



888.MEGA.555 (888.634.2555) [www.megatrax.com](http://www.megatrax.com)  
7629 Fulton Ave., N. Hollywood, CA 91605

# ***How to Use Your Download Account***

©Megatrax Production Music  
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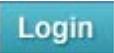
## Login and Registration

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](http://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.

The screenshot shows the My Megatrax user interface. At the top, there is a dark blue navigation bar with the Megatrax logo on the left and several menu items: 'Browse Volumes', 'Search Tracks', 'Catalogs', 'Services', 'Company', 'Community', 'Support', and 'My Megatrax'. Below the navigation bar, on the left side, there is a vertical sidebar with four menu items: 'Messages', 'Projects', 'Profile', and 'Preferences', each with a right-pointing arrow. The main content area is white and features a large blue heading 'Welcome to My Megatrax!'. Below the heading, there is a paragraph of text: 'This is your personal online account with Megatrax Production Music. On the left you will see panes for managing your account.' followed by a bulleted list of four items: 'The Messages pane allows you to send and receive messages to and from Megatrax employees', 'The Projects pane shows you your saved projects. If you had projects using the old megatrax.com you will find them here.', 'Profile allows you to update your personal information.', and 'Preferences lets you customize how you access megatrax.com'.

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.



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### ***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.



## Search Tracks

Click on Search Tracks and you will see:

megatrax<sup>®</sup>  
The Sound of Entertainment

Browse Volumes Search Tracks Catalogs Services Company Community Support My Megatrax Logout

Search for Anything Search!  categories  description  track title  cd title  lyrics

Genres ▶  
Moods ▶  
Instruments ▶  
Tempo/BPM/Duration ▶  
Periods ▶  
Regions ▶  
Dances ▶  
Misc. Keywords ▶  
Catalogs ▶  
Composers ▶

Megatrax makes it easy to find that perfect track! >>

START BY SEARCHING:

Click on a keyword in the left hand column, or simply type a word into the Add Keyword field at the top of the page! ▲

Your choices will show up in the Search Terms box on the right. Click the x icon to delete a keyword and adjust your search accordingly!

Search Terms

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.)

Search for Anything   categories  description  track title  cd title  lyrics

**Results** (166 matches in 1 libraries)

megatrax®  
166

Sort By: Best Match (default) Per Page: 50

Library	CD#	Track#	Title	Description	Action
▶ MX	MX111	31	Clarinet Polka	Spirited accordion solo	<input type="button" value="▶"/> <input type="button" value="⊕"/> <input type="button" value="ⓓ"/>
▶ MX	MX111	35	Du Du Liegst Mir Im Herzen	Rousing accordion drinking song	<input type="button" value="▶"/> <input type="button" value="⊕"/> <input type="button" value="ⓓ"/>
▶ MX	MX111	33	Many Stars at Night	Medium tempo accordion dance	<input type="button" value="▶"/> <input type="button" value="⊕"/> <input type="button" value="ⓓ"/>
▶ MX	MX111	30	Wolfgang's Polka	Bright solo accordion tune	<input type="button" value="▶"/> <input type="button" value="⊕"/> <input type="button" value="ⓓ"/>
▶ MX	MX100	43	Bavarian Biergarten	Festive German oom-pah band	<input type="button" value="▶"/> <input type="button" value="⊕"/> <input type="button" value="ⓓ"/>
▶ MX	MX100	42	Hot Tub Polka	Spirited accordion solo	<input type="button" value="▶"/> <input type="button" value="⊕"/> <input type="button" value="ⓓ"/>
▶ MX	MX100	13	Pizzicato Polka (J. Strauss)	Delicate pizzicato strinos feature	<input type="button" value="▶"/> <input type="button" value="⊕"/> <input type="button" value="ⓓ"/>

**Search Terms** (clear all)

- Periods
- 1800s
- Regions
- Germany
- Dances
- Polka
- Catalogs
- Megatrax

**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  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:

megatrax® The Sound of Entertainment

Search for Anything Search!  categories  description  track title  cd title  lyrics

Results (210 matches in 6 libraries)

