

THE UNOFFICIAL GUIDE TO OTTER



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1.0 INTRODUCTION

This guide has been prepared by people who love and use Otter. It is in no way associated with the program, nor its designer, nor is it intended to represent all the different functions of the program. As time progresses, an Advanced Guide will be offered that will explore some of the more powerful features of Otter.

We use Otter as a common ground to talk about our collections and how we can best help each other.

It is the sole responsibility and property of the Old Time Radio Complete Series Otter Project Group. "The Unofficial Guide to Otter" was written by Archie Hunter with assistance from Jim Beshires, Bill Boyd, Bill Hartig, Marsha Fleming, 'any_ol_1', Roger Hohenbrink, 'uncle_sycamore', David Craig, and Bill Atkins. Roger Hohenbrink created the cover graphic.

If you have questions, comments or suggestions about this guide, please direct them to one of the moderators of this group.

This guide is written for the Defender version of Otter. If you do not have that version, go to the 'File' section and download it. See Section 24 for locations. For more details on installing Otter, please see below.

The screen captures in this guide were done on a Windows XP Pro system. Depending on your computer's operating system, the windows may look slightly different.

2.0 WHAT IS OTTER?

A fellow OTR enthusiast developed Otter as a means of keeping track of his personal collection. It is not a commercial product. Otter is a "donation ware" program (meaning if you like it, please contribute to the development of the next version). \$10.00 is a fair contribution. Details on how to make a donation may be found at Otter's website (see below).

Here is what the Official Otter Web Page says about the program:

"Otter is an OTR utility for Windows that can help you organize, maintain, and enjoy your collection of MP3 radio programs. With a database of over 400(now 545) series and 60,000 (now 75,000) programs, Otter can:

Rename files in a consistent format of your choice,
Fill in ID3 tags of MP3s,

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Keep track of what episodes you have and what you are missing,
Find duplicate and mislabeled programs,
Remember what programs are on what CDs,
Browse programs by series, dates, and genres, and more.

With more features being added all the time, Otter's web page may be found at:

<http://otterbarn.tripod.com/>

3.0 INSTALLING OTTER

Installing Otter on your computer is a very straightforward process. However, you must make sure that you have all the constituent parts before it will work.

If you download Otter from the files section at the Old Time Radio Complete Series Yahoo! Group, we have ensured that all the necessary parts are included in the file. Simply unzip the contents of the zip file entitled "Otter" followed by a date into a folder of your choice on your hard drive.

If you choose to download Otter from the Otter home page, you will need to ensure that you have the necessary files. If you have never installed Otter before, you must begin by installing the "Centipede" version of Otter. This version contains the necessary support files (including the database) and may be found on the Otter home page just under the line (marked 0 2 "Download", about half way down the page). Look for "Get the last complete version ("Centipede") here" and download the zip. Unzip the file into a folder of your choice. Then get the latest version of the executable (otter.exe) file from the Otter home page by downloading the July 12, 2003 version (called "Defender"). Unzip this file into the same folder as Centipede, allowing WinZip to replace the older existing files.

That is all there is to installing Otter. There is no registry or other modifications made to your system.

If you wish to simply future access to Otter, you may place a shortcut on the desktop of your computer. To do this, open up the folder into which you installed Otter. Right click on the file "Otter.exe". Choose "Send To|Desktop (Create Shortcut)". This will place a convenient shortcut on your desktop.

To uninstall Otter, simply delete the Otter folder.

OTTER TIP – You may have more than one instance of Otter on your

computer. For example, you may wish one to track your main OTR collection and have another to experiment in or to test features before trying it in your main install. To run more than copy of Otter, simply create separate folders for each Otter that you want and install the files into those folders as discussed above.

4.0 OPENING OTTER

To open Otter, simply double-click on the desktop shortcut created above. If you don't have a desktop shortcut, then:

1. Go to the directory in which you have installed Otter.
2. Double click on the folder name. When it opens, you should see a number of items. Double click on the picture of the Otter (the executable file is 'Otter.exe'). This should open up the program. Depending on the speed of your system, it may take a few seconds to open while Otter scans its database.

5.0 A QUICK TOUR OF OTTER

Congratulations! You have now opened Otter! You will be greeted with this opening screen (see Figure 1 on the next page). Take a moment to study it – it gives you a lot of information about your collection. For example, you can tell how many series are in your database (in this example there are 591). The "√" beside a series name means that you have at least one episode of that series. You will learn more about this information as you proceed through this guide.

You can always come back to this screen at any time by clicking on "All Series" in the left hand pane of Otter.

For more screen shots of the various menus within Otter, please see the Appendix.

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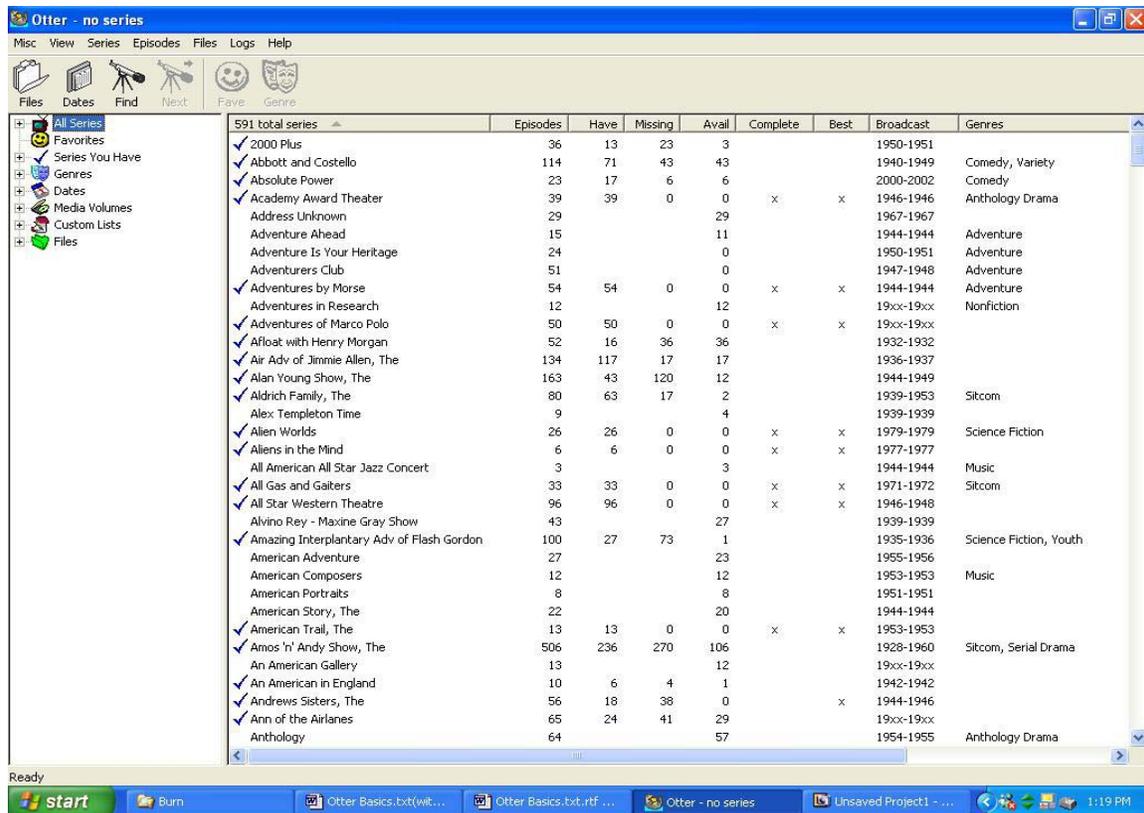


Figure 1 - Otter's Opening Screen

6.0 FIRST – A LITTLE LEARNING

Before we start on the guide on how to use Otter, first here is a little basic terminology to help make the guide a little easier to follow.

How Otter Works – Otter contains a database of tens of thousands (about 80,000) of episodes from approximately 600 series. Otter uses this database to identify, track and manage your files.

Otter relies heavily on the date field. By comparing the date of your file to its database, Otter tries to guess the series and then identify the episode based on the date. You will read more about this later on. But Otter will also work with episode numbers. There are a number of series (especially syndicated series) that were broadcast on a wide variety of dates. These series frequently have episode numbers and Otter can match on these as well. When all else fails, Otter provides you with the capability to manually match your file to an entry in Otter's database.

7.0 OTTER SCREEN LAYOUT

Here is a screen capture (see Figure 2) of a typical Otter screen. Please note the BLOCK DESCRIPTIONS annotated on the picture. We will refer to these areas throughout this guide:

Series Name – This is a critical field. Always pay attention to it. It tells you what series that Otter *thinks* that you are working on. Always double-check that this is correct before you perform any type of database update. You will learn more about how to do these updates later but it is never too early to learn to keep checking the top left corner of Otter to see what series you are working on. But don't fear making a fatal mistake – Otter allows you to “undo” an update that you made in error.

Menu Bar – The Menu Bar contains the commands of Otter. It is similar to Menu Bars that you will find in other Windows-based applications. A number of the more common commands are represented by Icons on the Tool Bar (see below).

Entries on the Menu Bar that are “grayed out” are either not available to use in the current window in which you are working or have not yet been implemented within Otter.

Tool Bar – The Tool Bar contains icons that allow you to perform the majority of operations within Otter by simply selecting. The Tool Bar is configurable and you can add or delete icons (and the way they display) to suit your own personal needs. Again, certain Icons may be grayed out depending on what “mode” you are in (what you are trying to do).

Left Pane – This is the area of Otter that acts like Windows Explorer. It allows you to navigate to your folders on your hard drive or CD drives, to select series, to search for a file by date or genre etc.

Right Pane – This is the working area of Otter. Depending on what “mode” you are in, this area will either display series information, details of your files, a preview of a renaming operation and many other variations.

Status Bar – Shows the status of Otter. It will also display the “tool tip” associated with icons.

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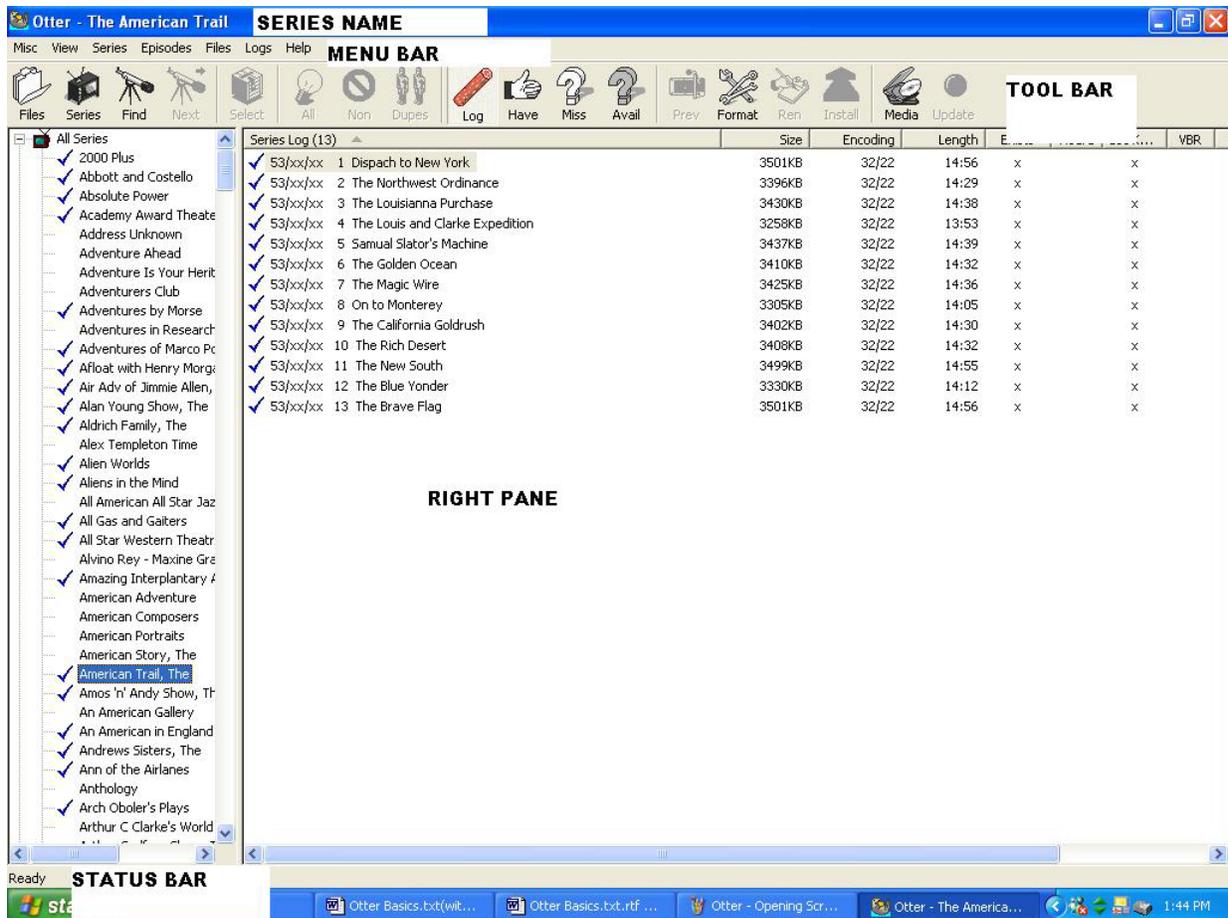


Figure 2 - Typical Screen Layout showing Basic Parts

8.0 NOW LET'S START EXPLORING

You have just opened Otter and you are looking at the Opening Screen (see Figure 1).

You should now see the Menu Bar and Tool Bar at the top and above it in the Series Name area the words:

'Otter - no series'. This indicates that no series has been selected and Otter is in the "overview" mode.

Underneath the Series Name is the Menu Bar. This is a text-based menu bar with the following paths:

'Misc' - The only tab under this that you should work with until you become more familiar with is 'View List in Notepad'. Clicking on this will import whatever is showing in the right hand window into Notepad.

'View' - most of these features are explained in other parts of this guide. Some selections will be grayed out whenever they are not available.

'Series' - Until you become a more advanced user, the only options I would recommend you use are 'View Totals', 'Search' and 'Series Icons'.

'Episodes' - I would recommend this only for the advanced user.

'Files' - This Menu Option and the following 'Log' option are the two major menu paths needed for daily use of Otter. They will be addressed in a separate section of the guide.

'Logs' - This will be addressed in a separate section of the guide.

'Help' - is self-explanatory and misleading. There isn't any "help" function currently in Otter. However, this menu path allows you to view the "ReadMe". It is through the ReadMe file that Otter Author generally provides information on new features and a quick "how to" use them. It also gives you information on how to make a donation for the use of Otter. .

Underneath the Menu Bar, you will see the **Tool Bar** consisting of a series of Icons. These icons will change depending on what mode you are in. Icons not available for use in a particular operation will be grayed out. You will be introduced to these icons during the 'how to' steps below.

9.0 THE WORKING AREA

Beneath the Tool Bar you will see the main working area of Otter. The screen is divided into two parts - a Left Pane and a Right Pane.

In the **Left Pane** (see Figure 3) you should see a list consisting of:

'All Series' - These are the series that are in Otter's database. You can expand the list by clicking on the '+' to the left of 'All Series'. This will expand the list to show all the series. Those series with a '√' beside the title indicates that you have at least one episode of that series registered in your Otter. One may configure Otter to display a 'genre' symbol in lieu of the checkmark. You can do this by expanding the tree, select any series and right click on it. Select "Series Icon" and choose your choice of icon to indicate that you have an episode. This selection will apply to all series.



Figure 3 - Otter's Left Pane

You may also select as series as a 'favorite' by selecting the particular series, right click and select "Set/Unset Favorite". Any series so selected will be displayed in the 'Favorites' section (see below). Simply repeat the steps for any other series that you want to annotate as a favorite. You can unmark a favorite the same way.

'Favorites' - any series that you might have designated as a favorite.

'Series You Have' - This option display only those series for which you have at least one episode. However, this feature will not come into play until you have worked with some of the series on your hard-drive or CD-R.

'Dates' - This feature is discussed later in the manual.

'Media Volumes' - These are the CDs that you will eventually burn series to. This will be touched on later.

'Custom Lists' -Otter allows the user to create Custom Lists to suit the user's needs. This is an advanced feature and will not be discussed here.

'Files' - This is the "Windows Explorer" like entry point to your computer and disc drives. Using the 'Files' feature, you can navigate to the folders on your computer in which you have your OTR files stored. You need to access your OTR files via 'Files' in order to work with them. This will be discussed further.

In the second window (**Right Pane - see figure 4**) you should see a list of the logs in Otter. Across the top of that window you should see 'Total Series', 'Episodes', 'Have', 'Missing', 'Available', 'Complete' and 'Best' and some other items.

