

GRN's Reporters Audio Production (RAP) Kit

The RAP Kit is an audio software program developed by Global Radio News for journalists in the field.

Installing the RAP Kit onto your machine:

Important information:

You will need to have winzip installed on your computer to install the RAP Kit. If you do not have winzip on your machine, go to www.winzip.com or from www.globalradionews.com - technical

It is recommended that you close all other programmes when installing the RAP kit.

1. Download winzip if you do not already have the programme on your computer.
2. Click on RAP Kit to download the software onto your computer. The software will appear as a zip file
3. Open the zip file and click on 'install', follow the instructions.

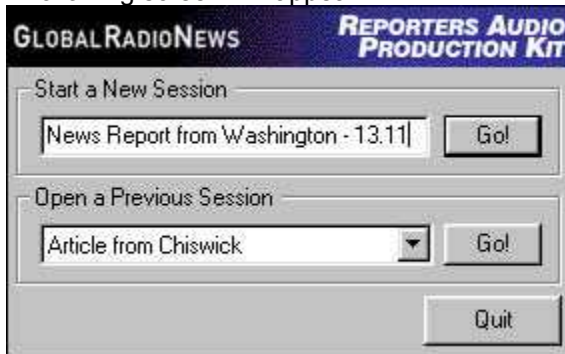
If you have any problems installing the RAP kit contact;
info@globalradionews.com

The RAP kit will be installed under C:\Program Files\Global Radio News



Click on the RAP kit icon **RAPkit.Ink** to open

A following screen will appear:



Start New Session - type the name of your session and press 'GO'

Open a Previous Session – the pull down menu lists all previous sessions chronologically. Click on the session you require and hit the 'GO' button

Basic Commands

Left click – moves marker

Right click – plays audio from current position

Ctrl, left click and drag – creates selection

Shift, left click and drag - adjust current selection

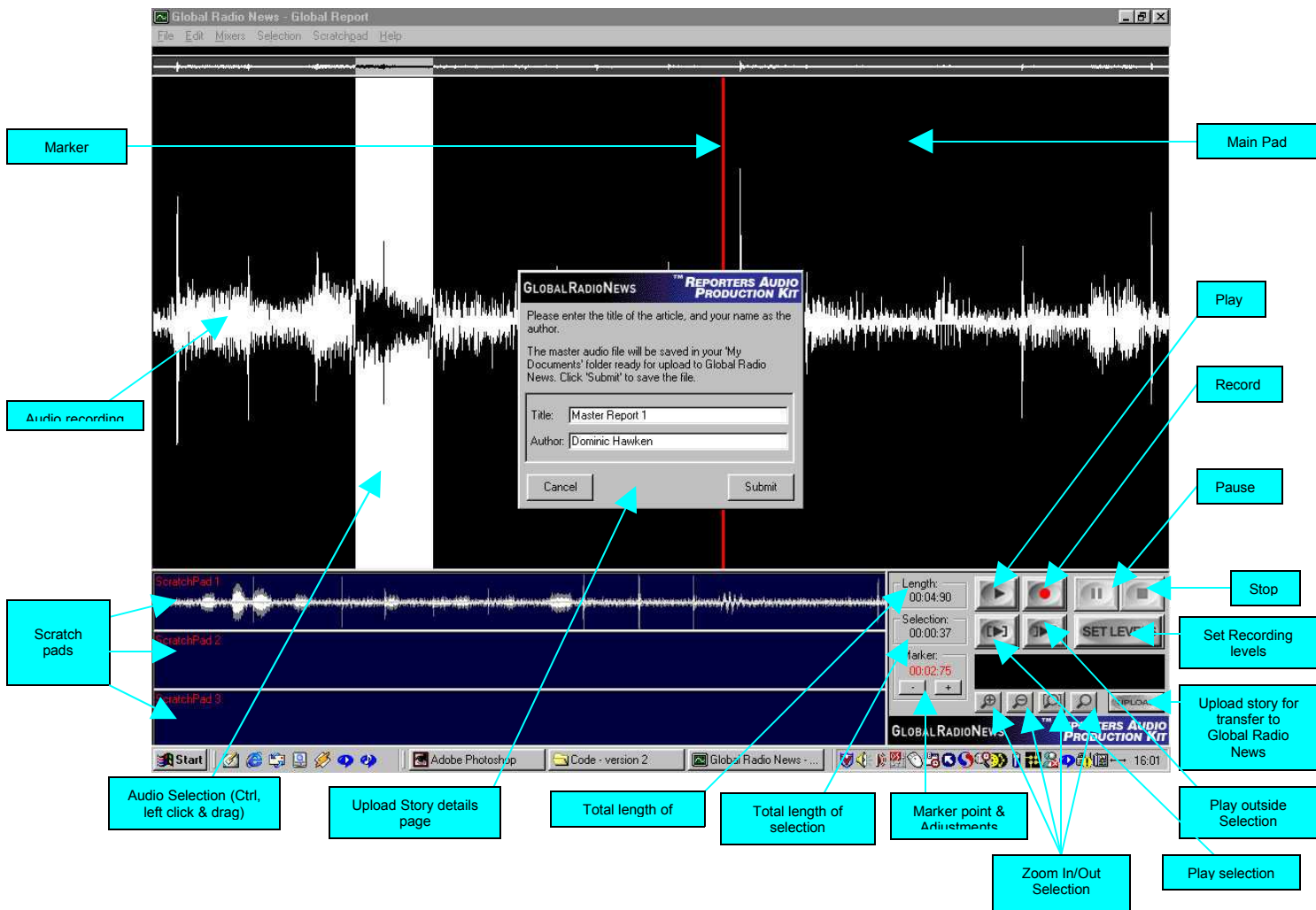
Session: These are stored in C:\Program Files\Global Radio News\Sessions

