

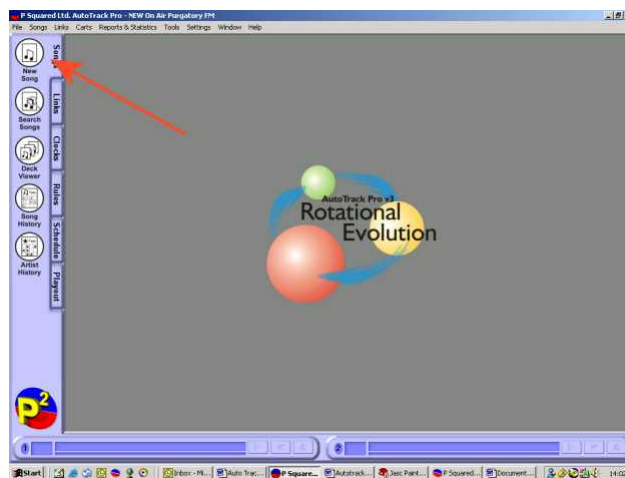
Autotrack Pro – Quick Guide to Adding a Song

Songs and Links form the fundamental basis for scheduling in AutoTrack Pro. Songs are basically the music and Links are any other scheduled items that do not fit under the broad heading of Songs.

One of the things you will most commonly do in Autotrack Pro, will be to add a song or link.

To add a song:

Click on *New Song* on the *songs tab* on the main screen of Autotrack Pro.

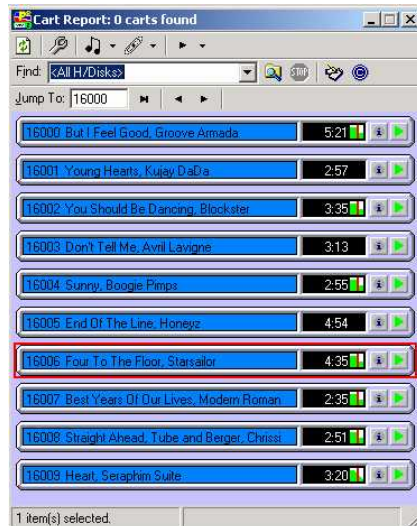


This will bring up a blank song card:

A screenshot of the 'Untitled Song' dialog box in Autotrack Pro. The window title is 'Untitled Song'. The 'General' tab is selected. The 'AT Pro' logo is on the left. Fields include: 'Song No.' (with a 'Play' button), 'Cart Number' (with an 'Edit' button), 'Song Title', 'Artists', 'Other Artists', 'Alt Locations', 'Gender', 'Media' (set to '<Not Used>'), 'Album Title', 'Category' (set to '2004'), 'Type' (set to '<No Specific Type>'), 'Energy', 'Tempo', 'Mood', 'Year', 'BPM', and 'Track'. At the bottom, there are 'Total Length', 'Intro Start', 'Intro End', 'Extra', and 'Ending' fields. Buttons for 'Find', 'Delete', 'New', 'OK', 'Cancel', and 'Apply' are also present.

Autotrack Pro will automatically assign a song number to this card, it will take the next number available once you click ok to save the song.

The Cart Number is what your audio is saved as in your playout system. If you are using Myriad as your playout system you can click on which will bring up your cart report, you can search for a particular song or type in the cart number in the jump to section. You can then double click on any cart that you are wanting to import.



If you have entered the song name and artist on your Myriad Audiowall you will not need to type these details again on the song card as it will copy them across for you.

If you are using a 3rd party playout system you can manually type in the song artist and title in the relevant boxes. If you already have songs by the same artist and want to double check you are spelling their name correctly you can use the drop down box located next to the artist name and double click on the name.



Fill in the *Category, Type, Gender, Media, Energy, Tempo* and *Mood* if you have them set up. If you don't and would like more information on them, see the Autotrack Pro manual for more details.

To add in copyright information for this audio click on the Copyright tab on the song card.



You have now entered all the details you need in order for your audio to be scheduled.

If you want a more detailed view on each section within the song card see the Autotrack Pro manual.