

## Introduction

Archive disks and tapes recorded on an Eventide logging recorder can now be played on any PC or laptop computer equipped with the appropriate archive drive and Eventide's new ArchiveReview<sup>™</sup> software. This invaluable option provides playback capability at a convenient location away from the recorder itself.

#### Hardware Requirements

- CPU: Intel Pentium with MMX, 233 MHZ or better.
- RAM: 64 MB.
- Archive drive: Eventide-approved DVD-RAM or DDS drive with SCSI connection.

#### Software Requirements

- Microsoft Windows 95, Windows 98, Windows 98SE, Windows NT 4.0 with Service Pack 3 or greater, Windows 2000, or Windows XP.
- Eventide ArchiveReview<sup>™</sup> software supplied on CD.
- Adaptec ASPI library (supplied with ArchiveReview<sup>™</sup> software; included with Windows 98 and NT).

#### Installation Instructions

- 1. Automatically launch the Eventide setup program by inserting the ArchiveReview<sup>™</sup> CD-ROM into your CD-ROM drive.
- 2. Follow the instructions as indicated to advance through the installation.

#### Some choices will be:

Confirm that ArchiveReview may be placed in your Program Files directory. Click **Continue** or select a directory other than: c: /ProgramFiles/Eventide/ArchiveReview.

The setup program looks for Adaptec's ASPI software. If ASPI is not already installed, Adaptec's setup program will launch. Agree to all queries until the end.

**Do not reboot** at the end of the ASPI installation; instead click **CanceI**. The installation typically takes a few seconds.

3. Click **Restart** then **Finish** to complete the installation.

The Eventide setup program will automatically reboot the computer and place an ArchiveReview icon on

## First-Use Instructions

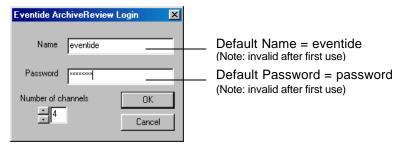
There are two tasks to perform before using the program:

- 1. An Administrator Account must be established. The Administrator has the capability of creating, deleting, and modifying user accounts.
- 2. The DVD-RAM or DDS drive must be identified to the program.

Double click the ArchiveReview icon to launch the program. The following screen will appear; click **OK** to continue.

Eventide	ventide ArchiveReview									
⚠	Please log in with the "First Use" user name and password. You will then be asked to create an Administrator account for yourself. After creating the account, the program will close, and you can restart and log in with the user name and password of the account that you created.									
	OK									

#### Enter the program for the first time



- 1. Type the default name and password in the appropriate boxes. Note that these items are case sensitive; be sure to use lowercase letters only.
- 2. Disregard the "Number of channels" (this item will be covered in greater detail later on).
- 3. Click **OK** to access the "Create First Admin Account" screen.
- 4. You have now disabled the default name and password and entered the program. The next step is to establish an Administrator Account.

# **Create Administrator Account**

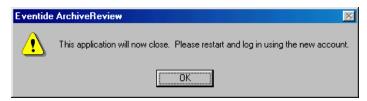
eate First Admi User	n Acc	ount						
Login Name								_
Password	-							-
Beenter	_							_
password	L							
Permissions								
Archive	User archi		en to the	e selecte	ed chani	nels on l	ogger	
🔽 Wave Files	User	can cre	ate, del	ete, and	export (	vave file	<del>3</del> 5.	
🔽 Admin	acce		cess to a can Cre					
Channels								
	9	elect A	1		Clear			
1 2	3	4	5	6	7	8	9	10
11 12	13	14	15	16	17	18	19	20
21 22	23	24	25	26	27	28	29	30
31 32	33	34	35	36	37	38	39	40
	43	44	45	46	47	48		
41 42		,	· · · ·					

Type in the Administrator Account information. The Login Name and Password are case sensitive. The next time you access ArchiveReview<sup>™</sup> you will be required to enter the

user name and password in the exact same manner as you have typed it here.

There are no minimum or maximum character requirements for the password; you may use any combination of numbers, letters, and/or symbols.

