

# BaseHead User Manual

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BaseHead, LLC

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# Intro

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**Welcome to the BaseHead Online Manual!**

**NOTE: This manual is in the process of adding features for the 2020 release. So you might see some things that are not in your current version!**

*You should read this entire first page before getting started to avoid problems.*

## Requirements:

### Windows:

10, 8

*(with the Microsoft .NET4.8 Framework installed)*

**As of v2020 Windows 7 support has been dropped**

### Mac:

macOS 10.10 or Higher *(starting in version 5.2)*

older version can be found on the **Downloads Page**

### Installation:

Download the latest version from the [Downloads Page](#)

### License/Authorization:

We have a ton of licensing options to choose from now.

See the new [Licensing Options Page](#) for all the ways to authorize BaseHead now.

**NOTE:** CmStick users should launch the version ending with **-CM** in the name

### Using this Manual:

**Important!** This manual is used for both **PC** and **Mac** versions of BaseHead now.

So when you see **(Ctrl+X)** as a key command it's most likely **(Command+X)** for Mac if not documented.

To be honest...most all features are documented with Tool Tips inside the program.

So just hover over buttons to learn what their functions are if you are like me and hate to read....8)

Also....If you don't see a listed feature in your current platform then it's probably not coded in yet and coming soon.

We try and keep both versions as close as possible when possible, but some things are not needed or

impossible to do on one platform or another.

Got it?? Good! let's move on then.....

[Getting Started \[Importing / Workflow\] >>](#)



# Getting Started [Importing / Workflow]

---

## BaseHead, Databases & Libraries!

If you are brand new to BaseHead then you will need to understand how the Database and library system works.

BaseHead uses a database to store all your imported files and metadata as “Libraries”.

You can have as many import libraries as you need in a database but can only open a single database at a time.

BaseHead does allow you to create multiple databases and the ability to quickly switch between them to help maintain multiple databases easily if needed

## Adding files to the Database (Importing Files)

Now you have BaseHead installed, it's time to add sounds to the database.

When BH is first launched a default database will be created for you.

You can rename this from the Database Menu **OR** you can create a new one by pressing (**Ctrl+N**) (*Command+N on macOS*)

## IMPORTANT!

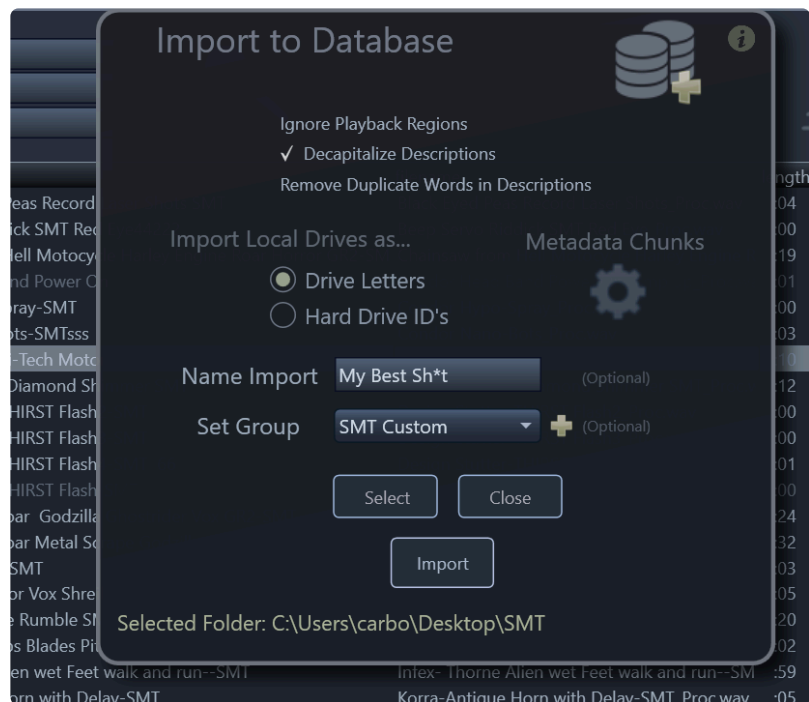
It's now **ONLY** possible to create/load/open Databases on local mounted volumes/drives.

SQLite databases on network drives or a NAS will be painfully slow to search cuz many tiny journal files need to be created and read over and over for many operations.

So the only way to search a shared DB or DB on a Network Share with speed is to use the [BaseHead Server](#) add-on application that will serve the DB for you fixing this SQLite limitation and giving you other benefits as well like user permissions.

To Import some files, just press **Ctrl+I** or **Command+I** to open the Import Window (*Non-Lite versions*)

You can also just **drag and drop files** direct from Explorer/Finder to the Results List and it will pop up the Import Window also with the dragged files and folders ready to import.



All options on this window have Tool Tips explaining what they all do so no need to describe them here beside a few.

One is choosing how to import local drives for PC users...

*(Mac users don't have these setting since drives are stored with Volume names instead)*

### Drive Letters (PC Only)

Use this option if your files are on a fixed internal drive or if you clone your SFX drive and want to hook it up to another PC.

BaseHead will use the drives letter as the location for the files.

### Hard Drive ID's (PC Only)

Only use this option if you have your SFX on a removable USB/FW drive that you take with you from place to place.

BaseHead will use the drives ID as the location of the files and ignores the assigned drive letter.

If your files are on a server/network path then neither of the above settings matter, so just leave on the default setting of 'Drive Letters'

Also, on this window you can name your 'Imports' and they will appear in the left side PeekTree.

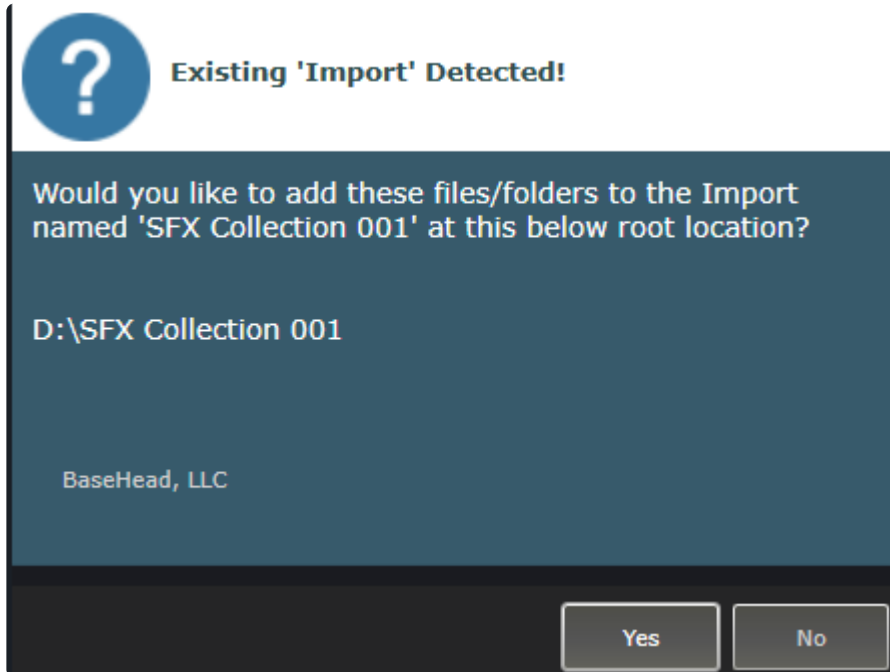
You can also create 'Groups' or Import into 'Groups' from this window.

These two features will be explained more later in the manual in the [PeekTree](#) section. 'Imports' are highly recommend to use always for every import to set BaseHead apart from other "rival" programs.

### Adding Files to Existing Import Library

As of v2020.9.84 BaseHead will detect if you are dragging a sub directory of an existing import library and ask if you want to add it to the existing library or create a new import.

Simply drag in a new folder of files and if the folder is within a folder already imported into BaseHead you will see a dialog box asking if you wish to import to existing library:



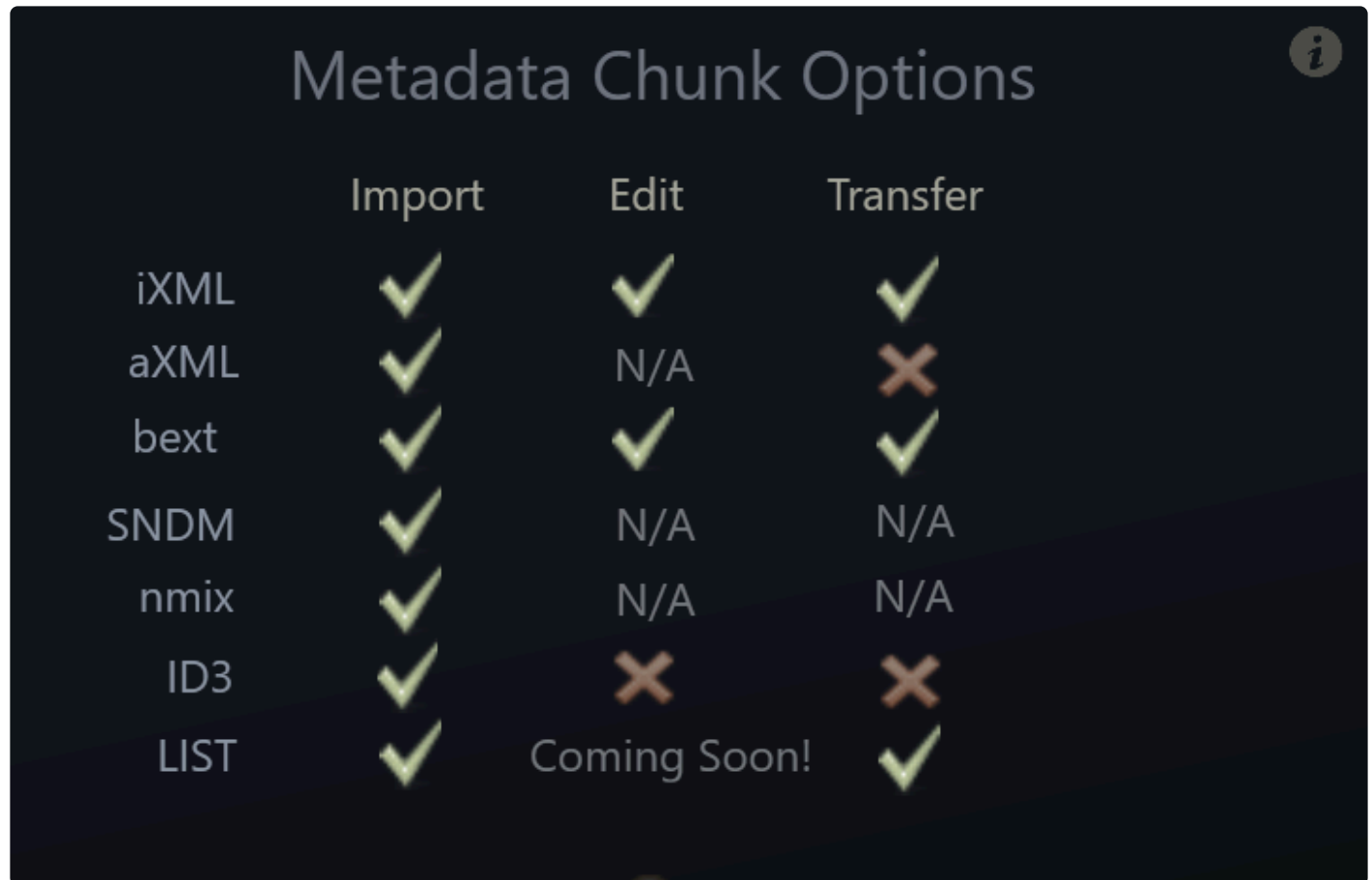
Select **YES** to add the folder to the detected existing library

Select **NO** to create a new import library.

#### Metadata Chunks: (F4) *(for Advanced Users Only)*



if you click this gear icon/button on the Import Window **(F4)** it will open up a panel that allows you to turn **ON/OFF** what metadata chunks are imported when audio files are scanned into the database that is helpful for power users and trouble shooting.



	Import	Edit	Transfer
iXML	✓	✓	✓
aXML	✓	N/A	✗
bext	✓	✓	✓
SNDM	✓	N/A	N/A
nmix	✓	N/A	N/A
ID3	✓	✗	✗
LIST	✓	Coming Soon!	✓

There is a Tool Tip Info icon on this page that will explain it more in depth, but basically if you don't know what you are looking at with this fully then don't change anything, don't even look at it, forget about it and never open this window again. ;-)

Sooo.....Once you get your options/settings correct on the Import Window, select a folder or files to import and press the 'Import' button to start adding files to the Database.

You should definitively watch the two **Getting Started Video** first before you continue to see how to Import and get going quickly!

*Tip: If you watch this video you can skim thru the next few pages of this manual much quicker...8)*

### Importing Media Files

An overview of how to get your sound files into BaseHead to get started



**Getting Started – by our friend Jonah Guelzo explained in another point of view (using v4.x)**



(version 4.x video)

### Acthung! macOS users!!

If you have old ancient files that have NO extensions on them like SD2's from back in the day....

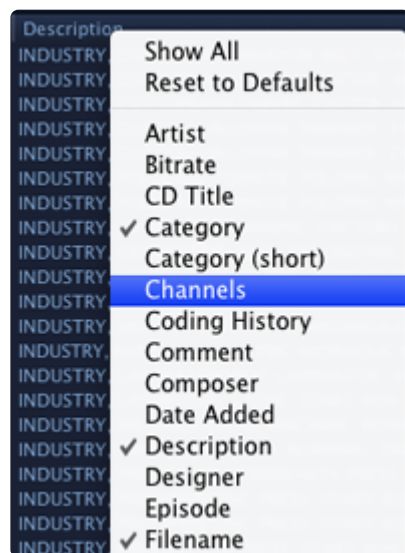
We dropped support for this ancient format in version 5.x (as of this writing) so convert those files over to WAV or BWAV now with extensions.

BaseHead version 4.x can do this for you as well as many 3rd party applications than can be found on Google. ;-)

### —After Files have been Imported—

Now that you have some files in the database, you can right click the header on the **Results List** and you will get a list of available fields that you can show in the Results List with also options to **Show All** and

#### Reset to Defaults



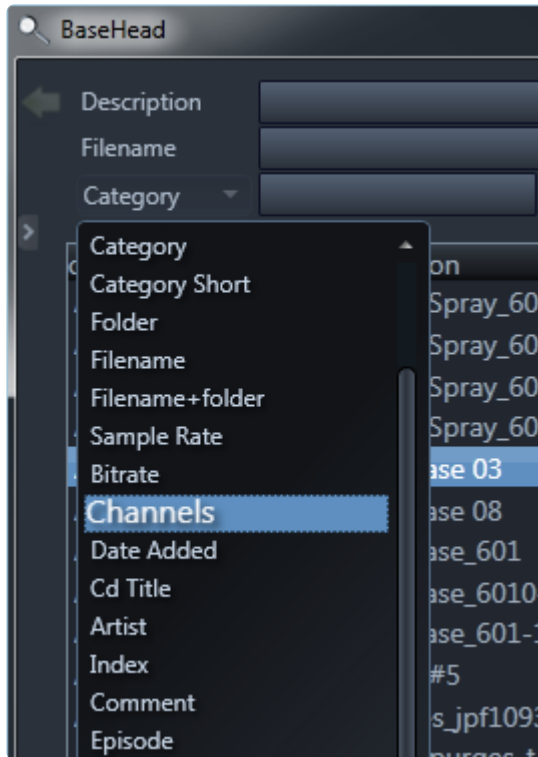

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### Search Bar

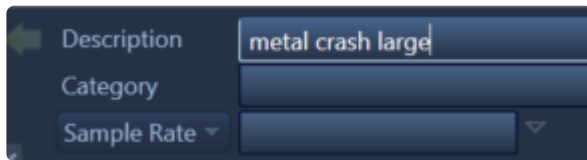
this is where all the magic happens! ...8)

4 search bars that can be changed to any searchable field in the database or combination your want to search for.

All the search boxes can have their values changed to search to any field by clicking on them and selecting a new one from the pull down list.

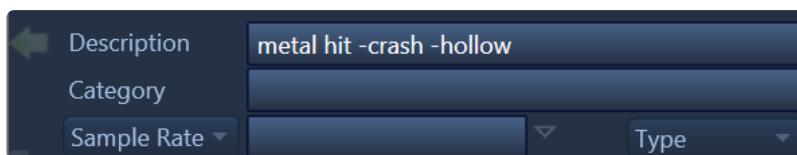


to find Sounds simply type the words you wish to look for in the search boxes in the top SEARCH BAR area..



If you type more than one word (separated by a space) this will perform an **AND** search and will only find entries that match BOTH words.

Prefixing a word with '-' (minus) will tell the search to omit any results with that word in it



This is called a **NOT** search and would return results with the both the words 'metal' and 'hit' in them as long as 'crash' and 'hollow' weren't also in the [description].

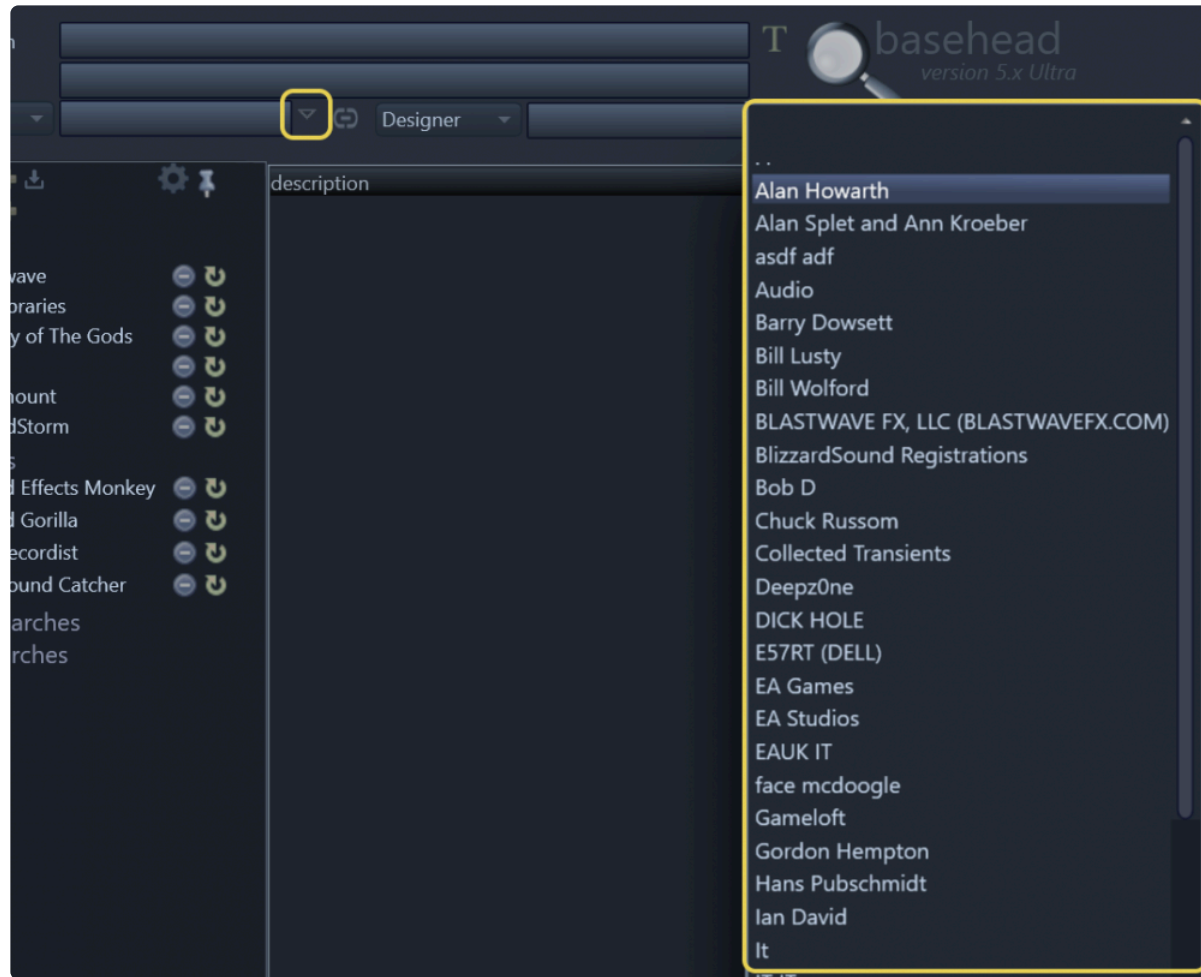
An **EXACT** search can be done by "**putting the words in quotes like this**"

An **OR** search can be done by putting a capital **OR** between the words.

the above search would return results with the both the words 'metal' and 'hit' in them as long as 'crash' and 'hollow' weren't also in the [description]

These functions work in all of the 4 search boxes with any field selected.

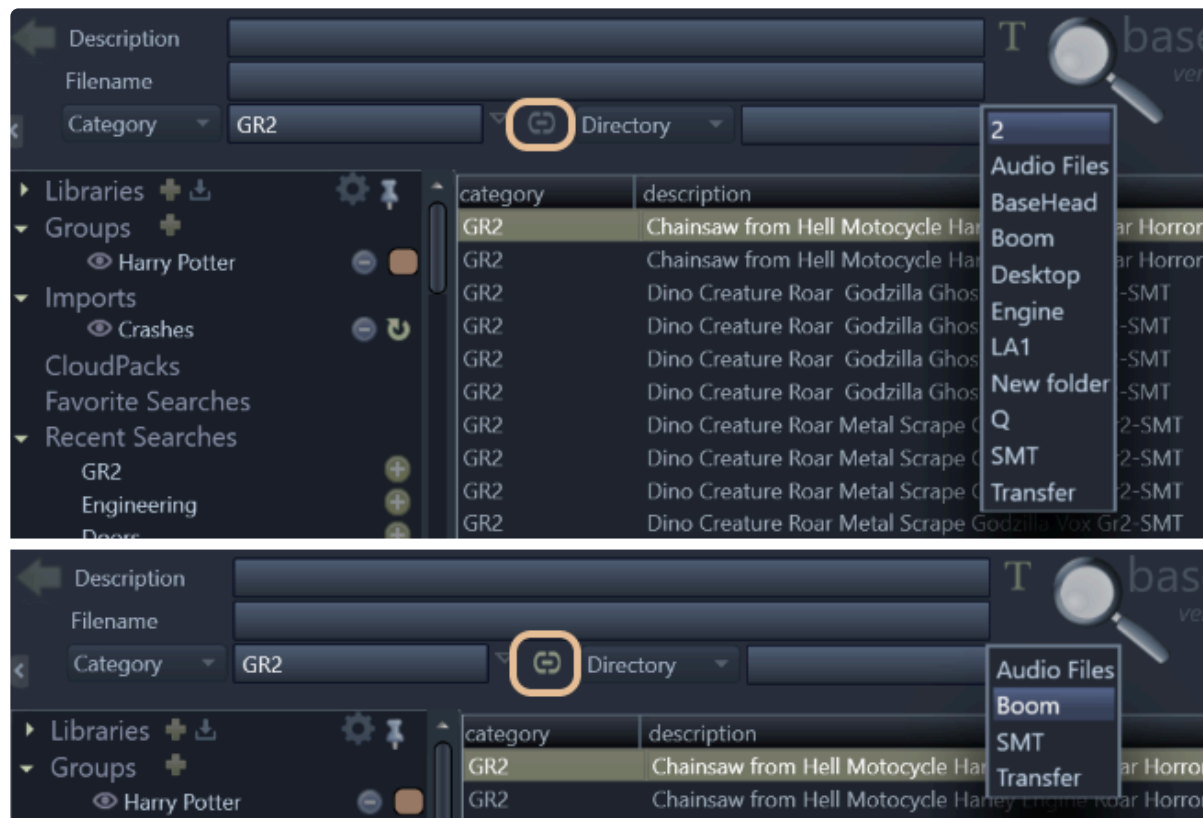
You can also browse [field] values in the database by click the Browse Arrow next to the lower two search boxes.



Linking of the bottom two browse arrows to filter off each other is also possible. Just click the link icon that is between them now to enable this new mode.

This below image show the difference when clicking the **Browse**

**Arrows** when linked compared to un-linked.



In this case when while browsing **[directories]** linked (the bottom image) it only shows values with records that also have “GR2” in the **[category]** field also.

The top image is un-linked hence it showing many more Directories when browsing.

Also...the Browse Arrow are linked now to 'Imports' & 'Groups' starting in version 5.x

So if one of these is focused or hidden the values will reflect the same in the Browse Arrow popup boxes also..

This might be a good time to look at the different sections of the program to get the terminology down





## Results List

this is where all the search results are filled.

**IMPORTANT!! Any file dragged FROM the Results List will be Referenced!**

Basically, consider dragging from this list the same as dragging from **Explorer/Finder** into your DAW.

If you want files to be copied always to the set Transfer Path thru processing then make sure to drag from the **DnD Bar** instead and make sure '**Reference Files when Possible**' is **OFF** if you want files to always copy and run files thru SRC.

## PeekTree Panel (E)

Shows multiple trees that include:

**Libraries, Imports, Groups, Favorite and Recent Searches, Playlist, Paths and X-fers**

All these will explained more in depth on the [Results Page/PeekTree](#) section

## Info Strip

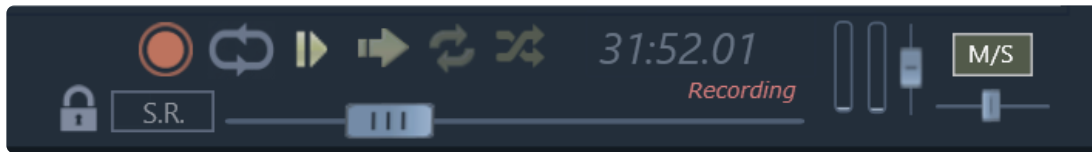
Here you have the Drag and Drop Bar and also a few other controls

The DnD Bar should be used the most for dragging files out of BaseHead if you want files copied to the Transfer Path.

BaseHead is designed for this bar to be the DnD center of attention Dragging from the Results List should be only used in rare cases when you must have the file at the original sample rate or from the original location.

- Database Hot swap Combo Box – Let's you switch between databases that have already been loaded previously.
- Database Folder – Click to Open a new DB file.  
*Tip: (Ctrl+Click) of this folder will show you the DB location in Explorer/Finder*
- Transfer Path Folder – this is where you Select where BH will copy non-referenced Files.  
*Tip: (Ctrl+Click) of this folder will show you this location in Explorer/Finder* You can also set the Transfer Path by dragging and dropping a folder onto this folder directly **OR** by dragging a **.npr .cpr .ptf** or **.ptx** file direct to the Results List to change it to the session's audio files folder of Nuendo/ Cubase or Pro Tools.

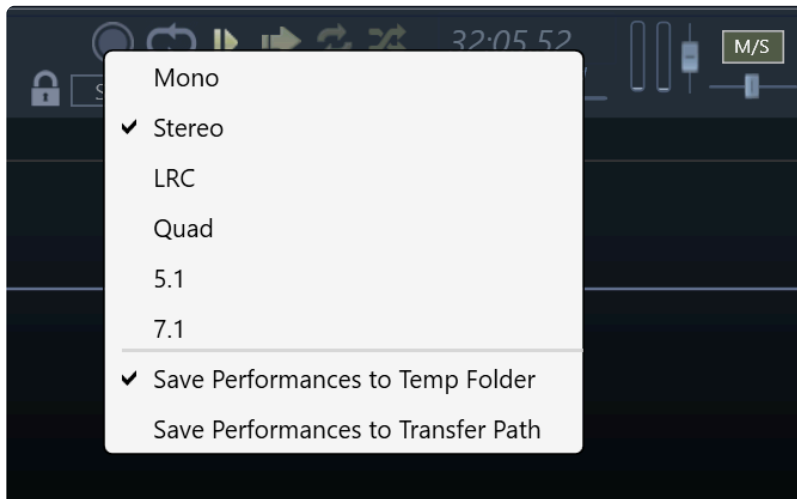
## Transport Controls



- Record (*Ultra*) allows capturing Performances now that are added to the Playlist Node in Red prefixed by a **PERF-**
- Loop Region (loops if a region or playback marker is set – **(L)**)
- Auto-Play
- Reverse Playback (changes playback direction) – **(Q)**
- Continuous Play (once the end of a file or End Marker is reached it skips to the next in the list)
- Shuffle Play
- Volume and Pan sliders and
- the pitchSlider now has 3 different modes now and a lock button (*starting in version 5.2*)
- M/S Stereo Decoding button (*Non-Lite Versions*)

**TIP: SmartLoop** will be engaged whenever you move a pitchSlider or pitchFX slider. This will be indicated by the Loop icons turning green.

**FYI:** to change **Performance Recording** settings right click the Record button.



Performance Recordings are placed in the Playlist Node once completed and you need to transfer them to your DAW if you make one liked before you quit BH if set to record the default **Temp Folder** location cuz on next launch they will be cleaned up automatically.

TIP: there is a video on the How To Videos Page also see this feature in action. 8)

### Selecting a Region:

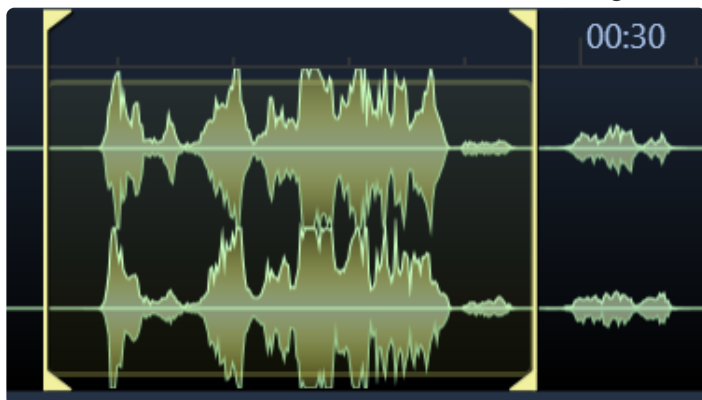
Once you find a sound that you like you can trim the sound down if needed by clicking+wiping across the waveform where you want to zoom in on. It will make a purple box like below.....



When you let go of the mouse it will ZOOM in on the selection

To show all the waveform again you can hit **(A)** or to undo only one level of zoom you hit **(Z)**

You can also Hold Shift to select a Yellow Range that doesn't zoom in when the mouse button is released.



