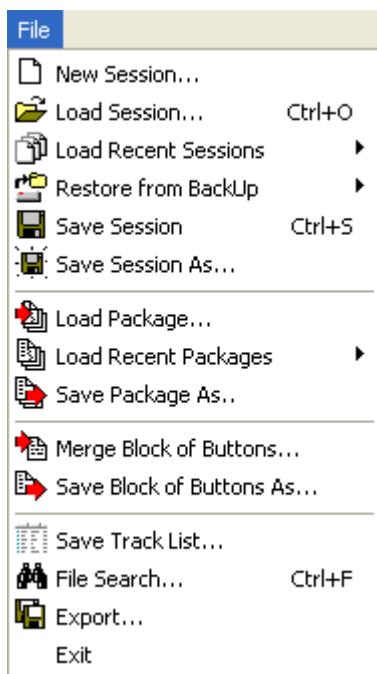


# File Menu



<a href="#">New Session</a>	Clear all pages to start a new session
<a href="#">Load Session</a>	Load data file containing complete setup information
Load Recent Sessions	Displays a list of recently accessed Sessions
<a href="#">Restore from BackUp</a>	Restore session from timed backup file
Save Session	Save data to last loaded/saved disc file
<a href="#">Save Session As</a>	Save data to a specific file
<a href="#">Load Package</a>	Load file containing setup information and audio files
Load Recent Packages	Displays a list of recently accessed Packages
<a href="#">Save Package As</a>	Save file containing setup information and audio files
<a href="#">Merge Block of Buttons</a>	Load block of consecutive buttons
<a href="#">Save Block of Buttons</a>	Save a block of consecutive buttons
<a href="#">Save Track List</a>	Save track data in a spreadsheet compatible format
<a href="#">File Search</a>	Opens an external file search utility
<a href="#">Export</a>	Export copies of tracks to single folder
<a href="#">Exit</a>	Close down SpotOn and save debug status files

## New Session

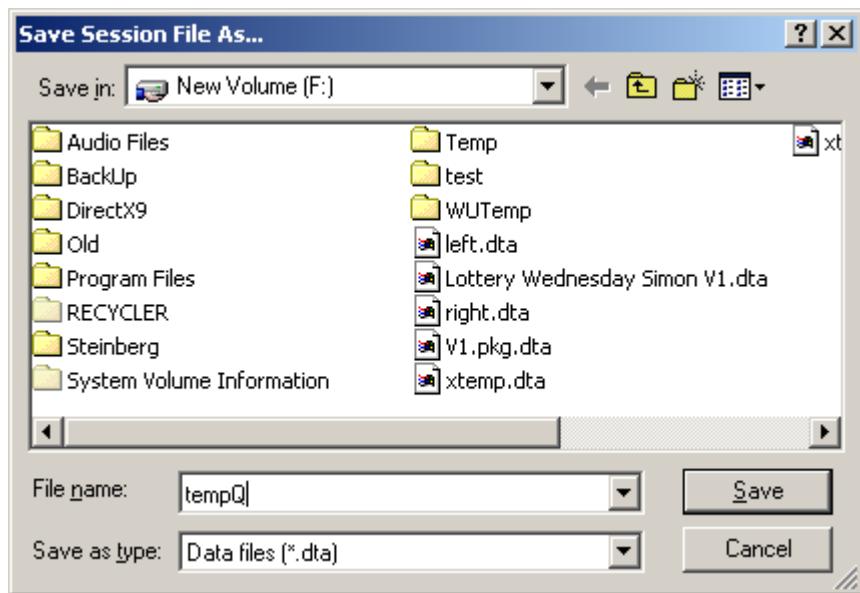
In addition to clearing all the buttons this option will load the file ~newsession.dta if it is present in the Application Data folder, this file can be saved just as any other session file so allowing loading of a customised new session.

Application Data folder = ..\Documents and Settings\All Users\Application Data\Serialtech\SpotOn\

## Load Session

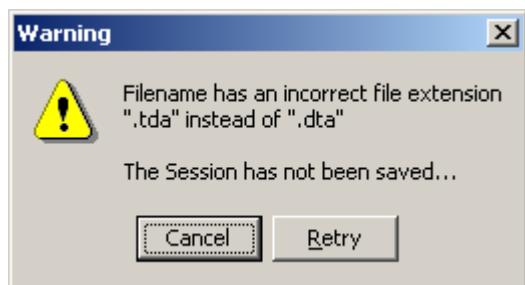
Load a new session into SpotOn see [Load Session](#) page for an explanation

## Save Session As



This saves the current session to disc, for SpotOn to locate the files the extension must be '.dta' this is added automatically. In the example above the file would be saved as 'tempQ.dta'.

If an invalid file extension is entered as part of the filename then it will be rejected.



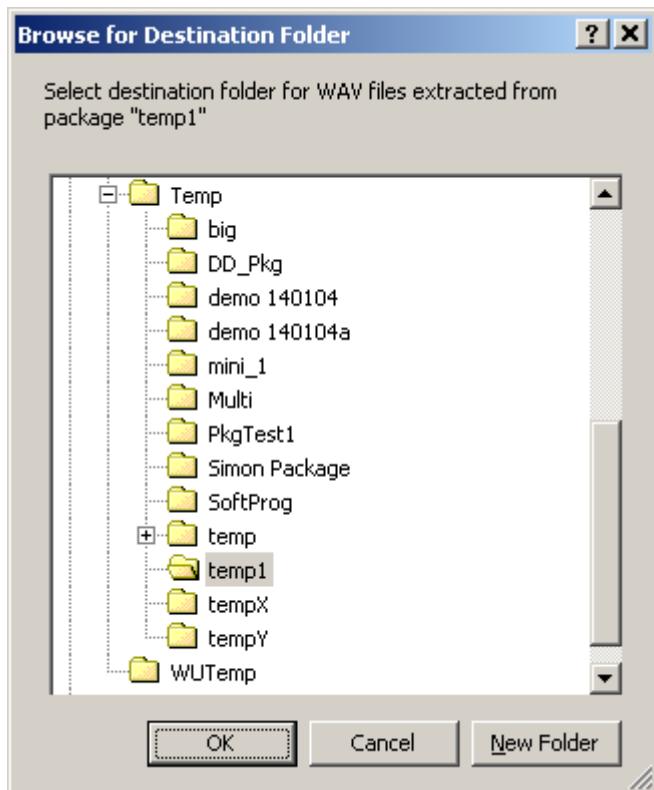
## Restore from BackUp

To restore a session from the automatic backup files, select a file based on the time and date that is most likely to contain the data required

11:27 today	16:54 yesterday
11:03 today	18:23 Sun 11 Apr
11:00 today	14:39 Sun 11 Apr
18:00 yesterday	14:34 Sun 11 Apr
17:20 yesterday	14:29 Sun 11 Apr
17:09 yesterday	14:24 Sun 11 Apr
17:04 yesterday	14:19 Sun 11 Apr
16:59 yesterday	14:14 Sun 11 Apr

## Load Package

A Package file (\*.pkg) can be loaded to recreate a complete setup including replacing the audio WAV files, as this may take up a large amount of disc space the location of the extracted audio files can be changed during loading from the default of SpotOn\Package Media\ to a more appropriate location, the default location is set via [Admin\File Folders](#)



If SpotOn detects that the package being loaded was built with a version of the program that is more recent than the current version, then the warning dialog box below will appear.



