

# Fluvius Radio Pro

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## Operation Manual

Version 1.4.30

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# Installing Radio Pro

Before you can use the software, you must install it on your computer.

## System Requirements

Your PC must conform to at least the following requirements to run Radio Pro reliably:

- Windows Vista (Windows 7 or 8 recommended);
- Intel Core Duo CPU or similar (Intel Core i5 or similar recommended)
- 2 GB RAM (4 GB recommended);
- Internet connection.

## Running the setup program

You should have received Radio Pro as a ZIP package. The ZIP package contains this manual and the setup files.

- Extract the ZIP file to a folder (to do this, open the ZIP file, click "Extract all files", and follow the instructions).
- Open the folder containing the extracted files.
- Run the "setup" file in the folder to start the setup program.

The Radio Pro Setup Wizard will now open.

- Click "Next>". You will be shown the License Agreement. Take a few moments to read the License Agreement. If you accept the agreement, click "I Agree" and "Next>".
- The installer will ask you if you want to install ASIO4ALL. Radio Pro uses ASIO, a technology by Steinberg that enables very fast communication between Radio Pro and your sound card. To use this technology, an ASIO driver must be installed on your computer.  
Radio Pro will not work without an ASIO driver. If you do not already have one (if you have never heard of ASIO before, you likely don't), you should install ASIO4ALL. ASIO4ALL is a generic ASIO driver that will work for almost all sound cards. If you are certain that you already have an ASIO driver, uncheck the box. Click "Next>" to continue.
- The installer will ask you in which folder it must install Radio Pro. If you already have another version of Radio Pro installed on your computer (e.g. a trial version or a beta version), make sure that you install into a different folder than the other versions.
- Click "Next>" twice to start the installation.
- (A dialog may appear asking if you want to let the installer make changes to your computer. Please click Allow/Yes to allow the installer to do so.)

# Using Radio Pro

## Starting the Software

- On your desktop, double-click the icon "Fluvius Radio Pro".

## Logging in

All versions Radio Pro will require you to log in.

- Make sure your computer is connected to the internet.

If you do not have an account, you can register one and start using the trial version in just a few seconds. To do so, click the button labeled *NEED AN ACCOUNT? REGISTER HERE*, then fill in your details. The software will automatically log you in when your account is created.

If you already have an account, log in as follows:

- Enter your Fluvius Media username and password in the login form.
- Click OK to start the program.

## Audio Setup

The first time that you run Radio Pro, the program will display the *AUDIO SETUP* screen.

You can also change the audio settings later by going to *PREFERENCES > AUDIO I/O SETUP*.

## ASIO Driver

The program uses an ASIO driver to access your sound card's inputs and outputs.

High-end sound cards usually ship with an ASIO driver. This is usually not the case with consumer sound cards. If your sound card does not come with an ASIO driver, you can use ASIO4ALL, which is included in the Radio Pro installer. This is an ASIO driver that will work with almost any sound card.

You can also use ASIO4ALL if you want to combine several audio devices (for instance, if you have a USB microphone, you can use that as an input device, while using your sound card as an output device).

The *AUDIO DEVICE* list shows all ASIO drivers that are installed on your system. The first time you run Radio Pro, it will automatically select the first available driver, but you can change to another driver if necessary.

- Set *AUDIO DEVICE* to the ASIO driver of the sound card you want to use.

If you want to change settings like the buffer length of your audio device, click the *DRIVER CONFIGURATION* button. The lower you set the buffer length, the shorter the delay between your input and output will be, so you typically want to set it as low as possible. Setting it too low will introduce artifacts, like pops and crackles. Experiment with the buffer length to find the best setting – the ideal buffer length will differ between computers (a faster computer

can support lower buffer lengths). Many computers will run fine with a buffer length of about 512 samples. This will result in acceptable latency without introducing pops and crackles.

### **Channels**

The ASIO driver assigns all inputs and outputs of your sound card to "channels". For instance, a sound card with only one stereo output will have two output channels, one for the left speaker, and one for the right speaker. When you select an ASIO driver, Radio Pro will automatically select default input and output channels. You can customize these settings if the defaults are not appropriate.

