corner, will
help you find a cart in the directory. The 'Audition' button uses the
Single Line Directory to play the cart. The 'SaveCh' button will save
any changes you have made to the cart, and the 'Delete' button will
remove the cart from the Digilink. The 'Record' button will record a
new cart, in the wave format, if there is an unused cart number in the
cart number text panel, or rerecord, if the cart number text panel has
a cart number that already exists on the Digilink. The record waits
for audio and autotrims silence at the end of the cart. You set the
level of audio that the Recorder waits for and that trims from the end
of the cart in the 'Rec Trig Level' option in the 'RecOptions' in the
Options panel. Use the 'Clear' button to clear the Recorder's
information panels. The 'AddToSch' allows you to set up information
for a cart that has not yet been recorded and add it to the hour that
is currently selected in the Scheduler.
        Time Record events in the Time Record Schedule can be viewed by
selecting the 'Time Record' button in the lower left hand section of
the Recorder. Time Record events are created by first setting up the
information in the Recorder and then selecting the day with the Time
Record Day button located bellow the 'Time Record' button and the hour
with the Time Record Hour button located bellow the 'Time Record'
button and the start time with the Time Record Start Time text box
located directly to the right of the 'Time Record' button and Time
Record Hour button and finally clicking the 'Add' button to add it to
the Time Record Schedule. To delete a Time Record event from the Time
Record Schedule you first open the Time Record Schedule and then select
the even you wish to delete and then click the 'Delete' button found
immediately to the right of the Time Record 'Add' button.

Basics of Automation

Schedules
There are 2 types of schedules Digilink Free can use for automation,
the Digilink Free Schedule and the PCSched schedule.

Digilink Free Schedule - The Digilink Free Schedule is a simple list of
up to 500 events, and you can save as many Digilink Free Schedules as
you want. You create, and play Digilink Free Schedules in the Stack
play list. To save a Digilink Free Schedule use the 'SaveSch' button
in the Options panel and it will save whatever events are currently in
the Stack play list to a new file.

PCSched
The other schedule is called PCSched and there can only be one of these
used at a time. There is a default PCSched file, located at 'Digilink
Free\DigilinkSchdl', that is used if no other PCSched file is
specified. Another PCSched file can be used by mapping a path to the
other file, and saving the change. This is done by clicking on the
'PCSched File Path' button in the Setup panel.

An Hour Based System - PCSched is a file containing a week of one hour
schedules. Each one hour schedule may have a maximum of 100 events
each. This makes 168 sets of 100 event schedules in PCSched.

Creating and Saving PCSched Hours - The Scheduler is used to create and
save PCSched hours. You can also save the events in the Stack play
list to a one hour schedule in PCSched using the Scheduler.

Automation
Automation takes place in the Stack play list. When automation starts
and you have a cart playing in the Stack play list's Play 3 cart
machine, the cart is moved to the Single Line Directory and continues
playing. This means you have to stop the cart that is playing in Play
3 before starting automation if you want Play 3 clear. The Stack play
list's play buttons display each event's start time in automation.
Whenever you stop the automation the event currently playing does not
stop and the cart loaded into a cart machine is moved back down to the
Stack play list. You can automate from two sources, the Stack play
list, or the PCSched file. Automation works by using the Play 1 and
Play 2 cart machines in the Stack play list. One of the cart machines
will always be playing and the cart that is scheduled to play next will
always be loaded into the other cart machine. The Play 1 and 2 cart
machines will switch back and forth between these duties as the
automation goes along. Automation allows you to use the 'Play' button
to stop the cart currently playing and moving on to play the next cart.

Handling Kill Dates, Start Dates, Cart Not Existing, ect. - When a cart
is being loaded into the Stack play list cart machine and will be the
next cart to play it is checked for being before the start date, after
the kill date, cart rotation, if it exists on the hard disk, ect. If
it does not meet these conditions, it is removed from the list, and its
removal is recorded in the Error Log.

