Ifoundasound user manual

Version 2.0

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Introduction

Ifoundasound is a total solution for managing large collections of audio files. Although it is designed specifically for use with sound effects libraries; it can also be used with samples or any other sound collection.
It allows you to organize your sounds, search or browse to find the sound you need, and then put them in your project.

Ifoundasound exists in two versions, standard and professional. The standard version is free but has some limitations, like the total size of the archive, and the professional version has some advanced features not available in the standard version.

If you have any questions that this manual does not answer please contact us at info@ifoundasound.com or in the forum (http://ifoundasound.com/forum)
Development of Ifoundasound has always been driven by its users so any ideas or comments are more then welcome.

How Ifoundasound works

Ifoundasound uses an *Archive* to keep track of all your audio files. You can have as many archives as you want and they are stored in separate files, but only one archive can be active at a time.
You add your sound files to the archive either by scanning folders or drives or by manually dragging files in to Ifoundasound.
Once the sounds are in the archive they can be searched and organized with out touching the original files.

Once you have found a sound that you want to use in a project, it is good practice to copy the original file to your projects audio folder.
In Ifoundasound we call this folder the *Work folder.*
How you want to copy the file to the work folder is up to you, some audio applications handle this for you when you drag a sound in to it, and others don't.
Ifoundasound has several options so you can choose

Window layout and docking

Ifoundasound has a pretty flexible window layout.
The main window is divided in to four sections.
The left and right dock area, the main sound list in the centre and the search and playback controls at the bottom.
Most windows in ifoundasound can either float free or be docked to the left or right side.
Docking is done using the dock button ▥
Clicking this button will give you the option to dock the window to the left or the right. If a window is already docked, clicking this button will make it float free.
Window positions and layout are stored on exit, and also in each project.
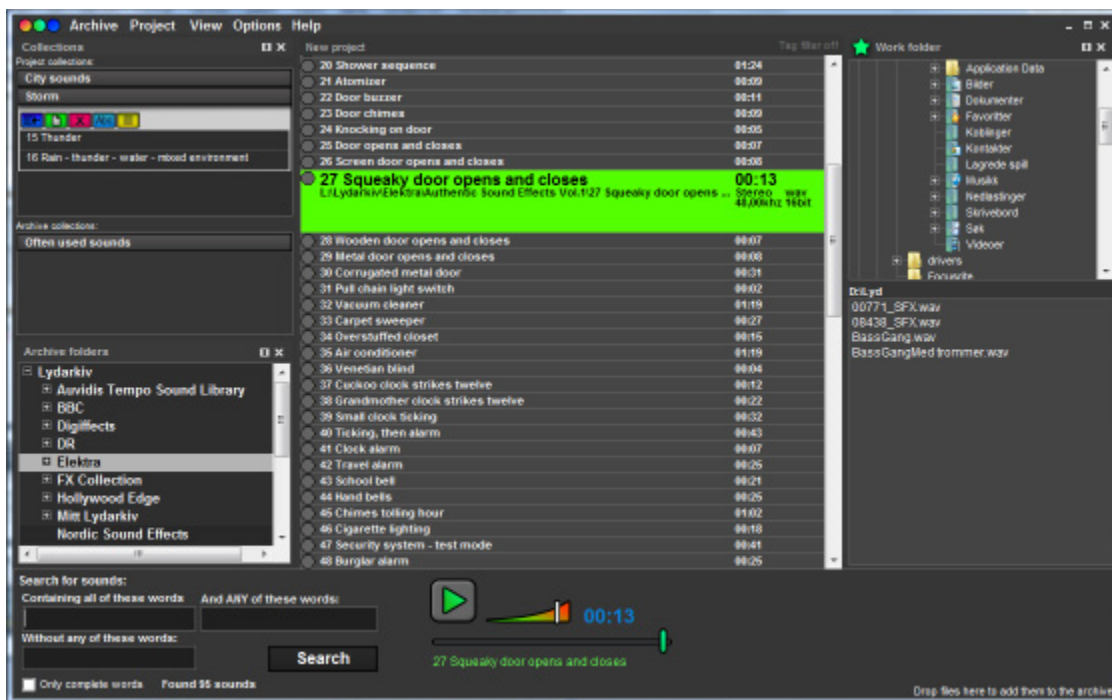
Creating an archive

To create a new archive, click the *Archive* menu and select *Manage archive.*
Now click *Create new archive.*
You need to specify a filename for the archive and click *Save.*

▼ **Sound Archive**

Active sound archive:
D:\Testfiler\My first archive.sarch

| Create new archive | Open archive | Save to new file |

This archive contains 0 sounds.

