

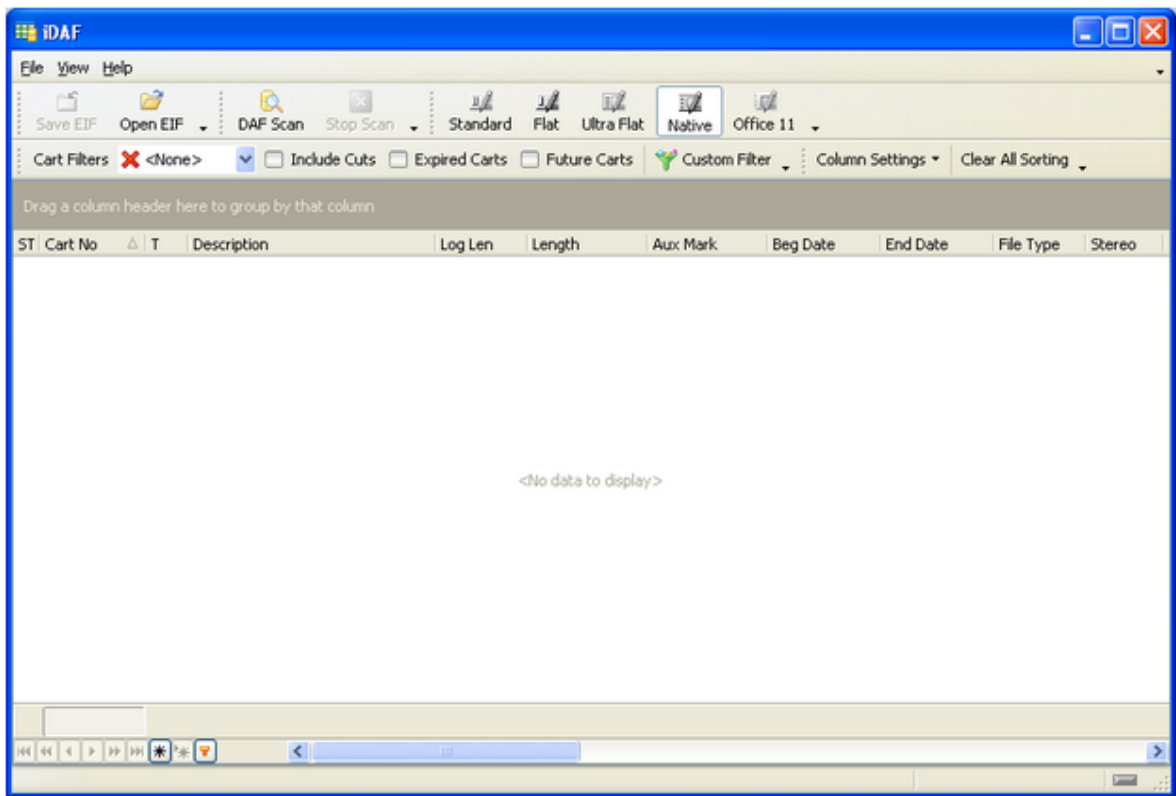
1 Quick Start Guide for iDAF

In order to get started using iDAF quickly, you can review this document and follow the steps outlined. This document provides the basic information to get started - for more complete details on functionality and usage, refer to the iDAF help file or printed documentation.

This guide assumes that iDAF has been installed on your PC and that you are ready to use the software.