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'Episodes' indicates the total number of episodes listed in the log for that series.

'Have' indicates the number of episodes of that series that you have in your collection.

'Missing' indicates the number of episodes that you are missing. This includes episodes that are considered to be not available or lost.

'Available' indicates the number of episodes that you are missing that are considered to be available.

'Complete' means that you have all the episodes of this series as listed in the log.

'Best' means that you have all of the episodes considered available but not all of the episodes of the series. Based on the information in the log, you have all there are that are available to get.

591 total series ▲	Episodes	Have	Missing	Avail	Complete	Best	Broadcast	Genres
✓ 2000 Plus	36	13	23	3			1950-1951	
✓ Abbott and Costello	114	71	43	43			1940-1949	Comedy, Variety
✓ Absolute Power	23	17	6	6			2000-2002	Comedy
✓ Academy Award Theater	39	39	0	0	x	x	1946-1946	Anthology Drama
Address Unknown	29			29			1967-1967	
Adventure Ahead	15			11			1944-1944	Adventure
Adventure Is Your Heritage	24			0			1950-1951	Adventure
Adventurers Club	51			0			1947-1948	Adventure
✓ Adventures by Morse	54	54	0	0	x	x	1944-1944	Adventure
Adventures in Research	12			12			19xx-19xx	Nonfiction
✓ Adventures of Marco Polo	50	50	0	0	x	x	19xx-19xx	
✓ Afloat with Henry Morgan	52	16	36	36			1932-1932	
✓ Air Adv of Jimmie Allen, The	134	117	17	17			1936-1937	
✓ Alan Young Show, The	163	43	120	12			1944-1949	
✓ Aldrich Family, The	80	63	17	2			1939-1953	Sitcom
Alex Templeton Time	9			4			1939-1939	
✓ Alien Worlds	26	26	0	0	x	x	1979-1979	Science Fiction
✓ Aliens in the Mind	6	6	0	0	x	x	1977-1977	
All American All Star Jazz Concert	3			3			1944-1944	Music
✓ All Gas and Gaiters	33	33	0	0	x	x	1971-1972	Sitcom
✓ All Star Western Theatre	96	96	0	0	x	x	1946-1948	
Alvino Rey - Maxine Gray Show	43			27			1939-1939	
✓ Amazing Interplanetary Adv of Flash Gordon	100	27	73	1			1935-1936	Science Fiction, Youth
American Adventure	27			23			1955-1956	
American Composers	12			12			1953-1953	Music
American Portraits	8			8			1951-1951	
American Story, The	22			20			1944-1944	
✓ American Trail, The	13	13	0	0	x	x	1953-1953	
✓ Amos 'n' Andy Show, The	506	236	270	106			1928-1960	Sitcom, Serial Drama
An American Gallery	13			12			19xx-19xx	
✓ An American in England	10	6	4	1			1942-1942	
✓ Andrews Sisters, The	56	18	38	0		x	1944-1946	
✓ Ann of the Airlanes	65	24	41	29			19xx-19xx	
Anthology	64			57			1954-1955	Anthology Drama

Figure 4 - Otter's Right Pane in the Opening View

Underneath should be the list of logs for all the series in Otter's database with various numbers in the columns. These numbers represent the holdings in your collection and should be fairly self-explanatory.

10.0 WORKING WITH THE 'TREE'

The tree is what you see in the left pane when Otter opens up. It consists of various views that you can see in the right window when you click on that branch.

The tree can be customized to suit your own preferences. To customize the tree, click on 'View' at the top of the screen, highlight 'tree' and you will see a list of items that can be added to or removed from your tree. Check the ones you want to add.

The ones you definitely should have are:

- A. 'All Series' - When this is highlighted, it shows all the series in your version of Otter.
- B. 'Series You Have' - This shows the series that you have of all the series in the Otter Database.
- C. 'Media Volumes' - When you begin to burn series to CD, this will show you what CDs contain which programs.
- D. 'Files' - This will allow you to navigate through your computer to choose on which drive you want to look for series when you begin working in Otter.

The other limbs are nice to add, but not necessary when beginning to catalog your collection.

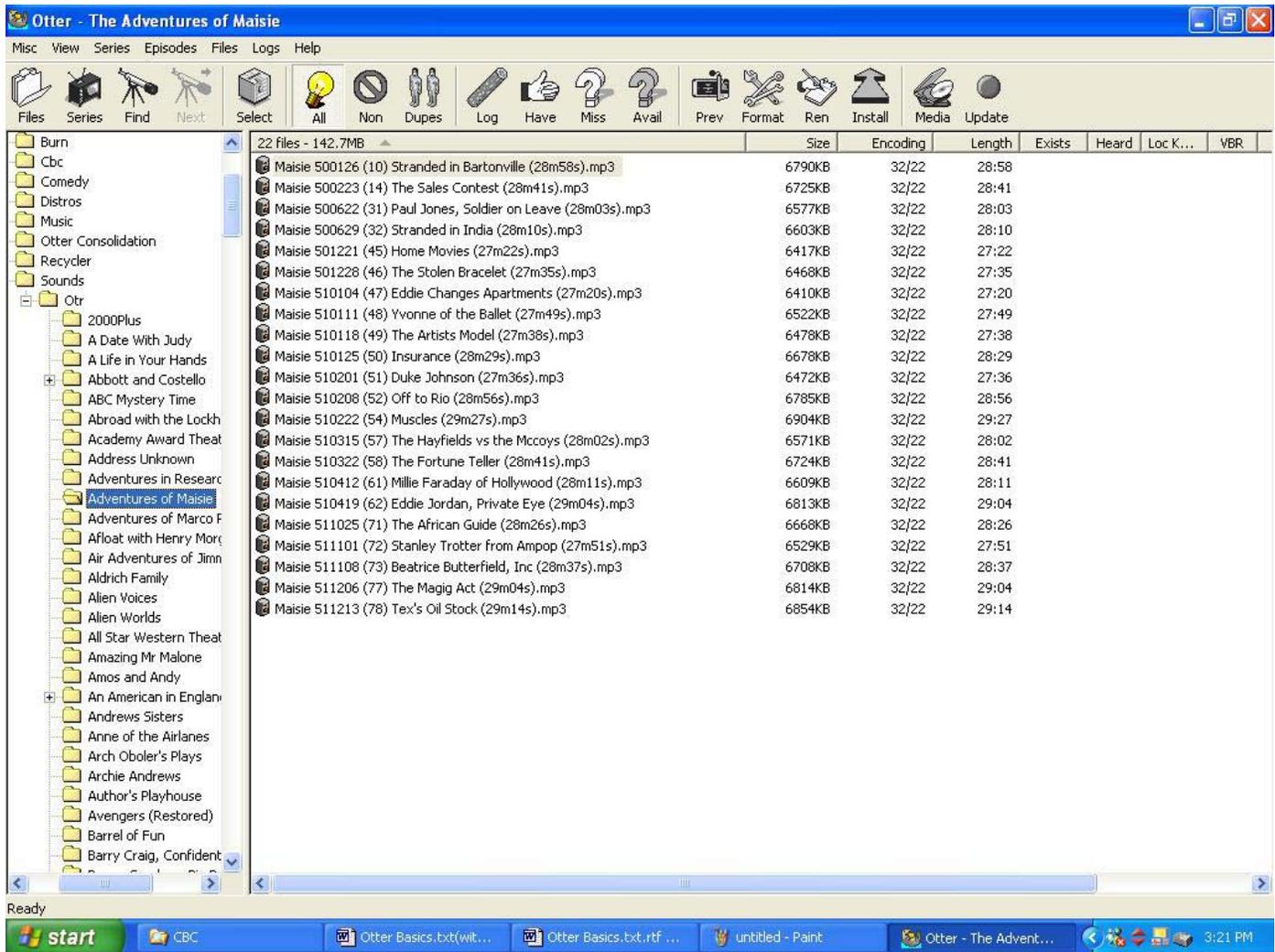


Figure 5 - The View File Window in Otter

By selecting 'Files' from the Tree, you can navigate to the spot on you where your OTR is stored. In the example at Figure 5, this user's OTR are stored in a folder called 'OTR' in the 'Sounds' folder. "Adventures of Maisie" has been selected in the Left Pane tree and the files in that folder are shown in the Right Pane.

OTTER TIP – You can quickly get to the 'Files Tree' by clicking on the 'Files' Icon on the Tool Bar.

11.0 WORKING WITH SERIES

Now you want to compare the information you have on a particular series with Otter. In the left half of the screen, double click on 'Files'. This should pull up a list of the drives on your computer.

OTTER TIP – It is easier if you keep your OTR series in separate folders. Each folder should only contain one series. This will allow Otter to easily identify mislabeled files.

1. Double click on the drive that contains your OTR files.
2. Now double click on the folder that contains your OTR files.
3. Using your mouse, double-click the series that you want to work on.
4. The default action of Otter is to display a list of the files that are in that folder on your hard drive in the right hand window. You will notice that the “ALL” icon on the Tool Bar is depressed.
5. If you do not see the list of your files, click on 'View' from the Menu Bar at the top of the screen. From the pull down menu, highlight 'List'. Then highlight and click on 'All Files'. A list of all the files you have in that particular folder should be visible in the right hand window. Alternatively, select the “All” icon from the Tool Bar.
6. Based on the date information contained in the first file in the list, Otter will try to guess the series to which the file belongs. Look at the “Series Name” area in the top left corner of the overall Otter screen. Is the correct series name shown? If it is correct, continue with Step #h below. If there were other shows broadcast on that same date, then Otter may have guessed the wrong series. If that is the case proceed with Step #g.
7. Select the “SELECT” Icon from the Tool Bar. This will open a dialogue box (see Figure 6) that shows you the possible series that had shows broadcast on that date. If the series that you want is shown select it and click “OK” (alternatively, you may double-click the series name). This will close the dialogue box and Otter will display the series name that you selected in the top left corner of the Otter screen (beside the word Otter). If the correct series was not shown in the dialogue box, click on “Show All Series” in the bottom left corner of the dialogue box. This will open a new window listing all of the series in Otter’s database. You may scroll through the list until you find the correct series or you may type in the series name (or part of the name) in the search box in the lower left corner and either hit enter or click on “search”. Otter will then display the closest match to the search term that you entered. Again, select the correct series by either double clicking it or selecting it and choosing “OK”.

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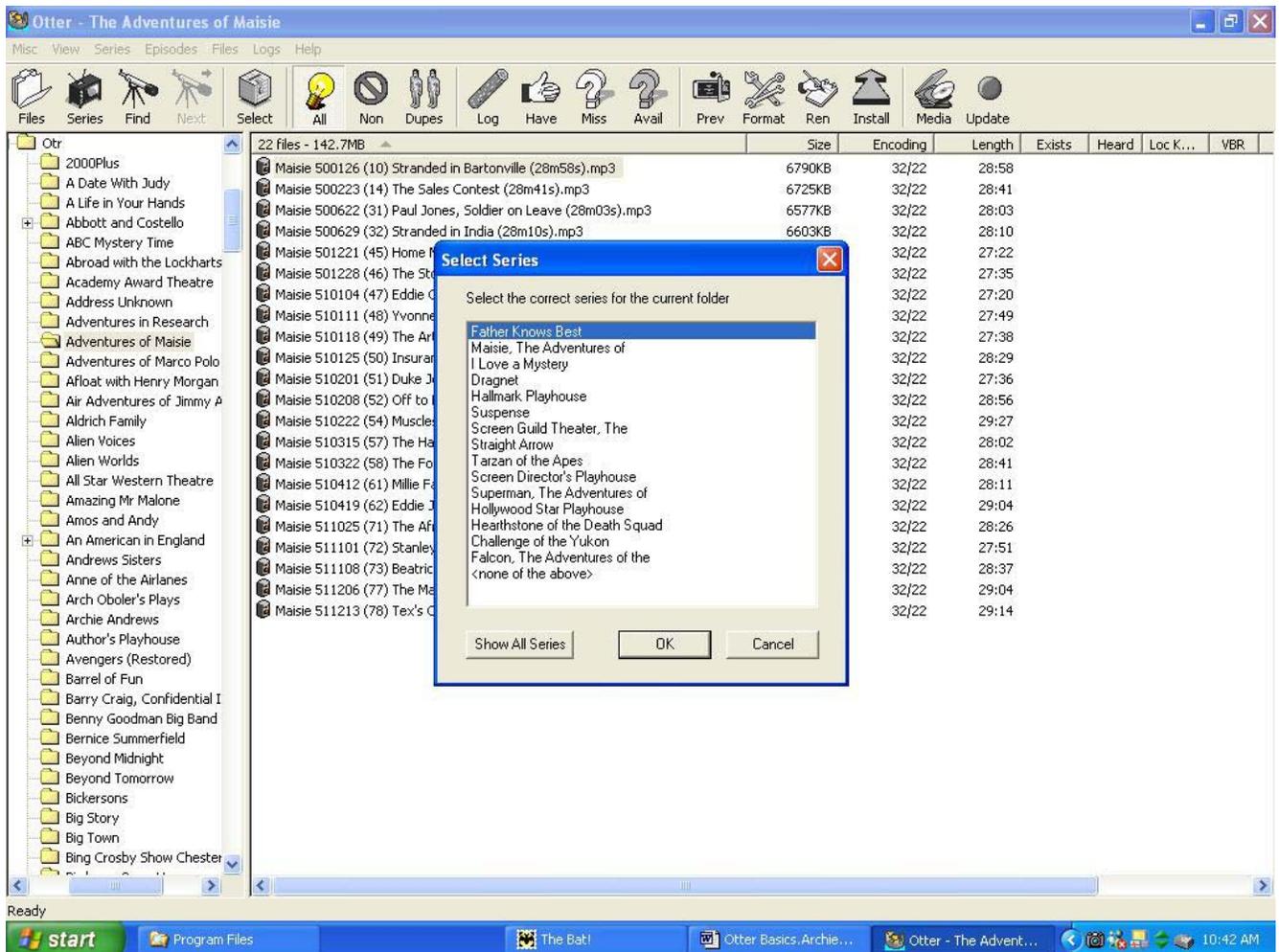


Figure 6 -The Select Series Dialogue Box

Alternatively, you may use the Menu Bar as follows. Go to the Menu Bar at top of the screen and click on 'Files'. From the pull down menu, click on 'Select Series'. A box should then open up with the name of the series you are working in highlighted. If not, see if the correct series is shown in that list. If it is, click on it. If not, go to the bottom of the window and click on 'Show All Series'. A list of all series in your copy of Otter should then show up. You can either scroll down to the file you need, or type it in the search window and search for it. When you find it, highlight it, and click on 'OK'. The series name will show in the top left corner of Otter.

OTTER TIP – You can use the Tool Bar Icon “Select Series” as a shortcut.

IMPORTANT – Make sure that Otter is displaying the correct series in the top left corner of the screen.

8. At this point, you should see the tree and your selected folder

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highlighted in the Left Pane and the files from your hard drive showing in the Right Pane. If you are seeing a bunch of non-mp3 files (such as jpegs, .txt files or real media files) you may hide these non mp3 files by going to the Menu Bar and selecting "Files | Hide Non-mp3s" (there should be a checkmark beside it). This clears up the clutter and makes it easier to work on your mp3 files.

In the Right Pane you will see that Otter is displaying all the relevant information for your files such as size in KB, encoding rate and length of file in minutes and seconds. There are also indicators to show if the file is a VBR encode or a Stereo encode.

OTTER TIP – The "MEDIA" icon on the Tool Bar will toggle this display between the file information view as described above and a "matching episodes" view. This view shows your files in the left column and Otter displays the match it has made against the database. Note that the top line tells you how many files there are and their total size – useful when burning to CD.

