

# Thank You For Purchasing UltraEdit!

**(UltraEdit II and UltraEdit LE as noted)**

## First Things First

UltraEdit is a hard drive music access and delivery system. As such, we recommend that as soon as possible you back up your UltraEdit and establish a regular pattern of backing up. The music and sound effects content consumes approximately 15 GB of space on the UltraEdit hard drive.

## System Requirements

### Recommended Systems (UltraEdit II and UltraEdit LE)

#### MAC

Power Mac G3 or better  
FireWire  
Mac OS X 10.3.9 or later  
iTunes 6 or later  
QuickTime 6.5 or later  
256MB RAM

#### Windows

PIII or better  
FireWire (1394) or USB 2.0  
Windows 2000, XP  
iTunes 6 or later  
QuickTime 6.5 or later  
256MB RAM

### Minimum Systems

### (UltraEdit LE Only)

#### MAC

Power Mac PCI based  
Mac OS 8.6, 9.1, 9.2.2  
AppleScript  
FireWire 2.3.3  
QuickTime 6.0.3 Pro or later  
64MB RAM

#### Windows

Pentium class or better  
Windows 98, Me  
FireWire (1394)  
QuickTime 6.4 Pro or later  
64MB RAM

## Mac OS X Installation (UltraEdit II and UltraEdit LE)

1. Download and install iTunes 6 or later from <http://www.apple.com/itunes/download>
2. Download and install QuickTime 6.5 from <http://www.apple.com/itunes/download>

Note: You may download iTunes and QuickTime updates using Software Update.

3. Connect the UltraEdit hard drive to your Power Mac.
4. Launch UltraEdit for Mac OS X.
5. See “iTunes Music Library Preferences” below

### **Windows 2000, XP (UltraEdit II and UltraEdit LE)**

1. Download and install iTunes 6 or later from <http://www.apple.com/itunes/download>  
(Note: iTunes 4.2 includes QuickTime 6.5)
2. Restart your computer and connect the UltraEdit hard drive.
3. Launch UltraEdit for Windows.
4. See “iTunes Music Library Preferences” below

### **Mac OS 8.6, 9.1, 9.2.2 (not available for use with UltraEdit II, Use for UltraEdit LE if purchased while still available)**

1. Download and install QuickTime 6.0.3 from <http://www.apple.com/quicktime/download>
2. Purchase the QuickTime Pro serial key at <http://www.apple.com/quicktime/buy/>
3. If you are using Mac OS 8.6, download and install FireWire 2.3.3 from <http://docs.info.apple.com/article.html?artnum=86020>
4. Connect the UltraEdit LE hard drive to your Power Mac.
5. Launch UltraEdit for Mac OS.

### **Windows 98, Me (not available for use with UltraEdit II, Use for UltraEdit LE if purchased while still available)**

1. Download and install QuickTime 6.5 from <http://www.apple.com/quicktime/download>
2. Purchase the QuickTime Pro serial key at <http://www.apple.com/quicktime/buy/>
3. Under the Start Menu, select Settings and then Control Panel.
4. Open QuickTime control panel.
5. Select File Type Associations under the drop down menu.
6. Press the File Types... button
7. Press the + next to MPEG - MPEG system, video, and audio files.
8. Checkmark each entry that starts with AAC or MP3. Click OK.
9. Close QuickTime control panel.
10. Restart your computer and connect the UltraEdit LE hard drive.
11. Launch UltraEdit for Windows.

## **Installation/Removal Tip**

As a precaution, shut down your computer and then disconnect the UltraEdit II (or LE) hard drive to prevent accidental data loss. Have the UltraEdit II (or LE) hard drive turned on and connected before starting up your computer as well.

## **i-Tunes Music Library Preferences**

Due to the 15GB size and over 11,000 tracks worth of music contained in UltraEdit II (or LE), it is well advised that you have the following disabled:

### Windows Users

- Go to “Preferences” under the edit menu in iTunes
- Select the “advanced” tab
- Have “copy files to iTunes Music Folder when adding to library” UNCHECKED.
- Select “Effects” tab.
- Have all options UNCHECKED.

### MAC Users

- Go to Preferences under iTunes menus
- Select the “advanced” tab
- Have “copy files to iTunes Music Folder when adding to library” UNCHECKED.
- Select “Effects” tab.
- Have all options UNCHECKED.

## **Easy conversion to common sound files: AIFF and WAV**

(Also see UltraEdit II/LE “Searching” and ultraEdit II “Help” below)

Converting .mp4 (AAC) or .mp3 encoded content is not difficult at all. For Mac OS X, Windows 2000 and XP users you will find that iTunes is all that you need.