Clicking Yes will open the [Package Converter](#) utility, the Package Converter utility used must be the latest version and that can be found on the Serialtech web site - [PackageConvert.zip](#).

If the loaded package file contains less than the maximum number of buttons (<320) - a Mini package - then the option will be offered to merge the buttons into a specific place within the existing buttons.



If Yes is selected all buttons in SpotOn will be cleared and then loaded from the Mini package starting at button 1.

If No is selected a further option is offered defining where the mini package will be merged into the existing set of buttons

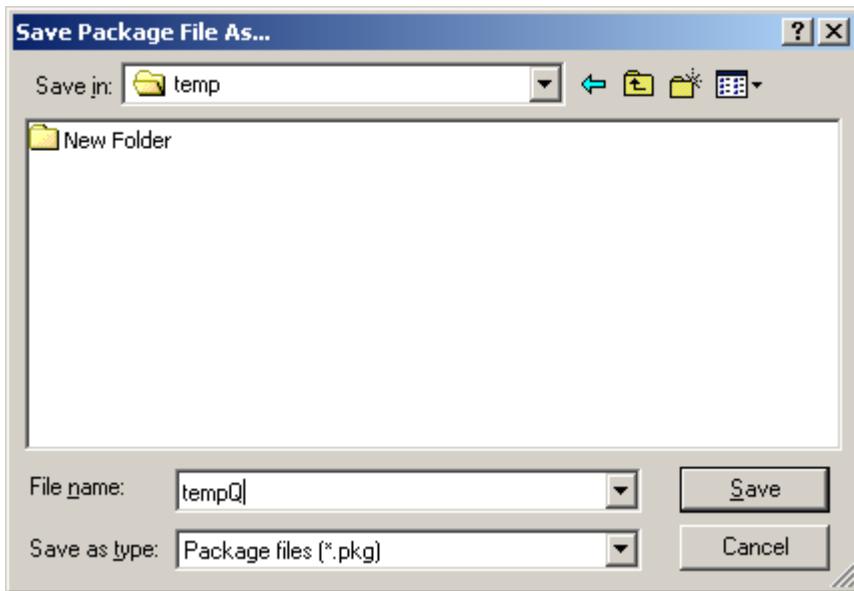


Default positioning starting at button 1, can be changed as below to start on any button.



Depending on the length of the original filenames and the length of the name of the new folder, it is possible that the length of the overall path name may exceed the limit set by Windows. If this is the case then the filenames will be truncated but remain unique.

## Save Package As

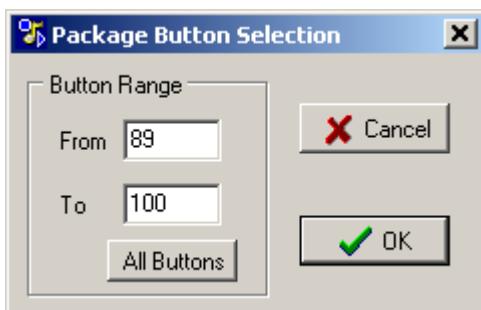


This option will save all the individual button settings along with the audio WAV files, consequently the resulting package file (\*.pkg) can be very large, with CD quality audio the file will take up approximately 10MB for each minute of audio saved.

This package file can then be reloaded into the same computer or another computer running SpotOn to recreate the original setup.

There is a utility program provided with SpotOn called [UnPackageWAVs](#) that can extract the audio WAV files from the package file, this may be useful when working offline without access to SpotOn to review the audio material. The utility can also export audio tracks with the trim and gain settings applied by SpotOn.

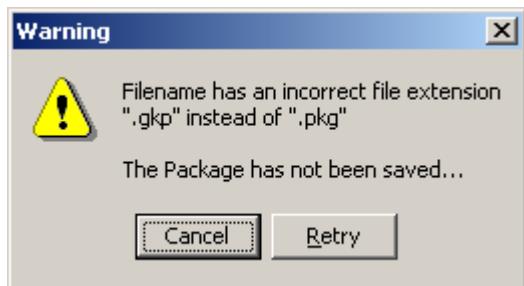
A Package can contain any number of consecutive buttons between 1 and the maximum of 320



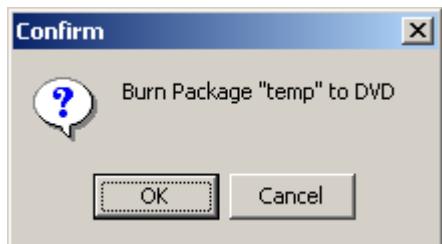
If the package does not contain all buttons then it is termed a Mini Package and can be merged into an existing set of buttons.

This saves the current package to disc, for SpotOn to locate the files the extension must be '.pkg' this is added automatically. In the example above the file would be saved as 'tempQ.pkg'.

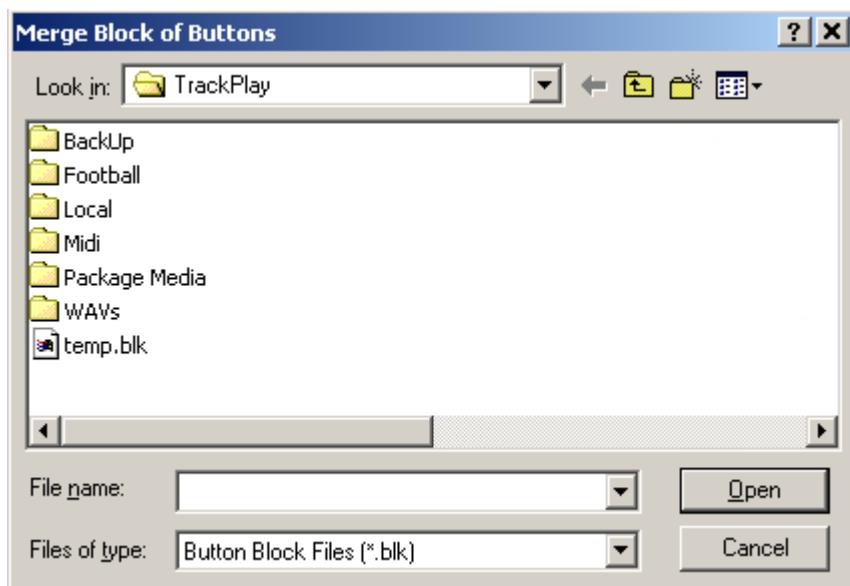
If an invalid file extension is entered as part of the filename then it will be rejected.



