

### **Audiofile 3.0: QuickStart**

Below are a few of the basics to help you get started with Audiofile 3.0. If you have any questions about the product, consult the on-line help in Audiofile (click the HELP tab in the program) or email us at [audiofile@spinfree.com](mailto:audiofile@spinfree.com).

#### **Adding a NEW album**

You must first choose a media type in order to add a new album. Click on the pop-up menu located in the top left-hand corner of the screen -- to the left of the "+" button. Select the media type of the album you want to add and click the "+" button.

#### **Deleting an Album**

Click the "-" button located in the in the top-left corner of the screen.

#### **QUICKLOAD**

The QUICKLOAD feature lets you jump directly to any of your albums. To use this, simply click the purple pop-down menu located near the top of the screen in the ALBUM TRACKS section, select the album you wish to view, and click the QUICKLOAD button.

#### **Navigating Your Albums**

To move through your collection, use the yellow directional arrows located in the top left-hand corner of your screen below the "+" and "-" buttons.

- The first arrow takes you to the first album in the group of albums you are viewing/modifying.
- The second arrow takes you to the previous album in the group of albums you are viewing/modifying.
- The third arrow takes you directly to an album by number in the group of albums you are viewing/modifying.
- The fourth arrow takes you to the next album in the group of albums you are viewing/modifying.
- The fifth arrow takes you to the last album in your collection in the group of albums you are viewing/modifying.

#### **The Circle Below the Arrows**

The circle below the arrows shows you if you are working with your entire collection or just a subset. Subsets can occur if you perform a search or if you uncheck one or more media types in the List section.

- If the circle is full, you are working with your entire collection.
- If the circle has a white center, you are working with a subset. To work with your entire collection, click the circle to turn it solid.

#### **The Album Editor subsections** (the 4 buttons at the bottom of the Editor)

Audiofile lets you add detailed information for each album such as the band members, guest musicians, producers, rating, inventory status, and more. To move between subsections (ALBUM TRACKS, ALBUM DETAILS, TRACK DETAILS, and SIGHTS & SOUNDS), simply click on the respective tab at the bottom of the screen while in the Editor.

#### **Track Details**

To view/modify detailed information on a specific track, simply click on the track number and then click on the small "i" button near the upper left-hand corner of the track list. To return to the list of tracks after you've entered track details, click on the ALBUM TRACKS tab at the bottom of the screen.

#### **Searching**

Audiofile provides two ways to search. One is the Universal search, and the other is the Specific search. The Universal search searches all fields at once -- all albums containing data in any field that match your search criteria will be displayed.

If you enter data in one of the specific search fields, only albums containing matching data in that field will be displayed. You may enter data into one field or a combination of many fields.