The default settings allow the Administrator full access to all channels and activities. Click **Accept Changes** to store this new information and disable the default password. The program will now close and display the following screen. Click **OK** to exit the program.



Continue by double-clicking the ArchiveReview icon. Type the new Administrator name and password in the Login dialog box.

# DON'T FORGET YOUR USER NAME AND PASSWORD

For your security, we are unable to provide a "back door" into this program. Reinstalling the software will not give access without a valid user name and password.

#### Select the SCSI device

Now that you are running the program for the first time, select which SCSI device you would like the software to read. Often there are several drives from which to choose: these floppy and/or optical drives will appear in the "Select Drive" window.

1. From the File menu, click **Select Drive**.



2. Choose the appropriate drive, and then click **OK**. The drive information is now stored and automatically chosen when the program is opened.

Select SCSI Drive	×
MATSHITA PD-2 L MATSHITA PD-2 L HP C1537A CREATIVE DVD-R	F-D100
ОК	Cancel

3. Change the SCSI drive read by the program at any time by repeating steps 1 and 2.

# **Creating User Accounts and Setting Access Permissions and Restrictions**

The Administrator stores user names and passwords, and can choose to allow or deny access to such features as .wav file creation and specific channels.

1. Log in to the program using an Administrator name and password.



2. Go to the User pull-down menu and choose "Administrator." Note: If the Administrator option is not available, it is because the user does not have Administrator access.

🎲 E	ventid	e Arcl	hiveReview			
<u>F</u> ile	⊻iew	<u>U</u> ser	$\underline{W}$ ave Files	<u>D</u> atabase	Help	

3. Choose Create User Account to add a new user account. To view the account of an existing user, or to modify or delete an existing account, first highlight the required user and then click on the appropriate option.



The instructions for using the Create User Account and Modify User Account options are virtually the same. Enter a user name in the Login Name field. Enter, and then reenter the password for that user in those fields. Choose the appropriate permissions and channel access options, and then click **Accept Changes** to store the account.

Create User Acco	unt	X	
User		Modify User Account	×
Login Name		User	
Password		Login Name eventide	
Reenter		Password ******	
password		Reenter	
Permissions		password	
Archive	User can listen to the selec archives.	Permissions ✓ Archive User can listen to the selected channels on logger	
🗖 Wave Files	User can create, delete, ar		
🗖 Admin	User has access to all Arch	✓ Wave Files User can create, delete, and export wave files.	
	access, and can Create, M accounts.	Admin User has access to all Archive channels, Wave File access, and can Create, Modify, and Delete user accounts.	
Channels		accounts.	
	Select All	Channels	
1 2	3 4 5 6	Select All Clear	
	13 14 15 16	1 2 3 4 5 6 7 8 9 1	0
21 22	23 24 25 26	11 12 13 14 15 16 17 18 19 2	0
31 32	33 34 35 36	21 22 23 24 25 26 27 28 29 3	0
41 42	43 44 45 46	31 32 33 34 35 36 37 38 39 4	0
		41 42 43 44 45 46 47 48	
	Accept Ch	Accept Changes Cancel	

- 1. A check mark in a Permissions box indicates user access to that option. A "depressed" channel number indicates the user has access to that channel.
- 2. A virtually unlimited number of User Accounts can be created. No delays or problems were experienced in our tests running the program with over 100 User Accounts entered.

og in
og in

Eventide ArchiveReview Login						
Name	Name					
Password	******					
Number of cl	nannels	OK Cancel				

# Name and Password

To log in to ArchiveReview<sup>™</sup> the user must an established account that includes name, password, and an access restrictions/permissions profile. The software allows three unsuccessful login attempts before displaying a "Login Failed" window.

# REMEMBER

You must enter a name and valid password in *exactly the same way* as entered when establishing the account. Both the name and password are case sensitive.

# Number of channels

There are from one to 48 channels recorded on each archive medium. ArchiveReview<sup>™</sup> allows the simultaneous playback of any number of channels. Most monitors don't have the resolution required to show more than 10 or so channels at once. Because of this, during each log in the user may choose how many channels to show in the playback window for that session.