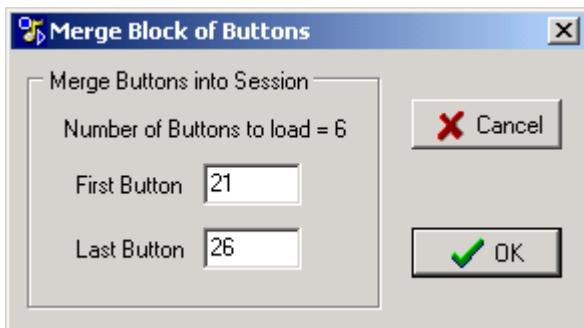
If a [CD/DVD burner utility](#) has been assigned then after the package has been saved there is then the option to burn it to CD or DVD.



## Merge Block of Buttons



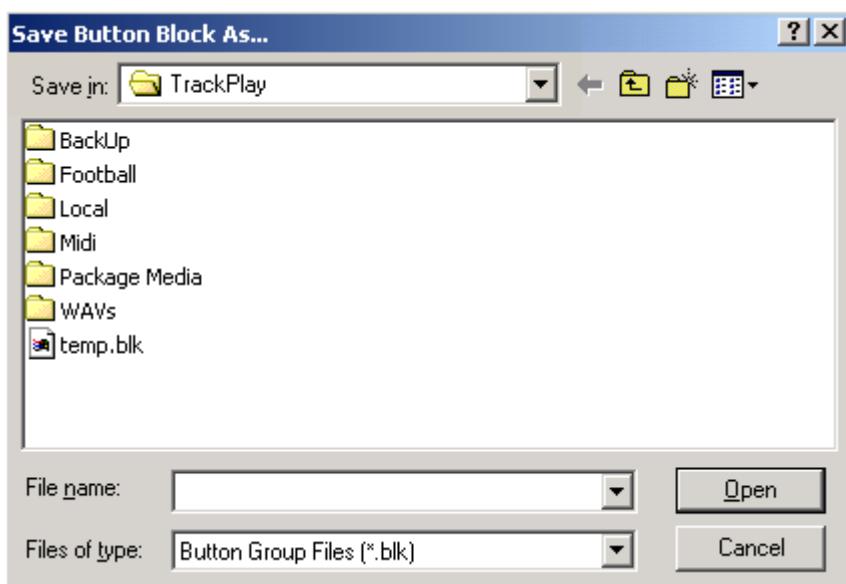
Having selected the file to retrieve the block of buttons, the first button of the sequence has to be defined, the number of buttons to be loaded is fixed in the file



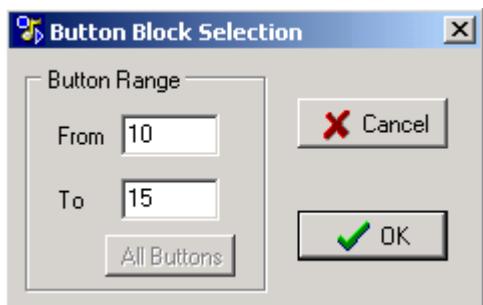
## Save Block of Buttons

A continuous numerical run of buttons can be saved to a file, this can be used for a set of tracks that are commonly used and can be imported into new setups

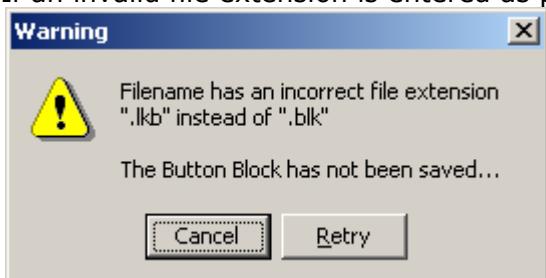
Select a file to store the block of buttons



Then select the continuous range of buttons to save



If an invalid file extension is entered as part of the filename then it will be rejected.



## Save Track List

A Track List contains the settings of the assigned buttons the data is saved as both a text file (\*.txt) and a comma separated variable (\*.csv) file

A typical section of a Track List file (\*.csv) imported into MS Excel

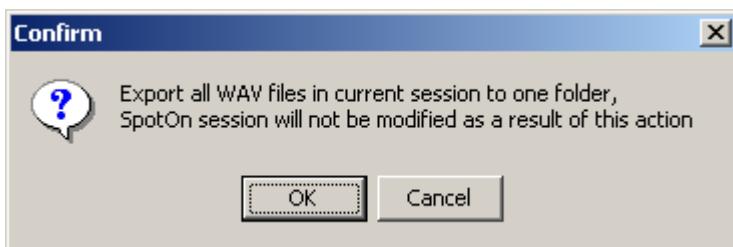
	A	B	C	D	E	F	G	H	I	J	K	L
1	#	TrackName	Length	Output	Gain	Left	Right	Speed	Trim In	In Point	Trim Out	Out Point
2	2	SOUND1	00:00:05:02	a	0dB	0dB	0dB	0%	No	00:00:00:00	No	00:00:05
3	3	SOUND1	00:00:05:02	a	0dB	0dB	0dB	0%	No	00:00:00:00	No	00:00:05
4	4	SOUND1	00:00:05:02	a	0dB	0dB	0dB	0%	No	00:00:00:00	No	00:00:05
5	13	ding	00:00:00:69	e	0dB	0dB	0dB	0%	No	00:00:00:00	No	00:00:00
6	28	AudioTrack 09 (range)	00:00:08:01	e	0dB	0dB	0dB	0%	No	00:00:00:00	No	00:00:08
7	30	AudioTrack 14 (range)	00:00:11:51	e	0dB	0dB	0dB	0%	No	00:00:00:00	No	00:00:11
8	38	AudioTrack 14 (range)	00:00:11:51	e	0dB	0dB	0dB	0%	No	00:00:00:00	No	00:00:11
9	66	SOUND1	00:00:05:02	a	0dB	0dB	0dB	0%	No	00:00:00:00	No	00:00:05
10	67	SOUND1	00:00:05:02	a	0dB	0dB	0dB	0%	No	00:00:00:00	No	00:00:05
11	69	SOUND1	00:00:05:02	a	0dB	0dB	0dB	0%	No	00:00:00:00	No	00:00:05
12	70	SOUND1	00:00:05:02	a	0dB	0dB	0dB	0%	No	00:00:00:00	No	00:00:05
13	77	ding	00:00:00:69	a	0dB	0dB	0dB	0%	No	00:00:00:00	No	00:00:00
14	92	AudioTrack 09 (range)	00:00:08:01	e	0dB	0dB	0dB	0%	No	00:00:00:00	No	00:00:08
15	94	AudioTrack 14 (range)	00:00:11:51	e	0dB	0dB	0dB	0%	No	00:00:00:00	No	00:00:11
16	102	AudioTrack 14 (range)	00:00:11:51	e	0dB	0dB	0dB	0%	No	00:00:00:00	No	00:00:11