When you are happy with your choice then you can either:

- Add the file to the Taglist **(T)**
- Toss the file to your main set wave editor by pressing **(W)**
- Spot the sound to a track in your Target App by pressing **(S)** (for supported apps)
- Most commonly is dragging and dropping the sound to a Track, to the audio pool of your Target Application or to a folder via the DnD Bar.
- X-fer any selected sound to the Pool or Bin of the Target App **(X)** or the whole Taglist **(ALT+X)**

- The © key when pressed will copy the selected to your set Transfer Path.

Drag and Drop from BaseHead is best done by grabbing the **DnD Bar** that is directly to the left of the waveform. (see main page image)

Then dragging it to the desired application or destination folder.

Also, you can just grab the records directly from the **Results List**, but keep in mind those files will always be referenced when dragged from the Results List always!

Another great highly recommend way to work is.....tag many sounds using **(T)** and then **(Ctrl+Drag)** from the DnD Bar to drag the whole Taglist without having to look at it.

(This same function is **(Option+Drag)** on Mac)

If your a Pro Tools user, here's an older 4.x video to watch to get you familiar. Other DAW users should give it a quick watch also.



(version 4.x Video)

[Basic Functions/Menus >>](#)

# Basic Functions/Menus

Once you found the sound you are looking for you can do any of the functions of the Command Bar

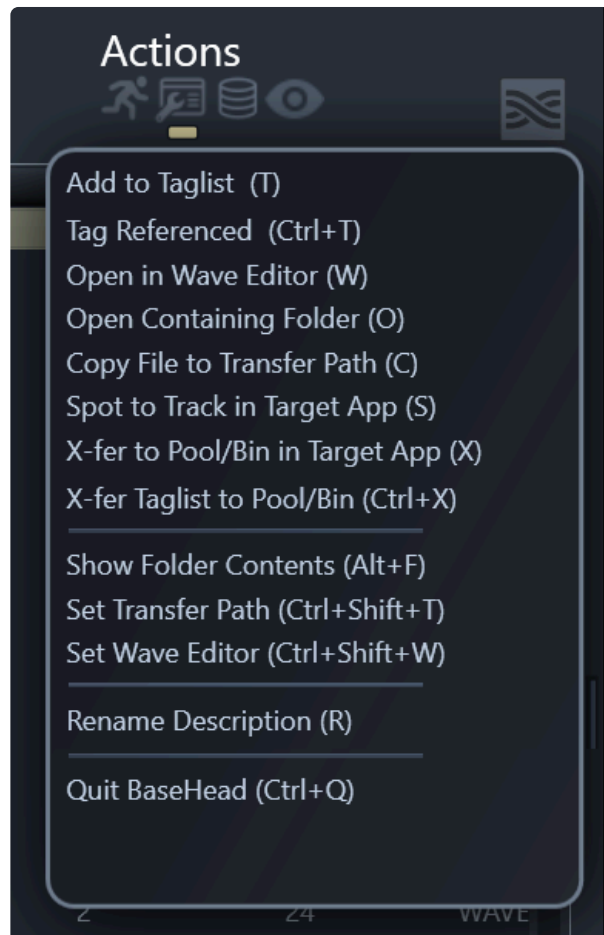


These same functions (AND MORE) can be found in the....

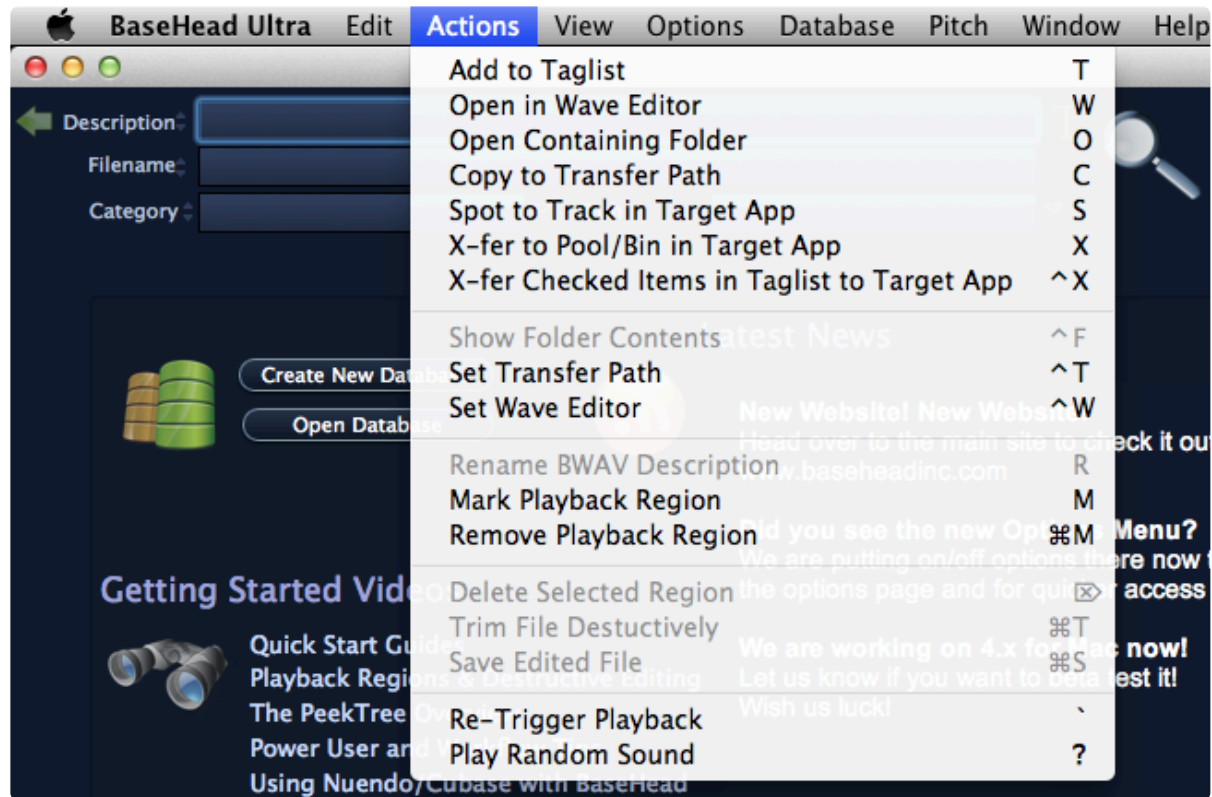


## —Actions Menu—

Action can be seen by right clicking the **Results Page** or clicking the Actions Menu icon on the top right of the Main Page to see the full list of available functions.



*NOTE: On BH Mac all Main Menus are at the top like standard native Mac programs.*



FYI....We don't cut corners and waste time with horrible cross-platform GUI's and frameworks.

BaseHead separately written for both Windows and macOS to ensure the best performance and best user experience possible for our users.

Double the work, but we think it's worth it! What do you think? ...8)

Now onto the Basic Functions.....

### Add to TagList (T)

will add the selected sound to the Taglist Page.

Once a list has been created you can drag and drop it all by either showing the Taglist Page and holding down **(Ctrl or Option)** and drag from the list.

You can also hold **(Ctrl or Option)** and grab the DnD Bar on bottom left of the main Results Page to drag the whole list without ever looking at it.

You can also transfer all the current checked sounds on the Taglist to the target applications' Pool/Bin using **(ALT+X)** from either the Taglist Page **OR** Results Page.

### Tag Referenced (Ctrl/Command+T)

will add the selected sounds to the Taglist Page the same as "T", but the file will be referenced to the original path instead of Sample Rate converted and copied to the Transfer Path first.

This can come in handy if you are working with long ambiance files and want to work fast and don't care about the Sample Rate or if you have your DAW set to do the Sample Rate converting instead.

### Open in Wave Editor (W)

this with toss the file into the set wave editor on the Options Page, which is usually something like Wavelab or Sound Forge.

**Open Containing Folder (O)**

will show the selected record in Explorer/Finder.

**Copy File to set Transfer Path ( C )**

will copy selected files to your currently set Transfer Path. Click the folder icon on the bottom Info Strip to set a Transfer Path manually.

**Spot to Track (S)**

if your one of the type of guys that prefers to lay a cursor/marker down in your DAW and toss files to it instead of Drag and Drop then this is the option for you.

Select your Target Application on the Options page and hit **(S)** to toss files to a track in your DAW.

**Support hardwired DAWs:**

*Nuendo/Cubase, REAPER, Pro Tools, Logic Pro X and Adobe Premiere Pro.*

**X-fer to Pool/Bin in Target App (X)**

files are tossed to the Pool/Bin in Nuendo/Cubase or Pro Tools or other supported DAW's

**X-fer Taglist to Pool/Bin (Alt+X)**

current checked file on the Taglist page are tossed to the Pool/Bin in Nuendo Cubase or Pro Tools  
(Note: Spotting features for non-hardwired DAW's can only send one file at a time)

**Show Folder Contents (Alt+F)**

will show the folder contents of the selected record in the Results Page.

**Force Show All Records (Ctrl+Shift+F)**

this bypasses the 'Max Records Returned' set value on the Options Page and instead returns All records.

**Clear All Search Boxes (\*Ctrl/Command+Shift+F)**

this bypasses the 'Max records Returned' setting on the Options Page and returns all records.

**Set Transfer Path (Ctrl/Command+Shit+T)**

lets you select the path all files are copied to or just click the blue folder on the bottom Info Strip to set.

**Set Wave Editor (Ctrl/Command+W)**

lets you select a wave editor for 2 track editing (usually SoundForge or Wavelab)

Once set press 'W' to toss a file to it.

**Rename Description ( R ) (non-lite versions)**

pops up a dialog box that lets you change the\* [description]\* field for WAV, BWAV and now AIF files in version 4.x.

Once you Inject a\* [description]\* it will be permanently burnt into the files BEXT and iXML chunks.

### **Other Misc Commands**

#### **Re-trigger Playback ( ` )**

simply triggers the currently playing file from the top

#### **Play Random Sound ( ? )**

will randomly pick a sound from the returned results and play it.

OR click the dice looking icon on the bottom left of the main window.



#### **---Options Menu---**

Every item in this menu are Enable/Disable type items that relate to the Results List mainly. The options on the Options Page are more global program wide type options instead.

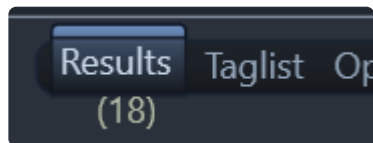
(See the [Options Page/Menu](#) Section for more info)

#### **Dim Played Records**

when ON will slightly dim the records you already played to give you visual feedback.

#### **Retain Dimmed Records**

when ON keeps track of which records you clicked on already until manually cleared. You will see the number of records increasing near the Results Tab. To reset it to back zero simply click on the greenish number label.



#### **Hide Indexes > 1**

hides indexes greater then 1 in the Results List when ON.

#### **Fixed Row Heights**

turn this ON if you don't want to see Multi-Row Descriptions in the Results List.

#### **Double Click to Open in Wave Editor**

when checked ON will Open the double clicked File in the set Waveform Editor

#### **Select text on Focus**

when ON the current text in a search box will be highlighted on next search.

#### **Show Extra Split Channels**

when ON all other split channels files other than **.L.** or **\_1.** will also be show in the Results List.



## Spell Check Searches

when ON will enable Spell Check in the Search Boxes on the Results Page.



## —Database Menu—

Here's where you do a lot of your DB management.

Database	View/Panel	Pitch	Window
Import Audio Files			⌘I
Open Database			⌘O
Create New Database			⌘N
Rename Current Database			
Delete Current Database			
Remove Current Database			
Clear All Records in Current Database			
Remove Duplicate Records			
Cleanup Missing Databases			
Create 'Import' from Database			
Remove 'Offline Media'			
Show 'Offline Media'			
Rebuild Indexes			

## Import Files

imports files and scans meta-data to be added in the DB.

*FYI: Importing can also be initiated by dragging files to the Results page.*

## Open Database

opens a new DB

## Create New Database

creates and selects a new DB

## Rename Current Database

renames the current loaded DB

## Delete Current Database

deletes the current loaded DB from your hard drive

## Remove Current Database

will remove this DB from the DB Hotswap box.

## Clear All Records in Current Database

clears all records from the current loaded DB so you can start fresh.

---

### Remove Duplicate Records

will remove entries that are the oldest when two or more of the same are found in the DB with the same name at the same **[folder]** or **[path]**.

### Cleanup Missing Databases

checks if databases in the bottom left DB Hotswap box still exist.  
If not....they are removed from this drop down box.

---

### Delete Record

will remove selected records from the database only.

### Delete File

will remove selected records from the database and also the associated file from the hard disk.

### Silent Delete File and Record

Holding **Ctrl+Shift+Alt** and Pressing **DEL** will delete both file and record immediately without asking.

### Import/Export Text File

various formats of text files can be Imported and Export now.  
See [Import/Export](#) section to learn more.

### Create 'Import' from Database

allows you to take a existing **.db** file and import it as a separate 'Import' into the current database giving your full control to search inside it and remove it at anytime in the future cleanly.

### Remove Offline Media

checks if files currently shown in the Results List are "Media Offline" and if so they are removed from the Database.

### Show Offline Media

shows all of the current Results List that is 'Media Offline'

### Rebuild Indexes

rebuilds the databases indexes. If you are seeing slow performance for function like 'Imports' Re-scan then run this function and it should be running snappy again in no time!



### —View Menu—

This Menu contains some of the new panels among other Hide/Show options.  
The Panels are covered in the Panel Section of this manual.

**Clear All Search Boxes – (Ctrl+Shift+C)**

clears all 4 search boxes at once.

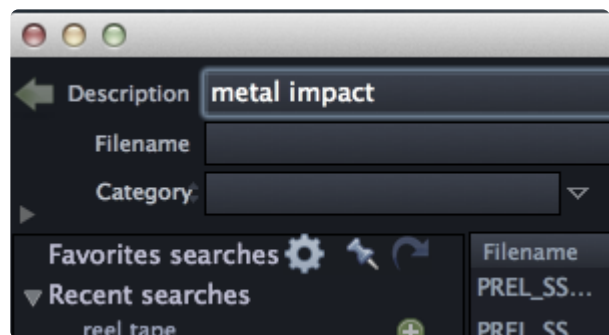
The rest of the View Menu should be self explanatory.

[Results Page/PeekTree >>](#)

# Results Page/PeekTree

The Results Page is where you will spend most your time.  
This is where all the searches are displayed that you can preview,

## —SEARCH BAR—



In the top left corner is the **Green Back/Forward** button in the upper left of the window that works similar to a web browser quickly showing previous/next searches.

You can also press the **DELETE/BACKSPACE** button to cycle back and when you see the search you want you can press **(Ctrl+Enter)** to search it to avoid too many mouse clicks.

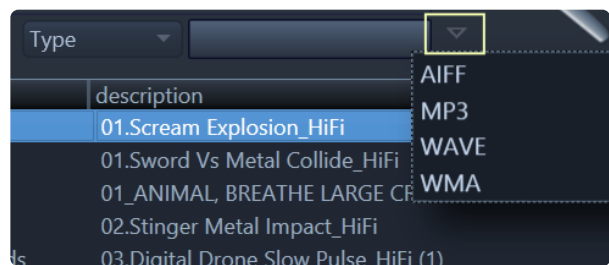
Also **(Ctrl+BACKSPACE)** will cycle forward thru the list.

You can still of course CLICK on it also to go back or **Ctrl/Command+CLICK** to go forward.

The Boolean searching rules were already discussed in the beginning of the manual in the [Getting Started](#) Section along with other Search Bar Features.

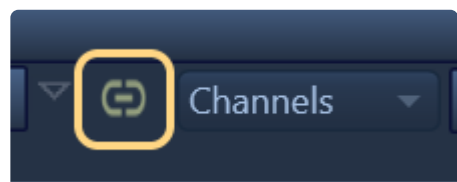
The bottom two search boxes have 'Browse Arrows' to the right of them.

These can be used to browse the selected field in the database.



ex. so if you just want to see all your file types in your current DB just click these arrows like above.

In the middle of the bottom two search boxes is a link button.

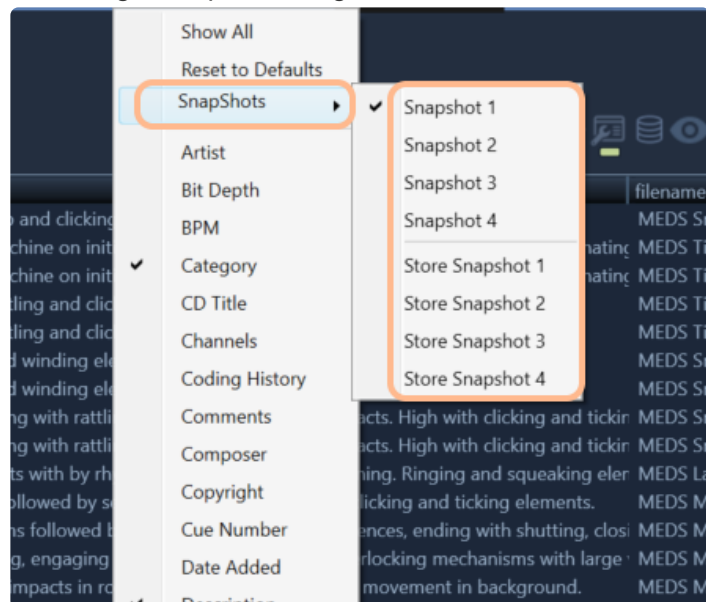


when this is ON the Browse Arrows for the bottom two search boxes filter off of each other.

## —Snapshots—

you have the ability to store and recall Snapshots.

To change Snapshots, right click the Results List Header



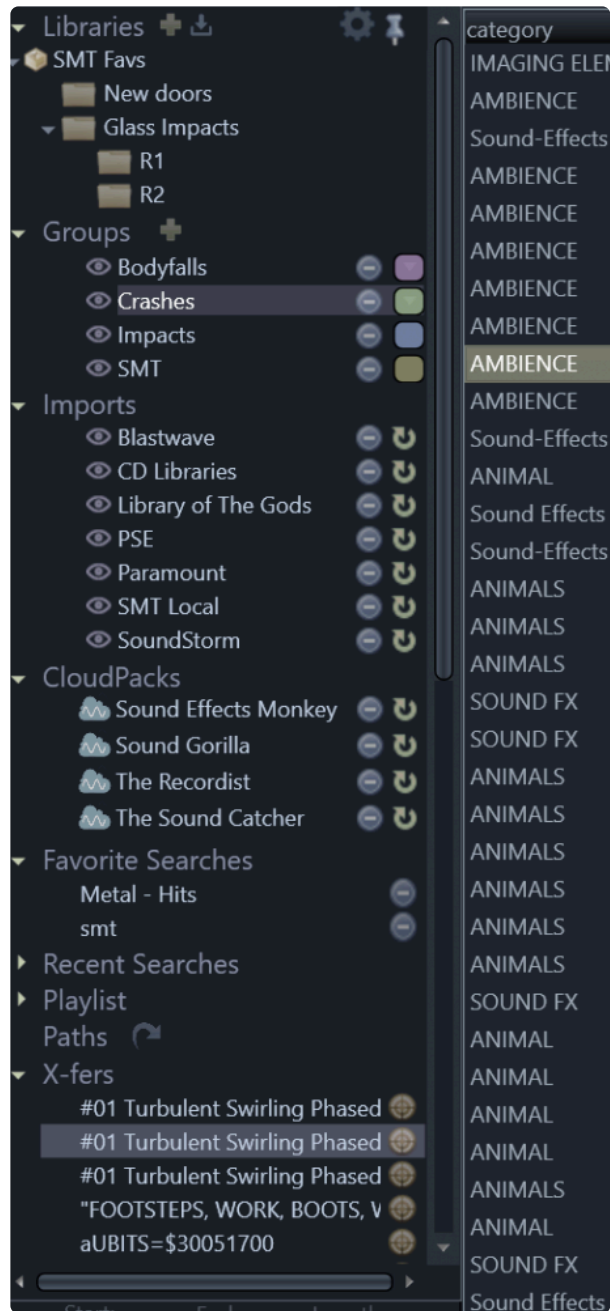
## —THE PEEKTREE—

To the far left is a sidebar we called the **PeekTree**.

It's a tree control that now has 9 different nodes in it.

This is like the command station inside BaseHead that truly shows what sets it apart from the others!

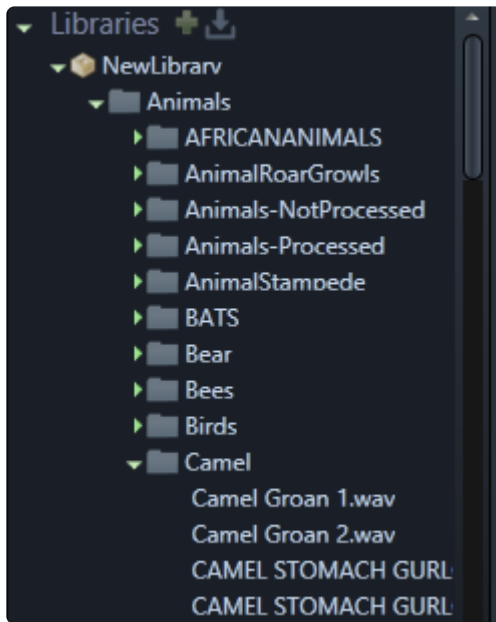
You can Show/Hide it by pressing **(E)** and show the settings for this sidebar by clicking the blue gear looking icon and can pin it to always stay open or not so can then press **(E)** whenever you want to just **PEEK** to look at it and it will hide again once you click an item. That is how it got it's name....8)



The **PeekTree** nodes are....

—**Collections**— (*Ultra Only*) (Formerly know as Libraries)

this feature is handy for pulling sound effects to give to other people or what I use it for is saving favorite sounds used on a show that I want quick access to cuz I know I will be using them a lot in the near future. My Go To sounds!



### Some things you can do with Collections....

- Create a new Collection by pressing the green plus icon.
- 'Export Collection' – export these Virtual folders with Files to your hard drive to be able to give to someone else with an included **.lib** file.
- Save off just a **.lib** file without audio.
- Import a folder structure off the hard drive as a starting point (with or without audio files)
- If you click a folder icon it will show the contents in the Results grid (if they exist in the current DB)
- Import an existing **.lib** File
- Create a Database from a Collection

When a **Collection** has been exported and transferred all the files are dimmed inside marking they have already been transferred.

you can mark them 'Un-Transferred' by right clicking the files or folder inside the **Collection**.

*NOTE: Collections, unlike the below 'Groups' and 'Imports' are **NOT** attached to the database by Design. So you can create them and switch between databases and they will still be visible and available to use.*

### —Imports— (Non-Lite versions)



shows all your named Imports here you created from the Import Window.

We suggest sub-dividing your Database to give you more control for adding and removing chunks of your

library like in the above picture I have my 400,000+ database divided into 6 'Imports' for easier maintenance.

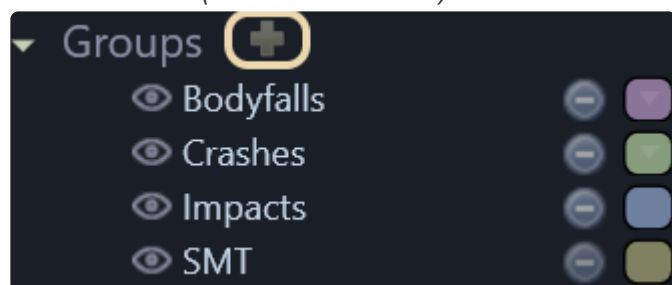
### Things you can do with Imports....

- Click the left purple eye icon to hide them from searches
- **Single CLICK** them to show ALL inside the 'Import' in the Results List and browse them
- **Ctrl+CLICK** to focus on selected libraries for searches. When force focusing this will only display results from the selected libraries
- Press the \*Green Rescan icon \*to check for newly added or removed files and update them in the Database.
- Press the **Blue delete icon** to Remove them from the Database or Delete them off the hard drive  
(All the above functions can be found a right click menu also)

As of BaseHead v2020.9.84 the "Focused Selection" (CTRL + Click) will now "live update" the filtered search results.

This allows you to perform a search then use the focus library selection to filter based on selected libraries without having to perform another search.

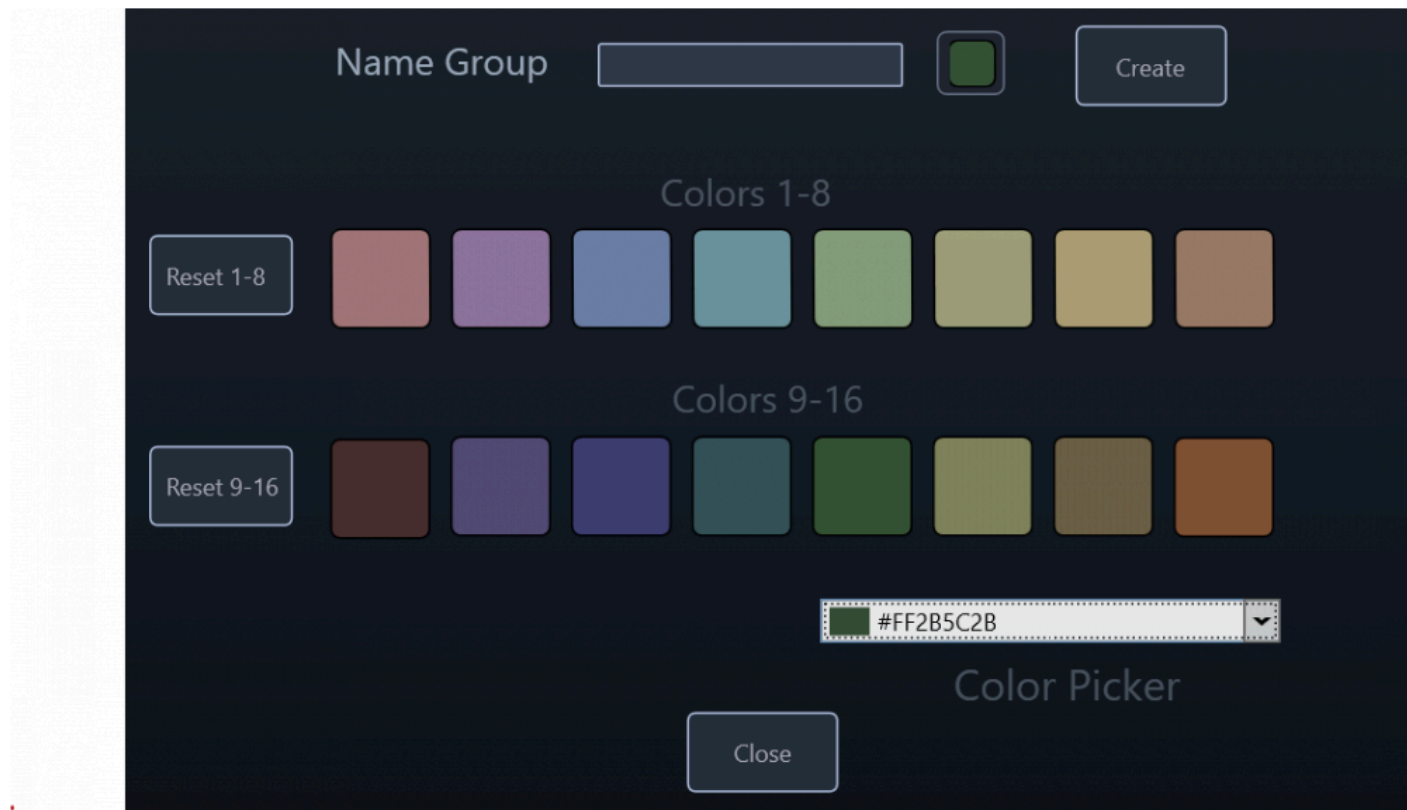
### —GROUPS— (Non-Lite versions)



**Groups** can be created from the PeekTree OR also on the Import Window.

They can have one of 16 customization colors added to them that will show in the Details Panel and also the Results List.





You can colorize **Groups** and import into them OR drag files into them OR change **Groups** of selected records from the Details panel

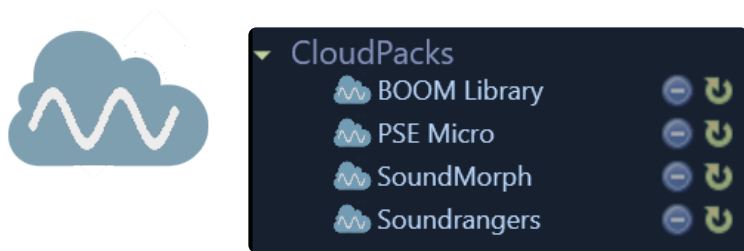
### Some things you can do with Groups...

- Click the purple left eye icon to hide them from searches.
- Single CLICK them to show ALL inside and browse the **Group**.
- Ctrl+CLICK them to highlight them yellow and do a focused search inside them only and ignore the rest of the database.
- You can color code them with the color combobox and the color will display in the Details Panel on the right and Results Page.
- Remove them from the Database or Delete them off the hard drive.
- You can also **Ctrl/Option +DRAG** items from the Results list to the 'Groups' node to add them to the **Group**.

How will you use them? It's all up to your imagination....8)

*Pro-Tip: Another quick way to create new 'Groups' super fast is from the Details Panel by right clicking a [field] and choose "Create 'Group' from XXX"*

### —CLOUD PACKS—



these web stream-able SFX packs can be added from the Online Page and appear in the PeekTree. They have the same functions as 'Imports' basically, like focused searching, with the one difference is none of these files reside locally.

If you want to add some CloudPacks of your own then check out [THIS PAGE](#).

*NOTE: if you have a slow internet connection then best not to use these.... ;-)*

### —FAVORITE SEARCHES— *(Non-Lite versions)*

a place to put your searches you use all the time.

You can add them to this node by pressing the green plus icon from the Recent Searches node.

### —RECENT SEARCHES— *(Non-Lite versions)*

shows all your recent searches and allows you to add these to the Favorite Searches node.

### —Paths—

shows all recent transfer paths so you can quickly hot swap between them.

Also....If you click the hooked blue icon you can add multiple paths of recently opened sessions of the current selected target application.

### —Playlist—

shows all the files recently auditioned so you can go back easily to the ones you heard and liked quick.

### —Xfers—

shows all files that have been transferred lately....(both source and destination.)

This is handy if your DAW crashed before saving to help you see all your recent files you recently sent to it to help get you back to square one quickly.