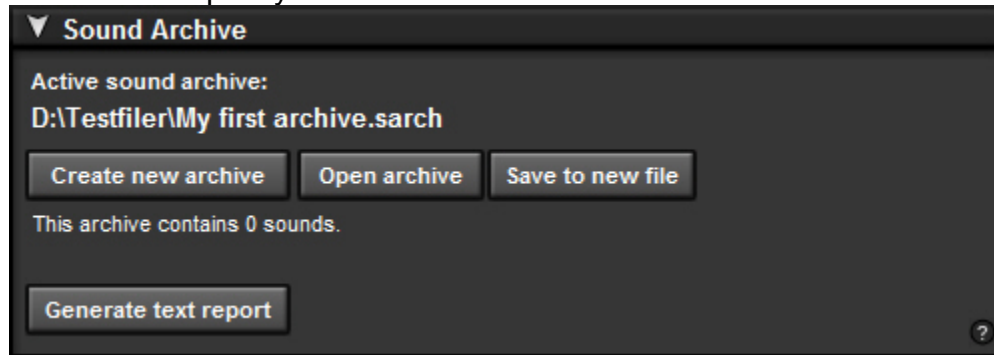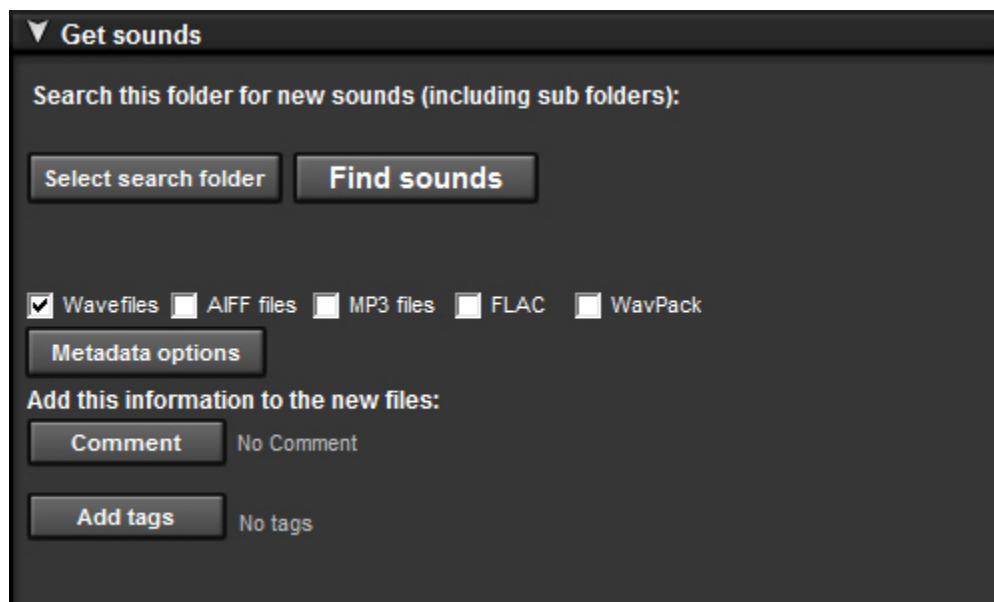| Generate text report |

Now you are ready to get your sounds. Click on *Select search folder* and choose the top folder containing your audio files. When you click *Find sounds,* ifoundasound searches this folder and all it's subfolders for audio files and adds them to the archive.
When the search completes you can choose a new folder and add more sounds.

You can also add sounds to the archive manually using the Drop Box (Page 10)

▼ **Get sounds**

Search this folder for new sounds (including sub folders):

| Select search folder | **Find sounds** |

☑ Wavefiles ☐ AIFF files ☐ MP3 files ☐ FLAC ☐ WavPack
| Metadata options |

Add this information to the new files:
| Comment | No Comment

| Add tags | No tags

As you can see you can select what file types should be included and you can choose what kind of meta data to extract by clicking the *Meta data options* button (Page 21)

Searching

One of the most important functions of the program is searching.
To search for a sound type in some text in one of the three text fields in the main window and hit the enter key or click Search.
The results show in the main sound list.
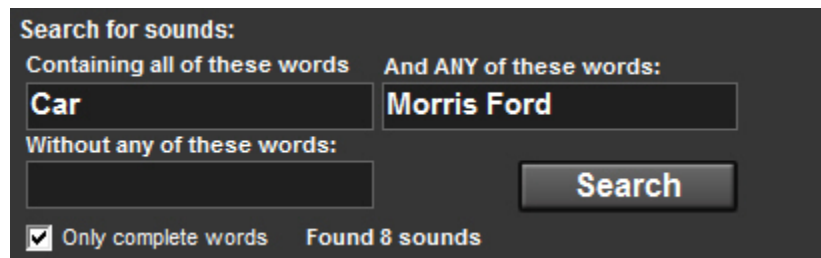
The search fields

As you can see you have three search fields.

The first one is "*Containing all of these words*", and is the one you will use the most. When searching, the sound needs to have all of these words in its description (in any order) for it to show up.

The next field is "*And ANY of these words*". If a sound has any one of these words in its description it will show up in the results.
You can use this to search for cars *and* trains by typing "car train"

Or you could use it together with the first search field like in the picture, to find only cars of the brands Morris or Ford.

The last field is the "With out" field. This will exclude any sounds that contain any of the words entered here.
Let's say you search for "Train", you will get a lot of trains but probably get a lot of train *stations* as well.
If you type in "Station" in the "*With out*" field these will go away.

Complete words

At the bottom of the screen there is an "*Only complete words*" check box. When this is checked, only matches that are a complete word will be returned.
For instance if you search for "rain" with this check box turned off, you will get a lot of rain sounds, but also a lot of train sounds, because the word train contains the text "rain". So you will want this checked most of the time.

Note that the search engine currently has no way of understanding grammar.
So if you search for "train" with complete words on you will not get the sounds labeled "TrainS" to do this use the "Any" field and type "Train Trains"

Advanced search window

(Professional version only)
In this window you can search with in a specific Meta data field.
Like only in the broadcast description or artist or album.
To open the window click View - Advanced Search Window

Using the sound list

When searching and browsing, the sounds show up in the main sound list.
The list shows the sounds description and length.
What should be used as the description is selected in the meta data options window. If no meta data is present the description is the filename.
More on page 21

Clicking on an item in the list expands it and shows additional information about the selected sound.
At the right you see information about sample rate, bit depth and file format.
Under the description you see the file path.
In the picture below you can see that the sound has a comment "Digiffects C Series" (in orange)
Next, if available you see additional meta data such as artist, album, originator etc. (not in the picture)
If the sound has any tags, these will be showed in blue.

Playing sounds

Double click on a sound to play it. The sound playing is displayed with a green background
Stop it by clicking the pause button or hitting space bar.

Drag and Drop

Sounds in the list can be dragged anywhere you want (Select more then one by using the shift and control keys).
You can drag them to windows explorer, your sound editing software or to collections.

Marked sounds

Each sound has a circle next to it, when you click this, the sound is marked.
When you are auditioning a lot of sounds, it can be useful to mark the sounds you like so it will be easy to remember and compare them. The markings are cleared when you make a new search.

