

Add Media Objects Dialog Box, Autoscan Tab

Folder: Specify the root path of what you want to include in the library. If you are unsure of the path, click Browse... to search through the folders.

Browse: Click to locate the folder you want to scan.

Filter: Specify the name of the files or the file extension you wish to include in the library. If you want to include all files, type "*" in the box. If you want to search for multiple file extensions, such as bitmaps and GIF images, type ".bmp;.gif" in the box.

Include Subfolders: Enable to include files in the subfolders during the autoscan. A dialog box prompts you to include each file separately. You can click Yes to include each file, No to omit a file, Cancel to cancel the operation or Yes to All to include all files.

Only Add Recognized Files: Enable to add only the files Media Manager recognizes to the autoscan results.

Log Status to File: Click to place autoscan status information in a file so you can view it later.

Log Status to File: Specify the path and filename of the file you want to log autoscan status information in.

Browse: Click to locate a file to save autoscan information in.

Add Media Objects Dialog Box, Internet Tab

Universal Resource Locator: Specify a Universal Resource Locator (URL) for an Internet site that you want to keep in your library.

Add Media Objects Dialog Box, OLE Tab

Insert OLE Object: Click to display the Insert Object dialog box, from which you can insert an object from another application into your library, such as an Excel spreadsheet.

Add Media Objects Dialog Box, Options Tab

Add To Category: Select a category to add the currently selected object(s) to.

Force Media Type: Enable to give the object(s) a specific media type.

Force Media Type: Select the media type that you want to give the object(s) that are added to the library.

Don't prompt for further information: Enable to prevent the Add to Media Manager dialog box from appearing. The selected object(s) will be linked or embedded according to the options set in the Preferences dialog box.

Add To Media Manager Dialog Box

Linked: Enable this option to link the object to its original file. Altering the object changes the original file.

Embedded: Enable this option to copy the file and make it part of the library. Altering the original file does not alter the object in the library.

Set Info: Click to expand the dialog box so you can alter some of the object's properties. You can change the object's category, name or description.

Name: Type a name for the object you are adding to Media Manager.

Category: Select a category to put the object into.

Media Type: Select a media type to apply to the selected object(s).

Description: View or type a description of the object for later use when you want to search through libraries.

Categories Dialog Box

Click the Edit/Categories... command to display this dialog box.

Defined Categories: Lists all available categories you can put the object into.

Remove: Click to delete the current category.

Rename: Click to display the Change Category Name dialog box where you can edit the category name.

New: Click to display the New Category dialog box where you can create a new category.

Color Preferences Dialog Box

In the Display tab of the Preferences dialog box click Colors... to display this dialog box.

Preview: View the color options you have selected here.

Windows Default Color Scheme: Enable to use the default color scheme used in Windows for your library windows.

Custom Color Scheme: Enable to create your own color scheme for the library windows.

Title: Type a title for your color scheme here.

Save As: Click to save your color scheme for later use.

Delete: Click to delete the currently selected color scheme from the list.

Item: Select the item you want to add color to.

Color: Click to choose another color for the selected item.

Compact Library Dialog Box

Click the File/Compact... command to display this dialog box.

Total Objects: View the total number of objects in the library.

Deleted Objects: View the total number of objects you have deleted in this library.

Compact: Click to compact the library.

Create New Library Dialog Box

Library Title: Give your new library a descriptive title.

Library Description: Describe your library. This is useful later if you are searching through your libraries.

Edit ODBC Source Files Dialog Box

ODBC Source Files: Select the source file you want to add or remove.

Add: Click to display the Select Source File dialog box where you can add an ODBC source file to the list.

Remove: Click to remove the selected ODBC source file from the list.

Target File Extension: Specify an extension other than the source file current extensions if you wish.

Find Dialog Box

Click the *View/Find...* command to display this dialog box.

Categorie(s): Click to select the category name of the object(s) you want to locate. You can add or remove categories to or from the list by clicking the Add or Remove button directly under the list.