*(When the orange target icon is pressed the destination file is shown)*

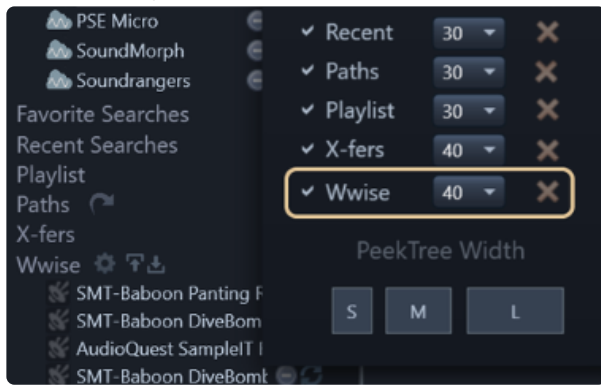


### —Wwise—

in 5.1 or higher we added hardwired integration for Audioknetic's **Wwise** allowing you to toss files back and forth while retaining full parameters from

Check out the [Wwise WAAPI Walk-Thru page](#) for more info.

make sure you turn this node on from the PeekTree Settings panel. *(It's hidden by default)*



## —PEEKTREE SETTINGS—

To adjust the max. count and hide/show any PT node open up the PeekTree settings window by clicking the blue gear icon at the top right corner of the PeekTree.

The width of the PeekTree can also be set to three different widths



Watch the below video to see the PeekTree in action!.



*(version 4.x video)*

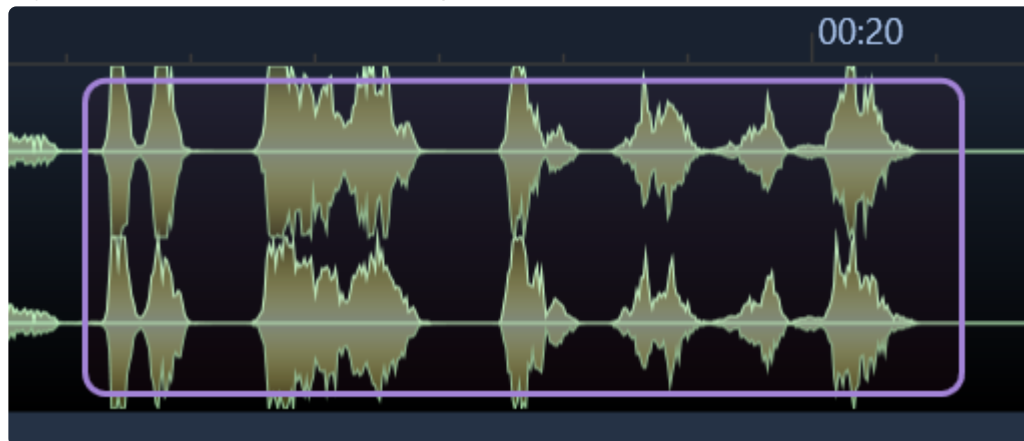
[Waveform View >>](#)

# Waveform View

The Waveform section has many functions.

The most basic one is clicking on it to move the playhead around.

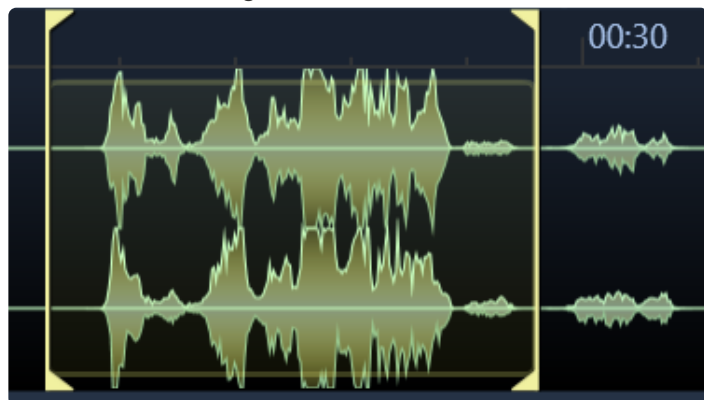
If you click and wipe a purple range across it and release the mouse button it will zoom the waveform.



Then you can grab this section with the DnD Bar and drag it to your DAW or use any other function in BaseHead like Spot to Track using **(S)**

You can un-zoom one level of zoom by pressing **(Z)** or zoom all the way out by pressing **(A)**

If you hold SHIFT and click and wipe it will not zoom in but instead will create a temporary Yellow Range like the below image.



When this yellow range is visible you can either drag it out of BH by clicking in the top part of the WF between the yellow markers and drag.

**OR** you can use this range to set a permanent Playback Region inside the file by Pressing **(M)**

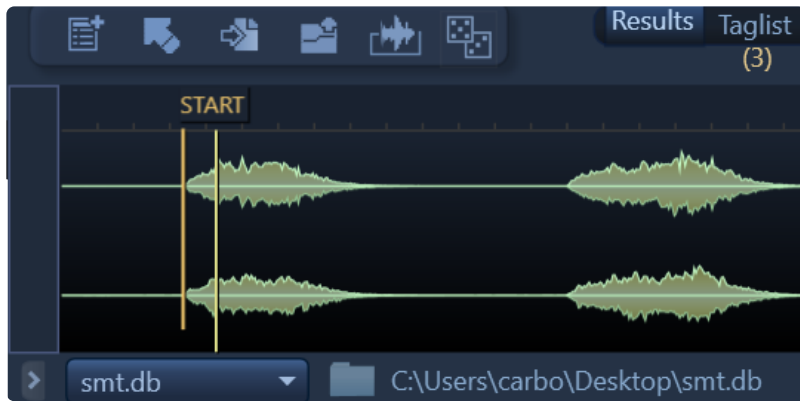
**OR** you can do Destructive Editing and delete it by pressing **(DEL)** or **(CTRL+T)** to trim the audio file when the yellow range is shown.

## —MARKERS—

four different types of settable markers can be set in BaseHead currently.

Here are the differences...

## Skip Silence



These are orange markers with 'Start' and 'End' labels on them.

When these are visible and turned ON the playhead will skip over audio that is low in volume getting to what you want to hear faster.

These can be turned ON/OFF from the Waveform Settings menu located at the top right of the WF.

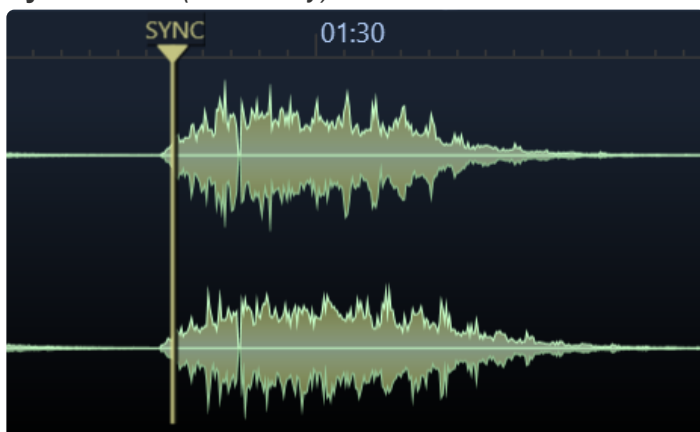
## Region and Loop Markers (Non-Lite Only)



these are new Purple and Blue Markers that write into the CUE Chunk

*See the Marker Panel for more Info!*

## Sync Points (Ultra Only)



these are yellow and are for Nuendo/Cubase and ProTools users only. (*ProTools supported added in version 5.2*)

You can set them and they will transfer to these DAW's.

They can be set by holding **ALT** (PC) or **Command** (Mac) and clicking on the WaveForm.

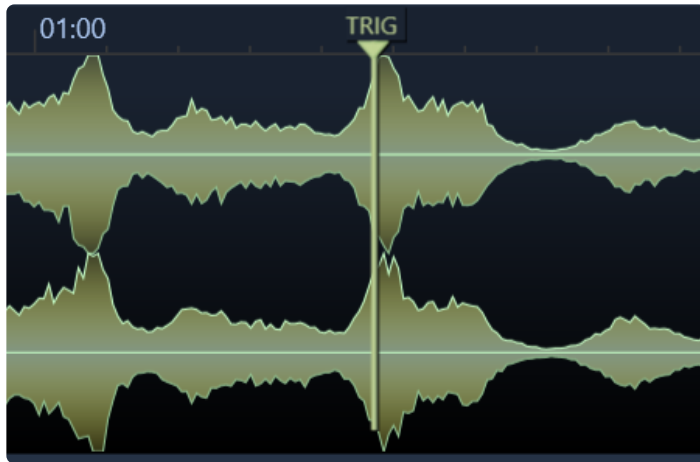
They can be removed by also ALT+Clicking them.

*(NOTE: This information is written permanently into the file's iXML chunk)*

**Example Use:** set a SyncPoint at a peak of a car by so the next time you drag that car by out of BH the video will be synced to the the peak of the car by and soon as it hits the Nuendo timeline.

ProTools users can take advantage of this feature also now, using the “S” command, but Nuendo/Cubase users can also use this feature via Drag and Drop.

### Trigger Marker (Ultra Only)



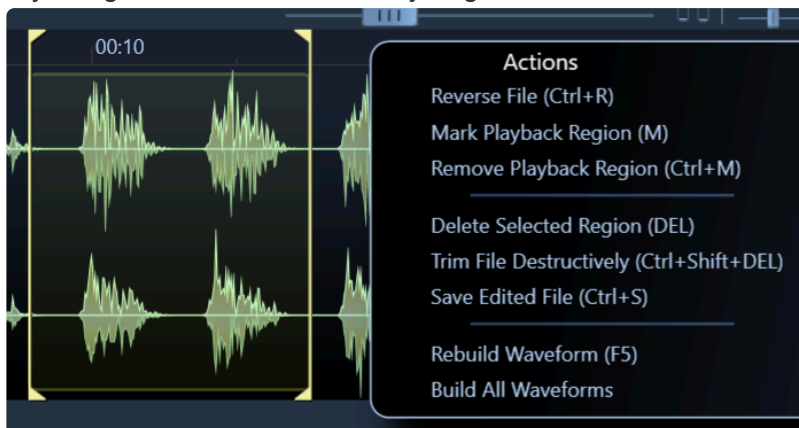
holding Shift and clicking on the waveform will create a temporary green **Trigger Marker** that can be used to re-trigger the file from over and over.

This will be part of a much larger future feature to be announced soon.

*NOTE: You can click and drag these markers to move them around (besides skip silence). To remove one just hold ALT and click on the Triangle at the top of the marker.*

### —Waveform Actions—

If you right click the Waveform you get a whole another set of Actions that can be done.



### Rebuild Waveform – (F5)

delete and rebuild the current selected record's waveform cache file.

## Build All Waveforms

this feature will walk all the files currently shown and draw the overviews to reading them will be faster the 2nd time around.

This process can take a while, so it's best to do it over night if you have a big library.....8)

Make sure you set your 'Max records returned' on the Options page to **ALL** so all records get displayed for walking.

*(Note: The waveform files are stored in a folder named **\_wfCache** next to the files unless you choose a local drive to cache to)*

## Add Marker/Region (M)

Sets an CUE Marker OR if a Yellow Range is selected a CUE Region

## Remove Playback Region (Ctrl+M)

removes old style aXML Markers from the file

*(Watch the below to see these commands in action)*



*(version 4.x video)*

## Sum to Mono (Shift+M)

Sums Channels to Mono=

## Reverse File (Ctrl+R)

Physically reverses the current file and creates a temp file to play with.

The WF will turn purple indicating this.



## Delete Selected Region (DEL)

destructively removes region that is selected with the YELLOW region when holding the SHIFT key

## Trim File Destructively (Ctrl+T)

destructively removes the head and tail around the selected YELLOW region



*NOTE: For all destructive actions you must hold shift and wipe a yellow range first across the Waveform.*

### Save Edited File (Ctrl/Command+S)

overwrites the original file with the newly edited one Destructively!

**This can't be undone!!**

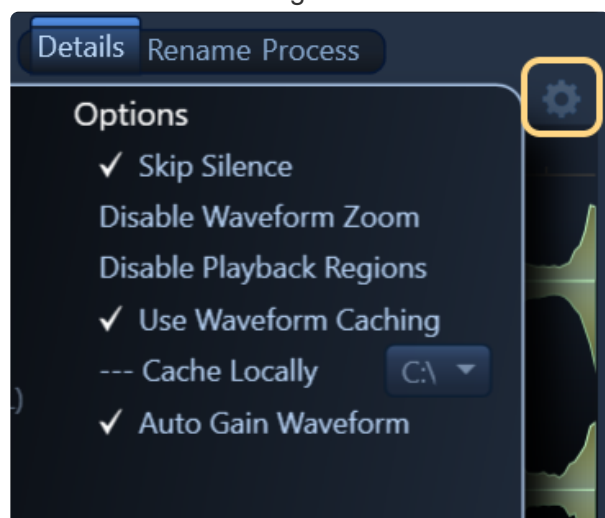
Watch this quick video to see it in action!



(version 4.x video)

### —Waveform Options Menu—

to turn ON/OFF settings for the Waveform click the little gear icon near the top right of the WF.



### Disable Waveform Zoom

when checked ON prevents BH from zooming on mouse button up and instead places temp yellow region marker brackets instead.

### Disable Markers

when checked ON, set Playback Regions will be ignored during playback and not be displayed also.

### Use Waveform Caching

when checked ON, a waveform overview .wf file will be written to the hard drive in a sub folder of the selected file directory named **\_wfCache**

Cached waveforms will load way faster then drawing each time for long files so it's highly suggested to leave this setting ON

We recommend building waveforms for all your files to make BH run faster when you get some free time.

### Cache Locally

when checked ON, it creates the waveform caches on the drive of your choice instead of writing them to a sub-directory of where the files are located.

This is helpful and most used for when file are on slow network servers **OR** when a network SFX server's write access is disabled.

For **PC** you can choose the location by drive drive letter.

For **Mac** they are created in **~/Application Support/BaseHead/\_localWFCache** on your system drive.

### **Auto Gain Waveform**

when ON will Normalize the WF visually so it always looks healthy.

### **Higher Resolution Drawing**

When ON double the pointCount is used.

### **Skip Silence**

when checked ON the playhead will jump to the first part of a file where sound is found and skip over dead air.

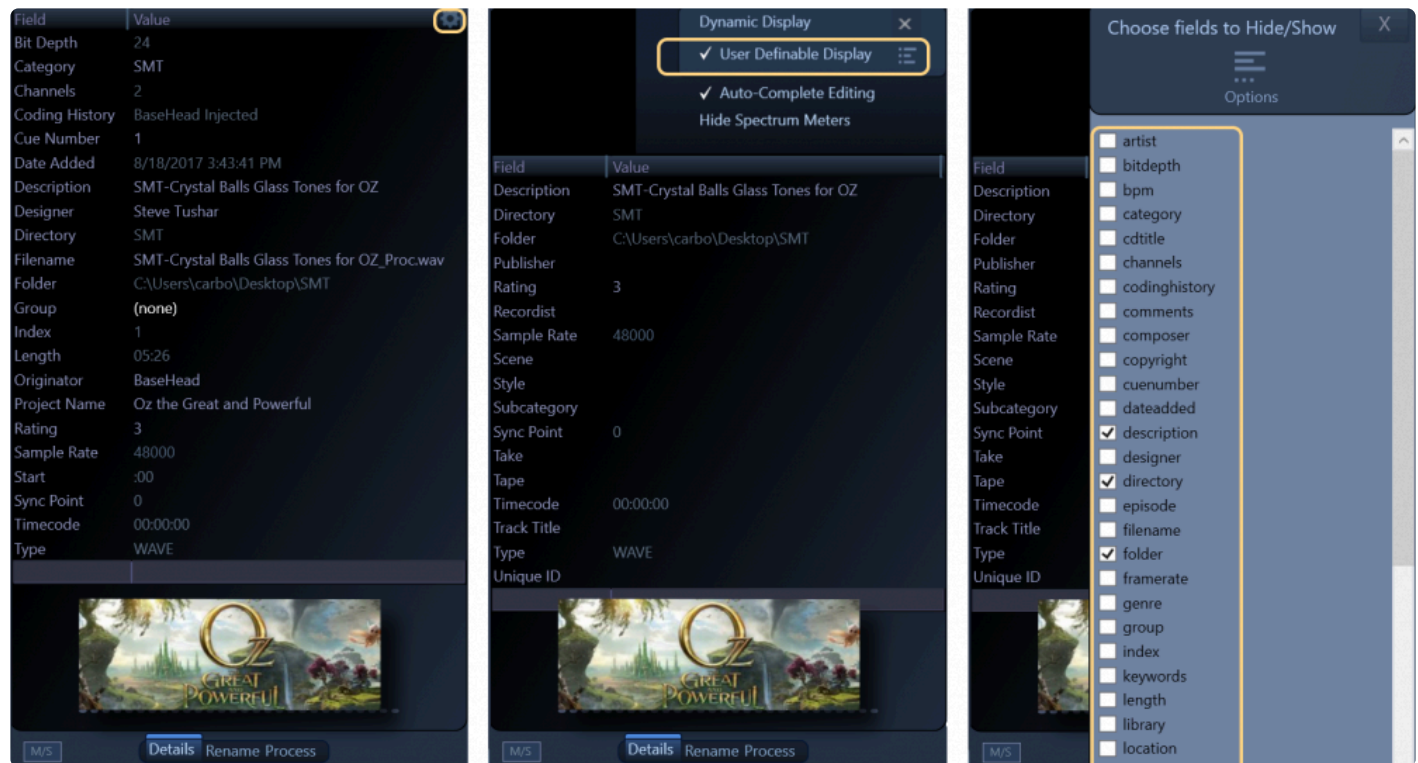
[Details Panel and Metadata Viewing & Editing >>](#)

# Details Panel and Metadata Viewing & Editing

The right sidebar **Details Panel** shows you all the metadata we have found in the selected file while importing by default.



You can also set this to “User Defined” by opening the Settings and check it ON and then click the list looking icon to show all the **[fields]** you can hide show in the Details Panel.



Once you get all the fields you care about editing....go ahead and tag away by selecting the records you want to change and double clicking a **[field]** you want to change!



**NOTE:** Some fields like **[sample\_rate]** and **[bit\_depth]**...etc are dimmed and can't be edited for obvious reasons...8)

Most all metadata editing in BaseHead is done on this panel.

It can also be done in the **Offline Renaming** section on the [Rename Panel](#) or pressing 'R' to just rename a **[description]**.

### —DETAIL PANEL OPTIONS— (Ultra Only)

click the upper right gear icon to see the options for this panel.

#### Dynamic Display

choose to show metadata values in the **Details Panel** that only exist in the selected record.

#### User Definable Display

let's you choose fixed fields that you want to display in the **Details Panel**.

### Auto-Complete Editing

when ON will show suggestions while typing based on other values already in the current [field] in the database.

### Hide Spectrum Meters

when ON hides and disables the Spectrum Meters at the bottom of this panel.

If you right click any value in the Details Panel, you will get these options in the context menu:

#### Copy Value of [xxx]

- Remove Entries with [xxx] "XXX" from Database
- Set Entries [xxx] "XXX" to Hidden
- Set Entries with [xxx] "XXX" to Visible
- Search For [xxx] "XXX"
- Create Group from [xxx] – A new quick way to create colored 'Groups' *Fast!*

### OUR PREFERRED METADATA FORMAT IS OPEN SOURCE iXML

Steinberg created a metadata-rich sub chunk for SFX and Music inside iXML.

So instead of re-inventing the wheel we decided to use and support this.



#### Open Standards for Life!!

The huge difference with this from many other programs out there is all metadata will be written in a Non-Encrypted iXML chunk!!

#### Why is this so Important?

This chunk is a Non-Encrypted and an Open Standard so it can be read by any other program, if they choose to support it, now or in the future!

Programs come and go and your metadata should flow between them also.

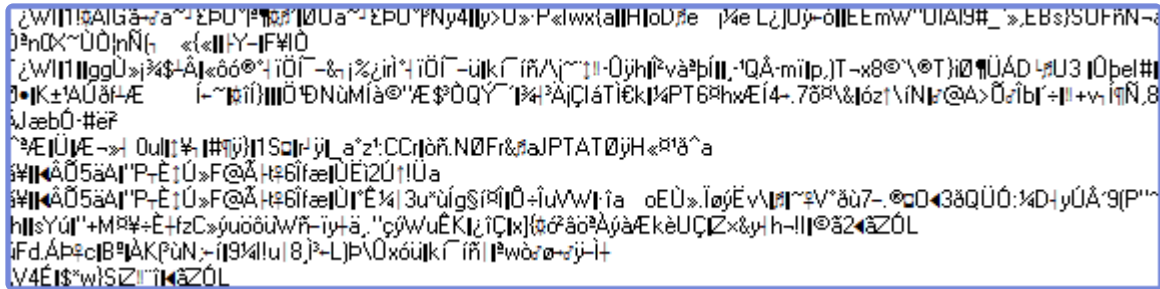
BaseHead will **NEVER EVER** encrypt your hard work and valuable time you spend adding metadata to prevent you from leaving our software.

We don't believe in locking users into our program, but instead believe in just making better software that people want to use instead of forced to keep using it.....8)

Even our Database is un-encrypted also so you can open it any SQLite editor if you so desire..

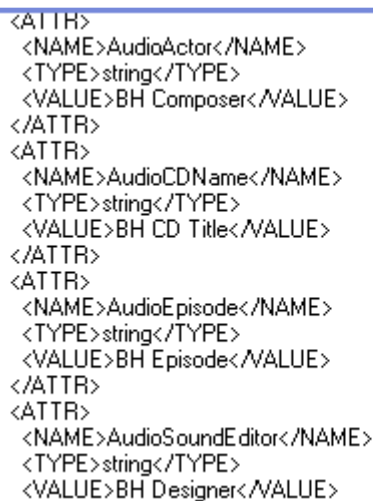
Please help us spread the word and inform others so they get the correct information and don't get stuck in a dead end program.

This is what your hours of hard work of tagging sounds look in another program that is encrypted.



no one in the future will be able to read or parse that cuz it's impossible...

this is how ours looks...



```
<ATTR>
  <NAME>AudioActor</NAME>
  <TYPE>string</TYPE>
  <VALUE>BH Composer</VALUE>
</ATTR>
<ATTR>
  <NAME>AudioCDName</NAME>
  <TYPE>string</TYPE>
  <VALUE>BH CD Title</VALUE>
</ATTR>
<ATTR>
  <NAME>AudioEpisode</NAME>
  <TYPE>string</TYPE>
  <VALUE>BH Episode</VALUE>
</ATTR>
<ATTR>
  <NAME>AudioSoundEditor</NAME>
  <TYPE>string</TYPE>
  <VALUE>BH Designer</VALUE>
```

Huge Difference huh?

so you have the piece of mind that whenever the new hot audio database program comes out that you want to use the data will be readable by it if they spend a day parsing what we wrote.

Currently about 35 fields will go back and forth between BaseHead and Steinberg's Mediabay.

This is probably a first in the audio metadata world that two program share metadata other then just the bext description.....8)

Join us in waiving the Open Standards Metadata flag!!

### Nuendo/Cubase Compatibility:

(Here are a few screen caps to show how BaseHead and Mediabay Translate fields)

#### BaseHead -> Nuendo

☒ Compatibility Mode X  
☒ Dynamic Display  
☒ User Definable Display ⚙️

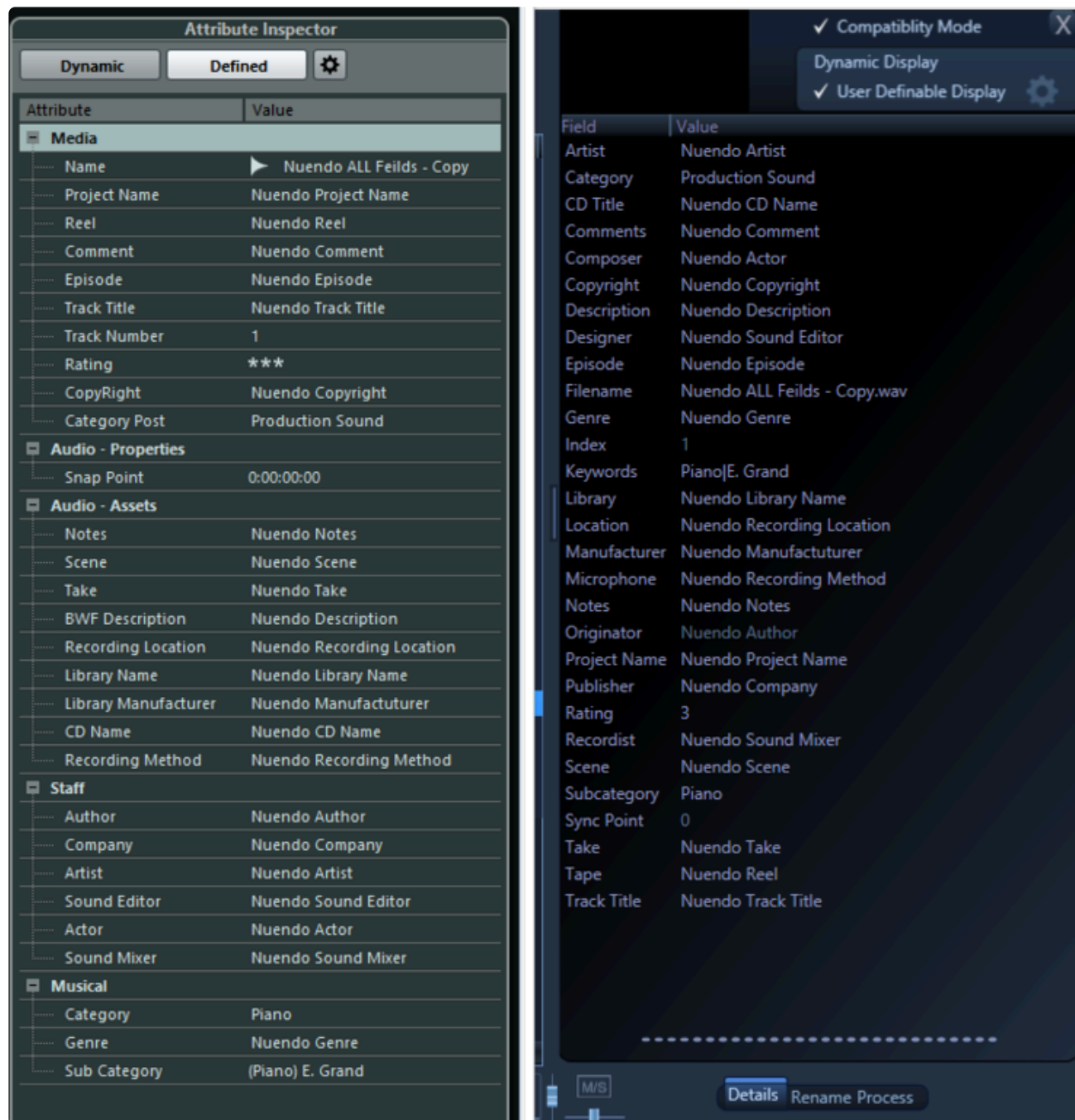
Field	Value
Artist	BH Artist
Category	BH Category
CD Title	BH CD Title
Comments	BH Comments
Composer	BH Composer
Copyright	BH Copyright
Description	BH Description
Designer	BH Designer
Episode	BH Episode
Filename	BaseHead ALL Feilds.wav
Genre	BH Genre
Index	1
Keywords	BH Keywords
Library	BH Library
Location	BH Location
Manufacturer	BH Manufactuer
Microphone	BH Microphone
Notes	BH Notes
Originator	BaseHead
Project Name	BH Project Name
Publisher	BH Publisher
Rating	2
Recordist	BH Recordist
Scene	BH Scene
Subcategory	BH Subcatergy
Sync Point	143087
Take	BH Take
Tape	BH Tape
Track Title	BH Track Title

### Attribute Inspector

Dynamic
Defined
⚙️

Attribute	Value
<b>Media</b>	
Name	BaseHead ALL Feilds
Project Name	BH Project Name
Reel	BH Tape
Comment	BH Comments
Episode	BH Episode
Album	BH CD Title
Track Title	BH Track Title
Track Number	1
Rating	**
CopyRight	BH Copyright
Category Post	BH Category
<b>Audio - Properties</b>	
Snap Point	0:00:03:06
<b>Audio - Assets</b>	
Notes	BH Notes
Scene	BH Scene
Take	BH Take
BWF Description	BH Description
Recording Location	BH Location
Library Name	BH Library
Library Manufacturer	BH Manufactuer
CD Name	BH CD Title
Recording Method	BH Microphone
<b>Staff</b>	
Author	BaseHead
Company	BH Publisher
Artist	BH Artist
Sound Editor	BH Designer
Actor	BH Composer
Sound Mixer	BH Recordist
<b>Musical</b>	
Category	BH Subcatergy
Genre	BH Genre
Sub Category	BH Keywords

Nuendo -> BaseHead



(version 4.x screenshot, Extra compatible fields have been added in version 5.x)

### Attention Library Creators!

If you are looking to distribute your SFX to the world and want to make sure your metadata will be read by some (cough cough) “rival” programs then best to **ONLY** tag your SFX in the 7 fields listed below but makes sure to turn ON the ID3 Chunk Editing in the **Metadata Chunk Options Panel** first (**F4**) (*Ultra*)



Metadata Chunk Options			
	Import	Edit	Transfer
iXML	✓	✓	✓
aXML	✓	N/A	✓
bext	✓	✓	✓
SNDM	✓	N/A	N/A
nmix	✓	N/A	N/A
ID3	✓	✓	✓
LIST	✓	Coming Soon!	✓

This panel can be used to turn on Chunks or off in all three stages from Importing files to Editing them to Transferring and creating new files.

Here is a table to show you what goes where when you tag in these fields in regards to ID3.

#### WAV and AIF files:

Field	Value
Category	ID3 Genre (TCON)
CD Title	ID3 CD Title (TALB)
Composer	ID3 Composer (TCOM)
Description	ID3 Comments (COMM)
Library	ID3 Artist (TPE1)
Publisher	ID3 Publisher (TPUB)
Track Title	ID3 Track Title (TIT2)

#### MP3 files:

Field	Value
Artist	ID3 Artist (TPE1)
CD Title	ID3 CD Title (TALB)
Composer	ID3 Composer (TCOM)
Description	ID3 Comments (COMM)
Genre	ID3 Genre (TCON)
Publisher	ID3 Publisher (TPUB)
Track Title	ID3 Track Title (TIT2)

FYI: BaseHead can now Import/Export various text file formats of all fields that you can also use to import into “rival” programs also now as another option if that is what you prefer

### —ADD YOUR OWN ALBUM ART/IMAGES—



BaseHead Ultra has the ability to add Album Art/Images to files that burn into the ID3 chunk of a file. Just drag a **.gif .png .jpg** or **.tif** to the Details Panel and it will add the artwork to the selected records. *(Right clicking an image will remove it)*

Also if you just place images with the same name as the audio file in the folder with wither the extensions **(.png, .jpg and .jpeg)**

It will show these as priority over any image burnt into the file.

