

MacLibrarian User Guide

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Epsilon Systems,  
66 Pellan way,  
Kanata, Ont.  
Canada K2K 1J8  
(613) 591 0917

American Online: Behrouz  
CompuServe: 70274,3171

---

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## Chapter 1: Getting Acquainted

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### About MacLibrarian

MacLibrarian is a disk management and a disk labeling program. You can create professional looking labels for your library of disks by simply drawing a template and then letting MacLibrarian fill in the areas such as disk name, serial number, file name and more. If you want to add pictures to your labels then simply define the area and paste the picture into the area. It has never been simpler!

You can also use it to find a particular file on a disk (including the disks that have been sitting around in your desk or filing cabinet). It is ideal for recovering wasted space taken up by duplicate files and extremely old versions of files. It searches and sorts on file name, date created or modified, file type, file creator, file size, application memory size, version, disk number, and disk name. In addition, it recognizes StuffIt and Compactor archives and optionally expands their contents.

This program has saved me many hours of trying to locate a file that resides somewhere in the 200 plus disks that I have in my desk. With MacLibrarian I am now able to locate a file within seconds and load the proper file onto my hard disk (40 megabytes for a hard disk is just not enough). All I had to do to get started, was to insert the first disk, then the second, third... and so on. MacLibrarian scans each disk, ejects it and waits for the next one. When your are done scanning the disks, click **Done** and MacLibrarian builds a library; it's that simple!

How about printing some professional looking **labels**? MacLibrarian 1.5.4 allows you to define templates for any label size (from 1.00" x 1.00" to 2.75" x 4.00") and page format. Creating templates is as easy as drawing with any draw program. You can create designs that are both functional and attractive. Sample template designs for the



LaserWriter and ImageWriter are provided for your convenience, feel free to use them or create your own.

When printing labels (version 1.5.4) requires a personnel key to remove the message over each label. This personnel key is issued to all registered users.

To ensure that you start on the right footing and take maximum advantage of MacLibrarian you should read the next few pages.

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## Distribution and Usage

MacLibrarian 1.5.4 is being offered for distribution under the shareware philosophy and is copyrighted © in its entirety by Epsilon Systems. If you decide that it is of no use to you and do not want to keep it, please destroy your copy or pass it on. Otherwise, you are required to register within 10 days by filling in and sending the form in appendix A with your registration fee of US \$30.

Registered users will receive a personnel key which does not print a message over each label printed. In addition, registration will entitle you to bug fixes and future enhancements.

I am looking for other useful features to add to MacLibrarian so take a few moments and tell me what you would like to see added. Commercial distribution of MacLibrarian requires a licensing agreement please contact Epsilon Systems.

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## What you need

### Inventory

The MacLibrarian package should contain the following:

- MacLibrarian 1.5.4 application
- LaserWriter-Label Templates
- ImageWriter-Label Templates
- MacLibrarian User guide (this document)
- ReadMe files.

## **Hardware and software requirements**

MacLibrarian runs on any Macintosh computer with 1 megabyte of memory and a hard disk. MacLibrarian has been tested on a Mac SE, Mac II, IIfx and Quadra 700 running under version 6.0.5 and 7.0.1 of the operating system. In addition it has been fully tested scanning SyQuest, CDs, hard disks and regular floppies.

MacLibrarian is designed to work with a single floppy and hard disk system; however, there is no reason why it should not function as designed with a two floppy system. The two floppy system is untested and is used at your own risk.

---

## What you should know

MacLibrarian is a disk management program. Although MacLibrarian has attempted to automate all functions of disk management, there are a few things that you still have to do to manage your disks.

There are two ways to successfully manage your disks:

1. Managing by serial numbers:

You need to physically mark each disk with a serial number as assigned by MacLibrarian when you scan each disk. Physically marking each disk with a serial number and storing the disks in sequential order will help you in finding the proper disk when you need it. The serial number is a maximum of three digits which starts from zero and is incremented as each disk is scanned. If you delete a disk from your library then the next available serial number is assigned to the next disk scanned. The serial number is the unique identifier for the disk.

2. Managing by Disk names:

To manage your disks by name you need to store your disks in alphabetical order. This allows you to retrieve the desired disk when required. However, if you have the habit of having duplicate names for disks such as 'Untitled' then you may have to make several attempts to find the right disk. Several people have indicated this is the method they prefer. Obviously, the choice is yours.

MacLibrarian can optionally stamp the disk (see the **Stamp Disk Electronically** preference) which creates an invisible file on the disk. The advantage of stamping the disk electronically is that you can identify your disk by inserting it and letting MacLibrarian find out its serial number. In future versions, MacLibrarian will provide additional

features that use this invisible file.

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## Glossary of terms

Throughout this manual there is terminology used which you need to be familiar with. The following is a list of the terms used.

- **Stamped disk:** A scanned disk containing an invisible file. This invisible file contains the serial number, date last scanned and other information for quick identification of the disk by MacLibrarian.
- **Disk record:** The information scanned on each disk. The disk record includes the disk name, serial number, locked disk, stamped disk indicator, date created and modified, size, number of files and directories, and type of disk.
- **File record:** The information scanned on each file. The file record includes the file name, serial number of disk, type (application, document or folder), date created and modified, Type and Creator signatures, and version number of the application.
- **Disk library:** The entire collection of disk records.
- **File library:** The entire collection of file records.
- **Library:** The MacLibrarian document file which contains all the disk and file records.
- **View window:** The window containing the disk or file records.
- **View title:** The title of each column in the View window.
- **Tree:** A pictorial representation of the hierarchical

file system showing all branches and contents of the directories on the disk.

- **StuffIt file:** Archive utility that compresses many files into a single file.
- **Compactor:** Archive utility that compresses many files into a single file.
- **Serial number**      The number assigned to the disk when scanned by MacLibrarian. Disk and serial

numbers are interchangeable terms and are used throughout this manual.

- **Page Layout** A template which defines the label page format, for example the number of labels per page, size of labels, spacing between labels and other attributes. Do not confuse this with Page Format.
- **Label Layout** A template which defines the object attributes for the label. Typical objects are Picts, static text, drawing objects, file contents of the disk and each of the disk records.
- **Label template** The combination of the Page Layout and Label Layout.

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### **Conventions used in this document**

Menu commands and keywords appear in bold throughout this manual.



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## Chapter 2: Exploring MacLibrarian Menus

There are six menu titles in the MacLibrarian menu bar. These are: Apple, File, Edit, Librarian, Preferences, Windows. Each menu is briefly described below.

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### Apple Menu



About Librarian...
--------------------

The Apple menu lets you to access your Macintosh system desk accessories. The About MacLibrarian menu item summarizes MacLibrarian capabilities and provides additional information for non registered users. It also tells you which version of MacLibrarian you are using.

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### File Menu

File	
New	⌘N
Open...	⌘O
Close	⌘W
Save	⌘S
Save As...	
Revert to Saved	
Export...	
Labels...	⌘L
Page Setup...	
Print...	⌘P
Quit	⌘Q

The File menu is similar to the other File menus in Macintosh applications. You can create a new library, open an existing library, close the active window, save the library, save it to another file, or revert the library to the last saved version. This menu also lets you control your printed output by setting your margins in the **Page Setup** menu item. It can also optionally print part of the library or the entire library. You can exit from MacLibrarian by selecting the **Quit** menu item.

The **File** menu also allows you to export all or part of your library as tab delimited text.

You can also create, modify and save label templates and print disk labels for selected disk records.

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## Edit Menu

Edit	
Undo	⌘Z
-----	
Cut	⌘H
Copy	⌘C
Paste	⌘U
Clear	
-----	
Select All	⌘A

The Edit menu is similar to other Macintosh applications. However, its behavior is slightly different from text documents for example, you cannot paste into the disk record area since the library has to represent what is on the actual disk.

There is a chapter devoted to editing and you should take the time to familiarize yourself with the minor differences.

---

## Librarian Menu

Librarian	
Fast Scan...	⌘Y
Fast Update...	⌘U
Identify Disk...	⌘I
-----	
Delete Disk...	
Tidy	
-----	
Find	▶
Find Again	⌘G
-----	
Sort	▶

The Librarian menu lets you scan a new disk into the library or update your library if changes have been made to your original disk. It also allows you to identify a disk and its location in the library by simply inserting it (assuming the stamp preference is enabled). You can delete a disk from the library, or permanently delete all disk records marked for deletion by using **Tidy**.

You can also sort on any field and search for a string or date for which the disk or file was created or modified. The available sort and search hierarchical menus change for each MacLibrarian window.

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## Preferences Menu

Preferences
Auto Sort Auto Tidy
✓Fast Scan ✓Expand Archives ✓Cmd-Period Enabled
✓Stamp Disk ✓Ask Before Delete
✓Display Grid Display... Filter...

The Preferences menu allows you to change the behavior of MacLibrarian to suit your needs. It lets you set MacLibrarian in **Auto Sort** and **Auto Tidy** mode. **Auto Sort** sorts the column moved to the first column position and **Auto Tidy** automatically updates the library any time a disk record is marked deleted.

You can select the internal drive as the only drive to be scanned by enabling **Fast Scan** or you can select any mounted drive by disabling **Fast scan**. In addition, you can expand the contents of **archives** when scanning your disks. StuffIt, StuffIt Classic, StuffIt Deluxe and Compactor archives are supported.

You can enable the ability to cancel Scan operations by using CMD-'.' (Period). Disabling this feature reduces MacLibrarian memory usage and requirements.

You can disable the feature that stamps your disks electronically with a serial number and other pertinent information or you can enable it and take advantage of the feature that allows you to identify your disk.

You can enable or disable the ability to display a dialog box asking for confirmation every time you delete a disk from the library.

You can also apply a filter to the files that you don't want displayed or printed. In addition, you can optionally display a grid in the **Disk** and **File** windows and adjust the size and spacing of the icons displayed in the **Tree** window.

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## Window Menu

Windows
Help.. ⌘H
Show Clipboard
Show Disks ⌘D
Show Files ⌘F
CD-lib4 - Disks

The window menu lets you access the online help, the clipboard, and **Disk** and **File** windows. In addition, all open windows are listed in the menu for quick access to the proper window.

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## Chapter 3: Getting started with MacLibrarian

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### Before you get started

Please read the following notes before you start using the new version.

Copy the contents of the disk supplied into a folder on your hard disk before you start.

If you already have a library built with version 1.0 and would like to continue using it with version 1.5.4 then follow the instructions below otherwise, you may skip the next section "Converting your libraries."

### Converting your libraries

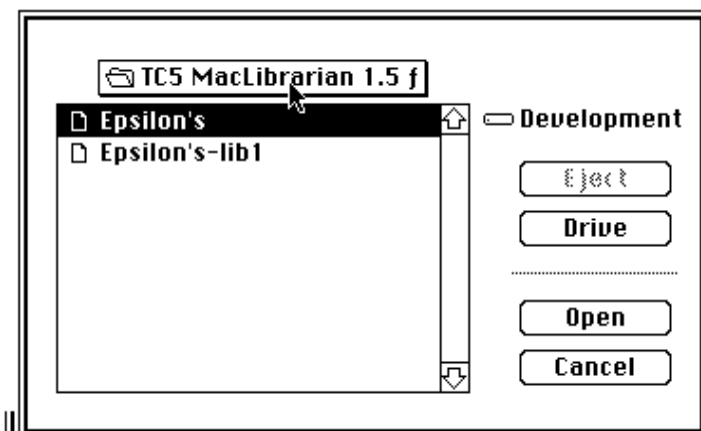


Your old libraries are no longer compatible with the new Library format. A new format was required because MacLibrarian is now memory-based instead of disk-based. This means that among other things it searches and sorts much faster. To use your old library you need to convert it using the Converter 1.0->1.5 application. Registered users may contact Epsilon systems to get access to this application.

#### *To convert your library to the new format:*

1. Double-click the Converter application. 

A file dialog box is displayed.



2. Double-click on your version 1.0 library.

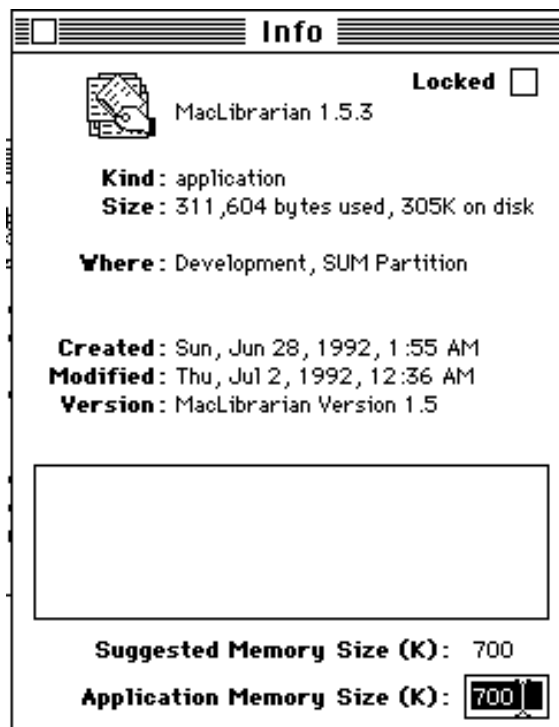
The Converter reads your old library into memory and displays a new dialog box.

3. Enter a new library name (do not use the version 1.0 name) and click the **Save** button.

Converter saves your library in the new library format and returns you to the Finder.

## Setting memory requirements

MacLibrarian memory requirements are set at 700K. This should be enough for loading a single library. If you need to open many libraries simultaneously, increase the memory requirement to 1000K by first selecting the MacLibrarian application and then selecting the **Get Info** menu item from the **File** menu in the Finder.