22 files - 142.7MB ▲	Matching Episodes
Maisie 500126 (10) Stranded in Bartonville (28m58s).mp3	50/01/26 10 Stranded in Bartonville
Maisie 500223 (14) The Sales Contest (28m41s).mp3	50/02/23 14 The Sales Contest
Maisie 500622 (31) Paul Jones, Soldier on Leave (28m03s).mp3	50/06/22 31 Paul Jones, Soldier on Leave
Maisie 500629 (32) Stranded in India (28m10s).mp3	50/06/29 32 Stranded in India
Maisie 501221 (45) Home Movies (27m22s).mp3	50/12/21 45 Home Movies
Maisie 501228 (46) The Stolen Bracelet (27m35s).mp3	50/12/28 46 The Stolen Bracelet
Maisie 510104 (47) Eddie Changes Apartments (27m20s).mp3	51/01/04 47 Eddie Changes Apartments
Maisie 510111 (48) Yvonne of the Ballet (27m49s).mp3	51/01/11 48 Yvonne of the Ballet
Maisie 510118 (49) The Artists Model (27m38s).mp3	51/01/18 49 The Artists Model
Maisie 510125 (50) Insurance (28m29s).mp3	51/01/25 50 Insurance
Maisie 510201 (51) Duke Johnson (27m36s).mp3	51/02/01 51 Duke Johnson
Maisie 510208 (52) Off to Rio (28m56s).mp3	51/02/08 52 Off to Rio
Maisie 510222 (54) Muscles (29m27s).mp3	51/02/22 54 Muscles
Maisie 510315 (57) The Hayfields vs the Mccoys (28m02s).mp3	51/03/15 57 The Hayfields vs the Mccoys
Maisie 510322 (58) The Fortune Teller (28m41s).mp3	51/03/22 58 The Fortune Teller
Maisie 510412 (61) Millie Faraday of Hollywood (28m11s).mp3	51/04/12 61 Millie Faraday of Hollywood
Maisie 510419 (62) Eddie Jordan, Private Eye (29m04s).mp3	51/04/19 62 Eddie Jordan, Private Eye
Maisie 511025 (71) The African Guide (28m26s).mp3	51/10/25 71 The African Guide
Maisie 511101 (72) Stanley Trotter from Ampop (27m51s).mp3	51/11/01 72 Stanley Trotter from Ampop
Maisie 511108 (73) Beatrice Butterfield, Inc (28m37s).mp3	51/11/08 73 Beatrice Butterfield, Inc
Maisie 511206 (77) The Magig Act (29m04s).mp3	51/12/06 77 The Magig Act
Maisie 511213 (78) Tex's Oil Stock (29m14s).mp3	51/12/13 78 Tex's Oil Stock

Figure 7 - Toggling the 'Media' Icon provides this matching episode view

9. Go to the Tool Bar and select the "LOG" Icon. This view (see Figure 8) displays the log for the series on which you are working. Again, take a

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glance at the top left corner just to make sure you are in the correct series. For each episode in your folder that matches an entry in the Otter log, a blue checkmark will display to the left of the date. Again, the size of the file in KB/s in each of your files should be indicated also. An 'X' will show in the 'Exists' column, if the episode is known to exist. It is extremely important to notice the number of KB/s showing in each of the episodes, as there are many, many episodes floating around that are partials, or consist of 2kbs only, which is just the title! You need to delete these files from your hard drive and attempt to find complete ones.

Another good indicator of completeness is the length of the file. A seven minute file of a Dragnet series is probably incomplete.

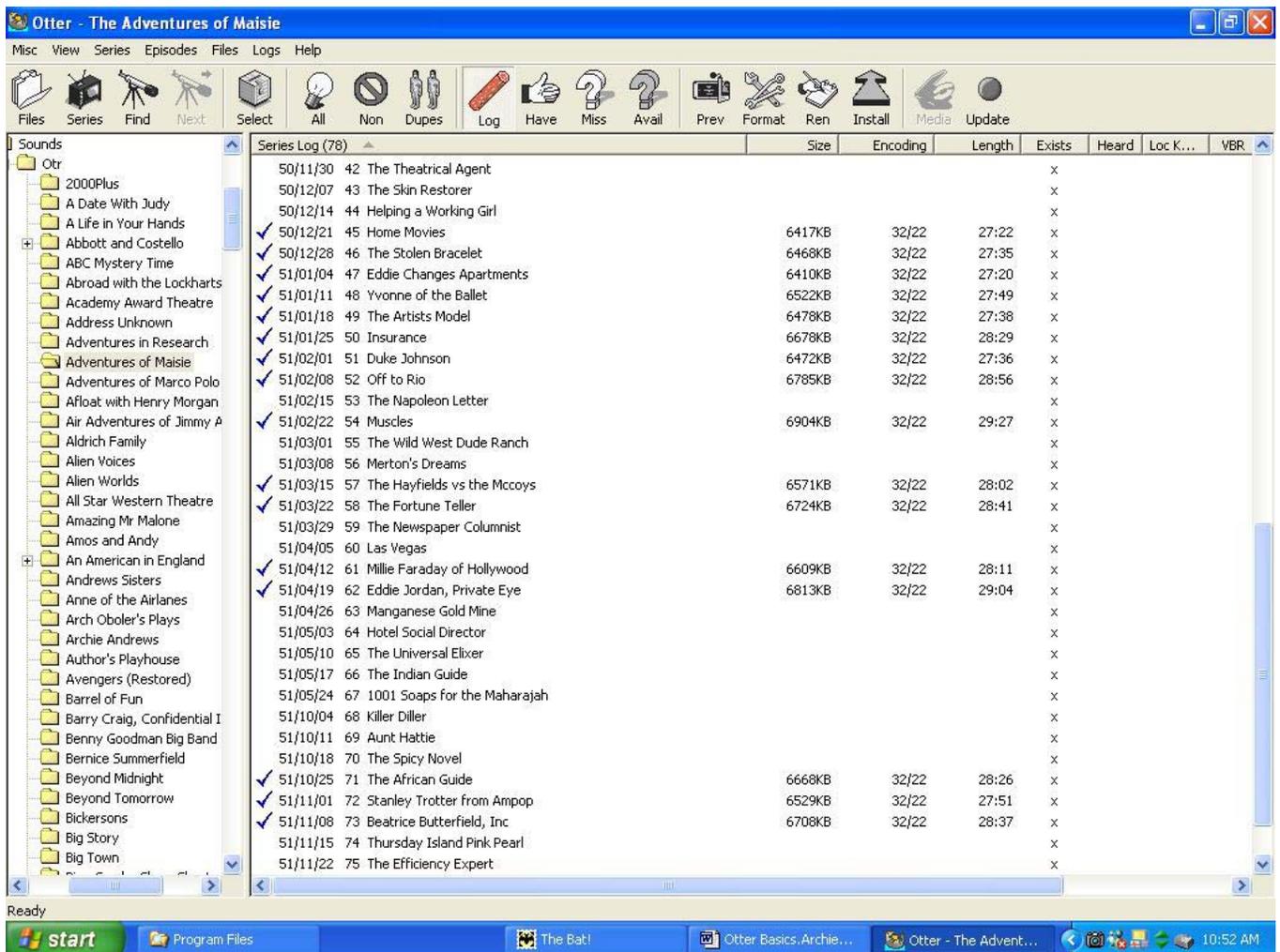


Figure 8 - The Log View.

OTTER TIP – Sometimes Otter will incorrectly display the length of the file. Certain versions of LAME (a popular mp3 encoding tool) had errors in some

the information it encoded (especially with VBR files) and consequently the time displayed for those files is incorrect. Before deleting a file that you think is incomplete, make sure you play it first.

OTTER TIP – You may play a file from within Otter. When in the 'Files' mode (i.e., your folder is displayed in the lefty hand pane, you can double click on any file in the right hand pane in the "All" window or any checked marked file in the "Log" window.

10. You will notice that there are bars separating each column in the header line of the right pane. Similar to other Windows applications, the column widths are adjustable by putting your mouse cursor on them and sliding them to the left or right. Experiment with these to see what different types of information is available for each episode.

11. You may click on the various Icons in the Tool Bar (alternatively you may click on the 'View' and then 'List' button in the Menu Bar at the top of the screen), to display different information. A few examples that can be accessed via the Icons on the Tool Bar are:

A. **"NON" Icon** (or View|List|'Non-Matching Files' from the menu bar) is very important. It shows you episodes in your file that do not match the database. It could be for any number of reasons, the date might be off, that episode might be misnamed, the episode might not appear in Otter's database, or it may be a file with an unknown date (generally shown as xx-xx-xx as the date). In most cases, files with unknown dates and no episode number are not included in the database. See below for more information.

B. **"DUPES" Icon** (or View|List|'Duplicate Files' from the Menu Bar) will show you if you have multiple files with the same date in the file name. That makes it easy to eliminate duplicates! However, just because two mp3 files have the same date doesn't mean that they are "duplicates" in the truest sense. A good habit to get into is to check your duplicate files by:

- i. In left hand pane, make sure the tree shows the folder upon which you are working;
- ii. Make sure that the correct series is shown in the top left hand corner of Otter;
- iii. Click on the "DUPES" Icon. This will show the files with the same date in the file name.

- iv. If necessary, click on the "MEDIA" icon to toggle the display back to showing the file information (size, encoding rate etc).
- v. With this information showing (see Figure 9) it is very easy to tell if the files are truly duplicates (i.e., they match in file size, encoding rates and length). If the file size differs by 1 or 2KB only and the other attributes match, then the file size difference is probably because of a difference in ID3 tags within the files. If the attributes (length, encoding size) don't match then you either have two different copies of the same episode (you will need to listen to them to pick which one is the better copy) or one of the files is mislabeled. Again, you will need to listen to the file to verify.
- vi. Once you have decided that you have duplicate files to delete, you can do so from within Otter (the DUPES window). Simply highlight the files that you want to delete (control-click works in Otter to mark non-adjacent files) and hit delete. The DUPES window will automatically update.

WARNING – Files deleted from within Otter do not go to the Recycle Bin. Once you delete them they are gone for good. If you are not comfortable with that, you may delete the identified duplicates from within Windows Explorer in the normal fashion.

If you eliminate the duplicate episodes from you folder from within Windows Explorer, when you come back into Otter, be sure to 'View' and 'Refresh Tree'. This will force Otter to re-look at the files on your drive and see that the duplicate program(s) have been eliminated and update its records.

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Duplicates	Size	Encoding	Length	Exists	Heard	Loc K...	VBR
Duffy's Tavern 430323 With Susan Hayward and Frank Buck.mp3	7097KB	32/22	30:16				
duff 430323 (083) With Susan Hayward and Frank Buck (30m16s).mp3	7097KB	32/22	30:16				
431019 - Duffys - Peter Lorre.mp3	9084KB	40/22	31:00				
duff 431019 (100) Missing Salami Sandwich Case (with Peter Lorre) (31m00s...	9084KB	40/22	31:00				
440229 - Duffys - Gracie Fields.mp3	9084KB	40/22	31:00				
duff 440229 (119) Turning the Tavern into a Hotel (with Gracie Fields) (31m...	9083KB	40/22	31:00				
Duffy's Tavern 440915 137 Rudy Vallee Does His Show from the Tavern.mp3	7012KB	32/22	29:54				
duff 440915 (137) Rudy Vallee Does His Show from the Tavern (29m54s).mp3	7012KB	32/22	29:54				
441110 - Duffys - Robert Benchley.mp3	9084KB	40/22	31:00				
duff 441110 (145) Party for Singer Bob Graham (with Robert Benchley) (31...	9084KB	40/22	31:00				
Duffy's Tavern 441201 Harmonica Virtuoso (with Larry Adler).Mp3	5274KB	24/22	29:59				
duff 441201 (148) Harmonica Virtuoso (with Larry Adler) (29m59s).Mp3	5274KB	24/22	29:59				
450427 - Duffys - John Garfield.mp3	9230KB	40/22	31:30				
duff 450427 (169) Fish and Fantasy (with John Garfield) (31m30s).mp3	9230KB	40/22	31:30				
Duffy's Tavern 451109 183 With Maxie Rosenbloom.mp3	6983KB	32/24	29:47				
duff 451109 (183) With Maxie Rosenbloom (29m47s).mp3	6983KB	32/24	29:47				
dt_1946.01.18_ArchiesOldTeacherVisits.mp3	5996KB	32/22	25:34				
duff 460118 (193) Archie Hires a Singer (with Rickie Jordan and Dave Hossin...	6660KB	32/22	28:24				
Duffy's Tavern 471203 263 Archie's Girlfriend Loves Jean Sablon.mp3	6955KB	32/22	29:40				
duff 471203 (263) Archie's Girlfriend Loves Jean Sablon (29m40s).mp3	6955KB	32/22	29:40				
Duffy's Tavern 480526 Dream Girl (with Rex Harrison).mp3	13064KB	64/22	27:52				
duff 480526 (288) Dream Girl (with Rex Harrison) (27m52s).mp3	13064KB	64/22	27:52				
490309 - Duffys - Marlene Dietrich.Mp3	6384KB	32/22	27:13				

Figure 9 - The Duplicate View. Notice how the mp3 details make it easy to spot true duplicates.

C. **"MISS" Icon** (or View|List|'Missing Episodes' from the Menu Bar) shows you files that are missing from your set. In the "Files" mode, this only shows which files you are missing based on the files in the folder that Otter is working on. Depending on if you have previously burned other files from this series to CD-R or have them in a separate folder, the MISS list may be misleading. To get an accurate report of what you are missing you have to be in "Series" mode.

The MISS Icon shows all files that are missing, regardless of whether the file is considered available or lost.

D. **"AVAIL" Icon** (or View|List|'Available Missing Episodes' from the Menu Bar) shows you files that are generally considered available but you just don't have them. These are files you should try to obtain in order to complete the series.

IMPORTANT – In order for Otter to 'remember' that you have these episodes (so that the next time you check Otter, the file data is visible), there are certain steps that must be carried out. These are described later in the guide in Section 23. If you don't tell Otter that you have episodes,

then the database is not updated.

12.0 WHAT TO DO WITH NON-MATCHING FILES

You first need to determine if these are files that are just not in your copy of Otter (in other words, the log inside Otter may not be up-to-date). You do this by first checking the on-line database at the Old Time Radio Complete Series Yahoo Group. It may have an updated log since you installed your copy of Otter. You also should see if your file carries a different broadcast date than that contained in the Otter log.

This is quite possible given the large numbers of the same files in circulation. If the date on your file is wrong, you can change it by renaming the file to match Otter's database. The same applies if your file is marked xx-xx-xx for the date, and the Otter file has a date. If your file has a date and the Otter file is marked xx-xx-xx, we want to know about it! Please send a text file of the Non-matching files to a moderator so that we can investigate it. One of the aims of the Group is to provide the most accurate logs that we can for OTR series. Any time we can nail down a date for an undated episode is a reason to rejoice.

If your Log file is out of date, simply download the current Log text file for that series from the Group Website and import it into your Otter Database. Instructions for doing this are found in the 'Importing log texts into Otter' portion of this guide.

If you do have additional episodes that are not shown in Otter, you should check the following references to see if they show it:

(CTRL + Click)

1. Frank Passage log site <http://www.old-time.com/otrlogs/>
2. Jerry Haendiges log site <http://otrsite.com/radiolog/>
3. Radio Gold Index log site <http://www.radiogoldindex.com/>
4. 'The Ultimate Guide to ALL Circulating Shows'. This book is indispensable for collectors. Current price may be obtained from the author, Jay Hickerson by emailing: JayHick@aol.com.

If these references show the episode as existing or if you think that that episode does belong in that series, you need to create a list of the Non-Matching files you have and send it to a moderator. Information on how to Export a text file is found in another section of this guide.

Attach it to an e-mail and send it to one of the moderators, explaining that you think you have some episodes not listed in the Otter Database. You may always determine who is a moderator by going to the group website

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and click on 'Members' (on the left side of the site) and then on 'Moderators'.

You should always send a copy of your text log if your files have information that is not shown in the Otter database (such as missing dates and missing episode titles.)

The Moderators will examine your log text and if they determine by consensus that it is indeed a missing episode, or has additional information, they will update the on-line database, and make an announcement to that effect.

You can then download the updated log file and import it into your copy of Otter.

13.0 ADDING A NEW SERIES TO OTTER

It is very easy to add new series to Otter. If you have mp3 files on your computer (or on disc) that you have identified and the series is not currently in Otter's database:

1. Select the "Logs" menu from the Menu Bar and select 'Add New Series'. This will open up a window in which you can supply a name for that series. Then select 'OK'.

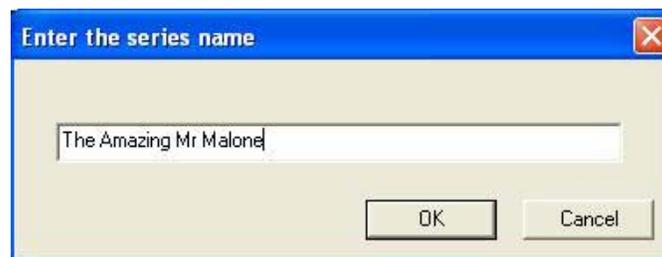


Figure 10 - The Enter New Series Dialogue

2. Then select the drive and folder the series is located in.

9 files - 58.6MB	Size	Encoding	Length	Exists	Heard	Loc K...	VBR
470524-Amazing Mr Malone-Mr Morgan, The Cheat.mp3	6256KB	32/22	26:41				
510629-Amazing Mr Malone-Handsome Is As Handsome Does.mp3	5036KB	24/11	28:38				
The Amazing Mr. Malone 48-08-28 Cleanliness Is Next To Godliness.mp3	7186KB	32/22	30:39				
The Amazing Mr. Malone 51-05-25 A Strong Offense.mp3	6917KB	32/22	29:30				
The Amazing Mr. Malone 51-06-08 Seek And Ye Shall Find.mp3	6821KB	32/22	29:06				
The Amazing Mr. Malone 51-06-15 Early To Bed.mp3	6931KB	32/22	29:34				
The Amazing Mr. Malone 51-06-22 Hard Work Never Killed Anyone.mp3	6944KB	32/22	29:37				
The Amazing Mr. Malone 51-07-06 Don't Judge A Book.mp3	6965KB	32/22	29:42				
The Amazing Mr. Malone 51-07-13 Haste Maketh Waste-Final Show.mp3	6934KB	32/22	29:34				

Figure 11 - The files from which you want to create a log are in the Right Pane

- When the files are viewable in the right hand window (Figure 11), again select the 'Logs' menu from the Menu Bar and select 'Add/Modify Entries From Files'.
- A 'Create Log Entries From Files' window will then open on your screen.

