Music 1© LE

Scheduling Software for Windows

Legacy Edition

QuickStart

© *Music 1, Inc.*
San Marcos, Texas 512-392-2415
sales/support: musicscheduling@gmail.com

Categories **6**
Category View 7
Song Card 7
Category Parameters 9
Non-Music Card 10
Auto-Number Function 11
To Move One Song To A Different Category 11
Planning Category Rotation: Average Turnover Grid 11

Creating Format Clocks **13**
Spot Break Items 14

Setting Rules For Interactive Music Scheduling **15**
Format Clock Rules 16
Transitions 17
Copy Clock Rules 17
DayFormats 18
Default Day Formats 18

System Parameters **19**
Automation 20
Traffic 21

Ready To Schedule **21**
The Scheduling Window 22
Song Information Line 23
To Move A Song To A Different Hour 23

Artists **25**
Artist Separation 25

Authorization and Registration **26**

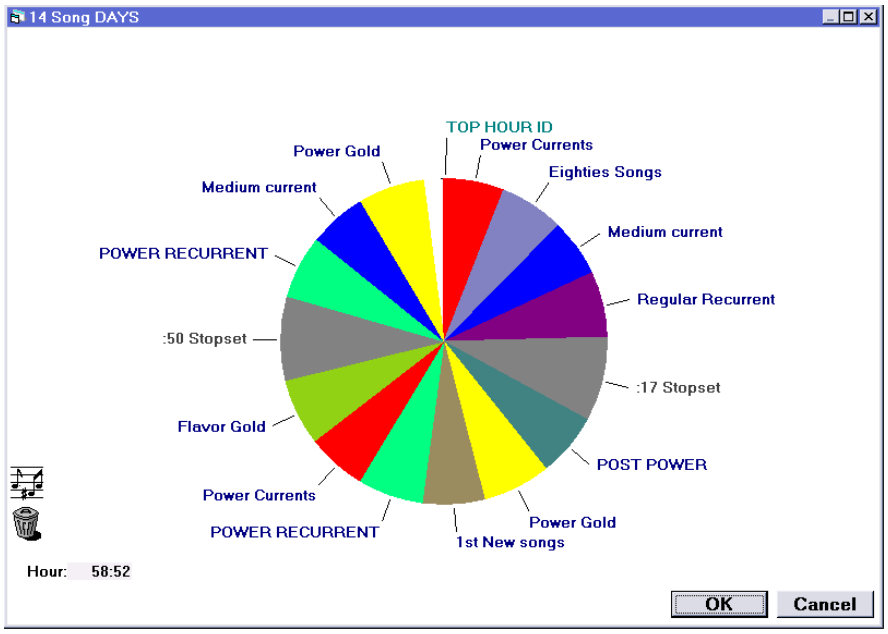
Welcome to the world of inter-active music scheduling.

Music 1 is more than a music scheduling tool. With this software you can control and schedule everything, all your songs, jingles, liners, promos and programs. You can import the commercial logs from traffic/billing software, then print or export a fully merged log if you choose to. Any and all commands and macros needed for digital automation systems can be entered and scheduled, as needed. This is the most innovative and unique music programming software in the world.

Music 1 is Windows-native and was the very first music scheduler for Windows. It works smoothly with all Windows operating systems.

M1 operates seamlessly with all digital automation and playout systems. It also produces playlists/logs for any of the consumer media players, WinAmp, Windows Media, Real, etc.

We can import all your song data from any text file or from other schedulers, so switching from another scheduler to M1 is quick.



Music 1 was the first scheduler to put graphic Format Clocks on the screen. The clock screens are deceptively simple and uncluttered., yet they contain an exceptional amount of programming flexibility and power. All the clock segments adjust to the amount of content scheduled there. A 3:15 song gets a proportional 3:15 pie slice. A 12 minute program expands to fill a 12 minute pie-slice. Click and hold on any clock item name and drag it to another position on the clock.

Start With The Demonstration Videos

Learning to use Music 1 is easier than with any other music scheduler. Most of what you need to know is contained in this booklet. But, the best place to start is to watch the series of short videos on the Music 1 CD or streamed from our website. The videos show all the basic functions of the software. The M1 CD is free upon request.

How Music 1 Works

Music 1 is an "interactive" scheduler. It is designed to work with you, to let you make any

needed log edits *during* the scheduling run. You don't have to give it so many rules as with old style schedulers. You need only install the most basic ones like restrictions for Artist separation, dayparting, tempo and gender flow, etc. You aren't trying to teach the software to think like you do and make decisions itself. Instead, you simply direct it to find the music flow and formatting problems. As M1 schedules, whenever it spots one, it stops and displays it. You make the decisions about what to do in each instance. Music 1 never schedules anything in violation of any of your formatting rules.

This is the more EFFICIENT way to schedule music.

Music 1 users average just 16 minutes a day scheduling a new music log. **According to surveys by the industry trade paper Radio & Records, music directors in the United States spend an averge 93 minutes each day with other software, scheduling and editing their music logs.**

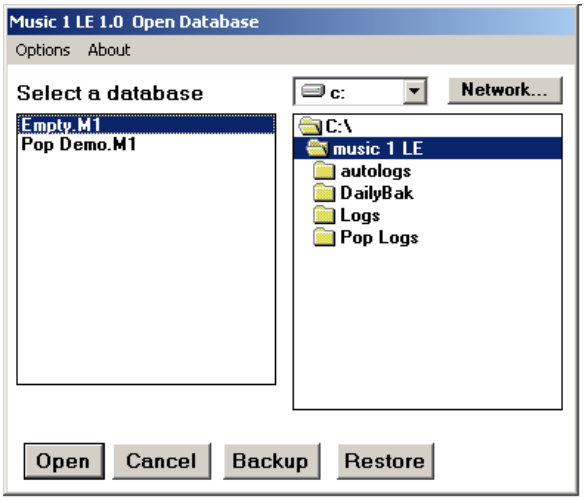
It is a more ACCURATE way to schedule, too.

Music 1 delivers the most reliable and consistent song rotations**. It will never 'over-play' some songs and 'under-play others', which a systemic problem in every other scheduler. With Music 1, the song rotations you plan are the song rotations you get on every title in every category!**

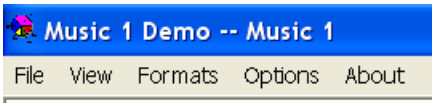
The Basics: A Step by Step Tutorial

The best way to learn Music 1 and understand how this tool works is to go through the most common functions. The installer for is named: m1lesetup.exe. It will install to the directory: c:\music 1 le.

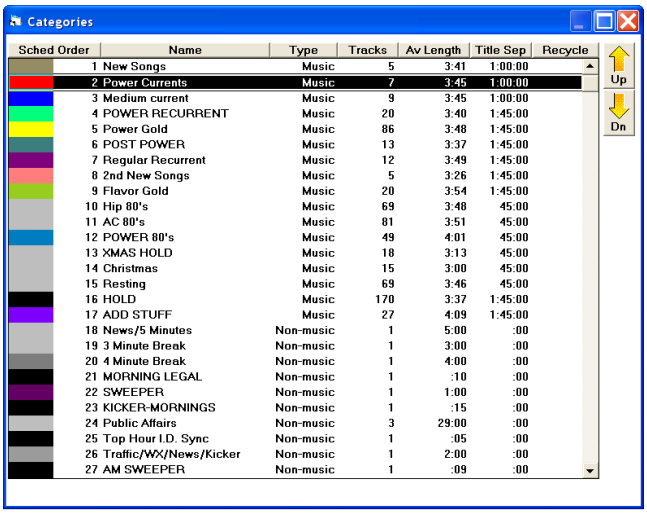
When starting Music 1, the first thing displayed is the "Select A Database" window. The Pop Demo is a library which contains songs and clocks. With the Empty library file, you can enter your own song library and begin building your format clocks. With it, you can run up to 30 music logs or playlists. When you choose to buy M1, you'll receive a registration code which will allow continued use of your library file. All of your work will be saved and accessible. You may change the name of the Empty library to your station name. To do this, go into the Music 1 LE directory on My Computer and rename the file. You can name it anything you want so long as you retain the ".m1" extension.



Select the Pop Demo.m1 (library) and click the Open button. The Music 1 logo will appear. Click on it to put it it away. You will now have a mostly empty window with five menus showing.



Select View>Categories.

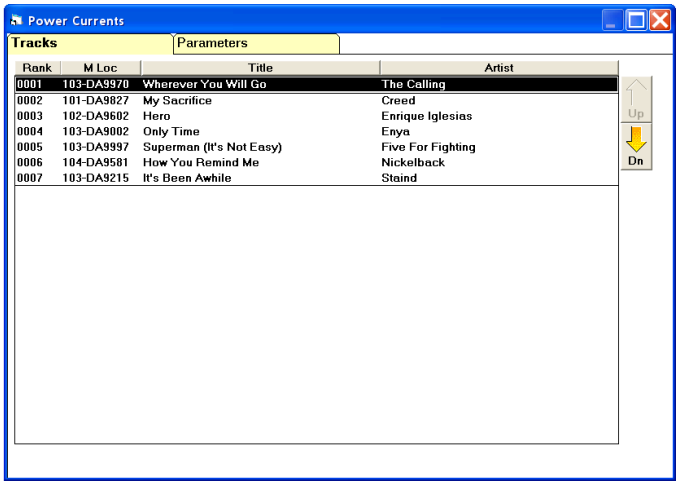


Categories

There are two types of categories, Music and Non-Music. You may create as many categories as you wish, name them anyway you want and add as many items as you need to each category. Some non-music categories might have only one item in them. A "News" category or "Station ID" category, for example might require just a single unit.

