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1 Getting Started

1.1 Introduction

Welcome to VisiTrax!

Note: To completely view this and other Help topics, you may need to scroll down by moving the vertical scroll bar on the right margin, or by pressing scroll keys such as down-arrow and up-arrow.

Piles and piles of CDs..records...tapes. Including titles like "Billboard Top Rock'n'Roll Hits..." by nobody in particular. "Hey, where was that one we had by ...? I know we had it on one of these CDs around here somewhere..."

Objective: Spend less time looking for music and more time enjoying it.

Solution: [VisiTrax™](#)

Whether you make a living as a DJ or just want the fastest possible way to find music, VisiTrax is designed for you.

VisiTrax has the following key features:

- Simple browsing and data entry – including automatic CD title lookups via [gnudb.org](#).
- Integrates with [Winamp v5](#) to organize and play your [MP3](#) and other audio files.
- Fast, convenient [track](#)-oriented data lookup. You'll see all your tracks, sorted the way you want, right from the start!
- Virtually instantaneous filtering by track characteristics (artist, title, category, time, year, media format, etc.).
- Intuitive [volume](#)-oriented data entry, with track-specific artists, years, and categories.
- No preset lists of categories or media formats – use any names you want.
- Efficient relational database engine built in, with fully automatic list management.
- Flexible, professional-appearing data printouts, with [print preview](#).
- Printable [playlists](#) can be extracted from your library quickly and easily, complete with elapsed time information.
- Supports use of [SureThing CD Labeler](#) for printing CD labels and jewel case inserts.
- Supports quick data export to [DJIntelligence.com](#) and [GigBuilder.com](#) (a [WeDJ.com](#) subsidiary site).
- Multi-level [undelete](#). Easily recover accidentally deleted track or volume records.
- Convenient on-line Help. If you need specific help on any VisiTrax feature, just press the **F1** key.

If you're just getting started with VisiTrax, please see [Library Concepts and Overview](#).

See also: [Compatibility](#)
[Installed Files](#)
[End-User License Agreement](#)
[Uninstalling VisiTrax](#)

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1.2 Installation and Configuration

Installed Files

The following files are placed in your VisiTrax directory during installation:

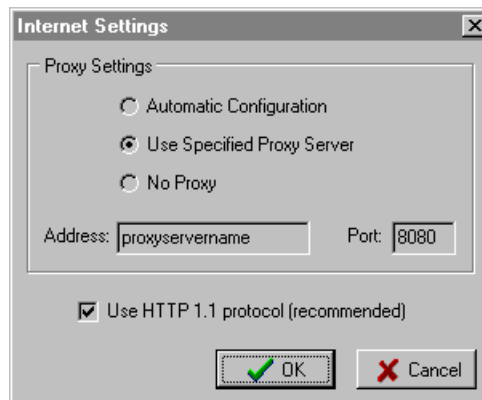
VisiTrax.exe	The VisiTrax program itself
VisiTrax.chm	This on-line Help file
Example.trx	An example music library
CDlabels.std	A sample design file for printed CD labels
ReadMe.txt	Text file containing general product description

User Preference Settings

Most day-to-day VisiTrax user settings, such as sizing, font, and color preferences, are automatically maintained in your Windows user profile. For an overview of available settings, see [View Options and Customization](#).

Internet and Proxy Settings

Selecting [Internet Settings...](#) from the **View** menu will present the following dialog:



In the **Proxy Settings** section, you can select one of the following:

Automatic Configuration This option is recommended for most situations. VisiTrax will try to use the same HTTP proxy settings as your browser.

Use Specified Proxy Server If your browser uses a proxy configuration script, or if VisiTrax is otherwise unable to determine your browser's settings automatically, you can use this option to specify the proxy address and port.

No Proxy If you don't want VisiTrax to use a proxy server, regardless of your browser's proxy settings, select this option. If you use a cable modem or DSL and your ISP recommends using their (optional) proxy server for your browser, selecting **No Proxy** here may provide better results – as a given CD data server could mistakenly interpret a large number of users sharing a single proxy server as a single, very busy individual, and limit daily accesses accordingly.

The **Use HTTP 1.1 protocol** checkbox specifies whether to use the HTTP 1.1 protocol when accessing CD data server sites. Because HTTP 1.1 is intrinsically more reliable than the older HTTP 1.0 protocol, you should always try to use HTTP 1.1 if possible, by leaving this checkbox checked.

Even if a given CD data server supports HTTP 1.1 quite nicely, you may need to clear this checkbox (for HTTP 1.0) if your network connection to that server passes through an intermediate proxy server that still uses HTTP 1.0 – this can sometimes be the case notwithstanding your own proxy settings.

1.3 Backup and Migration

Backing Up Your Data

Just as it's a good idea to frequently save your work while working in VisiTrax, you'll want to be sure all your long-term work is not lost if you have an equipment failure or other disaster. At a minimum, here is the VisiTrax data you'll want to keep backed up and saved in a safe location:

- Our web site address (www.synapsa.com) – this is your VisiTrax program backup!
- Your VisiTrax library data and any playlists (*.trx, *.vxp, and possibly *.txt).

Migrating VisiTrax to a New Computer

Migrating VisiTrax to a new computer is much like migrating other software. Here's the recommended procedure:

- 1) Download the latest version of VisiTrax from our web site (www.synapsa.com) and install it on the new computer.
- 2) Transfer your VisiTrax library files and any playlists (*.trx, *.vxp, and possibly *.txt) to the new computer.
- 3) Open your transferred library file (.trx).

Note: If you are using a CD-ROM to transfer your backed up data, note that files copied from a CD-ROM, on some PCs, will end up being set to read-only by default. If this happens, VisiTrax will not be able to update them. To correct this, change the attributes of your transferred data files so they are not "read only" (this can be done with Explorer or from a command prompt).

See also: [Supported File Formats](#)
[Saving Your Changes](#)

1.4 Uninstalling VisiTrax

To remove VisiTrax from your computer, run **Control Panel | Add/Remove Programs**, then select **VisiTrax** from the list and click the **OK** button.

VisiTrax will attempt to use your original configuration settings if you subsequently install the program again.

Note: Before installing an **updated version** of VisiTrax, you may wish to remove (uninstall) the older version first; however, this is not usually required.

1.5 Product Support

For the latest information about VisiTrax, please visit our web site at www.synapsa.com.

Comments, questions, and suggestions are welcomed, and can be sent via e-mail to support@synapsa.com. A comment form also is available on our web site's feedback page.

1.6 Compatibility

VisiTrax provides the key capabilities found in its DOS-based predecessor, *Playlist 4.03*, including support for existing *Playlist* library database files.

To facilitate exchanging data with other recording library database applications, VisiTrax can exchange data with common spreadsheet applications via [copy and paste](#), and also can import/export data as [text files](#).

If you require assistance migrating your existing music library data to VisiTrax, please contact us via e-mail at support@synapsa.com.

See also: [Supported File Formats](#)

2 Using VisiTrax

2.1 Library Concepts and Overview

Basic Library Model

VisiTrax supports a consistent and straightforward library model, in which any recording library is treated as a set of identifiable [volumes](#), each containing one or more individual [tracks](#). Both volumes and tracks can be assigned numbers for quick reference.

Volume Numbering (Locator Indexing)

The volume numbering method used by VisiTrax is simple, yet very effective for keeping a growing library physically organized. Each volume can be assigned a unique locator index, displayed primarily in the form **AA>NNNN**, where **AA** denotes a pair of letters you assign for each media format, and **NNNN** denotes four digits, as in "CD0234".

To support multi-volume sets, such as a CD jewel case containing a set of 3 CDs, you can use the extended form **AA>NNNN.D**, where **D** is a single digit from 1 to 9. By using this numbering method, you can assign numbers such as CD0230.1, CD0230.2, and CD0230.3 to the individual discs, labeling the case containing them as CD0230.

The easiest way to use volume numbers is simply to assign them in sequence (regardless of title or artist), keep things physically arranged by assigned volume number, and let VisiTrax take care of alphabetization. To look things up alphabetically without your computer, just keep an alphabetized VisiTrax printout handy.

Since VisiTrax automatically keeps track of all unused index numbers, it's also easy to assign distinct index numbers even when they're not strictly in sequence. For example, if you wish to divide your index numbers into special groupings (e.g. CD0001-CD1999, CD2000-CD4999, etc.), you'll be able to select the next available index in each such range, without having to type it in. This is explained in our topic on [adding a new volume](#).

Note that VisiTrax has a handy feature that lets you resequence a range of volume index numbers. This also can be used to automatically assign index numbers to a group of non-numbered volumes. (See [Volumes View](#).)

Although assigning locator indexes is optional, it's very easy to do in VisiTrax, and your listings will tend to be more useful. For example, if you sequentially label and arrange your CDs by locator index

as suggested above, it's much easier to find where a particular CD belongs, or to spot a missing CD.

Track Indexing

Within a given volume, each track can be assigned a track number. This of course is quite natural for media such as CDs and album sides, for which sequential track numbering is standard.

By combining track indexing with volume locator indexing, you have a very concise and consistent way to represent any track in your library. For example, "CD0532-2" would indicate track 2 on the volume identified as CD0532. In a box of singles or a set of videos, you might want the track index number to refer to an individual single or video, so that, for example, "SG0032-46" would be the single in box 32, slot 46. (Alternatively, for videos, you might wish to assign a volume number to each one, and use tracks to contain detailed information such as producer, director, cast members, and so on.)

For two-sided media, such as phonograph records or tape cassettes, you can use the letter A or B before or after the index number to denote side A or B. For example, you might have an LP album with tracks indexed as A1-A8 and B1-B12, or a box of single 45 RPM records indexed as 1A, 1B, 2A, 2B, and so on. For a multi-disc album, a given track might then be fully identified, for example, as "LP0123.1-A2" – meaning disc 1, side A, second track, of the album identified as "LP0123".

VisiTrax allows two or more track entries to share the same index number. This might be useful, for example, if you have a track commonly attributed to two or more different artist names: just make two entries for the same track, each with its own artist name. [Index number "0", by the way, means "no assigned index" (same as blank).]

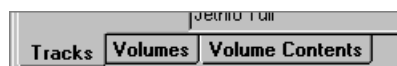
Track index numbers can range from 1 to 9999, A1 to A9999, B1 to B9999, or 1A to 9999B.

Viewing Your Library

VisiTrax provides three distinct types of views into your entire library database:

- The [Tracks View](#) lists every track contained in the library, or a filtered subset, sortable by any set of columns.
- The [Volumes View](#) lists every volume contained in the library, or a filtered subset, sortable by any set of columns.
- The [Volume Contents View](#) lists the tracks belonging to a particular volume, sorted primarily by track index number.

These views are easily accessible via multi-sheet tabs, as shown below. To access a desired view, simply click on its tab (or use the corresponding [View](#) menu option, **Ctrl-Tab**, or the left/right-arrow keys).



Playlists

Another view, accessed via the [Playlist](#) tab as shown below, supports working with [playlists](#). Clicking this tab will display a [Playlist View](#), which lists the contents of a selected subset of tracks (a playlist), sorted by playing sequence.



An Example Library

To help you get started, we've included an example library database named [Example.trx](#). When you

install VisiTrax for the first time, this example library is opened for you automatically. To access it later on, simply [open it](#) and you'll be greeted with a view listing its contents.

NOTE – Be sure to save your own library data to its own file, not to the example library file!

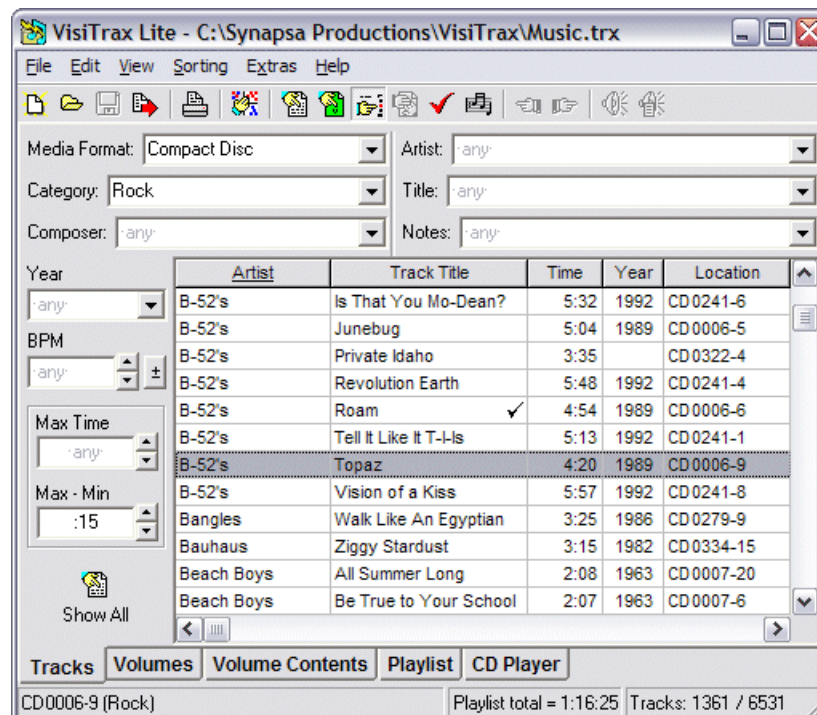
Entering and Changing Library Data

To enter new data into your library, you can start with an existing library file, or you can [start a new library file](#) from scratch. You can then create a [new volume](#) entry for each CD, album, etc. Once a new volume entry is created, you can populate it with one or more [new track](#) entries. If you have a CD-ROM drive and an Internet connection, the [CD Player View](#) can be used to quickly add CDs to your library database, often with little or no typing required on your part. If [Winamp v5](#) is installed on your PC, you also can quickly [import MP3 and other audio file tracks](#) from its playlist directly into your VisiTrax database.


Lastly, you can [update an existing volume](#) or [update an existing track](#) at any time, [undelete](#) volumes or tracks you've just deleted by accident, and [exchange data](#) between VisiTrax and other applications.

2.2 Tracks View

The **Tracks View** lists all of the [tracks](#) contained in the library, as shown below. This is likely to be the view you will use most often, as it's the one you use to locate one or more tracks of interest.



On startup, tracks in this view will appear in a grid, sorted from left to right (i.e. the leftmost column is the primary sort key). To change the sort ordering, click on the corresponding column header, or make a selection via the [Sorting](#) menu. Sorting is based on the most recent set of columns selected for sorting, with precedence given to the most recently selected columns.

To quickly reset sorting precedence based on current column ordering, click the  button (sort

across).

Above and to the left of the listing grid is a set of *filter* controls you can use for looking up data almost instantly, with a minimum of guesswork. Filter controls limit the listing to a desired subset (as depicted in the example above). Initially, no filters will be selected, so that all tracks in the library will be listed. Filtering is discussed at length further down in this topic.

Navigating the List

You can scroll through the list of tracks as you would with any standard Windows listbox. If you click on a particular track (or use the up- or down-arrow keys to do the same thing), it becomes highlighted, as shown above, and additional information for that track is displayed on the status bar at the bottom left. As you can see in the example, this reveals the complete location index of the track, its category, and tempo in beats per minute (bpm).

