



NOTE: VoxPro/AudionLabs was acquired by Wheatstone Corporation in the fall of 2015. As a result the contact information and support links listed in this legacy document are no longer current. Should you require further assistance regarding the information presented here, please refer to the following contact info:

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User Guide



Available as a .PDF file under VoxPro's Help Menu and on-line as a .PDF file at: [VoxPro3 User Guide PDF](#) and click on the TECH/MANUALS tab

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VoxPro PC 3.3 User Guide for use with Microsoft Windows.

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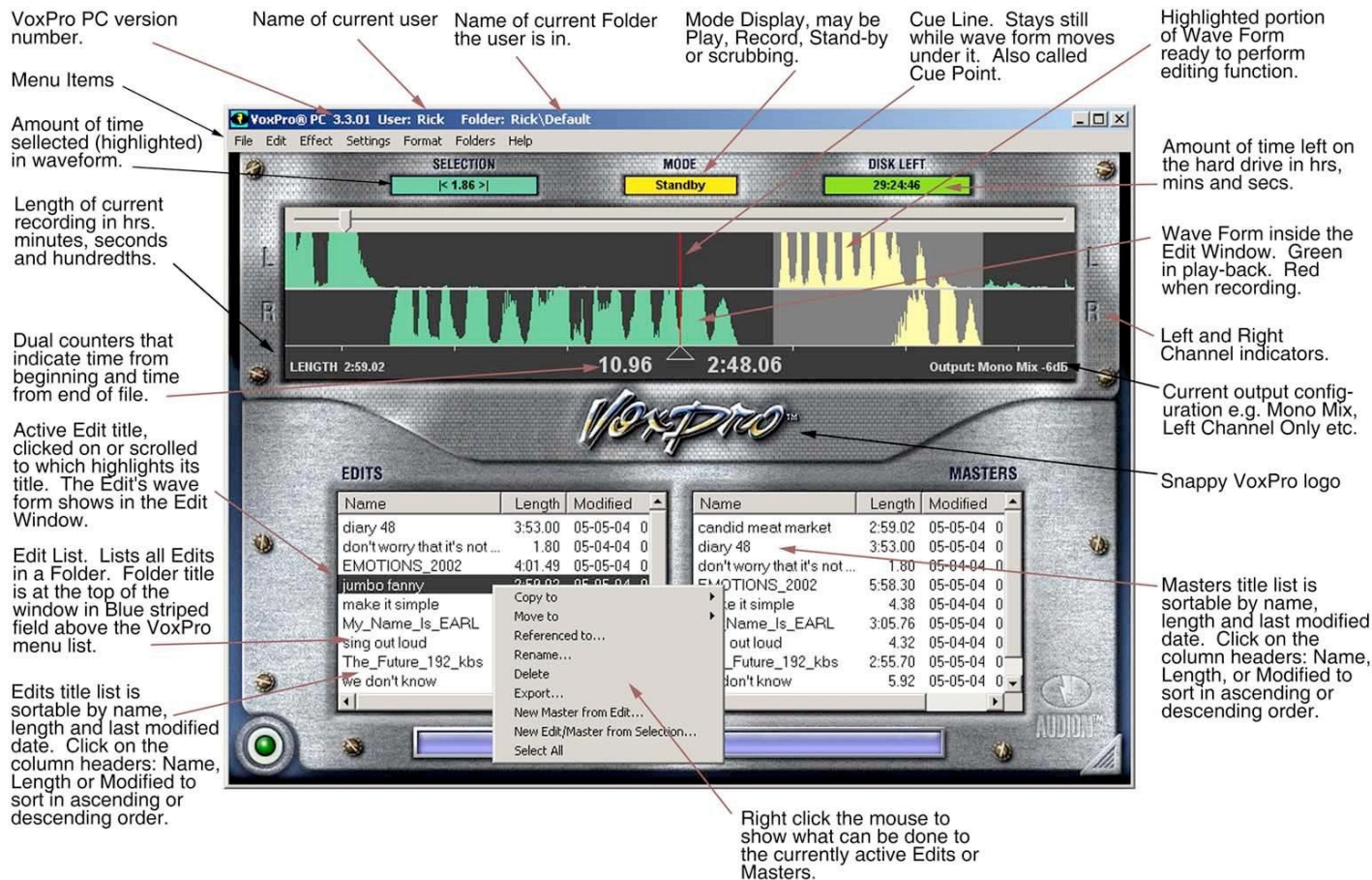
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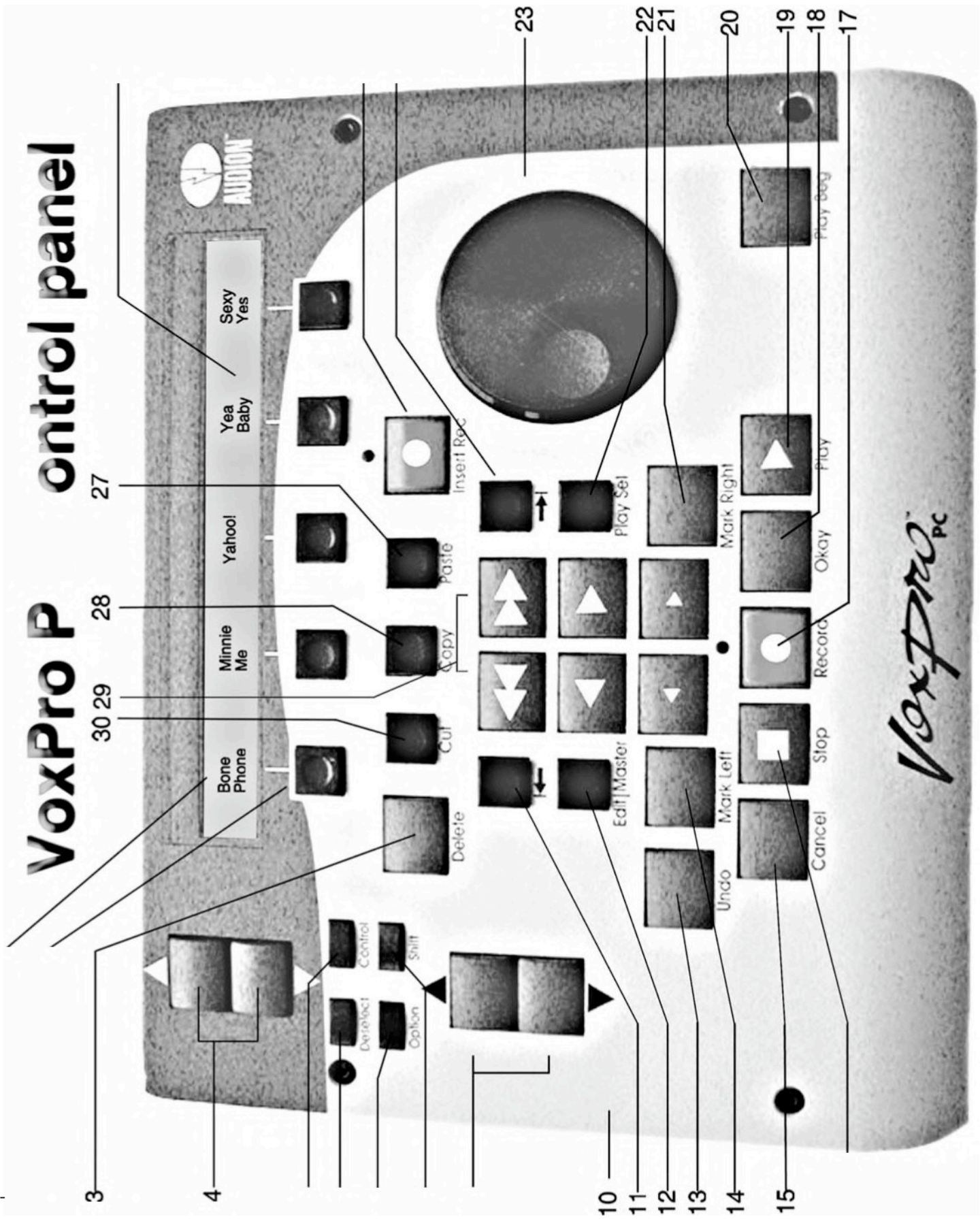
Keyboard Shortcuts

Keystroke	Equivalent	Keystroke	Equivalent
R	Record (start/stop)	X, Ctrl+X	Cut Selection
I	Insert Record (start/stop)	C, Ctrl+C	Copy Selection
P	Play from Beginning	V, Ctrl+V	Paste Selection
S	Play Selection	A, Ctrl+A	Select All
Space Bar	Play from Cue (start/stop), Stop Recording	K	Clear Selection
Esc	Cancel (recordings and dialogs)		
Home	Go to Beginning	E, Ctrl+E	Export
End	Go to End	Ctrl+I	Import
Page Up/Down	Page Back/Forward		
Arrow Up/Down	Scroll List Up/Down	Z, Ctrl+Z	Undo
Tab	Go to Master / Go to Edit	Y, Ctrl+Y	Redo
[Mark Left	B, Ctrl+B	Bleep Selection
]	Mark Right	Ctrl+R	Rename File
Del	Delete Selected Audio	Ctrl+N	New Edit
⏮ ⏭	Fast Forward/Rewind	Ctrl+D	Delete Active Edit
Ctrl+ ⏮ ⏭	Forward/Reverse Slow	T, Ctrl+T	Empty Trash
Shift+ ⏮ ⏭	Forward/Reverse Normal		

VoxPro PC can be used with your computer's keyboard and numpad. The complete list of commands to operate VoxPro with the keyboard and numpad is under the Help menu. VoxPro PC has an optional control panel (see page five). This guide emphasizes its use.