1.1 Step 1 - Launch iDAF

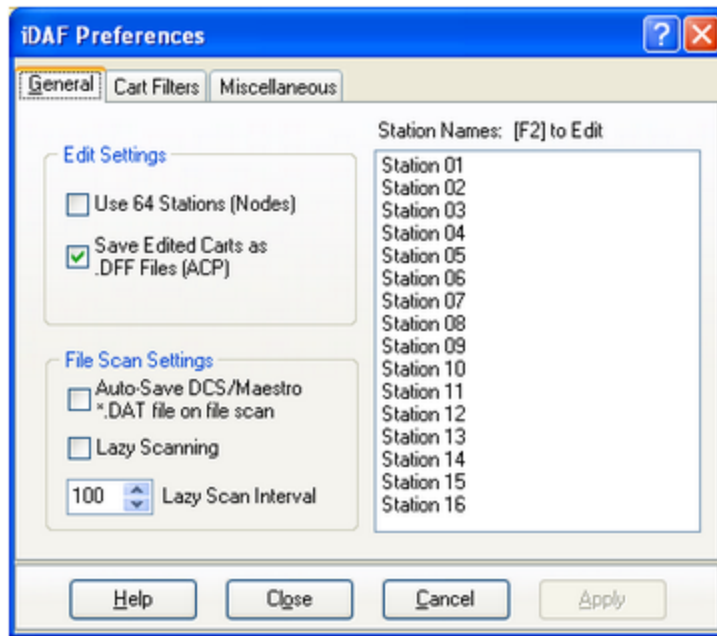
From your PC's **Start** menu, select **Programs | iDAF**, then the **iDAF** item. iDAF will start up. A splash screen will appear, followed by the main display.



iDAF can be used immediately, if desired, without any particular setup. However, you can better utilize iDAF by setting a few items in the Preferences area, which we'll cover next. If you'd like to skip that part, move to the topic on [Scanning for Audio Files](#).

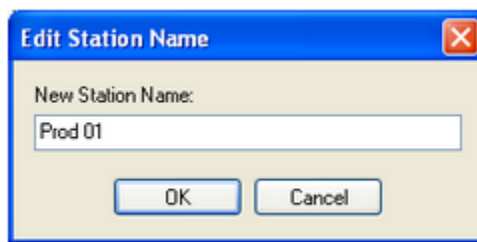
1.2 Step 2 - Configure iDAF

To edit preferences, select **Edit | Preferences** from the main menu. The tabbed Preferences dialog appears, with the General tab active, as shown here:



If you are using a DCS system or a Maestro system that still utilizes some DCS machines, uncheck the item labeled **“Use 64 Stations”**. This will reduce the number of available stations (nodes) for distribution to 16, which is the maximum for a DCS system.

Next, you can assign meaningful names to the stations in the Station Names list. The stations are listed in order of their node number, beginning with 1 and ending with either 16 or 64, depending on whether the **“Use 64 Stations”** item is checked. To change the generic name assigned for a station, **[Double-Click]** on the name you wish to change. A small edit dialog appears, allowing you to change the name.



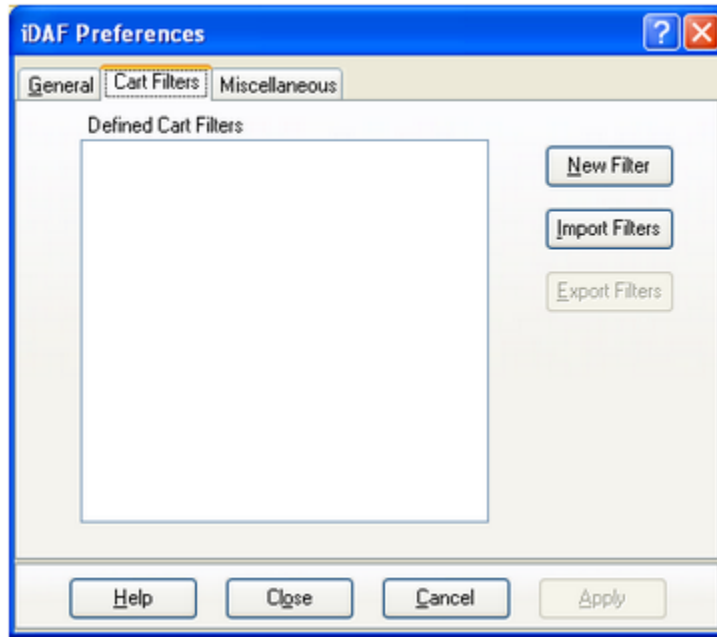
When you have finished editing the station name, click on the [OK] button to complete the name change. Clicking on the **[Cancel]** button leaves the station name as it was prior to beginning your edit.