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## Starting MacLibrarian

As described previously, MacLibrarian is designed to work from your hard disk. Please copy the disk contents of your disk to a folder on your hard disk.



MacLibrarian 1.5

### *To start MacLibrarian*

- Double-click the application icon (  ).

MacLibrarian goes through its initialization procedure and opens an Untitled0 - Disk window. You are now ready to build a new library or open an existing one.

*Note: If you plan to stamp your disks electronically you should create a library before scanning any disks into the library. One of the features of MacLibrarian is that stamp files now holds information about the library to which the files belong to.*

### *To create a new library*

1. Select the New menu item in the File menu.

MacLibrarian will create a new **Untitled## - Disk** window. Where **##** is a sequential number assigned to distinguish it from other libraries which have not been saved to disk yet. You can create as many new libraries as desired. There is no limit except the amount of available memory.

2. Select the Save menu item in the File menu.

A dialog box is displayed asking you to save the library.

3. Enter the desired filename and click Save.

This copies your library from memory to your hard disk. All your window settings, the window position on your desktop and the preference settings are also saved.

You can now build your library by scanning your disk collection.

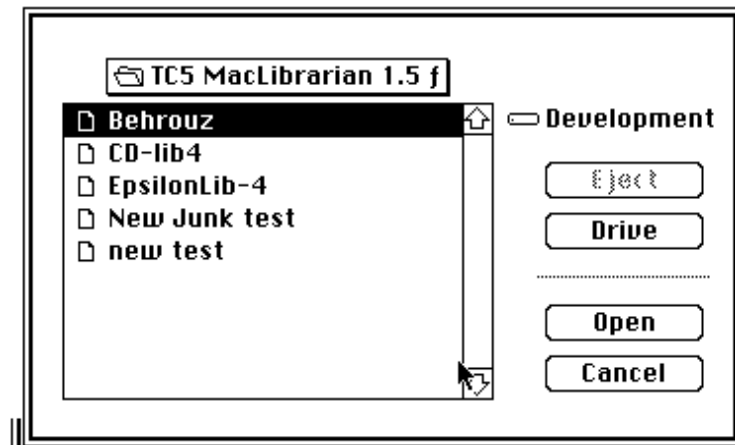


### *To open a library document*

- 1 Select the **Open** menu item in the **File** menu.

MacLibrarian displays a dialog box showing all the files it r





- 2 Select the desired file and click Open.

MacLibrarian displays a progress dialog while loading the desired library. If this is a new library that has been converted from version 1.0 then MacLibrarian opens the library in the default mode (that is, the disk window is opened with the default preferences.). If this is a previously opened library then the library will be opened with the same preferences and all previous windows restored.

***To override the preferences when opening a library***

- Hold down the option key when opening the library.

MacLibrarian ignores all preference settings and previously saved window positions and opens only the Disk window. All preferences are set to the default.

*Note: You can load a library by double-clicking the appropriate library document from the Finder.*

## Building a library



There are two ways to build a library: **Fast Scan** or **Scan Disk**. The major difference is that **Fast scan** is designed to scan many disks in a short time. Thus, it is limited to the internal drive. **Scan disk**, on the other hand, is designed for flexibility and allows any drive to be selected and scanned. This includes optical drives, CDs, hard drives and other floppy drives.

It is a good idea to scan a few disks at a time and to save your document regularly. This way you avoid losing your data from system malfunctions during your working session.

**Fast Scan** is the default mode of operation at start-up.

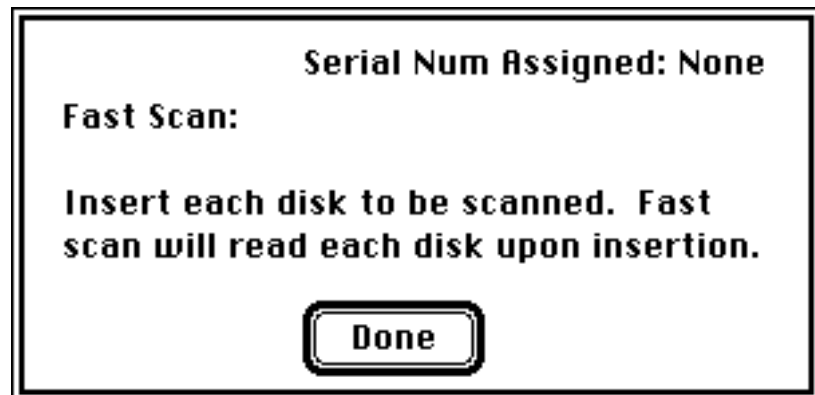
You need to be aware of the feature **Stamp Disk**, which stamps each disk electronically before scanning your disks. This feature does assume that the disk being scanned is not locked since it does need to write to the disk. However, if you insert a locked disk, MacLibrarian will eject the disk and inform you that its locked. You may now unlock it or leave it locked and re insert the disk. If you leave it locked then MacLibrarian will not be able to stamp the disk. For further details see the section on **Stamp Disk Electronically**.

## Building a library with fast scan

### *To build a library using FastScan*

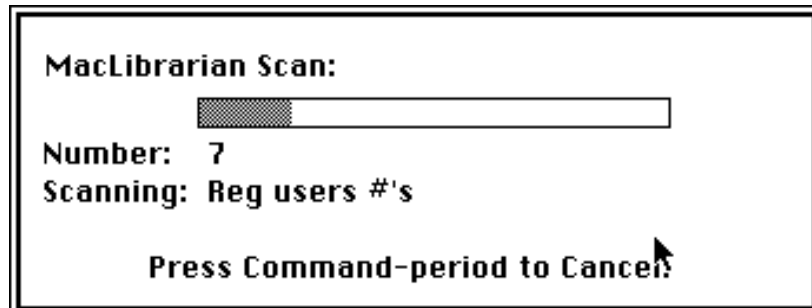
1. Select **Fast Scan** from the **Librarian** menu.

A Fast Scan dialog is displayed. If a disk is in the internal drive it is ejected.



2. Insert the disk to be scanned.

An information dialog is displayed showing the number of files scanned and the name of the file being scanned. In addition, a bar is presented to give you an indication of the progress.



Upon completion of the scanning operation, the information dialog is removed, the contents of the disk are added to the library, and the disk is ejected. In addition, the Serial number assigned to the disk is now displayed in the dialog box.

3. Repeat step 2 for all other disks.

If you have other disks to be scanned then simply insert them one after the other.

4. To exit scanning mode click **Done**.

*Note: You can cancel the scan operation by using CMD-' (Period). This feature can also be disabled to save memory by disabling **CMD-Period Enabled** menu item in the **Preference** menu. For further details see the section on Customizing MacLibrarian.*

## Building a library with Scan Disk



To use the **Scan Disk** option you first need to disable **Fast Scan**. If you are unsure how to do this, see the section on Customizing MacLibrarian.

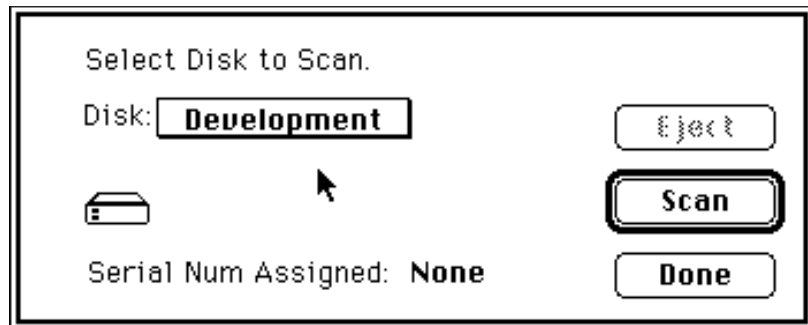
The **Fast Scan** menu changes to **Scan disk** indicating that you have disabled **Fast Scan**.

The **Scan Disk** option lets you scan a single disk at a time. However, it does allow other drives besides the internal floppy to be scanned.

### *To build a library using Scan Disk*

1. Select **Scan Disk** from the **Librarian** menu

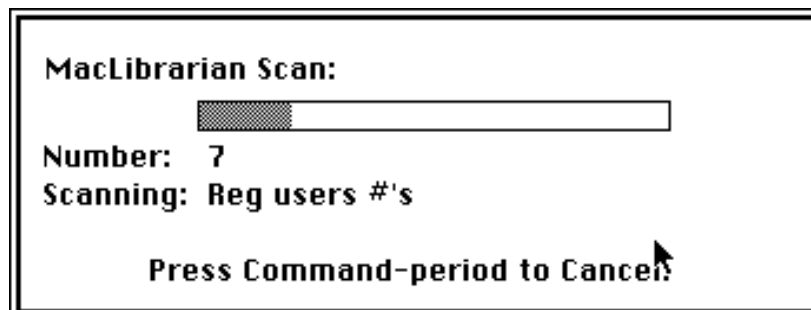
A scan dialog is displayed as shown below.



The scan dialog has a pop-up menu for selecting the desired drive and a visual indicator showing the type of drive. If the drive is of a type that can be ejected the **Eject** button is enabled.

2. Select the desired drive name from the pop-up menu.
3. Click the **Scan** button.

An information dialog is displayed showing the number of files scanned and the name of the file being scanned. In addition, a bar is presented to give you an indication of how much progress has been made.



Upon completion of the scanning operation the information dialog is removed, the contents of the disk are added to the library. In addition, the Serial number assigned to the disk is now displayed in the dialog box.

3. Repeat from step 1 for all other disks.

If you have other disks to be scanned then simply select them one after the other.

4. To exit scanning mode click **Done**.

*Note: You can cancel the scan operation by using CMD-' (Period). This feature can also be disabled to save required memory by disabling **CMD-Period Enabled** menu item in the **Preference** menu. For further details see the section on Customizing MacLibrarian.*

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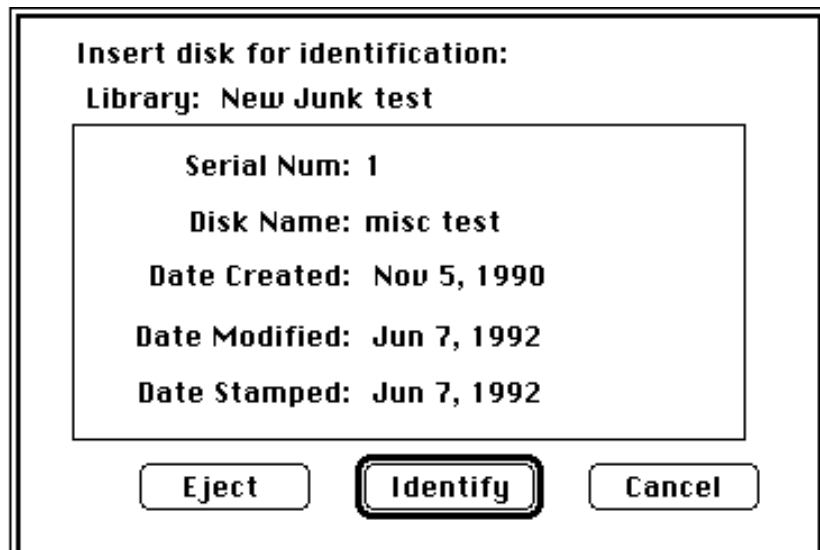
## Identifying a disk

To identify a disk you need to have stamped the disk during scan. To stamp a disk you need to enable the **Stamp Disk** menu item in the **Preferences** menu. When you stamp a disk, an invisible file containing the library name, disk name, serial number, date created, date modified and date stamped is written to the disk. Since the stamp disk feature now saves the library name, you need to ensure that a valid and meaningful name exists for your library before stamping your disks. This will become more important in future versions. For further information on stamping disks refer to chapter 9.

### *To identify a disk that has been stamped*

1. Select **Identify** menu item from the **Librarian** menu.

A dialog box is displayed. If a disk is present in the internal drive the **Eject** and **Identify** buttons are enabled.



2. Insert a disk to be identified and click the **Identify** button.



The invisible file is read from the stamped disk and the dialog is updated with the appropriate information.

3. To exit the dialog click the **Cancel** button.

## Identifying version 1.0 stamped files

You can identify disks that have been electronically stamped as per version 1.0. The difference is that the Library name of the file is not displayed. There is no need to re-stamp all your disks since this feature is only used to identify the disk. However, in future versions more use of the stamp file will be made. New scans or updates will be stamped as per version 1.5 and will include the Library name of the stamped file.

---

## Opening a library document

There are two ways you can open a library file: from a menu or from the desktop. You can now have many libraries open simultaneously; the only limit is the amount of memory available to MacLibrarian.

### *To open a library file from the desktop*

1. Double-click the library document file.

MacLibrarian undergoes its initialization procedure and upon completion displays the windows in the last position when the library was saved. In addition, the library preference settings are also set to the settings prior to the last save.

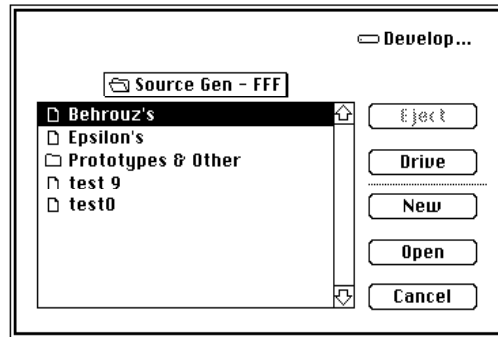
File	
New	⌘N
Open...	⌘O
Close	⌘W
Save	⌘S
Save As...	
Revert to Saved	
Export...	
Labels...	⌘L
Page Setup...	
Print...	⌘P
Quit	⌘Q

### To open a library file from the menu

As indicated previously you can now have many libraries simultaneously.