VoxPro PC Screen Guide



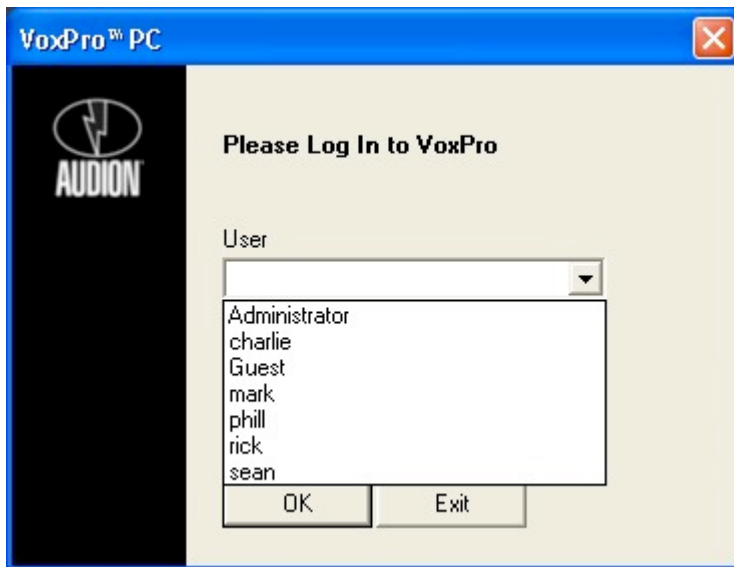
- 1 HotKey title. This is the name of an edit that has been assigned to the HotKey button directly below it. To assign a HotKey see p 32 of the User Guide.
- 2 HotKey. There are five of them When pressed they instantly play pre-assigned Edits.
- 3 Delete highlighted audio pp 17 of the User Guide.
- 4 Scroll through HotKey titles five at a time. Total maximum is 130 or 26 rows of five titles p 31.
- 5 Control key. When pressed (with audio highlighted) the five hot key titles in the LCD are replaced with Mute Left, Mute Right, Bleep, VOICESLIP left channel before right, or right before left p 25.
- 6 Deselect key, un-highlights highlighted segments of a recording sound file or edit.
- 7 Option Key. Pressing the Opt. key and a HotKey will assign an active Edit to that HotKey. Opt-Shift-HotKey erases HotKey. Opt-Undo is Redo. Opt-Play will
- 8 Shift key. Opt-Shift-HotKey deletes HotKey.
- 9 Up/Down scroll through Edits or Masters.
- 10 Control panel front plate.
- 11 Go to left end of file.
- 12 switches from Edit to its Master. To get back to the Edit you must click on its title.
- 13 Undo (all the way back to original edit).
- 14 Mark Left key marks the left end of a pending edit at the cue line (edit point).
- 15 Cancel key. Deactivates current dialog box.
- 16 Stop key stops play and record.
- 17 Record key starts recording.
- 18 Okay key. Activates default buttons in VoxPro dialog boxes.
- 19 Play key. Starts play from the current location of the cue line.
- 20 Starts playing the file from the beginning.
- 21 Mark Right key marks the right end of a pending edit at the cue line.
- 22 Play Sel key plays just a highlighted area of a file.
- 23 Jog Wheel. Scrub audio to find an edit point in a file.
- 24 Go to right end of a file.
- 25 Insert Record key begins recording at the cue line inside an existing file.
- 26 LCD screen is used to display HotKey titles five at a time p 32. Also displays the Effect menu items (see #5) which can then be activated with key directly below the title.
- 27 Paste key allows pasting copied or cut audio from one file into any Edit file.
- 28 Copy key. Copies highlighted audio in a file to paste into the same or another file at the vertical cue line.
- 29 Transport keys. Fast forward-fast reverse, normal speed forward-reverse, 1/2 speed forward-reverse.
- 30 Cut key cuts highlighted audio from a file, usually with the intention of pasting it back into that or another file.

VoxPro Basics

Logging Into Your Account for the First Time

When you first launch VoxPro PC you must log in as a user using the Log In box as shown below.

Warning: Do not allow all users to log into one account, ie. Administrator. VoxPro PC's data base is designed to handle multiple user accounts and *file retrieval could slow down if all users use the same account!*



If the station Administrator has created an account for you, your name will appear in the drop down list. To see the list click on the down arrow to the right of the user box, select your name and press the OK button. If you have never changed your password since your very first log on, you may continue to log in without entering a password.

Once the password is changed (see next paragraph) the password must be entered each time you log on unless you restore your original "password-less" condition. You can do this by simply changing your password to your login name. When you next log in, you won't be required to enter a password.

Changing Your Password

To change your password in VoxPro PC, log into your account, Select the Settings menu and select “Change Password”. Enter your new password in the two boxes. After you change your password, you must enter the password each time you log on.



Note: If you forgot your password, contact your Administrator. The Administrator’s password will work in place of your password and allow you to enter a new password.

Before Making a Recording

When recording audio, VoxPro PC makes two files. These are:

1. The Master file - which appears in the Master list (right box).
2. The Edit file - which appears in the Edit list (left box).

EDITS					MASTERS				
Name	Length	Modified			Name	Length	Modified		
blabla	48.49	07-26-02	0		blabla	50.75	07-26-02	0	
lia 3	9:51.34	07-25-02	0		lia 3	10:21.62	06-25-02	0	
lia track 1	50.02	07-25-02	0		lia track 1	1:21.23	07-15-02	1	
test	15.31	07-25-02	0		test	15.31	07-18-02	0	
Unknown Artist (03) - T...	10:11.92	07-30-02	0		Unknown Artist (03) - T...	1:26.57	07-22-02	0	
Unknown Artist (04) - T...	1:15.34	07-26-02	0		Unknown Artist (04) - T...	1:15.34	07-18-02	1	
Unknown Artist (05) - T...	5.66	07-26-02	0		Unknown Artist (05) - T...	5.66	07-22-02	0	
Unknown Artist (09) - T...	36.56	07-26-02	0		Unknown Artist (09) - T...	39.24	07-18-02	1	
Untitled	19.91	07-26-02	0		Untitled	19.91	07-01-02	1	

The Master is non-destructible. It cannot be edited however all or part of it can be copied and pasted into Edits. An Edit can be edited and appears as a waveform in the Edit Window above the Edit and Master list boxes.

Making a Recording

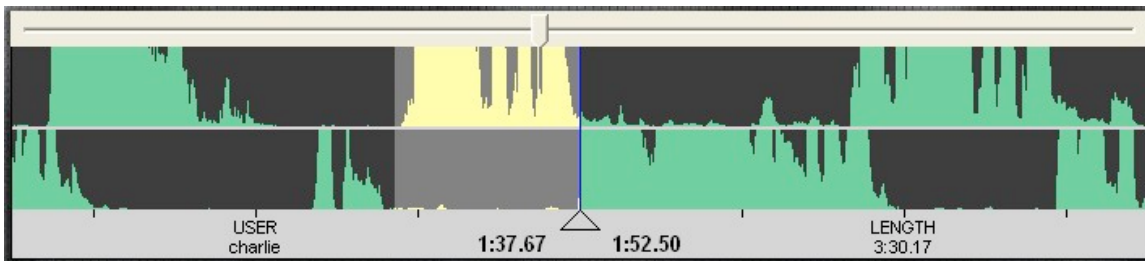
Press the Record key on the control panel. While VoxPro PC is in record mode the Mode box at the top center will read “Recording”.



To stop recording: Press the Record key or the Stop key (either works). A naming dialog box automatically pops up. Accept the default name by pressing “OK” or name the file. If you don’t want to save the recording press “Cancel”.

Editing a Recording

To make an edit: Find the area of the waveform to be edited. Select a portion of the waveform in the Edit Window. You can do this by dragging the mouse cursor to highlight a selected area of the waveform.



Or you can select a portion of the waveform to edit, by marking the left end of the audio you intend to edit using the “Mark Left” button on the control panel. Find the right end of the area to be edited and mark the right end of the edit using the “Mark Right” button. The area to edit is now highlighted and you can cut, paste, copy or delete it.

On keyboard use the “[” key to mark the left end and “]” key to mark right end of an edit.

To Cut (Ctrl+ X):

Select the portion of audio to cut.

Press the “Cut” button. (Ctrl+ X on a computer keyboard)

The audio segment is now stored in “Clipboard”. It is available for pasting into any Edit at the Cue line.

To Paste (Ctrl+ V):

Position the wave form under the Cue Line at the location in the audio file you want to paste audio. Press the “Paste” button on the control panel (Ctrl+ V on a computer keyboard). VoxPro seamlessly sandwiches the audio into the recording.