Sound list pop up menu

Select	▶
Copy selected sounds to work folder	
Copy marked sounds to work folder	
Edit sound	Ctrl+E
Comment	
Sound information	
Archive	▶
Tags	▶
Send to application	▶
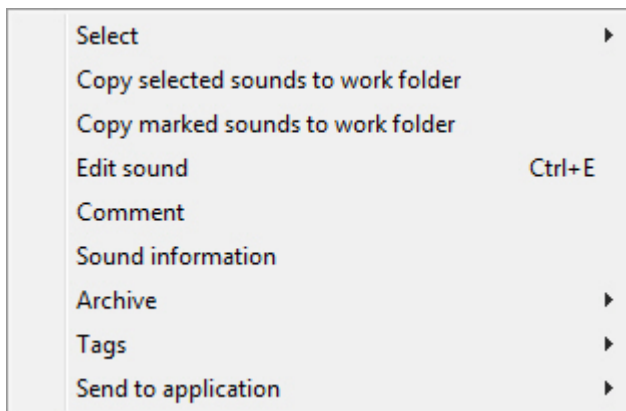
Right clicking on a sound brings up a popup menu with functions that apply to the selected sounds.
Most of these functions are self explaining but we can go in to detail on a few.
Edit sound: If you only need a small part of a file you can use this built in editor to export a selection of the sound.
More on page 15
Archive > Update sound information: Reads all information from the file again, and updates any change in meta data or file format.
Archive > Clear sound's meta data from archive: Removes any id3,ixml or bwav tag from the sound. It does not actually remove it from the file, just from the archive.

Speed up work using shortcuts

Using the shortcuts manager (Options > Keyboard Shortcuts) you can assign a key to these functions:
Play next, Play previous, Mark playing sound, Select next sound, Select previous sound.
This will speed up navigating the list and playing sounds, reducing the number of mouse clicks.

Copying the sounds to a work folder

When you have found some sounds that you want to use in your project, there are several ways to get the sounds in to your audio application.
In general it is a good idea to copy the sounds to your projects audio folder; we like to call it your *Work folder*. Copying the sound will assure the integrity of your project and protect the original sound file from processing or deleting.

Drag and drop

Drag and drop is an easy way to copy sounds. Select one or more sounds in the main list and drag them to windows explorer or straight to the audio application. Dragging sounds is just like moving sound files in windows. Select more then one file by using the shift or control keys.

Copy Buttons

The copy buttons copy the selected sounds to the work folder.
These buttons can be found both in the editor and in collections.

Using the Work folder window

Ifoundasound has a built in browser for easy copying of files to the work folder.
To open this window, go to the View menu select Work folder.
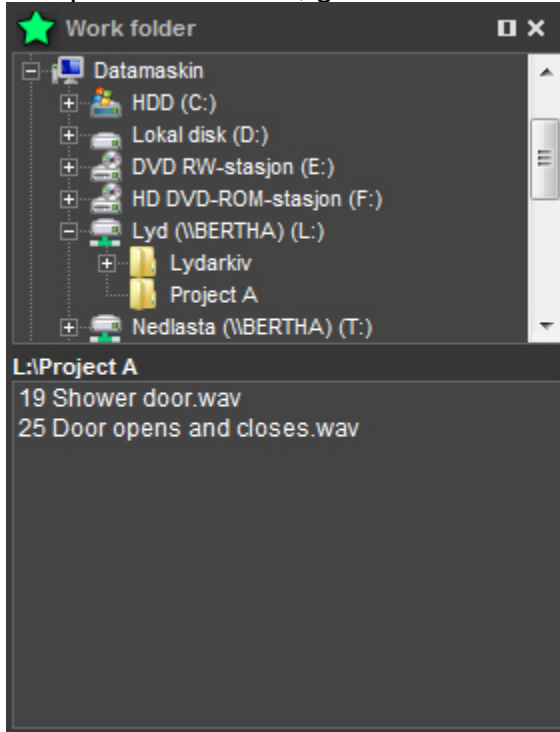
Find your work folder and drag the sounds over to the file list.
Using this window together with the popup menu in the main sound list (right click) you have access to functions such as "Copy selected sounds to work folder" and "Copy marked sounds to work folder" (The last can also be triggered by a button if it is enabled in the options menu -> Show copy button)

As mentioned earlier you mark sounds by clicking the circle at the very left of each sound in the list. This way you can go through the search results and mark interesting sounds then click Copy marked sounds to work folder.

Favorites
Clicking the star at the top of this window lets you save and recall favorites. these can be folders you use often and make it easy to switch between them.

Collections

Ifoundasound lets you group sounds into *collections*.
A collection can contain any number of sounds collected from any archive or other places like windows explorer.
There are many ways to use collections and how you use them will depend on your needs and workflow.

An example; let's say you are creating a city environment. You would need background ambiences, car sounds, voices, foot steps etc.
You could now create a collection called "City sounds" and drag all the sounds you find during your searches in to this collection.

When you start the editing process you now got all your raw material in the collection and can easily drag them in to your editing application. You could also have a collection with your frequently used sounds or a collection for each scene in a show.

By default collections are saved with the archive but you can also save collections inside projects or in individual collection files.
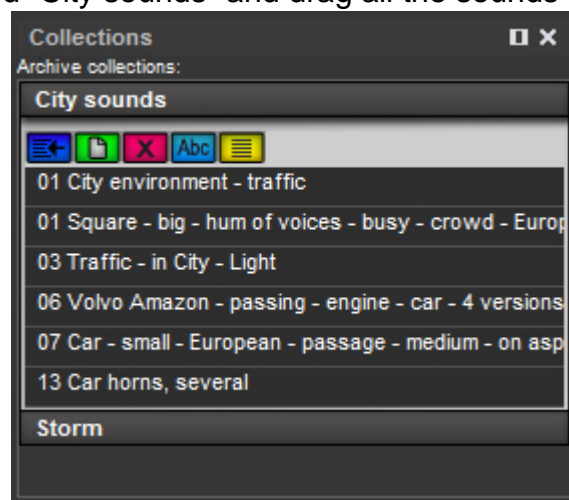
How to create collections

Collections are managed in the *Collections window.* Open this window by clicking *View > Collections Window.*
To create a new collection either drag a sound on to the empty space in this window or right click in the window and select "*New Collection".*
Enter the name of the new collection and click "*OK".*
To add more sounds to a collection drag the sounds on to the collection.
You can drag sounds from the main sound list, other collections, the editor or windows explorer.