Sort By: Best Match (default) Per Page: 50

Library	CD#	Track#	Title	Description	Action
▶ INX	INX041	20	Blue Danube	Panoramic, German brass band & accordion	▶ + -
▶ MX	MX100	25	Blue Danube Waltz (J. Strauss)	Elegant Viennese favorite	▶ + -
▶ MX	MX247	1	Blue Light Special	Fun, bouncy pop w/ chugging guitars, retro organ & perc.	▶ + -
▶ INX	INX213	15	Blue Water	Energizing Ambient-Chill, calm pads, drums, positive atmo	▶ + -

Search Terms (Keywords): blue, danub

**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® 859 | INTER VOX MUSIC 612 | LA RIOX 113 | THE SCENE 103 | amusloom 92 | Beat Bites! 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	Topsy, 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:

The screenshot shows the 'Projects' page in the Megatrax system. At the top right, there are four buttons: 'New Project', 'Delete Selected', 'Duplicate Selected', and 'Send Project'. Below these is a search bar and a dropdown menu for 'Music Supervisor' with 'Add +', 'Clear All-', and 'Cancel' buttons. The table below is sorted by 'date modified in [ Z-a 9-0 ] direction' and has a 'show deleted projects' checkbox. The table contains two rows:

<input type="checkbox"/>	Project Title	Date Created	Date Modified	Tracks	Company	From
<input type="checkbox"/>	New Project for Demo - sent	2012-02-14 04:48 PM	2012-02-14 04:48 PM	1		Jordan Friedman
<input checked="" type="checkbox"/>	Chicken Fried Steak Shake - infomercial	2012-02-14 04:28 PM	2012-02-14 04:28 PM	5		Bryan Rush

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:

The screenshot shows the Project Editor interface. At the top, there are buttons: Link to Project, Delete Selected, Add from Project, Download Selected, Send Project, Print, and Export. Below these are form fields for Project Title (containing "New Project for Demo - sent"), Company, Start Date, Notes (a large text area), User Project ID, Due Date, Project Type (set to "Motion Picture"), and Total Tracks (1). A "Last-saved" timestamp is shown as "2012-02-14 4:48 PM". Below the form is a table with columns: Library, CD #, Track, Title, Description, Version, and Action. The table contains one track: TS, TS067, 1, Operation Pedestal, Heroic, triumphant brass theme w/ orchestra & punchy drums, Full Mix. There are also expand/collapse controls and a sorting instruction: "click and hold mouse button down on any track row while dragging to sort tracks".

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.



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**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

. Once you've added all the recipients, click . 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.

## 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.

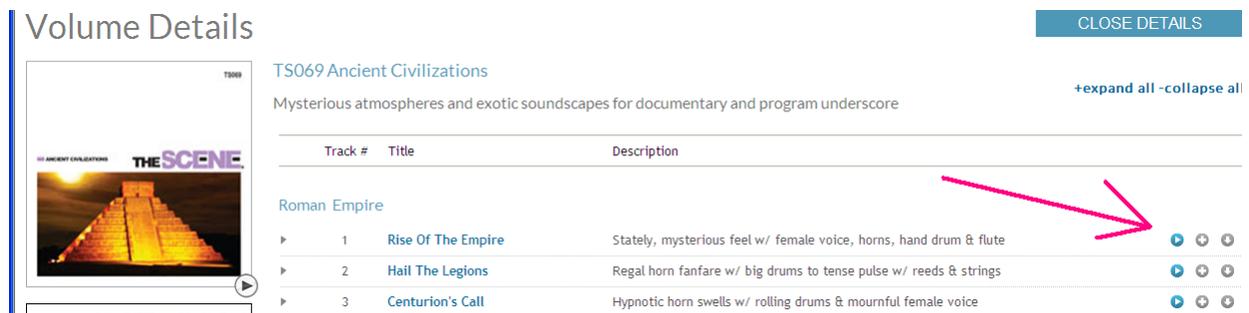
If you need to quickly download, go to one of the above areas on the site and find the track you need. Whenever you see a track title, the download button will be on the right along with other buttons.