BREAK event - There is a BREAK cart found at the end of your directory.
This cart, which has a cart number 'BREAK', is created by Digilink Free
and does not actually exist on the Digilink. When you schedule the
BREAK cart into an automation it will break you out of the automation
and create a stopset when it comes up to play.
Automating from Stack Play List
When you are Automating from the Stack play list, the automation will
stop whenever there are no more events in the play list. The
Manual/Automation button will indicate that the automation is running
off of what is in the Stack play list by saying 'AUTO'. When you start
the automation and Play 1 or Play 2 are being used by a Jingle button
or the Stack play list then this play will be transfered to the
automation.

Automating from PCSched
Automation is Started When the Stack Play List is Empty and Play 1 and

<u>Play 2 are Free</u> - When the Stack play list is empty, and Play 1 and
Play 2 are not being used, and you start automation it will ask you 'Do
you want to automate from PCSched', and if you say yes, **have events
scheduled for the current hour**, and answer a couple more prompts, the
PCSched Automation will begin. The Manual/Automation button will show
the automation is running from PCSched by saying 'AUTO-SCHED'.

<u>Deleting Overscheduled Carts Keeps the Automation On Time</u> - A cart is
overscheduled if its start time is not in the hour it was scheduled
for. An example would be a cart scheduled for the 1 PM hour that has a
start time past 2 PM. The major benefit of overscheduling carts is
when a cart that is scheduled inside the hour is removed, because it
does not exist or it is out of date, the overscheduled cart will move
down, with the rest of the events, into its scheduled hour and ensure
that the next hour's start time is not too far from the top of the
hour. When your starting the PCSched Automation it will ask you 'Do
you want to delete overscheduled carts?', and if you say yes, the
overscheduled carts, with start times that stay outside of their
scheduled hours and do not move down, will be removed from the Stack
play list. By scheduling overscheduled carts and selecting yes to
deleting overscheduled carts you ensure that each hour will start as
close to the top of the hour as you schedule, even when carts are
removed.

<u>Not Starting Right Away and Waiting Aligns the Automation to DL4Sched
Start Times</u> - After saying that you want to Automate from PCSched and
answering the overscheduled cart prompt you will be asked 'Do you want
to start now?', and if you say yes then PCSched Automation will start
immediately. If you answer no then PCSched Automation will start at
the event with the nearest start time. This means that if your
starting PCSched Automation, you answer no to starting right away, at
10:30 and the nearset event in the current hour is 10:31 you will wait
one minute and then start the PCSched Automation. The advantage of
this is that you are able to align yourself to the start times in
PCSched whenever you decide to start PCSched Automation.

<u>You Have the Choice to Start PCSched Automation at the Top of the Hour
Within Five Minutes of the Top of the Hour</u> - If you answer no to
starting right away and you are within five minutes of the top of the
hour you will be asked 'Do you want to start at the top of the hour?'.
If you say no then you will wait untill the next event's start time,
but if you say yes then PCSched Automation will wait and start at the
top of the hour.

<u>Schedules are Automatically Loaded</u> - When you are Automating from
PCSched, and you have scheduled events for the hours you are
automating, the events for play will be automatically loaded into the
Stack play list.

<u>Two Hours are Displayed in the Stack Play List for Playback</u> - The
current hour and the next hour are displayed in the Stack play list
when Automating from PCSched. This allows you to see the events in
this hour and across the hour into the upcoming hour.

<u>The Schedule is Loaded When Crossing the Top of the Hour</u> - The events
for the next hour are loaded 20 seconds after crossing from a previous
hour into the current hour. This means that the 6 PM schedule is

loaded at 5 PM, and this enables the Stack play list to diplay the
events for the current and next hour.

The Next Hour's Schedule Loads Behind the Current Events in the List -
The next hour's events are loaded behind whatever events are in the
Stack play list when they are loaded.

IMPORTANT, When a New Hour Loads, it Adjusts its Time to Match the Last
Event - The new events will change their start times to match the end
of the last event in the Stack play list. This adjusts for any changes
so that there is no dead air time.

When You Stop PCSched Automation You Cannot Re-enter it Without
Clearing the Stack Play List and Freeing Play 1 and Play 2 - When you
stop automation you leave PCSched automation, and you have to start the
automation again as you would normally, by clearing the Stack play list
and starting automation.