The right-hand section of the status bar indicates the number of tracks in the list, followed by the total number of tracks in the library, as shown in the example.

If you double-click on a selected track, or press the space bar, VisiTrax will switch to the corresponding [Volume Contents View](#) for the volume in which the selected track resides.

A **checkmark** symbol denotes a track that has been entered into a [playlist](#), in the current session. Since there is an active playlist, the **Playlist** view tab is shown, and the middle status bar section indicates the total playlist time.

Additional Data Columns


The **Tracks** view includes many additional data columns that you don't normally see – including all of the columns available in the **Volumes** view. To access these additional columns, simply scroll to the right using the horizontal scroll bar at the bottom of the listing. These additional columns are always available, and you are free to move any columns in or out of the main set. For more information on how to do this, see [Changing Which Columns You See](#).

Note that some columns contain data for which there are no manual data entry fields, either because the data is automatically computed (e.g. **Disc ID** and **Vol Time**), or because it's simply an alternate data representation (e.g. **Location**).

Shortcuts:

- While in the listing, typing the first part of the track's artist name or title will scroll the list to the first matching entry (depending on current column sort precedence). A one-second pause in typing starts a new sequence.
- Function key **F2** (also **Enter**) returns focus to the list in the current view.
- Function key **F3** will clear all filters.
- Function key **F4** will activate a filter field's menu (as applicable).
- Function keys **F5 - F11** (some with **shift**) provide shortcuts to each of the primary filter fields.


Playing MP3 and other Audio Files


If the currently highlighted track is linked to an MP3 or other audio file, clicking the  toolbar button will initiate play of that file – either by **Winamp**, if you have [Winamp v5](#) installed on your PC, or otherwise by the file's associated media player program (if any).

Using Track Filtering Controls to Locate Tracks

The Tracks view provides an assortment of filtering controls for constraining the list of tracks to just the

ones you are interested in viewing. This is a powerful mechanism for quickly locating material.

The filtering controls described below can be hidden or restored via the  toolbar button (or by selecting Filters from the View menu). The available controls are described as follows:




- Media Format** Use this to view only those tracks residing on volumes of a particular media format. (Note: This is functionally identical to the Media Format filter in the Volumes view. We include it in the Tracks view for convenience, even though media format is actually a volume attribute.)
- Category** Use this to view a particular subset of track categories (music types etc.). If you have, say, several flavors of "Rock" categories, note that you can select all of them by using wildcards (e.g. "..rock.." or "=rock=").
- Artist** Use this to view a particular track artist or subset of artist names.
- Composer** Use this to view tracks by a particular composer or subset of composer names.
- Title** Use this to view a particular track title or subset of titles. The wildcard feature is particularly useful here if you're not certain of a title, or if you want some theme (e.g. "..sun.." or "=sun=").
- Notes** Use this to view tracks based on the content of their notes.
- Year** If you're looking for tracks from a specific year, just type it in here. If you want to view anything in a specific range of years, use the form "1960-1967" – also equivalent here are "1960-67" and "1960-7". If you want to view anything at or after a given year, use the form "1990-". If you want anything at or before a given year, use the form "-1990".
- If you want to view just the non-dated tracks, enter "0". [Since dates aren't always readily available, you might want to add tracks from time to time without the year, returning later when you have more time to dig up the information. This particular filter entry could come in handy at such times.]
- Conversely, if you want to view all the dated tracks, you can enter "1-" or just "-".
- For convenience, a drop-down list of decades (starting with 1900-1909) also is provided.
- BPM** Use this to view only those tracks at a particular beat rate, or range of rates, in beats per minute (bpm). Desired BPM can be entered in one of two ways:
- To specify a particular BPM rate, or a range of rates, type it in the same way as for **Year**, above.
 - To specify a nominal BPM plus or minus some tolerance value, e.g. 110 ± 5, click the  button. This will activate an additional tolerance value field.
- Max Time** The most common use for this filter is in a situation where you have a limited amount of playing time to deal with, such as the remaining time in a program, on a tape side, or on a recordable CD. Thus, the maximum available time is of primary interest.
- Playing time selection is handled as two fields. Enter the maximum time of interest in the Max Time field. The Max - Min field specifies how much slack is acceptable; the default entry here is 15 seconds. So, for example, if the first field contained 4:00 and

the second field contained :15, the range of times viewed would be 3:45 to 4:00.

Show All To show all available tracks, click on this button. This will clear all of the filters at once.

Several additional filters are available in the [Volumes view](#). These additional filters also affect the [Tracks](#) view listing content.

General Filtering Notes

- (1) As shown in the example above, **-any-** is simply a placeholder hint indicating that no filter is specified. Any time you clear any of these controls, this placeholder is substituted. When you enter the control, the **-any-** will disappear so you can make your entry.
- (2) A down-pointing arrow button on the right side of a filter field indicates a drop-down list, from which you can select as an alternative to typing something in.
- (3) You can remove any individual filter by double-clicking on it.
- (4) You can remove all filters by clicking the  toolbar button.
- (5) If you are working with a [playlist](#), you can click the  toolbar button to set (or clear) a filter for viewing only those items contained in the current playlist.
- (6) You can click the  toolbar button to set (or clear) a filter for viewing only those items linked to an MP3 or other playable audio file.
- (7) You can use one or more wildcards in a filter, using either an equal sign ("=") or a pair of dots (".."). Here are some examples:

B.. or **B=** Anything beginning with a "B"
..D or **=D** Anything ending with a "D"
B..D or **B=D** Anything beginning with "B" and ending with "D"
.. or **=day=** Anything containing "day" in it somewhere
day..
.. or **=** Anything (same as no filter at all)

- (8) You can specify a combination of two or more logical OR filter alternatives using a pair of vertical bars ("||"), as in these examples:

Folk || Celtic Select both "Folk" and "Celtic" categories
Yardbirds || Clapton= Select both "Yardbirds" and anything beginning with "Clapton"
red ||= red ||= Select only those items containing the whole word "red"
red

- (9) Similarly, you can specify a required combination (logical AND) using a pair of ampersands ("&&"); for example:

=blue= && =sky= Select all items containing both "blue" and "sky"

- (10) A logical NOT operator ("^") also is available. For example:

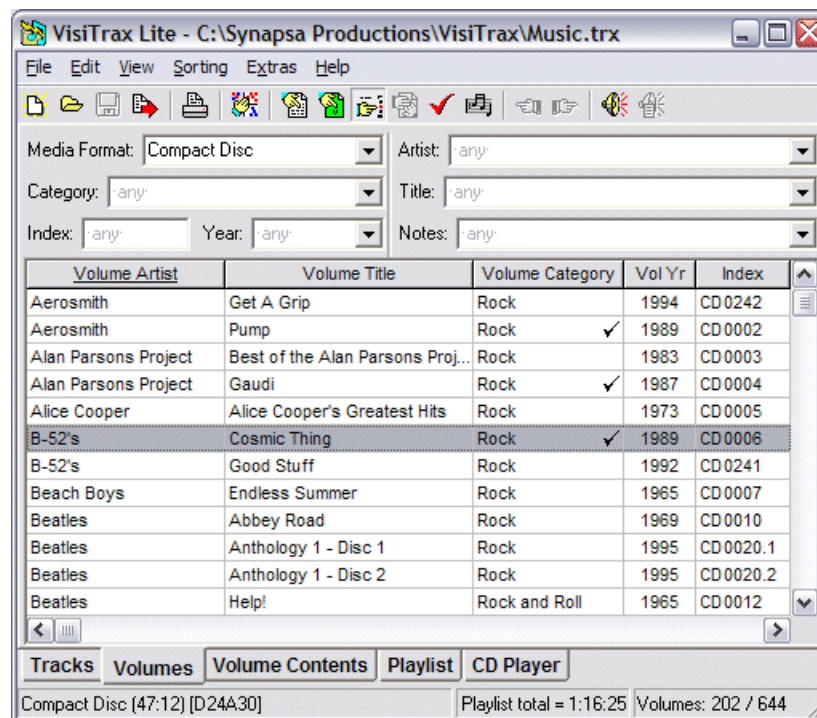
=green=&&^=gr Select all items containing "green" but not "grass"
ass=

- (11) All filters are case-insensitive.
- (12) The listing grid updates automatically as you make any filtering changes.
- (13) The combined filters from both the [Tracks](#) view and [Volumes view](#) are applied in concert, thus filters set in either of these views can affect contents displayed in the other.


See also: [View Options and Customization](#)
[Copying to the Clipboard](#)
[Printing and Print Preview](#)
[Volumes View](#)
[Exporting Data](#)

2.3 Volumes View

The **Volumes View** lists the [volumes](#) contained in the library (subject to any viewing filters you might have set), as shown below. This is the view you would use for adding, deleting, or updating volume entries.



On startup, volumes in this view will appear sorted from left to right (i.e. the leftmost column is the primary sort key). To change the sort ordering, click on the corresponding column header, or make a selection via the [Sorting](#) menu. As with the [Tracks View](#), sorting is based on the most recent set of columns selected for sorting, with precedence given to the most recently selected columns.

To quickly reset sorting precedence based on current column ordering, click the  button (sort across).


[Volume Filtering \(and Locating Volumes\)](#)

The set of volumes listed here depends in part on the filtering controls you have set in the [Tracks View](#). Volume filtering logic is based on a combination of volume attributes and track attributes:

- **Volume attributes** apply to the volume as a whole: media format, volume artist and title, notes, etc. – in other words, things you can enter via the [Add New Volume](#) dialog.
- **Track attributes** apply to individual tracks, not the volume as a whole. However, it's often useful to list only those volumes containing tracks with some particular set of attributes; for example, volumes containing anything by Jethro Tull (even if just one song).

Filters in the Volumes view generally behave and can be used just like the filters in the Tracks view. The available volume-specific filtering controls are summarized as follows:

Media Format	Use this to view only those volumes of a particular media format.
Index	Use this to view only those volumes with a specific index number, or range of index numbers.
Category	Use this to view a particular volume category or subset of categories.
Artist	Use this to view a particular volume artist or subset of artist names.
Title	Use this to view a particular volume title or subset of titles.
Notes	Use this to view volumes based on the content of their notes.
Year	Use this to view a particular volume year or range of years.

The  toolbar button, if enabled, indicates that the listed set of volumes is being constrained by one or more track-specific filtering attributes. Clicking this button will remove all track-specific filtering in one step, without having to switch views. (The button is not enabled unless one or more volumes is being filtered out solely due to track filtering.)

Note: In addition to the filter controls described above, you can use column sorting to quickly identify volumes based on other volume attributes, such as **Vol Time**.

Navigating the List

You can scroll through the list of volumes as you would with any standard Windows listbox. If you click on a particular volume (or use the up- or down-arrow keys to do the same thing), it becomes highlighted, as shown above, and the media format for that volume is displayed on the status bar at the bottom left.

The right-hand section of the status bar indicates the number of volumes in the list, and the total number of volumes in the library. In the example shown, no filters have been applied, so the list contains all 512 of the library's volumes.

If you double-click on a selected volume, VisiTrax will switch to the corresponding [Volume Contents View](#) so you can view its tracks.

Also in the example, note that the highlighted volume happens to contain a checkmark, indicating that one or more tracks have been entered into a [playlist](#), in the current session. Since there is an active playlist, the **Playlist** view tab is shown, and the middle status bar section indicates the total playlist time.

To access details for a selected volume (i.e. the volume as a whole, not its tracks), press the space

bar, or choose **Update Details** from the **Edit** or right-click menu.

Additional Data Columns


The **Volumes** view includes many additional data columns that you don't normally see. To access these additional columns, simply scroll to the right using the horizontal scroll bar at the bottom of the listing. These additional columns are always available, and you are free to move any columns in or out of the main set. For more information on how to do this, see [Changing Which Columns You See](#).

Note that some columns contain data for which there are no manual data entry fields, either because the data is automatically computed (e.g. **Disc ID** and **Vol Time**), or because it's simply an alternate representation (e.g. **Location**).

Shortcuts:

- While in the listing, typing the first part of the volume's artist name or title will scroll the list to the first matching entry (depending on current column sort precedence). A one-second pause in typing starts a new sequence.
- Function key **F2** (also **Enter**) returns focus to the list.
- Function key **F3** will clear all filters.
- Function key **F4** will activate a filter field's menu (as applicable).
- Function keys **F5 - F11** provide shortcuts to each of the filter fields.

Playing MP3 and other Audio Files

If the currently highlighted volume contains one or more tracks linked to MP3 or other audio files, clicking the  toolbar button will do one of two things:

- If [Winamp v5](#) is installed on your PC, all of the audio file tracks in the highlighted volume will be added to Winamp's playlist, and played.
- Otherwise, the first audio file track will be played by the associated media player program (if any).

Volume Index Resequencing

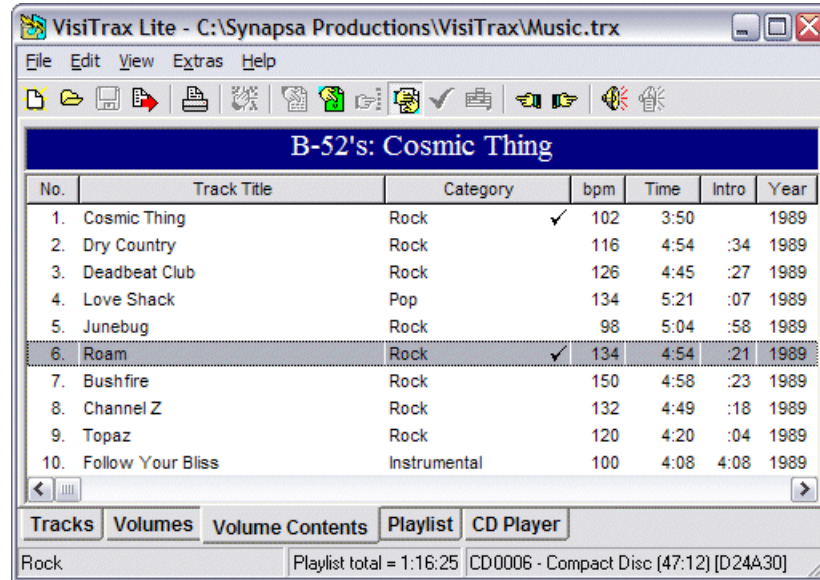
On occasion you may wish to resequence some of your volume index numbers. To do this, apply appropriate filters to list only those volumes whose index numbers you wish to resequence, apply the desired sort order, then select **Re-index Volumes** from the **Edit** menu.

Example: To resequence Compact Discs in the range CD8000-8999, select **Compact Disc** (or equivalent) in the **Media Format** filter field, and enter **8000-999** in the **Index** filter field. Next, ensure the volumes are listed in the order you want, then select **Edit > Re-index Volumes**.

