



# Help File

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**MetaDigger for PC**

## **How to Use the Westar Music MetaDigger for PC Program:**

The Westar Music MetaDigger for PC program will help you find and work with digital sound effects and music audio files, in both broadcast wav and mp3 formats.

Here is a brief summary of this program's functions & features:

- Automatically open an existing database of metadata information for a Westar Music Hard Drive product
- Display metadata embedded in a set of digital broadcast wav or mp3 files
- Search metadata embedded in a set of digital broadcast wav or mp3 files to find the audio files required for a production
- Use the audition feature to listen to the file's audio content
- Create playlists from search results to work with customized sets of digital audio files
- Copy digital audio files from their original source to a chosen location in order to create an edited version of the audio and leave the original version intact
- Create custom databases from search results to work with subset work folders of a digital audio collection
- Create backup versions of database search information and use them to restore data
- Export and import database metadata information from a database
- Edit database records to save additional search keywords, notes and ratings about digital audio files
- Perform bulk search and replace functions to easily edit content in the database of search information for digital audio files
- Customize MetaDigger for PC to automatically open a preferred audio editing program and save the edited file to a designated work folder
- Perform other functions like deleting all records in an open database, checking for installing software updates, and uninstalling MetaDigger for PC software.

## **To Open an Existing Database of Search Information & Other Metadata:**

If you have already established a directory of information records on your system as a MetaDigger for PC Database, use the "Open" command in the FILE menu at the very top left of the screen to select the database that you wish to work with. There are 15 empty databases available for you to assign content to and create custom data sets.

MetaDigger for PC will also establish a separate database for any Westar Music Hard Drive product that is active when the MetaDigger for PC software is opened. The program will automatically recognize an active Westar Music Hard Drive and load its database for your use. The hard drive database will then also be listed in the "Open" section of the FILE menu.

## **To Display Metadata:**

To use MetaDigger for PC without an existing database selected, start by using the "Scan Files" command from the FILE menu. Choose a directory to be scanned for .wav and/or .mp3 files. From the directory tree offered in the dialog box, click to highlight the desired directory name and click the OK button. A dialog box will appear that says "Scanning for Media Files" and it will tell you how many files it is scanning and display the elapsed time of the scan. The results of the scan will then be displayed in the main window display grid.

The main window grid displays the following columns of information:

### Path

- the drive, directory path and file being scanned

### Filename

- including its mp3 or wav extension

### Description

- if there is no description in the metadata, this column will display the file name and the phrase "no description found".

### Time

- in minute and second format

### Rating

- which defaults to 0 and can be reset by you at any time to indicate your favorite tracks.

Above the display grid you will find 3 interactive areas – "Search Database", "Playlists" and "Play Audio File".

## **To Search Metadata:**

The first interactive area at the top of the screen is labeled "Search Database Information". Type any word or phrase into the keyword field and click the "Search" Button, or use the "Enter" key on your keyboard. The "Control F" keyboard combination will also move your cursor to the "Search" field. The results – which will all be from the currently open database that is being scanned and searched - will be shown in the main window display grid. The number of records that match your search criteria is displayed under the keyword entry field. To return to the complete list in your database, click on the "Find All" Button.

## **To Search the Path Field as Well as the Description Field:**

Click on "Search the Path Field" in the EDIT menu to have the program search the path field as well as the description field. Click it again to turn it off.

## **To Audition a File's Audio Content:**

To listen to an audio file, highlight its database record in the display grid and double click anywhere in the record. Or, click on the "Play" button in the "Play Audio File" section at the top of the screen. You can also use the space bar on your keyboard.

You can play several sounds in a row by using the "Play All" button. It will start playing the record that is currently highlighted and will move through the list in sequential order, one sound at a time.

The "Stop" button turns off the Audition feature.

## **Using Playlists:**

You can create 8 different playlists within a database. To create a playlist, highlight the first track you want to include. Use the dropdown menu to the right of the "Add" button to assign a playlist number and click on the "Add" button. A message that says "Added to playlist #" will appear below the volume control in the "Play Audio File" section. To add more tracks to this playlist, highlight other tracks and click on the "Add" button. You can also press the letter "A" on your keyboard.

To see what is in the playlist, click on the "Show" button. Only the files that you have added to this Playlist will display in the main window grid.

To remove an item from the playlist (but not from the main database), highlight the item and click on the "Remove" button. A message that says "Removed from playlist #" will appear below the volume control in the "Play Audio File" section. You can also press the letter "R" on your keyboard. Using the "Delete" key will remove the highlighted record(s) from the main database.

If you have created a playlist that you are looking at on the screen and you want to move back to see all of the records in the currently open database, you can either click on the "Find All" button in the "Search Database" section, or you can scroll to the top of the "Playlists" dropdown menu and select "All". You can also use the "Find All" command, as selected from the FILE menu at the very top of the screen.

To get back to your playlist, select the playlist number from the dropdown menu and click on "Show".

### **To Copy Playlist Audio Files to a Work Folder:**

From the FILE menu, click on "Copy Playlist" and select a directory (or Work Folder) to copy all of the playlist files to. You can either choose an existing directory in the dialog box that is displayed, or you can create a new directory on your system to become the Work Folder for these files. This copies the audio files from the currently open Playlist into the Work Folder – where they are ready for you to edit - and leaves the original files intact, so that you never lose them.

### **To Copy Highlighted Audio Files from any Full Database:**

If you would like to copy a selection of audio files from a full database (in other words, files which have not been placed into a Playlist), highlight the files with your cursor (you may use the "Shift" and "Control" keyboard keys to select multiple files at once) and select the "Copy Highlighted Files" command from the FILE menu.