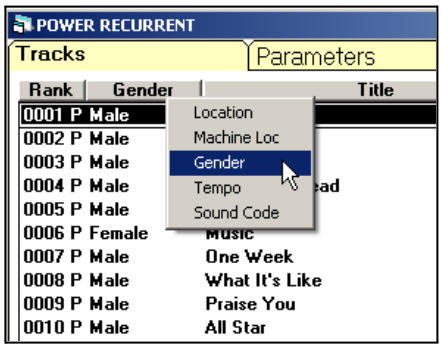
To add a new Category, open the Category>New menu. Whenever you create a new category, remember to add at least one Card or unit to the category at that time. You can add more units later, as needed.

Category View



When you double-click to open a category, a list of songs in the catetgory will appear. Double-click on any title to open and view the song card.

The Second column heading in this example is "Mloc", for "machine location". That would the the audio file number or the file/path name used by your automation or digital player system. Right-click on the column heading and you can change the field displayed in the second column.



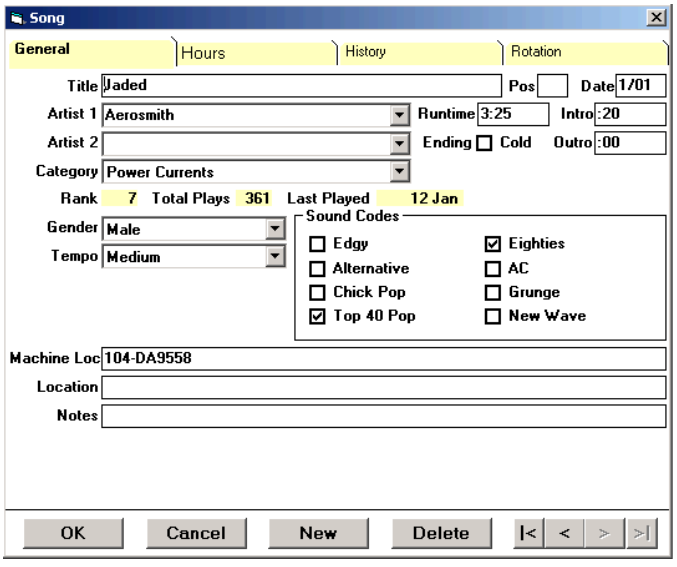
Sorting The Category View

If you click on either the Title or Artist heading, the list will be sorted alphabetically on that field in decending order. Click the heading again and it will be sorted in reverse order.

Song Card

Pos is an optional field used for entering Chart Position.

Date can be entered as year only, or month/year. If you enter: 802, when you click out of the field, M1 will automatically display the data as: 8/02. If you enter: 02, M1 will display it at '02.



Artist 2 is used to enter the second artist for Duets. If the song is by Willie Nelson and Ray Charles, do not enter both names into the Artist 1 field because M1 will see that as "one" individual artist and will not automatically separate the song from others by either of the two artists. Instead, enter Willie as Artist 1 and Ray as Artist 2. On the logs/playlists, M1 will print it as: Willie Nelson & Ray Charles.

Ending can be either Cold or Fade. When Fade is selected, the Outro field is activated and the 'seconds' of the fade can be entered.

Category A song can be moved to a different category by clicking the drop-down arrow after the Category field and selecting the other Category. (Note: Any number of songs can be mass-moved into any Category using a different function using M1's 'search/move tracks' function.)

Machine Loc (for: Location) is the track number used by a digital automation system to identify and play the audio file. This may also be a full file/path for the audio tracks, as needed.

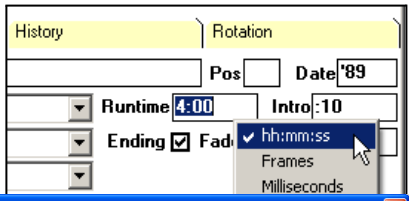
Location is optional and used for the station's library file system to indicate the location of the record or CD which contains the track.

Notes is an optional field that can contain anything you choose. If you print music logs, the notes field can be included in the layout.

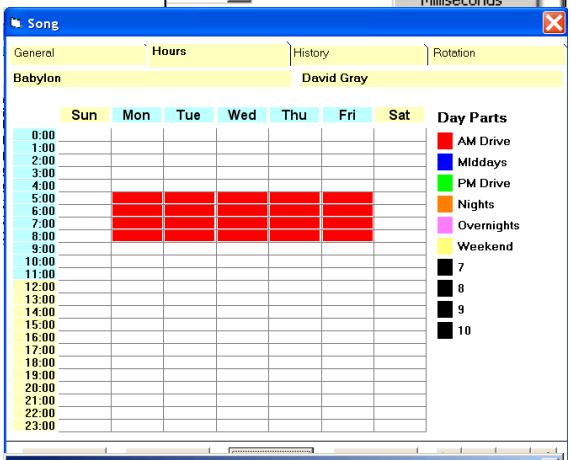
Sound Codes are user-defined. This is a way to 'type' certain kinds of songs which can then be governed in several ways. You may restrict songs with certain Sound Codes from playing in some hours, restrict the number of songs with the Code which are allowed in an hour or prevent one kind of Sound Code from scheduling next to another song with the same or a different Code. Songs may have more than one Sound Code, too. To name Sound Codes, from the opening window in Music 1 select Options>System Parameters

Time Fields

All time fields in M1 can be set to display either minutes:seconds, frames or milleseconds. Double-click in any time field and the pop-up selection window will appear.

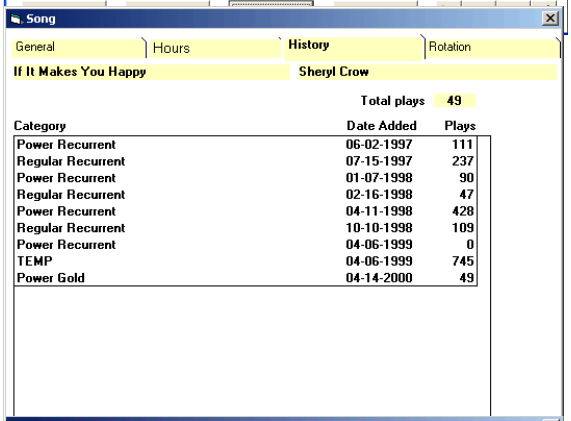


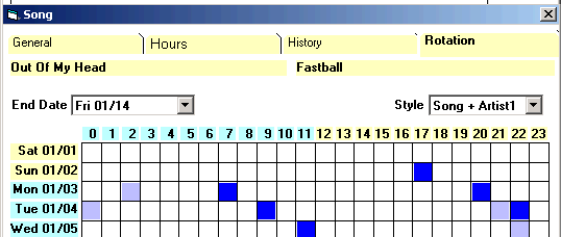
On the **Hours** tab, songs can be prevented from scheduling in certain hours or times of day. Where you click-in 'color', the song will be prevented from scheduling in the corresponding hour(s). You may click and lock out individual hours, or you can define dayparts and lock out a selection of hours with one click on your daypart name.



To define dayparts, go to Formats>Dayparts. Watch the video about defining Dayparts or read details in the user manual.

History will show you a list of every category the song has been in, the date you moved the song into the category and the total number of plays it received there.



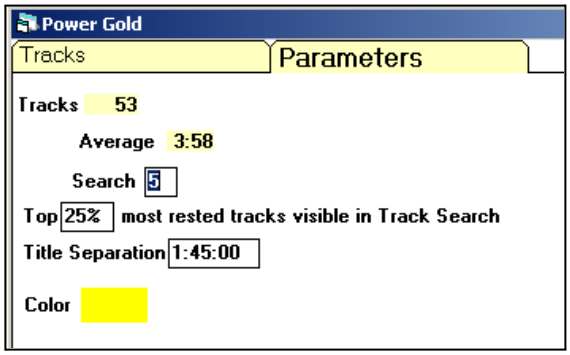


Rotation displays a grid showing every hour where the song has been scheduled during a two-week period. On this window the bold blue indicates plays for this song, the light blue indicates hours where any *other* song by the artist has played.

Category Parameters

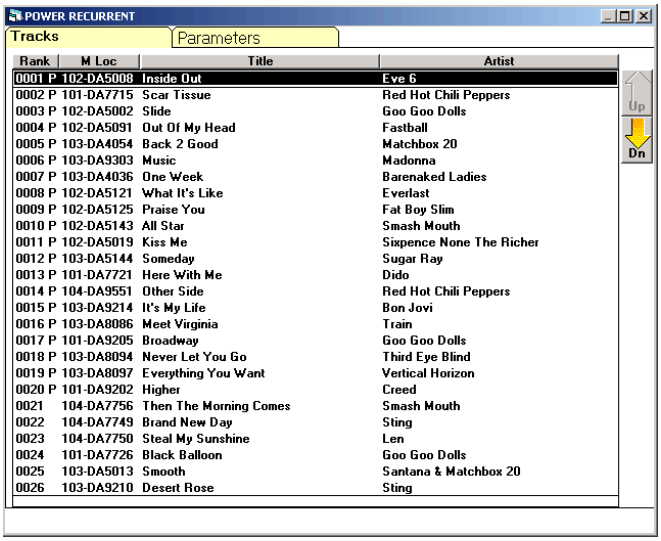
The **Search** depth should be set at approximately 10% of the number of songs in the list. 50 songs = Search depth of 5. 120 songs = Search Depth of 12. However it is unnecessary to set a search depth larger than 30, regardless of the number of songs in the category.

Top % most rested tracks…. Is a setting which determines the 'rest' level of songs displayed when you do a search during scheduling. If you want to search the category to find a song to drop into a slot, you'll normally want to find one that hasn't been played in a while. 25 to 35% is a good setting for this box.