# IMPORTANT

The number of playback channels is unrelated to the channel numbers stored on the media. Each playback channel can be assigned to any one of the up to 48 channels recorded

# Search and Play

The ArchiveReview<sup>™</sup> main window is a large dialog box with several groups of controls to assist with the search and playback of archive data.

IMPORTANT WRITE-PROTECT YOUR MEDIA BEFORE LOADING

The program will automatically display a warning if the media is not write-protected. Even though ArchiveReview<sup>™</sup> will not write to the media (it is read-only), it is imperative that the media be write-protected before continuing.

Windows Explorer does not recognize the data recorded to the media by the logging recorder. Under certain circumstances the user may be prompted to format the disk. This is potentially disastrous because formatting will permanently delete the archive data. This is completely preventable if the media is write-protected.

ile ⊻iew <u>U</u> ser <u>W</u> ave Files <u>D</u> al	tabase <u>H</u> elp			
Min	Max Pitch	07:02:35	Archive Begin: End: Search <u>G</u> oTo	30000267 / 1 06/27/2001 07:01:19 06/27/2001 10:07:31
Channel	Volume	Pan	Description	
9 Assign Mute Solo			Channel 09	
4 Assign Mute Solo			Channel 04	
8 Assign Mute Solo			Channel 08	
4 Assign Mute Solo	F _		Channel 04	

<u>Transport buttons</u> Icons similar to those found on most VCRs. Easily play, stop, rewind, and fast-forward by clicking the appropriate button.

<u>Date and Time</u> Displays the date and time of the current position in the archive.

<u>Archive</u> Media identification showing the logger serial number followed by the media serial number.

- Begin and End The start and stop times recorded on the loaded archive.
- <u>Volume control</u> Slide the indicator to set the overall volume level.

<u>Speed control</u> Slide the indicator to slow down or speed up the playback audio. Click **Pitch** to maintain the correct pitch when the playback speed is adjusted. Click **Pitch** again to disable this feature.

<u>Search</u> Click **Back** and **Next** to skip through messages.

<u>GoTo</u> Opens a Search dialog box with time and date fields and the ability to go directly to the beginning or end of the archive.

Search	×
Search Date	Search Time
04/09/2001 💌	09:27:32
<u>B</u> egin <u>E</u> nd	OK Cancel

Channel number Displays which logger channel has been assigned to each location.

<u>Assign button</u> Click **Assign** to assign a recorded channel to the corresponding location. (Four of a possible 24 locations are shown in the above example.)

<u>Mute button</u> Click **Mute** to mute the output from the corresponding channel. Muted channels will not be included in "Back" and "Next" message searches.

<u>Solo</u>	To play a single channel when multiple channels are assigned for playback, click <b>Solo</b> .
Volume	Slide the indicator to adjust the individual channel's output volume.
<u>Pan</u>	Sets the output balance from far left to far right on each channel. Particularly convenient if, for clarity, you wish to hear two channels simultaneously, each played through its own speaker.
<b>Description</b>	Displays the channel descriptor from the loaded media.

# **Channel Activity Window**

The Channel Activity window can be dragged anywhere on the screen or may be hidden by using the command found under the View menu. This window automatically displays the number of channels that exist on the media. If the archive was recorded on an 8channel logging recorder, only 8 channels

be displayed. The example below shows the activity of media recorded on a 48-channel logging recorder.

# **NOTE** Move the cursor over the channel number to view a description of the channel.

Chann	el Activ	rity													×
1 🔍	2 💿	3 🛛	4 🛛	5 🔍	6 💿	70	8 👁	9 💿	10 👁	11 🛛	12 🛛	13 🛛	14 ⊚	15 🛛	16 👁
17 🛛	18 🛛	19 🛛	20 👁	21 🛛	22 💿	23 🛛	24 👁	25 👁	26 👁	27 💿	28 👁	29 👁	30 👁	31 💿	32 👁
33 👁	34 🛛	35 🛛	36 👁	37 💿	38 🛛	39 🛛	40 👁	41 🛛	42 🛛	43 🛛	44 🛛	45 👁	46 🛛	47 ⊚	48 👁

One of three indicators will show next to each channel:

Red circle: Data appears on that channel. Note: This does not necessarily mean that audio is present. Some channels are set to record continuously even if there is no audio.

