THE GROOVE GALLERY

Music Manager Quick Start Guide

The Groove Gallery Music manager lets you download tracks you have selected from The Groove Gallery website, preview music in your local library as well as manage the tracks on your USB drive.

Download **Options** **Refresh** **Copy Selected** **Copy Repeated** **Refresh** **Random Sort** **Save Playlist** **Save to USB** **USB Drive Select**

Filters **Music Library** **USB Stick** **Eject USB**

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Getting Started

To get you up and running The Groove Gallery USB stick comes preloaded with a selection of music from our library. Once you have installed The Groove Gallery Music Manager, insert your USB stick into your computer and select the correct USB drive letter in the **USB Drive Select** drop down. You will then be prompted to add the tracks from your USB stick to the **Music Library** on your computer. Select 'Yes' and the tracks will be copied to your hard disk. Using the program for the first time you will also need to select the **Options** button and enter your website User Name and Password in the **Music Downloads** section.

Filters

The **Filters** menu provides a number of different ways to view your **Music Library**, from all tracks, to specific playlists and genre-based filtering.

Music Library

The **Music Library** displays all of the music currently on your computer. To download any new tracks you have selected from The Groove Gallery website (www.TheGrooveGallery.com) click on the **Download** button in the top left hand corner of the Music Manager.

In the **Music Library** window you can sort by Name, BPM (Beats Per Minute), Size (MB) or Duration by clicking on the relevant column heading. To preview a track, double click on it and use the controls at the bottom of the screen to control playback.

Adding tracks to a USB Playlist

You can highlight individual or multiple tracks from the **Music Library** window and copy these to the USB Playlist using the **Copy Selected** button. If you have any tracks or promotional spots you want to copy to your playlist multiple times at set intervals, you can use the **Copy Repeated Button**.

Managing your USB Playlist

The **USB Stick** window allows you to edit your USB Playlist, save the tracks to your USB stick or save as a playlist for use later. You can change the order of songs by dragging them up or down in the playlist or use the **Random** button to shuffle the order. Tracks can be deleted with the delete key on your keyboard.

Saving the USB Playlist

When you are happy with your USB playlist, you need to use the **Save** button to copy the tracks to the USB stick – songs are not written to the stick until you do this. Additionally, if you want to use the music selection again at a later date you can use the **Playlist** button to save it as a playlist. This will prompt you for a file name. Once saved these tracks will be grouped under **Playlists** in the **Filters** section. Saving a playlist does not save to the USB stick.

Once you have saved to USB, remember to press the **Eject** button before removing the USB stick. The USB stick is now ready to insert into your Digital Decoder.