1. Select the **Open** from the **File** menu.

A dialog showing the library files MacLibrarian recognizes.



2. Select the desired library file.
3. Click the **Open** button.

MacLibrarian undergoes its initialization procedure and upon completion displays the windows in the same position when the library was last saved. In addition, the library preferences are restored to the same conditions before the last save.

**Note:** *A short cut is to double-click the library file to be opened.*

---

## Managing multiple libraries

MacLibrarian now allows you to have more than one library open at a time. Note that preference settings are library based; that is, they belong to a particular library. If you want the same preference settings for all your libraries you have to set them for each library.

When you save a file it remembers your preference settings, the windows open, Window positions and selected items within the window.

If you close a Disk window for a particular library, then all other windows associated with the library are closed. The only time you are asked for confirmation to save is when you scan, update or delete a disk. Changing preference settings, will not ask you to confirmation for "save changes?".

---

## Preference override

You can override the file preference settings when loading the library. Overriding the preference settings will open the library in the default mode. That is all preferences are set to

the default, no filters are applied and the disk window will open in the default position.

You can override the preferences being loaded by holding down the option key while the library is being loaded.

---

## Closing the library file

To close a library document without quitting MacLibrarian you must close the **Disk** window. To close a window, select the **Close** menu item from the **File** menu. A more convenient method is to click in the close box.



If changes have occurred since the last save, a dialog box appears asking you if you want to save the changes.

---

## Saving library files

During your session MacLibrarian works on a copy of the library file in memory. All changes are temporary until you save the changes for the session. You can save the changes into the original library file or save them to a new library file. If you plan to save to a new library file then you should be aware that your original stamped files will not be updated and will hold the original library name.

### *To save changes to the library document*

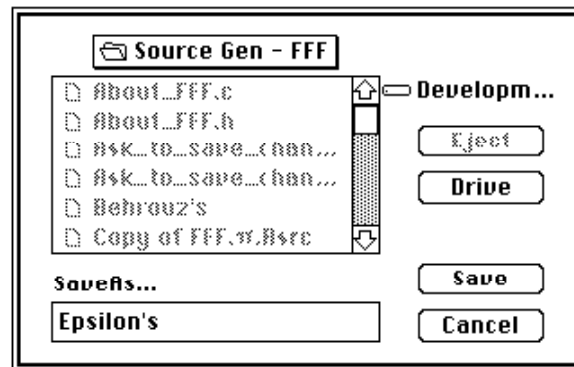
1. Select **Save** from the **File** menu.

MacLibrarian will update the contents of the original library document with all the changes that have occurred since the last **Save**. It also saves all the preference settings, all open windows and their respective positions, the selected items, scroll bar position and all view settings.

### *To save changes to a new library file*

1. Select **Save As** from the **File** menu.

A familiar Save Dialog is displayed as shown below.



If you change your mind click the **Cancel** button to ignore the **Save As** command.

2. Select the desired drive and directory.

If you are unfamiliar with moving about directories or changing the drive you should consult the manual that came with your system.

3. Type the new name of the library file.
4. Click the **Save** button.

MacLibrarian creates a new library file and saves it with the name you typed in the dialog box. It updates all the open windows of the library to reflect the changes.

*Note Be careful when changing the name of the library especially if you have stamped your disks. The stamp disk feature now saves the library name for the disk scanned. There is no way to change the contents of the stamp file without an **Update**.*

---

## Reverting to the last saved library file

One of the features of MacLibrarian is the ability to revert to the last saved library. This is especially useful if you change your mind after making lots of changes. The revert features combines several operations into a single command.

*To revert to the last saved library file*

- Select **Revert** from the **File** menu.

All changes since your last save are discarded.  
MacLibrarian initializes itself and prepares the library file for use.



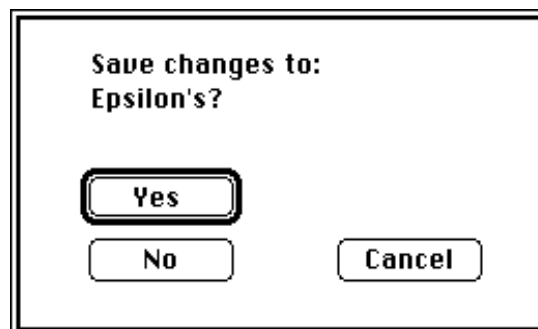
---

## Quitting MacLibrarian

### *To end your working session*

1. Select **Quit** from the **File** menu.

If changes have been made to your library document since your last save, MacLibrarian displays a dialog box asking if you want to save the changes. The changes mentioned above refers to major changes that effect the content of your library and not to scroll bar settings, selected items, window position, view titles or other preference settings.



Clicking:

**Yes** saves the changes to your library file and quits the MacLibrarian application.

**No** ignore all changes to your library file and quits the application.

**Cancel** ignores your request to quit from MacLibrarian.

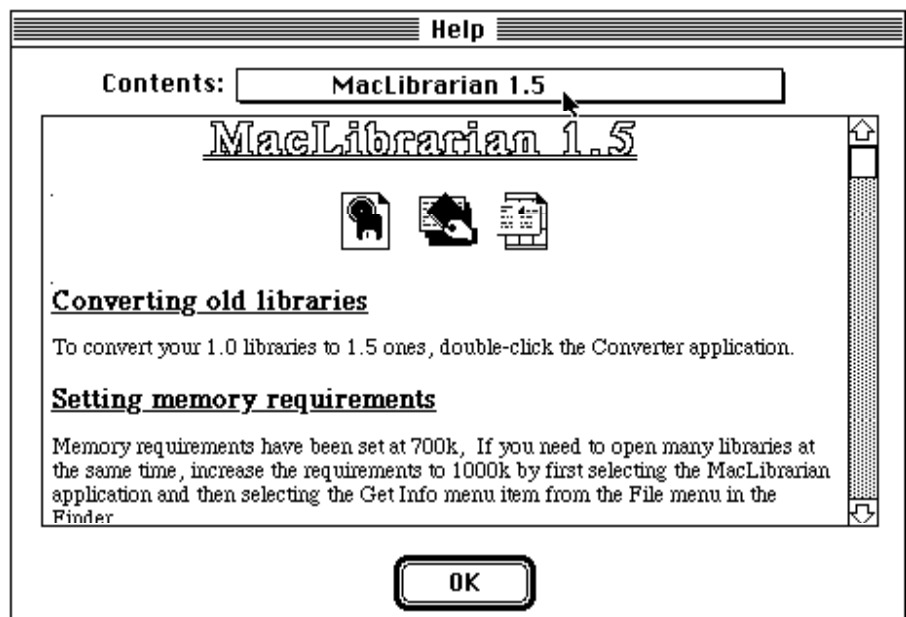
Before MacLibrarian quits it performs some housekeeping and releases all the memory it used.

---

## Chapter 4: Getting Help

MacLibrarian provides online help. The online help is a condensed version of this document and assumes that you are familiar with MacLibrarian but have forgotten some details. It is not meant to replace this document.

To get online help, select the **Help** menu item in the **Windows** menu. This loads the help file and displays the dialog box as shown below.



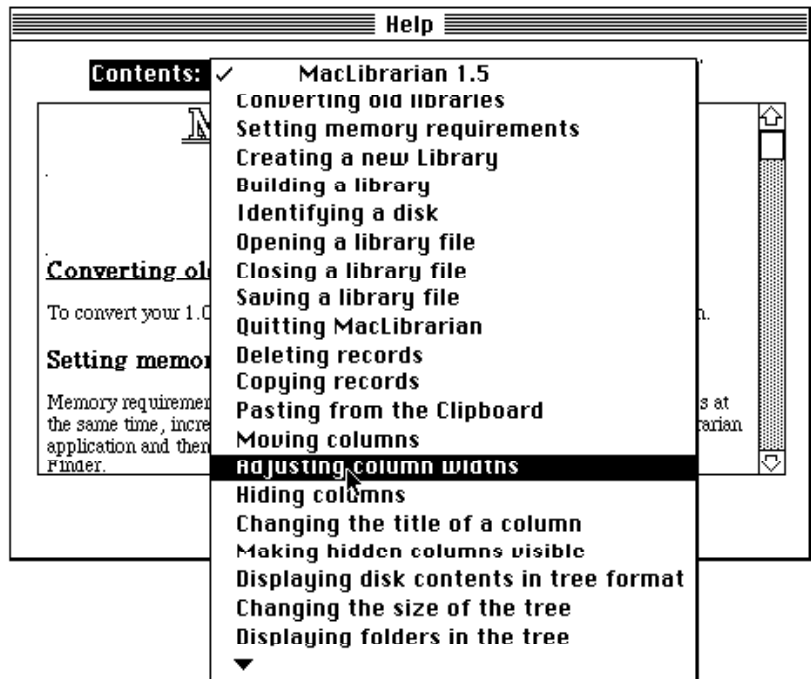
The dialog box has a popup menu, scroll bar and an OK button. Selecting the popup menu displays a list of the help topics and the scroll bar allows you to scroll through the help file.

---

## Viewing help topics

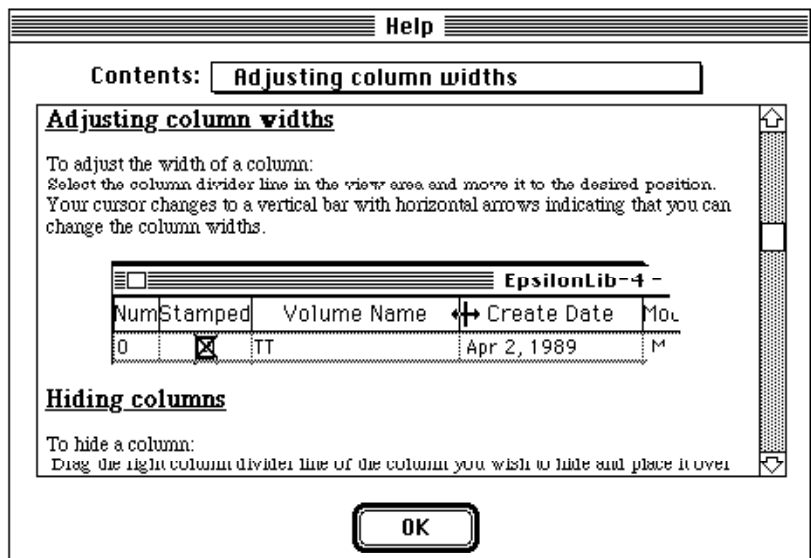
To review the help topics select the pop-up menu at the top of the dialog. A list of available topics is displayed.

To view contents not currently being displayed, move the cursor to the bottom while holding the mouse button down. The list scrolls up.



## Selecting a topic

Select the desired topic. The help text is displayed in the window. Use the scroll bar to move through the text.



When you are done with the help file, click the OK button. You are returned to the window you were at before entering

the help dialog.

---

## Chapter 5: Labelling Your Disks

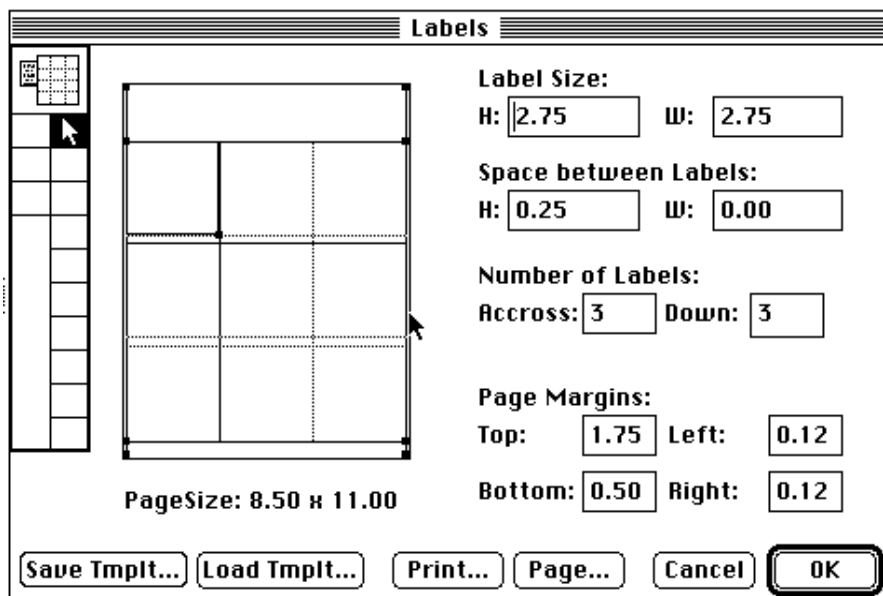
Before you can print a label you need to select the disk records of the disks you want to label from the disk window. Use the Labels menu item in the File menu of the disk window to create label templates, save the templates, load predefined templates and print labels. Some predefined label templates are included, you can modify these or create your own.

The label template consists of two components: a page layout and a label layout. The page layout component of the template is what makes the labeling component of MacLibrarian so flexible; you do not need to stick to a specific manufacturer of disk labels. You simply measure and define your own template.

---

### Labelling your disks


Select the **Labels** menu item from the **File** menu to display the label dialog.