Add: Click to display a list of categories that you can select to add to the Category list.

Remove: Click to remove the selected categories from the Category list.

Media Type(s): Click to select the media type of the object(s) you want to locate. you can add or remove media types to or from the list by clicking the Add or Remove button directly under the list.

Add: Click to display a list of media types that you can select to add to the Media Type list.

Remove: Click to remove the selected media type(s) from the Media Type list.

Keyword(s): Type key words found in the descriptions of objects you want to find. The Media Manager disregards capitalization, and considers any letters between spaces as words.

Filename(s): Type the filename of the object you want to find. Not all objects have filenames associated with them.

File Extension(s): Type the file extension (bmp, jpg etc) of the object you want to find. Not all objects have extensions associated with them.

Options: Specify what Media Manager does with the objects it finds. You can replace the objects in the current window or create a new window.

Sort: Specify whether you want to sort the results of your search alphabetically a-z or in reverse z-a.

More: Click to reveal an additional portion of the dialog box, where you can select a set of search criteria you have previously saved.

Saved Find Filters: View a list of saved search criteria, and select one you want to use for your current search.

Clear All: Click this button to remove all information from the dialog box so you can perform another search.

Save: Click to save the current criteria.

Remove: Click to remove the currently selected saved find filter search criteria.

Find: Click to begin the search process.

Media Type Properties Dialog Box, General Tab

Title: Specify the name of the media type you want to add.

Description: Type a description of the media type in this box.

Use Application Icon: Enable to display the original program's default icon in the library window. For example, Excel files are designated by the Excel icon.

Use Default Bitmap: Enable to generate a preview from the actual object. Built-in default previews will be used for objects that do not contain visual information.

Use Specified Bitmap: Enable to use a bitmap to preview the object. Specify the path and filename in the Filename field, or click Browse... to display the Select Thumbnail Preview dialog box to select a bitmap file.

Use Specified Bitmap: Specify the path and filename for the bitmap you want to use as the preview for the media type.

Browse: Click to display the Select Thumbnail Preview dialog box which lets you search through your drives for the bitmap file you want to use as the icon.

Media Type Properties Dialog Box, Associations Tab

Associated File Types: View information about associated file types, such as the extension of the media type and what action will occur when an object of that media type is played.

None: Enable if you do not want the media type to perform an action when the object is played.

Preview Object: Enable to play the media object if the object is playable. A media type is playable if there is an MCI driver installed in Windows that handles that type.

Run Windows File Association: Enable to run the Windows application associated with the file type extension you specified in the File Extension box. For example, if you have selected both the file extension .xls and this option, Media Manager will run Microsoft Excel when you preview an object with the .xls extension.

Execute Specified Application: Enable to run a Windows application that is not associated with the file type extension when the object is previewed. The application will automatically load the data file associated with the current object if it is supported.

Execute Specified Application: Specify the path and filename of the Windows application that you want to use to preview the object.

Browse: Click to select the application you wish to run, or type the name and path in the Filename field. Click OK to return to the Media Type Properties dialog box.

Command-line: Type the name of the program you want this media type to run including command line arguments.

New: Click to add a new associated file type.

Remove: Click to remove the current associated file type from the box.

Media Types Dialog Box

Click the Edit/Media Types... command to display this dialog box.

Media Type/File Extensions: Displays a list of available media types and the default file extensions included in each media type.

New: Displays the Define Media Type Wizard where you can easily add new media types to the list.

Edit: Displays the Media Type Properties dialog box where you can edit the media types.

Remove: Removes the current media type.

Object Properties Dialog Box, General Tab

Preview: Displays the picture associated with the current object.

Select Preview: Click to choose a different picture to represent the object using the Select Thumbnail Preview dialog box.

Default Preview: Click to use the default picture associated with the media type to represent the object.

Name: Type a name for the current object.

Description: Type a description of the current object.

Object Properties Dialog Box, Classification Tab

Media Type: View which media type the object belongs to.

Description: Displays the attributes of the selected object.