See also: [View Options and Customization](#)
[Copying to the Clipboard](#)
[Adding a New Volume](#)
[Updating a Volume](#)
[Delete and Undelete](#)
[Cross-References](#)
[Printing and Print Preview](#)
[Tracks View](#)

2.4 Volume Contents View

The **Volume Contents View** lists all of the tracks contained in a selected volume, as shown below. This is the view you would use for adding, deleting, or updating track entries. Tracks in this view are sorted primarily by index number.



Navigating the List

You can scroll through the list of tracks as you would with any standard Windows listbox. If you click on a particular track (or use the up- or down-arrow keys to do the same thing), it becomes highlighted, as shown above, and the category for that track is displayed on the status bar at the bottom left.

The right-hand section of the status bar indicates the current volume's location index, as well as its media format.

If you double-click on a selected volume, VisiTrax will switch to the [Tracks View](#), automatically scrolling as necessary to the selected track.

A **checkmark** symbol denotes a track that has been selected into the current [playlist](#). Since there is an active playlist, the [Playlist](#) view tab is shown, and the middle status bar section indicates the total playlist time.

To access details for a selected track, press the space bar, or choose **Update Details** from the **Edit** or right-click menu. (Note that this function is not available for any tracks selected into the current playlist.)


Additional Data Columns

The **Volume Contents** view includes many additional data columns that you don't normally see. To access these additional columns, simply scroll to the right using the horizontal scroll bar at the bottom of the listing. These additional columns are always available, and you are free to move any columns in or out of the main set. For more information on how to do this, see [Changing Which Columns You See](#).

Note that some columns contain data for which there are no manual data entry fields, either because the data is automatically computed (e.g. **Disc ID** and **Vol Time**), or because it's simply an alternate

data representation (e.g. [Location](#)). Once such column worth noting here is [Alt Source](#), which appears only in this view. This is useful when [organizing audio file links](#).

Playing MP3 and other Audio Files



If the currently highlighted track is linked to an MP3 or other audio file, clicking the  toolbar button will initiate play of that file – either by **Winamp**, if you have [Winamp v5](#) installed on your PC, or otherwise by the file's associated media player program (if any).

Renumbering Tracks

To automatically number or renumber all the tracks sequentially, choose **Renumber Tracks > Number sequentially** from the **Edit** menu. (Identically numbered tracks with a letter suffix, or with identical titles and times, will remain identically numbered.)

To remove all track numbering, choose **Renumber Tracks > Alphabetize with no numbering** from the **Edit** menu.

Volume-to-Volume Browsing

To browse from one volume's contents to those of the previous or next volume, click the  or  toolbar button. Volume sequencing will automatically wrap around from the last volume back to the first, and vice versa, sounding an "OK" tone when a limit wrap occurs.

See also: [View Options and Customization](#)
[Copying to the Clipboard](#)
[Adding New Tracks](#)
[Updating a Track](#)
[Delete and Undelete](#)
[Printing and Print Preview](#)
[Printing CD Labels](#)
[Volumes View](#)

2.5 Playlists

To create a [playlist](#), just tag the tracks you want from either the [Tracks View](#) or [Volume Contents View](#). You can tag (or add) any currently-highlighted track by doing **any** of the following...

- Press the "+" (plus) key.
- Right-click and select **Add to Playlist** from the pop-up menu.
- Easiest yet, [swipe](#) to the right on the currently-highlighted track line.

Each time you add a track to the playlist, a checkmark will be added on that line (up to a maximum of 3 checkmarks are shown per track), and a checkmark is also placed on the corresponding volume's line (so you know that one or more of its tracks are in the playlist).

You also can add an entire volume's tracks to the playlist, in a single operation, when in the **Volumes** view. Simply highlight the volume you want, then select **Add to Playlist** from the right-click menu.

To remove a track from the playlist, do any of the following...

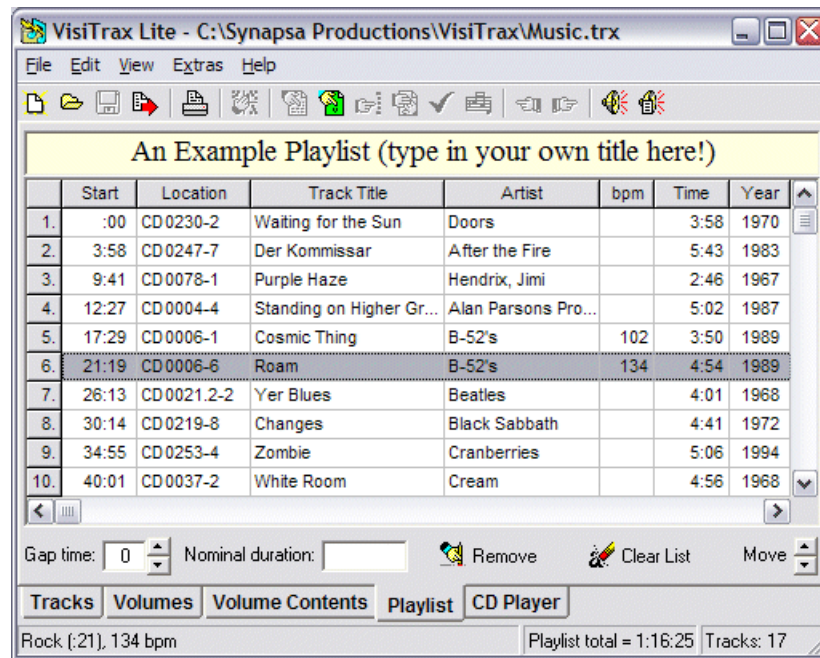
- Press the "-" (minus) key.
- Right-click and select **Remove from Playlist** from the pop-up menu.
- Swipe to the left on the currently-highlighted track line.

Checkmarks are removed accordingly.

Note that a track or volume cannot be deleted from the library if it's currently included in the playlist. This limitation also applies to track modifications.

2.6 Playlist View

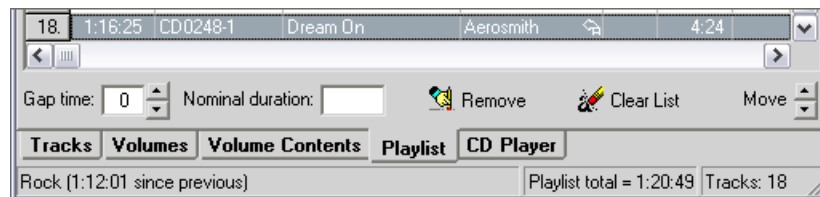
The [Playlist](#) view lists the contents of the current playlist, ordered by relative start time, as in this example:



Each track's location index is listed as shown for quick manual access, along with its relative start time. The first entry always has a start time of ":00".

You can add (i.e. duplicate) or remove tracks in this view the same way you can elsewhere (see [Playlists](#)). The **Remove** button also will remove the currently highlighted track, and the **Clear List** button will clear the entire playlist.

Any duplicate track will be annotated with one or more "replay" arrows in the rightmost variable-width column (the Artist column in this example), with the status bar showing the scheduled time interval since the previous play of that track, as shown here:



You can rearrange tracks in your playlist by:

- dragging rows up or down by their leftmost "button" cells,

- clicking on the **Move** arrows, or
- holding down the **Alt** key and pressing the up-arrow or down-arrow key.

You can use the **Gap time** field to set the estimated nominal gap time in seconds between playlist tracks, so that (for example) the total time scheduled can include a two-second gap between tracks.

Shortcut: Pressing a digit key will change the gap time accordingly, from anywhere in this view except in the heading area.

The **Nominal duration** field is useful when scheduling a program of a specific duration. If you enter the nominal program duration into this field, the status bar will display **Playlist remaining** time instead of **Playlist total** time. For example, enter "2:00" for a two-hour program (you could also enter "120" minutes, which would be converted automatically to "2:00"). If the total playlist time exceeds the nominal duration, the status bar will display the excess time as **Playlist OVERTIME**.

Additional Data Columns

The **Playlist** view includes many additional data columns that you don't normally see. To access these additional columns, simply scroll to the right using the horizontal scroll bar at the bottom of the listing. These additional columns are always available, and you are free to move any columns in or out of the main set. For more information on how to do this, see [Changing Which Columns You See](#).

Changing the Playlist Title

You can customize the title that appears at the top of the **Playlist** view, and on [printed playlists](#), by typing directly into the heading field above the playlist grid. You can also change the font and coloring of the displayed title via the right-click menu.

Saving and Recalling Playlists

To save a playlist for later use, select **Save Playlist...** from the **File** menu. The complete playlist, including the title, will be saved to the [.vxp](#) file you specify.

To recall a previously-saved playlist, select **Recall Playlist...** from the **File** menu.

Playing MP3 and other Audio Files

The two toolbar buttons shown below are used for playing MP3 or other audio files:



If the currently highlighted track is linked to an MP3 or other audio file, clicking this button will initiate play of that file – either by [Winamp v5](#) (if installed), or by the file's associated media player program (if applicable)



This button will appear only if [Winamp v5](#) is installed on your PC, and applies only to the **Playlist** view. If any listed tracks are linked to audio files, clicking on this button will add those files to Winamp's playlist, and Winamp will begin playing them (if it's not already playing something). Duplicate tracks preceding the new set will be removed from Winamp's current playlist.

Converting a Playlist into a New Volume

One use for playlists is for to facilitate recording custom tapes or CDs, which themselves may need to be entered into your library as new volumes. To quickly convert a playlist into a volume, ensure that the listed tracks are ordered the way they were recorded, then select **Convert Playlist to Volume...** from either the **Edit** menu or the right-click pop-up menu. At this point you will be presented with a **Convert Playlist to New Volume** dialog, which is used just like [Adding a New Volume](#), except that the current

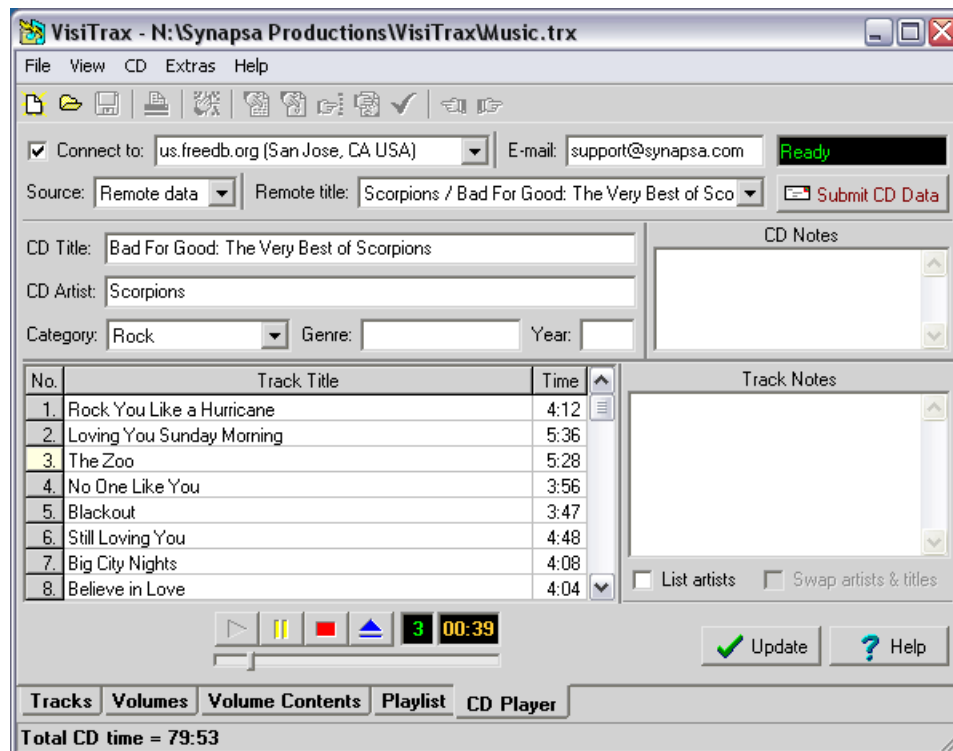
playlist's tracks will be included automatically, numbered in sequence.

See also: [View Options and Customization](#)
[Copying to the Clipboard](#)
[Printing and Print Preview](#)
[Printing CD Labels](#)

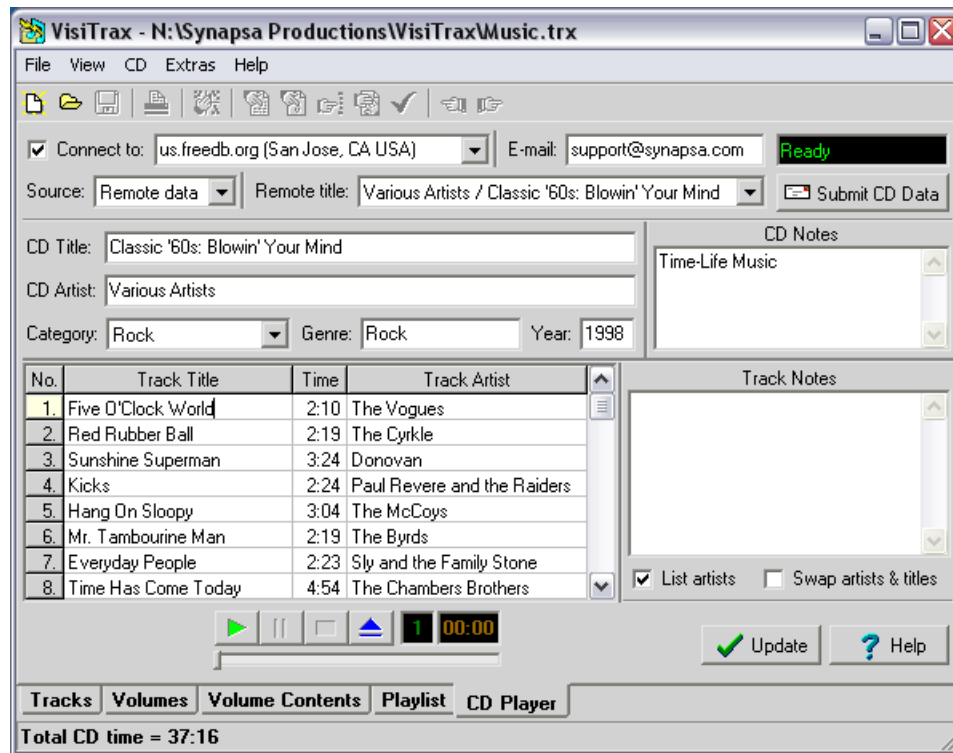
2.7 CD Player View

With the **CD Player** view, you can audition Compact Discs (CDs), conveniently acquire a CD's name and track titles via an Internet-based [gnudb](#) CD data server, and quickly import this information into your VisiTrax library by clicking the **Add** button; this changes to an **Update** button once the data is in your library. (Track times are read directly from the CD.)

The **CD Player** view provides two slightly different views for CD track information, depending on whether the CD is by a single artist or group (first example below), or by various artists (second example), as set by the **List Artists** checkbox control:



Example Single Artist CD View



Example Various Artists CD View

If you have more than one CD-ROM drive, a drive selection drop-down list control (not shown above) will appear to the left of the player buttons. VisiTrax will remember the drive you select between sessions.