## File Search

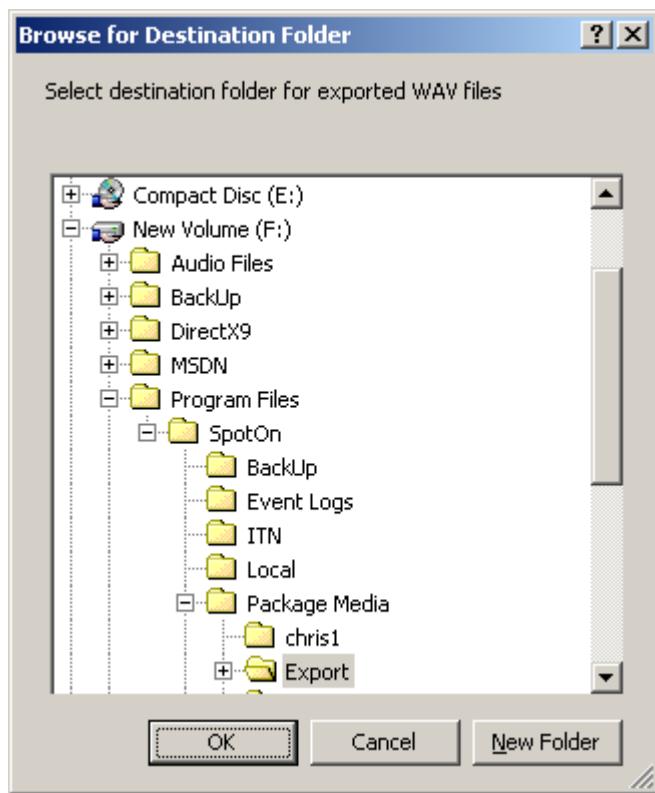
The menu item will run an external file search utility this utility may be customised to the type of files required, the utility is selected via [SetUp|Search](#) and the default program is [SpotOnSearch](#)

## Export

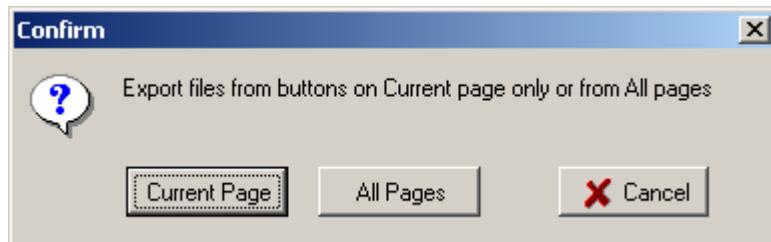
For convenience SpotOn provides an export facility to copy all the currently used audio files to a single folder, this does not change the files or locations used by the application.



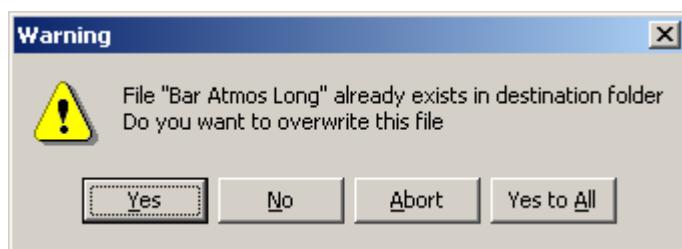
The destination folder is then selected



Next an option to export the files only from the buttons on the current page or from buttons on all pages is presented



If a filename is found in the destination folder that is the same as any of the files being exported a warning dialog will be shown



## Exit

This option will close down SpotOn and save a debug status file ~StatusLog.txt to the application data folder, found at:-

Windows 7 - C:\Program Data\Serialtech\SpotOn

Windows XP - C:\Documents and Settings\All Users\Application Data\Serialtech\SpotOn

Windows 2K - C:\Documents and Settings\All Users.WINNT\Application Data\Serialtech\SpotOn

This file is only overwritten when SpotOn is closed via the File|Exit route, exiting the program with the more usual Windows close button leaves the file intact.

This mode will be useful in debugging problems, if a problem should occur close down SpotOn and then save the ~StatusLog.txt file to another folder, the zip the file and EMail it to your supplier along with a detailed description of what problems occurred.

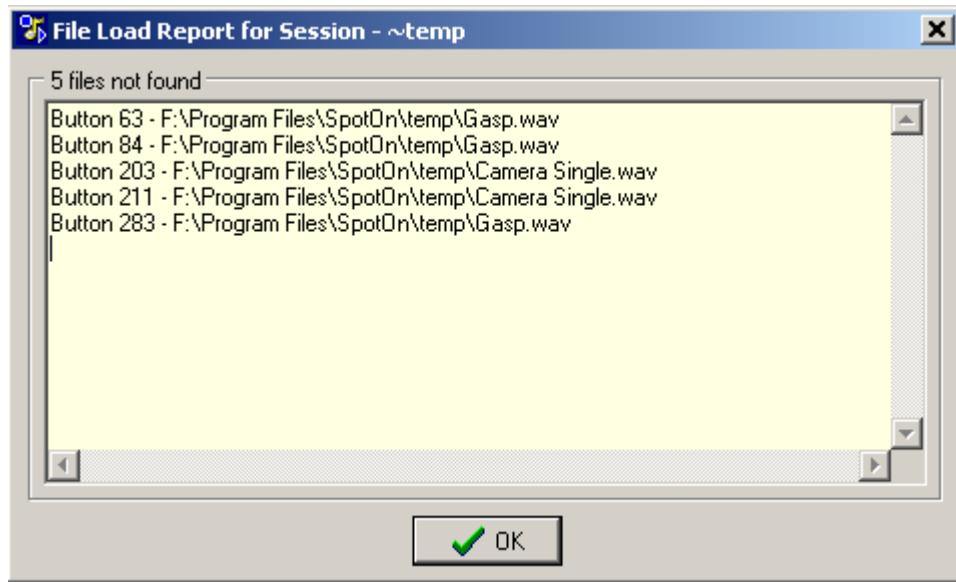
More comprehensive debug logs can be saved via the [Global|Utilities menu](#)

# Load Session

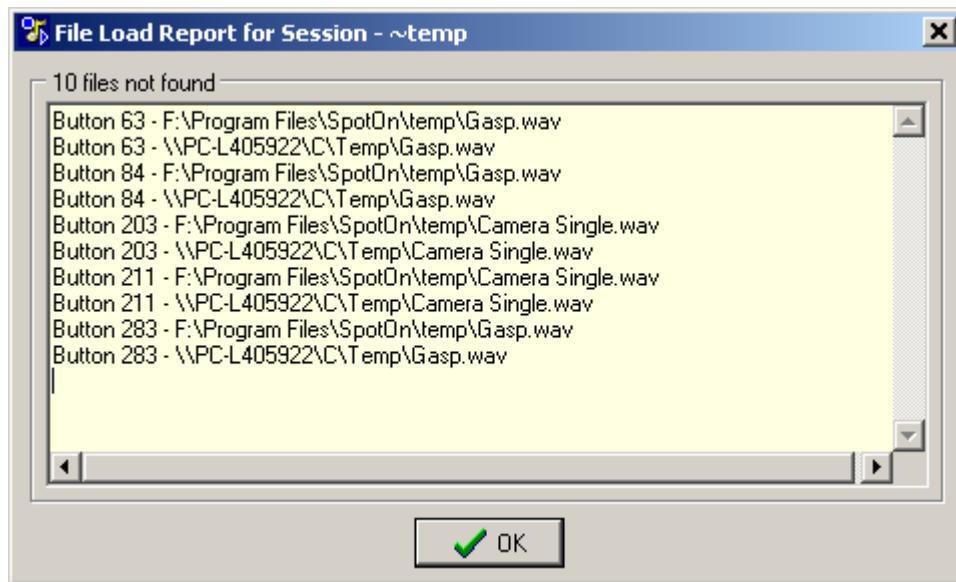
## Load Session

This option will load the selected session file which will contain the button assignments and any parameters that have been set such as Master/Slave links, Hotkeys etc., to achieve this the audio tracks are assumed to be in the same location (disk drive/folder) as they were when the session was saved.