Category: Click to select a category for the current object.

Object Properties Dialog Box, Media Tab

Filename: Displays the name of the current object.

Location: Displays the path of the selected object.

Volume Label: Displays the name of the drive that the object is stored on.

Volume Type: Identifies the type of storage the current object is stored on.

Media Size: Identifies the size of the object's file.

Media Date: Displays the date the object was created.

Entry Date: Displays the date the object was added to the library.

Attributes: Identifies whether the object is a Read Only, Hidden, Archive or System file. These settings are not editable within this dialog box

Attributes: Identifies whether the object is a Read Only, Hidden, Archive or System file. These settings are not editable within this dialog box

Attributes: Identifies whether the object is a Read Only, Hidden, Archive or System file. These settings are not editable within this dialog box

Attributes: Identifies whether the object is a Read Only, Hidden, Archive or System file. These settings are not editable within this dialog box

Preview: Displays a preview of the current object.

Object Properties Dialog Box, Media Type Tab

This tab changes according to the media type selected. For example, when an image is selected the tab is the Image tab. The options for each Media Type tab change according to the media type selected.

Actor Format: Displays the format of the actor.

Animation Format: Displays the format of the selected animation.

Illustration Format: Displays the format of the selected illustration.

Image Format: Displays the format of the selected image.

Presentation Format: Displays the format of the selected presentation. For example whether it is an Astound or PowerPoint presentation.

Sound Format: Displays the format of the selected sound.

Video Format: Displays the format of the selected video. For example whether it is an .avi or QuickTime movie.

Bits per Pixel: Displays the number of bits per pixel that appear in the image such as 8bit, or 24 bit. The more bits the larger the color palette available for the image.

Bits per Pixel: Displays the number of bits per pixel that appear in the video such as 8bit, or 24 bit. The more bits the larger the color palette available for the video.

Bits per Pixel: Displays the number of bits per pixel that appear in the illustration such as 8bit, or 24 bit. The more bits the larger the color palette available for the illustration.

Resolution: Displays the resolution (dimensions) of the selected animation.

Resolution: Displays the resolution (dimensions) of the selected actor.

Resolution: Displays the resolution (bits per sample) for the selected sound.

Resolution: Displays the resolution (bits per sample) for the selected video.

Resolution: Displays the available resolution(s) (dimensions) of the selected illustration. Some file formats, such as Photo CD images, may store multiple resolutions of the same image in one file.

Resolution: Displays the resolution(s) (dimensions) of the selected image. Some images, such as Photo CD images, may store multiple resolutions of the same image in one file.

Image Count: Displays the number of images saved in the object's file. For example, Photo CD images may store multiple sizes of the same image in the same file.

Image Count: Displays the number of images saved in the object's file. For example, Photo CD images may store multiple sizes of the same image in the same file.

Number of Frames: Displays the number of frames in the selected animation.

Number of Frames: Displays the number of cels in the selected actor.

Number of Frames: Displays the number of frames in the selected video.

Duration: Displays the duration of the animation in seconds.

Duration: Displays the duration of the actor in seconds.

Duration: Displays the duration of the sound in seconds.

Duration: Displays the duration of the video in seconds.

Sample Rate: Displays the rate (Hz) used to record the sampled sound.

Channels: Specifies whether the selected sound is stereo or mono.

Version: Displays the version of the software package used to create the presentation.

Stored Previews: Displays the number of previews that are contained in the presentation file.

Universal Resource Locator: Lists the Universal Resource Locator (URL) for an Internet site that you have stored in your library.

Type: Displays the type of object the OLE object is.

Displays the type of object the OLE object is.

Server: Displays the application that created the object.

Dimensions: Displays the physical size of the object.

Location: Displays the path and filename for the object:

Object Size: Displays the file size of the object

Object Date: Displays the date the object was created or last worked on.

Entry Date: Displays the date the object was added to the library.

Preferences Dialog Box, Display Tab

Keep Media Manager on Top: Keeps the Media Manager window or icon on top of any other application you have running, giving you instant access to Media Manager whenever you need it.