To have VisiTrax automatically detect CDs and activate the **CD Player** view whenever you insert a CD, select **Auto-detect CDs** from the **View > Options** menu. Auto-detection will commence the first time you enter the **CD Player** view in a given session.

Note: Some "Media Player" or "CD Player" programs might use a CD-ROM drive in an exclusive, non-shared mode. If one of these is running in this mode, no other CD player program will be able to access the drive. If the offending program has a configuration setting option for using the CD-ROM drive in shared mode, try that setting. Otherwise, you will need to stop the other player before the VisiTrax CD player can start up or begin to detect CDs.

Each time a CD is inserted, VisiTrax will try to find the CD's information in the following lookup sequence:

- First, VisiTrax will look for an entry in your VisiTrax library database.
- Next, VisiTrax will look for an entry in your PC's **CDPLAYER.INI** file – a data file that is commonly used by various CD player programs. (If it exists, this file will be in your Windows root directory.)
- Finally, if you have enabled an on-line connection to a gnudb remote data server, VisiTrax will look for one or more matching entries from the server.

Once the lookup has completed, the **Source** box will indicate one of the following data sources:

Visitrax library
cdplayer.ini
Remote data

The CD information displayed will be from the indicated data source. To view information from one of the other data sources, simply choose the source you want from the **Source** drop-down menu.


Usually, the initial source shown will probably be what you want. For example, if a given CD's data can be found in both the VisiTrax library and CDPLAYER.INI, the **Source** box will indicate **VisiTrax library**, as that would probably be the source you'd want to use. But if data were only available in your CDPLAYER.INI file, the **Source** box in that case would indicate **cdplayer.ini**.

When the data source is **Remote data**, another selection box – **Remote title** – comes into play. This box will always contain at least one menu option: **None (new CD entry)**. If one or more matching entries are found from the remote data server, the drop-down menu for this box will also list a title for each entry found. If you choose one of these titles, VisiTrax will download the corresponding remote record and display its contents in the various CD information data fields.

Note: The CD player's **Category** box is intended primarily for use with remote data server functions, and will be disabled unless a remote data server has been accessed. It should be noted also that, although the **Category** box's drop-down menu will be limited to the set of category names downloaded from the remote data server, this constraint exists only within the CD Player view, and you are always free to use any category names you wish in your VisiTrax library database proper.

Playing CD Tracks

To begin playing a CD track, do any of the following:

- Click on the  button.
- Click on one of the track number cells in the **No.** column.
- Select a track title and press **Enter**.
- Select **Play** from the **CD** menu.

Editing CD Information

To edit CD information, click or tab into each field and edit as necessary. You can edit information for any track, regardless of any track being played. Changes can be saved in any of the following ways:

- To save changes to your computer's shared CDPLAYER.INI file, select **Write to CDPLAYER.INI** from the **CD** menu.
- To save changes to your VisiTrax library database, click on the **Add / Update** button (this also updates CDPLAYER.INI).
- To save changes to **gnudb**, click on the **Submit CD Data** button (also see **Submitting CD Data**, below).

Track Titles and Subtitles

When a CD's track titles are filled in from your VisiTrax library database, and a given database track record contains a subtitle, a composite title will be displayed, consisting of both the title and subtitle separated by a colon; for example (colors for illustration only):

Symphony No. 6 ("Pastoral"), Op. 68: I. Allegro ma non troppo

Conversely, when you **Add** or **Update** a CD's data to your VisiTrax database from this view, subtitles will be split out from the title – provided the following conditions are all true:

- the title contains two parts separated by a colon followed by a space;
- an adjacent title also contains two parts; and
- the first part is identical in both adjacent titles.

The reason for the above constraint is to reduce the chances of a "false hit", where a colon may appear as part of a title for reasons other than to denote a subtitle.

Using gnudb

To begin using [gnudb](#), be sure you have an established Internet connection, then click on the **Connect to** checkbox. As long as this checkbox is activated, on-line data lookups are initiated automatically for each CD inserted. (If you have an always-on Internet connection, you may wish to select **Auto-connect to Server** from the **View > Options** menu.)

Note: VisiTrax uses your [web browser's settings](#) to determine whether you use dial-up networking and/or a proxy server. If you use dial-up networking, you'll need to establish a dial-up connection before performing this operation.

The **gnudb** servers receive submittals from thousands of users all over the world, so you can expect to find errors on occasion. Once a CD's information has been acquired, look over the information for typographical errors or other inconsistencies. VisiTrax lets you correct or modify this information at several stages:

- The first stage is in the **CD Player** view itself. This is most useful when you see errors in **gnudb's** data: simply correct the data in this view, submit the corrections back to the CD data server for posterity, then click on the **Add** button to import the data into your VisiTrax library.
- The second stage is in the [Add New CD](#) dialog that appears after clicking on **Add** in the **CD Player** view. While the **gnudb** community tends to list artists using the form "John Smith", or "The Beach Boys", you might prefer the catalog index format, such as "Smith, John" or "Beatles, The" (or just "Beatles"). You could do this in the **CD Player** dialog, of course, but you wouldn't necessarily submit such changes back to [gnudb](#). Using the **Add New CD** dialog for this purpose also lets you take advantage of the dialog's "smart data entry" features. (Don't forget to assign a CD index here while you're at it.)
- Once you click the **Add** button in the **Add New CD** dialog, the CD's individual track records will also be added, automatically. Editing these individual track entries would comprise the third, track-level stage. One of the things you might want to do here is adjust the Category for each track, and perhaps enter or change other information, such as the release year.

Note: Once a CD has been added to your library, the **Add** button will be replaced with an **Update** button.

Hint: To quickly shift names around in an artist field, or shift words around in a title field, simply double click on that field. For example, this could be used to change "John Smith" to "Smith, John", or vice versa.

Track Artists and gnudb

Due to some laxity in the original CDDB protocol specification, **gnudb's** database is somewhat inconsistent with respect to track artist information for compilation CDs with multiple artists. Commonly-seen variations within the data include:

- track titles of the form "artist / title" or "title / artist"
- track titles of the form "title - artist" or "artist - title"
- track titles of the form "title (artist)" or "artist (title)"
- track titles of the form "title; artist" or "artist; title"
- artist entered in the "extra track information" field
- no track artists specified at all

The most recent protocol, as published by [gnudb.org](#), now states a preference for the "artist / title"

convention, with a space on either side of the "/". Thus, VisiTrax looks for track artists using the following order of precedence:

1. All track titles contain a "/" splitter [artist / title is assumed]
2. All tracks contain a single line of Extra data [thus probably track artists]
3. All track titles contain a "-" splitter [typically title - artist]
4. All track titles contain parentheses [typically title (artist)]
5. All track titles contain a ";" splitter [typically title; artist]

If VisiTrax detects what appear to be track artists, it will automatically attempt to separate the artist and title information, displaying the **Track Artist** column. You can manually show or hide this column via the **List Artists** checkbox control.

If it appears likely that the artist and title obtained from the CD data server might have been transposed, VisiTrax will display a warning message. The **Swap Artists & Titles** checkbox can be used to swap the contents of the **Track Title** and **Track Artist** columns.

What if my CD isn't found on gnudb?

If you're working with a custom CD of your own, or with a published CD that just doesn't happen to be listed (yet) at **gnudb**, your main objective will be to add its data to your VisiTrax library database, or to CDPLAYER.INI, or to both. If the data is not available in either place (you can check this using the Source box drop-down menu options), simply fill in the data for the CD as needed. Once all of the essential information has been filled in ("Notes" fields can be left empty if desired), click the **Add** button to add the CD to your VisiTrax database, as described above. You can also click the **Add** button without filling in any data, in which case VisiTrax will ask if you want to use the **Add New CD** dialog; this option gives you access to some smart data-entry features not available in the **CD Player** view, so you may prefer this alternate data entry approach.

In some situations (depending in part on other programs you might also be using), you might find your CD's data (or much of it) is already available from CDPLAYER.INI. If that's the case, you'll only need to add or modify data as needed, rather than having to enter everything from scratch.

If you're working with a published CD that was not listed on the gnudb server, see also **Submitting CD Data**, below.

Updating an Existing CD Volume Entry

Once a CD has been added to your library, the **Add** button will be replaced with an **Update** button. Clicking **Update** will update the existing CD volume entry, and its corresponding track entries, using the data that appears in the **CD Player** view. This can be handy, for example, if you happen to catch a spelling error in one of the titles while in this view. (Note that **Update** will not disturb existing information not ordinarily seen in this view, such as volume locator index, or track category, year, lead-in time, etc.)

What if I already entered my CD as a "New Volume"?

Each compact disc has a (relatively) unique media identifier code and Cddb-style disc identifier code. VisiTrax uses these numeric codes to associate a physical compact disc with its corresponding volume database record. Normally, this association takes place automatically when you click on the **Add** button from the CD Player view. However, the **Add New Volume** and **Volume Details** dialogs also let you perform (or change) this association.

Submitting CD Data

The **gnudb** service is likely to find entries for most of your CDs. If your CD is not found (and it's a published CD, not some custom job) you can enter its data and submit it to the server via the **Submit**

CD Data button. You can also submit corrections to existing entries. Before you begin making submittals, though, look at a reasonable number of examples of existing CD entries, so you can become somewhat familiar with common practice (or at least preferred practice):

- Titles, artist names, etc., should use standard capitalization rules for mixed-case titles.
- If the CD contains tracks from various artists, the CD's **Artist** field should be "Various Artists", or something equivalent.
- Titles and artist names should be of reasonable length.
- Careful spelling and punctuation is generally appreciated.
- "Special" characters beyond those used for ordinary narrative text, should be avoided.
- Avoid using the slash character ("/") in the title and artist edit fields.

CD data submittals require an e-mail reply address, so that you can be notified if there's a problem. Enter your e-mail reply address in the **E-Mail** field.

The **Submit CD Data** button action will be inhibited unless a certain set of minimal conditions have been met. This reduces the likelihood of accidentally sending an incomplete or useless submittal. Conditions include an e-mail address, no empty fields that shouldn't be empty, and (in the case of changes) some difference versus the original data record.

Naturally, it makes no sense to submit a new CD without first confirming that it is, in fact, a new CD as far as **gnudb** is concerned, and VisiTrax performs several checks to ensure this has happened. The selected option in the **Remote title** box will establish whether the submittal will be a revision against an existing CD title, or a submittal for a new CD entry. The **Submit CD Data** button's pop-up hint will indicate the revision level of the submission; new CD entries are always submitted as revision 0, while revised submittals will always be submitted with a revision number one greater than that of the original data record most recently downloaded.

Resolving CD Player or CD Server Performance Issues

VisiTrax accesses gnudb's CD data servers just like a web browser. Occasionally, you might encounter an error message or other performance problem while accessing a server. Unless the error message indicates something specific in this regard, usually the best course of action is to try the access at least one or two more times before concluding that there's a problem of any significance.

If errors tend to occur frequently, or if server accesses appear to be too slow, try choosing a different site via the **Connect to** drop-down list. (Sometimes the fastest-responding server is not the geographically closest one.)

To re-acquire the list of CD data server sites, click inside the **Connect to** editing box and press the **Enter** key. The list of servers will be (re-)acquired from the site shown. **To specify a different CD data server**, choose it from the drop-down list, or type in its address (if this field is blank, the original standard address will be restored).

To re-establish communications with a specific server, choose it from the **Connect to** drop-down list. This also forces a fresh CD title query if you have a CD inserted.

To repeat a CD title query from the current server, either re-choose the server from the **Connect to** drop-down list, or choose **Refresh** from the **CD** menu.

To re-read a specific CD's track information for a given CD title, re-choose the CD title from the **Remote title** drop-down list.

To force a re-read of data from the CD, choose **Refresh (read CD again)** from the **CD** menu, or press **Ctrl-F5**.

If you continue to encounter problems with [gnudb](#) using VisiTrax, please send us an [e-mail](#) message with as much relevant detail as possible.

See also: [Installation and Configuration](#)
[View Options and Customization](#)

2.7.1 What is gnudb?

The [gnudb.org](#) family of free database servers provides CD information via the internet. The common gnudb database contains artist, disc title, track titles, and other information for digital audio compact discs. Over time, this archive has grown to contain a substantial collection of CD information (over 700,000 album titles) and continues to grow at a rapid rate.

The VisiTrax [CD Player](#) accesses the gnudb servers using HTTP (the same text-based protocol used by web browsers) as an outer layer, and within that, the standard "CDDB" (CD database) protocol used by gnudb.org.

2.8 Working with MP3 and Other Audio Files

In a VisiTrax music library database, each track can optionally be linked to a corresponding audio file (such as MP3). When combined with Winamp (v5 or v2.9), this lets you do the following things:

- Import Winamp playlists into VisiTrax as new volumes
- Propagate audio file links to other identically-named tracks
- Update and consolidate audio file links
- Schedule and initiate play of individual audio files, or sets of audio files, from VisiTrax

Winamp is a freeware player for MP3 and other audio files. It is available for download at <https://www.winamp.com>. Winamp supports a large number of third-party plug-ins that add to its basic capabilities. VisiTrax complements Winamp with its ability to organize all your music media in one place, and with its powerful, filter-based music search capability.

Importing a Winamp Playlist

A Winamp playlist can be imported as a new VisiTrax [volume](#). To do this:

- Using Winamp, create the playlist you wish to have imported.
- Leave Winamp running and switch to VisiTrax.
- From the **VisiTrax Edit** menu, choose **New Volume...**
- Within the **Add New Volume** dialog that appears, [fill in the basic details](#) for the new volume. For **Media Format**, enter something suitable, such as "Audio Files".
- Click the **Import Winamp Playlist** checkbox control at the bottom of the dialog (so that it is checked), then click **Add**.

If the playlist to be imported contains one or more duplicates of tracks already in your library database, VisiTrax will ask if you want to skip the duplicates. ("Duplicates" in this sense means tracks referring to the same audio file path.)

Propagating Audio File Links

To propagate audio file links from tracks already linked to audio files, to like-named tracks in the same library database, do this:

- In the **Tracks** view, select the set of tracks to which you want audio file links added (remove all filters if you want this done to all tracks possible). Alternatively, if you wish to limit this to a specific volume, go to the **Volume Contents** view for that volume.
- From the **Edit** menu, choose **Update Audio File Links**.

Link propagation will be limited to tracks with identical titles and artist names, and with reasonably similar playing times.

Updating Links to Moved Audio Files

If your linked-to audio files are spread among two or more directories, and you move some of the files from one such directory to another, the **Update Audio File Links** function described above will also update the file path information for your audio file links. It does this by checking whether each linked file's path is valid, and if not, it then looks for the same named file within those directories used by other linked-to audio files.

Removing Redundant Audio File Tracks


You may find that, after propagating audio file links from an imported Winamp playlist volume to other tracks in your database, there is no longer any reason to keep the imported audio file tracks around. For example, perhaps you have generated MP3 files from a CD in your library database, then imported the MP3 tracks from Winamp back into VisiTrax. You now have two entries for each track (the original CD track, and its MP3 copy). Or perhaps you have done this for 100 CDs (whew!).