Each session file contains all the audio files including the master file.

Audio Files: Smaller audio files contained within a session

Master: the complete session's audio file.

Quit – closes the programme.



Set Levels

Before recording your piece, click on set levels. The levels should appear into the yellow, peaking on the red but not continually, as this will cause distortion.

The screenshot displays the 'Global Radio News - Global Report' software interface. A central dialog box titled 'GLOBALRADIONEWS REPORTERS AUDIO PRODUCTION KIT' is open, showing the 'Set Recording Level' configuration. The dialog includes instructions: 'Check that you have a microphone or other sound source connected to the input of your computer.' and 'Once you are ready, click the 'Start' button to check the recording level. Click 'OK' when finished.' There is a checked checkbox for 'Auto-set level' and a 'Start' button. To the right of the dialog is a vertical level meter with a red line at the top and a green bar below it. The background shows a large waveform display with a red vertical line indicating the current recording position. Below the main waveform are three 'ScratchPad' sections (1, 2, and 3) with smaller waveforms. On the right side, there is a control panel with fields for 'Length: 00:04:90', 'Selection: 00:00:37', and 'Marker: 00:02:17', along with playback controls and a 'SET LEVELS' button. The Windows taskbar at the bottom shows the Start button, Adobe Photoshop, Code - version 2, and the Global Radio News application, with the system clock showing 16:00.

File

Start New Session - Starts a completely new session

Open Old Session - Opens a previously recorded session

Save Current Session - Saves session including scratchpad information

Delete Old Session - Permanently deletes all the audio from old Sessions

Clear Current Session and Restart - Permanently deletes all the audio, including the scratchpads on the current session.