However it is possible that the audio tracks have been moved or possibly deleted, in this case SpotOn will report any missing files as shown below along with their last known location.

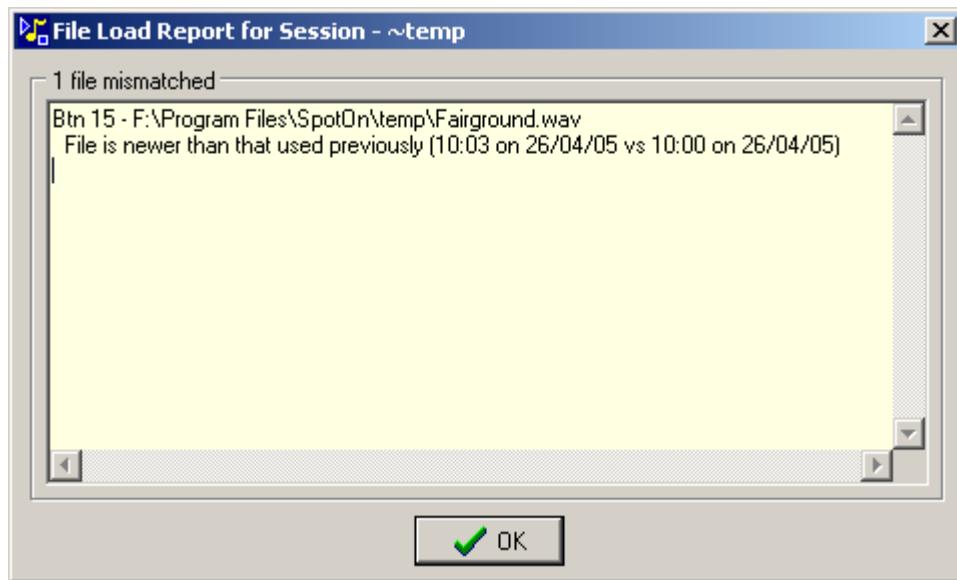


If the [Try Remote Files](#) option is checked, then the program will also attempt to search for the missing files in the location from which they were originally loaded eg CD or remote disk drive and then report as below.



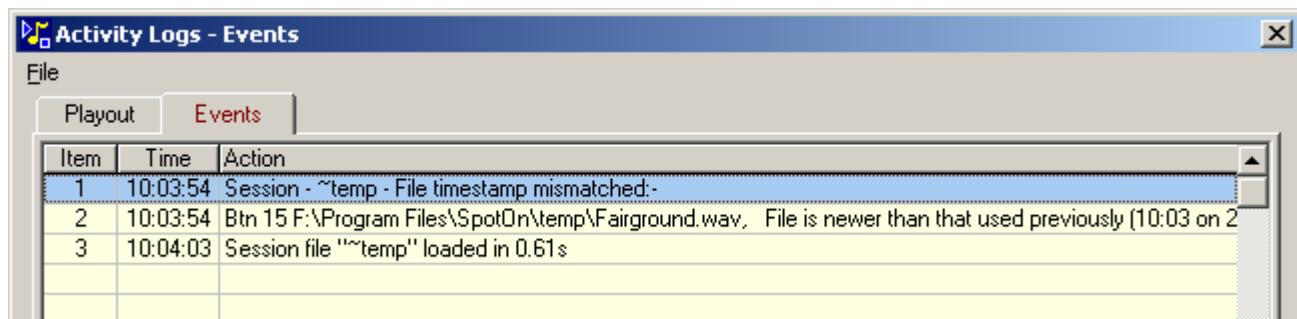
Here there are two entries for each button, the first for the local copy of the file and the second for its original location, these reports are saved to the log file which can be viewed via [Info|Logs](#)

SpotOn will also detect audio files with a timestamp that is not the same as that when the session file was saved, usually indicating the file has been recently edited.



In this case if the playlist information has changed and it is possible the new playlist entries will be merged with the originals, also any fade out points that are now beyond the end of the file will be reset to default values.

This loading report is copied to the Event logs found under [Info|Logs|Events](#) so that any parameters changed can be reentered.



As a result of the possibility that some audio tracks may not be found or timestamps have been changed unintentionally by copying files, it is recommended that the session and audio data are saved together in a [Package](#).

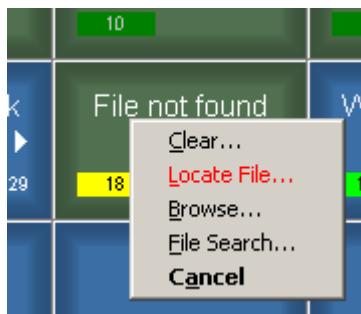
## File Not Found

If files cannot be found, the buttons concerned are shown with the text 'File not found' instead of the Trackname



