

Step-by-Step for Importing and Programming Pre-Recorded Shows at WOZO

IMPORTING THE FILE

1. Transfer your show file onto the station computer. Every DJ has their own subfolder, if you don't have one make one inside of the "Radio Show Music" folder on the desktop. (If you use a USB stick you may have to insert it directly into the computer, sometimes the extender/hub thing doesn't work.) You should now have the folder location open on the left screen, and Radio DJ open on the right screen.

2. You need to make a special Subcategory in Radio DJ dedicated solely to your automated shows. Click on "Options" at the bottom of the Radio DJ screen and go to "Categories." Select "Radio Shows" in the first field; this will bring up the list of our current shows in the middle field. Type "Free Thought Auto" or something like that into the Subcategories field and click "Plus." Then click "OK." (Make sure you don't accidentally click "Minus," which would delete one of our existing Subcategories.)

3. Now, in the Library portion of the main Radio DJ screen, you'll see three pulldown menus for Category, Subcategory and Genre. Set Category to "Radio Shows," Subcategory to "Free Thought Auto" and Genre to "Talk". (You can actually use any genre except "Local," but Radio DJ does force you to pick one, so might as well pick one that describes your show.)

4. Once you have "Radio Shows," "Free Thought Auto," and "Talk" selected for your Cat/Subcat/Genre, just drag and drop your file into the Library area. You should now see your file in the Radio DJ Library area; this means you have successfully imported the file. (If the file won't import, reset all of the pulldown menus to the default "Any Category" "Any Subcategory" "Any Genre," then set them back to "Radio Shows," "Free Thought Auto," and "Talk," and try to drag and drop again. This works for me most of the time.)

PROGRAMMING THE EVENT (This example is for an event that will play every Sunday at 6 PM.)

1. Open the Events menu by clicking "Options" and "Events," and click on the green "Plus" button. This will open the "Add or Modify Events" window.

2. For event name, put something like "[WEEKLY]: SUN 6-7 PM Free Thought Auto."

3. Set Event Type to "Repeat By Day."

4. Set Event Category to "Default."

5. Check "Enabled."
6. Set the Hour field to 18:00:03. (The extra three seconds prevents any possible event conflicts.)
7. Make sure that the Sunday box, and only Sunday, is checked.
8. Click the Green Plus button, which will open the "Event Actions" window. Add four Event Actions in exactly this order:
 - Action 1) Stop Playing
 - Action 2) Clear Playlist
 - Action 3) Load Track From Category "Radio Shows," SubCategory "Free Thought Auto," "Any Genre," Selection Mode "Least Times Played," Items "1", Repeat Rules UN-checked
 - Action 4) Start Playing
9. CAREFULLY check that everything is correct, then click "Add Event." You should get a dialog box that says "Event Added Successfully!"

IMPORTING NEW SHOWS

1. Every time you make a new weekly show, you can import the new file into your Category/Subcategory ("Radio Shows"/"Free Thought Auto"), and the new show will play automatically. (That's why we set the event to load the file with "Least Times Played" - any new file will have Zero plays, any old file should have at least one play.)
2. Some DJs like to remove the old file from the Radio DJ database every week. To do this, right-click the old file in the Library window of Radio DJ click "Delete Selected Tracks," and confirm. You can also choose to leave all your old shows in the database so they can be played in case you miss a week or something. If you want to delete old files from the station computer, delete the Radio DJ database entry first, then delete the file from the computer.

Hope this is helpful to you Larry, if there is something I can clarify or anything else I can do let me know.

Matt C.