### **Input Channels**

The *MICROPHONE 1 IN* and *MICROPHONE 2 IN* channels are used to receive microphone or line-in signals. You can assign any input of your sound card to these input channels by selecting them in the drop down lists.

### **Main Out Channels**

The *LEFT* and *RIGHT MAIN OUTPUT* channels are used to listen to your Main mix. This is the mix as your listeners will hear it. It is recommended that you use headphones on your sound card to minimize feedback while talking into your microphone. You can assign any output of your sound card to these output channels by selecting them in the drop down lists. Headphone outputs will usually be labeled "Hp out" or something similar.

## **Using the Track Browser**

Radio Pro allows you to manage a collection of music tracks. Once you have added tracks to the collection, you can easily search through these tracks.

### **Browsing Your File System**

In the lower left of the screen, Radio Pro shows you a tree of all the drives and folders on your system.

- Click any folder in the tree. This will show the music tracks in that folder in the Track Browser.

### **Adding Favorites**

You can get quick access to the tracks in a folder by setting the folder as a favorite. This will also add all the tracks in that folder and its subfolders to the track collection, allowing you to search in the tracks in that folder.

It is easy to set a folder as a favorite:

- Click a folder in the tree to select it.
- Click the *ADD SELECTED FOLDER AS FAVORITE* icon (a small folder with a star).
- The folder is now a favorite. The tracks from the selected folder and its subfolders are now being added to the collection.

Favorites are shown in the browser with a star icon. To delete a favorite, select it, and click the *REMOVE SELECTED FAVORITE* icon (a small folder with a cross).

### Browsing a Favorite

- To view the music in a favorite, select the favorite in the File System tree.
- The tracks in that favorite are now listed in the Track Browser in the bottom center of the screen.
- Click any of the headers labeled *ARTIST*, *TITLE*, etc. to sort the list by Artist, Title, etc.

### Searching your Collection

- Type any keywords in the *SEARCH* box above the Track Browser. Any tracks in your collection that have a file name, title, or artist matching your entry will be listed in the Track Browser.

### Editing a track's metadata / ID3 tag

- Right-click any track in the browser, then select *EDIT TAG INFO/METADATA*.
- You can edit the track's title, artist, genre, etc. in the dialog that opens.

The changed data is saved into the track's ID3 tag, as well as in your track collection. Having correct track metadata is useful if you want to filter specific tracks, e.g. for automation.

### Using filters

Filters allow you to make a selection of tracks from your collection, according to specific conditions. For example, you can select only rock tracks from 1970, or tracks from a specific folder or artist.

### Creating filters

- Make sure you have added tracks to your collection by adding a favorite folder.
- Click the *FILTERS* tab to view the filter list. This allows you to create and manage your filters.
- Click the *ADD A NEW FILTER* button in the toolbar to create a new filter. The *EDIT FILTER* dialog will open to allow you to change the filter's properties.

### Editing filters

The *EDIT FILTER* dialog allows you to change a filter's conditions. There are two columns for conditions, each of which works in a different way:

- Tracks that meet any of the conditions in the left column will be included in the filter's results.
- Tracks will then be filtered to satisfy all of the conditions in the right column. You can use this to restrict the results from the left column.

You edit a filter as follows:

- In the *EDIT FILTER* dialog, change the *FILTER NAME* to a descriptive name for the filter.

- Click the *ADD* button above the left column to create a condition.
- At the bottom of the dialog, change the condition to filter tracks, e.g. "Genre contains 'rock'". A list of filtered tracks appears in the right side of the screen.
- Create another condition in the left column, e.g. "Genre contains 'jazz'".
- In the same way, create a condition in the right column, e.g. "Title contains 'fire'".
- The filter now results in all rock and jazz tracks whose title contains 'fire'.

### Minimum Repeat Time

If you use filters with automation, you can use the filter editor to specify the minimum repeat time. The automation will wait at least this time before playing a certain track again after it was last played.

