1 XChange Quick Start Guide

In order to get started using XChange 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 XChange help file or printed documentation.
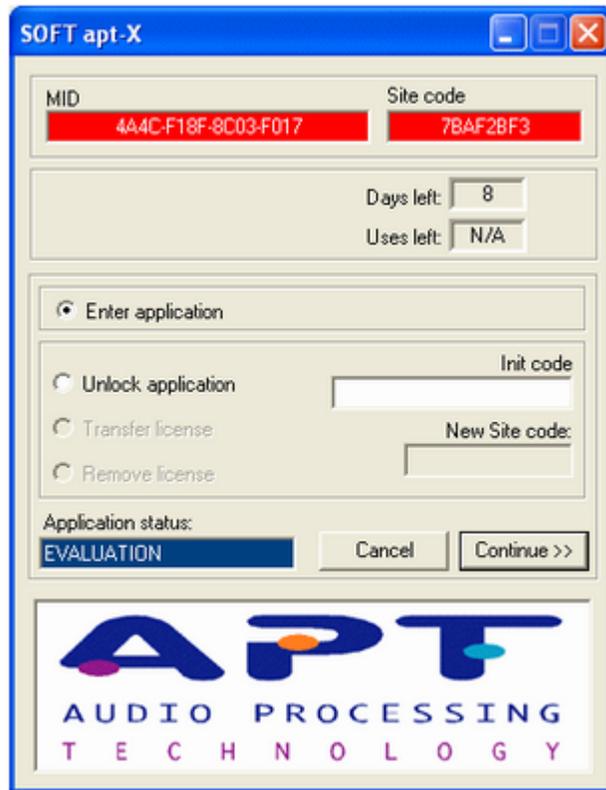
This guide assumes that XChange has been installed on your PC and that you are ready to use the software.

1.1 Step 1 - Launch XChange

From your PC's Start menu, select **Programs | XChange**, then the XChange item. XChange will start up. The first time XChange is started, a splash screen will appear, followed by a message indicating XChange is not registered.
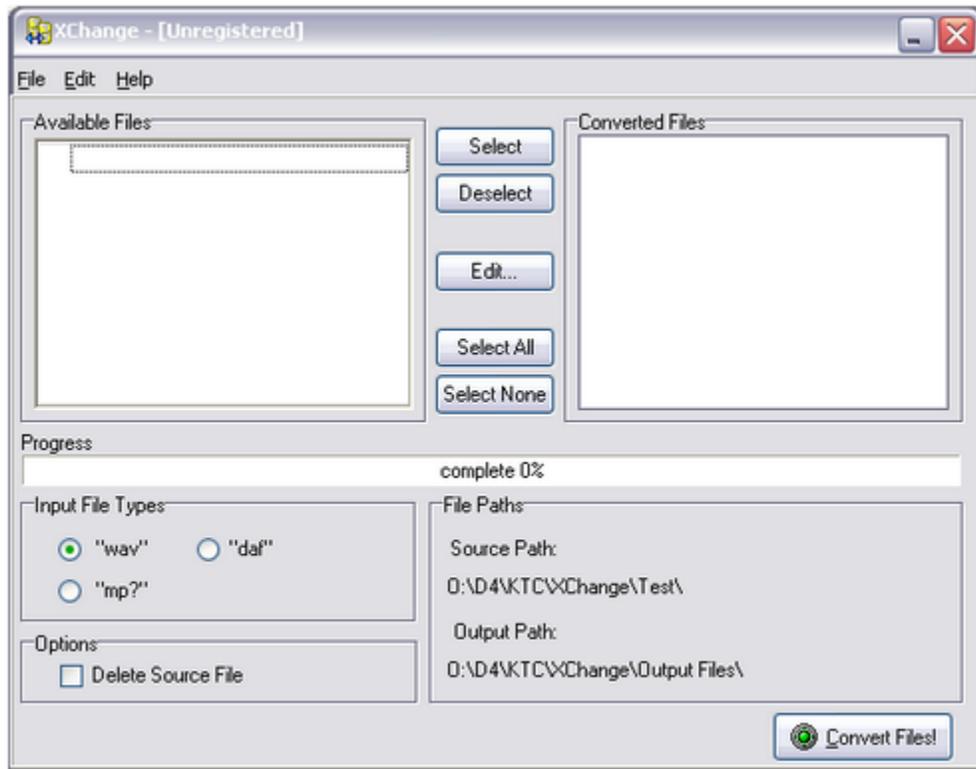
> ⚠️ If you have installed the apt-X™ option, you will also see a dialog similar to the one shown here. This is the apt-X license display, indicating that you are using the encoder in EVALUATION mode. You can use the apt-X decoder for 10 days before you need to purchase a license to continue using the decoder.