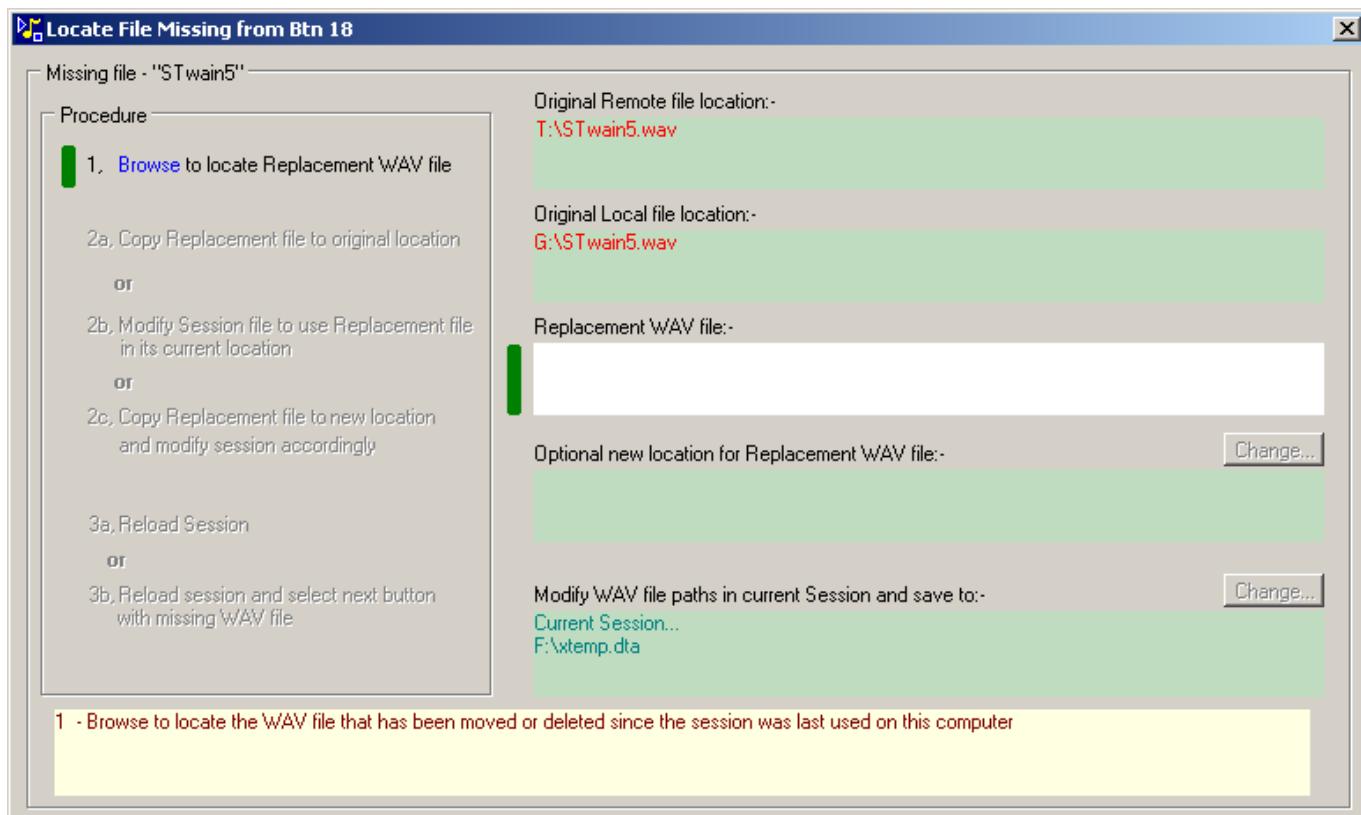
**Note:** It is important that a copy of the original session file is made using Windows Explorer before any attempts are made to recover missing files, this is to ensure the original session data is not inadvertently modified.

The right-click menu on this button contains an extra entry 'Locate File'



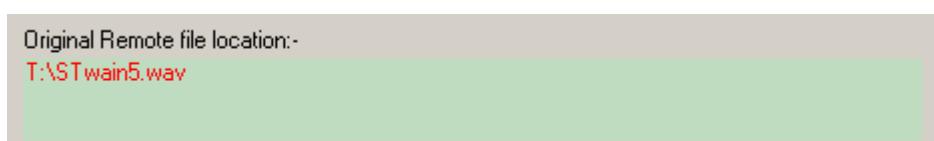
Choose Locate File to find the missing file and copy it to the original location where SpotOn was expecting to find the file or to copy it to a new location and modify the session file accordingly.

The Locate File dialog is shown below, on the left hand side is the procedure for locating/copying the file and on the right hand side the file locations.



#### Folder locations:-

Working down from the top right - the Original Remote File location points to the original source of the track, this could be a CD or server which maybe no longer accessible, in which case it will be shown in red text.



The Original File location is where SpotOn expected to find the file, again this will be shown in red text if the location cannot be accessed

Original Local file location:-

G:\STTwain5.wav

The Replacement WAV location is where SpotOn will now look for the audio file

Replacement WAV file:-

Once a replacement file has been located it can be copied to a new location, SpotOn will change the references to the audio file to point to the new location, the 'Change' button opens a folder selection dialog allowing the new location to be specified.

Optional new location for Replacement WAV file:-

Change...

Lastly the session file that contains the changed filenames can be either the default current session or another new session file, the 'Change' button allows a new session file name to be entered

Modify WAV file paths in current Session and save to:-

Change...

Current Session...  
G:\xtemp.dta

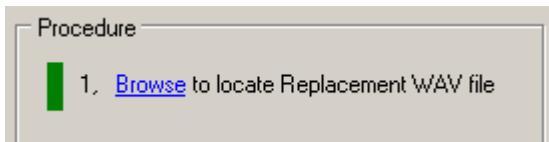
Modify WAV file paths in current Session and save to:-

Change...

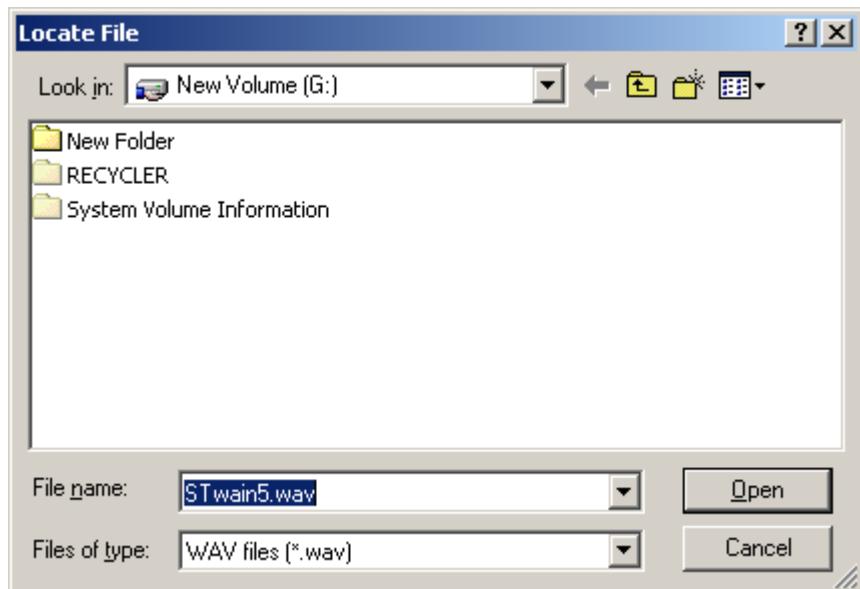
Alternate Session...  
G:\xtemp2.dta

### Procedure:-

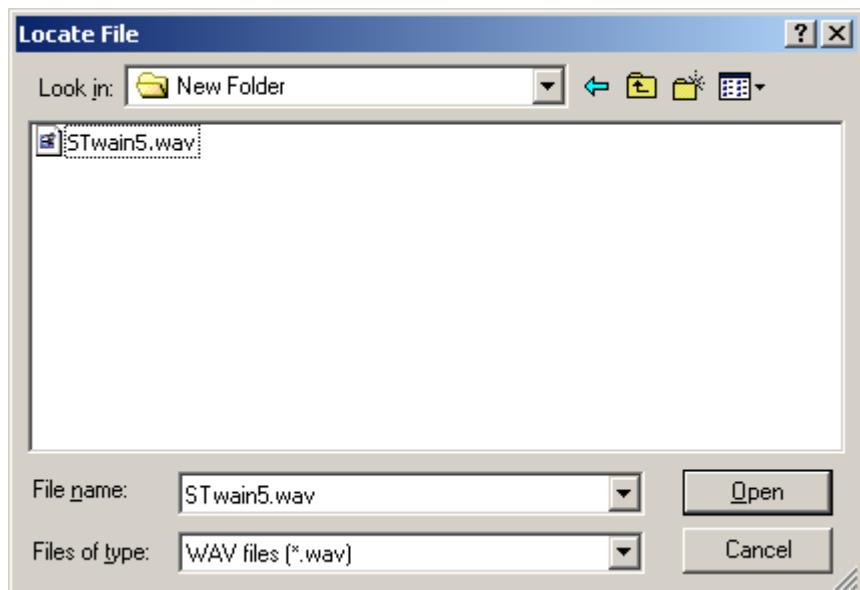
On the left of the dialog are listed the three steps to find the missing file, the steps are selected via hyperlinks indicated by blue text which is underlined when active, the vertical green bar shows the current step in the procedure.