Open Audio File - Opens a previously saved audio file

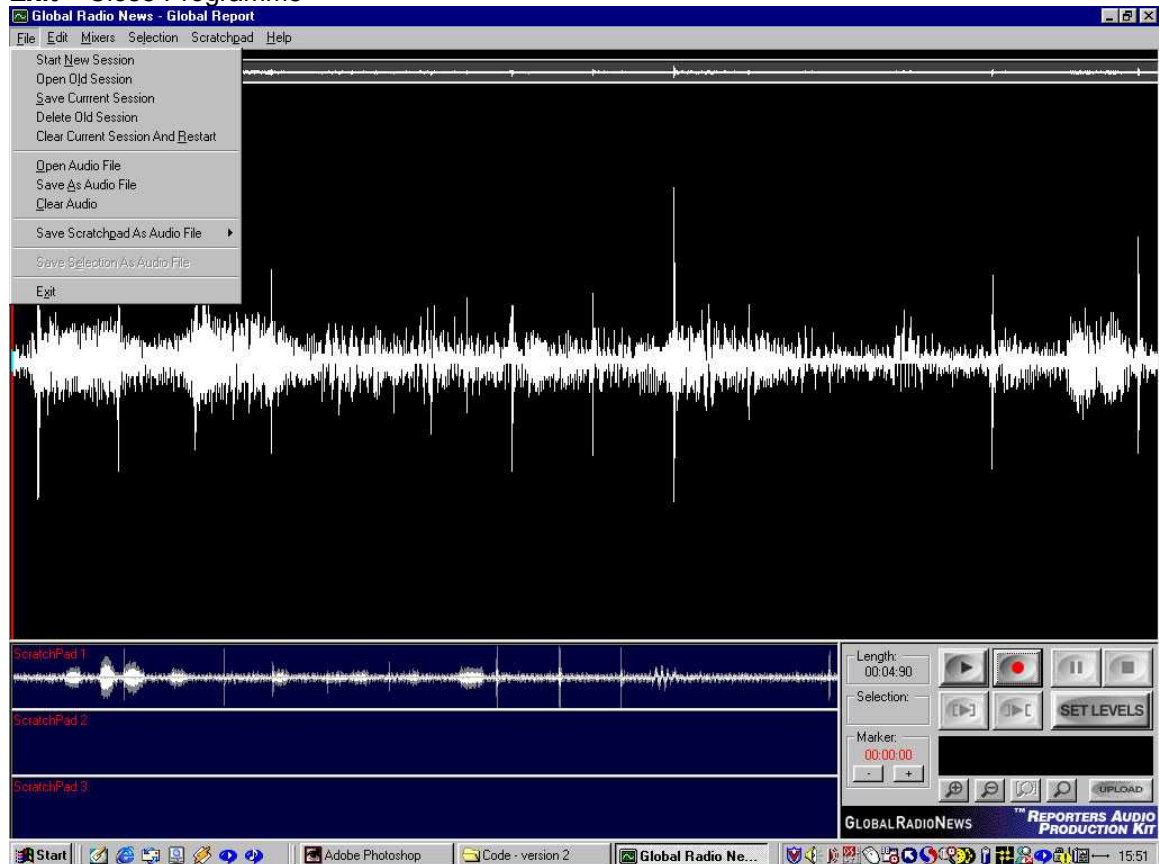
Save as Audio File - Saves the current audio on the main pad as an audio file

Clear Audio - deletes audio from the main pad

Save Scratchpad (1/2/3) as Audio File - Save the audio from any of the scratchpads as a separate audio file.

Save Selection as Audio File - Saves the highlighted audio selection as an audio file.