The apt-X registration dialog contains a pair of items, MID and Site code, that are used in registering the software. To stop the display from going away before you can write this information down, you can select the "**Unlock application**" item, then write the codes down. When you're ready to move on, select the "**Enter application**" item and click on the [**Continue**] button.
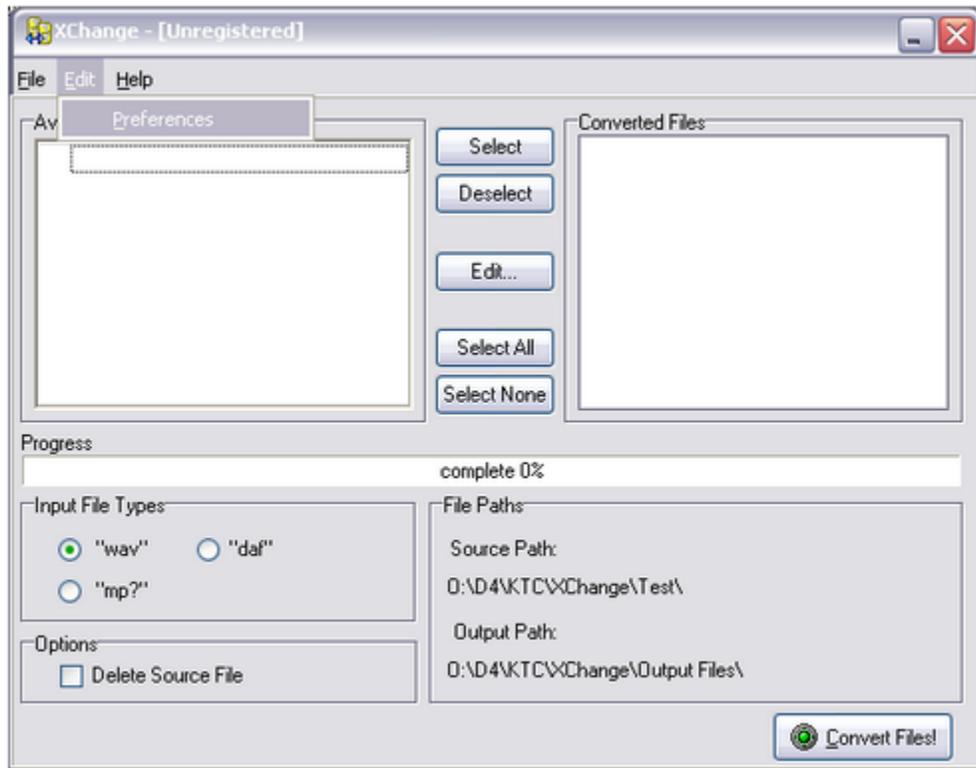
Following the splash screen and registration dialogs, if any, the main display will appear, similar to the one show below.
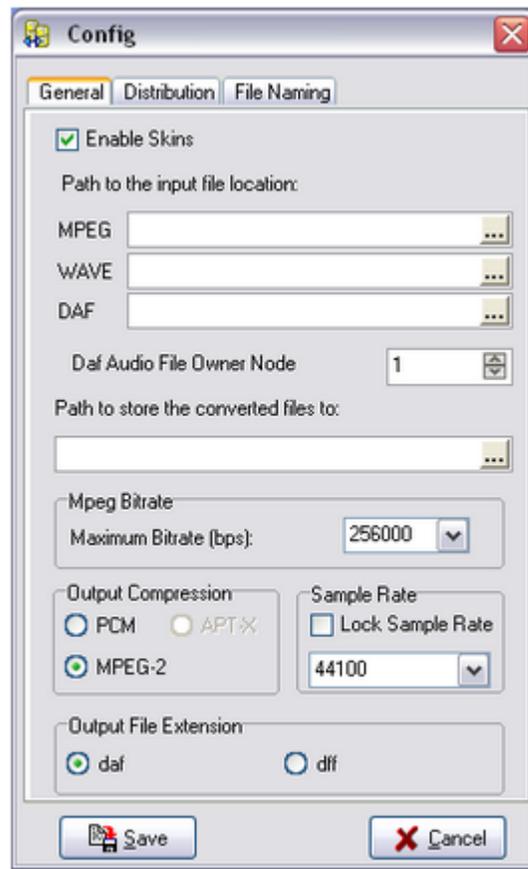
1.2   Step 2 - Configure XChange