Center Dialogs over Media Manager: Click to have dialog boxes always appear in the middle of the Media Manager window.

Colors: Click to display the Color Preferences dialog box where you can set default colors for the Media Manager window.

Show Background Logo: Click to display the Media Manager logo in the background.

Use this Bitmap File: Click to display a picture in the background of the Media Manager window.

Use this Bitmap File: Type the path and filename for the bitmap you want to see as the background of the Media Manager window.

Browse: Click to select the bitmap file you want to use as the Media manager window background.

Preferences Dialog Box, Library Tab

Number Of Thumbnails Cached: View the number of thumbnails still held in memory at any one time. The larger the number, the better Media Manager works, however more memory is used.

Compact Warning After Deletes: Type the number of objects you want to be able to delete before Media Manager warns you to compact the library. This warning is only displayed when you open the library.

Preview Object on Double-Click: Enable to preview an object when you double click on it.

File Link Checking: Enable if you want to double-check any existing links between your library and resources in the library, whenever you open a library.

Compress Thumbnails: Enable to compress all the thumbnail images so your library takes up less space on disk.

Edit Default Categories: Click to edit the default categories from the Categories dialog box.

Edit Default Media Types: Click to edit the default media types from the Media Types dialog box.

Drive: Specify the drive letter for the drive (CD-ROM, network drive etc.)that you want to remap to use the same token as another user. For example you need to remap the drive if you are using a library someone else created that contains media from a CD and their CD Drive is drive E and yours is drive U.

Token: Specify the token that you want to remap your drive to. For example you need to remap the drive if you are using a library someone else created that contains media from a CD and their CD Drive is drive E and the token is @1. If your CD-ROM is drive U you need to map the drive to @1 so that the files on the CD can be found.

Clear All: Click to remove all drive mappings.

Preferences Dialog Box, Database Tab

Use Media Manager Database: Enable to use the regular Media Manager database.

Use ODBC Database: Enable to use an ODBC database instead of Media Manager's own database.

Data Source: Specify the database application you are using data from.

Table Name: Specify the name of the table in your data source that you want to use. This is used when your data source supports multiple tables in one file. If the data source doesn't support this, the table name is ignored.

User Name: Type your user name for the ODBC database. If the database does not require a user name this information is ignored.

Password: Type your password for the ODBC database. If the database does not require a password this information is ignored.

Run Administrator: Click to display the Windows ODBC Administrator.

Edit Source Files: Click to display the Edit ODBC Source Files dialog box where you can select a series of files as ODBC source files. These files will become part of your Media Manager ODBC library.

Data File Name: Specify the name of the data file being used for the library.

Preferences Dialog Box, Favorites Tab

Favorite Libraries: View a list of your favorite libraries in Media Manager.

Add: Click to add a library to the Favorite Libraries list.

Remove: Click to remove the currently selected library from the Favorite Libraries list.

Library Location: Displays the location of the favorite library on your computer.

Preferences Dialog Box, Adding Tab

Compress Embedded Objects: Enable to compress embedded objects to save disk space.

Generate Preview from Media Object: Enable to create a thumbnail preview from the currently selected object. This preview will appear as the object's thumbnail. If this option is disabled, Media Manager will display a default thumbnail preview representing the object's media type.

Always Ask: Click to always display the dialog box that asks whether you want the object you are adding linked or embedded. This is useful if some of your objects are linked and some are embedded.

Always Link New Objects: Click to always link objects you are adding to the library. The Add to Media Manager dialog box will not appear if this option is enabled.

Always Embed New Objects: Click to always embed objects you are adding to the library. The Add to Media Manager dialog box will not appear if this option is enabled.

Update Views During Autoscan: Enable to add the thumbnails to the view as they are autoscanned. If this option is disabled, the thumbnails won't be added until the Autoscan is complete.

Automate: Click to display the Startup Autoscan Setup dialog box where you can arrange to automatically perform an Autoscan every time you open Media Manager.