Before removing the tracks you believe to be redundant, it would help to confirm that their links did indeed propagate successfully to other tracks. This can be done by looking at the imported volume's contents with the **Volume Contents** view, and examining the **Alt Source** column (this is an "extra" column you'll probably need to [bring into view](#)). If a selected track's audio file link is also linked to from some other track in your library, this will appear in the **Alt Source** column for that track. If **Alt Source** is blank for a selected track, then its audio file link (if any) has not been propagated. (Again, automatic link propagation relies on identical titles and artist names, as well as closely matching playing times.)

Hint: To identify tracks that have audio file links, view the **File Name** column.

Playing Selected Audio File Tracks (or Volumes)

To initiate play for any selected track that contains an audio file link (or if in the **Volumes** view, for a selected volume's tracks), do any of the following:

- click the  toolbar button; or
- choose **Play Selected Track or Volume** from the right-click menu; or
- press the "." (period or full-stop) key.

If Winamp v5 (or v2.9) is installed, this will add the track (or the volume's tracks) to Winamp's playlist, and initiate play if not already playing. If Winamp is not installed, this will initiate play of a single track if a suitable player program has been associated with the audio file's type.

Playing all the Audio Files in a Playlist

VisiTrax's [playlist](#) capability can be used to very good advantage in conjunction with Winamp. You can create any number of saved playlists of tracks that are linked to audio files. When in the **Playlist** view, you can transfer its current playlist to Winamp's playlist by doing either of the following:

- click the  toolbar button; or

- choose [Play All Audio Files in Playlist](#) from the right-click menu.


This will append your playlist's files to Winamp's playlist, in the exact sequence listed, and Winamp will begin playing them (if it's not already playing something). Duplicate tracks preceding the new set (other than the currently playing track) will be removed from Winamp's current playlist, but other tracks will remain in Winamp's playing queue.

Special File Path Considerations

To successfully queue audio files to Winamp or another player program, VisiTrax must retain complete pathnames in its own links to those files. This can be an important consideration in a few situations:

1. To use a shared VisiTrax library to link to shared audio files within a local network, establish a common shared folder for the audio files, and use a common linkage name for that folder that all the PCs on that network will understand. One way to do this is to assign a drive letter to the shared folder, and assign that same drive letter mapping on each PC. A possibly better alternative is to use UNC naming (e.g. "\\office\Shared Audio"); the advantage of this latter approach is that drive letter mapping doesn't need to be set up on each PC. [Windows 2000 and Windows XP support UNC naming.]
2. If you migrate to a new PC and the audio files end up in a different path than before, the audio file links in your VisiTrax library will need to be updated to reflect this. Performing this update is not necessarily a tedious thing to do: for example, you could temporarily [export](#) your library to a text file, edit the text file and then re-import the data; alternatively, you also could use the [Update Audio File Links](#) feature to advantage.
3. For audio files located anywhere under the VisiTrax program's own folder (the one containing VisiTrax.exe), VisiTrax records the links using relative rather than absolute path names when writing to a .TRX library file. Then, whenever that .TRX library file is opened again, the absolute path names are reconstituted based on the location from which VisiTrax starts. [This provides yet another network sharing alternative: you could locate all the audio files under a shared folder containing VisiTrax.exe, and have all the PCs run VisiTrax from that single location; on each PC, the audio file links would then be based on the path of the VisiTrax executable.]

2.9 Creating a New Library

To create a new library database file from scratch, select [New Library](#) from the [File](#) menu (or click on the  toolbar button).

If another library file was already open and you made any changes, you'll be asked if you wish to [save it](#), and then that file will be closed.

A newly-created library database contains no predefined media format types or track categories, since it contains no volumes or tracks. To add new volumes and their tracks to your library:

- You can add pre-recorded CDs via the [Add](#) button on the [CD Player view](#).
- You can manually type in each new volume and its tracks via the [Add New Volume](#) dialog.
- You can [convert a playlist](#) you've created from one or more existing volumes, to a new volume. This can be handy when you're creating a new custom CD or tape.

See [Opening an Existing Library](#)
also:

2.10 Opening an Existing Library

To open an existing library database file, select [Open...](#) from the [File](#) menu (or click on the  toolbar button).

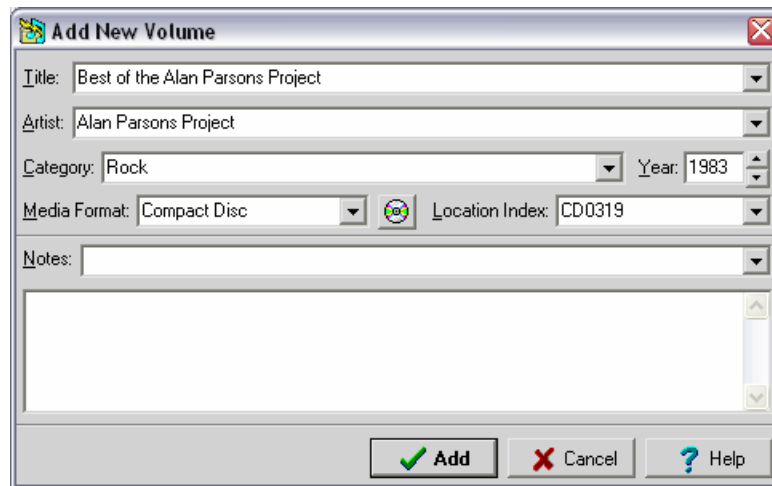
If another library file was already open and you made any changes, you'll be asked if you wish to [save it](#), and then that file will be closed.

To help you get familiarized with VisiTrax, we've provided an example library you can experiment with. Just open **Example.trx**, which you should find in your VisiTrax installation directory.

See also: [Creating a New Library](#)

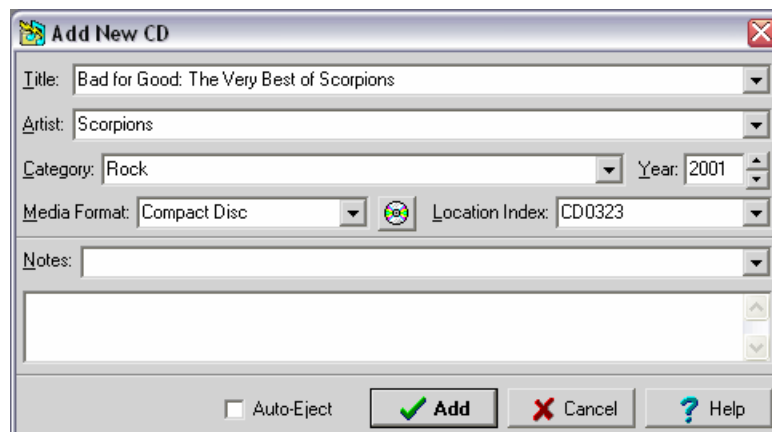
2.11 Adding a New Volume

To add a new volume to your library database, select **New Volume** from the **Edit** menu, or press **Ctrl-N**. (In the Volumes view, you can press **Insert** to do the same thing.) This will present a dialog box similar to the one here:



Similar dialogs also appear...

- after you select **Convert Playlist to Volume** from the **Edit** menu or right-click pop-up menu from the [Playlist](#) view (title bar will read **Convert Playlist to New Volume**).
- after you click the **Add** button in the [CD Player](#) view, except in that case the dialog looks like this:




At a minimum, the **Title**, **Artist**, and **Media Format** fields (also **Category** field in the **Add New CD**

dialog) need to be completed to create a valid volume record. You can enter anything you wish for these fields. Each of these fields also contains a drop-down list of entries you've made before.

Hint: To quickly shift names around in the **Artist** field, simply double click on that field. For example, this could be used to change "John Smith" to "Smith, John", or vice versa. This feature also works in the **Title** field.

In the **Add New CD** dialog, the contents of the **Category** and **Year** fields will be assigned to each of the CD's track records. If the tracks have various categories or years, just enter the predominant category and year here, then revise individual track records later on as necessary.

Just to the right of the **Media Format** field is a  button, which can be used to associate this volume with the currently-loaded CD, or to change or remove a CD association. Clicking on this button will present a short menu of available options. Naturally, a given physical CD should be associated with no more than one volume in your database. Unless you are entering custom CDs, you probably have no need to use this button.

The two optional **Notes** fields support text of arbitrary length. Both fields show the same information, but merely in different formats. The single-line **Notes** field lets you select from a drop-down list of all existing volume notes entries, and also can also be useful for entering very brief notes. Typically, these fields are used for miscellaneous information about the volume itself, including physical location or lending information, condition, value, etc. For CDs, these fields map to the CD's **Notes** field in the [CD Player](#) view.

The **Location Index** field is optional, but strongly encouraged, especially if you use [playlists](#). This provides a concise way to quickly identify each volume. If you've just entered a new media format, assign a two-letter prefix for this field. The prefix you assign here will be applied to all volumes of that same media format. The only limitation is that the prefix can't be the same as one used by another media format.

As for the rest of the location code, you can use any number from 1 (or "0001") to 9999, as long as it hasn't already been used for this particular media format. You might want to assign different ranges of numbers to different genres or other discriminators; for example, you might number your CDs as follows:

CD0001 - 0999 Classical music CDs
CD1000 - 1999 Folk music
CD2000 - 2999 Rock music
CD3000 - 3999 Country/western music
CD4000 - 4499 Pan Flute music
CD4500 - 4999 Fred's stuff

...and so on. (Note that this is only an example – you can use number ranges any way you want, or not at all.)

If the media format is one you've already been using, VisiTrax will fill in the location index field for you with the first available index number. If want to assign a different index number, just change it.

If you click on the arrow on the right of this field, a drop-down list of available ranges will appear. For example, let's say you've already entered five CD volumes under each of the above example ranges; i.e. 1-5, 1000-1004, 2000-2006, 3000-3004, 4000-4004, and 4500-4504. In that case, the following available ranges would be listed (in this example we're using only whole-numbered locator index values in our library):

CD0006 - 0999
CD1005 - 1999
CD2005 - 2999
CD3005 - 3999

[CD4005 - 4499](#)

[CD4505 - 4999](#)

[CD5000 - 9999](#)

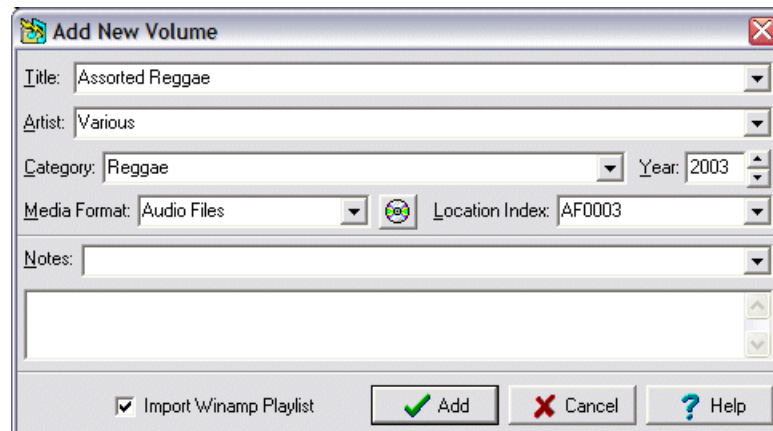
Initially, the data field in this example would contain [CD0006](#). Let's say you just bought another *Zamfir and His Pan Flute* CD, so to select the next available [Pan Flute music](#) index, you could pick the fifth entry from the list ([CD4005 - 4499](#)). The first index in this range, [CD4005](#), would be transferred to the data field for you.

If the [Add New CD](#) dialog's [Auto-Eject](#) box is checked, the CD will be ejected upon addition of the new CD entry into the library. When this is used together with the [Auto-Detect CDs](#) option (set via the View > Options menu), you can avoid having to manually switch back to the CD Player view for each CD to be added.

Once the needed fields have been filled in, click the [Add](#) button to add this new volume entry to the database and begin [adding tracks](#). (If this was an [Add New CD](#) dialog, all of the tracks will be added for you at this point.)

Importing a Winamp Playlist

If [Winamp](#) (v5) is currently running on your PC, and its playlist is not empty, an [Import Winamp Playlist](#) checkbox control will appear at the bottom of the [Add New Volume](#) dialog, as shown below. To create a new volume containing tracks imported from Winamp's playlist, put a checkmark in the [Import Winamp Playlist](#) box before clicking [Add](#).



If the playlist to be imported contains one or more duplicates of tracks already in your library database, VisiTrax will ask if you want to skip the duplicates.

Note 1: If the [Add](#) button's caption is colored dark red, it means at least one data field is incomplete or contains invalid information. Yellow data entry fields mean the same thing. More specific information will be displayed if you click [Add](#) in this situation.

Note 2: Don't forget to [save your changes](#) periodically.

See also: [Updating a Volume](#)
[Delete and Undelete](#)
[Cross-References](#)
[Creating a New Library](#)

2.12 Adding New Tracks

To begin adding new tracks to your library database, do either of the following:

- From the [Volumes View](#), double-click on an existing volume entry to enter the corresponding [Volume Contents View](#) for that volume, then press the **Insert** key (or select **New Track** from either the **Edit** menu or the right-click menu).
- From any of the list views, add a new volume by selecting **New Volume** from either the **Edit** menu or the right-click menu. Adding a new volume entry automatically leads into adding its track entries.

You will be presented with a dialog box similar to this:

At a minimum, you'll need to fill in the **Title**, **Artist**, and **Category** fields to create a valid track record. You can enter anything you wish for these fields. Each of these fields also contains a drop-down list of entries you've made before (useful primarily for category and artist).

The optional **Subtitle** and **Composer** fields can be especially useful for classical music or similarly organized material. For example, use the **Subtitle** field where you have a group of tracks comprising a single symphony (title), with each track containing a movement (subtitle). [Hint: When printing classical music listings, you may prefer listing the **Track Title** field without the **Subtitle** field, and the **Grp Time** field rather than the **Time** field. **Grp Time** is an automatically calculated total of times for all tracks having both subtitles and identical titles; for tracks with no subtitles, it is the same as **Time**.]

Hint: To quickly shift names around in the **Artist** or **Composer** field, simply double click on that field. For example, this could be used to change "John Smith" to "Smith, John", or vice versa. This feature also works in the **Title** field.

The two optional **Notes** fields support text of arbitrary length. Both fields show the same information, but merely in different formats. The single-line **Notes** field lets you select from a drop-down list of all existing volume notes entries, and also can also be useful for entering very brief notes. Typically, these fields are used for miscellaneous information about the track. For CDs, these fields map to the **Track Notes** field in the [CD Player](#) view.

The **File Name** field is used to link the track record to an **MP3** or other playable audio file. Click on the

Browse button to locate the folder and file for the track of interest. (If [Winamp v5](#) is installed on your PC, you can use the [Playlist](#) view to play sets of tracks containing file links.)