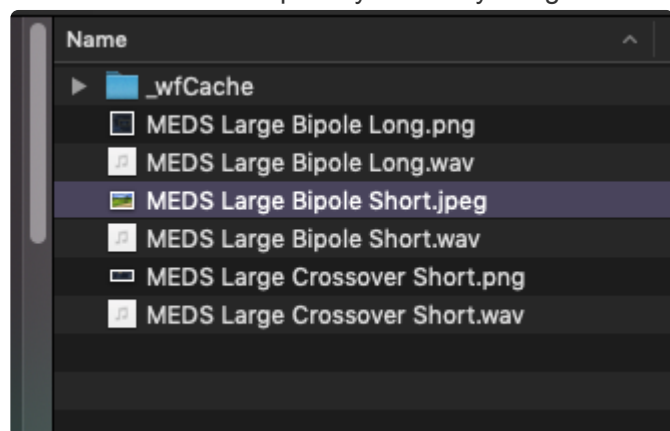


Image files need to conform to normal album art standards.

Usually a perfectly square 300×300 pixel image is best if you want to play it safe.

Here's is some good info to make sure you are conforming the ID3 standards

**<http://www.richardfarrar.com/embedding-album-art-in-mp3-files/>**

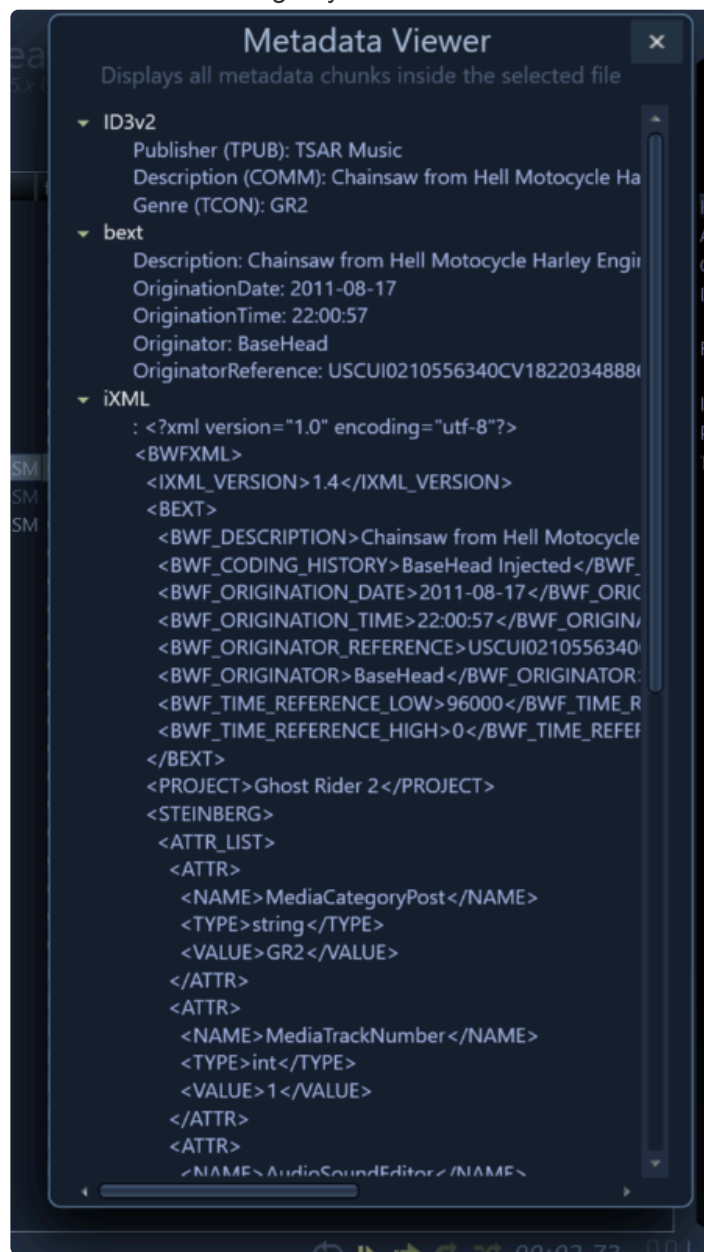
This Video includes Batch Tagging and Renaming along with Image Adding!



(version 4.x Video)

### —METADATA VIEWER PANEL— (F3)

wanna see the changes you make live?



This panel shows the raw metadata in the selected files, so you can see exactly what is being changed as you tag your files.

**Extra Info about some Chunks we write into:**

You can turn Chunks On/Off at will with the **Chunk Panel (F4)**

**BEXT** is slow as sh\*t cuz it re-writes to the head of the file, it's more universal, but the whole file needs to be re-written completely every time to do this.

so editing **[description]** or anything like **[originator]** will be slow if this chunk is ON.

**ID3** even with this **OFF** it will still write metadata into MP3 files. The **ON/OFF** of this chunk only affects **WAV/BWAV** files and should not be used in 2020 and beyond unless you are selling libraries that NEED to be read by old versions by a certain "rival" program.

Writing an ID3 chunk into a WAV file was basically Illegal and we were only doing this to match compatibility with the geniuses that thought it was a good idea. ;-)

UPDATE: Since many have since copied us by adopting open source iXML as a metadata standard also we suggest just leaving this chunk **OFF**. ;-)

The [fields] that write into ID3 are the six below...

**cd\_title**

**publisher**

**track\_title**

**composer**

**genre** (for WAV files it's populated from the **[category]** field instead of **[genre]** for compatibility)

**artist** (for WAV files it's populated from the **[library]** field instead of **[artist]** for compatibility))

**iXML** is the quickest by far cuz it writes to the rear of the files and other programs have copied us and reading/writing in the open format.

So this is the main one you want to worry about nowadays.

## CREATIVE FIELD RECORDING

Paul Virostek of Creative Field Recording just did a nice write up BaseHead's metadata editing for beginners.

Check it out [Here!!](http://www.creativefieldrecording.com/2016/08/26/basehead-metadata-101/)

<http://www.creativefieldrecording.com/2016/08/26/basehead-metadata-101/>

[Options Page and Options Menu >>](#)

# Options Page and Options Menu

First off to avoid some confusion, there is an **Options Menu** AND also an **Option Page**.

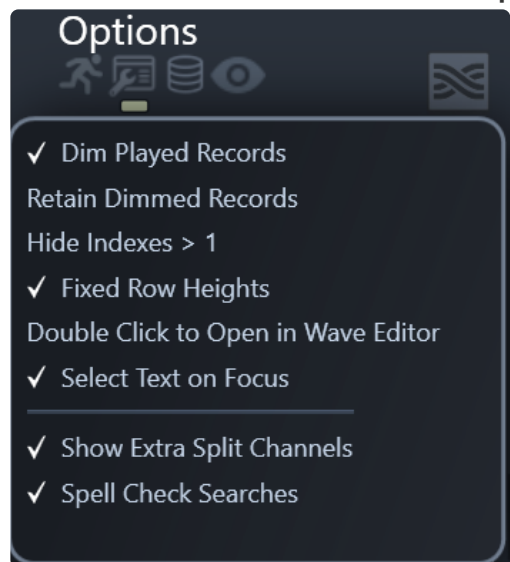
The Options Menu is for items related only to the Results Page and the Options Page is more for global type options.

Options for more dedicated features can be found in their sections also throughout the program.

Example....The [PeekTree](#) and [Waveform View](#) have their own option menus.

Just look for the little gear icons in each section.

So first let's take a look at the main **Options Menu**.pro



These options are only for things related to the main Results List.

*(For macOS this menu is where all standard macOS applications show menus....at the very top of the screen named "Options")*

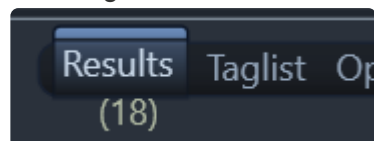
**\*Dim Played Records\*\*\***

dimmed any records that have already been played in the Results Page.

## Retain Dimmed Records

when ON keep track of all records you have clicked on since the value was cleared last

Clearing of this can be done by clicking the greenish number under the Results Tab



## Hide Indexes > 1

when checked ON all results returned that have a index greater then **1** will be hidden on the Results Page.

## Fixed Row Heights

turn this option ON if you don't want to see Multi-line Descriptions in the Results List.

## Double Click to Open

when checked ON double clicking a record in the Results List will toss the file into your set Wave Editor.

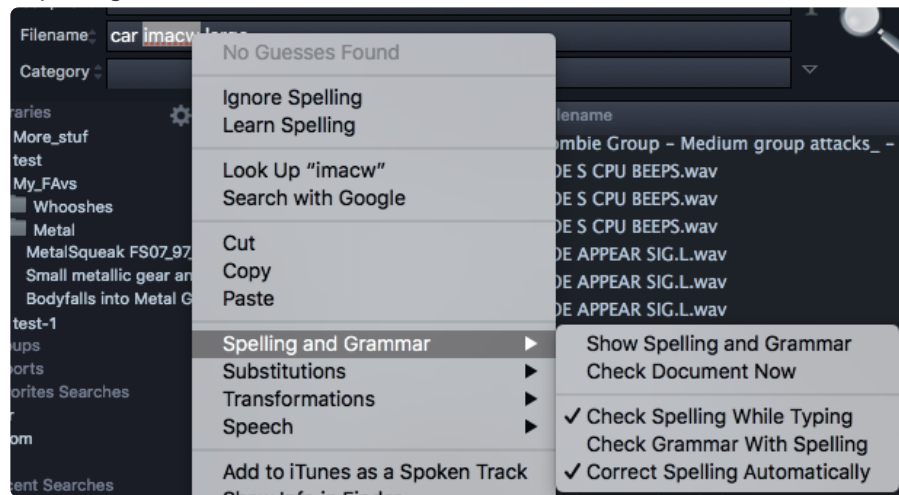
## Show Extra Split Channels

when ON all other split channels files other than **.L.** or **\_1.** will also be show in the Results List

## Spell Check Searches

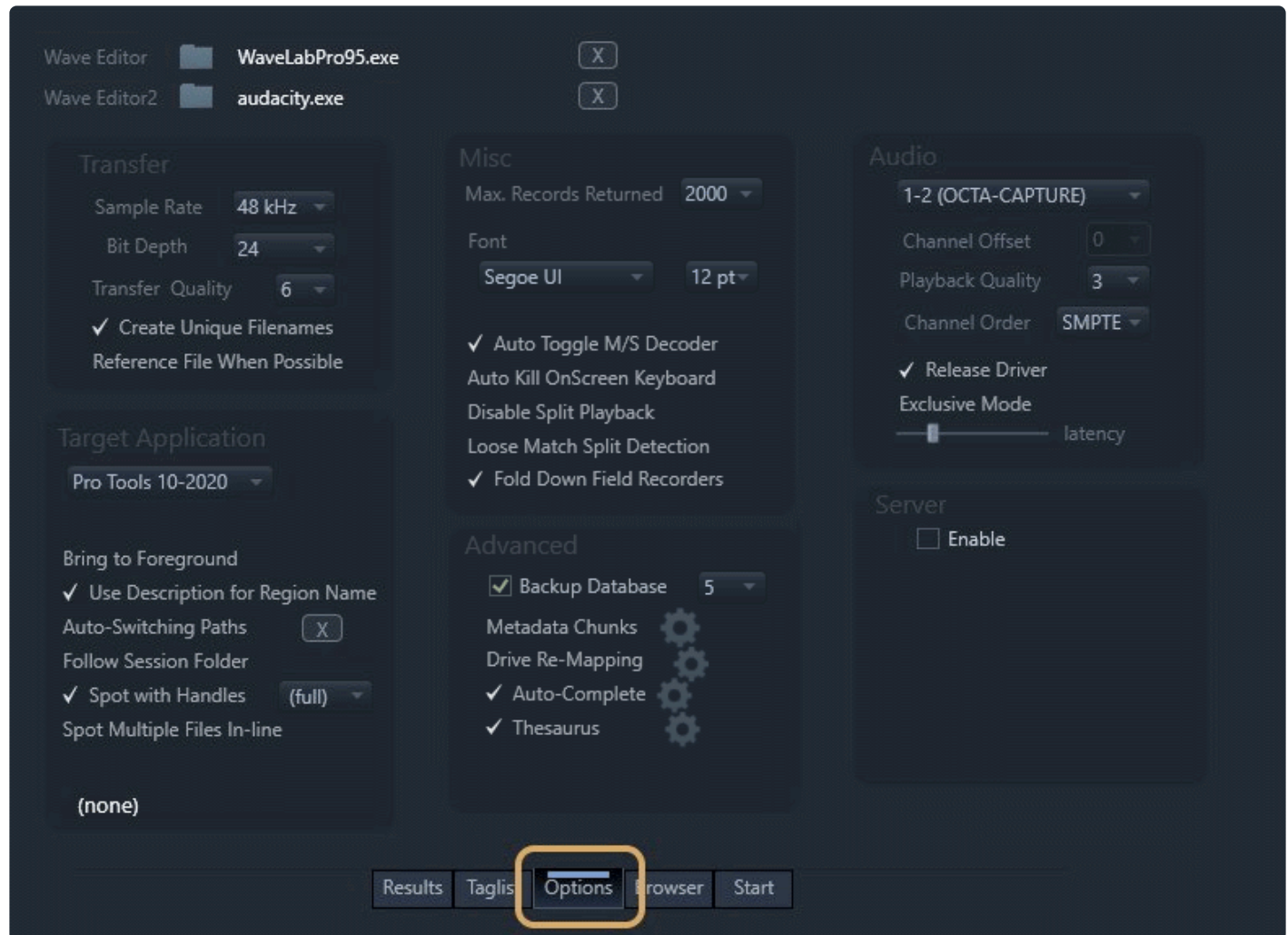
when ON will enable Spell Check in the Search Boxes on the Results Page for Windows users.

The macOS version has this option (plus a few others built in) if you right click the search boxes and go to “Spelling and Grammar”



## —OPTIONS PAGE—

now let's take a look where the more global options reside....



(click the Options Tab at the middle/bottom of the program to access this page)

## Wave Editor and Wave Editor2

choose a wave editor like WaveLab or Sound Forge.

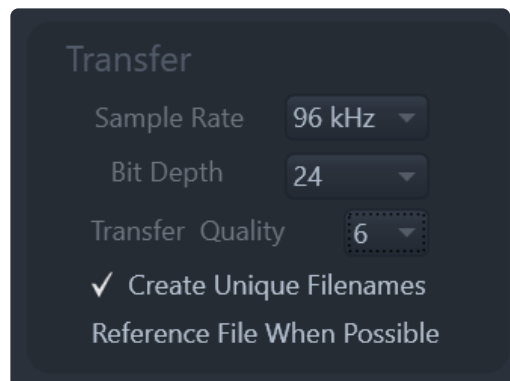
Then you can press **(W)** to toss the selected file to it for additional editing that can't be done in BH.

Holding **Ctrl** will send the file to the 2nd set wave editor

Make sure "Reference File when Possible" is set to ON if you want to do destructive editing to the original file inside your wave editor.

## —TRANSFER SETTINGS—

attributes and more for newly created transferred files.



Target file sample rates can be set up to 192Khz with a bit depth up to 32 for the Ultra Edition .  
96/24 is maximum for the Standard Edition and 48/24 for the Lite Edition.

**Pro-Tip:** if you want to drag multiple files processed out of BaseHead you should tag them first and then hold **Ctrl/Option** and drag the Taglist from the DnD Bar otherwise you might be holding down the mouse button for a while....hehe

So press **(T)** and sit back and wait till all the files are copied and processed and then drag them over!

### Create Unique Filenames

When ON will always add , **(3)**, **(4)**... onto the end of files if the same name appears in the transfer folder already instead of using the existing file for functions like 'Spot to Track.

FYI: when this option is **OFF** BaseHead will not over-write files with the same name. it's recommended to leave this **ON** cuz hard drive space is cheap. ;-)

*NOTE: We also don't recommend turning this **OFF** if using an earlier version of Pro Tools cuz on next launch it might say some of these files are missing*

### Reference File When Possible

You must understand this setting fully before using it so that we don't get hundreds of tech support emails asking why some files copy and others don't.

When RFWP is ON it will try to Reference the original file location instead of running thru SRC and copying the file to the set Transfer Path. It's a faster way of working cuz minimal copying is done, but in some cases they must be copied also so files will be scattered all over the place that you will need to condense later on.

Some main things to know about RFWP:

All selected regions will NEVER be referenced and will still be copied to the set Transfer Path UNLESS spotting with handles ON.

If VST's are Enabled, files will also still be copied and if the pitch slider is engaged a copy will be also be made.

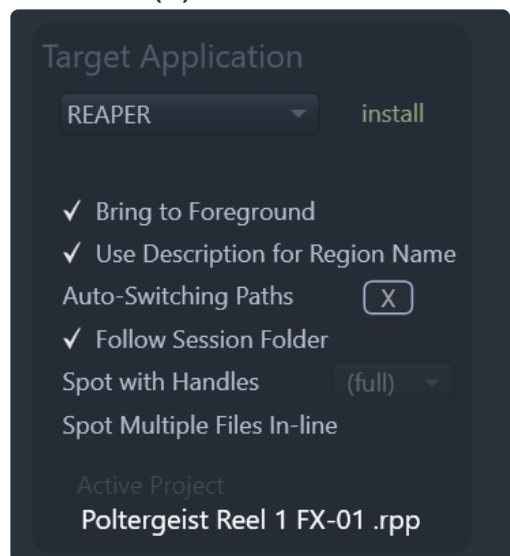
Also, spotting with handles with the pitch slider will NOT show the correct region since this is calculated based on destination SR still.

If this all doesn't make complete sense to you then leave this setting OFF until it does. hahaha 8)



\*—TARGET APPLICATION—\*\_ (non-Lite versions)\_

this is where to set a destination DAW the transferred files will be tossed to using Spot to Track **(S)** and X-fer to Pool **(X)**.



### Target Applications with Hardwired/Advanced Support:

- Nuendo 5-10
- Cubase 6-10
- Pro Tools 10-2019
- REAPER
- Logic Pro X
- Premiere Pro (*Added in version 5.2*)
- Pyramix

### Target Applications with Basic Support: (*PC only cuz not possible on macOS*)

- Audition
- Fairlight
- Samplitude X3 (x64)
- Sequoia
- SONAR
- Studio One
- Vegas

*FYI....It's impossible to support Ableton Live at this time cuz they don't have a **File/Import Audio** key command so please stop asking to support it until they do.....haha.....8)*

*NOTE: Depending on what DAW is selected, your options will be shown that are available once selected.*

### Delay Slider (*PC*)

when using a DAW with generic support you might need to raise the delay slider up to slowdown the key

commands being fired to your DAW if it's tripping up.

### **Target DAW Language (PC)**

if you are running a Windows install in German then select it here.

### **Bring to Foreground**

when checked ON, if you drag and drop a sound from BH or hit **(S)** or **(X)**, the selected target application will jump into focus.

This is very useful when working on one monitor or when you are using Edit Mode with video in Nuendo.

*Note: This can be temporarily disabled, if you need to drag a file to another location or internally inside BH, by holding the **ALT** key on **PC** or **Cmd** key on **Mac**.*

### **Use Description for Region Name (Pro Tools, Nuendo/Cubase, REAPER, Logic Pro X)**

when checked ON sends the **[description]** to the region name instead of the newly generated **[filename]**.

### **Auto-Switching Paths (Nuendo/Cubase. Pro Tools and REAPER)**

this feature is used to detect which project is open or in focus currently.

You can assign a different transfer path to each project and when BH sees it appear again it will change the transfer path automatically to follow to what it was last set to.

One great use for this is if you are working on a 5 Reel Film and each of the 5 reels has a different audio files folder.

Once they have been set once, the next time you load that project, BH will change to the assigned Project Folder each time it sees that project open in the future.

Also...Adding **-01, -02, -03 etc...** to the end of the session filename will be ignored also so you don't have to reset the Transfer Path each time you do a quick 'Save As' in your DAW.

Go to the [How To Video](#) Pages to see this feature in action!

*(IMPORTANT: your DAW must be 64bit to use these feature in version 5.x and beyond)*

### **Follow Session Folder \_ (Nuendo/Cubase, Pro Tools and REAPER)**

when checked ON the Transfer Path will follow the audio file folder for the current Active Project automatically.

Go to the [How To Video](#) Pages to see this feature in action!

*(IMPORTANT: your DAW must be 64bit to use these feature in version 5.x and beyond)*

### **IMPORTANT Pro Tools Mac Users:**

**"Follow Session Folder" can not be used with macOS Spaces or in FULL SCREEN mode cuz macOS blocks messages between programs in this state**

### **Spot with Handles (Nuendo/Cubase, Pro Tools, REAPER and Logic Pro X)**

when checked ON the whole file will be transferred after hitting **(S)**, but just the selected region will be on the timeline.

These handles are also user definable to the right of this option. Keep in mind this setting will break **RFWP** since a new region needs to be created.

**Pro Tools Users:** make sure BH copies the files instead of Pro Tools. If PT touches the file and re-copies it, it will ignore all handle information for any file sent to it from and external application.

Also...This feature only works with the “S” action/command as expected and designed. It is impossible to drag and drop with handles, since you need to use an API to pull this off and the drag and drop protocol also doesn't support sending region information. So if you need handles on your transferred files then you have to use “S”.

### **Spot Multiple Files In-line** (*Nuendo/Cubase, Pro Tools and REAPER*)

when ON it will place spotted files head to toe on the same track instead of up and down on the timeline.

### **IMPORTANT Pro Tools Mac Users:**

**“Spot to Track” can not be used with macOS Spaces or in FULL SCREEN mode cuz macOS blocks messages between programs in this state**

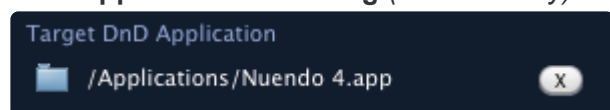
### **Active Project** (*Nuendo/Cubase, Pro Tools and REAPER*)

this will show what project is active in your DAW.

Used for ‘Auto-Switching Paths’ and ‘Follow Session Folder’ if supported.

(Note: Pro Tools and REAPER are pinged every 7 seconds when BH is in the foreground)

### **DnD Application switching** (*macOS Only*)

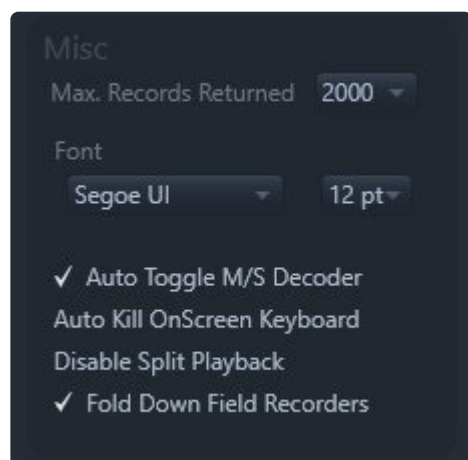


Use this to choose a Target app you want to bring to the foreground after DnD is initiated if it's not in the Target App popup box already.

Click the tiny button with the (X) to the right to clear this selection.

(Note: This will be disabled if a Target Application is selected)

### **—MISC OPTIONS—**



### **Max Records Returned**

Lets you limit how many records to be returned to speed up the Results List.

NOTE: The lower the number the faster BaseHead will return results.  
Never set this to **(all)** besides for temporary special circumstances.

### Font

I think you can figure this one out.....8)

### Auto Toggle M/S Decoder

When ON will auto-switch the M/S Decoder ON/OFF whether the word "M/S" (*without quotes*) is found in the **[microphone]** field.

### Auto Kill OnScreen Keyboard (PC Only)

When ON you will not be asked you to Kill the Onscreen Keyboard at launch. It will be automatically killed if found.

### Disable Split Playback

When ON Detection of Split Files (.L .R .C.. OR \_1 \_2 \_3...) with Grouped Playback is Disabled  
The waveform will no longer turn orange with split files grouped.

### Loose Match Split Detection

When ON matches numbered extension Split files to name and rough length instead of the iXML metadata for files that might be missing this info

### Fold Down Field Recordings

When ON an attempt to auto-detect multi-track field recordings will occur and fold down the tracks to stereo output for monitoring.

This functionality can also be toggled on/off from the Fold button on the QAP.

Files can force this auto-detection by adding "F/R" (without quotes) in the **[microphone]** field.

## —ADVANCED—

### Database Consistency Check

this is a built in SQLite function that looks for errors and repairs them and is only ran at launch.

Toggle it on for a few days if you suspect a problem and make sure to turn it back off cuz it will slow down database loading.

### Backup Database Weekly

when ON weekly DB backups are stored at *~Documents/BaseHead 5.x/DB Backups*

You can also choose how many to store with the combo box next to this option.

### Metadata Chunks Panel (F3) (Ultra Only)

This advanced user only panel gives you full control of what metadata is imported, edited and added to newly transferred file.

If this panel makes no sense to you, then close it and never open and look at it again 8)

### Drive Re-Mapping (*Ultra and Standard*)

when checked ON will allow you to map new locations if folders have been moved in the top 4 boxes or let you compensate for a path between PC and Mac databases for files that are not at a normal network path. Simply add the source path you want to change in a left box and what you want to change it to in the right box.

**ex.** To change the path of **D:\OldDrive\SFX\Metal Impacts\** to **E:\NewDrive\SFX\Metal Impacts\** first press the settings icon and open the Re-Name Panel

then just type **D:\OldDrive\** in the left box and **E:\NewDrive\** in the right box  
*(NOTE: Make sure you check the option ON on the options page otherwise it won't be enabled)*

### Find/Replace

this middle section allows you to physically change the database **[folder]** or **[path]** in the current opened database.

Test your changes in the top section to make sure you got the values correct.

Then once you get it work and want to make the change permanent then copy and paste the values into this middle section and press 'Commit'.

**Hard Drive ID Re-Mapping (PC Only)**

are for when a drive is NO longer on the system and the hard drive ID is orphaned and you want to map the whole drive to another one that is a copy of the original.

Orphaned drives will appear in the left combo box and you can map them to a new drive letter in the right box.

Make sure you press 'Apply' once you've made your choice.

**So how do I re-map a drive scanned on a Mac to a Drive Letter on PC?**

Mac and PC local drive paths are very different. One has a drive letter that changes constantly (PC) depending on when it was plugged in and where and the slashes are opposite also.

We create both [folder] (PC) and [path] (Mac) on import, but we can only guess or get you part of the way there.

You need to tell BH what the other path is a bit still via Drive Re-Mapping

So if you scanned a drive on mac that pulls up as **G:** on PC then...

First...look at the path it's looking for in the Details Panel.

It might be like **\\localhost\FlashDrive\SFX\**

So to remap this to **G:** path put in any left box put **\\localhost\FlashDrive\SFX\** and in the matching right box put **G:\SFX\**

NOTE: ALWAYS! swap out paths from the very start! Re-Mapping won't swap out in the middle.

*FYI....If you are moving around a lot on PC you'll want to switch to Importing via Hard Drive ID's*

**Video that demonstrates drive remapping:****Auto-Complete (Non-Lite versions)**

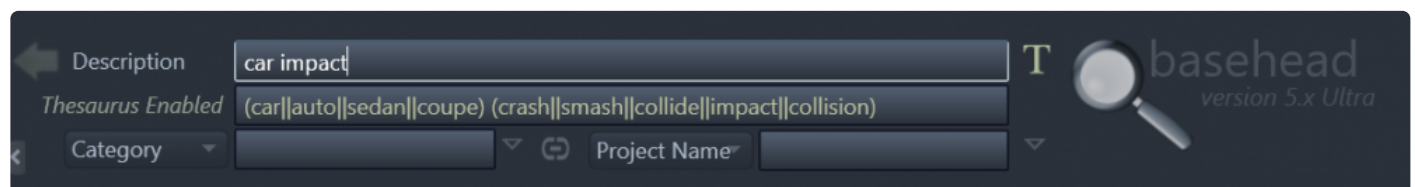
when ON will fill in the search boxes with previous successful searches.

Click the settings icon to be able to remove items from this list..



### Thesaurus *(Ultra Only)*

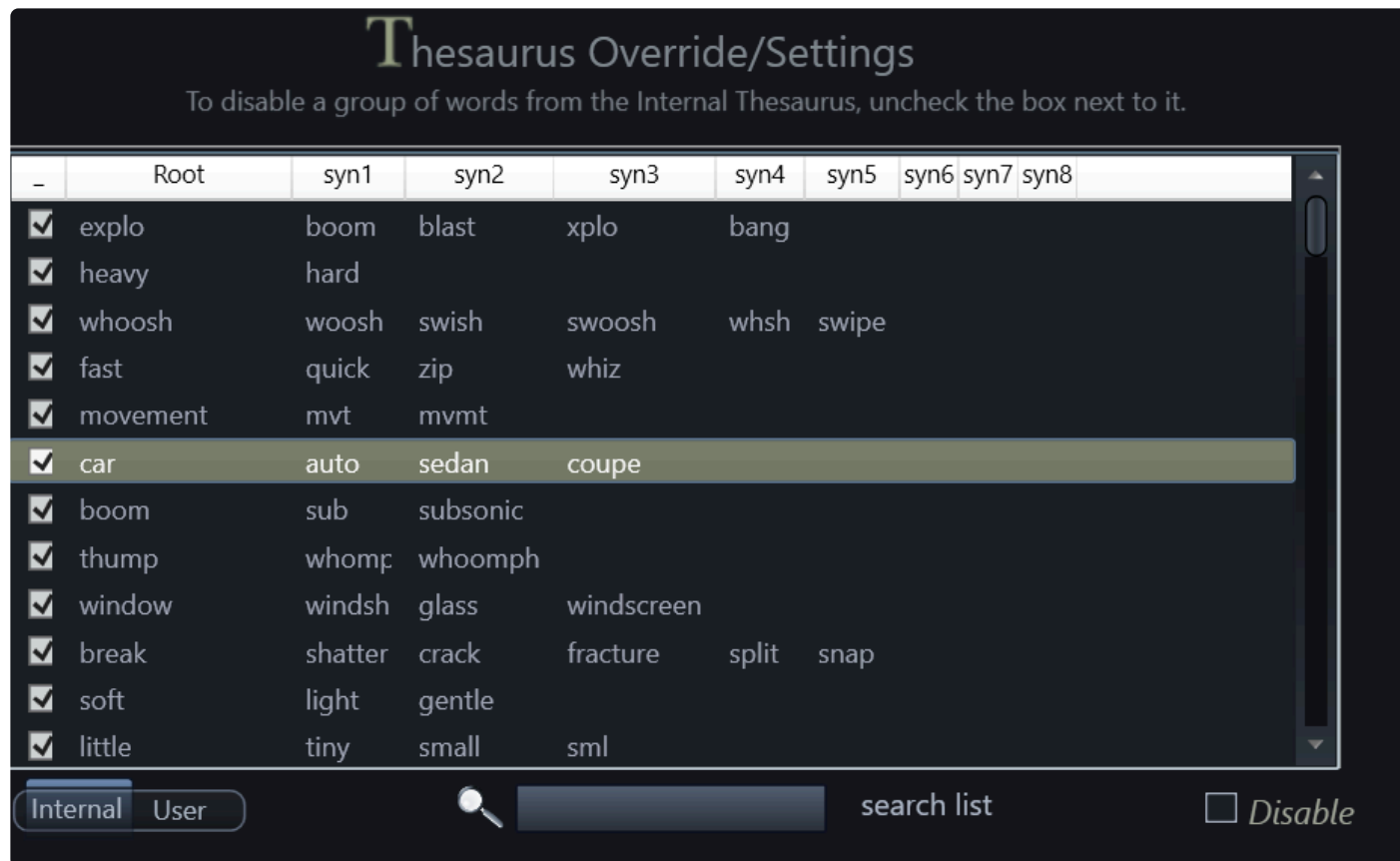
When ON the middle search box will show an editable search string while typing based on the internal Thesaurus.



this can also be turned on from the green T icon on the search bar.

you can edit this internal thesaurus here and also add your own terms in the User Tab.

