How to Use Your

Download Account

![megatrax® The Sound of Entertainment]

888.MEGA.555 (888.634.2555) www.megatrax.com
7629 Fulton Ave., N. Hollywood, CA 91605

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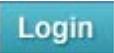7629 Fulton Ave., N. Hollywood, CA 91605

Login and Registration

Welcome to Megatrax! We want you to have a great experience with us, so we've put this little booklet together to help you understand how our site can serve you. We've added as many hyperlinks as possible, so feel free to click on the images and keywords to take you to the appropriate section of our website while you read.

To start, please go to www.Megatrax.com

On the Home Page:

Logging In: Enter your username and password at the upper right, then click . Your username is the email address used when your account was registered.

Registering: If you do not have an account, click "Register" to create one. Once registered, you are automatically approved to access a variety of services including project functionality and messaging through My Megatrax. However, you need to have an active contract with Megatrax in order to be granted download rights. Our staff will look up your registration info and, if you have an active contract, we'll send you an email once your download status has been approved. Otherwise, a representative will contact you. This process may take up to one business day.

Password Reminder: If you need a password reminder, you can use the "Forgot Password?" function, or contact us via LiveChat by clicking "Find It For Me".

My Megatrax

Once logged in you will see the My Megatrax page. From here you can use our site to the fullest.

Here's what all the buttons do…

Buttons on the left:

Messages: Send a message to our Music Supervisors or Tech Support.

Projects: Store and organize your music selections in different folders for later use. You can create a **New Project**, **Delete** an old one, **Duplicate** projects, create an auditionable hyperlink for users outside the system and even **Send** a project to our Music Supervisors. In the PROJECTS section we'll discuss how you can **Print** the track list, **Export** it to an Excel file, or even **Download the whole thing** in one batch!

Profile: Change your password or other account info.

Preferences: Set a preferred file format for quicker downloading, choose a default screen for your My Megatrax setup, or select the default screen when logging in to My Megatrax.

Buttons across the top:

Browse Volumes: Browse CDs by library. Click on the CD art to access the tracks within that CD. We'll talk more about that in the SEARCHES section below.

Search Tracks: Do a detailed search based on keywords, tempo, instrument types and more! We'll talk more about that in the SEARCHES section below.

Catalogs: Get a brief description of each catalog, then click View Catalog to go straight to that section under Browse Volumes.

Services: Report usage by filling out the License Application, learn about barter possibilities, see alternate music delivery options, and check out our Aircast Custom Music services!

Company: Learn about us, what we do and meet our team!

Community: See what's new, what's coming, and what people are talking about with our latest Megatrax Newsletter.

Support: Get technical help, assistance on LiveChat, see some FAQ's and info on how to contact us.

My Megatrax: This is your default screen once you log in. To change it, click Preferences on the left.

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Browse Volumes

Click the Browse Volumes button. In Browse you can sort by any catalog or see all of them. Narrow down to specific genres by using the Music For dropdown menu. You can also sort by release date.

Listen to each CDs montage by clicking the ⊙ button. Now click on the CD artwork to see the tracks inside.

On the right, click ⊙ to listen, ⊙ to add it to your project or ⊙ to download.

Click the arrow ▸ to see track details, writer/publisher info and to listen to more versions of the track.

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Search Tracks

Click on Search Tracks and you will see:

From this screen you can search in several ways.

Buttons on the left:

These buttons give you the ability to quickly select specific search criteria.

MegaHelp Tip: click ▸ to see even more detailed choices within each section!

Genres
Moods
Instruments
Tempo/BPM/Duration
Periods
Regions
Dances

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Miscellaneous Keywords
Catalogs
Composers

Check the box next to something you like and hit Apply to add it to your list of terms to search for. These terms will show in the Search Terms box at the right, and your search results will appear under Results.

(Notice the example shows that there are 166 results from the Megatrax catalog. If more catalogs were chosen, other totals would also be shown in that section.)

MegaHelp Tips: Under the Action column you can click ▶ to listen, ⊕ to add it to your project or ⊙ to download it.

Click the arrow ▶ to see track details, writer/publisher info and to listen to more versions of the track.

Click ✕ in the Search Terms box to clear any term, or (clear all) to start over.

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Be sure to use the "Sort By" dropdown menu, or click any heading to sort by that heading.

Buttons across the top:

The buttons along the top are for doing a manual keyword search.

Type in what you're looking for, check off where you want the system to look and hit Search! You'll see that the results are displayed just the same as before. In this example, we've put Blue Danube in as the keywords, checked the Track Title box and here's what we get for tracks with Blue Danube in the title:

MegaHelp Tip: Now combine both **keyword** and **specific search criteria** methods to get really specific!