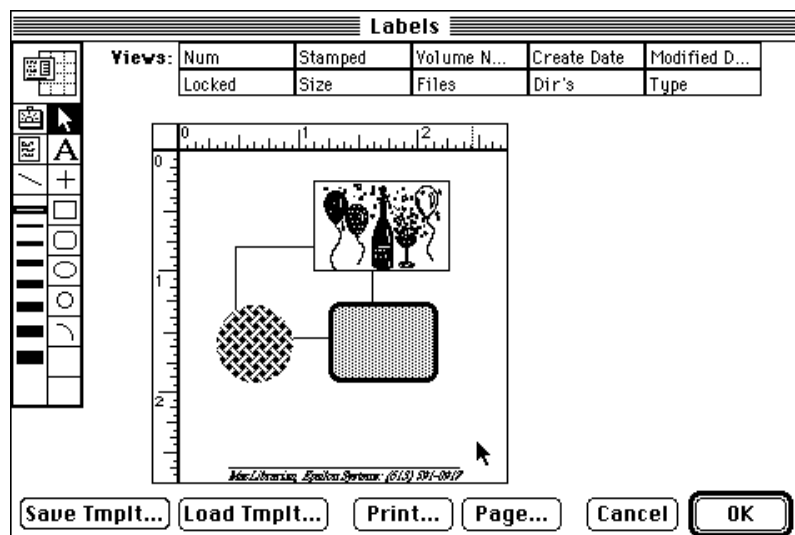
This dialog has two views. The first known as the **page layout**, shown above, lets you define the label width and height, the vertical and horizontal spacing between labels, the number of labels across and down a page, and the page margins. You can use the editable text fields or the graphical representation of the label page to define these values. Selecting

solid lines other than the border lets you graphically change any of the label page formats (the exception is the number of labels across).

The second view known as the **label layout** (shown below) lets you define the graphics you want included in the label.

You can toggle between the two views of the dialog by clicking the Switcher icon  at the top of the tool area.

The OK button also takes you to the **label layout** screen from the **page layout**, but once in the label layout screen it will not bring you back to the **page layout** screen. Instead, it will assume that you have finished and will return you to the calling **Disk window**. However, your information is not lost and will be available the next time you return to the label dialog. This is useful if you forgot to select the disks to be labeled or need a picture and have not copied it to your clipboard.



## Creating objects on your disk label

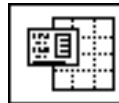
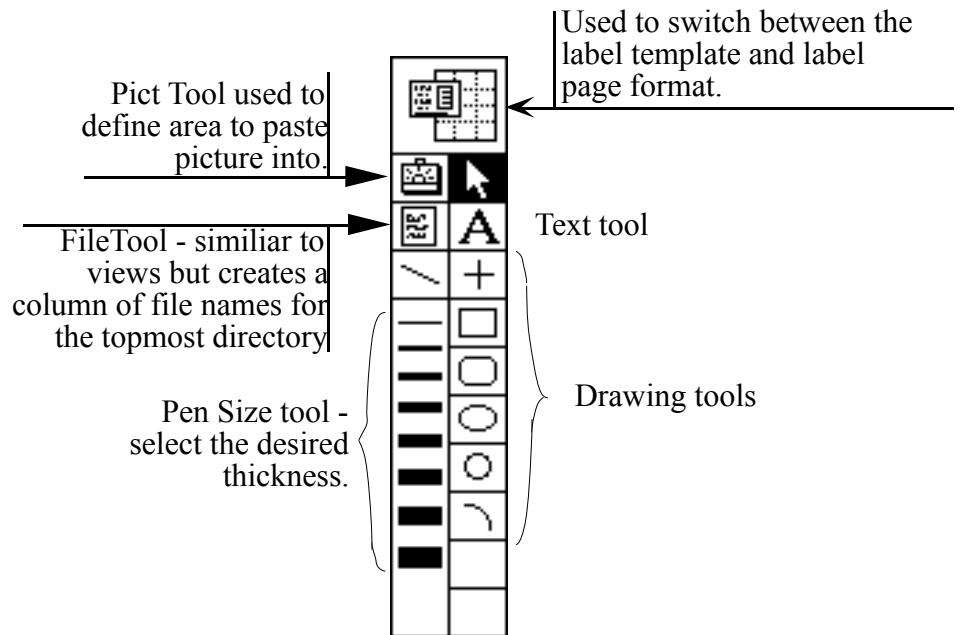
You can create objects using the tool palette, MacDraw style, or by using the views at the top of the dialog box.



There is a maximum limit of 99 objects that you can place on your labels. If you need more than 99 objects than you should design the object using a paint or draw program and paste it as a pict.

## The tool palette

You can create objects using the tool palette, MacDraw style. The tools in the tool palette are similar to those available with other drawing packages.



The **switch tool** lets you switch between the two views for label template (the page layout and the label layout).



The **pict tool** lets you define an area on the label to paste a picture from another application. It will rescale the vertical and horizontal picture to fit in the enclosed rectangle.

To paste a picture, select the pict tool and draw the area for the picture to reside. With the area rectangle selected use Command-'V' to paste the picture into the area. Note that your picture will be rescaled to fit the defined area. To regain the correct aspect ratio you need to ensure the defined area is of the correct aspect ratio. You can double click to change the size and location attributes of the pict. See Changing attributes of a picture.



The **file tool** lets you define an area on the label in which to print a column of names of the contents of your disk. Note only the names of the disk contents are printed. If the names do not fit in the defined area, you can define a second area (or as many that you want) for the first.

You can define more than one file object on the label. MacLibrarian will keep track of the filenames already printed and continues from where it left off on the first column. This is useful if you want to print two columns of filenames on your label.



The **text tool** lets you define an area to display your static text on your label. Select the text tool and draw a rectangle where your text will be. To change the text double click the text tool and you will be presented with a dialog box allowing you to change the text and other attributes associated with this object.

The line around text objects does not get drawn and is there only to define the area.



The **line tool** lets you draw lines on your label. The line is drawn at the current selected line thickness. To draw a line select the line tool and drag from the start to the end point.



The **straight line tool** lets you draw straight lines in the vertical and horizontal directions only. Its operation is similar to the line tool.



The **rectangle tool** lets you draw a rectangle any where on your label layout. To draw a rectangle, select the rectangle tool and click and drag from the start corner to the diagonally opposite corner. To change the attributes of the rectangle see the section on changing attributes.



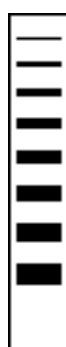
The **rounded rectangle tool** lets you draw a rounded corner rectangle. Its creation is similar to the rectangle tool.



The **circle tool** lets you draw a circle in the label layout. Its operation is similar to the rectangle tool.



The **arc tool** allows you to draw an arc. To draw an arc select the arc tool and click and draw from one end to the other end. You can change the attributes of the arc by double clicking on the arc. See changing attributes section.



There are eight **line thicknesses** you can use with the above tools. Select the desired line thickness by clicking on the line thickness tool. The selected thickness will be used for subsequent operations.

It is sometimes desirable not to have a border, to remove a border click the object and set the line thickness attribute to zero. See changing attributes for further details.

## Putting Library information on your disk label

You can include disk information from your library on your label. Select the View item from the table at the top of the label layout (for example, Num, Stamped) and drag it anywhere on the label. When you print the label the value of the view item is substituted from your library.

Num	Stamped	Volume N...	Create Date	Modified D...
Locked	Size	Files	Dir's	Type

### *To place library information on the label*

1. Click and drag the view item desired.

An outline of the desired item will track the mouse.

2. Release the mouse button in the position you would like the view item to appear on the label.

The view item object is placed on the label. You may now resize the object and change the attributes of the object.

The line drawn around the view item object does not get drawn when the label is printed. You can change the object size to accommodate the view item (volume names can be 28 chars long) otherwise, the text will get truncated. Truncation is indicated by three periods placed at the end the visible text.

Stamp or locked view items will draw icons to fit the object area. Therefore, for best results make the object rectangle a square.

Once you have dragged a view item to the label, you don't have to delete it and drag another item if you want to change it. You can double-click the view item object and change the view item from the **Show** pop-up menu (see changing attributes). You can also change other attributes such as the object rectangle, background pattern, Font size, style and the font used.

---

## Changing attributes

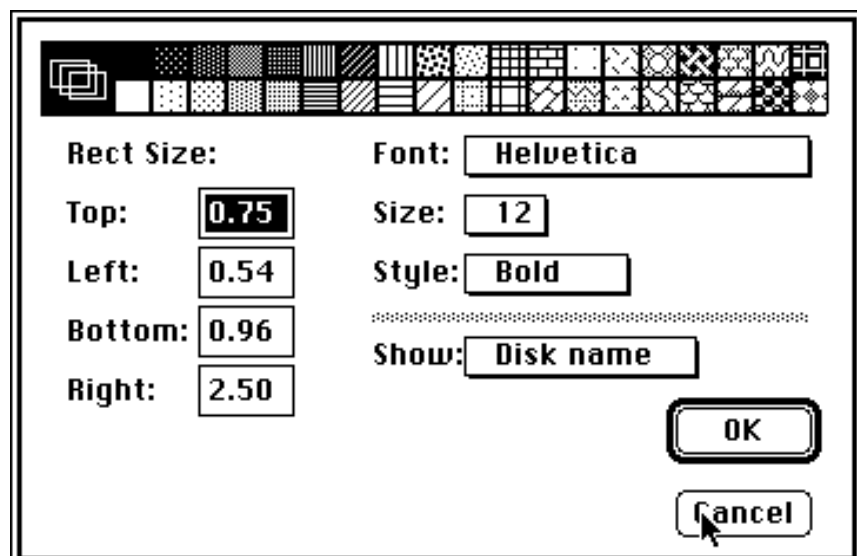
Each object has many attributes associated with it (e.g. area, background patterns). Not all the attributes are available to all the objects, for example, it does not make sense to have a font attribute with pict objects. You can change the attributes for each object to get the desired look.

## Changing object attributes

### *To change the attributes to an object*

1. Double-click the object.

You will be presented with a dialog.



2. Use the dialog to change the attributes of the object.

You can change the following attributes: the background pattern of the object, the position of the object, the font, the font size and style (if applicable), and the pen size for the border of the object (if applicable).

*Note: When the pen size is set to zero, the border is not drawn around the object. The borders surrounding text is for display purposes only.*

## **Deleting objects**

### ***To delete an object***

1. Select the object

Selected objects are indicated by handles.

2. Press the ***delete*** key on your keyboard.

The object is removed from the list and is no longer displayed.

## **Moving objects to the background and foreground**

Like many other draw applications you can move an object to the foreground or background.

### ***To move an object to the foreground***

1. Select the object.
2. Press the ***Up*** arrow key on your keyboard.

The object remains selected but it is now behind all other objects.

### ***To move an object to the background***

1. Select the object
2. Press the ***Down*** arrow key on your keyboard.

The object remains selected but it is in front of all other objects displayed.

---

## **Saving and retrieving label templates**

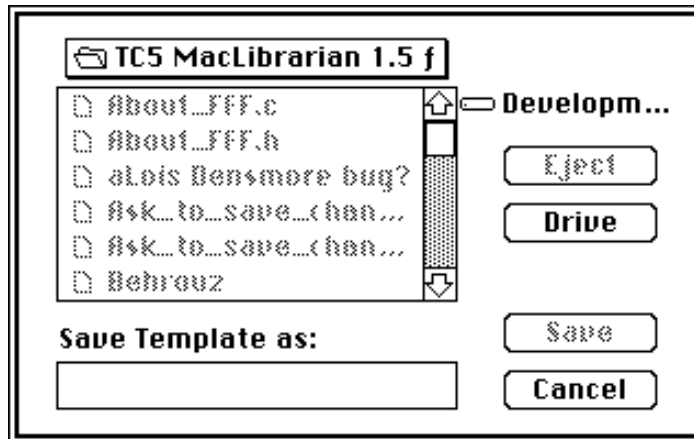
Once you have defined your template you can save it.

### *To save a template*

1. Click the Save Tmpl button in the Label dialog.



You will be presented with a file dialog.



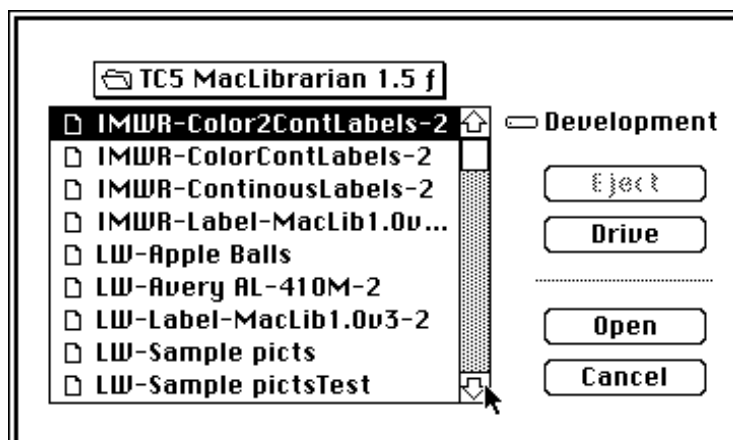
2. Enter a filename for the template you wish to save.
3. Click the save button

The dialog is removed and the label information is saved to the label document.

### *To load a template*

1. Click on the Load Tmpl button in the Label dialog.

You will be presented with a file dialog.



2. Select the desired template.
3. Click the open button

The label template information is loaded into memory.

---

## Printing

Before you can print your labels you need to have selected a disk record and either loaded a label template or defined your own. Part of the information that is stored with the templates is the Page Setup information. You need to set the page format as described in the next section for best results.