- Check the checkbox under Minimum Repeat Time to enable the minimum repeat time.
- Specify the minimum repeat time. You can set from 1 to 1000 minutes, hours, days or weeks.

### Using the timeline

Radio Pro has a timeline view that allows you to automatically play tracks in succession. The timeline is like a playlist, but also shows you the waveforms of the tracks, when they will start and end, the current time, and more. A bright orange marker shows you the current instant of time ("now").

The timeline has two rows for tracks:

- The top row is for playback of music. It will automatically position tracks such that they will play in succession, and create automatic segues between the tracks.
- The bottom row is for playback of sweepers, samples, voice tracks, etc. It allows for manual positioning of tracks.

### Loading music for playback

You can load files for playback by dragging them onto the top row of the timeline.

- Click a folder in the tree that contains music tracks. The tracks in the folder are now shown in the Track Browser.
- Drag an MP3 file from the Track Browser onto the top row of the timeline. You can also double-click a file in the Track Browser to load it into the timeline.
- The track will automatically start playing through the *MAIN OUT* channels you set in the *AUDIO SETUP*. You will also see a visual representation of the track.

You can also drag files from the Windows Explorer into the timeline.

Dragging tracks onto another track in the top row of the timeline will insert them before that track. You can also drag tracks around to rearrange them. Dragging tracks that have already been played will duplicate them.

To delete a track, hover your mouse cursor over it. A small button with a red cross icon will appear. Click this button to delete the track. You can also click a track to select it, then press Backspace or Delete on your keyboard to delete the track.

### **Moving around**

You can zoom in and out in the timeline by grabbing the sides of the scroll bar above the timeline. You can also use the mouse wheel to zoom. You can also use the scroll bar to pan.

### **Mixing to another track immediately**

If you hover your mouse cursor over a track, a green arrow/play button will appear. If you click this button, the track will be moved so that it will start right away. You can use this to mix immediately to any track you have queued up in the timeline. Radio Pro will fade out any tracks that were already playing when you press the play button.

The button also works on tracks that have already been played or started. The track will then be duplicated, and the duplicate track will be started right away.

### **Changing segues in Freeze Mode**

Radio Pro will automatically position and fade tracks to ensure a smooth mix between them. You can change the way Radio Pro positions and fades tracks automatically by going to *PREFERENCES > AUTOMATIC MIXING*.

If you want to modify the segue between two tracks:

- Load two or more tracks into the top row of the timeline.
- Click the *FREEZE* button on the upper left of the timeline. The border of the timeline changes to blue to indicate that you are now in Freeze Mode. Freeze Mode allows you to manually adjust the segues between tracks, insert silence, etc.
- Grab the right edge of a track and drag to adjust its end point. The following tracks will automatically move as well.
- Grab the middle of a track to adjust its position. This will only work with tracks that have not yet started playing.
- Grab the left edge of a track and drag to skip the first part of a track. This is useful if a track has a long intro section that you want to omit. This will only work with tracks that have not yet started playing.
- Click the *MELT* button to exit Freeze Mode.

### **Previewing a section of the timeline**

It's easy to preview a section of the timeline:

- Right-click and hold anywhere in the timeline. Radio Pro will play back that section of the timeline through your speakers for as long as you hold the right mouse button.

Listeners to your stream will not hear the previewing. The orange marker in the timeline shows what your listeners are hearing, while the blue preview marker shows what you are previewing.

## Using the Microphone Inputs

If you have a microphone connected to your soundcard and you selected the appropriate input channel of your sound card in the Audio Setup, you can talk over the music in your radio show.

You can select two different microphone input channels in the Audio Setup. Each channel is controlled by its corresponding buttons and knobs in the *MICROPHONE* panel at the top of the screen.

- To enable the microphone on channel 1, click the left large *MIC=OFF* button. The button will now become orange, and will display *MIC=ON*, to indicate that the microphone is on.
- Turn the *MIC1* knob to control the volume of the microphone.