Exit - Close Programme



Edit

Undo (Ctrl+U) – Undo last edit

Cut (Ctrl+X) - Cut the audio in the highlighted selection

Copy (Ctrl+C) – makes a copy of the audio in highlighted selection

Paste (Ctrl+V) - adds the audio at the marker position

Scratchpad 1

Cut – cuts the audio from scratchpad 1

Copy – makes a copy of the audio from scratchpad 1

Paste – adds the audio from previous cut/copy to scratchpad 1

Scratchpad 2

Cut – cuts the audio from scratchpad 2

Copy – makes a copy of the audio from scratchpad 2

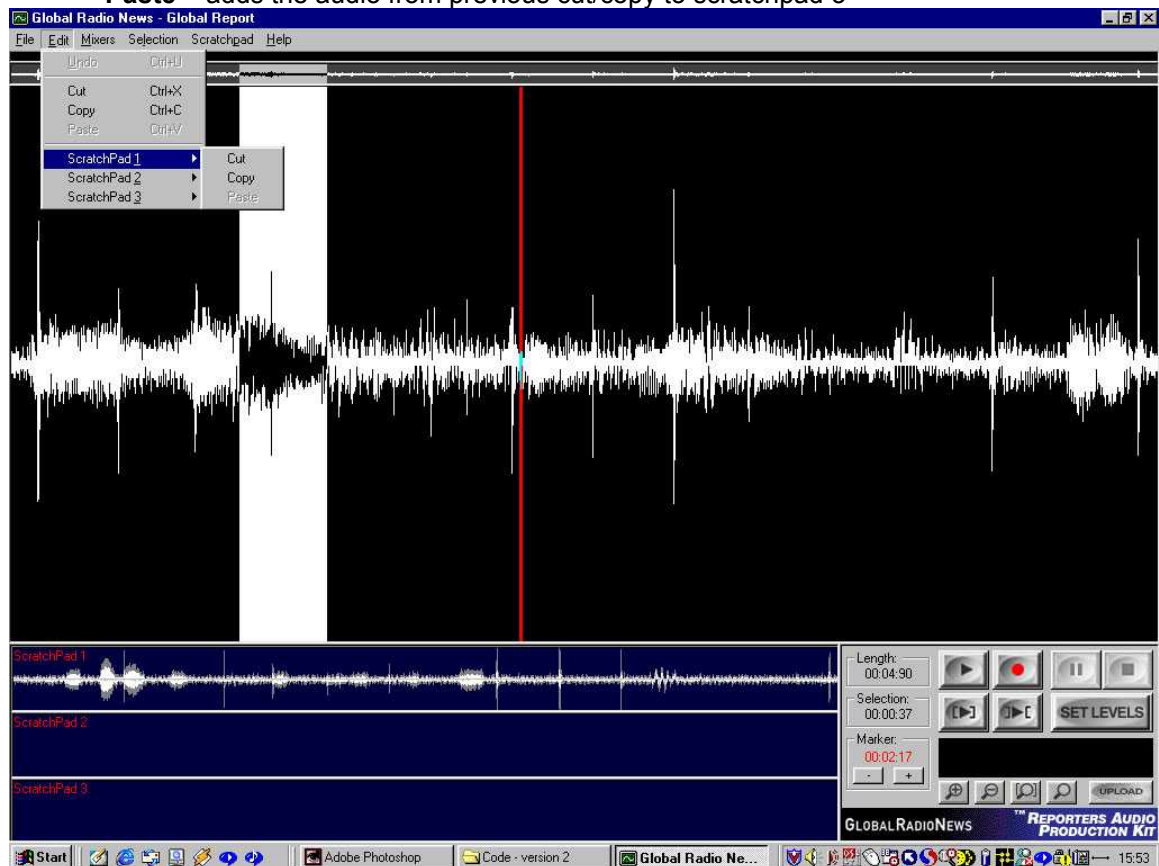
Paste – adds the audio from previous cut/copy to scratchpad 2

Scratchpad 3

Cut – cuts the audio from scratchpad 3

Copy – makes a copy of the audio from scratchpad 3

Paste – adds the audio from previous cut/copy to scratchpad 3



Mixers

Playback Mixer - (Ctrl +M) – set levels for audio playback

Recording Mixer – (Ctrl +R) – set levels for recording audio

Selection

Select All (Ctrl +A) – Highlights all audio in main pad

Clear Selection – Removes currently highlighted selection

Delete Selection (Ctrl+D) – Permanently deletes all audio in the selection

Scratchpad

Scratchpad 1

Insert (Shift+F1) – Inserts audio from Scratchpad 1 into the main pad at the marker point

Swap (F1) – Swaps the audio in the main pad with the audio in Scratchpad 1

Clear (Ctrl+F1) - Deletes the audio in Scratchpad 1

Scratchpad 2

Insert (Shift+F2) – Inserts audio from Scratchpad 2 into the main pad at the marker point

Swap (F2) – Swaps the audio in the main pad with the audio in Scratchpad 2

Clear (Ctrl+F2) – Deletes the audio in Scratchpad 2

Scratchpad 3

Insert (Shift+F3) – Inserts audio from Scratchpad 3 into the main pad at the marker point

Swap (F3) – Swaps the audio in the main pad with the audio in Scratchpad 3.

Clear (Ctrl+F3) – Deletes the audio in Scratchpad 3.

The screenshot displays the 'Global Radio News - Global Report' software interface. The main window shows a large audio waveform with a red vertical line indicating a marker point at 00:02:17. A context menu is open over the waveform, listing 'ScratchPad 1', 'ScratchPad 2', and 'ScratchPad 3' with corresponding actions: 'Insert Shift+F1', 'Swap F1', and 'Clear Ctrl+F1'. Below the main waveform, there are three smaller waveforms labeled 'ScratchPad 1', 'ScratchPad 2', and 'ScratchPad 3'. The 'ScratchPad 1' waveform shows a distinct audio signal. To the right of the waveforms is a control panel with buttons for 'Length: 00:04:30', 'Selection: 00:00:37', 'Marker: 00:02:17', and 'SET LEVELS'. The bottom of the screen shows a Windows taskbar with various application icons and a system clock showing 15:59.