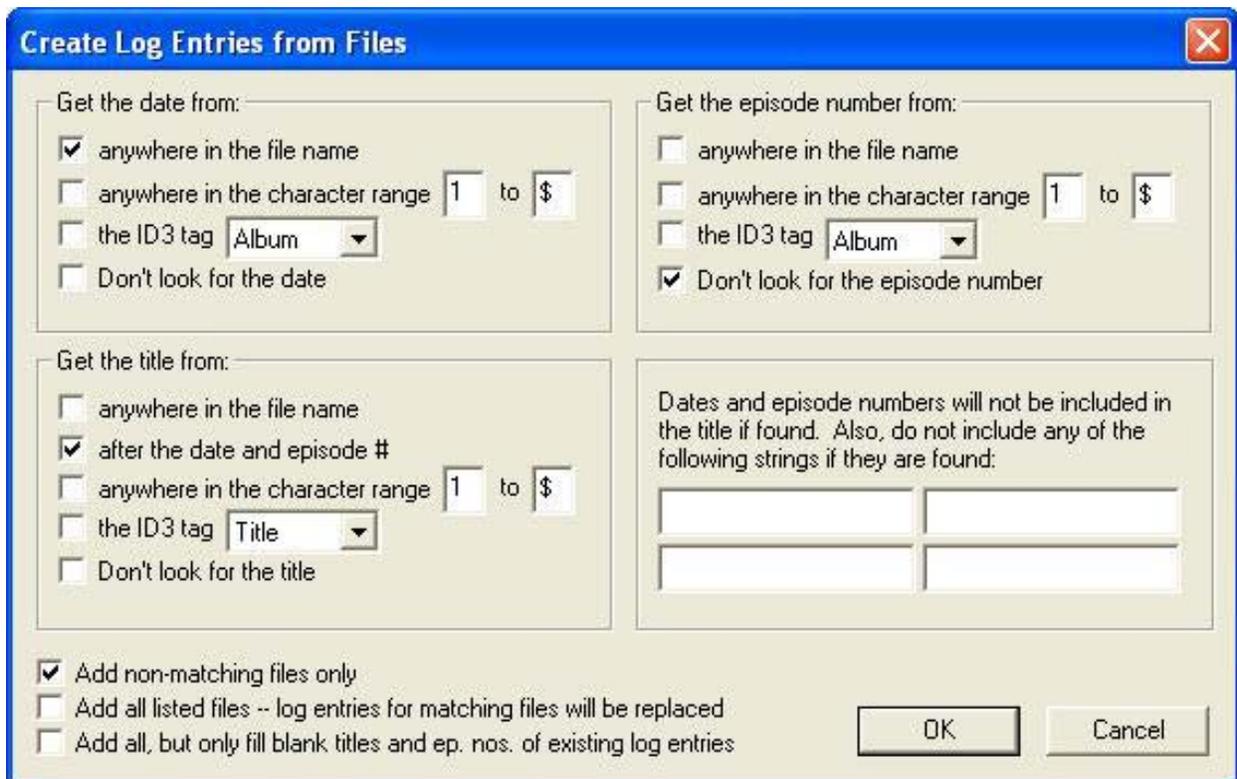


Figure 12 - The 'Create log Entries from Files' Dialogue

- Under the 'Get The Date From' column, make sure that the 'Anywhere in the File Name' box is checked.
- Under the 'Get The Title From' column, make sure that the 'Anywhere in the File Name' box is checked.
- Under the 'Get The Episode Number From' column, check the 'Don't look for the Episode Number'. I have found it that looking for episode numbers can cause more problems than it solves.
- The Four Text boxes in the lower right corner of the 'Create Log Entries from Files' dialogue box are very useful for eliminating extraneous information. Trial and error will be your best guide here but as an example,

you may have a series of files that have 'streamload' appended to the title. Type streamload into one of the text boxes and when Otter creates the log, it will exclude 'streamload' from the log.

9. Finally, check the 'Add All Listed Files' box. Don't worry about it saying existing log entries will be replaced. You are creating a new series log, so there are no existing files to be replaced!

10. The click on 'OK'. Otter should do its thing and create a new series log in its database based on the information it found in your files. When Otter is finished creating the log, it will open the "have" window and show you the log it made. If you are happy with the results, fine. If not, you can "undo" the action by going to the Menu Bar and Selecting Logs|Undo Log Change. Note that if you select other folders or series first then you can no longer undo the log change. You would still have the option of deleting the Series.

Once you have 'undone' the changes, you can try again. Don't be afraid to experiment with the various settings on the 'Create Log' dialogue box and make good use of the four white text boxes to exclude extraneous information. With a little trial and error you will be able to come up with a pretty good final result.

14.0 CREATING A NEW SERIES LOG IN OTTER WITHOUT HAVING SHOWS ON YOUR HARD DRIVE.

Suppose you have found a new log that is not in Otter or you want to create a log from scratch and you want to add it to the database. A log for Otter is simply a text file that is structured in a specific way (see the following section on how to create a log file yourself).

There are several methods to create a log file. The first method is to create it from within Otter itself:

1. Click on the 'Logs' Menu path from the Menu Bar at the top of the screen and select 'Add New Series'. This will open up a window in which you can supply a name for that series. Then select 'OK'. Otter will return to the Log view with your newly added series name highlighted in the left pane and the new name showing in the "Series Name" area in the top left corner of Otter.

2. You can also expand 'All Series' from the left hand pane and you will see your new series name showing in the series tree.

3. If it isn't already highlighted, select the series name in the Left Pane

and the series name will show in the top left corner of Otter.

4. After you have ensured that the correct series name is displayed in the top left corner of Otter, select 'Add Episode Entry' from the 'Logs' dropdown list on the Menu Bar. Enter the episode data into the "Edit Episode Entry" dialogue box, and then click 'OK'. Repeat this step for each episode you add.

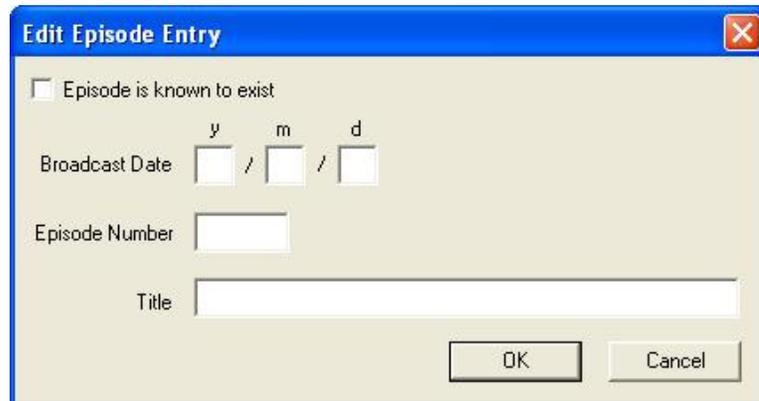


Figure 13 - You may use this screen to add log entries.

5. If you know the episode to exist, check the box marked 'Episode is known to exist'.

6. Send a copy of your newly completed series to a moderator for inclusion in the on-line database.

15.0 CREATING A NEW SERIES LOG AS A TEXT FILE

The second method of creating a log file is to create a text file. Otter allows you to import a text file to create a new log file (see "Procedure for importing new logs"). This procedure shows you how to create and format that text file. Use a text editor (such as Notepad or WordPad) to create the file. Do not use a word processor such as Word, Word Perfect, etc. since they insert formatting commands that confuse Otter.

The text file should contain one line for each episode. Each line must end with the "Enter" key (for the techies it's a CR-LF).

Format the line as follows (where <space> indicates a blank space)

Column 1 * Indicates that the episode is known to exist
<space> Indicates that the episode is not known to exist

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Column 3-4 Two digit Year (yes we know it's not year 2000 compliant)

Column 5 / (the slash character) or a <space>

Column 6-7 Two digit Month

Column 8 / (the slash character) or a <space>

Column 9-10 Two digit Day

Column 11 <space>

Column 12-15 Episode number (if known). Use leading spaces.

Column 16 <space>

Column 17-45 Episode title

Save the file as <Series name>.txt. That is, if you were making a log file for "The Adventures of Rudolf the Reindeer", you would save the file as a text file with the name "The Adventures of Rudolf Reindeer.txt". When the file is imported into Otter, Otter will add it to the log tree as "Adventures of Rudolf Reindeer, The" so you don't have to worry about hiding the 'the' at the end of the file name.

A sample log file would look like this:

```
* 99/07/11 173 Ulterior Motive and Incident at Crofton Wells
* 99/07/18 174 HN-Cold Reading and Boomerang
* 99/07/25 175 Island and Departure
* 99/08/01 176 SH-Adventure of the Samovar and Crisis-What Makes Dogs Howl
* 99/08/08 177 A Woman's Work is Never Done and Crisis-Doomsday Clock
* 99/08/15 178 HN-Floater and Crisis-Shortcut
* 99/08/22 179 Crisis-Confession and Crisis-Amazonhouse
* 99/08/29 180 Crisis-Appointment and Crisis-Starlight,Starbright
```

See the section "How To Import A Series Log Into Your Otter" below for details on how to add your log text file to Otter.

OTTER TIP – Before importing your text file into Otter, make sure that it does not have any extra "empty" lines at the bottom of the text file. Open your log file in a text editor and scroll to the last entry. Place your cursor at the end of the last entry and then begin hitting the delete key to get rid of any surplus "enters" that may be on the file. Blank lines will show up in your log as xx/xx/xx entries with no episode detail. They are not harmful to Otter

but are a cosmetic nuisance. It is best to avoid the problem by clearing the surplus "enters".

16.0 EDITING A LOG IN OTTER

You have an existing log in Otter and you notice that there is an error in the information for an episode. It may be something as simple as a typo or a misspelled word. You can easily correct the entry as follows:

1. Select the "SERIES" icon from the Tool Bar.
2. From the list of available series in the Left Pane, select the series that you want to edit. This will open the log for that series in the Right Pane. The "LOG" icon on the Tool Bar should be depressed.
3. In the Right Pane, click on the episode that you wish to edit.
4. Now right click and choose "Edit Log Entry" (alternatively, you may select "Logs | Edit Episode Entry" from the Menu Bar). Either way, Otter will open the "Edit Episode Entry" dialogue box. Make the corrections as necessary in the dialogue box and click "OK" when you are done.

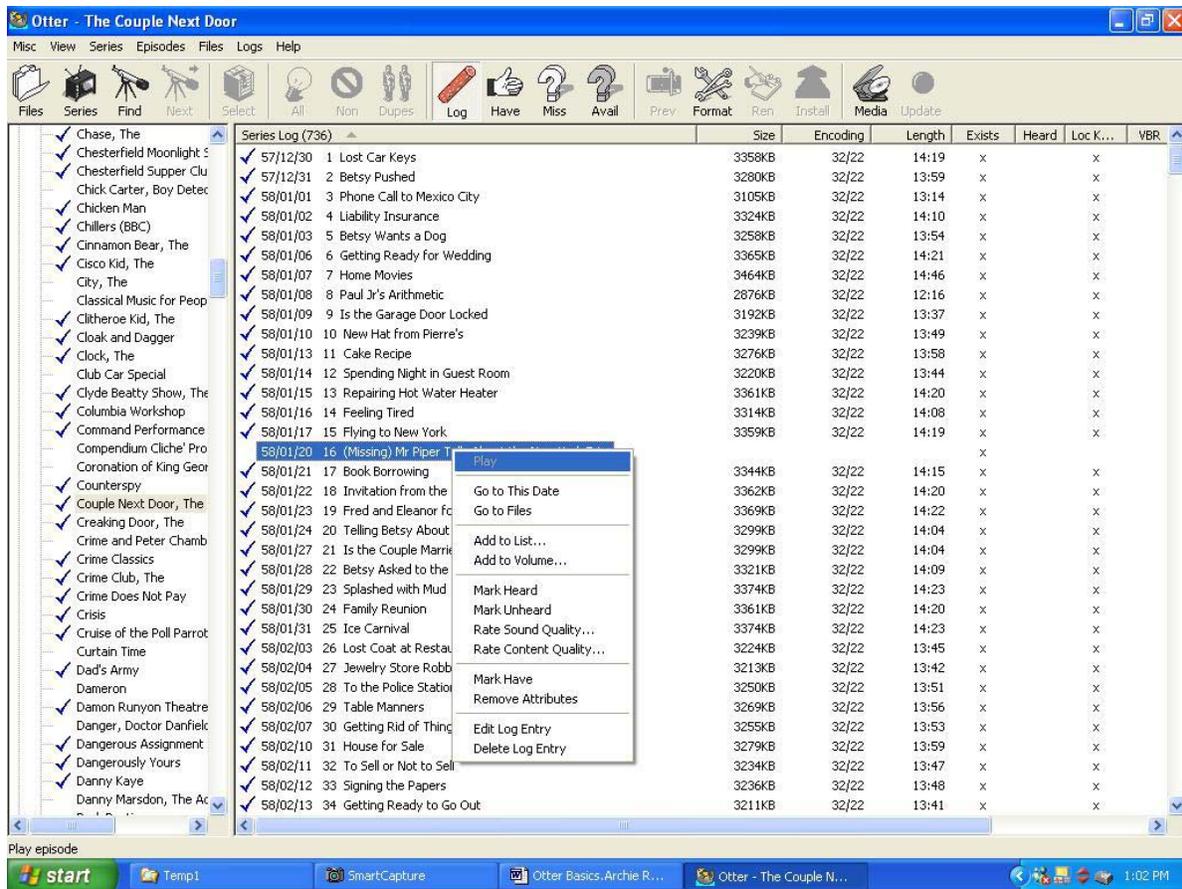


Figure 14 - Select 'Edit Log Entry' to open the Edit dialogue

17.0 RENAMING YOUR FILES

One of the nicest features in Otter is the ability to rename your mp3 files in just about any format that you desire. If you have mp3 files with a variety of naming conventions such as the series name abbreviated, dates running together, files showing a date but with no episode titles, Otter can be used to rename those files. Otter will supply the episode title from its database. In addition, you can standardize the way you name your files and include other useful information in the filename (such as length, bit rate etc) that helps you when working with your files.

There are two ways to rename files within Otter. The first and safest method is through the rename function. This will only do a renaming function so you have better control over what you are doing. The second and slightly more complex method is "Install". This method does multiple things in one step and is recommended only for the more advanced user.

17.1 Renaming with the Rename Function.

The first thing to do is decide on a format for your file names. Each individual collector will have his/her own personal preference in naming formats. However, there are some basics that must be included – series name, date, episode title and episode number. There is some controversy over using episode numbers since they are the least reliable – different logs will assign different episode numbers to shows – for example, some logs will begin numbering at 1 for each “season” of a show while other logs will use a consecutive numbering system. Caution must be used when referring to episode numbers. Knowledgeable collectors will always refer to a show by its broadcast date and not simply by the episode number.

Another consideration when deciding on a naming convention is the 64 character file name limitation of Windows systems. Granted that with relaxed Joliet standards one can have longer file files but to be on the safe side (and to avoid name truncation when burning files to CD), one should try to keep the file name to 64 characters in length. One way to help reduce the size of the file name is to use an agreed upon 4 letter abbreviation for the series name. For example “sgib” is the accepted abbreviation for “Speed Gibson of the International Secret Police”.

A common and useful file name format is:

Series (abbreviated) YYYYMMDD (ep) Title

An example would be

Maisie 510315 (57) The Hayfields vs the Mccoys.mp3

Optionally, one can add the encoding rate or time at the end of the file name. By placing it at the end, if the file name gets truncated in burning, then you are not losing key information but only additional helpful info.

An example with the time included would be

Maisie 510315 (57) The Hayfields vs the Mccoys (28m02s).mp3

One could have used the accepted four-letter abbreviation (‘mais’) in place of the longer “Maisie”. In either case though, these series name abbreviations are shorter than the full name of the series (The Adventures of Maisie).