Collection buttons

Each collection has a set of buttons and a popup menu when you right click.

What each button does:

Add all the sounds in the collection to the current archive. Files that are not already in the archive are marked with this symbol:

Save the collection to a file. Saves the collection to a for later import.

Remove collection.

Rename collection.

Show all the sounds in the collection in the main sound list.

Collections used together with projects

When a project is open the collections window is split in two. The upper part contains the collections linked to the current project. These are saved inside the project file.
The lower part shows collections linked to the archive and are saved in the archive file.
This enables you to have some collections in the archive that are always available, like for instance your most used sounds and some collections that are related to a specific project.
Move collections between the two sections by dragging them.
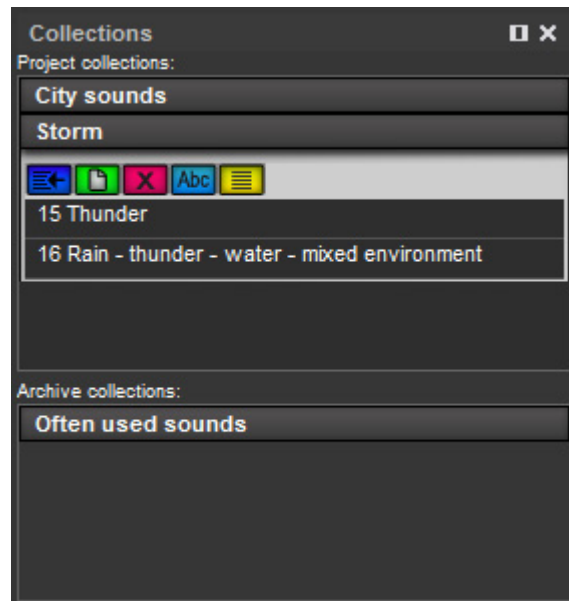
Projects

Projects in ifoundasound follow the show, film, song, etc you are working on. Typically you have one large sound archive with all your available sound effects. Then you create a project saving all the settings, collection, etc.
A project stores all program settings, including the work folder and window layout. This makes everything tidier if several users are sharing the same workstation and working on different projects and it makes it possible for several users to share the same project on several workstations.
Note: An even more elaborate collaboration system is scheduled for a later release.

Creating a new project

Select Projects > New Project

Project title:
This is the title of your project. If you have set a *Main target application* the title of the project currently open in the target app will show by default
(More on page 25)

Link to:
When this is checked the project will be loaded when ifoundasound starts and "Demo project" is open in the main target app. (Samplitude in the picture)
(More on page 25)

Project's work folder:
This is the folder where you want ifoundasound to copy sound when you click any of the *Copy to work folder* buttons.
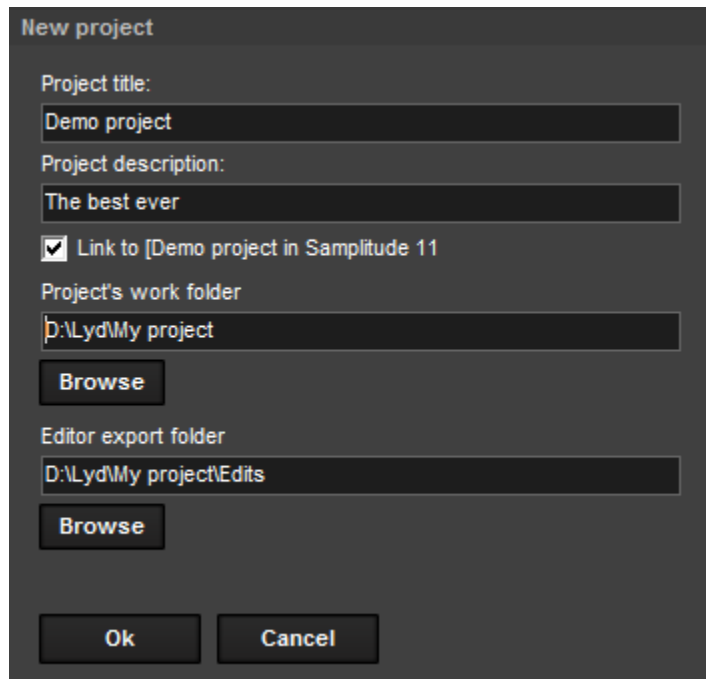
Editor export folder
When you create selections in the editor these are exported to a temporary location.

Click *ok* to create the project.
Save the project by selecting *Projects > Save*

Collections and projects

As described in the Collections chapter on page 10, the collections window is now split in two, with the upper section containing collections related to this project. These will be saved with the project.

Linking projects to a target application

If a main target application has been set and the "*Link to" check* box is enabled, ifoundasound will load the correct project on startup if the target app has the correct project open.

The Drop Box
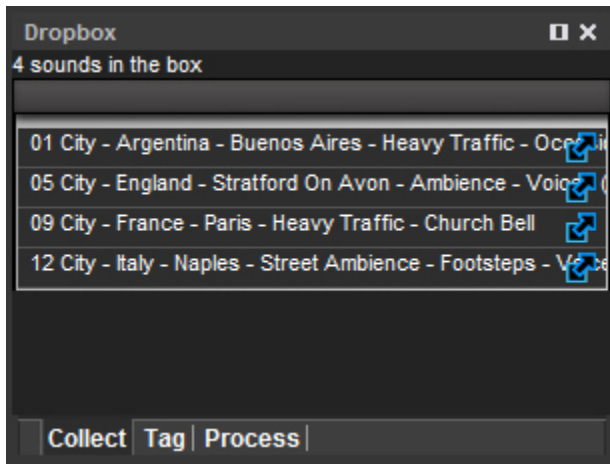
The drop box is another way of collecting sound for your archives.

To open the drop box go to *View > Drop Box.* The main window will now hide and the Drop Box will show. The Drop Box window stays on top of all other windows, making it easy to drag files in to it.

You can drag and drop single files or entire folders of audio files.

Files that are not already in the archive are marked with this symbol:

The drop box has three stages; collect, tag and process.

Once you have collected the sound you want you go to the next stage by clicking the tabs at the bottom.