Grey circle: No data on that channel.

No circle: The user is denied access to that channel.

# **Time Display Window**



The Time Display window shows the time associated with the current playback of the archive. It may be dragged anywhere on the screen or hidden by using the command found under the View menu. The user may size this screen as small or as large as the computer monitor allows.

Change the Time Display colors by clicking **View** from the File menu, then clicking **Colors**. Choose the desired Text and Background colors, and then click **OK**.

# **Call Records Database**

# Transferring Call Records

The program will automatically recognize call records stored on the archive and prompt the user for instructions to transfer those records to the PC. When prompted, click **Yes** to transfer the call records.

Eventide	ArchiveReview
?	This archive contains a Call Record Database. Do you want to load it into memory now?
	<u>Yes</u> <u>N</u> o

A dialog is displayed showing the serial number of the logging recorder on which the archive was recorded, the serial number of the archive, the number of call records and the beginning and end times on the media. Click **OK** to start the transfer of the entire database.

Import Call Record	Database 🔀
Archive	
Unit SN	30000267
Media SN	1
Call Records	488
Begins	06/27/2001 07:01:19
Ends	06/27/2001 10:07:31
	v to import only those call selected dates and times. ord Import
From	То
6/27/01	6/27/01 💌
07:01:19	10:07:31
OK	Cancel

Choose a select group of call records for transfer by clicking the **Limit Call Record Import** box and entering the required time and dates in the **From** and **To** fields. Click OK to begin the transfer.

A dialog box will appear to display the transfer progress. Click **Stop** to halt the transfer.

Call records from a DVD-RAM will load very quickly, however, those from a DAT may take an unacceptable amount of time. Therefore, additional call records can be transferred at any time by selecting Load Call records from the Database menu **Working with Call Records** 

View call records by choosing **Show Call Records and Lists** from the Database menu. The file menu and playback controls at the top of the window do not change. The channel view at the bottom of the window is replaced by the Call Records Database data. Calls can be searched, filtered, and played from this screen. Play lists can be created in the field above the call records list and then saved and recalled as required.

	n <mark>tide ArchiveReview</mark> aw <u>U</u> ser <u>W</u> ave Files <u>D</u> a	tabase <u>H</u> elp		
<b>∢</b> ∢ Min	II     Image: Second seco	06/27 Max	Speed           Fitch         Reset	Archive 30000267 / 1 Begin: 06/27/2001 07:01:19 End: 06/27/2001 10:07:31
ite o Ch	n Elm Street Begin	Duration	Phone Move Up	Search
			Move Down	Search Parameters
			Delete	Limit to time of day Reset
•			▶ Save	6/27/01 • 6/27/01 •
al R	ecord Database Search Res	.lts		07:01:19 × 10:07:31 ×
Ch	Begin	Duration	Descriptor 🔺	Channels
9	06/27/2001 07:28:18	00:01:14	Channel 09	
10	06/27/2001 07:28:18	00:01:14	Channel 10	Example: 1, 3, 7-15 '?' matches one digit. Spaces are ignored. ''' matches many digit
11	06/27/2001 07:28:18	00:01:14	Channel 11	9.15
12	06/27/2001 07:28:18	00:01:14	Channel 12	19-10
13	06/27/2001 07:28:18	00:01:14	Channel 13	
14	06/27/2001 07:28:18	00:01:14	Channel 14	Duration (seconds) Sort By
۹¢	00.02770001_07-00.10	00-01-14		Between 3 C Time C Up
	0 of 133	Add Se	ections to List	and 180 C Channel C Down

- <u>Play calls</u> Double click any call in the database search results window and it will play. The fast-forward and rewind on either end of the transport controls will skip to the previous or next call on the list.
- <u>Filter</u> A large database of communications can be easily reduced to include only calls relevant to the task at hand. Complete some or all of the search criteria fields under the Search Parameters and then click **Search**. Only those calls that fit the selected criteria will be displayed in the search results field.