Click the settings icon next this checkbox on the Options Page to show it and make changes.



### Disable CloudPack Caching

When ON.. streaming CloudPack & HTTP files will NO longer write temp WAV files to the local directory:

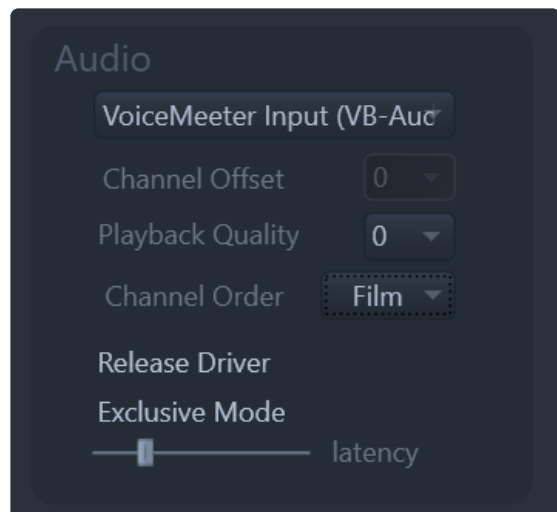
**Win:** ~AppData\Roaming\BaseHead Inc\BaseHead\Cloud

**Mac:** ~Application Support/BaseHead/Cloud

This option is recommended to always be OFF for better performance (unless you are low on disk space)  
FYI: WAV cache files are cleaned up everytime the application closes or launches so are only cached for the current session.

### —AUDIO OPTIONS—





### Audio Device Selection

this is where you select the sound card output that you want BaseHead to play out of.

\_Windows cards with WASAPI drivers are the only ones supported right now, but most all cards should work with it if they work in Windows 10,8,7 or Vista. \_

### Channel Offset

if you select an audio device and the playhead is moving in BH but you are not hearing any audio you might need to do a channel offset to move the BH outs over the channels that are router to you speakers.

This is where you would do that 8)

### Playback Quality

can be set for 0-3. For best performance leave it at 0.

If recording the output of BaseHead with then raise it up higher if you desire.

### Channel Order

choose between Film, SMPTE and DTS channel orders here.

Film	L C R Ls Rs LFE
SMPTE	L R C LFE Ls Rs
DTS	L R Ls Rs C LFE

### Release driver

check this to release the driver in background.

### Exclusive Mode (PC)

turn ON to grab exclusive control of your audio hardware.

### Latency Slider

raise up if you are hearing pops and clicks during playback.

### ReWire (PC/Mac)

ReWire can be used as your audio output to playback up to 6 channels directly into your DAW. This can be turned on from the main page with the upper right yellow ReWire icon.



This video shows **ReWire** in action



(version 4.x video)

Another highly recommended option for Windows users to feed audio into your DAW (32 or 64 bit) is made by **VB-Audio** called [VoiceMeeter](#)



The only thing I don't like about [VoiceMeeter](#) is that it wasn't made 8 years ago....8)

## MAC USERS!

A great alternative to ReWire for BaseHead Mac is **Source Nexus**



<http://source-elements.com/source-nexus/>

This works with AAX, VST and AU and it all versions from Lite to Ultra.

It will stream 8 channels of audio to you DAW and a lot more solid and modern and more flexible then ReWire.

*NOTE: Once they make a PC version of SN we will probably rip ReWire completely out of the Windows version also cuz it's superior in every way!*

Also as a point of interest, you can also check out **LoopBack** which is a virtual audio cable routing application that can send audio between applications

<https://rogueamoeba.com/loopback/>

—SERVER—



### Enable Server Databases

A dark-themed window titled "Server". It contains a checked checkbox labeled "Enable". Below this are three input fields: "IP Address" with the text "localhost", "User" with the text "admin", and "Password" with five dots. At the bottom is a "Connect" button.

the allows you to have multiple users access and edit the same centralized database.  
Head over to the [BaseHead Server](#) product page to learn more about this add-on option.

[Taglist/Browser Pages >>](#)

# Taglist/Browser Pages

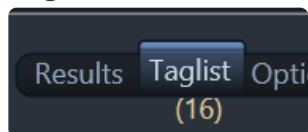
## —TAGLIST PAGE—



The **Taglist Page** is used to collect multiple sounds to be transferred to your desired DAW or location all at once instead of one sound at a time.

To add sounds to the **Taglist** simply select some records on the [Results Page](#) or Browser Page and press **(T)**

You will see an orange label near the **Taglist** TAB showing how many records are currently added the the **Taglist**



You can also tag to this page and skip processing, transferring and create new audio by Tagging Referenced (**Ctrl+T**)

Pro-Tip: To drag the Taglist without even having to switch and look at it hold **Ctrl or Option** and grab the DnD bar in the bottom left and it will drag all check items in the **Taglist** instead of the files selected on the Results Page.

Also, to clear any items that might have been accidentally tagged just click this orange label to zero all the Taglist checked items

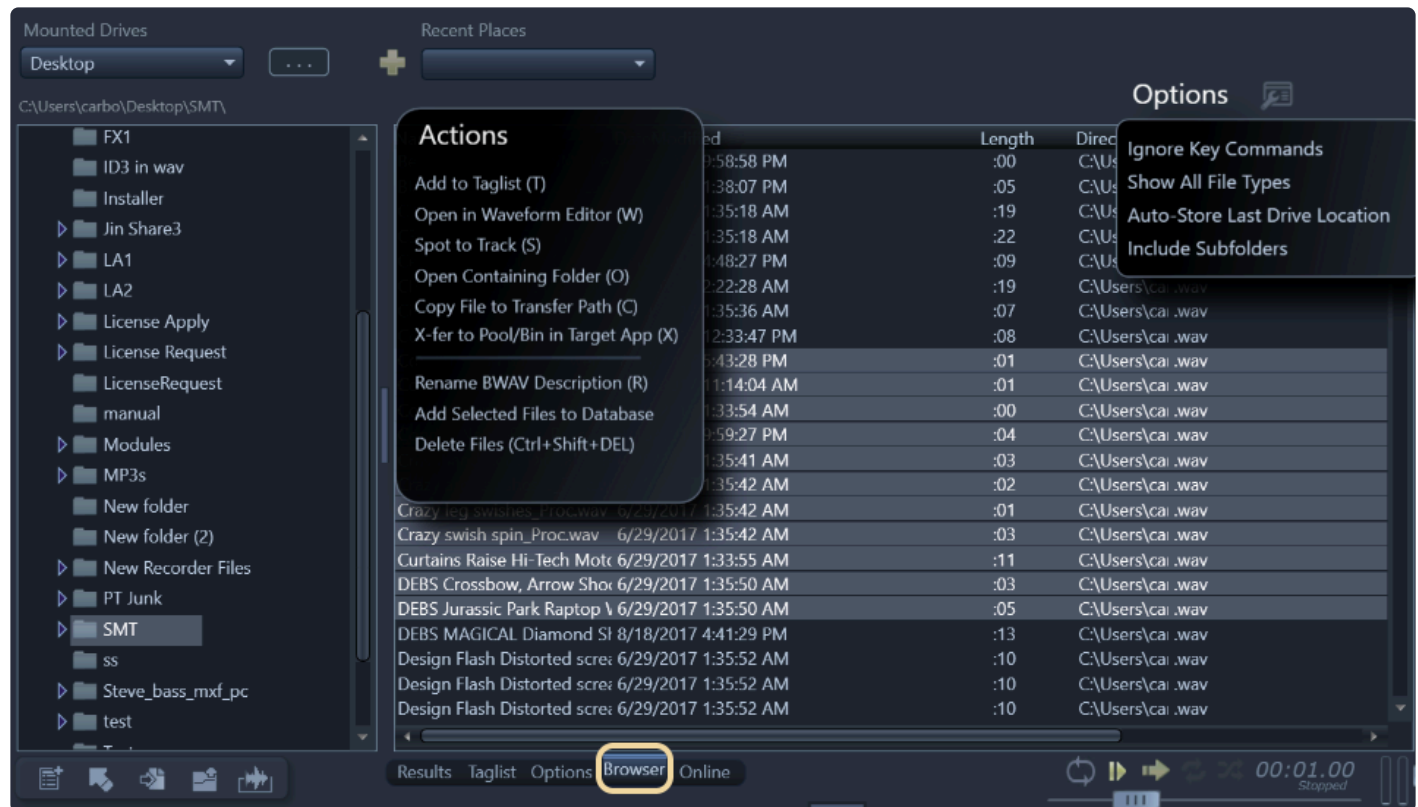
The rest of the features on this page are fairly self explanatory. There are many familiar actions you will see

in the top 4 menu buttons.

Play with it to see....8)

*(NOTE: VST Processing and Sample/Bit Depth conversions will be disabled on the Taglist page to prevent double processing cuz the files should have already processed once before being added to this page)*

## —BROWSER PAGE—



The **Browser Page** is your typical file browser with many of the same functions available on it as on the Results Page.

Just right click the left and right panels to see what is available.

You can navigate your Drives/Volumes using the left panel or jump direct to a location by pressing the (...) button.

You can also store Recent Places by pressing the green add icon so you can jump back to your favorite folders quickly.

None of the Actions should need explaining here. Only a few of the options.

## —Browser Options—

Three options are toggle-able on this page also...

**Ignore Key Commands**

when ON will ignore firing key commands and pressing single keys will jump to that letter in the list of files.

**Show All File Types**

when ON will show all files and not just supported audio files.

**Auto-Store Last Drive Location**

when ON will add you last location on a Drive/Volume to the Recent Places List.

**Include Subfolders**

when ON will show you files in the subfolders also if the folder you have selected in the left panel.

Keep in mind this will be much slower and we do cap this to a certain amount to keep the program snappy.

8)

**Retain Filter Search**

Stores the last location automatically when drives letters are switched in the filter text box

[Rename Panel >>](#)

# Rename Panel

---

As of Basehead Version 2020.5 the Rename/Transfer panel has been overhauled to offer even more flexible file renaming options with dedicated transfer and rename sections, rules based batch rename operations and ability to save frequently used rename operations.



Currently available in PC version, in development for Mac version...

## —TRANSFER RENAME—

This section helps decide how a copied file name is created on the way to the Transfer Path. Naming Options are **ONLY** applied whenever a file is copied and a new file is created.

*(NOTE: If you DnD from the Result Page, the files will always be Referenced so no naming options will be applied then or whenever a file is referenced)*

The “Base” combo box gives you the option to use the **[filename]** or **[description]** or a combination for the start of the newly created filename and then the below options shape it in the order top to bottom.

### Strip Illegal Characters *(Mac Only)*

remove characters from filenames that PC’s are not a big fan of.... ;-)

### Pre/Post Naming

lets you add extra description onto transferred files along with a separator character.

So for example, if they are ALL metal sounds you can easily add an extra ‘**MTL**’ on the front or rear of all the sounds to help recognize them later in your DAW or transfer folder.

### Replace/With

your typical Replace one word With another.

*(It’s case sensitive)*

### Remove

here you can set it to remove SPACES, Duplicate Words, Decap&Recap, Remove Non-Alpha Numeric, Non-ASCII and Numbers Only.

### Max. Filename Length



limits the length of the newly created [filename]

### —BATCH RENAMING— (Ultra Only)

This section of the Rename Panel is used to copy values from one field to another field or modify values or file names of the selected records.

These are not applied when files are copied like the Target Naming section above, but instead only applied when the Rename/Copy button is clicked

Only applies to records currently selected in the results list

Source

Transfer

Batch

Destination

Add Rule Clear Save Load

Number

( prefix

1 start

3 min. digits

) suffix

Source DB [field]

description

Free Text

- [category]

filename

Replace Mode

separator " "

Rename

Functions

Presets

- Add Field Record [FR] to Mic
- Add Mid-Side [MS] to Mic
- Clear Comments
- Clear Description
- Clear Location
- Clear Notes
- Copy Comments to Description
- Copy Description to Comments
- Rename File

Output Preview:

(001) Telephone Cordless Base Beeps When Button Pressed - SFX.wav

Details Rename Process Markers

The rules based operations allow data from one (or many) fields to be formatted in the source section and then applied to the selected field in the Destination section either replacing the destination or adding onto the existing data in the destination.

Formatting of the string is done from top to bottom in the rule list and at any time you can drag rules to reorder them.

At the bottom of the batch window a preview of the string is shown as rules are added.

### Source Rules

Click the “Add Rule” button to add rules to build a batch rename operation.

**Source DB [field]:** Inserts data from the selected db field

**Strip:** Strip or remove spaces, duplicate words, decap & recap, non-alpha numeric, non-ASCII char, numbers, head/tail spaces, text

**Case:** Change formatting to lowercase, UPPERCASE, Title Case, Decap & Recap

**Replace:** Replace a matching term with another term (case sensitive as an option). Can also be used to remove a matching term from a string

**\*Free Text:** **Allows entry of any custom text in the string or can be used to insert any field in BaseHead using square braces. Example to insert the Microphone field: \*[microphone]**

**Number:** Generates incrementing number sequences for files. You can set a prefix/suffix to the number sequence, starting number and digit count.

To reorder rules, click and drag up/down on a rule. You will see a green position cursor where the rule will be moved to

Click the **(X)** for a rule to delete it

Click **Clear** to clear all rules from the list

### Destination

Set what field or filename will be affected when the Rename/Copy button is clicked.

You can choose to replace the current text or add the source to the start/end of the destination field

### Save \ Load Rules

If you use a set of rules often, you can click the **Save** button to save the rules for future use.

Saved rules are stored in your Basehead data folder **Presets\Batch Renaming**

To load a saved rule, select it from the **Presets** list and click Load

To rename or delete a rule, just locate the xml rule file in the Batch Renaming preset folder and rename/delete the file

### Functions

A selection of inbuilt presets for common file rename operations.

[Process Panel >>](#)

# Process Panel



(Ultra and Standard Only)

To view the Process Panel click the “Process” Tab next to the “Details” and “Rename” Panel.

The top section of the Process Panel allows you to add VST plugins.

12 slots are available with full Store/Recall of plugin chains.

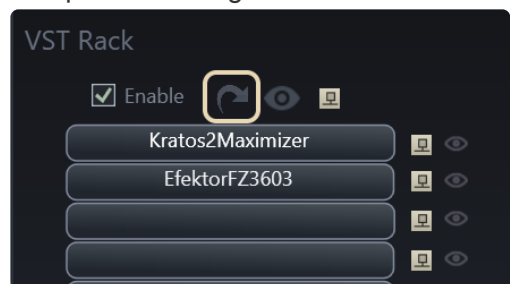


**NOTE: 64 bit VST2 plugins are supported in version 5.x. (VST3 support might come in the future)**

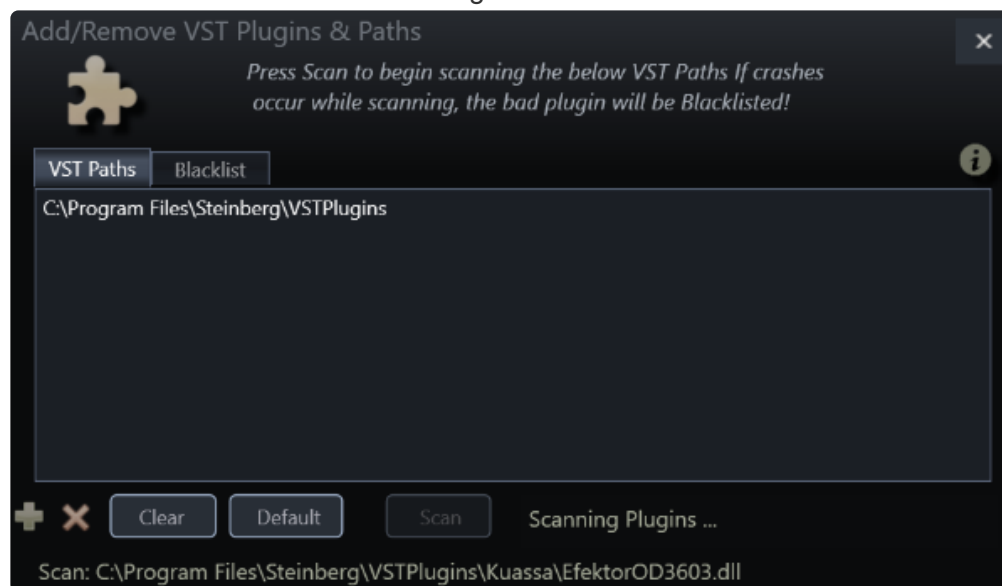
If you need to load older 32 bit VST plugins then use for PC use [jBridge](#) and for Mac use [32 Lives](#) to accomplish this.

## To scan your plugins:

1. Open BH and go to the **Process Panel** and Click the top Blue hooked Icon



and that will show the VST Scanning window



2. Next press **'Scan'** and sit back as it scours thru your plugins to make sure they are valid.

If you don't add a VST path for scan the default one will be added once scanning begins.

Scanning VST's is kind of walking a mind field so might take few attempts to get them all scanned. 8)

Once complete the plugins will appear in the VST Rack and then you can go to town mutilating your sounds.

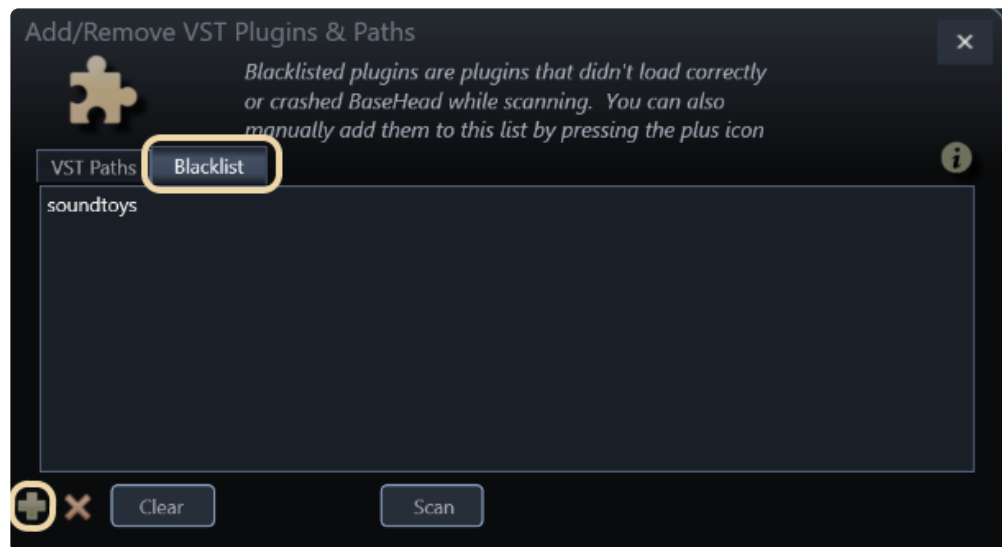
*NOTE: If you experience any hard crashes, relaunch BaseHead and it should Blacklist the bad plugin on next launch*

## MANUALLY BLACKLISTING PLUGINS

Currently it seems that some iLok plugins will not work and seems to be the older plugins.

For example Slate Digital Plugins and GRM Tools version 3 work fine, but GRM version 2 and older SoundToys Plugs do not.

We are checking into this still, but you can easily blacklist a whole folder of plugins by clicking the BlackList Tab and then the green ADD icon and typing the folder name like i.e "grm" to avoid scanning any plugins in that folder ever again.

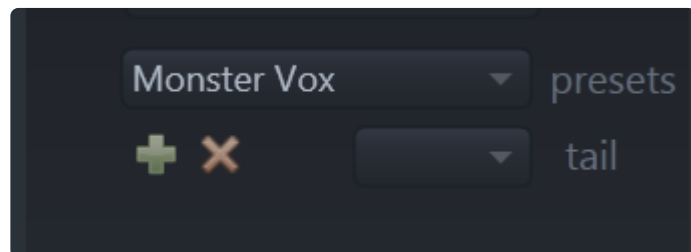


Plugins that throw up soft errors (i.e. Nuendo's built in Chopper plugin) will warn you that you need Nuendo to run it can also be manually blacklisted by just adding the words "chopper" to the blacklist.

This way you never have to look at that warning again the next time you re-scan.

*NOTE: Clearing the Blacklist will also clear this list if you want to do a full fresh scan.*

## —PRESETS—



To store presets just click the green ADD icon and to remove them press the orange REMOVE icon like everywhere else in the program.

Presets are saved in these locations if you want to do a mass delete or copy to another PC or Mac

### PC

C:\Users\\Documents\BaseHead 5.x\Presets\VST

### Mac

/Users/osx/Library/Application Support/BaseHead/Presets

### VST tails

this setting is for when you are using reverb or delays so you can add extra time to the end of a file to not cut off the plugin decay.

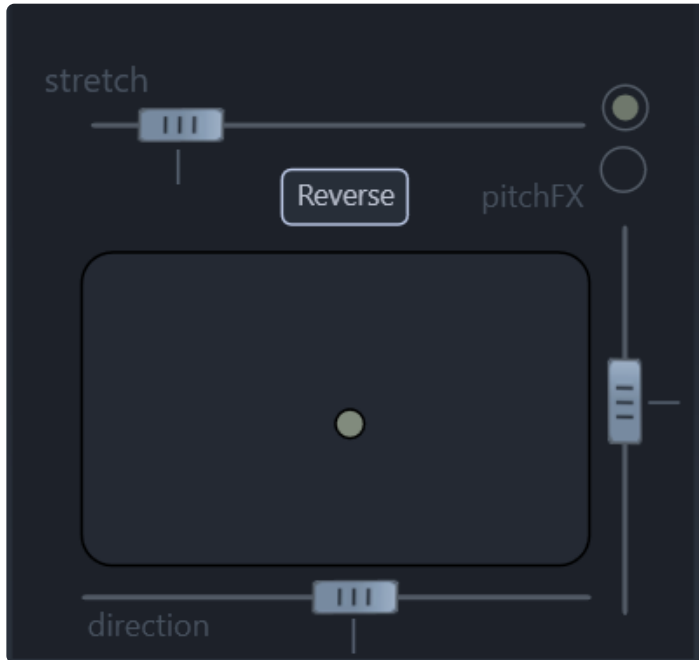
*(Not working with AIF files yet)*

and of course we have a video for the lazy people out there....8)



### —PITCHFX AXIS\*— (Ultra)

on the bottom half of the **Process Panel** we have the **pitchFX Axis** controls to play with.



It's a standard type X/Y axis control with two different pitching modes to choose from. (**pitchFX** and **stretch**).

just grab the green ball and whip it around to hear the difference and have fun with it! 8)

Record the crazy sounding results to your DAW.

*(Version 5.1 will allow live recording of the output to a file)*

*NOTE: where ever you left the pitch ball last will be heard when the file is processed.*

### Reverse File (Ctrl+R)

You can also create a temporary reversed a file from this panel also by pressing the 'Reverse' button



### VST FAQ:

**Why don't I see my Soundtoys plugins show up on BaseHead Mac?**

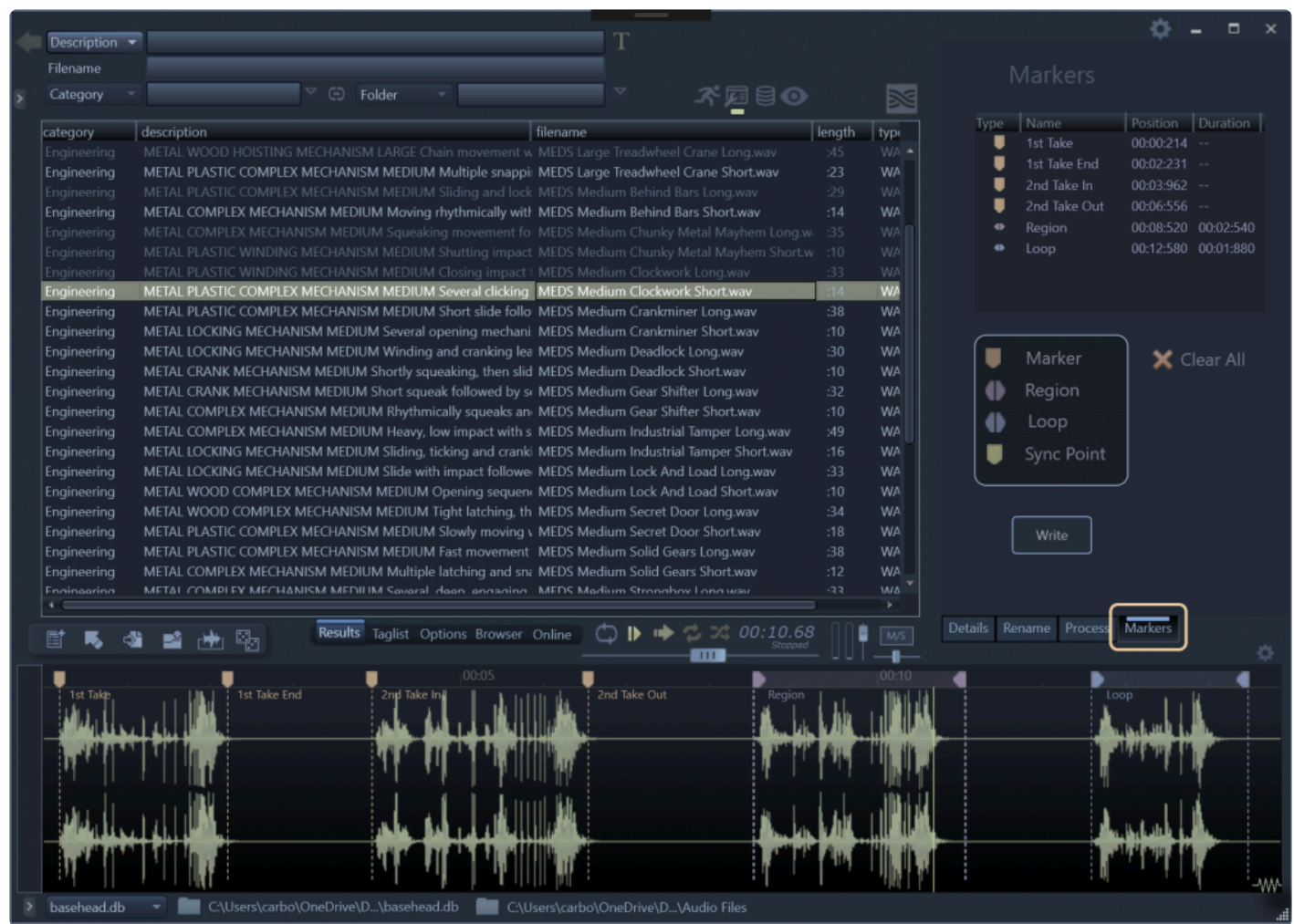
these are internally blacklisted. They all crash during processing.

We reached out to the company a while back for help debugging the problem and they were less than helpful basically saying that BaseHead is not a DAW they care about supporting.

So we banned them.

[Marker Panel >>](#)

# Marker Panel



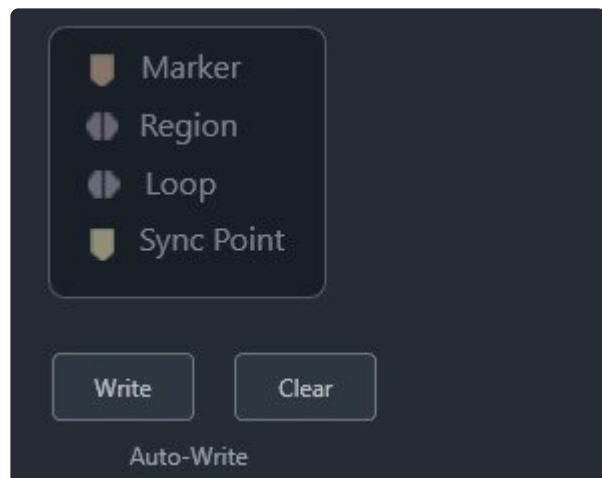
The **Marker Panel** allows editing and creation of four types of Markers. (*Ultra, Standard*)

## So what are these markers good for?

For Music Editors this will be handy to mark when a songs tempo changes or mood changes.

or maybe a Sound Designer that wants to mark their favorite whoosh out of 10 to identify it fast next time you play this audio file.





- CUE Marker (Orange)
- Region Marker (Purple)
- Loop Region (Blue)
- Sync Point (Yellow)

The top three are stored/recalled from the CUE chunk within the files metadata.

This chunk is often used by programs such as **Wavelab** and **SoundForge**

Markers can be created by clicking the above marker types or by using keyboard shortcuts below

### **CUE MARKER (Orange)**

Cue markers (or generic markers) are a single marker designed to mark a position or to add a quick comment to a file.

To add a single CUE Marker at the playhead position press **M**. This can be done while playback occurs and inserts markers “on-the-fly” while reviewing.

You can also manually set the playhead at the desired position without triggering playback by holding **CTRL** while clicking the playhead.

To quickly insert a marker at a specific position hold **CTRL + SHIFT + Click** where you want to place a marker.