Once you decide on a naming format you like, select the **“FORMAT”** Icon

from the Tool Bar (or alternatively from the Menu Bar, select "Files | Set File Name Format"). Either of these methods will open the "File Name Format" dialogue box as in Figure 15.

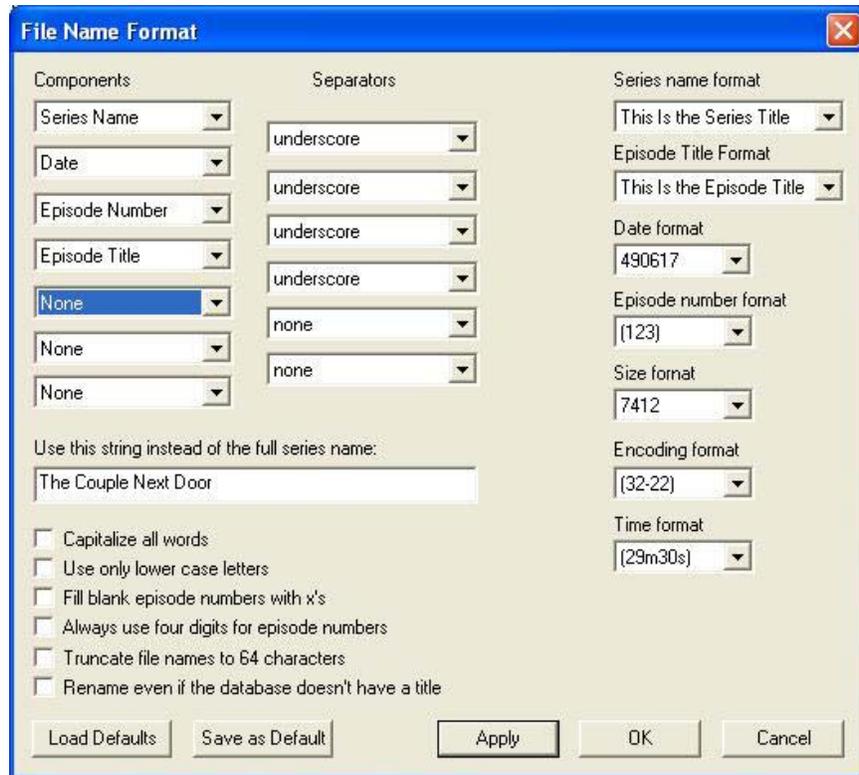


Figure 15 - The File Name Format Dialogue Box

The dialogue box is separated into four main areas: 'Components'; 'Separators'; 'Format Options'; and 'File Action Options'. We will look at each one in turn.

Components – This is the area (top left hand side of dialogue box) in which you select the naming structure. Each of the drop down boxes gives you the option of selecting what information you want to go where. The naming convention within Old Time Radio Complete Series group has been set as

'series name'_'date'_'episode number'_'episode title'

To set up your Otter to get this format you would select 'Series Name' from the drop down list in the top box, 'date' in the second box and so on. See Figure 15 for how it looks in the dialogue box. In the Figure, you will see one of the component boxes is highlighted. If you selected the optional field of 'Time' in this box (as the final field in the file name) then Otter would add the actual time of the episode in this field, when the file is renamed.

Separators – In this area, (top middle of the dialogue box) you can choose what type of separator to use between each component of your file name. In this group, we have elected to use the ‘underscore’. Simply select ‘underscore’ from the dropdown boxes to insert an underscore between the components. Note that you will have one less “underscore’ than you have components – that is make sure that the ‘separator’ box after your last component is set at ‘none’.

Format Options – In this area (right hand side of dialogue box), you can select how you want the various fields to be formatted. Drop down boxes provide the options. See Figure 15 for recommended settings for these areas. If you want to add any of these fields to your naming convention, select the appropriate field from the dropdown lists in the ‘Components’ area.

File Action Options – This is the area (bottom left hand side of dialogue box) that allows you to exert control over how Otter renames. The selections are self-evident. The “Truncate file name to 64 characters” option is useful if your burner only supports 64 character file names. You will be able to “see” the result before burning. I personally leave all of these fields unchecked unless there is a specific series that requires one of the options. For example, when working with CBSRMT, I like to check the “always use four digits for episode numbers” to give a consistent look to my renamed files.

One last field that needs discussing is the “**Use this string instead of the full series name**” text box. This box will default to the full series name (as shown in the top left corner of Otter) for the “Series Name” in the Component area. If you wish to use an abbreviation for a series name, enter it here. That will override the full series name.

17.2 Setting Defaults

Before you embark on any renaming, it is easiest to set your global defaults for your chosen naming convention. Select the naming convention that you want to use by making your selections as discussed above, Ensure that the “Use this string” text box is empty. Once you are satisfied with your choices, click on “save as Default”.

Otter remembers your choices for each series. Therefore you can customize your defaults on a series by series basis. Whenever you want to revert to the default global settings, simply click on the Format Icon from the Tool Bar and select “Load Defaults”.

17.3 Renaming Files

Now that you have configured the global formats, you are ready to start working with a series. By this time you will also have cleaned up the series as shown earlier by eliminating the duplicated files and correcting the non matching ones. Remember that files burned to CD-R cannot be renamed without first copying them back to your hard drive.

1. Open a series by clicking on the "FILES" Icon on the Tool Bar. Then navigate through the tree in the Left Pane until you find the folder that contains the series that you wish to work on. Select that folder in the Left Pane.

OTTER TIP – Make sure that Otter has guessed the correct series by checking the series name displayed in the top left corner of Otter is the correct one. If not, click on the "SELECT" icon in the Tool Bar and choose the correct series as previously discussed. It is important to always check that the correct series is display in Otter as this indicates which series in the Otter database will be displayed and updated.

This will load the files into Otter and you will see them displayed in the Right Pane. The Menu Bar option "Files | Load MP3 Info" may be toggled on or off. When it is 'on' (ie checked), then Otter will also load the mp3 associated information such as encoding rate and length. This is the preferred mode of operation as it allows you to easily view the important information about your files.

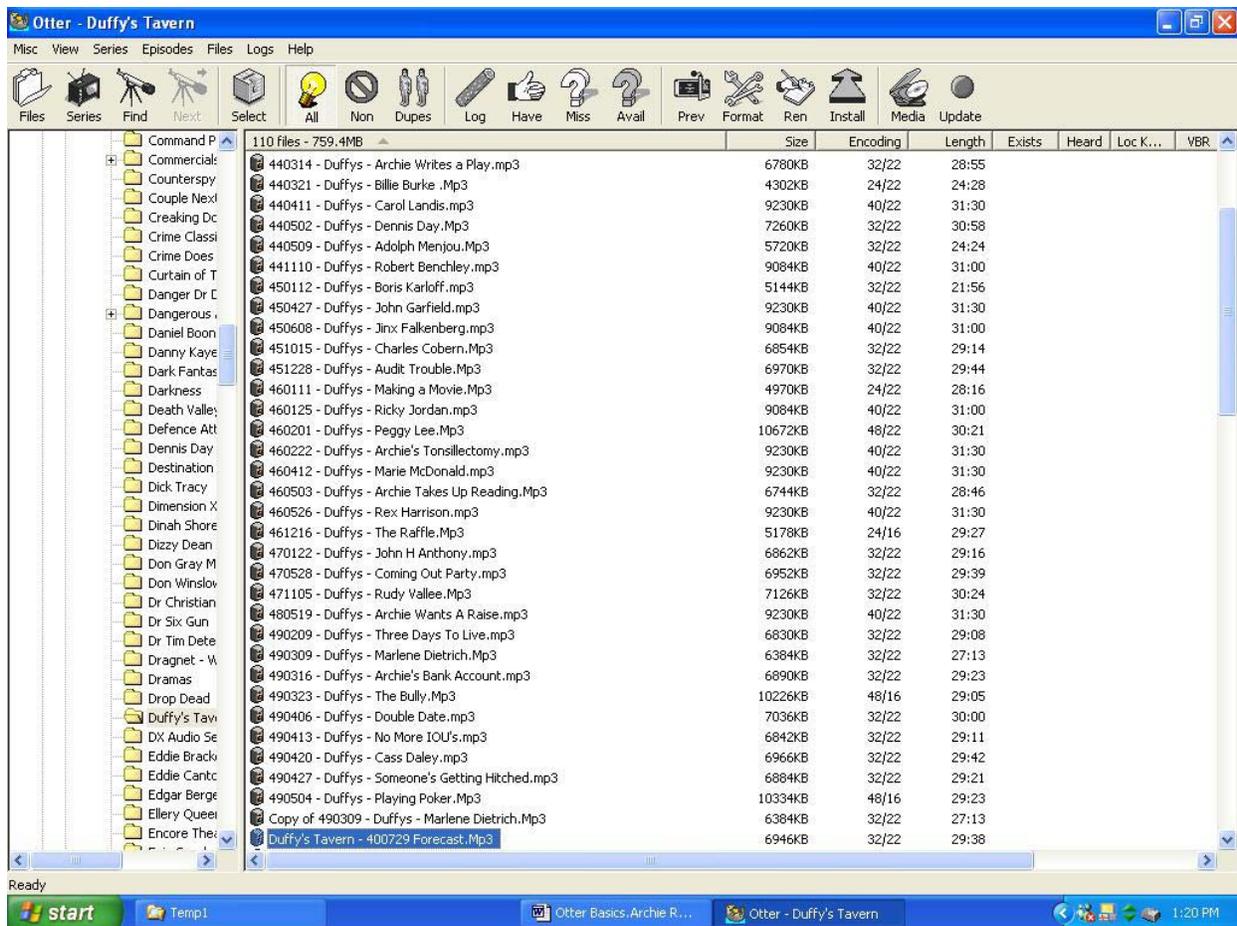


Figure 16 - Getting ready to rename. Duffy's Tavern loaded into the working area.

2. Select the "ALL" icon from the Tool Bar. You will see all the files in the selected folder. For ease of working, make sure that "Files | Hide non-MP3s" is selected from the Menu Bar (this will hide all of your non mp3s and makes the working area of Otter less cluttered). To make sure that you have previously made any necessary corrections to the files in your folder, select "NON" icon from the Tool Bar to make sure that all of the files are recognized. Likewise, select "DUPES" to make sure that you have deleted any true duplicates from the folder.
3. As a final check before renaming, click on the "ALL" icon and then the "MEDIA" icon on the Tool Bar to toggle the Right Pane to display "Matching Episodes" in the right hand column of the Right Pane (see Figure 17). This allows you to confirm that all is well before you rename your files. The left column in this view shows the files as they currently sit on your hard drive and the right column shows what episodes your files match to in Otter's database. This is a good way to help identify mislabeled files. If you detect a significant difference in

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file name then you may want to audition the file in question to ensure that it is what you think it is. See the example for 440321.



Figure 17 - Toggle the 'Media' icon to show the matching entries from Otter's database (right column) with your files (left column)

4. Finally, you may preview the renaming operation without actually renaming the files. Select the "PREV" icon from the Tool Bar. This will change the view to show in the left column of the Right Pane what your file names would look like if you renamed them. The right column continues to show the Otter database matches. These should now correspond with the left column since Otter renames files based on the data in the series database within Otter. See Figure 18.
5. If you are happy with the preview, you can physically rename the files by selecting "REN" icon from the Tool Bar. Depending on your system and the number of files in the folder, this may take some time.

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New file name preview	Matching Episodes
duff_400729_Audition Show - Col Stoopnagle.Mp3	40/07/29 Audition Show - Col Stoopnagle
duff_430601_(093)_Tallulah Bankhead.Mp3	43/06/01 93 Tallulah Bankhead
duff_431019_(100)_Missing Salami Sandwich Case (with Peter Lorre).mp3	43/10/19 100 Missing Salami Sandwich Case (with Peter Lorre)
duff_431026_(101)_Archie's Life Story (with Ida Lupino).mp3	43/10/26 101 Archie's Life Story (with Ida Lupino)
duff_431102_(102)_Charles Colburn.Mp3	43/11/02 102 Charles Colburn
duff_431207_(107)_Bing Crosby May Buy a Half Interest in the Bar.Mp3	43/12/07 107 Bing Crosby May Buy a Half Interest in the Bar
duff_431214_(108)_Archie's Song (with Joan Davis and Newlywed Dinah Shore).mp3	43/12/14 108 Archie's Song (with Joan Davis and Newlywed Dinah Shore)
duff_440104_(111)_Duffy Wants Fred Allen to MC a Pig Roast.Mp3	44/01/04 111 Duffy Wants Fred Allen to MC a Pig Roast
duff_440222_(118)_Archie Invests in an Oil Well (with Phil Baker).mp3	44/02/22 118 Archie Invests in an Oil Well (with Phil Baker)
duff_440229_(119)_Turning the Tavern into a Hotel (with Gracie Fields).mp3	44/02/29 119 Turning the Tavern into a Hotel (with Gracie Fields)
duff_440307_(120)_Archie Gets Tax Advice from Colonel Stoopnagle.Mp3	44/03/07 120 Archie Gets Tax Advice from Colonel Stoopnagle
duff_440314_(121)_Archie Writes a Play (with Gertrude Lawrence).mp3	44/03/14 121 Archie Writes a Play (with Gertrude Lawrence)
duff_440321_(122)_Fred Allen.Mp3	44/03/21 122 Fred Allen
duff_440411_(125)_Carole Landis Talks About Women in the Work Force.Mp3	44/04/11 125 Carole Landis Talks About Women in the Work Force
duff_440502_(128)_Archie Tries to Get a Girl for Dennis Day.Mp3	44/05/02 128 Archie Tries to Get a Girl for Dennis Day
duff_440509_(129)_Men's Fashion Lecture (with Adolph Menjou).Mp3	44/05/09 129 Men's Fashion Lecture (with Adolph Menjou)
duff_441110_(145)_Party for Singer Bob Graham (with Robert Benchley).mp3	44/11/10 145 Party for Singer Bob Graham (with Robert Benchley)
duff_450112_(154)_Archie's Adaptation of 'Frankenstein' (with Boris Karloff).mp3	45/01/12 154 Archie's Adaptation of 'Frankenstein' (with Boris Karloff)
duff_450427_(169)_Fish and Fantasy (with John Garfield).mp3	45/04/27 169 Fish and Fantasy (with John Garfield)
duff_450608_(175)_JC Flippen.Mp3	45/06/08 175 JC Flippen
duff_451228_(190)_Archie Balances the Books.Mp3	45/12/28 190 Archie Balances the Books
duff_460104_(191)_Balancing the Books (with Alan Ladd).Mp3	46/01/04 191 Balancing the Books (with Alan Ladd)
duff_460111_(192)_Making a Movie (with Larry Storch).Mp3	46/01/11 192 Making a Movie (with Larry Storch)
duff_460125_(194)_Archie's Investments.Mp3	46/01/25 194 Archie's Investments
duff_460201_(195)_With Peggy Lee.Mp3	46/02/01 195 With Peggy Lee
duff_460222_(198)_Alan Young and Reginald Gardier (Archie has Tonsils Out).mp3	46/02/22 198 Alan Young and Reginald Gardier (Archie has Tonsils Out)
duff_460412_(205)_Archie Tries to Impress Marie McDonald.Mp3	46/04/12 205 Archie Tries to Impress Marie McDonald
duff_460503_(208)_Archie Tells Everyone About World Hunger.Mp3	46/05/03 208 Archie Tells Everyone About World Hunger
duff_460510_(209)_Pierre the Talking Dog.Mp3	46/05/10 209 Pierre the Talking Dog
duff_461218_(226)_The Raffle (Joan Bennett).mp3	46/12/18 226 The Raffle (Joan Bennett)
duff_470122_(231)_Mrs Nussbaum Asks John J Anthony for Marital Advice.Mp3	47/01/22 231 Mrs Nussbaum Asks John J Anthony for Marital Advice
duff_470528_(249)_Bert Gordon as the Mad Russian.Mp3	47/05/28 249 Bert Gordon as the Mad Russian
duff_471105_(259)_Testimonial for Archie (with Rudy Vallee and George Jessel).mp3	47/11/05 259 Testimonial for Archie (with Rudy Vallee and George Jessel)
duff_480519_(287)_Duffy Won't Give Archie A Raise.Mp3	48/05/19 287 Duffy Won't Give Archie A Raise

Figure 18 - The "Preview" window showing the 'finished' product in the left column.

OTTER TIP – As long as you don't select another series within Otter, you can "undo" a renaming operation. A good habit to get into is to check your folder after you perform a rename operation. Use Windows Explorer to look in the folder and verify that the files renamed as you were expecting. If you want to change a setting or realize that you made an error, you can "undo" the renaming in Otter by selecting "Files | Undo Rename" from the Menu Bar.