#### Working with Play Lists

A play list is a series of calls that have been chosen from the call records database to be played in sequence. Play lists can be saved with user-supplied names and descriptions. Saved play lists can be recalled and displayed whenever required, however, only the call data is stored, not the audio. To play a call list, the corresponding archive media must be loaded.

Ever	tide ArchiveReview					×
⊻ie	w <u>U</u> ser <u>W</u> ave Files <u>D</u> al	tabase <u>H</u> elp				
Min	II     Image: Second seco	06/27		07:28:33	Archive Begin: End:	30000267 / 1 06/27/2001 07:01:19 06/27/2001 10:07:31
ire or	n Elm Street					Search
Ch	Begin	Duration	Phor 🔺	Move Up		
10	06/27/2001 07:28:18	00:01:14		<u> </u>		Search Parameters
11	06/27/2001 07:28:18	00:01:14		Move Down	Time	
12	06/27/2001 07:28:18	00:01:14		Delete	🗖 Limit t	otime of day Reset
13	06/27/2001 07:28:18	00:01:14		Delete	From	To
٩.		1 I	The second se	Save	6/27/01	1 💌 6/27/01 💌
Call R	ecord Database Search Res	ults			07:01:1	9 * 10.07:31 *
Ch	Begin	Duration	Descriptor	<b></b>	- Channels -	Phone
9	06/27/2001 07:28:18	00:01:14	Channel 09			
10	06/27/2001 07:28:18	00:01:14	Channel 10		Example: 1, Spaces are	
11	06/27/2001 07:28:18	00:01:14	Channel 11			
12	06/27/2001 07:28:18	00:01:14	Channel 12		9-15	
13	06/27/2001 07:28:18	00:01:14	Channel 13			
14	06/27/2001 07:28:18	00:01:14	Channel 14	-	Duration (se	econds) Sort By
Ĭ	00/07/2001 07:20:10	00.01.14	1 = 1 = E	Þ	Between 3	Channel
5	i6 of 133	<u>A</u> dd Se	elections to Lis	t l	and 1	80 C Phone # C Down

Select calls Single click on a call in the call records database window to highlight its field, and then click Add Selections To List. The call will be added to the Play List window above the call records. Highlighting the first call of a series, pressing the shift keyboard key, and then highlighting the last call of the series will select that group of calls. Several non-sequential calls can be selected by holding down the control keyboard key while making selections with the mouse.

Once multiple calls have been selected click **Add Selections To List.** All highlighted calls are then added to the play list.

- Edit Play List Change the play order of the call list by highlighting a call and clicking the **Move Up** or **Move Down** key until it is displayed in the desired location. Delete a single call or a series of calls by highlighting them and clicking the **Delete** key.
- Save Play List Store a play list on the PC by clicking the **Save** button next to the play list. Additionally, the option to Save or Save As is found in the File menu. A dialog box requesting a title and description will appear the first time a play list is saved. Enter a short title that will appear at the top of the play list each time it is loaded. Use the larger field at the bottom for a detailed description of the play list.

Save Call List As		×
Title (32 characters max	d]	
Untitled		
Description (255 chara	oters max)	
		<u> </u>
		-
	Save	Cancel
	Jave	Cancel

Load Play List Previously stored play lists are accessed by selecting **Call List** from the File menu. Choose to display only play lists created from the currently loaded media or all play lists stored on the PC by clicking the circle next to the desired option at the top of the window

<ul> <li>Call Lists on the current</li> <li>Title</li> </ul>	Or All Call Lists     Description
Fire on Elm Street Vandals in the park	Radio communications between dispatches and police 911 telephone calls from local citizens.
< label{eq:starter}	•

Highlight the required play list, and then click **Open**. That play list will now appear in the play list field of the call records window.