Log Autoscan Status To File: Click to save Autoscan information in a file and specify the path and file where you want to save this information.

Browse: Click to locate a file to save Autoscan information in.

Preferences Dialog Box, Startup Tab

Show Splash Screen: Enable or disable to turn the initial Media Manager screen on and off.

Restore Application Window: Enable to reopen Media Manager in the same position it was the last time it closed.

Restore Previous State: Enable to reopen on startup any libraries that were open the last time Media Manager closed. Media Manager will restore the main window and library windows to the same size and position they were when the program closed.

Always Open with: Click to specify which of the display options below are enabled on startup.

View As Thumbnails: Click to always show libraries in thumbnail display.

Show Thumbnail Details: Click to always show linked or embedded status, and media type with thumbnail previews.

Maximize View: Click to make the library fit the Media Manager window.

Properties Dialog Box, General Tab

Name: Displays the name of your library.

Type: Displays the type of library and the version of the application it was created in.

Location: Displays the path of the current library.

Size: Displays the size of the current library.

MS-DOS Name: Displays the name of the library for when you are working in MS-DOS mode.

Created: Displays the date the current library was created.

Modified: Displays the date and time the current library was last modified.

Accessed: Displays the date and time the current library was last opened.

Attributes: Displays whether the current library is a Read-only, Hidden, Archive or System file. These options are not editable from this dialog box.

Attributes: Displays whether the current library is a Read-only, Hidden, Archive or System file. These options are not editable from this dialog box.

Attributes: Displays whether the current library is a Read-only, Hidden, Archive or System file. These options are not editable from this dialog box.

Attributes: Displays whether the current library is a Read-only, Hidden, Archive or System file. These options are not editable from this dialog box.

Perform File Link Checking: Enable this option to have Media Manager check your library's links to non-embedded files.

Properties Dialog Box, Summary Tab

Title: Type a title for your library here.

Subject: Type the main subject of your library here.

Author: Type the author of the library here.

Keywords: Type a few words associated with your library here, so you can do keyword searches later.

Comments: Type any additional comments regarding your library here.

Properties Dialog Box, Statistics Tab

Name: Displays the name of your library.

Total Objects: Lists how many objects are in the library.

Deleted Objects: Lists how many objects have been deleted.

Embedded Objects: Lists how many objects are embedded in the library.

Linked Objects: Lists how many objects are linked to the library.

OLE Objects: Lists how many OLE objects are linked to the library.

Data File Name: Lists the filename of the data file associated with the current library.

Data File Location: Lists the path to the data file associated with the current library.

Data File Size: Lists how large the data file associated with the current library is.

Thumbnail File Name: Displays the filename of the file that stores the thumbnail preview images.

Thumbnail File Location: Displays the path to the file that stores the thumbnail previews.

Thumbnail File Size: Lists how large the thumbnail file is.

Select Thumbnail Preview Dialog Box

Source: Scroll through the box and click to select a new preview bitmap.

Images Found: Displays the number of images saved in the object's file.

Browse: Click to search through your folders for a different preview bitmap.

Startup Autoscan Setup Dialog Box

Autoscan On Media Manager Startup: Enable to perform an autoscan whenever you open Media Manager.

Filter Pattern: Specify the name of the files or the file extension you wish to include in the autoscan. If you want to include all files, type *.* in the box.

Look In Folder: Type in the name of the folder you want to perform an autoscan on.

Include Subfolders: Enable to include subfolders in the autoscan.

Only Add Recognized Files: Enable to add only the files Media Manager recognizes to the autoscan results.

Browse: Click to display the Browse For Folder dialog box, from which you can select a folder to perform an autoscan on.

Always Create a New Library: Enable if you want Media Manager to always create a new library for the autoscan results.

Use Last Active Library: Enable if you want Media Manager to add the autoscan results to the last library you opened.

Always Add To This Library: Enable if you want Media Manager to always add the autoscan results to the library in the Add to Library field.

