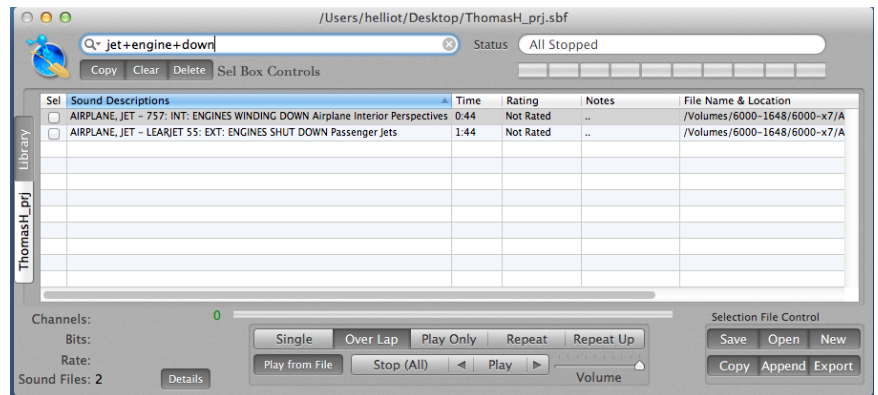


Accessing the Sound Ideas HD Sound Collection (in the School of Art MCAp - for use in the MCAp, not for checkout, so bring a USB drive with you).

- 1) Plug in drive. It mounts on desktop
- 2) Open “_Metadigger “ folder on hard drive.
- 3) Open “Metadigger-Mac.zip” (will uncompress the files)
- 4) Drag “MetaDigger” application to the desktop.
- 5) Open the program.
- 6) Library > Add all Sub Directories...
 - a. Select the 6000-1648 hard drive on desktop. Click Select.
 - b. All files are added to program. Takes about 4 minutes.
 - c. Click “OK” in the pop-up window after it loads.
- 7) Save your sound project: File > Save As... (name it.spf – save to desktop)
 - a. This is only the metadata, but not the actual .wav files. You need to add those.
- 8) Search for sounds!
 - a. In the Library tab: Type a search in the search window (upper left)
 - b. **** DO NOT HIT ENTER – IT WILL CRASH!**
 - c. You must have continuous string, so to search for more detailed key words, use no spaces, instead using the + between:

- 9) To Preview the sounds:
 - a. Select it & Hit Play button.
 - b. For multiple sounds, check the boxes on the left.
 - i. Select “Single” to hear them back-to-back
 - ii. Select “Overlap” to hear how they sound together / simultaneous.



- 10) To Add the sounds to your project library:
 - a. Select the sounds using the box on the left
 - b. Click the “Copy” button in the “Sel Box Controls” on the top left.
 - c. Click your project tab to see they are added to your library.
 - d. File > Save to save your library.
- 11) To export the .wav files and metadata .csv
 - a. In your project tab, select the files you want to export.
 - b. Click “Copy” in the “Select File Control” on the bottom right.
 - c. Select a folder where you would like to save your sounds to.
 - d. Click “Export” under “Select File Control” on bottom right to save the metadata for the sound effects.
- 12) To reopen your sound project file
 - a. Open MetaDigger application
 - b. File > Open... a warning appears! Click “YES”
 - c. Select your project – it will appear on the left side under “Library.”