1. Under preferences choose the importing icon. Select either AIFF or WAV encoder. Note: This step needs to be done only once for converting.
2. Select the file you have just played in UltraEdit and choose

“Convert Selection to WAV” or “Convert Selection to AIFF” from the “Advanced” menu depending on what format you chose earlier.

3. Conversion takes place and the newly created file is shown in the library alongside the original. Select the converted file. Under the “File” menu select “show file”.
4. The converted file is shown.

Mac OS 8.6, 9.1, 9.2.2 users, you must have QuickTime 6.0.3 Pro.

1. Select the file you wish to have converted by pressing the show button next to the song info in UltraEdit.
2. Double-click on the file to bring it into QuickTime Player.
3. Select Export under the File menu.
4. Choose Sound to wav or Sound to aiff. Select options to make any other conversion settings.

Windows 98 and ME users, you must have QuickTime 6.5 Pro.

1. First of all, make sure you have set the File Type Associations as prescribed in the installation instructions.
2. Select the file you wish to have converted by pressing the show button next to the song info in UltraEdit.
3. Double-click on the file to bring it into QuickTime Player.
4. Select Export under the File menu.
5. Choose Sound to wav or Sound to aiff. Select options to make any other conversion settings.

## **Using the UltraEdit II Onboard Search**

(also see UltraEdit II “Help” notes below)

One of the most important functions of UltraEdit II is searching for music and sound effects. There are 3 basic UltraEdit II searches:

The first search system is the “All Fields” or Dynamic search. It allows you enter any word, phrase, title, title fragment, etc. The field will auto fill or “suggest” keywords that are in the UltraEdit II vocabulary. (also see “Narrow Search” below

The second UltraEdit II search is the “Advanced” or New Search. You can search a number of variables including Tele-trax code (identifies each music and SFX track), library, library volume, time, keywords,

description, your own notes and your own rating (5 star system).

The third UltraEdit II search is the “Narrow” or refined search. Using the the variables in the Advanced Search (see above) you can refine or narrow the results.

Search Tip: When entering words in the “All Fields Search” or any of the individual fields in the New or “Advanced” search, you can use the equal sign (=) as a way of refining the search. No equal sign gives you the broadest result, 1 equal sign (=) refines the search significantly and 2 equal signs (= =) brings even more focus to the search. Often you will find that you get the best results when starting with the “all fields search” and using equal signs as qualifiers. For example, if you are searching for say “Cha Cha” you could enter that into the “All Fields Search” and get 214 results. =Cha Cha will bring back 12 and == Cha Cha will bring back 3.

Once you’ve located a selection with one or all of the UltraEdit II search functions, just click the “play” button to hear the track. To locate the track, click “show”.

## **Using the UltraEdit LE Onboard Search**

There are a variety of ways to search for music on UltraEdit LE. Under “Descriptions”, you can enter a word or phrase that describes the music you’re trying to locate. If the word or phrase is contained in our comprehensive “descriptions verbose” database, it will be returned in the search results. If you know a title or a word that is contained in a title you can search by “title”. If you know a tele-trax code (5 digit code associated with every track in the CSS package), you can locate a tune with that field. You can limit your search to one library (e.g. Super Themes) or you can search the entire package. You can also use multiple variables in your search including keywords. The keyword search is probably the most useful tool in the UltraEdit LE search system. One thing to remember about the keyword search, however, is that the more keywords you use, the fewer tunes you will get back (the search is narrowed, not broadened). There is no “best” way to search. You will probably develop your own techniques for finding the best CSS music for your projects. Once you’ve located a selection, just click the

“play” button to hear the track. To locate the track, click “show”.  
If you have iTunes, you may also use its own search functions as well.

## **iTunes Drag & Drop Import Feature for Additional Search Power for Mac OS X, Windows 2000 and XP users**

The iTunes search function is very powerful in its own right. You can enter a word, phrase, title, title fragment, description or Tele-Trax code in the search window and iTunes will locate selections instantly. In order to take advantage of the iTunes search function, do the following:

- Make sure iTunes is running.
- Create a new play list called “UltraEdit” and select it in the Source Column
- Open UltraEdit hard drive. Drag the UltraEdit Folder and drop it onto the UltraEdit Window in iTunes (it is the “UltraEdit” window because you selected the UltraEdit play list).

## **UltraEdit II Help File (10/1/06)**

### **Introduction**

UltraEdit is easy to use on Mac or Windows operating systems.

Create playlists, add tracks to your playlists,  
convert playlists to cue sheets, print cue sheets.  
Play tracks using iTunes player, a free download from  
<http://www.apple.com/itunes/download/>.