Volume Details CLOSE DETAILS

TS069 Ancient Civilizations +expand all -collapse all

Mysterious atmospheres and exotic soundscapes for documentary and program underscore

Track #	Title	Description	
Roman Empire			
▶ 1	Rise Of The Empire	Stately, mysterious feel w/ female voice, horns, hand drum & flute	▶ ⊕ ⌵
▶ 2	Hail The Legions	Regal horn fanfare w/ big drums to tense pulse w/ reeds & strings	▶ ⊕ ⌵
▶ 3	Centurion's Call	Hypnotic horn swells w/ rolling drums & mournful female voice	▶ ⊕ ⌵



 **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.

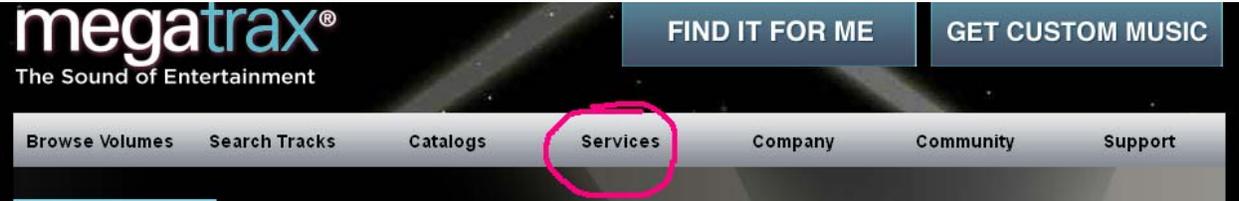


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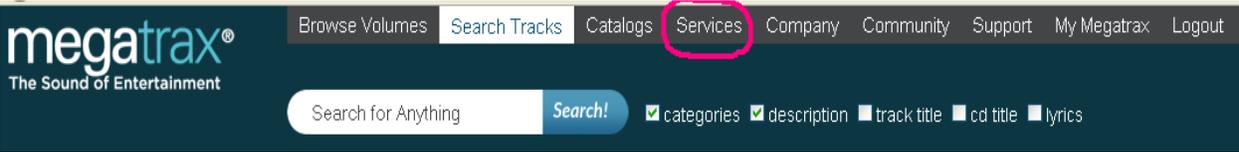
## Licensing/Reporting Use

If you are ready to report the use of a track, just click on the **Services** button.

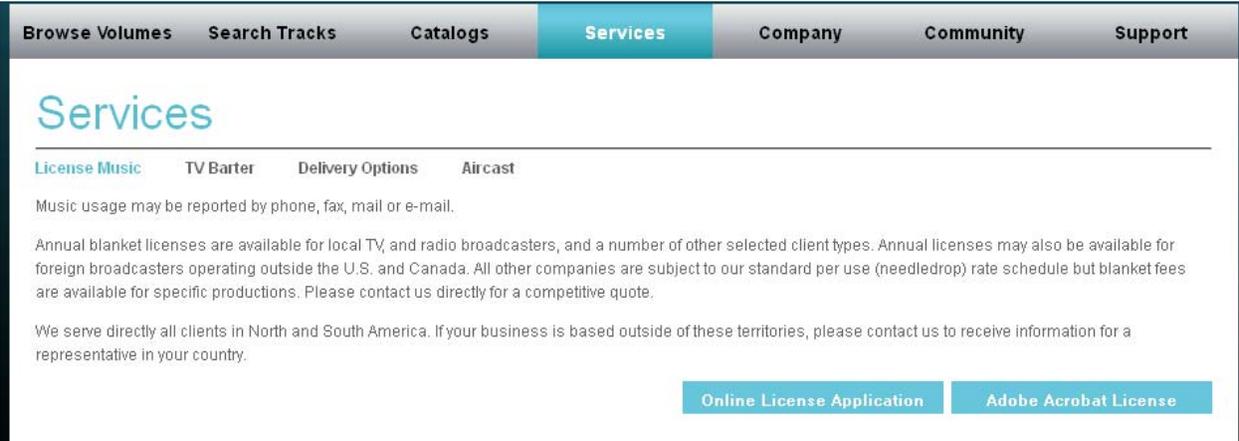
You'll find this button on the homepage here:



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

FIND IT FOR ME

**Email:** [musicsupervisor@megatrax.com](mailto: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

FIND IT FOR ME

**Phone:** 866-494-7179

**Email:** [techsupport@megatrax.com](mailto:techsupport@megatrax.com)

**FAQ page:** <http://www.megatrax.com/faq.php>

### General Info:

**LiveChat General Info:** on the homepage, click

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**Email:** [info@megatrax.com](mailto:info@megatrax.com)

**FAQ page:** <http://www.megatrax.com/faq.php>

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