18.0 USING THE OTTER INSTALL FEATURE

Otter's "Install" feature (accessible from either the "INSTALL" icon on the Tool Bar or via the Menu Bar path "Files | Install") is a very powerful tool that allows you to do many actions at once on your files. For example, in one operation, you can rename your files, move them to a destination folder on your hard drive, write ID3 tags, update Otter's database and more. As such, "Install" is recommended only for advanced users. I personally do not use "Install" since I prefer the control I have over my work by doing one operation at a time. I find that the "one at a time" method is the safest

approach to take.

Below we show you a minimalist approach to using "Install"

1. First navigate to the folder containing the files (a single series) upon which you want to work. Then choose the Install function by either selecting the "INSTALL" icon or by selecting the 'Files' button, and then select 'Install'.
2. A window entitled 'Install Files' will open up.



Figure 19 - The Install Dialogue Box

3. Under the 'Settings' column you will see three choices - two marked 'change' and one marked 'set format'. The top most box should always reflect the series name. If the correct series is not shown, click the 'Change' button to the left of the box and select the correct series. The second box allows you to automatically move the files after the install operation is done to a folder of your choice. You should leave this blank for now. The third

box allows you to set the naming format. The text box should display an example of what the finished rename will look like (based on your Format settings). You can change these by clicking on the 'Set Format' button to the left of the 'New File Name Sample' text box.

You should see something like this -

'series name'_'date'_'episode number'_'episode title'.

and it should be the actual series name, date, etc (ie a preview). If nothing shows there, then you should select the correct series.

4. Under the 'Action' column, check 'Rename Files', 'Update your episode database' and 'Make read-only file writable'.

5. Then click 'Go'. It will ask you if you are sure, click yes.

6. Otter will do its thing and rename the files on your hard drive to fit its database as well as updating the database so that Otter knows that you have these episodes.

IMPORTANT - Otter will only rename files found on your hard drive, not on a CD. So make sure that your files are correctly named before burning them to CD

19.0 HOW TO EXPORT A TEXT FILE FROM OTTER

Otter comes with a built-in database containing logs of hundreds of series. These logs are based, for the most part, on the logs contained at Jerry's Vintage Radio Logs (<http://otrsite.com/radiolog/index.html>). As you work with OTR, you will find that Otter's database is either inaccurate in some places or is missing a series. We have shown you how to create new logs for your OTR collection and how to edit existing data within Otter's database.

One of the goals of the Old Time Radio Complete Series Group is to provide the most accurate and current logs that we can. You can help us here. If you have found errors in Otter's database, added episode information to an existing series or have created a new log for a series that is not in Otter, then we want to hear from you. First check the on-line log for that series (you will find it in the files section at the Yahoo website for the Old Time Radio Complete Series Group) to see your changes have already been reflected in the Group's log. If your log is contains more information than the log on the group site, then please email your log to one of the

The Unofficial Guide to Otter by The Old Time Radio Complete Series Group moderators.

The easiest way to export the log file is as follows:

1. Open Otter
2. Select "Logs | Compile Log Database" from the Menu Bar. This will open a confirmation dialogue box. Select "Yes". Otter then will export its log and compile a new database. In doing so, Otter will consider all the changes that you have made to logs since the last compile (these changes are stored in the 'Logs Addition" sub-folder located within the folder into which you installed Otter) and will update the database. The additions will be included in the log text files (<series_name.txt>) that may be found in the "Logs" sub-folder in the overall Otter folder on your computer. Any entries that were in the "additions" sub-folder are moved into a 'history" sub-folder.
3. An updated text file will be found in the Otter Logs sub-folder on your computer. Find the text file that relates to the series that you amended or created. Copy that file to an easy to find place on your computer – DO NOT move the file since a copy must remain in the Logs sub-folder. Simply copy the file (select the file, Right click on it, choose 'Copy" and then navigate to your easy to find place (I use c:\My Downloads) – select the folder and then Right click and choose 'Paste'. This will put a copy of the log into the folder of your choice. Then open your email client and email the file to one of the group moderators with a short note outlining the changes that you made to the log. Repeat for each series that you amended or created.
4. The moderators will review the logs and will attempt to verify the information. Verified information will be used to update the Group's master log database.

20.0 HOW TO IMPORT A SERIES LOG INTO YOUR OTTER FROM THE ONLINE DATABASE

The Group's online database of series logs will reflect the most complete and accurate version of the log files. You may review the logs available at the site and if you find one that is more current than the version you have in your Otter database, the following procedure will show you how to import a log into your instance of Otter.

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1. In the on-line database (found in the files section of Old Time Radio Complete Series Yahoo Group website) right click on the file name you want to import.
2. Select 'save target as'. This will open a dialogue box in which you can select the folder on your computer to which the file will be downloaded. I suggest having a special directory for this purpose.
3. The file will then be downloaded to your hard drive into the directory that you chose.
4. Now open your Otter.
5. Select the "FILES" icon from the Tool Bar. This will open the tree in the Left Pane of Otter.
6. Navigate to the drive and folder into which you downloaded the text file in Step 2.
7. Select the folder in which you have stored the text file. If you do not see the text file, go to 'Files' in the Menu Bar and uncheck 'Hide non-MP3'. Your downloaded text file should now be visible in the right hand window of Otter.
8. Select the appropriate log text file and highlight it.
9. From the 'Logs' pull down menu on the Menu Bar, select 'import log'.
10. Answer 'yes' to the question 'Are you sure?' If you get the message 'File/log already exists', you should see three choices (see Figure 20):
 - A. 'Completely Replace the existing log'. If you have ever done any work in that series log, NEVER choose this option.
 - B. 'Add new episodes and replace existing episodes'. Most of the time you should choose this option. It will add new episodes, update any missing information such as, missing episode names to your log, but it will NOT wipe out the information on episodes you already have.

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- C. 'Add new episodes but do not change existing episodes'. This will basically add new information in the log file you are importing but will not change any log information for currently existing in Otter's database. This option is useful if you are satisfied with the log info for the series as already contained within your install of Otter and only wish to add new episodes. This is particularly useful for currently ongoing series such as Imagination Theatre.

11. The log will then be imported into your copy of Otter, and your database will be updated.



Figure 20 - The 'Import Log' confirmation dialogue.

21.0 WORKING WITH GENRES

One fun thing that Otter does is associate a small icon illustrating what genre each series is. Otter comes preconfigured with some of the series associated with a particular genre. However, not all series have a genre assigned to them.

To turn on the use 'genre' icons. Go to the Menu Bar and select "View". From the drop down menu, select "Series Icons" and then check "Genres". This will place a little genre icon beside the name of the series. The downside of this option is that it removes the ✓ checkmark from beside those series of which you have at least one episode. Luckily, you can still

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associate genres to series (and look for series of a certain genre) without using the "genre icon". Unless you like looking at all the neat little icons, I suggest leaving the View genres icons turned off.

To associate a series with a genre:

1. Select the 'SERIES' icon from the Tool Bar. This will open the Series tree in the Left Pane.
2. In the Left Pane, highlight the series that you want to associate a genre with.
3. Right click on the series and select "Set Genre"
4. This opens up the 'Set Genres' window. Click on the square that best represents the type of series you have, i.e., - Sitcom, Western, Horror, Crime, etc.
5. Then click on 'OK'.
6. Then the next time you open Otter and you click on 'All Series' in the Left Pane, you will see a small symbol beside the file name that represents the type or genre of that series (if you have the View Genres turned on). This is just one of the fun features of Otter.
7. Otter also makes it easy for you to find a series of a particular genre. In the Left Pane, you will see a node entitled "Genres". Expand that node by clicking on the "+" to the left of "Genres". You will see all the available genre types. Drill down through the various types and you will find the series that have been associated with that particular genre. Double-click on any series name and Otter will open up the log for that particular series in the Right Pane.

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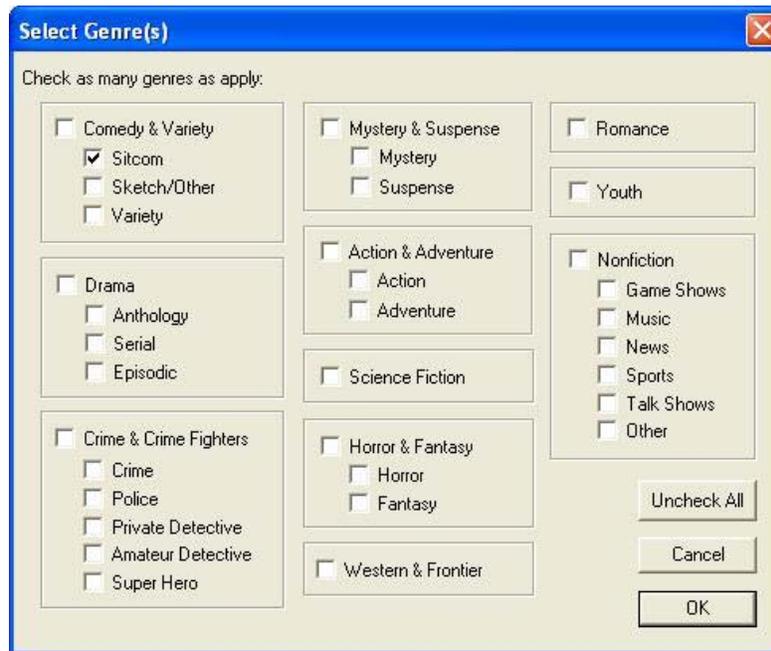


Figure 21 - Otter lets you associate a 'genre' with each series.

22.0 WORKING WITH DATES

Another fun option of Otter is the 'date' feature. If you double-click on the Dates node in the Left Pane, Otter will display the decades that have radio broadcasts in them. By double clicking on any decade, you can bring up the years in that decade. Double click on a year and you bring up the month! Double click on the month and you bring up the day. Finally, double click on the date, and in the right hand window, you will see a list of all shows in Otter's database that were broadcast on that date. A check mark besides the program indicates that you have that program!

This is a great way to find a show broadcast on a particular date. It is most useful when preparing a birthday present – what better a gift for a friend than a classic Old Time radio show that was broadcast on their birth date! See what episodes were broadcast on January 1, 1951! (Figure 22)

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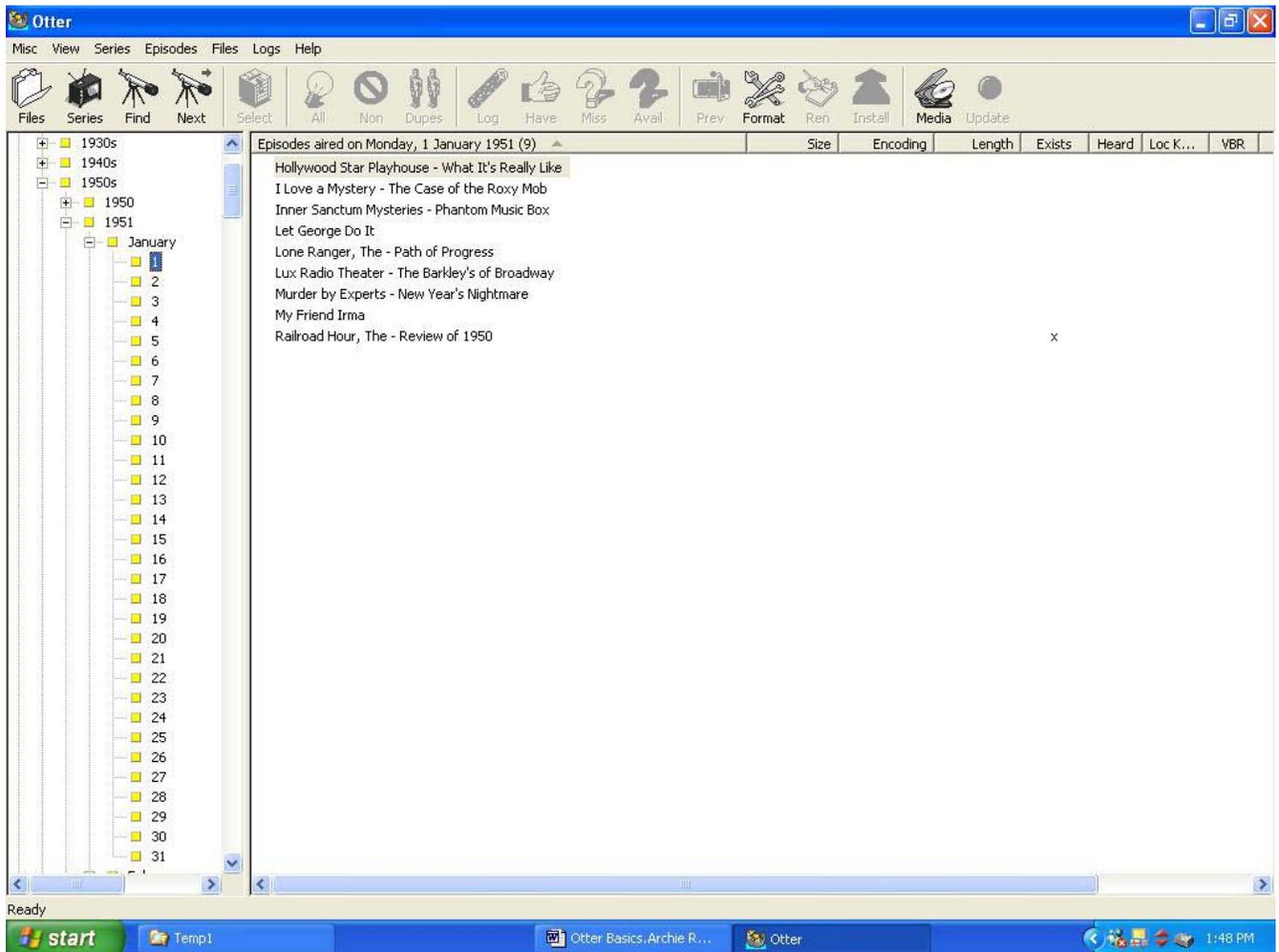


Figure 22 - Otter lets you check individual dates to see what was broadcast that day

23.0 GETTING OTTER TO REMEMBER WHAT SERIES AND EPISODES YOU HAVE AND WHERE THEY ARE LOCATED.

The most powerful feature of Otter is its file management capabilities. Otter will track the OTR episodes you have, how long they are and at what encoding rate and even tell you on which of your OTR discs you have a particular episode stored.

There are many ways of using Otter to manage your collection. Some like to update their holdings as they add new files to their computer (so they always have an updated list available to them) while others like to do it only when they transfer the files to CD-R's. Either way, the steps are the same.

23.1 To Remember Your Files as You Work On Them.

You have been working on a series (checking for duplicates and non matching files) etc. When you have the folder open and your OTR files are shown in the Right Pane (and the correct series is shown in the top left corner of Otter), you can tell Otter to remember the details of your files (such as you have it and the mp3-related information (encoding rate and time etc)) by selecting "Files | Update Attributes" from the Menu Bar. This may be undone by selecting "Series | Clear Locations/Attributes" from the Menu Bar.

The next time you select the "SERIES" icon from the tool bar, you will notice a checkmark beside the series name (indicating that you have "remembered" at least one file for that series. If you open the log for that series, you will see a checkmark beside each episode that you have together with all the mp3 detail. This makes it very useful when you come across another copy of the same episode – you can compare if it is longer, better encode rate etc just by looking at the details in Otter.

To tell Otter that the files are located on your hard drive, select "Files | Remember Location" from the Menu Bar. Once you do this, Otter will know where on your hard drive the file is located. The next time you open Otter and select that series, double-click on a file with a checkmark and Otter will play it using Winamp (if installed)

23.2 To Remember Files After You Burn Them to CD-R

Reserve this section until you are satisfied that the series you are working in is as complete either as possible or as you want it.

1. Burn the series to a CD. If you are putting more than one series on a CD, make sure you put each in a separate folder.
2. Insert the CD in the drive, select that drive from the file tree in the Left Pane of Otter and open the series up.
3. The files should show up just as they did on your hard drive. Double check to make sure that the correct series is displayed in the top left corner of Otter.
4. Select the 'HAVE' icon from the tool bar if it isn't already depressed.

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To tell Otter to remember the details of your files, select "Files | Update Attributes". Otter will ask you if you are sure – again double check that the correct series is shown in the top left corner and then chose 'OK'.

5. You can tell Otter on which disc you burned the series. From the 'Files' menu, select 'Remember Location'. A window will open from which you supply a name for that CD. If the only thing you have on it is one series, then I would name the CD by that series name. If the series is spread across several CDs, you can name them
'Gunsmoke - Vol 1', 'Gunsmoke - Vol 2', etc.