Add individual tracks to iTunes with just one click.

Add an entire playlist to iTunes with as few as three clicks.

### **Playlist**

To view your playlists:

Click on the Playlist tab.

The names of your playlists are shown on the left.

The contents of a selected playlist is shown on the right

(Cue #, Teletrax #, Title, Composer/Society, Library, Volume, Time, Notes).

### **To add a new playlist:**

Click on the green circle with a plus sign, enter a name of your choice (e.g. My First Playlist) and any notes you desire.

Note: If nothing is entered in the name field, UltraEdit will name it for you (e.g. "<Unnamed 44>").

### **To delete an entire playlist:**

Click on the delete playlist button (red circle with a minus sign next to the playlist name). You will be asked to confirm your deletion request.

### **To view the contents of a playlist:**

Click on the desired playlist name.

### **To view or edit general playlist information:**

Select the desired playlist name, then click on the information icon (blue circle with the letter "i" located above the PLAY/SHOW buttons).

### **To print the playlist on paper:**

Select the desired playlist name, then click the printer icon.

### **To add a track:**

Find the music in Tracks (see below), then click the green circle with a plus sign in the Play List column. You will be asked what playlist to add the track to. Enter the playlist name, then click done. When you are finished adding tracks, click on the Playlist tab to view your updated playlist.

### **To delete a track:**

Click on the delete playlist track button (red circle with a minus sign next to the playlist track). You will be asked to confirm your deletion request.

### **To play a track:**

Click the green PLAY button next to the track.

### **To show the track path:**

Click on the blue SHOW button

(Mac users will go directly to the file, Windows users will go to the file folder only).

This is useful if you need to drag-and-drop it into another program (e.g. AVID ...).

**To order playlist contents:**

Enter numbers in the the Cue # field for each track (e.g. 1, 2, 3 ...)

**To enter a note or rate a track:**

Click on the Pencil icon on the far right of the desired track.

Enter your notes or rating (1-5 stars), then click done.

Note: Your track notes and ratings will be attached to that track.

If you add that track to another playlist (or cue sheet) and later click on the notes icon,

you will see the notes previously entered.

**To duplicate a playlist:**

Click the Duplicate button near the bottom.

Then add/delete items as desired.

**To view the playlist from the Tracks view:**

Click on the View Related Tracks button near the bottom.

Note: If a track is entered twice in a playlist, you will see it only once in the Tracks list

(e.g. 10 tracks on the playlist with one duplicate will show only 9 unique tracks in the Tracks view).

**To create a cue sheet from a playlist:**

Click on the Create Cue Sheet button near the bottom.

You will be prompted to enter identifying information at this time (see Cue Sheet section below for more information).

**To print a playlist:**

First, display the playlist you want to print.

Then click on the printer icon near the bottom.

**To save a playlist as a PDF file:**

To save a playlist as a PDF file:

First, display the playlist you want to save.

Then click on the print icon near the bottom of the window, then ...  
... on a MAC OSX, click the "Save as PDF" button.  
... on Windows®, select a PDF printer driver\*.

\*On Windows® you must install PDF creation software first, such as Adobe Acrobat®, CutePDF® (a free software that is downloadable from the internet), or another software of your choice which installs as a printer driver.

PDF creation software is a separate program and is not included with UltraEdit.

### **To import an entire playlist into iTunes:**

Three simple steps.

... First, display the playlist you want to import.

... Second, either click on the Save XML or the Save Other button near the bottom.

Save XML will create an XML file with the play list name on your desktop  
(e.g. "PL my first playlist.xml").

Save Other will create a text file with a name of your choice (e.g. "my first playlist.tab")  
at a location of your choice (your desktop is the suggested).  
Be sure to keep the format type as "tab-separated text".

... Third, in iTunes from the menu bar at the top, click on File and slide down to Import.

In the dialog select the file you just exported (e.g. PL my first playlist.xml" or "my first playlist.tab). The playlist will be added to the iTunes Song List and the tracks to the iTunes Library.

Note: iTunes requires at least one track be entered before an import will work.

If you don't you may see a "-50" error. Simple add any track to iTunes (e.g. click the PLAY button on any track in UltraEdit), then import the playlist again.

### **To email a playlist as an XML file:**

Click on Email XML. An XML file will be attached to a message in the drafts folder of your MAPI email program. The attached file will use the name of the playlist (e.g. "PL my first playlist.xml"). All you need to do is fill in the recipient's email address, any message you wish, and send the email.

### **To save a playlist as an Excel spreadsheet:**

Click on Save Excel. An Excel file will be saved on your desktop with the name of the playlist (e.g. "PL my first playlist.xls") and the file will be opened in Excel.