Before using XChange for the first time, some configuration needs to be done. This guide will focus on the basic items only – for more detailed information on configuration options, see the help file supplied with XChange.

First, select **Edit | Preferences** from the main menu:

The configuration dialog is displayed, as below:

First, set the paths that tell XChange where the source files (the files to be converted) are located. You can use the button adjacent to each of the input file path fields to select the folder (file path). *Do not leave these fields blank*, as XChange depends on them to find source files to be converted.
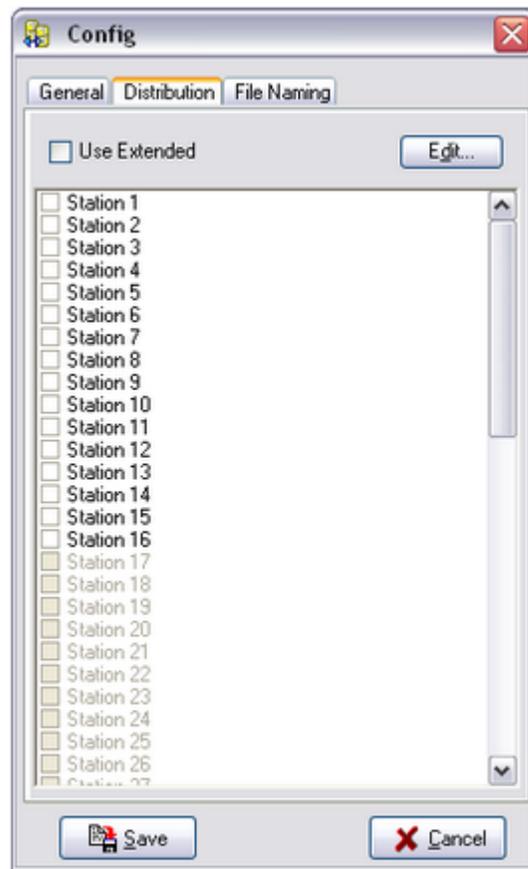
Next, set the path to store the converted files. This designates where you want the converted .DAF audio files to be placed. This can be a UNC path or a standard path. Use the ellipse button adjacent to the field to pop up a folder selection dialog.

If you will be converting files to the MPEG format for DCS or Maestro, you should set the maximum MPEG bit rate – the default is 256000.

Select the Output Compression type – depending on whether you have an MPEG encoder or apt-X encoder installed, some of the options may be grayed out because they are not available on your PC.

You can choose the Output File Extension, which designates whether a converted file will be saved as a standard .DAF file or as a .DFF file for use with an ACP server.

Select the **Distribution** tab. Here, we'll name our stations. This is an optional step – station names are used only when displaying the DCS or Maestro "owner" of the cart.

Select the first station listed (Station 1) and click on the [**Edit**] button.

Type the name of the station for Station 1 (Node 1) and click [**OK**]. Repeat these actions for each station you wish to name. For purposes here, only the first two stations (nodes) have been named.