### **REGION MARKER (Purple)**

Region Markers are designed to mark a selection of a waveform for playback with a start and end position. This is designed to play a single time and for the purpose of highlighting a section in a larger file.

To create a Region Marker, hold **SHIFT** and click-drag to select a portion of the waveform to create a yellow range and press **M**. This will create a Region Marker since a range was selected at the time.

If you have set the waveform option to “disable waveform zoom” you do not need to hold Shift to select a range.

### **LOOP MARKER (Blue)**

Loop markers are designed to set a loopable region within a sound file. Many DAWs will support the use of loop regions for sustained playback.

This sets a start and end marker for a selected range and will loop playback when triggered within basehead.

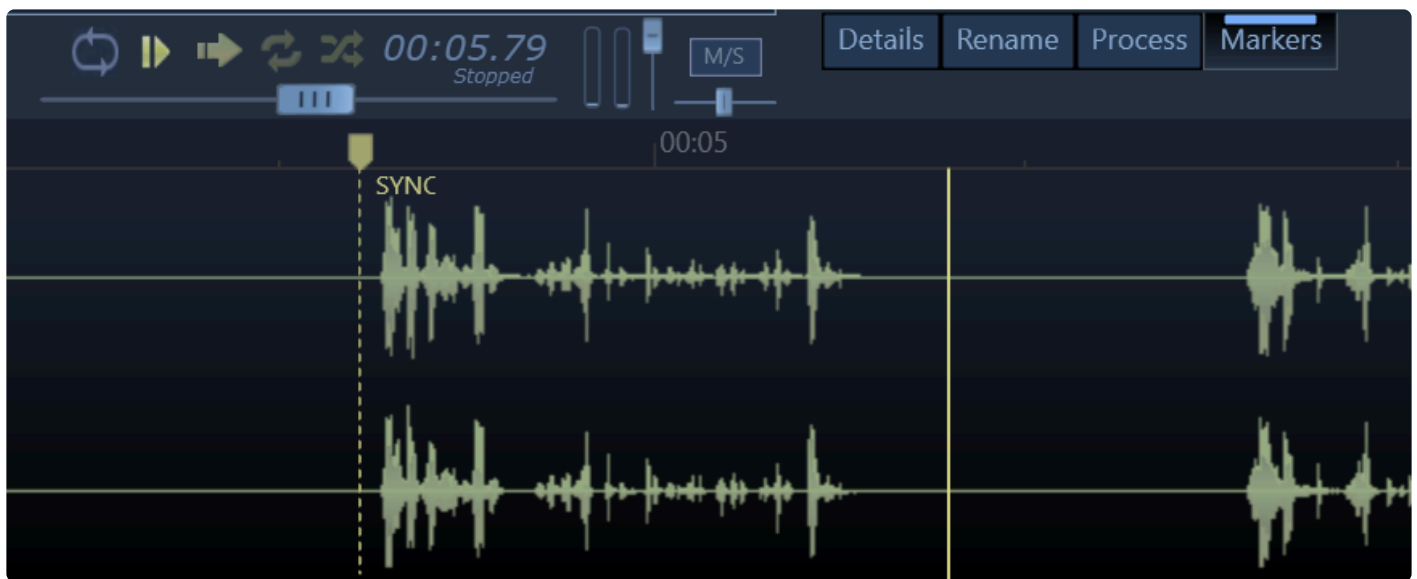
To create a Loop marker, hold SHIFT and click-drag to select a portion of the waveform to create a yellow range and press. Press **CTRL + M** to insert a loop marker at the selected range.

### SYNC POINT (Yellow)

Sync Point markers are the only marker type that is not written to the CUE chunk but instead is written to the iXML data in the files metadata as “AudioSyncPoint”.

This marker type is designed to set a synchronisation point when spotting files to a track and was initially used by Cubase/Nuendo but is now also supported by other applications such as Pro Tools and (soon) Reaper. These points will transfer to these DAW's via DnD or “S”.

To insert a Sync Point, hold **ALT (pc) / COMMAND (mac) + Click** in the waveform



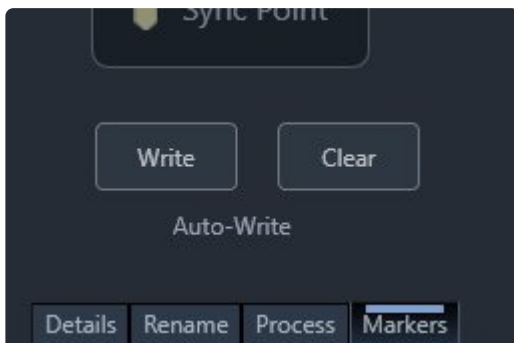
All markers once set can be dragged to new locations or deleted by hovering the mouse over them and an orange “X” will appear to allow you to remove them if you click it.



You can also delete them in the Marker Panel also using the \*DEL" key.  
Double clicking the name in this panel also will allow you to rename them.

Starting in version 5.2 we now write markers to newly created files with full sample rate and file ratio compensation now.

### IMPORTANT: Marker Write



Some markers like the **Sync Point** write immediately into the file and same with the Purple Region when set from the Waveform using the "M" key  
BUT all other markers are written based on the "Auto Write" marker option:

### Auto Write Enabled

Will auto write markers to the file as changes happen. This will ensure all changes are saved as they occur but

there is no undo feature and this can cause some slowdown in editing markers as each change is saved on the fly.

## Auto Write Disabled

Changes to markers on-screen are only visual and are not saved to the file until you press the **Write** button. This allows improved marker editing in a file and will save you from accidentally changing markers but you must remember to click the Write button or your changes will not be saved.

You can click the **Clear** button to clear all markers from the file, auto-write setting applies to this operation too.

## Marker Panel Overview

Demonstrates the use of markers and regions and how to manage these and write to the files.



## FAQ:

### What about old aXML regions I created with “M” before or Injector created?

These will be converted replaced with the new style if you edit the markers in the file in anyway to the new format.

### I seem to have an old aXML region playing, but I do see it

Some older rogue markers might be in the file. Press “Ctrl+M” to wipe it out.

### How do I disable showing these markers if I need to?

the Waveform Settings panel has a new option named “Disable Markers” which will hide markers in the waveform but still display a list of these for reference.

# Quick Access Panel (QAP)

## QUICK ACCESS PANEL (F2) (Ultra)

the QAP can be shown by clicking the bottom left expander.



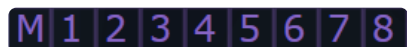
The 'QAP' is used many things including...

- Solo/Mute of individual channels. These channels will also transfer as you hear them now also
- Extracting Individual Channels by pressing the 1-8 buttons. (can use your keyboard also)
- You can Sum the channels to mono by pressing the purple "M" button
- Down mixing to Stereo or Mono buttons also exist on this panel.
- Fold multi-channel field recordings to stereo output
- This panel also includes a few options that you might want fast toggle access to multiple times per day like "Reference File When Possible", "Spot with Handles" and "Spot Multiple Files Inline".

Send us a suggestion if you'd like another option added to this panel.

*FYI....Clicking the 'Extract', 'Solo', 'Mute' or 'DMix' labels will reset them*

### —Individual Channel Extraction— (Ultra)



you have the ability to extract a single channel from a multi-channel file.

This is useful if you don't need a sound in stereo and plan to drop it on a mono track.

This is done by clicking the purple Extract Buttons appear on the top left of the waveform near the DnD Bar.

You can also extract by pressing the the number of the channel you want to Extract on your keyboard 1-8 (above the QWERTY)

So pressing the number **(4)** will Extract Channel four if it exists in the current audio file.

### —Sum to Mono-

also next to the purple 1-8 Extract buttons you will see a **'M'** button.

Pressing this will sum all channels to mono in a temp file.

For both of the above features the WF will turn yellow as an indication a channel is Extracted or Summed and a temp file is created.

This temp file can then be handled like any other file with all functions available to it **OR** can be dragged out of BH to your DAW.

Pressing **(ESC)** will go back to the original file.

*NOTE: This is non-destructive and no harm is being done to the original file*

Here's a video with it in action!



(version 4.x video)

[CloudPack Manager, Online and HTTP Playback >>](#)

# CloudPack Manager, Online and HTTP Playback

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As of BaseHead v2020.7+ a new HTTP playback system has been developed and now includes many new features that are aimed at making BaseHead more flexible and speeding up your workflow.

These features are designed to keep pace with the changing nature of sound design to offer the best of both your local media and cloud based storage solutions either accessing your own content using cloud storage, or browsing an online catalogue of commercial sound effects for your production.

## —CLOUDPACK MANAGER (CPM)—



BaseHeads new CloudPack Manager is available as of v2020.7 and is a new cloud based sound store full of commercial sound effects libraries that you can browse and purchase right from within the BaseHead workflow. No more trawling sound effects sites, wasting time and drive space downloading gigabytes of sounds just to get the few you need for your production, now you can browse, purchase, add and import sounds to your production direct from the cloud!

### Features

- CPM is a separate application that has bi-directional integration with BaseHead and is designed to work in the background so as not to affect your workflow
- Browse and purchase commercial SFX packs without having to open a web browser or click through

multiple pages

- Preview ALL SFX in a pack, view all metadata and hear each sound right in BaseHead before purchase
- Packs are instantly available after purchase and are streamed from the cloud, you don't have to download a thing!
- No need to worry about backups or HDD space, use BaseHeads Google Cloud Servers to maintain your files
- Cloud files are automatically cached as you browse to speed up importing files to your DAW
- If you need to work offline, you can localize any pack to your HDD and take it with you, BaseHead updates the database automatically.
- Easily move downloaded packs if you need to manage your local storage or simply "release" back to the cloud to revert back to cloud based storage
- Improve more than just your workflow and speed by saving a ton of time and get the sounds you need fast.
- Check out the CPM now and test drive it with one of the many free packs you can add right now (requires active support plan)

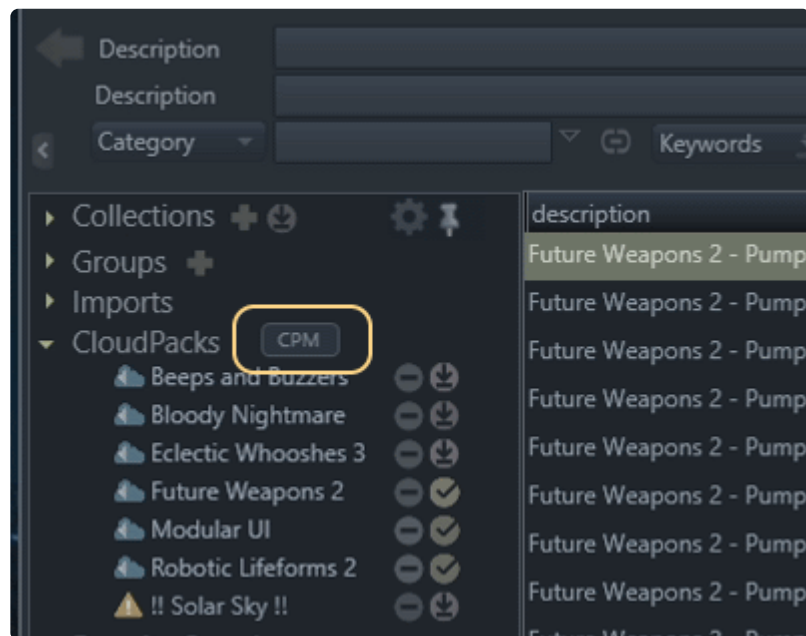
### Requirements for CloudPack Manager

- You first need to be running **BaseHead v2020.7** or later to access the new CPM feature.
- CPM is designed to be a fully cloud based service so you will need to be using a decent internet connection to get the most out of it.
- We recommend at least 40 mbps\* download speeds, the faster the better but you can choose to 'Localize' your libraries at any time.
- You can purchase packs, download and stream for up to 3 months from purchase without a support plan no problem.
- An active support plan is required to use the unlimited streaming feature of CPM past three months after the purchase date.
- Supports both PC and MacOS versions of BaseHead

\*other factors such as geographical location, network loads and other network activity can also affect performance.



## Launching CPM



In BaseHead you will now see a new CloudPack menu item.

If you do not see this check your **Peak Tree Settings** (gear at the top of the peak tree) and ensure the CloudPack item is set to display.

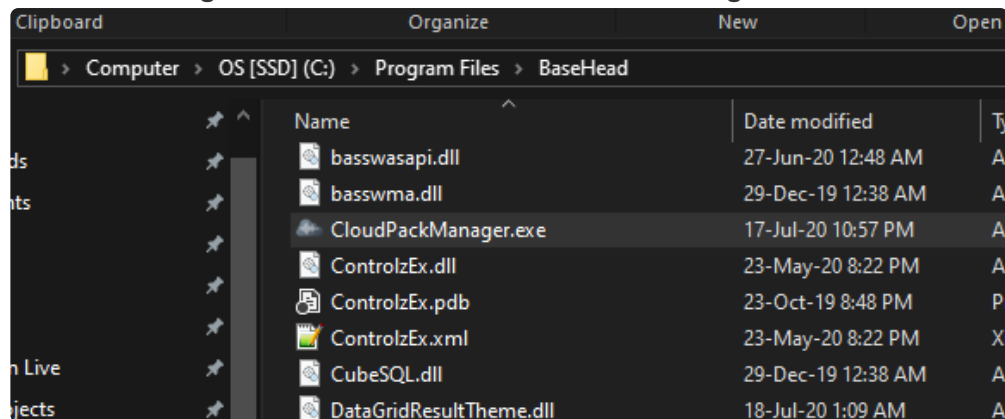
Press the **CPM** button to launch the CloudPack Manager

You can also press **F12** to launch from the keyboard

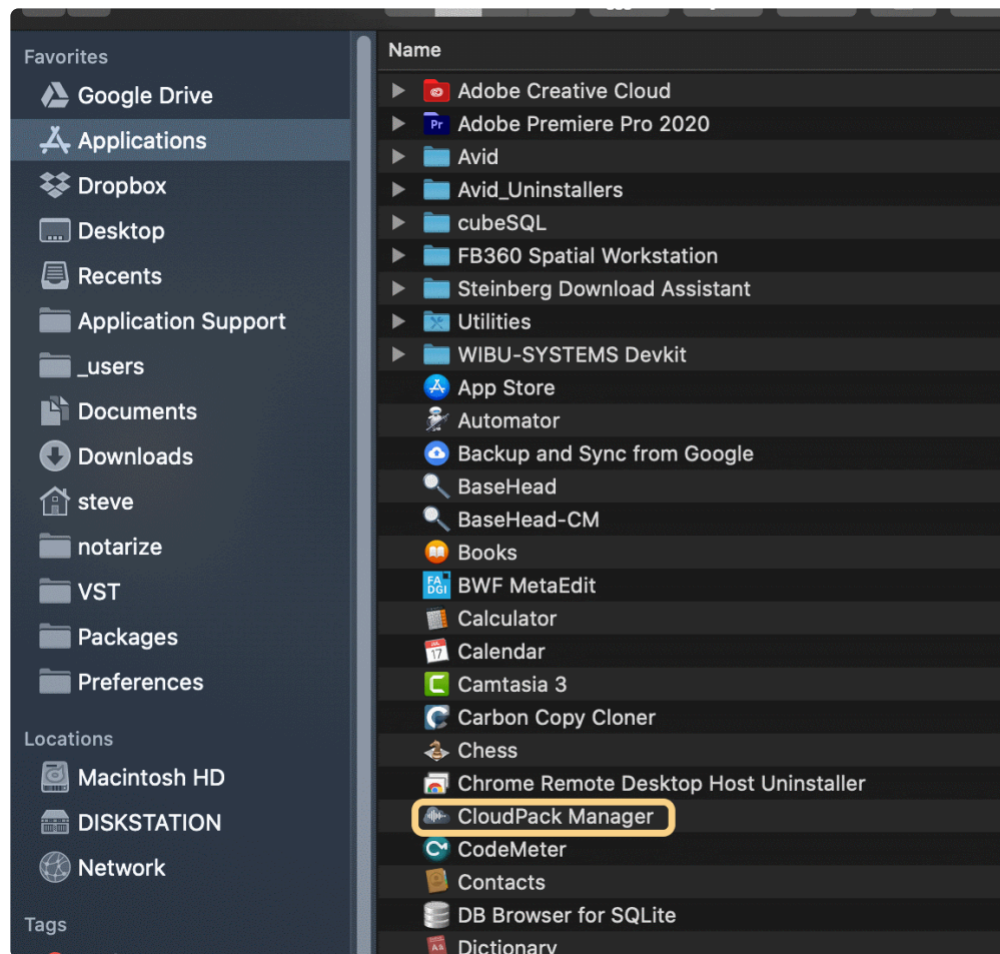
Because CPM is a separate application you can also launch CPM from the BaseHead Application Folder if you wish to launch it without first opening BaseHead.

On Windows you will find the CloudPackManager.exe in your BaseHead install directory:

Default **C:\Program Files\BaseHead\CloudPackManager.exe**



On Mac it is installed as a separate Application you will find in your MacOS Applications under “CloudPack Manager”



When you launch CPM take note in the bottom right corner of the CPM window the BaseHead connection status. This should show as

“Connected” when both BaseHead and CPM are running or “Disconnected” if BaseHead is not detected as running.

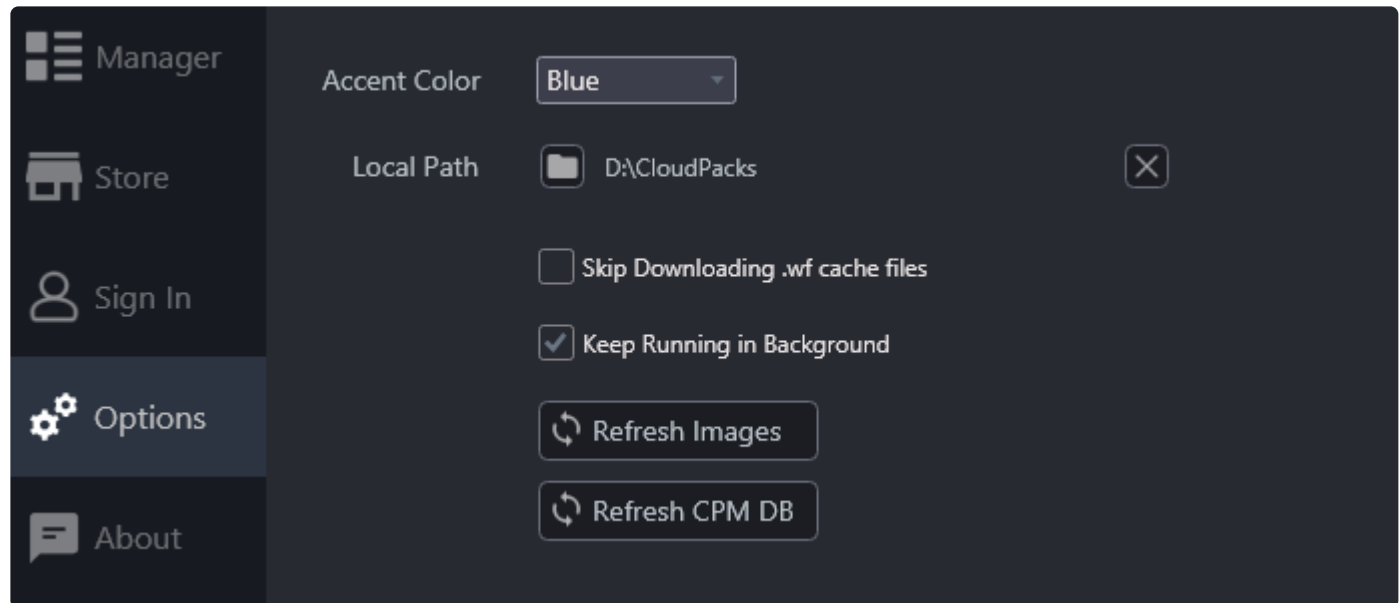


You are able to **browse**, **purchase** and **localize** CloudPacks without needing to have BaseHead open. You will need to have BaseHead running to **add / remove** CloudPacks to and from the BaseHead library. CPM manages all the pack localization tasks so is required to be running whenever you need to localize a pack to your local drive.

BaseHead and CPM will warn if an action requires the other to be running so don't worry too much about how this works.

## CPM Options / First Run

CPM does not need much setup and requires only that you first set your **Local Path** on first launch and enter your **Account Login** details. Other options are optional.



**Local Path:** This is the first important option you must set when first getting setup with CPM. The “Local Path” sets where your CloudPacks will be downloaded to when you choose to Localize them and also stores the cached data when you browse sound effects files from the cloud.

This location should have sufficient space to allow localization of packs but once a pack has been downloaded you can then choose to **Move** it to another location easily to free up space if needed.

**Accent Color:** Sets the selection color used in the CPM browser

**Skip Downloading .wf cache files:** This option is mainly for testing purposes and should be left unchecked unless there is a specific need to check it.

This will prevent the waveform cache files from downloading when you localize a CloudPack which are used to display the waveform of the sound file in the BaseHead waveform editor.

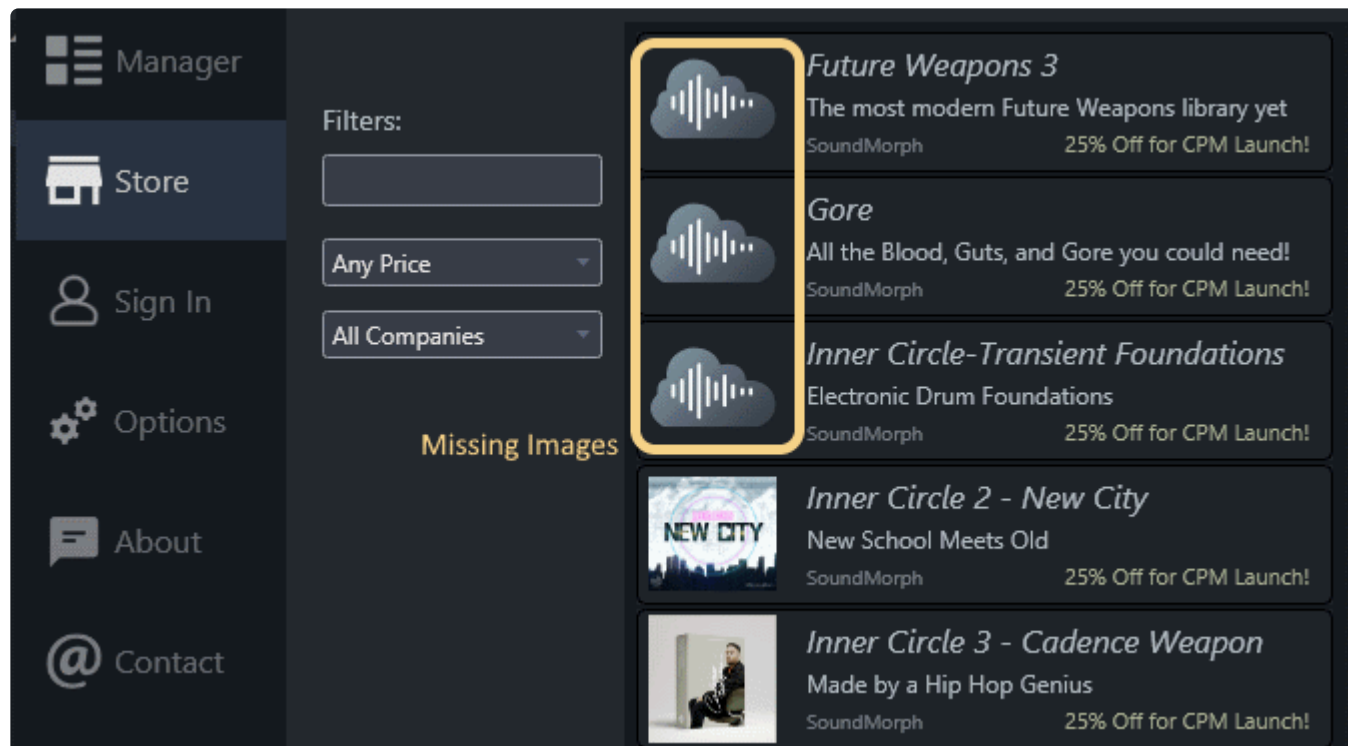
This speeds up workflow by saving BaseHead from having to generate the waveform when a file is selected so for best performance leave this unchecked.

**Keep Running in Background:** This option will automatically launch CPM when BaseHead is launched and keep it running in the background to handle all your CPM requests silently.

When you close BaseHead CPM will also be closed automatically too. This makes the integration even more seamless.

**Refresh Images:** Will trigger an image refresh and download any missing images that may not have been interrupted when first launching CPM.

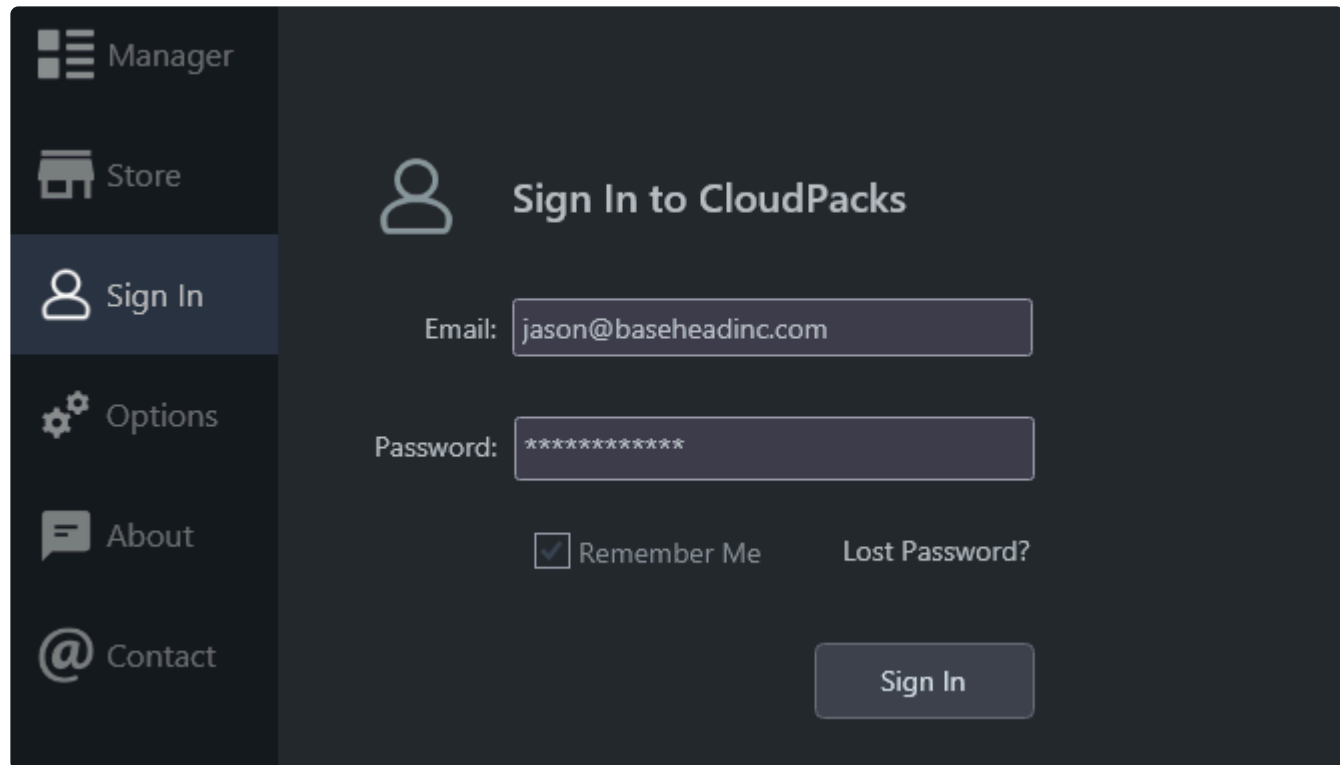
Images are downloaded automatically when you launch CPM but for whatever reason, if you happen to notice any missing artwork in the browser like below, you can trigger this to check and download any missing images.



**Refresh CPM DB:** This option is mainly for testing purposes and will trigger a refresh of the CPM store data. This is done automatically when CPM is launched but if you need to manually update the CPM database for whatever reason you can trigger this from here. There is no harm to press this but typically is not required.

### CPM Sign In

In order to access the store and make purchases you will need to login to your BaseHead account using the **Sign In Tab**.



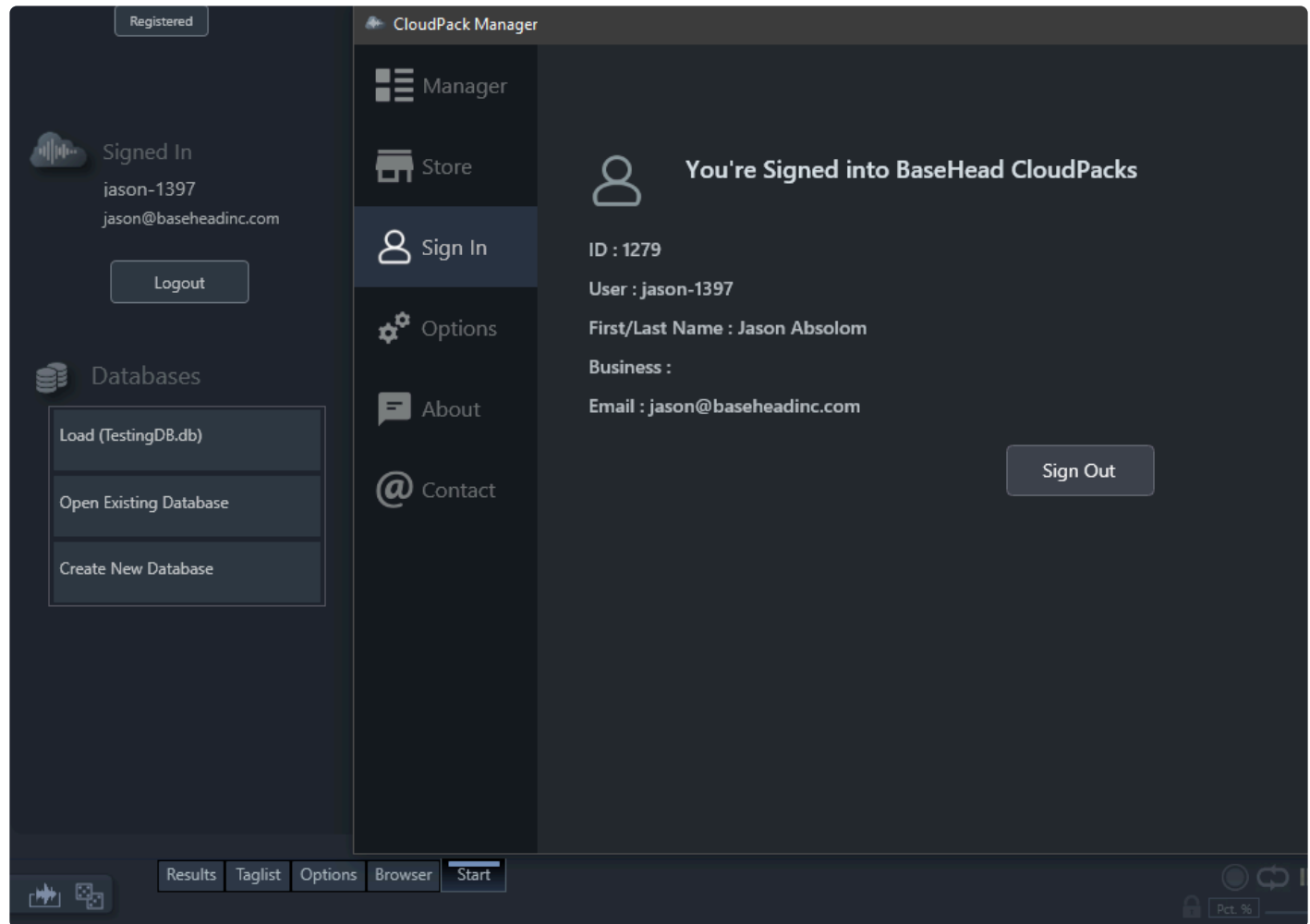
The screenshot shows a dark-themed user interface for signing into CloudPacks. On the left is a vertical sidebar with icons and labels for 'Manager', 'Store', 'Sign In' (which is highlighted), 'Options', 'About', and 'Contact'. The main area is titled 'Sign In to CloudPacks' with a user icon. It contains two input fields: 'Email' with the value 'jason@baseheadinc.com' and 'Password' with masked characters '\*\*\*\*\*'. Below the password field are a checked 'Remember Me' checkbox and a 'Lost Password?' link. A 'Sign In' button is located at the bottom right of the main area.