The first step is to locate the missing file, clicking on Browse will display a file dialog window

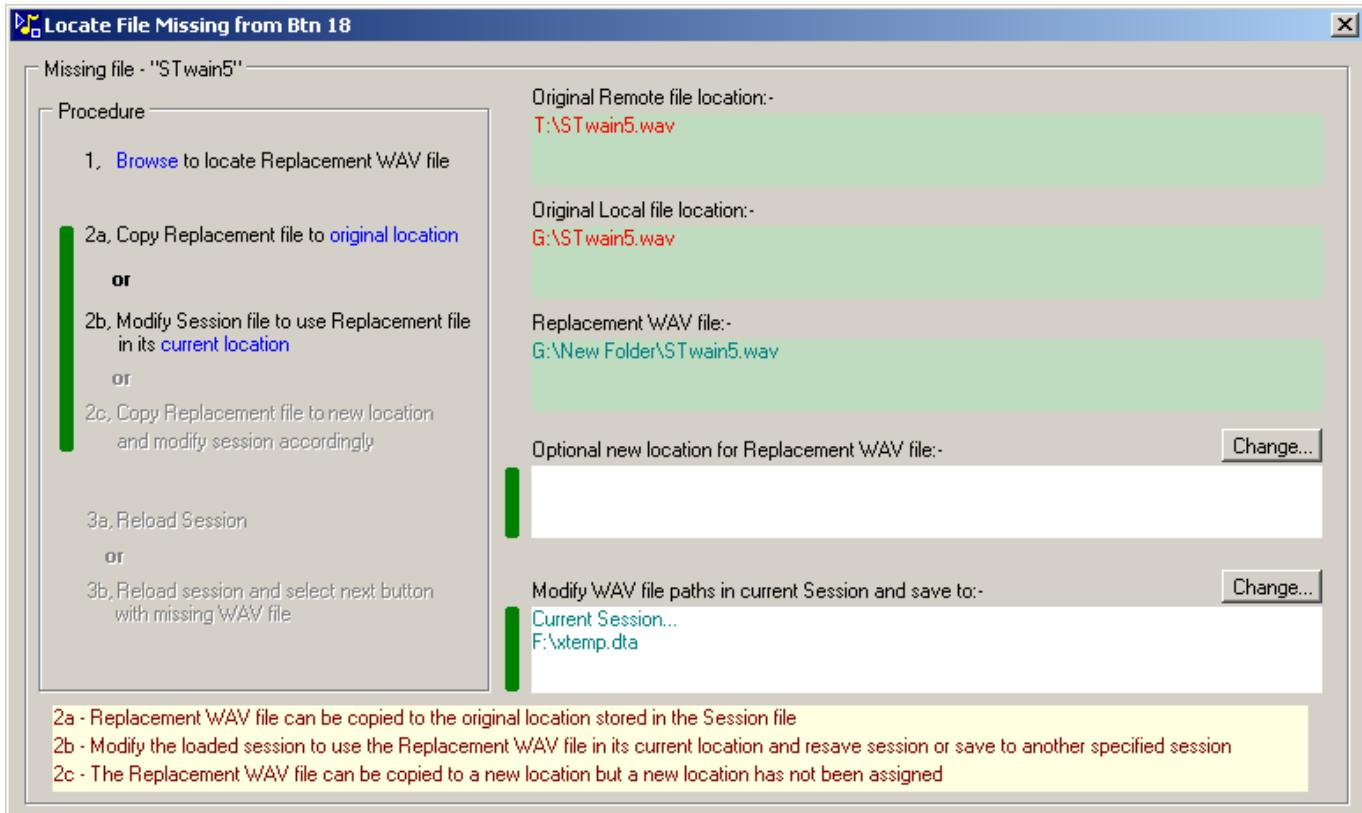


Here the file named 'STwain5.wav' no longer exists but in this case it is known to have been moved into the New Folder.



Once a replacement file has been assigned it is shown on the right of the dialog as a Replacement WAV file and the bar highlight on the far left moves to step 2

The hint panel at the bottom of the window give brief notes on the options available

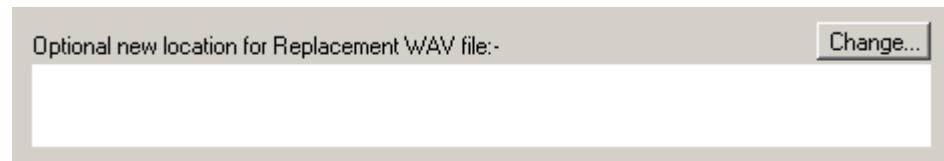


Some of the three options in step 2 may be disabled.

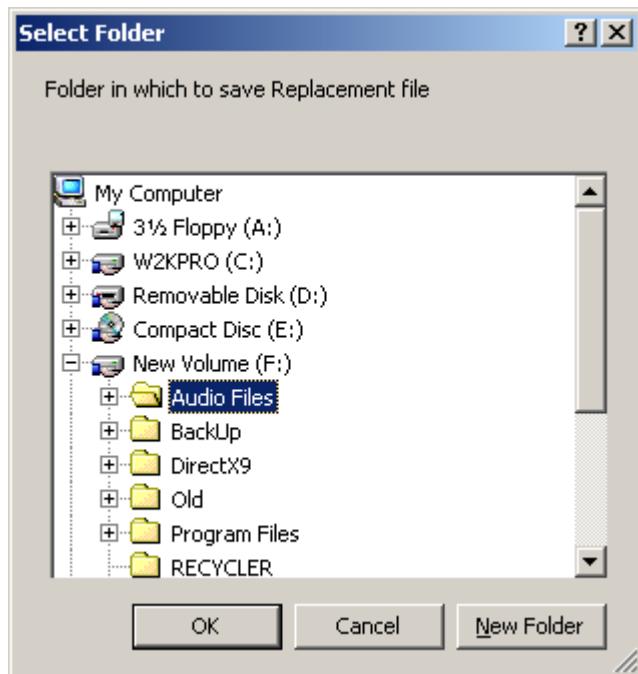
2a will be disabled if the original location does not exist on the computer, this may happen if a session has been copied from another computer or the computer disc drive configuration has been changed.