To Copy (Ctrl+ C):

Select the portion of audio to copy.

Press the “Copy” button (Ctrl+ C on a computer keyboard). This copies the edit to the clipboard. (It will appear as though nothing has happened, but VoxPro will have silently copied the selected portion of audio to its internal clipboard. Paste the audio into any edit at the Cue line.

Deleting Audio (Del):

Select the portion of audio to delete.

Press Delete (Del key on keyboard).

The audio segment is now removed from the edit.

Undo (Ctrl+ Z):

Press the “Undo” button (Ctrl+ Z). Every press of the button will revert back to the previous state of the edit. You may “Undo” back to the original recording.

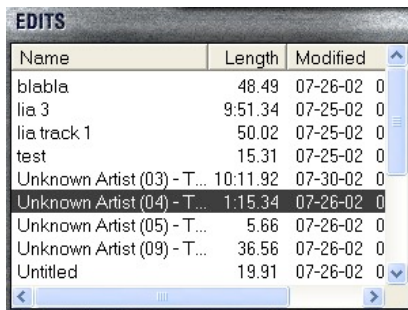
Redo (Ctrl+ Y):

“Redo” undoes each “Undo”. To redo from the control panel, hold down the “Option” key while pressing the “Undo” button. Continue redoing to the preferred version of the file.

Selecting Files in Edit and Master Lists

There are three ways to select files.

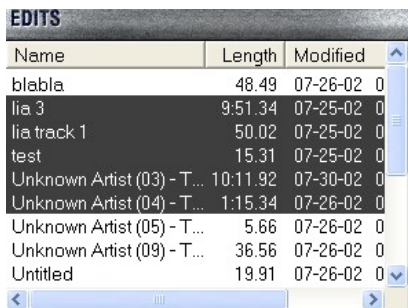
1. Select one at a time. To select files one at a time, click on the file or arrow up and down on the keyboard or controller.



The screenshot shows a window titled "EDITS" containing a table with three columns: "Name", "Length", and "Modified". The table lists several files, with "Unknown Artist (04) - T..." selected, indicated by a dark background. The table is scrollable, with arrows visible on the right and bottom.

Name	Length	Modified
blabla	48.49	07-26-02 0
lia 3	9:51.34	07-25-02 0
lia track 1	50.02	07-25-02 0
test	15.31	07-25-02 0
Unknown Artist (03) - T...	10:11.92	07-30-02 0
Unknown Artist (04) - T...	1:15.34	07-26-02 0
Unknown Artist (05) - T...	5.66	07-26-02 0
Unknown Artist (09) - T...	36.56	07-26-02 0
Untitled	19.91	07-26-02 0

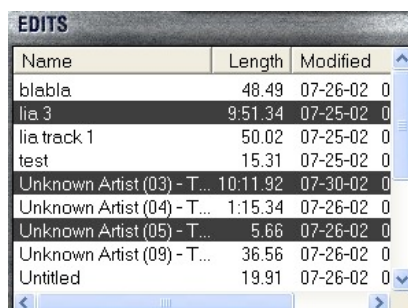
2. Select a range or series of files. To select a range, or series of files, click on the first file in your Edit/Master list. Hold down the shift key on your keyboard and scroll to select the last file. All the files in-between will be selected.



The screenshot shows the same "EDITS" window, but now a range of files is selected. The files "Unknown Artist (03) - T...", "Unknown Artist (04) - T...", and "Unknown Artist (05) - T..." are highlighted with dark backgrounds, indicating they are selected.

Name	Length	Modified
blabla	48.49	07-26-02 0
lia 3	9:51.34	07-25-02 0
lia track 1	50.02	07-25-02 0
test	15.31	07-25-02 0
Unknown Artist (03) - T...	10:11.92	07-30-02 0
Unknown Artist (04) - T...	1:15.34	07-26-02 0
Unknown Artist (05) - T...	5.66	07-26-02 0
Unknown Artist (09) - T...	36.56	07-26-02 0
Untitled	19.91	07-26-02 0

3. Select multiple, individual files. To select multiple individual files, select and highlight the first file in an Edit/Master list. Hold down the control key. Select files in any order. All files selected are highlighted as long as you hold down the control key as you click on them.



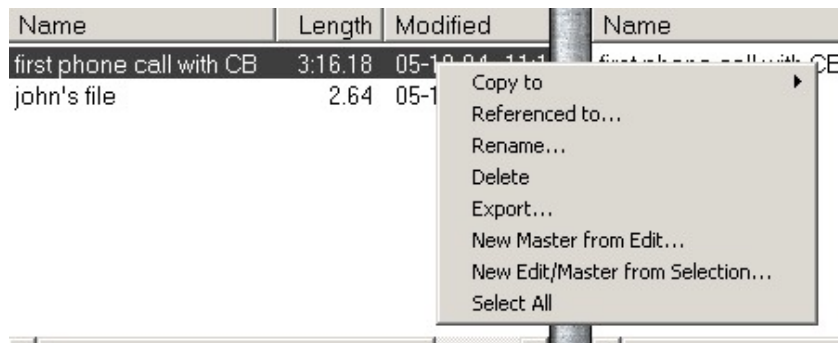
The screenshot shows the "EDITS" window with multiple files selected. The files "lia 3", "Unknown Artist (03) - T...", "Unknown Artist (04) - T...", and "Unknown Artist (05) - T..." are highlighted with dark backgrounds, indicating they are selected.

Name	Length	Modified
blabla	48.49	07-26-02 0
lia 3	9:51.34	07-25-02 0
lia track 1	50.02	07-25-02 0
test	15.31	07-25-02 0
Unknown Artist (03) - T...	10:11.92	07-30-02 0
Unknown Artist (04) - T...	1:15.34	07-26-02 0
Unknown Artist (05) - T...	5.66	07-26-02 0
Unknown Artist (09) - T...	36.56	07-26-02 0
Untitled	19.91	07-26-02 0

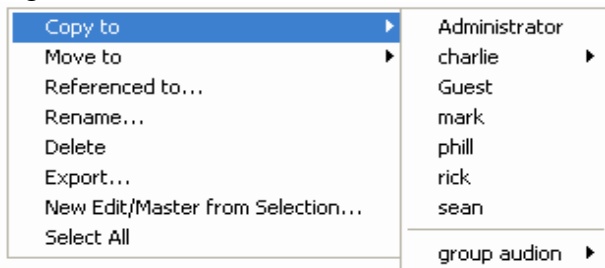
Right Click Menu Items

The real power of VoxPro is available in the right click menus and the menus across the top of the VoxPro screen: File, Edit, Effect, Settings, Format, Folders and Help. Be adventurous and in no time at all you'll be a power user first class, in full command of the simple but awesome power of VoxPro PC.

Right Click Menu Items



Right click menu shows commands available when an edit is active and highlighted.



Copy To

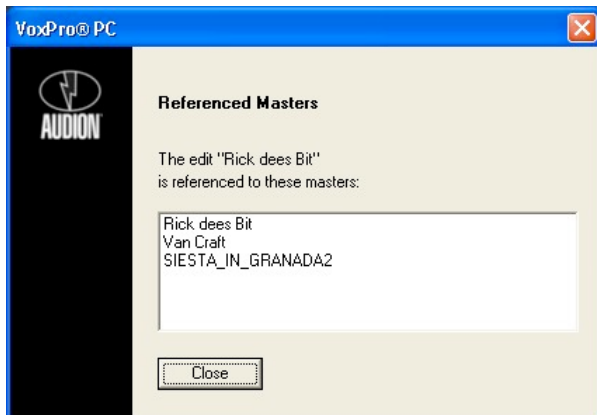
This command copies an Edit or Master to any other user or Team Folder you have access to within VoxPro. “Copy to” makes a copy of the current file(s) selected and makes a new Edit/Master for the user or team receiving a copy of the file. If you copy a file(s) to a user or team the file(s) are placed in their “Transfer” folder.

Move To

This command moves a file or group of files to another folder within the current user's folder system or team folder. Undo ability remains intact back to the original recording.

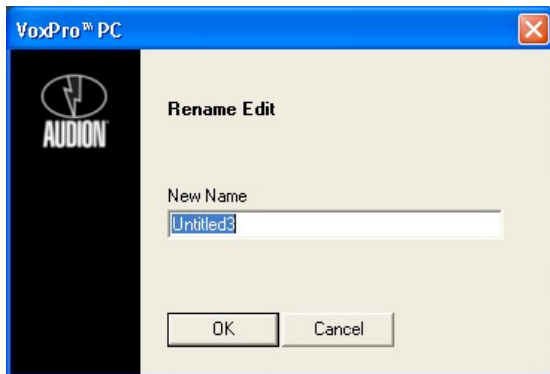
Referenced To

“Referenced to...” is used to cross reference (help figure out) which Masters are contributing parts of themselves to the selected Edit.



The “Rick Dees Bit” Edit has parts of three Masters in it. They got there by cutting or copying audio from another Edit or Master and pasting it into the Rick Dees Edit.

