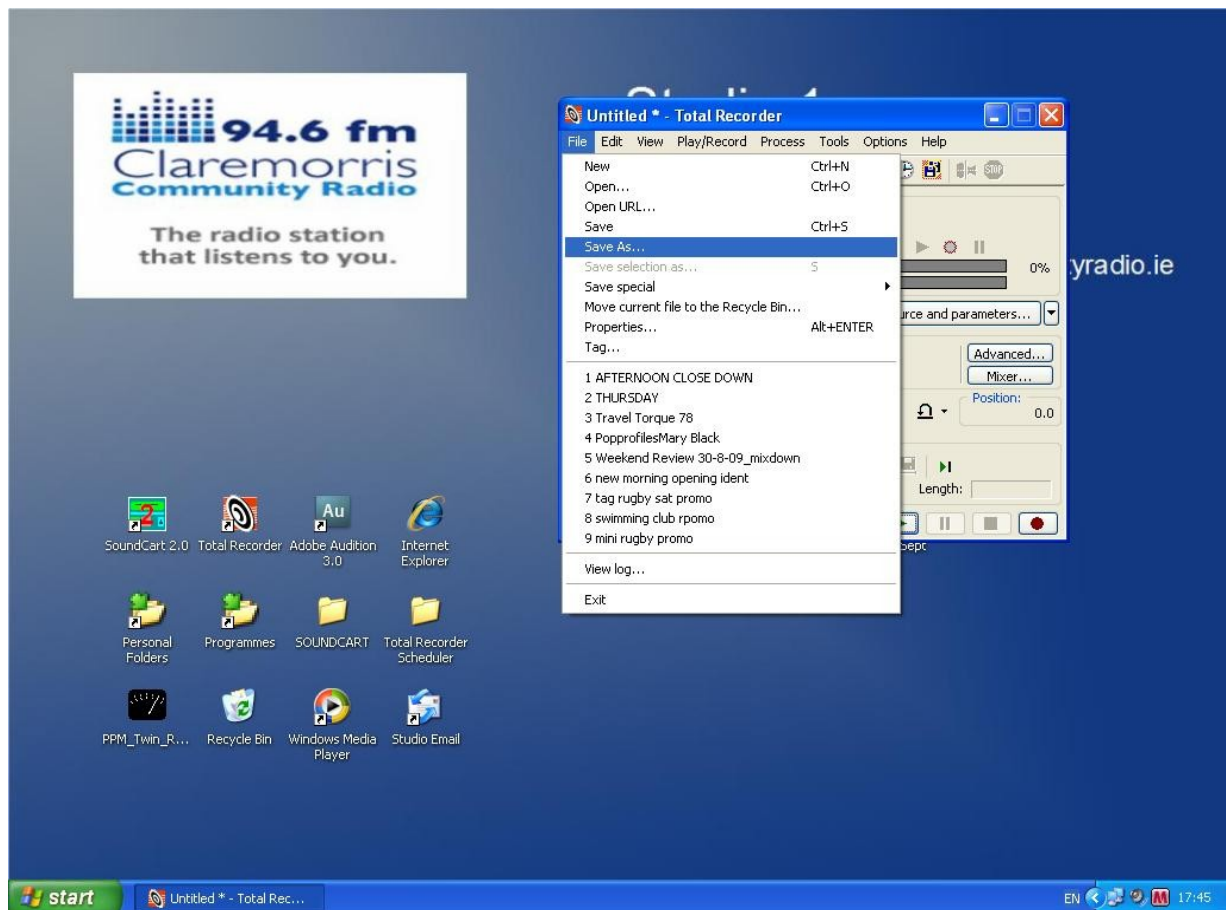


Tutorial: Recording and Saving

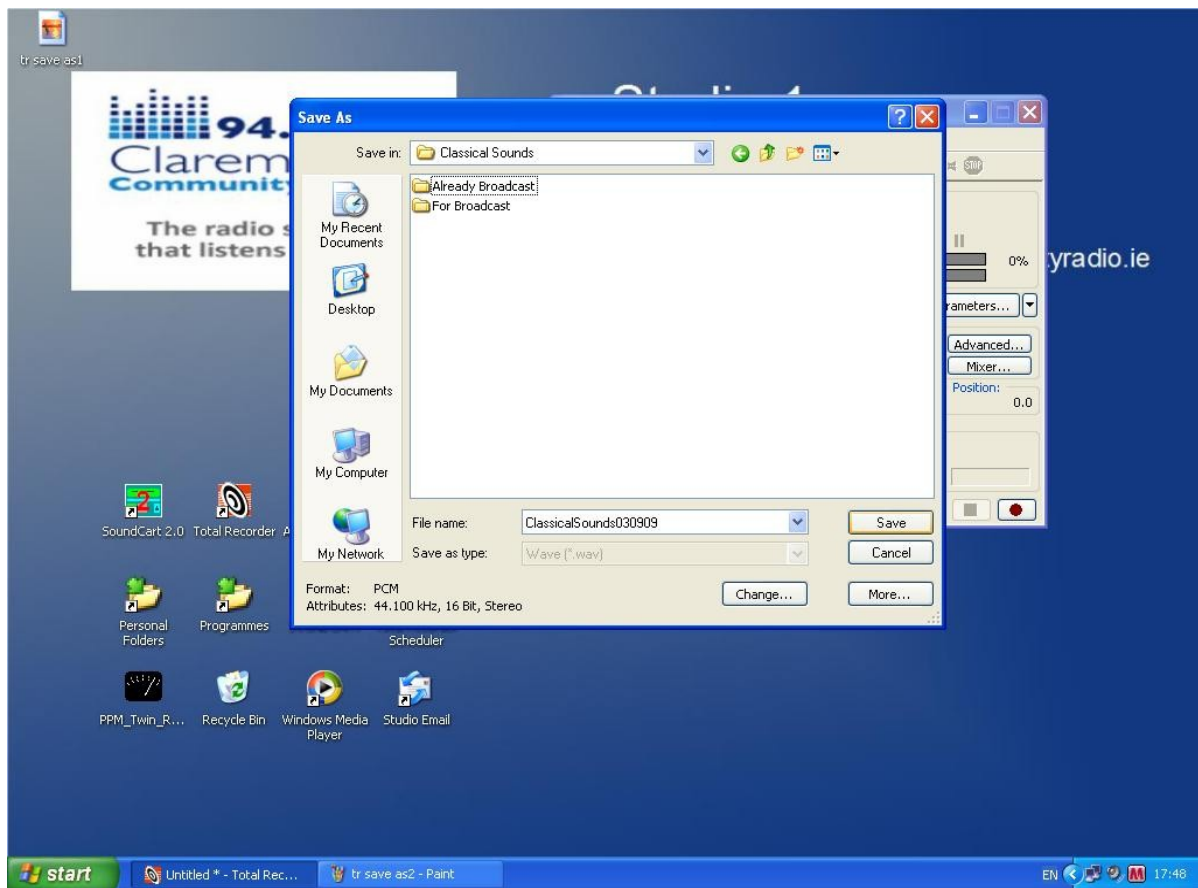
1. Open total recorder by clicking the **Total Recorder** icon on the desktop. When this is open, you are ready to record.
2. Click on the record button on the bottom right hand side of the new window.



3. You can then run through your show as you would if you were doing it live.
4. When you are finished your show, click the stop button beside the record one.
5. To save your show, click on **file** on the top left hand side of **Total Recorder** and from this drop-down menu select **save as...**



6. This will bring you to a list of destinations on the desktop. From these options, select the folder **Programmes** and look for the name of your show.
7. You will have an option of two folders in which to save. Choose the **For Broadcast** option.
8. **It is very important that you name your file correctly.** Use the shows name, followed by the date in the format DDMMYY, with no spaces in between. For example: '**ClassicalSounds030909**'.



9. Once you are in the **For Broadcast** folder and have named the file correctly in the format above, click save. You can now exit total recorder.

NB – To save anything other than pre-recorded shows (for example part recordings, idents, jingles or anything for personal use), open the 'Personal Folders' folder on the desktop, find the folder with your name and save it there.