The tagging stage is optional; here you can add any internal tags for your sounds
Read more about tags on page 18.

The final stage is the Process stage. Here you have three options, you can add the collected files to the archive, Add them to a new collection or save the collection as a file for later import.
You can read more about collections on page 10.

Once you choose one of these options the Drop Box will close and the main window will return.
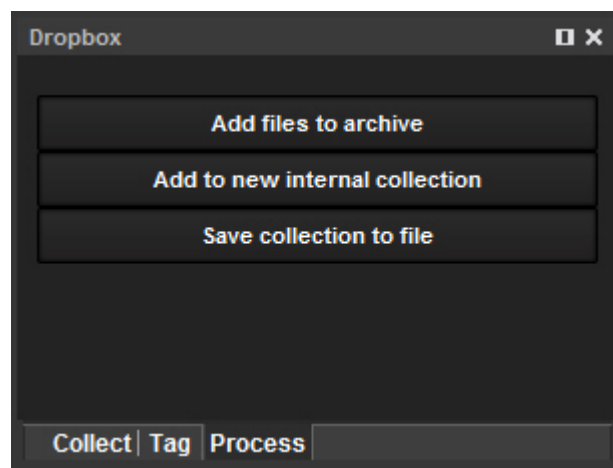
The Editor

Sometimes you only need a small part of a long sound or a sound file may contain several versions of the same sound and you only want one. Ifoundasound lets you easily cut out parts of a sound and save them as new files.

In the sound list select the sound you want to edit, right click and select *edit* (or press ctrl+e)
The editor window now pops up.

To play the sound hit space or click the little play button in the lower left corner.
To set the play cursor, click in the time line at the top of the wave form view.
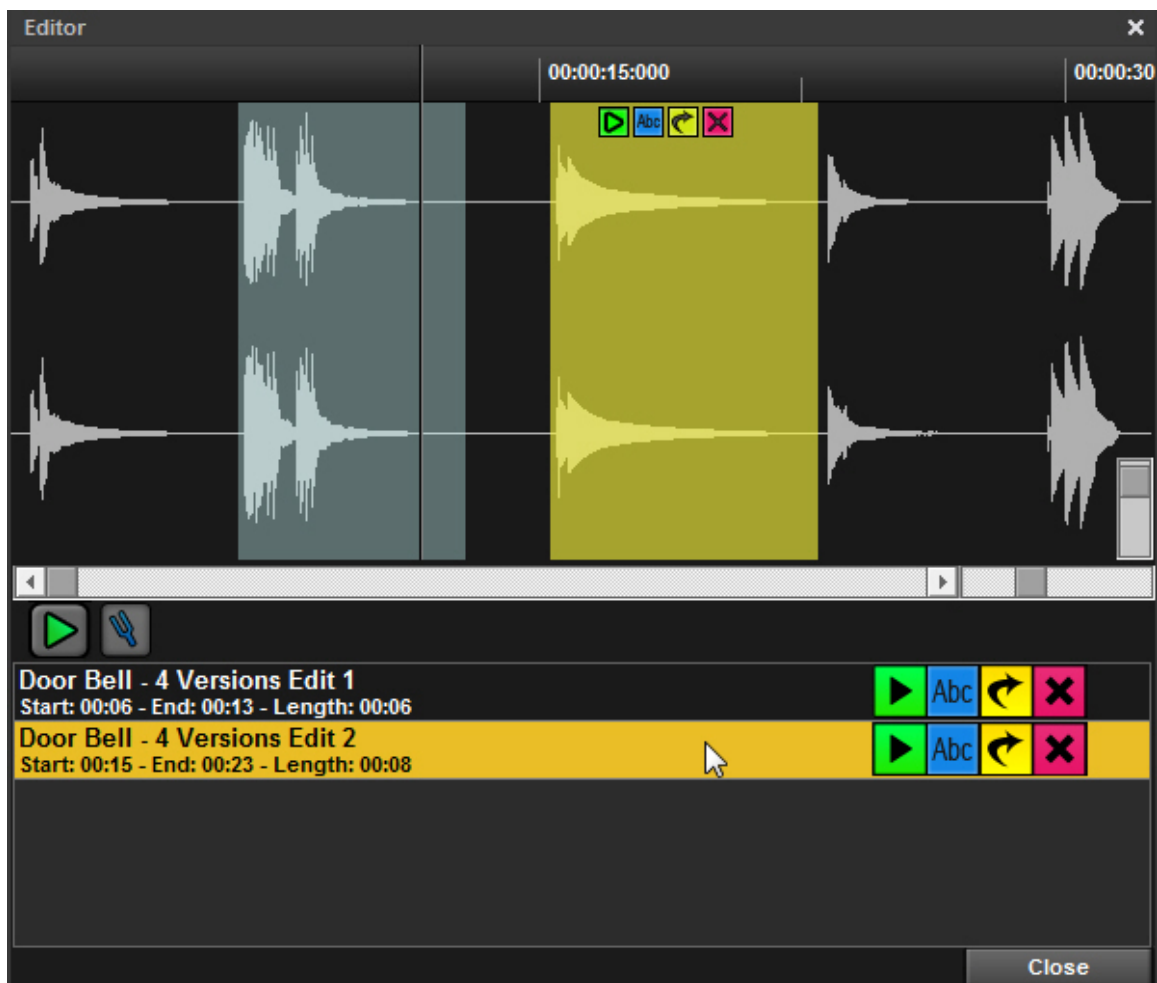
Navigating

Zoom horizontally by using the scale bar to the lower right of the wave form.
Right clicking fits the entire sound to the window size.
You can also use the mouse to zoom by holding down the alt-key while using the scroll wheel inside the waveform.
Pan/scroll by using the scroll bar under the wave form or by using the mouse wheel while holding the ctrl-key

Creating selections

Selections are the parts that you want to export as new files.
To make a new selection, click and drag some where in the wave form.
Trim the selections by dragging the sides of the selection.
The new selection will show in the list under the wave form.
Each selection has a set of buttons both visible in the list and in the wave form.

Play button:
Plays the selection from start to end

Rename button:
Changes the name of the selection. This is also the file name of the exported file.