Rename File

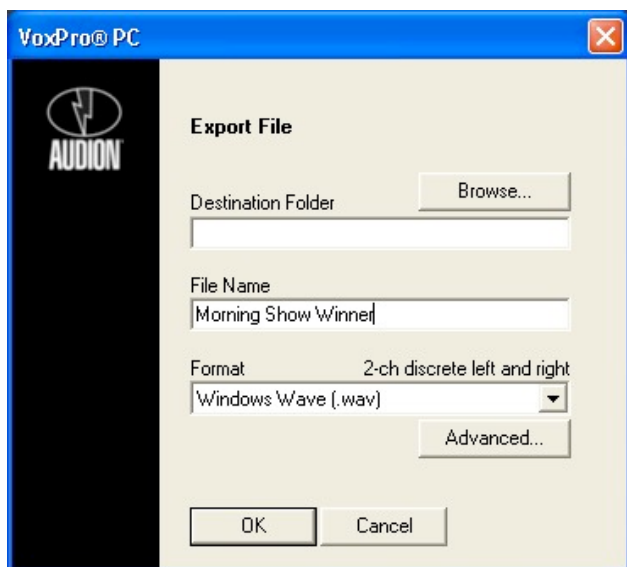


To rename an Edit or Master, select it in the Edit list and right click it. A “Rename” dialog box appears. Now, type over the current title. This creates the new title.

Note: Changing an Edits name does not change the referenced Master(s) names.

Delete

To delete an Edit, select it and right click it. Select “Delete.” This moves the Edit to the Deleted Files Folder. **Note:** Edits can be retrieved, moved, renamed or exported from VoxPro’s Deleted Files Folder. The most recent 25 files are kept; the rest are deleted permanently.



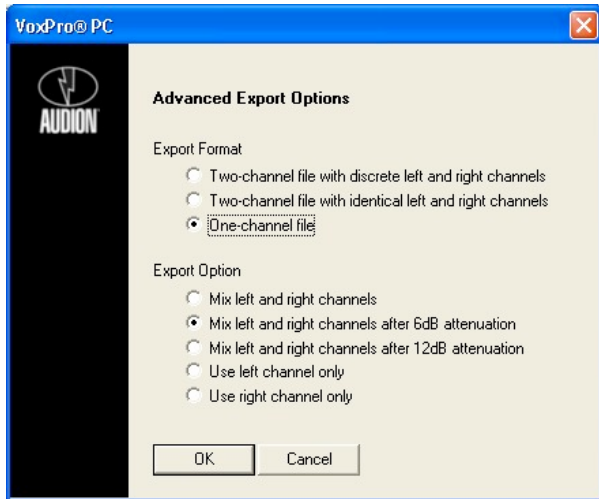
Export Command

VoxPro PC exports one or more files at a time to any folder you can browse to. By default, stereo files are exported in stereo. To export in mono, click on the “Advanced” button and choose from any of several methods of producing a single-channel output from a 2-channel source. Files may be saved in WAV, AIFF and WMA (Windows Media Audio), MP3 and most popular formats. When exporting a single file, you can change the name of the file it is exported to

When exporting MP3 files, you may select from four popular bit rates (i.e. compression ratios) which provide a trade-off between audio quality and file size. The amount of time required to compress a given file to the MP3 format is roughly the same no matter the bit rate chosen. Files exported in this manner will be stereo, CBR-encoded files at the selected bit rate.

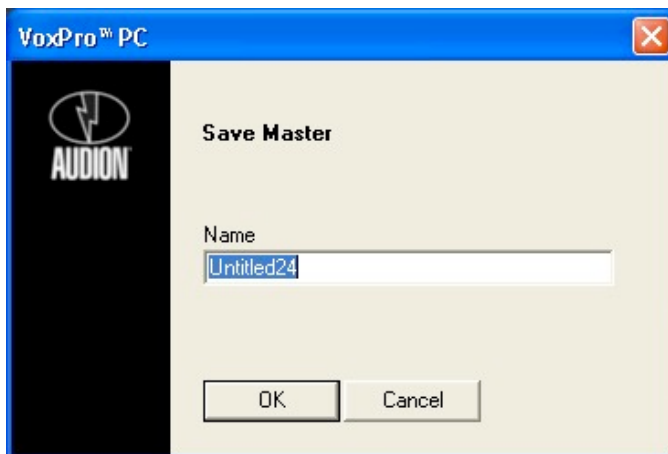
Users who need more precise control over the MP3 format may choose the "custom" MP3 option. This configuration uses the "lame_args.txt" file to control the parameters to the LAME encoder. As these parameters are quite extensive, we make no attempt to explain them here. The "lame_args.txt" file is found in the LAME Encoder folder where VoxPro PC is installed. The interested user will also find a "Readme" file here, with a more complete description of this process. By default, the "custom" setting produces a 128kbps CBR-encoded stereo file.

Advanced Export Options



VoxPro PC can export in stereo or mono. In the diagram above VoxPro is set to export files in mono (One-channel file) where the left and right channel are mixed into one mono file and turned down (volume) 6dB. The default setting is to export as a two-channel file with both left and right channel separated (discrete).

New Edit from Master



“New Edit from Master” creates an Edit from an active Master. Activate the Master file by selecting its title in the Master list by clicking on it with the mouse.

Select All

Select All selects all files in the Edit or Master box. Once all are selected right click again to see what actions you can take.

File Menu

File	Edit	Effect	Settings	Format	Folders	Help
New Master (Record)...						
New Master from Edit...						Ctrl+M
New Master from Selection...						
New Edit...						Ctrl+N
New Edit from Master...						
Rename Active File...						Ctrl+R
Delete Active File						Ctrl+D
Go to Master						Ctrl+G
Import...						Ctrl+I
Export...						Ctrl+E
Empty Deleted Files Folder						Ctrl+T
Rebuild File Database						
Logout						Ctrl+L
Exit						

New Master (R)

New Master (Record) starts a new recording. Press the “Record” button on your control panel (“R” key on your computer keyboard).

New Master from Edit (Ctrl+ M)

New Master from Edit creates a new Master and Edit file from the entire active Edit. Once the new Master is created you may delete the old Edit. This deletes the old Master as well.

New Master from Selection

New Master from Selection makes a new Master and Edit from any highlighted portion of an Edit or Master.

- Highlight the section of the audio to make a new Master
- Select “New Master from Selection” sub menu.
- The “Save Master” dialog box appears prompting you to name the new file.
- Name the file or press “OK” to accept the default file name of “Untitled 1” etc.
- The newly named Edit and Master appear in the Master and Edit lists.

New Edit (Ctrl+ N)

New Edit creates an empty Edit. **Note:** New Edits don't allow "Insert Record" activity until audio is pasted from another Edit or Master into the new Edit.

New Edit from Master

"New Edit from Master" creates a new Edit from an active Master. Activate the Master file by selecting its title in the Master list by clicking on it with the mouse or use the list scroll keys.

Rename Active File (Ctrl+ R)

Selecting "Rename Active File" brings up the "Rename Active File" dialog box. The current file name appears in the Rename window. Renaming an Edit does not rename its corresponding Master or Masters and vice versa.

Delete Active File (Ctrl+ D)

Choosing "Delete Active File" moves the file the Deleted Files Folder. To delete multiple files or multiple files in a range see page nine of VoxPro Basics.

Go to Master (Ctrl+ G)

VoxPro PC's "Go to Master" function locates each Edits corresponding Master. If there are parts of several Masters in an Edit the position of the Cue line will determine which Master this command will take you to.

Import (Ctrl+ I)

Import allows one or more media files to be imported at one time into VoxPro PC. VoxPro imports these file types: standard Windows Wave (.wav); MPEG-1 layers 1, 2 and 3 (.mpg, .mp2, .mp3, .mpa); Windows Media (.wma, .wmv); Advanced Streaming Format (.asf); and Audio Interchange File Format (.aif, .aifc, .aiff). VoxPro PC will also extract the audio data from a Windows Media file that contains both audio and video streams. However, MPEG-1 files must contain audio only in order to be imported by VoxPro PC.

VoxPro PC performs an automatic format conversion when importing files whose format does not match that currently set in VoxPro.

Note: There are three ways to select files to import or export:

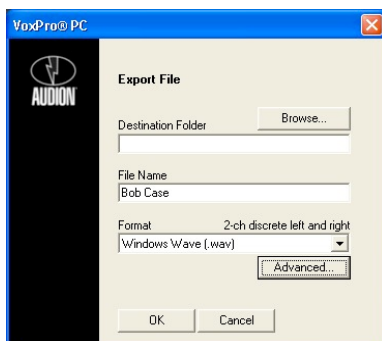
- 1. Select files one at a time.** To select files one at a time, click on the file with the mouse or arrow up and down on the keyboard or controller until a file is highlighted.
- 2. Select a range or series of files.** To select a range, or series of files, click on the first file in your Edit or Master list. Hold down the “Shift” key on your keyboard and scroll to select the last file. All the files in-between will be selected.
- 3. Select multiple, individual files.**
To select multiple individual files, select and highlight the first file in an Edit or Master list. Hold down the “Control” key. Select the rest of your files in any order. All files selected are highlighted as long as you hold down the control key as you click on them.

