

Remote Audacity Manager Manual

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Remote Audacity Manager Program

Overview

The Remote Audacity Manager (RAM) program facilitates the transfer of Audacity Digital Voice Recording files, or generic WAV files from a FTP host or from a POP3 e-mail account. Use of the E-mail feature requires a POP3 mail server account (preferably dedicated to audio file transfers). Both E-mail and FTP require an always-on internet connection such as DSL or Cable modem. Dial-up internet connections may be used if the connection is established and maintained while running the RAM program.

Installation and Setup

Run the supplied setup program. It is recommended that you accept the default settings. Once you have verified the proper operation of the program you may change the settings to suit your particular needs. By default, the program is installed in C:\Program Files\AST\RAM, and the Host System Folder is C:\Program Files\AST\RAM\Recordings.

Author Settings

Author

Enter the Author name as it appears in the AWI (Audacity Wave Information) file. If you elect to not use AWI files, enter a unique author name here that will be associated with the FTP or E-mail account defined (see E-Mail and FTP settings screens).

Set Key

You must be logged in as an administrator to access the Set Key screen. Set the decryption key here. It must exactly match the key entered when the file was originally created. To change the key, enter the key in the new key field, then re-enter the key in the confirm key field. If the keys match, then the key is changed, if not you will be prompted to re-enter the key.

Use Subfolder Based On Author Name

Checking this box will cause retrieved files to be placed in a subfolder (to the Base Folder defined in System Settings) based on the author's name. The default is unchecked, however it is recommended to check this box to facilitate finding a particular author's files. If you have more than one author and are using RAM to transport WAV only (No AWI) files, then you must check this box.

Use Subfolders For Record, QuickMemo, And Misc. Files Settings

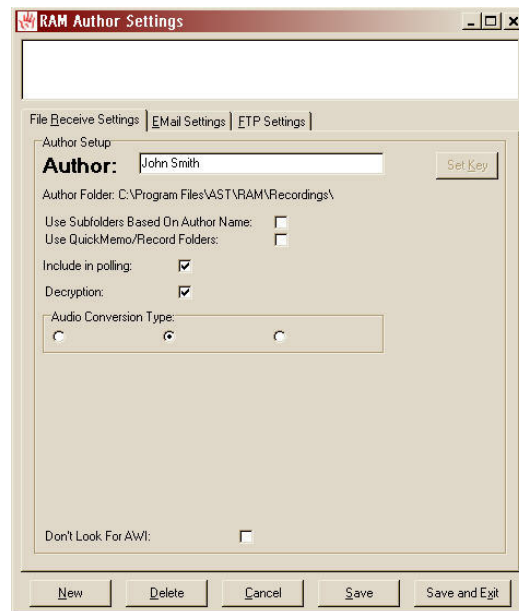
Checking this box will steer the output files to subfolders under the base folder, or base folder \author, named \Record, \QuickMemo, and \Misc. Files originating in either Record or QuickMemo folders will go to their respectively named subfolders and all other source files will be sent to the \Misc folder. The initial folder setting leaves this unchecked. This only applies to files with accompanying AWI files.

Decryption

Checking this box will decrypt incoming files before further processing. The default setting is on.

Audio Conversion Type

There are three choices, None, Auto, and User Selected. This setting affects the format of the file placed in the output folder. When 'None' is selected the audio type is not changed. Selecting 'Auto' will expand compressed files to a PCM file corresponding to the native compression



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sampling rate. 'User Selected' offers a number of choices for the output format (choices available are controlled by the Windows installation and available codecs). If a file was recorded in a compressed format, it will be expanded before it is converted to the user-selected format.

Don't Look For AWI

If you do not have AWI files or do not want to use them, check this box. This will allow retrieval of WAV only files. Normally the RAM program would verify that the WAV / AWI file pair exists before transferring files.

Author E-mail Settings Tab

These settings may be left blank if you are only going to transfer files via FTP.