If you will be editing cart header information, available only in licensed copies of iDAF, you can also choose whether edited carts are saved as a standard .DAF file or for direct import into an ACP server. To enable direct import to an ACP server, check the item **“Save Edited Carts as .DFF Files”**.

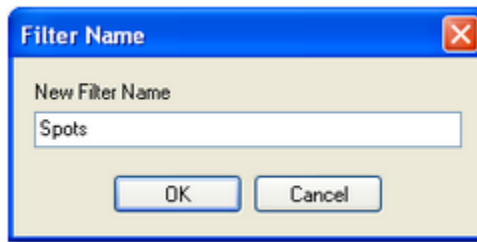
If you want a standard DCS/Maestro inventory file to be created automatically when a scan of .DAF files is complete, check the item **“Auto-Save DCS/Maestro *.DAT file on file scan”**. You can also

save scan results as a CMINV???.DAT file manually from the main display.

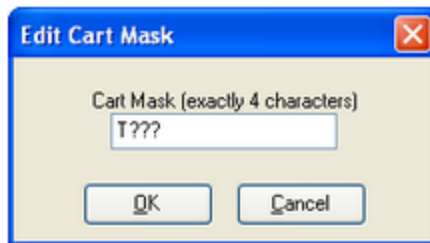
It is useful on occasion to restrict the displayed audio file list to a particular group of carts. While this can be achieved in the main display by filtering a column of data, it is easier to create Cart Filters in Preferences and re-use the filters whenever you like. Cart Filters are created on the second page of the Preferences dialog, as shown here:



Initially, there are no Cart Filters defined. To create one, either click on the [**New Filter**] button or touch the [**Insert**] key. A dialog asking you to provide a name for the new filter is displayed.



We've named this initial filter "**Spots**" - for commercials. Click [**OK**] after typing in the name you've chosen and a second dialog appears, asking you to enter the first cart mask that will be used with this filter.



Cart masks consist of 4 characters and may include a wildcard in any position. The wildcard character is the question mark (?) character. Here, you can see we've indicated that audio files (carts) beginning with the letter "T" and containing any combination of 2nd, 3rd, and 4th characters will be included in the filtered list.

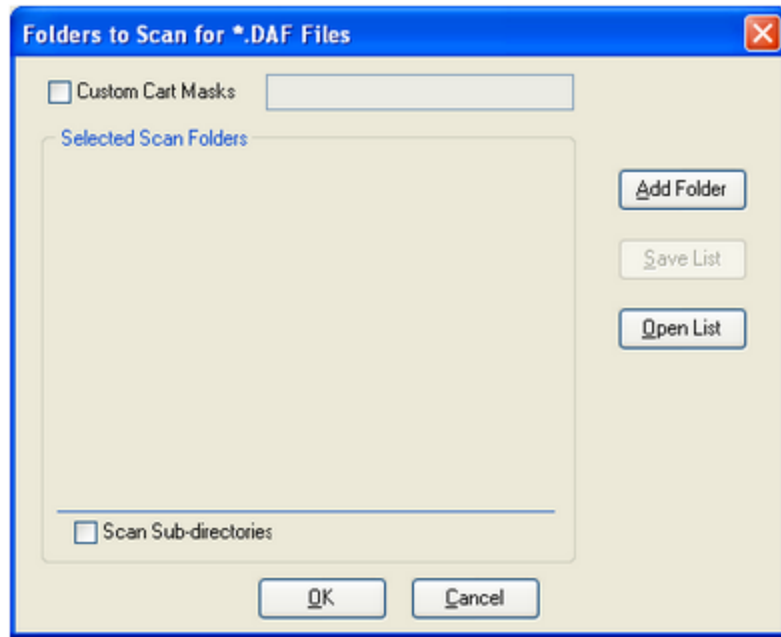
You can create as many cart masks for a filter as you need. There is no real limit to the number of Cart Filters you might create, either.