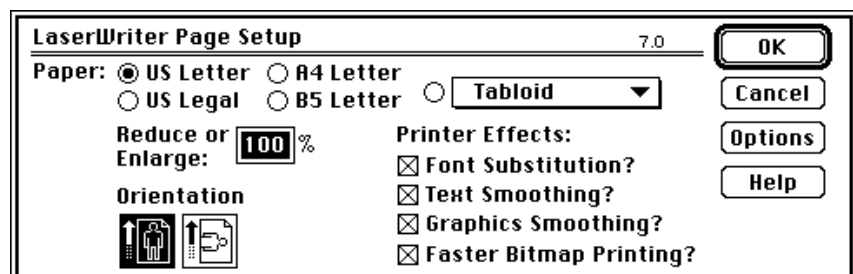
### Page format

As mentioned earlier you need to set the page formats for maximum label area. Any object that lies outside the printable area does not get printed. The reason for this is that some printers may get damaged if you print outside the printable area. Therefore, MacLibrarian checks for any object that lies outside the printable area and ignores it. Most Laser printers have the ability to enlarge this area and you need to set the option **Larger Print Area** to use most commercial disk labels.

#### *To enlarge the print area*

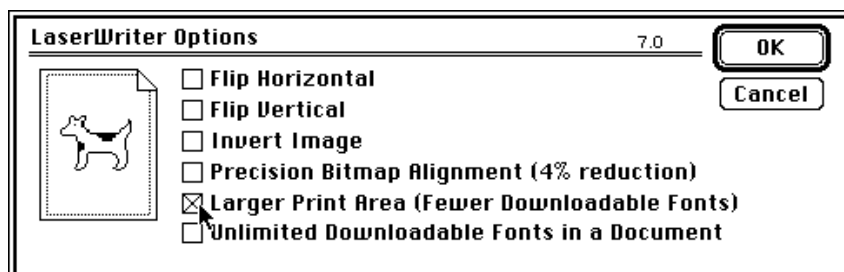
1. Click the format button.

You will be presented with the standard page setup dialog.



2. Click the Options button in the Page Setup dialog.

You will be presented with an options dialog



3. Click the Larger Print area (Fewer Downloadable Fonts)

An 'x' appears in the check box.

4. Click the OK button in the Options dialog.
5. Click the OK button in the Page Setup dialog.

## Printing your labels

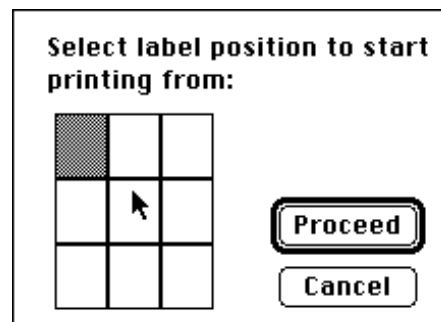
Before you print any labels, test your templates on regular paper.

The following pictures are for a laser printer. If you are using an ImageWriter then the dialogs displayed will be different.

### *To print your labels*

1. Click the **Print** button.

You will be presented with the following dialog.



The dialog allows you to select the start position for printing. The number of rectangles displayed depends on the total number of labels defined in your template.

2. Select the start position for the label to be printed and Click the **Proceed** button.

You will be presented with the following dialog.

**LaserWriter "Laser-Jo & Behrouz" 7.0**

Copies:  Pages:  All  From:  To:

Cover Page:  No  First Page  Last Page

Paper Source:  Paper Cassette  Manual/Envelope Feed

Print:  Black & White  Color/Grayscale

Destination:  Printer  PostScript® File

**Print**  
**Cancel**  
**Help**

You may select the desired options as required. However, you should be aware that **Copies** on LaserWriter refer to pages of labels and not to individual labels. On an ImageWriter **Copies** refer to the number of copies of each label you want printed.

3. Select the number of copies required and Click on the Print button.

Status information is presented while MacLibrarian prepares the labels for your printer.

## Chapter 6: Editing

### Correcting mistakes

Edit	
Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘D
Clear	
Select All	⌘A

It is assumed you are already familiar with the editing functions of the **Edit** menu on your Macintosh. MacLibrarian handles these like any other application; however, the **Undo** function may not be so obvious. When you **Cut** or **Clear** a disk record the disk is not removed from the library but is marked deleted (assuming you are not in **Auto Tidy** mode).

Num	Marked	Volume Name	Create Date	Modified Date	Locked	Size	Files
0	X	TT	Apr 2, 1989	May 5, 1989	Ⓛ	17K	4
1		Host Password	May 15, 1989	Jan 6, 1990	Ⓛ	16K	?
2	X	KBM	Apr 2, 1990	Apr 15, 1990	Ⓛ	208K	11

dimmed disk record marked deleted

You can easily identify a disk which is marked deleted by the way it is displayed. The disk record is shown dimmed and is not removed from the library until a **Tidy** is done. The **Tidy** function scans the library and removes all the disks that have been marked for deletion. This provides another level of protection and allows you to retrieve files that have been marked for deletion. If you would like to disable this feature then turn on the **Auto Tidy** preference which is further described in Chapter 9 "Customizing MacLibrarian".

#### *To undo (retrieve) a deleted disk record*

1. Select the record that is marked deleted.

A disk record is marked deleted if it is dimmed.

2. Select **Undo** from the **Edit** menu.

The disk record is retrieved and no longer appears dimmed.

*Note: MacLibrarian works on a copy of your library therefore editing functions do not become permanent until you*



*save your library file.*

---

## Deleting records

There are several ways for you to delete disk records. You can use **Cut**, **Clear** and **Delete Disk** with or without **Auto Tidy** enabled. With **Auto Tidy** enabled you can bypass the dimmed (marked for deletion) records and delete the records directly. However, you are warned that you are in Auto Tidy mode. This warning can also be disabled (see Ask before delete in "Customizing MacLibrarian").

When you delete a disk record you are removing the disk information with all the file records associated with the disk record from the library. To ensure the integrity of your library, you are only permitted to delete disk records. If it was possible for you to delete a single file record then the disk record would not be accurate.

There are two ways you can delete disk records with **Auto Tidy** disabled.

### *To delete a disk record using Delete Disk*

1. Select the **Delete Disk** from the **Librarian** menu.

A dialog is displayed asking for the disk number (serial number).

2. Enter the disk number (serial number) you wish to remove from the library.
3. Select the **OK** button.

The dialog box disappears and the disk record is dimmed to show that it has been marked for deletion. In addition, all file records associated with the disk record are also dimmed to show that these files are marked for deletion.

4. Select **Tidy** from the **Librarian** menu.

All the dimmed records are removed permanently from

the library file and the windows are updated.

The records dimmed are only marked deleted and are not removed from the library until a **Tidy** is done. The shading and marking of deletion records can be optionally bypassed by adjusting the **Auto Tidy** preference as described in "Preferences when deleting" further on in this chapter.

### *To delete a disk using Cut or Clear*

Version 1.5 now lets you delete multiple records. You can delete multiple records by selecting all the desired records and following the procedure below.

1. Select a record by clicking on it.

This operation is required to identify the disk record. You can click on a disk record or a file record. If a file record is selected MacLibrarian finds the disk record and deletes it with all the associated file records.

2. Select a **Cut** or **Clear** from the **File** menu.

The selected records for the file and disk are dimmed to show that it is marked for deletion.

3. Select **Tidy** from the **Librarian** menu.

All the dimmed records are removed permanently from the library file and the windows are updated.

### **Preferences when deleting**

As previously described the disk and file records are marked for deletion and are shown by the dimmed records. This is only true if the **Auto Tidy** preference is disabled.

If the **Auto Tidy** preference is enabled the actions taken by MacLibrarian are very different. The records are deleted immediately. You are warned that you are in **Auto Tidy** mode and are given the option of backing down. You can disable this warning by the **Ask Before Delete** preference. However, you are unlikely to delete many disks from your library and should therefore, avoid disabling this preference.

## Tidy

The **Tidy** command in the **Librarian** menu scans the library and removes all the disks that have been marked for deletion. This is useful if you plan to delete many disk records. Since you can collect all the marked deletes and update your library in one action!

If you are in **Auto Tidy** mode and have previously marked disks for deletion and your next command is Cut or Clear then not only the selected items are deleted but also all the records that have been marked for deletion.

*Note: **Tidy** is a non-recoverable command and cannot be undone.*

---

## Copying and pasting

Copying in MacLibrarian works like any other application; you select a record and select the **Copy** menu item from the **Edit** menu. If no records are selected then MacLibrarian attempts to copy whatever you have in the Search Area of the active window.



All records are copied as text tab-delimited. This means that they can be easily transferred to word processing packages and spreadsheets.

*Note: The Copy command should only be used for transferring small amounts of data. If you need to transfer large amounts of data then see the chapter on "Exporting Your Library."*

Pasting in MacLibrarian is supported only in the Search Area. This is to ensure the integrity of the library.

### ***To copy records***

1. Select the records to be copied.

You can select more than one record by keeping the Command key down and clicking the desired records. The records selected are highlighted. If no records in the active window are selected then the text selected in the **Search Area** is copied to the clipboard.

2. Select **Copy** from the **Edit** menu.

The highlighted records are copied to the clipboard in text tab-delimited form for insertion into your favorite word processor or spreadsheet.

***To paste from the clipboard into the search area***

1. Select the text in the Search Area.

A quick method of selecting all the text in the Search Area is to press the Return or Enter key. If there is nothing to select then a blinking vertical bar is displayed.

2. Select **Paste** from the **Edit** menu.

The text in the clipboard replaces the selected text.

MacLibrarian does not support copying or pasting of text in the **Tree** window.



---

## Chapter 7: Window Management

MacLibrarian has three windows for viewing disks and files records. These are:

- Disk Window
- File Window
- Tree Window

The Disk and File windows allow you to manipulate the way the information is displayed and searched. The Disk Window is the default window when the application is started. The File window is used to show the entire list of files in the library. This can be accessed by the **Show Files** menu item in the **Windows** menu. The **Tree** window displays the contents of a disk in a tree format and is only displayed when requested by double-clicking the appropriate disk or file record.

---

### Disk and file windows

As described above there are two windows which let you manipulate the way the information is displayed. Both windows are of standard type and you should feel comfortable with them. However, there are a few differences such as the Search Area and the view titles.

The view titles are displayed in both the disk window and file window. The data for the view titles is the appear in the

respective columns. The view titles may be renamed, hidden, rearranged and resized to suit your needs.

View Titles

Num	Marked	Volume Name	Create Date	Modified Date	Locked	Size	Files
0	<input checked="" type="checkbox"/>	TT	Apr 2, 1989	May 5, 1989		17K	4
1	<input checked="" type="checkbox"/>	Hash Password	May 15, 1989	Jan 6, 1990		116K	7
2	<input checked="" type="checkbox"/>	KBM	Apr 2, 1990	Apr 15, 1990		208K	11
3	<input checked="" type="checkbox"/>	Kami ->Behrouz	Apr 19, 1990	Jan 27, 1990		774K	36
4	<input checked="" type="checkbox"/>	Shampoo	Jul 22, 1989	Apr 25, 1990		705K	50
5	<input checked="" type="checkbox"/>	Shmp2-Backup project	Apr 7, 1990	Apr 25, 1990		668K	2
6	<input checked="" type="checkbox"/>	Vol Rest Rec	Jan 27, 1990	May 4, 1990		608K	6
7	<input checked="" type="checkbox"/>	properly investment	Aug 22, 1990	Apr 10, 1990		302K	13
8	<input checked="" type="checkbox"/>	ResEdit Disk	Oct 15, 1990	Oct 15, 1990		666K	26
9	<input checked="" type="checkbox"/>	Program Disk	Aug 29, 1988	Aug 30, 1988		573K	10
10	<input checked="" type="checkbox"/>	Tutorial Disk	Aug 29, 1988	Aug 30, 1988		419K	49
11	<input checked="" type="checkbox"/>	micam	Mar 31, 1988	Dec 19, 1990		16K	5
12	<input checked="" type="checkbox"/>	Resume	Sep 6, 1989	Jul 9, 1990		62K	8
13	<input checked="" type="checkbox"/>	test disk	Jan 5, 1991	Jan 8, 1991		150K	57
14	<input type="checkbox"/>	Untitled 5	Nov 5, 1990	Jan 29, 1991		633K	38

Stamped Disk

Serial Number

Search Area

Unlocked Disk

FindFile:

The titles are described in the following tables:

View title	Description
Num	Serial number assigned
Stamped	The one cent stamp on the disk has been stamped (or marked)
Volume Name	The name of the disk
Create Date	The date the disk was created
Modified date	The date the disk was last modified
Locked	The padlock icon shows the disk was locked when saved
Size	The amount of disk space used
Files	The number of files on the disk
Dir	The number of directories on the disk
Type	The floppy icon or other icon indicates the type of disk

**Table 1-Disk window view titles**

<b>View title_</b>	<b>Description_</b>
Filename	The name of the file which may be preceded by a StuffIt or Compact Disk icon to show it belongs to a compressed file.
Vol#	The serial number assigned to the disk.
Volume Name	The name of the disk.
Type	An icon representing an application file or directory.
Create Date	The date the disk was created.
Modified Date	The date the disk was last modified.
Type Signature	The file signature.
Creator Signature	The creator signature.
File size	The size of the files scanned.
App Mem	The application memory size required.
Version Information	The version information if it exists.

**Table 2-File window view titles**

The Search Area allows you to enter characters to search for a particular disk or file record. To take advantage of the Search Area you need to have an ordered list in the first column such as the serial number. Let us assume that you are looking for the 90th record and you do not want to use the scroll bar. Then simply enter "90" in the Search Area and you will notice that after entering the "9" the ninth disk record has scrolled to the top of the window; after entering the "0" the 90th disk record has scrolled to the top of the window. This is useful when you are looking for a specific file but cannot remember how you spelled the filename or you are looking for a file or disk that you last modified two months ago. As stated this only works when you have a sorted list. However, there is nothing to stop you using it when you do not have a sorted list but the results of the search is not guaranteed (it depends on the search algorithm's ability to find a match).