Enter your BaseHead account details and check the “**Remember Me**” option to be automatically signed in on next launch.

All your purchased libraries will appear under the **Manager Tab** when logged into your account

The CPM Sign In details are shared with your BaseHead sign in details too so if you login to your account in BaseHead

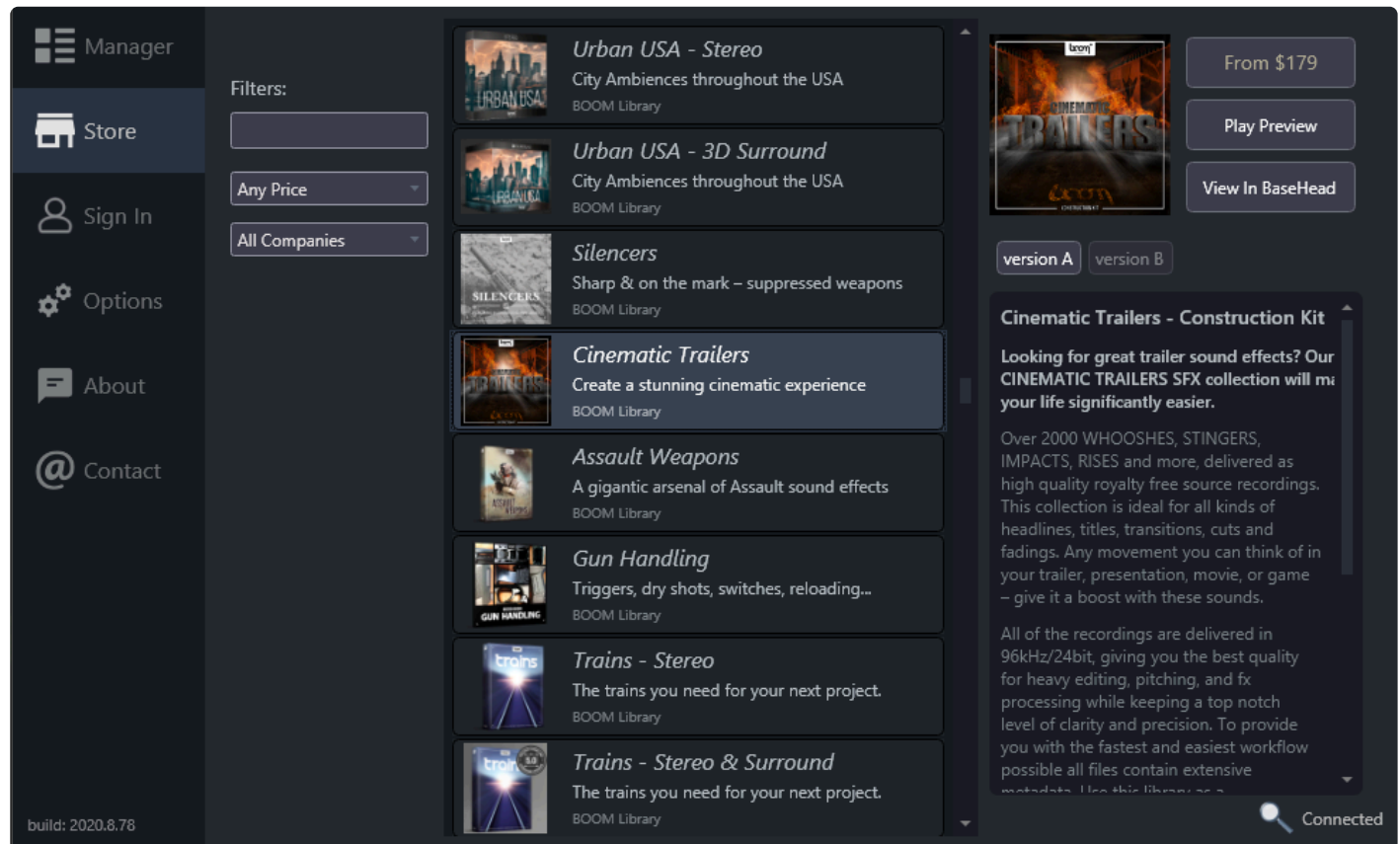
on the **Start Tab** this will also automatically sign you into your account in CPM for you and logging out in either BaseHead or CPM logs out of the other:



Once signed in you can browse the store and access your purchased CloudPacks in the **Manager** tab.

**NOTE:** It is possible to add multiple CloudPacks to BaseHead from different user accounts such as when working in a team environment but only the CloudPacks authorised for the currently logged in user will be able to be used, non authorised packs will appear as inactive/offline and will not display in any search results. Simply login to the correct account to have these automatically become enabled again.

## CloudPack Store



The CloudPack Store is an ever growing resource of quality commercial sound packs available for immediate use in your productions.

Browsing and purchasing CloudPacks is very easy and takes just minutes to import and start using in your productions.

There are 3 main sections to the browser window:

### Search Filters (left)

Use the search field to filter by any key words. Search for any words that would appear in the description or overview of any CloudPack to narrow down your selections

A price selector allows you to set a max purchase price to fit your budget

Use the “Company” selector to browse libraries from a particular company

### Library Browser (middle)

The middle section lists all the available libraries fitting the search criteria.

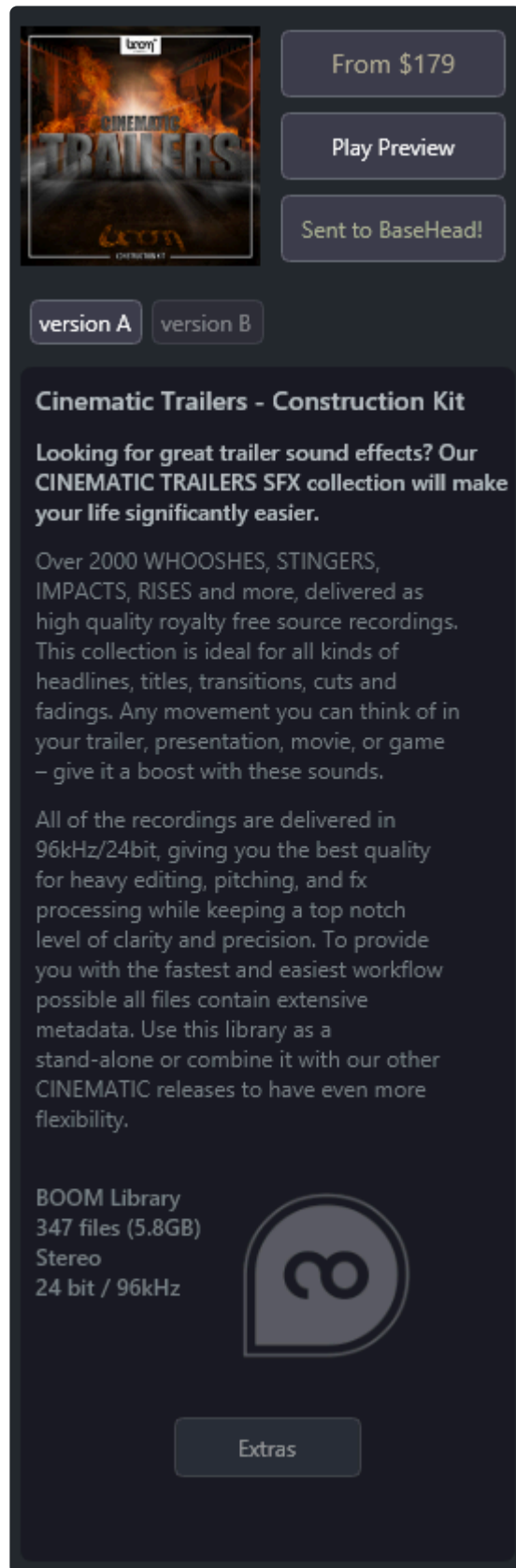
Each library item contains thumbnail artwork, a short description or key words for the library, the company name and any

special offers you can take advantage of. Clicking any item will display detailed info in the details panel on the right

**Detail Panel (right)**

When a library is selected the details will be displayed in the details panel on the right.





The image shows a product page for 'Cinematic Trailers - Construction Kit'. At the top left is a thumbnail image of the product cover, which features the word 'CINEMATIC' in a stylized font above 'TRAILERS' in large, bold letters, with 'CONSTRUCTION KIT' at the bottom. To the right of the thumbnail are three buttons: 'From \$179', 'Play Preview', and 'Sent to BaseHead!'. Below the thumbnail are two tabs: 'version A' (selected) and 'version B'. The main title 'Cinematic Trailers - Construction Kit' is followed by a bolded text block: 'Looking for great trailer sound effects? Our CINEMATIC TRAILERS SFX collection will make your life significantly easier.' Below this is a paragraph of text: 'Over 2000 WHOOSHES, STINGERS, IMPACTS, RISES and more, delivered as high quality royalty free source recordings. This collection is ideal for all kinds of headlines, titles, transitions, cuts and fadings. Any movement you can think of in your trailer, presentation, movie, or game – give it a boost with these sounds.' Another paragraph follows: 'All of the recordings are delivered in 96kHz/24bit, giving you the best quality for heavy editing, pitching, and fx processing while keeping a top notch level of clarity and precision. To provide you with the fastest and easiest workflow possible all files contain extensive metadata. Use this library as a stand-alone or combine it with our other CINEMATIC releases to have even more flexibility.' Below the text is a section for 'BOOM Library' with details: '347 files (5.8GB)', 'Stereo', and '24 bit / 96kHz'. To the right of this text is the Boom Library logo, which is a stylized 'b' inside a circle. At the bottom of the page is a button labeled 'Extras'.

From \$179

Play Preview

Sent to BaseHead!

version A version B

### Cinematic Trailers - Construction Kit

**Looking for great trailer sound effects? Our CINEMATIC TRAILERS SFX collection will make your life significantly easier.**

Over 2000 WHOOSHES, STINGERS, IMPACTS, RISES and more, delivered as high quality royalty free source recordings. This collection is ideal for all kinds of headlines, titles, transitions, cuts and fadings. Any movement you can think of in your trailer, presentation, movie, or game – give it a boost with these sounds.

All of the recordings are delivered in 96kHz/24bit, giving you the best quality for heavy editing, pitching, and fx processing while keeping a top notch level of clarity and precision. To provide you with the fastest and easiest workflow possible all files contain extensive metadata. Use this library as a stand-alone or combine it with our other CINEMATIC releases to have even more flexibility.

**BOOM Library**  
347 files (5.8GB)  
Stereo  
24 bit / 96kHz

Extras

### Library Description / Version

Each library has a detailed overview of the library contents and in some cases like this example, multiple library

versions are available which may contain slightly different collections of files depending on the requirements.

Selecting each version using the version selectors will display information about each version.

### Library File Details

At the bottom of the description is the details about the company, library size, number of files and recording quality of the files

### Extras Download

Some libraries will contain “Extras” which is a downloadable zip package that may contain some additional information and files related to the library.

This can be EULA information, detailed library information, metadata files (xml), artwork or anything that may be useful but not specifically required.

You can download this info if available for free to learn a bit more if you like.

### Play Preview

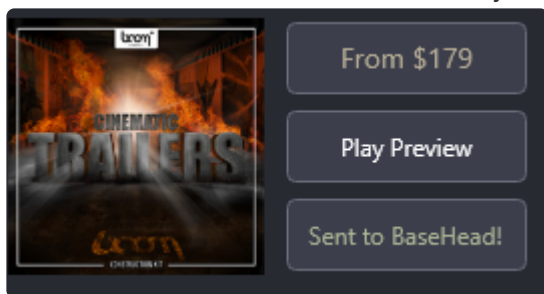
This will play a high quality “trailer” style of preview that has been produced by the developer to showcase the library sounds. A quick overview of what kind of sounds you will get in the library.

If you have BaseHead running this sound preview will be loaded into the BaseHead wave player where you can control the playback as you would any sound file.

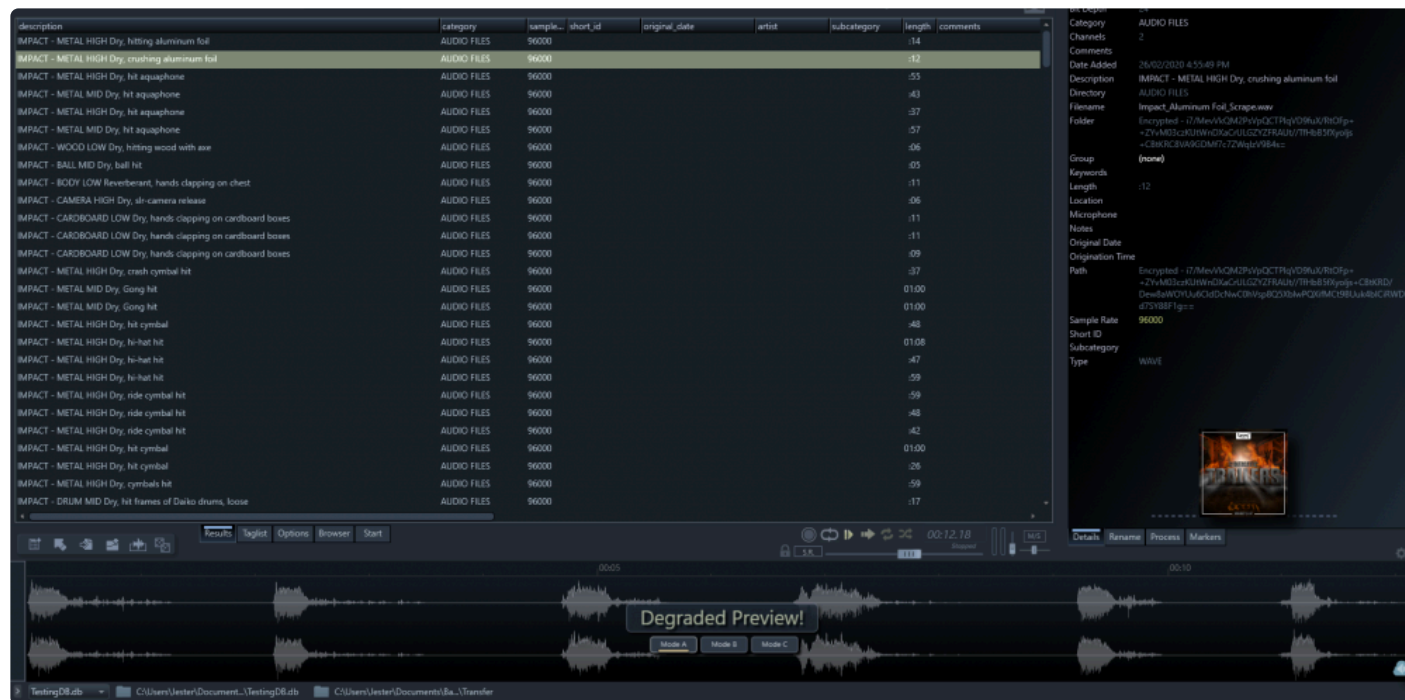
If BaseHead is not running the sound will open in your systems default sound player such as iTunes or Windows Media Player.

### View In BaseHead

A real standout feature of CPM is the ability to preview ALL files in a CloudPack right within BaseHead. Just ensure you have BaseHead open and it shows as “Connected” in the bottom right of the CPM window and click this button to send the library to BaseHead for preview



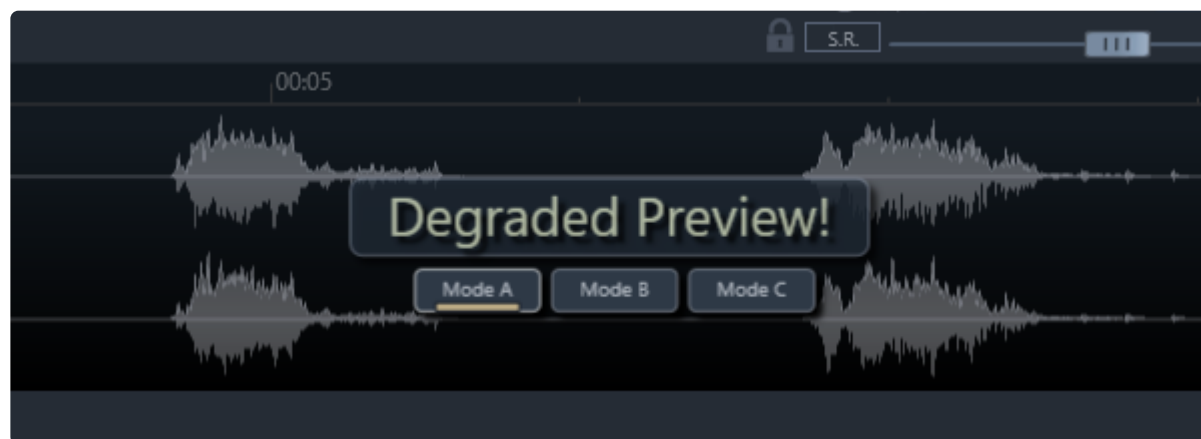
Once CPM shows the library has been sent to BaseHead you can now select BaseHead and you will see the files listed in the browser:



All files can be selected, played and view the available metadata just as you are able to with any local library.

You can even use the playback controls to adjust the speed of the sound.

Sound files are played through a “Degradar” plugin to protect unpurchased use but you can choose the type of effect for the file depending on what kind of sound you are previewing



**MODE A:** BitCrusher with High Cut at 12Khz

**MODE B:** SampleRate reduction with High Cut at 12Khz

**MODE C:** High Cut only at 7Khz

Previewing a library allows playback using the Cloud Streaming service only and files cannot be downloaded, searched or added to a production (no DnD or Spot etc)

To preview another library simply select the “Send to BaseHead” button and the current library preview will

be replaced

## Purchase

If a library is available for purchase you will see the library price at the top. Note that if a library contains multiple versions, the cost may differ between versions.


Just select a version to see the cost.

### Cinematic Trailers

Create a stunning cinematic experience

Price : \$179 (single-user license)

Quantity :  Total : \$179



### Select Card in Account

The purchase window will display the current library/version you have selected with the single user license cost. You can increase this license cost based on your facilities requirements.

If there are multiple versions available you can select the version you want or select the last version option which will contain all versions as a bundle.

Select your payment method that you have stored on your BaseHead account or select the “Add or Remove Card” option from the payment selector to open your BaseHead account in your web browser to manage your payment options.

Once ready, click the “Pay” button to complete the transaction and once authorised the CloudPack will now be added to your account and will appear in your **Manager**

## CloudPack Manager

The Manager Tab is where all your purchased and free CloudPacks can be managed.

All your purchased and free CloudPacks appear in your manager where you can choose if you want to add them to your BaseHead library.

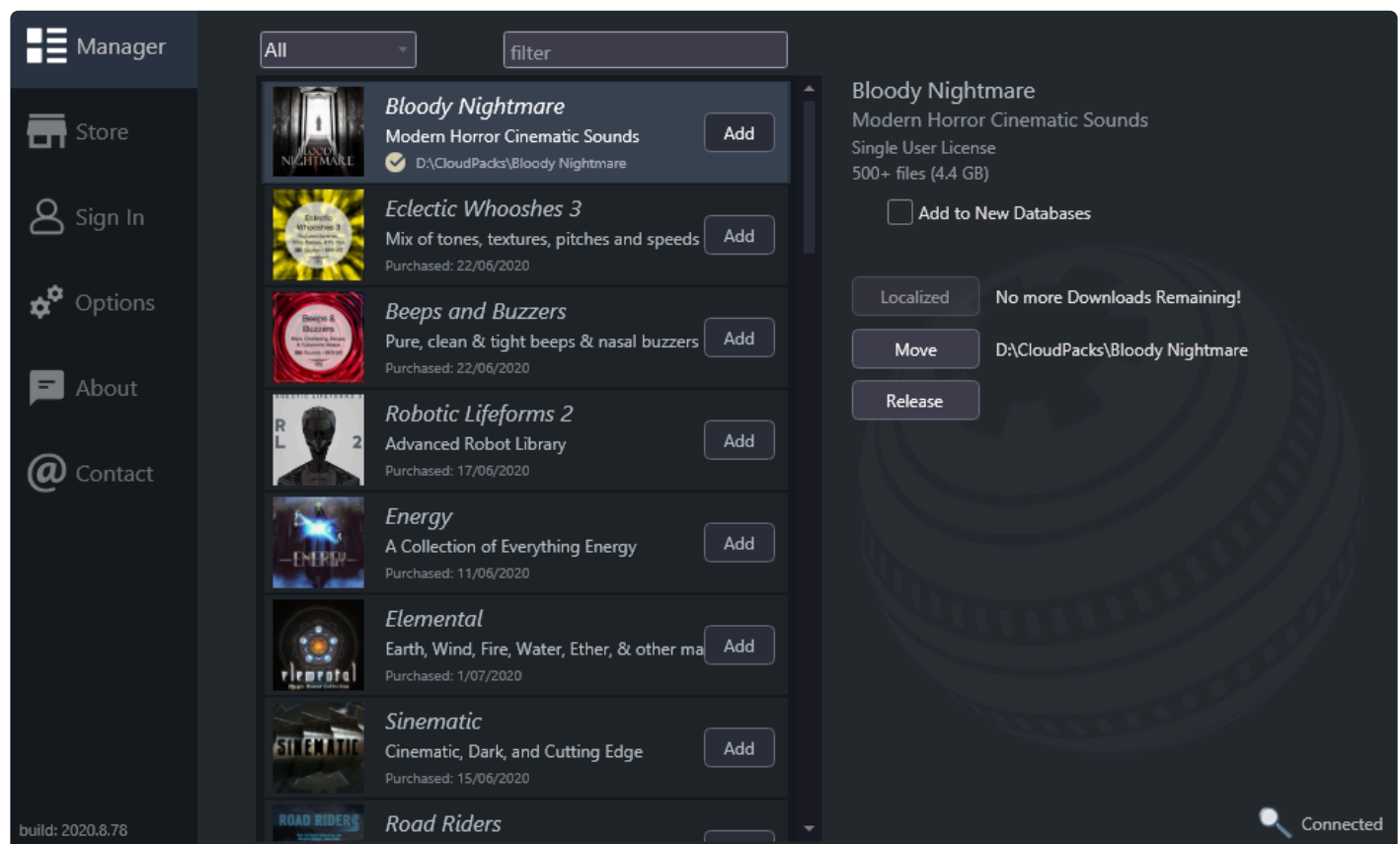
You can choose to easily add/remove packs from your library at any time depending on the material you need so as to keep your workflow efficient

Store all your CloudPacks in the cloud until you need them then just ADD them to BaseHead.

If you need to work with a CloudPack offline you can “Localize” it which will download the entire pack to your Default Directory

You can then Move this to a new location if needed or just “Release” back to your cloud account to remove the files from your drive and revert back to cloud streaming

All operations are automated and seamless.



### Filters

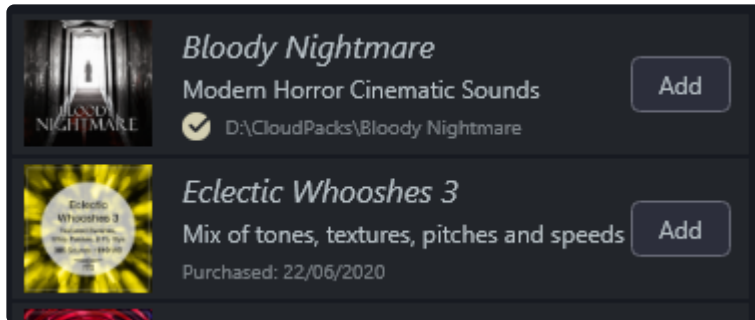
At the top of the browser list there are some filters you can select to show your purchased packs or the freely available packs. \

If you are new to the CloudPack manager you can check it out right now by adding a free CloudPack to your library and importing the sound files right into your project.

You can filter libraries by entering a keyword in the filter search field.

If you like working with a lot of BaseHead databases and you have some favourite CloudPacks that you always want added to your newly created databases you can select the option **Add to New Databases** to have the CloudPack automatically added to any new database you create to save having to do this manually

Library items display the library artwork, name of the library along with the short description:



The purchase date when you bought the CloudPack will be displayed when your library exists in the cloud or the local path of the library is displayed if it has been “localized” and downloaded to your computer

### Streaming Cloud Packs

Streaming is unlimited for users with an active support plan, you can stream files as much as you like. For users that do not have an active support plan :( you can still purchase and use your CloudPacks and stream them for free for up to 3 months after purchase. After the 3 month period if you do not have an active support plan you will need to Localize the library to be able to use it.

### Cached Stream Files

By default BaseHead will automatically cache streamed files as you select them. This will store a local version of the CloudPack files when you select them in BaseHead to save your bandwidth and to increase efficiency when importing files to your DAW, the cached versions will be copied to save downloading again. The cached files are cleared each time you start BaseHead so as to not take up your drive space too much but if for whatever reason you do not wish to have BaseHead cache these files you can check the **Misc Option** in BaseHead **Disable CloudPack Caching** to force files to only stream from the cloud.

### Localize CloudPacks

The real convenience of CloudPacks is the fact you can integrate huge multi-gigabyte sound libraries into your workflow and straight into your production within seconds without having to leave BaseHead’s workflow or wait for files to be downloaded, unzipped and imported. Using the power of the Google Cloud

servers is convenient and saves time but there are some cases where you may need to work offline or easily edit the files in an external editor.

Whatever the reason, there is the ability to **Localize** a library which will download the entire library to your hard drive.

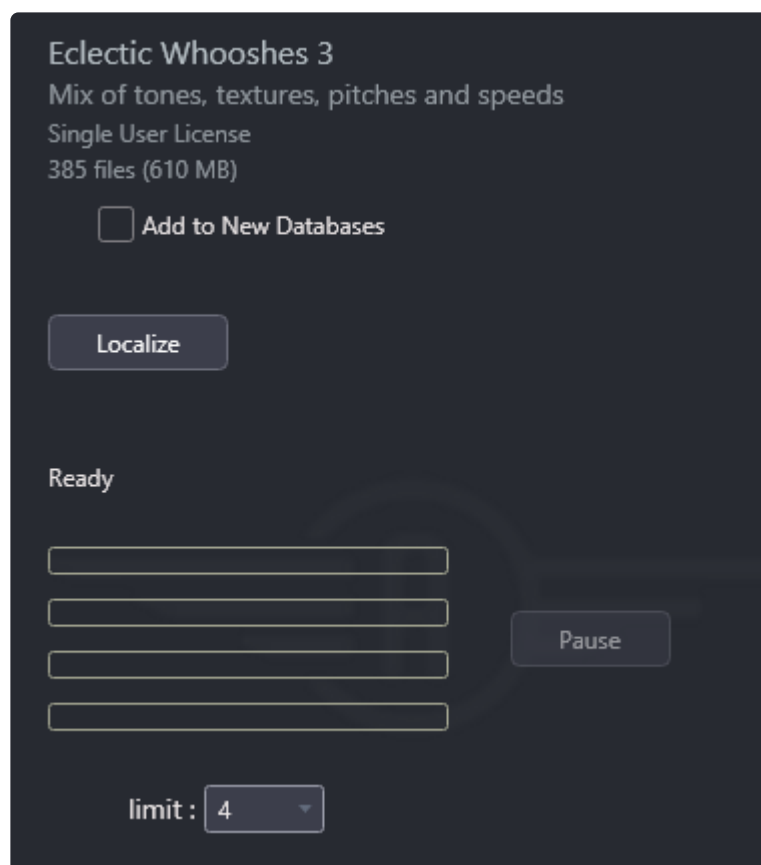
You have a total of **3 localization requests** available for your CloudPacks which get consumed each time you download a CloudPack.

However, when you Release a CloudPack back to your cloud account, your localization request is returned so you will always have 3 available as long as you release back to your account

When localising a library it is downloaded to the **Default Path** set in the CPM options but can be moved or released back to the cloud at any time.

CPM will automatically adjust the files source paths in your BaseHead library when you localize or release packs so they will always “just work”

and simply switch between local and cloud streaming.



When a CloudPack is available to be localized you will see a “Localize” button available. Note the metadata at the top of the details panel

for how many files and how much space is required and ensure you have the space for the CloudPack to be downloaded.