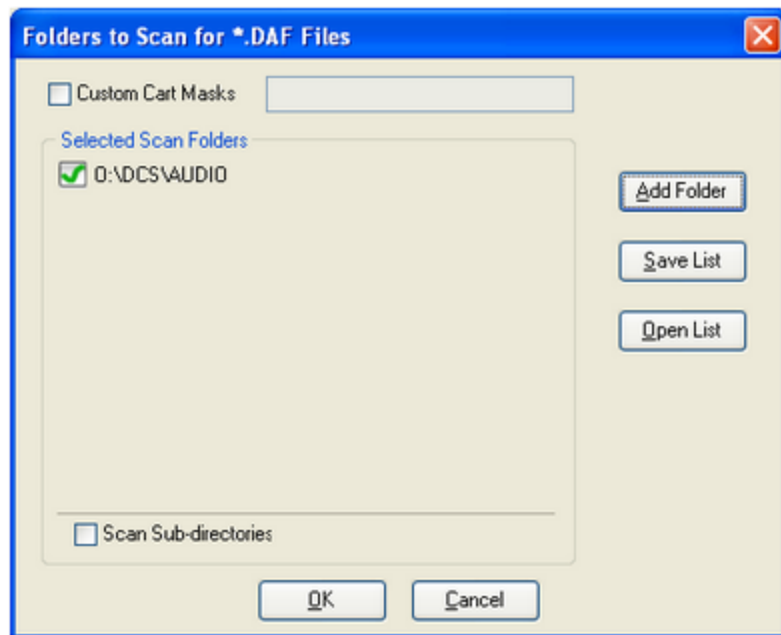
Be sure to save your preference settings when you are done - just click on the **[Apply]** button to save the settings.

1.3 Step 3 - Scanning for Audio Files!

Once you've saved your Preference settings, you'll be returned to the main iDAF display. To scan for audio files, click on the **[DAF Scan]** button, located on one of the toolbars. A dialog appears, providing the means to select one or more folders (directories) to scan:



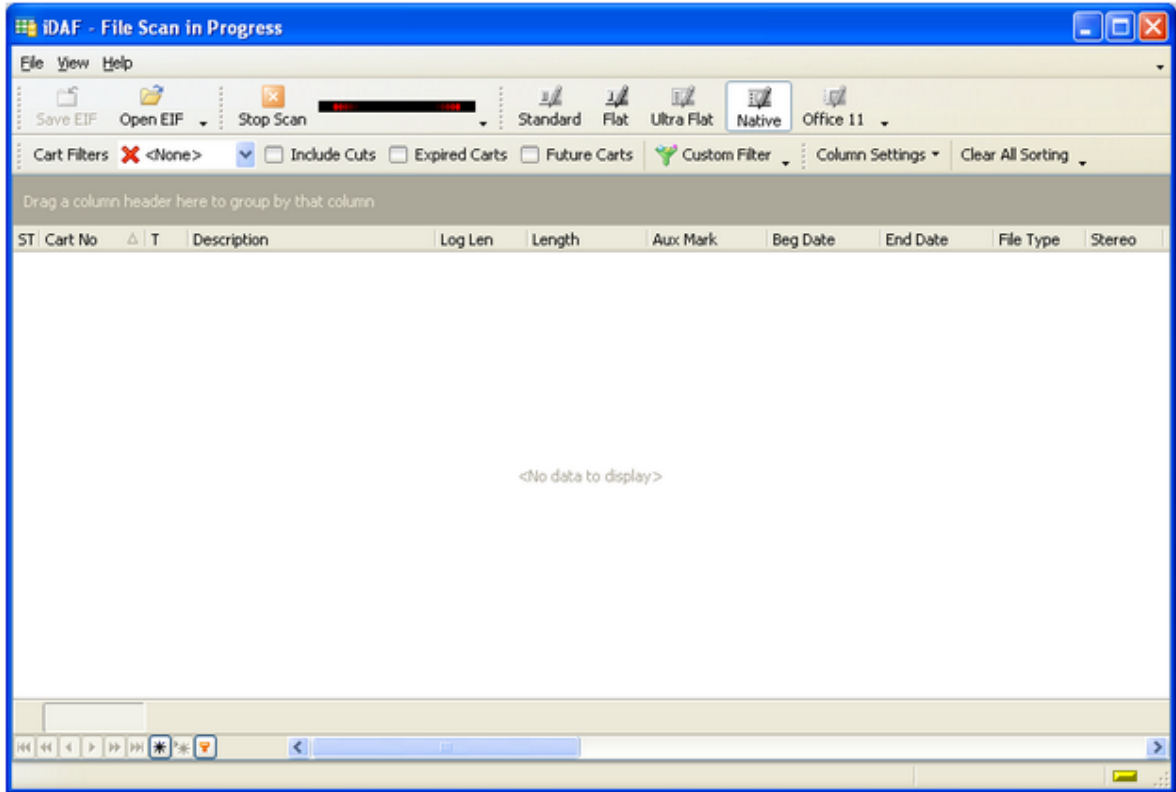
To add a folder, click on the **[Add Folder]** button and select a folder for the folder list. When you select a folder, it appears in the Selected Scan Folders list.