*Note* There is a quick method of selecting text in the search area; simply press the Enter or Return key and all the text in the area becomes selected.

---

## Managing columns

As mentioned earlier the column (view title) may be renamed, hidden, rearranged and resized to suit your needs.

### Moving a column

The view titles are the titles for the respective columns. The display order of the columns can be changed. If you have already tried a **Sort** from the menu then you would have noticed that the column being sorted gets moved to the first column.

#### *To move a column*

1. Click and hold the mouse button on the view title of you want to move.



The cursor changes to the animated cursor shown on the left

2. Move the cursor to the new position while still holding down the mouse button.

The mouse button must be released in a view title area, otherwise the request for a change will be ignored. The column appears in the new position.

The column is inserted to the left of the position where the mouse button was released. Therefore, when releasing the mouse button one position to the right the net effect will be no change. To move the view title a single column to the right you have to move the view title two positions to the right before releasing the mouse.

*Note: If you are in **Auto Sort** mode and move the view title to the first column then a sort is performed.*

### Adjusting column widths

Placing your cursor on the edge of the column in the view

titles changes the cursor to a vertical bar with horizontal arrows. You can now change the column width by selecting and dragging it to the new position.

Num	Stamped	Volume Name	Create Date	Mo
0	<input checked="" type="checkbox"/>	TT	Apr 2, 1989	M

### *To adjust the width of a column*

1. Select the column divider line (edge of column) in the view area .

A vertical line is extended to the bottom of the window as a guide and as an indication that you are changing the column width.

2. Holding the mouse bottom down move the cursor horizontally and release at the desired location.

The column width is adjusted to the new width and all text is trimmed to fit within the column. The text is trimmed when three dots are placed at the end of the visible text.

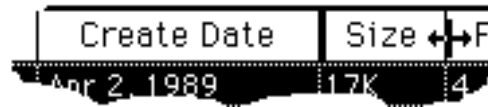
## **Hiding columns**

There are two methods to hide a column. You can make the column width zero by adjusting the column width or double click the column title to change the attribute of the column.

### *To hide a column by using column dividers*

You can hide columns that you are not interested in by dragging the right column divider line and placing it over the left column divider line of the column you wish to hide. A hidden column is shown by a thick divider line in the view title area. (This feature is similar to the one in Excel).



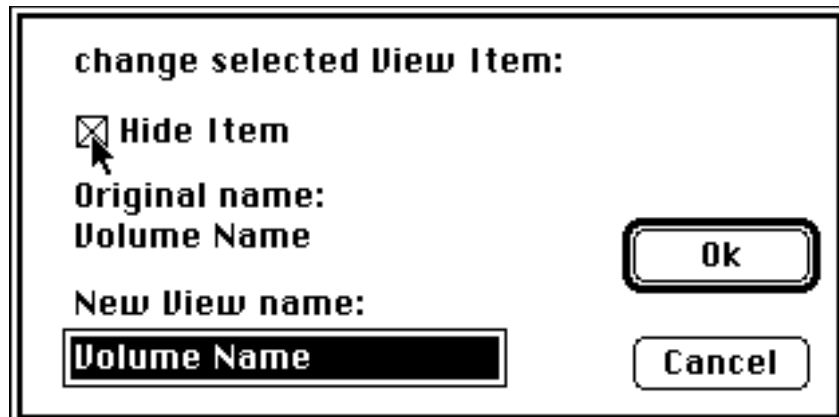


Create Date	Size	↔+
Apr 2, 1989	17K	4

***To hide a column by view title***

1. Double click the view title of the appropriate column.

The following dialog is displayed.



2. Click the **Hide Item** in the dialog box and click the Ok button.

The dialog is removed and the selected column is hidden.

## Making hidden columns visible

### *To make a hidden column visible*

- Select the thick divider line in the view title area and drag it to the right.

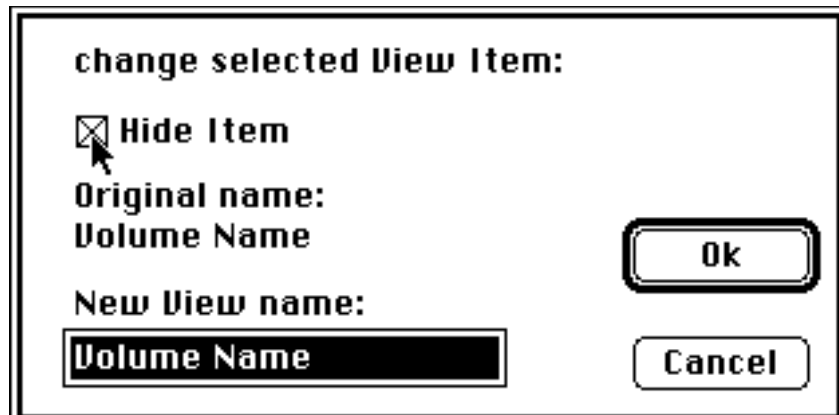
This expands all hidden columns at that position. If more than a single column is hidden in one area than it will expand them.

## Changing the title of a column (view title)

### *To change the column title (view title)*

1. Double-click in the view title area.

You will be presented with a dialog box showing the original name and new view name. If this is the first time you are changing the view title name then the new view name will be the same as the original name.



2. Select the **New View name** and change the title.
3. Click Ok.

The dialog box is removed and the column is renamed.

## Managing multiple windows



A window can be made the active window that is, brought to the front by selecting the window name from the windows menu.

The disk and file windows are always available from the **Windows** menu. To open or activate the **File** window, select the **Show Files** menu item in the **Windows** menu. To activate the Disk Window, select the **Show Disks** menu item from the **Windows** menu.

If you close the **Disk** window MacLibrarian will give you the option of saving your data before closing the library.

When a window is opened it is added to the **Windows** menu. The Library name is added to each window to avoid confusion when you have multiple libraries open simultaneously. When the window is closed, it is removed from the **Windows** menu.

The contents of the clipboard can also be viewed. No editing is allowed in the clipboard window. To open the clipboard or bring the window to the front, select **Show Clipboard** from the **Windows** menu. The **Show**

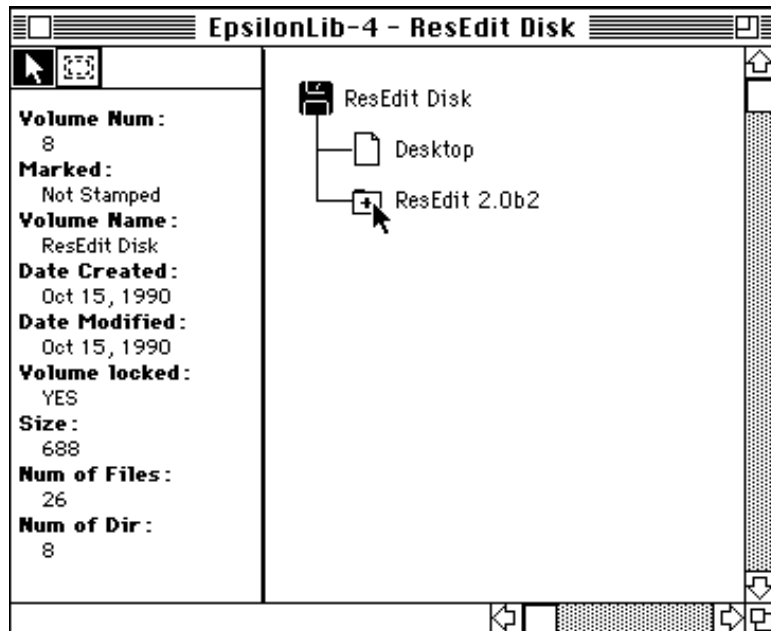
**Clipboard** command is disabled when the clipboard is empty.

---

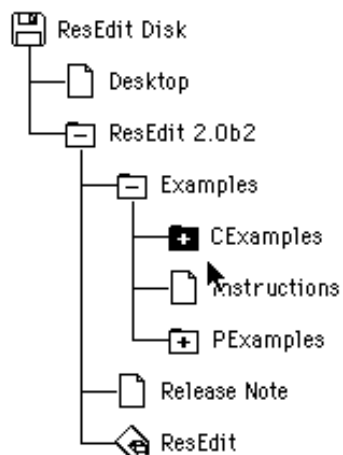
## Tree window

### Displaying a tree

To display the disk contents in a tree format, double-click on the disk or file record. MacLibrarian will load the disk contents from the library and display it as shown below.





If you double-click on a file record, the tree is expanded to show the file in the hierarchy of the disk record. For ease of identification the file is hilited. This lets you know where a file resides, without having to search manually.



The left-hand of the tree window displays specific information about the highlighted icon in the tree. This area is known as the

icon information area. To display the information for a particular icon (disk, folder or file), select the icon. The information is displayed in the icon information area. This saves you switching back and forth between windows to get specific information about the file or disk records.

## Displaying folders in the tree hierarchy

The plus icon  that appear in the folder indicates a folder that can be expanded. The minus icon  indicates a folder that has been **expanded** and can now be **collapsed**.

A folder without a plus or minus sign indicates an empty folder.

Double-clicking on a folder with a plus icon **expands** the folder; that is, it displays the next level in the tree hierarchy. If you want to **expand** the entire folder and any folder within (that is, the entire tree hierarchy of the folder) then hold down the Command key and double-click the folder.

To **collapse** a folder with a minus icon, double-click the minus folder while holding down the Command key. To **hide** the contents of the folder double-click on it. **Collapsing** a folder removes the contents of the folder from the tree hierarchy.

Double-clicking on a **collapsed** folder expands it to the next level in the tree hierarchy. Double-clicking on a hidden folder expands the content to show the entire hierarchy that was previously displayed.

## Displaying archive files in the tree window

Archives files are treated like folders with one exception, if the **Expand Archive** preference is enabled then the archive file is shown **expanded** to the first level. All folders within the archive are treated as normal folders. To get the archive to behave like a normal folder, disable the **Expand**

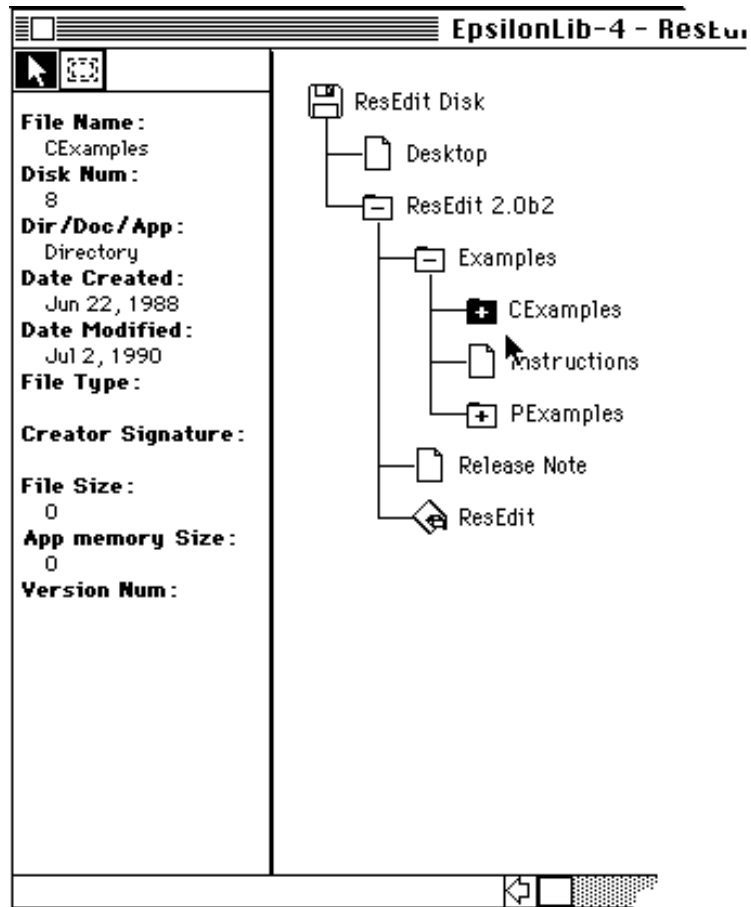
**Archive** preference.

**Displaying file information in  
the tree window**

Clicking on a folder or file displays information about that file in the icon information area on the left side of the tree window. If the information in the icon information area is not fully visible, you can expand this area by moving the pointer to the right edge of the tool area and then clicking and dragging the edge.



At the moment there are two tools displayed in the tool area an arrow and an area tool. The area tools does nothing at the moment (it will later).



### Changing the display size of the tree

The Display menu item in the Preferences menu lets you change the way the tree is displayed.

The display size of the tree can be changed. This is done by changing the default icon size and the default vertical and horizontal spacing between icons.

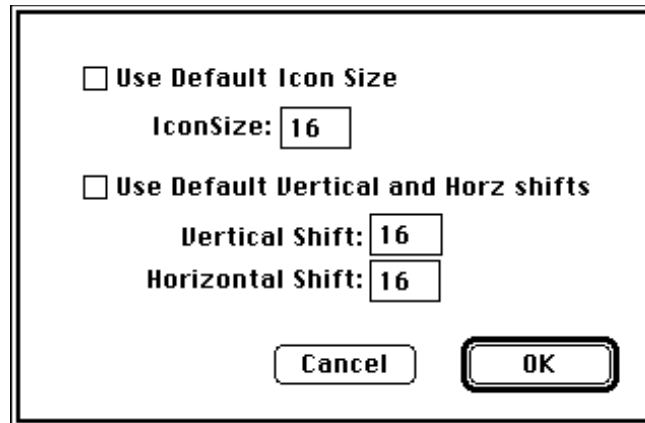
#### *To change the vertical spacing, horizontal spacing or the icon size*

1. Select Display from the Preferences menu.

A dialog is displayed giving you the option of changing the icon size, vertical shift and horizontal shift.