The **Index** (if not left blank) can be any value from 1 to 9999, A1 to A9999, B1 to B9999, or 1A-9999B. More than one track can be assigned the same index if desired. A and B are useful for two-sided media such as phonograph records or DVDs. The "A1" form is for media containing multiple tracks on a side; the "1A" form is for boxes or trays of singles (e.g. 45 RPM records).

The **Year** field can be any valid non-zero year, or you can leave it blank. Entering "0" is equivalent to blank, or "no year defined".

The **Time** field is used for the track's elapsed playing time. Any value under 10 hours (10:00:00) can be used. As an alternative to a colon, you also can key in times using a semicolon, comma, or period (full stop).

The **Intro** field is used primarily by DJs to indicate how much talk-over time is available (in seconds) at the beginning of the track. (This is sometimes called lead-in time.)

The **BPM** (beats per minute) field is used primarily by DJs to optimize continuity from track to track. To accurately determine a track's tempo, you can tap the "clock" button at the right of this field in time with the beat of the track as you listen to it. Continue tapping the button until the value shown settles to (or close to) a stable value, typically 8-12 taps.

Once the needed fields have been filled in, click the **Add** button to add this new track entry to the current volume and begin adding the next one. Once you have no more new tracks to add, click the **Cancel** button.

A couple of shortcuts:

- The "+" and "-" keys can be used to increment or decrement numeric fields.
- Typing "T" in the **Year** field will enter the current year ("T^his year").

Note 1: If the **Add** button's caption is colored dark red, it means at least one data field is incomplete or contains invalid information. Yellow data entry fields mean the same thing. More specific information will be displayed if you click **Add** in this situation.

Note 2: Don't forget to [save your changes](#) periodically.

See also: [Updating a Track](#)
[Adding a New Volume](#)
[Delete and Undelete Playlists](#)

2.13 Updating a Volume

To update (or just examine) the details for an existing volume record, first select the volume of interest in the [Volumes View](#), then do any one of the following:

- press the **Space** bar, or
- select **Update Details** from the **Edit** menu, or
- select **Update Details** from the right-click menu.

VisiTrax will display a **Volume Details** dialog similar to the dialog used for [adding a new volume](#).

A similar dialog likewise appears if you click the [CD Player](#) view's **Update** button.

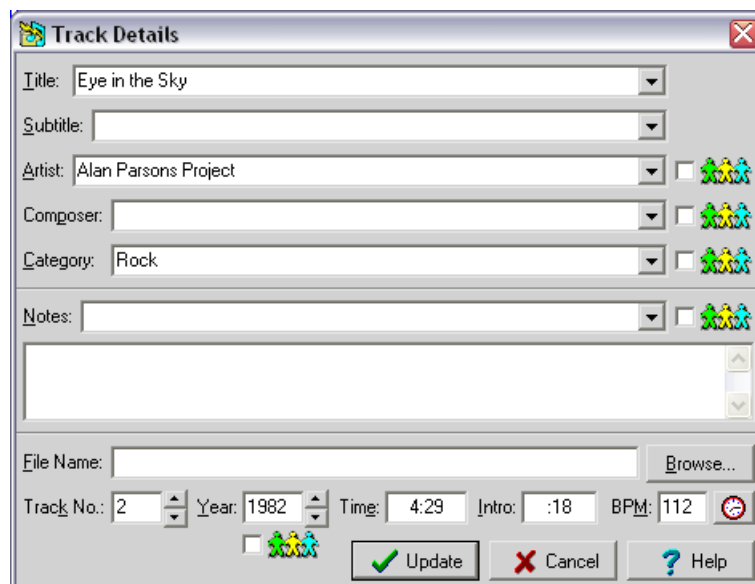
See also: [Updating a Track Delete and Undelete](#)

2.14 Updating a Track

To update (or just examine) an existing track, first select the track of interest in the [Volume Contents View](#), then do any one of the following:

- press the **Space** bar, or
- select **Update Details** from the **Edit** menu, or
- select **Update Details** from the right-click menu.

You will be presented with a dialog box similar to the one here:



Usage of this dialog is identical to that used for [adding a new track](#), with one additional feature: several of the data fields can be **duplicated** to succeeding tracks in the current volume, if the corresponding "paper doll" checkboxes are checked. If the **Artist**, **Category**, or **Year** is duplicated in this fashion, starting with the first track, the corresponding information in the volume record also is updated.

See also: [Updating a Volume Delete and Undelete](#)

2.15 Delete and Undelete

When you're in the [Volume Contents View](#), you can delete the currently selected track by doing any of the following:

- Select **Delete** from the **Edit** menu.
- Select **Delete** from the right-click menu.
- Press the **Delete** key.

When you're in the [Volumes View](#), you can delete an entire volume in the same way.

You can restore a track or volume that you just deleted by doing any of the following:


- Select **Undelete** from the **Edit** menu.
- Select **Undelete** from the right-click menu.
- Press **Ctrl-Z**.

While there's no fixed limit on the number of successive undelete operations that can be done, once the current library file has been closed, all deletions become permanent.

If you are concerned about accidental deletions, notwithstanding the undelete feature, a [Confirm on Delete](#) configuration option is available.

2.16 Saving Your Changes

VisiTrax does not make any permanent updates to your library file until you explicitly tell it to save the changes you've made, by doing any of the following:

- Click on the  toolbar button. If this button is grayed out, your file is up to date (no changes are pending).
- Select **Save** from the **File** menu. If this menu option is grayed out, no changes are pending.
- If you attempt to close the current file, and the file is not up to date because you have changes pending, VisiTrax will ask if you wish to save your changes. This occurs if you select **New**, **Open**, or **Close**; or if you [exit the program](#).

If you've just created a new library file and haven't named it yet, VisiTrax will query you for the filename when you do any of the above actions.

To explicitly save the current library with a new filename, select **Save As...** from the **File** menu. This can be useful for deriving a new library file from an existing one.

To reduce the risk of losing your work due to a system problem (e.g. sudden power failure), be sure to save your changes periodically, especially after making significant additions. (And of course it should go without saying that it's prudent to make system [backups](#) regularly.)

Each time your library file is saved, a backup of the preceding version will be saved in the same directory. The filename will be the same, except that the first character in the file extension will be a tilde ("~").

See also: [Supported File Formats](#)

2.17 Merging Library Files

You can merge two or more VisiTrax library files into a single library file, using either of the procedures described below. Any number of VisiTrax library files can be merged together simply by repeating the process.

In either of these procedures, we will assume two library files name A.TRX and B.TRX (for fastest results, use the smaller file for B.TRX).

Merging with Copy / Paste

This easy procedure relies on the fact that the [Tracks](#) view contains every data field in the library (the other views only contain subsets of some sort).

- 1) Start VisiTrax and open **B.TRX**.

- 2) While in the **Tracks** view, **copy** the displayed tracks to the Windows clipboard by pressing **Ctrl-C**.
- 3) Now open file **A.TRX**.
- 4) Next, while in the Tracks view, **paste** the clipboard data by pressing **Ctrl-V**.
- 5) After the data merge completes, check the results, then save.

Pressing **Ctrl-C** is equivalent to selecting **Copy Every Column to Clipboard > Normal Text Format** from either the **Edit** menu or the right-click menu.

Pressing **Ctrl-V** is equivalent to selecting **Paste from Clipboard** from either the **Edit** menu or the right-click menu.

Merging with a Text File

This procedure is not quite as convenient as the copy/paste method, but it does work just as well.

- 1) Start VisiTrax and open **B.TRX**.
- 2) Select **Save As...** from the **File** menu and save as a text file (**B.TXT**).
- 3) Now open file **A.TRX**.
- 4) Next, open file **B.TXT**. You'll be asked if you want to merge the data; choose **Yes**.
- 5) After the data merge completes, check the results, then save as a **.TRX** file.

See also: [Supported File Formats](#)
[Saving Your Changes](#)
[Copy and Paste](#)

2.18 Supported Database File Formats

VisiTrax supports the following database file formats:

Standard VisiTrax Library Files (.trx)

This is the recommended format for normal, everyday use. It was designed to contain all of the information supported by the VisiTrax user interface, plus a number of additional types of information envisioned for support in future versions of VisiTrax. It also was designed to be saved and loaded very quickly.

CAUTION: This is a special binary format – do not try to edit one of these files with other software!

VisiTrax Text File Interchange (VTFI) Text Files (.txt)

This file format, described in more detail on our web site (www.synapsa.com/vtfispec.htm), facilitates exporting and importing data to or from other applications. You can create and edit files of this format with an ordinary text editor. (Note that if you have a spreadsheet program, **copy and paste** might be a simpler alternative to generating an importable text file.)

Text files generally take significantly more time to read than the **.trx** format; however, VisiTrax can merge formatted text files into an existing library. If you open a text file to be read in, and existing library data is already loaded, you will be asked if the text file data should be merged with the existing data. If you respond "Yes", the data will be merged; otherwise, any currently open library will first be closed. Note that the merged data is not saved to a file until you tell VisiTrax to do so.

Saving your data as a text file takes about the same amount of time as saving any other format – which is to say, almost no time at all.

Legacy Library Files (.ldb)

This format is essentially a very limited subset of the .trx format. It is provided primarily for back-compatibility with Playlist 4.0x, a DOS-based precursor to VisiTrax that has been in use since 1993. If you have an existing .ldb file created by Playlist 4.0x, you can import it into VisiTrax with no loss of data.

If you wish to export an existing VisiTrax library to the .ldb file format, only the subset of information supported by the .ldb format and Playlist 4.0x will be exported. Things to look out for in this regard include:

- Extended volume locators such as "CD0123.1" will be exported without the decimalized digits (e.g. "CD0123").
- Track numbers will be limited to 1-99 only. Side A/B information will not be included.
- Invisible CD disc identifiers used to associate CDs with their volumes will not be included.
- BPM, intro times, track filenames, and volume pathnames will not be included.
- Playlist-compatible .ldb files require generic ASCII (7-bit) text sorting. VisiTrax automatically ensures that .ldb file data is sorted this way whenever an existing .ldb file is opened. [Other file types are opened using a multinational form of ANSI (8-bit) sorting that depends on locale.]

Playlist Files (.vxp)

VisiTrax playlists are saved as ordinary text files, but using a ".vxp" filename extension. A playlist file contains the playlist's descriptive title on the first line, followed by a set of track identifiers, one line per track. Each track identifier line consists of an optional volume/track index (e.g. CD0123.1-4), and/or a hexadecimal CRC (checksum) based on the track's most essential data fields, such as artist and title. When VisiTrax opens a .vxp playlist file, it looks up tracks based on the CRC, if available, or failing that, the volume/track index. (Playlists saved by older versions of VisiTrax do not contain CRCs.)

External File Formats

VisiTrax also supports exporting data to some externally-defined file formats. For more information, see [Exporting and Importing Data](#).

2.19 Copy and Paste

With VisiTrax, it's very easy to copy complete listings to and from the Windows clipboard, using a common tabular form supported by Microsoft Excel and many other programs. While exporting data from VisiTrax to the clipboard is more or less foolproof, you should be aware that successfully importing data created by other applications, from the clipboard, requires that the data follows certain formatting conventions, as described herein.

Copying Data to the Clipboard

To copy (export) the listed items in any of the listing views ([Tracks](#), [Volumes](#), [Volume Contents](#), or [Playlist](#)) to the Windows clipboard, select one of the following from either the **Edit** menu or the right-click pop-up menu:

- **Copy Main Columns to Clipboard**
- **Copy Every Column to Clipboard**

Each of these has a submenu:

- Select **Normal Text Format** if you will be pasting into anything other than a spreadsheet (or into a spreadsheet whose cells have first been preformatted to Text).

- Select **Spreadsheet Compatible** if you will be pasting into a spreadsheet program such as Microsoft Excel. This will ensure that times (e.g. "25:32") and hexadecimal values will appear correctly within the spreadsheet.

A complete export of all tracks and the volumes on which they reside can be obtained by copying every column to the clipboard from the **Tracks** view. (If all your volumes contain tracks, this will result in a complete export of the entire database.)

Shortcut: Pressing **Ctrl-C** is equivalent to selecting **Copy Every Column to Clipboard > Normal Text Format**.

Pressing **Ctrl-X** is equivalent to selecting **Copy Every Column to Clipboard > Spreadsheet Compatible**.

Pasting Data from the Clipboard

Data copied to the Windows clipboard (as described above, or equivalent) can be pasted (imported) into the **Tracks**, **Volumes**, or **Volume Contents** view. Each such view requires a different core set of named columns; any non-relevant columns will be ignored.

Here are some guidelines for successfully importing data into VisiTrax via paste:

- 1) The order in which columns appear is not important, just the column names. To obtain an example of the format needed for pasting into a given VisiTrax view, simply press **Ctrl-C** to copy the data from that view to the clipboard, then examine it by pasting it into a spreadsheet program or text editor. You only need to see a few rows of data for this purpose, so you might first want to apply some filtering to obtain just a small sample.
- 2) When pasting into the **Volumes** view, each row must contain, at a minimum, data for **VOLUME_ARTIST**, **VOLUME_TITLE**, and **MEDIA_FORMAT**, plus a distinct (and valid) **INDEX**. Any track-specific information will be ignored.
- 3) When pasting into the **Tracks** view, each row must contain, at a minimum, data for **ARTIST**, **TRACK_TITLE**, and **CATEGORY**, plus sufficient information to identify the containing volume. This latter can be either the volume's **INDEX**, if a separate volume table was first pasted into the **Volumes** view, or otherwise the **VOLUME_ARTIST**, **VOLUME_TITLE**, and **MEDIA_FORMAT**.
- 4) When pasting a single, composite table into the **Tracks** view (i.e. no separate **Volumes** table), and a volume **INDEX** is provided, there is no need to repeat the remaining volume information after the first row for a given volume. If no **INDEX** is used, the other required volume fields must exactly match from track row to track row, for a given volume.
- 5) When pasting into the **Volume Contents** view, all pasted tracks will be assigned to the currently displayed volume. Any volume-specific information will be ignored.
- 6) The **GRP_TIME** and **VOL_TIME** columns are ignored, as their data is automatically derived from track times.
- 7) A single **LOCATION** column can be used in lieu of the **INDEX** and **NO.** columns.
- 8) All other columns not specifically mentioned above are optional.

Shortcut: Pressing **Ctrl-V** is equivalent to selecting **Paste from Clipboard**.

See also: [Merging Library Files](#)
[Printing CD Labels](#)
[Exporting Track Lists](#)
[Exporting Volume Lists](#)

2.20 Exporting and Importing Data

VisiTrax provides two distinct methods for porting data to or from other applications. Each method has its distinct advantages.

In most situations, the method of choice will be [copying and pasting data](#), using the Windows clipboard as an intermediate holding buffer. This method has two key advantages:

- The data is represented as a simple table, compatible with Microsoft Excel and similar spreadsheet programs.
- Use of the clipboard is much simpler and more foolproof than saving to a file or reading from a file.