2b will always be enabled

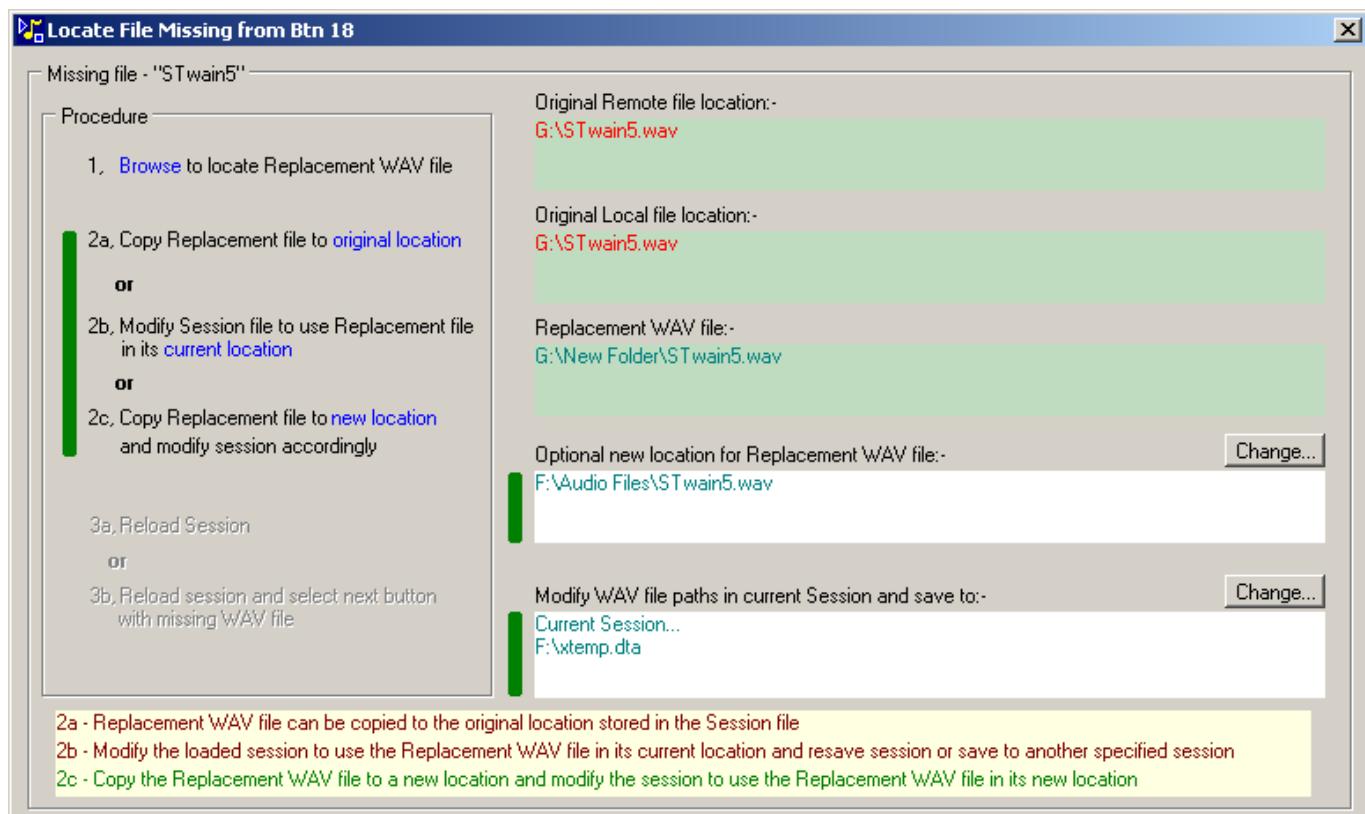
2c is initially disabled until a new location is specified via the section below



Click on the Change button to define a new location for the replacement WAV file

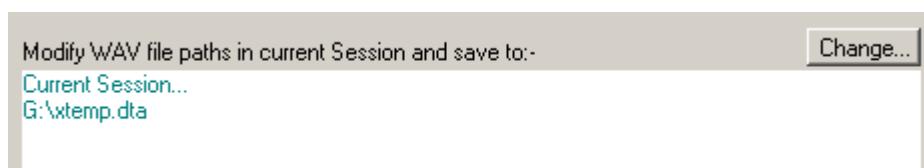


The alternative location is now specified and item 2c is enabled

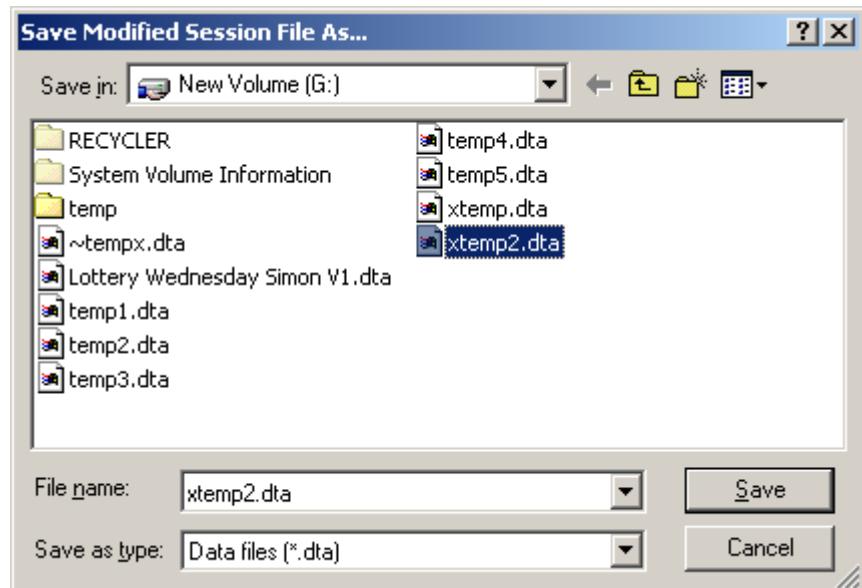


When the available options change the hint panel text is highlighted to indicate that it has been updated.

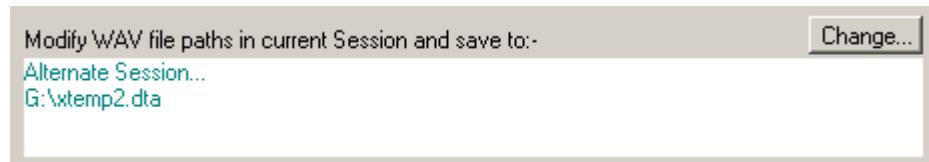
If the session data is to be modified the default is to modify the currently loaded session, alternatively another session name can be assigned by using the Change button



This displays a dialog box where the new session filename can be entered



This is then reflected in the main dialog window



Clicking on any one of the options 2a, 2b or 2c will then move to step 3.

If when copying a file, a file of the same name is found in the destination folder a warning dialog will be shown



Finally on step 3 the two options are to reload the current session or to reload and select the next button with a missing WAV file.

Choosing 'select next button' will cause SpotOn to scan the remaining buttons for missing files and if the missing audio file is found in the same folder as the previous missing file then the session will be automatically modified with the new location.