We will skip the File Naming tab, as it enables features that are not needed for basic file conversion. Consult the documentation for more details on the settings on this page.
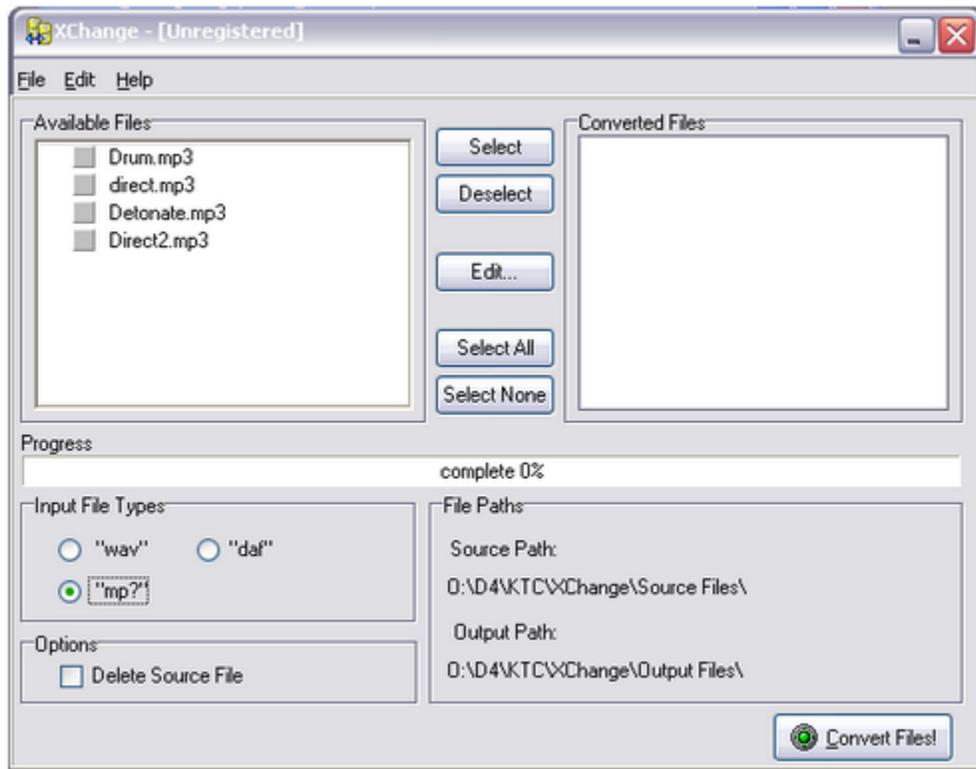
Click on the [**Save**] button to record your settings. The preferences display will be closed, returning you to the main display.
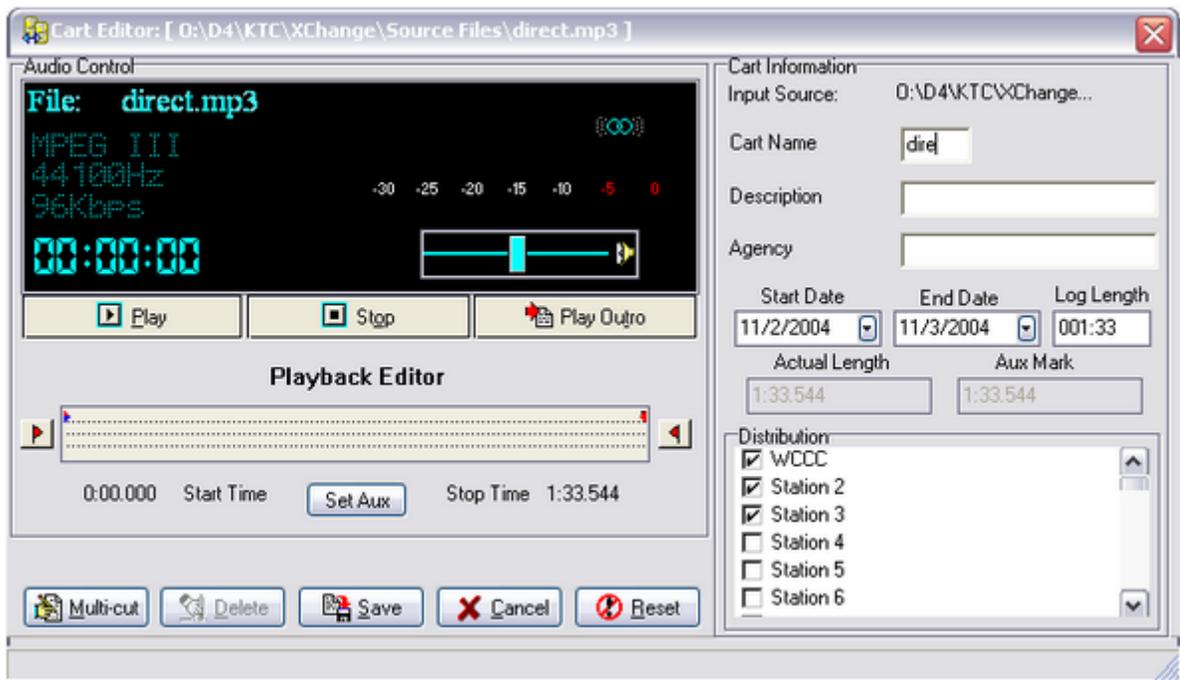
⚠	Be sure to save your preference settings!