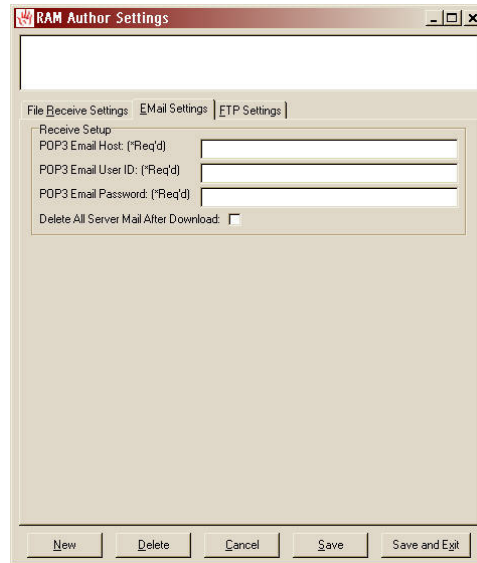
If any of the next three parameters are omitted or incorrectly entered, you will be unable to connect to the mail server.

POP3 E-Mail Host: Enter the POP3 mail server name here. Check with your ISP provider or E-mail administrator if you do not know the mail server name.

POP3 E-Mail User ID: Enter your mail account user ID here.

POP3 E-Mail Password: Enter the password for your e-mail account here. It is stored in an encrypted format.

Delete ALL Server Mail After Download: Check this box if you want to remove ALL e-mail messages from the mail server. Leave this box unchecked to leave copies of the e-mail on the mail server. It is highly recommended that you set up a dedicated e-mail account solely for the receipt of Audacity Digital Voice recording files. If other messages are sent to this account, and you have the delete on download box checked, those files will be deleted in addition to the Audacity files. The default setting for this option is to NOT delete after download. Assuming you have an Audacity dedicated e-mail account, you will probably want to change this to delete after download.



The screenshot shows the 'RAM Author Settings' dialog box with the 'EMail Settings' tab selected. The 'Receive Setup' section includes three text input fields for 'POP3 Email Host: (*Req'd)', 'POP3 Email User ID: (*Req'd)', and 'POP3 Email Password: (*Req'd)'. Below these is a checkbox for 'Delete All Server Mail After Download:'. At the bottom, there are buttons for 'New', 'Delete', 'Cancel', 'Save', and 'Save and Exit'.

Author FTP Settings Tab

This screen is used to enter the settings for FTP file transfers. This information may be left blank if files are only being transferred via e-mail.

FTP Settings -

FTP Host: - enter the internet address of the FTP server here.

FTP User ID: - enter the user login ID here.

FTP Password: - enter the user password here.

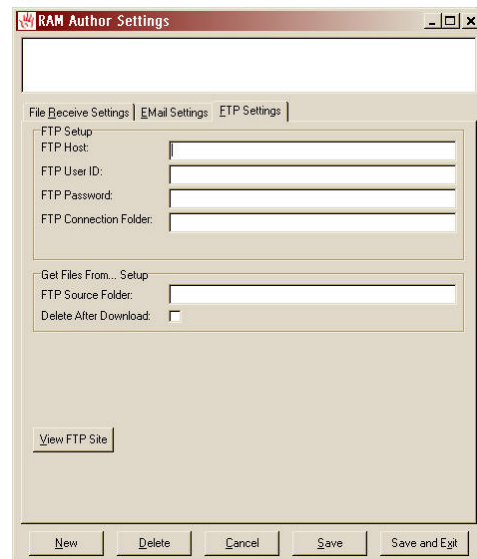
Default Connection Folder: - enter the folder on the FTP server that you want 'View FTP Site' to log onto.

Get Files Setup -

FTP Source Folder: - Enter the folder on the FTP site from which you want to get files.

Delete After Download: Check this box if you want to automatically delete files from the FTP host after they have been downloaded.

View FTP Site – Click on this button to connect to the FTP site. The site will automatically be connected and you will be logged on to the default connection folder. You will be presented with a navigation window to explore the contents of the site.