2. Click in the check boxes to disable the check boxes.

Disabling the check boxes activates the editable fields.



2. Edit the editable fields as required.

Note that the sizes are number of pixels.

4. Click the OK button to make the changes, or click the Cancel button to ignore the changes.

The dialog box is removed and the tree is displayed with the new dimensions.

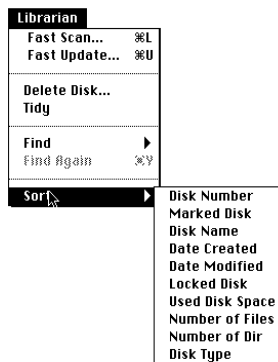
---

## Chapter 8: Sorting and searching

MacLibrarian has several ways for you to search or sort the contents of the Disk and File windows. You can use the **Librarian** menu commands or use short cuts such as the AutoSort and the Search Area.

---

### Sorting



You can sort on any field of the records in the disk or file library. However, you must make sure that the appropriate window is active by clicking on it. Depending on the active window, the appropriate sort fields are made available in the hierarchical Sort menu. As the window changes so will the hierarchical contents of the Sort menu.

#### *To Sort using the menu commands*

1. Select the desired window for the sort to be performed in.
2. Select the desired sort from the hierarchical Sort menu.

MacLibrarian displays an animated cursor while it is attempting to build a new Index file. Upon completion of this activity the screen is redrawn with the sorted field in the first column.

MacLibrarian always rearranges the display by displaying the sorted column as the first column.

### AutoSort

You can also use the view titles to perform a sort. This requires that the **AutoSort** preference, be enabled. As you have probably already guessed moving the view title to the first column will sort the field being placed in the first column. The **AutoSort** has no effect on any column except the first.

*Note: AutoSort is window specific preference setting. That is*

*setting it in the Disk window will not set it in the File window. If you want the feature enabled in both windows then you have to set each window individually.*

### *To Sort using view titles.*

1. Enable AutoSort from the Preferences menu.

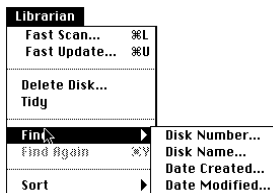
The AutoSort menu item should now have a check mark beside it.

2. Select the view title you wish to have sorted
3. Drag the view title to the first column and release the mouse button.

MacLibrarian displays an animated cursor while it is attempting to build a new Index file. Upon completion of this activity the screen is redrawn with the sorted field in the first column.

---

## Searching the contents of a window



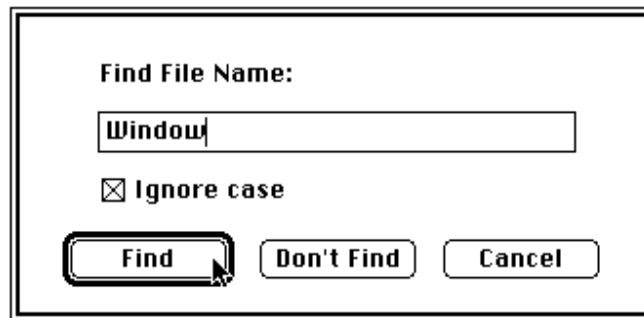
As described earlier there are two main ways to search and the easiest and most straight forward way is to use the menu commands. The Disk and File windows each have their respective fields identified for which a search is possible in the hierarchical menu **Find**. The Disk or File window must be active for the hierarchical **Find** to be enabled.

The advantage of searching from the menu is that you do not need a sorted list in the first column. MacLibrarian scans from the beginning of the library until it finds a match.

### *To find from the menu*

1. Select the window for which a search is desired.
2. Select the type of search from the hierarchical **Find** menu

A dialog similar to the one below is displayed. The contents of the dialog will change depending on the type of search. For example, **Ignore case** does not make sense when you are searching for a date.



The Don't Find Button accepts all the information but does not start the search. To start the search after clicking the Don't Find Button you can use the Find Again command from the Librarian menu.

The Cancel button will ignore all input entered and the dialog box is put away. The Find Again menu item is not made available.

3. After entering the search string and the desired case is chosen, click the **Find** button.

The dialog box disappears, MacLibrarian finds the first match and scroll the record to the top of the window and highlights the record.

## Finding the Next occurrence

Searching from the **Find** menu only displays and highlights the first occurrence. To find other matches you need to use the Find Again menu item from the Librarian menu. The criteria for the search depends on what you had entered and what choices you made in the last Search dialog. You may repeat the Find Again command until there are no more matches.

## Search area

The Search Area at the bottom left-hand corner of the window can also be used for searching but requires the first

column to be sorted. However, the results are slightly different since the Search Area ignores all other possible matches in the field. This is best explained by an example:

Let us assume you want to search for the filename "WINDOW" and the filename view title is sorted in the first column. As you type each character in the word "WINDOW" in the Search Area you will notice that the screen scrolls. When you enter 'W' the window scrolls to the start of the Ws, when you type the second character 'I' the content of the window scrolls to the start of the WIs... and so on. I have never entered the full text of what I am

looking for. I can find what I am looking for after a few characters typed.

*Note: The Search Area is a case sensitive search.*



---

## Chapter 9: Customizing MacLibrarian

Preferences
Auto Sort Auto Tidy
✓Fast Scan ✓Expand Archives ✓Cmd-Period Enabled
✓Stamp Disk ✓Ask Before Delete
✓Display Grid Display... Filter...

The Preferences menu lets you to change the way MacLibrarian and behaves during your working session.

The preference menu is now Library-specific and any new window created for a particular library has the same preference settings. An exception to this rule is the Auto Sort Menu preference which is window specific and the Cmd-Period Enabled preference which is session specific.

Some preferences are not applicable in some windows since the complexity of the application without adding value.

The changes to the preferences stay active during your working session and are saved with your library. When the library is opened the settings are restored.

---

### AutoSort

If the AutoSort is enabled, a sort is automatically performed when a column is moved and becomes the first column. If AutoSort is disabled, a column can be rearranged without a sort being performed on the contents. If you are unsure how to move a column refer to Moving a column in Chapter 7.

Moving a column (view title) from the first column to any other column has the same effect as moving the second column to the first. MacLibrarian moves the first column to the position at which the mouse button was released and all columns are shifted to the left. The second column now becomes the first and a sort is performed.

AutoSort is enabled when a check mark precedes the menu item and is disabled when there is no check mark present.

*Note: AutoSort is a window specific preference setting. That is, setting it in the Disk window will not set it in the File window. If you want the feature enabled in both windows then you have to set each window individually.*

---

## **AutoTidy**

When you delete a record from the disk or file window, MacLibrarian does not remove the record from the library but marks the record for deletion and dims its appearance.  
To

remove the record permanently you need to use Tidy. This two step process can be bypassed by enabling the AutoTidy Preference.

Epsilon's - Disks							
Num	Marked	Volume Name	Create Date	Modified Date	Locked	Size	Files
0	<input checked="" type="checkbox"/>	IT	Apr 2, 1989	May 5, 1989		17K	4
1	<input checked="" type="checkbox"/>	Host Password	May 15, 1989	Jan 6, 1990		116K	?
2	<input checked="" type="checkbox"/>	KBM	Apr 2, 1990	Apr 15, 1990		208K	11

Disk Record marked deleted

When AutoTidy is enabled the record is permanently removed; however, you are warned that you are in AutoTidy mode and are given the opportunity to change you mind. This warning can be disabled by setting the Ask Before Delete preference.

AutoTidy is enabled when a check mark precedes the menu command and is disabled when there is no check mark present.

---

## FastScan

Preferences
Auto Sort Auto Tidy
<input checked="" type="checkbox"/> Fast Scan <input checked="" type="checkbox"/> Expand Archives <input checked="" type="checkbox"/> Cmd-Period Enabled
<input checked="" type="checkbox"/> Stamp Disk <input checked="" type="checkbox"/> Ask Before Delete
<input checked="" type="checkbox"/> Display Grid Display... Filter...

When **Fast Scan** is enabled MacLibrarian can scan many disks in a short time. However, **Fast Scan** does limit scans to the internal floppy drive. Disabling **Fast Scan** allows you to choose other drives such as Optical drives, CDs, Hard disks and floppies. If you are unsure how to scan disks refer to Chapter 3 "Building a library".

**Fast Scan** is enabled when a check mark precedes the menu command and is disabled when there is no check mark present.

**Fast Scan** enabled is the default mode of operation.

---

## Expanding Archives

If you use the StuffIt or the Compressor archive utility then you may have compressed many files into a single file. These files behave as any other file does, but you may not see the contents of the archive until you have started the archive application. MacLibrarian allows the contents of

such files to be expanded and displayed as separate files in the library. The expanded archives files are displayed in the File window with the StuffIt or Compactor icon preceding the name of the file. The Tree window treats the archives files as a folder and displays it with the proper archive icon instead of the folder icon. This feature is useful since it allows the contents of the archive to be viewed

like any other file and enabling you to quickly identify the file and where it resides.

If Expand Archives is enabled then all archives are expanded when the disk is being scanned.

If Expand Archives is enabled when a Tree window is opened or a folder expanded the archive expands automatically to show the first level of the archive. If you double-click on the archive it does not collapse or hide the contents of the archive. If you want to hide the contents of the archive then disable the Expand Archives preference in the Tree window. Don't forget to enable it before doing further scans.

**Expand Archive** is enabled when a check mark precedes the menu command and is disabled when there is no check mark present.

MacLibrarian supports StuffIt, StuffIt Classic, StuffIt Deluxe and Compactor archives.

---

## Cmd Period Enabled

If Cmd Period is enabled you can cancel a scan or update operation by using command period. This is useful if you are scanning large disks or CDs.

If you are Updating very large hard disks then you might want to disable this option since it keeps a copy of the previous scan in memory and only releases the memory when the update is completed. This reduces the applications memory requirements.

---

## Stamp Disk



The Stamp Disk preference tells MacLibrarian if it should write an invisible document to the disk. This operation is referred to as marking or stamping the disk. If a disk is stamped, a one cent stamp is displayed in the Disk window under the stamped View title. The stamped, invisible



document can be used to identify the disk by reading the disks serial number which is useful if you forget to write the serial number on the disk.

If the disk is not stamped a one cent stamp with a cross is displayed in the Disk window and no invisible document is written to the disk. This may be due to the disk being locked or the Stamp disk preference being disabled.

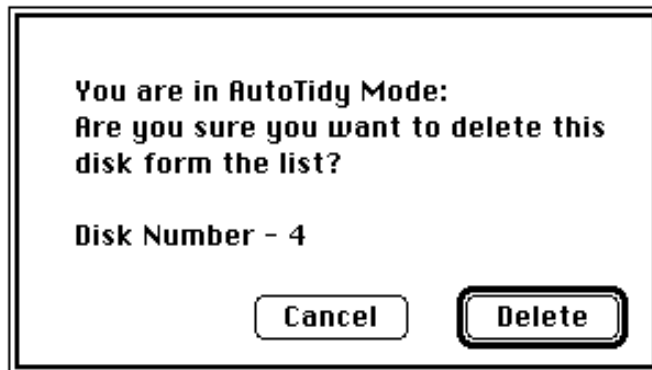
Stamp Disk is enabled when a check mark precedes the menu item and is disabled when there is no check mark present.

Stamp Disk disabled, is the default mode of operation.

---

## Ask Before Deleting record permanently

If Ask Before Delete is enabled MacLibrarian asks you for confirmation before deleting a record permanently. This preference takes effect when you are deleting disk records and the AutoTidy preference is enabled.



To bypass this additional level of protection during delete, disable Ask Before Delete.

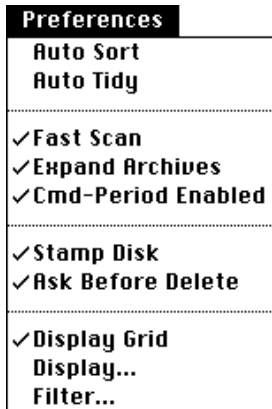
---

## Display Grid

This preference if enabled will draw grid lines in the Disk and File windows. If you are running on a Mac+ and find the display to be slow, disable this preference to improve the performance.