1.3   Step 3 - Converting Audio!

Once you've saved your Preference settings, you'll be returned to the main XChange display. You'll notice that there are now source files to convert in the list box, assuming there were files in that location.
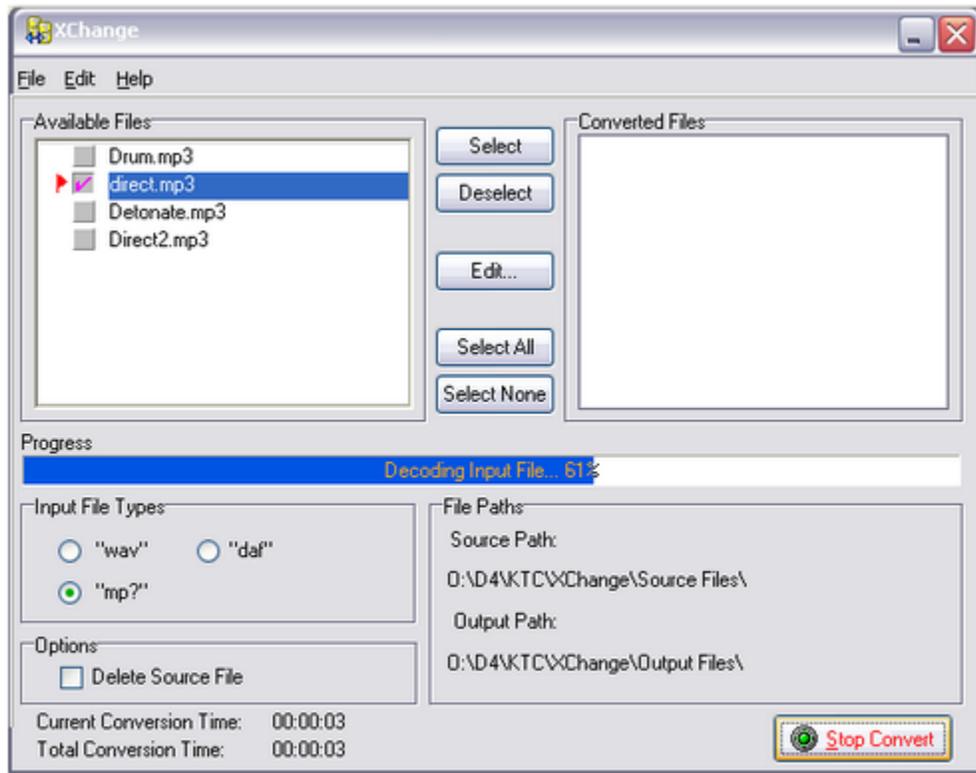

To convert a file, select the file in the list and click on the [**Select**] button, which will place a check-mark adjacent to the available file you selected. To set up the description, begin and end dates for the converted file, click on the [**Edit**] button. A dialog similar to the one here will be displayed:

Now, you can fill in the cart number, description, agency field, begin and end dates, as well as set up the distribution. This dialog also allows you to listen to the source file, play the outro and set the AUX mark. There are additional features available we won't cover here – review the documentation for additional information.

Once you've set up the cart information, click on the [**Save**] button to keep the changes you've made. You'll be returned to the main dialog, and you can now convert the file.

To start the conversion, click on the [**Convert Files!**] button. The progress bar will keep you apprised of the conversion process.

This example shows you how to convert a single file. You can convert multiple files with XChange by selecting more than one file and filling in the cart information for each, then starting the conversion.

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

For details on advanced features like multi-cut cart handling, trim and tail audio editing, and automatic naming, refer to the XChange on-line help file.