Notice the item is checked, which means it will be included in the scan. You can select as many folders

as you wish to scan. Save the list of folders to scan by clicking on the [**Save List**] button - and the list can then be used again without having to go through the individual folder selection process.

Once you've built a list of folders to scan, click on the [**OK**] button and iDAF will start scanning the folders for .DAF audio files, building a list of the files for display.



The tool bar button [**Stop Scan**] is now enabled and an animation is displayed, indicating that the scan is active. When the file scan is complete, the list of found audio files is displayed:

ST	Cart No	T	Description	Log Len	Length	Aux Mark	Beg Date	End Date	File Type	Stereo
	SF90	S	Fanfare	:03	00:00:05.832	00:00:01.896	2/11/1995	12/31/2037	apt-X	<input checked="" type="checkbox"/>
	SF91	S	Crash	:03	00:00:07.232	00:00:07.232	2/11/1995	12/31/2037	apt-X	<input checked="" type="checkbox"/>
	STU5	S	Production Bed # 1	:00	00:01:00.920	00:00:58.352	3/19/1995	12/31/2037	apt-X	<input checked="" type="checkbox"/>
	STU6	S	Production Bed # 2	:00	00:01:01.832	00:00:59.624	3/19/1995	12/31/2037	apt-X	<input checked="" type="checkbox"/>
	T100	M	Coca Cola Classic	:60			6/19/1993	12/31/2037	mcHdr	<input type="checkbox"/>
	T100-01	C	Coca Cola Classic	:60	00:00:59.480	00:00:59.480	6/19/1993	12/31/2037	apt-X	<input checked="" type="checkbox"/>
	T100-02	C	Coca Cola Classic	:60	00:00:58.944	00:00:58.944	6/19/1993	12/31/2037	apt-X	<input checked="" type="checkbox"/>
	T170	M	Anheuser Busch/Bud Dry	:60			9/8/1991	12/31/2037	mcHdr	<input type="checkbox"/>
	T170-01	C	Anheuser Busch/Bud Dry	:60	00:01:00.256	00:00:59.200	9/8/1991	12/31/2037	apt-X	<input checked="" type="checkbox"/>
	T170-02	C	Anheuser Busch/Bud Dry	:60	00:01:00.096	00:00:59.432	9/8/1991	12/31/2037	apt-X	<input checked="" type="checkbox"/>
	T222	S	Wild West Promo	:60	00:01:01.608	00:01:00.016	6/19/1993	12/31/2037	apt-X	<input checked="" type="checkbox"/>
	T223	M	Chevron	:30			6/19/1993	12/31/2037	mcHdr	<input type="checkbox"/>
	T223-01	C	Chevron	:30	00:00:30.416	00:00:29.816	6/19/1993	12/31/2037	apt-X	<input checked="" type="checkbox"/>
	T223-02	C	Chevron	:30	00:00:30.256	00:00:29.176	6/19/1993	12/31/2037	apt-X	<input checked="" type="checkbox"/>
	T223-03	C	Chevron	:30	00:00:30.136	00:00:29.528	6/19/1993	12/31/2037	apt-X	<input checked="" type="checkbox"/>
	T501	S	Computer City	:60	00:01:00.888	00:00:58.808	10/8/1994	12/31/2037	apt-X	<input checked="" type="checkbox"/>
	T503	M	Payless Shoe Store	:30			10/8/1994	12/31/2037	mcHdr	<input type="checkbox"/>
	T503-01	C	Payless Shoe Store	:30	00:00:30.464	00:00:30.464	10/8/1994	12/31/2037	apt-X	<input checked="" type="checkbox"/>