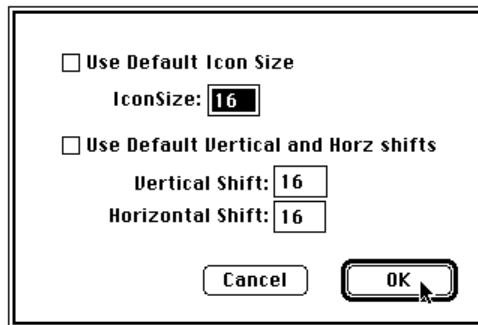
---

## Changing the size of the tree



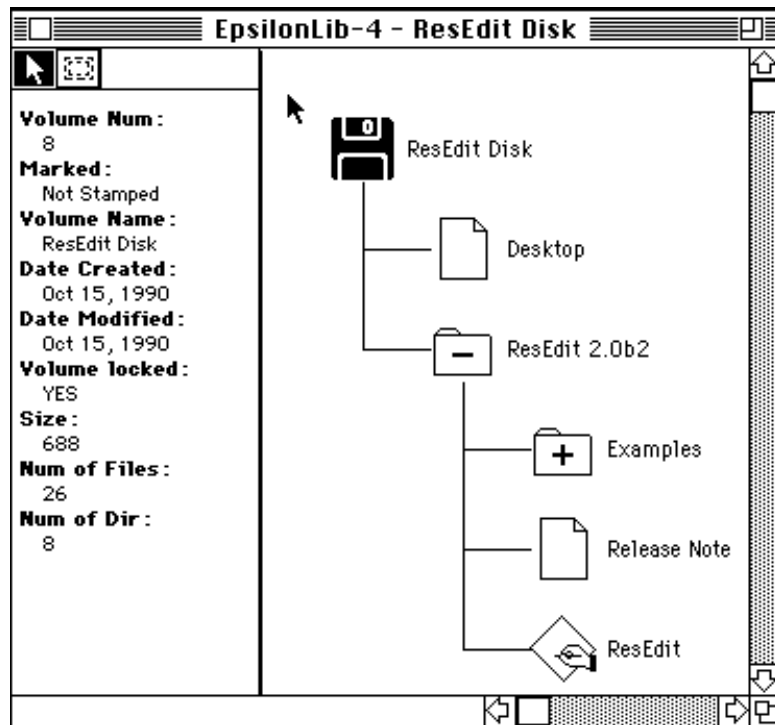
The Display preference sets the way the tree is displayed in the Tree window by allowing you to change the size of the icons and the spacing between them. The default size for the icon and spacing between them is 16 pixels.

Selecting the Display preference displays a dialog box which lets you change the icon size and the vertical and horizontal distances between them.



To change the icon size and the vertical and horizontal shifts disable the appropriate check boxes and enter the new values. Click the **OK** button to validate the changes and to redraw the tree with the new values.





The preceding diagram shows the effect of changing all the parameters to 32 pixels. For best results keep all the parameters the same size.

---

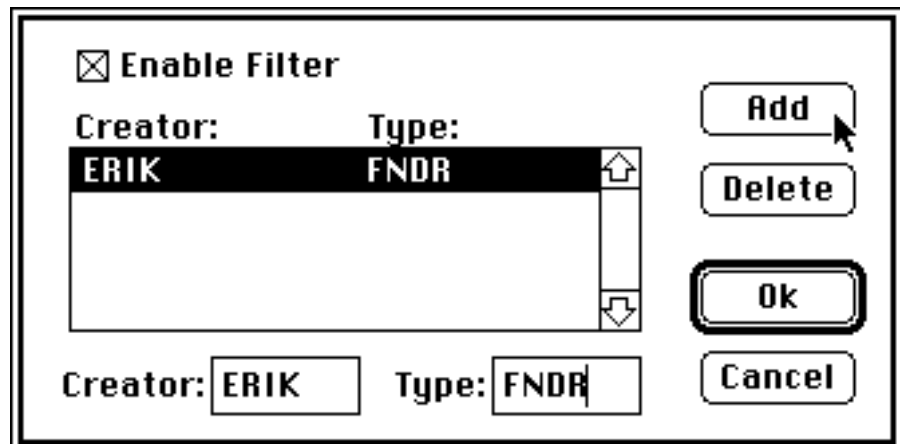
## Filters

MacLibrarian now supports filters. Filters are used to exclude certain files from being displayed or printed (including labels). A typical file you might want to filter is the desktop file. Its Creator is "ERIK" and its file Type is "FNDR". You can look up the Creator and the file Type of the file you want to filter in the File window.

### *To add a filter*

1. Select the Filter menu item from the Preference menu.

A dialog box is displayed showing a list of filters (initially empty).



2. Enter the Creator signature and File Type and click the Add button.

The filter is now part of the filter list.

- 3 Check the Enable filter check box and click on the OK button.

MacLibrarian updates the display for all open windows

and removes all files from the display list that match the filter list.

---

## Chapter 10: Exporting Your Library

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### Exporting your data

MacLibrarian allows you to export your library to a tab-delimited text file. This is the preferred method for transferring large amounts of data (as opposed to using the clipboard). You can Export either all the data associated with a window or just parts of it.

You can export either the File or Disk window but not both at the same time. If you have applied a filter to your library then the filter is still in effect when you export your data.

#### *To export your library.*

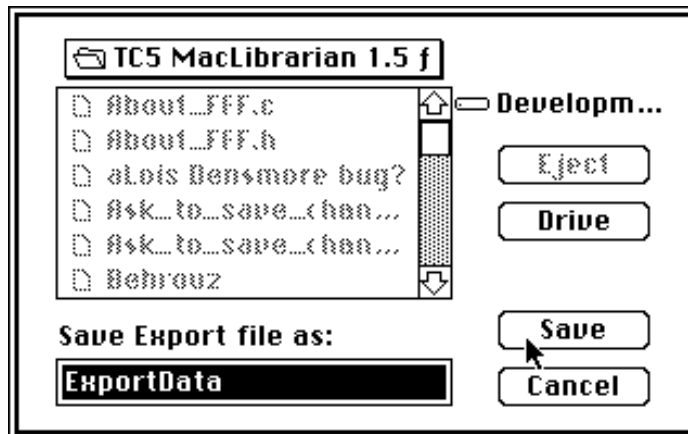
1. Select either the disk or file window.
2. Select the Export menu item in the File menu.

You will be presented with the export options dialog as shown below:



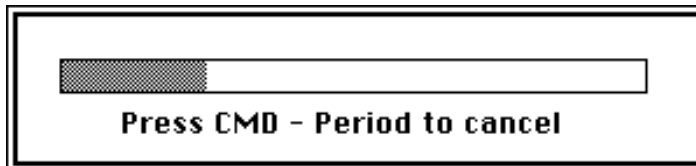
3. Select the options desired and click the OK button.

The export options dialog is removed and a standard file dialog is displayed.



4. Enter a document name for the export data to be saved to.
5. Click the Save button.

The standard file dialog is removed and a progress dialog is presented.



All your data is exported to a document as tab-delimited text.

---

## Chapter 11: Printing

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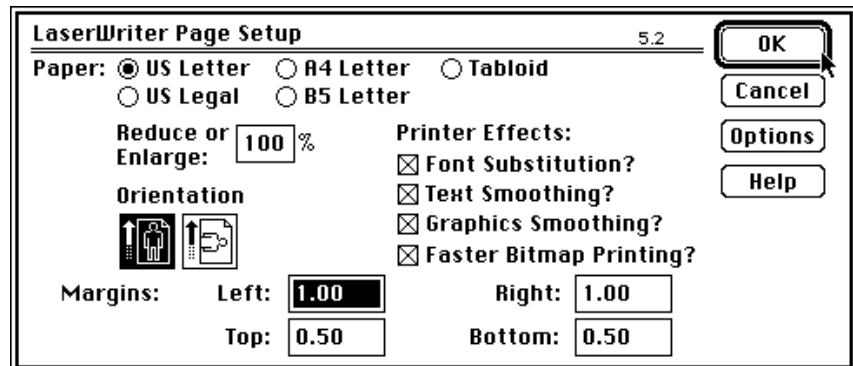
### Setting Margins

MacLibrarian allows you to set your margins for the page to be printed.

#### *To set your page margins*

1. Select the Page Setup menu item from the File menu.

You will be presented with the page setup dialog.



2. Change the margin values to suit your own needs.

The margin values are in inches and the default values are 1 inch from the left and right edge of the page and 1/2 inch from the top and bottom of the page.

3. Click the OK button.

Your new page margins have been set.

---

### Printing selected items

MacLibrarian allows you to print either the selected items in a window or all the items in the window.

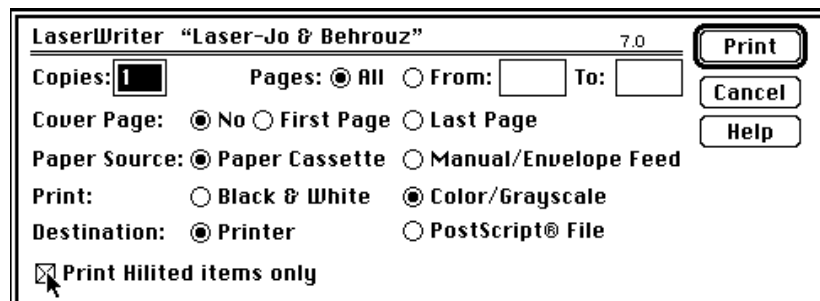
#### *To print selected items*

1. Select the window you desire to print and select the records you want printed.

If you don't want any of the columns printed you can hide them as described in chapter 7 "Hiding columns". What you see is what gets printed, so format your columns as desired.

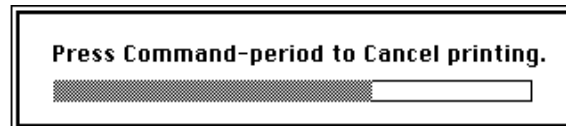
2. Select the Print menu item from the File menu.

You will be presented with the standard print dialog with a "Print Hilited items only" check box at the bottom of the dialog. This option is disabled if you try to print from the Tree window since you cannot select more than one item.



3. Select the check box and click OK.

A dialog box showing the progress being made is displayed.



If you want to stop printing at any time, press the Command key and type a "." (period).

MacLibrarian prints only the visible columns and the items you have hilited.

---

## Printing disk library

### *To print the disk library*



1. Ensure the window is active.

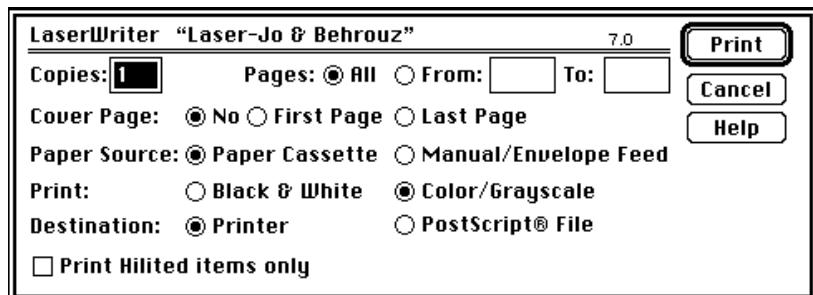
You may want to rearrange the disk window by using the view titles to suit your personal preferences. In addition, you may want the library sorted to allow you to search quickly through the printed library.

2. Select Page Setup from the File menu and set your preferences.

If you are using an ImageWriter you may want to experiment with the Page margins, orientation, and the size of the columns to get the best results.

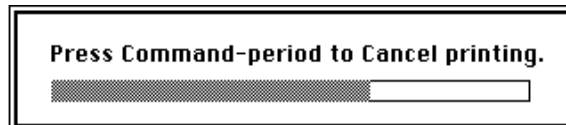
3. Select Print from the File menu.

A Print dialog box appears. Depending on your printer you have, the dialog box may look somewhat different from the one shown below.



4. Click OK to start printing the library.

A dialog box showing the progress being made is displayed.



If you want to stop printing at any time, press the Command key and type a "." (period).

---

## Printing the file library

Printing the file library is identical to printing the disk library except for the recommended Page Setup settings.

### *To print the file library*

1. Ensure the file window is active.

You may want to rearrange the file window by using the view titles to suit your personal preferences. In addition you may want the file library sorted to allow you to search quickly through the printed library.

2. Select Page Setup from the File menu and set your preferences.

If you are using an ImageWriter you may want to experiment with the Page margins, orientation and the size of the columns to get the best results.

3. Select Print from the File menu

A print dialog box appears.

4. Click OK to start printing the library.

A dialog box showing the progress made is displayed.

If you want to stop printing at any time, press the Command key and type a "." (period).

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## Printing a Tree

### *To print a Tree*

1. Ensure the tree window is active.

You may want to rearrange the tree window by making sure the desired files and folders are visible. You may also use the Display preference to set desired icon size and spacing. Refer to the Display preference in the previous chapter.

2. Select Page Setup from the File menu and set your preferences.

You may want to set your orientation to portrait for best results.

3. Select Print from the File menu.

A print dialog box appears.

4. Click OK to start printing the tree.

A dialog box showing the progress made is displayed.

If you want to stop printing at any time, press the Command key and type a "." period.

*Note: When printing a tree the Icon Information Area is not printed*

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## **Appendix A: Registration and futures**

Version 1.5.4 of MacLibrarian is being offered for distribution under the shareware philosophy. You may try it on a trial basis for 10 days and if you decide to use it after this initial trial period you must pay a registration fee of US \$30. Your registration entitles you to a personnel key which unlocks the Label printing and future enhancements.

I am very interested in hearing what you have to say about MacLibrarian, good or bad and what you would like to see added to this product. Please take a few moments to give your views and suggestions for improvement in the registration form.

If you would like a printed manual then send a cheque for US \$15.00 to cover printing and handling charges. This is what it costs me and I prefer NOT to get into the printing business but if you need it I will do it.

## MacLibrarian 1.5.4 Registration Form:

Mail To: Epsilon Systems,  
66 Pellan Way,  
Kanata, K2K 1J8,  
Canada.

Name: \_\_\_\_\_

\_\_\_\_\_

Company: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

<b>Product</b>	<b>QTY</b>	<b>Price</b>	<b>Amount</b>
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MacLibrarian 1.5.4 Registration Fee	-----		\$30.00
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Printed documentation		\$15.00	
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	-----	Total	_____
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The Things I most disliked about MacLibrarian are:

The things I most liked are:

I think you should add the following features:

MacLibrarian has been used on a MAC\_\_\_\_\_ running system  
version \_\_\_\_\_.

**Your support for shareware is greatly appreciated.**