Select a directory to copy these files to. You can either choose an existing directory in the dialog box that is displayed, or you can create a new directory on your system to become the Work Folder for these files. This copies the audio files into the Work Folder – where they are ready for you to edit - and leaves the original files intact, so that you never lose them.

### **Creating a Custom Database of Information Records:**

If you want to create and use a subset of a hard drive product or any directory on your system so that you can work with a customized selection of audio files, create a database.

To do this, use the "Scan Files" command or the "Search" feature to isolate and display a set of records that you want to add to your new database. Then, use the "Open" command in the FILE menu at the very top left of the screen to select the database (from the numbered list, 1 through 15) that you wish to assign them to. A dialog box will appear to tell you that the database is loading.

To add more files to this custom database, use the FILE / "Scan Files" command or the "Search" feature to select additional records to load. A dialog box will tell you that the system is scanning for media files. It will count the number of audio files found and tell you the progress and time elapsed for the process. These files will be loaded into the same database.

Using the "Find All" command in the FILE menu will give you access to all of the records that you have loaded into this database.

You can open this database at any time using the FILE / Open command. All of the usual search, audition, playlist, copy, edit and other functions can be used.

To give one of your custom databases an identifying name, click on "Set Database Names" in the EDIT menu. The data entry window that appears will allow you to provide your own name for any or all of your 15 custom databases.

### **To Backup a Database:**

To make a backup copy of your database records, click on "Backup Database" in the FILE menu. The database file (MetaDigger for PCDB.mdb) will be copied to the directory of your choice. The default directory for this backup file is the "My Documents" directory.

### **To Restore a Database:**

To restore a database of records, choose "Restore Database" from the FILE menu and locate the copy of the database that will be copied back into your MetaDigger for PC program.

NOTE: This will permanently overwrite the current database.

### **To Export Database Records:**

To export a set of database records, make sure that they are all displayed in the grid. If a record is not displayed in the grid, it will not be exported. Click on "Export Records" in the FILE menu and choose which fields are to be exported from the list in the dialog box. Type the filename into the space provided in the dialog box and click on the "Export" button to choose the directory to save the tab delimited (.txt) file in.

If you click on "Headers Only" in the "Export Records" dialog box, an export file will be created that contains only the selected column headers – no data. This file can then be used as a template file to create new data for a fresh import into MetaDigger for PC.

### **To Import Database Records:**

To import a database of new records into MetaDigger for PC, click on "Import Records" in the FILE menu and locate a tab-delimited file (with the extension \*.txt) that has the same field names (column headers) listed in the first row of the file. The field names must match the list shown on the Export screen. It is not necessary to place data in every one of the fields.

The imported database will be added to the database that is currently open in the program.

### **To Edit a Database Record:**

To edit the details displayed for a record, highlight the file in your database and click on "Edit Record" in the EDIT menu, or use the "F2" key on your keyboard. You can now make changes to the fields shown in the grid. This will allow you to save additional search keywords, notes about the audio files, and your personal ratings for them.

To change the value in the "Rating" column, select a record in the grid and use the "+" and "-" keys on the keyboard to change the Rating number from the default value of "0" to a number (1 through 5).

To see the complete record of information for a file, choose "Show Whole Record" in the EDIT menu, or press the letter "I" on your keyboard. The window that opens displays the Info Page for the record, which shows all fields for the current record. This window can be left open as other records are selected.

### **To Perform a Search & Replace Editing Function:**

To use this feature for easy editing of database records, click on the "Search and Replace" command in the EDIT menu and first choose which database field(s) to search. Enter the text to find in the first data entry box and the text to replace it with in the second data entry box, then click on "Replace".

NOTE: The "Search and Replace" feature is case sensitive. Check the upper and lower case letters in your data entry boxes carefully.

### **To Open an Audio File in Your Editing Program:**

Highlight the database record(s) for one of your wav or mp3 files and click on "Open In Editor" from the EDIT menu. This will only work after setting your Editing Program and a Work Folder.

### **To Set a Work Folder:**

Rather than open original audio files and risk accidentally changing them, MetaDigger for PC copies the files to a work directory first. Use this command to set that folder. It must be set before you use the "Open In Editor" command.

### **To Set an Audio File Editing Program:**

To establish a specific program (ProTools, Audacity, etc.) to use as your audio editor, click on "Set Editing Program" from the EDIT menu and locate the .exe file of the program you wish to use.

## **Other Functions:**

### **To Delete All Records in the Currently Open Database:**

Click on "Delete All Records" in the EDIT menu. This will delete all records in the currently open Database. Note that this command does not delete any of your Audio files, nor does it delete records in other databases that you have created.

### **To Check for a Software Update:**

Click on "Check for Update" in the HELP menu. The system will search for a more current version of the software and inform you if a more current update is available for download and installation. If a more current version of the software does not exist, the system will display a message to tell you this.

### **To Download the Current MetaDigger for PC Installer:**

If you are told that a more current version of the MetaDigger for PC program is available, click on "Download Current Installer" in the HELP menu. A dialog box will appear to prompt you to select a directory to save the current installer to.

You can then save the .exe file, close your (older) version of MetaDigger for PC and install the new version by double clicking on the .exe file from within the Windows Explorer interface.

### **To Uninstall MetaDigger for PC:**

Go to the Control Panel of your computer and select "Add or Remove Programs". Find MetaDigger for PC in the list of programs and click on the "Remove" Button.

The program will now be removed from your computer.