### **To email a playlist as an Excel spreadsheet:**

Click on the Email Excel button near the bottom. An Excel file will be attached to a message in the drafts folder of your MAPI email program. The attached file will use the name of the playlist (e.g. "PL my first playlist.xls"). All you need to do is fill in the recipient's email address, any message you wish, and send the email.

### **To email a playlist as a PDF file:**

First, save the playlist as a PDF (see "To save a playlist as a PDF file" above).

Then create an email and attach the PDF.

## Cue Sheet

### **To view your Cue Sheets:**

Click on the Cue Sheet tab.

The names of your cue sheets are shown on the left.

The contents of a selected cue sheet is shown on the right (Cue #, Teletrax #, Title, Composer, Composer Society, Publisher, Publisher Society, Length, and Use).

### **To add a cue sheet:**

Click on the add cue sheet icon

(green circle with a plus sign above the cue sheet names column), then enter general cue sheet information.

Note: The cue sheet information (Production, Production #, Episode, First Air Date, Total Production Duration, Production Company, Source, Source Detail, Foreign Language Title, Notes) will appear on the printed cue sheet).

Note: The Cue Sheet name is derived from what you enter in the Production # and Episode fields. If nothing is entered UltraEdit will name it for you (e.g. "<Unnamed 55>").

UltraEdit will calculate the Total Music Length for you based upon the Length entered in the cue sheet items.

Note: If the total doesn't calculate immediately simply click to another area of the cue sheet outside of the Length field (e.g. click on the background).

**To delete an entire cue sheet:**

Click on the delete cue sheet button (red circle with a minus sign next to the cue sheet name). You will be asked to confirm your deletion request.

**To view the contents of a cue sheet:**

Click on the desired cue sheet name.

**To print the cue sheet on paper:**

Select the desired playlist name, then click the printer icon.

**To convert a playlist to a cue sheet:**

See "To create a cue sheet from a playlist" in the Playlist section above)

**To add an UltraEdit track to a cue sheet:**

Find the music in Tracks (see below), then click the green circle with a plus sign in the Cue Sheet column. You will be asked what cue sheet to add the track to. Enter the cue sheet name, then click done. When you are finished adding tracks, click on the Cue Sheet tab to view the updated cue sheet.

### **To delete a track from a cue sheet:**

Click on the delete playlist track button  
(red circle with a minus sign next to the playlist track).  
You will be asked to confirm your deletion request.

### **To play a track from a cue sheet:**

Click the green PLAY button next to the track.  
To show the file path of an UltraEdit track in a cue sheet:  
So you can drag-and-drop it into another program (e.g. AVID ...)

Click on the blue SHOW button  
(Mac will go directly to the file, Windows will go to the file folder only).

### **To order cue sheet contents:**

Enter numbers in the the Cue # field for each track (e.g. 1, 2, 3 ...)

### **To enter a note or rate a track in a cue sheet:**

Click on the Pencil icon on the far right of the desired track.  
Enter your notes or rating (1-5 stars), then click done.  
Note: Your track notes and ratings will be attached to that track.  
If you add that track to another playlist and later click on the notes icon,  
you will see the notes entered previously.

### **To print a cue sheet:**

First, display the cue sheet you want to print.  
Then click on the printer icon near the bottom.

### **To save a cue sheet as an Excel spreadsheet:**

First, display the cue sheet you want to save.  
Then click on the Save Excel button near the bottom.

An Excel file will be created on your desktop with the cue sheet name  
(e.g. "CS my first cue sheet.xls").

### **To save a cue sheet as a PDF file:**

First, display the cue sheet you want to save.  
Then click on the print icon near the bottom of the window, then ...  
... on a MAC OSX, click the "Save as PDF" button.  
... on Windows®, select a PDF printer driver\*.

\*On Windows® you must install PDF creation software first, such as Adobe Acrobat®, CutePDF® (a free software that is downloadable from the internet), or another software of your choice which installs as a printer driver.

PDF creation software is a separate program and is not included with UltraEdit.

### **To email a cue sheet as an Excel spreadsheet:**

First, display the cue sheet you want to send.

Then click on the Email Excel button near the bottom.

An Excel file will be attached to a message in the drafts folder of your MAPI email program. The attached file will use the name of the cue sheet (e.g. "CS my first cue sheet.xls"). All you need to do is fill in the recipient's email address, your message, and send the email.

### **To email a cue sheet as a PDF file:**

First, save the cue sheet as a PDF (see "To save a cue sheet as a PDF file" above).

Then create an email and attach the PDF.

## Tracks

### **Displays the list of tracks.**

When the file is first opened, all tracks will be shown.