Re-entering PCSched Automation While On Air - If PCSched Automation
unintentionally stops for some reason, which should never happen if
properly operated,and you want to seamlessly re-enter PCSched
Automation you need to follow these steps. First, clear the Stack play
list, then wait for the event currently playing to stop completely,
then start the PCSched Automation, and answer yes to starting right
away. This should allow you to re-enter PCSched Automation without
having any extended dead air. (If you have Play 1, 2, 3 checked, you
are able to play a cart in Play 3, load auto-sched, and answer yes to
the final prompt as the cart in Play 3 finishes.)

A Break Event Will Stop Play Without Stopping PCSched Automation - By
scheduling Break events at certain times you can create stopsets in the
list. When PCSched Automation reaches the Break event it will stop the
play but not the PCSched Automation, and the Manual/Automation button
will show you are in a stopset by saying 'BREAK-SCHED'. This is
helpful because the next hour will still be loaded if you cross the top
of the hour in your stopset and you can restart the automation without
having to clear the Stack play list and re-enter PCSched Automation.

PCSched Automation Will Automatically Start If Digilink Free is Not
Properly Shut Down - PCSched Automation will automatically restart when
Digilink Free is opened if Digilink Free is not properly shut down, by
blackout or any other circumstance, while PCSched Automation is
running. This enables you to make Digilink Free a program that
automatically starts when you start you computer, refer to the
computer's User manual to find out how to do this, and if your computer
is shut down inproperly, by blackout or something else, while Digilink
Free is running an unmanned PCSched Automation, Digilink Free and the
PCSched Automation will restart automatically. When PCSched Automation
is automatically restarting it will wait for whatever is playing in
Play 1 or Play 2 to finish before it starts so that if the computer
reboots before the song, that was playing when the computer shut down,
is finished there will be no dead air.

Options

Visualization - Opens and closes the Visualization form.
The Visualization form has a check box which mutes the audio, a

vertical slider which controls volume, and a horozontal slider which controls the position of the song. There are three buttons on the bottom of the form that switch between displaying what is playing in Play 1, the button on the left, Play 2, the button in the middle, and Play 3 the button on the right. The label above these buttons show the 'Text' + ' - ' + 'Title' of the cart playing in whichever Play is being displayed. There is also left and right volume meters and different visualizations of the audio which can be switched with the upper right hand button.

Recorder - This button will open the Recorder panel.

Scheduler - This button will open the Scheduler panel.

Load Schedule - Use this button to load a Digilink Free Schedule into the Stack play list.

Help - This option will open the help file or enable the help line at the top of the screen.

Exit - Use this button to quit Digilink Free.

Log - This button will open the Log panel.

Cart Machines - Selecting this Option will open the Stack of six cart machines.

<div align="center">

Setup

</div>

PCSched File Path - Use this button to map a file path to a PCSched file.

Directory Directory Path - Choose the directory which holds the audio files used in Digilink Free's directory.

RecFormat - Use this to set the format of the wave files that are recorded.

RecOptions - Makes the different Recording Options visible.
Rec Trig Level - This sets the Recording Trigger Level. What is appropriate for every computer will vary but a value between 1500 and 3000 may work.

VT (run time, intro, extro) - These options set what are automatically put into Voice Track cart's run time, intro, and extro.

Keyboard - Check this if you want to use the keyboard for search input.

Texture - This allows you to turn on and off the textures that cover Digilink Free's panels.

Clear Play List - The 'Clear Play List' button will clear the Stack play list.

SaveSch - This button saves what is in the Stack play list to a new Digilink Free Schedule.

S/K:Date - Check this if you want to use start and kill dates.

Cart-Rot - Check this if you want to use cart rotations.

U.Case - Check this if you want the titles and text to be treated as if they were upper case in the searches.