Title Separation is usually unnecessary unless your format has a lot of song titles recorded by different artists. For example, Nostalgia stations might be playing eight or nine different versions of "Fly Me To The Moon". In such case, this setting would be usefule. Few Popular music formats have multiple artists performing the same title, so little need for a title separation setting.

Color When you click into the color area, a color pallate will be displayed. You can select the color the pie-slice for the category which will be displayed on format clocks.

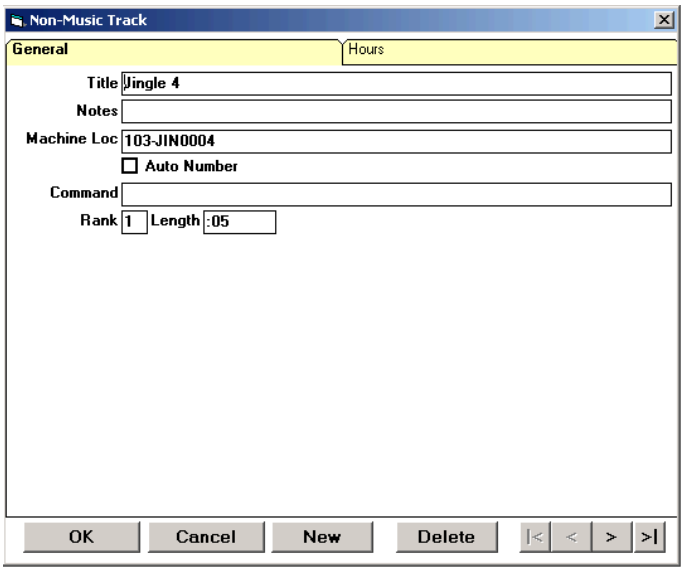


Songs within a category will tend to schedule in 'rank' order. However, as formatting rules come into consideration, they will affect the scheduling order. Instead of scheduling songs 1, then 2, then 3, M1 might need to schedule Song 5, then Song 2, then Song 1, then song 7, etc.

You can change the rank order of songs in two ways. Using the "shuffle" command, all songs will be randomized. To change the rank position of an individual song, select it and use the "Up" and "Dn" buttons on the right side of the window.

The "P" in the second column indicates "played". When every song in the category has been scheduled, M1 will clear all the played flags and begin scheduling again from the top of the category list. In this manner, it assures that every song in the category will receive the same amount of airplay, except when you personally choose to alter a song's airplay.

Non-Music Card

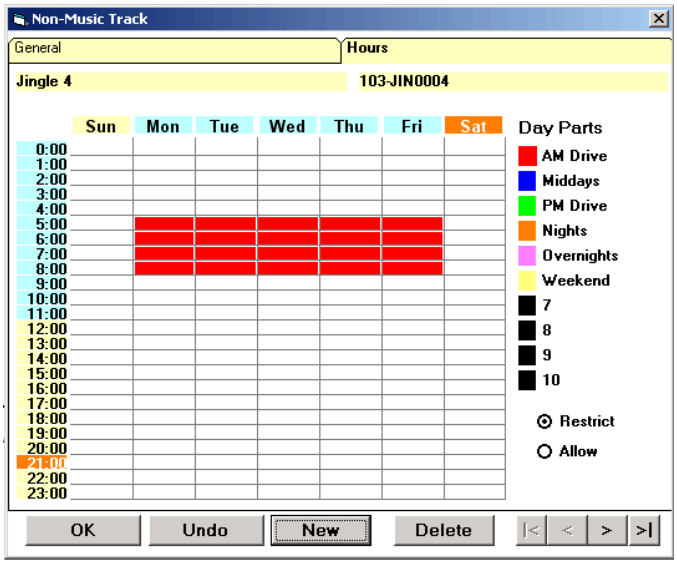


Music 1 also schedules jingles, liners, voice tracks, promos, PSAs and programs.

As with Music categories, these can have any number of units in them, but many Non-music categories will have only one unit or card.

Remember: Every Non-Music Category must have at least one card.

The Title field is the identifying name of the unit. Notes is optional. If you enter something on this line, it can be included on the printed playlist.



Non Music Cards can also be dayparted and prevented from scheduling in certain hours. Further, they can be assigned to ONLY schedule in certain hours.

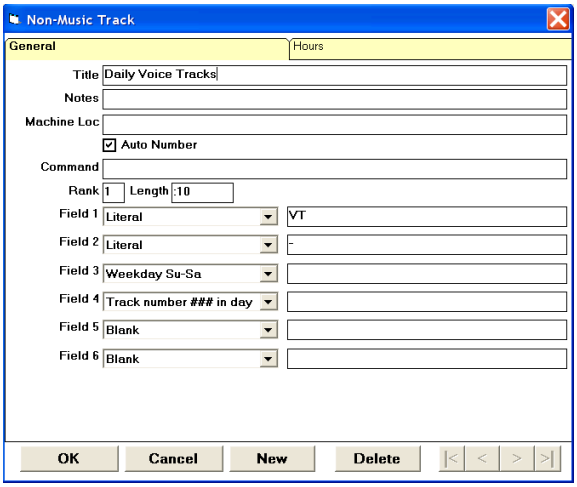
If the 'restrict' button is checked, the item will not be allowed to schedule in the hours where there is color.

If the 'allow' button is checked, the item will ONLY schedule in hours where there is color.

Be very careful about using the 'allow' button. It is rarely needed. If you were to accidently click it and then not have any color anywhere on the hours grid, then the unit would NEVER be scheduled, because it would be ruled out of all hours.

Auto-Number Function

With this function you can custom-design a voice tracking category to produce the specific daily voice track numbering format required by the station's digital broadcast automation system. In this example, the first two fields will be "literally" as entered in the adjacent field. Field #3 will produce the day of the week in the file name. And Field #4 will produce a 3-digit automatic number. So, the voice tracks will appear in the automation log coming from M1 in this format: VT-Mo001, VT-Mo002, VT-Mo003, etc. On Tuesday, the tracks will be written as: VT-Tu001, VT-Tu002, VT-0Tu003. This is a one-time definition which will not have to be changed again unless your station changes automation system. Then, the format output can quickly be altered, as needed.

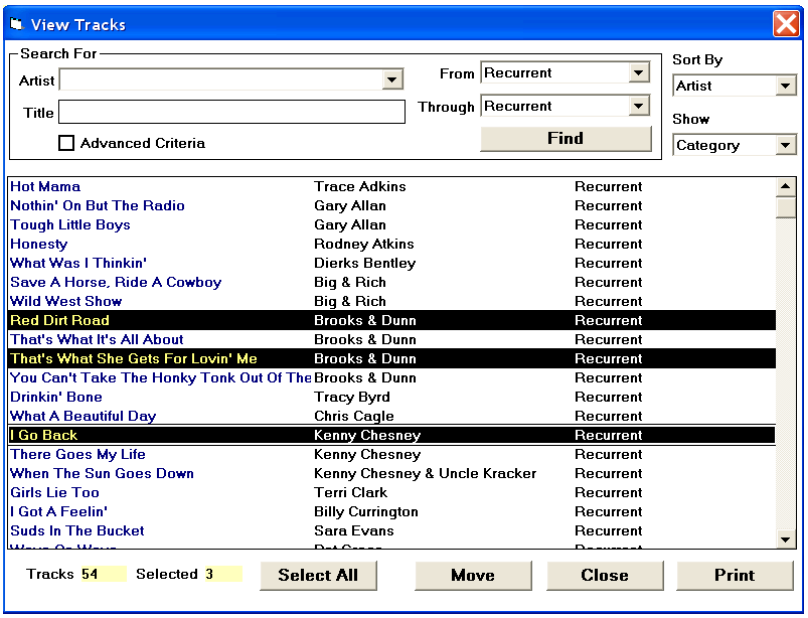


To Move One Song To A Different Category

1) **Open the Song Card**
2) **Click open the Category Field and select the new one for the song**

To Move Many Songs To A Different Category

1) **Open the category where you want to songs to be**
2) **Open View>Move Tracks menu**
3) **Define your search. You can search one or more other categories. You can search by artist, title or by specific criteria such as tempo, gender, hit year, Sound Code, etc.**



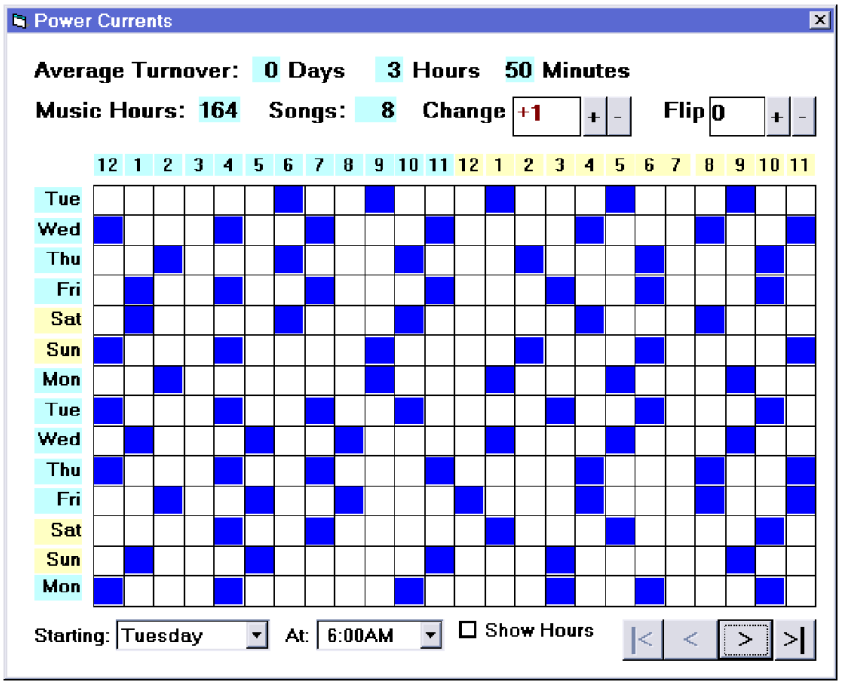
4) **When the 'found song' set is displayed, click to select all the songs you want to move. Then when you click the Move button, those will be moved into the Category you have opened.**

Planning Category Rotation: Average Turnover Grid

A well-planned rotation will give you better music flow, fewer rule violations and quricker music scheduling sessions. Song rotations are always based upon two things. 1) The number of songs in the Category. 2) The number of times the Category is formatted in your Hours, Days, Week. If the song rotation flow for each Category appears to your liking on the Average Turnover grid,

your songs will be scheduled properly and consistently. If you see a pattern you do not like, the quickest way to solve the problem is to make adjustments to the number of songs within the category.