The microphone on input channel 2 is controlled by the right *MIC=ON/OFF* button, and its volume by the *MIC2* knob.

Radio Pro automatically reduces the volume of the music when you talk into the microphone. The amount that the music volume is reduced is controlled by the *TALKOVR* knob.

## Using the Sample Player

Radio Pro has a built-in Sample Player that you can use to quickly play back short sound effects, sound bites, jingles and samples. It is located in the top right of the screen.

Loading samples into the player is easy:

- Select any folder or favorite that contains music tracks or samples in the tree, or search your collection for samples.
- Drag Tracks from the Track Browser onto the buttons of the Sample Player. The buttons will now show the artist and title of the Track loaded onto them.
- To play a sound effect, click the appropriate button on the Sample Player.

You can also load an entire folder into the sample player by dragging it from the tree onto a button of the sample player. This also works with favorite folders and with files from the Windows explorer.

If you loaded more than 16 sound effects, the effects will be grouped in pages. You can select the page by changing the *PAGE* spinner.

To delete a sample, right click its button, then click *DELETE SAMPLE* in the menu that appears.

To make browsing your samples easier, you can sort the samples you loaded by title by clicking the *SORT SAMPLES* icon.

Radio Pro organizes the samples in Sample Banks. These are collections of samples. By default, there is only one bank (called "Default Sample Bank").

- To create a new Sample Bank, click the *ADD A NEW SAMPLE BANK* icon.
- To rename the new Sample Bank, click the *RENAME THIS SAMPLE BANK* icon. Enter a new name in the dialog and press enter. The Sample Bank now has the new name.
- To change the Sample Bank you are viewing, click the drop-down list in the Sample Player, and select the Sample Bank you want to view.
- To delete a Sample Bank, select it, then click the *DELETE THIS SAMPLE BANK* icon.

The volume of the Sample Player can be changed using the *SAMPLR* knob in the *MICROPHONE* panel.

### Arranging Samples in the Timeline

Clicking a button in the Sample Player will add that sample at the current instant in the bottom row of the timeline. You can also cue up samples for playback at a later moment using the bottom row of the timeline:

- Drag a sample from the Sample Player onto the timeline. A white marker will show where the sample will be placed.
- Release the mouse button to place the sample.

You can also drag any file from the Browser or the Windows Explorer onto the bottom row of the timeline. You can drag the samples in the timeline to reposition them.

### Broadcast Automation

To allow you to run your station even when you are away, Radio Pro has powerful automation functionality.

#### Creating Clockwheels

Automation is organized around clockwheels. Clockwheels are fixed sequences of timeslots during which specific tracks must be played, either randomly selected from a filter or playlist, or fixed tracks like leaders, station IDs and commercials.

It's easy to create a clockwheel:

- In the menu bar, click *AUTOMATION* → *CLOCKWHEEL EDITOR*. The Clockwheel Editor appears.
- Click the *NEW* button in the top right of the dialog to create a new clockwheel.
- Click the *RENAME* button to rename the clockwheel.

#### Editing Clockwheels

In the left column of the Clockwheel Editor is a list showing the items in the clockwheel.

- Click *NEW ITEM* to create additional clockwheel items.

You can click any clockwheel item in the list to select it. You can then edit the item's properties in the right column:

- You can change the name of the item in the *NAME* field.

A clockwheel item has two different start modes:

- Starting exactly at a specified time. This causes the first track in the item to start immediately at the appointed time, forcing any tracks that may still be playing to fade out.
- Waiting until any playing track is finished. This will allow any track that is still playing at the appointed start time to finish. The first track of the item will start directly afterward.

Clockwheels currently have two different content modes:

- Playing a fixed track list in order. You can drag tracks from the browser or the Windows explorer into the list to add them. You can also change their order by dragging. To delete a track, select it and press the *DELETE SELECTED* button.
- Playing random tracks from a filter. You can select any filter that you created earlier via the Filters section of the track browser (see Using Filters earlier in this manual).

### Creating a schedule

To start using the clockwheels you made you must schedule them to be played. This is done via the Scheduler.