To Import Files

- ③ Select “Import.” A browser window appears.
- ③ Browse to and select the file or files for importing. VoxPro imports most popular formats including MP3 files. After selecting, Click “Open.”
- ③ VoxPro will then proceed with importing those files.

Export (Ctrl+ E)

“Export” allows single or multiple VoxPro PC Edits and Masters to be exported in WAV, WMA (Windows Media), AIFF and MP3 formats.



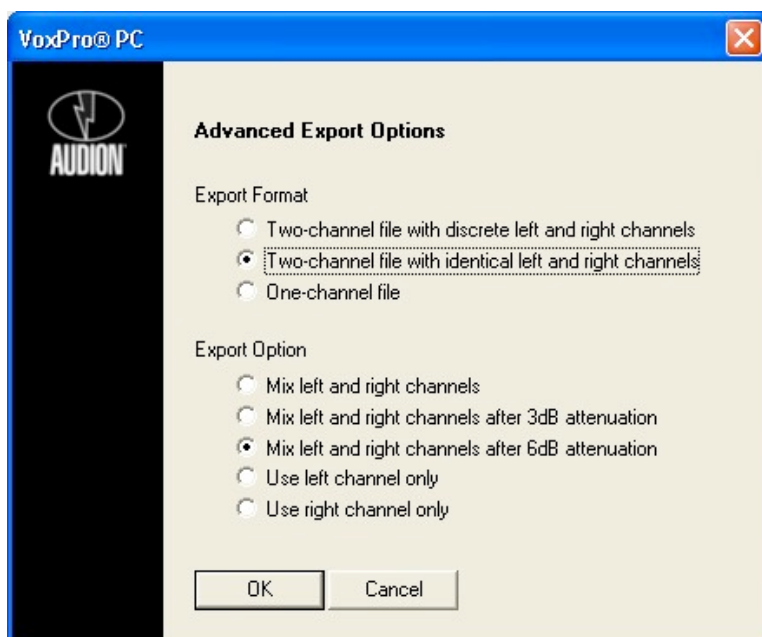
Once you have selected a file(s),

Right click on the selected file(s) and choose “Export.” The Export File dialog box appears as shown above.

1. Click on the “Browse” button. Navigate to the new file location on your network.
2. Select the file format (WAV, WMA, AIF or MP3) from the pull down menu.
3. Pressing the Advanced button brings up a boatload of exporting options. VoxPro comes with the first optional Export Format checked (default) and this will be the format used most often. (In the graphic below the second export Format is selected to show the Export Options not grayed out.)

Export Format

There are three export formats as shown. In most cases the first format, “Two-channel file with discrete left and right channels”, the default format, will be used most often. Unless you have a particular reason to use a different format it is suggested you stay with this format.



Export Formats

1. Two-channel file with discrete left and right channels

This is a normal stereo file format usually with a caller in one channel and air talent in the other. (See explanation above under Export Format.)

2. Two-channel file with identical left and right channels

VoxPro creates a two channel file where both channels are identical. For example, if you choose “Use left channel only” from the export options below, then both left and right channels of your exported file will be made from the left channel of your recording.

3. One-channel file

VoxPro creates a *one* channel file with the same export options as the “Two-channel file with identical left and right channels” above.

Empty Deleted File Folder (Ctrl-T) Export Formats

All deleted files go to the Deleted File Folder (formerly the Recycle Bin). The Deleted File Folder will only hold the last 25 named and deleted Edits/Masters.

Logout (Ctrl-L)

Logs out the current user.

Exit

Quits the VoxPro application.

Edit Menu

File	Edit	Effect	Settings	Format
	Undo		Ctrl+Z	
	Redo		Ctrl+Y	
	Cut		Ctrl+X	
	Copy		Ctrl+C	
	Paste		Ctrl+V	
	Delete		DEL	
	Select All		Ctrl+A	
	Deselect			
	Insert Record...			
	Clear Clipboard			

The “Edit” menu contains options that manipulate selected (highlighted) portions of audio. VoxPro PC’s Cut, Copy, Paste, and Delete commands are central to all VoxPro editing tasks.

Undo (Ctrl+ Z)

Undo reverses editing actions. Undoing repeatedly takes you back to the original, unedited Edit. Even if the Undos are days old, you can reverse all edits as long as the file remains in the original creator’s folder system.

Redo (Ctrl+ Y)

Redo reverses all undo actions. To redo an action on the control panel, hold down the Option key and press the “Undo” button.

Cut (Ctrl+ X)

Cut removes highlighted sound segments from an active Edit. The Cut command does not work on Master Recordings. To cut audio from an Edit use the Mark Left and Mark Right buttons on the control panel or the left or right brackets on the keyboard ([]) or use the mouse and drag to select and highlight audio. Removed audio is stored in VoxPro PC’s clipboard and is ready to be pasted into the current Edit file or any other Edit file at the Cue line.

Copy (Ctrl+ C)

“Copy” copies highlighted sound segments from active Edits or Masters. There are two ways to select and highlight in the edit window. You can click and drag the mouse cursor over the audio you want to copy, or you can use the “Mark Left” and “Mark Right” buttons on the control panel, or the left or right brackets on the keyboard ([]), to select an audio segment. Audio is copied (not removed), and is ready to be pasted into the active edit or any other edit.

Paste (Ctrl+ V)

To paste cut or copied audio, position the Cue line to the desired point in an Edit. Press the “Paste” button on the control panel or the Control key and “V” key on the keyboard. The audio stored in VoxPro PC’s clipboard is then inserted into the chosen Edit at the Cue line.

Delete

Delete erases highlighted sound segments within an Edit Deleted segments are not saved on VoxPro’s clipboard. The Delete command does not work on Master Recordings.

To delete audio in an edit, use the “Mark Left” and “Mark Right” buttons on the control panel or the left or right brackets on the keyboard ([]) to highlight the audio you wish to delete. Press the “Delete” button on the control panel or keyboard. This removes the selected audio.

Pressing the “Undo” button on the control panel or the control and “Z” key on the keyboard replaces deleted audio. Do this multiple times to affect multiple Undos.

Select All (Ctrl+ A)

Select All selects all audio in the active Master or Edit.

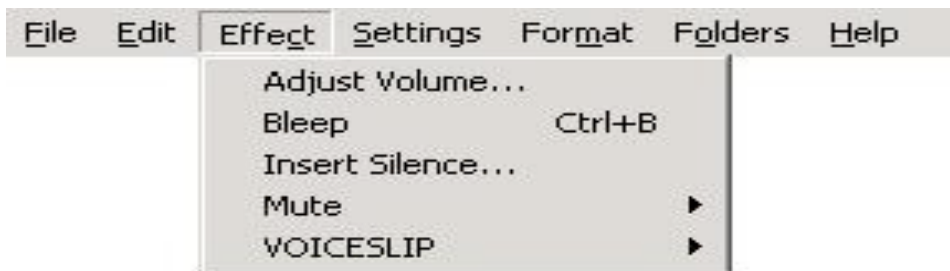
Insert Record (i)

“Insert Record” inserts newly recorded audio into an active Edit, automatically sandwiching it into the recording. Newly recorded audio is inserted at the cue line. Insert Record does not work on Masters.

(Continued)

To “Insert Record”, position the waveform in the Edit Window under the Cue line at the point you wish to record. Press the “Insert Record” button on the control panel, or the “i” key on the keyboard. VoxPro PC keeps the inserted segment highlighted after recording. If dissatisfied with the insert recorded audio press the “Delete” button to try again.

Effect Menu



If the Effect submenu commands are grayed out it is because a portion of audio *must be highlighted* for these commands to work.

Shortcut Note: If you have a control panel, pressing the Control button (small, upper left corner) will bring up the effect menu in the control panel’s LCD. While holding down the control button press the key under the effect title in the LCD screen you want to apply.

Adjust Volume

This effect allows volume (gain) to be adjusted in 1dB increments up or down to a maximum of +/- 24dB. The volume change may be applied to either or both channels.

Bleep

Highlight a word in the waveform in the Edit Window. Select “Bleep.”

Insert Silence

Insert Silence allows you to insert silence into an Edit without muting any existing audio. To insert silence, position the waveform under the Cue line at the point where the silence is to begin. A dialog box prompts you to insert silence of any duration. You can insert no less than 0.01 seconds and no more than 99 seconds.

Mute

Mute replaces the highlighted, selected portion of an active Edit with silence.

To mute, highlight an area of the waveform to mute. Select “Mute.” A dialog box then prompts you to make one of the following selections:

1. Mute left and right channels.
2. Mute left channel only.
3. Mute right channel only.

Muted selections appear as gaps in the waveform.