Before you can view the Average Turnover grid for a Category, you must first 1) Create your Categories and Format Clocks. 2) Install your Clocks on your Day Formats. 3) Install default Day Formats on each of the seven days of the week. You can then see a graphic display of the typical rotation pattern the songs in each of your Categories will receive. With a Category window open, click on the View menu, then on Average Turnover. The patterns you see on the Turnover grid are based on the statistics of your formatting setup...the number of songs in the Category divided by the number of times the category is formatted during the week. Hours where no music is scheduled are omitted from the formula. (You can see the hours where the category being examined is scheduled by checking Show Hours.)



The example shown here is for a Power Currents rotation. There are 164 "music hours" in the week; music is not scheduled in four hours where the station's syndicated shows are aired. There are 8 songs in the Category.

The blue squares show us that if a song from the category were to first play on Monday at 6am, it would will most likely play in the hours where the rest of the squares are displayed.

You can make adjustments by either adding or removing some songs from the category. To plan that, use the Change box and the + and – buttons next to it. In this example, we have clicked +1; so the rotation pattern were are looking at shows us what would happen if we added one more song and then had a total of 9 songs in the Power Current category.

Using the Change box <u>does not</u> change your rotation; it only shows "what if…". You must manually add or delete the proper number of tracks from the category manually after you see the pattern you desire.

Things to look for when studying a Category Average Turnover grid

1) **Songs that might repeat in the same hour frequently.**
2) **Songs that might not play in all day parts.**
3) **Songs that might not play on all days of the week.**

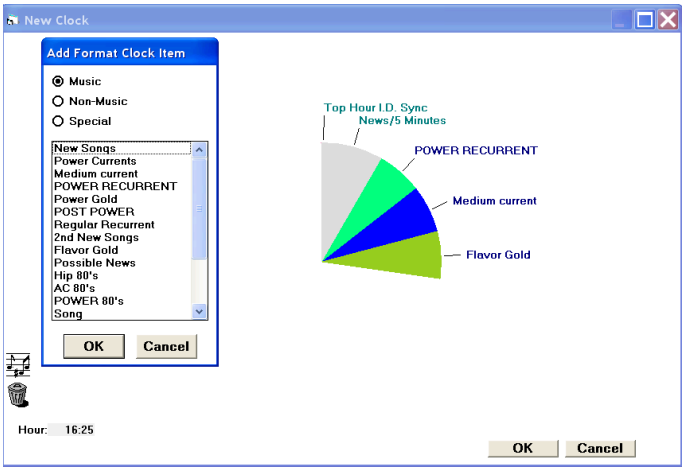
It's best to make any needed adjustments to have a well balanced, mathematically sound rotation plan at the start, rather than trying to "force" the computer to use rules to avoid unwanted

rotation patterns. For example, if you see on the Turnover grid that your "Medium Current" rotation would have songs tending to get scheduled in the same hour day after day, it's better to change the rotation by adding or deleting some song(s) from the Category than to have to deal with many instances of "Same Hour/Previous Day" rule violations during scheduling.

Creating Format Clocks

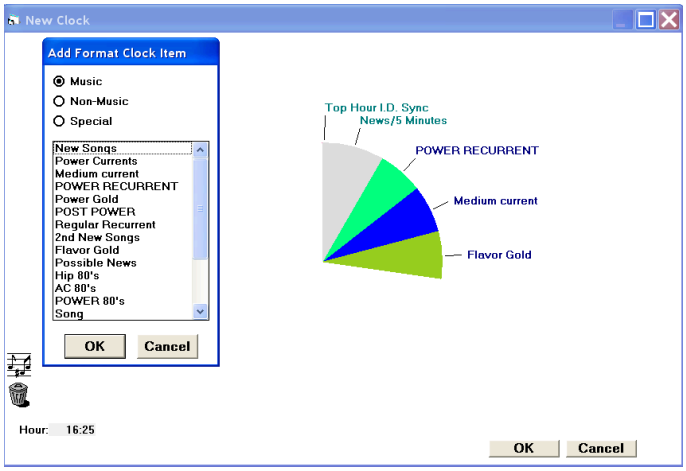
Before creating Format clocks, you must have first created the Music and Non-Music Categories that will be used on the clock(s).

From the opening menus, select Format>Clocks and a list of all your clocks will appear. Select File>New give your new clock a Name. A new (and empty) clock window will appear. Click the 'music notes' icon in the lower left corner and the Add Format Clock Item window will pop open.

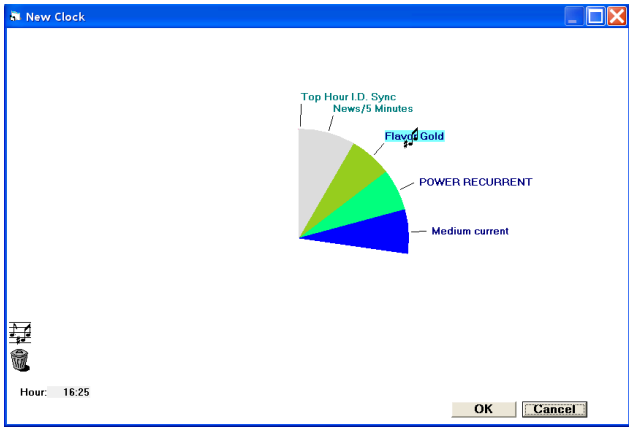


and

With the Music button selected, all of your Music categories will appear. Click to select Non-Music and that list of categories will appear. Double-click on a category name and it will be added to the clock. Each clock pie-slice will be proportionately equal to the average length of time of the items within the category. For example, if your "Hot Hits" category has 13 songs in it and the average length is 3:40, then format slice will have that size in the clock-hour. When the clock is used in a schedule, each format slice will adjust to the actual length of the item scheduled there. So when a Hot Hit is schedule with a 2:45 length, the format clock slice will shrink to that size. When a Hot Hit with a 4:12 length is scheduled, the slice will expand to that size. A category like "News" might have only one 'card' in it, that card having a length of 5:00, thus the News slice on a clock would not change or adjust in the finished schedule.



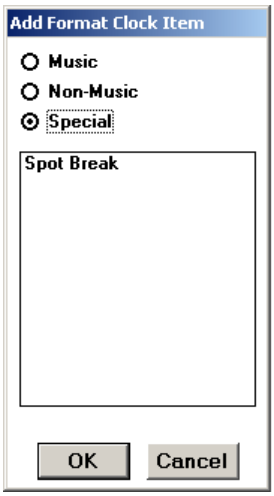
When finished adding categories to a clock, click the Cancel button to put the Format Clock Item window away.



Clock items can be dragged to different positions. Point, click-and-hold on any item name. The pointer will change to a Music notes icon. Drag the icon over and on top of another item name. Release the mouse button and your item will be inserted onto the clock directly in that position. Here we move the Flavor Gold slice which was at :12 past the hour to :05 past the hour.

To delete something from the clock, drag it to the trash can icon, or right-click on the item name an click 'cut'. You can change or give special instructions to any item on a clock by right-clicking on the item name and selecting Properties. Read more about Clock Items properties in the User Manual.

To change the color of a Category from the clock, click on the label of a pie slice for that Category, then open the Edit>Category Color menu and select any color you want.



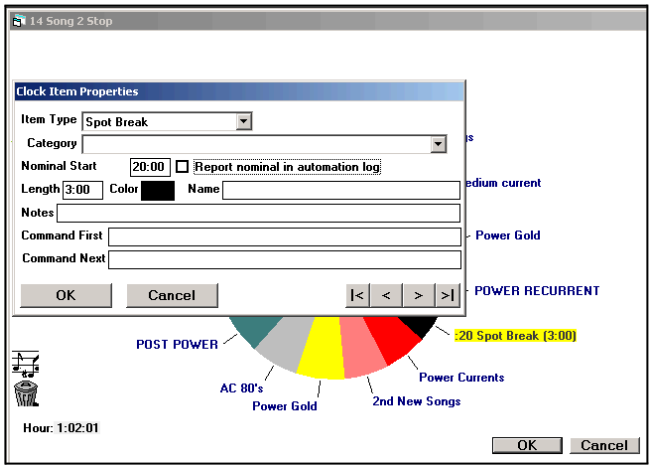
Spot Break Items

Spot Break is used by commercial radio stations to import commercial schedules from an external traffic/billing software. Or, if the station's digital automation 'merge' function needs to read a command within the music log telling it where to place the spot breaks, that command can be entered in M1's spot Break Item.

Defining Spot Break Properties

When you add a Spot Break to a clock and have it positioned at the proper position, right-click on the name and select Properties. The Clock Item Properties window will appear.

