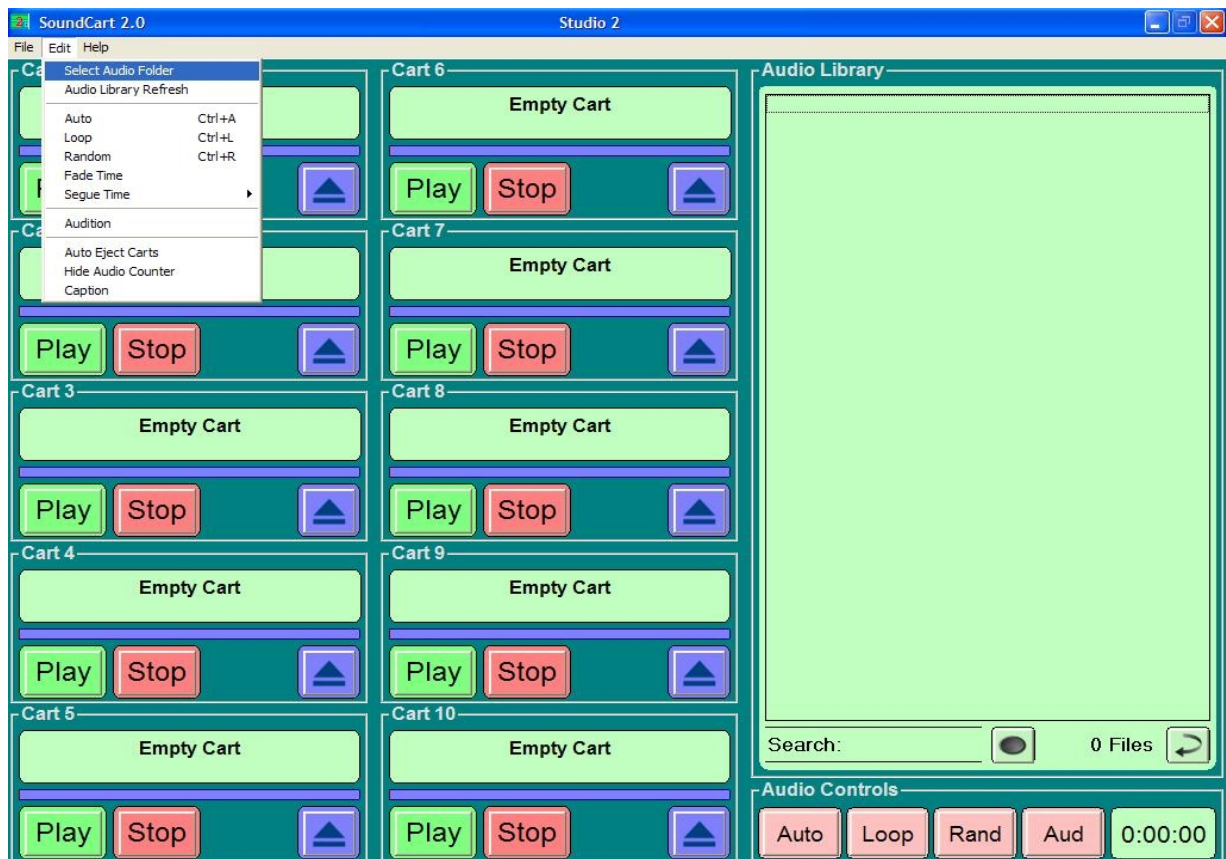




**Training Guide:  
Using 'Soundcart'**

## This tutorial introduces you to the basics of Sound Cart 2.0.

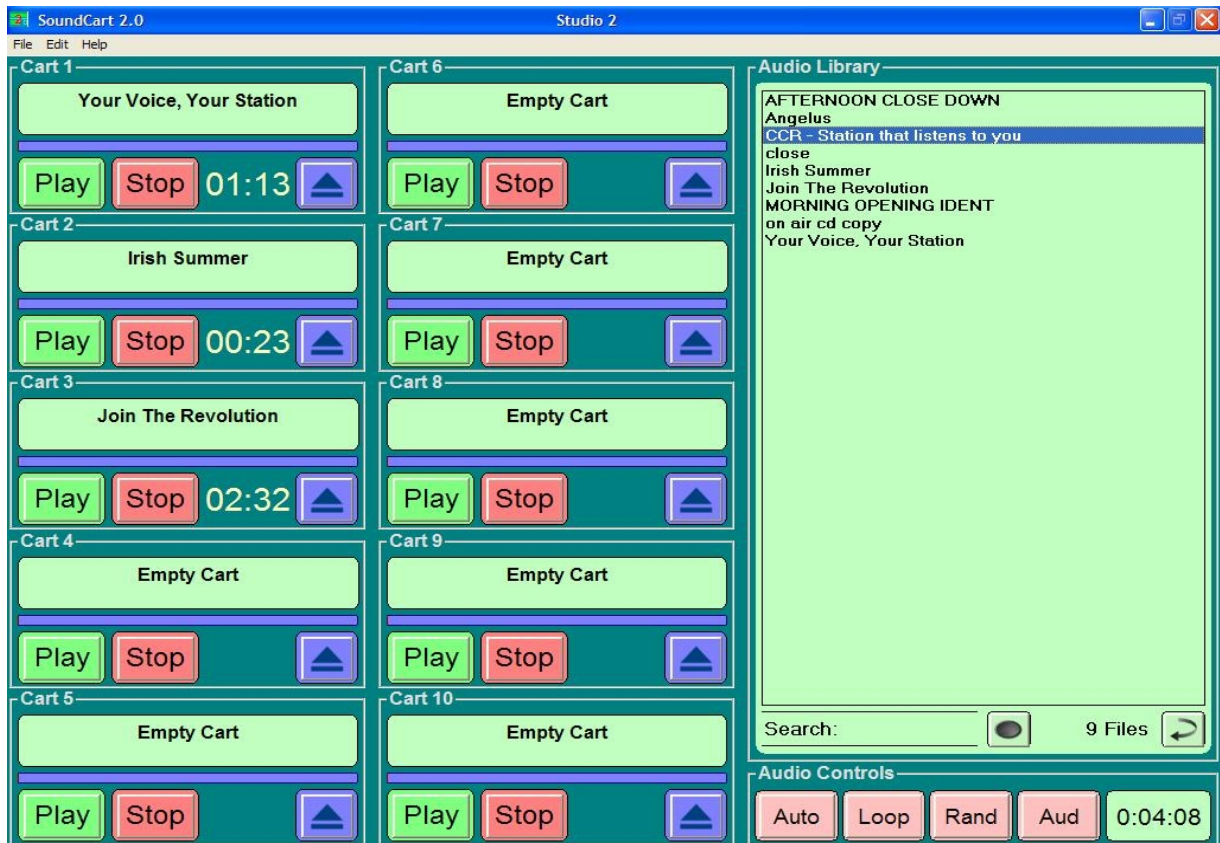
1. To open the programme, double click on the **Sound Cart 2.0** icon on the left hand side of the desktop screen.
2. This will bring up the programme as pictured below.
3. To open files in Sound Cart, click on '**edit**' in the top left hand corner of the screen. From this drop-down menu, click '**select audio folder**'.



4. You will now get a pop-up screen where you can search for your folder. Look for the '**Public on 'NAS Server (192.169.1.100)' (Z:)**' folder and click the little '+' beside the icon. This will give you a drop-down menu, from this menu choose **SOUNDCART**. Click on the '+' symbol beside this folder and you will then get a list of all the shows here. Look for your show folder and when you find it, click once on the little folder symbol beside the name and press '**Open**'.
5. A list of all of the mp3 files in this folder will appear in the green area on the right hand side. In here you should have your show's intro/outro, two ad packages (one to be played at 20 minutes and one to be played at 40 minutes in your show) and whatever extra bits you add yourself.



- To line up a file for playback, left click on the name of the file and hold. You will see a green 'play' symbol appear. You can then drag this file into one of the carts. Alternatively, you can double click on the file name and the file will automatically appear in the next available cart.



- To play one of the files you have lined up, click the green '**play**' button on the cart. The time remaining will appear in the cart and will turn red for the last 5 seconds – warning you that the clip is coming to an end.



- You can also eject any files that you are not using by clicking the blue eject button on each cart.