VOICESLIP™

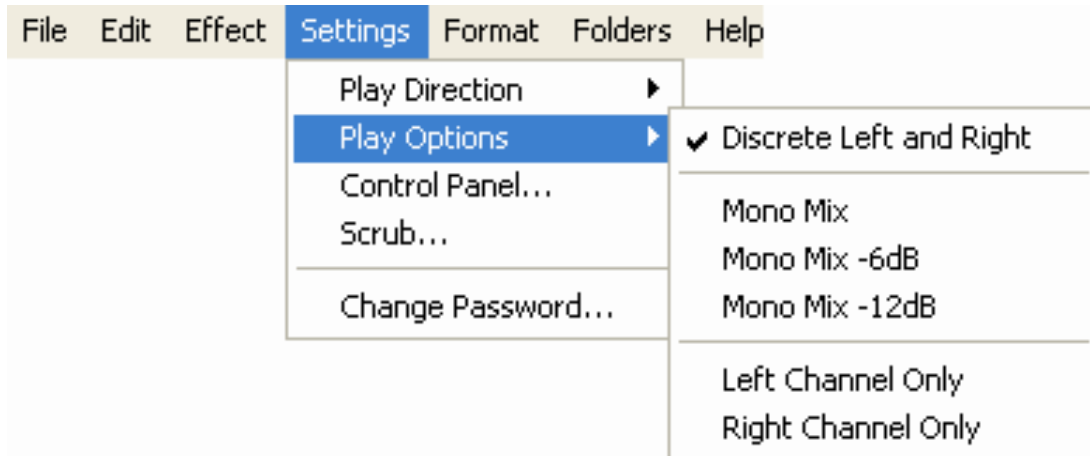
VOICESLIP is available in stereo mode only. VOICESLIP automatically eliminates host/caller “Talk Over.”

- To use VOICESLIP, highlight the portion of audio where “Talk Over” occurs.
- Select VOICESLIP from the “Effect” menu.
- Select “Right Before Left” or “Left Before Right.” (“Left” and “Right” refer to the left and right channel.)

VoxPro PC automatically slips the channels as chosen. After using VOICESLIP, unwanted audio can be highlighted and deleted.

Tip: See shortcut note on previous page.

Settings Menu



Play Direction

Play direction opens a submenu that allows users to select the direction of the “tape” runs. The options are “Right-to-Left” and “Left-to-Right.” Default direction is Left-to-Right.

Play Options

Play Options refers to the choice of playback formats.

Discrete Left and Right

In most cases the default, Discrete Left and Right, will be the preferred playback format. This allows a caller, say, in one channel and air talent in another.

Mono Mix

Plays back a mix of both left and right channels on both output channels (i.e. both channels will carry the same signal). Note that this can cause clipping on the output if both source channels are very hot.

Mono Mix -6dB

Plays back both left and right channels mixed together in a mono file in both the left and right channels as above, but minus 6dB of volume. Used for stereo recordings where you want the mono sum to be the same apparent volume level as the original stereo recording.

Mono Mix -12 dB

Plays back both left and right channels mixed together in a mono file in both the left and right channels as above, but minus 6dB of volume

Left Channel Only

Plays back only the left channel in both the left and the right channels.

Right Channel Only

Plays back only the right channel in both the left and right channels.

Control Panel

Control Panel opens the dialog box below.

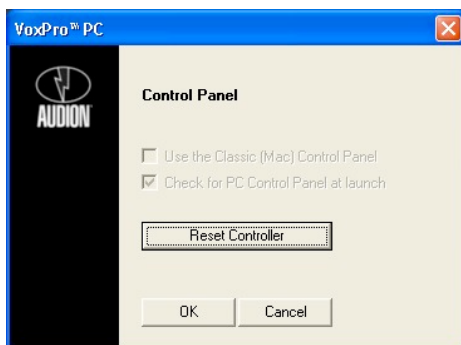
Note: that when a Mac control panel is selected, the normal keyboard shortcuts, HotKeys and remote starts from console cannot be used.

The default is Use The PC Control Panel

Note: Audion Labs no longer offers a Mac version of VoxPro, but Mac control panels are usable with the PC software

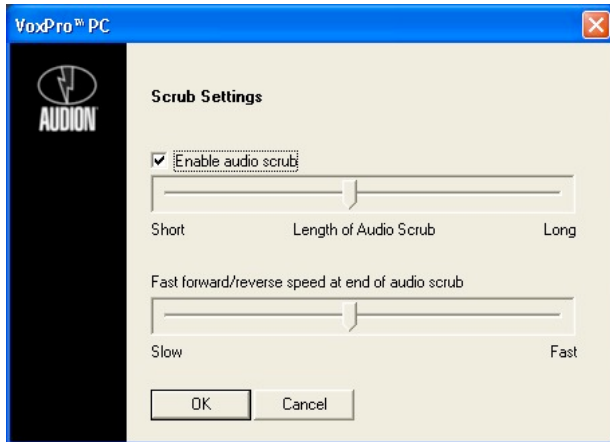
Reset Controller

“Reset Controller” re-establishes contact with the control panel. For example, if the control panel becomes unplugged from the computer then plugged in again, pressing the Reset Controller button will re-establish contact between the computer and control panel.



Scrub

When a Fast Forward or Reverse key is pressed and held down VoxPro will perform two tasks: Audio scrub followed automatically by fast forward or reverse without audio until the key is let up.



Adjusting scrub length

To adjust audio scrub length (amount of time you hear fast audio before fast forward or reverse kicks in) the “Enable audio scrub” box must be checked as shown in the above figure. (VoxPro PC comes with the Enable audio scrub box un-checked)

To adjust the length of time audio scrubs when a fast forward or reverse key is pressed and held down, move the Length of Audio Scrub slider to the left or right and press the OK button.

Move the marker to the left or right on the Fast forward/reverse slider to increase or decrease the speed of fast forward and reverse and click the OK button. You can always go back and change it any way you wish.

Note: With the Control Panel you can scroll through a file holding a Fast Forward or Reverse key down and pressing the Play Forward key at any point during the process to hear what is at that point in a file. Letting up on the play key while continuing to hold down the Fast Forward or Reverse key will continue scrolling at that speed. Doing this multiple times is possible to check various points for content.

Change Password

After you change your password the first time, you must enter the password each time you log on. “Change Password” brings up the “Change Password” dialog box. To change your password, enter your old password in the first box and your new password in the second and third boxes for verification. Passwords are not case sensitive.

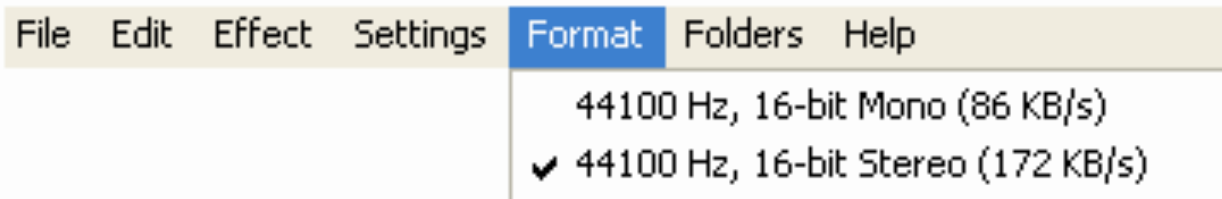


Note: If you have not changed your password since the time you first logged on the “Enter your old password” box will be disabled.

If you forget your password, contact your VoxPro PC Administrator. The Administrator can temporarily use the administrative password in place of your old password.

If you want to restore your original "password-less" condition, simply change your password to be the same as your login name. When you next log in, you won't be required to enter a password.

Format Menu



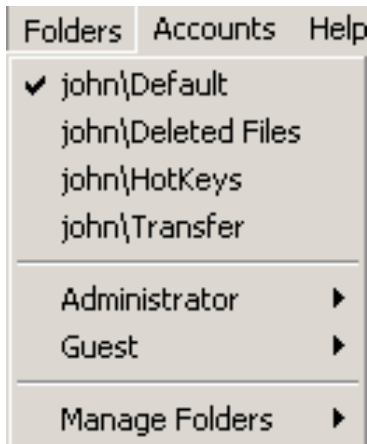
Choose from VoxPro's 44100Hz, 16-bit Mono format or 44100Hz, 16-bit Stereo format to record and playback files.

Mono files cannot be seen and are not accessible in stereo mode and stereo files cannot be seen and are not accessible in mono mode.

Suggestion: Because having the caller in one channel and the air talent in the other gives the most editing options, including automatic separation of host and caller talkover with VOICESLIP, Audion Labs recommends you use the stereo mode at all times.

Switching between the two formats is not recommended as files in one format will not show up when the other Format (Stereo/Mono) is selected.

Folders Menu



Every time a user logs in, the folder they were last in when they logged out will be the folder that opens by default. In other words, if the folder they were working in when they logged out was the Transfer folder the Transfer folder will be the folder they start in at the next log in.

When you make any recording in VoxPro you are recording in a Folder. VoxPro provides all users (except Guest) with four basic, indestructible folders: Default, HotKeys, Deleted Files and Transfer. Users can create additional folders as needed with Manage Folders.

To tell what folder you are in at any one time check the title bar at the top of the VoxPro screen. You will see the user name, and the name of the folder you are currently in. Another way to check the folder you are in is to go to the Folders menu and see which folder has a check mark to the left (see figure above).

The list of Edits displays the edits of the current folder. The Masters list always displays your complete list of masters no matter what folder your edits are in.