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Results (1813 matches in 9 libraries)

megatrax®	INTER VOX PRODUCTION MUSIC	LA RIOT PRODUCTION MUSIC	THE SCENE	amusicom®	Beat Bites!	▷
859	612	113	103	92	22	

Sort By [Best Match (default) ▾]   Per Page [50 ▾]

⏮ ◀ 1 2 3 4 5 6 of 37 ▶

Library	CD#	Track#	Title	Description	Action
▸ TS	TS066	7	Drunken Bones	Tipsy, wobbly waltz w/ drunken trombone, tack piano & tuba	⏵ ⊕ ⊕
▸ MX	MX249	15	Poultry Party	Bouncy, campy party dance w/ accordion, tuba, comedy fx	⏵ ⊕ ⊕
▸ TS	TS066	3	Samba De Cheeze	Zany, circus-feel caper w/ goofy "la la" vocals, mandolin & perc.	⏵ ⊕ ⊕
▸ AM	AM169	7	Clown Car	Daft, nutty circus waltz with organ, banjo, calliope & broken bicycle horn	⏵ ⊕ ⊕

Search Terms
Keywords
  blue
  danube
Moods
Comical/Humorous
  Campy/Cheesy
  Comical/Humorous
  Cute
  Quirky/Eccentric
  Sneaky
  Whimsical
  Zany

MegaHelp Tip Summary:

- The arrow ▸ gives you more choices within the specific search section.
- The arrow ▸ in the search results lets you see track details, writer/publisher info and hear more versions of the track.
- Under the Action column you can click ⏵ to listen, ⊕ to add it to your project or ⊕ to download it.
- Combine both keyword and specific search criteria methods for powerful searches!

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Projects

Projects are folders that allow you to save multiple tracks in one place. This is a great tool to stay organized if you work on several projects at once, want to keep a record of old projects, or want to divide your track ideas into separate categories.

To create or manage a project, go to the My Megatrax page and click on the Projects button. You will see any projects you have created as well as the following buttons:

New Project: use this to create new projects

Delete Selected: a quick way to get rid of old projects

Duplicate Selected: get a head-start on a new project by duplicating the results of an already-existing project, then choose a new name for it.

Send Project: send your project to our Music Supervisors for help with a search.

Since the first three buttons are pretty easy to understand, we'll learn more about the Send Project button now. If you check the box next to a project, then hit Send Project, here's what you see:

In the drop down menu, find the Department you want to receive the project.

Click **Add**
Click **Send to User**.

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The project will arrive in their Projects list, and they will get a notification of it in their Messages box.

Now let's learn more about what you can do with projects.

From the Projects screen, click on the name of a project. This takes you to the Project Editor:

Here are the buttons and what they do:

Link to Project: Click this and a link will appear. Send the link to someone else and they will be able to see this project and audition the tracks inside it. Please note: they will not be able to download from this link.

Delete Selected: Select a track and click this button to remove the track from this project.

Add from Project: If you wish to combine elements of a separate project into this project, click this button. You will be asked to choose which project to open, then click ⊕ to add each track you want to this project.

Download Selected: This button allows you to download one or more tracks at once. This is a great way to download all tracks in a project in just a few clicks.

Send Project: If you want to send this project to our Music Supervisors, just click this button. Find the names of the Departments in the dropdown list, and click Add +. Once you've added all the recipients, click Send to user. The project will arrive in their Projects list and a notification message will arrive in their Messages inbox. Please note: to remove a Department from the recipient list, click ⊗ before sending.

Print: Print a detailed, professional-looking description of each track contained in the project.

Export: This report sends a summary of all tracks in your project to an Excel file. The report includes Library, CD, Track, Title, Song Description, Version, Composer, Publisher, Keywords, Temp, BPM, Duration and Filename.

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Downloading Quick Reference

Downloading tracks can be done in the following areas of the site:

- Browse Volumes
- Search Tracks
- Projects

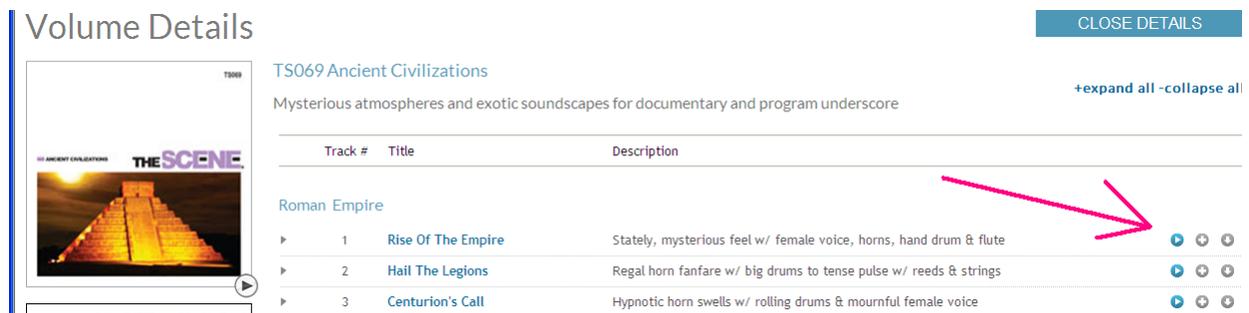Please review those sections of this booklet to learn the details.

If you need to quickly download, go to one of the above areas on the site and find the track you need. Whenever you see a track title, the download button will be on the right along with other buttons.