Create an empty play list by clicking **New List** and entering a title (up to 32 characters) and a description (up to 255 characters) in the supplied fields.

Permanently remove a play list by highlighting it then clicking **Delete**.

<u>Play Play List</u> To play the call list from the top, click the Play transport control. The call playing is displayed in red. Individual calls may be played out of sequence by double clicking the call. The fast-forward and rewind buttons on either end of the transport controls will skip to the previous or next call on the list. The playback may also be controlled with the supplied foot pedal.

#### Working with .wav Files

Communications may be stored as standard .wav files. These files can be emailed, transcribed, or used to reconstruct events by combining individual .wav files into one composite file.

#### Prepare to record a .wav File

- 1. Search the archive media for the communication you wish to record as a .wav file.
- 2. Assign the channel(s) you would like to play while recording the .wav file.
- 3. Mute the channels you do not wish to include in the recording.



4. Select Record/Play from the Wave Files menu to access the Wave Files window shown on the next page. (Note: If you can't access the options in the Wave Files menu, it is because you were not granted permission when the Administrator created your user identity.)

#### Record a .wav File

- 1. Use the **rewind** transport button to cue the medium a few moments before the audio you intend to record.
- 2. Click **Start** in the Wave Files window. Recording will begin from the moment you click **Start**.
- Use the Pause feature to avoid recording superfluous audio, such as two-way radio static or personal calls that may occur on the channel you are recording. When Pause is clicked, the audio continues to play but is not recorded into the .wav file. Click Pause a second time to resume recording.

Wave Files	×
Record Play	
RECORDING (PAUSED)	Stop Pause
Description cat in tree Main and Elm	
	Done

- 4. Type a description of the .wav file in the Description window.
- 5. When the audio you wish to record has finished playing, click **Stop** followed by **Save**.

To exit this window, click **Done**.

Wave Files	×
Record Play	
READY	Start
Save Cancel	Pause
Description	
	Done

# Play .wav Files

1. Select Record/Play from the Wave Files menu to access the Wave Files window shown on the next page. (Note: If you can't access the options in the Wave Files menu, it is because you were not granted permission when the Administrator created your user identity.)

🎨 Eventide ArchiveReview		
<u>F</u> ile ⊻iew <u>U</u> ser <u>W</u> ave Files <u>H</u> elp		

2. Click **Play** in the Wave Files window.



3. Click **Select** to see a list of previously recorded .wav files.

		lect ₩ave File
		Wave File Description
		car accident 10th an
		radio call 10am 8/2/
	dway	ambulance request 8
-	19999 19	cat in tree Main and plauground bully on t
▶	1771111 TTam	Indiana pullu on t
cel	Can	Select
1	Car	✓ Select

4. Either single click on the desired file in the Wave File Description column or then click **Select**, or simply double click the desired file.

# Maintain .wav Files and Create Event Composites

Maintaining .wav files and recreating events from these files are done from the Wave File Maintenance window shown below.

ave File Maintenance				×
Wave Files		Composite File List		
ambulance request ! A Can accident IOIn a catin tree Main an catintree ambulance Composite file Composite file Composite file Composite file Composite file	Export Search Delete Add to List >> Edit Description	cat in tree Main ar radio call 10am 8/3	2 Create	e Composite ve From List ear List
Description car accident 10th and Vine			06/12/20	Logged DD 11:05:46 00:01:08
			Duration	
			Size	2140058
			Unit SN	1175
Play 📐	00:00:000		Media SN	2146279696
File Ear0824_001	.wav Se	et Default Path		
Path C:\PROGRAM FILE	S\EVENTIDE\EVENT	IDE ARCHIVEREVIEW/W	VaveFile\	Close

Open this dialog box by clicking **Files** from the Wave File menu on the home screen. From this window you may:

- **Export** .wav files Place files in a different directory.
- Search .wav files Find a file by searching for key words in the description.
- **Delete** .wav files Permanently remove unwanted files from the database.
- Edit .wav file descriptions Modify the text that describes the .wav file.
- **Create Composite** .wav files Combine several individual files into a single file to recreate conversations relevant to the same event.

