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### **Registration Options**

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See Also

**Registration Form** 

Registra	tion Form					
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See Also

Registration Options

### Registration

As a registered user or AlbumMaster for Windows you will receive a printed and bound manual, the latest version of the program, another Unicorn Software program to try, **FREE** phone, mail, BBS or CompuServe technical support, a list of **FREE** and discounted products for Registered Users Only, and notification of all major upgrades. Once registered all upgrades are **FREE** you pay only for the cost of P&H and the disk. Please contact Unicorn Software Limited directly for information on volume discounts and site liscenses.

See Also
Registration Options
Registration Form

#### **About**

The About menu has two options:



About: Provides you with copyright and version information for the program. It also provides the name of the registered user.



Registration (Unregistered Version Only): Brings up the Write program with the registration form for AlbumMaster. You can fill out the form and print it using this option.

See Also
Registration Options
Registration Form

## File Menu

<u>Open</u>

<u>New</u>

<u>Delete</u>

<u>Print</u>

<u>BackUp</u>

<u>Exit</u>

#### **Delete**

This menu option allows you to delete a AlbumMaster data file from within the program. It is easier to use than searching through file directories looking for the appropriate file names.

The Delete AlbumMaster Data File dialog box will appear after selecting this option.

If the file is on a different drive, select the drive you want from the Drives box.

In the Directories box, double-click the directory you want.

Or press the UP ARROW or DOWN ARROW key to select the directory, and then press ENTER. The current directory will initially be the same directory as the currently selected AlbumMaster data file.

Once you have selected with file, it is deleted with a double click, or by hitting the OK button.

# Exit



This menu option will allow you to Exit the program and return to Windows.

### BackUp



This option will back up the data files you are currently using to disk. You will be shown the total size and number of Albums in the status box. You can back up to A or B drives, and the program will utilize any format of disk.

The program will prompt you to change disks as they become full. This method of back up does not use compression and can only be used until your data file reaches about 1000 Albums. After that we recommend using FLEXIBAK Plus, see Appendix C of AlbumMSTR.WRI for more information on FLEXIBAK Plus.

#### **Print**



This menu otion allows you to obtain print outs, preview a print out, or write to file a print out. Just click to select the print out you desire from the list, these are the contents:

**Listing**: Album Number, Category Title & Artist.

**Catalog**: provides all information.

**3X5 Cards**: Gives you all information printed on 3X5 cards. (See Appendix A for specifications)

**Rolodex Cards**: Gives you all information except the Tunes on pin fed rotary index cards. (See Appendix A of AlbumMSTR.WRI for specifications)

**Labels**: Gives you Album Number, Artist & Title. (See Appendix A for specifications)

**Tune List #1**: Tune, Album Title, Album Number and Side.

**Tune List #2**: Tune, Artist, Album Number and Side.

**Tune List #3**: Tune, Album Number and Side.

Cats n Boxes: Counts for each category and Box in use, as well a percentages.

Next choose the type of print out (PinFed or Sheet) and if you desire to preview the print out, click that box. When all of your options are entered click the OK button. You will then have an opportunity to enter a title for the print out.

If you selected one of the Tune options you will be told how long the print out might take to produce. You have the option of canceling the print out at this point if you choose. Press the OK button to proceed.

Once all of the Tunes have been extracted, you will be presented with a window to select the Order of the Tune list. You can cross index the listing if you so desire by choosing more than one option and using one of the Combiners. Press the Order! button when you are done.

The program will then start CA-RET to handle the print outs.

#### New

This menu option allows to create a new AlbumMaster data file for use. All AlbumMaster data files have the extension DAT.

The Create AlbumMaster Data File dialog box will appear after selecting this option.

If the desired location for the file is on a different drive, select the drive you want from the Drives box.

In the Directories box, double-click the directory you want.

Or press the UP ARROW or DOWN ARROW key to select the directory, and then press ENTER. The current directory will initially be the same directory as the currently selected AlbumMaster data file.

In the File Name box, enter the name of the file you want to create.

Double-click the name of the AlbumMaster data file or choose OK.

### Open



This menu option allows to select a AlbumMaster data file for use. All AlbumMaster data files have the extension DAT.

The Open AlbumMaster Data File dialog box will appear after selecting this option.

If the file is on a different drive, select the drive you want from the Drives box.

In the Directories box, double-click the directory you want.

Or press the UP ARROW or DOWN ARROW key to select the directory, and then press ENTER. The current directory will initially be the same directory as the currently selected AlbumMaster data file.

In the File Name box, double-click the name of the AlbumMaster data file you want to open.

Or select the file and choose OK.

If you enter a file name not in use, you will be asked if you want to create a new file with that name.

#### **Edit Menu**



This menu has three options, you can use the Cut, Copy, and Paste commands to transfer information to and from the Clipboard.