The Nominal Time field is important. If this is to be a 'merge' item, the time you enter must correspond to the time of the break that is entered into your traffic/billing software. If your commercial scheduler is formatted for breaks at :10, :20, :40 and :50 each hour, you will add four Spot Break items to the M1 clock. The one at 10 past the hour will have a nominal start time entered as 10:00, minutes and seconds. You will enter this as: 1000, then when you click out of the field, M1 wil insert the colons and it will appear as: 10:00. The 20 break will be enterd as: 2000, then displayed as 20:00, etc. This tells M1 to read the traffic/advertising schedule, and import into the 10 break any and all units it finds there. To do the same with the 20 break, etc.



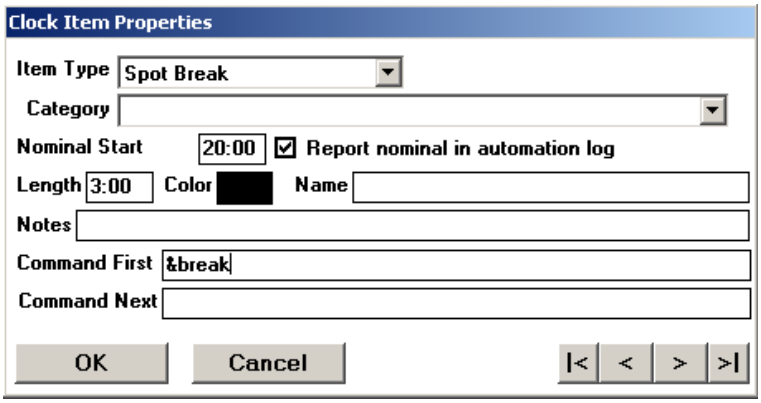
The Length field tells M1 to display a pie-slice of the size you enter when the Spot Break is placed onto a clock. When you import commercials, the pie-slice size will adjusted to the amount of content. So, if the 20 break in one hour has only 90 seconds of content, on import the slice will decrease on the clock. If the 20 break in another hour at 4 minutes of content, the slice will increase proportionately.

You may add any needed Spot Breaks and be very specific with them. For example if you have a single commercial that is to be scheduled at 29:30 past the hour, immediately before a Newscast and another commercial that is to be at :35 past the hour, immediately after the News, you would create two spot break items to handle it.

When you are importing commercials into M1, you normally do not need to check the box: Report nominal time in automation log.

During scheduling, when you have imported commercials, you can click on the name of any Spot Break and M1 will display the advertisements in that break at the bottom of the window.

If you are NOT going to import commercials, but rather the unit is to send a spot break command to the digital automation system, the nominal time field should be checked and the appropriate command needed by the automation software should be entered into the Command First field.



The Name field can be left empty. Any text entered into the Notes field can be included on the printed log at your option.

Setting Rules For Interactive Music Scheduling

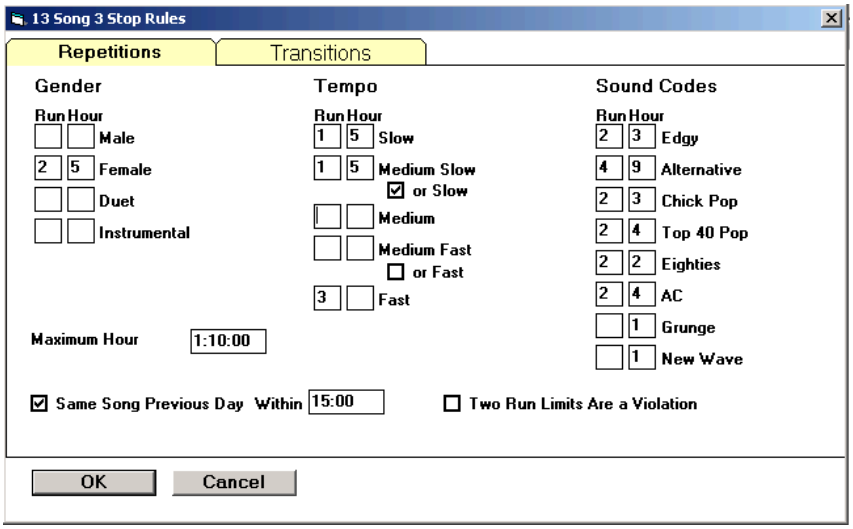
Less is More. If you have worked with other music schedulers, you are accustomed to their need to have a lot of song characteristics, formatting rules and rules prioritization. Please clear your mind and do not try to apply the techniques required by selector-generation music schedulers to Music 1. With those systems, the idea is to tell the music scheduler what you want it to do, thus the choices, options and "what-ifs" can be extensive, complex and complicated.

With Music 1, you tell it about things you Don't Want To Happen. You don't want too many of one kind of song in the hour. You don't want "this kind" of song to play next to "that kind" of song. This is much less complicated and, as you will come to see, much more accurate and efficient. And here is the most surprising thing for people who've used the other top level music scheduling software: You can set 'rule priorities' with M1, but you don't need to because in its normal, manual scheduling mode, Music 1 will *never* violate any of your formatting rules. So, telling M1 that 'this' rule is more important than 'that' rule, is unnecessary.

The first rules you'll want to set are Artist Separations. Read about that later in this document. For internet webcasters, the DMCA rules are set automatically by Music 1.

You should not set very many formatting rules until you have worked with the software for a while and observed your music flow and song placement. When you see things happening that you'd like to put some controls on, then set a rule to deal with it.

Format Clock Rules



With a Format Clock opened on the screen, Open the Rules>Edit menu to see the Rules screens. The first tab is Repetitions.

Run sets the maximum number of songs of a given type that can be played in a row (a run). A 2 in the Female Run box says it is okay to schedule two Female songs back-to-back, but M1 will not schedule more than two in a row without stopping to ask permission. A number 5 in the Female Hour box limits it to a maximum of 4 Female songs to be allowed in the hour.

Tempo Run Should you want to limit the number of Slow songs in an Hour or a Run, then chances are are you would want that limit to include Medium Slow. In the example, we have limited the hour to 1 in a Run and 5 in an Hour for both Slow and Medium Slow. If the box is checked beneath Medium Slow, then M1 will consider *both* tempos together. Thus we would get no more than 5 Slow and/or Medium Slow songs in an hour and Slow and/or Medium Slow songs would never be schedule back-to-back. Fast and Medium Fast songs can also be associated in this manner.

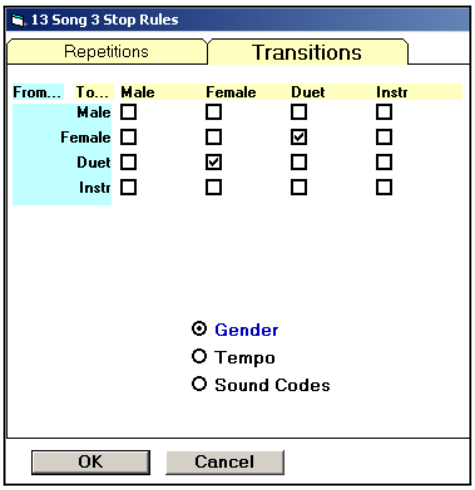
When you've named Sound Codes, you can also apply Hour and Run Maximums for each of them.

Maximum Hour allows the hour to be over-scheduled. In this example, we are allowing up to 70 minutes of content to be in the hour. M1 will not allow even 1 second more than that without stopping to get your personal ok during a scheduling session.

Same Song Previous Day Within: The setting in the example is 15 minutes. So, a song that is 3:20 in length shedules at 6:00 on day will not be allowed to schedule between 5:45 and 6:18:20 the next day. Seldom is there need to set this higher than one hour because if your Category rotations are planned properly (see this in on the Average Turnover grid for each category), then this rule will almost never have to be considered because M1 is so consistent with rotations.

Two Run Limits Are A Violation: This prevents M1 from scheduling a song that would reach the Run limit for two different characteristics. In the example, we are allowing 2 Female songs to be scheduled back to back. We have a 1 in the Slow run box, meaning no Slow songs can be scheduled back to back. With this box checked, M1 would not allow two Female songs back to back if ONE of them happened to be a Slow tempo.

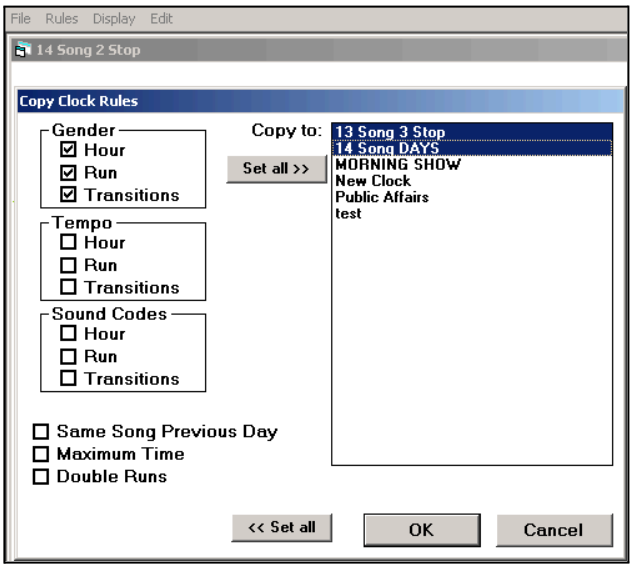
Transitions



You can prevent songs with certain characteristics from scheduling either before or after songs with another (or the same) characteristic. These rules are set with a simple "from" and "to" grid. The "from" characteristic is the left column, the "to" characteristic is the top column. In this example, we are telling M1 to prevent a song segue "from" a Duet song going "to" a Female song. We've also checked the box to prevent a segue from a Female to a Duet. So now, any song by a Duet will not be allowed to schedule next to any song by a Female.

There are similar Transition grids for Tempo and Sound Codes.

Copy Clock Rules



You can copy any or all rules from one clock to any other clock, or to all the other clocks. Since most of your rule settings will be universal, you do not need to enter all the settings each time you create a new clock or change any rule(s) that you may want to apply to other clocks.