Copy to work folder button:
Click to copy the selection, as a new file, to the current work folder. The current Work folder is set in the work folder window, or in the project options.

Remove selection:
Removes this selection (Does not delete any files)

Dragging selections

You can drag a selection either from the wave form or from the selection list.
Note that this is not possible while the selection is exporting.
When you drag and drop a selection from the editor you should always make sure you actually copy the file.
Example: if you drag a selection in to Cubase and don't select "Copy to project folder" Cubase will simply reference the file in the editor's temporary folder.
Although this works we recommend you copy the selections to your project folder to keep it all in one place.
The files in the temp folder may be overwritten at a later stage.

Pitch and time tools

Sometimes you find a sound and think: "That might work if we slow it down a bit".
Ifoundasound has some tools to let you test this, and even export the results.
Enable the pitch and time tools by clicking the pitch fork icon.
Each selection now gets three slide controls.
Speed:
Playback speed, like vari-speed on a tape machine. Changes both pitch and tempo
Pitch:
Changes only pitch in semitones from +35 to -35
Tempo:
Changes speed without changing pitch

Tags

Introduction to tags

Ifoundasound allows you to add custom tags to your sounds.
Not to be confused with meta data tags, like id3 or ixml, these are internal tags related to the sound archive and are not stored in the sound files.
The tags in Ifoundasound can be hierarchical and each sound can have as many tags as you like, but each archive can only have 255 different tags.
Your tags can be used to organize different media types like a *Music* tag and a *Sound Effects* Tag.
Or you could make a more elaborate system like this.

- Character
    - Dark
    - Light
    - Loud
    - Calm
- Quality
    - Excellent
    - Good
    - Poor
- Recording
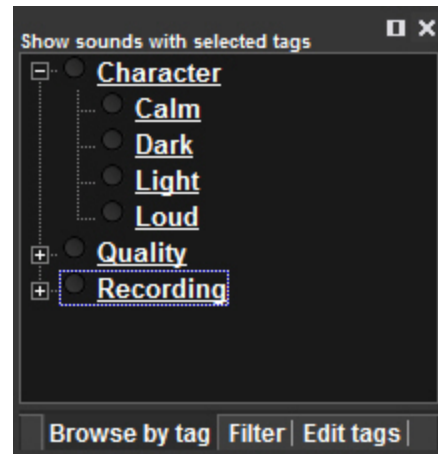   - Mono
    - Stereo
    - Surround

The tag window

The tag window has three views:
Browse, that lets you view all sounds with the selected tags.
Filter, that lets you exclude tagged sound from search results and
Edit, that is used to add new tags and to tag sounds.


The tag window

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Adding new tags

Open the tag window by selecting View > Tag
window. Select Edit Tags from the tabs in the
bottom of the window.
To create a new tag click "*Create new tag*"
Enter the name of the new tag and click *OK*
To add a new sub tag, right click on a tag and
select "*New sub tag*". Once the first sub tag has
been created, you can add additional tags by
clicking the "*New xxx*" link under the parent tag.

Right clicking on a tag gives you options to
Rename and delete tags.
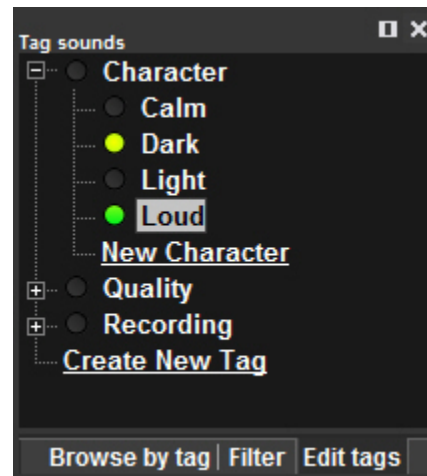
Editing tags

Tagging sounds

In the main window or in a collection, select the sounds you want to tag.
If the selected sounds already contain tags these tags will be marked green. If a
tag only exists in some of the sounds it will be marked yellow.
Click on the on the tags to add or remove them from the selected sounds.
Holding down the Alt button while clicking
on a sub tag automatically also add the
parent tags.

Right clicking on a sound in the main
sound list, under the menu "*Tags*"
You can quickly add the one of the four
most used tags, making it easy to tag
sounds while browsing.
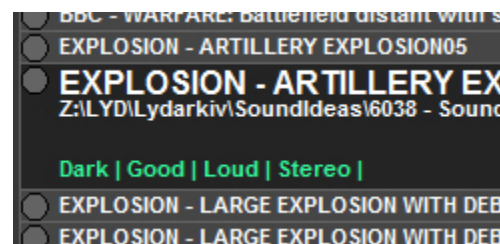
Tags are shown in the main sound list

Tags can also be added using the Drop Box (Page 14)
And they can be added to sounds while scanning for sound files (Page 3)

Browse by tags

You can easily view all files that contain one or more tags.
In the Tag window select "*Browse by tag*".
Click on the tags you want to browse and all sounds containing these tags will
show in the main sound list. Hold down the shift key to select more then one tag

Filter by tags

The tag filter allows you to filter out sounds
from the main sound list based on their tags.
Click on "*Filter"* in the tag window.
Clicking a tag will mark it as green, clicking it
again will mark it as red clicking a third time
will clear it.
If a tag is marked red in the filter, no sound
with this tag will show in the main sound list.
If one or more tags are marked green in the
filter, only sounds with these tags will show.