To copy text by using the mouse

- 1 Select the text you want to copy.
- 2 Move the mouse pointer to the place you want to insert the copy.
- 3 Press and hold down ALT, and click.

To copy text by using the keyboard

- 1 Select the text you want to copy.
- 2 From the Edit menu, choose Copy.
- 3 Move the insertion point to the place you want the copied text to appear. Or select the text you want to replace with the copied text.
- 4 From the Edit menu, choose Paste.

To move text by using the mouse

- 1 Select the text you want to move.
- 2 Move the mouse pointer to the place you want to insert the text.
- 3 Press and hold down SHIFT+ALT, and click.

To move text by using the keyboard

- 1 Select the text you want to move.
- 2 From the Edit menu, choose Cut.
- 3 Move the insertion point to the place you want the cut text to appear. Or select the text you want to replace with the copied text.
- 4 From the Edit menu, choose Paste.

#### **Picks**



This menu option will bring up a window of buttons for picking Albums. Think of this as a way of filtering your data file for only the information you want. These Picks remain in place for Print Outs too. Once you put a Pick in place, it will remain active for the rest of the current session **UNLESS** you run the Crunch option from the Utilities menu, or the Clear Picks button from this menu.

Once you have selected the item you want to Pick for you will be prompted for what criteria you want. When you have entered your choice hit the Enter key and you will be returned to the Picks window. You can select more than one item for Pick for, by using a Combiner. Once you have made your choices click the Set Picks button to confirm.

For example you want to work with all Albums that are in Category Rock and by The Beach Boys. Select the Category entry from the Find! window, then select Rock. Before you can add another Find! criteria you must first use a Combiner (in this example And). Then select the Artist entry and enter the Beach Boys. The program will find the next Album meeting that criteria and display it on the screen. (If you had selected Or in the above example you would have gotten all records for Category Rock or any done by the Beach Boys {even those not category Rock})

A more complex example would be Category A or Category B and User Code D and Title A. (You would get all Categories A or B with the Code D and the title beginning with A.)

When you have selected either of the U Boxes for Picks, the screen that appears will be of the type for the U Box. A button X Box will allow you to choose only one of the options listed. An X Box will allow

you to select whether the box should be Xed, Not Xed or, if it does not matter, N/A.

For example: If you chose for Live to be Xed, Studio not Xed, and the other two N/A. You would have selected albums that are Live and not Studio ONLY, since the other two boxes were N/A they could be either Xed or not.

See Also
Close 'Nuf
Find!

### Close "Nuf

In the Find! and Pick options when you enter the Title, Artist, User Defined Fields, etc. you do not have to enter the entire thing. For example when entering a title you wish to deal with you do not have to enter the full Title, only the first few words, or even letters. In Update this will allow you to view all the records that are Close 'Nuf to what you entered.

EXAMPLE: Entering "Meet" will bring up "Meet Me", "Meet The Beatles" and "I'll Meet You On The Other Side"

See Also

<u>Picks</u>

Find!

#### Find!



On the Singles Screen, from the Albums Menu, you have a Find! button. This will bring up another window that will allow you to enter information regarding the Album you want to find. You can find by any of the Album fields except the Tune fields, if you want to find by those use the Pick menu.

On the Find! window just select the option you want to find by, ie Title, and a box will appear to for you to enter your choice. When you have entered your choice hit the Enter key and you will be returned to the Find! window. You can select more than one item for Find! by, by using a Combiner. When you are done hit the Find! button to start the search.

For example you want to Find! a Album that is in Category Rock and by The Beach Boys. Select the Category entry from the Find! window, then select Rock. Before you can add another Find! criteria you must first use a Combiner (in this example And). Then select the Artist entry and enter the Beach Boys. The program will find the next Album meeting that criteria and display it on the screen. (If you had selected Or in the above example you would have gotten all records for Category Rock or any done by the Beach Boys {even those not category Rock})

A more complex example would be Category A or Category B and User Code D and Title A. (You would get all Categories A or B with the Code D and the title beginning with A.)

See Also
<u>Picks</u>
Close 'Nuf

## **Utilities Menu**

<u>Index</u>

Crunch

<u>Renumber</u>

**Colours** 

<u>User Fields</u>

**Categories** 

<u>WallPaper</u>

<u>Auto Number</u>

<u>Import</u>

### Crunch

This option compresses the blank spaces out of the data file, resequences the data file for optimal speed and rewrites all the indexes . This can take awhile if your file is especially big.

### **Colours**



This option will let you change the colours used for text and inputs in primary, secondary and tertiary windows within AlbumMaster. You can also alter the colours for the Browse and Tune boxes. Simply enter one of the 256 choices shown for each prompt.

Primary Window: The main screen of the program.

Secondary Window: Windows that appear as the reult of choosing one of the menu items. Tertiary Window: A Window that appears as a result of selecting an option from another Window.

Tune: The colours used for the Tune box.

Browse: The colours used for the Browse menu option.