Note: You can sort all your Edits and Masters alphabetically, by length or by date modified by clicking on the Edit or Master list header bars at the top of each list.

Name	Length	Modified
A Rick Dees	2:38.71	10-10-02 04:28:04pm
All the Way	4.85	10-05-02 11:17:32am
Bob Case	3:40.59	10-05-02 11:17:34am

In the example above the Edits are sorted alphabetically. As files are added they are placed in alphabetical order. If you click on the Modified Header bar, files will be added according to their last modified time etc.

Default Folder

When you first start out in VoxPro PC this is the folder you will be in. Many people will always use this folder and never get to others. Not necessarily a bad thing, but definitely not the way a power user would use VoxPro PC. Folders are very useful to organize files.

HotKeys Folder

Any Edit can be assigned to a HotKey and played back instantly. Edits which are assigned to HotKeys are copied to the HotKeys folder. Note that the Guest account does not have HotKey capabilities; nor do VoxPro workstations without PC-style control panels.

Assigning a file to a HotKey

To assign a file to a HotKey, press the Option key on the control panel and press the button under the LCD screen you want it assigned to. The title of the Edit will appear there.

To edit the HotKey go to the HotKeys folder under the folder menu. You can also rename the file so it fits in the LCD better. The LCD supports seven letters per line.

To remove a HotKey, press and hold down the Option and Shift keys on the control panel and press the corresponding key under the HotKey title in the LCD.

(Continued)

To rename a HotKey, highlight it and choose Rename Active File under the File menu.

When five HotKey titles fill the LCD screen on the control panel, press the scroll up and down keys to the left of the LCD to reveal five more available HotKey title spaces. You can have a total of 130 Hot Keys in 26 banks of five titles. Each Edit file name starts with a bank/position label.



Bank / Name	Length	Modified
A1 candid meat mark...	3:30.17	09-24-02 03:3
A2 Rick Dees Best	4.07	09-24-02 03:3
A3 Untitled	4.85	09-24-02 03:3
A4 Untitled2	4.12	09-24-02 03:3

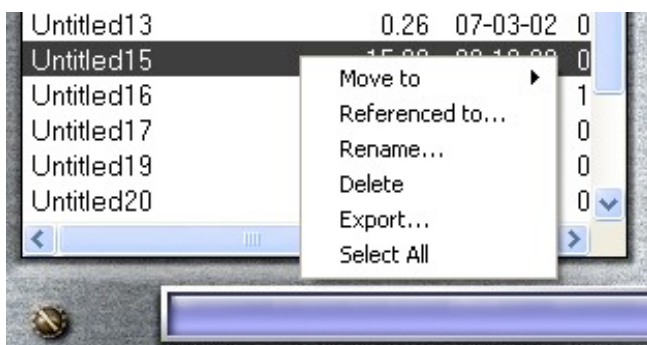
To change the location of a HotKey right click on the file and select Reassign HotKey. It will allow you to change the position to any bank A-Z and position 1-5 that is available.

To delete a HotKey in the HotKey Folder, select the file, right click and choose Delete.

Deleted Files Folder

This is a folder that holds the 25 most recently deleted and canceled files. To delete these 25 files press <Ctrl+T> or go to File Menu and choose: Empty Deleted Files Folder.

To see what you can do with files in the Deleted Files Folder right click on an Edit. You will see this window:



(Continued)

Select all will do just that and right clicking on them again will allow you to delete them all at one time etc.

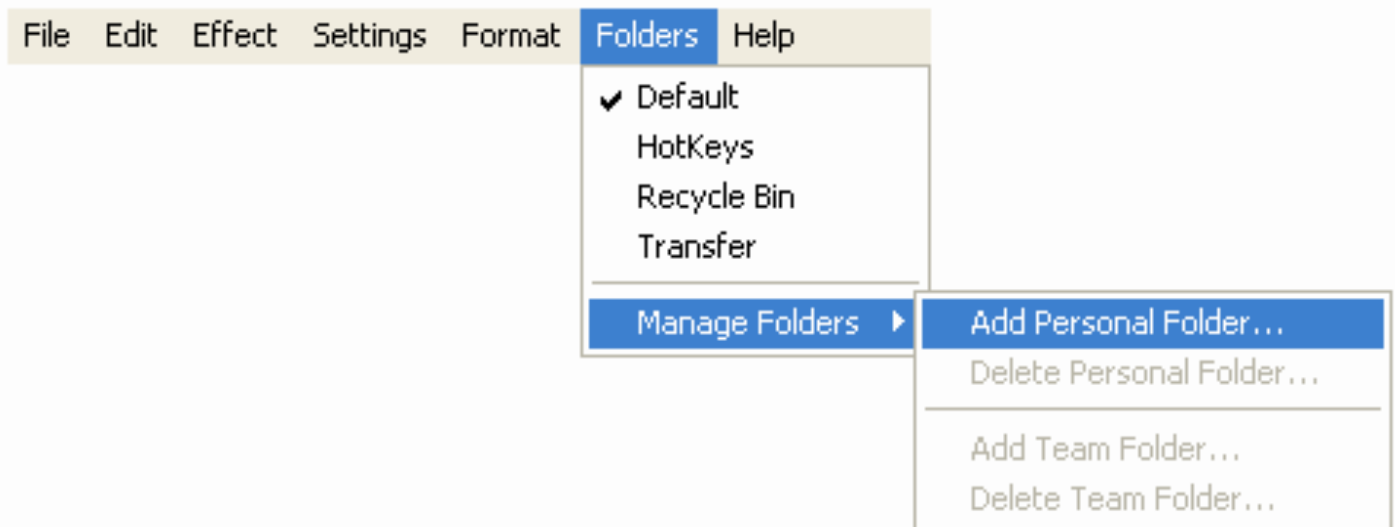
Transfer Folder

The Transfer folder contains all the files that have been copied to you from other users. Once the file is copied to you it will automatically appear in your Transfer folder. From here you can copy or move it to any of your other folders.

Manage Folders

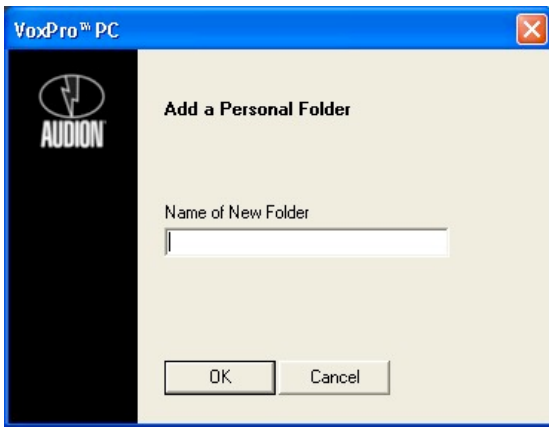
This is where you add and delete personal folders and Team folders.

Creating folders is a great way to organize and archive files you can get to easily. Typical Titles are Monday, Tues, etc. or Winners etc.



Add Personal Folders

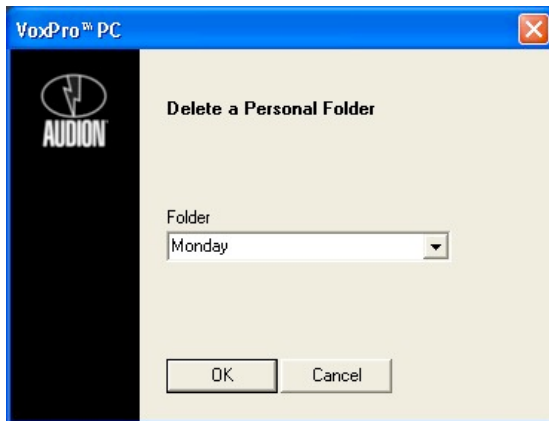
Select the submenu “Manage Folders/Add Personal Folder” from the “Folders” menu. Name the new folder in the dialog box. Click “OK.”



Your new folder will be added to your list of existing folders ready for you to create files in or move or copy files to.

Deleting Personal Folders

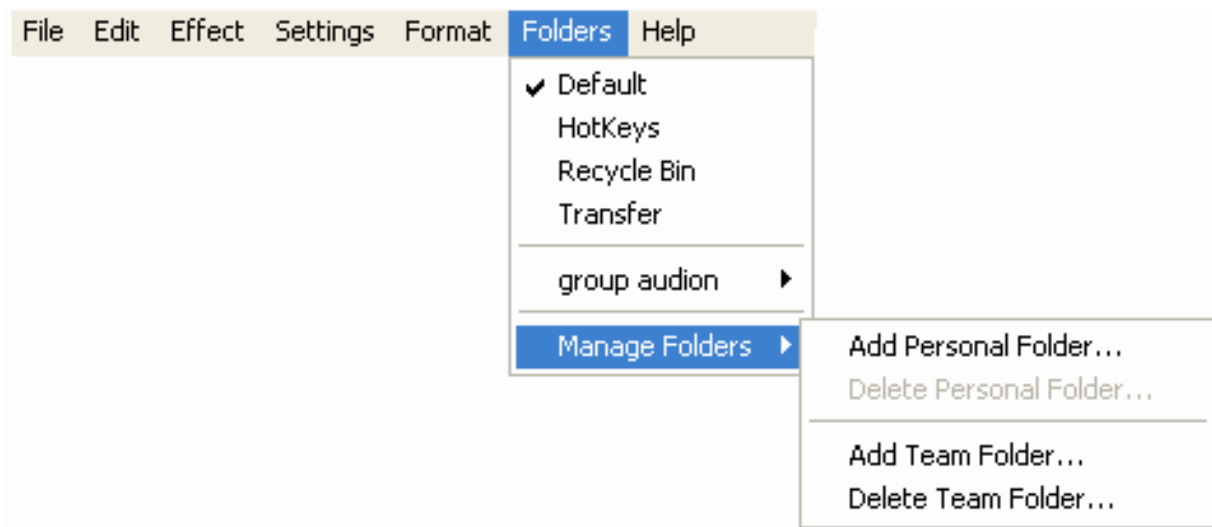
Folders must be empty before they can be deleted. To delete a personal folder go to the “Folders” menu. Select the “Manage Folders” sub menu.