In the picture to the right, sounds with the tag
poor quality will not show in the main sound
list.
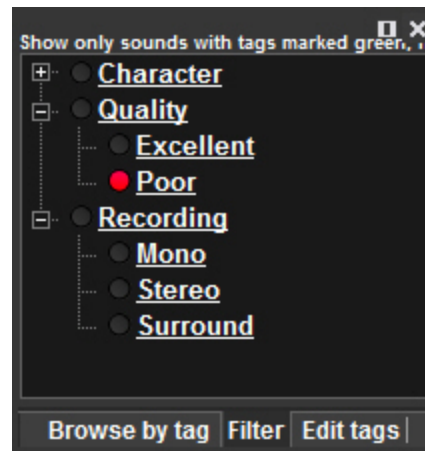
When ever the tag filter is active a warning is
displayed in upper right corner of the main sound list

Click the green text to clear the tag filter showing all
sounds again.
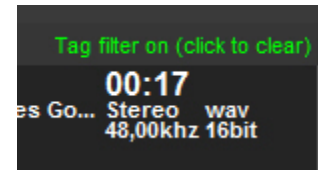
Metadata options

Where are your sounds descriptions? In order to search for a sound Ifoundasound needs its description. There are many ways to store the sound description in the audio file. The most obvious is to use the file name, like "*train – big – close.wav*"
Or this information may be saved inside the file either in a Broadcast wave tag, an ID3 tag or an iXML tag. In iXML tags the field "Notes" is used as the description.

In the Meta data options window you can select which type of meta data tags Ifoundasound should use.

The first three check boxes decide what information should be looked for when you add files to the archive.
If none of them are checked the file name is used as the sounds description.

The next check box under *Search and display options* decides if you want to use meta data tags at all. If this is off the file name is used even   if other data exists.
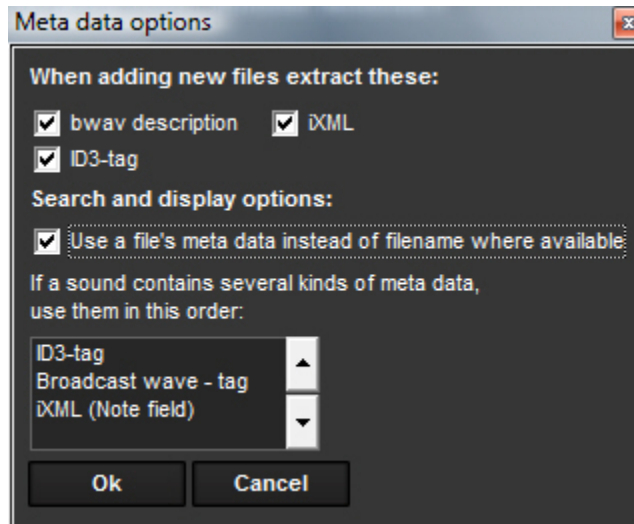
Priorities

The list box at the bottom decides what Ifoundasound should do if a sound contains more then one tag.
Use the arrows on the right to move a tag type up or down.

In the setup n the picture (the default settings) Ifoundasound is set to look for all supported tags in audio files.
As set in the list, if there is a ID3 tag it will use that, if not it will use the Broadcast tag, if that's not there it will use the iXML tag and if that's not there it will use the filename.

If you are not sure what information a sound contains you can use the sound information window, see page 24

Comments

All sounds in ifoundasound can have a comment.
This text can be used for notes or other in-house data that you would like to add to a sound.
To add a comment, select one or more sounds, right click and select Comment and type your comment in the comment window.
To apply the change you must click Change or Append.
Change will replace the comment in all the selected files with the one in the comment window.
Append will add the text in the comment window to the end of the existing comment in all the sounds.
You can search for a sound by its comment using the Advanced Search window
More on page 5

Folders window

You can browse sounds by folders using the folder window.
This window lists all the folders containing your sounds.
Clicking on a folder shows its sounds in the main list.

Use the shift or control keys to view more then one folder.

Right click and select *Remove folder from archive* to remove all the sounds in the selected folders from the archive

Folders	□ ✕
⊞ Auvidis Tempo Sound Library	
⊞ BBC	
⊞ DR	
⊞ Elektra	
⊞ FX Collection	
⊞ Mitt Lydarkiv	
Nordic Sound Effects	
⊞ Norsk Contentum	
⊞ Soundlabel	
⊟ Valentino Production Sound Library	
VAL 01	
VAL 02	
VAL 03	
VAL 04	
VAL 05	
⊞ Wild World of Animals	
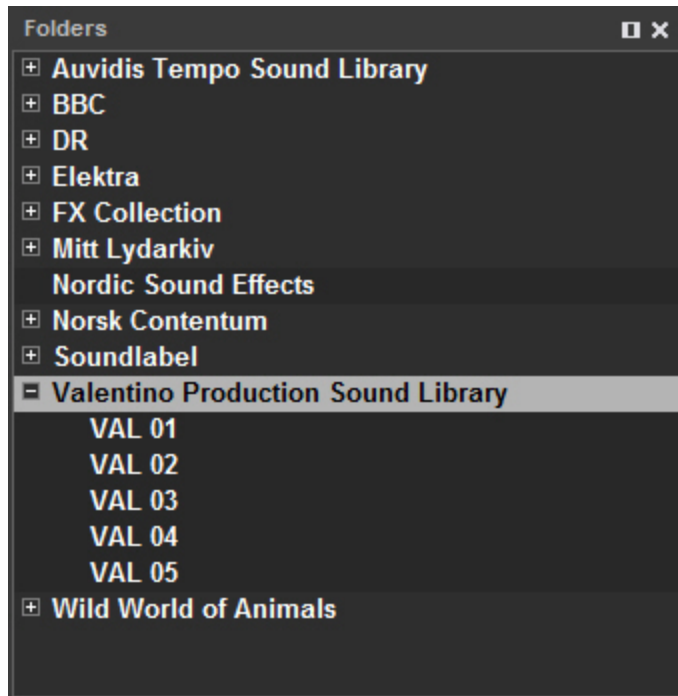
Sound information window

The sound information window lets you view all the metadata of a sound.
Open the sound information window by going to *View > Sound information*