Color - Click on this button to open the Color Options.
B1, B2 - Set the color for the top 'Play' button, B1, and the bottom 'Play' button, B2, on the left hand side of the screen, and rest of the 'Play' buttons color will be shades of each.
J1, J2 - J1 will set the color of the upper left hand Jingle button and J2 will set the color of the lower right hand Jingle button and the rest of the Jingle buttons will have colors in the middle.
P1, P2, P3 - These Options set the colors for Play 1, P1, Play 2, P2, and Play 3, P3.
C.S. - If the Rand Option is checked and this is checked then the Jingle buttons colors will shift when you use the Jingle 'Back' and 'Forward' buttons.
Rand - This will make the Jingle button's colors become random.

Save - When you change any of the Options you have to use this button to save those changes to the Digilink Free Setup file.

P1, P2, P3 - Enable Play 1, P1, Play 2, P2, and Play 3, P3, by checking these Options.

Play List - Selecting this Option will open the Stack play list.

Clear Once Done - When checked this Option makes it so that carts will automatically be deleted from the Stack of six cart machines after playing.

Check Schedule - Use this Option to check the Stack play list for carts that are out of date or do not exist.

Font Size - This Option will adjust the size of the Titles and Texts of the different information panels.

<p align="center">Shorcut Keys</p>

F1 - Move back in the Jingles or the search Directory.
F2 - Go forward in both the Jingles and the search Directory.

F3 - The Single Line Directory and Jingle Copy's back button is controlled by this key.
F4 - Use this key to move forward in the Single Line Directory or Jingle Copy.

F5 - Select and deselect the Single Line Directory's cart.
F6 - The Cue Begin button is controlled by this key.
F7 - Use F7 to select Cue End.
F8 - The Pause button can be selected and deselected by this key.

F9 - This key will switch between cart machines and schedule for the Stack.
F11 - Move Up in the schedule with this key.

F12 - With this key you can move down in the schedule.

Escape - Exit the program with this key.

Delete - Control the Clear button with the Delete Key.
Home - Opens and closes the Options.
Page Up - Go to the top of the schedule.
Page Down - Moves you to the bottom of the schedule.

Ctrl + A - Starts and stops automation.

Ctrl + F1 - Displays the Cart Search.
Ctrl + F2 - Shows the Title Search.
Ctrl + F3 - Opens the Text Search.
Ctrl + F4 - The Time Search is shown.

Ctrl + O - Opens a schedule file.
Ctrl + S - Saves your current schedule.
Ctrl + Delete - Clears your entire schedule.

Ctrl + 1 - Enables and disables Play 1.
Ctrl + 2 - Controls Play 2 and whether it's enabled.
Ctrl + 3 - Makes Play 3 enabled or disabled.
Ctrl + K - Using a keyboard for the search input is controlled by these
keys.
Ctrl + T - Displays and hides the textures.
Ctrl + P - Opens and closes the Color Options.
Ctrl + F - Disables and enables color shift.
Ctrl + M - Makes the List Panels have random colors.
Ctrl + D - Controls whether you want to use start and kill dates.
Ctrl + R - This will enable and disable cart rotations.
Ctrl + U - You can search with all the text and titles being treated as
if they were upper case.
Ctrl + H - Cycles through the help options.
Ctrl + I - Displays and hides the Play 1, 2, 3 buttons.
Ctrl + N - Enables and disables Clear Once Done.
Ctrl + L - Opens and closes the Play Log.
Ctrl + C - Displays and hides the Schedule.
Ctrl + E - The Recorder is opened and closed.
Ctrl + V - The Visualization panel is opened and closed.
Ctrl + X - These keys will cut a selected cart out of the schedule.
Ctrl + + - Makes the text and title's fonts larger.
Ctrl + - - The title and text's fonts are decreased in size.

Ctrl + Alt + S - Saves the Option's settings.

Alt + 1 - Stops Play 1.
Alt + 2 - This will stop Play 2.
Alt + 3 - Use these keys to stop Play 3.

Alt + J - Displays the Jingle Options and the Jingle Copy.
Alt + O - Opens a Jingle file.
Alt + S - Saves your current Jingle file under a new name.
Alt + Delete - This clears the entire Jingle file.
Alt + B - Use this to clear your current Jingles bank.