The ArchiveReview<sup>™</sup> software sorts the .wav files in alphabetical order. There are two types of .wav files:

Individual File: Audio recorded in a single session using the Record/Play window. Composite File: Two or more individual files connected beginning-to-end so that they can be played consecutively and without gaps.

The Wave Files column displays the first 15 characters of the user-supplied file description. The complete description appears in the window directly below the column.

#### Export a .wav File

Save As					? ×
Save jn:	🔄 tmp	•	<b>E</b>	ď	
④Ear0705_( ④Ear0705_( ④Ear0815_(	122				
File pame:	Ear0815_001				<u>S</u> ave
Save as type:			٣	Г	Cancel
	🗖 Open as read-only				

Export a .wav file to another directory by first highlighting the desired file, then clicking **Export**. The Save As window will open automatically with the default path leading to the MyDocuments directory. This directory may be changed to something more convenient. The program remembers the last directory the files were saved to and opens that

directory the next time an export is requested. As with saving any other file, you may change directories and file names before clicking **Save**.

# Search for a specific .wav File

Enter a keyword.		Results
cat	Search	Cat in tree removed
Description		
Cat in tree removed by firefight One child slight scraped by hys Iodine administered.		
		·

Click **Search** for access to the Wave File Search window. Enter a key word that will likely be found in the .wav file description fields, and then click **Search**. The results of the search will appear in the Results field. Click **OK**. The Wave Maintenance window will appear with the chosen file cued-up and ready to play.

# Delete a .wav File

Eventide	ArchiveReview					×
?	Are you sure you w	ant to completely	y remove the	selected f	ile from the s	/stem?
	[	Yes	<u>N</u> o			

Highlight the file for deletion. Click **Delete**. You will be asked to confirm that the correct file has been selected. When **Yes** is clicked, the file cannot be recovered. Click **Yes** to permanently delete the file, click **No** to abort the process and retain the file.

# Edit Description

escription			×
lance request 8th and Bro	adway		
			_
OK		Ci	ancel
<u>.0K</u>			ancei

Edit a file description by highlighting it in the Wave Files column, then clicking **Edit Description**. The window shown above will open.

Type the desired changes, and then click **OK**. Your changed text is saved as the new description.

Cancel the process by clicking **Cancel**. No changes will be saved and the description will revert to the original text. **Create composite files** 

Wave File Maintenance			X
Wave Files  arbulance request car accident 10th a cat in tree Main and Composite file Composite	- Composite File List	Remov	Composite re From List
Description ambulance request 8th and Broadway			Logged 00 11:09:11 00:00:15 500058 1175
Play 00:00:000		Media SN	2146279696
File         Ear0824_003.wav         Se           Path         C:\PROGRAM FILES\EVENTIDE\	t Default Path DE ARCHIVEREVIEW\W	/aveFile\	Close

- 1. Choose either an individual or a composite file from the Wave Files column.
- 2. Click Add to List>> and the file will appear in the Composite File List column.
- 3. Add additional files to the column by repeating steps 1 and 2.

To remove a specific file from the list, highlight it in the Composite File List then click **Remove From List**. This removes the file from the Composite File List but does not permanently delete the file.

Wave File Maintenance			X
Wave Files       ambulance request i ▲       car accident 10th a cat in tree Main an catintree ambulance Composite file       Composite File Composite file       Composite file       Composite file       Composite file       Composite file       Composite file		Remo	e Composite ve From List lear List
Description [car accident 10th and Vine			Logged 00 11:05:46 00:01:08 2140058 1175
Play 00:00:000		Media SN	2146279696
File Ear0824_001.wav Path C:\PROGRAM FILES\EVENTIDE\EVI	Set Default Path	veFile\	Close

- 5. To remove all files from the Composite File List, click **Clear List**.
- 6. When all the files are assembled, click **Create Composite** to combine them into a single file. You will be asked to provide a description of that file.