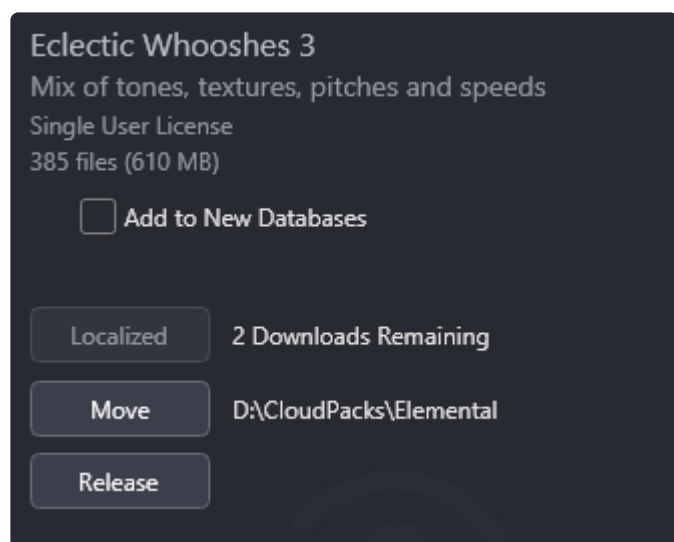
Below the localize button are the download progress indicators and “threads” that are used to download the files.

You can change the number of download threads to increase the bandwidth/speed of download to a Max of 6 threads

or decrease to slow the download rate and not consume too much of your available bandwidth.

If you happen to accidentally cancel a download or close CPM during a localization process you can simply retrigger the process again and the existing files will be checked and the download process will continue.

Once the process has completed to the CloudPack will now show the local path to the library along with a green tick symbol and one of your available 3 download counts will now be consumed:



### Release CloudPack

In order to maintain your available localization count if you need to remove a CloudPack from your computer and return it to your Cloud Account you simply need to use the **Release** button which will delete the files from your computer and “Release” the CloudPack back to your cloud account.

The library will continue to work in BaseHead but will now switch to streaming.

If you fail to use the CPM Release feature and just delete the files off your computer then you will lose one of your localisation requests so always make sure you release your CloudPack when you no longer need it on your computer.

### Move CloudPack

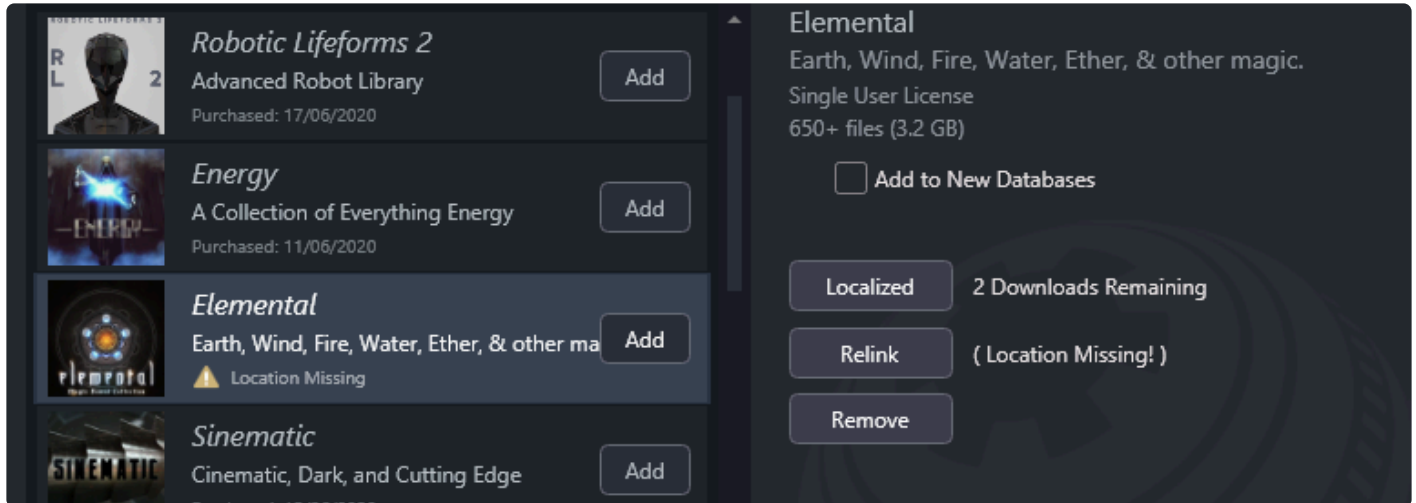
When you localize a CloudPack it is downloaded to the Default Path directory you have set in CPM.

If you need to relocate the CloudPack simply select the **Move** option and select the new location.

The files will be moved and the paths will be updated automatically.



If you move the files manually without using the Move function you will see a broken library icon:



Select the **Relink** button and locate the folder where the library was moved to relink the files or select the **Remove** option which will remove the local reference to the library and return to Cloud streaming. \*NOTE: \* if you choose to remove the broken library reference instead of resolving the files it will cause one of your download requests to be lost.

### ADD CloudPack to BaseHead

To Add a cloudpack to your BaseHead library click the ADD button. You must have BaseHead open and be connected to BaseHead (bottom right of CPM shows connection).

The library will now appear in BaseHead peak tree under the “CloudPacks” section

When a CloudPack has been added to BaseHead the Add button will show as dimmed.

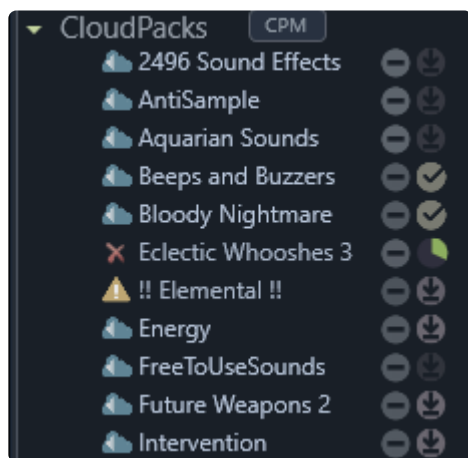
# CloudPacks in BaseHead



When you add CloudPacks to your database from CPM they will be added to the dedicated CloudPack peak tree menu in BaseHead and can be browsed just like any other library.

Also note there is a CPM button to easily launch the CPM application if it is not running.

Hover the mouse over your CloudPacks to see extra info such as developer, purchase date, if the pack is able to be streamed and if the pack has been localized, the path on your computer where it is stored.



The Cloudpack items have a number of different icons / buttons that allow you to localize/release CloudPacks from BaseHead directly, hide libraries temporarily from searches and see any libraries that are missing files:

## Left Icons:

A “cloud” icon indicates this is a CloudPack library in your collection.

✖ Clicking the cloud icon will disable the library which will hide it from searches and set the icon to a **red X**. Click to toggle this.

⚠ The green warning symbol indicates this library has been localized but the local files are missing and need to be relinked. Use the CPM software to relink the files.

### Right Icons:

➡ This will remove the library from your database and return it to the manager. It does not delete any localized files, just removes from the BaseHead database

⬇ Indicates this CloudPack can be localized to your HDD. Click this to start the download. CloudPacks are downloaded to the path set in the CPM software options and require CPM to be running.

📶 When downloading a CloudPack a download progress icon is displayed. You can click this to cancel the download if needed. You can download a single CloudPack at a time.

🚫 The download button will show as dimmed if localizing a CloudPack is not possible such as for Free CloudPacks

✅ The green tick will display when a CloudPack has been successfully downloaded to your computer and indicates this CloudPack is streaming from your computer, not the cloud.

Clicking this icon will release this CloudPack back to your CPM account, remove the files from your local drive and revert the library back to cloud streaming automatically.

### Waveform Display / Caching

The wave editor will function in the same way for both cloud streaming files and localized files allowing you to see the sounds waveform, zoom, select regions and transfer/spot all or regions of the sound file to your DAW.

Cloud streaming files will show with a blue waveform and display a small cloud icon in the bottom right of the screen:



Cloud streaming files will be automatically cached for the session as you select them in the list which is then used when you want to transfer/spot the file to your DAW.

This saves on constantly re downloading files and allows BaseHead to work with the local files once they have been cached.

The file cache is cleared whenever BaseHead is restarted so will not fill up your drive.

If you prefer to not cache files at all as you work you can disable the cache function in BaseHead **Options** with the Misc Option **Disable CloudPack Caching**.

Localized CloudPacks will show the waveform in the typical green color:



Localized files have the option to be opened in an external wave editor for further editing and can also have markers and additional metadata saved to them if required.

Note that if you release these back to the cloud you will lose any extra metadata you have added so this is great for working on temp projects and adding some specific temporary details to the files

### CPM Issues?

If you are having any CPM related issues check the [CPM FAQ](#)

You can also [submit a support ticket](#)? for further assistance

### —HTTP PLAYBACK—



https://

many facilities in Hollywood and around to world no longer allow the mounting of SFX hard drives locally for security reasons.

That is where this new feature comes in. It allow streaming of files over local and remote HTTP for facilities with enhanced security that want to be able to track who is raping the library..haha

It's also great for people that are just plain sick and tired of lugging hard drives around with them and want access to their SFX from anywhere in the world. *(like me!)*

Check out the below video for a step by step on how to get up and running with this shiny new feature in your facility.



[Import/Export and Burn In Panels >>](#)

# Import/Export and Burn In Panels

Now you can Import and Export text files out of BaseHead in various formats and burn these values into the files using these two panels.

## Import/Export Text File (F7) (Standard & Ultra)

**Import/Export Text File**

**Import** (no file selected)

Separator: TAB

Import Dest.: Merge and Update

☐ Try to relink by [filenames] only

**Export**

Format: .TXT

Separator: Comma

Records: Current Search Results

Fields: Results List Shown

☐ Include Mandatory Fields

Close

- Imports and Exports these file formats now. (.tsv, .csv, .txt) as Tab Delimited or Comma separated, Semi-colon separated.
- Importing can either “**Merge and Update**” with exiting Records or “**Create a new Import**”
- Exporting has many options to choose from also that are self explanatory.
- Also.....it imports the main two “rival” programs text files also so you can ditch their dated closed format program and migrate over to BaseHead and never look back and live in happy happy free land now....;-)

Requirements to re-link files back into BaseHead are the **[folder]** and **[filename]** fields for PC and **[path]** for macOS

There is an option to try and link to [filenames] only if you pulled a text file off the internet from someone like BOOM Library.

This option will appear if you select the “Merge and Update” option, but make sure you import the files into the database first before attempting to use this option.

**Field names in the current 5.x Database format****IMPORTANT: they are case sensitive**

filename

folder (PC Path w/o filename)

path (Mac Path w/o filename)

start

length

hide\_me

bitdepth

channels

date\_added

sample\_rate

type

cd\_title

artist

coding\_history

description

original\_date

originator\_ref

originator

timecode

subcategory

category

index

comments

frame\_rate

library

location

project\_name

tape

scene

take

publisher

track\_title

composer

designer

genre

episode

rating

sync\_point  
copyright  
recordist  
keywords  
manufacturer  
microphone  
notes  
directory (auto-created)

So if you want to modify a **.csv**, **.tsv** or **.txt** file exported from a different program then change the header of the column to one of the above values to route them into BaseHead's database.

Keep in mind it's case sensitive and we never use capital letters in our text file headers. ;-)

Need a template to Copy/Paste your data into using Excel or Google Sheets?

Grab this [ONE HERE](#). and save it off as a **.tsv** and Import this file via the top Import Section on this panel.

### Importing \ Exporting Text Files Video

An overview of importing data into basehead from Text Files.



### — FAQ —

#### How to Import a database from a certain “rival” program that starts with an “S”?

First go to said program and choose the “Dump Search Query as Text File” function.

Make sure to include **[FilePath]** in the dump. This file must also include **[RecID]** but that should be included by default “in theory”.

The select this dump file in BaseHead and choose either to ‘Create New Import’ or ‘Merge and Update’ to try and link with files in the current database.

#### How to Import a database from Netmix into BaseHead:

Make sure to export the text file with **[Path]** and **[FileID]** in the dump from Netmix

Then import this text file in BaseHead and choose either to “Create New Import” or “Merge and Update” to try and link with files in the current database.

#### How to Import a Netmix Lite database into BaseHead:

Right click their Results List and choose the option “Export Database”

The lite version gives you no options and will export all needed columns. The file needs to have **[hash1]** and **[path]** for detection FYI.

Then select this newly created .txt file in BaseHead and choose either to “Create New Import” or “Merge and Update” to try and link with files in the current database.

### External Editing:

If I want to edit one of these rival text files before importing into BaseHead what is the best way to do this?  
I'd personally copy/paste the tab-spaced data to a Google Docs spreadsheet and download the files as a **.tsv** file.

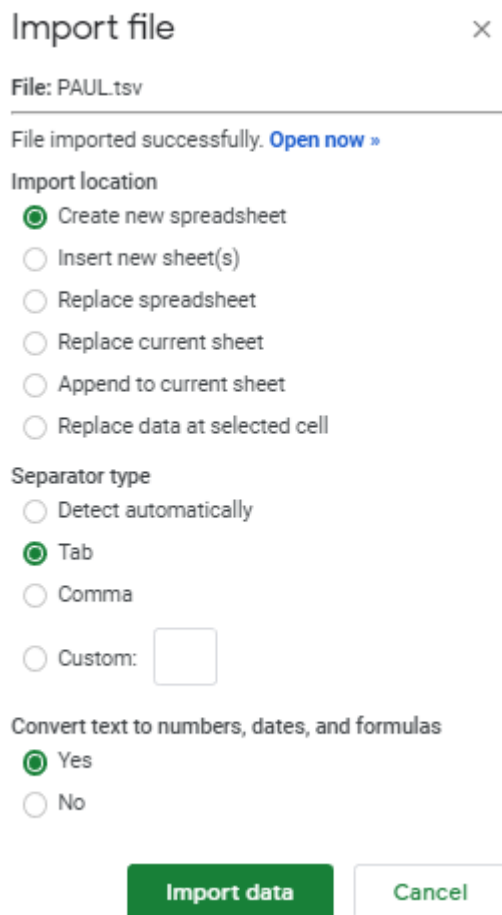
These rival text files can only be **.txt** or **.tsv** tab spaced files.

NOTE: Comma spaced **.csv**'s are **NOT** supported for rival file importing.

### My .tsv file has lots comma's in them and displaying wrong in Google Sheets. How to Fix?

Sheets seems to have a problem auto-detecting if you drag and drop a .tsv to it.

So instead choose the "Import Option" and manually select the separator as 'TAB'



Import file ×

File: PAUL.tsv

---

File imported successfully. [Open now »](#)

Import location

- ☒ Create new spreadsheet
- ☐ Insert new sheet(s)
- ☐ Replace spreadsheet
- ☐ Replace current sheet
- ☐ Append to current sheet
- ☐ Replace data at selected cell

Separator type

- ☐ Detect automatically
- ☒ Tab
- ☐ Comma
- ☐ Custom:

Convert text to numbers, dates, and formulas

- ☒ Yes
- ☐ No

**Import data** **Cancel**

### It's painfully slow to Import my text file into a large Database. How to Fix?

In the Database menu run the **"Rebuild Indexes"** command and this should speed it up massively 8)

### Burn In Metadata (F6) (Ultra)





after you import a text file you can use this panel to inject all the new values into the metadata of the files. This new Action Panel would usually be used after Importing a Text File that has been edited in a spreadsheet editor OR was from a “rival” program.

This Panel will help you burn the newly imported values into the files Physically or if you set BH to not write into files always you can use this panel to burn in all your changes.

The options on this page should be self explanatory for the most part.

Chose what records your want to burn in, choose the chunks to go it and set the world a Blaze!

### Instructional Video Coming Soon!

*“The Roof....The Roof....The Roof is On Fire!” name that tune! 8)*

# How To Videos

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## VIDEOS FOR BASEHEAD V2020+

### Importing Media Files

An overview of how to get your sound files into BaseHead



### Drive \ Path Remapping

Demonstrates how to remap drives and folders when moving your media files around or when going between mac and PC.



### Importing \ Exporting Text Files

An overview of importing data into basehead from Text Files.

If you need to import data that has been exported from a rival program or included with a library of files you can import using a text file.

It is also possible to export some/all data from BaseHead to text file for backup or to make edits externally.



### Marker Panel Overview

A video that demonstrates the use of markers and regions and how to manage these and write to the files.



## Thesaurus Overview

Demonstrates the use of the in-built thesaurus feature and how to add custom thesaurus entries to help find your media files using similar key words



## Rename Panel / Batch Renaming

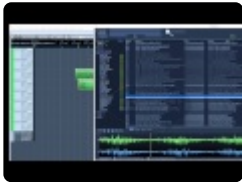
An overview of the file transfer and batch renaming features.  
covers all the new features of the latest 2020 version!



## MOST ALL THESE VIDEO ARE FOR VERSION 4.X

### Getting Started

Here's the brand new Getting Started Video for version 4.x Ultra  
Watch this first one to get the basics and to get you up and running in no time.



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## Another video showing using Pro Tools with BaseHead Mac by Jonah Guelzo

*Originally posted on ProToolsExpert.com*

Jonah originally made this video himself for the love of his new discovery and posted at PTE.

I asked nicely if I can put it up on my site also, so here it is...8)

It's a great video from a different perspective on how someone will use BaseHead with PT and might be easier to understand than my down and dirty videos for some people....hehe

Thanks Jonah!



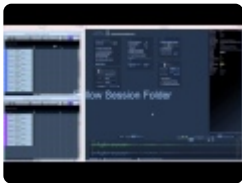
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### Using Nuendo or Cubase with BaseHead

*a must watch if you are using one of these Steinberg DAW's*

This Video shows tips on:

- Auto-Switching Paths
- Follow Session Folder
- Tossing files to the POOL
- Spot to Track and Region Spotting
- Set permanent SyncPoints in BaseHead that transfer to Nuendo/Cubase



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### Using Pro Tools with BaseHead

*a must watch if you are a Pro Tools user*

Shows tips on:

- Quick Setup with Pro Tools
- Spot to Track
- Tossing Files to the Bin Only from the Taglist
- Auto-Switching Paths/Follow Session Folder
- Source Nexus Integration



## Using the PeekTree

shows how to use the power of this left side panel to the maximum!



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## Four of the hot new version 4.x Ultra features explained in this video

- Individual Channel Extraction
- Batch Tagging
- Offline Renaming
- Adding Images/Album Art to your files



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## Playback Regions & Destructive Editing



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## Building Waveform Caches

*(BaseHead PC)*

shows how to build waveforms for all files at once



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## Using VST's and ReWire



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### Mystery: Where my files at?

*Explains when files are copied and sample rate converted and when they are NOT*

This Video helps:

- People that can't understand why some files seem to go into different locations.
- People that never read their DAW manual....hahaha



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### HTTP Playback

*Stream audio instead of playing it*

This Video helps:

- Facilities that don't allow mounting local volumes for security reasons
- For users that want to put their personal SFX in the cloud



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### Using Adobe Premiere Pro with BaseHead

a quick walkthru to get you up and running quick connecting these two programs



More info can be found at [THIS LINK!](#)

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## July 2019 Update

Includes...

- Adobe Premiere Pro Support
- Performance Take Recordings
- Two new pitchSlider modes
- 75+ other thaangs ;-)



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## Wwise Integration

*WAAPL connect Audiokinetic Wwise to BaseHead*

This Video helps:

- Wwise users looking to speed up their workflow between these two monster programs



[Codemeter Setup Videos >>](#)

# Codemeter Setup Videos

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## Codemeter Setup Videos

### Codemeter CmStick Setup in a Network Environment

walk thru how to set up a dongle hanging on a server and access the licenses from a client.



### Accessing CmStick Licenses over the Web!

shows how to access your license on the dongle from anywhere in the world

**IMPORTANT: This a continuation of the above video so please watch that one first!**

*(Older WebAdmin screenshots)*



Also, the **ARCHICAD** guys have some good guides to CodeMeter LAN and WAN access.

[ARCHICAD-Server Setup Guide](#)

[ARCHICAD-CodeMeter over the Internet](#)

[Key Commands \(PC\) >>](#)



# Key Commands (PC)

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**Space** – Play/Stop

**A** – Show all of waveform (Zoom out Full)

**C** – Copy file to Transfer Path

**D** – Set focus to 1st Search Box

**E** – Expand/Hide the Left PeekTree

**F** – Set focus to 2nd Search Box

**G** – Set focus to 3rd Search Box

**H** – Set Focus to 4th (bottom/right) Search Box

**L** – Loop Selected/Zoomed Region

**M** – Insert CUE marker in waveform window at play position / Insert REGION markers if range selected

**O** – Open Containing Folder

**Q** – Reverse Playback

**R** – Rename BWAV Description for selected file and Inject it into the file.

**S** – Spot to Track

**T** – Add to Tag List

**W** – Open in Wave Editor (*Hold Ctrl for 2nd Wave Editor*)

**X** – X-fer to Pool/Bin in Target App(If available for target app)

**Z** – Undo one Level of Zoom

**?** – Play a Random Sound

**`** – Re-Trigger Playback (The tilde Key below ESC and above TAB)

**ESC** – Re-Triggers Playback also now

**BACKSPACE** – Show Previous Search

**CTRL + BACKSPACE** – Show Next Search

**ALT+A** – Open About Screen

**ALT+B** – Show File Browser Page

**ALT+C** – Show Online Page

**ALT+F** – Show Folder Contents of Selected File

**ALT+O** – Show Options Page

**ALT+R** – Show Results Page

**ALT+S** – Open Setup Window

**ALT+T** – Show Tag List Page

**ALT+V** – Open Right Sidebar

**Shift+H** – Spot with Handles (ON/OFF)  
**Shift+I** – Spot In-Line (ON/OFF)  
**Shift+M** – Sum to Mono  
**Shift+R** – Reference File When Possible (ON/OFF)  
**Shift+S** – Spot Checked Items on Taglist to Track in Target App  
**Shift+T** Thesaurus (ON/OFF)  
**Shift+X** – X-fer Checked Items on Taglist to Target App Pool/Bin

**Arrow Left/Right** – Navigate wave by 1 second  
**Ctrl+Arrow Left/Right** – Navigate wave by 10 seconds  
**Ctrl+D** – Set focus to 1st Search Box  
**Ctrl+F** – Set focus to 2nd Search Box  
**Ctrl+G** – Set focus to Bottom Left Search Box  
**Ctrl+H** – Set focus to Bottom Right Search Box  
**Ctrl+I** – Import Files (or DnD files to the Results Page)  
**Ctrl+N** – Create New Database  
**Ctrl+O** Open Database  
**Ctrl+Q** – Quit BaseHead Ctrl+S – Split Stereo into Dual Mono  
**Ctrl+R** – Reverse File  
**Ctrl+S** – Save Destructive Edited file  
**Ctrl+T** – Tag Referenced  
**Ctrl+Shift+T** – Trim File Destructively (*when yellow range is selected*)  
**Ctrl+Shift+T** – Select a Transfer Path (*or drag a .npr .cpr .ptf or .ptx file to the results page*)  
**Ctrl+X** – X-fer to Wwise  
**Ctrl+Shift+W** – Set Wave Editor  
**DEL** – Delete selected Region Destructively (when yellow range is selected)  
( when yellow range is selected)  
**Ctrl+DEL** – Delete Record in DB  
**Ctrl+Shift+DEL** – Delete Record/File(s)  
**Ctrl+Shift+ALT+DEL** – Delete Record/File(s) Silently (*no warning dialog*)  
**Ctrl+Shift+C** – Clear All Search Boxes  
**Ctrl+Shift+F** – Force Show All Records

**Ctrl+Click** – Set playhead to position in waveform without playing  
**Ctrl+Shift+Click** – Insert CUE marker in waveform window at clicked position  
**Ctrl+M** – Insert LOOP marker at selected range in waveform  
**Alt+Click** – Insert SYNC POINT in waveform

**F1** – Online User Manual  
**F2** – Quick Access Panel  
**F3** – Metadata Viewer Panel  
**F4** – Chunk Panel  
**F5** – Redraw Waveform

**F6** – Burn In Metadata Panel

**MouseWheel** (over waveform) = Increase Waveform Gain

**MouseWheel + Shift** (over waveform) = Zoom In/Out

**CTRL+MouseWheel** = Pitch Slider Up/Down

**Keypad 0-9** – plays sound at different semitone pitches.

*(Press Add/Subtract to toggle between pitch positive or negative)*

**1,2,3,4,5,6,7,8** (*numbers above QWERTY on keyboard*) – Extract Individual Channel (Ultra only)

[Key Commands \(Mac\) >>](#)

# Key Commands (Mac)

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**Space** – Play/Stop

**A** – Show all of waveform (Zoom out Full)

**C** – Copy File to set Transfer Path

**Command+D** – Set focus to Description Search Box

**Command+F** – Set focus to Filename Search box

**E** – Expand/Hide the Left PeekTree

**L** – Loop Selected/Zoomed Region

**M** – Insert CUE marker in Waveform Window at play position / Insert REGION markers if range selected

**O** – Open Containing Folder

**Q** – Reverse Playback direction

**R** – Rename Description for selected file and Injects it into the file also.

**S** – Spot to Track

**T** – Add to Tag List

**W** – Open in Wave Editor (*Hold Ctrl for 2nd Wave Editor*)

**X** – Xfer to Pool/Bin in Target app.

**Z** – Undo one Level of Zoom

**?** – Play Random Sound

**`** – Re-Trigger Playback (The tilde key below ESC and above TAB)

**ESC** – Re-Triggers Playback also now.

**BACKSPACE/DELETE** – Show Previous Search

**Command+BACKSPACE/DELETE** – Show Next Search

**Option+B** – Show File Browser

**Option+C** – Show Online Page

**Option+O** – Show Options Page

**Option+R** – Show Results

**Option+T** – Show Taglist

**Option+V** – Hide/Show Right Side Bar

**Ctrl+F** – Show Folder Contents of Selected File

**Ctrl+X** – X-fer Checked Items on Taglist to Target App Pool/Bin

**Command+Shift+T** – Set Transfer Path (or drag a **.npr .cpr .ptf** or **.ptx** file to the results page)

**Command+Shift+W** – Set Wave Editor

**Command +I** – Import Files

**Command+M** – Remove Playback Region

**Command+N** – Create New Database

**Command+O** – Open Database

**Command+R** – Reverse File

**Command+T** – Tag Referenced

**Command+T** – Trim File Destructively (*a yellow range needs to be selected 1st*)

**Command+Shift+C** – Clear All Search Boxes

**Command+Shift+F** – Force Show All Records

**F2** – Quick Access Panel

**F3** – Metadata Viewer Panel

**F4** – Chunk Panel

**F5** – Redraw Waveform

**F6** – Burn In Metadata Panel

**DEL** – Delete selected Region Destructively (*a yellow range needs to be selected 1st*)

**Shift+H** – “Spot with Handles (ON/OFF)”

**Shift+I** – “Spot In-Line (ON/OFF)”

**Shift+M** – Sum to Mono

**Shift+R** – “Reference File When Possible (ON/OFF)”

**Shift+S** – Spot ‘Taglist’ to Track in Target App

**Shift+T** – Thesaurus ON/OFF

**Shift+X** – Xfer ‘Taglist’ to Bin/Pool in Target App

**Alt+Shift+H** – Show ALL Hidden Records

**Arrows Left/Right** – Skip thru file by 1 second

**Cmd+Arrows Left/Right** – Skip thru file by 10 seconds

**Cmd+DEL** – Delete Record

**Cmd+Shift+DEL** – Delete Selected Record/File(s)

**Ctrl+Shift+Command+DEL** – Delete Selected Record/File(s) Silently (no warning dialog)

**Cmd+Q** – Quit BaseHead

**Cmd+X** – Xfer to Wwise

**MouseWheel** (over waveform) = Increase Waveform Gain

**MouseWheel + Shift** (over waveform) = Zoom In/Out

**Ctrl+MouseWheel** = Pitch Slider Up/Down

**Keypad 0-9** – plays sound at different semitone pitches.

(*Press Add/Subtract to toggle between pitch positive or negative*)

**1,2,3,4,5,6,7,8** (numbers above QWERTY on keyboard) – Extract Individual Channel

[Workflow Tips and Tricks >>](#)

# Workflow Tips and Tricks

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There are many internal tricks and keyboard shortcuts that are inside BaseHead that you might not know about yet. Well....until now ;-)

*(Note:Keep in Mind that most the time holding CTRL is for PC users and holding COMMAND is for Mac users!!)*

1. Holding **Ctrl** on PC or **Command** on Mac when clicking either the database select folder icon or select Transfer Path icon on the info strip will show the current one in **Explorer/Finder**
2. If you **DnD** a folder to the Transfer Path icon it will set it this folder's path as your Transfer Path.
3. If you drag a **.npr .cpr .ptf** or **.ptx** file to the Result Page it will set it's audio files folder as your Transfer Path.
4. **Browser Page:** If you **DnD** a folder to this page, that folder will appear in the Browser for quick previewing of the files.
5. After pressing '**R**' to open the Rename BWAV Description panel and your ready to Inject and close this window. Simply hold **CTRL** or **COMMAND** and press **ENTER**.  
No need to click on the 'Inject' button with the mouse. This helps speed things up if you are renaming many files at once.
6. While holding **Ctrl** or **Command** and clicking of the **Volume, Pan** or **Volume** sliders will set them back to default.
7. Holding **Ctrl** or **Command** before you **DnD** from the Results Page will disable "Bring to Foreground" if enabled.  
This feature is normally to bring your Target app to the foreground, but sometime your want to drag to another destination so it's handy to know this one! 8)
8. **Tool Tips** are you friend! Hover over them to get details explanations of features or key commands that trigger that function that might not be documented yet.
9. If you want to jump around from search box to search box without using the mouse you can hold **Ctrl** or **Command** and press '**D**' , '**F**' , '**G**' and '**H**'.
10. After Tagging a bunch of files you can hold **Ctrl** or **OPTION** (on macOS) and drag from the **DnD** Bar instead of the Taglist Page so you never have to look at the Taglist Page and save some mouse clicks!
11. If you drag an image file to the lower part of the **Details Panel** it will apply it to the selected records. Right Click of it will remove it!.

12. Holding **Ctrl** when clicking the **Rename Tab** or \*Process Ta\*b with Enable or Disable these panels.
12. Clicking the colored number labels under the **Taglist Tab** and **Results Tab** will reset them.
13. Holding Shift and using the mouse wheel over the waveform will **Zoom In/Out** on it.
14. Holding **Ctrl** while clicking an 'Import' 'Group' or 'CloudPack' will highlight it yellow and will then do focused searches with it.
15. Holding **SHIFT** at launch will force the non-CM version into Demo Mode. Good for debugging licensing issues.



# Support and Operation FAQ

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**Head over to our FreshDesk Page for all \*Support Tickets, FAQ and Codemeter Setup and Trouble Shooting!**

Please submit all bugs and questions from there instead of with direct emails.

[TAKE ME THERE NOW!!](#)