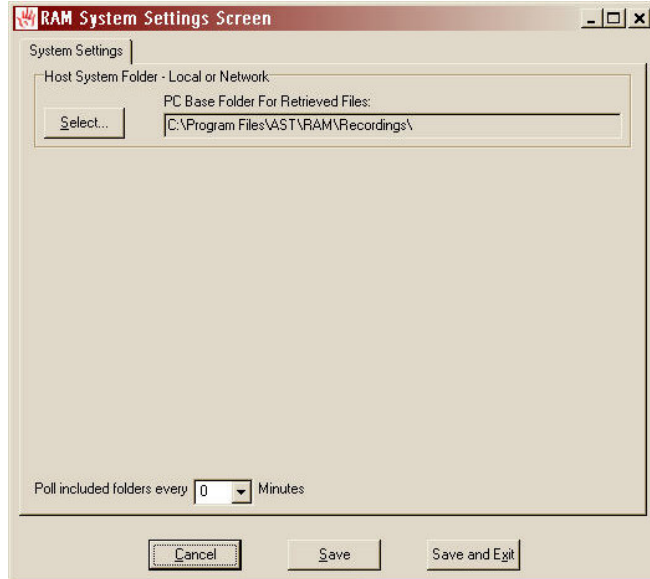
The screenshot shows the 'RAM Author Settings' dialog box with the 'FTP Settings' tab selected. The 'FTP Setup' section includes four text input fields for 'FTP Host:', 'FTP User ID:', 'FTP Password:', and 'FTP Connection Folder:'. Below this is a 'Get Files From... Setup' section with a text input field for 'FTP Source Folder:' and a checkbox for 'Delete After Download:'. A 'View FTP Site' button is located below the input fields. At the bottom, there are buttons for 'New', 'Delete', 'Cancel', 'Save', and 'Save and Exit'.

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System Settings

Select System Settings from the Manage Menu to access the system settings screen.

This is where you define the base folder to which the retrieved files will be saved. If the option to 'Use Author Subfolder' is checked in Author settings, then a subfolder under the Host System Folder will be created with the author's name (as read from the AWI file), and the retrieved files will be placed there. (The AWI file is the Audacity WAV Information file that is created by the Audacity Digital Voice Recorder). If this option is not checked, then the files will be placed in a folder named Incoming, located under the Host System Folder. If 'Don't look for AWI' is checked on an author setting, then the files will be placed in a subfolder according to the author name associated with the FTP or E-Mail site that supplied the file.



Using the Remote Audacity Manager Program

After installing the Remote Audacity Manager program and setting the initial parameters as detailed above, you are ready to put it to work. Start by double-clicking the Remote Audacity Manager icon on your desktop. This will open the main screen. The large window on this screen will display the status and progress of the transfer operation.

If errors occur during the transfer operation they will be added to the ERRORS.TXT file (located in the same folder as the RAM.EXE program), and a red 'Errors Detected!' Message will appear above the Exit button. Click on View, Error Log to reset this flag.



Retrieving Files Sent Via E-Mail

The RAM program checks for e-mail periodically according to the value set in the System Settings. When a mail check is initiated, and there is mail on the mail server, 'New Mail' (Mail flag) will appear next to the 'Poll Now' button (in place of No Mail). Clicking on 'New Mail' will clear the mail flag. If you need to check for new mail manually, or sooner than the automatic check, click the 'Poll Now' button.

Retrieving Files Via FTP

The RAM program checks for new files on the FTP server periodically according to the value set in System Settings. If new files are found, 'New Files' will appear next to the 'Poll Now' button. Clicking on 'New Files' will clear this flag. For manual use, click the 'Poll Now' button.

Using View FTP

From the Author Settings FTP Setting tab you can click on the 'View FTP Site' button. RAM will connect to the specified FTP site, open the FTP Host screen, and display the default connection folder. This screen shows the file name, file size, the date and time stored on the FTP server (may not be the same as your local time zone), and the FTP folder. Before any files can be transferred, you must select the files you want. Standard Windows selection methods work here for selecting multiple files. If you want to get all of the files, press CTRL-A and they will all be

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selected. Once you have made your selection, click 'Get Files' and the selected files will be transferred to the 'Download Folder' defined in Author FTP Settings. For each WAV file selected, the same named AWI file will also be transferred. The columns of information on the selection screen may be sorted by clicking the column title for the column you wish to sort. Clicking a second time will reverse the sort order.

Right-clicking on a file name will give you three options, Get File, Rename File, and Delete File.

Registration Screen

From the Manage menu select Registration Settings to reach this screen.

The registration code is based on the Install ID found on the registration screen. When you purchase a license for the RAM software, you will be asked to supply this code. You will receive your registration code via e-mail within 3 business days after paying for a license. The trial period of the software is 30 days, so be sure you register within that period to avoid temporary loss of use of the program. The software is fully functional during the trial period.

Technical Support

For technical support call 954-229-5050 Monday through Friday 8:00 AM till 5:00 PM Eastern Time. You may also send E-mail to support@audacityaudio.com

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