Edit Description	×
You will be asked to write a description of your Composite file here. There space to type however much information is appropriate to properly tag the recommend that the first 15 words be written in such a way that the file is when viewed in the Wave Files list. The Wave Files list sorts files with sy top, followed by numbers, then alphabetically. Note: It is important that the description be unique for each file!	e file. We easily located
ОК	Cancel

# Other Wave File Maintenance Features

#### Play a file from the Wave File Maintenance screen

- Double click on a file in the Wave Files column. It will begin to play or
- Single click on a file in the Wave Files column to select it. Click **Play** located in the middle of the screen and the selected file will begin to play.

Quickly rewind and fast-forward through the file using the track bar.

Stop playing by clicking on the square button to the left of the track bar. Resume playing by clicking **Play**.

#### **Distinctions between Individual Files and Composite Files**

As different types of files are highlighted in the Wave Files column, notice how the information on the bottom right-hand side of the screen changes.

Individual File selected -

- **Date Logged** shows date and time of the original recording as stored by the archived media
- **Duration** of the recording is listed
- Size of the file is shown in kilobytes
- Unit and Medium serial numbers are referenced

#### Composite File selected-

The same information is shown with the following exceptions:

- Date Logged is not referenced
- Unit and Medium serial numbers are not referenced.

Under the Play bar is a field labeled "File." This is the code the program generates to find and process files. The computer identifies a Composite File by the word composite in the file name.

Wave File Maintenance	×		
Wave Files Cer accident 10th a  Export Carintee Mein and Search.	Create Composite		
Composite file Delete Composite file	Remove From List	Individual File	e selected
prograf.calnit   Edit Description.  Description cal in tee Man and Eth  Play Play D0 000 000	Date Logged           06/12/2000 11:10.01           Duration         00:00:25           Size         800058           Unit SN         1175           Media SN         2146279896           Wave File         Mainter		×
File Ead024_004.wev SetDelwaR Park. Park CVPROGRAM FILES/EVENTIDE/EVENTIDE APCHIVEREVIEW/W	ambulance request car accident 10th a cat in tree Main an catinitree ambulance Composite file Composite file	Delete	Create Composite Remove From List Clear List
	Description Composite File		Date Logged
Composite File selecte	ed		Duration 00:01:08 Size 2156058
	Play -	00:04:873	Media SN
	File EarComp	osite_003.wav Set Default Path	
	Path C:\PROGR	M FILES/EVENTIDE/EVENTIDE ARCHIVEREVIEW/	WaveFile\ Close

# **Default Directory Path**

Each file generated is automatically saved to a default directory found at the end of the path shown in the **Path** field. Change this directory by clicking **Set Default Path** and entering a new directory name.

#### Foot control

The foot control included with every ArchiveReview<sup>™</sup> software package is designed to assist with the transcription of archive data. While transcribing to a word processing program, users can replay the last few seconds of data by double clicking the pedal.

#### Foot control set up

- 1. Plug the foot pedal into the game port on the sound card.
- 2. From the Start menu select Control Panel.
- 3. In Control Panel, double click Game Controllers.
- 4. In the General tab, select Add.
- 5. Select "2-axis, 2-button joystick," and click **OK**.

Some computers will require that you load your Windows install CD to find the game controllers. In other cases, a reboot of the computer may be necessary. Follow the instructions on the screen.

#### Foot control use

From the Main Control Window:

Foot Control Up No effect

Foot Control Down Toggle between Play-from-the-beginning-of-call-list and Stop.

Double Click Press twice in rapid succession to back up 8 seconds (default) from the current position, then play. Change the default time to between 1 and 60 seconds by choosing Configure from the File menu.

From the Call Records Database Window:

When working with the Call List, playback can be paused using the foot control. When the user toggles between Play and Pause, the audio will begin playing where it left off.

Foot Control Up No effect

Foot Control Down Toggle between Play and Pause.

Double Click Press twice in rapid succession to back up 8 seconds (default) from the current position, or to the beginning of the current call, then play. Change the default time to between 1 and 60 seconds by choosing Configure from the File menu.