Listen   **Add it to your project**   **Download**

MegaHelp Tip: You can download multiple tracks at once in the Projects area. Be sure to see that section in this booklet.
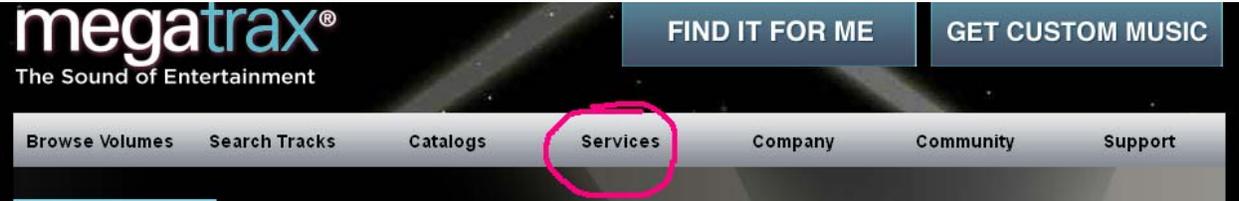
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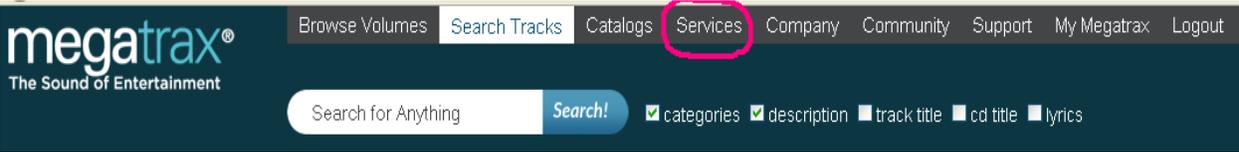7629 Fulton Ave., N. Hollywood, CA 91605

Licensing/Reporting Use

If you are ready to report the use of a track, just click on the **Services** button.
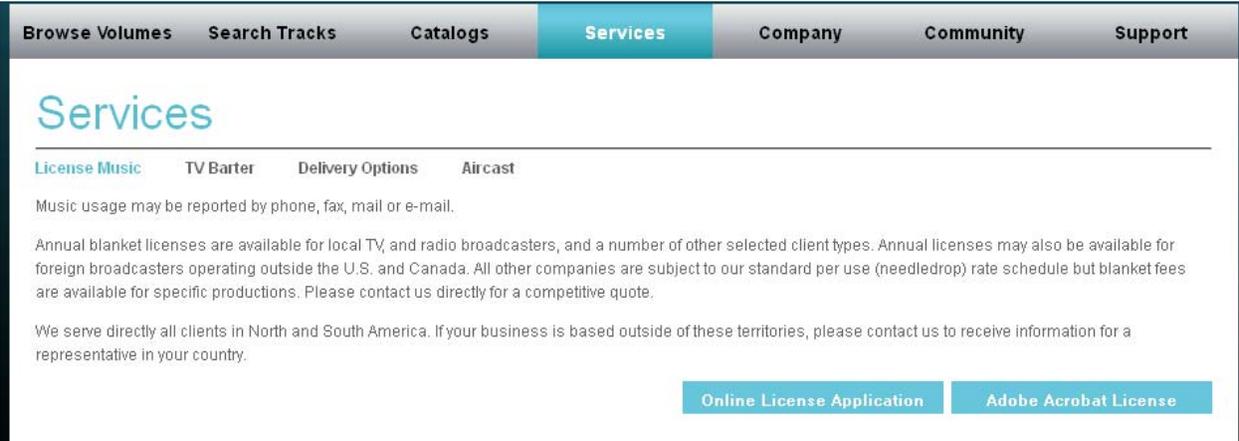
You'll find this button on the homepage here:

And everywhere else on the site you'll find it at the top of the page, shown here:

Use our convenient Online License Application or download a copy to fill out later. From this page you can also learn about barter possibilities, see alternate music delivery options, and check out our Aircast Custom Music services!

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Support/Contact Us

For Concierge Quality service, call us!

Music Search Assistance:

In a hurry? If you're up against a tight deadline, and need our help to find the right piece for your project, our Music Supervisors are ready to assist you. Here's how you can reach us:

LiveChat Music Search: on the homepage, click
Email: musicsupervisor@megatrax.com
Phone: 866-349-0276

Technical Support and Training:

For training and technical support, we can create custom Webinar presentations, and access your workstation remotely on request to set up audio and image files to your preference! Check out our FAQ page or contact us via:

LiveChat Tech Support: on the homepage, click
Phone: 866-494-7179
Email: techsupport@megatrax.com
FAQ page: http://www.megatrax.com/faq.php

General Info:

LiveChat General Info: on the homepage, click
Phone: 888-555-MEGA (Toll Free in the U.S.) or **818-255-7100**
Fax: 818-255-7199
Email: info@megatrax.com
FAQ page: http://www.megatrax.com/faq.php

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7629 Fulton Ave., N. Hollywood, CA 91605

<u>Mailing Address:</u>
Megatrax Production Music
7629 Fulton Avenue
North Hollywood, CA 91605

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