Open a clock with has the proper rule settings, the open the Rules>Copy To Other Clocks menu.

Check the individual rules that you want to copy, or click the Set All button at the bottom of the screen to select all the rules within the Clock. Next either click the Set All button at the top of the screen to select all the other clocks, or click individual clocks to select them. Then click the OK button and the rules will be copied to the selected clocks.

DayFormats

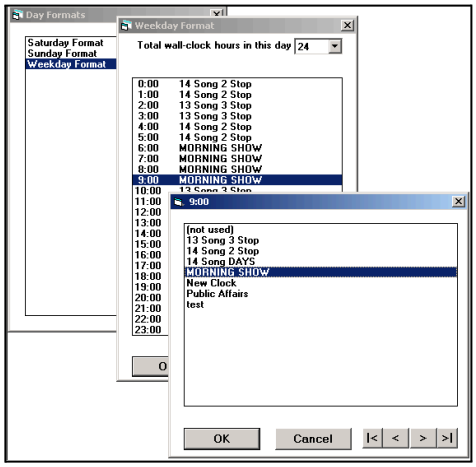


A DayFormat is a clock line-up. Most stations have three, one for Weekdays, one for Saturday and for Sunday. You may have as many as needed. After clocks are created, they are placed onto "DayFormats'. From the opening window, select Formats>Dayformats.

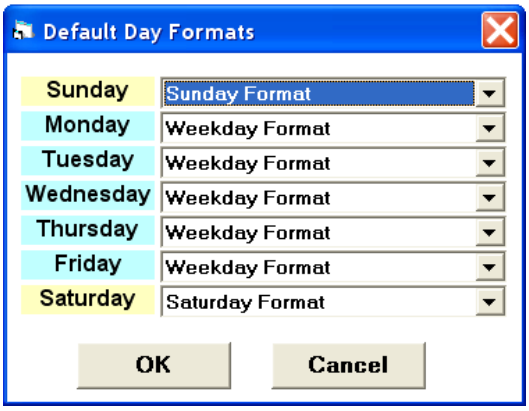
When you open a DayFormat, you see it is a simple form with 24 slots, one for each hour of the day.

When you double-click on any hour slot, another window will pop up showing that hour in the title bar and a list of all of the clocks you've created. Select the clock that you want to be used in the hour and click the OK button to insert it there.

If there are some hours in which you will not be scheduling music (satellite broadcasts, etc.), click the (not used) selection into the slot.



Default Day Formats

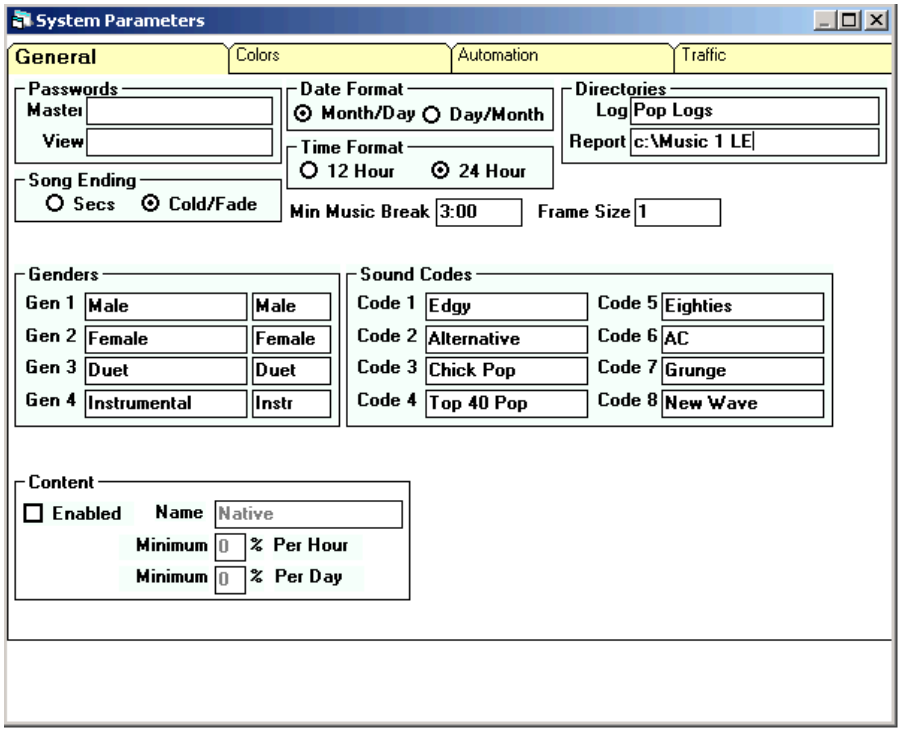


Open Formats>Default Dayformats and you see a grid with the seven days of the week. Click the drop-down selection button next to each day of the week and select the Dayformat that you want to use on that day. When you begin to load a new schedule, M1 will automatically select the Dayformat for that day of the week. You can always switch if you need to. For example, if you have a "Holiday" dayformat, if the holiday falls on a Friday, when you begin a log for that Friday, you can click "Holiday Format" and use that one. Next Friday, the regular "Friday dayformat" will still be the default one.

System Parameters

Open this window from the Options menu.

Passwords aren't required, but you can have a Master password which allows full access to the library; and a View password which allows only viewing, searching and printing. Nothing can be changed in the View mode.



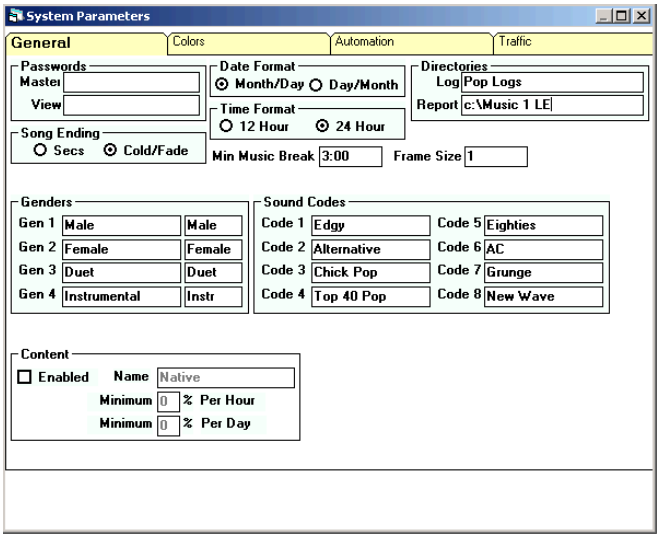
Date Format allows two options for how M1 will print dates; 25/January or January/25.

Time Format allows for everything to disply in 12-hour format (1pm) or 24-hour (13:00)

Log Directory is where M1 will save its own internal log files. Usually you will enter only "Logs" in the field. If you have licenses for more than one station and are running both libraries from the same computer, you'll need a different Log Directory name for each one. The Log directory will be a sub-directory of the Music 1 LE directory.

Report Directory is for the path to the directory where you want M1 to save your print-to-file reports. Usually, you'll want this to be the path to your Music 1 LE directory. However, just before M1 saves any report file, Windows will give you the option to save it to a different location.

Min Music Break tells M1 at what point to overlook a Run rule. Example: You have a format rule that prevents Slow song from playing back to back. With 3:00 in this box, M1 would allow two Slow songs to be scheduled in a row provided there was at least 3 minutes of *other* content between them. Usually, that would be a spot break or longer program.



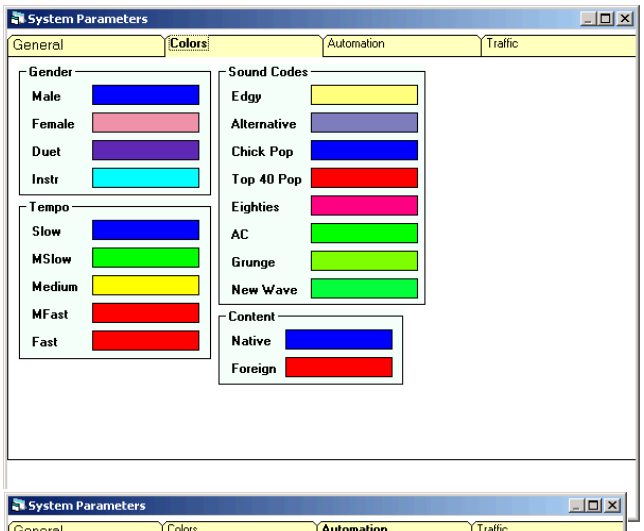
Frame Size is used by music video channels which use frames rather than seconds to time their content.

Genders can be renamed as needed. Some Christian music stations, for example, need to have a "Choir" gender. The second box after each gender is useful for a custom designed abbreviation of the Gender. During

scheduling, you can custom design 'views' of the format clocks and the text labels, so a shorter version of "Instrumental" might be helpful.

Sound Codes are user-defined. Use Sound Codes to put formatting and music flow rules onto certain 'types' of songs. If you have one named "Novelty", you can then tell M1 to play no more than 1 Novelty song in an hour. Or you might prevent Novelty songs from scheduling at all in certain hours of the day. Use Sound Codes lightly. The majority of songs in a library should not need one. Sound Codes are best when applied only to songs which are a minority in the totally library.