Select “Delete Personal Folder.” The “Delete a Personal Folder” dialog box appears. Select the folder to be deleted in the pull down menu. Press “OK.”

Adding Team Folders (within a Team account)

Teams can only be created by the VoxPro PC Administrator. If your Administrator has given you permission to belong to a team you may create and name folders that all team members can access.



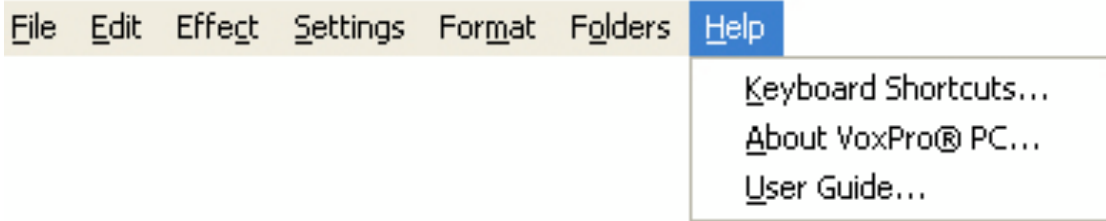
Select “Manage Folders/Add Team Folder” submenu from the “Folders” menu. Type in the Team name. Name the folder and press “OK.” The newly created folder will appear in the Team’s list of folders.

Deleting Team Folders (within a Team account)

Folders must be empty before they are deleted. Go to the “Folders” menu. Select the “Manage Folders” sub menu. Choose “Delete Team Folder.”

A Delete Team Folder dialog box appears. Select the Team Folder to be deleted in the pull down menu and press “OK.”

Help Menu



Keyboard Shortcuts

This command displays a graphic representation of a computer keyboard, showing the function(s) assigned to each key. As you move your mouse over each assigned key in the image, a helpful pop-up window appears explaining the function of that particular key. Note that this window is disabled if the Classic Mac control panel is enabled.

About VoxPro PC

This command displays your current VoxPro PC version, registration key, and Audion Laboratories' contact information.

User Guide

This command displays this User Guide as a .PDF file using Adobe Acrobat. To download Acrobat Reader go to:

<http://www.adobe.com/products/acrobat/readstep2.html>

VoxPro Tricks

Shortcut to Effect Menu

To display the Effect menu in the LCD window *on VoxPro PC control panel*, press and hold down the small “Control” button on the panel. (It is located with three other keys in the upper left corner of the panel.) You will see the Effect menu items displayed in the LCD. Pressing the black button under each entry on the LCD will activate that function.

Drag Wave Form

To drag the Wave Form press and hold the Control key down and move the mouse left or right

Small Jumps Forward and Reverse for Surgical Like Editing

To move forward or reverse in increments of 1, 2 or 4 hundredths of a second, quickly click on the forward or reverse buttons on the control panel. This will result in moves of 4 hundredths of a second. Doing the same while holding down the Shift key on the computer keyboard will move the file 2 hundredth and holding down the Ctrl key on the keyboard moves the file 1 hundredth of a second.

If you have a control panel with six transport buttons quickly clicking on the fast forward or reverse key will move the file 4 hundredth of a second. Quickly clicking on the regular speed forward or reverse results in jumps of 2 hundredth of a second and quickly clicking on the half speed buttons moves the file 1 hundredth of a second.

Sort Files by Name, Length, Last Date Modified

At the top of the Edit and Master windows, right above the titles of the recording files, are three rectangles with the words Name, Length, Modified. Click the Name box and notice that VoxPro sorts the list of recordings alphabetically in descending or ascending order.

Glossary

Administrator

A person designated to be responsible for the operation of the VoxPro PC system, probably the IT person, engineer or PD. The administrator uses a special area in VoxPro to create and organize other user spaces and memberships in specialized areas such as Team Folders.

Control Panel

VoxPro PC software can be executed by the computer keyboard or VoxPro PC's outboard control panel. The control panel contains a jog wheel for fine audio scrub, a six inch LCD screen that lists 26 banks of HotKey titles and various other control keys such as fast forward/reverse, cut, copy, paste etc.

Cue Line

The stationary, vertical line in the center of the Sound Window that is analogous to a playback head. As the sound wave moves under it audio is heard. Edits are marked at its position on the waveform.

Cut

Editing action that removes highlighted audio which can then be pasted within the same recording or another recording.

Copy

Editing action that copies, but does not remove, highlighted audio in and Edit or Master. It can be pasted into the existing Edit or any other Edit.

Default Folder

The Default folder is a space created for each user and Team so that when they first start using VoxPro they are able to save audio files. The Default folder allows you to use all the functions of VoxPro PC. Think of the Default folder as a place to record files before you decide where you want to file them away.

Deleted Files Folder

The Deleted Files folder is where files are placed once they are deleted from any other folder. They are not permanently deleted here. Files created in the Deleted Files folder will be placed in the Default Folder.

Disk Left Indicator

Located in the upper right hand corner of the VoxPro PC screen, it indicates the amount of hard drive available for recording on the volume that the current folder. VoxPro PC uses 10 MB of disk space a minute in the stereo mode.

Headroom

Headroom refers to the approximate number of dB between the top of the Sound Window and the point where input clipping occurs.

Headroom is like a safety factor that allows for instantaneous peaks which are higher than the displayed average peaks used to set level.

HotKeys

HotKeys are a set of five buttons on the optional VoxPro PC control panel. Anything recorded on VoxPro PC can be assigned to these buttons. Once assigned, the recording can be played back instantly by pressing the corresponding HotKey.

HotKeys Folder

The HotKeys folder is a space that contains all the Edits that you assign to be HotKeys. HotKeys that are available are shown in the LCD window on the VoxPro PC control panel. You can not make new recordings in the HotKeys folder, nor can you move or copy files to the HotKeys folder.

HotKeys are arranged in 26 banks of 5 each. Files get placed in the HotKeys folder only when a user assigns an Edit in another folder to be a HotKey. Once a HotKey is assigned the only way to change that HotKey is to edit the audio file in your HotKeys Folder. Looking closer in the HotKeys folder you will find that each Edit file starts with the HotKeys position reference. To change the location of a Hotkey, just right click with your mouse on the file and select reassign HotKey. It will allow you to change the position to any bank A-Z and position 1-5 that is available.

To delete a HotKey, select the file, right click and select Delete.

Keyboard Shortcuts

Many of the menu commands can be executed by pressing one or more keys on the keyboard, instead of using the mouse to pull down the menus and choosing the command from there. A list of keyboard commands is available in the User Guide found under the Help Menu.

Menu

The menu bar is the list of menu titles that appears across the top of the screen when VoxPro PC is running.

Paste

Editing action that takes cut or copied audio segments and inserts them into any Edit.

Scrubbing

Physically moving the tape back and forth over a playback head on a tape recorder to locate an exact spot in the sound is called scrubbing. With VoxPro PC the same thing can be done by using the play forward and play reverse buttons.

Teams and Team Folder

Teams are created by the administrator and allow Team members to work together and share files. When a user is given access to the Team space by the administrator, he/she is able to record, edit, and play back files from within folders in that space.

The Team space is a great place to organize files that can be used by all the members of the team throughout the day. For example, folders can be made and titled with names like Contest Winners, Traffic, Weather, Funny Bits, Production, or Promos, and be available to all members.

A VoxPro PC workstation that is networked via the VoxPro PC Network plug-in allows team members to share the same screen and instantly see files that other team members create. Files can then be copied, moved, played back or edited by any team member.

Transfer Folder

The transfer folder contains all the files that have been copied to you from other users. After a file appears in your Transfer folder, it can be moved or copied to any other folder in your space.

VOICESLIP™

Automatically inserts silence in the left and right channel after an area of audio is highlighted and VOICESLIP is chosen under the Effects menu. This allows deletion of audio in either the caller or host channel to get rid of talk-over.

Waveform

The waveform appears inside the Sound Window, the long, horizontal rectangle above the Edit and Master boxes on the screen interface. Waveforms are a drawing that is a representation of the audio. In VoxPro PC the wave form can be made to move left to right, or right to left using the Play Direction submenu under the Settings menu title.

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