The second available method is saving and reading the library data as a [text file](#). This method may be more advantageous in the following situations:

- Consolidating or renaming artists, media formats, categories, and the like

This entails saving your VisiTrax library as a text file, editing the file with a text editor, then reading the edited file back into VisiTrax. It's particularly efficient because text files saved from VisiTrax list distinct names of artists, et al, in sorted order. (Note that reading text files is much slower than reading .trx files, so you'll normally want to save your data in the standard .trx file form.)

- Developing special data conversion utilities

Sometimes the only practical way to port data from another application is by writing a special data conversion utility. In such cases, the data is often organized as two linked tables, one for albums (volumes) and one for songs (tracks), making generation of a VisiTrax-readable text file a very straightforward operation.

While the text file format provides a much more efficient data representation compared to the tabular form used by copy and paste, it's generally a more complex layout.

See also: [Merging Library Files](#)
[Printing CD Labels](#)
[Exporting Track Lists](#)
[Exporting Volume Lists](#)

2.21 Exporting Track Lists

VisiTrax supports exporting lists of tracks to ready-to-upload files for the following on-line services:

- **DJ Intelligence** (www.DJIntelligence.com)
- **GigBuilder** (www.gigbuilder.com), a WeDJ.com subsidiary site.

Track lists also can be exported to **generic CSV format** files, for use with applications that import CSV files, such as **MobileDB-PC** or Microsoft **Excel**.

Track listings can be exported from the [Tracks](#) view, [Volume Contents](#) view, or [Playlist](#) view. To export a tracks listing, do the following:

- 1) Establish the list of tracks to be exported by selecting the desired view and any applicable filters.
- 2) From the **File** menu, choose **Export Track List**.
- 3) From the submenu that appears, choose the type of export file desired.
- 4) From the **Export list to file** dialog, select the desired folder and file name.
- 5) For ready-to-upload files, follow the on-line service's documented procedure for uploading the file.

DJ Intelligence files (default name **DJI.csv**) will contain data, with no heading row, from the following columns:

- Artist
- Track Title
- Category
- Year (as 5-year ranges)
- Location

GigBuilder files (default name **GigBuilder.csv**) will contain data, with a heading row, from the following columns:

- Artist
- Track Title
- Volume Title
- No. (track number)
- Year
- Time
- BPM
- Locator (volume index plus track number)
- Category
- Media Format
- Track Notes (length-limited); or Composer if no Track Notes
- Folder plus File Name

Generic CSV format track list files (default name **tracks.csv**) will contain (as a minimum) the main viewable set of columns, with a heading row. In addition, the following columns will always be included:

- Artist
- Track Title
- Category
- Composer (or Track Notes if no composer)
- Year
- Time
- Intro time
- BPM
- No. (track number)
- Index (of volume)
- Locator (volume index plus track number)
- Media Format
- Volume Artist
- Volume Title
- Folder
- File Name

See also: [Exporting and Importing Data](#)
[Copy and Paste](#)
[Merging Library Files](#)
[Printing CD Labels](#)

2.22 Exporting Volume Lists

To export a list of volumes to a generic CSV format file that can be imported by **MobileDB-PC**, Microsoft **Excel**, or similar application, do the following:

- 1) Establish the list of volumes to be exported by selecting [Volumes](#) view and any applicable filters.
- 2) From the **File** menu, choose **Export Volume List**.
- 3) From the **Export list to file** dialog, select the desired folder and file name.

The resulting CSV file (default name **volumes.csv**) will contain (as a minimum) the main viewable set of columns, with a heading row. In addition, the following columns will always be included:

- Volume Artist
- Volume Title
- Volume Category
- Volume Year
- Volume Time
- Index
- Media Format

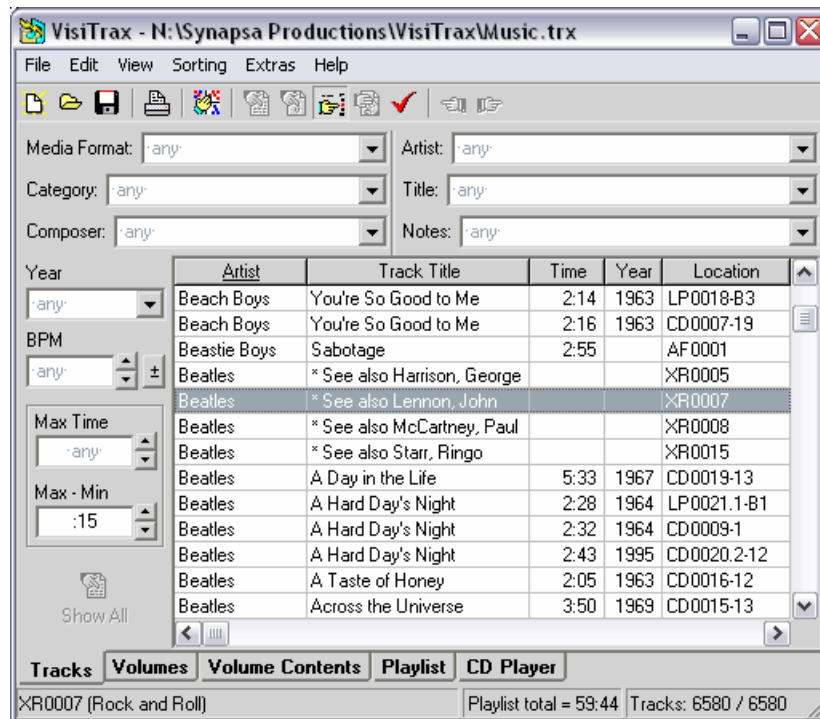
See also: [Exporting and Importing Data](#)
[Copy and Paste](#)
[Merging Library Files](#)

2.23 Creating Cross-References

Sometimes you might want to establish a cross-reference between an individual artist and other artists or groups, so that you can more readily locate everything you have related to that artist. Here's how you can do this:

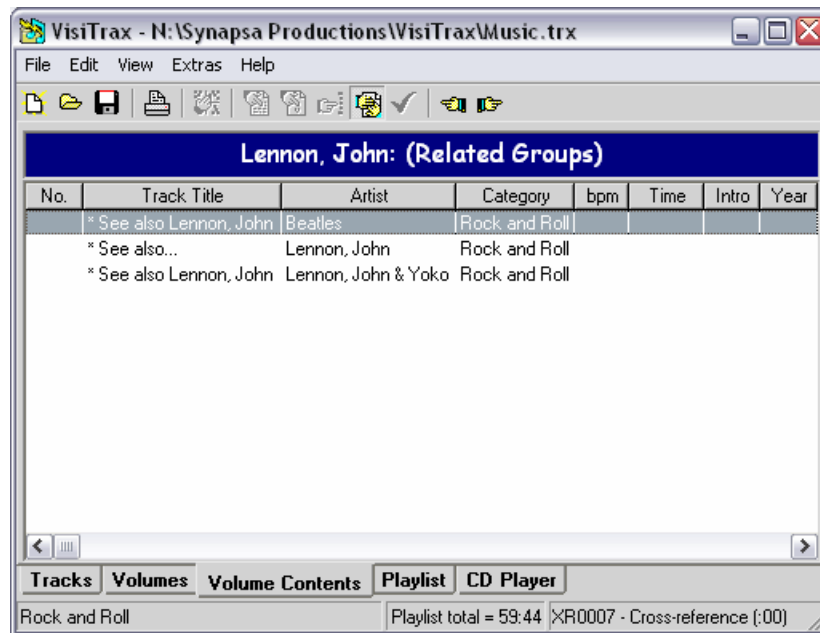
1. For each individual artist needing a cross-reference, create a cross-reference volume record, entitled **(Related Groups)**. For the media format, use **Cross Reference** (suggested location index prefix: **XR**).
2. Create one track entry in this volume for the individual artist, entitled *** See also... – the Category** field can be anything.
3. Create one track entry in this volume for each related group, entitled *** See also <artist name> –** for example, if the artist name is John Lennon, use *** See also Lennon, John** for the track title for each related group.

The use of cross-reference entries as outlined above will result in a Tracks view similar to this:

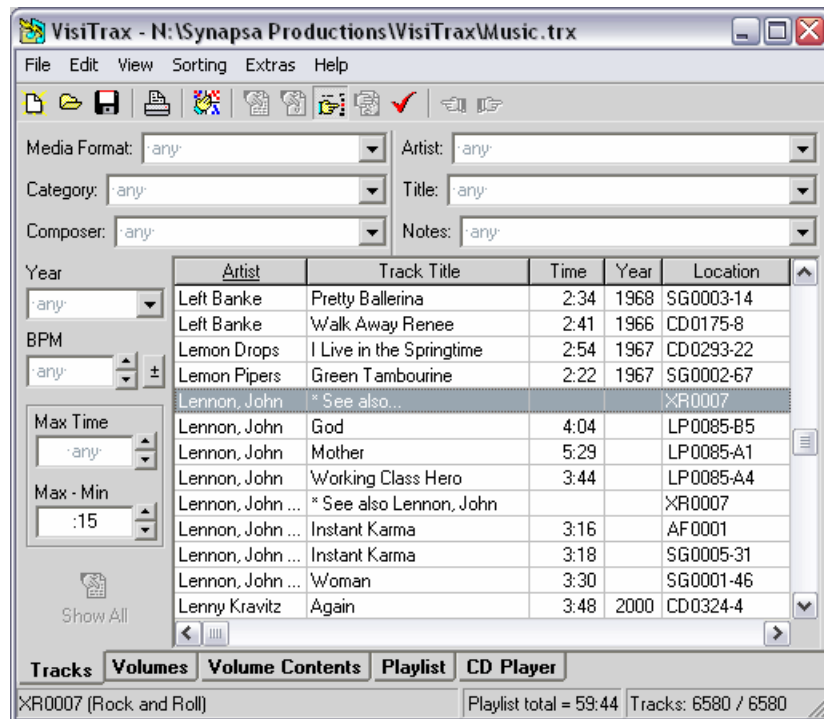


Note how the use of asterisks keeps all of the *Beatles* cross-reference entries grouped together at the beginning.

If you double-click on the ** See also Lennon, John* entry, you'll see a Volume Contents view similar to this:



If you then double-click on the second track entry above, you'll be taken to a Tracks view similar to this:



One final note here: **Cross Reference, (Related Groups)**, and *** See also...** are merely suggested naming conventions. They have no special meaning to VisiTrax. The punctuation we've suggested makes it evident that these are cross-reference entries, as opposed to real volume entries.

2.24 Checking for Updates

From time to time, new improved versions of VisiTrax will be made available on our [web site](#). To determine if the version you have installed is current, select **About...** from the VisiTrax **Help** menu, and compare the version number shown there against the version shown on our web site.

2.25 Viewing Database Statistics

To view a statistics summary for the currently loaded database, choose **About...** from the **Help** menu. This will bring up the **About VisiTrax** dialog, which also displays the program's version level.

2.26 Exiting from VisiTrax

If you have library file changes pending when you exit VisiTrax, you will be asked if you want the changes saved, and given three options:

- **Yes** – Update the file and then quit.
- **No** – Quit without updating the file (discards any changes you made).
- **Cancel** – Don't quit (cancel your exit request).

See also: [Saving Your Changes](#)

3 VisiTrax Display Options

3.1 View Options and Customization

To customize the appearance and general user interface features of VisiTrax:

- You can [resize](#) the main VisiTrax window and certain controls.
- You can select and reorder which [data columns](#) you normally see.
- From the right-click pop-up menu, you can configure [fonts, colors, and grid lines](#) in the listing views.
- From the **View > Starting View** menu, you can select your preferred [starting view](#).
- Lastly, from the **View > Options** menu, you can select various [general preferences](#), including automatic CD recognition, pop-up hints, confirmation before deleting volumes or tracks.

3.2 Resizing

General Resizing Features

The entire **VisiTrax** window can be resized, using any of the standard Windows resizing methods. The [Add New Volume](#) and [Add New Track](#) dialogs, and the corresponding [Volume Details](#) and [Track Details](#) dialogs, likewise can be resized in similar fashion.

Listing View Resizing Features

In any of the list grids, any columns containing non-formatted data, such as the **Artist** or **Title** columns, can be resized by dragging their divider on the heading bar. Double-clicking this divider automatically sets the column's width based on the widest data it contains. To reset the column proportions back to their initial defaults, choose **Reset Column Widths** from the **View** menu.

Above the list grid in the [Tracks](#) and [Volumes](#) views, you can drag the vertical divider to adjust relative widths of the left and right sets of filter fields (handy if you have some unusually long category descriptions, for example).

CD Player View Resizing Features

On occasion, you might want to adjust the relative sizing of sections within the **CD Player** view. To temporarily adjust relative widths, you can "grab" any of four vertical resizing bars with your mouse and move them left or right as desired.

You also can "grab" the top edge of the lower panel containing the track-specific information, and move it up or down to temporarily adjust relative heights.

See also: [Fonts, Colors, and Grid Lines](#)

3.3 Changing Which Columns You See

In each library listing view, the columns are divided into two sets:

- The **main columns** are automatically kept sized as a group to match the listing window's width, by

scaling variable-width columns proportionally as needed.

- Any columns you can access by scrolling to the right are **extra columns**. Extra columns have a grayed-out appearance along with dark blue heading text, so they can be distinguished readily from the main columns.

To change the relative position of any column, simply drag it by its header to the left or right. To "hide" one of the main columns, drag it to the right into the set of extra columns. To "show" one of the extra columns, drag it to the left into the set of main columns.

Column positions and relative proportions are retained when you exit VisiTrax. Each time VisiTrax starts up, the initial sorting order for both the **Tracks** and **Volumes** views is set in descending column precedence from left to right, such that initially, the leftmost column will be the primary sort column.

Example #1: Hiding (demoting) a column

In this example, we will remove the **bpm** column from view. Perform these simple steps:

- Click down on the **bpm** header. Note the vertical position bar that appears.
- While still holding down the mouse button, drag the vertical position bar to the right edge of the window.
- Release the mouse button. The **bpm** column will have moved off to the right, out of view. Notice that the variable-width columns automatically resize for you, to make use of the available window width.

Artist	Track Title	Category	bpm	Time	Location
B-52's	Bad Influence	Rock	119	5:41	CD0241-10

Button down

Artist	Track Title	Category	bpm	Time	Location
B-52's	Bad Influence	Rock	119	5:41	CD0241-10

Drag right

Artist	Track Title	Category	bpm	Time	Location
B-52's	Bad Influence	Rock	119	5:41	CD0241-10

Button up

Artist	Track Title	Category	Time	Location
B-52's	Bad Influence	Rock	5:41	CD0241-10

Example #2: Promoting an extra column into the main view set

In this example, we will bring the **Year** column into view. Perform these steps:

- Scroll the grid listing to the right, using the horizontal scroll bar at its bottom, until you see the column you want (in this case, **Year**). Note that the extra columns are grayed out, and their headings are colored **dark blue** rather than **black**.
- Click down on the **Year** header. Note the vertical position bar that appears.
- While still holding down the mouse button, drag the vertical position bar to the left, until it reaches the new position you want. Note that the new position needs to be **to the left of at least one of the main columns** (in this case, **Location**); otherwise the extra column won't be promoted to a main column.
- Release the mouse button. The **Year** column is now in the main set of columns.
- Scroll the grid listing back to the left, so you see the normal, main set of columns. Note that the adjustable width columns (in this case **Artist**, **Track Title**, and **Category**) gave up some of their width to make room for the added **Year** column.

