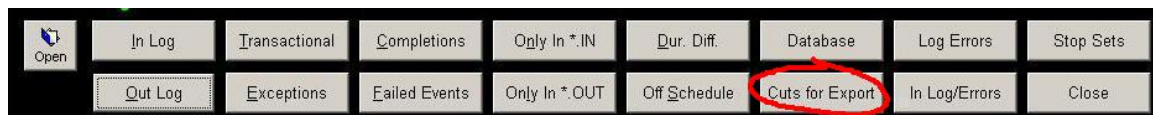
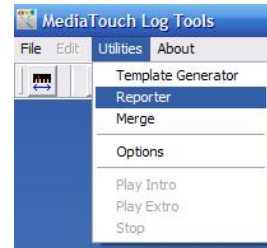


How to output a track list from MediaTouch

You may want to export a list of the tracks in the audio library. This can be useful for entering data into a music scheduling software. Some users will use this to create a list on paper of the contents of the music in the audio library. It is done using Log Tools.

Steps

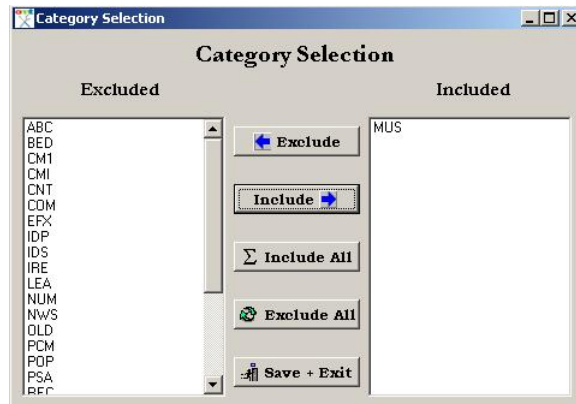
1. In Log Tools start Reporter
2. Once in Reporter select the Cuts for Export button.



3. This will pop up the Select Categories Button.




4. Because we may not want to export the entire library in one operation, we have the ability to pick the categories that you want. This is the Category Selection window. When this opens, all of your categories will be listed on the right hand side, or the Included section.



5. Because we will only export one or two categories, we will get rid of all of the items on the right. Click on the button called Exclude All. This will move all of the categories over to the left or the Excluded section.
6. Now click on the category that you want to include
7. Click on the Include button. This will move the category from the Excluded side to the Included side.
8. You can repeat this for as many categories you need for the one report.
9. Click on the Save + Exit button to generate the report

10. You will now have list of the tracks in the Reporter window.

11. To send this to a file, click on the printer button at the top icon bar. 

12. This will pop up a standard windows file box and ask you to save the file.

13. The default name of the output file is CutsForExport.txt. In this file you will find an output that looks like this example. Listed in the report are:

```
MUS ZMB003 Coldplay          YELLOW          04:21 33 F
MUS ZMB004 Collective soul   HEAVY          02:53 22 F
```

- Category
- Cut number including the ZM
 - **Note:** some music scheduling software packages do not want the ZM on the cut ID so you may need to edit this file to remove the ZM.
- Artist
- Title
- EOM Time, to be used as run time
- Intro Time
- End Type.

14. The file now ready for use