Alternatively, you can assign a consecutive number to each disc. The choice is entirely up to you – pick a numbering system that reflects your storage methods. A naming system such as OTR001 etc works well.

OTTER TIP – When you burn your CDs, name the disc with the CD number. Most burning software allow you to specify the name of the disc (volume) that you are creating. Name it the same way that you will refer to it (e.g. OTR285)

6. Click 'OK' when you have named the CD.

OTTER TIP – You only need to perform the 'Update Attributes' and 'Remember Location' operations once for each series (folder) on the disc. Once the disc has been 'remembered', there is no need to 'remember' it again. See Section 24 for more on this.

7. Otter has now stored in its memory that you have which episodes of the xyz series on a CD entitled 'Disc Number xyz'.
8. In future, when you click on 'Series You Have' from the Left Pane, you will see the series title, number of episodes, number you have, number missing, and number of the missing files that are available. You can also see if it is complete, or the best that can be done in that series. Double click on any marked as have episode in the Right Pane, and Otter will tell you which disc the series is stored on. If you insert that disc into your CD drive, Otter will play the selected file.
9. You can, of course, put more than one series on a CD; just make sure

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that when you do you put each series in a separate folder. You must repeat the steps above for each folder (i.e., 'Update Attributes' and 'Remember Location'. Because discs may contain more than one series it is recommended that you use a generic naming system for your discs (such as OTR023). When you have more than one series on a disc, you must always identify the CD by the same name for each series. For example, if you named the CD 'abc' for the first series, and you have a second series called 'def', then when you select 'Remember Location' for that series, put 'abc' in the CD title box. A pop-up window will tell you that 'that title already exists, do you want to add to it?' Say yes. If you put several series on one CD, do this for each of them. In future, when you click on 'Media Volumes' (in the Left Pane) on the name of a volume, it will show you if you have more than one series on the CD and their names and information.

10. Otter will remember your information about each series in two ways. When you look at it for the 'Series You Have' method, it will show you all the episodes you have in the series. If you have stored the series on more than one disc, you can look at it under 'Media Volumes' and click on the name of the disc to see which episodes are just on that one disc.

OTTER TIP – When you open Otter in 'Series' view, all the episodes that you have remembered in Otter will display a check mark beside them. Double click on an episode and Otter will tell you on which disc that episode is stored.

24.0 VIEWING A PREVIOUSLY BURNED CD IN OTTER

To open a disc that has been previously saved to Otter, start Otter and then place the disc into your disc drive.

In the Left Pane, expand the Files section by clicking on the '+' to the left of 'Files'. Then click on the drive indicator and expand it to show your disc. What you will see will depend on the folder structure of the disc itself. If you created folders on the disc, you will see those folders in the Left Pane tree. Click on the folder that interests you. Otter will then load the file information into the Right Pane. Here you will be able to see the details of the files in the folder. Double clicking on a file will play it in Winamp (if installed).

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Select the 'LOG' icon from the toolbar. This will open up the Log view. There will be a checkmark beside each file that is on the disc that matches Otter's database. To see your complete holdings of that series, select the 'SERIES' icon from the Tool Bar. A checkmark will appear beside each episode that you have 'remembered' in Otter.

Double click on any check marked file in the "Series" view and Otter will tell you what disc that episode is on and will prompt you to insert the disc.



Figure 23 - When you double click a check marked file in the 'Series' view, Otter reminds you where you stored it.

25.0 COMMENTS and SUGGESTIONS

Lovers of OTR hang out in Yahoo Groups. You must be a member of the group to be able to access its contents and to participate.

The main group for Old Time Radio Complete Series may be found at:
(CTRL + Click to follow link)

<http://groups.yahoo.com/group/OldTimeRadioCompleteSeries/>

and is the place where we discuss OTR.

The on-line database for Otter logs may found at:

<http://groups.yahoo.com/group/Otter-Project/?yguid=91011104>

If you have any comments or suggestions for improvements to the guide, please send them to:

(CTRL + Click to follow link)

otterproject@hotmail.com

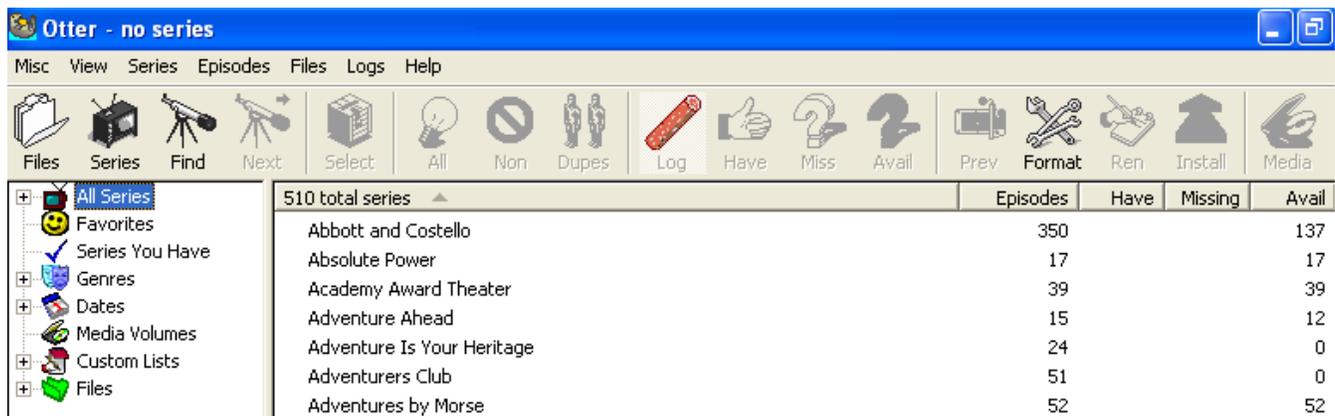
APPENDIX

The appendix contains supplemental information designed to enhance your knowledge of, and comfort with, Otter. Some of this information may duplicate material contained in the main part of the guide. However, it is written and presented in a different style that some readers may find easier to understand.

Opening Otter

Simply double click your shortcut or the Otter.exe file. Otter will scan its database and then open in the overview mode.

The layout of Otter is similar to most Windows based programs. The blue title bar across the top is very important. It will display the name of the series that Otter thinks it is working on. Under the title bar is the Menu bar. Below that is the toolbar.



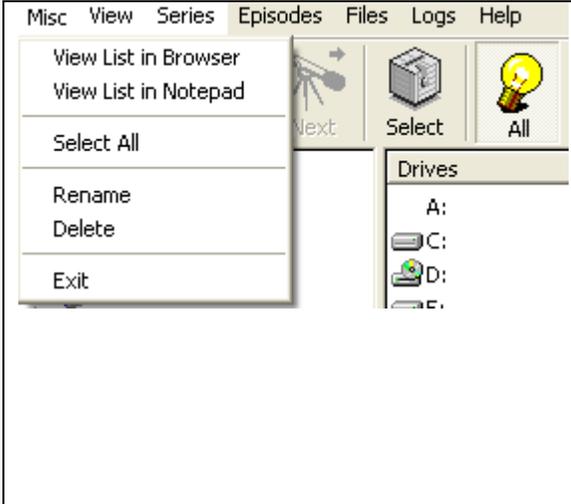
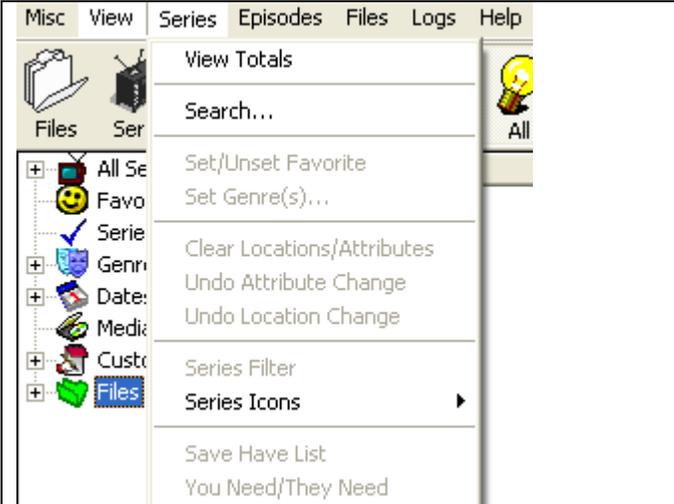
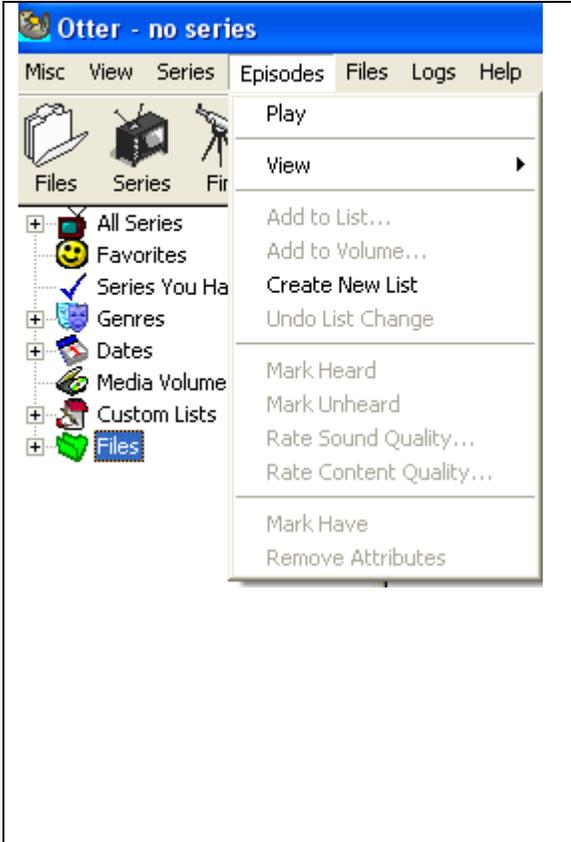
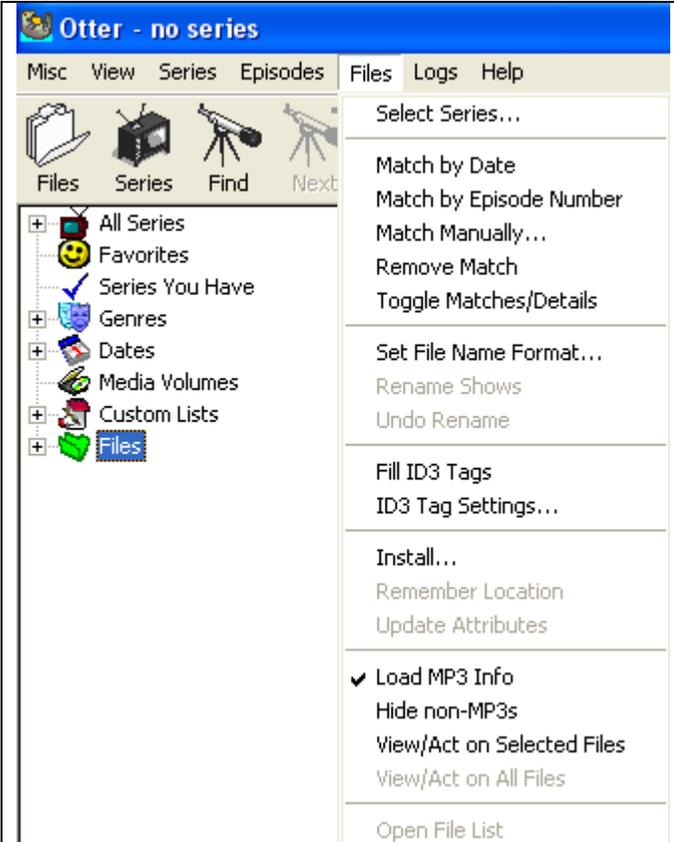
The left pane is useful for easily finding the series that you want to look at.

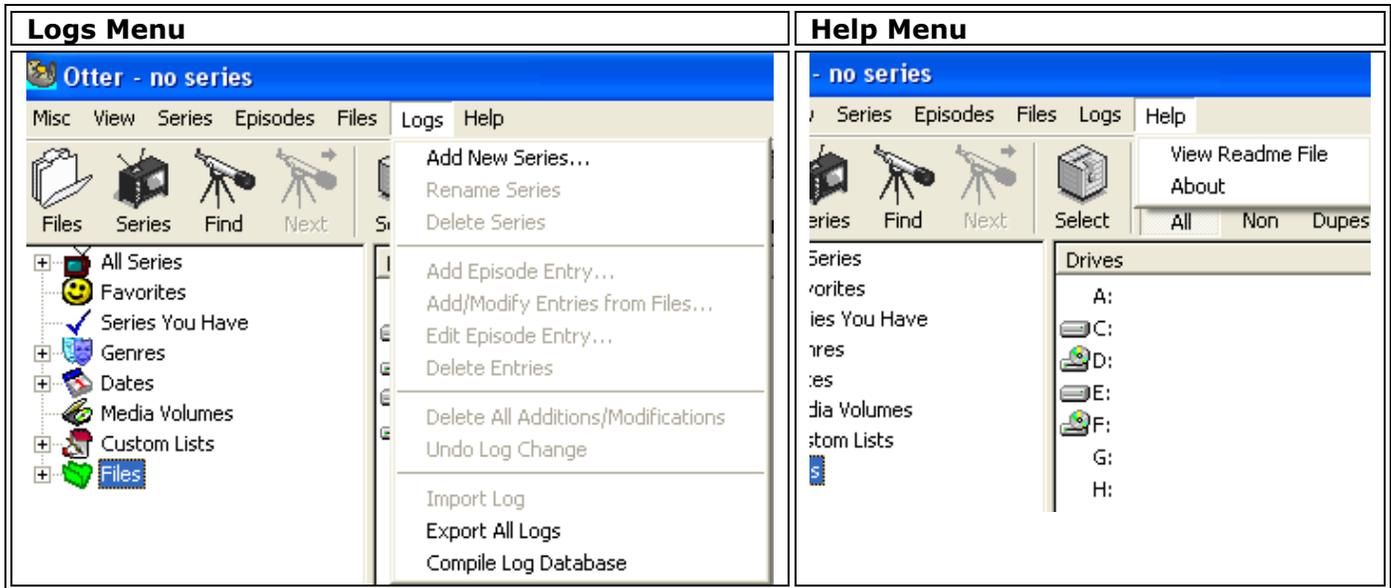
The right hand window gives the details of what you are working on.

On initial opening, it displays the overview pane. It shows all the series in Otter's database and your holdings.

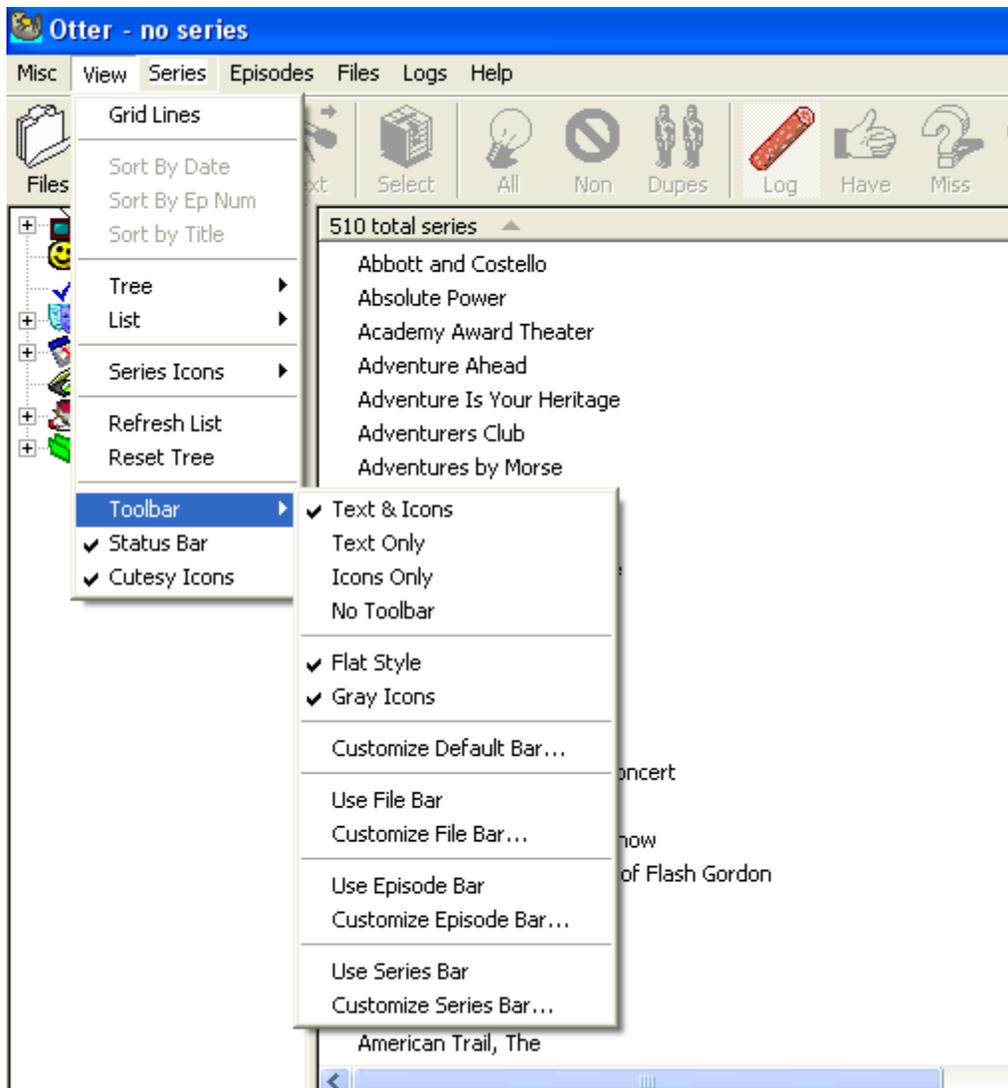
Menu Sub-menus

Here are screenshots of each menu item. You can refer to these as needed. (Grayed out items are not available at the time. They become available depending on what part of the program you are working with.)