Browse: Click to display the Select Library dialog box, from which you can select a library for the Add to Library field.

Add to Library: Type the name of the library you want Media Manager to always add the autoscan results to.



File/New...

Click to create a new library.



File/Open...

Click to open an existing library.

File/Close

Click to close the current library.

File/Compact...

Click to remove objects marked for deletion from the current library file.

File/Properties...

Click to view information about the current library, including the location of the library, its creation and modification dates, the library version, the number of objects and the current file size.

File/Preferences...

Click to specify display, library, database, object addition and startup options.

File/Add to Favorites

Click to add the current library to the Favorites list in the toolbar so that you can access it quickly.

File/Exit

Click to leave the Media Manager. If you opened Media Manager from an Astound dialog box, you will be asked if you want to return to Astound with or without the current object.

Edit/Undo

Click to reverse the last action performed in the Media Manager.



Edit/Cut

Click to remove the selected object(s) from the library and store it in the Clipboard to be pasted elsewhere.



Edit/Copy

Click to duplicate the selected object and store it in the Clipboard to be pasted elsewhere.



Edit/Paste

Click to paste the contents of the Clipboard into the current Media Manager library.

Edit/Paste Special...

Click to link or embed OLE objects from other applications.

Edit/Select All

Click to select all objects contained in the current library.

Edit/Insert Object...

Click to add an OLE object to your library. You can either link the object or embed it.

Edit/Links...

Click to edit, update or cancel links.

Edit/Categories...

Click to add, rename or remove categories from the library.

Edit/Media Types...

Click to add, edit or remove media types from the current library.



View/Thumbnail View

Click to show each object in the library with thumbnail previews.



View/Table View

Click to show objects in text format.



View/Thumbnail Details

Click to toggle the information portion of the thumbnail previews on and off. When Show Thumbnail Details is on, you will see the object's media type, linked or embedded status, its name, and media type extension.



View/Small Size

Click to display small thumbnail previews.



View/Medium Size

Click to display medium thumbnail previews.



View/Large Size

Click to display large thumbnail previews.

View/Toolbar

Click to toggle the tool bar on and off. The tool bar displays buttons that let you add objects, create new libraries, change display features and preview objects.

View/Status Bar

Click to toggle the status bar on and off. The status bar displays information about the current object, including the filename, media type, category and whether you are viewing the full library or part of the library.



View/Find...

Click to locate and show objects according to your own search criteria.



View/Show All

Click to display all objects in the current library.

View/Refresh View(s)

Click to update all views of the current library. The Media Manager modifies the library to display any files that have been added or removed.



Object/Properties

Click to display the detailed information on the current object, including a preview, filename, category, media type size, file date and a brief description.



Object/Add...

Click to select files to add to the current library.

Object/Delete

Click to remove selected objects from the current library.

Object/Relink...

Click to specify the path and filename for an object whose link is missing.

Object/Save Object As...

Click to save the object(s) to disk

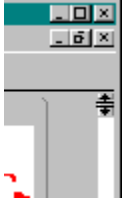
Object/Embed Object(s)

Click to embed the current linked object(s). The symbol at the bottom of the current object(s) changes to show linked status.



Object/Preview

Clicking Preview plays the current object if it is playable.



Window/Split

Click and drag the bar that is attached to the cursor down to split the view of the current library in half and click.

Window/Cascade

Click to arrange any open windows so they overlap each other, leaving the title bar visible.

Window/Tile

Click to arrange any open windows so each is visible.

Window/Arrange Icons

Click to place minimized and scattered title bars in a straight line at the bottom of the library window.

Help/Contents

Click to open the Media Manager help file to the contents page.

Help/Search...

Click to open the Media Manager help file to the index page so you can search for specific information.

Help/Using Help

Click to Display Standard information about Windows Help.

Help/About Media Manager...

Click to display information about the Media Manager, including the version number.

Favorite Libraries: Lists your favorite libraries so that you can display them quickly. The libraries contained in this list are specified in the Preferences dialog box.