Tool Bars?: Lets you turn on/off the tool bars.

### Index

This option allows you to place the file in an option that suits your needs, you can also combine several of the options together. So you could put the file in order by Title, with a sub order by Artist, with a sub order by Category.

### **Import**

This option allows you to Import data files created with AlbumMaster for DOS (versions after 7.00) and AlbumMaster for Windows. The records will be imported to the file currently in use. Some users find it easy to have one master file and a separate file to make entries with and use this to merge the two.

If there are Categories not in your Category file used in the Imported file, you have the option to change these (not only in the Category list but for each Album as well). For example you used R for Rock in the imported file but you want to use R&R from now on, you have the opportunity to change the Category for all Albums with R and in the Category list as well.

### **User Fields**



This option allows you to change/enter your titles for the user named fields and the titles for U Boxes and the selection options for them. It will display where these options acutally are on the screen to make your entries easier. You can also select either the button or X Box options for the U Boxes. More information about U Boxes is in the file ALBMSTR.WRI.

## **Auto Numbering**

The Auto Number option: If this is checked the Album Number will automatically be placed in the appropriate field when adding new Albums. If you change the number (ie you deleted a Album with a lower number), the number first inserted will be saved for the next add. If it is not checked this option is off.

You have the option of the last number used, when toggling this option on.

## **Categories**



The Categories option allows you to add, change, and delete Categories from your Category list used throughout the program. See Appendix D of ALBMSTR.WRI for more information on how to best use the Category option.

#### Renumber

This option renumbers the data file, based on the current index option and should be used immediately after indexing (if it is desired). It will number your Albums from 1 to whatever. based on the order the file is in when it is run. For example the file is in Title order, it will number them based on that alphabetized list.

## **Albums**

The two options for editing Albums are:



<u>Browse</u>



<u>Singles</u>

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You are encouraged to pass a copy of AlbumMaster along to your friends for evaluation. Please encourage them to register their copy if they find it useful.

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### **Browse**



First gives you a browsing screen of the Album's Number, Title, Artist, and Category. You can change these entries directly on this screen if you desire. You have the following button choices too:



**New**: Creates an entry for a new Album.



Find!: Opens the Find! window.



**Edit**: Opens the <u>Singles</u> screen for the selected Album.

**Delete**: Delete the Album presently displayed. You will be asked for verification.

Quit: Quits this option.

### **Singles**



Singles Option: This is one of two entry screens you can use to access your Album collection. There are entries for:

**Title**: The Album's title. For multiple Album sets you may wish to add Disk 1, Disk 2, Disk 3 etc. to the title.

**Album Number**: This is alphanumeric (letters and/or numbers). Some of the programs options will only work if this is a number (Renumber and Find Range). If you have <u>Auto Numbering</u> on this number will be inserted for you.

**Artist**: The primary Artist on the Album. If the Album is a compilation, enter Various and then enter the individual artist information along with the Tunes.

**Category**: This is a pull down menu of Categories you have entered into the system. To Add/Update the list use the <u>Category</u> option from the Utilities menu.

**User #1, #2 & #3**: The user can name and use this field for anything they desire. ie Producer, Serial Number, Location. Use the <u>User Fields</u> option from the Utility menu to change.

**U Boxes #1 & #2**: The user can name and specify the options for these two boxes. Also, they can be used either as buttons or X Boxes. Use the <u>User Fields</u> option from the Utility menu to change.

**Cover**: This button lets you view and select bitmap images to store with each album. Once selected a window will display the CoverArt of the selected Album. You can change or add new art by selecting the New button, Delete the art, or save your changes and exit. To abort changes simply Close the window.

#### The Side Boxes:

Enter the information for each side of the Album. You can continue an entry from one line to the next by adding a blank space at the beginning of the second line.

If you have an individual Artist to enter with a Tune, use the block below the Tune and enter a "\*" in the Tune Track block.

Also on the screen there are buttons for:



**New**: Creates an entry for a new Album.

**Delete**: Delete the Album presently displayed. You will be asked for verification.

**Duplicate**: Duplicates the Album displayed, but changes the Album Number to DUPE to make it easy to identify.

**Cancel**: Abandons changes you have made, or aborts a New entry.

**Done**: Saves changes made or new Album and exits.

#### The Navigate Buttons:

**Left Arrow**: Saves and backs up one Album.

**Right Arrow**: Saves and goes forward one Album.

**Up Arrow**: Saves and goes to the first Album in the file. **Down Arrow**: Saves and goes to the last Album in the file.

Find!

See Also

**Browse** 

### Wallpaper

The program comes with a bitmap file named ALBMSTR.BMP. This image is displayed on the main window of the program. You can replace this with an image of your choosing by using this option. AlbumMaster will attempt to keep the image in the center of the screen.

If you do not desire any artwork, simply delete the enter NONE for the filename and hit the OK button.

Warning: The larger the bitmap file, the longer it will take to load and display!