<p>Miscellaneous menu</p> 	<p>Series menu</p> 
<p>Episodes Menu</p> 	<p>Files Menu</p> 



Configure Toolbar



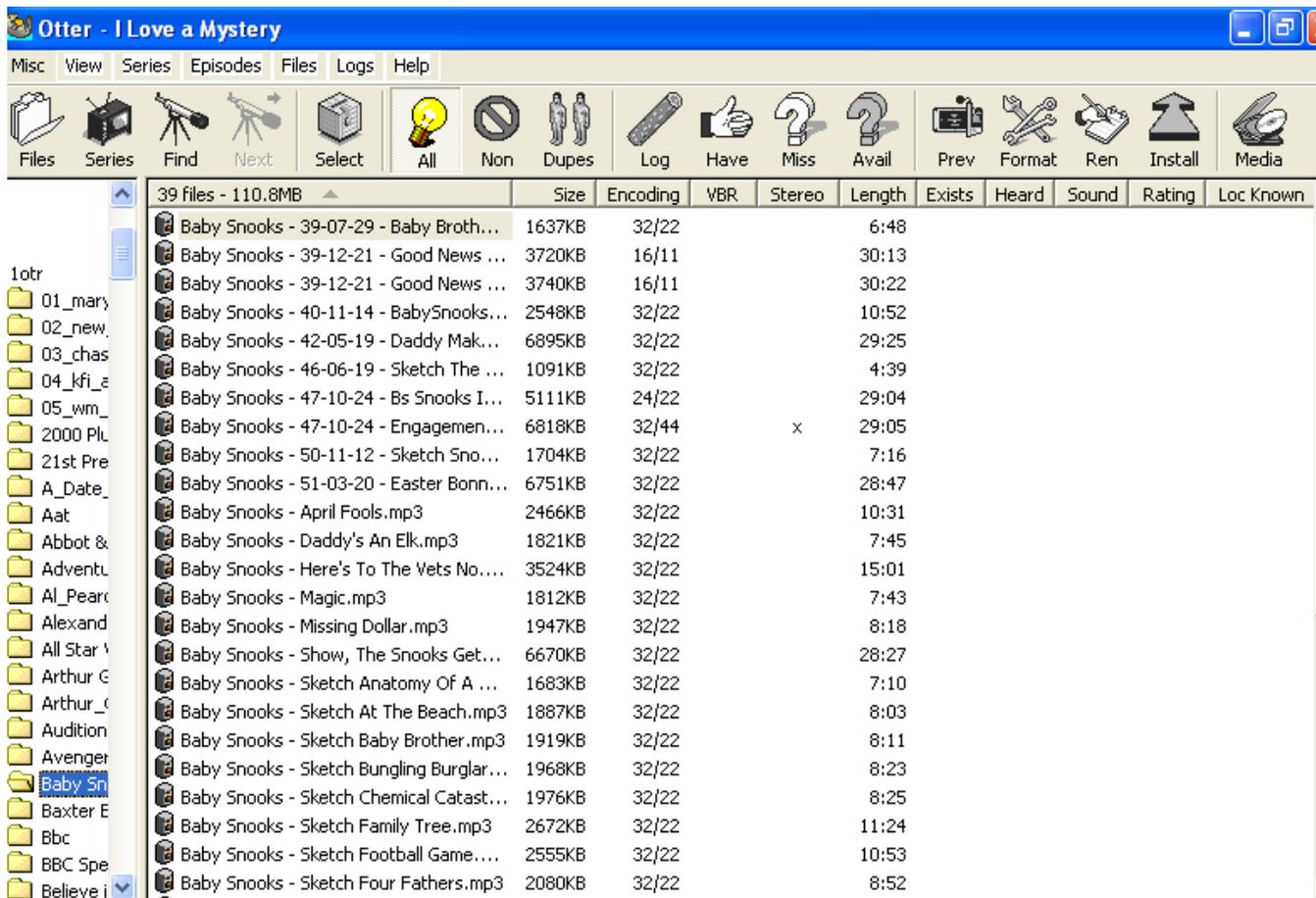
You may wish to configure the toolbar to show Icons and Text descriptions. Go to View|Toolbar and select the option that best suits your needs. There are other display options available on the View menu. Explore them all and pick the one's that suit you best.

Renaming Files

Probably the first thing that you will want to do is to rename the files that you have download or obtained from elsewhere to suit your personal tastes. To rename files on your hard drive, it is easiest if you have a folder on your PC for each series. General consensus is to name the files in the following format: "series name" "date" "episode number" "title"

1. Click on the "+" sign next to the FILES icon in the left pane and then
2. Browse to the folder that you want to work on. Click on the desired folder. Otter will then start reading the mp3s in that folder and will "guess" which series it is based on the dates.
3. Once the folder is open check the blue title bar (upper left corner) and make sure it has guessed the correct series.
4. If it is incorrect, click on the SELECT icon in the tool bar and then chose the correct series from the options offered. (Remember, Otter has a very large database (over 500 series) but it does not contain every available series.)
5. Again, check that the title bar shows the correct series title for the series that you are working on. I can't over emphasize this point. It is good practice to keep checking as you perform operations in Otter to make sure that everything is in order.

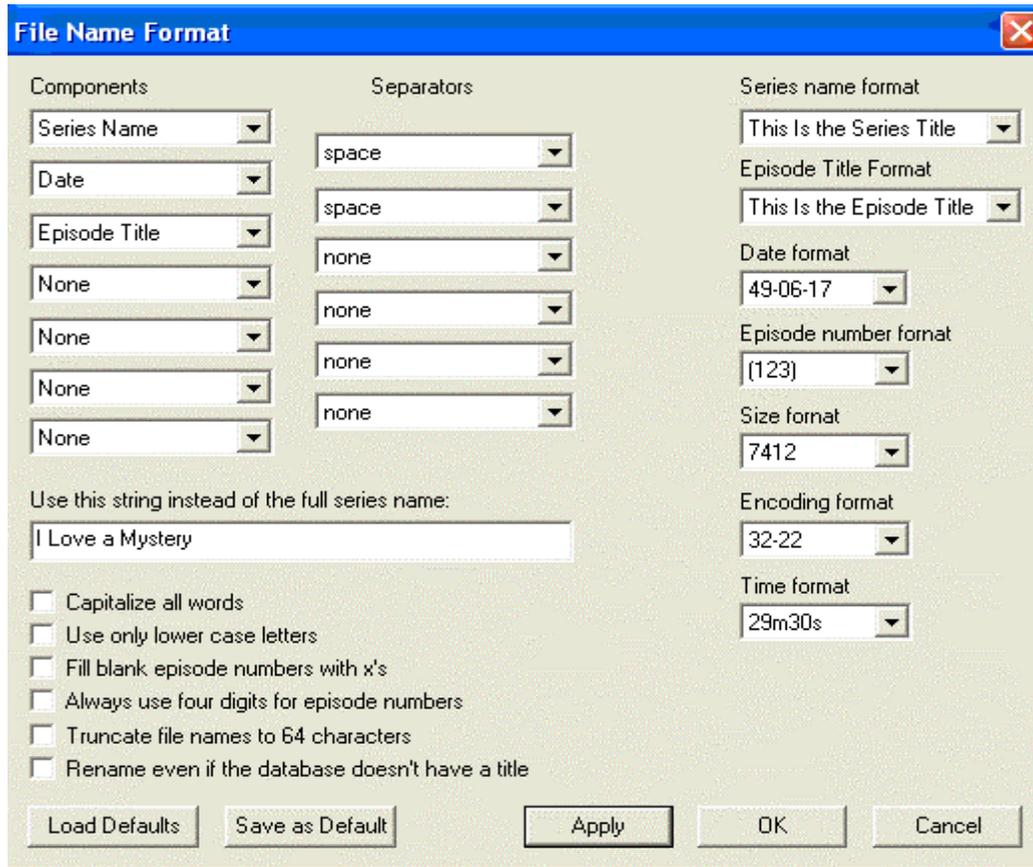
Screenshot After Otter sees your OTR files



You will see that the "All" button is selected. It shows the files in your folder. To prevent showing non-mp3 files, select Files|Hide non-mp3s from the menu bar.

Verifying and Renaming Files after using the NON button

The NON button shows those files that Otter cannot match to the database. The default checking is based on dates. I have found that Otter will stumble over dates in the format month day year. It works best on year month day (YYMMDD). The NON selection will highlight those files that don't "match". You can then check the files manually to make sure that they are what they say they are, or make the necessary corrections. Explore the use of the right click on files in Otter - it will give you options.



The DUPES icon will show possible duplicates (i.e., two files with the same date). This is particularly useful when you have downloaded files over a period of time from different sources and named in different formats. In the DUPES window, Otter will show you the file properties for the duplicate episodes. You can double click a file name and it will play. You can verify with your ears that the files are, in fact, duplicates and you can determine which file is the more complete or better sounding. Once you have decided which files you want to get rid of, you can delete them from within Otter (rightclick|delete or simply highlight the file and hit the delete key on your keyboard).

Screenshot of when you right click a "Dupe" →

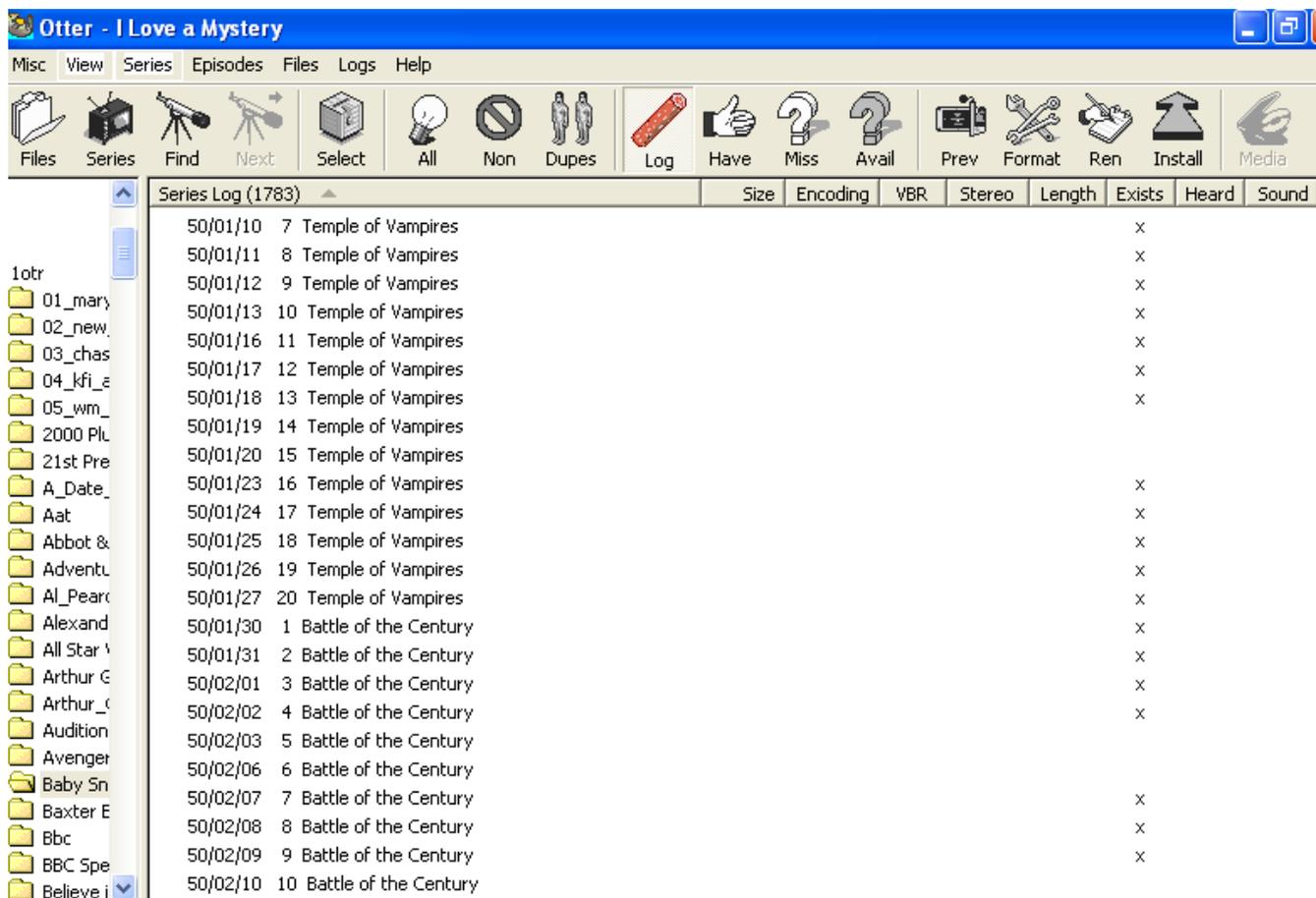


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Now that you have verified the files are correct, you can rename them to your own desired format. Select the FORMAT icon from the tool bar. Choose how you want to rename your files (the dialogue is fairly straightforward). Once you have chosen your desired format, click OK. You can then preview the renaming operation by pressing the PREV icon. You can toggle between the properties of the files (encoding rates, etc) and the matching name by choosing Files|Toggle Matches/Details. If everything is how you want it, take a quick look at the blue title bar to make sure that you are working on the correct series and then click on REN to rename the files.

Log Screenshot

Screenshot when LOG button is pressed. Note the "X" in the "Exists" column. Any that do not have the "X" are not known to exist. If you have one that is not known to exist, please share it with the OTR collector's community.



Updating The Database

Here is the way we have set up the Otter Database -

1. All series are filed under first initial of first word in series title, i.e., - 'Journey to Babylon' is under the 'J's.
2. If the word 'The' begins a series title, it is relegated to the end of the title, i.e., - 'Amos and Andy Show, The' would be located under the 'A's.

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3. If a series begins with the words 'The Adventures of' they are relegated to the end of the title i.e., - 'Marco Polo, The Adventures of' and series would be located under the 'M's.
4. Any series title beginning with a number is found under the 'Numbered Series'.

Remember Location

After you have renamed your files (ensuring that Otter is displaying the correct series in the upper left corner title bar), you can tell Otter what files you have.

Go to "Files/Update Attributes" - this will remember which files you have and show the various file data - size, length, encoding rate etc.

Now assuming that you have burned these files to a CD and you want to remember where they are simply put the CD in your drive, click on the "Browse Files" icon (left-most on the standard install - looks like a file folder), scroll down to where your CD drive is showing (D or whatever) and click on it to open the contents.

Otter will read the file information in and it may take a few seconds depending on your system. Once the disc is read into Otter, Otter will try to guess the series and display it in the title bar. If it is correct, simply go to "File/Remember Location" and follow the prompts, remembering to enter the number that you have assigned to the disc. You can also remember the attributes of files on your CD by selecting Files|Update Attributes from the menu bar.

In future, when you go back and browse the series (the TV icon), you will see individual episodes marked with a green checkmark. This means that you have the series. Double click the file name and Otter will prompt you to place the correct CD into your drive and will tell you what number the CD is.

If Otter didn't guess the series correctly, then you can select the right series by clicking on the "Select The Correct Series" icon (fourth from left - looks like a box) and follow the prompts to get the correct series.

Once the correct series is displayed in the upper left title bar, then just follow the remember location.

I find Otter to be a most indispensable part of my OTR collection. Very easy to use, easy to correct or add log information and most of all, easy to tell what you need and what you are missing.