Artist	Track Title	Category	Time	Location
B-52's	Bad Influence	Rock	5:41	CD0241-10

Scroll right

Category	Time	Location	bpm	Year	No.	Track Su
Rock	5:41	CD0241-10	119	1992	10.	

Choose column

Category	Time	Location	bpm	Year	No.	Track Subt
Rock	5:41	CD0241-10	119	1992	10.	

Button down

Category	Time	Location	bpm	Year	No.	Track Subt
Rock	5:41	CD0241-10	119	1992	10.	

Drag left

Category	Time	Location	bpm	Year	No.	Track Subt
Rock	5:41	CD0241-10	119	1992	10.	

Button up

Category	Time	Year	Location	bpm	No.	Track Subtit
Rock	5:41	1992	CD0241-10	119	10.	

Scroll back

Artist	Track Title	Category	Time	Year	Location
B-52's	Bad Influence	Rock	5:41	1992	CD0241-10

Example #3: Swapping the rightmost two main columns

We include this last example because assigning a new rightmost column is a special situation. In this example, we'll swap the **Location** and **Year** columns. Note that if you tried doing this by dragging the **Location** column to the right, you'd actually have an instance of **Example #1**, above (i.e., you'd end up removing the **Location** column from view). So the thing to remember here is to **move the rightmost column to the left**, instead:

- Click down on the **Year** header. Note the vertical position bar that appears.
- While still holding down the mouse button, drag the vertical position bar to the left of the **Location** column.
- Release the mouse button. The **Year** and **Location** columns will have exchanged positions.

Artist	Track Title	Category	Time	Location	Year
B-52's	Bad Influence	Rock	5:41	CD0241-10	1992

Button down

Artist	Track Title	Category	Time	Location	Year
B-52's	Bad Influence	Rock	5:41	CD0241-10	1992

Drag left

Artist	Track Title	Category	Time	Location	Year
B-52's	Bad Influence	Rock	5:41	CD0241-10	1992

Button up

Artist	Track Title	Category	Time	Year	Location
B-52's	Bad Influence	Rock	5:41	1992	CD0241-10

See also: [Resizing](#)

3.4 Fonts, Colors, and Grid Lines

The following portions of the VisiTrax display can be tailored for fonts, background color, and grid lines:

- The [Tracks View](#) grid
- The [Volumes View](#) grid
- The [Volume Contents View](#) grid, as well as its heading bar above the grid
- The [Playlist View](#) grid, as well as its heading bar above the grid

To change the display characteristics for any of the above, place the mouse cursor over the area of interest and click the right-hand button for a "right-click" list of options. (For grid characteristics, this menu can also be accessed via **Alt-P**).

The view selection tab fonts can be changed by selecting **Tabs Font** from the main listing area's right-click menu.

In addition, the **View > Options** menu contains a **Light Dialog Fonts** option, which switches between a lighter or heavier default font style for VisiTrax dialogs. This affects, for example, the font style used for the status bar, filter controls in the **Tracks** and **Volumes** views, and the volume and track editing dialogs.

See also: [Printing Options](#)

3.5 Starting View

Normally, VisiTrax starts up in the **Tracks** view. However, you can change this by selecting one of the following options in the **View > Starting View** menu:

Tracks	The Tracks view is selected by default
Volumes	The Volumes view is selected by default
CD Player	The CD Player view is selected by default
Most Recent	One of the above, based on the view you were in when you previously used VisiTrax.

3.6 General Preferences


The **View > Options** menu offers the following preference settings:

Data Entry Box Colors	This contains a short submenu (Custom vs. Standard). Selecting Custom permits you to select a single custom background color for most data entry boxes. Selecting Standard will apply the default Window background color (as defined in your general Windows display settings).
Splash Banner on Startup	When checked (default), displays a "VisiTrax" splash banner graphic during program startup. The main purpose of the splash banner is to provide a more immediate indication that the program is starting. If you have an aversion to such things, you can uncheck this option to inhibit the splash banner; however, we doubt you will see any noticeable difference in program startup speed.
Hint Popups	When checked (default), enables the display of pop-up hints (also known as "tool tips"). These can come in handy when you're first starting out, but some experienced users may prefer to disable them.
Light Dialog Fonts	Determines the font style used within most VisiTrax dialogs.
Confirm on Delete	When checked, causes a confirmation dialog to appear prior to deleting a track or volume. Since VisiTrax also has an Undelete feature, you may find it more productive to work without delete confirmation.
Enable Print Preview	Enables or disables display of the Print Preview dialog prior to printing. If disabled, a simple pop-up dialog will be displayed instead.
Auto-detect CDs	When checked, will cause VisiTrax to switch to the CD Player view automatically when an audio CD is inserted.
Auto-connect to Server	When checked, will cause VisiTrax to automatically enable access to the previously selected CD data server whenever the CD Player view is used. This is most useful if you have a continuous Internet connection.

4 Printing with VisiTrax

4.1 Printing and Print Preview

VisiTrax can print [lists of tracks](#), [lists of volumes](#), [tracks in a selected volume](#), and [playlists](#). You can initiate printing in any of the following ways:

- Click on the  toolbar button
- Select **Print Listing...** from the **File** menu
- Type **Ctrl-P**

Print Preview and Page Selection

Whenever you initiate printing using one of the above methods, a **Print Preview** dialog will appear (unless you have disabled this feature; see the **Note**, below). From this dialog, you can preview on the screen how each printed page will appear, and select page layout, orientation, and the range of pages to print.

The **Print Preview** dialog provides a scrollable page preview panel, plus the following controls:

- Page layout** There are two primary layout modes. In **Automatic** mode, a fixed set of commonly-used data fields will be printed using an efficient presentation style. The set of fields chosen and their layout are tailored for each type of view.
- The **Columns as shown** mode (the default) is more flexible. In this mode, the printout will correspond to the main set of columns you have [selected](#) for the current view, as well as their ordering and relative width proportions. For still more flexibility, the **Duplicate suppression** and **Indented subheadings** controls are also available in this mode.
- Orientation** This provides convenient switching between **Portrait** and **Landscape** page orientation.
- Page range** This lets you select the page or range of pages to be printed.
- Duplicate suppression** This control is only available for the **Columns as shown** page layout, which normally will suppress any row that duplicates data in the all columns of the preceding row. Use this control to reduce the number of leftmost columns compared to the preceding row. For example, if the printout contains 5 columns and this control is set to 4, any row in which columns 1 through 4 are the same as in the preceding row will be suppressed, even if column 5 contains different data.
- Indented subheadings** This set of controls is only available for the **Columns as shown** page layout, in which, by default, all data is printed in tabular columns, with headings that name each column.
- To print the first one or more columns of data as indented subheading levels, set **Subhead levels** to the number of subheading levels you want. Headings will appear only above any remaining columns.
- Ordinarily, each subheading level will use the data from each of the first columns, in left-to-right order. However, if the first *n* data columns are fixed-width fields (e.g. track number, index, year), you can combine up to the first *n+1* data columns into the first subheading level, via the **Join columns...**

control.

Despite consuming a bit more paper, subheadings are invaluable for reducing or eliminating data truncation, and the resulting printouts tend to be more aesthetically appealing.

Additional lines This control is only available for the **Columns as shown** page layout, in which, by default, all data is printed in tabular columns, with headings that name each column. However, some columns may be empty much of the time, or they may contain notes or other lengthy material. To print such data as one or more additional lines of text, first arrange the corresponding columns so they appear last, then set the **Notes columns** control to the number of columns you want printed as additional lines.

For example, to print Track Notes as additional lines, arrange your main columns so that **Track Notes** appears last, then set **Notes columns** to 1.

Print This button prints the page or range of pages indicated in the **Page range** control.

Setup This button is used to access a menu of font setting and printer setup options.

Done Click this button when you are done with the **Print Preview** dialog.

Note: To enable or disable **Print Preview**, select **Options > Enable Print Preview** from the **View** menu. When **Print Preview** is disabled, a simple pop-up dialog will appear instead. (However, note that some advanced features, such as indented subheadings, are available only via the **Print Preview** dialog.)

Printer Selection and Page Orientation

Before printing, you can change printer settings or page orientation by selecting **Printer Setup...** from the **File** menu, or by selecting **Setup > Printer Setup** from the **Print Preview** dialog. This brings up a standard printer setup dialog for your particular model of printer. The settings you make here will apply to all printouts. (Page orientation can also be changed via the **Print Preview** dialog's **Orientation** control.)

Print Font Selection

To change the fonts used by VisiTrax to print your listings, select **Printer Fonts** from the **File** menu, or select **Setup** from the **Print Preview** dialog. From the submenu, you can select any of the following:

- **Page Title Font**
- **Column Heading Font**
- **Subheading 1 Font** (first-level subheadings)
- **Subheading 2 Font** (second-level subheadings)
- **Subheading 3 Font** (third-level subheadings and any beyond that)
- **List Items Font**
- **Notes Font** (additional lines of text)

If you use a color printer, you may wish to assign colors to some of these fonts.

Reminder: When printing from the **Playlist View**, the page title is taken from that view's playlist title, which can be directly edited.

4.2 Printing CD Labels

VisiTrax supports use of **SureThing CD Labeler** (version 3 or later), a design and printing tool for CD labels, jewel case inserts, and related matter. Two alternative methods are available:

- **Print to CD Labeler** – This option, selected from the **File** menu, activates the CD Labeler program and opens a new design window, with an active playlist containing a track listing selected from VisiTrax.
- **Copy as CD Labeler Playlist** – This option, selected from either the **Edit** menu or the right-click menu, copies a selected VisiTrax track listing to the Windows clipboard as an Audio CD playlist, then activates CD Labeler without creating a new design window. If you are using **SureThing CD Labeler Deluxe**, which supports playlist copy and paste, you can then paste the track listing into the current design's active playlist.

Note 1: These two menu options are available only if **CD Labeler** is installed on your computer.

Note 2: **CD Labeler** uses the term "playlist" to denote a list of titles, artists, etc. for a single CD. This should not be confused with "playlist" as generally used within **VisiTrax**.

Selecting a Track Listing Source from VisiTrax

For either transfer method described herein, you first need to select the track listing source:

- From the **Volumes** view: tracks will be taken from the selected volume.
- From the **Tracks** view: tracks will be taken from the selected track's volume.
- From the **Volume Contents** view: all listed tracks will be taken.
- From the **Playlist** view: all listed tracks will be taken (the CD title will be taken from the first listed track's volume).

Using "Print to CD Labeler"


To use this option, perform the following steps:

- (1) Select the track listing source from **VisiTrax**, as described above.
- (2) Select **Print to CD Labeler** from the **File** menu. If you are in the **Tracks** or **Volumes** view, **VisiTrax** automatically switches to the **Volume Contents** view.
- (3) A file selection dialog will appear. Select the label design set file to be used, then click **Open**.
- (4) **CD Labeler** automatically activates, opening a new design window using the selected label design set and track listing.
- (5) Refer to **CD Labeler**'s documentation for help on making any necessary layout adjustments and printing.
- (6) You can switch back and forth between **VisiTrax** and **CD Labeler** as often as you like; there is no need to close either program until you are all done with it.

Using "Copy as CD Labeler Playlist"

This option takes advantage of the "playlist paste" feature available in **SureThing CD Labeler Deluxe**. It is not intended for use with more limited versions of CD Labeler that don't have this feature. The main advantage of this option is that it avoids opening a separate design window for each track playlist imported from VisiTrax, since it's basically a copy/paste operation.

To use this option, perform the following steps:

- (1) Select the track listing source from **VisiTrax**, as described above.
- (2) Select **Copy as CD Labeler Playlist** from either the **Edit** menu or the right-click pop-up menu (or press **Ctrl-L**). This does the following things:
 - If in the **Tracks** or **Volumes** view, VisiTrax automatically switches to the **Volume Contents** view.
 - Data is copied to the clipboard as a **CD Labeler** Audio CD playlist.
 - The **CD Labeler** program is activated automatically.
 - If a label design form is open, the **Edit Active Playlist** dialog is activated (from **CD Labeler's Playlists** menu).
- (3) Click the  button at the bottom of the **Edit Active Playlist** dialog, to paste the clipboard data into **CD Labeler's** currently active playlist.
- (4) Within **CD Labeler**, select the label format, style, and playlist fields you wish to use. (To include playlist fields on a label, select **Insert Playlist Fields** from the **Playlists** menu.) You can do this either before or after steps (1) and (2).
- (5) You can switch back and forth between **VisiTrax** and **CD Labeler** as often as you like; there is no need to close either program until you are all done with it.

Refer to **CD Labeler's** documentation for additional help.

Tip: With **SureThing CD Labeler Deluxe**, you can quickly create a ready-to-use "starter" set of CD labels, complete with playlist fields, using the **New CD Wizard**. Select the "Audio CD" **SmartDesigns** option.

For additional information on using playlists within **CD Labeler Deluxe**, please refer to their tutorial entitled "Working with Playlists", and in particular their tutorial subtopic entitled "Adding Playlist Fields to an Existing Design".

5 Appendix

5.1 Definitions

The terms appearing below have special meaning when used in conjunction with VisiTrax:

Playlist A **playlist** is a playing schedule for selected tracks residing in any arbitrary set of volumes in the library.

Typical uses for a playlist might include scheduling of a program for use by a DJ, or defining material to be transcribed onto a tape or CD.

Swiping This is a lot like drag and drop, except you don't have to move the mouse pointer very far at all.

To perform a swipe action, move the mouse cursor to the right or left a short distance while holding down the left mouse button, then release the button, all while remaining within the currently-highlighted line.

Track A **track** is any discrete selection, song, tune, cut, video, etc. VisiTrax is designed to

instantly locate individual tracks in your music library, regardless of their associated media.

At a minimum, each track has a defined artist name, title, and category (e.g. Classical, Folk Music, Rock, or any other description you might wish to use). Optionally, a track can have an index number, playing time, year, etc. File names can be specified for computer-based tracks (e.g. MIDI or WAV files).

Volume A **volume** is any logical grouping of tracks sharing a common container, such as an album, tape, compact disc, box or tray, etc.

At a minimum, each volume has attributes of artist, title, and media format (e.g. 33 RPM Album, Compact Disc, DVD, or any other description you might wish to use). For computer-based tracks, such as MIDI and WAV files, a single directory pathname can be specified for a given volume.

5.2 End-User License Agreement

This is a legal agreement between you (either an individual or a single entity) and us (Synapsa Productions and/or the author) for the Software Product called "VisiTrax", including all associated executable and data files provided therewith. You may install and use this Software Product if and only if you concur with the terms of this Agreement.

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General

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