All information known about each audio file that has been found is displayed - there are more columns of display information than can be seen in the example. Use the scroll bar located near the bottom of the list of carts to show the additional columns.

Now that you have a list of carts to review, you can additionally use the cart filters you defined to narrow down the list, group the list by column(s), sort by columns and export the sorted and filtered information to a number of popular file formats. Consult the on-line help file for further information on these options.

That's it! You're off and running with iDAF!

For information on additional features enabled when you purchase and register the software, see the next section on [Pro version features](#).

1.4 iDAF Pro Version Features

When iDAF is purchased and registered, a number of additional features are enabled.

Cart Header Editing

To edit a cart header, [Double-Click] on the cart in the list. A dialog similar to the one shown here is displayed:

The screenshot shows a Windows-style dialog box titled "Record View / Edit DAF". The main title is "Cart Number: Z100". The dialog is divided into several sections:

- Description:** A text box containing "Long Cool Woman".
- Agency:** An empty text box.
- Owner:** A dropdown menu showing "0".
- Log Length:** A text box containing "3:11".
- Aux Mark:** A text box containing "00:03:07.824".
- Length:** A text box containing "00:03:11.752".
- Start Date:** A date picker showing "06/19/1993".
- End Date:** A date picker showing "12/31/2037".
- Distribution:** A list of checkboxes:
 - Prod Room 1 (unchecked)
 - Prod Room 2 (checked)
 - Prod Room 3 (unchecked)
 - Station 04 (unchecked)
 - Station 05 (unchecked)
 - Station 06 (unchecked)
 - Station 07 (unchecked)
- Information Only | Multi-Cut Rotations | Trim Levels:** A tabbed interface with "Information Only" selected.
- Miscellaneous Information:** A section displaying file metadata:
 - File Type: apt-X
 - Sample Rate: 32 kHz
 - Bit Rate: 256
 - DAF File Version: 1.2
 - File Size: 6,160,384
 - Stereo:
 - Revision: 1
 - File Date: 01/18/1994 11:24:18 AM
 - File Path: \\Richest\vol3\DCS\AUDIO\Demo
- Buttons:** "(as .DAF)", "Commit Changes", and "Close".

Within this dialog, you can edit such items as the description, agency field, log length Aux Mark, total length (shorten length only), start date, end date, and distribution. There are at least three tabs of additional information, including an information-only section, multi-cut rotations (available only when editing multi-cart carts) and trim levels. Items that can be edited are enabled or disabled, dependent on the type of cart you are editing.

When edits have been completed, you commit (save) the changes by clicking on the [Commit] button.

More Pro Version Features

Additional features of iDAF Pro (the registered version) include:

- **Delete audio files** from within the application.
- **Printed reports**, including on-screen previews.