- In the menu bar, click *AUTOMATION* → *SCHEDULER* to open the Scheduler.

The scheduler consists of a large calendar view that shows the scheduled items, and a column on the right that allows you to edit them.

- Click in an empty space in the calendar view to create a schedule item at that time.
- Select the clockwheel you want to use for the item (under *CONTENTS* in the right column).

The clockwheel is now scheduled at the specified time, and it will automatically start playing when it is due.

You can repeat an item at regular intervals if you wish:

- Check the *REPEAT* box to repeat an item.
- Specify if you want the item to repeat daily, monthly, or yearly.
- You can also choose to repeat e.g. every two days, every week (seven days), etc.
- You can choose to repeat the item indefinitely, or to stop repeating after a number of occurrences.

## Using the AutoDJ feature

Radio Pro will show scheduled clockwheel items and track suggestions in the timeline. If you enable AutoDJ, Radio Pro will play the scheduled track suggestions automatically by placing them in the timeline when they are almost due.

- Click the AutoDJ button on the lower left of the timeline to turn AutoDJ on or off. When AutoDJ is enabled, the button will light orange.

If you disable AutoDJ, Radio Pro will not automatically place tracks in the timeline, enabling you to have complete manual control over playback.

## Using AutoDJ as live assistance

You can still manually place tracks in the timeline even when AutoDJ is enabled. AutoDJ will never remove tracks that you have added manually. It will, however, cut off a playing track if it is the last track in the timeline and a clockwheel item is scheduled that is set to "Start Immediately". You can use this to manually queue up tracks but start e.g. commercial blocks at an exact time.

## Broadcasting your stream

### Fluvius Stream Hosting

If you have a subscription to Fluvius Stream Hosting, it is very easy to broadcast your stream:

- Click the *START STREAMING* button in the *STREAMING* panel.
- Radio Pro will now connect to your server and immediately start broadcasting. You are now on air!
- You can see the status of the connection and the number of current listeners in the *STREAMING* panel.
- To stop the broadcast, click the *STOP STREAMING* button.

Optionally, you can change the name, genre and web site of your stream by clicking *CONFIGURE* in the *STREAMING* panel.

If you use Fluvius Stream Hosting, you can get handy links to your stream, as well as an HTML snippet for a stream player that you can include on your web site, by clicking the *SHARE LINK* button.

### SHOUTcast or Icecast2

If you do not have a subscription to Fluvius Stream Hosting, you can also use SHOUTcast or Icecast2. To do this, you must have access to a SHOUTcast or Icecast2 server. Radio Pro will encode your stream into MP3 format and send it to the server for broadcasting.

- Click *CONFIGURE* in the *STREAMING* panel to open the *STREAM CONFIGURATION* window.
- Choose *ICECAST* or *SHOUTCAST* depending on which type of stream server you have access to.
- Enter the host name of the server, the port (usually 8000), and your password.

- If you are using an Icecast server, also enter the mount point name.
- Optionally, you can enter the name of your stream, your web site, and the genre of your stream.
- Select the bit rate of your stream. Some stream hosting providers limit the maximum bit rate you can use. Check with your stream hosting to provider to find out which bit rates will work. The higher the bit rate, the higher the quality of the stream.
- You have now configured your stream.

Radio Pro can also provide you with live listener statistics. To use these, you must know the administrator password of your stream server.

Note that Icecast servers do not provide unique and maximum listener statistics, whereas SHOUTcast servers do.

- To enable listener statistics, check the *ENABLE LISTENER STATISTICS* checkbox.
- Enter the host name of the server, the port (usually 8000), and the administrator password.

When you have configured your stream, you can start broadcasting.

- Click the *START STREAMING* button in the *STREAMING* panel to start broadcasting. The button will turn orange and display "Stop Streaming" to indicate that broadcasting is active.
- You can see the status of the connection and, if enabled, the listener statistics, in the *STREAMING* panel.
- To stop the broadcast, click the *STOP STREAMING* button.

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