After a search, only the tracks matching your search criteria will be shown.

### **Message Above the Tracks List**

The message above the list indicates the track number you are viewing, how many tracks are shown, and total tracks available.

E.g. "Viewing #1 of 100 shown (11185 tracks available)".

Each track in the list displays the following information or buttons (from left to right):

PLAY (button) - click on this button to play the track in iTunes.  
SHOW (button) - click on this button to show the track file location on your UltraEdit disk.

In OSX (MAC) the file will be highlighted.

In Windows (PC) the file will not be highlighted, however you will be in the folder which contains the file.

Teletrax - the unique UltraEdit track number.

Library - the UltraEdit library name.

Vol. - the UltraEdit volume number

Length - approximate play time.

Title - name of the track.

Keywords - standardized words used to describe the track.

Description - optional additional common words used to describe the track.

Add to ...

... Play List - click the plus-sign button in this column to add the track to the currently selected Playlist.

... Cue Sheet - click the plus-sign button in this column to add to the currently selected Cue Sheet.

Your ...

... Notes - click on the pencil button to add your own notes for a track (e.g. "WOWZA!")

When you enter Notes a new view will appear with additional track information, such as Composer, Composer Society, Publisher, and Publisher Society.

Click the "Done" button when you are finished entering your notes.

... Rating - add your own rating; click on the dot, from left to right, to rate the track 1-5.

You can also add your rating when you enter notes.

To clear a rating, enter notes (above) and click on the text "<clear>" to the right of Your Rating stars.

Note: If you have entered any notes or rating between 1-5, the pencil icon will change to a pencil with a green arrow.

## **Highlighting a Track**

To make it easy to identify what track you are looking at simply click anywhere on the track row blue background. The row will be highlighted in golden hue.

The track you are on will automatically highlight when you click on a one of the Track buttons listed above (Play, Show, Add to Playlist, Add to Cue Sheet, Your Notes, or Your Rating).

## **Search Tracks**

### **Show All (button)**

Click this button to find and show all tracks.

### **New Search (button)**

Click this button to make a new search of Tracks.

A search view will be displayed where you can enter your search criteria.

Search fields available are: Teletrax, Library, Volume, Length, Rhythm, Title, Composer, Composer Society, Publisher, Publisher Society, Keywords, Description, Your Notes, and Your Rating.

### **Add Request (button)**

Click the "Add Request" button to add additional search criteria.

E.g. you want to find all at one time ...

any tracks with keyword "Big Band" and length of 1:00 minutes,  
PLUS any tracks with keyword "Jazz" and length of 2:30 minutes.

1. Enter your first search criteria in the initial search view.
2. Click on the Add Request button.

Your previous search criteria will be saved and  
a new, empty search criteria view will be shown.

3. Enter your second search criteria in the new view.

Repeat the "Add Request" process as many times as needed.

### **Cancel (button)**

Click the "Cancel" button to cancel the search.

### Search (button)

Click the "Search" button to proceed with the search.

### Narrow Search (button)

Click this button to refine the results of your current search.

E.g. During a search for the Keyword "Rock" you find more than 1700 Tracks.

That's too many to consider so you click on the Narrow Search button.

You now enter Length = 1:00 minute +/- 15 seconds AND

keyword "Extreme" to find 90 Tracks.

That's still too many, so you click Narrow Search button again.

you now enter "metal" in the Description to find a manageable 16 tracks.

### No Records Found ...

Note: If your search results in no records found you will be given the option to :

1. "Refind" (edit your search criteria),
2. View "Top Picks" (view top rated Tracks according to UltraEdit's own ratings), or
3. "Cancel" (see a list of no tracks)

### Sorting

By default, tracks will be sorted by the Teletrax number.

To sort by a different field simply click on one of the following column headings:

Library, Vol., Length, Title, Keywords, Description, ... or back to Teletrax.

When you click on one of these column headings a small triangular icon to the right will confirm that the tracks are sorted by that column.

## Preferences

Middle: Enter your company name, contact information and logo. This information will appear on printed and PDF copies of your Playlist and Cue Sheet.

Right: Enter general notes for your own reference. Notes is not printed on any forms.

Left: Enter the time range variance (+/- seconds) you wish to use when searching tracks.

E.g. if you search for a track which is 30 seconds long and your value in this field is 5 seconds, you will find any track between 25 seconds ( $30 - 5 = 25$  seconds) and 35 seconds ( $30 + 5$  seconds).

Note: If you change the time range variance during a search, that new value will become your default time range variance here.

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**Thank You again for selecting  
UltraEdit and the CSS Music and  
Sound Effects Libraries.**