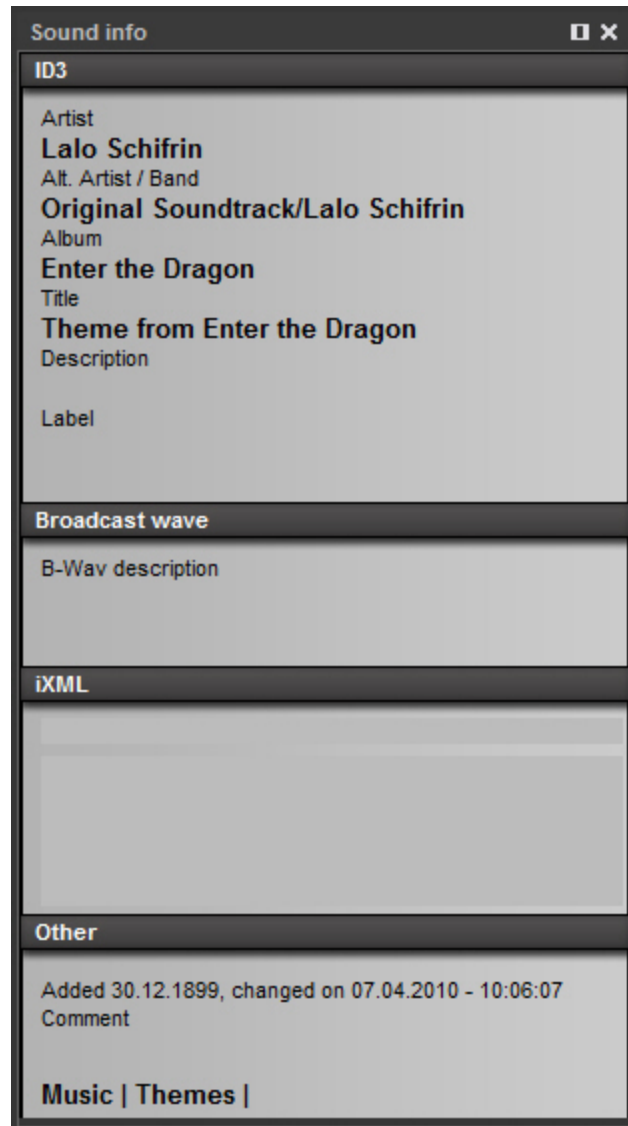Select a sound in the main sound list or in a collection to show its meta data.

The sound information window is divided in four sections.

The first section shows the fields usually contained in ID3 tags, and show
Artist, Band, Album, Title, Description and record label.

The second section shows broadcast wave description

The third shows all iXML tags as a tree view.

The last section, "Other", shows when the sound was added to the archive, when it was changed, comments and tags.

Sound info

ID3

Artist
Lalo Schifrin
Alt. Artist / Band
Original Soundtrack/Lalo Schifrin
Album
Enter the Dragon
Title
Theme from Enter the Dragon
Description

Label

Broadcast wave

B-Wav description

iXML

Other

Added 30.12.1899, changed on 07.04.2010 – 10:06:07
Comment

Music | Themes |

Target applications

Ifoundasound can be integrated with your editing software, we call these target applications.
There are two types of integration the Main target application and target application functions.

The Main target is used for linking projects in ifoundasound to projects in the editing software. When creating a new project with the target application open, ifoundasound will suggest the name of the current project in the editing software as the name for your ifoundasound project.
If the *link to* check box is checked, ifoundasound will also load the correct project on startup if the editing software is running with a project open.

Target functions are used to "Send" sounds from ifoundasound to the editing software.
By right clicking on a sound you can select send to application. This will automatically import the audio file in the editor software

Settings up target applications

Go to *Options > Target applications.*
Select you main target application
Select up to four different target functions and enable them.
The target functions will now show when you right click on a sound and select
Send to application.

Why is not my application available?
These functions work by simulating keyboard short cuts, your application can
probably be easily added, just contact us be email or in the forum and we will
help you.

Cleaning up the archive

Sometimes it is necessary to clean up the archive. This can be because you have deleted or moved files on the hard drive.
Files that are no longer available will show up as red when you try to play them.

Removing missing files from the archive

If you have deleted the audio files on your computer you also need to remove them from the archive.
 Go to *Archive > Manage archives*.
 Click the cleanup tab to expand it.
 Click *Remove missing audio files.*
Ifoundasound will now check all the files in the archive and see if they are still there, removing the ones missing.
If you want to remove a file manually you can do that in the sound list. Select the sounds you want to remove. Right click and select *Archive > Remove from archive*

Update a sounds metadata

If you change a sound after adding it to the archive, like re-tagging it or converting it to a new format, you need to update the sound in Ifoundasound to use the new information.
Go to *Archive > Manage archives*.
Click the cleanup tab to expand it.
Click *Look for new information in audio files*
You can also do this manually in the sound list. Select the sounds you want to update, right click, select Archive - >Update sound information
Reassigning drive letters
When using removable drives, the drive letter of the disk containing the audio files may change. This might be because you plugged in additional drives or the configuration on the computer has changed.
Ifoundasound will mark all the sounds as unavailable because the drive letter has changed.
To reassign a drive letter:
Go to *Archive > Manage archives*.
Click the cleanup tab to expand it.
Fill out the two text boxes with the old and the new driver letter.
Click *Update drive letters*

Cleaning the editor's temp folder

The editor exports the selections you make to a temporary folder before you copy it to your work folder.
Note: For safety reasons we have not made it automatically clean this folder, just in case you have used the files in your project.

To view the temp folder, and delete the files you don't need
Go to *Archive > Manage archives.*
Click the Cleanup tab to expand it.
Click *Open temp folder*

Glossary

A

Archive / Archive file: this is the main collection of sounds in ifoundasound. All information about your audio files is stored in the archive.

C

Collections: These are custom collections of audio files that can be stored inside an archive, or to separate files.

M

Marked and Selected sounds: Marked sounds are the ones with an orange circle next to them and selected sounds are the ones that have a darker color.

Meta data: This is data, other then audio, stored inside audio files. This is information like a description or a date. There are many ways to put meta data in audio files, like bwav, id3 and ixml. Read more on page 21

P

Projects: Projects are linked to the project (show, film, song, etc) you are working on. Usually you have one archive with all your sound effects and many projects using the same archive. Archives save all settings of Ifoundasound and can be linked to your target application. More on page 12

T

Tags: We have to kinds of tags. Meta data tags, like id3-tag that are stored in the audio file, and the internal tags in Ifoundasound. These are described in a separate chapter. (Page 18)

W

Work folder: The folder that you export your sounds to. This could also be called you project folder. Read more on page 8

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