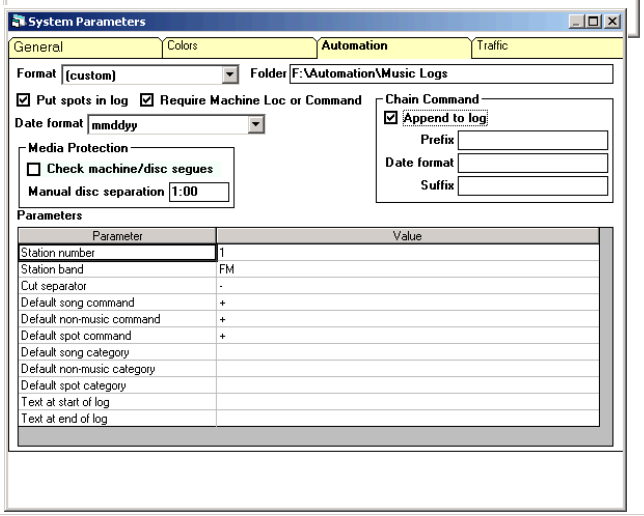
Colors can be set for each of your Tempo, Gender and Sound Codes. Click the color area next to each name and a color selection window will appear.



M1 allows you to customize different views of your scheduling clocks. When looking at a completed schedule, you may switch to your Tempo view and see the Tempo colors on the clocks, seeing where the Fast and Slow songs are placed, for example.

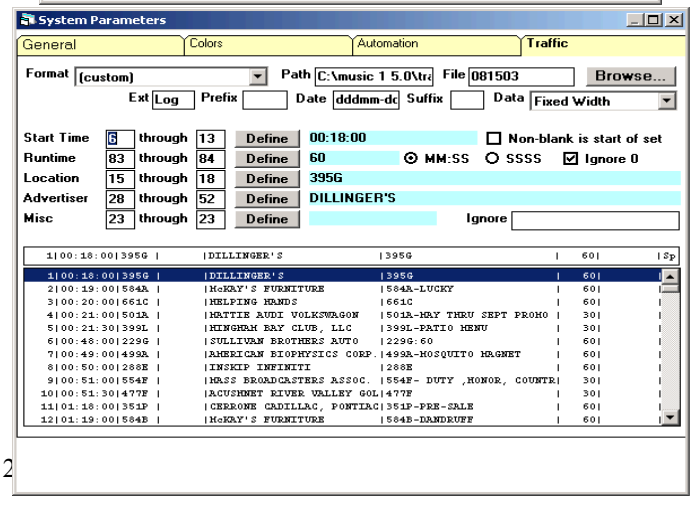
Automation

A large number of digital automation system interfaces are already built into M1. Click the Drop-down menu after the Format field to see them. Select yours then, in the Format field, enter the path to the directory where you want the digital log file to be saved each day. If your machine isn't networked to the automation computer, you may save the daily log file to a diskette by entering "a:" into the Folder field.



If your digital system is not built in for a one-click select, M1 also allows you to customize a digital log file to produce a log file which conforms to the specific need of your system. M1 tech staff will help you with this should you need a customized digital log.

The Date Format provides a way to determine how a digital log file will be name-dated. A log file might be named: 012105.log (mmddyy) or 210105.log (ddmmyy).



Traffic

Music 1 can import the advertising log, merge it with music and then print a fully merged log and/or export a merged log to a digital automation system.

File/merge import templates for many of the most widely used traffic/billing software are built into M1. Click the drop-down menu after the Format field to see them. If yours is there, select it, then click the Browse button to locate a traffic log file.

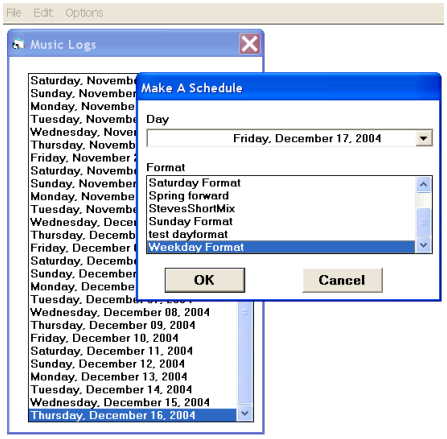
When the log file data appears in the lower window, you can click on any line in the file and the data for that commercial should appear in the proper blue field above.

If the commercial log file format of your traffic/billing software is not built in, you can use the (custom) selection and then custom design the template to import your advertising schedule.

Selection and/or customization of your traffic import is a one-time thing for most stations. Contact the M1 tech staff for personal assistance, as needed.

Ready To Schedule

First you create Categories, Music and Non-Music. Next you create Format clocks. Then, put your clocks onto one or more Dayformats. Set the proper Dayformat as the 'default' for each of the 7 days of the week. Now, you are ready to schedule. Open View>Music Logs. The list of your previously saved log files will appear. Open File>New and M1 will open the Make A Schedule window. Your default Dayformat for that day of the week will be selected. You may select another Dayformat, if needed. Click OK and M1 will load a new, empty music log, ready for scheduling.

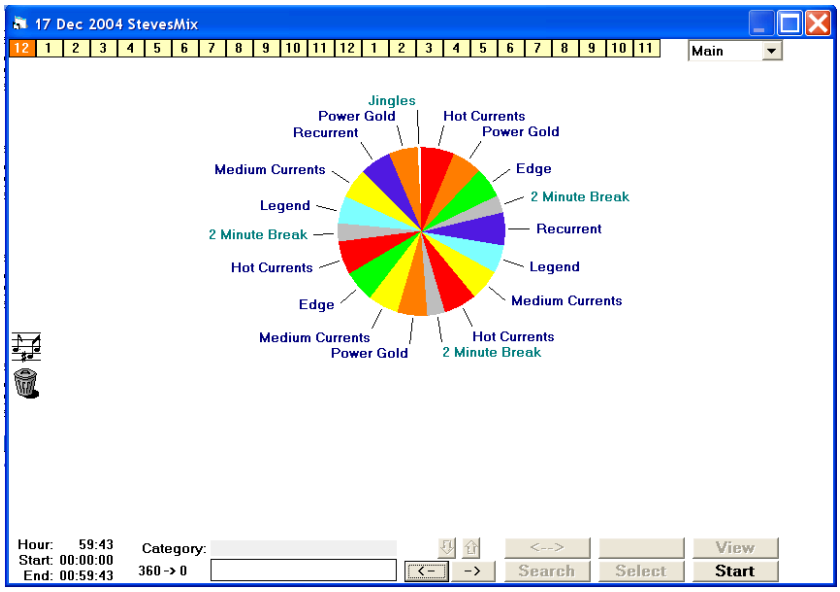


The Scheduling Window

The best thing to do now is to watch the M1 demo videos on the blog: https://music1.pro

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Click the Start/Continue button and M1 will begin scheduling.



It makes multiple passes through the day. First it schedules the category that is in Rank position #1 in your Categories list. That list will be scheduled completely in all hours of the day where it is used. Then M1 will make a second pass through the day scheduling your second category and so on.

As it schedules, it observes your formatting rules. When it encounters a category slot where all its choices violate one of your rules, it stops to show you the problem.

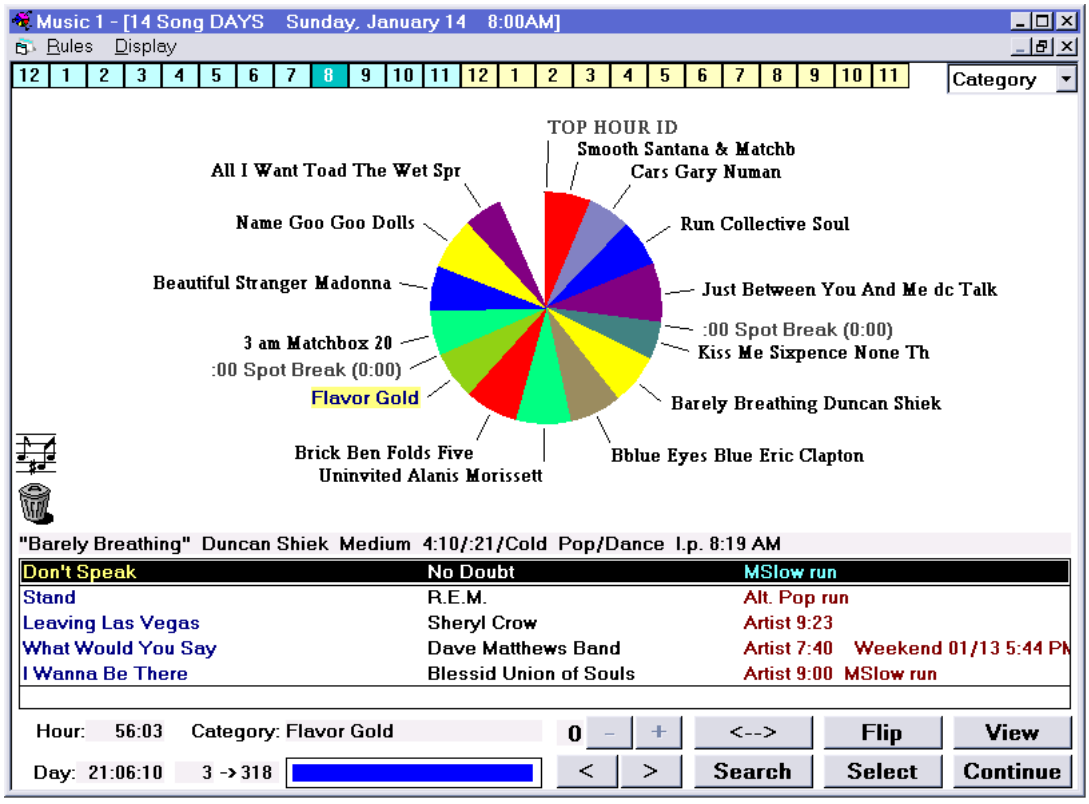
When it stops, you'll see many of the Category names around the clock have changed to song titles. Those have been scheduled. M1 will have category name selected and highlighted with a yellow field next to the clock. At the bottom of the window is the Search Depth (top of the category card stack). The first song in the Search Depth will be selected within a black field.

The Music 1 Scheduling/Editing Window

Here, M1 has found a problem at :40 past the hour in the "**Flavor Gold**" slot. There are five songs at the top of the category 'card stack' and each would violate a formatting rule in the slot. The song by No Doubt would give too many Medium Slow songs in a row, this is noted as an '**MSlow run**' rule. R.E.M. has a 'sound code' rule. A Sound Code is a user-defined song 'type'. We have one named "**Alt. Pop**" and have set a rule to prevent them from scheduling in a row, or 'run'. There is another song by Sheryl Crow in the next hour. The rule showing next to her song is: **Artist 9:23**. The Dave Matthews Band song has a daypart rotation rule that would be violated in this slot. A Daypart is a user-defined time frame by hour, multiple hours and/or days of the week. Here we had created a daypart named "weekends" and put restrictions about how songs could repeat in those hours. The rule notation for the Matthews band is "**Weekend 01/13 5:44PM"**, meaning the song previously played during the 'weekend' daypart on January 13 at 5:44. So here, Music 1 shows you the song choices and the rules problems each on has. You make an editing decision. You can over-ride a rule and drop one of these songs into the slot. You can click deeper into the category to find other songs that might not violate a rule in the slot. You can click the Search button to find a song from another category to put into the slot. You can click and drag the "Flavor Gold" category to another position on this clock where one of these five songs could be scheduled without violating a rule. When you've made your decision and clicked your command, click the Continue button and M1 continues scheduling and looking for other problems to show you.

- The Music 1 scheduling editor is designed to use graphical, interactive format clocks. You can also switch to a linear, up-and-down list view of the window.
- Create as many clocks as you need
- Each Clock can have its own, unique formatting rules
- Any Clock can be used in any hour of the week
- Click and drag songs around the Clock from one position to another
- Click and drag songs to another hour using the hour boxes at the top of the screen

- The Flip button removes a selected song from the clock or 'selections' list in the lower pane.
- The View button displays the selected Song Card with play history
- With the Search button, you can find any other song in the library to drop onto the clock
- The Select button places a selected song from the "search depth/selection" window at the bottom of the screen onto the clock.



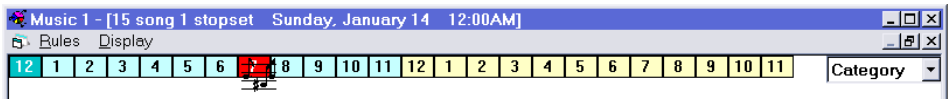
Also, if you really want to, <u>you can also have Music 1 schedule the way old schedulers do</u>! You can have Music 1 schedule the entire log without stopping, then you can then edit the log and deal with rule violations afterwards. This isn't recommended because as has been shown with old-style schedulers it is more time-consuming to edit the music logs after all the slots of the day have been scheduled and it creates less consistency in song rotations. But the software is flexible and allows you plenty of functionality.

Song Information Line



As you are scheduling, a Song Information Line will appear as a gray colored field beneath the recycle bit icon and above the song choices/search depth window. This line will give you additional information about the song that is selected in the choices list, or one that is scheduled on the clock that you pass the mouse pointer over. It will show whatever fields about the song that you have chosen via Options on the Display menu.

To Move A Song To A Different Hour

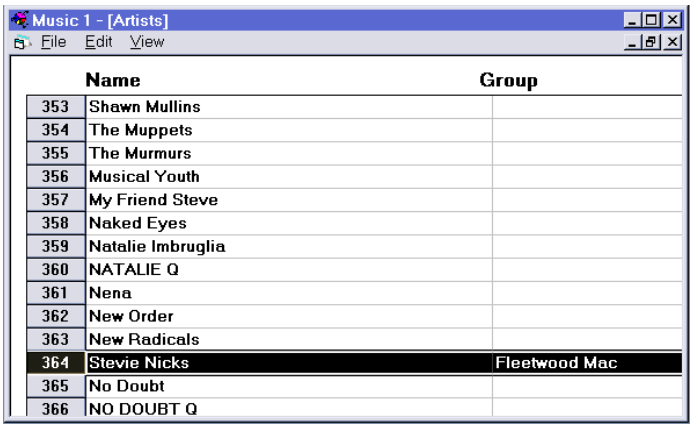


The 24 boxes at the top of the Scheduling screen represent the 24 hours of the day. On the left, (in blue) are the AM hours; on the right (in yellow) are the PM hours. To move a song to a different hour, position the pointer over the Song Title. Press and hold the mouse button. The pointer will change to the 'music notes' icon. Drag it up and over the box representing the hour where you want the song to be. The hour-box will turn red.

Release the button. You'll still be looking at your current hour, so click on the hour-box one more time and the clock for that hour will appear. The song you moved will be pasted onto the end of that hour. If the move resulted in more than 60 minutes of content in the hour, the moved song will appear on the left side of the screen. You can now drag the moved song to the position in the hour where you want it to play.

Artists

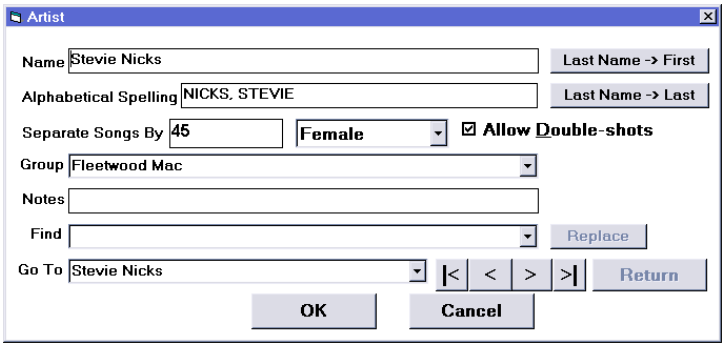
Music 1 creates and uses a master artist list. To see it, click the View menu, then Artists. The Artists are listed in Alphabetical order. In the right column, you will see any other Artist that is associated with the artist as its "group". In the example, Fleetwood Mac could be associated with Stevie Nicks. Then during scheduling, M1 will separate songs by Stevie Nicks from Fleetwood Mac songs, as well as separate them from other Stevie Nicks songs.



If Paul McCartney is Grouped (associated) with the Beatles and John Lennon is Grouped with the Beatles, then songs by Lennon will be separated properly from other songs by Lennon, by the Beatles and songs by McCartney.

Artists are not entered directly into the Artists list. Instead, a new artist is added only when you add a Song Card by that artist. When entering a new artist for the first time on a Song Card, M1 will prompt you with an Artist Card. There you type the artist's name as you want it to appear on your music logs; first name first. Then tab into the Alphabetical Spelling field and click the Last Name•First button a couple of times. You'll see the first and last names switch back and forth. This is for sorting and printing lists of songs and rotation groups. For example, if you put the Alphabetical Spelling as "Paul McCartney", when you do a library-print, he'll be alphabetized in the P's. If you set it for "McCartney, Paul", he'll be sorted into the M's.

The first time you enter a song by a new artist, the Artist Card will appear. Click the proper Gender into the field, then in the future every time you enter a new song by that artist, the gender will be automatically entered on the song window. You can scroll through your artists by clicking on the 'forward' and 'backward' arrows on the artist window.



As you enter it on the Name field, the Artist name will be printed. In the Alphabetical Spelling field, you direct M1 how to sort for report printing. So Stevie Nicks could be sorted under the S or under the N, as you desire.

Check Allow Double-Shots to enable scheduling of accidental and planned double shots (two in a row) of songs by this artist.

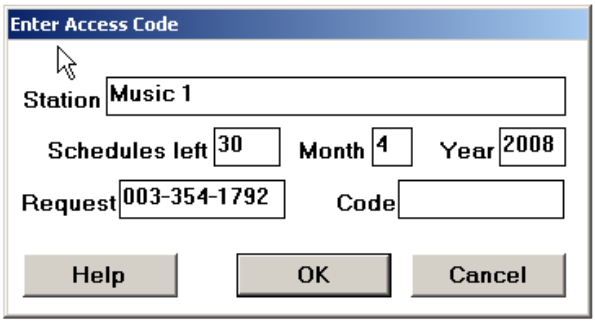
Artist Separation

Each artist can have a specific "separation" time, that is, the minimum amount of time between plays of another song by the same artist. In the example of Stevie Nicks, Music 1 will insure that songs by the artist are separated by at least 45 minutes from other songs of hers and from songs by Fleetwood Mac, as well. Separations can be set individually. Or, you can set a "default"

separation time for all the artists in your library. To do that, click the Set Separations from the Edit menu of the Artists window, below, and enter the time you choose. Then click Update Artists. Tip: Set Artist Separations at one hour, initially. Run M1 that way for a while and observe your flow. You may be satisfied with it. Later, if needed, you can make adjustments. Artists with lots of songs in your library might need a 45-minute separation. Singers with only a few songs might be separated by 1:30 or longer.

Authorization and Registration

Music 1 library files are protected with access codes which prohibit unauthorized use. The demo libraries which are installed automatically with the software come with 30 complimentary music logs. If you enter your own song library data into the Empty library, all will be saved and usable when you become an authorized user. M1 users receive an updated access code for each term; usually quarterly. Those who purchase Music 1 LE receive an updated access code annually with no additional charge.



To view the Access code screen open the menu Options>Access Code. Each Music 1 library file contains unique authorization codes for use. Each authorization code is created at the M1 office using the data that is entered into five fields on the Access Code window; Station name, Schedules, Month, Year and Request.

The data in each of the fields must be entered exactly for the authorization code to work. To obtain a new code, open the Access code window and write down the Request number. Then, phone or email the number to the M1 office.

The Request number is generated by M1 internally and cannot be changed manually. This number changes constantly with use, so if you email the request number to the M1 office do not do any work with M1 until the new code number is sent back to you.

The Code is a 10 digit number which is to be entered into the Code field.